

FY 2011-2012 Budgets

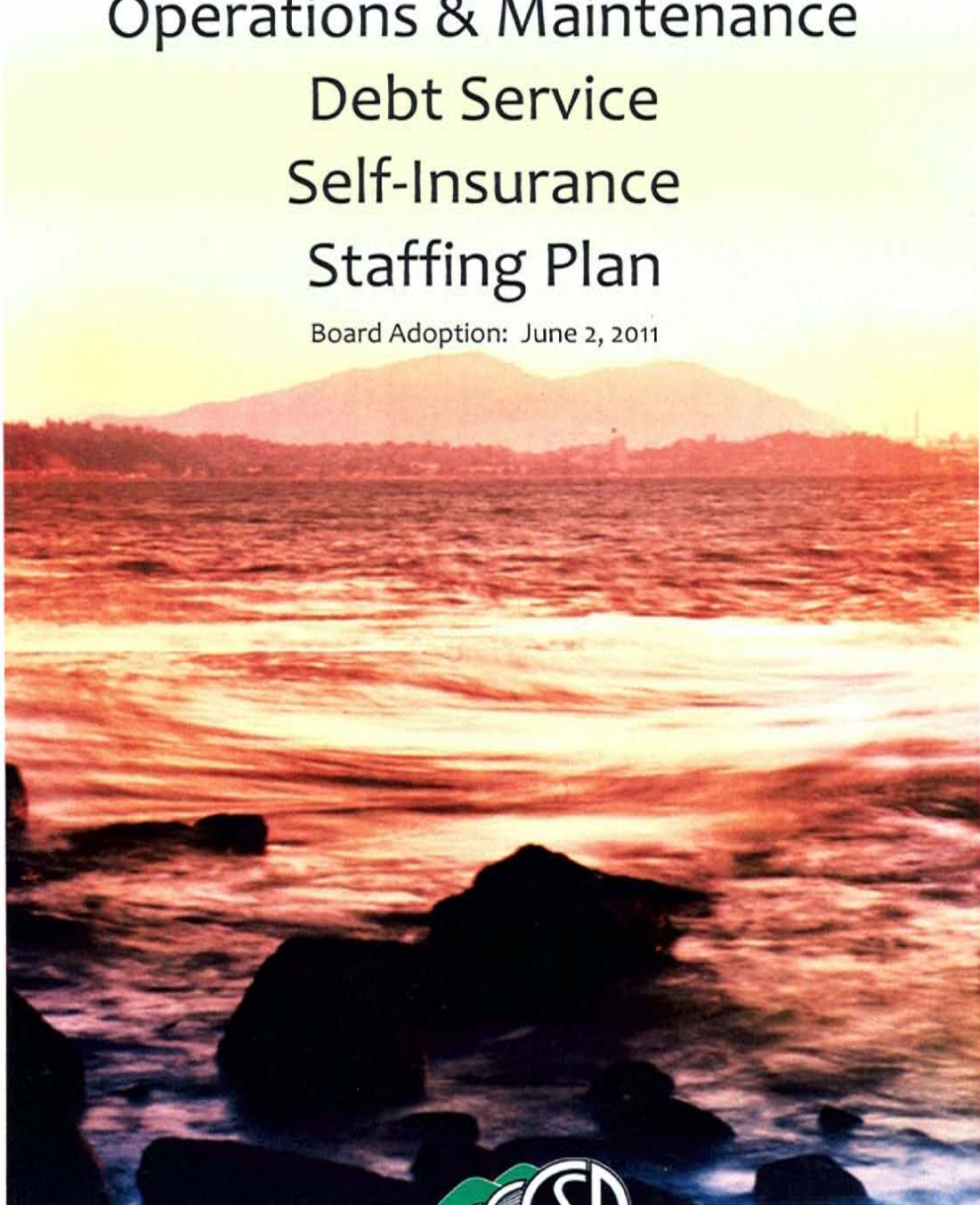
Operations & Maintenance

Debt Service

Self-Insurance

Staffing Plan

Board Adoption: June 2, 2011



Central Contra Costa
Sanitary District

**Central Contra Costa Sanitary District
FY 2011-2012 Budget
Table of Contents**

Introduction

- Narrative about each section of the document
- Graphic of the Strategic Plan and Budget Process
- Combined Budget Revenue & Expense Graphic

Operations & Maintenance (O&M) Budget

- Pie Chart of Revenue and Expense
- Position Paper
- District Revenue
- Salary & Benefits
- District Expense
- Department Expense
 - Administrative
 - Engineering
 - Collection Systems & Pumping Stations
 - Plant Operations
- Technical Training, Meetings & Conferences

Debt Service Fund Budget

- Graphic Summary of Current Debt Service
- Summary of Debt Service Fund Budget
- Budget Report with Account Number Detail

Self-Insurance Budget

- Pie Chart of Revenue and Expense
- Position Paper with Budget Attachments
- Budget Report with Account Number Detail
- Historical Charts

Staffing Plan

Position Paper

Departmental Listings:

- Administrative
- Engineering
- CSO/PS
- POD
- Co-op
- Seasonal

Authorized and Budgeted Positions

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

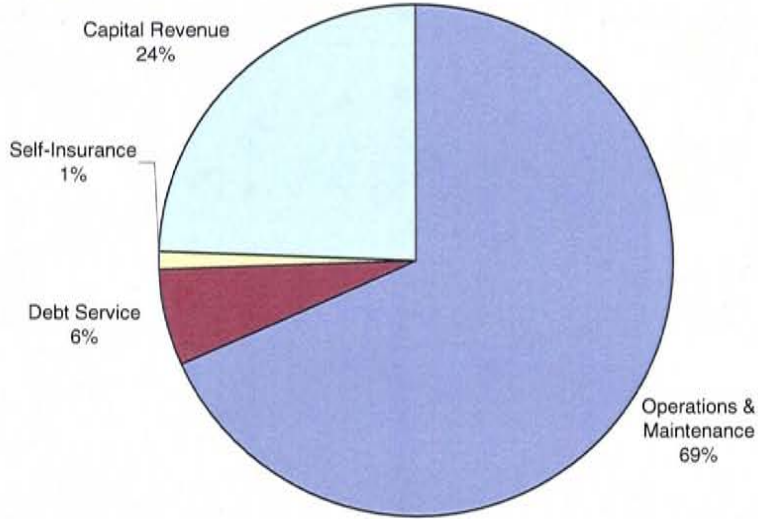


■ Action step

■ Output

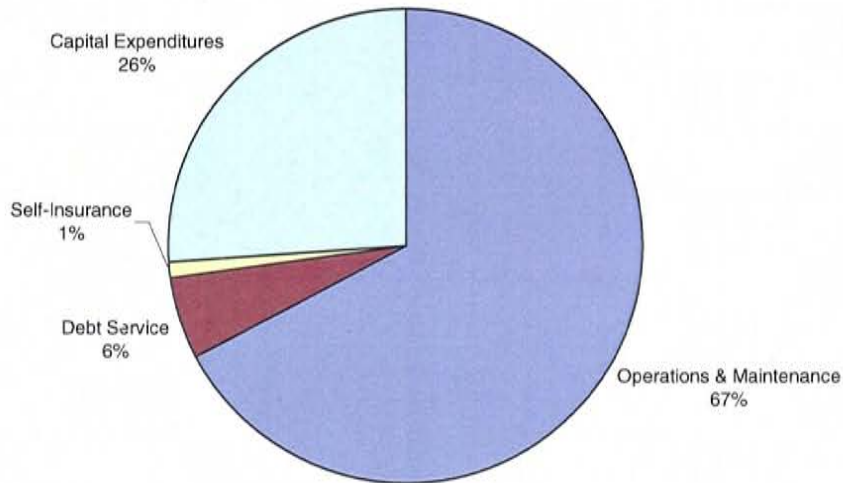
**CENTRAL CONTRA COSTA SANITARY DISTRICT
COMBINED BUDGETS - FY 2011-2012 FISCAL YEAR
TOTAL DISTRICT REVENUE & EXPENSE**

FY 2011-2012 TOTAL DISTRICT REVENUE BUDGET



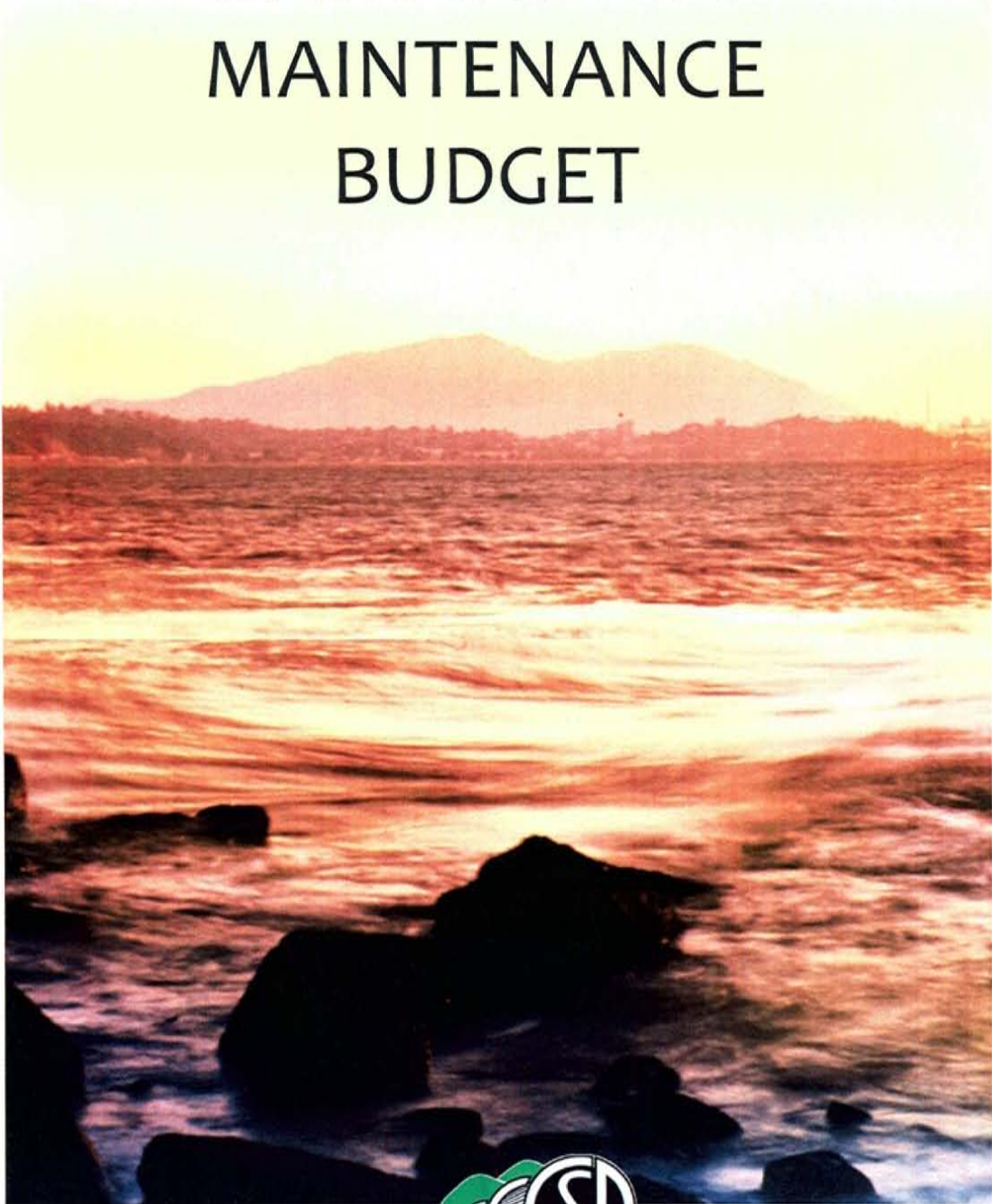
Operations & Maintenance	\$ 62,198,705
Debt Service	5,540,720
Self-Insurance	895,000
Capital Revenue	22,246,000
Total District Revenue	<u>90,880,425</u>

FY 2011-2012 TOTAL DISTRICT EXPENSE/EXPENDITURE BUDGET



Operations & Maintenance	\$ 66,540,660
Debt Service	5,540,720
Self-Insurance	979,500
Capital Expenditures	25,914,000
Total District Expense	<u>\$ 98,974,880</u>

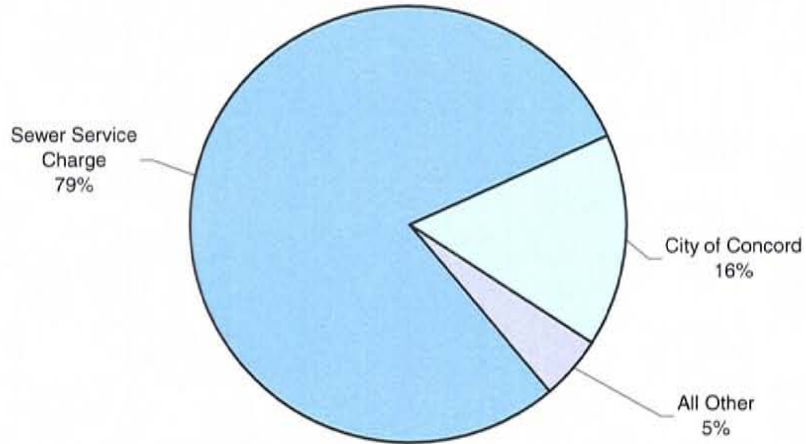
FY 2011-2012 OPERATIONS & MAINTENANCE BUDGET



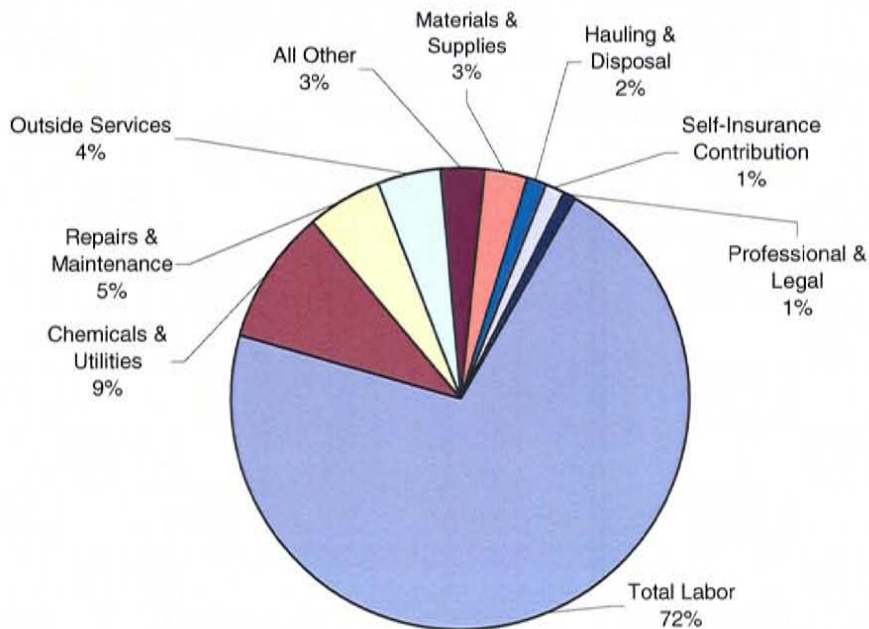
Central Contra Costa
Sanitary District

Central Contra Costa Sanitary District
Operations and Maintenance Budget
 Fiscal Year Ending June 30, 2012
 (\$000 omitted)

FY 2011-2012 Revenue		
Sewer Service Charge	\$ 49,485	79.6%
City of Concord	9,852	15.8%
All Other	2,862	4.6%
	<u>\$ 62,199</u>	100.00%



FY 2011-2012 Expenses		
Total Labor	\$ 47,272	71.0%
Chemicals & Utilities	6,314	9.5%
Repairs & Maintenance	3,529	5.3%
Outside Services	2,918	4.4%
All Other	2,104	3.2%
Materials & Supplies	1,926	2.9%
Hauling & Disposal	1,088	1.6%
Self-Insurance Contribution	850	1.3%
Professional & Legal	541	0.8%
	<u>\$ 66,541</u>	100.0%





Central Contra Costa Sanitary District
BOARD OF DIRECTORS
POSITION PAPER


Board Meeting Date: May 19, 2011

Subject: RECEIVE THE FISCAL YEAR 2011-2012 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2011-2012 DEBT SERVICE FUND BUDGET

Submitted By:
Debbie Ratcliff, Controller

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

REVIEWED AND RECOMMENDED FOR BOARD ACTION:


D. Ratcliff


R. Mugraves


K. Alm


James M. Kelly,
General Manager

ISSUE: The fiscal year (FY) 2011-2012 Operations & Maintenance (O&M) Budget and Debt Service Fund Budget are being submitted for review at the May 19, 2011 Board Meeting, and are scheduled for approval and adoption at the June 2, 2011 Board Meeting.

RECOMMENDATION: Review the FY 2011-2012 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 2, 2011 Board Meeting.

FINANCIAL IMPACTS: The FY 2011-2012 O&M Budget was prepared using an assumption that a \$30 Sewer Service Charge (SSC) rate increase will be approved by the Board. The SSC in FY 2011-2012 is allocated as follows: O&M \$302; Capital \$39 per Residential Unit Equivalent (RUE). The FY 2011-2012 SSC O&M allocation is \$2/RUE higher than in FY 2010-11 which produces \$328,000 in additional O&M SSC revenue; most of the assumed rate increase will fund capital projects.

The FY 2011-2012 O&M Budget results in a decrease of \$4.3 million to O&M reserves, and total O&M reserves are projected to be \$4.5 million at the end of FY 2011-2012. This is approximately \$2.2 million below the prudent reserve level; however, the capital fund balance is adequate to meet cash flow needs in FY 2011-2012 and the internal SSC allocation will be adjusted in the FY 2012-2013 budget process. The allocation of the additional \$28 to Capital will result in additional annual revenue of \$4.6 million; however, the FY 2011-2012 Capital Budget still projects a drawdown of capital reserves of \$3.7 million.

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 \$73/RUE (21%) would be needed.

ALTERNATIVES/CONSIDERATIONS: At the Board Workshop in March, 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 \$30/RUE was recommended by

POSITION PAPER

Board Meeting Date: May 19, 2011

Subject: RECEIVE THE FISCAL YEAR 2011-2012 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2011-2012 DEBT SERVICE FUND BUDGET

staff. The Board may choose to not implement a FY 2011-2012 rate increase, and will need to direct staff where to make budget reductions. 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 March 3, 2011 Board Workshop recommending a \$30 increase for FY 2011-2012. In April, 2011, the District ratepayers received a *Proposition 218 Notice of Proposed Increase in Annual SSC* of up to \$30 for FY 2011-2012 for a total up to \$341 per year effective July 1, 2011, and up to an additional \$30 increase for FY 2012-2013, effective July 1, 2012, for a total of up to \$371 per year.

The FY 2011-2012 proposed budget includes the allocation of \$8.3 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 the recently completed actuarial study by Bartell Associates. The \$8.3 million includes an approximate payment of \$3.8 million for retiree medical, dental and life insurance premiums annually and \$4.5 million to be deposited in a GASB 45 PARS investment trust to fund future retiree benefit costs. The amount increased by \$1.3 million compared to FY 2010-2011. Two reasons account for the increase: the assumed earnings rate was decreased from 8% in the previous study as of June 30, 2009, to 6.5% in the current evaluation as of July 1, 2010, and retiree medical premium projected rate increases are higher in the near-term in the Bartell analysis.

The O&M portion of this position paper focuses on variances between projected FY 2010-2011 expenses and the proposed FY 2011-2012 Budget. The position paper also notes any significant variances between the FY 2010-2011 and FY 2011-2012 Budgets. **Attachment I** summarizes the Debt Service Fund Budget. **Attachment II** summarizes the O&M revenues, expenses, and reserve balances for seven years - FY 2005-2006 through FY 2011-2012 (five years of actual expenses plus FY 2010-2011 projected and FY 2011-2012 proposed budget numbers).

POSITION PAPER

Board Meeting Date: May 19, 2011

Subject: RECEIVE THE FISCAL YEAR 2011-2012 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2011-2012 DEBT SERVICE FUND BUDGET

O&M Revenue: The following table compares Projected FY 2010-2011 to Budget FY 2011-2012 O&M Revenue:

	Projected	Budget	Increase/Decrease (-)	
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %
Sewer Service Charge	\$ 49,141,000	\$ 49,484,600	343,600	0.7%
City of Concord	8,560,000	9,852,000	1,292,000	15.1%
All Other	2,823,007	2,862,105	39,098	1.4%
Total	\$ 60,524,007	\$ 62,198,705	1,674,698	2.8%

Total District O&M Revenue for FY 2010-2011 is projected to be \$60.5 million compared to the FY 2011-2012 Budget amount of \$62.2 million, resulting in an increase of \$1.7 million, or 2.8%. This is due to:

- The O&M SSC allocation increases from \$300 to \$302; the SSC allocation to the Sewer Construction Fund increases from \$11 to \$39 to help fund deferred and needed capital improvements. The increased O&M allocation of \$328,000 and minimal anticipated new connections results in a small increase to O&M SSC revenue of \$343,600 compared to Projected FY 2010-2011.
- Concord primarily shares a flow portion of Treatment Plant and Source Control expenses and is charged administrative overhead and a finance charge. City of Concord revenue is expected to be \$1.3 million, or 15.1%, more than Projected FY 2010-2011, mainly due to higher overall expenses in FY 2011-2012 compared to expense savings in FY 2010-2011.

O&M Expense: The following table below compares Projected FY 2010-2011 to Budget FY 2011-2012 O&M Expense:

POSITION PAPER

Board Meeting Date: May 19, 2011

Subject: RECEIVE THE FISCAL YEAR 2011-2012 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2011-2012 DEBT SERVICE FUND BUDGET

	Projected	Budget	Increase/Decrease (-)	
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %
Salaries	\$ 23,491,682	24,765,649	1,273,967	5.4%
Benefits & Cap O/H Credit	18,776,085	22,505,960	3,729,875	19.9%
Chemicals	1,597,000	1,771,000	174,000	10.9%
Utilities	4,429,039	4,542,600	113,561	2.6%
Repairs & Maintenance	3,099,372	3,528,761	429,389	13.9%
Hauling & Disposal	983,714	1,088,250	104,536	10.6%
Professional & Legal	469,660	540,660	71,000	15.1%
Outside Services	2,229,575	2,917,700	688,125	30.9%
Self-Insurance	850,000	850,000	-	0.0%
Materials & Supplies	1,826,705	1,925,745	99,040	5.4%
All Other	1,816,505	2,104,335	287,830	15.8%
Total	\$ 59,569,337	66,540,660	6,971,323	11.7%

Total District O&M Expenses are projected to be \$59.6 million in FY 2010-2011 compared to a FY 2011-2012 O&M budget of \$66.5 million. This reflects a \$7.0 million, or 11.7%, increase in expenses. Variances are discussed in detail below:

O&M Savings for FY 2010-2011: Total FY 2010-2011 expenses are projected to be under-budget by \$3.4 million due to staff vacancies and associated benefit cost savings along with our ongoing commitment to achieve expense savings. This increases the variance explanations when comparing Projected FY 2010-2011 to Budget 2011-2012.

O&M Salaries: District O&M salaries are projected to be \$23.5 million in FY 2010-2011 compared to a budget of \$24.8 million in FY 2011-2012 resulting in an increase of \$1.3 million, or 5.4%. This increase is mainly due to filling vacant positions, assumed 3% cost-of living adjustments (COLA) and merit increases for newer or promoted employees within their salary ranges, offset by a 4% salary vacancy factor reducing expense by -\$946,000 and one less position in the FY 2011-2012 Staffing Plan.

POSITION PAPER

Board Meeting Date: May 19, 2011

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Benefits Including Capitalized Administrative Overhead Credit: District O&M benefits including the capitalized administrative overhead credit for FY 2010-2011, are projected to be \$18.8 million compared to a budget of \$22.5 million in FY 2011-2012 resulting in an increase of \$3.7 million, or 19.9%. This is mainly due to the CCCERA rate increase of 9.17% applied to salaries, resulting in a \$3.1 million increase comparing Projected FY 2010-2011 to Budget FY 2011-2012.

The March, 2011 Ten-Year Financial Plan used an estimate of \$6.0 million for GASB 45 OPEB contributions in FY 2011-2012, consisting of retiree healthcare premiums and future contribution to the PARS trust. The FY 2010-2011 required contribution is \$7.0 million. The current amount in FY 2011-2012 is \$8.3 million based primarily on a lower assumed interest earnings component 6.5% compared to the prior assumption of 8%. Please note that the OPEB contribution presented in the *Total Salary, Benefits and Capitalized Administrative Overhead Expense* variance table in the O&M Budget document just reflects the amount designated for future costs; the retiree premiums currently being paid are included in the medical, dental and life Insurance benefit accounts.

Benefit rate assumptions are provided in the following bulleted list:

- Kaiser – 16% *assumed* rate increase for active employees; 6.08% weighted average retiree rate increase (Senior Advantage rates decreased by 1.13%) Rates are not yet final.
- HealthNet – 7.99% rate increase for actives employees; 7.83% weighted average retiree rate increase
- CCCERA – 9.17% rate increase (6.12% for CCCERA de-pooling and 3.05% for normal costs and 5-year smoothing of 2008 market losses)
- Delta Dental – No rate increase (10.7% rate increase from FY 2010-2011 is still in effect)
- Long-Term Disability (LTD) – 27% rate decrease due to new insurance provider
- Employee Assistance Program (EAP) – 0% rate increase
- Workers' Compensation – estimated 8% rate increase offset by confirmed savings due to the experience modification factor moving from .90 to .73
- Life Insurance – 7.52% rate decrease due to new insurance provider

All Other O&M Expenses: The remaining O&M non-labor and benefit expenses total \$17.3 million in FY 2010-2011 compared to \$19.3 million in FY 2011-2012 resulting in an increase of \$2.0 million or 11.4%. Expense category variance explanations are provided in the budget document at a District and Department level. The two largest

POSITION PAPER

Board Meeting Date: May 19, 2011

Subject: RECEIVE THE FISCAL YEAR 2011-2012 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2011-2012 DEBT SERVICE FUND BUDGET

expense category variances between Projected FY 2010-2011 and Budgeted FY 2011-2012 are noted below:

- Outside Services are \$688,125 higher in FY 2011-2012 than Projected FY 2010-2011, mainly due to POD succession planning activities, including the update of standard operating procedures, training program video, process control system standardization, Suisun Bay Monitoring Program Support, operator shift schedules review and annual source testing for compliance with new Section 129 Clean Air Act regulations.
- Repairs and Maintenance expenses are \$429,389 higher in Budgeted FY 2011-2012 compared to Projected FY 2010-2011. This is mainly due to an additional centrifuge rotating assembly repair costing \$125,000 and under spending in FY 2010-2011 in this expense category (\$395,000 less maintenance and expense savings comparing FY 2010-2011 Budget to FY 2010-2011 Projected actual)

Any revisions to the FY 2011-2012 O&M Budget determined at the May 19, 2011 Board Meeting will be incorporated in the Budget submitted for approval at the June 2, 2011 Board Meeting, at which the following actions are scheduled for Board consideration:

- Conduct a public hearing to receive comments on the FY 2011-2012 O&M Budget, Self-Insurance Fund Budget, and Debt Service Fund Budget.
- Conduct a public hearing to receive comments on the SSC rates for FY 2011-2012 and for the collection of the FY 2011-2012 SSC on the County tax rolls.
- Approve and adopt the FY 2011-2012 O&M Budget, Self-Insurance Fund Budget, and Debt Service Fund Budget, and approve an ordinance which establishes a SSC increase of \$30/RUE for a total SSC of \$341/RUE for FY 2011-2012 and a \$30/RUE increase for FY 2012-2013 for a total SSC of \$371/RUE for FY 2012-13.

RECOMMENDED BOARD ACTION: Review the FY 2011-2012 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 2, 2011 Board Meeting.

**CENTRAL CONTRA COSTA SANITARY DISTRICT
DEBT SERVICE FUND
FY 2011-2012**

Debt Service Revenue:

Sewer Service Charge	\$ -
Reserve Account Bond Interest Income (Including Premium)	217,630
Ad Valorem Tax (portion allocated to Debt Service)	<u>5,323,090</u>
Total Debt Service Revenue	<u><u>5,540,720</u></u>

Debt Service Expense:

2009 Bond Interest Payment and Amortized Costs, less Tax Subsidy on BAB	\$ 1,888,601
Recycled Water Loan Interest Payment	<u>30,773</u>
Total Interest Payment and Amortization Costs	\$ <u>1,919,374</u>
2009 Bond Principal Payment	\$ 3,465,000
Recycled Water Loan Principal Payment	<u>156,346</u>
Total Principal Payments	\$ <u>3,621,346</u>
Total Debt Service Interest, Amortized Costs and Principal Payments	<u><u>5,540,720</u></u>

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

**CENTRAL CONTRA COSTA SANITARY DISTRICT
O & M REVENUES, EXPENSES AND RESERVES
FISCAL YEARS 2005-2006 THROUGH 2011-2012**

	<u>FY 2005-2006</u>	<u>FY 2006-2007</u>	<u>FY 2007-2008</u>	<u>FY 2008-2009</u>	<u>FY 2009-2010</u>	<u>FY 2010-2011</u>	<u>FY 2010-2011</u>	<u>FY 2011-2012</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>Budget</u>
Revenues:								
Sewer Service Charge	37,781,774	35,057,668	40,207,157	43,087,454	48,692,520	49,141,000	50,143,000	49,484,600
City of Concord	7,383,011	9,043,215	8,206,860	8,755,857	8,664,668	8,560,000	9,100,000	9,852,000
Other	3,262,162	3,862,690	3,722,807	3,414,478	2,899,485	2,823,007	3,083,300	2,862,105
Total Revenues	<u>48,426,947</u>	<u>47,963,573</u>	<u>52,136,824</u>	<u>55,257,789</u>	<u>60,256,673</u>	<u>60,524,007</u>	<u>62,326,300</u>	<u>62,198,705</u>
Expenses:								
Administrative	10,124,556	14,742,224	15,828,966	16,304,462	16,468,495	18,635,406	19,603,260	20,931,190
Engineering	6,405,545	5,472,707	6,332,834	6,834,323	6,898,357	6,765,061	7,350,189	7,792,366
Collection System Operations	6,981,253	8,033,498	8,219,757	9,064,672	8,949,125	8,951,535	9,786,544	9,926,740
Plant Operations	19,858,259	21,438,368	22,054,206	22,927,971	21,467,827	22,183,706	23,169,314	24,752,505
Pumping Stations	2,160,534	2,299,234	2,685,703	2,752,950	2,773,800	3,033,629	3,056,414	3,137,859
Total Net Expenses (1)	<u>45,530,147</u>	<u>51,986,031</u>	<u>55,121,466</u>	<u>57,884,378</u>	<u>56,557,604</u>	<u>59,569,337</u>	<u>62,965,721</u>	<u>66,540,660</u>
Revenues Over (Under) Expenses	2,896,800	(4,022,458)	(2,984,642)	(2,626,589)	3,699,069	954,670	(639,421)	(4,341,955)
Fund Balance - Beginning of Year	10,893,405	13,790,205	9,767,747	6,783,105	4,156,516	7,855,585		8,810,255
Revenues Over (Under) Expenses	<u>2,896,800</u>	<u>(4,022,458)</u>	<u>(2,984,642)</u>	<u>(2,626,589)</u>	<u>3,699,069</u>	<u>954,670</u>		<u>(4,341,955)</u>
Fund Balance - End of Year	<u>13,790,205</u>	<u>9,767,747</u>	<u>6,783,105</u>	<u>4,156,516</u>	<u>7,855,585</u>	<u>8,810,255</u>		<u>4,468,300</u>
Sewer Service Charge Rate - O&M	234	213	242	260	292	300		302
Sewer Service Charge Rate - Capital/Debt	46	76	58	51	19	11		39
Sewer Service Equivalent Units	161,461	164,590	166,145	165,721	166,755	163,803		163,856
(2) Informational - Sewer Construction Fund SSC	7,427,941	12,510,403	9,634,364	8,452,563	3,164,091	1,801,837		6,534,000

Notes: (1) Net Expenses include Operating and Maintenance expenses only and do not include any capital salaries or benefits.

(2) Actual Revenue through FY 2009-2010. Equivalent units multiplied by the capital component of the SSC rate in FY 2010-2011.

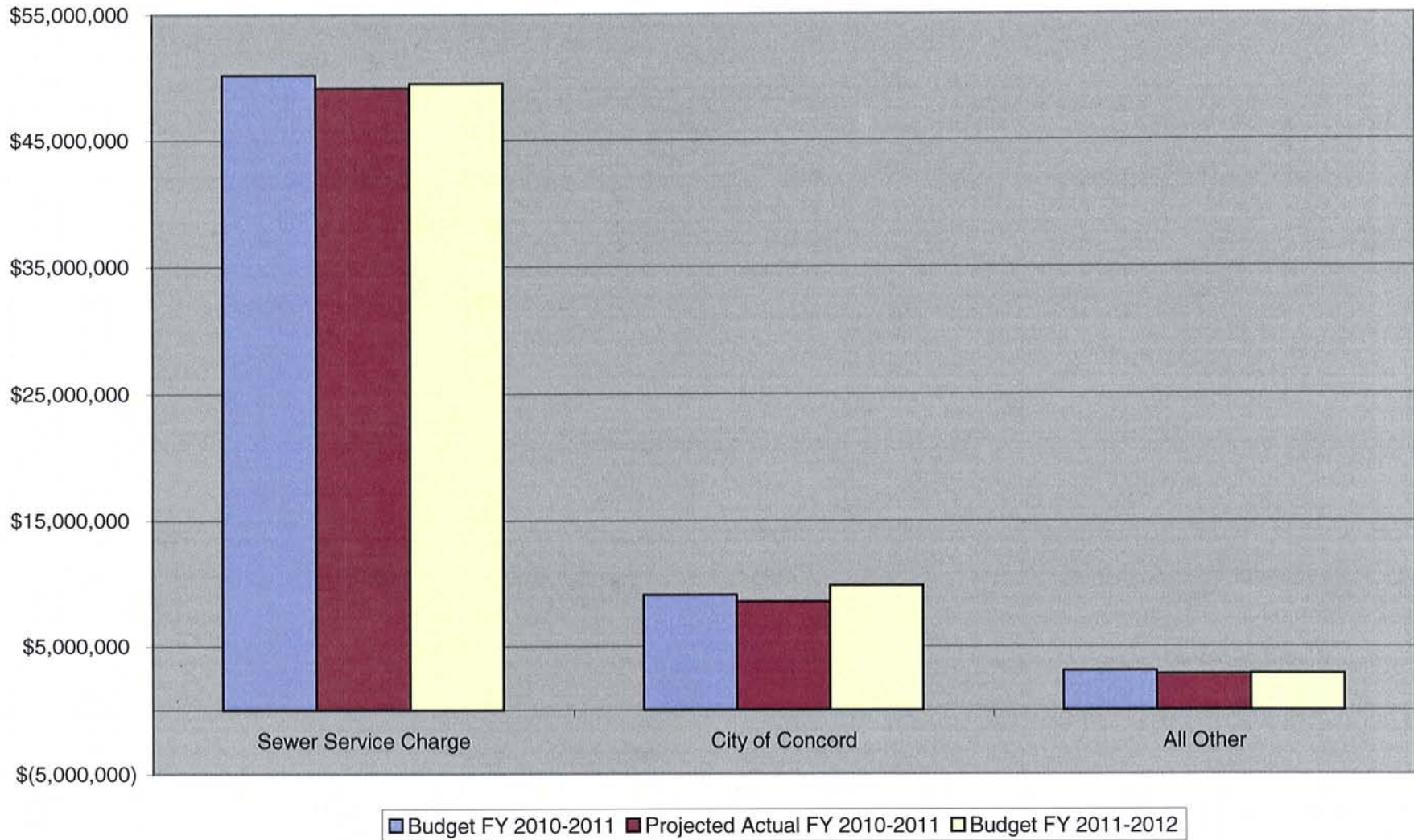
**CENTRAL CONTRA COSTA SANITARY DISTRICT
O & M REVENUES, EXPENSES AND RESERVES
FISCAL YEARS 2005-2006 THROUGH 2011-2012**

	<u>FY 2005-2006</u> <u>Actual</u>	<u>FY 2006-2007</u> <u>Actual</u>	<u>FY 2007-2008</u> <u>Actual</u>	<u>FY 2008-2009</u> <u>Actual</u>	<u>FY 2009-2010</u> <u>Actual</u>	<u>FY 2010-2011</u> <u>Projected</u>	<u>FY 2010-2011</u> <u>Budget</u>	<u>FY 2011-2012</u> <u>Budget</u>
Revenues:								
Sewer Service Charge	37,781,774	35,057,668	40,207,157	43,087,454	48,692,520	49,141,000	50,143,000	49,484,600
City of Concord	7,383,011	9,043,215	8,206,860	8,755,857	8,664,668	8,560,000	9,100,000	9,852,000
Other	3,262,162	3,862,690	3,722,807	3,414,478	2,899,485	2,823,007	3,083,300	2,862,105
Total Revenues	<u>48,426,947</u>	<u>47,963,573</u>	<u>52,136,824</u>	<u>55,257,789</u>	<u>60,256,673</u>	<u>60,524,007</u>	<u>62,326,300</u>	<u>62,198,705</u>
Expenses:								
Administrative	10,124,556	14,742,224	15,828,966	16,304,462	16,468,495	18,635,406	19,603,260	20,931,190
Engineering	6,405,545	5,472,707	6,332,834	6,834,323	6,898,357	6,765,061	7,350,189	7,792,366
Collection System Operations	6,981,253	8,033,498	8,219,757	9,064,672	8,949,125	8,951,535	9,786,544	9,926,740
Plant Operations	19,858,259	21,438,368	22,054,206	22,927,971	21,467,827	22,183,706	23,169,314	24,752,505
Pumping Stations	2,160,534	2,299,234	2,685,703	2,752,950	2,773,800	3,033,629	3,056,414	3,137,859
Total Net Expenses (1)	<u>45,530,147</u>	<u>51,986,031</u>	<u>55,121,466</u>	<u>57,884,378</u>	<u>56,557,604</u>	<u>59,569,337</u>	<u>62,965,721</u>	<u>66,540,660</u>
Revenues Over (Under) Expenses	2,896,800	(4,022,458)	(2,984,642)	(2,626,589)	3,699,069	954,670	(639,421)	(4,341,955)
Fund Balance - Beginning of Year	10,893,405	13,790,205	9,767,747	6,783,105	4,156,516	7,855,585		8,810,255
Revenues Over (Under) Expenses	2,896,800	(4,022,458)	(2,984,642)	(2,626,589)	3,699,069	954,670		(4,341,955)
Fund Balance - End of Year	<u>13,790,205</u>	<u>9,767,747</u>	<u>6,783,105</u>	<u>4,156,516</u>	<u>7,855,585</u>	<u>8,810,255</u>		<u>4,468,300</u>
Sewer Service Charge Rate - O&M	234	213	242	260	292	300		302
Sewer Service Charge Rate - Capital/Debt	46	76	58	51	19	11		39
Sewer Service Equivalent Units	161,461	164,590	166,145	165,721	166,755	163,803		163,856
(2) Informational - Sewer Construction Fund SSC	7,427,941	12,510,403	9,634,364	8,452,563	3,164,091	1,801,837		6,534,000

Notes: (1) Net Expenses include Operating and Maintenance expenses only and do not include any capital salaries or benefits.

(2) Actual Revenue through FY 2009-2010. Equivalent units multiplied by the capital component of the SSC rate in FY 2010-2011.

Operations and Maintenance Revenue
FY 2010-11 Budget, FY 2010-11 Projected and FY 2011-12 Budget



O&M REVENUE

PROJECTED FY 2010-2011 ACTUAL COMPARED TO BUDGET FY 2011-2012

	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
Sewer Service Charge	\$ 49,141,000	49,484,600	343,600	0.70%	Increase in FY 2011-2012 due to a \$2 increase in rate and small number of new connections.
City of Concord	8,560,000	9,852,000	1,292,000	15.09%	Concord pays their portion of O&M costs based on their flow percentage into the plant. FY 2011-2012 POD expenses are higher and so is Concord's share of the costs. Also note, that the FY 2010-2011 Concord revenue is significantly lower than the FY 2011-2012 budget due to lower FY 2010-2011 POD expenses.
Rental Income	583,000	603,000	20,000	3.43%	Higher income from a one-time charge to County Quarry for material storage.
HHW Reimbursement	798,007	769,805	(28,202)	-3.53%	Partner agency contribution will be lower for FY 2011-2012 as San Ramon is not expected to remain as a contract agency.
Stormwater Program	210,000	210,000	-	0.00%	No variance.
Reclaimed Water Sales	240,000	240,000	-	0.00%	No variance.
All Other	992,000	1,039,300	47,300	4.77%	A modest increase is expected as some rates will increase by 2% for CPI and a slight growth in revenue is expected as the economy slowly recovers.
Total	\$ 60,524,007	62,198,705	1,674,698	2.77%	

BUDGET FY 2010-2011 COMPARED TO BUDGET FY 2011-2012

	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
Sewer Service Charge	50,143,000	49,484,600	(658,400)	-1.31%	Decrease mainly due to commercial accounts expected to be lower than normal in FY 2011-2012 due to the poor economy and failing businesses.
City of Concord	9,100,000	9,852,000	752,000	8.26%	Concord pays their portion of O&M costs based on their flow percentage into the plant. FY 2011-2012 POD expenses are higher and so is Concord's share of the costs. Note: The FY 2010-2011 Budget is \$540,000 more than Projected FY 2010-2011 Concord revenue due to FY 2010-2011 expense savings.
Rental Income	641,000	603,000	(38,000)	-5.93%	Lower Kiewit income/profit expected.
HHW Reimbursement	817,000	769,805	(47,195)	-5.78%	Partner agency contribution will be lower for FY 2011-2012 as San Ramon is not expected to remain as a contract agency.
Stormwater Program	200,000	210,000	10,000	5.00%	A slight increase based on billable hours for FY 2010-2011.
Reclaimed Water Sales	240,000	240,000	-	0.00%	No variance.
All Other	1,185,300	1,039,300	(146,000)	-12.32%	Permit writing, septic dumping, and side sewer inspection accounts are lower as the activity level has dropped due to the economy.
Total	62,326,300	62,198,705	(127,595)	-0.20%	

Projected FY 2010-2011 to Budget FY 2010-2011 \$ (1,802,293) Unfavorable

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY ANALYSIS - DISTRICT REVENUE
 FISCAL YEAR 2011-2012

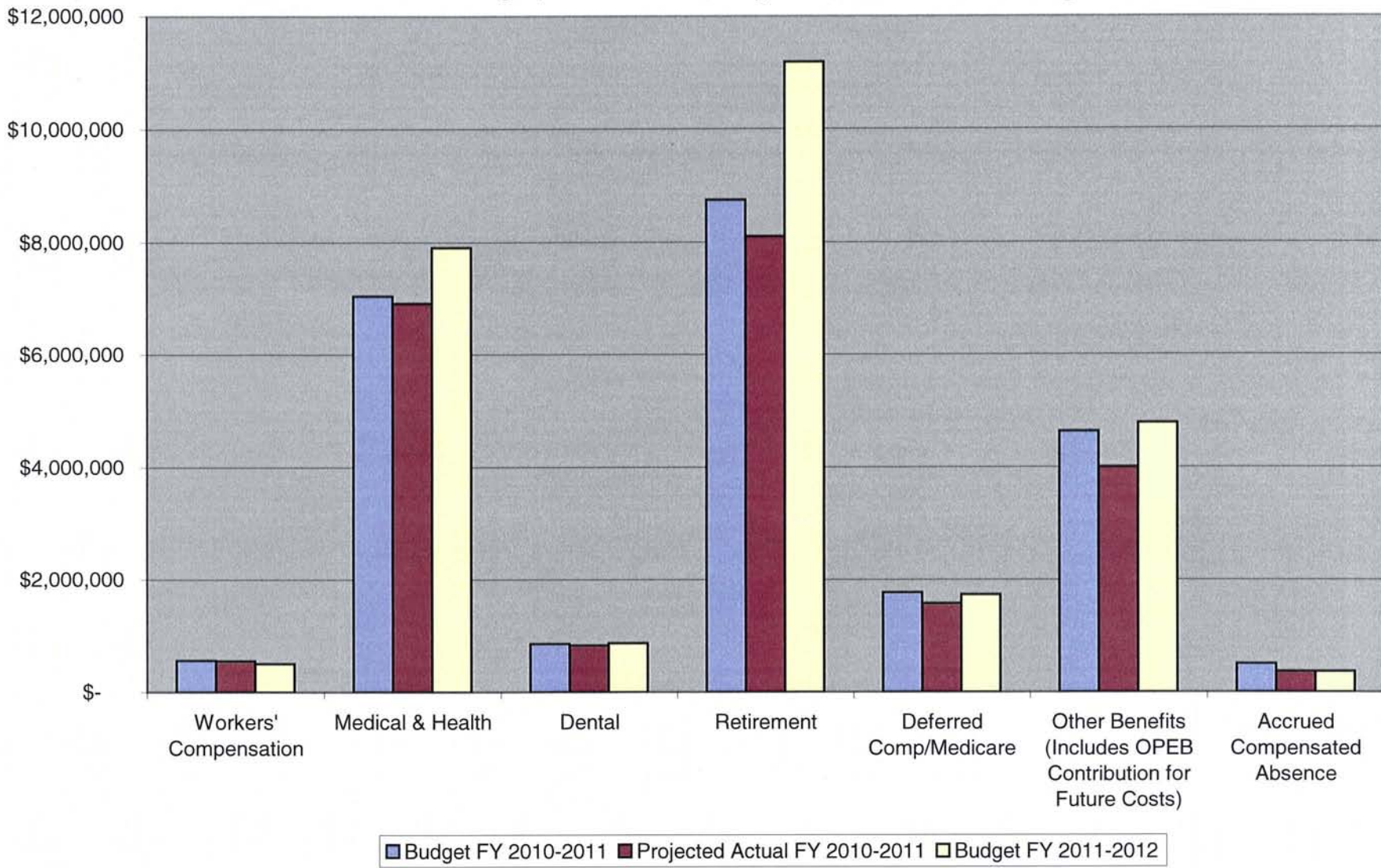
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGETED 2010-11	PROJECTED ACTUAL 10-11	11-12 BUDGET FINAL PASS	BUDGET 11-12 TO EST 10-11 VARIANCE	PERCENT VARIANCE	BUDGET 11-12 TO BUDGET 10-11 VARIANCE	PERCENT VARIANCE
RUNNING EXPENSE								
001-0000-300.10-00	PERMIT/APPLICATION FEES	200,000	160,000	169,000	9,000	5.63	31,000-	15.50-
001-0000-300.17-00	SEPTIC TANK DUMPING	80,000	58,000	73,000	15,000	25.86	7,000-	8.75-
001-0000-300.19-00	OVERTIME INSPECTION	13,000	12,000	13,000	1,000	8.33	0	.00
001-0000-300.20-00	SIDE SEWER INSPECTION	435,000	368,000	375,000	7,000	1.90	60,000-	13.79-
001-0000-300.22-00	SEWER SVC CHARGE-COUNTER	139,000	95,000	100,700	5,700	6.00	38,300-	27.55-
001-0000-300.23-00	SEWER SVC CHRГ-COUNTY	49,245,000	48,300,000	48,569,200	269,200	.56	675,800-	1.37-
001-0000-300.24-00	SEWER SVC CHRГ-DIRECT	788,000	826,000	841,300	15,300	1.85	53,300	6.76
001-0000-300.25-00	SEWER SVC CHRГ-PRIOR YEAR	29,000-	80,000-	26,600-	53,400	66.75-	2,400	8.28-
001-0000-300.26-00	SERVICE CHARGES-CONCORD	9,100,000	8,560,000	9,852,000	1,292,000	15.09	752,000	8.26
001-0000-300.27-00	SALES	2,000	2,000	2,000	0	.00	0	.00
001-0000-300.29-00	OTHER SERVICE CHARGES	151,300	130,000	145,000	15,000	11.54	6,300-	4.16-
001-0000-300.30-00	INDUSTRIAL PERMIT FEES	107,000	103,000	105,000	2,000	1.94	2,000-	1.87-
001-0000-300.32-00	NEW INDUSTRY PERMIT FEES	8,000	6,000	8,000	2,000	33.33	0	.00
001-0000-300.33-00	POLLUTION PREVENTION	0	0	0	0	.00	0	.00
001-0000-300.33-01	MVSD P2 PROGRAM	19,000	19,000	22,000	3,000	15.79	3,000	15.79
001-0000-300.35-00	LEASE RENTAL INCOME	641,000	583,000	603,000	20,000	3.43	38,000-	5.93-
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	240,000	240,000	240,000	0	.00	0	.00
001-0000-300.43-00	ANNEXATION CHARGES	14,000	15,000	15,300	300	2.00	1,300	9.29
001-0000-300.45-00	INTEREST INCOME	152,000	105,000	108,000	3,000	2.86	44,000-	28.95-
001-0000-300.46-00	TAX REVENUE	0	0	0	0	.00	0	.00
001-0000-300.55-00	STORMWATER PROGRAM	200,000	210,000	210,000	0	.00	10,000	5.00
001-0000-300.56-00	HOUSE HAZARD WASTE REIMB	817,000	798,007	769,805	28,202-	3.53-	47,195-	5.78-
001-0000-300.60-00	MISCELLANEOUS INCOME	0	10,000	0	10,000-	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
* -----		62,326,300	60,524,007	62,198,705	1,674,698	2.77	127,595-	.20-
** RUNNING EXPENSE		62,326,300	60,524,007	62,198,705	1,674,698	2.77	127,595-	.20-
-----		62,326,300	60,524,007	62,198,705	1,674,698	2.77	127,595-	.20-

**CENTRAL CONTRA COSTA SANITARY DISTRICT
FY 2011-2012 OPERATIONS AND MAINTENANCE BUDGET
DISTRICT SALARIES AND BENEFITS**

	TOTAL DISTRICT			OPERATIONS & MAINTENANCE			SEWER CONSTRUCTION		
	FY 2010-2011 Budget	FY 2011-2012 Budget	Variance Favorable/ (Unfavorable)	FY 2010-2011 Budget	FY 2011-2012 Budget	Variance Favorable/ (Unfavorable)	FY 2010-2011 Budget	FY 2011-2012 Budget	Variance Favorable/ (Unfavorable)
SALARIES	\$ 27,447,646	27,839,480	(391,834)	24,378,317	24,526,123	(147,806)	3,069,329	3,313,357	(244,028)
Salary Vacancy	(792,000)	(1,070,000)	278,000	(705,000)	(946,000)	241,000	(87,000)	(124,000)	37,000
OVERTIME	1,080,840	1,142,946	(62,106)	939,874	959,028	(19,154)	140,966	183,918	(42,952)
STANDBY	224,498	226,498	(2,000)	224,498	226,498	(2,000)	-	-	-
BENEFITS (A)	26,029,899	29,732,282	(3,702,383)	24,107,293	27,324,029	(3,216,736)	1,922,606	2,408,253	(485,647)
Benefit Vacancy	(965,000)	(1,040,000)	75,000	(965,000)	(1,040,000)	75,000	-	-	-
CAP. ADMIN. O/H	-	-	-	(3,654,256)	(3,778,069)	123,813	3,654,256	3,778,069	(123,813)
TOTAL	\$ 53,025,883	56,831,206	(3,805,323)	44,325,726	47,271,609	(2,945,883)	8,700,157	9,559,597	(859,440)

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

**Operations & Maintenance Benefits (w/o vacancy factor)
 FY 2010-2011 Budget, FY 2010-2011 Projected, FY 2011-2012 Budget**



Total District Salaries, Benefits, and Capitalized Administrative Overhead Expense

PROJECTED FY 2010-2011 ACTUAL COMPARED TO BUDGET FY 2011-2012					
	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
O&M Salaries	\$ 23,491,682	24,765,649	(1,273,967)	-5.42%	Increases due to cost-of-living increases, merit increases, personal advancements and filling of vacant positions. There is one less full-time position in the FY 2011-2012 staffing plan; however, vacant positions are budgeted to be filled. FY 2011-2012 includes a 4% vacancy factor.
O&M Workers' Compensation	550,000	499,034	50,966	9.27%	In FY 2011-2012, the Experience Modification Factor based on actual claims dropped from 90% to 73%. This is offset by an assumed 8% rate increase; confirmed rate increases have not been received at this time.
O&M Medical & Health	6,910,000	7,903,688	(993,688)	-14.38%	FY 2011-2012 Kaiser rate increases are budgeted at 16% for active members and 6.08% for retirees; Kaiser rates are not yet finalized. HealthNet increases are 7.99% for active employees and 7.83% for retirees. The total number of covered employees and retirees increase each year as employees retire and new hires replace them.
O&M Dental	828,000	868,143	(40,143)	-4.85%	There was no FY 2011-2012 rate increase due to a 2-year locked in rate from FY 2010-2011. As with medical benefits, the total number of covered employees and retirees increase each year as employees retire and new hires replace them.
O&M Retirement	8,100,000	11,183,955	(3,083,955)	-38.07%	The large increase is mainly due to the CCCERA de-pooling impact (6.12%) and rate increase for normal costs and 2008 market losses smoothed forward 5 years (3.05%) applied to a higher salary amount. The total rate increase is 9.17% applied to salary.
O&M Deferred Comp/Medicare	1,574,000	1,731,633	(157,633)	-10.01%	The increase is due to higher salaries that drive this benefit cost, and increased number of employees subject to Medicare as employees hired prior to May 1, 1985, who are not subject to Medicare, retire.
O&M Other Benefits	281,000	270,376	10,624	3.78%	There are rate decreases in Life Insurance and LTD due to contracting with a new insurance carrier. Also, unemployment claims are expected to be \$25,000 in FY 2010-2011 compared to a budget of \$30,000 in both FY 2010-2011 and FY 2011-2012.
OPEB Contribution (Future contribution only - Does not include retiree healthcare premiums)	3,721,664	4,507,200	(785,536)	-21.11%	This amount represents the future payment into the PARS trust for Retiree healthcare. The total annual required contribution (ARC) including retiree medical, dental and life insurance premiums was \$7.0 million in FY 2010-2011 and is \$8.3 million in FY 2011-2012. The increase of \$1.3 million is partially allocated to future trust contributions; the remainder is due to higher retiree healthcare in FY 2011-2012 due to more retirees and medical premium increases.
O&M Accrued Compensated Absence	360,000	360,000	-	0.00%	No change in assumption.
O&M Benefit Vacancy Factor	-	(1,040,000)	1,040,000	---	4% of budgeted benefits
O&M Capitalized Administrative Overhead Credit	(3,548,579)	(3,778,069)	229,490	6.47%	The Capitalized Administrative Overhead is 117% of salary in FY 2010-2011 and 112% of salary in FY 2011-2012; however, the 112% is applied to capital salaries in FY 2011-2012 which increased due to COLA and merit increases, causing a larger expense credit in O&M.
*CAPITAL SALARY AND BENEFITS	8,235,052	9,559,597	(1,324,545)	-16.08%	Increased dollar value of capital salaries (due to COLA and merit increases) and employee benefit rate increases, mainly in retirement and medical.
Total O&M and Capital	\$ 50,502,819	56,831,206	(6,328,387)	-12.53%	

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

Total O&M Benefits & Cap. Admin Overhead	18,776,085	22,505,960	(3,729,875)	-19.87%
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Ties to District Expense "Benefits less Cap O/H" expense category, and yellow highlighted cells above

BUDGET FY 2010-2011 COMPARED TO BUDGET FY 2011-2012					
	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
O&M Salaries	24,837,689	24,765,649	72,040	0.29%	Savings due to fewer positions being budgeted in FY 2011-2012 and increasing the vacancy factor from 3% to 4%, partially offset by normal increases for COLA, merit and personnel advancements.
O&M Workers' Compensation	559,913	499,034	60,879	10.87%	In FY 2011-2012, the Experience Modification Factor based on actual claims dropped from 90% to 73%. This is offset by an assumed 8% rate increase; confirmed rate increases have not been received at this time.
O&M Medical & Health	7,042,183	7,903,688	(861,505)	-12.23%	In FY 2011-2012 Kaiser rate increases are budgeted at 16% for active members and 6.08% for retirees; Kaiser rates are not yet finalized. HealthNet increases are 7.99% for active employees and 7.83% for retirees. The total number of covered employees and retirees increase each year as employees retire and new hires replace them.
O&M Dental	855,142	868,143	(13,001)	-1.52%	There was no FY 2011-2012 rate increase due to a 2-year locked in rate from FY 2010-2011. As with medical benefits, the total number of covered employees and retirees increase each year as employees retire and new hires replace them.
O&M Retirement	8,754,214	11,183,955	(2,429,741)	-27.76%	The large increase is mainly due to the CCCERA de-pooling impact (6.12%) and rate increase for normal costs and 2008 market losses smoothed forward 5 years (3.05%) applied to a higher salary amount. The total rate increase is 9.17% applied to salary.
O&M Deferred Comp/Medicare	1,764,233	1,731,633	32,600	1.85%	Not a significant variance.
O&M Other Benefits	306,608	270,376	36,232	11.82%	There are rate decreases in Life Insurance and LTD due to contracting with a new insurance carrier. Unemployment claims are budgeted at \$30,000 in both FY 2010-2011 and FY 2011-2012.
OPEB Contribution (Future contribution only - Does not include retiree healthcare premiums)	4,325,000	4,507,200	(182,200)	-4.21%	This amount represents the future payment into the PARS trust for retiree healthcare. The total annual required contribution (ARC) including retiree medical, dental and life insurance premiums was budgeted at \$7.5 million in FY 2010-2011 and is \$8.3 million in FY 2011-2012. The variance in this category is smaller than what was explained in the first table due to the additional \$500,000 budgeted in total in FY 2010-2011.
O&M Accrued Compensated Absence	500,000	360,000	140,000	28.00%	The FY 2011-2012 decrease in budget is based on current trend of retirements of Tier 1 employees. Staff assumes that the value of sick leave accruals will reduce significantly (85% of value for Tier 1, max of 0 - 40% of value depending on years of service for Tiers 2&3).
O&M Benefit Vacancy Factor	(965,000)	(1,040,000)	75,000	-7.77%	4% of budgeted benefits
O&M Capitalized Administrative Overhead Credit	(3,654,256)	(3,778,069)	123,813	3.39%	The Capitalized Administrative Overhead is 117% of salary in FY 2010-2011 and 112% of salary in FY 2011-2012; however, the 112% is applied to capital salaries in FY 2011-2012 which increased due to COLA and merit increases, causing a larger expense credit in O&M.
*CAPITAL SALARY AND BENEFITS	8,700,157	9,559,597	(859,440)	-9.88%	Increased dollar value of capital salaries (due to COLA and merit increases) and employee benefit rate increases, mainly in retirement and medical.
Total O&M and Capital	\$ 53,025,883	56,831,206	(3,805,323)	-7.18%	

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

Total O&M Benefits & Cap. Admin Overhead	19,488,037	22,505,960	(3,017,923)	-15.49%
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Ties to District Expense "Benefits less Cap O/H" expense category, and yellow highlighted cells above

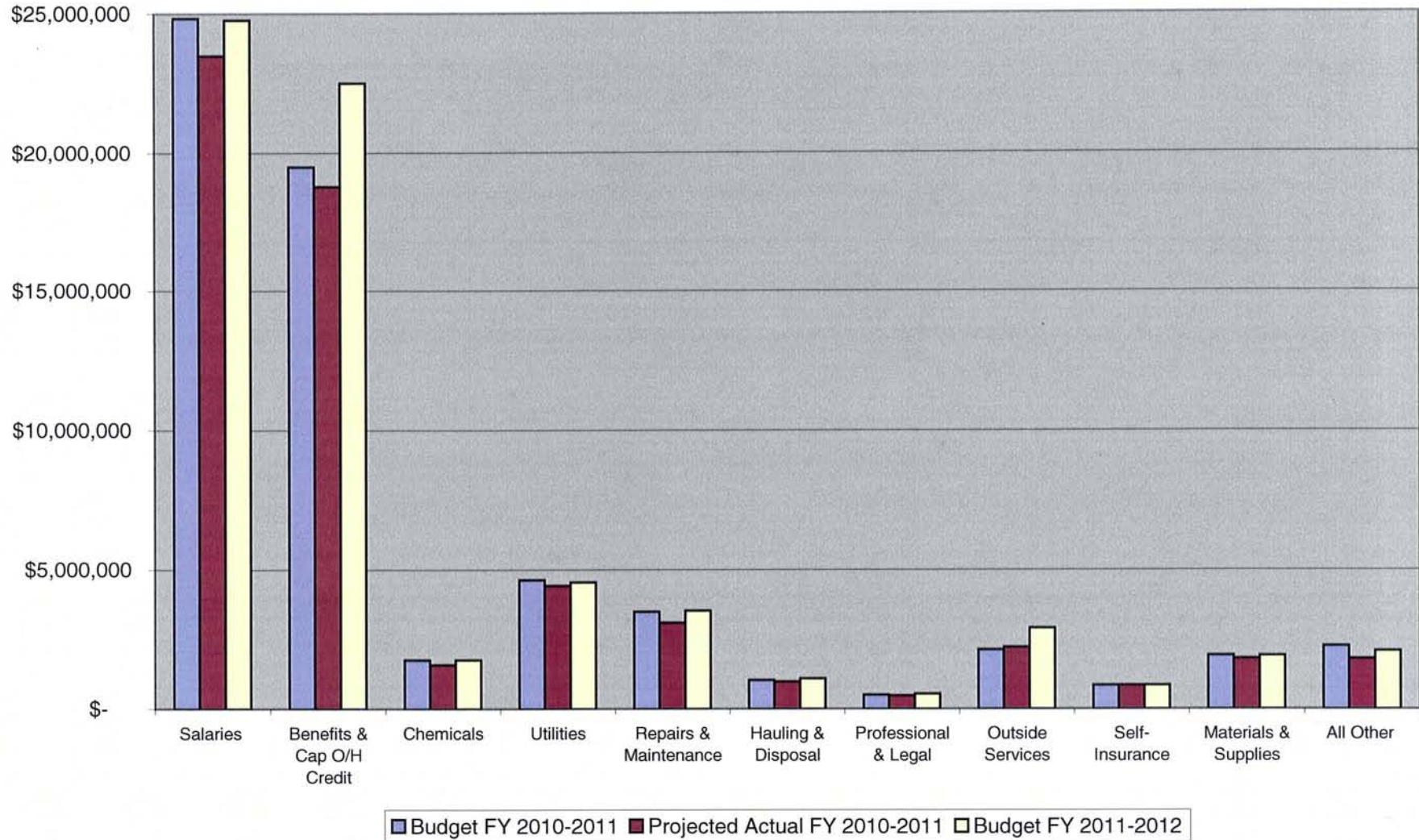
CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 R/E & S/C SALARIES & BENEFITS
 FISCAL YEAR 2011-2012

ACCOUNT DESCRIPTION	BUDGETED 2010-2011	Y-T-D		11-12 BUDGET TO EST 10-11 FINAL PASS	BUDGET 11-12 TO EST 10-11 VARIANCE	PERCENT VARIANCE	BUDGET 11-12 TO BUDGET 10-11 VARIANCE	PERCENT VARIANCE
		ACTUAL EXPENDED	PROJECTED ACTUAL 10-11					
*** RUNNING EXPENSE	44,325,726	32,646,544	42,267,767	47,271,609	5,003,842-	11.84-	2,945,883-	6.65-
* SALARIES & WAGES-MGMT.	2,089,405	1,365,510	1,778,286	2,127,342	349,056-	19.63-	37,937-	1.82-
* SALARIES & WAGES-NON MGMT	21,688,912	15,074,222	20,060,224	21,798,781	1,738,557-	8.67-	109,869-	.51-
* COMP ABS-ACCRUAL PAYMENTS	600,000	436,995	619,651	600,000	19,651	3.17	0	.00
* OVERTIME	939,874	589,826	809,023	959,028	150,005-	18.54-	19,154-	2.04-
* STANDBY PAID	224,498	168,553	224,498	226,498	2,000-	.89-	2,000-	.89-
* SALARY VACANCY	705,000-	0	0	946,000-	946,000	.00	241,000	34.18-
** SALARIES & WAGES	24,837,689	17,635,106	23,491,682	24,765,649	1,273,967-	5.42-	72,040	.29
* WORKERS' COMPENSATION INS	559,913	423,349	550,000	499,034	50,966	9.27	60,879	10.87
* STATE UNEMPLOYMENT INSUR	30,000	12,156	25,000	30,000	5,000-	20.00-	0	.00
* FEDERAL MEDICARE TAX	300,095	208,588	274,000	318,949	44,949-	16.40-	18,854-	6.28-
* MEDICAL & HEALTH INSUR	7,042,183	5,175,016	6,910,000	7,903,688	993,688-	14.38-	861,505-	12.23-
* RETIREMENT CONTRIBUTION	8,754,214	6,092,562	8,100,000	11,183,955	3,083,955-	38.07-	2,429,741-	27.76-
* DEFERRED COMP. CONTRIB	1,464,138	1,033,363	1,300,000	1,412,684	112,684-	8.67-	51,454	3.51
* DENTAL INSURANCE	855,142	621,745	828,000	868,143	40,143-	4.85-	13,001-	1.52-
* LONG-TERM DISABILITY INS	96,488	66,531	89,000	71,574	17,426	19.58	24,914	25.82
* LIFE INSURANCE	180,120	125,031	167,000	168,802	1,802-	1.08-	11,318	6.28
* ACCRUED COMPENSATED ABS	500,000	61,017-	360,000	360,000	0	.00	140,000	28.00
* BENEFIT VACANCY	965,000-	0	0	1,040,000-	1,040,000	.00	75,000	7.77-
* OPEB CONTRIBUTION	4,325,000	3,801,364	3,721,664	4,507,200	785,536-	21.11-	182,200-	4.21-
* CAPITALIZED ADM OVERHEAD	3,654,256-	2,487,250-	3,548,579-	3,778,069-	229,490	6.47-	123,813	3.39-
** EMPLOYEE BENEFITS	19,488,037	15,011,438	18,776,085	22,505,960	3,729,875-	19.87-	3,017,923-	15.49-

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 R/E & S/C SALARIES & BENEFITS
 FISCAL YEAR 2011-2012

ACCOUNT DESCRIPTION	BUDGETED	Y-T-D		BUDGET 11-12		PERCENT VARIANCE	BUDGET 11-12 TO		PERCENT VARIANCE
	2010-2011	ACTUAL EXPENDED	PROJECTED ACTUAL 10-11	11-12 BUDGET FINAL	TO EST 10-11 VARIANCE		BUDGET 10-11 VARIANCE	BUDGET 10-11 VARIANCE	
SEWER CONSTRUCTION									
* OVERTIME	0	0	0	0	0	.00	0	.00	
* CAPITALIZED SALARIES	3,069,329	1,979,513	2,896,267	3,313,357	417,090-	14.40-	244,028-	7.95-	
* OVERTIME	140,966	53,416	136,706	183,918	47,212-	34.54-	42,952-	30.47-	
* SALARY VACANCY	87,000-	0	0	124,000-	124,000	.00	37,000	42.53-	
** SALARIES & WAGES	3,123,295	2,032,929	3,032,973	3,373,275	340,302-	11.22-	249,980-	8.00-	
* WORKERS' COMPENSATION INS	29,777	19,670	29,000	28,249	751	2.59	1,528	5.13	
* FEDERAL MEDICARE TAX	37,802	26,890	38,000	44,539	6,539-	17.21-	6,737-	17.82-	
* MEDICAL & HEALTH INSUR	492,858	296,527	412,000	551,016	139,016-	33.74-	58,158-	11.80-	
* RETIREMENT CONTRIBUTION	1,094,077	678,316	937,000	1,510,295	573,295-	61.18-	416,218-	38.04-	
* DEFERRED COMP. CONTRIB	180,788	111,618	160,000	186,303	26,303-	16.44-	5,515-	3.05-	
* DENTAL INSURANCE	60,471	37,742	52,000	62,925	10,925-	21.01-	2,454-	4.06-	
* LONG-TERM DISABILITY INS	11,647	8,938	12,400	9,595	2,805	22.62	2,052	17.62	
* LIFE INSURANCE	15,186	9,721	13,100	15,331	2,231-	17.03-	145-	.95-	
* CAPITALIZED ADM OVERHEAD	3,654,256	2,487,250	3,548,579	3,778,069	229,490-	6.47-	123,813-	3.39-	
** EMPLOYEE BENEFITS	5,576,862	3,676,672	5,202,079	6,186,322	984,243-	18.92-	609,460-	10.93-	
*** SEWER CONSTRUCTION	8,700,157	5,709,601	8,235,052	9,559,597	1,324,545-	16.08-	859,440-	9.88-	
	53,025,883	38,356,145	50,502,819	56,831,206	6,328,387-	12.53-	3,805,323-	7.18-	

**Operations and Maintenance Expense
FY 2010-11 Budget, FY 2010-11 Projected and FY 2011-12 Budget**



TOTAL DISTRICT O&M EXPENSE

PROJECTED FY 2010-2011 ACTUAL COMPARED TO BUDGET FY 2011-2012

	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
Salaries	\$ 23,491,682	\$ 24,765,649	(1,273,967)	-5.42%	Increase due to cost of living increases, merit increases, personnel advancements and filling vacant positions. Total authorized positions decreased by one in the staffing plan; however, vacant positions are budgeted to be filled.
Benefits & Cap O/H Credit	18,776,085	22,505,960	(3,729,875)	-19.87%	See Salary & Benefit Tab.
Chemicals	1,597,000	1,771,000	(174,000)	-10.90%	Increase due to higher cost of hydrogen sulfide treatment in CSO (\$100,000). In POD, hypochlorite cost increased by 3.5%, hydrogen peroxide increased by 4.6%, boiler chemicals increased by 4%, polymer cost increase by 11.3%, lime cost increased by 9.3%. Increases are due to higher energy costs to manufacture chemicals and higher fuel costs for delivery. Optimization of chemicals has minimized impact to the budget.
Utilities	4,429,039	4,542,600	(113,561)	-2.56%	Locked in 85% of the natural gas pricing for FY 2011-2012. Spot market prices experiencing some increase in response to natural disaster in Japan, and anticipated increases are included.
Repairs & Maintenance	3,099,372	3,528,761	(429,389)	-13.85%	Two rotating assemblies for the centrifuges will be repaired in FY 2011-2012 and only one needed to be repaired in FY 2010-2011 (\$125,000 each). Two hearths in the furnace show some movement which may cause increase cost to repair refractory (\$50,000). Increase due to 2010-11 budget under spent in outside vehicle/equipment repairs, and outside repairs and maintenance. Higher maintenance and support contracts in Admin.
Hauling & Disposal	983,714	1,088,250	(104,536)	-10.63%	Ash hauling increase of 8.32% partially offset by off-site location for storage during wet weather. Higher fuel surcharge anticipated to be \$18,000 for FY 2011-2012.
Professional & Legal	469,660	540,660	(71,000)	-15.12%	Increase mainly due to higher HR legal services in FY 2011-2012 for upcoming labor negotiations, NPDES permit renewal, Title V permit renewal, and ongoing litigation with NACWA on Section 129 Clean Air Act regulations. Some FY 2010-2011 budgeted services not spent.
Outside Services	2,229,575	2,917,700	(688,125)	-30.86%	Succession planning requires the update of Standard Operating Procedures (\$150,000) and training program video (\$250,000), process control system standardization (\$100,000), Suisun Bay Monitoring Program Support (\$90,000), and annual source testing for compliance with 129 (\$50,000), technical assistance for shift schedules (\$50,000). In Admin, higher FY 2011-2012 technical services for HR consultant, Risk & Safety security and haz mat, and IT virus subscription and consultant services not utilized in FY 2010-2011.
Self-Insurance	850,000	850,000	-	0.00%	No variance.
Materials & Supplies	1,826,705	1,925,745	(99,040)	-5.42%	Consumables anticipated to be higher for lab (\$15,000), electrical shop (\$5,000), instrumentation shop (\$10,000), mechanical shop (\$5,000), machine shop (\$5,000), and operations (\$6,000). Higher Central Services office equipment/shelving in FY 2011-2012 and supplies under spent in FY 2010-2011.
All Other	1,816,505	2,104,335	(287,830)	-15.85%	Permit fees continue to increase annually, Bay Area Air Quality Management District has an across the board 10% increase, State Water Board increase (\$40,000), and some deferred conference attendance. Increase due to higher public information, professional expense reimbursement, and lower than budgeted technical training in FY 2010-2011, offset by no election expense in FY 2011-2012.
Total	\$ 59,569,337	66,540,660	(6,971,323)	-11.70%	

BUDGET FY 2010-2011 COMPARED TO BUDGET FY 2011-2012

	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
Salaries	24,837,689	24,765,649	72,040	0.29%	Savings due to fewer positions being budgeted in FY 2011-2012 and increasing the vacancy factor from 3% to 4%, partially offset by normal increases for COLA, merit and personnel advancements.
Benefits & Cap O/H Credit	19,488,037	22,505,960	(3,017,923)	-15.49%	See Salary & Benefit Tab.
Chemicals	1,771,000	1,771,000	-	0.00%	No variance.
Utilities	4,630,000	4,542,600	87,400	1.89%	Locked in 85% of the natural gas pricing at a very reasonable rate.
Repairs & Maintenance	3,494,786	3,528,761	(33,975)	-0.97%	Increase due to higher IT outside repairs & maintenance, IT timing of maintenance & support contracts, and real property repairs in FY 2011-2012.
Hauling & Disposal	1,033,461	1,088,250	(54,789)	-5.30%	Increase due to spoils removal/soil hauling budgeted in FY 2011-2012 but not in FY 2010-2011 while CSO at Martinez site.
Professional & Legal	500,160	540,660	(40,500)	-8.10%	Increase mainly due to higher HR legal services in FY 2011-2012 for upcoming labor negotiations, NPDES permit renewal, Title V permit renewal, and ongoing litigation with NACWA on Section 129 Clean Air Act regulations.
Outside Services	2,139,600	2,917,700	(778,100)	-36.37%	Succession planning requires the update of Standard Operating Procedures (\$150,000) and training program video (\$250,000), process control system standardization (\$100,000), Suisun Bay Monitoring Program Support (\$90,000), and annual source testing for compliance with 129 (\$50,000), technical assistance for shift schedules (\$50,000).
Self-Insurance	850,000	850,000	-	0.00%	No Variance.
Materials & Supplies	1,939,725	1,925,745	13,980	0.72%	Anticipating lower operating supply expenses in CSO/PS which offsets some other small increases in other departments.
All Other	2,281,263	2,104,335	176,928	7.76%	No election expense and decreased rodder/hydro equipment rental in FY 2011-2012, offset by additional public information and permit fee increases.
Total	\$ 62,965,721	66,540,660	(3,574,939)	-5.68%	

Projected FY 2010-2011 to Budget FY 2010-2011 \$ 3,396,384 Favorable

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DISTRICT EXPENSES
 FISCAL YEAR 2011-2012

ACCOUNT DESCRIPTION	BUDGETED	PROJECTED	FINAL	BUDGET 11-12	PERCENT	BUDGET 11-12 TO	PERCENT
	2010-2011	2010-2011	BUDGETED	TO ACT 10-11		BUDGET 10-11	
* SALARIES & WAGES	24,837,689	23,491,682	24,765,649	1,273,967-	5.42-	72,040	.29
* EMPLOYEE BENEFITS	19,488,037	18,776,085	22,505,960	3,729,875-	19.87-	3,017,923-	15.49-
* DIRECTOR FEES & EXPENSES	109,595	88,595	232,017	143,422-	161.88-	122,422-	111.70-
* CHEMICALS	1,771,000	1,597,000	1,771,000	174,000-	10.90-	0	.00
* UTILITIES	4,630,000	4,429,039	4,542,600	113,561-	2.56-	87,400	1.89
* REPAIRS & MAINTENANCE	3,494,786	3,099,372	3,528,761	429,389-	13.85-	33,975-	.97-
* HAULING & DISPOSAL	1,033,461	983,714	1,088,250	104,536-	10.63-	54,789-	5.30-
* PROFESSIONAL & LEGAL SERV	500,160	469,660	540,660	71,000-	15.12-	40,500-	8.10-
* OUTSIDE SERVICES	2,139,600	2,229,575	2,917,700	688,125-	30.86-	778,100-	36.37-
* SELF-INSURANCE EXPENSE	850,000	850,000	850,000	0	.00	0	.00
* MATERIALS & SUPPLIES	1,939,725	1,826,705	1,925,745	99,040-	5.42-	13,980	.72
* OTHER EXPENSES	2,171,668	1,727,910	1,872,318	144,408-	8.36-	299,350	13.78
	62,965,721	59,569,337	66,540,660	6,971,323-	11.70-	3,574,939-	5.68-

ACCOUNT DESCRIPTION	BUDGET 2010-2011	PROJECTED 2010-2011 ACTUAL	FINAL BUDGETED 2011-2012	BUDGET 11-12 TO ACTUAL 10-11 VARIANCE
* SALARIES & WAGES-MGMNT.	2,089,405	1,778,286	2,127,342	349,056-
* SALARIES & WAGES-NON MGMT	21,688,912	20,060,224	21,798,781	1,738,557-
* COMP ABS-ACCRUAL PAYMENTS	600,000	619,651	600,000	19,651
* OVERTIME	939,874	809,023	959,028	150,005-
* STANDBY PAID	224,498	224,498	226,498	2,000-
* SALARY VACANCY	705,000-	0	946,000-	946,000
** SALARIES & WAGES	24,837,689	23,491,682	24,765,649	1,273,967-
* WORKERS' COMPENSATION INS	559,913	550,000	499,034	50,966
* STATE UNEMPLOYMENT INSUR	30,000	25,000	30,000	5,000-
* FEDERAL MEDICARE TAX	300,095	274,000	318,949	44,949-
* MEDICAL & HEALTH INSUR	7,042,183	6,910,000	7,903,688	993,688-
* RETIREMENT CONTRIBUTION	8,754,214	8,100,000	11,183,955	3,083,955-
* DEFERRED COMP. CONTRIB	1,464,138	1,300,000	1,412,684	112,684-
* DENTAL INSURANCE	855,142	828,000	868,143	40,143-
* LONG-TERM DISABILITY INS	96,488	89,000	71,574	17,426
* LIFE INSURANCE	180,120	167,000	168,802	1,802-
* ACCRUED COMPENSATED ABS	500,000	360,000	360,000	0
* BENEFIT VACANCY	965,000-	0	1,040,000-	1,040,000
* OPEB CONTRIBUTION	4,325,000	3,721,664	4,507,200	785,536-
* CAPITALIZED ADM OVERHEAD	3,654,256-	3,548,579-	3,778,069-	229,490
** EMPLOYEE BENEFITS	19,488,037	18,776,085	22,505,960	3,729,875-
* DIRECTOR MEETING FEES	63,595	63,595	63,595	0
* BOARD TRAINING AND CONF	46,000	25,000	46,000	21,000-
* BOARD HEALTH BENEFITS	0	0	122,422	122,422-
** DIRECTOR FEES & EXPENSES	109,595	88,595	232,017	143,422-
* LIME	226,000	226,000	227,000	1,000-
* POLYMER	450,000	450,000	497,000	47,000-
* BOILER CHEMICALS	54,000	54,000	56,000	2,000-
* OTHER CHEMICALS	615,000	499,000	600,000	101,000-
* HYPOCHLORITE	426,000	368,000	391,000	23,000-
** CHEMICALS	1,771,000	1,597,000	1,771,000	174,000-
* ELECTRICAL	869,000	884,500	934,500	50,000-
* NATURAL GAS	2,866,000	2,799,250	2,771,000	28,250
* LAND-FILL GAS	554,000	444,000	514,000	70,000-
* WATER	89,000	77,000	92,000	15,000-
* TELEPHONE	252,000	224,289	231,100	6,811-
** UTILITIES	4,630,000	4,429,039	4,542,600	113,561-
* OUTSIDE VEH/EQUIP REPAIR	126,750	69,750	121,250	51,500-
* VEHIC/EQUIP REPAIR MAINT	90,000	90,000	90,000	0
* GENERAL REPAIRS & MAINT	944,500	925,500	956,500	31,000-
* OUTSIDE REPAIRS & MAINT.	1,948,250	1,620,836	1,926,100	305,264-
* COMPUTER REPAIRS & MAINT	350,286	348,286	394,911	46,625-
* REAL PROPERTY REPAIRS	35,000	45,000	40,000	5,000
** REPAIRS & MAINTENANCE	3,494,786	3,099,372	3,528,761	429,389-
* ASH REMOVAL	147,000	132,000	159,000	27,000-
* SLUDGE REMOVAL	25,000	1,223	25,000	23,777-
* GRIT REMOVAL	82,000	75,000	80,000	5,000-

ACCOUNT DESCRIPTION	BUDGET 2010-2011	PROJECTED 2010-2011 ACTUAL	FINAL BUDGETED 2011-2012	BUDGET 11-12 TO ACTUAL 10-11 VARIANCE
* JANITORIAL & REFUSE REMOV	243,460	244,460	248,050	3,590-
* SPOILS REMOVAL	1	1	30,000	29,999-
* HAZARDOUS WASTE DISPOSAL	486,000	481,030	511,200	30,170-
* MOBILE COLLECTION-HHW	50,000	50,000	35,000	15,000
** HAULING & DISPOSAL	1,033,461	983,714	1,088,250	104,536-
* PROFESSIONAL SERVICES	145,060	117,060	117,560	500-
* LEGAL SERVICES-BOARD	62,000	62,000	62,000	0
* LEGAL SERVICES-STAFF	293,100	290,600	361,100	70,500-
** PROFESSIONAL & LEGAL SERV	500,160	469,660	540,660	71,000-
* OUTSIDE SAFETY SERVICES	111,000	89,500	121,000	31,500-
* TECHNICAL SERVICES	1,598,950	1,724,605	2,376,850	652,245-
* DATA PROCESSING SERVICES	400	400	400	0
* OTHER PUBLIC AGENCY SERV	334,050	322,370	318,250	4,120
* REPROGRAPHIC SERVICES	19,200	16,700	19,200	2,500-
* RECRUITMENT	76,000	76,000	82,000	6,000-
** OUTSIDE SERVICES	2,139,600	2,229,575	2,917,700	688,125-
* SELF-INSURANCE EXPENSE	850,000	850,000	850,000	0
** SELF-INSURANCE EXPENSE	850,000	850,000	850,000	0
* OFFICE EQUIPMENT/SUPPLIES	183,560	150,060	195,100	45,040-
* GASOLINE, OIL & FUEL	212,750	212,750	223,450	10,700-
* OPERATING SUPPLIES	1,239,450	1,185,650	1,185,700	50-
* OPERATING FUEL	58,000	18,000	58,000	40,000-
* LABORATORY SUPPLIES	133,000	151,000	148,000	3,000
* SAFETY SUPPLIES	112,965	109,245	115,495	6,250-
* INVENTORY OVER/SHORT	0	0	0	0
** MATERIALS & SUPPLIES	1,939,725	1,826,705	1,925,745	99,040-
* RENTS & LEASES	227,910	173,000	213,110	40,110-
* PUBLIC AGENCY FEES	333,687	336,696	406,735	70,039-
* PUBLIC INFORMATION	362,500	356,500	390,500	34,000-
* TUITION REIMBURSEMENT	31,250	20,250	46,750	26,500-
* TECH TRAIN, CONF & MEETS	311,025	280,325	313,625	33,300-
* CERTIFICATION & LICENSES	20,430	17,850	17,178	672
* CLAIMS	10,100	1,600	10,100	8,500-
* SUBSCRIPTION/PUBLICATION	33,573	30,788	34,148	3,360-
* MILEAGE REIMBURSEMENTS	6,880	5,795	6,040	245-
* PUBLIC NOTICES	4,950	4,950	4,950	0
* OUTSIDE ORGANIZATION FEES	268,700	262,800	286,900	24,100-
* EMPLOYEE MEMBERSHIPS	36,363	33,992	38,632	4,640-
* MISCELLANEOUS	32,800	24,712	32,350	7,638-
* ELECTION EXPENSE	450,000	162,219	0	162,219
* PROFESSIONAL EXP REIMB	41,500	16,433	71,300	54,867-
** OTHER EXPENSES	2,171,668	1,727,910	1,872,318	144,408-
	62,965,721	59,569,337	66,540,660	6,971,323-

ADMINISTRATION DEPARTMENT O&M EXPENSE

PROJECTED FY 2010-2011 ACTUAL COMPARED TO BUDGET FY 2011-2012

	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
Salaries	\$ 4,972,007	5,127,961	(155,954)	-3.14%	Increase due to cost of living, merit increases, and filling of vacant positions. One additional IT position per the FY 2011-2012 staffing plan.
Benefits & Capital O/H credit	10,046,443	11,787,977	(1,741,534)	-17.33%	See salary & benefit tab.
Utilities	124,940	125,900	(960)	-0.77%	Not a significant variance.
Repairs & Maintenance	338,484	403,300	(64,816)	-19.15%	Increase due to higher Risk Management and IT outside repairs & maintenance, IT timing of maintenance & support contracts, offset by lower real property repairs in FY 2011-2012.
Professional & Legal	333,560	384,560	(51,000)	-15.29%	Increase mainly due to higher HR legal services for the upcoming labor negotiations in FY 2011-2012.
Outside Services	1,050,575	1,211,050	(160,475)	-15.27%	Increase due to higher FY 2011-2012 technical services for HR consultant, Risk & Safety security and haz mat, and IT virus subscription and consultant services (not utilized in FY 2010-2011.)
Self-Insurance	850,000	850,000	-	0.00%	Per S/I budget estimates.
Materials & Supplies	164,525	201,165	(36,640)	-22.27%	Increase due to higher Central Services office equipment/shelving in FY 2011-2012 and supplies under spent in FY 2010-2011.
All Other	754,872	839,277	(84,405)	-11.18%	Increase due to higher public information, professional expense reimbursement, and lower than budgeted technical training in FY 2010-2011, offset by no election expense in FY 2011-2012.
Total	\$ 18,635,406	20,931,190	(2,295,784)	-12.32%	

BUDGET FY 2010-2011 COMPARED TO BUDGET FY 2011-2012

	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
Salaries	4,968,501	5,127,961	(159,460)	-3.21%	Increase due to cost of living, merit increases, and filling of vacant positions. One additional IT position per the FY 2011-2012 staffing plan.
Benefits & Capital O/H credit	10,470,594	11,787,977	(1,317,383)	-12.58%	See salary & benefit tab.
Utilities	129,000	125,900	3,100	2.40%	Not a significant variance.
Repairs & Maintenance	362,975	403,300	(40,325)	-11.11%	Increase due to higher IT outside repairs & maintenance, IT timing of maintenance & support contracts, and real property repairs in FY 2011-2012.
Professional & Legal	374,060	384,560	(10,500)	-2.81%	Increase due to higher HR legal services, offset by lower Central Services and Finance professional services in FY 2011-2012.
Outside Services	1,155,350	1,211,050	(55,700)	-4.82%	Increase due to higher technical services for HR consultant and recruitment in FY 2011-2012.
Self-Insurance	850,000	850,000	-	0.00%	Per S/I budget estimates.
Materials & Supplies	182,525	201,165	(18,640)	-10.21%	Increase due to higher Central Services office equipment/shelving in FY 2011-2012.
All Other	1,110,255	839,277	270,978	24.41%	No election expense, offset by additional public info and reclass of board health benefits for FY 2011-2012.
Total	\$ 19,603,260	20,931,190	(1,327,930)	-6.77%	

Projected FY 2010-2011 to Budget FY 2010-2011 \$ 967,854 Favorable

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2011-2012

ACCOUNT DESCRIPTION	BUDGETED	PROJECTED	FINAL	BUDGET 11-12	PERCENT	BUDGET 11-12 TO	PERCENT
	2010-2011	2010-2011	BUDGETED	TO ACT 10-11		BUDGET 10-11	
ADMINISTRATION							
* SALARIES & WAGES	4,968,501	4,972,007	5,127,961	155,954-	3.14-	159,460-	3.21-
* EMPLOYEE BENEFITS	10,470,594	10,046,443	11,787,977	1,741,534-	17.33-	1,317,383-	12.58-
* DIRECTOR FEES & EXPENSES	109,595	88,595	232,017	143,422-	161.88-	122,422-	111.70-
* UTILITIES	129,000	124,940	125,900	960-	.77-	3,100	2.40
* REPAIRS & MAINTENANCE	362,975	338,484	403,300	64,816-	19.15-	40,325-	11.11-
* PROFESSIONAL & LEGAL SERV	374,060	333,560	384,560	51,000-	15.29-	10,500-	2.81-
* OUTSIDE SERVICES	1,155,350	1,050,575	1,211,050	160,475-	15.27-	55,700-	4.82-
* SELF-INSURANCE EXPENSE	850,000	850,000	850,000	0	.00	0	.00
* MATERIALS & SUPPLIES	182,525	164,525	201,165	36,640-	22.27-	18,640-	10.21-
* OTHER EXPENSES	1,000,660	666,277	607,260	59,017	8.86	393,400	39.31
** ADMINISTRATION	19,603,260	18,635,406	20,931,190	2,295,784-	12.32-	1,327,930-	6.77-

ACCOUNT DESCRIPTION	BUDGET	PROJECTED	FINAL	BUDGET 11-12 TO
	2010-2011	2010-2011	BUDGETED	ACTUAL 10-11
		ACTUAL	2011-2012	VARIANCE
* SALARIES & WAGES-MGMT.	1,117,661	1,043,098	1,123,640	80,542-
* SALARIES & WAGES-NON MGMT	3,306,808	3,269,009	3,503,921	234,912-
* COMP ABS-ACCRUAL PAYMENTS	600,000	600,000	600,000	0
* OVERTIME	69,032	59,900	74,400	14,500-
* SALARY VACANCY	125,000-	0	174,000-	174,000
** SALARIES & WAGES	4,968,501	4,972,007	5,127,961	155,954-
* WORKERS' COMPENSATION INS	28,275	27,766	24,622	3,144
* STATE UNEMPLOYMENT INSUR	30,000	25,000	30,000	5,000-
* FEDERAL MEDICARE TAX	55,353	50,535	59,833	9,298-
* MEDICAL & HEALTH INSUR	3,580,948	3,627,051	4,255,355	628,304-
* RETIREMENT CONTRIBUTION	1,660,054	1,535,993	2,199,874	663,881-
* DEFERRED COMP. CONTRIB	256,132	227,510	258,072	30,562-
* DENTAL INSURANCE	427,261	429,232	464,136	34,904-
* LONG-TERM DISABILITY INS	15,522	14,314	11,831	2,483
* LIFE INSURANCE	75,454	72,783	74,450	1,667-
* ACCRUED COMPENSATED ABS.	500,000	360,000	360,000	0
* BENEFIT VACANCY	438,000-	0	413,000-	413,000
* OPEB CONTRIBUTION	4,325,000	3,721,664	4,507,200	785,536-
* CAPITALIZED ADM OVERHEAD	45,405-	45,405-	44,396-	1,009-
** EMPLOYEE BENEFITS	10,470,594	10,046,443	11,787,977	1,741,534-
* DIRECTOR MEETING FEES	63,595	63,595	63,595	0
* BOARD TRAINING AND CONF	46,000	25,000	46,000	21,000-
* BOARD HEALTH BENEFITS	0	0	122,422	122,422-
** DIRECTOR FEES & EXPENSES	109,595	88,595	232,017	143,422-
* ELECTRICAL	75,000	75,000	75,000	0
* NATURAL GAS	14,000	14,000	14,000	0
* WATER	4,000	4,000	4,000	0
* TELEPHONE	36,000	31,940	32,900	960-
** UTILITIES	129,000	124,940	125,900	960-
* GENERAL REPAIRS & MAINT	3,000	3,000	5,000	2,000-
* OUTSIDE REPAIRS & MAINT	65,700	43,209	70,800	27,591-
* COMPUTER REPAIRS & MAINT	259,275	247,275	287,500	40,225-
* REAL PROPERTY REPAIRS	35,000	45,000	40,000	5,000
** REPAIRS & MAINTENANCE	362,975	338,484	403,300	64,816-
* PROFESSIONAL SERVICES	145,060	117,060	117,560	500-
* LEGAL SERVICES-BOARD	62,000	62,000	62,000	0
* LEGAL SERVICES-STAFF	167,000	154,500	205,000	50,500-
** PROFESSIONAL & LEGAL SERV	374,060	333,560	384,560	51,000-
* OUTSIDE SAFETY SERVICES	70,000	68,000	80,000	12,000-
* TECHNICAL SERVICES	805,700	714,605	850,400	135,795-
* DATA PROCESSING SERVICES	400	400	400	0
* OTHER PUBLIC AGENCY SERVS	188,250	176,570	183,250	6,680-
* REPROGRAPHIC SERVICES	15,000	15,000	15,000	0
* RECRUITMENT	76,000	76,000	82,000	6,000-
** OUTSIDE SERVICES	1,155,350	1,050,575	1,211,050	160,475-
* SELF-INSURANCE EXPENSE	850,000	850,000	850,000	0
** SELF-INSURANCE EXPENSE	850,000	850,000	850,000	0

ACCOUNT DESCRIPTION	BUDGET	PROJECTED	FINAL	BUDGET 11-12 TO
	2010-2011	2010-2011 ACTUAL	BUDGETED 2011-2012	ACTUAL 10-11 VARIANCE
* OFFICE EQUIPMENT/SUPPLIES	77,000	68,000	101,640	33,640-
* OPERATING SUPPLIES	78,250	69,750	68,250	1,500
* SAFETY SUPPLIES	27,275	26,775	31,275	4,500-
* INVENTORY OVER/SHORT	0	0	0	0
** MATERIALS & SUPPLIES	182,525	164,525	201,165	36,640-
* RENTS & LEASES	14,100	13,900	15,600	1,700-
* PUBLIC AGENCY FEES	0	1,500	2,500	1,000-
* PUBLIC INFORMATION	351,500	350,500	379,500	29,000-
* TUITION REIMBURSEMENT	4,000	3,500	10,000	6,500-
* TECH TRAIN, CONF & MEETS	82,050	62,250	82,050	19,800-
* CERTIFICATION & LICENSES	5,130	1,730	2,300	570-
* CLAIMS	10,000	1,500	10,000	8,500-
* SUBSCRIPTION/PUBLICATION	7,335	6,520	7,810	1,290-
* MILEAGE REIMBURSEMENTS	3,450	3,950	3,000	950
* PUBLIC NOTICES	750	750	750	0
* OUTSIDE ORGANIZATION FEES	29,000	29,000	29,200	200-
* EMPLOYEE MEMBERSHIPS	8,245	8,180	8,600	420-
* MISCELLANEOUS	14,100	13,662	13,950	288-
* ELECTION EXPENSE	450,000	162,219	0	162,219
* PROFESSIONAL EXP REIMB	21,000	7,116	42,000	34,884-
** OTHER EXPENSES	1,000,660	666,277	607,260	59,017
	19,603,260	18,635,406	20,931,190	2,295,784-

ENGINEERING DEPARTMENT O&M EXPENSE

PROJECTED FY 2010-2011 ACTUAL COMPARED TO BUDGET FY 2011-2012

	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
Salaries	\$ 5,086,801	5,591,440	(504,639)	-9.92%	Salaries are expected to increase due to the filling of vacant and new positions, and cost of living and merit increases.
Benefits & Cap O/H Credit	49,764	459,443	(409,679)	-823.24%	Benefits without capitalized administrative overhead are on track with District benefit variances detailed on the Salary & Benefits Tab. Since the Engineering Department does the majority of District capital work, the capitalized administrative overhead credit is large and distorts the employee benefit total variance.
Utilities	67,715	71,000	(3,285)	-4.85%	Not a significant variance
Repairs & Maintenance	94,761	104,111	(9,350)	-9.87%	Expenses were lower than anticipated during the current fiscal year. The expenditure level is anticipated to return to a more normal level this next year.
Hauling & Disposal	554,690	565,200	(10,510)	-1.89%	Not a significant variance.
Professional & Legal	81,100	96,100	(15,000)	-18.50%	Expense were lower than anticipated during the current fiscal year. The expenditure level is anticipated to return to a more normal level this next year.
Outside Services	414,900	447,100	(32,200)	-7.76%	Expense were lower than anticipated during the current fiscal year. The expenditure level is anticipated to return to a more normal, though somewhat reduced, level this next year.
Materials & Supplies	188,580	195,010	(6,430)	-3.41%	Not a significant variance.
All Other	226,750	262,962	(36,212)	-15.97%	Requests for Tuition Reimbursement increased and unspent Professional Expense Reimbursements are being carried over for use next year.
Total	\$ 6,765,061	7,792,366	(1,027,305)	-15.19%	

BUDGET FY 2010-2011 COMPARED TO BUDGET FY 2011-2012

	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
Salaries	5,597,424	5,591,440	5,984	0.11%	Not a significant variance.
Benefits & Cap O/H Credit	37,286	459,443	(422,157)	-1132.21%	Benefits without capitalized administrative overhead are on track with District benefit variances detailed on the Salary & Benefits Tab. Since the Engineering Department does the majority of District capital work, the capitalized administrative overhead credit is large and distorts the employee benefit total variance.
Utilities	71,600	71,000	600	0.84%	Not a significant variance.
Repairs & Maintenance	99,761	104,111	(4,350)	-4.36%	Not a significant variance.
Hauling & Disposal	554,660	565,200	(10,540)	-1.90%	Household hazardous waste volume has increased each year, resulting in increased disposal costs.
Professional & Legal	96,100	96,100	-	0.00%	No variance.
Outside Services	457,900	447,100	10,800	2.36%	Not a significant variance.
Materials & Supplies	197,480	195,010	2,470	1.25%	Not a significant variance.
All Other	237,978	262,962	(24,984)	-10.50%	Requests for Tuition Reimbursement increased and unspent Professional Expense Reimbursements are being carried over for use next year.
Total	\$ 7,350,189	7,792,366	(442,177)	-6.02%	

Projected FY 2010-2011 to Budget FY 2010-2011 \$ 585,128 Favorable

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2011-2012

ACCOUNT DESCRIPTION	BUDGETED	PROJECTED	FINAL	BUDGET 11-12	PERCENT	BUDGET 11-12 TO	PERCENT
	2010-2011	2010-2011 ACTUAL	BUDGETED 2011-2012	TO ACT 10-11 VARIANCE		BUDGET 10-11 VARIANCE	
ENGINEERING							
* SALARIES & WAGES	5,597,424	5,086,801	5,591,440	504,639-	9.92-	5,984	.11
* EMPLOYEE BENEFITS	37,286	49,764	459,443	409,679-	823.24-	422,157-	1,132.21-
* UTILITIES	71,600	67,715	71,000	3,285-	4.85-	600	.84
* REPAIRS & MAINTENANCE	99,761	94,761	104,111	9,350-	9.87-	4,350-	4.36-
* HAULING & DISPOSAL	554,660	554,690	565,200	10,510-	1.89-	10,540-	1.90-
* PROFESSIONAL & LEGAL SERV	96,100	81,100	96,100	15,000-	18.50-	0	.00
* OUTSIDE SERVICES	457,900	414,900	447,100	32,200-	7.76-	10,800	2.36
* MATERIALS & SUPPLIES	197,480	188,580	195,010	6,430-	3.41-	2,470	1.25
* OTHER EXPENSES	237,978	226,750	262,962	36,212-	15.97-	24,984-	10.50-
** ENGINEERING	7,350,189	6,765,061	7,792,366	1,027,305-	15.19-	442,177-	6.02-

ACCOUNT DESCRIPTION	BUDGET 2010-2011	PROJECTED 2010-2011 ACTUAL	FINAL BUDGETED 2011-2012	BUDGET 11-12 TO ACTUAL 10-11 VARIANCE
* SALARIES & WAGES-MGMT.	482,656	440,765	492,511	51,746-
* SALARIES & WAGES-NON MGMT	5,175,109	4,602,045	5,217,048	615,003-
* SALARIES & WAGES-COMP ABS	0	2,191	0	2,191
* OVERTIME	108,659	41,800	110,881	69,081-
* SALARY VACANCY	169,000-	0	229,000-	229,000
** SALARIES & WAGES	5,597,424	5,086,801	5,591,440	504,639-
* WORKERS' COMPENSATION INS	77,900	76,498	71,487	5,011
* FEDERAL MEDICARE TAX	71,579	65,352	77,154	11,802-
* MEDICAL & HEALTH INSUR	919,890	885,854	915,486	29,632-
* RETIREMENT CONTRIBUTION	2,056,772	1,903,065	2,615,038	711,973-
* DEFERRED COMP. CONTRIB	333,685	296,201	321,078	24,877-
* DENTAL INSURANCE	121,299	117,444	112,602	4,842
* LONG-TERM DISABILITY INS	22,296	20,781	16,421	4,360
* LIFE INSURANCE	31,710	29,397	28,058	1,339
* ACCRUED COMPENSATED ABS.	0	0	0	0
* BENEFIT VACANCY	147,000-	0	172,000-	172,000
* CAPITALIZED ADM OVERHEAD	3,450,845-	3,344,828-	3,525,881-	181,053
** EMPLOYEE BENEFITS	37,286	49,764	459,443	409,679-
* ELECTRICAL	14,400	14,400	14,400	0
* NATURAL GAS	0	1,250	3,000	1,750-
* WATER	2,000	2,000	2,000	0
* TELEPHONE	55,200	50,065	51,600	1,535-
** UTILITIES	71,600	67,715	71,000	3,285-
* OUTSIDE REPAIRS & MAINT.	52,250	47,250	52,200	4,950-
* COMPUTER REPAIRS & MAINT	47,511	47,511	51,911	4,400-
** REPAIRS & MAINTENANCE	99,761	94,761	104,111	9,350-
* JANITORIAL & REFUSE REMOV	29,660	29,660	30,000	340-
* HAZARDOUS WASTE DISPOSAL	475,000	475,030	500,200	25,170-
* MOBILE COLLECTION-HHW	50,000	50,000	35,000	15,000
** HAULING & DISPOSAL	554,660	554,690	565,200	10,510-
* LEGAL SERVICES-STAFF	96,100	81,100	96,100	15,000-
** PROFESSIONAL & LEGAL SERV	96,100	81,100	96,100	15,000-
* TECHNICAL SERVICES	313,000	272,500	313,000	40,500-
* OTHER PUBLIC AGENCY SERVS	140,800	140,800	130,000	10,800
* REPROGRAPHIC SERVICES	4,100	1,600	4,100	2,500-
** OUTSIDE SERVICES	457,900	414,900	447,100	32,200-
* OFFICE EQUIPMENT/SUPPLIES	58,060	52,060	55,960	3,900-
* OPERATING SUPPLIES	118,150	118,150	119,250	1,100-
* SAFETY SUPPLIES	21,270	18,370	19,800	1,430-
** MATERIALS & SUPPLIES	197,480	188,580	195,010	6,430-
* RENTS & LEASES	6,700	6,700	7,000	300-
* PUBLIC AGENCY FEES	5,000	5,000	5,000	0
* PUBLIC INFORMATION	11,000	6,000	11,000	5,000-
* TUITION REIMBURSEMENT	12,000	10,500	25,500	15,000-
* TECH TRAIN, CONF & MEETS	128,705	128,705	128,705	0
* CERTIFICATION & LICENSES	2,380	3,200	3,345	145-
* SUBSCRIPTION/PUBLICATION	20,413	20,413	20,513	100-

ACCOUNT DESCRIPTION	BUDGET	PROJECTED	FINAL	BUDGET 11-12 TO
	2010-2011	2010-2011 ACTUAL	BUDGETED 2011-2012	ACTUAL 10-11 VARIANCE
* MILEAGE REIMBURSEMENTS	1,380	1,145	1,490	345-
* PUBLIC NOTICES	4,200	4,200	4,200	0
* OUTSIDE ORGANIZATION FEES	16,300	17,300	19,300	2,000-
* EMPLOYEE MEMBERSHIPS	9,900	10,380	11,209	829-
* MISCELLANEOUS	11,500	7,050	11,200	4,150-
* PROFESSIONAL EXP REIMB	8,500	6,157	14,500	8,343-
** OTHER EXPENSES	237,978	226,750	262,962	36,212-
	7,350,189	6,765,061	7,792,366	1,027,305-

COLLECTION SYSTEM OPERATIONS AND PUMPING STATIONS DEPARTMENT O&M EXPENSE

PROJECTED FY 2010-2011 ACTUAL COMPARED TO BUDGET FY 2011-2012					
	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
Salaries	\$ 5,478,578	\$ 5,642,445	(163,867)	-2.99%	Increase due to cost of living, merit, longevity and personnel advancements: offset by several vacant and unfilled positions in FY 2010-2011 and one less authorized position in FY 2011-2012.
Benefits & Cap O/H Credit	3,546,475	4,180,876	(634,401)	-17.89%	See Salary & Benefit tab.
Chemicals	400,000	500,000	(100,000)	-25.00%	Underspent in FY 2010-2011 chemical usage to control hydrogen sulfite at pumping stations.
Utilities	609,371	612,200	(2,829)	-0.46%	Not a significant variance.
Repairs & Maintenance	799,227	925,850	(126,623)	-15.84%	Increase due to FY 2010-2011 budget under spent in outside vehicle/equipment repairs, and outside repairs and maintenance.
Hauling & Disposal	63,801	98,050	(34,249)	-53.68%	Increase due to spoils removal/soil hauling budgeted in FY 2011-2012.
Professional & Legal	15,000	10,000	5,000	33.33%	Decrease due to lower legal services for geo-tech and property issues anticipated in FY 2011-2012.
Outside Services	146,900	150,650	(3,750)	-2.55%	No significant variance.
Materials & Supplies	718,800	712,870	5,930	0.82%	No significant variance.
All Other	207,012	231,658	(24,646)	-11.91%	Increase due to higher rents and leases budgeted in FY 2011-2012.
Total	\$ 11,985,164	13,064,599	(1,079,435)	-9.01%	

BUDGET FY 2010-2011 COMPARED TO BUDGET FY 2011-2012					
	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
Salaries	\$ 5,863,529	5,642,445	221,084	3.77%	Decrease due to four unbudgeted temporary maintenance crew member positions and one construction equipment operator in FY 2011-2012 that were budgeted in FY 2010-2011, offset by cost of living, merit, longevity and personnel advancements in FY 2011-2012.
Benefits & Cap O/H Credit	\$ 3,651,060	4,180,876	(529,816)	-14.51%	See Salary & Benefit tab.
Chemicals	\$ 500,000	500,000	-	0.00%	No variance.
Utilities	\$ 622,100	612,200	9,900	1.59%	Not a significant variance.
Repairs & Maintenance	\$ 959,350	925,850	33,500	3.49%	Decrease due to lower Fleet general repairs and maintenance, and outside repairs & maintenance for CCTV and reclaimed water in FY 2011-2012.
Hauling & Disposal	\$ 63,801	98,050	(34,249)	-53.68%	Increase due to spoils removal/soil hauling budgeted in FY 2011-2012 but not in FY 2010-2011 while at Martinez site.
Professional & Legal	\$ 15,000	10,000	5,000	33.33%	Decrease due to lower legal services for geo-tech and property issues anticipated in FY 2011-2012.
Outside Services	\$ 164,150	150,650	13,500	8.22%	Decrease due to lower contract TV work, Field Operations geo-tech services and on site training, and Pumping Stations diesel engine emissions testing in FY 2011-2012.
Materials & Supplies	\$ 755,520	712,870	42,650	5.65%	Decrease due to lower anticipated operating supplies partially offset by increase in Fleet fuel costs in FY 2011-2012.
All Other	\$ 248,448	231,658	16,790	6.76%	Decrease mainly due to lower anticipated rodder/hydro equipment rental in FY 2011-2012.
Total	\$ 12,842,958	13,064,599	(221,641)	-1.73%	

Projected FY 2010-2011 to Budget FY 2010-2011 \$ 857,794 Favorable

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2011-2012

ACCOUNT DESCRIPTION	BUDGETED 2010-2011	PROJECTED 2010-2011 ACTUAL	FINAL BUDGETED 2011-2012	BUDGET 11-12 TO ACT 10-11 VARIANCE	PERCENT VARIANCE	BUDGET 11-12 TO BUDGET 10-11 VARIANCE	PERCENT VARIANCE
COLLECTION SYSTEM OPS.							
* SALARIES & WAGES	4,816,810	4,336,768	4,611,562	274,794-	6.34-	205,248	4.26
* EMPLOYEE BENEFITS	3,057,888	2,970,210	3,494,383	524,173-	17.65-	436,495-	14.27-
* UTILITIES	102,700	90,940	92,500	1,560-	1.72-	10,200	9.93
* REPAIRS & MAINTENANCE	727,350	567,227	693,850	126,623-	22.32-	33,500	4.61
* HAULING & DISPOSAL	45,801	45,801	80,050	34,249-	74.78-	34,249-	74.78-
* PROFESSIONAL & LEGAL SERV	15,000	15,000	10,000	5,000	33.33	5,000	33.33
* OUTSIDE SERVICES	91,350	74,100	81,150	7,050-	9.51-	10,200	11.17
* MATERIALS & SUPPLIES	712,520	675,800	661,870	13,930	2.06	50,650	7.11
* OTHER EXPENSES	217,125	175,689	201,375	25,686-	14.62-	15,750	7.25
** COLLECTION SYSTEM OPS.	9,786,544	8,951,535	9,926,740	975,205-	10.89-	140,196-	1.43-

ACCOUNT DESCRIPTION	BUDGET 2010-2011	PROJECTED 2010-2011 ACTUAL	FINAL BUDGETED 2011-2012	BUDGET 11-12 TO ACTUAL 10-11 VARIANCE
* SALARIES & WAGES-MGMT.	165,140	0	177,251	177,251-
* SALARIES & WAGES-NON MGMT	4,432,125	3,980,722	4,248,620	267,898-
* SALARIES & WAGES COMP ABS	0	0	0	0
* OVERTIME	293,545	292,046	296,691	4,645-
* STANDBY PAID	64,000	64,000	66,000	2,000-
* SALARY VACANCY	138,000-	0	177,000-	177,000
** SALARIES & WAGES	4,816,810	4,336,768	4,611,562	274,794-
* WORKERS' COMPENSATION INS	159,141	156,276	134,768	21,508
* FEDERAL MEDICARE TAX	63,189	57,688	62,124	4,436-
* MEDICAL & HEALTH INSUR	874,687	832,323	951,633	119,310-
* RETIREMENT CONTRIBUTION	1,669,695	1,544,914	2,103,745	558,831-
* DEFERRED COMP. CONTRIB	289,206	256,778	279,047	22,269-
* DENTAL INSURANCE	105,305	101,958	100,104	1,854
* LONG-TERM DISABILITY INS	20,819	19,199	14,786	4,413
* LIFE INSURANCE	24,243	22,471	22,057	414
* BENEFIT VACANCY	127,000-	0	153,000-	153,000
* CAPITALIZED ADM OVERHEAD	21,397-	21,397-	20,881-	516-
** EMPLOYEE BENEFITS	3,057,888	2,970,210	3,494,383	524,173-
* 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	43,440	45,000	1,560-
** UTILITIES	102,700	90,940	92,500	1,560-
* OUTSIDE VEH/EQUIP REPAIR	126,750	69,750	121,250	51,500-
* VEHIC/EQUIP REPAIR MAINT	90,000	90,000	90,000	0
* GENERAL REPAIRS & MAINT	2,000	2,000	2,000	0
* OUTSIDE REPAIRS & MAINT	508,600	405,477	480,600	75,123-
** REPAIRS & MAINTENANCE	727,350	567,227	693,850	126,623-
* JANITORIAL & REFUSE REMOV	45,800	45,800	50,050	4,250-
* SPOILS REMOVAL	1	1	30,000	29,999-
** HAULING & DISPOSAL	45,801	45,801	80,050	34,249-
* LEGAL SERVICES-STAFF	15,000	15,000	10,000	5,000
** PROFESSIONAL & LEGAL SERV	15,000	15,000	10,000	5,000
* OUTSIDE SAFETY SERVICES	12,500	4,000	12,500	8,500-
* TECHNICAL SERVICES	78,750	70,000	68,550	1,450
* REPROGRAPHIC SERVICES	100	100	100	0
** OUTSIDE SERVICES	91,350	74,100	81,150	7,050-
* OFFICE EQUIPMENT/SUPPLIES	13,500	8,000	10,500	2,500-
* GASOLINE, OIL & FUEL	212,750	212,750	223,450	10,700-
* OPERATING SUPPLIES	457,050	420,050	398,700	21,350
* SAFETY SUPPLIES	29,220	35,000	29,220	5,780
** MATERIALS & SUPPLIES	712,520	675,800	661,870	13,930
* RENTS & LEASES	135,150	100,000	119,650	19,650-
* PUBLIC AGENCY FEES	29,500	29,500	29,250	250
* TUITION REIMBURSEMENT	1,000	1,000	1,000	0
* TECH TRAIN, CONF & MEETS	34,570	34,570	34,570	0
* CERTIFICATION & LICENSES	3,469	3,469	3,569	100-

ACCOUNT DESCRIPTION	BUDGET 2010-2011	PROJECTED 2010-2011 ACTUAL	FINAL BUDGETED 2011-2012	BUDGET 11-12 TO ACTUAL 10-11 VARIANCE
* CLAIMS	100	100	100	0
* SUBSCRIPTION/PUBLICATION	700	700	700	0
* MILEAGE REIMBURSEMENTS	350	350	350	0
* EMPLOYEE MEMBERSHIPS	6,786	5,000	6,686	1,686-
* MISCELLANEOUS	2,500	1,000	2,500	1,500-
* PROFESSIONAL EXP REIMB	3,000	0	3,000	3,000-
** OTHER EXPENSES	217,125	175,689	201,375	25,686-
	9,786,544	8,951,535	9,926,740	975,205-

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2011-2012

ACCOUNT DESCRIPTION	BUDGETED 2010-2011	PROJECTED 2010-2011 ACTUAL	FINAL BUDGETED 2011-2012	BUDGET 11-12 TO ACT 10-11 VARIANCE	PERCENT VARIANCE	BUDGET 11-12 TO BUDGET 10-11 VARIANCE	PERCENT VARIANCE
PUMP STATIONS							
* SALARIES & WAGES	1,046,719	1,141,810	1,030,883	110,927	9.72	15,836	1.51
* EMPLOYEE BENEFITS	593,172	576,265	686,493	110,228-	19.13-	93,321-	15.73-
* CHEMICALS	500,000	400,000	500,000	100,000-	25.00-	0	.00
* UTILITIES	519,400	518,431	519,700	1,269-	.24-	300-	.06-
* REPAIRS & MAINTENANCE	232,000	232,000	232,000	0	.00	0	.00
* HAULING & DISPOSAL	18,000	18,000	18,000	0	.00	0	.00
* OUTSIDE SERVICES	72,800	72,800	69,500	3,300	4.53	3,300	4.53
* MATERIALS & SUPPLIES	43,000	43,000	51,000	8,000-	18.60-	8,000-	18.60-
* OTHER EXPENSES	31,323	31,323	30,283	1,040	3.32	1,040	3.32
** PUMP STATIONS	3,056,414	3,033,629	3,137,859	104,230-	3.44-	81,445-	2.66-

ACCOUNT DESCRIPTION	BUDGET 2010-2011	PROJECTED 2010-2011 ACTUAL	FINAL BUDGETED 2011-2012	BUDGET 11-12 TO ACTUAL 10-11 VARIANCE
* SALARIES & WAGES-NON MGMT	939,856	1,006,947	933,270	73,677
* OVERTIME	34,863	34,863	34,613	250
* STANDBY PAID	100,000	100,000	100,000	0
* SALARY VACANCY	28,000-	0	37,000-	37,000
** SALARIES & WAGES	1,046,719	1,141,810	1,030,883	110,927
* WORKERS' COMPENSATION INS	33,612	33,008	30,412	2,596
* FEDERAL MEDICARE TAX	11,044	10,104	12,206	2,102-
* MEDICAL & HEALTH INSUR	140,935	135,722	160,536	24,814-
* RETIREMENT CONTRIBUTION	348,804	322,744	435,174	112,430-
* DEFERRED COMP. CONTRIB	61,928	54,985	57,608	2,623-
* DENTAL INSURANCE	16,683	16,176	17,759	1,583-
* LONG-TERM DISABILITY INS	4,188	3,861	3,052	809
* LIFE INSURANCE	4,609	4,296	4,266	30
* ACCRUED COMPENSATED ABS	0	0	0	0
* BENEFIT VACANCY	24,000-	0	30,000-	30,000
* CAPITALIZED ADM OVERHEAD	4,631-	4,631-	4,520-	111-
** EMPLOYEE BENEFITS	593,172	576,265	686,493	110,228-
* OTHER CHEMICALS	500,000	400,000	500,000	100,000-
** CHEMICALS	500,000	400,000	500,000	100,000-
* ELECTRICAL	457,600	457,600	457,600	0
* WATER	15,000	15,000	15,000	0
* TELEPHONE	46,800	45,831	47,100	1,269-
** UTILITIES	519,400	518,431	519,700	1,269-
* GENERAL REPAIRS & MAINT	32,000	32,000	32,000	0
* OUTSIDE REPAIRS & MAINT.	200,000	200,000	200,000	0
** REPAIRS & MAINTENANCE	232,000	232,000	232,000	0
* JANITORIAL & REFUSE REMOV	18,000	18,000	18,000	0
** HAULING & DISPOSAL	18,000	18,000	18,000	0
* OUTSIDE SAFETY SERVICES	7,500	7,500	7,500	0
* TECHNICAL SERVICES	65,300	65,300	62,000	3,300
** OUTSIDE SERVICES	72,800	72,800	69,500	3,300
* OPERATING SUPPLIES	20,000	20,000	28,000	8,000-
* OPERATING FUEL	18,000	18,000	18,000	0
* SAFETY SUPPLIES	5,000	5,000	5,000	0
** MATERIALS & SUPPLIES	43,000	43,000	51,000	8,000-
* RENTS & LEASES	3,600	3,600	2,500	1,100
* PUBLIC AGENCY FEES	17,585	17,585	17,585	0
* TUITION REIMBURSEMENT	250	250	250	0
* TECH TRAIN, CONF & MEETS	7,000	7,000	7,000	0
* CERTIFICATION & LICENSES	1,051	1,051	1,111	60-
* SUBSCRIPTION/PUBLICATION	200	200	200	0
* MILEAGE REIMBURSEMENTS	200	200	200	0
* EMPLOYEE MEMBERSHIPS	1,137	1,137	1,137	0
* MISCELLANEOUS	300	300	300	0
** OTHER EXPENSES	31,323	31,323	30,283	1,040
	3,056,414	3,033,629	3,137,859	104,230-

PLANT OPERATIONS DEPARTMENT O&M EXPENSE

PROJECTED FY 2010-2011 ACTUAL COMPARED TO BUDGET FY 2011-2012

	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
Salaries	\$ 7,954,296	8,403,803	(449,507)	-5.65%	Increase due to cost of living increases, personnel advancements and filling of vacant positions. One position was deleted but was not budgeted in the FY 2010-2011. Filling of vacant positions being budgeted accounts for much of the increase.
Benefits & Cap O/H Credit	5,133,403	6,077,664	(944,261)	-18.39%	See salary and benefit tab.
Chemicals	1,197,000	1,271,000	(74,000)	-6.18%	Hypochlorite cost increased by 3.5%, hydrogen peroxide increased by 4.6%, boiler chemicals increased by 4%, polymer cost increase by 11.3%, lime cost increased by 9.3%. Increases are due to higher energy costs to manufacture chemicals and higher fuel costs for delivery. Optimization of chemicals has minimized impact to the budget.
Utilities	3,627,013	3,733,500	(106,487)	-2.94%	Locked in 85% of the natural gas pricing for FY 2011-2012. Spot market prices experiencing some increase in response to natural disaster in Japan, anticipated increases included.
Repairs & Maintenance	1,866,900	2,095,500	(228,600)	-12.24%	Two rotating assemblies for the centrifuges will be repaired in FY11/12 and only one needed to be repaired in FY 2010-2011 (\$125,000 each). Instrumentation shop increase (\$10,000). Two hearths in the furnace show some movement which may cause increase cost to repair refractory (\$50,000).
Hauling & Disposal	365,223	425,000	(59,777)	-16.37%	Ash hauling increase of 8.32% partially offset by providing off-site location for storage during wet weather. Fuel surcharge anticipated to be \$18,000 for FY 2011-2012.
Professional & Legal	40,000	50,000	(10,000)	-25.00%	NPDES permit renewal, Title V permit renewal, and ongoing litigation with NACWA on Section 129 regulations.
Outside Services	617,200	1,108,900	(491,700)	-79.67%	Succession planning requires the update of Standard Operating Procedures (\$150,000) and training program video (\$250,000), and process control system standardization (\$100,000). Suisun Bay Monitoring Program Support (\$90,000), annual source testing for compliance with Section 129 Clean Air Act regulations (\$50,000), and technical assistance for shift schedules (\$50,000).
Materials & Supplies	754,800	816,700	(61,900)	-8.20%	Consumables anticipated to be higher for lab (\$15,000), electrical shop (\$5,000), instrumentation shop (\$10,000), mechanical shop (\$5,000), machine shop (\$5,000), and operations (\$6,000).
All Other	627,871	770,438	(142,567)	-22.71%	Permit fees continue to increase annually, Bay Area Air Quality Management District has an across the board 10% increase, and State Water Board increase (\$40,000).
Total	\$ 22,183,706	24,752,505	(2,568,799)	-11.58%	

BUDGET FY 2010-2011 COMPARED TO BUDGET FY 2011-2012

	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2010-2011	FY 2011-2012	Variance \$	Variance %	
Salaries	8,408,235	8,403,803	4,432	0.05%	Replacement of more experienced employees that are retiring with new employees at lower starting salaries offset routine cost of living and merit expenses.
Benefits & Cap O/H Credit	5,329,097	6,077,664	(748,567)	-14.05%	See salary and benefit tab.
Chemicals	1,271,000	1,271,000	-	0.00%	Optimization of chemical use created a flat budget even though most prices have or will increase due to increases in energy for manufacturing and delivery.
Utilities	3,807,300	3,733,500	73,800	1.94%	Not a significant variance.
Repairs & Maintenance	2,072,700	2,095,500	(22,800)	-1.10%	Not a significant variance.
Hauling & Disposal	415,000	425,000	(10,000)	-2.41%	Fuel surcharge anticipated to be \$18,000 but least expensive option created a wet weather location thus stabilizing the expense for FY11/12.
Professional & Legal	15,000	50,000	(35,000)	-233.33%	Permit renewals for NPDES and Title V.
Outside Services	362,200	1,108,900	(746,700)	-206.16%	Succession planning requires the update of Standard Operating Procedures (\$150,000) and training program video (\$250,000), AND process control system standardization (\$100,000). Suisun Bay Monitoring Program Support (\$90,000), annual source testing for compliance with Section 129 Clean Air Act regulations (\$50,000), and technical assistance for shift schedules (\$50,000).
Materials & Supplies	804,200	816,700	(12,500)	-1.55%	Consumables increasing in some shops.
All Other	684,582	770,438	(85,856)	-12.54%	Permit fees continue to increase annually, Bay Area Air Quality Management District has an across the board 10% increase, State Water Board increase (\$40,000), and some deferred conference attendance.
Total	\$ 23,169,314	24,752,505	(1,583,191)	-6.83%	

Projected FY 2010-2011 to Budget FY 2010-2011 \$ 985,608 Favorable

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2011-2012

ACCOUNT DESCRIPTION	BUDGETED 2010-2011	PROJECTED 2010-2011 ACTUAL	FINAL BUDGETED 2011-2012	BUDGET 11-12 TO ACT 10-11 VARIANCE	PERCENT VARIANCE	BUDGET 11-12 TO BUDGET 10-11 VARIANCE	PERCENT VARIANCE
PLANT OPERATIONS							
* SALARIES & WAGES	8,408,235	7,954,296	8,403,803	449,507-	5.65-	4,432	.05
* EMPLOYEE BENEFITS	5,329,097	5,133,403	6,077,664	944,261-	18.39-	748,567-	14.05-
* CHEMICALS	1,271,000	1,197,000	1,271,000	74,000-	6.18-	0	.00
* UTILITIES	3,807,300	3,627,013	3,733,500	106,487-	2.94-	73,800	1.94
* REPAIRS & MAINTENANCE	2,072,700	1,866,900	2,095,500	228,600-	12.24-	22,800-	1.10-
* HAULING & DISPOSAL	415,000	365,223	425,000	59,777-	16.37-	10,000-	2.41-
* PROFESSIONAL & LEGAL SERV	15,000	40,000	50,000	10,000-	25.00-	35,000-	233.33-
* OUTSIDE SERVICES	362,200	617,200	1,108,900	491,700-	79.67-	746,700-	206.16-
* MATERIALS & SUPPLIES	804,200	754,800	816,700	61,900-	8.20-	12,500-	1.55-
* OTHER EXPENSES	684,582	627,871	770,438	142,567-	22.71-	85,856-	12.54-
** PLANT OPERATIONS	23,169,314	22,183,706	24,752,505	2,568,799-	11.58-	1,583,191-	6.83-

ACCOUNT DESCRIPTION	BUDGET 2010-2011	PROJECTED 2010-2011 ACTUAL	FINAL BUDGETED 2011-2012	BUDGET 11-12 TO ACTUAL 10-11 VARIANCE
* SALARIES & WAGES-MGMNT.	323,948	294,423	333,940	39,517-
* SALARIES & WAGES-NON MGMT	7,835,014	7,201,501	7,895,922	694,421-
* COMP ABS-ACCRUAL PAYMENTS	0	17,460	0	17,460
* OVERTIME	433,775	380,414	442,443	62,029-
* STANDBY PAID	60,498	60,498	60,498	0
* SALARY VACANCY	245,000-	0	329,000-	329,000
** SALARIES & WAGES	8,408,235	7,954,296	8,403,803	449,507-
* WORKERS' COMPENSATION INS	260,985	256,452	237,745	18,707
* FEDERAL MEDICARE TAX	98,930	90,321	107,632	17,311-
* MEDICAL & HEALTH INSUR	1,525,723	1,429,050	1,620,678	191,628-
* RETIREMENT CONTRIBUTION	3,018,889	2,793,284	3,830,124	1,036,840-
* DEFERRED COMP. CONTRIB	523,187	464,526	496,879	32,353-
* DENTAL INSURANCE	184,594	163,190	173,542	10,352-
* LONG-TERM DISABILITY INS	33,663	30,845	25,484	5,361
* LIFE INSURANCE	44,104	38,053	39,971	1,918-
* ACCRUED COMPENSATED ABS	0	0	0	0
* BENEFIT VACANCY	229,000-	0	272,000-	272,000
* CAPITALIZED ADM OVERHEAD	131,978-	132,318-	182,391-	50,073
** EMPLOYEE BENEFITS	5,329,097	5,133,403	6,077,664	944,261-
* LIME	226,000	226,000	227,000	1,000-
* POLYMER	450,000	450,000	497,000	47,000-
* BOILER CHEMICALS	54,000	54,000	56,000	2,000-
* OTHER CHEMICALS	115,000	99,000	100,000	1,000-
* HYPOCHLORITE	426,000	368,000	391,000	23,000-
** CHEMICALS	1,271,000	1,197,000	1,271,000	74,000-
* ELECTRICAL	284,500	300,000	350,000	50,000-
* NATURAL GAS	2,848,000	2,780,000	2,750,000	30,000
* LAND-FILL GAS	554,000	444,000	514,000	70,000-
* WATER	62,000	50,000	65,000	15,000-
* TELEPHONE	58,800	53,013	54,500	1,487-
** UTILITIES	3,807,300	3,627,013	3,733,500	106,487-
* GENERAL REPAIRS & MAINT	907,500	888,500	917,500	29,000-
* OUTSIDE REPAIRS & MAINT	1,121,700	924,900	1,122,500	197,600-
* COMPUTER REPAIRS & MAINT	43,500	53,500	55,500	2,000-
** REPAIRS & MAINTENANCE	2,072,700	1,866,900	2,095,500	228,600-
* ASH REMOVAL	147,000	132,000	159,000	27,000-
* SLUDGE REMOVAL	25,000	1,223	25,000	23,777-
* GRIT REMOVAL	82,000	75,000	80,000	5,000-
* JANITORIAL & REFUSE REMOV	150,000	151,000	150,000	1,000
* HAZARDOUS WASTE DISPOSAL	11,000	6,000	11,000	5,000-
** HAULING & DISPOSAL	415,000	365,223	425,000	59,777-
* LEGAL SERVICES-STAFF	15,000	40,000	50,000	10,000-
** PROFESSIONAL & LEGAL SERV	15,000	40,000	50,000	10,000-
* OUTSIDE SAFETY SERVICES	21,000	10,000	21,000	11,000-
* TECHNICAL SERVICES	336,200	602,200	1,082,900	480,700-
* OTHER PUBLIC AGENCY SERV	5,000	5,000	5,000	0
** OUTSIDE SERVICES	362,200	617,200	1,108,900	491,700-

ACCOUNT DESCRIPTION	BUDGET 2010-2011	PROJECTED 2010-2011 ACTUAL	FINAL BUDGETED 2011-2012	BUDGET 11-12 TO ACTUAL 10-11 VARIANCE
* OFFICE EQUIPMENT/SUPPLIES	35,000	22,000	27,000	5,000-
* OPERATING SUPPLIES	566,000	557,700	571,500	13,800-
* OPERATING FUEL	40,000	0	40,000	40,000-
* LABORATORY SUPPLIES	133,000	151,000	148,000	3,000
* SAFETY SUPPLIES	30,200	24,100	30,200	6,100-
** MATERIALS & SUPPLIES	804,200	754,800	816,700	61,900-
* RENTS & LEASES	68,360	48,800	68,360	19,560-
* PUBLIC AGENCY FEES	281,602	283,111	352,400	69,289-
* TUITION REIMBURSEMENT	14,000	5,000	10,000	5,000-
* TECH TRAIN, CONF & MEETS	58,700	47,800	61,300	13,500-
* CERTIFICATION & LICENSES	8,400	8,400	6,853	1,547
* SUBSCRIPTION/PUBLICATION	4,925	2,955	4,925	1,970-
* MILEAGE REIMBURSEMENTS	1,500	150	1,000	850-
* OUTSIDE ORGANIZATION FEES	223,400	216,500	238,400	21,900-
* EMPLOYEE MEMBERSHIPS	10,295	9,295	11,000	1,705-
* MISCELLANEOUS	4,400	2,700	4,400	1,700-
* PROFESSIONAL EXP REIMB	9,000	3,160	11,800	8,640-
** OTHER EXPENSES	684,582	627,871	770,438	142,567-
	23,169,314	22,183,706	24,752,505	2,568,799-

**CENTRAL CONTRA COSTA SANITARY DISTRICT
FY 2011-2012 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
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 BOARD OF DIRECTORS - TRAINING AND CONFERENCES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET
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RUNNING EXPENSE

ADMINISTRATION

001-0100-400.03-02	BOARD TRAINING & CONF	0
001-0100-402.03-02	BOARD TRAINING AND CONF	46,000

LEVEL	TEXT		TEXT AMT
PF96	**BOARD CONFERENCES		39,000
	CASA (\$2,000 X 15 CONFERENCES)	30,000	
	CSDA (\$2,000 X 1)	2,000	
	WEFTEC (\$2,000 X 2)	4,000	
	OTHER	3,000	
	-		
	OTHER BOARD BUSINESS CONFERENCES		5,000
	-		
	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
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

PAGE 1

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
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RUNNING EXPENSE
 ADMINISTRATION

001-0100-400.12-05	TECH TRAIN, CONF & MEETS	22,650	22,650
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LEVEL	TEXT	TEXT AMT
PF96	**STAFF CONFERENCES	
	CASA	8,000
	STAY CURRENT ON POLICY, CALIFORNIA (4 CONFERENCES) 1 STAFF (GM)	
	-	
	CASA/CSRMA	4,000
	CALIFORNIA SANITATION RISK MANAGMENT AUTHORITY (CSRMA), STAY CURRENT ON POLICY/PROCEDURES, MONTEREY/PALM SPRINGS, 1 STAFF, 3 CONFERENCES (DIRECTOR OF ADMIN)	
	-	
	WEFTEC	3,000
	STAY CURRENT, CONTINENTAL UNITED STATES, 1 STAFF (GM)	
	-	
	CALPELRA	3,200
	STAY CURRENT, 2 STAFF (GM AND DIRECTOR OF ADMIN)	
	-	
	CCAC/ARMA CONFERENCES AND TRAINING	4,450
	STAY CURRENT, 3 STAFF	
	-	
		22,650

*	CENTRAL SERVICES	22,650	22,650
001-0110-400.12-05	TECH TRAIN, CONF & MEETS	5,200	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	2,000

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

PAGE 2

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
	ANNUAL CONFERENCE OR H.T.E. CONFERENCE, TO STAY CURRENT-ACCOUNTING RULES & BEST PRACTICES CONTINENTAL U.S., 1 STAFF		5,200
* FINANCE & ACCOUNTING		5,200	5,200
001-0120-400.12-05	TECH TRAIN, CONF & MEETS	7,200	7,200

LEVEL	TEXT	TEXT AMT
PF96	NEOGOV USER'S GROUP, SOFTWARE UPDATES AND NEW PROCEDURES/BEST PRACTICES, 1 STAFF	2,000
	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	1,800
		7,200

* HUMAN RESOURCES		7,200	7,200
001-0140-400.12-05	TECH TRAIN, CONF & MEETS	10,000	10,000

LEVEL	TEXT	TEXT AMT
PF96	CAPPO CONFERENCE, STAY CURRENT, NORCAL, CA 2 STAFF FT, 1 STAFF PT	3,500
	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	10,000

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
	RISK MGMT EDUCATION		
	2 RISK MGMT CONF - \$5,000		
	2 WORKERS COMP SEMINARS - \$1,000		
	2 SAFETY CONFERENCES - \$4,000		
			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	WEFTEC CONF		1,000
	STAY CURRENT, CONTINENTAL U.S., 1 STAFF		
	-		
	CWEA, STAY CURRENT, U.S., 1 STAFF		1,000
	-		
	CASA CONF		1,000
	STAY CURRENT, CONTINENTAL U.S., 1 STAFF		
	-		
	COMMUNICATION/MARKETING SKILLS		2,000
	STAY CURRENT, CONTINENTAL U.S., 1 STAFF		
	-		
	COMMUNITY RELATIONS, CONTINENTAL U.S., 1 STAFF		1,000
	-		
	COMPUTER, DIGITAL, SOFTWARE/PHOTO		1,000
	STAY CURRENT, CONTINENTAL U.S., 1 STAFF		
	-		
			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		13,000
	STAY CURRENT, CALIFORNIA, 7 STAFF		
	-		
	SUNGARD USERS GROUP CONFERENCE,		3,000
	STAY CURRENT, UNITED STATES & CA, 2 STAFF		
	-		
	INFORMATION TECHNOLOGY CONFERENCES & TRAINING,		4,000
	STAY CURRENT, CALIFORNIA, 7 STAFF		
	-		
			20,000
*	IT	20,000	20,000
**	ADMINISTRATION	82,050	82,050

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

PAGE 4

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 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	28,720	34,870
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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
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

PAGE 5

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
	CURRENT, CONTINENTAL U.S., 2 STAFF		5,000
	-		
	WESTERN HTE USERS GROUP (HUG) CONFERENCE, STAY CURRENT, CALIFORNIA, 2 STAFF		1,500
	-		
	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
	-		
	CLSA DINNERS, STAY CURRENT, BAY AREA, (3-4 CLASSES), 5 STAFF		700
	-		
	ACSM/CLSA SURVEY CONFERENCES, STAY CURRENT, CONTINENTAL U.S., 2 STAFF		3,600

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
-	MISCELLANEOUS SUREY SEMINARS, STAY CURRENT, CALIFORNIA, (3-4 CLASSES), 5 STAFF		2,500
-	PROFESSIONAL SURVEY CONFERENCES, STAY CURRENT, LOCAL, 5 STAFF		500
-	AUTOCAD TRAINING, STAY CURRENT, CONTINENTAL U.S., 4 STAFF		2,275
-	<NON-USE FACTOR>		13,655-
			34,870
001-0200-490.12-05	TECH TRAIN, CONF & MEETS	12,350	14,400

LEVEL	TEXT	TEXT AMT
PF96	TECHNICAL WRITING, IMPROVE SKILLS, LOCAL, 1 STAFF	300
-	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	3,600
-	POLL. PREVENTION SYMPOSIUM, KEEP CURRENT, CALIFORNIA, 1 STAFF	600
-	CWEA ANNUAL CONFERENCE, KEEP CURRENT, CALIFORNIA, 2 STAFF	1,500
-	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,	

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
	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 CURRENT, CALIFORNIA, 2 STAFF		1,200
	-		
	FOG TRAINING, STAY CURRENT, CALIFORNIA, 2 STAFF		600
	-		
	8-HOUR HAZWOPER REFRESHER, STAY CURRENT, LOCAL, 9 STAFF		1,200
	-		
	CALIF. HAZARDOUS MATERIALS INVESTIGATORS CONF, STAY CURRENT, CALIFORNIA, 1 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
	-		
	NORTHWEST CLEAN WATER AGENCIES TRAINING, STAY CURRENT, PACIFIC NORTHWEST, J. SKINNER (SPEAKER)		1,000
	-		
	<NON-USE FACTOR>		6,500-
			14,400
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

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
-	HHW NATIONAL CONFERENCE, STAY CURRENT, CONTINENTAL U.S., 2 STAFF - PORTLAND, OR SEPT. 2011		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
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	3,165	3,165
LEVEL	TEXT		TEXT AMT
PF96	WATERUSE NATIONAL CONFERENCE, STAY CURRENT, PHOENX, AZ - 1 STAFF		2,000
-	WATERUSE STATE CONFERENCE, STAY CURRENT, CALIFORNIA, 2 STAFF		2,000
-	<NON-USE FACTOR>		835-
			3,165
*	ENVIRONMENTAL SERVICES	61,435	69,635
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
-			

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

PAGE 9

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
	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		3,700
	-		
	CWEA ANNUAL CONFERENCE, STAY CURRENT, CALIFORNIA, 2 STAFF		1,450
	-		
	ELECTRICAL/INSTRUMENTATION, STAY CURRENT, CALIFORNIA, 4 STAFF		1,250
	-		
	GREENHOUSE GASSES/ALTERNATIVE ENERGY, TECHNICAL CALIFORNIA, 2 STAFF		1,800
	-		
	LOCAL MEETINGS, PROFESSIONAL ASSOCIATIONS, BAY AREA, VARIOUS STAFF		800
	-		
	MANAGEMENT SKILLS, LEADERSHIP TRAINING, CALIFORNIA, 4 STAFF		1,000
	-		
	MISCELLANEOUS, STAY CURRENT, CALIFORNIA, 5 STAFF,		1,100
	-		
	PUG SEMINAR, STAY CURRENT, CALIFORNIA, 13 STAFF		1,170
	-		
	PUMPS AND MOTORS, TECHNICAL, CALIFORNIA, 2 STAFF		1,700
	-		
	SAFETY TRAINING, STAY CURRENT, CALIFORNIA, 5 STAFF		2,000
	-		
	SOILS ENG/SLIDE REPAIR, TECHNICAL, CALIFORNIA, 2 STAFF		3,300
	-		
	STORM WATER TRAINING, TECHNICAL, CALIFORNIA 17 STAFF		4,000
	-		
	TECHNICAL NO DIG SEMINAR, TECHNICAL, CONTINENTAL U.S., 1 STAFF		1,850

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
-	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, CALIFORNIA, 4 STAFF		3,850
			55,270
001-0250-510.12-05	TECH TRAIN, CONF & MEETS	6,200	0
001-0250-550.12-05	TECH TRAIN, CONF & MEETS	5,800	3,800
LEVEL	TEXT		TEXT AMT
PF96	GIS/DATABASE/SQL PROGRAMMING, STAY CURRENT CONTINENTAL U.S., 3 STAFF		1,500
-	PROJECT MANAGEMENT, ADVANCEMENT, CONTINENTAL U.S., 1 STAFF		400
-	MAPPING CONFERENCES, STAY CURRENT, CONTINENTAL U.S., 2 TO 3 CONFERENCES, 4 STAFF		1,900
			3,800
*	CAPITAL PROJECTS	67,270	59,070
**	ENGINEERING	128,705	128,705

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
COLLECTION SYSTEM OPS.			
001-0300-570.12-05	TECH TRAIN, CONF & MEETS	34,570	34,570

LEVEL	TEXT	TEXT AMT
PF96	CWEA NORTHERN REGIONAL TRAINING CONFERENCE, STAY CURRENT, REDDING, CA, 4 STAFF	3,000
-	-	-
	CWEA ANNUAL CONF., STAY CURRENT, SACRAMENTO CA, 5 STAFF (INCLUDING SAFE WORKER OF THE YEAR)	3,000
-	-	-
	CWEA NORTHERN REGIONAL SAFETY TRAINING CONFERENCE, SAFETY UPDATES, WOODLAND, CA, 9 STAFF	900
-	-	-
	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	2,500
-	-	-
	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), CALIFORNIA, 1 STAFF	500
-	-	-
	MECHANICS' SKILLS-BASED TRAINING WORKSHOPS, STAY CURRENT (3-4 CLASSES), LOCAL, 2 STAFF	1,850
-	-	-
	EQUIPMENT & TECHNOLOGY CONFERENCES & EXPOSITIONS, STAY CURRENT, CONTINENTAL US, FLEET STAFF	2,500
-	-	-
	TRAVEL TO CHAMPION TO INSPECT NEW RODDER FROM 11-12 EQUIPMENT BUDGET, CONTINENTAL US, 3 STAFF	3,300
-	-	-
	CWEA-TCP CEU-RELATED CREW TRAINING SEMINARS,	1,500

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

PAGE 12

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
	MAINTAIN REQUIRED CERTIFICATION (3-5 CLASSES), LOCAL, CSO STAFF		
	-		
	STATE PLANT OPERATION AND WATER DISTRIBUTION OPERATOR CLASSES, MAINTAIN CERTIFICATION (1-2 CLASSES), CALIFORNIA, 1 STAFF		750
	-		
	PUMPER & CLEANER ENVIRONMENTAL SHOW AND EXPO, CONTINENTAL US, 2 STAFF		3,000
	-		
	TRAVEL FOR MEETINGS OF BENCHMARKING GROUP, INDUSTRY UPDATES (4 CLASSES), CALIFORNIA, 1 STAFF		300
	-		
	MISCELLANEOUS OUTSIDE LUNCH/DINNER MEETINGS, INDUSTRY UPDATES (6-8 CLASSES), LOCAL, CSO STAFF		500
	-		
	UTC, CONTINENTAL US, 2 STAFF		3,000
	-		
	LOCATOR/DIGGER, CONTINENTAL US, 1 STAFF		750
	-		
	MISCELLANEOUS TRAINING MATERIALS		500
	-		
			34,570
*	OPERATIONS SUPPORT	34,570	34,570
**	COLLECTION SYSTEM OPS.	34,570	34,570

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 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	1,200	1,200
LEVEL	TEXT		TEXT AMT
PF96	COMPUTER AND/OR BUSINESS SKILLS CLASSES/SEMINARS, STAY CURRENT ON COMPUTER AND BUSINESS SKILLS, (6 CLASSES), LOCAL, 2 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
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

PAGE 14

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
			1,000
* MANAGEMENT		8,500	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
-	LIMS TRAINING, CALIFORNIA, POD STAFF	2,500
-	WEF ANNUAL CONFERENCE, (1 CONFERENCE), CONTINENTAL U.S., POD 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	14,400	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, 3 POD STAFF	2,000
-	CWEA NORTHERN REGIONAL TRAINING CONFERENCE, 1 MEETING, CALIFORNIA, POD STAFF	2,500
-	WEFTEC CONFERENCE, KEEP UP-TO-DATE ON CURRENT TECHNOLOGY, 1 MEETING, CONTINENTAL U.S., POD STAFF	2,000

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
-	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 10,400 13,000

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
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
	UNITY PRO PLC TRAINING, STAY CURRENT ON SKILLS CALIFORNIA, 2 STAFF		2,600
	-		
	CONTROL SYSTEM AND/OR PROGRAMMABLE LOGIC CONTROLLERS AND ASSOCIATED APPLICATION TRAINING, STAY CURRENT ON PROGRAMMING ISSUES, (1 OR 2 CLASSES), CALIFORNIA, 1 STAFF		500
	-		
	(NON USE FACTOR)		7,000-
			13,000
* OPERATIONS		31,800	34,400
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	1,600
	-	
	CALIFORNIA ELECTRICAL JOURNEYMAN LICENSE TRAINING, WEB-BASED, (4 CLASSES), POD STAFF	400
	-	
	TECHNICAL TRAINING, MECHANICAL, STAY CURRENT IN SKILLS WITH PUMPS, MECHANICAL SEALS, BEARINGS, LASER ALIGNMENT, BOILERS, CAKE PUMPS, (VARIOUS CLASSES), CALIFORNIA/CONTINENTAL U.S., POD STAFF	4,000
	-	
	TECHNICAL TRAINING, ELECTRICAL/INSTRUMENTATION, STAY CURRENT IN SKILLS WITH POWER DISTRIBUTION/ PROTECTION, THERMOGRAPHY, PROTECTIVE RELAYS, CATHODIC PROTECTION VFDS, PLCS, (VARIOUS CLASSES), CALIFORNIA/CONTINENTAL U.S., POD STAFF	5,000
	-	
	TECHNICAL TRAINING, COMPUTERS, STAY CURRENT IN SKILLS, (VARIOUS CLASSES), LOCAL, POD STAFF	1,000
	-	
	TECHNICAL TRAINING, BUILDINGS AND GROUNDS; DEVELOP AND MAINTAIN SKILLS WITH IRRIGATION, PUMPS, FLOORING REPAIR, PESTICIDE/HERBICIDE APPLICATION, (VARIOUS CLASSES), CALIFORNIA, POD STAFF	2,000
		15,000

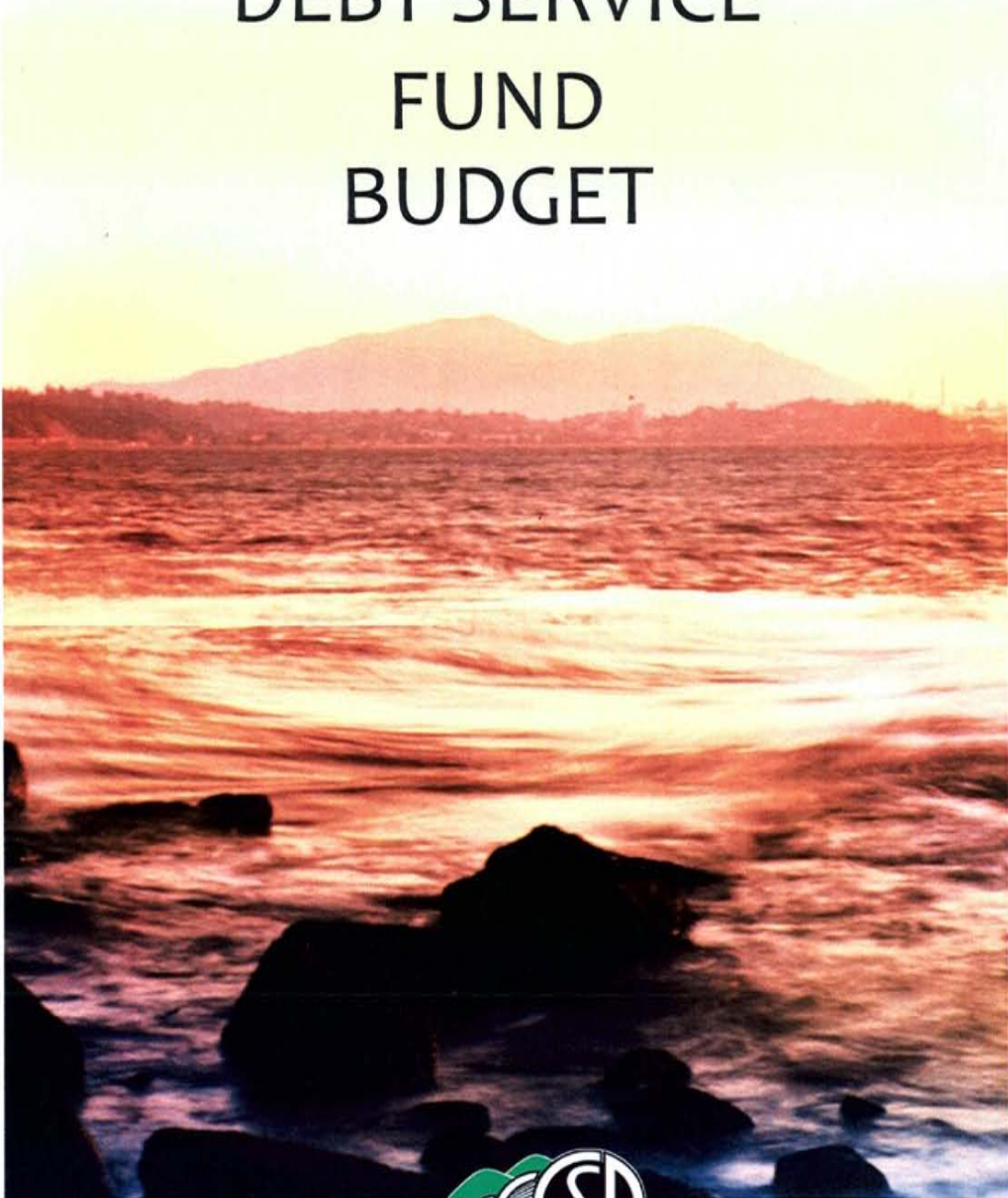
CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
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	61,300

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2011-2012 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

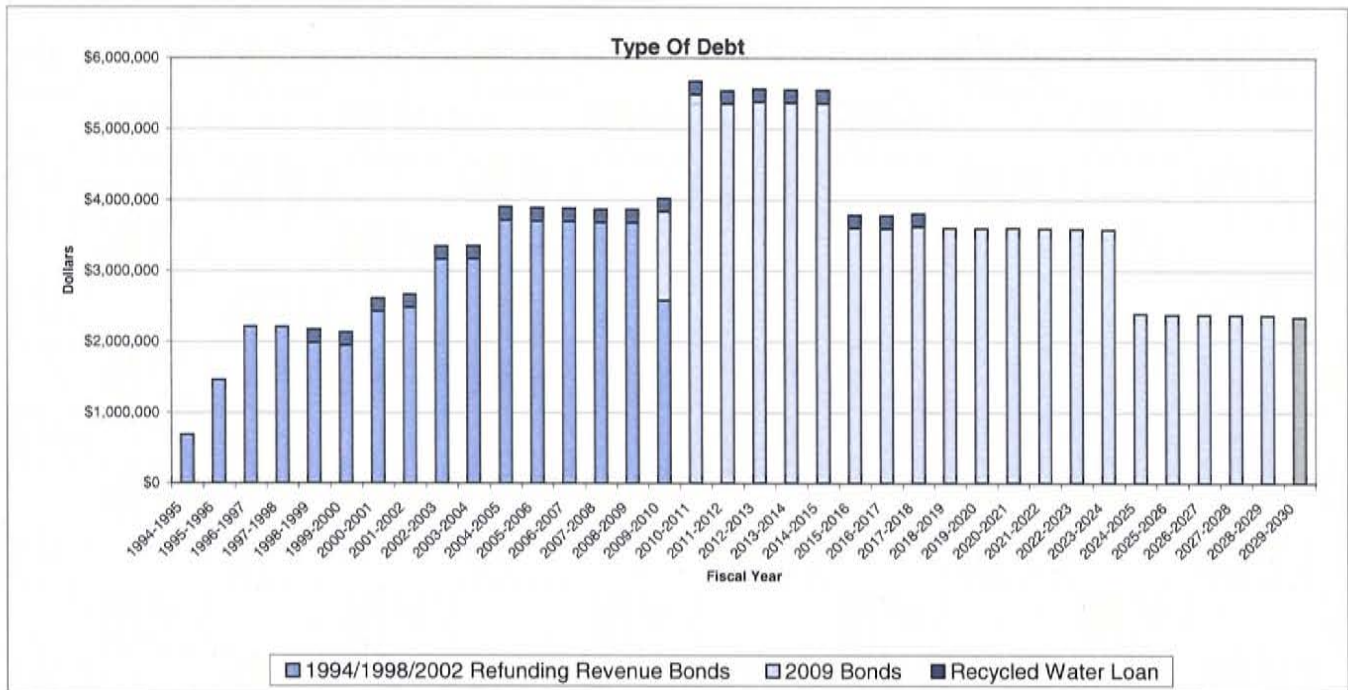
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2010-2011 FINAL BUDGET	2011-2012 FINAL BUDGET
PUMP STATIONS			
001-0500-930.12-05	TECH TRAIN, CONF & MEETS	7,000	7,000
LEVEL	TEXT		TEXT AMT
PF96	BASIC TECHNICAL TRAINING, (2-3 CLASSES), STAY CURRENT, CONTINENTAL US		1,850
-	CWEA STATE CONFERENCE, STAY CURRENT, SACRAMENTO, CA, 2 STAFF		1,500
-	CWEA NORTHERN REGIONAL TRAINING CONFERENCE, STAY CURRENT, MODESTO, CA, 2 STAFF		1,000
-	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
-	PUMP SCHOOL, 3 STAFF		1,500
-			7,000
*	PUMP STATIONS	7,000	7,000
**	PUMP STATIONS	7,000	7,000
***	RUNNING EXPENSE	311,025	313,625
		311,025	313,625

FY 2011-2012 DEBT SERVICE FUND BUDGET



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			

Final Payment made from Reserve Fund

**CENTRAL CONTRA COSTA SANITARY DISTRICT
DEBT SERVICE FUND
FY 2011-2012**

Debt Service Revenue:

Sewer Service Charge	\$	-
Reserve Account Bond Interest Income (Including Premium)		217,630
Ad Valorem Tax (portion allocated to Debt Service)		5,323,090
Total Debt Service Revenue	\$	<u>5,540,720</u>

Debt Service Expense:

2009 Bond Interest Payment and Amortized Costs, less Tax Subsidy on BAB	\$	1,888,601
Recycled Water Loan Interest Payment		30,773
Total Interest Payment and Amortization Costs	\$	<u>1,919,374</u>
2009 Bond Principal Payment	\$	3,465,000
Recycled Water Loan Principal Payment		156,346
Total Principal Payments	\$	<u>3,621,346</u>
Total Debt Service Interest, Amortized Costs and Principal Payments	\$	<u>5,540,720</u>

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

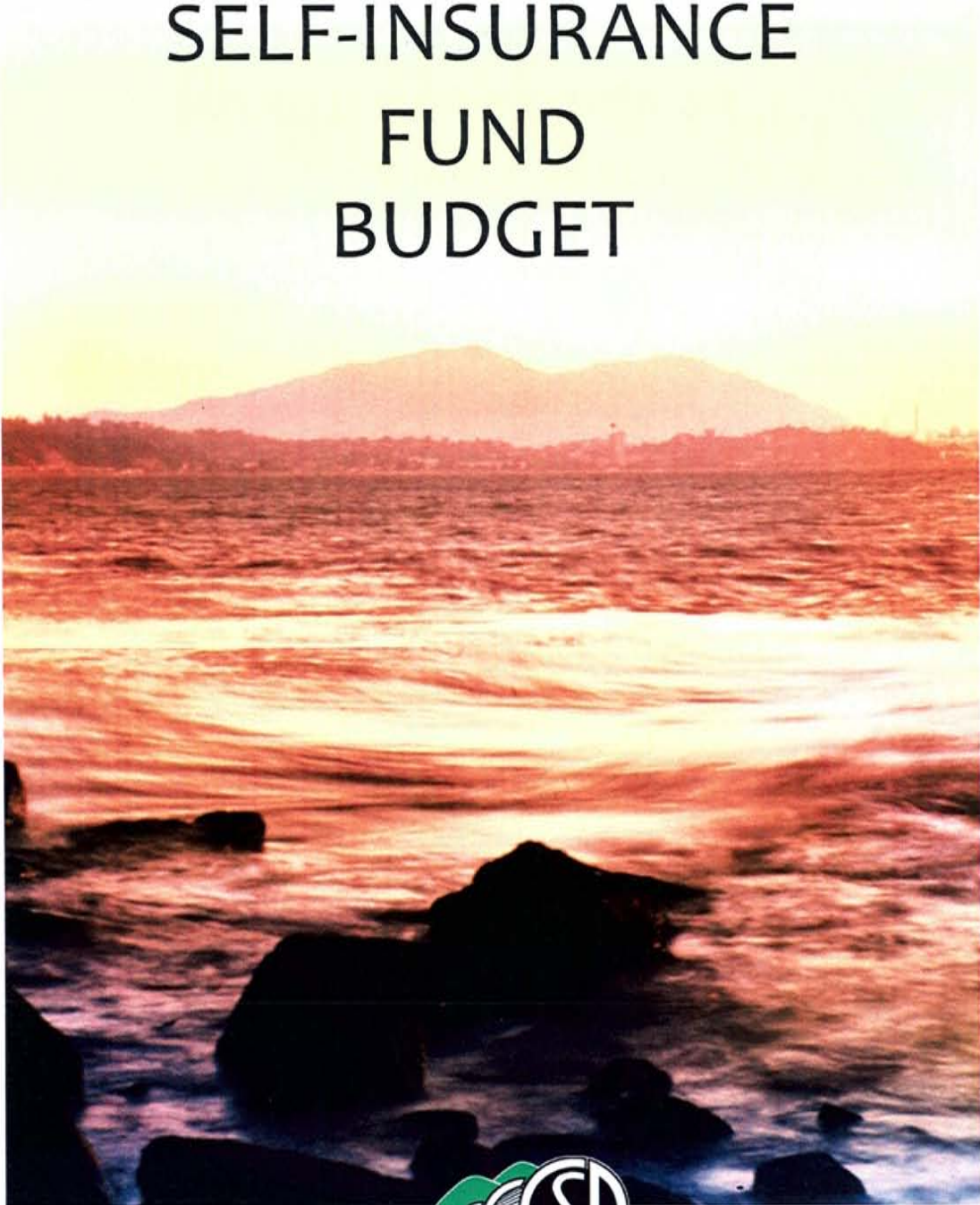
CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY ACCOUNT W/DETAIL - FINAL PASS
 FISCAL YEAR 2011-2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	BUDGET 2010-11	11-12 BUDGET FINAL PASS	BUD 11-12 BUD 10-11 VAR	% VAR
DEBT SERVICE							
004-0000-300.23-00	SEWER SVC CHRG-COUNTY	0	0	0	0	0	.00
004-0000-300.45-50	1998 BOND INTEREST INCOME	26,473	15,754	0	0	0	.00
004-0000-300.45-51	2002 BOND INTEREST INCOME	10,556-	2,625-	0	0	0	.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	19,707	44,336	217,630	173,294-	390.87-
LEVEL	TEXT	TEXT AMT					
PF96	COUPON PAYMENTS (2009A/2009B) LESS US BANK FEES	217,630					
		217,630					
004-0000-300.46-00	TAX REVENUE	3,850,528	4,059,153	5,629,951	5,323,090	306,861	5.45
LEVEL	TEXT	TEXT AMT					
PF96	BOND PRINCIPAL	3,465,000					
	2009 BONDS - GROSS INTEREST	2,285,691					
	BOND ISSUANCE AMORITIZED COSTS	19,705					
	FEDERAL TAX SUBSIDY ON BAB PORTION	416,794-					
	RECYCLED WATER LOAN	187,119					
	LESS RESERVE INTEREST	217,630-					
	ROUNDING	1-					
		5,323,090					
*		3,866,445	4,091,989	5,674,287	5,540,720	133,567	2.35
**	REVENUE	3,866,445	4,091,989	5,674,287	5,540,720	133,567	2.35

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY ACCOUNT W/DETAIL - FINAL PASS
 FISCAL YEAR 2011-2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	BUDGET 2010-11	11-12 BUDGET FINAL PASS	BUD 11-12 BUD 10-11 VAR	% VAR
004-0000-888.12-50	1998 BOND INTEREST EXP	745,064	86,174	0	0	0	.00
004-0000-888.12-51	2002 BOND INTEREST EXP	634,262	103,894	0	0	0	.00
004-0000-888.12-52	RECYC H2O INTEREST EXP	42,360	38,597	34,735	30,773	3,962	11.41
LEVEL	TEXT		TEXT AMT				
PF96	RECYCLED WATER PRINCIPAL - \$156,346						
	RECYCLED WATER INTEREST		30,773				
			30,773				
004-0000-888.12-53	2009 BOND DEBT EXPENSE	0	1,324,802	2,027,168	1,888,601	138,567	6.84
LEVEL	TEXT		TEXT AMT				
PF96	9/2011 INTEREST \$ 400,198.33		1,888,601				
	3/2012 INTEREST 1,131,295.00						
	6/2012 INTEREST 754,196.67						
	BOND ISSUANCE COST 19,705.41						
	TAX SUBSIDY -416,794.00						
			1,888,601				
*		1,421,686	1,553,467	2,061,903	1,919,374	142,529	6.91
**	DEBT SERVICE	1,421,686	1,553,467	2,061,903	1,919,374	142,529	6.91

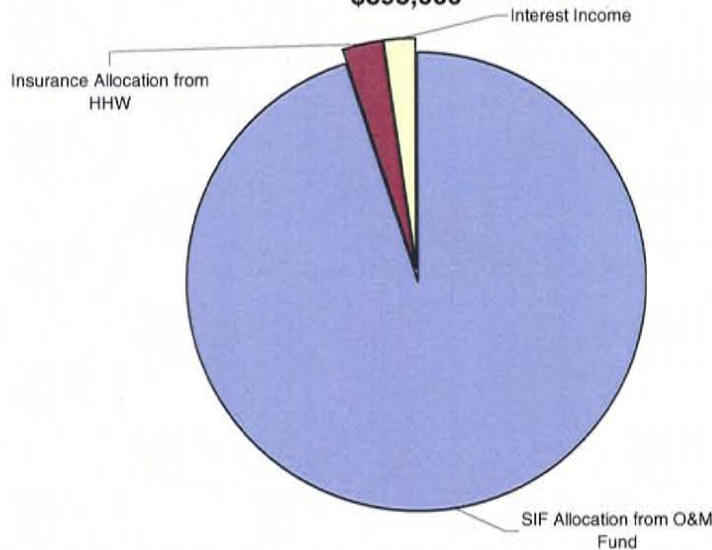
FY 2011-2012 SELF-INSURANCE FUND BUDGET



Central Contra Costa
Sanitary District

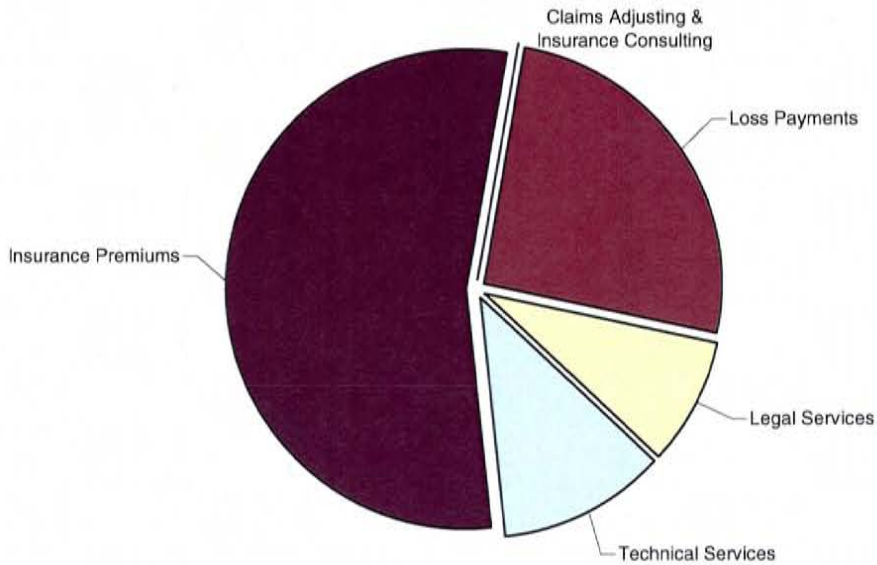
Central Contra Costa Sanitary District
Self-Insurance Budget
 Fiscal Year Ending June 30, 2012
 (\$000 omitted)

2011-2012 Revenue
\$895,000



SIF Allocation from O&M Fund	\$ 850,000	94.97%
Insurance Allocation from HHW	25,000	2.79%
Interest Income, Subrogation Recovery	20,000	2.23%
Total Revenues	\$ 895,000	100.00%

2011-2012 Expense
\$979,500



Claims Adjusting & Insurance Consulting	\$ 1,000	0.10%
Loss Payments	250,000	25.52%
Legal Services	85,000	8.68%
Technical Services	110,000	11.23%
Insurance Premiums	533,500	54.47%
Total Expenses	\$ 979,500	100.00%

From Reserves \$ (84,500)



**Central Contra Costa Sanitary District
BOARD OF DIRECTORS
POSITION PAPER**

Board Meeting Date: APRIL 7, 2011

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 2011-12 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. Misgraves


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 April 4, 2011 Committee meeting.

RECOMMENDATION: Receive the fiscal year 2011-12 SIF Budget and authorize the allocation of \$850,000 to the fund from the fiscal year 2011-12 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 2011-12 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-five year history.

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 2011-12 is \$850,000.

POSITION PAPER

Board Meeting Date: April 7, 2011

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 2011-12 OPERATIONS & MAINTENANCE BUDGET

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 2010 that projected losses for these risks. The actuary, Aon Risk Consulting (formerly ARM Tech) recommended the Sub-Fund A reserve for fiscal year 2011-12 claims be \$395,000 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, the Board increased the target 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 last three fiscal years has been approximately \$315,000, offset by average revenue of approximately \$18,000 for an average draw down of reserves of \$297,000 annually. The budgeted revenue for fiscal year 2011-12 is \$4,200 with expenses of \$360,000 for an estimated reduction in Sub-Fund A reserves of \$355,800. A transfer of \$355,800 from Sub-Fund C is necessary in order to maintain the reserve at \$1,000,000.

SUB-FUND B: GASB-10 Non-actuarially-based risks. These include employment-related and pollution-related risks. Because employment-related and pollution-related losses occur infrequently and the costs of the claims vary widely, the frequency and severity of these losses are less predictable than those addressed by Sub Fund A. For this same reason, GASB-10 does not require a biennial actuarial review of these risks. However, GASB-10 requires that such 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

POSITION PAPER

Board Meeting Date: April 7, 2011

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 2011-12 OPERATIONS & MAINTENANCE BUDGET

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 ten percent increase in property insurance premiums.

The annual average expense for Sub-Fund C over the past three fiscal years has been approximately \$416,000 offset by average revenue of approximately \$1,063,000 for a average increase of \$646,000 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 \$219,000. The budget for fiscal year 2011-12 revenue is \$880,800 with expenses of \$549,500 for an estimated addition to Sub-Fund C reserves of \$331,300. However, \$415,800 is anticipated to be transferred to Sub-Funds A and B for a net decrease in Sub-fund C reserves of \$84,500. This leaves a reserve balance of \$1,295,388.

Exhibits and Charts

Exhibit I presents a recent financial history and projection of the SIF and shows the 2011-12 SIF budget estimates total revenues of \$904,000 and total expenses of \$979,500, decreasing the projected fiscal year 2011-12 total SIF reserves by \$84,500 to \$4,695,389 on June 30, 2012. The budgeted revenues include the recommended allocation of \$850,000 from the fiscal year 2011-12 O&M budget to the SIF.

Exhibits II, III & IV present the projected Sub-Fund A, Sub-Fund B and Sub-Fund C fiscal year 2011-12 budget summary.

POSITION PAPER

Board Meeting Date: April 7, 2011

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 2011-12 OPERATIONS & MAINTENANCE BUDGET

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 5 summarizes the District's current insurance program.

A presentation on the Self-Insurance Fund will be made to the Budget & Finance Committee on April 4, 2011. 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 2011-12 Self-Insurance Fund Budget and approve the allocation of \$850,000 to the fund for inclusion in the fiscal year 2011-12 O&M Budget.

**CENTRAL CONTRA COSTA SANITARY DISTRICT
SELF-INSURANCE FUND (SIF)
July 1, 2005 - June 30, 2012**

	Actual 2005-2006	Actual 2006-2007	Actual 2007-2008	Actual 2008-2009	Actual 2009-2010	Projected 2010-2011	Budget 2011-2012
Revenues							
SIF Allocation from O&M Fund	250,000	700,000	1,117,000	850,000	1,383,000	850,000	850,000
Insurance Allocation from HHW	32,326	33,278	29,334	0	52,471	30,000	25,000
Subrogation Recovery	0	0	14,644	18,031	0	0	0
Interest Income	124,771	162,627	159,501	87,106	29,815	20,000	20,000
Total Revenue	407,097	895,905	1,320,479	955,137	1,465,286	900,000	895,000
Expenses							
Claims Adjusting	1,217	0	0	0	0	1,000	1,000
Insurance Consulting	0	0	0	0	0	4,000	0
Loss Payments	198,292	43,013	399,956	166,040	45,347	250,000	250,000
Legal Services	200,568	3,711	69,371	200,710	31,163	77,500	85,000
Technical Services	26,577	27,569	75,355	83,962	15,482	205,000	110,000
Insurance Premiums	485,185	478,269	401,292	388,013	404,620	420,000	533,500
Total Expenses	911,839	552,562	945,974	838,725	496,612	957,500	979,500
Revenue Over Expense	(504,742)	343,343	374,505	116,412	968,674	(57,500)	(84,500)
Reserves							
Beginning of Year	3,539,197	3,034,455	3,377,798	3,752,303	3,868,715	4,837,389	4,779,889
Revenue over Expense	(504,742)	343,343	374,505	116,412	968,674	(57,500)	(84,500)
End of Year Reserves	3,034,455	3,377,798	3,752,303	3,868,715	4,837,389	4,779,889	4,695,389
Uncommitted Reserves							
Actuarial Reserves - GASB 10 (Fund A)	881,500	629,820	629,820	750,000	1,000,000	1,000,000	1,000,000
Non- Actuarial Reserves - GASB 10 (Fund B)	2,152,955	2,152,955	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000
Non-GASB 10 Reserves (Fund C)	0	595,023	722,483	718,715	1,437,389	1,379,889	1,295,389
Total Reserves	3,034,455	3,377,798	3,752,303	3,868,715	4,837,389	4,779,889	4,695,389
Change in Reserves	(504,742)	343,343	374,505	116,412	968,674	(57,500)	(84,500)

SELF-INSURANCE FUND
Actual 2009-2010, Projected 2010-11 and Budget 2011-2012

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

	<u>Actual</u> <u>2009-2010</u>	<u>Projected</u> <u>2010-2011</u>	<u>Budget</u> <u>2011-2012</u>
Actuarial Reserves - GASB 10 - Beginning of Year	\$ 750,000	\$ 1,000,000	\$ 1,000,000
Revenues:			
O&M	-	-	-
Subrogation Recovery	-	-	-
Interest	7,704	4,200	4,200
	<hr/>	<hr/>	<hr/>
Total Revenues	7,704	4,200	4,200
	<hr/>	<hr/>	<hr/>
Expenses:			
Losses	45,347	250,000	250,000
Legal	30,513	20,000	25,000
Technical	15,482	175,000	85,000
Insurance Consulting Services	0	0	0
	<hr/>	<hr/>	<hr/>
Total Expenses	91,342	445,000	360,000
	<hr/>	<hr/>	<hr/>
Revenue over Expense	(83,638)	(440,800)	(355,800)
	<hr/>	<hr/>	<hr/>
Reserves:			
Transfer (to)/from Sub-Fund C	83,638	440,800	355,800
Transfer (to)/from Sub-Fund C	250,000	-	-
	<hr/>	<hr/>	<hr/>
Total Reserves Projected End of Year	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>

SELF-INSURANCE FUND
Actual 2009-2010, Projected 2010-11 and Budget 2011-2012

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

	<u>Actual</u> <u>2009-2010</u>	<u>Projected</u> <u>2010-2011</u>	<u>Budget</u> <u>2011-2012</u>
<u>Beginning Reserves</u>	\$ 2,400,000	\$ 2,400,000	\$ 2,400,000
Revenues:			
O&M	-	-	-
Recovery	-	-	-
Interest	18,493	10,000	10,000
Total Revenues	<u>18,493</u>	<u>10,000</u>	<u>10,000</u>
Expenses:			
Losses	-	-	-
Legal	-	50,000	50,000
Technical	-	25,000	20,000
Total Expenses	<u>-</u>	<u>75,000</u>	<u>70,000</u>
Revenue over Expense	18,493	(65,000)	(60,000)
Reserves:			
Transfer (to)/from Sub-Fund A	-	-	-
Transfer (to)/from Sub-Fund C	(18,493)	65,000	60,000
Total Reserves Projected End of Year	<u><u>\$ 2,400,000</u></u>	<u><u>\$ 2,400,000</u></u>	<u><u>\$ 2,400,000</u></u>

SELF-INSURANCE FUND
Actual 2009-2010, Projected 2010-11 and Budget 2011-2012

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

	<u>Actual</u> <u>2009-2010</u>	<u>Projected</u> <u>2010-2011</u>	<u>Budget</u> <u>2011-2012</u>
<u>Beginning Reserves</u>	\$ 718,715	\$ 1,437,389	\$ 1,379,889
Revenues:			
O&M	1,383,000	850,000	850,000
Subrogation Recovery	-	-	-
Insurance Recovery from HHW Partners	52,471	30,000	25,000
Interest	3,618	5,800	5,800
Total Revenues	<u>1,439,089</u>	<u>885,800</u>	<u>880,800</u>
Expenses:			
Insurance Consulting Services	-	4,000	-
Claims Adjustment	-	1,000	1,000
Losses	-	-	-
Legal	650	7,500	10,000
Technical	-	5,000	5,000
Insurance Premiums	404,620	420,000	533,500
Total Expenses	<u>405,270</u>	<u>437,500</u>	<u>549,500</u>
Revenue over Expense	1,033,819	448,300	331,300
Reserves:			
Transfer (to)/from Sub-Funds A	(83,638)	(440,800)	(355,800)
Transfer (to)/from Sub-Funds A	(250,000)	-	-
Transfer (to)/from Sub-Funds B	18,493	(65,000)	(60,000)
Total Reserves Projected End of Year	<u>\$ 1,437,389</u>	<u>\$ 1,379,889</u>	<u>\$ 1,295,389</u>

CENTRAL CONTRA COSTA SANITARY DISTRICT
 SELF INSURANCE BY ACCOUNT W/DETAIL - FINAL PASS
 FISCAL YEAR 2011-2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGETED 2010-2011	PROJECTED ACTUAL 10-11	11-12 BUDGET FINAL PASS	BUDGET 11-12 TO EST 10-11 VARIANCE	PERCENT VARIANCE	BUDGET 11-12 TO BUDGET 10-11 VARIANCE	PERCENT VARIANCE
SELF-INSURANCE								
003-0000-301.45-01	INTEREST	8,510	4,200	4,200	0	.00	4,310	50.65
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	19,900	10,000	10,000	0	.00	9,900	49.75
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	8,590	5,800	5,800	0	.00	2,790	32.48
003-0000-303.73-01	SUBROGATION RECOVERIES	0	0	0	0	.00	0	.00
003-0000-303.74-01	CONTRIBUTION FROM O&M	850,000	850,000	850,000	0	.00	0	.00
003-0000-303.75-01	INSURANCE RECOVERY - HHW	30,000	30,000	25,000	5,000	16.67	5,000	16.67
*	REVENUE	917,000	900,000	895,000	5,000	.55	22,000	2.40

CENTRAL CONTRA COSTA SANITARY DISTRICT
 SELF INSURANCE BY ACCOUNT W/DETAIL - FINAL PASS
 FISCAL YEAR 2011-2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGETED 2010-2011	PROJECTED ACTUAL 10-11	11-12 BUDGET FINAL PASS	BUDGET 11-12 TO EST 10-11 VARIANCE	PERCENT VARIANCE	BUDGET 11-12 TO BUDGET 10-11 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	20,000	25,000	5,000-	10.00-	25,000	50.00
003-0000-991.14-22	TECHNICAL SERVICES	85,000	175,000	85,000	90,000	105.88	0	.00
003-0000-992.14-20	LOSSES	0	0	0	0	.00	0	.00
003-0000-992.14-21	LEGAL SERVICES	5,000	50,000	50,000	0	.00	45,000-	900.00-
003-0000-992.14-22	TECHNICAL SERVICES	5,000	25,000	20,000	5,000	100.00	15,000-	300.00-
003-0000-993.14-20	LOSSES	0	0	0	0	.00	0	.00
003-0000-993.14-21	LEGAL SERVICES	20,000	7,500	10,000	2,500-	12.50-	10,000	50.00
003-0000-993.14-22	TECHNICAL SERVICES	10,000	5,000	5,000	0	.00	5,000	50.00
003-0000-993.14-23	LIABILITY INSURANCE	415,000	310,000	415,000	105,000-	25.30-	0	.00
003-0000-993.14-24	PROPERTY INSURANCE	115,000	110,000	118,500	8,500-	7.39-	3,500-	3.04-
003-0000-993.14-25	INSURANCE CONSULTING SVS	4,000	4,000	0	4,000	100.00	4,000	100.00
003-0000-993.14-26	CLAIMS ADJUSTMENT	1,000	1,000	1,000	0	.00	0	.00
*	SELF INS EXPENSE ACCTS	960,000	957,500	979,500	22,000-	2.29-	19,500-	2.03-

Chart 1

**Self Insurance Fund
History of Revenue, Expense and Reserve Balance**

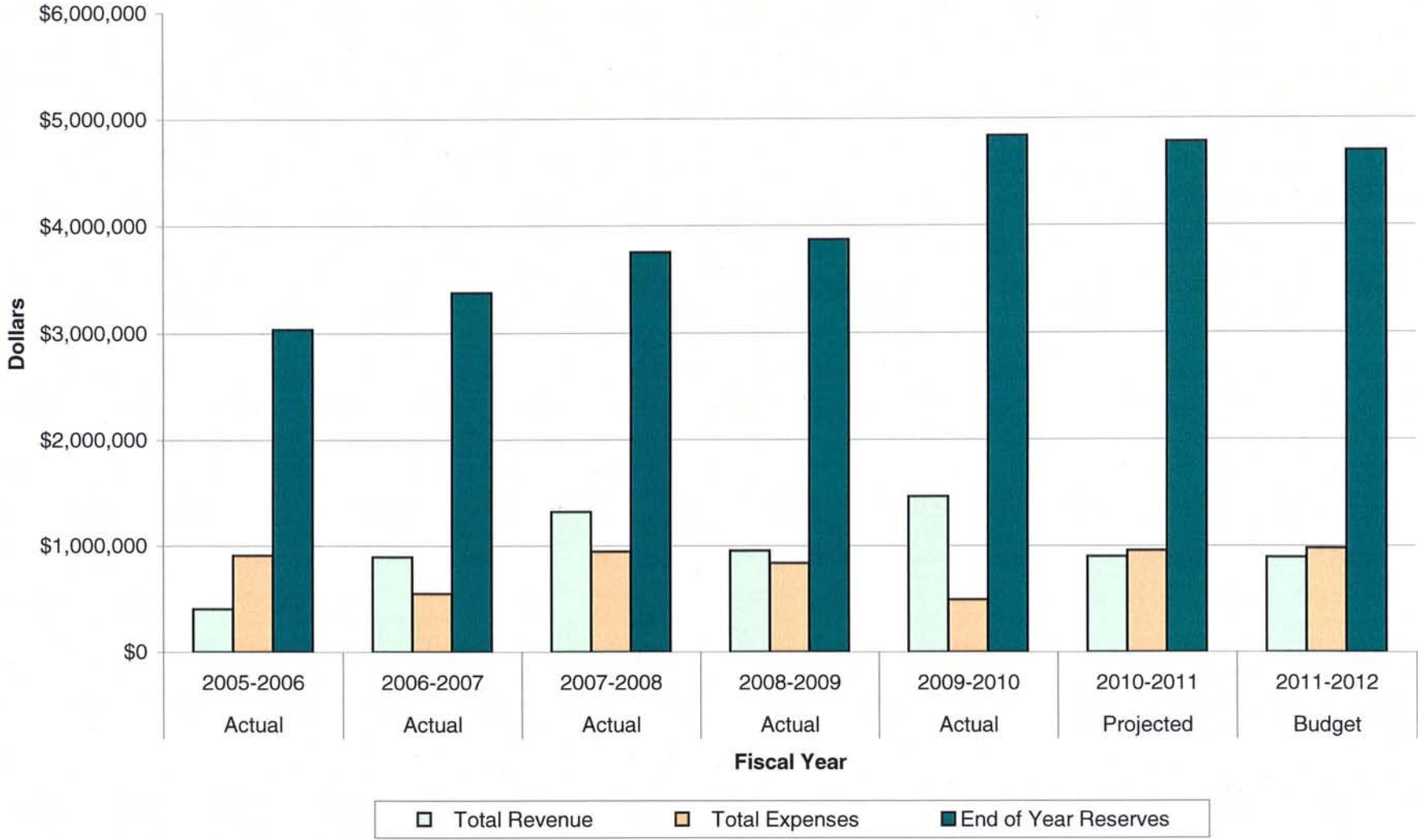


Chart 2

**Self Insurance Fund
History of Loss Payment & Insurance Premiums**

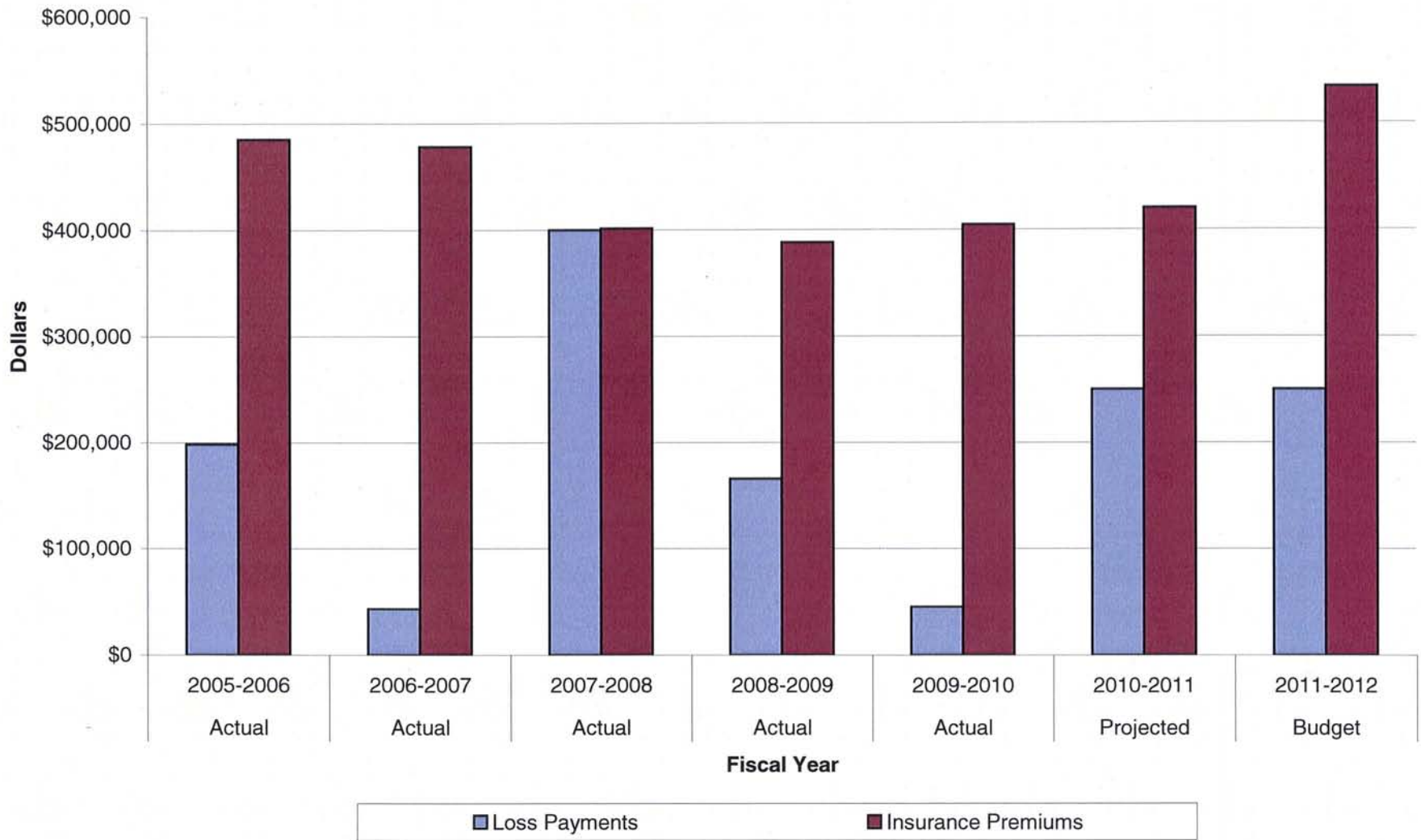


Chart 3

Self Insurance Fund Reserves By Sub-Fund

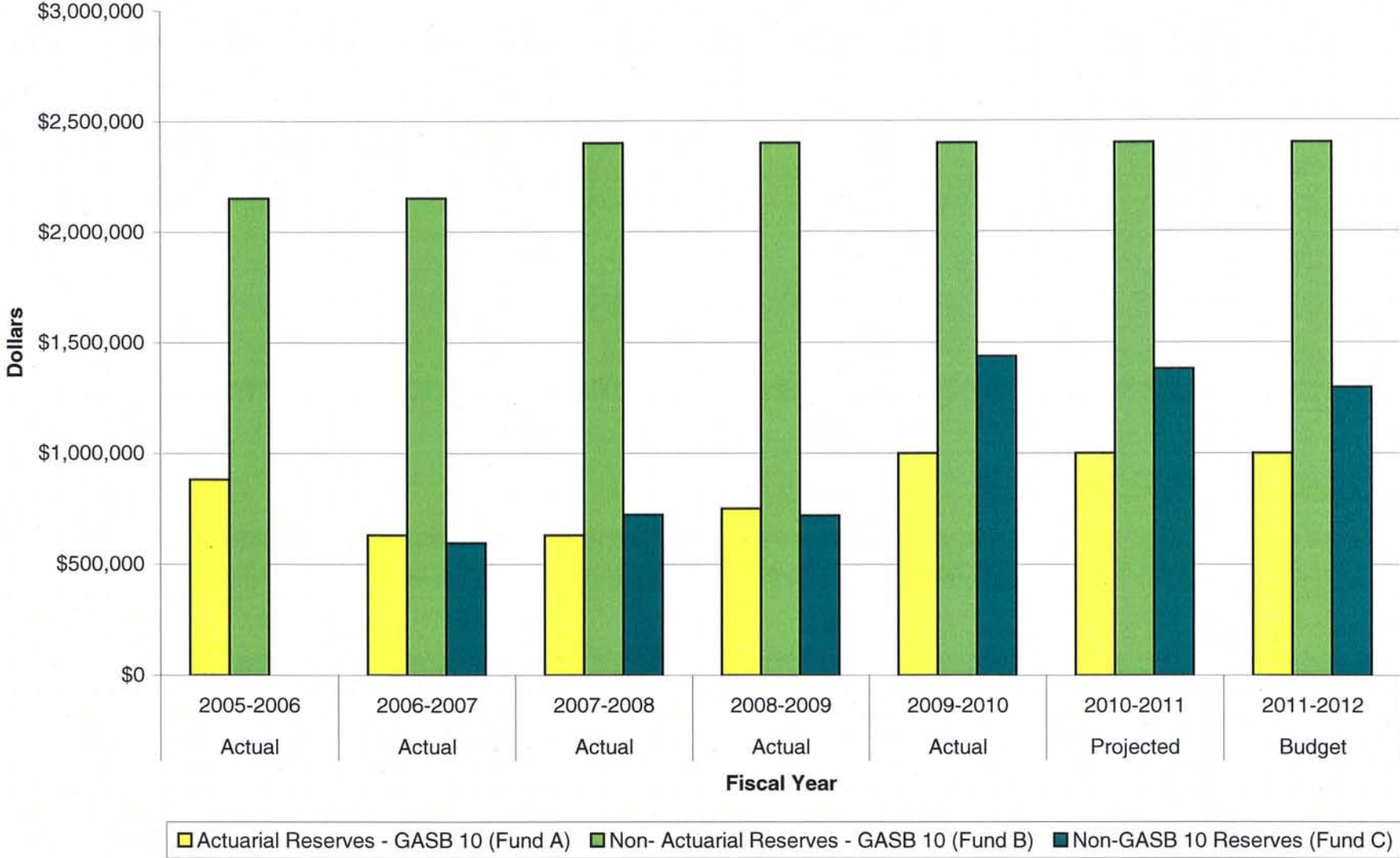
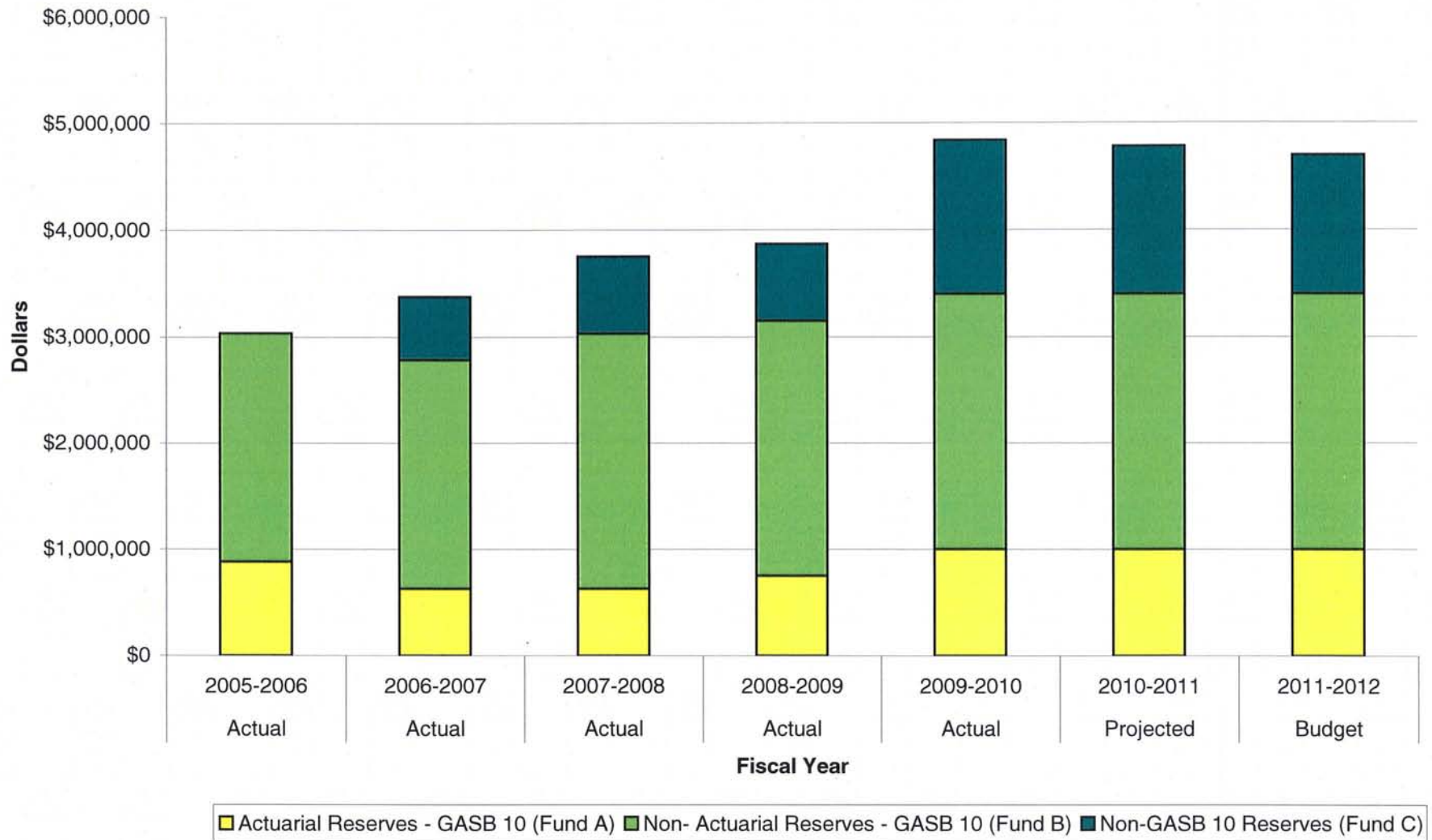
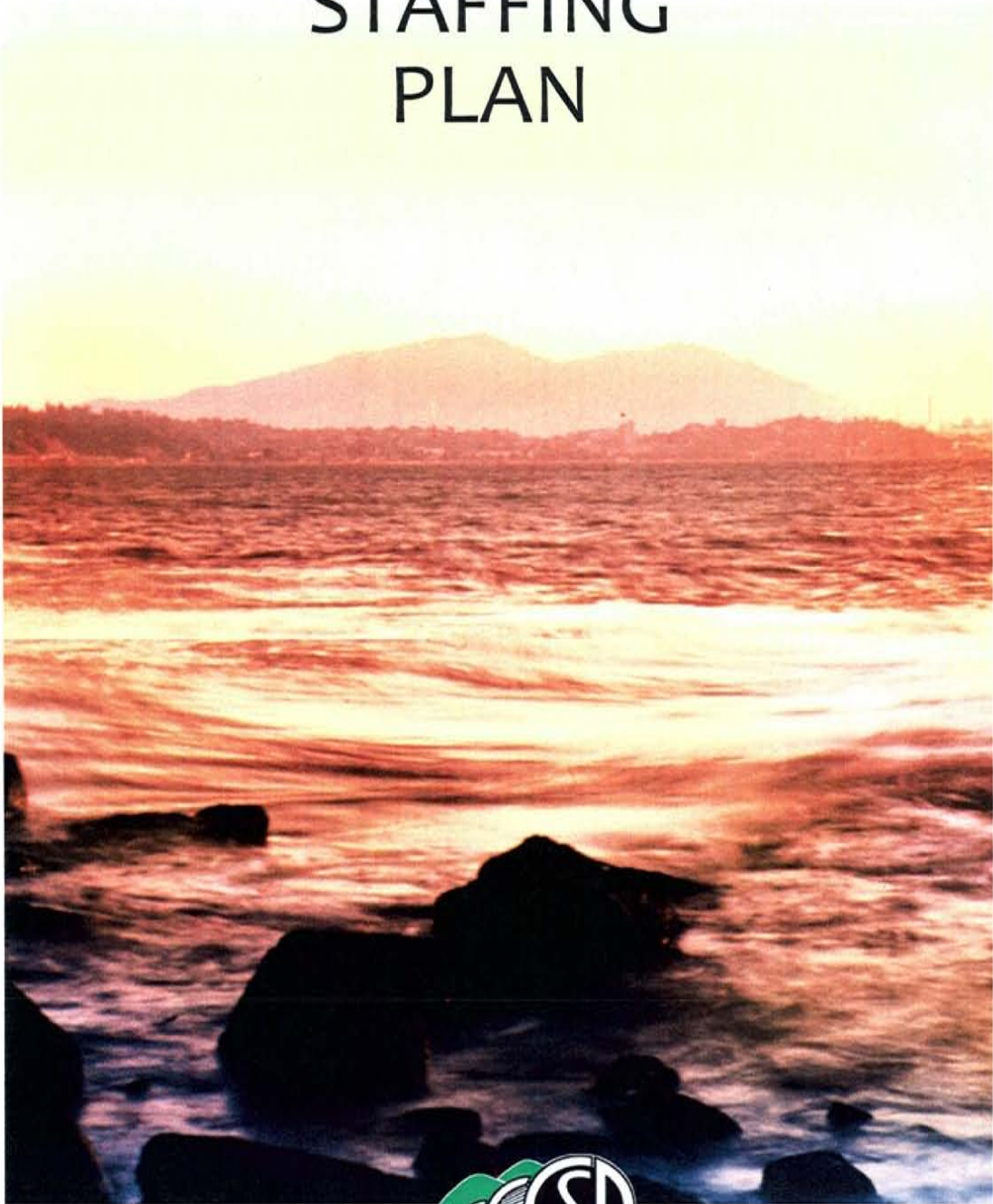


Chart 4

**Self Insurance
History of Reserves**



FY 2011-2012 STAFFING PLAN



Central Contra Costa
Sanitary District



Central Contra Costa Sanitary District
BOARD OF DIRECTORS
POSITION PAPER

Board Meeting Date: April 7, 2011

Subject: APPROVE STAFFING PLAN FOR FISCAL YEAR 2011 – 2012

Submitted By:
Christopher Ko, Provisional Human
Resources Manager

Initiating Dept./Div.:
Administration/Human Resources

REVIEWED AND RECOMMENDED FOR BOARD ACTION:


C. Ko


R. Muirgraves


James M. Kelly,
General Manager

ISSUE: Board approval is requested for the Fiscal Year 2011 – 2012 Staffing Plan.

RECOMMENDATION: Approve the Staffing Plan for Fiscal Year 2011 – 2012.

FINANCIAL IMPACTS: The proposed Staffing Plan would increase annual salary costs by \$15,682 and reduce benefit costs by \$1,853 for a net increase of \$13,829.

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

BACKGROUND: Each department has reviewed its staffing requirements for Fiscal Year 2011 – 2012. The Staffing Plan includes departmental overviews, personnel actions, requested changes and their justifications, and organizational charts reflecting current staff and proposed changes. To date, there have been 61 personnel actions taken during Fiscal Year 2010 – 2011.

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. Nine Co-op student positions are requested which is one more position than last year.

The salaries and wages in the 2011 – 2012 O & M Departmental Budgets will increase from the previous year's budget due to cost-of-living salary adjustments and any merit and longevity increases scheduled in 2011 – 2012.

Staff is recommending the salaries for Laboratory and Engineering Co-ops remain at \$24.00 an hour. Staff is requesting a new co-op position for the Safety and Risk Management Division for the fall 2011 term. This position will provide short-term support for the expanding Safety program by assisting with the implementation of technical aspects of the program. Staff is recommending a salary of \$18.00 an hour. Summer student requests are stated separately in the Authorization to Hire Seasonal Employees Position Paper.

POSITION PAPER

Board Meeting Date: April 7, 2011

Subject: APPROVE STAFFING PLAN

This matter was reviewed by the Human Resources Committee at its March 9, 2011 meeting. The Committee approved the changes as requested by the Administration and Collection System Operations Departments. The Committee also suggested attempting to fill the Senior Engineering Assistant at its current level, instead of creating an Assistant Engineer position. The Committee did not approve the proposed addition of a Media Production Technician in the Plant Operations Department.

Administration

1. Add one Information System Specialist (G-64, \$65,176 - \$78,853) position. This position will be assigned to CSO to support the Accela computerized system.

Collection System Operations

2. Delete one Construction Equipment Operator (G-64, \$65,176 - \$78,853) position.

Engineering

3. Delete one Engineering Assistant I/II (I: G-60, \$59,192 - \$71,639; II: G-65, \$66,638 - \$80,758) position. Add one Engineering Assistant III (G-69, \$73,409 - \$88,760) position.
4. Delete one Administrative Services Supervisor (S-62, 62,405 - \$75,487) position.
5. Add one Senior Engineer (S-83, \$103,015 - \$124,561) position.

Plant Operations

6. Delete one Administrative Assistant (G-57, \$55,191 - \$66,638) position.

Secretary of the District

None

Co-op

7. Authorize the hiring of students to fill nine Co-op positions in 2011 – 2012.

POSITION PAPER

Board Meeting Date: April 7, 2011

Subject: APPROVE STAFFING PLAN

RECOMMENDED BOARD ACTION:

Approve the Staffing Plan for Fiscal Year 2011 – 2012 herein identified by items 1 – 7.

**Central Contra Costa Sanitary District
2011-12 Staffing Plan**

Department	Deleted Regular Position	Additional Regular Positions	Salary Range	Co-ops		Authorized Staffing		Salaries	Benefits	Salary and Benefits
				2010-2011	2011-2012	2010-2011	2011-2012			
Administration						47	48			
				0	1			\$ 18,720		\$ 18,720
		1 Information System Specialist	G-64, \$65,176 - \$78,853					\$ 80,824	\$ 49,303	\$ 130,127
Subtotal for Administration								\$ 99,544	\$ 49,303	\$ 148,847
Collection System Operations						62	61			
				0	0			\$ -		\$ -
	1 Construction Equipment Operator		G-64, \$65,176 - \$78,853					\$ (80,824)	\$ (49,303)	\$ (130,127)
Subtotal for Collection System Operations								\$ (80,824)	\$ (49,303)	\$ (130,127)
Engineering						84	84			
				6	6			\$ -		\$ -
	1 Engineering Assistant I/II		I: G-60, \$59,192 - \$71,639 II: G-65, \$66,638 - \$80,758					\$ (62,156)	\$ (37,915)	\$ (100,071)
		1 Engineering Assistant III	G-69, \$73,409 - \$88,760					\$ 76,911	\$ 46,916	\$ 123,827
	1 Administrative Services Supervisor		S-62, \$62,405 - \$75,487					\$ (65,406)	\$ (39,898)	\$ (105,304)
		1 Senior Engineer	S-82, \$100,591 - \$121,578					\$ 105,459	\$ 64,330	\$ 169,789
Subtotal for Engineering								\$ 54,808	\$ 33,433	\$ 88,241
Plant Operations						88	87			
				2	2			\$ -		\$ -
	1 Administrative Assistant		G-57, \$55,191 - \$66,638					\$ (57,846)	\$ (35,286)	\$ (93,132)
Subtotal for Plant Operations								\$ (57,846)	\$ (35,286)	\$ (93,132)
District Total Additions (Savings)				8	9	281	280	\$ 15,682	\$ (1,853)	\$ 13,829

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 43 filled positions. It provides services to all other departments and the general public.</p>																										
<p>Personnel Actions Since February 2011</p>	<table border="1"> <thead> <tr> <th data-bbox="618 569 927 604"><u>Name/Classification</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="565 642 992 751">Tina Miller Administrative Services Supervisor</td> </tr> <tr> <td data-bbox="565 789 992 898">Julie Lopez Assistant to the Secretary of the District</td> </tr> <tr> <td data-bbox="565 936 992 1045">Donna Anderson Assistant to the Secretary of the District</td> </tr> <tr> <td data-bbox="565 1083 992 1150">Pam McMillan Senior Buyer</td> </tr> <tr> <td data-bbox="565 1188 992 1262">Greg Ziegler Senior Materials Coordinator</td> </tr> <tr> <td data-bbox="565 1299 992 1373">Cathryn Freitas Human Resources Manager</td> </tr> <tr> <td data-bbox="565 1411 992 1484">Son Nguyen Graphics Technician III</td> </tr> </tbody> </table>	<u>Name/Classification</u>	Tina Miller Administrative Services Supervisor	Julie Lopez Assistant to the Secretary of the District	Donna Anderson Assistant to the Secretary of the District	Pam McMillan Senior Buyer	Greg Ziegler Senior Materials Coordinator	Cathryn Freitas Human Resources Manager	Son Nguyen Graphics Technician III	<table border="1"> <thead> <tr> <th data-bbox="1008 569 1284 604"><u>Personnel Action</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="1081 642 1211 678">new hire</td> </tr> <tr> <td data-bbox="1016 789 1276 825">service retirement</td> </tr> <tr> <td data-bbox="1081 936 1211 972">new hire</td> </tr> <tr> <td data-bbox="1049 1083 1243 1150">personnel advancement</td> </tr> <tr> <td data-bbox="1049 1188 1243 1262">off trainee appointment</td> </tr> <tr> <td data-bbox="1016 1299 1276 1335">service retirement</td> </tr> <tr> <td data-bbox="1016 1411 1276 1446">service retirement</td> </tr> </tbody> </table>	<u>Personnel Action</u>	new hire	service retirement	new hire	personnel advancement	off trainee appointment	service retirement	service retirement	<table border="1"> <thead> <tr> <th data-bbox="1317 569 1533 604"><u>Effective Date</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="1365 642 1487 678">05/28/10</td> </tr> <tr> <td data-bbox="1365 789 1487 825">07/16/10</td> </tr> <tr> <td data-bbox="1365 936 1487 972">08/23/10</td> </tr> <tr> <td data-bbox="1365 1083 1487 1119">09/01/10</td> </tr> <tr> <td data-bbox="1365 1188 1487 1224">11/30/10</td> </tr> <tr> <td data-bbox="1365 1299 1487 1335">12/16/10</td> </tr> <tr> <td data-bbox="1365 1411 1487 1446">02/24/11</td> </tr> </tbody> </table>	<u>Effective Date</u>	05/28/10	07/16/10	08/23/10	09/01/10	11/30/10	12/16/10	02/24/11
<u>Name/Classification</u>																											
Tina Miller Administrative Services Supervisor																											
Julie Lopez Assistant to the Secretary of the District																											
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12/16/10																											
02/24/11																											
<p>Requested Changes</p>	<p>Add one Information System Specialist (ISS) (G-64, \$65,176.18 - \$78,853.01) position. This position will be assigned to CSO to facilitate cross-training prior to the anticipated retirement of the current ISS in March 2012. The incumbent ISS supports the Accela computerized system which schedules sewer cleaning and routine maintenance. This position is critical in maintaining an up-to-date cleaning schedule and reducing costly sanitary sewer overflows.</p>																										

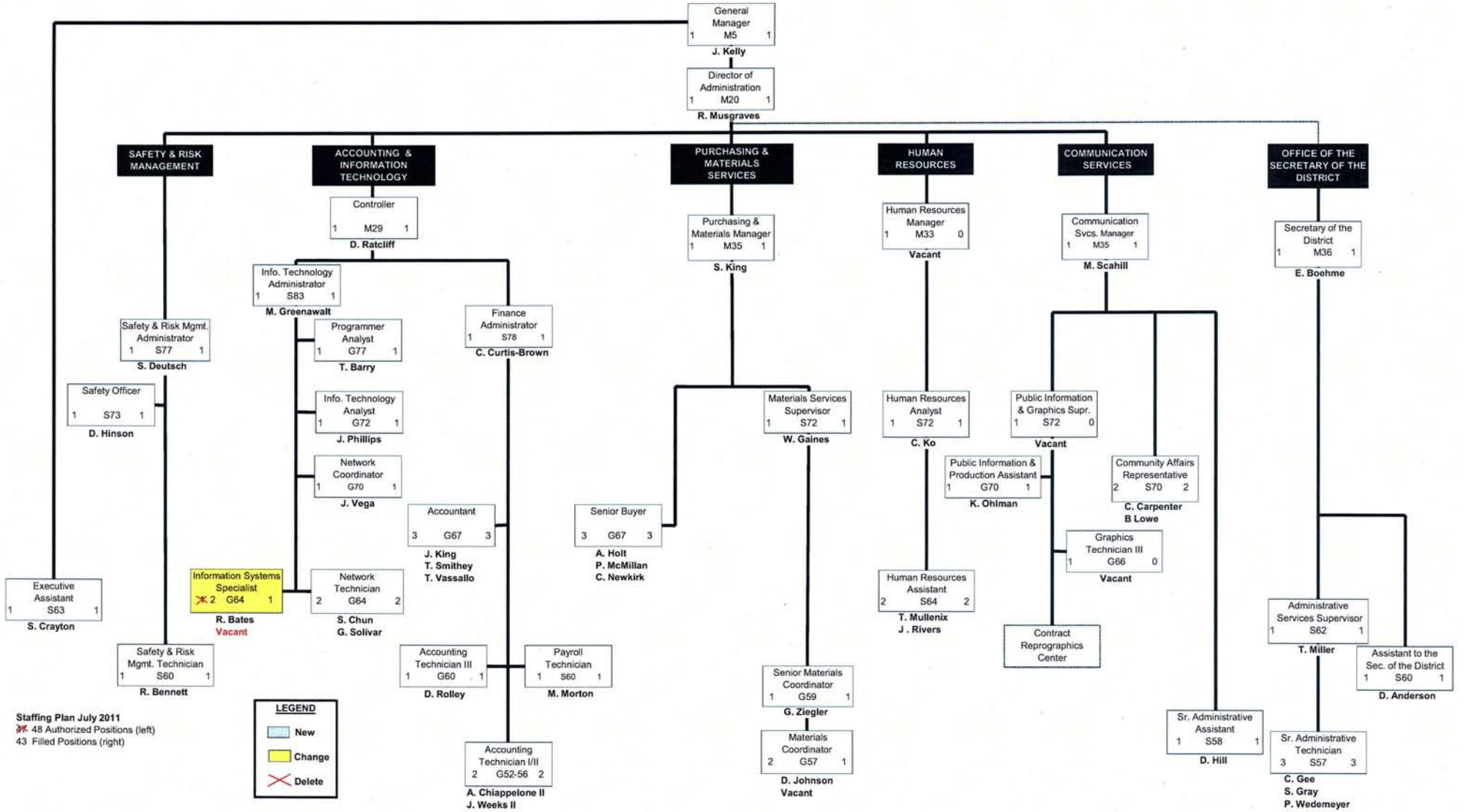
**Requested Changes,
Continued**

The new position will replace the incumbent when he retires. Upon his retirement, staff is requesting that an authorized position revert back to CSOD to be filled with a Maintenance Crew Member I/II.

Requested by: *Randall M. Mungovan* Date: *March 2, 2011*

Recommended by the General Manager: *J. Kelly*

CENTRAL CONTRA COSTA SANITARY DISTRICT
Administration Department



COLLECTION SYSTEM OPERATIONS DEPARTMENT

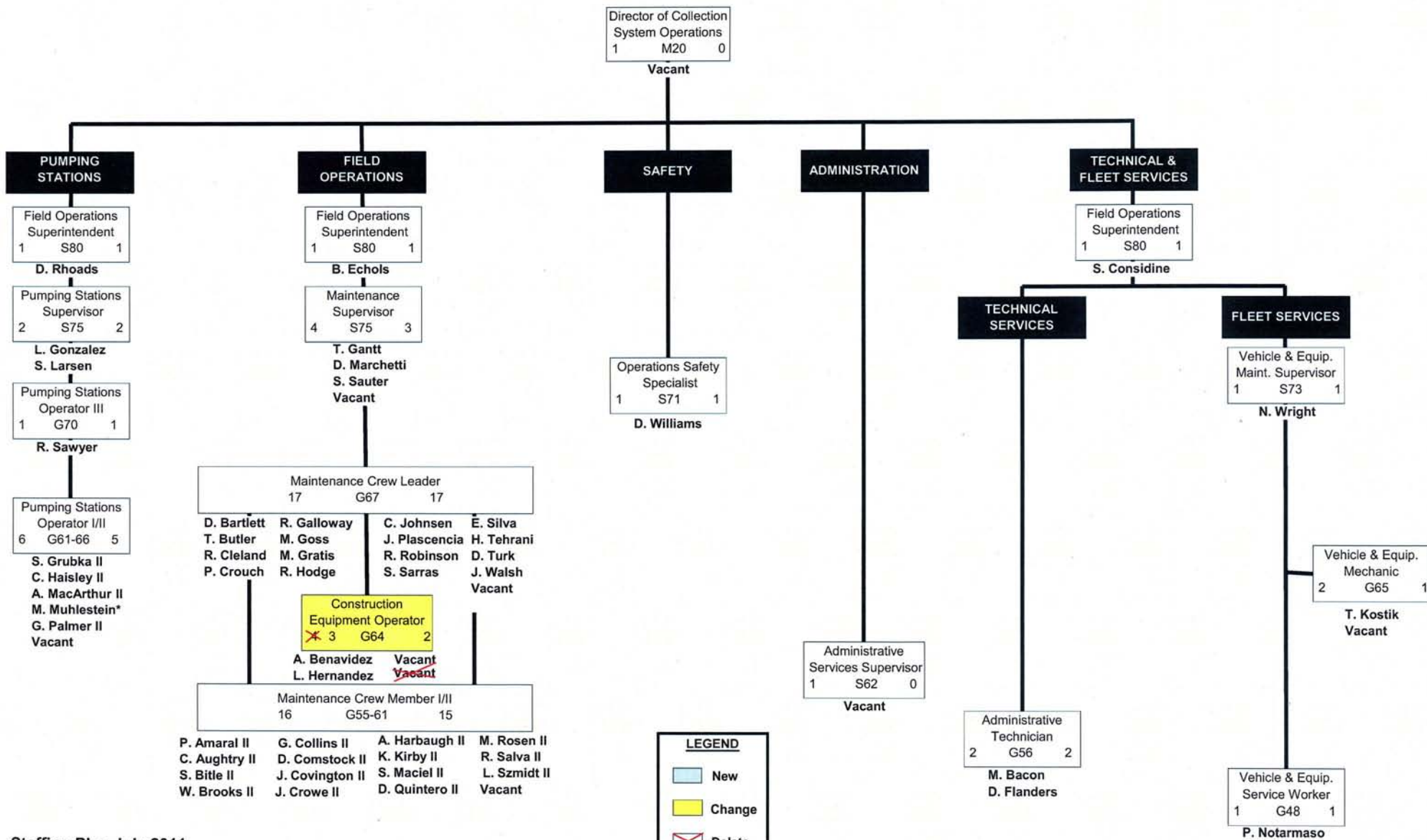
<p>Department Overview</p>	<p>The Collection System Operations Department (CSOD) is responsible for the operation and maintenance of the District's 1,500-mile collection system, reclaimed water distribution system, and 18 pumping stations. The employees of CSOD are the primary responders in the event 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 53 filled positions.</p>		
<p>Personnel Actions Since March 2011</p>	<p style="text-align: center;"><u>Name/Classification</u></p> <p>Paul Louis Maintenance Supervisor</p> <p>Richard Boylan Vehicle and Equipment Maintenance Supervisor</p> <p>Justin Covington Maintenance Crew Member II</p> <p>Michael Muhlestein Pumping Stations Operator Trainee</p> <p>Anthony MacArthur Pumping Stations Operator II</p> <p>Tom Corum Construction Equipment Operator</p> <p>Penny Binder Maintenance Crew Leader</p> <p>Nick Wright Vehicle and Equipment Maintenance Supervisor</p> <p>Roseanna Barrett Administrative Services Supervisor</p>	<p style="text-align: center;"><u>Personnel Action</u></p> <p>service retirement</p> <p>service retirement</p> <p>personnel advancement</p> <p>trainee appointment</p> <p>personnel advancement</p> <p>service retirement</p> <p>disability retirement</p> <p>promotion</p> <p>service retirement</p>	<p style="text-align: center;"><u>Effective Date</u></p> <p>03/25/10</p> <p>03/29/10</p> <p>04/16/10</p> <p>05/18/10</p> <p>05/27/10</p> <p>06/22/10</p> <p>10/22/10</p> <p>12/20/10</p> <p>01/13/11</p>

Personnel Actions Since March 2011	<u>Name/Classification</u>	<u>Personnel Action</u>	<u>Effective Date</u>
	Jeremiah Walsh Maintenance Crew Leader	personnel advancement	01/31/11
	David Freitas Pumping Stations Operator III	service retirement	02/22/11
	Rick Powell Maintenance Crew Leader	service retirement	03/17/11
Requested Changes	Delete one Construction Equipment Operator (CEO) (G-64, \$65,176.18 – \$78,853.01) position. CSOD currently has two filled CEO positions and two vacant CEO positions. Increasingly, CSOD utilizes permaliner, a no-dig pipe repair method, to correct pipe joints shifting problems. The permaliner method can be performed by a Maintenance Crew Member/Leader without the assistance of a CEO. A CEO is only needed when project conditions require conventional excavation construction. Staff is planning on filling the other vacant CEO position this year.		

Requested by: *B.P. De-* Date: March 2, 2011

Recommended by the General Manager: *J. Kelly*

**CENTRAL CONTRA COSTA SANITARY DISTRICT
Collection System Operations Department**



Staffing Plan July 2011

61 Authorized Positions (left)

53 Filled Positions (right)

* Pumping Stations Operator Trainee

LEGEND

- New
- Change
- Delete

ENGINEERING DEPARTMENT

<p>Department Overview</p>	<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 75 are filled.</p>		
<p>Personnel Actions Since March 2011</p>	<p style="text-align: center;"><u>Name/Classification</u></p>	<p style="text-align: center;"><u>Personnel Action</u></p>	<p style="text-align: center;"><u>Effective Date</u></p>
	Delly Schwitters Engineering Technician II	service retirement	03/03/10
	Bill Clement Engineering Support Supervisor	service retirement	03/05/10
	Dennis Almond Construction Inspector	disability retirement	03/18/10
	Molly Mullins Senior Right-of-Way Agent	service retirement	04/30/10
	Justin Waples Assistant Engineer	personnel advancement	05/29/10
	Kimberly Stahl Engineering Assistant I	new hire	06/30/10
	Scott Kahlor Construction Inspector	new hire	06/30/10
	Paul Fuentes Engineering Technician II	personnel advancement	07/28/10
	Rita Cheng Assistant Engineer	personnel advancement	07/31/10
	Lisa Robertson Right-of-Way Agent	new hire	08/23/10
	Pat Camorongon Engineering Assistant III	service retirement	10/11/10

Personnel Actions Since March 2011, Continued	<u>Name/Classification</u>	<u>Personnel Action</u>	<u>Effective Date</u>
	Gretchen Anastasi-Rowland Engineering Technician II	service retirement	10/25/10
	Doug Drewes Engineering Support Information Systems Analyst	service retirement	12/16/10
	Kurt Darner Development Services Supervisor	service retirement	01/14/11
	Jolene Bertera Engineering Assistant I	new hire	02/14/11
	Samantha Engelage Assistant Engineer	personnel advancement	03/26/11
Requested Changes	<p>In response to the large number of retirements, which is expected to continue and perhaps escalate next fiscal year in response to State legislation, the Department has a number of staffing plan requested changes.</p> <p><u>Environmental Services Division</u></p> <p>Delete one vacant Engineering Assistant I/II (I: G-60, \$59,192.43 – \$71,639.36; II: G-65, \$66,638.21 – \$80,758.70) position and add one Engineering Assistant III (G-69, \$73,409.44 – \$88,760.67) position. In Environmental Services, within the Plan Review/Permit and Sewer Services Charge Section, we have had two retirements and several more are possible. In order to facilitate cross-training at the Engineering Assistant III level, we are requesting that one vacant Engineering Assistant I/II position be deleted and one Engineering Assistant III position be added. Currently, it will be underfilled by an Engineering Assistant I/II until filled as a III which would occur when the existing I/II's have been adequately cross-trained.</p> <p>Add one Senior Engineer (S-83, \$103,015.33 – \$124,561.22) position in the Environmental Services Division. The Environmental Services Division does critically important work to provide service to our customers, including issuing permits, collecting sewer service charges, inspecting development sewers, administering numerous programs (CAD, reimbursement, capacity use), completing annexations, conducting surveys, and pursuing right-of-way issues. Two of the most senior members are likely to retire if certain pension changes are made by State law. It is critical to get another Senior Engineer into the Division to be cross-trained on these many highly institutionalized functions. It is proposed that Plan</p>		

**Requested Changes,
Continued**

Review/Permit and Sewer Services Charge Section and Development Inspection Section be removed from the Principal Engineer, who currently has 22 individuals reporting to him, and report to the new Senior Engineer. Also, since relocating Survey to Environmental Services to provide a better level of service to Right-of-Way, the Principal Engineer's span of control has grown too large and this change will correct that situation. The new Senior Engineer will then be cross-trained with the Principal Engineer, the other Senior Engineer, and the Division Manager to ensure that all of the bases within Environmental Services can be covered if the two senior members of the Division retire in 2012.

Capital Projects Division

Delete one vacant Administrative Services Supervisor (S-62, \$62,405.82 – \$75,487.36) position. This position has not been utilized for many years and there are no plans to fill it.

Requested by: _____



Date: _____

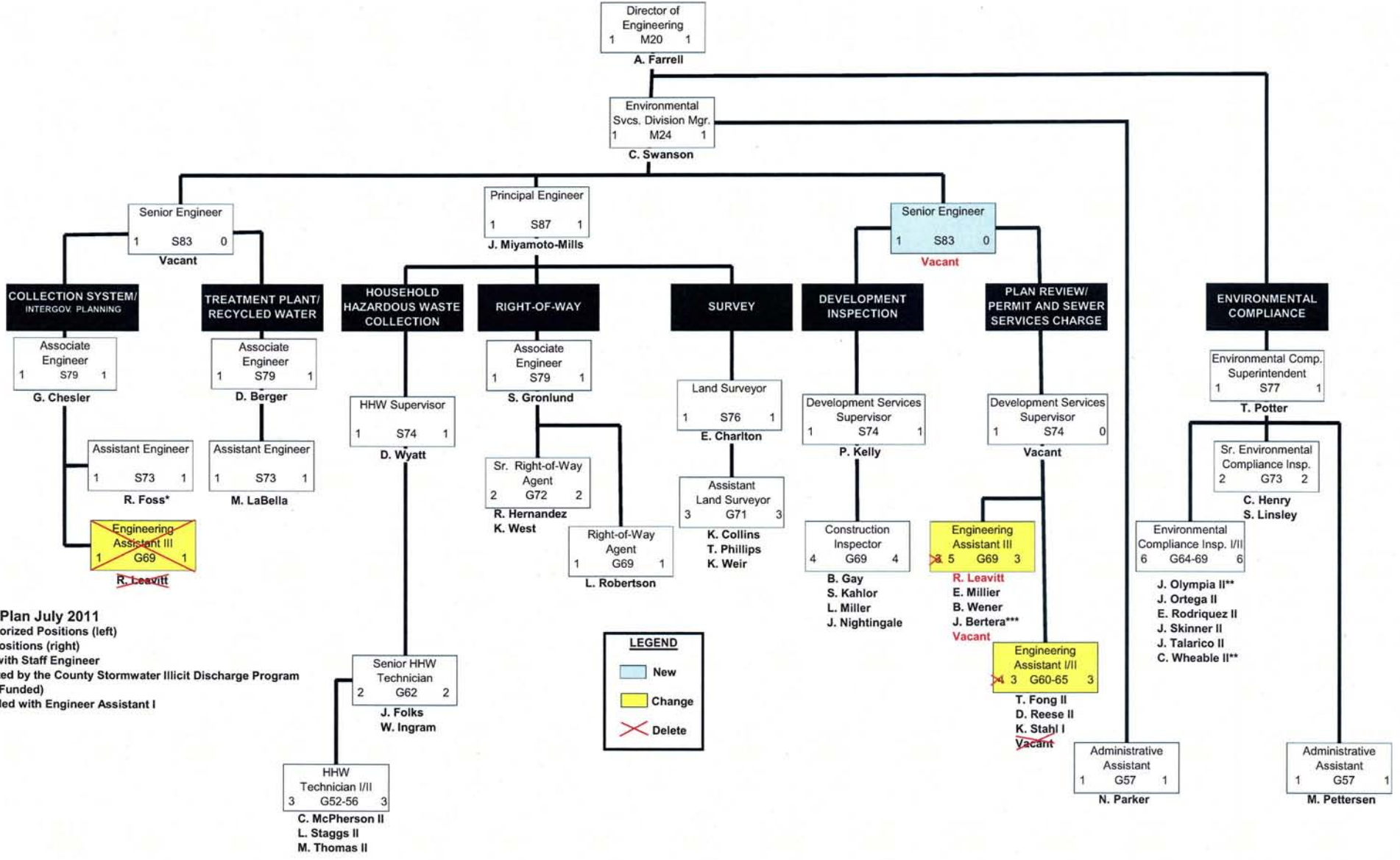
3-30-11

Recommended by the General Manager: _____



3-30-11

CENTRAL CONTRA COSTA SANITARY DISTRICT
Engineering Department - Environmental Services Division



Staffing Plan July 2011
 48 Authorized Positions (left)
 44 Filled Positions (right)
 * Unfilled with Staff Engineer
 ** Authorized by the County Stormwater Illicit Discharge Program (County-Funded)
 ***Underfilled with Engineer Assistant I

LEGEND

- New
- Change
- X Delete

CENTRAL CONTRA COSTA SANITARY DISTRICT
Engineering Department - Capital Projects Division

Director of Engineering
M20
A. Farrell

Capital Projects Division Manager
1 M24 1
T. Pilecki

ENGINEERING SUPPORT

COLLECTION SYSTEM RENOVATION PROGRAM

COLLECTION SYSTEM CAPACITY PROGRAM

TREATMENT PLANT PROJECTS

ADMINISTRATION

Engineering Support Supervisor
1 S76 0
Vacant

Senior Engineer
1 S83 1
A. Antkowiak

Associate Engineer
3 S79 3
**T. Godsey
D. Lawson
S. Mestetsky**

Senior Engineer
1 S83 1
A. Rozul

Associate Engineer
2 S79 2
**M. Husain
P. Seitz**

Principal Engineer
1 S87 1
M. Penny**

Senior Engineer
1 S83 1
B. Than

Associate Engineer
2 S79 2
**C. Mizutani
G. Rathunde**

~~Administrative Services Supr.
1 S62 0
Vacant~~

Administrative Assistant
2 G57 2
**C. Bradley
J. Freier**

Administrative Technician
1 G56 0
Vacant

Engineering Support Info. Sys. Analyst
2 S72 1
**C. VonStetten
Vacant**

Engineering Technician I/II
3 G56-64 3
**P. Fuentes II
A. McGlibery II
L. Zou II**

Engineering Technician III
3 G68 2
**M. Bradshaw
M. Wali
Vacant**

Assistant Engineer
4 S73 4
**W. Adams
R. Cheng
E. Lopez
N. Morales**

Assistant Engineer
2 S73 2
**N. Molina
M. Wenslawski**

Sr. Engineering Assistant
2 G72 1
**A. Hernandez
Vacant**

Assistant Engineer
4 S73 4
**S. Engelage
N. Hodges
C. Shima
J. Waples**

LEGEND

- New
- Change
- ~~X~~ Delete

Staffing Plan July 2011
~~37~~ 36 Authorized Positions (left)
 31 Filled Positions (right)
 * Filled with Staff Engineer
 ** Filled with Associate Engineer

PLANT OPERATIONS DEPARTMENT

<p>Department Overview</p>	<p>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 76 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.</p>		
<p>Personnel Actions Since March 2011</p>	<p style="text-align: center;"><u>Name/Classification</u></p>	<p style="text-align: center;"><u>Personnel Action</u></p>	<p style="text-align: center;"><u>Effective Date</u></p>
	Bonnie Keeton Plant Operator II	personnel advancement	02/04/10
	Eugene Beardsley Senior Plant Operator	service retirement	03/14/10
	Pat Kast Administrative Services Supervisor	service retirement	03/17/10
	Dorie Keifer Administrative Assistant	service retirement	03/17/10
	Angela Taliani Administrative Services Supervisor	lateral transfer	03/18/10
	Doug Craig Director of Plant Operations	service retirement	03/30/10
	Michael Allen Plant Operator II	promotion	06/01/10
	Michelle Edwards Plant Operator II	promotion	06/01/10
	Anthony Fernandez Plant Operator II	promotion	06/01/10
	Nick Hansen Plant Operator II	promotion	06/01/10
	Chris Hesse Plant Operator I	promotion	06/01/10

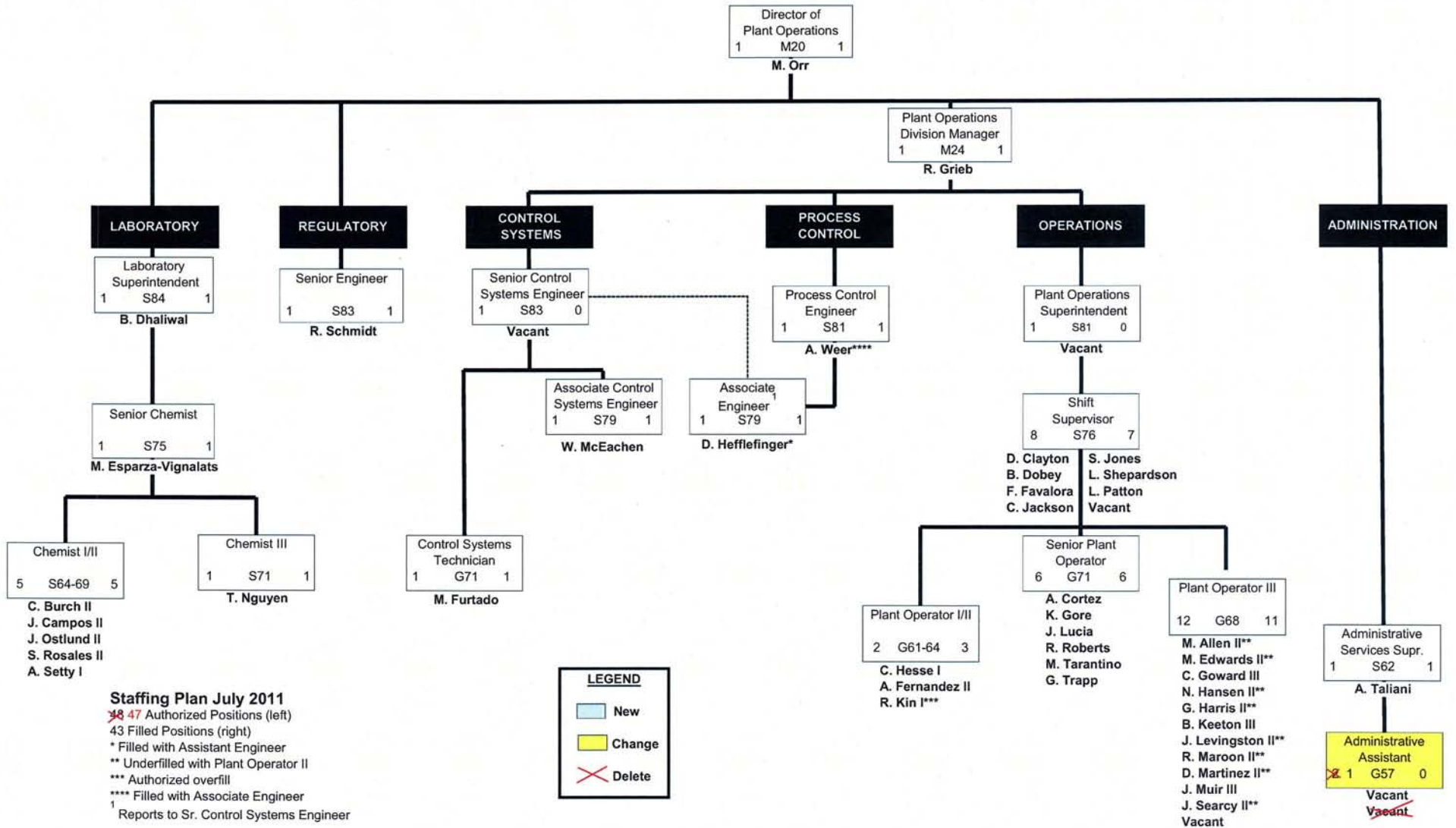
Personnel Actions Since March 2011, Continued	<u>Name/Classification</u>	<u>Personnel Action</u>	<u>Effective Date</u>
	Robert Kin Plant Operator I	new hire	06/14/10
	Robert Maroon Plant Operator III	personnel advancement	06/19/10
	Jonathan Searcy Plant Operator II	new hire	06/28/10
	Ted Smith Plant Operations Superintendent	service retirement	07/08/10
	Marnie Brennan Administrative Assistant	service retirement	07/15/10
	Jose Lopez Shift Supervisor	service retirement	07/19/10
	Greg Ziegler Plant Operator Trainee	trainee appointment	07/26/10
	Margaret Orr Director of Plant Operations	new hire	08/30/10
	Anita Setty Chemist I	new hire	08/30/10
	Jackie Campos Chemist II	personnel advancement	09/21/10
	Bernard Martinez Maintenance Technician II	personnel advancement	09/21/10
	Sean Sullivan Electrical Technician	new hire	10/12/10
	Randy Covey Maintenance Planner	service retirement	10/29/10
	Garth Williams Sr. Control Systems Engineer	service retirement	01/14/11
	Aaron Cortez Senior Plant Operator	demotion	01/18/11
	Warren Katchmar Mechanical Supervisor	service retirement	02/04/11

Personnel Actions Since March 2011, Continued	Starlin Jones Shift Supervisor	new hire	02/28/11
	Bonnie Keeton Plant Operator III	personnel advancement	03/01/11
	Robert Hinkson Shift Supervisor	service retirement	03/30/11
Requested Changes	Delete one vacant Administrative Assistant (G-57, \$55,191.14 – \$66,638.21) position. This position is no longer required due to streamlining of some regulatory reporting and payroll functions.		

Requested by: Margaret P. Orr Date: 3/30/2011

Recommended by the General Manager: J. Kelly 3-30-2011

CENTRAL CONTRA COSTA SANITARY DISTRICT
Plant Operations Department



**CO-OP STUDENTS
STAFFING PLAN REQUESTS
2011 - 2012**

DEPARTMENT/DIVISION/SECTION	NUMBER OF POSITIONS FY 10/11	NUMBER OF POSITIONS 07/11-12/11	NUMBER OF POSITIONS 01/12-06/12
ADMINISTRATION DEPARTMENT			
Safety and Risk Management	0	1	0
PLANT OPERATIONS DEPARTMENT			
<u>Plant Operations Division</u>			
Laboratory Section	1	1	1
Maintenance Engineering/Regulatory	1	1	1
ENGINEERING DEPARTMENT			
<u>Capital Projects Division</u>			
Design/Construction Groups	3	2	2
<u>Environmental Services Division</u>			
Planning Section	2	2	2
Development Services and Right-of-Way	1	1	1
Survey Section	1	1	1
<u>TOTAL</u>	8	9	8



Central Contra Costa Sanitary District
BOARD OF DIRECTORS
POSITION PAPER

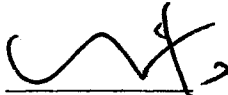
Board Meeting Date: April 7, 2011

Subject: AUTHORIZATION TO HIRE SEASONAL EMPLOYEES

Submitted By: Christopher Ko,
Provisional Human Resources
Manager

Initiating Dept./Div.:
Administration/Human Resources

REVIEWED AND RECOMMENDED FOR BOARD ACTION:


C. Ko


R. Musgrave


James M. Kelly,
General Manager

ISSUE: District staff has assessed its needs for seasonal employees in 2011.

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

FINANCIAL IMPACTS: The proposed seasonal staffing will cost approximately \$407,074.

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-six student positions last year. Authorization is requested for 36 seasonal positions in Fiscal Year 2011-2012.

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 7, 2011

Subject: AUTHORIZATION TO HIRE SEASONAL EMPLOYEES

The Staffing Plan was reviewed and recommended by the Human Resources Committee at their March 9, 2011, 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 2011-2012. This is same number of positions requested last year. One position is located in Communication Services and will provide technical support to the Graphics/Production Section, one position in Information Technology will install and support desktop computer hardware and software, and one laborer position in Materials Services will deliver supplies and equipment and provide need coverage.

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 positions and one clerical position. This is one more position than last year. Four positions will be assigned to the Environmental Services Division. The three engineering assistant positions will assist in development services and collection system piping inventory and database work and the clerical position will assist in completing the Permit, Job, and Easement file imaging project. Three positions will be assigned to the Capital Projects Division. Two 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 fourteen students this year, which are two positions less 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 three relief positions in the Laboratory, two Electrical Shop assistants, one clerical position, one engineering assistant, and one laborer to assist the Mechanical Maintenance staff.

POSITION PAPER

Board Meeting Date: April 7, 2011

Subject: AUTHORIZATION TO HIRE SEASONAL EMPLOYEES

The Secretary of the District

The Secretary of the District is requesting one student to assist with records management, large projects, switchboard backup, and vacation relief.

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 2011-2012**

			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.	1	1
		Graphics Technician III	1	1
		Sr. Administrative Assistant	1	1
Information Technology				
	0180-400	Information Technology Administrator	1	1
		Programmer Analyst	1	1
		Information Technology Analyst	1	1
		Network Coordinator	1	1
		Network Technician	2	2
		Information System Specialist	2	2
			Authorized	Budgeted
			48	47

**CENTRAL CONTRA COSTA SANITARY DISTRICT
ENGINEERING DEPARTMENT BUDGET - SUMMARY OF POSITIONS
FISCAL YEAR 2011-2012**

Environmental Services Division			Authorized	Budgeted
Management				
0200-410	Director of Engineering		1	1
	Environmental Svcs. Division Mgr.		1	1
Services				
0200-420	Principal Engineer		1	1
	Senior Engineer		2	2
	Associate Engineer		3	3
	Assistant Engineer		2	2
	Development Services Supervisor		2	2
	Senior Right-of-Way Agent		2	2
	Right-of-Way Agent		1	1
	Construction Inspector		4	4
	Engineering Asst III		5	5
	Engineering Asst I/II		3	3
	Admin Assistant		1	1
Source Control				
0200-490	Envir Comp Superintendent		1	1
	Sr Environ Compliance Inspector		2	2
	Environ Compliance Inspector I/II		6	6
	Admin Assistant		1	1
Survey				
0200-510	Land Surveyor		1	1
	Assistant Land Surveyor		3	3
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>
			48	48

Capital Projects Division			Authorized	Budgeted
Management				
0250-410	Capital Projects Division Manager		1	1
Collection System Program				
0250-470	Principal Engineer (underfilled-Assoc Eng)		1	1
	Senior Engineer		3	3
	Associate Engineer		7	7
	Assistant Engineer		10	10
	Senior Engineering Assistant		2	2
	Admin Technician		1	1
	Admin Assistant		2	2
Engineering Support				
0250-550	Engineering Support Supervisor		1	1
	Eng. Support Info. Sys. Analyst		2	2
	Engineering Technician III		3	2
	Engineering Technician I/II		3	4
Vacancy				
			<u>Authorized</u>	<u>Budgeted</u>
			36	36
ENGINEERING DEPARTMENT TOTAL			84	84

**CENTRAL CONTRA COSTA SANITARY DISTRICT
COLLECTION SYSTEM OPERATIONS DEPARTMENT BUDGET
FISCAL YEAR 2011-2012**

			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	3
	Maintenance Supervisor		1	1
	Construction Equipment Operator		3	3
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>
			61	61

**CENTRAL CONTRA COSTA SANITARY DISTRICT
PLANT OPERATIONS DEPARTMENT BUDGET
FISCAL YEAR 2011-2012**

			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.		1	1
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		6	7
	Plant Operator III		12	11
	Plant Operator I/II		3	3
Operations - Process Control and Control Systems				
0420-760	Senior Control Systems Engineer		1	0
	Associate Control Systems Eng.		1	2
	Control Systems Technician		1	1
	Process Control Engineer		1	1
	Senior Engineer		1	1
	Associate Engineer (underfilled)		1	1
Maintenance - Staff				
0440-800	Plant Maintenance Superintendent		1	1
	Maintenance Planner		2	2
	Maintenance Tech II		1	1
	Administrative Tech		1	1
Maintenance - Electrical				
0440-810	Electrical Shop Supervisor		1	1
	Assistant Engineer		1	1
	Electrical Technician		4	3
Maintenance - Instrumentation				
0440-820	Instrument Shop Supervisor		1	1
	Instrument Technician		3	2
Maintenance - Mechanical				
0440-830	Mechanical Supervisor		1	1
	Maintenance Tech III, Mechanical		8	7
	Maintenance Tech I/II		1	2
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	86