

**PRELIMINARY BUDGET MEETING
AGENDA
EAST QUINCY SERVICES DISTRICT BOARD OF DIRECTORS
TO BE HELD AT 179 ROGERS AVENUE, QUINCY
ON THURSDAY MARCH 30, 2017 AT 6:30 P.M.**

- 1. CHAIRMAN CALL PRELIMINARY BUDGET MEETING TO ORDER.**
- 2. PUBLIC COMMENT** other than on Agenda item. Any person may address the Board at this time on any matter within the jurisdiction of the Board. The Chairman requests a five (5) minute limit for each person addressing the Board.
- 3. WAGE SCALE**-Present and approve the new wage scale for the fiscal year 2017-2018. *Action Item*
- 4. PRELIMINARY BUDGET** – Staff will present the 2017-2018 Preliminary Budget for the board to review, discuss and approve. *Action Item*
- 5. ADJOURNMENT**

Posted 03/27/17

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need disability-related modifications or accommodation to participate in this meeting, then please contact Shawneen Howe, District Secretary at (530) 283-2390. Requests must be made as early as possible, and at least one-full business day before the start of the meeting.

													PAY SCALE											
													Effective 07/01/17											
													3% Steps / 10% Ranges											
													.3% COLA Increase											
	STEP 1	2	3	4	6	8	10	13	16	19	22	STEP 25												
RANGE 10	\$26.43	\$27.23	\$28.04	\$28.88	\$29.75	\$30.64	\$31.56	\$32.51	\$33.49	\$34.49	\$35.52	\$36.59	\$54,982.20	\$56,631.67	\$58,330.62	\$52,570.47	\$61,882.95	\$63,739.44	\$65,651.63	\$67,621.17	\$69,649.81	\$71,739.30	\$73,891.48	\$73,891.48
9	\$23.97	\$24.68	\$25.42	\$26.19	\$26.97	\$27.78	\$28.62	\$29.47	\$30.36	\$31.27	\$32.21	\$33.17	\$49,847.87	\$51,343.31	\$52,883.61	\$54,470.12	\$56,104.22	\$57,787.35	\$59,520.97	\$61,306.59	\$63,145.79	\$65,040.17	\$66,991.37	\$69,001.11
8	\$21.79	\$22.44	\$23.11	\$23.81	\$24.52	\$25.26	\$26.01	\$26.79	\$27.60	\$28.43	\$29.28	\$30.16	\$45,316.25	\$46,675.73	\$48,076.01	\$49,518.29	\$51,003.84	\$52,533.95	\$54,109.97	\$55,733.27	\$57,405.27	\$59,127.42	\$60,901.25	\$62,728.28
7	\$19.81	\$20.40	\$21.01	\$21.64	\$22.29	\$22.96	\$23.65	\$24.36	\$25.09	\$25.84	\$26.62	\$27.42	\$41,196.59	\$42,432.49	\$43,705.46	\$45,016.62	\$46,367.12	\$47,758.14	\$49,190.88	\$50,666.61	\$52,186.61	\$53,752.20	\$55,364.77	\$57,025.71
6	\$18.01	\$18.55	\$19.10	\$19.68	\$20.27	\$20.87	\$21.50	\$22.14	\$22.81	\$23.49	\$24.20	\$24.92	\$37,451.44	\$38,574.99	\$39,732.24	\$40,924.20	\$42,151.93	\$43,416.49	\$44,718.98	\$46,060.55	\$47,442.37	\$48,865.64	\$50,331.61	\$51,841.56
5	\$16.37	\$16.86	\$17.37	\$17.89	\$18.42	\$18.98	\$19.55	\$20.13	\$20.74	\$21.36	\$22.00	\$22.66	\$34,046.77	\$35,068.17	\$36,120.22	\$37,203.82	\$38,319.94	\$39,469.53	\$40,653.62	\$41,873.23	\$43,129.43	\$44,423.31	\$45,756.01	\$47,128.69
4	\$14.88	\$15.33	\$15.79	\$16.26	\$16.75	\$17.25	\$17.77	\$18.30	\$18.85	\$19.42	\$20.00	\$20.60	\$30,951.61	\$31,880.15	\$32,836.56	\$33,821.66	\$34,836.31	\$35,881.39	\$36,957.84	\$38,066.57	\$39,208.57	\$40,384.83	\$41,596.37	\$42,844.26
3	\$13.53	\$13.93	\$14.35	\$14.78	\$15.23	\$15.68	\$16.15	\$16.64	\$17.14	\$17.65	\$18.18	\$18.73	\$28,137.82	\$28,981.96	\$29,851.42	\$30,746.96	\$31,669.37	\$32,619.45	\$33,598.03	\$34,605.97	\$35,644.15	\$36,713.48	\$37,814.88	\$38,949.33
2	\$12.30	\$12.67	\$13.05	\$13.44	\$13.84	\$14.26	\$14.68	\$15.12	\$15.58	\$16.05	\$16.53	\$17.02	\$25,579.84	\$26,347.24	\$27,137.65	\$27,951.78	\$28,790.34	\$29,654.05	\$30,543.67	\$31,459.98	\$32,403.78	\$33,375.89	\$34,377.17	\$35,408.48
RANGE 1	\$11.18	\$11.52	\$11.86	\$12.22	\$12.58	\$12.96	\$13.35	\$13.75	\$14.16	\$14.59	\$15.02	\$15.48	\$23,254.40	\$23,952.03	\$24,670.59	\$25,410.71	\$26,173.03	\$26,958.22	\$27,766.97	\$28,599.98	\$29,457.98	\$30,341.72	\$31,251.97	\$32,189.53

act #	description	Final 2016-2017	Actual 2016-2017 YTD as of 3/27/17	Prelim. 2017-2018	FINAL 2017-2018
INCOME					
3101.1	Water Sales	\$ 504,400.00	\$ 320,226.06	\$ 514,500.00	
3102.1	Permit & Inp Fees	\$ -	\$ -	\$ -	
3105.1	Application Fees	\$ 200.00	\$ 350.00	\$ 200.00	
3103.1	Connection Fees	\$ 100.00	\$ 100.00	\$ 100.00	
3110.1	Construction Fees	\$ -	\$ (861.89)	\$ -	
3203.1	Taxes	\$ 80,000.00	\$ 58,539.45	\$ 80,000.00	
3205.1	Interest	\$ 2,500.00	\$ 4,922.08	\$ 4,000.00	
3109.1	System Facility Fee	\$ 7,200.00	\$ 17,540.25	\$ 7,200.00	
3104.1	Misc Income	\$ 3,000.00	\$ 8,754.91	\$ 3,000.00	
		\$ 597,400.00	\$ 600,000.00	\$ 600,000.00	
60%	EXPENSE				
4501.1	Manager Salary	\$ 45,296.64	\$ 35,858.96	\$ 46,913.78	
4502.1	Admin Assistant	\$ 21,434.76	\$ 16,398.04	\$ 21,564.71	
4502.1	Admin-Over Time	\$ 500.00	\$ -	\$ 500.00	
4508.1	Water Operator-T	\$ 28,664.67	\$ 52,272.18	\$ 29,710.97	
4508.1	W Op-Over Time T	\$ 3,720.60	\$ -	\$ 3,720.60	
4508.1	Water Operator-D	\$ 29,524.60	\$ 30,602.30	\$ 30,602.30	
4508.1	W Op-Over Time D	\$ 3,832.92	\$ -	\$ 3,832.92	
4518.1	Bookkeeper	\$ 22,203.64	\$ 15,800.21	\$ 22,211.65	
		\$ 500.00	\$ -	\$ 500.00	
4510.1	Pager Duty	\$ 10,639.02	\$ 7,282.70	\$ 10,639.02	
4506.1	Payroll Taxes	\$ 20,540.13	\$ 8,687.45	\$ 16,010.17	
	Lump Sum Payment	\$ 9,816.00	\$ -	\$ 11,259.50	
	Cal Pers				
4511.1	Pension Manager	\$ 5,603.19	\$ 4,647.00	\$ 5,172.94	
4512.1	Pension Adm Assit	\$ 2,651.47	\$ 3,320.04	\$ 2,416.38	
4515.1	Pension W Op-D	\$ 3,652.19	\$ 1,971.23	\$ 3,430.36	
4515.1	Pension W Op-T	\$ 1,878.96	\$ -	\$ 1,940.12	
4528.1	Pension Bookkeeper	\$ 2,746.59	\$ -	\$ 2,430.45	
4516.1	Medical Insurance	\$ 40,446.75	\$ 39,845.24	\$ 39,801.42	
4616.1	Med Reimbursement	\$ 9,091.35	\$ (1,305.00)	\$ 9,093.00	
4521.1	Directors Fees	\$ 2,500.00	\$ 1,413.75	\$ 2,500.00	
4541.1	Truck Expense	\$ 4,500.00	\$ 2,091.78	\$ 4,500.00	
4551.1	Liability Insurance	\$ 8,000.00	\$ (93.99)	\$ 8,000.00	
4509.1	Workers Comp	\$ 6,000.00	\$ (207.60)	\$ 6,000.00	
4561.1	Office Exp	\$ 9,000.00	\$ 7,643.61	\$ 9,000.00	
4562.1	Office Utilities	\$ 5,500.00	\$ 3,949.58	\$ 5,500.00	
4526.1	Other Fees & Lic.	\$ 12,000.00	\$ 5,740.43	\$ 12,000.00	
4571.1	Engineering	\$ 6,000.00	\$ 6,628.86	\$ 7,000.00	
4573.1	Attorney	\$ 5,000.00	\$ 1,509.37	\$ 5,000.00	
4572.1	Auditor/Bookkeeper	\$ 9,000.00	\$ 7,702.75	\$ 10,000.00	
4575.1	Other Professional	\$ 9,000.00	\$ 6,334.86	\$ 9,000.00	
4574.1	Water Lab	\$ 5,500.00	\$ 3,392.50	\$ 6,000.00	
4563.1	Facility Maintenance	\$ 13,000.00	\$ 14,368.20	\$ 14,000.00	
4592.1	Pumping Utilites	\$ 75,000.00	\$ 47,263.26	\$ 75,000.00	
4583.1	Pumping Repairs	\$ 6,000.00	\$ 1,661.90	\$ 6,000.00	
4584.1	Transmission Repairs	\$ 20,000.00	\$ 10,859.44	\$ 20,000.00	
4581.1	Meter Installation	\$ 10,000.00	\$ 5,197.09	\$ 12,000.00	
4505.1	Training	\$ 2,000.00	\$ 163.68	\$ 2,000.00	
4597.1	Travel	\$ 4,000.00	\$ 279.95	\$ 4,000.00	
4585.1	Tools & Equip	\$ 4,000.00	\$ 1,273.25	\$ 4,000.00	
4594.1	Uniforms	\$ 800.00	\$ 281.38	\$ 800.00	
4612.1	Conservation	\$ 4,000.00	\$ 1,006.59	\$ 4,000.00	
4609.1	Misc Expense	\$ 500.00	\$ 256.28	\$ 500.00	
		\$ 484,043.48	\$ 497,506.53	\$ 497,506.53	

act #	description	Final 2016-2017	Actual 2016-2017 YTD as of 3/27/17	Prelim. 2017-2018	FINAL 2017-2018
INCOME					
3101.2	Sewer Charges	\$ 829,150.00	\$ 555,446.12	\$ 887,200.00	
3102.2	Permit & Inp Fees	\$ 250.00	\$ 375.00	\$ 250.00	
3105.2	Application Fees	\$ -	\$ -	\$ -	
3103.2	Connection Fees	\$ 500.00	\$ -	\$ 500.00	
3110.2	Construction Fees	\$ -	\$ -	\$ -	
3205.2	Interest	\$ 2,000.00	\$ 3,346.31	\$ 3,000.00	
3109.1	System Facility Fee	\$ 2,800.00	\$ 3,068.52	\$ 2,800.00	
3104.2	Misc Income	\$ 300.00	\$ 128.92	\$ 300.00	
		\$ 835,000.00	\$ 894,050.00	\$ 894,050.00	
40%	EXPENSE				
4501.2	Manager Salary	\$ 30,197.76	\$ 23,905.98	\$ 31,277.19	
4502.2	Admin Assistant	\$ 21,434.77	\$ 21,939.76	\$ 21,564.72	
4502.2	Admin-Over Time	\$ 500.00	\$ -	\$ 500.00	
4508.2	Water Operator-T	\$ 19,109.78	\$ 29,060.91	\$ 19,807.32	
		\$ 2,480.40	\$ -	\$ 3,428.16	
4508.2	Water Operator-D	\$ 19,683.08	\$ 19,683.08	\$ 20,401.54	
		\$ 2,555.28	\$ -	\$ 3,530.88	
4518.2	Bookkeeper	\$ 22,203.64	\$ 15,800.22	\$ 22,211.65	
		\$ 500.00	\$ -	\$ 500.00	
4510.2	Pager Duty	\$ 7,092.68	\$ 4,855.15	\$ 7,092.68	
4506.2	Payroll Taxes	\$ 15,531.03	\$ 8,687.45	\$ 12,054.05	
	Lump Sum Payment	\$ 9,816.00	\$ -	\$ 11,259.50	
	CalPers				
4511.2	Pension Manager	\$ 3,735.46	\$ 811.44	\$ 3,448.64	
4512.2	Pension Adm Assit	\$ 2,651.48	\$ 637.01	\$ 2,416.59	
4515.2	Pension W Op-D	\$ 2,434.79	\$ 304.39	\$ 2,292.91	
4515.2	Pension W Op-T	\$ 1,252.64	\$ -	\$ 1,293.42	
4528.2	Pension Bookkeeper	\$ 2,746.59	\$ -	\$ 2,490.46	
4516.2	Medical Insurance	\$ 40,446.75	\$ 43,196.38	\$ 39,801.42	
4616.2	Med Reimbursement	\$ 9,091.35	\$ (1,305.00)	\$ 9,093.00	
4521.2	Directors Fees	\$ 2,500.00	\$ 1,083.75	\$ 2,500.00	
4200.2	WW Treatment	\$ 470,000.00	\$ 310,989.98	\$ 525,000.00	
4541.2	Truck Expense	\$ 6,000.00	\$ 1,622.12	\$ 5,000.00	
4551.2	Liability Insurance	\$ 8,000.00	\$ (93.99)	\$ 8,000.00	
4509.2	Workers Comp	\$ 7,000.00	\$ (253.74)	\$ 7,000.00	
4561.2	Office Exp	\$ 8,000.00	\$ 7,198.81	\$ 8,000.00	
4562.2	Office Utilities	\$ 5,500.00	\$ 3,949.58	\$ 5,500.00	
4526.2	Other Fees & Lic.	\$ 2,500.00	\$ 2,517.11	\$ 2,600.00	
4571.2	Engineering	\$ 4,000.00	\$ 2,447.26	\$ 4,000.00	
4573.2	Attorney	\$ 5,000.00	\$ 1,609.38	\$ 5,000.00	
4572.2	Auditor/Bookkeeper	\$ 9,000.00	\$ 8,172.75	\$ 10,000.00	
4575.2	Other Professional	\$ 9,000.00	\$ 4,527.77	\$ 9,000.00	
4574.2	Sewer Lab	\$ -	\$ 92.00	\$ 300.00	
4563.2	Facility Maintenance	\$ 3,000.00	\$ 8,512.91	\$ 3,000.00	
4592.2	Pumping Utilites	\$ 15,000.00	\$ 12,160.52	\$ 15,000.00	
4583.2	Lift Strn Maint	\$ 5,000.00	\$ 1,703.95	\$ 5,000.00	
4584.2	Transmission Repairs	\$ 12,000.00	\$ 1,790.79	\$ 12,000.00	
4505.2	Training	\$ 1,000.00	\$ 50.00	\$ 1,000.00	
4597.2	Travel	\$ 1,500.00	\$ 432.24	\$ 1,500.00	
4585.2	Tools & Equip	\$ 2,000.00	\$ 1,668.69	\$ 2,000.00	
4594.2	Uniforms	\$ 800.00	\$ 281.50	\$ 800.00	
4609.2	Misc Expense	\$ 500.00	\$ (13.87)	\$ 500.00	
		\$ 790,763.48	\$ 847,164.13	\$ 847,164.13	

Summary	
Water	Total Income \$ 699,000.00
	Total Expense \$ 491,506.53
	Total \$ 117,493.47
Sewer	Total Income \$ 894,050.00
	Total Expenses \$ 847,164.13
	Total \$ 46,885.87
Total Budget Reserve \$ 164,379.34	
Actual Expenses should be about 75%	