

BUDGET WORKSHEET - SUPPLIES & SERVICES		DEPT: Fire Services (42)	
		14/15	15/16
51100-OFFICE SUPPLIES			
	General Office supplies	4,000	4,000
	Maps & Run Books	500	500
	TOTAL	4,500	4,500
51200-POSTAGE			
	USPS	1,000	1,000
	UPS	350	350
	TOTAL	1,350	1,350
51300-SPECIAL DEPARTMENTAL SUPPLIES			
	Safety & Fireground supplies/Foam	3,150	3,150
	Small Tools & Equipment	3,150	3,150
	Miscellaneous Items	325	325
	Haz Mat/Disaster supplies (Lel sensors and CGI's)	2,500	1,500
	Station supplies	2,300	2,300
	Software/Supplies	3,000	2,000
	Stolen Hydrant Caps replacements	2,000	2,000
	Trsf to 583000		
	TOTAL	16,425	14,425
51500-CLOTHING & PERSONAL SUPPLIES			
	Safety Clothing	10,000	10,000
	Uniforms/Badges	10,700	10,700
	Miscellaneous gear	1,500	1,500
	Safety Gear Maintenance/Inspection	3,500	3,500
		-	-
	TOTAL	25,700	25,700
51700-COMMUNICATION SERVICE #42			
	Phone System	4,738	4,738
	Cable TV (2)	1,656	1,656
	Cell Phones	4,200	4,200
	Mobile Data Terminals Air Tlme	2,160	2,160
	Optical Ethernet (previously paid by PD) \$400*12	4,800	4,800
	TOTAL	17,554	17,554
51851-WATER			
		950	950
	TOTAL	950	950
51852-ELECTRICITY			
		4,000	4,000
	TOTAL	4,000	4,000
51853-GAS			
		2,200	2,300
	TOTAL	2,200	2,300
52000-BUILDING & GROUNDS MAINTENANCE			
	Facility Maintenance		
	H.V.A.C.	1,500	1,500
	Pest Control	1,860	1,860
	Carpet Cleaning	1,126	1,126
	Window Cleaning	400	400
	Fire Extinguisher Service	1,690	1,690
	Appartus/station exhaust system	1,000	1,000
	Aramark	1,485	1,485
	Emergency Lights		
	Janitorial Supplies	4,222	4,222
	<i>Soaps, Paper towels, Cleaning Supplies, Garbage Bags, etc</i>		
	Building Maintenance items to support DPW repairs	700	700
	General Repairs	1,000	1,000

BUDGET WORKSHEET - SUPPLIES & SERVICES		DEPT: Fire Services (42)	
		14/15	15/16
	<i>Electrical, Appliance, Plumbing, Apparatus doors</i>		
	Generators		
	<i>Load and air test PSB and Station 6</i>	1,475	1,025
	TOTAL	16,458	16,008
52100-EQUIPMENT MAINTENANCE			
	Air Pak Maintenance	1,900	1,900
	Radio Repair	3,100	3,100
	Office Machines	650	650
	Batteries	2,400	2,400
	Mobile Data Computers	3,063	3,063
	Small Equipment	3,000	3,000
	Miscellaneous/Hydrant/Station	1,700	1,700
	TOTAL	15,813	15,813
521020-FUEL			
	Fuel Purchases	26,000	26,000
	TOTAL	26,000	26,000
52300-SPECIALIZED SERVICES			
	Volunteer Drill Pay	3,000	4,600
	Physical Exams	12,000	12,000
	New Hires - Medical/Background	8,000	8,000
	Haz Mat JPA & permits	4,800	4,800
	Firehouse Records Mgt Software Support Contract	1,800	1,800
	Marin IT Computer Services	6,000	6,000
	Xerox copier lease	3,653	3,653
	County SEMS/OES Liaison Contract	5,232	5,232
	TOTAL	44,485	46,085
52600-MEMBERSHIPS & TRAINING			
	Continuing Education	2,800	2,800
	Target Safety	-	-
	Membership/Meetings/Miscellaneous	1,500	1,500
	Destructive Training	4,000	4,000
	Officer Development	2,800	2,800
	Outside Seminar	2,700	2,700
	Materials	500	500
	Reference/Library/Resources	500	500
	Volunteer Academy	1,200	1,200
	TOTAL	16,000	16,000
52900-OTHER EXPENSES			
	Evacuation Exercises	5,000	5,000
	EOC Equipment/Supplies	2,000	2,000
	TOTAL	7,000	7,000
52905 - CERT Prevention, Public education, CERT		7,725	7,725
52906 - EPC		4,500	4,500
52902-Communcation Services			
	Dispatching - Marin County	93,810	93,810
	MERA Radio JPA	25,054	25,806
	TOTAL	118,864	119,616
59900-INTER-DEPARTMENTAL EXPENSE			
	Technical Services	10,071	12,282
	Police Admin		
	Gen'l Govt Bldgs	19,304	20,798
	TOTAL	29,375	33,080

BUDGET WORKSHEET - SUPPLIES & SERVICES		DEPT: Fire Services (42)	
		14/15	15/16
58300-EQUIPMENT #42			
1	HIGH BAND RADIO REPLACEMENT	3,350	3,350
	Continue radio replacement program by purchasing high band portable and mobile radios. High band radios are essential for communications on multi-agency and multi-jurisdictional incidents at the local, county and statewide level. Changes in FCC programming requirements required upgraded radios.		
2	CHAIN SAW REPLACEMENT PROGRAM	1,500	1,500
	Ongoing replacement program. Remove 20 year old power saws from service. Ultimately each Type I engine to have 1 vent saw, 1 tree saw and 1 circular saw and the Type III engine to have tree saw		
3	HOSE	3,000	3,000
	Ongoing replacement of worn and damaged fire hose.		
4	FURNITURE	-	3,000
	Ongoing furniture replacement program. Station furniture receives heavy use and items purchased more than five years ago are worn and damaged.		
5	ENGINE 607 HEADSET	3,000	
	Provide communications interface to allow personnel to utilize existing radio headsets on both radio system - the primary MERA local radio system and the state-wide UHF system. Currently system limitations prevent transmit and receive capabilities on both systems.		
6	TURNOUT RACK STATION 6	-	5,000
	Upgraded safety equipment storage at City Hall Fire Station. Increase in space to accommodate issued safety equipment, provided breathable space for equipment to dry.		
7	REPLACE FD COMPUTER SERVER	8,300	
	Replace aging fire department server. Current server is almost ten years old and in need of replacement. Cost includes hardware, software and 2 days install.		
8	DISASTER TRAILER SUPPLIES		6,500
	Continue to outfit trailer with supplies to augment and support CERT, disaster preparedness and response. (ATTEMPTING GRANT FUNDING)		
9	LEXIPOL		8,000
	Standardized policy manual subscription service. In alignment with partner departments in service sharing. To better collaborate and cooperate.		
10	CORP YARD TRAINING SITE IMPROVEMENTS	-	5,000

**Personnel Worksheet
2014/2015**

DEPT: Building #44

	<u>Date</u>	<u>%</u>	<u>Step</u>	<u>Monthly</u>	<u>Annual</u>	<u>\$</u>	<u>Total</u>
	<u>Incr</u>	<u>Incr</u>		<u>Rate</u>		<u>Incr</u>	<u>Budget</u>
<u>Director, Planning & Building</u>				13,887			
Open - 75% (25% Building)				3,472	41,661		41,661
				25.0%			
<u>Bldg Official</u>							
Martin			7	9,929	119,148	-	119,148
<u>Senior Building Inspector</u>							
Lindgren			7	9,525	114,300	-	114,300
Martinez	03-Sep	0.825	3	7,998	95,976	2,266	98,242
<u>Building Inspector</u>							
<u>Senior Planner</u>				7,691			
Svanstrom	05-Aug	0.90	4	1,923	23,073	1,043	24,116
75% (25% Building)				25.0%			
<u>Associate Planner</u>				7,612			
Zanarini			7	1,903	22,836	0	22,836
75% (25% Building)				25.0%			
<u>Code Enfrment Offcr</u>				6,037			
Stoneham (50%)			7	3,019	36,222	-	36,222
				50%			
<u>Building Technician</u>							
Langdon			7	6,494	77,928	-	77,928
<u>Planning Aide</u>				4,180			
Arnao	17-Sep	0.79	1	1,045	12,540	493	13,033
25% (75% Planning)				25.0%			
<u>Admin Aide/Reception</u>							
Miller			7	5,602	67,224	-	67,224
Sub-total							614,710
.115 bi-wk P/R							2,719
Total							617,429
Total Part Time							0
Total							617,429

**Personnel Worksheet
2015/2016**

DEPT: Building #44

	<u>Date</u> <u>Incr</u>	<u>%</u> <u>Incr</u>	<u>Step</u>	<u>Monthly</u> <u>Rate</u>	<u>Annual</u>	<u>\$</u> <u>Incr</u>	<u>Total</u> <u>Budget</u>
<u>Director, Planning & Building</u>				13,887			
Open - 75% (25% Building)				3,472	41,661		41,661
				25.0%			
<u>Bldg Official</u>							
Martin			7	9,929	119,148	-	119,148
<u>Senior Building Inspector</u>							
Lindgren			7	9,525	114,300	-	114,300
Martinez	03-Sep	0.825	4	8,227	98,724	4,071	102,795
<u>Building Inspector</u>							0
<u>Senior Planner</u>				8,075			
Svanstrom	05-Aug	0.90	4	2,019	24,225	1,095	25,320
75% (25% Building)				25.0%			
<u>Associate Planner</u>				7,612			
Zanarini			7	1,903	22,836	0	22,836
75% (25% Building)				25.0%			
<u>Code Enfrcmnt Offcr</u>				6,037			
Stoneham (50%)			7	3,019	36,222	-	36,222
				50%			
<u>Building Technician</u>							
Langdon			7	6,494	77,928	-	77,928
<u>Planning Aide</u>				4,389			
Arnao	17-Sep	0.79	2	1,097	13,167	518	13,685
25% (75% Planning)				25.0%			
<u>Admin Aide/Reception</u>							
Miller			7	5,602	67,224	-	67,224
Sub-total							621,118
.115 bi-wk P/R							2,747
Total							623,866
Total Part Time							0
Total							623,866

Budget Worksheet		Dept: Building # 44				
Code	Description	11-12 Actual	12-13 Actual	13-14 Budget	14-15 Budget	15-16 Budget
50100	Salaries	547,913	513,548	595,856	617,429	623,866
50102	Overtime	-				
50103	Holiday Pay					
50104	Part Time	7,364	933	-		
50400	Empl Benefits	285,276	234,194	251,379	260,780	277,378
51100	Office Exp	2,907	2,815	3,250	3,250	3,250
51200	Postage	378	443	400	400	400
51300	Spec Dept Exp	1,790	2,259	3,900	3,900	3,900
51500	Clothing etc	318	-	600	600	600
51700	Communications	1,072	4,510	3,910	4,013	4,013
51851	Water		583	536	536	536
51852	Elec		6,153	5,922	5,513	5,922
51853	Gas	-	878	945	1,953	945
52000	B&G Maint	-	13,589	13,759	10,979	13,759
52100	Equip Maint	-	23	945	945	945
521020	Fuel	2,451	2,280	2,600	2,600	2,600
52300	Spec Service	135,373	213,713	41,800	129,200	127,200
52400	Insurance					
52600	Membership/Tng	8,250	6,235	5,630	5,630	5,630
52900	Other Exp	-	-	-	-	-
580000	Equip Financing				3,240	6,480
58300	Equipment	-	13,801	382	9,400	-
58900	Contingency	-		-		-
	SUBTOTAL	993,092	1,015,958	931,814	1,060,367	1,077,424
59700	Veh Maint Chg	4,703	7,902	7,992	9,202	9,540
59800	Eq Repl Exp	-	-	-	-	-
59900	Int Dept Exp	100,553	12,045	12,757	12,795	14,739
	TOTALS	1,098,347	1,035,905	952,563	1,082,364	1,101,702
					13.6%	1.8%

BUDGET WORKSHEET - SUPPLIES & SERVICES	DEPT: Building (44)	
	14/15	15/16
51100-OFFICE SUPPLIES		
City Hall copier/FAX	750	750
Misc. office supplies	2,000	2,000
NCR Forms (Stop Work, Corrections, etc)	500	500
TOTAL	3,250	3,250
51200-POSTAGE		
USPS	400	400
TOTAL	400	400
51300-SPECIAL DEPARTMENTAL SUPPLIES		
Misc inspection tools and supplies	500	500
Emergency supply kits for field personnel	150	150
Code Books and Supplements	3,000	3,000
Public education materials	250	250
TOTAL	3,900	3,900
51500-CLOTHING & PERSONAL SUPPLIES		
Hard hat, safety shoes	500	500
Raincoats	100	100
TOTAL	600	600
51700-COMMUNICATION SERVICE #44		
Phones	2,369	2,369
Cell phones - Field inspeciton devices	1,644	1,644
TOTAL	4,013	4,013
51850-Water		
City Hall Allocation	536	536
TOTAL	536	536
51852 - Electricity		
City Hall Allocation	5,513	5,922
TOTAL	5,513	5,922
51853 - Gas		
City Hall Allocation	1,953	945
TOTAL	1,953	945
52000-BUILDING & GROUNDS MAINTENANCE		
City Hall Allocation	10,979	13,759
TOTAL	10,979	13,759

BUDGET WORKSHEET - SUPPLIES & SERVICES	DEPT: Building (44)	
	14/15	15/16
52100-EQUIPMENT MAINTENANCE		
City Hall Allocation	945	945
TOTAL	945	945
521020-FUEL		
Fuel Purchased	2,600	2,600
TOTAL	2,600	2,600
52300-SPECIALIZED SERVICES #44		
"Outside" Plan Check and Structural Engineering	70,000	70,000
Title 24/ADA compliance consultant	1,500	1,500
Digitize building plans - Building Tech Fee	14,000	14,000
Outside Inspection Services	25,000	25,000
Recruiting: ads, brochures, physicals	-	-
Courier Service (for outside plan check)	1,000	1,000
Credit card service charges (building permit payments)	2,000	-
Electronic Permit Tracking System		
Annual maintenance fee - Bulding Tech Fee	15,700	15,700
TOTAL	129,200	127,200
52600-MEMBERSHIPS & TRAINING		
Building - Memberships (ICBO, CALBO, MCCAB, REACO)	1,130	1,130
Building - Continuing education and certifications	2,800	2,800
Building Official - CALBO annual conference	1,200	1,200
Code Enf - CACEO annual conference & certifications	500	500
TOTAL	5,630	5,630
52900-OTHER EXPENSES		
TOTAL	-	-
58000 - Equipment Financing		
Mitsubishi Electic Car	3,240	6,480
TOTAL	3,240	6,480
59900-INTER-DEPARTMENTAL EXPENSE		
Technical Services	6,714	8,188
Planning Admin	-	-
Gen'l Govt Bldgs	6,081	6,551
TOTAL	12,795	14,739

BUDGET WORKSHEET - SUPPLIES & SERVICES		DEPT: Building (44)	
		14/15	15/16
EQUIPMENT REPLACEMENT FUND BUDGET WORKSHEET - CAPITAL OUTLAY		DEPT:44	
ITEM NO.	DESCRIPTION & JUSTIFICATION		
1			
2			
3			
4			
5			
6			
TOTAL		-	-

**Personnel Worksheet
2014/2015**

DEPT: City Engineer #50

	<u>Date</u> <u>Incr</u>	<u>%</u> <u>Incr</u>	<u>Step</u>	<u>Monthly</u> <u>Rate</u>	<u>Annual</u>	<u>\$</u> <u>Incr</u>	<u>Total</u> <u>Budget</u>
<u>P/W Dir/City Eng</u>							
Barnes				14,559	174,708		174,708
<u>Supervising Senior Civil Engineer</u>							
McSorley	01-Jul		4	9,475	113,700	0	113,700
<u>Senior Civil Engineer</u>							
Schneider	07-Jan	0.48	6	9,225	110,700	2,654	110,700
<u>Associate Engineer</u>							
Zamora	30-Jul	0.92	4	7,443	89,316	4,099	93,415
<u>Engineering Technician</u>							
McClure			7	7,157	85,884	0	85,884
<u>Administrative Aide</u>							
Tyler	18-Sep	0.78	1	4,180	50,160	1,965	52,125
Sub-total							630,532
.115 bi-wk P/R							2,789
Total							633,321
Part-time	Vacation relief PW Aide						3,045
Part-time	Intern						5,000
Grand Total							641,366

**Personnel Worksheet
2015/2016**

DEPT: City Engineer #50

	<u>Date</u>	<u>%</u>	<u>Step</u>	<u>Monthly</u>	<u>Annual</u>	<u>\$</u>	<u>Total</u>
	<u>Incr</u>	<u>Incr</u>		<u>Rate</u>		<u>Incr</u>	<u>Budget</u>
<u>P/W Dir/City Eng</u>							
Barnes				14,559	174,708		174,708
<u>Supervising Senior Civil Engineer</u>							
McSorley	01-Jul		5	9,947	119,364	0	119,364
<u>Senior Civil Engineer</u>							
Schneider			7	9,688	116,256	0	116,256
<u>Associate Engineer</u>							
Zamora	30-Jul	0.92	5	7,815	93,780	4,304	98,084
<u>Engineering Technician</u>							
McClure			7	7,157	85,884	0	85,884
<u>Administrative Aide</u>							
Tyler	18-Sep	0.78	1	4,389	52,668	2,063	54,731
Sub-total							649,027
.115 bi-wk P/R							2,871
Total							651,898
Part-time	Vacation relief PW Aide						3,045
Part-time	Intern						5,000
Grand Total							659,943

Budget Worksheet

DEPT: CITY ENGINEER #50

Code	Description	11-12 Actual	12-13 Actual	13-14 Budget	14-15 Budget	15-16 Budget
50100	Salaries	481,434	462,853	617,535	633,321	651,898
50102	Overtime					
50103	Holiday Pay					
50104	Part Time	290	2,173	3,045	8,045	8,045
50400	Empl Benefits	222,418	191,479	241,322	249,250	277,378
51100	Office Exp	5,132	4,536	4,980	6,440	6,440
51200	Postage	1,881	2,335	1,900	1,900	1,900
51300	Spec Dept Exp	11,361	10,441	11,550	13,350	13,350
51500	Clothing etc	-	-	200	200	200
51700	Communications	5,676	9,734	9,326	4,923	4,923
51851	Water		463	425	425	425
51852	Elec		4,883	4,700	5,140	5,140
51853	Gas		697	750	770	770
52000	B&G Maint	-	10,789	10,920	8,086	8,086
52100	Equip Maint	208	19	1,468	1,989	1,989
521020	Fuel	886	683	1,000	1,958	2,088
52300	Spec Service	133,360	245,187	38,000	95,900	77,500
52400	Insurance					
52600	Membership/Tng	1,705	826	1,600	2,400	2,400
52900	Other Exp	14,647	18,094	15,514	14,920	14,920
58300	Equipment	-	-	200	-	-
58900	Contingency	-	-	-	-	-
	SUBTOTAL	878,999	965,190	964,434	1,049,017	1,077,452
59700	Veh Maint Chg	3,797	737	4,084	2,793	2,896
59800	Eq Repl Exp	-	-	-	-	-
59900	Int Dept Exp	38,832	11,085	11,590	11,540	13,388
	SUB-TOTALS	921,629	977,012	980,108	1,063,350	1,093,735
59900	MST Fund Trsf	(266,222)	(274,658)	(291,563)	(332,631)	(338,306)
59900	Sewer Fund Trsf	(240,175)	(266,373)	(297,062)	(319,043)	(335,442)
59900	Storm Fund Trsf	(64,734)	(65,399)	(52,381)	(50,804)	(52,386)
59900	Gas Tax Fund Trsf	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
	TOTALS	347,498	367,581	336,100	357,872	364,601

6.5%

1.9%

BUDGET WORKSHEET - SUPPLIES & SERVICES	DEPT: City Engineer (50)	
	14/15	15/16
51100-OFFICE SUPPLIES		
City Hall Copier / Fax	3,260	3,260
Dept Supplies	2,200	2,200
Business cards all city employees	680	680
Water service	300	300
TOTAL	6,440	6,440
51200-POSTAGE		
City Hall USPS	1,400	1,400
add'l dept mailing & FedEx	500	500
TOTAL	1,900	1,900
51300-SPECIAL DEPARTMENTAL SUPPLIES		
INSPECTION EQUIP.	450	450
ROAD CLOSURE SIGNS/ NO PARKING SIGNS	2,400	2,400
PARKING PERMIT DECALS	450	450
COMPUTER SUPPLIES	600	600
VIDEO TAPES, FILM DEVELOPING	200	200
MAPS, REPRODUCTIONS	200	200
ENG. BOOKS/PUBLICATIONS	450	450
ENGINEERING SUPPLIES	200	200
SOFTWARE-GIS/ADMIN, LICENSES	7,400	7,400
SCANNING MAPS	1,000	1,000
TOTAL	13,350	13,350
51500-CLOTHING & PERSONAL SUPPLIES		
Clothing, Rain Gear & Boots	200	200
TOTAL	200	200
51700-COMMUNICATION SERVICE #50		
Phone System	3,123	3,123
Cell Phones	1,800	1,800
TOTAL	4,923	4,923
51850-Water		
City Hall Allocation	425	425
TOTAL	425	425
51852 - Electricity		
City Hall Allocation	5,140	5,140
TOTAL	5,140	5,140
51853 - Gas		
City Hall Allocation	770	770
TOTAL	770	770
52000-BUILDING & GROUNDS MAINTENANCE		
City Hall Allocation	8,086	8,086
TOTAL	8,086	8,086

BUDGET WORKSHEET - SUPPLIES & SERVICES		DEPT: City Engineer (50)	
	14/15	15/16	
52100-EQUIPMENT MAINTENANCE			
MISC. EQUIPMENT REPAIR	308	308	
LARGE FORMAT COPIER MAIN/REPAIR	205	205	
SMALL COPIER MAIN/REPAIR	-	-	
City Hall Allocation	1,476	1,476	
TOTAL	1,989	1,989	
521020-FUEL			
Fuel Purchased	1,958	2,088	
TOTAL	1,958	2,088	
52300-SPECIALIZED SERVICES #50			
ENGINEERING CONSULTANTS*	35,000	35,000	
Traffic Engineer Traffic Calming Program	6,500	6,500	
Traffic Study (Grant funded)	15,000	15,000	
Geotechnical Engineer	12,000	12,000	
Stetson Flood Study Update	10,000	-	
MARINMAP DUES & INTERAGENCY CIP UPDATING	9,000	9,000	
BANNER HANGINGS FOR CITY (in-house 15/16)	8,400	-	
* Special projects, and specialty svcs-soils, electrical, traffic, environmental, plan check, GIS, surveying etc			
TOTAL	95,900	77,500	
52600-MEMBERSHIPS & TRAINING			
APWA DUES-DIRECTOR AND ASSOC	-	-	
ASCE DUES-DIRECTOR	-	-	
GIS TRAINING	500	500	
OTHER TRAINING-COMPUTER, UBC, ADMIN	500	500	
MPWA DUES	50	50	
PWOI CONFERENCE- DIRECTOR	1,200	1,200	
PROFESSIONAL REGISTRATIONS-DIR,SR ENG(2)	150	150	
TOTAL	2,400	2,400	
52900-OTHER EXPENSES			
MERA Radio JPA	10,120	10,120	
AUTO ALLOWANCE DIRECTOR	4,800	4,800	
TOTAL	14,920	14,920	
59900-INTER-DEPARTMENTAL EXPENSE			
Technical Services	6,714	8,188	
Sanitation Fund Admin	(319,043)	(335,442)	
Gas Tax Admin	(3,000)	(3,000)	
Gen'l Govt Bldgs	4,826	5,200	
Clean Storm Water	(50,804)	(52,386)	
TOTAL	(361,307)	(377,440)	
59900-INTER-FUND TRANSFER			
Municipal Services Fund Engineer Svcs & Admin	(332,631)	(338,306)	
TOTAL	(332,631)	(338,306)	

BUDGET WORKSHEET - SUPPLIES & SERVICES		DEPT: City Engineer (50)	
		14/15	15/16
	EQUIPMENT REPLACEMENT FUND BUDGET WORKSHEET - CAPITAL OUTLAY	DEPT: 50	
ITEM NO.	DESCRIPTION & JUSTIFICATION		
1	Replace Jeep with Ford Escape	23,000	
2			
3			
4			
5			
6			
7			
	TOTAL	23,000	-

**Personnel Worksheet
2014/2015**

DEPT: Street Maintenance #52

	<u>Date</u>	<u>%</u>	<u>Step</u>	<u>Monthly</u>	<u>Annual</u>	<u>\$</u>	<u>Total</u>
	<u>Incr</u>	<u>Incr</u>		<u>Rate</u>		<u>Incr</u>	<u>Budget</u>
<u>Operations Superintendent</u>							
Andrews - 12.5%	03-Dec	0.58	5	8,368 1,046 12.5%	12,552	361	12,913
<u>Streets & Sewers Supervisor</u>							
Zadnik - 50%	30-Jul	0.92	5	6,538 3,269 50%	39,228	1,800	41,028
<i>(50% charged to Sewer Lines Dept 57)</i>							
<u>Maintenance Worker</u>							
Avalos			7 + 7%	5,194	62,328		62,328
Eaton			7 + 7%	5,194	62,328		62,328
Hughes			7 + 7%	5,194	62,328		62,328
Kenyon			7 + 7%	5,194	62,328		62,328
Padilla			7 + 7%	5,194	62,328		62,328
Standby Pay(20 wks)							3,000
Sub-total							368,581
.115 bi-wk P/R							1,630
Total							370,212
Overtime							2,500
Part-time							10,000
							Part Time Seasonal Worker (May-Sept) @ 12.50/hr
Grand Total							382,712

**Personnel Worksheet
2015/2016**

DEPT: Street Maintenance #52

	<u>Date</u>	<u>%</u>	<u>Step</u>	<u>Monthly</u>	<u>Annual</u>	<u>\$</u>	<u>Total</u>
	<u>Incr</u>	<u>Incr</u>		<u>Rate</u>		<u>Incr</u>	<u>Budget</u>
<u>Operations Superintendent</u>							
Andrews - 12.5%	03-Dec	0.58	6	8,786 1,098 12.5%	13,179		13,179
<u>Streets & Sewers Supervisor</u>							
Zadnik - 50%	30-Jul	0.92	6	6,865 3,433 50%	41,190	1,890	43,080
<i>(50% charged to Sewer Lines Dept 57)</i>							
<u>Maintenance Worker</u>							
Avalos			5 + 7%	5,272	63,263		63,263
Eaton			5 + 7%	5,272	63,263		63,263
Hughes			5 + 7%	5,272	63,263		63,263
Kenyon			5 + 7%	5,272	63,263		63,263
Padilla			5 + 7%	5,272	63,263		63,263
Standby Pay(20 wks)							3,000
Sub-total							375,573
.115 bi-wk P/R							1,661
Total							377,234
Overtime							2,500
Part-time							10,000
							Part Time Seasonal Worker (May-Sept) @ 12.50/hr
Grand Total							389,734

Budget Worksheet		Dept: Street Maintenance #52				
Code	Description	11-12 Actual	12-13 Actual	13-14 Budget	14-15 Budget	15-16 Budget
50100	Salaries	355,259	329,025	362,980	370,211	377,235
50102	Overtime	1,463	1,615	2,500	2,500	2,500
50103	Holiday Pay					
50104	Part Time	4,719	9,569	10,000	10,000	10,000
50400	Empl Benefits	245,142	221,633	225,460	234,384	246,841
51100	Office Exp	463	409	475	475	475
51200	Postage	-	-	-	-	-
51300	Spec Dept Exp	7,428	4,943	7,894	6,746	6,746
51500	Clothing etc	7,357	6,263	8,474	8,474	8,474
51700	Communications	3,358	3,765	3,685	3,685	3,685
51800	Utilities					
51852	Elec	63,583	57,876	67,000	60,000	60,000
52000	B&G Maint	42,819	50,874	42,600	46,600	52,600
52100	Equip Maint	75,167	55,350	52,096	57,296	57,296
521020	Fuel	16,294	19,758	23,000	22,000	22,000
52300	Spec Service	75,111	23,843	39,500	64,500	64,500
52400	Insurance					
52600	Membership/Tng	1,816	748	1,250	6,250	3,250
52900	Other Exp	-	-	-	-	-
58300	Equipment	-	-	-	-	-
58900	Contingency	-	-	-	-	-
	SUBTOTAL	899,978	785,670	846,914	893,121	915,602
59700	Veh Maint Chg	31,425	27,571	41,404	38,481	39,894
59800	Eq Repl Exp	-	-	-	-	-
59900	Int Dept Exp	4,144	8,547	6,265	6,505	7,247
	TOTALS	935,547	821,788	894,583	938,107	962,743
					4.9%	2.6%

BUDGET WORKSHEET - SUPPLIES & SERVICES	DEPT: Street Maint (52)	
	14/15	15/16
51100-OFFICE SUPPLIES		
Miscellaneous Office Supplies	475	475
TOTAL	475	475
51200-POSTAGE		
TOTAL	-	-
51300-SPECIAL DEPARTMENTAL SUPPLIES		
CARPENTER TOOLS, TOOL KITS	1,266	1,266
TRAFFIC CONES 100 x 12.00 = \$1,200	1,200	1,200
BARRICADES 90 x \$23.00 - \$2,070	2,070	2,070
EMERGENCY & SHOP SAND BAGS 2500x.50=\$1,250	1,250	1,250
DELINEATOR POSTS 25	660	660
TOWELS & RAGS	300	300
TOTAL	6,746	6,746
51500-CLOTHING & PERSONAL SUPPLIES		
LAUNDRY SUPPLIES	250	250
BOOTS & PANTS 5.5 x \$477 = \$2,624	2,624	2,624
T-SHIRTS, VESTS, COATS, SILK SCREEN	1,100	1,100
FIRST AID (TRUCKS, BUILDINGS)	500	500
RAIN GEAR \$100 x 6 = \$600	600	600
RUBBER BOOTS	200	200
HIP WADER	200	200
GOGGLES, EARPLUGS & TYVEK COVERALLS	3,000	3,000
TOTAL	8,474	8,474
51700-COMMUNICATION SERVICE #52		
Phone System	252	252
On-call phone and 1 Smart phone	1,849	1,849
Paging & ATT	1,584	1,584
TOTAL	3,685	3,685
51852-ELECTRICITY		
ELECTRICITY (includes street lights),	60,000	60,000
TOTAL	60,000	60,000
52000-BUILDING & GROUNDS MAINTENANCE		
ASPHALT, SR1 OIL, ROCKS, SAND & BUILDING MATERIAL	21,500	21,500
STREET PAINT(WHT, GRN, BLK, RED, BLUE, YELLOW)	4,500	4,500
THERMOPLASTIC MATERIALS & PROPANE		6,000
SIGN, HARDWARE, FLASHER & BATTERIES	6,400	6,400
DUMP FEE, HAULING & DEBRIS BOXES (Outside Yard)	3,000	3,000
WASTE MANAGEMENT	1,350	1,350
EPA (Hazardous Materials Response & Inventory Permits)	850	850
GRAFFITI & PAINT REMOVER, ENGINE OIL, LUBRICANT & RELEASE AGENT, MARKING PAINT, HAND CLEANER, NUTS & BOLTS, ETC	3,000	3,000
Property Damage Repairs	6,000	6,000
TOTAL	46,600	52,600

BUDGET WORKSHEET - SUPPLIES & SERVICES	DEPT: Street Maint (52)	
	14/15	15/16
52100-EQUIPMENT MAINTENANCE		
SASM MAINTENANCE SYCAMORE STATION OPER. & MAINT.	4,965	4,965
MAINT. SMALL EQUIPMENT	1,131	1,131
RADIO REPAIR	1,000	1,000
STREET LIGHT/TRAFFIC SIGNAL MAINTENANCE	50,000	50,000
CA Dept of Transportation)	200	200
TOTAL	57,296	57,296
521020-FUEL		
Fuel Purchased	22,000	22,000
TOTAL	22,000	22,000
52300-SPECIALIZED SERVICES #52		
COUNTY FLOOD CONTROL (MCC) Grant Funded	60,000	60,000
FLOOD CONTROL & CREEK CLEARING	1,000	1,000
HYDRO VAC FOR FALL MAINTENANCE	2,500	2,500
RENTAL EQUIP	1,000	1,000
TOTAL	64,500	64,500
52600-MEMBERSHIPS & TRAINING		
IN-HOUSE TRAINING	700	700
OFF-SITE TRAINING	550	550
PROFESSIONAL DEVELOPMENT/TUITION	5,000	2,000
TOTAL	6,250	3,250
52900-OTHER EXPENSES		
TOTAL	-	-
59900-INTER-DEPARTMENTAL EXPENSE		
Technical Services	1,679	2,047
Gen'l Govt Bldgs	4,826	5,200
TOTAL	6,505	7,246

**Personnel Worksheet
2014/2015**

DEPT: Treatment Plant #56

	<u>Date</u>	<u>%</u>	<u>Step</u>	<u>Monthly</u> <u>Rate</u>	<u>Annual</u>	<u>\$</u> <u>Incr</u>	<u>Total</u> <u>Budget</u>
<u>Wastewater Treatment Manager</u>							
Grushayev	22-Jan	0.44	5	10,454	125,448	2,881	128,329
<u>Chief Treatment Plant Operator</u>							
Monti	28-Dec	0.51	4	9,475	113,700	2,881	116,581
<u>Maintenance Supervisor</u>							
Curran			7	9,448	113,376	-	113,376
<u>Operations Supervisor</u>							
Paskett	01-Jan	0.50	1	7,050	84,600	2,098	86,698
<u>Treatment Plant Operator</u>							
Borris	11-Oct	0.72	6+5%	6,283	75,396	2,716	78,112
Inskeep	18-Mar	0.29	4	5,428	65,136	937	66,073
Layman	03-Jan	0.49	5 +5%	5,987	71,844	1,762	73,606
<u>Lab Dir/Environ Compl Mgr</u>							
Falejczyk	24-Mar	0.271	5	8,788	105,456		105,456
<u>Lab Analyst</u>							
Patel	28-Dec	0.507	5	7,021	84,252	2,135	86,387
<u>Lead Mechanic</u>							
Chulla			7	7,469	89,628	-	89,628
<u>Maintenace Mechanic</u>							
Frias			7	6,623	79,476	-	79,476
Korbet			7	6,623	79,476	-	79,476
Suelen			7	6,623	79,476		79,476
<u>Plant Main. Aide</u>							
Van Norden	01-Jul		3	4,221	50,652	-	50,652
<u>Administrative Aide</u>							
Sullivan-Pasket	24-Sep	0.767	1	4,180	50,160	1,924	52,084
Standby							7,800
Sub-total							1,293,210
.115 bi-wk P/R							5,720
Total							1,298,930
Overtime							16,000
Grand Total							1,314,930

**Personnel Worksheet
2015/2016**

DEPT: Treatment Plant #56

	<u>Date</u>	<u>%</u>	<u>Step</u>	<u>Monthly</u> <u>Rate</u>	<u>Annual</u>	<u>\$</u> <u>Incr</u>	<u>Total</u> <u>Budget</u>
<u>Wastewater Treatment Manager</u>							
Grushayev	22-Jan	0.44	6	10,976	131,712	3,025	134,737
<u>Chief Treatment Plant Operator</u>							
Monti	28-Dec	0.51	5	9,947	119,364	3,025	122,389
<u>Maintenance Supervisor</u>							
Curran			7	9,448	113,376	-	113,376
<u>Operations Supervisor</u>							
Paskett	01-Jan	0.50	2	7,402	88,824	2,202	91,026
<u>Treatment Plant Operator</u>							
Borris	11-Oct		7+5%	6,698	80,376	-	80,376
Inskeep	18-Mar	0.29	5	5,788	69,456	999	70,455
Layman	03-Jan	0.49	6 +5%	6,378	76,536	1,877	78,413
<u>Lab Dir/Environ Compl Mgr</u>							
Falejczyk	24-Mar	0.271	6	9,225	110,700		110,700
<u>Lab Analyst</u>							
Patel	28-Dec	0.507	6	7,482	89,784	2,275	92,059
<u>Lead Mechanic</u>							
Chulla			7	7,581	90,972	-	90,972
<u>Maintenace Mechanic</u>							
Frias			7	6,722	80,664	-	80,664
Korbet			7	6,722	80,664	-	80,664
Suelen			7	6,722	80,664		80,664
<u>Plant Main. Aide</u>							
Van Norden	01-Jul		4	4,284	51,408	-	51,408
<u>Administrative Aide</u>							
Sullivan-Pasket	24-Sep	0.767	2	4,389	52,668	2,020	54,688
Standby							7,800
Sub-total							1,340,392
.115 bi-wk P/R							5,929
Total							1,346,320
Overtime							16,000
Grand Total							1,362,320

SASM WASTEWATER TREATMENT PLANT

LINE ITEM SUMMARY

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
REVENUES	Actual	Actual	Budget	Proposed	Proposed
Mill Valley Assessment	1,683,027	1,935,481	2,020,767	2,058,067	2,119,809
Other Agency Assessment	1,678,371	1,930,127	2,046,524	2,131,242	2,195,179
Misc. Revenues	83,482	93,280	202,278	92,778	105,000
TOTAL REVENUES	3,444,880	3,958,888	4,269,569	4,282,087	4,419,988
EXPENDITURES					
Salaries and Wages	1,094,197	1,094,660	1,269,663	1,324,930	1,372,320
Employee Benefits	624,340	558,668	559,790	571,308	608,383
Department Supplies	135,740	164,848	146,300	144,300	148,280
Utility Services	280,727	281,054	299,500	294,000	301,540
Maintenance & Repair	197,201	234,432	257,100	268,812	280,000
Special Service	529,823	603,014	672,000	810,880	749,729
Insurance	9,775	27,076	35,000	45,000	50,000
Membership & Training	17,004	26,318	17,000	18,000	19,000
Other Expenses	56,366	80,445	87,416	232,795	237,815
Equipment	11,554	-	100,000	18,500	25,000
Debt Issuance/Service	-	152,666	143,075	231,175	234,325
Total Operating Exp	2,956,729	3,223,181	3,586,844	3,959,700	4,026,392
CIP - Current Year	424,986	287,836	2,537,498	1,783,000	731,000
CIP - Carry Over	4,750	412,158	216,582	0	0
Total Expenditures	3,386,464	3,923,175	6,340,925	5,742,700	4,757,392
Use of Bond Proceeds	-	863,998	2,240,000	2,148,000	350,000
Net Activity	58,416	899,711	168,644	687,387	12,596

REGULAR POSITIONS	2011/2012	2012/2013	2013/2014	2012/2013	2013/2014
	Actual	Approved	Budget	Proposed	Proposed
SASM Plant Manager	1.00	1.00	1.00	1.00	1.00
Admin. Aide/Clerical	1.00	1.00	1.00	1.00	1.00
Chief Plant Operator	1.00	1.00	1.00	1.00	1.00
Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Operations Supervisor	-	-	1.00	1.00	1.00
Lead Mechanic	1.00	1.00	1.00	1.00	1.00
Laboratory Supervisor	-	-	1.00	1.00	1.00
Laboratory Analyst	1.00	1.75	1.00	1.00	1.00
Plant Operator	4.00	4.00	3.00	3.00	3.00
Maintenance Mechanic	3.00	3.00	3.00	3.00	3.00
Maintenance Painter	-	-	-	-	-
Maintenance Aide	1.00	1.00	1.00	1.00	1.00
Total Regular Positions	14.00	14.75	15.00	15.00	15.00

Oper Exp vs prior year

10.40%

1.68%

**Sewerage Agency of Southern Marin
Mill Valley Wastewater Treatment Plant Department
2014/2015 - 2015/2016 Budget Worksheets**

	Description	2014/2015 Proposed	2015/2016 Preliminary
	Salaries	1,298,930	1,346,320
50102	Overtime	16,000	16,000
50104	Part time	10,000	10,000
50400	Employee Benefits	571,308	608,383
51100	Office expense	9,000	9,000
51200	Postage	1,300	1,400
51300	Special dept expense		
51	Lab Supplies	18,000	19,000
52	Chlorine	45,000	46,000
53	Polymer	28,000	28,840
54	Other dept special	7,000	7,000
55	Safety expenses	18,000	18,500
51500	Clothing, etc.	18,000	18,540
51700	Communications		-
51	Office phones	8,000	8,240
52			-
53	Telemetry	5,000	6,000
51800	Utilities		-
51	Water	10,000	10,300
52	Electricity	269,000	275,000
53	Gas	2,000	2,000
52000	B&G Maintenance		-
51	MV landscape maint.	16,112	22,000
52	Contract Maint.	17,500	18,000
53	Materials	8,000	8,500
52100	Equipment maint.		-
51	Lubricants	1,000	1,000
52	Diesel fuel	1,200	1,500
53	Materials	73,000	75,000
54	Contract	65,000	65,000
55	Vehicle fuel	10,000	10,500
56	Vehicle maint	7,000	7,500
57	Spare parts	5,000	6,000
58	Lift stations	40,000	40,000
59	Upgrade projects	25,000	25,000

**Sewerage Agency of Southern Marin
 Mill Valley Wastewater Treatment Plant Department
 2014/2015 - 2015/2016 Budget Worksheets**

		2014/2015 Proposed	2015/2016 Preliminary	
Account	Description			
52300	Specialized services			
51	Mill Valley Admin.	204,880	203,729	
52	Outside lab	32,000	30,000	
53	Sludge disposal	70,000	75,000	
54	Consultants	230,000	160,000	
55	Miscellaneous	15,000	15,000	
56	Legal and fiscal	20,000	20,000	
	San.Dist. 5 Dechlor.	110,000	110,000	
58	Permits and fees	95,000	96,000	
59	Sewer system maint.	34,000	40,000	
52400	Insurance	45,000	50,000	
52600	Membership/training	18,000	19,000	
52900	Other expense	10,000	15,000	
54001	Retiree Healthcare	222,795	222,815	
550070	Debt - Principal Payment	90,000	95,000	
550071	Debt - Interest Payment	141,175	139,325	
58300	Equipment	18,500	25,000	
58900	Contingency			
Total		3,959,700	4,026,392	-

Revenue

Member Agency Assessments

1.1 Almonte Sanitary District.....	231,403	238,345
1.2 Alto Sanitary District.....:	149,742	154,234
1.3 Homestead Valley Sanitary I	296,304	305,193
1.4 Mill Valley.....	2,058,067	2,119,809
1.5 Richardson Bay Sanitary Dis	1,406,115	1,448,298
1.6 Tamalpais Community Servi	47,678	49,108
	4,189,309	4,314,988
Interest on Investments	3,000	3000
Fees	32,000	40000
Water Sales	15,700	16000
Mill Valley Station O&M	24,078	26000
SASM Lab Revenue	18,000	20000
	92,778	105,000

CIP PROGRESS Update (1)

Started/Done In Planning

2013/2014 Projects	Account	Orig. Planned	Act. Projected
SCADA System and Workstations (carryover)	583003	\$213,987.00	\$213,987.00
Private Lateral Replacement Project (carryover)	583012	\$2,595.00	\$2,960.00
Headworks Rehabilitation	584001	\$480,000.00	\$55,000.00
Secondary Clarifier Sweeps	584002	\$100,000.00	\$90,000.00
Trestle Glen Emergency Generator	584003	\$160,000.00	\$155,000.00
Electrical Switchgear and Cable	584004	\$100,000.00	\$76,000.00
Effluent Pump Valves and Actuators	584005	\$105,000.00	\$100,771.00
Replace Digester Heat Exchanger	584006	\$95,000.00	\$0.00
Pump Station Improvements	584007	\$680,000.00	\$15,000.00
Concrete Assessment and Repair	584008	\$90,000.00	\$0.00
Sewer System Repair	584009	\$150,000.00	\$31,000.00
Clean Digester No. 1 & 2	584010	\$200,000.00	\$133,000.00
Private Lateral Replacement Project (SEP)	584011	\$100,000.00	\$60,000.00
SD5 Dechlor Replacement*	584012	\$127,498.00	\$127,498.00
Reclaimed Water Study*	584013	\$150,000.00	\$150,000.00

Total 2013/2014 CIP Expenditures **\$2,754,080.00** **\$1,210,216.00**

2014/2015 Projects		
SCADA Systems Upgrade Phase 3*		\$50,000.00
Private Lateral Replacement Project (SEP)*		\$75,000.00
Pump Stations Improvements (SMPS Upgrade (carriover)*)		\$450,000.00
Sewer System Repairs (Lomita carriover)*		\$119,000.00
Rehabilate Outfall recitiers**		\$100,000.00
Upgrade Effluent PS MCC1 and MCC1A**		\$600,000.00
Rehabilitate Outfall ARVs**		\$150,000.00
Digester #1 Rehabilitation**		\$604,000.00
Replace Isolation gates at secondary clarifiers***		\$29,000.00
Headworks Rehabilitation design***		\$175,000.00
TOTAL 2014-15		\$2,352,000.00

2015/2016 Projects		
Private Lateral Replacement Program*		\$80,000.00
Pump Stations Upgrade*		\$50,000.00
Sewer System Repairs*		\$70,000.00
Upgrade Effluent PS MCC1 and MCC1A**(carryover)		\$316,000.00
Pump Stations Improvements (SMPS Upgrade (carriover)*)		\$215,000.00
*		
TOTAL 2015-16		\$731,000.00

* Projects Identified in 2012 CIP 5-year plan supporting the Bond Issue

**Projects Recommended as high priority in Master Plan TM3

***Projects Not Bond Funded

Sewerage Agency of Southern Marin
2014/15 Budget Report Draft
CAPITAL IMPROVEMENT PROGRAM

SCADA System Upgrade Phase 3

The final phase of the SCADA upgrade project will address the integration of the final effluent pump station in to main architecture of the SCADA system. The final effluent pump station is planned for complete electrical upgrade and the SCADA integration will follow.

Private Lateral Replacement Project SEP (*Ongoing*)

As required by the Regional Water Resources Control Board, \$50,000 per year is budgeted for assisting property owners with inspecting, repairing or replacing private lateral sewer lines. This is in addition to mandated by ACL (Administrative Civil Liability) settlement loan and grant program that ends in May 2018, pending repairs of 200 laterals.

Pump Station Improvements (*Ongoing*)

Estimated costs reflect improvements recommended by the Pump Station Evaluation and Certification required by the U.S. EPA and included in the SSRAP (Sewer Spill Reduction Action Plan). The Upgrade of the Sutton Manor pump station was identified as high priority. The design of the upgrades began in FY2013-14. Funds allocated for the construction phase of the upgrades are carried over to FY 2014-15.

Sewer System repair program. (*Ongoing*)

SASM owns five miles of major trunk system. The SSRAP identified several sewer lines that required repairs as a near-term CIP. Lomita Dr. and Dorset Ln are scheduled for construction in late June 2014 with most of the project funds carried over to FY2014-15. These funds also will be used for ongoing point repairs.

Pump Stations Land Improvements

This fund allocation provides for land improvement and acquisition for relocating the Sutton Manor pump station to ensure the adequate constructability in accordance with current regulations and standards.

Rehabilitate Outfall Rectifiers

The main effluent outfall is a 6 mi long conveyance system that is protected from corrosion by Cathodic Protection Systems installed along the pipeline. The 2013 inspection by a CorrPro Engineers identified one rectifier station as deficient and estimated the repairs at \$150,000. These findings are supported by the RMC report and also recommended by the Master Plan TM3 by Carollo Engineers.

Upgrade Effluent Pump Station MCCs (Motor Control Centers)

Estimated costs reflect improvements recommended by the Electrical Evaluation Report and the TM3(Technical Memorandum #3) - Condition Assessment Report by Carollo Engineers as critical element of the Master Plan. The existing motor control system has exceeded its useful life and is unreliable. The MCCs provide a reliable controls for effluent pumping capacity, especially critical in wet weather for regulatory compliance and avoiding capacity related sewer system overflows.

Rehabilitate Outfall ARVs

The Air Release Valves (ARVs) are the most vulnerable component of the 36" effluent discharge pipeline/outfall. All three ARVs show some significant signs of corrosion. The Outfall Vulnerability Assessment Report from RMC and TM3 from Carollo Engineers both provide recommendations for the inspection and rehabilitations. The rehabilitation of the ARVs is on a high priority list of the Master Plan, which is in final stages of completion. The thorough condition assessment of the outfall pipe with CCTV camera will be performed in conjunction with this project.

Digester # 1 Rehabilitation.

Digester # 1 is a primary digester used for sludge processing and produces biogas as a byproduct. It was originally constructed in 1950s and was not cleaned or inspected for over 18 years. In February 2014 this digester was emptied, cleaned and inspected. The inspection identified considerable erosion of concrete elements of the structure and some extensive corrosion of the metal elements of the roof. The recommendations by the inspectors were incorporated in the Master Plan and are on a high priority list for the near term rehabilitations.

Replace Isolation Gates at Secondary Clarifiers

This project is identified in TM3 by Carollo Engineers and a high priority of the Master Plan near-term recommendations. It is critical in providing the operations staff with ability to control the secondary process efficiently and also for alternating the available treatment capacity for inspection, maintenance and repairs.

Headworks Rehabilitation Design

The existing Headworks building is designed to accommodate several different treatment processes and functions, including flow measurement and control, influent pumping, screening and grit removal. The screening and grit removal processes are no longer adequate and the associated equipment is beyond its useful life. The originally allocated budget of \$480,000 was determined to be inadequate to fund the required rehabilitation of the equipment due to the outdated design and inability of the building to accommodate the current replacement equipment without building modifications. The engineering estimates for the required rehabilitations are in the range of \$2.5M. The projected cost for the design effort is based on less complicated option with minimum building modifications. This project is identified as a high priority in the Master Plan "Near-Term Recommendations".

**Personnel Worksheet
2014/2015**

DEPT: Sewer Lines #57

	<u>Date</u> <u>Incr</u>	<u>%</u> <u>Incr</u>	<u>Step</u>	<u>Monthly</u> <u>Rate</u>	<u>Annual</u>	<u>\$</u> <u>Incr</u>	<u>Total</u> <u>Budget</u>
<u>Operations Superintendent</u>							
Andrews - 12.5%	03-Dec	0.58	5	8,368 1,046 12.5%	12,552	361	12,913
<u>Streets & Sewers Supervisor</u>							
Zadnik - 50% (50% charged to Sewer Lines Dept 57)	30-Jul	0.92	5	6,538 3,269 50%	39,228	1,800	41,028
<u>Lead Sewer Maintenance Worker</u>							
Peter			7 + 7%	5,712	68,544	-	68,544
<u>Maintenance Worker</u>							
Rovero	11-Jul	0.97	7	4,854	58,248	2,833	61,081
Wells			7 + 7%	5,194	62,328	-	62,328
Standby Pay	20 weeks						3,000
Sub-total							248,894
.115 bi-wk P/R							1,101
Total							249,995
Overtime							3,000
Grand Total							252,995

**Personnel Worksheet
2015/2016**

DEPT: Sewer Lines #57

	<u>Date</u>	<u>%</u>	<u>Step</u>	<u>Monthly</u>	<u>Annual</u>	<u>\$</u>	<u>Total</u>
	<u>Incr</u>	<u>Incr</u>		<u>Rate</u>		<u>Incr</u>	<u>Budget</u>
<u>Operations Superintendent</u>				8,786			
Andrews - 12.5%	03-Dec	0.58	6	1,098 12.5%	13,179		13,179
<u>Streets & Sewers Supervisor</u>				6,865			
Zadnik - 50%	30-Jul	0.92	6	3,433 50%	41,190	1,890	43,080
<i>(50% charged to Sewer Lines Dept 57)</i>							
<u>Lead Sewer Maintenance Worker</u>							
Peter			7 + 7%	5,797	69,564	-	69,564
<u>Maintenance Worker</u>							
Rovero	11-Jul	0.97	7	4,927	59,124	2,875	61,999
Wells			7 + 7%	5,272	63,264	-	63,264
Standby Pay	20 weeks						3,000
Sub-total							254,086
.115 bi-wk P/R							1,124
Total							255,210
Overtime							3,000
Grand Total							258,210

Budget Worksheet		Dept: Sewer Lines #57 Fund 8				
Code	Description	11-12 Actual	12-13 Actual	13-14 Budget	14-15 Budget	15-16 Budget
50100	Salaries	217,295	215,655	237,039	249,995	255,210
50102	Overtime	3,000	2,328	3,000	3,000	3,000
50103	Holiday Pay					
50104	Part Time					
50400	Empl Benefits	131,623	134,054	134,262	184,120	193,976
51100	Office Exp	300	217	300	1,300	1,300
51200	Postage	-	-	-	-	-
51300	Spec Dept Exp	4,125	2,013	2,125	2,691	2,691
51500	Clothing etc	3,906	3,074	3,647	4,094	4,094
51700	Communications	2,600	3,146	3,110	3,110	3,110
51851	Water	350	435	350	350	350
51852	Elec	7,800	7,633	5,665	8,500	8,500
51853	Gas	370	173	300	250	250
52000	B&G Maint	11,125	12,430	13,125	13,125	19,625
52100	Equip Maint	21,065	17,246	21,065	21,065	21,065
521020	Fuel	8,764	6,128	7,000	7,000	7,000
52300	Spec Service	123,786	27,828	127,356	129,845	129,845
52600	Membership/Tng	1,125	2,397	5,423	9,825	6,825
52900	Other Exp	1,226	-	-	-	-
550080	Sewer Bond Prin		-	145,000	115,000	120,000
551080	Sewer Bond Interest		55,136	180,650	179,575	177,225
58005	Bond Issuance Costs		95,460			
58300	Equipment	-	-	-	-	4,815
58900	Contingency	-	-	-	-	-
	SUBTOTALS	538,460	585,354	889,417	932,845	958,881
59700	Veh Maint Chg	8,917	13,411	18,383	16,028	16,617
59800	Eq Repl Exp	-	-	14,740	-	-
59900	Int Dept Exp	285,366	342,681	372,432	405,650	422,667
	TOTALS	832,743	941,446	1,294,972	1,354,523	1,398,165
					4.6%	3.2%
52930	SASM Agency Fee	1,683,027	1,935,481	2,020,767	2,058,067	2,119,809
					1.8%	3.0%
	Operating & SASM Fees	2,515,770	2,876,927	3,315,739	3,412,590	3,517,974
					2.9%	3.1%

BUDGET WORKSHEET - SUPPLIES & SERVICES	DEPT: Sewer Lines (57)	
	14/15	15/16
51100-OFFICE SUPPLIES		
USA printer paper, pens, pencils, staples, log books		
printer cartridge	1,300	1,300
TOTAL	1,300	1,300
51200-POSTAGE		
	-	-
TOTAL	-	-
51300-SPECIAL DEPARTMENTAL SUPPLIES		
HAND TOOLS	1,416	1,416
BARRICADES 25	600	600
TRAFFIC CONES 25	325	325
Road Closure Signs	350	350
TOTAL	2,691	2,691
51500-CLOTHING & PERSONAL SUPPLIES		
BOOTS AND PANTS	1,193	1,193
RAIN GEAR	300	300
WORK COVERALLS	750	750
SAFETY RUBBER GLOVES - 20	625	625
ANTISEPTIC SOAP/SANITIZER	270	270
FIRST AID MATERIAL - 12	331	331
RUBBER BOOTS	125	125
JACKETS AND SHIRTS	500	500
TOTAL	4,094	4,094
51700-COMMUNICATION SERVICE #57		
Phone System	252	252
cellphone	1,706	1,706
ATT	1,152	1,152
TOTAL	3,110	3,110
51851-WATER		
	350	350
TOTAL	350	350
51852-ELECTRICITY		
	8,500	8,500
TOTAL	8,500	8,500
51853-GAS		
	250	250
TOTAL	250	250
52000-BUILDING & GROUNDS MAINTENANCE		
SEWER CONSTRUCTION MATERIAL	3,500	3,500
PIPE, COUPLING, CEMENT, ROCK, ETC.	3,000	3,000
SEWER LINE DEGREASER	3,425	3,425
MARKING PAINT, DYE TOOLS, SEWER HOOKS AND		
WIRE BRUSHES	1,200	1,200
MANHOLE CASTING AND RISER	2,000	2,000
SHELTER BAY WASTEWATER PUMP STATION REPAIR		6,500
TOTAL	13,125	19,625

BUDGET WORKSHEET - SUPPLIES & SERVICES	DEPT: Sewer Lines (57)	
	14/15	15/16
52100-EQUIPMENT MAINTENANCE		
SASM MAINTENANCE PUMP STATIONS	16,565	16,565
MAINTENANCE ON SEWER EQUIPMENT, PIPE LOCATOR, GAS TECH, BATTERIES AND TRIPOD	3,500	3,500
MAINTENANCE AND REPLACEMENT SENSORS FOR GAS DETECTORS	1,000	1,000
TOTAL	21,065	21,065
521020-FUEL		
Fuel Purchased	7,000	7,000
TOTAL	7,000	7,000
52300-SPECIALIZED SERVICES #57		
EQUIPMENT RENTAL	1,545	1,545
EMERGENCY REPAIR and CONTRACT EMERGENCY CALL (ROTO ROOTER)	22,000	22,000
USA LOCATOR CALL	4,000	4,000
CLEAN AND VACTOR GRAVELS FROM MAIN SSO REQUIREMENT	10,000	10,000
ROTO ROOTER PREVENTATIVE MAINTENANCE PROGRAM CLEAN AND TELEVISE CITYWIDE	35,000	35,000
WASTE DISCHARGE FEES TO RWQCB- ANNUAL	600	600
NBS TAX ROLE SERVICES	4,200	4,200
NPDES PERMIT SSO WOID 2SSO10154	2,500	2,500
CONTRACT GIS TECHNICIAN	50,000	50,000
TOTAL	129,845	129,845
52600-MEMBERSHIPS & TRAINING		
IN HOUSE TRAINING	2,825	2,825
PROFESIONAL DEVELOPMENT/TUITION	5,000	2,000
MILEAGE REIMBURSEMENT	2,000	2,000
TOTAL	9,825	6,825
52900-OTHER EXPENSES		
	-	-
TOTAL	-	-
550080-BOND PRINCIPAL PAYMENTS		
July 1 Principal Payment	115,000	120,000
TOTAL	115,000	120,000
551080-BOND INTEREST PAYMENTS		
July 1 Interest Payment	90,363	89,213
January 1 Interest Payment	89,213	88,013
TOTAL	179,575	177,225
59900-INTER-DEPARTMENTAL EXPENSE		
Engineering Admin	319,043	335,442
Tech Services	560	682
Gen'l Govt Bldgs	4,826	5,200
G & A Fund	81,221	81,344
TOTAL	405,650	422,667

BUDGET WORKSHEET - SUPPLIES & SERVICES		DEPT: Sewer Lines (57)	
		14/15	15/16
EQUIPMENT REPLACEMENT FUND BUDGET WORKSHEET - CAPITAL OUTLAY		DEPT:57	
ITEM NO.	DESCRIPTION & JUSTIFICATION		
1	VEHICLE REPLACEMENT YR 2000 Ford F250 (5707) Vehicle number 5012 on the Equipment Replacement list is a Ford F250 with a ladder rack, hitch and service body used by the Sewer crew. This vehicle was purchased in 2000 for \$27,248 and had an estimated life of seven years. Today, the vehicle is 14 years old and experiencing repairs. It is a vitally important part of our fleet because the truck is needed to respond to sewer overflow emergencies as well as everyday maintenance of sewer lines. The replacement cost of this vehicle is fully funded at its original cost through the Equipment Replacement program. Keith Mills, Vehicle Maintenance Supervisor, researched a replacement truck and has a standing quote of \$29,846.25 from SE Incorporated. Request to use Equipment Replacement funds to purchase this new vehicle for \$29,846.25.		29,546
2	REPLACE SEWER MINI PUSH CAMERA SYSTEM. Replace fixed asset number 4607 (Sewer Camera). The existing unit is aged (VHS based) and in need of extensive repairs that will amount to nearly the cost of the original purchase. An up-to-date functioning camera system is vital in our SSO follow-up process and will reduce our need to contact Roto-Rooter for TV work. New technology allows for pan and tilt camera head, built in pipe locators, and digital recording of video and defects.		25,469
3			
4			
5			
TOTAL		-	55,016

Budget Worksheet		Dept: Clean Stormwater - #58 Fund 11				
Code	Description	11-12 Actual	12-13 Actual	13-14 Budget	14-15 Budget	15-16 Budget
50100	Salaries					
50102	Overtime					
50103	Holiday Pay					
50104	Part Time					
50400	Empl Benefits					
51100	Office Exp	-	-	-	-	-
51200	Postage	-	-	-	-	-
51300	Spec Dept Exp	-	-	-	-	-
51500	Clothing etc	-	-	-	-	-
51700	Communications	-	-	-	-	-
51800	Utilities	-	-	-	-	-
52000	B&G Maint	-	-	-	-	-
52100	Equip Maint	-	-	-	-	-
52300	Spec Service	4,928	4,198	-	4,500	4,500
52400	Insurance					
52600	Memb/Trning	-	674	1,110	1,110	1,110
52900	Other Exp	34,070	41,038	38,061	35,722	37,177
58300	Equipment	-	-	-	-	-
58900	Contingency					
	SUBTOTAL	38,999	45,910	39,171	41,332	42,787
59700	Veh Maint Chg					
59800	Eq Repl Exp					
59900	Int Dept Exp	64,734	55,400	52,381	50,804	52,386
	TOTALS	103,732	101,310	91,552	92,136	95,173
					0.6%	3.3%

BUDGET WORKSHEET - SUPPLIES & SERVICES	DEPT:58 Clean Storm Water	
	12/13	13/14
51100-OFFICE SUPPLIES		
TOTAL	-	-
TOTAL	-	-
51300-SPECIAL DEPARTMENTAL SUPPLIES		
TOTAL	-	-
51500-CLOTHING & PERSONAL SUPPLIES		
TOTAL	-	-
51700-COMMUNICATION SERVICE #58		
TOTAL	-	-
51800-UTILITIES		
TOTAL	-	-
52000-BUILDING & GROUNDS MAINTENANCE		
TOTAL	-	-
52100-EQUIPMENT MAINTENANCE		
TOTAL	-	-
52300-SPECIALIZED SERVICES #58		
NBS Tax Roll Admin Fee	4,500	4,500
TOTAL	4,500	4,500
52600-MEMBERSHIPS & TRAINING		
North Bay Water Shed Association Membership	1,110	1,110
TOTAL	1,110	1,110
52900-OTHER EXPENSES		
CITY'S PRO-RATA SHARE OF MCSTOPPP COSTS	29,104	30,559
NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) STATE PERMIT FEE	6,618	6,618
TOTAL	35,722	37,177
59900-INTER-DEPARTMENTAL EXPENSE		
ENGINEERING ADMINISTRATION	50,804	52,386
TOTAL	50,804	52,386

**Personnel Worksheet
2014/2015**

DEPT: General Govt Buildings #60

	<u>Date</u>	<u>%</u>	<u>Step</u>	<u>Monthly</u>	<u>Annual</u>	<u>\$</u>	<u>Total</u>
	<u>Incr</u>	<u>Incr</u>		<u>Rate</u>		<u>Incr</u>	<u>Budget</u>
<u>Operations Superintendent</u>							
Andrews - 20%	03-Dec	0.58	5	8,368 1,674 20.0%	20,083	578	20,661
<u>Building Maintenance Supervisor</u>							
Pratt	06-Nov	0.65	4	6,227	74,724	2,426	77,150
<u>Building Maintenance Worker</u>							
Kenny	20-Feb	0.36	5	4,257	51,084	917	52,001
Lousang			7	4,694	56,328	-	56,328
Wilgenbush			7	4,694	56,328	-	56,328
<u>Asst. Building Maint. Worker (35 hours)</u>							
Frey 87.5%			7	3,367 2,946 87.5%	35,354	-	35,354
Sub-total							297,821
.115 bi-wk P/R							1,317
Total							299,138
Overtime							1,000
Grand Total							300,138

**Personnel Worksheet
2015/2016**

DEPT: General Govt Buildings #60

	<u>Date</u> <u>Incr</u>	<u>%</u> <u>Incr</u>	<u>Step</u>	<u>Monthly</u> <u>Rate</u>	<u>Annual</u>	<u>\$</u> <u>Incr</u>	<u>Total</u> <u>Budget</u>
<u>Operations Superintendent</u>				8,786			
Andrews - 20%	03-Dec	0.58	6	1,757 20.0%	21,086		21,086
<u>Building Maintenance Supervisor</u>							
Pratt	06-Nov	0.65	5	6,538	78,456	2,547	81,003
<u>Building Maintenance Worker</u>							
Kenny	20-Feb	0.36	6	4,537	54,444	977	55,421
Lousang			7	4,764	57,168	-	57,168
Wilgenbush			7	4,764	57,168	-	57,168
<u>Asst. Building Maint. Worker (35 hours)</u>				3,418			
Frey 87.5%			7	2,991 87.5%	35,889	-	35,889
Sub-total							307,736
.115 bi-wk P/R							1,361
Total							309,097
Overtime							1,000
Grand Total							310,097

Budget Worksheet		Dept: General Government Buildings #60				
Code	Description	11-12 Actual	12-13 Actual	13-14 Budget	14-15 Budget	15-16 Budget
50100	Salaries	54,101	258,729	284,557	299,139	309,096
50102	Overtime	55	234	1,000	1,000	1,000
50103	Holiday Pay					
50104	Part Time		5,237			
50400	Empl Benefits	27,281	142,302	137,793	143,665	151,617
51100	Office Exp	-	-	-	400	400
51200	Postage	-	-	-	-	-
51300	Spec Dept Exp	677	65	1,800	1,800	1,800
51500	Clothing etc	4,273	2,882	3,635	3,750	3,750
51700	Communications	6,716	3,406	3,592	3,592	3,592
51851	Water	2,362	-	-	-	-
51852	Elec	20,527	-	-	-	-
51853	Gas	2,950	-	-	-	-
52000	B&G Maint	43,192	111	-	10,000	10,000
52100	Equip Maint	32,124	-	-	-	-
521020	Fuel	1,897	4,415	5,500	4,000	4,000
52300	Spec Service	108,826	748	-	-	-
52400	Insurance					
52600	Membership/Tng	218	36	2,000	2,000	2,000
52900	Other Exp	-	-	-	-	-
58300	Equipment	-	-	-	5,550	24,500
58900	Contingency	-	-	-	-	-
	SUBTOTAL	305,200	418,164	439,877	474,896	511,755
59700	Veh Maint Chg	4,236	5,261	7,990	6,615	6,858
59800	Eq Repl Exp	-	-	-	-	-
59900	Int Dept Exp	2,620	1,082	1,183	1,119	1,365
59900	Int Dept Charges	(312,057)	(424,507)	(449,050)	(482,630)	(519,978)
	TOTALS	-	-	-	-	-
					7.5%	7.7%

BUDGET WORKSHEET - SUPPLIES & SERVICES	DEPT: Gov't Building (60)	
	14/15	15/16
51100-OFFICE SUPPLIES		
	400	400
TOTAL	400	400
51200-POSTAGE		
TOTAL	-	-
51300-SPECIAL DEPARTMENTAL SUPPLIES		
SPECIALTY TOOLS	1,800	1,800
TOTAL	1,800	1,800
51500-CLOTHING & PERSONAL SUPPLIES		
BOOTS AND PANTS 200 Pants + 177 Boots x 5	1,885	1,885
RAIN GEAR	250	250
SHIRTS	765	765
JACKETS	500	500
RUBBER BOOTS	150	150
SAFETY EQUIPMENT	200	200
TOTAL	3,750	3,750
51700-COMMUNICATION SERVICE #60		
Cell Phones	640	640
Phone System	-	-
ATT	2,952	2,952
TOTAL	3,592	3,592
51851-WATER		
TOTAL	-	-
51852-ELECTRICITY		
TOTAL	-	-
51853-GAS		
TOTAL	-	-

**Personnel Worksheet
2014/2015**

DEPT: Vehicle & Eq Maintenance #65

	<u>Date</u>	<u>%</u>	<u>Step</u>	<u>Monthly</u>	<u>Annual</u>	<u>\$</u>	<u>Total</u>
	<u>Incr</u>	<u>Incr</u>		<u>Rate</u>		<u>Incr</u>	<u>Budget</u>
<u>Operations Superintendent</u>							
Andrews - 7.5%	03-Dec	0.58	5	8,368 628 7.5%	7,531	217	7,748
<u>Shop and Equipment Supervisor</u>							
Mills			7	8,131	97,572	0	97,572
<u>Maintenance Mechanic</u>							
Apple	22-Dec	0.52	6	5,810	69,720	1,824	71,544
Sub-total							176,864
.115 bi-wk P/R							782
Overtime							500
Total							178,146

**Personnel Worksheet
2015/2016**

DEPT: Vehicle & Eq Maintenance #65

	<u>Date</u> <u>Incr</u>	<u>%</u> <u>Incr</u>	<u>Step</u>	<u>Monthly</u> <u>Rate</u>	<u>Annual</u>	<u>\$</u> <u>Incr</u>	<u>Total</u> <u>Budget</u>
<u>Operations Superintendent</u>							
Andrews - 7.5%	03-Dec	0.58	6	8,786 659 7.5%	7,907		7,907
<u>Shop and Equipment Supervisor</u>							
Mills			7	8,131	97,572	0	97,572
<u>Maintenance Mechanic</u>							
Apple	22-Dec		7	6,188	74,256	0	74,256
Sub-total							179,735
.115 bi-wk P/R							795
Overtime							500
Total							181,030

Budget Worksheet		Dept: Vehicle/Equipment Maintenance #65				
Code	Description	11-12 Actual	12-13 Actual	13-14 Budget	14-15 Budget	15-16 Budget
50100	Salaries	141,230	154,679	169,367	177,646	180,530
50102	Overtime	-	-	500	500	500
50103	Holiday Pay					
50104	Part Time					
50400	Empl Benefits	81,458	92,519	86,584	90,781	95,400
51100	Office Exp	725	685	560	700	700
51200	Postage	-	-	-	-	-
51300	Spec Dept Exp	650	734	650	700	750
51500	Clothing etc	4,130	3,339	5,281	5,000	5,000
51700	Communications	1,896	2,350	1,860	1,860	1,860
51852	Elec	1,108	3,426	2,288	2,288	2,288
51853	Gas	2,126	2,394	4,212	4,212	4,212
52000	B&G Maint	984	1,280	1,500	1,500	1,575
52100	Equip Maint	89,478	139,943	144,000	146,940	154,287
52102	Fuel-Inventory	159,758	138,886	176,864	145,000	145,000
521021	Fuel	6,865	6,561	8,000	7,500	7,500
52300	Spec Service	2,042	3,856	3,887	3,887	4,100
52400	Insurance					
52600	Membership/Tng	70	400	700	1,000	1,000
52900	Other Exp	-	-	-	-	-
58300	Equipment	-	-	-	-	-
58900	Contingency	-	-	-	-	-
	SUBTOTAL	492,519	551,050	606,253	589,514	604,702
59700	Dept Charge Out	(471,632)	(525,927)	(591,927)	(575,459)	(591,267)
59800	Eq Repl Exp	-	-	-	-	-
59900	Int Dept Exp	4,942	7,942	5,674	5,945	6,565
	TOTALS	25,829	33,066	20,000	20,000	20,000
					-2.8%	2.7%
	Total Fuel Purchased	166,623	145,447	184,864	152,500	152,500
	Costs excluding Parts/service	\$248,225	\$280,164	\$291,063	\$303,519	\$311,980
	Parts and Service	\$89,478	\$139,943	\$144,000	\$146,940	\$154,287
	Hourly recovery rate w/o parts	\$119	\$135	\$140	\$146	\$150
	Hourly recovery rate total	\$162	\$202	\$209	\$217	\$224
	Total Gross Expenses	497,461	558,992	611,927	595,459	611,267

BUDGET WORKSHEET - SUPPLIES & SERVICES	DEPT: Vehicle (65)	
	14/15	15/16
51100-OFFICE SUPPLIES		
WORK ORDERS, COMPUTER SUPPLIES	700	700
TOTAL	700	700
51200-POSTAGE		
TOTAL	-	-
51300-SPECIAL DEPARTMENTAL SUPPLIES		
WELDING SUPPLIES	100	125
SMALL TOOLS	145	145
SNAP-ON SCAN TOOL UPDATE	455	480
TOTAL	700	750
51500-CLOTHING & PERSONAL SUPPLIES		
Uniform/Safety Equip - AIRMARK	2,700	2,700
CLOTHING ALLOWANCE 2X200	400	400
BOOT ALLOWANCE 2X350	700	700
TOOLS	800	800
SAFETY	400	400
TOTAL	5,000	5,000
51700-COMMUNICATION SERVICE #65		
Phone system	1,140	1,140
Cell phone	540	540
ATT	180	180
TOTAL	1,860	1,860
51852-ELECTRICITY		
TOTAL	2,288	2,288
51853-GAS		
TOTAL	4,212	4,212
52000-BUILDING & GROUNDS MAINTENANCE		
USED OIL & SOLVENT REMOVAL FOR RECYCLE FUEL	1,100	1,175
Building Expenses (light bulbs, etc)	400	400
TOTAL	1,500	1,575
52100-EQUIPMENT MAINTENANCE		
PARTS & SERVICES	146,940	154,287
TOTAL	146,940	154,287
52102-FUEL PURCHASED		
Fuel purchased for fleet use <i>less shop use</i>	145,000	145,000
TOTAL	145,000	145,000
521020-FUEL		
Fuel Used	7,500	7,500
TOTAL	7,500	7,500
52300-SPECIALIZED SERVICES		
GAS TANK PERMITS	3,087	3,241
Generator Permits (from Dept 52)	600	630
EPA Annual Waste Fee	200	229
TOTAL	3,887	4,100
52600-MEMBERSHIPS & TRAINING		
Class B CDL (from Dept 52)	200	200
Training	800	800
TOTAL	1,000	1,000
52900-OTHER EXPENSES		
TOTAL	-	-
59900-INTER-DEPARTMENTAL EXPENSE		
Technical Services	1,119	1,365
Government Buildings	4,826	5,200
Recreation Admin	-	-
TOTAL	5,945	6,565

BUDGET WORKSHEET - SUPPLIES & SERVICES		DEPT: Vehicle (65)	
		14/15	15/16
EQUIPMENT REPLACEMENT FUND			
BUDGET WORKSHEET - CAPITAL OUTLAY		DEPT:65	
ITEM NO.			
1			
2			
3			
4			
5			
6			
TOTAL		-	-

**Personnel Worksheet
2014/2015**

DEPT: Library #70

	<u>Date</u> <u>Incr</u>	<u>%</u> <u>Incr</u>	<u>Step</u>	<u>Monthly</u> <u>Rate</u>	<u>Annual</u>	<u>\$</u> <u>Incr</u>	<u>Total</u> <u>Budget</u>
<u>City Librarian</u>							
Brenner			Max	12,515	150,180		150,180
<u>Library Operations Manager</u>							
Clark	01-Jan	0.5	6	8,254	99,048	2,456	101,504
<u>Supervising Librarian</u>							
<u>Senior Librarian</u>							
Brancoli	10-Mar	0.31	5	5,613	67,356	1,043	68,399
Ryan	21-Jul	0.95	3	5,093	61,116	2,888	64,004
<u>Library Supervisor</u>							
Jones	19-May	0.12	5	5,229	62,748	370	63,118
Wilhelm	05-May	0.16	5	5,229	62,748	490	63,238
<u>Librarian</u>							
Birnbach			7	5,355	64,260	-	64,260
Brown (57%)			7	3,052	36,628		36,628
Macbride	01-Dec	0.58	6	5,099	61,188	1,777	62,965
Authorized	01-Jan	0.5	1	3,995	47,940	1,189	49,129
<u>Library Assistant</u>							
Curtin	10-Aug	0.89	1	2,932	35,184	1,566	36,750
Lowell	22-Oct	0.69	4	3,394	40,728	1,406	42,134
Sub-total							802,309
.115 bi-wk P/R							3,549
Total							805,857
Part-time							311,092
Part Time - Friends							5,000
Part Time - Foundation							8,000
							324,092
Grand Total							1,129,949

**Personnel Worksheet
2015/2016**

DEPT: Library #70

	<u>Date</u> <u>Incr</u>	<u>%</u> <u>Incr</u>	<u>Step</u>	<u>Monthly</u> <u>Rate</u>	<u>Annual</u>	<u>\$</u> <u>Incr</u>	<u>Total</u> <u>Budget</u>
<u>City Librarian</u>							
Brenner			Max	12,515	150,180		150,180
<u>Library Operations Manager</u>							
Clark			7	8,667	104,004	-	104,004
<u>Supervising Librarian</u>							
<u>Senior Librarian</u>							
Brancoli	10-Mar	0.31	6	5,984	71,808	1,112	72,920
Ryan	21-Jul	0.95	4	5,427	65,124	3,078	68,202
<u>Library Supervisor</u>							
Jones	19-May	0.12	6	5,490	65,880	388	66,268
Wilhelm	05-May	0.16	6	5,490	65,880	514	66,394
<u>Librarian</u>							
Birnbach			7	5,435	65,220	-	65,220
				5,435			
Brown (57%)			7	3,098	37,175		37,175
				57%			
Macbride			7	5,435	65,220	-	65,220
Authorized	01-Jan	0.5	2	4,258	51,096	1,267	52,363
<u>Library Assistant</u>							
Curtin	10-Aug	0.89	2	3,124	37,488	1,669	39,157
Lowell	22-Oct	0.69	5	3,616	43,392	1,498	44,890
Sub-total							831,993
.115 bi-wk P/R							3,680
Total							835,673
Part-time							315,758
Part Time - Friends							5,000
Part Time - Foundation							8,000
							328,758
Grand Total							1,164,431

Budget Worksheet		Dept: Library #70				
Code	Description	11-12 Actual	12-13 Actual	13-14 Budget	14-15 Budget	15-16 Budget
50100	Salaries	707,702	695,624	803,498	805,858	835,673
50102	Overtime					
50103	Holiday Pay					
50104	Part Time	314,335	307,713	301,700	311,092	315,758
501070	PT Friends	1,100	6,373	8,257	5,000	5,000
801071	PT Foundation	1,009	6,707	3,631	8,000	8,000
501072	PT Baldochi	2,034	643	2,697	-	-
50400	Empl Benefits	402,502	402,113	395,834	363,486	387,356
511000	Office Exp	18,171	18,852	17,850	20,650	20,650
512000	Postage	1,310	1,422	1,000	1,000	1,000
513000	Spec Dept Exp		-	-	-	-
513010	Library-Books	89,051	81,326	91,000	94,000	97,000
513020	Lib-Periodicals	16,997	15,069	16,000	16,000	16,000
513030	Lib-CD'S/Rec.	2,509	2,867	3,000	3,000	3,200
513040	Lib-Preservation	2,239	2,928	3,000	2,000	2,000
513050	Lib-Bks on Tape	11,040	9,865	11,000	12,000	12,000
513060	Lib -Video	10,090	9,959	9,900	9,900	9,900
513070	Lib-Children Bks	17,397	20,598	19,500	19,500	20,000
513080	Lib-On-line DB	15,880	11,998	16,500	16,500	16,500
513081	Lib-eContent	8,719	13,317	5,000	10,000	15,000
513090	Lib-Children AV	3,112	3,243	4,500	4,500	5,000
515000	Clothing etc	-	-	-	-	-
517000	Communications	11,388	15,744	13,527	13,527	13,527
518510	Water	1,525	1,519	1,600	1,600	1,600
518520	Elec	40,768	43,004	41,000	43,000	43,000
518530	Gas	14,121	11,499	17,000	17,000	17,000
520000	B&G Maint	-	72,188	82,616	82,814	82,814
521000	Equip Maint	4,998	6,523	7,850	7,600	7,600
523000	Spec Service	64,048	64,351	71,860	71,760	71,760
523020	Marinet	73,172	88,134	92,577	92,780	96,534
526000	Membership/Tng	8,313	2,732	4,500	8,000	9,500
529000	Other Exp	4,819	4,800	4,800	4,800	4,800
529030	Adult Programs	25,092	24,842	32,000	35,700	35,700
529031	Teen Programs	6,598	6,011	6,500	7,500	7,500
529032	Children Program	14,881	19,562	19,000	22,500	22,500
529040	Baldocchi Trust	538	344	400	-	-
583000	Equipment	27,624	20,187	16,000	10,000	10,000
589000	Contingency	-	-	-	-	-
	SUBTOTAL	1,923,081	1,992,056	2,125,097	2,121,067	2,193,872
597000	Veh Maint Chg					
598000	Eq Repl Exp	-	-	-	-	-
599000	Int Dept Exp	124,588	48,800	52,031	52,108	60,114
	TOTALS	2,047,669	2,040,856	2,177,128	2,173,175	2,253,986
					-0.2%	3.7%

BUDGET WORKSHEET - SUPPLIES & SERVICES	DEPT: Library (70)	
	14/15	15/16
51100-OFFICE SUPPLIES		
standard office supplies	4,500	4,500
paper (copy machine, printers, fax)	2,500	2,500
book and AV processing supplies	6,500	6,500
circulation desk supplies	2,500	2,500
history room office supplies	-	-
computer related supplies (toner)	4,000	4,000
water filtration	150	150
Audiovisual repair supplies	500	500
TOTAL	20,650	20,650
51200-POSTAGE		
	1,000	1,000
TOTAL	1,000	1,000
51300's-SPECIAL DEPARTMENTAL SUPPLIES		
513010 -Books (partially funded by Friends)	94,000	97,000
513020 -Periodicals (funded by Friends)	16,000	16,000
513030 -Music CDs (partially funded by Friends)	3,000	3,200
513040 -Preservation (funded by HR sales)	2,000	2,000
513050 -Audiobooks (funded by Friends)	12,000	12,000
513060 -DVDs (partially funded by Friends & Foundation)	9,900	9,900
513070 -Children's books	19,500	20,000
513080 -On-line databases (funded by Friends)	16,500	16,500
513081 - eContent (funded by Foundation)	10,000	15,000
513090 -Children's Audio/Visual (partially funded by Friends)	4,500	5,000
TOTAL	187,400	196,600
51500-CLOTHING & PERSONAL SUPPLIES		
TOTAL	-	-
51700-COMMUNICATION SERVICE #70		
Phone System	11,100	11,100
ATT	1,452	1,452
Cell phone	975	975
TOTAL	13,527	13,527
51851-WATER		
	1,600	1,600
TOTAL	1,600	1,600
51852-ELECTRICITY		
	43,000	43,000
TOTAL	43,000	43,000
51853-GAS		
	17,000	17,000
TOTAL	17,000	17,000
52000-BUILDING & GROUNDS MAINTENANCE		
General Building	1,500	1,500
HVAC	4,800	4,800
Elevators (load test)	2,000	2,000
Roto Rooter	360	360
Electrical Repair	8,600	8,600
Janitorial Supplies	1,500	1,500
Gutter Cleaning	1,900	1,900
Fire Extinguisher	250	250
Security Alarms	1,620	1,620
Janitorial (base) (includes window washing)	52,734	52,734
Light Bulbs	7,200	7,200
Pest Control	350	350
TOTAL	82,814	82,814