

**SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2012 DRAFT BUDGET-EXHIBIT "A" Page 1 of 2**

FY 2012 Draft Budget (Operational Expenses, Personnel & Capitol Outlay)	\$545,876
FY 2012 Draft Budget (Operational Expenses, Personnel & Capitol Outlay (Operational Reserves Fund):.....	\$46,000
(Infrastructure Repair, Replacement & Purchase Fund):	\$171,393

FY 2012 Projected Beginning Fund Balance	\$224,000	FY 2012 Projected Assment Revenue	\$539,269	FY 2012 Projected Total Funds Available	\$763,269
FY 2011 Approved Budget	\$520,944	FY 2011 Projected Budget Expenditures	\$520,944	FY 2011 Projected End of Year Balance	\$224,000

<u>OPERATIONAL EXPENSES</u>	<u>(Approved)</u> <u>FY 2011</u>	<u>(Projected)</u> <u>FY 2011</u>	<u>(Proposed)</u> <u>FY 2012</u>
Audit Expenses	\$7,500	\$7,500	\$7,500
Accounting & Bookkeeping	\$3,800	\$3,800	\$3,800
Misc. Fees (Notary/Bonds/etc.)	\$700	\$700	\$700
Legal Expenses	\$1,500	\$1,500	\$1,500
Insurance (Property Loss/Liability)	\$7,000	\$7,000	\$7,000
Miscellaneous/Contingency	\$5,000	\$5,000	\$5,000
Professional Development (Travel/Training)	\$5,000	\$5,000	\$5,000
Dues, Certificates & Subscriptions	\$4,000	\$4,000	\$4,000
Uniform Expenses	\$1,600	\$1,600	\$1,600
Electric Power/Water/Sewer	\$5,000	\$5,000	\$5,000
Telephone Service	\$5,000	\$5,000	\$5,000
Internet Service	\$1,200	\$1,200	\$1,200
Office Supplies/Postage	\$4,500	\$4,500	\$4,500
Office Equipment Repair/Replacement	\$2,300	\$2,875	\$2,300
Gate Maintenance & Opener Purchase	\$3,000	\$3,000	\$3,000
Street Light & Main Gate Lights Maintenance	\$3,500	\$3,500	\$3,500
Landscape Supplies & Repairs	\$17,000	\$17,000	\$17,000
Landscape Equipment Repair/Replacement	\$12,000	\$12,000	\$12,000
Lease/Purchase Tractor	\$9,384	\$9,384	\$9,384
Landscape Equipment Gas & Oil	\$6,000	\$6,000	\$6,000
Mosquito Control Products	\$11,000	\$11,000	\$11,000
Mosquito Abatement Monitoring & Testing	\$2,800	\$2,225	\$2,800
Mosquito Abatement Vehicle Gas & Oil	\$12,000	\$12,000	\$12,000
Mosquito Abatement Vehicle Maintenance	\$4,000	\$4,000	\$4,000
County Fees/LAFCO	\$0	\$0	\$0
Total Operational Expenses	\$134,784	\$134,784	\$134,784

Saddle Creek CSD

<u>Personnel Expenses</u>	(Approved) FY 2011	(Projected) FY 2011	(Proposed) FY 2012
Workers' Compensation Insurance (13)	\$18,500	\$18,500	\$18,500
Health Insurance (6)	\$46,200	\$46,200	\$50,212
Payroll Taxes (13)	\$25,600	\$25,600	\$26,510
Processing Fees (13)	\$1,400	\$1,400	\$1,400
Directors' Stipend (5)	\$6,000	\$6,000	\$6,000
Employee Wages (8)	\$288,460	\$288,460	\$301,570
<u>Total Personnel Expenses:</u>	<u>\$386,160</u>	<u>\$386,160</u>	<u>\$404,192</u>

- * Annual employee merit increases (step raises) are reflected.
- * No cost of living increases are reflected.
- * Maintenance Manager's \$2,500 (plus payroll tax costs) annual (IRA) contribution is reflected.
- * Directors, General Manager & CSD Clerk/Treasurer do not receive Health Insurance Benefits.
- * FY 2012 Budget proposes \$2,500 (plus payroll tax costs) annual IRA contribution for Maintenance Supervisor

<u>Capitol Outlay</u>	(Approved) FY 2011	(Projected) FY 2011	(Proposed) FY 2012
<u>Total Capitol Outlay</u> (Virismo Flail Mower)	\$0	\$0	\$6,900

Exhibit "B"

**SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2012 EMPLOYEE CLASSIFICATION & SALARY SCHEDULE**

<u>Employee Classification</u>	<u>FY2012 Salary</u>
(5) Directors (Elected)	\$100 per Board Meeting Attended
(1) General Manager	\$57,881 Annually
(1) CSD Clerk/Treasurer	\$12.00 Hourly

FY 2011 Salary Schedule

<u>Employee Classification</u>		(Step 1) <u>Start</u>	(Step 2) <u>After 1 Yr.</u>	(Step 3) <u>After 2 Yrs.</u>	(Step 4) <u>After 3 Yrs.</u>
(1) Maintenance Manager	(A)	\$66,500	\$70,000	\$73,500	\$77,175
(1) Maintenance Supervisor	(A)	\$35,360	\$37,440	\$39,520	\$41,600
(1) Landscape Maint. II	(H)	\$14.00	\$15.00	\$16.00	\$17.00
(3) Landscape Maint. I	(H)	\$10.00	\$11.00	\$12.00	\$13.00
(0) Part-Time Maint. I	(H)	\$10.00	N/A	N/A	N/A

(A)=Annual Salary (H)=Hourly Salary

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- a) Health Insurance Benefits are provided to the following Employee Classifications after completion of 90 days full time employment with the District; 1) Maintenance Manager, 2) Maintenance Supervisor, 3) Maintenance II and 4) Maintenance I. The District does not pay for Health Insurance Coverage for 1) Employee Dependents, 2) Directors, 3) the General Manager, 4) the CSD Clerk/Treasurer or 5) Part-Time Employees.
- b) Upon completion of each full calendar year of employment with the District in the position of Maintenance Manager or Maintenance Supervisor, the District provides a \$2,500 IRA contribution. This benefit is paid during the month of January in the year following each full calendar year of employment. All payroll costs associated with this benefit are borne by the District.
- c) The Part-Time Maintenance I position is filled only when necessary to provide an adequate level of service during times when full time positions are vacant.
- d) Saddle Creek CSD meets on the third Tuesday of each month. Directors receive a stipend of \$100 for attending the meeting. Directors who miss a meeting are not compensated. The annual stipend for a director who attends all CSD meetings is \$1,200.

Exhibit "C"

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2011 BUDGET CATEGORY IDENTIFICATION
(Operational Expenses & Capital Outlay)

Operational Expenses

- OE 01/Audit: Costs for annual independent audit of District Finances.
- OE 02/Bookkeeping: Cost for accounting and bookkeeping services.
- OE 03/Misc. Fees: Cost for notary/bonds/etc.
- OE 04/Legal Expenses: Cost for CSD Attorney and other legal professionals.
- OE 05/Category not in use////////////////////////////////////
- OE 06/Insurance: Cost for SDRMA property loss & liability insurance.
- OE 07/Contingency: Funds available to GM for unanticipated District expenses.
- OE 08/Professional Development: Cost for business related meetings, travel & meal expenses.
- OE 09/Dues, Certifications & Subscriptions: Cost for professional dues, certifications, etc.
- OE 10/Uniform Expense: Cost for uniform purchase.
- OE 11/Electric/Water/Sewer: Cost for PG&E/CCWD services to facilities under District control.
- OE 12/Telephone Service: Cost for all District landline and cell phones.
- OE 13/Internet Service: Cost for Caltel Internet service.
- OE 14/Office Supplies: Cost for purchase of office supplies and mailings.
- OE 15/Office Equipment: Cost for purchase and maintenance of office equipment.
- OE 16/Gate maintenance: Cost for gate maintenance/repair and opener purchase.
- OE 17/Street & Gate Lighting: Cost for maintenance and repair of lighting under District control.
- OE 18/Landscape Supplies/Repairs: Cost for landscape supplies, repairs, etc.
- OE 19/Landscape Equipment Repair: Cost for maintenance and replacement of landscape equipment.
- OE 20/Tractor Lease/Purchase: Lease purchase payment for Kubota Tractor.
- OE 21/Landscape Equipment Gas/Oil: Gas & oil for landscape equipment tools/vehicles.

Exhibit "C"

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2011 BUDGET CATEGORY IDENTIFICATION
(Operational Expenses & Capital Outlay)

Operational Expenses

OE 22/Mosquito Control Products: Cost of chemicals and supplies for abatement operations.

OE 23/Mosquito Monitoring & Testing: Cost for testing of mosquitos/birds and sentinel chicken flock.

OE 24/Mosquito Vehicle Gas & Oil: Cost of gas and oil for mosquito abatement operations.

OE 25/Mosquito Abatement Maintenance: Cost for maintenance/repair of abatement vehicles/equipment.

Capital Outlay

CO 01/None



Saddle Creek Community Services District, 1000 Saddle Creek Drive, Copperopolis, CA 95228
"Committed to Serving our Community"

General Fund Reserve Policy
FY 2011 Proposed Budget- Exhibit "D"

Purpose of Reserve Policy

To insure the District has sufficient reserves in the General Fund to meet its operating and debt service needs in response to short term emergencies and to set aside funds necessary for repair and replacement of infrastructure (streets & irrigation lines) and buildings at a future date.

GASB Statement 54 Overview

As set forth in Statement No. 54 of the Government Accounting Standards Board (GASB) sets forth the following Fund Balance Reporting and Government Fund Type Definitions, unrestricted fund balance is composed of funds that may be classified as committed, assigned or unassigned.

- 1) Committed funds are constrained by the limitations imposed by the governing body upon itself as to the funds use.
- 2) Assigned funds represent the Governing Bodies intention to use the funds for a specific purpose.
- 3) Unassigned funds represent the remainder of the fund balance after accounting for all the reserve amounts.

Implementation of General Fund Reserve Funding

GASB Statement 54 became effective for the reporting period beginning after June 15, 2010. As the District fiscal year runs from January 1- December 31 funding, as funding is available, for the following General Fund Reserves shall commence with Board adoption of the FY 2011 Saddle Creek Community Services District Budget.

Committed Fund Balance

General Fund Reserves (Operational Reserve Funds)

In order to insure the District may continue to meet it's operational and debt service needs during a short term revenue shortfall a Committed General Fund Reserve in an amount equal to a minimum of one month of operational and debt service cost shall be maintained, providing that sufficient funding is available.

General Fund Reserves (Infrastructure Repair, Replacement & Purchase Fund)

In recognition of the need of significant funding for major repair and replacement of infrastructure (streets & irrigation lines) and buildings at a future date the Board of Directors has determined that all funds not required for regular District operation (funds budgeted annually for Operational, Personnel & Capitol Outlay expenses) and those funds identified as General Fund (Operational Reserves) shall be designated and maintained as General Fund Reserves (Infrastructure Repair, Replacement & Purchase).

Use of Committed Reserves

Once funded, Committed General Fund Reserves (Operational Reserves) and General Fund Reserves (Infrastructure Repair, Replacement & Purchase Fund) may only be released by Resolution of the District Board of Directors. When determined necessary by the Board of Directors to insure District operation may continue at an acceptable level Committed Reserve Funds may be used for regular District operational expenses. In the event such action is deemed necessary funds will first be used from General Fund Reserves (Operational Reserve Funds) and then if necessary from the General Fund Reserves (Infrastructure Repair, Replacement & Purchase Fund). Any funds used for such purpose shall be returned to the General Fund Reserves as soon as monies are available.

Assigned Funds

When The Board of Directors passes a Resolution authorizing the use of all or a portion of the Committed Fund Balance for a specific purpose the amount specified is classified as the Assigned Fund Balance.

Unassigned Funds

The Unassigned Fund Balance is all funds in the Committed Fund Balance that have not been designated by Board Resolution as being Assigned.

Board of Directors
Saddle Creek CSD

Approved: November 16, 2010