

FY 2019-20

Finance Department Budget





FINANCE DEPARTMENT

Description

The Finance Department manages the fiscal operations of the City and maintains financial records in conformance with generally accepted accounting principles and in compliance with State and Federal laws. The Department's primary functions include maintaining effective systems for financial planning, disbursement control, budget development and implementation, budget monitoring, revenue administration, accounting and reporting, cash management, long-term debt administration, redevelopment accounting, purchasing, investing and utility billing.

The Finance Department is divided into the Fiscal & Accounting Services Division, whose purpose it is to develop, enhance, and manage a sound financial structure, enabling the City to provide quality services to the community while effectively controlling and monitoring the receipt and disbursement of public funds. The Purchasing/Warehouse Division procures equipment, supplies, and services at the most competitive prices, for all City departments, while remaining within State and municipal procurement regulations and guidelines. The Utility Billing Services Division collects funds to support the operations of the City's water, sewer, and storm drain systems, along with collecting funds for contracted sewage treatment, refuse collection, recycling, street sweeping services, and business licenses.

Department Mission Statement

To provide quality service to both our internal and external customers with the highest level of efficiency and timeliness, while providing careful management of our financial resources.

Proposed Goals for FY 2019-20

Complete Retrofit of Cycle 3 water meters.

Complete a new Cost of Service study for the reimbursement of General Fund impacts by the Enterprise Funds.

Continue to facilitate dissolution of the Chino Redevelopment Agency. This includes completing required procedures as outlined by the California Department of Finance, the California State Controller's Office, and the San Bernardino County Auditor-Controller. Pursue recovery of the former RDA Promissory Notes to the City of Chino through a judicial process.

Timely complete the City's Audited Comprehensive Annual Financial Report (CAFR) and submittals to the Government Finance Officers Association (GFOA) for the annual Excellence in Financial Reporting Awards Program.

Timely produce a City Budget that incorporates sensible revenues streams; reasonable spending estimates; and sound reserve levels in order to provide a fiscally responsible approach to managing the City's resources.

Provide timely financial information and support to City Council and other City departments necessary to maintain effective and efficient practices and management of the City's financial resources. Perform regular review of City revenue trends, along with a mid-year report of citywide financial operations to City Council.

Review annually the City's cost recovery policies and make recommendation to the City Council regarding potential revisions to these policies.

Finance Department - Goals and Accomplishments

Accomplishments and/or Status of Adopted Goals for FY 2018-19

Substantially completed the implementation of Budget Based Water rates which are designed to support and optimize a blend of various utility objectives, such as affordability for essential needs, fairness and equity, and revenue sufficiency and stability.

Substantially completed the retrofitting of Cycle 3 water meters. Remaining meters to retrofit require repair and replacement or existing water lines as well as the replacement of meter greater than 3".

Continued to facilitate dissolution of the Chino Redevelopment Agency. This included completing the transition to the County Wide Oversight Board. In addition, the law-suit against the State of California has been completed for the recovery of the former RDA Promissory Notes to the City of Chino. It is anticipated that the law-suit will be filed by the end of FY 18-19.

Timely completed the City's Audited Comprehensive Annual Financial Report (CAFR) and submittals to the Government Finance Officers Association (GFOA) for the annual Excellence in Financial Reporting Awards Program.

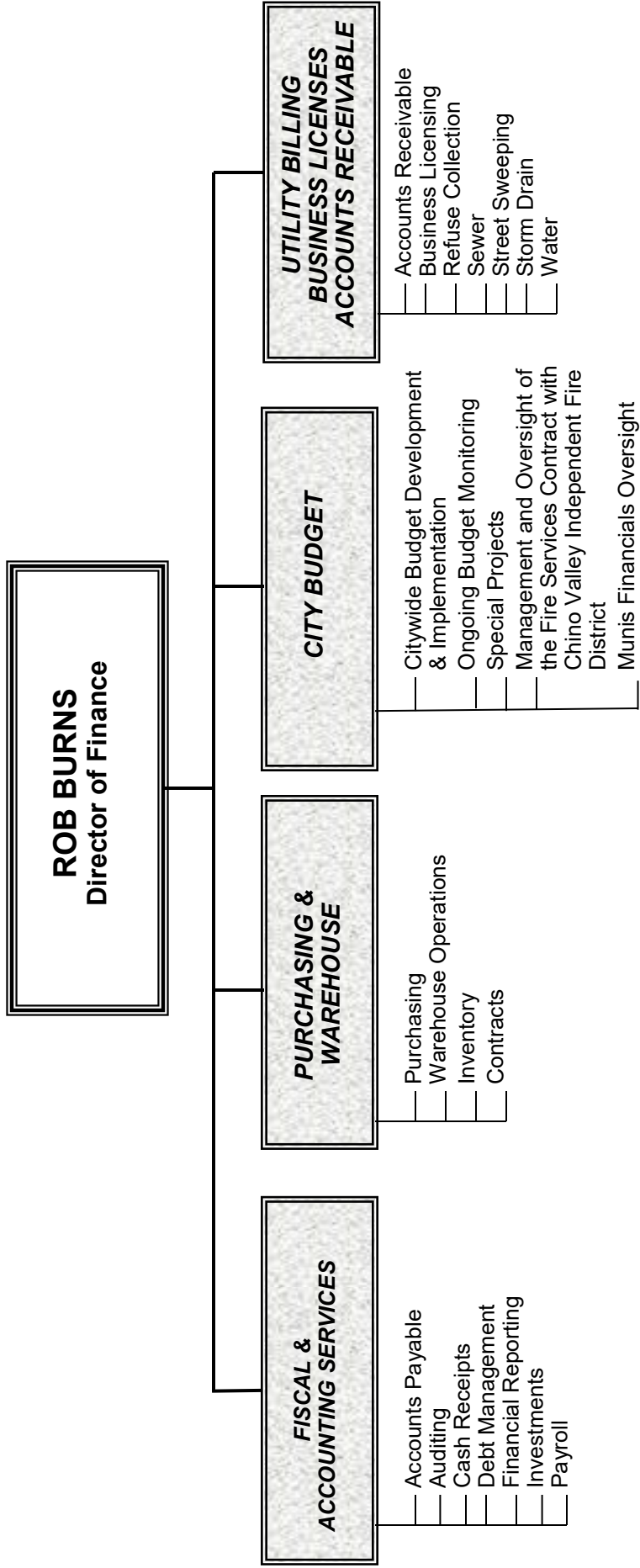
Timely produced a City Budget that incorporates sensible revenues streams; reasonable spending estimates; and sound reserve levels in order to provide a fiscally responsible approach to managing the City's resources.

Provided timely financial information and support to City Council and other City departments necessary to maintain effective and efficient practices and management of the City's financial resources. Performed regular review of City revenue trends, along with a mid-year report of citywide financial operations to City Council.

Completed the City's cost recovery process and made recommendation to the City Council regarding revisions to these policies.

Worked with the development community in a collaborative manner in order to create financially strong and viable communities through the development of City Services CFD's.

Finance Department





FINANCE - Expenditure Summary

FY 2019-20



Department Summary

Expenditure Summary	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projection	FY 2019-20 Proposed	\$\$ Inc-/Dec	%
Personnel Services	2,861,736	2,870,870	3,055,823	2,911,657	3,022,197	-33,626	-1.1%
Maintenance & Operations	9,366,306	10,234,660	11,514,970	11,022,783	12,579,835	1,064,865	9.2%
Allocated Costs	943,701	961,526	1,048,813	1,048,813	988,465	-60,348	-5.8%
Capital Outlay/Improvements	0	0	18,500	0	18,500	0	0.0%
Capital and Non-Capital Projects	788,392	877,826	975,000	1,121,597	550,000	-425,000	-77.3%
	\$13,960,135	\$14,944,882	\$16,613,106	\$16,104,850	\$17,158,997	545,891	3.2%

Department Programs

Program 1003000: FISCAL SERVICES

Expenditure Summary	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projection	FY 2019-20 Proposed	\$\$ Inc-/Dec	%
Personnel Services	1,298,527	1,243,594	1,321,410	1,238,747	1,339,994	18,584	1.4%
Maintenance & Operations	433,495	447,793	578,750	501,880	592,400	13,650	2.4%
Allocated Costs	138,653	144,923	148,768	148,768	171,393	22,625	15.2%
Capital Outlay/Improvements	0	0	10,000	0	10,000	0	0.0%
Capital and Non-Capital Project	13,977	0	5,000	4,597	0	-5,000	0.0%
	\$1,884,652	\$1,836,310	\$2,063,928	\$1,893,992	\$2,113,787	49,859	2.4%

Program 10030001: OMNITRANS PROGRAM

Expenditure Summary	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projection	FY 2019-20 Proposed	\$\$ Inc-/Dec	%
Maintenance & Operations	18,709	18,594	25,000	25,000	25,000	0	0.0%
	\$18,709	\$18,594	\$25,000	\$25,000	\$25,000	0	0.0%



FINANCE - Expenditure Summary

FY 2019-20



Department Programs

Program 1003010: PURCHASING

Expenditure Summary	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projection	FY 2019-20 Proposed	\$\$ Inc-/Dec	%
Personnel Services	279,488	292,029	310,184	311,034	317,317	7,133	2.3%
Maintenance & Operations	4,832	3,448	6,100	3,855	5,795	-305	-5.0%
Allocated Costs	37,569	35,576	35,850	35,850	47,402	11,552	32.2%
	\$321,889	\$331,053	\$352,134	\$350,739	\$370,514	18,380	5.0%

Program 1003020: FIRE SERVICES

Expenditure Summary	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projection	FY 2019-20 Proposed	\$\$ Inc-/Dec	%
Maintenance & Operations	8,318,788	9,345,049	10,165,000	9,980,000	11,150,000	985,000	9.7%
	\$8,318,788	\$9,345,049	\$10,165,000	\$9,980,000	\$11,150,000	985,000	8.8%

Program 5203100: WATER BILLING

Expenditure Summary	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projection	FY 2019-20 Proposed	\$\$ Inc-/Dec	%
Personnel Services	787,326	812,796	861,744	808,125	807,896	-53,848	-6.2%
Maintenance & Operations	481,862	273,370	550,500	354,625	594,425	43,925	8.0%
Allocated Costs	616,277	609,963	680,736	680,736	595,037	-85,699	-12.6%
Capital Outlay/Improvements	0	0	8,500	0	8,500	0	0.0%
Capital and Non-Capital Project	774,415	868,747	970,000	1,117,000	550,000	-420,000	-76.4%
	\$2,659,880	\$2,564,876	\$3,071,480	\$2,960,486	\$2,555,858	-515,622	-20.2%



FINANCE - Expenditure Summary

FY 2019-20



Department Programs

Program 5303110: SEWER BILLING

Expenditure Summary	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projection	FY 2019-20 Proposed	\$\$ Inc-/Dec	%
Personnel Services	108,371	117,586	127,718	125,152	126,275	-1,443	-1.1%
Maintenance & Operations	40,703	61,488	72,850	59,850	80,785	7,935	10.9%
Allocated Costs	35,788	40,844	43,136	43,136	41,112	-2,024	-4.7%
Capital and Non-Capital Project	0	6,851	0	0	0	0	0.0%
	\$184,862	\$226,769	\$243,704	\$228,138	\$248,172	4,468	1.8%

Program 5403120: STORM DRAIN BILLING

Expenditure Summary	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projection	FY 2019-20 Proposed	\$\$ Inc-/Dec	%
Personnel Services	113,212	118,019	128,375	125,686	127,344	-1,031	-0.8%
Maintenance & Operations	13,566	15,470	24,930	19,550	27,785	2,855	11.5%
Allocated Costs	32,967	36,824	40,931	40,931	38,909	-2,022	-4.9%
	\$159,745	\$170,313	\$194,236	\$186,167	\$194,038	-198	-0.1%

Program 5503130: REFUSE BILLING

Expenditure Summary	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projection	FY 2019-20 Proposed	\$\$ Inc-/Dec	%
Personnel Services	267,640	279,536	306,392	302,913	303,371	-3,021	-1.0%
Maintenance & Operations	51,718	66,572	91,840	78,023	103,645	11,805	12.9%
Allocated Costs	80,562	91,367	99,392	99,392	94,612	-4,780	-4.8%
Capital and Non-Capital Project	0	2,228	0	0	0	0	0.0%
	\$399,920	\$439,703	\$497,624	\$480,328	\$501,628	4,004	0.8%



FINANCE - Expenditure Summary

FY 2019-20



Department Programs

Program 5503135: STREET SWEEPING BILLING

Expenditure Summary	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projection	FY 2019-20 Proposed	\$\$ Inc/-Dec	%
Personnel Services	7,172	7,310	0	0	0	0	0.0%
Maintenance & Operations	2,633	2,876	0	0	0	0	0.0%
Allocated Costs	1,885	2,029	0	0	0	0	0.0%
	\$11,690	\$12,215	\$0	\$0	\$0	0	0.0%



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FINANCE
FISCAL SERVICES
Program: 1003000



Obj/Prj No.	Description	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projected	FY 2019-20 Proposed
Personnel Services						
41000	Full-Time Salaries	684,327	690,302	716,576	658,884	760,097
41010	Part-Time Salaries	130,932	114,499	156,000	131,650	115,378
41020	Over-Time Salaries	663	1,129	1,621	1,000	860
41070	Employee Svcs Allocated	482,605	437,664	447,213	447,213	463,659
Subtotal		1,298,527	1,243,594	1,321,410	1,238,747	1,339,994
Maintenance & Operations						
43000	Office Supplies	8,015	6,076	9,200	8,805	9,200
43030	Postage	3,649	6,065	6,150	8,525	8,700
43050	Operate Equip/Prgrm Supplies	1,032	339	2,500	1,500	2,500
43060	Computer Equipment <5,000	0	0	0	300	0
43070	Software Licenses	0	1,771	0	0	0
43120	CAsh Register Shortage	9	-151	200	200	200
43140	Bad Debt Expense	0	76	5,000	0	5,000
43200	Advertisement/ Legal Notices	1,053	3,277	2,000	500	2,000
43210	Printing & Binding	9,104	8,767	11,100	8,500	11,100
43310	Dues & Publications	2,835	2,486	3,700	2,200	3,700
43315	Mileage Reimbursement	39	0	100	350	125
43320	Training/Education/Mtgs	6,014	6,000	7,200	4,000	7,200
43440	Utilities Telecommunications	434	434	450	450	25
43500	City Atty Services	0	0	5,500	7,500	7,000
43515	Financial Services	265,031	277,050	364,000	320,000	372,000
43525	Trustee Service Fees	18,000	17,750	17,750	18,750	19,750
43540	County Administration Fees	112,099	112,708	130,000	115,000	130,000
43580	Maintenance/Repair Svcs	1,743	627	1,900	500	1,900
43630	Owner Participation Agreements	1,438	1,518	1,800	1,800	1,800
43650	Other Contractual	3,000	3,000	10,200	3,000	10,200
Subtotal		433,495	447,793	578,750	501,880	592,400
Allocated Services						
46000	Central Services Allocated	32,533	31,703	29,570	29,570	42,250
46010	Insurance Allocated	58,393	63,731	49,560	49,560	54,549
46020	Building Allocated	47,727	49,489	69,638	69,638	74,594
Subtotal		138,653	144,923	148,768	148,768	171,393
Capital Outlay/Improvements						
48045	Software Packages >5,000	0	0	10,000	0	10,000
Subtotal		0	0	10,000	0	10,000
Capital and Non-Capital Projects						
N3001	CFD 2003-3 Lewis	0	0	5,000	4,597	0
N3162	CFD 2016-2 Lennar/Univ Pk	9,490	0	0	0	0
N3307	C.F.D. 2003-3 I.A. 7	4,487	0	0	0	0
Subtotal		13,977	0	5,000	4,597	0
Total		1,884,652	1,836,310	2,063,928	1,893,992	2,113,787

Finance Department

Program: Fiscal & Accounting Services - 1003000

Code Explanation

- Code 41000: Provides for full-time salaries. Increase in FY19-20 due to PT to FT Conversion of Account Clerk II and allocation changes.
- Code 41010: Provides for part-time salaries. Decrease in FY19-20 is due to the conversion of one part-time position to full-time.
- Code 41020: Provides for overtime salaries for premium OT.
- Code 41070: Provides for Employee allocation.
- Code 43000: Provides for general office supplies, accounts payable special size envelopes, payroll security envelopes, printer cartridges, CDs, budget supplies, etc.
- Code 43030: Provides postage for Fiscal and Accounting Services, Business Licenses and Accounts Receivable invoicing. Increase in FY19-20 due to increase in the number of electronic fund transfers and the 10% postage increase effective January 1, 2019.
- Code 43050: Provides for purchase of ergonomic equipment, as well as the replacement of general office equipment.
- Code 43120: Provides for recording of cash registers shortages from all City departments, except fund 330.
- Code 43140: Provides for necessary write-offs of uncollectible accounts receivable in the General Fund.
- Code 43200: Provides for legal notices for public hearings on special business permits and a summary of the State Controller's report.
- Code 43210: Provides for printing of check stock, business cards, business license forms, accounts receivable forms, annual financial statements and the budget.
- Code 43310: Provides for dues to professional organizations such as CSMFO, GFOA, and CMRTA, subscriptions to payroll newsletters, and subscriptions for fictitious names applications. Increase in FY19-20 is for a new subscription for accounts payable newsletter.
- Code 43315: Provides for mileage reimbursement.
- Code 43320: Provides funds for local professional finance training seminars, publications, and finance officer association workshops. This training provides staff with information on current issues in municipal finance and treasury functions. Increase in FY 19-20 due to cost to send Business License staff to a conference.
- Code 43440: Provides for cell phone services for the department director. Decrease in FY 19-20 due to the cost being relocated in Central Services program.
- Code 43500: Provides for City Attorney services related to Finance matters. Increase in FY 19-20 is due to anticipated needs for the fiscal year.
- Code 43515: Provides annual financial audit, street report, State Controller's report, banking services, direct deposit services, state mandated cost recovery submittals, sales and property tax audits, and investment safekeeping services. Also includes community facilities district (CFD) reporting and arbitrage calculations that are recovered through annual assessment revenues. This account contains budget for unanticipated items such as new CFD formations, and sales and property tax recovery costs.
- Code 43525: Represents trustee fees for Special Tax Bonds: CFD 99-1 and CFD 2000-1; CFD 2001-1; CFD 2003-1; CFD 2003-2; CFD 2003-3 Improvement Area 1, 2 and 6; CFD 2003-4; CFD 2005-1 Improvement Area 1, 2,3,4; CFD 2005-2; CFD 2006-1, CFD 2006-2; CFD 2006-3, and CFD 2009-1, as well as PFA 2012, 2015 and 2016. These fees are recovered through assessment revenue. Increase in FY 19-20 is due to the addition of a new CFD in FY 19-20.
- Code 43540: Represents the cost charged by the County for the administration of property tax revenue.
- Code 43580: Provides for maintenance of Finance equipment, such as coin sorter, bill counter, and check scanner.
- Code 43630: Provides for revenue sharing related to cable franchise fees and right of way fees collected by the City.

Finance Department**Program: Fiscal & Accounting Services – 1003000 (Continued)**

- Code 43650: Provides for fees paid to the Municipal Court related to small claims actions filed by the City and fees for online collection search services (LexisNexis).
- Code 46000: Provides for Central Services allocation.
- Code 46010: Provides for Insurance allocation.
- Code 46020: Provides for Building allocation.
- Code 48045: Provides for purchase of a new User Fees software package in FY 19-20.
- Project NXXXX: Provides for the financial costs related to the start up formation of Community Facilities Districts (CFD). Expenses are fully off set by revenue from the developer.



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FINANCE
OMNITRANS PROGRAM
Program: 10030001



Obj/Prj No.	Description	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projected	FY 2019-20 Proposed
	Maintenance & Operations					
43300	Refund-Reimburse-Sponsorship	18,709	18,594	25,000	25,000	25,000
	Subtotal	18,709	18,594	25,000	25,000	25,000
	Total	18,709	18,594	25,000	25,000	25,000

Finance Department

Program: Omnitrans Program - 10030001

Code Explanation

Code 43300: Provides for purchase of Omnitrans bus pass packages. The expense is fully offset by revenue from the sale of the bus passes.



FINANCE
PURCHASING
Program: 1003010



Obj/Prj No.	Description	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projected	FY 2019-20 Proposed
Personnel Services						
41000	Full-Time Salaries	141,506	157,540	167,498	167,498	172,588
41010	Part-Time Salaries	35,070	36,995	38,000	38,800	39,450
41020	Over-Time Salaries	0	530	0	50	0
41070	Employee Svcs Allocated	102,912	96,964	104,686	104,686	105,279
Subtotal		279,488	292,029	310,184	311,034	317,317
Maintenance & Operations						
43000	Office Supplies	354	381	500	400	500
43040	Uniforms	299	562	600	600	600
43050	Operate Equip/Prgrm Supplies	1,833	207	800	700	800
43210	Printing & Binding	143	0	150	0	150
43310	Dues & Publications	679	305	870	550	870
43315	Mileage Reimbursement	27	76	100	75	100
43320	Training/Education/Mtgs	1,205	1,598	2,750	1,200	2,750
43440	Utilities Telecommunications	292	319	330	330	25
Subtotal		4,832	3,448	6,100	3,855	5,795
Allocated Services						
46000	Central Services Allocated	5,800	5,212	5,056	5,056	7,414
46010	Insurance Allocated	13,343	14,420	11,673	11,673	13,915
46020	Building Allocated	7,487	7,552	11,185	11,185	12,417
46030	Vehicle Allocated	10,939	8,392	7,936	7,936	13,656
Subtotal		37,569	35,576	35,850	35,850	47,402
Total		321,889	331,053	352,134	350,739	370,514

Finance Department

Program: Purchasing/Warehouse - 1003010

Code Explanation

Code 41000:	Provides salaries for three full-time employees.
Code 41010:	Provides salaries for one part-time employee.
Code 41070:	Provides for Employee allocation.
Code 43000:	Provides office supplies for general operation and preparation of bid proposals.
Code 43040:	Provides for uniforms and related apparel for Warehouse Staff.
Code 43050:	Provides for anticipated replacement of general office equipment supplies.
Code 43210:	Provides for printing of business cards, or department signs.
Code 43310:	Provides contract and specification publications, professional memberships that provide professional development materials for purchasing staff. (CAPPO, NGIP).
Code 43315:	Provides for mileage reimbursement.
Code 43320:	Provides for local professional training seminars and association meetings, which provide information on current issues facing purchasing and contract administration.
Code 43440:	Provides for cell phone accessories for the Storekeeper. Decrease in FY 19-20 due to the relocating of phone services to the Central Services program.
Code 46000:	Provides for Central Services allocation.
Code 46010:	Provides for Insurance allocation.
Code 46020:	Provides for Building allocation.
Code 46030:	Provides for Vehicle allocation.



FINANCE
FIRE SERVICES
Program: 1003020



Obj/Prj No.	Description	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projected	FY 2019-20 Proposed
	Maintenance & Operations					
43650	Other Contractual	8,318,788	9,345,049	10,165,000	9,980,000	11,150,000
	Subtotal	8,318,788	9,345,049	10,165,000	9,980,000	11,150,000
	Total	8,318,788	9,345,049	10,165,000	9,980,000	11,150,000

Finance Department

Agency: Chino Valley Independent Fire District (CVIFD)

Program: Fire Services - 1003020

Code Explanation

Code 43650: Provides for the annual contractual payments to Chino Valley Independent Fire District. The contract payments are based on property values. The increase in FY19-20 is due to the projected increase in property values in the City of Chino.



FINANCE
WATER BILLING
Program: 5203100



Obj/Prj No.	Description	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projected	FY 2019-20 Proposed
Personnel Services						
41000	Full-Time Salaries	428,950	433,337	473,107	420,495	471,643
41010	Part-Time Salaries	102,845	69,959	84,200	84,100	38,551
41020	Over-Time Salaries	2,085	15,546	8,907	8,000	10,000
41030	Temporary Services	0	6,650	0	0	0
41070	Employee Svcs Allocated	253,446	287,304	295,530	295,530	287,702
	Subtotal	787,326	812,796	861,744	808,125	807,896
Maintenance & Operations						
43000	Office Supplies	2,879	1,464	3,100	2,000	3,100
43030	Postage	3,927	2,190	4,000	300	4,000
43040	Uniforms	1,735	1,431	2,600	3,000	2,600
43050	Operate Equip/Prgm Supplies	276,455	88,289	202,000	65,000	200,000
43060	Computer Equipment <5,000	0	0	1,000	0	1,000
43070	Software Licenses	35,100	0	43,700	38,025	43,700
43140	Bad Debt Expense	0	0	30,500	0	30,500
43210	Printing & Binding	460	115	1,400	400	1,400
43320	Training/Education/Mtgs	2,485	0	3,000	0	5,000
43440	Utilities Telecommunications	2,743	2,655	3,020	3,500	25
43500	City Atty Services	0	932	1,500	2,400	1,500
43530	Trans/Chge Card Fees	78,865	77,509	109,800	100,000	120,000
43580	Maintenance/Repair Svcs	374	379	12,880	10,000	13,000
43650	Other Contractual	76,839	98,406	132,000	130,000	168,600
	Subtotal	481,862	273,370	550,500	354,625	594,425
Allocated Services						
46000	Central Services Allocated	50,966	44,925	43,929	43,929	51,278
46010	Insurance Allocated	39,735	47,587	36,258	36,258	39,363
46020	Building Allocated	36,038	39,117	52,517	52,517	53,308
46030	Vehicle Allocated	60,546	71,718	80,355	80,355	87,941
46040	General Overhead	293,521	278,211	340,129	340,129	264,107
46050	Department Overhead	135,471	128,405	127,548	127,548	99,040
	Subtotal	616,277	609,963	680,736	680,736	595,037
Capital Outlay/Improvements						
48050	Communication Equipment	0	0	8,500	0	8,500
	Subtotal	0	0	8,500	0	8,500
Capital and Non-Capital Projects						
G3601	S.A.W.P.A. Budget Based Water	44,998	23,867	0	67,000	0
N3000	Retro Fit Meter	2,996	0	0	0	0
N3100	Water Meters-New Development	120,155	109,858	170,000	250,000	250,000
N3701	Retrofit Cycle 3	606,266	735,022	800,000	800,000	300,000
	Subtotal	774,415	868,747	970,000	1,117,000	550,000
	Total	2,659,880	2,564,876	3,071,480	2,960,486	2,555,858

Finance Department

Sub-Program: Utility Billing/Water Services - 5203100

Code Explanation

- Code 41000: Provides for full-time salaries.
- Code 41010: Provides for part-time salaries. Decrease in FY19-20 is due to the conversion of a part-time CSR to full-time CSR position.
- Code 41020: Provides for overtime salaries includes \$2,825 for premium OT.
- Code 41070: Provides for Employee allocation.
- Code 43000: Provides for pro-rata cost of Utility Billing miscellaneous office supplies.
- Code 43030: Represents pro-rata cost of Utility Billing postage for normal correspondence, and costs associated with shipping meter reading equipment out for repair.
- Code 43040: Provides for uniforms and authorized work apparel for 3 Customer Service Representatives.
- Code 43050: Provides for purchase of residential and commercial replacement water meters (\$185,000); equipment needed to maintain meters read by Customer Service Representatives; pro-rata cost of Utility Billing replacement tools for the Customer Service Representatives; and pro-rata cost of Utility Billing office operating equipment.
- Code 43070: Provides for annual software maintenance support and consulting services involving data processing (Neptune and Aqua Metric/Sensus systems).
- Code 43140: Provides for pro-rata cost of bad debt expense. Offsetting revenue will be generated from the recovery of bad debt.
- Code 43210: Represents pro-rata cost of Utility Billing printing forms used in the office (notices, misc. adjustment and service forms) and business cards. These forms are purchased on an as needed basis.
- Code 43320: Provides for pro-rata cost of Utility Billing attendance at seminars or training sessions that benefit office and field staff. Increase in FY 19-20 is due to anticipated attendance of two staff at an upcoming meter reading software seminar.
- Code 43440: Provides for cell phone services for the CSR's. Decrease in FY19-20 is due to the cost being relocated to the Central Service in FY 19-20.
- Code 43500: Provides for water related City Attorney services.
- Code 43530: Provides for pro-rata cost of Utility Billing credit card processing fees. Increase in FY19-20 budget reflects continued increase in customer usage of the service.
- Code 43580: Provides for maintenance of hand-held and radio meter reading systems, Sensus base station, fixed radio read antennas, check endorser, OCR payment processor, and receipt printers.
- Code 43650: Represents the pro-rata cost of Utility Billing outside bill printing services; the maintenance of the electronic bill presentment and payment processes; and retention of statements on line for twelve months. It includes postage costs for mailed pieces. The budget also includes a pro-rata share of collection agency services, which are offset by collected revenues, and contract for Integrated Voice Response (IVR) system. Increase in FY19-20 is for the cost of a new Cost of Service study to be completed during the fiscal year.
- Code 46000: Provides for Central Services allocation.
- Code 46010: Provides for Insurance allocation.

Finance Department**Sub-Program: Utility Billing/Water Services - 5203100 (Continued)****Code Explanation**

- Code 46020: Provides for Building allocation.
- Code 46030: Provides for Vehicle allocation.
- Code 46040: Provides for General Overhead.
- Code 46050: Provides for Department Overhead.
- Code 48050: Replacement of a hand-held water meter reading device.
- Code G3601: Santa Ana Watershed Project Authority grant for implementation of Water Budget Based Rate Structure Project. Expenditures are offset by the grant reimbursement revenues. The budget contains funds for completion of "shadow billing" for Water Budget Based rates, public relations campaign, etc. The expenses are eligible for reimbursement through SAWPA Project G3601.
- Code N3100: Provides for purchase of water meters for new developments – residential, commercial, and recycled water meters. The expense is fully offset by revenue from the sale of meters.
- Code N3701: Provides for replacement of radio-read water meters in Cycle 3 to fixed antenna radio-read meters. FY19-20 is the final year of this replacement program.



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FINANCE
SEWER BILLING
 Program: 5303110



Obj/Prj No.	Description	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projected	FY 2019-20 Proposed
Personnel Services						
41000	Full-Time Salaries	63,475	67,859	73,917	71,421	73,745
41010	Part-Time Salaries	7,327	4,412	7,100	7,580	7,546
41020	Over-Time Salaries	0	9	600	50	0
41070	Employee Svcs Allocated	37,569	45,306	46,101	46,101	44,984
	Subtotal	108,371	117,586	127,718	125,152	126,275
Maintenance & Operations						
43000	Office Supplies	328	360	750	750	750
43030	Postage	982	2,066	980	80	980
43050	Operate Equip/Prgrm Supplies	205	317	930	600	930
43140	Bad Debt Expense	0	0	7,500	0	7,500
43210	Printing & Binding	90	1,395	350	500	350
43320	Training/Education/Mtgs	0	0	150	750	150
43440	Utilities Telecommunications	475	483	490	490	25
43500	City Atty Services	0	281	1,000	0	1,000
43530	Trans/Chge Card Fees	19,716	19,377	27,000	24,600	27,000
43580	Maintenance/Repair Svcs	94	94	1,200	100	500
43650	Other Contractual	18,813	37,115	32,500	31,980	41,600
	Subtotal	40,703	61,488	72,850	59,850	80,785
Allocated Services						
46000	Central Services Allocated	3,511	3,842	3,492	3,492	5,046
46010	Insurance Allocated	4,660	6,171	4,729	4,729	5,356
46020	Building Allocated	2,632	3,139	4,398	4,398	4,734
46040	General Overhead	17,095	18,947	22,194	22,194	17,773
46050	Department Overhead	7,890	8,745	8,323	8,323	8,203
	Subtotal	35,788	40,844	43,136	43,136	41,112
Capital and Non-Capital Projects						
N3702	Prop 218 Public Relations	0	6,851	0	0	0
	Subtotal	0	6,851	0	0	0
	Total	184,862	226,769	243,704	228,138	248,172

Finance Department

Sub-Program: Utility Billing/Sewer - 5303110

Code Explanation

Code 41000:	Provides for full-time salaries.
Code 41010:	Provides for part-time salaries.
Code 41020:	Provides for overtime salaries.
Code 41070:	Provides for Employee allocation.
Code 43000:	Provides for pro-rata cost of Utility Billing miscellaneous office supplies.
Code 43030:	Represents pro-rata cost of Utility Billing postage for normal correspondence.
Code 43050:	Represents pro-rata cost of Utility Billing office equipment and routine field tools.
Code 43140:	Provides for bad debt expense.
Code 43210:	Represents pro-rata cost of Utility Billing printing forms used in the office correspondence.
Code 43320:	Provides for pro-rata cost of Utility Billing attendance at seminars or training sessions that will benefit the office staff.
Code 43440:	Provides for cell phone services for the CSR's. This cost has been relocated in Central Service in FY 19-20.
Code 43500:	Provides for City Attorney services.
Code 43530:	Provides for pro-rata cost of Utility Billing credit card processing fees.
Code 43580:	Provides for pro-rata cost of Utility Billing maintenance of check endorser, OCR payment processor, receipt printers, etc.
Code 43650:	Represents the pro-rata cost of Utility Billing outside bill printing services; the maintenance of the electronic bill presentment and payment processes; and retention of statements on line for twelve months. It includes postage costs for mailed pieces. The budget also includes a pro-rata share of collection agency services, which are offset by collected revenues, and contract for Integrated Voice Response (IVR) system. Increase in FY19-20 is for the cost of a new Cost of Service study to be completed during the fiscal year.
Code 46000:	Provides for Central Services allocation.
Code 46010:	Provides for Insurance allocation.
Code 46020:	Provides for Building allocation.
Code 46040:	Provides for General Overhead.
Code 46050:	Provides for Department Overhead.



FINANCE
STORM DRAIN BILLING
Program: 5403120



Obj/Prj No.	Description	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projected	FY 2019-20 Proposed
Personnel Services						
41000	Full-Time Salaries	66,437	68,084	74,361	71,722	74,409
41010	Part-Time Salaries	7,327	4,412	7,100	7,600	7,546
41020	Over-Time Salaries	0	9	600	50	0
41070	Employee Svcs Allocated	39,448	45,514	46,314	46,314	45,389
Subtotal		113,212	118,019	128,375	125,686	127,344
Maintenance & Operations						
43000	Office Supplies	109	143	250	250	250
43030	Postage	327	183	330	20	330
43050	Operate Equip/Prgrm Supplies	68	106	310	150	310
43140	Bad Debt Expense	0	0	2,500	0	2,500
43210	Printing & Binding	30	0	120	50	120
43320	Training/Education/Mtgs	0	0	50	0	50
43440	Utilities Telecommunications	158	161	170	170	25
43500	City Atty Services	0	337	1,000	0	1,000
43530	Trans/Chge Card Fees	6,572	6,459	9,000	8,200	9,000
43580	Maintenance/Repair Svcs	31	31	400	50	400
43650	Other Contractual	6,271	8,050	10,800	10,660	13,800
Subtotal		13,566	15,470	24,930	19,550	27,785
Allocated Services						
46000	Central Services Allocated	2,736	2,928	2,783	2,783	3,957
46010	Insurance Allocated	4,832	6,155	4,724	4,724	5,350
46020	Building Allocated	2,744	3,152	4,417	4,417	4,772
46040	General Overhead	15,501	16,824	21,096	21,096	16,989
46050	Department Overhead	7,154	7,765	7,911	7,911	7,841
Subtotal		32,967	36,824	40,931	40,931	38,909
Total		159,745	170,313	194,236	186,167	194,038

Finance Department

Sub-Program: Utility Billing/Storm Drain Services - 5403120

Code Explanation

Code 41000:	Provides for full-time salaries.
Code 41010:	Provides for part-time salaries.
Code 41020:	Provides for overtime salaries.
Code 41070:	Provides for Employee allocation.
Code 43000:	Provides for pro-rata cost of Utility Billing miscellaneous office supplies.
Code 43030:	Represents pro-rata cost of Utility Billing postage for normal correspondence.
Code 43050:	Represents pro-rata cost of Utility Billing office equipment and routine field tools.
Code 43140:	Provides for bad debt expense.
Code 43210:	Represents pro-rata cost of Utility Billing printing forms used in the office.
Code 43320:	Provides for pro-rata cost of Utility Billing attendance at seminars or training sessions that will benefit the office staff.
Code 43440:	Provides for cell phone services for the CSR's. This cost has been relocated in Central Service in FY 19-20.
Code 43500:	Provides for City Attorney services.
Code 43530:	Provides for pro-rata cost of Utility Billing credit card processing fees.
Code 43580:	Provides for pro-rata cost of Utility Billing maintenance of check endorser, OCR payment processor, receipt printers, etc.
Code 43650:	Represents the pro-rata cost of Utility Billing outside bill printing services; the maintenance of the electronic bill presentment and payment processes; and retention of statements on line for twelve months. It includes postage costs for mailed pieces. The budget also includes a pro-rata share of collection agency services, which are offset by collected revenues, and contract for Integrated Voice Response (IVR) system. Increase in FY19-20 is for the cost of a new Cost of Service study to be completed during the fiscal year..
Code 46000:	Provides for Central Services allocation.
Code 46010:	Provides for Insurance allocation.
Code 46020:	Provides for Building allocation.
Code 46040:	Provides for General Overhead.
Code 46050:	Provides for Department Overhead.



FINANCE
REFUSE BILLING
Program: 5503130



Obj/Prj No.	Description	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projected	FY 2019-20 Proposed
Personnel Services						
41000	Full-Time Salaries	154,633	159,096	174,556	171,227	174,369
41010	Part-Time Salaries	21,982	13,236	21,100	22,700	22,637
41020	Over-Time Salaries	0	27	1,800	50	0
41070	Employee Svcs Allocated	91,025	107,177	108,936	108,936	106,365
	Subtotal	267,640	279,536	306,392	302,913	303,371
Maintenance & Operations						
43000	Office Supplies	519	531	950	600	950
43030	Postage	1,244	5,199	1,240	570	1,240
43050	Operate Equip/Prgrm Supplies	274	416	1,180	700	1,180
43140	Bad Debt Expense	0	0	9,500	0	9,500
43210	Printing & Binding	120	3,468	440	3,500	440
43320	Training/Education/Mtgs	0	0	190	0	190
43440	Utilities Telecommunications	633	644	620	640	25
43500	City Atty Services	0	1,058	1,000	145	1,000
43530	Trans/Chge Card Fees	24,974	24,544	34,200	31,160	34,200
43580	Maintenance/Repair Svcs	125	122	1,520	200	1,520
43650	Other Contractual	23,829	30,590	41,000	40,508	53,400
	Subtotal	51,718	66,572	91,840	78,023	103,645
Allocated Services						
46000	Central Services Allocated	7,091	7,656	6,999	6,999	10,223
46010	Insurance Allocated	11,502	14,783	11,301	11,301	12,830
46020	Building Allocated	6,593	7,793	10,637	10,637	11,469
46040	General Overhead	37,889	41,829	51,240	51,240	41,114
46050	Department Overhead	17,487	19,306	19,215	19,215	18,976
	Subtotal	80,562	91,367	99,392	99,392	94,612
Capital and Non-Capital Projects						
N3702	Prop 218 Public Relations	0	2,228	0	0	0
	Subtotal	0	2,228	0	0	0
	Total	399,920	439,703	497,624	480,328	501,628

Finance Department

Sub-Program: Utility Billing/Refuse Collection - 5503130

Code Explanation

Code 41000:	Provides for full-time salaries.
Code 41010:	Provides for part-time salaries.
Code 41020:	Provides for overtime salaries.
Code 41070:	Provides for Employee allocation.
Code 43000:	Provides for pro-rata cost of Utility Billing miscellaneous office supplies.
Code 43030:	Represents pro-rata cost of Utility Billing postage for normal correspondence.
Code 43050:	Represents pro-rata cost of Utility Billing office equipment and routine field tools.
Code 43140:	Provides for bad debt expense.
Code 43210:	Represents pro-rata cost of Utility Billing printing forms used in the office.
Code 43320:	Provides for pro-rata cost of Utility Billing attendance at seminars or training sessions that will benefit the office staff.
Code 43440:	Provides for cell phone services for the CSR's. This cost has been relocated in Central Service in FY 19-20.
Code 43500:	Provides for City Attorney services. Increase due to reallocation from the Administration department.
Code 43530:	Provides for pro-rata cost of Utility Billing credit card processing fees.
Code 43580:	Provides for pro-rata cost of Utility Billing maintenance of check endorser, OCR payment processor, receipt printers, etc.
Code 43650:	Represents the pro-rata cost of Utility Billing outside bill printing services; the maintenance of the electronic bill presentment and payment processes; and retention of statements on line for twelve months. It includes postage costs for mailed pieces. The budget also includes a pro-rata share of collection agency services, which are offset by collected revenues, and contract for Integrated Voice Response (IVR) system. Increase in FY19-20 is for the cost of a new Cost of Service study to be completed during the fiscal year.
Code 46000:	Provides for Central Services allocation.
Code 46010:	Provides for Insurance allocation.
Code 46020:	Provides for Building allocation.
Code 46040:	Provides for General Overhead.
Code 46050:	Provides for Department Overhead.



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