

SONOMA COUNTY WATER AGENCY
ADMINISTRATION AND GENERAL
FY 22-23 BUDGET REQUEST

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ADMINISTRATION AND GENERAL

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FY 2022-23 BUDGET

BUDGET DIVISION SUMMARY

Section Title: ADMINISTRATION AND GENERAL

A. Program Description

This section provides staffing and operations support for all Water Agency functions. It includes the costs for the operation and maintenance of Spring Lake Park by the Sonoma County Regional Parks Department and the Waste/Recycled Water Loan Fund, which was established in FY 98-99, to provide interim financing for wastewater and recycled water projects. The Sustainability Fund was established in FY 10-11 and set-up to capture expenditures and revenues for the Agency's Renewable Energy, Efficiency and Sustainability efforts.

B. Financial Summary

Section	GROSS EXPENDITURES			NET COST / USE OF FUND BALANCE		
	FY 21-22 Adopted	FY 22-23 Requested	Percent Change	FY 21-22 Adopted	FY 22-23 Requested	Percent Change
General Fund	\$74,280,328	\$77,738,281	4.66%	\$6,642,512	\$2,056,483	(69.04%)
Spring Lake Park	4,296,525	5,160,630	20.11%	969,306	1,726,859	78.15%
Sustainability Fund	1,092,470	1,021,875	(6.46%)	262,190	116,595	(55.53%)
Waste/Recycled Loan	0	0	N/A	(2,400)	0	(100.00%)
TOTAL:	\$79,669,323	\$83,920,786	5.34%	\$7,871,608	\$3,899,937	(50.46%)

C. Staffing Summary

Staffing	FY 21-22 Adopted	FY 22-23 Requested	Number Change	Percent Change
Permanent	243.00	250.00	7.00	2.88%

D. Workload Summary

Refer to the individual sections for information regarding work performed.

E. Summary of Issues and Significant Changes

Refer to the Departmental Budget Summary for a summary of issues and changes.

FY 2022-23 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: GENERAL FUND
Fund/Department ID: 14015-33010100

Account No. and Title	Adopted 2021-22	Requested FY 22-23	Difference	Percent Change
REVENUES:				
<u>TAXES</u>				
40002 Prop Tax - CY, Secured	\$8,055,000	\$8,450,634	\$395,634	4.91%
40005 Prop Taxes - RDA Increment	(1,146,000)	(1,091,717)	54,283	(4.74%)
40006 AB1290 RDA Pass Throughs	149,049	165,980	16,931	11.36%
40010 Residual Prop Tax - RPTTF	279,209	243,746	(35,462)	(12.70%)
40012 SB2557 Prop Tax Admin	(81,839)	(84,294)	(2,455)	3.00%
40101 Prop Taxes - CY, Unsecured	256,309	241,634	(14,675)	(5.73%)
40111 Supplemental Prop Taxes - CY	428,000	134,370	(293,630)	(68.61%)
Subtotal Taxes	\$7,939,728	\$8,060,354	\$120,626	1.52%
<u>INTERGOVERNMENTAL REVENUE</u>				
42291 State Homeowners Prop Tax Relf	\$47,500	\$47,500	\$0	0.00%
42358 State Other Funding	3,841,392	3,591,500	(249,892)	(6.51%)
42461 Federal Other Funding	1,419,500	1,500	(1,418,000)	(99.89%)
42627 Special Districts	11,700,000	14,000,000	2,300,000	19.66%
42628 Cities	125,000	70,000	(55,000)	(44.00%)
Subtotal Intergovernmental Revenue	\$17,133,392	\$17,710,500	\$577,108	3.37%
<u>USE OF MONEY</u>				
44002 Interest on Pooled Cash	\$40,800	\$40,800	\$0	0.00%
Subtotal Use of Money	\$40,800	\$40,800	\$0	0.00%
<u>CHARGES FOR SERVICES</u>				
45008 NCPA Fees for Govt. Services	\$13,897	\$14,314	\$417	3.00%
45065 Inspection Fees	200,000	200,000	0	0.00%
45221 Sewer/Water Usage Fees	340,000	340,000	0	0.00%
45301 Charges for Services	2,070,000	5,939,330	3,869,330	186.92%
Subtotal Charges for Service	\$2,623,897	\$6,493,644	\$3,869,747	147.48%
<u>MISCELLANEOUS REVENUE</u>				
46022 Capital Grants - State	\$0	\$851,500	\$851,500	N/A
46040 Miscellaneous Revenue	900,000	525,000	(375,000)	(41.67%)
Subtotal Miscellaneous Revenue	\$900,000	\$1,376,500	\$476,500	52.94%
TOTAL REVENUES	\$28,637,817	\$33,681,798	\$5,043,981	17.61%

FY 2022-23 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: GENERAL FUND
Fund/Department ID: 14015-33010100

Account No. and Title	Adopted 2021-22	Requested FY 22-23	Difference	Percent Change
<u>EXPENDITURES:</u>				
<u>SALARIES AND BENEFITS</u>				
50101 Regular Wages	\$27,833,281	\$29,772,690	\$1,939,409	6.97%
50110 Cash allowance	1,563,268	1,620,900	57,632	3.69%
50111 Extra help	2,500,000	2,500,000	0	0.00%
50201 County Retirement SCERA	4,910,004	5,197,105	287,101	5.85%
50203 Unclaimable Accelerated UAAL	146,828	156,785	9,957	6.78%
50204 Unclaimable county retirement	591,967	551,378	(40,589)	(6.86%)
50205 FICA Taxes	2,121,151	2,263,028	141,877	6.69%
50208 POB Contribution	3,882,913	2,657,536	(1,225,377)	(31.56%)
50209 County Health Contribution	2,454,597	2,621,488	166,891	6.80%
50301 Health insurance	3,691,437	4,186,053	494,616	13.40%
50304 HRA benefit	179,228	193,760	14,532	8.11%
50306 Disability insurance	172,940	184,701	11,761	6.80%
50307 Dental insurance	255,980	264,268	8,288	3.24%
50308 Life insurance	27,452	29,292	1,840	6.70%
50309 Vision insurance	43,139	44,571	1,432	3.32%
50311 Unemployment-perm pos	6,942	10,713	3,771	54.32%
50401 Workers' Compensation	611,828	602,342	(9,486)	(1.55%)
50501 Other Benefits	11,231	10,800	(431)	(3.84%)
50502 Deferred Compensation	349,965	375,936	25,971	7.42%
50604 Proposed budget adjustments	727,600	979,130	251,530	34.57%
Subtotal Salaries & Benefits	\$52,081,751	\$54,222,476	\$2,140,725	4.11%
<u>SERVICES AND SUPPLIES</u>				
51021 Communication Expense	\$15	\$0	(\$15)	(100.00%)
51023 Telecom. Usage (non ISD)	1,200	0	(1,200)	(100.00%)
51032 Janitorial Services	0	2,000	2,000	N/A
51041 Insurance - Liability	308,818	340,739	31,921	10.34%
51042 Insurance - Premiums	1,500	1,500	0	0.00%
51061 Maintenance - Equipment	100,000	100,000	0	0.00%
51083 VSP Premiums	250	20,000	19,750	7900.00%
51205 Advertising/Marketing Services	60,000	65,000	5,000	8.33%
51206 Accounting/Auditing Services	70,491	70,491	0	0.00%
51207 Client Accounting Services	647,200	672,000	24,800	3.83%
51209 Information Tech Svc (non ISD)	50,000	80,000	30,000	60.00%
51211 County Counsel - Legal Advice	240,000	185,000	(55,000)	(22.92%)
51212 Outside Counsel - Legal Advice	25,000	15,000	(10,000)	(40.00%)
51241 Outside Printing and Binding	30,000	40,000	10,000	33.33%
51242 Bank Charges	2,500	2,500	0	0.00%
51243 Filing Fees	1,600	1,600	0	0.00%
51244 Permits/License/Fees	15,000	10,000	(5,000)	(33.33%)
51247 Pre-employment Screen Services	500	500	0	0.00%
51253 County Counsel - Litigation	1,000	0	(1,000)	(100.00%)
51301 Publications and Legal Notices	40,000	30,000	(10,000)	(25.00%)
51401 Rents and Leases - Equipment	130,000	100,000	(30,000)	(23.08%)
51421 Rents and Leases - Bldg/Land	3,861,461	4,273,998	412,537	10.68%
51601 Training/Conference Expenses	152,000	149,300	(2,700)	(1.78%)
51602 Business Travel/Mileage	25,000	25,000	0	0.00%
51605 Private Car Expense	15,000	15,000	0	0.00%
51803 Other Contract Services	5,329,675	2,456,140	(2,873,535)	(53.92%)
51902 Telecommunication Usage	568,673	600,000	31,327	5.51%

FY 2022-23 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: GENERAL FUND
Fund/Department ID: 14015-33010100

Account No. and Title	Adopted 2021-22	Requested FY 22-23	Difference	Percent Change
<u>SERVICES AND SUPPLIES (Continued)</u>				
51904 ISD - Baseline Services	151,090	103,387	(47,703)	(31.57%)
51905 ISD - Improvement Projects	8,000	8,000	0	0.00%
51906 ISD - Supplemental Projects	3,000	3,000	0	0.00%
51910 Courier Services	3,000	3,000	0	0.00%
51911 Mail Services	10,000	10,000	0	0.00%
51912 Records Services	4,000	4,000	0	0.00%
51916 County Services Chgs	777,000	777,000	0	0.00%
51920 Risk Mgmt Benefit Admin Chgs	67,446	78,405	10,959	16.25%
51921 Equipment Usage Charges	199,500	171,200	(28,300)	(14.19%)
51924 Cost Plan Charges	97,895	458,276	360,381	368.13%
51934 ERP System Charges	863,758	872,065	8,307	0.96%
51935 Unclaimable ERP System Charges	25,399	11,418	(13,981)	(55.05%)
52021 Clothing, Uniforms, Personal	100,000	100,000	0	0.00%
52031 Food	20,000	20,000	0	0.00%
52042 Janitorial Supplies	2,400	2,400	0	0.00%
52061 Fuel/Gas/Oil	200	200	0	0.00%
52071 Materials and Supplies Expense	50,000	50,000	0	0.00%
52081 Medical/Laboratory Supplies	25,000	25,000	0	0.00%
52091 Memberships/Certifications	225,000	118,300	(106,700)	(47.42%)
52101 Other Supplies	85,000	74,700	(10,300)	(12.12%)
52111 Office Supplies	50,000	50,000	0	0.00%
52112 Office Furniture/Fixtures	1,000	1,000	0	0.00%
52113 Ergonomic Supplies	0	100,000	100,000	N/A
52114 Freight/Postage	2,500	2,500	0	0.00%
52115 Books/Media/Subscriptions	10,000	10,000	0	0.00%
52117 Mail and Postage Supplies	10,000	10,000	0	0.00%
52141 Minor Equipment/Small Tools	50,000	50,000	0	0.00%
52142 Computer Equipment/Accessories	618,000	618,000	0	0.00%
52143 Computer Software/Licensing	557,200	623,057	65,857	11.82%
52162 Special Department Expense	5,000	5,000	0	0.00%
52166 Employee Recognition Expense	7,200	7,200	0	0.00%
52171 Water Conservation Program	5,000	5,000	0	0.00%
52191 Utilities Expense	0	0	0	N/A
52194 Utilities - Water	0	0	0	N/A
Subtotal Services and Supplies	\$15,710,471	\$13,637,877	(\$2,072,595)	(13.19%)
<u>OTHER CHARGES</u>				
53501 Contributions	\$39,428	\$200,928	\$161,500	409.61%
53502 Community Grants	1,825,000	6,707,000	4,882,000	267.51%
Subtotal Other Charges	\$1,864,428	\$6,907,928	\$5,043,500	270.51%
<u>FIXED ASSETS</u>				
54503 Work in Progress - Eq	\$20,000	\$22,000	\$2,000	(368.39%)
54507 Work in Progress - Intang	73,678	0	(73,678)	0.00%
Subtotal Fixed Assets	\$93,678	\$22,000	(\$71,678)	(76.52%)
<u>OTHER FINANCING USES</u>				
57011 Transfers Out - within a Fund	\$550,000	\$600,000	\$50,000	9.09%
57012 Transfers Out - btw Govtl Fund	3,980,000	2,348,000	(1,632,000)	(41.01%)
Subtotal Other Financing Uses	\$4,530,000	\$2,948,000	(\$1,582,000)	(34.92%)

FY 2022-23 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: GENERAL FUND
Fund/Department ID: 14015-33010100

Account No. and Title	Adopted 2021-22	Requested FY 22-23	Difference	Percent Change
REIMBURSEMENTS				
58010 Reimb. - General	(\$39,000,000)	(\$42,000,000)	(\$3,000,000)	7.69%
<i>Subtotal Reimbursements</i>	<u>(\$39,000,000)</u>	<u>(\$42,000,000)</u>	<u>(\$3,000,000)</u>	<u>7.69%</u>
TOTAL EXPENDITURES	\$35,280,328	\$35,738,281	\$457,952	1.30%
GROSS EXPENDITURES <i>(Without Reimbursements)</i>	\$74,280,328	\$77,738,281	\$3,457,952	4.66%
TOTAL NET COST <i>(Expenditures Minus Revenues)</i>	\$6,642,512	\$2,056,483	(\$4,586,028)	(69.04%)

**FY 2022-23 BUDGET
CHARACTER JUSTIFICATION**

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: General Fund

Character Title: Taxes Character No.: 14015-33010100-40

40002 Prop Taxes - CY Secured	The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.	\$8,450,634
40005 RDA Increment	This portion of the property tax is shifted to local redevelopment agencies.	(1,091,717)
40006 AB1290 RDA Pass Through	This amount is to report gross tax increment and pass through to cities and Rural Development Agencies.	165,980
40010 Residual Prop-Tax RPTTE	This revenue are residual amounts distributed from the Redevelopment Property Tax Trust Funds (RPTTF) back to taxing entities.	243,746
40012 SB 2557 Prop Tax Admin	Property Tax administration costs related to Assessor, Auditor, Tax Collection and ISD.	(84,294)
40101 Prop Taxes - CY Unsecured	The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.	241,634
40111 Prop Taxes - CY Supplemental	The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.	134,370
40404 Timber Yield Tax	Timber Yield taxes are calculated and collected by the State.	0

Character Title: Intergovernmental Revenue Character No.: 14015-33010100-42

42291 State Homeowners Prop Tax Relf	Home Owner Property Tax Relief revenues are received from the State as reimbursement for property tax revenues lost due to the Home Owners Exemption. The amount requested is based on prior year actuals and current year estimates from the Auditor-Controller's office.	\$47,500
42358 State Other Funding	This item records revenue received from State grant programs. Grants include AQPI, NCWUE, GSA's, SWRCB.	
	AQPI X0158	3,441,500
42461 Federal Other Funding	This item records revenue received from Federal grant programs. Grants include AQPI.	
	AQPI X0324/X0327	1,500
42627 Special Districts	Sanitation District's are no longer in reimbursements. They are considered revenue.	14,000,000

Character Title: Use of Money and Property Character No.: 14015-33010100-44

44002 Interest on Pooled Cash	This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.	
	Estimated Average Cash Balance \$8,500,000	
	Projected Interest Rate 0.48%	
	Projected/Planned Interest on Pooled Cash \$40,800	

**FY 2022-23 BUDGET
CHARACTER JUSTIFICATION**

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character Title: Charges for Services Character No.: 14015-33010100-45

45008 NCPA-Fee for Govt Services			
This item records the Agency's share of a service fee paid to the County by North Coast Power Authority.			\$14,314
45065 Inspection Fees			
This item records service revenues received from plan checking and developmental reviews. The decrease in this items is due to the slow down in housing construction.			200,000
45221 Sewer/Water Usage Fees			
Revenue from laboratory services performed. Associated expenses are recorded in account 52081.			340,000
45301 Charges for Services			
Revenue from service agreements with Forestville and Town of Windsor for O&M, and SCADA services provided to W			5,939,330

Character Title: Miscellaneous Revenue Character No.: 14015-33010100-46

46021 Capital Grants - Federal			
This account records the receipt of Federally awarded grants AQPI X0324/X0328			851,500
46040 Miscellaneous Revenue			
This item records miscellaneous donations or reimbursements. Alpha Analytical			\$225,000
WW Rate Study fully allocated out to Sani Districts and Zones.			\$300,000
FloodMar Feasibility Study			

Character Title: Salaries and Employee Benefits Character No.: 14015-33010100-50

50101 Permanent Positions			
All Agency employees are budgeted in the Agency's General Fund. Hourly charges are then cost applied to the various enterprise and non-enterprise activities, reimbursing the General Fund.			\$29,772,690
Reconciliation of Permanent Positions:			FTE
FY 21-22	Adopted Budget:		243.00
FY 21-22	Authorized Position Changes:	Board Approval	
	Add: Senior Office Assistant	7/13/2021	1.00
	Add: Human Services Systems and Programming Analyst	7/13/2021	1.00
	Add: WA Mechanics	7/13/2021	3.00
	Add: WA Environmental Specialist	9/14/2021	1.00
	Add: WA Engineer IV	5/3/2022	2.00
	Add: Accountant I	5/3/2022	1.00
	Add: Building Mechanic II	5/3/2022	1.00
	Add: Systems Software Analyst	5/3/2022	1.00
			11.00
	Delete: Office Assistant II	7/13/2021	-1.00
	Delete: WA Resource Program Technician	9/14/2021	-1.00
	Delete: Project Specialist	5/3/2022	-2.00
			-4.00
	FY 22-23 Requested Permanent Positions (Adopted Budget)		250.00
50111 Cash Allowance			
This records the portion of compensation that is provided at a flat monthly rate for some bargaining units.			1,620,900
50112 Extra Help			
Extra Help is required to replace personnel who have resigned, are on long-term temporary unpaid leave, or to provide additional assistance for temporary projects. Extra Help is limited to filling extremely sensitive positions which are anticipated to be vacant for a period that would disrupt departmental operations. Normally it is limited to positions that are in an unpaid status. The new EFS system doesn't have this broken out.			2,500,000

**FY 2022-23 BUDGET
CHARACTER JUSTIFICATION**

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: General Fund

Character Title: Services and Supplies Character No.: 14015-33010100-51/52

51021 Communication Expense	This account records costs for miscellaneous communication expenses.	\$0
51041 Liability Insurance	The amount requested for liability insurance is based on estimates from Risk Management which were provided as part of the County Administrator's budget instructions including water craft insurance.	340,739
51042 Premium Insurance	The amount requested to insure watercraft vessels and associated trailers owned by the Agency.	1,500
51061 Maintenance - Equipment	This item records the cost of maintenance and repair of the Agency's data processing equipment and shop equipment.	100,000
51205 Advertising Marketing	This account is used for public meeting notices.	65,000
51206 Accounting/Auditing Services	Audit / Accounting Services covers the costs of the Agency's annual audit provided by outside certified public accounting services.	70,491
51207 Client Accounting Services	This item records the direct charge for services provided by the Fiscal Services Section of the County Auditor Controller's Office for staff costs attributed to Agency accounting.	672,000
51209 Info Tech Services (Non ISD)	This request covers the costs of various data processing supplies and services.	80,000
51211/51212 Legal Services	This account reflects the estimated cost of legal services to be provided by County Counsel and outside legal counsel.	200,000
51241 Outside Printing & Binding	This item is requested to cover the costs of outside printing services.	40,000
51242 Bank Charges	This item is requested to cover the costs of late charges on recurring accounts such as phones and credit cards.	2,500
51243 Filing Fees	This item is requested to cover the costs of annual fees associated with the State Social Security Administrator Program.	1,600
51244 Permits/License/Fees	This account records the cost of all permits and various licenses and fees. Emergency Management: OnSolve Send Word Now Annual Fee	10,000
51247 Pre-employment Screen Services	This account records the cost of all pre-employment background checks.	500
51253 County Counsel - Litigation	This account records the cost of needed litigation by County Counsel.	0
51301 Publications / Legal Notices	This item is requested to provide funds for publishing notices required by law.	\$30,000
51401 Rents and Leases - Equipment	This account covers the costs of renting copiers, fax machines, and other equipment as needed.	100,000

**FY 2022-23 BUDGET
CHARACTER JUSTIFICATION**

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: General Fund

Character Title: Services and Supplies (continued) Character No.: 14015-33010100-51/52

51241 Rents and Leases - Bldgs/Imp		
This request covers the cost of principal and interest for financing the purchase of the Administration building in the Airport Business Park. This item also includes the rental expense to cover the operation, maintenance, and depreciation costs of the Agency's facilities, as recorded in the Facilities Fund.		4,273,998
Principal and Interest Payments for O&M Building	\$531,874	
Other Rent Charges-Facilities Fund (Project No. X0001A0001)	3,742,124	
	\$4,273,998	
51601 Training/Conference Expenses		
This item is requested to cover the cost of training and conference expenses by Agency staff.		149,300
CAD/GIS Training	\$29,860	
Design Section Training	29,860	
IT Training	29,860	
Survey/ROW Training	29,860	
Other	29,860	
	\$149,300	
51602 Business Travel/Mileage		
This item is requested to cover the cost of travel expenses to meetings and seminars by Agency staff.		25,000
51605 Private Car Expense		
Private Car Expense is reimbursed to employees for the use of their private vehicles.		15,000
51803 Other Contract Services		
This item reflects the costs of other contract services.		2,456,140

**FY 2022-23 BUDGET
CHARACTER JUSTIFICATION**

Department - Division: **Sonoma County Water Agency - Administration and General**
 Section Title: **General Fund**
 Character Title: **Services and Supplies (continued)** Character No.: **14015-33010100-51/52**

51902 Telecommunication Usage				
This item is requested to cover the Agency's communication costs for radio, telephone, and data line charges. The budget reflects current expenditure history which includes the addition of cellular phones for new staff members whose work requires travel around the many Agency facilities.				600,000
51904/54905 ISD-Baseline Service/ISD-Improvement Projects				
This is the estimate given by the Data Processing Department for the costs associated with the Agency's access to the County's IBM computer system for payroll, purchasing, benefit assessments and sanitation master files. Also includes anticipated costs for requested improvement projects.				111,387
51910/51911/51912 Courier Services/Mail Services/Records Services				
This account reflects the cost of County provided courier, mail, and records services.				17,000
51916 County Services				
County Services covers the costs of services provided by other county departments, as specified in agreements. The budget assumes the following costs:				777,000
	Clerk of the Board	X00001A004	\$482,000	
	County Administrator's Office	X00001A027	28,000	
	County Auditor-Controller	X00001A001	267,000	
			\$777,000	
51920 Risk Management - Benefit Admin Services				
This item records charges for health insurance administration by the County's Risk Management Department.				78,405
51921 Equipment Usage Charge				
This item records equipment usage charges from the Equipment Fund related to staff use of Agency vehicles.				171,200
51924 Cost Plan Charges				
	Cost Plan services - County HR			
	Support Services	X00001A001	280,582	HR
52021 Clothing / Personal				
The Memorandum of Understanding requires the Agency to furnish uniforms and safety apparel as well as to provide laundry service for clothing.				100,000
52031 Food				
This item is requested to provide food for meetings and events				20,000

**FY 2022-23 BUDGET
CHARACTER JUSTIFICATION**

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: General Fund

Character Title: Services and Supplies (continued) Character No.: 14015-33010100-51/52

52042 Janitorial Supplies		
This item is requested to provide funds for cleaning supplies.		2,400
52061 Fuel/Gas/Oil		
This account records the cost of gas, diesel, and oil for the Agency's vehicle fleet.		
52071 Materials and Supplies Expense		
This item is requested to provide funds for miscellaneous supplies.		50,000
52081 Medical/Laboratory Supplies		
This item is requested to provide funds for staff time and lab supplies and tests for the various West County wastewater treatment plants. Costs are allocated to specific plants based on number and types of test performed. Revenue is recorded in account 45221.		25,000
52091 Memberships/Certifications		
This item is requested to provide funds for Agency memberships in various professional and technical organizations as follows:		202,800
	<u>Budgeted</u>	
Bay Planning Coalition	\$2,500	
CA Association of Sanitation Agencies	23,000	
CA Groundwater Association	8,000	
CA Groundwater Coalition	7,500	
CA Special Districts	7,500	
EDB Broadband	48,000	
Local Government Commission	12,000	
Miscellaneous	60,000	
Survey/ROW Memberships	1,300	
Water Education Foundation	13,000	
Water Research Foundation	20,000	
	<u>\$202,800</u>	
52101 Other Supplies		
This account reflect the cost of non-office supplies. FY22-23 includes survey supplies.		74,700
<u>Surveying:</u>		
Miscellaneous Tools/equipment and consumable supplies	\$20,000	
Survey Instrumentation - Extended Warranties/Technical Support	10,000	
Software and Firmware Maintenance	10,000	
Instrument Repair/Bench-testing/Calibration/Service	2,000	
Survey Instrumentation Replacement/Upgradescarlson	20,000	
CSDS RTN Positioning Service	4,000	
Carlson Survey Software Maintenance	500	
ParcelQuest Software/Service	8,200	
	<u>\$74,700</u>	
52111/52112 Office Supplies/Office Furniture & Fixtures		
This account records non-capitalized office expenses.		51,000
52114 Freight/Postage		
This account records the cost of all Agency's outgoing correspondence.		2,500
52115 Books/Media/Subscriptions		
This item records the cost of books, periodicals and other publications required by Agency staff to keep abreast of changes in laws, standards or technology as it pertains to Agency responsibilities or projects.		10,000
52117 Mail and Postage Supplies		
This item is requested to cover the costs of the Agency's postage.		10,000

**FY 2022-23 BUDGET
CHARACTER JUSTIFICATION**

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character Title: Services and Supplies (continued)

Character No.:

14015-33010100-51/52

52141 Minor Equipment/Small Tools

This item is requested to provide funds for the purchase of office furniture, small tools, instruments, and equipment that are individually under \$5,000. \$50,000

52142 Computer Equipment/Accessories

This item is requested to fund the purchase of anticipated hardware additions required for new staff members and replacement of worn out parts and equipment. It is expected that the component items in these requests will not meet the fixed asset threshold of \$5,000. 1,218,000

IT: Workstations and Laptops (with Peripherals)	\$175,000	
IT: Mobile Devices	\$80,000	
IT: Server Hardware	\$0	
IT: Backup Storage	\$65,000	
IT: Uninterrupted Power Supply	\$45,000	
IT: Network Hardware	\$35,000	
IT: Firewall Replacement	\$0	
IT: VOIP Hardware Replacement	\$35,000	
IT: Identity Management Hardware	\$28,000	
IT: Conference Room Upgrades	\$35,000	\$498,000
IT SCADA: Workstations and Laptops (with Peripherals)	\$5,000	
IT SCADA: Mobile Devices	\$15,000	
IT SCADA: Server Hardware	\$0	
IT SCADA: PLCs	\$700,000	
IT SCADA: RTUs	\$0	
IT SCADA: Radios	\$0	
	\$1,218,000	\$720,000

52143 Software/Licensing Fees

This item provides funds for various productivity software packages to be used by different sections within the Agency. This item includes the cost of maintaining licensing agreements for the various packages utilized by the Agency. The costs of this item has increased due to the anticipated purchase of software for budgeting, and records management (from paper to paperless). 623,057

IT: Microsoft Enterprise Agreement	\$175,000	
IT: Maximo Hosting	\$36,000	
IT: Maximo Subscription	\$34,000	
IT: GIS Software Renewal	\$107,000	
IT: GIS Software	\$55,000	
IT: AutoCad Software	\$18,000	
IT: Sensus Hosting	\$32,157	
IT: TopDesk Service Management Software	\$19,000	
IT: Confluence	\$3,800	
IT: Pix4D Software	\$5,300	
IT: OpsView Monitoring Software	\$7,000	
IT: VEEAM Backup Software	\$13,800	
IT: Misc Other Software	\$25,000	\$531,057
IT SCADA: AVEVA WonderWare Suite (support bundled with software)	\$80,000	
IT SCADA: Allen Bradley AssetWorks PLC Code Repository	\$12,000	
	\$0	\$92,000
	\$623,057	\$623,057

52162 Special Departmental Expense

This account includes Public Relations Expense which covers the costs of special meetings and luncheons sponsored by the Agency and reimbursable projects to cover services provided to other county departments, cities, and other governmental agencies. These costs are reimbursed by the using entity. 5,000

52166 Employee Recognition Expense

This item provides funds for the Agency's annual employee recognition program. 7,200

288 FTEs & Ex Help \$25 \$7,200

**FY 2022-23 BUDGET
CHARACTER JUSTIFICATION**

Department - Division: Sonoma County Water Agency - Administration and General
 Section Title: General Fund
 Character Title: Other Charges Character No.: 14015-33010100-53

53501 Contribution			
This item is requested for the following:		Budgeted	\$200,928
	Bay Planning Coalition	\$5,000	
	City of Santa Rosa Earth Day Event	5,000	
	Coastwalk	3,000	
	Fire Cameras	3,200	
	Groundwater Sustainability Agency (GSA's)	28,228	
	Regional Parks Found RR Water Safety	2,500	
	Sonoma County Fair	2,500	
	Town of Windsor PAYS Program	25,000	
	Various Contributions	120,000	
	Water Education Foundation	6,500	
		<u>\$200,928</u>	
53502 Community Grants			
Per auditor, this revenue account is to be used in lieu of operating transfers from Agency's General Fund to any Sanitation Districts.			6,707,000
	Occidental CSD	2,100,000	
	Russian River CSD	4,607,000	

Character Title: Fixed Assets Character No.: 14015-33010100-54

54503 Work in Progress - Equipment			
This request will fund GIS equipment.			\$22,000
	Large Format Plotter	10,000	
	Sub-meter Accuracy GPS Unit	12,000	

Character Title: Other Financing Uses Character No.: 14015-33010100-57

57011 OT - W/in Special Dist - BOS			
Transfer of funds to:			\$600,000
	Sustainability Fund	\$600,000	
	Wastewater Loan Fund	0	
		<u>\$600,000</u>	
57012 Transfer Out-Btw Gov't Find			
Transfer of funds to:			2,348,000
	ALW - Rate Stabilization Fund	\$838,000	
	Geyserville SZ	275,000	
	Penngrove SZ	0	
	Recycled Water Fund	435,000	
	Sea Ranch SZ	200,000	
	Russian River Projects	600,000	
		<u>\$2,348,000</u>	
			\$2,948,000

Character Title: Reimbursements Character No.: 14015-33010100-58

58010 Reimbursements - Interfund			
Reimbursements-Interfund are used to recover labor and overhead for services provided to the Agency's enterprises of water transmission, sanitation zones and flood control.			(\$42,000,000)

FY 2022-23 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Administration and General
Fund: General Fund
Fund/Department ID: 14015-33010100

DESCRIPTION OF FUND ACTIVITY	Actual FY 20-21	Estimated FY 21-22	Requested FY 22-23
Undesignated/Unreserved <u>BEGINNING</u> Fund Balance Available for Budgeting (See Detailed Components Below)	\$9,432,762	\$8,100,838	\$3,827,522
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	29,005,725	30,020,793	33,681,798
Expenditures - (Decrease) fund balance	(29,918,445)	(34,294,109)	(35,738,281)
Net Surplus or Deficit - Increase/(Decrease) to fund balance	(912,720)	(4,273,316)	(2,056,483)
Adjustments to Reserves/Encumbrances:			
Outstanding Encumbrances - Net Change	(117,286)		
Unrealized Gains/Losses	2,979	-	-
Change in Prepaid Expense	(279,896)		
Change in Reserve Fund Balance			-
Post Audit Adjustment	(25,000)	-	-
Early receipt of Payment-Interfund Loan	-		
Early receipt of Payment-Interfund Loan	-		
Advance from Facilities Fund for ALW Larkfield Estates		-	
Advance (ISF Power Pays Off Advance) Round		-	
Net Adjustment - Increase/(Decrease) to Fund Balance	(419,203)	-	-
Undesignated/Unreserved <u>ENDING</u> Fund Balance Available for Budgeting	\$8,100,838	\$3,827,522	\$1,771,039
Target Fund Balance	\$5,219,358	\$6,037,231	\$5,429,070
<i>Over/(Under) Target Fund Balance</i>	<i>\$2,881,481</i>	<i>(\$2,209,709)</i>	<i>(\$3,658,031)</i>
Total Increase/(Decrease) in Fund Balance for Fiscal Year <i>(Difference between Beginning and Ending Balance)</i>	(\$1,331,924)	(\$4,273,316)	(\$2,056,483)
<u>Fund Balance Components at Beginning of FY</u>	7/1/20	7/1/21	
Cash	\$11,561,298	\$8,637,807	
Petty Cash	750	750	
Due from Other Funds	-	-	
Due from State AR	5,328,410	5,570,332	
Due from Federal AR	13,799	1,179	
Due to State	-	-	
Due to Other Gov't	(353,007)	(50,022)	
Accounts Receivable A/R Module	997,331	1,064,003	
Accounts Payable	(1,599,057)	(1,444,807)	
Vouchers Payable	(1,196,483)	(168,495)	
Inventory	-	-	
Prepaid Expense	-	-	
Encumbrances	(4,077,515)	(4,194,801)	(8,460,862)
Advances Payable	-	-	
Retention Payable	(527,779)	(863,808)	
Retention Receivable	61,739	855,992	
Unavailable Revenue	(522,093)	(1,057,292)	
Unearned Revenue	(4,631)	-	
FB Res for Restricted Assets	(250,000)	(250,000)	
Total Beginning Fund Balance	\$9,432,762	\$8,100,838	

FY 2022-23 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: **SPRING LAKE PARK**
Fund/Department ID: **14020 33010200**

Account No. and Title	Adopted 2021-22	Requested FY 22-23	Difference	Percent Change
REVENUES:				
<u>TAXES</u>				
40002 Prop Tax - CY,Secured	\$2,449,000	\$2,646,908	\$197,908	8.08%
40005 Prop Taxes - RDA Increment	(349,000)	(341,932)	7,068	(2.03%)
40006 AB1290 RDA Pass Throughs	46,678	51,981	5,303	11.36%
40010 Residual Prop Tax - RPTTF	87,447	85,050	(2,397)	(2.74%)
40012 SB2557 Prop Tax Admin	(25,636)	(24,315)	1,321	(5.15%)
40101 Prop Taxes - CY, Unsecured	79,951	75,684	(4,267)	(5.34%)
40111 Supplemental Prop Taxes - CY	130,000	42,087	(87,913)	(67.63%)
Subtotal Taxes	\$2,418,440	\$2,535,463	\$117,023	4.84%
<u>INTERGOVERNMENTAL REVENUE</u>				
42291 State Homeowners Prop Tax Relf	\$15,167	\$14,079	(\$1,088)	(7.17%)
Subtotal Intergovernmental Revenue	\$15,167	\$14,079	(\$1,088)	(7.17%)
<u>USE OF MONEY</u>				
44002 Interest on Pooled Cash	\$12,960	\$12,960	\$0	0.00%
44101 Rent - Real Estate	4,700	4,700	0	0.00%
44109 Concessions	13,000	4,000	(9,000)	(69.23%)
Subtotal Use of Money	\$30,660	\$21,660	(\$9,000)	(29.35%)
<u>CHARGES FOR SERVICES</u>				
45008 NCPA Fees for Govt. Services	\$4,353	\$3,969	(\$384)	(8.82%)
45291 Parks and Recreation Services	450,000	450,000	0	0.00%
45292 Annual Park Memb - Standard	130,000	130,000	0	0.00%
45293 Annual Park Memb - Golden Yrs	45,000	45,000	0	0.00%
45295 Camping Fees	225,000	225,000	0	0.00%
Subtotal Charges for Service	\$854,353	\$853,969	(\$384)	(0.04%)
<u>MISCELLANEOUS REVENUES</u>				
46002 Sales - Taxable	\$7,000	\$7,000	\$0	0.00%
46029 Donations/Contributions	1,500	1,500	0	0.00%
46040 Miscellaneous Revenue	100	100	0	0.00%
Subtotal Miscellaneous Revenues	\$8,600	\$8,600	\$0	0.00%
TOTAL REVENUES	\$3,327,219	\$3,433,771	\$106,552	3.20%

FY 2022-23 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: **SPRING LAKE PARK**
Fund/Department ID: **14020 33010200**

Account No. and Title	Adopted 2021-22	Requested FY 22-23	Difference	Percent Change
EXPENDITURES:				
<u>SERVICES AND SUPPLIES</u>				
51803 Other Contract Services	\$0	\$200,000	\$200,000	N/A
51917 District Operations Charges	400,000	600,000	200,000	50.00%
Subtotal Services and Supplies	\$400,000	\$800,000	\$400,000	100.00%
<u>OTHER CHARGES</u>				
53501 Contributions	\$3,896,525	\$4,360,630	\$464,105	11.91%
Subtotal Other Charges	\$3,896,525	\$4,360,630	\$464,105	11.91%
TOTAL EXPENDITURES	\$4,296,525	\$5,160,630	\$864,105	20.11%
TOTAL NET COST <i>(Expenditures Minus Revenues)</i>	\$969,306	\$1,726,859	\$757,553	78.15%

FY 2022-23 BUDGET CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: Spring Lake Park

Character Title: Taxes Character No.: 14020-33010200-40

40002 Prop Taxes - CY Secured		
The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.		\$2,646,908
40005 RDA Increment		
This portion of the property tax is shifted to local redevelopment agencies.		(341,932)
40006 AB1290 RDA Pass Through		
This amount is to report gross tax increment and pass throughs to cities and Rural Development Agencies.		51,981
40010 Residual Prop-Tax RPTTE		
This revenue are residual amounts distributed from the Redevelopment Property Tax Trust Funds (RPTTF) back to taxing entities.		85,050
40012 SB 2557 Prop Tax Admin		
Property Tax administration costs related to Assessor, Auditor, Tax Collection and ISD.		(24,315)
40101 Prop Taxes - CY Unsecured		
The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.		75,684
40111 Prop Taxes - CY Supplemental		
The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.		42,087

Character Title: Intergovernmental Revenue Character No.: 14020-33010200-42

42291 State Homeowners Prop Tax Relf		
Home Owner Property Tax Relief revenues are received from the State as reimbursement for property tax revenues lost due to the Home Owners Exemption. The amount requested is based on prior year actuals and current year estimates from the Auditor-Controller's office.		\$14,079

FY 2022-23 BUDGET CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: Spring Lake Park

Character Title: Use of Money and Property Character No.: 14020-33010200-44

44002 Interest on Pooled Cash

This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$2,700,000
Projected Interest Rate	0.48%
Projected/Planned Interest on Pooled Cash	\$12,960

44101 Rent - Real Estate

This account reflects rent for the Ranger residence located at Spring Lake Park. 4,700

44109 Rents/Concessions

Rents / Concessions revenue is based on estimates provided by County Regional Parks. 4,000

Character Title: Charges for Service Character No.: 14020-33010200-45

45008 NCPA-Fee for Govt Services

This item records the Agency's share of a service fee paid to the County by North Coast Power Authority. \$3,969

45291 Park/Recreation Services

These revenues are based on recent actual experience. 450,000

45292 Annual Park Memb - Standard

This accounts for revenue received for the standard annual park membership. 130,000

45293 Annual Park Memb - Golden Yrs

This accounts for revenue received for the golden years standard annual park membership. 45,000

45295 Camping/Parking Fees

Camping / Parking Fee revenues are based on estimates provided by County Regional Parks. 225,000

Character Title: Miscellaneous Revenues Character No.: 14020-33010200-46

46002 Taxable Sale - Miscellaneous

Taxable Sale - Miscellaneous revenue is realized primarily from the sale of firewood at Spring Lake Park. Requested amount is based on estimates provided by County Regional Parks. \$7,000

46029 Donations/Contributions

This accounts for revenue received from donations made to Spring Lake Park. 1,500

46040 Miscellaneous Revenue

This item records miscellaneous revenue received from the sale of T-shirts and the recycling of aluminum cans at Spring Lake Park. 100

**FY 2022-23 BUDGET
CHARACTER JUSTIFICATION**

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: Spring Lake Park

Character Title: Services and Supplies **Character No.:** 14020-33010200-51

51803 Other Contract Services

This item is requested to provide funds for outside contract services as may be necessary. \$200,000

51917 District Operations Charges

This item is requested to provide funds for the charging of salaries and benefits for staff assigned to Spring Lake projects. 600,000

Character Title: Other Charges **Character No.:** 14020-33010200-53

53501 Contribution

This item is requested to provide funds to pay Sonoma County Regional Parks for the cost of operating and maintaining Spring Lake Park. A change in budgeting practices by the Water Agency was effected in FY 99-00. Previously, outlays for Fixed Asset expenditures were appropriated in the Fixed Assets character. To coordinate these expenditures and facilitate the payment process, it has been determined that Regional Parks will budget the Fixed Asset expenditures and the Water Agency will provide reimbursement through this Contribution account. \$4,360,630

FY 2022-23 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Administration and General
Fund: SPRING LAKE PARK
Fund/Department ID: 14020-33010200

DESCRIPTION OF FUND ACTIVITY	Actual FY 20-21	Estimated FY 21-22	Requested FY 22-23
Undesignated/Unreserved <u>BEGINNING</u> Fund Balance Available for Budgeting (See Detailed Components Below)	\$3,450,422	\$4,244,258	\$3,331,918
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	3,240,330	3,625,185	3,433,771
Expenditures - (Decrease) fund balance	(2,448,467)	(4,537,525)	(5,160,630)
Net Surplus or Deficit - Increase/(Decrease) to fund balance	791,863	(912,340)	(1,726,859)
Adjustments to Reserves/Encumbrances:			
Unrealized Gains/Losses	1,973	-	-
Rounding	(1)	-	-
Net Adjustment - Increase/(Decrease) to Fund Balance	1,972	-	-
Undesignated/Unreserved <u>ENDING</u> Fund Balance Available for Budgeting	\$4,244,258	\$3,331,918	\$1,605,059
Target Fund Balance	\$612,073	\$1,130,631	\$1,290,158
<i>Over/(Under) Target Fund Balance</i>	<i>\$3,632,185</i>	<i>\$2,201,287</i>	<i>\$314,902</i>
Total Increase/(Decrease) in Fund Balance for Fiscal Year <i>(Difference between Beginning and Ending Balance)</i>	\$793,836	(\$912,340)	(\$1,726,859)
<u>Fund Balance Components at Beginning of FY</u>	7/1/20	7/1/21	
Cash	\$3,529,966	\$4,328,802	
Cash with Fiscal Agent	5,908	13,493	
Due from Other Gov't	-	-	
Other Receivables	361	1,532	
Vouchers Payable	-	(18,767)	
Accounts Payable	(5,412)	-	
Deferred Revenues	(80,401)	(80,802)	
Total Beginning Fund Balance	\$3,450,422	\$4,244,258	

FY 2022-23 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: WASTE/RECYCLED WATER LOAN FUND
Fund/Department ID: 14025-33010300

Account No. and Title	Adopted 2021-22	Requested FY 22-23	Difference	Percent Change
REVENUES:				
<u>USE OF MONEY</u>				
44002 Interest on Pooled Cash	\$2,400	\$0	(\$2,400)	(100.00%)
44003 Other Interest Earnings	0	0	0	N/A
Subtotal Use of Money	\$2,400	\$0	(\$2,400)	(100.00%)
<u>OTHER FINANCING SOURCES</u>				
47101 Transfers In - within a Fund	\$0	\$0	\$0	N/A
Subtotal Other Financing Sources	\$0	\$0	\$0	N/A
<u>ADMINISTRATIVE CONTROL ACCNTS</u>				
49002 Advances	\$0	\$0	\$0	N/A
49003 Advances Clearing	0	0	\$0	N/A
Subtotal Administrative Control Accnts	\$0	\$0	\$0	N/A
TOTAL REVENUES	\$2,400	\$0	(\$2,400)	(100.00%)
EXPENDITURES:				
<u>ADMINISTRATIVE CONTROL ACCNTS</u>				
59002 Advances	\$0	\$0	\$0	N/A
59003 Advances Clearing	0	0	\$0	N/A
Subtotal Administrative Control Accnts	\$0	\$0	\$0	N/A
TOTAL EXPENDITURES	\$0	\$0	\$0	N/A
TOTAL NET COST <i>(Expenditures Minus Revenues)</i>	(\$2,400)	\$0	\$2,400	(100.00%)

FY 2022-23 BUDGET CHARACTER JUSTIFICATION

Department - Division: **Sonoma County Water Agency - Administration and General**
 Section Title: **Waste/Recycled Water Loan Fund**

Character Title: **Use of Money and Property** Character No.: **14025-33010300-44**

44002 Interest on Pooled Cash

This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$500,000
Projected Interest Rate	0.48%
Projected/Planned Interest on Pooled Cash	\$2,400

44003 Other Interest Earnings

This account records the interest amount for interim financing of wastewater and recycled water projects. \$0

Character Title: **Other Financing Sources** Character No.: **14025-33010300-47**

47101 Transfer In - within a Fund

This account will record a transfer of funds from the Agency's General Fund to provide funds for the interim financing of wastewater and recycled water projects. \$0

Character Title: **Administrative Control Accts** Character No.: **14025-33010300-49**

49002 Advances

This account records the principal on the repayment of loans. No planned loans in FY 2022/2023. \$0

49003 Clearing

This is the clearing account for 49002. \$0

Character Title: **Administrative Control Accts** Character No.: **14025-33010300-59**

59002 Advances

This account records the principal on planned loans. No planned loans for FY 2022/2023. \$0

59003 Clearing

This is the clearing account for 59002. \$0

FY 2022-23 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Administration and General
Fund: Waste/Recycled Water Loan Fund
Fund/Department ID: 14025-33010300

DESCRIPTION OF FUND ACTIVITY	Actual FY 20-21	Estimated FY 21-22	Requested FY 22-23
Undesignated/Unreserved <u>BEGINNING</u> Fund Balance Available for Budgeting (See Detailed Components Below)	\$623,011	\$629,271	\$631,671
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	4,737	2,400	0
Expenditures - (Decrease) fund balance	-	-	-
Net Surplus or Deficit - Increase/(Decrease) to fund balance	<u>\$4,737</u>	<u>\$2,400</u>	<u>\$0</u>
Adjustments to Reserves/Encumbrances:			
Unrealized Gain/Loss	1,523	-	-
Accrual of Principal Received - Interfund Loan	-	-	-
Interfund Loan Issued	-	-	-
Net Adjustment - Increase/(Decrease) to Fund Balance	<u>\$1,523</u>	<u>\$0</u>	<u>\$0</u>
Undesignated/Unreserved <u>ENDING</u> Fund Balance Available for Budgeting	<u>\$629,271</u>	<u>\$631,671</u>	<u>\$631,671</u>
Total Increase/(Decrease) in Fund Balance for Fiscal Year <i>(Difference between Beginning and Ending Balance)</i>	\$6,260	\$2,400	\$0
<u>Fund Balance Components at Beginning of FY</u>	<u>7/1/20</u>	<u>7/1/21</u>	
Cash	<u>\$623,011</u>	<u>\$635,548</u>	
Total Beginning Fund Balance	<u>\$623,011</u>	<u>\$635,548</u>	

FY 2022-23 BUDGET
SUMMARY OF REVENUES AND EXPENDITURES

Fund: SUSTAINABILITY-RENEWABLE ENERGY FUND
Fund/Department ID: 14030-33010400

Account No. and Title	Adopted 2021-22	Requested FY 22-23	Difference	Percent Change
REVENUES:				
<u>USE OF MONEY</u>				
44002 Interest on Pooled Cash	\$5,280	\$5,280	\$0	0.00%
Subtotal Use of Money	\$5,280	\$5,280	\$0	0.00%
<u>CHARGES FOR SERVICES</u>				
45301 Charges for Services	\$275,000	\$300,000	\$25,000	9.09%
Subtotal Charges for Service	\$275,000	\$300,000	\$25,000	9.09%
<u>OTHER FINANCING SOURCES</u>				
47101 Transfers Within Funds	\$550,000	\$600,000	\$50,000	9.09%
Subtotal Other Financing Sources	\$550,000	\$600,000	\$50,000	9.09%
TOTAL REVENUES	\$830,280	\$905,280	\$75,000	9.03%
EXPENDITURES:				
<u>SERVICES AND SUPPLIES</u>				
51205 Advertising/Marketing Svc	\$0	\$3,000	\$3,000	N/A
51209 Information Tech Svc (non ISD)	4,000	4,000	0	0.00%
51211 County Counsel - Legal Advice	10,000	50,000	40,000	400.00%
51241 Outside Printing and Binding	5,000	5,000	0	0.00%
51601 Training/Conference Expenses	4,000	4,000	0	0.00%
51602 Business Travel/Mileage	5,000	2,500	(2,500)	(50.00%)
51605 Private Car Expense	500	500	0	0.00%
51803 Other Contract Services	340,000	240,000	(100,000)	(29.41%)
51917 District Operations Charges	604,095	600,000	(4,095)	(0.68%)
51921 Equipment Usage Charges	2,625	2,625	0	0.00%
52021 Clothing, Uniforms, Personal	50	50	0	0.00%
52031 Food	500	2,000	1,500	300.00%
52071 Materials and Supplies Expense	1,500	1,500	0	0.00%
52091 Memberships/Certifications	114,700	106,200	(8,500)	(7.41%)
52111 Office Supplies	200	200	0	0.00%
52117 Mail and Postage Supplies	100	100	0	0.00%
52141 Minor Equipment/Small Tools	200	200	0	0.00%
Subtotal Services and Supplies	\$1,092,470	\$1,021,875	(\$70,595)	(6.46%)
TOTAL EXPENDITURES	\$1,092,470	\$1,021,875	(\$70,595)	(6.46%)
TOTAL NET COST <i>(Expenditures Minus Revenues)</i>	\$262,190	\$116,595	(\$145,595)	(55.53%)

FY 2022-23 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General
Section Title: SUSTAINABILITY-RENEWABLE ENERGY FUND

Character Title: Use of Money and Property **Character No.:** 14030-33010400-44

44002 Interest on Pooled Cash

This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$1,100,000
Projected Interest Rate	0.48%
Projected/Planned Interest on Pooled Cash	\$5,280

Character Title: Charges for Services **Character No.:** 14030-33010400-45

45301 Charges for Services

This account records revenue from reimbursable service agreements. Current agreement with Sonoma Clean Power. \$300,000

Character Title: Other Financing Sources **Character No.:** 14030-33010400-47

47101 Transfers Within Funds

This account will record a transfer of funds from the Agency's General Fund to finance staff and consultant costs associated with planned projects. \$600,000

Character Title: Services and Supplies **Character No.:** 14030-33010400-51/52

51209 Info Tech Saves (Non ISD)

This account records costs of various data processing supplies and services. \$4,000

51211 Legal Services

This account reflects the estimated cost of legal services to be provided by County Counsel or outside legal services, as required. 50,000

51225 In-Service Training

This account records costs for training to Agency employees, to keep abreast of changing industry standards, and to provide employees with the knowledge necessary to do their jobs. 0

51241 Outside Printing & Binding

This account covers the costs of outside printing services. 5,000

51244 Permits/License/Fees

This account represents estimated costs for various permits and fees. 0

51601 Training/Conference

This account records costs associated with training and or conferences. 4,000

51602 Business Travel/Mileage

This account records the cost of travel expenses to meetings and seminars by Agency staff. 2,500

51605 Private Car Expense

Private Car Expense is reimbursed to employees for the use of their private vehicles. 500

FY 2022-23 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: SUSTAINABILITY-RENEWABLE ENERGY FUND

Character Title: Services and Supplies (continued)

Character No.: 14030-33010400-51/52

51803 Other Contract Services

This item provides funds for the use of outside contract services as may be necessary to support the program.

<u>Planned Contract Work</u>	<u>Project No.</u>	<u>Amount</u>
Carbon Free Water Presentations	B0001D023	10,000
Climate Adaptation Implementation	B0013D035	200,000
Drought Resiliency Planning (County Climate Funds)	B0015D021	
Energy Storage	B0001D023	10,000
Woody biomass	B0007D026	10,000
Zun Zun		10,000
		<u>\$240,000</u>

51902 Telecommunication Usage

This account covers communication costs for radio, telephone, and data line charges. 0

51917 District Operations Charges

This account reflects the estimated cost for salaries, benefits and overhead costs for personnel assigned to Sustainability Fund projects.

<u>Planned Project Work</u>	<u>Project No.</u>	<u>Amount</u>
Carbon Free Water Presentations/collaborations	B0001D023	15,000
Climate Adaptation Implementation	B0013D035	100,000
Drought Resiliency Planning (County Climate Funds)		
Electric Vehicle Program	B0001D023	10,000
Energy Education Program	B0014A002	\$300,000
Energy Efficiency	B0001D023	20,000
Energy Storage	B0001D023	50,000
GHG Inventory	B0002C018	50,000
Global Council Science and Env	B0001P008	10,000
Office Waste Recycling Program Admin	B0001D023	5,000
Water/Energy Nexus collaborations	B0001D023	15,000
Woody biomass	B0007D026	25,000
		<u>\$600,000</u>

51921 Equipment Usage Charge

This account records equipment usage charges from the Equipment Fund related to staff use of Agency vehicles. 2,625

52021 Clothing/Uniforms

This account records expenses for uniforms and safety apparel as necessary. 50

52031 Food

This account records costs to provide food for meetings and events. 2,000

52071 Materials and Supplies Expense

This account is requested to provide miscellaneous supplies. 1,500

FY 2022-23 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General
 Section Title: SUSTAINABILITY-RENEWABLE ENERGY FUND

Character Title: Services and Supplies (continued) Character No.: 14030-33010400-51/52

52091 Memberships/Certifications

This account records costs to provide funds for Agency memberships in various professional and technical organizations.

<u>Planned Memberships</u>	<u>Project No.</u>	<u>Amount</u>
CA Council for Environmental and Economic Balance/CA Environmental Dialog		\$20,000
California Foundation on the Environment and the Economy		20,000
Climate Registry	B0002D024	1,200
Global Council Science and Env	B0001P008	20,000
Regional Climate Protection Authority		40,000
Misc. Energy/Climate Confs		5,000
		<u>\$106,200</u>

52111 Office Supplies

This account records non-capitalized office expenses. 200

52117 Mail and Postage Supplies

This account is requested to cover the costs of the Agency's postage. 100

52141 Minor Equipment/Small Tools

This account records the cost for the purchase of office furniture, small tools, instruments and equipment that are individually under \$5,000. 200

FY 2022-23 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Administration and General
Fund: SUSTAINABILITY-RENEWABLE ENERGY FUND
Fund/Department ID: 14030-33010400

DESCRIPTION OF FUND ACTIVITY	Actual FY 20-21	Estimated FY 21-22	Requested FY 22-23
Undesignated/Unreserved <u>BEGINNING</u> Fund Balance Available for Budgeting (See Detailed Components Below)	\$1,033,846	\$469,044	\$179,375
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	\$203,856	\$830,280	\$905,280
Expenditures - (Decrease) fund balance	(817,759)	(1,119,949)	(1,021,875)
Net Surplus or Deficit - Increase/(Decrease) to fund balance	(613,903)	(\$289,669)	(\$116,595)
Adjustments to Reserves/Encumbrances:			
Outstanding Encumbrances (Decrease Fund Balance)	48,942	-	-
Unrealized Gains/Losses	160	-	-
Rounding	(1)	-	-
Net Adjustment - Increase/(Decrease) to Fund Balance	49,101	0	0
Undesignated/Unreserved <u>ENDING</u> Fund Balance Available for Budgeting	\$469,044	\$179,375	\$62,780
Total Increase/(Decrease) in Fund Balance for Fiscal Year <i>(Difference between Beginning and Ending Balance)</i>	(\$564,802)	(\$289,669)	(\$116,595)
<u>Fund Balance Components at Beginning of FY</u>	7/1/20	7/1/21	
Cash	\$1,210,096	\$510,814	
Accounts Receivable-AR Module	33,571	46,461	
Vouchers Payable	(131,350)	(13,498)	
Accounts Payable	-	(45,204)	
Encumbrances	(78,471)	(29,529)	
Total Beginning Fund Balance	\$1,033,846	\$469,044	