



**Dublin San Ramon Services District  
Summary & Recommendation**

Reference Financial Services Manager	Type of Action Approve Mid-Cycle Budget Adjustments	Board Meeting of June 5, 2012
Subject Approve Mid-Cycle Operating Budget Adjustments for Fiscal Years Ending 2012 and 2013		
<input type="checkbox"/> Motion	<input type="checkbox"/> Minute Order	<input checked="" type="checkbox"/> Resolution
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Informational	<input type="checkbox"/> Other
REPORT:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Presentation
	<input checked="" type="checkbox"/> Staff	L. Rose
		<input type="checkbox"/> Board Member

**Recommendation:**

The Financial Services Manager recommends the Board of Directors approve, by Resolution, mid-cycle budget adjustments for Fiscal Years Ending 2012 and 2013.

**Summary:**

At the end of the first year in the District’s two-year budget cycle, staff reviews the budget to determine if any material changes are needed. Staff has completed this process, and the Finance Committee has met and discussed the proposed adjustments and is recommending support of these items. A summary of the budget adjustments and more detail on the individual funds are included in the Staff Report.

For Fiscal Year Ending 2012, expense reductions of \$2.22 million are proposed. These adjustments include an increase of \$152K for replacement of meter equipment (radio transmitters), decreases in debt expense of \$1.85 million and a \$441K reduction in the costs for DERWA along with \$69K related to carryover items to FYE 2013. No revenue adjustments are proposed. Each operating fund is projected to end the year in a better position than was budgeted.

For Fiscal Year Ending 2013, revenue has been adjusted downward by \$5 million, primarily attributable to the reduction of the Temporary Infrastructure Charge previously approved by the Board and reduced estimates for capacity reserve fees, the latter which is mainly due to the large amount of fees received at the end of FYE 2011. Pooled interest has also been adjusted downward by \$345K as interest rates continue to remain at historic lows. Expense adjustments net to approximately a \$21K decrease overall.

With these changes, the projections for the operating funds show a combined working capital (operating and rate stabilization) of 9.68 months for the Local Sewer fund, 11.39 for the Regional Sewer fund and 8.41 for the Water fund. Each fund is projected to end above its established working capital target with the exception of the Water Rate Stabilization fund (it is ‘within the band’ or above two months but less than six months of water expenses) and the Water Replacement fund, which is slightly below target due to proposed increases in capital project costs.

Overall, the financial picture has stabilized and barring any unforeseen events, should continue to provide a solid fiscal foundation for the District.

Committee Review			Legal Review	Staff Review		
COMMITTEE Finance	DATE 05/24/2012	RECOMMENDATION Approval	Not Required	ORIGINATOR L. Rose	DEPARTMENT Fin Serv	REVIEWED BY
<b>ATTACHMENTS</b> <input type="checkbox"/> None						
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Minute Order	<input type="checkbox"/> Task Order	<input checked="" type="checkbox"/> Staff Report	<input type="checkbox"/> Ordinance		
<input checked="" type="checkbox"/> Cost FYE 12: (\$2.22M) FYE 13: \$9.47M	<input checked="" type="checkbox"/> Funding Source A. Various B.		Attachments to S&R 1. 2. 3.			

# Operating Budget Mid-Cycle Proposed Adjustments

## Background:

The District is currently in the midst of a two year budget cycle. The two year cycle includes a mid-cycle review and recommendation for budget adjustments. This process is more critical this year than in years past as the District is scheduled to prepare updated rate studies and it is important that the FYE 2013 budget is adjusted to provide the best estimate of current costs.

## Discussion:

### *Fiscal Year Ending 2012*

Actual beginning fund balances in the replacement and expansion funds for FYE 2012 were better than anticipated due to an influx of capacity reserve fees at the end of FYE 2011. In addition, staff reviewed FYE 2012 revenues and expenses and the outlook is better than anticipated.

The following table shows the difference between the budgeted net income and the estimated net income for the enterprise funds:

<b>Fund</b>	<b>Budgeted Net Income</b>	<b>Estimated Net Income</b>	<b>Variance</b>
Local Sewer	11,360	53,590	42,230
Regional Sewer	893,251	1,603,210	709,959
Water	154,295	1,242,941	1,088,646
<b>Total</b>	<b>1,058,906</b>	<b>2,899,741</b>	<b>1,840,835</b>

The regional fund variance is primarily because of reductions in the LAVWMA contribution due to the debt refinance and shortages in staffing at the plant.

The water fund variance is primarily due to the dry weather that resulted in increased water consumption beyond what was estimated in the budget. Budgeted revenue was \$18.5 million and forecasted revenue is \$19.3 million. In addition, the DERWA contribution is forecasted to be \$300,000 less than was budgeted. While it is good news for the water fund for this fiscal year, it shows that the water fund situation can be impacted greatly by weather (weather impacts both the potable and recycled water/DERWA income and expenses).

More good news for the water fund is that it has achieved the Board's objectives when the last water rate adjustment was implemented. In 2009, when the rates were set at 60% of what was recommended and staff cuts were made, the Board stated their intent to increase the water fund's reserves to the target levels within five years. The projections show that at the end of FYE 2012, Water will have a combined total of 8.15 months of working capital. The Water Replacement fund also reached its target by the beginning of this fiscal year (2012).

Most of the focus during the mid-cycle process is on fiscal year 2013. However some adjustments are proposed for fiscal year 2012. The major adjustments proposed for FYE 2012 are:

- Moving existing budget dollars from FYE 2012 to FYE 2013 for the deferred rate studies and required noticing
- Increasing the amount budgeted to replace meter equipment needed to perform the automated reading process (e.g. radio transmitters attached to the meters)
- Reduction of the LAVWMA contribution related to the debt refinance
- Reduction of the DERWA contributions (costs are significantly under budget at April 1)
- Deferral of some capital outlay items from FYE 2012 to FYE 2013

The net impact of the above adjustments reduces budgeted operating expenses by \$2.2 million. No revenue adjustments are proposed for 2012.

### *Fiscal Year Ending 2013*

As noted above, most of the focus at mid-cycle is on FYE 2013. The impact of the proposed budget adjustments is a net decrease in operating revenue of \$36,629 and a net decrease in operating expenses of \$20,652. A net decrease of \$5.3 million in replacement and expansion revenue is due to the reduction of the Temporary Infrastructure Charge and reduced capacity reserve fees. An increase of \$4.1 million to the adopted capital project fund limits is also proposed and will be presented separately.

The major adjustments proposed for FYE 2013 are:

#### **Proposed revenue adjustments:**

- Increase sewer service charges due to revised customer projections and consumer price index adjustment: Fund 200-\$30,704; Fund 300-\$218,960
- Decrease infrastructure charge due to the previously adopted rate decrease: Fund 620-\$1,273,890
- Decrease capacity reserve fees due to revised Capacity Reserve (DUE) projections: Fund 210-\$76,281; Fund 220-\$66,744; Fund 310-\$158,958; Fund 320-\$1,019,748; Fund 610-\$947,965; Fund 620-\$2,952,961
- Grant revenue in the amount of \$1,528,441 is anticipated in 2013. The amount is reimbursement for costs related to the Central Dublin Recycled Water project.
- Decrease DERWA/LAVWMA administrative fees due to reduced JPA billings: Fund 900-\$161,172
- Realignment of miscellaneous fees: net -\$124,742
- Decreased Interest Income due to lower interest rates: net-\$344,500

#### **Proposed expenditure adjustments:**

- Increases in OT of \$20,000 for construction inspectors (additional revenue has been included in the revenue projections to cover this cost which is fully paid for by the developers)
- Increase in District-wide training of \$37,666 or 43%, which includes \$2,000 for attendance at the 2012 WEFTEC Conference in New Orleans by the District Engineer
- Carried over funding for sewer rate studies and Proposition 218 noticing and added \$20,000 to update the Water Rate Study and increased noticing costs

- Increase in un-contracted for benefit programs of \$22,000 (\$8,000 for employee suggestion and recognition program; \$10,000 for education (tuition) assistance; \$2,500 for certificate reimbursement; \$1,500 for safety incentive program)
- Continuation of the successful intern program (four interns are proposed for \$57,000 total)
- Increase of \$193,800 for meter equipment
- Increase of \$2,000 for contributions to DPIE and SRVEF
- Increases of \$188,100 for various services such as reservoir cleaning, cogeneration rehabilitation, records management assessment, and information technology and communication support.
- Decrease of \$733,218 in LAVWMA & DERWA costs primarily due to the LAVWMA bond refinance and decreases in the operating costs of DERWA reflected in the proposed FYE 2013 DERWA budget
- Decrease of \$30,000 in capital outlay
- Increase in temporary help of \$180,000 (see table below)

Position Description	Duties	Dollars
HR Analyst	> Personnel Rule updates related to MOU implementation > New Hire Orientation/New Hire Academy > Recruitment	\$ 37,000
Safety Officer	> PPE Program Implementation (major) > Confined Space Program Update (major) > Hazard Communication Plan update (minor) > Contractor Safety program (major)	\$ 79,000
Customer Service Assistant	> Assisting in Customer Service processes, covering the payment counter.	\$ 8,000
Network Professional	> Network Engineering including: switch configuration for business and SCADA networks, Firewall updates for iHistorian SCADA data to business network, network monitoring refresh for Unified Computing platform and VMWare, Intrusion Detection and Prevention update, phone system planning.	\$ 43,000
eO&M Assistant	> Scan & load FOD eO&M Manual	\$ 13,000

## Conclusion:

Overall, the estimates reflect that the District is operating in a stable financial position and that this is expected to continue going forward. The hard decisions the Board made a number of years ago have put the District in a better operating position that appears sustainable.

The 2012 projections show each of the operating funds in a very healthy position and each is projected to be able to add money to reserves to improve rate sustainability. As projected, each of the District funds will end 2012 above the reserve targets established by the Board.

For FYE 2013, each operating fund is above its working capital target; Local Sewer Operation shows a net operating decrease, however, the fund is still in excess of its working capital target and ends the year with 9.7 months of total working capital. All of the replacement and expansion funds are above their reserve targets except for the Water Replacement fund, which is projected to end the year below its target due to being heavily impacted by large project expenditures.

Staff recommends that the mid-cycle budget adjustments be presented to the Board for adoption on June 5.

**Attachments:**

FYE 2012 Estimated Actuals

FYE 2013 Proposed Budget

FYE 2012 ESTIMATED ACTUAL	Local Sewer Operations 200	Local Sewer RSF 205	Local Sewer Replacement 210	Local Sewer Expansion 220	Regional Sewer Operations 300	Regional Sewer RSF 305	Regional Sewer Replacement 310	Regional Sewer Expansion 320	Water Operations 600	Water Operations RSF 605	Water Replacement 610	Water Expansion 620	Water Debt	Admin. Cost Center 900	OPEB 965	DV Standby District 995	Total Total
Actual Working Capital July 1, 2011	856,457	536,496	8,491,005	2,885,063	7,448,180	4,813,997	11,565,265	24,444,987	8,096,458	1,789,936	8,521,141	13,107,193	1,539,316	-	212,368	731,932	95,039,794
Payment of Internal Receivable				8,474				133,030				(269,421)		127,917			-
Adjusted Working Capital	856,457	536,496	8,491,005	2,893,537	7,448,180	4,813,997	11,565,265	24,578,017	8,096,458	1,789,936	8,521,141	12,837,772	1,539,316	127,917	212,368	731,932	95,039,794
Revenues:																	
Total Service Charges	1,936,263				17,931,838				18,495,955								38,364,056
Infrastructure Charge													2,649,780				2,649,780
Additional needed for Operations																	-
Capacity Reserve Fees			479,655	460,845			1,330,350	8,956,717			1,722,560	4,885,440	-				17,835,567
Difference due to Water Connection fee Implementation												(2,628,000)					(2,628,000)
Other Revenues	3,000			250,000				43,063	337,000	482,212		876,794		1,421,751	694,255	1,109,000	5,217,074
LAVWMA Debt Credit from Bonds								-									-
Revenue Adjustments	10,750		76,281	165,322	105,088		158,958	1,352,520	813,442		(1,181,008)	(691,408)	(1,273,890)	(244,820)	47,304		(661,461)
Interest	4,410	2,680	42,360	15,510	41,150	24,070	46,100	132,600	43,480	9,610	40,520	64,290	3,880	-	1,060	2,990	474,710
Estimated Revenue	1,954,423	2,680	598,296	891,677	18,078,076	24,070	1,535,408	10,484,900	19,689,877	491,822	582,072	2,507,116	1,379,770	1,176,931	742,619	1,111,990	61,251,726
Transfers In:																	
Replacement Allocations			280,000				2,400,000				1,651,000						4,331,000
Other															210,417		210,417
Total Transfers In	-	-	280,000	-	-	-	2,400,000	-	-	-	1,651,000	-	-	-	210,417	-	4,541,417
Total Revenue	1,954,423	2,680	878,296	891,677	18,078,076	24,070	3,935,408	10,484,900	19,689,877	491,822	2,233,072	2,507,116	1,379,770	1,176,931	953,036	1,111,990	65,793,143
Operating Expenses:																	
Operating																	
Wages and Benefits	1,158,046			293,117	6,302,975			34,340	4,263,561			454,798		4,249,088			16,755,924
PERS Side Fund			388,587	82,315			2,502,186	21,619				1,575,830					4,570,537
Staff Time Charged to Projects/JPAs	(68,062)			(22,967)	(582,097)			(3,719)	(269,798)			(34,741)		(38,680)			(1,020,065)
Other Personnel Costs	19,063			-	173,202				47,906					73,734	741,559		1,055,464
Chemicals, Gas & Electric (200+240)	2,991				1,214,162				560,416					57,735			1,835,304
Other Materials	53,197		4,647	882	614,376		22,072		439,964		12,004	63,191		57,479			1,267,812
Water Purchase									8,336,030								8,336,030
Contracts	53,272		80	31,769	705,347		204	4,395	567,608		-	9,368		825,681		1,375,986	3,573,710
Other	24,086			4,743	202,566			1,387	170,659	9,327		6,805		161,323			580,896
Contribution to JPA					1,979,592			337,098	1,238,686								3,555,376
Debt Service					1,404,224			6,006,089					2,901,089				10,311,402
Capital Outlay			-				142,050				12,824						154,874
Allocated Costs	378,242		-	70,974	2,060,518		-	12,336	1,440,903		-	118,538		(4,081,511)			-
Total Operating Expenses	1,620,834	-	393,314	460,832	14,074,865	-	2,666,512	6,413,545	16,795,936	9,327	24,828	2,193,788	2,901,089	1,304,848	741,559	1,375,986	50,977,262
Capital Projects (cash flow basis)			550,000				3,514,000	55,000			1,582,000	560,000					6,261,000
Capital Projects deferred to FYE 2013			-350,000								-230,000	-350,000					(930,000)
Transfers Out:																	
Replacement Allocations	280,000				2,400,000				1,651,000								4,331,000
Other										210,417							210,417
Total Transfers Out	280,000	-	-	-	2,400,000	-	-	-	1,651,000	210,417	-	-	-	-	-	-	4,541,417
Total Expenses	1,900,834	-	593,314	460,832	16,474,865	-	6,180,512	6,468,545	18,446,936	219,744	1,376,828	2,403,788	2,901,089	1,304,848	741,559	1,375,986	60,849,679
Net increase (decrease) pre RSF	53,590	2,680			1,603,210	24,070			1,242,941	272,078				(127,917)			4,943,464
RSF Transfer In (Out)	(99,630)	99,630			(2,013,958)	2,013,958			(941,431)	941,431							-
Net increase (decrease) post RSF	(46,040)	102,310	284,982	430,845	(410,747)	2,038,028	(2,245,104)	4,016,355	301,510	1,213,509	856,244	103,327	(1,521,319)	(127,917)	211,477	(263,996)	4,943,464
Projected Ending Working Capital June 30, 2012	\$ 810,417	\$ 638,806	\$ 8,775,987	\$ 3,324,382	\$ 7,037,433	\$ 6,852,025	\$ 9,320,161	\$ 28,594,372	\$ 8,397,968	\$ 3,003,445	\$ 9,377,385	\$ 12,941,099	\$ 17,997	\$ 0	\$ 423,845	\$ 467,936	\$ 99,983,258
Reserve Target (per Financial Reserves Policy)	540,278	540,278	3,188,187	0	4,691,622	4,691,622	7,727,373	15,337,297	5,598,645	5,598,645	9,000,726	6,950,943					
Reserve Minimum (per Financial Reserves Policy)	270,139	270,139	1,852,187		2,345,811	2,345,811	1,901,373		2,799,323	2,799,323	2,506,772						
Reserve Maximum (per Financial Reserves Policy)	810,417		6,376,374		7,037,433		15,454,746		8,397,968		18,001,452						
Combined Working Capital (Operating + RSF) -12 months max	1,449,223	10.73			13,889,457	11.84			11,401,413	8.15							
Status	Above Target	Above Target	Above Target	N/A	Above Target	Above Target	Above Target	Above Target	Above Target	Within Band	Above Target	Above Target					

FYE 2013 PROPOSED BUDGET

	Local Sewer Operations 200	Local Sewer RSF 205	Local Sewer Replacement 210	Local Sewer Expansion 220	Regional Sewer Operations 300	Regional Sewer RSF 305	Regional Sewer Replacement 310	Regional Sewer Expansion 320	Water Operations 600	Water Operations RSF 605	Water Replacement 610	Water Expansion 620	Water Debt	Admin. Cost Center 900	OPEB 965	DV Standby District 995	Total Total
Working Capital July 1, 2012 (revised estimate from adopted FYE 2013 budget)	810,417	638,806	8,775,987	3,324,382	7,037,433	6,852,025	9,320,161	28,594,372	8,397,968	3,003,445	9,377,385	12,941,099	17,997	0	423,845	467,936	99,983,258
Payment of Internal Receivable				8,474				133,030				(269,421)		127,917			-
Adjusted Working Capital	810,417	638,806	8,775,987	3,332,856	7,037,433	6,852,025	9,320,161	28,727,402	8,397,968	3,003,445	9,377,385	12,671,678	17,997	127,917	423,845	467,936	99,983,258
Revenues:																	
Total Service Charges	2,015,968				18,466,832				19,266,242								39,749,042
Infrastructure Charge													2,649,780				2,649,780
Capacity Reserve Fees			644,918	619,627			1,793,122	11,836,026			2,309,468	5,380,724	1,447,283				24,031,167
Other Revenues	3,000			295,000				43,063	347,000	482,212		1,080,667		1,422,060	758,808	1,159,200	5,591,010
Grants											1,528,441						1,528,441
Revenue Adjustments from adopted FYE 2013 budget	30,704		(76,281)	(62,024)	218,960		(158,958)	(1,019,748)	10,000		(947,965)	(3,092,424)	(1,273,890)	(161,172)			(6,532,798)
Interest (as adjusted/proposed)	4,000	3,190	43,890	18,030	37,040	34,260	43,410	151,820	43,270	15,600	40,250	66,810	40	-	2,120	2,340	506,070
Estimated Revenue	2,053,672	3,190	612,527	870,633	18,722,832	34,260	1,677,574	11,011,161	19,666,512	497,812	2,930,193	3,435,777	2,823,213	1,260,887	760,928	1,161,540	67,522,712
Transfers In:																	
Replacement Allocations			287,000				2,460,000				1,692,000						4,439,000
Other															200,000		200,000
Total Transfers In	-	-	287,000	-	-	-	2,460,000	-	-	-	1,692,000	-	-	-	200,000	-	4,639,000
Total Revenue	2,053,672	3,190	899,527	870,633	18,722,832	34,260	4,137,574	11,011,161	19,666,512	497,812	4,622,193	3,435,777	2,823,213	1,260,887	960,928	1,161,540	72,161,712
Operating Expenses:																	
Operating																	
Wages and Benefits	1,264,476			222,111	6,911,937			38,301	4,563,918			370,941		4,480,902			17,852,586
Staff Time Charged to Projects/JPAs	(85,942)			(23,985)	(749,088)			(5,814)	(332,220)			(43,124)		(22,398)			(1,262,571)
Other Personnel Costs	15,243				57,289				40,923					70,084	758,808		942,347
Chemicals, Gas & Electric	2,780				1,340,134				562,570					65,000			1,970,484
Other Materials	51,468		5,400	792	652,147		25,650		343,985		13,950	259,324		95,801			1,448,518
Water Purchase									8,665,868								8,665,868
Contracts	59,719		800	2,847	815,074		700	5,101	557,777		1,528	17,146		1,079,895		1,159,200	3,699,787
Other	14,369				128,955				120,029	50,000				45,425			358,777
Contribution to JPA					1,945,082			317,776	1,651,803		157,000						4,071,661
Debt Service					1,688,913			7,557,529					2,841,210				12,087,651
Capital Outlay			42,250				466,750				169,500						678,500
Net Impact of Operating Budget Requests	20,472		(18,200)	26,000	292,781		37,000	(396,729)	(338,701)		122,166	16,000		218,559			(20,652)
Allocated Costs (as adjusted/proposed)	439,198		-	77,147	2,400,762		-	13,303	1,585,211		-	128,841		(4,644,463)			-
Total Operating Expenses	1,781,783	-	30,250	304,912	15,483,987	-	530,100	7,529,467	17,421,162	50,000	464,144	749,129	2,841,210	1,388,804	758,808	1,159,200	50,492,956
Capital Projects - Adopted Fund Limits			325,000				1,621,000	55,000			2,373,000	777,000					5,151,000
Capital Projects - Proposed Additions to Limits			210,600				761,000				2,707,000	463,000					4,141,600
Transfers Out:																	
Replacement Allocations	287,000				2,460,000				1,692,000								4,439,000
Other										200,000							200,000
Total Transfers Out	287,000	-	-	-	2,460,000	-	-	-	1,692,000	200,000	-	-	-	-	-	-	4,639,000
Total Expenses	2,068,783	-	565,850	304,912	17,943,987	-	2,912,100	7,584,467	19,113,162	250,000	5,544,144	1,989,129	2,841,210	1,388,804	758,808	1,159,200	64,424,556
Net increase (decrease) pre RSF	(15,111)	3,190			778,845	34,260			553,349	247,812				(127,917)			7,737,156
RSF Transfer In (Out)	-	-			(74,284)	74,284			(240,736)	240,736							-
Net increase (decrease) post RSF	(15,111)	3,190	333,677	565,722	704,561	108,544	1,225,474	3,426,693	312,613	488,548	(921,951)	1,446,649	(17,997)	(127,917)	202,120	2,340	7,737,156
Ending Working Capital June 30, 2013	\$ 795,306	\$ 641,996	\$ 9,109,664	\$ 3,898,578	\$ 7,741,993	\$ 6,960,569	\$ 10,545,635	\$ 32,154,095	\$ 8,710,581	\$ 3,491,993	\$ 8,455,434	\$ 14,118,327	\$ 0	\$ 0	\$ 625,965	\$ 470,276	\$ 107,720,414
Reserve Target (per Financial Reserves Policy)	593,928	593,928	3,188,187	0	5,161,329	5,161,329	7,727,373	15,337,297	5,807,054	5,807,054	9,000,726	6,950,943					
Reserve Minimum (per Financial Reserves Policy)	296,964	296,964	1,852,187		2,580,664	2,580,664	1,901,373		2,903,527	2,903,527	2,506,772						
Reserve Maximum (per Financial Reserves Policy)	890,892		6,376,374		7,741,993		15,454,746		8,710,581		18,001,452						
Combined Working Capital (Operating + RSF) -12 months max	1,437,302	9.68			14,702,563	11.39			12,202,574	8.41							
Status	Above Target	Above Target	Above Target	N/A	Above Target	Above Target	Above Target	Above Target	Above Target	Within Band	Below Target	Above Target					

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING OPERATING BUDGET ADJUSTMENTS FOR FISCAL YEARS ENDING 2012 AND 2013

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WHEREAS, the District prepares a two-year budget that is reviewed after one year to determine if any substantive changes are needed; and

WHEREAS, the Water and LAVWMA debt restructurings finalized in 2011 have resulted in reduced debt expenses; and

WHEREAS, the Board previously suspended a portion of the Temporary Infrastructure Charges; and

WHEREAS, staff has performed a mid-cycle review of the budget and is recommending substantive changes not anticipated when the budget was originally adopted in June 2011; and

WHEREAS, the proposed revised budget is supported by the Finance Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that the Budget Adjustments shown on Exhibit "A" for Fiscal Years Ending 2012 and 2013 are hereby approved and adopted.

ADOPTED by the Board of Directors of Dublin San Ramon Services District at its regular meeting held on the 5th day of June 2012, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Richard M. Halket, President

ATTEST: \_\_\_\_\_  
Nancy G. Hatfield, District Secretary



Operating Budget Adjustments – Exhibit A

Fiscal Year	Expense Account						Description	\$ Increase (Decrease)
2012	200	50	51	000	2	210	Equipment Under \$10,000	10,000.00
2012	300	50	54	000	2	210	Equipment Under \$10,000	9,300.00
2012	600	30	33	330	2	280	Meter Equipment (FOD)	(68,747.00)
2012	600	50	51	000	2	280	Meter Equipment (FOD)	(108,000.00)
2012	610	70	70	000	2	280	Meter Equipment (FOD)	108,000.00
2012	610	70	33	000	2	281	Meter Equipment (CS)	152,000.00
2012	610	70	70	000	2	281	Meter Equipment (CS)	68,747.00
2012	300	30	31	000	3	312	Professional Services	(39,000.00)
2012	600	50	51	000	3	340	Other Services	20,000.00
2012	300	30	31	000	3	350	Printing Services	(10,000.00)
2012	600	30	31	000	3	350	Printing Services	(10,000.00)
2012	300	70	70	020	4	470	Contribution To JPA's	(284,615.00)
2012	320	70	70	020	4	470	Contribution To JPA's	(1,551,212.00)
2012	600	70	70	000	4	470	Contribution To JPA's	(300,000.00)
2012	610	70	70	000	4	470	Contribution To JPA's	(157,000.00)
2012	300	70	52	000	5	555	Capital Outlay - Identified	(10,000.00)
2012	310	70	54	050	5	555	Capital Outlay - Identified	(50,000.00)
<b>Total</b>								<b>(\$2,220,527.00)</b>

Fiscal Year	Revenue Account				Description	\$ Increase (Decrease)
2013	200	2	100	10	Pooled Interest	(3,440.00)
2013	205	2	100	10	Pooled Interest	(2,440.00)
2013	210	2	100	10	Pooled Interest	(39,880.00)
2013	220	2	100	10	Pooled Interest	(8,010.00)
2013	300	2	100	10	Pooled Interest	(41,840.00)
2013	305	2	100	10	Pooled Interest	(27,060.00)
2013	310	2	100	10	Pooled Interest	(69,120.00)
2013	320	2	100	10	Pooled Interest	(36,000.00)
2013	600	2	100	10	Pooled Interest	(27,880.00)
2013	605	2	100	10	Pooled Interest	(4,820.00)
2013	610	2	100	10	Pooled Interest	(28,400.00)
2013	620	2	100	10	Pooled Interest	(27,970.00)
2013	965	2	100	10	Pooled Interest	(24,170.00)
2013	995	2	100	10	Pooled Interest	(3,470.00)
2013	200	1	110	10	Sewer Service Charges - Dublin	24,812.03
2013	300	1	110	10	Sewer Service Charges - Dublin	75,884.55
2013	300	1	110	15	Sewer Service Charges - Pleasanton	121,431.94
2013	200	1	110	30	Sewer Service Charges - San Ramon	5,892.00
2013	300	1	110	30	Sewer Service Charges - San Ramon	21,643.24
2013	620	1	150	90	Water Service Charges - Infrastructure	(1,273,890.00)
2013	610	2	210	00	Water Capacity Reserve Fees	(947,965.36)
2013	620	2	210	00	Water Capacity Reserve Fees	(2,952,961.24)
2013	210	2	220	10	Sewer Capacity Reserve Fees Dublin	(76,280.77)
2013	220	2	220	10	Sewer Capacity Reserve Fees Dublin	(66,743.63)
2013	310	2	220	10	Sewer Capacity Reserve Fees Dublin	(158,957.82)
2013	320	2	220	10	Sewer Capacity Reserve Fees Dublin	(1,019,747.90)
2013	320	2	220	20	Sewer Capacity Reserve Fees Deferred	(0.12)
2013	610	2	310	00	Federal Grants	398,440.67
2013	220	1	310	10	General Inspections	55,000.00
2013	620	1	310	10	General Inspections	175,000.00
2013	220	1	310	11	Overtime Inspections	4,720.00
2013	620	1	310	11	Overtime Inspections	17,400.00
2013	220	1	320	00	Plan Check Fees	(55,000.00)
2013	610	2	320	00	State Grants	1,130,000.00
2013	620	1	320	00	Plan Check Fees	(120,000.00)
2013	600	1	340	00	Backflow Prevention	10,000.00
2013	620	1	360	00	Meter Assemblies	(211,862.28)
2013	900	1	410	10	Administrative Fees - DERWA	(35,536.31)
2013	900	1	410	20	Administrative Fees - LAVWMA	(125,636.00)
					<b>Total</b>	<b>(\$5,348,857.00)</b>

Fiscal Year	Expense Account						Description	\$ Increase (Decrease)
2013	220	40	42	000	1	120	Overtime	4,000.00
2013	620	40	42	000	1	120	Overtime	16,000.00
2013	900	30	34	000	1	128	Salary / Benefit Credit	(43,000.00)
2013	900	20	22	000	1	130	Employee Recognition Awards	8,000.00
2013	900	20	26	000	1	130	Employee Recognition Awards	1,500.00
2013	200	40	43	000	1	140	Training Costs	352.00
2013	200	50	51	000	1	140	Training Costs	1,170.00
2013	300	40	40	000	1	140	Training Costs	2,000.00
2013	300	40	43	000	1	140	Training Costs	880.00
2013	300	50	52	000	1	140	Training Costs	5,500.00
2013	300	50	53	000	1	140	Training Costs	3,500.00
2013	300	50	54	000	1	140	Training Costs	6,147.00
2013	300	50	55	552	1	140	Training Costs	1,000.00
2013	600	40	41	000	1	140	Training Costs	3,000.00
2013	600	40	42	000	1	140	Training Costs	2,600.00
2013	600	40	43	000	1	140	Training Costs	528.00
2013	600	50	51	000	1	140	Training Costs	630.00
2013	600	50	55	552	1	140	Training Costs	1,000.00
2013	900	10	10	000	1	140	Training Costs	1,500.00
2013	900	10	15	000	1	140	Training Costs	2,009.00
2013	900	20	22	000	1	140	Training Costs	2,250.00
2013	900	20	24	000	1	140	Training Costs	1,400.00
2013	900	30	30	000	1	140	Training Costs	800.00
2013	900	30	31	000	1	140	Training Costs	1,400.00
2013	900	20	22	000	1	145	Tuition Reimbursement	10,000.00
2013	200	30	33	330	1	150	Temporary Help	800.00
2013	200	50	51	000	1	150	Temporary Help	650.00
2013	220	40	42	000	1	150	Temporary Help	2,000.00
2013	300	30	33	330	1	150	Temporary Help	800.00
2013	300	40	42	000	1	150	Temporary Help	1,000.00
2013	300	50	53	000	1	150	Temporary Help	11,000.00
2013	300	50	54	000	1	150	Temporary Help	4,500.00
2013	320	40	42	000	1	150	Temporary Help	6,000.00
2013	600	30	33	330	1	150	Temporary Help	6,400.00
2013	600	40	42	000	1	150	Temporary Help	1,000.00
2013	600	50	51	000	1	150	Temporary Help	12,350.00
2013	600	50	54	000	1	150	Temporary Help	10,500.00
2013	900	10	15	000	1	150	Temporary Help	21,000.00
2013	900	20	22	000	1	150	Temporary Help	37,000.00
2013	900	20	26	000	1	150	Temporary Help	79,000.00
2013	900	30	34	000	1	150	Temporary Help	43,000.00
2013	900	20	22	000	1	171	Certificate Reimbursement Program	2,500.00

Fiscal Year	Expense Account						Description	\$ Increase (Decrease)
2013	300	50	55	552	2	200	Chemicals	5,400.00
2013	600	50	54	000	2	210	Equipment Under \$10,000	21,000.00
2013	300	50	55	552	2	250	General Supplies	5,400.00
2013	600	40	42	000	2	250	General Supplies	10,000.00
2013	600	30	33	330	2	280	Meter Equipment (FOD)	(77,966.00)
2013	600	50	51	000	2	280	Meter Equipment (FOD)	(108,000.00)
2013	610	70	70	000	2	280	Meter Equipment (FOD)	108,000.00
2013	610	70	33	000	2	281	Meter Equipment (CS)	152,000.00
2013	610	70	70	000	2	281	Meter Equipment (CS)	77,966.00
2013	200	30	31	000	3	312	Professional Services	10,000.00
2013	220	40	42	000	3	312	Professional Services	20,000.00
2013	300	30	31	000	3	312	Professional Services	39,000.00
2013	600	30	31	000	3	312	Professional Services	10,000.00
2013	900	10	15	000	3	312	Professional Services	30,000.00
2013	900	20	20	000	3	312	Professional Services	(18,000.00)
2013	300	40	41	550	3	325	Maintenance Contracts	7,400.00
2013	600	40	42	000	3	325	Maintenance Contracts	15,000.00
2013	300	40	42	550	3	340	Other Services	17,500.00
2013	300	50	53	000	3	340	Other Services	10,000.00
2013	600	50	51	000	3	340	Other Services	70,000.00
2013	900	10	10	000	3	340	Other Services	5,000.00
2013	200	30	31	000	3	350	Printing Services	7,500.00
2013	300	30	31	000	3	350	Printing Services	7,500.00
2013	600	30	31	000	3	350	Printing Services	15,000.00
2013	900	30	34	000	3	360	Telephone Service	31,200.00
2013	300	50	50	000	4	410	Permits, Licenses & District Mbrshps	16,050.00
2013	900	10	15	000	4	410	Permits, Licenses & District Mbrshps	2,000.00
2013	200	99	00	000	4	440	Overhead Charges	43,984.67
2013	220	99	00	000	4	440	Overhead Charges	2,982.99
2013	300	99	00	000	4	440	Overhead Charges	247,755.95
2013	320	99	00	000	4	440	Overhead Charges	424.45
2013	600	99	00	000	4	440	Overhead Charges	79,590.80
2013	620	99	00	000	4	440	Overhead Charges	4,993.16
2013	900	99	00	000	4	440	Overhead Charges	(379,732.02)
2013	300	70	70	000	4	470	Contribution To JPA's	179,091.00
2013	300	70	70	020	4	470	Contribution To JPA's	(40,887.00)
2013	320	70	70	020	4	470	Contribution To JPA's	(402,729.00)
2013	600	70	70	000	4	470	Contribution To JPA's	(331,743.33)
2013	610	70	70	000	4	470	Contribution To JPA's	(157,000.00)
2013	210	70	34	050	5	555	Capital Outlay - Identified	(32,500.00)
2013	210	70	54	050	5	555	Capital Outlay - Identified	14,300.00
2013	300	70	52	000	5	555	Capital Outlay - Identified	10,000.00

<b>Fiscal Year</b>	<b>Expense Account</b>						<b>Description</b>	<b>\$ Increase (Decrease)</b>
2013	310	70	34	050	5	555	Capital Outlay - Identified	(112,500.00)
2013	310	70	54	050	5	555	Capital Outlay - Identified	149,500.00
2013	610	70	34	050	5	555	Capital Outlay - Identified	(105,000.00)
2013	610	70	54	050	5	555	Capital Outlay - Identified	46,200.00
							<b>Total</b>	<b>(20,652.33)</b>

<b>Fiscal Year</b>	<b>Expense Account</b>						<b>Description</b>	<b>\$ Increase (Decrease)</b>
2013	200	99	00	000	4	440	Overhead Charges	43,985.00
2013	220	99	00	000	4	440	Overhead Charges	2,983.00
2013	300	99	00	000	4	440	Overhead Charges	247,755.00
2013	320	99	00	000	4	440	Overhead Charges	424.00
2013	600	99	00	000	4	440	Overhead Charges	79,590.00
2013	620	99	00	000	4	440	Overhead Charges	4,993.00
2013	900	99	00	000	4	440	Overhead Charges	(379,730.00)
							<b>Total</b>	<b>(0)</b>