



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Agenda

Utility Commission Regular Meeting

City Council Chambers | 50 Natoma Street, Folsom CA 95630

March 16, 2021

6:30 PM

REGULAR UTILITY COMMISSION AGENDA

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Folsom City Utility Commission and staff may participate in this meeting via teleconference.

Due to the coronavirus (COVID-19) public health emergency, the City of Folsom is allowing for remote public input during City Utility Commission meetings. Members of the public are encouraged to participate by emailing comments to ucadmin@folsom.ca.us. Emailed comments must be received no later than thirty minutes before the meeting and will be read aloud at the meeting during the agenda item. Please make your comments brief. Written comments submitted and read into the public record must adhere to the principles of the three-minute speaking time permitted for in-person public comment at City Utility Commission meetings. Members of the public wishing to participate in this meeting via teleconference may email ucadmin@folsom.ca.us no later than thirty minutes before the meeting to obtain call-in information. Each meeting may have different call-in information. Verbal comments via teleconference must adhere to the principles of the three-minute speaking time permitted for in-person public comment at City Utility Commission meetings.

Members of the public may continue to participate in the meeting in person at Folsom City Hall, 50 Natoma Street, Folsom, CA while maintaining appropriate social distancing.

CALL TO ORDER

ROLL CALL - Utility Commission Members: T.Widby, Z.Akhter, B.Mutchler, D.Kozlowski, A.Silva, D.Groat, and R.Hess

REPORT ON POSTING OF AGENDA

Agendas for the Utility Commission are posted at the Folsom City Hall and City website. (Pursuant to California Government Code Section 54954.2, the agenda for this meeting was properly posted on or before 6:30 p.m. on March 12, 2021.)

BUSINESS FROM THE FLOOR

This item is intended for comments or suggestions from the public for presentation to the Utility Commission. Any matters discussed before the Utility Commission which are not on the agenda cannot be acted upon by the Commission.

MINUTES

1. Approval of the Minutes of the February 16, 2021 Regular Meeting

DIRECTOR REPORT

OLD BUSINESS

1. Water Treatment Plant Cyber Security

NEW BUSINESS

1. Public Works Fiscal Year 2021-2022 Draft Operations and Maintenance Budget
2. Environmental and Water Resources Fiscal Year 2021-2022 Draft Operations and Maintenance Budget

Approved by:

Bob Mutchler, Chair

		<u>Future Meetings</u>	
April 20, 2021	6:30 pm	Regular Meeting	City Hall
May 18, 2021	6:30 pm	Regular Meeting	City Hall
June 15, 2021	6:30 pm	Regular Meeting	City Hall

Copies of the written documentation relating to each item of business described above are on file in the Environmental and Water Resources Department, Folsom City Hall, 50 Natoma St., Folsom, California and are available for public inspection during regular office hours which are 8:00 a.m. to 5:00 p.m., Monday through Friday. We request advance notification to facilitate your requests. Copies of documents may be purchased for \$0.10 per page.

Pursuant to State law, this agenda was posted at least 72 hours prior to the meeting at the Folsom City offices, and City website. The City Hall phone number is 916-461-6000. To contact City Hall using a telecommunication device for the deaf (TDD), please call (800) 735-2929 and an operator will assist you.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Environmental and Water Resources Department at 916-461-6162. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Please mute or turn off cellular phones, tablets, and other electronic devices during the meeting.



Utility Commission Regular Meeting Draft Minutes

City Council Chambers | 50 Natoma Street, Folsom CA 95630
February 16, 2021
6:30 PM

Pursuant to Governor Newsom's Executive Order N-29-20 and as noticed on the meeting agenda, members of the Utility Commission and staff may participate in this meeting via teleconference.

Call to Order

Chair Mutchler called the meeting to order at 6:30 p.m.

Roll Call

PRESENT: B. Mutchler, D. Kozlowski, T. Widby, Z. Akhter, A. Silva, D. Groat, R. Hess

STAFF PRESENT: Marcus Yasutake: Environmental and Water Resources Director
Dave Nugen: Public Works Director
Emma Atkinson: Administrative Assistant, EWR

Business from the Floor

None

Oath of Office

Commissioners Akhter, Silva, Groat and Hess took the oath of office.
Chair Mutchler congratulated all new Commissioners.

Election of Chair and Vice-Chair

Commissioner Groat moved to nominate Commissioner Mutchler as Chair of the Commission. Commissioner Widby seconded the nomination.

Motion carried with the following vote:

AYES: Commissioners Mutchler, Kozlowski, Akhter, Silva, Hess

Commissioner Mutchler moved to nominate Commissioner Groat as Vice-Chair of the Commission. Commissioner Kozlowski seconded the nomination.

Motion carried with the following vote:

AYES: Commissioners Widby, Akhter, Silva, Groat, Hess

Minutes

Approval of the Minutes of the November 17, 2020 Regular Meeting.
Commissioner Widby motioned to accept the minutes.

Commissioner Hess seconded the motion.

Motion carried with the following vote:

AYES: Commissioners Mutchler, Kozlowski, Groat

ABSTAIN: Commissioners Akhter, Silva

Director's Report

Staff Vacancies:

Director Yasutake provided information regarding recent staff changes at the City Water Treatment Plant. Following the retirement of the prior Supervisor, the Chief Operator was promoted to fill the vacant position. A new Chief Operator has been hired and started work last week. There are currently two other vacant positions at the Treatment Plant, for a senior office assistant and a plant mechanic.

Request from Chair Mutchler

Chair Mutchler requested that the Commission be advised before Directors take a Utilities related item to City Council. Directors confirmed that the Commission would be apprised of information prior to any Council actions.

Old Business

Senate Bill 1383 Organics Recycling Update:

Director Nugen shared information that was presented to City Council in January, providing an update of Senate Bill 1383 pertaining to the residential organics recycling mandate that was put into law in 2016. He then responded to questions from the Commission.

New Business

- **Ethics Training:**

Director Yasutake reminded Commissioners of the required ethics training; the City Attorney's office will contact Commissioners directly with information.

- **Utility Commission Purpose and Functions:**

Director Yasutake advised Commissioners of the main topics that are brought before the commission, namely rate studies, the annual budget and planning documents. Any items that are required to be adopted by council are initially brought to the Commission for overview and concurrence. He noted that the Urban Water Management Plan will be brought to the Commission this year.

- **Brown Act:**

Commissioners were reminded of their responsibilities under the Brown Act. Emma will distribute further information for reference.

- **Utility Commission Roster:**

Emma will distribute the roster; Commissioners are asked to confirm details.

- **Topics for the Year**

Director Yasutake shared a draft calendar of items for discussion at Commission meetings during 2021, and invited Commissioners to put forward requests and suggestions for other items for discussion.

Introduction of Commissioners

Members of the Commission were provided opportunity to introduce themselves. Director Yasutake also extended an invitation to all Commissioners to reach out to him directly with any questions relating to the work of the department, or for a tour of the Water Treatment Plant and other related locations.

Adjournment

Meeting adjourned at 7:52pm

Respectfully Submitted:

Emma Atkinson, Administrative Assistant.

Approved:

Bob Mutchler, Utility Commission Chair.

NEW BUSINESS
Item 1
Utility Commission
Meeting Date: 3/16/21

DATE: March 11, 2021
TO: Utility Commissioners
FROM: Dave Nugen, Public Works Director
SUBJECT: **PUBLIC WORKS FISCAL YEAR 2021-2022 PRELIMINARY OPERATING BUDGET**

BACKGROUND

Each year, staff presents an overview of the upcoming fiscal year operating and capital improvement plan budget to the Utility Commission. City staff will provide a presentation showing the proposed fiscal year 2021-2022 operating budget for solid waste.

DISCUSSION

The proposed preliminary Fiscal Year 2021-2022 operating budget will be presented and discussed with the Utility Commission. The City Manager and Finance Department are currently reviewing the proposed budget prepared by the Public Works Department and will schedule follow up meetings accordingly.

DATE: March 11, 2021
TO: Utility Commissioners
FROM: Marcus Yasutake, Environmental and Water Resources Director
SUBJECT: **ENVIRONMENTAL AND WATER RESOURCES FISCAL YEAR 2021-2022
PRELIMINARY OPERATING BUDGET**

BACKGROUND

Each year, staff presents an overview of the upcoming fiscal year operating and capital improvement plan budget to the Utility Commission. City staff will provide a presentation showing the proposed fiscal year 2021-2022 operating budget for Environmental and Water Resources.

DISCUSSION

The proposed preliminary Fiscal Year 2021-2022 operating budget will be presented and discussed with the Utility Commission. The City Manager and Finance Department are currently reviewing the proposed budget prepared by the Environmental and Water Resources Department and will schedule follow up meetings accordingly.

ATTACHMENTS

1. Water Operating – FY 2021-2022 Proposed Budget
2. Water Proposed Level of Services (PLS) Submittals
3. Wastewater Operating – FY 2021-2022 Proposed Budget
4. Wastewater Proposed Level of Service (PLS) Submittals

ATTACHMENT 1

Water Operating FY 2021-2022 Proposed Budget

Water

FY 22 Budget

	<u>FY 20 Actual</u>	<u>FY 21 Budget</u>	<u>FY 22 Prelim</u>	<u>Dept Proposed</u>	<u>Budget Variance</u>	<u>Proposed / Prelim Variance</u>
Salaries	\$2,868,518	\$3,158,943	\$3,214,539	\$3,214,539	\$55,596	\$ -
Benefits	\$2,131,292	2,296,088	2,273,127	2,273,127	(22,961)	-
Oper & Maint	\$4,408,256	5,950,568	6,202,489	6,297,989	347,421	95,500
Debt Service	\$605,025	1,891,604	1,892,985	1,892,985	1,381	-
Capital Outlay	\$3,908,450	4,303,505	4,303,505	4,303,505	-	-
Transfers Out	\$809,594	870,231	870,231	870,231	-	-
Total	\$ 14,731,135	\$ 18,470,939	\$18,756,876	\$18,852,376	\$ 381,437	\$ 95,500
		25.39%	1.55%	0.51%		

Staffing Changes: Sr Office Assistants is allocation change only

PLS Requests:	-	Sr Office Assistant
	45,500	Various account increases - Credit card fees, billing fees
	50,000	WTP SMUD power station
	<u>95,500</u>	

Issues / Information:

The Sr. Office Assistant change only charges Water and Wastewater differently. There is no increase in staff. The proposal is to split the Sr OA's in total between Water and Wastewater

Department costs	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21 Budget</u>	<u>FY 22 Prelim</u>	<u>Dept Proposed</u>
Engineering	\$2,345,006	\$2,364,989	\$4,741,381	\$3,135,170	\$3,160,438	\$3,205,938
Distribution	1,390,207	828,688	1,387,742	1,380,623	1,561,586	1,561,586
Treatment	2,769,467	2,993,036	2,988,219	3,426,163	3,436,407	3,486,407
Quality	974,232	1,153,047	1,127,439	1,313,110	1,359,234	1,359,234
Metering	915,617	1,353,152	1,366,022	1,617,088	1,660,451	1,660,451
Conservation	491,604	500,948	601,510	713,446	727,039	727,039
Non-Departmental	6,257,333	3,636,998	2,518,823	6,885,340	6,851,721	6,851,721
With Projects	4,418	-	-	-	-	-
Total	\$ 15,147,883	\$ 12,830,858	\$ 14,731,135	\$ 18,470,939	\$ 18,756,876	\$ 18,852,376
Staffing	34.5	34.75	34.75	34.75	34.5	34.5

Utilities

Updated

Water - Fund 520

a/o 12/31/2020

Budget Summary

Expenditure	Actual	Actual	Actual	Budget	Adj. Budget	Y-T-D	Year-End	Proposed	Budget
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2020-21	FY 2020-21	FY 2021-22	Variance
Salaries	2,528,136	2,751,335	2,868,518	\$3,158,943	3,158,943	\$1,379,868	2,960,792	\$3,209,840	\$50,897
Benefits	1,686,709	1,359,369	2,131,292	\$2,296,088	2,296,088	\$1,054,324	2,193,470	\$2,296,476	\$388
Operation & Maintenance	4,549,463	4,870,200	4,408,256	5,950,568	6,157,690	2,337,740	4,880,405	6,106,989	156,421
Debt Service	\$2,068,814	\$2,070,691	\$605,025	\$1,891,604	\$1,891,604	\$10,123	\$1,891,727	\$1,892,985	\$1,381
Capital Outlay	\$3,176,132	\$860,099	\$3,908,450	\$4,303,505	7,857,712	\$800,317	\$2,009,683	\$4,303,505	\$0
Transfers Out	\$1,138,629	\$919,163	\$809,594	\$870,231	870,231	\$432,811	\$870,231	\$870,231	\$0
Total	\$15,147,883	\$12,830,858	\$14,731,135	\$18,470,939	\$22,232,267	\$6,015,183	\$14,806,308	\$18,680,026	\$209,087

Financial Detail By Category

Expenditures 520-0000	Actual	Actual	Actual	Budget	Adj. Budget	Y-T-D	Year-End	Proposed	Budget
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2020-21	FY 2020-21	FY 2021-22	Variance
Salaries	2,528,136	2,751,335	2,868,518	3,158,943	3,158,943	1,379,868	2,960,792	3,209,840	50,897
Benefits	1,686,709	1,359,369	2,131,292	2,296,088	2,296,088	1,054,324	2,193,470	2,296,476	388
Purchased Services	348,764	337,906	309,982	447,357	447,357	303,285	513,670	509,180	61,823
Communications	55,419	47,625	32,973	36,660	36,660	15,616	34,971	34,270	(2,390)
Travel & Meetings	6,925	7,857	4,503	14,500	14,500	750	2,575	14,500	-
Utilities	741,338	758,755	795,571	769,500	769,500	412,355	825,710	752,500	(17,000)
Contracts	1,767,627	1,739,410	1,483,583	2,276,520	2,483,642	782,542	1,607,124	2,335,300	58,780
Maintenance	374,967	578,284	417,518	1,024,970	1,024,970	213,711	452,441	733,060	(291,910)
Computers	32,087	39,145	32,024	45,500	45,500	29,555	52,309	53,190	7,690
Supplies	713,263	649,720	566,978	868,593	868,593	441,170	918,891	889,800	21,207
Taxes and In Lieu	72,729	78,449	83,290	68,200	68,200	6,873	73,945	65,000	(3,200)
Replacement Charges	109,639	335,000	335,000	135,000	135,000	-	135,000	300,000	165,000
Debt Service	2,068,814	2,070,691	605,025	1,891,604	1,891,604	10,123	1,891,727	1,892,985	1,381
Insurance	326,704	298,049	346,833	263,768	263,768	131,884	263,768	420,189	156,421
Other Expense	-	-	-	-	-	-	-	-	-
Capital Outlay	3,176,132	860,099	3,908,450	4,303,505	7,857,712	800,317	2,009,683	4,303,505	-
Transfers	1,138,629	919,163	809,594	870,231	870,231	432,811	870,231	870,231	-
Total Expenditures/Budget	15,147,883	12,830,858	14,731,135	18,470,939	22,232,267	6,015,183	14,806,308	18,680,026	209,087

Financial Detail - Actual

Add Divisions	Actual	Actual	Actual	Budget	Adj. Budget	Y-T-D	Year-End	Proposed	Budget
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2020-21	FY 2020-21	FY 2021-22	Variance
Expenditures 520-0000									
Permanent Salaries	2,329,978	2,558,409	2,706,342	2,954,792	2,954,792	1,310,126	2,832,456	2,961,709	6,917
Temporary Salaries	-	19,225	4,128	50,750	50,750	-	-	50,750	-
Overtime	124,669	108,400	103,737	137,301	137,301	53,642	112,236	140,391	3,090
Annual Leave Account	59,040	49,651	38,812	-	-	-	-	40,890	40,890
Uniform Allowance	14,450	15,650	15,500	16,100	16,100	16,100	16,099	16,100	-
FICA	187,865	201,937	211,084	242,196	242,196	102,653	218,570	239,537	(2,659)
Group Insurance	-	-	-	-	-	-	-	-	-
Uniform Expense	4,038	1,535	3,964	2,000	2,000	-	-	2,000	-
PERS	700,967	835,429	1,104,085	1,254,953	1,254,953	555,961	1,181,007	1,277,576	22,623
HRA	-	-	-	-	-	-	-	-	-
Worker's Compensation	-	-	-	-	-	-	-	-	-
Deferred Compensation	24,988	25,036	23,978	26,523	26,523	10,577	23,478	26,073	(450)
Accrued Leave Current	7,444	2,659	68,839	-	-	-	-	-	-
Auto Allowance	-	1,800	1,800	1,800	1,800	825	1,800	1,800	-
Employee Assistance Program	-	-	-	-	-	-	-	-	-
Post Employment Benefits	(5,253)	(480,434)	(37,777)	-	-	-	-	-	-
Combined Benefits	766,660	771,408	755,319	768,616	768,616	384,308	768,616	749,490	(19,126)
Printing	6,329	6,292	7,649	9,200	9,200	-	300	8,400	(800)
Dues & Publication	124,943	129,673	76,415	223,500	223,500	159,974	192,447	264,200	40,700
Advertising	23,725	22,189	17,161	18,150	18,150	11,378	22,757	28,790	10,640
Rents	56,664	58,995	67,986	78,507	78,507	67,343	121,186	43,760	(34,747)
Training & Education	14,695	14,312	21,520	44,600	44,600	9,641	26,082	48,430	3,830
Postage	45,766	37,614	39,803	42,800	42,800	21,334	48,669	50,000	7,200
Disposal Permit	-	-	-	-	-	-	-	-	-
Finance Charges	76,642	68,831	79,448	30,600	30,600	33,615	102,229	65,600	35,000
Telephone	29,147	11,163	10,591	12,580	12,580	5,707	13,615	10,700	(1,880)
Cellular	17,470	15,784	14,033	12,240	12,240	5,937	13,074	11,730	(510)
Internet	8,803	11,138	7,953	10,840	10,840	3,311	7,623	10,840	-
Radios	-	9,539	396	1,000	1,000	660	660	1,000	-
Travel & Meetings	6,925	7,857	4,503	14,500	14,500	750	2,575	14,500	-
Utilities	741,338	758,755	795,571	769,500	769,500	412,355	825,710	752,500	(17,000)
Contracts	1,495,757	1,499,491	1,258,992	2,023,220	2,230,342	706,382	1,407,764	1,992,000	(31,220)
Contracts - Project Construct	70	469	21,493	-	-	7,365	14,730	-	-
Contracts - Temporary Services	11,806	-	-	-	-	-	-	-	-
Contracts - Legal	198,419	163,140	119,479	200,000	200,000	27,012	94,024	200,000	-

Utilities

Updated

Water - Fund 520

a/o 12/31/2020

Budget Summary

Expenditure	Actual	Actual	Actual	Budget	Adj. Budget	Y-T-D	Year-End	Proposed	Budget
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2020-21	FY 2020-21	FY 2021-22	Variance
Contracts - Pre-Employment	2,350	1,508	1,487	-	-	-	640	-	-
Contracts - Licensing Requirements	1,713	2,686	1,260	3,300	3,300	230	1,860	3,300	-
Contracts - Lab Services	57,514	72,117	42,119	50,000	50,000	24,486	53,971	50,000	-
Contracts - Rebates	-	-	38,753	-	-	17,067	34,134	90,000	90,000
Maintenance - Building	10,921	73,005	34,711	27,500	27,500	12,198	33,516	49,910	22,410
Maintenance - Vehicle	66,722	41,466	40,552	50,500	50,500	26,855	56,910	50,000	(500)
Maintenance - Equipment	297,324	463,814	342,255	946,970	946,970	174,657	362,015	633,150	(313,820)
Computers - Hardware	10,473	13,692	14,111	22,000	22,000	10,633	26,265	22,000	-
Computers - Software	10,222	2,491	3,896	9,500	9,500	3,185	3,370	9,500	-
Computers - Software License & M	11,392	22,963	14,017	14,000	14,000	15,737	22,674	21,690	7,690
Office Supplies	4,399	5,821	6,941	13,440	13,440	1,383	4,717	14,100	660
Departmental Supplies	293,724	262,102	177,148	348,753	348,753	118,244	262,488	346,500	(2,253)
Petroleum Products	65,056	67,232	61,536	76,000	76,000	23,677	53,354	76,000	-
Chemicals	345,688	303,762	287,751	414,400	414,400	198,085	416,170	415,400	1,000
Small Equipment	3,776	8,958	32,291	16,000	16,000	98,281	179,162	33,000	17,000
Vehicle Add-ons	621	1,844	1,310	-	-	1,500	3,000	4,800	4,800
Taxes & Permits	-	-	319	-	-	-	-	-	-
Taxes & Permits - Permits	72,729	78,449	82,971	68,200	68,200	6,873	73,945	65,000	(3,200)
Replacement Charges	109,639	335,000	335,000	135,000	135,000	-	135,000	300,000	165,000
Debt Service - Principal	1,248,395	1,286,666	-	1,292,224	1,292,224	-	1,292,224	1,341,590	49,366
Debt Service - Interest	814,907	776,846	371,618	589,380	589,380	-	589,380	541,395	(47,985)
Debt Service - Fiscal Services	5,512	7,180	7,517	10,000	10,000	10,123	10,123	10,000	-
Debt Service - Cost of Issuance	-	-	225,890	-	-	-	-	-	-
Unemployment Insurance	-	(1,554)	-	-	-	-	-	-	-
Liability	128,597	107,399	148,763	143,573	143,573	71,787	143,573	167,154	23,581
Retiree's Insurance	198,107	192,204	198,070	120,195	120,195	60,098	120,195	253,035	132,840
Other Expense	-	-	-	-	-	-	-	-	-
Other - Bad Debt Expense	-	-	-	-	-	-	-	-	-
Capital Outlay - Buildings	-	-	-	-	-	-	-	-	-
Capital Outlay - Other Improv	-	-	-	-	-	-	-	-	-
Capital Outlay - Vehicles	66,933	165,948	-	215,000	215,000	151,428	214,428	215,000	-
Capital Outlay - Equipment	25,601	-	86,575	-	-	86,945	133,312	-	-
Capital Outlay - Hydrants	-	-	-	-	-	-	-	-	-
Capital Outlay - Construction	3,083,599	694,151	3,821,875	4,088,505	7,642,712	561,943	1,661,943	4,088,505	-
Transfers	1,138,629	919,163	809,594	870,231	870,231	432,811	870,231	870,231	-
Total Expenditures/Budget	15,147,883	12,830,858	14,731,135	18,470,939	22,232,267	6,015,183	14,806,308	18,680,026	209,087

ATTACHMENT 2

Proposed Level of Service (PLS) Submittals

PROPOSED LEVEL OF SERVICE

Department: EWR
Division: 2651
Title: Senior Office Assistant Team
Fiscal Year: 2021 / 2022

- 1. Check all that apply:**
- | | | |
|--|---|-------------------------------|
| <input type="checkbox"/> Personnel Requisition | <input type="checkbox"/> Perm | <input type="checkbox"/> PT |
| <input type="checkbox"/> Fleet Requisition | <input type="checkbox"/> New | <input type="checkbox"/> Repl |
| <input type="checkbox"/> Computer Requisition | <input type="checkbox"/> New | <input type="checkbox"/> Repl |
| <input checked="" type="checkbox"/> Other | <input type="checkbox"/> Legal/Mandatory Obligation | |

2. Statement of Need for the Proposed Change of Service Level:

In an effort to improve the Department's customer service and responsiveness, EWR is proposing that the two current Senior Office Assistant positions, one funded under Engineering (2651) and one funded under water treatment (3302), both be funded by Engineering and provide support to each of the seven operations divisions (3301, 3302, 3303, 3304, 3305, 3400, and 3401). The goal is to have both Senior Office Assistant staff support all of the field operations within EWR, which would result in each SOA funded 50% by Fund 520 and 50% by Fund 530. This will provide one "call center" for customer inquiries and will also provide staff support when one of the SOA's is out of the office. Currently, one of the SOA's provide support to 3301, 3304 and 3401 while the other SOA provides support to 3302 and 3303.

3. Cost (Savings) of new Program or Service Level Change:

	1st Year	2nd Year																															
A. Salaries and Benefits (list position title(s), pay range, and annual salary)																																	
<table style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <th style="width: 25%;">Position Title</th> <th style="width: 25%;">Pay Range</th> <th style="width: 15%;">Salary</th> <th style="width: 15%;">Benefits</th> <th style="width: 20%;">Proj. Hire Date</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: right;">\$</td> <td style="text-align: center;">-</td> <td colspan="2" style="text-align: right;">\$</td> <td style="text-align: center;">-</td> </tr> </table>	Position Title	Pay Range	Salary	Benefits	Proj. Hire Date																					\$		-	\$		-	\$ -	\$ -
Position Title	Pay Range	Salary	Benefits	Proj. Hire Date																													
\$		-	\$		-																												
B. Materials, Supplies, and Services (list by account, description, and amount)	\$ -	\$ -																															
C. Capital Outlay and/or Improvements (list by account, description, and amount)	\$ -	\$ -																															
D. Fleet																																	
<table style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <th style="width: 70%;">Description</th> <th style="width: 10%;">Repl Veh #</th> <th style="width: 20%;">Mileage</th> </tr> <tr><td> </td><td> </td><td> </td></tr> </table>	Description	Repl Veh #	Mileage				\$ -	\$ -																									
Description	Repl Veh #	Mileage																															
E. Computers (list by account, description, and amount)	\$ -	\$ -																															
F. Total (3A + 3B + 3C + 3D + 3E)	\$ -	\$ -																															

4. Revenue Source / Resource

Name of Revenue Source / Resource:	1st Year	2nd Year
Total of Revenue Sources / Resource	\$ -	\$ -

5. Net Expense / (Income) to the Program (3F minus 4B)	\$ -	\$ -
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PROPOSED LEVEL OF SERVICE

22-WA-02

Department: Water
Division: Engineering & Compliance
Title: Finance Billing Contracts
Fiscal Year: 2021 / 2022

- 1. Check all that apply:**
- | | | |
|--|---|-------------------------------|
| <input type="checkbox"/> Personnel Requisition | <input type="checkbox"/> Perm | <input type="checkbox"/> PT |
| <input type="checkbox"/> Fleet Requisition | <input type="checkbox"/> New | <input type="checkbox"/> Repl |
| <input type="checkbox"/> Computer Requisition | <input type="checkbox"/> New | <input type="checkbox"/> Repl |
| <input checked="" type="checkbox"/> Other | <input type="checkbox"/> Legal/Mandatory Obligation | |

2. Statement of Need for the Proposed Change of Service Level:

The Finance Revenue Division has several services that are provided to their division on behalf of EWR that are invoiced directly to various EWR account numbers. With the increase of connections, increase of e-billing program participation and overall increase of costs, EWR will need to increase the budgets for these charges.

3. Cost (Savings) of new Program or Service Level Change:

	1st Year	2nd Year																									
A. Salaries and Benefits (list position title(s), pay range, and annual salary)																											
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Position Title</th> <th style="width: 25%;">Pay Range</th> <th style="width: 15%;">Salary</th> <th style="width: 15%;">Benefits</th> <th style="width: 20%;">Proj. Hire Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: right;">\$</td> <td style="text-align: center;">-</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">-</td> </tr> </tbody> </table>	Position Title	Pay Range	Salary	Benefits	Proj. Hire Date																\$		-	\$	-	\$ -	\$ -
Position Title	Pay Range	Salary	Benefits	Proj. Hire Date																							
\$		-	\$	-																							
B. Materials, Supplies, and Services (list by account, description, and amount)																											
520.2651.610.2006 DataProse Postage - Utility Billing	\$ 7,500	\$ 8,000																									
520.2651.610.2012 Credit Card Fees - Utility Billing	\$ 70,000	\$ 75,000																									
520.2651.610.2400 Contracts for E-Check Services and Superion Billing	\$ 3,000	\$ 3,500																									
C. Capital Outlay and/or Improvements (list by account, description, and amount)	\$ -	\$ -																									
D. Fleet																											
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Description</th> <th style="width: 20%;">Repl Veh #</th> <th style="width: 20%;">Mileage</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Description	Repl Veh #	Mileage				\$ -	\$ -																			
Description	Repl Veh #	Mileage																									
E. Computers (list by account, description, and amount)	\$ -	\$ -																									
F. Total (3A + 3B + 3C + 3D + 3E)	\$ 80,500	\$ 86,500																									

4. Revenue Source / Resource

Name of Revenue Source / Resource:	1st Year	2nd Year
Fund 520 - Water Operating Div 5000 reduced by \$35,000 moved to 6102012	\$ 35,000	\$ 86,500
Total of Revenue Sources / Resource	\$ 35,000	\$ -

5. Net Expense / (Income) to the Program (3F minus 4B)	\$ 45,500	\$ 86,500
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PROPOSED LEVEL OF SERVICE

22-WA-03

Department: EWR
Division: Water Treatment
Title: WTP SMUD power station
Fiscal Year: 2021 / 2022 2022 / 2023

- 1. Check all that apply:**
- | | | |
|--|---|-------------------------------|
| <input type="checkbox"/> Personnel Requisition | <input type="checkbox"/> Perm | <input type="checkbox"/> PT |
| <input type="checkbox"/> Fleet Requisition | <input type="checkbox"/> New | <input type="checkbox"/> Repl |
| <input type="checkbox"/> Computer Requisition | <input type="checkbox"/> New | <input type="checkbox"/> Repl |
| <input checked="" type="checkbox"/> Other | <input type="checkbox"/> Legal/Mandatory Obligation | |

2. Statement of Need for the Proposed Change of Service Level:

An expired SMUD contract has added a new maintenance service to the water plant. Upon expiration of the SMUD contract, SMUD informed the City that they no longer provide maintenance to power sub-stations and that it's the City's responsibility to maintain. The City water plant is now in ownership of the main high voltage power sub-station that was previously owned and operated by SMUD. The City now has monthly preventative maintenance cost and an initial cost of bringing the sub-station to original specifications. To ensure the reliability of the electrical service that feeds the City water plant it is necessary to conduct periodic preventative maintenance within the high voltage Main station and the smaller sub panels within the plant. The last full service on the station was 6 years ago with no sub panel inspections. To bring the old SMUD station up to specifications with cost the City \$50,000 the first year with additional annual preventative maintenance costing \$20,000 per year in perpetuity.

3. Cost (Savings) of new Program or Service Level Change:	1st Year	2nd Year																									
A. Salaries and Benefits (list position title(s), pay range, and annual salary)																											
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Position Title</th> <th style="width: 15%;">Pay Range</th> <th style="width: 15%;">Salary</th> <th style="width: 15%;">Benefits</th> <th style="width: 35%;">Proj. Hire Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2"></td> <td style="text-align: center;">\$ -</td> <td style="text-align: center;">\$ -</td> <td></td> </tr> </tbody> </table>	Position Title	Pay Range	Salary	Benefits	Proj. Hire Date																		\$ -	\$ -		\$ -	\$ -
Position Title	Pay Range	Salary	Benefits	Proj. Hire Date																							
		\$ -	\$ -																								
B. Materials, Supplies, and Services (list by account, description, and amount)																											
520.3302.310.2400	\$ 50,000	\$ 20,000																									
C. Capital Outlay and/or Improvements (list by account, description, and amount)																											
	\$ -	\$ -																									
D. Fleet																											
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Description</th> <th style="width: 15%;">Repl Veh #</th> <th style="width: 25%;">Mileage</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Description	Repl Veh #	Mileage				\$ -	\$ -																			
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E. Computers (list by account, description, and amount)																											
	\$ -	\$ -																									
F. Total (3A + 3B + 3C + 3D + 3E)	\$ 50,000	\$ 20,000																									

4. Revenue Source / Resource

Name of Revenue Source / Resource:	1st Year	2nd Year
Fund 520	\$ 50,000	\$ 20,000
Total of Revenue Sources / Resource	\$ 50,000	\$ 20,000

5. Net Expense / (Income) to the Program (3F minus 4B)	\$ 50,000	\$ 20,000
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ATTACHMENT 3

Wastewater Operating FY 2021-2022 Proposed Budget

**Wastewater
FY 22 Budget**

	<u>FY 20 Actual</u>	<u>FY 21 Budget</u>	<u>FY 22 Prelim</u>	<u>Dept Proposed</u>	<u>Budget Variance</u>	<u>Proposed / Prelim Variance</u>
Salaries	\$1,466,851	\$ 1,601,114	\$ 1,708,202	\$ 1,708,202	\$ 107,088	\$ -
Benefits	1,141,634	1,238,988	1,310,170	1,310,170	71,182	-
Oper & Maint	1,367,354	1,983,322	2,034,470	2,114,970	131,648	80,500
Debt Service	-	-	-	-	-	-
Capital Outlay	792,427	6,083,444	6,083,444	6,083,444	-	-
Transfers Out	583,537	680,207	680,207	680,207	-	-
Total	\$ 5,351,802	\$ 11,587,075	\$ 11,816,493	\$ 11,896,993	\$ 309,918	\$ 80,500
		116.51%	1.98%	0.68%		

Staffing Changes: Sr. Office Assistant- funding change only

PLS Requests: \$80,500 Increases to accounts associated with billing and credit card fees

Issues / Information:

Department costs	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21 Budget</u>	<u>FY 22 Prelim</u>	<u>Dept Proposed</u>
Engineering	\$ 1,239,772	\$ 1,067,054	\$ 1,748,359	\$ 1,878,348	\$ 1,956,848	\$ 2,037,348
Operating	1,764,499	1,494,606	1,832,850	2,173,497	2,279,851	2,279,851
Maintenance	700,709	765,850	845,516	986,579	1,031,143	1,031,143
Projects	2,953,416	1,150,610	925,077	6,548,651	6,548,651	6,548,651
Total	\$ 6,658,397	\$ 4,478,120	\$ 5,351,802	\$ 11,587,075	\$ 11,816,493	\$ 11,896,993
Staffing	18	18	18.5	19	19	19

Cash Balance:
a/o 02/12/2021 15,950,265

Utilities

Sewer - Fund 530

a/o 12/31/2020

Updated

Budget Summary

	Actual	Actual	Actual	Budget	Adj. Budget	YTD	Year-End	Proposed Budget	Budget
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2020-21	FY 2020-21	FY 2021-22	Variance
Expenditure									
Salaries	\$1,369,314	\$1,408,834	\$1,466,851	1,601,114	\$1,601,114	\$726,478	\$1,592,824	1,708,202	107,088
Benefits	\$940,744	\$884,793	\$1,141,634	\$1,238,988	\$1,238,988	\$565,181	\$1,214,117	1,310,170	71,182
Operation & Maintenance	\$1,289,897	\$1,006,683	\$1,367,354	1,983,322	\$1,983,322	\$462,636	\$1,110,911	2,034,470	51,148
Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
Capital Outlay	\$2,343,090	\$504,733	\$792,427	\$6,083,444	\$6,083,444	\$101,466	\$536,381	6,083,444	-
Transfers Out	\$715,352	\$673,077	\$583,537	\$680,207	\$680,207	\$327,459	\$680,207	680,207	-
Total	\$6,658,397	\$4,478,120	\$5,351,802	\$11,587,075	\$11,587,075	\$2,183,220	\$5,134,439	\$11,816,493	\$229,418
Funding Source									
Program Revenues	\$6,504,310	\$6,675,436	\$7,461,046	\$8,112,200	\$8,112,200	\$4,922,646	\$8,471,419	\$8,525,154	412,954
Fund Balance	\$31,564	\$406,858	\$411,757	\$3,444,742	\$130,000	\$69,254	\$163,509	\$130,000	(3,314,742)
Capital Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$30,133	\$0	\$0
Transfers	\$30,000	\$0	\$23,884	\$30,133	\$30,133	\$0	\$30,133	\$0	(30,133)
Total	\$6,565,874	\$7,082,294	\$7,896,687	\$11,587,075	\$8,272,333	\$4,991,900	\$8,695,193	\$8,655,154	(\$2,931,921)
Revenue less Expenditures	(\$92,523)	\$2,604,175	\$2,544,885	\$0	(\$3,314,742)	\$2,808,680	\$3,560,754	(\$3,161,339)	

Financial Detail By Category

	Actual	Actual	Actual	Budget	Adj. Budget	YTD	Year-End	Proposed Budget	Budget
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2020-21	FY 2020-21	FY 2021-22	Variance
Expenditures 530-34XX									
Salaries	1,369,314	1,408,834	1,466,851	1,601,114	1,601,114	726,478	1,592,824	1,708,202	107,088
Benefits	940,744	884,793	1,141,634	1,238,988	1,238,988	565,181	1,214,117	1,310,170	71,182
Purchased Services	220,137	170,060	213,707	152,700	152,700	96,878	220,204	143,000	(9,700)
Communications	21,648	13,592	16,798	21,240	21,240	7,598	16,496	17,240	(4,000)
Travel & Meetings	657	5,135	3,033	5,400	5,400	-	400	6,400	1,000
Utilities	69,583	88,321	88,564	75,000	75,000	41,079	92,229	90,000	15,000
Contracts	390,078	200,735	344,480	748,200	748,200	37,662	232,123	729,960	(18,240)
Maintenance	219,247	109,917	183,777	328,500	328,500	67,307	142,962	376,150	47,650
Computers	42,457	11,708	30,546	28,764	28,764	15,161	21,372	32,764	4,000
Supplies	211,860	277,702	346,126	501,250	501,250	116,648	245,519	457,500	(43,750)
Taxes and In Lieu	-	27,958	9,500	10,861	10,861	24,600	28,199	18,900	8,039
Replacement Charges	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Insurance	114,231	101,556	130,823	111,407	111,407	55,704	111,407	162,556	51,149
Other Expense	-	-	-	-	-	-	-	-	-
Capital Outlay	2,343,090	504,733	792,427	6,083,444	6,083,444	101,466	536,381	6,083,444	-
Transfers	715,352	673,077	583,537	680,207	680,207	327,459	680,207	680,207	-
Total Expenditures/Budget	6,658,397	4,478,120	5,351,802	11,587,075	11,587,075	2,183,220	5,134,439	11,816,493	229,418

Financial Detail - Actual

	Actual	Actual	Actual	Budget	Adj. Budget	YTD	Year-End	Proposed Budget	Budget
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2020-21	FY 2020-21	FY 2021-22	Variance
Expenditures 530-3400									
Permanent Salaries	1,289,731	1,329,436	1,393,914	1,544,064	1,544,064	695,239	1,533,885	1,627,121	83,057
Temporary Salaries	-	12,070	5,984	-	-	-	-	-	-
Overtime	40,309	32,730	38,069	49,250	49,250	23,439	51,140	50,358	1,108
Annual Leave Account	32,674	27,398	21,083	-	-	-	-	22,923	22,923
Uniform Allowance	6,600	7,200	7,800	7,800	7,800	7,800	7,800	7,800	-
FICA	101,301	102,255	105,997	123,722	123,722	53,024	118,589	130,287	6,565
Group Insurance	-	-	-	-	-	-	-	-	-
Uniform Expense	7,415	10,444	9,403	8,000	8,000	2,166	4,726	8,000	-
PERS	391,712	437,038	559,751	655,972	655,972	286,753	642,643	713,636	57,664
HRA	-	-	-	-	-	-	-	-	-
Worker's Compensation	-	-	-	-	-	-	-	-	-
Deferred Compensation	15,913	15,982	15,577	18,123	18,123	6,727	14,987	18,273	150
Accrued Leave Current	1,873	(7,944)	33,187	-	-	-	-	-	-
Auto Allowance	-	1,800	1,800	1,800	1,800	825	1,800	1,800	-
Employee Assistance Program	-	-	-	-	-	-	-	-	-
Post Employment Benefits	(1,153)	(106,725)	(9,632)	-	-	-	-	-	-
Combined Benefits	423,684	431,943	425,551	431,371	431,371	215,686	431,371	438,174	6,803
Printing	3,855	573	3,919	4,800	4,800	-	1,000	3,000	(1,800)
Dues & Publication	53,174	18,897	41,101	18,100	18,100	17,455	27,980	22,400	4,300

Utilities

a/o 02/12/2021 15,950,265

Sewer - Fund 530

a/o 12/31/2020 Updated

Budget Summary

Expenditure	Actual	Actual	Actual	Budget	Adj. Budget	YTD	Year-End	Proposed	Budget
	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2020-21</u>	<u>FY 2020-21</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>Variance</u>
Advertising	3,919	2,522	1,394	3,200	3,200	2,885	5,769	3,000	(200)
Rents	36,468	38,935	46,865	41,600	41,600	25,627	48,551	27,600	(14,000)
Training & Education	3,243	6,497	4,085	18,000	18,000	3,929	9,365	20,000	2,000
Postage	44,310	35,534	38,597	36,400	36,400	14,467	32,509	36,400	-
Disposal Permit	-	-	-	-	-	-	-	-	-
Finance Charges	75,167	67,102	77,746	30,600	30,600	32,515	95,029	30,600	-
Telephone	15,482	5,346	4,447	10,240	10,240	1,990	4,179	6,240	(4,000)
Cellular	6,166	7,122	9,465	10,000	10,000	4,366	9,432	10,000	-
Internet	-	1,124	2,886	1,000	1,000	1,242	2,885	1,000	-
Radios	-	-	-	-	-	-	-	-	-
Travel & Meetings	657	5,135	3,033	5,400	5,400	-	400	6,400	1,000
Utilities	69,583	88,321	88,564	75,000	75,000	41,079	92,229	90,000	15,000
Contracts	383,419	196,479	335,959	742,000	742,000	37,094	230,770	724,460	(17,540)
Contracts - Project Construct	4,430	-	5,775	-	-	-	-	-	-
Contracts - Temporary Services	-	-	-	-	-	-	-	-	-
Contracts - Legal Services	-	-	-	4,000	4,000	-	-	4,000	-
Contracts - Pre-Employment	1,312	1,247	1,527	500	500	-	-	500	-
Contracts - Licensing Requiremen	918	3,009	1,220	1,700	1,700	568	1,352	1,000	(700)
Maintenance - Building	9,592	12,102	21,317	12,750	12,750	8,214	16,594	18,550	5,800
Maintenance - Vehicle	41,582	35,373	44,314	46,750	46,750	12,081	32,162	46,000	(750)
Maintenance - Equipment	168,073	62,442	118,145	269,000	269,000	47,012	94,206	311,600	42,600
Computers - Hardware	3,796	1,383	6,557	12,000	12,000	922	5,394	12,000	-
Computers - Software	27,043	279	2,422	5,000	5,000	2,750	3,000	5,000	-
Computers - Software Lic & Main	11,617	10,046	21,567	11,764	11,764	11,489	12,978	15,764	4,000
Office Supplies	1,359	1,770	1,380	11,000	11,000	1,351	3,223	4,500	(6,500)
Departmental Supplies	105,295	125,521	113,179	321,500	321,500	44,975	95,679	267,500	(54,000)
Petroleum Products	37,336	42,000	37,591	40,750	40,750	18,527	42,053	40,000	(750)
Chemicals	29,221	40,649	47,179	82,500	82,500	32,527	65,063	85,000	2,500
Small Equipment	34,058	67,459	144,586	45,500	45,500	19,268	39,501	60,500	15,000
Vehicle Add-ons	4,590	302	2,210	-	-	-	-	-	-
Taxes & Permits	-	-	-	-	-	-	-	-	-
Taxes & Permits - Permits	-	27,958	9,500	10,861	10,861	24,600	28,199	18,900	8,039
Replacement Charges	-	-	-	-	-	-	-	-	-
Capital Leases	-	-	-	-	-	-	-	-	-
Unemployment Insurance	-	-	844	-	-	-	-	-	-
Liability	67,094	56,034	78,428	75,692	75,692	37,846	75,692	88,125	12,433
Retiree's Insurance	47,137	45,522	51,551	35,715	35,715	17,858	35,715	74,431	38,716
Other Expense	-	-	-	-	-	-	-	-	-
Capital Outlay - Other Improv	-	-	-	-	-	-	-	-	-
Capital Outlay - Vehicles	-	27,200	421,929	215,000	215,000	-	215,000	215,000	-
Capital Outlay - Equipment	105,025	-	28,957	-	-	-	-	-	-
Construction	2,238,065	477,533	341,540	5,868,444	5,868,444	101,466	321,381	5,868,444	-
Transfers	715,352	673,077	583,537	680,207	680,207	327,459	680,207	680,207	-
Total Expenditures/Budget	6,658,397	4,478,120	5,351,802	11,587,075	11,587,075	2,183,220	5,134,439	11,816,493	229,418

ATTACHMENT 4

Wastewater Proposed Level of Service (PLS) Submittals

PROPOSED LEVEL OF SERVICE

Department: EWR
Division: 2651
Title: Senior Office Assistant Team
Fiscal Year: 2021 / 2022

- 1. Check all that apply:**
- | | | |
|--|---|-------------------------------|
| <input type="checkbox"/> Personnel Requisition | <input type="checkbox"/> Perm | <input type="checkbox"/> PT |
| <input type="checkbox"/> Fleet Requisition | <input type="checkbox"/> New | <input type="checkbox"/> Repl |
| <input type="checkbox"/> Computer Requisition | <input type="checkbox"/> New | <input type="checkbox"/> Repl |
| <input checked="" type="checkbox"/> Other | <input type="checkbox"/> Legal/Mandatory Obligation | |

2. Statement of Need for the Proposed Change of Service Level:

In an effort to improve the Department's customer service and responsiveness, EWR is proposing that the two current Senior Office Assistant positions, one funded under Engineering (2651) and one funded under water treatment (3302), both be funded by Engineering and provide support to each of the seven operations divisions (3301, 3302, 3303, 3304, 3305, 3400, and 3401). The goal is to have both Senior Office Assistant staff support all of the field operations within EWR, which would result in each SOA funded 50% by Fund 520 and 50% by Fund 530. This will provide one "call center" for customer inquiries and will also provide staff support when one of the SOA's is out of the office. Currently, one of the SOA's provide support to 3301, 3304 and 3401 while the other SOA provides support to 3302 and 3303.

3. Cost (Savings) of new Program or Service Level Change:

	1st Year	2nd Year																																			
A. Salaries and Benefits (list position title(s), pay range, and annual salary)																																					
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Position Title</td> <td style="width: 25%; text-align: center;">Pay Range</td> <td style="width: 15%; text-align: center;">Salary</td> <td style="width: 15%; text-align: center;">Benefits</td> <td style="width: 20%; text-align: center;">Proj. Hire Date</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: right;">\$</td> <td style="text-align: center;">-</td> <td colspan="2" style="text-align: right;">\$</td> </tr> <tr> <td colspan="2" style="text-align: right;">-</td> <td style="text-align: center;">-</td> <td colspan="2" style="text-align: right;">-</td> </tr> </table>	Position Title	Pay Range	Salary	Benefits	Proj. Hire Date																					\$		-	\$		-		-	-		\$ -	\$ -
Position Title	Pay Range	Salary	Benefits	Proj. Hire Date																																	
\$		-	\$																																		
-		-	-																																		
B. Materials, Supplies, and Services (list by account, description, and amount)	\$ -	\$ -																																			
C. Capital Outlay and/or Improvements (list by account, description, and amount)	\$ -	\$ -																																			
D. Fleet																																					
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Description</td> <td style="width: 15%; text-align: center;">Repl Veh #</td> <td style="width: 25%; text-align: center;">Mileage</td> </tr> <tr><td> </td><td> </td><td> </td></tr> </table>	Description	Repl Veh #	Mileage				\$ -	\$ -																													
Description	Repl Veh #	Mileage																																			
E. Computers (list by account, description, and amount)	\$ -	\$ -																																			
F. Total (3A + 3B + 3C + 3D + 3E)	\$ -	\$ -																																			

4. Revenue Source / Resource

Name of Revenue Source / Resource:	1st Year	2nd Year
Total of Revenue Sources / Resource	\$ -	\$ -

5. Net Expense / (Income) to the Program (3F minus 4B)	\$ -	\$ -
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PROPOSED LEVEL OF SERVICE

22-WW-02

Department: Wastewater
Division: Engineering & Compliance
Title: Finance Billing Contracts
Fiscal Year: 2021 / 2022

- 1. Check all that apply:**
- | | | |
|--|---|-------------------------------|
| <input type="checkbox"/> Personnel Requisition | <input type="checkbox"/> Perm | <input type="checkbox"/> PT |
| <input type="checkbox"/> Fleet Requisition | <input type="checkbox"/> New | <input type="checkbox"/> Repl |
| <input type="checkbox"/> Computer Requisition | <input type="checkbox"/> New | <input type="checkbox"/> Repl |
| <input checked="" type="checkbox"/> Other | <input type="checkbox"/> Legal/Mandatory Obligation | |

2. Statement of Need for the Proposed Change of Service Level:

The Finance Revenue Division has several service that are provided to their division on behalf of EWR that are invoiced directly to various EWR account numbers. With the increase of connections, increase of e-billing program participation and overall increase of costs, EWR will need to increase the budgets for these charges.

3. Cost (Savings) of new Program or Service Level Change:

	1st Year	2nd Year																									
A. Salaries and Benefits (list position title(s), pay range, and annual salary)																											
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Position Title</th> <th style="width: 25%;">Pay Range</th> <th style="width: 15%;">Salary</th> <th style="width: 15%;">Benefits</th> <th style="width: 20%;">Proj. Hire Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2"></td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td></td> </tr> </tbody> </table>	Position Title	Pay Range	Salary	Benefits	Proj. Hire Date																		\$ -	\$ -		\$ -	\$ -
Position Title	Pay Range	Salary	Benefits	Proj. Hire Date																							
		\$ -	\$ -																								
B. Materials, Supplies, and Services (list by account, description, and amount)																											
530.2651.610.2006 DataProse Postage - Utility Billing	\$ 7,500	\$ 8,000																									
530.2651.610.2012 Credit Card Fees - Utility Billing	\$ 70,000	\$ 75,000																									
530.2651.610.2400 Contracts for E-Check Services and Superion Billing	\$ 3,000	\$ 3,500																									
C. Capital Outlay and/or Improvements (list by account, description, and amount)	\$ -	\$ -																									
D. Fleet																											
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Description</th> <th style="width: 15%;">Repl Veh #</th> <th style="width: 15%;">Mileage</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Description	Repl Veh #	Mileage				\$ -	\$ -																			
Description	Repl Veh #	Mileage																									
E. Computers (list by account, description, and amount)	\$ -	\$ -																									
F. Total (3A + 3B + 3C + 3D + 3E)	\$ 80,500	\$ 86,500																									

4. Revenue Source / Resource

Name of Revenue Source / Resource:	1st Year	2nd Year
Fund 530 - Water Operating Fund	\$ 80,500	\$ 86,500
Total of Revenue Sources / Resource	\$ 80,500	\$ -

5. Net Expense / (Income) to the Program (3F minus 4B)	\$ -	\$ 86,500
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