

Since 1918



# PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111  
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## Board of Directors

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LLP  
Attorneys

November 17, 2016

## *Agenda for a Special Budget Meeting of the Board of Directors of the Palmdale Water District to be held at the District's office at 2029 East Avenue Q, Palmdale*

*Tuesday, November 22, 2016*

*4:00 p.m.*

**NOTES:** To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Additionally, a Spanish interpreter will be made available to assist the public in making comments during the meeting if requested at least 48 hours before the meeting. Please call Dawn Deans at 661-947-4111 x1003 with your request. This was authorized by Board action on May 11, 2016 as a temporary measure while a long-term policy is developed.

Adicionalmente, un intérprete en español estará disponible para ayudar al público a hacer comentarios durante la reunión, siempre y cuando se solicite con 48 horas de anticipación de la junta directiva. Por favor de llamar Dawn Deans al 661-947-4111 x1003 con su solicitud. Esto fué autorizado por la mesa directiva en la junta del 11 de mayo del 2016 como una medida temporal mientras se desarrolla una poliza a largo plazo.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

**PUBLIC COMMENT GUIDELINES:** The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Pledge of Allegiance/Moment of Silence.
- 2) Roll Call.
- 3) Adoption of Agenda.



*Providing high quality water to our current and future customers at a reasonable cost.*



- 4) Action Items - Action Calendar (The public shall have an opportunity to comment on any action item as each item is considered by the Board of Directors prior to action being taken.)
  - 4.1) Consideration and possible action on 2017 Budget. (General Manager LaMoreaux)
- 5) Board members' requests for future agenda items.
- 6) Adjournment.



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DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

# **PALMDALE WATER DISTRICT BOARD MEMORANDUM**

**DATE:** November 16, 2016  
**TO:** Board of Directors  
**FROM:** Michael Williams, Finance Manager/CFO  
**VIA:** Mr. Dennis LaMoreaux, General Manager  
**RE:** *AGENDA ITEM 4.1 – CONSIDERATION AND POSSIBLE ACTION ON 2017 BUDGET.*

**November 22, 2016  
Special Budget Meeting**

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**Discussion:**

Attached is the 2017 Budget worksheets (V5) for the Palmdale Water District's 2017 Budget.

**Background:**

Staff prepared the 1<sup>st</sup> and 2<sup>nd</sup> drafts of the 2017 Budget, and those were reviewed with the Finance Committee at its September and October Committee meetings, respectively. A more inclusive version (V4) that included all of the departmental requests, including Personnel Committee recommendations, was drafted and reviewed at the November 7<sup>th</sup> Finance Committee meeting. However, that version did not allow for any NEW acquisitions of property, plant and equipment due to lack of resources. That version was distributed to the full Board as well.

The Finance Committee instructed staff to meet and make recommendations on a budget that would allow for new acquisitions of plant and equipment while maintaining our reserves at an acceptable level.

Senior staff met on November 10<sup>th</sup> and produced the attached (V5), which was reviewed with the Finance Committee at its November 15<sup>th</sup> Special Finance Committee meeting.

This version provides for \$1.3 million in new acquisitions of property, plant and equipment and leaves reserve levels at \$10.2 million. The changes from the (V4) have been highlighted and color coded for easy reference as follows.

- The first page (no page number) is a summary of the savings by department.
- Page 2 of the draft budget shows the changes in water revenue projections and capital improvement fees highlighted in green.
- Page 4 shows the allowance for new acquisitions and year end reserve levels also highlighted in green.
- The following pages show by department the recommended reductions in expense highlighted in yellow.
- The recommended additions and/or increases are highlighted in orange.

A more detailed presentation of what the changes mean and how staff arrived at those recommendations will be covered during the special meeting.

**Palmdale Water District**  
**2017 Budget - Proposed Operational Cuts**

<b>Operating Expenses</b>	<b>Budget 2017 As Presented 11/07/2016</b>	<b>Budget 2017 As Presented 11/15/2016</b>	<b>Budget 2017 Net Savings</b>
Directors	161,250	114,250	(47,000)
Administration	3,508,000	3,452,500	(55,500)
Engineering	1,531,000	1,451,500	(79,500)
Facilities	6,708,500	6,626,000	(82,500)
Operations	2,548,250	2,546,250	(2,000)
Finance	1,257,000	1,246,500	(10,500)
Water Conservation	228,000	228,000	-
Human Resources	418,600	297,100	(121,500)
Information Technology	971,250	804,750	(166,500)
Customer Care	1,288,000	1,278,000	(10,000)
	<u>18,619,850</u>	<u>18,044,850</u>	<u>(575,000)</u>

# DRAFT

## PALMDALE WATER DISTRICT 2017 BUDGET (18,000 Acre Foot)

	PROPOSED 2017	PROJECTED 2016	BUDGET 2016	ACTUAL 2015	ACTUAL 2014	ACTUAL 2013
<b>Operating Revenue</b>						
Wholesale Water (AVEK & LCID)	160,000	160,000	160,000	142,749	218,627	192,316
Retail Water	21,680,000	21,134,000	20,655,500	19,879,631	21,647,741	22,289,376
Other Operating Revenue	960,000	960,000	860,000	1,267,941	1,377,953	1,670,371
	<u>22,800,000</u>	<u>22,254,000</u>	<u>21,675,500</u>	<u>21,290,321</u>	<u>23,244,320</u>	<u>24,152,063</u>
<b>Operating Expenses</b>						
Departmental Salaries (Includes Overtime)	7,573,000	7,267,500	7,362,750	7,149,254	6,837,471	6,525,528
Departmental Taxes & Program Benefits	789,250	739,500	724,250	708,477	646,579	638,641
Departmental Healthcare	1,320,500	1,392,250	1,388,500	1,381,278	1,379,012	1,442,138
Departmental CalPERS	1,340,250	1,197,000	1,278,500	1,171,573	1,228,920	1,065,484
Departmental Personnel Expenses	11,023,000	10,596,250	10,754,000	10,410,581	10,091,983	9,671,791
Departmental Operating Expenses	7,021,850	6,817,250	6,917,850	6,385,446	7,002,691	6,032,849
Water Purchases & Recovery (OAP Included)	2,190,000	2,060,000	1,725,000	1,047,071	1,959,115	2,072,169
Water Quality (GAC Media)	862,500	900,000	934,500	596,045	1,204,922	1,133,176
Capitalized Expenditures	574,292	500,000	455,000	898,276	753,615	726,135
<b>Cash Expenses</b>	21,671,642	20,873,500	20,786,350	19,337,418	21,012,326	19,636,120
<b>Non-Cash Expenses</b>	7,775,000	8,034,000	8,625,000	8,965,479	7,651,539	7,972,883
<b>Net Operating Income/(Loss)</b>	<u>(6,646,642)</u>	<u>(6,653,500)</u>	<u>(7,735,850)</u>	<u>(7,012,577)</u>	<u>(5,419,544)</u>	<u>(3,456,940)</u>
<b>Non-operating Revenues</b>	7,705,500	8,430,250	7,585,000	8,110,323	7,367,714	6,584,573
<b>Non-operating Expenses</b>	4,701,500	4,821,250	4,592,500	4,589,862	4,982,994	3,888,167
<b>Net Non-operating Income/(Loss)</b>	<u>3,004,000</u>	<u>3,609,000</u>	<u>2,992,500</u>	<u>3,520,461</u>	<u>2,384,720</u>	<u>2,696,406</u>
<b>Net Earnings(Loss)</b>	<u>(3,642,642)</u>	<u>(3,044,500)</u>	<u>(4,743,350)</u>	<u>(3,492,116)</u>	<u>(3,034,825)</u>	<u>(760,535)</u>

# DRAFT

## PALMDALE WATER DISTRICT 2017 BUDGET (18,000 Acre Foot)

	PROPOSED 2017	PROJECTED 2016	BUDGET <sup>1</sup> 2016	ACTUAL 2015	ACTUAL 2014	ACTUAL 2013
<b>Operating Revenue</b>						
Wholesale Water (AVEK & LCID)	160,000	160,000	160,000	142,749	218,627	192,316
Water Sales <sup>2</sup>	8,002,000	7,781,000	7,242,000	6,952,694	8,283,444	9,025,493
Meter Fees	12,475,500	12,168,000	12,079,000	11,658,904	11,321,843	11,059,700
Water Quality Fees	862,500	844,000	934,500	898,135	1,564,800	1,650,551
Elevation Fees	340,000	341,000	400,000	369,899	477,654	553,631
Other	960,000	960,000	860,000	1,267,941	1,377,953	1,670,371
	<u>22,800,000</u>	<u>22,254,000</u>	<u>21,675,500</u>	<u>21,290,321</u>	<u>23,244,320</u>	<u>24,152,063</u>
<b>Operating Expenses</b>						
Directors	114,250	152,000	145,750	139,276	145,332	102,406
Administration	3,452,500	3,308,000	3,201,500	2,884,658	2,488,872	2,195,303
Engineering	1,451,500	1,208,250	1,279,250	1,202,660	1,086,084	1,265,376
Facilities	6,626,000	6,396,250	6,513,750	5,795,731	3,711,042	2,926,478
Operations	2,546,250	2,523,000	2,449,250	2,540,998	5,341,789	5,230,842
Finance	1,246,500	1,235,250	1,168,250	1,570,286	3,048,759	2,907,898
Water Conservation	228,000	185,000	239,250	333,179	180,027	237,710
Human Resources	297,100	390,500	420,350	406,497	252,531	199,673
Information Technology	804,750	719,250	867,750	775,870	840,237	638,953
Customer Care	1,278,000	1,296,000	1,386,750	1,146,872	-	-
Water Purchases <sup>3</sup>	2,340,000	2,300,000	2,050,000	1,789,229	2,385,951	2,247,247
OAP Chrg (Prior Year)	100,000	-	150,000	(36,045)	683	436,485
Water Recovery	(250,000)	(240,000)	(475,000)	(706,113)	(427,519)	(611,563)
Water Quality (GAC Media) <sup>4</sup>	862,500	900,000	934,500	596,045	1,204,922	1,133,176
Plant Expenditures	574,292	500,000	455,000	898,276	753,615	726,135
<b>Cash Expenses</b>	<u>21,671,642</u>	<u>20,873,500</u>	<u>20,786,350</u>	<u>19,337,418</u>	<u>21,012,326</u>	<u>19,636,120</u>
Depreciation	6,000,000	6,000,000	7,200,000	7,957,867	7,166,963	7,483,036
Post Employment Benefit (GASB 45) <sup>5</sup>	2,350,000	2,350,000	2,250,000	2,022,850	1,999,825	1,659,752
Bad Debts	50,000	75,000	50,000	67,504	16,594	(19,586)
Service Costs Construction	125,000	125,000	125,000	13,861	(99,180)	88,060
Capitalized Construction	(750,000)	(516,000)	(1,000,000)	(1,096,604)	(1,432,662)	(1,238,379)
<b>Non-Cash Expenses</b>	<u>7,775,000</u>	<u>8,034,000</u>	<u>8,625,000</u>	<u>8,965,479</u>	<u>7,651,539</u>	<u>7,972,883</u>
<b>Net Operating Income/(Loss)</b>	<u>(6,646,642)</u>	<u>(6,653,500)</u>	<u>(7,735,850)</u>	<u>(7,012,577)</u>	<u>(5,419,544)</u>	<u>(3,456,940)</u>
<b>Non-operating Revenues</b>						
Assessments (Debt Service)	5,000,000	5,300,000	4,670,000	5,207,003	5,066,642	4,899,758
Assessments (1%)	1,657,500	1,727,250	1,825,000	1,634,459	1,582,069	1,765,553
Successor Agency Component (Prop Tax)	300,000	450,000	200,000	511,352	415,073	651,377
DWR Fixed Charge Recovery	200,000	191,000	200,000	332,957	221,578	233,833
Interest	60,000	79,000	35,000	45,786	45,465	34,920
Market Adj. on Investments	-	(8,500)	-	(3,081)	5,005	(39,707)
Capital Improvement Fees <sup>6</sup>	250,000	234,500	50,000	367,481	13,547	244,949
Grants - State & Federal	178,000	307,000	485,000	-	-	-
Other	60,000	150,000	120,000	14,366	18,336	(1,206,109)
	<u>7,705,500</u>	<u>8,430,250</u>	<u>7,585,000</u>	<u>8,110,323</u>	<u>7,367,714</u>	<u>6,584,573</u>
<b>Non-operating Expenses</b>						
Interest Paid & Amortization on long-term debt	2,228,000	2,226,500	2,228,000	2,234,905	2,281,792	2,035,498
Amortization of SWP	2,238,000	2,362,750	2,238,000	2,074,524	1,934,685	1,737,506
Legal Settlements	-	-	-	-	601,670	-
Change in Investments in PRWA	100,000	105,500	-	59,831	34,580	-
Water Conservation	135,500	126,500	126,500	220,602	130,267	115,163
	<u>4,701,500</u>	<u>4,821,250</u>	<u>4,592,500</u>	<u>4,589,862</u>	<u>4,982,994</u>	<u>3,888,167</u>
<b>Net Non-operating Income/(Loss)</b>	<u>3,004,000</u>	<u>3,609,000</u>	<u>2,992,500</u>	<u>3,520,461</u>	<u>2,384,720</u>	<u>2,696,406</u>
<b>Net Earnings(Loss)</b>	<u>(3,642,642)</u>	<u>(3,044,500)</u>	<u>(4,743,350)</u>	<u>(3,492,116)</u>	<u>(3,034,825)</u>	<u>(760,535)</u>

# DRAFT

	PROPOSED 2017	PROJECTED 2016	BUDGET <sup>1</sup> 2016	ACTUAL 2015	ACTUAL 2014	ACTUAL 2013
Operating Revenue	2.45%	2.67%	1.81%	-11.85%	-3.76%	6.58%
Operating Expenses	-3.22%	-6.85%	-3.80%	12.45%	-4.03%	-6.82%
Non-operating Revenues	-8.60%	11.14%	-6.48%	23.17%	11.89%	-18.61%
Non-operating Expenses	-2.48%	4.98%	0.06%	18.05%	28.16%	-3.89%

## Footnotes:

- <sup>1</sup> 2016 Budget contains all amendments made during the current fiscal year. All amendments were done as transfers between GL accounts with no change to overall budgeted amounts.
- <sup>2</sup> 2017 Budget for water sales is based on returning to 2014 consumption levels.
- <sup>3</sup> 2017 water purchases are based on purchasing 9,000 acre foot of water from the Department of Water Resources.
- <sup>4</sup> GAC filter media purchases are directly offset by the revenues from the water quality fee for prior year. The 2017 Budget includes the possible replacement of up to three contactors and the localized contactor at the El Camino Underground site. This includes a provision to replace the GCMS analysis equipment.
- <sup>5</sup> Post employment accrual expense (OPEB) was added as a compliance requirement for GASB 45 (2008).
- <sup>6</sup> Water supply connection fees will be charged to developers to offset new source water supply. This component's effective date is January 1, 2014 and is part of the capital improvement fees.

## General Information:

The District entered into Capital Leasing agreements in 2011 for computer equipment, telephony system, and SCADA network infrastructure. These agreements will run for a term of 60 months and will conclude in 2017.

Projected federal grant funds were adjusted to coincide with the potential revenue receipt. The receipt of these funds have been removed until confirmation by the administrative agency, overseeing these funds, has been received by the District.

## Cost Factors and Assumptions:

- Water quality fee is \$0.12 per unit for 2017 compared to \$0.13 per unit for 2016.
- Cost of Living possible increase maximum of 1.93% effective January 1, 2017 subject to Board approval of the 2017 Budget.
- Worker's comp rates are calculated at 0.0086 for office personnel and 0.0456 for field personnel.
- PERS is calculated at 11.540% for 6 months (Jan. thru Jun.) and 11.581% for 6 months (Jul thru Dec.) for all employees except for those that fall under Public Employee Pension Reform Act (PEPRA). Classic PERS employees will pay 4.34% of the employee portion for 2017. An employee who meets the PEPRA requirement the employer contribution for 2017 is 6.25% for the District.
- Employee benefits includes the cost of medical, dental & vision plans as well as the employee assistance program and on the job life insurance death benefit. Healthcare is capped per employee at \$1,600 effective January 1, 2014.
- The District's medical insurance rates have increased 9.52% on the blended average for the four medical plans. Currently, the dental insurance and vision insurance offered to its employees will remain at the same 2016 cost. All health insurance plans are managed and administered through ACWA/JPIA.
- Health insurance includes benefits to directors that qualify for benefits and opt to participate in the plans.
- Operating Revenue estimates were based on the potential sales of 18,000 ac. ft. of water for the 2017 Budget.
- Southern California Edison (SCE) has proposed a 5.04% rate adjustment for 2017 energy rates with a cumulative effect of 0.54% as they relate to the District's wells and boosters. Currently that rate increase has been approved with the decision issued on November 5, 2015 PUC.
- Natural Gas expenses have increased in our commodity costs by 3.7% for 2017 from 2016. The Federal Energy Regulatory Commission (FERC) - Department of Energy is predicting a continued increase in the Southern California area of 33% in commodity costs for the 2016-17 winter natural gas costs due to shortages in supply. These increases, If they occur, will be a direct pass-through from the Gas Company at the time of usage for the District.

**DRAFT**  
**PALMDALE WATER DISTRICT**  
**5-YEAR CASH FLOW (Aggregate)**

	<b>Proposed 2017</b>	<b>Projected 2016</b>	<b>Audited Numbers</b>		
			<b>2015</b>	<b>2014</b>	<b>2013</b>
<b>Beginning Cash</b>	10,894,236	12,243,990	12,989,419	12,216,474	8,852,185
<b>Operating Activities</b>					
Net Operating Revenues	22,800,000	22,254,000	21,248,419	23,341,636	24,125,011
Net Operating Expenses	21,671,642	20,873,500	20,319,286	22,405,397	20,665,315
<b>Net cash provided by operating activities</b>	1,128,358	1,380,500	929,133	936,239	3,459,696
<b>Other Sources and Uses of Cash</b>					
Assessments received	6,957,500	7,477,250	7,352,814	7,063,785	7,316,688
Payments for State Water Project	(3,274,746)	(3,195,974)	(3,278,807)	(2,390,962)	(2,821,029)
Capital Improvement Fees Received	250,000	234,500	367,481	13,548	244,949
Water Conservation	(135,500)	(126,500)	-	-	-
Proceeds on Issuance of Long Term Debt					
Acquisition of Property, Plant & Equip. - Current Yr	(1,300,000)	(3,113,705)	(2,631,537)	(1,249,083)	(1,817,663)
Acquisition of Property, Plant & Equip. - Carryover	(155,500)	(584,806)	-	-	-
Committed Contracts on WRB Projects	(681,709)	-	-	-	-
Capital Leasing	(51,769)	(229,597)	(229,597)	(229,597)	(229,597)
Principal Paid on Long Term Debt	(1,610,453)	(1,557,553)	(1,518,412)	(1,472,774)	(1,778,719)
Interest Paid on Long Term Debt	(2,113,307)	(2,161,369)	(2,203,532)	(2,244,419)	(1,840,455)
State Grants and Other Income	238,000	457,000	421,242	300,744	315,499
Interest on Investments	60,000	70,500	45,786	45,464	34,920
<b>Net Cash Provided by Other Sources and Uses</b>	(1,817,484)	(2,730,254)	(1,674,562)	(163,294)	(575,407)
<b>Net Increase (Decrease) in Cash</b>	(689,126)	(1,349,754)	(745,429)	772,945	2,884,289
<b>Rate Stabilization Fund</b>	-	-	-	-	480,000
<b>Cash End of Year</b>	10,205,110	10,894,236	12,243,990	12,989,419	12,216,474
<b>Less Restricted Cash</b>	-	-	-	-	-
Acquisition of Property, Plant & Equip. - Carryover	-	(155,500)	(584,806)	(654,148)	-
Committed Contracts on WRB Projects	(600,000)	(681,709)	-	-	-
<b>Available Operating Cash</b>	9,605,110	10,212,527	11,659,184	12,335,271	12,216,474



**DRAFT**  
**PALMDALE WATER DISTRICT**  
**2017 BUDGET**

**Directors**

PERSONNEL BUDGET:

		PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
		2017	2016	2016	2015	2014	2013
1-01-4000-000	Directors Fees	63,000	57,000	50,000	57,000	71,100	49,950
Benefits							
1-01-4005-000	Payroll Taxes	5,500	5,000	5,500	4,346	5,405	3,821
1-01-4010-000	Health Insurance	38,750	76,000	76,250	57,956	53,150	45,405
	Subtotal (Benefits)	44,250	81,000	81,750	62,303	58,555	49,226
	Personnel Expenses	107,250	138,000	131,750	119,303	129,655	99,176
OPERATING EXPENSES:							
1-01-4050-000	Director's Travel, Seminars & Meetings	7,000	14,000	14,000	19,973	15,677	3,229
	Total Operating Expense	7,000	14,000	14,000	19,973	15,677	3,229
	Total Departmental Expenses	114,250	152,000	145,750	139,276	145,332	102,406

**DRAFT**  
**PALMDALE WATER DISTRICT**  
**2017 BUDGET**

**Administration**

		PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
PERSONNEL BUDGET:		2017	2016	2016	2015	2014	2013
1-02-4000-000	Salaries	1,220,500	1,085,500	982,000	909,109	787,919	493,945
1-02-4000-100	Salaries - Departmental Overtime	8,500	7,500	8,250	7,128	7,992	7,450
	Subtotal (Salaries)	1,229,000	1,093,000	990,250	916,237	795,911	501,395
Employee Benefits							
1-02-4005-000	Payroll Taxes	87,000	72,000	74,000	58,665	49,348	30,878
1-02-4010-000	Health Insurance	171,000	141,500	135,000	133,752	110,746	80,560
1-02-4015-000	Pers	145,000	145,750	117,500	146,826	148,467	86,034
	Subtotal (Benefits)	403,000	359,250	326,500	339,243	308,561	197,472
District-wide Salaries & Benefits							
1-02-5070-001	Salaries-On-Call/Stand By Time	90,000	83,500	95,000	89,297	53,711	57,569
1-02-5070-013	Salaries-Public Relations Overtime						
1-02-5070-002	PERS-Unfunded Liability	472,000	405,750	404,750	189,408	-	-
1-02-5070-003	Worker's Compensation	185,000	176,000	125,000	119,156	118,517	110,558
1-02-5070-004	Vacation Benefit Expense	35,000	13,000	35,000	54,578	1,748	33,866
1-02-5070-005	Life Insurance/EAP	7,500	6,750	8,000	6,949	7,572	7,283
	Subtotal (District-wide)	789,500	685,000	667,750	459,387	181,549	209,276
	Personnel Expenses	2,421,500	2,137,250	1,984,500	1,714,867	1,286,021	908,143
OPERATING EXPENSES:							
1-02-4050-000	Staff Travel	14,000	-	-	-	11,286	6,058
1-02-4050-100	General Manager Travel	5,000	6,500	5,000	8,209	7,808	6,056
1-02-4060-000	Staff Conferences & Seminars	6,000	-	-	-	3,670	1,150
1-02-4060-100	General Manager Conferences & Seminars	4,000	2,750	4,000	3,915	3,460	2,631
1-02-4070-000	Employee Expense	-	-	-	-	-	24,014
1-02-4130-000	Bank Charges	140,000	155,500	140,000	146,801	136,637	118,886
1-02-4150-000	Accounting Services	27,500	27,500	27,500	23,991	25,285	23,692
1-02-4155-000	Contracted Services	-	-	-	-	-	27,955
1-02-4155-205	Contracted Services - Landscape Services	-	-	-	-	10,200	-
1-02-4155-210	Contracted Services - Janitorial Services	-	-	-	-	14,375	-
1-02-4155-215	Contracted Services - Elevator Services	-	-	-	-	3,112	-
1-02-4175-000	Permits (Construction)	17,500	15,500	17,500	16,856	9,061	9,230
1-02-4180-000	Postage	25,000	14,000	25,000	18,268	25,085	16,640
1-02-4190-100	Public Relations - Publications	30,000	31,000	30,000	9,083	17,002	33,949
1-02-4190-700	Public Relations - General Media (Public Outreach)	20,000	-	-	-	-	-
1-02-4190-900	Public Relations - Other	-	3,500	1,000	1,000	706	1,201
1-02-4200-000	Advertising	4,000	3,500	4,000	3,617	2,439	2,095
1-02-4205-000	Office Supplies	18,000	18,000	18,000	20,709	25,888	17,886
1-02-4210-000	Office Furniture	-	5,500	-	8,180	-	-
1-02-4215-200	Natural Gas - Office Building	-	-	-	-	3,954	3,529
1-02-4220-200	Electricity - Office Building	-	-	-	-	53,108	45,805
	Total Operating Expense	311,000	283,250	272,000	260,630	353,077	340,778
District-wide Operating Expense							
1-02-5070-006	Other Operating	20,000	20,000	20,000	18,367	18,355	19,627
1-02-5070-007	Consultants	70,000	85,000	160,000	157,646	121,710	42,590
1-02-5070-008	Insurance	305,000	300,000	300,000	296,700	275,100	254,505
1-02-5070-009	Groundwater Adjudication - Legal	50,000	65,000	80,000	145,128	228,195	299,901
1-02-5070-010	Legal Services	150,000	140,000	160,000	167,712	183,460	121,927
1-02-5070-011	Memberships	125,000	120,000	150,000	123,609	22,955	207,832
1-02-5070-012	Elections	-	157,500	75,000	-	-	-
	Total District-wide Operating Expense	720,000	887,500	945,000	909,161	849,775	946,382
	Total Departmental Expenses	3,452,500	3,308,000	3,201,500	2,884,658	2,488,872	2,195,303

**DRAFT**  
**PALMDALE WATER DISTRICT**  
**2017 BUDGET**

**Engineering**

**PERSONNEL BUDGET:**

		PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
		2017	2016	2016	2015	2014	2013
1-03-4000-000	Salaries	983,500	847,000	852,000	815,814	678,494	802,373
1-03-4000-100	Salaries - Departmental Overtime	6,500	5,500	6,750	5,172	9,781	5,977
	Subtotal (Salaries)	990,000	852,500	858,750	820,986	688,275	808,349
Employee Benefits							
1-03-4005-000	Payroll Taxes	73,000	65,500	64,000	62,068	54,550	60,690
1-03-4010-000	Health Insurance	164,000	153,000	155,000	139,686	134,005	165,163
1-03-4015-000	PERS	104,500	90,000	101,000	111,512	136,655	139,915
	Subtotal (Benefits)	341,500	308,500	320,000	313,267	325,210	365,768
	Personnel Expenses	1,331,500	1,161,000	1,178,750	1,134,253	1,013,485	1,174,118

**OPERATING EXPENSES:**

1-03-4050-000	Staff Travel	2,500	-	-	-	2,881	4,218
1-03-4060-000	Staff Conferences & Seminars	2,500	-	-	-	1,515	1,460
1-03-4155-000	Contracted Services	-	-	-	-	-	11,023
1-03-4155-305	Contracted Services - GIS Services	10,000	30,000	40,000	54,639	50,000	-
1-03-4155-310	Contracted Services - Reproduction	19,000	-	18,000	-	-	-
1-03-4155-315	Contracted Services - Prod./Demand Database	9,000	-	2,500	-	-	-
1-03-4155-320	Contracted Services - Plotter/Scanner	2,500	-	2,500	-	2,763	-
1-03-4155-325	Contracted Services - Backflow Software	1,000	-	1,000	-	-	-
1-03-4165-000	Memberships/Subscriptions	2,500	4,000	2,500	2,065	1,889	1,390
1-03-4250-000	General Materials & Supplies	-	5,000	3,000	2,297	2,162	6,268
1-03-4250-100	Supplies - Plotter Paper/Toner	8,000	-	-	-	-	-
1-03-4250-200	Supplies - Miscellaneous	3,000	-	-	-	-	-
1-03-4330-000	Inspection - Non Recovered	-	-	-	-	-	-
1-03-4230-110	Maintenance & Repair - Office Equipment	-	-	-	-	-	-
1-03-8100-100	Computer Software - Maint. & Support	60,000	8,250	31,000	9,406	11,391	66,900
	Total Operating Expense	120,000	47,250	100,500	68,407	72,600	91,259
	Total Departmental Expenses	1,451,500	1,208,250	1,279,250	1,202,660	1,086,084	1,265,376

# DRAFT

## PALMDALE WATER DISTRICT 2017 BUDGET

### Facilities

		PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
PERSONNEL BUDGET:		2017	2016	2016	2015	2014	2013
1-04-4000-000	Salaries	2,096,000	2,040,000	2,083,750	1,907,672	1,553,408	1,307,909
1-04-4000-100	Salaries - Departmental Overtime	100,000	120,000	90,000	90,716	78,544	51,484
Subtotal (Salaries)		2,196,000	2,160,000	2,173,750	1,998,388	1,631,952	1,359,393
Employee Benefits							
1-04-4005-000	Payroll Taxes	172,000	168,000	166,500	154,694	129,425	106,666
1-04-4010-000	Health Insurance	453,500	446,000	444,500	434,173	349,246	380,429
1-04-4015-000	PERS	258,000	233,000	257,500	266,889	278,180	224,502
Subtotal (Benefits)		883,500	847,000	868,500	855,756	756,851	711,598
Personnel Expenses		3,079,500	3,007,000	3,042,250	2,854,144	2,388,803	2,070,991

### OPERATING EXPENSES:

1-04-4050-000	Staff Travel	3,000	-	-	-	6,943	731
1-04-4060-000	Staff Conferences & Seminars	3,000	-	-	-	1,652	2,225
1-04-4155-000	Contracted Services	-	-	-	-	-	65,671
1-04-4155-405	Contracted Services - Landscape Svcs (All Sites)	15,500	11,000	15,500	12,087	1,675	-
1-04-4155-410	Contracted Services - Landscape Svcs (Wells)	38,000	36,000	32,000	31,424	28,640	-
1-04-4155-415	Contracted Services - Alarm Services	5,000	3,500	5,000	3,116	3,076	-
1-04-4155-420	Contracted Services - Janitorial Services (All Sites)	45,000	40,000	30,000	32,235	7,143	-
1-04-4155-425	Contracted Services - Pest Control Svcs (Contracted)	6,000	5,750	5,500	2,129	1,729	-
1-04-4155-430	Contracted Services - Pest Control Svcs (Plm Dam)	5,000	23,000	23,000	23,040	23,040	1,920
1-04-4155-435	Contracted Services - Elevator Services	3,500	3,500	3,500	3,213	-	-
1-04-4155-440	Contracted Services - SCADA Software	15,000	35,500	15,000	11,118	-	-
1-04-4155-445	Contracted Services - SCADA Hardware	20,000	-	20,000	668	-	-
1-04-4155-450	Contracted Services - Seismic Valve Controllers	7,500	7,000	7,500	5,790	-	-
1-04-4155-455	Contracted Services - Annual Tank Service	330,000	320,000	330,000	-	319,100	-
1-04-4155-460	Contracted Services - Fire Extinguisher Servicing	2,500	-	-	-	-	-
1-04-4155-499	Contracted Services - Miscellaneous	1,000	2,500	1,000	6,299	5,357	-
1-04-4175-000	Permits (Little Rock & Palmdale Dams)	25,000	11,000	50,000	3,508	27,026	45,887
1-04-4215-100	Natural Gas - Wells & Boosters	225,000	196,500	225,000	199,402	-	-
1-04-4215-200	Natural Gas - Buildings	9,000	7,000	9,000	7,434	3,052	3,185
1-04-4220-100	Electricity - Wells & Boosters	1,320,000	1,240,000	1,480,000	1,587,473	-	-
1-04-4220-200	Electricity - Buildings	88,000	84,000	88,000	86,925	22,579	19,777
1-04-4225-000	Maint. & Repair - Vehicles	35,000	40,000	35,000	34,192	28,861	33,536
1-04-4230-100	Maint. & Rep. Operations - Office Building	25,000	30,000	15,000	9,861	11,007	4,036
1-04-4235-110	Maint. & Rep. Operations - Equipment	6,500	3,000	6,500	5,365	10,424	7,156
1-04-4235-400	Maint. & Rep. Operations - Wells	100,000	95,000	75,000	89,886	81,768	41,435
1-04-4235-405	Maint. & Rep. Operations - Boosters	80,000	60,000	50,000	30,841	29,172	56,137
1-04-4235-410	Maint. & Rep. Operations - Shop Bldgs	10,000	10,000	10,000	1,560	8,959	9,209
1-04-4235-415	Maint. & Rep. Operations - Facilities	15,000	28,000	15,000	22,642	9,395	13,145
1-04-4235-420	Maint. & Rep. Operations - Water Lines	250,000	298,000	225,000	220,229	313,799	242,173
1-04-4235-425	Maint. & Rep. Operations - Little Rock Dam	15,000	28,000	15,000	-	3,164	-
1-04-4235-430	Maint. & Rep. Operations - Palmdale Dam	7,500	1,500	7,500	1,160	1,020	-
1-04-4235-435	Maint. & Rep. Operations - Palmdale Canal	10,000	-	10,000	3,823	960	230
1-04-4235-440	Maint. & Rep. Operations - Large Meters	20,000	32,000	10,000	3,504	-	-
1-04-4235-445	Maint. & Rep. Operations - Telemetry	5,000	3,000	4,000	6,160	-	-
1-04-4235-450	Maint. & Rep. Operations - Hypo Generators	10,000	1,000	10,000	2,426	-	-
1-04-4235-455	Maint. & Rep. Operations - Heavy Equipment	45,000	40,000	45,000	46,202	54,748	29,289
1-04-4235-460	Maint. & Rep. Operations - Storage Reservoirs	5,000	4,000	5,000	2,615	381	223
1-04-4235-470	Maint. & Rep. Operations - Meter Exchanges	250,000	315,000	225,000	119,540	-	-
1-04-4250-100	Materials - Hot Tapping	-	-	-	5,549	-	-
1-04-4270-300	Telecommunication - Other	4,000	6,500	4,000	3,707	-	-
1-04-4300-100	Testing - Regulatory Compliance	20,000	-	-	-	-	-
1-04-4300-200	Testing - Large Meter Testing	12,500	19,000	12,500	14,385	-	-
1-04-4300-300	Testing - Edison Testing	30,000	6,000	30,000	-	-	-
1-04-5070-009	Groundwater Adjudication - Pumping Assessment	50,000	-	-	-	-	-
1-04-6000-000	Waste Disposal	20,000	28,000	20,000	17,072	12,987	21,687
1-04-6100-100	Fuel and Lube - Vehicle	105,000	67,500	105,000	83,938	115,177	114,837
1-04-6100-200	Fuel and Lube - Machinery	40,000	20,000	40,000	33,619	41,755	25,012
1-04-6200-000	Uniforms	28,000	28,000	22,500	27,451	22,624	20,783
1-04-6300-100	Supplies - General	47,500	68,000	47,500	53,658	51,515	39,783
1-04-6300-200	Supplies - Hypo Generators	7,500	8,000	6,500	2,114	-	-
1-04-6300-300	Supplies - Electrical	3,000	1,500	3,000	283	-	-
1-04-6300-400	Supplies - Telemetry	5,000	3,000	5,000	5,161	-	-
1-04-6300-800	Supplies - Construction Materials	40,000	60,000	35,000	43,356	48,419	33,398
1-04-6400-000	Tools	25,000	27,000	25,000	20,149	11,065	11,207
1-04-7000-100	Leases - Equipment	15,000	16,000	12,500	15,280	14,027	12,817
1-04-7000-200	Leases - Fleet	38,000	16,000	-	-	-	-
Total Operating Expense		3,546,500	3,389,250	3,471,500	2,941,588	1,322,239	855,488
Total Departmental Expenses		6,626,000	6,396,250	6,513,750	5,795,731	3,711,042	2,926,478

**DRAFT**  
**PALMDALE WATER DISTRICT**  
**2017 BUDGET**

**Operations**

**PERSONNEL BUDGET:**

		PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
		2017	2016	2016	2015	2014	2013
1-05-4000-000	Salaries	920,000	990,000	1,012,500	1,067,180	1,496,842	1,620,378
1-05-4000-100	Salaries - Departmental Overtime	56,000	56,000	56,000	63,447	96,084	96,652
	Subtotal (Salaries)	976,000	1,046,000	1,068,500	1,130,627	1,592,926	1,717,029
<b>Employee Benefits</b>							
1-05-4005-000	Payroll Taxes	67,000	80,000	84,500	85,764	126,006	130,648
1-05-4010-000	Health Insurance	144,250	180,500	183,500	206,300	319,084	357,431
1-05-4015-000	PERS	111,000	84,000	137,750	156,034	292,061	274,670
	Subtotal (Benefits)	322,250	344,500	405,750	448,099	737,151	762,750
	Personnel Expenses	1,298,250	1,390,500	1,474,250	1,578,726	2,330,077	2,479,779

**OPERATING EXPENSES:**

1-05-4050-000	Staff Travel	2,500	-	-	-	8,563	9,618
1-05-4060-000	Staff Conferences & Seminars	2,500	-	-	-	3,472	6,177
1-05-4120-100	Training - Lab Equipment	-	-	-	-	6,867	-
1-05-4120-200	Training - SCADA Network Equipment	-	-	-	-	5,401	3,729
1-05-4155-000	Contracted Services	-	-	-	-	-	127,564
1-05-4155-505	Contracted Services - Landscape Services	2,000	2,000	2,000	1,485	1,620	-
1-05-4155-510	Contracted Services - Alarm Services	1,000	1,000	1,000	825	900	-
1-05-4155-515	Contracted Services - Janitorial Services	-	-	-	-	5,989	-
1-05-4155-520	Contracted Services - Pest Control Services	-	-	-	-	400	-
1-05-4155-525	Contracted Services - Wind Turbine Services	25,000	5,000	25,000	32,352	10,769	3,507
1-05-4155-530	Contracted Services - CMMS Software	-	-	10,000	1,800	10,025	-
1-05-4155-535	Contracted Services - SCADA Software	-	-	-	-	11,509	-
1-05-4155-540	Contracted Services - Lab Software	6,000	1,500	1,500	1,865	1,470	-
1-05-4155-545	Contracted Services - Lab Equipment Services	20,000	20,000	20,000	16,707	2,970	-
1-05-4155-550	Contracted Services - Water Quality Svcs (SolarBee)	32,000	30,000	32,000	27,200	24,883	-
1-05-4155-555	Contracted Services - SCADA Hardware	-	-	-	-	3,574	-
1-05-4155-560	Contracted Services - Seismic Valve Controllers	-	-	-	-	5,685	-
1-05-4155-599	Contracted Services - Miscellaneous	2,000	1,000	2,000	-	-	-
1-05-4175-000	Permits (WTP Facilities Inclusive)	40,000	30,000	40,000	22,967	28,733	36,598
1-05-4215-100	Natural Gas - Wells & Boosters	-	-	-	-	309,877	152,638
1-05-4215-200	Natural Gas - Water Treatment Plant	3,000	1,500	3,000	1,451	1,616	2,571
1-05-4220-100	Electricity - Wells & Boosters	-	-	-	-	1,682,458	1,455,798
1-05-4220-200	Electricity - Water Treatment Plant	125,000	135,000	125,000	147,115	147,472	112,683
1-05-4230-110	Maint. & Rep. Office - Equipment	500	500	500	-	463	395
1-05-4235-110	Maint. & Rep. Operations - Equipment	20,000	15,000	11,500	15,489	17,730	10,787
1-05-4235-410	Maint. & Rep. Operations - Shop Bldgs	6,000	20,000	6,000	1,316	10,301	15,254
1-05-4235-415	Maint. & Rep. Operations - Facilities	65,000	65,000	45,000	88,688	84,532	49,150
1-05-4235-445	Maint. & Rep. Operations - Telemetry	-	-	-	-	663	4,807
1-05-4235-450	Maint. & Rep. Operations - Hypo Generators	65,000	65,000	18,000	17,250	48,265	22,296
1-05-4235-500	Maint. & Repair - Wind Turbine	30,000	20,000	10,000	15,719	6,183	-
1-05-4236-000	Palmdale Lake Management	40,000	-	-	30,104	10,575	10,114
1-05-4270-300	Telecommunication - Other	-	-	-	-	3,087	2,784
1-05-4300-300	Testing - Edison Testing	-	-	-	-	9,770	5,385
3-05-4300-100	Filter Media Testing/Inspection	30,000	-	30,000	-	-	-
1-05-6000-000	Waste Disposal	20,000	5,000	20,000	11,899	24,600	23,904
1-05-6200-000	Uniforms	16,000	15,000	16,000	15,886	14,763	12,355
1-05-6300-100	Supplies - General	15,000	15,000	15,000	8,987	24,817	21,774
1-05-6300-200	Supplies - Hypo Generators	-	-	-	-	6,535	3,750
1-05-6300-300	Supplies - Electrical	-	-	-	-	405	2,414
1-05-6300-400	Supplies - Telemetry	-	-	-	-	2,055	7,819
1-05-6300-600	Supplies - Lab	50,000	48,000	40,000	37,050	35,387	35,310
1-05-6300-700	Outside Lab Work	60,000	72,000	92,000	70,965	44,565	103,006
1-05-6400-000	Tools	6,500	4,500	6,500	9,610	6,827	5,807
1-05-6500-000	Chemicals	560,000	560,000	400,000	384,384	384,205	502,609
1-05-7000-100	Leases -Equipment	3,000	500	3,000	1,157	1,729	460
	Total Operating Expense	1,248,000	1,132,500	975,000	962,272	3,011,712	2,751,063
	Total Departmental Expenses	2,546,250	2,523,000	2,449,250	2,540,998	5,341,789	5,230,842

**DRAFT**  
**PALMDALE WATER DISTRICT**  
**2017 BUDGET**

**Finance**

**PERSONNEL BUDGET:**

		PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
		2017	2016	2016	2015	2014	2013
1-06-4000-000	Salaries	683,500	672,000	670,250	800,725	1,540,946	1,524,644
1-06-4000-100	Salaries - Departmental Overtime	4,000	1,000	3,000	4,124	18,203	32,826
	Subtotal (Salaries)	687,500	673,000	673,250	804,849	1,559,149	1,557,470
Employee Benefits							
1-06-4005-000	Payroll Taxes	53,000	50,750	49,000	58,773	120,148	119,116
1-06-4010-000	Health Insurance	88,500	92,000	83,000	137,350	334,581	344,111
1-06-4015-000	PERS	87,000	84,000	87,000	138,886	306,168	272,569
	Subtotal (Benefits)	228,500	226,750	219,000	335,009	760,897	735,796
	Personnel Expenses	916,000	899,750	892,250	1,139,858	2,320,046	2,293,266
OPERATING EXPENSES:							
1-06-4050-000	Staff Travel	-	-	-	-	269	412
1-06-4060-000	Staff Conferences & Seminars	-	-	-	-	562	920
1-06-4155-100	Contracted Services - Infosend	280,000	278,000	225,000	221,470	200,535	185,652
1-06-4155-200	Contracted Services - Infosend Drought Related	-	-	-	5,492	3,224	-
1-06-4155-300	Contracted Services - Vendors	-	-	-	-	-	9,088
1-06-4155-605	Contracted Services - Assessor Data (Realquest)	-	-	-	1,650	9,900	-
1-06-4155-610	Contracted Services - Credit Reporting Services	-	-	-	290	3,979	262
1-06-4155-615	Contracted Services - AMR Services (Itron)	-	-	-	-	6,298	-
1-06-4155-620	Contracted Services - Letter Extractor (OPEX)	2,500	2,500	2,500	2,640	2,590	-
1-06-4155-625	Contracted Services - GASB Actuarial Reports	3,500	3,000	3,500	3,150	-	-
1-06-4165-000	Memberships/Subscriptions	500	500	500	110	220	-
1-06-4230-110	Maintenance & Repair - Office Equipment	500	-	500	-	-	-
1-06-4235-440	Maint. & Rep. Operations - Large Meters	-	-	-	2,129	45,117	7,520
1-06-4235-470	Maint. & Rep. Operations - Meter Exchanges	-	-	-	138,045	392,128	351,146
1-06-4250-000	General Material & Supplies	3,000	1,000	3,000	2,111	5,111	8,056
1-06-4260-000	Business Forms	4,000	5,000	7,500	10,213	8,675	10,394
1-06-4270-100	Telecommunication - Office	18,000	22,500	12,000	18,200	13,814	10,863
1-06-4270-200	Telecommunication - Cellular Stipend	15,500	20,500	18,500	18,320	15,570	14,465
1-06-4270-300	Telecommunication - Cellular (District On-Call)	-	-	-	-	-	213
1-06-4300-200	Testing - Large Meter Testing	-	-	-	4,044	18,122	13,140
1-06-7000-100	Leases - Equipment	3,000	2,500	3,000	2,565	2,600	2,501
	Total Operating Expense	330,500	335,500	276,000	430,428	728,713	614,632
	Total Departmental Expenses	1,246,500	1,235,250	1,168,250	1,570,286	3,048,759	2,907,898

**DRAFT**  
**PALMDALE WATER DISTRICT**  
**2017 BUDGET**

**Water Conservation**

**PERSONNEL BUDGET:**

		PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
		2017	2016	2016	2015	2014	2013
1-07-4000-000	Salaries	144,000	71,500	129,000	179,187	113,405	159,129
1-07-4000-100	Salaries - Departmental Overtime	1,000	500	1,000	812	2,792	1,104
	Subtotal (Salaries)	145,000	72,000	130,000	179,999	116,197	160,233
Employee Benefits							
1-07-4005-000	Payroll Taxes	11,000	8,000	10,000	13,830	9,373	12,244
1-07-4010-000	Health Insurance	36,500	38,000	38,000	37,211	22,807	27,415
1-07-4015-000	PERS	18,500	6,500	17,250	11,369	16,332	28,866
	Subtotal (Benefits)	66,000	52,500	65,250	62,410	48,512	68,524
	Personnel Expenses	211,000	124,500	195,250	242,410	164,709	228,757
OPERATING EXPENSES:							
1-07-4050-000	Staff Travel	1,000	-	-	-	1,224	571
1-07-4060-000	Staff Conferences & Seminars	1,500	-	-	-	695	1,338
1-07-4190-300	Public Relations - Landscape Workshop/Training	1,000	5,500	1,000	98	71	243
1-07-4190-400	Public Relations - Contests	1,000	-	1,000	602	-	709
1-07-4190-500	Public Relations - Education Programs	2,500	500	2,500	-	413	906
1-07-4190-700	Public Relations - General Media (Public Outreach)	-	44,000	25,000	37,343	4,418	1,535
1-07-4190-900	Public Relations - Other	5,000	6,000	2,000	44,616	787	180
1-07-4500-000	Drought Enforcement Expense	-	1,000	7,500	4,735	-	-
1-07-6300-100	Supplies - Misc.	5,000	3,500	5,000	3,376	7,710	3,472
	Total Operating Expense	17,000	60,500	44,000	90,769	15,318	8,953
	Total Departmental Expenses	228,000	185,000	239,250	333,179	180,027	237,710

**DRAFT**  
**PALMDALE WATER DISTRICT**  
**2017 BUDGET**

**Human Resources**

**PERSONNEL BUDGET:**

		PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
		2017	2016	2016	2015	2014	2013
1-08-4000-000	Salaries	122,000	116,000	116,000	110,036	95,372	90,676
1-08-4000-200	Salaries - Intern Program	-	34,000	40,000	46,229	9,249	-
	Subtotal (Salaries)	122,000	150,000	156,000	156,266	104,621	90,676
Employee Benefits							
1-08-4005-000	Payroll Taxes	9,500	12,000	15,250	11,999	8,333	6,677
1-08-4010-000	Health Insurance	19,500	18,250	18,250	17,698	16,993	-
1-08-4015-000	Pers	8,000	8,000	7,250	1,100	6,170	434
	Subtotal (Benefits)	37,000	38,250	40,750	30,797	31,496	7,110
	Personnel Expenses	159,000	188,250	196,750	187,063	136,117	97,787

**OPERATING EXPENSES:**

1-08-4050-000	Staff Travel	1,500	36,000	27,500	36,944	1,721	60
1-08-4060-000	Staff Conferences & Seminars	1,500	17,500	25,000	20,796	749	-
1-08-4070-000	Employee Expense	50,000	50,000	60,000	58,725	40,673	-
1-08-4090-000	Temporary Staffing		20,000	-	-	-	59,256
1-08-4095-000	Employee Recruitment	3,000	2,000	3,000	1,847	18,848	3,611
1-08-4100-000	Employee Retention	5,000	18,000	20,000	15,774	17,757	1,457
1-08-4105-000	Employee Relations	3,500	2,500	3,500	2,727	2,683	3,506
1-08-4110-000	Consultants	-	4,000	1,000	-	-	-
1-08-4120-100	Training - Safety	35,000	16,000	35,000	40,551	13,031	25,710
1-08-4120-200	Training - Speciality	15,000	16,000	25,000	20,008	-	-
1-08-4121-000	Safety/HR Program	1,000	500	1,000	200	68	-
1-08-4165-000	Memberships/Subscriptions	1,600	1,000	1,600	964	1,093	599
1-08-4165-100	HR/Safety Publications	1,000	250	1,000	336	1,546	289
1-08-6300-500	Supplies - Safety	20,000	18,500	20,000	20,563	18,245	7,400
	Total Operating Expense	138,100	202,250	223,600	219,435	116,414	101,887
	Total Departmental Expenses	297,100	390,500	420,350	406,497	252,531	199,673



**DRAFT**  
**PALMDALE WATER DISTRICT**  
**2017 BUDGET**

**Information Technology**

		PROPOSED	PROJECTED	BUDGET	ACTUAL	ACTUAL	ACTUAL
PERSONNEL BUDGET:		2017	2016	2016	2015	2014	2013
1-09-4000-000	Salaries	176,000	204,500	225,500	224,583	221,954	220,881
1-09-4000-100	Salaries - Departmental Overtime	2,500	2,000	2,500	3,292	1,676	2,583
	Subtotal (Salaries)	178,500	206,500	228,000	227,875	223,630	223,463
Employee Benefits							
1-09-4005-000	Payroll Taxes	18,250	16,000	16,000	16,373	16,153	16,193
1-09-4010-000	Health Insurance	38,500	34,000	38,000	37,293	38,400	41,624
1-09-4015-000	PERS	22,750	29,000	29,500	37,295	44,888	38,495
	Subtotal (Benefits)	79,500	79,000	83,500	90,961	99,441	96,312
	Personnel Expenses	258,000	285,500	311,500	318,836	323,071	319,775
OPERATING EXPENSES:							
1-09-4050-000	Staff Travel	3,000	-	-	-	397	997
1-09-4060-000	Staff Conferences & Seminars	3,500	-	-	-	12,628	11,402
1-09-4120-100	Cogsdale Reimplementation and Templates	-	-	-	-	-	-
1-09-4155-200	Contracted Services - ACS	-	-	-	-	-	-
1-09-4155-300	Contracted Services - Computer Vendors	-	-	-	-	-	56,850
1-09-4155-905	Contracted Services - Offsite Services	5,000	4,000	5,000	4,098	4,920	-
1-09-4155-910	Contracted Services - Printer Services	3,000	8,000	3,000	4,695	3,957	-
1-09-4155-915	Contracted Services - Website Design Services	20,000	15,000	35,000	15,808	33,535	-
1-09-4155-920	Contracted Services - Telephony Services	3,500	1,000	3,500	-	1,200	-
1-09-4155-925	Contracted Services - Cloud Services	25,000	20,000	25,000	38,976	29,775	-
1-09-4155-930	Contracted Services - Network Services	45,000	58,000	45,000	43,783	43,509	-
1-09-4155-935	Contracted Services - Hardware Warranties	-	-	5,000	-	-	-
1-09-4165-000	Memberships/Subscriptions	2,000	1,500	2,000	1,410	1,607	-
1-09-4230-120	Maintenance & Repair - Computer	-	-	-	-	-	-
1-09-4270-100	Telecommunication - Office Phone	16,500	15,000	16,500	16,469	16,897	16,235
1-09-4270-125	Telecommunication - Office Backbone	20,750	20,500	18,750	18,540	14,035	13,188
1-09-4270-150	Telecommunication - WTP Backbone	15,000	13,000	15,000	13,379	13,188	13,188
1-09-4270-300	Telecommunication - Cellular (Data & On-Call)	35,000	33,750	29,000	26,543	22,079	12,199
1-09-8000-100	Computer Equipment - Computers	45,000	20,000	20,000	17,426	21,104	18,251
1-09-8000-200	Computer Equipment - Mobility	45,000	16,000	16,000	6,549	579	-
1-09-8000-300	Computer Equipment - Monitors	2,000	250	2,000	-	-	493
1-09-8000-400	Computer Equipment - Printers	5,000	-	-	-	-	12
1-09-8000-500	Computer Equipment - Printer Supplies	3,000	250	3,000	1,494	1,883	1,324
1-09-8000-550	Computer Equipment - Telephony	2,500	500	2,500	362	-	-
1-09-8000-600	Computer Equipment - Other	40,000	20,000	40,000	18,473	38,264	8,684
1-09-8100-100	Computer Software - Maint. and Support	60,000	34,000	60,000	60,616	50,332	37,321
1-09-8100-140	Computer Software - Starnik Maint. & Support	72,000	95,000	130,000	108,675	166,375	94,800
1-09-8100-150	Computer Software - Dynamics GP Maint. & Support	60,000	45,000	60,000	46,869	40,580	27,795
1-09-8100-200	Computer Software - Software and Upgrades	15,000	13,000	20,000	12,869	322	6,441
	Total Operating Expense	546,750	433,750	556,250	457,034	517,167	319,178
	Total Departmental Expenses	804,750	719,250	867,750	775,870	840,237	638,953

**DRAFT**  
**PALMDALE WATER DISTRICT**  
**2017 BUDGET**

**Customer Care**

**PERSONNEL BUDGET:**

		PROPOSED	PROJECTED	BUDGET	ACTUAL
		2017	2016	2016	2015
1-10-4000-000	Salaries	886,000	866,000	929,250	760,523
1-10-4000-100	Salaries - Departmental Overtime	10,000	8,000	10,000	7,206
	Subtotal (Salaries)	896,000	874,000	939,250	767,730
Employee Benefits					
1-10-4005-000	Payroll Taxes	65,500	66,500	71,500	61,283
1-10-4010-000	Health Insurance	166,000	213,000	217,000	179,858
1-10-4015-000	PERS	113,500	111,000	119,000	112,253
	Subtotal (Benefits)	345,000	390,500	407,500	353,394
	Personnel Expenses	1,241,000	1,264,500	1,346,750	1,121,123

**OPERATING EXPENSES:**

1-10-4050-000	Staff Travel	1,000	-	-	-
1-10-4060-000	Staff Conferences & Seminars	2,000	-	-	-
1-10-4155-005	Contracted Services - Assessor Data (Realquest)	10,000	10,000	10,000	8,250
1-10-4155-010	Contracted Services - Credit Reporting Services	4,000	4,250	4,000	4,167
1-10-4155-015	Contracted Services - AMR Services (Itron)	6,000	7,250	6,000	5,888
1-10-4155-020	Contracted Services - NEMO-Q System	2,000	2,000	2,000	-
1-10-4230-110	Mtce & Rep Office - Equipment	500	500	500	-
1-10-4250-000	General Material & Supplies	7,500	7,500	7,500	5,973
1-10-4260-000	Business Forms	4,000	-	10,000	1,471
	Total Operating Expense	37,000	31,500	40,000	25,749
	Total Departmental Expenses	1,278,000	1,296,000	1,386,750	1,146,872