FISCAL YEAR 2021-2022

OPERATING AND CAPITAL IMPROVEMENT BUDGET

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

TRUSTED, QUALITY SERVICE SINCE 1905

WATER BOARD

PRESIDENT: TONI CALLICOT

COMMISSIONERS:
WAYNE HENDRIX
DAVID E. MLYNARSKI
RIKKE V. JOHNSON
THOMAS BRICKLEY

MANAGEMENT

MIGUEL J. GUERRERO, P.E.
GENERAL MANAGER

ROBIN L. OHAMA
DEPUTY GENERAL MANAGER

JENNIFER L. SHEPARDSON
DIRECTOR OF ENVIRONMENTAL & COMPLIANCE

KEVIN T. STEWART, P.E.
DIRECTOR OF WATER RECLAMATION

STEVE.R MILLER
DIRECTOR OF WATER UTILITY

CYNTHIA J. MOUSER
DIRECTOR OF FINANCE

WATER DEPARTMENT HISTORY

The City of San Bernardino Municipal Water Department (Department) was formed in 1905 under the Charter of the City of San Bernardino and is governed by the Water Board made up of five commissioners who are appointed by the Mayor and Council of the City of San Bernardino. The most recent Charter, approved by voters in November 2016, gave the Water Board "Responsibility to oversee and manage the City's water supply, recycled water, wastewater collection and treatment functions in accordance with State Law." (i) The Department operates three enterprise funds: The Water Utility Enterprise Fund, the Sewer Utility Enterprise Fund, and the Sewer Collection Utility Enterprise Fund. Water and Sewer Collection services encompass most of the City, nearby county areas. East Valley Water District services approximately 20% of the city in the east end. Sewer treatment service encompasses all the City of San Bernardino, the City of Loma Linda, the former Norton Air Force Base, Patton State Hospital, and portions of the City of Highland serviced by East Valley Water District.
(i) City of San Bernardino Charter, Adopted by Voters November 8, 2016

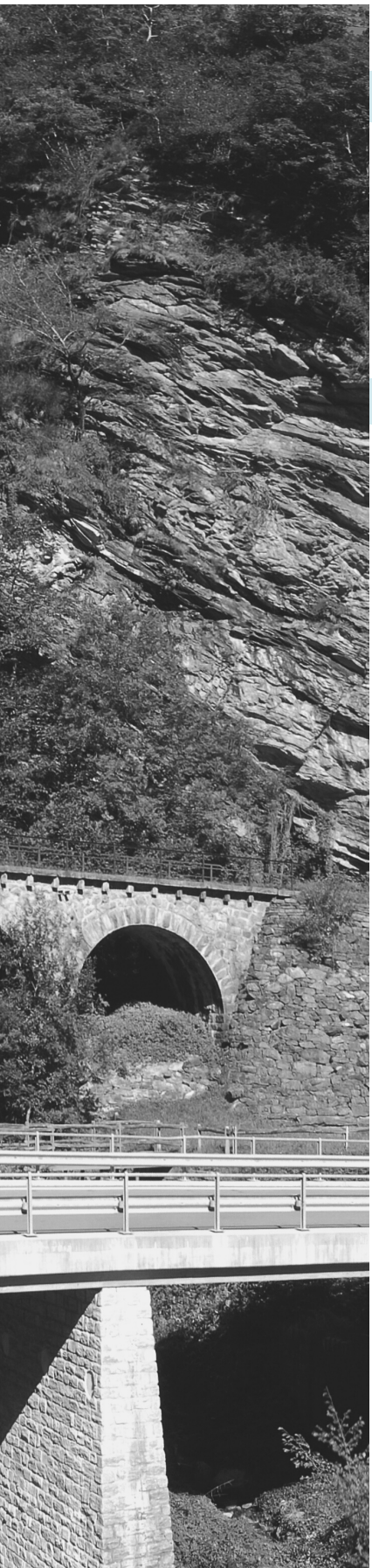
MISSION STATEMENT

To meet the needs of the community by providing sustainable, high-quality water supply and wastewater services in the most professional, environmentally responsible, and cost-effective manner possible.

KEY VALUE STATEMENT

- *Provide the highest level of customer service to our community.*
- *Responsibly establish necessary rates in the most cost-effective manner.*
- *Provide the highest quality water and wastewater services.*
- *Provide responsible stewardship of our resources and our environment.*
- *Require ethical business practices.*
- *Foster a strong, positive organizational culture and promote staff development.*

SBMWD'S STRATEGIC PLANNING



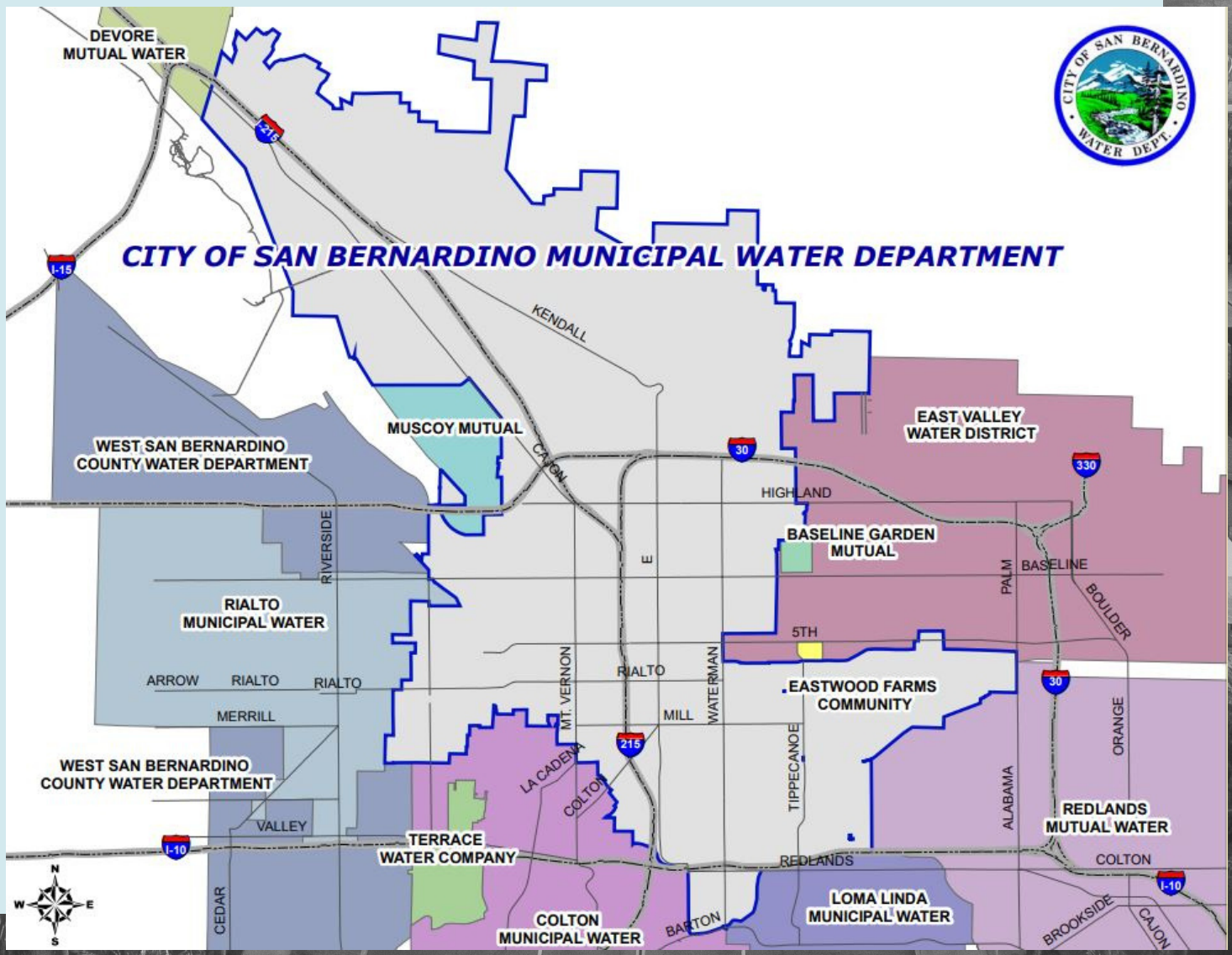
TARGETS

1. Organizational Development
2. Infrastructure/Efficiencies
3. Customer Service/Public Relations
4. Relationships/Partnerships
5. Fiscal Responsibility

GOALS

1. Strengthen culture and morale; maintain consistency across sections.
2. Address recruitment and retention issues; take steps to become an “Employer of Choice.”
3. Provide staff development and training leading towards improved knowledge performance, and streamlined succession planning.
4. Address the Department’s aging infrastructure.
5. Address the impact of regulatory requirements.
6. Address technology to maintain or increase efficiencies
7. Address water supply sustainability.
8. Meet and exceed internal and external customer expectations including responsiveness and timeliness.
9. Take steps to improve Department branding and address concerns regarding the Department/City’s reputation and perceived instability.
10. Collaborate with the City.
11. Collaborate with ratepayers and the community.
12. Collaborate with regional partners.
13. Conduct rate setting.
14. Address the department’s reserve policy and funding.

SERVICE BOUNDARY



BUDGET PROCESS

JULY-AUGUST

PLANNING: EVALUATE PREVIOUS BUDGET YEAR PROCESSES; DISCUSS IMPROVEMENTS; PLAN FOR NECESSARY PROCESS REVISIONS

SEPTEMBER- DECEMBER

***PREPARATION*:** DEADLINES; CREATE SALARY ASSUMPTIONS MEMO INCLUDING CPI, PERS, AND ESTIMATED MERIT INCREASES; UPDATE SECTION ORGANIZATION CHARTS AND PERSONNEL; POPULATE PRIOR YEAR ACTUAL EXPENSES, CURRENT BUDGET, AND PROJECTED EXPENSES

JANUARY-FEBRUARY

***FOCUS*:** DISTRIBUTE BUDGET PACKETS; DIVISION STAFF TO UPDATE CURRENT YEAR PROJECTIONS AND PROPOSED BUDGET AMOUNTS; REVIEW PROPOSED CAPITAL PROJECTS

MARCH-MAY

ACTION: ASSEMBLY AND WORKSHOPS; RETURN COMPLETED WORKSHEETS BY CALENDAR DEADLINES; COMPILE AND AUDIT SUBMITTED BUDGET INFORMATION; DIVISION DIRECTOR'S REVIEW; MAKE ADJUSTMENT AND RECOMMENDATIONS; GENERAL MANAGER REVIEW OF COMPLETED BUDGET WITH STAFF

JUNE

FINAL STEP: PRESENTATION TO WATER BOARD; DISCUSSION, ADOPTION, AND IMPLEMENTATION OF APPROVED BUDGET

BUDGET TRANSMITTAL LETTER

To: Water Board, The Department Rate Payers, Mayor and City Council

From: Miguel J. Guerrero, P.E., General Manager

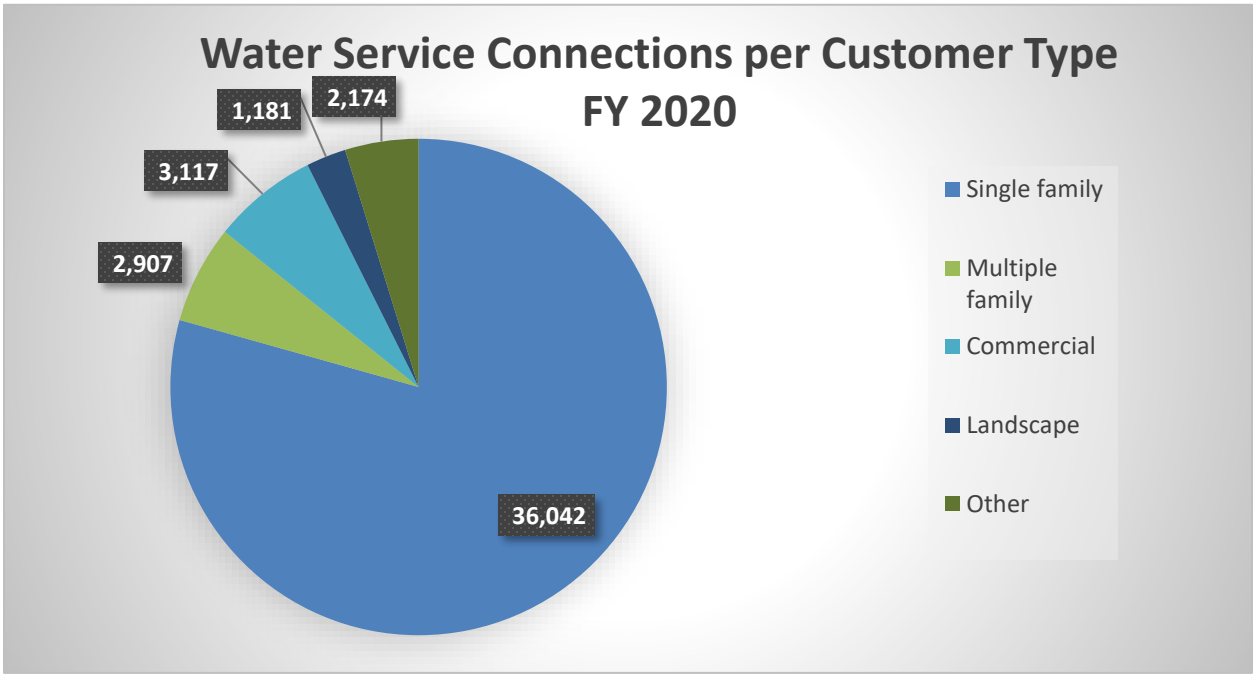
Subject: Budget Transmittal Letter for Fiscal Year 2021-2022

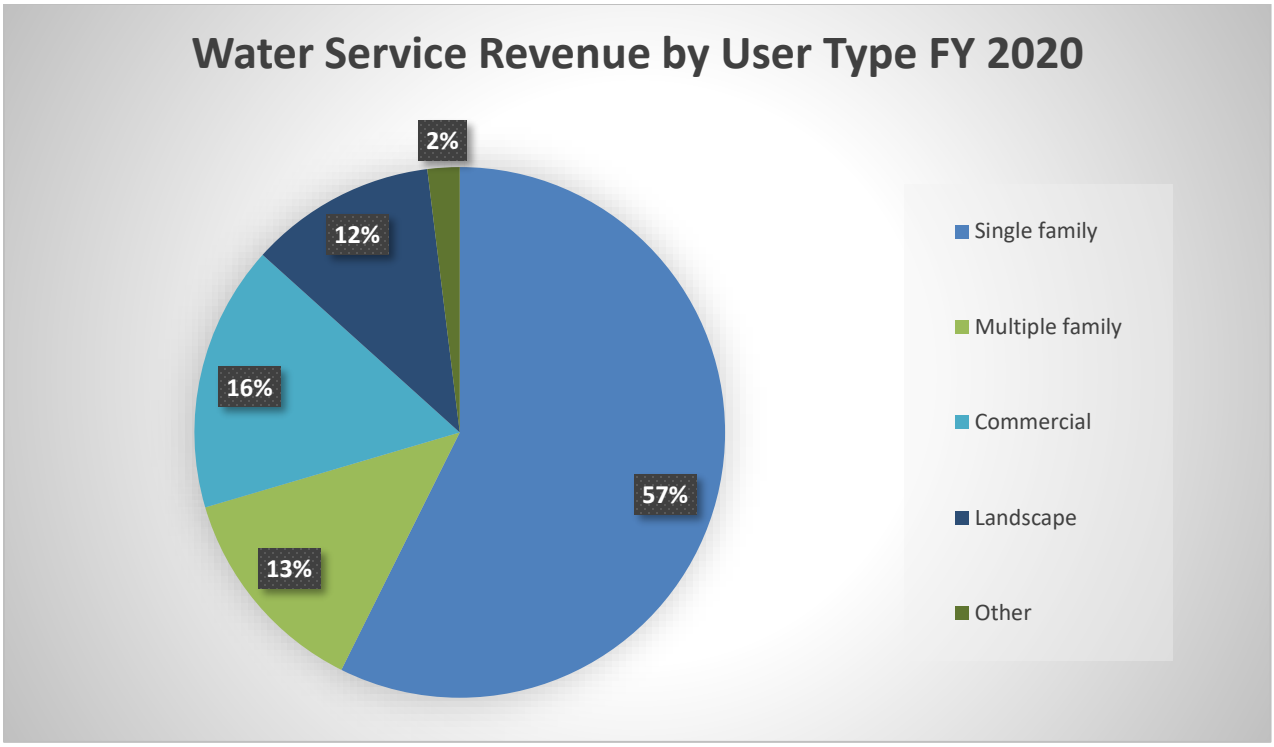
Date: June 8, 2021

I am pleased to transmit to you the attached Budget for the Fiscal Year 2021-2022 for the San Bernardino Municipal Water Department ("Department"). I am also pleased to offer this Transmittal Letter, which is intended as a summary and overview of the information provided in greater detail within the Budget Document.

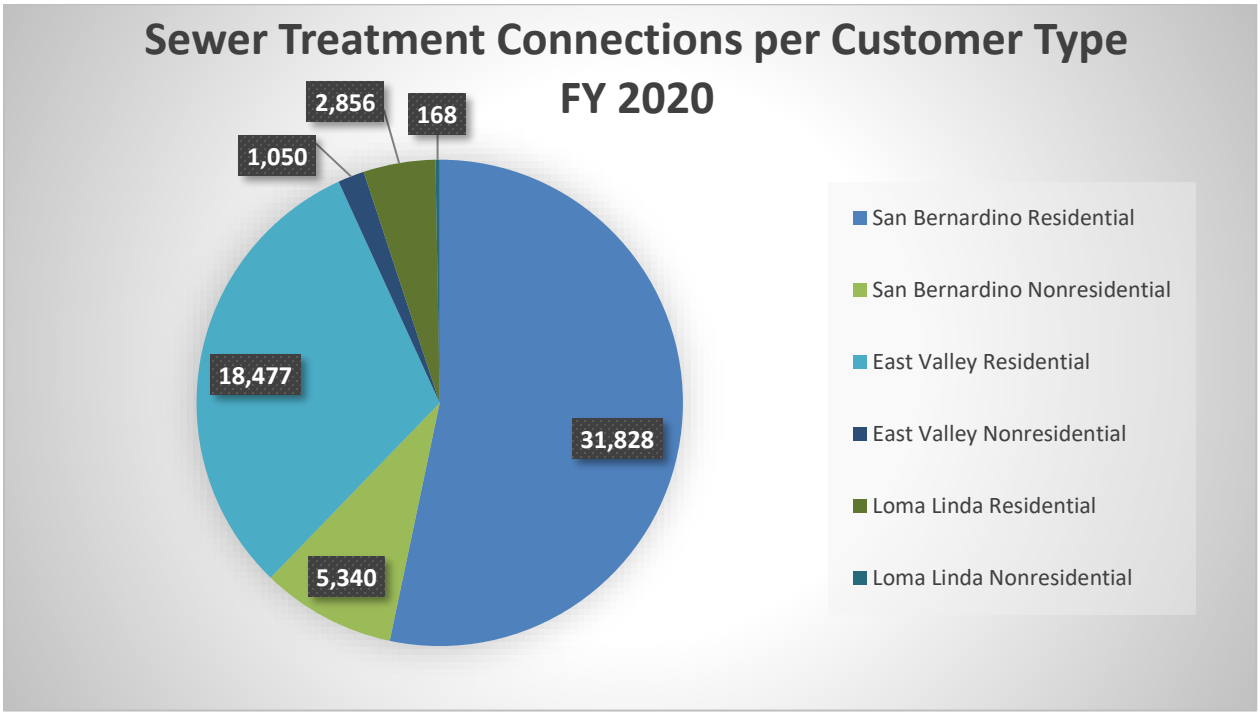
Department Overview

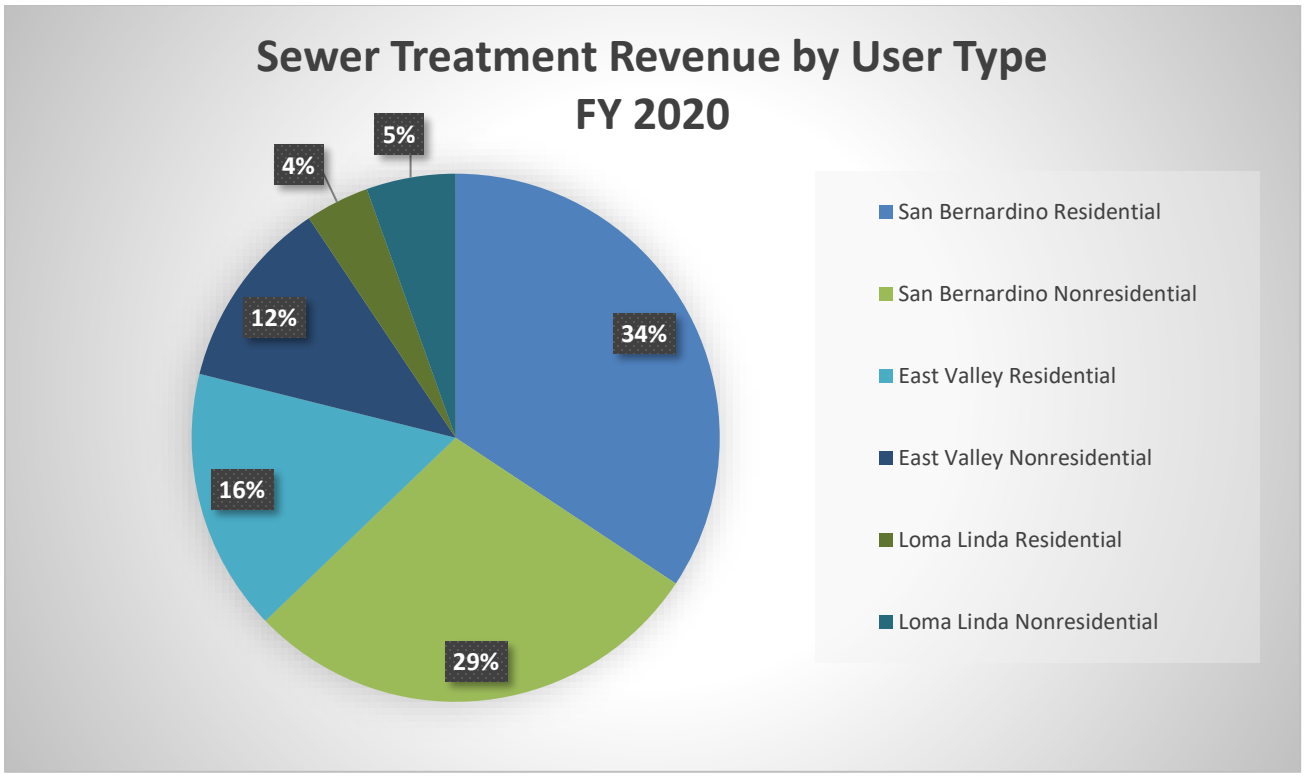
The Water Utility produces over 12 billion gallons of water annually, with over 85% sold to residential customers. As shown in the following charts, in 2020, 79% of the water connections and 57% of the Water Utility's service revenues pertained to single-family residential customers.



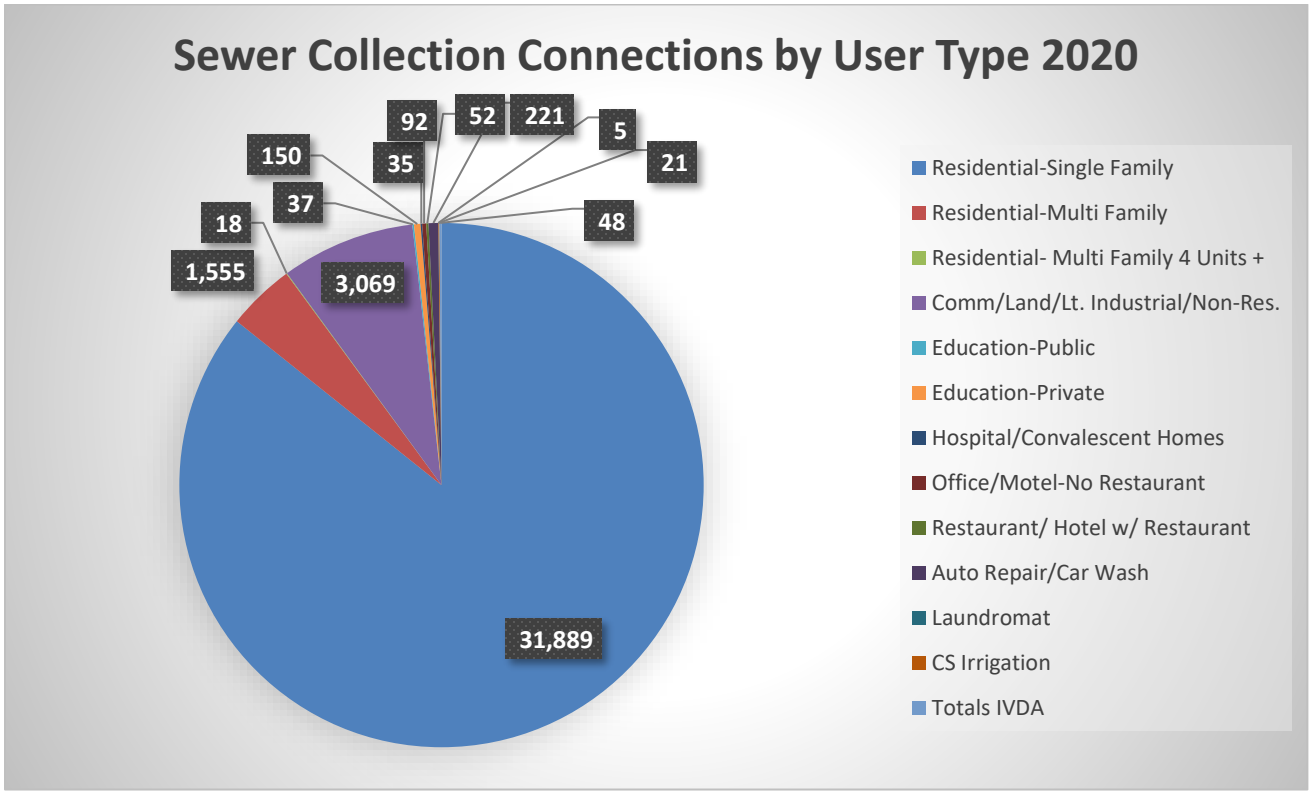


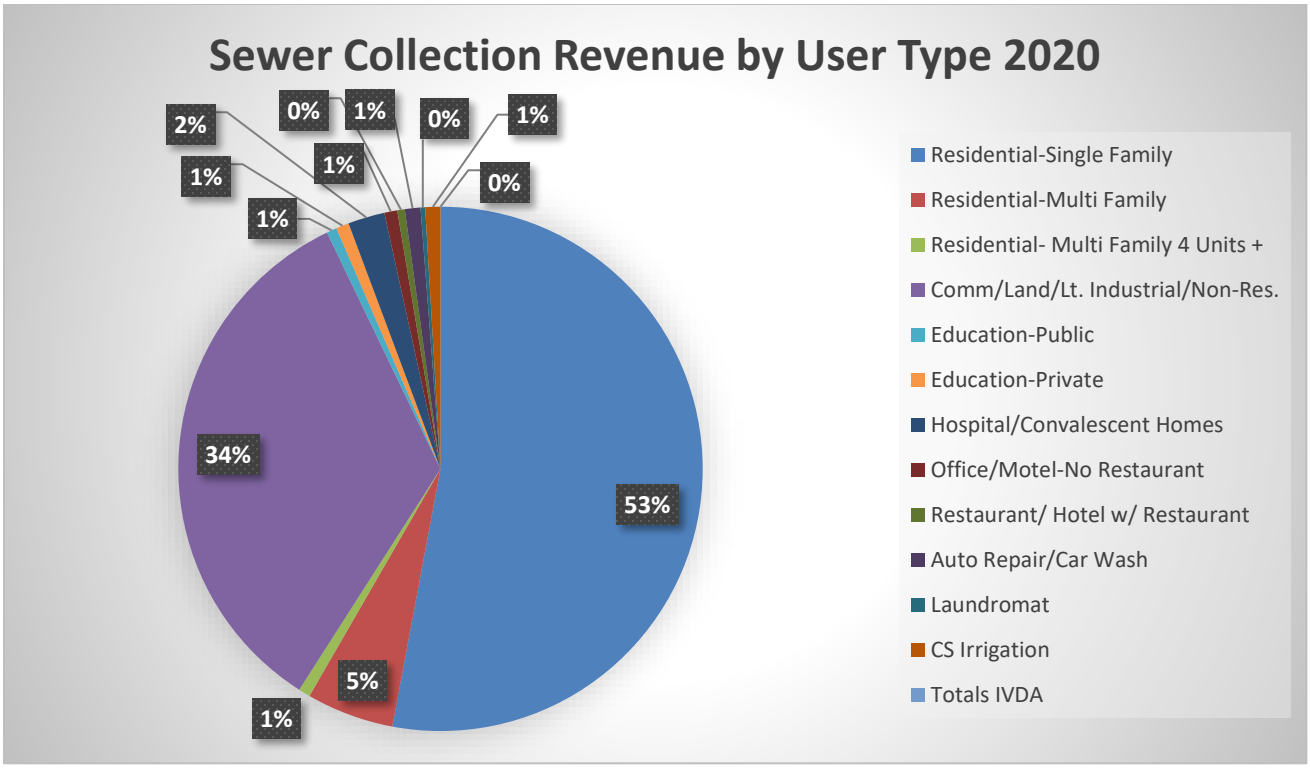
The Sewer Treatment Utility services over approximately 63,500 connections with service provided to the residents of San Bernardino as well as to residents of the cities of Highland and Loma Linda through a Joint Powers Agreement (JPA). The Sewer Utility also provides tertiary treatment for the City of Colton, through another JPA that operates the Rapid Infiltration and Extraction (RIX) facility. The charts below display the breakdown of both connections and revenues.





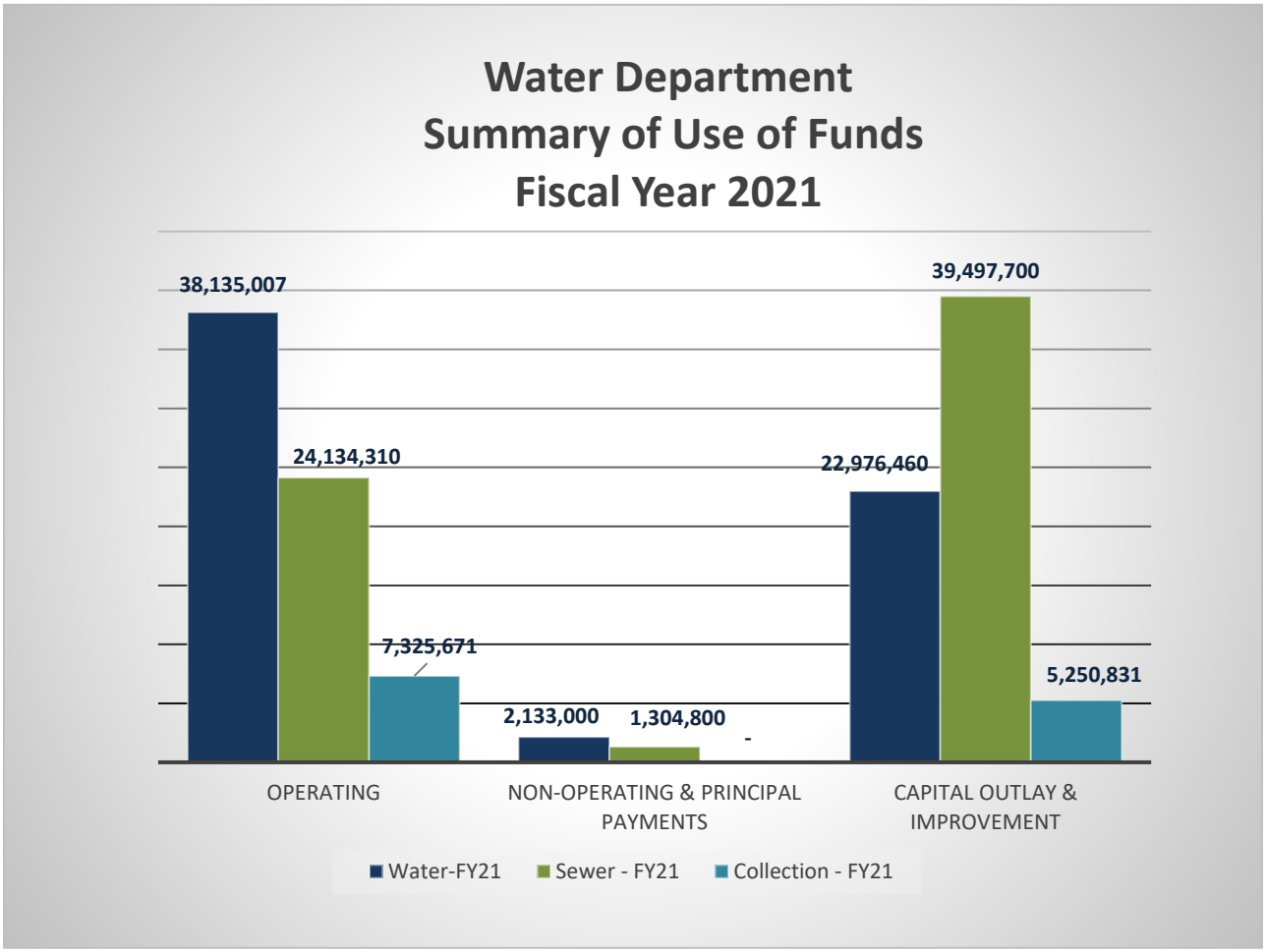
The Sewer Collection system supports approximately 38,000 customers in the City of San Bernardino. As shown in the following charts, in FY 2020, 86% of the sewer collection connections and 53% of the sewer collection's service revenues pertained to single-family residential customers.




Sewer Collection Revenue by User Type 2020
53%
5%
1%
34%
1%
1%
1%
2%
1%
0%
1%
1%
0%
1%
Residential-Single Family
Residential-Multi Family
Residential- Multi Family 4 Units +
Comm/Land/Lt. Industrial/Non-Res.
Education-Public
Education-Private
Hospital/Convalescent Homes
Office/Motel-No Restaurant
Restaurant/ Hotel w/ Restaurant
Auto Repair/Car Wash
Laundromat
CS Irrigation
Totals IVDA

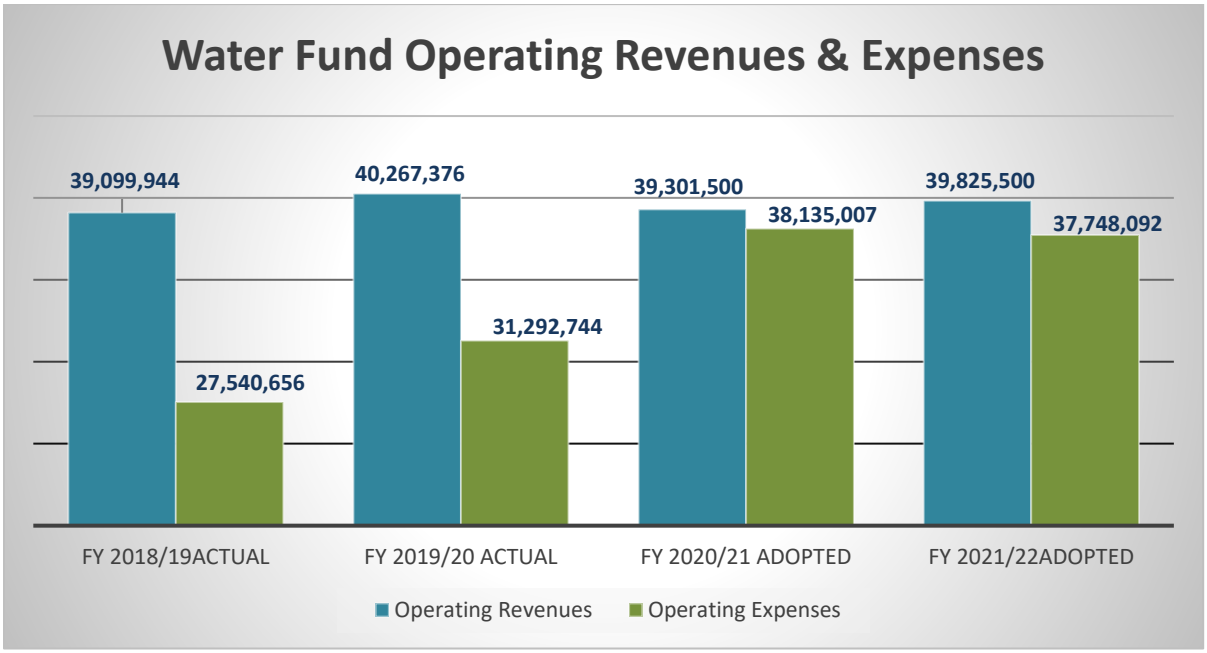
Overall Budget Review and Analysis

The Fiscal Year 2021-22 budget includes estimates for all three of the Department's funds: Water, Sewer Treatment and Sewer Collection. Operating expenses for the Water, Sewer Treatment and Sewer Collection Funds were comparable to the prior-year budget. The table below shows the breakdown of the use of funds by category for Fiscal Year 2020-21. As shown below, the budgets for all funds are primarily composed of operating and capital expenditures.



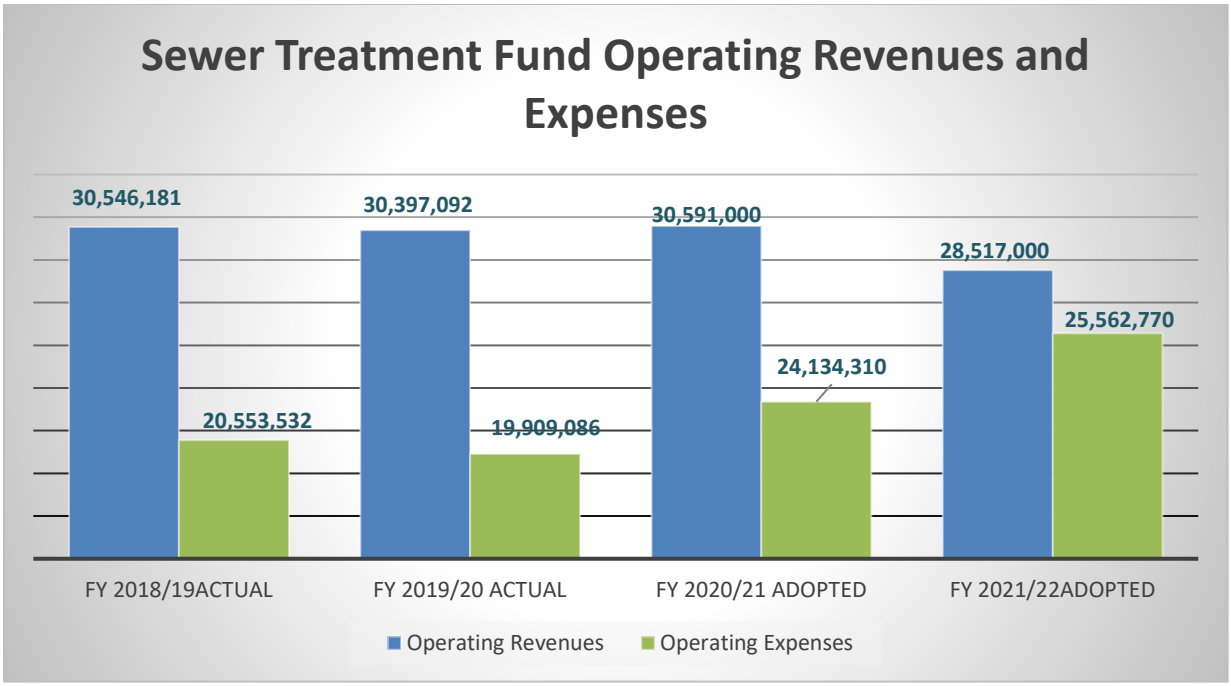
Water Fund:

Water Fund operating revenues are anticipated to remain the same from the prior year adopted budget. The water funds last rate increase was in July 2018. Consumption started to increase toward the end of FY19-20 due to the pandemic. Revenue budgeted for FY 20-21 and FY 21-22 stayed flat due to no scheduled rate increases and uncertainty in consumption patterns associated with the pandemic. Expenses budgeted in FY 21-22 decreased due to some major water initiatives being completed in FY 20-21. The Department is currently conducting a rate study and long-term financial planning for the Water Fund.



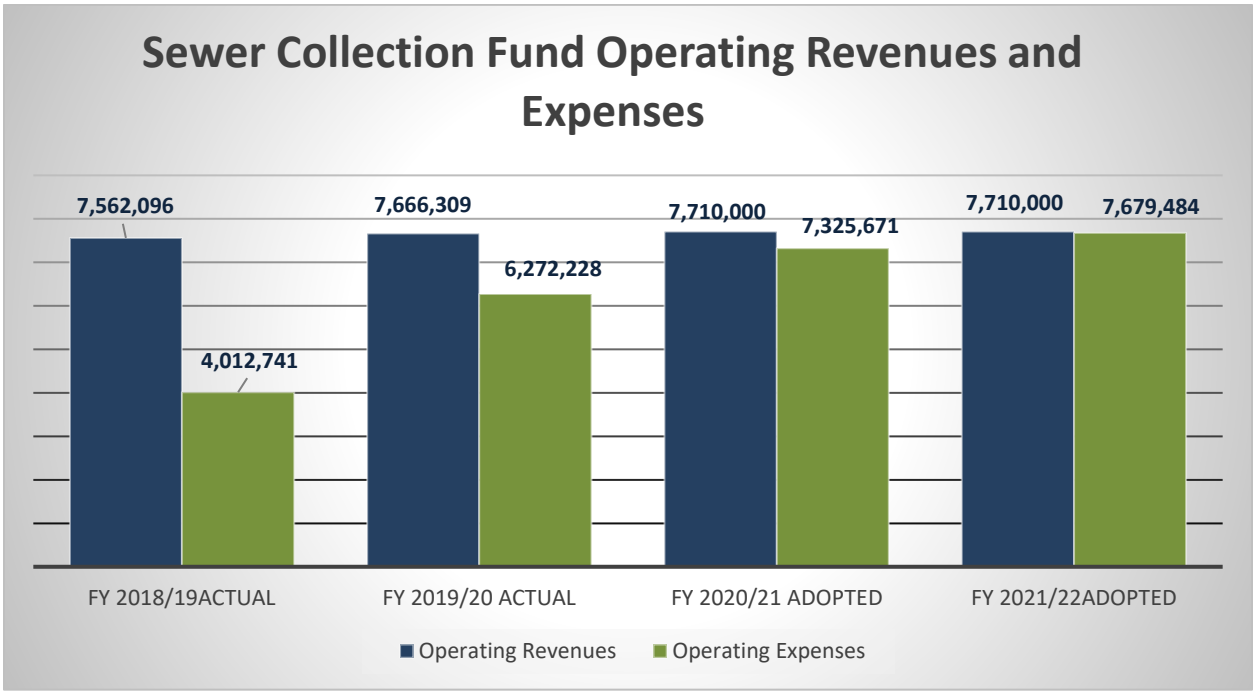
Sewer Treatment Fund:

Sewer Treatment Fund operating revenues are anticipated to decrease in FY 21-22 due to sewer flows from East Valley no longer being treated by the Department. The Department is anticipating the reduction in revenue from East Valley in the 4th quarter of FY 21-22. Overall operating expenses are anticipated to increase in FY 21-22 by 6%. The last rate increase for Sewer Treatment was July 2017. The Department is currently conducting a rate study and long-term financial planning for the Sewer Treatment Fund.



Sewer Collection Fund:

Revenue projections for the Sewer Collection Fund remain the same as the prior fiscal year. Sewer Collection operating expenses increased slightly in FY 21-22 from FY 20-21. The Department is currently conducting a rate study and long-term financial planning for the Sewer Collection Fund. The Department finished the Sewer Collection's Master Plan and is currently working to incorporate the Master Plan in the budgeting and long-term financial planning for the Sewer Collection Fund.



Basis of Budget and Accounting

The Department reports its activities as enterprise funds, which are used to account for operations that are financed and operated in a manner similar to a private business enterprise, where the intent of the Department is that the costs (including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Revenues and expenses are recognized on the accrual basis. Revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period incurred, regardless of when the related cash flow takes place.

Water Utility Fund – The Water Utility Enterprise Fund (Water Utility) is used to account for the operations of the Department's water system and related revenues and expenses. The Water Utility system or infrastructure includes groundwater wells, underground transmission and distribution mains, pumping stations, and reservoirs.

Sewer Treatment Utility Fund – The Sewer Treatment Utility Enterprise Fund (Sewer Treatment Utility) is used to account for the operations of the City's wastewater treatment system and related revenues and expenses. The Sewer system includes the Primary, Secondary, and Tertiary treatment of the sewage collected by the City of San Bernardino. The Tertiary Treatment is shared in part with the City of Colton.

Sewer Collection Utility Fund – The Sewer Collection Utility Enterprise Fund (Sewer Collection Utility) is used to account for the operations of the City's sewer collection system and related revenues and expenses. The Sewer collection system includes 467 miles of sewer mains, as well as maintenance holes, and lift stations throughout the City.

Budget Control, Amendments, Approval Process

The Department has an established policy to allow for amendments to its operating and capital improvement budgets to accommodate modifications to the Memoranda of Understanding with employee groups, acceptance of federal, state, or local grants, revisions to currently funded programs, or other revisions as approved by the General Manager and/or the Board.

Administrative amendments under $25,000 that occur within the same fund, division or section budget without an increase of total budget allocation are initiated by the respective Division Director, reviewed by the Director of Finance and approved by the General Manager.

Capital improvement amendments for projects previously approved by the Board may be approved by the General Manager provided they do not increase the division's overall capital budget. In the event the priority of an optional project rises to a level requiring funding, the General Manager has authority to reallocate its funds from another project within the same funding group.

Legislative amendments are those that require Board approval: those that increase budget allocation; transfer funds from reserves to operating or construction budgets; increase overall capital improvement budget within a division; increase personnel budgets; or exceed $25,000.

Reserve Policy

Operating Reserve:

This reserve is established to ensure adequate cash flow to meet day-to-day expenses and ensure that short-term variances do not affect the day-to-day operations of the Department. Funding is derived from current revenues and budget transfers. Target balances shall be 45 days of the operating expense budget for all enterprise funds.

Rate Stabilization Reserve:

This reserve is established to offset revenue risk associated with low service demand years. Should revenues not be sufficient to fund expenses, this reserve normalizes revenues without the need to increase rates. Should revenues exceed expenses, this reserve is replenished. Staff shall identify cost reduction areas to reduce expenses before use of this reserve. Funding is derived from current revenues or transfers from other reserves as authorized by the Board. Target balances shall be twenty percent (20%) of budgeted sales for all enterprise funds.

Emergency Replacement Reserve:

This reserve is established to minimize the impact of unforeseen fixed asset and operating expenditures. Use of these funds shall be limited to significant capital asset acquisitions, repairs and improvements, and emergency operating costs. Target balances for the Department's enterprise funds shall be two percent (2%) of the total book value of capital assets from the previous fiscal year. If the reserve balance falls below the target level, appropriate action shall be recommended by the Board. The Board shall have authority over the use of these funds. In the event of an emergency, the General Manager shall have authority but is required to report the emergency expenditures to the Board at the next regularly scheduled meeting of the Board following the emergency event.

Capital Replacement Reserve:

This reserve supports the Department's ongoing capital replacement program. Balances may be relatively high to support future capital expenditures and relatively low during periods of high investment. Funding originates from current revenues, acquisitions fees, capacity fees and excess revenues provided other reserve funds are not impaired. Target balances will depend upon capital project needs, based upon a rolling five-year average of projects funded with Department funds, excluding projects funded through debt, grants or other external funding. The target balance shall be assessed on an annual basis as part of the budgeting process to adjust for emerging capital needs. Use of Capital Replacement Reserves is approved as part of the annual budgeting process. The Board may also authorize transfers and use of reserve funds on an as-needed basis.

Debt and Other Externally Restricted Reserves:

These restricted reserves shall be funded according to the agreements imposing said restrictions. No amounts set aside for these restricted reserves shall be available for designation to other reserves, and amounts shall be used per their permitted use.

Reserve Reporting:

Reserve balances will be reviewed by Department staff and the Board during the preparation and approval of the Annual Operating and Capital Improvement Budget.

Management Challenges and Opportunities

Local Economic Conditions and Outlook

The Water Department has been able to maintain a positive economic outlook despite the economic uncertainty caused by the Covid-19 Pandemic ("Pandemic"). The Department received more revenue than anticipated and experienced an increase in water consumption during the stay-at-home orders from the Governor. However, due to the State's moratorium on water shut offs, the Department is currently experiencing a high level of delinquencies. The Department's pre-Covid delinquent balances were around $150,000; the Department's current delinquencies are over $1 million, with over 2,000 accounts being delinquent. The Department is currently working with different programs that provide relief for customers delinquencies and will allow the Department to recover the funds.

The City of San Bernardino ("the City") has begun to recover from the downturn in the economy caused by the Covid-19 pandemic. The City's unemployment rate is 9.4[1] as of May 2021, which is reduced from a rate of 16.4% at the same time in 2020. The City's current unemployment rate is still higher than the pre-Covid rate of 4.7% in February of 2020. The City has received funds from the American Recovery Act and the American Rescue Plan Act that will help stimulate economic growth in the area. Development within the City has continued during the Pandemic, which has resulted in several new projects for the Department.

The May 2021 Inland Empire Regional Intelligence Report, published by the University of California Riverside's Center for Economic Forecasting and Development notes that the Inland Empire has seen an improvement in the unemployment rate (7.4%) from last year, but is still above the pre-Covid rates of 4%. The job market has not fully recovered as sectors like leisure and hospitality, government, information and other services (this includes hair and nail salons and other personal care services) suffered significant job losses during the Pandemic. The leisure and hospitality sector reported 33,200 fewer workers compared to February 2020. Other sectors like transportation and warehousing have seen significant increases in employment (18.8% from Feb 2020) due to the increase in e-commerce during the Pandemic. Wages in the Inland Empire grew 8.6% from the fourth quarter of 2019 to the fourth quarter of 2020; wages in San Bernardino County grew 8.3%, which trails California's wage growth of 11.4% overall. As noted in the Regional Intelligence Report, the Inland Empire region continues to be one of the fastest growing areas in Southern California, mostly due to the affordable housing offered in the area. Home sales in the Inland Empire increased 24.3% from the first quarter of 2020 to the first quarter of 2021, outpacing growth in Los Angeles, Orange and San Diego counties.

California's water supply continues to be a concern due to drought conditions and conservation measures. In May of 2018 California's governor signed two bills to establish long-term goals for conservation to "make water conservation a California way of life". SB 606 and AB 1668 emphasize efficiency and stretching existing water supplies in California cities and farms. The State will make local water agencies responsible for enforcement of the mandates and regulations, not individual customers. These State and

[1] State of California, Employment Development Department, Labor Market Information, http://www.labormarketinfo.edd.ca.gov/

Assembly bills lay out a timeline for local agencies to adopt standards, calculate objectives and reach calculated objectives. The bill will allow the State Water Board to adopt standardized efficiencies for indoor use, outdoor use, and water lost to leaks, with appropriate variances for unique local conditions. The water efficiency legislation has local water agencies implementing these standards and reaching their objectives by 2025.

Capital Construction

The Water Utility continues to concentrate on retrofitting and upgrading existing facilities to current design standards and Uniform Building Codes, as well as replace aging pipelines, wells and plant facilities. The Sewer Treatment Utility and Sewer Collection Utility are working from their recently completed Master Plans. The Sewer Treatment Utility has an extensive list of compliance-related construction requirements over the next several years and is also rehabilitating facilities and designing/constructing various projects to increase efficiencies within the plant. The Sewer Collection Utility is prioritizing the necessary projects identified in the Sewer Collection Master Plan and budgeting accordingly. The Sewer Collection Utility capital projects will significantly increase over the next 3-5 years.

Rates

The Department is currently in the process of a Rate Study. The Department has contracted with a consultant to provide long-term financial planning, a cost-of-service study, rate design and new proposed rates for all three enterprise funds. If the rate study is approved, it will be effective in early 2022.

TABLE OF CONTENTS

1. EXECUTIVE SUMMARY
2. ONE-PAGE BUDGET SUMMARY
3. BUDGET SUMMARY FY 21-22
4. SUMMARY BALANCES BY FUND/WORKING CAPITAL
5. DEPARTMENT ORGANIZATION CHART
6. PERSONNEL COSTS BY SECTION AND FUND
7. PERSONNEL COSTS DETAIL BY SECTION
8. WATER FUND SUMMARIES
9. BUDGET SUMMARY
12. PROJECTED FUNDING SOURCE DETAIL
14. EXPENSE SUMMARY
15. CAPITAL OUTLAY EXPENSE SUMMARY
16. RESERVE RECONCILIATION
17. SEWER TREATMENT FUND SUMMARIES
18. BUDGET SUMMARY
21. PROJECTED FUNDING SOURCE DETAIL
22. EXPENSE SUMMARY
23. CAPITAL OUTLAY EXPENSE SUMMARY
24. RESERVE RECONCILIATION
25. SEWER COLLECTION FUND SUMMARIES
26. BUDGET SUMMARY
27. PROJECTED FUNDING SOURCE DETAIL
28. EXPENSE SUMMARY
29. CAPITAL OUTLAY EXPENSE SUMMARY
30. RESERVE RECONCILIATION
31. ADMINISTRATION
32. SECTION 1010-WATER BOARD
36. SECTION 1050-ADMINISTRATION
43. SECTION 1070-HUMAN RESOURCES

TABLE OF CONTENTS CONTINUED

49. SECTION 2010-FINANCE AND ACCOUNTING
56. SECTION 2030-INFORMATION TECHNOLOGY
63. SECTION 2040-PURCHASING
70. SECTION 2045-FLEET
76. SECTION 2050-CUSTOMER RELATIONS
82. SECTION 2055-WATER CONSERVATION
88. SECTION 2060-CUSTOMER SERVICE
94. SECTION 2070-BILLING AND COLLECTIONS
100. SECTION 2090-FIELD AND METER SERVICES
105. SECTION 2510- WATER FUND GENERAL ADMINISTRATIVE EXPENSE
110. SECTION 2520-WATER FUND NON-OPERATING EXPENSE
114. SECTION 2530- FACILITIES MAINTENANCE EXPENSE
118. ENVIRONMENTAL AND REGULATORY COMPLIANCE DIVISION
119. SECTION 1060- ENVIRONMENTAL AND REGULATORY COMPLIANCE
125. SECTION 3063- WATER QUALITY AND BACKFLOW CONTROL
130. SECTION 4050-ENVIRONMENTAL CONTROL
135. WATER UTILITY DIVISION
136. SECTION 3010- WATER UTILITY ADMINISTRATION
141. SECTION 3020- DISTRIBUTION ADMINISTRATION
146. SECTION 3021-DISTRIBUTION SERVICE AND REPAIR
151. SECTION 3023-DISTRIBUTION SYSTEM MAINTENANCE

TABLE OF CONTENTS CONTINUED

156. SECTION 3024-WATER LOSS MANAGEMENT
161. SECTION 3040-OPERATIONS ADMINISTRATION
166. SECTION 3041-PRODUCTION AND TREATMENT
171. SECTION 3042-PLANT AND FACILITY MAINTENANCE
176. SECTION 3043-SPECIAL CONSTRUCTION
181. SECTION 3060-ENGINEERING
187. WATER RECLAMATION
188. SECTION 4010- WATER RECLAMATION ADMINISTRATION
194. SECTION 4020- OPERATIONS
200. SECTION 4021-BIO-SOLIDS PROCESSING
204. SECTION 4025-SBMWD PORTION OF RIX FACILITY
208. SECTION 4040- WATER RECLAMATION PLANT MAINTENANCE
214. SECTION 4042- ELECTRICAL INSTRUMENTAL AND SCADA
221. SECTION 4090- SEWER TREATMENT FUND GENERAL ADMINISTRATIVE EXPENSE
226. SECTION 4095- SEWER TREATMENT FUND NON-OPERATING EXPENSE
230. SEWER COLLECTION
231. SECTION 6020- OPERATIONS
237. SECTION 6030- LIFT STATION MAINTENANCE
242. SECTION 6090- GENERAL ADMINISTRATIVE EXPENSE

TABLE OF CONTENTS CONTINUED

246. WATER CAPITAL IMPROVEMENTS
247. WATER FUND CIP SUMMARY
297. SEWER TREATMENT CAPITAL
298. SEWER TREATMENT FUND CIP SUMMARY
322. SEWER COLLECTION CAPITAL
323. SEWER TREATMENT FUND CIP SUMMARY
335. RIX JPA FUND
336. RIX JPA FUND BUDGET SUMMARY
337. CAPITAL OUTLAY EXPENSE SUMMARY
338. SECTION 5025- RIX FACILITY
345. RIX CAPITAL
346. RIX FUND CIP SUMMARY
354. PERSONNEL
354 A HISTORICAL SUMMARY OF PERSONNEL
354 B. PERSONNEL BY DIVISION
355. ANNUAL BENCHMARK SURVEY RANGE AND JOB DESCRIPTIONS MEMO
386. GLOSSARY

EXECUTIVE SUMMARY

San Bernardino Municipal Water Department
Fiscal Year 2021-2022 Budget Summary

	Water	Sewer	Sewer Collection
Beginning Reserves as of July 1, 2021	**$ 38,395,465**	**$ 47,420,119**	**$ 21,787,365**
Operating Revenues	39,825,500	28,517,000	7,710,000
Capital Contributions	6,998,000	1,000,000	200,000
Proceeds from Borrowing for Carryovers	12,594,000	17,725,340	-
Non-Operating Revenues	2,531,000	437,000	202,000
Total Funds Available	100,343,965	95,099,459	29,899,365
Operating Expenses	37,748,092	25,562,770	7,679,484
Non-operating Expenses	2,900	2,900	-
Debt Service	2,990,400	1,967,800	-
Capital Outlay	2,377,250	1,014,700	679,750
Carryover Capital Projects	18,793,000	24,640,200	300,000
New Capital Projects	8,420,000	7,773,000	2,145,000
Labor Portion of Capital Projects	(450,500)	-	-
Capital Outlay - Equipment	300,000	-	-
Ending Reserves as of June 30, 2022	**$ 30,162,822**	**$ 34,138,088**	**$ 19,095,130**
Reserves based on Board-approved policy:			
Operating Reserve	$ 4,653,874	$ 3,151,574	$ 946,786
Rate Stabilization Reserve	7,707,000	2,851,700	771,000
Emergency Replacement Reserve	3,027,383	4,709,904	1,252,711
Capital Replacement Reserve	14,366,700	9,713,600	8,622,331
Ending Target Reserve Balance	$ 29,754,957	$ 20,426,778	$ 11,592,828
Remaining Reserve Balance Available	**$ 407,865**	**$ 13,711,310**	**$ 7,502,302**

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
BUDGET SUMMARY
FISCAL YEAR 2021-2022

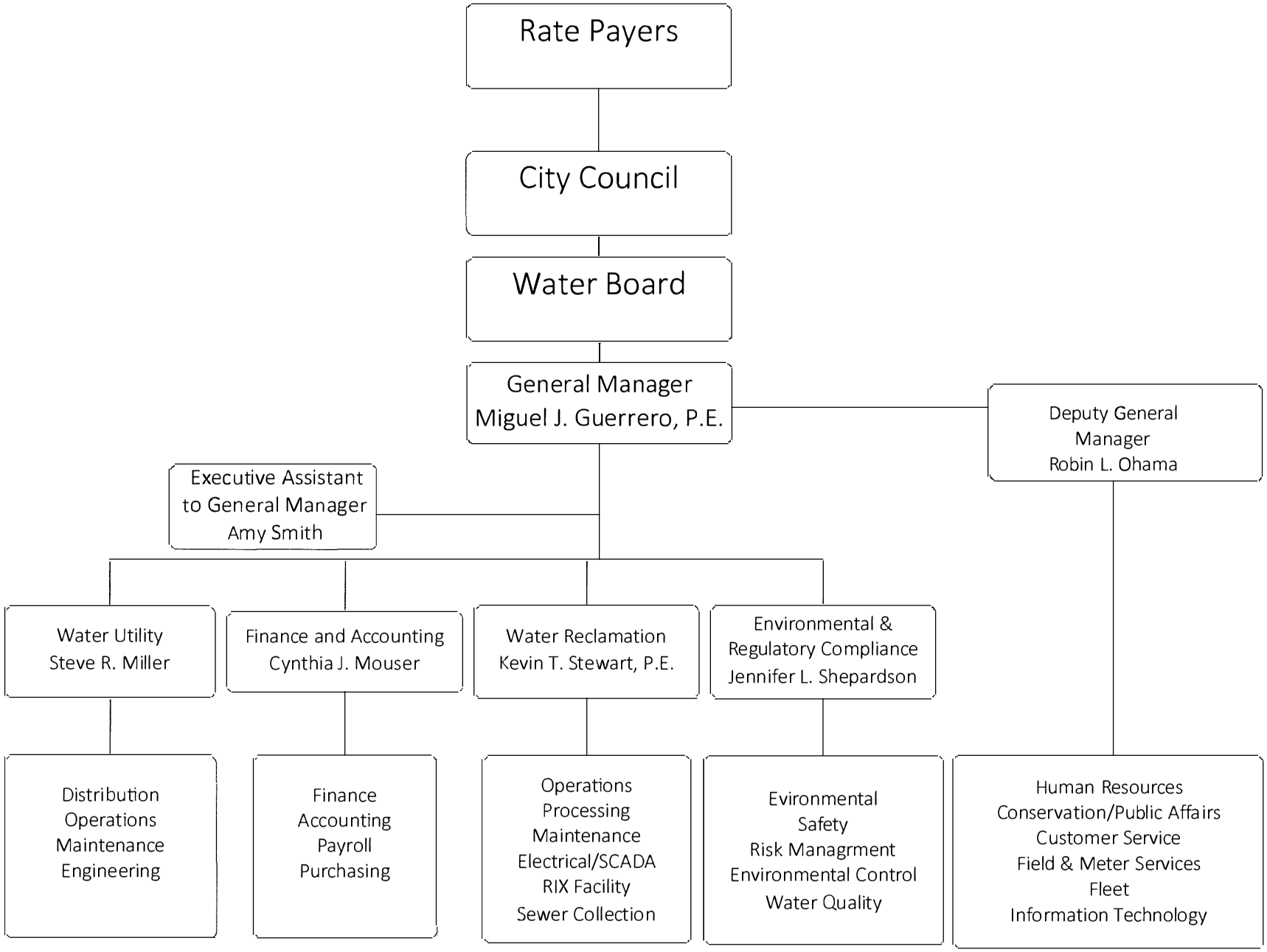
	WATER FUND	SEWER TREATMENT FUND	SEWER COLLECTION FUND	TOTAL SBMWD	RIX FUND
SOURCES OF FUNDS					
Revenues:					
Operating Revenue	$ 39,825,500	$ 28,517,000	$ 7,710,000	$ 76,052,500	$ 6,993,357
Non-operating Revenue	2,531,000	437,000	202,000	3,170,000	-
Capital Contributions	6,998,000	1,000,000	200,000	8,198,000	-
Total Revenues	49,354,500	29,954,000	8,112,000	87,420,500	6,993,357
Other Sources of Funds:					
Debt Proceeds for Capital Carryovers	12,594,000	17,725,340	-	30,319,340	-
Total Other Sources of Funds	12,594,000	17,725,340	-	30,319,340	-
Total Sources of Funds	**61,948,500**	**47,679,340**	**8,112,000**	**117,739,840**	**6,993,357**
USE OF FUNDS					
Expenses:					
Operating Expenses:					
Administrative Division	14,538,949	7,422,273	5,235,347	27,196,569	1,391,153
Operations Divisions	23,750,394	18,760,201	2,493,037	45,003,632	3,817,203
Total Operating Expenses	38,289,342	26,182,474	7,728,384	72,200,201	5,208,357
Less: Capitalized Overhead and Labor	(541,250)	(619,704)	(48,900)	(1,209,854)	-
Total Operating Expenses, Net	37,748,092	25,562,770	7,679,484	70,990,347	5,208,357
Non-operating Expenses	2,093,300	1,270,700	-	3,364,000	-
Total Expenses	39,841,392	26,833,470	7,679,484	74,354,347	5,208,357
Other Uses of Funds:					
Principal Payments on Debt Service	900,000	700,000	-	1,600,000	-
Capital Outlay (Equipment & Vehicles)	2,377,250	1,014,700	679,750	4,071,700	-
Capital Improvement Projects - Carryovers	18,793,000	24,640,200	300,000	43,733,200	1,000,000
Capital Improvement Projects - New Projects	8,420,000	7,773,000	2,145,000	18,338,000	785,000
Capital Improvement Projects - Labor Portion	(450,500)	-	-	(450,500)	-
Capital Improvement Projects - Equipment	300,000	-	-	300,000	-
Total Other Uses of Funds	30,339,750	34,127,900	3,124,750	67,592,400	1,785,000
Total Use of Funds	**70,181,142**	**60,961,370**	**10,804,234**	**141,946,747**	**6,993,357**
Net Transfer To/(From) Reserves	**$ (8,232,642)**	**$ (13,282,030)**	**$ (2,692,234)**	**$ (24,206,907)**	**$ -**

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SUMMARY OF BEGINNING AND ENDING FUND BALANCES BY FUND

			Add Estimated Resources			Less: Budget Requirements						
Fund		Estimated Working Capital Balance as of 7/1/21	Revenue	Other Sources of Funds	Total Resources	Current Operations	Capital Outlay	Debt Service	Capital Improvements	Total Uses	Estimated Working Capital Balance as of 6/30/22	45 days of Annual Operating Expenses*
Water	100	38,395,465	49,354,500	12,594,000	61,948,500	(37,748,092)	(2,377,250)	(2,993,300)	(27,062,500)	(70,181,142)	30,162,822	4,653,874
Sewer Treatment	200	47,420,119	29,954,000	17,725,340	47,679,340	(25,562,770)	(1,014,700)	(1,970,700)	(32,413,200)	(60,961,370)	34,138,088	3,151,574
Sewer Collection	400	21,787,365	8,112,000	0	8,112,000	(7,679,484)	(679,750)	0	(2,445,000)	(10,804,234)	19,095,130	946,786
Total Department		$ 107,602,948	$ 87,420,500	$ 30,319,340	$ 117,739,840	$ (70,990,347)	$ (4,071,700)	$ (4,964,000)	$ (61,920,700)	$ (141,946,747)	$ 83,396,041	$ 8,752,235

* Government Finance Officers Association recommends a minimum of 45 days of operating expenses as a target for working capital.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
ORGANIZATION



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
PERSONNEL COSTS SUMMARY BY SECTION AND FUND
FISCAL YEAR 2021-2022

	WATER FUND	SEWER TREATMENT FUND	SEWER COLLECTION FUND	RIX FUND	TOTAL
Administrative Division					
Water Board	$ 46,943	$ 28,166	$ 18,777	$ -	$ 93,886
Administration	356,587	267,440	178,294	89,147	891,468
Administrative Services	-	-	-	-	-
Environmental and Regulatory Compliance	521,938	521,938	130,484	130,484	1,304,845
Human Resources	222,510	142,743	41,983	12,595	419,831
Finance and Accounting	614,275	460,707	307,138	153,569	1,535,689
Information Technology	366,853	366,853	146,741	36,685	917,131
Purchasing	266,496	233,184	139,910	26,650	666,240
Fleet	326,921	108,974	87,179	21,795	544,868
Customer Relations	132,101	114,249	110,679	-	357,029
Water Conservation and Public Affairs	150,368	30,074	12,029	8,020	200,490
Customer Service	1,201,553	462,136	184,854	-	1,848,543
Billing and Collections	202,911	165,642	45,551	-	414,104
Field and Meter Services	1,295,941	-	-	-	1,295,941
Total Administrative Division	5,705,396	2,902,103	1,403,620	478,944	10,490,064
Water Utility Division					
Water Utility Administration	384,455	-	-	-	384,455
Distribution Administration	485,710	-	-	-	485,710
Distribution Service and Repair	2,478,270	-	-	-	2,478,270
Distribution System Maintenance	1,993,667	-	-	-	1,993,667
Water Loss Management	190,503	-	-	-	190,503
Operations Administration	442,315	-	-	-	442,315
Production and Treatment	1,862,099	-	-	-	1,862,099
Plant and Facility Maintenance	935,259	-	-	-	935,259
Specialty Construction	869,728	-	-	-	869,728
Engineering	1,173,441	440,041	1,173,441	146,680	2,933,603
Water Quality and Backflow Control	1,226,189	-	-	-	1,226,189
Total Water Utility Division	12,041,638	440,041	1,173,441	146,680	13,801,800
Water Reclamation Division					
Water Reclamation Administration	-	381,778	222,704	31,815	636,296
Operations	-	2,882,584	339,127	169,564	3,391,275
RIX Facility	-	-	-	1,256,443	1,256,443
Plant Maintenance	-	2,554,877	-	79,017	2,633,893
Electrical, Instrumentation and SCADA	854,900	1,092,372	-	427,450	2,374,722
Environmental Control	-	715,589	-	-	715,589
Total Water Reclamation Division	854,900	7,627,199	561,831	1,964,288	11,008,218
Sewer Collection Division					
Sewer Collection Division	-	-	1,324,331	-	1,324,331
Total Sewer Collection Division	-	-	1,324,331	-	1,324,331
Total Personnel Costs	**$ 18,601,934**	**$ 10,969,342**	**$ 4,463,224**	**$ 2,589,913**	**$ 36,624,413**

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
PERSONNEL COSTS DETAIL BY SECTION - ALL FUNDS COMBINED
FISCAL YEAR 2021-2022

		SALARIES				BENEFITS							
SECTION	SECTION NAME	FULL TIME	PART TIME	OVERTIME	ON CALL/ STANDBY	PERS - EMPLOYER	PERS - EMPLOYER (UAL)	PERS - EMPLOYEE	DEF COMP - EMPLOYER	MEDICARE TAXES	MEDICAL INSURANCE	LIFE & AD&D INSURANCE	TOTAL PERSONNEL
Administrative Division													
1010	Water Board	$ 900	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 92,986	$ -	**$ 93,886**
1050	Administration	636,977	-	-	-	57,741	127,449	-	10,540	9,236	49,327	198	**891,468**
1055	Administrative Services	-	-	-	-	-	-	-	-	-	-	-	**-**
1060	Environmental and Regulatory Compliance	918,889	14,004	-	-	61,657	183,855	-	3,900	13,527	108,593	419	**1,304,845**
1070	Human Resources	296,789	-	-	-	19,915	59,383	-	1,625	4,303	37,650	166	**419,831**
2010	Finance and Accounting	1,062,087	-	-	-	71,266	212,506	-	5,200	15,400	168,667	562	**1,535,689**
2030	Information Technology	639,350	-	1,000	-	42,900	127,924	-	3,250	9,271	93,122	314	**917,131**
2040	Purchasing	447,246	14,004	-	-	30,010	89,487	-	2,275	6,688	76,257	273	**666,240**
2045	Fleet	378,971	-	1,200	-	25,429	75,826	-	1,950	5,495	55,766	230	**544,868**
2050	Customer Relations	244,566	-	-	-	16,410	48,934	-	975	3,546	42,497	100	**357,029**
2055	Water Conservation	130,576	-	3,000	-	8,762	26,126	-	975	1,893	29,058	100	**200,490**
2060	Customer Service	1,181,924	37,276	1,000	-	79,307	236,484	-	6,825	17,678	287,199	848	**1,848,543**
2070	Billing and Collections	263,227	14,004	-	-	17,663	52,668	-	1,625	4,020	60,711	187	**414,104**
2080	Cashiering	-	-	-	-	-	-	-	-	-	-	-	**-**
2090	Field and Meter Services	854,990	-	2,500	-	57,370	171,070	-	4,550	12,397	192,488	575	**1,295,941**
Total Administrative Division		7,056,493	79,288	8,700	-	488,430	1,411,711	-	43,690	103,456	1,294,323	3,973	**10,490,064**
Water Utility Division													
3010	Water Utility Administration	267,062	-	-	-	17,920	53,435	-	1,300	3,872	40,735	132	**384,455**
3020	Distribution Administration	328,990	14,004	-	-	22,075	65,826	-	1,625	4,973	48,031	187	**485,710**
3021	Distribution Service and Repair	1,541,310	-	90,000	40,000	103,422	308,391	-	7,800	22,349	364,020	978	**2,478,270**
3023	Distribution System Maintenance	1,280,238	-	35,000	15,000	85,904	256,155	-	6,175	18,563	295,841	791	**1,993,667**
3024	Water Loss Management	123,905	-	2,000	-	8,314	24,791	-	650	1,797	28,960	86	**190,503**
3040	Operations Administration	298,482	-	-	-	20,028	59,721	-	1,300	4,328	58,311	143	**442,315**
3041	Production and Treatment	1,232,429	-	25,000	14,000	82,696	246,589	-	5,200	17,870	237,653	662	**1,862,099**
3042	Plant and Facility Maintenance	611,402	-	-	-	41,025	122,332	-	3,250	8,865	147,983	403	**935,259**
3043	Specialty Construction	556,703	-	-	-	37,355	111,387	-	2,925	8,072	152,927	359	**869,728**
3060	Engineering	2,035,181	14,178	-	-	136,561	407,207	-	9,425	29,716	300,347	988	**2,933,603**
3063	Water Quality and Backflow Control	840,216	-	6,000	2,000	55,348	165,040	-	3,575	12,166	141,398	446	**1,226,189**
Total Water Utility Division		9,115,917	28,182	158,000	71,000	610,647	1,820,875	-	43,225	132,572	1,816,204	5,176	**13,801,800**
Water Reclamation Division													
4010	Water Reclamation Administration	440,386	-	-	-	29,550	88,114	-	2,600	6,386	68,985	275	**636,296**
4020	Operations	2,274,859	-	50,000	-	152,643	455,163	-	10,075	32,985	414,328	1,222	**3,391,275**
5025	RIX Facility	853,411	9,564	10,000	4,500	57,264	170,754	-	3,575	12,513	134,445	416	**1,256,443**
4040	Plant Maintenance	1,724,732	-	20,000	18,000	115,730	345,091	-	8,125	25,009	376,186	1,021	**2,633,893**
4042	Electrical, Instrumentation and SCADA	1,609,436	9,564	8,000	13,000	107,993	322,022	-	6,175	23,475	274,324	733	**2,374,722**
4050	Environmental Control	475,511	-	500	-	31,907	95,142	-	2,275	6,895	103,085	273	**715,589**
Total Water Reclamation Division		7,378,336	19,128	88,500	35,500	495,086	1,476,287	-	32,825	107,263	1,371,353	3,940	**11,008,218**
Sewer Collection Division													
6020	Sewer Collection Division	848,785	-	25,000	55,000	56,953	169,828	-	4,550	12,307	151,362	546	**1,324,331**
Total Sewer Collection Division		848,785	-	25,000	55,000	56,953	169,828	-	4,550	12,307	151,362	546	**1,324,331**
Total Expenses		**$ 24,399,530**	**$ 126,599**	**$ 280,200**	**$ 161,500**	**$ 1,651,117**	**$ 4,878,701**	**$ -**	**$ 124,290**	**$ 355,599**	**$ 4,633,242**	**$ 13,635**	**$ 36,624,413**

WATER FUND SUMMARIES

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND BUDGET SUMMARY
FISCAL YEAR 2021-2022

	ACTUAL REVENUE & EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED REVENUE & EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
SOURCES OF FUNDS				
Revenues:				
Operating Revenue:				
Water Sales - Regular	$ 38,888,804	$ 37,750,000	$ 39,708,000	$ 38,210,000
Water Sales - Other	357,752	325,000	580,000	325,000
Net Water Sales	39,246,556	38,075,000	40,288,000	38,535,000
Service Charges	690,940	901,000	255,920	617,000
Revenue From Services	329,880	325,500	682,800	673,500
Total Operating Revenue	40,267,376	39,301,500	41,226,720	39,825,500
Non-operating Revenue:				
Interest Income	747,488	398,000	200,900	176,000
Rental Income	245,784	250,000	313,000	300,000
Noncapital Grants	1,991,747	1,800,000	2,347,000	2,000,000
Gain (loss) on asset disposition	(25,094)	-	86,000	10,000
Other Non-Operating Revenue	651,029	45,000	230,920	45,000
Total Non-operating revenue	3,610,954	2,493,000	3,177,820	2,531,000
Capital Contributions:				
Service Installation Fees	664,726	550,000	1,419,000	1,000,000
Acquisition Fees	908,685	850,000	957,000	850,000
Developer Installed	429,226	1,100,000	1,100,000	1,100,000
Capital Grants	-	4,048,000	112,000	4,048,000
Total Capital Contributions	2,002,637	6,548,000	3,588,000	6,998,000
Total Revenues	45,880,967	48,342,500	47,992,540	49,354,500
Other Sources of Funds:				
Debt Proceeds for Capital Carryovers	11,496,437	5,000,000	3,000,000	12,594,000
Total Other Sources of Funds	11,496,437	5,000,000	3,000,000	12,594,000
Total Sources of Funds	**$ 57,377,404**	**$ 53,342,500**	**$ 50,992,540**	**$ 61,948,500**
Total Sources of Funds	$ 57,377,404	$ 53,342,500	$ 50,992,540	$ 61,948,500

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND BUDGET SUMMARY
FISCAL YEAR 2021-2022

	ACTUAL REVENUE & EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED REVENUE & EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
USE OF FUNDS				
Expenses:				
Operating Expenses:				
Administrative Division				
Water Board	42,083	49,443	52,687	49,443
Administration	246,834	448,502	302,057	547,987
Administrative Services	196,365	-	-	-
Environmental and Regulatory Compliance	519,825	585,869	544,059	607,186
Human Resources	206,337	291,214	279,880	333,651
Finance and Accounting	628,452	763,863	653,186	769,875
Information Technology	785,239	792,253	719,767	765,273
Purchasing	280,478	259,495	289,619	266,496
Fleet	547,437	794,717	569,682	722,021
Customer Relations	144,631	137,551	142,568	141,147
Water Conservation and Public Affairs	214,225	297,814	269,211	356,243
Customer Service	669,695	1,247,157	757,680	1,239,708
Billing and Collections	396,127	526,697	423,249	452,199
Cashiering	-	-	-	-
Field and Meter Services	1,228,485	1,351,513	1,437,523	1,370,441
General Administrative Expense	4,978,406	5,049,006	4,799,884	6,118,680
Uncollectible Charge Offs	64,797	500,000	-	300,000
Facilities Maintenance Expense	430,139	452,000	466,857	498,600
Total Administrative Division	11,579,555	13,547,094	11,707,911	14,538,949
Water Utility Division				
Water Utility Administration	1,512,886	1,600,523	1,574,917	714,805
Distribution Administration	479,621	510,666	505,360	506,010
Distribution Service and Repair	2,433,065	3,084,981	2,321,926	3,237,890
Distribution System Maintenance	2,009,490	2,327,524	2,020,991	2,416,467
Water Loss Management	333,024	1,196,982	395,421	526,103
Operations Administration	433,169	455,932	453,720	461,615
Production and Treatment	7,708,374	9,011,232	8,909,038	8,902,799
Plant and Facility Maintenance	1,065,574	1,589,078	1,740,523	1,281,509
Specialty Construction	705,448	936,762	702,612	947,028
Electrical, Instrumentation and SCADA	752,630	944,041	829,665	1,048,876
Engineering	1,206,407	1,576,150	1,319,559	1,898,901
Water Quality and Backflow Control	1,435,234	1,770,541	1,775,260	1,808,389
Total Water Utility Division	20,074,922	25,004,412	22,548,990	23,750,394
Total Operating Expenses	31,654,477	38,551,506	34,256,900	38,289,342
Less: Overhead applied to Capital Improvement Projects	(361,733)	(416,499)	(178,000)	(541,250)
Total Operating Expenses, Net	31,292,744	38,135,007	34,078,900	37,748,092
Non-operating Expenses:				
Interest Expense	1,952,417	2,130,100	2,130,100	2,090,400
Bond Service and Trustee Fees	2,900	2,900	2,900	2,900
Total Non-operating Expenses	1,955,317	2,133,000	2,133,000	2,093,300
Total Expenses	33,248,061	40,268,007	36,211,900	39,841,392
Other Uses of Funds:				
Principal Payments on Debt Service	830,000	860,000	860,000	900,000
Capital Outlay (Equipment & Vehicles)	611,022	1,291,000	403,375	2,377,250
Capital Improvement Projects - Carryovers	(203,377)	12,515,460	8,900,000	18,793,000
Capital Improvement Projects - New Projects	-	8,760,000	-	8,420,000
Capital Improvement Projects - Labor Portion	(13,137)	(450,000)	-	(450,500)
Capital Improvement Projects - Equipment	-	-	-	300,000
Total Other Uses of Funds	1,224,508	22,976,460	10,163,375	30,339,750
Total Use of Funds	**34,472,569**	**63,244,467**	**46,375,275**	**70,181,142**
Net Transfer To/(From) Reserves	**$ 22,904,835**	**$ (9,901,967)**	**$ 4,617,265**	**$ (8,232,642)**

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND BUDGET SUMMARY
FISCAL YEAR 2021-2022

	ACTUAL REVENUE & EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED REVENUE & EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
DEBT COVERAGE RATIO				
Total Revenue	$ 45,880,967	$ 44,294,500	$ 47,880,540	$ 45,306,500
Less: Operating Expenses	(31,292,744)	(38,135,007)	(34,078,900)	(37,748,092)
Net Revenues	$ 14,588,223	$ 6,159,493	$ 13,801,640	$ 7,558,408
Debt Service:				
Principal Payments	$ 830,000	$ 860,000	$ 860,000	$ 900,000
Interest Expense	1,952,417	2,130,100	2,130,100	2,090,400
Total Debt Service	$ 2,782,417	$ 2,990,100	$ 2,990,100	$ 2,990,400
Debt Coverage Ratio	5.24	2.06	4.25	2.53

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND PROJECTED FUNDING SOURCE DETAIL
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL REVENUE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED REVENUE 2020-2021	PROPOSED BUDGET 2021-2022
	OPERATING REVENUE				
	Residential Water Sales				
100-0000-400-1000	Water Sales - Regular	$ 31,017,449	$ 30,200,000	$ 31,297,000	$ 30,500,000
100-0000-400-2000	Water Sales - Fire Service	515,968	510,000	527,000	510,000
100-0000-400-4000	Water Sales - Municipal	746,338	740,000	860,000	800,000
100-0000-400-7500	Replenishment Charge	2,453,282	2,300,000	2,683,000	2,300,000
100-0000-400-8000	Energy and Elevation Surcharge Income	2,311,202	2,200,000	2,325,000	2,300,000
100-0000-400-8500	Conservation Charge	1,844,565	1,800,000	2,016,000	1,800,000
	Subtotal Residential Water Sales	38,888,804	37,750,000	39,708,000	38,210,000
	Other Water Sales				
100-0000-400-7000	Water Sales - Other	273,679	250,000	505,000	250,000
100-0000-450-1000	Geothermal Heat Sales	84,073	75,000	75,000	75,000
	Subtotal Other Water Sales	357,752	325,000	580,000	325,000
	Subtotal Water Sales	39,246,556	38,075,000	40,288,000	38,535,000
	OTHER OPERATING REVENUE				
	Service Charges				
100-0000-400-9010	Service Charge Revenue	584,923	800,000	124,000	500,000
100-0000-400-9020	Broken Lock Revenue	45,224	45,000	33,000	35,000
100-0000-400-9030	Returned Check Charge	22,618	15,000	37,920	30,000
100-0000-400-9044	Fire Hydrant Flow Test Charge	6,110	8,000	15,000	11,000
100-0000-400-9045	Customer Fees - Application Charge	18,565	17,000	30,000	25,000
100-0000-400-9046	Customer Fees -Will Serve Letter	13,500	16,000	16,000	16,000
	Subtotal Service Charges	690,940	901,000	255,920	617,000
	Revenue From Services				
100-0000-410-1000	Revenue From Services	67,001	120,000	119,000	120,000
100-0000-410-3000	Backflow Prevention Administrative Fee	106,678	100,000	115,000	105,000
100-0000-410-5000	Plan Check and Other Fees	40,313	40,000	34,000	30,000
100-0000-410-6000	Developer Plan Check and Inspections Fees	92,608	47,000	400,000	400,000
100-0000-410-8000	Hydro-generation Revenue	19,412	15,000	11,000	15,000
100-0000-410-9000	Revenue - Administrative Services	3,868	3,500	3,800	3,500
	Subtotal Revenue From Services	329,880	325,500	682,800	673,500
	Total Other Operating Revenue	1,020,820	1,226,500	938,720	1,290,500
	Total Operating Revenue	**40,267,376**	**39,301,500**	**41,226,720**	**39,825,500**

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND PROJECTED FUNDING SOURCE DETAIL
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL REVENUE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED REVENUE 2020-2021	PROPOSED BUDGET 2021-2022
	NON-OPERATING & OTHER REVENUE				
	Interest Revenue				
100-0000-480-1000	Interest Income - Trustee Funds	38,328	50,000	800	1,000
100-0000-480-2000	Interest Income - Cash Funds	185,989	140,000	175,000	140,000
100-0000-480-4000	Interest Income - Other	264,440	200,000	4,100	5,000
100-0000-480-5000	Interest Income - LAIF	11,382	8,000	21,000	30,000
100-0000-495-3000	GASB31 Adjustment (Investments)	247,349	-	-	-
	Subtotal Interest Revenue	747,488	398,000	200,900	176,000
	Non-Operating Revenue				
100-0000-460-1000	Main Extension Fees	-	-	-	-
100-0000-460-2000	Service Installation Fees	664,726	550,000	1,419,000	1,000,000
100-0000-460-3000	Water Acquisition Fees	908,685	850,000	957,000	850,000
100-0000-460-4000	Developer Installed	429,226	1,100,000	1,100,000	1,100,000
100-0000-460-7000	EPA Contract-Capital Cost	-	422,000	112,000	422,000
100-0000-470-7700	AIG Capital CD Implementation	-	3,626,000	-	3,626,000
100-0000-470-7700	AIG O & M CD Implementation	1,991,747	1,800,000	2,347,000	2,000,000
100-0000-485-1000	Rental Revenue	245,784	250,000	313,000	300,000
100-0000-490-1000	Gain or (Loss) on Capital Assets	(25,094)	-	86,000	10,000
100-0000-495-0100	Refunds Received	76,706	-	-	-
100-0000-495-0300	Reimbursement Insurance	4,288	-	1,000	-
100-0000-495-0500	Discounts Earned	18,639	10,000	15,000	10,000
100-0000-495-0600	Energy Rebates	38,931	-	-	-
100-0000-495-1000	Cashier Overages/Shortages	(149)	-	(80)	-
100-0000-495-2000	Miscellaneous Revenue	501,905	25,000	110,000	25,000
100-0000-495-4020	Non-Taxable Sales - Materials	8,137	10,000	103,000	10,000
100-0000-495-4040	Scrap Metal Sales	2,572	-	2,000	-
	Subtotal Non-Operating Revenue	4,866,103	8,643,000	6,564,920	9,353,000
	Total Non-Operating Revenue	5,613,591	9,041,000	6,765,820	9,529,000
	TOTAL REVENUE, ALL SOURCES	**$ 45,880,967**	**$ 48,342,500**	**$ 47,992,540**	**$ 49,354,500**
	OTHER FUNDING SOURCES				
	Bond Proceeds	$ 11,496,437	$ 5,000,000	$ 3,000,000	$ 12,594,000
	TOTAL OTHER FUNDING SOURCES	**$ 11,496,437**	**$ 5,000,000**	**$ 3,000,000**	**$ 12,594,000**

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND EXPENSE SUMMARY
FISCAL YEAR 2021-2022

SECTION	SECTION NAME	SALARIES	BENEFITS	SUBTOTAL PERSONNEL	OPERATIONS AND MAINTENANCE	SUBTOTAL PERSONNEL AND O & M	CAPITAL OUTLAY EQUIPMENT & VEHICLES	CAPITAL OUTLAY CAPITAL IMPROVEMENTS	TOTAL CAPITAL OUTLAY	TOTAL EXPENSES
Administrative Division										
1010	Water Board	$ 450	$ 46,493	**$ 46,943**	$ 2,500	**$ 49,443**	$ -	$ -	**$ -**	**$ 49,443**
1050	Administration	254,791	101,797	**356,587**	191,400	**547,987**	-	-	**-**	**547,987**
1055	Administrative Services	-	-	**-**	-	**-**	-	-	**-**	**-**
1060	Environmental and Regulatory Compliance	373,157	148,781	**521,938**	85,248	**607,186**	-	-	**-**	**607,186**
1070	Human Resources	157,298	65,212	**222,510**	111,141	**333,651**	-	-	**-**	**333,651**
2010	Finance and Accounting	424,835	189,441	**614,275**	155,600	**769,875**	750,000	-	**750,000**	**1,519,875**
2030	Information Technology	256,140	110,712	**366,853**	398,420	**765,273**	390,000	-	**390,000**	**1,155,273**
2040	Purchasing	184,500	81,996	**266,496**	-	**266,496**	-	-	**-**	**266,496**
2045	Fleet	228,103	98,818	**326,921**	395,100	**722,021**	665,000	-	**665,000**	**1,387,021**
2050	Customer Relations	90,490	41,611	**132,101**	9,047	**141,147**	453,250	-	**453,250**	**594,397**
2055	Water Conservation	100,182	50,186	**150,368**	205,875	**356,243**	-	-	**-**	**356,243**
2060	Customer Service	793,130	408,423	**1,201,553**	38,155	**1,239,708**	-	-	**-**	**1,239,708**
2070	Billing and Collections	135,843	67,068	**202,911**	249,288	**452,199**	-	-	**-**	**452,199**
2090	Field and Meter Services	857,490	438,451	**1,295,941**	74,500	**1,370,441**	-	-	**-**	**1,370,441**
2510	General Administrative Expense	-	1,446,780	**1,446,780**	4,671,900	**6,118,680**	-	27,062,500	**27,062,500**	**33,181,180**
2510	Uncollectible Charge Offs	-	-	**-**	300,000	**300,000**	-	-	**-**	**300,000**
2530	Facilities Maintenance Expense	-	-	**-**	498,600	**498,600**	-	-	**-**	**498,600**
Total Administrative Division		3,856,409	3,295,767	**7,152,176**	7,386,773	**14,538,949**	2,258,250	27,062,500	**29,320,750**	**43,859,699**
Water Utility Division										
3010	Water Utility Administration	267,062	117,394	**384,455**	330,350	**714,805**	-	-	**-**	**714,805**
3020	Distribution Administration	342,994	142,717	**485,710**	20,300	**506,010**	-	-	**-**	**506,010**
3021	Distribution Service and Repair	1,671,310	806,960	**2,478,270**	759,620	**3,237,890**	-	-	**-**	**3,237,890**
3023	Distribution System Maintenance	1,330,238	663,430	**1,993,667**	422,800	**2,416,467**	-	-	**-**	**2,416,467**
3024	Water Loss Management	125,905	64,598	**190,503**	335,600	**526,103**	-	-	**-**	**526,103**
3040	Operations Administration	298,482	143,832	**442,315**	19,300	**461,615**	-	-	**-**	**461,615**
3041	Production and Treatment	1,271,429	590,670	**1,862,099**	7,040,700	**8,902,799**	-	-	**-**	**8,902,799**
3042	Plant and Facility Maintenance	611,402	323,857	**935,259**	346,250	**1,281,509**	-	-	**-**	**1,281,509**
3043	Specialty Construction	556,703	313,025	**869,728**	77,300	**947,028**	23,000	-	**23,000**	**970,028**
4042	Electrical, Instrumentation and SCADA	590,400	264,500	**854,900**	193,976	**1,048,876**	-	-	**-**	**1,048,876**
3060	Engineering	819,744	353,697	**1,173,441**	725,460	**1,898,901**	-	-	**-**	**1,898,901**
3063	Water Quality and Backflow Control	848,216	377,973	**1,226,189**	582,200	**1,808,389**	-	-	**-**	**1,808,389**
Total Water Utility Division		8,733,884	4,162,654	**12,896,538**	10,853,856	**23,750,394**	23,000	-	**23,000**	**23,773,394**
Subtotal Operating Expenses		12,590,293	7,458,421	**20,048,714**	18,240,629	**38,289,342**	2,281,250	27,062,500	**29,343,750**	**67,633,092**
Less: Overhead Applied Capital Assets		-	-	**-**	(541,250)	**(541,250)**	-	-	**-**	**(541,250)**
Total Operating Expenses		12,590,293	7,458,421	**20,048,714**	17,699,379	**37,748,092**	2,281,250	27,062,500	**29,343,750**	**67,091,842**
Non-operating Expenses										
	Principle Payments on Debt Service	-	-	**-**	900,000	**900,000**	-	-	**-**	**900,000**
2520	Interest Expense	-	-	**-**	2,090,400	**2,090,400**	-	-	**-**	**2,090,400**
2520	Bond Service and Trustee Fees	-	-	**-**	2,900	**2,900**	-	-	**-**	**2,900**
Total Non-Operating Expenses		-	-	-	2,993,300	**2,993,300**	-	-	-	**2,993,300**
Total Expenses		**$ 12,590,293**	**$ 7,458,421**	**$ 20,048,714**	**$ 20,692,679**	**$ 40,741,392**	**$ 2,281,250**	**$ 27,062,500**	**$ 29,343,750**	**$ 70,085,142**

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND CAPITAL OUTLAY EXPENSE SUMMARY
FISCAL YEAR 2021-2022

SECTION	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
Administrative Division					
2010	***Finance***				
8030	Computer Equipment	$ -	$ 750,000	$ -	$ 750,000
	Subtotal Finance	-	750,000	-	750,000
2030	***Information Technology***				
8030	Computer Equipment	79,301	-	-	390,000
5472	PC Replacement Expense	-	-	-	-
	Subtotal Information Technology	79,301	-	-	390,000
2045	***Fleet***				
8010	Tools and Equipment	-	-	-	-
8020	Autos and Trucks	512,948	511,000	403,375	761,000
	Subtotal Fleet	512,948	511,000	403,375	761,000
2050	***Customer Relations***				
8030	Computer Equipment	-	-	-	453,250
	Subtotal Customer Relations	-	-	-	453,250
2510	***General Administrative Expense***				
8400	Capital Improvement Projects - Carryover	(203,377)	12,515,460	8,900,000	18,793,000
8400	Capital Improvement Projects - New Projects	-	8,760,000	-	8,420,000
	Capital Improvement Projects - Labor Portion	(13,137)	(450,000)	-	(450,500)
8401	Capital Improvement Projects - Equipment				300,000
	Subtotal General Administration Expense	(203,377)	20,825,460	8,900,000	27,062,500
Subtotal Administrative Division		388,872	22,086,460	9,303,375	29,416,750
Water Utility Division					
3021	***Distribution Service & Repair***				
8010	Tools and Equipment	12,346	-	-	-
	Subtotal Water Utility Distribution Service & Repair	12,346	-	-	-
3024	***Water Loss Management***				
8010	Tools and Equipment	-	30,000	-	-
	Subtotal Water Loss Management	-	30,000	-	-
3042	***Plant and Facility Maintenance***				
8010	Tools and Equipment	6,427	-	-	-
	Subtotal Water Utility Operation Plant and Facility Maintenance	6,427	-	-	-
3043	***Specialty Construction***				
8010	Tools and Equipment	-	-	-	23,000
	Subtotal Water Utility Operations Specialty Construction	-	-	-	23,000
Subtotal Water Utility Division		18,773	30,000	-	23,000
TOTAL CAPITAL OUTLAY, WATER FUND		**$ 407,645**	**$ 22,116,460**	**$ 9,303,375**	**$ 29,439,750**

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND RESERVE RECONCILIATION
FISCAL YEAR 2021-2022

Estimated Projections FY 2020-2021	**Working Capital**		**Debt Proceeds**	**Totals**
Beginning Estimated Unrestricted Cash Balance as of 07/01/2020	$ 34,331,900		$ 16,214,253	$ 50,546,153
Operating				
Estimated Operating Revenues 06/30/2021	41,226,720		-	$ 41,226,720
Estimated Operating Expenses 06/30/2021	(34,078,900)		-	$ (34,078,900)
Total Net Operating Income/(Loss)	$ 7,147,820		$ 16,214,253	$ 57,693,973
Non-Operating Revenue/(Expense) including Capital				
Estimated Non-Operating Revenues	$ 6,765,820		$ -	$ 6,765,820
Estimated Non-Operating Expenses	(9,850,075)		(2,446,300)	(12,296,375)
Total Net Non-Operating Income/(Loss)	$ (3,084,255)		$ (2,446,300)	$ (5,530,555)
Estimated Ending Reserve Balance as of 06/30/2020	**$ 38,395,465**		**$ 13,767,953**	**$ 52,163,418**
FY 2021-2022 Proposed Budget				
Beginning Estimated Unrestricted Cash Balance as of 07/01/2021	**$ 38,395,465**	**A**	**$ 13,767,953**	**$ 52,163,418**
Operating:				
Proposed Budgeted Operating Revenues	39,825,500		-	39,825,500
Proposed Budgeted Operating Expenses	(37,748,092)		-	(37,748,092)
Total Operating Income/(Loss)	$ 2,077,408	**B**	$ -	$ 2,077,408
Non-Operating:				
Proposed Budgeted Non-Operating Revenues	$ 2,531,000		$ -	$ 2,531,000
Proposed Budgeted Non-Operating Expenses	(2,993,300)		-	(2,993,300)
Total Non-Operating Income/(Loss)	$ (462,300)	**C**	$ -	$ (462,300)
Total Available for Capital **(B + C)**	$ 1,615,108		$ -	$ 1,615,108
Proposed Budgeted Capital Contributions	6,998,000		-	6,998,000
Proposed Actual Capital Carryovers from PY	(6,199,000)		(12,594,000)	(18,793,000)
Proposed Actual New Capital Funding	(10,646,750)		-	(10,646,750)
Total Increase/(Decrease) in Reserves	$ (8,232,642)	**D**	$ (12,594,000)	$ (20,826,642)
Ending Reserve Balances as of 06/30/2021 Unrestricted Reserves **(A + D)**	**$ 30,162,822**		**$ 1,173,953**	**$ 31,336,775**

SEWER TREATMENT FUND SUMMARIES

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER TREATMENT FUND BUDGET SUMMARY
FISCAL YEAR 2021-2022

	ACTUAL REVENUE & EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED REVENUE & EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
SOURCES OF FUNDS				
Revenues:				
Operating Revenue:				
City Sewer Sales	$ 18,655,035	$ 18,800,000	$ 18,858,000	$ 18,800,000
East Valley Sewer Sales	8,261,875	8,380,000	8,418,000	6,285,000
Loma Linda Sewer Sales	2,786,372	2,720,000	2,889,000	2,720,000
Total Sewer Sales	29,703,282	29,900,000	30,165,000	27,805,000
Industrial Waste and Other Sales	693,810	691,000	774,500	712,000
Total Operating Revenue	30,397,092	30,591,000	30,939,500	28,517,000
Non-operating Revenue:				
Interest Income	1,322,367	610,000	444,550	437,000
Other Non-Operating Revenue	(32,176)	-	(47,000)	-
Total Non-operating revenue	1,290,191	610,000	397,550	437,000
Capital Contributions:				
Capacity Fees	1,484,473	800,000	1,000,000	1,000,000
Capital Grants	4,778	-	361,600	-
Total Capital Contributions	1,489,251	800,000	1,361,600	1,000,000
Total Revenues	33,176,534	32,001,000	32,698,650	29,954,000
Other Sources of Funds:				
Debt Proceeds for Capital Carryovers	1,007,848	29,624,000	13,100,000	17,725,340
Total Other Sources of Funds	1,007,848	29,624,000	13,100,000	17,725,340
Total Sources of Funds	**$ 34,184,382**	**$ 61,625,000**	**$ 45,798,650**	**$ 47,679,340**
Total Sources of Funds	$ 34,184,382	$ 61,625,000	$ 45,798,650	$ 47,679,340

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER TREATMENT FUND BUDGET SUMMARY
FISCAL YEAR 2021-2022

	ACTUAL REVENUE & EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED REVENUE & EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
USE OF FUNDS				
Expenses:				
Operating Expenses:				
Administrative Division				
Water Board	26,619	29,666	31,449	29,666
Administration	140,918	327,376	237,490	410,990
Administrative Services	153,440	-	-	-
Environmental and Regulatory Compliance	660,152	855,869	928,053	1,037,826
Human Resources	102,903	186,818	163,054	214,041
Finance and Accounting	480,488	572,897	490,555	577,407
Information Technology	568,852	862,405	728,447	801,673
Purchasing	191,918	227,057	219,336	233,184
Fleet	168,538	264,906	170,283	240,674
Customer Relations	115,594	118,964	129,952	122,073
Public Affairs	49,394	59,564	55,089	71,249
Customer Service	485,704	479,677	525,988	476,811
Billing and Collections	317,889	429,959	349,300	369,142
Cashiering	-	-	-	-
General Administrative Expense	1,705,029	2,201,466	1,987,278	2,438,520
Uncollectible Charge Offs	(8,858)	100,000	-	50,000
Facilities Maintenance Expense	301,098	316,400	326,800	349,020
Total Administrative Division	5,459,678	7,033,024	6,343,075	7,422,273
Water Reclamation Division				
Water Reclamation Administration	348,371	392,183	345,675	397,582
Operations	4,842,890	5,988,215	5,543,806	6,110,124
Bio-Solids Processing	1,997,462	2,016,480	2,095,393	2,155,100
RIX Facility	2,854,904	3,922,857	3,305,891	4,166,685
Plant Maintenance	2,512,854	3,081,745	2,800,308	3,369,152
Electrical, Instrumentation and SCADA	995,681	1,256,275	1,131,249	1,340,230
Environmental Control	672,836	771,124	787,754	781,289
Engineering	369,422	423,827	405,857	440,041
Total Water Reclamation Division	14,594,420	17,852,706	16,415,932	18,760,201
Total Operating Expenses	20,054,098	24,885,730	22,759,006	26,182,474
Less: Overhead applied to Capital Improvement Projects	(145,012)	(751,420)	(400,000)	(619,704)
Total Operating Expenses, Net	19,909,086	24,134,310	22,359,006	25,562,770
Non-operating Expenses:				
Interest Expense	1,310,251	1,301,900	1,301,900	1,267,800
Trustee Services	2,900	2,900	2,900	2,900
Total Non-operating Expenses	1,313,151	1,304,800	1,304,800	1,270,700
Total Expenses	21,222,237	25,439,110	23,663,806	26,833,470
Other Uses of Funds:				
Principal Payments on Debt Service	665,000	665,000	665,000	700,000
Capital Outlay (Equipment & Vehicles)	49,064	145,500	72,220	1,014,700
Capital Improvement Projects - Carryovers	8,351	33,548,000	20,057,300	24,640,200
Capital Improvement Projects - New Projects	-	5,139,200	-	7,773,000
Capital Improvement Projects - Labor Portion	-	-	-	-
Total Other Uses of Funds	722,415	39,497,700	20,794,520	34,127,900
Total Use of Funds	**21,944,652**	**64,936,810**	**44,458,326**	**60,961,370**
Net Transfer To/(From) Reserves	**$ 12,239,730**	**$ (3,311,810)**	**$ 1,340,324**	**$ (13,282,030)**

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER TREATMENT FUND BUDGET SUMMARY
FISCAL YEAR 2021-2022

	ACTUAL REVENUE & EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED REVENUE & EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
DEBT COVERAGE RATIO				
Total Revenue	$ 33,176,534	$ 32,001,000	$ 32,698,650	$ 29,954,000
Less: Operating Expenses	(19,909,086)	(24,134,310)	(22,359,006)	(25,562,770)
Net Revenues	$ 13,267,448	$ 7,866,690	$ 10,339,644	$ 4,391,230
Debt Service:				
Principal Payments	$ 665,000	$ 665,000	$ 665,000	$ 700,000
Interest Expense	1,313,151	1,304,800	1,304,800	1,270,700
Lien Debt Service	$ 1,978,151	$ 1,969,800	$ 1,969,800	$ 1,970,700
Total Debt Coverage Ratio	6.71	3.99	5.07	2.23

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER TREATMENT FUND PROJECTED FUNDING SOURCE DETAIL
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL REVENUE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED REVENUE 2020-2021	PROPOSED BUDGET 2021-2022
	OPERATING REVENUE				
	Sewer Treatment Charges - within city				
200-0000-420-1010	Residential Sewer Charges	$ 10,191,481	$ 10,200,000	$ 10,258,000	$ 10,200,000
200-0000-420-1020	Non-Residential Sewer Charges	8,463,554	8,600,000	8,600,000	8,600,000
	Subtotal Metered Consumers	18,655,035	18,800,000	18,858,000	18,800,000
	Sewer Treatment Charges - outside city				
200-0000-420-2010	East Valley Residential Sewer Charges	4,778,152	4,780,000	4,778,000	3,585,000
200-0000-420-2020	East Valley Non-Residential Sewer Charges	3,483,723	3,600,000	3,640,000	2,700,000
200-0000-420-3010	Loma Linda Residential Sewer Charges	1,163,500	1,170,000	1,183,000	1,170,000
200-0000-420-3020	Loma Linda Non-Residential Sewer Charges	1,622,872	1,550,000	1,706,000	1,550,000
200-0000-420-4000	Effluent Sales	-	-	-	-
	Subtotal Outside City Sewer Charges	11,048,247	11,100,000	11,307,000	9,005,000
	Total Gross Revenue From Sewer Service Charges	29,703,282	29,900,000	30,165,000	27,805,000
	Service Charges and Other Revenue				
200-0000-430-9045	Application Fees	9,450	11,000	500	2,000
200-0000-440-1000	Industrial Waste Income	84,065	100,000	82,000	100,000
200-0000-440-2000	Septic Receiving Fees	190,293	210,000	212,000	210,000
200-0000-440-5000	SARI Discharge and Permits	410,002	370,000	480,000	400,000
	Subtotal Service Charges and Other Revenue	693,810	691,000	774,500	712,000
	Total Operating Revenue	30,397,092	30,591,000	30,939,500	28,517,000
	NON-OPERATING & OTHER REVENUE				
	Interest Revenue				
200-0000-480-1000	Interest Income	46,709	60,000	1,550	2,000
200-0000-480-2000	Interest Income - Cash Funds	451,687	350,000	409,000	400,000
200-0000-480-4000	Interest Revenue Other	141,689	150,000	3,000	5,000
200-0000-480-5000	LAIF Interest Income	69,184	50,000	31,000	30,000
200-0000-495-3000	GASB Adjustment Investments	613,098	-	-	-
	Subtotal Interest Revenue	1,322,367	610,000	444,550	437,000
	Non-Operating Revenue				
200-0000-460-4000	Developer Installed	-	-	-	-
200-0000-460-5000	Capacity Fees	1,484,473	800,000	1,000,000	1,000,000
200-0000-460-7500	Bureau of Reclamation	4,778	-	361,600	-
200-0000-460-9000	Other Contributed Capital	768,079	-	-	-
200-0000-486-1000	Spot Market	(47,768)	-	(47,800)	-
200-0000-490-1000	Loss and Gain on Capital Assets	14,120	-	-	-
200-0000-495-0500	Discounts Earned	176	-	300	-
200-0000-495-2000	Miscellaneous Revenue	1,296	-	500	-
200-0000-495-4040	Scrap Metal Sales	-	-	-	-
	Subtotal Non-Operating Revenue	2,225,154	800,000	1,314,600	1,000,000
	Total Non-Operating Revenue	3,547,521	1,410,000	1,759,150	1,437,000
	TOTAL REVENUE ALL SOURCES	$ 33,944,613	$ 32,001,000	$ 32,698,650	$ 29,954,000
	OTHER FUNDING SOURCES				
	Debt Proceeds	$ 1,007,848	$ 29,624,000	$ 1,500,000	$ 17,725,340
	TOTAL OTHER FUNDING SOURCES	**$ 1,007,848**	**$ 29,624,000**	**$ 1,500,000**	**$ 17,725,340**

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER TREATMENT FUND EXPENSE SUMMARY
FISCAL YEAR 2021-2022

SECTION	SECTION NAME	SALARIES	BENEFITS	SUBTOTAL PERSONNEL	OPERATIONS AND MAINTENANCE	SUBTOTAL PERSONNEL AND O & M	CAPITAL OUTLAY EQUIPMENT & VEHICLES	CAPITAL OUTLAY CAPITAL IMPROVEMENTS	TOTAL CAPITAL OUTLAY	TOTAL EXPENSES
Administrative Division										
1010	Water Board	$ 270	$ 29,396	**$ 29,666**	$ -	**$ 29,666**	$ -	$ -	**$ -**	**$ 29,666**
1050	Administration	191,093	76,347	**267,440**	143,550	**410,990**	-	-	**-**	**410,990**
1060	Environmental and Regulatory Compliance	373,157	148,781	**521,938**	515,888	**1,037,826**	-	-	**-**	**1,037,826**
1070	Human Resources	100,908	41,834	**142,743**	71,298	**214,041**	-	-	**-**	**214,041**
2010	Finance and Accounting	318,626	142,081	**460,707**	116,700	**577,407**	450,000	-	**450,000**	**1,027,407**
2030	Information Technology	256,140	110,712	**366,853**	434,820	**801,673**	-	-	**-**	**801,673**
2040	Purchasing	161,437	71,747	**233,184**	-	**233,184**	-	-	**-**	**233,184**
2045	Fleet	76,034	32,939	**108,974**	131,700	**240,674**	-	-	**-**	**240,674**
2050	Customer Relations	78,261	35,988	**114,249**	7,824	**122,073**	392,000	-	**392,000**	**514,073**
2055	Public Affairs	20,036	10,037	**30,074**	41,175	**71,249**	-	-	**-**	**71,249**
2060	Customer Service	305,050	157,086	**462,136**	14,675	**476,811**	-	-	**-**	**476,811**
2070	Billing and Collections	110,892	54,749	**165,642**	203,500	**369,142**	-	-	**-**	**369,142**
4090	General Administrative Expense	-	598,320	**598,320**	1,840,200	**2,438,520**	-	30,985,200	**30,985,200**	**33,423,720**
4090	Uncollectible Charge Offs	-	-	**-**	50,000	**50,000**			**-**	**50,000**
2530	Facilities Maintenance Expense	-	-	**-**	349,020	**349,020**	-	-	**-**	**349,020**
Total Administrative Division		1,991,906	1,510,017	**3,501,923**	3,920,350	**7,422,273**	842,000	30,985,200	**31,827,200**	**39,249,473**
Water Reclamation Division										
4010	Water Reclamation Administration	264,232	117,546	**381,778**	15,804	**397,582**	-	-	**-**	**397,582**
4020	Operations	1,976,130	906,453	**2,882,584**	3,227,540	**6,110,124**	61,900	-	**61,900**	**6,172,024**
4021	Bio-Solids Processing	-	-	**-**	2,155,100	**2,155,100**	-	-	**-**	**2,155,100**
4025	RIX Facility	-	-	**-**	4,166,685	**4,166,685**	-	1,428,000	**1,428,000**	**5,594,685**
4040	Plant Maintenance	1,709,850	845,027	**2,554,877**	814,275	**3,369,152**	110,800	-	**110,800**	**3,479,952**
4042	Electrical, Instrumentation and SCADA	754,400	337,972	**1,092,372**	247,858	**1,340,230**	-	-	**-**	**1,340,230**
4050	Environmental Control	476,011	239,577	**715,589**	65,700	**781,289**	-	-	**-**	**781,289**
3060	Engineering	307,404	132,637	**440,041**	-	**440,041**	-	-	**-**	**440,041**
Total Water Reclamation Division		5,488,027	2,579,212	**8,067,239**	10,692,962	**18,760,201**	172,700	1,428,000	**1,600,700**	**20,360,901**
Subtotal Operating Expenses		7,479,934	4,089,229	**11,569,162**	14,613,312	**26,182,474**	1,014,700	32,413,200	**33,427,900**	**59,610,374**
Less: Overhead Applied Capital Assets		-	-	**-**	(619,704)	**(619,704)**	-	-	**-**	**(619,704)**
Total Operating Expenses		7,479,934	4,089,229	**11,569,162**	13,993,608	**25,562,770**	1,014,700	32,413,200	**33,427,900**	**58,990,670**
Non-operating Expenses										
	Principle Payments on Debt Service	-	-	**-**	700,000	**700,000**	-	-	**-**	**700,000**
4095	Interest Expense	-	-	**-**	1,267,800	**1,267,800**	-	-	**-**	**1,267,800**
4095	Bond Service and Trustee Fees	-	-	**-**	2,900	**2,900**	-	-	**-**	**2,900**
Total Non-Operating Expenses		-	-	-	1,970,700	**1,970,700**	-	-	-	**1,970,700**
Total Expenses		**$ 7,479,934**	**$ 4,089,229**	**$ 11,569,162**	**$ 15,964,308**	**$ 27,533,470**	**$ 1,014,700**	**$ 32,413,200**	**$ 33,427,900**	**$ 60,961,370**

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER TREATMENT FUND CAPITAL OUTLAY EXPENSE SUMMARY
FISCAL YEAR 2021-2022

SECTION	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
Administrative Division					
2010	***Finance***				
8030	Computer Equipment	-	450,000	-	450,000
	Subtotal Finance	-	450,000	-	450,000
2050	***Customer Relations***				
8030	Computer Equipment	-	-	-	392,000
	Subtotal Customer Relations	-	-	-	392,000
4090	***General Administrative Expense***				
8010	Tools and Equipment	22,369			
8070	Facilities	10,500	-	-	-
8400	Capital Improvement Projects - Carryover	8,351	32,748,000	20,000,000	23,840,200
8400	Capital Improvement Projects - New Projects	-	4,808,000	-	7,145,000
	Capital Improvement Projects - Labor Portion	-	-	-	-
	Subtotal General Administration Expense	41,220	37,556,000	20,000,000	30,985,200
Subtotal Administrative Division		41,220	38,006,000	20,000,000	31,827,200
Water Reclamation Division					
4020	***Operations***				
8010	Tools and Equipment	49,064	66,300	60,780	61,900
8070	Facilities	-	-	-	-
	Subtotal Operations	49,064	66,300	60,780	61,900
4021	***Biosolids Processing***				
8010	Tools and Equipment	-	-	-	-
8070	Facilities	-	-	-	-
	Subtotal Biosolids Processing	-	-	-	-
4025	***RIX Facility***				
8010	Tools and Equipment	941	22,400	11,440	-
8070	Facilities	-	-	-	-
8400	Capital Improvement Projects - Carryover	-	800,000	57,300	800,000
8400	Capital Improvement Projects - New Projects	-	331,200	-	628,000
	Capital Improvement Projects - Labor Portion	-	-	-	-
	Subtotal RIX Facility	941	1,153,600	68,740	1,428,000
4040	***Plant Maintenance***				
8010	Tools and Equipment	-	41,800	-	41,800
8020	Autos and Trucks	-	-	-	69,000
8070	Facilities	-	-	-	-
	Subtotal Plant Maintenance	-	41,800	-	110,800
4042	***Electrical, Instrumentation and SCADA***				
8010	Tools and Equipment	-	-	-	-
8030	Computer Equipment	-	15,000	-	-
8070	Facilities	-	-	-	-
	Subtotal Electrical, Instrumentation and SCADA	-	15,000	-	-
Subtotal Water Reclamation Division		50,005	1,276,700	129,520	1,600,700

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER FUND RESERVE RECONCILIATION
FISCAL YEAR 2021-2022

Estimated Projections FY 2020-2021	**Working Capital**		**Debt Proceeds**	**Totals**
Beginning Estimated Unrestricted Cash Balance as of 07/01/2020	**$ 46,042,899**		**$ 30,862,236**	**$ 76,905,135**
Operating				
Estimated Operating Revenues 06/30/2021	30,939,500		-	$ 30,939,500
Estimated Operating Expenses 06/30/2021	(22,359,006)		-	$ (22,359,006)
Total Net Operating Income/(Loss)	$ 8,580,494		$ 30,862,236	$ 85,485,629
Non-Operating Revenue/(Expense) including Capital				
Estimated Non-Operating Revenues	$ 1,759,150		$ -	$ 1,759,150
Estimated Non-Operating Expenses	(8,962,424)		(13,136,896)	(22,099,320)
Total Net Non-Operating Income/(Loss)	$ (7,203,274)		$ (13,136,896)	$ (20,340,170)
Estimated Ending Reserve Balance as of 06/30/2021	**$ 47,420,119**		**$ 17,725,340**	**$ 65,145,459**
FY 2020-2021 Proposed Budget				
Beginning Estimated Unrestricted Cash Balance as of 07/01/2021	**$ 47,420,119**	**A**	**$ 17,725,340**	**$ 65,145,459**
Operating:				
Proposed Budgeted Operating Revenues	28,517,000		-	28,517,000
Proposed Budgeted Operating Expenses	(25,562,770)		-	(25,562,770)
Total Operating Income/(Loss)	$ 2,954,230	**B**	$ -	$ 2,954,230
Non-Operating:				
Proposed Budgeted Non-Operating Revenues	$ 437,000		$ -	$ 437,000
Proposed Budgeted Non-Operating Expenses	(1,970,700)		-	(1,970,700)
Total Non-Operating Income/(Loss)	$ (1,533,700)	**C**	$ -	$ (1,533,700)
Total Available for Capital **(B + C)**	$ 1,420,530		$ -	$ 1,420,530
Proposed Budgeted Capital Contributions	1,000,000		-	1,000,000
Proposed Actual Capital Carryovers from PY	(6,914,860)		(17,725,340)	(24,640,200)
Proposed Actual New Capital Funding	(8,787,700)		-	(8,787,700)
Total Increase/(Decrease) in Reserves	$ (13,282,030)	**D**	$ (17,725,340)	$ (31,007,370)
Ending Reserve Balances as of 06/30/2022 Unrestricted Reserves **(A + D)**	**$ 34,138,088**		**$ -**	**$ 34,138,088**

SEWER COLLECTION FUND SUMMARIES

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER COLLECTION FUND BUDGET SUMMARY
FISCAL YEAR 2021-2022

	ACTUAL REVENUE & EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED REVENUE & EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
SOURCES OF FUNDS				
Revenues:				
Operating Revenue:	$ 7,666,309	$ 7,710,000	$ 7,815,000	$ 7,710,000
Other Sources of Funds:				
Non-Operating Revenue	974,496	465,000	407,070	402,000
Total Sources of Funds	**8,640,805**	**8,175,000**	**8,222,070**	**8,112,000**
USE OF FUNDS				
Expenses:				
Operating Expenses:				
Administrative Division				
Water Board	17,745	19,777	20,966	19,777
Administration	111,984	218,252	158,329	273,994
Administrative Services	102,296	-	-	-
Environmental and Regulatory Compliance	128,729	146,467	164,515	173,706
Human Resources	16,078	54,948	39,355	62,953
Finance and Accounting	314,009	381,931	467,543	384,938
Information Technology	227,538	361,903	291,384	308,309
Purchasing	115,149	136,236	123,280	139,910
Fleet	134,830	211,924	131,806	192,539
Customer Relations	111,982	115,246	121,965	118,259
Public Affairs	19,760	23,824	21,541	28,499
Customer Service	435,948	191,872	423,033	190,724
Billing & Collections	87,420	118,241	96,056	101,514
Engineering	965,359	1,130,207	1,050,288	1,173,441
General Administrative Expense	1,421,462	1,706,621	501,016	1,917,203
Facilities Maintenance Expense	129,042	135,600	140,057	149,580
Total Administrative Division	4,339,331	4,953,049	3,751,134	5,235,347
Water Reclamation Division				
Water Reclamation Administration	192,763	228,774	209,306	231,923
Water Reclamation Operations	236,504	334,014	273,913	339,127
Total Water Reclamation Division	429,267	562,788	483,219	571,050
Sewer Collection Division				
Sewer Collection Operations	1,494,122	1,803,971	1,628,092	1,830,283
Lift Station Maintenance	31,475	93,580	51,707	91,704
Total Sewer Collection Division	1,525,597	1,897,551	1,679,799	1,921,987
Total Operating Expenses	6,294,195	7,413,388	5,914,152	7,728,384
Less: Overhead applied to Capital Improvement Projects	(21,967)	(87,717)	(12,001)	(48,900)
Total Operating Expenses, Net	6,272,228	7,325,671	5,902,151	7,679,484
Other Uses of Funds:				
Capital Outlay (Equipment & Vehicles)	28,690	865,000	549,120	679,750
Capital Improvement Projects - Carryover	205,491	1,882,501	600,032	300,000
Capital Improvement Projects - New Projects	-	2,503,330	-	2,145,000
Total Other Uses of Funds	234,181	5,250,831	1,149,152	3,124,750
Total Use of Funds	**6,506,409**	**12,576,502**	**7,051,303**	**10,804,234**
Net Transfer To/(From) Reserves	**$ 2,134,396**	**$ (4,401,502)**	**$ 1,170,767**	**$ (2,692,234)**

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER COLLECTION FUND PROJECTED FUNDING SOURCE DETAIL
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL REVENUE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED REVENUE 2020-2021	PROPOSED BUDGET 2021-2022
	OPERATING REVENUE				
	Sewer Collection Revenue				
400-0000-401-1500	Sewer Collection Revenue	$ 7,656,675	$ 7,700,000	$ 7,786,000	$ 7,700,000
	Subtotal Sewer Collection Revenue	7,656,675	7,700,000	7,786,000	7,700,000
	Service Charges and Other Revenue				
400-0000-430-9045	Application Fees	9,634	10,000	29,000	10,000
	Subtotal Sewer Collection Revenue	9,634	10,000	29,000	10,000
	Total Operating Revenue	7,666,309	7,710,000	7,815,000	7,710,000
	NON-OPERATING REVENUE				
	Sewer Connection Fees				
400-0000-460-2500	Sewer Connection Fees	344,732	250,000	170,000	200,000
	Subtotal Sewer Connection Fees	344,732	250,000	170,000	200,000
	Interest Revenue				
400-0000-480-2000	Interest Income - Cash Funds	247,985	180,000	233,000	200,000
400-0000-480-4000	Interest Income	42,187	35,000	900	2,000
400-0000-495-3000	GASB Adjustment Investments	336,274	-	-	-
	Subtotal Interest Revenue	626,446	215,000	233,900	202,000
	Non-Operating Revenue				
400-0000-490-1000	Loss and Gain on Capital Assets	3,003	-	3,160	-
400-0000-495-0500	Discounts Earned	315	-	10	-
	Subtotal Non-Operating Revenue	3,318	-	3,170	-
	Total Non-Operating Revenue	974,496	465,000	407,070	402,000
	TOTAL REVENUE	**$ 8,640,805**	**$ 8,175,000**	**$ 8,222,070**	**$ 8,112,000**

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER COLLECTION FUND EXPENSE SUMMARY
FISCAL YEAR 2021-2022

SECTION	SECTION NAME	SALARIES	BENEFITS	SUBTOTAL PERSONNEL	OPERATIONS AND MAINTENANCE	SUBTOTAL PERSONNEL AND O & M	CAPITAL OUTLAY EQUIPMENT & VEHICLES	CAPITAL OUTLAY CAPITAL IMPROVEMENTS	TOTAL CAPITAL OUTLAY	TOTAL EXPENSES
Administrative Division										
1010	Water Board	$ 180	$ 18,597	**$ 18,777**	$ 1,000	**$ 19,777**	$ -	$ -	**$ -**	**$ 19,777**
1050	Administration	127,395	50,898	**178,294**	95,700	**273,994**	-	-	**-**	**273,994**
1060	Environmental and Regulatory Compliance	93,289	37,195	**130,484**	43,222	**173,706**	-	-	**-**	**173,706**
1070	Human Resources	29,679	12,304	**41,983**	20,970	**62,953**	-	-	**-**	**62,953**
2010	Finance and Accounting	212,417	94,720	**307,138**	77,800	**384,938**	300,000	-	**300,000**	**684,938**
2030	Information Technology	102,456	44,285	**146,741**	161,568	**308,309**	-	-	**-**	**308,309**
2040	Purchasing	96,862	43,048	**139,910**	-	**139,910**	-	-	**-**	**139,910**
2045	Fleet	60,827	26,351	**87,179**	105,360	**192,539**	-	-	**-**	**192,539**
2050	Customer Relations	75,816	34,864	**110,679**	7,580	**118,259**	379,750	-	**379,750**	**498,009**
2055	Public Affairs	8,015	4,015	**12,029**	16,470	**28,499**	-	-	**-**	**28,499**
2060	Customer Service	122,020	62,834	**184,854**	5,870	**190,724**	-	-	**-**	**190,724**
2070	Billing and Collections	30,495	15,056	**45,551**	55,963	**101,514**	-	-	**-**	**101,514**
3060	Engineering	819,744	353,697	**1,173,441**	-	**1,173,441**	-	-	**-**	**1,173,441**
6090	General Administrative Expense	-	97,860	**97,860**	1,819,343	**1,917,203**	-	2,445,000	**2,445,000**	**4,362,203**
2530	Facilities Maintenance Expense	-	-	**-**	149,580	**149,580**	-	-	**-**	**149,580**
Total Administrative Division		1,779,196	895,726	**2,674,922**	2,560,425	**5,235,347**	679,750	2,445,000	**3,124,750**	**8,360,097**
Water Reclamation Division										
4010	Water Reclamation Administration	154,135	68,568	**222,704**	9,219	**231,923**	-	-	**-**	**231,923**
4020	Operations	232,486	106,642	**339,127**	-	**339,127**	-	-	**-**	**339,127**
Total Water Reclamation Division		386,621	175,210	**561,831**	9,219	**571,050**	-	-	**-**	**571,050**
Sewer Collection Division										
6020	Operations	928,785	395,547	**1,324,331**	505,952	**1,830,283**	-	-	**-**	**1,830,283**
6030	Lift Station Maintenance	-	-	**-**	91,704	**91,704**	-	-	**-**	**91,704**
Total Sewer Collection Division		928,785	395,547	**1,324,331**	597,656	**1,921,987**	-	-	**-**	**1,921,987**
Subtotal Operating Expenses		3,094,602	1,466,482	**4,561,084**	3,167,300	**7,728,384**	679,750	2,445,000	**3,124,750**	**10,853,134**
Less: Overhead Applied Capital Assets		-	-	**-**	(48,900)	**(48,900)**	-	-	**-**	**(48,900)**
Total Operating Expenses		3,094,602	1,466,482	**4,561,084**	3,118,400	**7,679,484**	679,750	2,445,000	**3,124,750**	**10,804,234**
Non-operating Expenses										
	Interest Expense	-	-	**-**	-	**-**	-	-	**-**	**-**
	Bond Service and Trustee Fees	-	-	**-**	-	**-**	-	-	**-**	**-**
Total Non-Operating Expenses		-	-	**-**	-	**-**	-	-	**-**	**-**
Total Expenses		**$ 3,094,602**	**$ 1,466,482**	**$ 4,561,084**	**$ 3,118,400**	**$ 7,679,484**	**$ 679,750**	**$ 2,445,000**	**$ 3,124,750**	**$ 10,804,234**

-

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER COLLECTION FUND CAPITAL OUTLAY EXPENSE SUMMARY
FISCAL YEAR 2021-2022

SECTION	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
2010	***Finance***				
8030	Computer Equipment	-	300,000	-	300,000
	Subtotal Finance	-	300,000	-	300,000
2050	***Customer Relations***				
8030	Computer Equipment	-	-	-	379,750
	Subtotal Customer Relations	-	-	-	379,750
6020	***Sewer Collection***				
8010	Tools and Equipment	6,816	-	-	-
8020	Autos & Trucks	21,874	565,000	549,120	-
8070	Facilities	-	-	-	-
	Subtotal Sewer Collection	28,690	565,000	549,120	-
6090	***General Administrative Expense***				
8400	Capital Improvement Projects - Carryover	205,491	1,882,501	600,032	300,000
8400	Capital Improvement Projects - New Projects	-	2,503,330	-	2,145,000
	Capital Improvement Projects - Labor Portion	-	-	-	-
	Subtotal General Administrative Expense	205,491	4,385,831	600,032	2,445,000
TOTAL CAPITAL OUTLAY, SEWER COLLECTION FUND		**$ 234,181**	**$ 5,250,831**	**$ 1,149,152**	**$ 3,124,750**

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER COLLECTION FUND RESERVE RECONCILIATION
FISCAL YEAR 2021-2022

Estimated Projections FY 2020-2021		**Working Capital**	
Beginning Estimated Unrestricted Cash Balance as of 07/01/2020	$	20,616,598	
Operating			
Estimated Operating Revenues 06/30/2021		7,815,000	
Estimated Operating Expenses 06/30/2021		(5,902,151)	
Total Net Operating Income/(Loss)	$	1,912,849	
Non-Operating Revenue/(Expense) including Capital			
Estimated Non-Operating Revenues	$	407,070	
Estimated Non-Operating Expenses		(1,149,152)	
Total Net Non-Operating Income/(Loss)	$	(742,082)	
Estimated Ending Reserve Balance as of 06/30/2021	**$**	**21,787,365**	
FY 2021-2022 Proposed Budget			
Beginning Estimated Unrestricted Cash Balance as of 07/01/2021	**$**	**21,787,365**	**A**
Operating:			
Proposed Budgeted Operating Revenues		7,710,000	
Proposed Budgeted Operating Expenses		(7,679,484)	
Total Operating Income/(Loss)	$	30,516	**B**
Non-Operating:			
Proposed Budgeted Non-Operating Revenues	$	202,000	
Proposed Budgeted Non-Operating Expenses		-	
Total Non-Operating Income/(Loss)	$	202,000	**C**
Total Available for Capital **(B + C)**	$	232,516	
Proposed Budgeted Capital Contributions		200,000	
Proposed Capital Carryovers from PY		(300,000)	
Proposed New Capital Funding		(2,824,750)	
Total Emergency Replacement	$	(2,692,234)	**D**
Ending Reserve Balances as of 06/30/2022 Unrestricted Reserves **(A + D)**	**$**	**19,095,130**	

ADMINISTRATION

WATER BOARD

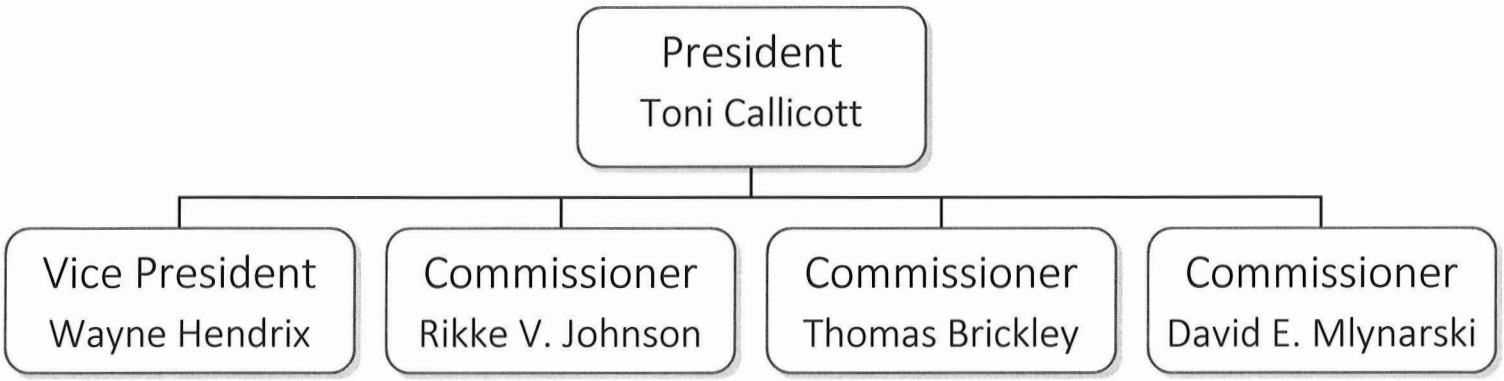
SECTION 1010

Water Board commissioners are appointed by the Mayor and Council of the City of San Bernardino for 6-year terms as established by the City of San Bernardino Charter Article VI: Section 603. Water and Wastewater. The Water Board meets every second and fourth Tuesday of each month.

Members

- Toni Callicott, President
- Wayne Hendrix, Vice President
- David E. Mlynarski
- Thomas Brickley
- Rikke Johnson

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
WATER BOARD - SECTION 1010



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER BOARD - SECTION 1010
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (50%)				
	Salaries				
100-1010-560-5110	SALARIES - FULL TIME	$ 450	$ 450	$ 450	$ 450
	Fringe Benefits				
100-1010-560-5230	GROUP MEDICAL INSURANCE	41,081	46,493	49,737	46,493
	SUBTOTAL PERSONNEL	41,531	46,943	50,187	46,943
	MAINTENANCE AND OPERATIONS				
100-1010-560-5370	MISCELLANEOUS EXPENSE	3,611	5,000	5,000	5,000
100-1010-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (50%)	(3,059)	(2,500)	(2,500)	(2,500)
	SUBTOTAL MAINTENANCE AND OPERATIONS	552	2,500	2,500	2,500
	OPERATING BUDGET - WATER	42,083	49,443	52,687	49,443
	SEWER TREATMENT FUND				
	PERSONNEL (30%)				
	Salaries				
200-1010-560-5110	SALARIES - FULL TIME	270	270	270	270
	Fringe Benefits				
200-1010-560-5230	GROUP MEDICAL INSURANCE	24,514	27,896	29,679	27,896
	SUBTOTAL PERSONNEL	24,784	28,166	29,949	28,166
200-1010-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (30%)	1,835	1,500	1,500	1,500
	OPERATING BUDGET - SEWER TREATMENT	26,619	29,666	31,449	29,666
	SEWER COLLECTION FUND				
	PERSONNEL (20%)				
	Salaries				
400-1010-560-5110	SALARIES - FULL TIME	180	180	180	180
	Fringe Benefits				
400-1010-560-5230	GROUP MEDICAL INSURANCE	16,342	18,597	19,786	18,597
	SUBTOTAL PERSONNEL	16,522	18,777	19,966	18,777
400-1010-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (20%)	1,223	1,000	1,000	1,000
	OPERATING BUDGET - SEWER COLLECTION	17,745	19,777	20,966	19,777
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	86,447	98,886	105,103	98,886
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 86,447	$ 98,886	$ 105,103	$ 98,886

FUND	DIVISION	SECTION	NUMBER
Water	Administrative	Water Board	1010

DESCRIPTION:

The five-member Water Board is appointed by the Mayor and serves as the Department's governing body. Commissioners' terms are six years and are salaried.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Board President	1	1	1
		Commissioners	4	4	4
			5	5	5

MAINTENANCE AND OPERATIONS

5370	Miscellaneous Expense	Meeting expenses/Cellular services

CAPITAL OUTLAY

	None in this Budget	

ADMINISTRATION

SECTION 1050

The General Manager serves as chief executive officer to the Water Board and interprets and administers policies of the Board. The General Manager manages, plans, organizes, directs, and controls Water Department programs, services, and resources in accordance with short- and long-range goals, policy statements, and directives. The General Manager supports the Water Board, Mayor, City Council, and City Administration on all Water Department-related matters. The Deputy General Manager oversees the Water Department's Administrative Services Division which provides core support for both internal and external customers aimed at ensuring and maintaining professional, efficient, and effective service levels. The division includes the following sections: Customer Service, Conservation and Public Affairs, Field and Meter Services, Fleet Services, Human Resources, and Information Technology.

SECTION 1050

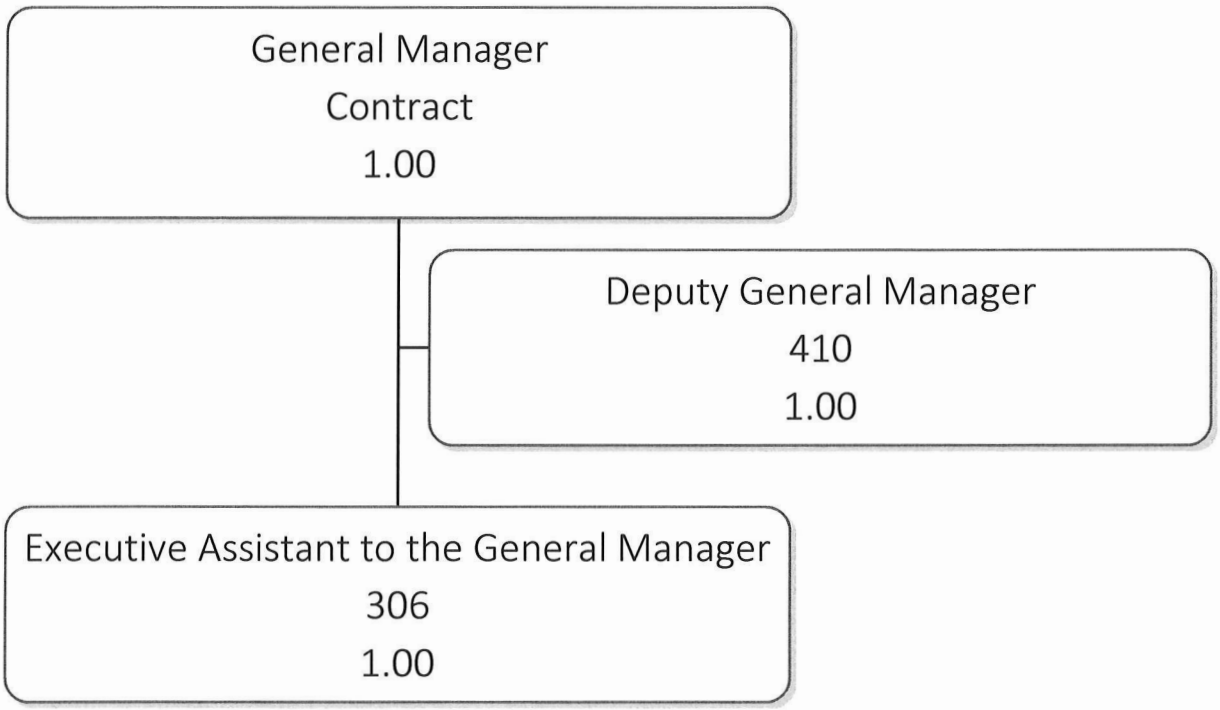
ACCOMPLISHMENTS

- Covid-19 - The Department has focused on the health and safety of its employees and the community it serves throughout the pandemic. As an essential services provider, it is critical to public health that the Department maintain adequate water and sewer services at all times. Several measures were implemented that helped avoid outbreaks or spread of the disease within the Department and helped ensure that we continued to serve the public at a high level.
- Strategic Plan Update - In September 2020, the Water Board approved the first update to the Strategic Plan. The update focused on the Action Plan which initially included 100 specific actions. Of the 100 actions, 19 were delayed due to the pandemic, 5 delayed for non-Covid reasons, 29 were completed, 10 remained on schedule, and 37 were ongoing. Six new actions were included bringing the total count in the update to 77.
- City Conservation Plan - Expended $1,500,000 committed by the Department, Valley District, and East Valley Water District on water-efficient landscape improvements of city medians (Mt. View/Palm, Broadmoor, and Muscupiabe) and the city library.

OBJECTIVES AND GOALS

- Continue leading the Department through the pandemic with the health and safety of Water Department employees and the public as a top priority.
- Begin Construction of the Clean Water Factory.
- Begin construction of Water Utility Yards Relocation Project.
- Execute remaining Valley District/East Valley settlement terms including amending the wastewater treatment JPA and transferring EVWD service area sewer treatment responsibilities to EVWD.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
ADMINISTRATION - SECTION 1050



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
ADMINISTRATION - SECTION 1050
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (40%)				
	Salaries				
100-1050-560-5110	SALARIES - FULL TIME	$ 160,397	$ 244,348	$ 180,623	$ 254,791
	Fringe Benefits				
100-1050-560-5205	PERS - EMPLOYER PAID	23,230	31,661	15,563	23,096
100-1050-560-5208	PERS - EMPLOYER PAID-UAL	26,645	47,504	29,356	50,980
100-1050-560-5215	DEFERRED COMP - EMPLOYER PAID	3,776	4,216	4,053	4,216
100-1050-560-5220	MEDICARE TAXES	2,347	3,543	2,654	3,694
100-1050-560-5230	GROUP MEDICAL INSURANCE	16,125	19,731	16,751	19,731
100-1050-560-5245	LIFE AND AD&D INSURANCE	58	79	64	79
	SUBTOTAL PERSONNEL	232,578	351,082	249,063	356,587
	MAINTENANCE AND OPERATIONS				
100-1050-560-5310	TRAVEL AND CONVENTION	506	2,000	-	2,000
100-1050-560-5320	TRAINING EXPENSES	-	5,000	-	2,500
100-1050-560-5330	EMPLOYEE REIMBURSEMENTS	175	800	469	1,500
100-1050-560-5370	MISCELLANEOUS EXPENSE	937	17,500	1,000	7,500
100-1050-560-5380	MEMBERSHIP AND DUES	8,742	9,000	9,000	9,000
100-1050-560-5390	EMPLOYEE RECOGNITION EVENTS	-	22,500	15,000	25,000
100-1050-560-5405	GENERAL OFFICE SUPPLIES	560	5,000	563	3,000
100-1050-560-5425	BOOKS AND PUBLICATIONS	55	-	60	-
100-1050-560-5450	POSTAGE-EXPRESS DELIVERY	11	250	-	-
100-1050-560-5455	TELEPHONE	4,055	6,000	4,478	6,000
100-1050-560-5465	MINOR OFFICE EQUIPMENT	130	500	129	-
100-1050-560-5510	CONSULTING SERVICES	16,000	20,000	-	20,000
100-1050-560-5520	LEGAL SERVICES	-	150,000	100,000	400,000
100-1050-560-5640	INSURANCE/BONDS	1,788	2,000	1,788	2,000
100-1050-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (40%)	(18,703)	(143,130)	(79,492)	(287,100)
	SUBTOTAL MAINTENANCE AND OPERATIONS	14,256	97,420	52,995	191,400
	OPERATING BUDGET - WATER	246,834	448,502	302,057	547,987

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
ADMINISTRATION - SECTION 1050
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER TREATMENT FUND				
	PERSONNEL (30%)				
	Salaries				
200-1050-560-5110	SALARIES - FULL TIME	85,377	183,261	135,467	191,093
	Fringe Benefits				
200-1050-560-5205	PERS - EMPLOYER PAID	9,590	16,246	11,673	17,322
200-1050-560-5208	PERS - EMPLOYER PAID-UAL	19,984	35,628	32,861	38,235
200-1050-560-5215	DEFERRED COMP - EMPLOYER PAID	2,832	3,162	3,040	3,162
200-1050-560-5220	MEDICARE TAXES	1,646	2,657	1,990	2,771
200-1050-560-5230	GROUP MEDICAL INSURANCE	12,094	14,798	12,563	14,798
200-1050-560-5245	LIFE AND AD&D INSURANCE	43	59	48	59
	SUBTOTAL PERSONNEL	131,566	255,811	197,641	267,440
200-1050-560-5330	EMPLOYEE REIMBURSEMENTS	-	-	103	-
200-1050-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (30%)	9,352	71,565	39,746	143,550
	OPERATING BUDGET - SEWER TREATMENT	140,918	327,376	237,490	410,990
	SEWER COLLECTION FUND				
	PERSONNEL (20%)				
	Salaries				
400-1050-560-5110	SALARIES - FULL TIME	74,959	122,174	90,314	127,395
	Fringe Benefits				
400-1050-560-5205	PERS - EMPLOYER PAID	6,393	10,831	7,781	11,548
400-1050-560-5208	PERS - EMPLOYER PAID-UAL	13,322	23,752	21,907	25,490
400-1050-560-5215	DEFERRED COMP - EMPLOYER PAID	1,888	2,108	2,027	2,108
400-1050-560-5220	MEDICARE TAXES	1,097	1,772	1,326	1,847
400-1050-560-5230	GROUP MEDICAL INSURANCE	8,062	9,865	8,375	9,865
400-1050-560-5245	LIFE AND AD&D INSURANCE	29	40	32	40
	SUBTOTAL PERSONNEL	105,750	170,542	131,763	178,294
400-1050-560-5330	EMPLOYEE REIMBURSEMENTS	-	-	69	-
400-1050-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (20%)	6,234	47,710	26,497	95,700
	OPERATING BUDGET - SEWER COLLECTION	111,984	218,252	158,329	273,994

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
ADMINISTRATION - SECTION 1050
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	RIX FUND				
	PERSONNEL (10%)				
	Salaries				
300-1050-560-5110	SALARIES - FULL TIME	37,487	61,087	45,156	63,698
	Fringe Benefits				
300-1050-560-5205	PERS - EMPLOYER PAID	3,197	5,415	3,891	5,774
300-1050-560-5208	PERS - EMPLOYER PAID-UAL	6,661	11,876	10,954	12,745
300-1050-560-5215	DEFERRED COMP - EMPLOYER PAID	944	1,054	1,013	1,054
300-1050-560-5220	MEDICARE TAXES	549	886	664	924
300-1050-560-5230	GROUP MEDICAL INSURANCE	4,031	4,933	4,188	4,933
300-1050-560-5245	LIFE AND AD&D INSURANCE	14	20	16	20
	SUBTOTAL PERSONNEL	52,883	85,271	65,881	89,147
300-1050-560-5330	EMPLOYEE REIMBURSEMENTS	-	-	35	-
300-1050-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (10%)	3,117	23,855	13,249	47,850
	OPERATING BUDGET - RIX	56,000	109,126	79,164	136,997
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	555,736	1,103,256	777,040	1,369,968
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 555,736	$ 1,103,256	$ 777,040	$ 1,369,968

Water	Administrative	Administration	1050

DESCRIPTION:

The General Manager serves the role of coordinating the efforts of the various Water Department Divisions and keeping the Board of Water Commissioners apprised of matters dealing with general operations, legislation, litigation, etc.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		General Manager	1	1	1
		Deputy General Manager	1*	1	1
		Executive Assistant to the General Manager	1	1	1
			2	3	3
		*= Was budgeted in section 1055			

MAINTENANCE AND OPERATIONS

5310	Travel and Convention	Local and regional conferences
5320	Training Expense	Virtual conferences and training
5330	Employee Reimbursements	Certifications/Computer Glasses Reimbursement
5370	Miscellaneous Expense	Executive Meetings
5380	Membership and Dues	AWWA/SBSUN/ENR
5390	Employee Recognition Events	Employee Appreciation Events
5405	General Office Supplies	General Office Supplies for Administration
5455	Telephone	(5) city lines, (3) cell phone, and (1) sat line
5510	Consulting Services	Miscellaneous Consulting services
5520	Legal Services	General Legal Services for Department and City
5640	Bonds	Bond for the General Manager per City Charter

CAPITAL OUTLAY

	None in this Budget	

HUMAN RESOURCES

SECTION 1070

Human Resources strives to provide courteous, effective, and high-quality service to all Water Department divisions, employees, and customers concerning Water Department Human Resources programs and activities. Services provided include:

·Recruitment Planning
·Exam Development
·Establishing and maintaining classification and compensation practices
·Assisting with organizational development, reorganization, and structuring of positions and work within divisions
·Advising employees of the provisions and enrollment options for various health, dental, vision, life insurance, medical, and childcare reimbursement, deferred compensation, and retiree health plans
·Administering leave programs
·Administering the Short-Term and Long-Term Disability plans
·Developing and updating policies and procedures
·Administering employee evaluation practices
·Preparing and processing a variety of personnel transactions
·Representing the Water Department in labor relations and negotiations
·Administering disciplinary actions

SECTION 1070

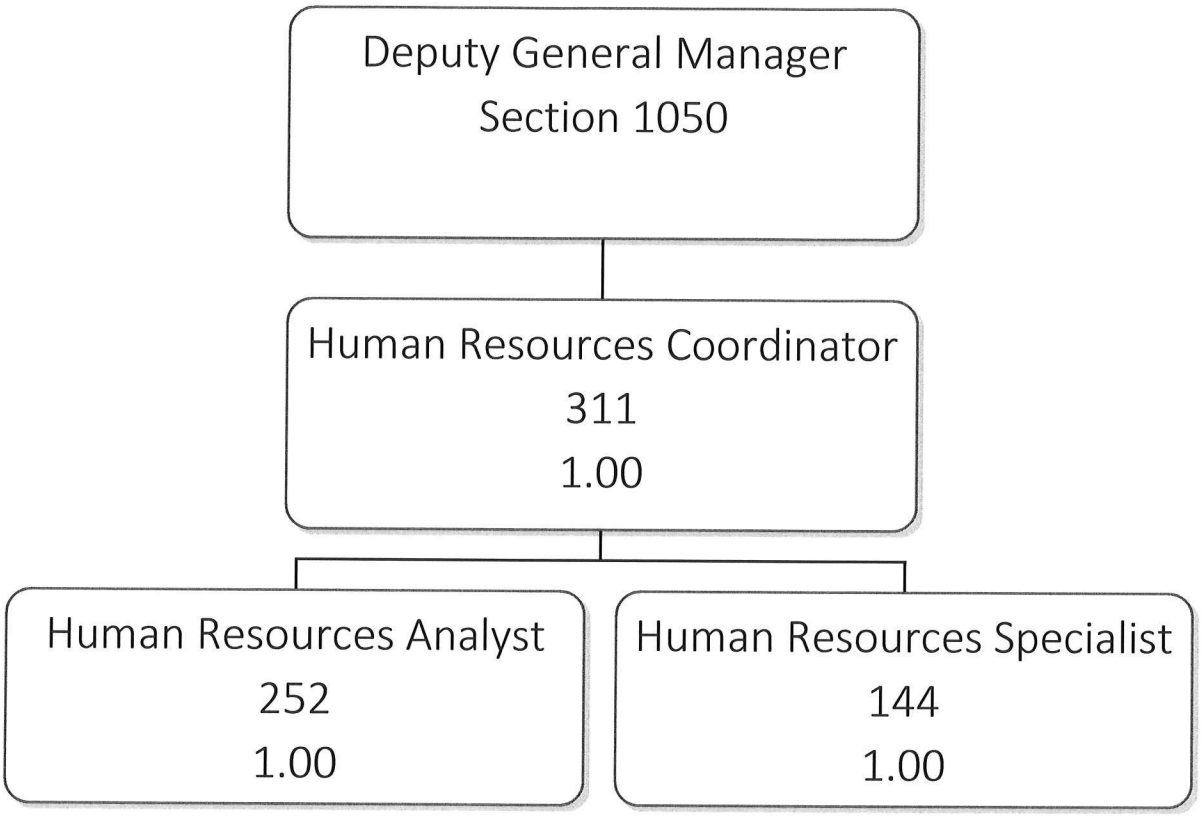
ACCOMPLISHMENTS

- Conducted Annual Benchmark Salary Survey and Job Analysis (Target #1, Goal #2, Ensure competitive salaries).
- Despite COVID constraints, staff consisting of three (3) employees received, screened, and processed 1140 applications to date and opened 30 recruitments; Reviewed and revised interview questions; converted the interview process to a digital format and set up virtual interviews for 263 candidates to date (Target #1, Goal #2, Increase job recruitment outreach).
- In collaboration with IT, got the Supervisor Resource and Support Center in SharePoint up and running and posted various supervisory training materials; Created and posted recorded training for Employee Support Services and Workers' Compensation (Target #1, Goals #1 and #2, Provide supervisory training for Mid-Management).
- Converted new employee orientation to a virtual format and converted Open Enrollment to a virtual and completely online process.
- Completed annual policy review and employee acknowledgment of review of all policies (Target #1, Goal #1, Standardize/maintain policies, ensure consistency across Department; Develop identifiable and consistent Department culture goals to promote pride, positivity, teamwork, and accountability).

OBJECTIVES AND GOALS

- Conduct Annual Benchmark Salary Survey for 2021/2022 consisting of 23 benchmark classifications; Review related job descriptions as necessary (Target #1, Goal #2, Ensure competitive salaries).
- Expand internship opportunities within the Department (Target #1, Goal #2, Increase recruitment outreach, promote careers in water/wastewater).
- Develop innovative and effective recruitment techniques and practices for difficult to recruit/retain positions (Target #1 Goal #2, Increase recruitment outreach, promote careers in water/wastewater).
- Continue to standardize Human Resources functions to be in line with best practices and identify opportunities to streamline operations and compress timelines (Target #1, Goal #1, Standardize/maintain policies, ensure consistency).
- Continue to ensure a discrimination free work environment (Target #1, Goal #1, Standardize/maintain policies, ensure consistency across Department; Develop identifiable and consistent Department culture goals to promote pride, positivity, teamwork, and accountability).

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
HUMAN RESOURCES - SECTION 1070



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
HUMAN RESOURCES - SECTION 1070
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (53%)				
	Salaries				
100-1070-560-5110	SALARIES - FULL TIME	$ 133,948	$ 145,626	$ 153,230	$ 157,298
	Fringe Benefits				
100-1070-560-5205	PERS - EMPLOYER PAID	11,124	12,910	14,458	10,555
100-1070-560-5208	PERS - EMPLOYER PAID-UAL	28,828	28,311	28,055	31,473
100-1070-560-5215	DEFERRED COMP - EMPLOYER PAID	787	861	879	861
100-1070-560-5220	MEDICARE TAXES	1,897	2,112	2,170	2,281
100-1070-560-5230	GROUP MEDICAL INSURANCE	10,236	20,837	14,282	19,955
100-1070-560-5245	LIFE AND AD&D INSURANCE	72	84	82	88
	SUBTOTAL PERSONNEL	186,892	210,741	213,156	222,510
	MAINTENANCE AND OPERATIONS				
100-1070-560-5310	TRAVEL AND CONVENTION	-	235	-	-
100-1070-560-5320	TRAINING EXPENSE	5,938	15,000	670	11,000
100-1070-560-5360	PHYSICAL EXAMINATIONS	-	500	-	500
100-1070-560-5370	MISCELLANEOUS EMPLOYEE EXPENSE	6,623	13,500	14,019	7,200
100-1070-560-5380	MEMBERSHIP AND DUES	9,152	5,600	327	4,500
100-1070-560-5405	GENERAL OFFICE SUPPLIES	879	2,000	1,107	2,000
100-1070-560-5450	POSTAGE-EXPRESS DELIVERY	15	500	15	100
100-1070-560-5455	TELEPHONE	642	4,400	1,628	4,400
100-1070-560-5465	OFFICE EQUIPMENT	-	1,000	-	1,000
100-1070-560-5470	COMPUTER EQUIPMENT	1,696	-	-	-
100-1070-560-5520	LEGAL SERVICES	-	50,000	49,297	125,000
100-1070-560-5525	OTHER PROFESSIONAL SERVICES	3,472	55,000	55,000	50,000
100-1070-560-6140	MAINTENANCE SERVICES	3,991	4,100	3,829	4,000
100-1070-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (53%)	(12,963)	(71,362)	(59,170)	(98,559)
	SUBTOTAL MAINTENANCE AND OPERATIONS	19,445	80,473	66,723	111,141
	OPERATING BUDGET - WATER	206,337	291,214	279,880	333,651
	SEWER TREATMENT FUND				
	PERSONNEL (34%)				
	Salaries				
200-1070-560-5110	SALARIES - FULL TIME	64,398	93,418	84,530	100,908
	Fringe Benefits				
200-1070-560-5205	PERS - EMPLOYER PAID	5,933	8,282	7,985	6,771
200-1070-560-5208	PERS - EMPLOYER PAID-UAL	15,375	18,162	17,997	20,190
200-1070-560-5215	DEFERRED COMP - EMPLOYER PAID	420	553	485	553
200-1070-560-5220	MEDICARE TAXES	910	1,355	1,196	1,463
200-1070-560-5230	GROUP MEDICAL INSURANCE	5,459	13,367	8,012	12,801
200-1070-560-5245	LIFE AND AD&D INSURANCE	38	57	46	57
	SUBTOTAL PERSONNEL	92,533	135,194	120,251	142,743
	MAINTENANCE AND OPERATIONS				
200-1070-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (34%)	10,370	51,624	42,804	71,298
	SUBTOTAL MAINTENANCE AND OPERATIONS	10,370	51,624	42,804	71,298
	OPERATING BUDGET - SEWER TREATMENT	102,903	186,818	163,054	214,041

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
HUMAN RESOURCES - SECTION 1070
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER COLLECTION FUND				
	PERSONNEL (10%)				
	Salaries				
400-1070-560-5110	SALARIES - FULL TIME	10,062	27,477	15,506	29,679
	Fringe Benefits				
400-1070-560-5205	PERS - EMPLOYER PAID	927	2,436	1,470	1,991
400-1070-560-5208	PERS - EMPLOYER PAID-UAL	2,402	5,342	7,900	5,938
400-1070-560-5215	DEFERRED COMP - EMPLOYER PAID	66	163	88	163
400-1070-560-5220	MEDICARE TAXES	142	398	218	430
400-1070-560-5230	GROUP MEDICAL INSURANCE	853	3,931	1,575	3,765
400-1070-560-5245	LIFE AND AD&D INSURANCE	6	17	9	17
	SUBTOTAL PERSONNEL	14,458	39,764	26,766	41,983
	MAINTENANCE AND OPERATIONS				
400-1070-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (10%)	1,620	15,184	12,589	20,970
	SUBTOTAL MAINTENANCE AND OPERATIONS	1,620	15,184	12,589	20,970
	OPERATING BUDGET - SEWER COLLECTION	16,078	54,948	39,355	62,953
	RIX FUND				
	PERSONNEL (3%)				
	Salaries				
300-1070-560-5110	SALARIES - FULL TIME	6,035	8,243	7,830	8,904
	Fringe Benefits				
300-1070-560-5205	PERS - EMPLOYER PAID	556	731	739	597
300-1070-560-5208	PERS - EMPLOYER PAID-UAL	1,441	1,603	1,588	1,781
300-1070-560-5215	DEFERRED COMP - EMPLOYER PAID	39	49	45	49
300-1070-560-5220	MEDICARE TAXES	85	120	110	129
300-1070-560-5230	GROUP MEDICAL INSURANCE	512	1,179	737	1,130
300-1070-560-5245	LIFE AND AD&D INSURANCE	4	5	3	5
	SUBTOTAL PERSONNEL	8,672	11,930	11,052	12,595
300-1070-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (3%)	972	4,555	3,777	6,291
	OPERATING BUDGET - RIX	9,644	16,485	14,829	18,886
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	334,962	549,465	497,118	629,531
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 334,962	$ 549,465	$ 497,118	$ 629,531

DESCRIPTION:

This section administers benefits and provides Human Resources support to the Department. This section reports to the Deputy General Manager.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Human Resources Coordinator	1	1	1
		Human Resources Analyst	1	1	1
		Human Resources Specialist	1	1	1
			3	3	3

MAINTENANCE AND OPERATIONS

5320	Training Expense	Online annual and new hire/promotion, Sexual Harassment Training, Misc. LCW webinars on new legislation; Supervisory Skills Training; Unused Credit of 1245 for wellness programs is also in this account.
5360	Physical Examination and X-ray	Random drug tests
5370	Miscellaneous Employee Expense	Employee Service Pins and Gifts $7,200
5380	Membership and Dues	Liebert Cassidy ERC Membership $(4,200), SHRM Membership ($300);
5405	General Office Supplies	Toner, etc.
5450	Postage and Express Delivery	Mailings to retirees and employees
5455	Telephone	2 Cell Phones
5520	Legal Services	Estimated legal services for Dept. Wide sections such as Administration and Finance Divisions
5525	Other Professional Services	HR Consulting Services; IAP meeting consultant; Personnel Investigations for Dept. wide sections such as Administration and Finance Divisions
6140	Maintenance Services	Copier

CAPITAL OUTLAY

	None in this Budget	

FINANCE AND ACCOUNTING

SECTION 2010

The Finance section provides business support functions to the operating divisions. It is responsible for budgeting, cost accounting, grants accounting, and construction order tracking. Finance plans, organizes, directs, and administers the Water Department programs involving accounting, debt financing, rate analysis, long-range financial planning, and construction financing.

SECTION 2010

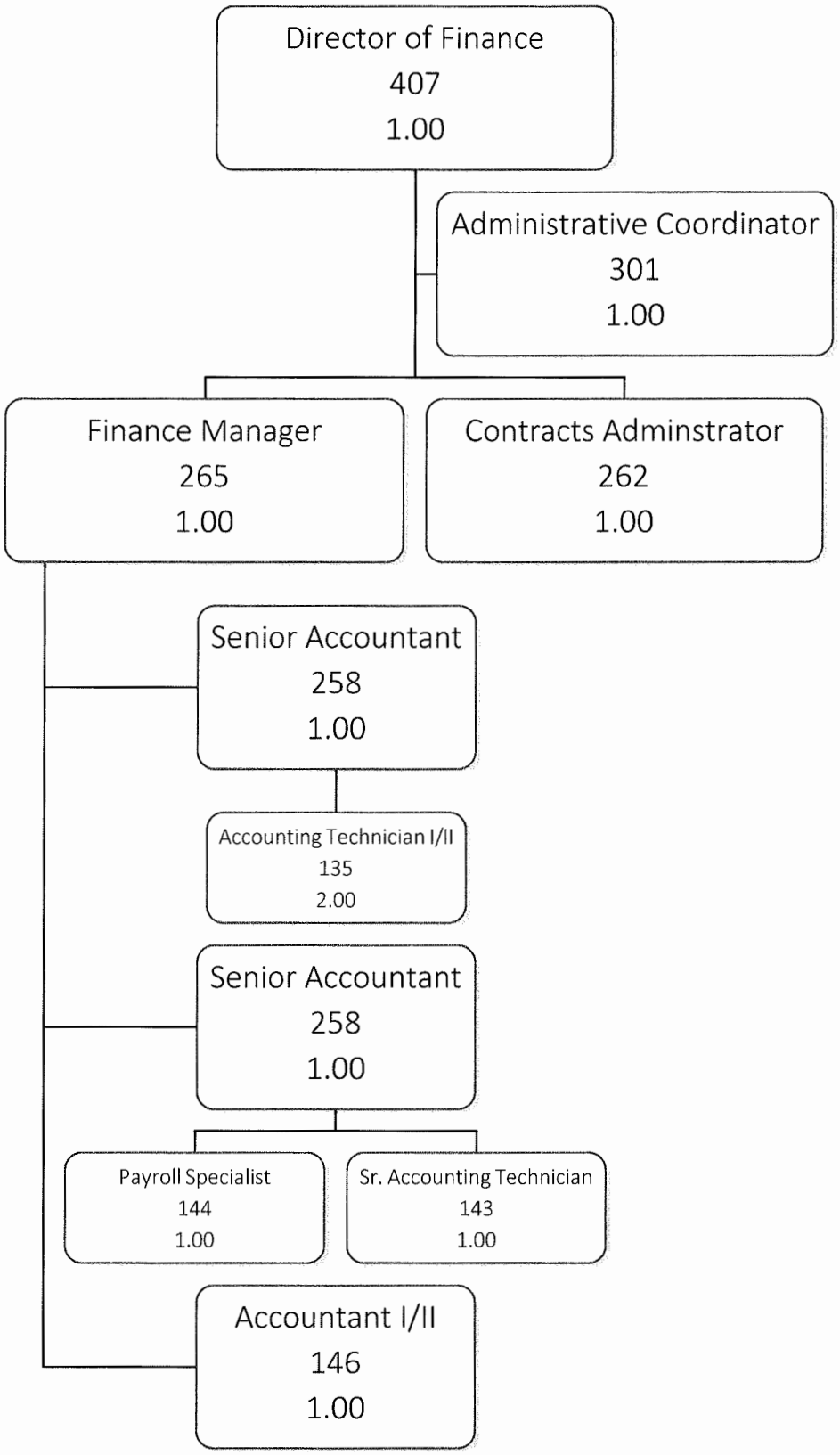
ACCOMPLISHMENTS

- Engaged Tyler Munis for new Enterprise Resource Planning (ERP) software and started the implementation of the financial management module.
- Developed a long-term financial plan for water and wastewater enterprise funds.
- Engaged a firm to develop a financial plan for all three enterprise funds and develop a cost of service study to determine the departments' revenue requirements.
- Issued over 6,000 payments to vendors electronically and by paper check.
- Awarded five (5) competitively bid contracts and Professional Service Agreements to the lowest responsive, responsible bidder.
- Updated and renewed one new land lease to reflect the fair market value of the Department’s property.

OBJECTIVES AND GOALS

- Develop and update Reserve Policy.
- Complete enrollment in Wells Fargo payment manager to increase electronic payments to vendors.
- Implement the Financial management module of the new ERP software.
- Implement long-term financial plans and revenue requirements for Water, Sewer Treatment, and Sewer Collection funds.
- Convert additional land leases that are up for renewal to reflect the fair market value of the department’s property/land.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
FINANCE & ACCOUNTING - SECTION 2010



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
FINANCE AND ACCOUNTING - SECTION 2010
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (40%)				
	Salaries				
100-2010-560-5110	SALARIES - FULL TIME	$ 344,364	$ 404,681	$ 380,782	$ 424,835
	Fringe Benefits				
100-2010-560-5205	PERS - EMPLOYER PAID	31,954	35,875	40,093	28,506
100-2010-560-5208	PERS - EMPLOYER PAID-UAL	61,593	78,674	67,859	85,003
100-2010-560-5215	DEFERRED COMP - EMPLOYER PAID	1,853	2,080	2,524	2,080
100-2010-560-5220	MEDICARE TAXES	4,943	5,868	5,534	6,160
100-2010-560-5230	GROUP MEDICAL INSURANCE	59,387	69,300	64,119	67,467
100-2010-560-5245	LIFE AND AD&D INSURANCE	212	225	224	225
100-2010-560-5250	UNEMPLOYMENT BENEFITS	4,510	-	(1,618)	-
	SUBTOTAL PERSONNEL	508,816	596,703	561,135	614,275
	MAINTENANCE AND OPERATIONS				
100-2010-560-5310	TRAVEL & CONVENTION	2,935	3,000	25	3,000
100-2010-560-5320	TRAINING EXPENSES	2,127	3,000	2,596	3,000
100-2010-560-5330	EMPLOYEE REIMBURSEMENTS	4,855	2,800	1,870	3,500
100-2010-560-5340	UNIFORM RENTAL/CLEANING	15,357	14,000	12,309	15,000
100-2010-560-5350	SAFETY CLOTHING AND SUPPLIES	744	1,000	1,225	1,000
100-2010-560-5370	MISCELLANEOUS EXPENSE	96	3,000	203	1,000
100-2010-560-5380	MEMBERSHIP & DUES	2,282	2,000	1,281	2,000
100-2010-560-5405	GENERAL OFFICE SUPPLIES	18,584	15,000	12,411	13,000
100-2010-560-5420	PRINTED MATERIALS AND PRINTING	448	500	285	-
100-2010-560-5440	COMPUTER / COPIER LEASE	6,517	6,200	5,427	5,000
100-2010-560-5450	POSTAGE AND EXPRESS DELIVERY	1,268	2,000	-	15,000
100-2010-560-5455	TELEPHONE	2,925	2,900	10,843	6,000
100-2010-560-5465	MINOR OFFICE EQUIPMENT	36	-	8,472	-
100-2010-560-5470	COMPUTER EQUIPMENT	2,086	-	18,632	3,000
100-2010-560-5480	OFFICE FURNITURE	3,966	-	-	-
100-2010-560-5510	CONSULTING SERVICES	127,123	115,000	52,867	95,000
100-2010-560-5525	OTHER PROFESSIONAL SERVICES	44,756	170,000	38,200	133,500
100-2010-560-5530	PROFESSIONAL SERVICES (Accounting/Audit)	47,898	55,000	51,524	57,000
100-2010-560-5545	ADVERTISING SERVICES	-	15,000	3,521	26,000
100-2010-560-5565	PERSONNEL RECRUITMENT	770	-	-	-
100-2010-560-5640	INSURANCE/BONDS	1,788	2,000	1,788	2,000
100-2010-560-6210	PERMITS AND FEES	248	-	240	-
100-2010-560-6410	MATERIALS AND SUPPLIES	7,956	5,000	5,000	5,000
100-2010-560-6510	SMALL TOOLS AND EQUIPMENT	1,112	500	(8)	-
100-2010-560-6530	FUEL AND LUBRICANTS	612	-	1,419	-
100-2010-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (40%)	(176,853)	(250,740)	(138,077)	(233,400)
	SUBTOTAL MAINTENANCE AND OPERATIONS	119,636	167,160	92,052	155,600
	OPERATING BUDGET - WATER	628,452	763,863	653,186	769,875

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
FINANCE AND ACCOUNTING - SECTION 2010
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER TREATMENT FUND				
	PERSONNEL (30%)				
	Salaries				
200-2010-560-5110	SALARIES - FULL TIME	242,429	303,511	285,585	318,626
	Fringe Benefits				
200-2010-560-5205	PERS - EMPLOYER PAID	23,966	26,906	30,070	21,380
200-2010-560-5208	PERS - EMPLOYER PAID-UAL	46,195	59,005	50,894	63,752
200-2010-560-5215	DEFERRED COMP - EMPLOYER PAID	1,390	1,560	1,893	1,560
200-2010-560-5220	MEDICARE TAXES	3,477	4,401	4,151	4,620
200-2010-560-5230	GROUP MEDICAL INSURANCE	44,540	51,975	48,090	50,600
200-2010-560-5245	LIFE AND AD&D INSURANCE	159	169	167	169
	SUBTOTAL PERSONNEL	362,156	447,527	420,849	460,707
	MAINTENANCE AND OPERATIONS				
200-2010-560-5330	EMPLOYEE REIMBURSEMENTS	-	-	667	-
200-2010-560-5510	CONSULTING SERVICES	27,109	-	-	-
200-2010-560-5530	PROFESSIONAL SERVICES (Accounting/Audit)	2,797	-	-	-
200-2010-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (30%)	88,426	125,370	69,039	116,700
	SUBTOTAL MAINTENANCE AND OPERATIONS	118,332	125,370	69,706	116,700
	OPERATING BUDGET - SEWER TREATMENT	480,488	572,897	490,555	577,407
	SEWER COLLECTION FUND				
	PERSONNEL (20%)				
	Salaries				
400-2010-560-5110	SALARIES - FULL TIME	161,620	202,341	285,585	212,417
	Fringe Benefits				
400-2010-560-5205	PERS - EMPLOYER PAID	15,976	17,937	30,070	14,253
400-2010-560-5208	PERS - EMPLOYER PAID-UAL	30,796	39,337	50,894	42,501
400-2010-560-5215	DEFERRED COMP - EMPLOYER PAID	926	1,040	1,894	1,040
400-2010-560-5220	MEDICARE TAXES	2,319	2,934	4,151	3,080
400-2010-560-5230	GROUP MEDICAL INSURANCE	29,694	34,650	48,090	33,733
400-2010-560-5245	LIFE AND AD&D INSURANCE	105	112	167	112
	SUBTOTAL PERSONNEL	241,436	298,351	420,851	307,138
	MAINTENANCE AND OPERATIONS				
400-2010-560-5330	EMPLOYEE REIMBURSEMENTS	-	-	667	-
400-2010-560-5510	CONSULTING SERVICES	10,825	-	-	-
400-2010-560-5530	PROFESSIONAL SERVICES (Accounting/Audit)	2,797	-	-	-
400-2010-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (20%)	58,951	83,580	46,026	77,800
	SUBTOTAL MAINTENANCE AND OPERATIONS	72,573	83,580	46,693	77,800
	OPERATING BUDGET - SEWER COLLECTION	314,009	381,931	467,543	384,938

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
FINANCE AND ACCOUNTING - SECTION 2010
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	RIX FUND				
	PERSONNEL (10%)				
	Salaries				
300-2010-560-5110	SALARIES - FULL TIME	80,808	101,170	95,194	106,209
	Fringe Benefits				
300-2010-560-5205	PERS - EMPLOYER PAID	7,988	8,969	10,022	7,127
300-2010-560-5208	PERS - EMPLOYER PAID-UAL	15,398	19,668	16,964	21,251
300-2010-560-5215	DEFERRED COMP - EMPLOYER PAID	464	520	631	520
300-2010-560-5220	MEDICARE TAXES	1,159	1,467	1,384	1,540
300-2010-560-5230	GROUP MEDICAL INSURANCE	14,847	17,325	16,030	16,867
300-2010-560-5245	LIFE AND AD&D INSURANCE	53	56	55	56
	SUBTOTAL PERSONNEL	120,717	149,175	140,280	153,569
	MAINTENANCE AND OPERATIONS				
300-2010-560-5330	EMPLOYEE REIMBURSEMENTS	-	-	331	-
300-2010-560-5530	PROFESSIONAL SERVICES (Accounting/Audit)	1,770	-	-	-
300-2010-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (10%)	29,476	41,790	23,013	38,900
	SUBTOTAL MAINTENANCE AND OPERATIONS	31,246	41,790	23,344	38,900
	OPERATING BUDGET - RIX	151,963	190,965	163,625	192,469
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	1,574,912	1,909,656	1,774,910	1,924,689
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS - WATER				
100-2010-580-8030	COMPUTER EQUIPMENT	-	750,000	-	750,000
	SUBTOTAL CAPITAL OUTLAY - WATER	-	750,000	-	750,000
	CAPITAL OUTLAY ITEMS - SEWER				
200-2010-580-8030	COMPUTER EQUIPMENT		450,000	-	450,000
	SUBTOTAL CAPITAL OUTLAY - SEWER	-	450,000	-	450,000
	CAPITAL OUTLAY ITEMS - SEWER COLLECTION				
400-2010-580-8030	COMPUTER EQUIPMENT		300,000	-	300,000
	SUBTOTAL CAPITAL OUTLAY - SEWER	-	300,000	-	300,000
	SUBTOTAL CAPITAL OUTLAY	-	1,500,000	-	1,500,000
	TOTAL BUDGET	$ 1,574,912	$ 3,409,656	$ 1,774,910	$ 3,424,689

FUND	DIVISION	SECTION	NUMBER
Water	Administrative	Finance and Accounting	2010

DESCRIPTION:

This Section provides business support functions to the operating divisions. It is responsible for budgeting, cost accounting, grants accounting, contract administration, and construction order tracking.

PERSONNEL

		POSITION	2019-20	2020-21	2021-222
5110	Salaries - Full Time				
		Director of Finance	1	1	1
		Administrative Coordinator	1	1	1
		Finance Manager	1	1	1
	** previously budgeted in section 1055*	Contract Administrator*	0	1	1
		Senior Accountant	2	2	2
		Accountant	1	1	1
		Senior Accounting Technician	1	1	1
		Payroll Technician	1	1	1
		Accounting Technician	2	2	2
			10	11	11

	MAINTENANCE AND OPERATIONS	
5310	Travel & Convention	CSMFO & CAPPO Chapter Meetings and Conferences
5320	Training Expenses	Excel training, training for new staff through CSMFO, GFOA webinars, CAPPO training for purchasing
5330	Employee Reimbursements	For employees participating in the Department's employee education reimbursement program
5340	Uniform Rental/Cleaning	Uniform rental, cleaning, and replacement for employees
5350	Safety Clothing and Supplies	Employee clothing, shoes, helmets, and shade protection per regulations
5370	Miscellaneous Expense	Miscellaneous expenses
5380	Membership & Dues	CSMFO, APA, CAPPO and GFOA Membership
5405	General Office Supplies	Office supplies
5440	Computer / Copier Lease	Lease on Color Copier
5450	Postage and Express Delivery	Postage for all mail other than customer bills
5455	Telephone	Wireless phone and connection charges
5470	Computer Equipment	Laptops, printers and scanners
5510	Consulting Services	Investment custody fees, investment advisory fees, ACA payroll services
5525	Other Professional Services	GASB 75 Actuarial Study, Department rate study, Land Appraisals, and Employee Fraud hotline
5530	Professional Services	Annual audit services
5545	Advertising Services	Legal advertisements for bids
5640	Insurance/ Bonds	Bonds
6410	Materials and Supplies	Supplies, such as heavy duty pallets, wood blocking, and gaskets, etc.
6510	Small Tools and Equipment	Tools and equipment under $5,000
	CAPITAL OUTLAY	
8030	Computer Equipment	Tyler Munis ERP

INFORMATION TECHNOLOGY

SECTION 2030

The Information Technology (IT) section is responsible for the installation, maintenance, management, and improvement of technology resources in the Department. Other critical responsibilities of IT include the development of specialized computer applications, workstation customization for over 300 workstations, installation and configuration of new and existing IT-related equipment, server and network management, network security, voice networks, e-mail, internet access, audio/visual equipment, and end-user support. IT manages a hyper-converged server environment hosting over 60 systems, local and wide-area networking at four facilities and works closely with project managers and department liaisons to develop specifications and make recommendations on the use of new and emerging technologies.

SECTION 2030

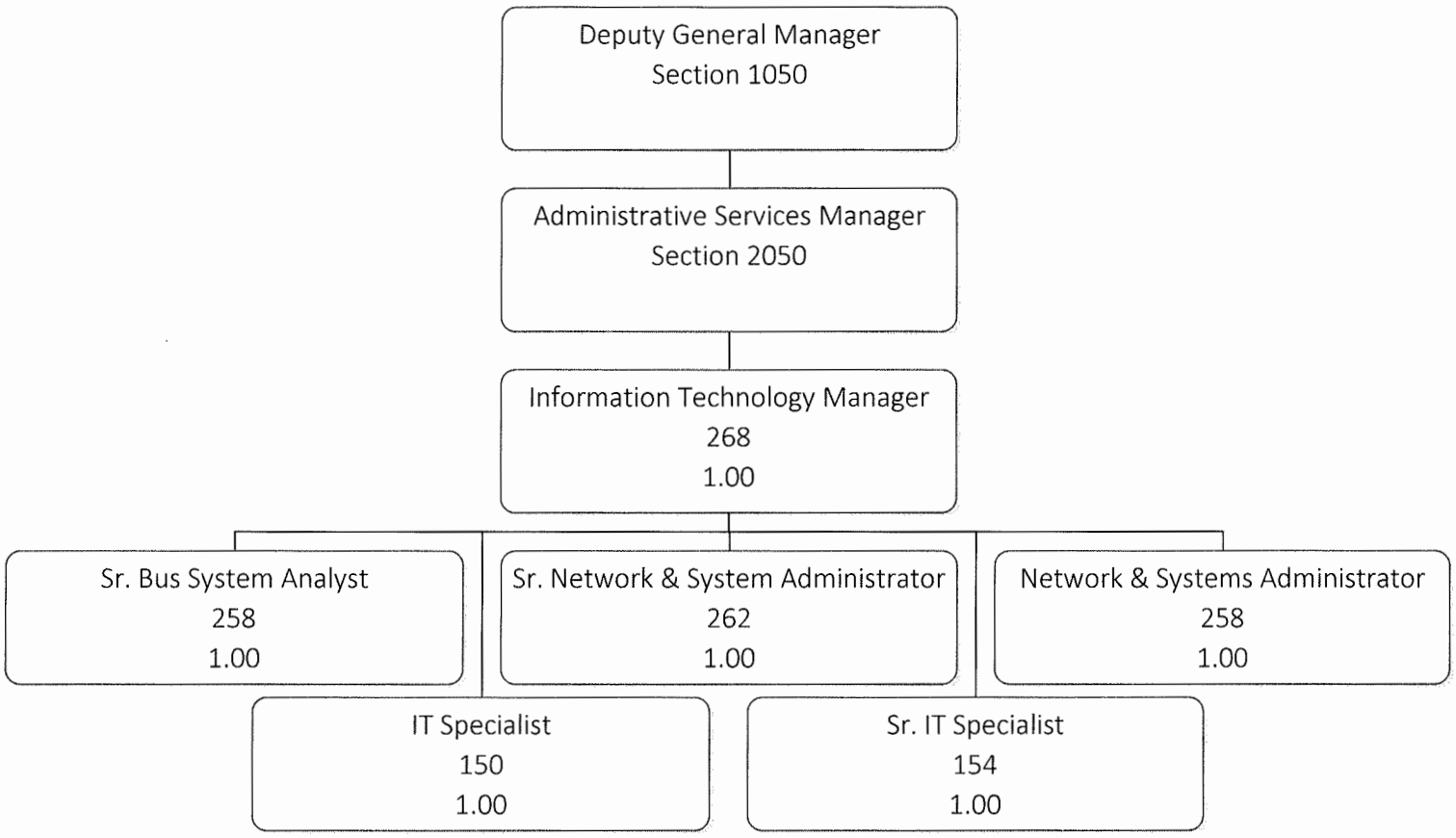
ACCOMPLISHMENTS

- Rapid implementation of remote office workspaces for Department staff.
- Completion of Cybersecurity Program and Emergency Response Plan (EPA America Water Infrastructure Act).
- Sewer Collection CCD system Upgrade (Granite.NET).
- Network Redundancy and Resilience Improvements.
- Network Bandwidth upgrade for RIX site.
- Laserfiche business process improvements.
- Completed migration of Windows 7 systems to Windows 10.
- Recruited hired and trained a full time IT staff team member.
- Replaced 120 PCs as per the end-of-life replacement program.
- Developed Cybersecurity Policy and Cybersecurity Incident Response Plan.
- Launched the Mobile Device Management platform within the Manage Engine Platform.

OBJECTIVES AND GOALS

- Design and Implementation of Emergency Operations Center Equipment (Modular EOC).
- Develop Business Continuity / Disaster Recovery Plan.
- Work with staff across all divisions for the implementation of new Enterprise Resource Planning (ERP) system, Customer Information System (CIS) and Utility Billing (UB) system, and Enterprise Asset Management (EAM) System.
- Implement and standardize an Information Technology review form to ensure feasible and efficient support of hardware and software purchases.
- Refine existing and develop new workflow Laserfiche processes.
- Provide technical planning and support for Phase I of the Advanced Meter Infrastructure (AMI) project.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
INFORMATION TECHNOLOGY - SECTION 2030



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
INFORMATION TECHNOLOGY - SECTION 2030
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (40%)				
	Salaries				
100-2030-560-5110	SALARIES - FULL TIME	$ 211,344	$ 242,157	$ 258,986	$ 255,740
100-2030-560-5120	SALARIES - OVERTIME	77	1,600	68	400
	Fringe Benefits				
100-2030-560-5205	PERS - EMPLOYER PAID	16,201	21,467	20,600	17,160
100-2030-560-5208	PERS - EMPLOYER PAID-UAL	41,541	47,078	45,767	51,169
100-2030-560-5215	DEFERRED COMP - EMPLOYER PAID	-	1,300	119	1,300
100-2030-560-5220	MEDICARE TAXES	2,835	3,511	3,572	3,708
100-2030-560-5230	GROUP MEDICAL INSURANCE	18,659	42,625	21,547	37,249
100-2030-560-5245	LIFE AND AD&D INSURANCE	105	123	121	126
	SUBTOTAL PERSONNEL	290,762	359,861	350,781	366,853
	MAINTENANCE AND OPERATIONS				
100-2030-560-5310	TRAVEL AND CONVENTION	1,032	-	-	-
100-2030-560-5320	TRAINING EXPENSE	7,442	12,300	12,237	13,700
100-2030-560-5330	EMPLOYEE REIMBURSEMENTS	-	-	180	-
100-2030-560-5350	SAFETY CLOTHING/SUPPLIES	41	-	96	-
100-2030-560-5370	MISCELLANEOUS EXPENSE	(30)	3,000	-	1,000
100-2030-560-5380	MEMBERSHIP & DUES	130	350	130	350
100-2030-560-5405	GENERAL OFFICE SUPPLIES	640	500	485	500
100-2030-560-5415	COMPUTER SUPPLIES	2,355	4,000	267	4,000
100-2030-560-5445	COMPUTER EQUIPMENT MAINTENANCE	53,972	81,300	21,139	76,000
100-2030-560-5450	POSTAGE AND EXPRESS DELIVERY	414	-	-	-
100-2030-560-5455	TELEPHONE	52,294	29,100	52,266	50,000
100-2030-560-5465	MINOR OFFICE EQUIPMENT	4,574	500	463	500
100-2030-560-5470	COMPUTER EQUIPMENT	108,036	287,600	193,120	82,600
100-2030-560-5472	PC REPLACEMENT EXPENSE	105,789	12,000	13,674	12,000
100-2030-560-5475	SOFTWARE	39,192	124,400	60,759	149,100
100-2030-560-5480	OFFICE FURNITURE	20,756	1,000	-	1,000
100-2030-560-5525	OTHER PROFESSIONAL SERVICES	24,772	100,000	89,508	100,000
100-2030-560-5535	DATA PROCESSING & CONSULTING	19,460	-	-	-
100-2030-560-5550	SOFTWARE SUPPORT	478,008	424,930	478,075	505,300
100-2030-560-6410	MATERIALS & SUPPLIES	74	-	64	-
100-2030-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (40%)	(424,474)	(648,588)	(553,479)	(597,630)
	SUBTOTAL MAINTENANCE AND OPERATIONS	494,477	432,392	368,986	398,420
	OPERATING BUDGET - WATER	785,239	792,253	719,767	765,273

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
INFORMATION TECHNOLOGY - SECTION 2030
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER TREATMENT FUND				
	PERSONNEL (40%)				
	Salaries				
200-2030-560-5110	SALARIES - FULL TIME	206,530	242,156	$ 258,986	255,740
200-2030-560-5120	SALARIES - OVERTIME	77	1,600	31	400
	Fringe Benefits				
200-2030-560-5205	PERS - EMPLOYER PAID	16,201	21,467	20,600	17,160
200-2030-560-5208	PERS - EMPLOYER PAID-UAL	41,541	47,078	54,485	51,169
200-2030-560-5215	DEFERRED COMP - EMPLOYER PAID	-	1,300	119	1,300
200-2030-560-5220	MEDICARE TAXES	2,766	3,511	3,572	3,708
200-2030-560-5230	GROUP MEDICAL INSURANCE	18,659	42,625	21,547	37,249
200-2030-560-5245	LIFE AND AD&D INSURANCE	105	126	121	126
	SUBTOTAL PERSONNEL	285,879	359,863	359,461	366,853
200-2030-550-5330	EMPLOYEE REIMBURSEMENTS	-	-	180	-
200-2030-560-5370	MISCELLANEOUS EXPENSE	(10)	-	(10)	-
200-2030-560-5475	SOFTWARE	-	33,000	-	36,400
200-2030-560-5550	SOFTWARE SUPPORT	-	37,150	-	-
200-2030-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (40%)	282,983	432,392	368,986	398,420
	OPERATING BUDGET - SEWER TREATMENT	568,852	862,405	728,447	801,673
	SEWER COLLECTION FUND				
	PERSONNEL (16%)				
	Salaries				
400-2030-560-5110	SALARIES - FULL TIME	82,608	96,863	103,596	102,296
400-2030-560-5120	SALARIES - OVERTIME	31	640	27	160
	Fringe Benefits				
400-2030-560-5205	PERS - EMPLOYER PAID	6,480	8,587	8,239	6,864
400-2030-560-5208	PERS - EMPLOYER PAID-UAL	16,616	18,831	21,794	20,468
400-2030-560-5215	DEFERRED COMP - EMPLOYER PAID	-	520	48	520
400-2030-560-5220	MEDICARE TAXES	1,106	1,405	1,429	1,483
400-2030-560-5230	GROUP MEDICAL INSURANCE	7,463	17,050	8,619	14,900
400-2030-560-5245	LIFE AND AD&D INSURANCE	41	50	48	50
	SUBTOTAL PERSONNEL	114,345	143,946	143,800	146,741
400-2030-560-5370	MISCELLANEOUS EXPENSE	-	-	(10)	-
400-2030-560-5475	SOFTWARE	-	45,000	-	2,200
400-2030-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (16%)	113,193	172,957	147,594	159,368
	OPERATING BUDGET - SEWER COLLECTION	227,538	361,903	291,384	308,309

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
INFORMATION TECHNOLOGY - SECTION 2030
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	RIX FUND				
	PERSONNEL (4%)				
	Salaries				
300-2030-560-5110	SALARIES - FULL TIME	20,652	24,216	25,899	25,574
300-2030-560-5120	SALARIES - OVERTIME	8	160	7	40
	Fringe Benefits				
300-2030-560-5205	PERS - EMPLOYER PAID	1,620	2,147	2,060	1,716
300-2030-560-5208	PERS - EMPLOYER PAID-UAL	4,154	4,708	5,448	5,117
300-2030-560-5215	DEFERRED COMP - EMPLOYER PAID	-	130	12	130
300-2030-560-5220	MEDICARE TAXES	277	351	357	371
300-2030-560-5230	GROUP MEDICAL INSURANCE	1,866	4,262	2,155	3,725
300-2030-560-5245	LIFE AND AD&D INSURANCE	10	13	12	13
	SUBTOTAL PERSONNEL	28,587	35,987	35,950	36,685
300-2030-560-5330	EMPLOYEE REIMBURSEMENTS	-	-	18	-
300-2030-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (4%)	28,298	43,239	36,899	39,842
	OPERATING BUDGET - RIX	56,885	79,226	72,867	76,527
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	1,638,514	2,095,787	1,812,465	1,951,781
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS - WATER				
100-2030-580-8030	COMPUTER EQUIPMENT	79,301	-	-	390,000
	SUBTOTAL CAPITAL OUTLAY - WATER	79,301	-	-	390,000
	CAPITAL OUTLAY ITEMS - SEWER				
200-2030-580-8030	COMPUTER EQUIPMENT	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY - SEWER	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY - ALL FUNDS	79,301	-	-	390,000
	TOTAL BUDGET	$ 1,717,815	$ 2,095,787	$ 1,812,465	$ 2,341,781

FUND	DIVISION	SECTION	NUMBER
Water	Administrative	Information Technology	2030

DESCRIPTION:

This section is responsible for the Confidentiality, Integrity, and Availability of Department Information Assets.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Information Technology Manager	1	1	1
		Senior Network & System Admin	1	1	1
		Network & Systems Admin	1	1	1
		Senior Business Systems Analyst	1	1	1
		Senior IT Specialist	1	1	1
		IT Specialist	1	1	1
			6	6	6

FUND		
Water - 100	**MAINTENANCE AND OPERATIONS**	
5320	Training Expenses	MISAC, Laserfiche, Cybersecurity training
5370	Miscellaneous Expense	Miscellaneous expenses
5380	Membership and Dues	MISAC annual membership
5405	General Office Supplies	Printer paper, toner, miscellaneous
5415	Computer Supplies	Backup Tapes, miscellaneous computer supplies
5445	Computer Equipment Maintenance	Printers, PCs, Monitors, Devices, Server Equipment, IBM and Network hardware maintenance
5455	Telephone	Maintenance of Department VoIP phone system
5465	Minor Office Equipment	Small office equipment, staplers, organizers
5470	Computer Equipment	Server Room UPS replacement, Network Diagnostic tools, Cybersecurity Equipment
5472	PC Replacement Expense	Annual replacement of PCs in accordance with replacement schedule.
5475	Software	Microsoft and Adobe Licensing, Laserfiche connector and forms
5480	Office Furniture	Replacement Office Chairs
5525	Other Professional Services	Miscellaneous technical consulting services
5550	Software Support	Naviline, Laserfiche, all software maintenance contracts, Bidding software subscription

FUND		
Sewer - 200	**MAINTENANCE AND OPERATIONS**	
5550	Software Support	Maximo CMMS System, WIMS WRP Operations Software

FUND		
Sewer Collections - 400	**MAINTENANCE AND OPERATIONS**	
5475	Software	CCD Video Management Software (Granite.Net)
	CAPITAL OUTLAY	
8030	Computer Equipment	Network Equipment Refresh ($200,000), IT/OT Integrations ($50,000), Cybersecurity Enhancements

PURCHASING

SECTION 2040

The role of the Purchasing section is to procure goods and services for an organization. Purchasing is a cost optimizer, always looking for ways to secure the best deal from suppliers. Purchasing departments generally solicit bids from potential vendors to compare costs and quality of materials and services solicited. Purchasing is also responsible for stocking and organizing the warehouse. The warehouse provides inventoried items to assist departments in day-to-day operations.

SECTION 2040

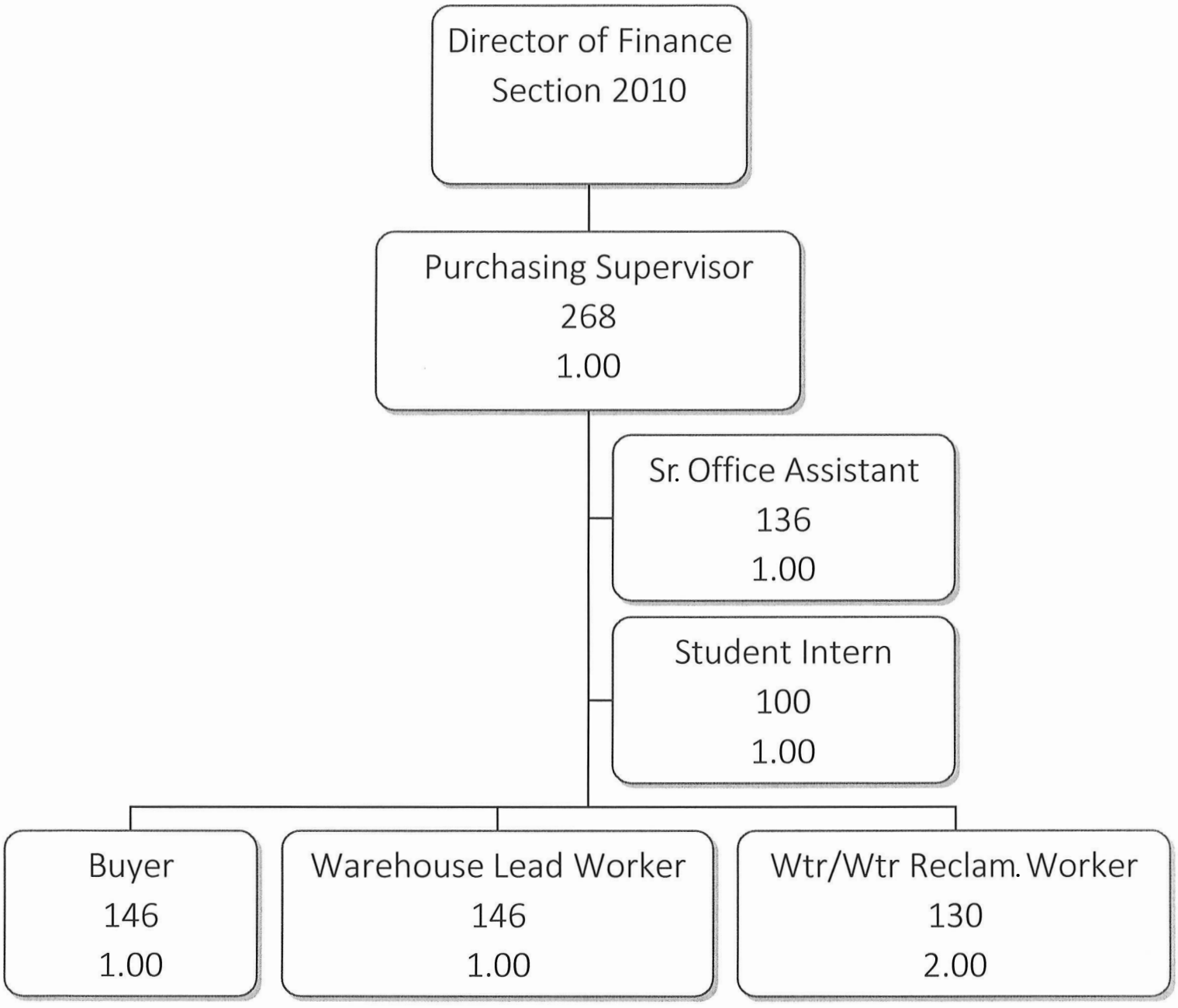
ACCOMPLISHMENTS

- Successfully implemented process changes to meet Covid needs including paperless purchase orders, electronic signatures on all required documentation, and Zoom meetings for vendor interactions.
- Rolled out Amazon's business model throughout the department to take advantage of pricing and delivery efficiency.
- Expanded Procurement Card program to mid level managers to reduce costly small dollar purchase order transactions.
- Reduced inventory carrying costs by 20% by obsoleting out-of-date items.
- Generated 2200 Purchase Orders to fulfill departmental operational needs.
- Reduced average processing time to issue Purchase orders from 3 to 2 days by increased efficiencies in process, such as sole source requirements and adherence by staff in sourcing 3 quotes upfront prior to getting approvals.

OBJECTIVES AND GOALS

- Preparing existing records for transition to new upcoming ERP.
- Continuing conversion to paperless status by getting field staff to scan in all relevant documents.
- Reviewing inventory items for cooperative leverage volume pricing opportunities.
- Continue to provide efficient acquisition of goods and services at the best value for the Department.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
PURCHASING - SECTION 2040



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
PURCHASING - SECTION 2040
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (40%)				
	Salaries				
100-2040-560-5110	SALARIES - FULL TIME	$ 200,933	$ 171,043	$ 201,019	$ 178,898
100-2040-560-5115	SALARIES - PART TIME	2,687	5,200	2,317	5,602
	Fringe Benefits				
100-2040-560-5205	PERS - EMPLOYER PAID	18,379	15,163	20,302	12,004
100-2040-560-5208	PERS - EMPLOYER PAID-UAL	29,352	33,252	32,338	35,795
100-2040-560-5215	DEFERRED COMP - EMPLOYER PAID	1,384	910	1,393	910
100-2040-560-5220	MEDICARE TAXES	2,946	2,556	2,937	2,675
100-2040-560-5230	GROUP MEDICAL INSURANCE	24,674	31,261	29,189	30,503
100-2040-560-5245	LIFE AND AD&D INSURANCE	123	110	124	109
	SUBTOTAL PERSONNEL	280,478	259,495	289,619	266,496
	OPERATING BUDGET - WATER	280,478	259,495	289,619	266,496

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
PURCHASING - SECTION 2040
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER TREATMENT FUND				
	PERSONNEL (35%)				
	Salaries				
200-2040-560-5110	SALARIES - FULL TIME	127,852	149,661	136,032	156,536
200-2040-560-5115	SALARIES - PART TIME	2,351	4,550	2,027	4,901
	Fringe Benefits				
200-2040-560-5205	PERS - EMPLOYER PAID	12,758	13,268	14,209	10,504
200-2040-560-5208	PERS - EMPLOYER PAID-UAL	25,683	29,096	42,234	31,320
200-2040-560-5215	DEFERRED COMP - EMPLOYER PAID	717	796	749	796
200-2040-560-5220	MEDICARE TAXES	1,859	2,236	1,975	2,341
200-2040-560-5230	GROUP MEDICAL INSURANCE	20,614	27,354	22,025	26,690
200-2040-560-5245	LIFE AND AD&D INSURANCE	84	96	86	96
	SUBTOTAL PERSONNEL	191,918	227,057	219,336	233,184
	OPERATING BUDGET - SEWER TREATMENT	191,918	227,057	219,336	233,184
	SEWER COLLECTION FUND				
	PERSONNEL (21%)				
	Salaries				
400-2040-560-5110	SALARIES - FULL TIME	76,711	89,798	81,617	93,922
400-2040-560-5115	SALARIES - PART TIME	1,411	2,730	1,216	2,941
	Fringe Benefits				
400-2040-560-5205	PERS - EMPLOYER PAID	7,654	7,961	8,524	6,302
400-2040-560-5208	PERS - EMPLOYER PAID-UAL	15,410	17,458	16,978	18,792
400-2040-560-5215	DEFERRED COMP - EMPLOYER PAID	430	478	450	478
400-2040-560-5220	MEDICARE TAXES	1,115	1,342	1,185	1,405
400-2040-560-5230	GROUP MEDICAL INSURANCE	12,368	16,412	13,215	16,014
400-2040-560-5245	LIFE AND AD&D INSURANCE	50	57	96	57
	SUBTOTAL PERSONNEL	115,149	136,236	123,280	139,910
	OPERATING BUDGET - SEWER COLLECTION	115,149	136,236	123,280	139,910

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
PURCHASING - SECTION 2040
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	RIX FUND				
	PERSONNEL (4%)				
	Salaries				
300-2040-560-5110	SALARIES - FULL TIME	18,415	17,104	19,788	17,890
300-2040-560-5115	SALARIES - PART TIME	269	520	232	560
	Fringe Benefits				
300-2040-560-5205	PERS - EMPLOYER PAID	1,788	1,516	2,002	1,200
300-2040-560-5208	PERS - EMPLOYER PAID-UAL	2,935	3,325	4,827	3,579
300-2040-560-5215	DEFERRED COMP - EMPLOYER PAID	131	91	140	91
300-2040-560-5220	MEDICARE TAXES	270	256	290	268
300-2040-560-5230	GROUP MEDICAL INSURANCE	2,453	3,126	2,614	3,050
300-2040-560-5245	LIFE AND AD&D INSURANCE	12	11	12	11
	SUBTOTAL PERSONNEL	26,273	25,949	29,905	26,650
	OPERATING BUDGET - RIX	26,273	25,949	29,905	26,650
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	613,818	648,737	662,140	666,240
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS - WATER				
	NONE IN THIS BUDGET	-	-	-	-
	AUTOS & TRUCKS	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY - WATER	-	-	-	-
	CAPITAL OUTLAY ITEMS - SEWER				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY - SEWER	-	-	-	-
	CAPITAL OUTLAY ITEMS - RIX				
	NONE IN THIS BUDGET	-	-		-
	SUBTOTAL CAPITAL OUTLAY - RIX	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY - ALL FUNDS	-	-	-	-
	TOTAL BUDGET	$ 613,818	$ 648,737	$ 662,140	$ 666,240

FUND	DIVISION	SECTION	NUMBER
Water	Administrative	Purchasing	2040

DESCRIPTION:

This section is responsible for the purchasing and inventory functions, and contract administration services for the Water and Water Reclamation Divisions. This section is under the control of the Deputy General Manager. Purchasing prepares bid specifications, RFPs, and various contracts; purchases all material and supplies used by the Department and maintains an extensive pipe and materials inventory.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Purchasing Supervisor	1	1	1
	Position Moved to 1055	Contracts Analyst	0	0	0
		Buyer	1	1	1
	Position moved to 2045	Fleet/Warehouse Supervisor	0	0	0
	Position split with 2045	Senior Office Assistant	0.5	0.5	1
		Warehouse Lead	1	1	1
		Water/Water Reclamation Worker	2	2	2
			5.5	5.5	6
5115	Salaries - Part Time				
		Student Intern	1	1	1
			1	1	1

MAINTENANCE AND OPERATIONS

CAPITAL OUTLAY

None in this Budget

FLEET

SECTION 2045

Fleet Services provides high-quality vehicle and equipment service and repair to all Water Department sections. Fleet Services maintains 150 on-road vehicles including light-duty, medium-duty, heavy-duty, and a variety of over 100 pieces of equipment including backhoes, generators, club cars, water pumps, compressors, concrete saws, and rammers.

SECTION 2045

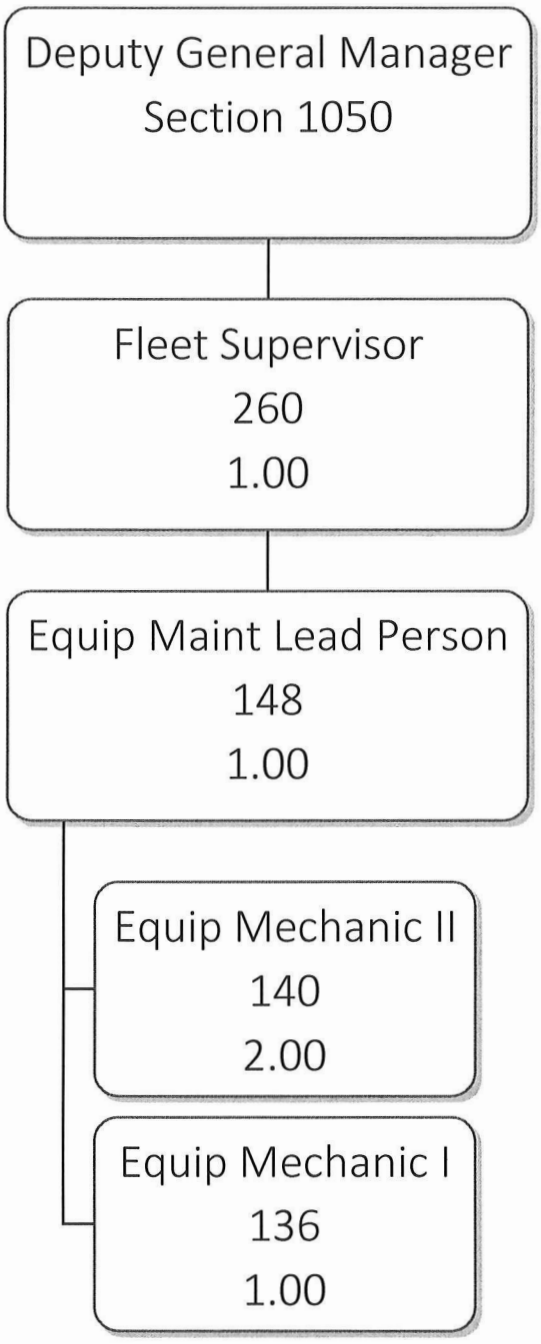
ACCOMPLISHMENTS

- The Fleet Services Division successfully passed various regulatory inspections including Eight Crane Inspections; Underground Storage Tank inspection with the San Bernardino County Fire Department; Gasoline Dispensing Facility and Vapor Recovery Equipment testing; Hazardous Waste Inspection.
- Completed 2,119 work orders for various fleet vehicles and mobile equipment with an average of 2.39 FTE's at an approximate cost of $110 per service including labor with a turnaround time of 2.44 hours per vehicle. These jobs include 147 preventative maintenance services; scanned 41 engine codes with diagnostic software saving $5,125 in scanning costs which would have otherwise been outsourced; saved approximately $7,000 in labor costs performing the work arising from the diagnostic scans in the house; performed 105 Basic Inspection of Terminals (B.I.T.) to comply with California Highway Patrol requirements.
- Continued compliance with the South Coast Air Quality Management District (SCAQMD) On Road Diesel Vehicle Replacement Plan which required the replacement of two gate trucks; one utility body truck; one lube/service truck.
- Received and prepared for service a 2021 Sewer Combination CNG truck.

OBJECTIVES AND GOALS

- Continue compliance with the SCAQMD On-Road Diesel Vehicle Replacement Plan which includes a one man-lift truck in fiscal year 2021/2022.
- Analyze fleet inventory and re-assign vehicles as needed throughout the department.
- Based on analysis per the Vehicle and Equipment Replacement Policy, Fleet recommends replacement of the following units which will need to be ordered, and prepared for service in the next fiscal year:
  - Unit #75 – WU Distribution utility service truck with crane
  - Unit #204 – WU Distribution emergency/night truck
  - Unit #56 – Water Quality vehicle

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
FLEET - SECTION 2045



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
FLEET - SECTION 2045
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (60%)				
	Salaries				
100-2045-560-5110	SALARIES - FULL TIME	$ 181,660	$ 243,316	$ 189,427	$ 227,383
100-2045-560-5120	SALARIES - OVERTIME	1,421	600	1,691	720
	Fringe Benefits				
100-2045-560-5205	PERS - EMPLOYER PAID	16,667	21,570	18,290	15,257
100-2045-560-5208	PERS - EMPLOYER PAID-UAL	40,506	47,303	44,626	45,496
100-2045-560-5215	DEFERRED COMP - EMPLOYER PAID	1,234	1,365	1,337	1,170
100-2045-560-5220	MEDICARE TAXES	2,647	3,528	2,764	3,297
100-2045-560-5230	GROUP MEDICAL INSURANCE	23,340	40,371	24,264	33,460
100-2045-560-5245	LIFE AND AD&D INSURANCE	122	164	116	138
	SUBTOTAL PERSONNEL	267,597	358,217	282,516	326,921
	MAINTENANCE AND OPERATIONS				
100-2045-560-5320	TRAINING EXPENSE	-	1,500	-	1,500
100-2045-560-5340	UNIFORM RENTAL AND CLEANING	1,074	3,000	1,237	3,000
100-2045-560-5350	SAFETY CLOTHING AND SUPPLIES	540	1,500	779	1,500
100-2045-560-5370	MISCELLANEOUS EXPENSE	-	7,000	-	3,000
100-2045-560-5405	GENERAL OFFICE SUPPLIES	1,960	3,000	1,942	3,000
100-2045-560-5420	PRINTED MATERIALS AND PRINTING	1,256	1,500	-	1,500
100-2045-560-5455	TELEPHONE	1,420	3,000	1,981	3,000
100-2045-560-5465	OFFICE EQUIPMENT	29	-	-	-
100-2045-560-6140	CONTRACT SERVICES - MAINTENANCE SERVICES	10,814	12,000	6,196	12,000
100-2045-560-6190	VEHICLE TRACKING SYSTEM	35,322	43,000	43,000	43,000
100-2045-560-6210	PERMITS AND FEES	3,185	1,500	1,080	1,500
100-2045-560-6290	HAZARDOUS WASTE DISPOSAL	4,537	6,000	3,712	6,000
100-2045-560-6410	MATERIALS AND SUPPLIES	132,345	135,000	119,721	153,000
100-2045-560-6510	SMALL TOOLS AND EQUIPMENT	12,339	15,000	7,842	15,000
100-2045-560-6530	FUEL AND LUBRICANTS	204,066	330,000	210,915	250,000
100-2045-560-6540	EQUIPMENT REPAIRS AND MAINTENANCE	66,852	160,000	80,207	160,000
100-2045-560-6550	RADIO EQUIPMENT	-	3,000	-	-
100-2045-560-6560	RADIO MAINTENANCE	-	1,500	-	1,500
100-2045-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (60%)	(195,899)	(291,000)	(191,445)	(263,400)
	SUBTOTAL MAINTENANCE AND OPERATIONS	279,840	436,500	287,167	395,100
	OPERATING BUDGET - WATER	547,437	794,717	569,682	722,021
	SEWER TREATMENT FUND				
	PERSONNEL (20%)				
	Salaries				
200-2045-560-5110	SALARIES - FULL TIME	44,185	81,105	46,810	75,794
200-2045-560-5120	SALARIES - OVERTIME	474	200	527	240
	Fringe Benefits				
200-2045-560-5205	PERS - EMPLOYER PAID	4,179	7,190	4,636	5,086
200-2045-560-5208	PERS - EMPLOYER PAID-UAL	13,502	15,768	14,875	15,165
200-2045-560-5215	DEFERRED COMP - EMPLOYER PAID	207	455	251	390
200-2045-560-5220	MEDICARE TAXES	635	1,176	676	1,099
200-2045-560-5230	GROUP MEDICAL INSURANCE	7,376	13,457	6,722	11,153
200-2045-560-5245	LIFE AND AD&D INSURANCE	31	55	30	46
	SUBTOTAL PERSONNEL	70,589	119,406	74,527	108,974
200-2045-560-5330	EMPLOYEE REIMBURSEMENT	-	-	33	-
200-2045-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (20%)	97,949	145,500	95,722	131,700
	OPERATING BUDGET - SEWER TREATMENT	168,538	264,906	170,283	240,674

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
FLEET - SECTION 2045
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER COLLECTION FUND				
	PERSONNEL (16%)				
	Salaries				
400-2045-560-5110	SALARIES - FULL TIME	35,346	64,884	27,196	60,635
400-2045-560-5120	SALARIES - OVERTIME	379	160	421	192
	Fringe Benefits				
400-2045-560-5205	PERS - EMPLOYER PAID	3,344	5,752	3,709	4,069
400-2045-560-5208	PERS - EMPLOYER PAID-UAL	10,802	12,614	17,761	12,132
400-2045-560-5215	DEFERRED COMP - EMPLOYER PAID	165	364	200	312
400-2045-560-5220	MEDICARE TAXES	509	941	542	879
400-2045-560-5230	GROUP MEDICAL INSURANCE	5,900	10,765	5,378	8,923
400-2045-560-5245	LIFE AND AD&D INSURANCE	25	44	22	37
	SUBTOTAL PERSONNEL	56,470	95,524	55,228	87,179
400-2045-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (16%)	78,360	116,400	76,578	105,360
	OPERATING BUDGET - SEWER COLLECTION	134,830	211,924	131,806	192,539
	RIX FUND				
	PERSONNEL (4%)				
	Salaries				
300-2045-560-5110	SALARIES - FULL TIME	8,838	16,221	8,669	15,159
300-2045-560-5120	SALARIES - OVERTIME	95	40	104	48
	Fringe Benefits				
300-2045-560-5205	PERS - EMPLOYER PAID	836	1,438	864	1,017
300-2045-560-5208	PERS - EMPLOYER PAID-UAL	2,700	3,154	2,975	3,033
300-2045-560-5215	DEFERRED COMP - EMPLOYER PAID	41	91	40	78
300-2045-560-5220	MEDICARE TAXES	127	235	124	220
300-2045-560-5230	GROUP MEDICAL INSURANCE	1,475	2,691	1,325	2,231
300-2045-560-5245	LIFE AND AD&D INSURANCE	6	11	4	9
	SUBTOTAL PERSONNEL	14,118	23,881	14,106	21,795
300-2045-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (4%)	19,590	29,100	19,144	26,340
	OPERATING BUDGET - RIX	33,708	52,981	33,251	48,135
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	884,513	1,324,528	905,022	1,203,368
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS - WATER				
100-2045-580-8010	TOOLS & EQUIPMENT	-	-	-	-
100-2045-580-8020	AUTOS & TRUCKS	512,948	511,000	403,375	761,000
	SUBTOTAL CAPITAL OUTLAY - WATER	512,948	511,000	403,375	761,000
	CAPITAL OUTLAY ITEMS - SEWER				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY - SEWER	-	-	-	-
	CAPITAL OUTLAY ITEMS - RIX				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY - RIX	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY - ALL FUNDS	512,948	511,000	403,375	761,000
	TOTAL BUDGET	$ 1,397,461	$ 1,835,528	$ 1,308,397	$ 1,964,368

DESCRIPTION:

This section has assumed the supervision of the fleet section and oversees the daily operations and supervision of the fleet staff. Fleet staff is responsible for maintenance and repair of all vehicles and equipment owned and operated by the Department.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Fleet Supervisor	0.5	1	1
		Equipment Maintenance Lead Person	1	1	1
		Equipment Mechanic II	1	1	1
		Equipment Mechanic I	1	2	2
	Position split with 2040	Senior Office Assistant	0.5	0.5	0
			4	5.5	5

	MAINTENANCE AND OPERATIONS	
5320	Training Expenses	CARB, AQMD training
5340	Uniform Rental and Cleaning	Uniform rental, cleaning, and replacement
5350	Safety Clothing and Supplies	Employee clothing, shoes, helmets, and shade protection per regulations
5370	Miscellaneous Expense	Miscellaneous expenses
5420	Printed Materials and Printing	
5455	Telephone	(5) Cellphones
6140	Contract Services - Maintenance Services	Maintenance services by outside shops
6190	Vehicle Tracking System	Vehicle monitoring and tracking equipment for vehicles
6210	Permits & Fees	Tank testing and repairs
6290	Hazardous Waste Disposal	Waste oil, filters, etc.
6410	Materials and Supplies	Supplies such as filters, parts, and gaskets, etc. Added 31 WRP vehicles routine maintenance costs.
6510	Small Tools and Equipment	Tools and equipment under $5,000
6530	Fuel and Lubricants	Gasoline, diesel fuel, oil, and other lubricants
6540	Equipment Repairs and Maintenance	Maintenance of compressors, equipment, portable pumps, fork lifts, etc. Added 31 WRP vehicles routine maintenance costs.
6560	Radio Maintenance	Radio maintenance

	CAPITAL OUTLAY - WATER	
8020	Autos and Trucks	(1ea.) CNG Man-lift truck (diesel replacement plan) $310,000; (1ea.) F-550 Utility/Crane replacing unit #75 $85,000; (1ea.) Night truck replacing unit #204 $55,000; (1ea) Water Quality van replacing unit #56 $50,000; (1ea) Escape $30,000; (1ea) F350 roll-over from FY 2020-2021 replacing unit #151 $70,000; (3ea.) F-150 roll-over from FY 2021-2022 $32,000.

CUSTOMER RELATIONS

SECTION 2050

Customer Relations provides oversight, direction, and support to the Billing and Collections, Cashiering and Customer Service, Field and Meter Services, and Information Technology sections. Customer Relations strives to improve and enhance customer experiences by consistently providing courteous and excellent customer service.

SECTION 2050

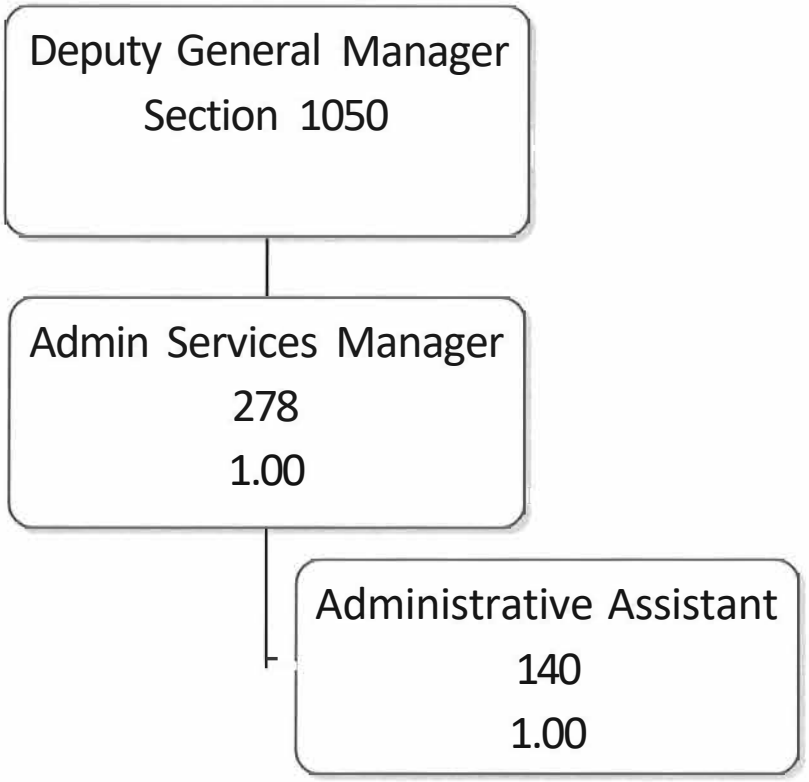
ACCOMPLISHMENTS

- Completed informal RFQ process to secure professional digital e-signature services.
- Assisted in the development of design and implementation of safe work areas in the Customer Service Building due to Covid-19.
- Developed and implemented method to allow Developer and Engineering payments to be made online via e-check or credit card.
- During Covid-19, developed and implemented work schedules and re-assignments to ensure high levels of customer service and to ensure section operations remained efficient.
- Developed Customer Phone etiquette and call protocol procedure and training.
- Completed assessment and scope of work for upcoming ERP CIS Utility Billing implementation.

OBJECTIVES AND GOALS

- Oversee and facilitate planning and implementation activities for the Departments CIS Utility Billing enterprise resource software replacement.
- Develop workflow with Distribution staff between new CIS utility billing software and new Enterprise Asset management software.
- Develop and conduct formal RFP for credit card payment processing services.
- Develop and conduct RFP for third party collections services.
- Develop and conduct RFP for credit reporting services.
- Support the Phase I AMI project by participating on the planning team and gathering and analyzing data.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
CUSTOMER RELATIONS - SECTION 2050



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
CUSTOMER RELATIONS - SECTION 2050
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (37%)				
	Salaries				
100-2050-550-5110	SALARIES - FULL TIME	$ 94,212	$ 86,611	$ 93,892	$ 90,490
	Fringe Benefits				
100-2050-550-5205	PERS - EMPLOYER PAID	7,189	7,678	8,049	6,072
100-2050-550-5208	PERS - EMPLOYER PAID-UAL	14,168	16,838	15,610	18,106
100-2050-550-5215	DEFERRED COMP - EMPLOYER PAID	232	361	253	361
100-2050-550-5220	MEDICARE TAXES	1,350	1,256	1,351	1,312
100-2050-550-5230	GROUP MEDICAL INSURANCE	15,546	15,724	15,635	15,724
100-2050-550-5245	LIFE AND AD&D INSURANCE	40	37	41	37
	SUBTOTAL PERSONNEL	132,737	128,505	134,831	132,101
	MAINTENANCE AND OPERATIONS				
100-2050-550-5310	TRAVEL & CONVENTION	-	-	-	-
100-2050-550-5320	TRAINING EXPENSES	198	-	-	-
100-2050-550-5330	EMPLOYEE REIMBURSEMENT	-	-	27	-
100-2050-550-5350	SAFETY CLOTHING AND SUPPLIES	250	250	-	250
100-2050-550-5370	MISCELLANEOUS EXPENSE	-	5,000	1,556	5,000
100-2050-550-5380	MEMBERSHIP AND DUES	69	-	69	-
100-2050-550-5405	GENERAL OFFICE SUPPLIES	13,145	15,000	12,253	15,000
100-2050-550-5420	PRINTED MATERIALS AND PRINTING	1,635	-	-	-
100-2050-550-5455	TELEPHONE	392	1,200	476	1,200
100-2050-550-5465	MINOR OFFICE EQUIPMENT	6,105	-	3,472	-
100-2050-550-5525	OTHER PROFESSIONAL SERVICES	4,866	3,000	157	3,000
100-2050-550-6140	MAINTENANCE SERVICES	2,988	-	2,899	-
100-2050-550-7150	CONTINGENCY EXPENSE	2,499	-	-	-
100-2050-550-7900	ALLOCATION FROM/(TO) OTHER FUNDS (37%)	(20,253)	(15,404)	(13,173)	(15,404)
	SUBTOTAL MAINTENANCE AND OPERATIONS	11,894	9,046	7,737	9,047
	OPERATING BUDGET - WATER	144,631	137,551	142,568	141,147
	SEWER TREATMENT FUND				
	PERSONNEL (32%)				
	Salaries				
200-2050-550-5110	SALARIES - FULL TIME	72,123	74,907	81,204	78,261
	Fringe Benefits				
200-2050-550-5205	PERS - EMPLOYER PAID	6,218	6,641	6,962	5,251
200-2050-550-5208	PERS - EMPLOYER PAID-UAL	12,254	14,563	20,150	15,659
200-2050-550-5215	DEFERRED COMP - EMPLOYER PAID	200	312	219	312
200-2050-550-5220	MEDICARE TAXES	1,032	1,086	1,169	1,135
200-2050-550-5230	GROUP MEDICAL INSURANCE	13,445	13,599	13,522	13,599
200-2050-550-5245	LIFE AND AD&D INSURANCE	35	32	35	32
	SUBTOTAL PERSONNEL	105,307	111,140	123,261	114,249
200-2050-550-5330	EMPLOYEE REIMBURSEMENT	-	-	24	-
200-2050-550-7900	ALLOCATION FROM/(TO) OTHER FUNDS (32%)	10,287	7,824	6,691	7,824
	OPERATING BUDGET - SEWER TREATMENT	115,594	118,964	129,952	122,073

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
CUSTOMER RELATIONS - SECTION 2050
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER COLLECTION FUND				
	PERSONNEL (31%)				
	Salaries				
400-2050-550-5110	SALARIES - FULL TIME	69,869	72,566	78,666	75,816
	Fringe Benefits				
400-2050-550-5205	PERS - EMPLOYER PAID	6,024	6,433	6,744	5,087
400-2050-550-5208	PERS - EMPLOYER PAID-UAL	11,871	14,108	15,570	15,169
400-2050-550-5215	DEFERRED COMP - EMPLOYER PAID	194	302	212	302
400-2050-550-5220	MEDICARE TAXES	999	1,052	1,132	1,099
400-2050-550-5230	GROUP MEDICAL INSURANCE	13,025	13,174	13,100	13,174
400-2050-550-5245	LIFE AND AD&D INSURANCE	34	31	34	31
	SUBTOTAL PERSONNEL	102,016	107,666	115,458	110,679
400-2050-550-5330	EMPLOYEE REIMBURSEMENT	-	-	25	-
400-2050-550-7900	ALLOCATION FROM/(TO) OTHER FUNDS (31%)	9,966	7,580	6,482	7,580
	OPERATING BUDGET - SEWER COLLECTION	111,982	115,246	121,965	118,259
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	372,207	371,761	394,484	381,479
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS - WATER				
100-2050-580-8030	COMPUTER EQUIPMENT	-	-	-	453,250
	SUBTOTAL CAPITAL OUTLAY - WATER	-	-	-	453,250
	CAPITAL OUTLAY ITEMS - SEWER				
200-2050-580-8030	COMPUTER EQUIPMENT	-	-		392,000
	SUBTOTAL CAPITAL OUTLAY - SEWER	-	-	-	392,000
	CAPITAL OUTLAY ITEMS - SEWER COLLECTION				
400-2050-580-8030	COMPUTER EQUIPMENT	-	-		379,750
	SUBTOTAL CAPITAL OUTLAY - SEWER	-	-	-	379,750
	SUBTOTAL CAPITAL OUTLAY	-	-	-	1,225,000
	TOTAL BUDGET	$ 372,207	$ 371,761	$ 394,484	$ 1,606,479

FUND	DIVISION	SECTION	NUMBER
Water	Administrative	Customer Relations	2050

DESCRIPTION:

The Customer Relations Section oversees the activities of the Customer Service, Billing and Collections, Cashiering, and Field and Meter Services Sections. This section, like those it oversees, is under the direction of the Deputy General Manager.

PERSONNEL

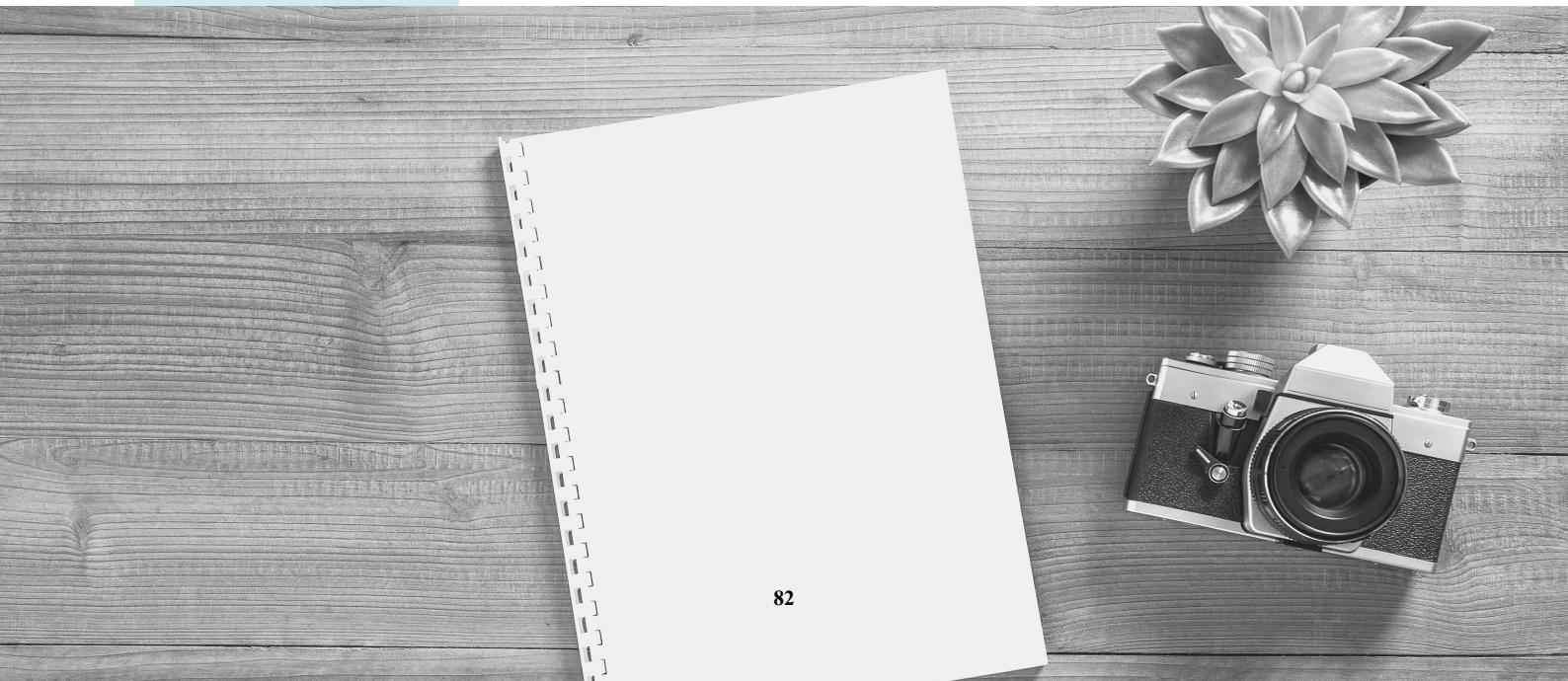
		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Administrative Services Manager	1	1	1
		Administrative Assistant	1	1	1
			2	2	2

	MAINTENANCE AND OPERATIONS	
5350	Safety Clothing/Supplies	Reimbursement of computer glasses
5370	Miscellaneous Expenses	Notary dues and fees, contingency
5405	General Office Supplies	General Office Supplies including paper, pens, pencils, printer toner cartridges for 8 printers, supplies are for 40+ employees
5455	Telephone	(1) Department cell phone
5525	Other Professional Services	Cable TV, Dibs Key Service, Translation services for printed materials, Project Management consultant services for CIS/UB conversion
	CAPITAL OUTLAY	
8030	Customer Service and Utility Billing Syste	Conversion to new CIS Utility Billing System (Support and Maintenance in IT budget)

WATER CONSERVATION

SECTION 2055

Water Conservation/Public Affairs is responsible for the Department's media communications, management of the Department's website, development and implementation of water conservation, career pathway and education programs, and coordination of the Department's grant-seeking efforts. The Water Conservation/Public Affairs section promotes community engagement and involvement through effective communication of relevant information to the Department's stakeholders. This section maintains an active presence within the community by representing the Department in a variety of public meetings and events and interacts with regional and statewide agencies about water conservation, water education, and grant funding initiatives.



SECTION 2055

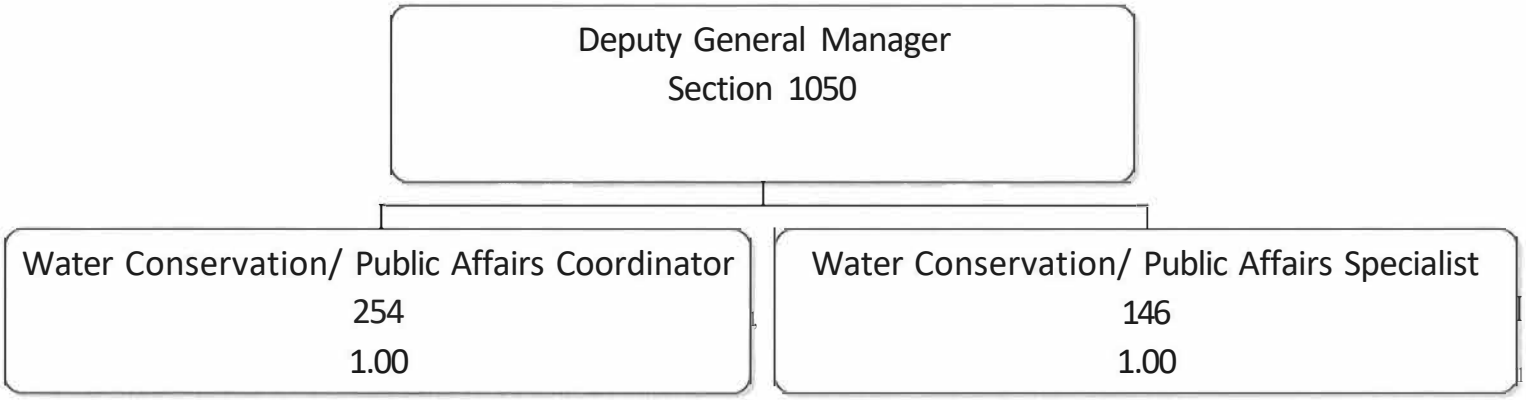
ACCOMPLISHMENTS

- Collaborated with Department Water Utility and Administrative Services staff to produce successful a grant application for the Bureau of Reclamation's WaterSMART Water and Energy Efficiency Grant program. The $500,000 grant will fund Phase 1 of the Department's Advanced Metering Infrastructure deployment project. The successful application package included letters of support from the Mayor of San Bernardino, Assemblymember Eloise Gomez Reyes, and Congressman Pete Aguilar. (Target #5, Goal #14 Address the Department's reserve policy and funding).
- Transitioned Department Community outreach content including water conservation poster contest, water-saving landscape workshops, water education, career pathway program presentations, to a virtual format. (Target #2, Goal #6 - Address technology to maintain or increase efficiencies.) (Target #4, Goal #11 – Collaborate with ratepayers and community).
- Developed a series of virtual water education lessons which were featured by the national water education initiative, Project Wet. (Target #2, Goal #7 – Address water supply sustainability).
- Expanded the Department's social media presence on YouTube, producing informational videos and PSAs on water conservation and education. Enhanced communications through targeted social media outreach on NextDoor. (Target #4, Goal #11 – Collaborate with ratepayers and community).
- Developed and presented a successful proposal to San Bernardino Valley Municipal Water District (SBVMWD) for a 50% cost contribution to the smart irrigation controller pilot program. This program was recommended as a demonstration project for the region by SBVMWD. (Target #2, Goal #7 – Address water supply sustainability). (Target #4, Goal #12 – Collaborate with regional partners.) (Target #4, Goal #11 – Collaborate with ratepayers and community).
- Coordinated and maximized funding for Water Efficiency Project Rebate for large-scale turf removal project at California State University San Bernardino. (Target #4, Goal #12 – Collaborate with regional partners). (Target #4, Goal #11 – Collaborate with ratepayers and community).

OBJECTIVES AND GOALS

- Coordinate community outreach efforts for Proposition 218 required noticing and informational rate study meetings. (Target #5, Goal #13, Goal #4 - Conduct rate setting, Address ways and means to increase transparency).
- Assist with planning, coordination, and agreement process of WaterSMART grant for the Department's AMI implementation project. (Target #5, Goal #14 - Address the Department's reserve policy and funding).
- Develop and implement information campaigns including photo and video content to further inform the community of the Department's history, pertinent water quality regulations, and the value of public services provided by the Department. (Target #3, Goal 9 – Take steps to improve Department branding).
- Increase ongoing Department outreach efforts and participation at community and city events, SBMWD programs and workshops, education programs, social media, and maintain enhanced online communications. (Target #4, Goal #11 – Collaborate with ratepayers and community).
- Continue ongoing efforts to pursue opportunities to obtain grants and low-interest loans. (Target #5, Goal #14 - Address the Department's reserve policy and funding).

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
WATER CONSERVATION - SECTION 2055



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER CONSERVATION AND PUBLIC AFFAIRS - SECTION 2055
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (75%)				
	Salaries				
100-2055-550-5110	SALARIES - FULL TIME	$ 68,042	$ 67,446	$ 77,404	$ 97,932
100-2055-550-5120	SALARIES - OVERTIME	-	6,000	-	2,250
	Fringe Benefits				
100-2055-550-5205	PERS - EMPLOYER PAID	5,545	5,979	6,340	6,571
100-2055-550-5208	PERS - EMPLOYER PAID-UAL	11,347	13,112	12,501	19,595
100-2055-550-5215	DEFERRED COMP - EMPLOYER PAID	181	488	512	731
100-2055-550-5220	MEDICARE TAXES	995	978	1,137	1,420
100-2055-550-5230	GROUP MEDICAL INSURANCE	6,450	6,518	6,491	21,793
100-2055-550-5245	LIFE AND AD&D INSURANCE	44	43	43	75
	SUBTOTAL PERSONNEL	92,604	100,564	104,429	150,368
	MAINTENANCE AND OPERATIONS				
100-2055-550-5310	TRAVEL AND CONVENTION	-	1,200	-	1,200
100-2055-550-5320	TRAINING EXPENSES	35	-	-	1,000
100-2055-550-5330	EMPLOYEE REIMBURSEMENTS	-	2,500	158	2,500
100-2055-550-5370	MISCELLANEOUS EXPENSE	-	2,500	-	-
100-2055-550-5405	GENERAL OFFICE SUPPLIES	753	1,000	352	1,500
100-2055-550-5420	PRINTED MATERIALS AND PRINTING	34,283	49,500	56,378	60,000
100-2055-550-5450	POSTAGE-EXPRESS DELIVERY	24	24,000	-	24,000
100-2055-550-5455	TELEPHONE	652	1,000	631	2,550
100-2055-550-5470	COMPUTER EQUIPMENT	-	-	-	3,050
100-2055-550-5480	OFFICE FURNITURE	-	-	-	2,000
100-2055-550-5525	OTHER PROFESSIONAL SERVICES	14,193	37,800	31,437	37,700
100-2055-550-5545	ADVERTISING SERVICES	2,908	5,000	-	5,000
100-2055-550-5850	COMMUNITY OUTREACH	120,781	138,500	130,752	134,000
100-2055-550-7900	ALLOCATION FROM/(TO) OTHER FUNDS (75%)	(52,043)	(65,750)	(54,927)	(68,625)
	SUBTOTAL MAINTENANCE AND OPERATIONS	121,621	197,250	164,782	205,875
	OPERATING BUDGET - WATER	214,225	297,814	269,211	356,243
	SEWER TREATMENT FUND				
	PERSONNEL (15%)				
	Salaries				
200-2055-550-5110	SALARIES - FULL TIME	13,261	13,489	15,481	19,586
200-2055-550-5120	SALARIES - OVERTIME	-	1,200	-	450
	Fringe Benefits				
200-2055-550-5205	PERS - EMPLOYER PAID	1,109	1,196	1,267	1,314
200-2055-550-5208	PERS - EMPLOYER PAID-UAL	2,269	2,622	3,731	3,919
200-2055-550-5215	DEFERRED COMP - EMPLOYER PAID	36	98	101	146
200-2055-550-5220	MEDICARE TAXES	194	196	227	284
200-2055-550-5230	GROUP MEDICAL INSURANCE	1,290	1,304	1,297	4,359
200-2055-550-5245	LIFE AND AD&D INSURANCE	9	9	7	15
	SUBTOTAL PERSONNEL	18,168	20,114	22,112	30,074
200-2055-550-5330	EMPLOYEE REIMBURSEMENTS	-	-	21	-
200-2055-550-7900	ALLOCATION FROM/(TO) OTHER FUNDS (0%)	31,226	39,450	32,956	41,175
	OPERATING BUDGET - SEWER TREATMENT	49,394	59,564	55,089	71,249

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER CONSERVATION AND PUBLIC AFFAIRS - SECTION 2055
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER COLLECTION FUND				
	PERSONNEL (6%)				
	Salaries				
400-2055-550-5110	SALARIES - FULL TIME	5,305	5,396	6,191	7,835
400-2055-550-5120	SALARIES - OVERTIME	-	480	-	180
	Fringe Benefits				
400-2055-550-5205	PERS - EMPLOYER PAID	444	478	506	526
400-2055-550-5208	PERS - EMPLOYER PAID-UAL	908	1,049	1,000	1,568
400-2055-550-5215	DEFERRED COMP - EMPLOYER PAID	15	39	40	59
400-2055-550-5220	MEDICARE TAXES	78	78	91	114
400-2055-550-5230	GROUP MEDICAL INSURANCE	516	521	518	1,743
400-2055-550-5245	LIFE AND AD&D INSURANCE	4	3	3	6
	SUBTOTAL PERSONNEL	7,270	8,044	8,349	12,029
400-2055-550-5330	EMPLOYEE REIMBURSEMENTS	-	-	9	-
400-2055-550-7900	ALLOCATION FROM/(TO) OTHER FUNDS (6%)	12,490	15,780	13,183	16,470
	OPERATING BUDGET - SEWER COLLECTION	19,760	23,824	21,541	28,499
	RIX FUND				
	PERSONNEL (4%)				
	Salaries				
300-2055-550-5110	SALARIES - FULL TIME	3,536	3,916	4,128	5,223
300-2055-550-5120	SALARIES - OVERTIME	-	-	-	120
	Fringe Benefits				
300-2055-550-5205	PERS - EMPLOYER PAID	296	319	337	350
300-2055-550-5208	PERS - EMPLOYER PAID-UAL	605	699	666	1,045
300-2055-550-5215	DEFERRED COMP - EMPLOYER PAID	10	26	27	39
300-2055-550-5220	MEDICARE TAXES	52	52	60	76
300-2055-550-5230	GROUP MEDICAL INSURANCE	344	348	345	1,162
300-2055-550-5245	LIFE AND AD&D INSURANCE	2	2	3	4
	SUBTOTAL PERSONNEL	4,845	5,362	5,566	8,020
300-2055-550-5330	EMPLOYEE REIMBURSEMENTS	-	-	6	-
300-2055-550-7900	ALLOCATION FROM/(TO) OTHER FUNDS (4%)	8,327	10,520	8,788	10,980
	OPERATING BUDGET - RIX	13,172	15,882	14,360	19,000
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	296,551	397,084	360,201	474,990
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 296,551	$ 397,084	$ 360,201	$ 474,990

FUND	DIVISION	SECTION	NUMBER
Water	Administrative	Water Conservation / Public Affairs	2055

DESCRIPTION:

This section oversees department water conservation and public outreach programs.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Water Conservation / Public Affairs Coordinator	1	1	1
		Water Conservation / Public Affairs Specialist	0	0	1
			1	1	2

	MAINTENANCE AND OPERATIONS	
5310	Travel and Convention	AWWA Water Conservation / California Association of Public Information Officials conference
5320	Training Expenses	Misc. Training Expenses ($1,000)
5330	Employee Reimbursements	Tuition Reimbursement ($2,400) AWWA Water Use Efficiency Grade 2 Certification Renewal ($100)
5405	General Office Supplies	General Office Supplies including paper, pens, pencils, toner cartridges,
5420	Printed Materials and Printing	Conservation Poster Contest Calendar ($33,000) Consumer Confidence Report and Notification Postcard ($5,000) Prop 218 Notice ($15,000) Billing Inserts and Misc. Messaging Materials ($7,000)
5450	Postage-Express Delivery	Saturation Mailing Water Conservation Calendar and Consumer Confidence Notification ($24,000)
5455	Telephone	(2) Landline and (2) Cell Phone ($2,550)
5470	Computer Equipment	Additional PC Workstation and Laptop ($3050)
5480	Office Furniture	Additional workstation including chair ($2,000)
5525	Other Professional Services	Constant Contact Email Service ($2,000) Graphic Design and Publishing Services ($12,000) Public Website Maintenance, Support and Hosting Fees ($9,300) NextDoor Service Provider Subscription Service ($5,000) Translation for published materials ($2,000) Survey Monkey Subscription ($5,000) Archive Social Annual Team Premier Subscription ($2,400)
5545	Advertising Services	Information campaign outreach ($5,000)
5850	Community Outreach	Residential Rebate Programs and Conservation Incentives ($50,000) Commercial/Institutional/Industrial Rebate Programs and Conservation Incentives ($50,000) Water Education Program ($10,000) Promotional and event display materials ($8,500) Employee event participation overtime for community outreach events ($4,500) Landscape class fees and materials ($5,000) Inland Solar Challenge Sponsorship ($3,500) RV Rental for 2022 Inland Solar Challenge ($2,500)

CUSTOMER SERVICE

SECTION 2060

Customer Service provides direct and timely customer engagement and contact. This section is responsible for providing information, answering questions, fulfilling requests for service, processing customer payments, responding to customer requests via all communication platforms including walk-in customers at our Customer Service office, over the phone, and via e-mail. Customer Service staff also sorts all incoming Department mail and staffs the Department's main telephone line.

SECTION 2060

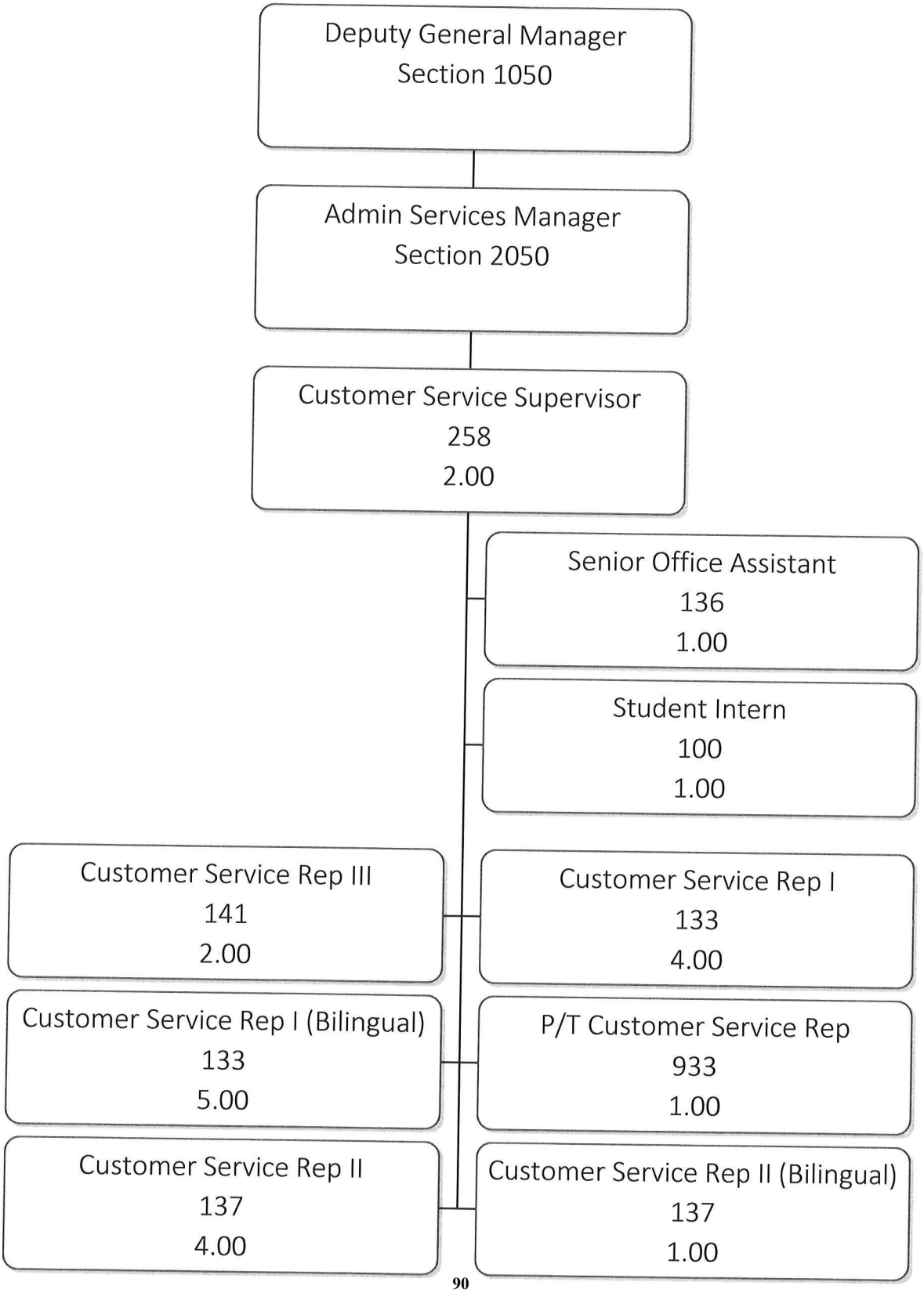
ACCOMPLISHMENTS

- Developed internal procedures to comply with state mandate SB 998.
- During Covid-19 maintained the highest level of customer service and provided payment arrangements to customers affected during these unprecedented times.
- Processed 134,500 payments and fielded over 55,000 customer calls.
- Recruited, trained, and hired two full time Customer Service Representative I positions and a Customer Representative III position.
- Reviewed and updated standard operating procedures for CSR staff .
- Modified procedures to reduce the use of paper and improve workflow efficiency.
- Provided alternate payment solutions for customers due to the lobby closure during COVID-19 by increasing participation in e-billing, e-check, and bank draft.
- Completed Billing section assessment and scope of work for upcoming ERP CIS Utility Billing implementation.

OBJECTIVES AND GOALS

- Enhance methods of communicating with customers that are efficient, timely, and current with technology.
- Increase participation in the Customer Satisfaction Survey (Survey Monkey) to better understand customer concerns.
- Provide user-friendly customer applications on web forms that can easily be completed on computers, tablets, or mobile devices.
- Continue support, planning, and implementation activities for the Department's CIS Utility Billing enterprise resource software replacement.
- Encourage, increase participation in e-billing, cost-free e-check, and bank draft payment options.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
CUSTOMER SERVICE - SECTION 2060



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
CUSTOMER SERVICE - SECTION 2060
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (65%)				
	Salaries				
100-2060-550-5110	SALARIES - FULL TIME	$ 367,328	$ 740,773	$ 426,831	$ 768,251
100-2060-550-5115	SALARIES - PART TIME	10,050	22,950	12,590	24,229
100-2060-550-5120	SALARIES - OVERTIME	1,588	1,625	802	650
	Fringe Benefits				
100-2060-550-5205	PERS - EMPLOYER PAID	34,321	65,669	43,207	51,550
100-2060-550-5208	PERS - EMPLOYER PAID-UAL	129,908	144,013	143,125	153,715
100-2060-550-5215	DEFERRED COMP - EMPLOYER PAID	2,102	4,436	2,277	4,436
100-2060-550-5220	MEDICARE TAXES	5,426	11,074	6,327	11,491
100-2060-550-5230	GROUP MEDICAL INSURANCE	90,480	217,294	95,566	186,680
100-2060-550-5245	LIFE AND AD&D INSURANCE	281	551	321	551
100-2060-550-5250	UNEMPLOYMENT BENEFITS	-	-	10,034	10,000
	SUBTOTAL PERSONNEL	641,484	1,208,385	731,047	1,201,553
	MAINTENANCE AND OPERATIONS				
100-2060-550-5320	TRAINING EXPENSES	514	700	-	500
100-2060-550-5330	EMPLOYEE REIMBURSEMENTS	-	-	83	-
100-2060-550-5350	SAFETY CLOTHING/SUPPLIES	193	2,500	1,102	2,000
100-2060-550-5370	MISCELLANEOUS EXPENSE	-	5,000	-	5,000
100-2060-550-5380	MEMBERSHIP & DUES	102	100	69	200
100-2060-550-5405	GENERAL OFFICE SUPPLIES	266	-	-	-
100-2060-550-5455	TELEPHONE	554	600	1,001	1,400
100-2060-550-5465	MINOR OFFICE EQUIPMENT	5,021	5,000	3,222	5,000
100-2060-550-5480	OFFICE FURNITURE	1,280	-	-	-
100-2060-550-5525	OTHER PROFESSIONAL SERVICES	23,085	31,400	24,087	30,500
100-2060-550-6140	MAINTENANCE SERVICES	4,520	4,800	2,871	4,500
100-2060-550-6150	SECURITY SERVICES	7,867	9,550	8,538	9,600
100-2060-550-7900	ALLOCATION FROM/(TO) OTHER FUNDS (65%)	(15,191)	(20,878)	(14,341)	(20,545)
	SUBTOTAL MAINTENANCE AND OPERATIONS	28,211	38,772	26,633	38,155
	OPERATING BUDGET - WATER	669,695	1,247,157	757,680	1,239,708
	SEWER TREATMENT FUND				
	PERSONNEL (25%)				
	Salaries				
200-2060-550-5110	SALARIES - FULL TIME	300,385	284,913	315,257	295,481
200-2060-550-5115	SALARIES - PART TIME	8,692	8,827	8,920	9,319
200-2060-550-5120	SALARIES - OVERTIME	1,373	625	241	250
	Fringe Benefits				
200-2060-550-5205	PERS - EMPLOYER PAID	29,683	25,257	32,026	19,827
200-2060-550-5208	PERS - EMPLOYER PAID-UAL	49,965	55,390	82,161	59,121
200-2060-550-5215	DEFERRED COMP - EMPLOYER PAID	1,818	1,706	1,696	1,706
200-2060-550-5220	MEDICARE TAXES	4,442	4,259	4,667	4,420
200-2060-550-5230	GROUP MEDICAL INSURANCE	78,253	83,575	70,481	71,800
200-2060-550-5245	LIFE AND AD&D INSURANCE	243	212	224	212
	SUBTOTAL PERSONNEL	474,854	464,764	515,673	462,136
200-2060-550-5330	EMPLOYEE REIMBURSEMENTS	-	-	72	-
200-2060-550-7900	ALLOCATION FROM/(TO) OTHER FUNDS (25%)	10,850	14,913	10,243	14,675
	OPERATING BUDGET - SEWER TREATMENT	485,704	479,677	525,988	476,811

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
CUSTOMER SERVICE - SECTION 2060
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER COLLECTION FUND				
	PERSONNEL (10%)				
	Salaries				
400-2060-550-5110	SALARIES - FULL TIME	291,005	113,965	280,862	118,192
400-2060-550-5115	SALARIES - PART TIME	8,421	3,531	7,743	3,728
400-2060-550-5120	SALARIES - OVERTIME	1,330	250	204	100
	Fringe Benefits				
400-2060-550-5205	PERS - EMPLOYER PAID	28,756	10,103	28,592	7,931
400-2060-550-5208	PERS - EMPLOYER PAID-UAL	19,986	22,156	32,864	23,648
400-2060-550-5215	DEFERRED COMP - EMPLOYER PAID	1,762	683	1,518	683
400-2060-550-5220	MEDICARE TAXES	4,303	1,704	4,154	1,768
400-2060-550-5230	GROUP MEDICAL INSURANCE	75,808	33,430	62,735	28,720
400-2060-550-5245	LIFE AND AD&D INSURANCE	237	85	193	85
	SUBTOTAL PERSONNEL	431,608	185,907	418,866	184,854
400-2060-550-5330	EMPLOYEE REIMBURSEMENTS	-	-	70	-
400-2060-550-7900	ALLOCATION FROM/(TO) OTHER FUNDS (10%)	4,340	5,965	4,097	5,870
	OPERATING BUDGET - SEWER COLLECTION	435,948	191,872	423,033	190,724
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	1,591,347	1,918,706	1,706,701	1,907,243
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 1,591,347	$ 1,918,706	$ 1,706,701	$ 1,907,243

FUND	DIVISION	SECTION	NUMBER
Water	Administrative	Customer Service	2060

DESCRIPTION:

This section is responsible for the establishment, maintenance, and termination of customer accounts under the direction of the Administrative Services Manager. This section handles inquiries, complaints, disputes, and investigations associated with billing of water, sewer, storm drain, backflow, septic, geothermal.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Customer Service Supervisor	2	2	2
		Customer Service Representative III	2	2	2
		Customer Service Representative II	4	4	4
		Customer Service Representative II (Bilingual)	1	1	1
		Customer Service Representative I	4	4	4
		Customer Service Representative I (Bilingual)	5	5	5
		Senior Office Assistant	1	1	1
			19	19	19
5115	Salaries - Part Time				
		Customer Service Rep I	1	1	1
		Student Intern	1	1	1
			2	2	2

MAINTENANCE AND OPERATIONS

5320	Training Expense	LCW Workshops, Lead & Supervisor Training
5350	Safety Clothing and Supplies	Employee prescription safety glasses, Covid-19 supplies
5370	Miscellaneous Expense	Miscellaneous Expenses and Contingency
5380	Membership and Dues	Employee Notary Renewal
5455	Telephone	(2) work cell phones monthly service and accessories
5465	Minor Office Equipment	Phone headsets, replacement of receipt printers, calculators, miscellaneous equipment
5525	Other Professional Services	After Hours Telephone Answering Service for Water & Sewer and Experian Credit Report Services
6140	Maintenance Services	OPEX mail machine maintenance, Advanced Copy, Canon CR 190i
6150	Security Services	Armored Car Services

CAPITAL OUTLAY

None in this Budget	

BILLING AND COLLECTION

SECTION 2070

The Billing and Collections staff completes billing for all water and sewer-related services and billing adjustments as needed. The section also handles the recovery of delinquent utility accounts, unpaid, closed accounts, loss control, and other miscellaneous accounts.

SECTION 2070

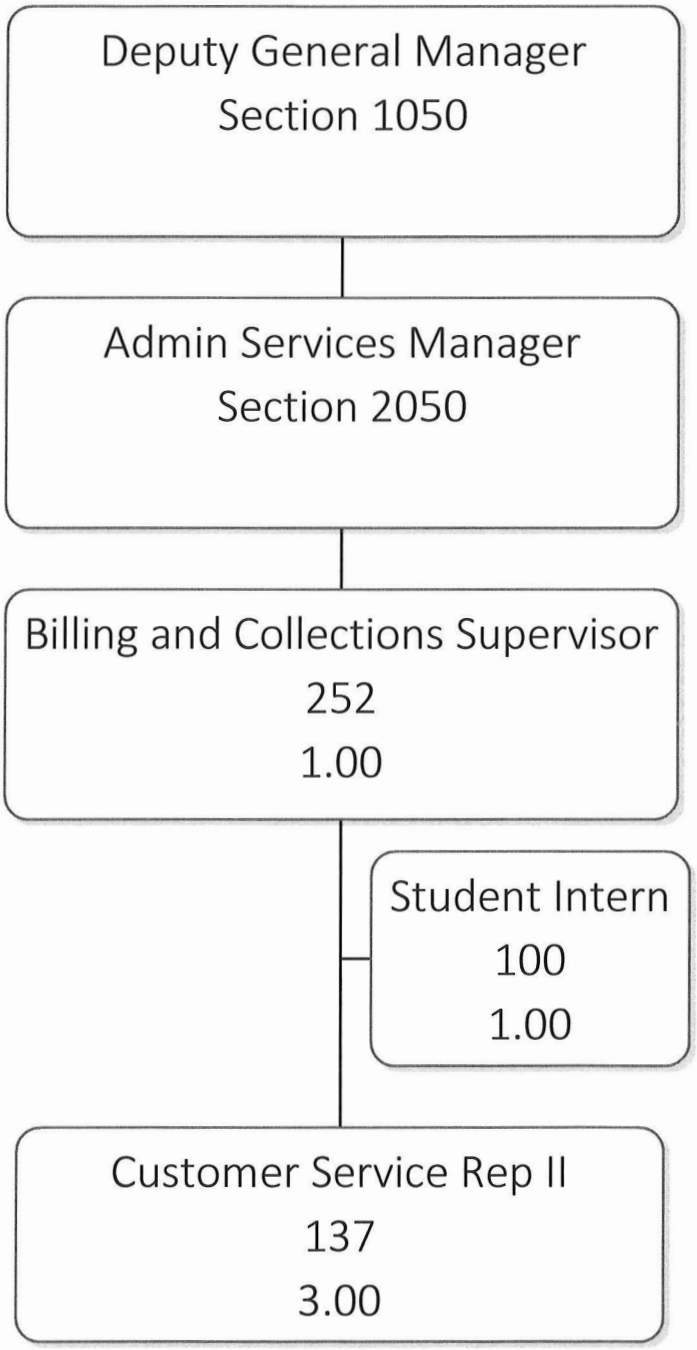
ACCOMPLISHMENTS

- Streamlined Billing processes to work effectively in different locations due to Covid-19.
- Processed a total of 743,879 bills and reminder notices.
- Worked with Distribution and Field Service to identify malfunctioning meters and schedule a replacement.
- Completed assessment and scope of work for upcoming ERP CIS Utility Billing implementation.
- Cross-trained a newly promoted employee in the Billing Section.
- Validated account information for the issuance of credit refunds.
- Developed several systems report to assist in the auditing of accounts for identifying status on accounts with payment plans, tracking statistics on work orders, tracking statistics on bill processing, and audits of sewer accounts.

OBJECTIVES AND GOALS

- Complete the process of updating all Billing and Collections procedures.
- Refine process to identify current customers with outstanding balances on previous accounts.
- Audit all meter information, work orders and account information for accuracy.
- Support the AMI pilot project by participating on the planning team, generating work orders, and ensuring meter exchanges are scheduled with minimal impact to Customer Billing.
- Develop new processes, procedures, and customer outreach to decrease the number of bills and accounts submitted to collections.
- Continue support, planning and implementation activities for the Departments CIS Utility Billing enterprise resource software replacement.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
BILLING AND COLLECTIONS - SECTION 2070



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
BILLING AND COLLECTIONS - SECTION 2070
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (49%)				
	Salaries				
100-2070-550-5110	SALARIES - FULL TIME	$ 126,212	$ 125,622	$ 131,435	$ 128,981
100-2070-550-5115	SALARIES - PART TIME	5,427	6,370	5,163	6,862
	Fringe Benefits				
100-2070-550-5205	PERS - EMPLOYER PAID	11,108	11,136	13,026	8,655
100-2070-550-5208	PERS - EMPLOYER PAID-UAL	21,744	24,422	23,956	25,807
100-2070-550-5215	DEFERRED COMP - EMPLOYER PAID	255	796	305	796
100-2070-550-5220	MEDICARE TAXES	1,869	1,914	1,957	1,970
100-2070-550-5230	GROUP MEDICAL INSURANCE	25,417	26,210	28,243	29,749
100-2070-550-5245	LIFE AND AD&D INSURANCE	96	90	97	91
	SUBTOTAL PERSONNEL	192,128	196,560	204,181	202,911
	MAINTENANCE AND OPERATIONS				
100-2070-550-5320	TRAINING EXPENSES	269	1,000	-	500
100-2070-550-5330	EMPLOYEE REIMBURSEMENTS	-	-	80	-
100-2070-550-5350	SAFETY CLOTHING AND SUPPLIES	-	250	267	250
100-2070-550-5370	MICELLANEOUS EXPENSE	-	1,000	-	1,000
100-2070-550-5405	GENERAL OFFICE SUPPLIES	3,782	4,500	4,012	5,000
100-2070-550-5450	POSTAGE AND EXPRESS DELIVERY	283,303	260,000	275,682	260,000
100-2070-550-5455	TELEPHONE	1,886	1,000	519	1,000
100-2070-550-5465	MINOR OFFICE EQUIPMENT	732	1,000	543	1,000
100-2070-550-5525	OTHER PROFESSIONAL SERVICES	118,588	390,000	162,423	225,000
100-2070-550-5820	BILL COLLECTION AND FEES	7,766	15,000	3,551	15,000
100-2070-550-7900	ALLOCATION FROM/(TO) OTHER FUNDS (49%)	(212,327)	(343,613)	(228,009)	(259,463)
	SUBTOTAL MAINTENANCE AND OPERATIONS	203,999	330,137	219,068	249,288
	OPERATING BUDGET - WATER	396,127	526,697	423,249	452,199
	SEWER TREATMENT FUND				
	PERSONNEL (40%)				
	Salaries				
200-2070-550-5110	SALARIES - FULL TIME	97,627	102,549	107,293	105,291
200-2070-550-5115	SALARIES - PART TIME	4,430	5,200	4,215	5,602
	Fringe Benefits				
200-2070-550-5205	PERS - EMPLOYER PAID	9,068	9,091	10,633	7,065
200-2070-550-5208	PERS - EMPLOYER PAID-UAL	17,750	19,936	23,282	21,067
200-2070-550-5215	DEFERRED COMP - EMPLOYER PAID	208	650	249	650
200-2070-550-5220	MEDICARE TAXES	1,448	1,562	1,597	1,608
200-2070-550-5230	GROUP MEDICAL INSURANCE	20,748	21,396	23,056	24,285
200-2070-550-5245	LIFE AND AD&D INSURANCE	79	75	79	75
	SUBTOTAL PERSONNEL	151,358	160,459	170,403	165,642
200-2070-550-5330	EMPLOYEE REIMBURSEMENTS	-	-	66	-
200-2070-550-7900	ALLOCATION FROM/(TO) OTHER FUNDS (40%)	166,531	269,500	178,831	203,500
	OPERATING BUDGET - SEWER TREATMENT	317,889	429,959	349,300	369,142

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
BILLING AND COLLECTIONS - SECTION 2070
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER COLLECTION FUND				
	PERSONNEL (11%)				
	Salaries				
400-2070-550-5110	SALARIES - FULL TIME	26,849	28,201	29,504	28,955
400-2070-550-5115	SALARIES - PART TIME	1,218	1,430	1,159	1,540
	Fringe Benefits				
400-2070-550-5205	PERS - EMPLOYER PAID	2,493	2,500	2,924	1,943
400-2070-550-5208	PERS - EMPLOYER PAID-UAL	4,881	5,483	6,402	5,793
400-2070-550-5215	DEFERRED COMP - EMPLOYER PAID	57	179	68	179
400-2070-550-5220	MEDICARE TAXES	398	430	439	442
400-2070-550-5230	GROUP MEDICAL INSURANCE	5,706	5,884	6,340	6,678
400-2070-550-5245	LIFE AND AD&D INSURANCE	22	21	22	21
	SUBTOTAL PERSONNEL	41,624	44,128	46,859	45,551
400-2070-550-5330	EMPLOYEE REIMBURSEMENTS	-	-	18	-
400-2070-550-7900	ALLOCATION FROM/(TO) OTHER FUNDS (11%)	45,796	74,113	49,178	55,963
	OPERATING BUDGET - SEWER COLLECTION	87,420	118,241	96,056	101,514
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	801,436	1,074,897	868,605	922,854
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 801,436	$ 1,074,897	$ 868,605	$ 922,854

FUND	DIVISION	SECTION	NUMBER
Water	Administrative	Billing and Collections	2070

DESCRIPTION:

This section is responsible for the accurate and timely billing and adjustments for all customer accounts, including research associated with rates, service, class, and jurisdiction; and for collection activities. The section is under the direction of the Administrative Services Manager.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Billing and Collections Supervisor	1	1	1
		Customer Service Representative II	3	3	3
		Customer Service Representative II Bilingual	0	0	0
			4	4	4
5115	Salaries - Part Time				
		Student Intern	1	1	1
			1	1	1

	MAINTENANCE AND OPERATIONS	
5320	Training Expenses	Fred Pryor, Liebert Cassidy workshops
5350	Safety Clothing/Supplies	Computer glasses
5370	Micellaneous Expense	Micellaneous Expenses
5405	General Office Supplies	General office supplies, paper, ink and toner
5450	Postage and Express Delivery	Bulk Rate Permit, PO Box fees and Postage for customer bills and notices
5455	Telephone	Billing cell phone for dispatch and Supervisor cell phone
5465	Minor Office Equipment	Printes, scanner, computer accessories
5525	Other Professional Services	Bill printing including reminder notices, shut-off notices and envelopes; Hosting of customer portal; CreditCard and E-check payment processing services
5820	Bill Collection and Fees	Collections agency fees and State Franchise Tax Board tax diversion program

	CAPITAL OUTLAY	
	None in this Budget	

FIELD AND METER SERVICES

SECTION 2090

Field and Meter Services is responsible for the reading and recording of accurate water meter information for billing and maintenance purposes; the determination and assignment of sewer charges to business and residential properties. This section is also responsible for reporting meter conditions, fulfilling requests to turn service on and off, and field visits concerning inquiries about meter reading or water consumption.

SECTION 2090

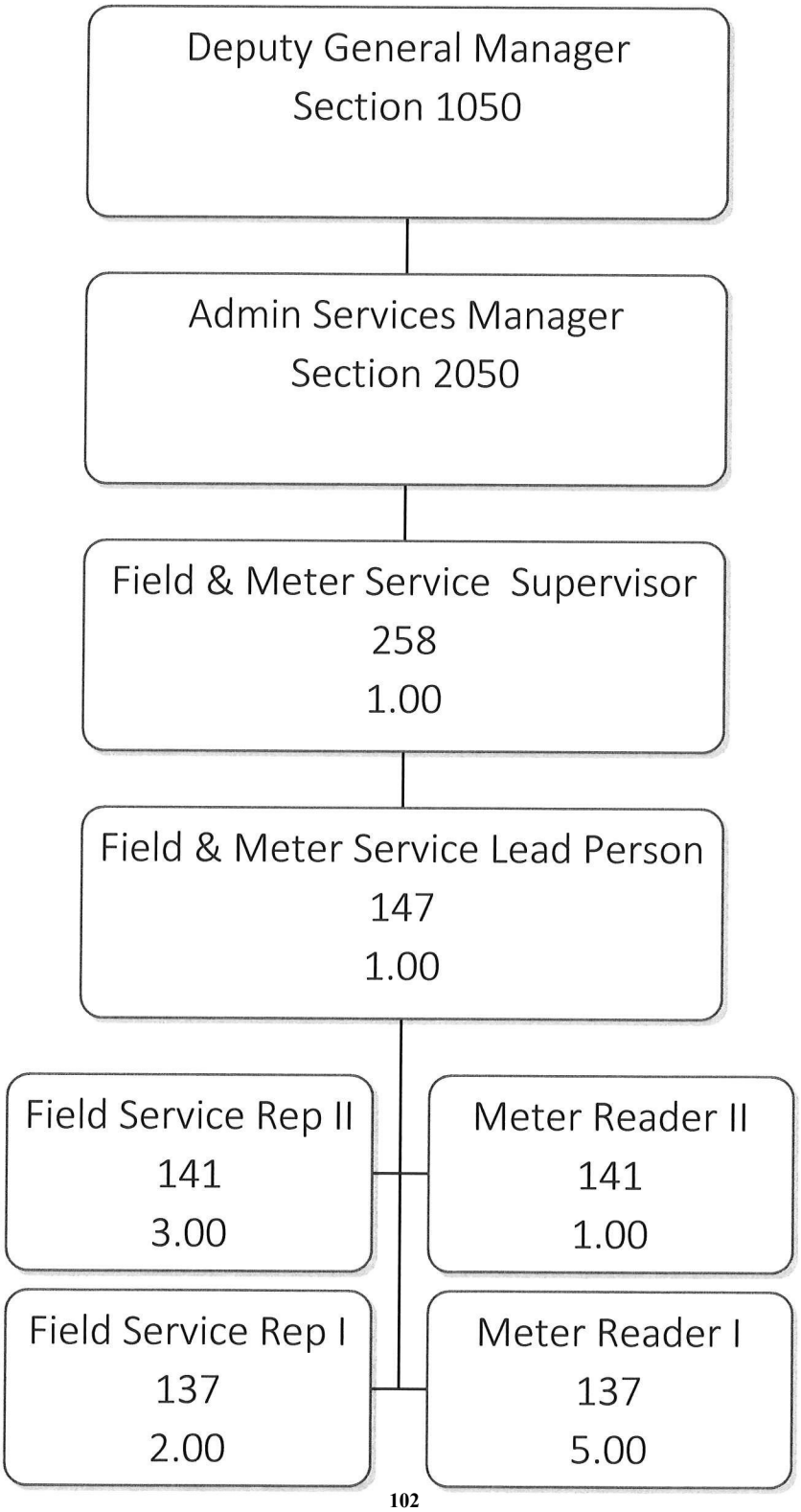
ACCOMPLISHMENTS

- Identified and completed the replacement of 611 damaged meters with minimal impact to Meter Reading and Customer Billing.
- Located and documented abandoned meter locations in areas of the city that are scheduled for re-zoning.
- Recruited, hired, and trained two full time Meter Reader I staff.
- Crossed trained Field Representatives on meter reading truck routes.
- Provided meter information and locations for Phase I of SBMWD's Advanced Metering Infrastructure (AMI) project.
- Completed 15,548 work and service orders.
- Maintained scheduled meter reading activities during the Covid-19 emergency with minimal impact to billing activities.
- Replaced 1,157 damaged meter lids.
- Read over 589,000 meters (over 49,000 monthly).

OBJECTIVES AND GOALS

- Replace old FC300 handheld meter reading processors with new meter reading handheld technology.
- Standardize meter box tops to increase cost and labor efficiencies.
- Identify all meters in vaults and schedule for remote read meter capability.
- Continue to examine all routes to identify meters for the meter replacement program.
- Cross train field and meter service staff to repair cut and damaged ERT's in residential areas.
- Ensure high standards of meter reading accuracy.
- Continue to support and provide information for Phase I of SBMWD's Advanced Metering Infrastructure (AMI) project.
- Continue support, planning, and implementation activities for the Department's CIS Utility Billing enterprise resource software replacement.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
FIELD AND METER SERVICES - SECTION 2090



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
FIELD AND METER SERVICES - SECTION 2090
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (100%)				
	Salaries				
100-2090-550-5110	SALARIES - FULL TIME	$ 770,151	$ 824,117	$ 935,626	$ 854,990
100-2090-550-5120	SALARIES - OVERTIME	2,671	4,000	851	2,500
	Fringe Benefits				
100-2090-550-5205	PERS - EMPLOYER PAID	71,924	73,058	91,040	57,370
100-2090-550-5208	PERS - EMPLOYER PAID-UAL	142,876	160,216	157,411	171,070
100-2090-550-5215	DEFERRED COMP - EMPLOYER PAID	3,654	4,550	4,789	4,550
100-2090-550-5220	MEDICARE TAXES	10,905	11,950	13,029	12,397
100-2090-550-5230	GROUP MEDICAL INSURANCE	166,896	197,947	179,924	192,488
100-2090-550-5245	LIFE AND AD&D INSURANCE	564	575	651	575
100-2090-550-5250	UNEMPLOYMENT BENEFITS	(1,364)	-	(681)	-
	SUBTOTAL PERSONNEL	1,168,277	1,276,413	1,382,641	1,295,941
	MAINTENANCE AND OPERATIONS				
100-2090-550-5320	TRAINING EXPENSES	105	1,000	-	1,000
100-2090-550-5330	EMPLOYEE REIMBURSEMENTS	793	3,600	-	1,000
100-2090-550-5340	UNIFORM RENTAL AND CLEANING	4,253	3,000	5,164	5,000
100-2090-550-5350	SAFETY CLOTHING AND SUPPLIES	2,248	3,000	1,895	3,000
100-2090-550-5370	MISCELLANEOUS EXPENSE	-	1,000	1,302	1,000
100-2090-550-5405	GENERAL OFFICE SUPPLIES	703	3,000	1,735	2,500
100-2090-550-5450	POSTAGE AND EXPRESS DELIVERY	177	500	59	500
100-2090-550-5455	TELEPHONE	7,114	14,000	6,372	15,000
100-2090-550-5465	MINOR OFFICE EQUIPMENT	427	500	-	500
100-2090-550-5470	COMPUTER EQUIPMENT	740	1,000	-	-
100-2090-550-5555	COMPUTER MAINTENANCE SERVICES	-	500	-	-
100-2090-550-6140	MAINTENANCE SERVICES	2,892	3,000	2,900	3,000
100-2090-550-6410	MATERIALS AND SUPPLIES	39,228	39,000	34,275	40,000
100-2090-550-6510	SMALL TOOLS AND EQUIPMENT	1,528	2,000	1,181	2,000
	SUBTOTAL MAINTENANCE AND OPERATIONS	60,208	75,100	54,883	74,500
	OPERATING BUDGET - WATER	1,228,485	1,351,513	1,437,523	1,370,441
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS - OPERATIONS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 1,228,485	$ 1,351,513	$ 1,437,523	$ 1,370,441

FUND	DIVISION	SECTION	NUMBER
Water	Administrative	Field and Meter Services	2090

DESCRIPTION:

This section is under the direction of the Administrative Services Manager and is responsible for the reading and recording of water meter information for billing and maintenance purposes, and the determination and assignment of sewer classifications to business and residential properties. This section is also responsible for installation of water meters, reporting meter conditions, fulfilling requests to turn service on and off, and field visits in relation to inquiries about meter reading or water consumption.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Field and Meter Services Supervisor	1	1	1
		Field and Meter Services Lead Worker	1	1	1
		Field Service Representative II	3	3	3
		Field Service Representative I	2	2	2
		Meter Reader II	1	1	1
		Meter Reader I	5	5	5
			13	13	13

MAINTENANCE AND OPERATIONS

5320	Training Expense	Itron FCS software training, LCW misc. training for Supervisor & Lead Worker
5330	Employee Reimbursements	Water certifications, Tuition reimbursements
5340	Uniform Rental and Cleaning	Uniform rental, cleaning, repair and replacement
5350	Safety Clothing and Supplies	Sunscreen, safety and Covid masks, hand sanitizer wipes and liquid, rain gear, safety glasses, gloves, water jugs, camel water back packs, & shade protection supplies
5370	Miscellaneous Expense	Contingency
5405	General Office Supplies	White paper for printer and copier, yellow paper for tenant letters, pens, white out, staples, black and color ink, notepads
5450	Postage-Express Delivery	Handheld processor maintenance postage
5455	Telephone	(13) cell phones, replace (8) FC300 meter reading processors with smart devices
5465	Minor Office Equipment	Calculators, work order stamps, miscellaneous PC accessories
6140	Maintenance Services	Canon copier maintenance
6410	Materials and Supplies	Meter box tops, meter zip ties, red/yellow locking tags, pink door hangers, locks, plugs, fabricated
6510	Small Tools & Equipment	Hand shovels, large round shovels, meter rods, vault tools, small & large meter wrenches, meter box pumps, pliers, wire cutters, bolt cutters, flashlights, brooms, Allen wrenches, etc.

CAPITAL OUTLAY

8400	Radio Read Meters & ERT's Budget	Radio read meter replacement for 5/8", 3/4", 1" meters and ERT's

WATER FUND GENERAL ADMINISTRATIVE EXPENSES

SECTION 2510

This section includes non-productive salaries and additional benefits not accounted for within specific division budgets. It includes other Department expenses, not identified to a specific division, but having benefit to the entire Water Department. Administrative office rent, services, insurance, and other expenses are included.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
GENERAL ADMINISTRATIVE EXPENSE - SECTION 2510

No Staff
Budgeted
for this Section

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
GENERAL ADMINISTRATIVE EXPENSE - SECTION 2510
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	Fringe Benefits				
100-2510-560-5205	PERS - EMPLOYER PAID	$ 7,462	$ -	$ 20,109	$ -
100-2510-560-5208	PERS - UAL	-	16,000	-	-
100-2510-560-5230	GROUP MEDICAL INSURANCE	(496)	-	(5)	-
100-2510-560-5240	DISABILITY INSURANCE	79,789	86,000	82,667	84,000
100-2510-560-5245	LIFE AND AD&D INSURANCE	(15)	-	(11)	-
100-2510-560-5250	UNEMPLOYMENT BENEFITS	5,990	25,000	-	15,000
100-2510-560-5260	RETIREE MEDICAL INSURANCE	-	945,000	1,103,239	900,000
100-2510-560-5265	RETIREE LIFE INSURANCE	22	3,000	516	500
100-2510-560-5270	GASB 68 PENSION EXPENSE	1,594,181	-	-	-
100-2510-560-5290	ADMIN COST GROUP MEDICAL	35,170	40,000	43,625	36,000
100-2510-560-5295	FUTURE MEDICAL BENEFITS	1,422,869	574,000	808,978	411,280
	SUBTOTAL PERSONNEL	3,144,972	1,689,000	2,059,118	1,446,780
	MAINTENANCE AND OPERATIONS				
100-2510-560-5370	MISCELLANEOUS EMPLOYEE EXPENSE	8,587	20,000	2,430	10,000
100-2510-560-5390	EMPLOYEE APPRECIATION EVENTS	3,774	-	-	-
100-2510-560-5405	GENERAL OFFICE SUPPLIES	284	-	202	-
100-2510-560-5420	PRINTED MATERIALS	-	-	280	-
100-2510-560-5435	OFFICE EQUIPMENT MAINTENANCE	89	-	170	-
100-2510-560-5455	TELEPHONE	98,572	100,000	128,813	138,000
100-2510-560-5510	CONSULTING SERVICES	22,754	-	41,768	-
100-2510-560-5520	LEGAL SERVICES	123,643	150,000	-	150,000
100-2510-560-5525	OTHER PROFESSIONAL SERVICES	19,228	20,000	36,237	790,000
100-2510-560-5610	INSURANCE - LIABILITY	207,873	347,000	256,409	406,700
100-2510-560-5620	INSURANCE - PROPERTY	252,266	259,006	293,058	296,700
100-2510-560-5630	WORKERS' COMPENSATION	(91,026)	504,000	359,978	300,000
100-2510-560-5650	UNINSURABLE LOSSES	(107,317)	400,000	141,139	250,000
100-2510-560-5810	UNCOLLECTIBLE CHARGE OFFS	64,797	500,000	-	300,000
100-2510-560-6140	MAINTENANCE SERVICES	-	-	-	22,500
100-2510-560-7040	BANK FEES	28,148	30,000	26,954	30,000
100-2510-560-7050	INVENTORY ADJUSTMENTS	74,677	10,000	14,283	20,000
100-2510-560-7070	OBSOLETE INVENTORY WRITE OFF	68,940	25,000	(1,088)	10,000
100-2510-560-7080	BILLED REVENUE LOSS				686,000
100-2510-560-7090	OTHER CLAIMS / LOSSES	-	50,000	-	-
100-2510-560-7160	CITY SERVICES	-	175,000	175,000	-
100-2510-560-7170	CITY R.O.W.MAINTENANCE AGREEMENT	1,111,647	1,260,000	1,260,000	1,550,000
100-2510-590-7010	PROPERTY TAXES	10,022	10,000	5,134	12,000
	SUBTOTAL MAINTENANCE AND OPERATIONS	1,898,231	3,860,006	2,740,766	4,971,900
	OPERATING BUDGET (CASH ITEMS) - WATER	5,043,203	5,549,006	4,799,884	6,418,680

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
GENERAL ADMINISTRATIVE EXPENSE - SECTION 2510
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
100-2510-580-8400	CAPITAL IMPROVEMENT PROJECTS - CARRYOVER	(203,377)	12,515,460	8,900,000	18,793,000
100-2510-580-8400	CAPITAL IMPROVEMENT PROJECTS - NEW PROJECTS	-	8,760,000	-	8,420,000
100-2510-580-8503	CAPITAL IMPROVEMENT PROJECTS - LABOR PORTION	-	(450,000)	-	(450,500)
100-2510-580-8401	CAPITAL IMPROVEMENT PROJECTS - EQUIPMENT	(13,137)	-	-	300,000
	SUBTOTAL CAPITAL OUTLAY	(216,514)	20,825,460	8,900,000	27,062,500
	OVERHEAD ALLOCATION				
100-2510-580-8500	OVERHEAD APPLIED, PROPERTY, PLANT, & EQUIPMENT	(361,733)	(416,499)	(178,000)	(541,250)
	SUBTOTAL OVERHEAD ALLOCATION	(361,733)	(416,499)	(178,000)	(541,250)
	TOTAL BUDGET	$ 4,464,956	$ 25,957,967	$ 13,521,884	$ 32,939,930
100-2510-570-7510	DEPRECIATION - FIXED ASSETS	$ 7,564,551	$ 7,536,000	$ 7,762,312	$ 7,800,000

FUND	DIVISION	SECTION	NUMBER
Water	Administrative	General Administrative Expense	2510

DESCRIPTION:

This section includes non-productive salaries and additional benefits not accounted for within specific division budgets. It includes other Department expense, not identified to a specific division, but having benefit to the entire Water Department. Administrative offices rent, services, insurance, and other expenses are included.

	PERSONNEL	
5208	PERS-UAL	CalPERS Unfunded Pension Liability, GASB68 Actuarial Report
5240	Disability Insurance	Disability insurance per MOU
5250	Unemployment Benefit Expense	Unemployment benefits as required by law
5260	Retiree Medical Insurance	Group health benefits for retired full-time employees per MOU
5265	Retiree Life Insurance	Group life insurance for retired full-time employees
5290	Administrative Cost Group Medical	Group medical for employees and retirees
5295	Future Medical Benefits	Future medical benefits, as stipulated in GASB 45
	MAINTENANCE AND OPERATIONS	
5320	Training Expense	
5370	Miscellaneous Employee Expense	Employee Recognition
5405	General Office Supplies	Office supplies for administrative staff
5435	Office Equipment Maintenance	Equipment maintenance and repairs
5455	Telephone	DSL, Elevator, Fax, Fire Line, and Back Up Fire Line
5520	Legal Services	External legal services, as required
5525	Other Professional Services	Monthly Investment management fees, Electrical Master Plan ($150,000.00), and Water Master Plan Update ($600,000.00)
5610	Insurance - Liability	Liability insurance premium
5620	Insurance - Property	Property insurance premiums and brokerage fees
5630	Workers' Compensation	Workers' compensation administrative fees and claims
5650	Uninsurable Losses	Minor losses not covered under insurance
5810	Uncollectible Charge-offs	Uncollectible accounts
7040	Bank Fees	Monthly bank fees
7050	Inventory Adjustments	Inventory adjustments
7070	Obsolete Inventory Write Offs	Obsolete inventory write offs
7080	Billed Revenue Loss	Billing error to Landscape and Fire Service Customers that resulted in lost revenue from FY's 18-19, 19-20 & 20-21
7160	City Services	Reimburse City for services provided to Water Department
7170	City R.O.W. Maintenance Agreement	Annual payment to the City per Right of Way Maintenance agreement
7010	Property Taxes	Property taxes for properties owned outside City limit
	CAPITAL OUTLAY	
8401	Capital Improvement Projects - Equipment	Replacement generator

WATER FUND NON-OPERATING EXPENSE

SECTION 2520

Includes non-operating expense, general in nature, not accounted for within specific division budgets that benefit the entire Water Department. Includes debt-related expenditures, such as bond and trustee fees.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
NON-OPERATING EXPENSE - SECTION 2520

No Staff
Budgeted
for this Section

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
NON-OPERATING EXPENSE - SECTION 2520
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	NON-OPERATING EXPENSES				
100-2520-595-5710	INTEREST EXPENSE	$ 1,952,417	$ 2,130,100	$ 2,130,100	$ 2,090,400
100-2520-595-5730	TRUSTEE SERVICE FEES	2,900	2,900	2,900	2,900
	EXPENSE BUDGET - WATER	1,955,317	2,133,000	2,133,000	2,093,300
	DEBT SERVICE PRINCIPAL PAYMENTS				
100-0000-260-8000	2016 WATER REVENUE BOND	830,000	860,000	860,000	900,000
	TOTAL DEBT SERVICE PRINCIPAL PAYMENTS	830,000	860,000	860,000	900,000
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 2,785,317	$ 2,993,000	$ 2,993,000	$ 2,993,300

FUND	DIVISION	SECTION	NUMBER
Water	Administrative	Non-Operating Expense	2520

DESCRIPTION:

Includes non-operating expense, general in nature, not accounted for within specific division budgets that benefit the entire Water Department. Includes debt-related expenditures, such as bond and trustee fees.

5710	Interest Expense	Interest expense for the CMFA 2016 Revenue Bonds
5730	Trustee Service Fees	Bond and trustee services and arbitrage rebate calculation

CAPITAL OUTLAY

	None in this Budget	

FACILITIES MAINTENANCE EXPENSE

SECTION 2530

This section includes costs associated with the facilities that house Water Department staff. Administrative offices rent, janitorial, utilities, security, maintenance, and other expenses are included.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
FACILITIES MAINTENANCE EXPENSE - SECTION 2530

No Staff
Budgeted
for this Section

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
FACILITIES MAINTENANCE EXPENSE - SECTION 2530
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	MAINTENANCE AND OPERATIONS				
100-2530-560-5485	OFFICE RENT	43,818	50,000	65,218	62,100
100-2530-560-6120	LANDSCAPE SERVICES	19,932	30,000	25,681	32,700
100-2530-560-6140	MAINTENANCE SERVICES	77,646	100,000	166,322	140,000
100-2530-560-6150	SECURITY SERVICES	275,136	250,000	243,766	255,000
100-2530-560-6160	FACILITY MAINTENANCE	104,501	100,000	118,482	100,000
100-2530-560-6165	TRASH DISPOSAL	41,869	42,000	43,966	45,000
100-2530-560-6170	JANITORIAL SERVICES	107,786	120,000	49,591	150,000
100-2530-560-6310	UTILITIES - ELECTRIC	181,478	200,000	211,157	200,400
100-2530-560-6350	UTILITIES - GAS	6,933	10,000	7,652	10,000
100-2530-560-6370	UTILITIES - WATER	1,181	2,000	1,881	2,000
100-2530-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (50%)	(430,141)	(452,000)	(466,857)	(498,600)
	SUBTOTAL MAINTENANCE AND OPERATIONS	430,139	452,000	466,857	498,600
	OPERATING BUDGET - WATER	430,139	452,000	466,857	498,600
	SEWER TREATMENT FUND				
200-2530-560-7900	ALLOCATION FROM/TO OTHER FUNDS (35%)	301,098	316,400	326,800	349,020
	OPERATING BUDGET - SEWER TREATMENT	301,098	316,400	326,800	349,020
	SEWER COLLECTION FUND				
400-2530-560-7900	ALLOCATION FROM/TO OTHER FUNDS (15%)	129,042	135,600	140,057	149,580
	OPERATING BUDGET - SEWER COLLECTION	129,042	135,600	140,057	149,580
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	860,279	904,000	933,715	997,200
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 860,279	$ 904,000	$ 933,715	$ 997,200

FUND	DIVISION	SECTION	NUMBER
Water	Administrative	Facilities Maintenance Expense	2530

DESCRIPTION:

This section includes costs associated with the facilities that house Water Department staff. Administrative offices rent, janitorial, utilities, security, maintenance, and other expenses are included.

MAINTENANCE AND OPERATIONS

5485	Office Rent	Monthly rent for modular @ 397 Chandler (bldg. b)
6120	Landscape Services	Landscape Services at Department office locations
6140	Maintenance Services	Water filter maintenance, A/C maintenance, pest control
6150	Security Services	Security Services at Department office locations including armed guard, patrol, Protection One, and fire alarm services
6160	Facility Maintenance	Power washing parking lot 1350, misc. projects
6165	Trash Disposal	Trash Disposal at Department office locations
6170	Janitorial Services	Janitorial Services and supplies at Department office locations
6310	Utilities - Electric	Electric Service at Department office locations
6350	Utilities - Gas	Gas Service at Department office locations
6370	Utilities - Water	Water Service at Department office locations

CAPITAL OUTLAY

	None in this Budget	

ENVIRONMENTAL & REGULATORY COMPLIANCE

ENVIRONMENTAL AND REGULATORY COMPLIANCE

SECTION 1060

This Section oversees both environmental and safety regulations for the Department. Environmental Compliance supports and directs regulatory compliance activities to protect public health and the City's natural resources. The section influences, tracks; ensures compliance with environmental permits; regulations relating to air quality, potable water, wastewater collection, and treatment; stormwater management; biosolids management.
Safety staff plans organize, develops, implements, coordinates, administer the Department's health, safety, and emergency management programs which include safety training; accident/incident investigations; assuring compliance with applicable state, federal health, and safety regulations; promoting emergency preparedness, and preparing for emergency response recovery and mitigation.

SECTION 1060

ACCOMPLISHMENTS

Environmental:

- Completed the implementation of a centralized database for compliance-related analytical data.
- Successfully negotiated favorable conditions in the South Coast AQMD permits for the DGBU Program's projects and existing combustion sources that prevented the WRP from being subject to the costly Title V Regulations.
- Prepared and submitted 133 reports to various Regulatory Agencies. All environmental compliance reporting requirements were met on or before required submission date 100% of the time.
- Completed the America Water Infrastructure Act's Risk & Resiliency review and Emergency Response Plan.

Safety:

- 1,094 seats trained in 2021 in CAL-OSHA/CUPA/DTSC/SBMWD policies, procedures, or regulations.
- 215 incidents and accidents were investigated and documented for SBMWD employees or properties.
- $42,908.44 was recovered in claims.
- Performed contact tracing for all positive and potential Covid-19 cases, including weekly disinfections of Department buildings.

OBJECTIVES AND GOALS

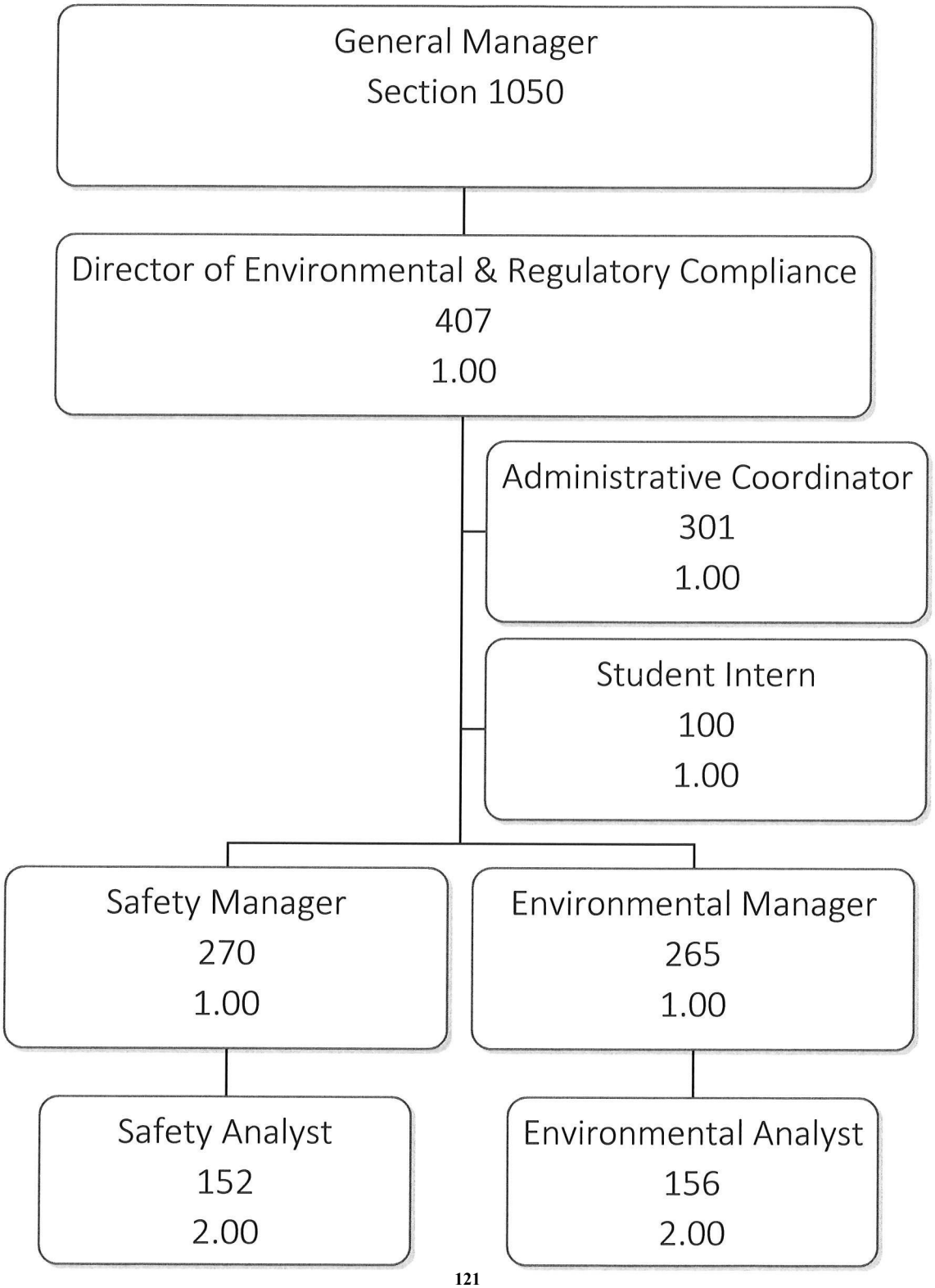
Environmental:

- Develop and implement an air quality compliance training program for WR and WU staff, as applicable.
- Revamp existing, internal, tools and databases to address the new SCAQMD permit requirements for the DGBU Program and monitor compliance against existing limits.
- Complete Nitrogen-Loss Coefficient Study at the RIX and support amendments to the Basin Plan that will support long-term salinity and nutrient management.
- Negotiate NPDES permit conditions and effluent limits for the RIX Facility; Wellhead Treatment System; and Demin iMIS Discharges.

Safety:

- Have the whole department finish the Smith Driver Training Class. Due to COVID, this goal was not completed last fiscal year, but we hope to complete it this year.
- Evaluate and update all emergency equipment and supplies.
- Ensure all SBMWD employees are National Incident Management System (NIMS) compliant. Due to COVID, employees were not able to access their computers, we will implement the new Safety iPads.
- Actively market needs for Risk Management Services.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
ENVIRONMENTAL & REGULATORY COMPLIANCE
SECTION 1060



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
ENVIRONMENTAL AND REGULATORY COMPLIANCE DIVISION - SECTION 1060
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (40%)				
	Salaries				
100-1060-560-5110	SALARIES - FULL TIME	$ 332,024	$ 361,013	$ 321,106	$ 367,556
100-1060-560-5115	SALARIES - PART TIME	-	5,200	-	5,602
	Fringe Benefits				
100-1060-560-5205	PERS - EMPLOYER PAID	30,235	32,004	37,026	24,663
100-1060-560-5208	PERS - EMPLOYER PAID - UAL	59,926	70,184	66,023	73,542
100-1060-560-5215	DEFERRED COMP - EMPLOYER PAID	2,845	1,560	3,021	1,560
100-1060-560-5220	MEDICARE TAXES	4,766	5,310	5,826	5,411
100-1060-560-5230	GROUP MEDICAL INSURANCE	42,335	46,326	43,134	43,437
100-1060-560-5245	LIFE AND AD&D INSURANCE	171	168	175	168
	SUBTOTAL PERSONNEL	472,302	521,765	476,311	521,938
	MAINTENANCE AND OPERATIONS				
100-1060-560-5320	TRAINING EXPENSE	37,766	54,600	42,898	50,600
100-1060-560-5330	EMPLOYEE REIMBURSEMENTS	1,137	300	1,599	2,000
100-1060-560-5350	SAFETY CLOTHING AND SUPPLIES	40,170	17,000	23,315	17,000
100-1060-560-5360	PHYSICAL EXAMINATIONS	19,388	30,180	33,857	35,000
100-1060-560-5370	MISCELLANEOUS EXPENSE	-	3,000	3,100	3,000
100-1060-560-5405	GENERAL OFFICE SUPPLIES	1,900	2,300	2,769	3,000
100-1060-560-5420	PRINTED MATERIALS	85	-	10	-
100-1060-560-5435	OFFICE EQUIP MAINTENANCE	197	-	-	-
100-1060-560-5450	POSTAGE AND EXPRESS DELIVERY	279	-	1,259	22,100
100-1060-560-5455	TELEPHONE	4,441	4,000	3,847	3,000
100-1060-560-5465	OFFICE EQUIPMENT	-	-	-	6,000
100-1060-560-5470	COMPUTER EQUIPMENT	-	-	1,059	1,900
100-1060-560-5475	SOFTWARE	-	15,500	15,900	15,900
100-1060-560-5525	OTHER PROFESSIONAL SERVICES	11,700	32,380	37,900	53,000
100-1060-560-6410	MATERIALS AND SUPPLIES	1,745	1,000	1,857	620
100-1060-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (40%)	(71,285)	(96,156)	(101,622)	(127,872)
	SUBTOTAL MAINTENANCE AND OPERATIONS	47,523	64,104	67,748	85,248
	OPERATING BUDGET - WATER	519,825	585,869	544,059	607,186
	SEWER TREATMENT FUND				
	PERSONNEL (40%)				
	Salaries				
200-1060-560-5110	SALARIES - FULL TIME	327,184	361,013	$ 402,581	367,556
200-1060-560-5115	SALARIES - PART TIME	-	5,200	-	5,602
	Fringe Benefits				
200-1060-560-5205	PERS - EMPLOYER PAID	30,235	32,004	37,026	24,663
200-1060-560-5208	PERS - EMPLOYER PAID - UAL	59,926	70,184	98,541	73,542
200-1060-560-5215	DEFERRED COMP - EMPLOYER PAID	2,845	1,560	3,021	1,560
200-1060-560-5220	MEDICARE TAXES	4,696	5,310	5,826	5,411
200-1060-560-5230	GROUP MEDICAL INSURANCE	42,335	46,326	43,134	43,437
200-1060-560-5245	LIFE AND AD&D INSURANCE	171	168	175	168
	SUBTOTAL PERSONNEL	467,392	521,765	590,305	521,938
	MAINTENANCE AND OPERATIONS - SEWER TREATMENT				
200-1060-560-5330	EMPLOYEE REIMBURSEMENTS	-	-	537	-
200-1060-560-5510	CONSULTING SERVICES	-	-	-	25,000
200-1060-560-6130	INSPECTION SERVICES	-	-	-	28,400
200-1060-560-6180	LABORATORY TESTING	145,237	270,000	270,000	248,640
200-1060-560-6210	PERMITS AND FEES	-	-	-	182,000
200-1060-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (40%)	47,523	64,104	67,748	85,248
	SUBTOTAL MAINTENANCE AND OPERATIONS	192,760	334,104	337,748	515,888
	OPERATING BUDGET - SEWER TREATMENT	660,152	855,869	928,053	1,037,826

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
ENVIRONMENTAL AND REGULATORY COMPLIANCE DIVISION - SECTION 1060
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER COLLECTION FUND				
	PERSONNEL (10%)				
	Salaries				
400-1060-560-5110	SALARIES - FULL TIME	81,797	90,253	$ 100,648	91,889
400-1060-560-5115	SALARIES - PART TIME	-	1,300	-	1,400
	Fringe Benefits				
400-1060-560-5205	PERS - EMPLOYER PAID	7,558	8,001	9,256	6,166
400-1060-560-5208	PERS - EMPLOYER PAID - UAL	14,982	17,546	24,635	18,385
400-1060-560-5215	DEFERRED COMP - EMPLOYER PAID	711	390	755	390
400-1060-560-5220	MEDICARE TAXES	1,174	1,328	1,456	1,353
400-1060-560-5230	GROUP MEDICAL INSURANCE	10,584	11,581	10,784	10,859
400-1060-560-5245	LIFE AND AD&D INSURANCE	42	42	44	42
	SUBTOTAL PERSONNEL	116,848	130,441	147,578	130,484
	MAINTENANCE AND OPERATIONS - SEWER				
400-1060-560-5330	EMPLOYEE REIMBURSEMENTS	-	-	134	-
400-1060-560-5210	PERMITS AND FEES	-	-	-	21,910
400-1060-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (10%)	11,881	16,026	16,937	21,312
	SUBTOTAL MAINTENANCE AND OPERATIONS	11,881	16,026	16,937	43,222
	OPERATING BUDGET - SEWER COLLECTION	128,729	146,467	164,515	173,706
	RIX FUND				
	PERSONNEL (10%)				
	Salaries				
300-1060-560-5110	SALARIES - FULL TIME	81,796	90,253	$ 100,644	91,889
300-1060-560-5115	SALARIES - PART TIME	-	1,300	-	1,400
	Fringe Benefits				
300-1060-560-5205	PERS - EMPLOYER PAID	7,558	8,001	9,257	6,166
300-1060-560-5208	PERS - EMPLOYER PAID - UAL	14,982	17,546	24,635	18,385
300-1060-560-5215	DEFERRED COMP - EMPLOYER PAID	711	390	755	390
300-1060-560-5220	MEDICARE TAXES	1,174	1,328	1,456	1,353
300-1060-560-5230	GROUP MEDICAL INSURANCE	10,584	11,581	10,784	10,859
300-1060-560-5245	LIFE AND AD&D INSURANCE	43	42	59	42
	SUBTOTAL PERSONNEL	116,848	130,441	147,590	130,484
	MAINTENANCE AND OPERATIONS				
100-1060-560-5330	EMPLOYEE REIMBURSEMENTS	-	-	134	-
300-1060-560-5380	MEMBERSHIPS & DUES	-	-	-	11,000
300-1060-560-5525	OTHER PROFESSIONAL SERVICES	-	-	-	112,734
300-1060-560-6180	LABORATORY TESTING	110,973	293,900	293,900	223,100
300-1060-560-6210	PERMITS AND FEES	-	-	-	227,180
300-1060-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (10%)	11,881	16,026	16,937	21,312
	SUBTOTAL MAINTENANCE AND OPERATIONS	122,854	309,926	310,971	595,326
	OPERATING BUDGET - RIX	239,702	440,367	458,561	725,810
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	1,548,408	2,028,572	2,095,188	2,544,529
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 1,548,408	$ 2,028,572	$ 2,095,188	$ 2,544,529

FUND	DIVISION	SECTION	NUMBER
Water	Administrative	Environmental and Regulatory Compliance Division	1060

DESCRIPTION:

The Environmental and Regulatory Compliance Division manages and administers mandated programs that include regulatory compliance and system monitoring for the Clean Air Act and the Clean Water Act, Cal/OSHA, DOT commercial drivers' licensing, hazardous materials, and property and liability insurance claims.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Director, Environmental and Regulatory Compliance	1	1	1
		Safety Manager	1	1	1
		Environmental Manager	1	1	1
		Regulatory Analyst	4	0	0
		Environmental Analyst	0	2	2
		Safety Analyst	0	2	2
		Administrative Coordinator	1	1	1
			8	8	8
5115	Salaries - Part Time				
		Student Intern	0	1	1
			0	1	1

MAINTENANCE AND OPERATIONS

5320	Training Expenses	CPR & blood borne pathogens; trenching, confined space & rigging; asbestos re-certification; Hazwopper re-certification & general safety; Water trax; AQMD and QISP.
5330	Employee Reimbursements	For employees participating in the Department's employee education reimbursement program or reimbursement of fees
5350	Safety Clothing and Supplies	Hazardous Waste Responder PPE; Portable Gas Detector (replace); Docking Station (calibrate meter); Fall Arrest Equipment (replace and issue new); Noise meter; Emergency equipment and replenishment supplies
5360	Physical Examination and X-ray	Employee Medical exams and tests
5370	Miscellaneous	Miscellaneous expenses
5380	Memberships & Dues	SCAP
5405	General Office Supplies	General office supplies
5450	Postage-Express Delivery	For submittals to AQMD; CARB; SWRCB; etc.; Chronic test and assumes accelerated monitoring
5455	Telephone	(8) land lines, (8) I-Phones, and (2) fax lines
5465	Office Equipment	High Density Scanner
5470	Computer Equipment	Laptop for Environmental Manager
5475	Software	WaterTrax Annual Subscription; and Adobe DC for Environmental Laptop
5510	Consulting Services	CASA/SCAP - PEEP Study II
5525	Other Professional Services	Fund 100: ERA Level 2 Technical Report, Source Test Protocols, AQMD Rule 1472 Compliance Plan, SBVWD Salt & Nitrate Study
		Fund 300: SAWPA - Emerging Constituents TF, SAWPA - Basin Monitoring Program TF, SARDA - Mercury Monitoring, SARDA - Mercury Monitoring, WET Validation & TST Support, WET Validation & TST Support
6130	Inspection Services	AQMD Source Testing for CAT1, Roots 2, East Boiler & West Boiler; Portable Analyzer Calibration and Repair; Monthly UST Inspection; Annual UST Compliance Inspection; Annual Boiler Inspection and
6180	Laboratory Testing	Fund 200: WRP Compliance and Process Control Sampling
		Fund 300: RIX Compliance Sampling
6210	Permits and Fees	Fund 200: NPDES WRP and Brine Pond fees, AQMD Variance excess Emission and AER Fees; AQMD Change of Condition Application for Boilers; AQMD I&M & Rule 1472 Plan Review; SBCFD Annual Fee; and DTSC Haz.Waste Fees
		Fund 300: NPDES RIX Annual Fees, NPDES RIXES De Minimis Annual Fee, AQMD RIX Sand Washing System, AQMD RIXES Emergency Gen. Fees
		Fund 400: AQMD E Street Emergency Gen.Fees, AQMD ALS Fees (45%collections), and SSS WDR Annual Fees
6410	Materials and Supplies	Stormwater Treatment BMPs and supplies

CAPITAL OUTLAY

WATER QUALITY AND BACKFLOW CONTROL

SECTION 3063

Water Quality Control, Backflow and Geothermal is primarily responsible for drinking water compliance that is promulgated by the State Water Resources Control Board Division of Drinking Water, California Regional Water Quality Control Board, United States Environmental Protection Agency and the Department of Toxic Substances Control. Compliance is achieved by a comprehensive monitoring program that has been developed over many years based on regulations; chemical and mineral changes to the Bunker Hill Groundwater Aquifer; distribution system changes and a Superfund Site Remedy Plan. This Section also administers a comprehensive Cross-Connection Control Program which consists of inspection, maintenance and testing requirements for over 4,500 backflow assemblies. In addition, this Section oversees the operation and maintenance of a Geothermal Heating System which consists of two production wells and a distribution system of pipelines for heating and direct use by government and commercial businesses in the downtown area.

SECTION 3063

ACCOMPLISHMENTS

- Successfully completed the State Water Resources Control Board, Division of Drinking Water 9 Year Compliance Cycle Source and Distribution System monitoring. No major changes in water quality to report.

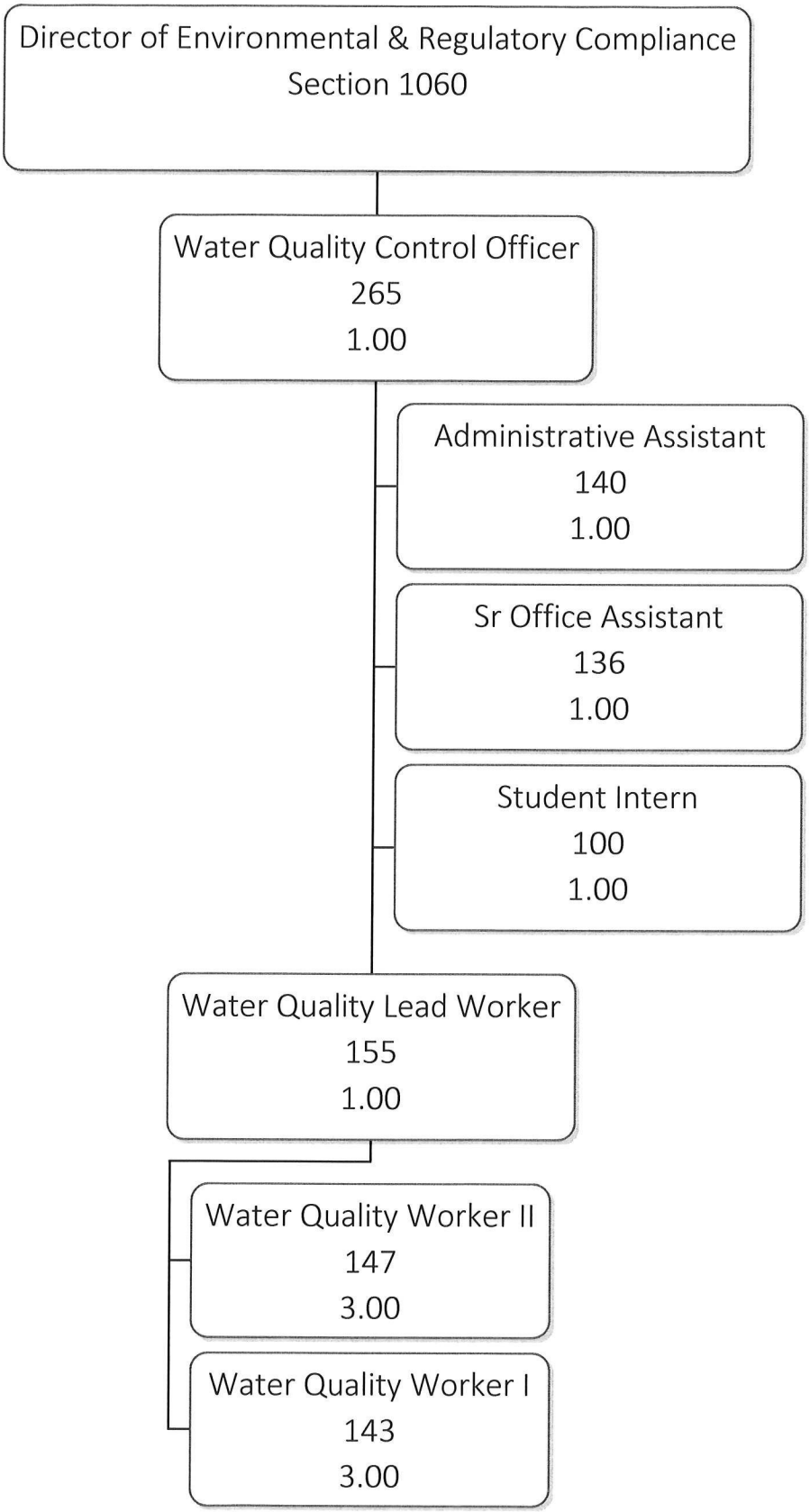
- Continued State ordered monitoring and reporting for SBMWD sources, treatment systems, distribution systems, and various capital improvement projects throughout 2020 despite the challenges caused by the COVID-19 crisis.

- Staff responded to various questions and concerns regarding water quality and backflow-related issues in residential homes, commercial and industrial businesses throughout 2020 with caution and following all COVID-19 safety measures. Most of these concerns are caused by aging internal plumbing and appurtenances, or newly installed backflow assemblies.

OBJECTIVES AND GOALS

- Continue PFAS monitoring at 7 additional SBMWD drinking water sources per State order received in 2021.
- Complete State required triennial At-the-Tap Lead and Copper Monitoring at 50 plus residential homes in various locations throughout SBMWD's service area.
- Continue to adapt to COVID-19 crisis challenges that directly affect various Department programs and customer interactions.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
WATER QUALITY AND BACKFLOW CONTROL - SECTION 3063



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER QUALITY AND BACKFLOW CONTROL - SECTION 3063
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (100%)				
	Salaries				
100-3063-530-5110	SALARIES - FULL TIME	$ 692,289	$ 767,573	$ 774,230	$ 840,216
100-3063-530-5120	SALARIES - OVERTIME	4,313	6,000	5,828	6,000
100-3063-530-5125	ON CALL / STANDBY	392	2,000	2,086	2,000
	Fringe Benefits				
100-3063-530-5205	PERS - EMPLOYER PAID	62,865	66,657	76,063	55,348
100-3063-530-5208	PERS - EMPLOYER PAID-UAL	126,519	146,179	165,941	165,040
100-3063-530-5215	DEFERRED COMP - EMPLOYER PAID	4,306	3,575	5,231	3,575
100-3063-530-5220	MEDICARE TAXES	10,041	11,112	11,312	12,166
100-3063-530-5230	GROUP MEDICAL INSURANCE	119,845	141,398	137,596	141,398
100-3063-530-5245	LIFE AND AD&D INSURANCE	414	447	459	446
	SUBTOTAL PERSONNEL	1,020,984	1,144,941	1,178,744	1,226,189
	MAINTENANCE AND OPERATIONS				
100-3063-530-5320	TRAINING EXPENSE	1,669	3,000	-	3,000
100-3063-530-5330	EMPLOYEE REIMBURSEMENTS	865	800	291	800
100-3063-530-5340	UNIFORM RENTAL AND CLEANING	2,289	2,100	2,366	2,100
100-3063-530-5350	SAFETY CLOTHING AND SUPPLIES	4,131	5,000	7,095	8,000
100-3063-530-5370	MISCELLANEOUS EXPENSE	-	1,000	-	1,000
100-3063-530-5380	MEMBERSHIP AND DUES	1,000	1,000	1,000	1,000
100-3063-530-5405	GENERAL OFFICE SUPPLIES	6,256	15,000	7,120	15,000
100-3063-530-5420	PRINTED MATERIALS AND PRINTING	422	-	-	-
100-3063-530-5425	BOOKS AND PUBLICATIONS	120	-	-	-
100-3063-530-5435	OFFICE EQUIPMENT MAINTENANCE	6,185	5,500	3,444	5,600
100-3063-530-5450	POSTAGE EXPRESS DELIVERY	626	1,200	759	1,200
100-3063-530-5455	TELEPHONE	3,587	3,500	3,750	5,000
100-3063-530-5470	COMPUTER EQUIPMENT	-	24,500	23,086	-
100-3063-530-5545	ADVERTISING SERVICES	275	-	-	-
100-3063-530-6140	MAINTENANCE SERVICES	-	1,000	-	1,000
100-3063-530-6180	LABORATORY TESTING	365,206	535,000	535,304	500,000
100-3063-530-6210	PERMITS AND FEES	3,372	3,500	3,346	3,500
100-3063-530-6410	MATERIALS AND SUPPLIES	7,591	10,000	7,775	15,000
100-3063-530-6510	SMALL TOOLS AND EQUIPMENT	4,636	5,000	854	10,000
100-3063-530-6540	EQUIPMENT REPAIRS AND MAINTENANCE	6,020	8,500	326	10,000
	SUBTOTAL MAINTENANCE AND OPERATIONS	414,250	625,600	596,516	582,200
	OPERATING BUDGET - WATER	1,435,234	1,770,541	1,775,260	1,808,389
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 1,435,234	$ 1,770,541	$ 1,775,260	$ 1,808,389

FUND	DIVISION	SECTION	NUMBER
Water	Environmental and Regulatory Compliance	Water Quality and Backflow Control	3063

DESCRIPTION:

This section is responsible for the Geothermal System, testing the quality of the water served to the residents and commercial establishments within the City of San Bernardino and it also incorporates the Department's Backflow program which includes the installation, inspection and testing of backflow devices on commercial establishments and residential properties with (4) four or more units. The Department delivers excellent drinking water, well within Federal and State drinking water standards.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Water Quality Control Officer	1	1	1
		Water Quality Lead Worker	1	1	1
		Water Quality Control Assistant	3	3	3
		Water Quality Worker I	3	3	3
		Administrative Assistant	1	1	1
		Senior Office Assistant	1	1	1
			10	10	10
5115	Salaries - Part Time				
		Student Intern	0	1	1
			0	1	1

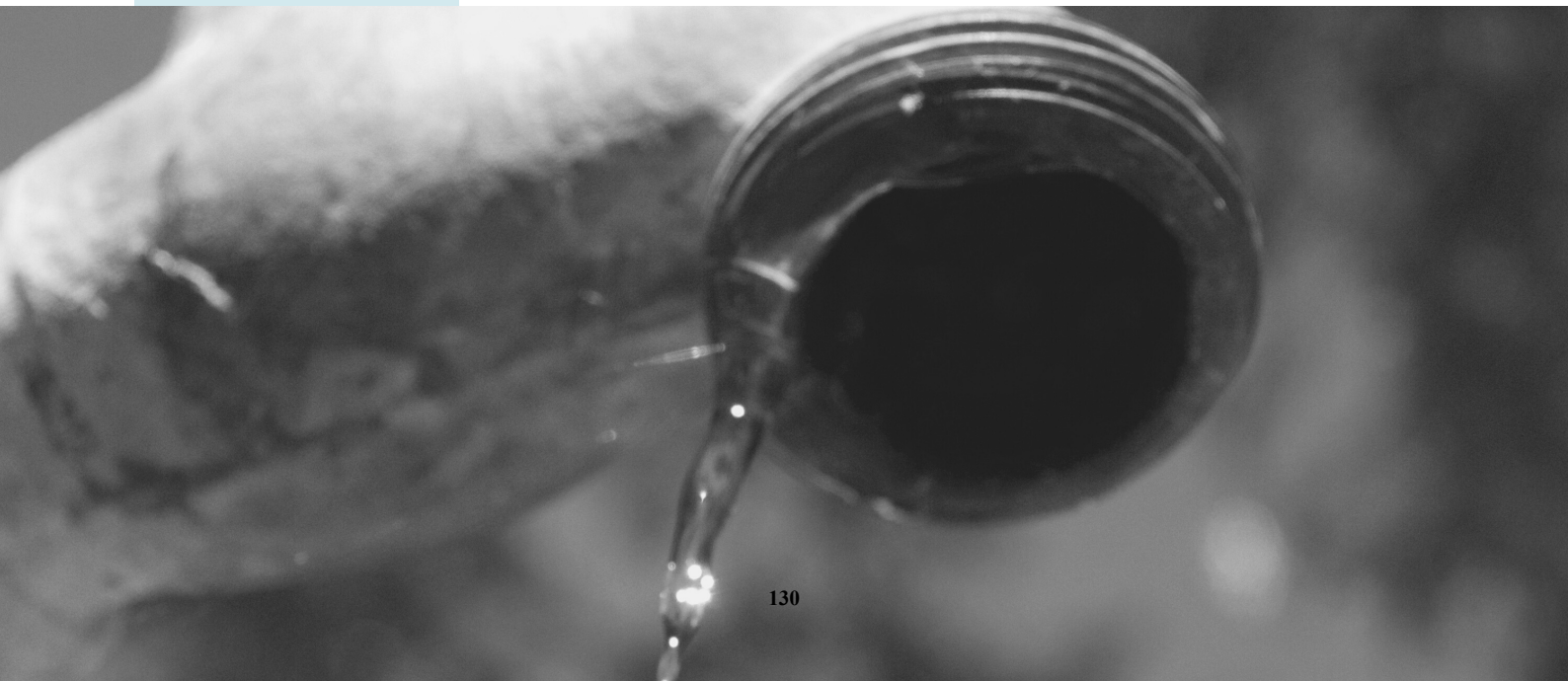
MAINTENANCE AND OPERATIONS

5320	Training Expense	Technical training for Water Quality Staff
5340	Uniform Rental/Cleaning	Uniform rental and cleaning, including replacement of damaged uniform pieces
5350	Safety Clothing and Supplies	Employee clothing, shoes, helmets, latex sampling gloves, and protection per regulations
5370	Miscellaneous Expense	Miscellaneous expenses
5380	Membership and Dues	USC Foundation of Cross Connection Control Membership
5405	General Office Supplies	General office supplies
5435	Office Equipment Maintenance	Cannon copier maintenance and repair
5455	Telephone	(8) iPhones , (1) Mifi, (3) Laptop Broadband Service
6140	Maintenance Services	Geothermal Maintenance - air conditioning unit servicing
6180	Laboratory Testing	Laboratory analysis of samples required per various agencies such as SWRCB and USEPA to comply with regulations; PER - and Polyfluoroalkyl Substances (collectively, PFAS); At-the-Tap Triennial Lead and Copper, Distribution Service Lateral Replacement lead monitoring, SAWPA monitoring, Perchlorate Treatment required monitoring
6210	Permits and Fees	State Water Resources Control Board - Geothermal Waste Discharge Permit ($2,100.) and Geothermal Resources Well Indemnity Bonds (approx. 8 bonds = $800.)
6410	Materials and Supplies	Operating supplies such as chlorine kits, DPD Dispensers, and other expendables
6510	Small Tools and Equipment	Small tools & equipment, including equipment for water level monitoring (new sounders), Backflow test kits (2)
6540	Equipment Repairs and Maintenance	Maintenance of water quality, geothermal and backflow testing, and monitoring equipment

ENVIRONMENTAL CONTROL

SECTION 4050

The Environmental Control Section is responsible to implement an approved pretreatment program to prevent the discharge of wastewater to the Water Reclamation Plant (WRP) which will interfere with the operation of the WRP, including interference with its use or disposal of biosolids; or pass through the WRP, inadequately treated, to the receiving waters. These objectives are realized by requiring industrial users to install and maintain pretreatment equipment to prevent the discharge of non-compliant wastewater to the collection system. Routine inspection and sample collection events are conducted to verify permitted industrial users remain in compliance with pretreatment regulations.



SECTION 4050

ACCOMPLISHMENTS

- Maintained over 550 permits issued to industrial users, brine waste generators, and septic waste haulers.

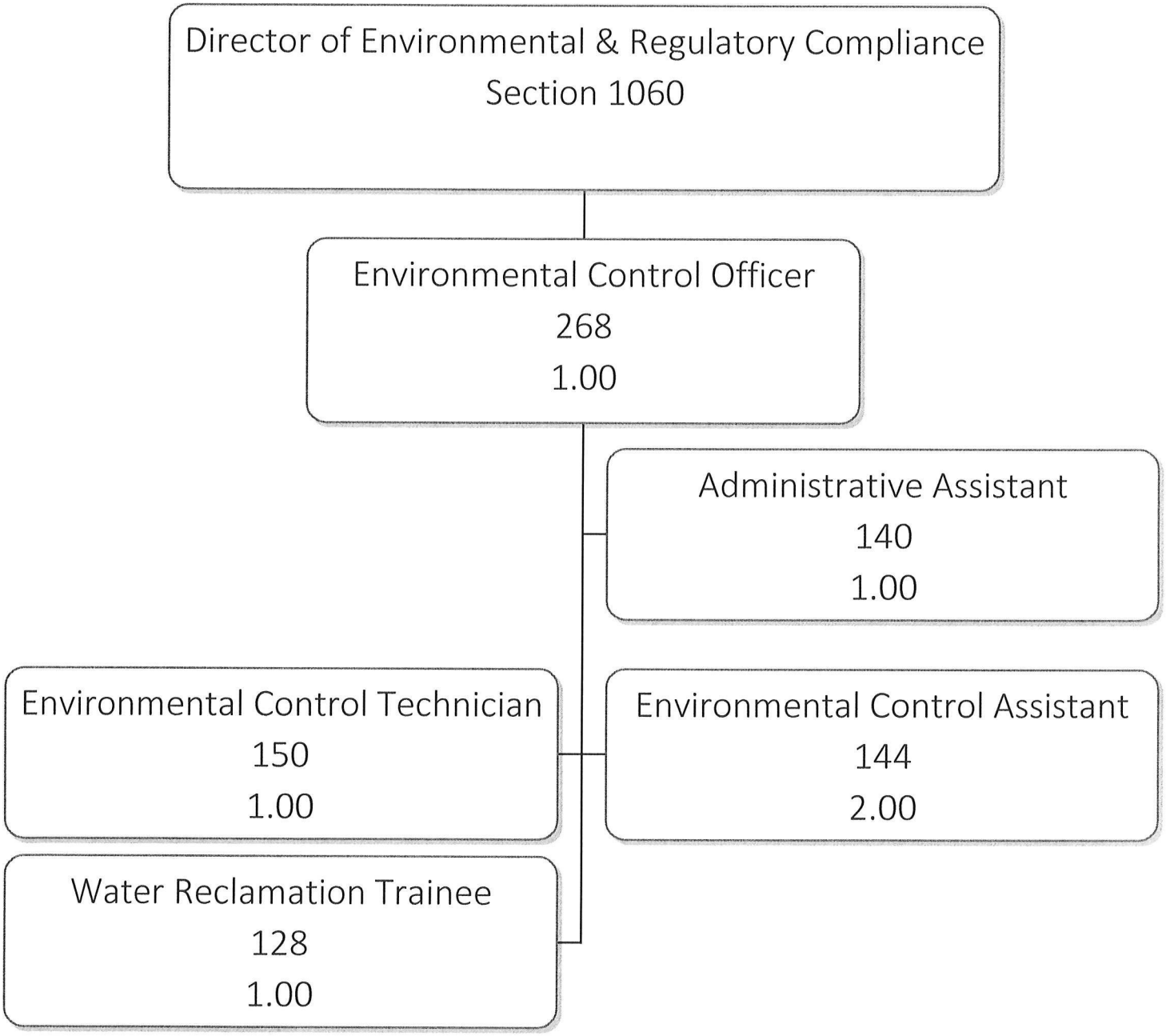
- Implemented a Dental Amalgam Program identifying one hundred and fifteen (115) dental industrial users who submitted required documentation in compliance with regulations.

- Operated the brine collection station which received over 9 million gallons of brine wastewater and generated over $300,000 of revenue for SBMWD during FY 2020-2021.

OBJECTIVES AND GOALS

- Maintain compliance with all Federal and State pretreatment requirements.
- Protect the operation of the SBMWD Water Reclamation Plant by permitting, inspecting, and monitoring all Industrial Users who discharge wastewater to the WRP.
- Achieve compliance with the WRP Level 2 ERA Storm water Plan by conducting additional monitoring for each storm water event to meet required standards.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER FUND
ENVIRONMENTAL CONTROL - SECTION 4050



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
ENVIRONMENTAL CONTROL - SECTION 4050
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER TREATMENT FUND				
	PERSONNEL (100%)				
	Salaries				
200-4050-540-5110	SALARIES - FULL TIME	$ 422,536	$ 455,885	$ 459,714	$ 475,511
200-4050-540-5120	SALARIES - OVERTIME	121	500	533	500
	Fringe Benefits				
200-4050-540-5205	PERS - EMPLOYER PAID	34,486	40,414	39,715	31,907
200-4050-540-5208	PERS - EMPLOYER PAID-UAL	82,298	88,628	133,773	95,142
200-4050-540-5215	DEFERRED COMP-EMPLOYER PAID	1,971	2,275	2,046	2,275
200-4050-540-5220	MEDICARE TAXES	5,963	6,610	6,529	6,895
200-4050-540-5230	GROUP MEDICAL INSURANCE	81,954	107,639	87,082	103,085
200-4050-540-5245	LIFE AND AD&D INSURANCE	244	273	255	273
	SUBTOTAL PERSONNEL	629,573	702,224	729,647	715,589
	MAINTENANCE AND OPERATIONS				
200-4050-540-5320	TRAINING EXPENSE	1,235	1,300	-	2,000
200-4050-540-5330	EMPLOYEE REIMBURSEMENTS	742	600	527	750
200-4050-540-5340	UNIFORM RENTAL AND CLEANING	974	1,000	1,218	1,000
200-4050-540-5350	SAFETY CLOTHING AND SUPPLIES	1,941	2,000	2,817	2,000
200-4050-540-5370	MISCELLANEOUS EXPENSE	-	3,000	-	-
200-4050-540-5380	MEMBERSHIP & DUES	858	1,300	1,000	1,000
200-4050-540-5405	GENERAL OFFICE SUPPLIES	1,670	3,500	3,500	3,000
200-4050-540-5420	PRINTED MATERIALS AND PRINTING	2,014	2,000	2,000	5,000
200-4050-540-5425	BOOKS & PUBLICATIONS	-	200	200	200
200-4050-540-5455	TELEPHONE	2,292	3,500	2,372	2,500
200-4050-540-5465	MINOR OFFICE EQUIPMENT	-	-	-	-
200-4050-540-5470	COMPUTER EQUIPMENT	-	2,000	2,000	2,000
200-4050-540-5545	ADVERTISING SERVICES	1,110	-	-	-
200-4050-540-6180	LABORATORY TESTING	23,879	32,000	32,000	30,000
200-4050-540-6290	HAZARDOUS WASTE DISPOSAL	-	500	453	250
200-4050-540-6410	MATERIALS AND SUPPLIES	4,793	10,000	4,580	10,000
200-4050-540-6510	SMALL TOOLS AND EQUIPMENT	1,551	5,000	4,440	5,000
200-4050-540-6540	EQUIPMENT REPAIR AND MAINTENANCE	204	1,000	1,000	1,000
	SUBTOTAL MAINTENANCE AND OPERATIONS	43,263	68,900	58,107	65,700
	OPERATING BUDGET - SEWER TREATMENT	672,836	771,124	787,754	781,289
	CAPITAL OUTLAY				
	CAPITAL OUTLAY				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL TOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 672,836	$ 771,124	$ 787,754	$ 781,289

FUND	DIVISION	SECTION	NUMBER
Sewer Treatment	Environmental and Regulatory Compliance	Environmental Control	4050

DESCRIPTION:

This section is responsible for the maintenance and enforcement of the federally-mandated pretreatment program (CFR Part 40). The program regulates industrial discharge that can cause either hazardous conditions or a deleterious effect on the normal operation of a wastewater treatment facility. The EC section also operates the IEBL station for the discharge of high strength TDS wastewater, which is not permitted to be discharged to the SBMWD Water Reclamation Plant. The IEBL station is operated under an agreement with the San Bernardino Valley Municipal Water Waste District (MUNI) and regulations which govern the discharge of brine wastewater to the IEBL station are included in MUNI ordinance 73-SARI. Industrial users and haulers must possess required permits before the wastewater is accepted at the IEBL station.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Environmental Control Officer	1	1	1
		Environmental Control Technician	1	1	1
		Environmental Control Assistant	2	2	2
		Administrative Assistant	1	1	1
		Water Reclamation Trainee	1	1	1
			6	6	6

MAINTENANCE AND OPERATIONS

5320	Training Expense	Training seminars and workshops (Increased budget due to staff hiring)
5340	Uniform Rental and Cleaning	Uniform rental and cleaning
5380	Membership & Dues	CWEA certification renewals (Grade 4 - 1, Grade 1 - 3)
5370	Miscellaneous Expense	Miscellaneous expenses
5405	General Office Supplies	General office supplies
5420	Printed Materials and Printing	Preprinted forms, IEBL program manifests, pollution prevention materials, etc. (Increased budget due to expected Ordinance revision requirements)
5455	Telephone	(4) Smartphones
6140	Maintenance Services	Outside vendor services
6180	Laboratory Testing	Laboratory sampling
6290	Hazardous Waste Disposal	Silver waste disposal
6410	Materials and Supplies	Maintain tools and equipment
6510	Small Tools and Equipment	Minor tools and equipment
6540	Equipment Repairs and Maintenance	Minor equipment repairs and maintenance

CAPITAL OUTLAY

None in this Budget	

WATER UTILITY

WATER UTILITY FUND ADMINISTRATION

SECTION 3010

Oversight of Water Utility operations, including Distribution and Operations Sections. Section 3010 also oversees the Engineering Section, which provides Department-wide planning, engineering, and construction support. Section 3010 represents the Department in regional efforts and coordination, including committees, such as BTAC, the Groundwater Council, and other regional initiatives and projects.

SECTION 3010

ACCOMPLISHMENTS

- Led team in support of securing a $500,000 Grant for the Advanced Meter Infrastructure Program – Phase 1

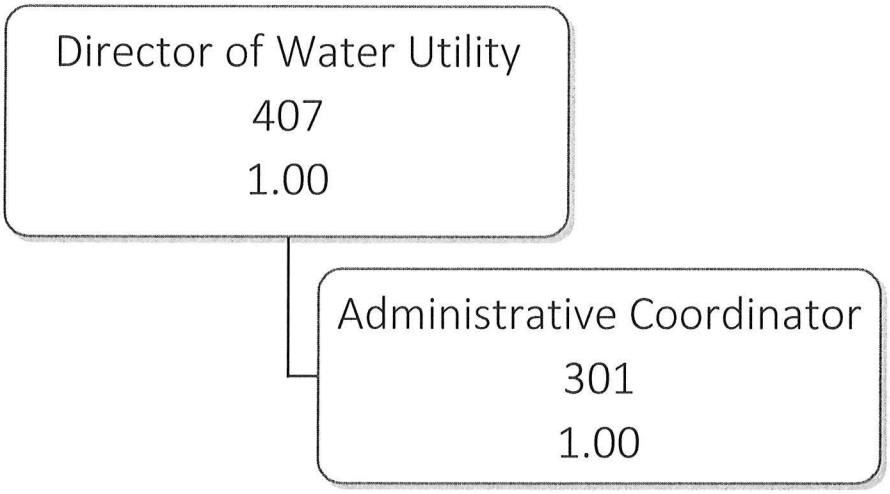
- Led team to receive approval of the Lead Service Lateral Replacement Program thru the State Water Resources Control Board.

- Oversee team managing the Water Facilities Relocation Project and successfully submitting for plan check with the City.

OBJECTIVES AND GOALS

- Continue to partner with San Bernardino Valley District to expand recharge capabilities with Devil Canyon utilizing Department/City Owned property adjacent to the Sweetwater Turnout.
- Update the Geothermal Rules and Regulations and billing structure last updated in 1984.
- Lead team to complete 2021 update to the Water Facilities Master Plan.
- Lead team that will start construction on the first phase of the Water Facilities Relocation project.
- Successfully complete the 2021 Sanitary Survey and Inspection of the Water System.
- Monitor and implement upcoming conservation regulations, including indoor/outdoor water budgeting, water loss standards, and Commercial, Institutional and Industrial (CII)

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
WATER UTILITY ADMINISTRATION - SECTION 3010



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER UTILITY ADMINISTRATION - SECTION 3010
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (100%)				
	Salaries				
100-3010-560-5110	SALARIES - FULL TIME	$ 273,511	$ 255,099	$ 285,679	$ 267,062
	Fringe Benefits				
100-3010-560-5205	PERS - EMPLOYER PAID	21,871	22,615	23,971	17,920
100-3010-560-5208	PERS - EMPLOYER PAID-UAL	44,800	49,594	49,359	53,435
100-3010-560-5215	DEFERRED COMP - EMPLOYER PAID	2,544	1,300	2,565	1,300
100-3010-560-5220	MEDICARE TAXES	3,919	3,699	4,115	3,872
100-3010-560-5230	GROUP MEDICAL INSURANCE	40,321	40,735	40,556	40,735
100-3010-560-5245	LIFE AND AD&D INSURANCE	144	131	145	132
	SUBTOTAL PERSONNEL	387,110	373,173	406,389	384,455
	MAINTENANCE AND OPERATIONS				
100-3010-560-5310	TRAVEL AND CONVENTION	-	1,000	-	1,000
100-3010-560-5320	TRAINING EXPENSES	1,017	500	23	500
100-3010-560-5330	EMPLOYEE REIMBURSEMENTS	125	200	60	200
100-3010-560-5370	MISCELLANEOUS EXPENSE	-	1,000	1,874	1,000
100-3010-560-5380	MEMBERSHIP AND DUES	-	150	87	150
100-3010-560-5405	GENERAL OFFICE SUPPLIES	3,973	4,500	3,895	4,500
100-3010-560-5435	OFFICE EQUIPMENT MAINTENANCE	1,057	1,500	1,762	4,000
100-3010-560-5455	TELEPHONE	2,063	2,500	2,259	3,000
100-3010-560-5520	LEGAL SERVICES	152,856	150,000	128,498	-
100-3010-560-5525	OTHER PROFESSIONAL SERVICES	183,735	290,000	268,077	290,000
100-3010-560-5540	ENGINEERING SERVICES DEPARTMENT	364	-	-	-
100-3010-560-5545	ADVERTISING SERVICES	-	1,000	-	1,000
100-3010-560-5565	PERSONNEL RECRUITMENT	4,690	5,000	-	5,000
100-3010-560-6210	PERMITS AND FEES	25,896	20,000	11,993	20,000
100-3010-560-7180	THIRD PARTY AGREEMENTS	750,000	750,000	750,000	-
	SUBTOTAL MAINTENANCE AND OPERATIONS	1,125,776	1,227,350	1,168,527	330,350
	OPERATING BUDGET - WATER	1,512,886	1,600,523	1,574,917	714,805
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 1,512,886	$ 1,600,523	$ 1,574,917	$ 714,805

FUND	DIVISION	SECTION	NUMBER
Water	Water Utility	Administration	3010

DESCRIPTION:

This section coordinates operations of the Water Utility Division. Support of this section also comes from consultants.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time	Director Water Utility	1	1	1
		Administrative Coordinator	1	1	1
			2	2	2

MAINTENANCE AND OPERATIONS

5310	Travel and Convention	Miscellaneous Conferences
5320	Training Expenses	Miscellaneous training, seminars, Lunch Meetings
5330	Employee Reimbursements	Certification renewals
5370	Miscellaneous Expense	Miscellaneous Expenses
5380	Membership & Dues	ENR 1-year subscription
5405	General Office Supplies	Miscellaneous office supplies necessary for day-to-day office support and coffee for WU
5435	Office Equipment Maintenance	Maintenance contract for Canon Copier with color copies
5455	Telephone	(1) Verizon iPhone XS Max, (1) satellite phone, (1) Verizon iPhone 6s, and (1) Jetpack, (1) phone upgrade
5520	Legal Services	External legal services, as required
5525	Other Professional Services	Stantec Consent Decree services funded by AIG and other professional services, including grant writing services, appraisals, surveys, misc. services for real property needs, and other misc. engineering services
5445	Advertising Services	RUWMP revisions and miscellaneous advertising
5565	Personnel Recruitment	Recruiting and advertising costs for the WU Division
6210	Permits and Fees	DTSC Consent Decree Oversight Fee

CAPITAL OUTLAY

	None in this budget	

DISTRIBUTION ADMINISTRATION

SECTION 3020

The Water Utility Distribution Section oversees and is responsible for operating the distribution infrastructure, installing, maintaining, and repairing the following:

- 715 miles of underground piping
- 15,000 valves ranging in size from 4" to 78" in diameters
- 43,540 services ranging in size from 5/8 x 3/4" to 12"
- 4,200 fire hydrants, automatic blow-offs
- Air releases/vacuum breakers

The team ensures proper Federal, State, and Department safety procedures adhere to all California State Water Resources Control Board. Take care of the day-to-day operations which include but are not limited to, managing payroll, issuing, completing work orders, inputting requisitions, tracking purchase orders, interacting with an array of customers, and schedule required training.

SECTION 3020

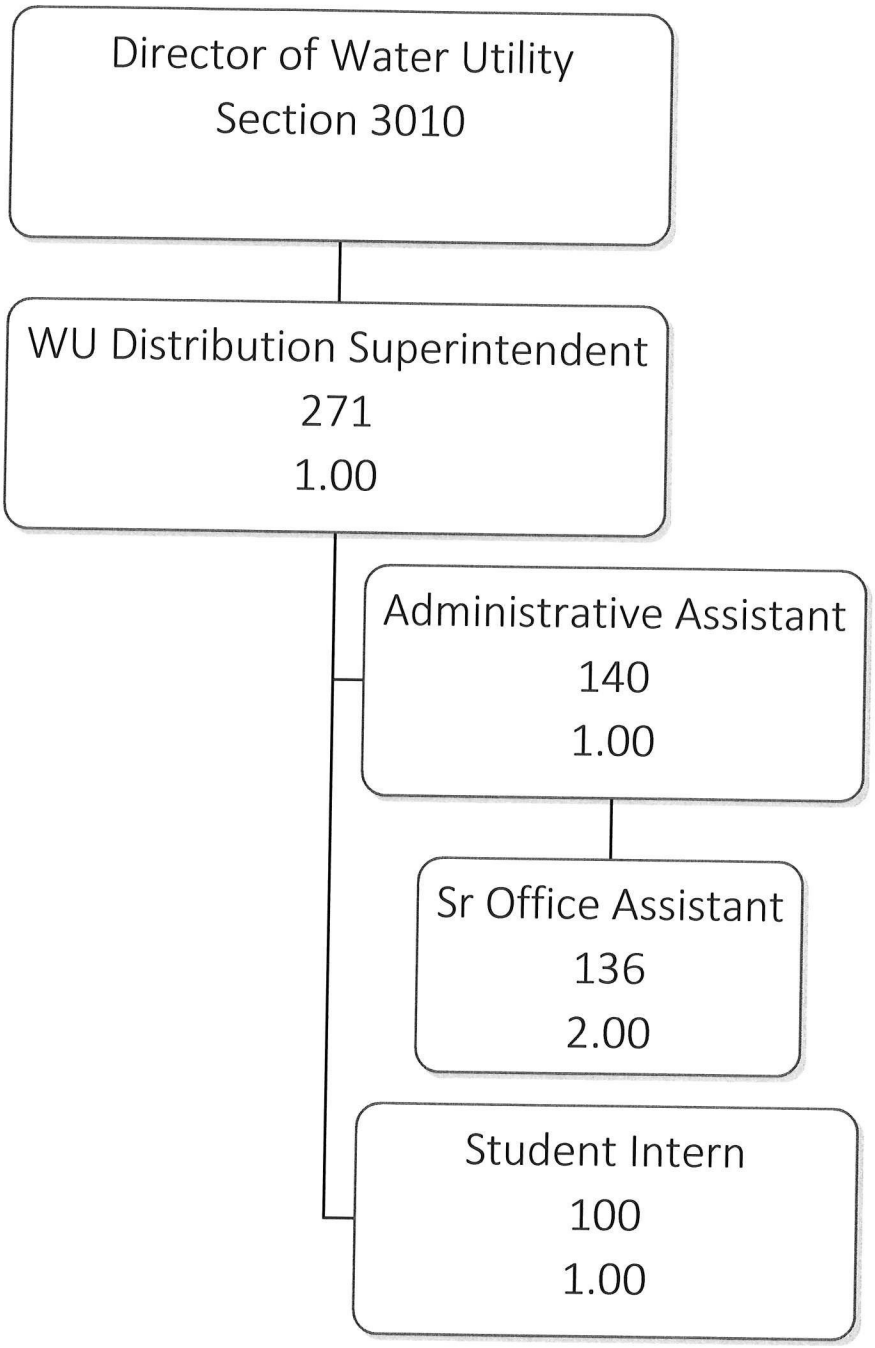
ACCOMPLISHMENTS

- Managed the implementation of the current work order process from the beginning of the work order being issued to the work order being completed, turned into Customer Service and Engineering.
- Supported and implemented the Student Training Program.
- Implemented the Lead Service Replacement Program.

OBJECTIVES AND GOALS

- Implement a paperless process for issuing and returning hydrant construction meters.
- Implement a paperless process to document and report the lead service lateral verification/replacement program.
- Implement a paperless process to document the real-time condition of transmission and distribution mains 12″ and larger after a reportable earthquake.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
DISTRIBUTION ADMINISTRATION - SECTION 3020



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
DISTRIBUTION ADMINISTRATION - SECTION 3020
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (100%)				
	Salaries				
100-3020-560-5110	SALARIES - FULL TIME	$ 322,883	$ 329,338	$ 343,658	$ 328,990
100-3020-560-5115	SALARIES - PART TIME	10,374	13,000	11,766	14,004
	Fringe Benefits				
100-3020-560-5205	PERS - EMPLOYER PAID	29,323	29,196	33,390	22,075
100-3020-560-5208	PERS - EMPLOYER PAID-UAL	57,466	64,026	63,313	65,826
100-3020-560-5215	DEFERRED COMP - EMPLOYER PAID	1,946	1,625	2,143	1,625
100-3020-560-5220	MEDICARE TAXES	3,832	4,964	4,955	4,973
100-3020-560-5230	GROUP MEDICAL INSURANCE	35,592	48,031	31,073	48,031
100-3020-560-5245	LIFE AND AD&D INSURANCE	186	186	192	187
	SUBTOTAL PERSONNEL	461,602	490,366	490,488	485,710
	MAINTENANCE AND OPERATIONS				
100-3020-560-5320	TRAINING EXPENSE	-	600	-	600
100-3020-560-5330	EMPLOYEE REIMBURSEMENTS	179	400	-	400
100-3020-560-5340	UNIFORM RENTAL AND CLEANING	342	400	368	400
100-3020-560-5350	SAFETY CLOTHING AND SUPPLIES	200	300	200	300
100-3020-560-5370	MISCELLANEOUS EXPENSE	-	2,000	1,871	2,000
100-3020-560-5405	GENERAL OFFICE SUPPLIES	4,347	5,400	4,562	5,400
100-3020-560-5420	PRINTED MATERIALS AND PRINTING	-	1,000	998	1,000
100-3020-560-5435	OFFICE EQUIPMENT MAINTENANCE	544	1,000	1,200	1,000
100-3020-560-5450	POSTAGE AND EXPRESS DELIVERY	86	-	-	-
100-3020-560-5455	TELEPHONE	5,575	7,500	5,377	7,500
100-3020-560-5465	MINOR OFFICE EQUIPMENT	782	1,000	147	1,000
100-3020-560-5470	COMPUTER EQUIPMENT	5,286	-	-	-
100-3020-560-6510	SMALL TOOLS AND EQUIPMENT	678	700	148	700
	SUBTOTAL MAINTENANCE AND OPERATIONS	18,019	20,300	14,871	20,300
	OPERATING BUDGET - WATER	479,621	510,666	505,360	506,010
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 479,621	$ 510,666	$ 505,360	$ 506,010

FUND	DIVISION	SECTION	NUMBER
Water	Water Utility	Distribution Administration	3020

DESCRIPTION:

This section coordinates the activities for the water distribution system, including work orders, construction order planning, and record keeping.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		WU Distribution Superintendent	1	1	1
		Senior Office Assistant	2	2	2
		Administrative Assistant	1	1	1
			4	4	4
5115	Salaries - Part Time				
		Student Intern	1	1	1
			1	1	1

MAINTENANCE AND OPERATIONS

5320	Training Expenses	Training seminars for the WU Distribution Administration Staff.
5330	Employee Reimbursements	Employee reimbursements for the renewal of driver licenses, safety boots, safety glasses, and certifications.
5340	Uniform Rental/Cleaning	Uniform rental/cleaning for the WU Distribution Superintendent.
5350	Safety Clothing/Supplies	Employee safety clothing, shoes, helmets, and shade protection per CAL-OSHA regulations.
5370	Miscellaneous Expenses	Unexpected replacement of equipment or tools that may arise during the fiscal year.
5405	General Office Supplies	Office supplies for Sections 3020, 3021, 3023, and 3024 (this includes supplies for project map
5420	Printed Materials	Updated Water Atlas sheets twice a year for 28 Water Atlas Books.
5435	Office Equipment Maintenance	Copier (black & white and color copies), printers, and plotter maintenance.
5455	Telephone	3 - Verizon IPhone's (1 - WU Distribution Superintendent, 1 - Emergency Truck, 1 - WU Distribution Administration Office); 1 - Verizon Jetpack (WU Distribution Superintendent); 1 - Broadcard Card for Emergency Truck Laptop. Monthly charge for broadband card is $38.00. ($38.00 x 12 months = $456).
5465	Minor Office Equipment	Replacement of minor office equipment for WU Distribution Administration Staff as needed.
6510	Small Tools and Equipment	New and replacement tools for the WU Distribution Superintendent and the Emergency Truck as needed.

CAPITAL OUTLAY

	None in this budget	

DISTRIBUTION SERVICES AND REPAIR

SECTION 3021

Water Utility Section 3021 Service and Repair is responsible for the installation, maintenance, repair of the water infrastructure that includes but not limited to transmission, distribution, branch mains ranging from 4″ to 72″; service laterals ranging from 1″ to 12″, automatic blow-offs, air-vacuums, air release and air-vacuum/release combinations; the installation and/or abandonment of domestic, landscape, and fire services ranging in sizes from 1″ to 12″, fire hydrants, and system tie-ins for new development via construction orders. Develop and install comprehensive traffic control plans to ensure pedestrians, bicyclists, and motorists can navigate safely and efficiently while keeping the onsite team safe.

SECTION 3021

ACCOMPLISHMENTS

- Repaired 264 service lateral leaks and 111 water main leaks as of 3/10/21. Responded two(2) water main ruptures (195 E. Mill St., Fairway Dr., and Camino Real).

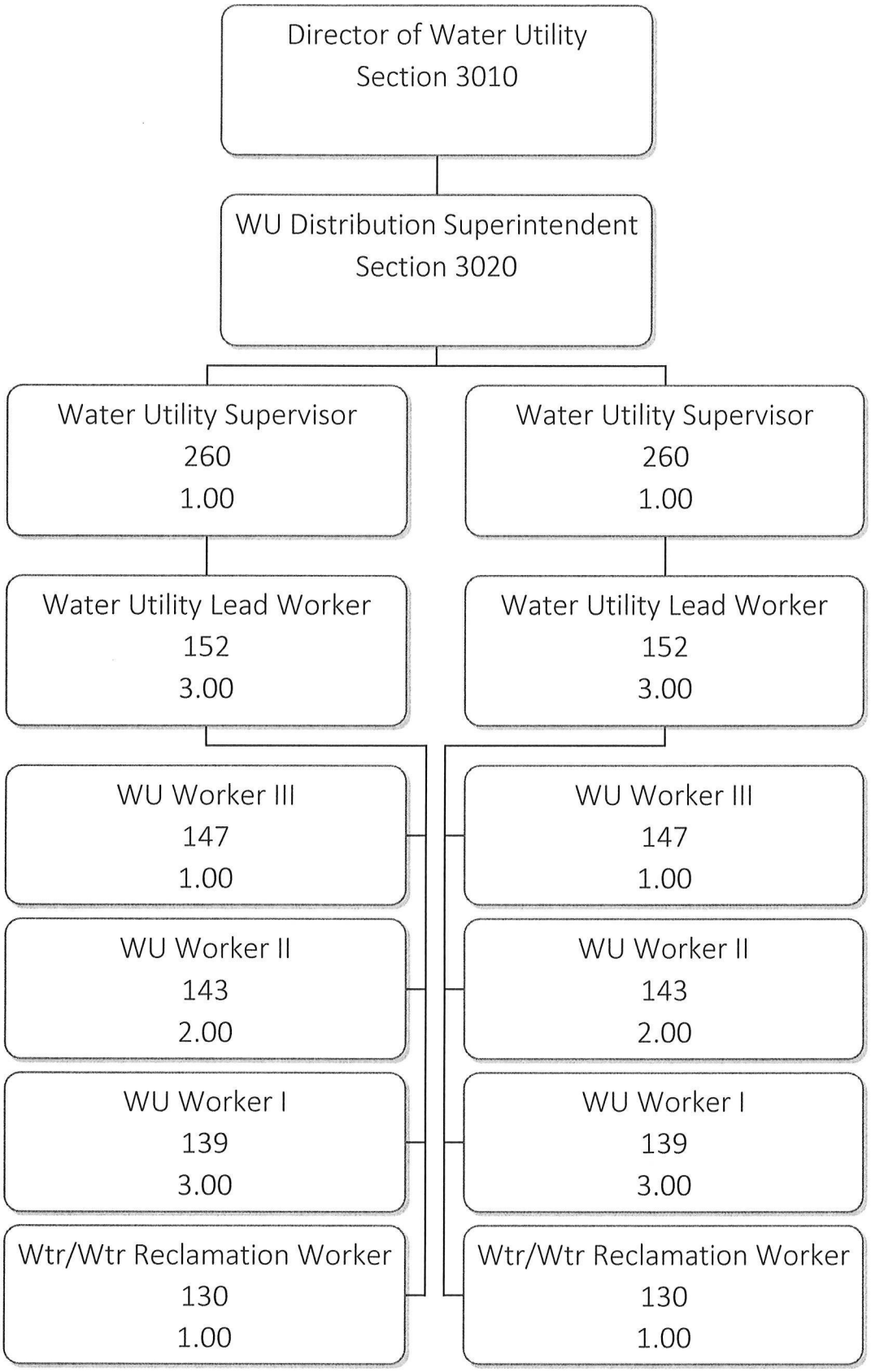
- Installed 58 new fire hydrants, fire service, and domestic water services ranging from 1-inch to 12-inch, as of 3/10/21, for new development within the system.

OBJECTIVES AND GOALS

- Complete one (1) pipeline replacement project on schedule and within budget.

- Increase the use of computers in the field to enhance productivity.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
DISTRIBUTION SERVICE AND REPAIR - SECTION 3021



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
DISTRIBUTION SERVICE AND REPAIR - SECTION 3021
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (100%)				
	Salaries				
100-3021-530-5110	SALARIES - FULL TIME	$ 1,028,429	$ 1,455,397	1,024,450	$ 1,541,310
100-3021-530-5120	SALARIES - OVERTIME	117,678	75,000	104,736	90,000
100-3021-530-5125	ON CALL / STANDBY	46,380	40,000	51,998	40,000
	Fringe Benefits				
100-3021-530-5205	PERS - EMPLOYER PAID	92,236	129,021	99,709	103,422
100-3021-530-5208	PERS - EMPLOYER PAID-UAL	251,816	282,943	277,434	308,391
100-3021-530-5215	DEFERRED COMP - EMPLOYER PAID	4,265	7,800	4,395	7,800
100-3021-530-5220	MEDICARE TAXES	17,135	21,103	17,029	22,349
100-3021-530-5230	GROUP MEDICAL INSURANCE	183,095	364,020	188,157	364,020
100-3021-530-5245	LIFE AND AD&D INSURANCE	661	977	614	978
100-3021-530-5250	UNEMPLOYMENT BENEFITS	13,489	-	11,854	
	SUBTOTAL PERSONNEL	1,755,184	2,376,261	1,780,376	2,478,270
	MAINTENANCE AND OPERATIONS				
100-3021-530-5320	TRAINING EXPENSE	4,382	5,320	99	5,320
100-3021-530-5330	EMPLOYEE REIMBURSEMENTS	1,015	3,300	1,458	3,300
100-3021-530-5340	UNIFORM RENTAL AND CLEANING	7,291	5,500	6,421	5,500
100-3021-530-5350	SAFETY CLOTHING AND SUPPLIES	8,752	8,800	9,219	8,800
100-3021-530-5370	MISCELLANEOUS EXPENSE	-	1,500	-	1,500
100-3021-530-5455	TELEPHONE	9,397	7,000	7,286	8,000
100-3021-530-5470	COMPUTER EQUIPMENT	10,977	-	-	1,500
100-3021-530-5480	OFFICE FURNITURE	-	500	452	500
100-3021-530-6105	TRUCK HAULING	26,711	4,800	4,800	4,800
100-3021-530-6135	STREET REPAIRS & PAVING	180,565	206,000	159,359	206,000
100-3021-530-6140	MAINTENANCE SERVICES	41,253	15,000	34,366	15,000
100-3021-530-6210	PERMITS AND FEES	29,756	59,000	-	59,000
100-3021-530-6270	DUMP FEES	12,690	21,000	26,692	86,400
100-3021-530-6290	HAZARDOUS WASTE DISPOSAL	-	3,000	-	3,000
100-3021-530-6410	MATERIALS AND SUPPLIES	276,894	305,000	254,317	305,000
100-3021-530-6510	SMALL TOOLS AND EQUIPMENT	25,105	37,000	35,209	20,000
100-3021-530-6530	FUEL & LUBRICANTS	7,555	12,000	-	12,000
100-3021-530-6540	EQUIPMENT REPAIRS AND MAINTENANCE	28,392	7,000	1,783	7,000
100-3021-530-6570	TRAFFIC CONTROL COMPLIANCE	7,146	7,000	90	7,000
	SUBTOTAL MAINTENANCE AND OPERATIONS	677,881	708,720	541,550	759,620
	OPERATING BUDGET - WATER	2,433,065	3,084,981	2,321,926	3,237,890
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
100-3021-580-8010	TOOLS & EQUIPMENT	12,346	-	-	-
	SUBTOTAL CAPITAL OUTLAY	12,346	-	-	-
	TOTAL BUDGET	$ 2,445,411	$ 3,084,981	$ 2,321,926	$ 3,237,890

FUND	DIVISION	SECTION	NUMBER
Water	Water Utility	Distribution Service and Repair	3021

DESCRIPTION:

This section is responsible for the repair and installation of water services. This includes the installation of meters, meter boxes, and service lines from water mains to meter boxes. Additional staff added from the construction crews.

PERSONNEL

5110 Salaries - Full Time

POSITION	2019-20	2020-21	2021-22
WU Supervisor	2	2	2
WU Lead Worker	6	6	6
WU Worker III	2	2	2
WU Worker II	4	4	4
WU Worker I	4	**6**	**6**
Water/Water Reclamation Worker	2	2	2
	20	22	22

MAINTENANCE AND OPERATIONS

5320	Training Expenses	Staff training for required Commercial Driver's License training and contact hour courses for certification renewal.
5330	Employee Reimbursements	Employee reimbursements for driver's license renewals, certification renewals, and safety shoe reimbursements.
5340	Uniform Rental and Cleaning	Uniform rental and cleaning for 16 current employees at $6.60 weekly rate.
5350	Safety Clothing and Supplies	Employee Safety clothing, shoes, helmets, and shade protection per CAL-OSHA regulations. ($8,800)
5370	Miscellaneous Expense	Miscellaneous Expenses
5455	Telephone	Verizon iPhone 7 - 5 x $24.99=$124.95; iPhone XR - 3 x 49.99 = $149.99; Jetpack - 2 x 37.99 = $75.98; Broadband Card - 8 x 37.99 = $303.92. Total Monthly Cost = $654.84 Yearly Cost = $7858.08
5470	Computer Equipment	Laptop mounts for Water Utility Lead Workers' service trucks - 6 x $221.49 = $1328.94
5480	Office Furniture	Purchase of one (1) lockable printer stand for Water Utility Supervisors' Office. ($500)
6105	Truck Hauling	Debris hauling performed by SBMWD. Bridgewater Equipment (SBMWD's hauling vendor) hauling fee: $120 hour x 8 hours/day =$960 per day $960 day x 5 trips per year = ($4,800) Used when the department 10-yard dump is unavailable due to maintenance, repairs and/or emergency use.
6135	Street Repairs & Paving	Asphalt paving and concrete street repairs.
6140	Maintenance Services	Repair of private water services, pipelines, tree removal, and traffic loops.
6210	Permits and Fees	Excavation, Encroachment, and Lane Closure permits.
6270	Dump Fees	Cost of dumping excavation spoils and construction material remnants at Mid - Valley landfill. ($47.25/ton solid fill, $12.00/ton recycle charge, and $.69/ton percolate charge = $59.94/ton). ($59.94 x 15 tons = $900.00 x 4 trips/day x 2 month = $7,200) ($7,200 x 12/year = $86,400). Increase due to having to utilize Mid-Valley landfill due to other dump sites unable to receive any new customers due to capacity.
6290	Hazardous Waste Disposal	Disposal of Asbestos Cement Pipe.
6410	Materials and Supplies	Operating materials (including pipe, connectors, copper tubing, and valves). ($305,000).
6510	Small Tools and Equipment	Replacement of various tools, pipe splitting tooling, and equipment used on a daily basis to maintain and operate the distribution system ($16,000); Purchase of two (2) VIVAX-METROTECH Split Box Locators to replace antiquated units that cannot be repaired due to age (2 x $945.00= $1,890). Purchase of two (2) Conventional gasoline generators for service trucks, units cannot be repaired due to age (2 x $549.00 = $1,100)
6530	Fuels & Lubricants	Fuels and lubricants
6540	Equipment Repairs and Maintenance	Equipment repairs (i.e., pumps, jackhammers, multi-gas monitors, saws, etc.) ($7,000).
6570	Traffic Control Compliance	Traffic control compliance signage loss due to continued use, graffiti, theft, traffic collisions, etc. ($7,000).

CAPITAL OUTLAY

None in this budget

DISTRIBUTION SYSTEM MAINTENANCE

SECTION 3023

Water Utility Section 3023 is responsible for the installation, maintenance, and repair of more than 44,000 small and large meters, 15,000+ valves ranging in sizes from 4-inch to 72-inch, over 5,000 fire hydrants, customer calls concerning no water, low and high pressure, water flowing; shutdowns, throttle downs, and marking the water infrastructure as required by California One-Call Law, Government Code 4216 known as DIG ALERT and facility maintenance for the Water Yards.

SECTION 3023

ACCOMPLISHMENTS

- 1,564 small meters have been replaced ranging from 5/8-inch to 2-inch and 13 large meters have been replaced sizes ranging from 3-inch to 8-inch. 152 Large meters have been tested sizes ranging from 3-inch to 12-inch. 62 Construction/Fire hydrant meters have been issued, repaired or replaced, read, and tested. Canceled, closed, marked, and completed 8,018 USA DigAlert tickets.

- Performed 21 shutdowns and 18 throttle downs throughout the SBMWD service area, including shutdown for the I-210 Mainline Replacement Project.

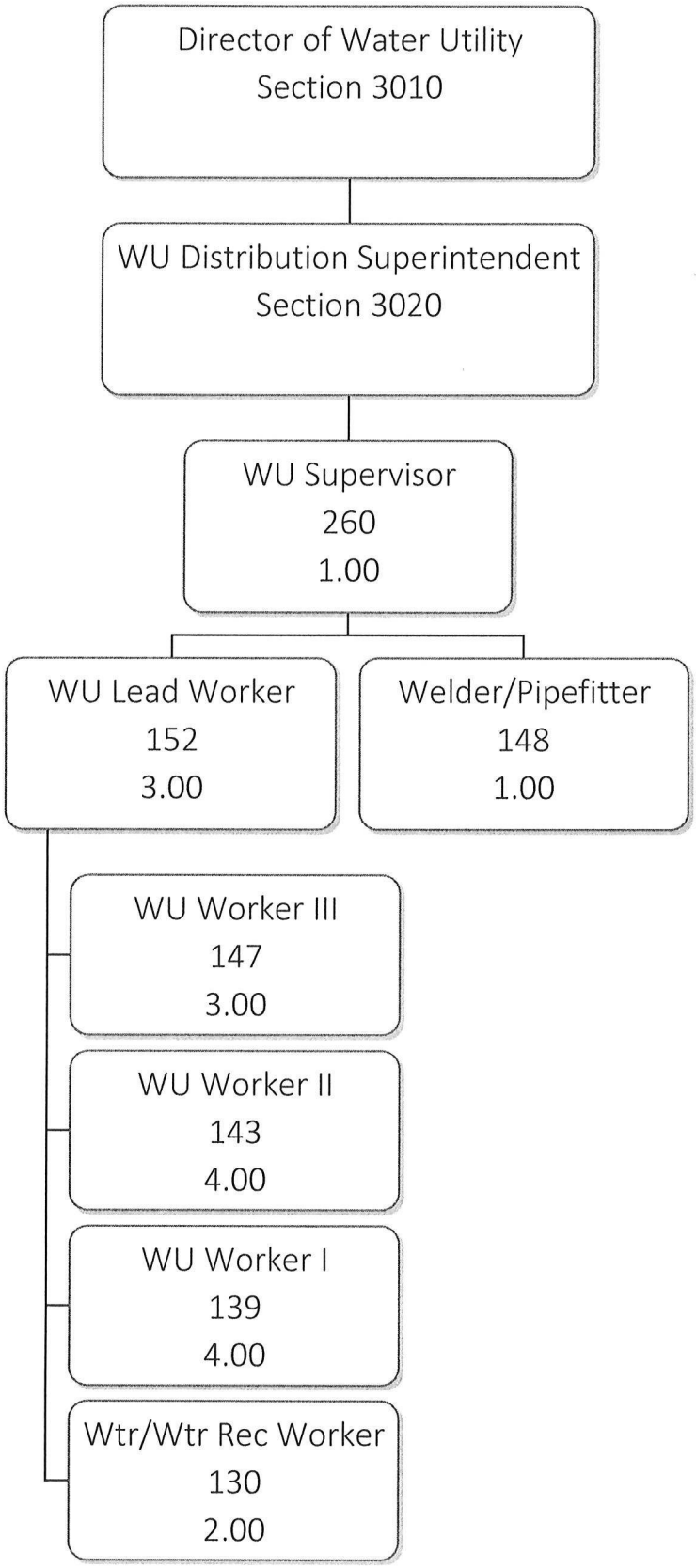
- Developed a temporary above-ground Highline system for vehicles to cross over 4" fire hose safely.

OBJECTIVES AND GOALS

- Replace 5 - 20" transmission gate valves on Highland Ave. between Arrowhead Ave. and Waterman Ave.

- Upgrade approximately 740 meters in four read routes to current standards.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
DISTRIBUTION SYSTEM MAINTENANCE - SECTION 3023



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
DISTRIBUTION SYSTEM MAINTENANCE - SECTION 3023
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (100%)				
	Salaries				
100-3023-530-5110	SALARIES - FULL TIME	$ 928,707	$ 1,197,759	$ 1,003,785	$ 1,280,238
100-3023-530-5120	SALARIES - OVERTIME	32,867	35,000	41,396	35,000
100-3023-530-5125	ON CALL / STANDBY	13,579	15,000	15,769	15,000
	Fringe Benefits				
100-3023-530-5205	PERS - EMPLOYER PAID	86,122	106,181	94,697	85,904
100-3023-530-5208	PERS - EMPLOYER PAID-UAL	209,603	232,856	230,927	256,155
100-3023-530-5215	DEFERRED COMP - EMPLOYER PAID	4,873	6,175	5,169	6,175
100-3023-530-5220	MEDICARE TAXES	13,984	17,368	15,286	18,563
100-3023-530-5230	GROUP MEDICAL INSURANCE	206,432	249,894	193,454	295,841
100-3023-530-5245	LIFE AND AD&D INSURANCE	643	791	609	791
	SUBTOTAL PERSONNEL	1,496,810	1,861,024	1,601,092	1,993,667
	MAINTENANCE AND OPERATIONS				
100-3023-530-5320	TRAINING EXPENSES	70	3,600	4,091	3,600
100-3023-530-5330	EMPLOYEE REIMBURSEMENTS	1,404	4,800	944	4,800
100-3023-530-5340	UNIFORM RENTAL AND CLEANING	6,776	12,000	6,734	12,000
100-3023-530-5350	SAFETY CLOTHING AND SUPPLIES	11,677	7,200	12,442	7,200
100-3023-530-5370	MISCELLANEOUS EXPENSE	-	2,800	310	2,800
100-3023-530-5405	GENERAL OFFICE SUPPLIES	229	-	-	-
100-3023-530-5455	TELEPHONE	7,397	6,000	7,628	5,500
100-3023-530-5470	COMPUTER EQUIPMENT	8,233	3,000	3,547	-
100-3023-530-5495	JANITORIAL AND CLEANING SUPPLIES	3,933	4,100	4,006	4,100
100-3023-530-6105	TRUCK HAULING	7,206	8,000	7,164	4,800
100-3023-530-6125	UNDERGROUND SERVICE ALERT	10,691	13,000	13,984	13,000
100-3023-530-6135	STREET REPAIRS AND PAVING	102,314	100,000	92,808	100,000
100-3023-530-6140	MAINTENANCE SERVICES	71,950	72,000	172	10,000
100-3023-530-6160	FACILITIES MAINTENANCE	25,344	-	4,162	-
100-3023-530-6170	JANITORIAL SERVICES	43	-	-	-
100-3023-530-6210	PERMITS AND FEES	9,868	17,000	-	17,000
100-3023-530-6270	DUMP FEES	5,000	5,000	5,696	26,000
100-3023-530-6290	HAZARDOUS WASTE DISPOSAL	3,944	10,500	3,741	10,500
100-3023-530-6350	UTILITIES - GAS	2,102	-	1,964	-
100-3023-530-6370	UTILITIES - WATER	3,723	-	15,102	-
100-3023-530-6410	MATERIALS AND SUPPLIES	210,755	176,000	219,247	180,000
100-3023-530-6510	SMALL TOOLS AND EQUIPMENT	12,208	15,000	12,438	15,000
100-3023-530-6530	FUEL & LUBRICANTS	3,461	4,000	3,024	4,000
100-3023-530-6540	EQUIPMENT REPAIRS AND MAINTENANCE	3,250	-	426	-
100-3023-530-6570	TRAFFIC CONTROL COMPLIANCE	1,102	2,500	269	2,500
	SUBTOTAL MAINTENANCE AND OPERATIONS	512,680	466,500	419,899	422,800
	OPERATING BUDGET - WATER	2,009,490	2,327,524	2,020,991	2,416,467
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 2,009,490	$ 2,327,524	$ 2,020,991	$ 2,416,467

FUND	DIVISION	SECTION	NUMBER
Water	Water Utility	Distribution System Maintenance	3023

DESCRIPTION:

This section is responsible for maintenance of 195 N. "D" Street. This includes participation in the Underground Services Alert (USA) program to locate water facilities for construction projects on a city-wide basis (and pavement repair and replacement as needed). This section also maintains and repairs meters used within the water distribution system. Meter sizes range from 5/8" to 3/4" for domestic use and from 6" to 8" for commercial and industrial use.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		WU Supervisor	1	1	1
		WU Lead Worker	3	3	3
		Welder/Pipefitter	1	1	1
		WU Worker III	3	3	3
		WU Worker II	4	4	4
		WU Worker I	4	4	4
		Water/Water Reclamation Worker	2	2	2
			18	18	18

	MAINTENANCE AND OPERATIONS	
5320	Training Expenses	Staff training for contact hour courses for certification renewal.
5330	Employee Reimbursements	Funds for Safety Shoes, Prescription Safety Glasses, Certificates, or License reimbursement.
5340	Uniform Rental and Cleaning	Uniform rental and cleaning for 14 current employees at $6.60 including floor mats for 195 N. "D" Street
5350	Safety Clothing and Supplies	Employee Safety clothing, shoes, helmets, and shade protection per CAL-OSHA regulations.
5370	Miscellaneous Expense	Miscellaneous expenses
5455	Telephone	Verizon iPhone 7 - 4 x $24.99 = $99.96; iPhone XR - 1 x $49.99 = $49.99; Jetpack - 4 x $37.99 = $151.96; Broadband Card - 4 x $37.99 = $151.96
5470	Computer Equipment	
5495	Janitorial and Cleaning Supplies	Cleaning and maintenance supplies for 195 N. "D" Street.
6105	Truck Hauling	Debris hauling performed by SBMWD. Bridgewater Equipment (SBMWD's hauling vendor) hauling fee: $120 hour x 8 hours/day =$960 per day $960 day x 5 trips per year = ($4,800) Used when the department 10-yard dump is unavailable due to maintenance, repairs and/or emergency use.
6125	Underground Service Alert	Underground Service Alert (California Government Code 4216) program as required by law.
6135	Street Repairs and Paving	Asphalt paving, concrete street repairs, and sidewalk repairs.
6140	Maintenance Services	Saw cutting, signal loops, sewer repairs, calibration and gas cylinder replacement for atmospheric bench tester.
6160	Facilities Maintenance	195 N. "D" Street maintenance of facilities, grounds, automated vehicle and pedestrian gates, doors/locks, HVAC, pest control, monthly alarm and security cameras.
6170	Janitorial Services	Janitorial Services for 195 N. "D" Street.
6210	Permits and Fees	Excavation, Encroachment, and Lane Closure permits.
6270	Dump Fees	Cost of dumping excavation spoils and construction material remnants at Mid - Valley landfill. ($47.25/ton
6290	Hazardous Waste Disposal	Cost of disposing of hazardous waste materials from interceptors and ACP at 195 N. "D" Street.
6350	Utilities - Gas	Gas for 195 N. "D" Street.
6370	Utilities - Water	Water for 195 N. "D" Street.
6410	Materials and Supplies	Operating materials used to repair the distribution system to include, but is not limited to, various pipe material types and sizes, various types of connectors, copper tubing, valves, and fire hydrants; sand, class II base, temporary asphalt, etc.

WATER LOSS MANAGEMENT

SECTION 3024

Water Loss Management Conservation is an essential part of leak detection deployment, data collecting, and troubleshooting. Daily, Water Loss Management responds to leak sensors that are flagged as possible/probable leaks through log online and to ERT's flagged as non-responsive through the Itron Mobile Data Collection System. Water Loss Management also utilizes mobile acoustic leak detection equipment to survey the infrastructure for leaks and to pinpoint leaks. Water Loss Management collects, maintains, and posts monthly consumption from all 3-inch and larger Ultrasonic Octave meters.

SECTION 3024

ACCOMPLISHMENTS

- Water Loss Management has deployed mobile acoustic leak detection equipment over 66 miles of SBMWD infrastructure averaging 7 plus miles a month.

- Successfully troubleshot 150 Itron endpoints and sent back to the manufacturer for warranty and saved the section approximately $12,000.00 in operational costs.

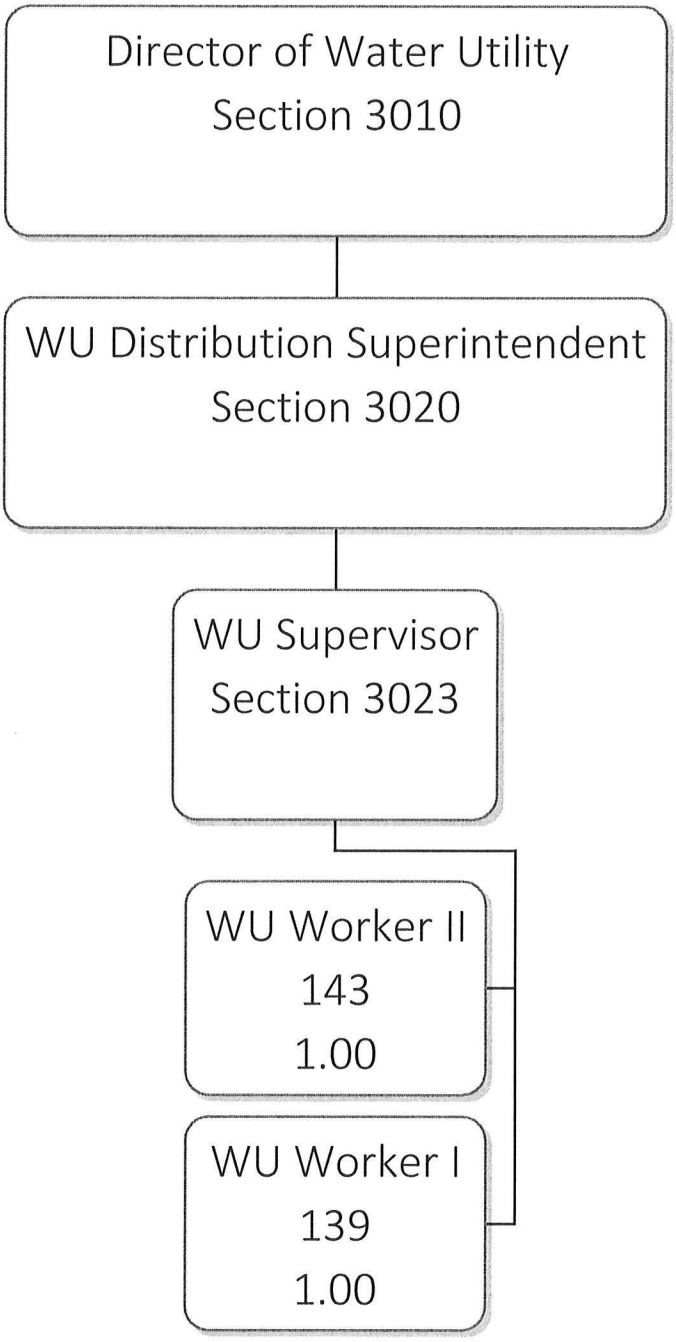
- Converted 46 Octave meters from Master Link XRT to Itron 100W Electronic Radio Transmitter (ERT).

OBJECTIVES AND GOALS

- Continue to deploy mobile acoustic leak detection equipment to average 7 plus miles per month.

- Continue to test, repair, and replace damaged Itron 100W ERT's in the system.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
WATER LOSS MANAGEMENT - SECTION 3024



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER LOSS MANAGEMENT - SECTION 3024
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (100%)				
	Salaries				
100-3024-530-5110	SALARIES - FULL TIME	$ 68,631	$ 114,099	$ 67,143	$ 123,905
100-3024-530-5120	SALARIES - OVERTIME	2,516	2,000	7,794	2,000
	Fringe Benefits				
100-3024-530-5205	PERS - EMPLOYER PAID	7,304	10,115	7,802	8,314
100-3024-530-5208	PERS - EMPLOYER PAID-UAL	20,097	22,182	22,141	24,791
100-3024-530-5215	DEFERRED COMP - EMPLOYER PAID	553	650	682	650
100-3024-530-5220	MEDICARE TAXES	1,040	1,654	1,094	1,797
100-3024-530-5230	GROUP MEDICAL INSURANCE	8,646	17,185	8,524	28,960
100-3024-530-5245	LIFE AND AD&D INSURANCE	48	86	46	86
	SUBTOTAL PERSONNEL	108,835	167,971	115,227	190,503
	MAINTENANCE AND OPERATIONS				
100-3024-530-5330	EMPLOYEE REIMBURSEMENTS	-	1,200	-	600
100-3024-530-5340	UNIFORM RENTAL AND CLEANING	243	400	261	400
100-3024-530-5350	SAFETY CLOTHING AND SUPPLIES	-	800	-	800
100-3024-530-5450	POSTAGE EXPRESS DELIVERY	902	-	261	-
100-3024-530-5455	TELEPHONE	-	-	-	1,300
100-3024-530-5470	COMPUTER EQUIPMENT	-	2,500	2,377	-
100-3024-530-6510	SMALL TOOLS AND EQUIPMENT	-	3,000	-	3,000
100-3024-530-7160	WATER CONSERVATION	5,330	9,000	7,446	4,500
100-3024-530-7170	CITY MEDIAN CONSERVATION	217,714	1,012,111	269,850	325,000
	SUBTOTAL MAINTENANCE AND OPERATIONS	224,189	1,029,011	280,194	335,600
	OPERATING BUDGET - WATER	333,024	1,196,982	395,421	526,103
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
100-3024-580-8010	TOOLS & EQUIPMENT	-	30,000	-	-
	SUBTOTAL CAPITAL OUTLAY	-	30,000	-	-
	TOTAL BUDGET	$ 333,024	$ 1,226,982	$ 395,421	$ 526,103

FUND	DIVISION	SECTION	NUMBER
Water	Water Utility	Water Loss Management	3024

DESCRIPTION:

This section conducts the proactive leak detection program.

PERSONNEL

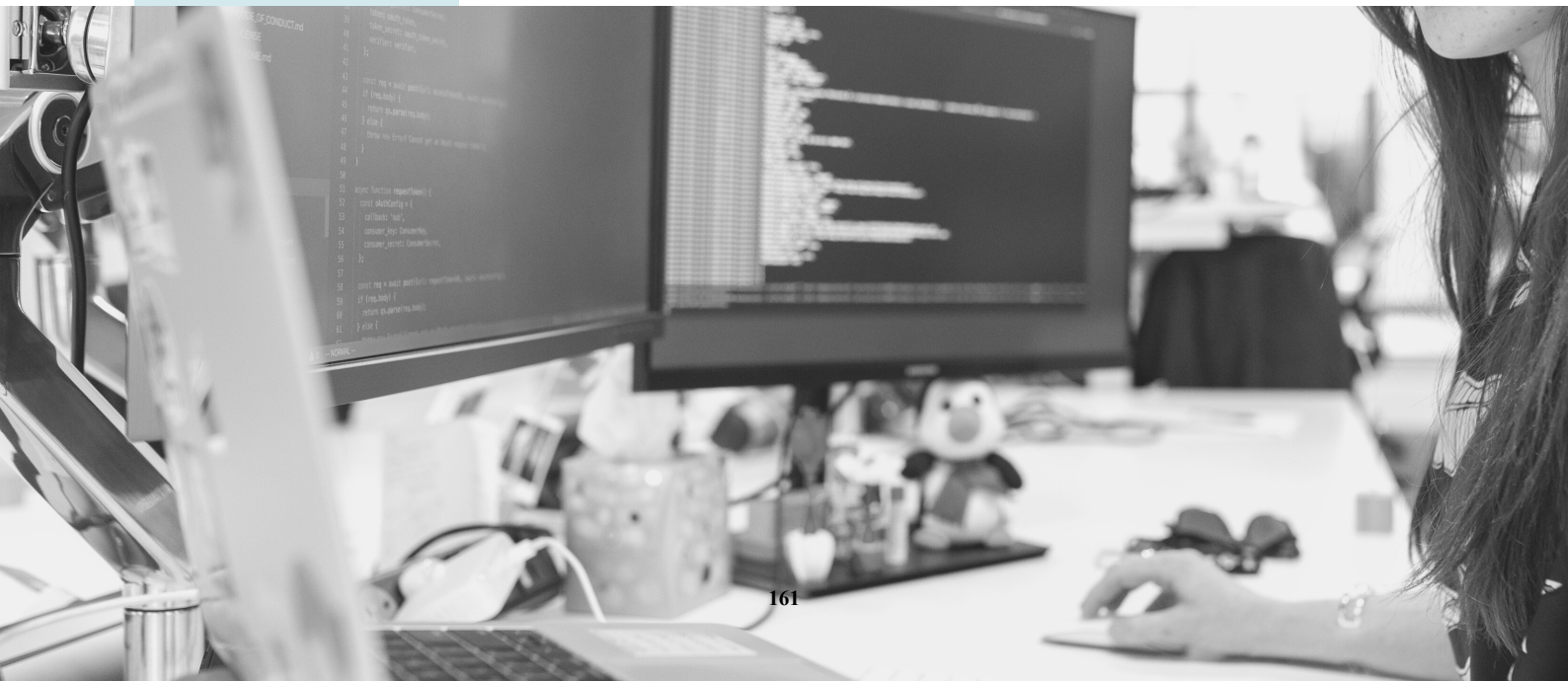
		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		WU Worker II	1	1	1
		WU Worker I	1	1	1
			2	2	2

	MAINTENANCE AND OPERATIONS	
5330	Employee Reimbursements	Funds for Safety Shoes, Prescription Safety Glasses, Certificates, or License reimbursement.
5340	Uniform Rental and Cleaning	Uniform rental and cleaning.
5350	Safety Clothing and Supplies	Employee safety clothing, shoes, helmets, and shade protection per CAL-OSHA regulations.
5455	Telephone	Verizon iPhone 8 - 1 x $24.99 = $24.99; Broadband Card - 1 x $37.99 = $37.99; Jetpack - 1 x $37.99 = $37.99. Total Monthly Cost = $100.97 Yearly Cost = $1,211.64
6510	Small Tools and Equipment	Tools and equipment required for the Water Loss Management Program.
7160	Water Conservation	Itron Mobile Collection Annual Software License/Updates and Fees ($4,500).
	CAPITAL OUTLAY	
	None in this budget	

WATER UTILITY OPERATIONS ADMINISTRATION SECTION 3040

Water Utility Operation's Superintendent and staff are responsible for managing and coordinating the operation of the Department's 117 production and treatment facilities. Nineteen million gallons of water were produced during the 2020 calendar year, meeting all local, State, and Federal regulatory mandates. Additionally, this section plans organizes, implements, controls installation, maintenance, operation, and repairs of water treatment equipment, infrastructure to include pumps, boosters, pressure regulating devices, hydro-generation, geothermal and chlorinating equipment.

Additionally, the staff is responsible for activities that include but are not limited to, scheduling training, managing payroll for the section, completing work orders, generating required monthly and annual regulatory reports, managing the SCE Annual/Biannual Pump Testing Program, managing the SCE Rebate Program, meter calibrations, tracking, correspondence for employee required licenses and certifications, and providing general support to the Water Utility Operation's Section.



SECTION 3040

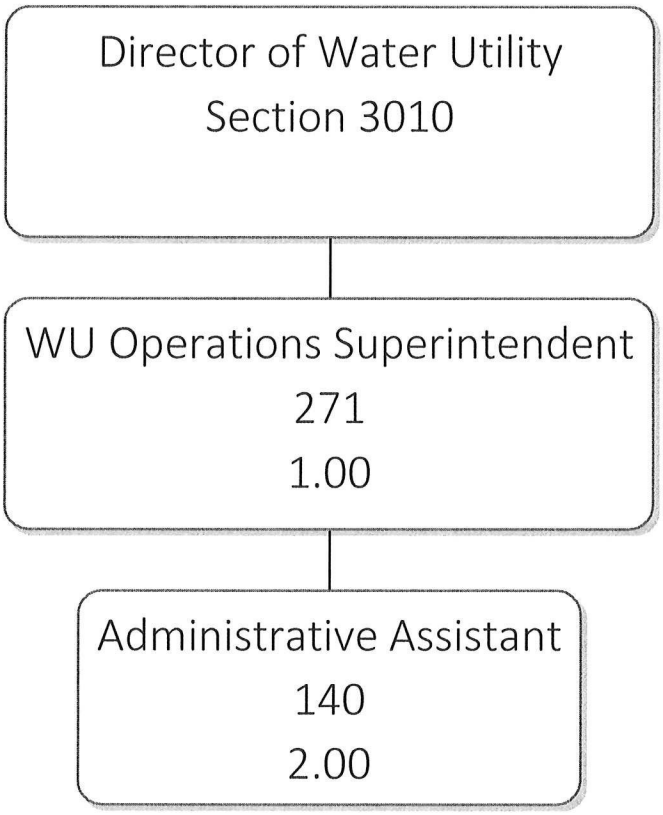
ACCOMPLISHMENTS

- Met all Federal, State regulations and reporting requirements.
- Redesigned, replaced, and installed EPA Wells 2 and 112.
- Successfully conducted 80-meter calibrations.
- Successfully managed the completion of 45 Annual/Biannual Pump Tests through SCE.
- Completed Annual Reports – EAR, NPDES, Groundwater Production, Groundwater Extraction, and Diversion.

OBJECTIVES AND GOALS

- Successfully complete the installation and operational scheme for the Department's second location to alternative chlorine gas disinfection with an onsite bulk, sodium hypochlorite storage at the 19th Street Facility.
- SCE Rebate Incentive Application is being submitted to replace DC Well No. 1, College Booster No. 2, and College Booster No. 3.
- Continue to track employee's certifications to include expiration dates and training.
- Meet all Federal, State regulations and reporting requirements.
- Successfully conduct the Sanitary Survey with the Department of Drinking Water.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
OPERATIONS ADMINISTRATION - SECTION 3040



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
OPERATIONS ADMINISTRATION - SECTION 3040
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (100%)				
	Salaries				
100-3040-560-5110	SALARIES - FULL TIME	$ 283,215	$ 289,526	$ 300,362	$ 298,482
	Fringe Benefits				
100-3040-560-5205	PERS - EMPLOYER PAID	24,683	25,666	26,043	20,028
100-3040-560-5208	PERS - EMPLOYER PAID-UAL	49,466	56,287	54,499	59,721
100-3040-560-5215	DEFERRED COMP - EMPLOYER PAID	1,672	1,300	1,818	1,300
100-3040-560-5220	MEDICARE TAXES	3,997	4,198	4,283	4,328
100-3040-560-5230	GROUP MEDICAL INSURANCE	57,661	58,311	57,879	58,311
100-3040-560-5245	LIFE AND AD&D INSURANCE	155	144	156	143
	SUBTOTAL PERSONNEL	420,849	435,432	445,041	442,315
	MAINTENANCE AND OPERATIONS				
100-3040-560-5320	TRAINING EXPENSES	924	2,700	-	2,000
100-3040-560-5330	EMPLOYEE REIMBURSEMENTS	1,359	4,000	1,846	3,500
100-3040-560-5340	UNIFORM RENTAL AND CLEANING	395	400	400	400
100-3040-560-5350	SAFETY CLOTHING AND SUPPLIES	931	1,000	547	1,000
100-3040-560-5370	MISCELLANEOUS EXPENSE	-	2,000	-	2,000
100-3040-560-5405	GENERAL OFFICE SUPPLIES	4,598	5,000	2,059	5,000
100-3040-560-5415	COMPUTER SUPPLIES	-	-	530	-
100-3040-560-5420	PRINTED MATERIALS	-	-	319	-
100-3040-560-5435	OFFICE EQUIPMENT MAINTENANCE	337	400	1,000	400
100-3040-560-5450	POSTAGE AND EXPRESS DELIVERY	-	-	297	-
100-3040-560-5455	TELEPHONE	1,526	2,000	1,449	2,000
100-3040-560-5465	OFFICE EQUIPMENT	-	-	232	-
100-3040-560-6310	UTILITIES - ELECTRIC	2,250	3,000	-	3,000
	SUBTOTAL MAINTENANCE AND OPERATIONS	12,320	20,500	8,679	19,300
	OPERATING BUDGET - WATER	433,169	455,932	453,720	461,615
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 433,169	$ 455,932	$ 453,720	$ 461,615

FUND	DIVISION	SECTION	NUMBER
Water	Water Utility	Operations Administration	3040

DESCRIPTION:

This section's Superintendent coordinates activities of the various operations sections. This section monitors electrical energy used, thus increasing energy efficiency, and monitors the overall operations of the system through the use of the SCADA system.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time	WU Operations Superintendent	1	1	1
		Administrative Assistant	2	2	2
			3	3	3

MAINTENANCE AND OPERATIONS

5320	Training Expenses	Training/CEU's contact hours through SBMWD online services for sections 3040, 3041, 3042 and 3043 / Certification Renewals within next 18 months - 20 employees at $75 ea. ($1,500) + $500 for external training
5330	Employee Reimbursements	SWRCB Certification renewals - 20 employees due in 21/22 FY at $105 ($2,100), Safety boots @ $200 x 2 employee ($400) Other reimbursements - 6 employee Commercial Driver's License at $82 ($492), TSA, College & Online Courses ($500)
5340	Uniform Rental Cleaning	Employee uniforms for 2 employees
5350	Safety Clothing/Supplies	Hardhats, Gloves, Vests, Googles, Ear Protection / Sanitizing & Cleaning Supplies for COVID-19/Flu Season to accommodate new policies & procedures (Lysol Wipes - $50 a carton, Lysol Disinfectant Spray - $88 a carton, Purell Refills - $86 for pack of 2, Hand Sanitizer - $45 a carton, smaller items to include: gloves, paper towels, etc.)
5370	Miscellaneous Expense	Items unforeseen
5405	General Office Supplies	Office supplies for sections 3040, 3041, 3042 and 3043 (4 separate sections)
5435	Office Equipment Maintenance	Annual costs for copier maintenance agreement, printers, fax machine - $50 per month
5455	Telephone	(2) Cellular phones (1) Toughbook/Sim card
6310	Utilities - Electric	Fees associated with SCE Pump Efficiency Testing

CAPITAL OUTLAY

None in this budget	

PRODUCTION AND TREATMENT

SECTION 3041

Water Utility Operations Production and Treatment staff are responsible for collecting daily well production data and water analysis. This section gathers monthly Edison meter reads and performs monthly inspections on emergency equipment, such as generators, portable boosters, standby engines, Cla-Valves, and system inter-ties. Staff checks the security and operation of numerous well sites throughout the system to delivers chlorine gas every week. Additionally, this section schedules maintenance on chlorine regulators, roto-meters, and Nitrate (No3) analyzers. Staff replaces chlorine tubing and assists the Maintenance Section in the changing of spent carbon at three different facilities.

SECTION 3041

ACCOMPLISHMENTS

- Recruited and hired a new Water Treatment Operator I and a Water Treatment Lead Operator. The new operators are currently being trained to operate the system, conduct Cl2 cylinder change-outs, and operate GAC Vessels.

- Changed out and backwashed 660,000 pounds of GAC at three different facilities.

- Provided safe, high-quality drinking water to the residents of San Bernardino, while staff maintained safe work practices during the Covid-19 pandemic.

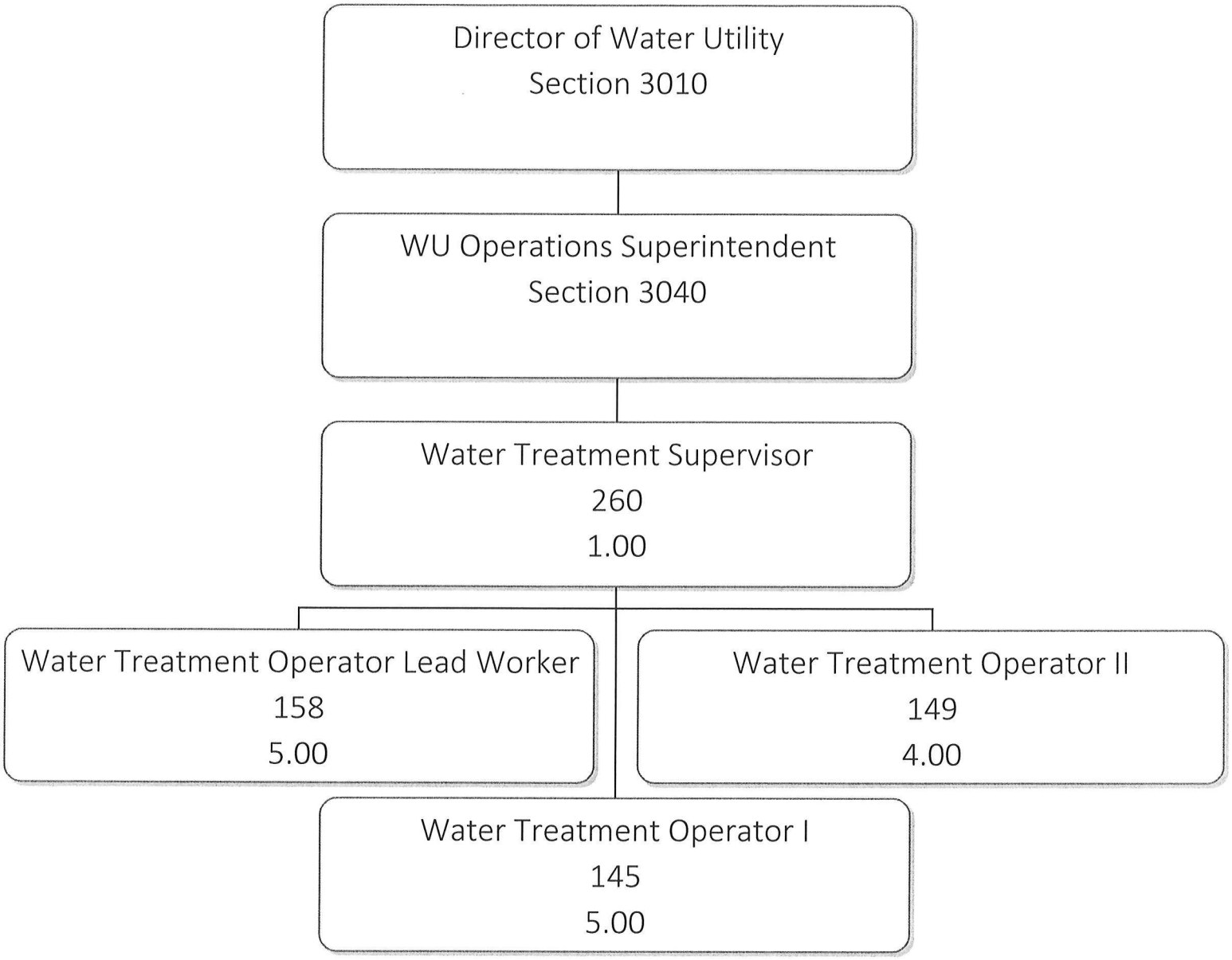
OBJECTIVES AND GOALS

- Develop an SOP and train staff on the operations of the liquid sodium pumps and tank at the 19th Street. Plant. This will be a new method of chlorination for the Department and can potentially replace the chlorine gas at other facilities, as well.

- Work with SCADA/Electrical Instrumentation staff on the SCADA Master Plan to provide a roadmap of the future SCADA system.

- Continue to produce safe, high-quality drinking water to the residents of San Bernardino.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
PRODUCTION AND TREATMENT - SECTION 3041



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
PRODUCTION AND TREATMENT - SECTION 3041
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (100%)				
	Salaries				
100-3041-510-5110	SALARIES - FULL TIME	$ 923,258	$ 1,177,903	$ 1,108,785	$ 1,232,429
100-3041-510-5120	SALARIES - OVERTIME	20,021	25,000	33,533	25,000
100-3041-510-5125	ON CALL / STANDBY	12,841	10,000	13,634	14,000
	Fringe Benefits				
100-3041-510-5205	PERS - EMPLOYER PAID	85,819	104,421	110,783	82,696
100-3041-510-5208	PERS - EMPLOYER PAID-UAL	200,804	228,996	221,233	246,589
100-3041-510-5215	DEFERRED COMP - EMPLOYER PAID	3,466	5,200	3,880	5,200
100-3041-510-5220	MEDICARE TAXES	13,669	17,080	16,586	17,870
100-3041-510-5230	GROUP MEDICAL INSURANCE	191,876	263,871	209,176	237,653
100-3041-510-5245	LIFE AND AD&D INSURANCE	539	661	616	662
	SUBTOTAL PERSONNEL	1,452,293	1,833,132	1,718,225	1,862,099
	MAINTENANCE AND OPERATIONS				
100-3041-510-5310	TRAVEL AND CONVENTION			117	
100-3041-510-5330	EMPLOYEE REIMBURSEMENTS	827	3,000	1,022	3,000
100-3041-510-5340	UNIFORM RENTAL AND CLEANING	5,475	3,600	4,109	6,000
100-3041-510-5350	SAFETY CLOTHING AND SUPPLIES	1,921	1,500	1,500	2,700
100-3041-510-5370	MISCELLANEOUS EXPENSE	-	2,000	-	2,000
100-3041-510-5405	GENERAL OFFICE SUPPLIES	28	-	-	-
100-3041-510-5455	TELEPHONE	27,056	31,000	27,115	31,000
100-3041-510-5470	COMPUTER EQUIPMENT	24,699	-	-	-
100-3041-510-6210	PERMITS AND FEES	209,799	292,000	283,418	292,000
100-3041-510-6310	UTILITIES - ELECTRIC	3,639,440	4,000,000	4,000,000	4,000,000
100-3041-510-6350	UTILITIES - GAS	562	1,000	577	1,000
100-3041-510-6410	MATERIALS AND SUPPLIES	13,873	15,000	12,202	15,000
100-3041-510-6510	SMALL TOOLS AND EQUIPMENT	7,113	10,000	6,344	10,000
100-3041-510-6540	EQUIPMENT REPAIR AND MAINTENANCE	75,094	70,000	79,894	85,000
100-3041-520-6810	CHLORINE - IN PLANT	175,859	200,000	200,000	200,000
100-3041-520-6870	GRANULAR ACTIVATED CARBON	236,072	581,000	677,908	425,000
100-3041-500-7120	MT VERNON ASSESSMENT	6,143	18,000	-	18,000
100-3041-500-7130	SUPPLEMENTAL WATER PURCHASES	1,521,507	1,600,000	1,546,606	1,600,000
100-3041-500-7140	WATER EXTRACTION FEES	310,613	350,000	350,000	350,000
	SUBTOTAL MAINTENANCE AND OPERATIONS	6,256,081	7,178,100	7,190,813	7,040,700
	OPERATING BUDGET - WATER	7,708,374	9,011,232	8,909,038	8,902,799
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 7,708,374	$ 9,011,232	$ 8,909,038	$ 8,902,799

FUND	DIVISION	SECTION	NUMBER
Water	Water Utility	Operations Production and Treatment	3041

DESCRIPTION:

This section is responsible for the pumping, chlorination, treatment, and storage of well water. Water treatment consists of chlorination, air stripping or granular activated carbon filtration, or injection of complex polyphosphates.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Water Treatment Supervisor	1	1	1
		Water Treatment Lead	5	5	5
		Water Treatment Operator II	4	4	4
		Water Treatment Operator I	5	5	5
			15	15	15

MAINTENANCE AND OPERATIONS

5330	Employee Reimbursements	Boot Allowance $200 x 15
5340	Uniform Rental and Cleaning	Employee uniforms for 14 employees & 1 Supervisor.
5350	Safety Clothing/Supplies	Safety clothing and safety supplies, hard hats, vests, flashlights, respirators & filters, SCBA equipment. (Replacing 12 Due to Expire Harnesses $1200),
5370	Miscellaneous Expense	Miscellaneous expenses
5455	Telephone	(10) cell phones ($5,300), (9) Toughbook/Sim cards ($4000), (3) SCADA & Security remote landlines ($22,000)
6210	Permits and Fees	AQMD, DWR, USDA Forestry, SCAQMD, CUPA, Fire Department ($150,000), Drinking Water Fee ($70,000), Annual Statewide General Permit ($2,100)
6310	Utilities - Electric	Electricity for pumping plants
6350	Utilities - Gas	Natural Gas for emergency pumping plants
6410	Materials and Supplies	Cost of operating & replacing - ball valves, testing chlorine residuals, drip oil, well sounders, psi gauges, shovels, rakes, and cleaning supplies.
6510	Small Tools and Equipment	Tools and equipment under $5,000 and unforeseen repairs.
6540	Equipment Repair and Maintenance	Chlorine Equipment Maintenance - Regulators & Rotameter's (4 Quarters @$15,000), 7 V10k (Annual $6,000), No3 Calibration (Annual $6,500), SCBA Maintenance (Annual $2,000), Fire Extinguisher (Annual $700), Replace 2 Expired SCBA Tanks $4500, Horda Analyzer Calibration $500
6810	Chlorine - in Plant	Chlorine Treatment 562*275/Cylinder = $154,550 + additional $20,000 Sodium + Gilbert NaOCl annually 7 pallets @ $3,600 ea. = $25,200 = $199,750
6870	Granular Activated Carbon	Granular Activated Carbon at (3) locations in 2020-2021: 19th North & South - 440,000 pounds @ .9371 pp = $580,800
7120	Mt Vernon Assessment	Power for Mt. Vernon
7130	Supplemental Water Purchases	State Project Water funded by replenishment charge
7140	Water Extraction Fees	Valley Replenishment Fee and Conservation District Fees

CAPITAL OUTLAY

	None in this Budget	

WATER UTILITY PLANT & FACILITY MAINTENANCE

SECTION 3042

The Facility Maintenance section is responsible for correcting, repairing, and documenting all functions related to landscape, painting, or general maintenance. Projects encountered day to day, ranging from simple activities to complex work. Landscapers provide service throughout the year to include weed cutting, brush trimming, tree trimming, flailing, disking, sprinkler repair, and adjustments to sprinkler controls according to seasonal climate changes at 100 different sites. The painting crew protects assets by washing, waxing, painting new or existing facilities. The general maintenance crew is responsible for 5 annual programs, including gate valve exercising, cl2 solenoid cleaning, cl2 hose changeouts, Cla-Val maintenance, electric, gas motor oil changes, and plant facility scheduled checks. Maintenance is also relied upon by the Department to provide and assist its services in any capacity when needed. The section strives to set an example to the general public, by inspecting conditions, making cost-conscious repairs, and maintaining overall aesthetically pleasing sites.

SECTION 3042

ACCOMPLISHMENTS

- The section provided a solution to three unique customer service-related infrastructure improvements:

- The first was a need to install a new security fence around a reservoir site, which was in proximity to a customer's failing retaining wall. A new retaining wall was constructed to accommodate the new fence, provide safety, and security.

- The second was to move an entry gate to a reservoir that created an after-hours parking hazard for customers in the neighborhood. A new entry gate was constructed and set curbside to eliminate possible parking in the reservoir driveway.

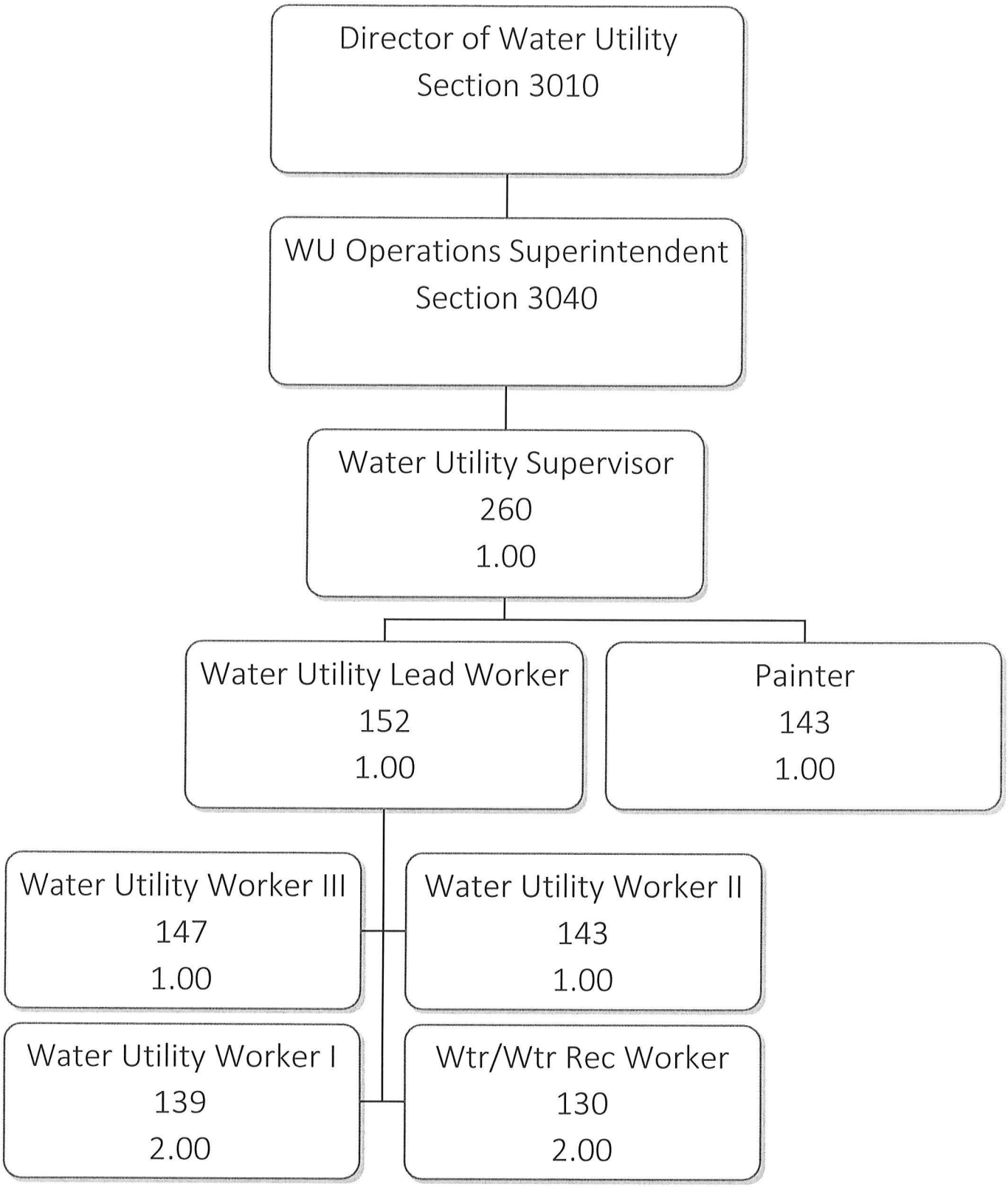
- The third was to install a french drain at a reservoir site, where a hillside slope posed a potential hazard to a homeowner. A trench drain was installed at the bottom of the reservoir driveway to catch rain runoff, and curbing was placed alongside the driveway to direct runoff towards the drain.

OBJECTIVES AND GOALS

- Create a team-oriented section to help staff reach new levels of skills, knowledge, and attitudes. Follow Department policy, procedures, and standards. Display sound judgment in managing and controlling expenses, accept responsibility and be relied upon to meet schedules.

- Successfully complete the section's annual programs in the same calendar year. Additionally, continue to improve facility aesthetics to promote a better public image, continue to address, rectify, and improve upon documentation of the section's work.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
PLANT AND FACILITY MAINTENANCE - SECTION 3042



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
PLANT AND FACILITY MAINTENANCE - SECTION 3042
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (100%)				
	Salaries				
100-3042-510-5110	SALARIES - FULL TIME	$ 510,723	$ 581,988	$ 548,267	$ 611,402
100-3042-510-5120	SALARIES - OVERTIME	359	-	493	-
	Fringe Benefits				
100-3042-510-5205	PERS - EMPLOYER PAID	46,872	51,593	52,347	41,025
100-3042-510-5208	PERS - EMPLOYER PAID-UAL	99,465	113,144	109,584	122,332
100-3042-510-5215	DEFERRED COMP - EMPLOYER PAID	2,133	3,250	2,267	3,250
100-3042-510-5220	MEDICARE TAXES	7,041	8,439	7,662	8,865
100-3042-510-5230	GROUP MEDICAL INSURANCE	101,619	140,761	99,940	147,983
100-3042-510-5245	LIFE AND AD&D INSURANCE	377	403	382	403
	SUBTOTAL PERSONNEL	768,589	899,578	820,942	935,259
	MAINTENANCE AND OPERATIONS				
100-3042-510-5330	EMPLOYEE REIMBURSEMENTS	677	2,000	596	2,000
100-3042-510-5340	UNIFORM RENTAL AND CLEANING	1,907	3,000	2,570	3,500
100-3042-510-5350	SAFETY CLOTHING AND SUPPLIES	3,029	2,500	1,129	3,500
100-3042-510-5370	MISCELLANEOUS EXPENSE	-	2,000	-	2,000
100-3042-510-5455	TELEPHONE	1,931	2,500	2,331	2,500
100-3042-510-5470	COMPUTER EQUIPMENT	2,744	-	-	-
100-3042-510-5670	VANDALISM REPAIR	-	10,000	8,138	5,000
100-3042-510-6110	ELECTRICAL SERVICES	136,029	150,000	422,825	150,000
100-3042-510-6120	LANDSCAPE SERVICES	43,805	60,000	60,000	65,000
100-3042-510-6140	MAINTENANCE SERVICES	17,324	22,000	22,000	22,000
100-3042-510-6160	FACILITY MAINTENANCE	-	350,000	322,173	-
100-3042-510-6270	DUMP FEES	1,993	2,500	624	2,500
100-3042-510-6410	MATERIALS AND SUPPLIES	76,702	70,000	70,000	75,000
100-3042-510-6510	SMALL TOOLS AND EQUIPMENT	9,859	7,000	7,000	7,000
100-3042-510-6520	EQUIPMENT RENTAL	905	4,000	-	2,000
100-3042-510-6540	EQUIPMENT REPAIRS AND MAINTENANCE	80	2,000	195	4,250
	SUBTOTAL MAINTENANCE AND OPERATIONS	296,985	689,500	919,581	346,250
	OPERATING BUDGET - WATER	1,065,574	1,589,078	1,740,523	1,281,509
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
100-3042-580-8010	TOOLS AND EQUIPMENT	6,427	-	-	-
	SUBTOTAL CAPITAL OUTLAY	6,427	-	-	-
	TOTAL BUDGET	$ 1,072,001	$ 1,589,078	$ 1,740,523	$ 1,281,509

FUND	DIVISION	SECTION	NUMBER
Water	Water Utility	Operations Plant and Facility Maintenance	3042

DESCRIPTION:

This section is responsible for the maintenance of well sites, booster stations, reservoirs, stripping and treatment facilities, and other water facilities. Maintenance includes painting, mechanical repairs and upkeep, motor rewinding, pump repairs, and basic troubleshooting.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		WU Supervisor	1	1	1
		WU Lead Worker	1	1	1
		WU Worker III	1	1	1
		Painter	1	1	1
		WU Worker II	1	1	1
		WU Worker I	2	2	2
		Water/Water Reclamation Worker	2	2	2
			9	9	9

MAINTENANCE AND OPERATIONS

5330	Employee Reimbursements	Boot Allowance $200 x 9 , Safety Glasses $100 x 2
5340	Uniform Rental and Cleaning	Uniform rental, cleaning and replacement + 2 new employees
5350	Safety Clothing and Supplies	Employee clothing, shoes, helmets, and shade protection per regulations + 2 new employees, Replacing 8 harnesses and adding 2 harnesses (new employees) ($1,000)
5370	Miscellaneous Expense	Miscellaneous expenses
5455	Telephone	(5) Cellular phones ($2,000) (1) Toughbook/Sim card ($500)
5670	Vandalism Repair	Vandalism repairs not covered by Safety's loss control account, typically break in attempts or minor facility damages.
6110	Electrical Services	Materials and supplies to support Electrical Instrumentation/SCADA Water Utility work orders
6120	Landscape Services	Landscape at reservoirs, booster stations, plants, EPA sites & empty parcels
6140	Maintenance Services	Outside contractors for pump repairs, fencing, tree cutting and troubleshooting
6270	Dump Fees	Cost of dumping refuse, homeless trash, and construction material remnants at landfills
6410	Materials and Supplies	Operating supplies to maintain or repair pumping, boosting, and treatment facilities
6510	Small Tools and Equipment	Tools and equipment under $5,000, misc. hand and power tools for grounds, painters, and mechanical maintenance crews - equipment worn, unsafe and shared with Section 3043
6520	Equipment Rental	Construction equipment rental - water truck (current at $6,500)
6540	Equipment Repairs and Maintenance	Repair of electric and pneumatic power tools, calibration of atmospheric tester, laser alignment device, metro-tech, engineers level and various pieces of equipment. Repairs on accidents to new trucks garage doesn't cover

CAPITAL OUTLAY

None in this budget	

SPECIALTY CONSTRUCTION

SECTION 3043

The Specialty Construction Section is responsible for new construction, site upgrades, and repairs while recognizing Department and industry standards at water production facilities. Some examples would be installing or rehabbing well or booster station infrastructures, pouring concrete discharge pedestals for production wells, discharge piping, production meters, system operating valves, or improving overall plant aesthetics. Also, Section 3043 ensures the security needs for all Department facilities are maintained. This includes replacing chain-link fencing with a no-climb of 1.25 inches or wrought iron fencing, constructing masonry walls, installing site lighting, and installing automated gate openers.

SECTION 3043

ACCOMPLISHMENTS

- Site improvements to Electric Reservoir, which included an access platform, new hatch doors, a retaining wall for the drain vault, upgraded wrought iron fencing, along with 8 light pole bases, placed 4,500 feet of underground conduit. As part of our dedication to drought-tolerant landscaping, the section removed 90,000 sq. ft. of grass, installed 2,100 feet of curbing 11,000 sq. ft. of artificial turf, 7,000 sq. ft. of recycled rubber bark, and 72,000 sq. ft. of rock.

- Installed a sodium hypochlorite tank, pumps, and piping to move the 19th Street Plant away from chlorine gas to a safe bleach concentrate.

- Cajon Well No. 2 - discharge re-piping and vault installation.

- Mt. Vernon Well - physical separation, built an onsite retention pond drain line for the well to flush, and monitor.

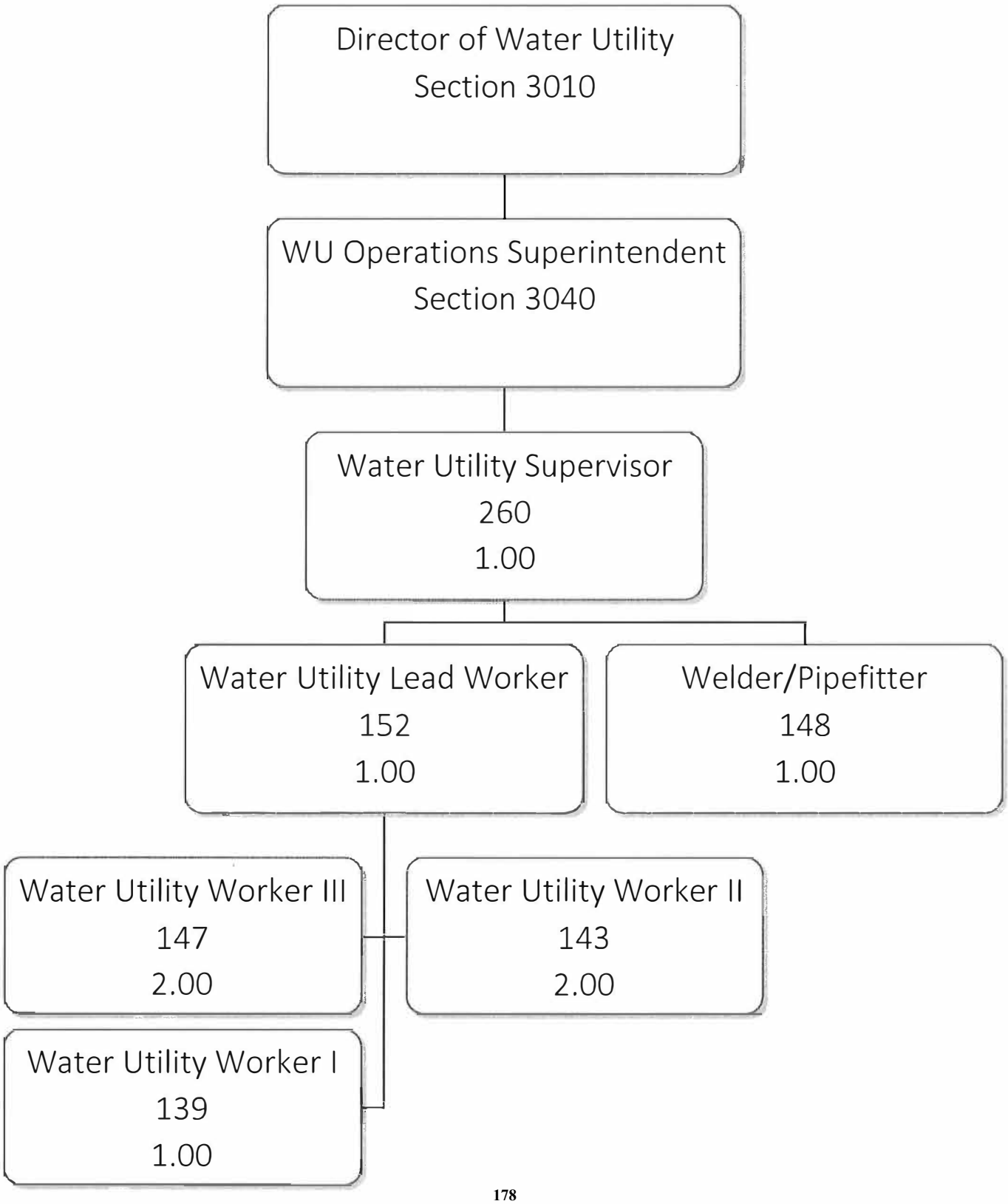
OBJECTIVES AND GOALS

- Focus on recruitment to ensure Section 3043 is fully staffed.

- Install 850 feet of new wrought iron fencing at the Newmark Plant.

- Continue assisting in the Department's effort in educating the public through conservation measures, such as drought-tolerant vegetation, and the promotion of xeriscaping through demonstration sites, such as the Gilbert, 17th Street, and Electric Reservoir facilities.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
SPECIALTY CONSTRUCTION - SECTION 3043



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SPECIALTY CONSTRUCTION - SECTION 3043
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (100%)				
	Salaries				
100-3043-510-5110	SALARIES - FULL TIME	$ 385,791	$ 538,422	$ 364,840	$ 556,703
100-3043-510-5120	SALARIES - OVERTIME	514	-		-
	Fringe Benefits				
100-3043-510-5205	PERS - EMPLOYER PAID	37,941	47,731	40,669	37,355
100-3043-510-5208	PERS - EMPLOYER PAID-UAL	97,650	104,675	107,584	111,387
100-3043-510-5215	DEFERRED COMP - EMPLOYER PAID	804	2,925	683	2,925
100-3043-510-5220	MEDICARE TAXES	5,344	7,807	5,169	8,072
100-3043-510-5230	GROUP MEDICAL INSURANCE	107,904	159,242	102,883	152,927
100-3043-510-5245	LIFE AND AD&D INSURANCE	268	360	11,168	359
	SUBTOTAL PERSONNEL	636,216	861,162	632,996	869,728
	MAINTENANCE AND OPERATIONS				
100-3043-510-5330	EMPLOYEE REIMBURSEMENTS	-	1,600	597	1,600
100-3043-510-5340	UNIFORM RENTAL AND CLEANING	3,564	3,500	3,754	3,800
100-3043-510-5350	SAFETY CLOTHING AND SUPPLIES	1,504	2,000	1,737	3,000
100-3043-510-5370	MISCELLANEOUS EXPENSE	-	2,000	-	2,000
100-3043-510-5455	TELEPHONE	1,095	2,000	845	2,000
100-3043-510-6140	MAINTENANCE SERVICES	7,702	7,000	7,000	7,400
100-3043-510-6410	MATERIALS AND SUPPLIES	40,438	40,000	40,000	40,000
100-3043-510-6510	SMALL TOOLS AND EQUIPMENT	8,513	12,500	10,715	12,500
100-3043-510-6520	EQUIPMENT RENTAL	2,263	3,000	3,000	3,000
100-3043-510-6540	EQUIPMENT REPAIRS AND MAINTENANCE	2,138	2,000	1,906	2,000
100-3043-560-5450	POSTAGE-EXPRESS DELIVERY	-	-	62	-
	SUBTOTAL MAINTENANCE AND OPERATIONS	69,232	75,600	69,615	77,300
	OPERATING BUDGET - WATER	705,448	936,762	702,612	947,028
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
100-3043-580-8010	TOOLS AND EQUIPMENT	-	-		23,000
	SUBTOTAL CAPITAL OUTLAY	-	-	-	23,000
	TOTAL BUDGET	$ 705,448	$ 936,762	$ 702,612	$ 970,028

FUND	DIVISION	SECTION	NUMBER
Water	Water Utility	Operations Specialty Construction	3043

DESCRIPTION:

This section is responsible for the construction of special facilities, including air stripping, granulated activated carbon filtration facilities, chlorinated stations, and other treatment facilities. A majority of this section's time is charged to major capital projects.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		WU Supervisor	1	1	1
		WU Lead Worker	1	1	1
		Welder/Pipefitter	1	1	1
		WU Worker III	2	2	2
		WU Worker II	2	2	2
		WU Worker I	1	1	1
			8	8	8

MAINTENANCE AND OPERATIONS

5330	Employee Reimbursements	Boot Allowance $200 x 8 employees
5340	Uniform Rental and Cleaning	Employee uniform rentals - 2 new employees
5350	Safety Clothing and Supplies	Safety gear for 2 new employees, Rain jackets for 2 employees ($200), Welding safety supplies: gloves, jackets, hood lenses, respiratory masks ($400), Safety gear: gloves, hard hats, safety glasses ($300), Rubber boots for 2 crew members ($100), replacement climbing harnesses/lanyards ($1000)
5370	Miscellaneous Expense	Miscellaneous expenses
5455	Telephone	(5) Cellular phones ($2,000)
6140	Maintenance Services	Maintain ongoing service contracts, remote toilets
6410	Materials and Supplies	Materials to build and maintain Water Department facilities and infrastructure outside Capital Improvement Projects. Example: building supplies, concrete, block, lumber/forms, slag, gravel, irrigation, steel/metal fabrication, and new facility construction, plus the costs of materials are increasing annually (metals).
6510	Small Tools and Equipment	To replace various degrading tools. New wire feed welder for weld shop - current one is 20 years old and under performs constantly slowing down production ($3,500); Air dryer for compressed air in shop ($2,100); Drill Press to replace existing machine that is failing and out of plumb. ($3,300); Replacement welding stingers for suitcase welder ($1,300); Replacement transit ($900); Misc. unexpected for new Truck No.150 replacement ($750); Consumable tools, drill bits, saw blades, nozzle tips and etc. ($750)
6520	Equipment Rental	Man lift for air towers, rollers for surfaces, and truck rental to replace Truck No. 181 and Tractor No. 1030 due to continuous break downs.
6540	Equipment Repairs and Maintenance	Equipment repairs, welder, survey, locators, gate truck, vehicle repairs, misc.

CAPITAL OUTLAY

8010	**Tools and Equipment**	Downdraft Table - Existing table is worn and allows gas and fumes to contaminate the welder's breathing area. The new table contains a built-in air filtration unit that draws in contaminated air, filters it, and returns clean air to

ENGINEERING

SECTION 3060

TThe Engineering Section provides services to customers and other Department functions for technical matters involving the City's water utility, sewer collection, and wastewater treatment infrastructures in four (4) major areas: Development Services, Capital Improvements, Construction Services, Geographical Information System (GIS) and Mapping Services. In support of new development and in-fill projects, the Engineering Section coordinates planning for new facilities as required by the Department's Rules and Regulations, administration of the Department's water, sewer, and treatment facility master plans, and maintenance of technical standards and drawings. The Engineering Section develops and implements the Department's Capital Improvement Program (CIP) throughout the design and construction phases, in coordination with the Public Works and other City Departments. The Engineering Section also maintains and enhances the Department's GIS system, which provides a wide variety of water and sewer system data in a geographic interface for the Department's field assets and facilities. The Engineering Section also provides a leadership role in updating the Urban Water Management Plan, providing conservation data to State regulators, responding to public information requests for water and sewer infrastructure, providing technical support for grant opportunities, and supporting matters associated with easements and other real property transactions.

SECTION 3060

ACCOMPLISHMENTS

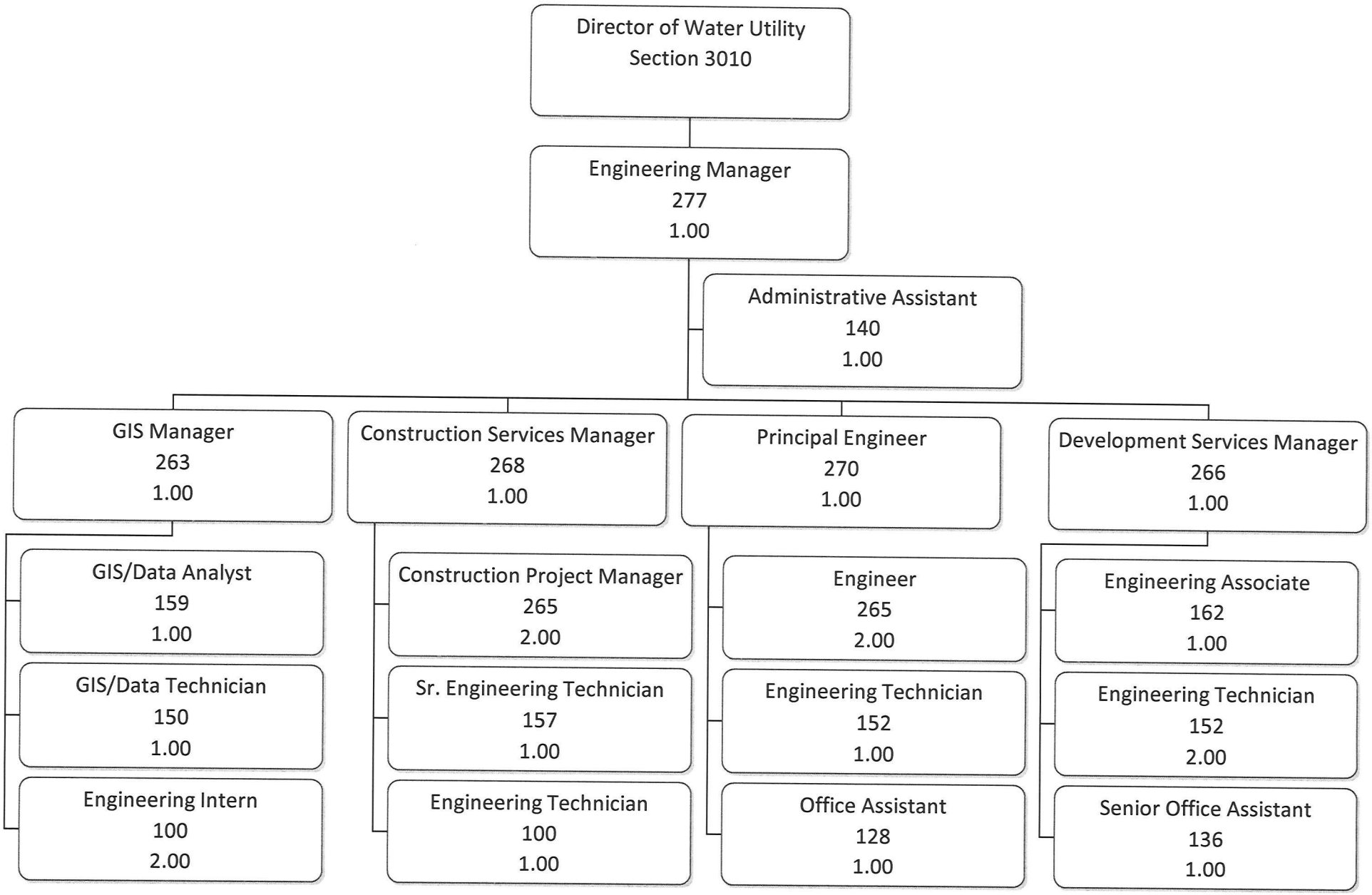
- In the fiscal year, 2020-2021, the CIP Design Services and Construction Services Groups completed construction of three (3) existing projects; completed the design of two (2) existing projects; initiated the construction of one (1) new project; initiated the design of seven (7) new projects; and managed the construction of three (3) on-going construction projects.
- In the fiscal year 2020-2021, the Development Services Group processed 68 will-serve letters, 33 fire flow requests, 68 water service invoices, 95 sewer service invoices, 82 utility information requests, and 32 Public Records Act requests to date. In addition, the Development Services Group has processed 3 new Rule and Regulation No. 20 applications, coordinated 20 consultants performed plan checks, and performed 39 in-house plan checks. The Developer Portal has completed the design and is ready for implementation.
- In the fiscal year 2020-2021, the GIS/Mapping Group completed 119 water and sewer tie-sheets, 70 water work orders, 110 water and sewer as-built drawings, and 114 Field Mapplet redlines. Staff continues to monitor and manage the content of the Water Utility Division website to include Engineering Standards, Engineering Reports, Plans, and Technical Specifications for both Water and Sewer Collection.

OBJECTIVES AND GOALS

- Substantial completion of the Rule 1110.2 Resultant, Low Emission Flare Replacement, and Electrical Infrastructure Improvement projects.

- Complete the design and start construction of the first phase of the Water Facilities Relocation project.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WATER FUND
ENGINEERING - SECTION 3060



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
ENGINEERING - SECTION 3060
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (40%)				
	Salaries				
100-3060-560-5110	SALARIES - FULL TIME	$ 712,147	$ 781,422	$ 753,796	$ 814,073
100-3060-560-5115	SALARIES - PART TIME	4,465	5,782	4,579	5,671
	Fringe Benefits				
100-3060-560-5205	PERS - EMPLOYER PAID	65,342	69,273	74,751	54,624
100-3060-560-5208	PERS - EMPLOYER PAID-UAL	132,897	151,916	146,417	162,883
100-3060-560-5215	DEFERRED COMP - EMPLOYER PAID	2,673	3,770	3,786	3,770
100-3060-560-5220	MEDICARE TAXES	10,128	11,414	10,654	11,886
100-3060-560-5230	GROUP MEDICAL INSURANCE	77,396	106,235	77,039	120,139
100-3060-560-5245	LIFE AND AD&D INSURANCE	359	398	372	395
	SUBTOTAL PERSONNEL	1,005,407	1,130,210	1,071,394	1,173,441
	MAINTENANCE AND OPERATIONS				
100-3060-560-5320	TRAINING EXPENSE	1,884	3,140	-	6,400
100-3060-560-5330	EMPLOYEE REIMBURSEMENTS	680	5,000	2,380	4,660
100-3060-560-5350	SAFETY CLOTHING AND SUPPLIES	562	500	151	500
100-3060-560-5370	MISCELLANEOUS EXPENSE	-	1,500	-	1,000
100-3060-560-5405	GENERAL OFFICE SUPPLIES	7,117	8,000	6,390	8,000
100-3060-560-5410	ENGINEERING DRAFTING SUPPLIES	4,969	8,000	3,321	6,000
100-3060-560-5415	COMPUTER SUPPLIES	646	1,000	404	750
100-3060-560-5420	PRINTED MATERIALS AND PRINTING	3,742	3,000	1,042	3,300
100-3060-560-5425	BOOKS AND PUBLICATIONS	195	2,700	-	500
100-3060-560-5435	OFFICE EQUIPMENT MAINTENANCE	7,250	8,700	7,481	8,700
100-3060-560-5455	TELEPHONE	9,925	12,900	11,266	13,400
100-3060-560-5465	MINOR OFFICE EQUIPMENT	195	-	-	-
100-3060-560-5470	COMPUTER EQUIPMENT	3,521	3,000	-	2,000
100-3060-560-5475	SOFTWARE	8,150	12,000	12,000	12,250
100-3060-560-5480	OFFICE FURNITURE	-	-	313	-
100-3060-560-5525	OTHER PROFESSIONAL SERVICES	7,495	3,000	-	106,000
100-3060-560-5540	ENGINEERING SERVICES	26,268	325,000	37,706	150,000
100-3060-560-5542	PLAN CHECK, INSPECTION, AND HYDRAULIC ANALYSIS	117,973	47,000	165,638	400,000
100-3060-560-6210	PERMITS AND FEES	428	1,500	75	2,000
	SUBTOTAL MAINTENANCE AND OPERATIONS	201,000	445,940	248,165	725,460
	OPERATING BUDGET - WATER	1,206,407	1,576,150	1,319,559	1,898,901
	SEWER TREATMENT FUND				
	PERSONNEL (15%)				
	Salaries				
200-3060-560-5110	SALARIES - FULL TIME	258,731	293,033	284,494	305,277
200-3060-560-5115	SALARIES - PART TIME	1,674	2,168	1,717	2,127
	Fringe Benefits				
200-3060-560-5205	PERS - EMPLOYER PAID	25,006	25,977	28,252	20,484
200-3060-560-5208	PERS - EMPLOYER PAID-UAL	49,836	56,969	54,906	61,081
200-3060-560-5215	DEFERRED COMP - EMPLOYER PAID	1,003	1,414	1,413	1,414
200-3060-560-5220	MEDICARE TAXES	3,682	4,280	4,020	4,457
200-3060-560-5230	GROUP MEDICAL INSURANCE	29,350	39,838	30,912	45,052
200-3060-560-5245	LIFE AND AD&D INSURANCE	140	148	143	148
	SUBTOTAL PERSONNEL	369,422	423,827	405,857	440,041

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
ENGINEERING - SECTION 3060
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	OPERATING BUDGET - SEWER TREATMENT	369,422	423,827	405,857	440,041
	SEWER COLLECTION FUND				
	PERSONNEL (40%)				
	Salaries				
400-3060-560-5110	SALARIES - FULL TIME	673,448	781,422	739,382	814,073
400-3060-560-5115	SALARIES - PART TIME	4,465	5,782	4,579	5,671
	Fringe Benefits				
400-3060-560-5205	PERS - EMPLOYER PAID	64,871	69,273	73,023	54,624
400-3060-560-5208	PERS - EMPLOYER PAID-UAL	132,897	151,916	146,417	162,883
400-3060-560-5215	DEFERRED COMP - EMPLOYER PAID	2,673	3,770	3,767	3,770
400-3060-560-5220	MEDICARE TAXES	9,562	11,414	10,444	11,886
400-3060-560-5230	GROUP MEDICAL INSURANCE	77,091	106,235	72,322	120,139
400-3060-560-5245	LIFE AND AD&D INSURANCE	352	395	355	395
	SUBTOTAL PERSONNEL	965,359	1,130,207	1,050,288	1,173,441
	OPERATING BUDGET - SEWER COLLECTION	965,359	1,130,207	1,050,288	1,173,441
	RIX FUND				
	PERSONNEL (5%)				
	Salaries				
300-3060-560-5110	SALARIES - FULL TIME	84,411	97,678	92,694	101,759
300-3060-560-5115	SALARIES - PART TIME	558	723	572	709
	Fringe Benefits				
300-3060-560-5205	PERS - EMPLOYER PAID	8,133	8,659	9,160	6,828
300-3060-560-5208	PERS - EMPLOYER PAID-UAL	16,612	18,990	18,303	20,360
300-3060-560-5215	DEFERRED COMP - EMPLOYER PAID	334	471	471	471
300-3060-560-5220	MEDICARE TAXES	1,199	1,427	1,309	1,486
300-3060-560-5230	GROUP MEDICAL INSURANCE	9,653	13,279	9,181	15,017
300-3060-560-5245	LIFE AND AD&D INSURANCE	44	49	46	49
	SUBTOTAL PERSONNEL	120,944	141,276	131,736	146,680
	OPERATING BUDGET - RIX	120,944	141,276	131,736	146,680
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	2,662,132	3,271,460	2,907,440	3,659,063
	CAPITAL OUTLAY				
	CAPITAL OUTLAY ITEMS				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 2,662,132	$ 3,271,460	$ 2,907,440	$ 3,659,063

FUND	DIVISION	SECTION	NUMBER
Water	Water Utility	Engineering	3060

DESCRIPTION:

This section prepares engineering drawings related to system design using ARC/CAD to complete various engineering drawings, including SBMWD standard drawings. This section performs construction administration and inspection for CIP projects, and performs coordination for new development infrastructure. This section also administers the Geographic Information System and Groundwater Information Database.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Engineering Manager	1	1	1
		Principal Engineer	1	1	1
		Construction Services Manager	1	1	1
		Development Services Manager	1	1	1
		GIS Manager	1	1	1
		Construction Project Manager	2	2	2
		Engineering Associate	1	1	1
		Engineer	2	2	2
		GIS Database Analyst	1	1	1
		GIS Database Technician	1	1	1
		Engineering Technician	5	5	4
		Administrative Assistant	1	1	1
		Sr Engineering Technician	0	0	1
		Senior Office Assistant	2	2	1
		Office Assistant	0	0	1
			20	20	20
5115	Salaries - Part Time	Student Intern	2	2	2
			2	2	2

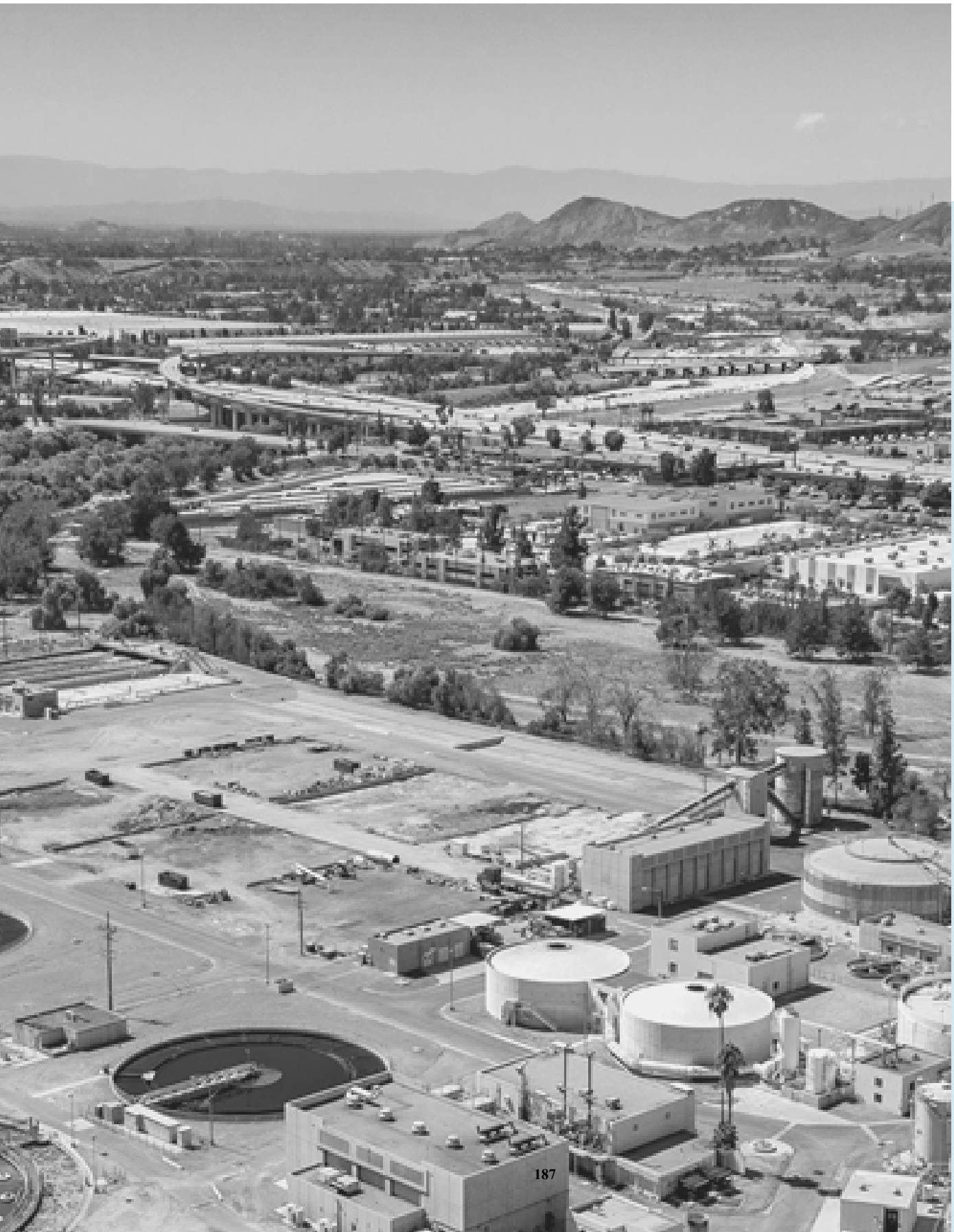
MAINTENANCE AND OPERATIONS

5320	Training Expense	CEU Courses, ESRI Conference, CMAA Membership and Certification
5330	Employee Reimbursements	Education/Seminar reimbursements, certification reimbursements, boot reimbursement
5350	Safety Clothing and Supplies	Safety clothing and supplies
5370	Miscellaneous Expenses	Miscellaneous Expenses
5405	General Office Supplies	General office supplies (Stapler, paper clips, pens, pencils, mechanical pencils, refills, etc.)
5410	Engineering Drafting Supplies	Plotter Paper, Plotter Toner, Cartridges for LaserJet Printer
5415	Computer Supplies	Surge Protectors, power cords, keyboard and mouse replacements
5420	Printed Materials	Large Format Maps Water Atlas and Misc. Scanned Maps
5425	Books & Publications	RS Means Database
5435	Office Equipment Maintenance	Copier, Plotter maintenance and large scanner maintenance
5455	Telephone	(19) I-Phones, (9) Phone Upgrades, (3) Verizon Jetpacks
5470	Computer Equipment	Work station for new employees
5475	Software	Aerial Imagery Subscription
5525	Other Professional Services	Annual Water Audit ($6,000.00) and additional assessment component ($100,000.00)
5540	Engineering Services	Engineering and Construction Management support (including potholing, real property services,
5542	Plan Check/Inspection/Hydraulic Analyses	Seed money for Developer Plan Check and Inspection Services
6210	Permits and Fees	Public Works permit fees, Gas Co fees

CAPITAL OUTLAY

None in this budget

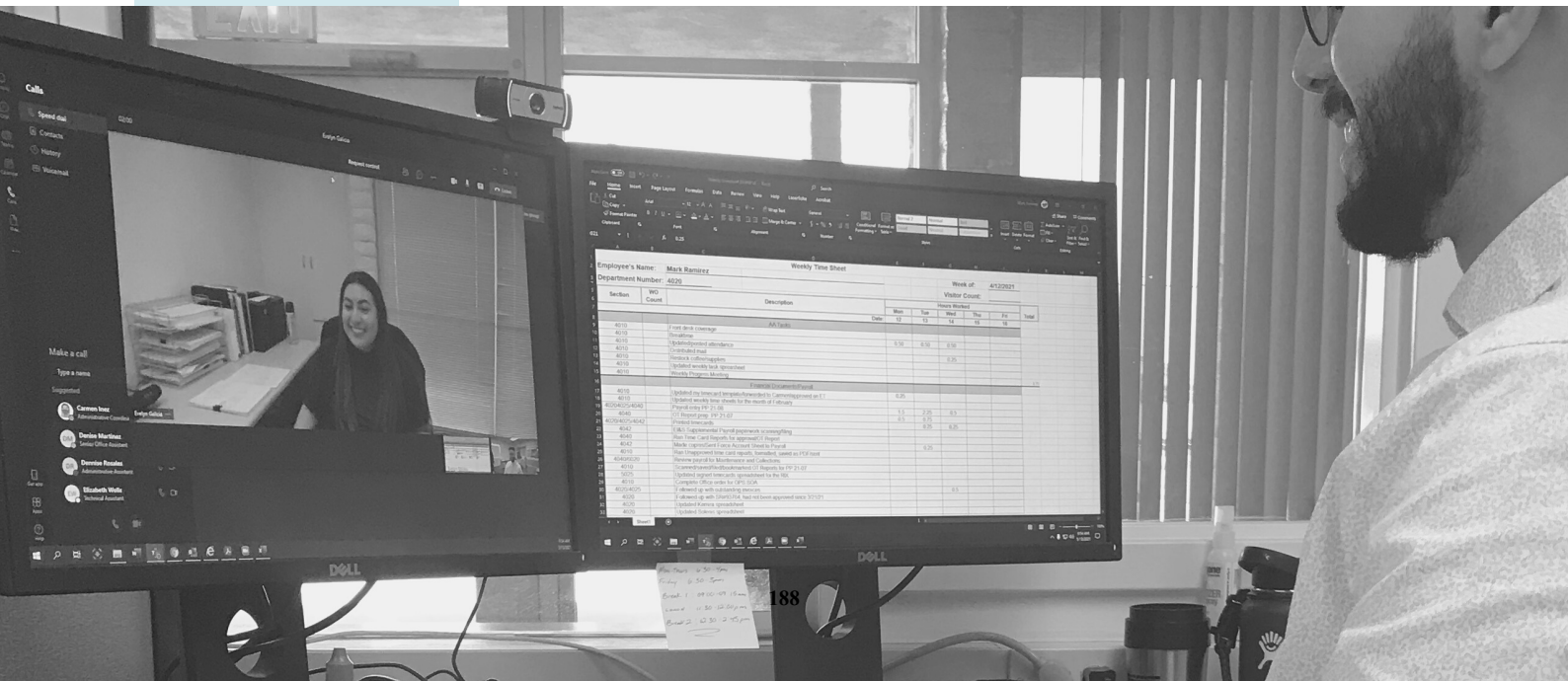
WATER RECLAMATION



WATER RECLAMATION ADMINISTRATION

SECTION 4010

The Water Reclamation Administration Section is responsible for providing the administrative support and oversight of all Sections within the Water Reclamation Division: Administration; Operations; Maintenance; Electrical Instrumentation, Bio Solids Processing, and SCADA; RIX Facility; and Sewer Collections. Staff is responsible for ensuring the other Sections maintain compliance with the methods and procedures for the pretreatment protection, collection, treatment, and processing of wastewater to conform to federal, state, and local requirements. Staff is also responsible for performing the varied levels of administrative support tasks, including complex and paraprofessional technical support functions.



SECTION 4010

ACCOMPLISHMENTS

- Maintained full functionality and compliance of the Water Reclamation Collections and Treatment systems during a pandemic.

- Ensured effective progress on the Department's Strategic Plan and the Digester Gas Beneficial Use Program.

- Processed a monthly average of 700 to 1,000 work orders and assisted an average of 250 to 750 visitors and contractors to the WRP per month, while completing all administrative reports and maintaining all filing requirements.

OBJECTIVES AND GOALS

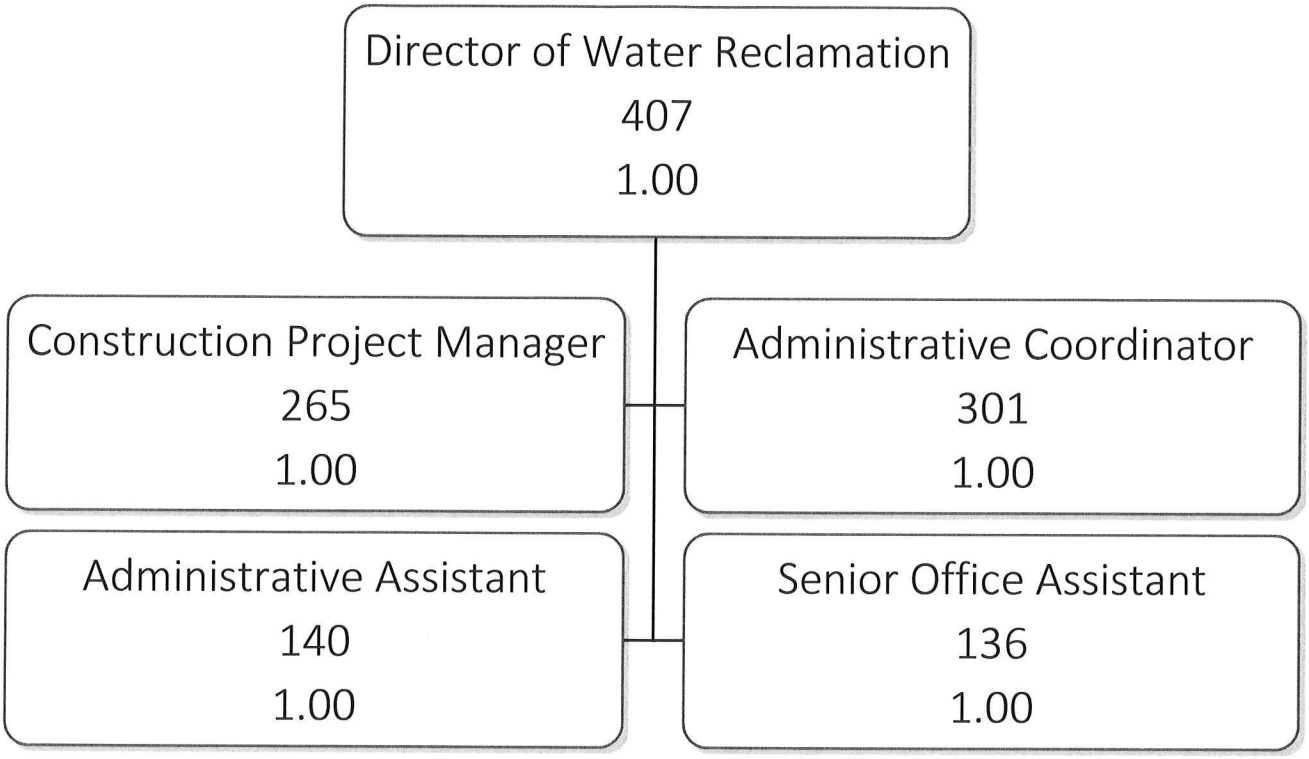
- Continue to maintain full functionality and compliance of the Water Reclamation Collections and Treatment systems during the pandemic.

- Continue effective progress on the Department's Strategic Plan and complete the Digester Gas Beneficial Use Program.

- Continue implementation of effective performance management strategies.

.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER FUND
WATER RECLAMATION ADMINISTRATION - SECTION 4010



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
WATER RECLAMATION ADMINISTRATION - SECTION 4010
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER TREATMENT FUND				
	PERSONNEL (60%)				
	Salaries				
200-4010-560-5110	SALARIES - FULL TIME	$ 222,213	$ 249,937	$ 230,592	$ 264,232
200-4010-560-5120	SALARIES - OVERTIME	-	-	-	-
	Fringe Benefits				
200-4010-560-5205	PERS - EMPLOYER PAID	20,645	22,157	23,967	17,730
200-4010-560-5208	PERS - EMPLOYER PAID-UAL	42,623	48,590	46,960	52,869
200-4010-560-5215	DEFERRED COMP-EMPLOYER PAID	1,187	1,560	1,147	1,560
200-4010-560-5220	MEDICARE TAXES	3,143	3,624	3,289	3,831
200-4010-560-5230	GROUP MEDICAL INSURANCE	41,338	48,456	26,086	41,391
200-4010-560-5245	LIFE AND AD&D INSURANCE	139	165	138	165
200-4010-560-5250	UNEMPLOYMENT BENEFITS	4,490	-	3,585	-
	SUBTOTAL PERSONNEL	335,778	374,489	332,179	381,778
	MAINTENANCE AND OPERATIONS				
200-4010-560-5310	TRAVEL & CONVENTION	38	850	433	1,050
200-4010-560-5320	TRAINING EXPENSE	210	560	-	560
200-4010-560-5330	EMPLOYEE REIMBURSEMENTS	(10)	115	424	770
200-4010-560-5350	SAFETY CLOTHING AND SUPPLIES	984	1,000	117	1,000
200-4010-560-5370	MISCELLANEOUS EXPENSE	-	5,000	166	-
200-4010-560-5380	MEMBERSHIP AND DUES	332	365	269	400
200-4010-560-5405	GENERAL OFFICE SUPPLIES	1,229	3,000	616	3,000
200-4010-560-5420	PRINTED MATERIALS AND PRINTING	-	160	-	160
200-4010-560-5430	SUBSCRIPTIONS	200	200	200	200
200-4010-560-5435	OFFICE EQUIPMENT MAINTENANCE	4,700	4,200	4,200	4,200
200-4010-560-5455	TELEPHONE	9,806	9,040	11,519	10,000
200-4010-560-5475	SOFTWARE	3,201	3,000	2,985	3,000
200-4010-560-5525	OTHER PROFESSIONAL SERVICES	(450)	-	-	-
200-4010-560-6310	ELECTRIC	373	-	-	-
200-4010-560-6510	SMALL TOOLS AND EQUIPMENT	-	2,000	1,565	2,000
200-4010-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (60%)	(8,020)	(11,796)	(8,997)	(10,536)
	SUBTOTAL MAINTENANCE AND OPERATIONS	12,593	17,694	13,496	15,804
	OPERATING BUDGET - SEWER TREATMENT	348,371	392,183	345,675	397,582
	SEWER COLLECTION FUND				
	PERSONNEL (35%)				
	Salaries				
400-4010-560-5110	SALARIES - FULL TIME	122,225	145,797	134,515	154,135
	Fringe Benefits				
400-4010-560-5205	PERS - EMPLOYER PAID	12,043	12,925	13,981	10,342
400-4010-560-5208	PERS - EMPLOYER PAID-UAL	24,864	28,344	27,393	30,840
400-4010-560-5215	DEFERRED COMP-EMPLOYER PAID	692	910	669	910
400-4010-560-5220	MEDICARE TAXES	1,726	2,114	1,919	2,235
400-4010-560-5230	GROUP MEDICAL INSURANCE	24,114	28,266	22,711	24,145
400-4010-560-5245	LIFE AND AD&D INSURANCE	81	96	81	96
	SUBTOTAL PERSONNEL	185,745	218,452	201,268	222,704
400-4010-560-5330	EMPLOYEE REIMBURSEMENTS	-	-	165	-
400-4010-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (35%)	7,018	10,322	7,873	9,219
	OPERATING BUDGET - SEWER COLLECTION	192,763	228,774	209,306	231,923

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
WATER RECLAMATION ADMINISTRATION - SECTION 4010
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	RIX FUND				
	PERSONNEL (5%)				
	Salaries				
300-4010-560-5110	SALARIES - FULL TIME	17,461	20,828	19,216	22,019
300-4010-560-5120	SALARIES - OVERTIME	-	-	-	-
	Fringe Benefits				
300-4010-560-5205	PERS - EMPLOYER PAID	1,720	1,846	1,997	1,477
300-4010-560-5208	PERS - EMPLOYER PAID-UAL	3,552	4,049	5,841	4,406
300-4010-560-5215	DEFERRED COMP-EMPLOYER PAID	99	130	96	130
300-4010-560-5220	MEDICARE TAXES	247	302	274	319
300-4010-560-5230	GROUP MEDICAL INSURANCE	3,445	4,038	3,244	3,449
300-4010-560-5245	LIFE AND AD&D INSURANCE	12	14	12	14
	SUBTOTAL PERSONNEL	26,536	31,207	30,680	31,815
300-4010-560-5330	EMPLOYEE REIMBURSEMENTS	-	-	24	-
300-4010-560-7900	ALLOCATION FROM/(TO) OTHER FUNDS (5%)	1,003	1,475	1,125	1,317
	OPERATING BUDGET - RIX	27,539	32,682	31,828	33,132
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	568,673	653,639	586,809	662,636
	CAPITAL OUTLAY				
	CAPITAL OUTLAY				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL TOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 568,673	$ 653,639	$ 586,809	$ 662,636

FUND	DIVISION	SECTION	NUMBER
Sewer Treatment	Water Reclamation	Administration	4010

DESCRIPTION:

The Director of Water Reclamation is responsible for day-to-day operations of sewer facilities. These include the wastewater collection system, the plant at 399 Chandler Place, and the Rapid Infiltration/Extraction facility located at 1990 Agua Mansa Road in Colton.

PERSONNEL

		POSITION	2019-20	2020-21	2021-2022
5110	Salaries - Full Time				
		Director Water Reclamation	1	1	1
		Administrative Coordinator	1	1	1
		Construction Project Manager	1	1	1
		Administrative Assistant	1	1	1
		Senior Office Assistant	1	1	1
		Office Assistant	1	1	0
			6	6	5

MAINTENANCE AND OPERATIONS

5310	Travel & Convention	CASA Conference
5320	Training Expense	Employee training seminars and workshops (HR; Professional Need)
5330	Employee Reimbursements	PE License, D1 & T1 Certifications
5350	Safety Clothing and Supplies	Personal Protective Equipment
5370	Miscellaneous Expense	Miscellaneous expenses
5380	Membership & Dues	CWEA/WEF Membership
5405	General Office Supplies	General office supplies
5420	Printed Materials	Business cards, specialty documents
5430	Subscriptions	Manager Tools subscription
5435	Office Equipment Maintenance	Copier maintenance and repairs (Mail Room Copier Bizhub C652)
5455	Telephone	(2) Smartphones; (1) iPad; (1) Satellite Phone; (1) Jetpack; Other hard lines
5475	Software	Wrike System
6510	Small Tools and Equipment	Miscellaneous tools and equipment

CAPITAL OUTLAY

	None in this Budget	

WATER RECLAMATION OPERATIONS SECTION 4020

The Operations Section monitors and operates the Water Reclamation Plant (WRP) at the downstream end of the San Bernardino Municipal Water Department's sanitary sewer collection system. The WRP currently provides quality wastewater treatment services to approximately 357,200 residents of the City of San Bernardino, City of Loma Linda, East Valley, and unincorporated San Bernardino County areas.

The WRP is staffed continuously by State certified operators to ensure permit compliance and maintain an efficient operation. The WRP is rated to treat up to 33 million gallons per day (MGD) of untreated wastewater to Secondary Effluent limits. The WRP currently receives an average daily influent flow of 21.74 MGD which enters the facility through three lift stations: Arrowhead, E. Street, and East. The WRP is comprised of the following processes:

·Preliminary Treatment (three automated bar-screens and one manual to remove trash and debris and three aerated grit chambers to remove inert material from the sewage flow).

·Primary Treatment (three primary clarifiers to remove settable solids which are pumped to the anaerobic digesters for further treatment).

·Secondary Treatment (consisting of a series of aeration basins to provide biological treatment to stabilize and break down the organics and promote nutrient removal, secondary clarifiers for solids removal).

·Solids Treatment (four anaerobic digesters to stabilize and break down the volatility of the biosolids and two centrifuges for sludge dewatering).

SECTION 4020

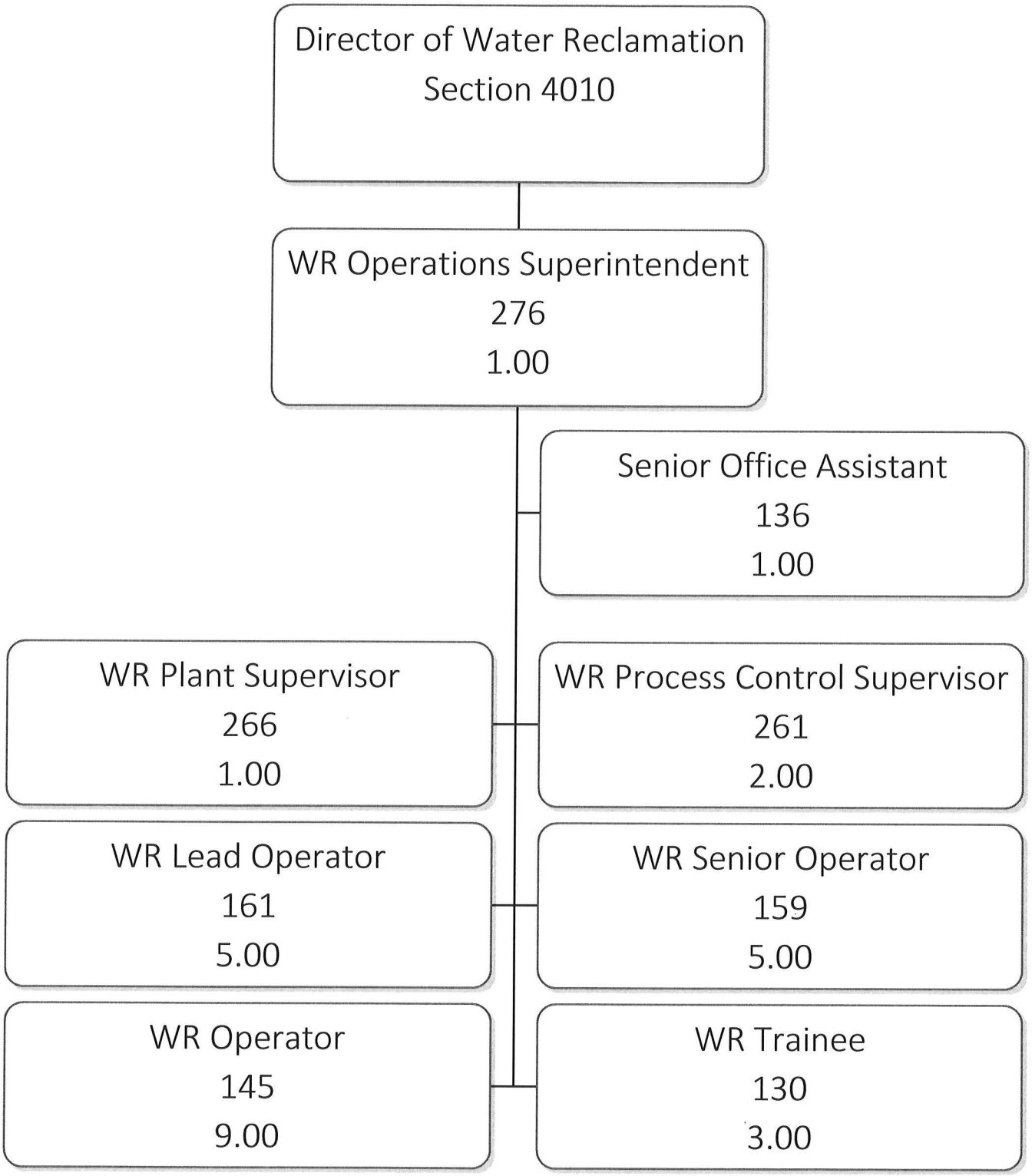
ACCOMPLISHMENTS

- WRP treated a total of 7,957.28 million gallons for the calendar year 2020, average daily flow of 21.74 MGD, and experienced zero discharge violations.
- Completed media replacement on four of the odor scrubbers (solids odor scrubbers, east, and west and headworks odor scrubbers, north and south).
- Completed replacement of diffuser membranes and repairs on Unit 1 aeration system.
- Conducted full-scale testing utilizing a wide range of polymer dosage rates and centrifuge feed rates to determine the optimal dosage rate to achieve the highest potential cake solids percentage with the minimum amount of polymer dosage rate.
- Provided ongoing support for the DGBU Program-related projects, Clean Water Factory, and Electrical Infrastructure Projects.
- Commenced with the Chemically Enhanced Primary Treatment pilot testing, which entails the addition of a coagulant at Headworks to enhance the suspended solids and Biochemical Oxygen Demand removal at the Primary Clarifiers.
- Optimized the ferric chloride dosage rate to control hydrogen sulfide production in the Digester Gas, to maintain SCAQMD requirements for pound of sulfur omitted, and protect downstream equipment. Resulting in a reduction in the Ferric Chloride dosage rate of 27% and an estimated annual savings of $98,960.
- WRP generated 25,621.34 tons of Class B Biosolids at an average cake solids percentage of 22%.
- Implemented a rotation schedule for plant equipment and processes to ensure a more equalized run time for process equipment.

OBJECTIVES AND GOALS

- Actively participate and develop sound operational parameters to meet the changing regulatory environment. Continue to work with process engineers and contractors to ensure the WRP project's outcome meets the needs for an efficient operation.
- Develop a thorough training guide for operational duties and procedures performed at the Facility. The training program will include video tutorials and written procedures to ensure consistent operations and build a well-trained operational team.
- Implement a digital paperless program for daily readings and area checklist.
- Develop a five-year plan for specific repairs including rehabilitation for treatment processes and equipment.
- Develop and implement a valve exercising program.
- Support the DGBU Program-related projects, Clean Water Factory, and Electrical Infrastructure Projects.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER FUND
OPERATIONS - SECTION 4020



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
OPERATIONS - SECTION 4020
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER TREATMENT FUND				
	PERSONNEL (85%)				
	Salaries				
200-4020-540-5110	SALARIES - FULL TIME	$ 1,359,947	$ 1,855,914	$ 1,517,037	$ 1,933,630
200-4020-540-5120	SALARIES - OVERTIME	40,541	42,500	68,543	42,500
	Fringe Benefits				
200-4020-540-5205	PERS - EMPLOYER PAID	127,100	164,527	157,963	129,747
200-4020-540-5208	PERS - EMPLOYER PAID-UAL	306,019	360,808	337,151	386,888
200-4020-540-5215	DEFERRED COMP-EMPLOYER PAID	5,031	8,564	4,453	8,564
200-4020-540-5220	MEDICARE TAXES	19,962	26,911	22,715	28,038
200-4020-540-5230	GROUP MEDICAL INSURANCE	199,922	378,853	221,968	352,179
200-4020-540-5245	LIFE AND AD&D INSURANCE	772	1,038	817	1,038
200-4020-540-5250	UNEMPLOYMENT BENEFITS	-	-	414	-
	SUBTOTAL PERSONNEL	2,059,294	2,839,115	2,331,061	2,882,584
	MAINTENANCE AND OPERATIONS				
200-4020-540-5320	TRAINING EXPENSE	2,535	2,490	187	2,490
200-4020-540-5330	EMPLOYEE REIMBURSEMENTS	1,735	3,900	1,462	3,150
200-4020-540-5340	UNIFORM RENTAL AND CLEANING	7,169	8,390	8,869	8,060
200-4020-540-5350	SAFETY CLOTHING AND SUPPLIES	20,056	20,000	15,707	20,000
200-4020-540-5370	MISCELLANEOUS EXPENSE	-	15,000	-	-
200-4020-540-5380	MEMBERSHIP AND DUES	-	810	-	811
200-4020-540-5405	GENERAL OFFICE SUPPLIES	1,415	1,600	737	1,200
200-4020-540-5435	OFFICE EQUIPMENT MAINTENANCE	2,551	2,760	2,725	2,760
200-4020-540-5450	POSTAGE-EXPRESS DELIVERY	834	-	1,590	2,000
200-4020-540-5455	TELEPHONE	2,017	800	1,507	2,040
200-4020-540-5465	OFFICE EQUIPMENT	-	600	431	600
200-4020-540-5470	COMPUTER EQUIPMENT	3,392	900	-	9,800
200-4020-540-5475	SOFTWARE	300	-	167	-
200-4020-540-5480	OFFICE FURNITURE	-	-	95	400
200-4020-540-5550	SOFTWARE SUPPORT SERVICE	-	2,500	-	2,500
200-4020-540-6140	MAINTENANCE SERVICES	2,548	3,200	854	3,100
200-4020-540-6165	TRASH DISPOSAL	37,710	30,000	44,528	49,200
200-4020-540-6210	PERMITS AND FEES	145,752	182,940	182,940	-
200-4020-540-6310	UTILITIES - ELECTRIC	1,987,727	2,125,000	2,133,469	2,146,000
200-4020-540-6350	UTILITIES - GAS	2,715	25,700	7,973	191,880
200-4020-540-6410	MATERIALS AND SUPPLIES	46,714	51,500	45,010	53,000
200-4020-540-6510	SMALL TOOLS AND EQUIPMENT	7,824	14,500	12,797	14,500
200-4020-540-6550	RADIO EQUIPMENT	2,079	2,520	1,872	1,700
200-4020-540-6810	CHLORINE - IN PLANT	243	15,390	30,389	26,900
200-4020-540-6830	FERRIC CHLORIDE	349,623	358,720	353,029	384,400
200-4020-540-6850	POLYMER TREATMENT	15,649	33,230	38,998	49,850
200-4020-540-6860	OTHER CHEMICALS	46,595	21,600	36,898	25,000
200-4020-540-7140	WATER EXTRACTION FEES	-	13,950	-	14,999
200-4020-540-7160	BRINE LINE OPERATION AND MAINTENANCE	96,413	211,100	290,510	211,200
	SUBTOTAL MAINTENANCE AND OPERATIONS	2,783,596	3,149,100	3,212,744	3,227,540
	OPERATING BUDGET - SEWER TREATMENT	4,842,890	5,988,215	5,543,806	6,110,124

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
OPERATIONS - SECTION 4020
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER COLLECTION FUND				
	PERSONNEL (10%)				
	Salaries				
400-4020-540-5110	SALARIES - FULL TIME	154,809	218,343	178,254	227,486
400-4020-540-5120	SALARIES - OVERTIME	4,769	5,000	8,064	5,000
	Fringe Benefits				
400-4020-540-5205	PERS - EMPLOYER PAID	14,880	19,356	18,582	15,264
400-4020-540-5208	PERS - EMPLOYER PAID-UAL	36,002	42,448	39,665	45,516
400-4020-540-5215	DEFERRED COMP-EMPLOYER PAID	587	1,008	524	1,008
400-4020-540-5220	MEDICARE TAXES	2,273	3,166	2,669	3,299
400-4020-540-5230	GROUP MEDICAL INSURANCE	23,094	44,571	26,091	41,433
400-4020-540-5245	LIFE AND AD&D INSURANCE	90	122	64	122
	SUBTOTAL PERSONNEL	236,504	334,014	273,913	339,127
	OPERATING BUDGET - SEWER COLLECTION	236,504	334,014	273,913	339,127
	RIX FUND				
	PERSONNEL (5%)				
	Salaries				
300-4020-540-5110	SALARIES - FULL TIME	75,587	109,171	89,126	113,743
300-4020-540-5120	SALARIES - OVERTIME	2,288	2,500	4,032	2,500
	Fringe Benefits				
300-4020-540-5205	PERS - EMPLOYER PAID	7,289	9,678	9,291	7,632
300-4020-540-5208	PERS - EMPLOYER PAID-UAL	18,001	21,224	19,832	22,758
300-4020-540-5215	DEFERRED COMP-EMPLOYER PAID	294	504	288	504
300-4020-540-5220	MEDICARE TAXES	1,109	1,583	1,334	1,649
300-4020-540-5230	GROUP MEDICAL INSURANCE	11,276	22,285	13,045	20,716
300-4020-540-5245	LIFE AND AD&D INSURANCE	45	61	49	61
	SUBTOTAL PERSONNEL	115,889	167,006	136,998	169,564
	OPERATING BUDGET - RIX	115,889	167,006	136,998	169,564
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	5,195,283	6,489,235	5,954,717	6,618,815
	CAPITAL OUTLAY				
	CAPITAL OUTLAY - SEWER				
200-4020-580-8010	TOOLS AND EQUIPMENT	49,064	66,300	60,780	61,900
	SUBTOTAL TOTAL CAPITAL OUTLAY	49,064	66,300	60,780	61,900
	TOTAL BUDGET	$ 5,244,347	$ 6,555,535	$ 6,015,497	$ 6,680,715

FUND	DIVISION	SECTION	NUMBER
Sewer Treatment	Water Reclamation	Operations	4020

DESCRIPTION:

This section operates the Water Reclamation Plant process equipment required to meet regulatory agency permit compliance criteria, as adopted by the State Water Resources Control Board. Operators must be certified by the State as a Wastewater Treatment Plant Operator.

PERSONNEL

		POSITION	2018-19	2019-20	2020-21
5110	Salaries - Full Time				
		WR Operations Superintendent/Manager*	1	1	1
		Senior Office Assistant	1	1	1
	*Deferred indefinitely**	WR Plant Supervisor	1	1	1
		WR Process Control Supervisor	2	2	2
		WR Lead Operator	4	5	5
		WR Senior Operator	6	5	5
		WR Operator	9	9	9
		WR Trainee	3	3	3
			27	27	27

	MAINTENANCE AND OPERATIONS	
5320	Training Expense	Training seminars and workshops (WW Tech Trainers; CWEA Courses; Supv Training)
5330	Employee Reimbursements	Certifications and Tuition reimbursements (5 Cert Renewals; 4 Certifications)
5340	Uniform Rental and Cleaning	Uniform rental, cleaning, and replacement
5350	Safety Clothing and Supplies	Safety equipment inventory for the personal protective equipment room, air monitor calibration and disaster response equipment
5380	Membership and Dues	Membership and dues (2 CWEA-WEF,1 AWWA)
5405	General Office Supplies	General office supplies
5435	Office Equipment Maintenance	Copier maintenance, usage and repair (SCADA Room Bizhub C-284E)
5450	Postage-Express Delivery	Parcel and overnight mailing charges for FedEx, UPS and emergency mailings
5455	Telephone	(4) Smartphones (Supt, Plant Supv, PC Supv, DOIC); Landlines for Operations
5465	Office Equipment	Office furniture and equipment
5470	Computer Equipment	Purchase of 2 tablets for Plant Operation area rounds and 1 think client for SCADA access.
5550	Software Support Service	Maintenance service of Operations database, SCADA application, and plant meters
6140	Maintenance Services	Lab equipment, process instruments, and PLC maintenance (calibration, repair, and
6165	Trash Disposal	Dispose of grit and screenings (including grit channel cleanout & odor scrubber media replacement)
6210	Permits and Fees	SWRCB NPDES Permit ($39,200); SWRCB Clean Water Factory Permit ($12,000); SCAQMD ($26,260); SCAQMD excess emission fee ($83,600); SBCoFD ($13,200); Department of Toxic Substances hazardous Waste Disposal ($500)
6310	Utilities - Electric	Operate the plant facility and electrical motors (Including additional usage resulting from AQMD Rule 1110.2)
6350	Utilities - Gas	Power internal combustion engines, Fuel Cell and boilers at the facility (Including additional usage resulting from AQMD Rule 1110.2)
6410	Materials and Supplies	Supplies such as parts, sampling supplies, laboratory supplies, sampler repair, hoses, small tools or equipment w/ useful life of less than 1 year, consumables
6510	Small Tools and Equipment	Non-consumable lab equipment, samplers, chemical spill containment/recovery equipment, sump pumps, small power tools and DO analyzers
6550	Radio Equipment	Radio equipment replacement (6 hand-held)
6810	Chlorine - In Plant	Sodium Hypochlorite (Bleach) for odor scrubber operation
6830	Ferric Chloride	Ferric chloride to control hydrogen sulfide buildup in Digester Gas, pumps and piping
6850	Polymer Treatment	Polymer for Chemically Enhanced Primary Treatment
6860	Other Chemicals	Chemicals used in daily operation and maintenance of the facility; Muriatic Acid, granular chlorine, and soft water treatment
7140	Water Extraction Fees	Well water extraction and replenishment fee to Water Conservation District; 13,909 ac-ft per year at $11.62/ac-ft
7150	Contingency Expense	
7160	Brine Line Operation and Maintenance	Fixed charges for 2.5 MGD capacity in IEBL to SBVMWD

	CAPITAL OUTLAY	
8010	Tools and Equipment	(2) refrigerated sampler ($14,000); (2) utility carts ($39,400); Polymer pump skid for CEPT ($8,500)

BIO-SOLIDS PROCESSING

SECTION 4021

This section is responsible for operating dewatering equipment (belt filter presses and centrifuge), to achieve maximum dewatering of bio-solids for removal by trucks to disposal site.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER FUND
BIO-SOLIDS PROCESSING - SECTION 4021

No Staff
Budgeted
for this Section

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
BIO-SOLIDS PROCESSING - SECTION 4021
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER TREATMENT FUND				
	PERSONNEL				
	NO PERSONNEL BUDGETED IN THIS SECTION	$ -	$ -	$ -	$ -
	SUBTOTAL PERSONNEL	-	-	-	-
	MAINTENANCE AND OPERATIONS				
200-4021-540-6101	CONTRACT SERVICES (Sludge Removal)	1,153,367	1,132,350	1,192,031	1,268,650
200-4021-540-6130	INSPECTION SERVICES	-	1,000	-	1,000
200-4021-540-6140	MAINTENANCE SERVICES	-	-	3,467	-
200-4021-540-6410	MATERIALS AND SUPPLIES	7,495	16,700	31,794	16,900
200-4021-540-6530	FUEL AND LUBRICANTS	1,671	6,400	1,701	6,400
200-4021-540-6540	EQUIPMENT REPAIRS AND MAINTENANCE	7,495	6,180	12,549	8,300
200-4021-540-6850	POLYMER TREATMENT	787,344	853,850	853,850	853,850
	SUBTOTAL MAINTENANCE AND OPERATIONS	1,997,462	2,016,480	2,095,393	2,155,100
	OPERATING BUDGET - SEWER TREATMENT	1,997,462	2,016,480	2,095,393	2,155,100
	CAPITAL OUTLAY				
	CAPITAL OUTLAY				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL TOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 1,997,462	$ 2,016,480	$ 2,095,393	$ 2,155,100

FUND	DIVISION	SECTION	NUMBER
Sewer Treatment	Water Reclamation	Bio-Solids Processing	4021

DESCRIPTION:

This section is responsible for operating dewatering equipment (belt filter presses and centrifuge), to achieve maximum dewatering of bio-solids for removal by trucks to disposal site.

PERSONNEL

No personnel budgeted in this section.

MAINTENANCE AND OPERATIONS

6101	Contract Services - Sludge Removal	Hauling and disposal of 25,514 wet tons of facility-generated bio-solids
6130	Inspection Services	Inspection, testing and certification (Bridge crane @ solids handling)
6140	Maintenance Services	Outside vendor services
6410	Materials and Supplies	Parts and supplies necessary to maintain solids handling operations
6530	Fuel and Lubricants	Oil and grease for hydraulic drive centrifuge
6540	Equipment Repairs and Maintenance	Outside repairs and equipment maintenance
6850	Polymer Treatment	Polymer for solids dewatering processing of centrifuge and belt press operations

CAPITAL OUTLAY

	None in this Budget	

SBMWD PORTION OF RIX FACILITY

SECTION 4025

This section moved to RIX Facility Section 5025

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER FUND
RIX FACILITY - SECTION 4025

No Staff
Budgeted
for this Section

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
RIX FACILITY - SECTION 4025
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER TREATMENT FUND				
	PERSONNEL				
	NO PERSONNEL BUDGETED IN THIS SECTION	$ -	$ -	$ -	$ -
	SUBTOTAL PERSONNEL	-	-	-	-
	MAINTENANCE AND OPERATIONS				
200-4025-540-5525	OTHER PROFESSIONAL SERVICES	2,853,697	3,922,857	3,305,891	4,166,685
200-4025-540-6540	REPAIRS AND MAINTENANCE	1,207	-	-	-
	SUBTOTAL MAINTENANCE AND OPERATIONS	2,854,904	3,922,857	3,305,891	4,166,685
	OPERATING BUDGET - SEWER TREATMENT	2,854,904	3,922,857	3,305,891	4,166,685
	CAPITAL OUTLAY				
	CAPITAL OUTLAY - SEWER				
200-4025-580-8010	TOOLS AND EQUIPMENT (80%)	941	22,400	11,440	-
200-4025-580-8070	FACILITIES (80%)	-	-	-	-
200-4025-580-8400	CAPITAL IMPROVEMENT PROJECTS - CARRYOVER (80%)	-	800,000	57,300	800,000
200-4025-580-8400	CAPITAL IMPROVEMENT PROJECTS - NEW PROJECTS (80%)	-	331,200		628,000
	SUBTOTAL TOTAL CAPITAL OUTLAY	941	1,153,600	68,740	1,428,000
	TOTAL BUDGET	$ 2,855,845	$ 5,076,457	$ 3,374,631	$ 5,594,685

FUND	DIVISION	SECTION	NUMBER
Sewer Treatment	Water Reclamation	RIX Facility	4025

DESCRIPTION:

This section moved to RIX Facility Section 5025

PERSONNEL

No personnel budgeted in this section.

	MAINTENANCE AND OPERATIONS	
5525	Other Professional Services	Charges for SBMWD O&M costs related to RIX Facility (billed from RIX Fund)
	CAPITAL OUTLAY	
8070	Facilities	
8400	Capital Equipment and Facilities	80% Sewer Fund Capital with 20% Charged to Colton

WATER RECLAMATION PLANT MAINTENANCE SECTION 4040

The Water Reclamation Maintenance Section helps the Department collect and treat wastewater by maintaining equipment in facilities at two treatment facilities as well as fifteen lift stations. Additional assistance is provided with facility maintenance at the Department's Customer Service, Engineering, Administrative, and Warehouse buildings. The section is comprised of two sub-sections: Mechanical and Facilities. Each sub-section performs routine scheduled preventative maintenance and unscheduled corrective maintenance work orders in their respective work disciplines. Typical equipment/structures include engines, pumps, conveyors, specialty process equipment, and mechanical equipment within concrete process tanks, buildings, and facilities.

SECTION 4040

ACCOMPLISHMENTS

- The Maintenance Section successfully finished upgrading the remaining Primary Sludge Pumps in Unit I & Unit II Pumphouses. The antiquated Plunger Pumps were requiring excessive repairs and the parts were having to be custom machined as they are no longer available. The new Progressive Cavity pumps operate more efficiently using less horsepower per pump and with no exposed moving parts which is a safety benefit as well.

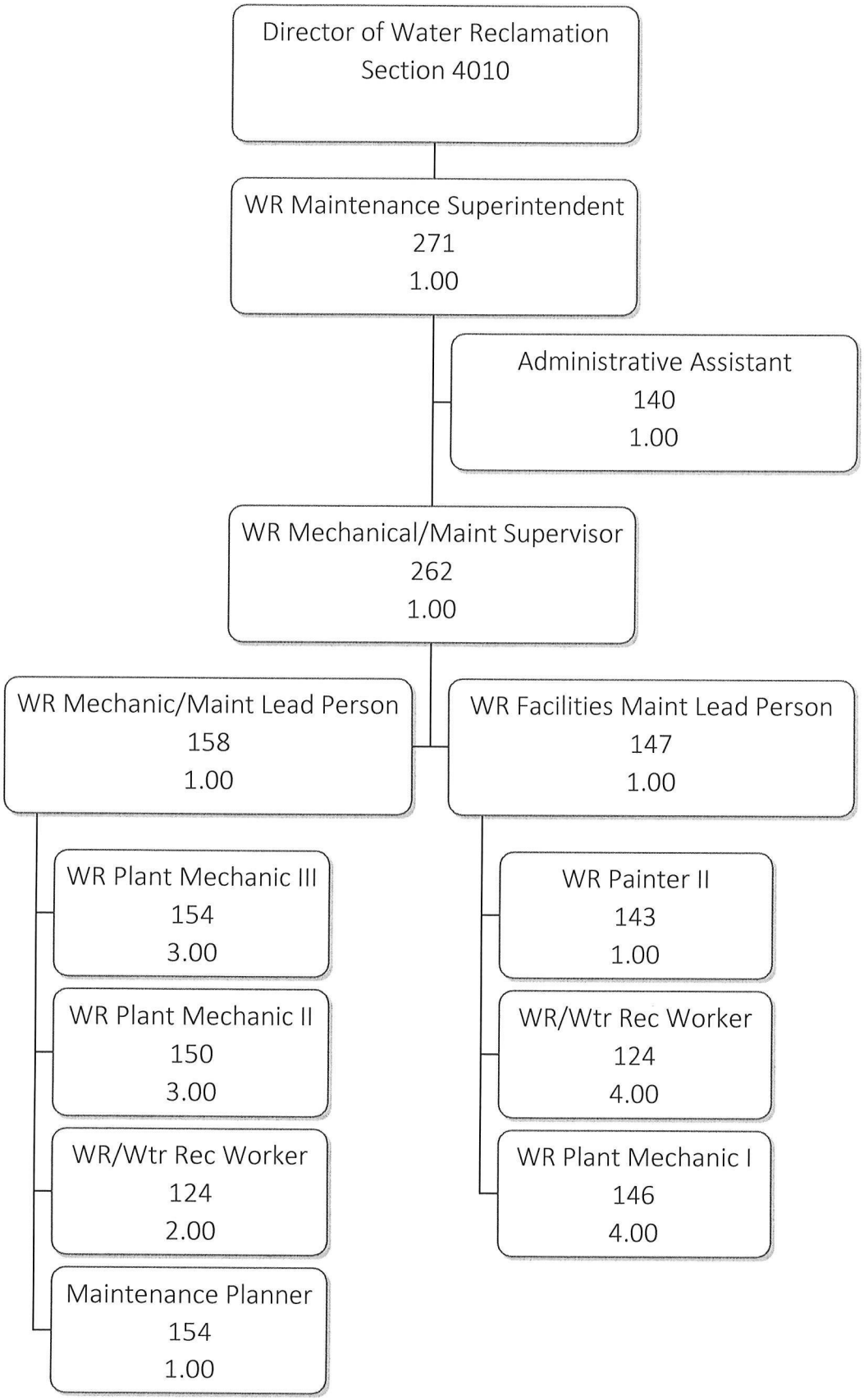
- The NRC Carousel, EQ, and Anoxic Basins were cleaned, while repairs were made to various pieces of equipment while the system was down.

- Digester D was in dire need of cleaning and had begun causing problems operationally. A Digester D Emergency Cleaning Project was created and Digester D was successfully taken offline, cleaned, upgraded, and repaired, and placed back into service within an accelerated timeframe for the amount of work performed.

OBJECTIVES AND GOALS

- The pumps to upgrade the Digester Sludge Heat Recirculation Pumps were received in this Fiscal Year, when the process permits the upgrade, install the new pumps, and required system modifications to successfully upgrade the pumping system. This will provide chopping of hair and rags, doing this will significantly increase the times between the heat exchanger cleanings, resulting in less labor required to maintain the system.
- The Digester C & D Mixing systems need to be upgraded to chopper pumps from the existing axial flow pumps. This will help with the number of rags. and grease that typically builds up within a digester. When the process allows for this modification, successfully retrofit the mixing systems for both digester and install Vaughan Chopper Pumps identical to those at Digester A & B. This will also reduce the number of spare parts required to be on hand since they will all be the same equipment.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER FUND
PLANT MAINTENANCE - SECTION 4040



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
PLANT MAINTENANCE - SECTION 4040
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER TREATMENT FUND				
	PERSONNEL (97%)				
	Salaries				
200-4040-540-5110	SALARIES - FULL TIME	$ 1,256,401	$ 1,499,604	$ 1,367,864	$ 1,672,990
200-4040-540-5120	SALARIES - OVERTIME	10,870	10,670	28,981	19,400
200-4040-540-5125	ON CALL / STANDBY PAY	19,019	16,490	24,697	17,460
	Fringe Benefits				
200-4040-540-5205	PERS - EMPLOYER PAID	121,416	132,940	144,163	112,258
200-4040-540-5208	PERS - EMPLOYER PAID-UAL	252,095	291,538	277,742	334,738
200-4040-540-5215	DEFERRED COMP-EMPLOYER PAID	4,343	7,566	4,630	7,881
200-4040-540-5220	MEDICARE TAXES	18,354	21,744	20,343	24,258
200-4040-540-5230	GROUP MEDICAL INSURANCE	258,801	369,816	277,118	364,900
200-4040-540-5245	LIFE AND AD&D INSURANCE	815	947	845	991
	SUBTOTAL PERSONNEL	1,942,114	2,351,315	2,146,382	2,554,877
	MAINTENANCE AND OPERATIONS				
200-4040-540-5320	TRAINING EXPENSE	6,879	9,800	18,201	17,500
200-4040-540-5330	EMPLOYEE REIMBURSEMENTS	1,822	1,600	2,113	585
200-4040-540-5340	UNIFORM RENTAL AND CLEANING	7,494	8,000	10,230	8,400
200-4040-540-5350	SAFETY CLOTHING AND SUPPLIES	14,590	20,100	19,749	16,000
200-4040-540-5370	MISCELLANEOUS EXPENSE	-	2,500	-	-
200-4040-540-5380	MEMBERSHIP & DUES	-	960	573	960
200-4040-540-5405	GENERAL OFFICE SUPPLIES	1,157	1,900	960	1,600
200-4040-540-5420	PRINTED MATERIALS	-	50	-	50
200-4040-540-5450	POSTAGE EXPRESS DELIVERY	190	-	180	-
200-4040-540-5455	TELEPHONE	3,082	2,000	-	5,100
200-4040-540-5465	MINOR OFFICE EQUIPMENT	-	500	-	500
200-4040-540-5470	COMPUTER EQUIPMENT	1,984	-	-	-
200-4040-540-5475	SOFTWARE	-	-	84	-
200-4040-540-5495	JANITORIAL AND CLEANING SUPPLIES	5,278	7,000	8,622	7,500
200-4040-540-6120	LANDSCAPE SERVICES	8,750	37,500	15,672	121,900
200-4040-540-6130	INSPECTION SERVICES	24,317	42,960	47,153	34,340
200-4040-540-6135	STREET REPAIRS AND PAVING	21,177	7,500	2,701	5,000
200-4040-540-6140	MAINTENANCE SERVICES	20,714	53,200	58,591	82,200
200-4040-540-6160	FACILITY MAINTENANCE	29,521	34,500	72,331	34,500
200-4040-540-6165	TRASH DISPOSAL	31,833	38,600	28,545	38,600
200-4040-540-6290	HAZARDOUS WASTE DISPOSAL	4,535	6,000	9,374	10,000
200-4040-540-6410	MATERIALS AND SUPPLIES	149,854	100,000	137,536	140,000
200-4040-540-6510	SMALL TOOLS AND EQUIPMENT	4,971	10,000	3,437	10,000
200-4040-540-6520	EQUIPMENT RENTAL	34,465	13,540	26,202	18,540
200-4040-540-6530	FUEL AND LUBRICANTS	56,979	70,500	63,842	65,500
200-4040-540-6535	EQUIPMENT PARTS AND SUPPLIES	65,028	128,720	76,806	104,000
200-4040-540-6540	EQUIPMENT REPAIRS AND MAINTENANCE	67,350	120,000	51,022	85,000
200-4040-540-6550	RADIO EQUIPMENT	2,530	-	-	-
200-4040-540-6860	OTHER CHEMICALS	6,240	13,000	-	6,500
	SUBTOTAL MAINTENANCE AND OPERATIONS	570,740	730,430	653,926	814,275
	OPERATING EXPENSES - SEWER TREATMENT	2,512,854	3,081,745	2,800,308	3,369,152

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
PLANT MAINTENANCE - SECTION 4040
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	RIX FUND				
	PERSONNEL (3%)				
	Salaries				
300-4040-540-5110	SALARIES - FULL TIME	37,754	46,380	43,067	51,742
300-4040-540-5120	SALARIES - OVERTIME	336	330	-	600
300-4040-540-5125	ON CALL / STANDBY PAY	588	510	896	540
	Fringe Benefits				
300-4040-540-5205	PERS - EMPLOYER PAID	3,756	4,112	4,460	3,472
300-4040-540-5208	PERS - EMPLOYER PAID-UAL	7,797	9,017	12,819	10,353
300-4040-540-5215	DEFERRED COMP-EMPLOYER PAID	134	234	142	244
300-4040-540-5220	MEDICARE TAXES	552	673	628	750
300-4040-540-5230	GROUP MEDICAL INSURANCE	8,005	11,438	8,572	11,286
300-4040-540-5245	LIFE AND AD&D INSURANCE	24	29	25	31
	SUBTOTAL PERSONNEL	58,946	72,723	70,609	79,017
	OPERATING EXPENSES - RIX	58,946	72,723	70,609	79,017
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	2,571,800	3,154,468	2,870,917	3,448,168
	CAPITAL OUTLAY				
	CAPITAL OUTLAY - SEWER				
200-4040-580-8010	TOOLS AND EQUIPMENT	-	41,800	-	41,800
200-4040-580-8020	AUTOS & TRUCK	-	-	-	69,000
	SUBTOTAL TOTAL CAPITAL OUTLAY	-	41,800	-	110,800
	TOTAL BUDGET	$ 2,571,800	$ 3,196,268	$ 2,870,917	$ 3,558,968

FUND	DIVISION	SECTION	NUMBER
Sewer Treatment	Water Reclamation	Plant Maintenance	4040

DESCRIPTION:

This section provides mechanical alterations, repairs, and preventive maintenance for Water Reclamation Plant (WRP) process equipment and service vehicles, twelve (12) small and three (3) large Sewer Lift Stations, and provides facilities maintenance (alteration, repairs, and preventive maintenance) for WRP and nearby Department buildings and grounds.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		WR Maintenance Superintendent	1	1	1
		WR Mechanic/Maintenance Supervisor	1	1	1
		WR Mechanic/Maintenance Lead Person	1	1	1
	Transfer to 4010	WR Maintenance Planner	0	0	1
		WR Facilities Maintence Lead Person	1	1	1
		WR Plant Mechanic III	3	3	3
		WR Plant Mechanic II	3	3	3
		WR Plant Mechanic I	3	3	4
		Pump Mechanic	2	2	0
		WR Painter II	1	1	1
		Administrative Assistant	1	1	1
		Water/Water Reclamation Worker	4	6	6
			21	23	23

MAINTENANCE AND OPERATIONS

5320	Training Expense	Training seminars and workshops
5330	Employee Reimbursement	Certification and renewals (CWEA, Welding, Commercial DL)
5340	Uniform Rental and Cleaning	Uniform rental, cleaning, and replacement
5350	Safety Clothing and Supplies	PPE and supplies for performing work in hazardous areas and disaster response equipment
5405	General Office Expense	General office supplies
5455	Telephone	(5) Smartphones, (2) Flip phones, (1) unanticipated equipment replacement
5475	Software	Maximo Upgrade
5495	Janitorial and Cleaning Supplies	Cleaning supplies for the plant
5550	Software Support Services	Maintenance service of CMMS application
6120	Landscape Services	Contract for plant and administration building grounds
6130	Inspection Services	Inspection, testing and certification
6135	Street Repairs and Paving	Minor repairs and resurfacing to facility's streets
6140	Maintenance Services	Outside vendor services (preventive maintenance)
6160	Facility Maintenance	Contract service for pest control, AHU/AC service, and window cleaning
6165	Trash Disposal	Dispose of WRP trash that is not grit or screenings (handled by 4020)
6290	Hazardous Waste Disposal	Dispose of hazardous waste such as oil, filters, and lubricants
6410	Materials and Supplies	Maintenance of plant equipment, buildings, and grounds (consumables and general supply; calibration gases; tools with life < 1 year)
6510	Small Tools and Equipment	Tools and equipment under $5,000; not consumed by use; life > 1 year
6520	Equipment Rental	Equipment rental for equipment and facility maintenance and repair
6530	Fuel and Lubricants	Fuel and oil for operation of plant and rental equipment
6535	Equipment Parts and Supplies	Maintenance of equipment (equipment components, including golf cart)
6540	Equipment Repairs and Maintenance	Outside repair service (corrective maintenance and machining)
6860	Other Chemicals	Chemicals for weed control and lawn fertilization maintained by WRP staff
7150	Contingency Expense	

CAPITAL OUTLAY

8010	Tools and Equipment	
8070	Facilities	

ELECTRICAL INSTRUMENTATION AND SCADA

SECTION 4042

The electrical, Instrumentation, and SCADA (EI&S) section maintain and repairs the complex electrical, control, and communication systems relied upon for clean water service, wastewater collection, and treatment by the San Bernardino Municipal Water Department. EI&S consists of two sub-sections, Electrical/Instrumentation and Control and Communications. The Electrical/Instrumentation section installs, maintains, and repairs electric motors, switchgear, motor controls, circuit breakers, transformers, lighting, wiring, and less complex instrumentation. The Control and Communications sub-section installs, maintains, and incorporates advancements for supervisory control systems, security systems, communication systems, networking, and complex instrumentation. They also maintain data historians which provide vital information used by Department Staff for meeting regulatory requirements.

SECTION 4042

ACCOMPLISHMENTS

- EI&S Staff supported the management of the construction of the Department's multiple active construction projects including the Electrical Infrastructure Project, the Digester Beneficial Use Program projects, and the Fuel Cell Project.

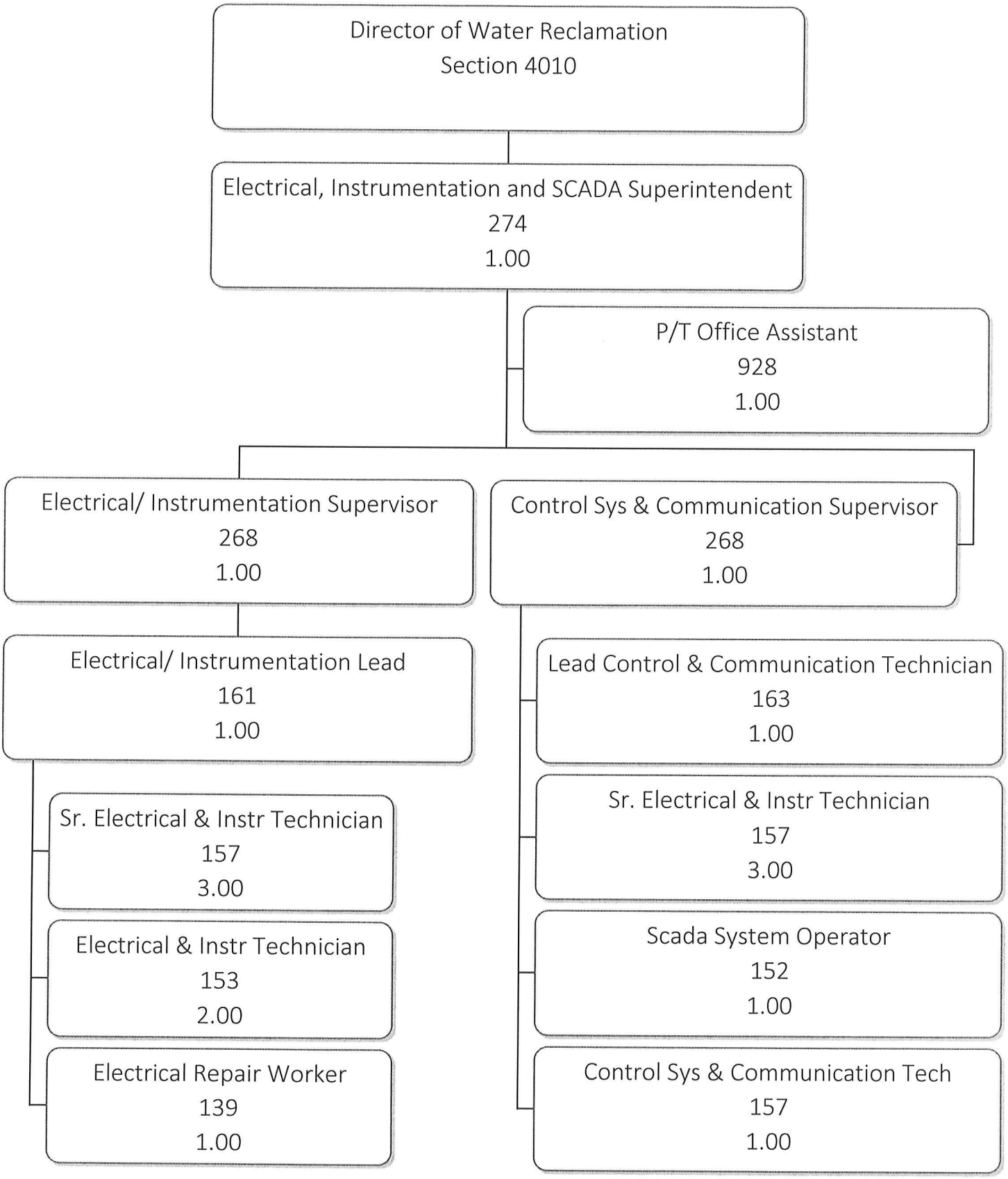
- Replaced the flood-damaged Motor Control Center at Ogden Reservoir Pumping Station.

- During the 2020-2021 fiscal year, the EI&S Section completed 2,858 work orders.

OBJECTIVES AND GOALS

- Complete the conversion of Arrowhead Lift Station Pump No. 2 from a digester gas-driven internal combustion engine to an electric motor controlled by a VFD as part of the Digester Gas Beneficial Use Program.
- Assist in managing the Department's active construction and design projects to ensure proper guidelines are followed and timelines are met.
- Complete the Comprehensive SCADA Master Plan to begin implementations of the results in order to provide a reliable robust modern control and communication system to better serve the needs of Department Staff to efficiently operate the Department's facilities.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER FUND
ELECTRICAL, INSTRUMENTATION AND SCADA - SECTION 4042



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
ELECTRICAL, INSTRUMENTATION AND SCADA - SECTION 4042
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	WATER FUND				
	PERSONNEL (36%)				
	Salaries				
100-4042-540-5110	SALARIES - FULL TIME	$ 437,950	$ 549,103	482,670	$ 579,397
100-4042-540-5115	SALARIES - PART TIME	-	6,461	-	3,443
100-4042-540-5120	SALARIES - OVERTIME	6,062	2,880	7,640	2,880
100-4042-540-5125	ON CALL / STANDBY PAY	9,561	7,200	12,227	4,680
	Fringe Benefits				
100-4042-540-5205	PERS - EMPLOYER PAID	42,313	48,678	47,946	38,878
100-4042-540-5208	PERS - EMPLOYER PAID-UAL	89,707	106,751	98,832	115,928
100-4042-540-5215	DEFERRED COMP-EMPLOYER PAID	1,846	2,223	1,982	2,223
100-4042-540-5220	MEDICARE TAXES	6,424	8,056	7,169	8,451
100-4042-540-5230	GROUP MEDICAL INSURANCE	74,674	96,157	72,618	98,757
100-4042-540-5245	LIFE AND AD&D INSURANCE	228	263	222	264
	SUBTOTAL PERSONNEL	668,765	827,772	731,307	854,900
	MAINTENANCE AND OPERATIONS				
100-4042-540-5330	EMPLOYEE REIMBURSEMENTS	-	-	73	-
100-4042-540-7900	ALLOCATION FROM/(TO) OTHER FUNDS (36%)	83,865	116,269	98,285	193,976
	SUBTOTAL MAINTENANCE AND OPERATIONS	83,865	116,269	98,358	193,976
	OPERATING BUDGET - WATER	752,630	944,041	829,665	1,048,876

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
ELECTRICAL, INSTRUMENTATION AND SCADA - SECTION 4042
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER TREATMENT FUND				
	PERSONNEL (46%)				
	Salaries				
200-4042-540-5110	SALARIES - FULL TIME	585,062	701,632	616,749	740,340
200-4042-540-5115	SALARIES - PART TIME	-	8,255	-	4,400
200-4042-540-5120	SALARIES - OVERTIME	7,745	3,680	9,763	3,680
200-4042-540-5125	ON CALL / STANDBY PAY	12,217	9,200	15,624	5,980
	Fringe Benefits				
200-4042-540-5205	PERS - EMPLOYER PAID	54,067	62,200	61,267	49,677
200-4042-540-5208	PERS - EMPLOYER PAID-UAL	114,626	136,404	188,487	148,130
200-4042-540-5215	DEFERRED COMP-EMPLOYER PAID	2,359	2,841	2,533	2,841
200-4042-540-5220	MEDICARE TAXES	8,578	10,293	9,161	10,799
200-4042-540-5230	GROUP MEDICAL INSURANCE	95,417	122,867	92,790	126,189
200-4042-540-5245	LIFE AND AD&D INSURANCE	291	337	287	337
200-4042-540-5250	UNEMPLOYMENT BENEFITS	7,210	-	9,002	-
	SUBTOTAL PERSONNEL	887,572	1,057,709	1,005,662	1,092,372
	MAINTENANCE AND OPERATIONS				
200-4042-540-5320	TRAINING EXPENSE	315	23,190	14,669	23,275
200-4042-540-5330	EMPLOYEE REIMBURSEMENTS	-	270	290	1,374
200-4042-540-5340	UNIFORM RENTAL AND CLEANING	6,148	6,300	6,233	7,260
200-4042-540-5350	SAFETY CLOTHING AND SUPPLIES	8,013	12,800	12,800	13,600
200-4042-540-5370	MISCELLANEOUS EXPENSE	-	2,000	-	-
200-4042-540-5380	MEMBERSHIP & DUES	-	450	440	768
200-4042-540-5405	GENERAL OFFICE SUPPLIES	3,500	4,000	2,209	2,300
200-4042-540-5415	COMPUTER SUPPLIES	2,541	2,000	-	-
200-4042-540-5425	BOOKS & PUBLICATIONS	-	1,200	864	850
200-4042-540-5450	POSTAGE-EXPRESS DELIVERY	724	700	418	350
200-4042-540-5455	TELEPHONE	3,834	4,800	6,576	6,924
200-4042-540-5470	COMPUTER EQUIPMENT	3,437	5,000	4,332	5,200
200-4042-540-5475	SOFTWARE	-	1,700	1,529	1,628
200-4042-540-5505	GIS SUPPORT SERVICES	-	-	-	50,000
200-4042-540-5525	OTHER PROFESSIONAL SERVICES	-	50,000	-	150,000
200-4042-540-5550	SOFTWARE SUPPORT	8,350	15,300	14,019	15,592
200-4042-540-5555	COMPUTER MAINTENANCE SERVICES	3,631	10,000	5,219	9,200
200-4042-540-6140	MAINTENANCE SERVICES	948	15,500	12,953	15,500
200-4042-540-6150	SECURITY SERVICES	32,081	35,000	33,876	41,000
200-4042-540-6410	MATERIALS AND SUPPLIES	135,548	150,760	128,720	157,500
200-4042-540-6510	SMALL TOOLS AND EQUIPMENT	15,325	17,000	12,560	17,000
200-4042-540-6540	EQUIPMENT REPAIRS AND MAINTENANCE	5,545	9,000	8,865	13,500
200-4042-540-6860	OTHER CHEMICALS	3,966	6,000	6,443	6,000
200-4042-540-7900	ALLOCATION FROM/(TO) OTHER FUNDS (46%)	(125,797)	(174,404)	(147,428)	(290,963)
	SUBTOTAL MAINTENANCE AND OPERATIONS	108,109	198,566	125,587	247,858
	OPERATING BUDGET - SEWER TREATMENT	995,681	1,256,275	1,131,249	1,340,230

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
ELECTRICAL, INSTRUMENTATION AND SCADA - SECTION 4042
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	RIX FUND				
	PERSONNEL (18%)				
	Salaries				
300-4042-540-5110	SALARIES - FULL TIME	218,981	274,552	241,336	289,698
300-4042-540-5115	SALARIES - PART TIME	-	3,230	-	1,722
300-4042-540-5120	SALARIES - OVERTIME	3,031	1,440	3,819	1,440
300-4042-540-5125	ON CALL / STANDBY PAY	4,781	3,600	6,113	2,340
	Fringe Benefits				
300-4042-540-5205	PERS - EMPLOYER PAID	21,160	24,339	23,974	19,439
300-4042-540-5208	PERS - EMPLOYER PAID-UAL	44,854	53,376	49,416	57,964
300-4042-540-5215	DEFERRED COMP-EMPLOYER PAID	923	1,112	991	1,112
300-4042-540-5220	MEDICARE TAXES	3,212	4,028	3,584	4,226
300-4042-540-5230	GROUP MEDICAL INSURANCE	37,344	48,078	36,309	49,378
300-4042-540-5245	LIFE AND AD&D INSURANCE	113	132	110	132
	SUBTOTAL PERSONNEL	334,399	413,887	365,653	427,450
	MAINTENANCE AND OPERATIONS				
300-4042-540-5330	EMPLOYEE REIMBURSEMENTS	-	-	36	-
300-4042-540-7900	ALLOCATION FROM/(TO) OTHER FUNDS (18%)	41,932	58,135	49,143	96,988
	SUBTOTAL MAINTENANCE AND OPERATIONS	41,932	58,135	49,179	96,988
	OPERATING BUDGET - RIX	376,331	472,022	414,832	524,438
	SUBTOTAL OPERATING BUDGET - ALL FUNDS	2,124,642	2,672,338	2,375,746	2,913,543
	CAPITAL OUTLAY				
	CAPITAL OUTLAY - SEWER				
200-4042-580-8010	TOOLS AND EQUIPMENT	-	-	-	-
200-4042-580-8030	COMPUTER EQUIPMENT	-	15,000	-	-
200-4042-580-8070	FACILITIES	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY - SEWER	-	15,000	-	-
	SUBTOTAL CAPITAL OUTLAY	-	15,000	-	-
	TOTAL BUDGET	$ 2,124,642	$ 2,687,338	$ 2,375,746	$ 2,913,543

FUND	DIVISION	SECTION	NUMBER
Sewer Treatment	Water Reclamation	Electrical, Instrumentation and SCADA	4042

DESCRIPTION:

This section provides installation, maintenance, and repair services to the Department's electrical equipment, instrumentation, security and Supervisory Control and Data Acquisition (SCADA) systems.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Elec/Inst & SCADA Superintendent	1	1	1
		Electrical / Instrumentation Supervisor	1	1	1
		Control Sys & Communication Supervisor	1	1	1
		Electrical / Instrumentation Lead	1	1	1
		Lead Control & Communication Technician	1	1	1
		SCADA System Operator	1	1	1
		SR Electrical & Inst. Tech	7	7	6
		Control Sys & Communication Tech	0	0	1
		Senior Control Systems and Communication Technician	0		0
		Electrical & Instrumentation Tech	2	2	2
		Electrical Repair Worker	1	1	1
			16	16	16
5115	Salaries - Part Time	Office Assistant	1	1	1
			1	1	1

MAINTENANCE AND OPERATIONS

5320	Training Expense	SCADA, Electrical, and Supervisory training
5330	Employee Reimbursements	CWEA, ISA and D1 certifications
5340	Uniform Rental and Cleaning	Uniform rental, cleaning, and replacement
5350	Safety Clothing and Supplies	Personal Protective Equipment, Electrical Safety equipment inventory for the personal protective equipment room and disaster response equipment.
5370	Miscellaneous Expense	Miscellaneous expenses
5380	Membership and Dues	CWEA and ISA
5405	General Office Supplies	General office supplies
5415	Computer Supplies	USB flash drives, CDs/DVDs, memory, etc.
5450	Postage-Express Delivery	Shipping costs for repairs and calibrations
5455	Telephone	(14) Smartphones; (2) Air Card
5470	Computer Equipment	Computer equipment replacement (field laptops, monitors, laptop batteries, etc.)
5475	Software	AUTOCAD and Adobe Acrobat licenses.
5505	GIS Support Services	GIS support services
5525	Other Professional Services	As needed SCADA Services
5550	Software Support	Allen Bradley; TOP Server; FASTRACK Modicon; ACP Thinmanager; AMAG
5555	Computer Maintenance Services	SCADA system, PLC computers, I/O racks and cards, cabling, and supplies
6140	Maintenance Services	GFI testing, Enclosure Air Conditioner repairs, Circuit breaker testing, IR testing, Annual flow meter certification calibration etc.
6150	Security Services	Security cameras, access control, DVD recorders, screens, and fiber optic system
6410	Materials and Supplies	Materials for installation and replacement of electrical devices, instrumentation equipment, gas sensors, flow meters, etc.
6510	Small Tools and Equipment	Tools and equipment under $5,000; not consumed by use; life > 1 year
6540	Equipment Repairs and Maintenance	Motor repairs, Electrical component repairs and testing, Instrumentation equipment repairs and testing.
6860	Other Chemicals	Chemicals needed for calibrations and electrical maintenance.

CAPITAL OUTLAY

8010	Tools & Equipment	
8030	Computer Equipment	
8070	Facilities	

SEWER TREATMENT FUND GENERAL ADMINISTRATIVE EXPENSE

SECTION 4090

General and administrative costs for the Water Reclamation Facility are accounted for in this section. Costs include all insurance, office rental, administrative charges, training, and other expenses not identified to a specific division, but having a benefit to the entire Water Department

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER TREATMENT FUND GENERAL
ADMINISTRATIVE EXPENSE - SECTION 4090

No Staff
Budgeted
for this Section

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
GENERAL ADMINISTRATIVE EXPENSE - SECTION 4090
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER TREATMENT FUND				
	PERSONNEL				
	Fringe Benefits				
200-4090-560-5205	PERS-EMPLOYER PAID	$ 4,027	$ -	$ -	$ -
200-4090-560-5208	PERS-UAL	-	10,000	-	-
200-4090-560-5230	GROUP MEDICAL INSURANCE	1	-	-	-
200-4090-560-5240	DISABILITY INSURANCE	33,615	37,000	35,640	36,000
200-4090-560-5250	UNEMPLOYMENT BENEFIT EXPENSE	1,834	5,000	-	5,000
200-4090-560-5260	RETIREE MEDICAL INSURANCE	-	235,000	297,297	240,000
200-4090-560-5265	RETIREE LIFE INSURANCE	66	750	236	200
200-4090-560-5270	GASB 68 PENSION EXPENSE	722,479	-	-	-
200-4090-560-5290	ADMIN COST GROUP MEDICAL	26,691	30,000	33,112	30,000
200-4090-560-5295	FUTURE MEDICAL BENEFITS	104,077	400,710	400,700	287,120
	SUBTOTAL PERSONNEL	892,790	718,460	766,985	598,320
	MAINTENANCE AND OPERATIONS				
200-4090-560-5320	TRAINING EXPENSES	-	5,000	-	-
200-4090-560-5340	UNIFORM RENTAL AND CLEANING	4,947	6,160	2,107	2,500
200-4090-560-5350	SAFETY CLOTHING AND SUPPLIES	114	5,000	-	2,500
200-4090-560-5370	MISCELLANEOUS EXPENSES	10,650	10,200	12,202	10,000
200-4090-560-5380	MEMBERSHIP AND DUES	-	20,050	20,500	21,000
200-4090-560-5405	GENERAL OFFICE SUPPLIES	3,755	5,000	2,979	10,000
200-4090-560-5425	BOOKS AND PUBLICATIONS	162	-	-	-
200-4090-560-5450	POSTAGE AND EXPRESS DELIVERY	641	1,000	185	500
200-4090-560-5455	TELEPHONE	16,922	35,000	18,722	19,200
200-4090-560-5465	MINOR OFFICE EQUIPMENT	1,689	2,000	2,225	2,000
200-4090-560-5480	OFFICE FURNITURE	448	4,000	321	4,000
200-4090-560-5510	CONSULTING SERVICES	24,146	105,000	98,682	50,000
200-4090-560-5520	LEGAL SERVICES	68,688	250,000	104,642	176,000
200-4090-560-5525	OTHER PROFESSIONAL SERVICES	38,712	80,000	28,570	80,000
200-4090-560-5540	ENGINEERING SERVICES	27,607	12,000	-	300,000
200-4090-560-5610	INSURANCE - LIABILITY	196,733	243,000	217,521	284,700
200-4090-560-5620	INSURANCE - PROPERTY	363,205	374,596	416,497	429,100
200-4090-560-5630	WORKERS' COMPENSATION	(130,322)	105,000	114,887	133,200
200-4090-560-5650	UNINSURABLE LOSSES	117,942	50,000	14,079	50,000
200-4090-560-5810	UNCOLLECTIBLE CHARGE OFFS	(8,858)	100,000	-	50,000
200-4090-560-6140	MAINTENANCE SERVICES	89	-	170	-
200-4090-560-6170	JANITORIAL SERVICES	197	-	337	-
200-4090-560-6370	UTILITIES - WATER	52,781	52,000	148,289	225,000
200-4090-560-6410	MATERIALS AND SUPPLIES	-	-	30	-
200-4090-560-6540	REPAIRS/MAINTENANCE	-	-	-	22,500
200-4090-560-7040	BANK FEES	13,133	13,000	17,348	18,000
200-4090-560-7160	CITY SERVICES	-	105,000	-	-
	SUBTOTAL MAINTENANCE AND OPERATIONS	803,381	1,583,006	1,220,293	1,890,200
	OPERATING BUDGET - SEWER TREATMENT	1,696,171	2,301,466	1,987,278	2,488,520

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
GENERAL ADMINISTRATIVE EXPENSE - SECTION 4090
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	CAPITAL OUTLAY				
	CAPITAL OUTLAY - SEWER				
200-4090-580-8010	TOOLS AND EQUIPMENT	22,369	-	-	-
200-4090-580-8070	FACILITIES	10,500	-	-	-
200-4090-580-8400	CAPITAL IMPROVEMENT PROJECTS - CARRYOVER	8,351	32,748,000	20,000,000	23,840,200
200-4090-580-8400	CAPITAL IMPROVEMENT PROJECTS - NEW PROJECTS	-	4,808,000	-	7,145,000
	SUBTOTAL CAPITAL OUTLAY	41,220	37,556,000	20,000,000	30,985,200
200-4090-580-8500	OVERHEAD APPLIED PROPERTY, PLANT, & EQUIPMENT	(145,012)	(751,420)	(400,000)	(619,704)
	SUBTOTAL OVERHEAD ALLOCATION	(145,012)	(751,420)	(400,000)	(619,704)
	TOTAL BUDGET	$ 1,592,379	$ 39,106,046	$ 21,587,278	$ 32,854,016
200-4090-570-7510	DEPRECIATION - FIXED ASSETS	$ 4,596,980	$ 4,106,000	$ 4,481,540	$ 4,600,000

FUND	DEPARTMENT	SECTION	NUMBER
Sewer Treatment	Water Reclamation	General Administrative Expense	4090

DESCRIPTION:

General and administrative costs for the Water Reclamation Facility are accounted for in this section. Costs include all insurance, office rental, administrative charges, training, etc.

	PERSONNEL	
5240	Disability Insurance	Disability insurance per MOU
5250	Unemployment Benefit Expense	Unemployment benefits as required by law
5260	Retiree Medical Insurance	Group health benefits for retired full-time employees per MOU
5295	Future Medical Benefits	Future medical benefits, as stipulated in GASB 45

	MAINTENANCE AND OPERATIONS	
5320	Training Expense	Training seminars and workshops
5340	Uniform Rental and Cleaning	Cleaning and replacing uniforms and floor mats
5350	Safety Clothing and Supplies	Employee safety clothing, first aid kits, safety glasses and disaster response equipment
5370	Misc. Employee Expenses	Bottled water, coffee, and coffee supplies
5380	Membership & Dues	CASA membership
5405	General Office Supplies	General office supplies
5415	Computer Supplies	USB flash drives, CDs/DVDs, memory, etc.
5420	Printed Materials	WR Division materials
5465	Office Equipment	Office equipment serving all of WR Division
5510	Consulting Services	Grant funding assistance - $50,000
5520	Legal Services	Legal services for Recycled Water Project, Regulatory Permits, other WR Division
5525	Other Professional Services	Professional Biological Consulting Services for Clean Water Factory - $60,000
5530	Professional Services (Accounting/Audit)	Accounting and auditing services
5540	Engineering Services	SCADA Master Plan - $300,000 Electrical Master Plan - $150,000
5545	Advertising Services	Advertisements placed in newspapers and on the Internet
5610	Insurance - Liability	Insurance covering damages, claims or liabilities
5620	Insurance - Property	Property insurance covering physical damage to buildings
5630	Workers' Compensation	Insurance covering employee injuries
5640	Insurance - Bonds	Public official bonds and crime coverage
5810	Uncollectible Charge Offs	Uncollectible charge offs
6410	Materials and Supplies	Items utilized by all sections
6550	Radio Equipment	Radio equipment replacement - conversion to digital
7040	Bank Fees	Monthly bank fees
7150	Contingency Expense	
7170	Franchise Fees	Annual City Franchise Fees

	CAPITAL OUTLAY	
	None in this Budget	

SEWER FUND NON-OPERATING EXPENSE

SECTION 4095

This section includes non-operating expenses, general in nature, not accounted for within specific division budgets but benefiting the entire Water Department. Includes debt-related expenditures, bond, and trustee fees.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER FUND
NON-OPERATING EXPENSE - SECTION 4095

No Staff
Budgeted
for this Section

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER TREATMENT FUND
NON-OPERATING EXPENSE - SECTION 4095
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER FUND				
	NON OPERATING EXPENSE				
200-4095-595-5710	INTEREST EXPENSE	$ 1,310,251	$ 1,301,900	$ 1,301,900	$ 1,267,800
200-4095-595-5730	BOND SERVICE AND TRUSTEE FEES	2,900	2,900	2,900	2,900
	EXPENSE BUDGET - SEWER TREATMENT	1,313,151	1,304,800	1,304,800	1,270,700
	DEBT SERVICE PRINCIPAL PAYMENTS				
200-0000-260-8600	2016 CMFA REVENUE BONDS	665,000	665,000	665,000	700,000
	TOTAL DEBT SERVICE PRINCIPAL PAYMENTS	665,000	665,000	665,000	700,000
	CAPITAL OUTLAY				
	CAPITAL OUTLAY				
	NONE IN THIS BUDGET	-	-	-	-
	SUBTOTAL TOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 1,978,151	$ 1,969,800	$ 1,969,800	$ 1,970,700
200-4095-595-5720	AMORTIZATION EXPENSE	$ -	$ -	$ -	$ -

FUND	DEPARTMENT	SECTION	NUMBER
Sewer Treatment	Water Reclamation	Non-Operating Expense	4095

DESCRIPTION:

This section includes non-operating expenses, general in nature, not accounted for within specific division budgets but benefiting the entire Water Department. Includes debt-related expenditures, bond and trustee fees.

	Non-Operating Expense	
5710	Interest Expense	2016 Sewer Revenue Bonds
5730	Trustee Service Fees	Bond and trustee services and arbitrage rebate calculation

	CAPITAL OUTLAY	
	None in this Budget	

SEWER COLLECTION

OPERATIONS

SECTION 6020

The Collections Section is responsible for maintaining 477 miles of Sanitary Sewer System in the San Bernardino Municipal Water Department's service area. The following are typical services provided by the Collections Section:

- Maximize the safe and efficient operation of the Collection System through an effective preventive maintenance program.
- Conduct routine condition assessment activities to monitor both the physical and hydraulic condition of the Collection System.
- Prioritize the repair, rehabilitation, replacement, and upgrade of sewer infrastructure as/when needed.
- Provide excellent Customer Service and ensure that all staff is well trained to handle sewer emergencies.
- Minimize the quantity and impacts of Sanitary Sewer Overflow that may occur with an emphasis on protecting public health and the environment.

SECTION 6020

ACCOMPLISHMENTS

- The Collections Section has cleaned 333 miles of sewers through February 28, 2021, and is on target to clean 477 miles in the Fiscal Year 2020/21.

- The Collections Section received delivery of a new Combination Sewer Cleaner in December 2020. This is the third new Combination Sewer Cleaner that has been added to the fleet since the Department assumed responsibility for the collection system in May 2017.

- The Collections System Condition Assessment Program was implemented in Fiscal Year 2020/21 with approximately 40 miles of sewers scheduled for inspection.

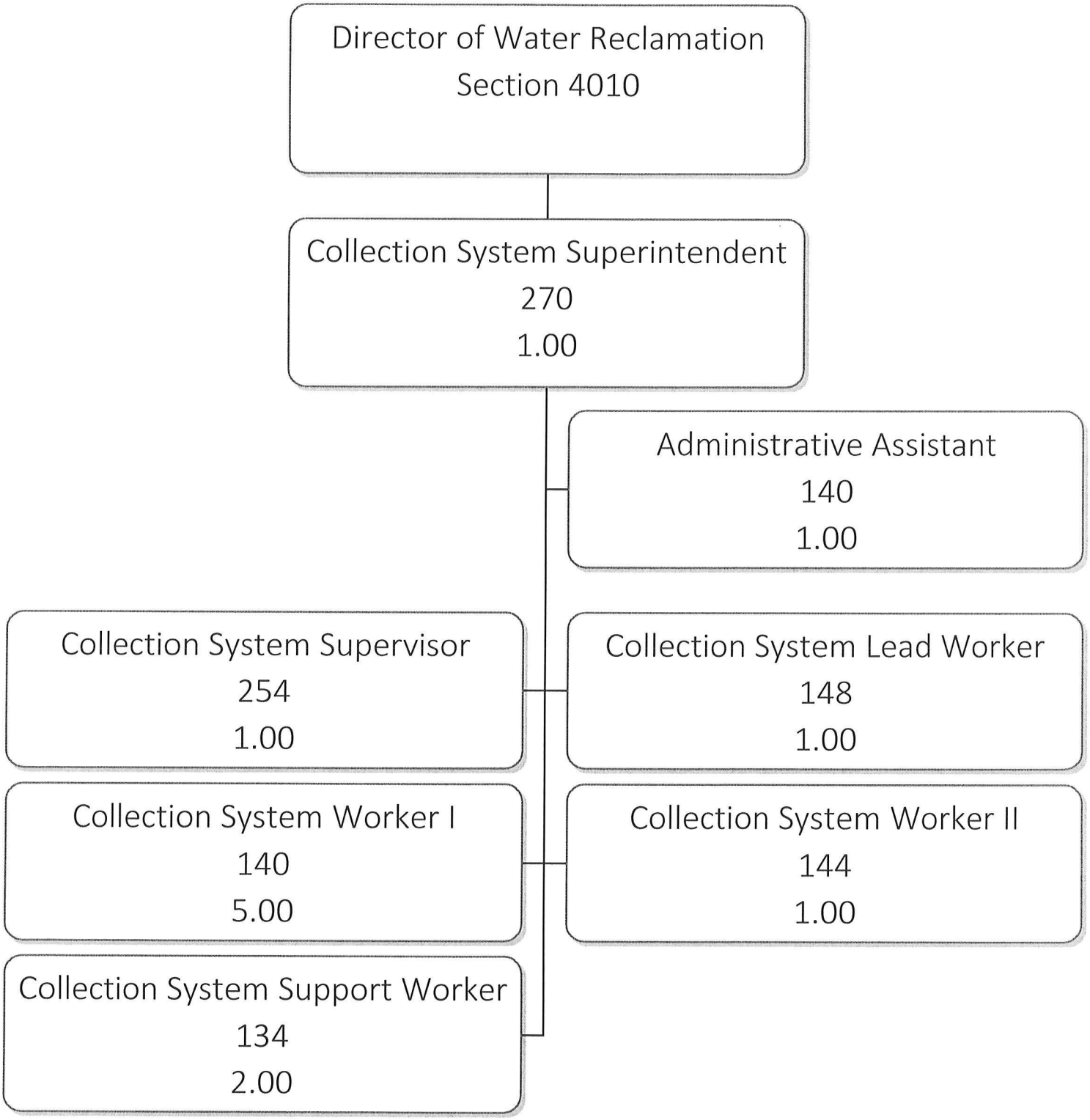
OBJECTIVES AND GOALS

- Continue implementation of the new computerized maintenance management system, Spatial Wave, to ensure all sanitary sewer system assets are maintained in accordance.

- Begin implementation of the new Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems.

- Reduce Sanitary Sewer Overflows (SSOs). The goal will be to do a 50% reduction in SSOs since the base year 2017-18.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER COLLECTION FUND
OPERATIONS - SECTION 6020



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER COLLECTION FUND
OPERATIONS - SECTION 6020
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER COLLECTION FUND				
	PERSONNEL (100%)				
	Salaries				
400-6020-545-5110	SALARIES - FULL TIME	$ 736,732	$ 819,403	$ 739,072	$ 848,785
400-6020-545-5120	SALARIES - OVERTIME	26,856	25,000	25,000	25,000
400-6020-545-5125	ON CALL / STANDBY PAY	68,540	50,000	50,000	55,000
	Fringe Benefits				
400-6020-545-5205	PERS - EMPLOYER PAID	68,698	72,640	74,246	56,953
400-6020-545-5208	PERS - EMPLOYER PAID-UAL	137,950	159,300	151,105	169,828
400-6020-545-5215	DEFERRED COMP-EMPLOYER PAID	2,399	4,550	2,109	4,550
400-6020-545-5220	MEDICARE TAXES	12,022	11,881	12,294	12,307
400-6020-545-5230	GROUP MEDICAL INSURANCE	111,954	138,951	110,606	151,362
400-6020-545-5245	LIFE AND AD&D INSURANCE	501	546	464	546
400-6020-545-5250	UNEMPLOYMENT BENEFITS	461	-	2,272	-
	SUBTOTAL PERSONNEL	1,166,113	1,282,271	1,167,168	1,324,331
	MAINTENANCE AND OPERATIONS				
400-6020-545-5320	TRAINING EXPENSE	105	5,000	-	3,700
400-6020-545-5330	EMPLOYEE REIMBURSEMENTS	46	100	285	1,947
400-6020-545-5340	UNIFORM RENTAL AND CLEANING	3,457	3,800	3,243	3,085
400-6020-545-5350	SAFETY CLOTHING AND SUPPLIES	5,628	7,500	4,740	6,900
400-6020-545-5370	MISCELLANEOUS EXPENSE	-	5,000	84	-
400-6020-545-5380	MEMBERSHIP & DUES	2,134	4,100	3,625	1,920
400-6020-545-5405	GENERAL OFFICE SUPPLIES	246	2,000	545	2,000
400-6020-545-5420	PRINTED MATERIALS AND PRINTING	613	1,000	-	1,000
400-6020-545-5450	POSTAGE & EXPRESS DELIVERY	-	-	615	-
400-6020-545-5455	TELEPHONE	4,028	5,000	3,355	6,635
400-6020-545-5470	COMPUTER EQUIPMENT	137	500	-	5,000
400-6020-545-5525	OTHER PROFESSIONAL SERVICES	90,334	1,000	10,706	1,000
400-6020-545-6140	MAINTENANCE SERVICES	37,338	200,000	174,046	201,865
400-6020-545-6210	PERMITS & FEES	18,678	-	27,523	-
400-6020-545-6370	UTILITIES - WATER	2,720	6,000	2,973	6,000
400-6020-545-6410	MATERIALS AND SUPPLIES	55,114	71,200	47,794	59,000
400-6020-545-6510	SMALL TOOLS AND EQUIPMENT	5,268	10,000	9,295	8,000
400-6020-545-6520	EQUIPMENT RENTAL	-	24,000	26,396	26,000
400-6020-545-6530	FUEL AND LUBRICANTS	62,301	74,400	68,086	63,600
400-6020-545-6540	EQUIPMENT REPAIRS AND MAINTENANCE	39,862	100,000	77,612	107,200
400-6020-545-6860	OTHER CHEMICALS	-	1,100	-	1,100
	SUBTOTAL MAINTENANCE AND OPERATIONS	328,009	521,700	460,924	505,952
	OPERATING BUDGET - SEWER COLLECTION	1,494,122	1,803,971	1,628,092	1,830,283

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER COLLECTION FUND
OPERATIONS - SECTION 6020
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	CAPITAL PROJECT				
	CAPITAL OUTLAY ITEMS				
400-6020-580-8010	TOOLS AND EQUIPMENT	6,816	-	-	-
400-6020-580-8020	AUTOS & TRUCKS	21,874	565,000	549,120	-
	SUBTOTAL TOTAL CAPITAL OUTLAY	28,690	565,000	549,120	-
	TOTAL BUDGET	$ 1,522,812	$ 2,368,971	$ 2,177,212	$ 1,830,283

FUND	DIVISION	SECTION	NUMBER
Sewer Collection	Water Reclamation	Sewer Collection	6020

DESCRIPTION:

This section provides operation, maintenance, and repair services to the Department's wastewater collection system, approximately 477 miles of sewer mains ranging from 4-inches to 54-inches in diameter, and over 8,000 manholes. Activities are regulated by California's Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2006-0003.

PERSONNEL

		POSITION	2019-20	2020-21	2021-22
5110	Salaries - Full Time				
		Collection System Superintendent	1	1	1
		Collection System Supervisor	1	1	1
		Collection System Lead Worker	2	2	2
		Collection System Worker II	1	4	1
		Collection System Worker I	5	2	5
		Collection System Support Worker	1	1	1
		Administrative Assistant	1	1	1
			12	12	12

	MAINTENANCE AND OPERATIONS	
5320	Training Expense	Industry-related training necessary to provide staff development and increase morale
5330	Employee Reimbursements	CDL and Tuition reimbursements
5340	Uniform Rental and Cleaning	Uniform rental, cleaning, and replacement
5350	Safety Clothing and Supplies	Safety equipment inventory for the personal protective equipment and disaster response equipment
5370	Miscellaneous Expense	Miscellaneous expenses
5380	Membership & Dues	Certifications and reimbursements (5) Grade I, (2) Grade II, (1) Grade III, (2) Grade IV)
5405	General Office Supplies	General office supplies
5420	Printed Materials	Printing of door hangers, informational items and equipment status tags
5455	Telephone	(4) Smartphones; (7) Flip phones; (1) Laptop; (3) Hotspots
5470	Computer Equipment	Miscellaneous computer related equipment
5525	Professional Services	Job recruitment efforts
6140	Maintenance Services	Primary collection system maintenance / CCTV Inspection
6210	Permits and Fees	Waste Discharge Permit and SCAQMD fees
6370	Utilities - Water	Hydrant water for service cleaning.
6410	Materials and Supplies	Supplies such as sewer cleaning hose, nozzles, tools and accessories.
6510	Small Tools and Equipment	Tools and equipment under $5,000 small hand tools, metal detectors
6520	Equipment Rental	Rental equipment for maintenance, construction & repairs when Department equipment is not suitable or available.
6530	Fuel and Lubricants	Fuel and oil for operation of division and rental equipment
6540	Equipment Repairs and Maintenance	Outside repair service, small parts, etc.
6860	Other Chemicals	Disinfectant for use at SSOs or PLSDs

	CAPITAL OUTLAY	
8020	Autos and Trucks	Replacement CCTV camera

LIFT STATION MAINTENANCE

SECTION 6030

The Sewer Lift Station Maintenance Section handles the maintenance and repairs of the 12 small Lift Stations located throughout the City of San Bernardino. The Lift Stations were transferred to the Water Department in 2017 and had been previously neglected due to a lack of financial support. Since taken over by the Water Reclamation Maintenance Section the Lift Stations have undergone multiple improvements to increase safety and reliability. The typical equipment found within a lift station includes pumps, motors, valves, electrical equipment, and piping. This equipment is what the Lift Station Maintenance Section will be responsible for.

SECTION 6030

ACCOMPLISHMENTS

- This year the Maintenance Section successfully finished upgrading the pumping equipment at Fairway Lift Station. This included installing the second pump with modifications to the piping and installing new isolation valves to allow for future maintenance work.

- Allen Lift Station was successfully upgraded with new pumps as well. This station had previously been operating on one old pump and one pump operating at half capacity. This station is now reliable and requires far less effort to maintain.

- New lids with built-in fall arrest equipment were installed at Colton Lift Station to get rid of the cumbersome lids previously installed. This should help prevent future injuries from lifting the heavy lids as well as provide fall arrest for the confined space attendant.

OBJECTIVES AND GOALS

- Retrofit the vault lids at Allen Lift Station to a style like those at Colton Lift Station. This will provide a safe design to help prevent future injuries.

- Assist in the design of the replacement Meridian Lift Station to ensure that all future needs will be met to provide a reliable and operator-friendly Lift Station.

- Replace the generators at Colton and May Co. Lift Stations.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER COLLECTION FUND
LIFT STATION MAINTENANCE - SECTION 6030

No Staff
Budgeted
for this Section

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER COLLECTION FUND
LIFT STATION MAINTENANCE - SECTION 6030
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER COLLECTION FUND				
	MAINTENANCE AND OPERATIONS				
400-6030-545-5350	SAFETY CLOTHING AND SUPPLIES	232	3,000	837	3,000
400-6030-545-5370	MISCELLANEOUS EXPENSE	-	2,500	-	-
400-6030-545-5455	TELEPHONE	309	400	301	7,584
400-6030-545-6140	MAINTENANCE SERVICES	-	10,000	-	10,000
400-6030-545-6310	UTILITIES - ELECTRIC	6,053	19,000	19,000	22,440
400-6030-545-6370	UTILITIES - WATER	-	180	-	180
400-6030-545-6410	MATERIALS AND SUPPLIES	19,307	20,000	6,940	10,000
400-6030-545-6510	SMALL TOOLS AND EQUIPMENT	864	5,000	1,016	5,000
400-6030-545-6520	EQUIPMENT RENTAL	-	5,000	1,828	5,000
400-6030-545-6530	FUEL AND LUBRICANTS	798	5,000	3,354	3,500
400-6030-545-6535	EQUIPMENT PARTS AND SUPPLIES	3,912	15,000	11,266	15,000
400-6030-545-6540	EQUIPMENT REPAIRS AND MAINTENANCE	-	8,500	7,164	10,000
	SUBTOTAL MAINTENANCE AND OPERATIONS	31,475	93,580	51,707	91,704
	OPERATING BUDGET - SEWER COLLECTION	31,475	93,580	51,707	91,704
	CAPITAL PROJECT				
	CAPITAL OUTLAY ITEMS				
400-6030-580-8010	TOOLS AND EQUIPMENT	-	-	-	-
400-6030-580-8020	AUTOS & TRUCKS	-	-	-	-
400-6030-580-8070	FACILITIES	-	-	-	-
	SUBTOTAL TOTAL CAPITAL OUTLAY	-	-	-	-
	TOTAL BUDGET	$ 31,475	$ 93,580	$ 51,707	$ 91,704

FUND	DIVISION	SECTION	NUMBER
Sewer Collection	Water Reclamation	Lift Station Maintenance	6030

DESCRIPTION:

This section provides operation and maintenance services for the 12 small lift stations.

	MAINTENANCE AND OPERATIONS	
5350	Safety Clothing and Supplies	PPE and an emergency eyewash for the Lift Station Pump Truck
5455	Telephone	(1) Smartphone; 12 Lift Station land lines
6140	Maintenance Services	Contracted repairs/maintenance for the Lift Stations
6160	Facilities Maintenance	Maintenance of the grounds, buildings, and structures
6310	Utilities - Electric	Electric Utilities for the Lift Stations
6370	Utilities - Water	Water at Pine Lift Station
6410	Materials and Supplies	General supplies consumed performing maintenance & repair of Lift Stations, not equipment-
6510	Small Tools and Equipment	Tools and equipment under $5,000; not consumed by use; life > 1 year
6520	Equipment Rental	Rental equipment for maintenance, construction & repairs when Department equipment is not
6530	Fuel and Lubricants	Fuel and oil for operation of section and rental equipment
6535	Equipment Parts and Supplies	Parts used to repair equipment; not general supplies or consumables; parts directly related to
6540	Equipment Repairs and Maintenance	Outside repair service; machining; specialty repairs
7150	Contingency Expense	

	CAPITAL OUTLAY	
8010	Tools and Equipment	
8020	Autos and Trucks	
8070	Facilities	

SEWER COLLECTION FUND GENERAL ADMINISTRATIVE EXPENSE

SECTION 6090

General and administrative costs for Sewer Collection are accounted for in this section. Costs include all insurance, office rental, administration charges, training, and other expenses.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
SEWER COLLECTION FUND
GENERAL ADMINISTRATIVE EXPENSE - SECTION 6090

No Staff
Budgeted
for this Section

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER COLLECTION FUND
GENERAL ADMINISTRATIVE EXPENSE - SECTION 6090
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	SEWER COLLECTION FUND				
	PERSONNEL				
	Fringe Benefits				
400-6090-560-5205	PERS-EMPLOYER PAID	$ 1,768	$ -	$ -	$ -
400-6090-560-5208	PERS-UAL	-	6,500	-	-
400-6090-560-5230	GROUP MEDICAL INSURANCE	1	-	-	-
400-6090-560-5240	DISABILITY INSURANCE	3,611	3,780	3,448	3,360
400-6090-560-5260	RETIREE MEDICAL INSURANCE	-	-	-	8,400
400-6090-560-5265	RETIREE LIFE INSURANCE	24	-	5,164	-
400-6090-560-5270	GASB 68 PENSION EXPENSE	223,614	-	-	-
400-6090-560-5290	ADMIN COST GROUP MEDICAL	7,274	8,000	8,921	8,500
400-6090-560-5295	FUTURE MEDICAL BENEFITS	(272,998)	108,300	108,300	77,600
	SUBTOTAL PERSONNEL	(36,706)	126,580	125,833	97,860
	MAINTENANCE AND OPERATIONS				
400-6090-560-5455	TELEPHONE	6,067	6,240	6,670	7,200
400-6090-560-5520	LEGAL SERVICES	-	25,000	-	50,000
400-6090-560-5525	OTHER PROFESSIONAL SERVICES	290,779	70,000	141,919	50,000
400-6090-560-5610	INSURANCE - LIABILITY	61,051	70,000	65,967	81,340
400-6090-560-5620	INSURANCE - PROPERTY	123,636	126,301	141,545	144,803
400-6090-560-5630	WORKER COMPENSATION	(45,525)	24,000	5,093	36,000
400-6090-560-5650	UNINSURABLE LOSSES	3,582	25,000	4,706	25,000
400-6090-560-5810	UNCOLLECTIBLE CHARGEOFFS	(2,789)	-	-	
400-6090-560-6210	PERMITS & FEES	(958)	20,500	4,478	20,000
400-6090-560-6310	ELECTRIC	14,179	-	-	-
400-6090-560-6370	UTILITIES - WATER	-	-	-	-
400-6090-560-7040	BANK FEES	3,721	3,000	4,806	5,000
400-6090-560-7160	CITY SERVICES	-	70,000	-	-
400-6090-560-7170	CITY ROW MAINTENANCE AGREEMENT	1,004,425	1,140,000	-	1,400,000
	SUBTOTAL MAINTENANCE AND OPERATIONS	1,458,168	1,580,041	375,183	1,819,343
	OPERATING BUDGET - SEWER COLLECTION	1,421,462	1,706,621	501,016	1,917,203
	CAPITAL OUTLAY				
	CAPITAL OUTLAY - SEWER				
400-6020-560-8400	CAPITAL IMPROVEMENT PROJECTS - CARRYOVER	205,491	1,882,501	600,032	300,000
400-6020-560-8400	CAPITAL IMPROVEMENT PROJECTS - NEW PROJECTS	-	2,503,330	-	2,145,000
400-6020-560-8400	CAPITAL IMPROVEMENT PROJECTS - LABOR PORTION	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	205,491	4,385,831	600,032	2,445,000
400-6020-560-8500	OVERHEAD APPLIED PROPERTY, PLANT, & EQUIPMENT	(21,967)	(87,717)	(12,001)	(48,900)
	SUBTOTAL OVERHEAD ALLOCATION	(21,967)	(87,717)	(12,001)	(48,900)
	TOTAL BUDGET	$ 1,604,986	$ 6,004,735	$ 1,089,047	$ 4,313,303
400-6090-570-7510	DEPRECIATION - FIXED ASSETS	$ 1,144,096	$ 1,150,000	$ 1,244,855	$ 1,150,000

FUND	DIVISION	SECTION	NUMBER
Sewer Collection	Water Reclamation	General Administrative Expense	6090

DESCRIPTION:

General and administrative costs for Sewer Collection are accounted for in this section. Costs include all insurance, office rental, administ charges, training, etc.

	PERSONNEL	
5208	PERS-UAL	CalPERS Unfunded Pension Liability, GASB68 Actuarial Report
5240	Disability Insurance	Disability insurance per MOU
5250	Unemployment Benefit Expense	Unemployment benefits as required by law
5260	Retiree Medical Insurance	Group health benefits for retired full-time employees per MOU
5295	Future Medical Benefits	Future medical benefits, as stipulated in GASB 75
	MAINTENANCE AND OPERATIONS	
5455	Telephone	Telephone services
5520	Legal Services	Legal services for sewer collections
5525	Other Professional Services	Consultant and investment management services
5610	Insurance - Liability	Insurance covering damages, claims or liabilities
5620	Insurance - Property	Property insurance covering physical damage to buildings
5630	Worker's Compensation	Insurance covering employee injuries
6210	Permits & Fees	WDR fees and SCAQMD Fees
7040	Bank Fees	Monthly bank fees
7090	Other Claims/Losses	Reimbursement for damage or losses (contractor damage, etc.)
7160	City Services	Reimbursement to the City for services provided to the Water Department
7170	Franchise Fees	Annual payment to the City per Right of Way Maintenance agreement
	CAPITAL OUTLAY	

WATER CAPITAL IMPROVEMENTS

WATER FUND CAPITAL IMPROVEMENT PLAN FY 2021-2022

CATEGORY	PROJECT NUMBER	FISCAL YEAR 2020-21 BUDGET	FISCAL YEAR 2020-21 COSTS	ESTIMATED FY 20-21 COSTS INCLUDING ENCUMBRANCES	ESTIMATED OPEN ENCUMBRANCES	PROJECT CARRY OVER	NEW PROJECT OR ADDITIONAL FUNDING	PROJECTED ACTUAL EXPENSES FOR FY 21-22	LABOR PORTION OF PROJECT	CIP BUDGET FY 21-22	FUNDING SOURCES	PROJECTED FY 22-23	PROJECTED FY 23-24	PROJECTED FY 24-25	PROJECTED FY 25-26	PROJECTED FY 26-27	OVERALL PROJECT BUDGET
REPLACEMENT / REHABILITATION OF SYSTEM ASSETS																	
WELLS AND PUMPING EQUIPMENT REHABILITATION																	
Annual R/R - Wells	11000	-	-	-	-	-	400,000	400,000	(35,000)	365,000	Capital	400,000	500,000	500,000	500,000	500,000	2,800,000
Annual R/R - Geothermal Wells and System Repair	11001	-	-	-	-	-	100,000	100,000	(5,000)	95,000	Capital	100,000	100,000	100,000	100,000	100,000	600,000
PUMPS, BOOSTERS, & ACV'S REHABILITATION & REPLACEMENT																	
Annual R/R - Booster Pumps	11002	-	-	-	-	-	120,000	120,000	(18,000)	102,000	Capital	120,000	120,000	120,000	120,000	120,000	720,000
Annual R/R - ACV's	11003	-	-	-	-	-	25,000	25,000	(2,500)	22,500	Capital	25,000	25,000	25,000	25,000	25,000	150,000
Annual R/R - SCADA & Metering to Non-Metered Pumps/ACV's	11004	-	-	-	-	-	20,000	20,000	-	20,000	Capital	20,000	20,000	20,000	20,000	20,000	120,000
Mountain Zone Pump Station Upgrade		-	-	-	-	-	-		-	-	Capital	165,000	2,000,000	-	-	-	2,165,000
RESERVOIR REHABILITATION																	
12-100 Reservoir Seismic Upgrades Group 2 (Devore, Del Rosa 3, Sycamore 1, Terrace 3)	10535	-	-	-	-	-	-		-	-	Grant/Debt	9,500,000	-	-	-	-	9,500,000
12-100 Reservoir Seismic Upgrades Group 3 (Lytle Creek 2, Newmark 2, 3, 4, Perris Hill)	10535	7,941,163	225,986	1,316,380	1,090,394	7,715,177		1,090,000	-	7,715,000	Capital/Debt	8,000,000	-	-	-	-	23,941,163
Lytle Creek Reservoir Structural Evaluation and Relining	10935	375,000	-	-	-	375,000	-	375,000		375,000	Capital	-	-	-	-	-	375,000
WATER MAIN REPLACEMENT																	
15-106 Mountain Pressure Zone Main Replacements Phase 2	10733	1,100,000	-	-	-	1,100,000	-	1,100,000	-	1,100,000	Capital	-	-	-	-	-	1,100,000
19/20 Upper Zone Replacements & Mountain Sub-Zone B PZ Elimination	10952	349,514	46,484	84,449	37,965	303,030	-	100,000	-	303,000	Capital	-	-	-	-	-	349,514
SRF Pipeline Replacements		-	-	-	-	-	-	-	-	-	Debt	5,000,000	-	-	-	-	5,000,000
Annual Pipeline R/R	11005	-	-	-	-	-	300,000	300,000	(100,000)	200,000	Capital	300,000	300,000	300,000	300,000	300,000	1,800,000
34th St (F Street - Mt View Ave)	11006	-				-	100,000	100,000		100,000	Capital	-	1,000,000	-	-	-	1,100,000
Little Mountain Dr Main Replacement	11007	-				-	170,000	170,000		170,000	Capital	-	1,500,000	-	-	-	1,670,000
Lower Zone - Rialto Ave and K Street Pipeline Replacement	11008	-	-	-	-	-	1,200,000	1,200,000	-	1,200,000	Capital	-	-	-	-	-	1,200,000
36th Street Pipeline Replacement	11009	-	-	-	-	-	30,000	30,000	-	30,000	Capital	-	250,000	-	-	-	280,000
40th St - Edgerton Dr Pipeline Replacements	11010	-	-	-	-	-	250,000	250,000	-	250,000	Capital	-	-	1,750,000	-	-	2,000,000
Spruce Street and Eucalyptus Ave Pipeline Replacements	11011	-	-	-	-	-	80,000	80,000	-	80,000	Capital	-	-	-	600,000	-	680,000
Cooley Ct, Gage St and Sunnyside Ave Pipeline Replacements	11012	-	-	-	-	-	80,000	80,000	-	80,000	Capital	-	-	-	600,000	-	680,000
Pepper Tree Lane Pipeline Replacement	11032	-	-	-	-	-	80,000	80,000	-	80,000	Capital	650,000	-	-	-	-	730,000
SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT																	
Annual R/R - Sample Stands Replacement	11013	-	-	-	-	-	100,000	100,000	-	100,000	Capital	100,000	100,000	100,000	100,000	100,000	600,000
Annual R/R - Large Meter Vault Lid Replacement	11014	-	-	-	-	-	250,000	250,000	(10,000)	240,000	Capital	250,000	250,000	250,000	250,000	250,000	1,500,000
Annual R/R - Water Meter Capital	11015	-	-	-	-	-	330,000	330,000	(30,000)	300,000	Capital/Conservation	330,000	330,000	330,000	330,000	330,000	1,980,000
Annual R/R - Large Meter Testing	11016			-		-	100,000	100,000	(20,000)	80,000	Capital	100,000	100,000	100,000	100,000	100,000	600,000
Annual R/R - System Valve Replacement	11017	-	-	-	-	-	250,000	250,000	(135,000)	115,000	Capital	350,000	350,000	350,000	350,000	350,000	2,000,000
Annual R/R - Fire Hydrant Replacement	11018	-	-	-	-	-	200,000	200,000	(50,000)	150,000	Capital	200,000	200,000	200,000	200,000	200,000	1,200,000
Annual R/R - City Backflow Device	11019	-	-	-	-	-	50,000	50,000	-	50,000	Capital	50,000	50,000	50,000	50,000	50,000	300,000
Lead Service Line Replacements	10979	2,000,000	43,123	43,123	-	1,956,877	-	1,957,000	-	1,957,000	Capital	2,000,000	1,500,000	1,500,000	1,500,000	1,500,000	10,000,000
Advanced Metering Infrastructure (AMI) Project - Phase 1	11020	-	-	-	-	-	2,000,000	2,000,000	-	2,000,000	Capital/Grant	-	-	-	-	-	2,000,000
Muscoy Area Read Routes Meter Replacement	11033	-	-	-	-	-	350,000	350,000	-	350,000	Capital	-	-	-	-	-	350,000
FACILITIES AND PLANTS REHABILITATION & REPLACEMENT																	
Annual R/R - Plant Valve Replacement	11021	-	-	-	-	-	70,000	70,000	(20,000)	50,000	Capital	175,000	175,000	175,000	175,000	175,000	945,000
SUBTOTAL FOR REPLACEMENT / REHABILITATION OF SYSTEM ASSETS		**11,765,677**	**315,593**	**1,443,952**	**1,128,359**	**11,450,084**	**6,655,000**	**11,277,000**	**(425,500)**	**17,679,500**		**27,835,000**	**8,870,000**	**5,870,000**	**5,320,000**	**4,120,000**	**78,435,677**

WATER FUND CAPITAL IMPROVEMENT PLAN FY 2021-2022

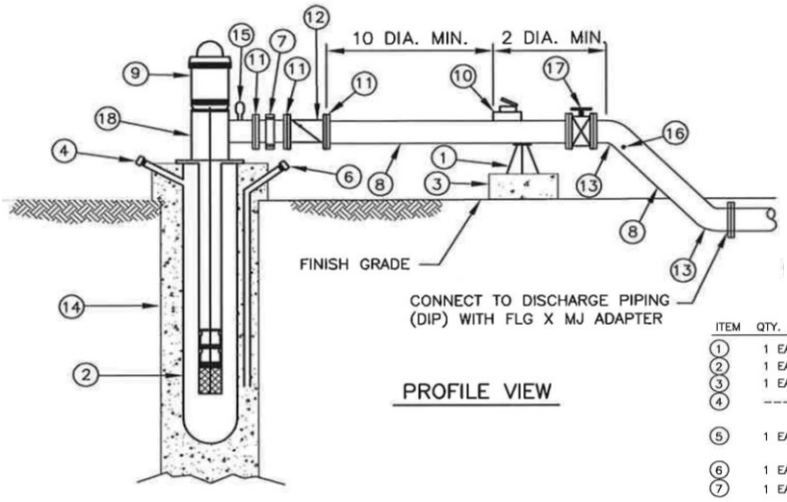
CATEGORY	PROJECT NUMBER	FISCAL YEAR 2020-21 BUDGET	FISCAL YEAR 2020-21 COSTS	ESTIMATED FY 20-21 COSTS INCLUDING ENCUMBRANCES	ESTIMATED OPEN ENCUMBRANCES	PROJECT CARRY OVER	NEW PROJECT OR ADDITIONAL FUNDING	PROJECTED ACTUAL EXPENSES FOR FY 21-22	LABOR PORTION OF PROJECT	CIP BUDGET FY 21-22	FUNDING SOURCES	PROJECTED FY 22-23	PROJECTED FY 23-24	PROJECTED FY 24-25	PROJECTED FY 25-26	PROJECTED FY 26-27	OVERALL PROJECT BUDGET
NEW SYSTEM ASSETS																	
WELLS AND PUMP EQUIPMENT																	
DC-8 Well	10883	150,000	-	-	-	150,000	-	150,000	-	150,000	Capital	1,400,000	-	-	-	-	1,550,000
Production Well		-	-	-	-	-	-	-	-	-	Capital	-	175,000	1,400,000	-	-	1,575,000
PUMPS AND BOOSTER PLANTS																	
2300 Zone Pump Station		-	-	-	-	-	-		-	-	Capital/Developer	3,300,000	-	-	-	-	3,300,000
RESERVOIRS																	
18-117 2300 Zone 1 MG Reservoir (Reservoir #1)	10828	228,711	81,548	122,242	40,694	147,163	-	147,000	-	147,000	Capital/Developer	2,000,000	-	-	-	-	2,228,711
Mountain Zone 2.0 MG Reservoir		-	-	-	-	-	-	-	-	-	Capital	-	300,000	3,600,000	-	-	3,900,000
Terrace 2.0 MG Reservoir		-	-	-	-	-	-	-	-	-	Capital	-	-	-	300,000	3,600,000	3,900,000
Ridgeline 0.25 MG Reservoir		-	-	-	-	-	-	-	-	-	Capital	-	-	60,000	450,000	-	510,000
WATER MAINS																	
10-102 Mountain View 12" Water Main Extension @Mission Creek	10553	600,000	308,256	437,699	129,443	291,744	-	292,000	-	292,000	Capital	-	-	-	-	-	600,000
2300 Zone Transmission Main (2300 PS to 2300 Res)		-	-	-	-	-	-		-	-	Capital/Developer	1,000,000	-	-	-	-	1,000,000
Olive Street and Valencia Street Main Extension	11022	-	-	-	-	-	50,000	50,000	-	50,000	Capital	-	-	300,000	-	-	350,000
FACILITIES AND PLANTS																	
14-121 SBMWD Administration Facility - Chandler Place	10689	12,080,927	576,633	959,251	382,618	11,504,294	-	11,504,000	-	11,504,000	Debt	-	-	-	-	-	12,080,927
Annual R/R - Water System Security Upgrades	11023	-	-	-	-	-	110,000	110,000	(10,000)	100,000	Capital	100,000	100,000	100,000	100,000	100,000	610,000
Annual R/R - Plant Site Improvements	11024	-	-	-	-	-	150,000	150,000	-	150,000	Capital	150,000	150,000	150,000	150,000	150,000	900,000
Annual R/R - SCADA and Telemetry Upgrades	11025	-	-	-	-	-	180,000	180,000	(15,000)	165,000	Capital	180,000	180,000	180,000	180,000	180,000	1,080,000
16-118 SBMWD Loose Material Storage Project - Medical Center	10814	110,000	-	-	-	110,000	-	100,000	-	110,000	Capital	250,000	-	-	-	-	360,000
1350 South E Street - Parking Lot Expansion	10980	80,000	17,324	26,921	9,597	62,676	70,000	100,000		133,000	Capital	-	-	-	-	-	150,000
SBMWD Large Material Storage Relocation Project	10981	1,060,000		-		1,060,000	-	250,000		1,060,000	Capital	-	1,000,000	-	-	-	2,060,000
SUBTOTAL FOR NEW SYSTEM ASSETS		**14,309,638**	**983,761**	**1,546,113**	**562,352**	**13,325,877**	**560,000**	**13,033,000**	**(25,000)**	**13,861,000**		**8,380,000**	**1,905,000**	**5,790,000**	**1,180,000**	**4,030,000**	**36,154,638**
OTHER FUNDED PROJECTS																	
PUBLIC WORKS PROJECTS																	
Annual R/R San Bernardino Basin Model		-					100,000	100,000		100,000	PFM	100,000	100,000	100,000	100,000	100,000	600,000
Annual Unplanned Public Works		-	-	-	-	-	175,000	175,000	-	175,000	Capital	175,000	175,000	175,000	175,000	175,000	1,050,000
Redlands Passenger Rail Project Main Replacements	10856	466,769	2,200	80,116	77,916	464,569	-	465,000	-	465,000	Capital	-	-	-	-	-	466,769
CONSENT DECREE REMEDY REPLACEMENT				-													
13-108 Muscoy - EPA #109 Shallow Well	10690	1,233,000	-	-	-	1,233,000	-	1,233,000	-	1,233,000	AIG	-	-	-	-	-	1,233,000
Annual R/R - EPA Extraction Wells (Newmark)		-	-	-	-	-	400,000	400,000	-	400,000	AIG	400,000	400,000	400,000	400,000	400,000	2,400,000
Annual R/R - EPA Extraction Wells (Muscoy)		-	-	-	-	-	400,000	400,000	-	400,000	AIG	400,000	400,000	400,000	400,000	400,000	2,400,000
Annual R/R - EPA Monitoring Wells		-	-	-	-	-	80,000	80,000	-	80,000	AIG	50,000	50,000	50,000	50,000	50,000	330,000
Annual R/R - EPA Treatment Plant Vessels and Piping/Valves		-	-	-	-	-	50,000	50,000	-	50,000	AIG	50,000	50,000	50,000	50,000	50,000	300,000
SUBTOTAL FOR OTHER FUNDED PROJECTS		**1,699,769**	**2,200**	**80,116**	**77,916**	**1,697,569**	**1,205,000**	**2,903,000**	**-**	**2,903,000**		**1,175,000**	**1,175,000**	**1,175,000**	**1,175,000**	**1,175,000**	**8,779,769**
GRAND TOTAL		**$ 27,775,084**	**$ 1,301,554**	**$ 3,070,181**	**$ 1,768,627**	**$ 26,473,530**	**$ 8,420,000**	**$ 27,213,000**	**$ (450,500)**	**$ 34,443,500**		**$ 37,390,000**	**$ 11,950,000**	**$ 12,835,000**	**$ 7,675,000**	**$ 9,325,000**	**$ 123,370,084**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL WELL REPLACEMENT/REHABILITATION
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: WELLS AND PUMPING EQUIPMENT REHABILITATION

Budget ID No. **CO No. 11000**

Project Description: Project involves the replacement or rehabilitation of groundwater production wells as a result of mechanical or electrical equipment failure. It is anticipated that six (6) production wells will need to be rehabilitated during the fiscal year. Other wells will be rehabilitated or replaced if mechanical or electrical failure occurs.



ITEM	QTY.	DESCRIPTION
1	1 EA.	UNDER PIPE SUPPORT PER SBMWD STD. DWG. W6.28
2	1 EA.	20" DIA. 5/16" WALL, STEEL CASING PIPE
3	1 EA.	REINFORCED CONCRETE BASE
4	----	2" STEEL SOUNDING TUBE W/THREADED CAP (FABRICATE FROM 2" STEEL ELEC. CONDUIT SWEEP & WELD TO CASING) ALL INTERIOR WELDS TO BE GROUND SMOOTH.
5	1 EA.	CASING VENT (2" STEEL TEE W/THREADED PLUG AND SCREENED 2" 90 STREET BEND) UNDER PIPE SUPPORT PER SBMWD STD. DWG. W6.28
6	1 EA.	3" STEEL GRAVEL MAKE-UP PIPE (WELD TO EXISTING) W/THREADED CAP
7	1 EA.	VICTAULIC COUPLING FROM THE WATER DEPARTMENT APPROVED LIST W/SCH 40 MILLED END WELD ADAPTORS
8	__L.F.	SCH. 40 STEEL PIPE
9	1 EA.	PUMP MOTOR
10	1 EA.	WATER METER PER SBMWD STD. DWG. W1.15 APPROVED METER LIST (TOTALIZER TO READ IN 100 CUBIC FEET)
11	3 EA.	____" WELD FLANGE
12	1 EA.	____" CHECK VALVE (EXTERNAL SWING TYPE SPRING AND LEVER) (MUELLER #A-2600-6-02 OR EQUAL) UNDER PIPE SUPPORT PER SBMWD STD. DWG. W6.28
13	2 EA.	_____" 45° STEEL BEND (WELD)
14	1 EA.	CONDUCTOR CASING
15	1 EA.	2" COMBINATION AIR/VACUUM RELEASE VALVE
16	1 EA.	3/4" WATER SAMPLING PORT W/STAINLESS STEEL BALL VALVE
17	1 EA.	_____" HAND OPERATED BUTTERFLY VALVE
18	1 EA.	SIMFLO PUMPS STEEL DISCHARGE HEAD A-53B/A-36 OR APPROVED EQUAL
19	----	POURED CONCRETE PUMP BASE (6 SAC MIX CHAMFER ALL EDGES TO 1")

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$35,000
SBMWD Stock Issues	$35,000
Equipment Rental:	$5,000
Purchased Material:	$15,000
Contract Services	$270,000
Subtotal:	**$360,000**
Contingency (10%)	**$36,000**
TOTAL COSTS (ROUNDED)	**$400,000**

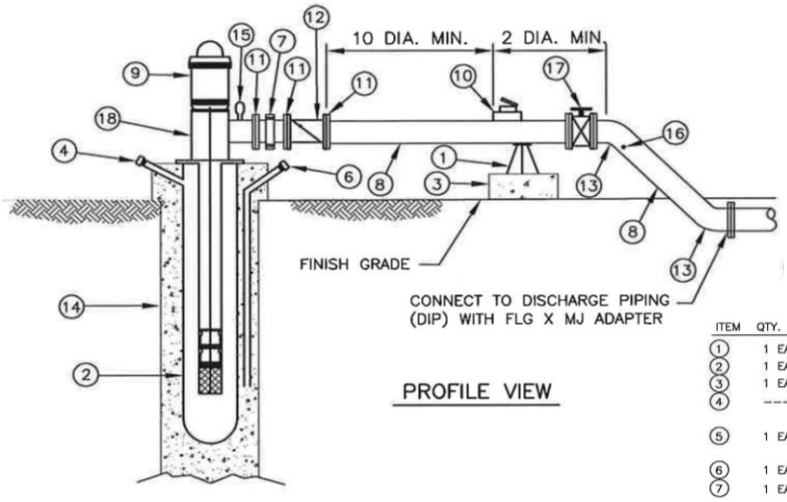
Project Funding Sources:	Funding Amount
Water Capital:	$365,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$365,000** *excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL GEOTHERMAL WELLS REPLACEMENT/REHABILITATION
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: WELLS AND PUMPING EQUIPMENT REHABILITATION

Budget ID No. **CO No. 11001**

Project Description: Project involves the replacement or rehabilitation of geothermal groundwater production wells as a result of mechanical or electrical equipment failure. It is anticipated that one (1) geothermal production well will need to be rehabilitated during the fiscal year. Other wells will be rehabilitated or replaced if mechanical or electrical failure occurs.



ITEM	QTY.	DESCRIPTION
1	1 EA.	UNDER PIPE SUPPORT PER SBMWD STD. DWG. W6.28
2	1 EA.	20" DIA. 3/16" WALL, STEEL CASING PIPE
3	1 EA.	REINFORCED CONCRETE BASE
4	----	2" STEEL SOUNDING TUBE W/THREADED CAP (FABRICATE FROM 2" STEEL ELEC. CONDUIT SWEEP & WELD TO CASING) ALL INTERIOR WELDS TO BE GROUND SMOOTH.
5	1 EA.	CASING VENT (2" STEEL TEE W/THREADED PLUG AND SCREENED 2" 90 STREET BEND) UNDER PIPE SUPPORT PER SBMWD STD. DWG. W6.28
6	1 EA.	3" STEEL GRAVEL MAKE-UP PIPE (WELD TO EXISTING) W/THREADED CAP
7	1 EA.	VICTAULIC COUPLING FROM THE WATER DEPARTMENT APPROVED LIST W/SCH 40 MILLED END WELD ADAPTORS
8	__L.F.	SCH. 40 STEEL PIPE
9	1 EA.	PUMP MOTOR
10	1 EA.	WATER METER PER SBMWD STD. DWG. W1.15 APPROVED METER LIST (TOTALIZER TO READ IN 100 CUBIC FEET)
11	3 EA.	____" WELD FLANGE
12	1 EA.	____" CHECK VALVE (EXTERNAL SWING TYPE SPRING AND LEVER) (MUELLER #A-2600-6-02 OR EQUAL) UNDER PIPE SUPPORT PER SBMWD STD. DWG. W6.28
13	2 EA.	_____" 45° STEEL BEND (WELD)
14	1 EA.	CONDUCTOR CASING
15	1 EA.	2" COMBINATION AIR/VACUUM RELEASE VALVE
16	1 EA.	3/4" WATER SAMPLING PORT W/STAINLESS STEEL BALL VALVE
17	1 EA.	_____" HAND OPERATED BUTTERFLY VALVE
18	1 EA.	SIMFLO PUMPS STEEL DISCHARGE HEAD A-53B/A-36 OR APPROVED EQUAL
19	----	POURED CONCRETE PUMP BASE (6 SAC MIX CHAMFER ALL EDGES TO 1")

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$5,000
SBMWD Stock Issues	$8,000
Equipment Rental:	$1,000
Purchased Material:	$3,000
Contract Services	$73,000
Subtotal:	**$90,000**
Contingency (10%)	**$9,000**
TOTAL COSTS (ROUNDED)	**$100,000**

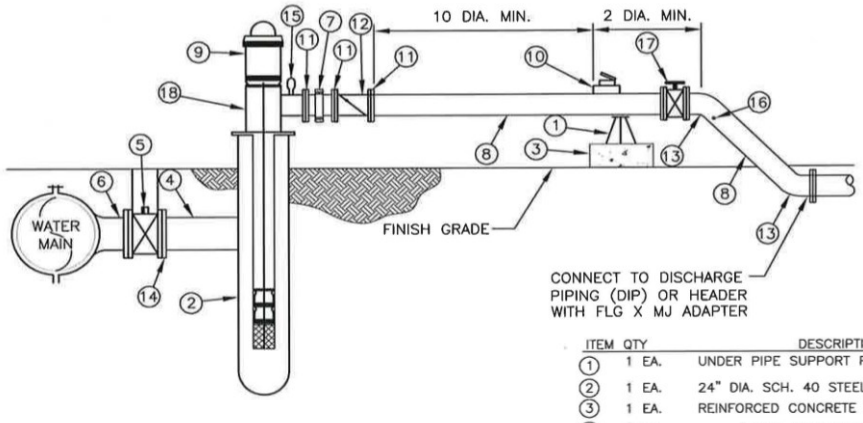
Project Funding Sources:	Funding Amount
Water Capital:	$95,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$95,000** *excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL BOOSTER PUMP REPLACEMENT/REHABILITATION
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: PUMPS, BOOSTERS & ACV REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 11002**

Project Description: Project involves either the replacement or rehabilitation of booster pumps as a result of mechanical or electrical equipment failure. It is anticipated that seven (7) booster pumps will need to be rehabilitated during the fiscal year. Booster pumps will be rehabilitated or replaced if mechanical or electrical failure occurs.



ITEM	QTY	DESCRIPTION
1	1 EA.	UNDER PIPE SUPPORT PER SBMWD STD. DWG. W6.28
2	1 EA.	24" DIA. SCH. 40 STEEL PUMP CAN
3	1 EA.	REINFORCED CONCRETE BASE
4	1 EA.	_____" SCH. 40 STEEL PIPE
5	1 EA.	_____" BUTTERFLY VALVE (FLG) PER SBMWD STD. DWG. W3.2
6	1 EA.	_____" X _____" WELD NOZZLE
7	1 EA.	_____" VICTAULIC COUPLING FROM THE WATER DEPARTMENT APPROVED LIST W/SCH 40 MILLED END WELD ADAPTORS
8		_____ LINEAR FEET SCH. 40 STEEL PIPE
9	1 EA.	PUMP MOTOR
10	1 EA.	WATER METER PER SBMWD STD. DWG. W1.15 APPROVED METER LIST (TOTALIZER TO READ IN 100 CUBIC FEET)
11	3 EA.	_____" WELD FLANGE
12	1 EA.	_____" CHECK VALVE (EXTERNAL SWING TYPE SPRING AND LEVER) (MUELLER # A-2600-6-02 OR EQUAL)
13	2 EA.	_____" 45° STEEL BEND (WELD)
14	1 EA.	_____" WELD FLANGE
15	1 EA.	2" COMBINATION AIR/VACUUM RELEASE VALVE
16	1 EA.	3/4" WATER SAMPLING PORT W/STAINLESS STEEL BALL VALVE
17	1 EA.	_____" HAND OPERATED BUTTERFLY VALVE
18	1 EA.	SIMFLO PUMPS STEEL DISCHARGE HEAD A-53B/A-36 OR APPROVED EQUAL

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$18,000
SBMWD Stock Issues	$2,000
Equipment Rental:	$2,000
Purchased Material:	$11,000
Contract Services	$75,000
Subtotal:	**$108,000**
Contingency (10%)	**$11,000**
TOTAL COSTS (ROUNDED)	**$120,000**

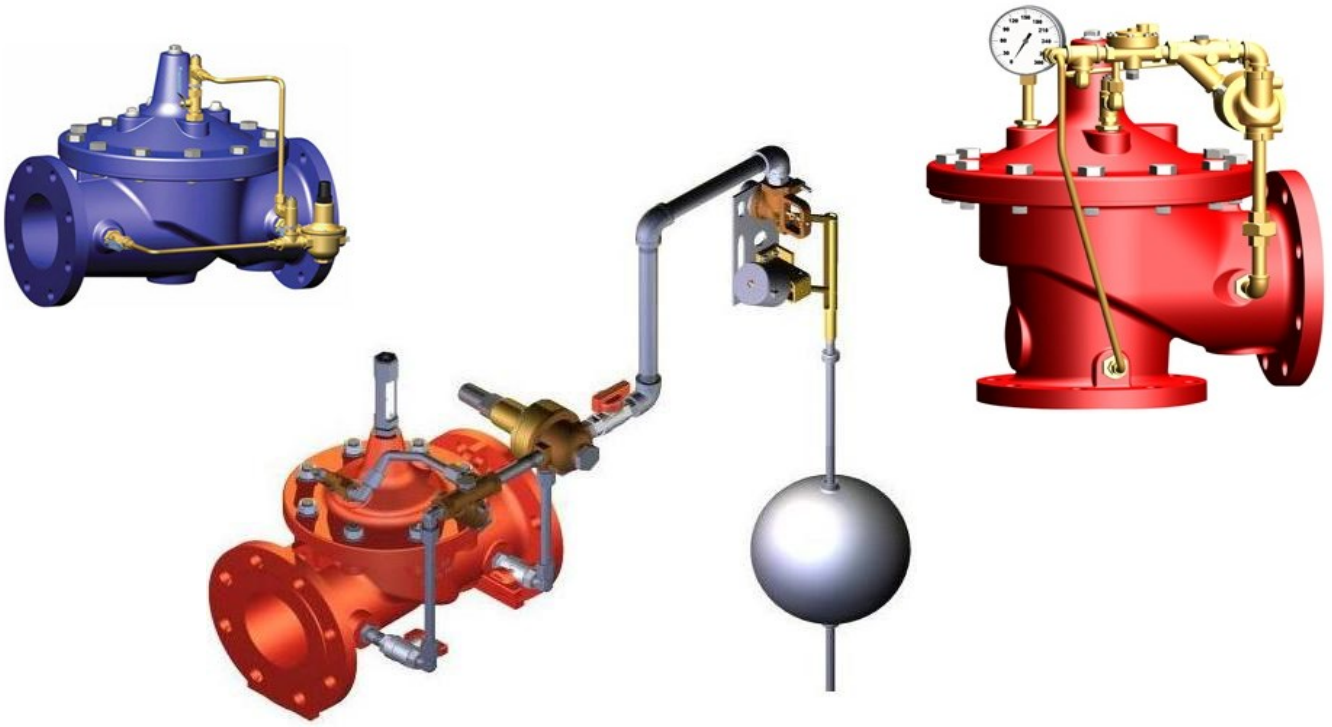
Project Funding Sources:	Funding Amount
Water Capital:	$102,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$102,000** *excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL AUTOMATIC CONTROL VALVE REPLACEMENT/REHABILITATION
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: PUMPS, BOOSTERS & ACV REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 11003**

Project Description: Project involves either the replacement of automatic control valves (ACV's) or the rehabilitation of automatic control valves as a result of mechanical failure or age. It is anticipated that one (1) ACV will need to be rehabilitated during this budget cycle.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$2,500
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$20,000
Subtotal:	**$22,500**
Contingency (10%)	**$2,250**
TOTAL COSTS (ROUNDED)	**$25,000**

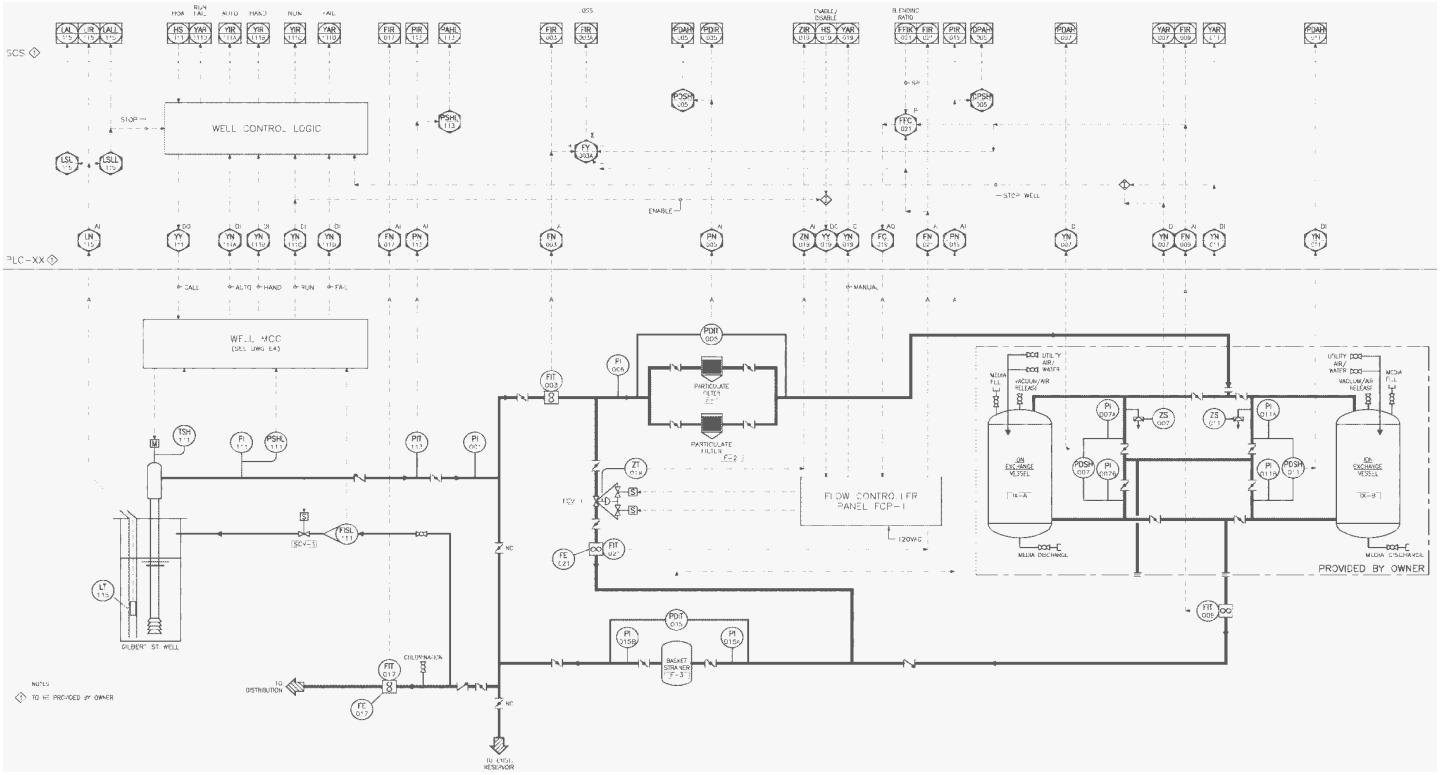
Project Funding Sources:	Funding Amount
Water Capital:	$22,500
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$22,500** *excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL SCADA & METERING TO NON-MONITORED PUMPS/ACV'S
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: PUMPS, BOOSTERS & ACV REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 11004**

Project Description: Project involves the installation of SCADA facilities on non-monitored pumps or wells. This allows staff to monitor flow rates remotely via SCADA network and gather/record real time data. It is anticipated that four (4) agency interties, to be identified in the future, will be upgraded.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$18,000
Contract Services	$0
Subtotal:	**$18,000**
Contingency (10%)	**$2,000**
TOTAL COSTS (ROUNDED)	**$20,000**

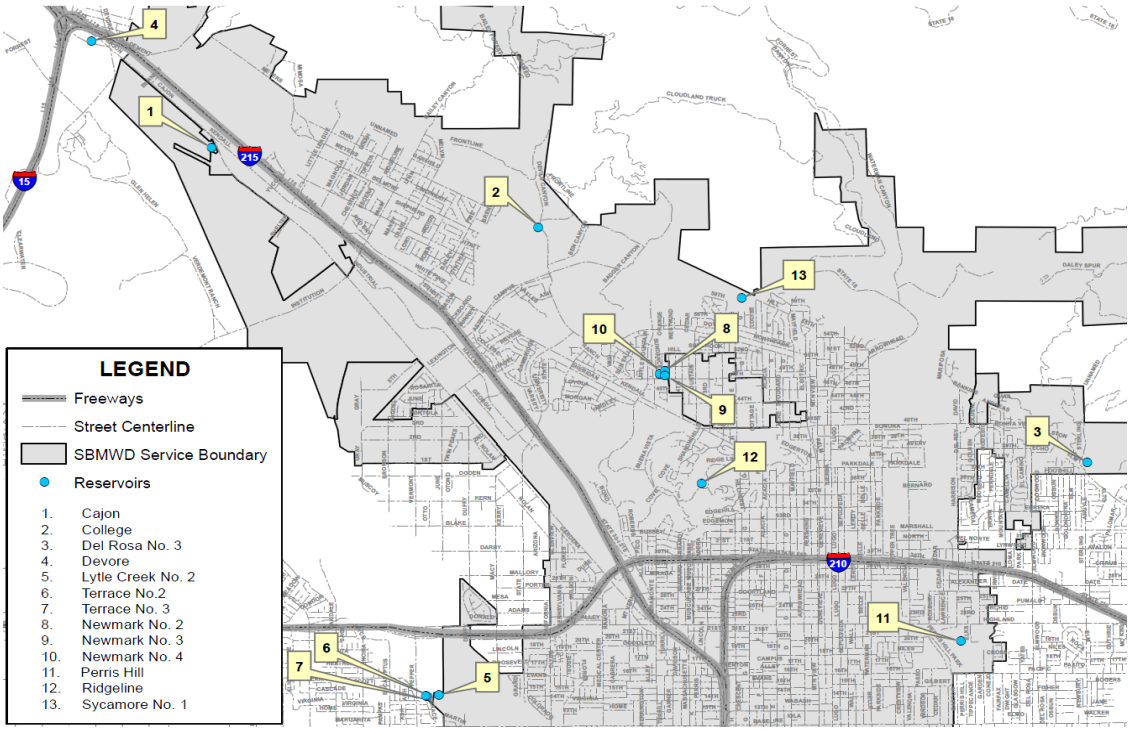
Project Funding Sources:	Funding Amount
Water Capital:	$20,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$20,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: RESERVOIR SEISMIC UPGRADES
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: RESERVOIR REHABILITATION

Budget ID No.	**12-100**	**C.O. No.**	**10535**

Project Description: Project involves the seismic retrofitting of the Department's multiple reinforced concrete and welded steel water storage tanks. In 2003, a vulnerability assessment was performed by a consultant that identified deficiencies that could lead to catastrophic failure of the reservoirs due to a significant seismic event. Maintaining pressure in the water distribution system is a vital component to responding to the public's needs after a seismic event including fire suppression and drinking water. If reservoirs fail, water system pressure loss will occur prompting boil alerts and significantly decreasing ability to fight structure fires. This project is a planned multi-year project due to the extensive scope and cost. The project is composed of three (3) groups which separate the reinforced concrete and the welded steel tanks. Group 3 includes the reinfornced concrete tanks while Groups 1 and 2 combine the welded steel tanks. Group 1 completed construction in fiscal year 20/21 budget cycle and includes steel reservoirs. State Revolving Fund and FEMA funding opportunities are in progress for Group 2. Group 3 will be placed for bidding in FY's 21/22-22/23.



Budgetary Requirements:

Cost Category	**Estimated Cost**
CEQA Compliance:	$0
Design:	$180,000
Const. Mgmnt:	$900,000
Construction:	$2,100,000
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$3,180,000**
Contingency (10%)	**$318,000**
TOTAL COSTS (ROUNDED)	**$3,498,000**

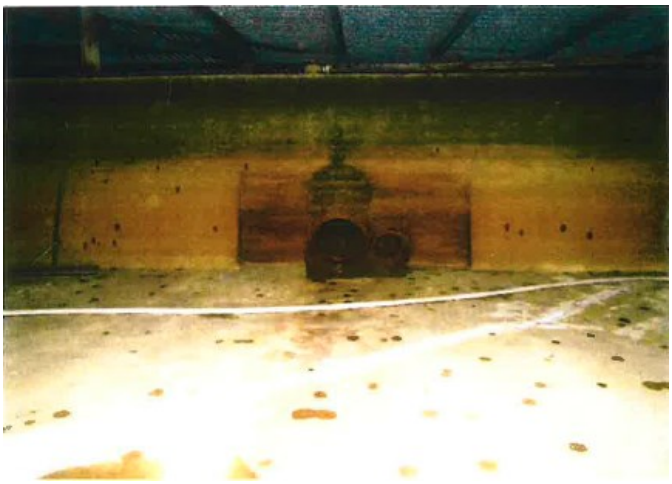
Project Funding Sources:	**Funding Amount**
Water Capital:	$0
Chartis Escrow:	$0
Water Conservation:	$0
Other (Debt):	$7,715,177
FUNDING (ROUNDED)	**$7,715,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: LYTLE CREEK NO. 1 RESERVOIR STRUCTURAL EVALUATION AND RELINING
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: RESERVOIR REHABILITATION

Budget ID No. **CO No.** 10935

Project Description: Project involves the structural evaluation of the Lytle Creek Reservoir No. 1 and the potential relining of the interior concrete to address water loss and cracks.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$60,000
Const. Mgmnt:	$0
Construction:	$280,000
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$340,000**
Contingency (10%)	**$34,000**
TOTAL COSTS (ROUNDED)	**$375,000**

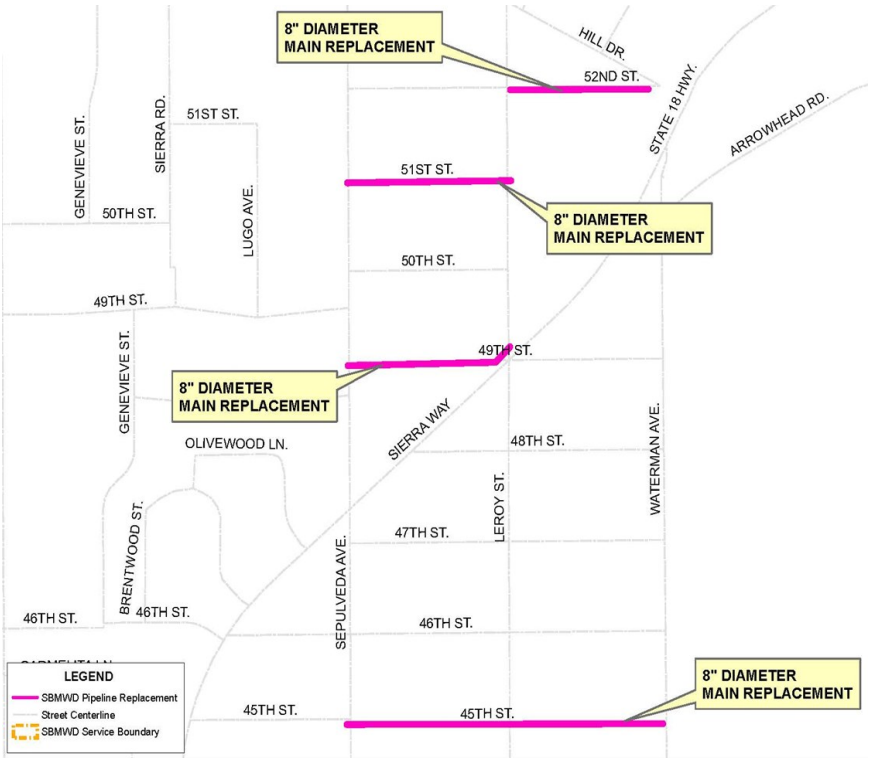
Project Funding Sources:	Funding Amount
Water Capital:	$375,000
Chartis Escrow:	$0
Water Conservation:	$0
Other (Debt):	$0
FUNDING (ROUNDED)	**$375,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: MOUNTAIN PRESSURE ZONE MAIN REPLACEMENTS PHASE 2
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: WATER MAIN REPLACEMENT

Budget ID No. 15-106 **CO No.** 10733

Project Description: Project involves the construction of approximately 3,050 linear feet of the 8" ductile iron mains in the Mountain Pressure Zone. The new mains will replace 4" diameter cast iron and steel mains for improved distribution and fire flow in the immediate areas. Project is a 2007 master-planned "Priority 1 Pipeline Improvement".



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$1,000,000
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$1,000,000**
Contingency (10%)	**$100,000**
TOTAL COSTS (ROUNDED)	**$1,100,000**

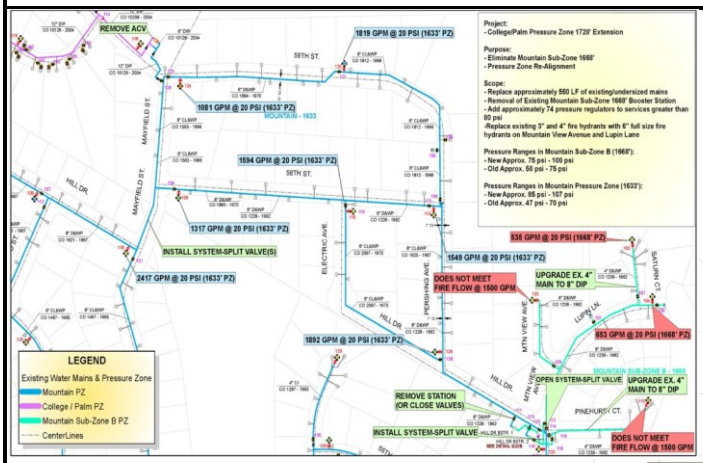
Project Funding Sources:	Funding Amount
Water Capital:	$1,100,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$1,100,000**

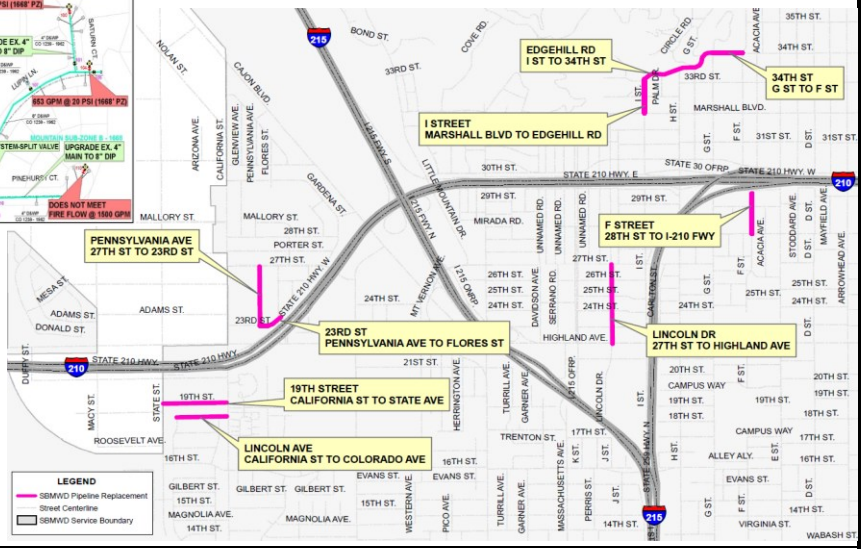
San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: 19/20 UPPER ZONE REPLACEMENTS & MOUNTAIN SUB-ZONE B PZ ELIMINATION
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: WATER MAIN REPLACEMENT

Budget ID No. **CO No. 10952**

Project Description: Project includes the combination of CO 10818 Upper Zone Replacements - Mallory, Shandin Hills area which are priority 1 and 2 proposed pipeline improvements from the 2007 Water Facilities Master Plan and CO 10819 1720' Pressure Zone Extension (Mountain Sub-Zone B Elimation).





Budgetary Requirements:

Cost Category	Estimated Cost	
CEQA Compliance:	$10,000	
Design:	$50,000	
Const. Mgmnt:	$0	
Construction:	$0	
SBMWD Labor & Ovhd:	$0	
SBMWD Stock Issues	$0	
Equipment Rental:	$0	
Purchased Material:	$0	
Contract Services	$30,000	
Subtotal:	**$90,000**	
Contingency (10%)	**$9,000**	
TOTAL COSTS (ROUNDED)	**$100,000**	

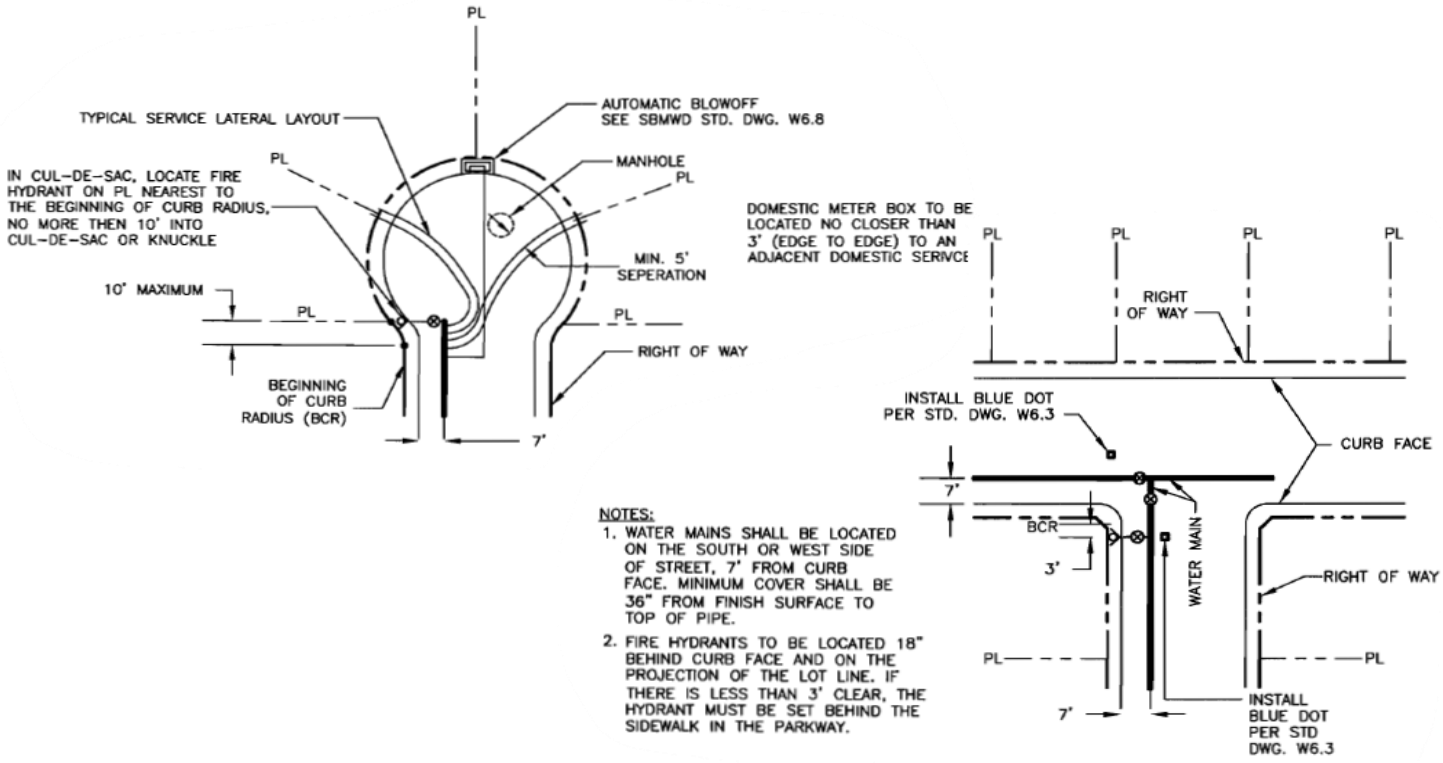
Project Funding Sources:	Funding Amount	
Water Capital:	$303,000	Carryover funds from Fiscal Year 2020/2021
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$0	
FUNDING (ROUNDED)	**$303,000**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL PIPELINE REPLACEMENT/REHABILITATION
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: WATER MAIN REPLACEMENT

Budget ID No. **CO No. 11005**

Project Description: Project involves the replacement of system wide problematic pipelines due to age, size, corrosion, and/or extreme leak histroy. These pipelines will be identified and replaced by the Department's Water Utility Distribution Section throughout the budget cycle.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$100,000
SBMWD Stock Issues	$12,000
Equipment Rental:	$12,000
Purchased Material:	$135,000
Contract Services	$12,000
Subtotal:	**$271,000**
Contingency (10%)	**$27,100**
TOTAL COSTS (ROUNDED)	**$300,000**

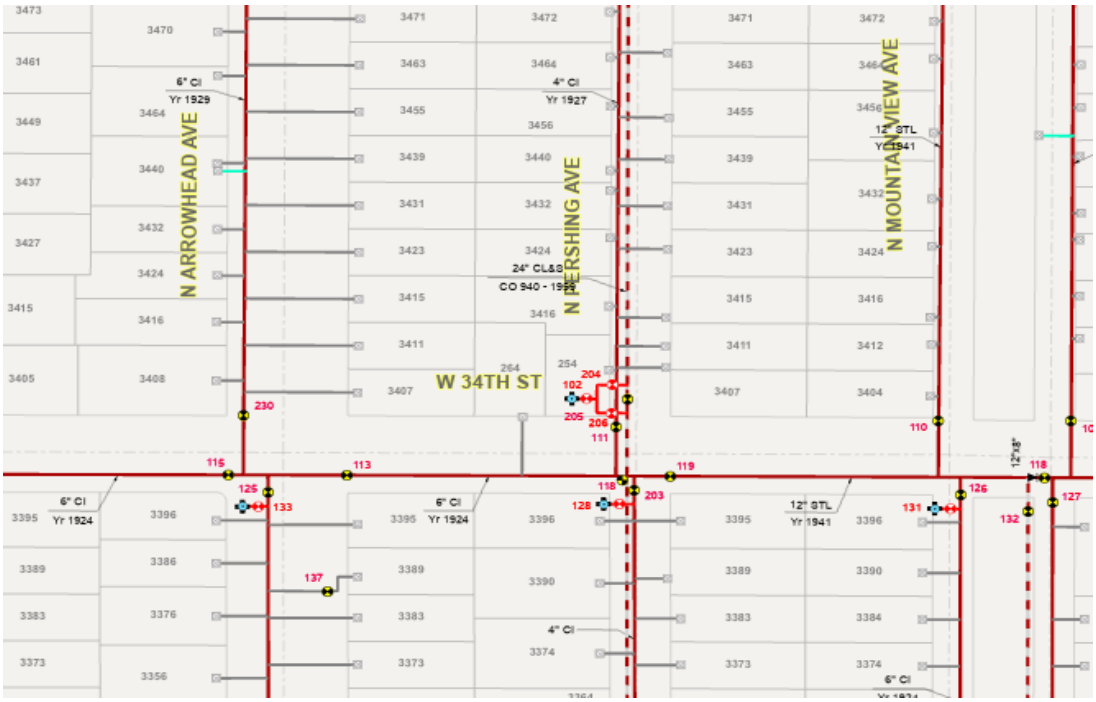
Project Funding Sources:	Funding Amount
Water Capital:	$200,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$200,000** *excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: 34TH STREET (F STREET - MTN VIEW AVE)
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: WATER MAIN REPLACEMENT

Budget ID No. **CO No. 11006**

Project Description: Project includes the replacement of the 6-inch cast iron main from 1924 and a portion of the 12-inch steel main from 1941 with recent chronic leak histories. Project includes funding for the design. Project length is approximately 2,800 linear feet.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$1,000
Design:	$89,000
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$90,000**
Contingency (10%)	**$9,000**
TOTAL COSTS (ROUNDED)	**$100,000**

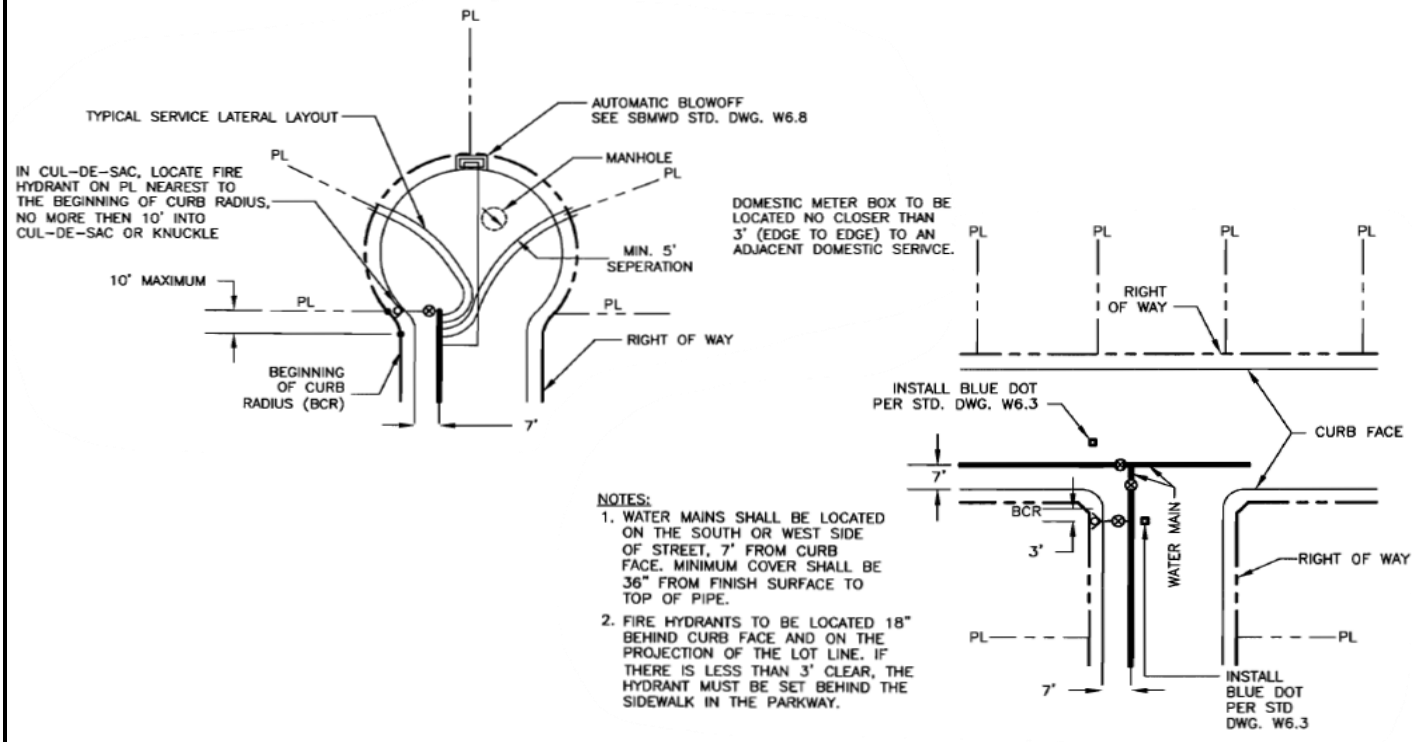
Project Funding Sources:	Funding Amount
Water Capital:	$100,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$100,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: LITTLE MOUNTAIN DR MAIN REPLACEMENT
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: WATER MAIN REPLACEMENT

Budget ID No. **CO No. 11007**

Project Description: Project includes testing and investigation for the replacement of a main replacement on Little Moutain Drive with recent chronic leak histories. Project includes funding for the investigation and design. Preliminary project length is approximately 4,000 linear feet.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$2,000
Design:	$150,000
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$152,000**
Contingency (10%)	**$15,200**
TOTAL COSTS (ROUNDED)	**$170,000**

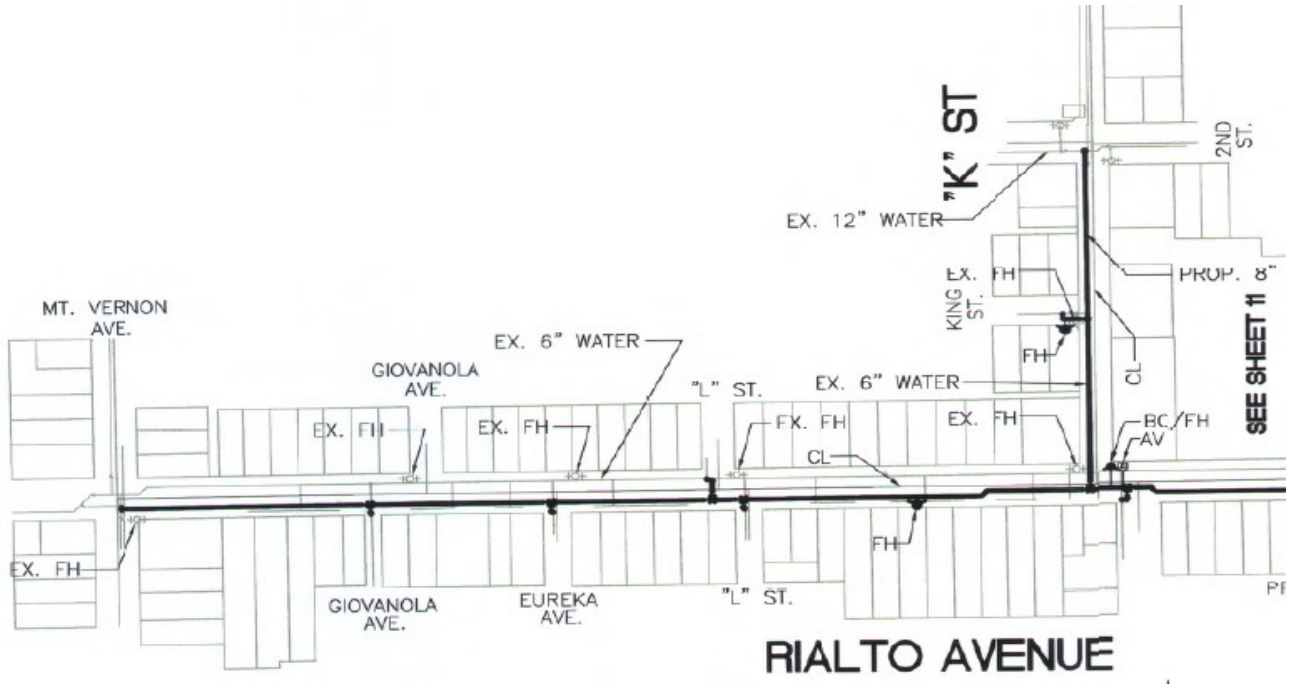
Project Funding Sources:	Funding Amount
Water Capital:	$170,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$170,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: LOWER ZONE - RIALTO AVE AND K STREET PIPELINE REPLACEMENT
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: WATER MAIN REPLACEMENT

Budget ID No. **CO No. 11008**

Project Description: Project includes fudning for the construction of the existing main replacements on Rialto Ave between Mount Vernon Ave and K Street, and K Street between Rialto Ave and 2nd Street. The project consists of priority 1 pipeline improvements from the 2007 Water Facilities Master Plan.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$1,100,000
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$20,000
Subtotal:	**$1,120,000**
Contingency (10%)	**$112,000**
TOTAL COSTS (ROUNDED)	**$1,200,000**

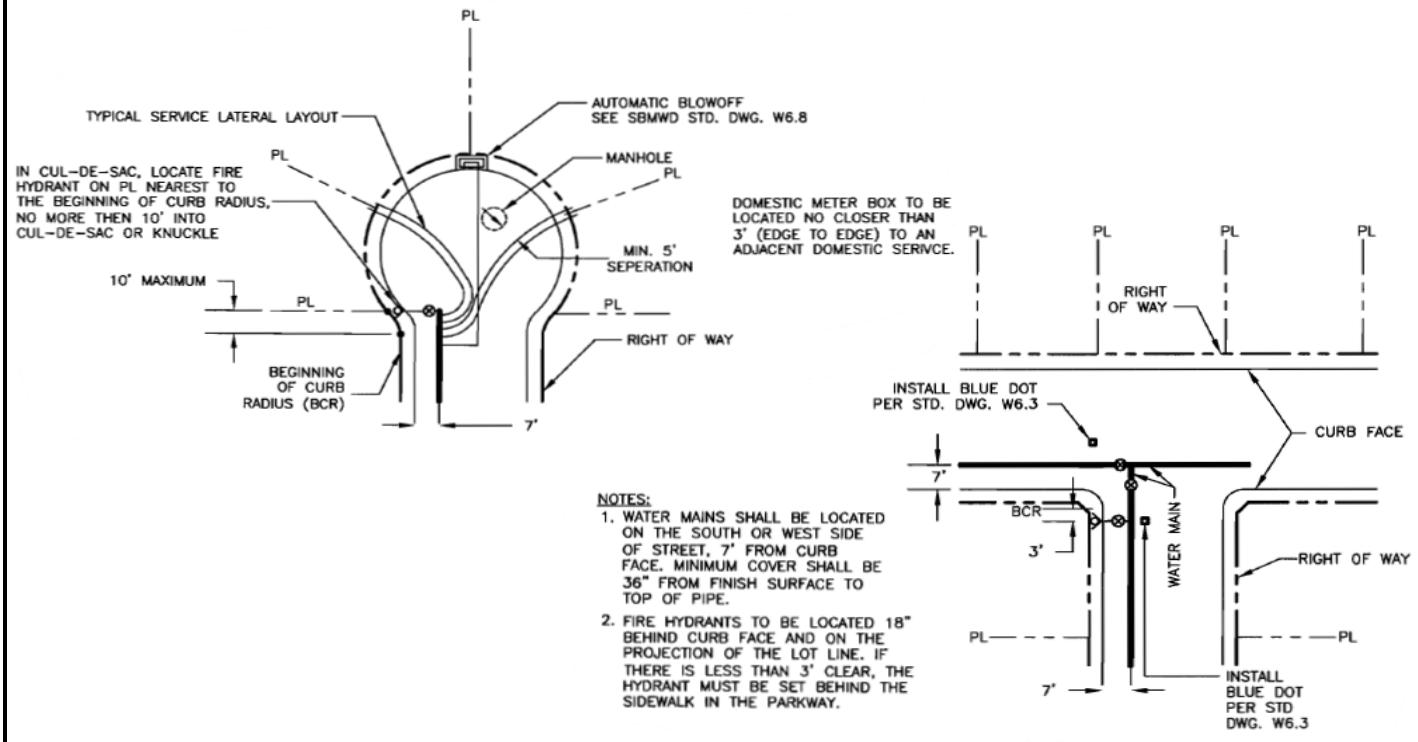
Project Funding Sources:	Funding Amount
Water Capital:	$1,200,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$1,200,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: 36TH STREET PIPELINE REPLACEMENT
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: WATER MAIN REPLACEMENT

Budget ID No. **CO No. 11009**

Project Description: Project includes the replacement of a water main on 36th Street from F Street to G Street as identified in the 2015 Water Facilities Master Plan. Project includes funding for design. Approximate project length is 670 linear feet.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$500
Design:	$26,500
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$27,000**
Contingency (10%)	**$2,700**
TOTAL COSTS (ROUNDED)	**$30,000**

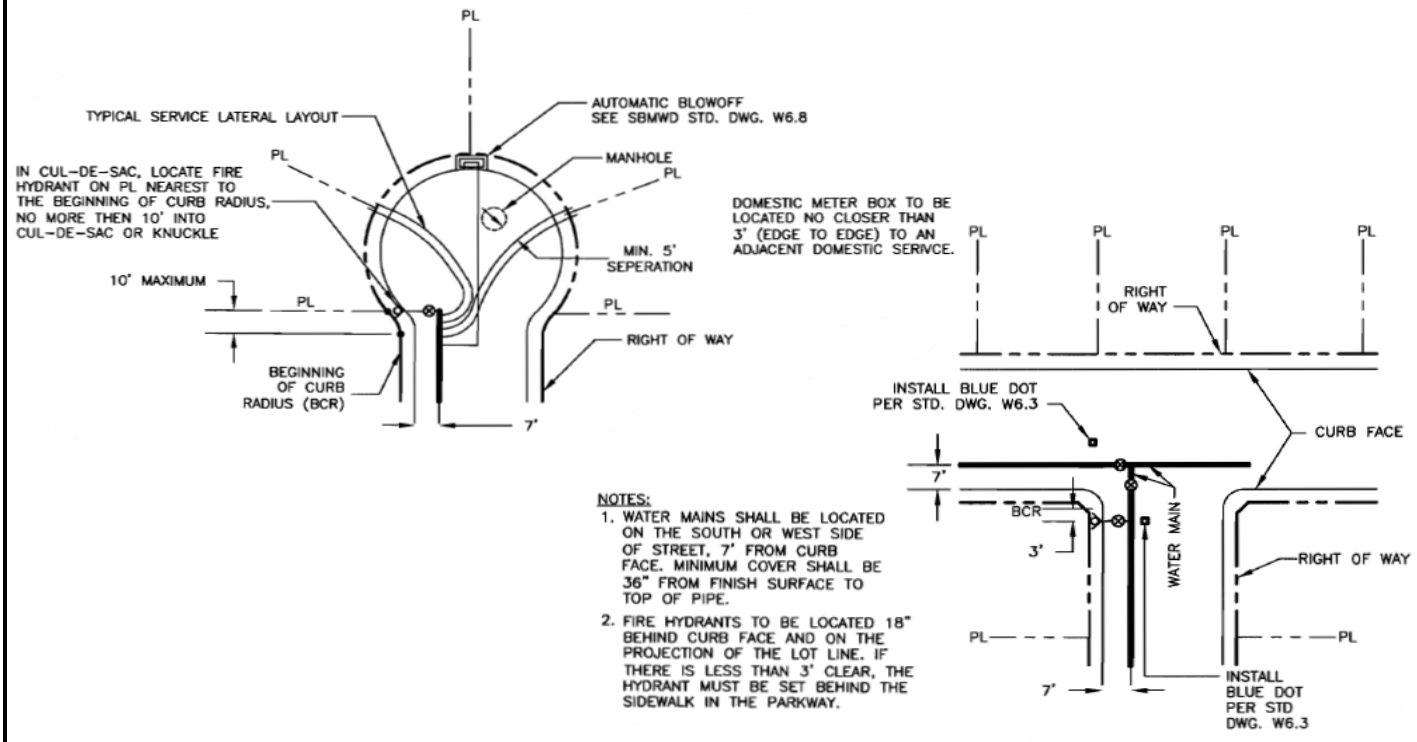
Project Funding Sources:	Funding Amount
Water Capital:	$30,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$30,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: 40TH STREET - EDGERTON DR PIPELINE REPLACEMENTS
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: WATER MAIN REPLACEMENT

Budget ID No. **CO No. 11010**

Project Description: Project includes the replacement of water mains on 40th Street from Genevieve to Palm, Palm from 40th to 39th, continuing south to Edgerton Dr, continuing west to end of Egderton Dr, Skylark Dr from Edgerton Dr to end as identified in the 2015 Water Facilities Master Plan. Project includes funding for design. Approximate project length is 5,500 linear feet.



Budgetary Requirements:

Cost Category	Estimated Cost	
CEQA Compliance:	$2,500	
Design:	$224,000	0
Const. Mgmnt:	$0	
Construction:	$0	
SBMWD Labor & Ovhd:	$0	
SBMWD Stock Issues	$0	
Equipment Rental:	$0	
Purchased Material:	$0	
Contract Services	$0	
Subtotal:	**$226,500**	
Contingency (10%)	**$22,650**	
TOTAL COSTS (ROUNDED)	**$250,000**	

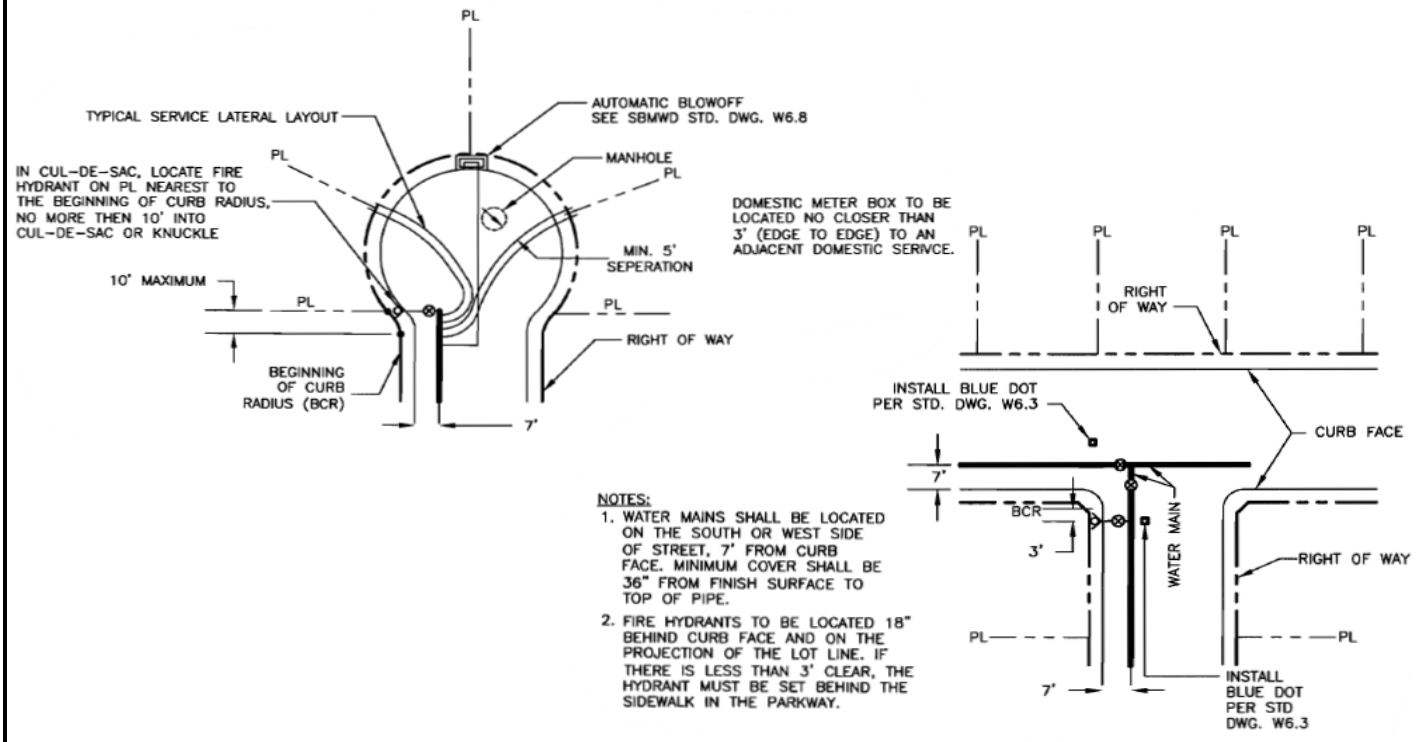
Project Funding Sources:	Funding Amount
Water Capital:	$250,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$250,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: SPRUCE STREET AND EUCALYPTUS AVE PIPELINE REPLACEMENTS
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: WATER MAIN REPLACEMENT

Budget ID No. **CO No. 11011**

Project Description: Project includes the replacement of water mains on Spruce Street from Eucalyptus to Pepper and Pepper Avenue from Spruce to 6th as identified in the 2015 Water Facilities Master Plan. Project includes funding for design. Approximate project length is 1,850 linear feet.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$1,000
Design:	$71,000
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$72,000**
Contingency (10%)	**$7,200**
TOTAL COSTS (ROUNDED)	**$80,000**

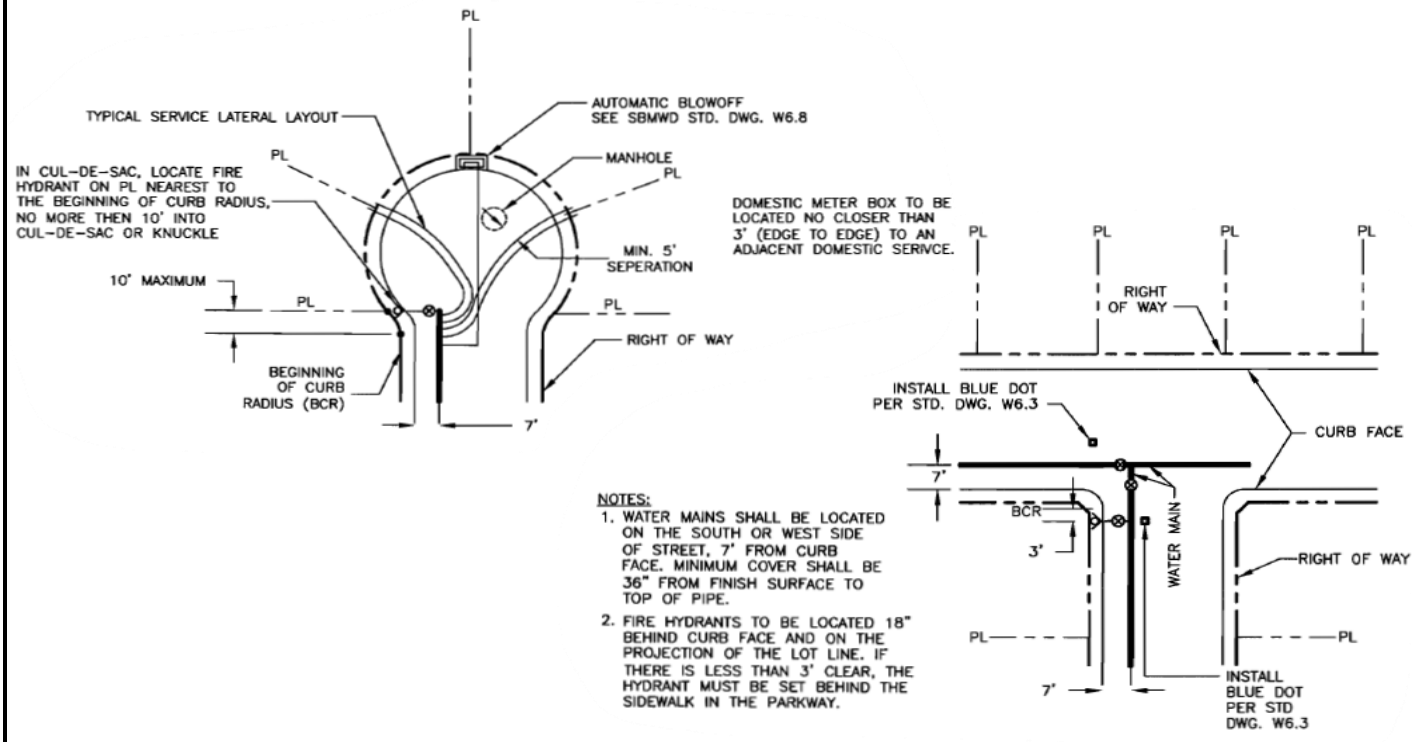
Project Funding Sources:	Funding Amount
Water Capital:	$80,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$80,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: COOLEY CT, GAGE ST, SUNNYSIDE AVE PIPELINE REPLACEMENTS
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: WATER MAIN REPLACEMENT

Budget ID No. **CO No. 11012**

Project Description: Project includes the replacement of water mains on Cooley Court, Gage Street and Sunnyside Avenue, south of Cooley Street as identified in the 2015 Water Facilities Master Plan. Project includes funding for design. Approximate project length is 1,750 linear feet.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$1,000
Design:	$71,000
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$72,000**
Contingency (10%)	**$7,200**
TOTAL COSTS (ROUNDED)	**$80,000**

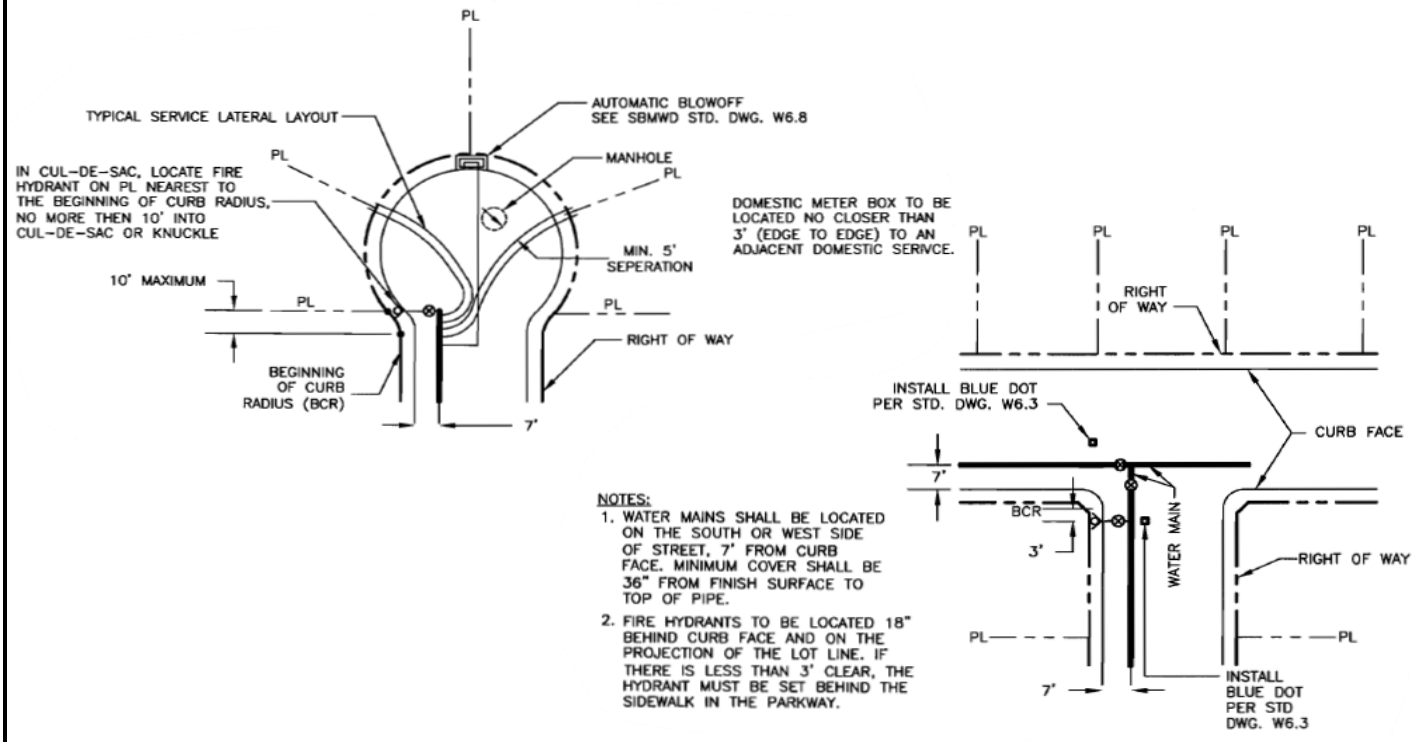
Project Funding Sources:	Funding Amount
Water Capital:	$80,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$80,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: PEPPER TREE LANE PIPELINE REPLACEMENT
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: WATER MAIN REPLACEMENT

Budget ID No. **CO No. 11032**

Project Description: Project includes the replacement of water mains on Pepper Tree Lane from Marshall Blvd to Lynwood Dr, and Lynwood Drive from Pepper Tree Lane to Valencia Ave. Potentially include an additional 400 ft - 800 ft of additional pipe to replace on Pepper Tree Lane and Fremontia Drive based on staff evaluation. The mains, from years 1936 and 1950, have been identified by staff in need of replacement due to recent chronic leak histories.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$1,000
Design:	$71,000
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$72,000**
Contingency (10%)	**$7,200**
TOTAL COSTS (ROUNDED)	**$80,000**

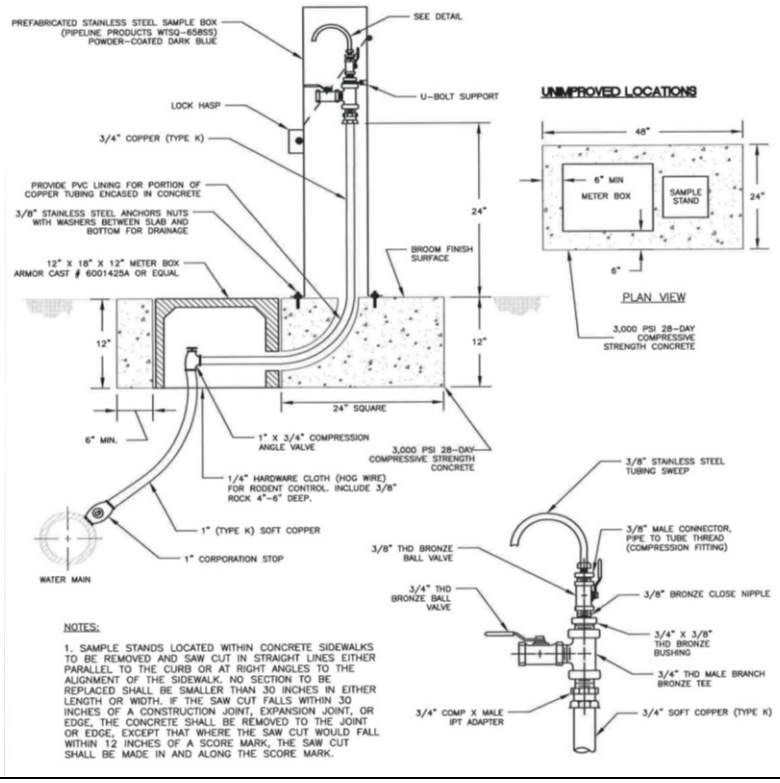
Project Funding Sources:	Funding Amount
Water Capital:	$80,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$80,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R SAMPLE STANDS
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 11013**

Project Description: Replace various sampling stands throughout the service area which have exceeded their useful life, are not installed per standard or have been identified by staff in need of replacement.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$90,000
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$90,000**
Contingency (10%)	**$9,000**
TOTAL COSTS (ROUNDED)	**$100,000**

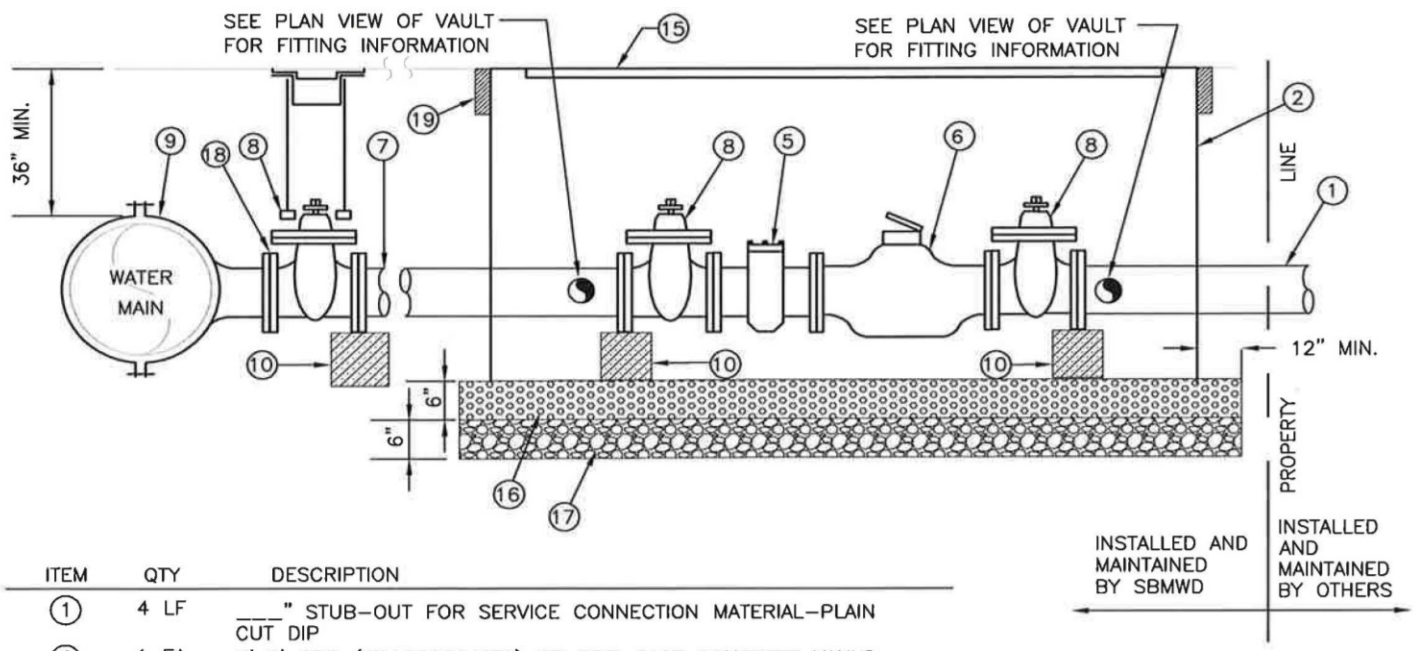
Project Funding Sources:	Funding Amount
Water Capital:	$100,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$100,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - LARGE METER VAULT UPGRADES
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 11014**

Project Description: Project involves the upgrade of large meter services located in vaults throughout the service area. Large meter service failures occur throughout the year and their repair and upgrade is necessary to ensure the public's safety. Staff anticipates approximately fifty (50) large meter service upgrades during this budget cycle.



ITEM	QTY	DESCRIPTION
1	4 LF	___" STUB-OUT FOR SERVICE CONNECTION MATERIAL-PLAIN CUT DIP
2	1 EA	3'x5' CDR (WA10366048TA) OR PRE-CAST CONCRETE VAULT (LARGER VAULT MAY BE REQ'D.)
3	1 EA	2" 90° COMPRESSION BEND

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$10,000
SBMWD Stock Issues	$147,000
Equipment Rental:	$2,000
Purchased Material:	$60,000
Contract Services	$8,000
Subtotal:	**$227,000**
Contingency (10%)	**$23,000**
TOTAL COSTS (ROUNDED)	**$250,000**

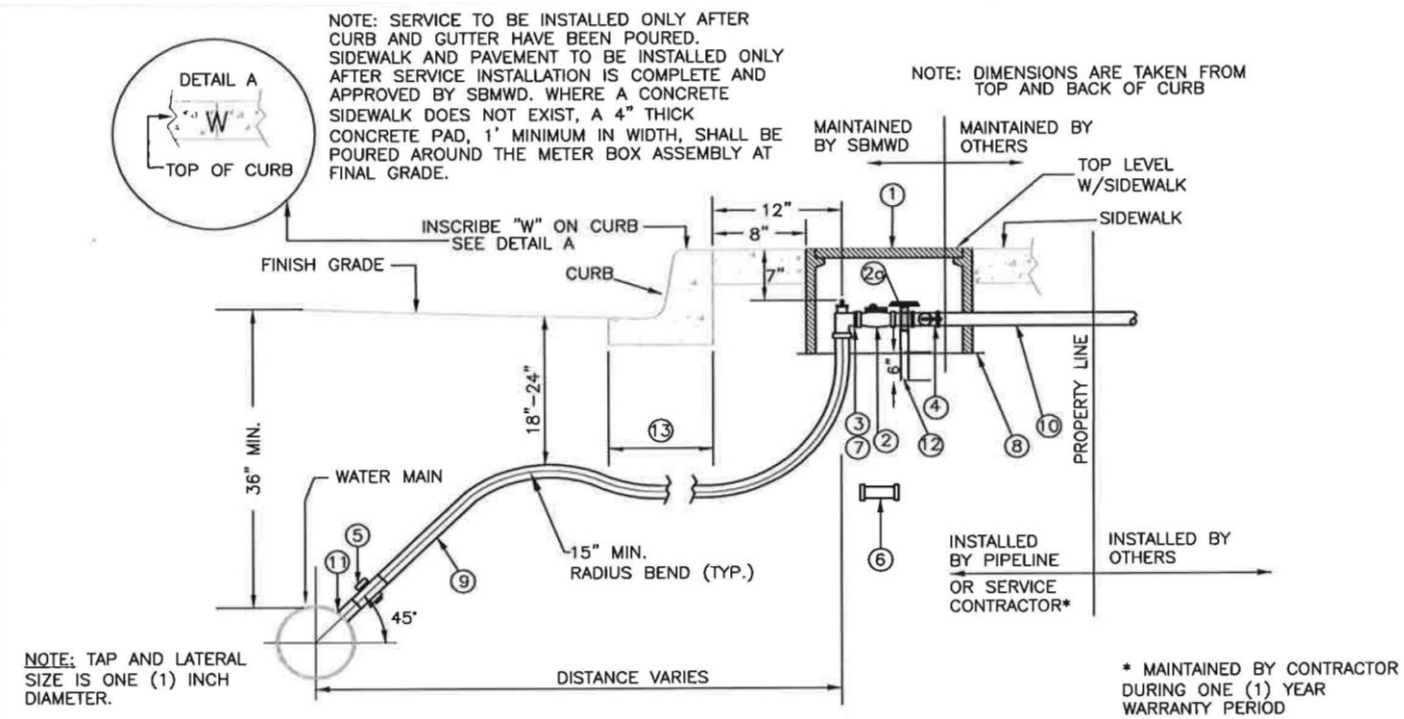
Project Funding Sources:	Funding Amount
Water Capital:	$240,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$240,000** *excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - WATER METER CAPITAL
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 11015**

Project Description: Project involves the installation of new, modernized water meters to replace aging, inefficient meters. New meters provide more efficient water metering, increased revenues and more accurate reporting of water sales to the State of California Department of Water Resources. Replacement of aging meters reduces the amount of "water loss" or the difference between metered deliveries and water produced. Additionally, new meters/service laterals are equipped with advanced metering infrastructure (AMI) automated leak detection that further reduces potential "water loss". Efficient metering improves the SBMWD's reporting records and improves accuracy necessary to meet any State mandated water demand reduction requirements. Approximately 2,000 of meters are anticipated to be replaced during this budget cycle.



Budgetary Requirements:

Cost Category	Estimated Cost	
CEQA Compliance:	$0	
Design:	$0	
Const. Mgmnt:	$0	
Construction:	$0	
SBMWD Labor & Ovhd:	$30,000	
SBMWD Stock Issues	$195,000	
Equipment Rental:	$7,000	
Purchased Material:	$65,000	
Contract Services	$1,000	
Subtotal:	**$298,000**	
Contingency (10%)	**$30,000**	
TOTAL COSTS (ROUNDED)	**$330,000**	

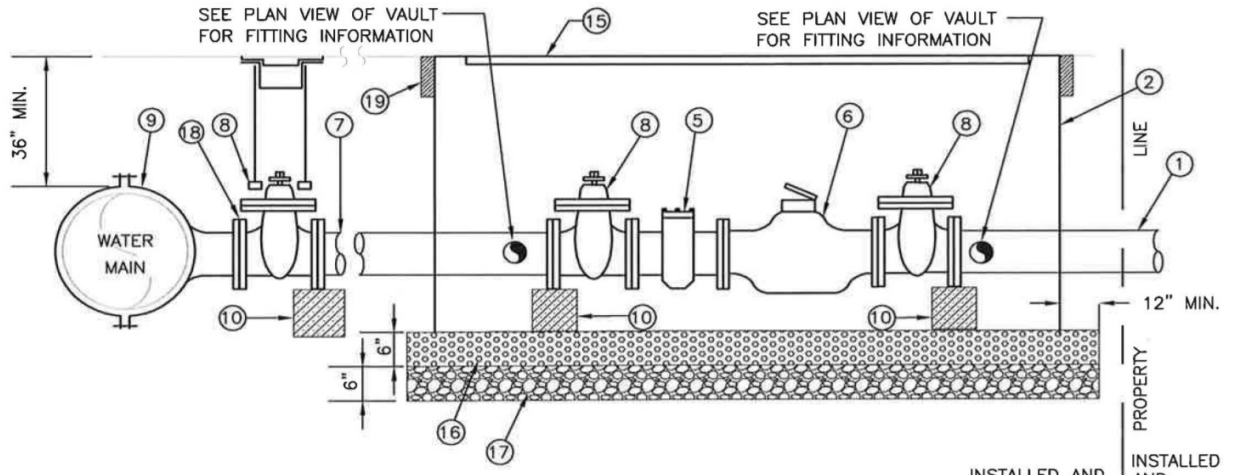
Project Funding Sources:	Funding Amount	
Water Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$300,000	Capital/Conservation
FUNDING (ROUNDED)	**$300,000**	*excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - LARGE METER TESTING
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 11016**

Project Description: Project involves testing of large meters 1-1/2 inches and larger. By testing large meters the SBMWD ensures that it is providing more efficient water metering, increased revenues and more accurate reporting of water sales to the State of California Department of Water Resources. Testing of aging meters reduces the amount of "water loss" or the difference between metered deliveries and water produced. Efficient metering improves the SBMWD's reporting records and improves accuracy necessary to meet any State mandated water demand reduction requirements. Approximately 650 meters are anticipated to be tested during this budget cycle.



ITEM	QTY	DESCRIPTION
1	4 LF	____" STUB-OUT FOR SERVICE CONNECTION MATERIAL-PLAIN CUT DIP
2	1 EA	3'x5' CDR (WA10366048TA) OR PRE-CAST CONCRETE VAULT (LARGER VAULT MAY BE REQ'D.)
3	1 EA	2" 90° COMPRESSION BEND

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$20,000
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$70,000
Subtotal:	**$90,000**
Contingency (10%)	**$9,000**
TOTAL COSTS (ROUNDED)	**$100,000**

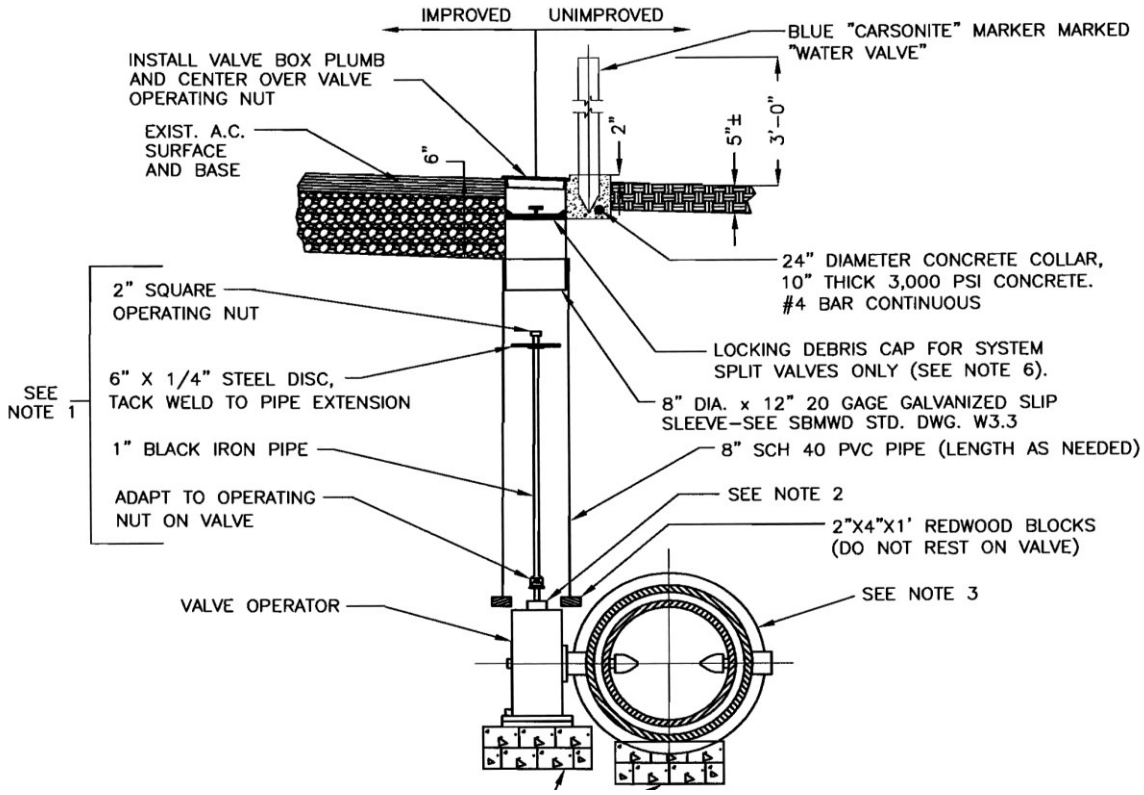
Project Funding Sources:	Funding Amount
Water Capital:	$80,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$80,000** *excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - SYSTEM VALVE REPLACEMENT
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 11017**

Project Description: Project involves the removal and replacement of distribution system valves that have either failed or exceeded their useful life. Replacement of aging valves improves the system reliability and improves staff's ability to perform pipeline shutdowns during normal maintenance or emergency situations. Approximately fifteen (15) valves are anticipated to be replaced during this budget cycle.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$135,000
SBMWD Stock Issues	$35,000
Equipment Rental:	$20,000
Purchased Material:	$16,000
Contract Services	$20,000
Subtotal:	**$226,000**
Contingency (10%)	**$23,000**
TOTAL COSTS (ROUNDED)	**$250,000**

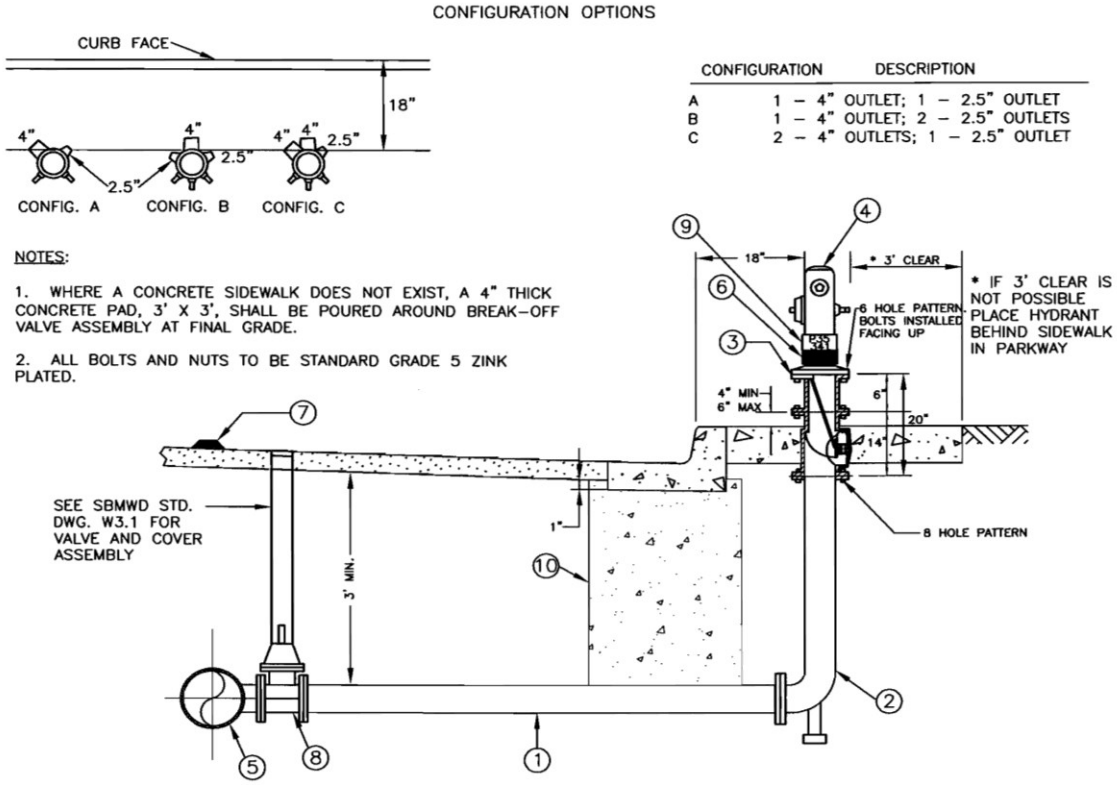
Project Funding Sources:	Funding Amount
Water Capital:	$115,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$115,000** *excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - FIRE HYDRANT REPLACEMENT
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 11018**

Project Description: Project involves the removal and replacement of distribution system fire hydrants that have either failed, been hit by a motorist, or exceeded their useful life. Project also encompasses repainting and valve coding of hydrants. Replacement of aging hydrants improves the system reliability and improves the Fire Department's ability to respond to emergency situations and allows Water staff more flexibility for routine system maintenance.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$50,000
SBMWD Stock Issues	$90,000
Equipment Rental:	$20,000
Purchased Material:	$5,000
Contract Services	$15,000
Subtotal:	**$180,000**
Contingency (10%)	**$18,000**
TOTAL COSTS (ROUNDED)	**$200,000**

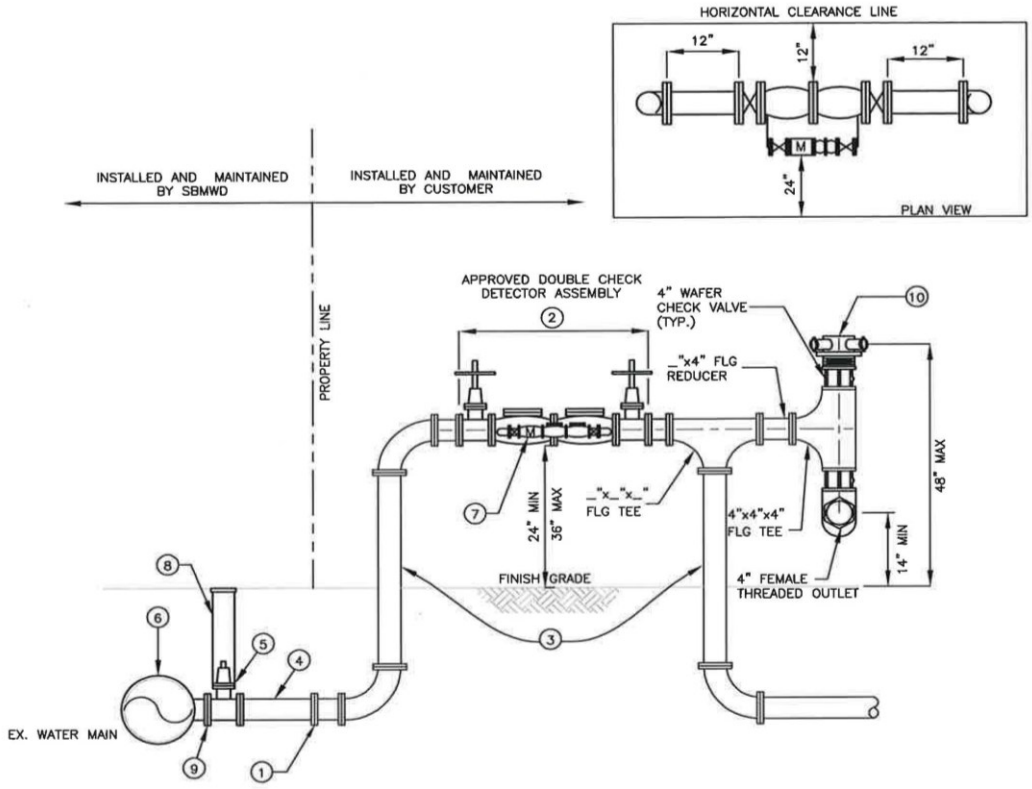
Project Funding Sources:	Funding Amount
Water Capital:	$150,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$150,000** *excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - CITY BACKFLOW DEVICE
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 11019**

Project Description: Project involves the removal and replacement of backflow devices owned by the City of San Bernardino for City facilities. Backflow devices either fail on their own or are routinely stolen for scrap value. State law requires prompt replacement of backflow devices to protect the public's potable water system from possible contamination sources due to back siphonage. There is no set number of City backflow devices scheduled for replacement, they are replaced on an as-needed basis.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$45,000
Subtotal:	**$45,000**
Contingency (10%)	**$5,000**
TOTAL COSTS (ROUNDED)	**$50,000**

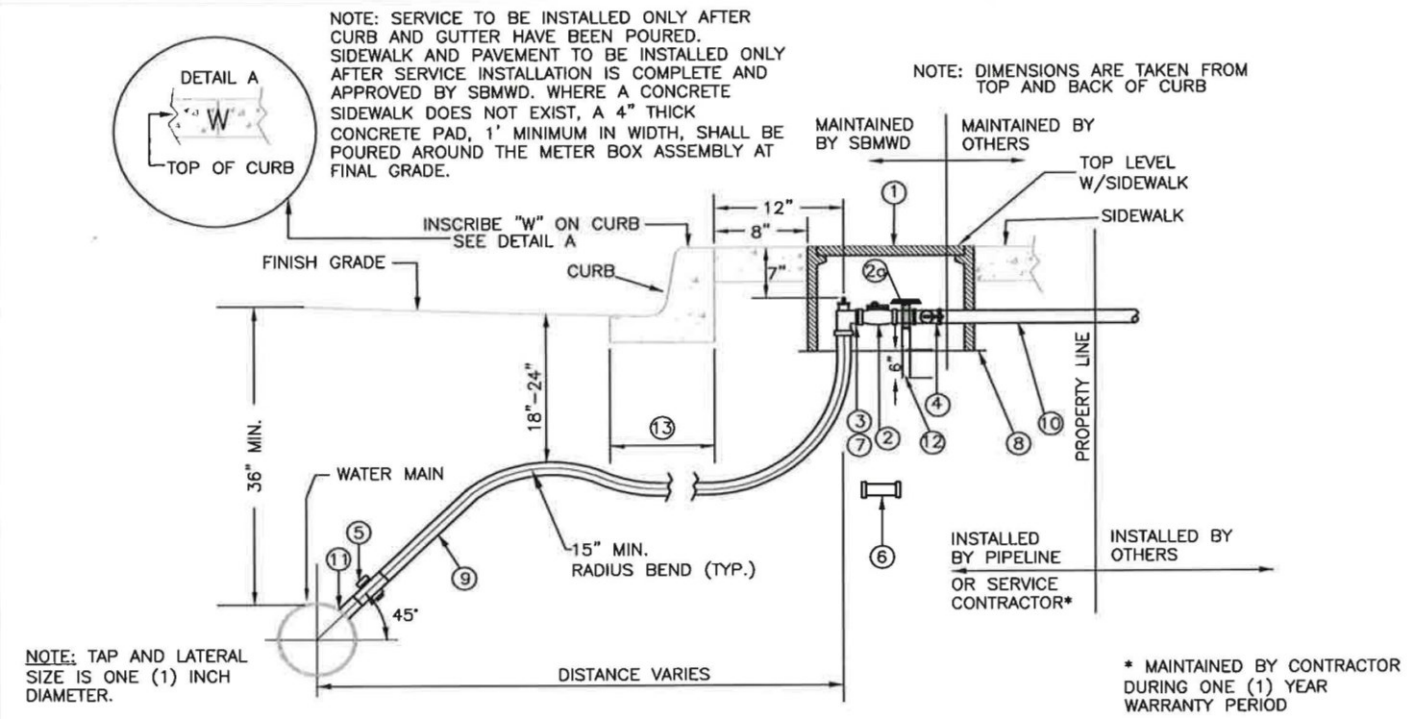
Project Funding Sources:	Funding Amount
Water Capital:	$50,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$50,000** *excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: LEAD SERVICE LINE REPLACEMENTS
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 10979**

Project Description: Project involves the replacement of service lines containing lead throughout the service area. Per the State of California, the Department has up to ten (10) years to complete the project, however, the Department anticipates completion within 7 years.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$500,000
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$150,000
Contract Services	$1,100,000
Subtotal:	**$1,750,000**
Contingency (10%)	**$175,000**
TOTAL COSTS (ROUNDED)	**$1,925,000**

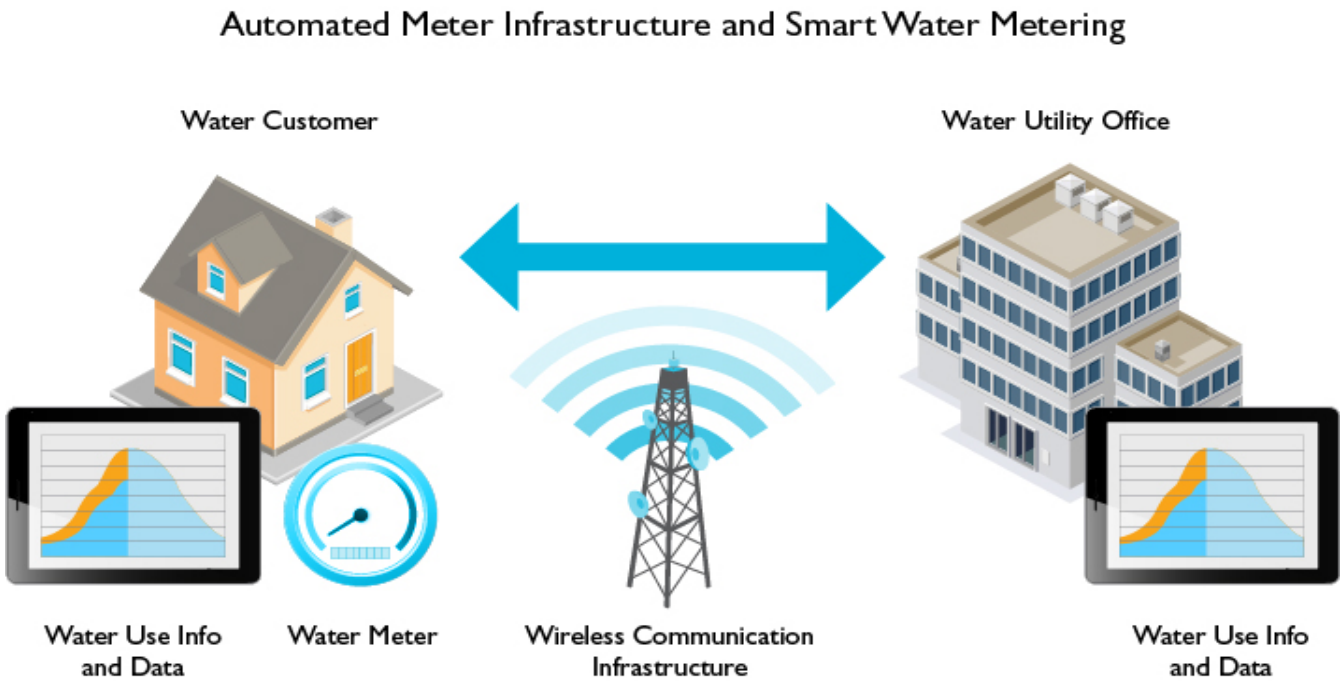
Project Funding Sources:	Funding Amount
Water Capital:	$1,957,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$1,957,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ADVANCED METERING INFRASTRUCTURE (AMI) PROJECT - PHASE 1
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. CO No. 11020

Project Description: The San Bernardino Municipal Water Department (SBMWD) has been selected to receive a $500,000 grant from the U.S. Bureau of Reclamation WaterSMART Water and Energy Efficiency Grant program. The grant will fund Phase I of SBMWD's Advanced Metering Infrastructure (AMI) project which will install data communication infrastructure, upgrade 7,500 water meters to smart metering technology, and connect over one quarter of the Department's total water meters to an advanced metering network.



Budgetary Requirements:

Cost Category	Estimated Cost	
CEQA Compliance:	$0	
Design:	$0	
Const. Mgmnt:	$0	
Construction:	$1,200,000	
SBMWD Labor & Ovhd:	$0	
SBMWD Stock Issues	$0	
Equipment Rental:	$0	
Purchased Material:	$500,000	
Contract Services	$100,000	
Subtotal:	**$1,800,000**	
Contingency (10%)	**$180,000**	
TOTAL COSTS (ROUNDED)	**$2,000,000**	

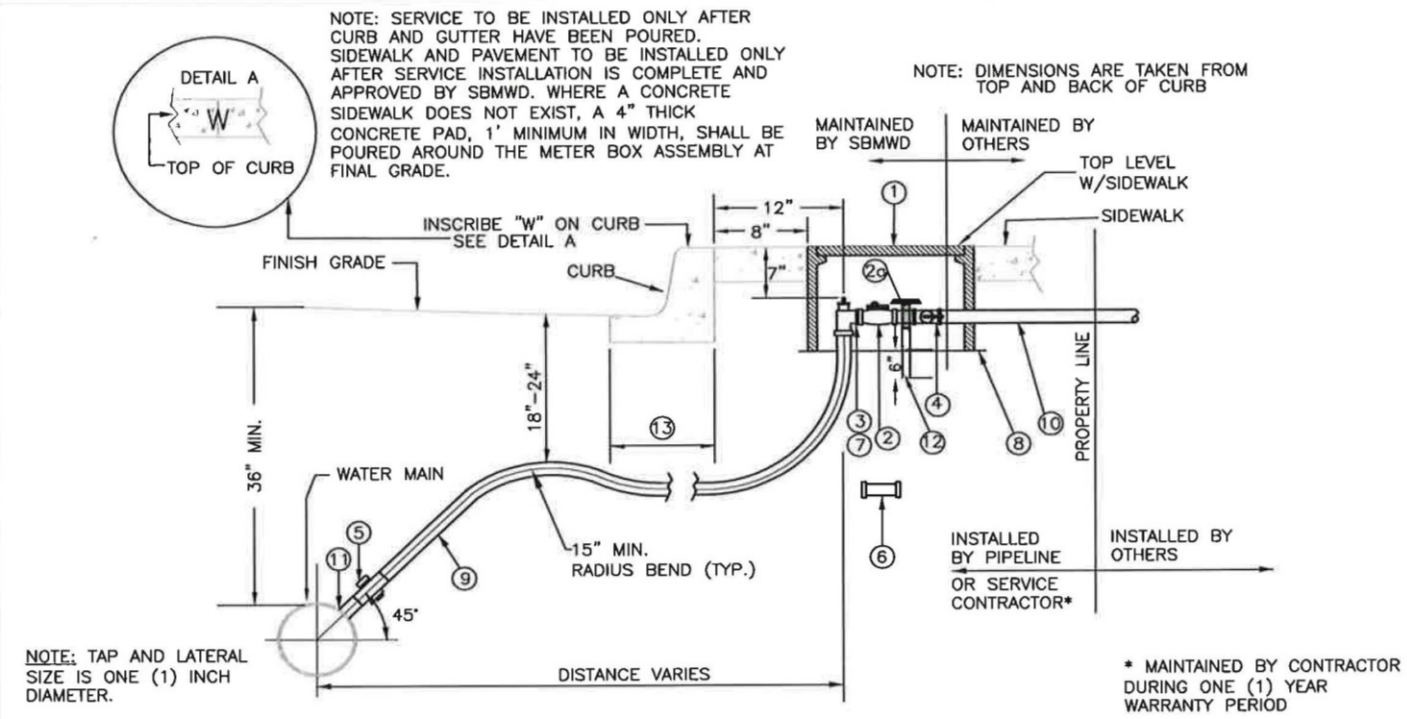
Project Funding Sources:	Funding Amount	
Water Capital:	$1,500,000	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$500,000	Grant
FUNDING (ROUNDED)	**$2,000,000**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: MUSCOY AREA READ ROUTES METER REPLACEMENT
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 11033**

Project Description: Project involves the replacement of 840 aging meters in the Muscoy area with automatic read meters and traffic rated meter boxes.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$200,000
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$105,000
Contract Services	$10,000
Subtotal:	**$315,000**
Contingency (10%)	**$31,500**
TOTAL COSTS (ROUNDED)	**$350,000**

Project Funding Sources:	Funding Amount
Water Capital:	$350,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$350,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - PLANT VALVE REPLACEMENT
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES AND PLANTS REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 11021**

Project Description: Project involves the removal and replacement of operations system valves located inside plant sites that have either failed or exceeded their useful life. Replacement of aging valves improves the system reliability and improves staff's ability to perform shutdowns during normal maintenance or emergency situations. Plant valves will be identified and replaced on an as-needed basis.

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$20,000
SBMWD Stock Issues	$14,000
Equipment Rental:	$10,000
Purchased Material:	$9,000
Contract Services	$10,000
Subtotal:	**$63,000**
Contingency (10%)	**$6,300**
TOTAL COSTS (ROUNDED)	**$70,000**

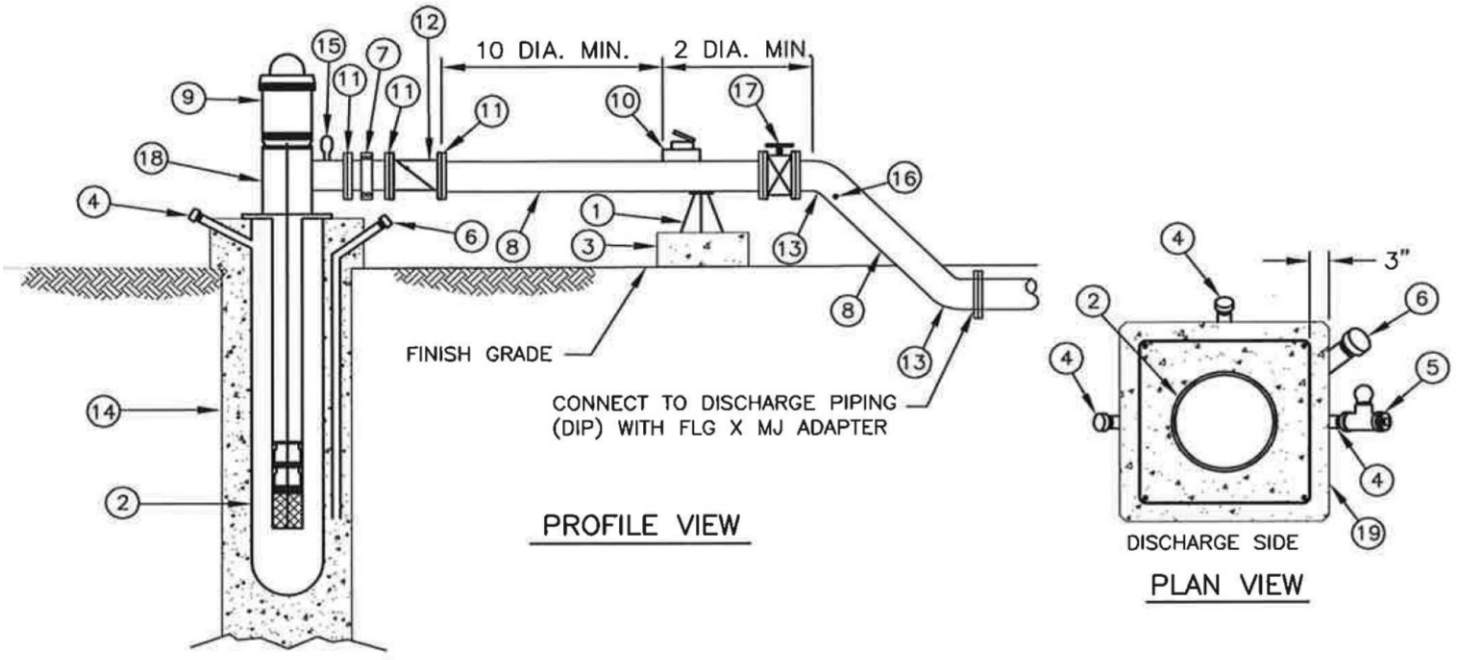
Project Funding Sources:	Funding Amount
Water Capital:	$50,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$50,000** *excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: DC-8 WELL
Asset Classification: NEW SYSTEM ASSETS
Asset Category: WELLS AND PUMP EQUIPMENT

Budget ID No. **CO No. 10883**

Project Description: Design for new production well, Devil Canyon 8 Well.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$1,500
Design:	$134,500
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$136,000**
Contingency (10%)	**$13,600**
TOTAL COSTS (ROUNDED)	**$150,000**

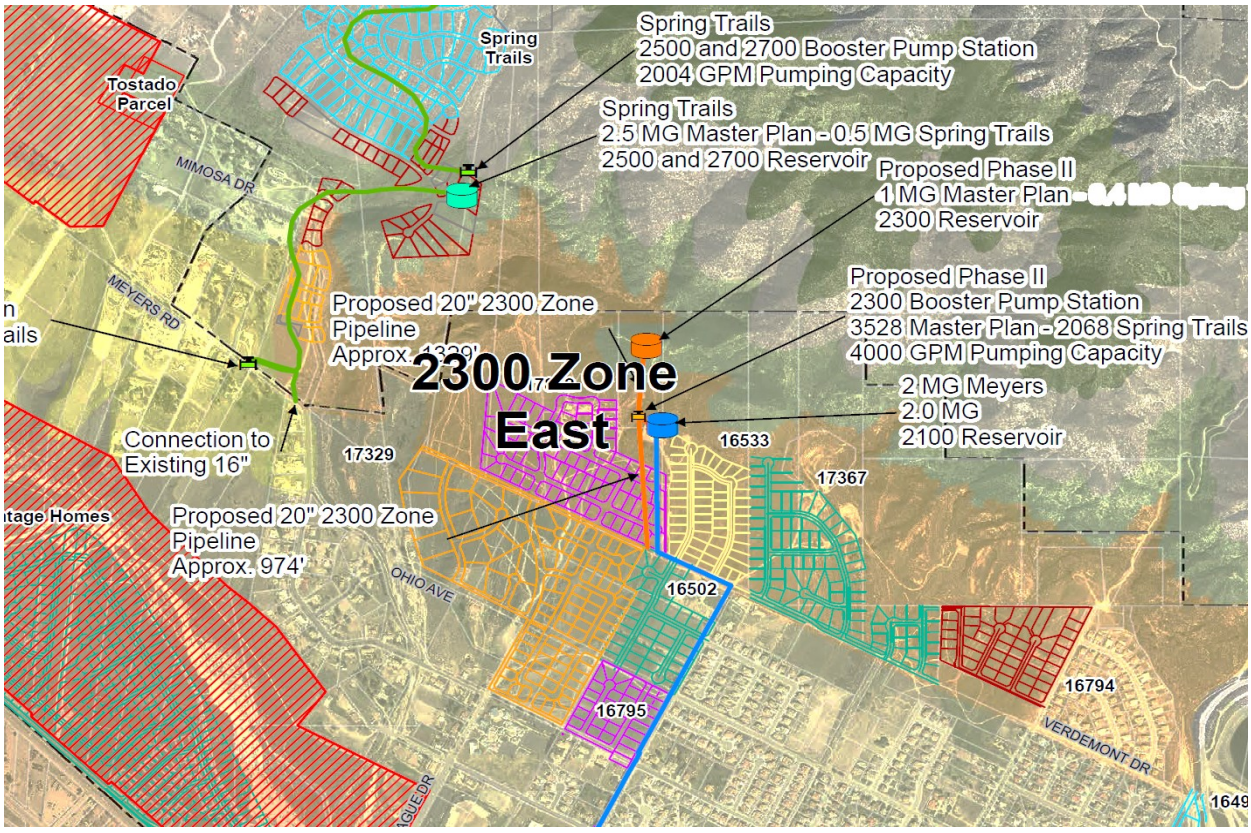
Project Funding Sources:	Funding Amount
Water Capital:	$150,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$150,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: 2300 ZONE 1 MG RESERVOIR (RESERVOIR #1)
Asset Classification: NEW SYSTEM ASSETS
Asset Category: RESERVOIRS

Budget ID No. 18-117 **CO No.** 10828

Project Description: Project is the re-design of a 1 Million Gallon 2300 Pressure Zone tank, booster station and transmission pipeline.



Budgetary Requirements:

Cost Category	Estimated Cost	
CEQA Compliance:	$0	
Design:	$90,000	
Const. Mgmnt:	$0	
Construction:	$0	
SBMWD Labor & Ovhd:	$0	
SBMWD Stock Issues	$0	
Equipment Rental:	$0	
Purchased Material:	$0	
Contract Services	$0	
Subtotal:	**$90,000**	
Contingency (10%)	**$9,000**	
TOTAL COSTS (ROUNDED)	**$100,000**	

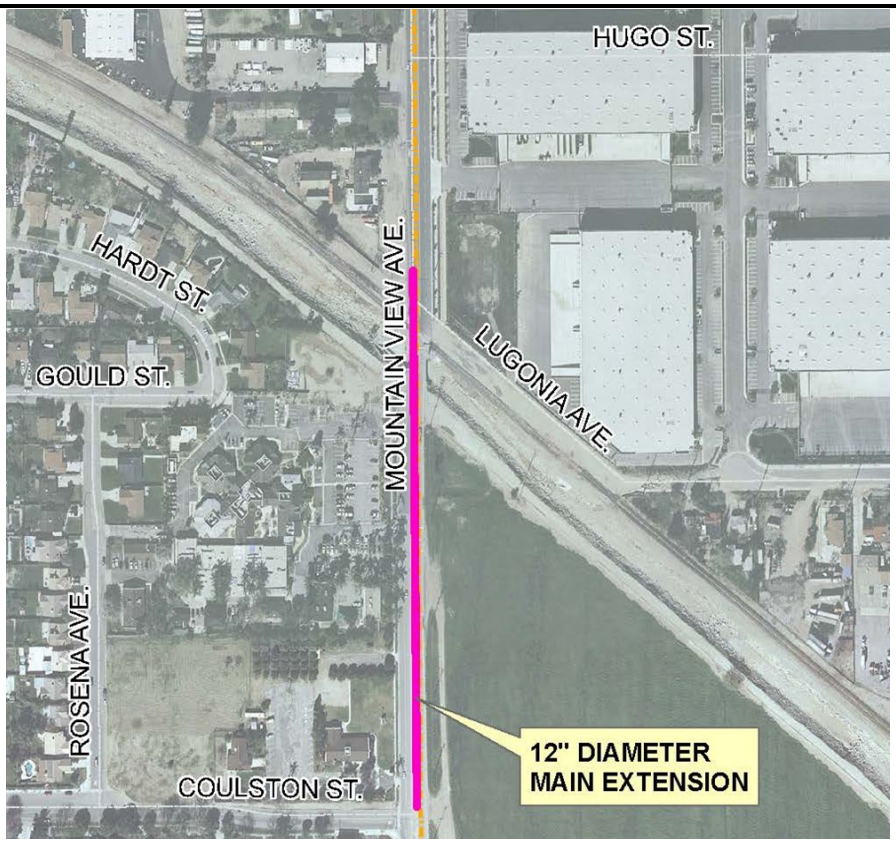
Project Funding Sources:	Funding Amount	
Water Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$147,163	Carryover - Capital/Developer
FUNDING (ROUNDED)	**$147,000**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: MOUNTAIN VIEW 12" WATER MAIN EXTENSION @ MISSION CREEK
Asset Classification: NEW SYSTEM ASSETS
Asset Category: WATER MAINS

Budget ID No. 10-102 **CO No.** 10553

Project Description: Project involves the installation of a 12" diameter water main from Coulston Street north along Mountain View Avenue to the north side of Mission Creek Channel to connect to an existing 12" diameter water main. Project will complete an eastern service area transmission main linkage.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$90,000
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$90,000**
Contingency (10%)	**$9,000**
TOTAL COSTS (ROUNDED)	**$100,000**

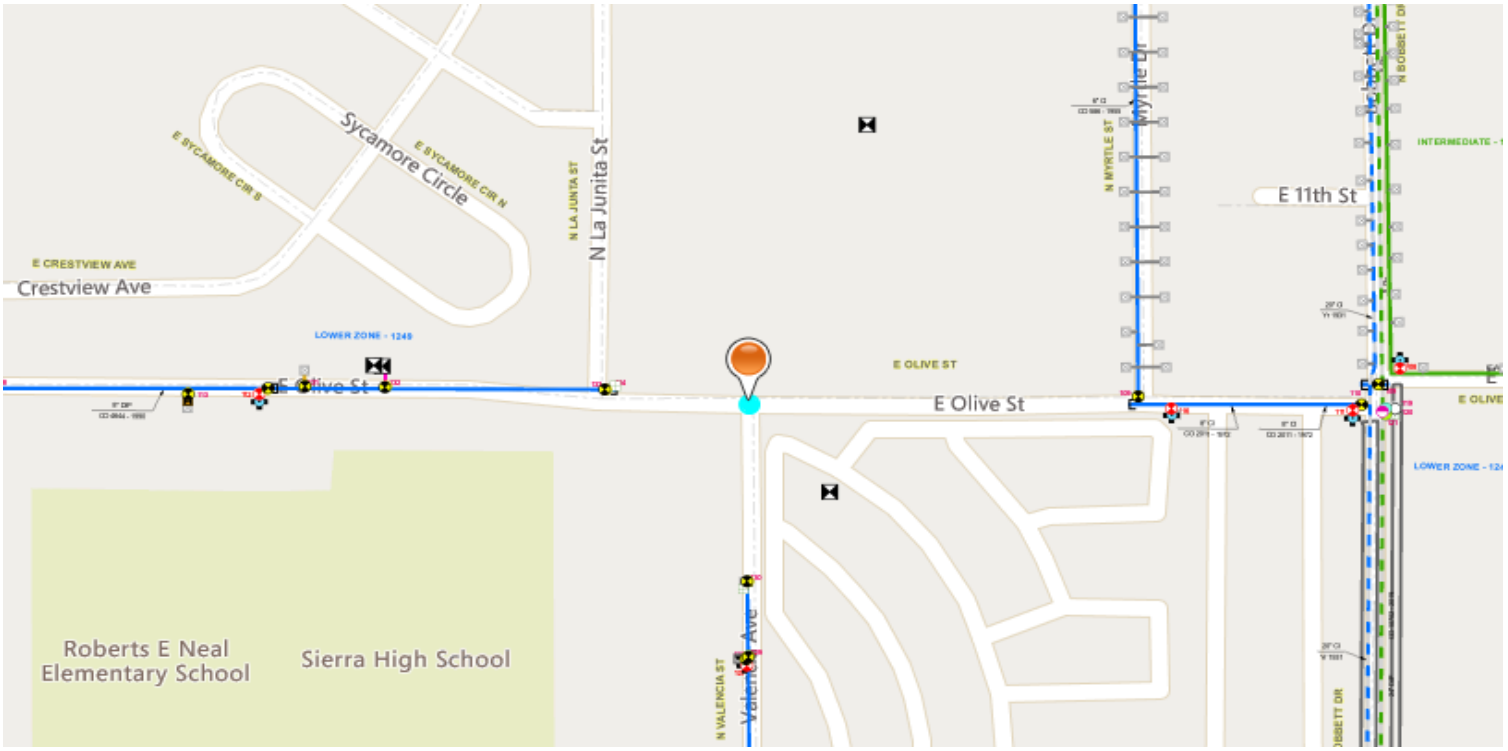
Project Funding Sources:	Funding Amount	
Water Capital:	$291,744	Carryover amount from FY 20/21
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$0	
FUNDING (ROUNDED)	**$290,000**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: OLIVE STREET AND VALENCIA STREET MAIN EXTENSION
Asset Classification: NEW SYSTEM ASSETS
Asset Category: WATER MAINS

Budget ID No. **CO No. 11022**

Project Description: Project involves the installation of a 8-inch main on Olive Street, from Myrtle Street west to approximately 600 feet west of La Junta Street as identified in the 2015 Water Facilities Master Plan. Approximate project length is 1,500 linear feet.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$500
Design:	$44,500
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$45,000**
Contingency (10%)	**$4,500**
TOTAL COSTS (ROUNDED)	**$50,000**

Project Funding Sources:	Funding Amount
Water Capital:	$50,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$50,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: WATER FACILITIES RELOCATION
Asset Classification: NEW SYSTEM ASSETS
Asset Category: FACILITIES AND PLANTS

Budget ID No.	**14-121**	**C.O. No.**	**10689**

Project Description: Project involves the architectural design, construction and any tenant improvements necessary to relocate Water Department staff from various locations of the City to 397 Chandler Ave. Project includes new facility, or facilities, and all associated site improvements. The wastewater funds will also contribute to the Project.

Budgetary Requirements:

Cost Category	**Estimated Cost**	
CEQA Compliance:	$0	
Design:	$0	
Const. Mgmnt:	$0	
Construction:	$10,000,000	
SBMWD Labor & Ovhd:	$0	
SBMWD Stock Issues	$0	
Equipment Rental:	$0	
Purchased Material:	$0	
Contract Services	$0	
Subtotal:	**$10,000,000**	
Contingency (10%)	**$1,000,000**	
TOTAL COSTS (ROUNDED)	**$11,000,000**	

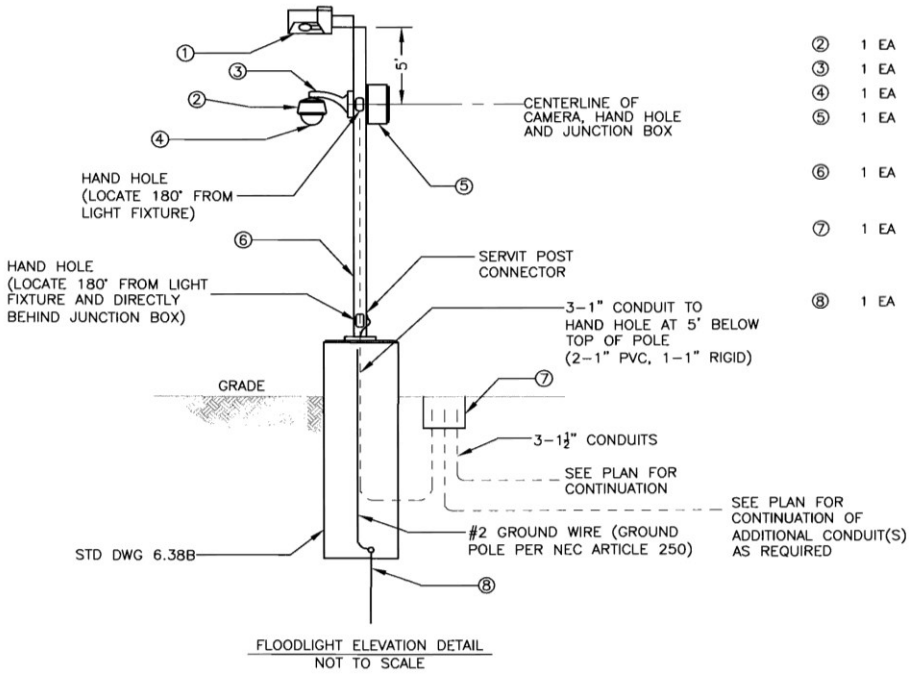
Project Funding Sources:	**Funding Amount**	
Water Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$11,504,000	Debt/Capital - Carryover from FY 20/21
FUNDING (ROUNDED)	**$11,504,000**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - WATER SYSTEM SECURITY UPGRADES
Asset Classification: NEW SYSTEM ASSETS
Asset Category: FACILITIES & PLANTS

Budget ID No. **CO No. 11023**

Project Description: Project involves the installation of security cameras, video recording DVR's, fencing, locking hardware, intrusion alarms and other miscellaneous security hardening devices to improve security at operations plant site. Most plant sites including all wells, pump station and reservoirs are in remote locations with operators visiting these sites only twice per 24 hour period. Installation of these security measures allow operations staff to monitor the sites from the SCADA monitoring room. Cameras with recordable DVR's allow staff to provide video coverage to law enforcement if a trespass and/or theft occurs at the plant sites. Approximately five (5) locations are anticipated to be upgraded this budget cycle.



ITEM	QTY	DESCRIPTION
①	1 EA	"SHOEBOX" 150W METAL HALIDE, 208V, FIXTURE TYPE III DISTRIBUTION ALUMINUM HOUSING, POLISHED ALUMINUM REFLECTOR COMPLETE WITH BALLAST COMPARTMENT AND PHOTO ELECTRIC CELL. LITHONIA LIGHTING NO. KAD 150M R3 208 SPD04 OR APPROVED EQUAL, 2 EA. PER POLE OPPOSED AT 90°
②	1 EA	SECURITY CAMERA AXIS PART NO. 214
③	1 EA	SECURITY CAMERA MOUNT AXIS PART NO. 25736
④	1 EA	DOME HOUSING AXIS PART NO. 25734
⑤	1 EA	SECURITY CAMERA JUNCTION BOX 12"X10"X6" HOFFMAN NO. A12R106HCR WITH HOFFMAN PART NO. A12N10P BACK PANEL FOR DEVICE MOUNTING
⑥	1 EA	20'X4" SQUARE STEEL LIGHT POLE, BRONZE FINISH, LITHONIA LIGHTING NO. SSS 20 4C, FURNISHED WITH ANCHOR BOLTS. USE LIGHT POLE AS CONDUIT/CHASE FOR WIRING AND CABLING
⑦	1 EA	TRAFFIC RATED SECURABLE PULL BOX 10"X17"X12" BROOKS PART NO. 66MB/PB WITH STEEL BOLT DOWN COVER BROOKS PART NO. 66PBSC230 MARKED "ELECTRIC"
⑧	1 EA	8' GROUND ROD PER NEC ARTICLE 250

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$10,000
SBMWD Stock Issues	$3,500
Equipment Rental:	$1,000
Purchased Material:	$85,000
Contract Services	$500
Subtotal:	**$100,000**
Contingency (10%)	**$10,000**
TOTAL COSTS (ROUNDED)	**$110,000**

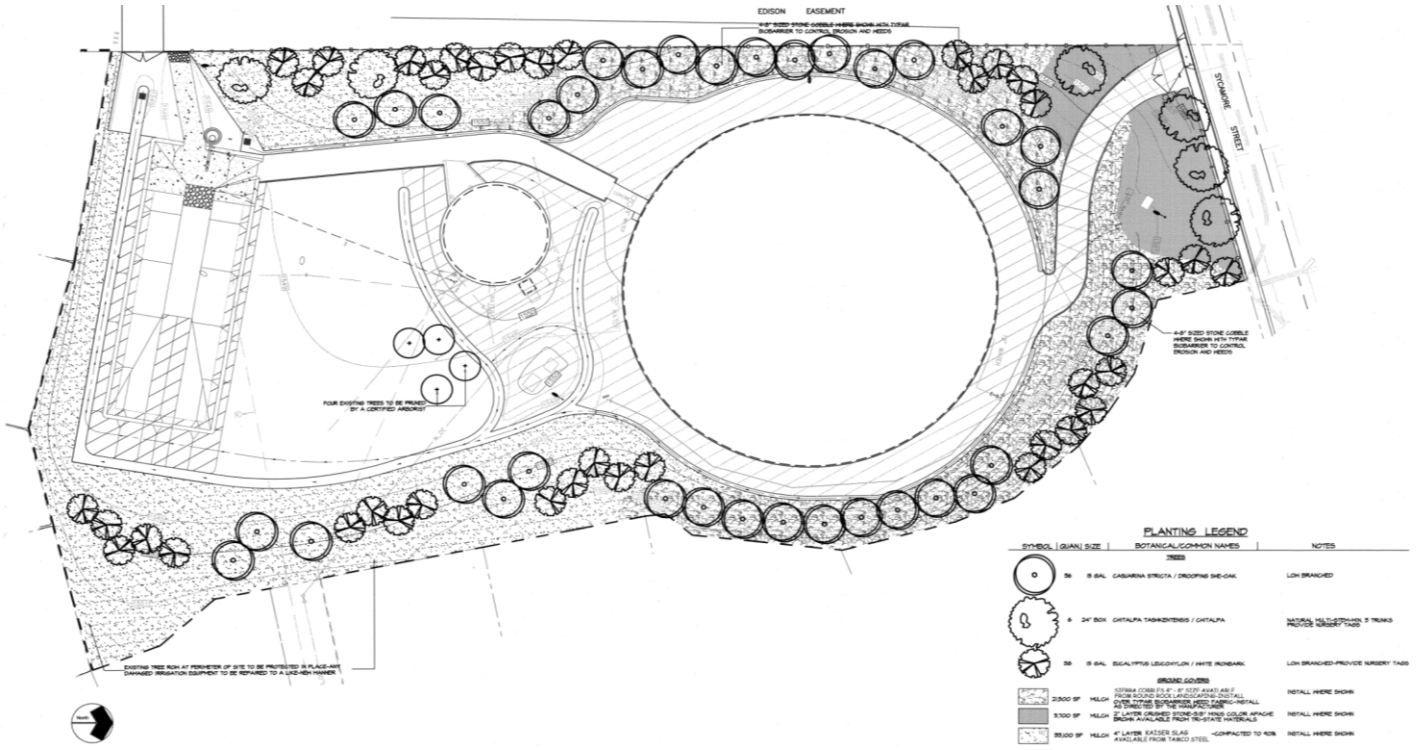
Project Funding Sources:	Funding Amount
Water Capital:	$100,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$100,000** *excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - PLANT SITE IMPROVEMENTS
Asset Classification: NEW SYSTEM ASSETS
Asset Category: FACILITIES & PLANTS

Budget ID No. **CO No. 11024**

Project Description: Project involves the construction of miscellaneous plant site improvements including, but not limited to, the following: walls, fencing, landscaping, lighting, etc. Site improvements are aimed at improving the aesthetic appearance of plant sites and improving staff accessibility. Specific plant sites have not been identified. Site improvements will be done on an as-needed basis.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$18,000
Equipment Rental:	$15,000
Purchased Material:	$62,000
Contract Services	$40,000
Subtotal:	**$135,000**
Contingency (10%)	**$13,500**
TOTAL COSTS (ROUNDED)	**$150,000**

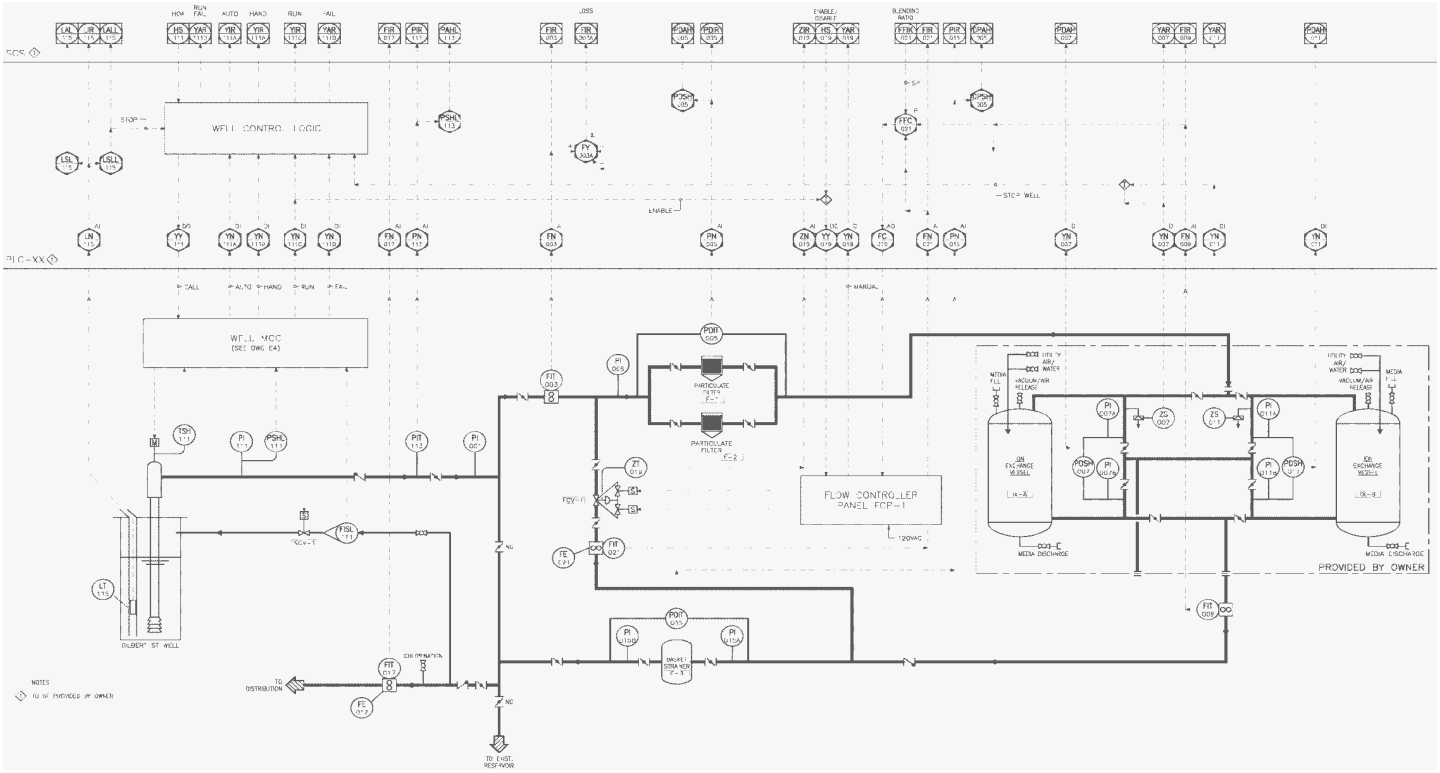
Project Funding Sources:	Funding Amount
Water Capital:	$150,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$150,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - WATER SYSTEM SCADA & TELEMETRY UPGRADES
Asset Classification: NEW SYSTEM ASSETS
Asset Category: FACILITIES & PLANTS

Budget ID No. **CO No. 11025**

Project Description: Project involves the installation of SCADA instrumentation at plant sites that currently do not have the capability of remote monitoring/operating and are currently monitored/operated locally. Project will phase out in upcoming budget cycles once all plant sites have been upgraded and are connected to the SCADA network.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$15,000
SBMWD Stock Issues	$78,000
Equipment Rental:	$70,000
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$163,000**
Contingency (10%)	**$16,300**
TOTAL COSTS (ROUNDED)	**$180,000**

Project Funding Sources:	Funding Amount
Water Capital:	$165,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$165,000** *excludes SBMWD labor

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: SBMWD LOOSE MATERIAL STORAGE PROJECT - MEDICAL CENTER
Asset Classification: NEW SYSTEM ASSETS
Asset Category: FACILITIES AND PLANTS

Budget ID No. 16-118 **C.O. No. 10814**

Project Description: Project involves the design and construction of a large material storage facility at the B. Warren Cocke Plant, also known as the Medical Center Plant. The new material storage facility at the B. Warren Cocke Plant will be more central in the Department's service area.

Budgetary Requirements:

Cost Category	Estimated Cost	
CEQA Compliance:	$1,000	
Design:	$99,000	
Const. Mgmnt:	$0	
Construction:	$0	
SBMWD Labor & Ovhd:	$0	
SBMWD Stock Issues	$0	
Equipment Rental:	$0	
Purchased Material:	$0	
Contract Services	$0	
Subtotal:	**$100,000**	
Contingency (10%)	**$10,000**	
TOTAL COSTS (ROUNDED)	**$110,000**	

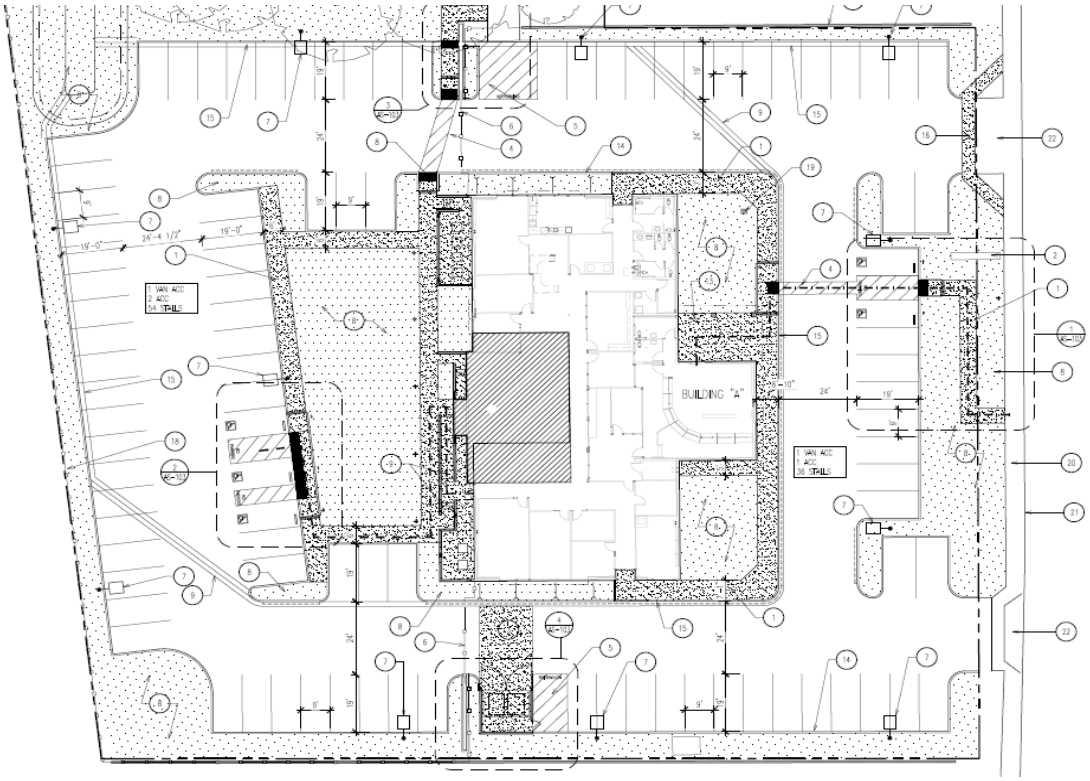
Project Funding Sources:	Funding Amount	
Water Capital:	$110,000	Carryover from FY 20/21
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$0	
FUNDING (ROUNDED)	**$110,000**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: 1350 SOUTH E STREET - PARKING LOT EXPANSION
Asset Classification: NEW SYSTEM ASSETS
Asset Category: FACILITIES AND PLANTS

Budget ID No. **C.O. No. 10980**

Project Description: Project involves the design and construction of additional employee parking at 1350 South E Street. Additional parking will be utilized by Department staff and will take into account parking security.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$100,000
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$8,000
Subtotal:	**$108,000**
Contingency (10%)	**$10,800**
TOTAL COSTS (ROUNDED)	**$120,000**

Project Funding Sources:	Funding Amount	
Water Capital:	$132,676	(Carryover + $70k)
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$0	
FUNDING (ROUNDED)	**$132,676**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: SBMWD LARGE MATERIAL STORAGE RELOCATION PROJECT
Asset Classification: NEW SYSTEM ASSETS
Asset Category: FACILITIES AND PLANTS

Budget ID No. **C.O. No. 10981**

Project Description: Project involves the design and construction of a large material storage facility at the SBMWD Water Reclamation Plant (SBWRP). Proposed facility will store material relocated from the Water Utility Yards, as well as other facilites presently located at the Water Utility Yards.

Budgetary Requirements:

Cost Category	Estimated Cost	
CEQA Compliance:	$2,500	
Design:	$223,000	
Const. Mgmnt:	$0	
Construction:	$0	
SBMWD Labor & Ovhd:	$0	
SBMWD Stock Issues	$0	
Equipment Rental:	$0	
Purchased Material:	$0	
Contract Services	$0	
Subtotal:	**$225,500**	
Contingency (10%)	**$22,550**	
TOTAL COSTS (ROUNDED)	**$250,000**	

Project Funding Sources:	Funding Amount	
Water Capital:	$1,060,000	Carryover from FY 20/21
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$0	
FUNDING (ROUNDED)	**$1,060,000**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL SAN BERNARDINO BASIN MODEL
Asset Classification: OTHER FUNDED PROJECTS
Asset Category: PUBLIC WORKS PROJECTS

Budget ID No. **CO No. 11026**

Project Description: Annual maintenance and analysis of the San Bernardino basin model.

BUNKER HILL GROUNDWATER BASIN

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$90,000
Subtotal:	**$90,000**
Contingency (10%)	**$9,000**
TOTAL COSTS (ROUNDED)	**$100,000**

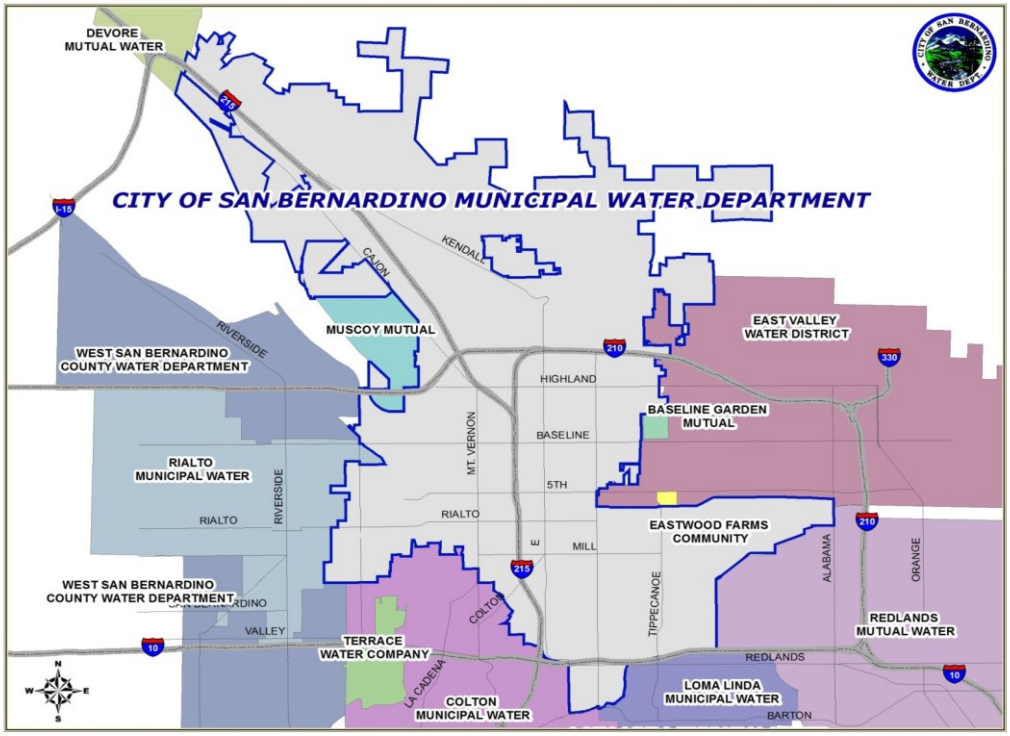
Project Funding Sources:	Funding Amount	
Water Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$100,000	PFM
FUNDING (ROUNDED)	**$100,000**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL UNPLANNED PUBLIC WORKS
Asset Classification: OTHER FUNDED PROJECTS
Asset Category: PUBLIC WORKS PROJECTS

Budget ID No. **CO No. 11027**

Project Description: Project involves funding of unanticipated water facility relocations necessary as a result of City Public Works projects such as street rehabilitations, paving, sidewalks, ramps, tree removal, etc. Water facility relocations mostly involve above ground facilities such as fire hydrant, air release/vacuum relief valves, etc.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$25,000
Equipment Rental:	$0
Purchased Material:	$54,000
Contract Services	$80,000
Subtotal:	**$159,000**
Contingency (10%)	**$16,000**
TOTAL COSTS (ROUNDED)	**$175,000**

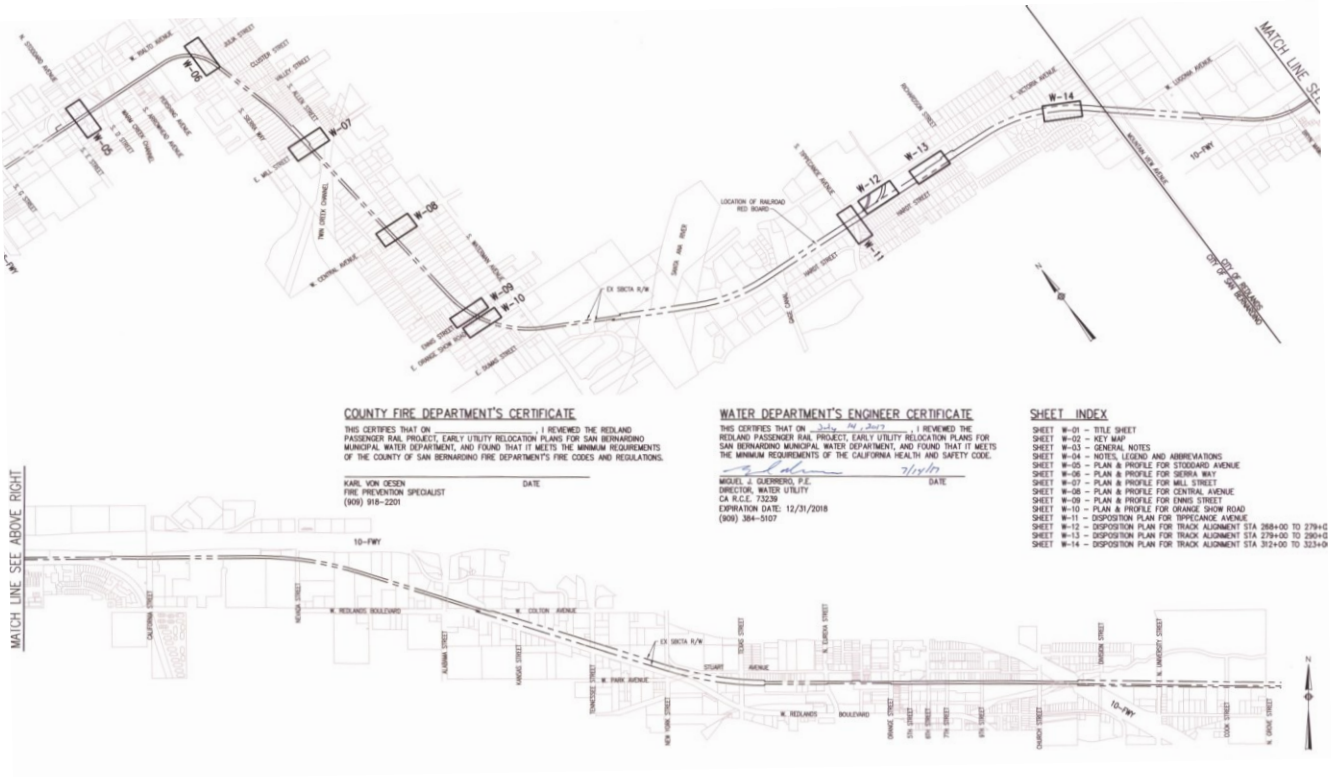
Project Funding Sources:	Funding Amount
Water Capital:	$175,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$175,000**

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: REDLANDS PASSENGER RAIL PROJECT MAIN REPLACEMENTS
Asset Classification: OTHER FUNDED PROJECTS
Asset Category: PUBLIC WORKS PROJECTS

Budget ID No. **CO No. 10856**

Project Description: Construction for the Redlands Passenger Rail Project by San Bernardino County Transportation Authority (SBCTA) has begun. The Project is an approximately 9-mile passenger rail transit system on existing railroad right-of-way between the San Bernardino Transit Center, located at Rialto Ave and "E" St in the City of San Bernardino, to the University of Redlands campus in the City of Redlands. The rail system route crosses several SBMWD water and sewer facilities, some of which require relocation to meet Project requirements. As part of the Project, steel casings will be installed for future pipelines at all crossings and existing pipelines and appurtenances will be extended and/or relocated where necessary.



Budgetary Requirements:

Cost Category	Estimated Cost	
CEQA Compliance:	$0	
Design:	$0	
Const. Mgmnt:	$0	
Construction:	$90,000	
SBMWD Labor & Ovhd:	$0	
SBMWD Stock Issues	$0	
Equipment Rental:	$0	
Purchased Material:	$0	
Contract Services	$0	
Subtotal:	**$90,000**	
Contingency (10%)	**$9,000**	
TOTAL COSTS (ROUNDED)	**$100,000**	

Project Funding Sources:	Funding Amount	
Water Capital:	$464,569	Carryover amount from FY 20/21
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$0	
FUNDING (ROUNDED)	**$465,000**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: MUSCOY - EPA #109 SHALLOW WELL
Asset Classification: OTHER FUNDED PROJECTS
Asset Category: CONSENT DECREE

Budget ID No. 13-108 **CO No.** 10690

Project Description: Project involves the construction of a new shallow well adjacent to the existing EPA Well 109. EPA 109 Shallow Well will function similar to EPA 108S, focusing on flow capture in the shallow and intermediate aquifers within the Muscoy OU. A new facade will be constructed on the newly acquired parcel adjacent to EPA 109 to house electrical equipment.

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$50,000
Const. Mgmnt:	$0
Construction:	$1,000,000
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$1,050,000**
Contingency (10%)	**$105,000**
TOTAL COSTS (ROUNDED)	**$1,155,000**

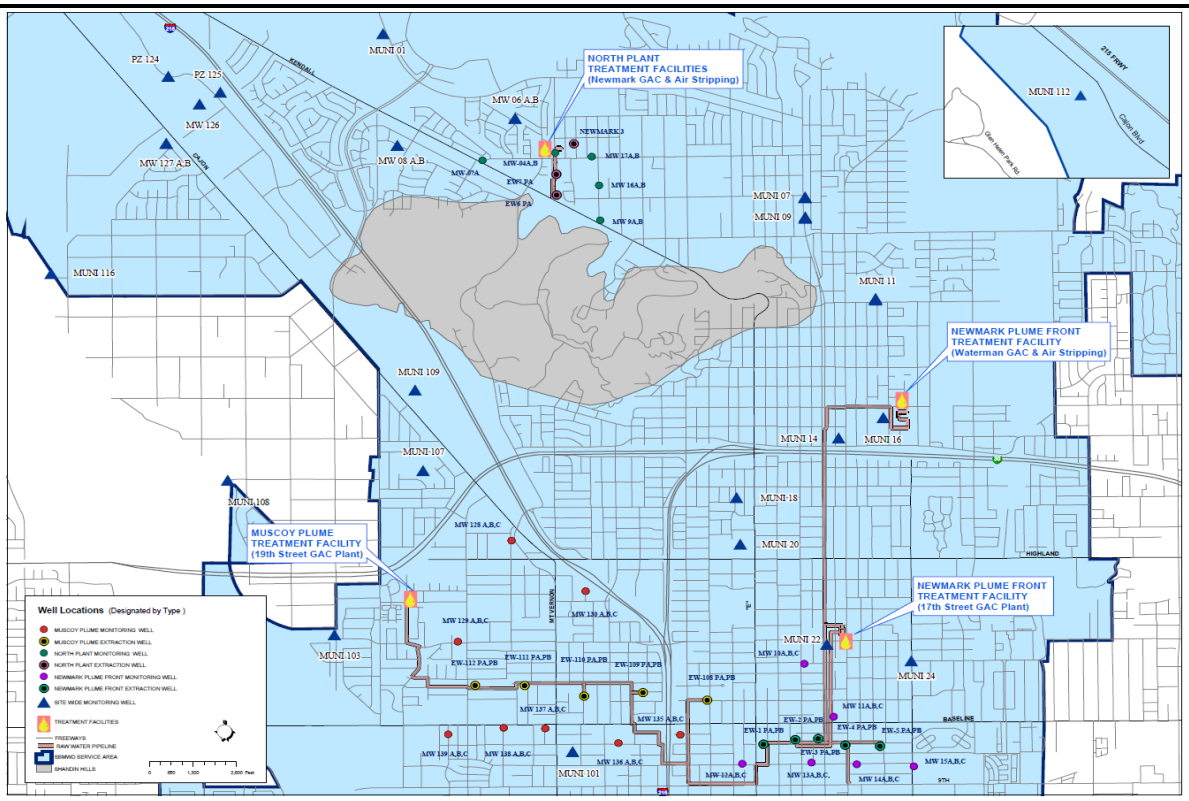
Project Funding Sources:	Funding Amount	
Water Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$1,233,357	AIG
FUNDING (ROUNDED)	**$1,233,000**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - EPA EXTRACTION WELLS (NEWMARK)
Asset Classification: OTHER FUNDED PROJECTS
Asset Category: CONSENT DECREE REMEDY REPLACEMENT

Budget ID No. **CO No. 11028**

Project Description: Project involves either the replacement or rehabilitation of Newmark OU wells as a result of mechanical or electrical equipment failure. It is anticipated that three (3) EPA production wells will need to be rehabilitated during this budget cycle. Other wells will be rehabilitated if mechanical or electrical failure occurs.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$5,000
Purchased Material:	$65,000
Contract Services	$290,000
Subtotal:	**$360,000**
Contingency (10%)	**$36,000**
TOTAL COSTS (ROUNDED)	**$400,000**

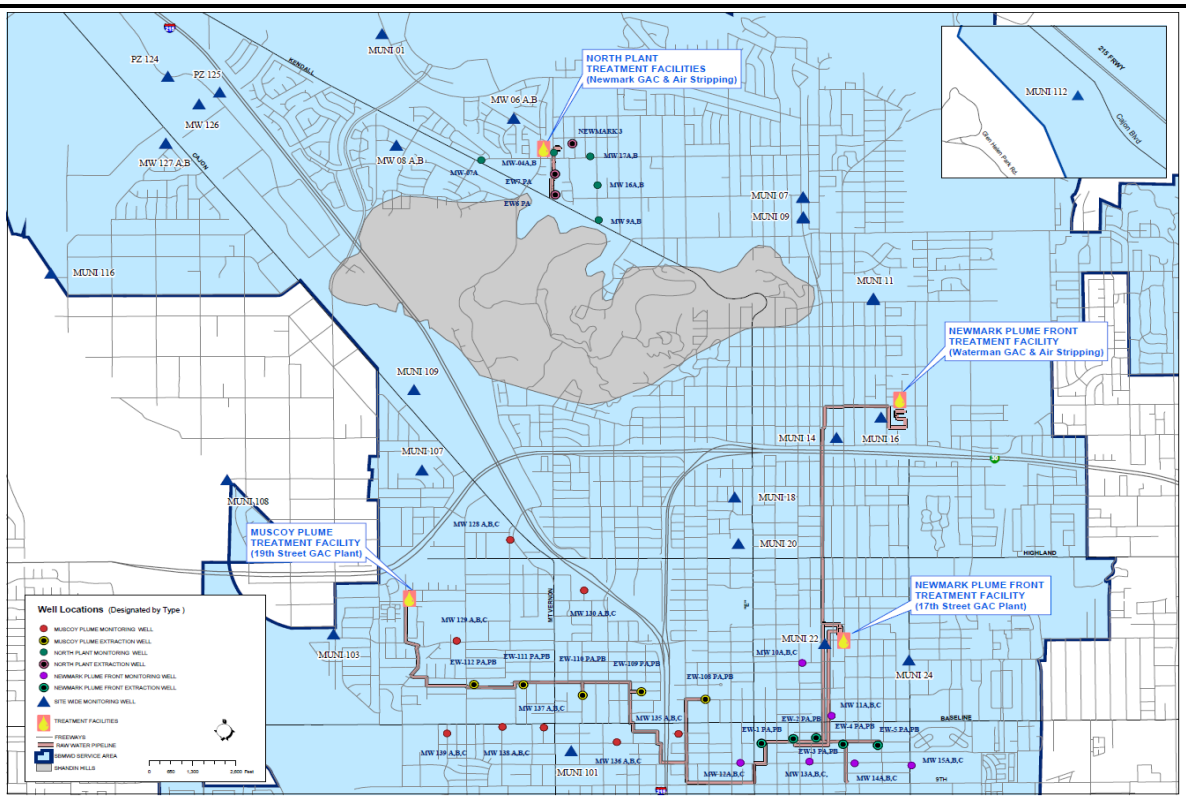
Project Funding Sources:	Funding Amount	
Water Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$400,000	AIG
FUNDING (ROUNDED)	**$400,000**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - EPA EXTRACTION WELLS (MUSCOY)
Asset Classification: OTHER FUNDED PROJECTS
Asset Category: CONSENT DECREE REMEDY REPLACEMENT

Budget ID No. **CO No. 11029**

Project Description: Project involves either the replacement or rehabilitation of Muscoy OU wells as a result of mechanical or electrical equipment failure. It is anticipated that four (4) EPA production wells will need to be rehabilitated during this budget cycle. Other wells will be replaced or rehabilitated if mechanical or electrical failure occurs.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$12,000
Equipment Rental:	$10,000
Purchased Material:	$25,000
Contract Services	$315,000
Subtotal:	**$362,000**
Contingency (10%)	**$37,000**
TOTAL COSTS (ROUNDED)	**$400,000**

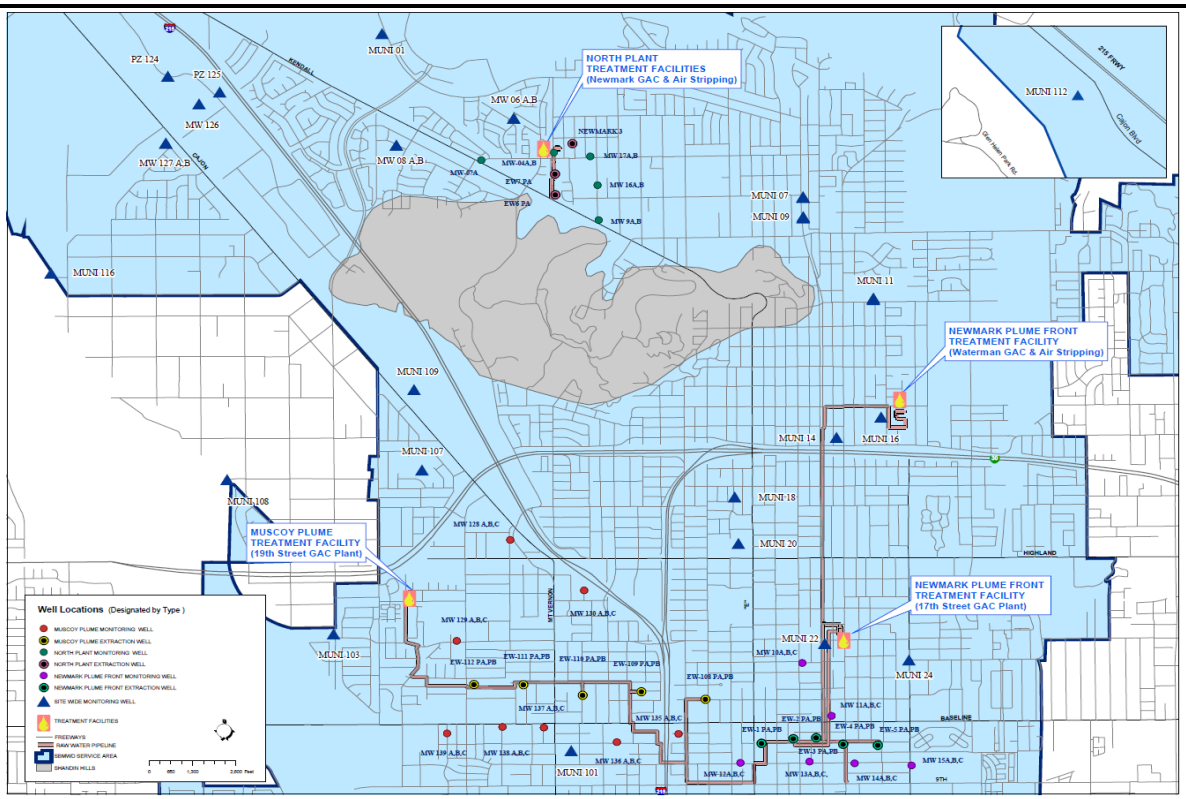
Project Funding Sources:	Funding Amount	
Water Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$400,000	AIG
FUNDING (ROUNDED)	**$400,000**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - EPA MONITORING WELLS
Asset Classification: OTHER FUNDED PROJECTS
Asset Category: CONSENT DECREE REMEDY REPLACEMENT

Budget ID No. **CO No. 11030**

Project Description: Project involves either the replacement or rehabilitation of EPA monitoring wells as a result of failure. It is anticipated that four (4) monitoring wells will need to be rehabilitated during this budget cycle. Other wells will be replaced or rehabilitated if failure occurs.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$1,000
Equipment Rental:	$1,000
Purchased Material:	$5,000
Contract Services	$38,000
Subtotal:	**$45,000**
Contingency (10%)	**$4,500**
TOTAL COSTS (ROUNDED)	**$50,000**

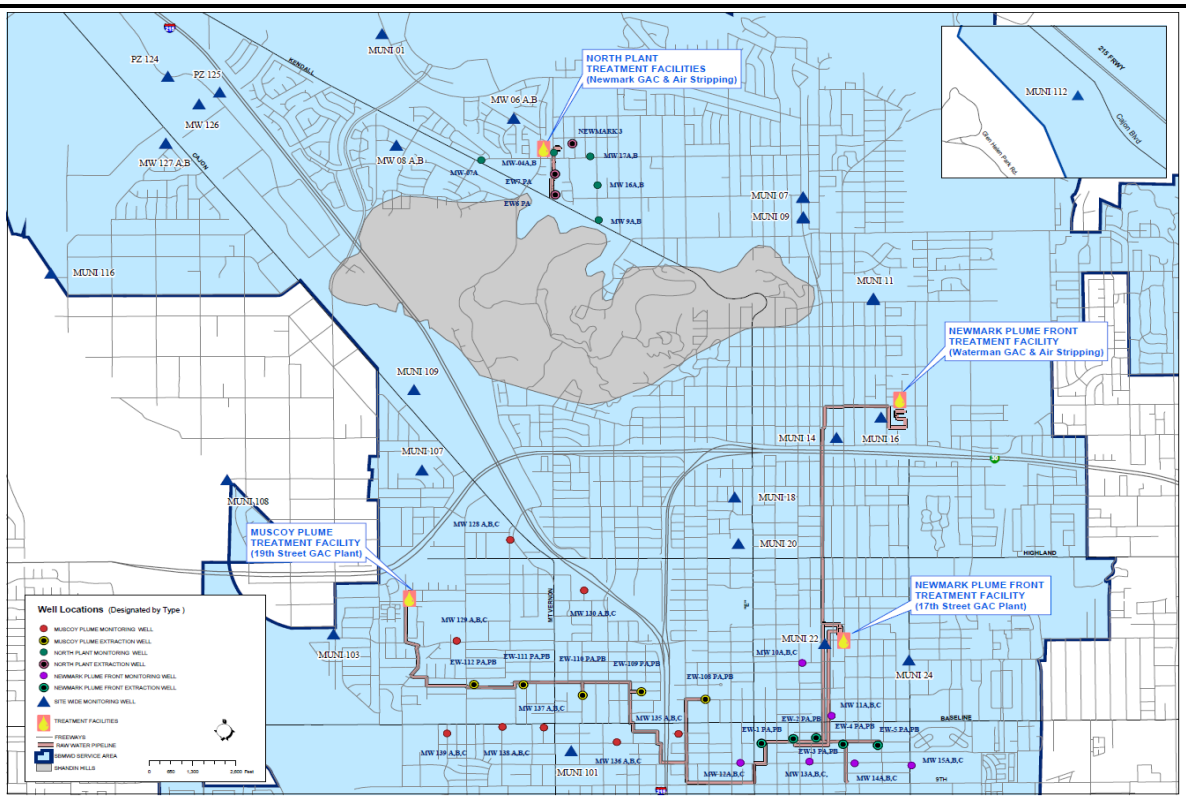
Project Funding Sources:	Funding Amount	
Water Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$50,000	AIG
FUNDING (ROUNDED)	**$50,000**	

San Bernardino Municipal Water Department
Water Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - EPA TREATMENT PLANT VESSELS AND PIPING/VALVES
Asset Classification: OTHER FUNDED PROJECTS
Asset Category: CONSENT DECREE REMEDY REPLACEMENT

Budget ID No. **CO No. 11031**

Project Description: Project involves either the replacement or rehabilitation of EPA treatment plant appurtenances, including vessels, valves, and piping. Appurtenances will be replaced or rehabilitated if failure occurs.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$1,000
Equipment Rental:	$1,000
Purchased Material:	$5,000
Contract Services	$38,000
Subtotal:	**$45,000**
Contingency (10%)	**$4,500**
TOTAL COSTS (ROUNDED)	**$50,000**

Project Funding Sources:	Funding Amount	
Water Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$50,000	AIG
FUNDING (ROUNDED)	**$50,000**	

SEWER TREATMENT CAPITAL

SEWER TREATMENT FUND CAPITAL IMPROVEMENT PLAN FY 2021-2022

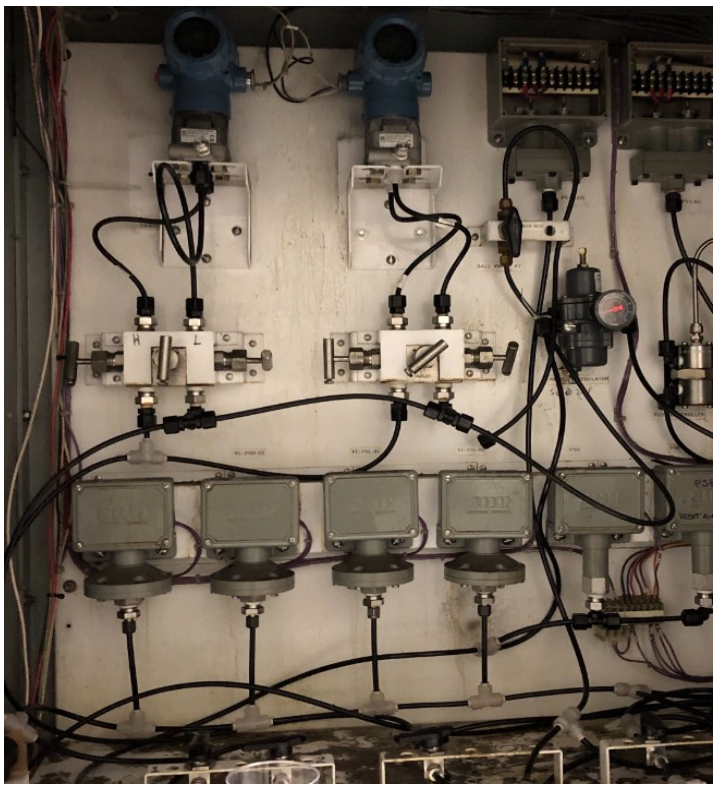
CATEGORY	PROJECT NUMBER	FISCAL YEAR 2020-21 BUDGET	FISCAL YEAR 2020-21 COSTS	ESTIMATED FY 20-21 COSTS INCLUDING ENCUMBRANCES	ESTIMATED OPEN ENCUMBRANCES	PROJECT CARRY OVER	NEW PROJECT OR ADDITIONAL FUNDING	LABOR PORTION OF PROJECT	Projected Actual Expenses for FY 21-22	TOTAL CIP BUDGET FY 21-22	FUNDING SOURCES	Capital	Debt	Grant	PROJECTED FY 22-23	PROJECTED FY 23-24	PROJECTED FY 24-25	PROJECTED FY 25-26	OVERALL PROJECT BUDGET
REPLACEMENT / REHABILITATION OF SYSTEM ASSETS																			
FACILITIES REHABILITATION																			
Unit 1 Secondary Effluent Modifications	00223	226,000			-	-	-	-	-	-	Capital	-			750,000	-	-	-	976,000
E Street Lift Station Controls Upgrades	00224	120,000			-	120,000	-		120,000	120,000	Capital	120,000			-	-	-	-	120,000
Annual R/R - Solids Handling Systems					-	-	155,000	-	155,000	155,000	Capital	155,000			95,000	95,000	95,000	95,000	535,000
Annual R/R - WRP Operational					-	-	50,000	-	50,000	50,000	Capital	50,000			10,000	10,000	10,000	10,000	90,000
Annual R/R - WRP Structural					-	-	85,000	-	85,000	85,000	Capital	85,000			10,000	10,000	10,000	10,000	125,000
Annual R/R - WRP Mechanical					-	-	570,000	-	570,000	570,000	Capital	570,000			285,000	285,000	285,000	285,000	1,710,000
Annual R/R - WRP Electrical, Instrumentation and SCADA					-	-	55,000	-	55,000	55,000	Capital	55,000			55,000	55,000	55,000	55,000	275,000
Annual R/R - WRP Facilities					-	-	30,000	-	30,000	30,000	Capital	30,000			30,000	30,000	30,000	30,000	150,000
East Lift Station Modification for SNRC	00244	50,000				50,000	-	-	50,000	50,000	Capital	50,000			250,000	-	-	-	300,000
Master Plan - WRP Rehab Project No. 1						-	500,000	-	500,000	500,000	Capital	500,000			4,500,000	-	-	-	5,000,000
Master Plan - VFD Replacement Project R&R		62,000				62,000	4,950,000	-	5,012,000	5,012,000	Capital	5,012,000			-	-	-	-	5,012,000
Master Plan - Unit 3 R&R		80,000				80,000	80,000	-	160,000	160,000	Capital	160,000			-	-	-	-	160,000
Digester C & D Permanent Repairs						-	-	-	-	-	Capital	-			-	3,000,000	1,000,000		4,000,000
Conveyor No. 5 Belt Replacement						-	-	-	-	-	Capital	-			-	-	-	40,000	40,000
Pavement Replacement Project						-	-	-	-	-	Capital	-			-	1,000,000	-	40,000	1,040,000
SUBTOTAL FOR REPLACEMENT / REHABILITATION OF SYSTEM ASSETS		538,000	-	-	-	312,000	6,475,000	-	6,787,000	6,787,000	-	6,787,000	-	-	5,985,000	4,485,000	1,485,000	565,000	19,533,000
NEW SYSTEM ASSETS																			
NEW EQUIPMENT																			
Flare Replacement Project (0.06 Backup & 0.25 Duty)	00199	3,289,275	851,876	2,263,173	1,411,297	2,437,000	500,000	-	2,937,000	2,937,000	Debt		2,937,000		-	-	-	-	3,789,275
Blower Decentralization Project	00200	14,549,508	8,840,189	13,647,480	4,807,291	5,709,319	200,000	-	4,431,750	5,909,000	Debt		5,909,000		-	-	-	-	14,749,508
ALS Reliability Project	00222	3,621,456	823,070	1,011,434	188,364	2,798,386	-	-	2,518,200	2,798,000	Debt		2,798,000		-	-	-	-	3,621,456
Digester Gas Holder Project	00201	3,198,961	2,103,596	2,995,367	891,771	1,095,365	200,000	-	971,250	1,295,000	Debt		1,295,000		-	-	-	-	3,398,961
WRP Primary Metering Project	00231	1,010,044	762,703	865,648	102,945	247,341	-	-	247,000	247,000	Debt		247,000		-	-	-	-	1,010,044
Chemically Enhanced Primary Treatment	00253	100,000	-	-		100,000	20,000	-	120,000	120,000	Capital	120,000			-	-	-	-	120,000
Digester B Replacement with Biosolids Strategic Plan	00254	5,400,000	85,830	2,130,747	2,044,917	5,314,170	4,600,000	-	1,900,000	9,914,000	Capital	9,914,000			-	-	-	-	10,000,000
Brine Line Improvements	00255	200,000		-		200,000	-	-	200,000	200,000	Capital	200,000			-	-	-	-	200,000
Unit 3 Expansion and Completion Phase I				-		-	-	-	-	-	Capital	-			-	475,000	476,000	9,354,000	10,305,000
Electrical Master Plan Resultant Projects				-		-	-	-	-	-	Capital	-			5,700,000	5,700,000	-	-	11,400,000
DG Pipe Rack Project				-		-	150,000	-	150,000	150,000	Capital	150,000			1,000,000	-	-	-	1,150,000
SUBTOTAL FOR NEW SYSTEM ASSETS		31,369,244	13,467,264	22,913,849	9,446,585	17,901,581	5,670,000	-	13,475,200	23,570,000		10,384,000	13,186,000	-	6,700,000	6,175,000	476,000	9,354,000	59,744,244
OTHER FUNDED ASSETS																			
FACILITIES AND PLANTS																			
SBMWD Administration Building	00196	6,125,000	-	12,162	12,162	6,112,838	-	-	1,000,000	6,113,000	Debt/Capital	-	6,113,000	-	-	-	-	-	6,125,000
RECYCLED WATER PLANT						-													
12-206 Phase 2 - Tertiary Treatment System (Design)	00138	2,687,457	89,406	136,896	47,490	2,598,051	-	-	2,598,000	2,598,000	Capital	2,598,000		-	-	-	-	-	2,687,457
12-206 Phase 2 - Tertiary Treatment System (Design) - Grant	00138	-	-	-	-	-	-	-	-	-		-			-	-	-	-	-
Phase 4 - Tertiary Treatment System (Construction)	00194	8,273,792	775,795	1,689,756	913,961	7,497,997	2,000,000	-	7,125,000	9,500,000	Debt		9,500,000	-	-	-	-	-	10,273,792
SUBTOTAL FOR OTHER FUNDED PROJECTS		17,086,249	865,201	1,838,814	973,613	16,208,886	2,000,000	-	10,723,000	18,211,000		2,598,000	15,613,000	-	-	-	-	-	19,086,249
GRAND TOTAL		48,993,493	14,332,465	24,752,663	10,420,198	34,422,467	14,145,000	-	30,985,200	48,568,000		19,769,000	28,799,000	-	12,685,000	10,660,000	1,961,000	9,919,000	98,363,493

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: E. Street Lift Station Controls Upgrade
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 00224**

The controls for the E Street Lift Station are from the original installation in 1990 and are based on relay, potential, and bubbler controls technologies. This project will implement a modern Programmable Logic Control (PLC) system to control the lift station equipment.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$120,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$120,000**

Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$120,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$120,000**

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - SOLIDS HANDLING SYSTEM
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 00262**

Project Description: This funding will address capital purchases related exclusively to the treatment and handling of the solids process stream. Examples include replacement pumps for the digesters, grinder panels, belt press and centrifuge equipment, etc.

- $130k for Digester C & D mixing pump replacement at $40k/each + $50k for new pump
- $25k for other

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$38,750
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$116,250
Contract Services	$0
Subtotal:	**$155,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$155,000**

Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$155,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$155,000**

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - WRP OPERATIONAL
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 00263**

Project Description: This funding will address capital purchases related exclusively to the operation of the plant. Examples include replacement composite samplers, etc.

- $40k for magnesium hydroxide skid
- $10k for other

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$12,500
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$37,500
Contract Services	$0
Subtotal:	**$50,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$50,000**

Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$50,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$50,000**

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - WRP STRUCTURAL
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 00264**

Project Description: This funding will address capital purchases related exclusively to the structures on the plant. Examples include concrete and masonry repairs to buildings and tanks, etc.

- $75k for grit chambers 1-3 relining plus repairs
- $10k for other

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$21,250
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$63,750
Contract Services	$0
Subtotal:	**$85,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$85,000**

Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$85,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$85,000**

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - WRP MECHANICAL
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 00265**

Project Description: This funding will address capital purchases related exclusively to the mechanical equipment of the plant. Examples include replacement pumps, blowers, grinders, etc.

$60K (20EAx3) Unk type pumps 2@U1, 1@U2 Scum
$75K Utility Isolation Valves,
$25k for West Headworks Grit Screw
$145k Grinder Replacements (two at $50k/ea) and 3 at $15k/ea Smaller Grinders
$100k NRC WAS RAS Pumps Totaling 5
$40k Roots #5 Blower Overhaul
$25K Other

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$117,500
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$352,500
Contract Services	$0
Subtotal:	**$470,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$470,000**

Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$470,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$470,000**

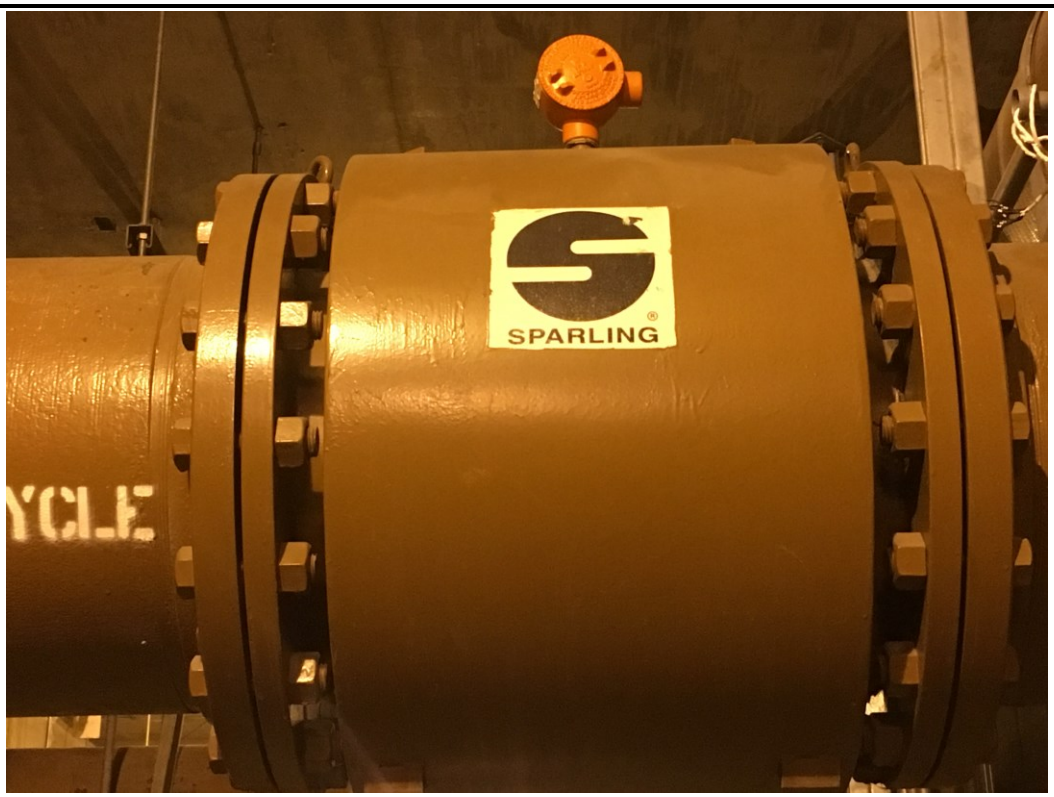
San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - WRP ELECTRICAL, INSTRUMENTATION, AND SCADA
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 00266**

Project Description: This funding will address capital purchases related exclusively to the electrical, communications, or control equipment of the plant. Examples include replacement motors, flow meters, camera servers, SCADA servers, etc.

- $19k Security camera server
- $16k SCADA server replacement
- $8k Fiber optic replacement
- $12k other



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$13,750
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$41,250
Contract Services	$0
Subtotal:	**$55,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$55,000**

Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$55,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$55,000**

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - WRP FACILITIES
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 00267**

Project Description: This funding will address capital purchases related exclusively to the repair of the non-process facilities on the plant. Examples include replacement HVAC systems, ladder accesses, etc.

- $20k Fence relocation adjacent to bowling alley
- $10k Other

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$7,500
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$22,500
Contract Services	$0
Subtotal:	**$30,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$30,000**

Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$30,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$30,000**

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: EAST LIFT STATION MODIFICATION FOR SNRC
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 00244**

Project Description: In late 2021, the East Valley Water District's Sterling Natural Resource Center (SNRC) is scheduled to begin operation, thus decreasing up to 6 MGD from the influent flow to the WRP. All of the flow contributes to the 12 MGD handled by the helical screw pumps of the East Lift Station. With a 50% reduction in flow to the constant-speed screw pumps, consideration is to be given to redesigning this lift station for more efficient operation. This budget is for evaluation of options and development of a preliminary design report and does not consider the actual modifications that would be needed.

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$50,000
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$50,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$50,000**

Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$50,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$50,000**

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: MASTER PLAN - WRP REHAB PROJECT NO. 1
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 00268**

Project Description: The first and second components of the WRP Facilities Assessment were Asset Inventory and Focused Condition Assessment. The latter identified the Remaining Useful Life (RUL) for selected assets throughout the Facility. The resultant assets with a RUL of 0 years were grouped into categories based on asset type and will be scheduled for rehabilitation and/or replacement (R&R). This budget is for the R&R of the Nitrogen Removal Carousel (NRC), Unit 1, Unit 2 and Unit 3 assets identified in the WRP Master Plan.

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$500,000**

Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$500,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$500,000**

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: MASTER PLAN - VFD REPLACEMENT PROJECT R&R
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 00250**

Project Description: The first and second components of the WRP Facilities Assessment were Asset Inventory and Focused Condition Assessment. The latter identified the Remaining Useful Life (RUL) for selected assets throughout the Facility. The resultant assets with a RUL of 0 years were grouped into categories based on asset type and will be scheduled for rehabilitation and/or replacement (R&R). This budget is for the R&R of the Variable Frequency Drive (VFD) assets identified in the WRP Master Plan.

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$5,000,000**

Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$5,012,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$5,012,000**

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: MASTER PLAN - UNIT 3 R&R
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 00251**

Project Description: The first and second components of the WRP Facilities Assessment were Asset Inventory and Focused Condition Assessment. The latter identified the Remaining Useful Life (RUL) for selected assets throughout the Facility. The resultant assets with a RUL of 0 years were grouped into categories based on asset type and will be scheduled for rehabilitation and/or replacement (R&R). This budget is for the R&R of the existing Unit 3 assets identified in the WRP Master Plan. This budget is not for any completion or expansion efforts for the Unit 3 facilities.

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$140,000**

Project Funding Sources:	Funding Amount	
Sewer Treatment Capital:	$145,035	(Carryover + $80k)
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$0	
FUNDING (ROUNDED)	**$160,000**	

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: FLARE REPLACEMENT PROJECT
Asset Classification: NEW SYSTEM ASSETS
Asset Category: NEW EQUIPMENT

Budget ID No. **CO No. 00199**

Project Description: WRP Operations Staff currently rely on the existing flare to combust excess digester gas that is not used beneficially. The flare was constructed in 1988 and is capable of meeting an emissions limit of 0.06 lbs/MMBTU NOx. With the revision of SCAQMD Rule 1110.2, WRP Operations will be required to flare more frequently. SCAQMD Rule 1118.1 is currently being revised. The Proposed Amended Rule 1118.1 indicates Ultra-Low Emission (ULE) flares will likely be required that are capable of emitting less than 0.025 lbs/MMBTU. The Department will construct one (1) new ULE flare and anticipates that proposed revisions will permit the use of the existing flare as a backup.

Budgetary Requirements:

Cost Category	Estimated Cost	
CEQA Compliance:	$0	
Design:	$0	
Const. Mgmnt:	$0	
Construction:	$0	
SBMWD Labor & Ovhd:	$0	
SBMWD Stock Issues	$0	
Equipment Rental:	$0	
Purchased Material:	$0	
Contract Services	$0	
Subtotal:	**$0**	
Contingency (10%)	**$0**	
TOTAL COSTS (ROUNDED)	**$1,513,685**	

Project Funding Sources:	Funding Amount	
Sewer Treatment Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$1,513,685	(Debt Funding: Carryover + $500k)
FUNDING (ROUNDED)	**$2,937,000**	

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: BLOWER DECENTRALIZATION PROJECT
Asset Classification: NEW SYSTEM ASSETS
Asset Category: NEW EQUIPMENT

Budget ID No. **CO No. 00200**

Project Description: The existing aeration system for the WRP consists of two digester gas-fueled engine-driven blowers and two electric-driven blowers. Effective January 1, 2019, the Department will not be permitted to use Digester Gas and will not have any backup blowers. Rather than constructing new centralized blowers and rehabilitating the air pipeline, newer turbo blowers with greater efficiency will be installed at Units 1 and 2. This will also serve to provide greater flexibility and turn down capability when the influent flow to the WRP is reduced as a result of the EVWD's SNRC facility.

Budgetary Requirements:

Cost Category	Estimated Cost	
CEQA Compliance:	$0	
Design:	$0	
Const. Mgmnt:	$0	
Construction:	$0	
SBMWD Labor & Ovhd:	$0	
SBMWD Stock Issues	$0	
Equipment Rental:	$0	
Purchased Material:	$0	
Contract Services	$0	
Subtotal:	**$0**	
Contingency (10%)	**$0**	
TOTAL COSTS (ROUNDED)	**$872,792**	

Project Funding Sources:	Funding Amount	
Sewer Treatment Capital:		
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$872,792	(Debt funding: Carryover + $200k)
FUNDING (ROUNDED)	**$5,909,000**	

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ARROWHEAD LIFT STATION PUMP 2ND ELECTRIFICATION PROJECT
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 00222**

Project Description: As a direct result of the South Coast Air Quality Management District's revision to Rule 1110.2, the two primary existing digester gas-fueled internal combustion engine (ICE) driven lift station pumps at the Arrowhead Lift Station will not be operational effective January 1, 2019. Although the ALS Electrification Project provided for a backup pumping system for the two natural gas-fueled ICE driven lift station pumps, the electric-driven Pump #5 is not capable of managing peak flows. Occasionally, peak flows into the ALS have been as high as xx MGD. Pump #5 is capable of xx MGD. The ALS is not connected to East Valley Water District's flow and will not be impacted by the Sterling Natural Resources Center Project.

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$2,576,661**

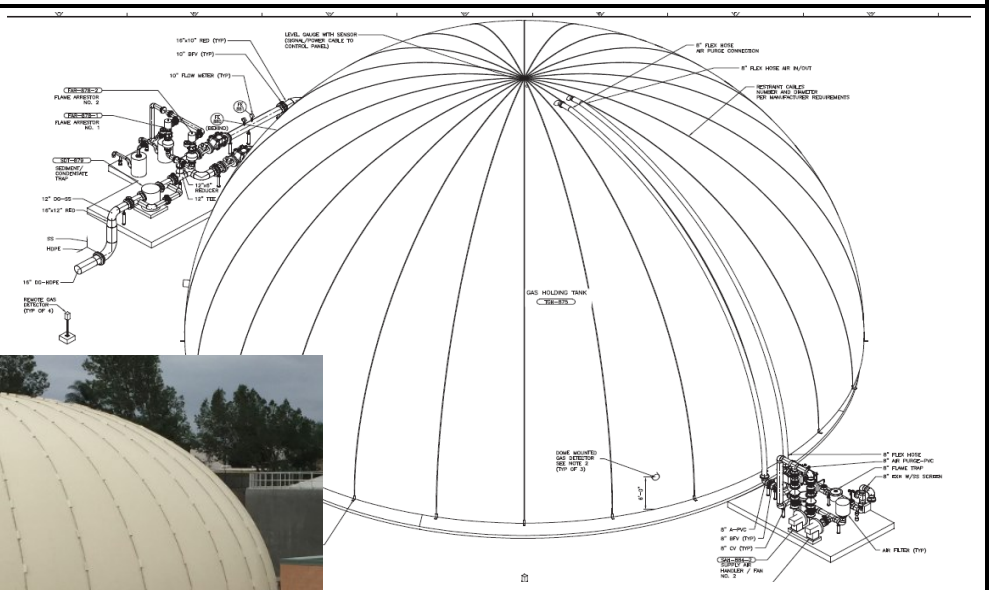
Project Funding Sources:	Funding Amount	
Sewer Treatment Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$2,576,661	(Debt Funding: Carryover)
FUNDING (ROUNDED)	**$2,798,000**	

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: DIGESTER GAS HOLDER PROJECT
Asset Classification: NEW SYSTEM ASSETS
Asset Category: NEW EQUIPMENT

Budget ID No. **CO No. 00201**

Project Description: SCAQMD Rule 1110.2 was amended to reduce the overall emissions from digester gas-fueled engines. The lowest cost means of complying with the amended Rule is to provide the digester gas produced by the digesters to a 3rd party, who will convert the gas to electricity and sell the power back to the Department at a constant rate. The selected technology, Fuel Cells, requires a consistent steady flow of gas that must be equalized over a period of hours. This project will include design and construction of a new low-pressure digester gas holder to equalize the flow of digester gas to the Fuel Cell system.



Budgetary Requirements:

Cost Category	Estimated Cost	
CEQA Compliance:	$0	
Design:	$0	
Const. Mgmnt:	$0	
Construction:	$0	
SBMWD Labor & Ovhd:	$0	
SBMWD Stock Issues	$0	
Equipment Rental:	$0	
Purchased Material:	$0	
Contract Services	$0	
Subtotal:	**$0**	
Contingency (10%)	**$0**	
TOTAL COSTS (ROUNDED)	**$343,577**	

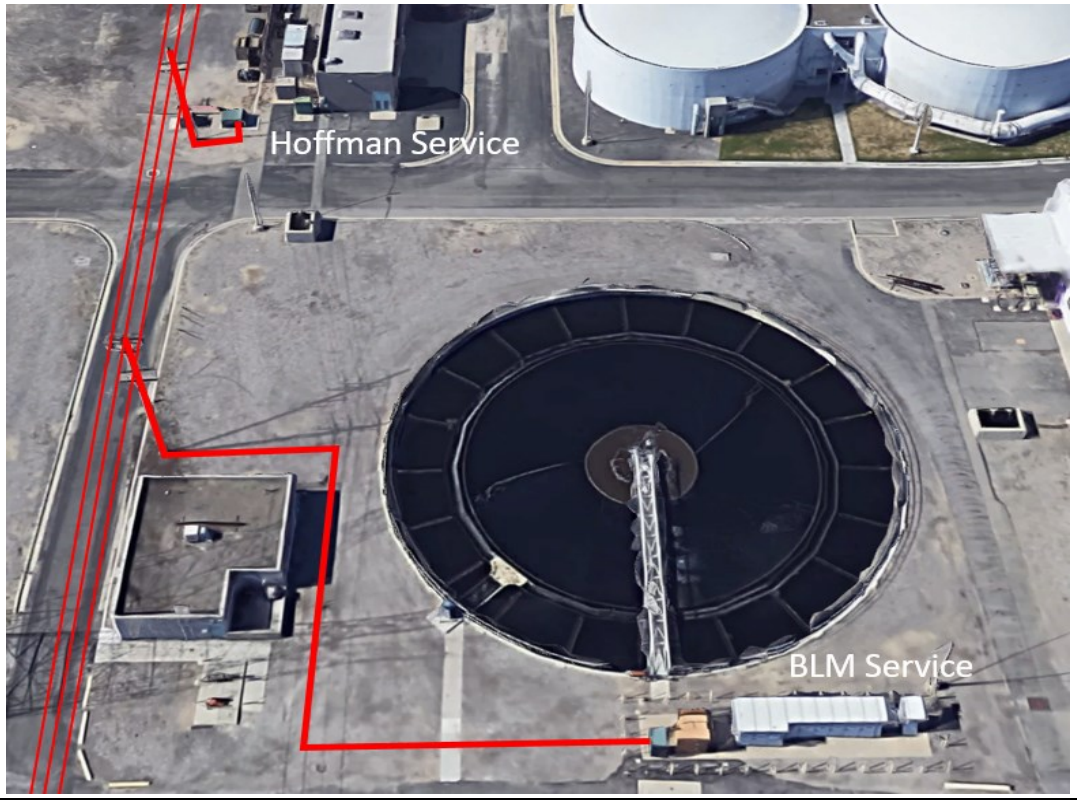
Project Funding Sources:	Funding Amount	
Sewer Treatment Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$343,577	(Debt Funding: Carryover + $200k)
FUNDING (ROUNDED)	**$343,577**	

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: WRP Primary Metering Project
Asset Classification: NEW SYSTEM ASSETS
Asset Category: NEW EQUIPMENT

Budget ID No. **CO No. 00231**

Project Description: This project will include consolidation of the separate Hoffman and BLM electrical utility service meters into one primary service meter to allow for a single source of electrical demand that exceeds the 1.4MW that FuelCell Energy will produce.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$127,084**

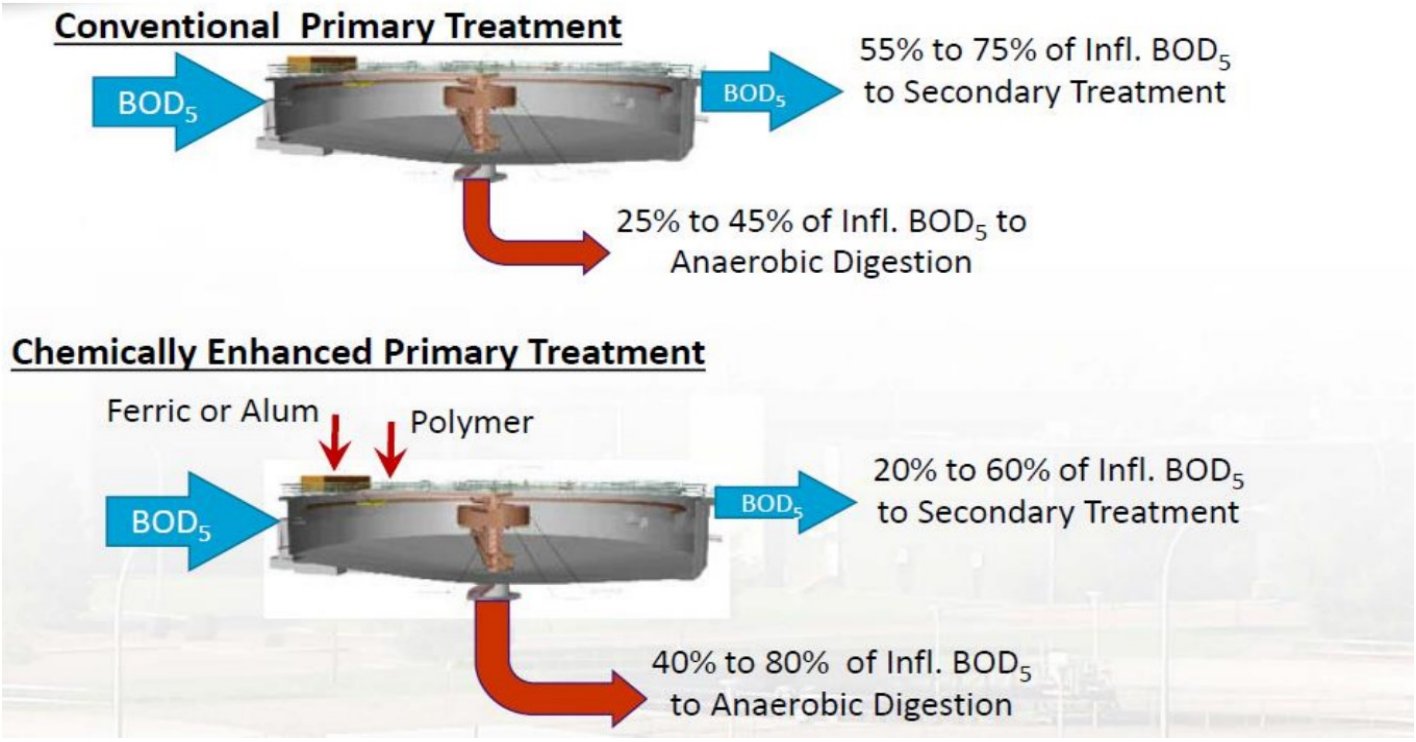
Project Funding Sources:	Funding Amount	
Sewer Treatment Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$127,084	(Debt Funding: Carryover)
FUNDING (ROUNDED)	**$127,084**	

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: CHEMICALLY ENHANCED PRIMARY TREATMENT
Asset Classification: NEW SYSTEM ASSETS
Asset Category: NEW EQUIPMENT

Budget ID No. **CO No. 00253**

Project Description: The primary treatment process can be optimized through the addition of chemical coagulants such as metal salts and organic polymers. This technique, known as chemically enhanced primary treatment (CEPT), improves settling, thereby increasing primary sludge volume and decreasing the load to the secondary system. This funding will be for the initial efforts toward implementation.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$120,000**

Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$120,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$120,000**

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: DIGESTER B REPLACEMENT WITH BIOSOLIDS STRATEGIC PLAN
Asset Classification: NEW SYSTEM ASSETS
Asset Category: NEW EQUIPMENT

Budget ID No. **CO No. 00254**

Project Description: The WRP currently has four (4) anaerobic digesters that were constructed in 1958 (A & B) and 1983/1984 (C & D). Digester B was taken out of service in 2013 for cleaning and has been unable to be put back in service since. The WRP needs 3 digesters in service at all times in order to meet necessary treatment limits. Digesters C & D are in need of routine cleaning but cannot be taken out of service until Digester B is repaired or replaced. A 2019 study by Carollo Engineers recommended replacement in lieu of rehabilitation. Additionally, a Biosolids Strategic Plan will be developed at the same time to analyze and make recommendations on various operational aspects of the biosolids treatment process.

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$7,869,253**

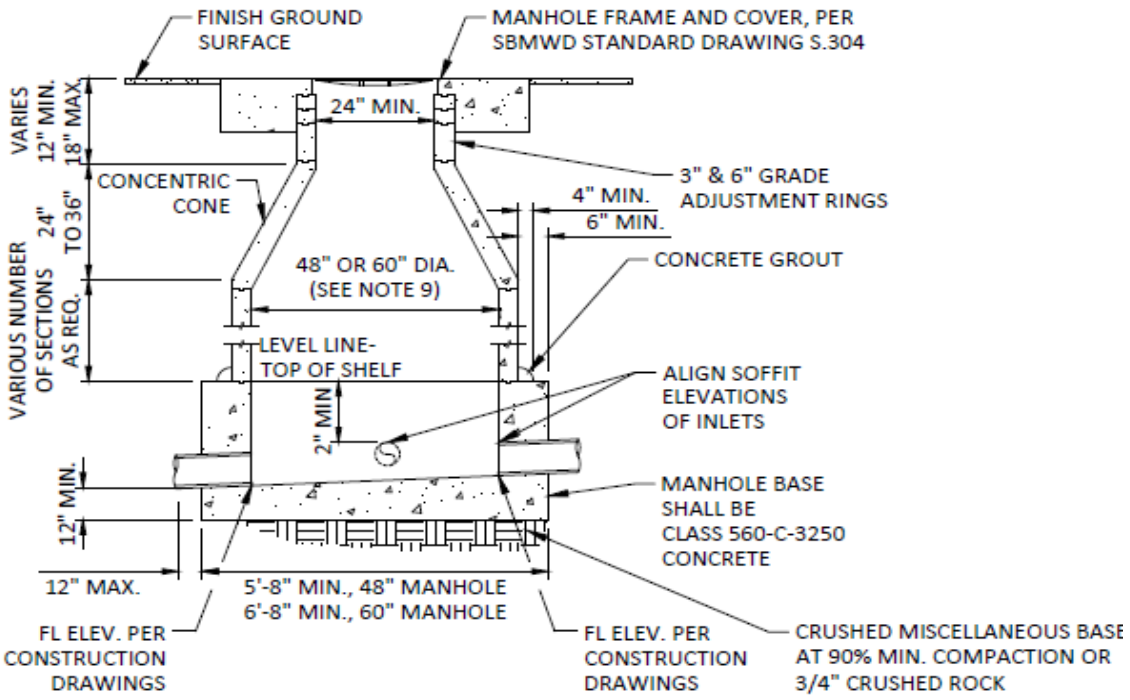
Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$7,869,253
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$9,914,000**

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: BRINE LINE IMPROVEMENTS
Asset Classification: NEW SYSTEM ASSETS
Asset Category: NEW EQUIPMENT

Budget ID No. **CO No. 00255**

Project Description: The existing brine pipeline inside the WRP was installed with an insufficient number of maintenance holes and cleanouts to facilitate proper cleaning and maintenance. This budget is for the installation of new maintenance holes and cleanouts.



CONCENTRIC TOP PRECAST MANHOLE - SECTION VIEW

N.T.S.

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$200,000**

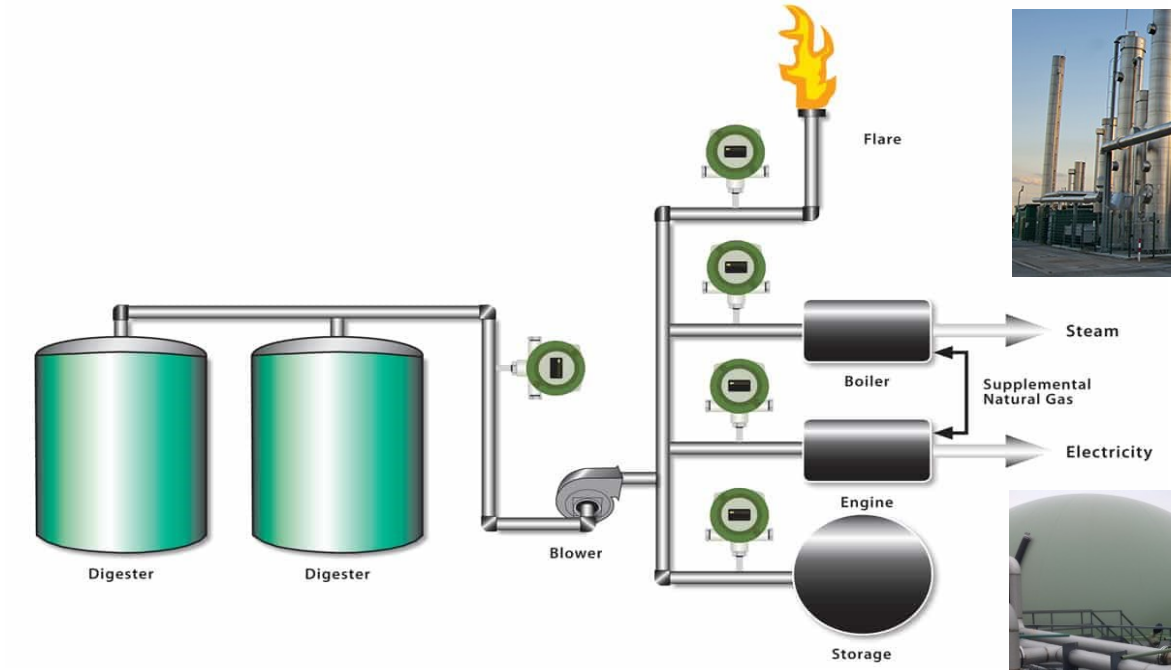
Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$200,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$200,000**

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: DG PIPE RACK PROJECT
Asset Classification: NEW SYSTEM ASSETS
Asset Category: NEW EQUIPMENT

Budget ID No. **CO No. 00269**

Project Description: Funding to evaluate and design possible extension of existing digester gas piping overhead to connect to new facilities (i.e. two new flares, digester gas holder, fuel cell).



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$150,000**

Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$150,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$150,000**

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: WATER FACILITIES RELOCATION
Asset Classification: OTHER FUNDED ASSETS
Asset Category: FACILITIES AND PLANTS

Budget ID No. **CO No. 00196**

Project Description: Project involves the architectural design, construction and any tenant improvements necessary to relocate Water Department staff from various locations in the City to 397 Chandler Ave. Project includes new facility, or facilities, and all associated site improvements. The water utility funds will also contribute to the Project.

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$6,112,565**

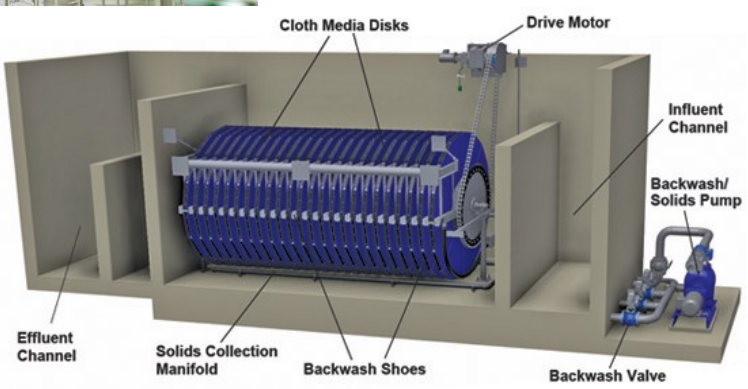
Project Funding Sources:	Funding Amount
Sewer Treatment Capital:	$0
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$6,112,565
FUNDING (ROUNDED)	**$6,113,000** (Debt/Capital Funding: Carryover)

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: PHASE 2 - TERTIARY TREATMENT SYSTEM (DESIGN)
Asset Classification: OTHER FUNDED ASSETS
Asset Category: RECYCLED WATER PLANT

Budget ID No. 12-206 **CO No.** 00138

Project Description: Design of a five (5) MGD tertiary treatment system to meet Title 22 standards (eliminates use of groundwater for plant utility, golf course irrigation, Caltrans irrigation, etc.) and reduces hydraulic loading to the RIX Facility.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$2,575,563**

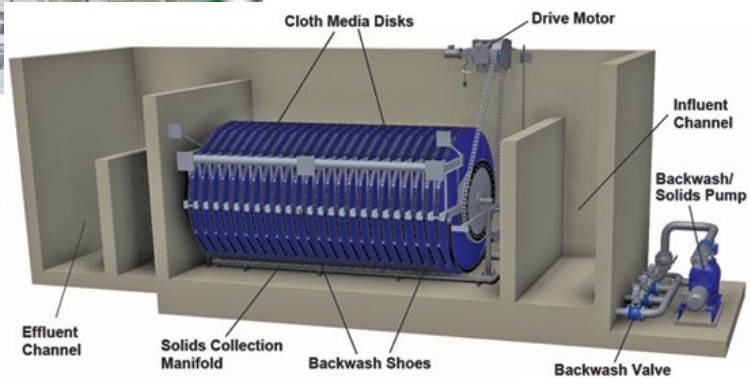
Project Funding Sources:	Funding Amount	
Sewer Treatment Capital:	$2,575,563	(Capital funding: Carryover)
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$0	
FUNDING (ROUNDED)	**$2,575,563**	

San Bernardino Municipal Water Department
Sewer Treatment Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: PHASE 4 - TERTIARY TREATMENT SYSTEM (CONSTRUCTION)
Asset Classification: OTHER FUNDED ASSETS
Asset Category: RECYCLED WATER PLANT

Budget ID No. **CO No. 00194**

Project Description: Construction of a five (5) MGD tertiary treatment system to meet Title 22 standards (eliminates use of groundwater for plant utility, golf course irrigation, Caltrans irrigation, etc.) and reduces hydraulic loading to the RIX Facility.

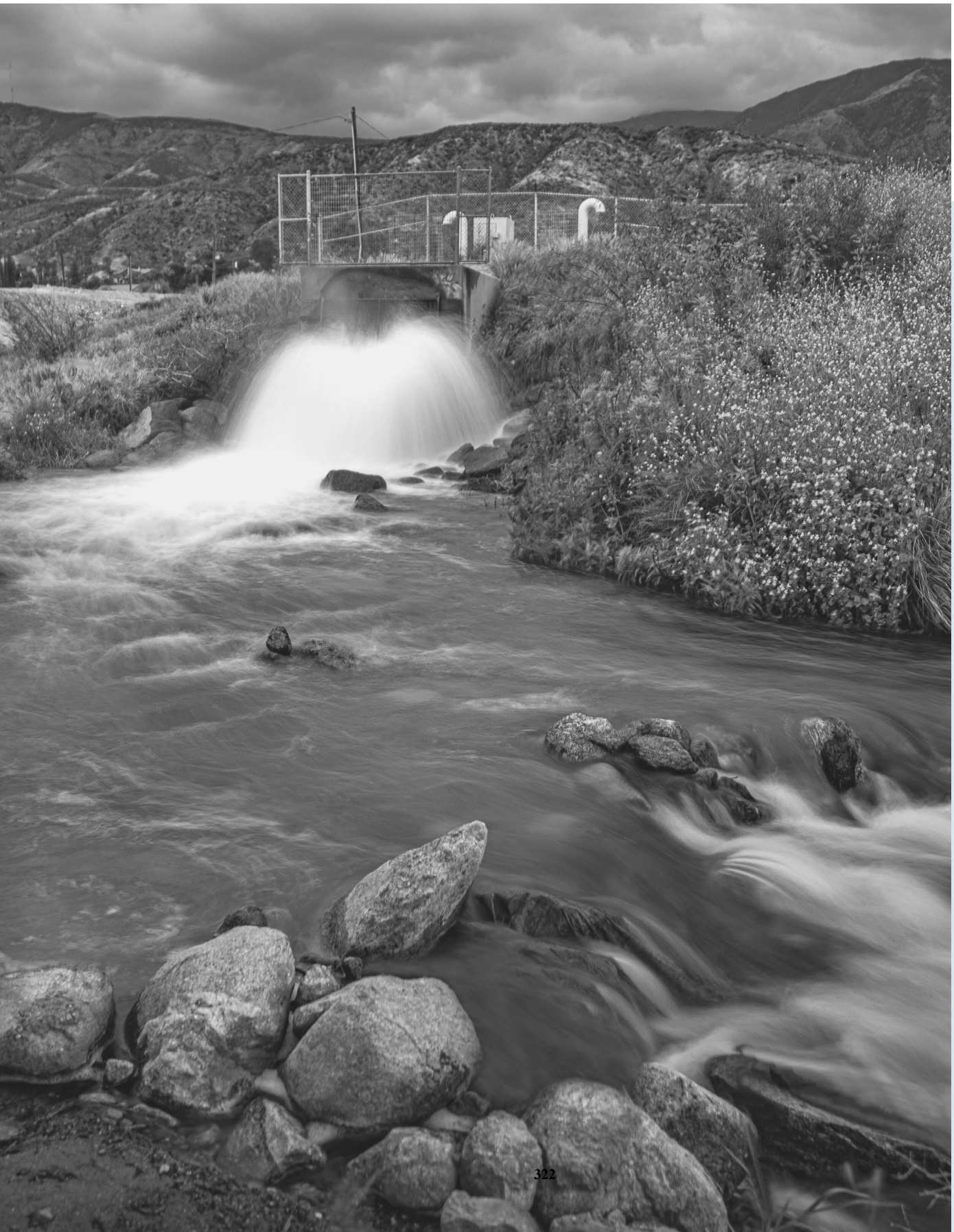


Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$8,550,241**

Project Funding Sources:	Funding Amount	
Sewer Treatment Capital:	$0	
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$8,550,241	(Debt Funding: Carryover + $2M)
FUNDING (ROUNDED)	**$9,500,000**	

SEWER COLLECTION CAPITAL



SEWER COLLECTION FUND CAPITAL IMPROVEMENT PLAN FY 2021-2022

CATEGORY	PROJECT NUMBER	FISCAL YEAR 2020-21 BUDGET	FISCAL YEAR 2020-21 COSTS	ESTIMATED FY 20-21 COSTS INCLUDING ENCUMBRANCES	ESTIMATED OPEN ENCUMBRANCES	PROJECT CARRY OVER	NEW PROJECT OR ADDITIONAL FUNDING	PROJECTED ACTUAL EXPENSES FOR FY 21-22	LABOR PORTION OF PROJECT	CIP BUDGET FY 21-22	FUNDING SOURCES	PROJECTED FY 22-23	PROJECTED FY 23-24	PROJECTED FY 24-25	PROJECTED FY 25-26	OVERALL PROJECT BUDGET
REPLACEMENT / REHABILITATION OF SYSTEM ASSETS																
LIFT STATION REHABILITATION																
Annual R/R - Lift Station Mechanical		-	-	-	-	-	110,000	110,000	-	110,000	Capital	150,000	150,000	150,000	150,000	710,000
Annual R/R - Lift Station Electrical, Instrumentation & SCADA		-	-	-	-	-	50,000	50,000	-	50,000	Capital	75,000	75,000	75,000	75,000	350,000
Annual R/R - Lift Station Structural		-	-	-	-	-	50,000	50,000	-	50,000	Capital	25,000	25,000	25,000	25,000	150,000
Annual R/R - Lift Station Facilities Safety		-	-	-	-	-	35,000	35,000	-	35,000	Capital	25,000	25,000	25,000	25,000	135,000
Condition Based Lift Station R/R Short-Term Horizon		-	-	-	-	-	-	-	-	-	Capital	275,000	275,000	275,000	275,000	1,100,000
SEWER MAIN REPLACEMENT																
Annual R/R - Sectional Main Repairs		-	-	-	-	-	1,000,000	1,000,000	-	1,000,000	Capital	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Blackstone 0540176-0540164 Rehabilitation		-	-	-	-	-	200,000	100,000	-	200,000	Capital	500,000	-	-	-	700,000
Condition Based Primary Sewer Replacements		-	-	-	-	-		-	-	-	Capital	120,000	830,000	-	-	950,000
Condition Based Secondary Replacements		-	-	-	-	-		-	-	-	Capital	650,000	6,800,000	4,500,000	4,500,000	16,450,000
Condition Based Sewer Rehabilitation Plans		-	-	-	-	-	225,000	200,000	-	225,000	Capital	-	-	-	-	225,000
Sewer Capacity Studies		-	-	-	-	-	350,000	250,000	-	350,000	Capital	150,000	-	-	-	500,000
Sewer Siphon Rehabilitation & Replacements		-	-	-	-	-	-	-	-	-	Capital	-	1,000,000	5,200,000	6,000,000	12,200,000
MANHOLE REHABILITATION & REPLACEMENT																
Annual R/R - Maintenance Holes		-	-	-	-	-	300,000	300,000	-	300,000	Capital	300,000	300,000	300,000	300,000	1,500,000
SUBTOTAL FOR REPLACEMENT / REHABILITATION OF SYSTEM ASSETS		**-**	**-**	**-**	**-**	**-**	**2,320,000**	**2,095,000**	**-**	**2,320,000**		**3,270,000**	**10,480,000**	**11,550,000**	**12,350,000**	**39,970,000**
NEW SYSTEM ASSETS																
LIFT STATIONS																
Meridian Lift Station Generator Project	50012	1,041,655	13,317	75,989	62,672	1,028,338	1,250,000	300,000	-	2,278,000	Capital	-	-	-	-	2,291,655
Lift Station SCADA Phase I		-	-	-	-	-	-	-	-	-	Capital	400,000	-	-	-	400,000
SEWER MAINS																
MANHOLES																
SUBTOTAL FOR NEW SYSTEM ASSETS		**1,041,655**	**13,317**	**75,989**	**62,672**	**1,028,338**	**1,250,000**	**300,000**	**-**	**2,278,000**		**400,000**	**-**	**-**	**-**	**2,691,655**
OTHER FUNDED PROJECTS																
PUBLIC WORKS PROJECTS																
Annual Unplanned Public Works		-	-	-	-	-	50,000	50,000	-	50,000	Capital	100,000	100,000	100,000	100,000	450,000
SUBTOTAL FOR OTHER FUNDED PROJECTS		**-**	**-**	**-**	**-**	**-**	**50,000**	**50,000**	**-**	**50,000**		**100,000**	**100,000**	**100,000**	**100,000**	**450,000**
GRAND TOTAL		**$ 1,041,655**	**$ 13,317**	**$ 75,989**	**$ 62,672**	**$ 1,028,338**	**$ 3,620,000**	**$ 2,445,000**	**$ -**	**$ 4,648,000**		**$ 3,770,000**	**$ 10,580,000**	**$ 11,650,000**	**$ 12,450,000**	**$ 43,111,655**

San Bernardino Municipal Water Department
Sewer Collection Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - LIFT STATION MECHANICAL
Asset Classification: REPLACEMENT /REHABILITATION OF SYSTEM ASSETS
Asset Category: LIFT STATION REHABILITATION

Budget ID No. **CO No. 50038**

Project Description: Each of the twelve (12) small lift stations are designed to transport untreated wastewater from lower to higher elevation where the use of gravity conveyance will result in excessive excavation depths. The lift stations each have two (2) or more non-clog centrifugal pumps with associated pipes and valves. This equipment must be routinely rehabilitated or replaced to maintain a functional facility.

- Pumps at Colton LS and Fairway LS
- Valves at Fairway LS
- Airport LS - $25k for four valves and two pumps
- Two generators replacement (49 HP): Colton LS, May Co. LS $64k total

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$110,000**

Project Funding Sources:	Funding Amount
Sewer Collection Capital:	$110,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$110,000**

San Bernardino Municipal Water Department
Sewer Collection Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - LIFT STATION ELECTRICAL, INSTRUMENTATION & SCADA
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 50039**

Project Description: Each of the twelve (12) small lift stations are designed to transport untreated wastewater from lower to higher elevation where the use of gravity conveyance will result in excessive excavation depths. The lift stations each have two (2) or more non-clog centrifugal pumps with associated electrical, instrumentation, and SCADA components. This equipment must be routinely rehabilitated or replaced to maintain a functional facility.

- New meter pedestal for Colton LS $15k
- Fairway and Airport - Level sensors $7.5k
- Fairway LS - Fail safe relays $2.5k

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$50,000**

Project Funding Sources:	Funding Amount
Sewer Collection Capital:	$50,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$50,000**

San Bernardino Municipal Water Department
Sewer Collection Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - LIFT STATION STRUCTURAL
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 50040**

Project Description: Each of the twelve (12) small lift stations are designed to transport untreated wastewater from lower to higher elevation where the use of gravity conveyance will result in excessive excavation depths. The small lift stations are housed in a structure that is one of 3 different styles (underground package plant, above-ground building, or above-ground utility). Each structure must be routinely rehabilitated or replaced to maintain a functional facility.

- Allen LS wet-well lining and structural rehab $40k

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$50,000**

Project Funding Sources:	Funding Amount
Sewer Collection Capital:	$50,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$50,000**

San Bernardino Municipal Water Department
Sewer Collection Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - LIFT STATION FACILITIES SAFETY
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: FACILITIES REHABILITATION

Budget ID No. **CO No. 50041**

Project Description: Each of the twelve (12) small lift stations are designed to transport untreated wastewater from lower to higher elevation where the use of gravity conveyance will result in excessive excavation depths. The small lift stations are housed in a structure that is one of 3 different styles (underground package plant, above-ground building, or above-ground utility). Each of the 3 styles requires different safety components for safe entrance and maintenance. Some of these components are ladders, fall-protection equipment, and air blowers. Each component must be routinely rehabilitated or replaced to maintain a functional facility.

- Colton LS Lapeyre Stairs $15k
- $20k for unforeseen items

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$35,000**

Project Funding Sources:	Funding Amount
Sewer Collection Capital:	$35,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$35,000**

San Bernardino Municipal Water Department
Sewer Collection Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - SECTIONAL MAIN REPAIRS
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SEWER MAIN REPLACEMENT

Budget ID No. **CO No. 50042**

Project Description: The primary function of the Sanitary Sewer Collection System (SSCS) is to collect and transmit untreated wastewater from the source to the treatment plant without allowing the wastewater to contaminate either groundwater, public areas, or waters of the state. Occasionally, sections of existing SSCS pipeline are found to be in a condition that requires repair or replacement to restore flow. This project involves planned and unplanned repairs or sectional replacements of smaller segments of pipeline to restore flow.

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$1,000,000**

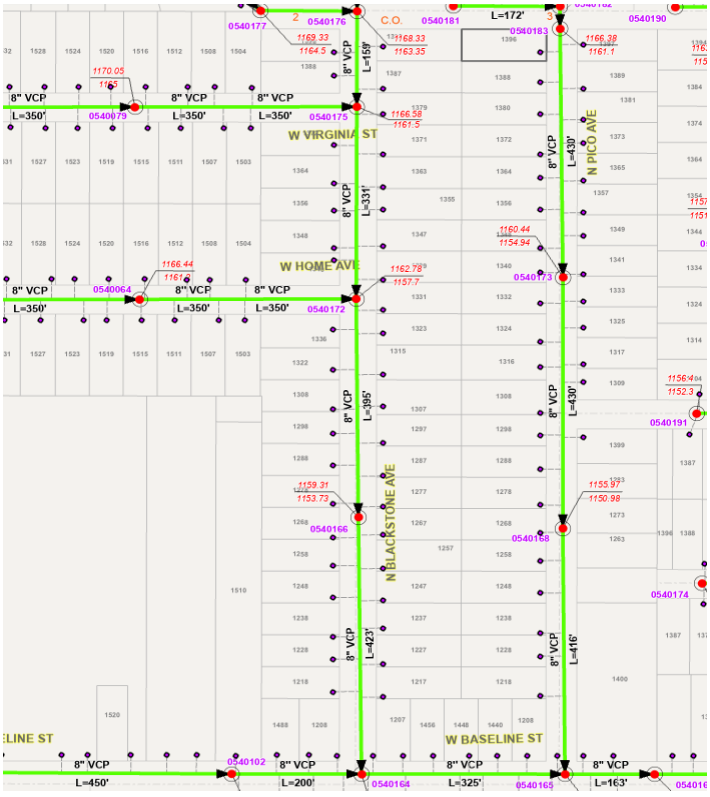
Project Funding Sources:	Funding Amount
Sewer Collection Capital:	$1,000,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$1,000,000**

San Bernardino Municipal Water Department
Sewer Collection Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: BLACKSTONE AVE 0540176-0540164 REHABILITATION
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SEWER MAIN REPLACEMENT

Budget ID No. **CO No. 50021**

Project Description: Project includes funding for design of future main replacement or rehabilitation of Blackstone Ave sewer from SMH 0540176 to SMH 0540164. Sewer main has been identified by staff as problematic and in need of replacement or rehabiliation.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$90,000
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$90,000**
Contingency (10%)	**$9,000**
TOTAL COSTS (ROUNDED)	**$100,000**

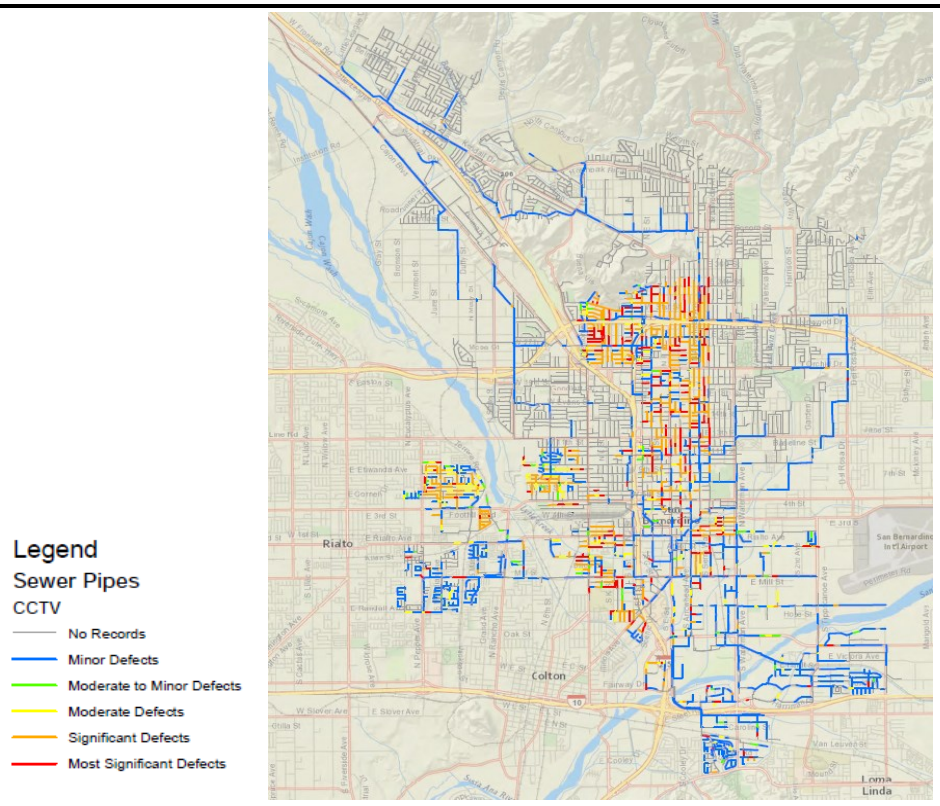
Project Funding Sources:	Funding Amount
Sewer Collection Capital:	$200,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$200,000**

San Bernardino Municipal Water Department
Sewer Collection Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: CONDITION BASED SEWER REHABILITATION PLANS
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SEWER MAIN REPLACEMENT

Budget ID No. **CO No. 50043**

Project Description: Project includes funding to further evaluate sewer mains in need of replacement/rehabiliation as identified in the 2019 Sewer Collections Master Plan and develop rehabilitation plans.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$180,000
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$180,000**
Contingency (10%)	**$18,000**
TOTAL COSTS (ROUNDED)	**$200,000**

Project Funding Sources:	Funding Amount
Sewer Collection Capital:	$225,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$225,000**

San Bernardino Municipal Water Department
Sewer Collection Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: SEWER CAPACITY STUDIES
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: SEWER MAIN REPLACEMENT

Budget ID No. **CO No. 50044**

Project Description: Project includes funding to further evaluate sewer mains identified in the 2019 Sewer Collections Master Plan as capacity deficient to meet current and future demands, as well as sewer main reaches identified as having potential GIS data discrepancies causing hydraulic issues in the sewer collections model. Capacity studies will include pipeline flow studies and surveys to confirm findings in the 2019 Sewer Master Plan. Results of the capacity studies will generate plans for future sewer main rehabilitations.

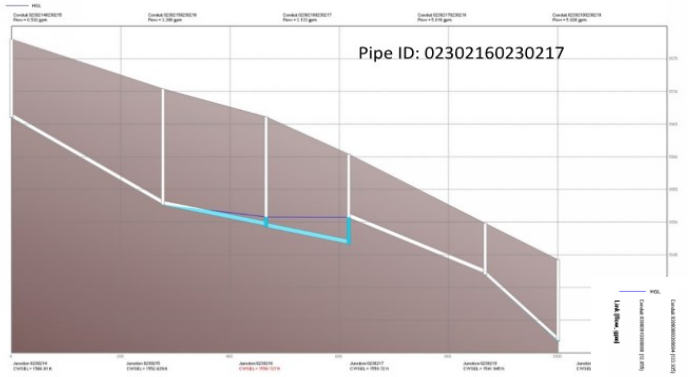


Figure 8-3 Example of Suspected GIS Issue

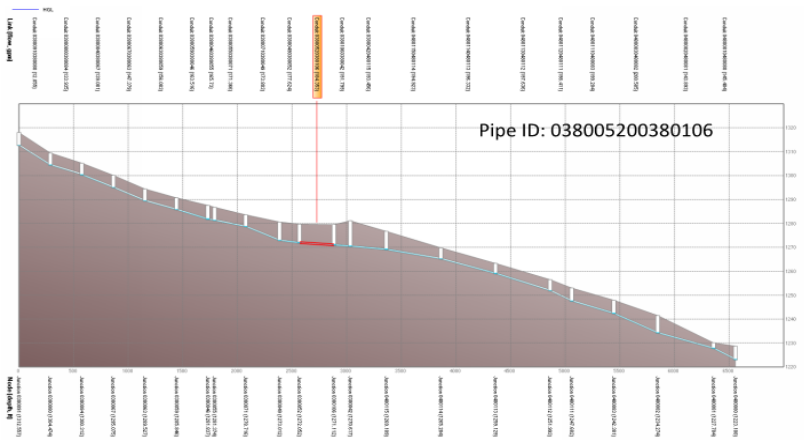


Figure 8-4 Example of True Capacity Issue

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$225,000
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$225,000**
Contingency (10%)	**$22,500**
TOTAL COSTS (ROUNDED)	**$250,000**

Project Funding Sources:	Funding Amount
Sewer Collection Capital:	$350,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$350,000**

San Bernardino Municipal Water Department
Sewer Collection Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - MAINTENANCE HOLES
Asset Classification: REPLACEMENT/REHABILITATION OF SYSTEM ASSETS
Asset Category: MAINTENANCE HOLE REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 50045**

Project Description: The primary function of the Sanitary Sewer Collection System (SSCS) is to collect and transmit untreated wastewater from the source to the treatment plant without allowing the wastewater to contaminate either groundwater, public areas, or waters of the state. Maintenance Holes allow for access to the buried pipeline to maintain the system. However, many maintenance holes have deteriorated to the point where untreated wastewater comes into contact with the soil. Further, the ability for liquid to pass provides for a point of infiltration when rainfall percolates into the soil. This increases the volume of wastewater. This project involves planned and unplanned repairs to maintenance holes to restore the structure to a proper sealed system.

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$300,000**

Project Funding Sources:	Funding Amount
Sewer Collection Capital:	$300,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$300,000**

San Bernardino Municipal Water Department
Sewer Collection Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: MERIDIAN LIFT STATION GENERATOR PROJECT
Asset Classification: NEW SYSTEM ASSETS
Asset Category: LIFT STATIONS

Budget ID No. **CO No. 50012**

Project Description: One of the twelve (12) small lift stations, the Meridian Lift Station, currently has no backup source of energy with which to power the lift pumps in case of utility power failure. This lift station is a high flow station that, within short order, can back up and cause a Sanitary Sewer Overflow (SSO). In order to prevent this, temporary portable power measures are currently in place. This project will evaluate, design, and construct a facility with a propane-powered generator with automatic transfer switches in order to provide emergency backup power during a power outage. This will also include permitting from the SCAQMD as the lift station is located near a designated "sensitive receptor."

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$2,000,000**

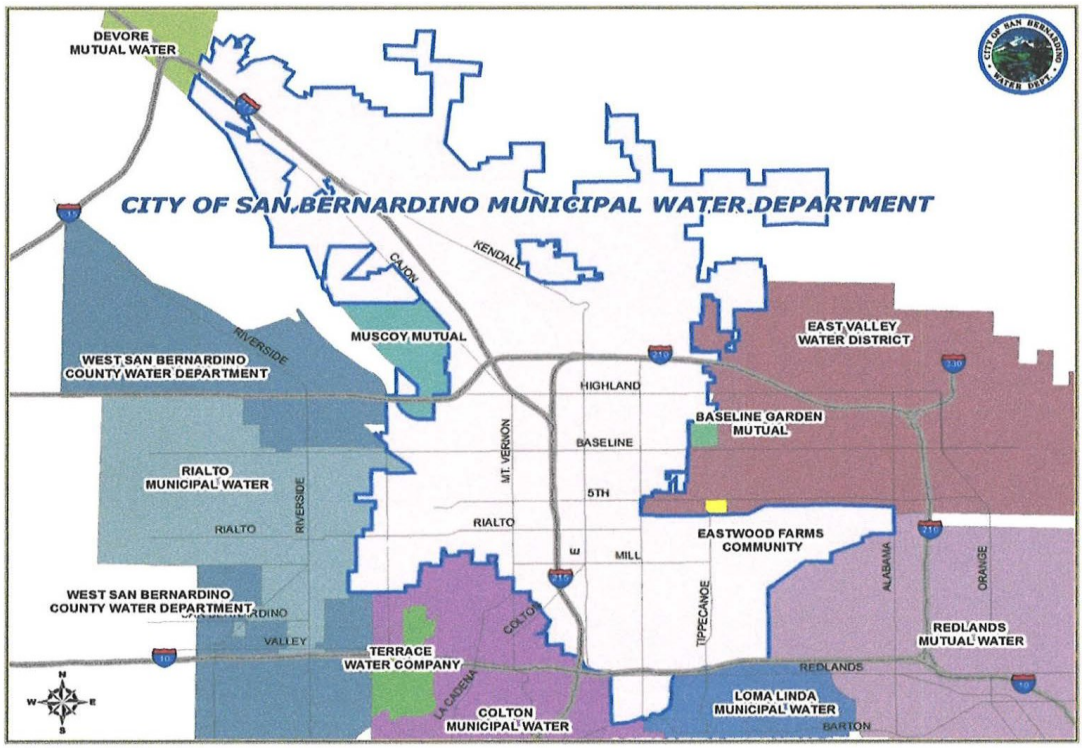
Project Funding Sources:	Funding Amount
Sewer Collection Capital:	$2,000,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$2,000,000**

San Bernardino Municipal Water Department
Sewer Collection Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL UNPLANNED PUBLIC WORKS
Asset Classification: OTHER FUNDED ASSETS
Asset Category: PUBLIC WORKS PROJECTS

Budget ID No. **CO No. 50046**

Project Description: Project involves funding of unanticipated sewer collection facility relocations necessary as a result of City Public Works projects such as street rehabilitations, paving, sidewalks, ramps, tree removal, etc.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$0**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$50,000**

Project Funding Sources:	Funding Amount
Sewer Collection Capital:	$50,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$50,000**

RIX JPA FUND

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
RIX FUND BUDGET SUMMARY
FISCAL YEAR 2021-2022

	Audited Actual 2019-2020	Adopted Budget 2020-2021	Projected Actual 2020-2021	Budget 2020-2021
SOURCES OF FUNDS				
Revenues:				
Operating Revenue:				
Reimbursed Costs	$ 3,666,292	$ 6,375,571	$ 4,228,890	$ 6,993,357
Total Sources of Funds	**3,666,292**	**6,375,571**	**4,228,890**	**6,993,357**
USE OF FUNDS				
Expenses:				
Operating Expenses:				
Administrative Division				
Administration	56,000	109,126	79,164	136,997
Administrative Services	51,145	-	-	-
Environmental and Regulatory Compliance	239,702	440,367	458,561	725,810
Human Resources	9,644	16,485	14,829	18,886
Finance and Accounting	151,963	190,965	163,625	192,469
Information Technology	56,885	79,226	72,867	76,527
Purchasing	26,273	25,949	29,905	26,650
Fleet	33,708	52,981	33,251	48,135
Public Affairs	13,172	15,882	14,360	19,000
Engineering	120,944	141,276	131,736	146,680
Total Administrative Division	759,436	1,072,257	998,298	1,391,153
Water Reclamation Division				
Water Reclamation Administration	27,539	32,682	31,828	33,132
Operations	115,889	167,006	136,998	169,564
RIX Facility	2,228,980	3,086,881	2,479,797	3,011,053
Plant Maintenance	58,946	72,723	70,609	79,017
Electrical, Instrumentation and SCADA	376,331	472,022	414,832	524,438
Total Water Reclamation Division	2,807,685	3,831,314	3,134,065	3,817,203
Total Operating Expenses	3,567,121	4,903,571	4,132,363	5,208,357
Less: Overhead applied to Capital Improvement Projects	-	-	-	-
Total Operating Expenses, Net	3,567,121	4,903,571	4,132,363	5,208,357
Other Uses of Funds:				
Capital Outlay (Equipment & Vehicles)	20,222	58,000	24,851	-
Capital Improvement Projects - Carryover	78,949	1,000,000	71,676	1,000,000
Capital Improvement Projects - New Projects	-	414,000	-	785,000
Total Other Uses of Funds	99,171	1,472,000	96,527	1,785,000
Total Use of Funds	**3,666,292**	**6,375,571**	**4,228,890**	**6,993,357**
Net Transfer To/(From) Reserves	**$ -**	**$ -**	**$ -**	**$ -**

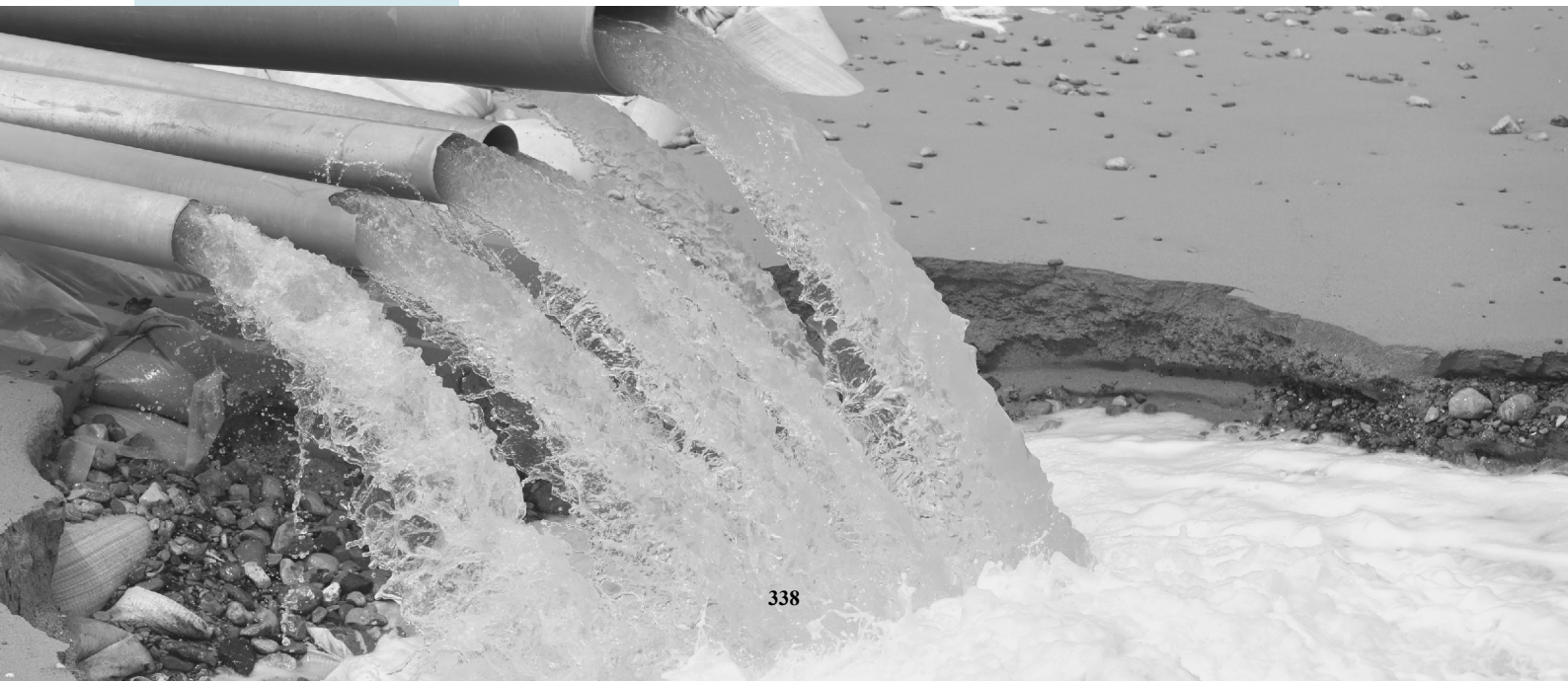
CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
RIX FUND CAPITAL OUTLAY EXPENSE SUMMARY
FISCAL YEAR 2021-2022

SECTION	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
5025	***RIX Facility***				
8010	Tools and Equipment	5,004	28,000	14,300	-
8020	Autos and Trucks	15,218	30,000	-	-
8070	Facilities	-	-	10,551	-
8400	Capital Improvement Projects - Carryover	78,949	1,000,000	71,676	1,000,000
8400	Capital Improvement Projects - New Projects	-	414,000	-	785,000
	Subtotal RIX Facility	99,171	1,472,000	96,527	1,785,000
TOTAL CAPITAL OUTLAY, RIX FUND		**$ 99,171**	**$ 1,472,000**	**$ 96,527**	**$ 1,785,000**

RIX FACILITY

SECTION 5025

The Rapid Infiltration and Extraction (RIX) Facility is jointly owned by the Cities of San Bernardino and Colton through a Joint Powers Agreement. The SBMWD exclusively operates the RIX Facility. The RIX Facility is a 40 million gallon per day (MGD) Tertiary Treatment System which is required to meet the Title 22 wastewater reclamation water quality standards established by the Department of Health Services. The RIX Facility treats Secondary treated wastewater effluent from the San Bernardino Municipal Water Department Water Reclamation Plant (WRP) and Colton Wastewater Plant. The RIX Facility receives on average approximately 26.5 MGD. The Secondary treated effluent undergoes a final filtering process through the natural sand media percolation basins, which filters the secondary effluent while percolating into the ground. The filtered water is then pumped via extraction/containment wells and conveyed to the Ultraviolet (UV) disinfection system, followed by discharge to the Santa Ana River. The RIX Facility is staffed by a team comprised of members of both the Water Reclamation Operations and Maintenance Sections.



SECTION 5025

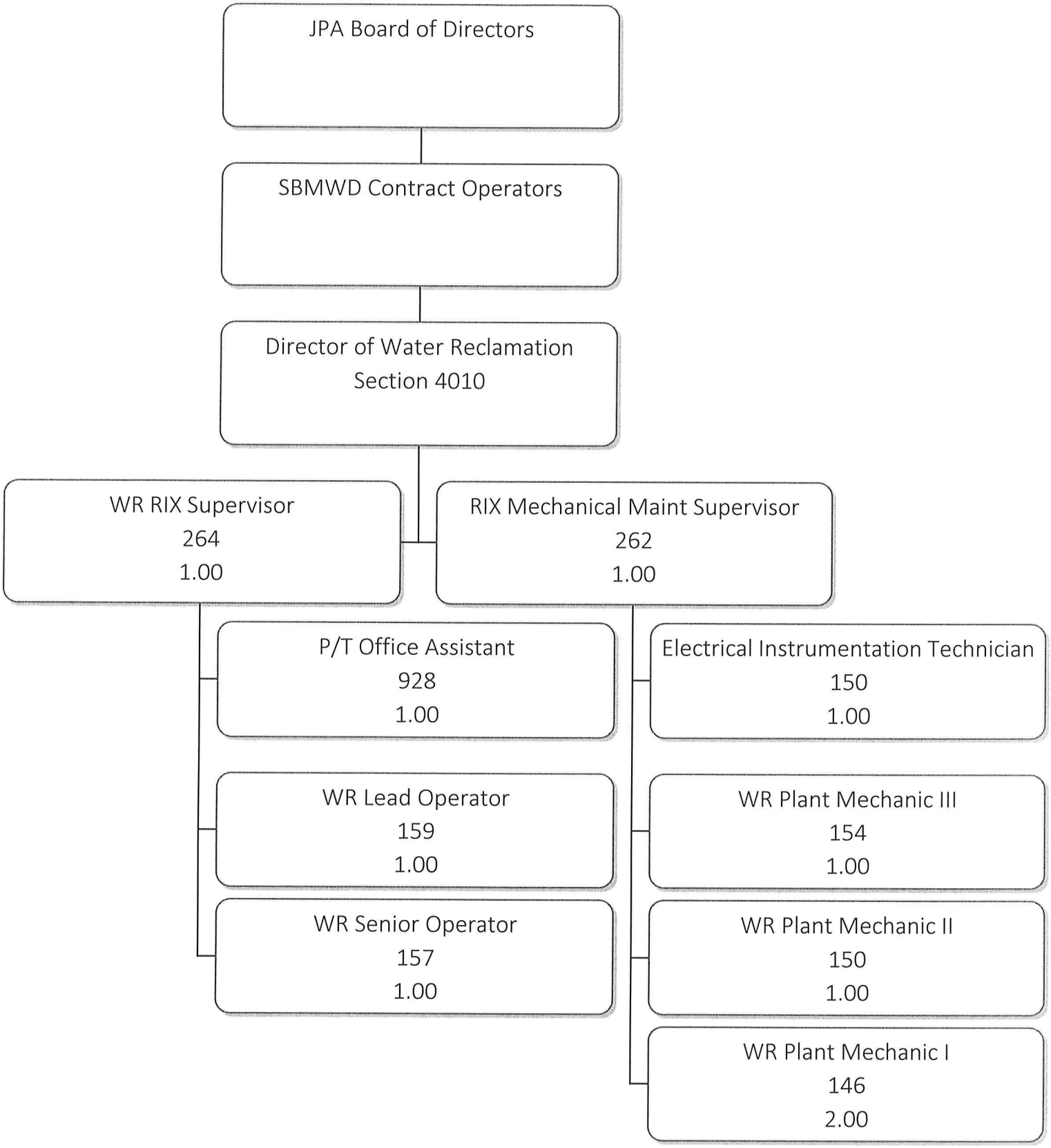
ACCOMPLISHMENTS

- Weekly and monthly checks of active and monitoring wells result in 2,312 well soundings and observations/inspections per year.
- In order to ensure water quality and compliance, more than 1,390 water samples were collected and delivered to various laboratories for analysis.
- Four Expansion Site wells were continuously monitored and maintained, for use in maintaining flow to the Santa Ana River when scheduled or unscheduled discharge interruptions occur with normal RIX operational flow.
- Completed over 7,000 work orders with an emphasis on preventative maintenance.
- Added a backup generator for our SCADA system and larger UPS to reduce shutdown events.
- Cleared 1.75 miles of property of illegal trash dumping and blight.

OBJECTIVES AND GOALS

- Selectively re-condition 4-5 basin bottoms to maintain proper percolation, allowing minimal usage of conventional filtration during the years wet season.
- Update plant drawings and maps to a CAD format to create an accessible document library to assist with plant projects and future facility modifications.
- Service the expansion site wells and apply a protective coating to the pumps.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
RIX FUND
RIX FACILITY - SECTION 5025



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER FUND
RIX FACILITY - SECTION 5025
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
	RIX FUND				
	PERSONNEL (100%)				
	Salaries				
300-5025-540-5110	SALARIES - FULL TIME	$ 769,176	$ 848,899	$ 873,916	$ 853,411
300-5025-540-5115	SALARIES - PART TIME	$ -	$ 8,973	-	9,564
300-5025-540-5120	SALARIES - OVERTIME	8,497	10,000	11,196	10,000
300-5025-540-5125	ON CALL / STANDBY PAY	7,083	4,500	3,440	4,500
	Fringe Benefits				
300-5025-540-5205	PERS - EMPLOYER PAID	69,908	75,255	82,601	57,264
300-5025-540-5208	PERS - EMPLOYER PAID-UAL	148,288	165,034	158,199	170,754
300-5025-540-5215	DEFERRED COMP-EMPLOYER PAID	5,536	3,575	5,810	3,575
300-5025-540-5220	MEDICARE TAXES	11,134	12,439	12,710	12,513
300-5025-540-5230	GROUP MEDICAL INSURANCE	118,437	129,892	120,879	134,445
300-5025-540-5245	LIFE AND AD&D INSURANCE	409	416	415	416
	SUBTOTAL PERSONNEL	1,138,468	1,258,983	1,269,169	1,256,443
	MAINTENANCE AND OPERATIONS				
300-5025-540-5320	TRAINING EXPENSE	283	1,200	2,621	3,700
300-5025-540-5330	EMPLOYEE REIMBURSEMENTS	380	900	425	1,350
300-5025-540-5340	UNIFORM RENTAL AND CLEANING	5,666	5,400	4,636	5,100
300-5025-540-5350	SAFETY CLOTHING AND SUPPLIES	6,253	7,000	5,256	6,650
300-5025-540-5370	MISCELLANEOUS EXPENSE	267	5,400	260	400
300-5025-540-5380	MEMBERSHIP AND DUES	10,406	11,000	10,405	11,000
300-5025-540-5405	GENERAL OFFICE SUPPLIES	1,446	1,400	245	1,400
300-5025-540-5435	OFFICE EQUIPMENT MAINTENANCE	414	420	919	420
300-5025-540-5450	POSTAGE AND EXPRESS DELIVERY	-	1,000	-	1,000
300-5025-540-5455	TELEPHONE	18,135	17,000	25,960	23,400
300-5025-540-5460	DATA COMMUNICATION PHONE	17,010	18,100	17,746	18,600
300-5025-540-5465	OFFICE EQUIPMENT	19	500	-	4,500
300-5025-540-5470	COMPUTER EQUIPMENT	-	-	1,716	-
300-5025-540-5475	SOFTWARE	-	3,000	84	3,000
300-5025-540-5480	OFFICE FURNITURE	209	4,000	-	8,000
300-5025-540-5495	JANITORIAL AND CLEANING SUPPLIES	1,372	2,100	883	2,100
300-5025-540-5520	LEGAL SERVICES	5,189	100,000	12,036	50,000
300-5025-540-5525	OTHER PROFESSIONAL SERVICES	58,526	324,000	57,807	220,000
300-5025-540-5530	ACCOUNTING/AUDIT SERVICES	-	5,340	4,340	5,340
300-5025-540-5540	ENGINEERING SERVICES	-	10,000	-	50,000
300-5025-540-5550	SOFTWARE SUPPORT SERVICES	1,025	2,950	5,905	4,000
300-5025-540-5555	COMPUTER MAINTENANCE SERVICES	-	2,000	1,250	2,000
300-5025-540-5610	INSURANCE - LIABILITY	30,001	33,600	32,706	33,600
300-5025-540-5620	INSURANCE - PROPERTY	59,376	54,058	54,058	50,000
300-5025-540-5650	UNINSURABLE LOSSES	-	2,500	5,138	10,000
300-5025-540-6105	TRUCK HAULING	3,150	5,400	8,603	5,400
300-5025-540-6120	LANDSCAPE SERVICES	11,670	13,200	12,531	12,550
300-5025-540-6130	INSPECTION SERVICES	350	4,100	1,575	1,700
300-5025-540-6135	STREET REPAIRS & PAVING	7,845	2,000	-	1,900
300-5025-540-6140	MAINTENANCE SERVICES	16,639	28,700	41,942	32,500
300-5025-540-6150	SECURITY SERVICES	2,308	3,500	-	3,400
300-5025-540-6160	FACILITY MAINTENANCE	7,360	10,000	8,581	11,800
300-5025-540-6165	TRASH DISPOSAL	1,721	3,200	4,679	6,040

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT SEWER FUND
RIX FACILITY - SECTION 5025
FISCAL YEAR 2021-2022

ACCOUNT NUMBER	DESCRIPTION	ACTUAL EXPENSE 2019-2020	ADOPTED BUDGET 2020-2021	PROJECTED EXPENSE 2020-2021	PROPOSED BUDGET 2021-2022
300-5025-540-6210	PERMITS AND FEES	196,501	193,050	208,918	210,550
300-5025-540-6290	HAZ WASTE DISPOSAL	-	10,000	6,858	7,500
300-5025-540-6310	UTILITIES - ELECTRIC	332,650	450,000	427,497	458,440
300-5025-540-6370	UTILITIES - WATER	1,743	1,800	1,733	1,800
300-5025-540-6410	MATERIALS AND SUPPLIES	72,829	90,000	106,982	95,000
300-5025-540-6480	UV SYSTEM	97,204	92,100	58,269	92,100
300-5025-540-6510	SMALL TOOLS AND EQUIPMENT	3,087	3,000	4,199	7,000
300-5025-540-6520	EQUIPMENT RENTAL	66,202	225,000	22,613	213,750
300-5025-540-6530	FUEL AND LUBRICANTS	21,478	31,000	17,268	31,000
300-5025-540-6540	EQUIPMENT REPAIRS AND MAINTENANCE	17,772	26,000	24,130	24,700
300-5025-540-6550	RADIO EQUIPMENT	-	1,380	-	1,320
300-5025-540-6860	OTHER CHEMICALS	14,026	21,600	9,855	20,600
	SUBTOTAL MAINTENANCE AND OPERATIONS	1,090,512	1,827,898	1,210,629	1,754,610
	OPERATING BUDGET - RIX	2,228,980	3,086,881	2,479,797	3,011,053
	CAPITAL PROJECT				
	CAPITAL OUTLAY ITEMS				
300-5025-580-8010	TOOLS AND EQUIPMENT	5,004	28,000	14,300	-
300-5025-580-8020	AUTOS AND TRUCKS	15,218	30,000	-	-
300-5025-580-8070	FACILITIES	-	-	10,551	-
300-5025-580-8400	CAPITAL IMPROVEMENT PROJECTS - CARRYOVER	78,949	1,000,000	71,676	1,000,000
300-5025-580-8400	CAPITAL IMPROVEMENT PROJECTS - NEW PROJECTS	-	414,000	-	785,000
	SUBTOTAL TOTAL CAPITAL OUTLAY	99,171	1,472,000	96,527	1,785,000
	TOTAL BUDGET	$ 2,328,151	$ 4,558,881	$ 2,576,324	$ 4,796,053

FUND	DIVISION	SECTION	NUMBER
RIX	RIX Facility	RIX Facility	5025

DESCRIPTION:

This section provides tertiary treatment of secondary effluent to meet permit requirements as set by the State Water Resources Control Board. The RIX influent, which averages approximately 27 million gallons per day, is a combined flow from SBMWD and the City of Colton Wastewater Treatment Plant.

PERSONNEL

		POSITION	2018-19	2019-20	2020-21
5110	Salaries - Full Time				
		WR RIX Operations Supervisor	1	1	1
		RIX Mechanical Maintenance Supervisor	1	1	1
		WR Lead Operator	1	1	1
		WR Senior Operator	1	1	1
		WR Plant Mechanic III	1	1	1
		WR Plant Mechanic II	2	2	2
		WR Plant Mechanic I	2	2	2
			9.0	9.0	9.0
5115	Salaries - Part Time				
		PT Office Assistant	1	1	1
			1	1	1

MAINTENANCE AND OPERATIONS

5320	Training Expense	Employee Training; CWEA professional training, and Supervisor training
5330	Employee Reimbursements	SWRCB Operator Certification Renewal (2 Cert Renewals; 1 Operator Certification)
5340	Uniform Rental and Cleaning	Uniform rental, cleaning, and replacement
5350	Safety Clothing and Supplies	Purchase and repair employee safety equipment and disaster response equipment
5370	Misc. Employee Supplies	Water Service and coffee supplies
5380	Membership and Dues	Membership Fees for SCAP; (1) AWWA Membership
5405	General Office Supplies	Purchase of general office supplies
5435	Office Equipment Maintenance	Copier maintenance and repairs - Konica Minolta
5450	Postage and Express Delivery	Parcel and delivery charges
5455	Telephone	(2) Smartphones for Plant and Maintenance Supervisor; Shortel office phones; (4) hard
5460	Data Communication Phone	(2) SCADA T1 lines and fees associated with tower license agreement for microwave communication system
5465	Office Equipment	General Office Equipment
5475	Software	Technical support and software maintenance (WonderWare HMI Licenses)
5480	Office Furniture	Replacement of Staff Furniture
5495	Janitorial and Cleaning Supplies	Janitorial and cleaning supplies
5520	Legal Services	Legal expenses related to permit and compliance matters
5525	Other Professional Services	Consultant services: Emerging constituents (SAWPA) - $10,000 Basin Monitoring Program (SAWPA) - $18,000 WET/TST testing (SAWPA) - $25,000 Mercury (GEI) - $6,000 Upper SAR Habitat Conservation Plan (Consultants) - $100,000 RIX Low Effect HCP (Consultants) - $100,000 Santa Ana Sucker Rescue (RCRCD) - $20,000 Nitrogen Loss Study (Consultant) - $25,000 WET/TST TRE & TIE Plans (Consultant) - $25,000
5530	Professional Services	Annual audit services
5540	Engineering Services	Engineering assistance at the RIX Facility
5550	Software Support Services	SCADA system support, WonderWare, and Aqua Disk support
5555	Computer Maintenance Services	SCADA computers, I/O racks and cabling, and fiber optic remote I/O adapter
5610	Insurance - Liability	Insurance for general and pollution damages, claims, or liabilities
5620	Insurance - Property	Insurance for physical damage to buildings and equipment
6105	Truck Hauling	Septic hauling for RIX sewage system
6120	Landscape Services	Facility grounds around Administrative building
6130	Inspection Services	Inspections of equipment; Crane, Backflow Devices, and HAVC system
6135	Street Repairs/Paving	Repair pavement around facility
6140	Maintenance Services	Materials and services contracted from outside; Meter Calibrations, UV System AC
6150	Security Services	Non-warranty support of the facility's new security system (perimeter detection, access
6160	Facility Maintenance	Services contracted from outside; HVAC for buildings only, Pest Control, and general
6165	Trash Disposal	Trash disposal and plant maintenance
6210	Permits and Fees	SWRCB NPDES Permit ($187,000); SCAQMD ($2,000); SBCoFD ($2,500); Department
6290	Hazardous Waste Disposal	Disposal of Polymer and Alum in bulk tanks
6310	Utilities - Electric	Power for the extraction wells, UV system, tertiary sand filter, and office building
6370	Utilities - Water	Water provided to RIX

FUND	DIVISION	SECTION	NUMBER
RIX	RIX Facility	RIX Facility	5025

6410	Materials and Supplies	Chemical pumps, motors, sand filter, Aqua Disk, air compressor, well parts, flow meter
6480	UV System	UV lamps, ballasts, control boards, transformers, lamp sleeves, and material disposal
6510	Small Tools and Equipment	Tools for RIX Facility
6520	Equipment Rental	Equipment rental for facility operations and basin rehabilitation
6530	Fuel and Lubricants	Fuel and oil for operation of plant and rental equipment
6540	Equipment Repairs and Maintenance	Maintenance of autos, trucks, and rolling equipment at the facility
6550	Radio Equipment	Radio equipment replacement
6860	Other Chemicals	Chemicals for weed abatement and conventional filter operation / maintenance
7150	Contingency Expense	
	CAPITAL OUTLAY	
8010	Tools and Equipment	Purchase (2) Refrigerated Samplers
8070	Facilities	
8400	Construction Work in Progress	

RIX CAPITAL

RIX FUND CAPITAL IMPROVEMENT PLAN FY 2021-2022

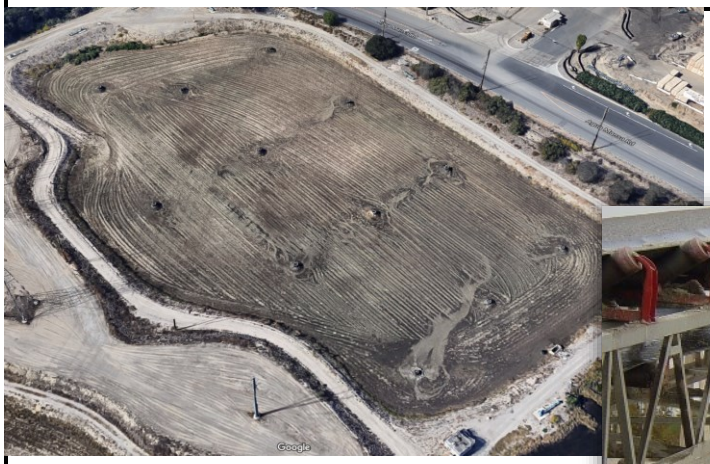
CATEGORY	PROJECT NUMBER	FISCAL YEAR 20/21 BUDGET	FISCAL YEAR 2020-21 COSTS	ESTIMATED FY 20-21 COSTS INCLUDING ENCUMBRANCES	ESTIMATED OPEN ENCUMBRANCES	PROJECT CARRY OVER	NEW PROJECT OR ADDITIONAL FUNDING	PROJECTED ACTUAL EXPENSES FOR FY 21-22	LABOR PORTION OF PROJECT	CIP BUDGET FY 21-22	FUNDING SOURCES	PROJECTED FY 22-23	PROJECTED BEYOND	OVERALL PROJECT BUDGET
NEW SYSTEMS ASSETS														
Sand Replenishment Project - Year 2	00232	1,000,000				1,000,000	1,000,000	1,000,000	-	2,000,000	Capital	-	-	2,000,000
Sand Replenishment Project - Future Years						-	-	-	-	-	Capital	1,000,000	5,000,000	6,000,000
RIX Facilities Plan Resultant New Equipment Projects						-				-	Capital		5,000,000	5,000,000
RIX Administration Building - Supervisor's Office Tenant Improvement	00256	40,000	2,461	-	-	37,539	60,000	60,000	-	98,000	Capital			100,000
FACILITIES REHABILITATION														
Annual R/R - UV System			-	-	-	-	20,000	20,000	-	20,000	Capital	30,000	30,000	80,000
Annual R/R - Well Systems			-	-	-	-	550,000	550,000	-	550,000	Capital	115,000	115,000	780,000
Annual R/R - Other			-	-	-	-	60,000	60,000	-	60,000	Capital			60,000
Annual R/R - Electrical, Instrumentation & SCADA			-	-	-	-	55,000	55,000	-	55,000	Capital	60,000	60,000	175,000
Annual R/R - Facilities			-	-	-	-	40,000	40,000	-	40,000	Capital	10,000	10,000	60,000
GRAND TOTAL		**1,040,000**	**2,461**	**-**	**-**	**1,037,539**	**1,785,000**	**1,785,000**	**-**	**2,823,000**		**1,215,000**	**10,215,000**	**14,255,000**

San Bernardino Municipal Water Department
RIX Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: SAND REPLENISHMENT PROJECT - YEAR 2
Asset Classification: NEW SYSTEM ASSETS
Asset Category: NEW EQUIPMENT

Budget ID No. **CO No. 00232**

Project Description: Each summer, the sand in the RIX basins is remediated through a process of removal, washing, and placement back in the basin. Each year, approximately 20% to 30% of the media is permanently removed as part of the washing process. This project will include procurement and placement of approximately 40,000 CY of sand of the 180,000 CY of sand needed (22% of total) to replenish what has been lost since the plant was originally constructed.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$1,000,000
Subtotal:	**$1,000,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$1,000,000**

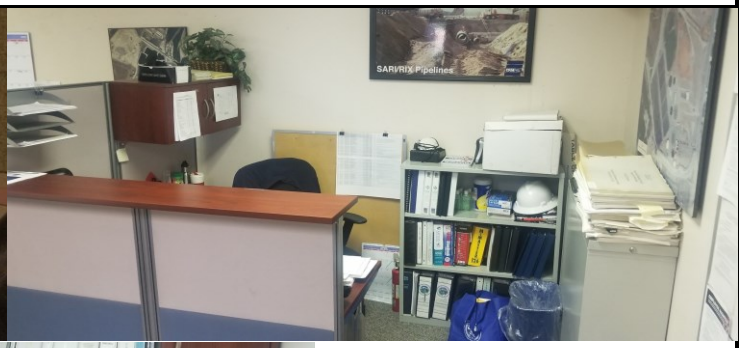
Project Funding Sources:	Funding Amount	
RIX Capital:	$2,000,000	(Carryover + $1M)
Chartis Escrow:	$0	
Water Conservation:	$0	
Other:	$0	
FUNDING (ROUNDED)	**$2,000,000**	

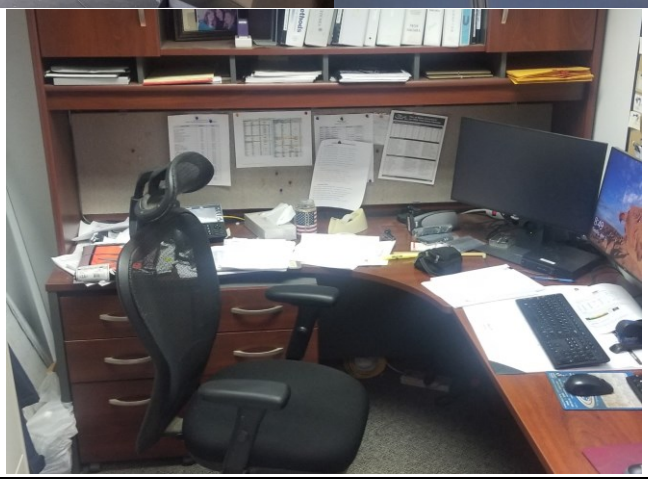
San Bernardino Municipal Water Department
RIX Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: RIX ADMINISTRATION BUILDING - SUPERVISOR'S OFFICE TENANT IMPROVEMENT
Asset Classification: NEW SYSTEM ASSETS
Asset Category: NEW EQUIPMENT

Budget ID No. **CO No. 00256**

Project Description: The RIX Operations and Maintenance Supervisors currently work in open areas and there are no private areas for confidential personnel discussions, evaluation delivery, etc. This project will be a minor tenant improvement of the RIX Administration Building to provide a confidential office space for supervisors by converting the minimally used patio area to an office space.





Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$100,000
Subtotal:	**$100,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$100,000**

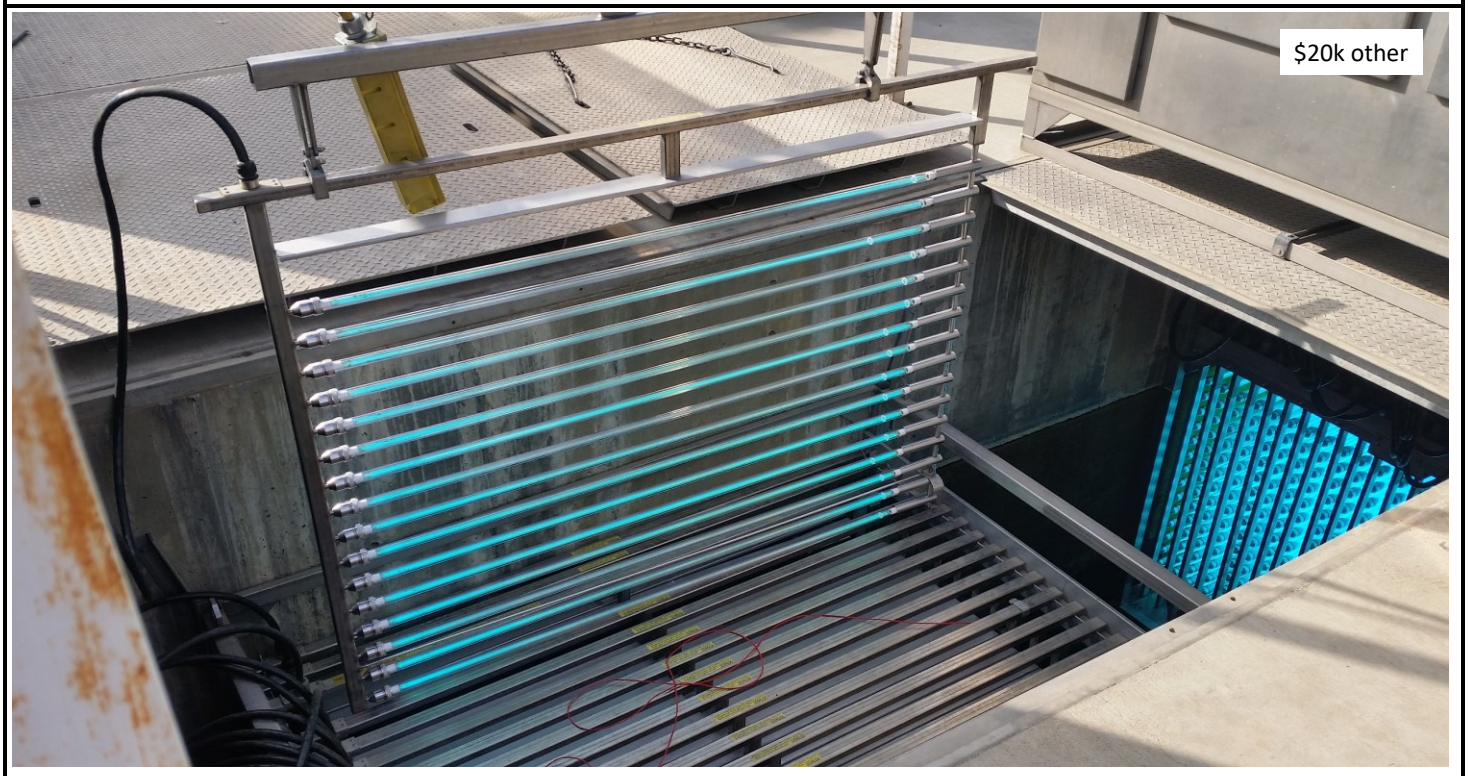
Project Funding Sources:	Funding Amount
RIX Capital:	$100,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$98,000**

San Bernardino Municipal Water Department
RIX Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - UV SYSTEM
Asset Classification: REPLACEMENT /REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 00272**

Project Description: The final treatment process at the RIX Facility is ultraviolet (UV) light disinfection system. The system consists of fifteen (15) Integrated Bank Assemblies (IBAs), each of which contains twenty-two (22) racks. Each rack contains sixteen (16) lamps. Each IBA is powered by a climate-controlled Power Distribution Cabinet (PDC) that contains all of the electrical, instrumentation, and control components. This system requires ongoing rehabilitation and replacement.



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$6,000
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$14,000
Contract Services	$0
Subtotal:	**$20,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$20,000**

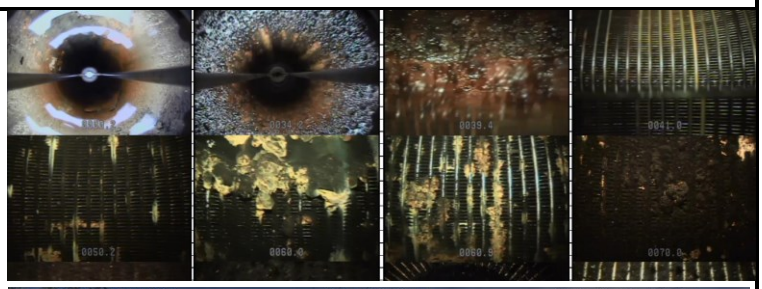
Project Funding Sources:	Funding Amount
RIX Capital:	$20,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$20,000**

San Bernardino Municipal Water Department
RIX Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - WELL SYSTEMS
Asset Classification: REPLACEMENT /REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 00273**

Project Description: The RIX Facility has thirty-three (33) groundwater extraction wells. Eighteen (18) of these are extraction containment wells designed to keep the rapidly infiltrated secondary effluent contained within the RIX Facility boundaries and fifteen (15) of these are extraction relief wells to control groundwater mounding beneath the basins and to ensure there is an unsaturated zone between the bottom of the basins and the top of the groundwater surface. The screened portions of the wells and the equipment foul and corrode over time and require ongoing rehabilitation and replacement. On average, the pulling, inspection, and re-equipping of these wells costs approximately $35,000 to $40,000 each.



-$550K Minimum three wells overhaul (XR, XC, PW, RIXES)

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$550,000
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$0
Subtotal:	**$550,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$550,000**

Project Funding Sources:	Funding Amount
RIX Capital:	$550,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$550,000**

San Bernardino Municipal Water Department
RIX Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - OTHER
Asset Classification: REPLACEMENT /REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. CO No. 00274

Project Description: This Annual R/R Project will include replacement covers for the PDC covers, replacement AquaDisk filters, and other unforeseen capital replacement and/or rehabilitation projecs.

- $10k for other
- $10k for challenger box scraper
- $40k for tailings conveyor replacement

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$60,000
Subtotal:	**$60,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$60,000**

Project Funding Sources:	Funding Amount
RIX Capital:	$60,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$60,000**

San Bernardino Municipal Water Department
RIX Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - ELECTRICAL, INSTRUMENTATION, & SCADA
Asset Classification: REPLACEMENT /REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 00275**

Project Description: The RIX Facility includes an extensive array of buried and exposed electrical, instrumentation, control, and security components (motors, conductors, controllers, relays, etc) for the process systems and the facility in general. These components are routinely rehabilitated and/or replaced on a continuous basis to maintain a functional facility.

- $6K for Influent Flow Meter; relocate meter head out of the vault
- $17k Collective flow meter purchase
- $15k RIX SCADA server
- $15k for other

Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$55,000
Subtotal:	**$55,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$55,000**

Project Funding Sources:	Funding Amount
RIX Capital:	$55,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$55,000**

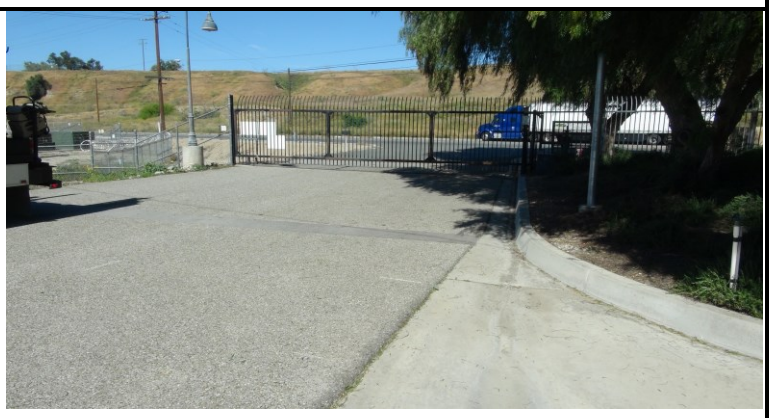
San Bernardino Municipal Water Department
RIX Fund Capital Projects Budget
Fiscal Year 2021/2022

Project Name: ANNUAL R/R - FACILITIES
Asset Classification: REPLACEMENT /REHABILITATION OF SYSTEM ASSETS
Asset Category: SYSTEM APPURTENANCES REHABILITATION & REPLACEMENT

Budget ID No. **CO No. 00276**

Project Description: The RIX Facility is protected with a perimeter fence and gate system that requires ongoing rehabilitation and replacement.

$40k - Other



Budgetary Requirements:

Cost Category	Estimated Cost
CEQA Compliance:	$0
Design:	$0
Const. Mgmnt:	$0
Construction:	$0
SBMWD Labor & Ovhd:	$0
SBMWD Stock Issues	$0
Equipment Rental:	$0
Purchased Material:	$0
Contract Services	$40,000
Subtotal:	**$40,000**
Contingency (10%)	**$0**
TOTAL COSTS (ROUNDED)	**$40,000**

Project Funding Sources:	Funding Amount
RIX Capital:	$40,000
Chartis Escrow:	$0
Water Conservation:	$0
Other:	$0
FUNDING (ROUNDED)	**$40,000**

PERSONNEL

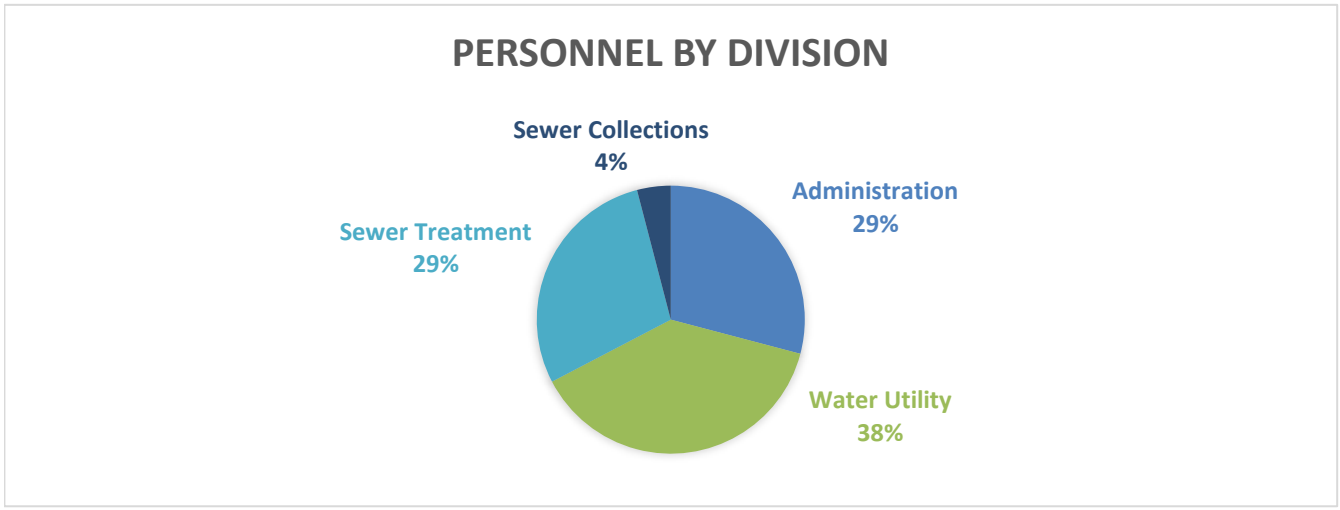
HISTORICAL SUMMARY OF PERSONNEL

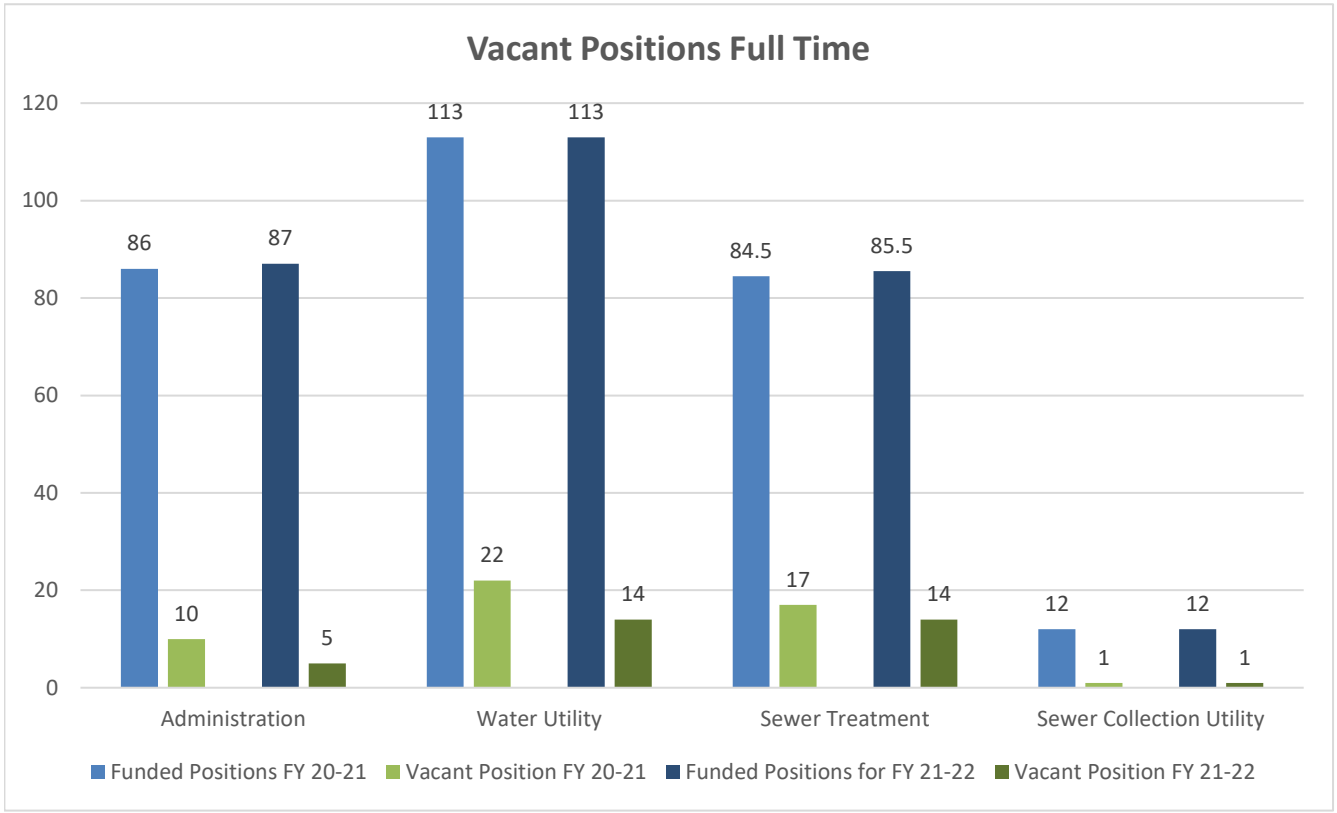
Administration:	Budgeted 2021-22				Budgeted 2021-22			
	Funded	Part-Time	Total	Vacant	Funded	Part-Time	Total	Vacant
Board of Water Commissioners	5		5	0	5		5	0
Administration	3		3	0	3		3	0
Environmental and Regulatory Compliance	8		8	1	8	1	9	0
Human Resources	3		3	1	3		3	0
Finance and Accounting	11		11	1	11		11	0
Information Technology	6		6	2	6		6	0
Purchasing	5.5	1	6.5	1	6	1	7	0
Fleet	5.5		5.5	1	5		5	1
Customer Relations	2		2	0	2		2	0
Water Conservation and Public Affairs	1		1	0	2		2	1
Customer Service	19	2	21	3	19	2	21	3
Billing and Collections	4	1	5	0	4	1	5	0
Field and Meter Services	13		13	0	13		13	0
Total:	86	4	90	10	87	5	92	5

Water Utility								
	Funded	Part-Time	Total	Vacant	Funded	Part-Time	Total	Vacant
Water Utility Administration	2		2	0	2		2	0
Distribution Administration	4	1	5	0	4	1	5	0
Distribution Service and Repair	22		22	9	22		22	4
Distribution System Maintenance	18		18	4	18		18	2
Water Loss Management	2		2	1	2		2	1
Operations Administration	3		3	0	3		3	0
Production and Treatment	15		15	2	15		15	1
Plant and Facility Maintenance	9		9	2	9		9	2
Specialty Construction	8		8	2	8		8	2
Engineering	20	2	22	1	20	2	22	2
Water Quality and Backflow Control	10	1	11	1	10	1	11	0
	113	4	117	22	113	4	117	14

Sewer Treatment Utility								
	Funded	Part-Time	Total	Vacant	Funded	Part-Time	Total	Vacant
Water Reclamation Administration	4.5		4.5	1	4.5		4.5	1
Operations	27		27	8	27		27	6
Plant Maintenance	22		22	3	23		23	3
Electrical, Instrumentation and SCADA	16	1	17	3	16	1	17	3
Environmental Control	6		6	1	6		6	0
RIX Facility	9	0.5	9.5	1	9	0.5	9.5	1
	84.5	1.5	86	17	85.5	1.5	87	14

Sewer Collection Utility								
	Funded	Part-Time	Total	Vacant	Funded	Part-Time	Total	Vacant
Sewer Collection Division	12	0	12	1	12	0	12	1
	12	0	12	1	12	0	12	1
Grand Totals	295.5	9.5	305	50	297.5	10.5	308	34


PERSONNEL BY DIVISION
Sewer Collections
4%
Administration
29%
Sewer Treatment
29%
Water Utility
38%


Vacant Positions Full Time
120
100
80
60
40
20
0
86
10
87
5
113
22
113
14
84.5
17
85.5
14
12
1
12
1
Administration
Water Utility
Sewer Treatment
Sewer Collection Utility
Funded Positions FY 20-21
Vacant Position FY 20-21
Funded Positions for FY 21-22
Vacant Position FY 21-22

Received 05-03-21
SBMWD
General Manager

CITY OF SAN BERNARDINO
MUNICIPAL WATER DEPARTMENT
INTEROFFICE MEMORANDUM

TO: Miguel J. Guerrero, P.E., General Manager

FROM: Robin L. Ohama, Deputy General Manager

SUBJECT: **2021 ANNUAL BENCHMARK SURVEY RANGE AND JOB DESCRIPTION CHANGES**

DATE: April 29, 2021

CC: Steve Miller, Cynthia Mouser, Jennifer Shepardson, Kevin Stewart, Kristina Hernandez, Human Resources, Payroll

BACKGROUND:

The Water Board originally approved Policy #31.160 – Classification/Compensation Plan Maintenance on March 1, 2005, and revisions were subsequently approved on April 4, 2006, June 24, 2016, June 26, 2018, July 1, 2019, and August 25, 2020. The policy includes the establishment of Benchmark classes that represent easily identifiable classes within each job family, or series, of associated job classifications. A survey cycle was established by the policy that allows for approximately one-third of the established Benchmark classes to be surveyed each year so that each Benchmark class is surveyed every three (3) years to assess competitiveness in the labor market, and to allow for appropriate fiscal planning, as necessary. The policy also includes job description reviews for Benchmark and related classes as part of the annual survey cycle, provided the job description has not been reviewed in the ten (10) years prior to conducting the survey, so that each job description is reviewed every ten (10) years, or earlier upon approval by the General Manager or Deputy General Manager. The policy includes a process for affected employees to appeal the results of the survey and job description review.

Due to financial and budgetary constraints, the Benchmark salary surveys per the policy were suspended in 2007, and salary surveys were only conducted for classifications that had proven difficulty recruiting and/or retaining qualified candidates. The survey cycle was reinstituted when the Water Board approved the revised policy on June 26, 2018. The results of the 2020-2021 survey and job description reviews have been presented to the Division Directors, Deputy General Manager, General Manager, and affected employees. The appeal process as specified in the policy has been completed.

Per the policy, the Benchmark class must be at least 5% below market average to qualify for a Range adjustment. The salary Ranges for related classes within the job family receive the same Range adjustment as the Benchmark class to maintain appropriate percentage differences between levels. Human Resources also reviews internal alignment within Benchmark job families and Benchmark classes for which there are few comparable positions within the survey agencies.

Employees in classes determined to receive Range adjustments receive a 5% increase or the highest percentage increase required to place an employee in the same classification at the bottom of the new Range, provided that the top of the new Range is not exceeded. An employee whose hourly rate does not fall within the new Range is placed at the bottom of the new Range.

2021 BENCHMARK SURVEY RESULTS:

Out of the 19 Benchmark classes surveyed, two (2) are recommended for an adjustment in addition to the two (2) related classes within those job classes. These changes are recommended as a result of the job description review which brought additional duties/responsibilities forward. The class of Senior Engineering Technician, which is currently inactive, is being reactivated and has been added as a related class to the Benchmark class of Engineering Technician. The salary Range for this class is being recommended based on internal alignment. The following out-of-cycle changes are being recommended.

- The class of Water Reclamation Maintenance Planner, currently deferred, is being reactivated and has been added as a related class to the Benchmark class of Water Reclamation Mechanic II (Group 2). The recommended salary Range is based on internal alignment.
- A new Benchmark class of Water Conservation/Public Affairs Specialist is being recommended (Group 1). The recommended salary Range is based on survey results.

Title changes from Water Utility Water Quality Control Worker to Water Quality Worker I, from Water Utility Water Quality Control Assistant to Water Quality Worker II, Water Utility Water Quality Control Lead Worker to Water Quality Lead Worker, from Water Utility Water Quality Control Officer to Water Quality Control Officer, from Water Utility Water Treatment Operator I to Water Treatment Operator I, from Water Utility Water Treatment Operator II to Water Treatment Operator II, from Water Utility Water Treatment Operator Leadperson to Water Treatment Lead Worker, from Water Utility Water Treatment Supervisor to Water Treatment Supervisor, and from Painter II to Painter.

Revisions to job descriptions will be made to correct certification issuing agencies, remove references to Civil Service, and update duties brought forward during the job description review process as appropriate.

Based on the Benchmark survey and job description review results, it is recommended that the Ranges be adjusted for the following classifications with an effective date of July 1, 2021:

- Water Utility Water Quality Control Worker, including a title change to Water Quality Worker I, from Range 143 to Range 145.
- Water Utility Water Quality Control Assistant, including a title change to Water Quality Worker II, from Range 147 to Range 149.
- Water Utility Water Quality Control Lead Worker, including a title change to Water Quality Lead Worker, from Range 155 to Rang 157.
- Water Utility Water Quality Control Officer, including a title change to Water Quality Control Officer, from Range 265 to Range 267.
- Reactivate the class of Senior Engineering Technician at Range 156.
- Reactivate the class of Water Reclamation Maintenance Planner at Range 156.
- New class of Water Conservation/Public Affairs Specialist established at Range 146.

The General, Mid-Management, and Part-Time Salary Schedule Exhibit and the General, Mid-Management, Management & Confidential, and Part-Time Salary Schedules have been revised to reflect these Range adjustments and CPI adjustments per appropriate Memoranda of Understanding (MOU) and/or Compensation Plan.

GOALS AND OBJECTIVES:

These proposed changes align with the Department's Strategic Plan under Target #1 Organizational Development, Goal #2: Address recruitment and retention issues; take steps to become an "Employer of Choice". This supports the specific action to Ensure competitive salaries.

FISCAL IMPACT:

The estimated fiscal impact of the Annual Benchmark Survey changes for fiscal year 2021/2022 is approximately $201,400 and will be reflected in the budget.

Respectfully submitted,

Robin L Ohama
Robin L Ohama (May 3, 2021 14:45 PDT)

Robin L. Ohama
Deputy General Manager

Attachments: Policy #31.160 – Classification/Compensation Plan Maintenance
Benchmark and Related Classes/Study Schedule
Compensation Adjustments/Recommendations
Revised General, Mid-Management, and Part-Time Salary Schedule Exhibit
Revised General Salary Schedule
Revised Mid-Manager Salary Schedule
Revised Management/Confidential Salary Schedule
Revised Part-Time Salary Schedule

POLICY 31.160 - CLASSIFICATION/COMPENSATION PLAN MAINTENANCE

Date:	August 25, 2020
Revision No:	5
Supersedes:	July 1, 2019
First Adopted:	March, 2005

1. POLICY

1.1 The City of San Bernardino Municipal Water Department has a vital interest in maintaining a current and competitive classification/compensation plan in the interest of attracting, retaining, and motivating employees.

1.2 The Water Department has established a policy with guidelines for classification/compensation plan maintenance; however, the General Manager of the Water Department maintains the right to determine if and when it will conduct classification and/or compensation studies based on organizational need, current fiscal environment, and other related factors. The results of any study authorized by the General Manager will be brought before the Water Board for approval.

1.3 The Water Department further expresses its intent through this policy to comply with federal and state rules, regulations, or laws that relate to equal treatment including, but not limited to, the Fair Labor Standards Act (FLSA), Equal Pay Act, and California Fair Pay Act. Further this policy affirms its commitment to non-discrimination in the payment of wages on the basis of any protected category as defined under Title VII of the Civil Rights Act.

1.4 As a condition of employment, all employees are required to abide by the terms of this policy. Employees are to notify the Water Department's management through the appropriate chain of command and/or the Human Resources Coordinator, concerning any issues related to job classification and/or compensation.

2. PURPOSE

This policy outlines the goals and objectives of the Water Department's classification/compensation plan maintenance. The policy further provides guidance to supervisors and managers concerning their responsibilities in submitting classification study requests that include a) reclassification of a position, b) reorganization, c) establishment of a new position, and d) equity review of a classification.

3. SCOPE

This policy applies to all sections of the Department and all employees with the exception of temporary and contracted employees.

4. DEFINITIONS

4.1 **Salary Plan** includes San Bernardino Municipal Water Department's pay schedules and the means by which pay is adjusted, such as merit, promotional and reclassification increases, equity review increases, reductions in pay due to demotions or discipline, and differential/assignment payments. Several of these policies originate in Memoranda of Understanding and/or Salary Resolutions.

4.2 **Classification Plan** shall provide for the grouping into classes of all positions in the organization which are sufficiently alike in essential duties and responsibilities to be assigned the same descriptive title, to be assigned the same salary range, to be given the same examination or other selection device for appointment or promotion, and to require substantially the same qualifications (in terms of experience, education, knowledge, skills, and abilities) on the part of applicants or employees.

4.3 **Reclassification** means the reallocation of a single position or multiple positions in one class to a different class as a result of a significant change in the level of duties, responsibilities, and/or qualification requirements of the position as a result of an identifiable and/or quantifiable cause. Title changes only are included in this category.

4.4 **Reorganization** is a change of structure within a section, division, or department involving multiple positions, which enhances the efficiency and effectiveness of the Department as it relates to goals and/or services provided.

4.5 **New Position** is the creation of a position requiring an evaluation of proposed duties and responsibilities, and related knowledge, skills, and abilities required to perform the work, in order to determine an appropriate job classification. This evaluation may result in the use of an existing job classification, or the creation of a new class and associated pay.

4.6 **Equity Review** is the evaluation of pay based on compensable factors. This evaluation includes an external review to determine competitiveness with the prevailing levels of pay for substantially comparable work within a specified labor market area, as well as internal alignment within the established job family. Equity reviews, at the discretion of the General Manager, shall be conducted using benchmark classes for established job families based on a survey cycle established by Management. Requests for equity reviews outside of the survey cycle will be reviewed, and those approved by the General Manager shall be conducted on an EXCEPTION ONLY basis where it can be justified due to employee recruitment and/or retention problems or inequity between classes warranting a review outside the survey cycle.

5. TRAINING

5.1 Supervisors and other management personnel are to be trained in:

A. Their responsibility to ensure that employees perform work duties and responsibilities within the framework of the employee's assigned classification as described in the established classification specifications.

B. Understanding the process for requesting review of a position and/or classification, the necessary justification to be submitted, and the study/approval process.

6. CLASSIFICATION PLAN MAINTENANCE

6.1 **Plan Maintenance** - The Deputy General Manager and/or designee is responsible for maintenance of the Classification Plan, including the allocation of new or changed positions to the appropriate class, the determination of proper salary ranges within the provision of pay administration with the approval of any other body specified in the Municipal Code, maintenance of up-to-date class specifications, and the preparation of reports and recommendations on revisions to the Classification Plan.

6.2 **Class Specifications** - The Human Resources staff, with the assistance of supervisors, managers, and Division Heads will develop and maintain ADA-compliant (Americans with Disabilities Act) written class specifications for each class.

6.3 **Content** - Class specifications shall include the class title, date established and/or revised, job code, exempt/non-exempt status under the FLSA (Fair Labor Standards Act), Unit Representation, a brief statement defining the essential duties and responsibilities of the class, the distinguishing characteristics of the class that differentiate it from other classes (if applicable), the supervision received and exercised, examples of duties performed, the typical working conditions (as applicable), the qualifications required in terms of knowledge, skills, and ability, the minimum qualifications in terms of experience and education, any necessary special requirements, physical tasks and environmental conditions, career ladder, and Testing Standards.

6.4 **Class Title** - Class titles specified in the Classification Plan shall be the official titles to identify positions in each class and for use on all official records. Official titles shall be gender neutral. Working titles for purposes not related to personnel administration may be used provided that such titles are not confused with or similar to other official class titles. Titles that require state licensing

shall not be used by any employee unless they possess a current California license for that title.

6.5 **Qualifications** – Experience and education statements in each class specification establish requirements that must be met by all individuals competing for appointment or promotion to a position in a class.

6.6 **Interpretation** – Class specifications shall be considered as descriptive guidelines and not as inclusive of all duties and responsibilities to be found in positions allocated to a particular class. An employee may be required to perform other duties of a similar kind and quality but not listed in the class specification, as well as any duties of lower classes in the same occupational series, or in similar series which have similar characteristics.

6.7 **Allocation of New Positions** – No individual may be appointed, reappointed, reinstated, rehired, transferred, demoted, or promoted except to an established position. An established position is one that has been classified, has a class specification established, has a salary range assigned, and has been authorized by the General Manager and Water Board, and by any other body specified in the Municipal Code.

6.8 **Job description Reviews** for benchmark and related classes will be conducted as part of the annual benchmark survey cycle (refer to paragraphs 8.4 and 8.5), provided that the job description has not been reviewed in the ten (10) years prior to conducting the survey. Out of cycle job description reviews will be considered upon request and with the approval of the Division Director and General Manager.

7. TITLE PROTOCOLS

7.1 **Director** – is limited to classes of work primarily engaged in the formal management process, with policy and strategic planning at the Department level; with total responsibility for a major and distinct function, reporting directly to the General Manager or Deputy General Manager.

7.2 **Manager** – is limited to classes of work primarily engaged in the formal management process of a major area/division/department including the integration and harmonizing of diverse functions, and a combination of the areas of planning, executing, controlling, and evaluation of substantial human and financial resources. (Must manage people including multiple supervisors, not just a process). (Directing and overseeing the work of a division rather than engaged in that work).

7.3 **Principal** – is limited to classes of work primarily engaged in organizing, directing, evaluating, and providing personal

leadership to a section or group of subordinate employees. Performs/does related work within the area of assignment; OR is a single contributor functioning as a subject matter expert.

7.4 **Superintendent** – is limited to classes of work primarily engaged in organizing, directing, evaluating, and providing personal leadership to a section or group of subordinate employees. Performs/does related work within the area of assignment.

7.5 **Supervisor** – is limited to classes of work primarily engaged in organizing, directing, evaluating, and providing personal leadership to a section or group of subordinate employees. Performs/does related work within the area of assignment.

7.6 **Lead** – is the advanced level in a job family, requiring additional knowledge or certifications within the discipline who participates, oversees, leads, directs, trains, guides, checks, monitors, inspects, assigns, and reports on the work of a crew or assigned staff.

7.7 **Senior** – is the advanced journey level in a job family, requiring additional knowledge or certifications within the discipline; performing the more complex duties and who may provide lead direction to a small group within the Department.

7.8 **Technician** – is limited to classes of work primarily engaged in duties requiring specialized knowledge of a technical discipline such as Engineering Technician.

7.9 **Coordinator** – is limited to classes of work primarily engaged in independently facilitating the communication process and/or activities between the parent and outside organizations.

7.10 **Specialist** – is limited to classes of work primarily engaged in duties of a non-technical nature, highly specific as to occupational specialization at the para-professional level, often within a subdivision of a broad field of work such as Maintenance Specialist.

7.11 **Other** – the Human Resources Coordinator shall recommend to the General Manager other titles as deemed appropriate to include entry level workers and assistants, as well as other specialized types not otherwise defined above.

8. SALARY PLAN MAINTENANCE

8.1 **Authority** - The Deputy General Manager and/or designee shall be responsible for maintenance of the Salary Plan and shall prepare all revisions to the Plan for approval by the General Manager and Water Board for the San Bernardino Municipal Water Department, and any other body specified in the Municipal Code.

8.2 **Pay Policy** - The San Bernardino Municipal Water Department's "Pay Policy" is to provide, within the limitations of financial ability and within any limitations of the meet and confer process, a) equal pay for substantially equal work performed under similar conditions, b) differences in pay based on compensable factors including recognizable differences in work performed, responsibilities assigned, experience, and qualifications required, and c) levels of pay that are competitive with the average of prevailing levels of pay for substantially comparable work within specified labor markets. Further, the compensation up to the 75th percentile of prevailing levels of pay for substantially comparable work within specified labor markets, depending on recruitment and retention needs and related considerations.

8.3 **Revisions to the Plan** - Revisions to the Plan may include adjustments to fringe benefits and salary ranges of a class or group of classes (job family) based on a) internal pay comparisons between job classes, b) prevailing rates of pay in the labor market, c) employee recruitment and/or retention problems, and d) negotiations with represented or non-represented employees.

8.4 **Benchmark System** - Under the direction of the General Manager, the Deputy General Manager, in conjunction with the Division Heads, shall establish a system of "Benchmark Classes" that represent easily identifiable job classes within each "series" or "job family" of associated job classifications (e.g. Benchmark - Water Reclamation Operator, related job classes, Water Reclamation Senior Operator, Water Reclamation Lead Operator, etc.). The General Manager retains the authority to change from a Benchmarking System if it is in the best interest of the organization to do so. The Deputy General Manager may determine other classes to survey that are not designated as Benchmarks, based on merit, justification, and/or need.

8.5 **Survey Cycle** - At the discretion of the General Manager, a Survey Cycle of the identified Benchmark Classes, representing all job families in the Classification Plan, will be established. As a guideline, the Water Department may choose to survey one third (1/3) of the established Benchmark classes, as part of the Survey Cycle, each year to determine competitiveness in the labor market.

8.6 **Conduct of Surveys** - Surveys, when directed by the General Manager, shall be conducted solely by either Human Resources staff, or by an outside professional contracted by the Deputy General Manager. Surveys conducted by employee associations, employees, supervisors, managers,and division heads are discouraged.

8.7 **Comparable Organizations** - Surveys, when directed by

the General Manager, shall be conducted utilizing a group of comparable organizations within a specified labor market. These organizations are determined by such factors including size of population served, geographical proximity, budget size, number of full-time employees, size/classification of plant for Water Reclamation (e.g. 4 or 5), services provided for Water, Reclamation(e.g. collection/ treatment) , classification of distribution/treatment for Water (e.g. 05, TS), and labor market conditions. Exceptions to the group of comparable organizations will be made by the General Manager when determined necessary, based on factors such as the need to solicit data from a different labor market and/or insufficient comparables. The General Manager, or designee, retains the discretion to replace any one or all of these agencies, provided that the substitute organization(s) will be comparable.

These organizations may include:

Agency	Water (Technical)	Wastewater Treatment (Technical)	Sewer Collection (Technical)	Office/Admin/ Maintenance	Executives and Executive Support Staff
City of Anaheim	✓		✓	✓	✓
City of Colton	✓	✓	✓	✓	
City of Corona	✓	✓	✓	✓	
City of Redlands	✓	✓	✓	✓	
City of Rialto	✓	✓	✓	✓	
City of Riverside	✓	✓	✓	✓	✓
City of San Bernardino				✓	✓
Coachella Valley Water District	✓	✓	✓	✓	✓
Cucamonga Valley Water District	✓		✓	✓	✓
East Valley Water District	✓		✓	✓	✓
Eastern Municipal Water District	✓	✓	✓	✓	✓
Elsinore Valley Municipal Water District	✓		✓	✓	✓
Inland Empire Utility Agency		✓		✓	✓
Monte Vista Water District	✓			✓	✓
Victor Valley Water Reclamation Authority		✓			
West Valley Water District	✓			✓	✓
Western Municipal Water District	✓			✓	✓
City of Ontario	✓		✓	✓	✓
City of Pomona	✓		✓	✓	✓

8.8 **Comparability of Job Classes** – A comparable position is determined when the job content meets 70% of the criteria as defined in San Bernardino Municipal Water Department's job

description.

8.9 **Survey Results** – In order for a job family to be recommended for range adjustments, the benchmark classification must be at least 5% below the average maximum of the applicable survey agencies, and adjustments will be capped at 15%, unless otherwise approved by the General Manager. As a result of any final survey results, the General Manager may recommend adjustments in compensation to the Water Board and any other body specified in the Municipal Code, as appropriate. The Water Board, and/or any other body specified in the Municipal Code, always retains the right to accept/reject management's recommendations.

9. CLASSIFICATION/COMPENSATION STUDY REQUEST PROCESS

9.1 **Categories** - Requests for review of classification/ compensation are submitted **once** annually in conjunction with the budget process and may include the following categories: a) reclassification of a position or group of positions within an established job classification, b) reorganization, c) establishment of a new position, and d) equity review of a classification.

9.2 **Reclassification** – This category includes requests for review of the classification of a position and/or group of positions within an established job classification based on an increased scope of responsibility, increased complexity of work, change in supervision received and/or exercised, or other compensable job factor. Changes in quality of work and quantity of work do not solely constitute a basis for a classification review. The "Classification Study Request Form" shall be submitted along with related documentation as identified in the form with emphasis on how the nature of work has changed and why.

9.3 **Reorganization** – This category is for the request to reorganize a division, section, or work group. The "Classification Study Request Form" shall be submitted along with related documentation as identified in the form with emphasis on the organizational efficiency and effectiveness to be achieved with the proposal and cost impact.

9.4 **New Positions** – Managers requesting a new position, either in an existing or new class, shall provide a "Classification Study Request Form" and related documentation as identified in the form and a "Draft Job Description" when the request is for a new class.

9.5 **Equity Review** – Generally, requests for equity review will not be addressed outside the established "Survey Cycle" as part of the "Benchmarking System" as defined in Section 8, Salary Plan Maintenance. Where a division head can justify the need to

conduct an equity review, outside the established process, based on recruitment and/or retention issues or related issues, the General Manager may approve such study. The "Classification Study Request Form" shall be submitted along with related documentation as identified in the form with emphasis on the justification for exception to the established practice.

9.6 **Preliminary Evaluation** - The division head shall be responsible for the preliminary evaluation and/or justification of all division requests for review and shall forward approved requests, with comment and recommendation to the General Manager for consideration.

9.7 **Approval/Denial of Study Request** - The General Manager, and/or designee, shall review Classification Study Requests and approve/deny requests as appropriate based on justifications submitted. Those approved shall be studied by Human Resources staff and/or by an outside contracted professional. Studies shall include investigation and/or audit as necessary. Following review with the concerned division(s), recommendations shall be made by Human Resources staff and/or the outside contracted professional to the General Manager concerning the allocation of positions to appropriate classes as well as the results of equity reviews.

9.8 **Timeline** - Timelines for the study request process and survey cycle studies are as follows:

September 1 - 30 - Director or Division Manager to submit by the deadline a complete package of study requests for any of the defined categories in this policy with appropriate forms/documentation. Human Resources or contracted outside consultant begins job description review (job audit) of applicable benchmark and related classifications.

October 1 - 15 - Director or Division Manager to present their requests to General Manager at a Management Team meeting to identify any related impacts of requests in one area on another. General Manager and/or designee to consider merits of study requests based on documentation submitted and verbal discussion, and to either approve or deny requests. Division Heads to be notified of approval or denial by October 31st.

November 1 - February 15 - Human Resources staff and/or outside contracted professional to conduct assessment, job audits, and evaluation of approved reclassification, reorganization, new position, and equity study requests, and conduct related salary surveys as necessary in order to make recommendations to the General Manager. Human Resources or contracted outside professional begins survey of scheduled benchmark classifications using published/available survey agency job description and salary information as of January 15.

February 16 - March 1 – Preliminary study results to be shared with Director or Division Manager in order to receive feedback and validation. Concerns are identified and resolved.

March 2 - March 15 – Results/notifications are provided to study participants.

March 16 to March 30 – Appeals identifying specific points of disagreement are submitted to the Deputy General Manager. Meetings with a committee consisting of the Deputy General Manager, Division Director, Association Representative, Human Resources Coordinator, and affected employee are scheduled to discuss concerns identified in appeal. Final evaluation and recommendation are prepared by the Deputy General Manager, with assistance from outside contracted professional or Human Resources, as appropriate. Recommendations are prepared by Deputy General Manager, or designee, for General Manager approval. The General Manager renders decision and is the final authority. Cost impact is prepared for all recommendations.

May 1 – June 30 – Approved changes are included in budget for fiscal year July 1 adoption by the Water Board. Applicable new and revised job descriptions are presented to the Water Board for consideration/approval. The Water Board maintains final authority to approve/deny management's recommendations.

10. REALLOCATION OF POSITIONS

10.1 **Classification Actions** – Changes to a position that affect the original allocation and result in the reallocation of that position including a) title change, b) reclassification, and c) salary range change.

10.2 **Title Change** – A technical change to better identify a position or to reflect current occupational terminology. This change by itself does not require any change in qualifications, salary range, or status of the incumbent(s).

10.3 **Reclassification** – A reallocation of a position from one class to another class as a result of change in duties, responsibilities, and/or qualifications (experience, education) requirements. Reclassification may be upward, downward, or lateral.

10.4 **Salary Range Change** – A change affecting all positions in a class through an amendment to the Salary Plan, based upon a need to maintain internal equity among certain classes, or continuing difficulty in recruiting and retaining well qualified persons.

10.5 **Notification** - The Human Resources staff will notify all participants in a classification/compensation study with the results of the study upon final approval by the General Manager, Water Board, and/or any other body as specified in the Municipal Code.

11. APPEAL OF CLASSIFICATION/COMPENSATION STUDY RESULTS

11.1 An employee who does not agree with the results of a classification/compensation study may submit their concerns in writing to the Deputy General Manager as prescribed in the above timeline. Final evaluation and recommendation are prepared by the Deputy General Manager, with assistance from Human Resources or outside contracted professional, as appropriate. Recommendations are prepared by the Deputy General Manager for General Manager approval. The General Manager renders a decision. The General Manager, with approval of any other body specified in the Municipal Code, is the final authority. Cost impact is prepared for all recommendations.

12. IMPLEMENTATION OF STUDY RESULTS

12.1 **Upon Upward Reclassification –**

a. Salary - An employee in a position reclassified to a new or existing class with a higher maximum salary rate shall receive a 5% increase or be placed at the bottom of the new Range, whichever is greater, provided that the top of the new range is not exceeded.

b. Effective Date - Shall be the first working day of the first pay period following the date of Budget Adoption, Water Board approval, approval of any other body specified in the Municipal Code, or date defined in the staff report.

c. Anniversary Date - The incumbent's anniversary date for the next merit increase shall be set one year from the effective date of the reclassification. A new probationary period is not required.

12.2 **Upon Downward Reclassification** –

a. Salary - An employee in a position reclassified to a new or existing class with a lower maximum salary rate shall either 1) retain current salary rate if it is the same as a rate within the salary range of the new class; or 2) be reduced to the maximum rate of the salary range of the new class if current salary is greater than the maximum rate of the new salary

range; or 3) be assigned a "y" rate designation that holds the incumbent at the current salary which is above the new range until such time as the salary rate of the new class is the same as or exceeds the amount of the "y" rate. Establishment of a "y" rate is an administrative determination and requires approval of the General Manager and Water Board, and any other body specified in the Municipal Code.

b. Effective Date - Shall be the first working day of the first pay period following the date of Budget Adoption, Water Board approval, approval of any other body specified in the Municipal Code, or date defined in the staff report.

c. Anniversary Date - There shall be no change in the incumbent's anniversary date as a result of downward reclassification. If applicable, future merit increases shall occur according to regular policy. A new probationary period is not required when the demotion is a convenience to the organization (e.g. reorganization).

12.3 **Upon Lateral Reclassification** –

a. Salary - An employee in a position reclassified to a class with a salary range having the same maximum salary rate, the effect of this action shall be no change to salary.

b. Effective Date - Shall be the first working day of the first pay period following the date of Budget Adoption, Water Board approval, approval of any other body specified in the Municipal Code, or date defined in the staff report.

c. Anniversary Date - The incumbent's anniversary date shall not change. A new probationary period is not required.

12.4 Equity Study Results

a. Salary – An employee in a position that is determined to receive a salary adjustment as the result of an equity study who has a current hourly rate that falls within the new Range shall receive a 5% increase, or the highest percentage increase required to place an employee in the same classification (and in the same study) at the bottom of the new Range, whichever is greater, provided that the top of the new Range is not exceeded. An employee with a current hourly rate that

is lower than the new Range will be placed at the bottom of the new Range. An employee whose anniversary date falls on the effective date of the adjustment shall receive a 5% increase, the highest percentage increase required to place an employee in the same classification (and in the same study) at the bottom of the new range, or the approved merit increase, whichever is greater, provided that the top of the new range is not exceeded.

1. Example 1: The salary Range for a classification is being adjusted to a new Range with a minimum hourly rate of $23 and a maximum hourly rate of $35. An employee with an hourly rate of $20 would require a 15% increase to be placed at the bottom of the new Range. Another employee in the same classification with a current hourly rate of $21 would receive approximately a 10% increase to be placed at the bottom of the new Range; an employee in the same classification who is already at an hourly rate of $23, and therefore, within the new Range, would receive a 15% increase, provided that the top of the new Range is not exceeded.

2. Example 2: The salary range for a classification is being adjusted to a new salary Range with a minimum hourly rate of $23 and a maximum hourly rate of $35. An employee with an hourly rate of $22.10 would require approximately a 4% increase to be placed at the bottom of the new Range. No other employees in the same classification would need more than a 4% increase to get into the new Range. These employees would be placed at the bottom of the new Range. An employee with a current hourly rate of $24, which falls within the new Range, would receive a 5% increase, provided that the top of the new Range is not exceeded.

b. Effective Date - Shall be the first working day of the first pay period following the date of Budget Adoption, Water Board approval, approval of any other body specified in the Municipal Code, or date defined in the staff report.

c. Anniversary Date - The incumbent's anniversary date for the next merit increase shall be set one year from the effective date of the equity adjustment when the increase is greater than 5%. When the increase is 5% or less, the incumbent shall retain the same anniversary date. A new probationary period is not required.

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
CLASSIFICATION STUDY REQUEST FORM

DATE OF REQUEST:	

REQUESTED BY:	☐ Division Director/Supervisor	☐ Employee

REQUEST TYPE:

☐ Reclassification	☐ Reorganization	☐ New Position	☐ Equity Study
☐ Single Position	☐ Division	☐ New Classification	
☐ Multiple Positions In Same Classification	☐ Section	☐ Existing Classification	
	☐ Work Group		

JOB TITLE(S)/INCUMBENT(S) INCLUDED IN STUDY (attach additional sheets if necessary)

Name(s):		Division:	
Current Classification:		Proposed Classification:	
Current Salary Range:		Proposed Salary Range:	

JUSTIFICATION (be as specific as possible; attach additional sheets if necessary)

FISCAL IMPACT OF REQUESTED CHANGES:

☐ Organizational charts, current and proposed, are attached identifying all impacted positions/incumbents by their current and proposed job titles.

SIGNATURES AND RECOMMENDATIONS:					
Employee (Only required if request initiated by employee)					
Signature:		Phone #:		Date:	

Supervisor/Manager					
Signature:		Phone #:		Date:	
Recommendation:	☐ Approve	☐ Deny			
Reason:					

Division Director:					
Signature:		Phone #:		Date:	
Recommendation:	☐ Approve	☐ Deny			
Reason:					

Once above signatures/recommendations are completed, forward form to Human Resources

General Manager:					
☐ Approve	☐ Deny	Signature:		Date	
Reason for Denial:					

Human Resources:			
Completed By:		Date:	
Recommendation:			
Date of Water Board Approval:			

INSTRUCTIONS/DEFINITIONS FOR CLASSIFICATION STUDY REQUEST FORM

Reclassification: The reallocation of a single position, or multiple positions in one classification to a different classification as a result of a significant change in the duties, responsibilities, and/or qualification requirements of the position as a result of an identifiable and/or quantifiable cause. Title changes are included in this category.

Factors that may be justification to request a reclassification study:

- Significant changes in assigned responsibilities
- Changes in the level of complexity of assignments/responsibilities
- Changes in the organizational impact of the position
- Changes in the level of supervision received and/or exercised
- Changes in the knowledge, skills, abilities, and/or license/certificate required to successfully perform in the position

Factors generally not considered for a reclassification study request:

- Incumbent performance
- Longevity
- Change in the volume/quantity of work
- Personality
- Financial need

The reason for reclassification should include how and why the duties/responsibilities of the position(s) have changed and, if applicable, what position/classification performed these duties previously; what differentiates the requested position(s) from the current position(s) in terms of scope of responsibility, technical expertise, decision making, leadership, supervisory responsibility, etc.; how the reclassification will improve effectiveness and/or efficiency; and if you are aware of any impact reclassification of the position(s) will have on other classifications/positions in the Department.

Requests for new classifications should include a draft job description.

Reorganization: A change of structure within a section, division, or work group involving multiple positions that will enhance the efficiency and effectiveness of the Department as it relates to goals and/or services provided.

Equity: Generally, requests for equity studies will not be addressed outside the established "Survey Cycle" as defined in the policy. Where a Division Director can justify the need to conduct an equity study outside the established process based on recruitment and/or retention, or related issues, the General Manager may approve such study.

Note: For study requests denied at the supervisor/manager or Division Director level, provide a copy to Human Resources, and if the study was requested by the employee, also provide a copy to the employee.

Contact Human Resources at (909)453-6090 if you have any questions regarding completion of this form.

Group 1	Group 2	Group 3
Senior Office Assistant	**Regulatory Analyst**	**Water Utility Worker II**
Office Assistant		WU Lead Worker
Administrative Assistant	**Environmental Analyst**	Welder/Pipefitter
Part-Time Office Assistant		Water Utility Worker II
	Environmental Manager	Water Utility Worker I
Customer Service Representative II/Bilingual CSR II		
Customer Service Representative III	**Electrical/Instrumentation Tech**	**Water Utility Supervisor**
Customer Service Representative I/Bilingual CSR I	Electrical/Instrumentation Lead Worker	
PT Customer Service Rep I/PT Bilingual CSR I	Lead Control Systems/Communication Tech	**Painter**
	Sr. Electrical/Instrumentation Tech	
Customer Service Supervisor	Sr. Control Systems/Communication Tech	**Water Treatment Operator II**
	Control Systems/Communication Tech	Water Treatment Lead Worker
Billing and Collection Supervisor	Electrical Repair Worker	Water Treatment Operator I
Meter Reader II	**Electrical/Instrumentation Supervisor**	**Water Treatment Supervisor**
Field and Meter Services Lead Worker		
Field Service Representative II	**Electrical Services Superintendent**	**Water Quality Worker II**
Field Service Representative I		Water Quality Worker I
Meter Reader I	**WR Mechanic II**	Water Quality Lead Worker
	WR Lead Mechanic	
Field and Meter Services Supervisor	WR Maintenance Planner	**WQ Control Officer**
	WR Mechanic III	
Environmental Control Technician	WR Mechanic I	**Engineering Technician**
Environmental Control Assistant	WR Facilities Maintenance Lead Worker	Engineer
		Engineering Associate
Environmental Control Officer	**WR Maintenance Supervisor**	Sr Engineering Technician
Buyer	**RIX Mech/Maintenance Supervisor**	**Construction Project Manager**
Warehouse Lead Worker		
	WR Maintenance Superintendent	**Engineering Manager**
Purchasing Supervisor		
	WR Operator	**Principal Engineer**
Equipment Mechanic II	WR Lead Operator	
Equipment Maintenance Lead Worker	WR Senior Operator	**Construction Services Manager**
Equipment Mechanic I	WR Trainee	
		Development Services Manager
Fleet/Warehouse Supervisor	**SCADA System Operator**	
	SCADA Analyst	**GIS/Database Technician**
Human Resources Specialist		GIS/Database Analyst
Human Resources Analyst	**Control Systems/Communication Supervisor**	
Human Resources Coordinator	**WR RIX Supervisor**	**GIS Manager**
Administrative Coordinator	**WR Plant Supervisor**	**WU Ops Superintendent**
Senior Administrative Coordinator		
	WR Process Control Supervisor	**WU Distro Superintendent**
Executive Assistant to GM		
	WR Ops Manager/Superintendent	
Contracts Administrator		
	Safety Manager	
IT Specialist		
Sr. Network and Systems Administrator	**Collections System Worker II**	
Network and Systems Administrator	Collections System Lead Worker	
Sr. Business Systems Analyst	Collections System Worker I	
Sr. IT Specialist	Collections System Support Worker	
Information Technology Manager	**Collections System Supervisor**	
Accountant II	**Collections System Superintendent**	
Accountant I		
Senior Accounting Technician		
Accounting Technician II		
Accounting Technician I		
Payroll Specialist		
Finance Manager		

Group 1	Group 2	Group 3
Senior Accountant		
Water Conservation/Public Affairs Coord		
Water Conservation/Public Affairs Specialist		
Administrative Services Manager		
Water and Water Reclamation Worker		

Benchmark Class Study Schedule

Group 1 - 2021/2022	Group 2 - 2022/2023	Group 3 - 2020/2021
Senior Office Assistant	Environmental Analyst	WU Worker III
Customer Service Rep II	Safety Analyst	Water Utility Supervisor
Customer Service Supervisor	Environmental Manager	Painter
Billing and Collection Supv	Elect/Instrumentation Tech	Water Treatment Op II
Meter Reader II	Elect/Instrumentation Supervisor	Water Treatment Supervisor
Field/Meter Supervisor	Electrical Services Superintendent	Water Quality Worker II
EC Technician	WR Plant Mech II	WQ Control Officer
EC Officer	WR Maintenance Supervisor	Engineering Technician
Buyer	RIX Mech/Maint Supervisor	Construction Project Manager
Purchasing Supervisor	WR Maintenance Superintendent	Engineering Manager
Equipment Mech II	WR Operator	Principal Engineer
Fleet/Warehouse Supv	SCADA System Operator	Construction Services Manager
HR Specialist	Control Sys/Comm Supervisor	Development Services Mgr
HR Coordinator	WR RIX Supervisor	GIS/Database Technician
Administrative Coordinator	WR Plant Supervisor	GIS Manager
Executive Asst. to GM	WR Process Control Supervisor	WU Ops Superintendent
Contracts Administrator	WR Ops Mgr/Superintendent	WU Distro Superintendent
IT Specialist	Safety Manager	
IT Manager	Collections System Worker II	
Accountant II	Collections System Supervisor	
Finance Manager	Collections System Superintendent	
Senior Accountant		
Water Cons/PA Coord		
Water Cons/PA Specialist		
Admin Services Manager		
Water/Water Worker		

COMPENSATION ADJUSTMENTS/RECOMMENDATIONS BASED ON SURVEY RESULTS AND INTERNAL BENCHMARK RELATIONSHIPS 2020-2021

Note: Recommendations are based on external data and internal alignment subject to the organizational value for the current salary relationships.

Classes listed in red are recommended for adjustment. Additional classes listed below a benchmark class without a numerical designation are "related classes" as defined by the Benchmark Plan and are eligible for adjustment if the Benchmark class is being adjusted to maintain the integrity of the plan.

A total of 2 of the 19 benchmark classes surveyed are recommended for adjustment. in addition to 2 related classes for a total of 4 classes.

The addition of the inactive class of Senior Engineering Technician is being recommended as a related class to the Benchmark class of Engineering Technician and the salary is recommended at Range 156.

An out-of-cycle new Benchmark classification for Water Conservation/Public Affairs Specialist is recommended and the salary is being established at Range 146. This Benchmark class will be placed in Group 1.

An out-of-cycle addition of the inactive class of Water Reclamation Maintenance Planner is being recommended as a related class to the Benchmark class of Water Reclamation Plant Mechanic II (Group 2) and the salary is recommended at Range 154.

Classification	Current Range	Current Max	Survey Average Max	Recommendation
1. Water Utility Worker II[1]	143	$6,002	$5,981	N/C
Water Utility Lead Worker	152	$7,496		N/C
Welder/Pipefitter	148	$6,791		N/C
Water Utility Worker III	147	$6,625		N/C
Water Utility Worker I	139	$5,438		N/C
2. Water Utility Supervisor[1]	260	$9,736	$9,585	N/C
3. Painter II[2]	143	$6,002	$6,108	N/C
4. WU Water Treatment Operator II[3]	149	$6,961	$6,978	N/C
WU Water Treatment Lead Worker	158	$8,693		N/C
WU Water Treatment Operator I	145	$6,306		N/C
5. WU Water Treatment Supervisor[3]	260	$9,736	$9,541	N/C
6. Water Quality Control Assistant[4]	147	$6,625	$6,819	Range 149 – $6,961
Water Quality Control Lead Worker	155	$8,072		Range 157 - $8,481

Water Quality Control Worker	143	$6,002		Range 145 - $6,306
7. Water Quality Control Officer[5]	265	$11,015	$10,677	Range 267 - $11,573
8. Engineering Technician[6]	152	$7,496	$6,780	N/C
Engineering Associate	162	$9,595		N/C
Senior Engineering Technician[7]	N/A	N/A		Range 156 - $8,274
9. Engineer[8]	265	$11,015	$10,237	N/C
10. Construction Project Manager[9]	265	$11,015	$9,472	N/C
11. Engineering Manager[10]	277	$14,815	$14,427	N/C
12. Principal Engineer	270	$12,463	$12,343	N/C
13. Construction Services Manager	268	$11,862	$11,361	N/C
14. Development Services Manager[11]	266	$11,291	$10,137	N/C
15. GIS/Database Technician	150	$7,135	$7,012	N/C
GIS/Database Analyst	159	$8,910		N/C
16. GIS Manager	263	$10,485	$10,523	N/C
17. Water Utility Operations Superintendent[9]	271	$12,775	$12,690	N/C
18. Water Utility Distribution Superintendent[8]	271	$12,775	$11,831	N/C
19. Water Conservation/Public Affairs Coord[12]	254	$8,395	$7,565	N/C
Water Conservation/Public Affairs Specialist[13]	N/A	N/A	$6,495	Range 146 - $6,464
Water Reclamation Maintenance Planner[14]	154	$7,875	8488	Range 156 - 8274

[1]Revise Job descriptions to include grounds maintenance, separate Distro/Ops duties using "When assigned to….", add crane duties, clarify Class B driver's license requirement, correct certificate issuing agency, and remove references to Civil Service.

[2]Job title change to Painter (Remove the II)

[3]Revise job descriptions to remove “Water Utility from job titles correct certification agency and remove references to Civil Service.

[4]Revise job titles to remove “Water Utility” and change to Water Quality Worker I, Water Quality Worker II, and Water Quality Lead Worker, add additional duties, correct the certification issuing agency, and remove references to Civil Service. Range adjustment is a result of additional duties brought out through the job analysis process. Benchmark class internally aligned with Water Treatment Operator II.

[5]Revise job title to remove “Water Utility”, add additional duties brought forward during the job analysis process, correct the certification issuing agency, and remove references to Civil Service.

[6]Minor changes to job description.

[7]reactivate Senior Engineering Technician Class and revise job description to reflect duties to be performed. Range recommendation is based on internal alignment.

[8]Revise job description to add “including but not limited to Water Utility, Water Reclamation, and Sewer to the duties summary, correct the certification issuing agency, and remove references to Civil Service.

[9]Revise job description to correct certification issuing agency, remove references to Civil Service, and other minor changes.

[10]Revise job description to remove duties not performed, such as consent decree, change the Distribution Grade 3 certificate from required to desirable, and other minor changes.

[11]Only 3 agencies have comparable matches, maintain internal alignment. Minor job duty revisions on job description.

[12]Out of cycle from Group 1, no change.

[13]Out of cycle new benchmark classification. Will be included in Group 1 going forward.

[14]Out of cycle reactivation of the Water Reclamation Maintenance Planner class. Only 4 agencies with matching classes. Recommended range adjustment based on revision of job duties on job description and internal alignment (5% below WR Lead Mechanic). Will be in Group 2 under the benchmark class of Water Reclamation Mechanic II going forward.

San Bernardino Municipal Water Department (SBMWD)
Salary Schedule
General, Mid-Management, Part-Time

Position Title	Grade	Grade Description	Prev Min for Calc	Monthly Minimum	Prev Max for Calc	Monthly Maximum
ACCOUNTANT I	146	GENERAL EMPLOYEES	5,050	5,171	6,464	6,619
ACCOUNTANT II	150	GENERAL EMPLOYEES	5,573	5,707	7,135	7,306
ACCOUNTING TECHNICIAN I	135	GENERAL EMPLOYEES	3,848	3,941	4,926	5,044
ACCOUNTING TECHNICIAN II	139	GENERAL EMPLOYEES	4,248	4,350	5,437	5,568
ADMINISTRATIVE ASSISTANT	140	GENERAL EMPLOYEES	4,355	4,459	5,573	5,707
ADMIN SERVICES MANAGER	278	MID MGMT EMPLOYEES	11,897	12,183	15,185	15,549
BILLING COLLECTION SUPERVISOR	252	MID MGMT EMPLOYEES	6,261	6,411	7,991	8,183
BUYER	146	GENERAL EMPLOYEES	5,049	5,171	6,464	6,619
COLLECTIONS SYSTEM LEAD WORKER	148	GENERAL EMPLOYEES	5,305	5,432	6,791	6,954
COLLECTIONS SYSTEM SUPERINTENDENT	270	MID MGMT EMPLOYEES	9,765	9,999	12,463	12,762
COLLECTIONS SYSTEM SUPERVISOR	254	MID MGMT EMPLOYEES	6,578	6,736	8,395	8,597
COLLECTIONS SYSTEM SUPPORT WORKER	134	GENERAL EMPLOYEES	3,755	3,845	4,806	4,921
COLLECTIONS SYSTEM WORKER I	140	GENERAL EMPLOYEES	4,355	4,459	5,573	5,707
COLLECTIONS SYSTEM WORKER II	144	GENERAL EMPLOYEES	4,806	4,921	6,152	6,300
CONSTRUCTION PROJECT MANAGER	265	MID MGMT EMPLOYEES	8,631	8,838	11,015	11,280
CONSTRUCTION SERVICES MANAGER	268	MID MGMT EMPLOYEES	9,295	9,518	11,862	12,147
CONTRACTS/GRANTS ADMINISTRATOR	262	MID MGMT EMPLOYEES	8,015	8,207	10,229	10,474
CONTROL SYSTEMS AND COMMUNICATION SUPERVISOR	268	MID MGMT EMPLOYEES	9,295	9,518	11,862	12,147
CONTROL SYSTEMS AND COMMUNICATION TECHNICIAN	157	GENERAL EMPLOYEES	6,625	6,784	8,480	8,684
CUST SERVICE REP I - BILINGUAL	133	GENERAL EMPLOYEES	3,663	3,751	4,689	4,801
CUST SERVICE REP II- BILINGUAL	137	GENERAL EMPLOYEES	4,043	4,140	5,176	5,300
CUSTOMER SERVICE REP I	133	GENERAL EMPLOYEES	3,663	3,751	4,689	4,801
CUSTOMER SERVICE REP II	137	GENERAL EMPLOYEES	4,043	4,140	5,176	5,300
CUSTOMER SERVICE REP III	141	GENERAL EMPLOYEES	4,463	4,570	5,713	5,850
CUSTOMER SERVICE SUPERVISOR	258	MID MGMT EMPLOYEES	7,261	7,435	9,267	9,489
DEVELOPMENT SERVICES MANAGER	266	MID MGMT EMPLOYEES	8,847	9,059	11,291	11,562
ELECT/INSTRUMENT LEAD WORKER	161	GENERAL EMPLOYEES	7,313	7,488	9,361	9,586
ELECTRICAL & INSTRUMENT TECH	153	GENERAL EMPLOYEES	6,002	6,146	7,684	7,868
ELECTRICAL REPAIR WORKER	139	GENERAL EMPLOYEES	4,248	4,350	5,438	5,568
ELECTRICAL SERVICES SUPERINTENDENT	274	MID MGMT EMPLOYEES	10,778	11,037	13,757	14,087
ENGINEER	265	MID MGMT EMPLOYEES	8,631	8,838	11,016	11,280
ENGINEERING ASSOCIATE	162	GENERAL EMPLOYEES	7,496	7,676	9,595	9,825
ENGINEERING MANAGER	277	MID MGMT EMPLOYEES	11,607	11,886	14,814	15,170
ENGINEERING TECHNICIAN	152	GENERAL EMPLOYEES	5,856	5,996	7,496	7,676
ENVIRONMENTAL ANALYST	156	GENERAL EMPLOYEES	6,464	6,619	8,274	8,472
ENVIRONMENTAL CONTROL ASST	144	GENERAL EMPLOYEES	4,806	4,921	6,152	6,300
ENVIRONMENTAL CONTROL OFFICER	268	MID MGMT EMPLOYEES	9,295	9,518	11,862	12,147
ENVIRONMENTAL CONTROL TECH	150	GENERAL EMPLOYEES	5,573	5,707	7,135	7,306
ENVIRONMENTAL MANAGER	265	MID MGMT EMPLOYEES	8,631	8,838	11,015	11,280
EQUIP. MAINTENANCE LEADPERSON	148	GENERAL EMPLOYEES	5,305	5,432	6,791	6,954
EQUIPMENT MECHANIC I	136	GENERAL EMPLOYEES	3,945	4,039	5,049	5,171
EQUIPMENT MECHANIC II	140	GENERAL EMPLOYEES	4,355	4,459	5,573	5,707
FIELD & METER SVC SUPERVISOR	258	MID MGMT EMPLOYEES	7,261	7,435	9,267	9,489
FIELD & METER SVCS LEAD WORKER	147	GENERAL EMPLOYEES	5,176	5,300	6,625	6,784
FIELD SERVICE REP I	137	GENERAL EMPLOYEES	4,043	4,140	5,176	5,300
FIELD SERVICE REP II	141	GENERAL EMPLOYEES	4,463	4,570	5,713	5,850
FINANCE MANAGER	272	MID MGMT EMPLOYEES	10,259	10,506	13,094	13,408
FLEET/WAREHOUSE SUPERVISOR	260	MID MGMT EMPLOYEES	7,629	7,812	9,736	9,970
GIS/DATABASE ANALYST	159	GENERAL EMPLOYEES	6,961	7,128	8,910	9,124
GIS/DATABASE TECHNICIAN	150	GENERAL EMPLOYEES	5,573	5,707	7,135	7,306
GIS MANAGER	263	MID MGMT EMPLOYEES	8,215	8,412	10,484	10,736
HUMAN RESOURCES ANALYST	252	MID MGMT EMPLOYEES	6,261	6,411	7,991	8,183
HUMAN RESOURCES SPECIALIST	144	GENERAL EMPLOYEES	4,806	4,921	6,152	6,300
IT MANAGER	268	MID MGMT EMPLOYEES	9,295	9,518	11,862	12,147
LEAD CONTROL SYSTEMS AND COMMUNICATION TECHNICIAN	163	GENERAL EMPLOYEES	7,683	7,868	9,835	10,071

IT SPECIALIST	150	GENERAL EMPLOYEES	5,573	5,707	7,135	7,306
METER READER I	137	GENERAL EMPLOYEES	4,043	4,140	5,176	5,300
METER READER II	141	GENERAL EMPLOYEES	4,463	4,570	5,713	5,850
NETWORK AND SYSTEMS ADMINISTRATOR	258	MID MGMT EMPLOYEES	7,261	7,435	9,267	9,489
OFFICE ASSISTANT	128	GENERAL EMPLOYEES	3,237	3,315	4,144	4,244
PAYROLL SPECIALIST	144	GENERAL EMPLOYEES	4,806	4,921	6,152	6,300
PRINCIPAL ENGINEER	270	MID MGMT EMPLOYEES	9,765	9,999	12,463	12,762
PURCHASING SUPERVISOR	268	MID MGMT EMPLOYEES	9,295	9,518	11,862	12,147
RIX MECH/MAINT SUPERVISOR	262	MID MGMT EMPLOYEES	8,015	8,207	10,229	10,474
SAFETY ANALYST	152	GENERAL EMPLOYEES	5,856	5,996	7,496	7,676
SAFETY MANAGER	270	MID MGMT EMPLOYEES	9,765	9,999	12,463	12,762
SCADA ANALYST	163	GENERAL EMPLOYEES	7,684	7,868	9,835	10,071
SCADA/INSTR SUPERVISOR	268	MID MGMT EMPLOYEES	9,295	9,518	11,862	12,147
SENIOR ACCOUNTANT	258	MID MGMT EMPLOYEES	7,261	7,435	9,267	9,489
SENIOR ACCOUNTING TECHNICIAN	143	GENERAL EMPLOYEES	4,689	4,801	6,002	6,146
SENIOR BUSINESS SYSTEMS ANALYST	258	MID MGMT EMPLOYEES	7,261	7,435	9,267	9,489
SENIOR CONTROL SYSTEMS AND COMMUNICATION TECHNICIAN	160	GENERAL EMPLOYEES	7,135	7,306	9,133	9,352
SENIOR ELECTRICAL/INSTR TECH	157	GENERAL EMPLOYEES	6,625	6,784	8,480	8,684
SENIOR ENGINEERING TECHNICIAN	156	GENERAL EMPLOYEES	6,464	6,619	8,273	8,472
SENIOR INFORMATION TECHNOLOGY SPECIALIST	154	GENERAL EMPLOYEES	6,152	6,300	7,875	8,064
SENIOR NETWORK AND SYSTEMS ADMINISTRATOR	262	MID MGMT EMPLOYEES	8,015	8,207	10,229	10,474
SENIOR OFFICE ASSISTANT	136	GENERAL EMPLOYEES	3,945	4,039	5,049	5,171
WAREHOUSE LEAD WORKER	146	GENERAL EMPLOYEES	5,049	5,171	6,464	6,619
WATER CONSERVATION/PUBLIC AFFAIRS COORDINATOR	254	MID MGMT EMPLOYEES	6,578	6,736	8,396	8,597
WATER CONSERVATION/PUBLIC AFFAIRS SPECIALIST	146		5,050	5,171	6,464	6,619
WATER QUALITY CONTROL OFFICER	267	MID MGMT EMPLOYEES	9,068	9,286	11,573	11,851
WATER QUALITY LEAD WORKER	157	GENERAL EMPLOYEES	6,625	6,784	8,480	8,684
WATER QUALITY WORKER I	145	GENERAL EMPLOYEES	4,926	5,044	6,306	6,457
WATER QUALITY WORKER II	149	GENERAL EMPLOYEES	5,437	5,568	6,961	7,128
WATER RECLAMATION TRAINEE	130	GENERAL EMPLOYEES	3,401	3,483	4,355	4,459
WATER TREATMENT LEAD WORKER	158	GENERAL EMPLOYEES	6,791	6,954	8,692	8,901
WATER TREATMENT OPERATOR I	145	GENERAL EMPLOYEES	4,926	5,044	6,306	6,457
WATER TREATMENT OPERATOR II	149	GENERAL EMPLOYEES	5,437	5,568	6,961	7,128
WATER TREATMENT SUPERVISOR	260	MID MGMT EMPLOYEES	7,629	7,812	9,736	9,970
WATER UTILITY SUPERVISOR	260	MID MGMT EMPLOYEES	7,629	7,812	9,736	9,970
WATER/WATER RECLAMATION WORKER	130	GENERAL EMPLOYEES	3,401	3,483	4,354	4,459
WELDER/PIPEFITTER	148	GENERAL EMPLOYEES	5,305	5,432	6,791	6,954
WR FACILITIES MAINT LEADPERSON	147	GENERAL EMPLOYEES	5,176	5,300	6,625	6,784
WR FACILITIES MAINT SUPERVISOR	253	MID MGMT EMPLOYEES	6,418	6,572	8,191	8,387
WR LEAD MECHANIC	158	GENERAL EMPLOYEES	6,791	6,954	8,692	8,901
WR LEAD OPERATOR	161	GENERAL EMPLOYEES	7,312	7,488	9,361	9,586
WR MAINTENANCE PLANNER	156	GENERAL EMPLOYEES	6,464	6,619	8,273	8,472
WR MAINTENANCE SUPERINTENDENT	271	MID MGMT EMPLOYEES	10,009	10,249	12,774	13,081
WR MAINTENANCE SPERVISOR	262	MID MGMT EMPLOYEES	8,015	8,207	10,229	10,474
WR MECHANIC I	146	GENERAL EMPLOYEES	5,050	5,171	6,464	6,619
WR MECHANIC II	150	GENERAL EMPLOYEES	5,573	5,707	7,135	7,306
WR MECANIC III	154	GENERAL EMPLOYEES	6,152	6,300	7,875	8,064
WR OPERATIONS SUPERINTENDENT	276	MID MGMT EMPLOYEES	11,324	11,596	14,453	14,800
WR OPERATIONS MANAGER - FLEX	274	MID MGMT EMPLOYEES	10,778	11,037	13,757	14,087
WR OPERATOR	145	GENERAL EMPLOYEES	4,926	5,044	6,306	6,457
WR PLANT SUPERVISOR	266	MID MGMT EMPLOYEES	8,847	9,059	11,291	11,562
WR PROCESS CONTROL SUPERVISOR	261	MID MGMT EMPLOYEES	7,819	8,007	9,979	10,219
WR RIX SUPERVISOR	264	MID MGMT EMPLOYEES	8,420	8,622	10,747	11,005
WR SCADA SYSTEM OPERATOR	152	GENERAL EMPLOYEES	5,856	5,996	7,496	7,676
WR SENIOR OPERATOR	159	GENERAL EMPLOYEES	6,961	7,128	8,910	9,124
WU DIST SUPERINTENDENT	271	MID MGMT EMPLOYEES	10,009	10,249	12,775	13,081
WU LEAD WORKER	152	GENERAL EMPLOYEES	5,856	5,997	7,496	7,676
WU OPERATIONS SUPERINTENDENT	271	MID MGMT EMPLOYEES	10,009	10,249	12,775	13,081

PAINTER	143	GENERAL EMPLOYEES	4,689	4,801	6,002	6,146
WU WORKER I	139	GENERAL EMPLOYEES	4,248	4,350	5,437	5,568
WU WORKER II	143	GENERAL EMPLOYEES	4,689	4,801	6,002	6,146
WU WORKER III	147	GENERAL EMPLOYEES	5,176	5,300	6,625	6,784

Part-Time

Position Title	Grade	Grade Description		Minimum Hourly		Maximum Hourly
P/T CUST SERVICE REP-BILINGUAL	933	REG PART TIME EMPLOYEES	21.13	21.64	27.05	27.70
P/T CUSTOMER SERV REP	933	REG PART TIME EMPLOYEES	21.13	21.64	27.05	27.70
P/T OFFICE ASSISTANT	928	REG PART TIME EMPLOYEES	18.68	19.13	23.90	24.48
P/T ADMINISTRATIVE ASSISTANT	940	REG PART TIME EMPLOYEES	25.12	25.72	32.15	32.92
ENGINEERING STUDENT INTERN	102	TEMPORARY PART TIME	15.00	15.00	15.00	15.00
STUDENT INTERN	100	TEMPORARY PART TIME	14.00	14.00	14.00	14.00

BOWC Approved: Effective: 7/1/2021

EXHIBIT A-6, 3.1 SALARY SCHEDULE
EFFECTIVE JULY 1, 2021
WATER DEPARTMENT EMPLOYEES ASSOCIATION

	MINIMUM			MAXIMUM		
RANGE	$/HOUR	$/MONTH	$/YEAR	$/HOUR	$/MONTH	$/YEAR
119	$ 15.3146	$ 2,654.54	$ 31,854.44	$ 19.6040	$ 3,398.03	$ 40,776.38
120	$ 15.6975	$ 2,720.90	$ 32,650.81	$ 20.0941	$ 3,482.98	$ 41,795.79
121	$ 16.0899	$ 2,788.92	$ 33,467.08	$ 20.5965	$ 3,570.06	$ 42,840.69
122	$ 16.4922	$ 2,858.65	$ 34,303.75	$ 21.1114	$ 3,659.31	$ 43,911.70
123	$ 16.9045	$ 2,930.11	$ 35,161.35	$ 21.6392	$ 3,750.79	$ 45,009.50
124	$ 17.3271	$ 3,003.37	$ 36,040.38	$ 22.1802	$ 3,844.56	$ 46,134.73
125	$ 17.7603	$ 3,078.45	$ 36,941.39	$ 22.7347	$ 3,940.68	$ 47,288.10
126	$ 18.2043	$ 3,155.41	$ 37,864.92	$ 23.3030	$ 4,039.19	$ 48,470.30
127	$ 18.6594	$ 3,234.30	$ 38,811.55	$ 23.8856	$ 4,140.17	$ 49,682.06
128	$ 19.1259	$ 3,315.15	$ 39,781.84	$ 24.4827	$ 4,243.68	$ 50,924.11
129	$ 19.6040	$ 3,398.03	$ 40,776.38	$ 25.0948	$ 4,349.77	$ 52,197.22
130	$ 20.0941	$ 3,482.98	$ 41,795.79	$ 25.7222	$ 4,458.51	$ 53,502.15
131	$ 20.5965	$ 3,570.06	$ 42,840.69	$ 26.3652	$ 4,569.98	$ 54,839.70
132	$ 21.1114	$ 3,659.31	$ 43,911.70	$ 27.0244	$ 4,684.22	$ 56,210.69
133	$ 21.6392	$ 3,750.79	$ 45,009.50	$ 27.7000	$ 4,801.33	$ 57,615.96
134	$ 22.1802	$ 3,844.56	$ 46,134.73	$ 28.3925	$ 4,921.36	$ 59,056.36
135	$ 22.7347	$ 3,940.68	$ 47,288.10	$ 29.1023	$ 5,044.40	$ 60,532.77
136	$ 23.3030	$ 4,039.19	$ 48,470.30	$ 29.8298	$ 5,170.51	$ 62,046.09
137	$ 23.8856	$ 4,140.17	$ 49,682.06	$ 30.5756	$ 5,299.77	$ 63,597.24
138	$ 24.4827	$ 4,243.68	$ 50,924.11	$ 31.3400	$ 5,432.26	$ 65,187.17
139	$ 25.0948	$ 4,349.77	$ 52,197.22	$ 32.1235	$ 5,568.07	$ 66,816.85
140	$ 25.7222	$ 4,458.51	$ 53,502.15	$ 32.9266	$ 5,707.27	$ 68,487.27
141	$ 26.3652	$ 4,569.98	$ 54,839.70	$ 33.7497	$ 5,849.95	$ 70,199.45
142	$ 27.0244	$ 4,684.22	$ 56,210.69	$ 34.5935	$ 5,996.20	$ 71,954.44
143	$ 27.7000	$ 4,801.33	$ 57,615.96	$ 35.4583	$ 6,146.11	$ 73,753.30
144	$ 28.3925	$ 4,921.36	$ 59,056.36	$ 36.3448	$ 6,299.76	$ 75,597.13
145	$ 29.1023	$ 5,044.40	$ 60,532.77	$ 37.2534	$ 6,457.26	$ 77,487.06
146	$ 29.8298	$ 5,170.51	$ 62,046.09	$ 38.1847	$ 6,618.69	$ 79,424.24
147	$ 30.5756	$ 5,299.77	$ 63,597.24	$ 39.1393	$ 6,784.15	$ 81,409.84
148	$ 31.3400	$ 5,432.26	$ 65,187.17	$ 40.1178	$ 6,953.76	$ 83,445.09
149	$ 32.1235	$ 5,568.07	$ 66,816.85	$ 41.1208	$ 7,127.60	$ 85,531.22
150	$ 32.9266	$ 5,707.27	$ 68,487.27	$ 42.1488	$ 7,305.79	$ 87,669.50
151	$ 33.7497	$ 5,849.95	$ 70,199.45	$ 43.2025	$ 7,488.44	$ 89,861.24
152	$ 34.5935	$ 5,996.20	$ 71,954.44	$ 44.2826	$ 7,675.65	$ 92,107.77
153	$ 35.4583	$ 6,146.11	$ 73,753.30	$ 45.3896	$ 7,867.54	$ 94,410.46
154	$ 36.3448	$ 6,299.76	$ 75,597.13	$ 46.5244	$ 8,064.23	$ 96,770.72
155	$ 37.2534	$ 6,457.26	$ 77,487.06	$ 47.6875	$ 8,265.83	$ 99,189.99
156	$ 38.1847	$ 6,618.69	$ 79,424.24	$ 48.8797	$ 8,472.48	$ 101,669.74
157	$ 39.1393	$ 6,784.15	$ 81,409.84	$ 50.1017	$ 8,684.29	$ 104,211.48
158	$ 40.1178	$ 6,953.76	$ 83,445.09	$ 51.3542	$ 8,901.40	$ 106,816.77
159	$ 41.1208	$ 7,127.60	$ 85,531.22	$ 52.6381	$ 9,123.93	$ 109,487.19
160	$ 42.1488	$ 7,305.79	$ 87,669.50	$ 53.9540	$ 9,352.03	$ 112,224.37
161	$ 43.2025	$ 7,488.44	$ 89,861.24	$ 55.3029	$ 9,585.83	$ 115,029.98
162	$ 44.2826	$ 7,675.65	$ 92,107.77	$ 56.6854	$ 9,825.48	$ 117,905.73
163	$ 45.3896	$ 7,867.54	$ 94,410.46	$ 58.1026	$ 10,071.11	$ 120,853.37
164	$ 46.5244	$ 8,064.23	$ 96,770.72	$ 59.5551	$ 10,322.89	$ 123,874.70
165	$ 47.6875	$ 8,265.83	$ 99,189.99	$ 61.0440	$ 10,580.96	$ 126,971.57

EXHIBIT A-6 REFLECTS A 2.4% INCREASE OVER SCHEDULE EFFECTIVE JULY 1, 2020.

EXHIBIT B-3, 3.1 SALARY SCHEDULE
EFFECTIVE JULY 1, 2021
ASSOCIATION OF WATER DEPARTMENT MID-MANAGERS

	MINIMUM			MAXIMUM		
RANGE	$/HOUR	$/MONTH	$/YEAR	$/HOUR	$/MONTH	$/YEAR
240	$ 27.5028	$ 4,767.15	$ 57,205.82	$ 35.1013	$ 6,084.23	$ 73,010.73
241	$ 28.1904	$ 4,886.33	$ 58,635.96	$ 35.9788	$ 6,236.33	$ 74,836.00
242	$ 28.8951	$ 5,008.49	$ 60,101.86	$ 36.8783	$ 6,392.24	$ 76,706.90
243	$ 29.6175	$ 5,133.70	$ 61,604.41	$ 37.8003	$ 6,552.05	$ 78,624.57
244	$ 30.3579	$ 5,262.04	$ 63,144.52	$ 38.7453	$ 6,715.85	$ 80,590.18
245	$ 31.1169	$ 5,393.59	$ 64,723.13	$ 39.7139	$ 6,883.74	$ 82,604.94
246	$ 31.8948	$ 5,528.43	$ 66,341.21	$ 40.7068	$ 7,055.84	$ 84,670.06
247	$ 32.6922	$ 5,666.65	$ 67,999.74	$ 41.7244	$ 7,232.23	$ 86,786.81
248	$ 33.5095	$ 5,808.31	$ 69,699.73	$ 42.7675	$ 7,413.04	$ 88,956.48
249	$ 34.3472	$ 5,953.52	$ 71,442.23	$ 43.8367	$ 7,598.37	$ 91,180.40
250	$ 35.2059	$ 6,102.36	$ 73,228.28	$ 44.9326	$ 7,788.33	$ 93,459.91
251	$ 36.0861	$ 6,254.92	$ 75,058.99	$ 46.0560	$ 7,983.03	$ 95,796.40
252	$ 36.9882	$ 6,411.29	$ 76,935.46	$ 47.2074	$ 8,182.61	$ 98,191.31
253	$ 37.9129	$ 6,571.57	$ 78,858.85	$ 48.3875	$ 8,387.17	$ 100,646.10
254	$ 38.8607	$ 6,735.86	$ 80,830.32	$ 49.5972	$ 8,596.85	$ 103,162.25
255	$ 39.8323	$ 6,904.26	$ 82,851.08	$ 50.8372	$ 8,811.78	$ 105,741.31
256	$ 40.8281	$ 7,076.86	$ 84,922.36	$ 52.1081	$ 9,032.07	$ 108,384.84
257	$ 41.8488	$ 7,253.78	$ 87,045.42	$ 53.4108	$ 9,257.87	$ 111,094.46
258	$ 42.8950	$ 7,435.13	$ 89,221.55	$ 54.7461	$ 9,489.32	$ 113,871.82
259	$ 43.9674	$ 7,621.01	$ 91,452.09	$ 56.1147	$ 9,726.55	$ 116,718.62
260	$ 45.0665	$ 7,811.53	$ 93,738.39	$ 57.5176	$ 9,969.72	$ 119,636.58
261	$ 46.1932	$ 8,006.82	$ 96,081.85	$ 58.9555	$ 10,218.96	$ 122,627.50
262	$ 47.3480	$ 8,206.99	$ 98,483.90	$ 60.4294	$ 10,474.43	$ 125,693.18
263	$ 48.5317	$ 8,412.17	$ 100,946.00	$ 61.9402	$ 10,736.29	$ 128,835.51
264	$ 49.7450	$ 8,622.47	$ 103,469.65	$ 63.4887	$ 11,004.70	$ 132,056.40
265	$ 50.9886	$ 8,838.03	$ 106,056.39	$ 65.0759	$ 11,279.82	$ 135,357.81
266	$ 52.2634	$ 9,058.98	$ 108,707.80	$ 66.7028	$ 11,561.81	$ 138,741.76
267	$ 53.5699	$ 9,285.46	$ 111,425.49	$ 68.3703	$ 11,850.86	$ 142,210.30
268	$ 54.9092	$ 9,517.59	$ 114,211.13	$ 70.0796	$ 12,147.13	$ 145,765.56
269	$ 56.2819	$ 9,755.53	$ 117,066.41	$ 71.8316	$ 12,450.81	$ 149,409.70
270	$ 57.6890	$ 9,999.42	$ 119,993.07	$ 73.6274	$ 12,762.08	$ 153,144.94
271	$ 59.1312	$ 10,249.41	$ 122,992.89	$ 75.4681	$ 13,081.13	$ 156,973.56
272	$ 60.6095	$ 10,505.64	$ 126,067.72	$ 77.3548	$ 13,408.16	$ 160,897.90
273	$ 62.1247	$ 10,768.28	$ 129,219.41	$ 79.2886	$ 13,743.36	$ 164,920.35
274	$ 63.6778	$ 11,037.49	$ 132,449.90	$ 81.2708	$ 14,086.95	$ 169,043.36
275	$ 65.2698	$ 11,313.43	$ 135,761.14	$ 83.3026	$ 14,439.12	$ 173,269.44
276	$ 66.9015	$ 11,596.26	$ 139,155.17	$ 85.3852	$ 14,800.10	$ 177,601.18
277	$ 68.5741	$ 11,886.17	$ 142,634.05	$ 87.5198	$ 15,170.10	$ 182,041.21
278	$ 70.2884	$ 12,183.33	$ 146,199.90	$ 89.7078	$ 15,549.35	$ 186,592.24

EXHIBIT B-3 REFLECTS A 2.4% INCREASE OVER SCHEDULE EFFECTIVE JULY 1, 2020

San Bernardino Municipal Water Department
SALARY SCHEDULE
EFFECTIVE JULY 1, 2021

MANAGEMENT and CONFIDENTIAL EMPLOYEES ARE:

Range	Unit	Position
Contract	M	General Manager
410	M	Deputy General Manager
407	M	Director of Finance
407	M	Director of Water Utility
407	M	Director of Water Reclamation
407	M	Director of Environmental and Regulatory Compliance
311	C	Human Resources Coordinator
306	C	Executive Assistant to the General Manager
303	C	Senior Administrative Coordinator
301	C	Administrative Coordinator

	MINIMUM			MAXIMUM		
RANGE	**$/HOUR**	**$/MONTH**	**$/YEAR**	**$/HOUR**	**$/MONTH**	**$/YEAR**
CONFIDENTIAL						
300	$28.8056	$4,992.98	$59,915.71	$40.2450	$6,975.79	$83,709.50
301	$30.2459	$5,242.63	$62,911.50	$42.2572	$7,324.58	$87,894.97
302	$31.7582	$5,504.76	$66,057.08	$44.3701	$7,690.81	$92,289.72
303	$33.3461	$5,779.99	$69,359.93	$46.5886	$8,075.35	$96,904.21
304	$35.0134	$6,068.99	$72,827.93	$48.9180	$8,479.12	$101,749.42
305	$36.7641	$6,372.44	$76,469.32	$51.3639	$8,903.07	$106,836.89
306	$38.6023	$6,691.07	$80,292.79	$53.9321	$9,348.23	$112,178.74
307	$39.2315	$6,800.13	$81,601.56	$54.8112	$9,500.60	$114,007.25
308	$41.1931	$7,140.14	$85,681.64	$57.5517	$9,975.63	$119,707.61
309	$43.2528	$7,497.14	$89,965.72	$60.4293	$10,474.42	$125,692.99
310	$45.4024	$7,869.75	$94,437.02	$63.4389	$10,996.08	$131,952.95
311	$47.6725	$8,263.24	$99,158.87	$66.6109	$11,545.88	$138,550.60
312	$50.0562	$8,676.40	$104,116.81	$69.9483	$12,124.37	$145,492.48
313	$52.5590	$9,110.22	$109,322.65	$73.4457	$12,730.59	$152,767.11
314	$55.1869	$9,565.73	$114,788.78	$77.1180	$13,367.12	$160,405.46
MANAGEMENT						
400	$63.0980	$10,936.99	$131,243.84	$89.5930	$15,529.45	$186,353.44
401	$64.6755	$11,210.41	$134,524.94	$91.8328	$15,917.69	$191,012.28
402	$66.2923	$11,490.67	$137,888.06	$94.1286	$16,315.63	$195,787.58
403	$67.9496	$11,777.94	$141,335.26	$96.4819	$16,723.52	$200,682.27
404	$69.6484	$12,072.39	$144,868.64	$98.8939	$17,141.61	$205,699.33
405	$71.3896	$12,374.20	$148,490.36	$101.3663	$17,570.15	$210,841.81
406	$73.1743	$12,683.55	$152,202.62	$103.9004	$18,009.40	$216,112.86
407	$75.0037	$13,000.64	$156,007.68	$106.4979	$18,459.64	$221,515.68
408	$76.8788	$13,325.66	$159,907.87	$109.1604	$18,921.13	$227,053.57
409	$78.8008	$13,658.80	$163,905.57	$111.8894	$19,394.16	$232,729.91
410	$80.7708	$14,000.27	$168,003.21	$114.6866	$19,879.01	$238,548.16
Contract	General Manager			$131.5889	$22,808.74	$273,704.91

Salary Schedule Exhibit 1-F reflects a 2.4% increase over schedule 1-E dated 8/28/2020 for Confidential Unit.

EXHIBIT 16
HOURLY SALARY SCHEDULE - REGULAR PART-TIME EMPLOYEES
EFFECTIVE JULY 1, 2021

SALARY RANGE	PART-TIME CLASSIFICATION	STARTING SALARY 1	FROM DATE OF HIRE									
			1 YEAR 2	2 YEAR 3	3 YEAR 4	4 YEAR 5	5 YEAR 6	6 YEAR 7	7 YEAR 8	8 YEAR 9	9 YEAR 10	10 YEAR 11
928	Office Assistant	$19.1261	19.6042	20.0943	20.5967	21.1116	21.6394	22.1804	22.7349	23.3033	23.8858	24.4830
933	Customer Service Rep I	$21.6393	22.1803	22.7348	23.3031	23.8857	24.4828	25.0949	25.7223	26.3653	27.0245	27.7001
933	Bilingual Customer Service Rep I	$21.6393	22.1803	22.7348	23.3031	23.8857	24.4828	25.0949	25.7223	26.3653	27.0245	27.7001
937	Truck Driver	$23.8856	24.4828	25.0948	25.7222	26.3653	27.0244	27.7000	28.3925	29.1023	29.8299	30.5756
938	Field Service Rep II	$24.4831	25.0952	25.7226	26.3656	27.0248	27.7004	28.3929	29.1027	29.8303	30.5761	31.3405
940	Administrative Assistant	$25.7222	26.3652	27.0243	27.7000	28.3925	29.1023	29.8298	30.5756	31.3400	32.1235	32.9265

Exhibit 16 reflects a 2.4% increase over schedule effective July 1, 2020

GLOSSARY

GLOSSARY

Actual Expense
Money spent or cost incurred in an organization's efforts to generate revenue, representing the cost of doing business. Expenses may be in the form of actual cash payments (such as wages and salaries), a computed expired portion (depreciation) of an asset, or an amount taken out of earnings (such as bad debts).

Adopted Budget
The formal process through which the governing or managing body of an organization approves a budget.

Administration
Refers to the Department's Office and those individuals, departments, and offices reporting to it (e.g., the Department of Finance).

Allocation
Distribution of funds or costs from one account or appropriation to one or more accounts or appropriations (e.g., the allocation of employee compensation funding from the statewide 9800 Budget Act items to departmental appropriation items).

Appropriated Revenue
Revenue which, as it is earned, is reserved and appropriated for a specific purpose. An example is student fees received by state colleges that are by law appropriated for the support of the colleges. The revenue does not become available for expenditure until it is earned.

Appropriation
Authorization for a specific agency to make expenditures or create obligations from a specific fund for a specific purpose. Appropriations are usually limited in the amount and period of time during which the expenditure is to be recognized.

GLOSSARY CONTINUED

AQMD or SCAQMD:
Air Quality Management District or South Coast Air Quality Management District is the air pollution agency responsible for regulating stationary sources of air pollution in the South Coast Air Basin, in Southern California

Audit
Typically a review of financial reports or performance activity (such as of an agency or program) to determine conformity or compliance with applicable laws, regulations, and/or standards. The state has three central organizations that perform audits of state agencies: the State Controller's Office, the Department of Finance, and the California State Auditor. Many state departments also have internal audit units to review their own internal functions and program activities. (SAM 20000, etc.)

Balance Available
Regarding a fund, it is the excess of resources overuses. For budgeting purposes, the balance available in a fund condition is the carry-in balance, net of any prior year adjustments, plus revenues and transfers, minus expenditures. For accounting purposes, the balance available in a fund is the net of assets over liabilities and reserves that are available for expenditure. For appropriations, it is the unobligated or unencumbered, the balance still available.

Bond Funds
For legal basis budgeting purposes, funds are used to account for the receipt and disbursement of non-self-liquidating general obligation bond proceeds. These funds do not account for the debt retirement because the liability created by the sale of bonds is not a liability of bond funds. Depending on the provisions of the bond act, either the General Fund or a sinking fund pays the principal and interest on the general obligation bonds. The proceeds and debt of bonds related to self-liquidating bonds are included in non-governmental cost funds. (SAM 14400.)

GLOSSARY CONTINUED

Budget
A plan of operation expressed in terms of financial or other resource requirements for a specific period of time.

CalPERS
California Public Employees Retirement System is an agency in the California executive branch that manages pension and health benefits for more than 1.6 million California public employees, retirees, and their families.

Charter
A written grant by a country's legislative or sovereign power, by which an institution such as a company, college, or city is created and its rights and privileges defined.

Cost-of-Living Adjustments (COLA)
Increases provided in state-funded programs that include periodic adjustments predetermined in state law (statutory, such as K-12 education apportionments), or established at optional levels (discretionary) by the Administration and the Legislature each year through the budget process.

CPI (consumer price index.)
The Consumer Price Index (CPI) is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services. Encumbrance The commitment of all or part of an appropriation. Encumbrances represent valid obligations related to unfilled purchase orders or unfulfilled contracts. Outstanding encumbrances are recognized as budgetary expenditures in the individual department's budget documents and their individual annual financial reports. For the General Fund budgetary purposes, the Department of Finance makes a statewide adjustment to remove the total outstanding encumbrances from overall General Fund expenditures and show the amount as a reserve in the fund balance, per Government Code section 13307. For other funds, such encumbrance adjustments are not made in the budget totals, and encumbrances are treated as budgetary expenditures that decrease the fund balance of these funds.

GLOSSARY CONTINUED

Expenditure
Expenditures reported on a department's year-end financial reports and "past year" budget documents consist of amounts paid and accruals (including outstanding encumbrances and payables) for obligations created for the last fiscal year. "Current year" and "budget year" expenditures in budget documents are estimates for the respective fiscal year. (See "Encumbrance," also referred to as "budgetary expenditures").

Fiscal Year (FY)
A 12-month period during which revenue is earned and received, obligations are incurred, encumbrances are made, appropriations are expended, and for which other fiscal transactions are recognized. In the California state government, the fiscal year begins July 1 and ends the following June 30.

I**nfrastructures**
The basic physical and organizational structures and facilities (e.g. buildings, roads, power supplies) are needed for the operation of a society or enterprise.

Legislation
The act of making or enacting laws. Or a law or a body of laws enacted.

Lien
A right to keep possession of property belonging to another person until a debt owed by that person is discharged.

Merit Increase (Pay for Performance)
The term merit increase refers to the growth in an employee's wages which is awarded based on an objective measure of their past performance. Merit increases are not based on time in position, as is usually the case with unionized employees.

GLOSSARY CONTINUED

Memorandum of understanding
A memorandum of understanding (MoU) describes a bilateral or multilateral agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement.

Operating Expenses and Equipment (OE&E)
A category of a support appropriation that includes objects of expenditure such as general expenses, printing, communication, travel, data processing, equipment, and accessories for the equipment.

PERS (Public Employees' Retirement System)
Members of the Public Employees' Retirement System are typically employed by the state or by a county, city, town, public utility district, or local government entity.

Projected Expense
an estimate of the financial results you'll see from your business in a future period of time. It is often presented in the form of an income statement. To create a projected income statement, it's important to take into account revenues, cost of goods sold, gross profit and operating expenses.

Remediation
The action of remedying something, in particular of reversing or stopping environmental damage.

Revenue
Any addition to cash or other current assets (e.g., accounts receivables) that does not increase any liability or reserve and does not represent the reduction or recovery of expenditure (e.g., reimbursements/abatements). Revenues are a type of receipt generally derived from taxes, licenses, fees, or investment earnings. Revenues are deposited into a fund for future appropriation and are not available for expenditure until appropriated.

GLOSSARY CONTINUED

RFP
A request for proposal is a solicitation, often made through a bidding process, by an agency or company interested in procurement of a commodity, service, or valuable asset, to potential suppliers to submit business proposals.

Retrofit
add (a component or accessory) to something that did not have it when manufactured. Also, an act of adding a component or accessory to something that did not have it when manufactured.

Purchase Order
A document issued to authorize a vendor or consultant to deliver specified merchandise or render a specified service for a stated estimated price.

SCADA
Supervisory Control and Data Acquisition generally refers to an industrial computer system that monitors and controls a process.

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

OPERATING AND CAPITAL IMPROVEMENT BUDGET
FISCAL YEAR 2021-2022

1350 SOUTH E STREET
SAN BERNARDINO, CA 92408

909.384.5141

@SBCityWater