

2010-2011 Budgets

Operations & Maintenance

Debt Service

Self-Insurance

Staffing Plan

Board Adoption: June 17, 2010



**Central Contra Costa
Sanitary District**

**Central Contra Costa Sanitary District
2010-2011 Budget
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Introduction

This bound budget document contains the Operations and Maintenance Budget, Debt Service Fund Budget, Self Insurance Budget, and the Staffing Plan. The Capital Improvement Plan/Budget is produced as a separate document; the Equipment Budget is included in this document and the detail is available in a separate bound document. Following this introduction is a graphic illustration of the District's Strategic Plan and Budgeting process.

Operations & Maintenance (O&M) Budget

This section of the budget document contains the O&M Budget. Total revenues and expenses are summarized using a pie chart format. Graphic illustrations and summary tables are provided for easy reference. As always, staff advises the Board that current year projections are subject to change due to possible year-end audit entries, changes in economic conditions, and other variables beyond our control. The final section lists anticipated training, travel and conference needs.

Debt Service Fund Budget

To improve the clarity of the budgets presented to the Board, a Debt Service Fund was created in the 2004-2005 fiscal year. The main source of revenue comes from ad Valorem tax. The debt service fund does not have a separate position paper; it is included in the O&M position paper. Included in this section are: a bar chart and a table summarizing historical, current, and future debt, a table summarizing the Debt Service Budget, and a detailed budget listing with account numbers.

Self-Insurance Budget

The District created the Self-Insurance Fund in 1986. The Self-Insurance Budget section of this document includes a pie chart showing revenue and expense for the budgeted fiscal year, a position paper, detailed budget attachments, a detailed budget listing with account numbers, and bar charts showing historical revenue, expense and end of year reserve balances.

Staffing Plan

Staffing requirements were reviewed by each of the departments in preparation of this plan. This section of the budget includes the approval position paper and detailed sections by department. There are sections for co-op students and seasonal employees, and the last tab compared authorized to budgeted positions for all District staff.

Central Contra Costa Sanitary District

Financial Planning Process

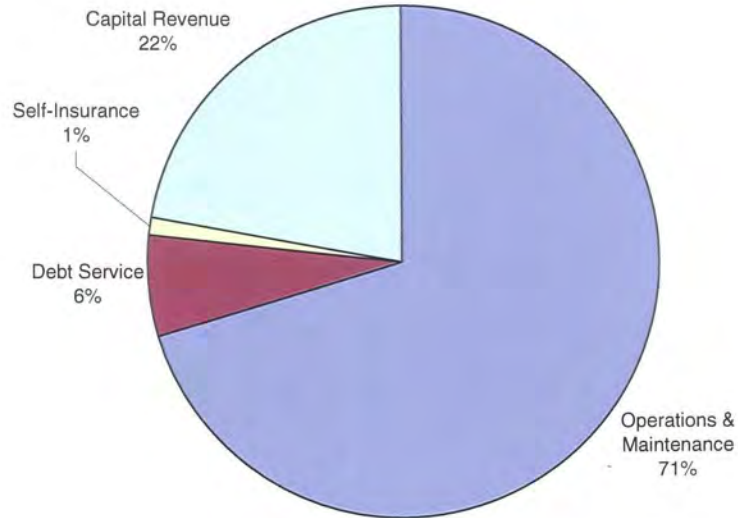


■ Action step

■ Output

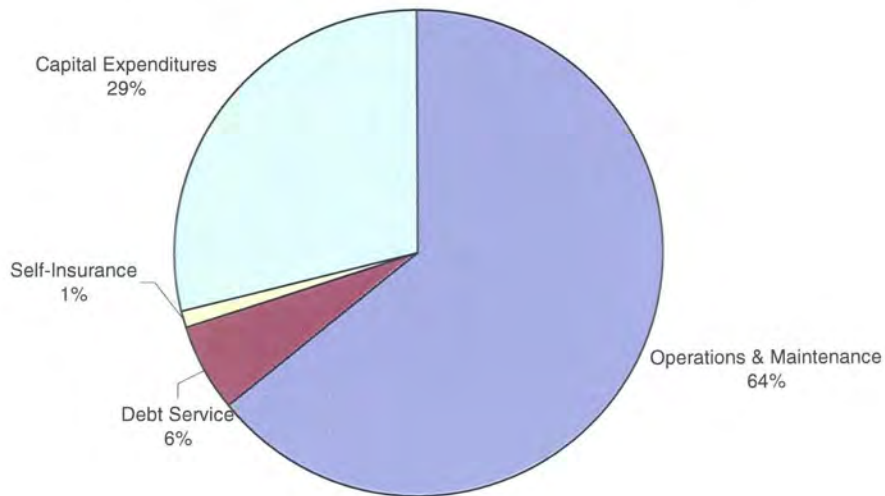
**CENTRAL CONTRA COSTA SANITARY DISTRICT
COMBINED BUDGETS - 2010-2011 FISCAL YEAR
TOTAL DISTRICT REVENUE & EXPENSE**

2010-2011 TOTAL DISTRICT REVENUE BUDGET



Operations & Maintenance	\$ 62,326,300
Debt Service	5,674,287
Self-Insurance	917,000
Capital Revenue	19,669,000
Total District Revenue	<u>88,586,587</u>

2010-2011 TOTAL DISTRICT EXPENSE/EXPENDITURE BUDGET



Operations & Maintenance	\$ 62,965,721
Debt Service	5,674,287
Self-Insurance	960,000
Capital Expenditures	28,464,000
Total District Expense	<u>\$ 98,064,008</u>

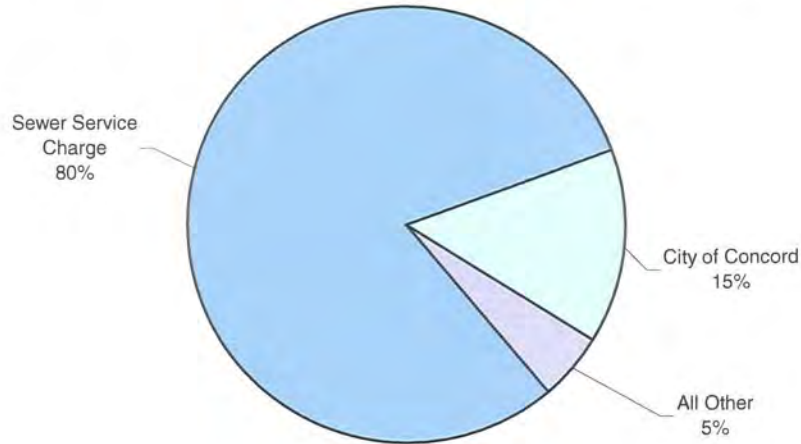
2010-2011 OPERATIONS & MAINTENANCE BUDGET



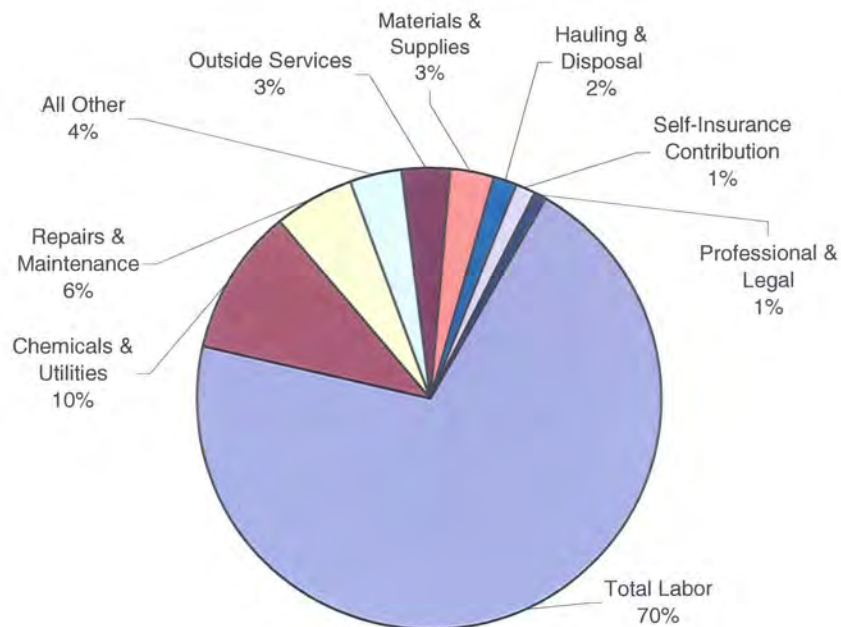
**Central Contra Costa
Sanitary District**

Central Contra Costa Sanitary District
Operations and Maintenance Budget
 Fiscal Year Ending June 30, 2011
 (\$000 omitted)

2010-2011 Revenue		
Sewer Service Charge	\$ 50,143	80.5%
City of Concord	9,100	14.6%
All Other	3,083	4.9%
	<u>\$ 62,326</u>	100.00%



2010-2011 Expenses		
Total Labor	\$ 44,326	70.4%
Chemicals & Utilities	6,401	10.2%
Repairs & Maintenance	3,495	5.6%
All Other	2,282	3.6%
Outside Services	2,140	3.4%
Materials & Supplies	1,939	3.1%
Hauling & Disposal	1,033	1.6%
Self-Insurance Contribution	850	1.3%
Professional & Legal	500	0.8%
	<u>\$ 62,966</u>	100.0%





Central Contra Costa Sanitary District
BOARD OF DIRECTORS
POSITION PAPER

Board Meeting Date: May 20, 2010

No.:

Type of Action: BUDGET REVIEW

Subject: RECEIVE THE FISCAL YEAR 2010-2011 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2010-2011 DEBT SERVICE FUND BUDGET

Submitted By:
Debbie Ratcliff, Controller

Initiating Dept./Div.:
Administrative/Finance & Accounting

REVIEWED AND RECOMMENDED FOR BOARD ACTION:


D. Ratcliff

_____ R. Musgraves

_____ K. Alm

_____ James M. Kelly,
General Manager

ISSUE: The fiscal year (FY) 2010-2011 Operations & Maintenance (O&M) Budget and Debt Service Fund Budget are being submitted for review at the May 20, 2010 Board Meeting, and are scheduled for approval and adoption at the June 3, 2010 Board Meeting.

RECOMMENDATION: Review the FY 2010-2011 O&M Budget and Debt Service Fund Budget and provide District staff with comments and guidance leading to the public hearing, approval, and adoption of the Budgets at the June 3, 2010 Board Meeting.

FINANCIAL IMPACTS: The FY 2010-2011 O&M Budget was prepared using an assumption that any increase in the Sewer Service Charge (SSC) approved by the Board will be allocated to the Sewer Construction Fund (Capital Budget). If the Board passes a rate increase for FY 2010-2011, the additional revenue will be allocated to the Capital Budget. The SSC allocation in FY 2009-2010 is: O&M \$292; Capital \$19 per Residential Unit Equivalent (RUE). The FY 2010-2011 budget includes an increased allocation of \$300 to O&M and a decreased allocation of \$11 to Capital. The FY 2010-2011 SSC O&M allocation is \$8/RUE higher, and shifts approximately \$1.3 million in revenue from Capital to O&M.

The FY 2010-2011 O&M Budget results in a decrease of \$0.6 million to O&M reserves, and total O&M reserves are projected to be \$5.5 million. The allocation of \$11 to Capital will result in a drawdown of capital reserves of \$7.1. Even with an increase of \$16 in the SSC allocated to the Capital Budget, the Capital reserves will still decline for FY 2010-11.

Property tax is currently used for Debt Service and Capital. If the District were not to receive any property tax, a SSC rate increase of \$77/RUE (25%) would be needed.

POSITION PAPER

Board Meeting Date: May 20, 2010

Subject: RECEIVE THE FISCAL YEAR 2010-2011 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2010-2011 DEBT SERVICE FUND BUDGET

ALTERNATIVES/CONSIDERATIONS: At the Board Workshop in January, different SSC rate scenarios were considered that impact District revenues as well as the fiscal year-end reserve balances. At that time, a rate increase of \$16/RUE was recommended by staff. Since that time there has been no clear Board consensus on a rate increase.

The Board may choose to implement a SSC rate increase for FY 2010-2011. Also, the Board may choose the option of not making, or reducing payment towards, the unfunded liability associated with GASB 45 post retirement benefits. Finally, the Board may choose an alternative that was not presented. The O&M and Capital draft budgets will be revised, as necessary, to reflect Board action.

BACKGROUND: Staff has developed a 10-year financial model for forecasting revenues, expenses and fund balance. The model assists the District in setting and projecting SSC rates. The model funds in the following order: Debt Service, O&M/Self-Insurance and lastly, the Sewer Construction Fund. Staff made a presentation at the January 21, 2010 Board Workshop recommending a \$16 increase for FY 2010-2011. In April, 2010, the District ratepayers received a *Proposition 218 Notice of Proposed Increase in Annual SSC* of up to \$16 for a total of up to \$327/RUE for FY 2010-2011.

The FY 2010-2011 proposed budget includes the allocation of \$7.5 million from the O&M Fund towards the unfunded liability associated with GASB 45 post employment benefits and current year retiree premiums. This amount is based on preliminary results of a new actuarial study to be completed later this year. The \$7.5 million includes an approximate payment of \$3.2 million for retiree medical, dental and life insurance premiums annually with the difference of \$4.3 million to be deposited in a GASB 45 PARS investment trust to fund future retiree benefit costs. There were also increases in Salaries, Health Insurance Premiums, Retirement and election expense.

The O&M portion of this position paper focuses on variances between projected FY 2009-2010 expenses and the proposed FY 2010-2011 Budget. The position paper also notes any significant variances between the budgets. **Attachment I** summarizes the Debt Service Fund budget. **Attachment II** summarizes the O&M revenues, expenses, and reserve balances for seven years - FY 2004-2005 through FY 2010-2011 (five years of actual expenses plus FY 2009-2010 projected and FY 2010-2011 proposed budget numbers).

POSITION PAPER

Board Meeting Date: May 20, 2010

Subject: RECEIVE THE FISCAL YEAR 2010-2011 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2010-2011 DEBT SERVICE FUND BUDGET

O&M Revenue: The following table compares Projected FY 2009-2010 to Budget FY 2010-2011 O&M Revenue:

	Projected 2009-2010	Budget 2010-2011	Increase/Decrease (-) Variance \$	Variance %
Sewer Service Charge	\$ 48,600,000	\$ 50,143,000	1,543,000	3.2%
City of Concord	8,550,000	9,100,000	550,000	6.4%
All Other	3,001,096	3,083,300	82,204	2.7%
Total	\$ 60,151,096	\$ 62,326,300	2,175,204	3.6%

Total District O&M revenue for FY 2009-2010 is projected to be \$60.1 million compared to the FY 2010-2011 budget amount of \$62.3 million, resulting in an increase of \$2.2 million, or 3.6%. This is due to:

- The internal allocation between O&M and Capital shifts more SSC revenue from the Sewer Construction Fund to O&M to cover operating costs and stay close to the O&M prudent reserve target of 10% of next year's expenses. The O&M SSC allocation increases from \$292 to \$300; the SSC allocation to the Sewer Construction Fund decreases from \$19 to \$11, drawing down Capital Reserves. The increased allocation (\$1.3 million) to O&M and 1,000 anticipated new connections (\$0.2 million), results in an increase to O&M SSC revenue of \$1.5 million compared to projected FY 2009-2010.
- Concord primarily shares a flow portion of Treatment Plant expense and is charged administrative overhead and a finance charge. City of Concord revenue is expected to be \$0.6 million or 6.4% more than projected FY 2009-2010, mainly due to higher Treatment Plant expenses in FY 2010-2011 compared to planned expense savings in FY 2009-2010.

O&M Expense: The table below compares Projected FY 2009-2010 to Budget FY 2010-2011 O&M Expense:

POSITION PAPER

Board Meeting Date: May 20, 2010

Subject: RECEIVE THE FISCAL YEAR 2010-2011 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2010-2011 DEBT SERVICE FUND BUDGET

	Projected	Budget	Increase/Decrease (-)	
	2009-2010	2010-2011	Variance \$	Variance %
Salaries	\$ 23,744,712	24,837,689	1,092,977	4.6%
Benefits & Cap O/H Credit	16,964,082	19,488,037	2,523,955	14.9%
Chemicals	1,571,000	1,771,000	200,000	12.7%
Utilities	4,840,450	4,630,000	(210,450)	-4.3%
Repairs & Maintenance	3,036,700	3,494,786	458,086	15.1%
Hauling & Disposal	935,460	1,033,461	98,001	10.5%
Professional & Legal	422,860	500,160	77,300	18.3%
Outside Services	1,883,344	2,139,600	256,256	13.6%
Self-Insurance	1,383,000	850,000	(533,000)	-38.5%
Materials & Supplies	1,772,643	1,939,725	167,082	9.4%
All Other	1,490,680	2,281,263	790,583	53.0%
Total	\$ 58,044,931	62,965,721	4,920,790	8.5%

Total District O&M expenses are projected to be \$58.0 million in FY 2009-2010 compared to a FY 2010-11 O&M budget of \$63.0 million. This reflects a \$4.9 million, or 8.5%, increase in expenses. Variances are discussed in detail below:

O&M Savings for FY 2009-2010: Total FY 2009-2010 expenses are projected to be under-budget by \$1.7 million due to staff's commitment to obtaining expense savings and lower natural gas prices.

O&M Salaries: District O&M salaries are projected to be \$23.7 million in FY 2009-2010 compared to a budget of \$24.8 million in FY 2010-2011 resulting in an increase of \$1.1 million or 4.6%. This increase is mainly due to filling vacant positions, assumed cost of living adjustments and merit increases for newer or promoted employees within their salary ranges, offset by a 3% salary vacancy factor reducing expense by -\$0.7 million.

Benefits Including Capitalized Administrative Overhead Credit: District O&M benefits including the capitalized administrative overhead credit for FY 2009-2010 are projected to be \$17.0 million compared to a budget of \$19.5 million in FY 2010-2011 resulting in

POSITION PAPER

Board Meeting Date: May 20, 2010

Subject: RECEIVE THE FISCAL YEAR 2010-2011 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2010-2011 DEBT SERVICE FUND BUDGET

an increase of \$2.5 million or 14.9%. This is mainly due to increasing the total OPEB retiree healthcare premiums and future contributions from \$5.0 million to \$7.5 million based on preliminary actuarial results. The amount allocated to the PARS trust to fund future benefits increased by \$2.0 million and the amount for retiree premiums increased by \$0.5 due to more retirees and premium rate increases.

There were also increases in medical, healthcare and dental premiums for active employees and an increased rate for retirement costs. Capitalized administrative overhead charged to District capital projects and credited to O&M, accrued compensated absence, and workers' compensation costs are less in FY 2010-11. Benefit rate assumptions are provided in the following bulleted list:

Increases:

- Kaiser – 11.2% rate increase for active employees; 7.55% weighted average retiree rate increase
- HealthNet – 12.5% rate increase for actives employees; 16.09% weighted average retiree rate increase
- CCCERA – 1.31% rate increase
- Delta Dental – 10.7% rate increase; a guaranteed 2-year rate
- Long Term Disability (LTD) – 10.9% rate increase
- Employee Assistance Program (EAP) – 2% rate increase
- Workers' Compensation – estimated 8% rate increase and confirmed savings in experience modification factor moving from .97 to .90
- Accrued Compensated Absence decreased by \$100,000, assuming less Tier 1 employees with higher terminal payout amounts.

The remaining O&M expenses total \$17.3 million in FY 2009-2010 compared to \$18.6 million in FY 2010-2011 resulting in an increase of \$1.3 million or 7.5%. Expense category variance explanations are provided in the budget document at a District and Department level. Significant variances between projected FY 2009-2010 and budgeted FY 2010-2011 are noted below:

- Election Expense is budgeted in FY 2010-2011 in the amount of \$450,000 compared to no election expense in FY 2009-2010.
- Repairs and Maintenance expenses were reduced in FY 2009-2010 due to crown spraying and POD maintenance items being anticipated but not required. The FY 2010-2011 budget reflects regular and deferred items from FY 2009-2010 and is higher than 2009-10 projected expense by \$0.5 million.

POSITION PAPER

Board Meeting Date: May 20, 2010

Subject: RECEIVE THE FISCAL YEAR 2010-2011 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2010-2011 DEBT SERVICE FUND BUDGET

- Outside Services are \$0.3 million higher in FY 2010-2011 than projected FY 2009-2010, mainly due to planned savings in FY 2009-2010.
- Utilities - Favorable market conditions have allowed the pre-purchase of natural gas at a lower cost, resulting in a favorable variance. This is minimally offset by small increases in electrical and telephone costs. Total savings for this expense category are \$0.2 million.
- Self-Insurance Contribution – The FY 2010-2011 contribution is \$0.5 million less than projected FY 2009-2010. The FY 2009-2010 Self-Insurance contribution is made up of the annual budgeted contribution of \$0.9 million for FY 2009-2010 plus a catch-up amount of \$0.5 million that was earmarked to be transferred in FY 2007-2008, but did not occur. The FY 2010-2011 contribution is per the Self-Insurance Fund budget.

Any revisions to the FY 2010-2011 O&M Budget determined at the May 20, 2010 Board Meeting will be incorporated in the Budget submitted for approval at the June 3, 2010 Board Meeting, at which the following actions are scheduled for Board consideration:

- Conduct a public hearing to receive comments on the FY 2010-2011 O&M Budget, Self-Insurance Fund Budget and Debt Service Fund Budget.
- Conduct a public hearing to receive comments on the Sewer Service Charge rates for FY 2010-2011 and for the collection of the FY 2010-2011 Sewer Service Charge on the County Tax Rolls.
- Approve and adopt the FY 2010-2011 O&M Budget, Self-Insurance Fund Budget and Debt Service Fund Budget, and approve an ordinance which establishes a SSC increase of up to \$16/RUE for a total SSC of up to \$327/RUE for FY 2010-2011.

RECOMMENDED BOARD ACTION: Review the FY 2010-2011 O&M Budget and Debt Service Fund Budget and provide District staff with comments and guidance leading to the approval and adoption of the Budgets at the June 3, 2010 Board Meeting.

**CENTRAL CONTRA COSTA SANITARY DISTRICT
DEBT SERVICE FUND
2010-2011**

Debt Service Revenue:

Sewer Service Charge	\$	-
Reserve Account Bond Interest Income		44,336
Ad Valorem Tax		5,629,951
Total Debt Service Revenue	\$	<u>5,674,287</u>

Debt Service Expense:

2009 Bond Interest Payment and Amortized Costs, less Tax Subsidy on BAB	\$	2,027,168
Recycled Water Loan Interest Payment		34,735
Total Interest Payment and Amortization Costs	\$	<u>2,061,903</u>
2009 Bond Principal Payment	\$	3,460,000
Recycled Water Loan Principal Payment		152,384
Total Principal Payments	\$	<u>3,612,384</u>
Total Debt Service Interest, Amortized Costs and Principal Payments	\$	<u>5,674,287</u>

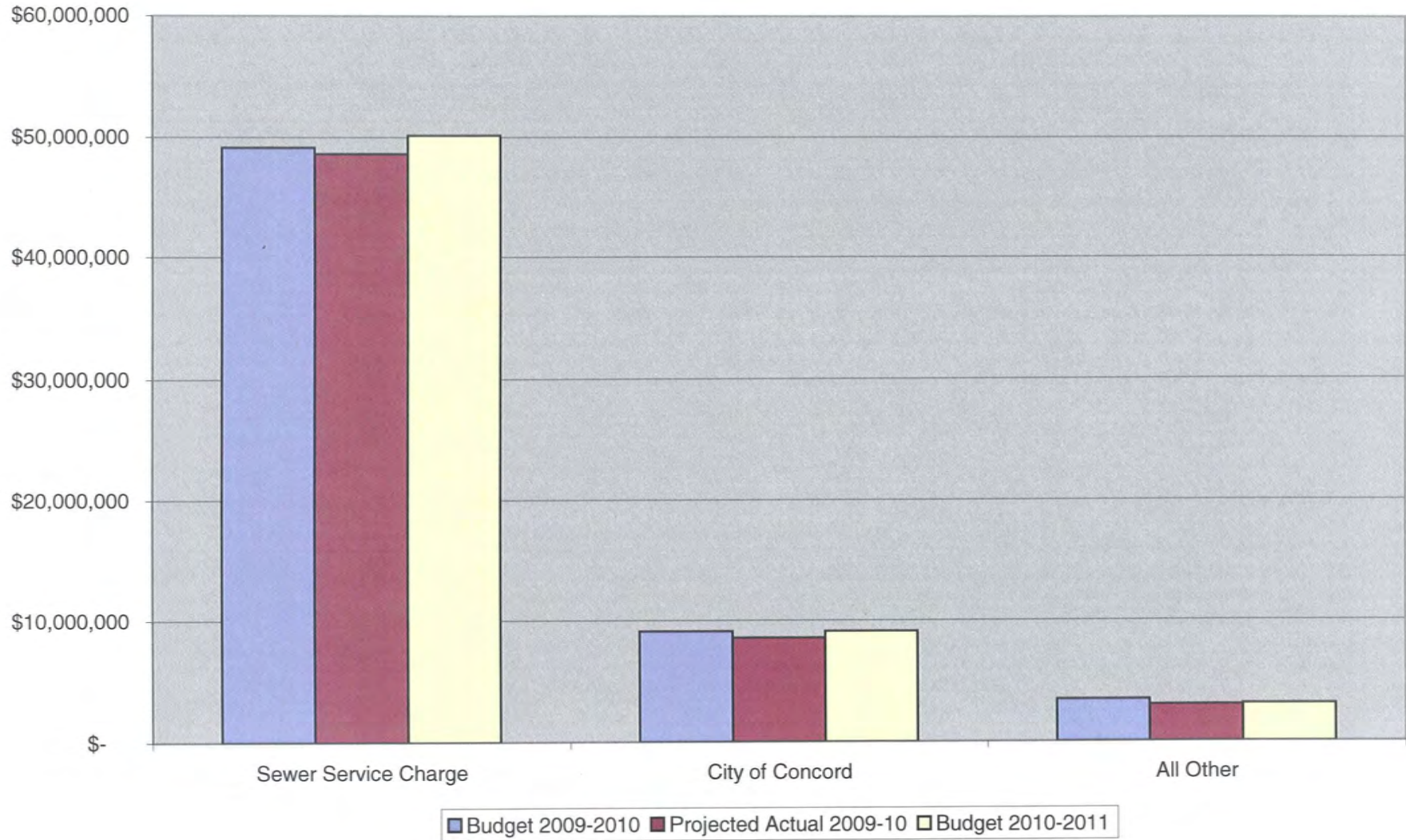
Fund Balance - Beginning of Year	\$	-
Revenue over Expense		-
Transfer from/(to) O&M or Capital		-
Fund Balance - End of Year	\$	<u>-</u>

**CENTRAL CONTRA COSTA SANITARY DISTRICT
O & M REVENUES, EXPENSES AND RESERVES
FISCAL YEARS 2004-2005 THROUGH 2010-2011**

	<u>2004-2005</u> <u>Actual</u>	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Actual</u>	<u>2007-2008</u> <u>Actual</u>	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Projected</u>	<u>2009-2010</u> <u>Budget</u>	<u>2010-2011</u> <u>Budget</u>
Revenues:								
Sewer Service Charge	\$ 32,282,806	37,781,774	35,057,668	40,207,157	43,087,454	48,600,000	49,126,100	50,143,000 (3)
City of Concord	6,603,000	7,383,011	9,043,215	8,206,860	8,755,857	8,550,000	9,100,000	9,100,000
Other	3,371,040	3,262,162	3,862,690	3,722,807	3,414,478	3,001,096	3,442,196	3,083,300
Total Revenues	<u>\$ 42,256,846</u>	<u>48,426,947</u>	<u>47,963,573</u>	<u>52,136,824</u>	<u>55,257,789</u>	<u>60,151,096</u>	<u>61,668,296</u>	<u>62,326,300</u>
Expenses:								
Administrative	\$ 9,681,999	10,124,556	14,742,224	15,828,966	16,304,462	16,887,145	16,991,153	19,603,260
Engineering	5,311,976	6,405,545	5,472,707	6,332,834	6,834,323	7,308,471	7,378,095	7,350,189
Collection System Operations	6,436,249	6,981,253	8,033,498	8,219,757	9,064,672	9,074,487	9,395,691	9,786,544
Plant Operations	18,767,128	19,858,259	21,438,368	22,054,206	22,927,971	21,886,277	23,089,075	23,169,314
Pumping Stations	2,097,634	2,160,534	2,299,234	2,685,703	2,752,950	2,888,551	2,891,655	3,056,414
Total Net Expenses (1)	<u>\$ 42,294,986</u>	<u>45,530,147</u>	<u>51,986,031</u>	<u>55,121,466</u>	<u>57,884,378</u>	<u>58,044,931</u>	<u>59,745,669</u>	<u>62,965,721</u>
Revenues Over (Under) Expenses	\$ (38,140)	2,896,800	(4,022,458)	(2,984,642)	(2,626,589)	2,106,165	1,922,627	(639,421)
Fund Balance - Beginning of Year	\$ 10,931,545	10,893,405	13,790,205	9,767,747	6,783,105	4,156,516		6,262,681
Revenues Over (Under) Expenses	(38,140)	2,896,800	(4,022,458)	(2,984,642)	(2,626,589)	2,106,165		(639,421)
Fund Balance - End of Year	<u>\$ 10,893,405</u>	<u>13,790,205</u>	<u>9,767,747</u>	<u>6,783,105</u>	<u>4,156,516</u>	<u>6,262,681</u>		<u>5,623,260</u>
Sewer Service Charge Rate - O&M	\$ 204	234	213	242	260	292		300
Sewer Service Charge Rate - Capital/Debt	\$ 76	46	76	58	51	19		11-27 (3)
Sewer Service Equivalent Units	158,249	161,461	164,590	166,145	165,721	166,438		167,143
(2) Informational - Sewer Construction Fund SSC	\$ 12,093,854	7,427,941	12,510,403	9,634,364	8,452,563	3,162,329		1,856,000-4,556,000 (3)

- Notes: (1) Net Expenses include Operating and Maintenance expenses only and do not include any capital salaries or benefits.
(2) Actual Revenue through 2008-2009. Equivalent units multiplied by the capital component of the SSC rate in 2009-2010.
(3) Any increase to the SSC will be allocated to the Capital Budget.

**Operations and Maintenance Revenue
2009-10 Budget, 2009-10 Projected and 2010-11 Budget**



O&M REVENUE

PROJECTED 2009-2010 ACTUAL COMPARED TO BUDGET 2010-2011					
	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	2009-2010	2010-2011	Variance \$	Variance %	
Sewer Service Charge	\$ 48,600,000	50,143,000	1,543,000	3.17%	Based on a \$0 rate increase in 2010-11, the difference mostly due to O&M percentage being increased to 96.43% in 2010-11 from 93.89% in 2009-10. An expected addition of 1,000 RUE's will generate an additional \$300,000.
City of Concord	8,550,000	9,100,000	550,000	6.43%	2009-10 projected is lower than anticipated due to a planned O&M savings goal; Concord is sharing in lower expenses. 2010-11 is based on higher O&M expenses, and slightly higher finance charge percentage.
Rental Income	728,696	641,000	(87,696)	-12.03%	Less income due to CSO occupying spaces previously occupied by paying tenants.
HHW Reimbursement	794,000	817,000	23,000	2.90%	Additional salaries in 2009-10 plus new cost of HHW improvement project (DP 8216) that will be billed to the partner agencies. The 2009-10 salaries, benefits and overhead are projected to be higher than what was budgeted in 2009-10.
Stormwater Program	175,000	200,000	25,000	14.29%	Less income due to the city of Walnut Creek withdrawing from a service agreement.
Reclaimed Water Sales	218,000	240,000	22,000	10.09%	Total O&M and Sewer Construction Fund revenue is expected to increase by \$32,000 from last year as a result of a 6% increase in usage in addition to a 3% inflation factor rate increase. The O&M share increased by 10.09%.
All Other	1,085,400	1,185,300	99,900	9.20%	Interest income is expected to increase slightly as the economy recovers (+\$42,000). Side sewer inspection rate increase of 8.8% for 2010-11 expected to generate a \$35,000 increase in revenue from last year.
Total	\$ 60,151,096	62,326,300	2,175,204	3.62%	

BUDGET 2009-2010 COMPARED TO BUDGET 2010-2011					
	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	2009-2010	2010-2011	Variance \$	Variance %	
Sewer Service Charge	\$ 49,126,100	50,143,000	1,016,900	2.07%	Based on a \$0 rate increase in 2010-11, the difference mostly due to O&M percentage being increased to 96.43% in 2010-11 from 93.89% in 2009-10. An expected addition of 1,000 RUE's will generate an additional \$300,000.
City of Concord	9,100,000	9,100,000	-	0.00%	No variance.
Rental Income	728,696	641,000	(87,696)	-12.03%	Less income due to CSO occupying spaces previously occupied by paying tenants.
HHW Reimbursement	686,000	817,000	131,000	19.10%	Additional salaries in 2009-10 plus new cost of HHW improvement project (DP 8216) that will be billed to the partner agencies. The 2009-10 salaries, benefits and overhead are projected to be higher than what was budgeted in 2009-10; the 2009-10 budget is understated making the variance amount higher compared to 2010-11.
Stormwater Program	250,000	200,000	(50,000)	-20.00%	Less income due to the city of Walnut Creek withdrawing from a service agreement.
Reclaimed Water Sales	208,000	240,000	32,000	15.38%	Total O&M and Sewer Construction Fund revenue is expected to increase by \$32,000 from last year as a result of a 6% increase in usage in addition to a 3% inflation factor rate increase. The O&M share increased by 10.09%.
All Other	1,569,500	1,185,300	(384,200)	-24.48%	Permit writing fee, side sewer inspection, and annexation charges revenues have declined as a result of a downturn in the economy. Interest rate of 1.5% used for 2009-10 budget versus 1.0% for fiscal year 2010-11 decreasing anticipated revenue by \$48,000.
Total	\$ 61,668,296	62,326,300	658,004	1.07%	

Projected 09-10 to Budget 09-10 \$ (1,517,200) Unfavorable

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY ANALYSIS - DISTRICT REVENUE
 FISCAL YEAR 2010-2011

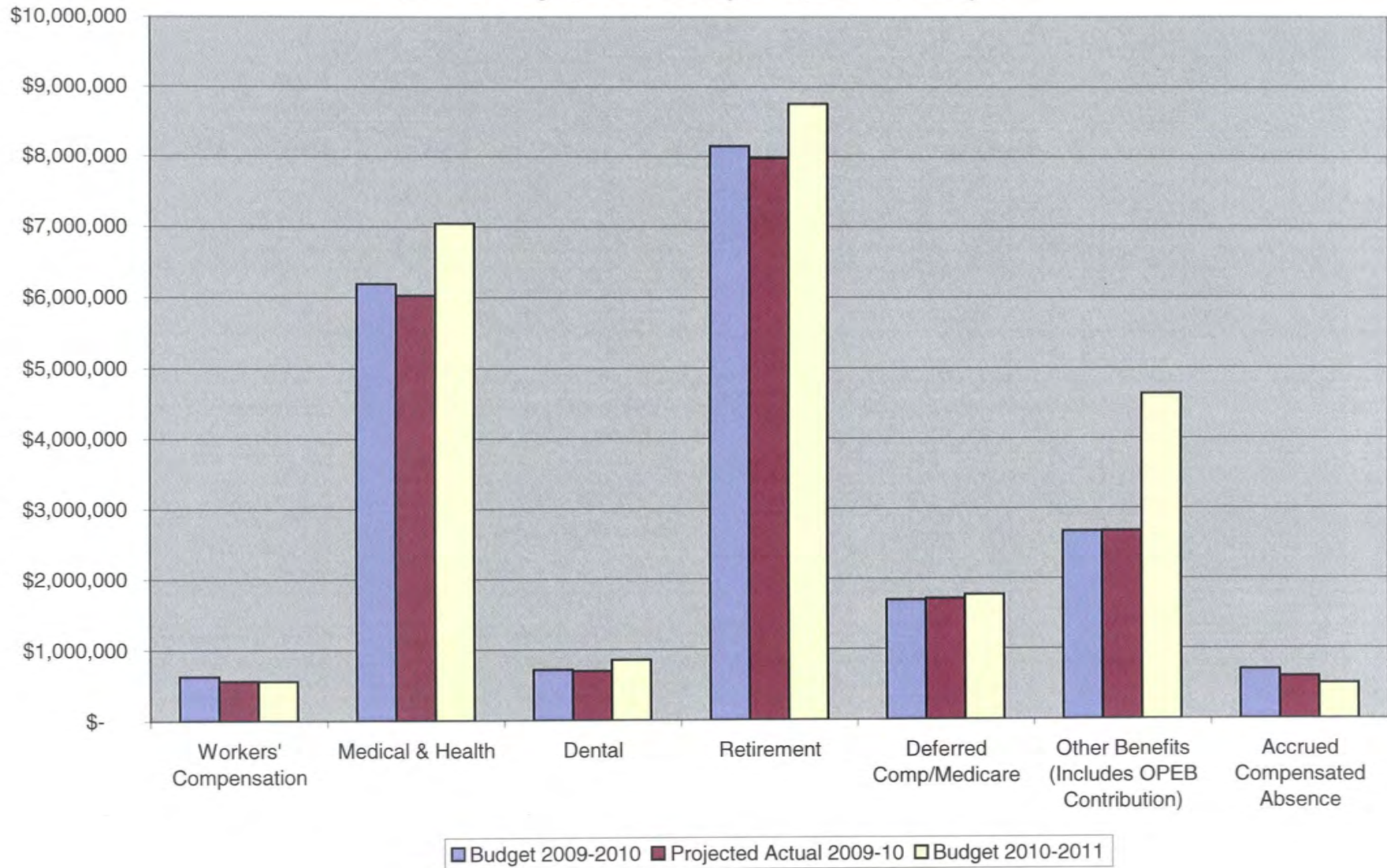
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGETED 2009-10	PROJECTED ACTUAL 09-10	10-11 BUDGET FINAL PASS	BUDGET 10-11 TO EST 09-10 VARIANCE	PERCENT VARIANCE	BUDGET 10-11 TO BUDGET 09-10 VARIANCE	PERCENT VARIANCE
RUNNING EXPENSE								
001-0000-300.10-00	PERMIT/APPLICATION FEES	252,000	189,000	200,000	11,000	5.82	52,000-	20.63-
001-0000-300.17-00	SEPTIC TANK DUMPING	64,000	84,000	80,000	4,000-	4.76-	16,000	25.00
001-0000-300.19-00	OVERTIME INSPECTION	10,000	12,100	13,000	900	7.44	3,000	30.00
001-0000-300.20-00	SIDE SEWER INSPECTION	570,000	400,000	435,000	35,000	8.75	135,000-	23.68-
001-0000-300.22-00	SEWER SVC CHARGE-COUNTER	175,200	240,000	139,000	101,000-	42.08-	36,200-	20.66-
001-0000-300.23-00	SEWER SVC CHRG-COUNTY	48,180,000	47,600,000	49,245,000	1,645,000	3.46	1,065,000	2.21
001-0000-300.24-00	SEWER SVC CHRG-DIRECT	782,000	790,000	788,000	2,000-	.25-	6,000	.77
001-0000-300.25-00	SEWER SVC CHRG-PRIOR YEAR	11,100-	30,000-	29,000-	1,000	3.33-	17,900-	161.26
001-0000-300.26-00	SERVICE CHARGES-CONCORD	9,100,000	8,550,000	9,100,000	550,000	6.43	0	.00
001-0000-300.27-00	SALES	2,000	2,000	2,000	0	.00	0	.00
001-0000-300.29-00	OTHER SERVICE CHARGES	174,500	142,600	151,300	8,700	6.10	23,200-	13.30-
001-0000-300.30-00	INDUSTRIAL PERMIT FEES	112,000	105,000	107,000	2,000	1.90	5,000-	4.46-
001-0000-300.32-00	NEW INDUSTRY PERMIT FEES	8,000	8,000	8,000	0	.00	0	.00
001-0000-300.33-00	POLLUTION PREVENTION	0	0	0	0	.00	0	.00
001-0000-300.33-01	MVSD P2 PROGRAM	23,000	18,000	19,000	1,000	5.56	4,000-	17.39-
001-0000-300.35-00	LEASE RENTAL INCOME	728,696	728,696	641,000	87,696-	12.03-	87,696-	12.03-
001-0000-300.36-00	PRETREATMENT PROGRAM FINE	2,000	2,000	2,000	0	.00	0	.00
001-0000-300.38-00	RECLAIMED WATER SALES	208,000	218,000	240,000	22,000	10.09	32,000	15.38
001-0000-300.43-00	ANNEXATION CHARGES	50,000	5,700	14,000	8,300	145.61	36,000-	72.00-
001-0000-300.45-00	INTEREST INCOME	300,000	110,000	152,000	42,000	38.18	148,000-	49.33-
001-0000-300.46-00	TAX REVENUE	0	0	0	0	.00	0	.00
001-0000-300.55-00	STORMWATER PROGRAM	250,000	175,000	200,000	25,000	14.29	50,000-	20.00-
001-0000-300.56-00	HOUSE HAZARD WASTE REIMB	686,000	794,000	817,000	23,000	2.90	131,000	19.10
001-0000-300.60-00	MISCELLANEOUS INCOME	0	5,000	0	5,000-	100.00-	0	.00
001-0000-300.63-00	PARTNERING	0	0	0	0	.00	0	.00
001-0000-300.64-00	RIGHT-OF-WAY FEES	2,000	2,000	2,000	0	.00	0	.00
*		61,668,296	60,151,096	62,326,300	2,175,204	3.62	658,004	1.07
**	RUNNING EXPENSE	61,668,296	60,151,096	62,326,300	2,175,204	3.62	658,004	1.07
		61,668,296	60,151,096	62,326,300	2,175,204	3.62	658,004	1.07

**CENTRAL CONTRA COSTA SANITARY DISTRICT
2010-2011 OPERATIONS AND MAINTENANCE BUDGET
DISTRICT SALARIES AND BENEFITS**

	TOTAL DISTRICT			OPERATIONS & MAINTENANCE			SEWER CONSTRUCTION		
	2009-2010 Budget	2010-2011 Budget	Variance Favorable/ (Unfavorable)	2009-2010 Budget	2010-2011 Budget	Variance Favorable/ (Unfavorable)	2009-2010 Budget	2010-2011 Budget	Variance Favorable/ (Unfavorable)
SALARIES	\$ 26,262,044	27,447,646	(1,185,602)	23,423,788	24,378,317	(954,529)	2,838,256	3,069,329	(231,073)
Salary Vacancy	(763,000)	(792,000)	29,000	(682,000)	(705,000)	23,000	(81,000)	(87,000)	6,000
OVERTIME	1,109,109	1,080,840	28,269	908,862	939,874	(31,012)	200,247	140,966	59,281
STANDBY	224,498	224,498	-	224,498	224,498	-	-	-	-
BENEFITS (A)	22,427,303	26,029,899	(3,602,596)	20,741,881	24,107,293	(3,365,412)	1,685,422	1,922,606	(237,184)
Benefit Vacancy	(830,000)	(965,000)	135,000	(830,000)	(965,000)	135,000	-	-	-
CAP. ADMIN. O/H	-	-	-	(3,460,279)	(3,654,256)	193,977	3,460,279	3,654,256	(193,977)
TOTAL	\$ 48,429,954	53,025,883	(4,595,929)	40,326,750	44,325,726	(3,998,976)	8,103,204	8,700,157	(596,953)

(A) Benefit total does not include capitalized administrative overhead - listed separately in the table.

**Operations & Maintenance Benefits (w/o vacancy factor)
2009-10 Budget, 2009-10 Projected, 2010-11 Budget**



Total District Salaries, Benefits, and Capitalized Administrative Overhead Expense

PROJECTED 2009-2010 ACTUAL COMPARED TO BUDGET 2010-2011					
	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	2009-2010	2010-2011	Variance \$	Variance %	
O&M Salaries	\$ 23,744,712	24,837,689	(1,092,977)	-4.60%	Increase due to cost of living increases, merit increases, personal advancements and filling of vacant positions. No additional positions were added in the staffing plan; however, vacant positions are budgeted.
O&M Workers' Compensation	564,000	559,913	4,087	0.72%	Increase based on a 8% rate increase and slightly lower experience modification factor.
O&M Medical & Health	6,026,000	7,042,183	(1,016,183)	-16.86%	A HealthNet increase of 12.5% and a Kaiser rate increase of 11.2% for active employees. The retiree rates increase by 16.09% for HealthNet and 7.55% for Kaiser. The total number of covered employees and retirees increase each year as employees retire and new hires replace them.
O&M Dental	700,000	855,142	(155,142)	-22.16%	Delta Dental increase of 10.7% (2-year locked rate for 2010-11 and 2011-12). As with medical coverage, the total number of covered employees and retirees increase each year as employees retire and new hires replace them.
O&M Retirement	7,975,000	8,754,214	(779,214)	-9.77%	A CCCERA rate increase of 1.31% applied to higher budgeted salaries.
O&M Deferred Comp/Medicare	1,712,000	1,764,233	(52,233)	-3.05%	This increase is due to higher salaries that drive this benefit cost, and assumed higher salary caps used in the benefit calculation.
O&M Other Benefits (Includes OPEB Contribution)	2,672,300	4,631,608	(1,959,308)	-73.32%	The GASB 45 OPEB unfunded liability for retiree premiums and the cost of future benefits is based on a total of \$7.5 million in 2010-11 compared to a total of \$5.0 million in 2009-10. The OPEB future costs increased from \$2.4 million in 2009-10 to \$4.3 million in 2010-11 which explains the bulk of this variance.
O&M Accrued Compensated Absence	600,000	500,000	100,000	16.67%	This account calculates the value of leave balances at a point in time - June 30th. It is anticipated that this amount will decrease as Tier 1 employees retire; Tier 1 retirees generally have higher vacation balances and receive 85% of their sick leave paid compared to 0-40% for Tier 2 employees, depending on years of service.
O&M Benefit Vacancy Factor	-	(965,000)	965,000	---	4% of budgeted benefits.
O&M Capitalized Administrative Overhead Credit	(3,285,218)	(3,654,256)	369,038	11.23%	The Capitalized Administrative Overhead percent remains at 117% of salary for both fiscal years; this percentage is applied to higher capital salaries in 2010-11, causing a larger expense credit in O&M.
*CAPITAL SALARY AND BENEFITS	7,752,903	8,700,157	(947,254)	-12.22%	Increased capital salaries and associated benefits.
Total O&M and Capital	\$ 48,461,697	53,025,883	(4,564,186)	-9.42%	

* Made up of capitalized salaries, benefits, and administrative overhead charged to District capital projects.

Total O&M Benefits & Cap. Admin Overhead	16,964,082	19,488,037	(2,523,955)	-14.88%
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Ties to District Expense "Benefits less Cap O/H" expense category, and yellow highlighted cells above

BUDGET 2009-2010 COMPARED TO BUDGET 2010-2011					
	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	2009-2010	2010-2011	Variance \$	Variance %	
O&M Salaries	\$ 23,875,148	24,837,689	(962,541)	-4.03%	Increase due to cost of living increases, merit increases, personal advancements and filling of vacant positions. No additional positions were added in the staffing plan; however, vacant positions are budgeted.
O&M Workers' Compensation	628,336	559,913	68,423	10.89%	The 2010-11 budgeted expense is anticipated to be lower than the 2009-10 budget; 2009-10 actual rates are lower than the 2009-10 budget.
O&M Medical & Health	6,187,883	7,042,183	(854,300)	-13.81%	A HealthNet increase of 12.5% and a Kaiser rate increase of 11.2% for active employees. The retiree rates increase by 16.09% for HealthNet and 7.55% for Kaiser. The total number of covered employees and retirees increase each year as employees retire and new hires replace them.
O&M Dental	716,459	855,142	(138,683)	-19.36%	Delta Dental increase of 10.7% (2-year locked rate for 2010-11 and 2011-12). As with medical coverage, the total number of covered employees and retirees increase each year as employees retire and new hires replace them.
O&M Retirement	8,147,698	8,754,214	(606,516)	-7.44%	A CCCERA rate increase of 1.31% applied to higher budgeted salaries.
O&M Deferred Comp/Medicare	1,693,057	1,764,233	(71,176)	-4.20%	This increase is due to higher salaries that drive this benefit cost, and assumed higher salary caps used in the benefit calculation.
O&M Other Benefits (Includes OPEB Contribution)	2,668,448	4,631,608	(1,963,160)	-73.57%	The GASB 45 OPEB unfunded liability for retiree premiums and the cost of future benefits is based on a total of \$7.5 million in 2010-11 compared to a total of \$5.0 million in 2009-10. The OPEB future costs increased from \$2.4 million in 2009-10 to \$4.3 million in 2010-11 which explains the bulk of this variance.
O&M Accrued Compensated Absence	700,000	500,000	200,000	28.57%	This account calculates the value of leave balances at a point in time - June 30th. It is anticipated that this amount will decrease as Tier 1 employees retire; Tier 1 retirees generally have higher vacation balances and receive 85% of their sick leave paid compared to 0-40% for Tier 2 employees, depending on years of service.
O&M Benefit Vacancy Factor	(830,000)	(965,000)	135,000	-16.27%	4% of budgeted benefits.
O&M Capitalized Administrative Overhead Credit	(3,460,279)	(3,654,256)	193,977	5.61%	The Capitalized Administrative Overhead percent remains at 117% of salary for both fiscal years; this percentage is applied to higher capital salaries in 2010-11, causing a larger expense credit in O&M.
*CAPITAL SALARY AND BENEFITS	8,103,204	8,700,157	(596,953)	-7.37%	Increased capital salaries and associated benefits.
Total O&M and Capital	\$ 48,429,954	53,025,883	(4,595,929)	-9.49%	

* Made up of capitalized salaries, benefits, and administrative overhead charged to District capital projects.

Total O&M Benefits & Cap. Admin Overhead	16,451,602	19,488,037	(3,036,435)	-18.46%
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Ties to District Expense "Benefits less Cap O/H" expense category, and yellow highlighted cells above

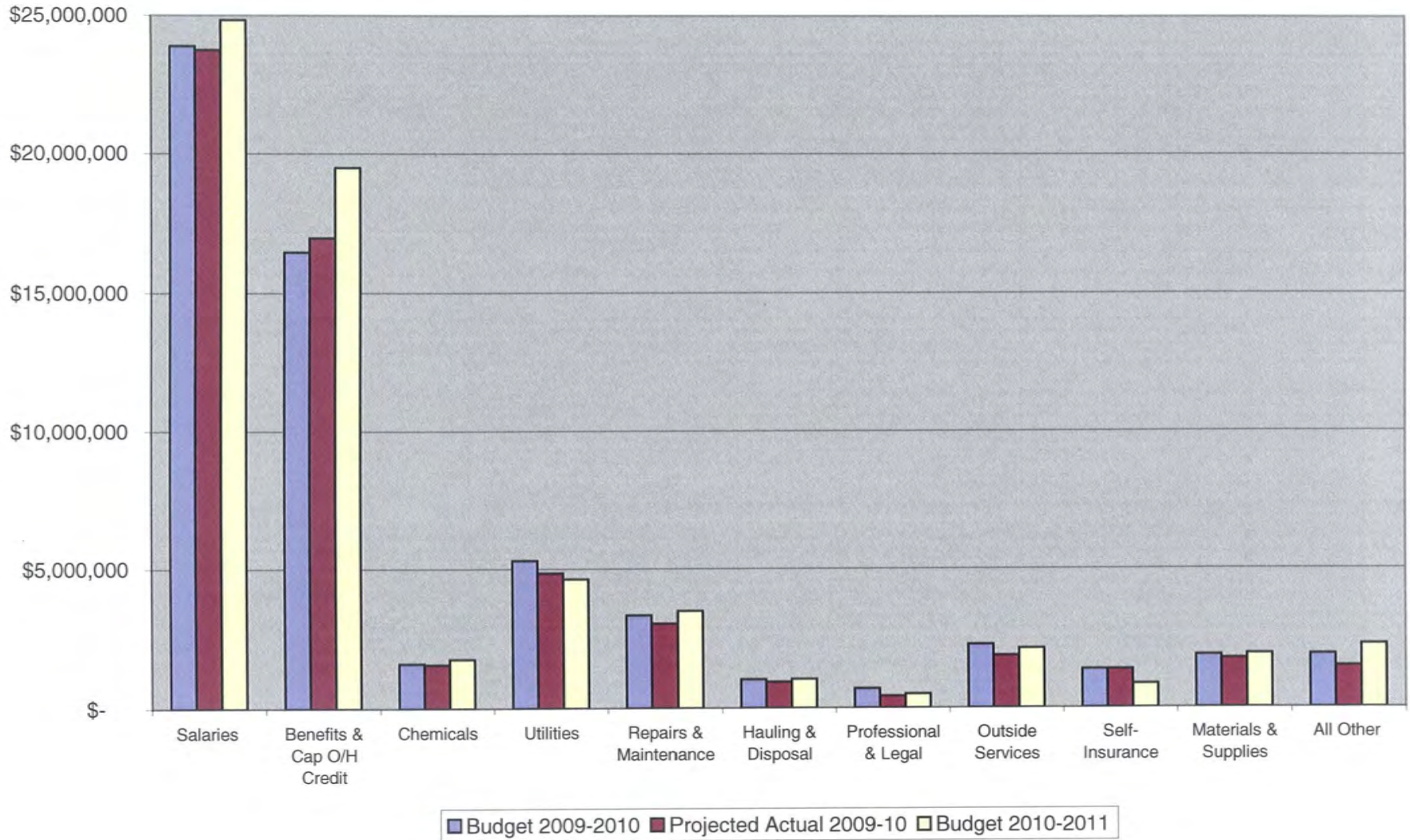
CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 R/E & S/C SALARIES & BENEFITS
 FISCAL YEAR 2010-2011

ACCOUNT DESCRIPTION	BUDGETED	PROJECTED	10-11 BUDGET	BUDGET 10-11	PERCENT	BUDGET 10-11 TO	PERCENT
	2009-2010	ACTUAL 09-10	FINAL PASS	TO EST 09-10	VARIANCE	BUDGET 09-10	VARIANCE
*** RUNNING EXPENSE							
* SALARIES & WAGES-MGMT.	2,066,316	1,956,935	2,089,405	132,470-	6.77-	23,089-	1.12-
* SALARIES & WAGES-NON MGMT	20,907,472	20,300,453	21,688,912	1,388,459-	6.84-	781,440-	3.74-
* COMP ABS-ACCRUAL PAYMENTS	450,000	525,000	600,000	75,000-	14.29-	150,000-	33.33-
* OVERTIME	908,862	765,926	939,874	173,948-	22.71-	31,012-	3.41-
* STANDBY PAID	224,498	196,398	224,498	28,100-	14.31-	0	.00
* SALARY VACANCY	682,000-	0	705,000-	705,000	.00	23,000	3.37-
** SALARIES & WAGES	23,875,148	23,744,712	24,837,689	1,092,977-	4.60-	962,541-	4.03-
* WORKERS' COMPENSATION INS	628,336	564,000	559,913	4,087	.72	68,423	10.89
* STATE UNEMPLOYMENT INSUR	25,000	27,000	30,000	3,000-	11.11-	5,000-	20.00-
* FEDERAL MEDICARE TAX	278,625	274,000	300,095	26,095-	9.52-	21,470-	7.71-
* MEDICAL & HEALTH INSUR	6,187,883	6,026,000	7,042,183	1,016,183-	16.86-	854,300-	13.81-
* RETIREMENT CONTRIBUTION	8,147,698	7,975,000	8,754,214	779,214-	9.77-	606,516-	7.44-
* DEFERRED COMP. CONTRIB	1,414,432	1,438,000	1,464,138	26,138-	1.82-	49,706-	3.51-
* DENTAL INSURANCE	716,459	700,000	855,142	155,142-	22.16-	138,683-	19.36-
* LONG-TERM DISABILITY INS	86,714	83,700	96,488	12,788-	15.28-	9,774-	11.27-
* LIFE INSURANCE	175,534	161,300	180,120	18,820-	11.67-	4,586-	2.61-
* ACCRUED COMPENSATED ABS	700,000	600,000	500,000	100,000	16.67	200,000	28.57
* BENEFIT VACANCY	830,000-	0	965,000-	965,000	.00	135,000	16.27-
* OPEB CONTRIBUTION	2,381,200	2,400,300	4,325,000	1,924,700-	80.19-	1,943,800-	81.63-
* CAPITALIZED ADM OVERHEAD	3,460,279-	3,285,218-	3,654,256-	369,038	11.23-	193,977	5.61-
** EMPLOYEE BENEFITS	16,451,602	16,964,082	19,488,037	2,523,955-	14.88-	3,036,435-	18.46-
*** RUNNING EXPENSE	40,326,750	40,708,794	44,325,726	3,616,932-	8.88-	3,998,976-	9.92-

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 R/E & S/C SALARIES & BENEFITS
 FISCAL YEAR 2010-2011

ACCOUNT DESCRIPTION	BUDGETED 2009-2010	PROJECTED ACTUAL 09-10	10-11 BUDGET FINAL PASS	BUDGET 10-11 TO EST 09-10 VARIANCE	PERCENT VARIANCE	BUDGET 10-11 TO BUDGET 09-10 VARIANCE	PERCENT VARIANCE
SEWER CONSTRUCTION							
* OVERTIME	0	0	0	0	.00	0	.00
* CAPITALIZED SALARIES	2,838,256	2,747,307	3,069,329	322,022-	11.72-	231,073-	8.14-
* OVERTIME	200,247	60,572	140,966	80,394-	132.72-	59,281	29.60
* SALARY VACANCY	81,000-	0	87,000-	87,000	.00	6,000	7.41-
** SALARIES & WAGES	2,957,503	2,807,879	3,123,295	315,416-	11.23-	165,792-	5.61-
* WORKERS' COMPENSATION INS	33,451	36,000	29,777	6,223	17.29	3,674	10.98
* FEDERAL MEDICARE TAX	35,032	32,562	37,802	5,240-	16.09-	2,770-	7.91-
* MEDICAL & HEALTH INSUR	407,298	418,744	492,858	74,114-	17.70-	85,560-	21.01-
* RETIREMENT CONTRIBUTION	969,263	934,453	1,094,077	159,624-	17.08-	124,814-	12.88-
* DEFERRED COMP. CONTRIB	166,871	169,449	180,788	11,339-	6.69-	13,917-	8.34-
* DENTAL INSURANCE	48,843	48,707	60,471	11,764-	24.15-	11,628-	23.81-
* LONG-TERM DISABILITY INS	10,216	9,891	11,647	1,756-	17.75-	1,431-	14.01-
* LIFE INSURANCE	14,448	10,000	15,186	5,186-	51.86-	738-	5.11-
* CAPITALIZED ADM OVERHEAD	3,460,279	3,285,218	3,654,256	369,038-	11.23-	193,977-	5.61-
** EMPLOYEE BENEFITS	5,145,701	4,945,024	5,576,862	631,838-	12.78-	431,161-	8.38-
*** SEWER CONSTRUCTION	8,103,204	7,752,903	8,700,157	947,254-	12.22-	596,953-	7.37-
	48,429,954	48,461,697	53,025,883	4,564,186-	9.42-	4,595,929-	9.49-

**Operations and Maintenance Expense
2009-10 Budget, 2009-10 Projected and 2010-11 Budget**



TOTAL DISTRICT O&M EXPENSE

PROJECTED 2009-2010 ACTUAL COMPARED TO BUDGET 2010-2011					
	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	2009-2010	2010-2011	Variance \$	Variance %	
Salaries	\$ 23,744,712	\$ 24,837,689	(1,092,977)	-4.60%	Increase due to cost of living increases, merit increases, personal advancements and filling of vacant positions. No additional positions were added in the staffing plan; however, vacant positions are budgeted.
Benefits & Cap O/H Credit	16,964,082	19,488,037	(2,523,955)	-14.88%	See Salary & Benefit Tab.
Chemicals	1,571,000	1,771,000	(200,000)	-12.73%	In POD, chemical prices were lower than expected in 2009-10 because the rate increase occurred later in the year than expected; in the Pumping Stations hydrogen sulfide control is being introduced to the Moraga Pumping Stations in 2010-11.
Utilities	4,840,450	4,630,000	210,450	4.35%	Spot market gas prices remained low due to sluggish economy and high storage volumes in 2009-10. Locked in gas price for 2/3 of gas for first half of 2011 in POD. Increases in telephone expense in 2010-11.
Repairs & Maintenance	3,036,700	3,494,786	(458,086)	-15.08%	Repairs & Maintenance costs were reduced in 2009-10 due to crown spraying and POD maintenance items being anticipated but not required.
Hauling & Disposal	935,460	1,033,461	(98,001)	-10.48%	POD was able to utilize the less expensive ash disposal location more than anticipated during the winter in 2009-10. Greater HHW disposal costs are anticipated due to increased mobile collection event costs and the new pharmaceutical disposal program.
Professional & Legal	422,860	500,160	(77,300)	-18.28%	ADA training, purchasing legal staff review, OPEB consultant, and general staff legal advice budgeted in 2009-10 was not spent and is carried forward to the 2010-11 budget.
Outside Services	1,883,344	2,139,600	(256,256)	-13.61%	Furnace testing budgeted in O&M in 2009-10 was performed as part of the metals removal capital project. In Administration, the increase is due to higher 2010-11 Central Services outside performance reviews, outside safety and technical services for Risk Management and Safety, reprographic services, offset by lower recruitment budget. CSO did not use agency temps as anticipated and did not use vendor to perform Quality Cleaning TV work in 2009-10.
Self-Insurance	1,383,000	850,000	533,000	38.54%	Per Self-Insurance budget estimates. The 2009-10 amount included a catch-up amount from 2007-08.
Materials & Supplies	1,772,643	1,939,725	(167,082)	-9.43%	Less UV lamps replaced than anticipated in 2009-10. Beginning replacement of UV quartz sleeves in 2010-11.
All Other	1,490,680	2,281,263	(790,583)	-53.04%	Increase due to 2010-11 election expense, community education, Prop 218 mailings and technical training and conferences. In general, expenses were lower than anticipated in many accounts during 2009-10. Technical Training and Travel were reduced in 2009-10. The expenditure levels are anticipated to return to a more routine level in 2010-11.
Total	\$ 58,044,931	62,965,721	(4,920,790)	-8.48%	

BUDGET 2009-2010 COMPARED TO BUDGET 2010-2011					
	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	2009-2010	2010-2011	Variance \$	Variance %	
Salaries	\$ 23,875,148	24,837,689	(962,541)	-4.03%	Increase due to cost of living increases, merit increases, personal advancements and filling of vacant positions. No additional positions were added in the staffing plan; however, vacant positions are budgeted.
Benefits & Cap O/H Credit	16,451,602	19,488,037	(3,036,435)	-18.46%	See Salary & Benefit Tab.
Chemicals	1,609,000	1,771,000	(162,000)	-10.07%	In POD, chemical prices were lower than expected in 2009-10 because the rate increase occurred later in the year than expected; in the Pumping Stations hydrogen sulfide control is being introduced to the Moraga Pumping Stations in 2010-11.
Utilities	5,295,400	4,630,000	665,400	12.57%	Favorable market allowed purchase of most of the natural gas for 2010-11 at a reasonable rate.
Repairs & Maintenance	3,331,511	3,494,786	(163,275)	-4.90%	Additional cost to conduct siphon cleaning annually; cities are expected to perform more paving and thus structure adjustments due to federal stimulus money in 2010-11. Expect to be on track in 2010-11 with work similar to that expected in 2009-10 which was anticipated but not required.
Hauling & Disposal	1,030,460	1,033,461	(3,001)	-0.29%	Ash hauling rates expected to increase 14%, but expect most ash to go to our least expensive option, offset by no spoils removal planned for this year due to CSO's move from Walnut Creek in 2010-11.
Professional & Legal	690,960	500,160	190,800	27.61%	Decrease due to less agency temporary help and legal expenses budgeted in 2010-11 in Administrative and Engineering. 2009-10 budget was high because recycled water legal activity from the prior year was anticipated to continue.
Outside Services	2,278,410	2,139,600	138,810	6.09%	Decrease due to lower 2010-11 expenses for safety consultant, accounting tech services, County admin fee, outside printing services, and HR general recruitment and diversity outreach, offset by outside performance reviews in central services. A reduction in expenses is anticipated as the backlog in annexations is successfully addressed.
Self-Insurance	1,383,000	850,000	533,000	38.54%	Per Self-Insurance budget estimates. The 2009-10 amount included a catch-up amount from 2007-08.
Materials & Supplies	1,887,625	1,939,725	(52,100)	-2.76%	Beginning replacement of UV quartz sleeves and additional fuel expenses in 2010-11; higher fuel costs and CSO's increased mileage from Martinez temporary facility.
All Other (w/o debt)	1,912,553	2,281,263	(368,710)	-19.28%	Increase due to election expense and increased public information budgeted in 2010-11, offset by easing of drought conditions that does not require rental of water tank and recycled water delivery charges in 2010-11.
Total	\$ 59,745,669	62,965,721	(3,220,052)	-5.39%	

Projected 09-10 to Budget 09-10 \$ 1,700,738 Favorable

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DISTRICT EXPENSES
 FISCAL YEAR 2010-2011

ACCOUNT DESCRIPTION	BUDGETED 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACT 09-10 VARIANCE	PERCENT VARIANCE	BUDGET 10-11 TO BUDGET 09-10 VARIANCE	PERCENT VARIANCE
* SALARIES & WAGES	23,875,148	23,744,712	24,837,689	1,092,977-	4.60-	962,541-	4.03-
* EMPLOYEE BENEFITS	16,451,602	16,964,082	19,488,037	2,523,955-	14.88-	3,036,435-	18.46-
* DIRECTORS FEES & EXPENSES	109,595	109,595	109,595	0	.00	0	.00
* CHEMICALS	1,609,000	1,571,000	1,771,000	200,000-	12.73-	162,000-	10.07-
* UTILITIES	5,295,400	4,840,450	4,630,000	210,450	4.35	665,400	12.57
* REPAIRS & MAINTENANCE	3,331,511	3,036,700	3,494,786	458,086-	15.08-	163,275-	4.90-
* HAULING & DISPOSAL	1,030,460	935,460	1,033,461	98,001-	10.48-	3,001-	.29-
* PROFESSIONAL & LEGAL SERV	690,960	422,860	500,160	77,300-	18.28-	190,800	27.61
* OUTSIDE SERVICES	2,278,410	1,883,344	2,139,600	256,256-	13.61-	138,810	6.09
* SELF-INSURANCE EXPENSE	1,383,000	1,383,000	850,000	533,000	38.54	533,000	38.54
* MATERIALS & SUPPLIES	1,887,625	1,772,643	1,939,725	167,082-	9.43-	52,100-	2.76-
* OTHER EXPENSES	1,802,958	1,381,085	2,171,668	790,583-	57.24-	368,710-	20.45-
	59,745,669	58,044,931	62,965,721	4,920,790-	8.48-	3,220,052-	5.39-

ACCOUNT DESCRIPTION	BUDGET 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACTUAL 09-10 VARIANCE
* SALARIES & WAGES-MGMNT.	2,066,316	1,956,935	2,089,405	132,470-
* SALARIES & WAGES-NON MGMT	20,907,472	20,300,453	21,688,912	1,388,459-
* COMP ABS-ACCRUAL PAYMENTS	450,000	525,000	600,000	75,000-
* OVERTIME	908,862	765,926	939,874	173,948-
* STANDBY PAID	224,498	196,398	224,498	28,100-
* SALARY VACANCY	682,000-	0	705,000-	705,000
** SALARIES & WAGES	23,875,148	23,744,712	24,837,689	1,092,977-
* WORKERS' COMPENSATION INS	628,336	564,000	559,913	4,087
* STATE UNEMPLOYMENT INSUR	25,000	27,000	30,000	3,000-
* FEDERAL MEDICARE TAX	278,625	274,000	300,095	26,095-
* MEDICAL & HEALTH INSUR	6,187,883	6,026,000	7,042,183	1,016,183-
* RETIREMENT CONTRIBUTION	8,147,698	7,975,000	8,754,214	779,214-
* DEFERRED COMP. CONTRIB	1,414,432	1,438,000	1,464,138	26,138-
* DENTAL INSURANCE	716,459	700,000	855,142	155,142-
* LONG-TERM DISABILITY INS	86,714	83,700	96,488	12,788-
* LIFE INSURANCE	175,534	161,300	180,120	18,820-
* ACCRUED COMPENSATED ABS	700,000	600,000	500,000	100,000
* BENEFIT VACANCY	830,000-	0	965,000-	965,000
* OPEB CONTRIBUTION	2,381,200	2,400,300	4,325,000	1,924,700-
* CAPITALIZED ADM OVERHEAD	3,460,279-	3,285,218-	3,654,256-	369,038
** EMPLOYEE BENEFITS	16,451,602	16,964,082	19,488,037	2,523,955-
* DIRECTOR MEETING FEES	63,595	63,595	63,595	0
* BOARD TRAINING & CONF	46,000	46,000	46,000	0
** DIRECTORS FEES & EXPENSES	109,595	109,595	109,595	0
* LIME	232,000	206,000	226,000	20,000-
* POLYMER	417,000	417,000	450,000	33,000-
* BOILER CHEMICALS	48,000	40,000	54,000	14,000-
* OTHER CHEMICALS	506,000	502,000	615,000	113,000-
* HYPOCHLORITE	406,000	406,000	426,000	20,000-
** CHEMICALS	1,609,000	1,571,000	1,771,000	200,000-
* ELECTRICAL	893,400	819,000	869,000	50,000-
* NATURAL GAS	3,433,900	3,148,900	2,866,000	282,900
* LAND-FILL GAS	650,000	550,000	554,000	4,000-
* WATER	87,000	87,000	89,000	2,000-
* TELEPHONE	231,100	235,550	252,000	16,450-
** UTILITIES	5,295,400	4,840,450	4,630,000	210,450
* OUTSIDE VEH/EQUIP REPAIR	107,750	107,750	126,750	19,000-
* VEHIC/EQUIP REPAIR MAINT	90,000	118,000	90,000	28,000
* GENERAL REPAIRS & MAINT	982,000	901,000	944,500	43,500-
* OUTSIDE REPAIRS & MAINT.	1,808,950	1,585,350	1,948,250	362,900-
* COMPUTER REPAIRS & MAINT	304,311	274,600	350,286	75,686-
* REAL PROPERTY REPAIRS	38,500	50,000	35,000	15,000
** REPAIRS & MAINTENANCE	3,331,511	3,036,700	3,494,786	458,086-
* ASH REMOVAL	148,000	124,000	147,000	23,000-
* SLUDGE REMOVAL	15,000	15,000	25,000	10,000-
* GRIT REMOVAL	76,000	63,000	82,000	19,000-
* JANITORIAL & REFUSE REMOV	240,460	219,460	243,460	24,000-

ACCOUNT DESCRIPTION	BUDGET 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACTUAL 09-10 VARIANCE
* SPOILS REMOVAL	30,000	0	1	1-
* HAZARDOUS WASTE DISPOSAL	486,000	479,000	486,000	7,000-
* MOBILE COLLECTION-HHW	35,000	35,000	50,000	15,000-
** HAULING & DISPOSAL	1,030,460	935,460	1,033,461	98,001-
* PROFESSIONAL SERVICES	157,860	109,860	145,060	35,200-
* LEGAL SERVICES-BOARD	62,000	62,000	62,000	0
* LEGAL SERVICES-STAFF	471,100	251,000	293,100	42,100-
** PROFESSIONAL & LEGAL SERV	690,960	422,860	500,160	77,300-
* OUTSIDE SAFETY SERVICES	126,200	55,500	111,000	55,500-
* TECHNICAL SERVICES	1,612,710	1,340,875	1,598,950	258,075-
* DATA PROCESSING SERVICES	500	400	400	0
* OTHER PUBLIC AGENCY SERVICES	395,400	372,369	334,050	38,319
* REPROGRAPHIC SERVICES	42,600	13,200	19,200	6,000-
* RECRUITMENT	101,000	101,000	76,000	25,000
** OUTSIDE SERVICES	2,278,410	1,883,344	2,139,600	256,256-
* SELF-INSURANCE EXPENSE	1,383,000	1,383,000	850,000	533,000
** SELF-INSURANCE EXPENSE	1,383,000	1,383,000	850,000	533,000
* OFFICE EQUIPMENT/SUPPLIES	199,810	139,200	183,560	44,360-
* GASOLINE, OIL & FUEL	185,000	203,000	212,750	9,750-
* OPERATING SUPPLIES	1,188,850	1,144,848	1,239,450	94,602-
* OPERATING FUEL	58,000	58,000	58,000	0
* LABORATORY SUPPLIES	133,000	128,000	133,000	5,000-
* SAFETY SUPPLIES	122,965	99,595	112,965	13,370-
* INVENTORY OVER/SHORT	0	0	0	0
** MATERIALS & SUPPLIES	1,887,625	1,772,643	1,939,725	167,082-
* RENTS & LEASES	339,850	185,600	227,910	42,310-
* PUBLIC AGENCY FEES	286,473	328,087	333,687	5,600-
* PUBLIC INFORMATION	347,000	286,000	362,500	76,500-
* TUITION REIMBURSEMENT	19,250	13,323	31,250	17,927-
* TECH TRAIN, CONF & MEETS	304,555	180,650	311,025	130,375-
* CERTIFICATION & LICENSES	19,139	16,469	20,430	3,961-
* CLAIMS	10,100	10,000	10,100	100-
* SUBSCRIPTION/PUBLICATION	33,323	30,528	33,573	3,045-
* MILEAGE REIMBURSEMENTS	7,630	6,580	6,880	300-
* PUBLIC NOTICES	4,700	1,950	4,950	3,000-
* OUTSIDE ORGANIZATION FEES	318,600	246,605	268,700	22,095-
* EMPLOYEE MEMBERSHIPS	33,898	33,343	36,363	3,020-
* MISCELLANEOUS	37,800	24,350	32,800	8,450-
* ELECTION EXPENSE	0	0	450,000	450,000-
* PROFESSIONAL EXP REIMB	40,640	17,600	41,500	23,900-
** OTHER EXPENSES	1,802,958	1,381,085	2,171,668	790,583-
	59,745,669	58,044,931	62,965,721	4,920,790-

ADMINISTRATION DEPARTMENT O&M EXPENSE

PROJECTED 2009-2010 ACTUAL COMPARED TO BUDGET 2010-2011

	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	2009-2010	2010-2011	Variance \$	Variance %	
Salaries	\$ 4,805,333	4,968,501	(163,168)	-3.40%	Increase due to cost of living, merit increases and personnel advancement.
Benefits & Capital O/H credit	8,155,418	10,470,594	(2,315,176)	-28.39%	See Salary & Benefits tab.
Utilities	118,900	129,000	(10,100)	-8.49%	Increase due to higher telephone and electrical costs in 2010-11.
Repairs & Maintenance	313,300	362,975	(49,675)	-15.86%	Increase due to higher Risk Management & Safety outside repairs & maintenance, Purchasing online bid/vendor system fee, IT timing of maintenance & support contracts, offset by lower real property management fees in 2010-11.
Professional & Legal	308,860	374,060	(65,200)	-21.11%	ADA training, purchasing legal staff review, OPEB consultant, and general staff legal advice budgeted in 2009-10 was not spent and is carried forward to the 2010-11 budget.
Outside Services	1,072,444	1,155,350	(82,906)	-7.73%	Increase due to higher 2010-11 Central Services outside performance reviews, outside safety and technical services for Risk Management and Safety, reprographic services, offset by lower recruitment budget.
Self-Insurance	1,383,000	850,000	533,000	38.54%	Per S/I budget estimates.
Materials & Supplies	187,125	182,525	4,600	2.46%	Decrease due to less spent on operating supplies, offset by office equipment and safety supplies in 2010-11.
All Other	542,765	1,110,255	(567,490)	-104.56%	Increase due to 2010-11 election expense, community education, Prop 218 mailings and technical training and conferences.
Total	\$ 16,887,145	19,603,260	(2,716,115)	-16.08%	

BUDGET 2009-2010 COMPARED TO BUDGET 2010-2011

	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	2009-2010	2010-2011	Variance \$	Variance %	
Salaries	4,602,094	4,968,501	(366,407)	-7.96%	Increase due to cost of living, merit increases, personal advancement and filling of positions in 2010-11.
Benefits & Capital O/H credit	7,973,879	10,470,594	(2,496,715)	-31.31%	See Salaries & Benefits Tab.
Utilities	121,400	129,000	(7,600)	-6.26%	Increase due to higher telephone and electrical costs in 2010-11.
Repairs & Maintenance	330,500	362,975	(32,475)	-9.83%	Increase due to new online bid system in Purchasing and new/increases in IT maintenance & support contracts.
Professional & Legal	469,860	374,060	95,800	20.39%	Decrease due to no agency temporary help in Accounting and less general legal expenses in Human Resources budgeted in 2010-11.
Outside Services	1,266,210	1,155,350	110,860	8.76%	Decrease due to lower 2010-11 expenses for safety consultant, accounting tech services, County admin fee, outside printing services, and HR general recruitment and diversity outreach, offset by outside performance reviews in Central Services.
Self-Insurance	1,383,000	850,000	533,000	38.54%	Per S/I budget estimates.
Materials & Supplies	207,875	182,525	25,350	12.19%	Decrease due to lower reprographics supplies and safety supplies budgeted for 2010-11.
All Other	636,335	1,110,255	(473,920)	-74.48%	Increase due to election expense and increased public information budgeted in 2010-11.
Total	\$ 16,991,153	19,603,260	(2,612,107)	-15.37%	

Projected 09-10 to Budget 09-10	\$ 104,008 Favorable
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CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2010-2011

ACCOUNT DESCRIPTION	BUDGETED 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACT 09-10 VARIANCE	PERCENT VARIANCE	BUDGET 10-11 TO BUDGET 09-10 VARIANCE	PERCENT VARIANCE
ADMINISTRATION							
* SALARIES & WAGES	4,602,094	4,805,333	4,968,501	163,168-	3.40-	366,407-	7.96-
* EMPLOYEE BENEFITS	7,973,879	8,155,418	10,470,594	2,315,176-	28.39-	2,496,715-	31.31-
* DIRECTORS FEES & EXPENSES	109,595	109,595	109,595	0	.00	0	.00
* UTILITIES	121,400	118,900	129,000	10,100-	8.49-	7,600-	6.26-
* REPAIRS & MAINTENANCE	330,500	313,300	362,975	49,675-	15.86-	32,475-	9.83-
* PROFESSIONAL & LEGAL SERV	469,860	308,860	374,060	65,200-	21.11-	95,800	20.39
* OUTSIDE SERVICES	1,266,210	1,072,444	1,155,350	82,906-	7.73-	110,860	8.76
* SELF-INSURANCE EXPENSE	1,383,000	1,383,000	850,000	533,000	38.54	533,000	38.54
* MATERIALS & SUPPLIES	207,875	187,125	182,525	4,600	2.46	25,350	12.19
* OTHER EXPENSES	526,740	433,170	1,000,660	567,490-	131.01-	473,920-	89.97-
** ADMINISTRATION	16,991,153	16,887,145	19,603,260	2,716,115-	16.08-	2,612,107-	15.37-

ACCOUNT DESCRIPTION	BUDGET 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACTUAL 09-10 VARIANCE
* SALARIES & WAGES-MGMNT.	1,066,284	1,070,065	1,117,661	47,596-
* SALARIES & WAGES-NON MGMT	3,135,251	3,148,288	3,306,808	158,520-
* COMP ABS-ACCRUAL PAYMENTS	450,000	525,000	600,000	75,000-
* OVERTIME	68,559	61,980	69,032	7,052-
* SALARY VACANCY	118,000-	0	125,000-	125,000
** SALARIES & WAGES	4,602,094	4,805,333	4,968,501	163,168-
* WORKERS' COMPENSATION INS	35,824	32,170	28,275	3,895
* STATE UNEMPLOYMENT INSUR	25,000	27,000	30,000	3,000-
* FEDERAL MEDICARE TAX	50,045	49,194	55,353	6,159-
* MEDICAL & HEALTH INSUR	2,993,937	2,942,881	3,580,948	638,067-
* RETIREMENT CONTRIBUTION	1,512,474	1,480,710	1,660,054	179,344-
* DEFERRED COMP. CONTRIB	245,273	249,443	256,132	6,689-
* DENTAL INSURANCE	334,579	345,852	427,261	81,409-
* LONG-TERM DISABILITY INS	13,430	12,961	15,522	2,561-
* LIFE INSURANCE	69,254	67,544	75,454	7,910-
* ACCRUED COMPENSATED ABS.	700,000	600,000	500,000	100,000
* BENEFIT VACANCY	334,500-	0	438,000-	438,000
* OPEB CONTRIBUTION	2,381,200	2,400,300	4,325,000	1,924,700-
* CAPITALIZED ADM OVERHEAD	52,637-	52,637-	45,405-	7,232-
** EMPLOYEE BENEFITS	7,973,879	8,155,418	10,470,594	2,315,176-
* DIRECTOR MEETING FEES	63,595	63,595	63,595	0
* BOARD TRAINING & CONF	46,000	46,000	46,000	0
** DIRECTORS FEES & EXPENSES	109,595	109,595	109,595	0
* ELECTRICAL	72,500	64,000	75,000	11,000-
* NATURAL GAS	14,900	14,900	14,000	900
* WATER	4,000	4,000	4,000	0
* TELEPHONE	30,000	36,000	36,000	0
** UTILITIES	121,400	118,900	129,000	10,100-
* GENERAL REPAIRS & MAINT	3,000	1,000	3,000	2,000-
* OUTSIDE REPAIRS & MAINT	61,800	54,200	65,700	11,500-
* COMPUTER REPAIRS & MAINT	227,200	208,100	259,275	51,175-
* REAL PROPERTY REPAIRS	38,500	50,000	35,000	15,000
** REPAIRS & MAINTENANCE	330,500	313,300	362,975	49,675-
* PROFESSIONAL SERVICES	157,860	109,860	145,060	35,200-
* LEGAL SERVICES-BOARD	62,000	62,000	62,000	0
* LEGAL SERVICES-STAFF	250,000	137,000	167,000	30,000-
** PROFESSIONAL & LEGAL SERV	469,860	308,860	374,060	65,200-
* OUTSIDE SAFETY SERVICES	85,200	22,000	70,000	48,000-
* TECHNICAL SERVICES	838,260	758,825	805,700	46,875-
* DATA PROCESSING SERVICES	500	400	400	0
* OTHER PUBLIC AGENCY SERV	203,250	180,219	188,250	8,031-
* REPROGRAPHIC SERVICES	38,000	10,000	15,000	5,000-
* RECRUITMENT	101,000	101,000	76,000	25,000
** OUTSIDE SERVICES	1,266,210	1,072,444	1,155,350	82,906-
* SELF-INSURANCE EXPENSE	1,383,000	1,383,000	850,000	533,000
** SELF-INSURANCE EXPENSE	1,383,000	1,383,000	850,000	533,000
* OFFICE EQUIPMENT/SUPPLIES	83,750	73,000	77,000	4,000-

ACCOUNT DESCRIPTION	BUDGET	PROJECTED	FINAL	BUDGET 10-11 TO
	2009-2010	2009-2010 ACTUAL	BUDGETED 2010-2011	ACTUAL 09-10 VARIANCE
* OPERATING SUPPLIES	92,850	92,850	78,250	14,600
* SAFETY SUPPLIES	31,275	21,275	27,275	6,000-
* INVENTORY OVER/SHORT	0	0	0	0
** MATERIALS & SUPPLIES	207,875	187,125	182,525	4,600
* RENTS & LEASES	13,000	11,500	14,100	2,600-
* PUBLIC INFORMATION	334,000	281,000	351,500	70,500-
* TUITION REIMBURSEMENT	2,000	1,500	4,000	2,500-
* TECH TRAIN, CONF & MEETS	82,050	51,850	82,050	30,200-
* CERTIFICATION & LICENSES	5,130	2,230	5,130	2,900-
* CLAIMS	10,000	10,000	10,000	0
* SUBSCRIPTION/PUBLICATION	7,620	6,520	7,335	815-
* MILEAGE REIMBURSEMENTS	4,000	4,000	3,450	550
* PUBLIC NOTICES	500	500	750	250-
* OUTSIDE ORGANIZATION FEES	29,000	29,505	29,000	505
* EMPLOYEE MEMBERSHIPS	7,340	6,465	8,245	1,780-
* MISCELLANEOUS	14,100	13,100	14,100	1,000-
* ELECTION EXPENSE	0	0	450,000	450,000-
* PROFESSIONAL EXP REIMB	18,000	15,000	21,000	6,000-
** OTHER EXPENSES	526,740	433,170	1,000,660	567,490-
	16,991,153	16,887,145	19,603,260	2,716,115-

ENGINEERING DEPARTMENT O&M EXPENSE

PROJECTED 2009-2010 ACTUAL COMPARED TO BUDGET 2010-2011

	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	2009-2010	2010-2011	Variance \$	Variance %	
Salaries	\$ 5,434,150	5,597,424	(163,274)	-3.00%	Salaries are expected to increase due to cost of living and merit increases, offset somewhat by the salary vacancy factor. A salary vacancy factor of 3%, or -\$169,000, was included in the 2010-11 budget.
Benefits & Cap O/H Credit	331,824	37,286	294,538	88.76%	See Salary & Benefits Tab. Capitalized Administrative Overhead is somewhat greater than projected due to greater capital work anticipated next year compared to what is likely to occur this year.
Utilities	62,400	71,600	(9,200)	-14.74%	Additional gas heat at HHW will increase costs in 2009-10. Higher telephone costs in 2010-11, mainly due to higher AT&T charges.
Repairs & Maintenance	95,650	99,761	(4,111)	-4.30%	Not a significant dollar variance.
Hauling & Disposal	537,660	554,660	(17,000)	-3.16%	Greater HHW disposal costs are anticipated due to increased mobile collection event costs and the new pharmaceutical disposal program in 2010-11.
Professional & Legal	97,000	96,100	900	0.93%	Not a significant variance.
Outside Services	460,850	457,900	2,950	0.64%	Not a significant variance.
Materials & Supplies	152,000	197,480	(45,480)	-29.92%	Expenses were lower than anticipated in many accounts during 2009-10. The expenditure level is anticipated to return to a more normal, though somewhat reduced, level in 2010-11.
All Other	136,937	237,978	(101,041)	-73.79%	Expenses were lower than anticipated in many accounts during 2009-10. The expenditure level is anticipated to return to a more normal, though somewhat reduced, level in 2010-11.
Total	\$ 7,308,471	7,350,189	(41,718)	-0.57%	

BUDGET 2009-2010 COMPARED TO BUDGET 2010-2011

	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	2009-2010	2010-2011	Variance \$	Variance %	
Salaries	5,493,492	5,597,424	(103,932)	-1.89%	Salaries are expected to increase due to cost of living and merit increases, offset somewhat by the salary vacancy factor. A salary vacancy factor of 3%, or -\$169,000, was included in the 2010-11 budget.
Benefits & Cap O/H Credit	25,644	37,286	(11,642)	-45.40%	See Salary & Benefits Tab. Capitalized Administrative Overhead is somewhat greater than budgeted this year due to greater capital work anticipated next year.
Utilities	59,000	71,600	(12,600)	-21.36%	Additional gas heat at HHW will increase 2009-10 actual costs over budget. Higher telephone costs in 2010-11, mainly due to higher AT&T charges.
Repairs & Maintenance	95,761	99,761	(4,000)	-4.18%	Not a significant dollar variance.
Hauling & Disposal	537,660	554,660	(17,000)	-3.16%	Greater HHW disposal costs are anticipated due to greater mobile collection event costs and the new pharmaceutical disposal program in 2010-11.
Professional & Legal	191,100	96,100	95,000	49.71%	Lower legal services costs are budgeted for 2010-11 in recognition of reduced legal activity. The 2009-10 budget was high because recycled water legal activity from the prior year was anticipated to continue.
Outside Services	527,250	457,900	69,350	13.15%	A reduction in expenses is anticipated as the backlog in annexations is successfully addressed.
Materials & Supplies	208,780	197,480	11,300	5.41%	Office supplies and operating costs anticipated for 2010-11 are expected to be lower than budgeted in 2010-11 in recognition of cost saving efforts.
All Other	239,408	237,978	1,430	0.60%	Not a significant variance.
Total	\$ 7,378,095	7,350,189	27,906	0.38%	

Projected 09-10 to Budget 09-10 \$ 69,624 Favorable

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2010-2011

ACCOUNT DESCRIPTION	BUDGETED 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACT 09-10 VARIANCE	PERCENT VARIANCE	BUDGET 10-11 TO BUDGET 09-10 VARIANCE	PERCENT VARIANCE
ENGINEERING							
* SALARIES & WAGES	5,493,492	5,434,150	5,597,424	163,274-	3.00-	103,932-	1.89-
* EMPLOYEE BENEFITS	25,644	331,824	37,286	294,538	88.76	11,642-	45.40-
* UTILITIES	59,000	62,400	71,600	9,200-	14.74-	12,600-	21.36-
* REPAIRS & MAINTENANCE	95,761	95,650	99,761	4,111-	4.30-	4,000-	4.18-
* HAULING & DISPOSAL	537,660	537,660	554,660	17,000-	3.16-	17,000-	3.16-
* PROFESSIONAL & LEGAL SERV	191,100	97,000	96,100	900	.93	95,000	49.71
* OUTSIDE SERVICES	527,250	460,850	457,900	2,950	.64	69,350	13.15
* MATERIALS & SUPPLIES	208,780	152,000	197,480	45,480-	29.92-	11,300	5.41
* OTHER EXPENSES	239,408	136,937	237,978	101,041-	73.79-	1,430	.60
** ENGINEERING	7,378,095	7,308,471	7,350,189	41,718-	.57-	27,906	.38

ACCOUNT DESCRIPTION	BUDGET 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACTUAL 09-10 VARIANCE
* SALARIES & WAGES-MGMNT.	467,645	459,750	482,656	22,906-
* SALARIES & WAGES-NON MGMT	5,083,167	4,931,700	5,175,109	243,409-
* SALARIES & WAGES-COMP ABS	0	0	0	0
* OVERTIME	109,680	42,700	108,659	65,959-
* SALARY VACANCY	167,000-	0	169,000-	169,000
** SALARIES & WAGES	5,493,492	5,434,150	5,597,424	163,274-
* WORKERS' COMPENSATION INS	89,687	80,539	77,900	2,639
* FEDERAL MEDICARE TAX	69,957	68,769	71,579	2,810-
* MEDICAL & HEALTH INSUR	839,158	819,018	919,890	100,872-
* RETIREMENT CONTRIBUTION	1,935,230	1,894,591	2,056,772	162,181-
* DEFERRED COMP. CONTRIB	325,506	331,039	333,685	2,646-
* DENTAL INSURANCE	106,885	96,532	121,299	24,767-
* LONG-TERM DISABILITY INS	20,308	19,597	22,296	2,699-
* LIFE INSURANCE	32,282	27,866	31,710	3,844-
* BENEFIT VACANCY	136,500-	0	147,000-	147,000
* CAPITALIZED ADM OVERHEAD	3,256,869-	3,006,127-	3,450,845-	444,718
** EMPLOYEE BENEFITS	25,644	331,824	37,286	294,538
* ELECTRICAL	11,400	11,400	14,400	3,000-
* WATER	2,000	2,000	2,000	0
* TELEPHONE	45,600	49,000	55,200	6,200-
** UTILITIES	59,000	62,400	71,600	9,200-
* OUTSIDE REPAIRS & MAINT.	52,150	52,150	52,250	100-
* COMPUTER REPAIRS & MAINT	43,611	43,500	47,511	4,011-
** REPAIRS & MAINTENANCE	95,761	95,650	99,761	4,111-
* JANITORIAL & REFUSE REMOV	27,660	27,660	29,660	2,000-
* HAZARDOUS WASTE DISPOSAL	475,000	475,000	475,000	0
* MOBILE COLLECTION-HHW	35,000	35,000	50,000	15,000-
** HAULING & DISPOSAL	537,660	537,660	554,660	17,000-
* LEGAL SERVICES-STAFF	191,100	97,000	96,100	900
** PROFESSIONAL & LEGAL SERV	191,100	97,000	96,100	900
* TECHNICAL SERVICES	336,000	270,500	313,000	42,500-
* OTHER PUBLIC AGENCY SERVS	187,150	187,150	140,800	46,350
* REPROGRAPHIC SERVICES	4,100	3,200	4,100	900-
** OUTSIDE SERVICES	527,250	460,850	457,900	2,950
* OFFICE EQUIPMENT/SUPPLIES	65,060	30,700	58,060	27,360-
* OPERATING SUPPLIES	122,450	104,700	118,150	13,450-
* SAFETY SUPPLIES	21,270	16,600	21,270	4,670-
** MATERIALS & SUPPLIES	208,780	152,000	197,480	45,480-
* RENTS & LEASES	6,800	6,700	6,700	0
* PUBLIC AGENCY FEES	4,000	4,434	5,000	566-
* PUBLIC INFORMATION	13,000	5,000	11,000	6,000-
* TUITION REIMBURSEMENT	8,000	5,000	12,000	7,000-
* TECH TRAIN, CONF & MEETS	129,005	58,600	128,705	70,105-
* CERTIFICATION & LICENSES	2,880	2,880	2,380	500
* SUBSCRIPTION/PUBLICATION	20,883	18,883	20,413	1,530-
* MILEAGE REIMBURSEMENTS	1,180	1,280	1,380	100-
* PUBLIC NOTICES	4,200	1,450	4,200	2,750-

ACCOUNT DESCRIPTION	BUDGET 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACTUAL 09-10 VARIANCE
* OUTSIDE ORGANIZATION FEES	16,100	17,100	16,300	800
* EMPLOYEE MEMBERSHIPS	9,160	10,060	9,900	160
* MISCELLANEOUS	15,200	4,550	11,500	6,950-
* PROFESSIONAL EXP REIMB	9,000	1,000	8,500	7,500-
** OTHER EXPENSES	239,408	136,937	237,978	101,041-
	7,378,095	7,308,471	7,350,189	41,718-

COLLECTION SYSTEM OPERATIONS AND PUMPING STATIONS DEPARTMENT O&M EXPENSE

PROJECTED 2009-2010 ACTUAL COMPARED TO BUDGET 2010-2011					
	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	2009-2010	2010-2011	Variance \$	Variance %	
Salaries	\$ 5,514,258	\$ 5,863,529	(349,271)	-6.33%	Increase due to cost of living, merit and longevity increases; addition of four CSO temporary employees and one extra summer student due to unusually high number of restricted-duty regular employees.
Benefits & Cap O/H Credit	3,482,560	3,651,060	(168,500)	-4.84%	See Salary & Benefit tab.
Chemicals	410,000	500,000	(90,000)	-21.95%	Chemical treatment for hydrogen sulfide control is being introduced at Moraga PS in 2010-11.
Utilities	613,100	622,100	(9,000)	-1.47%	4% increase projected for electricity and addition of 8 air cards for PS operators' SCADA access in 2010-11.
Repairs & Maintenance	751,750	959,350	(207,600)	-27.62%	Did not conduct crown spraying or root foaming as had been planned; will be doing crown spraying and limited root spraying in 2009-10. In 2010-11, added \$60,000 for expanded siphon cleaning and \$30,000 for additional structure adjustments by cities' paving contractors.
Hauling & Disposal	63,800	63,801	(1)	0.00%	Not a significant variance.
Professional & Legal	5,000	15,000	(10,000)	-200.00%	Less activity than anticipated in 2009-10.
Outside Services	146,050	164,150	(18,100)	-12.39%	Did not use agency temps as anticipated and did not use vendor to perform Quality Cleaning TV work in 2009-10.
Materials & Supplies	748,818	755,520	(6,702)	-0.90%	Not a significant variance.
All Other	227,702	248,448	(20,746)	-9.11%	Easing of drought conditions did not require rental of water tank and recycled water delivery charges in 2009-10.
Total	\$ 11,963,038	12,842,958	(879,920)	-7.36%	

BUDGET 2009-2010 COMPARED TO BUDGET 2010-2011					
	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	2009-2010	2010-2011	Variance \$	Variance %	
Salaries	\$ 5,582,237	5,863,529	(281,292)	-5.04%	Increase due to cost of living, merit and longevity increases; addition of four CSO temporary employees and one extra summer student due to unusually high number of restricted-duty regular employees.
Benefits & Cap O/H Credit	3,448,807	3,651,060	(202,253)	-5.86%	See Salary & Benefit tab.
Chemicals	400,000	500,000	(100,000)	-25.00%	Chemical treatment for hydrogen sulfide control is being introduced at Moraga PS in 2010-11.
Utilities	600,400	622,100	(21,700)	-3.61%	4% increase projected for electricity and addition of 8 air cards for PS operators' SCADA access.
Repairs & Maintenance	871,750	959,350	(87,600)	-10.05%	Additional cost to conduct siphon cleaning annually; cities are expected to perform more paving and thus structure adjustments due to federal stimulus money in 2010-11.
Hauling & Disposal	92,800	63,801	28,999	31.25%	No spoils removal planned for this year due to CSO's move from Walnut Creek in 2010-11.
Professional & Legal	15,000	15,000	-	0.00%	No variance.
Outside Services	180,750	164,150	16,600	9.18%	Dropped agency temps from all cost centers in 2010-11.
Materials & Supplies	743,270	755,520	(12,250)	-1.65%	Due to additional fuel expenses in 2010-11; higher fuel costs and CSO's increased mileage from Martinez temporary facility.
All Other	352,332	248,448	103,884	29.48%	Easing of drought conditions did not require rental of water tank and recycled water delivery charges in 2010-11.
Total	\$ 12,287,346	12,842,958	(555,612)	-4.52%	

Projected 09-10 to Budget 09-10	\$ 324,308 Favorable
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CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2010-2011

ACCOUNT DESCRIPTION	BUDGETED 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACT 09-10 VARIANCE	PERCENT VARIANCE	BUDGET 10-11 TO BUDGET 09-10 VARIANCE	PERCENT VARIANCE
COLLECTION SYSTEM OPS.							
* SALARIES & WAGES	4,540,248	4,497,042	4,816,810	319,768-	7.11-	276,562-	6.09-
* EMPLOYEE BENEFITS	2,886,416	2,929,875	3,057,888	128,013-	4.37-	171,472-	5.94-
* UTILITIES	102,700	99,500	102,700	3,200-	3.22-	0	.00
* REPAIRS & MAINTENANCE	663,750	519,750	727,350	207,600-	39.94-	63,600-	9.58-
* HAULING & DISPOSAL	75,800	45,800	45,801	1-	.00	29,999	39.58
* PROFESSIONAL & LEGAL SERV	15,000	5,000	15,000	10,000-	200.00-	0	.00
* OUTSIDE SERVICES	118,250	73,250	91,350	18,100-	24.71-	26,900	22.75
* MATERIALS & SUPPLIES	682,270	705,818	712,520	6,702-	.95-	30,250-	4.43-
* OTHER EXPENSES	311,257	198,452	217,125	18,673-	9.41-	94,132	30.24
** COLLECTION SYSTEM OPS.	9,395,691	9,074,487	9,786,544	712,057-	7.85-	390,853-	4.16-

ACCOUNT DESCRIPTION	BUDGET 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACTUAL 09-10 VARIANCE
* SALARIES & WAGES-MGMT.	188,370	125,000	165,140	40,140-
* SALARIES & WAGES-NON MGMT	4,132,393	4,079,791	4,432,125	352,334-
* SALARIES & WAGES COMP ABS	0	0	0	0
* OVERTIME	285,485	241,610	293,545	51,935-
* STANDBY PAID	64,000	50,641	64,000	13,359-
* SALARY VACANCY	130,000-	0	138,000-	138,000
** SALARIES & WAGES	4,540,248	4,497,042	4,816,810	319,768-
* WORKERS' COMPENSATION INS	172,253	154,683	159,141	4,458-
* FEDERAL MEDICARE TAX	55,615	54,669	63,189	8,520-
* MEDICAL & HEALTH INSUR	817,498	797,877	874,687	76,810-
* RETIREMENT CONTRIBUTION	1,566,478	1,533,583	1,669,695	136,112-
* DEFERRED COMP. CONTRIB	279,713	284,468	289,206	4,738-
* DENTAL INSURANCE	93,929	90,538	105,305	14,767-
* LONG-TERM DISABILITY INS	17,925	17,300	20,819	3,519-
* LIFE INSURANCE	24,637	22,092	24,243	2,151-
* BENEFIT VACANCY	121,000-	0	127,000-	127,000
* CAPITALIZED ADM OVERHEAD	20,632-	25,335-	21,397-	3,938-
** EMPLOYEE BENEFITS	2,886,416	2,929,875	3,057,888	128,013-
* ELECTRICAL	37,500	37,500	37,500	0
* NATURAL GAS	4,000	4,000	4,000	0
* WATER	6,000	6,000	6,000	0
* TELEPHONE	55,200	52,000	55,200	3,200-
** UTILITIES	102,700	99,500	102,700	3,200-
* OUTSIDE VEH/EQUIP REPAIR	107,750	107,750	126,750	19,000-
* VEHIC/EQUIP REPAIR MAINT	90,000	118,000	90,000	28,000
* GENERAL REPAIRS & MAINT	2,000	2,000	2,000	0
* OUTSIDE REPAIRS & MAINT	464,000	292,000	508,600	216,600-
** REPAIRS & MAINTENANCE	663,750	519,750	727,350	207,600-
* JANITORIAL & REFUSE REMOV	45,800	45,800	45,800	0
* SPOILS REMOVAL	30,000	0	1	1-
** HAULING & DISPOSAL	75,800	45,800	45,801	1-
* LEGAL SERVICES-STAFF	15,000	5,000	15,000	10,000-
** PROFESSIONAL & LEGAL SERV	15,000	5,000	15,000	10,000-
* OUTSIDE SAFETY SERVICES	12,500	5,000	12,500	7,500-
* TECHNICAL SERVICES	105,250	68,250	78,750	10,500-
* REPROGRAPHIC SERVICES	500	0	100	100-
** OUTSIDE SERVICES	118,250	73,250	91,350	18,100-
* OFFICE EQUIPMENT/SUPPLIES	13,500	13,500	13,500	0
* GASOLINE, OIL & FUEL	185,000	203,000	212,750	9,750-
* OPERATING SUPPLIES	449,550	459,098	457,050	2,048
* SAFETY SUPPLIES	34,220	30,220	29,220	1,000
** MATERIALS & SUPPLIES	682,270	705,818	712,520	6,702-
* RENTS & LEASES	239,650	125,500	135,150	9,650-
* PUBLIC AGENCY FEES	27,550	40,127	29,500	10,627
* TUITION REIMBURSEMENT	1,000	73	1,000	927-
* TECH TRAIN, CONF & MEETS	26,800	20,000	34,570	14,570-
* CERTIFICATION & LICENSES	3,629	3,529	3,469	60

ACCOUNT DESCRIPTION	BUDGET 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACTUAL 09-10 VARIANCE
* CLAIMS	100	0	100	100-
* SUBSCRIPTION/PUBLICATION	200	200	700	500-
* MILEAGE REIMBURSEMENTS	250	200	350	150-
* EMPLOYEE MEMBERSHIPS	6,578	6,323	6,786	463-
* MISCELLANEOUS	2,500	2,500	2,500	0
* PROFESSIONAL EXP REIMB	3,000	0	3,000	3,000-
** OTHER EXPENSES	311,257	198,452	217,125	18,673-
	9,395,691	9,074,487	9,786,544	712,057-

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2010-2011

ACCOUNT DESCRIPTION	BUDGETED 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACT 09-10 VARIANCE	PERCENT VARIANCE	BUDGET 10-11 TO BUDGET 09-10 VARIANCE	PERCENT VARIANCE
PUMP STATIONS							
* SALARIES & WAGES	1,041,989	1,017,216	1,046,719	29,503-	2.90-	4,730-	.45-
* EMPLOYEE BENEFITS	562,391	552,685	593,172	40,487-	7.33-	30,781-	5.47-
* CHEMICALS	400,000	410,000	500,000	90,000-	21.95-	100,000-	25.00-
* UTILITIES	497,700	513,600	519,400	5,800-	1.13-	21,700-	4.36-
* REPAIRS & MAINTENANCE	208,000	232,000	232,000	0	.00	24,000-	11.54-
* HAULING & DISPOSAL	17,000	18,000	18,000	0	.00	1,000-	5.88-
* OUTSIDE SERVICES	62,500	72,800	72,800	0	.00	10,300-	16.48-
* MATERIALS & SUPPLIES	61,000	43,000	43,000	0	.00	18,000	29.51
* OTHER EXPENSES	41,075	29,250	31,323	2,073-	7.09-	9,752	23.74
** PUMP STATIONS	2,891,655	2,888,551	3,056,414	167,863-	5.81-	164,759-	5.70-

ACCOUNT DESCRIPTION	BUDGET 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-09 TO ACTUAL 09-10 VARIANCE
* SALARIES & WAGES-NON MGMT	920,295	888,023	939,856	51,833-
* OVERTIME	49,694	28,936	34,863	5,927-
* STANDBY PAID	100,000	100,257	100,000	257
** SALARY VACANCY	28,000-	0	28,000-	28,000
** SALARIES & WAGES	1,041,989	1,017,216	1,046,719	29,503-
* WORKERS' COMPENSATION INS	38,233	34,333	33,612	721
* FEDERAL MEDICARE TAX	9,118	8,963	11,044	2,081-
* MEDICAL & HEALTH INSUR	133,492	130,288	140,935	10,647-
* RETIREMENT CONTRIBUTION	324,135	317,328	348,804	31,476-
* DEFERRED COMP. CONTRIB	62,040	63,095	61,928	1,167
* DENTAL INSURANCE	14,716	14,392	16,683	2,291-
* LONG-TERM DISABILITY INS	3,823	3,689	4,188	499-
* LIFE INSURANCE	4,610	4,227	4,609	382-
* ACCRUED COMPENSATED ABS	0	0	0	0
* BENEFIT VACANCY	24,000-	0	24,000-	24,000
* CAPITALIZED ADM OVERHEAD	3,776-	23,630-	4,631-	18,999-
** EMPLOYEE BENEFITS	562,391	552,685	593,172	40,487-
* OTHER CHEMICALS	400,000	410,000	500,000	90,000-
** CHEMICALS	400,000	410,000	500,000	90,000-
* ELECTRICAL	440,000	457,600	457,600	0
* WATER	15,000	15,000	15,000	0
* TELEPHONE	42,700	41,000	46,800	5,800-
** UTILITIES	497,700	513,600	519,400	5,800-
* GENERAL REPAIRS & MAINT	58,500	32,000	32,000	0
* OUTSIDE REPAIRS & MAINT.	149,500	200,000	200,000	0
** REPAIRS & MAINTENANCE	208,000	232,000	232,000	0
* JANITORIAL & REFUSE REMOV	17,000	18,000	18,000	0
** HAULING & DISPOSAL	17,000	18,000	18,000	0
* OUTSIDE SAFETY SERVICES	7,500	7,500	7,500	0
* TECHNICAL SERVICES	55,000	65,300	65,300	0
** OUTSIDE SERVICES	62,500	72,800	72,800	0
* OPERATING SUPPLIES	38,000	20,000	20,000	0
* OPERATING FUEL	18,000	18,000	18,000	0
* SAFETY SUPPLIES	5,000	5,000	5,000	0
** MATERIALS & SUPPLIES	61,000	43,000	43,000	0
* RENTS & LEASES	15,100	3,600	3,600	0
* PUBLIC AGENCY FEES	15,500	15,500	17,585	2,085-
* TUITION REIMBURSEMENT	250	250	250	0
* TECH TRAIN, CONF & MEETS	8,000	7,000	7,000	0
* CERTIFICATION & LICENSES	1,000	1,000	1,051	51-
* SUBSCRIPTION/PUBLICATION	200	200	200	0
* MILEAGE REIMBURSEMENTS	200	200	200	0
* EMPLOYEE MEMBERSHIPS	525	1,200	1,137	63
* MISCELLANEOUS	300	300	300	0
** OTHER EXPENSES	41,075	29,250	31,323	2,073-
	2,891,655	2,888,551	3,056,414	167,863-

PLANT OPERATIONS DEPARTMENT O&M EXPENSE

PROJECTED 2009-2010 ACTUAL COMPARED TO BUDGET 2010-2011

	Projected 2009-2010	Budget 2010-2011	Favorable/(Unfavorable)		Variance Explanations
			Variance \$	Variance %	
Salaries	\$ 7,990,971	8,408,235	(417,264)	-5.22%	Due to cost of living and merit increases in 2010-11. In 2009-10, expenses were lower due to retirement of two operators and a Department Director, and 2 employees were on extended leave without pay.
Benefits & Cap O/H Credit	4,994,280	5,329,097	(334,817)	-6.70%	See Salary & Benefit tab.
Chemicals	1,161,000	1,271,000	(110,000)	-9.47%	Chemical rate expected to remain the same in 2010-11. In 2009-10, the chemical price increase came later in the fiscal year than expected.
Utilities	4,046,050	3,807,300	238,750	5.90%	Spot market gas prices remained low due to sluggish economy and high storage volumes in 2009-10. Locked in gas price for 2/3 of gas for first half of 2011.
Repairs & Maintenance	1,876,000	2,072,700	(196,700)	-10.49%	Computer repair not necessary in 2009-10, UV system component replacement not required this fiscal year, and only 1 centrifuge rotating assembly rebuilt and 2 were budgeted.
Hauling & Disposal	334,000	415,000	(81,000)	-24.25%	Cost of sludge, ash and grit disposal increases in 2010-11.
Professional & Legal	12,000	15,000	(3,000)	-25.00%	Less than anticipated legal service for NPDES issues in 2009-10.
Outside Services	204,000	362,200	(158,200)	-77.55%	Furnace testing budgeted in O&M was performed as part of the metals removal capital project. Programmer Logic Controller consulting not utilized in 2009-10.
Materials & Supplies	684,700	804,200	(119,500)	-17.45%	Less UV lamps replaced than anticipated in 2009-10. Beginning replacement of UV quartz sleeves in 2010-11.
All Other	583,276	684,582	(101,306)	-17.37%	Deferred conferences and trainings in 2009-10, along with Water Environment Research Foundation projects were planned but not participated in. Also, CASA membership costs transferred to Administrative expense. Permit fee increased in 2010-11 budget.
Total	\$ 21,886,277	23,169,314	(1,283,037)	-5.86%	

BUDGET 2009-2010 COMPARED TO BUDGET 2010-2011

	Budget 2009-2010	Budget 2010-2011	Favorable/(Unfavorable)		Variance Explanations
			Variance \$	Variance %	
Salaries	8,197,325	8,408,235	(210,910)	-2.57%	Cost of living and merit increases and filling vacant positions.
Benefits & Cap O/H Credit	5,003,272	5,329,097	(325,825)	-6.51%	See Salary & Benefit tab.
Chemicals	1,209,000	1,271,000	(62,000)	-5.13%	Recent 10% increase in lime price and expected modest increase in the price of hydrogen peroxide, sodium hypochlorite and polymer in 2010-11.
Utilities	4,514,600	3,807,300	707,300	15.67%	Favorable market allowed purchase of most of the natural gas for 2010-11 at a reasonable rate.
Repairs & Maintenance	2,033,500	2,072,700	(39,200)	-1.93%	Expect to be on track in 2010-11 with work similar to that expected in 2009-10 which was anticipated but not required.
Hauling & Disposal	400,000	415,000	(15,000)	-3.75%	Ash hauling rates expected to increase 14%, but expect most ash to go to the least expensive option.
Professional & Legal	15,000	15,000	-	0.00%	No variance.
Outside Services	304,200	362,200	(58,000)	-19.07%	Programmer Logic Controller and instrumentation consulting work, temporary clerical and outfall inspection budgeted in 2010-11.
Materials & Supplies	727,700	804,200	(76,500)	-10.51%	Beginning replacement of UV quartz sleeves in 2010-11.
All Other	684,478	684,582	(104)	-0.02%	Not a significant variance.
Total	\$ 23,089,075	23,169,314	(80,239)	-0.35%	

Projected 09-10 to Budget 09-10 \$ 1,202,798 Favorable

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2010-2011

ACCOUNT DESCRIPTION	BUDGETED 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACT 09-10 VARIANCE	PERCENT VARIANCE	BUDGET 10-11 TO BUDGET 09-10 VARIANCE	PERCENT VARIANCE
PLANT OPERATIONS							
* SALARIES & WAGES	8,197,325	7,990,971	8,408,235	417,264-	5.22-	210,910-	2.57-
* EMPLOYEE BENEFITS	5,003,272	4,994,280	5,329,097	334,817-	6.70-	325,825-	6.51-
* CHEMICALS	1,209,000	1,161,000	1,271,000	110,000-	9.47-	62,000-	5.13-
* UTILITIES	4,514,600	4,046,050	3,807,300	238,750	5.90	707,300	15.67
* REPAIRS & MAINTENANCE	2,033,500	1,876,000	2,072,700	196,700-	10.49-	39,200-	1.93-
* HAULING & DISPOSAL	400,000	334,000	415,000	81,000-	24.25-	15,000-	3.75-
* PROFESSIONAL & LEGAL SERV	15,000	12,000	15,000	3,000-	25.00-	0	.00
* OUTSIDE SERVICES	304,200	204,000	362,200	158,200-	77.55-	58,000-	19.07-
* MATERIALS & SUPPLIES	727,700	684,700	804,200	119,500-	17.45-	76,500-	10.51-
* OTHER EXPENSES	684,478	583,276	684,582	101,306-	17.37-	104-	.02-
** PLANT OPERATIONS	23,089,075	21,886,277	23,169,314	1,283,037-	5.86-	80,239-	.35-

ACCOUNT DESCRIPTION	BUDGET 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACTUAL 09-10 VARIANCE
* SALARIES & WAGES-MGMNT.	344,017	302,120	323,948	21,828-
* SALARIES & WAGES-NON MGMT	7,636,366	7,252,651	7,835,014	582,363-
* COMP ABS-ACCRUAL PAYMENTS	0	0	0	0
* OVERTIME	395,444	390,700	433,775	43,075-
* STANDBY PAID	60,498	45,500	60,498	14,998-
* SALARY VACANCY	239,000-	0	245,000-	245,000
** SALARIES & WAGES	8,197,325	7,990,971	8,408,235	417,264-
* WORKERS' COMPENSATION INS	292,339	262,275	260,985	1,290
* FEDERAL MEDICARE TAX	93,890	92,405	98,930	6,525-
* MEDICAL & HEALTH INSUR	1,403,798	1,335,936	1,525,723	189,787-
* RETIREMENT CONTRIBUTION	2,809,381	2,748,788	3,018,889	270,101-
* DEFERRED COMP. CONTRIB	501,900	509,955	523,187	13,232-
* DENTAL INSURANCE	166,350	152,686	184,594	31,908-
* LONG-TERM DISABILITY INS	31,228	30,153	33,663	3,510-
* LIFE INSURANCE	44,751	39,571	44,104	4,533-
* ACCRUED COMPENSATED ABS	0	0	0	0
* BENEFIT VACANCY	214,000-	0	229,000-	229,000
* CAPITALIZED ADM OVERHEAD	126,365-	177,489-	131,978-	45,511-
** EMPLOYEE BENEFITS	5,003,272	4,994,280	5,329,097	334,817-
* LIME	232,000	206,000	226,000	20,000-
* POLYMER	417,000	417,000	450,000	33,000-
* BOILER CHEMICALS	48,000	40,000	54,000	14,000-
* OTHER CHEMICALS	106,000	92,000	115,000	23,000-
* HYPOCHLORITE	406,000	406,000	426,000	20,000-
** CHEMICALS	1,209,000	1,161,000	1,271,000	110,000-
* ELECTRICAL	332,000	248,500	284,500	36,000-
* NATURAL GAS	3,415,000	3,130,000	2,848,000	282,000
* LAND-FILL GAS	650,000	550,000	554,000	4,000-
* WATER	60,000	60,000	62,000	2,000-
* TELEPHONE	57,600	57,550	58,800	1,250-
** UTILITIES	4,514,600	4,046,050	3,807,300	238,750
* GENERAL REPAIRS & MAINT	918,500	866,000	907,500	41,500-
* OUTSIDE REPAIRS & MAINT	1,081,500	987,000	1,121,700	134,700-
* COMPUTER REPAIRS & MAINT	33,500	23,000	43,500	20,500-
** REPAIRS & MAINTENANCE	2,033,500	1,876,000	2,072,700	196,700-
* ASH REMOVAL	148,000	124,000	147,000	23,000-
* SLUDGE REMOVAL	15,000	15,000	25,000	10,000-
* GRIT REMOVAL	76,000	63,000	82,000	19,000-
* JANITORIAL & REFUSE REMOV	150,000	128,000	150,000	22,000-
* HAZARDOUS WASTE DISPOSAL	11,000	4,000	11,000	7,000-
** HAULING & DISPOSAL	400,000	334,000	415,000	81,000-
* LEGAL SERVICES-STAFF	15,000	12,000	15,000	3,000-
** PROFESSIONAL & LEGAL SERV	15,000	12,000	15,000	3,000-
* OUTSIDE SAFETY SERVICES	21,000	21,000	21,000	0
* TECHNICAL SERVICES	278,200	178,000	336,200	158,200-
* OTHER PUBLIC AGENCY SERVS	5,000	5,000	5,000	0
** OUTSIDE SERVICES	304,200	204,000	362,200	158,200-

ACCOUNT DESCRIPTION	BUDGET 2009-2010	PROJECTED 2009-2010 ACTUAL	FINAL BUDGETED 2010-2011	BUDGET 10-11 TO ACTUAL 09-10 VARIANCE
* OFFICE EQUIPMENT/SUPPLIES	37,500	22,000	35,000	13,000-
* OPERATING SUPPLIES	486,000	468,200	566,000	97,800-
* OPERATING FUEL	40,000	40,000	40,000	0
* LABORATORY SUPPLIES	133,000	128,000	133,000	5,000-
* SAFETY SUPPLIES	31,200	26,500	30,200	3,700-
** MATERIALS & SUPPLIES	727,700	684,700	804,200	119,500-
* RENTS & LEASES	65,300	38,300	68,360	30,060-
* PUBLIC AGENCY FEES	239,423	268,026	281,602	13,576-
* TUITION REIMBURSEMENT	8,000	6,500	14,000	7,500-
* TECH TRAIN, CONF & MEETS	58,700	43,200	58,700	15,500-
* CERTIFICATION & LICENSES	6,500	6,830	8,400	1,570-
* SUBSCRIPTION/PUBLICATION	4,420	4,725	4,925	200-
* MILEAGE REIMBURSEMENTS	2,000	900	1,500	600-
* OUTSIDE ORGANIZATION FEES	273,500	200,000	223,400	23,400-
* EMPLOYEE MEMBERSHIPS	10,295	9,295	10,295	1,000-
* MISCELLANEOUS	5,700	3,900	4,400	500-
* PROFESSIONAL EXP REIMB	10,640	1,600	9,000	7,400-
** OTHER EXPENSES	684,478	583,276	684,582	101,306-
	23,089,075	21,886,277	23,169,314	1,283,037-

**CENTRAL CONTRA COSTA SANITARY DISTRICT
2010-2011 OPERATIONS AND MAINTENANCE BUDGET
TECHNICAL TRAINING, CONFERENCES AND MEETINGS**

The following list describes by department and division the types of training budgeted in Account 03-02, Director Training and Conferences, and Account 12-05, Technical Training, Conferences and Meetings. This format is intended to give the reader a description of the types of training, conferences and meetings planned, yet allows District Management the flexibility to substitute training or conferences as is prudent, so long as the division does not exceed its budget.

- Out-of-State conferences exceeding \$1,000/person are listed separately.
- Out-of-State conferences determined to be necessary after budget adoption exceeding \$1,000/person need specific Board Approval via position paper.
- South Lake Tahoe, CA and Reno, NV are considered to be synonymous for budget purposes and are considered to be within the State of California.
- Multiple meetings or conferences are in parentheses.

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 BOARD OF DIRECTORS - TRAINING AND CONFERENCES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET
RUNNING EXPENSE		
ADMINISTRATION		
001-0100-400.03-02	BOARD TRAINING & CONF	46,000

LEVEL	TEXT		TEXT AMT
PF96	**BOARD CONFERENCES		
	CASA (\$2,000 X 15 CONFERENCES)	30,000	39,000
	CSDA (\$2,000 X 1)	2,000	
	WEFTEC (\$2,000 X 2)	4,000	
	OTHER	3,000	
	NEW 08/09 - MOVED BOARD MEMBERS FROM 03-01		
	-		
	OTHER BOARD BUSINESS CONFERENCES		5,000
	NEW 08/09 - MOVED BOARD MEMBERS FROM 03-01		
	-		
	MISC BUSINESS MEETING EXPENSES		2,000
	-		
	-		
			46,000

*	CENTRAL SERVICES	46,000

**	ADMINISTRATION	46,000

***	RUNNING EXPENSE	46,000
		46,000

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
RUNNING EXPENSE			
ADMINISTRATION			
001-0100-400.12-05	TECH TRAIN, CONF & MEETS	22,650	22,650

LEVEL	TEXT	TEXT AMT
PF96	**STAFF CONFERENCES	
	CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA), STAY CURRENT ON POLICY, CALIFORNIA (3 CONFERENCES) 1 STAFF (GM)	6,000
	-	
	CALIFORNIA ASSOCIATION OF SANITATION AGENCIES/ CALIFORNIA SANITATION RISK MANAGMENT AUTHORITY (CASA/CSRMA), STAY CURRENT ON POLICY/PROCEDURES, MONTEREY/PALM SPRINGS, 1 STAFF, 2 CONFERENCES (DIRECTOR OF ADMIN)	4,000
	-	
	WATER ENVIRONMENT FEDERATION CONFERENCE (WEF), STAY CURRENT, CONTINENTAL UNITED STATES, 1 STAFF (GM)	2,000
	-	
	ASSOCIATION OF RECORDS MANAGERS & ADMINISTRATORS (ARMA), STAY CURRENT, 1 STAFF	2,000
	-	
	SPECIAL DISTRICT ADMINISTRATION, STAY CURRENT, CALIFORNIA, (4 MANAGEMENT WRKSHOPS) 1 STAFF	400
	-	
	CITY CLERK ASSOC. OF CALIF. ANNUAL CONFERENCE STAY CURRENT, CALIFORNIA, 1 STAFF (DIST SEC)	2,000
	-	
	CITY CLERKS ASSN. NEW LAW & ELECTION CONF (DIST SEC)	1,500
	-	
	SANITATION AND WATER AGENCIES DINNER MEETINGS, STAY CURRENT, BAY AREA (4 MEETINGS), 1 STAFF	400
	-	
	COMPUTER, WORD PROCESSING, & BUSINESS WORKSHOPS, STAY CURRENT, BAY AREA	2,100
	-	
	CALIFORNIA PUBLIC EMPLOYERS LABOR RELATIONS ASSOC. STAY CURRENT, 1 STAFF (DIRECTOR OF ADMIN)	1,750
	-	
	SAFETY/RISK MGT. CONFERENCE STAY CURRENT, CALIFORNIA, 1 STAFF	500
	-	
		22,650

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
* 001-0110-400.12-05	CENTRAL SERVICES TECH TRAIN, CONF & MEETS	22,650 5,200	22,650 5,200
LEVEL	TEXT		TEXT AMT
PF96	LAIF ANNUAL CONFERENCE, UPDATE ON INVESTMENTS, SACRAMENTO, CA, 2 STAFF		400
-	HTE USER'S GROUP, SOFTWARE UPDATES/ENHANCEMENTS, CONTINENTAL U.S., 1 STAFF		2,000
-	PC SOFTWARE TRAINING, STAY CURRENT ON EXCEL/WORD, LOCAL, (2-3 CLASSES), ACCOUNTING STAFF		600
-	CPA SEMINARS, REQUIRED "CE" UNITS, BAY AREA, 1 STAFF		200
-	INSTITUTE OF MANAGEMENT ACCOUNTANTS ANNUAL CONF OR CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS ANNUAL CONFERENCE OR GOVT. FINANCE OFFICERS ANNUAL CONFERENCE OR H.T.E. CONFERENCE, TO STAY CURRENT-ACCOUNTING RULES & BEST PRACTICES CONTINENTAL U.S., 1 STAFF		2,000
			5,200
* 001-0120-400.12-05	FINANCE & ACCOUNTING TECH TRAIN, CONF & MEETS	5,200 7,200	5,200 7,200
LEVEL	TEXT		TEXT AMT
PF96	NEOGOV USER'S GROUP, SOFTWARE UPDATES AND NEW PROCEDURES/BEST PRACTICES, 1 STAFF		1,750
-	CALIFORNIA PUBLIC EMPLOYER LABOR RELATIONS CONFERENCE, STAY CURRENT, (2 CONFERENCES), MONTEREY AND BAY AREA, 2-STAFF (KELLY & KO)		3,400
-	NPELRA (IPMA) ANNUAL TRAINING CONFERENCE		1,550
-	CPS HR ACADEMY, C. KO		500
			7,200
* 001-0140-400.12-05	HUMAN RESOURCES TECH TRAIN, CONF & MEETS	7,200 10,000	7,200 10,000
LEVEL	TEXT		TEXT AMT
PF96	CAPPO CONFERENCE,		3,500

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
	STAY CURRENT, NORCAL, CA 2 STAFF FT, 1 STAFF PT		
	-		
	OTHER TRAINING, STAY CURRENT, 7 STAFF HTE/NAVILINE, PURCHASING & MATERIALS MGMT, SEMINARS/WEBINARS		3,000
	-		
	NATIONAL INSTITUTE OF GOVERNMENT PURCHASING (NIGP) CONFERENCE, SAN ANTONIO, TX, 2 STAFF		3,500
	-		
			10,000
* PURCHASING		10,000	10,000
001-0150-400.12-05	TECH TRAIN, CONF & MEETS	10,000	10,000

LEVEL	TEXT	TEXT	AMT
PF96	PUBLIC AGENCY RISK MGMT ASSOC (PARMA) *CLAIMS,LOSS CONTROL,SAFETY STAFF,PUBLIC RISK CA ASSOC OF JOINT POWERS AUTHORITIES (CAJPA) *POOL MGMT&RISK POOLS,SAFETY&LOSS CONTROL, LEGAL RISK MGMT EDUCATION 2 RISK MGMT CONF - \$5,000 2 WORKERS COMP SEMINARS - \$1,000 2 SAFETY CONFERENCES - \$4,000		10,000
	-		
			10,000

* SAFETY & RISK MANAGEMENT		10,000	10,000
001-0170-400.12-05	TECH TRAIN, CONF & MEETS	7,000	7,000

LEVEL	TEXT	TEXT	AMT
PF96	WEPTEC CONF STAY CURRENT, CONTINENTAL U.S., 1 STAFF		1,000
	-		
	CWEA, STAY CURRENT, U.S., 1 STAFF		1,000
	-		
	CASA CONF STAY CURRENT, CONTINENTAL U.S., 1 STAFF		1,000
	-		
	COMMUNICATION/MARKETING SKILLS STAY CURRENT, CONTINENTAL U.S., 1 STAFF		2,000
	-		
	COMMUNITY RELATIONS, CONTINENTAL U.S., 1 STAFF		1,000
	-		
	COMPUTER, DIGITAL, SOFTWARE/PHOTO STAY CURRENT, CONTINENTAL U.S., 1 STAFF		1,000

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
-			7,000
* COMMUNICATION SERVICES		7,000	7,000
001-0180-400.12-05	TECH TRAIN, CONF & MEETS	20,000	20,000
LEVEL	TEXT		TEXT AMT
PF96	NETWORK, SERVER & SOFTWARE TRAINING STAY CURRENT, CALIFORNIA, 6 STAFF		13,000
-	GOVT TECH CONFERENCE, STAY CURRENT, SACRAMENTO, 2 STAFF		1,000
-	HTE USERS GROUP CONFERENCE, STAY CURRENT, UNITED STATES & CA, 2 STAFF		3,000
-	INFORMATION TECHNOLOGY CONFERENCES & TRAINING, STAY CURRENT, CALIFORNIA, 6 STAFF		3,000
-			20,000
* IT		20,000	20,000
** ADMINISTRATION		82,050	82,050

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
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ENGINEERING

001-0200-410.12-05	TECH TRAIN, CONF & MEETS	9,300	9,300
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LEVEL	TEXT	TEXT AMT
PF96	CASA CONFERENCE, STAY CURRENT, CALIFORNIA, (4 CONFERENCES), 1 STAFF (DEPARTMENT DIRECTOR)	6,000
-	CASA FEDERAL LEGISLATIVE MEETING, ADVOCATE DISTRICT CONCERNS, WASHINGTON, D.C., 1 STAFF	2,000
-	WEF ANNUAL OR SPECIALTY CONFERENCE, STAY CURRENT CONTL U.S., 1 STAFF	2,000
-	CWEA STATE CONFERENCE, STAY CURRENT, CALIFORNIA, 1 STAFF	1,000
-	AWWA CONFERENCE, WATER REUSE ASSOCIATION ANNUAL CONF., OR ANNUAL RESEARCH CONFERENCE, STAY CURRENT, CONTINENTAL U.S., 1 STAFF (DIVISION MGR)	1,000
-	LOCAL MEETING EXPENSES, CONDUCT DISTRICT BUSINESS, LOCAL, 2 STAFF	300
-	<NON-USE FACTOR>	3,000-
		9,300

001-0200-420.12-05	TECH TRAIN, CONF & MEETS	21,320	28,720
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LEVEL	TEXT	TEXT AMT
PF96	IRWA AND R/W COURSES, IMPROVE SKILLS, CONTINENTAL U.S., 4 STAFF	8,000
-	IRWA ANNUAL CONF., STAY CURRENT, CONTINENTAL U.S., 2 STAFF	4,000
-	CWEA ANNUAL CONF. OR NORTHERN REGIONAL CONFERENCE, STAY CURRENT, CALIFORNIA, 2 STAFF	1,400
-	SOFTWARE/COMPUTER TRAINING, IMPROVE SKILLS, LOCAL, 4 STAFF	800
-	CALIFORNIA WATER ENVIRONMENT ASSOC. (CWEA) BAY SECTION MEETINGS, STAY CURRENT, LOCAL, 6 STAFF	200
-	SECRETARY TRAINING, IMPROVE SKILLS, LOCAL, 2 STAFF	1,500
-	NATIONAL HTE USERS GROUP (HUG) CONFERENCE, STAY	

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
	CURRENT, CONTINENTAL U.S., 2 STAFF		4,500
	-		
	WESTERN HTE USERS GROUP (HUG) CONFERENCE, STAY CURRENT, CALIFORNIA, 2 STAFF		1,000
	-		
	INSPECTION SEMINARS/WORKSHOPS, STAY CURRENT, LOCAL, 5 STAFF		1,000
	-		
	WEFTEC 2009, STAY CURRENT, CONTINENTAL U.S., 2 STAFF		3,800
	-		
	PLANNING/ENVIRONMENTAL/PUBLIC ADMINISTRATION/ PUBLIC WORKS/SPECIAL DISTRICT/CHAMBER OF COMMERCE EVENTS, STAY CURRENT, LOCAL, 4 STAFF		500
	-		
	MUNICIPAL MGMT. ASSN. OF NOR. CAL (MMANC) ANNUAL CONFERENCE, STAY CURRENT, CALIFORNIA, 1 STAFF		800
	-		
	PLANNING/ENVIRONMENTAL/PUBLIC ADMIN./ENGINEERING CONFERENCES, STAY CURRENT, CONTINENTAL U.S., 1 STAFF		1,500
	-		
	TRI-TAC MEETINGS, STAY CURRENT, CALIFORNIA, (4 MEETINGS), 1 STAFF		1,100
	-		
	COLL SYS BENCHMARKING/BEST MGMT PRACTICES MTGS, STAY CURRENT, (4 MEETINGS), 1 STAFF		700
	-		
	WEF SPECIALTY CONFS. (OR SIMILAR CONFS.), STAY CURRENT, CONTINENTAL U.S., 2 STAFF		4,000
	-		
	SUPERVISION COURSE, IMPROVE SKILLS, LOCAL, 1 STAFF		350
	-		
	PIPE USERS GROUP (PUG) SEMINAR, STAY CURRENT, LOCAL, 6 STAFF		200
	-		
	ENGINEERING WORKSHOPS/SEMINARS, STAY CURRENT, CALIFORNIA, 1 STAFF		600
	-		
	AWWA SPECIALTY CONFERENCE, PROFESSIONAL DEVELOPMENT, CONTINENTAL U.S., 1 STAFF		2,000
	-		
	<NON-USE FACTOR>		9,230-
	-		
			28,720
001-0200-490.12-05	TECH TRAIN, CONF & MEETS	12,750	12,350

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
LEVEL	TEXT		TEXT AMT
PF96	TECHNICAL WRITING, IMPROVE SKILLS, LOCAL, 1 STAFF		300
-	CALEPA BASIC INSPECTOR, STAY CURRENT, CALIFORNIA, 1 STAFF		500
-	EPA PRETREATMENT TRAINING, STAY CURRENT, CONTINENTAL U.S., 1 STAFF		1,000
-	NACWA PRETREATMENT CONFERENCE, STAY CURRENT, CONTINENTAL U.S., 1 STAFF (SUPERINTENDENT)		1,200
-	CWEA P3S CONFERENCE, STAY CURRENT, CALIFORNIA, 3 STAFF		3,000
-	POLL. PREVENTION SYMPOSIUM, KEEP CURRENT, CALIFORNIA, 1 STAFF		600
-	CWEA ANNUAL CONFERENCE, KEEP CURRENT, CALIFORNIA, 1 STAFF		850
-	INDUSTRIAL FACILITY INSPECT & PERMIT, KEEP CURRENT, CALIFORNIA, 2 STAFF		800
-	LEADERSHIP/SUPERVISION SKILLS, IMPROVE SKILLS, LOCAL, 2 STAFF		1,000
-	ACCESS DATABASE OR OTHER COMPUTER TRAINING, IMPROVE SKILLS, LOCAL, 4 STAFF		1,000
-	CROSS-MEDIA ENFORCEMENT CONFERENCE, STAY CURRENT, CALIFORNIA, 2 STAFF		1,600
-	EFFECTIVE COMMUNICATION, IMPROVE SKILLS, LOCAL, 1 STAFF		300
-	WASTEWATER LAWS AND REGULATIONS, STAY CURRENT, LOCAL, 1 STAFF		450
-	STORMWATER CONTROLS, STAY CURRENT, CALIFORNIA, 1 STAFF		250
-	SAFETY TRAINING, STAY CURRENT, CALIFORNIA, 2 STAFF		500
-	CWEA NORTHERN REGIONAL TRAINING CONFERENCE, STAY		

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
	CURRENT, CALIFORNIA, 2 STAFF		1,200
	-		
	FOG TRAINING, STAY CURRENT, CALIFORNIA, 2 STAFF		600
	-		
	8-HOUR HAZWOPER REFRESHER, STAY CURRENT, LOCAL, 9 STAFF		900
	-		
	CALIF. HAZARDOUS MATERIALS INVESTIGATORS CONF, STAY CURRENT, CALIFORNIA, 8 STAFF		800
	-		
	ENVIRONMENTAL CRIMES INVESTIGATIONS, IMPROVE SKILLS, CALIFORNIA, 2 STAFF		1,100
	-		
	-		
	BIODIESEL/ALTERNATIVE FUELS TRAINING, DEVELOP KNOWLEDGE, CA, 1 STAFF		400
	-		
	ORGANIZATIONAL SKILLS, IMPROVE SKILLS, CA, 1 STAFF		500
	-		
	<NON-USE FACTOR>		6,500-
	-		
			12,350
001-0200-690.12-05	TECH TRAIN, CONF & MEETS	5,800	5,800
LEVEL	TEXT		TEXT AMT
PF96	STATE HHW CONFERENCE, STAY CURRENT ON POLICY, CALIFORNIA, 2 STAFF		1,500
	-		
	HHW INFO EXCHANGE MEETINGS, STAY CURRENT ON POLICY, (5 MEETINGS), CALIFORNIA, 3 STAFF		300
	-		
	SUPERVISOR TRAINING, DEVELOP SKILLS, LOCAL, 1 STAFF		500
	-		
	HHW NATIONAL CONFERENCE, STAY CURRENT, CONTINENTAL U.S., 2 STAFF		3,000
	-		
	PROFESSIONAL DEVELOPMENT, STAY CURRENT, LOCAL, STAFF		800
	-		
	NON-USE FACTOR>		300-
	-		
			5,800
001-0200-710.12-05	TECH TRAIN, CONF & MEETS	2,100	2,100
LEVEL	TEXT		TEXT AMT

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
PF96	POLLUTION PREVENTION TRAINING/CONF./MEETINGS, STAY CURRENT, CONTINENTAL U.S., 2 STAFF		1,000
	-		
	CWEA P3S(P2) STATE CONFERENCE, STAY CURRENT, CALIFORNIA, 1 STAFF		1,100
	-		
			2,100
001-0200-750.12-05	TECH TRAIN, CONF & MEETS	5,465	3,165

LEVEL	TEXT	TEXT AMT
PF96	WATERUSE NATIONAL CONFERENCE, STAY CURRENT, WASHINGTON, DC, 1 STAFF	2,000
	-	
	WATERUSE STATE CONFERENCE, STAY CURRENT, CALIFORNIA, 2 STAFF	2,000
	-	
	<NON-USE FACTOR>	835-
	-	
		3,165

*	ENVIRONMENTAL SERVICES	56,735	61,435
001-0250-470.12-05	TECH TRAIN, CONF & MEETS	55,270	55,270

LEVEL	TEXT	TEXT AMT
PF96	ASSET MANAGEMENT, TECHNICAL, CONTINENTAL U.S., 1 STAFF	1,550
	-	
	AUTOCAD, STAY CURRENT, CALIFORNIA, 4 STAFF	3,000
	-	
	CATHODIC PROTECTION, TECHNICAL, CALIFORNIA, 1 STAFF	1,550
	-	
	CONCRETE CONSTRUCTION/REPAIR, TECHNICAL, CONTINENTAL U.S., 1 STAFF	2,000
	-	
	CONSTRUCTION INSPECTION, STAY CURRENT, CALIFORNIA, 5 STAFF	3,000
	-	
	CONSTRUCTION INSPECTION, STAY CURRENT, CONTINENTAL U.S., 1 STAFF	1,500
	-	
	CONSTRUCTION MANAGEMENT GENERAL, STAY CURRENT, CALIFORNIA, 3 STAFF	1,950
	-	
	CONSTRUCTION MANAGEMENT GENERAL, STAY CURRENT, CONTINENTAL U.S., 2 STAFF	3,600

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

PAGE 10

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
-	CWEA ANNUAL CONFERENCE, STAY CURRENT, CALIFORNIA, 1 STAFF		1,450
-	ELECTRICAL/INSTRUMENTATION, STAY CURRENT, CALIFORNIA, 4 STAFF		3,600
-	GREENHOUSE GASSES/ALTERNATIVE ENERGY, TECHNICAL CALIFORNIA, 1 STAFF		1,550
-	LOCAL MEETINGS, PROFESSIONAL ASSOCIATIONS, BAY AREA, VARIOUS STAFF		800
-	MANAGEMENT SKILLS, LEADERSHIP TRAINING, CALIFORNIA, 4 STAFF		1,800
-	MISCELLANEOUS, STAY CURRENT, CALIFORNIA, 5 STAFF,		1,100
-	PUG SEMINAR, STAY CURRENT, CALIFORNIA, 13 STAFF		1,170
-	PUMPS AND MOTORS, TECHNICAL, CALIFORNIA, 1 STAFF		2,900
-	SAFETY TRAINING, STAY CURRENT, CALIFORNIA, 5 STAFF		2,000
-	SOILS ENG/SLIDE REPAIR, TECHNICAL, CALIFORNIA, 2 STAFF		3,300
-	TECHNICAL NO DIG SEMINAR, TECHNICAL, CONTINENTAL U.S., 1 STAFF		1,850
-	TECHNICAL SECRETARIAL SKILLS, DEVELOPMENT, CALIFORNIA, 2 STAFF		2,700
-	TRENCHLESS TECHNOLOGY CONFERENCE, TECHNICAL, CONTINENTAL U.S., 1 STAFF		1,550
-	UNDERGROUND DAMAGE PREVENTION, STAY CURRENT, CONTINENTAL U.S., 1 STAFF		1,750
-	UNDERGROUND PIPELINE DESIGN, STAY CURRENT, CALIFORNIA, 5 STAFF		2,750
-	VALUE ENGINEERING, TECHNICAL, CALIFORNIA, 2 STAFF		3,000
-	WEFTEC, STAY CURRENT, CONTINENTAL U.S., 3 STAFF,		3,850

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
	CALIFORNIA, 4 STAFF		55,270
001-0250-510.12-05	TECH TRAIN, CONF & MEETS	6,200	6,200
LEVEL	TEXT		TEXT AMT
PF96	CLSA DINNERS, STAY CURRENT, BAY AREA (3-4 CLASSES), 4 STAFF		600
	-		
	ACSM/CLSA SURVEY CONFERENCES, STAY CURRENT, CONTINENTAL U.S., 1 STAFF		1,825
	-		
	MISCELLANEOUS SURVEY SEMINARS, STAY CURRENT, CALIFORNIA, (3-4 CLASSES), 4 STAFF		1,200
	-		
	PROFESSIONAL CONFERENCES, STAY CURRENT, LOCAL, 4 STAFF		300
	-		
	AUTOCAD TRAINING, STAY CURRENT, CONTINENTAL U.S., 4 STAFF		2,275
			6,200
001-0250-550.12-05	TECH TRAIN, CONF & MEETS	10,800	5,800
LEVEL	TEXT		TEXT AMT
PF96	GIS/DATABASE PROGRAMMING, STAY CURRENT, CONTINENTAL U.S., 1 STAFF		2,500
	-		
	PROJECT MANAGEMENT, ADVANCEMENT, CONTINENTAL U.S., 1 STAFF		1,400
	-		
	MAPPING CONFERENCES, STAY CURRENT, CONTINENTAL U.S., 2 TO 3 CONFERENCES, 4 STAFF		1,900
			5,800
*	CAPITAL PROJECTS	72,270	67,270
**	ENGINEERING	129,005	128,705

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
COLLECTION SYSTEM OPS.			
001-0300-570.12-05	TECH TRAIN, CONF & MEETS	26,800	34,570

LEVEL	TEXT	TEXT AMT
PF96	CWEA NORTHERN REGIONAL TRAINING CONFERENCE, STAY CURRENT, MODESTO, CA, 6 STAFF	4,800
-	CWEA ANNUAL CONF., STAY CURRENT, PALM SPRINGS, CA, 4 STAFF (INCLUDING SAFE WORKER OF THE YEAR)	7,000
-	CWEA NORTHERN REGIONAL SAFETY TRAINING CONFERENCE, SAFETY UPDATES, WOODLAND, CA, 9 STAFF	600
-	CWEA/SF BAY SECTION MEETINGS, STAY CURRENT, LOCAL, CSO STAFF (ADDITIONAL PARTICIPATION BY OTHER INTERESTED STAFF IS NOW INCLUDED)	1,000
-	WEFTEC, STAY CURRENT, CONTINENTAL US, 1 STAFF	2,000
-	WEF COLLECTION SYSTEM CONFERENCE, STAY CURRENT, CONTINENTAL US, 1 STAFF	2,000
-	PUBLIC FLEET SUPERINTENDENTS' ASSOC. (PFSA) MEETINGS, STAY CURRENT (12 MEETINGS), LOCAL, 2 STAFF	720
-	TECHNICAL TRAINING FOR LOCATING AND CCTV CREWS (INCLUDING LOCATOR REQUALIFICATION, 4 @ \$150), STAY CURRENT (2-3 CLASSES), LOCAL, 6 STAFF	2,000
-	SUPERVISOR TRAINING, PROFESSIONAL TRAINING (2-3 CLASSES), LOCAL, VARIOUS STAFF	1,000
-	FLEET MANAGEMENT CONFERENCES, STAY CURRENT, (2-3 CLASSES), LOCAL AND CALIFORNIA, 2 STAFF	1,000
-	MECHANICS' SKILLS-BASED TRAINING WORKSHOPS, STAY CURRENT (3-4 CLASSES), LOCAL, 2 STAFF	1,850
-	EQUIPMENT & TECHNOLOGY CONFERENCES & EXPOSITIONS, STAY CURRENT, CONTINENTAL US, CSO STAFF	1,250
-	TRAVEL TO VACTOR INC. MANUFACTURING PLANT TO TO INSPECT NEW TRUCK FROM '10-'11 EQUIPMENT BUDGET, STREATOR, IL, 3 STAFF	3,000
-	INFO. SYSTEMS/ACCELA TRAINING, STAY CURRENT	

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
-	(1-2 CLASSES), CONTINENTAL US, 1 STAFF		1,500
-	CWEA-TCP CEU-RELATED CREW TRAINING SEMINARS, MAINTAIN REQUIRED CERTIFICATION (3-5 CLASSES), LOCAL, CSO STAFF		1,500
-	STATE PLANT OPERATION AND WATER DISTRIBUTION OPERATOR CLASSES, MAINTAIN CERTIFICATION (1-2 CLASSES), CALIFORNIA, 1 STAFF		750
-	MANAGEMENT TRAINING, PROFESSIONAL SKILLS UPDATES (2-3 CLASSES), CONTINENTAL US, 2 STAFF		1,400
-	TRAVEL FOR MEETINGS OF BENCHMARKING GROUP, INDUSTRY UPDATES (4 CLASSES), CALIFORNIA, 2 STAFF		600
-	MISCELLANEOUS OUTSIDE LUNCH/DINNER MEETINGS, INDUSTRY UPDATES (6-8 CLASSES), LOCAL, CSO STAFF		500
-	MISCELLANEOUS TRAINING MATERIALS		100
			34,570
*	OPERATIONS SUPPORT	26,800	34,570
**	COLLECTION SYSTEM OPS.	26,800	34,570

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
PLANT OPERATIONS			
001-0400-410.12-05	TECH TRAIN, CONF & MEETS	6,300	6,300
LEVEL	TEXT		TEXT AMT
PF96	OPERATIONS AND MAINTENANCE PROFESSIONAL MEETINGS, NETWORK, LOCAL, (3 MEETINGS), 2 STAFF		300
-	TRI-TAC MEETINGS, KEEP INFORMED ON WASTEWATER REGULATORY ISSUES, CALIFORNIA (6 MEETINGS), 2 STAFF		1,000
-	CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA) MEETINGS/CONFERENCES (2 MEETINGS). CALIFORNIA, 2 STAFF		2,000
-	WATER ENVIRONMENT FEDERATION CONFERENCE (1 MEETING), CONTINENTAL U.S., 2 STAFF		2,000
-	-WATER ENVIRONMENT RESEARCH FOUNDATION (WERF) CONFERENCE (1 MEETING), CONTINENTAL U.S., 2 STAFF		2,000
-	CASA WASHINGTON, D.C., CONFERENCE (1 MEETING), CALIFORNIA, 2 STAFF		2,000
-	NATIONAL ASSOCIATION OF CLEAN WATER AGENCIES CONFERENCE, KEEP CURRENT ON MATTERS CONCERNING THE DISTRICT AND TO REPRESENT THE DISTRICT'S INTERESTS (1 MEETING), CONTINENTAL U.S., 2 STAFF		2,000
-	<NON USE FACTOR>		5,000-
			6,300
001-0400-700.12-05	TECH TRAIN, CONF & MEETS	600	1,200
LEVEL	TEXT		TEXT AMT
PF96	COMPUTER AND/OR BUSINESS SKILLS CLASSES/SEMINARS, STAY CURRENT ON COMPUTER AND BUSINESS SKILLS, (6 CLASSES), LOCAL, 3 STAFF		1,200
-			1,200
001-0400-740.12-05	TECH TRAIN, CONF & MEETS	1,000	1,000
LEVEL	TEXT		TEXT AMT
PF96	CWEA NORTHERN REGIONAL TRAINING CONFERENCE OR CWEA ANNUAL CONFERENCE, FOR POD SAFETY PERSON OF THE YEAR, CALIFORNIA, 1 STAFF		1,000

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
			1,000
* MANAGEMENT		7,900	8,500
001-0420-720.12-05	TECH TRAIN, CONF & MEETS	7,000	7,000

LEVEL	TEXT	TEXT AMT
PF96	CWEA NORTHERN REGIONAL TRAINING CONFERENCE, (1 CONFERENCE), CALIFORNIA, POD STAFF	2,000
-	CWEA ANNUAL CONFERENCE, STAY CURRENT ON TECHNICAL INFORMATION, (1 CONFERENCE), CALIFORNIA, POD STAFF	2,000
-	PITTCON CONFERENCE, (1 CONFERENCE), CONTINENTAL U.S., 1 STAFF	2,500
-	WEF ANNUAL CONFERENCE, (1 CONFERENCE), CONTINENTAL U.S., POD STAFF	2,500
-	WERF ANNUAL CONFERENCE, STAY CURRENT ON TECHNICAL INFORMATION, CONTINENTAL U.S., 1 STAFF	2,500
-	AGILENT GC, GC-MS, AND/OR ICP-MS COURSE, STAY CURRENT WITH SOFTWARE TRAINING, (1 OR 2 CLASSES), CALIFORNIA, POD STAFF	850
-	MISCELLANEOUS:	1,650
-	CWEA LUNCH/DINNER MEETINGS, CALFED CONFERENCE, RESTEK MS, COMPUTER TRAINING, CRYSTAL REPORTS, TECHNICAL TRAINING, (VARIOUS CLASSES/MEETINGS), CALIFORNIA, POD STAFF	
-	<NON USE FACTOR>	7,000-
		7,000

001-0420-730.12-05	TECH TRAIN, CONF & MEETS	14,500	14,400
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LEVEL	TEXT	TEXT AMT
PF96	CWEA NORTHERN SAFETY DAY, FOCUS ON SAFETY AWARENESS, 1 MEETING, CALIFORNIA, 10 STAFF	1,000
-	CWEA ANNUAL CONFERENCE, 1 MEETING, CALIFORNIA, POD STAFF	2,000
-	CWEA NORTHERN REGIONAL TRAINING CONFERENCE, 1 MEETING, CALIFORNIA, POD STAFF	2,500
-	WEFTEC CONFERENCE, KEEP UP-TO-DATE ON CURRENT	2,000

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
	TECHNOLOGY, 1 MEETING, CONTINENTAL U.S., POD		
	-		
	TRAINING CLASSES FOR OPERATOR CERTIFICATION EXAMINATIONS, (8 CLASSES), LOCAL, 12 STAFF		8,400
	-		
	<NON-USE FACTOR>		1,500-
			14,400
001-0420-760.12-05	TECH TRAIN, CONF & MEETS	10,900	10,400

LEVEL	TEXT	TEXT AMT
PF96	CALIFORNIA WASTEWATER CLIMATE CHANGE GROUP MEETINGS, STAY CURRENT ON GREENHOUSE GAS REGULATIONS, (6 MEETINGS), CALIFORNIA, 1 STAFF	1,000
	-	
	LINUX SYSTEM AND NETWORK ADMINISTRATION, STAY CURRENT ON SKILLS, LOCAL, POD STAFF	400
	-	
	TRI-TAC MEETINGS, KEEP INFORMED ON WASTEWATER REGULATORY ISSUES, (6 MEETINGS), CALIFORNIA, POD STAFF	1,000
	-	
	DYNAC TRAINING, STAY CURRENT ON SKILLS, LOCAL, POD STAFF	1,000
	-	
	CASA MEETINGS/CONFERENCES, (3 MEETINGS), CALIFORNIA, POD STAFF	1,500
	-	
	CLIMATE REGISTRY ANNUAL CONFERENCE, (1 MEETING), CONTINENTAL U.S., POD STAFF	2,000
	-	
	NACWA ANNUAL CONFERENCE, STAY CURRENT ON REGULATORY ISSUES, (1 CONFERENCE), CONTINENTAL, U.S., POD STAFF	2,000
	-	
	WEF ANNUAL CONFERENCE, (1 CONFERENCE), CONTINENTAL U.S., POD STAFF	2,500
	-	
	WERF CONFERENCE, (1 CONFERENCE), CONTINENTAL U.S., POD STAFF	2,500
	-	
	CASA WASHINGTON, D.C. CONFERENCE, (1 CONFERENCE), CONTINENTAL U.S., POD STAFF	2,500
	-	
	PROCESS CONTROL AND/OR SPECIALTY CONFERENCE, STAY CURRENT ON PROCESS SKILLS, (1 OR 2 CONFERENCES), CONTINENTAL U.S., POD STAFF	500

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
-	CONTROL SYSTEM AND/OR PROGRAMMABLE LOGIC CONTROLLERS AND ASSOCIATED APPLICATION TRAINING, STAY CURRENT ON PROGRAMMING ISSUES, (1 OR 2 CLASSES), CALIFORNIA, 1 STAFF <NON-USE FACTOR>		500 7,000- 10,400
* OPERATIONS		32,400	31,800
001-0440-800.12-05	TECH TRAIN, CONF & MEETS	15,000	15,000

LEVEL	TEXT	TEXT AMT
PF96	SUPERVISION AND MANAGEMENT TRAINING CLASS, KEEP SKILLS CURRENT, LOCAL, POD STAFF	500
-	CWEA NORTHERN SAFETY DAY, STAY CURRENT ON SAFETY ISSUES, CALIFORNIA, POD STAFF	500
-	CWEA NORTHERN REGIONAL TRAINING CONFERENCE AND/OR CWEA ANNUAL CONFERENCE, STAY CURRENT ON CALIFORNIA ISSUES, (2 CONFERENCES), CALIFORNIA, POD STAFF	1,000
-	LEVEL II INFRARED THERMOGRAPHY, STAY CURRENT ON THERMOGRAPH TECHNIQUES, CALIFORNIA, 1 STAFF	1,800
-	SEL RELAY TESTING BASICS, STAY CURRENT ON POWER ISSUES, CALIFORNIA, 1 STAFF	750
-	SCHWEITZER RELAY RETRIEVING/ANALYZING EVENT REPORTS, WEB-BASED, (2 CLASSES), POD STAFF	700
-	TECHNICAL TRAINING, MECHANICAL, STAY CURRENT IN SKILLS WITH PUMPS, MECHANICAL SEALS, BEARINGS, LASER ALIGNMENT, (VARIOUS CLASSES), CALIFORNIA, POD STAFF	2,000
-	TECHNICAL TRAINING, ELECTRICAL, STAY CURRENT IN SKILLS WITH POWER DISTRIBUTION/PROTECTION, PROTECTIVE RELAYS, CATHODIC PROTECTION, VFDS, PLCS , (VARIOUS CLASSES), CONTINENTAL U.S., POD STAFF	2,500
-	TECHNICAL TRAINING, COMPUTERS, STAY CURRENT IN SKILLS, (VARIOUS CLASSES), LOCAL, POD STAFF	1,000
-	POWER OPERATIONS TRAINING CENTER, STAY CURRENT IN SKILLS, (VARIOUS CLASSES), WEB-BASED, POD STAFF	500

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
	TECHNICAL TRAINING, BUILDINGS AND GROUNDS, DEVELOP AND MAINTAIN SKILLS WITH IRRIGATION, PUMPS, FLOORING REPAIR, PESTICIDE/HERBICIDE APPLICATION, (VARIOUS CLASSES), CALIFORNIA, POD STAFF		2,250
	-		
	EFFECTIVE MAINTENANCE PLANNING AND SCHEDULING, STAY CURRENT ON TECHNIQUES TO REDUCE MAINTENANCE COSTS, (VARIOUS CLASSES), CALIFORNIA, 1 STAFF		1,500
			15,000
001-0440-860.12-05	TECH TRAIN, CONF & MEETS	3,400	3,400
LEVEL	TEXT		TEXT AMT
PF96	POWER ASSOCIATION OF NORTHERN CALIFORNIA MEETINGS, OBTAIN ENERGY INDUSTRY INFORMATION FOR INFORMED DECISIONS ON DISTRICT ENERGY MANAGEMENT, (6 MEETINGS), LOCAL, POD STAFF		400
	-		
	TECHNICAL TRAINING, COMPUTERS, KEEP CURRENT ON COMPUTER SKILLS, LOCAL, POD STAFF		400
	-		
	ENVIRONMENTAL ENERGY USERS GROUP, GAIN INFORMATION ON ALTERNATIVE ENERGY PRODUCTION METHODS, CALIFORNIA, POD STAFF		800
	-		
	CWEA NORTHERN REGIONAL TRAINING CONFERENCE AND/OR CWEA ANNUAL CONFERENCE, STAY CURRENT ON WASTEWATER INDUSTRY ISSUES, (2 CONFERENCES), CALIFORNIA, POD STAFF		1,800
			3,400
*	MAINTENANCE	18,400	18,400
**	PLANT OPERATIONS	58,700	58,700

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2010-2011 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-2010 FINAL BUDGET	2010-2011 FINAL BUDGET
PUMP STATIONS			
001-0500-930.12-05	TECH TRAIN, CONF & MEETS	8,000	7,000
LEVEL	TEXT		TEXT AMT
PF96	BASIC TECHNICAL TRAINING, (2-3 CLASSES), STAY CURRENT, CONTINENTAL US		2,500
-	CWEA STATE CONFERENCE, STAY CURRENT, PALM SPRINGS, CA, 1 STAFF		1,750
-	CWEA NORTHERN REGIONAL TRAINING CONFERENCE, STAY CURRENT, MODESTO, CA, 2 STAFF		1,600
-	SUPERVISOR/SUPERINTENDENT TRAINING, STAY CURRENT, LOCAL, 3 STAFF		700
-	CWEA NORTHERN REGIONAL SAFETY TRAINING CONFERENCE, STAY CURRENT, WOODLAND, 2 STAFF		150
-	MISCELLANEOUS TRAINING EXPENSES (REIMBURSEMENTS FOR CWEA/BUSINESS LUNCHESES/DINNERS AND EXPENSES FOR TRAINING-RELATED TRAVEL)		300
			7,000
* PUMP STATIONS		8,000	7,000
** PUMP STATIONS		8,000	7,000
*** RUNNING EXPENSE		304,555	311,025
		304,555	311,025

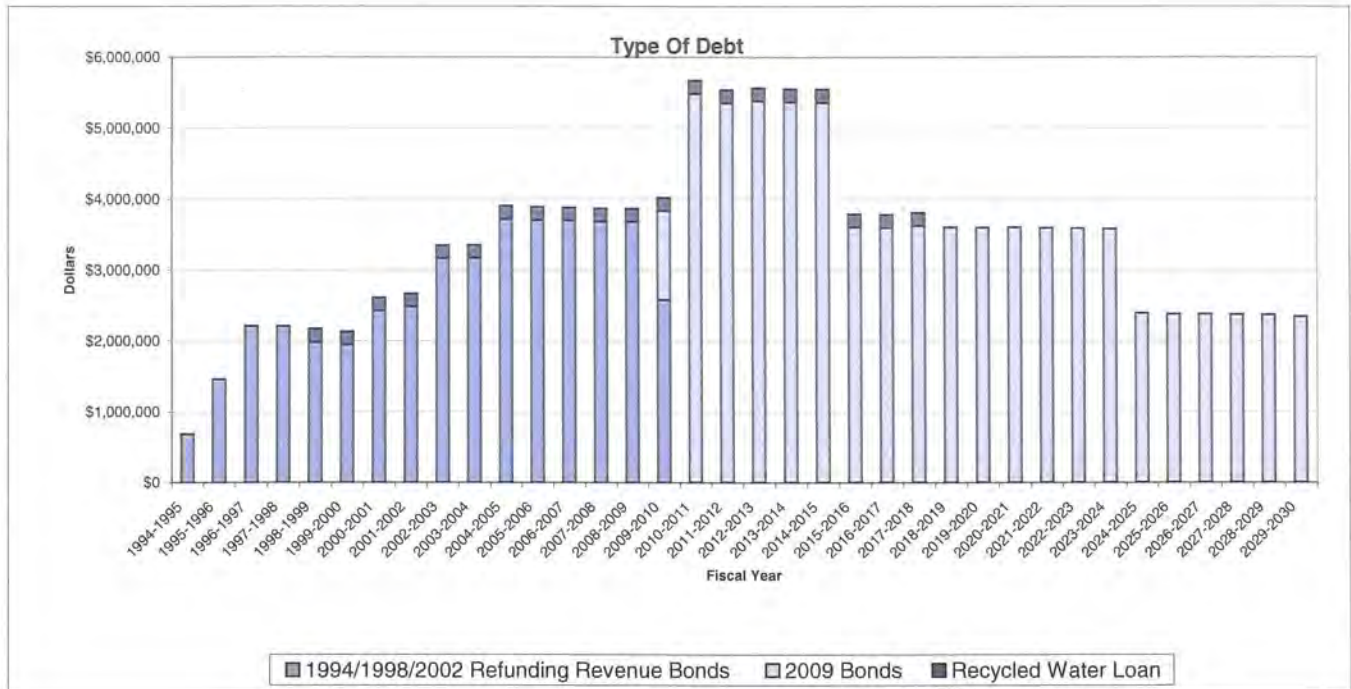
2010-2011
DEBT
SERVICE
FUND
BUDGET



Protecting Public Health and the Environment

**Central Contra Costa
Sanitary District**

**Central Contra Costa Sanitary District
Summary Of Current Debt Service**



Type Of Debt Summary

Fiscal Year	1994/1998/2002 Refunding Revenue Bonds			2009 Bonds			Recycled Water Loan		
	Principal	Amortization & Interest	Total Debt Service	Principal	Amortization & Interest	Total Debt Service	Principal	Interest	Total Debt Service
1994-1995	-	688,127	688,127						
1995-1996	-	1,458,830	1,458,830						
1996-1997	755,000	1,459,741	2,214,741						
1997-1998	790,000	1,421,245	2,211,245						
1998-1999	835,000	1,150,177	1,985,177				\$139,194	47,925	187,119
1999-2000	725,000	1,221,898	1,946,898				114,900	72,219	187,119
2000-2001	1,245,000	1,181,356	2,426,356				117,887	69,232	187,119
2001-2002	1,285,000	1,195,057	2,480,057				120,952	66,167	187,119
2002-2003	1,330,000	1,832,680	3,162,680				124,097	63,022	187,119
2003-2004	1,375,000	1,790,547	3,165,547				127,323	59,796	187,119
2004-2005	1,995,000	1,719,372	3,714,372				130,634	56,486	187,119
2005-2006	2,060,000	1,641,214	3,701,214				134,030	53,089	187,119
2006-2007	2,135,000	1,559,500	3,694,500				137,515	49,604	187,119
2007-2008	2,210,000	1,472,113	3,682,113				141,090	46,029	187,119
2008-2009	2,300,000	1,379,326	3,679,326				144,759	42,360	187,119
2009-2010	2,390,000	190,068	2,580,068				148,522	38,597	187,119
2010-2011				3,460,000	1,255,607	4,715,607	152,384	34,735	187,119
2011-2012				3,465,000	2,027,168	5,492,168	156,346	30,773	187,119
2012-2013				3,605,000	1,775,376	5,380,376	160,411	26,708	187,119
2013-2014				3,720,000	1,645,435	5,365,435	164,582	22,538	187,119
2014-2015				3,865,000	1,494,218	5,359,218	168,861	18,258	187,119
2015-2016				2,210,000	1,394,785	3,604,785	173,251	13,868	187,119
2016-2017				2,300,000	1,295,051	3,595,051	177,756	9,363	187,119
2017-2018				2,405,000	1,217,926	3,622,926	182,377	4,742	187,119
2018-2019				2,480,000	1,123,235	3,603,235			
2019-2020				2,580,000	1,020,701	3,600,701			
2020-2021				2,685,000	922,578	3,607,578			
2021-2022				2,785,000	812,111	3,597,111			
2022-2023				2,900,000	693,499	3,593,499			
2023-2024				3,015,000	568,720	3,583,720			
2024-2025				1,905,000	488,937	2,393,937			
2025-2026				1,975,000	407,102	2,382,102			
2026-2027				2,060,000	320,001	2,380,001			
2027-2028				2,145,000	229,281	2,374,281			
2028-2029				2,235,000	134,764	2,369,764			
2029-2030				2,330,000	16,533	2,346,533			

**CENTRAL CONTRA COSTA SANITARY DISTRICT
DEBT SERVICE FUND
2010-2011**

Debt Service Revenue:

Sewer Service Charge	\$	-
Reserve Account Bond Interest Income		44,336
Ad Valorem Tax		5,629,951
Total Debt Service Revenue	\$	<u>5,674,287</u>

Debt Service Expense:

2009 Bond Interest Payment and Amortized Costs, less Tax Subsidy on BAB	\$	2,027,168
Recycled Water Loan Interest Payment		34,735
Total Interest Payment and Amortization Costs	\$	<u>2,061,903</u>
2009 Bond Principal Payment	\$	3,460,000
Recycled Water Loan Principal Payment		152,384
Total Principal Payments	\$	<u>3,612,384</u>
Total Debt Service Interest, Amortized Costs and Principal Payments	\$	<u>5,674,287</u>

Fund Balance - Beginning of Year	\$	-
Revenue over Expense		-
Transfer from/(to) O&M or Capital		-
Fund Balance - End of Year	\$	<u>-</u>

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY ACCOUNT W/DETAIL - FINAL PASS
 FISCAL YEAR 2010-2011

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2007-08 ACTUAL	2008-09 ACTUAL	BUDGET 2009-10	10-11 BUDGET FINAL PASS	BUD 10-11 BUD 09-10 VAR	% VAR
DEBT SERVICE							
004-0000-300.23-00	SEWER SVC CHRГ-COUNTY	0	0	0	0	0	.00
004-0000-300.45-50	1998 BOND INTEREST INCOME	77,346	26,473	31,000	0	31,000	100.00
004-0000-300.45-51	2002 BOND INTEREST INCOME	39,932	10,556-	16,000	0	16,000	100.00
004-0000-300.45-52	RECYC H2O LOAN INT INCOME	0	0	0	0	0	.00
004-0000-300.45-53	2009 BOND INTEREST INCOME	0	0	0	44,336	44,336-	.00
LEVEL	TEXT						
PF96	RESERVE ACCOUNT INTEREST			50,336			
	\$5,412,500 TIMES .93%						
	-						
	FEES (2 ISSUANCES AT \$3,000 EACH RESERVE ACCOUNT)			6,000-			
				44,336			
004-0000-300.46-00	TAX REVENUE	3,751,964	3,850,528	3,812,721	5,629,951	1,817,230-	47.66-
LEVEL	TEXT						
PF96	BOND PRINCIPAL			3,460,000			
	2009 BONDS - GROSS INTEREST			2,424,257			
	BOND ISSUANCE AMORITIZED COSTS			19,705			
	FEDERAL TAX SUBSIDY ON BAB PORTION			416,794-			
	RECYCLED WATER LOAN			187,119			
	LESS RESERVE INTEREST			44,336-			
				5,629,951			
*		3,869,242	3,866,445	3,859,721	5,674,287	1,814,566-	47.01-
**	REVENUE	3,869,242	3,866,445	3,859,721	5,674,287	1,814,566-	47.01-

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY ACCOUNT W/DETAIL - FINAL PASS
 FISCAL YEAR 2010-2011

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2007-08	2008-09	BUDGET		BUD 10-11	%
		ACTUAL	ACTUAL	2009-10	10-11 BUDGET FINAL PASS	BUD 09-10 VAR	
004-0000-888.12-50	1998 BOND INTEREST EXP	812,618	745,064	674,407	0	674,407	100.00
004-0000-888.12-51	2002 BOND INTEREST EXP	659,495	634,262	608,195	0	608,195	100.00
004-0000-888.12-52	RECYC H2O INTEREST EXP	46,029	42,360	38,597	34,735	3,862	10.01
LEVEL	TEXT						
PF96	RECYCLED WATER PRINCIPAL - \$152,384						
	RECYCLED WATER INTEREST			34,735			
				34,735			
004-0000-888.12-53	2009 BOND DEBT EXPENSE	0	0	0	2,027,168	2,027,168-	.00
LEVEL	TEXT						
PF96	PRINCIPAL - \$3,460,000						
	INTEREST			2,424,257			
	BOND ISSUANCE AMORITIZED COSTS			19,705			
	TAX SUBSIDY ON BAB			416,794-			
				2,027,168			
		-----	-----	-----	-----	-----	-----
*		1,518,142	1,421,686	1,321,199	2,061,903	740,704-	56.06-
**	DEBT SERVICE	1,518,142	1,421,686	1,321,199	2,061,903	740,704-	56.06-

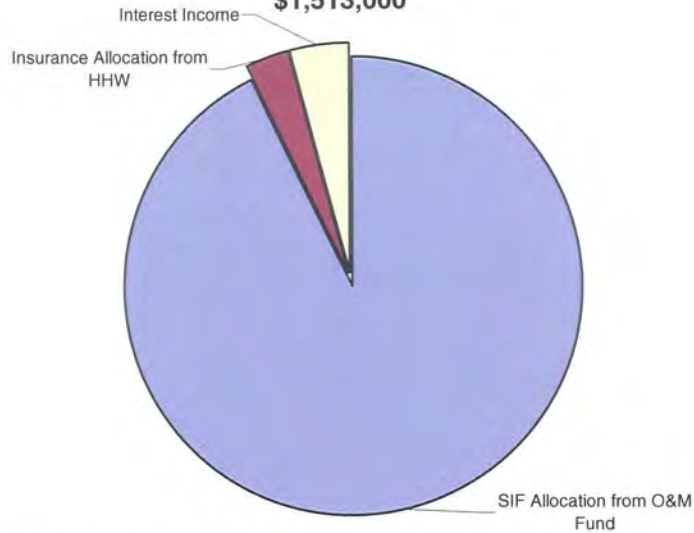
2010-2011 SELF-INSURANCE FUND BUDGET



**Central Contra Costa
Sanitary District**

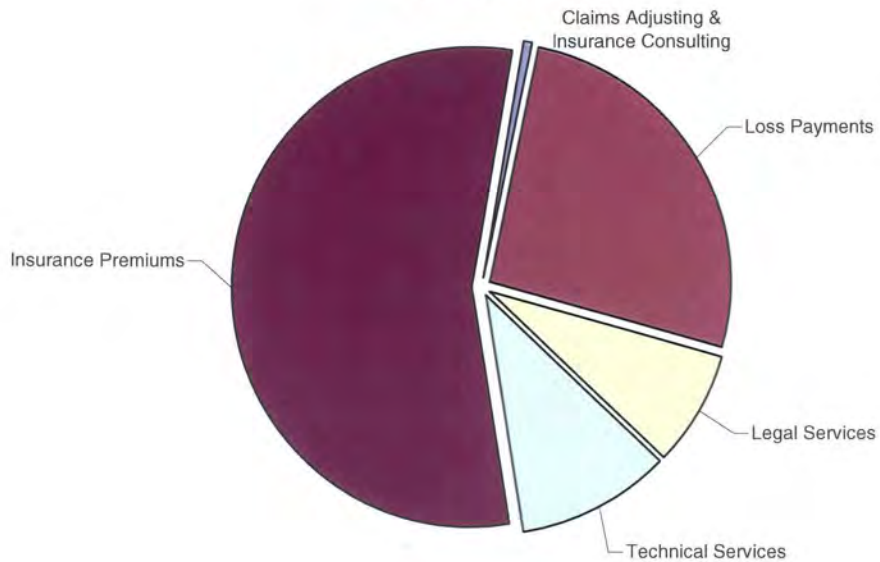
Central Contra Costa Sanitary District
Self-Insurance Budget
 Fiscal Year Ending June 30, 2011
 (\$000 omitted)

2010-2011 Revenue
\$1,513,000



SIF Allocation from O&M Fund	\$ 850,000	92.69%
Insurance Allocation from HHW	30,000	3.27%
Interest Income, Subrogation Recovery	37,000	4.03%
Total Revenues	\$ 917,000	100.00%

2010-2011 Expense
\$960,000



Claims Adjusting & Insurance Consulting	\$ 5,000	0.52%
Loss Payments	250,000	26.04%
Legal Services	75,000	7.81%
Technical Services	100,000	10.42%
Insurance Premiums	530,000	55.21%
Total Expenses	\$ 960,000	100.00%

From Reserves \$ (43,000)



Central Contra Costa Sanitary District
BOARD OF DIRECTORS
POSITION PAPER

Board Meeting Date: APRIL 1, 2010

No.: 3.m. Consent Calendar

Type of Action: REVIEW SELF-INSURANCE FUND BUDGET FOR FISCAL YEAR 2010-11

Subject: REVIEW THE FINANCIAL STATUS AND BUDGET OF THE SELF-INSURANCE FUND AND APPROVE THE ALLOCATION OF \$850,000 TO THE FUND FOR INCLUSION IN THE FISCAL YEAR 2010-11 OPERATIONS & MAINTENANCE BUDGET

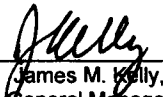
Submitted By:
Shari Deutsch, Safety & Risk
Management Administrator

Initiating Dept./Div.:
Administrative/Safety & Risk Management

REVIEWED AND RECOMMENDED FOR BOARD ACTION:


S. Deutsch


R. Musgraves


James M. Kelly,
General Manager

ISSUE: The Self-Insurance Fund (SIF) is to be reviewed each year by the Board of Directors with staff presenting funding recommendations for the upcoming fiscal year. The Budget and Finance Committee reviewed this position paper at the March 29, 2010 Committee meeting.

RECOMMENDATION: Receive the fiscal year 2010-11 SIF Budget and authorize the allocation of \$850,000 to the fund from the fiscal year 2010-11 Operations & Maintenance (O&M) Budget for inclusion in the budget.

FINANCIAL IMPACTS: The impact of this action requires the allocation of \$850,000 from the fiscal year 2010-11 O&M Budget to the SIF.

ALTERNATIVES/CONSIDERATIONS: The alternatives to this action are to provide less funds than recommended, to not fund the SIF, decrease the fund balance, or to increase the fund balance by transferring more than \$850,000.

BACKGROUND: The District has self-insured most of its liability and some of its property risks since July 1, 1986, when the Board approved the establishment of the Self-Insurance Fund. The District currently self-insures liability risks within its \$1,000,000 retention. At this time, the District does not purchase insurance coverage for earthquake or flood losses because insurance programs currently available in California are too expensive for the scope and limits of coverage provided. As a result, the District essentially self-insures these risks as well. The SIF has effectively funded District losses over its twenty-four year history.

POSITION PAPER

Board Meeting Date: April 1, 2010

Subject: REVIEW THE FINANCIAL STATUS AND BUDGET OF THE SELF-INSURANCE FUND AND APPROVE THE ALLOCATION OF \$850,000 TO THE FUND FOR INCLUSION IN THE FISCAL YEAR 2010-11 OPERATIONS & MAINTENANCE BUDGET

Each year funds are transferred from the O&M Budget to the SIF. According to the ten year plan, the O&M contribution for fiscal year 2010-11 is \$850,000.

Fund Allocation

In 1994, a new Government Accounting Standards Board Statement No. 10 (GASB-10) set forth requirements on how public agencies must fund their self-insured risks. To assure compliance with GASB-10, the District restructured the SIF into three sub-funds. Each of the three (3) sub-funds was established to fund specific risks.

SUB-FUND A: GASB-10 Actuarially-Based risks. These include general liability and automobile liability risks. Under the requirements of GASB-10, risks that can be actuarially studied must be funded based on an actuarial study to be performed every two years. General liability and automobile liability are readily studied throughout the insurance and self-insurance industry to determine funding levels for these liabilities. The District obtained an actuarial review of its self-insured general liability and automobile liability in November 2008 that projected losses for these risks. The actuary, Advanced Risk Management Techniques (ARM Tech) recommended the Sub-Fund A reserve for fiscal year 2009-2010 claims be \$500,000 based on insurance industry statistics, the District's actual claims experience and a self insured retention (SIR) of \$1,000,000. However, given the increased likelihood and cost of litigation of claims paid from this fund, staff recommended and the Board increased the reserve to \$1,000,000. Sub-Fund A is used to self-insure these risks based on the District having a \$15,000,000 excess liability policy and a \$1,000,000 self-insured retention.

The average annual expense for Sub-Fund A over the past three fiscal years has been approximately \$433,000, offset by average revenue of approximately \$25,000 for an average draw down of reserves of \$408,000 annually. The budgeted revenue for fiscal year 2010-11 is \$8,500 with expenses of \$385,000 for an estimated reduction in Sub-Fund C reserves of \$367,500. A transfer of \$367,500 from Sub-Fund C is necessary in order to **maintain the reserve at the desired \$1,000,000 level.**

SUB-FUND B: GASB-10 Non-actuarially-based risks. These include employment-related and pollution-related risks. An actuarial study is not required for these risks since losses for employment-related and pollution-related risks are often predicted with less accuracy because these types of cases occur infrequently but may result in

POSITION PAPER

Board Meeting Date: April 1, 2010

Subject: REVIEW THE FINANCIAL STATUS AND BUDGET OF THE SELF-INSURANCE FUND AND APPROVE THE ALLOCATION OF \$850,000 TO THE FUND FOR INCLUSION IN THE FISCAL YEAR 2010-11 OPERATIONS & MAINTENANCE BUDGET

extremely high costs and losses. However, GASB-10 requires that these potential risks be adequately funded even though they are not actuarially reviewed. With guidance from risk management and insurance specialists, the District established Sub-Fund B at \$2,400,000, to fund employment-related and pollution-related risks based on the purchase of an Employment Practices Excess Liability insurance policy.

SUB-FUND C: Non-GASB 10 risks. This Sub-Fund covers all risk management program insurance premiums, potential losses from uninsurable risks, and the costs of initiating claims and lawsuits against others who have damaged the District. The District established this Sub-Fund to fund non-GASB 10 risks under our risk management program. Specific costs include: insurance premiums for a \$15,000,000 excess general liability policy; \$5,000,000 excess general liability and \$10,000,000 pollution liability policy for the Household Hazardous Waste facility, \$1,000,000 employment practices liability with \$15,000 retention, a crime policy which includes coverage for computer fraud and insurance premiums for insuring District properties for fire, explosion, water damage, etc. for losses above \$250,000.

Staff is anticipating an approximate increase in general liability insurance premiums of at least five percent and a five percent increase in property insurance premiums.

The annual average expense for Sub-Fund C over the past three fiscal years has been approximately \$475,000 offset by average revenue of approximately \$1,160,000 for a average increase of \$685,000 to reserves. When reduced by the average annual transfer from Sub-fund C to other Sub-funds over the past three fiscal years the annual average increase to Sub-fund C reserves is approximately \$121,000. The budget for fiscal year 2010-2011 revenue is \$888,600 with expenses of \$565,000 for an estimated addition to Sub-Fund C reserves of \$323,600. However, \$366,600 is anticipated to be transferred to Sub-Fund A for a net decrease in Sub-fund C reserves of \$43,000, resulting in a reserve balance of \$914,400.

Exhibits and Charts

Exhibit I presents a recent financial history and projection of the SIF and shows the 2001-11 SIF budget estimates total revenues of \$917,000 and total expenses of \$960,000, decreasing the projected fiscal year 2010-11 total SIF reserves by \$43,000 to \$4,314,415 on June 30, 2011. The budgeted revenues include the recommended allocation of \$850,000 from the fiscal year 2010-11 O&M budget to the SIF.

POSITION PAPER

Board Meeting Date: April 1, 2010

Subject: REVIEW THE FINANCIAL STATUS AND BUDGET OF THE SELF-INSURANCE FUND AND APPROVE THE ALLOCATION OF \$850,000 TO THE FUND FOR INCLUSION IN THE FISCAL YEAR 2010-11 OPERATIONS & MAINTENANCE BUDGET

Exhibits II, III & IV present the projected Sub-Fund A, Sub-Fund B and Sub-Fund C fiscal year 2010-11 budget summary.

Chart 1 shows the revenue, expense and reserve history for the entire SIF. Chart 2 shows the history of loss payments and insurance premiums. Chart 3 shows historical and projected SIF reserves for each Sub-Fund. Chart 4 shows the individual Sub-Funds and combined SIF historical and projected reserves. Chart 5a shows a summarized version of the District's current insurance program and Chart 5b shows a more detailed version of these coverages.

A presentation on the Self-Insurance Fund will be made to the Budget & Finance Committee on March 31, 2010. If the Committee has any concerns this item will be removed from the Consent Calendar for discussion. If the Committee agrees with staff's analysis and recommendations, the item will remain on the Consent Calendar.

RECOMMENDED BOARD ACTION: Receive the proposed fiscal year 2010-11 Self-Insurance Fund Budget and approve the allocation of \$850,000 to the fund for inclusion in the fiscal year 2010-11 O&M Budget.

**CENTRAL CONTRA COSTA SANITARY DISTRICT
SELF-INSURANCE FUND (SIF)
July 1, 2004 - June 30, 2011**

	Actual 2004-2005	Actual 2005-2006	Actual 2006-2007	Actual 2007-2008	Actual 2008-2009	Projected 2009-2010	Budget 2010-2011
Revenues							
SIF Allocation from O&M Fund	250,000	250,000	700,000	1,117,000	850,000	1,383,000	850,000
Insurance Allocation from HHW	27,758	32,326	33,278	29,334	0	55,000	30,000
Subrogation Recovery	575	0	0	14,644	18,031	0	0
Interest Income	82,028	124,771	162,627	159,501	87,106	23,700	37,000
Total Revenue	360,361	407,097	895,905	1,320,479	955,137	1,461,700	917,000
Expenses							
Claims Adjusting	0	1,217	0	0	0	1,000	1,000
Insurance Consulting	0	0	0	0	0	2,000	4,000
Loss Payments	107,048	198,292	43,013	399,956	166,040	250,000	250,000
Legal Services	69,401	200,568	3,711	69,371	200,710	75,000	75,000
Technical Services	75,860	26,577	27,569	75,355	83,962	100,000	100,000
Insurance Premiums	493,243	485,185	478,269	401,292	388,013	545,000	530,000
Total Expenses	745,552	911,839	552,562	945,974	838,725	973,000	960,000
Revenue Over Expense	(385,191)	(504,742)	343,343	374,505	116,412	488,700	(43,000)
Reserves							
Beginning of Year	3,924,388	3,539,197	3,034,455	3,377,798	3,752,303	3,868,715	4,357,415
Revenue over Expense	(385,191)	(504,742)	343,343	374,505	116,412	488,700	(43,000)
End of Year Reserves	3,539,197	3,034,455	3,377,798	3,752,303	3,868,715	4,357,415	4,314,415
Uncommitted Reserves							
Actuarial Reserves - GASB 10 (Fund A)	881,500	881,500	629,820	629,820	750,000	1,000,000	1,000,000
Non- Actuarial Reserves - GASB 10 (Fund B)	2,450,000	2,152,955	2,152,955	2,400,000	2,400,000	2,400,000	2,400,000
Non-GASB 10 Reserves (Fund C)	207,697	0	595,023	722,483	718,715	957,415	914,415
Total Reserves	3,539,197	3,034,455	3,377,798	3,752,303	3,868,715	4,357,415	4,314,415
Change in Reserves	(385,191)	(504,742)	343,343	374,505	116,412	488,700	(43,000)

SELF-INSURANCE FUND
Actual 2008-2009, Projected 2009-10 and Budget 2010-2011

SUB-FUND A: GASB-10 ACTUARIALLY BASED RISKS
GENERAL LIABILITY AND AUTOMOBILE LIABILITY

	<u>Actual</u> <u>2008-2009</u>	<u>Projected</u> <u>2009-2010</u>	<u>Budget</u> <u>2010-2011</u>
Actuarial Reserves - GASB 10 - Beginning of Year	\$ 629,820	\$ 750,000	\$ 1,000,000
Revenues:			
O&M	-	-	-
Subrogation Recovery	17,483	-	-
Interest	20,217	6,100	8,510
Total Revenues	37,700	6,100	8,510
Expenses:			
Losses	166,040	250,000	250,000
Legal	183,650	50,000	50,000
Technical	59,987	85,000	85,000
Insurance Consulting Services	0	0	0
Total Expenses	409,677	385,000	385,000
Revenue over Expense	(371,977)	(378,900)	(376,490)
Reserves:			
Transfer (to)/from Sub-Fund B	-	-	-
Transfer (to)/from Sub-Fund C	492,157	628,900	376,490
Total Reserves Projected End of Year	\$ 750,000	\$ 1,000,000	\$ 1,000,000

SELF-INSURANCE FUND
Actual 2008-2009, Projected 2009-10 and Budget 2010-2011

SUB-FUND B: GASB-10 NON-ACTUARIALLY BASED RISKS
EMPLOYMENT RELATED AND POLLUTION RISKS

	<u>Actual</u> <u>2008-2009</u>	<u>Projected</u> <u>2009-2010</u>	<u>Budget</u> <u>2010-2011</u>
<u>Beginning Reserves</u>	\$ 2,400,000	\$ 2,400,000	\$ 2,400,000
Revenues:			
O&M	-	-	-
Recovery	-	-	-
Interest	53,910	14,700	19,900
Total Revenues	<u>53,910</u>	<u>14,700</u>	<u>19,900</u>
Expenses:			
Losses	-	-	-
Legal	-	5,000	5,000
Technical	22,583	5,000	5,000
Total Expenses	<u>22,583</u>	<u>10,000</u>	<u>10,000</u>
Revenue over Expense	31,327	4,700	9,900
Reserves:			
Transfer (to)/from Sub-Fund A	-	-	-
Transfer (to)/from Sub-Fund C	(31,327)	(4,700)	(9,900)
Total Reserves Projected End of Year	<u>\$ 2,400,000</u>	<u>\$ 2,400,000</u>	<u>\$ 2,400,000</u>

SELF-INSURANCE FUND
Actual 2008-2009, Projected 2009-10 and Budget 2010-2011

SUB-FUND C: NON GASB-10 RISKS
RISK MANAGEMENT PROGRAM INSURANCE PREMIUMS AND
COSTS OF INITIATING CLAIMS/LAWSUITS AGAINST OTHERS

	<u>Actual</u> <u>2008-2009</u>	<u>Projected</u> <u>2009-2010</u>	<u>Budget</u> <u>2010-2011</u>
<u>Beginning Reserves</u>	\$ 722,483	\$ 718,715	\$ 957,415
Revenues:			
O&M	850,000	1,383,000	850,000
Subrogation Recovery	548	-	-
Insurance Recovery from HHW Partners	-	55,000	30,000
Interest	12,979	2,900	8,590
Total Revenues	<u>863,527</u>	<u>1,440,900</u>	<u>888,590</u>
Expenses:			
Insurance Consulting Services	-	2,000	4,000
Claims Adjustment	-	1,000	1,000
Losses	-	-	-
Legal	17,060	20,000	20,000
Technical	1,392	10,000	10,000
Insurance Premiums	388,013	545,000	530,000
Total Expenses	<u>406,465</u>	<u>578,000</u>	<u>565,000</u>
Revenue over Expense	457,062	862,900	323,590
Reserves:			
Transfer (to)/from Sub-Funds A	(492,157)	(628,900)	(376,490)
Transfer (to)/from Sub-Funds B	31,327	4,700	9,900
Total Reserves Projected End of Year	<u>\$ 718,715</u>	<u>\$ 957,415</u>	<u>\$ 914,415</u>

CENTRAL CONTRA COSTA SANITARY DISTRICT
 SELF INSURANCE BY ACCOUNT W/DETAIL - FINAL PASS
 FISCAL YEAR 2010-2011

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGETED 2009-2010	PROJECTED ACTUAL 09-10	10-11 BUDGET FINAL PASS	BUDGET 10-11 TO EST 09-10 VARIANCE	PERCENT VARIANCE	BUDGET 10-11 TO BUDGET 09-10 VARIANCE	PERCENT VARIANCE
<u>SELF-INSURANCE</u>								
003-0000-301.45-01	INTEREST	25,000	6,100	8,510	2,410-	9.64-	16,490	65.96
003-0000-301.73-01	SUBROGATION RECOVERIES	0	0	0	0	.00	0	.00
003-0000-301.74-01	CONTRIBUTION FROM O&M	0	0	0	0	.00	0	.00
003-0000-302.45-01	INTEREST	75,000	14,700	19,900	5,200-	6.93-	55,100	73.47
003-0000-302.73-01	SUBROGATION RECOVERIES	0	0	0	0	.00	0	.00
003-0000-302.74-01	CONTRIBUTION FROM O&M	0	0	0	0	.00	0	.00
003-0000-303.45-01	INTEREST	0	2,900	8,590	5,690-	.00	8,590-	.00
003-0000-303.73-01	SUBROGATION RECOVERIES	0	0	0	0	.00	0	.00
003-0000-303.74-01	CONTRIBUTION FROM O&M	1,383,000	1,383,000	850,000	533,000	38.54	533,000	38.54
003-0000-303.75-01	INSURANCE RECOVERY - HHW	30,000	55,000	30,000	25,000	83.33	0	.00
* REVENUE		1,513,000	1,461,700	917,000	544,700	36.00	596,000	39.39

CENTRAL CONTRA COSTA SANITARY DISTRICT
 SELF INSURANCE BY ACCOUNT W/DETAIL - FINAL PASS
 FISCAL YEAR 2010-2011

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGETED 2009-2010	PROJECTED ACTUAL 09-10	10-11 BUDGET FINAL PASS	BUDGET 10-11 TO EST 09-10 VARIANCE	PERCENT VARIANCE	BUDGET 10-11 TO BUDGET 09-10 VARIANCE	PERCENT VARIANCE
003-0000-991.14-20	LOSSES	250,000	250,000	250,000	0	.00	0	.00
003-0000-991.14-21	LEGAL SERVICES	50,000	50,000	50,000	0	.00	0	.00
003-0000-991.14-22	TECHNICAL SERVICES	85,000	85,000	85,000	0	.00	0	.00
003-0000-992.14-20	LOSSES	10,000	0	0	0	.00	10,000	100.00
003-0000-992.14-21	LEGAL SERVICES	5,000	5,000	5,000	0	.00	0	.00
003-0000-992.14-22	TECHNICAL SERVICES	5,000	5,000	5,000	0	.00	0	.00
003-0000-993.14-20	LOSSES	20,000	0	0	0	.00	20,000	100.00
003-0000-993.14-21	LEGAL SERVICES	20,000	20,000	20,000	0	.00	0	.00
003-0000-993.14-22	TECHNICAL SERVICES	10,000	10,000	10,000	0	.00	0	.00
003-0000-993.14-23	LIABILITY INSURANCE	450,000	450,000	415,000	35,000	7.78	35,000	7.78
003-0000-993.14-24	PROPERTY INSURANCE	95,000	95,000	115,000	20,000-	21.05-	20,000-	21.05-
003-0000-993.14-25	INSURANCE CONSULTING SVS	2,000	2,000	4,000	2,000-	100.00-	2,000-	100.00-
003-0000-993.14-26	CLAIMS ADJUSTMENT	1,000	1,000	1,000	0	.00	0	.00
*	SELF INS EXPENSE ACCTS	1,003,000	973,000	960,000	13,000	1.30	43,000	4.29

Chart 1

Self Insurance Fund
History of Revenue, Expense and Reserve Balance

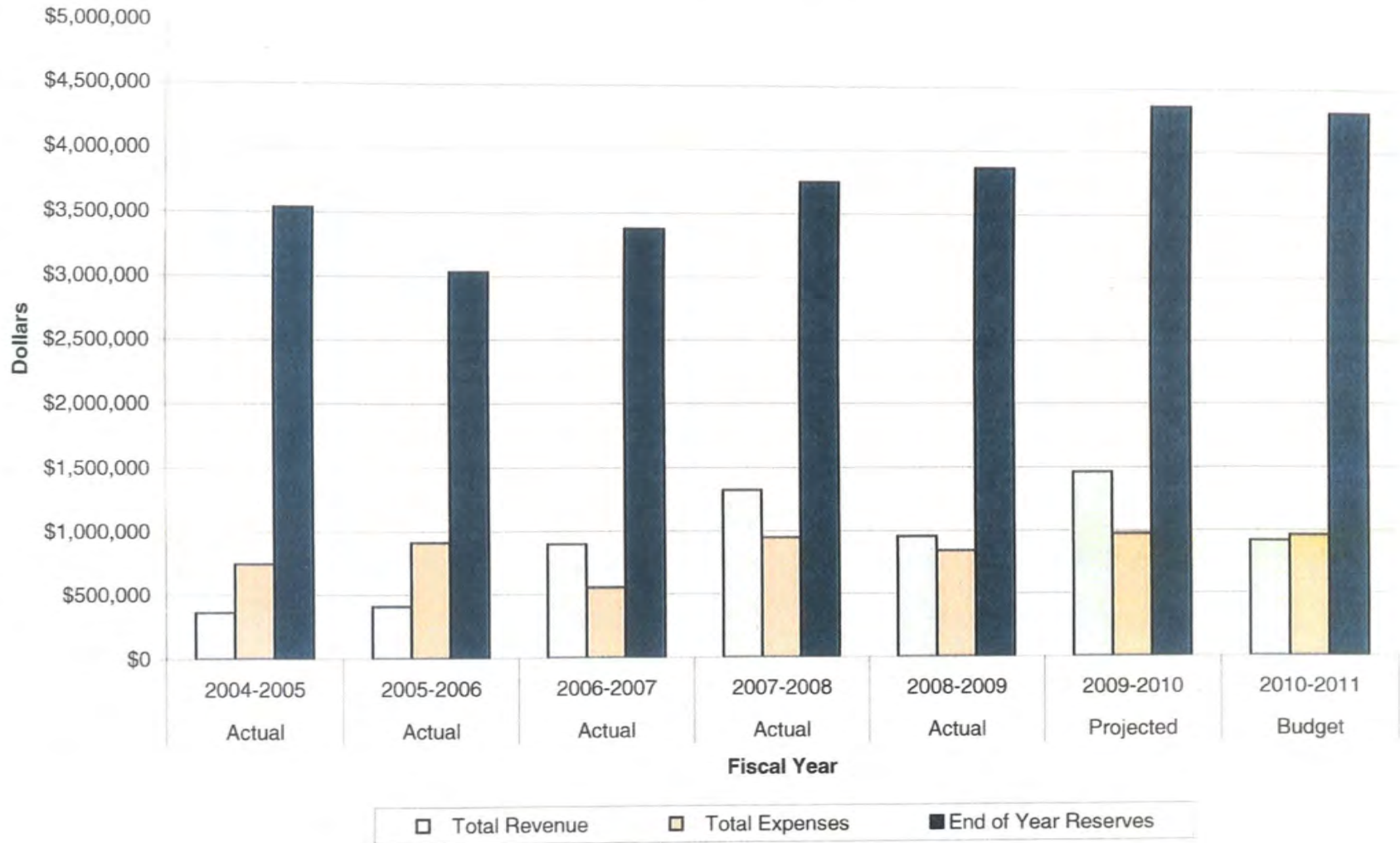


Chart 2

Self Insurance Fund
History of Loss Payment & Insurance Premiums

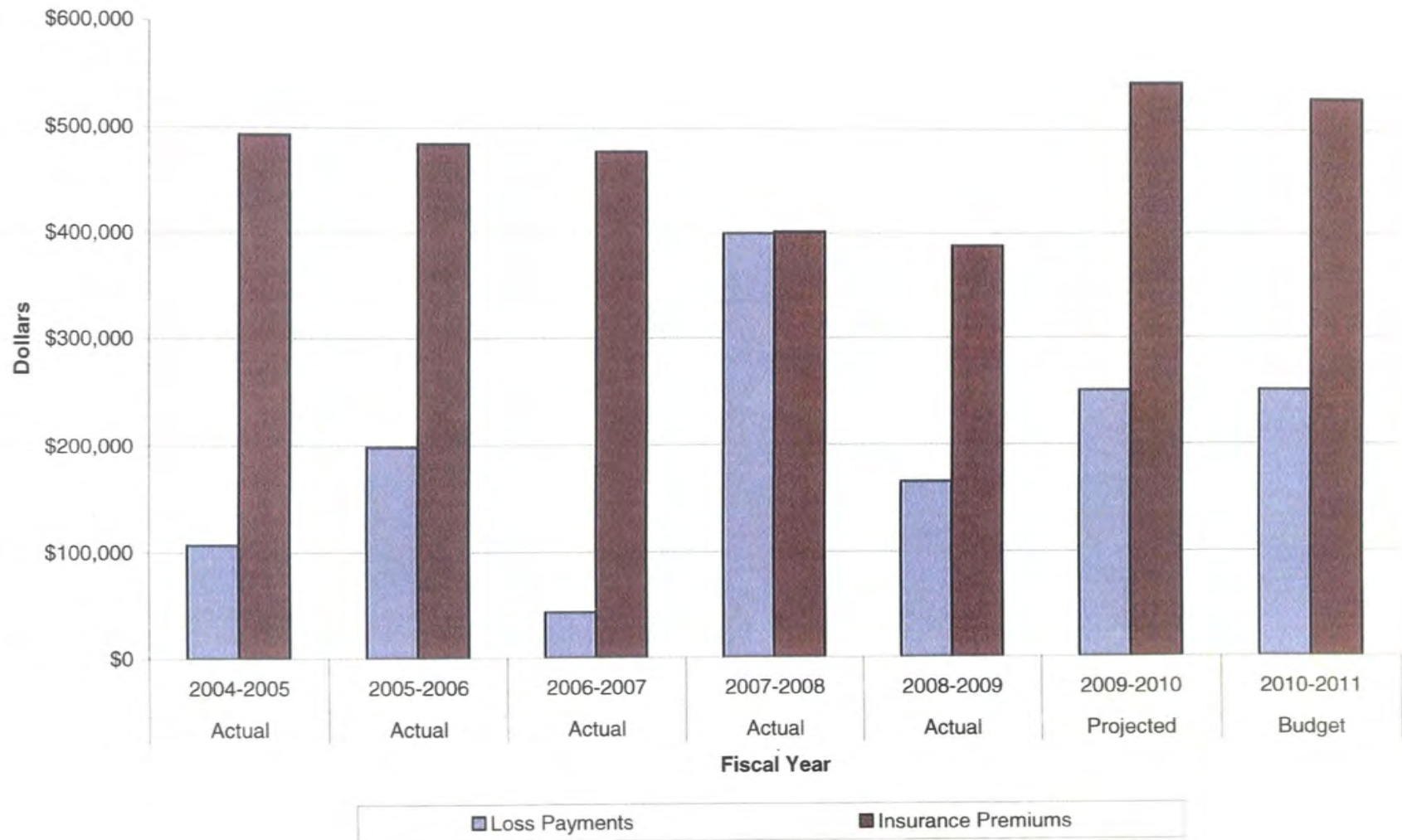


Chart 3

Self Insurance Fund Reserves By Sub-Fund

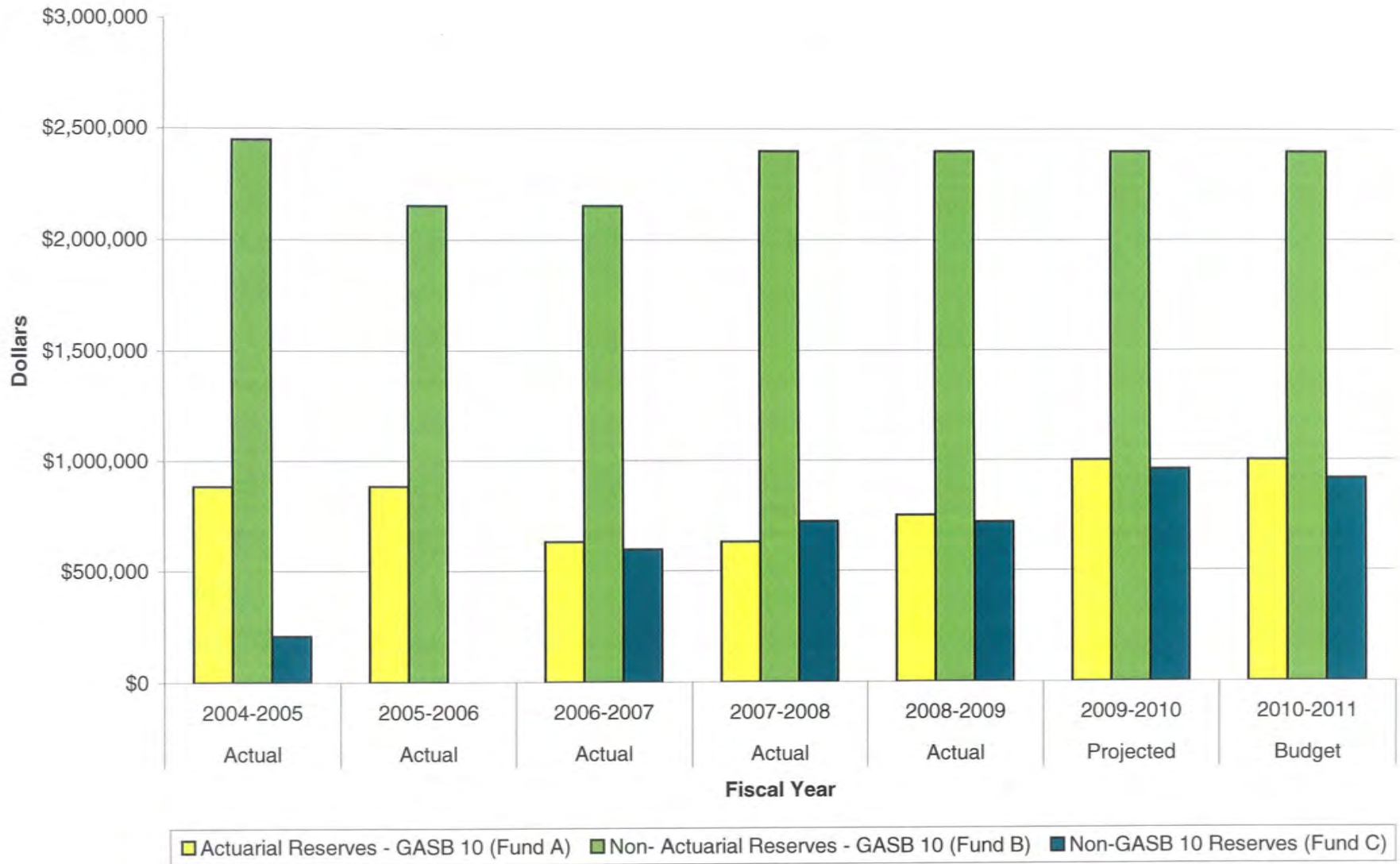


Chart 4

Self Insurance
History of Reserves

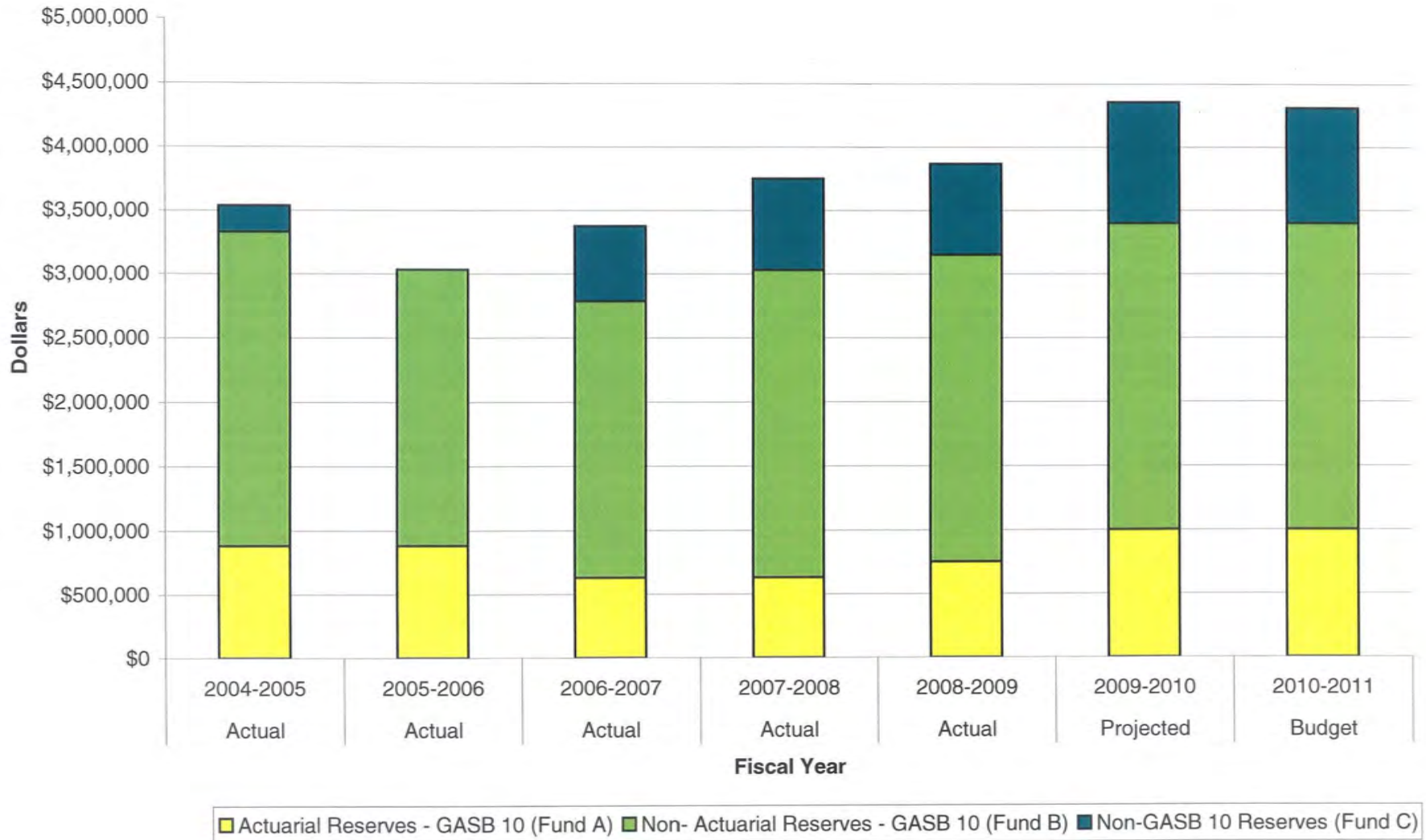


Chart 5a

CCCSD Summary Insurance Program
2009-2010

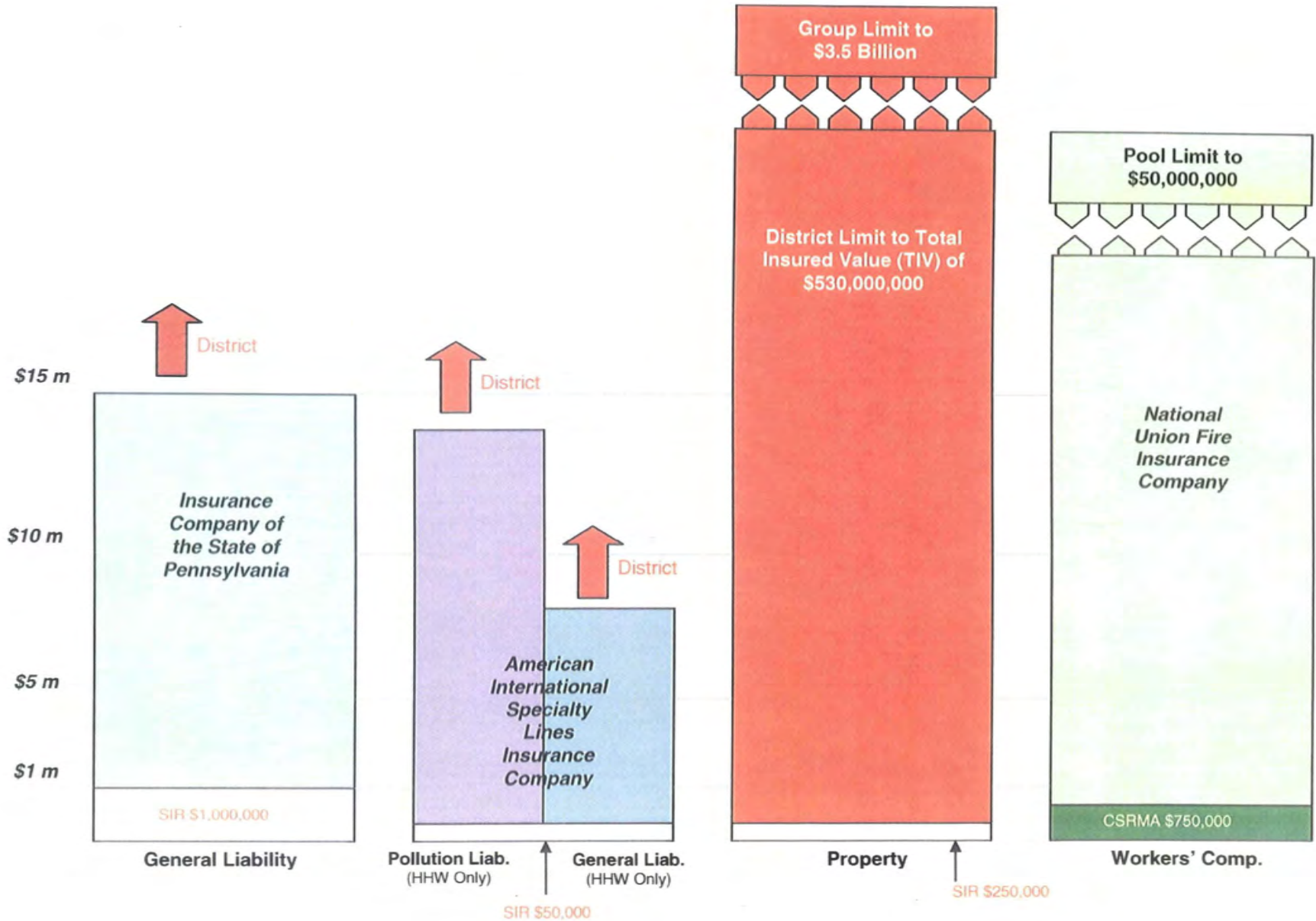
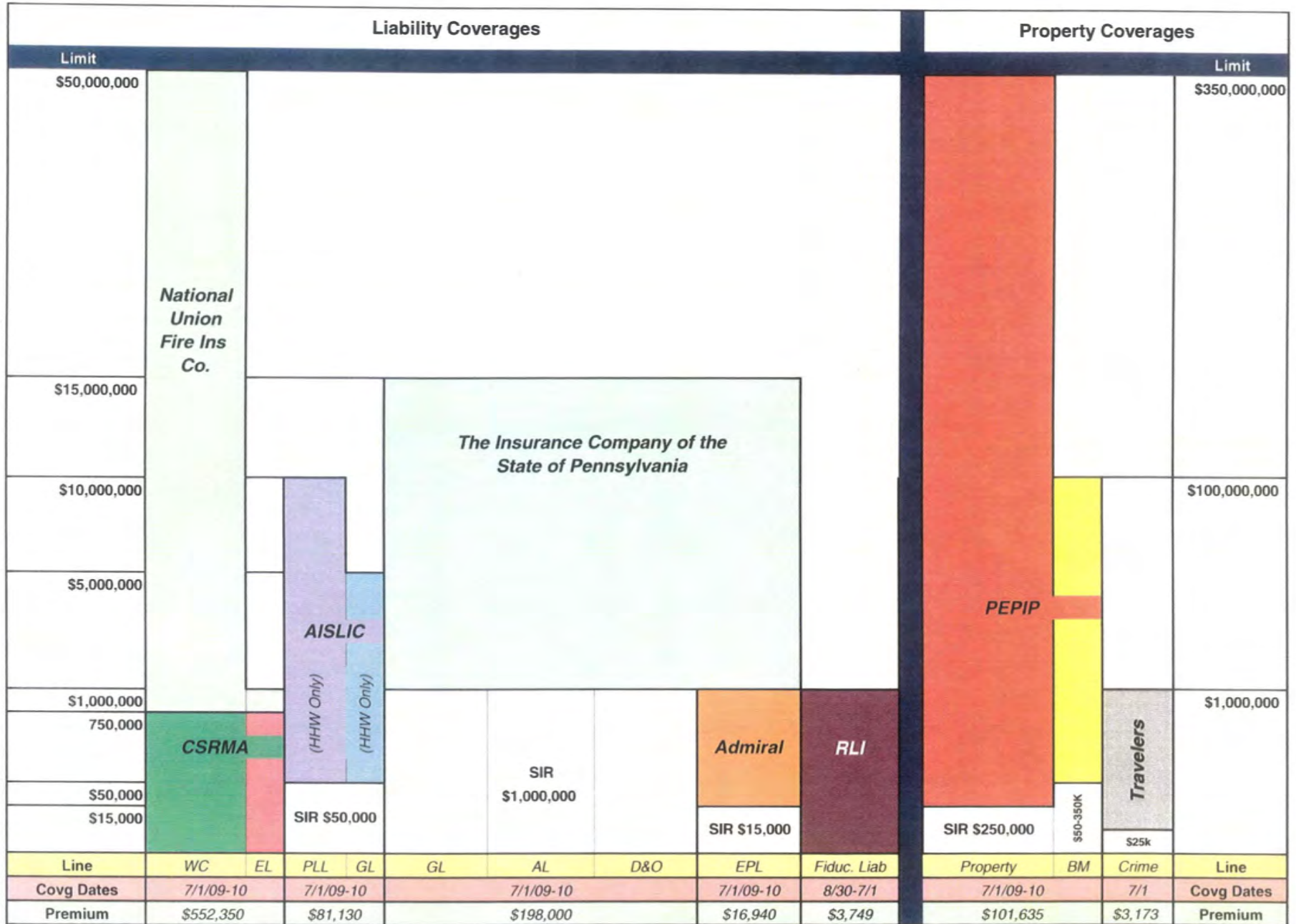


Chart 5b

CCCSD Insurance Program 2009-10



2010-2011 STAFFING PLAN



Protecting Public Health and the Environment

**Central Contra Costa
Sanitary District**



Central Contra Costa Sanitary District
BOARD OF DIRECTORS
POSITION PAPER

Board Meeting Date: April 1, 2010

No.: 9.a. Human Resources

Type of Action: APPROVE STAFFING PLAN

Subject: APPROVE STAFFING PLAN FISCAL YEAR 2010 – 2011

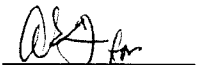
Submitted By: Cathryn Freitas, Human Resources Manager

Initiating Dept./Div.: Administration/Human Resources

REVIEWED AND RECOMMENDED FOR BOARD ACTION:


C. Freitas


R. Misgraves


James M. Kelly,
General Manager

ISSUE: The Human Resources Committee reviewed the staffing needs of the District for Fiscal Year 2010 – 2011 at its March 24, 2010, meeting. However, due to a split vote on the Administration and Plant Operations Department's recommendations, the Committee requested that the Staffing Plan be referred to the full Board for consideration without a Committee recommendation for approval.

RECOMMENDATION: Approve the Staffing Plan for Fiscal Year 2010 – 2011.

FINANCIAL IMPACTS: The proposed Staffing Plan would decrease annual salary costs by <\$22,783>.

ALTERNATIVES/CONSIDERATIONS: Modify or reject the proposed Staffing Plan.

BACKGROUND: Each department has reviewed its staffing requirements for Fiscal Year 2010 – 2011. The Staffing Plan includes departmental overviews, personnel actions, and organizational charts reflecting current staff and proposed changes. To date, there have been 37 personnel actions taken during Fiscal Year 2009 – 2010.

The attached summary sheet highlights the effect of each department's staffing requests on the number of total authorized positions in the District and the cost of salaries and benefits. The number of authorized regular positions in the District will remain the same as last year. Eight Co-op student positions are requested which is one less position than last year.

The salaries and wages in the 2010 – 2011 O & M Departmental Budgets will increase from the previous year budget due to cost-of-living salary adjustments and any merit and longevity increases scheduled in 2010 – 2011. Staff is recommending the salaries for Co-ops remain at \$24.00 an hour.

POSITION PAPER

Board Meeting Date: April 1, 2010

Subject: APPROVE STAFFING PLAN FISCAL YEAR 2010 – 2011

Administration

1. Delete one Buyer (G-61, \$4,957 - \$5,997) position and add one Senior Buyer (G-67, \$5,717 - \$6,918) position.

Collection System Operations

None

Engineering

2. Delete one Engineering Technician I/II (I: G-56, \$4,405 - \$5,324; II: G-64, \$5,324 - \$6,442). Add one Engineering Assistant I/II (I: G-60, \$4,835 - \$5,852; II: G-65, \$5,444 - \$6,597).

Plant Operations

3. Modify the salary range for Buildings and Grounds Supervisor from S-71 (\$6,314 - \$7,639) to S-73 (\$6,630 - \$8,021).
4. Modify the salary range for the Laboratory Superintendent from S-82 (\$8,218 - \$9,932) to S-84 (\$8,615 - \$10,428).
5. Delete one Maintenance Planner (G-71, \$6,283 - \$7,608) position and add one Assistant Engineer (S-73, \$6,630 - \$8,021) position. Reclassify Maintenance Planner Mark Cavallero to Assistant Engineer.

Secretary of the District

None

Co-op

6. Authorize the hiring of students to fill eight Co-op positions in 2010 – 2011.

RECOMMENDED BOARD ACTION:

Approve the Staffing Plan for Fiscal Year 2010 – 2011 herein identified by item 1 – 6.

**STAFFING PLAN SUMMARY SHEET
2010 – 2011**

Department	Deleted Regular Position	Additional Regular Positions	Salary Range	Co-ops		Authorized Staffing		Salaries & Benefits
				2009-2010	2010-2011	2009-2010	2010-2011	
Administration	1 Buyer		G-61, \$4,957 - \$5,997	0	0	47	47	<\$112,497>
		1 Senior Buyer	G-67, \$5,717 - \$6,918					\$123,759
<i>Subtotal for Administration</i>								\$11,262
Collection System Operations				0	0	62	62	
<i>Subtotal for Collection System Operations</i>								\$0
Engineering	1 Engineering Technician I/II		I: G-56, \$4,405 - \$5,324; II: G-64, \$5,324 - \$6,442	7	6	84	84	<\$49,920> <\$105,448>
		1 Engineering Assistant I/II	I: G-60, \$4,835 - \$5,852; II: G-65, \$5,444 - \$6,597					\$95,770
<i>Subtotal for Engineering</i>								<\$59,598>
Plant Operations	1 Buildings and Grounds Suprv		S-71, \$6,314 - \$7,639	2	2	88	88	<\$151,293>
		1 Building and Grounds Suprv	S-73, \$6,630 - \$8,021					\$158,856
	1 Maintenance Planner		G-71, \$6,283 - \$7,608					<\$150,672>
		1 Assistant Engineer	S-73, \$6,630 - \$8,021					\$158,856
	1 Laboratory Supervisor		S-82, \$8,218 - \$9,932					<\$196,702>
1 Laboratory Supervisor		S-84, \$8,615 - \$10,428					\$206,507	
<i>Subtotal for Plant Operations</i>								\$25,553
Totals				9	8	281	281	<\$22,783>

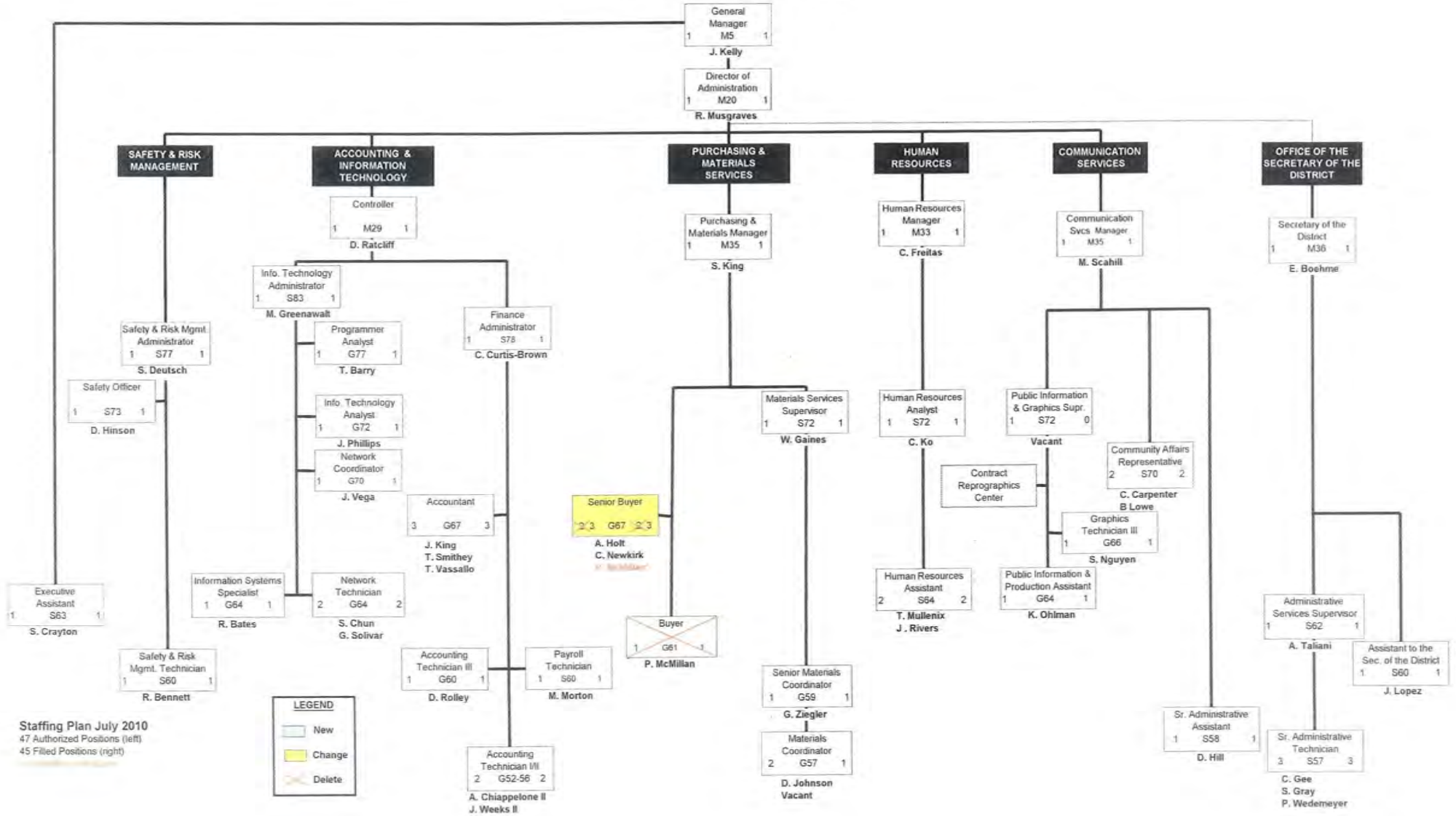
ADMINISTRATION DEPARTMENT

<p>Department Overview</p>	<p>The Administration Department consists of six divisions: Accounting and Information Technology, Human Resources, Purchasing and Materials Services, Safety and Risk Management, Communication Services, and the Office of the Secretary of the District. The department currently has 47 authorized positions and 45 filled positions. It provides services to all other departments and the general public.</p>																							
<p>Personnel Actions Since February 2009</p>	<table border="1"> <thead> <tr> <th data-bbox="544 583 990 640"><u>Name/Classification</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="544 640 990 745">John Censoplano Network Coordinator</td> </tr> <tr> <td data-bbox="544 745 990 850">Jose Vega Network Coordinator</td> </tr> <tr> <td data-bbox="544 850 990 955">Todd Smithey Accountant</td> </tr> <tr> <td data-bbox="544 955 990 1060">Margarita Morton Payroll Technician</td> </tr> <tr> <td data-bbox="544 1060 990 1165">Chris Ko Human Resources Analyst</td> </tr> <tr> <td data-bbox="544 1165 990 1325">Darlene Ross Human Resources Analyst</td> </tr> </tbody> </table>	<u>Name/Classification</u>	John Censoplano Network Coordinator	Jose Vega Network Coordinator	Todd Smithey Accountant	Margarita Morton Payroll Technician	Chris Ko Human Resources Analyst	Darlene Ross Human Resources Analyst	<table border="1"> <thead> <tr> <th data-bbox="990 583 1307 640"><u>Personnel Action</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="990 640 1307 745">disability retirement</td> </tr> <tr> <td data-bbox="990 745 1307 850">new hire</td> </tr> <tr> <td data-bbox="990 850 1307 955">promotion</td> </tr> <tr> <td data-bbox="990 955 1307 1060">new hire</td> </tr> <tr> <td data-bbox="990 1060 1307 1165">new hire</td> </tr> <tr> <td data-bbox="990 1165 1307 1325">service retirement</td> </tr> </tbody> </table>	<u>Personnel Action</u>	disability retirement	new hire	promotion	new hire	new hire	service retirement	<table border="1"> <thead> <tr> <th data-bbox="1307 583 1559 640"><u>Effective Date</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="1307 640 1559 745">02/17/09</td> </tr> <tr> <td data-bbox="1307 745 1559 850">04/30/09</td> </tr> <tr> <td data-bbox="1307 850 1559 955">06/12/09</td> </tr> <tr> <td data-bbox="1307 955 1559 1060">11/09/09</td> </tr> <tr> <td data-bbox="1307 1060 1559 1165">02/08/10</td> </tr> <tr> <td data-bbox="1307 1165 1559 1325">02/16/10</td> </tr> </tbody> </table>	<u>Effective Date</u>	02/17/09	04/30/09	06/12/09	11/09/09	02/08/10	02/16/10
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<p>Requested Changes</p>	<p>Delete one Buyer (G-61, \$4,957 - \$5,997) and add one Senior Buyer (G-67, \$5,717 - \$6,918). In Fiscal Year 2004-2005 the Purchasing Division was reorganized with the elimination of the Principal Buyer position and the addition of one (1) Senior Buyer position. The division was then comprised of the Purchasing and Materials Manager, two (2) Senior Buyers, and one (1) Buyer, and the Material Services (warehouse) group. The intent was to have three (3) Senior Buyers, with the costs offset by the reduction in salary of the Principal Buyer to Senior Buyer. Since that time, the workload and responsibilities of the buying group have grown, as anticipated, to such a degree that the Buyer must perform Senior Buyer duties in order to ensure cost effective and timely acquisition of supplies, services, and equipment.</p>																							

Requested by: _____ Date: _____

Recommended by the General Manager: James M. Kelly

CENTRAL CONTRA COSTA SANITARY DISTRICT
Administration Department



Staffing Plan July 2010
47 Authorized Positions (left)
45 Filled Positions (right)

ENGINEERING DEPARTMENT

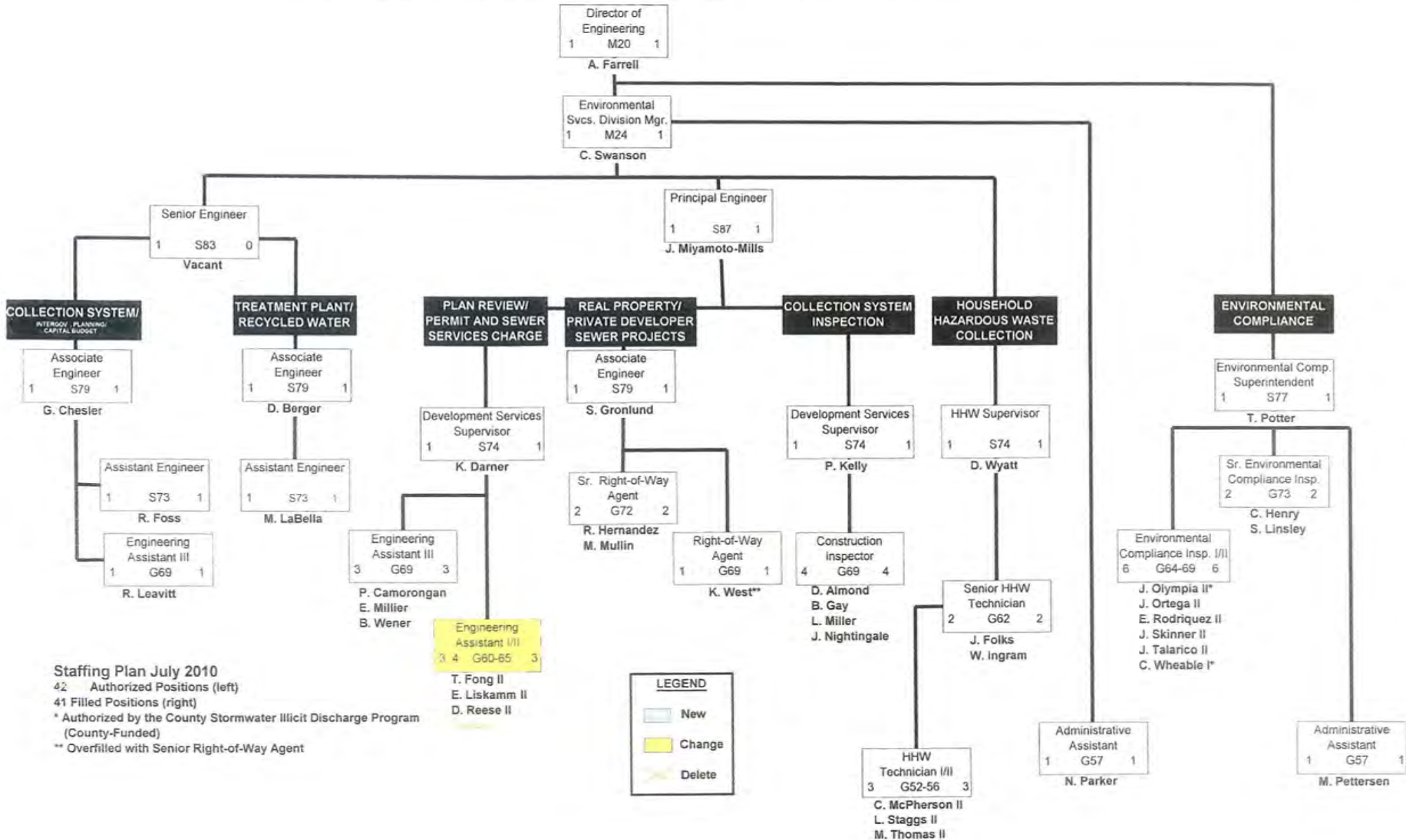
Department Overview	<p>The Engineering Department is organized into two divisions — the Capital Projects Division reflecting the “traditional” engineering services of project design and construction management; and the Environmental Services Division providing the functions of household hazardous waste, inspection, recycled water, record keeping, permits and regulations, rates, and customer services. The department has 84 authorized positions of which 80 are filled.</p>																							
Personnel Actions Since February 2009	<table border="1"> <thead> <tr> <th data-bbox="605 625 914 667"><u>Name/Classification</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="548 699 841 783">Samantha Engelage Staff Engineer</td> </tr> <tr> <td data-bbox="548 814 963 888">David Baldi Senior Engineering Assistant</td> </tr> <tr> <td data-bbox="548 919 751 993">Richard Foss Staff Engineer</td> </tr> <tr> <td data-bbox="548 1024 971 1140">Matthew Thomas Household Hazardous Waste Technician II</td> </tr> <tr> <td data-bbox="548 1171 914 1255">Delly Schwitters Engineering Technician II</td> </tr> <tr> <td data-bbox="548 1287 849 1402">Bill Clement Engineering Support Supervisor</td> </tr> </tbody> </table>	<u>Name/Classification</u>	Samantha Engelage Staff Engineer	David Baldi Senior Engineering Assistant	Richard Foss Staff Engineer	Matthew Thomas Household Hazardous Waste Technician II	Delly Schwitters Engineering Technician II	Bill Clement Engineering Support Supervisor	<table border="1"> <thead> <tr> <th data-bbox="995 625 1271 667"><u>Personnel Action</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="1068 699 1198 741">new hire</td> </tr> <tr> <td data-bbox="995 814 1271 856">service retirement</td> </tr> <tr> <td data-bbox="1068 919 1198 961">new hire</td> </tr> <tr> <td data-bbox="1036 1035 1239 1108">personnel advancement</td> </tr> <tr> <td data-bbox="995 1182 1271 1224">service retirement</td> </tr> <tr> <td data-bbox="995 1287 1271 1329">service retirement</td> </tr> </tbody> </table>	<u>Personnel Action</u>	new hire	service retirement	new hire	personnel advancement	service retirement	service retirement	<table border="1"> <thead> <tr> <th data-bbox="1295 625 1523 667"><u>Effective Date</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="1344 699 1474 741">03/23/09</td> </tr> <tr> <td data-bbox="1344 814 1474 856">04/03/09</td> </tr> <tr> <td data-bbox="1344 919 1474 961">06/01/09</td> </tr> <tr> <td data-bbox="1344 1035 1474 1077">12/19/09</td> </tr> <tr> <td data-bbox="1344 1182 1474 1224">03/03/10</td> </tr> <tr> <td data-bbox="1344 1287 1474 1329">03/05/10</td> </tr> </tbody> </table>	<u>Effective Date</u>	03/23/09	04/03/09	06/01/09	12/19/09	03/03/10	03/05/10
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Requested Changes	Delete one Engineering Technician I/II (I: G-56, \$4,405 – \$5,324; G-64, \$5,324 - \$6,442) and add one Engineering Assistant I/II (I: G-60 \$4,835 - \$5,852; II: G-65, \$5,444 - \$6,597). One Engineering Technician I/II is retiring in March. The Capital Projects Division has determined that, due to technology improvements, the mapping workload does not justify filling this position. At the same time, the Environmental Services Division has justification to add one Engineering Assistant I/II at the permit counter. This additional staff will allow cross training of the Engineering Assistant II's in the activities of the Engineering Assistant III's. The first priority would be to cross train an individual in sewer service charge. This was identified as weakness during last year's internal audit, and due to staffing issues at the permit counter, we have not been able to adequately cross train another individual. Other cross training activities include set up and tracking of reimbursement accounts, annexation paperwork, and assistance with right-of-way and plan review. The addition of one Engineering Assistant I/II the cost of the Engineering Technician I/II which will delete from the Capital Projects Division and thus the cost impacts are minimal.
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Requested by: _____ Date: _____

Recommended by the General Manager: James M. Kelly

CENTRAL CONTRA COSTA SANITARY DISTRICT
Engineering Department - Environmental Services Division



Staffing Plan July 2010

42 Authorized Positions (left)

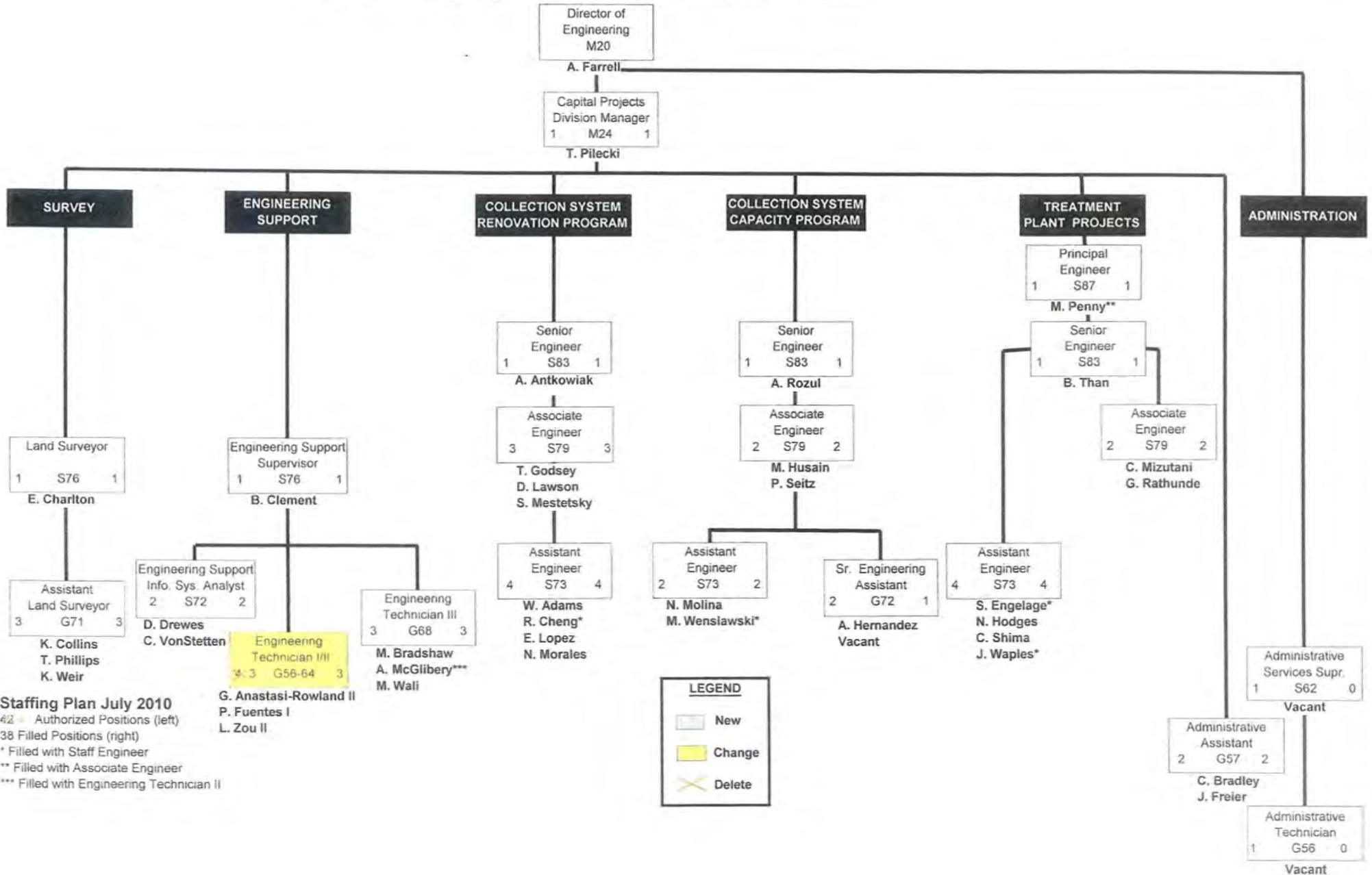
41 Filled Positions (right)

* Authorized by the County Stormwater Illicit Discharge Program (County-Funded)

** Overfilled with Senior Right-of-Way Agent



CENTRAL CONTRA COSTA SANITARY DISTRICT
Engineering Department - Capital Projects Division



Staffing Plan July 2010

42 Authorized Positions (left)

38 Filled Positions (right)

* Filled with Staff Engineer

** Filled with Associate Engineer

*** Filled with Engineering Technician II

LEGEND

- New
- Change
- X Delete

COLLECTION SYSTEM OPERATIONS DEPARTMENT

Department Overview	<p>The Collection System Operations Department (CSOD) is responsible for the operation and maintenance of the District's 1,500-mile collection system and its reclaimed water distribution system. The employees of CSOD are the primary responders in the event of overflows and field emergencies, providing round-the-clock customer service. The department is also responsible for the District's vehicle and equipment fleet and mobile radio communication system. Currently, there are 62 authorized positions and 59 filled positions.</p>		
Personnel Actions Since February 2009	<u>Name/Classification</u>	<u>Personnel Action</u>	<u>Effective Date</u>
	Mary Bacon Administrative Technician	personnel advancement	05/01/09
	Michael Rosen Maintenance Crew Member II	personnel advancement	05/21/09
	Nick Steiner Pumping Stations Operator II	resignation	10/02/09
	Jason Crowe Maintenance Crew Member II	personnel advancement	11/26/09
	Chris Keith Construction Equipment Operator	service retirement	01/21/10
	William Brennan Director of Collection System Operations	service retirement	02/16/10
Requested Changes			

Requested by: _____ Date: _____

Recommended by the General Manager: James M. Kelly

PLANT OPERATIONS DEPARTMENT

Department Overview The Plant Operations Department is organized into eight divisions: Administration, Laboratory, Regulatory, Control Systems, Maintenance, Operations, Process Control, and Maintenance Engineering. The department currently has 88 authorized positions and 80 filled positions. The department's mission is to treat wastewater in an environmentally sound and cost-effective manner, and to produce and distribute high-quality recycled water. The success of plant operations is critical to the District accomplishing its basic function of protecting public health.

Personnel Actions Since February 2009	<u>Name/Classification</u>	<u>Personnel Action</u>	<u>Effective Date</u>
	Rick Higgs Shift Supervisor	service retirement	02/25/09
	David Clayton Shift Supervisor	promotion	02/26/09
	Michael Allen Plant Operator I	new hire	03/16/09
	Al Cambron Electrical Shop Supervisor	service retirement	03/17/09
	Bernard Martinez Plant Operator I	promotion	03/18/09
	Anthony Fernandez Plant Operator I	new hire	03/23/09
	Gilbert Abeyta Senior Plant Operator	service retirement	04/01/09
	Greg DeChambeaux Senior Plant Operator	service retirement	04/17/09
	Kevin Kendall Instrument Technician	deceased	05/18/09
	Don Parker Electrical Shop Supervisor	promotion	05/29/09
	Michelle Edwards Plant Operator I	promotion	06/19/09

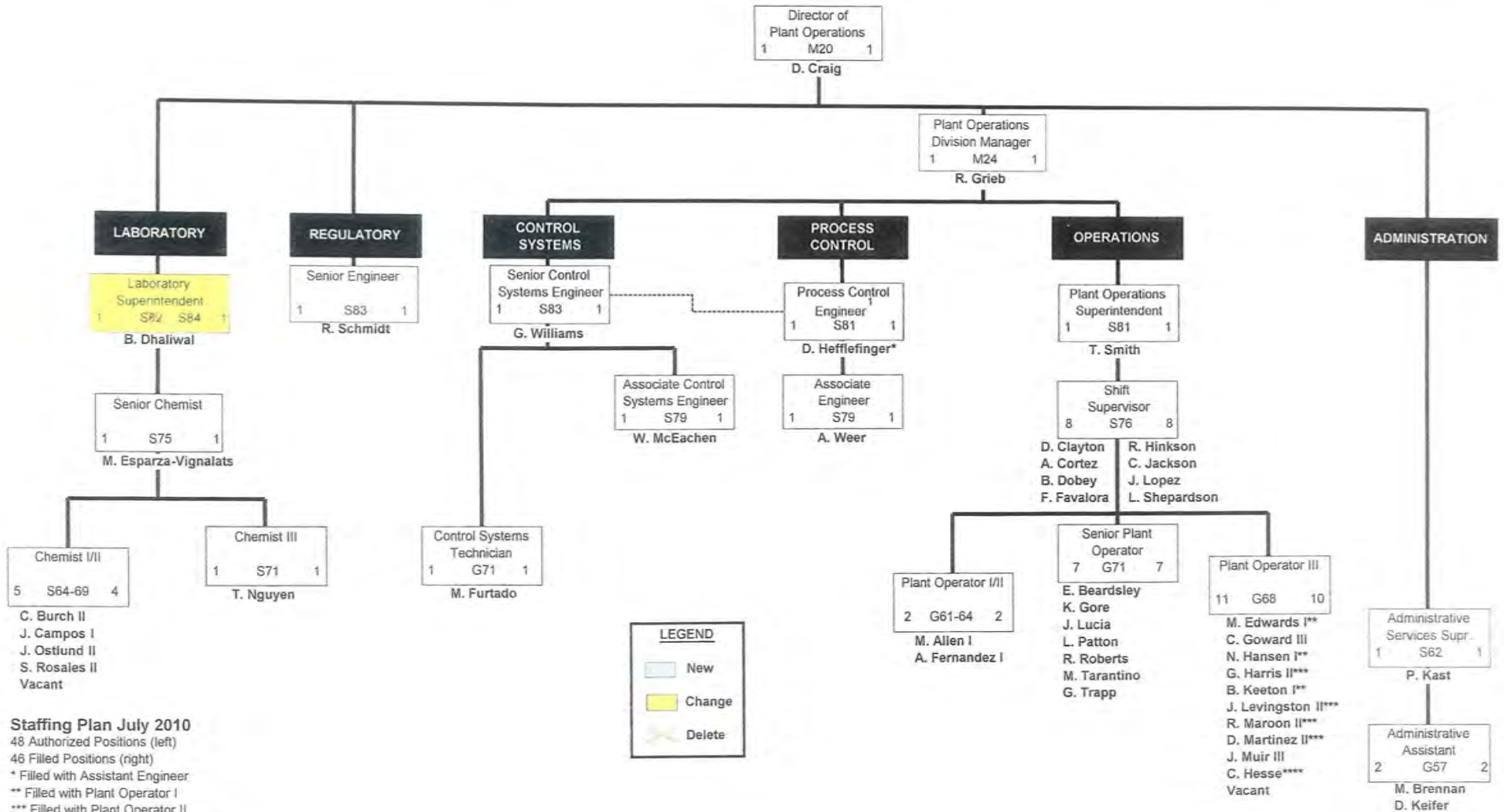
Personnel Actions Since February 2009, Continued	<u>Name/Classification</u>	<u>Personnel Action</u>	<u>Effective Date</u>
	Robert Maroon Plant Operator II	promotion	06/19/09
	David Martinez Plant Operator II	promotion	06/19/09
	Alan Weer Associate Engineer	promotion	06/22/09
	Nicholas Hansen Plant Operator I	new hire	06/23/09
	Chris Hesse Plant Operator Trainee	trainee appointment	07/07/09
	David Taylor Senior Plant Operator	service retirement	10/16/09
	Jennifer Muir Plant Operator III	personnel advancement	11/03/09
	Susan Hasselwander Chemist II	service retirement	01/19/10
Requested Changes	<p>Modify the Buildings and Grounds (B&G) Supervisor salary range from (S-71, \$6,314 - \$7,639) to (S-73, \$6,630 - \$8,021). The range for the B&G Supervisor is currently two grades below the Mechanical Supervisors. The B&G Supervisor supervises as many full-time employees as the Mechanical Supervisors and in addition, a large number of summer hires. The B&G Supervisor is responsible for the maintenance of the treatment plant grounds, plant buildings, and the Headquarters Office Building; trains many new hires that promote to other positions at the District; and administers many of the Plant Operations Department's maintenance contracts. This range change would make the B&G Supervisor salary equitable with the Mechanical Supervisors.</p> <p>Reclassify Maintenance Planner Mark Cavallero (G-71, \$6,283 - \$7,608) to an Assistant Engineer (S-73, \$6,630 - \$8,021). The Maintenance Planner in the Electrical Shop currently spends the majority of his time doing engineering work. He is actively involved in electrical design, plan and shop drawing review, specification writing, and reviewing consultant work. He performs complex engineering calculations, analyzes electrical problems, and redesigns electrical system components. He participates in factory inspections of electrical equipment and performs the functions of an inspector on critical electrical construction projects. He exceeds the experience requirements for the position of Assistant Engineer.</p>		

Requested Changes	Modify the Laboratory Superintendent salary range from (S-82, \$8,218 - \$9,932) to (S-84, \$8,615 - \$10,428). The function and complexity of the laboratory has expanded over the years due to evolving regulations resulting in analytical techniques that detect levels in parts per quadrillion. There is now more sophisticated equipment to operate and a Laboratory Information Management System that manages the large amount of data generated for process control and regulatory compliance. The research performed by the Laboratory Superintendent and directed by him has been vital to ensuring that good science is used by regulators to establish new water quality standards. The District is recognized as a leader in the industry for research related to water quality issues. Based on a comparison of laboratories that conduct complex analytical analyses and produce cutting-edge water quality research, the salary of the District's Laboratory Superintendent is lower. It is, therefore, requested that the salary range for Laboratory Superintendent be modified to a grade of (S-84, \$8,615 - \$10,428).
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Requested by: _____ Date: _____

Recommended by the General Manager: James M. Kelly

CENTRAL CONTRA COSTA SANITARY DISTRICT
Plant Operations Department



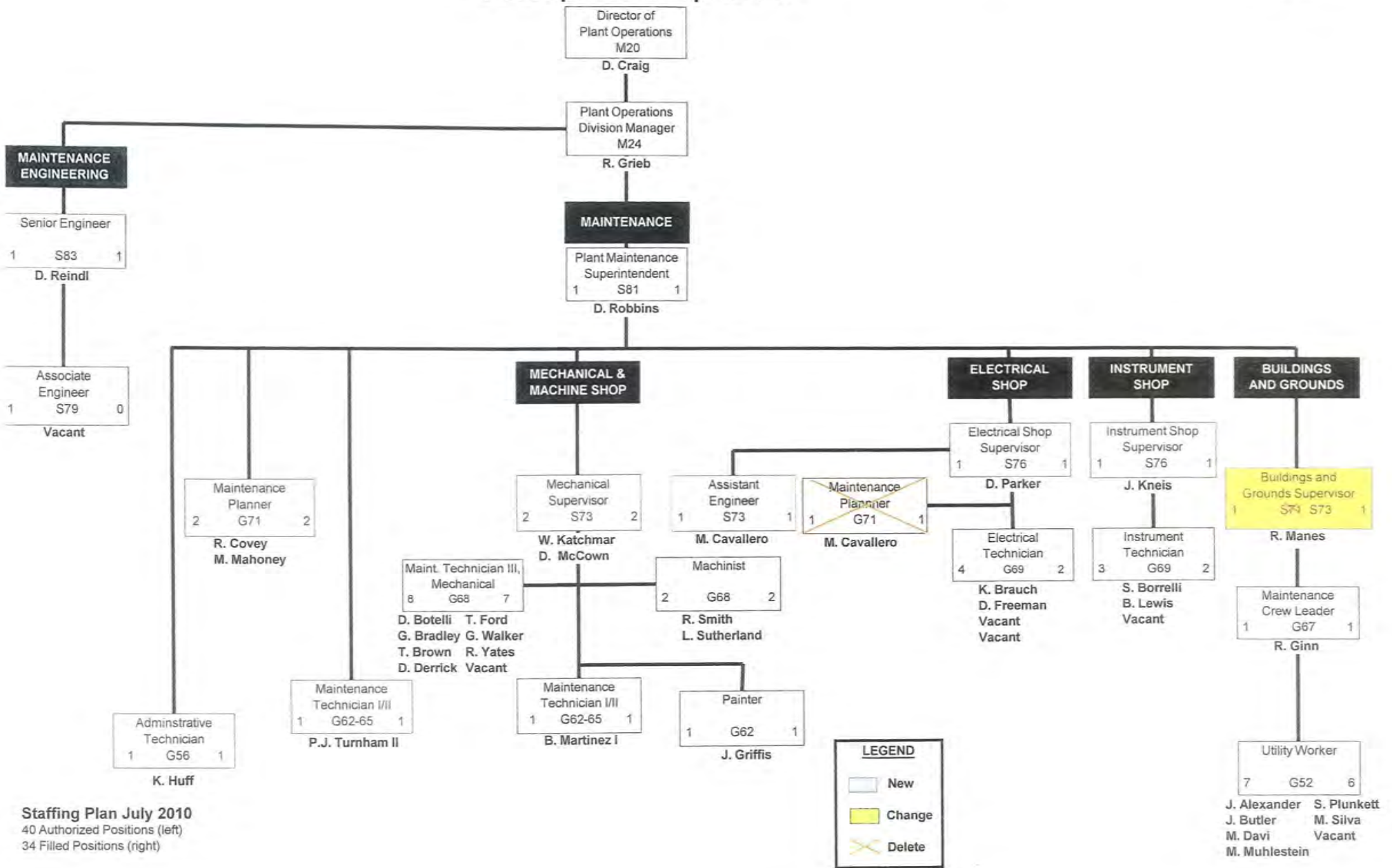
Staffing Plan July 2010

48 Authorized Positions (left)
 46 Filled Positions (right)
 * Filled with Assistant Engineer
 ** Filled with Plant Operator I
 *** Filled with Plant Operator II
 **** Filled with Plant Operator Trainee
 † Reports to Sr. Control Systems Engineer

LEGEND

- New
- Change
- Delete

CENTRAL CONTRA COSTA SANITARY DISTRICT
Plant Operations Department



Staffing Plan July 2010

40 Authorized Positions (left)

34 Filled Positions (right)

LEGEND

- New
- Change
- Delete

CO-OP STUDENTS
STAFFING PLAN REQUESTS
2010 - 2011

DEPARTMENT/DIVISION/SECTION	NUMBER OF POSITIONS FY 09/10	NUMBER OF POSITIONS 07/10-12/10	NUMBER OF POSITIONS 01/11-06/11
PLANT OPERATIONS DEPARTMENT			
<i><u>Plant Operations Division</u></i>			
Laboratory Section	1	1	1
Maintenance Engineering/Regulatory	1	1	1
ENGINEERING DEPARTMENT			
<i><u>Capital Projects Division</u></i>			
Design/Construction Groups (1 student from DVC Cooperative Work Experience Education eliminated)	4	3	3
<i><u>Environmental Services Division</u></i>			
Planning Section	2	2	2
Development Services	1	1	1
<u>TOTAL</u>	9	8	8



Central Contra Costa Sanitary District
BOARD OF DIRECTORS
POSITION PAPER

Board Meeting Date: April 1, 2010

No.: 3.1. Consent Calendar

Type of Action: HUMAN RESOURCES

Subject: AUTHORIZATION TO HIRE SEASONAL EMPLOYEES

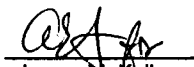
Submitted By: Cathryn Freitas,
Human Resources Manager

Initiating Dept./Div.:
Administration/Human Resources

REVIEWED AND RECOMMENDED FOR BOARD ACTION:


C. Freitas


R. Musgraves


James M. Kelly,
General Manager

ISSUE: District staff has assessed its needs for seasonal employees in 2010.

RECOMMENDATION: Authorize the hiring of 36 students for seasonal employment.

FINANCIAL IMPACTS: The proposed seasonal staffing will cost approximately \$399,187.

ALTERNATIVES/CONSIDERATIONS: Authorize hiring fewer students for seasonal employment.

BACKGROUND: Each year, the District hires students during the summer months for seasonal maintenance, vacation relief, cleanup, and special projects; and during the school year or semester breaks for additional assistance. Authorization was given for thirty-four student positions last year. Authorization is requested for 36 seasonal positions in Fiscal Year 2010-2011.

It is recommended that the hourly rates for seasonal employees remain the same as last year:

<u>Student Positions</u>	<u>Proposed Salary*</u>
Clerical	\$13.00
Laborer	\$15.00
Technical/Professional	\$18.00

*For every year a student returns, add \$1.00 per hour to a maximum of three additional summers. For example, a student clerical who has worked here for the past two summers would receive \$15.00 per hour this summer. The extra dollar an hour recognizes the experience and serves as an incentive for returning students.

POSITION PAPER

Board Meeting Date: April 1, 2010

Subject: AUTHORIZATION TO HIRE SEASONAL EMPLOYEES

The Staffing Plan was reviewed and recommended by the Human Resources Committee at their February 22, 2010, meeting. Department Directors will be prepared to answer any questions regarding the following requests:

Administration

The Administration Department is requesting three summer student positions in 2010-2011. This is two less positions than last year's request. One position is located in Communication Services and will provide technical support to the Graphics/Production Section, one position will provide clerical support for Safety and Risk Management, and one position in Information Technology will install and support desktop computer hardware and software.

Collection System Operations

The Collection System Operations Department is requesting two laborers at the Pumping Stations and three laborers to assist the Construction and Locating Sections. This is the same number of positions as last year.

Engineering

The Engineering Department requests authorization to hire twelve engineering assistant summer student positions. This is three more positions than last year. Three positions will be assigned to the District's Environmental Services Division assisting in development services and collection system piping inventory and database work. Three positions will be assigned to the Capital Projects Division. Two of these positions will be assigned to the Collection System program and one to the Treatment Plant program. They will be assisting with design and construction projects. The other six positions are current spring co-ops that will continue through the summer in their present positions.

Plant Operations

The Plant Operations Department is requesting sixteen students this year, which is one position more than last year. Six of the summer student laborer positions will provide vacation coverage in Buildings and Grounds and do seasonal maintenance. The Plant is also requesting two relief positions in the Laboratory, two Electrical Shop assistants, three clerical positions, two engineering assistants, one laborer to assist the Mechanical Maintenance staff, and one laborer to assist the Machine Shop staff.

POSITION PAPER

Board Meeting Date: April 1, 2010

Subject: AUTHORIZATION TO HIRE SEASONAL EMPLOYEES

The Secretary of the District

The Secretary of the District is not requesting a summer student position.

RECOMMENDED BOARD ACTION: Authorize the hiring of 36 students for seasonal employment.

**CENTRAL CONTRA COSTA SANITARY DISTRICT
ADMINISTRATION DEPARTMENT BUDGET - SUMMARY OF POSITIONS
FISCAL YEAR 2010-2011**

			Authorized	Budgeted
Management				
	0100-410	General Manager (Budget resides in Admin)	1	1
		Director of Administration	1	1
Central Services				
	0100-410	Secretary of the District	1	1
	0100-400	Executive Assistant	1	1
		Administrative Services Supervisor	1	1
		Senior Admin Tech	3	3
		Assistant to Secretary of the District	1	1
Finance & Accounting				
	0110-410	Controller	1	1
	0110-400	Finance Administrator	1	1
		Accountant	3	3
		Payroll Technician	1	1
		Accounting Technician I/II	2	2
		Accounting Technician III	1	1
Human Resources				
	0120-410	Human Resources Manager	1	1
	0120-400	Human Resources Analyst	1	1
		Human Resources Assistant	2	2
Purchasing				
	0140-410	Purchasing Manager	1	1
	0140-400	Senior Buyer	3	3
		Materials Services Supervisor	1	1
		Senior Materials Coordinator	1	1
		Materials Coordinator	2	2
Safety & Risk Management				
	0150-400	Safety & Risk Management Administrator	1	1
		Safety Officer	1	1
		Safety and Risk Management Technician	1	1
Communication Services				
	0170-410	Communication Services Manager	1	1
	0170-400	Public Information & Graphics Supervisor	1	0
		Community Affairs Representative	2	2
		Public Information & Production Asst. I/II	1	1
		Graphics Technician III	1	1
		Sr. Administrative Assistant	1	1
Information Technology				
	0180-400	Information Technology Administrator	1	1
		Information Technology Analyst	1	1
		Programmer Analyst	1	1
		Network Coordinator	1	1
		Network Technician	2	2
		Information System Specialist	1	1
			Authorized	Budgeted
			47	46

**CENTRAL CONTRA COSTA SANITARY DISTRICT
ENGINEERING DEPARTMENT BUDGET - SUMMARY OF POSITIONS
FISCAL YEAR 2010-2011**

Environmental Services Division			Authorized	Budgeted
Management				
0200-410	Director of Engineering		1	1
	Environmental Svcs. Division Mgr.		1	1
Services				
0200-420	Associate Engineer		3	3
	Assistant Engineer		2	2
	Principal Engineer		1	1
	Senior Engineer		1	1
	Senior Right of Way Agent		2	3
	Right of Way Agent (Overfilled above)		1	0
	Construction Inspector		4	4
	Development Services Supervisor		2	2
	Sr. Engineering Asst.		0	0
	Engineering Assistant I/II		4	4
	Engineering Assistant III		4	4
	Admin Assistant		1	1
Source Control				
0200-490	Envir Comp Sup		1	1
	Environ Compliance Inspector		6	6
	Admin Assistant		1	1
	Sr Environ Compliance Inspector		2	2
Household Hazardous Waste				
0200-690	HHW Supervisor		1	1
	Senior HHW Technician		2	2
	HHW Technician I/II		3	3
			<u>Authorized</u>	<u>Budgeted</u>
			43	43

Capital Projects Division			Authorized	Budgeted
Management				
0250-410	Capital Projects Division Manager		1	1
Collection System Program				
0250-470	Associate Engineer		7	7
	Assistant Engineer (4 Staff Eng)		10	10
	Principal Engineer (filled with Sr Eng)		1	1
	Senior Engineer		3	3
	Senior Engineering Assistant		2	2
	Admin Services Supv		1	1
	Admin Tech (3/4 time)		1	1
	Admin Assist (1/4 time)		2	2
Survey				
0250-510	Land Surveyor		1	1
	Assistant Land Surveyor		3	3
Engineering Support				
0250-550	Engineering Support Supervisor		1	1
	Eng. Support Info. Sys. Analyst		2	2
	Engineering Technician III (filled with Tech II)		3	2
	Engineering Technician I/II		3	4
Vacancy				
			<u>Authorized</u>	<u>Budgeted</u>
			41	41
ENGINEERING DEPARTMENT TOTAL			84	84

**CENTRAL CONTRA COSTA SANITARY DISTRICT
COLLECTION SYSTEM OPERATIONS DEPARTMENT BUDGET
SUMMARY OF POSITIONS - FISCAL YEAR 2010-2011**

		Authorized	Budgeted
Management			
0300-410	Director of CSO	1	1
Administration/Claims			
0300-570	Administrative Services Supv	1	1
Fleet Services			
0300-610	Vehicle & Equip. Maint. Supervisor	1	1
	Vehicle & Equipment Mechanic	2	2
	Vehicle & Equip. Service Worker	1	1
Technical Services			
0300-640	Field Operations Superintendent	1	1
	Admin Technician	2	2
Safety			
0300-660	Operations Safety Specialist	1	1
Field Operations - Rodding			
0310-580	Maintenance Crew Leader	7	7
	Maintenance Crew Member I/II	7	7
	Maintenance Supervisor	1	1
Field Operations - Construction			
0310-590	Maintenance Crew Leader	3	3
	Maintenance Crew Member I/II	3	2
	Maintenance Supervisor	1	1
	Construction Equipment Operator	4	5
Field Operations - Television/Locating			
0310-600	Maintenance Crew Leader	3	3
	Maintenance Crew Member I/II	3	3
	Maintenance Supervisor	1	1
Field Operations - Hydro			
0310-650	Maintenance Crew Leader	4	4
	Maintenance Crew Member I/II	3	3
	Maintenance Supervisor	1	1
Field Operations			
0310-680	Field Operations Superintendent	1	1
Pumping Stations			
0500-930	Field Operations Superintendent	1	1
	Pumping Stations Supervisor	2	2
	Pumping Stations Operator I/II/III	7	7
		<u>Authorized</u>	<u>Budgeted</u>
		62	62

**CENTRAL CONTRA COSTA SANITARY DISTRICT
PLANT OPERATIONS DEPARTMENT BUDGET
SUMMARY OF POSITIONS - FISCAL YEAR 2010-2011**

		Authorized	Budgeted
Management			
0400-410	Director of Operations	1	1
	Plant Operations Division Manager	1	1
Administrative			
0400-700	Administrative Services Supv	1	1
	Admin Assist.	2	2
Operations - Laboratory			
0420-720	Laboratory Superintendent	1	1
	Senior Chemist	1	1
	Chemist III	1	1
	Chemist I/II	5	5
Operations - Operators			
0420-730	Plant Operations Superintendent	1	1
	Shift Supervisor	8	8
	Senior Plant Operator	7	6
	Plant Operator III (8 underfilled)	11	7
	Plant Operator I/II	2	8
Operations - Process Control and Control Systems			
0420-760	Senior Control Systems Engineer	1	1
	Associate Control Systems Eng.	1	1
	Control Systems Technician	1	1
	Process Control Engineer (underfilling)	1	1
	Senior Engineer	1	1
	Associate Engineer	1	1
Maintenance - Staff			
0440-800	Maintenance Planner	2	2
	Administrative Tech	1	1
	Maintenance Tech II	1	1
	Plant Maintenance Superintendent	1	1
Maintenance - Electrical			
0440-810	Electrical Shop Supervisor	1	1
	Assistant Engineer	1	1
	Electrical Technician (1-Electrician)	4	4
Maintenance - Instrumentation			
0440-820	Instrument Shop Supervisor	1	1
	Instrument Technician (authorized overfill)	3	3
Maintenance - Mechanical			
0440-830	Mechanical Supervisor	1	1
	Maintenance Tech III, Mechanical	8	8
	Maintenance Tech I/II	1	1
Maintenance - Machine Shop			
0440-840	Mechanical Supervisor	1	1
	Machinist	2	2
	Painter	1	1
Maintenance - Buildings and Grounds			
0440-850	Buildings and Grounds Supervisor	1	1
	Maintenance Crew Leader	1	1
	Utility Worker	7	7
Maintenance - Maintenance and Engineering			
0440-860	Senior Engineer	1	1
	Associate Engineer	1	1
		<u>Authorized</u>	<u>Budgeted</u>
		88	89