

CCWA Board of Directors' Resolution No. 07-05 Renames CCWA's Board Room as the "Robert W. Puddicombe Meeting Room"

## *Administration Department*

**T**he Administration Department is comprised of the Executive Director, Accounting and Finance, Engineering and support staff. The department is responsible for administration of the Authority and provides support to the Board of Directors, various Authority committees, and operations and maintenance departments of the Authority.

# ***Highlights***

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## **Department Information**

- Number of employees 4.50
- Number of Board members 8
- Number of Authority Committees 4
- Board of Directors meetings Fourth Thursday of each month
- Operating Committee meetings Second Thursday, quarterly
- Finance Committee meetings Fourth Thursday, quarterly
- Other Committee meetings As needed

## **Budget Information**

- Total FY 2008/09 O&M Budget \$1,111,626
- O&M Budget increase over FY 2007/08 \$ 145,325
- Percentage increase over FY 2007/08 15.04%

## **Significant Accomplishments During FY 2007/08**

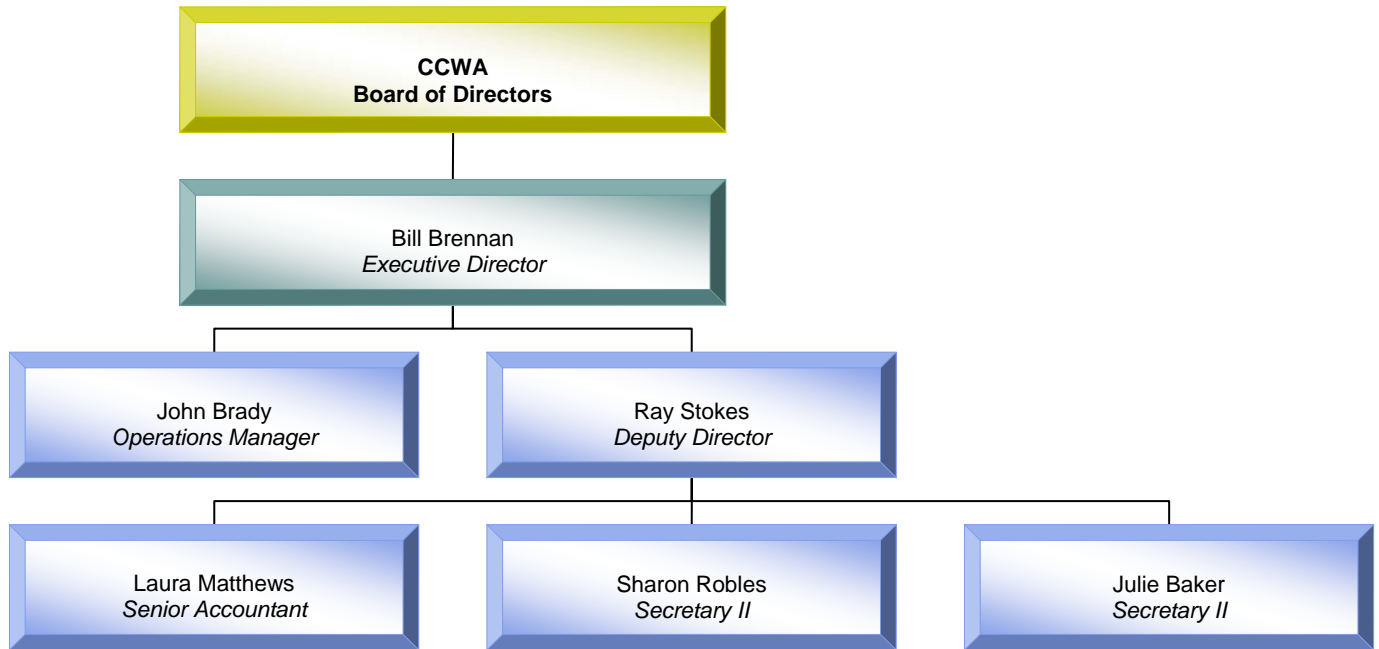
- Secured agreement from DWR and the State Water Contractors to reacquire the 12,214 acre-feet of suspended Table A water.
- Completed the MOU for a dry-year water option/purchase program with San Luis Obispo County.

## **Significant Goals for FY 2008/09**

- Continue to investigate ground water banking, acquisition of suspended SBCFC&WCD water and unallocated SLOCFC&WCD water, and other opportunities to increase State water reliability.

Central Coast Water Authority  
**Administration Department**  
Fiscal Year 2008/09 Budget

The Administration Department is comprised of the Executive Director, Deputy Director, Engineering and support staff. The department is responsible for administration of the Authority and provides support to the (1) Board of Directors and various Authority committees and (2) operations and maintenance departments of the Authority.



### EXECUTIVE DIRECTOR

The Executive Director is the chief executive officer and administrative head of the Authority, with the responsibility for planning, organizing, staffing, coordinating, budgeting and directing the administrative activities and operations of the Authority. The Executive Director is appointed by and serves at the pleasure of the Authority Board of Directors. The Executive Director appoints the supervisors of all departments and is responsible for implementation of policies established by the Board of Directors.

The Executive Director is responsible for providing and exercising overall supervision and disciplinary control over the necessary administrative and operating staff to carry out official Board policies. The Executive Director is responsible for the execution of contracts and other documents on behalf of the Authority to the extent provided by the Board of Directors and serves as Secretary to the Board.

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**DEPUTY DIRECTOR**

The Authority's Department of Accounting and Finance has three main functions: Finance, which is the central fiscal control and accounting agency of the Authority; Treasury, which invests all cash balances of the Authority; and Administrative Services, which coordinates and administers the employee benefits program and the Authority's auto, property and liability insurances.

The Deputy Director serves as the chief financial officer, treasurer and coordinator of the employee benefits program for the Authority. The department maintains daily finance/accounting activities including payrolls and audits, preparation of the operating and capital budgets, preparation of the comprehensive annual financial reports, investments, debt management, risk management, cash management and bank relations.

In addition, the department is responsible for the workers' compensation program and the employee benefits program which includes health insurance, life insurance, dental and vision insurance, deferred compensation, Section 125 cafeteria plan and the Public Employees' Retirement System (PERS) for the Authority. The Accounting and Finance department includes a staff of one full-time Deputy Director and one full-time Senior Accountant. Additional secondary duties include in-house administration and maintenance of the computer network system and representing CCWA on the State Water Contractors (SWC) Board of Directors and as chairman of the SWC audit-finance committee.

**ENGINEERING**

The Engineering Department consists of an Operations Manager and an Engineering Technician. This department is responsible for evaluating, designing, and implementing operational and capital improvements for the Authority. Engineering projects involve oversight of professional consultants and detailed analysis and design for work performed in-house. Additionally, the Operations Manager is charged with the responsibility for construction contract administration and management, and provides technical support to the operations and maintenance departments.



Chemical feed room piping upgrade at the Water Treatment Plant

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**2007 ACCOMPLISHMENTS AND 2008 GOALS**

The following pages list all of the Authority's 2007 goals and their status (i.e., "Accomplishments") and the Authority's 2008 goals. The 2007 accomplishments and 2008 goals that are the responsibility of the Water Treatment Plant and Distribution Departments are repeated in the Water Treatment Plant and Distribution Department sections of this budget. Also included is a table of performance indicators ("Service Efforts and Accomplishments") for the Administration Department.

<u>Goal</u>	<u>Status</u>
Complete 2007 Compensation and Benefits Survey. [2/07]	Completed 2/07.
Work with the Department of Water Resources and State Water Contractors to ensure fair and equitable allocation of the costs associated with the Department's relicensing of the power generation facilities at Oroville Lake (FERC relicensing) and costs associated with CALFED. [Ongoing]	Initial allocation of FERC costs agreed to among the Contractors. DWR has not agreed to the Contractors allocation.
Participate and represent CCWA's interests in State Water Contractors Association and the State Water Project Contractors Authority. [Ongoing]	General Manager, Bill Mancinelli, passed away in January. New contract General Manager hired 7/07. Sanitary Survey completed. East Branch Enlargement, MWQI and Energy grant projects ongoing.
Continue to work with Department of Water Resource's fiscal staff through the State Water Contractors Audit-Finance Committee to maximize rate management credits (RMC) for 2007 and 2008. [4/07]	2007 RMC reduced due to the financed recreation costs issue. 2008 RMC are estimated to be about \$23 million.
Continue to work with Department of Water Resources O&M staff through the State Water Contractors O&M and Engineering Committees to control O&M expenses and when possible to capitalize high cost projects. [Ongoing]	Bill Brennan joined Energy Committee as vice chair.
Complete all required actions to reacquire 12,214 acre-feet of Santa Barbara County suspended SWP water. [12/07]	Secured agreement to reacquire water from DWR and SWC. First planning meeting with County scheduled for 1/08.
Evaluate need for a Senior Accountant position. [3/07]	Completed. New position approved by the Board.

Central Coast Water Authority  
**Administration Department**  
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Evaluate remaining usable life for CCWA computer network servers and replace critical servers. [12/07]	Completed 12/07.
Complete final allocation of CCWA project costs, amend debt service schedules and closeout remaining bond trustee and capital deposit accounts. [6/07]	Completed – June 2007.
Prepare history of actual State water payments by project participant from FY 1996/97 through the current fiscal year and distribute to project participants. [12/07]	No progress.
Complete MOU for dry year option/purchase program with San Luis Obispo County. [6/07]	Final draft agreement will be presented to Operating Committee and Board 1/08.
Investigate groundwater banking and storage opportunities in Santa Barbara County, San Luis Obispo County and elsewhere in California.	Groundwater banking feasibility report for San Luis Obispo County received 9/07. Next phase of discussions will take place in 2008.
Assist San Luis Obispo County as needed in transferring Shandon Table A Amount water and ensure that any transfers do not detrimentally impact existing project participants. [12/07]	San Luis Obispo County project participants are again showing interest in assigning the Shandon water.
Continue work on Accounting Department and Administration Department policies and procedures manual chapters on Administrative, Accounts Payable, Purchasing, Cash Management, and Project Participant Invoices. [12/07]	On-going.
Prepare the FY 2007/08 Budget in conformance with Government Finance Officers Association (GFOA) and submit it to GFOA for the “Distinguished Budget Presentation” award. [7/07]	FY 2007/08 Budget submitted to GFOA.
Prepare a Comprehensive Annual Financial Report for FY 2006/07 in conformance with GFOA and submit it to GFOA for the “Excellence in Financial Reporting” award. [11/07]	Report completed. Printing and submittal to GFOA will be completed in 1/08.
Prepare and submit FY 2005/06 report of continuing disclosure to Bond Trustee. [3/07]	Completed.

*Contracts*

Preserve benefits of Monterey Amendment (Amendment No. 16 to the State Water Contract) to CCWA’s project participants and its customers. [Ongoing]	Monterey EIR draft completed 12/07.
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Central Coast Water Authority  
**Administration Department**  
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Renew agreement with DWR to operate and maintain the treated water portion of the Coastal Branch Extension. [1/07] Completed. New agreement now runs through 2016.

*DWR Coordination*

Coordinate pipeline and water treatment plant inspections with annual DWR shutdown for Coastal Branch Phase I maintenance. [11/07] Completed 11/07.

Assist DWR in removing sediment from raw water pump station forebays. [12/07] Bluestone pump station forebay was cleaned by DWR 3/07.

*Engineering*

Complete development of five and twenty year Capital Improvement program. [9/07] Preliminary work has been initiated.

Migrate CCWA as-built drawings to one consistent electronic format. [12/07] Postponed to 2008.

Explore and address remaining fiber optic cable continuity issues. [12/07] Fiber optic toning package was field tested and purchased. Installation scheduled for 2/08.

Identify Polonio Pass WTP sludge lagoon C rehabilitation needs. [9/07] Inflow study has been completed and traced back to Lagoon B. Sludge lagoon C had vegetation removed and was regraded 9/07.

Complete rapid small-scale test for GAC comparisons. [9/07] Completed 12/07.

Install Phase 2 of the Control System Upgrade at Polonio Pass WTP. [11/07] Completed 11/07.

Complete input/output upgrade at Energy Dissipation Valve Vault. [11/07] Completed 12/07.

*Environmental and Safety*

Complete HCP (Habitat Conservation Plan) according to schedule presented by National Fish and Wildlife Service. [12/07] Ongoing.

Update Process Safety Management Plan. [2/07] Completed 9/07.

Update Injury and Illness Prevention Program. [3/07] Completed 10/07.

Central Coast Water Authority  
**Administration Department**  
Fiscal Year 2008/09 Budget

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Monitor and repair revegetation and erosion damage following 2006 abandoned pipeline removal along Santa Rosa Road. [3-year commitment]	Ongoing: Revegetation monitoring for 3 years as of 10/06.
Design solutions and repair erosion damage in pipeline alignment near Creston. [3/07]	Postponed to 2008.
Remove supports and protections for maturing oak trees and continue oak tree monitoring program for DWR Reaches 1-6 and CCWA Schedules A, B and C. [Ongoing]	Support removal completed 8/07. Annual monitoring and counting completed 11/07.
Request and participate in bi-annual Cal/OSHA consultation inspection at the Polonio Pass WTP. [9/07]	Completed 9/07.

*Post 2007 Goals*

<u>Goals</u>	<u>Status</u>
Obtain approval of and implement Financial amendment to the State Water Contract through the State Water Contractors.	
Identify and implement mechanisms to firm up water supply reliability as needed.	Staff are investigating several groundwater banking programs for applicability.
Identify and implement mechanisms to offset shortages due to drought,	CCWA is participating in SWPCA dry year program, working with San Luis Obispo County to institute a short term transfer program and reviewing a transfer program with Yuba County for applicability.
Consider San Luis Obispo County membership in CCWA if requested.	
Work with State Water Contractors and DWR to develop and implement a multi-year water transfer policy.	

Central Coast Water Authority  
**Administration Department**  
Fiscal Year 2008/09 Budget

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**2008 Goals**

*Administration and Accounting*

Goal

Work with the Department of Water Resources and State Water Contractors to ensure fair and equitable allocation of the costs associated with the Department's relicensing of the power generation facilities at Oroville Lake (FERC relicensing) and costs associated with CALFED. [Ongoing]

Participate and represent CCWA's interests in State Water Contractors Association and the State Water Project Contractors Authority. [Ongoing]

Continue to work with Department of Water Resource's fiscal staff through the State Water Contractors Audit-Finance Committee to maximize rate management credits for 2008 and 2009. [4/08]

Continue to work with Department of Water Resources O&M staff through the State Water Contractors O&M and Engineering Committees to control O&M expenses and when possible to capitalize high cost projects. [Ongoing]

Investigate alternative health care plans for CCWA staff. [6/08]

Complete all required actions to reacquire 12,214 acre-feet of Santa Barbara County suspended SWP water. [12/08]

Hire a new Engineering Technician. [3/08]

Prepare history of actual State water payments by project participant from FY 1996/97 through the current fiscal year and distribute to project participants [12/08]

Assist San Luis Obispo County as needed in transferring Shandon Table A Amount water and ensure that any transfers do not detrimentally impact existing project participants. [12/08]

Prepare the FY 2008/09 Budget in conformance with Government Finance Officers Association (GFOA) and submit it to GFOA for the "Distinguished Budget Presentation" award. [7/08]

Continue work on Accounting Department and Administration Department policies and procedures manual chapters on Administrative, Accounts Payable, Purchasing, Cash Management, and Project Participant Invoices. [12/08]

Central Coast Water Authority  
**Administration Department**  
Fiscal Year 2008/09 Budget

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Prepare a Comprehensive Annual Financial Report for FY 2007/08 in conformance with GFOA and submit it to GFOA for the “Excellence in Financial Reporting” award. [11/08]

Prepare and submit FY 2006/07 report of continuing disclosure to Bond Trustee. [3/08]

Investigate groundwater banking and storage opportunities in Santa Barbara County, San Luis Obispo County and elsewhere in California. [12/08]

*Contracts*

Preserve benefits of Monterey Amendment (Amendment No. 16 to the State Water Contract) to CCWA’s project participants and its customers. [Ongoing]

*DWR Coordination*

Coordinate pipeline and water treatment plant inspections with annual DWR shutdown for Coastal Branch Phase I maintenance. [11/08]

Assist DWR in removing sediment from raw water pump station forebays. [12/08]

*Engineering*

Complete development of five and twenty year Capital Improvement program. [9/08]

Migrate CCWA as-built drawings to one consistent electronic format. [12/08]

Develop Comprehensive encroachment permit program. [6/08]

Research commercially available database software for maintaining pipeline right-of-way data. [9/08]

Coordinate detailed analysis of pipeline conveyance capacity. [6/08]

Research available technology and programs for leak detection in large diameter pipelines. [11/08]

Research and evaluate potential mitigation measures to address side slope water seepage from the WTP sludge lagoons. [11/08]

Central Coast Water Authority  
**Administration Department**  
Fiscal Year 2008/09 Budget

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Develop and implement a monitoring program for the flexible joint connections between the large diameter HDPE pipe and concrete structures at the WTP. [11/08]

Research available options for repairing areas of concrete deterioration/distress within the WTP. [9/08]

*Environmental and Safety*

Complete HCP (Habitat Conservation Plan) according to schedule presented by National Fish and Wildlife Service. [6/08]

Research and install updated fall protection devices at Tanks 2 and 5. [8/08]

Participate in Cal/OSHA consultation inspection at WTP. [7/08]

Monitor and repair revegetation and erosion damage caused by 2006 abandoned pipeline removal along Santa Rosa Road. [3-year commitment]

Continue monitoring erosion near major blow-off at Huero Huero Creek. With Operations Manager assistance, develop long term erosion control solution. [12/08]

Remove supports and protections for maturing oak trees and continue oak tree monitoring program for DWR Reaches 3 and 4. [11/08]

With Operations Manager assistance develop long term solution for exposed pipe in upper Santa Ynez River. [12/08]

*Post 2007 Goals*

Obtain approval of and implement Financial amendment to the State Water Contract through the State Water Contractors.

Identify and implement mechanisms to firm up water supply reliability as needed.

Identify and implement mechanisms to offset shortages due to drought.

Consider San Luis Obispo County membership in CCWA if requested.

Central Coast Water Authority  
**Administration Department**  
Fiscal Year 2008/09 Budget

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**ADMINISTRATION DEPARTMENT OPERATING EXPENSE OVERVIEW**

The Administration Department expenses are treated as fixed expenses for purposes of billing to the project participants. All project participants pay the Administration Department expenses based primarily on their proportional share of Table A amounts.

The Administration Department operating expense budget for FY 2008/09 is increasing by \$145,325 or 15.04% when compared to the FY 2007/08 Budget. The total FY 2008/09 budget is \$1,111,626 compared to the FY 2007/08 budget of \$966,301. The following items represent the major changes in the Administration Department budget.

Personnel Expenses Total personnel expenses are increasing by approximately \$63,000 due to the following:

- Administration Department FY 2008/09 salary pool allocation of \$29,443.
- PERS retirement expense increase of \$11,625 for a higher contribution rate and higher salary amount for FY 2008/09.
- All other employee benefit expenses are changed only slightly from the prior year budget amounts.

Professional Services The professional services budget is increasing by \$21,100 due to a \$20,000 increase in the legal services budget to more closely reflect the actual legal costs being incurred and a \$2,000 increase in accounting services.

General and Administrative General and administrative expenses are increasing by about \$35,000 primarily due to an increase in the State Water Contractors (SWC) dues. These increases are attributed to additional activities to be undertaken by the SWC in FY 2008/09 associated with legal issues of the State Water Project, fish protection and mitigation issues and other state-wide policy and technical issues affecting the State Water Project.

Other Expenses Other expenses are increasing by about \$30,500 due to an increase in computer-related expenses for an increase in software annual maintenance contracts and other general computer-related monitoring and consulting expenses.

Central Coast Water Authority  
**Personnel Services Summary**  
**Administration Department**  
Fiscal Year 2008/09 Budget

<b>PERSONNEL COUNT SUMMARY</b>					
Position Title	Number Auth. FY 2006/07	Number Auth. FY 2007/08	Number Requested FY 2008/09	Change Over FY 2006/07	Change Over FY 2007/08
Executive Director <sup>(1)</sup>	0.50	0.50	0.50	-	-
Deputy Director	1.00	1.00	1.00	-	-
Operations Manager <sup>(1)</sup>	0.25	0.25	0.25	-	-
Senior Accountant	-	1.00	1.00	1.00	-
Accounting Specialist	1.00	-	-	(1.00)	-
Secretary II	1.75	1.75	1.75	-	-
<b>TOTAL:</b>	4.50	4.50	4.50	-	-

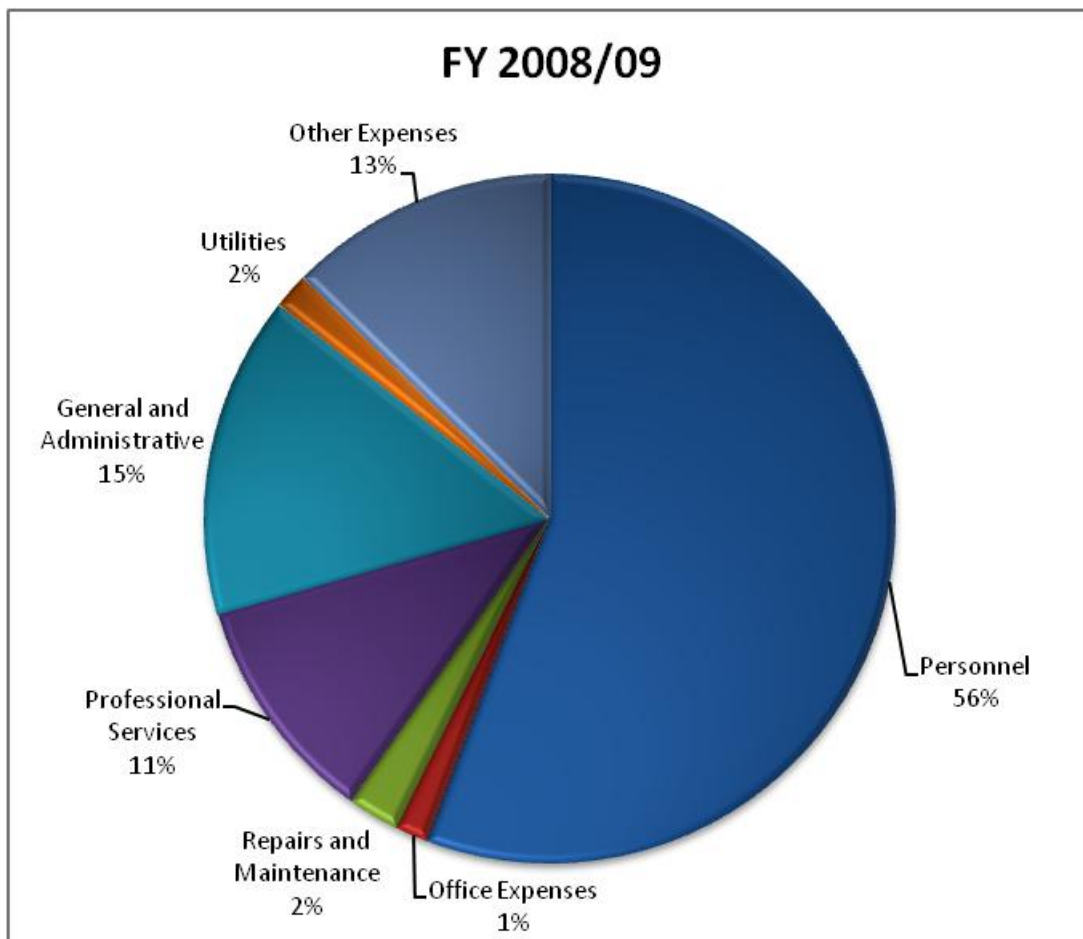
<b>PERSONNEL WAGE SUMMARY</b>				
Position Title	Position Classification	Minimum Monthly Salary	Maximum Monthly Salary	FY 2007/08 Current Salary
Executive Director <sup>(1)</sup>	N/A	N/A	N/A	\$ 81,984
Deputy Director	N/A	N/A	N/A	\$ 142,584
Operations Manager <sup>(1)</sup>	25	\$ 8,349	\$ 10,185	\$ 26,749
Senior Accountant	16	\$ 5,206	\$ 6,352	\$ 70,138
Secretary II	11	\$ 4,042	\$ 4,932	\$ 89,378
FY 2008/09 Salary Pool				\$ 29,433
<b>TOTAL:</b>				\$ 440,265

(1) The Executive Director is allocated to Administration (50%), Water Treatment Plant (25%) and Distribution (25%).

The Operations Manager is allocated to Administration (25%), Water Treatment Plant (35%) and Distribution (40%).

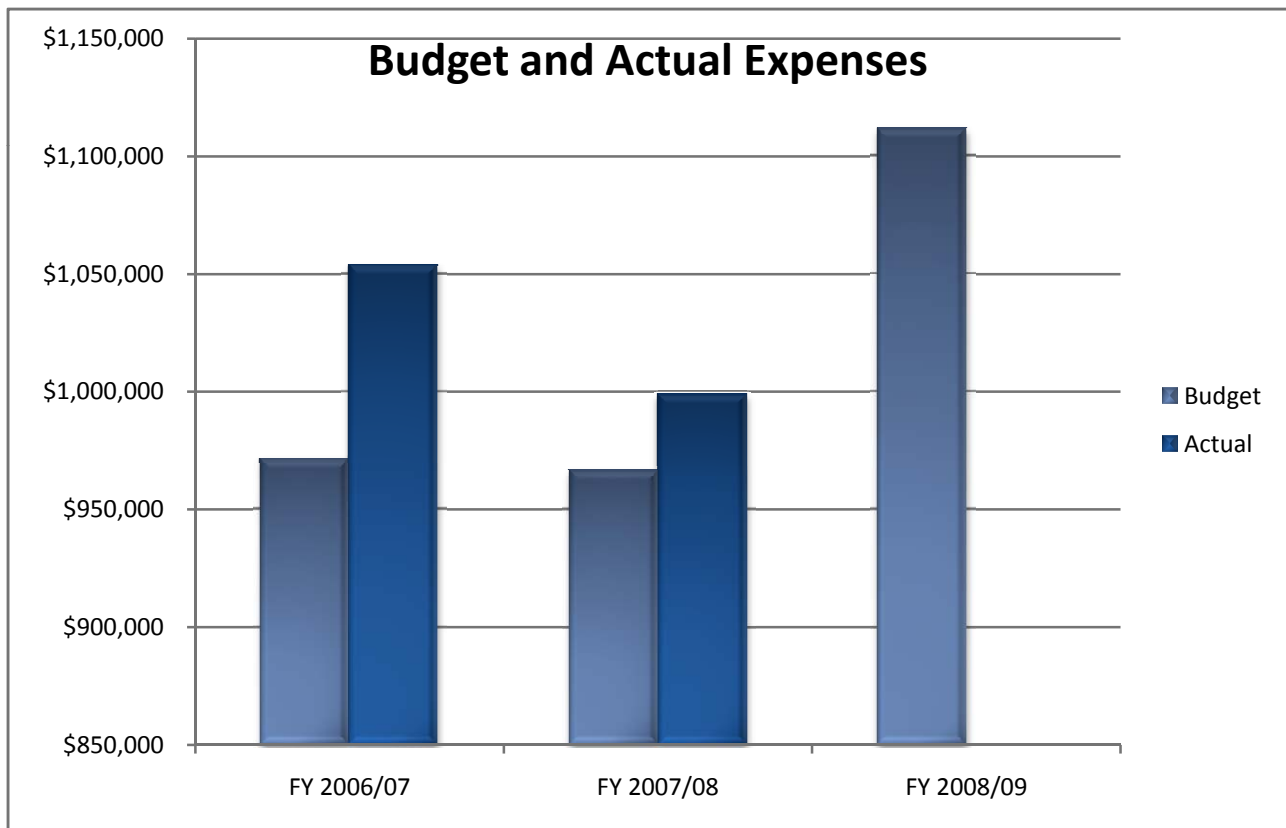
Central Coast Water Authority  
**Administration Department Operating Expenses**  
 Fiscal Year 2008/09 Budget

Item	FY 2008/09 Budget
Personnel	\$ 620,010
Office Expenses	17,200
Repairs and Maintenance	27,160
Professional Services	119,700
General and Administrative	168,360
Utilities	18,260
Other Expenses	140,936
<b>TOTAL:</b>	<b>\$ 1,111,626</b>



Central Coast Water Authority  
**Administration Department Operating Expenses**  
 Fiscal Year 2008/09 Budget

Item	FY 2006/07 Budget	FY 2006/07 Actual	FY 2007/08 Budget	FY 2007/08 Estimated Actual	FY 2008/09 Budget
Personnel	\$ 535,603	\$ 543,684	\$ 557,164	\$ 557,890	\$ 620,010
Office Expenses	17,000	13,828	17,000	13,571	17,200
Supplies and Equipment	-	-	-	-	-
Repairs and Maintenance	25,030	21,521	28,160	19,925	27,160
Professional Services	84,600	219,076	98,600	123,581	119,700
General and Administration	127,533	129,933	133,075	131,715	168,360
Utilities	21,820	19,493	21,900	15,258	18,260
Other Expenses	154,844	100,970	110,402	136,661	140,936
<b>Subtotal</b>	<b>\$ 966,430</b>	<b>\$ 1,048,506</b>	<b>\$ 966,301</b>	<b>\$ 998,601</b>	<b>\$ 1,111,626</b>
Non-Annual Recurring	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
<b>TOTAL:</b>	<b>\$ 971,430</b>	<b>\$ 1,053,506</b>	<b>\$ 966,301</b>	<b>\$ 998,601</b>	<b>\$ 1,111,626</b>



Central Coast Water Authority  
**Administration Department Operating Expenses**  
 Fiscal Year 2008/09 Administration/O&M Budget

Account Number	Account Name	FY 2006/07	FY 2006/07	FY 2007/08	FY 2007/08	FY 2008/09	Change from		Percent Change
		Budget	Actual	Budget	Estimated Actual	Budget	FY 2007/08	Budget	FY 2007/08
<b><u>PERSONNEL EXPENSES</u></b>									
5000.10	Full-Time Regular Wages	\$ 375,850	\$ 384,105	\$ 390,660	\$ 396,305	\$ 440,265	\$	49,606	12.70%
1300.60	Capitalized Wages and Overtime	-	-	-	-	-	-	-	N/A
5000.20	Overtime	2,000	195	2,000	1,012	2,000	-	-	0.00%
5000.40	Standby Pay	-	-	-	-	-	-	-	N/A
5000.50	Shift Differential Pay	-	-	-	-	-	-	-	N/A
5100.10	PERS Retirement	70,284	72,110	72,272	71,047	83,897	11,625	11,625	16.08%
5100.15	Medicare Taxes	5,805	6,394	6,031	6,239	6,750	719	719	11.93%
5100.20	Health Insurance	23,068	22,983	23,347	17,538	24,452	1,105	1,105	4.73%
5100.25	Workers' Compensation	4,782	3,723	4,216	3,000	3,963	(252)	(252)	-5.98%
5100.30	Vehicle Expenses	11,400	11,180	11,400	11,399	11,400	-	-	0.00%
5100.35	IRC 457-Employer Paid	22,500	22,442	23,250	22,176	23,250	-	-	0.00%
5100.40	Cafeteria Plan Benefits	8,827	11,048	11,650	12,510	11,934	284	284	2.44%
5100.45	Dental/Vision Plan	6,475	6,164	7,891	6,266	7,384	(506)	(506)	-6.41%
5100.50	Long-Term Disability	1,898	1,539	1,679	1,591	1,890	211	211	12.55%
5100.55	Life Insurance	1,264	1,424	1,319	1,355	1,373	55	55	4.14%
5100.60	Employee Physicals	-	-	-	-	-	-	-	N/A
5000.30	Temporary Services	-	-	-	-	-	-	-	N/A
5100.70	Employee Incentive Programs	1,200	378	1,200	800	1,200	-	-	0.00%
5100.65	Employee Education Reimbursement	250	-	250	-	250	-	-	0.00%
5100.86	Non-Capitalized Projects Overhead	-	-	-	6,653	-	-	-	N/A
<b>Total Personnel Expenses:</b>		<b>535,603</b>	<b>543,684</b>	<b>557,164</b>	<b>557,890</b>	<b>620,010</b>	<b>\$</b>	<b>62,846</b>	<b>11.28%</b>

Central Coast Water Authority  
**Administration Department Operating Expenses**  
 Fiscal Year 2008/09 Administration/O&M Budget

Account Number	Account Name	FY 2006/07 Budget	FY 2006/07 Actual	FY 2007/08 Budget	FY 2007/08 Estimated Actual	FY 2008/09 Budget	Change from FY 2007/08 Budget	Percent Change FY 2007/08 Budget
<b><u>OFFICE EXPENSES</u></b>								
5200.20	Office Supplies	12,000	9,011	12,000	6,671	10,200	(1,800)	-15.00%
5200.30	Miscellaneous Office Expenses	5,000	4,817	5,000	6,900	7,000	2,000	40.00%
<b>Total Office Expenses:</b>		17,000	13,828	17,000	13,571	17,200	200	1.18%
<b><u>SUPPLIES AND EQUIPMENT</u></b>								
5500.10	Uniform Expenses	-	-	-	-	-	-	N/A
5500.15	Minor Tools and Equipment	-	-	-	-	-	-	N/A
5500.20	Spare Parts	-	-	-	-	-	-	N/A
5500.25	Landscape Equipment and Supplies	-	-	-	-	-	-	N/A
5500.30	Chemicals-Fixed	-	-	-	-	-	-	N/A
5500.31	Chemicals-Variable	-	-	-	-	-	-	N/A
5500.35	Maintenance Supplies/Hardware	-	-	-	-	-	-	N/A
5500.40	Safety Supplies	-	-	-	-	-	-	N/A
5500.45	Fuel and Lubricants	-	-	-	-	-	-	N/A
5500.50	Seed/Erosion Control Supplies	-	-	-	-	-	-	N/A
5500.55	Backflow Prevention Supplies	-	-	-	-	-	-	N/A
<b>Total Supplies and Equipment:</b>		-	-	-	-	-	-	N/A
<b><u>MONITORING EXPENSES</u></b>								
5600.10	Lab Supplies	-	-	-	-	-	-	N/A
5600.20	Lab Tools and Equipment	-	-	-	-	-	-	N/A
5600.30	Lab Testing	-	-	-	-	-	-	N/A
<b>Total Monitoring Expenses:</b>		-	-	-	-	-	-	-

Central Coast Water Authority  
**Administration Department Operating Expenses**  
 Fiscal Year 2008/09 Administration/O&M Budget

Account Number	Account Name	FY 2006/07 Budget	FY 2006/07 Actual	FY 2007/08 Budget	FY 2007/08 Estimated Actual	FY 2008/09 Budget	Change from FY 2007/08 Budget	Percent Change FY 2007/08 Budget
<b><u>REPAIRS AND MAINTENANCE</u></b>								
5700.10	Equipment Repairs and Maintenance	4,400	3,370	5,280	2,268	5,280	-	0.00%
5700.20	Vehicle Repairs and Maintenance	-	-	-	-	-	-	N/A
5700.30	Building Maintenance	17,530	15,867	19,780	15,201	18,780	(1,000)	-5.06%
5700.40	Landscape Maintenance	3,100	2,284	3,100	2,456	3,100	-	0.00%
	<b>Total Repairs and Maintenance:</b>	<b>25,030</b>	<b>21,521</b>	<b>28,160</b>	<b>19,925</b>	<b>27,160</b>	<b>(1,000)</b>	<b>-3.55%</b>
<b><u>PROFESSIONAL SERVICES</u></b>								
5400.10	Professional Services	7,200	42,357	4,200	2,612	3,200	(1,000)	-23.81%
5400.20	Legal Services	45,000	148,468	60,000	86,147	80,000	20,000	33.33%
5400.30	Engineering Services	-	-	-	-	-	-	N/A
5400.40	Permits	-	-	-	-	-	-	N/A
5400.50	Non-Contractual Services	3,400	1,877	3,400	3,822	3,500	100	2.94%
5400.60	Accounting Services	29,000	26,375	31,000	31,000	33,000	2,000	6.45%
	<b>Total Professional Services:</b>	<b>84,600</b>	<b>219,076</b>	<b>98,600</b>	<b>123,581</b>	<b>119,700</b>	<b>21,100</b>	<b>21.40%</b>
<b><u>GENERAL AND ADMINISTRATIVE</u></b>								
5300.10	Meeting and Travel	24,500	23,956	24,500	29,975	31,300	6,800	27.76%
5300.20	Mileage Reimbursement	1,000	433	1,000	929	1,000	-	0.00%
5300.30	Dues and Memberships	82,623	93,486	89,165	89,165	119,030	29,865	33.49%
5300.40	Publications	3,510	2,719	3,510	1,005	2,530	(980)	-27.92%
5300.50	Training	5,000	2,521	5,000	1,239	5,000	-	0.00%
5300.60	Advertising	2,000	245	2,000	2,590	1,000	(1,000)	-50.00%
5300.70	Printing and Binding	5,000	2,535	4,000	3,417	4,000	-	0.00%
5300.80	Postage	3,900	4,039	3,900	3,395	4,500	600	15.38%
	<b>Total General and Administrative:</b>	<b>127,533</b>	<b>129,933</b>	<b>133,075</b>	<b>131,715</b>	<b>168,360</b>	<b>35,285</b>	<b>26.52%</b>
<b><u>UTILITIES</u></b>								
5800.20	Natural Gas	540	320	540	298	420	(120)	-22.22%
5800.30	Electric-Fixed	6,600	4,790	6,600	5,848	6,600	-	0.00%

Central Coast Water Authority  
**Administration Department Operating Expenses**  
 Fiscal Year 2008/09 Administration/O&M Budget

Account Number	Account Name	FY 2006/07		FY 2007/08		FY 2008/09		Change from		Percent Change
		Budget	Actual	Budget	Estimated Actual	Budget	Budget	FY 2007/08	Budget	
5800.35	Electric-Variable	-	-	-	-	-	-	-	-	N/A
5800.40	Water	1,200	855	1,200	820	1,200	1,200	-	-	0.00%
5800.50	Telephone	11,200	11,295	11,080	5,968	7,440	7,440	(3,640)	(3,640)	-32.85%
5800.60	Waste Disposal	2,280	2,233	2,480	2,324	2,600	2,600	120	120	4.84%
<b>Total Utilities:</b>		21,820	19,493	21,900	15,258	18,260	18,260	(3,640)	(3,640)	-16.62%

**OTHER EXPENSES**

5900.10	Insurance	17,095	17,442	18,895	18,895	20,111	20,111	1,216	1,216	6.44%
5900.30	Non-Capitalized Projects	-	10,276	-	-	-	-	-	-	N/A
5900.40	Equipment Rental	10,400	7,199	7,200	7,215	6,840	6,840	(360)	(360)	-5.00%
5900.50	Non-Capitalized Equipment	10,000	763	5,000	2,136	5,000	5,000	-	-	0.00%
5900.60	Computer Expenses	98,400	65,290	60,360	68,415	87,188	87,188	26,828	26,828	44.45%
5900.70	Appropriated Contingency	18,950	-	18,947	40,000	21,797	21,797	2,850	2,850	15.04%
<b>Total Other Expenses:</b>		154,844	100,970	110,402	136,661	140,936	140,936	30,534	30,534	27.66%
<b>TOTAL OPERATING EXPENSES</b>		\$ 966,430	\$ 1,048,506	\$ 966,301	\$ 998,601	\$ 1,111,626	\$ 1,111,626	\$ 145,325	\$ 145,325	15.04%

**CENTRAL COAST WATER AUTHORITY  
ADMINISTRATION FY 2008/09 BUDGET**

**ACCOUNT NUMBER:** 5000.10      **ACCOUNT TITLE:**      Full-Time Regular Salaries

Description:                      Funds for the Administration Department regular employees. Includes \$29,433 for the FY 2008/09 salary pool.

<b>FY 08/09 Requested Budget</b>	440,265
<b>FY 07/08 Estimated Actual</b>	396,305
<b>Increase (Decrease)</b>	43,960

**ACCOUNT NUMBER:** 5000.20      **ACCOUNT TITLE:**      Overtime

Description:                      Overtime expenses for non-exempt Administration employees.

<b>FY 08/09 Requested Budget</b>	2,000
<b>FY 07/08 Estimated Actual</b>	1,012
<b>Increase (Decrease)</b>	988

**ACCOUNT NUMBER:** 5000.30      **ACCOUNT TITLE:**      Temporary Services

Description:                      Not funded.

<b>FY 08/09 Requested Budget</b>	-
<b>FY 07/08 Estimated Actual</b>	-
<b>Increase (Decrease)</b>	-

**ACCOUNT NUMBER:** 5100.10      **ACCOUNT TITLE:**      PERS Retirement

Description:                      Funds for the employer and employee portion of PERS retirement system contributions. Based on a 19.056% contribution rate for FY 2008/09.

<b>FY 08/09 Requested Budget</b>	83,897
<b>FY 07/08 Estimated Actual</b>	71,047
<b>Increase (Decrease)</b>	12,850

**CENTRAL COAST WATER AUTHORITY  
ADMINISTRATION FY 2008/09 BUDGET**

**ACCOUNT NUMBER:** 5100.15      **ACCOUNT TITLE:**      Medicare

Description:                      Funds for the employer portion of Medicare taxes for the Administration Department. Amount is equal to 1.45% of regular and overtime wages and employer paid deferred compensation contributions.

<b>FY 08/09 Requested Budget</b>	6,750
<b>FY 07/08 Estimated Actual</b>	6,239
<b>Increase (Decrease)</b>	511

**ACCOUNT NUMBER:** 5100.20      **ACCOUNT TITLE:**      Health Insurance

Description:                      Funds for the employer provided portion of medical insurance coverage for Administration employees. Budget amount is based on actual medical insurance election for the Administration Department. Includes an increase for 2009 estimated at 10%.  
Family: \$ 14,906  
Emp+1: \$ 12,694  
Emp:    \$ 5,386

<b>FY 08/09 Requested Budget</b>	24,452
<b>FY 07/08 Estimated Actual</b>	17,538
<b>Increase (Decrease)</b>	6,914

**ACCOUNT NUMBER:** 5100.25      **ACCOUNT TITLE:**      Workers' Compensation Insurance

Description:                      Funds for Workers' Compensation insurance for the Administration Department. Based on an X-Mod rate of 86%. Based on a 5% premium increase over FY 2007/08.

<b>FY 08/09 Requested Budget</b>	3,963
<b>FY 07/08 Estimated Actual</b>	3,000
<b>Increase (Decrease)</b>	963

**ACCOUNT NUMBER:** 5100.30      **ACCOUNT TITLE:**      Vehicle Expenses

Description:                      Auto allowance for the Executive Director in the amount of \$750 per month and Deputy Director in the amount of \$200 per month.

<b>FY 08/09 Requested Budget</b>	11,400
<b>FY 07/08 Estimated Actual</b>	11,399
<b>Increase (Decrease)</b>	1

**CENTRAL COAST WATER AUTHORITY  
ADMINISTRATION FY 2008/09 BUDGET**

**ACCOUNT NUMBER:** 5100.35      **ACCOUNT TITLE:**      Deferred Compensation-Employer Paid

Description:                      Funds for employer paid matching deferred compensation contributions for the Executive Director and Deputy Director. Executive Director portion is allocated 50% to administration, 25% to the water treatment plant and 25% to the distribution department.

<b>FY 08/09 Requested Budget</b>	23,250
<b>FY 07/08 Estimated Actual</b>	22,176
<b>Increase (Decrease)</b>	1,074

**ACCOUNT NUMBER:** 5100.40      **ACCOUNT TITLE:**      Cafeteria Plan Benefits

Description:                      Funds for the portion of the cafeteria plan benefits which exceed the premium costs for the Administrative employees based on each employee's benefit election.

<b>FY 08/09 Requested Budget</b>	11,934
<b>FY 07/08 Estimated Actual</b>	12,510
<b>Increase (Decrease)</b>	(576)

**ACCOUNT NUMBER:** 5100.45      **ACCOUNT TITLE:**      Dental/Vision Plan

Description:                      Funds for the self-funded dental/vision plan. The plan provides \$2,933 per year per family for dental and vision expenses. Budgeted amount is \$1,555 per year per employee. Annual limit is based on an increase over the prior year amount for the percentage change in the CPI.

<b>FY 08/09 Requested Budget</b>	7,384
<b>FY 07/08 Estimated Actual</b>	6,266
<b>Increase (Decrease)</b>	1,118

**ACCOUNT NUMBER:** 5100.50      **ACCOUNT TITLE:**      Long-Term Disability Insurance

Description:                      Funds for premiums paid for long-term disability insurance. Based on a rate of \$0.47 per \$100 of salary.

<b>FY 08/09 Requested Budget</b>	1,890
<b>FY 07/08 Estimated Actual</b>	1,591
<b>Increase (Decrease)</b>	299

**CENTRAL COAST WATER AUTHORITY  
ADMINISTRATION FY 2008/09 BUDGET**

**ACCOUNT NUMBER:** 5100.55      **ACCOUNT TITLE:**      Life Insurance

Description:                      Funds for the employer paid life insurance premiums for each employee. CCWA policy provides life insurance equal to 150% of an employee's annual salary to a maximum of \$100,000.

<b>FY 08/09 Requested Budget</b>	1,373
<b>FY 07/08 Estimated Actual</b>	1,355
<b>Increase (Decrease)</b>	18

**ACCOUNT NUMBER:** 5100.65      **ACCOUNT TITLE:**      Employee Education Reimbursement

Description:                      Funds for reimbursement of employee educational expenses under the policy established by CCWA.

<b>FY 08/09 Requested Budget</b>	250
<b>FY 07/08 Estimated Actual</b>	-
<b>Increase (Decrease)</b>	250

**ACCOUNT NUMBER:** 5100.80      **ACCOUNT TITLE:**      Employee Incentive Programs

Description:                      Funds to encourage employee safety through safety awards and incentive programs and the Employee Achievement Awards Program (EAAP).

<b>FY 08/09 Requested Budget</b>	1,200
<b>FY 07/08 Estimated Actual</b>	800
<b>Increase (Decrease)</b>	400

Safety Program	\$	600
EAAP	\$	600
<b>TOTAL:</b>	\$	1,200

**ACCOUNT NUMBER:** 5200.20      **ACCOUNT TITLE:**      Office Supplies

Description:                      Funds for Office supplies for the Administration Department. Based on \$850 per month in office supply expenses.

<b>FY 08/09 Requested Budget</b>	10,200
<b>FY 07/08 Estimated Actual</b>	6,671
<b>Increase (Decrease)</b>	3,529

**CENTRAL COAST WATER AUTHORITY  
ADMINISTRATION FY 2008/09 BUDGET**

**ACCOUNT NUMBER:** 5200.30      **ACCOUNT TITLE:**      Miscellaneous Office Expenses

Description:                      Funds for miscellaneous expenses such as picture developing, awards, business cards, kitchen supplies and SBB&T monthly bank fees \$150.

<b>FY 08/09 Requested Budget</b>	7,000
<b>FY 07/08 Estimated Actual</b>	6,900
<b>Increase (Decrease)</b>	100

**ACCOUNT NUMBER:** 5300.10      **ACCOUNT TITLE:**      Meetings and Travel

Description:                      Funds for meetings and travel expenses for the Administration Department employees.

<b>FY 08/09 Requested Budget</b>	31,300
<b>FY 07/08 Estimated Actual</b>	29,975
<b>Increase (Decrease)</b>	1,325

\$	4,500	ACWA Conferences
\$	22,800	SWC Meetings (\$1,900 per month)
\$	4,000	Other miscellaneous meetings
\$	31,300	TOTAL

**ACCOUNT NUMBER:** 5300.20      **ACCOUNT TITLE:**      Mileage Reimbursement

Description:                      Funds for mileage reimbursement based on the IRS current standard mileage rate.

<b>FY 08/09 Requested Budget</b>	1,000
<b>FY 07/08 Estimated Actual</b>	929
<b>Increase (Decrease)</b>	71

**ACCOUNT NUMBER:** 5300.30      **ACCOUNT TITLE:**      Dues and Memberships

Description:                      Funds for professional dues.

<b>FY 08/09 Requested Budget</b>	119,030
<b>FY 07/08 Estimated Actual</b>	89,165
<b>Increase (Decrease)</b>	29,865

\$	50,000	SWC Bay Delta Charges
\$	25,000	State Water Contractors Dues
\$	25,280	MWQI Charges for 2009 Calendar Year
\$	11,500	ACWA
\$	2,000	SWPCA JPA Allocation
\$	2,250	Support various water education programs
\$	3,000	Employee Professional Dues and Misc.
\$	119,030	TOTAL

**CENTRAL COAST WATER AUTHORITY  
ADMINISTRATION FY 2008/09 BUDGET**

**ACCOUNT NUMBER:** 5300.40      **ACCOUNT TITLE:**      Publications

Description:                      Funds for publications received by CCWA  
 \$                                      780 News clipping service (\$195 quarterly)  
 \$                                      500 Personnel related subscriptions  
 \$                                      500 Employee professional publications  
 \$                                      750 Other Publications - General  
 \$                                      2,530 TOTAL

<b>FY 08/09 Requested Budget</b>	2,530
<b>FY 07/08 Estimated Actual</b>	1,005
<b>Increase (Decrease)</b>	1,525

**ACCOUNT NUMBER:** 5300.50      **ACCOUNT TITLE:**      Training

Description:                      Funds for training of CCWA personnel.  
 Does not include educational reimbursement expenses.

<b>FY 08/09 Requested Budget</b>	5,000
<b>FY 07/08 Estimated Actual</b>	1,239
<b>Increase (Decrease)</b>	3,761

**ACCOUNT NUMBER:** 5300.60      **ACCOUNT TITLE:**      Advertising

Description:                      Funds for public relations expenses for  
 CCWA including advertising for open positions and subscription to  
 "Jobs Available."

<b>FY 08/09 Requested Budget</b>	1,000
<b>FY 07/08 Estimated Actual</b>	2,590
<b>Increase (Decrease)</b>	(1,590)

**ACCOUNT NUMBER:** 5300.70      **ACCOUNT TITLE:**      Printing and Binding

Description:                      Funds for the printing and binding of CCWA  
 documents including the Board packets, the annual budget, and the  
 Comprehensive Annual Financial Report (CAFR).

<b>FY 08/09 Requested Budget</b>	4,000
<b>FY 07/08 Estimated Actual</b>	3,417
<b>Increase (Decrease)</b>	583

**CENTRAL COAST WATER AUTHORITY  
ADMINISTRATION FY 2008/09 BUDGET**

**ACCOUNT NUMBER:** 5300.80      **ACCOUNT TITLE:** Postage

Description: Funds for all postal and mail expenses.  
 \$ 3,600 Postage meter expenses (\$300 per month)  
 \$ 900 Overnight and shipping svcs (\$75 per month)  
 \$ 4,500 **TOTAL**

<b>FY 08/09 Requested Budget</b>	4,500
<b>FY 07/08 Estimated Actual</b>	3,395
<b>Increase (Decrease)</b>	1,105

**ACCOUNT NUMBER:** 5400.10      **ACCOUNT TITLE:** Professional Services

Description: Funds for miscellaneous consultants and other services.  
 Administration office alarm system \$ 2,200  
 Other services \$ 1,000  
**TOTAL: \$ 3,200**

<b>FY 08/09 Requested Budget</b>	3,200
<b>FY 07/08 Estimated Actual</b>	2,612
<b>Increase (Decrease)</b>	588

**ACCOUNT NUMBER:** 5400.20      **ACCOUNT TITLE:** Legal Services

Description: Funds for CCWA legal services.  
 \$ 65,000 Brownstein Hyatt Farber Schreck  
 General Counsel  
 \$ 15,000 Sheppard Mullin Personnel Counsel  
 \$ 80,000 **TOTAL**

<b>FY 08/09 Requested Budget</b>	80,000
<b>FY 07/08 Estimated Actual</b>	86,147
<b>Increase (Decrease)</b>	(6,147)

**ACCOUNT NUMBER:** 5400.30      **ACCOUNT TITLE:** Engineering Services

Description: Funded in the Water Treatment Plant and Distribution Department budgets.

<b>FY 08/09 Requested Budget</b>	-
<b>FY 07/08 Estimated Actual</b>	-
<b>Increase (Decrease)</b>	-

**CENTRAL COAST WATER AUTHORITY  
ADMINISTRATION FY 2008/09 BUDGET**

**ACCOUNT NUMBER:** 5400.50      **ACCOUNT TITLE:**      Non-Contractual Services

Description:                      Funds for miscellaneous non-contractual services such as the Section 125 plan administration fees and the employee assistance program.

<b>FY 08/09 Requested Budget</b>	3,500
<b>FY 07/08 Estimated Actual</b>	3,822
<b>Increase (Decrease)</b>	(322)

\$	900	IRC 125 Plan administraton fees (\$75 per mo)
\$	1,100	Employee Assistance Program
\$	1,500	Other miscellaneous
\$	3,500	TOTAL

**ACCOUNT NUMBER:** 5400.60      **ACCOUNT TITLE:**      Accounting Services

Description:                      Funds for the annual audit of the FY 2007/08 Financial Statements and the State Water Contractors audit fees.

<b>FY 08/09 Requested Budget</b>	33,000
<b>FY 07/08 Estimated Actual</b>	31,000
<b>Increase (Decrease)</b>	2,000

\$	15,000	State Water Contractor audit fees
\$	18,000	Auditing FY 2007/08 financial statements
\$	33,000	TOTAL

**ACCOUNT NUMBER:** 5700.10      **ACCOUNT TITLE:**      Equipment Repairs and Maintenance

Description:                      Funds for repairs to administration office equipment including maintenance agreements.

<b>FY 08/09 Requested Budget</b>	5,280
<b>FY 07/08 Estimated Actual</b>	2,268
<b>Increase (Decrease)</b>	3,012

\$	3,000	Copier maintenance agreement
\$	1,580	Postage machine, fax, printer agreements
\$	700	Other misc. equipment repairs
\$	5,280	TOTAL

**ACCOUNT NUMBER:** 5700.30      **ACCOUNT TITLE:**      Building Maintenance

Description:                      Funds for minor repairs to the Administration office building and janitorial services.

<b>FY 08/09 Requested Budget</b>	18,780
<b>FY 07/08 Estimated Actual</b>	15,201
<b>Increase (Decrease)</b>	3,579

\$	480	Monthly Pest Control
\$	13,300	Janitorial services and supplies
\$	2,000	Building repairs
\$	3,000	HVAC quarterly maintenance
\$	18,780	TOTAL

**CENTRAL COAST WATER AUTHORITY  
ADMINISTRATION FY 2008/09 BUDGET**

**ACCOUNT NUMBER:** 5700.40      **ACCOUNT TITLE:**      Landscape Maintenance

Description:                      Funds for landscape maintenance at the Administration office building.

<b>FY 08/09 Requested Budget</b>	3,100	\$	2,100	Gardener (\$175 per month)
<b>FY 07/08 Estimated Actual</b>	2,456	\$	700	Irrigation Water (\$58 per month)
<b>Increase (Decrease)</b>	644	\$	300	Miscellaneous
		\$	3,100	TOTAL

**ACCOUNT NUMBER:** 5800.20      **ACCOUNT TITLE:**      Natural Gas

Description:                      Funds for natural gas service to the Administration building (\$35 per month).

<b>FY 08/09 Requested Budget</b>	420			
<b>FY 07/08 Estimated Actual</b>	628			
<b>Increase (Decrease)</b>	(208)			

**ACCOUNT NUMBER:** 5800.30      **ACCOUNT TITLE:**      Electric

Description:                      Funds for electrical service to the Administration building (\$550 per month).

<b>FY 08/09 Requested Budget</b>	6,600			
<b>FY 07/08 Estimated Actual</b>	5,848			
<b>Increase (Decrease)</b>	752			

**ACCOUNT NUMBER:** 5800.40      **ACCOUNT TITLE:**      Water and Sewer

Description:                      Funds for water and sewer service for the Administration building (\$100 per month).

<b>FY 08/09 Requested Budget</b>	1,200			
<b>FY 07/08 Estimated Actual</b>	820			
<b>Increase (Decrease)</b>	380			

**CENTRAL COAST WATER AUTHORITY  
ADMINISTRATION FY 2008/09 BUDGET**

**ACCOUNT NUMBER:** 5800.50      **ACCOUNT TITLE:** Telephone

Description: Funds for long distance, local and cellular phone service.

<b>FY 08/09 Requested Budget</b>	7,440	\$	960	Long distance (\$80 per month)
<b>FY 07/08 Estimated Actual</b>	5,968	\$	4,800	Local long distance (\$400 per month)
<b>Increase (Decrease)</b>	1,472	\$	1,680	Cell phone airtime (\$140 per month)
		\$	7,440	TOTAL

**ACCOUNT NUMBER:** 5800.60      **ACCOUNT TITLE:** Waste Disposal

Description: Funds for waste disposal services for the Administration building.

<b>FY 08/09 Requested Budget</b>	2,600	\$	2,400	Waste Disposal service (\$200 per month)
<b>FY 07/08 Estimated Actual</b>	2,324	\$	200	Hazardous Waste Disposal
<b>Increase (Decrease)</b>	276	\$	2,600	TOTAL

**ACCOUNT NUMBER:** 5900.10      **ACCOUNT TITLE:** Insurance

Description: Funds for insurance related expenses.

<b>FY 08/09 Requested Budget</b>	20,111	\$	1,412	Property and auto insurance based on allocation provided by JPIA
<b>FY 07/08 Estimated Actual</b>	18,895	\$	14,199	General Liability and E&O apportioned by payroll percentages
<b>Increase (Decrease)</b>	1,216	\$	4,500	Employee fidelity bond
		\$	20,111	TOTAL

**ACCOUNT NUMBER:** 5900.40      **ACCOUNT TITLE:** Equipment Rental

Description: Funds for rental of equipment.

<b>FY 08/09 Requested Budget</b>	6,840	\$	1,840	Postage meter (\$460 per quarter)
<b>FY 07/08 Estimated Actual</b>	7,215	\$	4,500	Copier lease (\$375 per month)
<b>Increase (Decrease)</b>	(375)	\$	500	Other
		\$	6,840	TOTAL

**CENTRAL COAST WATER AUTHORITY  
ADMINISTRATION FY 2008/09 BUDGET**

**ACCOUNT NUMBER:** 5900.50      **ACCOUNT TITLE:**      Non-Capitalized Equipment

Description:                      Funds for the purchase of non-capitalized equipment purchases. These equipment purchases are generally under \$5,000 in cost with an estimated useful life under 5 years.

<b>FY 08/09 Requested Budget</b>	5,000
<b>FY 07/08 Estimated Actual</b>	2,136
<b>Increase (Decrease)</b>	2,864

**ACCOUNT NUMBER:** 5900.60      **ACCOUNT TITLE:**      Computer Expenses

Description:                      Funds for computer expenses including minor software purchases, minor equipment purchases and service contracts.

<b>FY 08/09 Requested Budget</b>	87,188
<b>FY 07/08 Estimated Actual</b>	68,415
<b>Increase (Decrease)</b>	18,773

\$	9,528	Internet Provider (\$794 per month)
\$	42,900	Annual service agreements
\$	34,760	Compuvision and other computer expenses
\$	87,188	TOTAL

**ACCOUNT NUMBER:** 5900.70      **ACCOUNT TITLE:**      Appropriated Contingency

Description:                      2.0% of operating expenses

<b>FY 08/09 Requested Budget</b>	21,797
<b>FY 07/08 Estimated Actual</b>	40,000
<b>Increase (Decrease)</b>	(18,203)