

SADDLE CREEK COMMUNITY SERVICES DISTRICT
APPROVED FY 2013 BUDGET-EXHIBIT "A" Page 1 of 2

FY 2013 Approved Budget (Operational Expenses, Personnel & Capitol Outlay)	\$582,642
FY 2013 Projected General Fund Reserves:	
(Operational Reserves Fund):.....	\$48,554
(Infrastructure Repair, Replacement & Purchase Fund):	\$191,101

FY 2012 Actual Beginning Balance	\$249,547	FY 2012 Actual Assessment Revenue	\$534,078	FY 2012 Actual Expenditures	\$525,494
FY 2013 Actual Beginning Balance	\$277,537	FY 2013 Projected Assessment Revenues	\$544,760	FY 2013 Projected Total Funds Available	\$822,297

<u>OPERATIONAL EXPENSES</u>	Approved FY 2012	Actual FY 2012	Approved FY 2013
Audit Expenses	\$7,500	\$7,500	\$7,500
Accounting & Bookkeeping	\$3,800	\$5,626	\$5,000
Misc. Fees (Notary/Bonds/etc.)	\$700	\$476	\$700
Legal Expenses	\$1,500	\$0	\$1,500
Insurance (Property Loss/Liability)	\$7,000	\$6,052	\$7,000
Miscellaneous/Contingency	\$5,000	\$2,192	\$5,000
Professional Development (Travel/Training)	\$5,000	\$4,847	\$5,000
Dues, Certificates & Subscriptions	\$4,000	\$4,093	\$4,000
Uniform Expenses	\$1,600	\$1,513	\$1,600
Electric Power/Water/Sewer	\$5,000	\$4,888	\$5,000
Telephone Service	\$5,000	\$4,417	\$5,000
Internet Service	\$1,200	\$1,011	\$1,200
Office Supplies/Postage	\$4,500	\$4,507	\$4,500
Office Equipment Repair/Replacement	\$2,300	\$2,166	\$2,300
Gate Maintenance, Staffing & Opener Purchase	\$3,000	\$3,264	\$8,500
Streets, Sidewalks & Lighting Maintenance	\$3,500	\$3,275	\$8,300
Landscape Supplies & Repairs	\$17,000	\$18,663	\$21,000
Landscape Equipment Repair/Replacement	\$12,000	\$11,901	\$16,583
Lease/Purchase Tractor	\$9,384	\$9,382	\$3,909
Landscape Equipment Gas & Oil	\$6,000	\$5,576	\$7,000
Mosquito Control Products	\$11,000	\$8,188	\$11,000
Mosquito Abatement Monitoring & Testing	\$2,800	\$2,903	\$2,800
Mosquito Abatement Vehicle Gas & Oil	\$12,000	\$12,148	\$13,000
Mosquito Abatement Vehicle Maintenance	\$4,000	\$4,379	\$5,000
County Fees/LAFCO	\$0	\$2,750	\$0
Reimbursable Maint/Repair Expense (2)	\$0	\$9,830	\$0
<u>Total Operational Expenses</u>	<u>\$134,784</u>	<u>\$141,547</u>	<u>\$152,392</u>

- (1) County Fees/LAFCO deducted directly from Assessments. County Admin Fees entered from Auditor's Statements; LAFCO Fees not yet posted by Auditor's Office.
- (2) Reimbursements paid or due to be paid by Castle & Cooke.
- (3) Actual beginning balance includes Misc. Income (Reimbursements/Fees & Interest).

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FY 2013 Approved Budget/Exhibit "A" Page 2 of 2

<u>Personnel Expenses</u>	Approved <u>FY 2012</u>	Actual <u>FY 2012</u>	Approved <u>FY 2013</u>
Workers' Compensation Insurance (13)	\$18,500	\$12,840	\$15,500
Health Insurance (6)	\$50,212	\$50,676	\$57,000
Payroll Taxes (13)	\$26,510	\$24,716	\$27,000
Processing Fees (13)	\$1,400	\$1,253	\$1,400
Directors' Stipend (5)	\$6,000	\$4,700	\$6,000
Employee Wages (8)	\$301,570	\$283,134	\$309,500
<u>Total Personnel Expenses:</u>	<u>\$404,192</u>	<u>\$377,319</u>	<u>\$416,400</u>

- * Annual employee merit increases (step raises) are reflected.
- * A 50 Cent per hour cost of living increase is reflected for the Maintenance Supervisor and Maintenance I & II employees only.
- * Includes \$2,500 IRA contribution for Maintenance Manager & Maintenance Supervisor.
- * Directors, General Manager & CSD Clerk/Treasurer do not receive Health Insurance Benefits.

<u>Capital Outlay</u>	Approved <u>FY 2012</u>	Actual <u>FY 2012</u>	Approved <u>FY 2013</u>
Visimo Flail Mower	\$6,900	\$6,628	
2" SDS Max Rotary Hammer with attachments			\$1,350
Workman MDX Cart			\$12,500
<u>Total Capital Outlay</u>	<u>\$6,900</u>	<u>\$6,628</u>	<u>\$13,850</u>

Exhibit "B"

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2013 EMPLOYEE CLASSIFICATION & SALARY SCHEDULE
APPROVED INCREASES EFFECTIVE JANUARY 1, 2013

<u>Employee Classification</u>	<u>FY 2013 Salary Schedule</u>
(5) Directors (Elected)	\$100 per Board Meeting Attended
(1) General Manager	\$57,881 Annually
(1) CSD Clerk/Treasurer	\$12.00 Hourly

FY 2013 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)	\$36,540	\$38,628	\$40,716	\$42,804
(1) Landscape Maint. II	(H)	\$14.50	\$15.50	\$16.50	\$17.50
(3) Landscape Maint. I	(H)	\$10.50	\$11.50	\$12.50	\$13.50
(0) Part-Time Maint. I	(H)	\$10.50	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 2013 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/staffing and opener purchase.
- OE 17/Streets, Sidewalks & Lighting Maintenance: Cost for maintenance & repair of
District streets, sidewalks & lighting.
- 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 2013 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-1 2" SDS Max Rotary Hammer with Attachments

CO-2 Workman MDX Cart