

SONOMA COUNTY WATER AGENCY
FY 18-19 BUDGET REQUEST
ADMINISTRATION AND GENERAL

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FY 2018-19 BUDGET

BUDGET SECTION SUMMARY

Department: SONOMA COUNTY WATER AGENCY

A. Program Description

The Sonoma County Water Agency is a countywide special district responsible for domestic water supply delivery to eight prime contractors (the Cities of Santa Rosa, Petaluma, Sonoma, Rohnert Park, and Cotati; Valley of the Moon; Town of Windsor; and North Marin Water Districts). The Agency designs, constructs and maintains flood control facilities. The Sonoma County Water Agency operates and maintains Spring Lake Park via contract with the Sonoma County Regional Parks Department. The Water Agency also provides Sanitation services to four County Sanitation Districts and four Sanitation Zones of Benefit. The Board of Supervisors serve as the Board of Directors of the Water Agency.

The five major functions of the Sonoma County Water Agency are: Administration/General, Water Transmission, Water Supply, Flood Control and Sanitation.

B. Financial Summary

Section	GROSS EXPENDITURES			NET COST / USE OF FUND BALANCE		
	FY 17-18 Adopted	FY 18-19 Requested	Percent Change	FY 17-18 Adopted	FY 18-19 Requested	Percent Change
Admin & General	\$59,001,511	\$65,867,894	11.64%	\$1,238,056	\$4,653,927	275.91%
Flood Control	12,861,200	10,469,140	(18.60%)	3,872,517	1,146,475	(70.39%)
Water Supply	23,266,536	23,867,544	2.58%	12,675,072	9,435,105	(25.56%)
Water Transmission	57,893,185	66,123,954	14.22%	6,331,102	4,801,996	(24.15%)
Internal Service Fund	10,954,492	11,534,015	5.29%	934,916	998,823	6.84%
Sanitation	50,487,197	64,768,458	28.29%	8,568,941	15,095,886	76.17%
TOTAL:	\$214,464,121	\$242,631,005	13.13%	\$7,553,303	\$36,132,212	378.36%

C. Staffing Summary

Staffing	FY 17-18 Adopted	FY 18-19 Requested	Number Change	Percent Change
Permanent	229.75	231.75	2.00	0.87%

D. SUMMARY OF ISSUES AND SIGNIFICANT CHANGES

Refer to the following pages for a summary of issues and changes.

SONOMA COUNTY WATER AGENCY

ADMINISTRATION AND GENERAL

FY 18-19 BUDGET REQUEST

FY 2018-19 BUDGET

BUDGET DIVISION SUMMARY

Section Title:

ADMINISTRATION AND GENERAL

A. Program Description

This section provides staffing and operations support for all Water Agency functions. It includes the costs for the operation and maintenance of Spring Lake Park by the County Regional Parks Department and the Waste/Recycled Water Loan Fund, which was established in FY 98-99, to provide interim financing for wastewater and recycled water projects. The Sustainability Fund establish in FY 10/11 to capture expenditures and revenues for the Agency's Renewable Energy, Efficiency and Sustainability efforts. This fund was set-up to capture expenditures and revenues for the Agency's Renewable Energy, Efficiency and Sustainability efforts.

B. Financial Summary

Section	GROSS EXPENDITURES			NET COST / USE OF FUND BALANCE		
	FY 17-18 Adopted	FY 18-19 Requested	Percent Change	FY 17-18 Adopted	FY 18-19 Requested	Percent Change
General Fund	\$55,174,500	\$61,727,615	11.88%	\$39,066	\$4,343,194	11017.58%
Spring Lake Park	2,812,111	3,160,979	12.41%	210,790	115,940	(45.00%)
Sustainability Fund	1,014,900	979,300	(3.51%)	992,650	204,243	(79.42%)
Waste/Recycled Loan	0	0	N/A	(4,450)	(9,450)	112.36%
TOTAL:	\$59,001,511	\$65,867,894	11.64%	\$1,238,056	\$4,653,927	275.91%

C. Staffing Summary

Staffing	FY 17-18 Adopted	FY 18-19 Requested	Number Change	Percent Change
Permanent	229.75	231.75	2.00	0.87%

D. Workload Summary

Refer to the individual sections for information regarding work performed.

E. Summary of Issues and Significant Changes

Refer to the Departmental Budget Summary for a summary of issues and changes.

FY 2018-19 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: GENERAL FUND

Fund/Department ID: 14015-33010100

Sub-Object No. and Title	Adopted 2017-18	Requested FY 18-19	Difference	Percent Change
REVENUES:				
<u>TAXES</u>				
40002 (1000) Prop Taxes - CY Secured	\$6,116,795	\$6,800,081	\$683,286	11.17%
40005 (1008) RDA Increment	(711,753)	(750,000)	(38,247)	5.37%
40006 (1014) AB1290 RDA Pass Through	51,804	57,000	5,196	10.03%
40010 (1017) Residual Prop-Tax RPTTE	146,177	150,000	3,823	2.62%
40012 (1011) SB 2557 Prop Tax Admin	(83,155)	(83,155)	0	0.00%
40101 (1040) Prop Taxes - CY Unsecured	204,120	192,462	(11,658)	(5.71%)
40111 (1020) Prop Taxes - CY Supplemental	11,275	164,272	152,997	1356.96%
40404 (1266) Timber Yield Tax	621	621	0	0.00%
Subtotal Taxes	\$5,735,884	\$6,531,281	\$795,397	13.87%
<u>USE OF MONEY</u>				
44002 (1700) Interest on Pooled Cash	\$118,370	\$251,370	\$133,000	112.36%
Subtotal Use of Money	\$118,370	\$251,370	\$133,000	112.36%
<u>INTERGOVERNMENTAL REVENUE</u>				
42291 (2440) State Homeowners Prop Tax Relf	\$51,740	\$47,330	(\$4,410)	(8.52%)
42601 (2901) County	225,000	225,000	0	0.00%
42627 Special Districts	9,595,000	11,900,000	2,305,000	24.02%
Subtotal Intergovernmental Revenue	\$9,871,740	\$12,172,330	\$2,300,590	23.30%
<u>CHARGES FOR SERVICES</u>				
45008 (3019) NCPA-Fee for Govt Services	\$12,440	\$12,440	\$0	0.00%
45062 (3145) Construct/Bldg Permit RW Svcs	\$2,000	\$2,000	\$0	0.00%
45065 (3144) Inspection Fees	80,000	100,000	20,000	25.00%
45221 (3405) Sewer/Water Usage Fees	315,000	315,000	0	0.00%
Subtotal Charges for Service	\$409,440	\$429,440	\$20,000	4.88%
<u>MISCELLANEOUS REVENUE</u>				
46029 (4102) Donations/Reimbursements	\$0	\$0	\$0	N/A
Subtotal Miscellaneous Revenue	\$0	\$0	\$0	N/A
TOTAL REVENUES	\$16,135,434	\$19,384,421	\$3,248,987	20.14%

SUMMARY OF REVENUES AND EXPENDITURES

14015-33010100

Sub-Object No. and Title	Adopted 2017-18	Requested FY 18-19	Difference	Percent Change
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EXPENDITURES:

SALARIES AND BENEFITS

50101 (5100) Permanent Positions	\$23,428,811	\$23,828,074	\$399,263	1.70%
50111 (5101) Cash Allowance	1,648,686	1,655,862	7,176	0.44%
50112 (5110) Extra Help	0	0	0	N/A
50112 (5120) Overtime	0	0	0	N/A
50113 (5121) Overtime - FLSA	0	0	0	N/A
50115 (5140) Premium Pay	0	0	0	N/A
50117 (5150) Vacation Pay	0	0	0	N/A
50118 (5160) Shift Differential	0	0	0	N/A
50119 (5170) Standby Pay	0	0	0	N/A
51214 (5190) Agency / Extra Help	0	0	0	N/A
50201 (5210) County Retirement	9,299,856	4,151,697	(5,148,159)	(55.36%)
50201 (5211) Uncalable County Retire	489,436	494,347	4,911	1.00%
50205 (5220) FICA	1,775,983	1,826,985	51,002	2.87%
50208 POB contribution	0	3,152,197	3,152,197	N/A
50209 County Health Contribution	0	2,088,570	2,088,570	N/A
50305(5300) Health Insurance	2,399,058	2,452,912	53,854	2.24%
50302 (5301) Extra Help Health Insurance	0	136,323	136,323	N/A
50304 (5302) HRA Benefit	127,878	0	(127,878)	(100.00%)
50305 (5303) Retiree medical trust contrib	0	0	0	N/A
50306 (5310) Disability	153,219	148,186	(5,033)	(3.28%)
50307 (5320) Dental Insurance	302,520	288,132	(14,388)	(4.76%)
50308 (5330) Life Insurance	22,901	23,169	268	1.17%
50309 (5340) Vision Insurance	45,821	46,021	200	0.44%
50310 (5350) Unemployment Insurance	0	0	0	N/A
50311 (5351) Unemployment Perm Pos	23,100	5,874	(17,226)	(74.57%)
50401 (5400) Workers' Compensation	366,341	402,296	35,955	9.81%
50501 (5500) Other Benefits	10,344	10,867	523	5.06%
50502 Deferred Comp	279,345	281,501	2,156	0.77%
50601 (5900) Salary Savings	0	0	0	N/A
50602 final Budget Adjustment	0	0	0	N/A
50604 Proposed Budget Adjustments	0	0	0	N/A
50069 Budget System S&B Chang	0	620,000	620,000	N/A

Subtotal Salaries & Benefits

\$40,373,299 \$41,613,013 \$1,239,714 3.07%

SERVICES AND SUPPLIES

51041 (6103) Liability Insurance	\$130,000	\$225,174	\$95,174	73.21%
51061 (6140) Maintenance - Equipment	125,000	100,000	(25,000)	(20.00%)
51205 Advertising Marketing	0	40,000	40,000	N/A
51206 (6630) Accounting/Auditing Services	100,000	100,000	0	0.00%
51207 (6629) Client Accounting Services	555,000	570,000	15,000	2.70%
51209 (6516) Info Tech Svs (Non ISD)	132,600	132,600	0	0.00%
51211 (6610) Legal Services	700,000	720,000	20,000	2.86%
51214 (5190) Agency/Extra/Temp Help	80,000	80,000	0	0.00%
51221 (6651&54) Medical/Lab Services	2,100	2,100	0	0.00%
51225 (7120) Training Services	180,000	180,000	0	0.00%
51231 (6512) Testing / Analysis	150,000	100,000	(50,000)	(33.33%)
51241 (6430) Outside Printing & Binding	30,000	40,000	10,000	33.33%
51244 (6589) Permits/License/Fees	8,000	8,000	0	0.00%
51249 (6500) Other Professional/Special Services	150,000	150,000	0	0.00%
51301 (6800) Publications / Legal Notices	15,000	18,000	3,000	20.00%
51401 (6820&21) Rents and Leases - Equipment	74,000	80,000	6,000	8.11%

SUMMARY OF REVENUES AND EXPENDITURES

14015-33010100

Sub-Object No. and Title	Adopted 2017-18	Requested FY 18-19	Difference	Percent Change
<u>SERVICES AND SUPPLIES (Continued)</u>				
51241 (6840) Rents and Leases - Bldgs/Imp	3,375,236	3,430,874	55,638	1.65%
51602 (7302) Business Travel/Mileage	125,000	150,000	25,000	20.00%
51605 (7303) Private Car Expense	22,000	24,000	2,000	9.09%
51803 (6540) Other Contract Services	2,338,000	3,703,390	1,365,390	58.40%
51902 (6040) Telecommunication Usage	280,000	300,000	20,000	7.14%
51904 (7400) ISD-Baseline Serv	57,940	84,404	26,464	45.67%
51910 (6409) Courier Services	3,000	3,000	0	0.00%
51916 (6521) County Services	914,253	777,404	(136,849)	(14.97%)
51918 (6628) HRMS Charges	172,176	172,176	0	0.00%
51919 (6697) EFS Costs	7,698	0	(7,698)	(100.00%)
51920 (6645) Risk Mgmt-Ben Admin Svcs	66,210	66,210	0	0.00%
51921 (7206) Equipment Usage Charge	230,000	68,153	(161,847)	(70.37%)
51934 Claimable ERP	0	790,786	790,786	N/A
51935 Unclaimable ERP	0	11,543	11,543	N/A
52021 (6020) Clothing / Personal	75,000	100,000	25,000	33.33%
52031 (6060) Food	7,000	10,000	3,000	42.86%
52042 (6084) Janitorial Supplies	6,000	5,000	(1,000)	(16.67%)
52081 (6262) Medical/ Laboratory Supplies	200,000	100,000	(100,000)	(50.00%)
52091 (6280) Memberships/Certifications	383,988	435,488	51,500	13.41%
52101 Other Supplies	15,000	15,000	0	0.00%
52111 (6400& 61) Office Supplies	140,000	120,000	(20,000)	(14.29%)
52115 (6415) Books/Media/Subscriptions	10,000	10,000	0	0.00%
52117 (6410) Mail and Postage Supplies	30,000	20,000	(10,000)	(33.33%)
52141 (6880) Minor Equipment/ Small Tools	95,000	95,000	0	0.00%
52142 (6890) Computer Equip/Assec	400,000	400,000	0	0.00%
52143 (6889) Software/Licensing Fees	500,000	500,000	0	0.00%
52162 (7022&35&50) Special Departmental Exp	300,000	300,000	0	0.00%
52166 (7154) Employee Recognition Expense	6,000	6,300	300	5.00%
Subtotal Services and Supplies	\$12,191,201	\$14,244,602	\$2,053,401	16.84%
<u>OTHER CHARGES</u>				
53501 (8010) Contribution	\$490,000	\$490,000	\$0	0.00%
53502 Community Grants	\$0	\$2,000,000	\$2,000,000	N/A
Subtotal Other Charges	\$490,000	\$2,490,000	\$2,000,000	408.16%
<u>FIXED ASSETS</u>				
54305 (8560&61&71) Machinery & Equipment	\$100,000	\$100,000	\$0	0.00%
54406 CIP Infrastructure		500,000	\$0	
54507 (9482) Work in Progress - Intang	300,000	600,000	300,000	100.00%
Subtotal Fixed Assets	\$400,000	\$1,200,000	\$300,000	75.00%

SUMMARY OF REVENUES AND EXPENDITURES

14015-33010100

Sub-Object No. and Title	Adopted 2017-18	Requested FY 18-19	Difference	Percent Change
<u>OTHER FINANCING USES</u>				
57011 (8625) OT - W/in Special Dist - BOS	\$720,000	\$700,000	(\$20,000)	(2.78%)
57012 Transfer Out-Btw Gov't Find	700,000	1,180,000	480,000	68.57%
<i>Subtotal Other Financing Uses</i>	\$1,420,000	\$1,880,000	\$460,000	32.39%
<u>REIMBURSEMENTS</u>				
58010 (8709) Reimbursements - Interfund	(\$39,000,000)	(\$38,000,000)	\$1,000,000	(2.56%)
<i>Subtotal Reimbursements</i>	(\$39,000,000)	(\$38,000,000)	\$1,000,000	(2.56%)
<u>RESIDUAL EQUITY TRANSFER</u>				
56030 (8880) RET - Between Entities - BOS	\$0	\$0	\$0	N/A
<i>Subtotal Residual Equity Transfer</i>	\$0	\$0	\$0	N/A
<u>APPROPRIATIONS FOR CONT</u>				
55011 (9000) Appropriations for Contingencies	\$300,000	\$300,000	\$0	0.00%
<i>Subtotal Approp. for Contingencies</i>	\$300,000	\$300,000	\$0	0.00%
<u>ADMIN CONTROL</u>				
59002 (9210) Advances	\$0	\$400,000	\$400,000	N/A
59003 (9219) Advances - Clearing	0	(400,000)	(400,000)	N/A
<i>Subtotal Admin Control</i>	\$0	\$0	\$0	N/A
TOTAL EXPENDITURES	\$16,174,500	\$23,727,615	\$7,053,115	43.61%
GROSS EXPENDITURES <i>(Without Reimbursements)</i>	\$55,174,500	\$61,727,615	\$6,053,115	10.97%
TOTAL NET COST <i>(Expenditures Minus Revenues)</i>	\$39,066	\$4,343,194	\$3,804,128	9737.70%

FY 2018-19 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character Title: Taxes

Character No 14015-33010100-40

40002 Prop Taxes - CY Secured

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

40005 RDA Increment

This portion of the property tax is shifted to local redevelopment agencies.

40006 AB1290 RDA Pass Through

This amount is to report gross tax increment and pass through to cities and Rural Development Agencies.

40010 Residual Prop-Tax RPTTE

This revenue are residual amounts distributed from the Redevelopment Property Tax Trust Funds (RPTTF) back to taxing entities.

40012 SB 2557 Prop Tax Property Tax administration costs related to Assessor, Auditor, Tax Collection and ISD. Property Tax administration costs related to Assessor, Auditor, Tax Collection and ISD.

40101 Prop Taxes - CY Unsecured

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

40111 Prop Taxes - CY Supplemental

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

40404 Timber Yield Tax

Timber Yield taxes are calculated and collected by the State.

Character Title: Use of Money and Property

Character No 14015-33010100-44

44002 Interest on Pooled Cash

This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$13,300,000
Projected Interest Rate	<u>1.89%</u>
Projected/Planned Interest on Pooled Cash	\$251,370

Character Title: Intergovernmental Revenue

Character No 14015-33010100-42

42291 State Homeowners Prop Tax Relf

Home Owner Property Tax Relief revenues are received from the State as reimbursement for property tax revenues lost due to the Home Owners Exemption. The amount requested is based on prior year actuals and current year estimates from the Auditor-Controller's office.

42601 County

This item records revenue received as reimbursement for services provided to other county departments, cities and governmental agencies.

42627 Special Districts

Sanitation District's are no longer in reimbursements. They are considered revenue.

FY 2018-19 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character Title: Charges for Services

Character No 14015-33010100-45

45008 NCPA-Fee for Govt Services

This item records the Agency's share of a service fee paid to the County by North Coast Power Authority.

45062 Construct/Bldg Permit RW Svcs

This item records revenue which is generated from the sale of plans and specs for Agency projects that are put out to bid.

45065 Inspection Fees

This item records service revenues received from plan checking and developmental reviews. The decrease in this items is due to the slow down in housing construction.

45221 Sewer/Water Usage Fees

Revenue from laboratory services performed. Associated expenses are recorded in account 52081.

Character Title: Miscellaneous Revenue

Character No 14015-33010100-46

46029 Donations/Reimbursements

This item records miscellaneous donations or reimbursements. No revenue is anticipated in FY 16/17.

Character Title: Salaries and Employee Benefits

Character No 14015-33010100-50

50101 Permanent Positions

All Agency employees are budgeted in the Agency's General Fund. Hourly charges are then cost applied to the various enterprise and non-enterprise activities, reimbursing the General Fund.

Reconciliation of Permanent Positions:

FTE

FY 17-18 Adopted Budget:

229.75

FY 17-18 Authorized Position Changes:

Add:

1-Water Agency Program Specialist II

2.00

1- Natural Resources/Watershed Recovery Coordinator (ASOII)

FY 18-19 Requested Position Changes:

0.00

Add:

Delete:

0.00

FY 18-19 Requested Permanent Positions (Adopted Budget)

231.75

50111 Cash Allowance

This records the portion of compensation that is provided at a flat monthly rate for some bargaining units.

50112 Extra Help

Extra Help is required to replace personnel who have resigned, are on long-term temporary unpaid leave, or to provide additional assistance for temporary projects. Extra Help is limited to filling extremely sensitive positions which are anticipated to be vacant for a period that would disrupt departmental operations. Normally it is limited to positions that are in an unpaid status.

The new EFS system doesn't have this broken out.

50112 Overtime

The new EFS system doesn't have this broken out.

FY 2018-19 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character Title: Services and Supplies

Character No 14015-33010100-51/52

51041 Liability Insurance

Project No. X0001A013

The amount requested for liability insurance is based on estimates from Risk Management which were provided as part of the County Administrator's budget instructions including water craft insurance.

51061 Maintenance - Equipment

Project No. Various

This item records the cost of maintenance and repair of the Agency's data processing equipment and shop equipment.

51205 Advertising Marketing

This account is used for public meeting notices.

51206 Accounting/Auditing Services

Project No. X0001A001

Audit / Accounting Services covers the costs of the Agency's annual audit provided by outside certified public accounting services.

51207 Client Accounting Services

Project No. X0001A001

This item records the direct charge for services provided by the Fiscal Services Section of the County Auditor Controller's Office for staff costs attributed to Agency accounting.

51209 Info Tech Svs (Non ISD)

Project No. X0001A010

This request covers the costs of various data processing supplies and services.

51211 Legal Services

Project No. Various

This account reflects the estimated cost of legal services to be provided by County Counsel and outside legal counsel.

51214 Agency / Extra Help

Project No. Various

This account reflects the costs of temporary extra-help through a private company.

51221 Medical/Lab Services

Project No. Various

This item is requested to provide funds for medical exams for personnel required to have special drivers licenses or those exposed to hazardous materials. The budget allows for medical costs which may be incurred with the implementation of the Department of Transportation Drug and Alcohol regulations. Costs associated with first-aid, not charged to Workers Compensation costs, are also recorded in this account. Also, included are costs for optometric services in providing safety glasses for various employees.

51225 Training Services

Project No. Various

This line item is necessary to provide training to Agency employees to meet safety regulations, to keep abreast of changing industry standards and to provide employees with the knowledge necessary to do their jobs.

51231 Testing / Analysis

Project No. Various

This account records expenses incurred to comply with all regulatory testing requirements.

51241 Outside Printing & Binding

Project No. Various

This item is requested to cover the costs of printing services, which are primarily furnished by the County Reprographics Department.

51244 Permits/License/Fees

Project No. Various

This account records the cost of all permits and various licenses and fees.

51249 Other Professional/Special Services

Project No. X0001A010

FY 2018-19 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character Title: Services and Supplies (continued)

Character No 14015-33010100-51/52

51301 Publications / Legal Notices

Project No. Various

This item is requested to provide funds for publishing notices required by law.

51401 Rents and Leases - Equipment

Project No. Various

Rents and Leases - Equipment covers the costs of renting copiers, fax machines and other equipment as needed.

51241 Rents and Leases - Bldgs/Imp

Project No. Various

This request covers the cost of principal and interest for financing the purchase of the Administration building in the Airport Business Park. This item also includes the rental expense to cover the operation, maintenance and depreciation costs of

Principal and interest payments for O&M Building & Fleet Center	\$531,874
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Other Rent Charges-Facilities Fund project X0001A0001	2,899,000
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Total	\$3,430,874
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51602 Business Travel/Mileage

Project No. Various

This item is requested to cover the cost of travel expenses to meetings and seminars by Agency staff.

51605 Private Car Expense

Project No. Various

Private Car Expense is reimbursed to employees for the use of their private vehicles.

51803 Other Contract Services

This item reflects the costs of other contract services.

Applied Solutions	\$15,000
Asset Management Planning	500,000
Atmospheric Rivers Legislative Program	12,000
CA Natural Resources Group	50,000
Centerline Consulting	24,000
Climate Adaptation	100,000
Community Outreach	115,000
Data and Web Base Development	75,000
Document Scanning Service	8,000
Drainage Review	200,000
Engineering Documents Scanning Services	2,000
GIS Web Development	75,000
IT Managed Services Agreement	300,000
KRCB Media Outreach Project	50,000
Lower RR TMDL Wastewater Projects:	
Monte Rio and Villa Grande	500,000
Camp Meeker and Northwood	500,000
Misc Climate Change Issues	100,000
Multicultural Outreach	25,000
NBWRA	220,000
Network Services	75,000
NOAA HMT QPI Phase 3	27,390
Russian River Book Publication	20,000
Safety/Wellness	75,000
SCWA Logo Studies	5,000
SGMA	350,000
Sonoma County Fair-Fees	5,000
Sonoma Envir Ed Collaboration	5,000
Stormwater Recharge Applied Research	100,000
Water Ed-Assembly Program	20,000
Water Energy Prog Develop	25,000
Web Site Maintenance	25,000
Website Design/implementation	50,000
Westside Exhibits Science on a Sphere	50,000
	\$3,703,390

FY 2018-19 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character Title: Services and Supplies (continued)

Character No 14015-33010100-51/52

51902 Telecommunication Usage

Project No. Various

This item is requested to cover the Agency's communication costs for radio, telephone, and data line charges. The budget reflects current expenditure history which includes the addition of cellular phones for new staff members whose work requires travel around the many Agency facilities.

51904 ISD-Baseline Serv

Project No. X0001D010

This is the estimate given by the Data Processing Department for the costs associated with the Agency's access to the County's IBM computer system for payroll, purchasing, benefit assessments and sanitation master files.

51910 Courier Services

Project No. Various

This account reflects the cost of County provided courier service.

51916 County Services

Project No. Various

County Services covers the costs of services provided by other county departments, as specified in agreements. The budget assumes the following costs:

Clerk of the Board	X00001A004	\$350,000
County Administrator's Office	X00001A027	97,572
Support Services	X00001A001	62,832
County Auditor-Controller	X00001A001	267,000
		<hr/>
		\$777,404

51918 HRMS Charges

Project No. X0009D016

This account reflects the estimated cost of the Agency's share of the County's HRMS system based on FTE's.

51919 EFS Costs

This item represents the share of costs for the County's new operating system.

51290 Risk Mgmt-Ben Admin Svcs

Project No. X0001A002

This item records charges for health insurance administration by the County's Risk Management Department.

51921 Equipment Usage Charge

Project No. Various

This item records equipment usage charges from the Equipment Fund related to staff use of Agency vehicles.

52021 Clothing / Personal

Project No. Various

The Memorandum of Understanding requires the Agency to furnish uniforms and safety apparel as well as to provide laundry service for clothing.

52031 Food

Project No. Various

This item is requested to provide food for meetings and events

52042 Janitorial Supplies

Project No. X0001A002

This item is requested to provide funds for cleaning supplies.

FY 2018-19 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character Title: Services and Supplies (continued)

Character No 14015-33010100-51/52

52081 Medical/ Laboratory Supplies

Project No. X0501A005

This item is requested to provide funds for staff time and lab supplies and tests for the various West County wastewater treatment plants. Costs are allocated to specific plants based on number and types of test performed. Revenue is recorded in account 45221.

52091 Memberships/Certifications

Project No. Various

This item is requested to provide funds for Agency memberships in various professional and technical organizations as follows:

American Water Works Assoc	\$3,700
Alliance for Water Efficiency	3,000
Assn of Calif Water Agencies	24,000
Assn of Metropolitan Water	8,720
Assn of Bay Area Gov't	1,500
Alliance for Water Efficiency	3,000
Bay Area Stormwater Mgmt	4,402
Bay Area Open Space	5,000
Bay Planning Coalition	1,530
CA Assoc of Sanitation Agencies	21,000
CA Foundation on the Environment	18,000
Ca Natural Resources	50,000
CA Special Districts	6,500
CA Urban Water Conservation Council	4,000
CA Utilities Emergency Assoc	500
CA Groundwater Coalition	7,500
CA Utilities Executive Management	800
CWEA	5,700
CCEEB	2,500
Center for Climate Protection	5,000
Climate Registry	4,980
EDB Broadband	22,000
California Municipal Utilities Assoc	8,000
Gov't Finance Officers Assoc	560
Local Government Commission	10,000
Local Gov't Sustainable Energy	10,000
Russian River Watershed Assoc	41,670
Miscellaneous	100,000
RCPA/Solar Sonoma County	50,000
Underground Service Alert	800
Water Ed Foundation	11,126

Total

\$435,488

52101 Other Supplies

Project No. Various

This account reflect the cost of non-office supplies.

52111 Office Supplies

Project No. Various

This account records non-capitalized office expenses.

52115 Books/Media/Subscriptions

Project No. Various

This item records the cost of books, periodicals and other publications required by Agency staff to keep abreast of changes in laws, standards or technology as it pertains to Agency responsibilities or projects.

52117 Mail and Postage Supplies

Project No. Various

This item is requested to cover the costs of the Agency's postage.

FY 2018-19 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character Title: Services and Supplies (continued)

Character No 14015-33010100-51/52

52141 Minor Equipment/ Small Tools

This item is requested to provide funds for the purchase of office furniture, small tools, instruments and equipment that are individually under \$5,000.

<u>Electrical Section</u>	
Miscellaneous	42,800
<u>Maint. and Mechanic Services</u>	5,000
Miscellaneous	
<u>Field Equipment</u>	
Miscellaneous	15,000
Mobile Data Collection Device	2,200
<u>Office Furniture</u>	
Desk Chairs	5,000
Miscellaneous	25,000
Total	<u>\$95,000</u>

52142 Computer Equip/Assec

Project No. X0001D010

This item is requested to fund the purchase of anticipated hardware additions required for new staff members and replacement of worn out parts and equipment. It is expected that the component items in these requests will not meet the fixed asset threshold of \$5,000.

52143 Software/Licensing Fees

Project No. X0001D010

This item provides funds for various productivity software packages to be used by different sections within the Agency. This item includes the cost of maintaining licensing agreements for the various packages utilized by the Agency. The costs of this item has increased due to the anticipated purchase of software for budgeting, and records management (from paper to paperless).

52162 Special Departmental Expense

Project No. Various

This account includes Public Relations Expense which covers the costs of special meetings and luncheons sponsored by the Agency and reimbursable projects to cover services provided to other county departments, cities and other governmental agencies. These costs are reimbursed by the using entity. This sub-object will fluctuate from year to year based on need. This request is to fund work for Development & Plan Review and other projects that arise during the fiscal year.

52166 Employee Recognition Expense

Project No. Various

This item provides funds for the Agency's annual employee recognition program.

Character Title: Other Charges

Character No 14015-33010100-53

53501 Contribution

This item is requested to fund NBRA GW Recharge & ASR (\$300,000), Town of Windsor for energy efficiency projects (\$25,000) and Sponsorship for the following:

City of Santa Rosa Earth Day Event	\$5,000
Energy Sponsorships	50,000
Miscellaneous	36,500
Regional Parks Found RR Water Safety	5,000
Various Event Sponsorship	62,000
Water Education Foundation	6,500
	<u>\$165,000</u>

53502 Community Grants

Per auditor, this revenue account is to be used in lieu of operating transfers from SCWA General Fund to any Sanitation Districts.

Occidental CSD	\$2,000,000
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FY 2018-19 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: General Fund

Character Title: Fixed Assets **Character No 14015-33010100-54**

54305 Machinery & Equipment Project No. Various
 This item will provide for office equipment which may be required to meet operational needs arising during the fiscal year includes field equipment.

54406 CIP Infrastructure
Fire Cameras \$500,000

54507 Work in Progress - Intang Project No. Various
 This request will fund SCADA and other software development.

Character Title: Other Financing Uses **Character No 14015-33010100-57**

57011 OT - W/in Special Dist - BOS
 Transfer of funds to:
Sustainability Fund \$700,000
\$700,000

57012 Transfer Out-Btw Gov't Find
 Transfer of funds to:
Geyserville SZ \$100,000
Recycled Water Fund \$700,000
Russian River Projects \$150,000
Russian River Projects - NOAA FIRO HFA \$230,000
\$1,180,000

Character Title: Reimbursements **Character No 14015-33010100-58**

58010 Reimbursements - Interfund
 Reimbursements-Interfund are used to recover labor and overhead for services provided to the Agency's enterprises of water transmission, sanitation zones and flood control.

Character Title: Appropriations for Contingencies **Character No 14015-33010100-55**

55011 Appropriations for Contingencies
 An appropriation for contingency amount of \$300,000 is requested to provide for unexpected emergency purchases or revenue shortfalls.

FY 2018-19 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character Title: Administrative Account

Character No 14015-33010100-59

59002 Advances

This account reflects the principal payments due on the outstanding advances for the acquisition of power assets. Payments are based on the amortization schedules.

This account also reflects an advance from the Agency's General Fund for the Airport-Larkfield-Wikiup SZ Larkfield Estates Sewer Main Extension in the burned area. Advance started FY17-18 (\$600,000). Additional advance in FY18-19 (\$400,000). Pending Board approval of proposed financing Ordinance in Fall of 2018, no principal or interest due until ten years after construction notice of completion. Initial advances are to cover design costs.

FY17-18 Advance to ALWSZ Construction Fund:	\$600,000
FY18-19 Advance to ALWSZ Construction Fund:	\$400,000
Principal Payment FY17-18	(\$0)
Principal Payment FY18-19	(\$0)
	<hr/>
	\$1,000,000

59003 Advances - Clearing

This is the clearing account for Advances

FY 2018-19 BUDGET

STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Administration and General

Fund: General Fund

Fund/Department ID: 14015-33010100

DESCRIPTION OF FUND ACTIVITY	Actual FY 16-17	Estimated FY 17-18	Requested FY 18-19
Undesignated/Unreserved <u>BEGINNING</u> Fund Balance			
Available for Budgeting (See Detailed Components Below)	\$11,849,649	\$14,096,037	\$6,757,146
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	19,563,491	19,900,727	19,384,421
Expenditures - (Decrease) fund balance	(17,964,596)	(23,928,166)	(23,727,615)
Net Surplus or Deficit - Increase/(Decrease) to fund balance	1,598,895	(4,027,439)	(4,343,194)
Adjustments to Reserves/Encumbrances:			
Outstanding Encumbrances - Net Change	406,478	(2,899,739)	1,751,969
Unrealized Gains/Losses	78,006	18,037	-
Change in Reserve Fund Balance	13,687	-	-
Post Audit Adjustment	(21,201)	-	-
Advances to ALWSZ Construction - Larkfield Estates		(600,000)	(400,000)
Advances (ISF-Power Resources Fund)	170,520	170,250	170,520
Net Adjustment - Increase/(Decrease) to Fund Balance	647,490	(\$3,311,452)	\$1,522,489
Undesignated/Unreserved <u>ENDING</u> Fund Balance			
Available for Budgeting	\$14,096,037	\$6,757,146	\$3,936,441
Target Fund Balance	\$1,453,640	\$3,084,468	\$2,581,904
Over/(Under) Target Fund Balance	\$12,642,398	\$3,672,678	\$1,354,537
Total Increase/(Decrease) in Fund Balance for Fiscal Year (Difference between Beginning and Ending Balance)	\$2,246,388	(\$7,338,891)	(\$2,820,705)
<u>Fund Balance Components at Beginning of FY</u>	7/1/16	7/1/17	
Cash	\$13,567,547	\$15,358,220	
Petty Cash	500	750	
Due from Other Funds	170,520	170,520	
Due from State AR	-	229,609	
Due from Federal AR	25,069	88,382	
Due to State	(130)	(438)	
Due to Other Gov't	-	(660,836)	
Accounts Receivable A/R Module	36,979	45,488	
Accounts Payable	(33,166)	(42,807)	
Vouchers Payable	(144,879)	(318,486)	
Inventory	18,707	5,020	
Unbilled A/R	-	(21,201)	
Prepaid Expense	230,693	235,206	
Encumbrances	(1,751,969)	(1,345,491)	
Retention Payable	(1,515)	(414)	
Retention Receivable	-	7,535	
FB Res for Restricted Assets	(268,707)	(255,020)	
Total Beginning Fund Balance	\$11,849,649	\$13,496,037	

FY 2018-19 BUDGET

SUMMARY OF REVENUES AND EXPENDITURES

Fund: SPRING LAKE PARK

Fund/Department ID: 14020-33010200

Sub-Object No. and Title	Adopted 2017-18	Requested FY 18-19	Difference	Percent Change
REVENUES:				
<u>TAXES</u>				
40002 (1000) Prop Taxes - CY Secured	\$1,906,661	\$2,193,825	\$287,164	15.06%
40005 (1008) RDA Increment	(221,823)	(221,823)	0	0.00%
40006 (1014) AB1290 RDA Pass Through	16,146	16,146	0	0.00%
40010 (1017) Residual Prop-Tax RPTTE	45,553	45,553	0	0.00%
40012 (1011) SB 2557 Prop Tax Admin	(25,924)	(25,924)	0	0.00%
40101 (1040) Prop Taxes - CY Unsecured	63,626	62,092	(1,534)	(2.41%)
40111 (1020) Prop Taxes - CY Supplemental	35,153	52,999	17,846	50.77%
Subtotal Taxes	\$1,819,392	\$2,122,868	\$303,476	16.68%
<u>USE OF MONEY</u>				
44002 (1700) Interest on Pooled Cash	\$1,200	\$37,800	\$36,600	3050.00%
44101 (1801) Rent - Real Estate	3,500	3,500	0	0
44109 (1800) Rents / Concessions	20,000	10,000	(10,000)	(50.00%)
Subtotal Use of Money	\$24,700	\$51,300	\$26,600	107.69%
<u>INTERGOVERNMENTAL REVENUE</u>				
42291 (2440) State Homeowners Prop Tax Relf	\$16,127	\$15,269	(\$858)	(5.32%)
Subtotal Intergovernmental Revenue	\$16,127	\$15,269	(\$858)	(5.32%)
<u>CHARGES FOR SERVICES</u>				
45008 (3019) NCPA-Fee for Govt Services	\$4,102	\$4,102	\$0	0.00%
45291 (3500) Park/Recreation Services	420,000	440,000	20,000	4.76%
45292 (3506) Annual Park Memb - Standard	60,000	100,000	40,000	66.67%
45293 (3507) Annual Park Memb - Golden Yrs	23,000	37,000	14,000	60.87%
45295 (3501) Camping / Parking Fees	230,000	230,000	0	0.00%
Subtotal Charges for Service	\$737,102	\$811,102	\$74,000	10.04%
<u>MISCELLANEOUS REVENUES</u>				
46002 (4029) Taxable Sale - Miscellaneous	\$4,000	\$4,000	\$0	0.00%
46029 Donations/Contributions	0	40,000	40,000	N/A
46040 (4040) Miscellaneous Revenue	0	500	500	N/A
Subtotal Miscellaneous Revenues	\$4,000	\$44,500	\$40,500	1012.50%
TOTAL REVENUES	\$2,601,321	\$3,045,039	\$443,718	17.06%

SUMMARY OF REVENUES AND EXPENDITURES

14020-33010200

Sub-Object No. and Title	Adopted 2017-18	Requested FY 18-19	Difference	Percent Change
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EXPENDITURES:

SERVICES AND SUPPLIES

51917 (6523) District Operations Chgs	\$0	\$10,000	\$10,000	N/A
Subtotal Services and Supplies	\$0	\$10,000	\$10,000	N/A

OTHER CHARGES

53501 (8010) Contribution	\$2,812,111	\$3,150,979	\$338,868	12.05%
Subtotal Other Charges	\$2,812,111	\$3,150,979	\$338,868	12.05%

TOTAL EXPENDITURES	\$2,812,111	\$3,160,979	\$348,868	12.41%
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TOTAL NET COST <i>(Expenditures Minus Revenues)</i>	\$210,790	\$115,940	(\$94,850)	(45.00%)
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FY 2018-19 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: Spring Lake Park

Character Title: Taxes

Character No.: 14020-33010200-10

40002 (1000) Prop Taxes - CY Secured

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

40005 (1008) RDA Increment

This portion of the property tax is shifted to local redevelopment agencies.

40006 (1014) AB1290 RDA Pass Through

This amount is to report gross tax increment and pass throughs to cities and Rural Development Agencies.

40010 (1017) Residual Prop-Tax RPTTE

This revenue are residual amounts distributed from the Redevelopment Property Tax Trust Funds (RPTTF) back to taxing entities.

40012 (1011) SB 2557 Prop Tax Admin

Property Tax administration costs related to Assessor, Auditor, Tax Collection and ISD.

40101 (1040) Prop Taxes - CY Unsecured

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

40111 (1020) Prop Taxes - CY Supplemental

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

Character Title: Use of Money and Property

Character No.: 14020-33010200-17

44002 (1700) Interest on Pooled Cash

This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$2,000,000
Projected Interest Rate	1.89%
Projected/Planned Interest on Pooled Cash	\$37,800

44101 (1801) Rent - Real Estate

This item reflects rent for the Ranger residence located at Spring Lake Park.

44109 (1800) Rents / Concessions

Rents / Concessions revenue is based on estimates provided by County Regional Parks.

Character Title: Intergovernmental Revenue **Character No.:** 14020-33010200-20

42291 (2440) State Homeowners Prop Tax Relf

Home Owner Property Tax Relief revenues are received from the State as reimbursement for property tax revenues lost due to the Home Owners Exemption. The amount requested is based on prior year actuals and current year estimates from the Auditor-Controller's office.

Character Title: Charges for Service **Character No.:** 14020-33010200-30

45008 (3019) NCPA-Fee for Govt Services

This item records the Agency's share of a service fee paid to the County by North Coast Power Authority.

45291 (3500) Park/Recreation Services

These revenues are based on recent actual experience.

45292 (3506) Annual Park Memb - Standard

This accounts for revenue received for the standard annual park membership.

45293 (3507) Annual Park Memb - Golden Yrs

This accounts for revenue received for the golden years standard annual park membership.

45295 (3501) Camping / Parking Fees

Camping / Parking Fee revenues are based on estimates provided by County Regional Parks.

Character Title: Miscellaneous Revenues **Character No.:** 14020-33010200-40

46002 (4029) Taxable Sale - Miscellaneous

Taxable Sale - Miscellaneous revenue is realized primarily from the sale of firewood at Spring Lake Park. FY 17-18 requested amount is based on estimates provided by County Regional Parks.

46040 (4040) Miscellaneous Revenue

This item records miscellaneous revenue received from the sale of T-shirts and the recycling of aluminum cans at Spring Lake Park.

Character Title: Services and Supplies **Character No.:** 14020-33010200-60

51917 (6523) District Operations Chgs

This item is requested to provide funds for the charging of salaries and benefits for staff assigned to Spring Lake projects.

Character Title: Other Charges **Character No.:** 14020-33010200-75

53501 (8010) Contribution

This item is requested to provide funds to pay Sonoma County Regional Parks for the cost of operating and maintaining Spring Lake Park. A change in budgeting practices by the Water Agency was effected in FY 99-00. Previously, outlays for Fixed Asset expenditures were appropriated in the Fixed Assets character. To coordinate these expenditures and facilitate the payment process, it has been determined that Regional Parks will budget the Fixed Asset expenditures and the Water Agency will provide reimbursement through this Contribution account.

FY 2018-19 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Administration and General
Fund: SPRING LAKE PARK
Fund/Department ID: 14020-33010200

DESCRIPTION OF FUND ACTIVITY	Actual FY 16-17	Estimated FY 17-18	Requested FY 18-19
Undesignated/Unreserved <u>BEGINNING</u> Fund Balance			
Available for Budgeting (See Detailed Components Below)	\$2,162,989	\$2,500,586	\$2,501,300
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	2,919,633	2,967,684	3,045,039
Expenditures - (Decrease) fund balance	(2,609,140)	(2,966,970)	(3,160,979)
Net Surplus or Deficit - Increase/(Decrease) to fund balance	310,493	714	(115,940)
Adjustments to Reserves/Encumbrances:			
Unrealized Gains/Losses	27,103	-	-
Net Adjustment - Increase/(Decrease) to Fund Balance	\$27,103	\$0	\$0
Undesignated/Unreserved <u>ENDING</u> Fund Balance			
Available for Budgeting	\$2,500,586	\$2,501,300	\$2,385,360
Target Fund Balance	\$652,285	\$741,743	\$790,245
Over/(Under) Target Fund Balance	\$1,848,301	\$1,759,558	\$1,595,115
Total Increase/(Decrease) in Fund Balance for Fiscal Year (Difference between Beginning and Ending Balance)	\$337,597	\$714	(\$115,940)
<u>Fund Balance Components at Beginning of FY</u>	<u>7/1/16</u>	<u>7/1/17</u>	
Cash	\$2,199,762	\$2,538,735	
Cash with Fiscal Agent	8,194	2,185	
Due from Other Gov't	-	(140)	
Other Receivables	11,126	18,281	
Accounts Payable	(192)	(68)	
Deferred Revenues	(55,901)	(58,407)	
Total Beginning Fund Balance	\$2,162,989	\$2,500,586	

FY 2018-19 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: WASTE/RECYCLED WATER LOAN FUND
Fund/Department ID: 14025-33010300

Sub-Object No. and Title	Adopted 2017-18	Requested FY 18-19	Difference	Percent Change
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REVENUES:

USE OF MONEY

1700 Interest on Pooled Cash	\$4,450	\$9,450	\$5,000	112.36%
Subtotal Use of Money	\$4,450	\$9,450	\$5,000	112.36%

TOTAL REVENUES	\$4,450	\$9,450	\$5,000	112.36%
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EXPENDITURES:

51919 (6697) EFS Costs	\$0	\$0	\$0	N/A
Subtotal Services and Supplies	\$0	\$0	\$0	N/A

TOTAL EXPENDITURES	\$0	\$0	\$0	N/A
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TOTAL NET COST <i>(Expenditures Minus Revenues)</i>	(\$4,450)	(\$9,450)	(\$5,000)	112.36%
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FY 2018-19 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: Waste/Recycled Water Loan Fund

Character Title: Use of Money and Property **Character No.:** 14025-33010300-17

44002 (1700) Interest on Pooled Cash

This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$500,000
Projected Interest Rate	1.89%
Projected/Planned Interest on Pooled Cash	<u>\$9,450</u>

FY 2018-19 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Administration and General
Fund: Waste/Recycled Water Loan Fund
Fund/Department ID: 14025-33010300

DESCRIPTION OF FUND ACTIVITY	Actual FY 16-17	Estimated FY 17-18	Requested FY 18-19
Undesignated/Unreserved <u>BEGINNING</u> Fund Balance Available for Budgeting (See Detailed Components Below)	\$595,927	\$602,043	\$611,785
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	2,868	9,742	9,450
Expenditures - (Decrease) fund balance	-	-	-
Net Surplus or Deficit - Increase/(Decrease) to fund balance	\$2,868	\$9,742	\$9,450
Adjustments to Reserves/Encumbrances:			
Unrealized Gain/Loss	3,248	-	-
Net Adjustment - Increase/(Decrease) to Fund Balance	\$3,248	\$0	\$0
Undesignated/Unreserved <u>ENDING</u> Fund Balance Available for Budgeting	\$602,043	\$611,785	\$621,235
Total Increase/(Decrease) in Fund Balance for Fiscal Year (Difference between Beginning and Ending Balance)	\$6,116	\$9,742	\$9,450
<u>Fund Balance Components at Beginning of FY</u>	7/1/16	7/1/17	
Cash	\$595,927	\$602,043	
Total Beginning Fund Balance	\$595,927	\$602,043	

FY 2018-19 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: SUSTAINABILITY-RENEWABLE ENERGY FUND
Fund/Department ID: 14030-33010400

Sub-Object No. and Title	Adopted 2017-18	Requested FY 18-19	Difference	Percent Change
REVENUES:				
USE OF MONEY				
44002 (1700) Interest on Pooled Cash	\$22,250	\$57	(\$22,193)	(99.75%)
Subtotal Use of Money	\$22,250	\$57	(\$22,193)	(99.75%)
Intergovernmental				
2900 Other Government Agencies	\$0	\$75,000	\$75,000	N/A
Subtotal Intergovernmental	\$0	\$75,000	\$75,000	N/A
OTHER FINANCING SOURCES				
47101 (4625) Transfers Within Funds	\$0	\$700,000	\$700,000	N/A
Subtotal Other Financing Sources	\$0	\$700,000	\$700,000	N/A
TOTAL REVENUES	\$22,250	\$775,057	\$752,807	3383.40%
EXPENDITURES:				
SERVICES AND SUPPLIES				
51061 (6140) Maintenance - Equipment	\$500	\$0	(\$500)	(100.00%)
51209 (6516) Info Tech Svs (Non ISD)	5,500	5,500	0	0.00%
51211 (6610) Legal Services	100,000	100,000	0	0.00%
51225 (7120) In-Service Training	2,000	2,000	0	0.00%
51241 (6430) Outside Printing & Binding	2,000	2,000	0	0.00%
51301 (6800) Publications / Legal Notices	1,000	1,000	0	0.00%
51601 Training/Conference	3,000	3,000	0	0.00%
51602 (7302) Business Travel/Mileage	9,000	9,000	0	0.00%
51605 (7303) Private Car Expense	1,000	1,000	0	0.00%
51803 (6540) Other Contract Services	195,000	195,000	0	0.00%
51902 (6040) Telecommunication Usage	1,000	1,000	0	0.00%
51917 (6523) District Operations Chgs	585,000	561,000	(24,000)	(4.10%)
51921 (7206) Equipment Usage Charge	4,200	4,100	(100)	(2.38%)
52031 (6060) Food	1,000	1,000	0	0.00%
52091 (6280) Memberships/Certifications	99,700	89,700	(10,000)	(10.03%)
52111 (6400& 61) Office Supplies	5,000	4,000	(1,000)	(20.00%)
Subtotal Services and Supplies	\$1,014,900	\$979,300	(\$35,600)	(3.51%)
FIXED ASSETS				
54405 (8510) CIP - Bldg & Impr	\$0	\$0	\$0	N/A
Subtotal Fixed Assets	\$0	\$0	\$0	N/A
TOTAL EXPENDITURES	\$1,014,900	\$979,300	(\$35,600)	(3.51%)
TOTAL NET COST (Expenditures Minus Revenues)	\$992,650	\$204,243	(\$788,407)	(79.42%)

FY 2018-19 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: SUSTAINABILITY-RENEWABLE ENERGY FUND
Character Title: Use of Money and Property **Character No.:** 14030-33010400-17

44002 (1700) Interest on Pooled Cash

This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$3,000
Projected Interest Rate	1.89%
Projected/Planned Interest on Pooled Cash	<u>\$57</u>

Character Title: Other Financing Sources **Character No.:** 14030-33010400-46

47101 (4625) Transfers Within Funds

This account will record a transfer of funds from the Agency's General Fund to finance staff and consultant costs associated with planned projects.

Character Title: Services and Supplies **Character No.:** 14030-33010400-60

51061 (6140) Maintenance - Equipment

Project No. Various

This item records the cost of maintenance and repair of the various equipment.

51209 (6516) Info Tech Saves (Non ISD)

Project No. Various

This request covers the costs of various data processing supplies and services.

51211 (6610) Legal Services

Project No. Various

This account reflects the estimated cost of legal services to be provided by County Counsel or outside legal services, as required.

51225 (7120) In-Service Training

Project No. Various

This line item is necessary to provide training to Agency employees, to keep abreast of changing industry standards, and to provide employees with the knowledge necessary to do their jobs.

51241 (6430) Outside Printing & Binding

Project No. Various

This item is requested to cover the costs of printing services, which are primarily furnished by the County Reprographics Department.

51301 (6800) Publications / Legal Notices

Project No. Various

This account represents estimated costs to post required legal notices.

51601 Training/Conference

Project No. Various

This item is requested for costs associated with training and or conferences.

51602 (7302) Business Travel/Mileage

Project No. Various

This item is requested to cover the cost of travel expenses to meetings and seminars by Agency staff.

51605 (7303) Private Car Expense

Project No. Various

Private Car Expense is reimbursed to employees for the use of their private vehicles.

Character Title:

Services and Supplies (continued)

Character No.: 14030-33010400-60

51803 (6540) Other Contract Services

This item covers the costs for services of outside contract Services

	<u>Project No.</u>	<u>Amount</u>
Anaerobic Digestion (Farms to Fuel)	B0004B010	\$10,000
Carbon Free Water Presentations	B0001	10,000
Energy Consultant Work	B0008	80,000
Energy Storage		10,000
Geothermal Low Temp & Geysers		25,000
Hydro	TBD	10,000
Solar Power (Ag Ponds)		10,000
Solar Power (Ocean view Pond)		10,000
Solar Power (Recycled Water Ponds)		10,000
Solar Power (Tank tops)		10,000
Woody Biomass	B0007	10,000
		<u>\$195,000</u>

51902 (6040) Telecommunication Usage

This item is requested to cover the Agency's communication costs for radio, telephone, and data line charges.

51917 (6523) District Operations Chugs

This item is requested to provide funds for the charging of salaries and benefits for staff assigned to Sustainability Fund projects.

	<u>Project No.</u>	<u>Amount</u>
Applied Solutions	TBD	25,000
Carbon Free Water Presentations	TBD	25,000
Climmate Adaptation		100,000
Electric Vehicle Program	TBD	15,000
Energy Efficiency	TBD	50,000
Energy Storage		50,000
GHG Inventory	TBD	50,000
Recycling Program Admin	TBD	10,000
Solar Power (Ocean view Pond)		50,000
Solar Power (Recycled Water Ponds)	TBD	\$100,000
Sonoma Clean Power Education	B0014	21,000
Sonoma Clean Power support	TBD	25,000
Water/Energy Nexus Collaborations	TBD	15,000
Woody Biomass	B0007	25,000
		<u>\$561,000</u>

51921 (7206) Equipment Usage Charge

Project No. Various

This item records equipment usage charges from the Equipment Fund related to staff use of Agency vehicles.

52031 (6060) Food

Project No. Various

This item is requested to provide food for meetings and events.

52091 (6280) Memberships/Certifications

Project No. Various

This item is requested to provide funds for Agency memberships in various professional and technical organizations as follows:

CCEEB/CED	\$23,500
CFEE	20,000
Climate Registry	1,200
LGSEC	10,000
Solar Sonoma County	35,000
	<hr/>
	\$89,700
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52111 (6400& 61) Office Supplies

Project No. Various

This account records non-capitalized office expenses.

FY 2018-19 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Administration and General

Fund: SUSTAINABILITY-RENEWABLE ENERGY FUND

Fund/Department ID: 14030-33010400

DESCRIPTION OF FUND ACTIVITY	Actual FY 16-17	Estimated FY 17-18	Requested FY 18-19
Undesignated/Unreserved <u>BEGINNING</u> Fund Balance Available for Budgeting (See Detailed Components Below)	\$2,553,694	\$1,495,713	\$370,282
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	\$107,216	\$292,172	\$775,057
Expenditures - (Decrease) fund balance	(1,036,372)	(1,417,603)	(979,300)
Net Surplus or Deficit - Increase/(Decrease) to fund balance	(929,156)	(\$1,125,431)	(\$204,243)
Adjustments to Reserves/Encumbrances:			
Outstanding Encumbrances - (Decrease) fund balance	(139,547)	-	-
Unrealized Gains/Losses	10,721	-	-
Net Adjustment - Increase/(Decrease) to Fund Balance	(128,826)	-	-
Undesignated/Unreserved <u>ENDING</u> Fund Balance Available for Budgeting	\$1,495,713	\$370,282	\$166,039
Total Increase/(Decrease) in Fund Balance for Fiscal Year (Difference between Beginning and Ending Balance)	(\$1,057,981)	(\$1,125,431)	(\$204,243)
<u>Fund Balance Components at Beginning of FY</u>	<u>7/1/16</u>	<u>7/1/17</u>	
Cash	\$2,618,166	\$1,735,507	
Accounts Receivable-AR Module	26,845	-	
Vouchers Payable	(8,048)	(4,370)	
Accounts Payable	-	(72,642)	
Encumbrances	(83,269)	(222,816)	
Total Beginning Fund Balance	\$2,553,694	\$1,435,679	