

FY 2012-13 Budgets

Operations & Maintenance

Debt Service

Self-Insurance

Staffing Plan

Board Adoption: June 7, 2012



**Central Contra Costa Sanitary District
FY 2012-13 Budget
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Introduction

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

Operations & Maintenance (O&M) Budget

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

Debt Service Fund Budget

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

Self-Insurance Budget

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

Staffing Plan

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

Central Contra Costa Sanitary District

Financial Planning Process

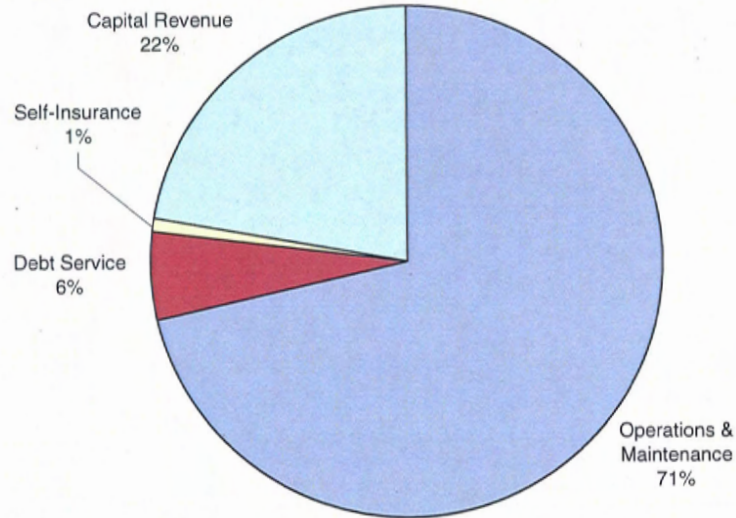


■ Action step

■ Output

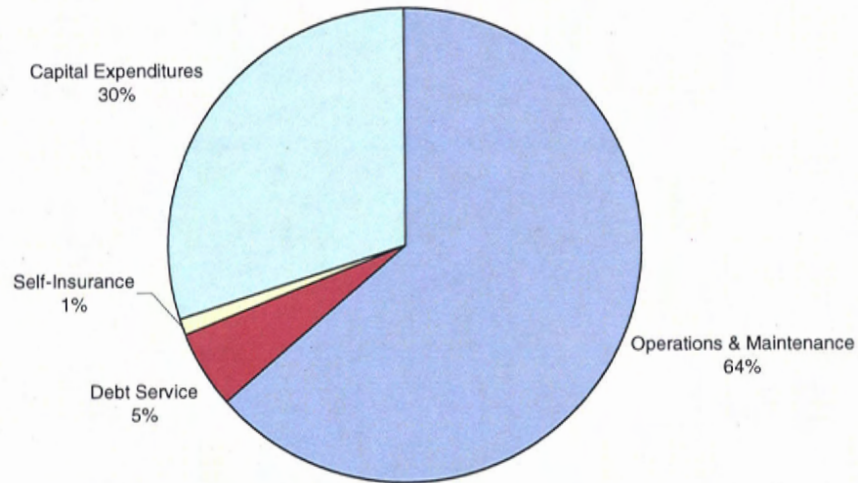
**CENTRAL CONTRA COSTA SANITARY DISTRICT
COMBINED BUDGETS - FY 2012-13 FISCAL YEAR
TOTAL DISTRICT REVENUE & EXPENSE**

FY 2012-13 TOTAL DISTRICT REVENUE BUDGET



Operations & Maintenance	\$ 70,236,300
Debt Service	5,567,496
Self-Insurance	900,000
Capital Revenue	21,787,000
Total District Revenue	<u>98,490,796</u>

FY 2012-13 TOTAL DISTRICT EXPENSE/EXPENDITURE BUDGET



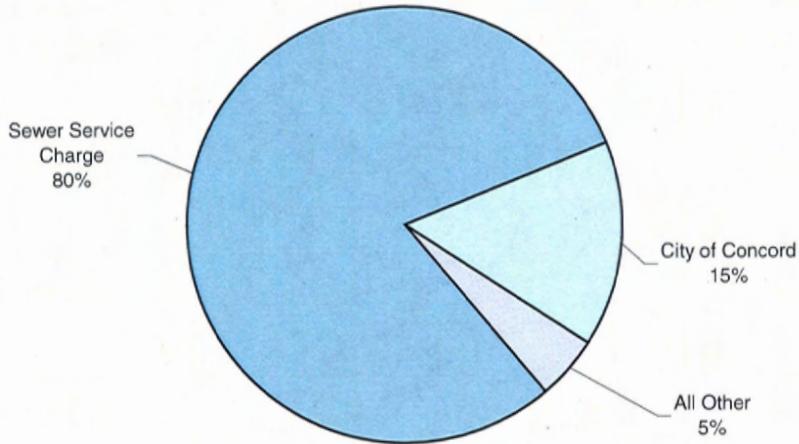
Operations & Maintenance	\$ 68,306,464
Debt Service	5,567,496
Self-Insurance	1,097,000
Capital Expenditures	32,343,000
Total District Expense	<u>\$ 107,313,960</u>

FY 2012-13 Operations & Maintenance Budget

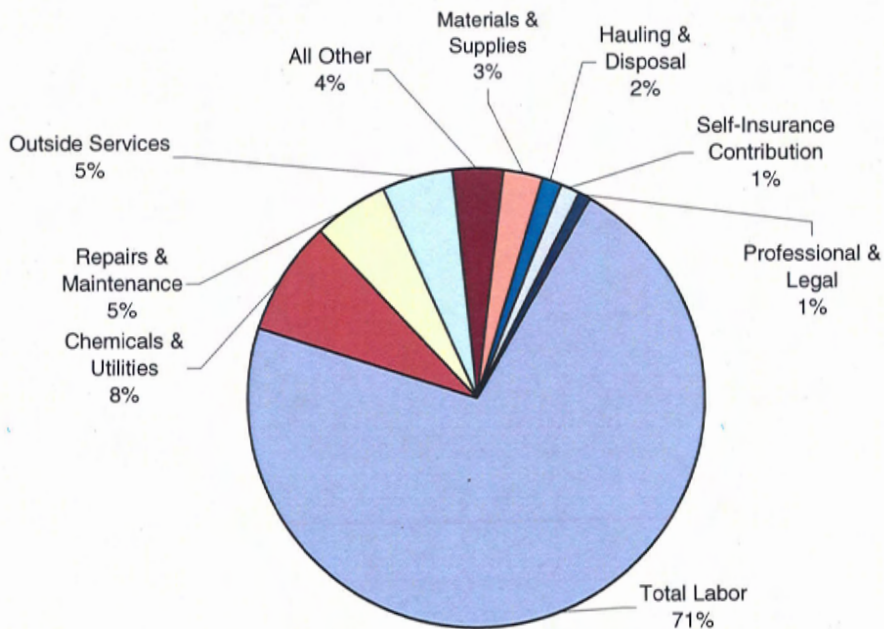


Central Contra Costa Sanitary District
Operations and Maintenance Budget
 Fiscal Year Ending June 30, 2013
 (\$000 omitted)

FY 2012-13 Budgeted O&M Revenue		
Sewer Service Charge	\$ 56,206	80.0%
City of Concord	10,800	15.4%
All Other	3,231	4.6%
	<u>\$ 70,236</u>	<u>100.00%</u>



FY 2012-13 Budgeted O&M Expenses		
Total Labor	\$ 49,015	71.8%
Chemicals & Utilities	5,487	8.0%
Repairs & Maintenance	3,645	5.3%
Outside Services	3,249	4.8%
All Other	2,459	3.6%
Materials & Supplies	1,971	2.9%
Hauling & Disposal	1,040	1.5%
Self-Insurance Contribution	850	1.2%
Professional & Legal	591	0.9%
	<u>\$ 68,306</u>	<u>100.0%</u>





Central Contra Costa Sanitary District
BOARD OF DIRECTORS
POSITION PAPER

Board Meeting Date: May 17, 2012

Subject: RECEIVE THE FISCAL YEAR 2012-13 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2012-13 DEBT SERVICE FUND BUDGET

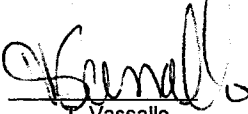
Submitted By:

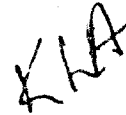
Thea Vassallo, Provisional Finance
Manager

Initiating Dept./Div.:

Administrative/Finance & Accounting

REVIEWED AND RECOMMENDED FOR BOARD ACTION:


T. Vassallo



K. Alm



Ann Farrell,
General Manager

ISSUE: The fiscal year (FY) 2012-13 Operations & Maintenance (O&M) Budget and Debt Service Fund Budget are being submitted for review at the May 17, 2012 Board Meeting, and are scheduled for approval and adoption at the June 7, 2012 Board Meeting. **The budget document was provided to the Board under separate cover dated May 3, 2012.**

RECOMMENDATION: Review the FY 2012-13 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 7, 2012 Board Meeting.

FINANCIAL IMPACTS: The FY 2012-13 O&M Budget was prepared using the \$30 Sewer Service Charge (SSC) rate increase previously approved by the Board on June 2, 2011. The \$371 SSC in FY 2012-13 is allocated as follows: O&M \$344; and Capital \$27 per Residential Unit Equivalent (RUE). The FY 2012-13 SSC O&M allocation is \$42/RUE higher than in FY 2011-12 which produces \$6.9 million in additional O&M SSC revenue. The FY 2012-13 O&M Budget results in an increase of \$1.9 million to O&M reserves, and total O&M reserves are projected to be \$6.8 million at the end of FY 2011-12.

ALTERNATIVES/CONSIDERATIONS: At the Board Workshop in February, different SSC rate scenarios were considered that impact District revenues as well as the fiscal year-end reserve balances. All scenario premises used the \$30 rate increase approved by the Board on June 2, 2011.

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. In April, 2011, the District ratepayers received a *Proposition 218 Notice of Proposed Increase in Annual SSC* of up to \$30 for FY 2011-12 for a total up to \$341 per year effective July 1, 2011, and up to an additional \$30 increase for FY 2012-13, effective July 1, 2012, for a total of up to

POSITION PAPER

Board Meeting Date: May 17, 2012

Subject: RECEIVE THE FISCAL YEAR 2012-13 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2012-13 DEBT SERVICE FUND BUDGET

\$371 per year. On June 2, 2011 the Board approved both rate increases for \$30 per year. The FY 2012-13 O&M Budget was prepared using the \$30 Sewer Service Charge (SSC) rate increase previously approved by the Board on June 2, 2011. The \$371 SSC in FY 2012-13 is allocated as follows: O&M \$344; and Capital \$27 per Residential Unit Equivalent (RUE).

The FY 2012-13 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 most recently completed two-year actuarial study by Bartel Associates. The \$8.3 million includes an approximate payment of \$4.5 million for retiree medical, dental and life insurance premiums annually and \$3.8 million to be deposited in a GASB 45 PARS investment trust to fund future retiree benefit costs.

This position paper focuses on variances between projected FY 2011-12 expenses and the proposed FY 2012-13 Budget. The position paper also notes any significant variances between the FY 2011-12 and FY 2012-13 Budgets. **Attachment I** summarizes the Debt Service Fund Budget. **Attachment II** summarizes the O&M revenues, expenses, and reserve balances for seven years - FY 2006-07 through FY 2012-13 (five years of actual expenses plus FY 2011-12 projected and FY 2012-13 proposed budget numbers).

O&M Revenue: The following table compares Projected FY 2011-12 to Budget FY 2012-13 O&M Revenue:

	Projected FY 2011-12	Budget FY 2012-13	Increase/Decrease (-) Variance \$	Variance %
Sewer Service Charge	\$ 49,129,000	\$ 56,205,500	7,076,500	14.4%
City of Concord	10,000,000	10,800,000	800,000	8.0%
All Other	3,137,500	3,230,800	93,300	3.0%
Total	\$ 62,266,500	\$ 70,236,300	7,969,800	12.8%

Total District O&M Revenue for FY 2011-12 is projected to be \$62.3 million compared to the FY 2012-13 Budget amount of \$70.2 million, resulting in an increase of \$8.0 million, or 12.8%. This is due to:

- The O&M SSC allocation increases from \$302 to \$344; the SSC allocation to the Sewer Construction Fund decreases from \$39 to \$27. The increased O&M allocation of \$6.9 million results in an increase to O&M SSC revenue of \$7.1 million compared to Projected FY 2011-12.

POSITION PAPER

Board Meeting Date: May 17, 2012

Subject: RECEIVE THE FISCAL YEAR 2012-13 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2012-13 DEBT SERVICE FUND BUDGET

- 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 \$800,000, or 8.0%, more than Projected FY 2011-12, mainly due to higher treatment plant operating expenses in FY 2012-13 and an increase in the administrative overhead rate compared to FY 2011-12.

O&M Expense: The following table compares Projected FY 2011-12 to Budget FY 2012-13 O&M Expense:

	Projected FY 2011-12	Budget FY 2012-13	Increase/Decrease (-) Variance \$	Variance %
Salaries	\$ 23,822,228	23,891,546	69,318	0.3%
Benefits & Cap O/H Credit	21,953,299	25,123,748	3,170,449	14.4%
Chemicals	1,617,000	1,581,000	(36,000)	-2.2%
Utilities	3,905,300	3,906,150	850	0.0%
Repairs & Maintenance	3,569,111	3,644,811	75,700	2.1%
Hauling & Disposal	1,033,550	1,039,800	6,250	0.6%
Professional & Legal	550,260	590,900	40,640	7.4%
Outside Services	2,920,900	3,248,970	328,070	11.2%
Self-Insurance	850,000	850,000	-	0.0%
Materials & Supplies	1,873,255	1,970,805	97,550	5.2%
All Other	1,866,824	2,458,734	591,910	31.7%
Total	\$ 63,961,727	68,306,464	4,344,737	6.8%

Total District O&M Expenses are projected to be \$64.0 million in FY 2011-12 compared to a FY 2012-13 O&M budget of \$68.3 million. This reflects a \$4.3 million, or 6.8%, increase in expenses. Variances are discussed in detail below:

O&M Savings for FY 2011-12: Total FY 2011-12 expenses are projected to be under-budget by \$2.6 million largely 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 the above Projected FY 2011-12 to Budget 2012-13.

POSITION PAPER

Board Meeting Date: May 17, 2012

Subject: RECEIVE THE FISCAL YEAR 2012-13 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2012-13 DEBT SERVICE FUND BUDGET

O&M Salaries: District O&M salaries are projected to be \$23.8 million in FY 2011-12 compared to a budget of \$23.9 million in FY 2012-13 resulting in an increase of \$69,000, or 0.3%. This small increase is mainly due to normal merit increases and personnel advancements for current employees, offset by the large number of open positions being filled by new employees at a lower wage/step, and a 3% salary vacancy factor reducing expenses by \$690,000.

Benefits Including Capitalized Administrative Overhead Credit: District O&M benefits including the capitalized administrative overhead credit for FY 2011-12, are projected to be \$22.0 million compared to a budget of \$25.1 million in FY 2012-13 resulting in an increase of \$3.1 million, or 14.4%. This is mainly due to the CCCERA rate increase of 13.79% applied to salaries.

The GASB 45 OPEB contributions for FY 2012-13 remain the same as in FY 2011-12, \$8.3 million. The amount budgeted for contribution to the PARS trust is \$3.8 million, a decrease of \$740,000 from FY 2011-12. The decrease is due to an increase in both the number of retirees receiving post-employment benefits and a rise in health care premiums.

Benefit rate assumptions are provided in the following bulleted list:

- Kaiser – 14.55% *estimated* rate increase for active and retired employees; rates are not yet final
- HealthNet – 5.75% rate increase for actives employees; 6.62% weighted average retiree rate increase
- CCCERA – 13.79% rate increase due to CCCERA de-pooling, five-year smoothing of 2008 market losses and for normal operating costs
- Delta Dental – 5.9% rate decrease; this is the second year of a two-year contract
- Long-Term Disability (LTD) – No rate increase
- Employee Assistance Program (EAP) – 1.9% rate increase
- Workers' Compensation – estimated 4% rate increase; rates are not yet final
- Life Insurance – No rate increase

All Other O&M Expenses: The remaining O&M non-labor and benefit expenses total \$18.2 million in FY 2011-12 compared to \$19.3 million in FY 2012-13 resulting in an increase of \$1.1 million, or 6.1%. Expense category variance explanations are provided in the budget document at a District and Department level. The two largest expense category variances between Projected FY 2011-12 and Budgeted FY 2012-13 are noted below:

POSITION PAPER

Board Meeting Date: May 17, 2012

Subject: RECEIVE THE FISCAL YEAR 2012-13 OPERATIONS & MAINTENANCE BUDGET; RECEIVE THE FISCAL YEAR 2012-13 DEBT SERVICE FUND BUDGET

- Outside Services are \$328,070 higher in FY 2012-13 than Projected FY 2011-12, largely due to additional studies associated with the new National Pollutant Discharge Elimination System permit and new air regulations for the multiple hearth furnace, and an increase in outside temporary staffing to cover vacancies.
- All Other expenses are \$591,910 higher in Budgeted FY 2012-13 compared to Projected FY 2011-12. This is largely due to election expenses of \$350,000.

Any revisions to the FY 2012-13 O&M Budget determined at the May 17, 2012 Board Meeting will be incorporated in the Budget submitted for approval at the June 7, 2012 Board Meeting, at which the following actions are scheduled for Board consideration:

- Conduct a public hearing to receive comments on the FY 2012-13 O&M Budget, Self-Insurance Fund Budget, and Debt Service Fund Budget.
- Approve and adopt the FY 2012-13 O&M Budget, Self-Insurance Fund Budget, and Debt Service Fund Budget.

RECOMMENDED BOARD ACTION: Review the FY 2012-13 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 7, 2012 Board Meeting.

**CENTRAL CONTRA COSTA SANITARY DISTRICT
DEBT SERVICE FUND
FY 2012-13**

Debt Service Revenue:

Sewer Service Charge	\$	-
Reserve Account Bond Interest Income (Including Premium)		217,630
Ad Valorem Tax (portion allocated to Debt Service)		5,349,866
Total Debt Service Revenue	\$	<u>5,567,496</u>

Debt Service Expense:

2009 Bond Interest Payment and Amortized Costs, less Tax Subsidy on BAB	\$	1,775,376
Recycled Water Loan Interest Payment		26,708
Total Interest Payment and Amortization Costs	\$	<u>1,802,085</u>
2009 Bond Principal Payment	\$	3,605,000
Recycled Water Loan Principal Payment		160,411
Total Principal Payments	\$	<u>3,765,411</u>
Total Debt Service Interest, Amortized Costs and Principal Payments	\$	<u>5,567,496</u>

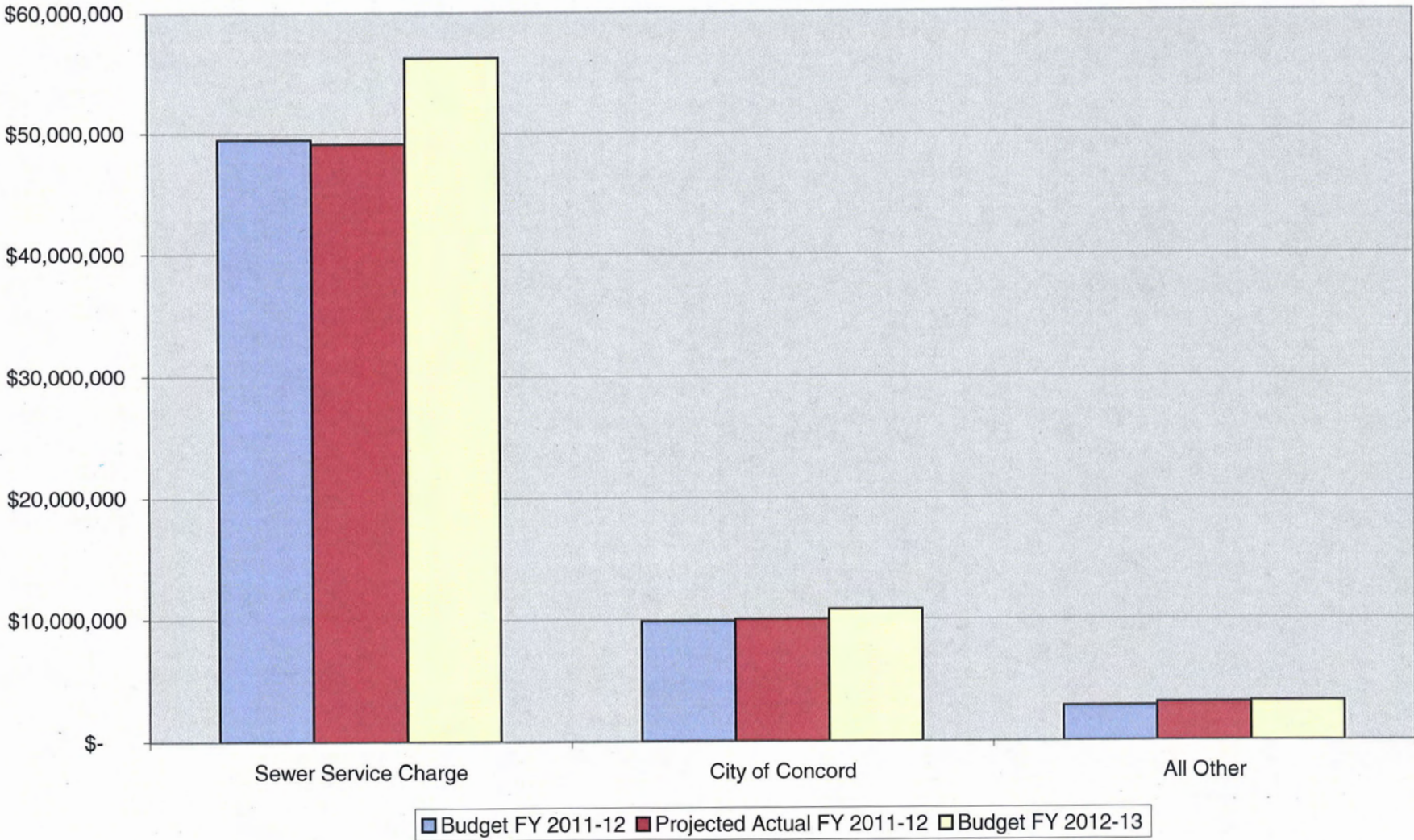
Fund Balance - Beginning of Year	\$	-
Revenue over Expense		-
Transfer from/(to) O&M or Capital		-
Fund Balance - End of Year	\$	<u>-</u>

**CENTRAL CONTRA COSTA SANITARY DISTRICT
O & M REVENUES, EXPENSES AND RESERVES
FISCAL YEARS 2006-07 THROUGH 2012-13**

	<u>FY 2006-07</u> <u>Actual</u>	<u>FY 2007-08</u> <u>Actual</u>	<u>FY 2008-09</u> <u>Actual</u>	<u>FY 2009-10</u> <u>Actual</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Projected</u>	<u>FY 2011-12</u> <u>Budget</u>	<u>FY 2012-13</u> <u>Budget</u>
O&M Revenues:								
Sewer Service Charge (O&M Only)	35,057,668	40,207,157	43,087,454	48,692,520	49,141,000	49,129,000	49,484,600	56,205,500
City of Concord	9,043,215	8,206,860	8,755,857	8,664,668	8,560,000	10,000,000	9,852,000	10,800,000
Other	3,862,690	3,722,807	3,414,478	2,899,485	2,823,007	3,137,500	2,862,105	3,230,800
Total Revenues	<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>62,266,500</u>	<u>62,198,705</u>	<u>70,236,300</u>
O&M Expenses:								
Administrative	14,742,224	15,828,966	16,304,462	16,468,495	18,635,406	19,896,216	20,931,190	21,123,745
Engineering	5,472,707	6,332,834	6,834,323	6,898,357	6,765,061	7,610,341	7,792,366	8,186,764
Collection System Operations	8,033,498	8,219,757	9,064,672	8,949,125	8,951,535	9,592,049	9,926,740	10,905,445
Plant Operations	21,438,368	22,054,206	22,927,971	21,467,827	22,183,706	23,874,620	24,752,505	25,272,977
Pumping Stations	2,299,234	2,685,703	2,752,950	2,773,800	3,033,629	2,988,501	3,137,859	2,817,533
Total Net Expenses (1)	<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>63,961,727</u>	<u>66,540,660</u> (2)	<u>68,306,464</u>
Revenues Over (Under) Expenses	<u>(4,022,458)</u>	<u>(2,984,642)</u>	<u>(2,626,589)</u>	3,699,069	954,670	<u>(1,695,227)</u>	<u>(4,341,955)</u>	1,929,836
O&M Fund Balance - Beginning of Year	13,790,205	9,767,747	6,783,105	4,156,516	7,855,585	8,810,255		7,115,028
Revenues Over (Under) Expenses	<u>(4,022,458)</u>	<u>(2,984,642)</u>	<u>(2,626,589)</u>	3,699,069	954,670	<u>(1,695,227)</u>		1,929,836
O&M Fund Balance - End of Year (3)	<u><u>9,767,747</u></u>	<u><u>6,783,105</u></u>	<u><u>4,156,516</u></u>	<u><u>7,855,585</u></u>	<u><u>8,810,255</u></u>	<u><u>7,115,028</u></u>		<u><u>9,044,864</u></u>
Sewer Service Charge Rate - O&M	213	242	260	292	300	302		344
Sewer Service Charge Rate - Capital/Debt	76	58	51	19	11	39		27
Sewer Service Equivalent Units	164,590	166,145	165,721	166,755	163,803	162,679		163,388

- Notes: (1) Net Expenses include Operating and Maintenance expenses only and do not include any capital salaries or benefits.
(2) \$2,617,788 of Budget to Budget increase due to increased benefit amounts.
(3) Prudent fund balance assumed to be approximately 10% of annual expense.

**Operations and Maintenance Revenue
FY 2011-12 Budget, FY 2011-12 Projected and FY 2012-13 Budget**



O&M REVENUE

BUDGET FY 2012-13 COMPARED TO PROJECTED FY 2011-12 ACTUAL					
	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2011-12		FY 2012-13	Variance \$	
Sewer Service Charge	\$ 49,129,000	56,205,500	7,076,500	14.40%	Increase due to a rate increase, a larger allocation of SSC to O&M, and a small number of new connections. O&M portion of SSC will increase from \$302 current year to \$344 next year.
City of Concord Reimbursement	10,000,000	10,800,000	800,000	8.00%	Increase due to increased Plant Operations expenses which are charged proportionally to Concord as well as an increase to the admin overhead rate charged to Concord.
Rental Income	731,000	689,000	(42,000)	-5.75%	Dry weather conditions allowed more clean-fill disposals and higher income at Kiewit site.
HHW Reimbursement from Partners	800,000	825,800	25,800	3.23%	Increase in estimated partner agency contribution for FY 2012-13. A 3% inflation factor is also included in the increase.
Stormwater Reimb. from County	210,000	215,000	5,000	2.38%	Slight increase due to increased overhead rate billed to County.
Reclaimed Water Sales	300,000	355,000	55,000	18.33%	Revenue allocation increased to cover increased staff costs.
All Other	1,096,500	1,146,000	49,500	4.51%	A modest increase is expected as some fees for services were increased.
Total	\$ 62,266,500	70,236,300	7,969,800	12.80%	

BUDGET FY 2012-13 COMPARED TO BUDGET FY 2011-12					
	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2011-12		FY 2012-13	Variance \$	
Sewer Service Charge	49,484,600	56,205,500	6,720,900	13.58%	Increase due to a rate increase, a larger allocation of SSC to O&M, and a small number of new connections. O&M portion of SSC will increase from \$302 current year to \$344 next year.
City of Concord	9,852,000	10,800,000	948,000	9.62%	Increase due to increased Plant Operations expenses which are charged proportionally to Concord as well as an increase to the admin overhead rate charged to Concord.
Rental Income	603,000	689,000	86,000	14.26%	Assumed continued dry weather conditions and more clean-fill disposals and higher income at Kiewit site.
HHW Reimbursement	769,805	825,800	55,995	7.27%	Increase in estimated partner agency contribution for FY 2012-13. A 3% inflation factor is also included in the increase.
Stormwater Program	210,000	215,000	5,000	2.38%	Slight increase due to increased overhead rate billed to County.
Reclaimed Water Sales	240,000	355,000	115,000	47.92%	Total revenue is expected to be \$400,000. O&M revenue covers O&M expenses, and any extra revenue will go to reimburse recycled water capital improvements. Assumed O&M expense of \$355,000.
All Other	1,039,300	1,146,000	106,700	10.27%	Increase in permit applications fees and side sewer inspection fees is expected from a recovering economy as well as an increase in interest rates and income.
Total	62,198,705	70,236,300	8,037,595	12.92%	

CENTRAL CONTRA COSTA SANITARY DISTRICT
BUDGET SUMMARY ANALYSIS - DISTRICT REVENUE
FISCAL YEAR 2012-2013

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGETED 2011-12	PROJECTED ACTUAL 11-12	12-13 BUDGET FINAL PASS	BUDGET 12-13 TO EST 11-12 VARIANCE	PERCENT VARIANCE	BUDGET 12-13 TO BUDGET 11-12 VARIANCE	PERCENT VARIANCE
RUNNING EXPENSE								
001-0000-300.10-00	PERMIT/APPLICATION FEES	169,000	204,000	204,000	0	.00	35,000	20.71
001-0000-300.17-00	SEPTIC TANK DUMPING	73,000	55,000	65,000	10,000	18.18	8,000	10.96
001-0000-300.19-00	OVERTIME INSPECTION	13,000	12,000	12,000	0	.00	1,000	7.69
001-0000-300.20-00	SIDE SEWER INSPECTION	375,000	420,000	420,000	0	.00	45,000	12.00
001-0000-300.22-00	SEWER SVC CHARGE-COUNTER	100,700	175,000	189,200	14,200	8.11	88,500	87.88
001-0000-300.23-00	SEWER SVC CHRG-COUNTY	48,569,200	48,224,000	55,197,600	6,973,600	14.46	6,628,400	13.65
001-0000-300.24-00	SEWER SVC CHRG-DIRECT	841,300	750,000	841,000	91,000	12.13	300	.04
001-0000-300.25-00	SEWER SVC CHRG-PRIOR YEAR	26,600	20,000	22,300	2,300	11.50	4,300	16.17
001-0000-300.26-00	SERVICE CHARGES-CONCORD	9,852,000	10,000,000	10,800,000	800,000	8.00	948,000	9.62
001-0000-300.27-00	SALES	2,000	2,000	2,000	0	.00	0	.00
001-0000-300.29-00	OTHER SERVICE CHARGES	145,000	140,500	145,000	4,500	3.20	0	.00
001-0000-300.30-00	INDUSTRIAL PERMIT FEES	105,000	100,000	100,000	0	.00	5,000	4.76
001-0000-300.32-00	NEW INDUSTRY PERMIT FEES	8,000	8,000	9,000	1,000	12.50	1,000	12.50
001-0000-300.33-00	POLLUTION PREVENTION	0	0	0	0	.00	0	.00
001-0000-300.33-01	MVSD P2 PROGRAM	22,000	22,000	24,000	2,000	9.09	2,000	9.09
001-0000-300.35-00	LEASE RENTAL INCOME	603,000	731,000	689,000	42,000	5.75	86,000	14.26
001-0000-300.36-00	PRETREATMENT PROGRAM FINE	2,000	2,000	2,000	0	.00	0	.00
001-0000-300.38-00	RECYCLED WATER	240,000	300,000	355,000	55,000	18.33	115,000	47.92
001-0000-300.38-01	RECYCLED WATER GRANTS	0	0	0	0	.00	0	.00
001-0000-300.43-00	ANNEXATION CHARGES	15,300	14,000	18,000	4,000	28.57	2,700	17.65
001-0000-300.45-00	INTEREST INCOME	108,000	115,000	143,000	28,000	24.35	35,000	32.41
001-0000-300.46-00	TAX REVENUE	0	0	0	0	.00	0	.00
001-0000-300.47-00	OTHER AGENCY REIMB-MISC	0	0	0	0	.00	0	.00
001-0000-300.55-00	STORMWATER PROGRAM	210,000	210,000	215,000	5,000	2.38	5,000	2.38
001-0000-300.56-00	HOUSE HAZARD WASTE REIMB	769,805	800,000	825,800	25,800	3.23	55,995	7.27
001-0000-300.60-00	MISCELLANEOUS INCOME	0	0	0	0	.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
*		62,198,705	62,266,500	70,236,300	7,969,800	12.80	8,037,595	12.92
**	RUNNING EXPENSE	62,198,705	62,266,500	70,236,300	7,969,800	12.80	8,037,595	12.92
		62,198,705	62,266,500	70,236,300	7,969,800	12.80	8,037,595	12.92

**CENTRAL CONTRA COSTA SANITARY DISTRICT
FY 2012-2013 OPERATIONS AND MAINTENANCE BUDGET
DISTRICT SALARIES AND BENEFITS**

	TOTAL DISTRICT			OPERATIONS & MAINTENANCE			SEWER CONSTRUCTION		
	FY 2011-2012 Budget	FY 2012-2013 Budget	Variance Favorable/ (Unfavorable)	FY 2011-2012 Budget	FY 2012-2013 Budget	Variance Favorable/ (Unfavorable)	FY 2011-2012 Budget	FY 2012-2013 Budget	Variance Favorable/ (Unfavorable)
SALARIES	\$ 27,839,480	26,522,568	1,316,912	24,526,123	23,522,756	1,003,367	3,313,357	2,999,812	313,545
Salary Vacancy	(1,070,000)	(772,000)	(298,000)	(946,000)	(689,000)	(257,000)	(124,000)	(83,000)	(41,000)
OVERTIME	1,142,946	968,138	174,808	959,028	831,292	127,736	183,918	136,846	47,072
STANDBY	226,498	226,498	-	226,498	226,498	-	-	-	-
BENEFITS (A)	29,732,282	32,634,351	(2,902,069)	27,324,029	30,083,748	(2,759,719)	2,408,253	2,550,603	(142,350)
Benefit Vacancy	(1,040,000)	(1,204,000)	164,000	(1,040,000)	(1,204,000)	164,000	-	-	-
CAP. ADMIN. O/H	-	-	-	(3,778,069)	(3,756,000)	(22,069)	3,778,069	3,756,000	22,069
TOTAL	\$ 56,831,206	58,375,555	(1,544,349)	47,271,609	49,015,294	(1,743,685)	9,559,597	9,360,261	199,336

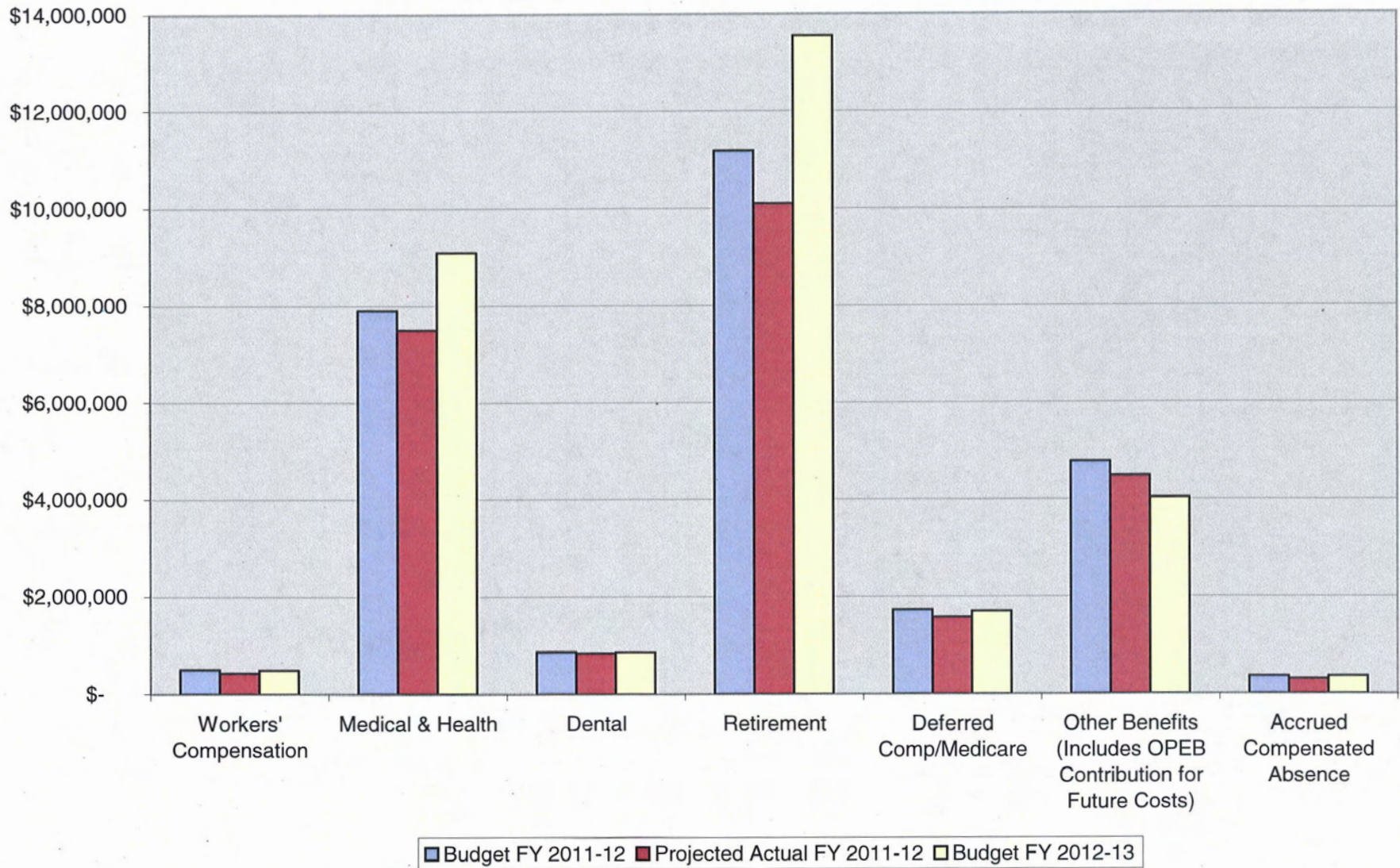
(A) Benefit total does not include capitalized administrative overhead - listed separately in the table.

Budget to Budget

Total District Salaries and Wages reduced by \$1,193,720

Total District Employee Benefits increased by (\$2,738,069)

**Operations & Maintenance Benefits (w/o vacancy factor)
 FY 2011-12 Budget, FY 2011-12 Projected, FY 2012-13 Budget**



Total District Salaries, Benefits, and Capitalized Administrative Overhead Expense

BUDGET FY 2012-13 COMPARED TO PROJECTED FY 2011-12 ACTUAL					
	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2011-12	FY 2012-13	Variance \$	Variance %	
O&M Salaries	\$ 23,822,228	23,891,546	(69,318)	-0.29%	No significant variance. No COLA was budgeted for FY 2012-13. Savings primarily due to a large number of retirements in FY 2011-12 and these positions being replaced with employees at a lower wage/step or not being replaced. This is partially offset by normal merit increases and personnel advancements.
O&M Workers' Compensation	430,000	488,734	(58,734)	-13.66%	The assumed rate increase is 4%; confirmed rate increases have not been received at this time. Insurable earnings in Budget FY 2012-13 are slightly higher than Projected FY 2011-12.
O&M Medical & Health	7,500,000	9,093,475	(1,593,475)	-21.25%	In FY 2012-13 Kaiser rate increases are budgeted at 14.55% for both active members and retirees; Kaiser rates are not yet finalized. HealthNet increases are confirmed at 5.75% for active employees and 6.62% for retirees. The total number of covered employees and retirees increase each year as employees retire and new hires replace them.
O&M Dental	840,000	860,371	(20,371)	-2.43%	There was a 5.09% rate decrease for FY 2012-13 due. 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	10,100,000	13,548,600	(3,448,600)	-34.14%	The increase is largely due to the CCCERA rate increase of 13.79%. Much of that rate increase is due to the impact of de-pooling, large market losses in 2008 that are still being recognized due to five-year smoothing, and normal increases in CCCERA operating costs.
O&M Deferred Comp/Medicare	1,575,000	1,701,137	(126,137)	-8.01%	There was a greater than expected number of early retirements in FY 2011-12. This increase is due to the increase in subject wages from replacement employees.
O&M Other Benefits	273,000	264,431	8,569	3.14%	There are no rate changes in Life Insurance and LTD in FY 2012-13, thus the small dollar variance.
OPEB Contribution (Future contribution only - Does not include retiree healthcare premiums)	4,207,200	3,767,000	440,200	10.46%	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 is \$8.3 million in both fiscal years.
O&M Accrued Compensated Absence	300,000	360,000	(60,000)	-20.00%	This account calculates leave balances at a point in time. Trend analysis is used to determine the annual projected and budgeted amounts, but this account can be hard to predict.
O&M Benefit Vacancy Factor	-	(1,204,000)	1,204,000	---	4% of budgeted benefits
O&M Capitalized Administrative Overhead Credit	(3,271,901)	(3,756,000)	484,099	14.80%	The Capitalized Administrative Overhead was 112% of salary in FY 2011-12 and is 123% of salary in FY 2012-13, which causes most of the variance increase.
*CAPITAL SALARY AND BENEFITS	7,769,488	9,360,261	(1,590,773)	-20.47%	Increased capital salaries and associated benefits.
Total O&M and Capital	\$ 53,545,015	58,375,555	(4,830,540)	-9.02%	FY 2012-13 Budget to FY 2011-12 Projected: Total District Salaries and Wages increased by (\$201,638); Total District Employee Benefits increased by (\$4,628,902).

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

BUDGET FY 2012-13 COMPARED TO BUDGET FY 2011-12					
	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2011-12	FY 2012-13	Variance \$	Variance %	
O&M Salaries	24,765,649	23,891,546	874,103	3.53%	No COLA was budgeted for FY 2012-13. Savings primarily due to a large number of retirements in FY 2011-12 and these positions being replaced with employees at a lower wage/step or not being replaced. This is partially offset by normal merit increases and personnel advancements.
O&M Workers' Compensation	499,034	488,734	10,300	2.06%	The assumed rate increase is 4%; confirmed rate increases have not been received at this time. Insurable earnings in Budget FY 2012-13 are slightly lower than Budgeted FY 2011-12.
O&M Medical & Health	7,903,688	9,093,475	(1,189,787)	-15.05%	In FY 2012-13 Kaiser rate increases are budgeted at 14.55% for both active members and retirees; Kaiser rates are not yet finalized. HealthNet increases are confirmed at 5.75% for active employees and 6.62% for retirees. The total number of covered employees and retirees increase each year as employees retire and new hires replace them.
O&M Dental	868,143	860,371	7,772	0.90%	No significant variance. There was a 5.09% rate decrease for FY 2012-13 due. 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	11,183,955	13,548,600	(2,364,645)	-21.14%	The increase is largely due to the CCCERA rate increase of 13.79%. Much of that rate increase is due to the impact of de-pooling, large market losses in 2008 that are still being recognized due to five-year smoothing, and normal increases in CCCERA operating costs.
O&M Deferred Comp/Medicare	1,731,633	1,701,137	30,496	1.76%	Not a significant variance due to little change in subject wages.
O&M Other Benefits	270,376	264,431	5,945	2.20%	There are no rate changes in Life Insurance and LTD in FY 2012-13, thus the small dollar variance.
OPEB Contribution (Future contribution only - Does not include retiree healthcare premiums)	4,507,200	3,767,000	740,200	16.42%	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 is \$8.3 million in both fiscal years.
O&M Accrued Compensated Absence	360,000	360,000	-	0.00%	No change in assumption. This account calculates leave balances at a point in time. Trend analysis is used to determine the annual projected and budgeted amounts, but this account can be hard to predict.
O&M Benefit Vacancy Factor	(1,040,000)	(1,204,000)	164,000	-15.77%	4% of budgeted benefits. Variance due to the change in other benefits' expenses, largely medical and retirement.
O&M Capitalized Administrative Overhead Credit	(3,778,069)	(3,756,000)	(22,069)	-0.58%	The Capitalized Administrative Overhead was 112% of salary in FY 2011-2012 and is 123% of salary in FY 2012-13. There is little variance as there was a reduction in capitalized salaries that offset the increase in the overhead rate.
*CAPITAL SALARY AND BENEFITS	9,559,597	9,360,261	199,336	2.09%	Small increase due to employee benefit rate increases, mainly in retirement and medical.
Total O&M and Capital	\$ 56,831,206	58,375,555	(1,544,349)	-2.72%	FY 2012-13 Budget to FY 2011-12 Projected: Total District Salaries and Wages reduced by \$1,193,720; Total District Employee Benefits increased by (\$2,738,069).

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

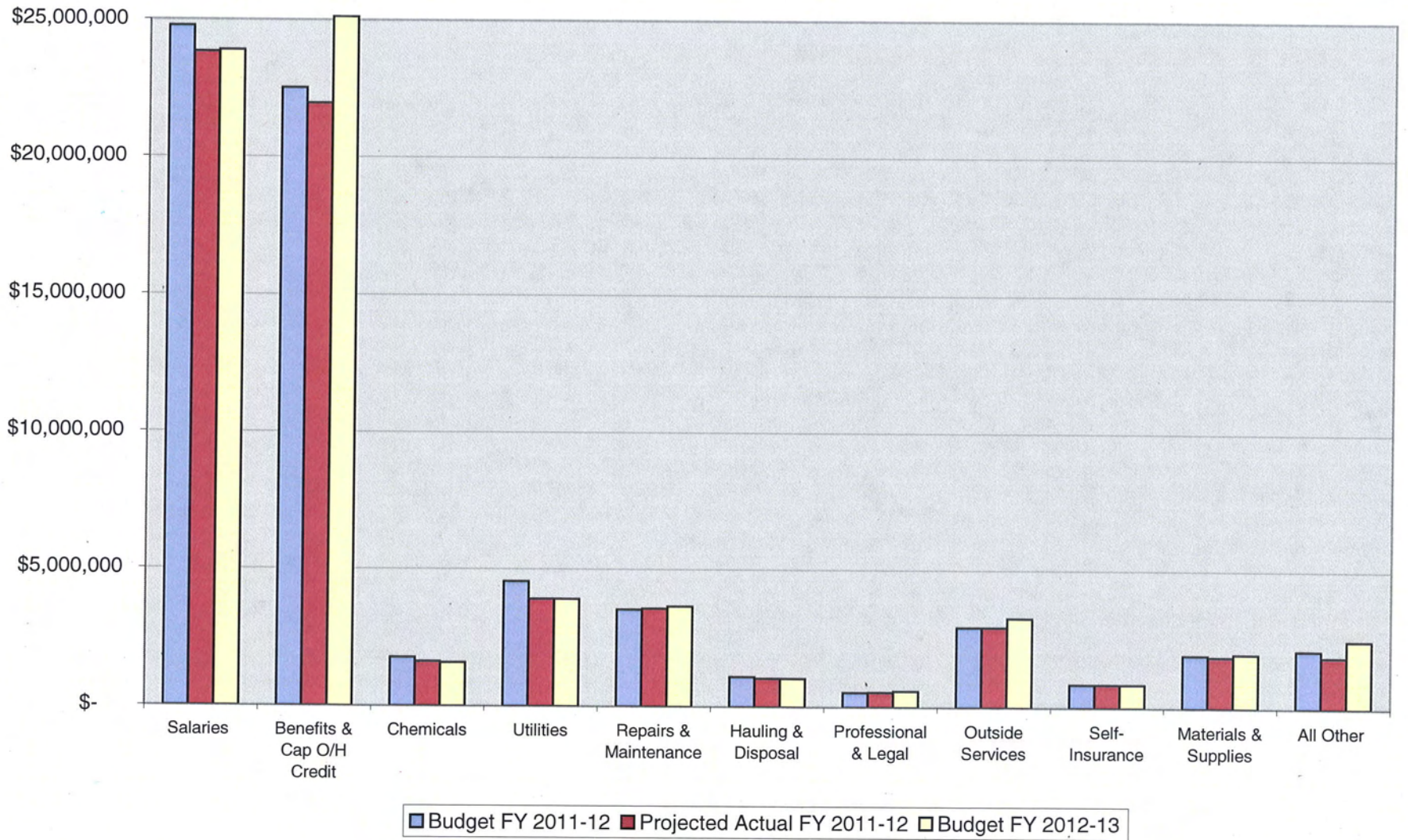
CENTRAL CONTRA COSTA SANITARY DISTRICT
BUDGET SUMMARY BY TYPE - FUND 001 R/E & S/C SALARIES & BENEFITS
FISCAL YEAR 2012-2013

ACCOUNT DESCRIPTION	BUDGETED 2011-2012	PROJECTED ACTUAL 11-12	12-13 BUDGET FINAL PASS	BUDGET 12-13 TO EST 11-12 VARIANCE	PERCENT VARIANCE	BUDGET 12-13 TO BUDGET 11-12 VARIANCE	PERCENT VARIANCE
RUNNING EXPENSE							
* SALARIES & WAGES-MGMNT.	2,127,342	1,820,605	1,704,493	116,112	6.38	422,849	19.88
* SALARIES & WAGES-NON MGMNT	21,798,781	20,637,817	21,518,263	880,446-	4.27-	280,518	1.29
* SALARIES & WAGES-COMP ABS	600,000	300,000	300,000	0	.00	300,000	50.00
* OVERTIME	959,028	825,064	831,292	6,228-	.75-	127,736	13.32
* STANDBY PAID	226,498	238,742	226,498	12,244	5.13	0	.00
* SALARY VACANCY	946,000-	0	689,000-	689,000	.00	257,000-	27.17
** SALARIES & WAGES	24,765,649	23,822,228	23,891,546	69,318-	.29-	874,103	3.53
* WORKERS' COMPENSATION INS	499,034	430,000	488,734	58,734-	13.66-	10,300	2.06
* STATE UNEMPLOYMENT INSUR	30,000	65,000	30,000	35,000	53.85	0	.00
* FEDERAL MEDICARE TAX	318,949	290,000	328,905	38,905-	13.42-	9,956-	3.12-
* MEDICAL & HEALTH INSUR	7,903,688	7,500,000	9,093,475	1,593,475-	21.25-	1,189,787-	15.05-
* RETIREMENT CONTRIBUTION	11,183,955	10,100,000	13,548,600	3,448,600-	34.14-	2,364,645-	21.14-
* DEFERRED COMP. CONTRIB	1,412,684	1,285,000	1,372,232	87,232-	6.79-	40,452	2.86
* DENTAL INSURANCE	868,143	840,000	860,371	20,371-	2.43-	7,772	.90
* LONG-TERM DISABILITY INS	71,574	60,000	70,489	10,489-	17.48-	1,085	1.52
* LIFE INSURANCE	168,802	148,000	163,942	15,942-	10.77-	4,860	2.88
* ACCRUED COMPENSATED ABS	360,000	300,000	360,000	60,000-	20.00-	0	.00
* BENEFIT VACANCY	1,040,000-	0	1,204,000-	1,204,000	.00	164,000	15.77-
* OPEB CONTRIBUTION	4,507,200	4,207,200	3,767,000	440,200	10.46	740,200	16.42
** CAPITALIZED ADM OVERHEAD	3,778,069-	3,271,901-	3,756,000-	484,099	14.80-	22,069-	.58
** EMPLOYEE BENEFITS	22,505,960	21,953,299	25,123,748	3,170,449-	14.44-	2,617,788-	11.63-
*** RUNNING EXPENSE	47,271,609	45,775,527	49,015,294	3,239,767-	7.08-	1,743,685-	3.69-

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 R/E & S/C SALARIES & BENEFITS
 FISCAL YEAR 2012-2013

ACCOUNT DESCRIPTION	BUDGETED 2011-2012	PROJECTED ACTUAL 11-12	12-13 BUDGET FINAL PASS	BUDGET 12-13 TO EST 11-12 VARIANCE	PERCENT VARIANCE	BUDGET 12-13 TO BUDGET 11-12 VARIANCE	PERCENT VARIANCE
SEWER CONSTRUCTION							
* OVERTIME	0	0	0	0	.00	0	.00
* CAPITALIZED SALARIES	3,313,357	2,832,409	2,999,812	167,403-	5.91-	313,545	9.46
* OVERTIME	183,918	88,929	136,846	47,917-	53.88-	47,072	25.59
* SALARY VACANCY	124,000-	0	83,000-	83,000	.00	41,000-	33.06
** SALARIES & WAGES	3,373,275	2,921,338	3,053,658	132,320-	4.53-	319,617	9.47
* WORKERS' COMPENSATION INS	28,249	28,249	22,964	5,285	18.71	5,285	18.71
* FEDERAL MEDICARE TAX	44,539	20,000	40,761	20,761-	103.81-	3,778	8.48
* MEDICAL & HEALTH INSUR	551,016	150,000	516,850	366,850-	244.57-	34,166	6.20
* RETIREMENT CONTRIBUTION	1,510,295	1,200,000	1,724,171	524,171-	43.68-	213,876-	14.16-
* DEFERRED COMP. CONTRIB	186,303	115,000	170,567	55,567-	48.32-	15,736	8.45
* DENTAL INSURANCE	62,925	40,000	52,307	12,307-	30.77-	10,618	16.87
* LONG-TERM DISABILITY INS	9,595	11,000	8,832	2,168	19.71	763	7.95
* LIFE INSURANCE	15,331	12,000	14,151	2,151-	17.93-	1,180	7.70
* CAPITALIZED ADM OVERHEAD	3,778,069	3,271,901	3,756,000	484,099-	14.80-	22,069	.58
** EMPLOYEE BENEFITS	6,186,322	4,848,150	6,306,603	1,458,453-	30.08-	120,281-	1.94-
*** SEWER CONSTRUCTION	9,559,597	7,769,488	9,360,261	1,590,773-	20.47-	199,336	2.09
	56,831,206	53,545,015	58,375,555	4,830,540-	9.02-	1,544,349-	2.72-

**Operations and Maintenance Expense
FY 2011-12 Budget, FY 2011-12 Projected and FY 2012-13 Budget**



TOTAL DISTRICT O&M EXPENSE

BUDGET FY 2012-13 COMPARED TO PROJECTED FY 2011-12 ACTUAL

	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2011-12	FY 2012-13	Variance \$	Variance %	
Salaries	\$ 23,822,228	\$ 23,891,546	(69,318)	-0.29%	No significant variance. No COLA was budgeted for FY 2012-13. Savings primarily due to a large number of retirements in FY 2011-12 and these positions being replaced with employees at a lower wage/step or not replaced. This is partially offset by normal merit increases and personnel advancements.
Benefits & Cap O/H Credit	21,953,299	25,123,748	(3,170,449)	-14.44%	See Salary & Benefit Tab.
Chemicals	1,617,000	1,581,000	36,000	2.23%	Hydrogen peroxide, boiler chemicals, and lime pricing increased due to higher fuel costs. Increases are slightly offset by history of lower chemical usage for sulfide control at CSO and favorable hypochlorite pricing.
Utilities	3,905,300	3,906,150	(850)	-0.02%	Small variances in each department added up to no significant variance.*
Repairs & Maintenance	3,569,111	3,644,811	(75,700)	-2.12%	Increase largely due to higher IT computer repairs & maintenance for Board portal, MS office and additional software maintenance in FY 2012-13.
Hauling & Disposal	1,033,550	1,039,800	(6,250)	-0.60%	Small variances in each department added up to no significant variance.
Professional & Legal	550,260	590,900	(40,640)	-7.39%	Increase largely due to Finance GASB45 study and actuarial analysis offset by less budgeted for HR negotiation legal services in FY 2012-13.
Outside Services	2,920,900	3,248,970	(328,070)	-11.23%	Increase largely due to additional studies associated with the new National Pollutant Discharge Elimination System (NPDES) permit and new air regulations for the multiple hearth furnace. Additionally, increase is due to higher technical services in Finance for temps.
Self-Insurance	850,000	850,000	-	0.00%	No variance.
Materials & Supplies	1,873,255	1,970,805	(97,550)	-5.21%	Increase due to higher vehicle fuel costs and in safety-related supplies for CSO. Expenses were lower than anticipated during the current fiscal year for several departments. The expenditure level is anticipated to return to a more normal level in FY 2012-13.
All Other	1,866,824	2,458,734	(591,910)	-31.71%	Increase largely due to Central Services election expense and offsite records storage, Communication Services outreach, and training needed in both Operations Departments.
Total	\$ 63,961,727	68,306,464	(4,344,737)	-6.79%	Variance without Benefits & Capitalized O/H Credit is an increase of (\$1,174,288) / (2.80%).*

BUDGET FY 2012-13 COMPARED TO BUDGET FY 2011-12

	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2011-12	FY 2012-13	Variance \$	Variance %	
Salaries	24,765,649	23,891,546	874,103	3.53%	No COLA was budgeted for FY 2012-13. Savings primarily due to a large number of retirements in FY 2011-12 and these positions being replaced with employees at a lower wage/step or not replaced. This is partially offset by normal merit increases and personnel advancements.
Benefits & Cap O/H Credit	22,505,960	25,123,748	(2,617,788)	-11.63%	See Salary & Benefit Tab.
Chemicals	1,771,000	1,581,000	190,000	10.73%	Decrease due to history of lower chemical usage for sulfide control at CSO and due to very favorable pricing for hypochlorite.
Utilities	4,542,600	3,906,150	636,450	14.01%	Decrease largely due to very favorable natural gas pricing due to warm winter of 2012 and new fracking technology.*
Repairs & Maintenance	3,528,761	3,644,811	(116,050)	-3.29%	Increase due to higher IT computer repairs & maintenance for Board portal, MS office and additional software maintenance in FY 2012-13. Also, increase for maintenance of new CSO Facility and more siphon maintenance.
Hauling & Disposal	1,088,250	1,039,800	48,450	4.45%	Decrease due to recently signed legislation requiring paint manufacturers to take on the responsibility for disposal costs.
Professional & Legal	540,660	590,900	(50,240)	-9.29%	Increase due to Finance GASB45 study and actuarial analysis in FY 2012-13.
Outside Services	2,917,700	3,248,970	(331,270)	-11.35%	Increase due to additional studies associated with the new National Pollutant Discharge Elimination System (NPDES) permit and new multiple hearth furnace regulations. Increase also due to higher technical services in Finance for temps, Human Resources general recruitment costs, and CSO software.
Self-Insurance	850,000	850,000	-	0.00%	No variance.
Materials & Supplies	1,925,745	1,970,805	(45,060)	-2.34%	Increase due to vehicle fuel costs and in safety-related supplies for CSO.
All Other	2,104,335	2,458,734	(354,399)	-16.84%	Increase due to election expense in FY 2012-13.
Total	\$ 66,540,660	68,306,464	(1,765,804)	-2.65%	Variance without Benefits & Capitalized O/H Credit is a decrease of \$851,984 / 1.93%.*

*This variance does not include the additional PG&E costs that have been and will be incurred due to the recent incident that resulted in the shutdown of the cogeneration unit. When the duration of the cogeneration outage can be estimated, an estimate of the additional utility costs will be provided.

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DISTRICT EXPENSES
 FISCAL YEAR 2012-2013

ACCOUNT DESCRIPTION	BUDGETED 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACT 11-12 VARIANCE	PERCENT VARIANCE	BUDGET 12-13 TO BUDGET 11-12 VARIANCE	PERCENT VARIANCE
* SALARIES & WAGES	24,765,649	23,822,228	23,891,546	69,318-	.29-	874,103	3.53
* EMPLOYEE BENEFITS	22,505,960	21,953,299	25,123,748	3,170,449-	14.44-	2,617,788-	11.63-
* DIRECTOR FEES & EXPENSES	232,017	155,063	161,960	6,897-	4.45-	70,057	30.19
* CHEMICALS	1,771,000	1,617,000	1,581,000	36,000	2.23	190,000	10.73
* UTILITIES	4,542,600	3,905,300	3,906,150	850-	.02-	636,450	14.01
* REPAIRS & MAINTENANCE	3,528,761	3,569,111	3,644,811	75,700-	2.12-	116,050-	3.29-
* HAULING & DISPOSAL	1,088,250	1,033,550	1,039,800	6,250-	.60-	48,450	4.45
* PROFESSIONAL & LEGAL SERV	540,660	550,260	590,900	40,640-	7.39-	50,240-	9.29-
* OUTSIDE SERVICES	2,917,700	2,920,900	3,248,970	328,070-	11.23-	331,270-	11.35-
* SELF-INSURANCE EXPENSE	850,000	850,000	850,000	0	.00	0	.00
* MATERIALS & SUPPLIES	1,925,745	1,873,255	1,970,805	97,550-	5.21-	45,060-	2.34-
* OTHER EXPENSES	1,872,318	1,711,761	2,296,774	585,013-	34.18-	424,456-	22.67-
	66,540,660	63,961,727	68,306,464	4,344,737-	6.79-	1,765,804-	2.65-

ACCOUNT DESCRIPTION	BUDGET 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACTUAL 11-12 VARIANCE
* SALARIES & WAGES-MGMNT.	2,127,342	1,820,605	1,704,493	116,112
* SALARIES & WAGES-NON MGMT	21,798,781	20,637,817	21,518,263	880,446-
* SALARIES & WAGES-COMP ABS	600,000	300,000	300,000	0
* OVERTIME	959,028	825,064	831,292	6,228-
* STANDBY PAID	226,498	238,742	226,498	12,244
* SALARY VACANCY	946,000-	0	689,000-	689,000
** SALARIES & WAGES	24,765,649	23,822,228	23,891,546	69,318-
* WORKERS' COMPENSATION INS	499,034	430,000	488,734	58,734-
* STATE UNEMPLOYMENT INSUR	30,000	65,000	30,000	35,000
* FEDERAL MEDICARE TAX	318,949	290,000	328,905	38,905-
* MEDICAL & HEALTH INSUR	7,903,688	7,500,000	9,093,475	1,593,475-
* RETIREMENT CONTRIBUTION	11,183,955	10,100,000	13,548,600	3,448,600-
* DEFERRED COMP. CONTRIB	1,412,684	1,285,000	1,372,232	87,232-
* DENTAL INSURANCE	868,143	840,000	860,371	20,371-
* LONG-TERM DISABILITY INS	71,574	60,000	70,489	10,489-
* LIFE INSURANCE	168,802	148,000	163,942	15,942-
* ACCRUED COMPENSATED ABS	360,000	300,000	360,000	60,000-
* BENEFIT VACANCY	1,040,000-	0	1,204,000-	1,204,000
* OPEB CONTRIBUTION	4,507,200	4,207,200	3,767,000	440,200
* CAPITALIZED ADM OVERHEAD	3,778,069-	3,271,901-	3,756,000-	484,099
** EMPLOYEE BENEFITS	22,505,960	21,953,299	25,123,748	3,170,449-
* DIRECTOR MEETING FEES	63,595	70,300	60,325	9,975
* BOARD TRAINING AND CONF	46,000	20,463	46,000	25,537-
* BOARD HEALTH BENEFITS	122,422	64,300	55,635	8,665
** DIRECTOR FEES & EXPENSES	232,017	155,063	161,960	6,897-
* LIME	227,000	212,000	206,000	6,000
* POLYMER	497,000	450,000	485,000	35,000-
* BOILER CHEMICALS	56,000	49,000	58,000	9,000-
* OTHER CHEMICALS	600,000	600,000	524,000	76,000
* HYPOCHLORITE	391,000	306,000	308,000	2,000-
** CHEMICALS	1,771,000	1,617,000	1,581,000	36,000
* ELECTRICAL	934,500	910,500	966,000	55,500-
* NATURAL GAS	2,771,000	2,219,000	2,090,500	128,500
* LAND-FILL GAS	514,000	450,000	475,000	25,000-
* WATER	92,000	92,000	89,750	2,250
* TELEPHONE	231,100	233,800	284,900	51,100-
** UTILITIES	4,542,600	3,905,300	3,906,150	850-
* OUTSIDE VEH/EQUIP REPAIR	121,250	121,250	116,250	5,000
* VEHIC/EQUIP REPAIR MAINT	90,000	90,000	90,000	0
* GENERAL REPAIRS & MAINT	956,500	946,500	945,000	1,500
* OUTSIDE REPAIRS & MAINT.	1,926,100	1,993,950	1,976,150	17,800
* COMPUTER REPAIRS & MAINT	394,911	377,411	477,411	100,000-
* REAL PROPERTY REPAIRS	40,000	40,000	40,000	0
** REPAIRS & MAINTENANCE	3,528,761	3,569,111	3,644,811	75,700-
* ASH REMOVAL	159,000	134,000	160,000	26,000-
* SLUDGE REMOVAL	25,000	10,000	10,000	0
* GRIT REMOVAL	80,000	75,500	80,000	4,500-

ACCOUNT DESCRIPTION	BUDGET 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACTUAL 11-12 VARIANCE
* JANITORIAL & REFUSE REMOV	248,050	246,050	248,600	2,550-
* SPOILS REMOVAL	30,000	30,000	30,000	0
* HAZARDOUS WASTE DISPOSAL	511,200	503,000	511,200	8,200-
* MOBILE COLLECTION-HHW	35,000	35,000	0	35,000
** HAULING & DISPOSAL	1,088,250	1,033,550	1,039,800	6,250-
* PROFESSIONAL SERVICES	117,560	95,560	170,800	75,240-
* LEGAL SERVICES-BOARD	62,000	62,000	62,000	0
* LEGAL SERVICES-STAFF	361,100	392,700	358,100	34,600
** PROFESSIONAL & LEGAL SERV	540,660	550,260	590,900	40,640-
* OUTSIDE SAFETY SERVICES	121,000	75,000	84,200	9,200-
* TECHNICAL SERVICES	2,376,850	2,400,750	2,737,920	337,170-
* DATA PROCESSING SERVICES	400	400	400	0
* OTHER PUBLIC AGENCY SERVS	318,250	303,550	309,750	6,200-
* REPROGRAPHIC SERVICES	19,200	16,200	18,700	2,500-
* RECRUITMENT	82,000	125,000	98,000	27,000
** OUTSIDE SERVICES	2,917,700	2,920,900	3,248,970	328,070-
* SELF-INSURANCE EXPENSE	850,000	850,000	850,000	0
** SELF-INSURANCE EXPENSE	850,000	850,000	850,000	0
* OFFICE EQUIPMENT/SUPPLIES	195,100	183,760	210,460	26,700-
* GASOLINE, OIL & FUEL	223,450	223,450	257,450	34,000-
* OPERATING SUPPLIES	1,185,700	1,157,500	1,175,900	18,400-
* OPERATING FUEL	58,000	38,000	38,000	0
* LABORATORY SUPPLIES	148,000	146,000	146,000	0
* SAFETY SUPPLIES	115,495	124,545	142,995	18,450-
* INVENTORY OVER/SHORT	0	0	0	0
** MATERIALS & SUPPLIES	1,925,745	1,873,255	1,970,805	97,550-
* RENTS & LEASES	213,110	195,610	213,150	17,540-
* PUBLIC AGENCY FEES	406,735	389,535	427,035	37,500-
* PUBLIC INFORMATION	390,500	380,700	438,000	57,300-
* TUITION REIMBURSEMENT	46,750	27,000	44,550	17,550-
* TECH TRAIN, CONF & MEETS	313,625	284,755	334,170	49,415-
* CERTIFICATION & LICENSES	17,178	15,653	19,541	3,888-
* CLAIMS	10,100	100	5,100	5,000-
* SUBSCRIPTION/PUBLICATION	34,148	33,123	33,948	825-
* MILEAGE REIMBURSEMENTS	6,040	5,265	7,140	1,875-
* PUBLIC NOTICES	4,950	3,050	5,850	2,800-
* OUTSIDE ORGANIZATION FEES	286,900	282,834	278,000	4,834
* EMPLOYEE MEMBERSHIPS	38,632	38,751	39,145	394-
* MISCELLANEOUS	32,350	30,700	36,030	5,330-
* ELECTION EXPENSE	0	0	350,000	350,000-
* PROFESSIONAL EXP REIMB	71,300	24,685	65,115	40,430-
** OTHER EXPENSES	1,872,318	1,711,761	2,296,774	585,013-
	66,540,660	63,961,727	68,306,464	4,344,737-

ADMINISTRATION DEPARTMENT O&M EXPENSE

BUDGET FY 2012-13 COMPARED TO PROJECTED FY 2011-12 ACTUAL

	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2011-12	FY 2012-13	Variance \$	Variance %	
Salaries	\$ 4,643,535	4,437,393	206,142	4.44%	Decrease due to several retirements.
Benefits & Capital O/H credit	11,387,513	11,942,902	(555,389)	-4.88%	See salary & benefit tab.
Utilities	128,600	176,700	(48,100)	-37.40%	Increase due to ongoing costs associated with the increased fiber bandwidth.
Repairs & Maintenance	388,200	500,300	(112,100)	-28.88%	Increase due to higher IT computer repairs & maintenance for Board portal, MS office and additional software maintenance in FY 2012-13.
Professional & Legal	404,560	434,800	(30,240)	-7.47%	Increase due to Finance GASB45 study offset by less budgeted for Human Resources negotiation legal services in FY 2012-13.
Outside Services	1,183,150	1,353,550	(170,400)	-14.40%	Increase due to higher technical services in Finance for temps due to three retirements.
Self-Insurance	850,000	850,000	-	0.00%	No variance.
Materials & Supplies	212,425	238,725	(26,300)	-12.38%	Increase due to replacement equipment and furniture.
All Other	698,233	1,189,375	(491,142)	-70.34%	Increase primarily due to Central Services election expense, offsite records storage and Communication Services outreach.
Total	\$ 19,896,216	21,123,745	(1,227,529)	-6.17%	Variance without Benefits & Cap O/H Credit is an increase of (\$672,140) / (7.9%), primarily due to \$350,000 election expense.

BUDGET FY 2012-13 COMPARED TO BUDGET FY 2011-12

	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2011-12	FY 2012-13	Variance \$	Variance %	
Salaries	5,127,961	4,437,393	690,568	13.47%	Decrease due to several retirements and vacant positions.
Benefits & Capital O/H credit	11,787,977	11,942,902	(154,925)	-1.31%	See salary & benefit tab.
Utilities	125,900	176,700	(50,800)	-40.35%	Increase due to ongoing costs associated with the increased fiber bandwidth.
Repairs & Maintenance	403,300	500,300	(97,000)	-24.05%	Increase due to higher IT computer repairs & maintenance for Board portal, MS office and additional software maintenance in FY 2012-13.
Professional & Legal	384,560	434,800	(50,240)	-13.06%	Increase due to higher Finance GASB45 study and actuarial analysis to be determined by the Board in FY 2012-13.
Outside Services	1,211,050	1,353,550	(142,500)	-11.77%	Increase due to higher technical services in Finance for temps, HR general recruitment costs, and software support consulting services in FY 2012-13.
Self-Insurance	850,000	850,000	-	0.00%	No variance.
Materials & Supplies	201,165	238,725	(37,560)	-18.67%	Increase due to replacement equipment and furniture, and R&S safety supplies.
All Other	839,277	1,189,375	(350,098)	-41.71%	Election expense in FY 2012-13.
Total	\$ 20,931,190	21,123,745	(192,555)	-0.92%	Variance without Benefits & Cap O/H Credit is an increase of (\$37,630) / (0.41%).

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2012-2013

ACCOUNT DESCRIPTION	BUDGETED 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACT 11-12 VARIANCE	PERCENT VARIANCE	BUDGET 12-13 TO BUDGET 11-12 VARIANCE	PERCENT VARIANCE
ADMINISTRATION							
* SALARIES & WAGES	5,127,961	4,643,535	4,437,393	206,142	4.44	690,568	13.47
* EMPLOYEE BENEFITS	11,787,977	11,387,513	11,942,902	555,389-	4.88-	154,925-	1.31-
* DIRECTOR FEES & EXPENSES	232,017	155,063	161,960	6,897-	4.45-	70,057	30.19
* UTILITIES	125,900	128,600	176,700	48,100-	37.40-	50,800-	40.35-
* REPAIRS & MAINTENANCE	403,300	388,200	500,300	112,100-	28.88-	97,000-	24.05-
* PROFESSIONAL & LEGAL SERV	384,560	404,560	434,800	30,240-	7.47-	50,240-	13.06-
* OUTSIDE SERVICES	1,211,050	1,183,150	1,353,550	170,400-	14.40-	142,500-	11.77-
* SELF-INSURANCE EXPENSE	850,000	850,000	850,000	0	.00	0	.00
* MATERIALS & SUPPLIES	201,165	212,425	238,725	26,300-	12.38-	37,560-	18.67-
* OTHER EXPENSES	607,260	543,170	1,027,415	484,245-	89.15-	420,155-	69.19-
** ADMINISTRATION	20,931,190	19,896,216	21,123,745	1,227,529-	6.17-	192,555-	.92-

ACCOUNT DESCRIPTION	BUDGET 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACTUAL 11-12 VARIANCE
* SALARIES & WAGES-MGMNT.	1,123,640	1,011,489	877,552	133,937
* SALARIES & WAGES-NON MGMT	3,503,921	3,263,546	3,291,161	27,615-
* COMP ABS-ACCRUAL PAYMENTS	600,000	300,000	300,000	0
* OVERTIME	74,400	68,500	86,680	18,180-
** SALARY VACANCY	174,000-	0	118,000-	118,000
* SALARIES & WAGES	5,127,961	4,643,535	4,437,393	206,142
* WORKERS' COMPENSATION INS	24,622	21,224	21,068	156
* STATE UNEMPLOYMENT INSUR	30,000	65,000	30,000	35,000
* FEDERAL MEDICARE TAX	59,833	54,330	59,784	5,454-
* MEDICAL & HEALTH INSUR	4,255,355	4,038,332	4,989,737	951,405-
* RETIREMENT CONTRIBUTION	2,199,874	1,986,487	2,467,722	481,235-
* DEFERRED COMP. CONTRIB	258,072	234,846	239,084	4,238-
* DENTAL INSURANCE	464,136	449,284	474,533	25,249-
* LONG-TERM DISABILITY INS	11,831	9,915	11,173	1,258-
* LIFE INSURANCE	74,450	65,291	71,491	6,200-
* ACCRUED COMPENSATED ABS.	360,000	300,000	360,000	60,000-
* BENEFIT VACANCY	413,000-	0	500,000-	500,000
* OPEB CONTRIBUTION	4,507,200	4,207,200	3,767,000	440,200
* CAPITALIZED ADM OVERHEAD	44,396-	44,396-	48,690-	4,294
** EMPLOYEE BENEFITS	11,787,977	11,387,513	11,942,902	555,389-
* DIRECTOR MEETING FEES	63,595	70,300	60,325	9,975
* BOARD TRAINING AND CONF	46,000	20,463	46,000	25,537-
* BOARD HEALTH BENEFITS	122,422	64,300	55,635	8,665
** DIRECTOR FEES & EXPENSES	232,017	155,063	161,960	6,897-
* ELECTRICAL	75,000	75,000	75,000	0
* NATURAL GAS	14,000	14,000	11,000	3,000
* WATER	4,000	4,000	4,000	0
* TELEPHONE	32,900	35,600	86,700	51,100-
** UTILITIES	125,900	128,600	176,700	48,100-
* GENERAL REPAIRS & MAINT	5,000	5,000	5,000	0
* OUTSIDE REPAIRS & MAINT	70,800	55,700	70,800	15,100-
* COMPUTER REPAIRS & MAINT	287,500	287,500	384,500	97,000-
* REAL PROPERTY REPAIRS	40,000	40,000	40,000	0
** REPAIRS & MAINTENANCE	403,300	388,200	500,300	112,100-
* PROFESSIONAL SERVICES	117,560	95,560	170,800	75,240-
* LEGAL SERVICES-BOARD	62,000	62,000	62,000	0
* LEGAL SERVICES-STAFF	205,000	247,000	202,000	45,000
** PROFESSIONAL & LEGAL SERV	384,560	404,560	434,800	30,240-
* OUTSIDE SAFETY SERVICES	80,000	45,000	55,000	10,000-
* TECHNICAL SERVICES	850,400	829,200	1,010,400	181,200-
* DATA PROCESSING SERVICES	400	400	400	0
* OTHER PUBLIC AGENCY SERV	183,250	168,550	174,750	6,200-
* REPROGRAPHIC SERVICES	15,000	15,000	15,000	0
* RECRUITMENT	82,000	125,000	98,000	27,000
** OUTSIDE SERVICES	1,211,050	1,183,150	1,353,550	170,400-
* SELF-INSURANCE EXPENSE	850,000	850,000	850,000	0
** SELF-INSURANCE EXPENSE	850,000	850,000	850,000	0

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET LISTING BY DEPARTMENT ADMINISTRATIVE
 FISCAL YEAR 2012-2013

PREPARED 06/12/12 PAGE 2
 PROGRAM GM601L

ACCOUNT DESCRIPTION	BUDGET 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACTUAL 11-12 VARIANCE
* OFFICE EQUIPMENT/SUPPLIES	101,640	99,000	123,000	24,000-
* OPERATING SUPPLIES	68,250	67,150	69,450	2,300-
* SAFETY SUPPLIES	31,275	46,275	46,275	0
* INVENTORY OVER/SHORT	0	0	0	0
** MATERIALS & SUPPLIES	201,165	212,425	238,725	26,300-
* RENTS & LEASES	15,600	14,100	35,600	21,500-
* PUBLIC AGENCY FEES	2,500	2,500	2,500	0
* PUBLIC INFORMATION	379,500	379,500	427,000	47,500-
* TUITION REIMBURSEMENT	10,000	3,750	11,000	7,250-
* TECH TRAIN, CONF & MEETS	82,050	76,750	86,450	9,700-
* CERTIFICATION & LICENSES	2,300	1,300	1,800	500-
* CLAIMS	10,000	0	5,000	5,000-
* SUBSCRIPTION/PUBLICATION	7,810	7,035	7,785	750-
* MILEAGE REIMBURSEMENTS	3,000	2,550	4,050	1,500-
* PUBLIC NOTICES	750	750	750	0
* OUTSIDE ORGANIZATION FEES	29,200	29,200	29,200	0
* EMPLOYEE MEMBERSHIPS	8,600	8,700	8,715	15-
* MISCELLANEOUS	13,950	15,650	15,950	300-
* ELECTION EXPENSE	0	0	350,000	350,000-
* PROFESSIONAL EXP REIMB	42,000	1,385	41,615	40,230-
** OTHER EXPENSES	607,260	543,170	1,027,415	484,245-
	20,931,190	19,896,216	21,123,745	1,227,529-

ENGINEERING DEPARTMENT O&M EXPENSE

BUDGET FY 2012-13 COMPARED TO PROJECTED FY 2011-12 ACTUAL

	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2011-12	FY 2012-13	Variance \$	Variance %	
Salaries	\$ 5,264,718	5,401,830	(137,112)	-2.60%	Salaries are expected to increase due to the filling of vacant positions, plus merit increases, offset somewhat by the salary vacancy factor.
Benefits & Cap O/H Credit	741,057	1,098,796	(357,739)	-48.27%	See Salary & Benefits Tab.
Utilities	63,000	69,500	(6,500)	-10.32%	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.
Repairs & Maintenance	81,561	103,961	(22,400)	-27.46%	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	564,000	521,200	42,800	7.59%	Recently signed legislation requires paint manufacturers to take on the responsibility for disposal costs.
Professional & Legal	85,700	96,100	(10,400)	-12.14%	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.
Outside Services	435,100	446,600	(11,500)	-2.64%	Not a significant variance.
Materials & Supplies	155,760	193,010	(37,250)	-23.91%	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.
All Other	219,445	255,767	(36,322)	-16.55%	Expenses were lower than anticipated during the current fiscal year, particularly for Technical Training , Conferences & Meetings, due to staff vacancies. The expenditure level is anticipated to return to a more normal level this next year.
Total	\$ 7,610,341	8,186,764	(576,423)	-7.57%	Variance without Benefits & Cap O/H Credit is an increase of (\$218,684) / (3.18%).

BUDGET FY 2012-13 COMPARED TO BUDGET FY 2011-12

	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2011-12	FY 2012-13	Variance \$	Variance %	
Salaries	5,591,440	5,401,830	189,610	3.39%	Salaries are expected to increase due to the filling of vacant positions, plus merit increases, offset somewhat by the salary vacancy factor.
Benefits & Cap O/H Credit	459,443	1,098,796	(639,353)	-139.16%	See Salary & Benefits Tab.
Utilities	71,000	69,500	1,500	2.11%	Not a significant variance.
Repairs & Maintenance	104,111	103,961	150	0.14%	Not a significant variance.
Hauling & Disposal	565,200	521,200	44,000	7.78%	Recently signed legislation requires paint manufacturers to take on the responsibility for disposal costs.
Professional & Legal	96,100	96,100	-	0.00%	Not a significant variance.
Outside Services	447,100	446,600	500	0.11%	Not a significant variance.
Materials & Supplies	195,010	193,010	2,000	1.03%	Not a significant variance.
All Other	262,962	255,767	7,195	2.74%	Not a significant variance.
Total	\$ 7,792,366	8,186,764	(394,398)	-5.06%	Variance without Benefits & Cap O/H Credit is a decrease of \$244,955 / 3.34%.

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2012-2013

ACCOUNT DESCRIPTION	BUDGETED 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACT 11-12 VARIANCE	PERCENT VARIANCE	BUDGET 12-13 TO BUDGET 11-12 VARIANCE	PERCENT VARIANCE
ENGINEERING							
* SALARIES & WAGES	5,591,440	5,264,718	5,401,830	137,112-	2.60-	189,610	3.39
* EMPLOYEE BENEFITS	459,443	741,057	1,098,796	357,739-	48.27-	639,353-	139.16-
* UTILITIES	71,000	63,000	69,500	6,500-	10.32-	1,500	2.11
* REPAIRS & MAINTENANCE	104,111	81,561	103,961	22,400-	27.46-	150	.14
* HAULING & DISPOSAL	565,200	564,000	521,200	42,800	7.59	44,000	7.78
* PROFESSIONAL & LEGAL SERV	96,100	85,700	96,100	10,400-	12.14-	0	.00
* OUTSIDE SERVICES	447,100	435,100	446,600	11,500-	2.64-	500	.11
* MATERIALS & SUPPLIES	195,010	155,760	193,010	37,250-	23.91-	2,000	1.03
* OTHER EXPENSES	262,962	219,445	255,767	36,322-	16.55-	7,195	2.74
** ENGINEERING	7,792,366	7,610,341	8,186,764	576,423-	7.57-	394,398-	5.06-

ACCOUNT DESCRIPTION	BUDGET 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACTUAL 11-12 VARIANCE
* SALARIES & WAGES-MGMNT.	492,511	360,000	297,497	62,503
* SALARIES & WAGES-NON MGMT	5,217,048	4,847,978	5,210,333	362,355-
* SALARIES & WAGES-COMP ABS	0	0	0	0
* OVERTIME	110,881	56,740	59,000	2,260-
* SALARY VACANCY	229,000-	0	165,000-	165,000
** SALARIES & WAGES	5,591,440	5,264,718	5,401,830	137,112-
* WORKERS' COMPENSATION INS	71,487	61,623	70,133	8,510-
* FEDERAL MEDICARE TAX	77,154	70,055	75,346	5,291-
* MEDICAL & HEALTH INSUR	915,486	868,797	1,055,206	186,409-
* RETIREMENT CONTRIBUTION	2,615,038	2,361,380	3,117,716	756,336-
* DEFERRED COMP. CONTRIB	321,078	292,180	311,582	19,402-
* DENTAL INSURANCE	112,602	109,000	107,024	1,976
* LONG-TERM DISABILITY INS	16,421	13,760	16,495	2,735-
* LIFE INSURANCE	28,058	24,606	26,488	1,882-
* ACCRUED COMPENSATED ABS.	0	0	0	0
* BENEFIT VACANCY	172,000-	0	191,000-	191,000
* CAPITALIZED ADM OVERHEAD	3,525,881-	3,060,344-	3,490,194-	429,850
** EMPLOYEE BENEFITS	459,443	741,057	1,098,796	357,739-
* ELECTRICAL	14,400	8,400	14,400	6,000-
* NATURAL GAS	3,000	1,000	1,500	500-
* WATER	2,000	2,000	2,000	0
* TELEPHONE	51,600	51,600	51,600	0
** UTILITIES	71,000	63,000	69,500	6,500-
* OUTSIDE REPAIRS & MAINT.	52,200	32,150	52,050	19,900-
* COMPUTER REPAIRS & MAINT	51,911	49,411	51,911	2,500-
** REPAIRS & MAINTENANCE	104,111	81,561	103,961	22,400-
* JANITORIAL & REFUSE REMOV	30,000	29,000	21,000	8,000
* HAZARDOUS WASTE DISPOSAL	500,200	500,000	500,200	200-
* MOBILE COLLECTION-HHW	35,000	35,000	0	35,000
** HAULING & DISPOSAL	565,200	564,000	521,200	42,800
* LEGAL SERVICES-STAFF	96,100	85,700	96,100	10,400-
** PROFESSIONAL & LEGAL SERV	96,100	85,700	96,100	10,400-
* TECHNICAL SERVICES	313,000	304,000	314,000	10,000-
* OTHER PUBLIC AGENCY SERV	130,000	130,000	130,000	0
* REPROGRAPHIC SERVICES	4,100	1,100	2,600	1,500-
** OUTSIDE SERVICES	447,100	435,100	446,600	11,500-
* OFFICE EQUIPMENT/SUPPLIES	55,960	52,260	55,960	3,700-
* OPERATING SUPPLIES	119,250	89,650	117,250	27,600-
* SAFETY SUPPLIES	19,800	13,850	19,800	5,950-
** MATERIALS & SUPPLIES	195,010	155,760	193,010	37,250-
* RENTS & LEASES	7,000	7,000	7,900	900-
* PUBLIC AGENCY FEES	5,000	5,000	5,000	0
* PUBLIC INFORMATION	11,000	1,200	11,000	9,800-
* TUITION REIMBURSEMENT	25,500	17,000	18,800	1,800-
* TECH TRAIN, CONF & MEETS	128,705	109,435	135,660	26,225-
* CERTIFICATION & LICENSES	3,345	2,820	3,095	275-
* SUBSCRIPTION/PUBLICATION	20,513	20,513	20,513	0

ACCOUNT DESCRIPTION	BUDGET 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACTUAL 11-12 VARIANCE
* MILEAGE REIMBURSEMENTS	1,490	1,165	1,490	325-
* PUBLIC NOTICES	4,200	2,300	5,100	2,800-
* OUTSIDE ORGANIZATION FEES	19,300	25,234	19,300	5,934
* EMPLOYEE MEMBERSHIPS	11,209	11,228	11,209	19
* MISCELLANEOUS	11,200	8,050	11,200	3,150-
* PROFESSIONAL EXP REIMB	14,500	8,500	5,500	3,000
** OTHER EXPENSES	262,962	219,445	255,767	36,322-
	7,792,366	7,610,341	8,186,764	576,423-

COLLECTION SYSTEM OPERATIONS AND PUMPING STATIONS DEPARTMENT O&M EXPENSE

BUDGET FY 2012-13 COMPARED TO PROJECTED FY 2011-12 ACTUAL

	Projected	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2011-12		FY 2012-13	Variance \$	
Salaries	\$ 5,382,520	\$ 5,585,006	(202,486)	-3.76%	Increase due to net-change of 3 additional positions
Benefits & Cap O/H Credit	3,956,752	4,845,061	(888,309)	-22.45%	See Salary & Benefit tab.
Chemicals	500,000	400,000	100,000	20.00%	Decrease due to history of lower chemical usage for sulfide control.
Utilities	612,200	647,450	(35,250)	-5.76%	Increase due to occupation of new CSO Walnut Creek Facility.
Repairs & Maintenance	925,850	961,050	(35,200)	-3.80%	Increase for maintenance of new CSO Facility and more siphon maintenance.
Hauling & Disposal	98,050	108,600	(10,550)	-10.76%	Increase due to the resumption of spoils removal at new CSO Walnut Creek Facility.
Professional & Legal	10,000	10,000	-	0.00%	No variance.
Outside Services	150,650	155,120	(4,470)	-2.97%	Increased consulting services for sewer overflow reduction.
Materials & Supplies	712,870	758,370	(45,500)	-6.38%	Increase in vehicle fuel costs. Increase in safety-related supplies.
All Other	231,658	252,321	(20,663)	-8.92%	Increase due to higher public agency fees, travel for inspection of vehicle and equipment purchases, and for licensing and training of new employees.
Total	\$ 12,580,550	13,722,978	(1,142,428)	-9.08%	Variance without Benefits & Cap O/H Credit is an increase of (\$254,119) / (2.95%).

BUDGET FY 2012-13 COMPARED TO BUDGET FY 2011-12

	Budget	Budget	Favorable/(Unfavorable)		Variance Explanations
	FY 2011-12		FY 2012-13	Variance \$	
Salaries	\$ 5,642,445	5,585,006	57,439	1.02%	Savings due to planned delays in recruiting certain vacant positions.
Benefits & Cap O/H Credit	\$ 4,180,876	4,845,061	(664,185)	-15.89%	See Salary & Benefit tab.
Chemicals	\$ 500,000	400,000	100,000	20.00%	Decrease due to history of lower chemical usage for sulfide control.
Utilities	\$ 612,200	647,450	(35,250)	-5.76%	Increase due to occupation of new CSO Facility.
Repairs & Maintenance	\$ 925,850	961,050	(35,200)	-3.80%	Increase for maintenance of new CSO Facility and more siphon maintenance.
Hauling & Disposal	\$ 98,050	108,600	(10,550)	-10.76%	Increase due to resumption of spoils removal at CSO Walnut Creek Facility.
Professional & Legal	\$ 10,000	10,000	-	0.00%	No variance.
Outside Services	\$ 150,650	155,120	(4,470)	-2.97%	Increased consulting services for sewer overflow reduction.
Materials & Supplies	\$ 712,870	758,370	(45,500)	-6.38%	Increase in vehicle fuel costs. Increase in safety - related supplies.
All Other	\$ 231,658	252,321	(20,663)	-8.92%	Increase due to higher public agency fees, travel costs related to vehicle and equipment purchases, and licensing and training for new employees.
Total	\$ 13,064,599	13,722,978	(658,379)	-5.04%	Variance without Benefits & Cap O/H Credit is a decrease of \$5,806 / 0.07%.

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2012-2013

ACCOUNT DESCRIPTION	BUDGETED 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACT 11-12 VARIANCE	PERCENT VARIANCE	BUDGET 12-13 TO BUDGET 11-12 VARIANCE	PERCENT VARIANCE
COLLECTION SYSTEM OPS.							
* SALARIES & WAGES	4,611,562	4,473,024	4,733,212	260,188-	5.82-	121,650-	2.64-
* EMPLOYEE BENEFITS	3,494,383	3,298,230	4,208,261	910,031-	27.59-	713,878-	20.43-
* UTILITIES	92,500	92,500	127,000	34,500-	37.30-	34,500-	37.30-
* REPAIRS & MAINTENANCE	693,850	693,850	714,050	20,200-	2.91-	20,200-	2.91-
* HAULING & DISPOSAL	80,050	80,050	90,300	10,250-	12.80-	10,250-	12.80-
* PROFESSIONAL & LEGAL SERV	10,000	10,000	10,000	0	.00	0	.00
* OUTSIDE SERVICES	81,150	81,150	96,270	15,120-	18.63-	15,120-	18.63-
* MATERIALS & SUPPLIES	661,870	661,870	713,770	51,900-	7.84-	51,900-	7.84-
* OTHER EXPENSES	201,375	201,375	212,582	11,207-	5.57-	11,207-	5.57-
** COLLECTION SYSTEM OPS.	9,926,740	9,592,049	10,905,445	1,313,396-	13.69-	978,705-	9.86-

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET LISTING BY DEPARTMENT-COLLECTION SYSTEM OPERATIONS
 FISCAL YEAR 2012-2013

ACCOUNT DESCRIPTION	BUDGET 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACTUAL 11-12 VARIANCE
* SALARIES & WAGES-MGMNT.	177,251	140,724	196,361	55,637-
* SALARIES & WAGES-NON MGMT	4,248,620	4,062,971	4,380,275	317,304-
* SALARIES & WAGES COMP ABS	0	0	0	0
* OVERTIME	296,691	208,697	227,576	18,879-
* STANDBY PAID	66,000	60,632	66,000	5,368-
* SALARY VACANCY	177,000-	0	137,000-	137,000
** SALARIES & WAGES	4,611,562	4,473,024	4,733,212	260,188-
* WORKERS' COMPENSATION INS	134,768	116,170	139,577	23,407-
* FEDERAL MEDICARE TAX	62,124	56,410	63,624	7,214-
* MEDICAL & HEALTH INSUR	951,633	903,099	1,138,181	235,082-
* RETIREMENT CONTRIBUTION	2,103,745	1,899,681	2,730,011	830,330-
* DEFERRED COMP. CONTRIB	279,047	253,933	283,731	29,798-
* DENTAL INSURANCE	100,104	96,901	103,298	6,397-
* LONG-TERM DISABILITY INS	14,786	12,390	15,179	2,789-
* LIFE INSURANCE	22,057	19,343	22,824	3,481-
* BENEFIT VACANCY	153,000-	0	180,000-	180,000
* CAPITALIZED ADM OVERHEAD	20,881-	59,697-	108,164-	48,467
** EMPLOYEE BENEFITS	3,494,383	3,298,230	4,208,261	910,031-
* ELECTRICAL	37,500	37,500	56,000	18,500-
* NATURAL GAS	4,000	4,000	18,000	14,000-
* WATER	6,000	6,000	8,000	2,000-
* TELEPHONE	45,000	45,000	45,000	0
** UTILITIES	92,500	92,500	127,000	34,500-
* OUTSIDE VEH/EQUIP REPAIR	121,250	121,250	116,250	5,000
* VEHIC/EQUIP REPAIR MAINT	90,000	90,000	90,000	0
* GENERAL REPAIRS & MAINT	2,000	2,000	3,000	1,000-
* OUTSIDE REPAIRS & MAINT	480,600	480,600	504,800	24,200-
** REPAIRS & MAINTENANCE	693,850	693,850	714,050	20,200-
* JANITORIAL & REFUSE REMOV	50,050	50,050	60,300	10,250-
* SPOILS REMOVAL	30,000	30,000	30,000	0
** HAULING & DISPOSAL	80,050	80,050	90,300	10,250-
* LEGAL SERVICES-STAFF	10,000	10,000	10,000	0
** PROFESSIONAL & LEGAL SERV	10,000	10,000	10,000	0
* OUTSIDE SAFETY SERVICES	12,500	12,500	4,000	8,500
* TECHNICAL SERVICES	68,550	68,550	92,170	23,620-
* REPROGRAPHIC SERVICES	100	100	100	0
** OUTSIDE SERVICES	81,150	81,150	96,270	15,120-
* OFFICE-EQUIPMENT/SUPPLIES	10,500	10,500	10,500	0
* GASOLINE, OIL & FUEL	223,450	223,450	257,450	34,000-
* OPERATING SUPPLIES	398,700	398,700	404,600	5,900-
* SAFETY SUPPLIES	29,220	29,220	41,220	12,000-
** MATERIALS & SUPPLIES	661,870	661,870	713,770	51,900-
* RENTS & LEASES	119,650	119,650	117,650	2,000
* PUBLIC AGENCY FEES	29,250	29,250	32,250	3,000-
* TUITION REIMBURSEMENT	1,000	1,000	2,000	1,000-
* TECH TRAIN, CONF & MEETS	34,570	34,570	41,370	6,800-
* CERTIFICATION & LICENSES	3,569	3,569	4,883	1,314-

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET LISTING BY DEPARTMENT-COLLECTION SYSTEM OPERATIONS
 FISCAL YEAR 2012-2013

ACCOUNT DESCRIPTION	BUDGET 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACTUAL 11-12 VARIANCE
* CLAIMS	100	100	100	0
* SUBSCRIPTION/PUBLICATION	700	700	700	0
* MILEAGE REIMBURSEMENTS	350	350	900	550-
* EMPLOYEE MEMBERSHIPS	6,686	6,686	7,229	543-
* MISCELLANEOUS	2,500	2,500	2,500	0
* PROFESSIONAL EXP REIMB	3,000	3,000	3,000	0
** OTHER EXPENSES	201,375	201,375	212,582	11,207-
	9,926,740	9,592,049	10,905,445	1,313,396-

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2012-2013

ACCOUNT DESCRIPTION	BUDGETED 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACT 11-12 VARIANCE	PERCENT VARIANCE	BUDGET 12-13 TO BUDGET 11-12 VARIANCE	PERCENT VARIANCE
PUMP STATIONS							
* SALARIES & WAGES	1,030,883	909,496	851,794	57,702	6.34	179,089	17.37
* EMPLOYEE BENEFITS	686,493	658,522	636,800	21,722	3.30	49,693	7.24
* CHEMICALS	500,000	500,000	400,000	100,000	20.00	100,000	20.00
* UTILITIES	519,700	519,700	520,450	750-	.14-	750-	.14-
* REPAIRS & MAINTENANCE	232,000	232,000	247,000	15,000-	6.47-	15,000-	6.47-
* HAULING & DISPOSAL	18,000	18,000	18,300	300-	1.67-	300-	1.67-
* OUTSIDE SERVICES	69,500	69,500	58,850	10,650	15.32	10,650	15.32
* MATERIALS & SUPPLIES	51,000	51,000	44,600	6,400	12.55	6,400	12.55
* OTHER EXPENSES	30,283	30,283	39,739	9,456-	31.23-	9,456-	31.23-
** PUMP STATIONS	3,137,859	2,988,501	2,817,533	170,968	5.72	320,326	10.21

ACCOUNT DESCRIPTION	BUDGET 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACTUAL 11-12 VARIANCE
* SALARIES & WAGES-NON MGMT	933,270	767,576	746,267	21,309
* SALARIES & WAGES-COMP ABS	0	0	0	0
* OVERTIME	34,613	28,943	27,527	1,416
* STANDBY PAID	100,000	112,977	100,000	12,977
** SALARY VACANCY	37,000-	0	22,000-	22,000
** SALARIES & WAGES	1,030,883	909,496	851,794	57,702
* WORKERS' COMPENSATION INS	30,412	26,215	25,156	1,059
* FEDERAL MEDICARE TAX	12,206	11,083	11,112	29-
* MEDICAL & HEALTH INSUR	160,536	152,349	131,977	20,372
* RETIREMENT CONTRIBUTION	435,174	392,962	437,443	44,481-
* DEFERRED COMP. CONTRIB	57,608	52,423	45,018	7,405
* DENTAL INSURANCE	17,759	17,191	12,820	4,371
* LONG-TERM DISABILITY INS	3,052	2,558	2,471	87
* LIFE INSURANCE	4,266	3,741	3,366	375
* ACCRUED COMPENSATED ABS	0	0	0	0
* BENEFIT VACANCY	30,000-	0	27,000-	27,000
** CAPITALIZED ADM OVERHEAD	4,520-	0	5,563-	5,563
** EMPLOYEE BENEFITS	686,493	658,522	636,800	21,722
* OTHER CHEMICALS	500,000	500,000	400,000	100,000
** CHEMICALS	500,000	500,000	400,000	100,000
* ELECTRICAL	457,600	457,600	457,600	0
* WATER	15,000	15,000	15,750	750-
* TELEPHONE	47,100	47,100	47,100	0
** UTILITIES	519,700	519,700	520,450	750-
* GENERAL REPAIRS & MAINT	32,000	32,000	37,000	5,000-
** OUTSIDE REPAIRS & MAINT.	200,000	200,000	210,000	10,000-
** REPAIRS & MAINTENANCE	232,000	232,000	247,000	15,000-
* JANITORIAL & REFUSE REMOV	18,000	18,000	18,300	300-
** HAULING & DISPOSAL	18,000	18,000	18,300	300-
* OUTSIDE SAFETY SERVICES	7,500	7,500	8,200	700-
* TECHNICAL SERVICES	62,000	62,000	50,650	11,350
** OUTSIDE SERVICES	69,500	69,500	58,850	10,650
* OPERATING SUPPLIES	28,000	28,000	21,600	6,400
* OPERATING FUEL	18,000	18,000	18,000	0
* SAFETY SUPPLIES	5,000	5,000	5,000	0
** MATERIALS & SUPPLIES	51,000	51,000	44,600	6,400
* RENTS & LEASES	2,500	2,500	2,500	0
* PUBLIC AGENCY FEES	17,585	17,585	19,585	2,000-
* TUITION REIMBURSEMENT	250	250	2,750	2,500-
* TECH TRAIN, CONF & MEETS	7,000	7,000	11,990	4,990-
* CERTIFICATION & LICENSES	1,111	1,111	1,060	51
* SUBSCRIPTION/PUBLICATION	200	200	200	0
* MILEAGE REIMBURSEMENTS	200	200	200	0
* EMPLOYEE MEMBERSHIPS	1,137	1,137	1,154	17-
** MISCELLANEOUS	300	300	300	0
** OTHER EXPENSES	30,283	30,283	39,739	9,456-
	3,137,859	2,988,501	2,817,533	170,968

PLANT OPERATIONS DEPARTMENT O&M EXPENSE

BUDGET FY 2012-13 COMPARED TO PROJECTED FY 2011-12 ACTUAL

	Projected FY 2011-12	Budget FY 2012-13	Favorable/(Unfavorable)		Variance Explanations
			Variance \$	Variance %	
Salaries	\$ 8,531,455	8,467,317	64,138	0.75%	No significant variance.
Benefits & Cap O/H Credit	5,867,977	7,236,989	(1,369,012)	-23.33%	See salary and benefit tab.
Chemicals	1,117,000	1,181,000	(64,000)	-5.73%	Bid pricing was favorable for hypochlorite. Hydrogen peroxide, boiler chemicals, and lime pricing increased due to higher fuel costs.
Utilities	3,101,500	3,012,500	89,000	2.87%	No significant variance.*
Repairs & Maintenance	2,173,500	2,079,500	94,000	4.32%	We anticipated extensive repairs for the centrifuge but the repairs were routine. As the equipment nears its useful life the repairs can be unpredictable.
Hauling & Disposal	371,500	410,000	(38,500)	-10.36%	Lower than expected grit quantity because of below-average rainfall.
Professional & Legal	50,000	50,000	-	0.00%	No significant variance.
Outside Services	1,152,000	1,293,700	(141,700)	-12.30%	Increase due to additional studies associated with the new National Pollutant Discharge Elimination System (NPDES) permit and new air regulations for the multiple hearth furnace.
Materials & Supplies	792,200	780,700	11,500	1.45%	No significant variance.
All Other	717,488	761,271	(43,783)	-6.10%	Less training for staff than anticipated.
Total	\$ 23,874,620	25,272,977	(1,398,357)	-5.86%	Variance without Benefits & Cap O/H Credit is an increase of (\$29,345) / (0.16%).*

BUDGET FY 2012-13 COMPARED TO BUDGET FY 2011-12

	Budget FY 2011-12	Budget FY 2012-13	Favorable/(Unfavorable)		Variance Explanations
			Variance \$	Variance %	
Salaries	8,403,803	8,467,317	(63,514)	-0.76%	Added one new Administrative Assistant position as approved by the Board of Directors in the winter of 2012.
Benefits & Cap O/H Credit	6,077,664	7,236,989	(1,159,325)	-19.08%	See salary and benefit tab.
Chemicals	1,271,000	1,181,000	90,000	7.08%	Reduced cost due to very favorable pricing for hypochlorite.
Utilities	3,733,500	3,012,500	721,000	19.31%	Budget assured very favorable natural gas pricing due to warm winter of 2012 and new fracking technology.*
Repairs & Maintenance	2,095,500	2,079,500	16,000	0.76%	No significant variance.
Hauling & Disposal	425,000	410,000	15,000	3.53%	No significant variance.
Professional & Legal	50,000	50,000	-	0.00%	No significant variance.
Outside Services	1,108,900	1,293,700	(184,800)	-16.67%	Increase due to additional studies associated with the new National Pollutant Discharge Elimination System (NPDES) permit and new multiple hearth furnace regulations.
Materials & Supplies	816,700	780,700	36,000	4.41%	No significant variance.
All Other	770,438	761,271	9,167	1.19%	No significant variance.
Total	\$ 24,752,505	25,272,977	(520,472)	-2.10%	Variance without Benefits & Cap O/H Credit is a decrease of \$638,853 / 3.42%.*

*This variance does not include the additional PG&E costs that have been and will be incurred due to the recent incident that resulted in the shutdown of the cogeneration unit. When the duration of the cogeneration outage can be estimated, an estimate of the additional utility costs will be provided.

CENTRAL CONTRA COSTA SANITARY DISTRICT
 BUDGET SUMMARY BY TYPE - FUND 001 DEPARTMENT EXPENSES
 FISCAL YEAR 2012-2013

ACCOUNT DESCRIPTION	BUDGETED 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACT 11-12 VARIANCE	PERCENT VARIANCE	BUDGET 12-13 TO BUDGET 11-12 VARIANCE	PERCENT VARIANCE
PLANT OPERATIONS							
* SALARIES & WAGES	8,403,803	8,531,455	8,467,317	64,138	.75	63,514-	.76-
* EMPLOYEE BENEFITS	6,077,664	5,867,977	7,236,989	1,369,012-	23.33-	1,159,325-	19.08-
* CHEMICALS	1,271,000	1,117,000	1,181,000	64,000-	5.73-	90,000	7.08
* UTILITIES	3,733,500	3,101,500	3,012,500	89,000	2.87	721,000	19.31
* REPAIRS & MAINTENANCE	2,095,500	2,173,500	2,079,500	94,000	4.32	16,000	.76
* HAULING & DISPOSAL	425,000	371,500	410,000	38,500-	10.36-	15,000	3.53
* PROFESSIONAL & LEGAL SERV	50,000	50,000	50,000	0	.00	0	.00
* OUTSIDE SERVICES	1,108,900	1,152,000	1,293,700	141,700-	12.30-	184,800-	16.67-
* MATERIALS & SUPPLIES	816,700	792,200	780,700	11,500	1.45	36,000	4.41
* OTHER EXPENSES	770,438	717,488	761,271	43,783-	6.10-	9,167	1.19
** PLANT OPERATIONS	24,752,505	23,874,620	25,272,977	1,398,357-	5.86-	520,472-	2.10-

ACCOUNT DESCRIPTION	BUDGET 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACTUAL 11-12 VARIANCE
* SALARIES & WAGES-MGMNT.	333,940	308,392	333,083	24,691-
* SALARIES & WAGES-NON MGMT	7,895,922	7,695,746	7,890,227	194,481-
* COMP ABS-ACCRUAL PAYMENTS	0	0	0	0
* OVERTIME	442,443	462,184	430,509	31,675
* STANDBY PAID	60,498	65,133	60,498	4,635
* SALARY VACANCY	329,000-	0	247,000-	247,000
** SALARIES & WAGES	8,403,803	8,531,455	8,467,317	64,138
* WORKERS' COMPENSATION INS	237,745	204,768	232,800	28,032-
* FEDERAL MEDICARE TAX	107,632	98,122	119,039	20,917-
* MEDICAL & HEALTH INSUR	1,620,678	1,537,423	1,778,374	240,951-
* RETIREMENT CONTRIBUTION	3,830,124	3,459,490	4,795,708	1,336,218-
* DEFERRED COMP. CONTRIB	496,879	451,618	492,817	41,199-
* DENTAL INSURANCE	173,542	167,624	162,696	4,928
* LONG-TERM DISABILITY INS	25,484	21,377	25,171	3,794-
* LIFE INSURANCE	39,971	35,019	39,773	4,754-
* ACCRUED COMPENSATED ABS	0	0	0	0
* BENEFIT VACANCY	272,000-	0	306,000-	306,000
* CAPITALIZED ADM OVERHEAD	182,391-	107,464-	103,389-	4,075-
** EMPLOYEE BENEFITS	6,077,664	5,867,977	7,236,989	1,369,012-
* LIME	227,000	212,000	206,000	6,000
* POLYMER	497,000	450,000	485,000	35,000-
* BOILER CHEMICALS	56,000	49,000	58,000	9,000-
* OTHER CHEMICALS	100,000	100,000	124,000	24,000-
* HYPOCHLORITE	391,000	306,000	308,000	2,000-
** CHEMICALS	1,271,000	1,117,000	1,181,000	64,000-
* ELECTRICAL	350,000	332,000	363,000	31,000-
* NATURAL GAS	2,750,000	2,200,000	2,060,000	140,000
* LAND-FILL GAS	514,000	450,000	475,000	25,000-
* WATER	65,000	65,000	60,000	5,000
* TELEPHONE	54,500	54,500	54,500	0
** UTILITIES	3,733,500	3,101,500	3,012,500	89,000
* GENERAL REPAIRS & MAINT	917,500	907,500	900,000	7,500
* OUTSIDE REPAIRS & MAINT	1,122,500	1,225,500	1,138,500	87,000
* COMPUTER REPAIRS & MAINT	55,500	40,500	41,000	500-
** REPAIRS & MAINTENANCE	2,095,500	2,173,500	2,079,500	94,000
* ASH REMOVAL	159,000	134,000	160,000	26,000-
* SLUDGE REMOVAL	25,000	10,000	10,000	0
* GRIT REMOVAL	80,000	75,500	80,000	4,500-
* JANITORIAL & REFUSE REMOV	150,000	149,000	149,000	0
** HAZARDOUS WASTE DISPOSAL	11,000	3,000	11,000	8,000-
* HAULING & DISPOSAL	425,000	371,500	410,000	38,500-
** LEGAL SERVICES-STAFF	50,000	50,000	50,000	0
** PROFESSIONAL & LEGAL SERV	50,000	50,000	50,000	0
* OUTSIDE SAFETY SERVICES	21,000	10,000	17,000	7,000-
* TECHNICAL SERVICES	1,082,900	1,137,000	1,270,700	133,700-
* OTHER PUBLIC AGENCY SERVS	5,000	5,000	5,000	0
* REPROGRAPHIC SERVICES	0	0	1,000	1,000-

ACCOUNT DESCRIPTION	BUDGET 2011-2012	PROJECTED 2011-2012 ACTUAL	FINAL BUDGETED 2012-2013	BUDGET 12-13 TO ACTUAL 11-12 VARIANCE
** OUTSIDE SERVICES	1,108,900	1,152,000	1,293,700	141,700-
* OFFICE EQUIPMENT/SUPPLIES	27,000	22,000	21,000	1,000
* OPERATING SUPPLIES	571,500	574,000	563,000	11,000
* OPERATING FUEL	40,000	20,000	20,000	0
* LABORATORY SUPPLIES	148,000	146,000	146,000	0
* SAFETY SUPPLIES	30,200	30,200	30,700	500-
** MATERIALS & SUPPLIES	816,700	792,200	780,700	11,500
* RENTS & LEASES	68,360	52,360	49,500	2,860
* PUBLIC AGENCY FEES	352,400	335,200	367,700	32,500-
* TUITION REIMBURSEMENT	10,000	5,000	10,000	5,000-
* TECH TRAIN, CONF & MEETS	61,300	57,000	58,700	1,700-
* CERTIFICATION & LICENSES	6,853	6,853	8,703	1,850-
* SUBSCRIPTION/PUBLICATION	4,925	4,675	4,750	75-
* MILEAGE REIMBURSEMENTS	1,000	1,000	500	500
* OUTSIDE ORGANIZATION FEES	238,400	228,400	229,500	1,100-
* EMPLOYEE MEMBERSHIPS	11,000	11,000	10,838	162
* MISCELLANEOUS	4,400	4,200	6,080	1,880-
* PROFESSIONAL EXP REIMB	11,800	11,800	15,000	3,200-
** OTHER EXPENSES	770,438	717,488	761,271	43,783-
	24,752,505	23,874,620	25,272,977	1,398,357-

**CENTRAL CONTRA COSTA SANITARY DISTRICT
FY 2012-13 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
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 BOARD OF DIRECTORS - TRAINING AND CONFERENCES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012-2013 FINAL BUDGET
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
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
RUNNING EXPENSE			
ADMINISTRATION			
001-0100-400.12-05	TECH TRAIN, CONF & MEETS	22,650	18,050
LEVEL	TEXT		TEXT AMT
PF96	**STAFF CONFERENCES		
	CASA		8,000
	STAY CURRENT ON POLICY, CONTINENTAL US, (4 CONFERENCES), (GM)		
	CASA FEDERAL LEGISLATIVE MEETING (NEW)		2,000
	STAY CURRENT, CONTINENTAL US, (GM)		
	WEFTEC/NACWA		2,000
	STAY CURRENT, CONTINENTAL US, (GM)		
	CALPELRA		1,600
	STAY CURRENT, CONTINENTAL US, (GM)		
	(DELETED DIRECTOR OF ADMIN \$1600)		
	CCAC/ARMA CONFERENCES AND TRAINING		4,450
	STAY CURRENT, CONTINENTAL US, 3 STAFF		
	CASA/CSRMA		
	CALIFORNIA SANITATION RISK MANAGMENT AUTHORITY (CSRMA), STAY CURRENT ON POLICY/PROCEDURES, CONTINENTAL US, 1 STAFF, 3 CONFERENCES (DELETED DIRECTOR OF ADMIN \$4000)		
			18,050
* 001-0110-400.12-05	CENTRAL SERVICES TECH TRAIN, CONF & MEETS	22,650 5,200	18,050 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

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

PAGE 2

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
	INSTITUTE OF MANAGEMENT ACCOUNTANTS ANNUAL CONF OR CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS ANNUAL CONFERENCE OR GOVT. FINANCE OFFICERS ANNUAL CONFERENCE OR H.T.E. CONFERENCE, TO STAY CURRENT-ACCOUNTING RULES & BEST PRACTICES CONTINENTAL U.S., 1 STAFF		2,000
	-		5,200
* FINANCE & ACCOUNTING		5,200	5,200
001-0120-400.12-05	TECH TRAIN, CONF & MEETS	7,200	17,200

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 (KO AND ZAPIEN)	3,400
	-	
	NPELRA (IPMA) ANNUAL TRAINING CONFERENCE	1,800
	-	
	LEADERSHIP DEVELOPMENT PROGRAM (KO)	10,000
	-	
		17,200

* HUMAN RESOURCES		7,200	17,200
001-0140-400.12-05	TECH TRAIN, CONF & MEETS	10,000	10,000

LEVEL	TEXT	TEXT AMT
PF96	CAPPO CONFERENCE, STAY CURRENT, NAPA, 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, SEATTLE, WA 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
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CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
PF96	PUBLIC AGENCY RISK MGMT ASSOC (PARMA) *CLAIMS, LOSS CONTROL, SAFETY STAFF, PUBLIC RISK CA ASSOC OF JOINT POWERS AUTHORITIES (CAJPA) *POOL MGMT & RISK POOLS, SAFETY & LOSS CONTROL, LEGAL RISK MGMT EDUCATION 2 RISK MGMT CONF - \$5,000 2 WORKERS COMP SEMINARS - \$1,000 2 SAFETY CONFERENCES - \$4,000		10,000
			10,000
*	SAFETY & RISK MANAGEMENT	10,000	10,000
001-0170-400.12-05	TECH TRAIN, CONF & MEETS	7,000	6,000

LEVEL	TEXT	TEXT AMT
PF96	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	
-		
	WEPTEC CONF (DELETED)	
-	STAY CURRENT, CONTINENTAL U.S., 1 STAFF	
-		
		6,000

*	COMMUNICATION SERVICES	7,000	6,000
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

CENTRAL CONTRA COSTA SANITARY DISTRICT
2012-2013 OPERATIONS & MAINTENANCE BUDGET
TECHNICAL TRAINING, CONFERENCES AND MEETINGS

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
*	IT	20,000	20,000
**	ADMINISTRATION	82,050	86,450

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
ENGINEERING			
001-0200-410.12-05	TECH TRAIN, CONF & MEETS	9,300	6,300
LEVEL	TEXT		TEXT AMT
PF96	CASA CONFERENCE, STAY CURRENT, CALIFORNIA, (4 CONFERENCES), 1 STAFF (DEPARTMENT DIRECTOR)		3,000
	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-
			6,300
001-0200-420.12-05	TECH TRAIN, CONF & MEETS	34,870	41,525
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 SUNGARD USERS GROUP (HUG) CONFERENCE,		

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
-	STAY CURRENT, CONTINENTAL U.S., 2 STAFF		5,000
-	WESTERN SUNGARD USERS GROUP (HUG) CONFERENCE, STAY CURRENT, CALIFORNIA, 2 STAFF		1,500
-	INSPECTION SEMINARS/WORKSHOPS, STAY CURRENT, LOCAL, 5 STAFF		1,000
-	WEFTEC 2012, 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
-	ASCE FORENSIC ENGINEERING CONFERENCE, STAY CURRENT, SAN FRANCISCO, 1 STAFF		1,500
-	WEF COLLECTION SYSTEM CONFERENCE 2013, STAY CURRENT, CONTINENTAL U.S., 1 STAFF		2,000
-	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

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
-	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
-	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
-	WATERUSE NATIONAL CONFERENCE, STAY CURRENT, FLORIDA, 1 STAFF		2,000
-	WATERUSE STATE CONFERENCE, STAY CURRENT, CALIFORNIA, 2 STAFF		2,000
-	<NON-USE FACTOR>		14,500- 41,525
001-0200-490.12-05	TECH TRAIN, CONF & MEETS	14,400	15,700

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, 4 STAFF	4,800
-	POLL. PREVENTION SYMPOSIUM, KEEP CURRENT, CALIFORNIA, 1 STAFF	600
-	CWEA ANNUAL CONFERENCE, KEEP CURRENT, CALIFORNIA, 1 STAFF	1,000
-	INDUSTRIAL FACILITY INSPECT & PERMIT, KEEP CURRENT, CALIFORNIA, 2 STAFF	800

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
-	LEADERSHIP/SUPERVISION SKILLS, IMPROVE SKILLS, LOCAL, 2 STAFF		1,000
-	ACCESS DATABASE OR OTHER COMPUTER TRAINING, IMPROVE SKILLS, LOCAL, 4 STAFF		1,000
-	CROSS-MEDIA ENFORCEMENT CONFERENCE, STAY CURRENT, CALIFORNIA, 2 STAFF		1,600
-	EFFECTIVE COMMUNICATION, IMPROVE SKILLS, LOCAL, 1 STAFF		300
-	WASTEWATER LAWS AND REGULATIONS, STAY CURRENT, LOCAL, 1 STAFF		450
-	STORMWATER CONTROLS, STAY CURRENT, CALIFORNIA, 1 STAFF		250
-	SAFETY TRAINING, STAY CURRENT, CALIFORNIA, 2 STAFF		500
-	CWEA NORTHERN REGIONAL TRAINING CONFERENCE, STAY CURRENT, CALIFORNIA, 1 STAFF		700
-	FOG TRAINING, STAY CURRENT, CALIFORNIA, 2 STAFF		600
-	40-HOUR HAZWOPER, STAY CURRENT, LOCAL, 1 STAFF		1,200
-	8-HOUR HAZWOPER REFRESHER, STAY CURRENT, LOCAL, 8 STAFF		1,100
-	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-

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
			15,700
001-0200-690.12-05	TECH TRAIN, CONF & MEETS	5,800	5,800
LEVEL	TEXT		TEXT AMT
PF96	STATE HHW CONFERENCE, STAY CURRENT ON POLICY, CALIFORNIA, 2 STAFF		1,500
-	HHW INFO EXCHANGE MEETINGS, STAY CURRENT ON POLICY, (5 MEETINGS), CALIFORNIA, 3 STAFF		300
-	SUPERVISOR TRAINING, DEVELOP SKILLS, LOCAL, 1 STAFF		500
-	HHW NATIONAL CONFERENCE, STAY CURRENT, UNIVERSAL CITY, CA, 2 STAFF		3,000
-	PROFESSIONAL DEVELOPMENT, STAY CURRENT, LOCAL, STAFF		800
-	NON-USE FACTOR>		300-
			5,800
001-0200-710.12-05	TECH TRAIN, CONF & MEETS	2,100	2,100
LEVEL	TEXT		TEXT AMT
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

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
*	ENVIRONMENTAL SERVICES	69,635	74,590
001-0250-470.12-05	TECH TRAIN, CONF & MEETS	55,270	55,270

LEVEL	TEXT	TEXT AMT
PF96	ASSET MANAGEMENT, TECHNICAL, CONTINENTAL U.S., 1 STAFF	1,550
-	AUTOCAD, STAY CURRENT, CALIFORNIA, 4 STAFF	3,000
-	CATHODIC PROTECTION, TECHNICAL, CALIFORNIA, 1 STAFF	1,550
-	CONCRETE CONSTRUCTION/REPAIR, TECHNICAL, CONTINENTAL U.S., 1 STAFF	2,000
-	CONSTRUCTION INSPECTION, STAY CURRENT, CALIFORNIA, 5 STAFF	3,000
-	CONSTRUCTION INSPECTION, STAY CURRENT, CONTINENTAL U.S., 1 STAFF	1,500
-	CONSTRUCTION MANAGEMENT GENERAL, STAY CURRENT, CALIFORNIA, 3 STAFF	1,950
-	CONSTRUCTION MANAGEMENT GENERAL, STAY CURRENT, CONTINENTAL U.S., 2 STAFF	3,700
-	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
-		

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
	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
	-		
	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
001-0250-550.12-05	TECH TRAIN, CONF & MEETS	3,800	5,800

LEVEL	TEXT	TEXT AMT
PF96	GIS/DATABASE/SQL PROGRAMMING, STAY CURRENT CONTINENTAL U.S., 3 STAFF	2,500
	-	
	PROJECT MANAGEMENT, ADVANCEMENT, CONTINENTAL U.S., 1 STAFF	400
	-	
	MAPPING CONFERENCES, STAY CURRENT, CONTINENTAL U.S., 2 TO 3 CONFERENCES, 4 STAFF	2,100
	-	
	MISCELLANEOUS	800

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
			5,800
*	CAPITAL PROJECTS	59,070	61,070
**	ENGINEERING	128,705	135,660

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
COLLECTION SYSTEM OPS.			
001-0300-570.12-05	TECH TRAIN, CONF & MEETS	34,570	41,370
LEVEL	TEXT		TEXT AMT
PF96	CWEA NORTHERN REGIONAL TRAINING CONFERENCE, STAY CURRENT, MODESTO, CA, 4 STAFF		3,000
-	CWEA ANNUAL CONF., STAY CURRENT, PALM SPRINGS CA, 4 STAFF (INCLUDING SAFE WORKER OF THE YEAR)		4,000
-	CWEA NORTHERN REGIONAL SAFETY TRAINING CONFERENCE, SAFETY UPDATES, WOODLAND, CA, 10 STAFF		1,000
-	CWEA/SF BAY SECTION MEETINGS, STAY CURRENT, LOCAL, CSO STAFF (ADDITIONAL PARTICIPATION BY OTHER INTERESTED STAFF IS NOW INCLUDED)		1,000
-	WEFTEC, STAY CURRENT, CONTINENTIAL US, 1 STAFF		2,000
-	WEF COLLECTION SYSTEM CONFERENCE, STAY CURRENT, SACRAMENTO, 3 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, INDIANA 3 STAFF		3,300
-	CWEA-TCP CEU-RELATED CREW TRAINING SEMINARS,		1,500

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 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, STAY, INDIANAPOLIS, 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, REGIONAL / HOUSTIN TX, 2 STAFF		3,000
	-		
	LOCATOR/DIGGER, CONTINENTAL US, 1 STAFF		750
	-		
	MISCELLANEOUS TRAINING MATERIALS		500
	-		
	CWEA MID SUMMER CONFERENCE, MORRO BAY, 2 STAFF		1,000
	-		
	TRAVEL TO INSPECT NEW VACTOR, STRAETER IL		3,300
	-		
	TRAVEL TO INSPECT NEW CCTV, ORLANDO FL		2,500
	-		
	TRI-TAC MEETINGS, C. SWANSON		800
	-		
	CWEA, BACWA & WATEREUSE LOCAL MEETINGS, C. SWANSON		700
	-		
	REGULATORY AND OTHER MEETINGS, C. SWANSON		500
	-		
	NON USE FACTOR		4,100-
	-		
	VACTOR OPERATOR TRAINING, STREATOR IL		500
	VACTOR MECHANIC TRAINING, STREATOR IL		500
			41,370
*	OPERATIONS SUPPORT	34,570	41,370
**	COLLECTION SYSTEM OPS.	34,570	41,370

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
PLANT OPERATIONS			
001-0400-410.12-05	TECH TRAIN, CONF & MEETS	6,300	6,500
LEVEL	TEXT		TEXT AMT
PF96	OPERATIONS AND MAINTENANCE PROFESSIONAL MEETINGS, NETWORK, LOCAL, (3 MEETINGS), 2 STAFF		500
-	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		1,000
-	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>		4,000-
			6,500
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	500
LEVEL	TEXT		TEXT AMT
PF96	CWEA NORTHERN REGIONAL TRAINING CONFERENCE OR CWEA ANNUAL CONFERENCE, FOR POD SAFETY PERSON OF THE YEAR, CALIFORNIA, 1 STAFF		500

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
			500
*	MANAGEMENT	8,500	8,200
001-0420-720.12-05	TECH TRAIN, CONF & MEETS	7,000	7,500

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	2,000	
-	LIMS TRAINING, CALIFORNIA, POD STAFF	1,500	
-	WEF ANNUAL CONFERENCE, (1 CONFERENCE), CONTINENTAL U.S., POD STAFF	2,000	
-	AGILENT GC, GC-MS, AND/OR ICP-MS COURSE, STAY CURRENT WITH SOFTWARE TRAINING, (1 OR 2 CLASSES), CALIFORNIA, POD STAFF	850	
-	ICP-MS TRAINING, CONTINENTAL USA, 3 DAY, WAN, J.	2,500	
-	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-	
		7,500	
001-0420-730.12-05	TECH TRAIN, CONF & MEETS	14,400	14,400

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

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
	WEFTEC CONFERENCE, KEEP UP-TO-DATE ON CURRENT TECHNOLOGY, 1 MEETING, CONTINENTAL U.S., POD STAFF		2,000
	-		
	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	13,000	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	500
	-	
	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	
	-	
	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	
	-	
	PROCESS CONTROL AND/OR SPECIALTY CONFERENCE, STAY CURRENT ON PROCESS SKILLS, (1 OR 2 CONFERENCES),	

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
	CONTINENTAL U.S., POD STAFF		500
	UNITY PRO PLC TRAINING, STAY CURRENT ON SKILLS CALIFORNIA, 2 STAFF		3,000
	CONTROL SYSTEM AND/OR PROGRAMMABLE LOGIC CONTROLLERS AND ASSOCIATED APPLICATION TRAINING, STAY CURRENT ON PROGRAMMING ISSUES, (1 OR 2 CLASSES), CALIFORNIA, 1 STAFF		500
	WASTEWATER TRAINING		1,500
	(NON USE FACTOR)		5,000- 13,000
001-0420-770.12-05	TECH TRAIN, CONF & MEETS	0	2,200
LEVEL	TEXT		TEXT AMT
PF96	BIOWIN TRAINING, 1 STAFF, CONTINENTAL US MISC LOCAL MEETINGS		2,000 200 2,200
* OPERATIONS		34,400	37,100
001-0440-800.12-05	TECH TRAIN, CONF & MEETS	15,000	10,000
LEVEL	TEXT		TEXT AMT
PF96	SUPERVISION AND MANAGEMENT TRAINING CLASS, KEEP SKILLS CURRENT, LOCAL, POD STAFF		500
	CWEA NORTHERN SAFETY DAY, STAY CURRENT ON SAFETY ISSUES, CALIFORNIA, POD STAFF		500
	CWEA NORTHERN REGIONAL TRAINING CONFERENCE AND/OR CWEA ANNUAL CONFERENCE, STAY CURRENT ON CALIFORNIA ISSUES, (2 CONFERENCES), CALIFORNIA, POD STAFF		1,000
	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		2,000
	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		3,000

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
	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
	NFPA 79 AND UL 508 WORKSHOP, LOCAL, POD STAFF		2,000
	NON-USE FACTOR		2,000-
			10,000
001-0440-860.12-05	TECH TRAIN, CONF & MEETS	3,400	3,400
LEVEL	TEXT		TEXT AMT
PF96	POWER ASSOCIATION OF NORTHERN CALIFORNIA MEETINGS, OBTAIN ENERGY INDUSTRY INFORMATION FOR INFORMED DECISIONS ON DISTRICT ENERGY MANAGEMENT, (6 MEETINGS), LOCAL, POD STAFF		400
	TECHNICAL TRAINING, COMPUTERS, KEEP CURRENT ON COMPUTER SKILLS, LOCAL, POD STAFF		400
	ENVIRONMENTAL ENERGY USERS GROUP, GAIN INFORMATION ON ALTERNATIVE ENERGY PRODUCTION METHODS, CALIFORNIA, POD STAFF		800
	CWEA NORTHERN REGIONAL TRAINING CONFERENCE AND/OR CWEA ANNUAL CONFERENCE, STAY CURRENT ON WASTEWATER INDUSTRY ISSUES, (2 CONFERENCES), CALIFORNIA, POD STAFF		1,800
			3,400
*	MAINTENANCE	18,400	13,400
**	PLANT OPERATIONS	61,300	58,700

CENTRAL CONTRA COSTA SANITARY DISTRICT
 2012-2013 OPERATIONS & MAINTENANCE BUDGET
 TECHNICAL TRAINING, CONFERENCES AND MEETINGS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2011-2012 FINAL BUDGET	2012-2013 FINAL BUDGET
PUMP STATIONS			
001-0500-930.12-05	TECH TRAIN, CONF & MEETS	7,000	11,990
LEVEL	TEXT		TEXT AMT
PF96	BASIC TECHNICAL TRAINING, (2-3 CLASSES), STAY CURRENT, CONTINENTAL US		1,850
-	CWEA STATE CONFERENCE, STAY CURRENT, PALM SPRINGS, CA, 2 STAFF		3,000
-	CWEA NORTHERN REGIONAL TRAINING CONFERENCE, STAY CURRENT, MODESTO, CA, 3 STAFF		1,500
-	SUPERVISOR/SUPERINTENDENT TRAINING, STAY CURRENT, LOCAL, 3 STAFF		700
-	CWEA NORTHERN REGIONAL SAFETY TRAINING CONFERENCE, STAY CURRENT, WOODLAND, 4 STAFF		380
-	MISCELLANEOUS TRAINING EXPENSES (REIMBURSEMENTS FOR CWEA/BUSINESS LUNCHES/DINNERS AND EXPENSES FOR TRAINING-RELATED TRAVEL)		300
-	PUMP SCHOOL, 2 STAFF		1,000
-	DIESEL ENGINE CLASS, 1 STAFF		1,800
-	AWWA CA-NV FALL CONFERENCES, SAN DIEGO CA, 1 STAFF		1,230
-	AWWA ONLINE TRAINING, CONTACT HOURS		230
			11,990
*	PUMP STATIONS	7,000	11,990
**	PUMP STATIONS	7,000	11,990
***	RUNNING EXPENSE	313,625	334,170
		313,625	334,170

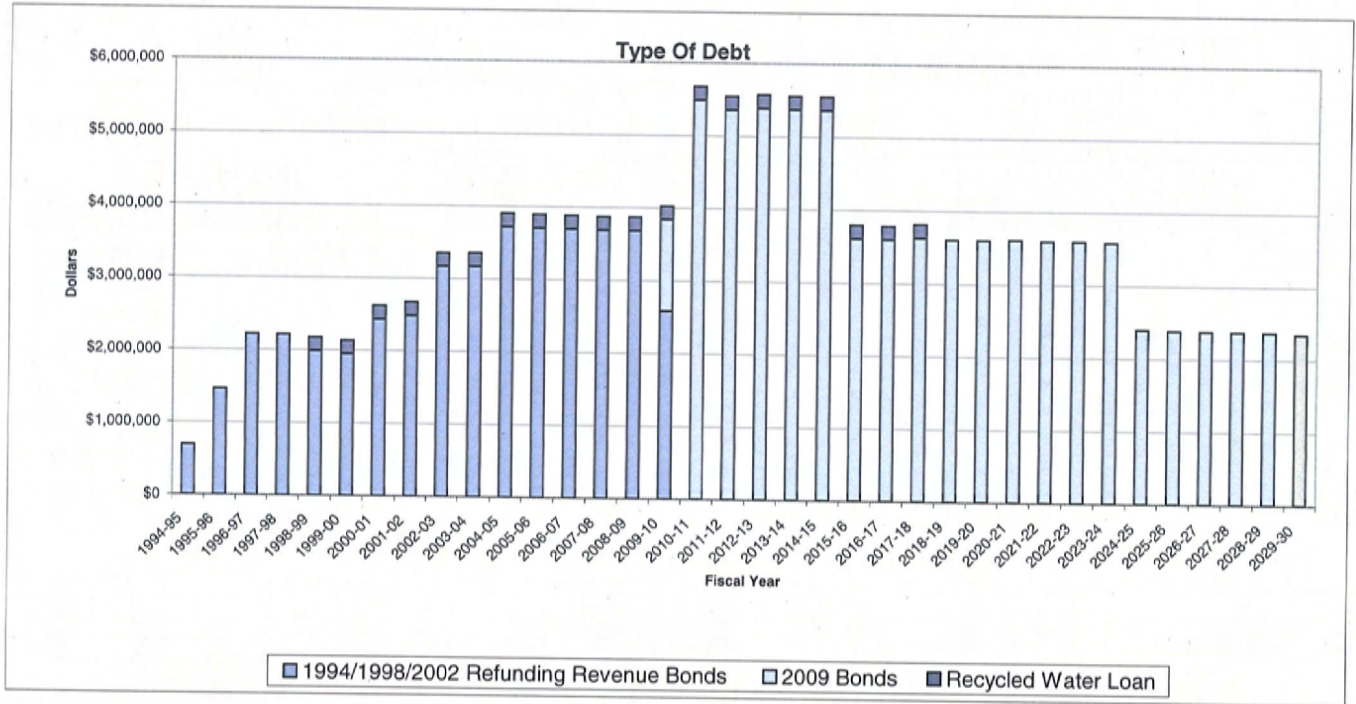
FY 2012-13

Debt Service Fund

Budget



**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
1994-95	-	688,127	688,127						
1995-96	-	1,458,830	1,458,830						
1996-97	755,000	1,459,741	2,214,741						
1997-98	790,000	1,421,245	2,211,245						
1998-99	835,000	1,150,177	1,985,177						
1999-00	725,000	1,221,898	1,946,898				\$139,194	47,925	187,119
2000-01	1,245,000	1,181,356	2,426,356				114,900	72,219	187,119
2001-02	1,285,000	1,195,057	2,480,057				117,887	69,232	187,119
2002-03	1,330,000	1,832,680	3,162,680				120,952	66,167	187,119
2003-04	1,375,000	1,790,547	3,165,547				124,097	63,022	187,119
2004-05	1,995,000	1,719,372	3,714,372				127,323	59,796	187,119
2005-06	2,060,000	1,641,214	3,701,214				130,634	56,486	187,119
2006-07	2,135,000	1,559,500	3,694,500				134,030	53,089	187,119
2007-08	2,210,000	1,472,113	3,682,113				137,515	49,604	187,119
2008-09	2,300,000	1,379,326	3,679,326				141,090	46,029	187,119
2009-10	2,390,000	190,068	2,580,068				144,759	42,360	187,119
2010-11					1,255,607	1,255,607	148,522	38,597	187,119
2011-12				3,460,000	2,027,168	5,487,168	152,384	34,735	187,119
2012-13				3,465,000	1,888,601	5,353,601	156,346	30,773	187,119
2013-14				3,605,000	1,775,376	5,380,376	160,411	26,708	187,119
2014-15				3,720,000	1,645,435	5,365,435	164,582	22,538	187,119
2015-16				3,865,000	1,494,218	5,359,218	168,861	18,258	187,119
2016-17				2,210,000	1,394,785	3,604,785	173,251	13,868	187,119
2017-18				2,300,000	1,295,051	3,595,051	177,756	9,363	187,119
2018-19				2,405,000	1,217,926	3,622,926	182,377	4,742	187,119
2019-20				2,480,000	1,123,235	3,603,235			
2020-21				2,580,000	1,020,701	3,600,701			
2021-22				2,685,000	922,578	3,607,578			
2022-23				2,785,000	812,111	3,597,111			
2023-24				2,900,000	693,499	3,593,499			
2024-25				3,015,000	568,720	3,583,720			
2025-26				1,905,000	488,937	2,393,937			
2026-27				1,975,000	407,102	2,382,102			
2027-28				2,060,000	320,001	2,380,001			
2028-29				2,145,000	229,281	2,374,281			
2029-30				2,235,000	134,764	2,369,764			
				2,330,000	16,533	2,346,533			

Final Payment made from Reserve Fund

**CENTRAL CONTRA COSTA SANITARY DISTRICT
DEBT SERVICE FUND
FY 2012-13**

Debt Service Revenue:

Sewer Service Charge	\$ -
Reserve Account Bond Interest Income (Including Premium)	217,630
Ad Valorem Tax (portion allocated to Debt Service)	<u>5,349,866</u>
Total Debt Service Revenue	\$ <u><u>5,567,496</u></u>

Debt Service Expense:

2009 Bond Interest Payment and Amortized Costs, less Tax Subsidy on BAB	\$ 1,775,376
Recycled Water Loan Interest Payment	<u>26,708</u>
Total Interest Payment and Amortization Costs	\$ 1,802,085
2009 Bond Principal Payment	\$ 3,605,000
Recycled Water Loan Principal Payment	<u>160,411</u>
Total Principal Payments	\$ <u><u>3,765,411</u></u>
Total Debt Service Interest, Amortized Costs and Principal Payments	\$ <u><u>5,567,496</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
 BUDGET SUMMARY BY ACCOUNT W/DETAIL - FINAL PASS
 FISCAL YEAR 2012-2013

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-10 ACTUAL	2010-11 ACTUAL	BUDGET 2011-12	12-13 BUDGET FINAL PASS	BUD 12-13 BUD 11-12 VAR	% VAR
DEBT SERVICE							
004-0000-300.23-00	SEWER SVC CHRГ-COUNTY	0	0	0	0	0	.00
004-0000-300.45-50	1998 BOND INTEREST INCOME	15,754	0	0	0	0	.00
004-0000-300.45-51	2002 BOND INTEREST INCOME	2,625-	0	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	19,707	220,281	217,630	217,630	0	.00
LEVEL	TEXT			TEXT AMT			
PF96	COUPON PAYMENTS (2009A/2009B) LESS US BANK FEES			217,630			
				217,630			
004-0000-300.46-00	TAX REVENUE	4,059,153	5,454,006	5,323,090	5,349,866	26,776-	.50-
LEVEL	TEXT			TEXT AMT			
PF96	BOND PRINCIPAL			3,605,000			
	2009 BONDS - GROSS INTEREST			2,172,465			
	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			
				5,349,866			
*		4,091,989	5,674,287	5,540,720	5,567,496	26,776-	.48-
**	REVENUE	4,091,989	5,674,287	5,540,720	5,567,496	26,776-	.48-

CENTRAL CONTRA COSTA SANITARY DISTRICT
BUDGET SUMMARY BY ACCOUNT W/DETAIL - FINAL PASS
FISCAL YEAR 2012-2013

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2009-10 ACTUAL	2010-11 ACTUAL	BUDGET 2011-12	12-13 BUDGET FINAL PASS	BUD 12-13 BUD 11-12 VAR	% VAR
004-0000-888.12-50	1998 BOND INTEREST EXP	86,174	0	0	0	0	.00
004-0000-888.12-51	2002 BOND INTEREST EXP	103,894	0	0	0	0	.00
004-0000-888.12-52	RECYC H2O INTEREST EXP	38,597	34,735	30,773	26,708	4,065	13.21
LEVEL	TEXT						
PF96	RECYCLED WATER PRINCIPAL - \$160,411						
	RECYCLED WATER INTEREST			26,708	26,708		
004-0000-888.12-53	2009 BOND DEBT EXPENSE	1,324,802	2,027,168	1,888,601	1,775,376	113,225	6.00
LEVEL	TEXT						
PF96	9/2012 INTEREST \$ 377,098.33				1,775,376		
	3/2012 INTEREST 1,077,220.00						
	6/2012 INTEREST 718,146.67						
	BOND ISSUANCE COST 19,705.41						
	TAX SUBSIDY -416,794.00						
				1,775,376			
*		1,553,467	2,061,903	1,919,374	1,802,084	117,290	6.11
**	DEBT SERVICE	1,553,467	2,061,903	1,919,374	1,802,084	117,290	6.11
***	DEBT SERVICE	5,645,456	7,736,190	7,460,094	7,369,580	90,514	1.21
****	DEBT SERVICE	5,645,456	7,736,190	7,460,094	7,369,580	90,514	1.21
*****	DEBT SERVICE	5,645,456	7,736,190	7,460,094	7,369,580	90,514	1.21
		5,645,456	7,736,190	7,460,094	7,369,580	90,514	1.21

FY 2012-13

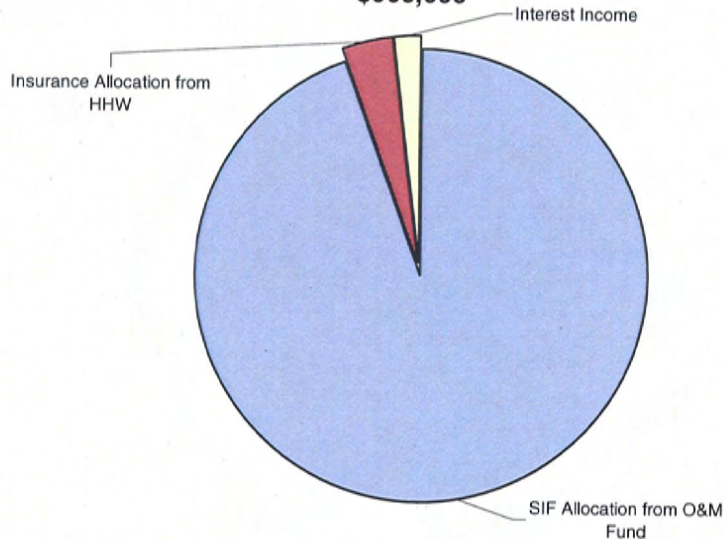
Self-Insurance Fund

Budget



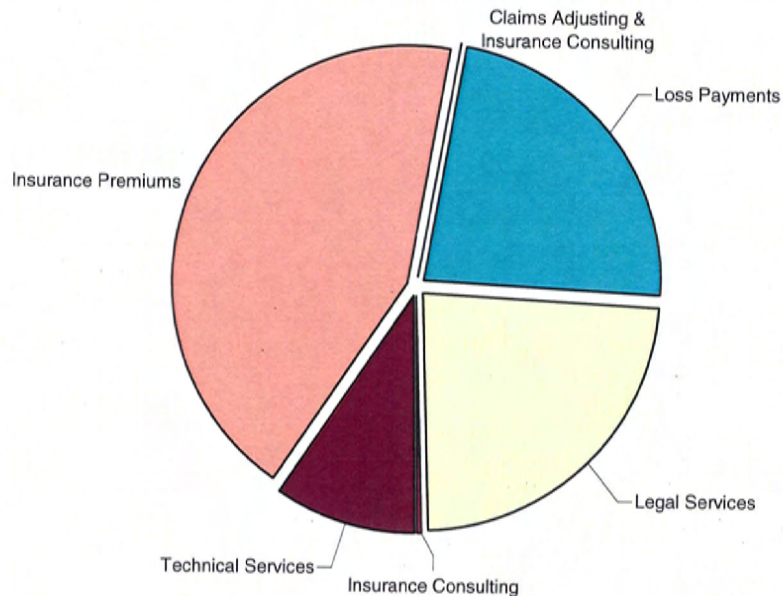
Central Contra Costa Sanitary District
Self-Insurance Budget
 Fiscal Year Ending June 30, 2013
 (\$000 omitted)

2012-2013 Revenue
\$900,000



SIF Allocation from O&M Fund	\$ 850,000	94.44%
Insurance Allocation from HHW	31,500	3.50%
Interest Income, Subrogation Recovery	18,500	2.06%
Total Revenues	\$ 900,000	100.00%

2012-2013 Expense
\$1,097,000



Claims Adjusting & Insurance Consulting	\$ 1,500	0.14%
Loss Payments	250,000	22.79%
Legal Services	260,000	23.70%
Insurance Consulting	5,000	1.05%
Technical Services	105,000	9.57%
Insurance Premiums	475,500	43.35%
Total Expenses	\$ 1,097,000	100.00%

From Reserves \$ (197,000)



Central Contra Costa Sanitary District
BOARD OF DIRECTORS
POSITION PAPER

Board Meeting Date: APRIL 5, 2012

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 2012-13 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

Ann Farrell,
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 2, 2012 Committee meeting.

RECOMMENDATION: Receive the fiscal year 2012-13 SIF Budget and authorize the allocation of \$850,000 to the fund from the fiscal year 21012-13 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 2012-13 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-six 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 2012-13 is \$850,000.

POSITION PAPER

Board Meeting Date: April 5, 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 2012-13 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 2012-13 claims be \$391,000 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 \$232,000, offset by average revenue of approximately \$10,000 for an average draw down of reserves of \$222,000 annually. The budgeted revenue for fiscal year 2012-13 is \$4,000 with expenses of \$305,000 for an estimated reduction in Sub-Fund A reserves of \$301,000. A transfer of \$301,000 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

POSITION PAPER

Board Meeting Date: April 5, 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 2012-13 OPERATIONS & MAINTENANCE BUDGET

insurance specialists, the District established Sub-Fund B at \$2,400,000, to fund employment-related and pollution-related risks based on the purchase of an Employment Practices Excess Liability insurance policy.

Sub-Fund B is currently being used to fund legal expenses in two ongoing matters. The District has only drawn down this fund in the current and preceding fiscal years. The average annual expense for Sub-Fund B over these two years was \$209,000, offset by revenue of \$11,000 for total draw down of reserves of \$188,000. The budgeted revenue for fiscal year 2012-13 is \$9,600 with expenses of \$295,000 for an estimated reduction in Sub-Fund A reserves of \$285,400. A transfer of \$285,400 from Sub-Fund C is necessary in order to maintain the reserve at \$2,400,000.

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 \$415,000 offset by average revenue of approximately \$1,066,000 for an average increase of \$651,000 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 2012-13 revenue is \$886,400 with expenses of \$497,000 for an estimated addition to Sub-Fund C reserves of \$389,400. However, \$586,400 is anticipated to be transferred to Sub-Funds A and B for a net decrease in Sub-fund C reserves of \$197,000. This leaves a reserve balance of \$1,178,710.

POSITION PAPER

Board Meeting Date: April 5, 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 2012-13 OPERATIONS & MAINTENANCE BUDGET

Exhibits and Charts

Exhibit I presents a recent financial history and projection of the SIF and shows the 2012-13 SIF budget estimates total revenues of \$900,000 and total expenses of \$1,097,000, decreasing the projected fiscal year 2012-13 total SIF reserves by \$197,000 to \$4,578,710 on June 30, 2013. The budgeted revenues include the recommended allocation of \$850,000 from the fiscal year 2012-13 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 2012-13 budget summary.

Chart 1 shows the revenue, expense and reserve history for the entire SIF. Chart 2 shows the history of loss payments and insurance premiums. Chart 3 shows historical and projected SIF reserves for each Sub-Fund. Chart 4 shows the individual Sub-Funds and combined SIF historical and projected reserves.

A presentation on the Self-Insurance Fund will be made to the Budget & Finance Committee on April 2, 2012. 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 2012-13 Self-Insurance Fund Budget and approve the allocation of \$850,000 to the fund for inclusion in the fiscal year 2012-13 O&M Budget.

**CENTRAL CONTRA COSTA SANITARY DISTRICT
SELF-INSURANCE FUND (SIF)
July 1, 2006 - June 30, 2013**

	<u>Actual</u> <u>2006-2007</u>	<u>Actual</u> <u>2007-2008</u>	<u>Actual</u> <u>2008-2009</u>	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-2011</u>	<u>Projected</u> <u>2011-2012</u>	<u>Budget</u> <u>2012-2013</u>
Revenues							
SIF Allocation from O&M Fund	700,000	1,117,000	850,000	1,383,000	850,000	850,000	850,000
Insurance Allocation from HHW	33,278	29,334	0	52,471	26,563	25,000	31,500
Subrogation Recovery	0	14,644	18,031	0	7,500	0	0
Interest Income	162,627	159,501	87,106	29,815	23,873	18,500	18,500
Total Revenue	895,905	1,320,479	955,137	1,465,286	907,936	893,500	900,000
Expenses							
Claims Adjusting	0	0	0	0	0	0	1,500
Insurance Consulting	0	0	0	0	0	0	5,000
Loss Payments	43,013	399,956	166,040	45,347	240,844	150,000	250,000
Legal Services	3,711	69,371	200,710	31,163	210,677	210,000	260,000
Technical Services	27,569	75,355	83,962	15,482	137,445	75,000	105,000
Insurance Premiums	478,269	401,292	388,013	404,620	414,149	425,000	475,500
Total Expenses	552,562	945,974	838,725	496,612	1,003,115	860,000	1,097,000
Revenue Over Expense	343,343	374,505	116,412	968,674	(95,179)	33,500	(197,000)
Reserves							
Beginning of Year	3,034,455	3,377,798	3,752,303	3,868,715	4,837,389	4,742,210	4,775,710
Revenue over Expense	343,343	374,505	116,412	968,674	(95,179)	33,500	(197,000)
End of Year Reserves	3,377,798	3,752,303	3,868,715	4,837,389	4,742,210	4,775,710	4,578,710
Uncommitted Reserves							
Actuarial Reserves - GASB 10 (Fund A)	629,820	629,820	750,000	1,000,000	1,000,000	1,000,000	1,000,000
Non- Actuarial Reserves - GASB 10 (Fund B)	2,152,955	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000
Non-GASB 10 Reserves (Fund C)	595,023	722,483	718,715	1,437,389	1,342,210	1,375,710	1,178,710
Total Reserves	3,377,798	3,752,303	3,868,715	4,837,389	4,742,210	4,775,710	4,578,710
Change in Reserves	343,343	374,505	116,412	968,674	(95,179)	33,500	(197,000)

SELF-INSURANCE FUND
Actual 2010-2011, Projected 2011-12 and Budget 2012-2013

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

	<u>Actual</u> <u>2010-2011</u>	<u>Projected</u> <u>2011-2012</u>	<u>Budget</u> <u>2012-2013</u>
Actuarial Reserves - GASB 10 - Beginning of Year	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Revenues:			
O&M	-	-	-
Subrogation Recovery	7,500	-	-
Interest	5,528	4,000	4,000
Total Revenues	<u>13,028</u>	<u>4,000</u>	<u>4,000</u>
Expenses:			
Losses	240,844	150,000	250,000
Legal (1)	167,120	10,000	15,000
Technical	137,248	40,000	40,000
Insurance Consulting Services	0	0	0
Total Expenses	<u>545,212</u>	<u>200,000</u>	<u>305,000</u>
Revenue over Expense	(532,184)	(196,000)	(301,000)
Reserves:			
Transfer (to)/from Sub-Fund C	532,184	196,000	301,000
Transfer (to)/from Sub-Fund C	-	-	-
Total Reserves Projected End of Year	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>

(1) Includes pollution claim legal expense of \$139,040 that should have been included in Sub-Fund B. See Sub-Fund B note.

SELF-INSURANCE FUND
Actual 2010-2011, Projected 2011-12 and Budget 2012-2013

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

	<u>Actual</u> <u>2010-2011</u>	<u>Projected</u> <u>2011-2012</u>	<u>Budget</u> <u>2012-2013</u>
<u>Beginning Reserves</u>	\$ 2,400,000	\$ 2,400,000	\$ 2,400,000
Revenues:			
O&M	-	-	-
Recovery	-	-	-
Interest	13,319	9,600	9,600
Total Revenues	<u>13,319</u>	<u>9,600</u>	<u>9,600</u>
Expenses:			
Losses	-	-	-
Legal (1)	43,512	200,000	235,000
Technical	197	35,000	60,000
Total Expenses	<u>43,709</u>	<u>235,000</u>	<u>295,000</u>
Revenue over Expense	(30,390)	(225,400)	(285,400)
Reserves:			
Transfer (to)/from Sub-Fund A	-	-	-
Transfer (to)/from Sub-Fund C	30,390	225,400	285,400
Total Reserves Projected End of Year	<u>\$ 2,400,000</u>	<u>\$ 2,400,000</u>	<u>\$ 2,400,000</u>

(1) Excludes pollution claim legal expense of \$139,040 that was paid in Sub-Fund A. See Sub-Fund A note.

SELF-INSURANCE FUND
Actual 2010-2011, Projected 2011-12 and Budget 2012-2013

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

	<u>Actual</u> <u>2010-2011</u>	<u>Projected</u> <u>2011-2012</u>	<u>Budget</u> <u>2012-2013</u>
<u>Beginning Reserves</u>	\$ 1,437,389	\$ 1,342,210	\$ 1,375,710
Revenues:			
O&M	850,000	850,000	850,000
Subrogation Recovery	-	-	-
Insurance Recovery from HHW Partners	26,563	25,000	31,500
Interest	5,026	4,900	4,900
Total Revenues	<u>881,589</u>	<u>879,900</u>	<u>886,400</u>
Expenses:			
Insurance Consulting Services	-	-	5,000
Claims Adjustment	-	-	1,500
Losses	-	-	-
Legal	45	-	10,000
Technical	-	-	5,000
Insurance Premiums	414,149	425,000	475,500
Total Expenses	<u>414,194</u>	<u>425,000</u>	<u>497,000</u>
Revenue over Expense	467,395	454,900	389,400
Reserves:			
Transfer (to)/from Sub-Funds A	(532,184)	(196,000)	(301,000)
Transfer (to)/from Sub-Funds A	-	-	-
Transfer (to)/from Sub-Funds B	(30,390)	(225,400)	(285,400)
Total Reserves Projected End of Year	<u>\$ 1,342,210</u>	<u>\$ 1,375,710</u>	<u>\$ 1,178,710</u>

CENTRAL CONTRA COSTA SANITARY DISTRICT
 SELF INSURANCE BY ACCOUNT W/DETAIL - FINAL PASS
 FISCAL YEAR 2012-2013

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGETED 2011-2012	PROJECTED ACTUAL 11-12	12-13 BUDGET FINAL PASS	BUDGET 12-13 TO EST 11-12 VARIANCE	PERCENT VARIANCE	BUDGET 12-13 TO BUDGET 11-12 VARIANCE	PERCENT VARIANCE
SELF-INSURANCE								
003-0000-301.45-01	INTEREST	4,200	4,000	4,000	0	.00	200	4.76
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	10,000	9,600	9,600	0	.00	400	4.00
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	5,800	4,900	4,900	0	.00	900	15.52
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	25,000	25,000	31,500	6,500-	26.00-	6,500-	26.00-
*	REVENUE	895,000	893,500	900,000	6,500-	.73-	5,000-	.56-

CENTRAL CONTRA COSTA SANITARY DISTRICT
SELF INSURANCE BY ACCOUNT W/DETAIL - FINAL PASS
FISCAL YEAR 2012-2013

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGETED 2011-2012	PROJECTED ACTUAL 11-12	12-13 BUDGET FINAL PASS	BUDGET 12-13 TO EST 11-12 VARIANCE	PERCENT VARIANCE	BUDGET 12-13 TO BUDGET 11-12 VARIANCE	PERCENT VARIANCE
003-0000-991.14-20	LOSSES	250,000	150,000	250,000	100,000-	40.00-	0	.00
003-0000-991.14-21	LEGAL SERVICES	25,000	10,000	15,000	5,000-	20.00-	10,000	40.00
003-0000-991.14-22	TECHNICAL SERVICES	85,000	40,000	40,000	0	.00	45,000	52.94
003-0000-992.14-20	LOSSES	0	0	0	0	.00	0	.00
003-0000-992.14-21	LEGAL SERVICES	50,000	200,000	235,000	35,000-	70.00-	185,000-	370.00-
003-0000-992.14-22	TECHNICAL SERVICES	20,000	35,000	60,000	25,000-	125.00-	40,000-	200.00-
003-0000-993.14-20	LOSSES	0	0	0	0	.00	0	.00
003-0000-993.14-21	LEGAL SERVICES	10,000	0	10,000	10,000-	100.00-	0	.00
003-0000-993.14-22	TECHNICAL SERVICES	5,000	0	5,000	5,000-	100.00-	0	.00
003-0000-993.14-23	LIABILITY INSURANCE	415,000	340,000	375,500	35,500-	8.55-	39,500	9.52
003-0000-993.14-24	PROPERTY INSURANCE	118,500	85,000	100,000	15,000-	12.66-	18,500	15.61
003-0000-993.14-25	INSURANCE CONSULTING SVS	0	0	5,000	5,000-	.00	5,000-	.00
003-0000-993.14-26	CLAIMS ADJUSTMENT	1,000	0	1,500	1,500-	150.00-	500-	50.00-
*	SELF INS EXPENSE ACCTS	979,500	860,000	1,097,000	237,000-	24.20-	117,500-	12.00-
**	SELF-INSURANCE	1,874,500	1,753,500	1,997,000	243,500-	12.99-	122,500-	6.54-

Chart 1
Self Insurance Fund
History of Revenue, Expense and Reserve Balance

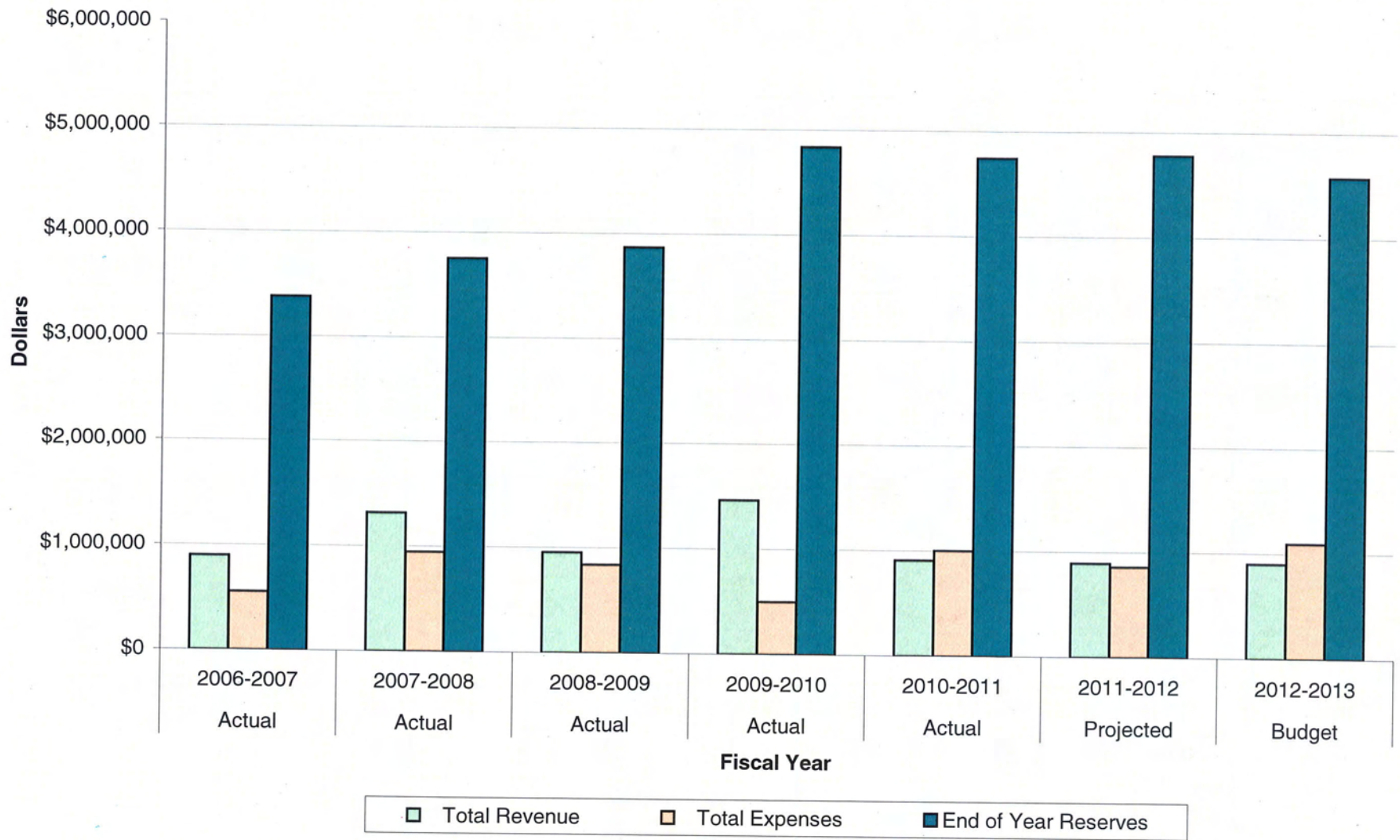
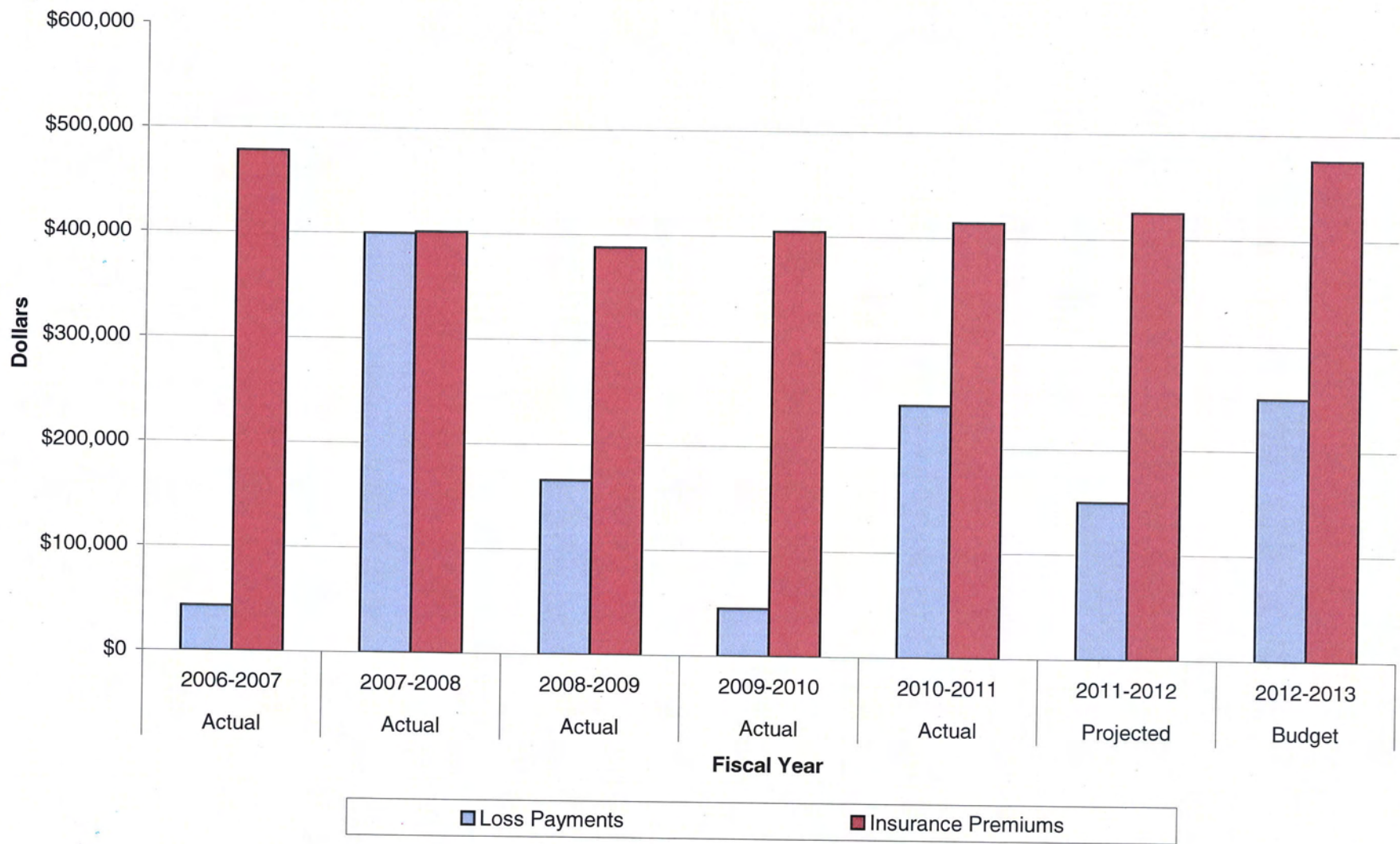
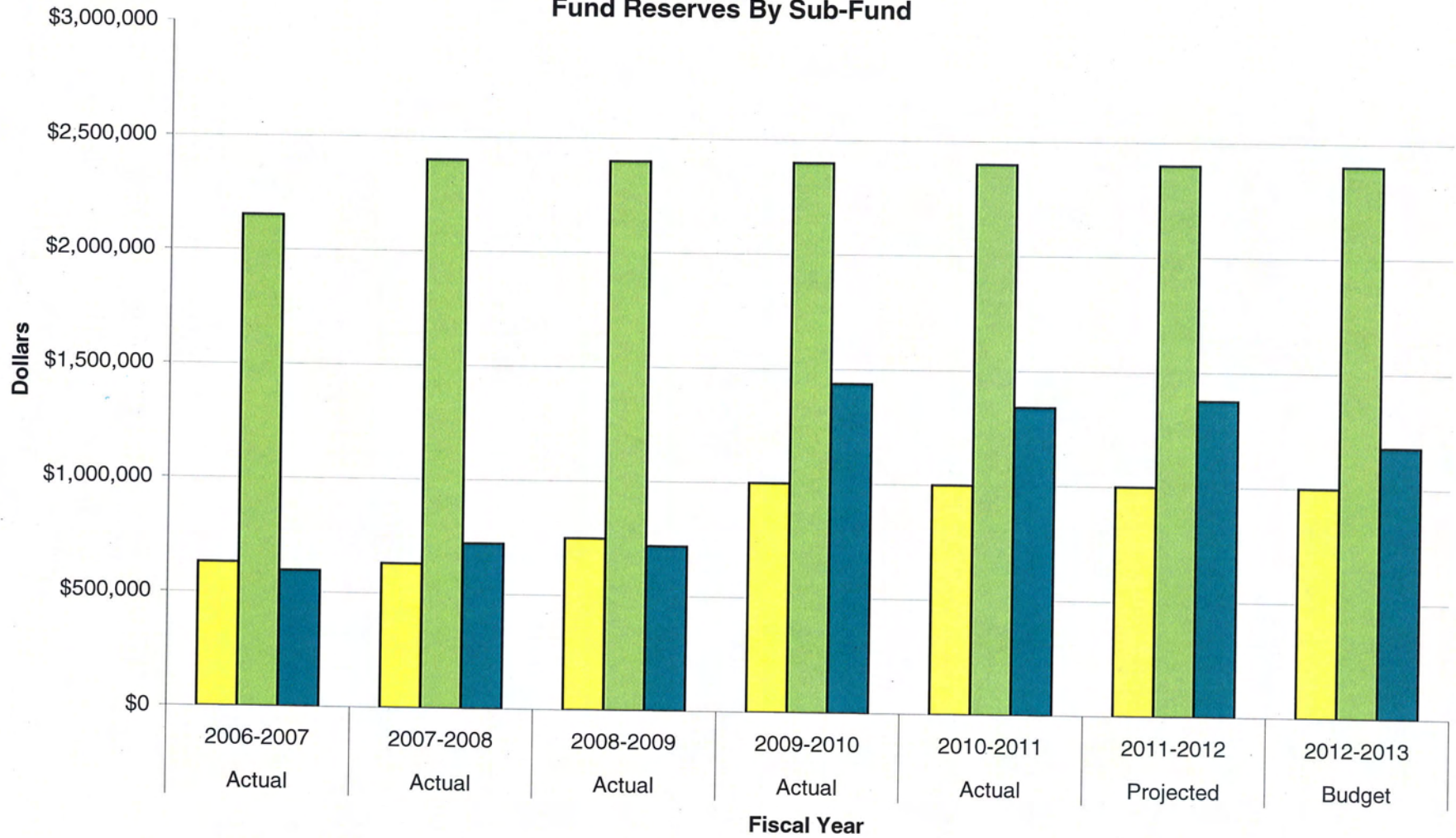


Chart 2
Self Insurance Fund
History of Loss Payment & Insurance Premiums

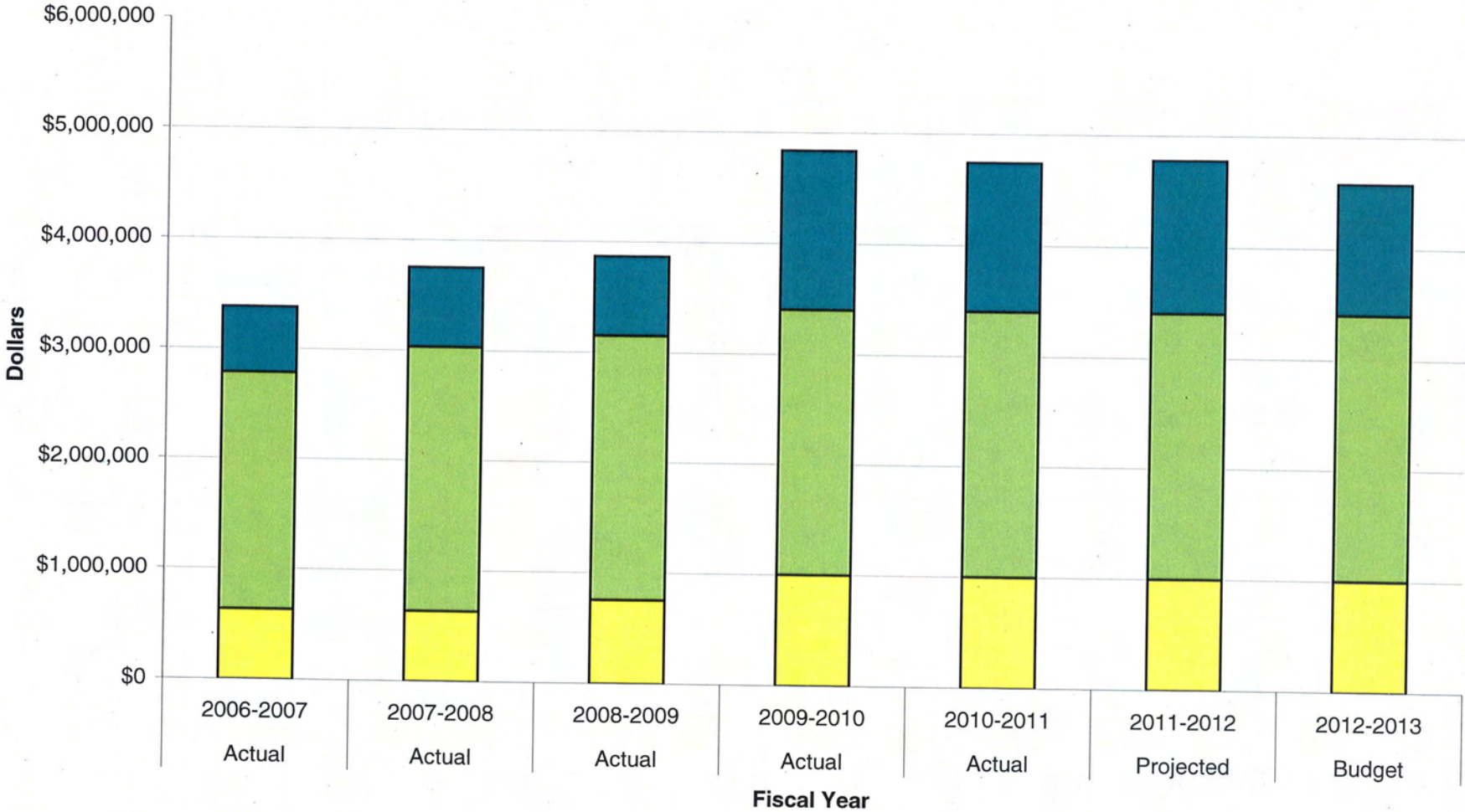


**Chart 3
Self Insurance
Fund Reserves By Sub-Fund**



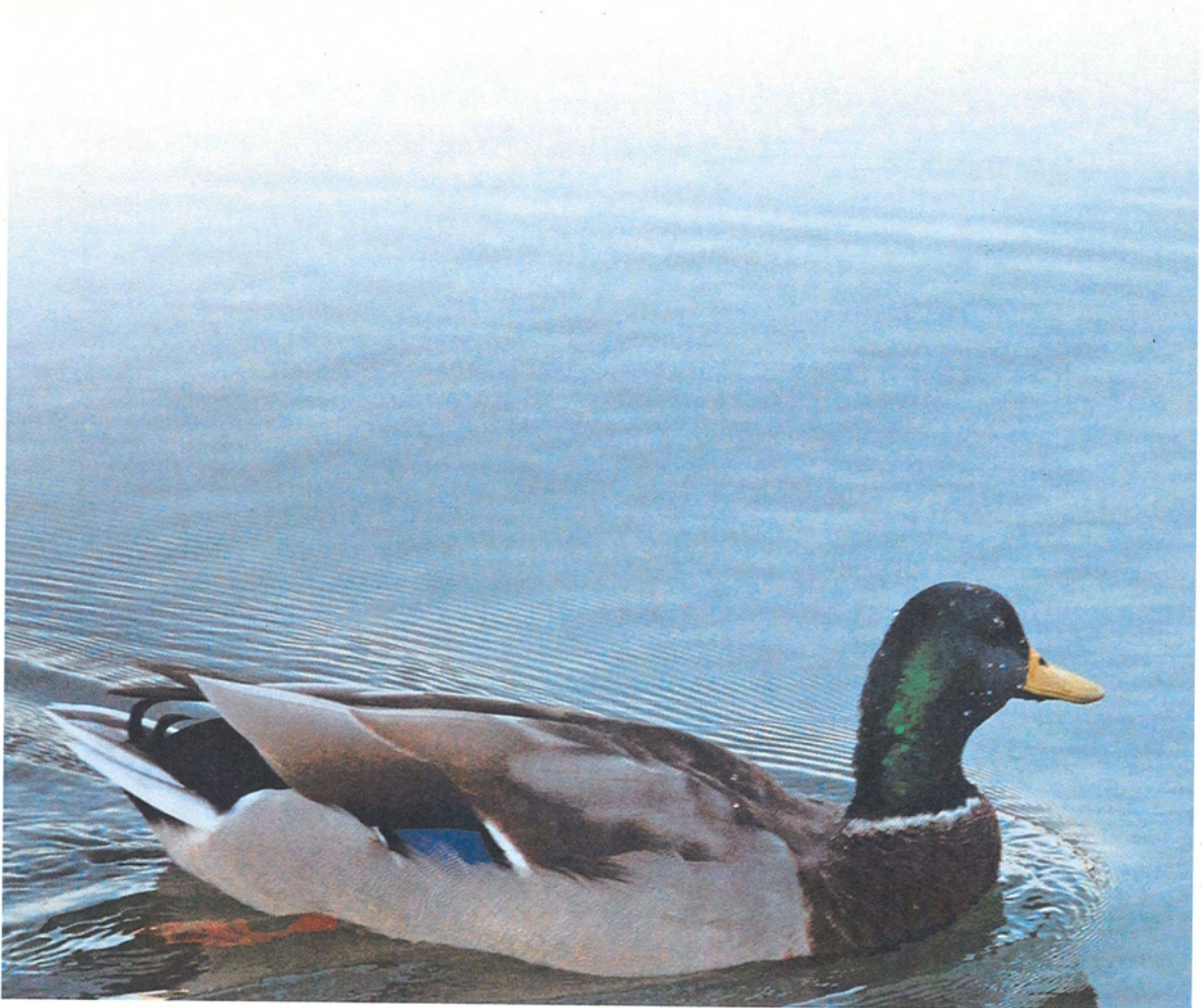
■ Actuarial Reserves - GASB 10 (Fund A)
 ■ Non- Actuarial Reserves - GASB 10 (Fund B)
 ■ Non-GASB 10 Reserves (Fund C)

**Chart 4
Self Insurance
History of Reserves**



■ Actuarial Reserves - GASB 10 (Fund A)
 ■ Non- Actuarial Reserves - GASB 10 (Fund B)
 ■ Non-GASB 10 Reserves (Fund C)

FY 2012-13 Staffing Plan





Central Contra Costa Sanitary District
BOARD OF DIRECTORS
POSITION PAPER

Board Meeting Date: April 5, 2012

Subject: APPROVE STAFFING PLAN FOR FISCAL YEAR 2012 – 2013

Submitted By:
Christopher Ko, Human Resources
Manager

Initiating Dept./Div.:
Administration / Human Resources

REVIEWED AND RECOMMENDED FOR BOARD ACTION:

C. Ko

Ann E. Farrell,
General Manager

ISSUE: The Human Resources Committee reviewed the staffing needs of the District for Fiscal Year 2012 – 2013 at its March 8, 2012 meeting. Accordingly, staff is submitting the Staffing Plan for Board approval.

RECOMMENDATION: Approve the Staffing Plan for Fiscal Year 2012 – 2013.

FINANCIAL IMPACTS: The proposed Staffing Plan would decrease annual salary costs by (\$139,867) and benefit costs by (\$121,457) for a total decrease of (\$261,324).

ALTERNATIVES/CONSIDERATIONS: Modify the proposed Staffing Plan as desired.

BACKGROUND: Each department has reviewed its staffing requirements for Fiscal Year 2012 – 2013. The Staffing Plan includes departmental overviews, personnel actions, requested changes and their justifications, new job classification descriptions, and organizational charts reflecting current staff and proposed changes. To date, there have been 66 personnel actions taken during Fiscal Year 2011 – 2012.

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 increase by two positions this year. The wages and benefit costs in the 2012 – 2013 O&M Departmental Budgets will increase from the previous year's budget due to applicable merit and longevity increases scheduled in 2012 – 2013 and new positions. However, this increase will be offset from salary savings due to delays in filling vacant positions and decreases from not filling authorized positions that were previously budgeted.

Nine Co-op student positions are requested which is the same number of positions as last year. Staff is recommending the salaries for Laboratory and Engineering Co-ops remain at \$24.00 an hour.

POSITION PAPER

Board Meeting Date: April 5, 2012

Subject: APPROVE STAFFING PLAN FOR FY 2012 – 2013

Administration

1. Delete one Public Information and Graphics Supervisor (S-72, \$80,783.87– \$97,796.61).
2. Create and add one Media Production Technician (G-57, \$56,294.99 – \$67,971.07). Adopt the job classification description.

Collection System Operations

- 3 Delete one Pumping Stations Operator I/II (I: G-61, \$61,887.70 – \$74,877.71; II: G-66, \$69,657.95 – \$84,315.30) position.
- 4 Add one Maintenance Crew Member I/II (I: G-55, \$53,568.53 – \$64,889.97; II: G-61, \$61,887.70 – \$74,877.71) position.
- 5 Add one Senior Engineer (S-83, \$105,075.57 - \$127,052.43) position. This position would be filled by Alex Rozul who is currently in the same position as an authorized overfill.
- 6 Add one Utility Worker (G-52, \$49,977.20 - \$60,376.37) position.
- 7 Add one Maintenance Crew Leader (G-67, \$71,384.56 – \$86,376.16) position. This position would be filled by Don Turk who is currently in the same position as an authorized overfill.

Engineering

- 8 Add one Assistant Land Surveyor (G-71, \$ 78,449.07 – \$94,991.10) position.
- 9 Delete two Principal Engineer (S-87, \$115,807.33 – \$140,083.63) positions. Add one Senior Engineer (S-83, \$105,075.57 – \$127,052.43) position in the Environmental Services Division.

POSITION PAPER

Board Meeting Date: April 5, 2012

Subject: APPROVE STAFFING PLAN FOR FY 2012 – 2013

Plant Operations

10. Delete one Shift Supervisor (S-76, \$88,829.52 – \$107,567.82) position.
11. Create and add one Plant Operations Trainer (S-79, \$95,382.77 – \$115,318.74) position. Adopt the job classification description.
12. Delete one Maintenance Technician III, Mechanical (G-68, \$73,072.06 – \$88,436.61) position.

Secretary of the District

None

Co-op

13. Authorize the hiring of students to fill 9 Co-op positions in 2012 – 2013.

This matter has been reviewed by the Human Resources Committee at its meeting on March 8, 2012, and the Committee has recommended approval.

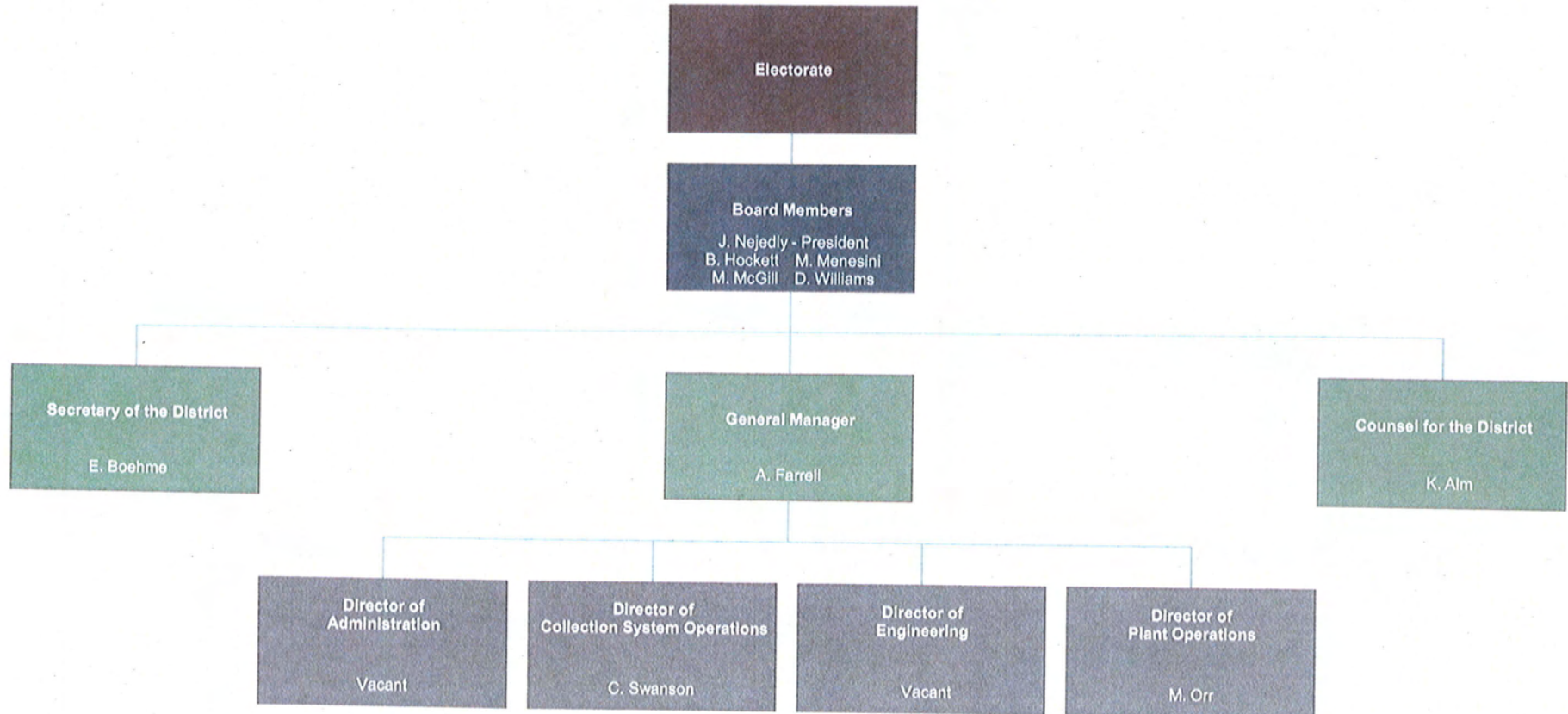
RECOMMENDED BOARD ACTION:

Approve the Staffing Plan for Fiscal Year 2012 – 2013 herein identified by items 1 – 13.

**Central Contra Costa Sanitary District
2012-13 Staffing Plan**

Department	Unfilled Authorized Positions	Deleted Regular Position	Additional Regular Positions	Salary Range	Co-ops		Authorized Staffing		Salaries	Benefits	Salary and Benefits
					2011-2012	2012-2013	2011-2012	2012-2013			
Administration							48	48			
					1	0			\$ (18,720)		\$ (18,720)
	1 Director of Administration			M-20, \$146,798 - \$185,426					\$ (190,061)	\$ (134,943)	\$ (325,004)
			1 Media Production Assistant	G-57, \$56,294 - \$67,971					\$ 56,294	\$ 39,969	\$ 96,263
		1 Public Information and Graphics Supervisor		S-72, \$80,783 - \$97,796					\$ (80,783)	\$ (57,356)	\$ (138,139)
Subtotal for Administration									\$ (233,270)	\$ (152,330)	\$ (385,600)
Collection System Operations					0	0	61	64			
			1 Maintenance Crew Members I/II	I: G-55, \$53,568 - \$64,889 II: G-61, \$61,887 - \$74,877					\$ 53,568	\$ 38,034	\$ 91,602
			1 Maintenance Crew Leader	G-67, \$71,385 - \$86,376					\$ 88,536	\$ 62,860	\$ 151,396
			1 Utility Worker	G-52, \$49,977 - \$60,376					\$ 49,977	\$ 35,484	\$ 85,461
			1 Senior Engineer	S-83, \$105,075 - \$127,052					\$ 130,229	\$ 92,462	\$ 222,691
		1 Pumping Stations Opr I/II		I: G-61, \$61,887 - \$74,877 II: G-66, \$69,657 - \$84,315					\$ (69,657)	\$ (49,457)	\$ (119,114)
Subtotal for Collection System Operations									\$ 252,653	\$ 179,383	\$ 432,036
Engineering					6	6	84	84			
		2 Principal Engineers		S-87, \$115,807 - \$140,084					\$ (287,172)	\$ (203,892)	\$ (491,064)
			1 Senior Engineer	S-83, \$105,076 - \$127,052					\$ 105,076	\$ 74,604	\$ 179,680
			1 Assistant Land Surveyor	G-71, \$78,449 - \$94,991					\$ 78,449	\$ 55,699	\$ 134,148
Subtotal for Engineering									\$ (103,647)	\$ (73,589)	\$ (177,236)
Plant Operations					2	3	88	87			
		1 Maintenance Tech. III, Mechancial		G-68, \$73,072 - \$88,436					\$ 49,920		\$ 49,920
		1 Shift Supervisor		S-76, \$88,829 - \$107,567					\$ (90,648)	\$ (64,360)	\$ (155,008)
			1 Plant Operations Trainer	S-79, \$95,382 - \$115,318					\$ (110,257)	\$ (78,283)	\$ (188,540)
									\$ 95,382	\$ 67,722	\$ 163,104
Subtotal for Plant Operations									\$ (55,603)	\$ (74,921)	\$ (130,524)
District Total Additions (Savings)					9	9	281	283	\$ (139,867)	\$ (121,457)	\$ (261,324)

CENTRAL CONTRA COSTA SANITARY DISTRICT Organization Chart - Composite



Staffing Plan July 2012
Total Budgeted Authorized Positions: 283

ADMINISTRATION DEPARTMENT

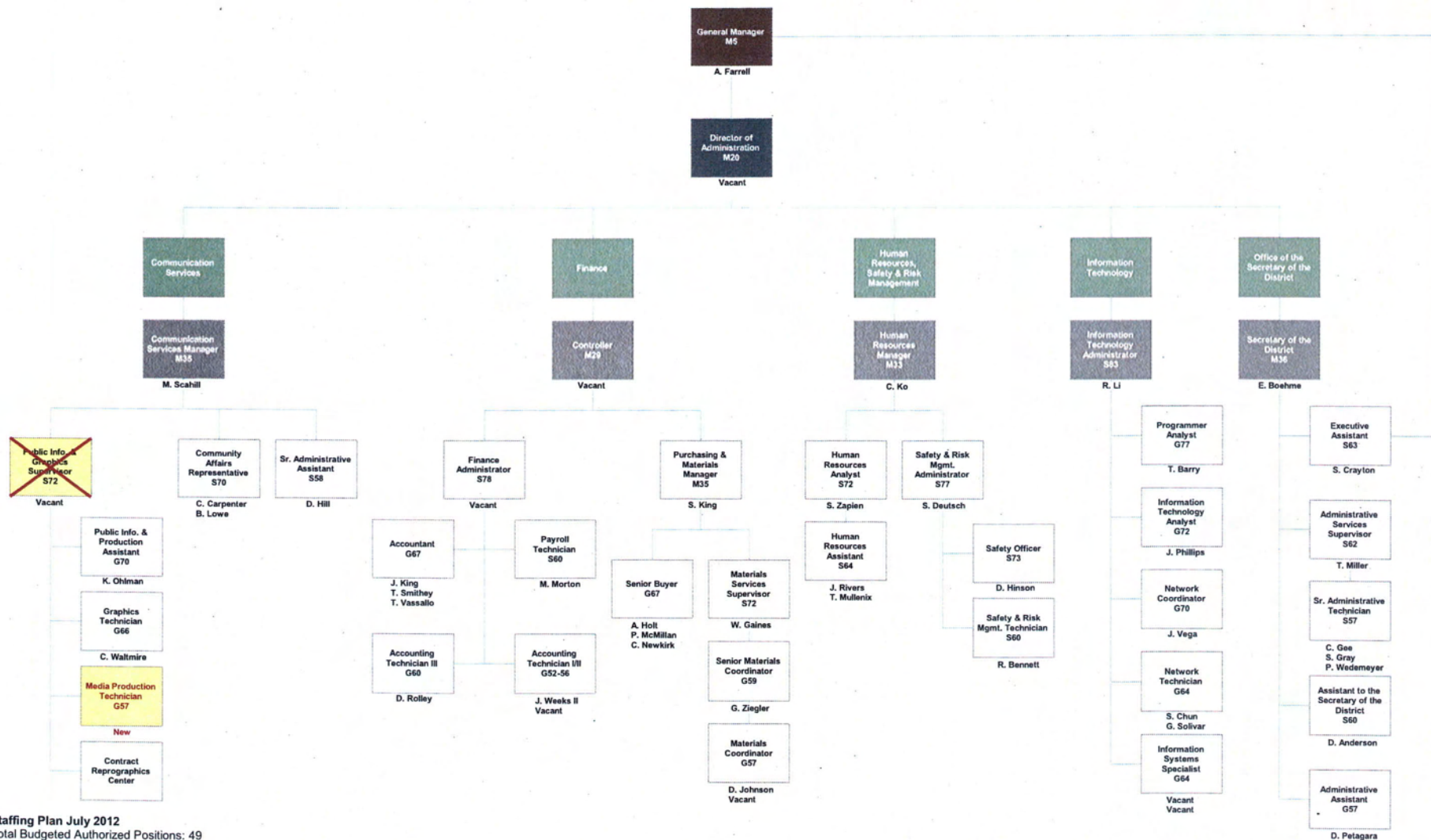
<p>Department Overview</p>	<p>The Administration Department consists of six divisions: Finance, Information Technology, Human Resources, Safety & Risk Management, Purchasing and Materials Services, Communication Services, and the Office of the Secretary of the District. The department currently has 48 authorized positions. It provides services to all other departments and the general public.</p>																				
<p>Personnel Actions Since April 2011</p>	<table border="1"> <thead> <tr> <th data-bbox="511 577 950 619"><u>Name/Classification</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="511 640 950 724">Christopher Ko Human Resources Manager</td> </tr> <tr> <td data-bbox="511 745 950 829">Charles Waltmire Graphics Technician</td> </tr> <tr> <td data-bbox="511 850 950 934">Selina Zapien Human Resources Analyst</td> </tr> <tr> <td data-bbox="511 955 950 1081">Mark Greenawalt Information Technology Administrator</td> </tr> <tr> <td data-bbox="511 1102 950 1228">Roy Li Information Technology Administrator</td> </tr> </tbody> </table>	<u>Name/Classification</u>	Christopher Ko Human Resources Manager	Charles Waltmire Graphics Technician	Selina Zapien Human Resources Analyst	Mark Greenawalt Information Technology Administrator	Roy Li Information Technology Administrator	<table border="1"> <thead> <tr> <th data-bbox="963 577 1258 619"><u>Personnel Action</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="963 640 1258 724">promotion</td> </tr> <tr> <td data-bbox="963 745 1258 829">new hire</td> </tr> <tr> <td data-bbox="963 850 1258 934">new hire</td> </tr> <tr> <td data-bbox="963 955 1258 1081">service retirement</td> </tr> <tr> <td data-bbox="963 1102 1258 1228">new hire</td> </tr> </tbody> </table>	<u>Personnel Action</u>	promotion	new hire	new hire	service retirement	new hire	<table border="1"> <thead> <tr> <th data-bbox="1271 577 1511 619"><u>Effective Date</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="1271 640 1511 724">09/16/11</td> </tr> <tr> <td data-bbox="1271 745 1511 829">10/21/11</td> </tr> <tr> <td data-bbox="1271 850 1511 934">11/28/11</td> </tr> <tr> <td data-bbox="1271 955 1511 1081">01/20/12</td> </tr> <tr> <td data-bbox="1271 1102 1511 1228">02/01/12</td> </tr> </tbody> </table>	<u>Effective Date</u>	09/16/11	10/21/11	11/28/11	01/20/12	02/01/12
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02/01/12																					
<p>Requested Changes</p>	<p>Create and add one Media Production Technician (G-57, \$56,294.99 – \$67,971.07). This position will be an asset to the entire organization producing training videos for all District departments, as well as, educational videos for the web and intranet sites. Many of the Plant Operations Department's training videos are out-of-date or obsolete. This could result in NPDES Permit violations, damages to the plant, or employee injuries. Staff researched the possibility of using an outside contractor but the cost was prohibitive. Video has become an industry standard for training and educational purposes for both internal and external audiences. The need for a full-time Media Production Technician has become increasingly important to the meeting of the District's goals.</p>																				

Requested Changes	<p>Delete one Public Information and Graphics Supervisor (S-72, \$80,783.87– \$97,796.61). This position has been vacant since 2008 when the incumbent retired and is no longer needed.</p> <p>This year, on a trial basis, the Director of Administration will remain unfilled upon Mr. Musgraves' retirement on March 30, 2012. This will result in a salary savings of \$266,086. This one year pilot program will allow staff to assess the needs of the organization and recommend additional changes if necessary.</p>
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Requested by: _____ Date: _____

Recommended by the General Manager: _____

CENTRAL CONTRA COSTA SANITARY DISTRICT Administration Department



Staffing Plan July 2012
Total Budgeted Authorized Positions: 49

CENTRAL CONTRA COSTA SANITARY DISTRICT

Effective: 07/01/2012

Range: G-57

Respirator Class: 3

MEDIA PRODUCTION TECHNICIAN

DEFINITION

Plan, develop, and coordinate a District-wide audio/visual program for staff training, general information, public information, and employee orientation. Direct, record, edit, and produce original video productions.

DISTINGUISHING CHARACTERISTICS

The individual in this class is responsible for the coordination of all audio/visual productions in the District. The responsibility also includes needs assessment, production, use, and storage of digital media and archival video tapes and other audio/visual materials. The goal of this audio/visual program is to consolidate various ongoing and projected media communication activities into an effective, efficient, and economical part of the District's training and operational program. Provide public outreach and information on District business for website and media outlets as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive general direction and supervision from the the Communication Services Manager and Process Control Engineer and may receive technical direction from higher-level professional or management personnel.

May exercise technical supervision and/or project management oversight to assigned technical staff, and/or outside contractors.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform all aspects of production in the areas of field, studio, and digital production to provide professional and complete visual/audio production, including the development, pre-production, post-production, and distribution and exhibition activities.

Develop, produce, and edit scripts.

Plan, produce, shoot, direct, and edit a variety of video materials including training and public outreach pieces.

CENTRAL CONTRA COSTA SANITARY DISTRICT
Media Production Technician (Continued)

EXAMPLES OF ESSENTIAL DUTIES

Operate various complex electronic media production equipment including cameras, video and audio equipment, lighting, switchers, computer graphics and sound editing software, microphones, audio mixers, speakers, and other sound equipment.

Project, estimate, and prepare costs of audio/visual production.

Negotiate terms and conditions of contracted services for audio/visual production.

Edit video and audio recorded materials using a variety of editing software and equipment to obtain a polished and professional finished product. Perform rough and final cuts by working with script and department representatives to achieve desired product.

Arrange for special effects as needed or using computer editing equipment.

Maintain equipment in good working order by checking equipment and making minor repairs; arrange for major repairs and instruct users on the proper operation of the equipment.

Research and recommend purchases and implementation of new media technology and equipment by keeping abreast of developments in the field.

Conduct research on related topics to determine format, approach, content, level, and media to meet training and/or public information objectives.

Maintain, store, catalog, and inventory video tapes, audio/visual materials, supplies, and equipment to provide access to materials in an orderly manner.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Media production principles and techniques in the areas of studio, field, computer, and audio production and process, such as basic script writing, directing, camera work, graphic design, computer animation, and other production elements.

CENTRAL CONTRA COSTA SANITARY DISTRICT
Media Production Technician (Continued)

Knowledge of:

The purpose, use, care, and maintenance of complex electronic audio/video production materials and equipment; slide, and computer production materials and equipment.

Video production including video equipment operation, music selection, sound and visual effects, lighting, vocal dubbing, synchronization, and other production elements.

Script writing and editing.

Production management, scheduling, and budgeting.

Techniques for effective storage and cataloging of video content, both digital and archival video tapes, along with other materials.

Standard and accepted methods and technology utilized in digital sound and video editing.

Standard and accepted principles and practices of project management.

Ability to:

Write and edit production scripts.

Operate a variety of video and audio equipment, including remote video cameras, switchers, video tape recorders, audio equipment, character generators, computers, and monitors.

Coordinate production scheduling and other activities.

Evaluate program needs and propose new training materials and equipment upgrades as needed.

Perform basic maintenance on video and audio equipment.

Effectively manage multiple priorities and meet established deadlines.

Provide training to others on the technical aspects of operating audio/visual equipment.

CENTRAL CONTRA COSTA SANITARY DISTRICT
Media Production Technician (Continued)

Ability to:

Calculate costs, prepare project budgets, and coordinate services with vendors.

Research and evaluate equipment and equipment needs by gathering information from manuals, reports, trade journals, and web sites.

Work independently and effectively under pressure.

Communicate clearly and effectively orally and in writing with supervisors, co-workers, other departmental personnel, members of the public, and others.

Work cooperatively with others.

Maintain and handle minor repairs and adjustments to all types of professional quality media production equipment.

Adapt, learn, update, and apply new audio visual technology skills in a continually changing technical work environment.

Maintain a flexible schedule including working evenings and weekend assignments. Work overtime as needed.

On a regular basis, sit at video editing and computer station for long periods of time. Intermittently stand, walk, and climb while conducting video production field work. Use telephone, and write or use a keyboard to communicate through written means. Intermittently bend, squat, climb, kneel, and twist while performing editing, equipment setup, repair and maintenance, and lift or carry weight of 50 pounds or less. Climb ladders and scaffolding to adjust media equipment, and transport heavy equipment and portable camera units.

Possess visual and hearing acuity appropriate to an industrial setting.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

CENTRAL CONTRA COSTA SANITARY DISTRICT
Media Production Technician (Continued)

Experience

Two years of increasingly responsible experience in professional media operation and production, training production, video tape production, or the equivalent.

Education

Equivalent to a bachelor's degree from an accredited college or university with major coursework in Broadcasting, Communications, Theater Arts, Journalism, Fine Arts, Cinema/Television, or a closely related field.

Licenses and Certificates:

Possession of a valid California Driver's License.

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 61 authorized positions and will increase to 64 positions.</p>		
<p>Personnel Actions Since April 2011</p>	<p style="text-align: center;"><u>Name/Classification</u></p> <p>Susan Jocovic Administrative Services Supervisor</p> <p>Raymond Sawyer Pumping Stations Operator III</p> <p>Michael Muhlestein Pumping Stations Operator I</p> <p>Ronald Galloway Maintenance Crew Leader</p> <p>Daphne Reese Pumping Stations Operator Trainee</p> <p>Greg Collins Construction Equipment Operator</p> <p>Justin Stoops Maintenance Crew Member I</p> <p>Sal Maciel Maintenance Crew Member II</p> <p>Jason Brown Maintenance Crew Member I</p>	<p style="text-align: center;"><u>Personnel Action</u></p> <p>new hire</p> <p>service retirement</p> <p>completed trainee appointment</p> <p>deceased</p> <p>trainee appointment</p> <p>promotion</p> <p>new hire</p> <p>resignation</p> <p>new hire</p>	<p style="text-align: center;"><u>Effective Date</u></p> <p>04/25/11</p> <p>04/29/11</p> <p>05/18/11</p> <p>05/19/11</p> <p>06/22/11</p> <p>07/18/11</p> <p>08/01/11</p> <p>08/11/11</p> <p>08/22/11</p>

Personnel Actions Since April 2011, Continued	<u>Name/Classification</u>	<u>Personnel Action</u>	<u>Effective Date</u>
	Brian Stiltner Maintenance Crew Member I	new hire	08/22/11
	Christopher Tholcke Maintenance Crew Member I	new hire	08/22/11
	Joshua Whitman Maintenance Crew Member I	new hire	08/22/11
	Paul Amaral Maintenance Crew Leader	personnel advancement	08/29/11
	Alex Benavidez Maintenance Crew Leader	personnel advancement	08/29/11
	Kevin Kirby Maintenance Crew Leader	personnel advancement	08/29/11
	Curt Swanson Director of Collection System Operations	promotion	09/16/11
	Mike Klubben Construction Equipment Operator	new hire	10/10/11
	Christian Aughtry Maintenance Crew Member II	termination	10/17/11
	Alex Rozul Senior Engineer	lateral transfer	10/18/11
	Ed Silva Maintenance Supervisor	promotion	12/19/11
	Ralph Bates Information System Specialist	service retirement	03/16/12
	Steve Considine Field Operation Superintendent	service retirement	03/19/12
	Christopher Tholcke Maintenance Crew Member I	resignation	03/01/12

Requested Changes

Delete one Pumping Stations Operator I/II (I: G-61, \$61,887.70 – \$74,877.71; II: G-66, \$69,657.95 – \$84,315.30) position. Pumping Stations currently has eight filled positions and two vacant Pumping Stations Operator I/II positions. Increasingly, Pumping Stations utilizes SCADA and other programs to assist with monitoring stations. Additionally, five pumping stations have closed over the past few years. Staff is planning on filling the other vacant Pumping Stations Operator position this year.

Add one Maintenance Crew Member I/II (I: G-55, \$53,568.53 – \$64,889.97; II: G-61, \$61,887.70 – \$74,877.71) position in the Field Operations Division. Currently, there are 17 Maintenance Crew Leaders and 3 Construction Equipment Operators. Complete crews of two staff are not available, at times, with the current 16 Maintenance Crew Members. An additional Maintenance Crew Member would complete two person crews, provide cover for leaves, and assist in maintaining the District's collection system by allowing more cleaning and maintenance trucks to be in the field each day.

Add one Maintenance Crew Leader (G-67, \$71,384.56 - \$86,376.16) position . Currently, Don Turk is filling this position as an authorized overfill .

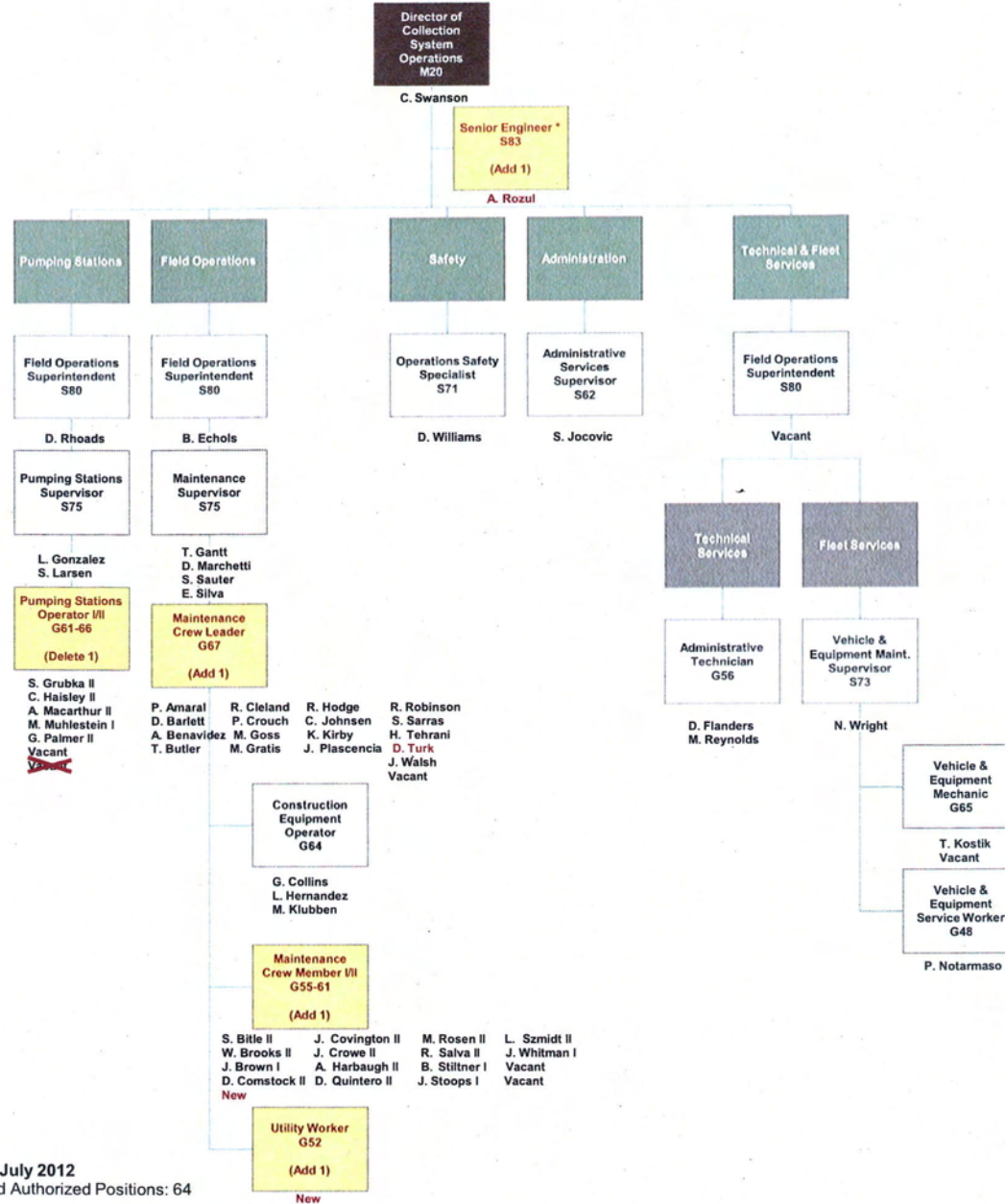
Add one Senior Engineer (S-83, \$105,075.57 - \$127,052.43) position. Currently, Alex Rozul is currently filling this position as an authorized overfill. This higher-level engineering position is needed to work on the sewer overflow reduction program. This position will provide back-up for the CSO Director and is a vital part of the District's succession plan.

Add one Utility Worker (G-52, \$49,977.20 - \$60,376.37) position to assist with maintaining the new facility in Walnut Creek and assist field crews with flagging/traffic control. Also, the new position would be available to cover leaves, especially during peak work periods.

Requested by: _____ Date: _____

Recommended by the General Manager: _____

CENTRAL CONTRA COSTA SANITARY DISTRICT Collection System Operations Department



Staffing Plan July 2012
Total Budgeted Authorized Positions: 64

ENGINEERING DEPARTMENT

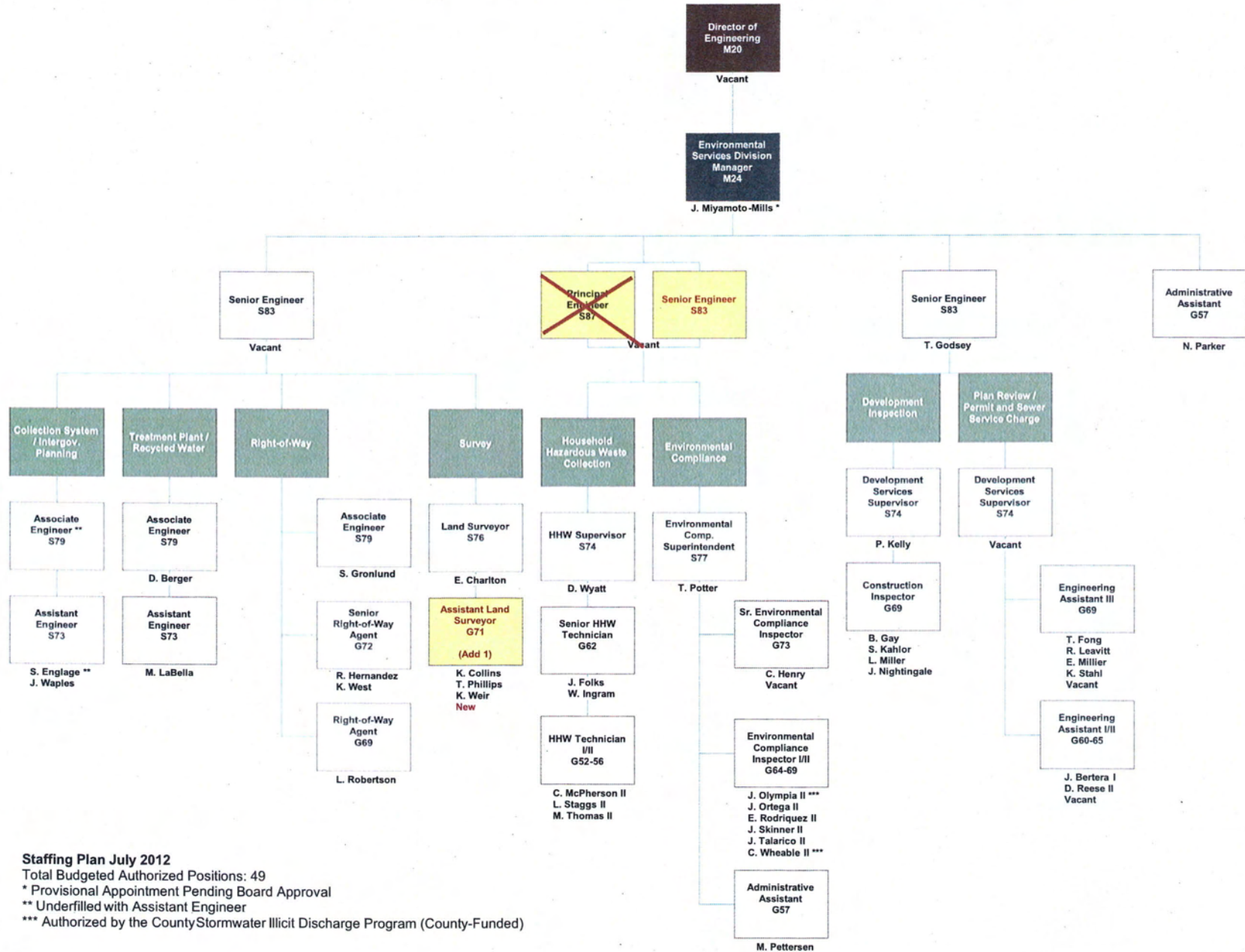
<p>Department Overview</p>	<p>The Engineering Department is organized into two divisions — the Capital Projects Division reflecting the “traditional” engineering services of project design and construction management; and the Environmental Services Division providing the functions of household hazardous waste, inspection, recycled water, record keeping, permits and regulations, rates, and customer services. The department currently has 84 authorized positions which will be reduced to 83 .</p>		
<p>Personnel Actions Since April 2011</p>	<p style="text-align: center;"><u>Name/Classification</u></p> <p>Carolyn Knight Engineering Support Information Systems Analyst</p> <p>Richard Foss Assistant Engineer</p> <p>Daphne Reese Engineering Assistant II</p> <p>Ann Farrell Deputy General Manager/Director of Engineering</p> <p>Tom Godsey Senior Engineer</p> <p>Paul Seitz Senior Engineer</p> <p>Christopher Goward Engineering Technician I</p> <p>Munawar Husain Associate Engineer</p> <p>Kimberly Stahl Engineering Assistant III</p>	<p style="text-align: center;"><u>Personnel Action</u></p> <p>new hire</p> <p>personnel advancement</p> <p>off trainee appointment</p> <p>title change</p> <p>promotion</p> <p>promotion</p> <p>transfer</p> <p>service retirement</p> <p>promotion</p>	<p style="text-align: center;"><u>Effective Date</u></p> <p>05/09/11</p> <p>06/23/11</p> <p>08/01/11</p> <p>08/04/11</p> <p>08/15/11</p> <p>08/15/11</p> <p>10/03/11</p> <p>11/16/11</p> <p>11/18/11</p>

Personnel Actions Since April 2011, Continued	<u>Name/Classification</u>	<u>Personnel Action</u>	<u>Effective Date</u>
	Gail Chesler Associate Engineer	service retirement	12/16/11
	Tammy Fong Engineering Assistant III	promotion	01/06/12
	Steve Linsley Sr. Environmental Compliance Inspector	resignation	01/06/12
	Brenda Wener Engineering Assistant III	service retirement	02/08/12
	Mike Zubrzycki Staff Engineer	new hire	02/29/12
	Tad Pilecki Capital Projects Division Manager	service retirement	03/30/12
Requested Changes	<p>Add one Assistant Land Surveyor (G-71, \$78,449.07 – \$94,991.10) position. The District processes a large number of documents that must be checked by a licensed land surveyor. Civil Engineers registered prior to 1982 are legally able to check these documents. Civil Engineers registered after that time are not. Therefore, there will soon be fewer people on staff able to check these documents. We will need to rely more and more on licensed land surveyors; therefore, an additional position is needed to insure critical legal documents are signed.</p> <p>Delete two Principal Engineer (S-87, \$115,807.33 – \$140,083.63) positions. Add one Senior Engineer (S-83, \$105,075.57 – \$127,052.43) position in the Environmental Services Division. The Principal Engineer position was created to acknowledge a Senior Engineer with ten plus years of service and the higher-level of responsibility performed by such experienced staff. The Principal Engineer position in the Capital Projects Division has been vacant since 2006 when Mr. Pilecki was promoted to Division Manager. It is anticipated that Principal Engineer Jarred Miyamoto-Mills will be promoted to Environmental Services Division Manager with Board approval on March 15, 2012. Staff has reviewed the needs of the department and has concluded that the two Principal Engineer positions can be deleted at this time. The addition of a Senior Engineer will provide the necessary coverage for the Environmental Services Division with the deletion of the Principal Engineer position.</p>		

Requested by: _____ Date: _____

Recommended by the General Manager: _____

CENTRAL CONTRA COSTA SANITARY DISTRICT Engineering Department - Environmental Services Division



Staffing Plan July 2012

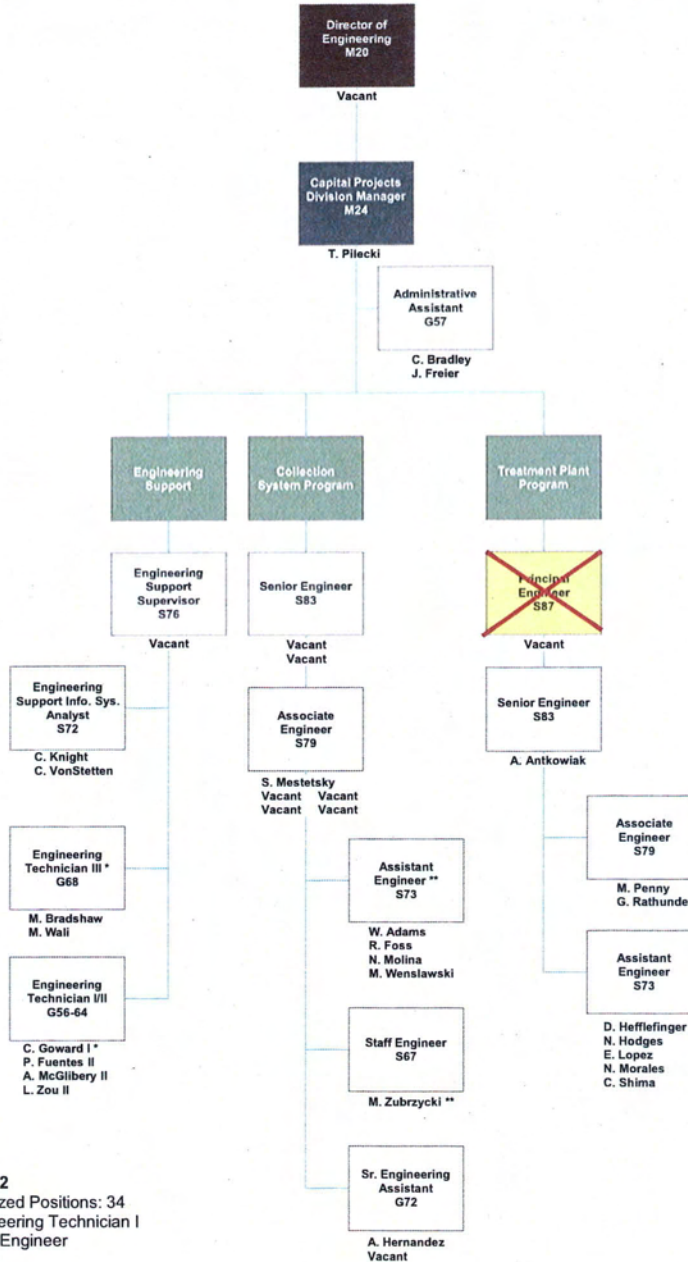
Total Budgeted Authorized Positions: 49

* Provisional Appointment Pending Board Approval

** Underfilled with Assistant Engineer

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

CENTRAL CONTRA COSTA SANITARY DISTRICT Engineering Department - Capital Projects Division



Staffing Plan July 2012
 Total Budgeted Authorized Positions: 34
 * Underfilled with Engineering Technician I
 ** Underfilled with Staff 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 87 authorized positions. The department's mission is to treat wastewater in an environmentally sound and cost-effective manner, and to produce 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 April 2011</p>	<p style="text-align: center;"><u>Name/Classification</u></p> <p>Alma Hachey Administrative Assistant</p> <p>Johnnie Levingston Plant Operator III</p> <p>Garland Harris Plant Operator III</p> <p>Jonalea Ostlund Chemist II</p> <p>Larry Shepardson Shift Supervisor</p> <p>Charles Burnash Associate Control Systems Engineer</p> <p>Alan Weer Plant Operations Superintendent</p> <p>Greg Walker Maintenance Technician III, Mechanical</p> <p>Michael Allen Plant Operator III</p> <p>Dan McCown Mechanical Supervisor</p>	<p style="text-align: center;"><u>Personnel Action</u></p> <p>new hire</p> <p>personnel advancement</p> <p>personnel advancement</p> <p>service retirement</p> <p>service retirement</p> <p>new hire</p> <p>promotion</p> <p>service retirement</p> <p>personnel advancement</p> <p>service retirement</p>	<p style="text-align: center;"><u>Effective Date</u></p> <p>05/02/11</p> <p>06/08/11</p> <p>06/08/11</p> <p>06/17/11</p> <p>06/22/11</p> <p>06/27/11</p> <p>07/01/11</p> <p>07/05/11</p> <p>07/07/11</p> <p>07/15/11</p>

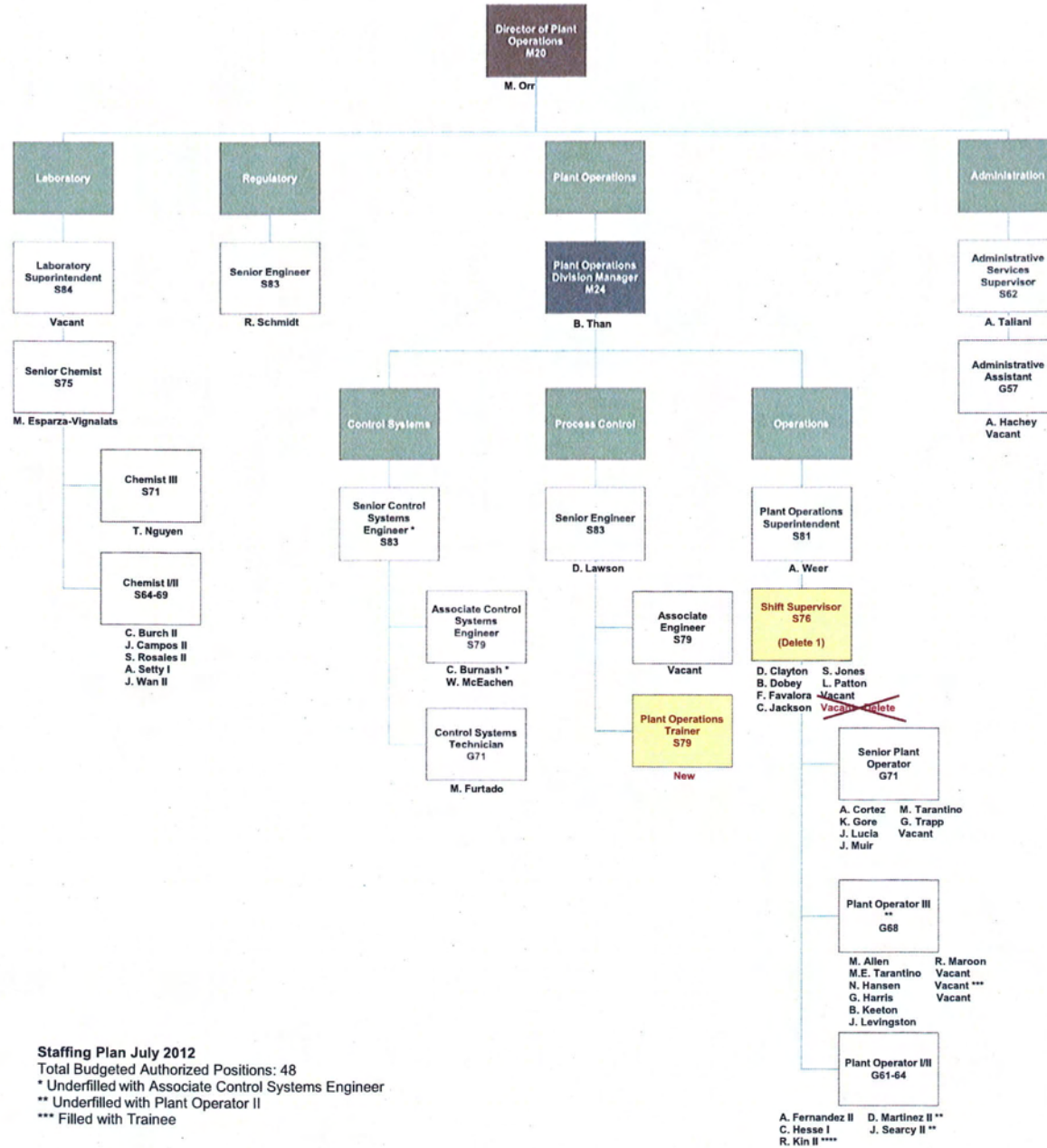
Personnel Actions Since April 2011, Continued	<u>Name/Classification</u>	<u>Personnel Action</u>	<u>Effective Date</u>
	Steve Plunkett Utility Worker	service retirement	08/09/11
	Randy Grieb Plant Operations Division Manager	service retirement	09/15/11
	Michelle Tarantino Plant Operator III	personnel advancement	06/01/11
	Jennifer Muir Senior Plant Operator	personnel advancement	11/03/11
	Tom Brown Mechanical Supervisor	promotion	11/08/11
	Lee Sutherland Mechanical Supervisor	promotion	11/08/11
	Jeff Butler Plant Operator Trainee	trainee appointment	11/18/11
	Ba Than Plant Operations Division Manager	promotion	11/18/11
	Nicholas Hansen Plant Operator III	personnel advancement	12/18/11
	Bhupinder Dhaliwal Laboratory Superintendent	service retirement	01/17/12
	Jim Wan Chemist II	new hire	01/18/12
	Dana Lawson Senior Engineer	promotion	01/24/12
	Craig Mizutani Senior Engineer	promotion	01/24/12
Requested Changes	Delete one Shift Supervisor (S-76, \$88,829.52 – \$107,567.82) position. Currently, there are eight Shift Supervisor positions and plant operations only requires seven Shift Supervisors. Therefore, one position can be deleted at this time.		

<p>Requested Changes</p>	<p>Create and add one Plant Operations Trainer (S-79, \$95,382.77 – \$115,318.74) position. This new position will be responsible for working with management and staff to develop, implement, administer, coordinate, and evaluate the plant operator training program; develop and maintain the standard operating procedures; and perform difficult and complex assignments related to a competency-based training and skill development program. This position will assist in the daily operation and optimization of the District's wastewater treatment facility including primary, secondary, tertiary, and solids treatment processes The Plant Operations Trainer will also fulfill the role of Shift Supervisor as needed.</p> <p>Delete one Maintenance Technician III, Mechanical (G-68, \$73,072.06 – \$88,436.61) position. Currently, there are three vacant Maintenance Technician III, Mechanical positions. Recently, two vacancies were created with the retirement of Warren Katchmar and the promotion of Tom Brown. The third position has been vacant since 2007. The Mechanical Maintenance Shop has been able to function more than adequately without this position for several years, therefore, it should be deleted at this time.</p>
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Requested by: _____ Date: _____

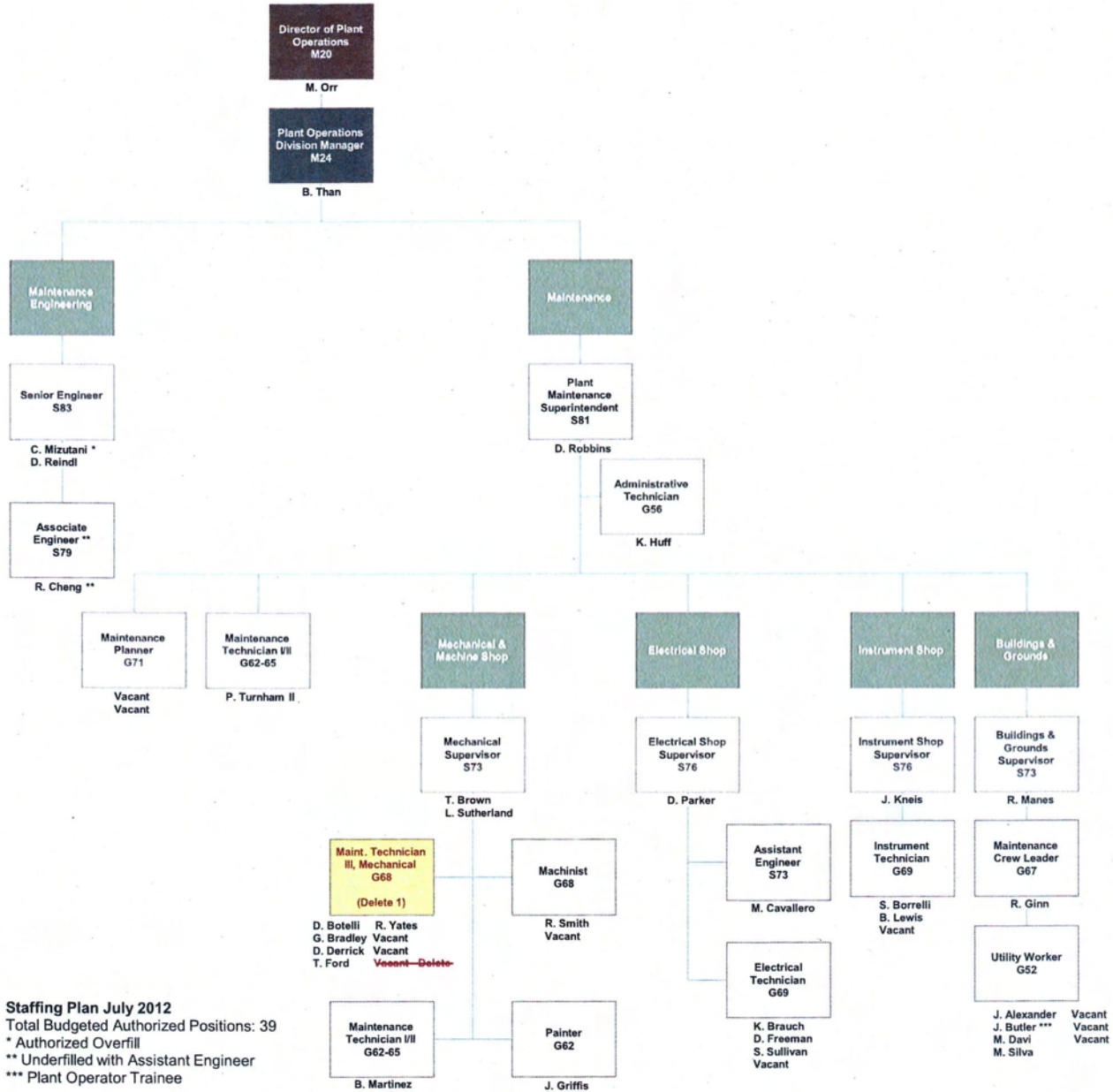
Recommended by the General Manager: _____

CENTRAL CONTRA COSTA SANITARY DISTRICT Plant Operations Department



Staffing Plan July 2012
 Total Budgeted Authorized Positions: 48
 * Underfilled with Associate Control Systems Engineer
 ** Underfilled with Plant Operator II
 *** Filled with Trainee

CENTRAL CONTRA COSTA SANITARY DISTRICT Plant Operations Department



Staffing Plan July 2012
 Total Budgeted Authorized Positions: 39
 * Authorized Overfill
 ** Underfilled with Assistant Engineer
 *** Plant Operator Trainee

CENTRAL CONTRA COSTA SANITARY DISTRICT

Effective: 07/01/2012

Range: S-79

Respirator Class: 2

PLANT OPERATIONS TRAINER

DEFINITION

Develop, implement, administer, coordinate, and evaluate the plant operator training program, develop and maintain the standard operating procedures, and perform difficult and complex assignments related to a competency-based training and skill development program.

Assist in the daily operation of the District's wastewater treatment facility including primary, secondary, tertiary, and solids treatment processes; perform administrative and managerial duties including maintaining appropriate records and logs; and monitoring the use of chemicals to maintain an adequate supply on hand.

The Plant Operations Trainer will also fulfill the role of Shift Supervisor as needed to maintain technical skills and to meet plant operations needs.

DISTINGUISHING CHARACTERISTICS

The individual in this class is expected to complete complex operations assignments requiring the use of judgment and initiative in developing procedures and training materials, interpreting general policies, and determining work assignments.

The use of respiratory equipment [including self-contained breathing apparatus (S.C.B.A.)] may be required for this position. Therefore, the Plant Operations Trainer will be required to be free of facial hair that would interfere with the use of a respirator for annual fit tests and for any occasion, which requires the use of respiratory equipment to comply with the District's respiratory program and Cal/OSHA standards.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Senior Engineer in Process Control and management of the Plant Operations Department.

Exercise direct or indirect supervision over other District personnel as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Research, develop, document, and revise the content of identified competency-based training modules for a wide range of topics related to the operation and maintenance of

CENTRAL CONTRA COSTA SANITARY DISTRICT
Plant Operations Trainer (Continued)

the District's wastewater treatment plant.

Review, develop, update, and/or maintain Standard Operating Procedures in conjunction with technical training modules for plant operations.

Provide on-the-job training and mentoring including demonstration and observation of plant operational tasks.

Recommend and develop tests or standards to measure knowledge and skill and to evaluate training effectiveness and knowledge transfer.

Perform job competency assessments by observing the demonstration of knowledge and skills.

Provide feedback and recommend additional training needs to the Plant Operations Superintendent, Division Manager, and/or Senior Engineer. Work with management to identify training requirements for plant staff.

Implement a systematic approach to capture changes in job competency requirements and keep the job competency training materials up-to-date on an ongoing basis.

Assist with the development of computer-based training materials to support the job competency training modules.

Prepare, review, and maintain a variety of reports, manuals, correspondence, and records related to the technical training program for plant operations.

Organize and maintain the plant operations training library.

Fulfill the role of a Shift Supervisor as needed.

Review and analyze daily plant operations data. Utilize a centralized computer control and process monitoring system to observe plant processes and equipment functions.

Work with the Operations staff to make process control adjustments, evaluate the effectiveness of plant process changes, and make appropriate adjustments to ensure compliance with discharge requirements and process optimization.

Furnish information and recommendations for improved operational efficiency to the Senior Engineer.

Direct and assist in the start-up, maintenance, operation, inspection, and shutdown of all major plant equipment.

May be required to participate on District-sponsored task groups for continuous improvement process.

Perform related duties as required.

CENTRAL CONTRA COSTA SANITARY DISTRICT
Plant Operations Trainer (Continued)

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced wastewater treatment processes including primary, secondary, tertiary, and solids processes, and all applicable state and local laws and regulations.

Operation of the components of a highly automated wastewater treatment facility.

Equipment and its usage found in the District's wastewater treatment operation including centrifuges, steam turbines, centrifugal blowers, multiple hearth furnaces, electrical power production utilizing co-generation and emergency generators, ultraviolet disinfection, and water tube and fire tube boilers.

Safety hazards and appropriate precautions applicable to work assignments.

A general knowledge of technical training practices, methods, and resources; standard office practices, including full command of Microsoft Office, (Word, Outlook, Excel, and Power Point); and computer-based records management principles.

Process control principles, methods, and equipment.

Ability to:

Sit for long periods of time at a desk while monitoring a computer, walk, stand, bend, squat, climb, kneel, and twist while making plant rounds and checking equipment, perform simple and power grasping, pushing and pulling, fine manipulation, and lift or carry weight of 50 pounds or less.

Use software applications for word processing, spreadsheets, presentations, and database entry.

Organize and file information, records, and training materials in an easily retrievable form.

Communicate clearly and concisely, both orally and in writing.

Demonstrate strong two-way communication skills including the ability to listen, explain, and facilitate; ask for input; offer help without being asked; accept suggestions; work with others to solve problem; and provide recognition and encouragement.

Train individuals and groups at multiple levels (entry, journey, and professional).

CENTRAL CONTRA COSTA SANITARY DISTRICT
Plant Operations Trainer (Continued)

Ability to:

Understand how training efforts fit into larger organizational goals and objectives.

Intermittently analyze, identify, and interpret computer data and information from operation rounds; observe people, equipment, and process; problem solve operational problems; remember safety regulations and operation parameters; and understand the operation of all equipment and explain to operators.

Inspect plant equipment and operating procedures to recognize inefficient, unusual, or dangerous operating conditions.

Learn and observe all appropriate safety precautions as required by the District including, but not limited to, Cal/OSHA General Industry Safety Orders, the District's Respiratory Protection Program, and District Safety Directives.

Enforce District policies and appropriate state and federal laws, codes, and regulations.

Work shift, on-call, weekends, and holidays as assigned to provide relief for Shift Supervisors.

Special Physical Requirements:

May be required to enter confined space and/or respond in an emergency. Must be able to wear S.C.B.A. and perform confined space entry and emergency response duties in protective clothing and equipment including S.C.B.A. weighing 32 pounds.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Four years of experience in a wastewater treatment facility of which two years includes supervisory responsibilities and experience in the operation of a wastewater treatment facility.

Education

Equivalent to the completion of the twelfth grade.

CENTRAL CONTRA COSTA SANITARY DISTRICT
Plant Operations Trainer (Continued)

Completion of college level courses in writing/communications, mathematics, and sciences is desirable, but not required.

Licenses and Certificates:

Must possess a Grade V California Treatment Plant Operator's Certificate or must obtain within 6 months of appointment.

Possession of a valid California Driver's License.

CO-OP STUDENTS
STAFFING PLAN REQUESTS
2012 - 2013

DEPARTMENT/DIVISION/SECTION	NUMBER OF POSITIONS FY 2011/2012	NUMBER OF POSITIONS 07/2012-12/2012	NUMBER OF POSITIONS 01/2013-06/2013
ADMINISTRATION DEPARTMENT			
Safety and Risk Management	1	0	0
PLANT OPERATIONS DEPARTMENT			
<i><u>Plant Operations Division</u></i>			
Laboratory Section	1	1	1
Maintenance Engineering/Regulatory	1	2	2
ENGINEERING DEPARTMENT			
<i><u>Capital Projects Division</u></i>			
Design/Construction Groups	2	2	2
<i><u>Environmental Services Division</u></i>			
Planning Section	2	2	2
Development Services and Right-of-Way	1	1	1
Survey Section	1	1	1
<u>TOTAL</u>	9	9	9

Note: Co-ops who wish to remain through the summer will be allowed to do so in addition to the summer students.



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

Board Meeting Date: April 5, 2012

Subject: AUTHORIZATION TO HIRE SEASONAL EMPLOYEES

Submitted By:
Christopher Ko, Human Resources
Manager

Initiating Dept./Div.:
Administration / Human Resources

REVIEWED AND RECOMMENDED FOR BOARD ACTION:

C. Ko

Ann E. Farrell,
General Manager

ISSUE: District staff has assessed its needs for seasonal employees in 2012.

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

FINANCIAL IMPACTS: The proposed seasonal staffing will cost approximately \$414,961.

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. Board authorization was given for thirty-six student positions last year. Board authorization is requested for thirty-six seasonal positions in Fiscal Year 2012-2013.

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 5, 2012

Subject: AUTHORIZATION TO HIRE SEASONAL EMPLOYEES

The Staffing Plan was reviewed and recommended by the Human Resources Committee at its March 8, 2012 meeting. Department Directors will be prepared to answer any questions regarding the following requests:

Administration

The Administration Department is requesting four summer student positions in 2012-2013. This is one position more than 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, one laborer position in Materials Services will deliver supplies and equipment and provide need coverage, and one position will provide clerical support for Safety and Risk Management.

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. Subsequent to the March 8, 2012 Human Resources Committee meeting, CSOD also identified the need for a clerical position to assist with administrative duties and organizing and cleaning up sewer overflow files. This is one position more than requested last year.

Engineering

The Engineering Department requests authorization to hire eleven engineering assistant positions and two clerical positions. This is the same number of position as 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. Four positions will be assigned to the Capital Projects Division. Two engineering assistant positions will be assigned to the Collection System program, one engineering assistant to the Treatment Plant program, and one clerical position will provide clerical support and vacation relief. The other five positions are current spring co-ops that will continue through the summer in their present positions.

POSITION PAPER

Board Meeting Date: April 5, 2012

Subject: AUTHORIZATION TO HIRE SEASONAL EMPLOYEES

Plant Operations

The Plant Operations Department is requesting twelve students. This year this is two positions less than last year. Six of the summer student laborer positions will provide vacation coverage in Buildings and Grounds and perform seasonal maintenance. The Plant is also requesting two relief positions in the Laboratory, two Electrical Shop assistants, one engineering assistant, and one laborer to assist the Mechanical Maintenance staff.

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 2012-2013**

			Authorized	Budgeted
Management				
	0100-410	General Manager (Budget resides in Admin)	1	1
		Director of Administration	1	0
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
		Admin Assistant	1	1
Finance & Accounting				
	0110-410	Finance Manager	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	Community Affairs Representative	2	2
		Public Information & Production Asst.	1	1
		Graphics Technician	1	1
		Sr. Administrative Assistant	1	1
		Media Production 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
			49	48

**CENTRAL CONTRA COSTA SANITARY DISTRICT
ENGINEERING DEPARTMENT BUDGET - SUMMARY OF POSITIONS
FISCAL YEAR 2012-2013**

Environmental Services Division		Authorized	Budgeted
Management			
0200-410	Director of Engineering	1	1
	Environmental Svcs. Division Mgr.	1	1
Services			
0200-420	Senior Engineer	3	2
	Associate Engineer (1-underfilled)	3	4
	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	2
	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	4	4
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>
		49	48

Capital Projects Division		Authorized	Budgeted
Management			
0250-410	Capital Projects Division Manager	1	1
Collection System Program			
0250-470	Senior Engineer	3	3
	Associate Engineer	7	7
	Assistant Engineer (1-underfilled)	10	10
	Senior Engineering Assistant	2	2
	Admin Assistant	2	2
Engineering Support			
0250-550	Engineering Support Supervisor	1	1
	Eng. Support Info. Sys. Analyst	2	2
	Engineering Technician III	3	3
	Engineering Technician I/II	3	3
Vacancy			
		<u>Authorized</u>	<u>Budgeted</u>
		34	34
ENGINEERING DEPARTMENT TOTAL		83	82

**CENTRAL CONTRA COSTA SANITARY DISTRICT
COLLECTION SYSTEM OPERATIONS DEPARTMENT BUDGET
FISCAL YEAR 2012-2013**

			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	Senior Engineer		1	1
	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		5	5
	Maintenance Supervisor		1	1
Field Operations - Construction				
0310-590	Maintenance Crew Leader		3	3
	Maintenance Crew Member I/II		5	5
	Maintenance Supervisor		1	1
	Construction Equipment Operator		3	3
	Utility Worker		1	1
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		5	5
	Maintenance Crew Member I/II		4	4
	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		6	6
			<u>Authorized</u>	<u>Budgeted</u>
			64	64

**CENTRAL CONTRA COSTA SANITARY DISTRICT
PLANT OPERATIONS DEPARTMENT BUDGET
FISCAL YEAR 2012-2013**

			Authorized	Budgeted
Management				
0400-410	Director of Operations		1	1
	Plant Operations Division Manager		1	1
Administrative				
0400-700	Administrative Services Supv		1	1
	Admin Assist.		2	2
Operations - Laboratory				
0420-720	Laboratory Superintendent		1	1
	Senior Chemist		1	1
	Chemist III		1	1
	Chemist I/II		5	5
Operations - Operators				
0420-730	Plant Operations Superintendent		1	1
	Shift Supervisor		7	7
	Senior Plant Operator		9	9
	Plant Operator III		8	8
	Plant Operator I/II		3	3
Operations - Control Systems				
0420-760	Senior Engineer		1	1
	Sr Control Sys Engineer (1-underfilled)		1	1
	Associate Control Systems Eng.		1	1
	Control Systems Technician		1	1
	Associate Engineer (1-underfilled)		0	1
Operations - Process Control				
0420-770	Senior Engineer		1	1
	Plant Operations Trainer		1	1
	Associate Engineer		1	0
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	0
	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		7	7
	Maintenance Tech I/II		1	1
Maintenance - Machine Shop				
0440-840	Mechanical Supervisor		1	1
	Machinist		2	2
	Painter		1	1
Maintenance - Buildings and Grounds				
0440-850	Buildings and Grounds Supervisor		1	1
	Maintenance Crew Leader		1	1
	Utility Worker		7	7
Maintenance - Maintenance and Engineering				
0440-860	Senior Engineer		2	2
	Assistant Engineer		0	1
	Associate Engineer		1	0
			<u>Authorized</u>	<u>Budgeted</u>
			88	85