

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT
Draft 2019/20 Capital & Equipment Budget**

PROJECTS	Total Budget	Funding Source						
		Capital Reserves		Operating Budget			Operating Reserves	
		Water	Sewer	Water	Sewer	General	Water	Sewer
Vertical Well (design)	\$40,000	\$13,600		\$26,400			\$0	\$0
Lift Station 5 (connect to LS 10)	\$25,000						\$0	\$25,000
Lift Station 3 (rehab design)	\$60,000		\$21,000				\$0	\$39,000
PVS (design, bid docs)	\$60,000	\$12,240	\$8,400	\$23,760			\$0	\$15,600
OPEB Funding/Transfer	\$25,000					\$25,000	\$0	\$0
WTP Actuator Replacement (Roll forward from 18/19)	\$10,529						\$10,529	
subtotal Projects	\$220,529	\$25,840	\$29,400	\$50,160	\$0	\$25,000	\$10,529	\$79,600
EQUIPMENT								
Backhoe replacement	\$120,000			\$72,000			\$0	\$48,000
VOiP Phone System	\$15,000			\$9,000			\$0	\$6,000
subtotal Equipment	\$135,000	\$0	\$0	\$81,000	\$0	\$0	\$0	\$54,000
TOTAL CAPITAL	\$355,529	\$25,840	\$29,400	\$131,160	\$0	\$25,000	\$10,529	\$133,600

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - WATER FUND
2018/19 Un-Audited, Preliminary 2019/20, & Final 2019/20

OPERATING REVENUE	Un-Audited FYE 2019	Preliminary 19/20	Changes	Notes	Final Budget 19/20
Water Fees	937,180	1,048,675	-		1,048,675
Late Fees	10,061	11,000	-		11,000
Hook-Up Fees	3,700	5,000	-		5,000
Turn on Fees	2,180	2,000	-		2,000
Plan Check & Inspection	917	5,000	-		5,000
Miscellaneous Income	0	0	-		0
TOTAL OPERATING REVENUE	\$954,037	\$1,071,675	\$0		\$1,071,675
NON-OPERATING REVENUE					
Standby Charges	197,020	203,154	-		203,154
Property Tax	192,540	200,399	-		200,399
Interest	52,245	38,000	-		38,000
Connection Fees	33,278	63,490	-		63,490
TOTAL NON-OPERATING REVENUE	\$475,084	\$505,043	\$0		\$505,043
RESERVE REVENUE					
Capital Reserves	66,692	25,840	-		25,840
General Reserves	0	0	10,529		10,529
TOTAL RESERVE REVENUE	\$66,692	\$25,840	\$10,529		\$36,369
TOTAL REVENUE	\$1,495,813	\$1,602,558	\$10,529		\$1,613,087
OPERATING EXPENSES					
SALARIES AND BENEFITS					
Salaries	227,978	237,482	(2,087)		235,395
Overtime	9,020	8,450	-		8,450
Standby	7,400	7,750	-		7,750
Health Insurance	39,744	36,700	(171)		36,529
Pers Retirement	43,168	48,371	(465)		47,906
Workers Comp. Ins.	10,560	13,496	(121)		13,375
Medicare/FICA	3,532	3,443	(30)		3,413
Uniforms	1,462	2,250	-		2,250
TOTAL SALARIES & BENEFITS	\$342,862	\$357,942	(2,874)		\$355,068
UTILITIES					
Electricity	150,988	167,648	(10,620)		157,028
Water Purchase	23,114	23,114	-		23,114
Telephone/Internet	3,416	4,066	(514)		3,552
TOTAL UTILITIES	\$177,518	\$194,828	(11,134)		\$183,694

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - WATER FUND
2018/19 Un-Audited, Preliminary 2019/20, & Final 2019/20

	Un-Audited FYE 2019	Preliminary 19/20	Changes	Notes	Final Budget 19/20
MAINTENANCE & SUPPLIES					
Chemicals	51,394	55,000	-		55,000
Computer/Software	4,048	3,000	-		3,000
Equip. Rental/Lease	340	500	-		500
Fixed Equip.	43,418	66,000	-		66,000
Fuel & Oil	8,700	7,000	-		7,000
Lab Testing	12,636	12,600	-		12,600
Struct./Grnds.	3,547	3,500	-		3,500
Small Tools/Equip.	1,573	1,500	-		1,500
Supplies	3,180	3,000	-		3,000
Meters/Equip.	2,639	5,000	-		5,000
Vehicles	6,895	4,500	-		4,500
TOTAL MAINT. & SUP.	\$138,371	\$161,600	\$0		\$161,600
GENERAL & ADMINISTRATION					
Allocation of General Fund	244,884	258,605	5,363		263,968
Alarm/Answering Service	868	800	-		800
Bank Charges/Fees	0	0	-		0
Consulting/Engineering	5,556	10,000	-		10,000
Dues/Subscription	909	1,525	-		1,525
Insurance	10,823	8,605	-		8,605
Legal/Attorney	2,134	5,000	-		5,000
Licenses/Permits	11,464	13,000	-		13,000
Plan Check & Inspection	1,732	5,000	-		5,000
Professional Service	7,417	8,600	3,500		12,100
Training & Travel	194	1,000	-		1,000
TOTAL G & A	\$285,982	\$312,135	\$8,863		\$320,998
CAPITAL PROJECTS & EQUIPMENT					
Project	22,222	76,000	10,529		86,529
Equipment	44,471	81,000	-		81,000
TOTAL CAPITAL	\$66,692	\$157,000	\$10,529		\$167,529
DEBT					
State Loan Payment-DWR	103,628	103,629	-		103,629
State Loan Payment Phase II-SRF	58,739	58,740	-		58,740
TOTAL DEBT	\$162,367	\$162,369	\$0		\$162,369
FUNDED DEPRECIATION					
	175,000	175,000			175,000
UNFUNDED DEPRECIATION					
	0	0			0
TOTAL EXPENSE	\$1,348,792	\$1,520,874	5,384		\$1,526,258
TRANSFER TO RESERVES	\$33,278	\$63,490	\$0		\$63,490
FUND TOTAL	\$113,744	\$18,194	\$5,145		\$23,339

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - SEWER FUND
2018/19 Un-Audited, Preliminary 2019/20, & Final 2019/20

OPERATING REVENUE	Un-Audited FYE 2019	Preliminary 19/20	Changes	Notes	Final Budget 19/20
Sewer Fees	588,821	628,817	-		628,817
Late Fees	6,653	7,000	-		7,000
Hook-Up Fees	600	1,000	-		1,000
Turn on Fees	1,470	1,500	-		1,500
Plan Check & Inspection	917	5,000	-		5,000
Miscellaneous Income	0	0	-		0
TOTAL OPERATING REVENUE	\$598,461	\$643,317	\$0		\$643,317
NON-OPERATING REVENUE					
Standby Charges	40,354	39,312	-		39,312
Property Tax	105,022	109,308	-		109,308
Interest	16,415	12,000	-		12,000
Connection Fees	28,236	77,670	-		77,670
TOTAL NON-OPERATING REVENUE	\$190,027	\$238,290	\$0		\$238,290
RESERVE REVENUE					
Capital Reserves	29,400	29,400	-		29,400
General Reserves	0	133,600	-		133,600
TOTAL RESERVE	\$29,400	\$163,000	\$0		\$163,000
TOTAL REVENUE	\$817,887	\$1,044,607	\$0		\$1,044,607
OPERATING EXPENSES					
SALARIES AND BENEFITS					
Salaries	151,985	158,321	(1,391)		156,930
Overtime	6,013	5,600	-		5,600
Standby	4,933	5,150	-		5,150
Health Insurance	26,854	24,467	(115)		24,352
Pers Retirement	28,585	32,248	(311)		31,937
Workers Comp. Ins.	6,973	8,997	(81)		8,916
Medicare/FICA	2,355	2,296	(21)		2,275
Uniforms	975	2,250	-		2,250
TOTAL SALARIES & BENEFITS	\$228,673	\$239,329	(1,919)		\$237,410
UTILITIES					
Electricity	75,192	80,080	(1,881)		78,199
Telephone/Internet	2,381	2,818	(342)		2,476
TOTAL UTILITIES	\$77,572	\$82,898	(2,223)		\$80,675

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - SEWER FUND
2018/19 Un-Audited, Preliminary 2019/20, & Final 2019/20

	Un-Audited FYE 2019	Preliminary 19/20	Changes	Notes	Final Budget 19/20
MAINTENANCE & SUPPLIES					
Chemicals	21,008	21,000	-		21,000
Computer/Software	4,073	1,000	-		1,000
Equip. Rental/Lease	0	500	-		500
Fixed Equip.	20,202	37,000	-		37,000
Fuel & Oil	5,800	5,000	-		5,000
Lab Testing	23,804	17,400	-		17,400
Struct./Grnds.	7,095	7,000	-		7,000
Small Tools/Equip.	1,049	2,000	-		2,000
Supplies	1,901	2,500	-		2,500
Vehicles	4,596	4,000	-		4,000
TOTAL MAINT. & SUP.	\$89,527	\$97,400	\$0		\$97,400
GENERAL & ADMINISTRATION					
Allocation of General Fund	188,373	198,927	4,126		203,053
Alarm/Answering Service	868	775	-		775
Bank Charges/Fees	0	0	-		0
Consulting/Engineering	4,252	10,000	-		10,000
Dues/Subscription	82	775	-		775
Insurance	8,246	6,556	-		6,556
Legal/Attorney	1,309	2,000	-		2,000
Licenses/Permits	7,821	15,200	-		15,200
Plan Check & Inspection	1,059	5,000	-		5,000
Professional Service	5,369	8,500	-		8,500
Training & Travel	783	1,000	-		1,000
TOTAL G & A	\$218,162	\$248,733	\$4,126		\$252,859
CAPITAL PROJECTS & EQUIPMENT					
Project	8,368	109,000	-		109,000
Equipment	21,031	54,000	-		54,000
TOTAL CAPITAL	\$29,400	\$163,000	\$0		\$163,000
FUNDED DEPRECIATION	98,000	98,000	-		98,000
UNFUNDED DEPRECIATION	0	0	-		0
TOTAL EXPENSE	\$741,334	\$929,360	(16)		\$929,344
TRANSFER TO RESERVES	\$28,236	\$77,670	-		\$77,670
FUND TOTAL	\$48,317	\$37,577	\$16		\$37,593

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - SOLID WASTE FUND
2018/19 Un-Audited, Preliminary 2019/20, & Final 2019/20

OPERATING REVENUE	Un-Audited FYE 2019	Preliminary 19/20	Changes	Notes	Final Budget 19/20
Franchise Fees	\$69,634	\$70,932	-		\$70,932
TOTAL REVENUE	\$69,634	\$70,932	\$0		\$70,932
OPERATING EXPENSES					
Allocation of General Fund	37,675	39,785	826		\$40,611
TOTAL EXPENSES	\$37,675	\$39,785	\$826		\$40,611
TRANSFER TO RESERVES	\$31,959	\$31,147	(\$826)		\$30,321
FUND TOTAL	0	0	0		0

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - GENERAL FUND
2018/19 Un-Audited, Preliminary 2019/20, & Final 2019/20

OPERATING REVENUE	Un-Audited FYE 2019	Preliminary 19/20	Changes	Notes	Final Budget 19/20
Transfer from other Funds	0	0	-		0
Miscellaneous Income	3,209	2,000	-		2,000
TOTAL OPERATING REVENUE	\$3,209	\$2,000	\$0		\$2,000
NON-OPERATING REVENUE					
Property Tax	52,511	54,654	-		54,654
Interest	0	0	-		0
TOTAL NON-OPERATING REVENUE	\$52,511	\$54,654	\$0		\$54,654
RESERVE REVENUE					
Capital Reserves	0	0	-		0
General Reserves	50,170	0	-		0
TOTAL RESERVE REVENUE	\$50,170	\$0	\$0		\$0
TOTAL REVENUE	\$105,890	\$56,654	\$0		\$56,654

OPERATING EXPENSES					
SALARIES AND BENEFITS					
Salaries	240,331	251,964	-		251,964
Overtime	14	1,000	-		1,000
Health Insurance	47,907	36,003	(131)		35,872
Health Insurance - Retirees	58,327	48,561	-		48,561
Pers Retirement	46,203	35,622	-		35,622
Workers Comp. Ins.	2,391	2,781	-		2,781
Directors' Fees	5,550	7,000	-		7,000
Medicare/FICA	3,874	4,175	-		4,175
Car Allowance	3,000	3,000	-		3,000
SUI/ETT	736	1,500	-		1,500
TOTAL SALARIES & BENEFITS	\$408,333	\$391,606	(131)		\$391,475
UTILITIES					
Electricity	4,139	4,784	191		4,975
Propane	956	936	37		973
Telephone/Internet	4,554	5,418	217		5,635
TOTAL UTILITIES	\$9,649	\$11,138	\$446		\$11,584

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - GENERAL FUND
2018/19 Un-Audited, Preliminary 2019/20, & Final 2019/20

MAINTENANCE & SUPPLIES	Un-Audited FYE 2019	Preliminary 19/20	Changes	Notes	Final Budget 19/20
Computer/Software	12,833	3,000	-		3,000
Equip. Rental/Lease	0	0	-		0
Fixed Equip.	0	0	-		0
Office Supplies	2,293	3,000	-		3,000
Parks & Recreation	314	500	-		500
Struct./Grnds.	3,547	3,500	-		3,500
Supplies	498	500	-		500
TOTAL MAINT. & SUP.	\$19,487	\$10,500	\$0		\$10,500
GENERAL & ADMINISTRATION					
Ads./Advertising	1,234	1,500	-		1,500
Alarm/Answering Service	1,737	1,700	-		1,700
Audit	6,000	10,000	-		10,000
Bank Charges/Fees	2,222	3,000	-		3,000
Consulting/Engineering	0	0	-		0
Dues/Subscription	7,072	7,100	-		7,100
Elections	549	1,000	-		1,000
Insurance	6,700	5,327	-		5,327
LAFCO	7,015	8,000	-		8,000
Legal/Attorney	9,096	15,000	-		15,000
Licenses/Permits	0	0	-		0
Postage	19,082	20,000	-		20,000
Professional Service	6,578	7,800	10,000		17,800
Tax Collection	5,286	5,300	-		5,300
Staff Training & Travel	1,371	5,000	-		5,000
Board Training & Travel	241	10,000	-		10,000
TOTAL G & A	\$74,183	\$100,727	\$10,000		\$110,727
CAPITAL PROJECTS & EQUIPMENT					
Project	50,170	25,000	-		25,000
Equipment	0	0	-		0
TOTAL CAPITAL	\$50,170	\$25,000	\$0		\$25,000
FUNDED DEPRECIATION	15,000	15,000	-		15,000
UNFUNDED DEPRECIATION	0	0	-		0
TOTAL EXPENSE	\$576,821	\$553,971	\$10,315		\$564,286
TRANSFERRED TO OTHER FUNDS	(\$470,932)	(\$497,317)	(\$10,315)		(\$507,632)
FUND TOTAL	\$0	\$0	\$0		\$0

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2018/19 Un-Audited, Preliminary 2019/20, & Final 2019/20

OPERATING REVENUE	Un-Audited FYE 2019	Preliminary 19/20	Changes	Notes	Final Budget 19/20
Water Fees	937,180	1,048,675	-		1,048,675
Sewer Fees	588,821	628,817	-		628,817
Hook-Up Fees	4,300	6,000	-		6,000
Turn on Fees	3,650	3,500	-		3,500
Late Fees	16,713	18,000	-		18,000
Plan Check & Inspection	1,833	10,000	-		10,000
Miscellaneous Income	3,209	2,000	-		2,000
OPERATING REVENUE	\$1,555,707	\$1,716,992	-		\$1,716,992
FRANCHISE REVENUE					
FRANCHISE REVENUE	\$69,634	\$70,932	-		\$70,932
TOTAL OPERATING REVENUE	\$1,625,340	\$1,787,924	-		\$1,787,924
NON-OPERATING REVENUE					
Standby Charges	237,374	242,466	-		242,466
Property Tax	350,073	364,361	-		364,361
Interest	68,660	50,000	-		50,000
Connection Fees	61,514	141,160	-		141,160
TOTAL NON-OPERATING REVENUE	\$717,621	\$797,987	-		\$797,987
RESERVE REVENUE					
Capital Reserves	96,092	55,240	-		55,240
General Reserves	50,170	133,600	10,529		144,129
TOTAL RESERVE REVENUE	\$146,262	\$188,840	10,529		\$199,369
TOTAL NON-OPERATING REVENUE	\$863,884	\$986,827	10,529		\$997,356
TOTAL ALL REVENUE	\$2,489,224	\$2,774,751	\$10,529		\$2,785,280

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2018/19 Un-Audited, Preliminary 2019/20, & Final 2019/20

OPERATING EXPENSES					
SALARIES AND BENEFITS	Un-Audited FYE 2019	Preliminary 19/20	Changes	Notes	Final Budget 19/20
Salaries	620,293	647,767	(3,478)		644,289
Health Insurance	114,506	97,170	(417)		96,753
Health Insurance - Retiree	58,327	48,561	-		48,561
Pers Retirement	117,956	116,241	(776)		115,465
Standby	12,333	12,900	-		12,900
Overtime	15,048	15,050	-		15,050
Workers Comp. Ins.	19,924	25,274	(202)		25,072
Directors' Fees	5,550	7,000	-		7,000
Medicare/FICA	9,760	9,914	(51)		9,863
Car Allowance	3,000	3,000	-		3,000
SUI/ETT	736	1,500	-		1,500
Uniforms	2,436	4,500	-		4,500
TOTAL SALARIES & BENEFITS	\$979,868	\$988,877	(4,924)		\$983,953
UTILITIES					
Electricity	230,319	252,512	(12,310)		240,202
Propane	956	936	37		973
Water Purchase	23,114	23,114	-		23,114
Telephone/Internet	10,350	12,302	(639)		11,663
TOTAL UTILITIES	\$264,739	\$288,864	(12,912)		\$275,953
MAINTENANCE & SUPPLIES					
Chemicals	72,403	76,000	-		76,000
Computer/Software	20,954	7,000	-		7,000
Equip. Rental/Lease	340	1,000	-		1,000
Fixed Equip.	63,620	103,000	-		103,000
Fuel & Oil	14,500	12,000	-		12,000
Lab Testing	36,440	30,000	-		30,000
Office Supplies	2,293	3,000	-		3,000
Parks & Recreation	314	500	-		500
Struct./Grnds.	14,189	14,000	-		14,000
Small Tools/Equip.	2,623	3,500	-		3,500
Supplies	5,579	6,000	-		6,000
Meters/Equip.	2,639	5,000	-		5,000
Vehicles	11,491	8,500	-		8,500
TOTAL MAINT. & SUP.	\$247,385	\$269,500	-		\$269,500

HERITAGE RANCH COMMUNITY SERVICES DISTRICT - CONSOLIDATED BUDGET
2018/19 Un-Audited, Preliminary 2019/20, & Final 2019/20

GENERAL & ADMINISTRATION	Un-Audited FYE 2019	Preliminary 19/20	Changes	Notes	Final Budget 19/20
Ads./Advertising	1,234	1,500	-		1,500
Alarm/Answering Service	3,473	3,275	-		3,275
Audit	6,000	10,000	-		10,000
Bank Charges/Fees	2,222	3,000	-		3,000
Consulting/Engineering	9,808	20,000	-		20,000
Dues/Subscription	8,063	9,400	-		9,400
Elections	549	1,000	-		1,000
Insurance	25,768	20,488	-		20,488
LAFCO	7,015	8,000	-		8,000
Legal/Attorney	12,539	22,000	-		22,000
Licenses/Permits	19,286	28,200	-		28,200
Plan Check & Inspection	2,791	10,000	-		10,000
Postage/Billing	19,082	20,000	-		20,000
Professional Service	19,364	24,900	13,500		38,400
Tax Collection	5,286	5,300	-		5,300
Staff Training & Travel	2,349	7,000	-		7,000
Board Training & Travel	241	10,000	-		10,000
TOTAL G & A	\$145,069	\$204,063	13,500		\$217,563
CAPITAL PROJECTS & EQUIPMENT					
Structures/Improvements	80,760	210,000	10,529		220,529
Equipment	65,502	135,000	-		135,000
TOTAL CAPITAL	\$146,262	\$345,000	10,529		\$355,529
DEBT					
State Loan Payment - DWR	103,628	103,629	-		103,629
State Loan Payment Phase II - SRF	58,739	58,740	-		58,740
TOTAL DEBT	\$162,367	\$162,369	-		\$162,369
FUNDED DEPRECIATION	\$288,000	\$288,000	-		\$288,000
UNFUNDED DEPRECIATION	\$0	\$0	-		\$0
TOTAL EXPENSE	\$2,233,691	\$2,546,673	6,193		\$2,552,867
CAPACTIY CHARGES TRANSFER	\$61,514	\$141,160	-		\$141,160
SOLID WASTE FEES TRANSFER	\$31,959	\$31,147	(826)		\$30,321
		\$172,307			\$171,481
FUND TOTAL	\$162,060	\$55,771	\$5,161		\$60,932

HRCSD Salaries Ranges FY 2019/20

07/01/2019 Budget

Position	Range	Hourly Pay Range per Step					Longevity		
		A	B	C	D	E	10 years	15 years	20 years
Customer Service Representative I	5	\$13.98	\$14.68	\$15.42	\$16.19	\$17.00	\$17.42	\$17.85	\$18.27
Customer Service Representative II	9	\$15.42	\$16.19	\$17.00	\$17.85	\$18.74	\$19.21	\$19.68	\$20.15
Customer Service Representative III	13	\$17.00	\$17.85	\$18.74	\$19.68	\$20.66	\$21.18	\$21.70	\$22.21
Maintenance Worker	14	\$17.43	\$18.30	\$19.21	\$20.17	\$21.18	\$21.71	\$22.24	\$22.77
Office Assistant I	22	\$21.18	\$22.24	\$23.35	\$24.52	\$25.75	\$26.39	\$27.03	\$27.68
Operator In Training	22	\$21.18	\$22.24	\$23.35	\$24.52	\$25.75	\$26.39	\$27.03	\$27.68
Treatment Op. 1	28	\$24.52	\$25.75	\$27.04	\$28.39	\$29.81	\$30.55	\$31.30	\$32.04
Office Assistant II	28	\$24.52	\$25.75	\$27.04	\$28.39	\$29.81	\$30.55	\$31.30	\$32.04
Treatment Op. 1 / WW I	30	\$25.75	\$27.04	\$28.39	\$29.81	\$31.30	\$32.08	\$32.86	\$33.65
Treatment Op. 2	32	\$27.04	\$28.39	\$29.81	\$31.30	\$32.87	\$33.69	\$34.51	\$35.33
Treatment Op. 2 / T3	33	\$27.70	\$29.08	\$30.53	\$32.06	\$33.66	\$34.51	\$35.35	\$36.19
Treatment Operator 2 / WW I	34	\$28.38	\$29.80	\$31.29	\$32.86	\$34.50	\$35.36	\$36.22	\$37.09
Treatment Op. 2 / WW I - lab	35	\$29.08	\$30.53	\$32.06	\$33.66	\$35.35	\$36.23	\$37.11	\$38.00
Office Supervisor	37	\$30.54	\$32.06	\$33.67	\$35.35	\$37.12	\$38.04	\$38.97	\$39.90
Treatment Operator 3	38	\$31.30	\$32.86	\$34.50	\$36.23	\$38.04	\$38.99	\$39.94	\$40.89
Operations Manager	50	\$41.93	\$44.02	\$46.23	\$48.54	\$50.96	\$52.24	\$53.51	\$54.79
Assistant General Manager	54	\$46.26	\$48.57	\$51.00	\$53.55	\$56.22	\$57.63	\$59.04	\$60.44

General Manager Contract Annual Salary \$127,305

Budgeted 2019/20