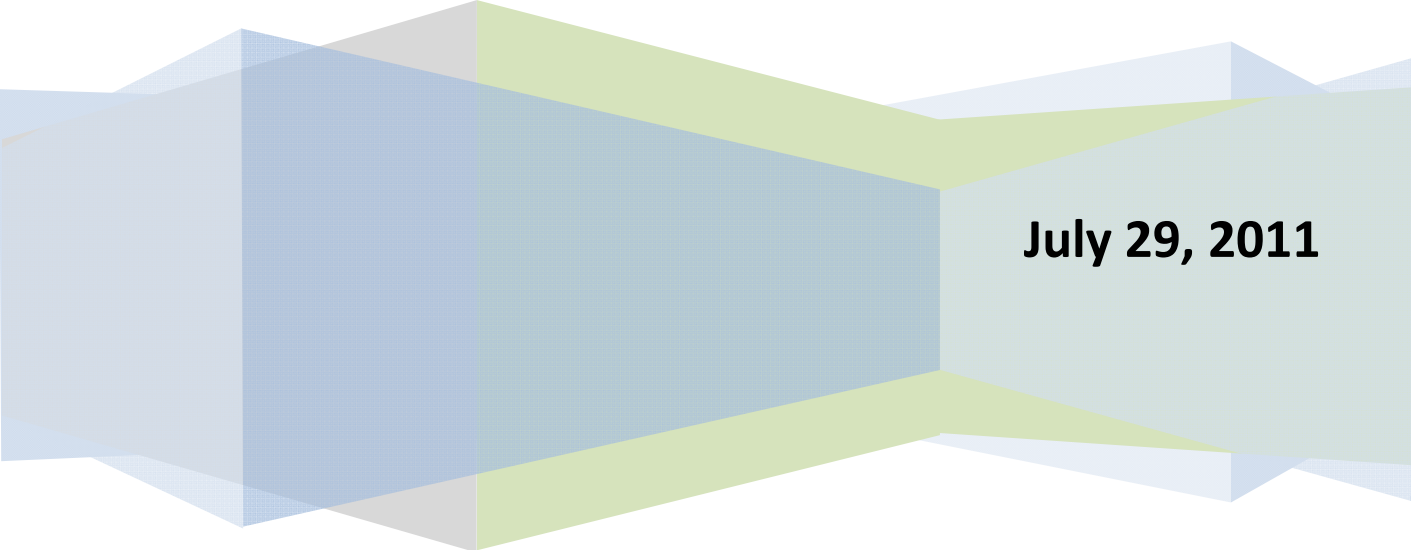


PEBBLE BEACH COMMUNITY SERVICES DISTRICT

2011-12

FINAL BUDGET



July 29, 2011

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
2011-12 FINAL BUDGET**

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**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
2011-12 FINAL BUDGET**

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BUDGET RESOLUTIONS

- **Res 11-12: Approving Service Charges and Special Assessments for Sewer Treatment and Disposal, Garbage and Refuse Collection and Disposal, and Fire Protection Services within the District for the Fiscal Year 2011-12.**
- **Deputy General Manager/CFO Report re: Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-related fees and charges for Fiscal Year 2011-12.**
Res 11-13: Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-related fees and charges for Fiscal Year 2011-12.
- **Res 11-14: Adopting Final Budget for Fiscal Year 2011-12.**
- **Res 11-15: Approving Positions, Classifications, and Pay Schedule for Fiscal Year 2011-12.**
- **Deputy General Manager/CFO Report re: FY 2011-12 Sewer Connection Fee.**
Res 11-16: Establishing the District Sewer Connection Fee for Fiscal Year 2011-12.

DEPUTY GENERAL MANAGER/CFO REPORT

July 29, 2011

TO: Board of Directors

FROM: Suha Kilic, Deputy GM/CFO

SUBJECT: **Fiscal Year 2011-12 Final Budget**

RECOMMENDATIONS

1. At 9:40 a.m. on July 29th, following the staff's presentation, concurrently open the public hearings to receive and consider comments on
 - The PBCSD Final Budget for Fiscal Year 2011-12,
 - Service charges for garbage collection and disposal,
 - Service charges for sewer collection, treatment and disposal,
 - Special tax for fire protection services.

2. After all interested persons have been heard, close the public hearings on the Final Budget and service charges, and consider adopting the following Resolutions:
 - Resolution No. 11-12 approving service charges for garbage collection and disposal; sewer treatment and disposal services; and special tax for fire protection services for Fiscal Year 2011-12;
 - Resolution No. 11-13 certifying compliance with State law for levying general and special taxes, assessments, and property related fees and charges;
 - Resolution No. 11-14 adopting the Final Budget for FY 2011-12;
 - Resolution No. 11-15 approving positions, classifications and pay schedule for FY 2011-12; and
 - Resolution No. 11-16 approving sewer connection, inspection and permit fees for FY 2011-12.

CHANGES FROM THE PRELIMINARY BUDGET

A preliminary budget was approved by the Board at its May 27, 2011 meeting. The revenues remain the same in the final budget. The Operating (O&M) expenses included in the final budget also remain the same. The amount included for capital outlays is \$177,000 more than the preliminary budget (from \$8,161,000 to \$8,338,000). \$47,000 of the increase is in the amounts being carried-over from the prior year for certain capital outlays to reflect the latest progress payments made in the prior fiscal year. That increase will not

impact the District's year-end fund balance (and the District's overall financial position). There are three changes for a total of \$130,000 in the current year capital outlays which will have an impact on the District's financial position. Those changes are:

- 1) \$100,000 increase in project costs for the 2011 Sewer Replacement Project due to addition of one additional line section replacement. The section was included as an optional item in the bid process. Based on a favorable price provided by the lowest responsive contractor, it is recommended this item be added to the project.
- 2) \$10,000 increase in the District's one-third share of the Wastewater Treatment plant capital outlays resulting based on the changes in the annual update of the Carmel Area Wastewater District budget.
- 3) \$20,000 addition to the fire capital outlay budget to replace the fire station flooring.

The table below displays a summary of the proposed FY 2011-12 budget.

SUMMARY OF PROPOSED FY 2011-12 FINAL BUDGET

<u>EXPENSES</u>	<u>Budget</u>	<u>Change from FY 2010-11 Budget</u>	
Operations & Maintenance	\$ 10,696,000	-0.7%	\$ (80,000)
Capital Outlays (Current Year)	4,284,000	48.2%	1,394,000
Subtotal	\$ 14,980,000	9.6%	\$ 1,314,000
Capital Outlays (Prior Year)	4,054,000		
Contribution to O&M Reserves	7,000		
Total	\$ 19,041,000		
<u>REVENUES</u>			
Current Revenue	\$ 12,487,000	0.8%	\$ 96,000
Appropriations from Capital Reserves	2,500,000		
Carry-Over Appropriations 2010-11	4,054,000		
Total	\$ 19,041,000		

Summary of O&M Expenses

The total amount proposed for operations and maintenance (“O&M”) expenses is \$10,696,000, which is \$80,000 or 0.7% less than the previous year’s budget. The amount proposed includes \$450,000 for the Reclamation Project distribution system O&M expenses which will be reimbursed by the Reclamation Project.

The table below summarizes the amounts budgeted for Operation and Maintenance (O&M) expenses including the changes from the previous year’s budget:

<u>Department</u>	<u>Budget</u>	<u>Change from FY 2010-11 Budget</u>	
Administration/Engineering	\$ 1,867,000	-0.8%	\$ (16,000)
Fire/Emergency Medical	5,270,000	0.0%	0
Supplemental Law Enforcement	180,000	0.0%	-
Wastewater/Maintenance	2,348,000	0.2%	4,000
Solid Waste	581,000	-5.4%	(33,000)
SUBTOTAL	\$ 10,246,000	-0.4%	\$ (45,000)
Reclamation	450,000	-7.2%	(35,000)
TOTAL	\$ 10,696,000	-0.7%	\$ (80,000)

Highlights of the O&M Appropriations and Changes from the Prior Year Budget

Administration/Engineering:

The amount budgeted for Administration and Engineering operations has decreased by 0.8% or \$16,000 from \$1,883,000 to \$1,867,000. The following are highlights of the changes (Page 22 and 23 of the attached budget report provides a detail of all line items):

- The amounts budgeted for Salaries and Benefits increased by \$19,000. The increase is mainly due to a 1.6% cost-of-living adjustment; merit adjustments for two employees (one Associate Engineer and the Accounting Technician), and an increase in medical insurance costs and payroll related benefits.

- Of the total cost of budgeted salaries and benefits, \$33,000 is allocated to the Reclamation Project for the services of Administration and Engineering employees. This amount is \$7,000 less than prior year.
- A \$12,000 Election expense is included due to the board member election in November 2011.
- The amount budgeted for the County Property Tax Administrative Charges decreased by \$10,000 (from \$140,000 to \$130,000) based on updated estimates.
- The amount budgeted for Actuarial & Benefits Consulting decreased by \$8,000 as a result of the termination of the Defined Benefit Pension Plan.
- The amount budgeted for General Engineering Consulting Services decreased by \$25,000 (from \$75,000 to \$50,000) to reflect the completion of the undergrounding utilities feasibility study.
- Building and Facilities Maintenance decreased by \$12,100 (from \$50,100 to \$38,000) in anticipation that part of the administrative building exterior painting will be completed in the current fiscal year.

Police Protection/Security:

The amount budgeted for Police Protection and Security operations is \$180,000 the same as the prior year. The following are highlights of some of the items budgeted (Page 23 of the attached budget report provides a detail of all line items):

- There is no change in the amount budgeted for the California Highway Patrol (CHP) supplemental law enforcement services (\$165,000).
- \$10,000 is included to support the “Every 15 Minutes” high school education program coordinated by the California Highway Patrol and the California Office of Traffic Safety.

Fire/Emergency Medical:

The amount budgeted for Fire and Emergency Medical operations is \$5,270,000 the same as the prior year. The following are highlights of the changes (Pages 24 and 25 of the attached budget report provides a detail of all line items):

- The amount budgeted for the CAL FIRE Contractual Fire Protection and Emergency Medical Services increased by \$11,500 (or 0.3%) from \$4,459,000 to \$4,470,500. The increase can be mainly attributed to an increase in the CAL FIRE administrative charge from 11.06% to 11.96% (\$36,000). There is a 4% increase in salaries (\$95,000) offset by an approximately 5% decrease in benefit rates (\$120,000). Per a recent labor negotiation, fire personnel will contribute more toward CAL PERS retirement program and in return they will receive a 4% salary increase effective January 1, 2012. There is no increase in the amount budgeted for the four new communications operators (\$75,000) to increase the night shift dispatch staffing at the CAL-FIRE Emergency Command Center (ECC). The total cost of these positions is planned to be shared by PBCSD and five other CAL FIRE contracting agencies. A large portion of this cost is expected to be offset by the elimination of one cost-share ECC Captain in future years.
- There is no change in the amount budgeted for fire defense projects. \$150,000 is included for the open space fire hazard abatement projects to achieve the District's fire defense plan goals.

Wastewater/Maintenance:

The amount budgeted for Wastewater and Maintenance operations increased by 0.2% or \$4,000 from \$2,344,000 to \$2,348,000. The following are highlights of the changes (Pages 26 and 27 of the attached budget report provides a detail of all line items):

- The amount budgeted for Salaries and Benefits increased by \$32,200 mainly due to a 1.6% cost-of-living adjustment, and increase in medical insurance costs and other related benefits.
- Of the total budgeted salaries and benefits, \$89,000 is allocated to the Reclamation Project for the services of Wastewater Maintenance employees. This amount is \$8,300 less than prior year's allocation. The reduction in the amount allocated to the Reclamation Project causes part of the increase in the amount allocated for the wastewater operations.
- There is no change in the amount budgeted for the Carmel Area Wastewater District treatment and disposal contract (\$1,100,000).

Solid Waste:

The amount budgeted for Solid Waste operations decreased by 5.4% or \$33,000 from \$614,000 to \$581,000. The following are highlights of the changes (Page 27 of the attached budget report provides a detail of all line items):

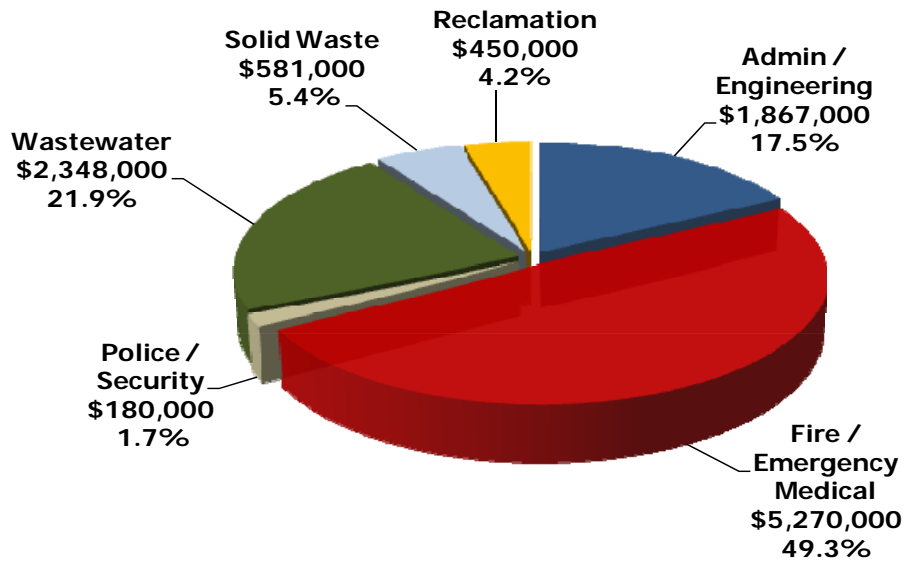
- The amount budgeted for garbage residential basic service increased by \$6,000 (or 1.1%), from \$544,000 to \$550,000. The District collects fees for this service on the property tax rolls and makes quarterly payments to the franchise holder. More information on the garbage fees has been provided under “Revenues” on Page 9.
- The amount budgeted for the hazardous material recycling event decreased by \$42,000 (or 65%), resulting from competitive pricing obtained from the vendor and operational efficiencies achieved after gaining experience from previous events.

Reclamation:

The amount budgeted for Reclamation operations decreased by 7.2% or \$35,000 from \$485,000 to \$450,000. The following are highlights of the changes (Pages 28 and 29 of the attached budget report provides a detail of all line items):

- The salaries and overhead for the Administration/Engineering and Maintenance personnel, collectively, decreased by \$15,300 due to updated estimates of personnel hours required for Reclamation operations.
- There is a \$30,000 decrease in the amount budgeted for the Poppy Hills storage tank repairs and maintenance due to the deferral of the exterior painting of the tank to the FY 2013-14.
- There is a \$30,000 increase in the amount budgeted for material and supplies at the Forest Lake reservoir mainly due to increased insecticides and gopher control activities.
- The amount budgeted for SCADA System Software and Instrumentation Consulting decreased by \$12,000 to reflect the completion of the connection of CAWD Plant and PBCSD SCADA systems.
- There is a \$4,000 decrease in the amount budgeted for the Viscaino Road pump station electricity cost based on the expectation that the potable water pumps will not be used unless there is an emergency.

*The chart below displays budgeted O&M expenses (\$10,696,000 *) by the activities of the District:*



**: Excludes \$7,000 in contributions to O&M and Rate Stabilization Reserves*

FY 2011-12 Current Revenue (Details on page 21)

The table below summarizes the estimated current revenue, and the changes from the previous year's budget:

REVENUE	Budget	Change from FY 2010-11 Budget	
Property Taxes	\$ 10,100,000	2.5%	\$ 250,000
Charges for Services	1,480,500	0.4%	6,000
Interest Revenue	150,000	0.0%	-
Other Revenue	266,500	0.0%	-
Subtotal	\$ 11,997,000	2.2%	\$ 256,000
Reclamation Prj Contribution	490,000	-24.6%	(160,000)
Total Current Revenue	\$ 12,487,000	0.8%	\$ 96,000

Property Taxes

The FY 2011-12 property tax revenues are increased to \$10,100,000, to reflect the prior year's actual estimated revenue. This amount is \$250,000 (or 2.5%) more than the prior year's budget. The amount budgeted in the prior year was conservative based on the potential downward adjustment of property values by the County Assessor's Office. The actual adjustments were less than original estimates, and PBCSD received more property tax revenue than budgeted. Property tax revenues are estimated to be flat in FY 2011-12.

Charges for Services and Assessments

Sewer User Fees

No change is proposed to the sewer user fees for FY 2011-12. The standard residential fee is \$14.62 per month (or \$175.44 per year). It is proposed that commercial sewer user fees, which are based on multiples of equivalent residential units, also remain at the same level.

The estimated annual revenue that will be generated by the proposed fees is \$735,500. The budget includes \$4,782,000 for wastewater expenditures, excluding the carry-over amount. The \$4,046,500 difference between the budgeted expenditures and the user fee revenue is proposed to be financed from property taxes (\$2,222,000), investment and other revenues (\$79,500), and an allocation from the District's Capital Outlay Reserves (\$1,745,000), which is in accordance with the Long-Term Capital Outlay and Financial Plans. The consensus of the directors has been to not raise sewer user fees if the District's priorities and available current revenue permit doing so.

Fire Protection Special Tax

No changes are proposed to the annual fire protection assessment of \$51.20 per residence and \$25.60 per unimproved parcel. The estimated amount of revenue to be generated by this special tax is approximately \$195,000.

Pursuant to a District ordinance adopted in 1982, a special fire protection tax has been imposed based on assigned units of benefits for each type of property. According to the ordinance, developed parcels are assigned 20 units of benefit and undeveloped parcels are assigned 10 units of benefit, with a maximum authorized limit of \$5.23 per unit of benefit. The District Board has historically limited the annual assessment to \$2.56 per unit of benefit, which is approximately half of the amount permitted by the authorizing ordinance.

The special tax was approved by more than two-thirds of District voters, and, at the discretion of the Board, it can be levied up to the authorized limit without a confirming election.

Garbage Collection and Disposal Fees

The annual fee for basic residential garbage service is proposed to be increased by 0.95%, or sixteen cents per month, from \$16.81 (or \$201.72 per year) to \$16.97 (or \$203.64 per year) effective July 1, 2011. These services are provided by the District through a franchise agreement with Waste Management, Inc. (WM).

WM requested a 0.95% COLA (based on 75% of the change in CPI). The request is consistent with the terms of the franchise agreement. According to the franchise agreement, the District Board, at its discretion, may approve annual rate adjustments in order to provide a fair return to WM.

Investment Revenue

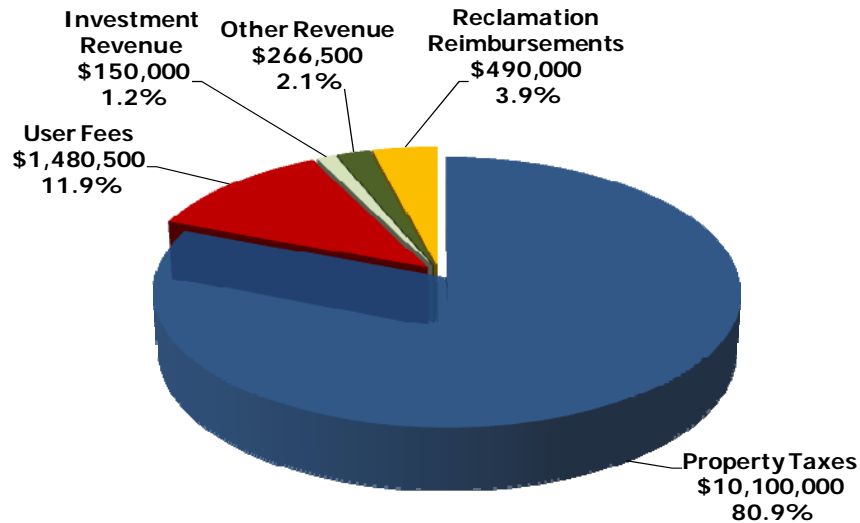
The investment revenue has been estimated at \$150,000, the same as the prior year. This reflects an expectation that short-term investments which governmental agencies are authorized to invest in will continue to yield low returns in fiscal year 2011-12.

Other Revenue

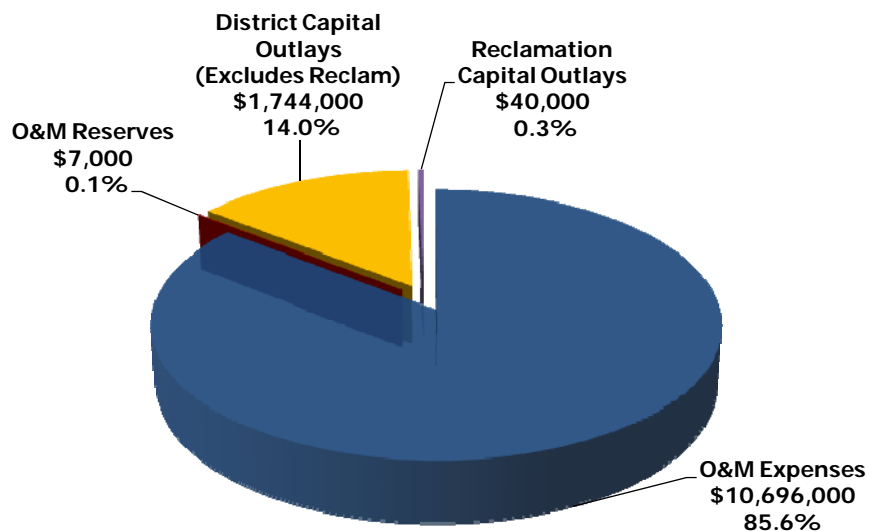
Proposition 172 public safety sales tax revenue is expected to remain the same at \$147,000. Monterey County is the only county which allocates a portion of the public safety sales tax to fire districts. The budget includes \$75,000 in solid waste franchise revenue, the same as last year. The \$9,500 budgeted for sewer connection fee revenue is also expected to remain flat in FY 2011-12.

Revenue Summary and Conclusion

The following chart displays the District's budgeted \$12,487,000 Current Revenue by source:



The following chart displays the proposed allocation of current revenues (\$12,487,000). It is expected that current revenues will be sufficient to finance the budgeted O&M expenses (\$10,696,000, excluding depreciation) and \$7,000 in contributions to operating reserves . \$1,784,000 will be allocated to finance a portion of the budgeted capital outlays and construction projects (\$1,744,000 for the capital outlays financed by the District and \$40,000 reimbursed by the Reclamation Project).



Summary of Capital Outlays

A list of all capital outlays can be found on pages 30 through 34. Items over \$25,000 are summarized below.

Administration/Engineering:

- \$40,000: Replacement of nine administration computer/laptop workstations which will be four years old. The replacements are scheduled in the latter part of the next fiscal year and will be performed based on a needs analysis.
- \$35,000: Expansion and enhancement of Geographic Information Systems (GIS) and database information systems for continued efficiency improvements in performance of day-to-day operations.
- \$25,000: Carried over from FY 2010-11 to replace the ten year old administration black and white copier/printer with a new color copier/printer and scanner combination.

Fire/Emergency Medical:

- \$2,520,000: Huckleberry Hill Water Storage Tank. The 1990 fire protection water system improvements study identified a water storage deficiency in the first lift zone. A new 800,000-gallon water storage tank is planned to be constructed to provide adequate fire flow for the First Lift zone as well as upper lift zones served by an existing tank. The new tank will be constructed adjacent to the existing water tank located at Huckleberry Hill on Sunset Lane. The budgeted amount includes \$2,020,000 carried over from the prior year.
- \$76,000: Fire Road No. 20. Currently, Fire Road No. 20 intersects Spruance Road at an angle that creates an obstructed view of on-coming traffic and insufficient turning radius. The entire budgeted amount is being carried over from FY 2010-11 to reconstruct the intersection at Spruance and Midwood Roads.
- \$85,000: Exercise Room Addition. A 256 square-foot addition to the existing exercise room is planned to provide sufficient exercise space for personnel. The amount budgeted includes \$45,000 carried over from FY 2010-11.

- \$515,000: Carried over from the prior year to replace the eighteen-year-old reserve fire engine with a new engine with a pumping capacity of 1500 gpm. This engine is expected to be placed in service in November/December 2011 and will serve as the new front-line engine (Medic Engine 6611). The existing 2000 E-One fire engine will be reassigned as the reserve engine 6621, and the existing 1993 E-One reserve engine will become surplus.
- \$60,000: Cal Fire & County 911 Dispatch Interface. Carried over from the prior year to connect CAL FIRE and the County emergency dispatch systems in order to reduce the amount of time required for the County to transfer an emergency 911 call to the CAL FIRE dispatch center.
- \$25,000: Replacement of seven fire station computer/laptop workstations which will be four years old. The replacements are scheduled in the latter part of the next fiscal year and will be performed based on a needs analysis.
- \$25,000: Purchase of a Record Management System (RMS) software to support the Wide Area Network (WAN) shared by PBCSD, Cypress & Carmel Highlands Fire Protection Districts. The Battalion II WAN is connected via a series of T-1 data lines to a centralized server located offsite with emergency data back-up and power supply.
- \$70,000: Carmel Hill Station Capital Outlays 50% PBCSD share. Includes repairs to the station driveway, remodeling the kitchen and purchasing various station and apparatus equipment. The amount budgeted includes \$30,000 carried over from FY 2010-11.

Wastewater:

- \$758,000: 2011 and 2012 Sewer Replacement Projects (\$658,000 and \$100,000, respectively). The District has an on-going program to replace or rehabilitate wastewater lines and manholes, which are annually identified and prioritized by condition. The PBCSD Long-Term Capital Outlay Program includes \$600,000 annual allocations for these capital improvement projects. Of the \$658,000 budgeted for the 2011 Sewer Line Replacement Project, \$58,000 is being carried over from the FY 2010-11 budget. As it is anticipated that design for the 2012 sewer replacement project will begin towards the end of FY 2011-12, the proposed budget includes \$100,000 for a portion of this project.
- \$125,000: Maintenance Lunchroom Expansion. The maintenance crew lunch room needs to be expanded and remodeled to bring it to the same standards as the kitchens in

the administration and fire buildings. For cost-effectiveness, the lunch room will be expanded and remodeled at the same time as the exercise room (see Fire/Emergency Medical Capital Outlays). The expansion includes a 185 square-foot addition to the lunch room.

- \$1,890,000: Wastewater Pump Station Improvements. The proposed budget includes:
 - 1) \$1,180,000 is included to install a new force main to provide redundancy to the existing 8-inch force main pipeline at Pump Station P-7 (located near the 18th tee of Pebble Beach Golf Links) and convert the existing pump station to a submersible pump station, and increase pumping and storage capacity. The recent consulting engineer's cost estimate is \$300,000 more than what was originally budgeted to complete this project. The budgeted amount includes \$880,000 carried over from the prior year.
 - 2) \$500,000 is included to convert the two existing pump stations to submersible pump stations, and increase pumping and storage capacity at Pump Stations P1 (located at 17 Mile Drive @ Cypress Point Lookout) and P6 (located at Cabrillo Rd & Cypress Drive).
 - 3) \$100,000 is included for a Pump Station Analysis Report to evaluate replacement / rehabilitation (including preliminary design) of Pump Stations P1, P2, P4, P5 and P6 and determine if Pump Station P5 (located below Sunset Lane) can be eliminated from the system.
 - 4) \$80,000 is included to replace four 75 horsepower pumps and motors at Pump Station P3 (located at 17 Mile Dr @ Spyglass Hill Rd).
 - 5) \$30,000 is carried over from the prior year to rebuild two of the solids grinders at the Seal Rock Pump Station P3.
- \$350,000: PB-2 Line Cleaning Truck. Replacement of the line cleaning truck, purchased in November 2000, which is used to remove blockages, roots, and debris from the collection system using a water jetting system.
- \$110,000: Trailer Mounted Sewer Line Rodding Machine. The budget includes \$110,000 carried over from the prior year, to purchase a power rodding machine mounted on a trailer that will be used to remove roots and clear stoppages from wastewater lines.

- \$40,000: SCADA System Servers/Software. The budget includes \$40,000, carried over from the prior year, to replace the existing three Supervisory Control and Data Acquisition (SCADA) system servers that allow the wastewater pump stations to be monitored and controlled remotely.
- \$30,000: Closed-circuit Television (CCTV) Camera / Transporter. A new shorter, remote controlled, track CCTV camera for televising sewer lines is planned to be purchased. The amount budgeted includes \$20,000 carried over from the prior year.
- \$242,000: CAWD Wastewater Treatment Plant Capital Outlays 1/3 PBCSD share. The proposed budget includes \$93,000 for construction of a grease/oil receiving facility; \$53,000 to re-build the Belt Press on site; \$96,000 for other various capital improvement projects and equipment. The amount budgeted includes \$8,000 carried over from the prior year.

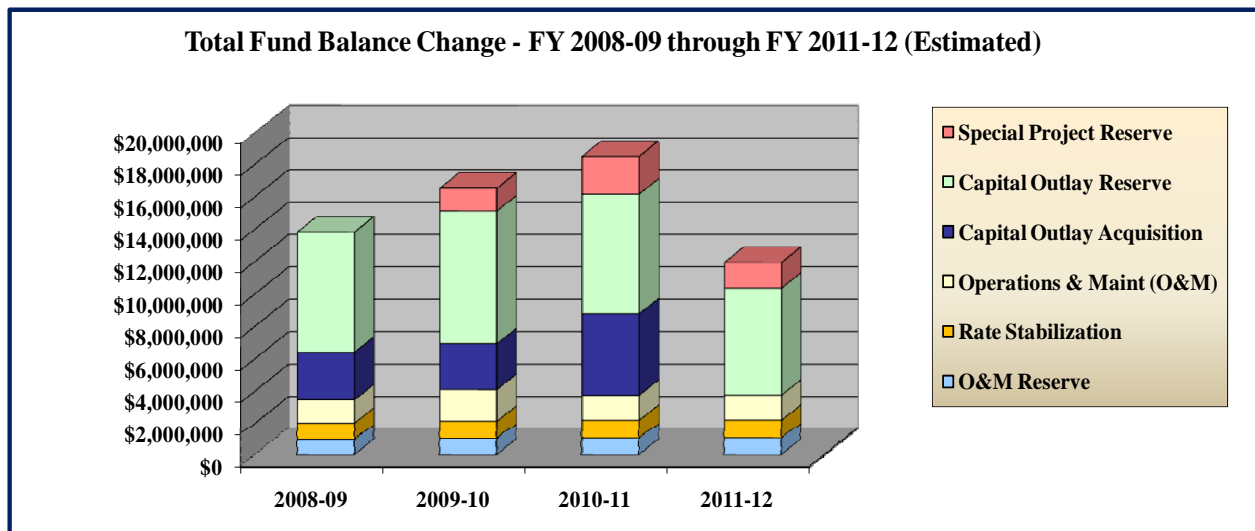
Reclamation:

- \$40,000: Forest Lake Spare Feed Pump Installation. The third redundant 100 HP feed pump that was purchased in FY 2009-10, will be installed to transport recycled water to the distribution system.
- \$43,000: Pipeline Cathodic Protection Phase II. Carried over from the prior year to protect the main reclaimed water distribution pipeline from corrosion and extend the pipeline's useful life.

Fund Balance / Working Capital

The following table and chart display the change in the District's total fund balance for the FY 2008-09 through FY 2011-12 based on the proposed budget. Designations of the fund balance are based on the District's long-term capital outlay and financial plans. The decrease in the fund balance reflects the assumption that all of the budgeted capital outlay projects will be completed and equipment will be acquired by the end of FY 2011-12. The estimated end-of-year fund balance is consistent with the District's long-term (15-year) financial plan.

	Actual 2008-09	Actual 2009-10	Estimated 2010-11	Estimated 2011-12
Estimated Fund Balance / Working Capital (Jul 1)	\$ 14,218,058	\$ 13,818,055	\$ 16,520,360	\$ 18,500,911
Revenue	12,245,088	12,795,646	12,509,047	12,487,000
Expenditures	(12,645,091)	(10,093,341)	(10,528,496)	(19,041,000)
Net Income (Loss)	(400,003)	2,702,305	1,980,551	(6,554,000)
Transfers In / Out	-	-	-	-
Estimated Fund Balance / Working Capital (Jun 30)	\$ 13,818,055	\$ 16,520,360	\$ 18,500,911	\$ 11,946,911
Designations				
O&M Reserve	\$ 940,000	\$ 1,004,000	\$ 1,029,000	\$ 1,034,000
Rate Stabilization	1,079,000	1,136,000	1,172,000	1,174,000
Operations & Maint (O&M)	1,449,377	1,962,541	1,549,911	1,549,911
Capital Outlay Acquisition	2,936,678	2,824,819	5,027,000	-
Capital Outlay Reserve	7,413,000	8,193,000	7,383,000	6,604,000
Special Project Reserve	-	1,400,000	2,340,000	1,585,000
Total	\$ 13,818,055	\$ 16,520,360	\$ 18,500,911	\$ 11,946,911



Budget Schedule

The Statutory deadline for adopting the Final Budget is September 1, 2011. It is recommended the final budget be adopted on July 29th. This will allow placement of the fees for fire, sewer and garbage services on property tax statements prior to the County Auditor's August 10th deadline. A summary of the budget and notice of the final budget and user fees public hearing has been mailed to all District property owners 45 days in advance.

Enclosures: Resolution No. 11-12, 13, 14, 15 and 16.

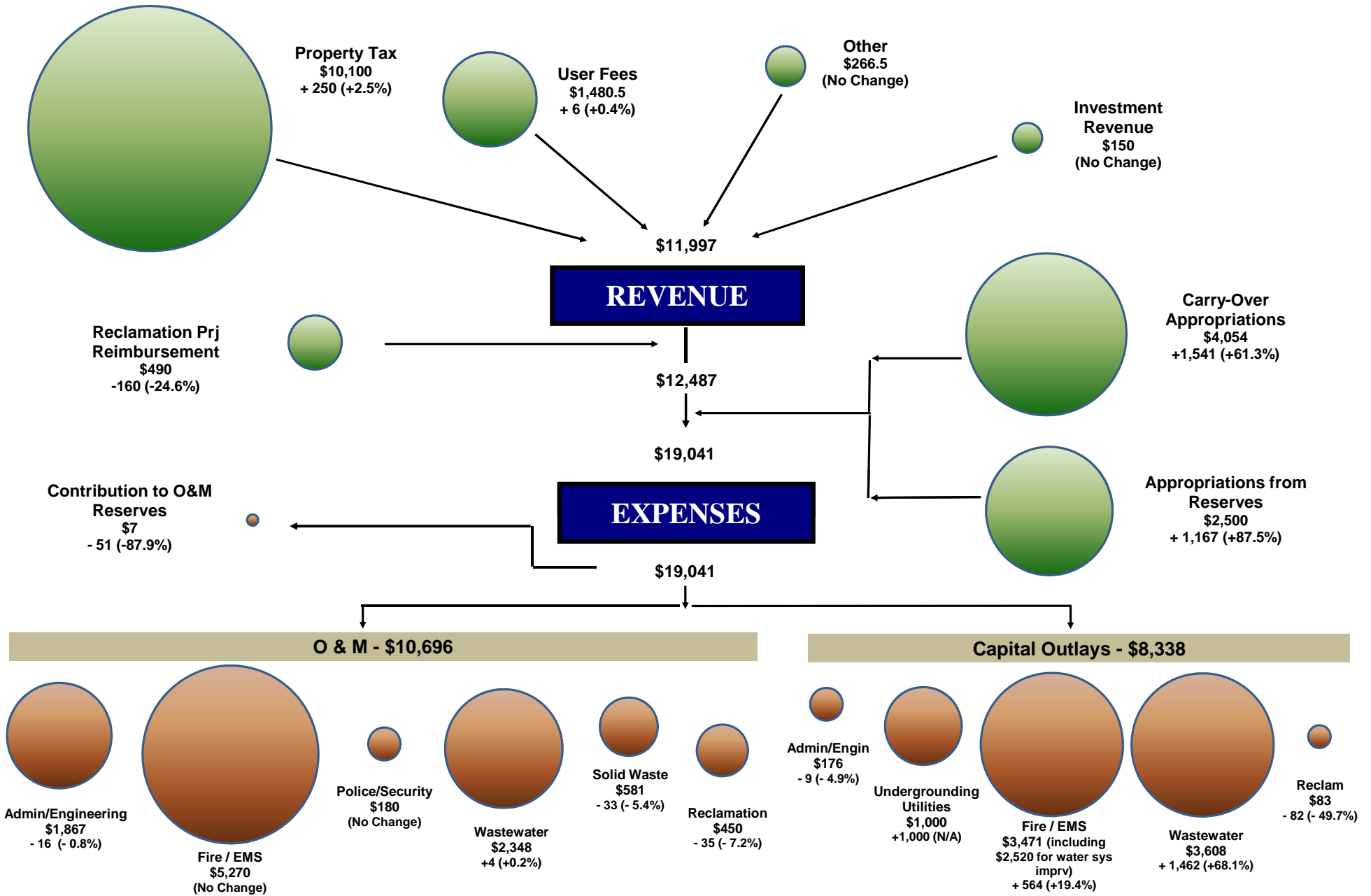
FINAL BUDGET

FY 2011-12

BUDGET SUMMARY



PBCSD FY 2011-12 FINAL BUDGET-AT-A-GLANCE (In \$1,000's)



**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET
SUMMARY**

TOTAL - ALL FUNDS / DEPARTMENTS

	ADMIN / ENGINEERING	FIRE PROTECTION	UNDERGROUND UTILITIES	POLICE / SECURITY	WASTEWATER / MAINTENANCE	SOLID WASTE	RECLAMATION	TOTAL FY 2011-12	BUDGET FY 2010-11	ACTUAL FY 2010-11
REVENUES										
Property Taxes	\$ 1,885,000	\$ 5,568,000	\$ 245,000	\$ 180,000	\$ 2,222,000			\$10,100,000	\$ 9,850,000	\$10,100,000
Charges for Services		195,000			735,500	550,000		1,480,500	1,474,500	1,478,558
Investment Revenue	14,000	66,000			70,000			150,000	150,000	119,515
Other	79,000	147,000			9,500	31,000		266,500	266,500	362,167
Subtotal	\$ 1,978,000	\$ 5,976,000	\$ 245,000	\$ 180,000	\$ 3,037,000	\$ 581,000	\$ -	\$11,997,000	\$11,741,000	\$12,060,240
Reimbursements							490,000	490,000	650,000	448,807
Subtotal Current Revenue	\$ 1,978,000	\$ 5,976,000	\$ 245,000	\$ 180,000	\$ 3,037,000	\$ 581,000	\$ 490,000	\$12,487,000	\$12,391,000	\$12,509,047
Appropriations from Capital Outlay Reserves			755,000		1,745,000			2,500,000	1,333,000	(130,000)
Carry-over Appropriations	65,000	2,770,000			1,176,000		43,000	4,054,000	2,513,000	123,210
TOTAL REVENUES	\$ 2,043,000	\$ 8,746,000	\$ 1,000,000	\$ 180,000	\$ 5,958,000	\$ 581,000	\$ 533,000	\$19,041,000	\$16,237,000	\$12,502,257
EXPENDITURES										
Operations	\$ 1,867,000	\$ 5,270,000		\$ 180,000	\$ 2,348,000	\$ 581,000	\$ 450,000	\$10,696,000	\$10,776,000	\$ 9,385,403
Capital Outlays	176,000	3,471,000	\$ 1,000,000	-	3,608,000		83,000	8,338,000	5,403,000	1,082,093
Subtotal	\$ 2,043,000	\$ 8,741,000	\$ 1,000,000	\$ 180,000	\$ 5,956,000	\$ 581,000	\$ 533,000	\$19,034,000	\$16,179,000	\$10,467,496
Contribution to O&M Reserves	-	5,000		-	2,000	-		7,000	58,000	61,000
TOTAL EXPENDITURES	\$ 2,043,000	\$ 8,746,000	\$ 1,000,000	\$ 180,000	\$ 5,958,000	\$ 581,000	\$ 533,000	\$19,041,000	\$16,237,000	\$10,528,496

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET
SUMMARY**

1. OPERATIONS

	ADMIN / ENGINEERING	FIRE PROTECTION	UNDERGROUND UTILITIES	POLICE / SECURITY	WASTEWATER / MAINTENANCE	SOLID WASTE	RECLAMATION	TOTAL FY 2011-12	BUDGET FY 2010-11	ACTUAL FY 2010-11
REVENUES										
Property Taxes	\$ 1,781,000	\$ 4,912,000		\$ 180,000	\$ 1,583,000			\$ 8,456,000	\$ 8,558,000	\$ 9,196,128
Charges for Services		195,000			735,500	550,000		1,480,500	1,474,500	1,478,558
Investment Revenue	7,000	21,000			22,000			50,000	50,000	39,149
Other	79,000	147,000			9,500	31,000		266,500	266,500	362,167
Subtotal	\$ 1,867,000	\$ 5,275,000	\$ -	\$ 180,000	\$ 2,350,000	\$ 581,000	\$ -	\$ 10,253,000	\$ 10,349,000	\$ 11,076,001
Reimbursements							450,000	450,000	485,000	344,163
TOTAL REVENUES	\$ 1,867,000	\$ 5,275,000	\$ -	\$ 180,000	\$ 2,350,000	\$ 581,000	\$ 450,000	\$ 10,703,000	\$ 10,834,000	\$ 11,420,164
EXPENDITURES										
Personnel	\$ 1,215,000				\$ 742,000		\$ 122,000	\$ 2,079,000	\$ 2,027,800	\$ 1,934,672
Other O&M	563,500	\$ 548,500		\$ 15,000	394,000	\$ 31,000	310,000	1,862,000	2,009,700	1,504,573
Contractual Services		4,470,500		165,000	1,100,000	550,000		6,285,500	6,268,000	5,946,158
Contingency - 5%	88,500	251,000			112,000		18,000	469,500	470,500	-
Subtotal	\$ 1,867,000	\$ 5,270,000	\$ -	\$ 180,000	\$ 2,348,000	\$ 581,000	\$ 450,000	\$ 10,696,000	\$ 10,776,000	\$ 9,385,403
Contribution to O&M Reserves		5,000			2,000			7,000	58,000	61,000
TOTAL EXPENDITURES	\$ 1,867,000	\$ 5,275,000	\$ -	\$ 180,000	\$ 2,350,000	\$ 581,000	\$ 450,000	\$ 10,703,000	\$ 10,834,000	\$ 9,446,403

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET
SUMMARY**

2. CAPITAL OUTLAY

	ADMIN / ENGINEERING	FIRE PROTECTION	UNDERGROUND UTILITIES	POLICE / SECURITY	WASTEWATER / MAINTENANCE	RECLAMATION	TOTAL FY 2011-12	BUDGET FY 2010-11	ACTUAL FY 2010-11
REVENUES									
Property Tax Transfer from Operations Fund	\$ 104,000	\$ 656,000	\$ 245,000		\$ 639,000		\$ 1,644,000	\$ 1,292,000	\$ 903,872
Investment Revenue	7,000	45,000			48,000		100,000	100,000	80,367
Subtotal	\$ 111,000	\$ 701,000	\$ 245,000	\$ -	\$ 687,000	\$ -	\$ 1,744,000	\$ 1,392,000	\$ 984,239
Reimbursements						40,000	40,000	165,000	104,644
Subtotal Current Revenue	\$ 111,000	\$ 701,000	\$ 245,000	\$ -	\$ 687,000	\$ 40,000	\$ 1,784,000	\$ 1,557,000	\$ 1,088,883
Appropriations from Capital Outlay Reserves			755,000		1,745,000		2,500,000	1,333,000	(130,000)
Carry-over Appropriations	65,000	2,770,000			1,176,000	43,000	4,054,000	2,513,000	123,210
TOTAL REVENUES	\$ 176,000	\$ 3,471,000	\$ 1,000,000	\$ -	\$ 3,608,000	\$ 83,000	\$ 8,338,000	\$ 5,403,000	\$ 1,082,093
EXPENDITURES									
Capital Outlay Expenditures	\$ 176,000	\$ 3,471,000	\$ 1,000,000	\$ -	\$ 3,608,000	\$ 83,000	\$ 8,338,000	\$ 5,403,000	\$ 1,082,093
TOTAL EXPENDITURES	\$ 176,000	\$ 3,471,000	\$ 1,000,000	\$ -	\$ 3,608,000	\$ 83,000	\$ 8,338,000	\$ 5,403,000	\$ 1,082,093

FINAL BUDGET

FY 2011-12

REVENUE AND EXPENDITURE DETAIL



**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

REVENUE DETAIL

	BUDGET FY 2010-11	PROJECTED ACTUAL FY 2010-11	PROPOSED FY 2011-12	CHANGE FROM FY 2010-11 BUDGET \$	%
I. PROPERTY TAXES					
Property Taxes	\$ 9,850,000	\$ 10,100,000	\$ 10,100,000	\$ 250,000	2.5%
SUBTOTAL	\$ 9,850,000	\$ 10,100,000	\$ 10,100,000	\$ 250,000	2.5%
II. CHARGES FOR SERVICES					
Sewer Service Charges	\$ 735,500	\$ 737,605	\$ 735,500	\$ -	0.0%
Residential Garbage Basic Service Charges	544,000	545,842	550,000	6,000	1.1%
Fire Service Special Tax	195,000	195,111	195,000	-	0.0%
SUBTOTAL	\$ 1,474,500	\$ 1,478,558	\$ 1,480,500	\$ 6,000	0.4%
III. INVESTMENT REVENUE					
Operations Fund 631	\$ 50,000	\$ 39,149	\$ 50,000	\$ -	0.0%
Capital Outlay Fund 632	100,000	80,367	100,000	-	0.0%
SUBTOTAL	\$ 150,000	\$ 119,515	\$ 150,000	\$ -	0.0%
IV. OTHER REVENUE					
Proposition 172 Funds	\$ 147,000	\$ 147,000	\$ 147,000	\$ -	0.0%
Garbage Franchise Fees	75,000	74,543	75,000	-	0.0%
Sewer Connection and Permit Fees	9,500	11,596	9,500	-	0.0%
PBCSD Support Services / Office Rent	10,000	10,207	10,000	-	0.0%
Other Miscellaneous Revenue and Refunds	25,000	118,820	25,000	-	0.0%
SUBTOTAL	\$ 266,500	\$ 362,167	\$ 266,500	\$ -	0.0%
SUBTOTAL CURRENT REVENUES (EXCLUDING REIMBURSEMENTS)	\$ 11,741,000	\$ 12,060,240	\$ 11,997,000	\$ 256,000	2.2%
V. REIMBURSEMENTS					
Reclamation Project Operations	\$ 485,000	\$ 344,163	\$ 450,000	\$ (35,000)	-7.2%
Reclamation Project Capital Outlays	165,000	104,644	40,000	(125,000)	-75.8%
SUBTOTAL	\$ 650,000	\$ 448,807	\$ 490,000	\$ (160,000)	-24.6%
TOTAL CURRENT REVENUES	\$ 12,391,000	\$ 12,509,047	\$ 12,487,000	\$ 96,000	0.8%
VI. ALLOCATIONS & OTHER APPROPRIATIONS					
Appropriations from / (to) Capital Outlay Reserves	\$ 1,333,000	\$ (130,000)	\$ 2,500,000	\$ 1,167,000	87.5%
Carry-over Appropriations	2,513,000	123,210	4,054,000	1,541,000	61.3%
SUBTOTAL	\$ 3,846,000	\$ (6,790)	\$ 6,554,000	\$ 2,708,000	70.4%
TOTAL REVENUES	\$ 16,237,000	\$ 12,502,257	\$ 19,041,000	\$ 2,804,000	17.3%

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

**OPERATING EXPENDITURES DETAIL
ADMINISTRATION / ENGINEERING**

	BUDGET		PROJECTED		CHANGE FROM	
	FY 2010-11	FY 2010-11	PROPOSED FY 2011-12	ACTUAL FY 2010-11	FY 2010-11 \$	BUDGET %
I. PERSONNEL						
Salaries & Wages	\$ 734,000	\$ 723,631	\$ 744,000	\$ 723,631	\$ 10,000	1.4%
Payroll Taxes	63,500	57,545	65,000	57,545	1,500	2.4%
Benefits	431,500	399,598	439,000	399,598	7,500	1.7%
Subtotal	\$ 1,229,000	\$ 1,180,775	\$ 1,248,000	\$ 1,180,775	\$ 19,000	1.5%
Allocation to Reclamation Prj	(40,000)	(22,500)	(33,000)	(22,500)	(7,000)	-17.5%
TOTAL PERSONNEL	\$ 1,189,000	\$ 1,158,275	\$ 1,215,000	\$ 1,158,275	\$ 26,000	2.2%
II. GENERAL OPERATIONS						
Programs & Charges						
Bank Fees	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	N/A
Association Memberships & Support Contributions	19,000	20,249	19,500	20,249	500	2.6%
Director Fees	10,500	8,850	10,000	8,850	(500)	-4.8%
Election	-	-	12,000	-	12,000	N/A
LAFCO Budget - PBCSD Share	20,300	20,262	19,500	20,262	(800)	-3.9%
County Property Tax Administrative Chgs	140,000	125,802	130,000	125,802	(10,000)	-7.1%
Insurance - Liability & Property	15,000	15,661	16,500	15,661	1,500	10.0%
Training / Conference & Travel	19,000	10,902	19,000	10,902	-	0.0%
Subtotal	\$ 223,800	\$ 201,726	\$ 228,000	\$ 201,726	\$ 4,200	1.9%
Professional & Technical Services						
Newsletters, Notices, Advertisements Production & Mailing	\$ 30,000	\$ 22,777	\$ 28,000	\$ 22,777	\$ (2,000)	-6.7%
Legal	35,000	37,017	40,000	37,017	5,000	14.3%
Auditing & Accounting	26,200	25,128	26,000	25,128	(200)	-0.8%
Administrative Support	22,000	8,579	18,000	8,579	(4,000)	-18.2%
Actuarial & Other Benefits Consulting	10,000	5,300	2,000	5,300	(8,000)	-80.0%
Safety & Wellness	2,000	180	5,000	180	3,000	150.0%
General Engineering Consulting	75,000	16,685	50,000	16,685	(25,000)	-33.3%
Information Sys/ Network & Software	42,000	34,649	42,000	34,649	-	0.0%
Janitorial	22,000	15,150	22,000	15,150	-	0.0%
Subtotal	\$ 264,200	\$ 165,464	\$ 233,000	\$ 165,464	\$ (31,200)	-11.8%
Materials / Supplies/ Equipment & Maintenance						
Housekeeping & Hospitality	\$ 13,300	\$ 12,266	\$ 13,500	\$ 12,266	\$ 200	1.5%
Building & Facilities Maintenance	50,100	28,601	38,000	28,601	(12,100)	-24.2%
Office Supplies / Small Equipment & Furniture	15,600	14,464	15,500	14,464	(100)	-0.6%
Network Computers / Printers & Software	14,500	14,022	14,500	14,022	-	0.0%
Postage	3,500	2,130	3,500	2,130	-	0.0%
Subscriptions - Trade Journals & Books	3,000	1,694	2,500	1,694	(500)	-16.7%
Subtotal	\$ 100,000	\$ 73,177	\$ 87,500	\$ 73,177	\$ (12,500)	-12.5%
TOTAL GENERAL OPERATIONS	\$ 588,000	\$ 440,367	\$ 548,500	\$ 440,367	\$ (39,500)	-6.7%

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

**OPERATING EXPENDITURES DETAIL
ADMINISTRATION / ENGINEERING**

	BUDGET		PROJECTED		CHANGE FROM	
	FY 2010-11	FY 2010-11	FY 2010-11	FY 2010-11	PROPOSED FY 2011-12	FY 2010-11 BUDGET \$ %
III. UTILITIES						
Gas & Electricity	\$ 5,500	\$ 4,818	\$ 5,500	\$ -	0.0%	
Telephone & Communications	9,800	5,416	7,500	(2,300)	-23.5%	
Water	1,700	1,331	2,000	300	17.6%	
TOTAL UTILITIES	\$ 17,000	\$ 11,564	\$ 15,000	\$ (2,000)	-11.8%	
IV. CONTINGENCY - 5%	\$ 89,000	\$ -	\$ 88,500	\$ (500)	-0.6%	
TOTAL ADMIN & ENGINEERING	\$ 1,883,000	\$ 1,610,206	\$ 1,867,000	\$ (16,000)	-0.8%	

POLICE PROTECTION / SECURITY

	BUDGET		PROJECTED		CHANGE FROM	
	FY 2010-11	FY 2010-11	FY 2010-11	FY 2010-11	PROPOSED FY 2011-12	FY 2010-11 BUDGET \$ %
I. GENERAL OPERATIONS						
Materials / Supplies & Equipment	\$ 5,000	\$ 318	\$ 5,000	\$ -	0.0%	
Educational Program: "Every 15 Minutes"	10,000	9,954	10,000	-	0.0%	
TOTAL GENERAL OPERATIONS	\$ 15,000	\$ 10,273	\$ 15,000	\$ -	0.0%	
II. CONTRACTUAL SERVICES						
Supplemental Law & Traffic Enforcement Svc	\$ 165,000	\$ 165,000	\$ 165,000	\$ -	0.0%	
TOTAL CONTRACTUAL SERVICES	\$ 165,000	\$ 165,000	\$ 165,000	\$ -	0.0%	
TOTAL POLICE PROTECTION / SECURITY	\$ 180,000	\$ 175,273	\$ 180,000	\$ -	0.0%	

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

**OPERATING EXPENDITURES DETAIL
FIRE / EMERGENCY MEDICAL**

	BUDGET		PROJECTED		CHANGE FROM	
	FY 2010-11	FY 2010-11	FY 2010-11	FY 2010-11	PROPOSED FY 2011-12	FY 2010-11 BUDGET \$ %
I GENERAL OPERATIONS						
Programs & Charges						
Association Memberships	\$ 2,000	\$ 1,050	\$ 1,200	\$ (800)	-40.0%	
Insurance - Liability & Property	23,000	22,842	25,500	2,500	10.9%	
Subtotal	\$ 25,000	\$ 23,892	\$ 26,700	\$ 1,700	6.8%	
Professional & Technical Services						
Information Sys/Network & Software	\$ 16,500	\$ 15,246	\$ 16,500	\$ -	0.0%	
Vehicle Map Updates	2,000	2,000	2,000	-	0.0%	
Subtotal	\$ 18,500	\$ 17,246	\$ 18,500	\$ -	0.0%	
Materials / Supplies/ Equipment & Maintenance						
Shop & Small Tools	\$ 2,000	\$ 2,070	\$ 2,000	\$ -	0.0%	
Housekeeping & Hospitality	11,700	11,109	11,200	(500)	-4.3%	
Building & Facilities Maintenance	39,700	25,061	31,500	(8,200)	-20.7%	
Office, Network & Software	14,700	13,858	13,400	(1,300)	-8.8%	
Subscriptions - Trade Journals & Books	400	358	400	-	0.0%	
Subtotal	\$ 68,500	\$ 52,457	\$ 58,500	\$ (10,000)	-14.6%	
TOTAL GENERAL OPERATIONS	\$ 112,000	\$ 93,595	\$ 103,700	\$ (8,300)	-7.4%	
II FIRE DEPT OPERATIONS (Supplies / Equipment and R&M)						
Vehicles & Equipment	\$ 29,700	\$ 21,865	\$ 20,500	\$ (9,200)	-31.0%	
Fire Hose	13,000	11,636	8,500	(4,500)	-34.6%	
Self Contained Breathing Apparatus	11,200	7,737	8,000	(3,200)	-28.6%	
Personnel & Safety	34,900	34,579	34,900	-	0.0%	
Uniform & Laundry Svc	1,700	1,653	1,700	-	0.0%	
Medical - Pebble Beach Station	4,000	10,640	4,000	-	0.0%	
Paid Call Firefighters	3,000	1,500	22,500	19,500	650.0%	
TOTAL FIRE DEPT OPERATIONS	\$ 97,500	\$ 89,610	\$ 100,100	\$ 2,600	2.7%	
III FIRE PREVENTION PROGRAM						
Memberships & Subscriptions	\$ 1,800	\$ 2,274	\$ 2,000	\$ 200	11.1%	
Professional Services - Other	8,700	28,856	10,500	1,800	20.7%	
Fire Hydrant Testing & Maintenance Svc	20,000	19,795	20,000	-	0.0%	
Training, Conferences & Travel	4,500	5,941	7,000	2,500	55.6%	
Supplies & Equipment; Repairs & Maintenance	23,000	10,094	17,500	(5,500)	-23.9%	
District Open House & Public Safety Day	27,000	25,716	27,000	-	0.0%	
Fire Defense Projects	150,000	119,016	150,000	-	0.0%	
Fire Hazard Inspection Program Expenses	5,000	4,120	5,000	-	0.0%	
Fire Hazard Abatement Clearance	12,000	2,863	12,000	-	0.0%	
Residential & Vacant Lot Clearance Reimbursement	(12,000)	(2,863)	(12,000)	-	0.0%	
TOTAL FIRE PREVENTION PROGRAM	\$ 240,000	\$ 215,811	\$ 239,000	\$ (1,000)	-0.4%	

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

**OPERATING EXPENDITURES DETAIL
FIRE / EMERGENCY MEDICAL**

	BUDGET		PROJECTED		CHANGE FROM	
	FY 2010-11	FY 2010-11	FY 2010-11	FY 2010-11	PROPOSED	FY 2010-11 BUDGET
					FY 2011-12	\$ %
IV FIRE DEPT COST SHARE AGREEMENTS						
PBCSD Serving as Lead Agency						
Multi-Agency Paramedic Program O&M	\$ 49,300	\$ 19,623	\$ 33,000	\$ (16,300)		-33.1%
Less: Cypress & C. Highlands Reimb (62.5%)	(30,800)	(12,186)	(20,500)	10,300		-33.4%
Multi-Agency Joint Training Program O&M	46,600	43,826	46,600	-		0.0%
Less: Cypress & C. Highlands Reimb (49%)	(22,900)	(21,921)	(22,900)	-		0.0%
Division Chief O&M	5,000	1,821	4,000	(1,000)		-20.0%
Less: Cypress & C. Highlands Reimb (62.5%)	(3,100)	(1,138)	(2,500)	600		-19.4%
Prevention Battalion Chief O&M (37.5%)	5,000	3,778	4,000	(1,000)		-20.0%
Less: Cypress & C. Highlands Reimb (62.5%)	(3,100)	(2,361)	(2,500)	600		-19.4%
Subtotal	\$ 46,000	\$ 31,442	\$ 39,200	\$ (6,800)		-14.8%
Cypress FPD Serving as Lead Agency						
Carmel Hill Station O&M (50% PBCSD Share)	\$ 25,000	\$ 16,007	\$ 25,000	\$ -		0.0%
Oper. Battalion Chiefs (2) O&M (37.5% PBCSD Share)	3,800	2,402	3,000	(800)		-21.1%
Subtotal	\$ 28,800	\$ 18,409	\$ 28,000	\$ (800)		-2.8%
TOTAL FIRE DEPT COST SHARE	\$ 74,800	\$ 49,851	\$ 67,200	\$ (7,600)		-10.2%
V UTILITIES						
Gas & Electricity	\$ 15,500	\$ 14,453	\$ 15,500	\$ -		0.0%
Telephone & Communications	17,300	15,439	20,000	2,700		15.6%
Water	3,000	1,886	3,000	-		0.0%
TOTAL UTILITIES	\$ 35,800	\$ 31,778	\$ 38,500	\$ 2,700		7.5%
VI CONTRACTUAL SERVICES						
CAL FIRE Sch A Fire Protection / Emerg Medical & Advanced Life Support Svc	\$ 4,459,000	\$ 4,147,052	\$ 4,470,500	\$ 11,500		0.3%
TOTAL CONTRACTUAL SERVICES	\$ 4,459,000	\$ 4,147,052	\$ 4,470,500	\$ 11,500		0.3%
VII CONTINGENCY - 5%	\$ 250,900	\$ -	\$ 251,000	\$ 100		0.0%
TOTAL FIRE DEPT	\$ 5,270,000	\$ 4,627,697	\$ 5,270,000	\$ 0		0.0%

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

**OPERATING EXPENDITURES DETAIL
WASTEWATER / MAINTENANCE**

	PROJECTED		CHANGE FROM		
	BUDGET FY 2010-11	ACTUAL FY 2010-11	PROPOSED FY 2011-12	FY 2010-11 BUDGET \$	%
I. PERSONNEL					
Salaries & Wages	\$ 455,199	\$ 442,100	\$ 460,000	\$ 4,801	1.1%
Payroll Taxes	50,900	43,802	51,000	100	0.2%
Benefits	292,700	267,995	320,000	27,300	9.3%
Subtotal	\$ 798,800	\$ 753,897	\$ 831,000	\$ 32,201	4.0%
Allocation to Reclamation Prj	(97,300)	(76,500)	(89,000)	(8,300)	-8.5%
TOTAL PERSONNEL	\$ 701,500	\$ 677,397	\$ 742,000	\$ 40,501	5.8%
II. GENERAL OPERATIONS					
Programs & Charges					
Association Memberships & Certifications	\$ 3,500	\$ 3,148	\$ 3,500	\$ -	0.0%
District Open House	5,000	3,525	5,000	-	0.0%
Insurance - Liability & Property	18,800	18,990	20,000	1,200	6.4%
Training / Conference & Travel	5,000	128	5,000	-	0.0%
Subtotal	\$ 32,300	\$ 25,790	\$ 33,500	\$ 1,200	3.7%
Professional & Technical Services					
Contractual Maintenance	\$ 30,000	\$ 18,945	\$ 25,000	\$ (5,000)	-16.7%
Safety & Wellness	4,100	1,448	5,000	900	22.0%
Actuarial & Other Benefits Consulting	3,000	3,000	1,000	(2,000)	-66.7%
SCADA, Information Sys, Network and Software	36,000	11,916	25,000	(11,000)	-30.6%
Subtotal	\$ 73,100	\$ 35,309	\$ 56,000	\$ (17,100)	-23.4%
Materials / Supplies/ Equipment & Maintenance					
Shop & Small Tools	\$ 10,000	\$ 5,246	\$ 7,500	\$ (2,500)	-25.0%
Housekeeping & Hospitality	1,500	1,693	1,500	-	0.0%
Office & Network	1,700	325	1,500	(200)	-11.8%
Personnel/ Safety & Traffic Control	14,000	3,975	10,000	(4,000)	-28.6%
Laundry & Uniform Services	11,000	10,314	11,000	-	0.0%
Subtotal	\$ 38,200	\$ 21,554	\$ 31,500	\$ (6,700)	-17.5%
TOTAL GENERAL OPERATIONS	\$ 143,600	\$ 82,654	\$ 121,000	\$ (22,600)	-15.7%
III. BUILDING & FACILITIES					
Gasoline & Diesel Fuel	\$ 45,500	\$ 43,571	\$ 45,500	\$ -	0.0%
Gasoline & Diesel Fuel Reimb (CAL FIRE/Reclam)	(27,200)	(22,608)	(27,000)	200	-0.7%
Subtotal	\$ 18,300	\$ 20,963	\$ 18,500	\$ 200	1.1%
Materials/Supplies/Equipment & Maintenance					
Buildings & Facilities Repairs & Maintenance	\$ 108,600	\$ 63,050	\$ 83,000	\$ (25,600)	-23.6%
Alloc to Admin for Building & Facil Maintenance	(50,100)	(28,601)	(38,000)	12,100	-24.2%
Alloc to Fire for Building & Facil Maintenance	(39,700)	(25,061)	(31,500)	8,200	-20.7%
Subtotal	\$ 18,800	\$ 9,388	\$ 13,500	\$ (5,300)	-28.2%
TOTAL BUILDING & FACILITIES	\$ 37,100	\$ 30,352	\$ 32,000	\$ (5,100)	-13.7%

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

**OPERATING EXPENDITURES DETAIL
WASTEWATER / MAINTENANCE**

	BUDGET FY 2010-11	PROJECTED ACTUAL FY 2010-11	PROPOSED FY 2011-12	CHANGE FROM FY 2010-11 BUDGET \$	%
IV. WASTEWATER OPERATIONS (Supplies / Equipment and R&M)					
Vehicles / Communications & Equipment	\$ 36,800	\$ 25,724	\$ 35,000	\$ (1,800)	-4.9%
Sewer Pump Stations	83,000	40,087	75,000	(8,000)	-9.6%
Subsurface Lines & Equipment	21,500	10,543	21,500	-	0.0%
Call Out Mileage Expense	1,500	402	1,500	-	0.0%
TOTAL WASTEWATER OPERATIONS	\$ 142,800	\$ 76,756	\$ 133,000	\$ (9,800)	-6.9%
V. UTILITIES					
Gas & Electricity	\$ 73,000	\$ 72,908	\$ 75,000	\$ 2,000	2.7%
Telephone & Communications	32,500	25,566	31,000	(1,500)	-4.6%
Water	2,100	1,493	2,000	(100)	-4.8%
TOTAL UTILITIES	\$ 107,600	\$ 99,967	\$ 108,000	\$ 400	0.4%
VI. CONTRACTUAL SERVICES					
CAWD Sewer Treatment & Disposal Agreement	\$ 1,100,000	\$ 1,089,462	\$ 1,100,000	\$ -	0.0%
TOTAL CONTRACTUAL SERVICES	\$ 1,100,000	\$ 1,089,462	\$ 1,100,000	\$ -	0.0%
CONTINGENCY - 5%	\$ 111,400	\$ -	\$ 112,000	\$ 600	0.5%
TOTAL WASTEWATER / MAINTENANCE	\$ 2,344,000	\$ 2,056,588	\$ 2,348,000	\$ 4,000	0.2%

SOLID WASTE

	BUDGET FY 2010-11	PROJECTED ACTUAL FY 2010-11	PROPOSED FY 2011-12	CHANGE FROM FY 2010-11 BUDGET \$	%
I. GENERAL OPERATIONS					
Programs & Charges					
Hazardous Material Recycling Event	\$ 65,000	\$ 16,833	\$ 23,000	\$ (42,000)	-64.6%
Zero Waste and Recycling Programs Support Contrib.	5,000	10,000	8,000	3,000	60.0%
TOTAL GENERAL OPERATIONS	\$ 70,000	\$ 26,833	\$ 31,000	\$ (39,000)	-55.7%
II. CONTRACTUAL SERVICES					
Waste Mgmt Basic Residential Collection & Disposal Svc	\$ 544,000	\$ 544,644	\$ 550,000	\$ 6,000	1.1%
TOTAL CONTRACTUAL SERVICES	\$ 544,000	\$ 544,644	\$ 550,000	\$ 6,000	1.1%
TOTAL SOLID WASTE	\$ 614,000	\$ 571,477	\$ 581,000	\$ (33,000)	-5.4%

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

**OPERATING EXPENDITURES DETAIL
RECLAMATION**

	BUDGET		PROJECTED		CHANGE FROM	
	FY 2010-11	FY 2010-11	FY 2010-11	FY 2010-11	PROPOSED FY 2011-12	FY 2010-11 BUDGET \$ %
I. ADMINISTRATIVE & GENERAL EXPENSES						
Salaries, Benefits & Overhead						
Salaries - Admin & Engineering	\$ 26,650	\$ 15,000	\$ 22,000	\$ (4,650)	-17.4%	
Payroll Taxes/Benefits - Admin & Engineering	13,350	7,500	11,000	(2,350)	-17.6%	
Subtotal	\$ 40,000	\$ 22,500	\$ 33,000	\$ (7,000)	-17.5%	
Other Administrative & General Expenses						
Directors Fees	\$ 500	\$ 200	\$ 500	\$ -	0.0%	
Insurance - Property & Liability	7,000	5,221	7,000	-	0.0%	
Insurance - Earthquake	16,000	13,726	15,000	(1,000)	-6.3%	
Insurance Forest Lake Dam Failure Liability	7,300	6,566	7,000	(300)	-4.1%	
Subtotal	\$ 30,800	\$ 25,713	\$ 29,500	\$ (1,300)	-4.2%	
TOTAL ADMINISTRATIVE & GENERAL	\$ 70,800	\$ 48,213	\$ 62,500	\$ (8,300)	-11.7%	
II. DISTRIBUTION SYSTEM O&M EXPENSES						
Salaries, Benefits & Overhead						
Salaries - Maintenance	\$ 64,900	\$ 51,000	\$ 59,000	\$ (5,900)	-9.1%	
Payroll Taxes/Benefits - Maintenance	32,400	25,500	30,000	(2,400)	-7.4%	
Subtotal	\$ 97,300	\$ 76,500	\$ 89,000	\$ (8,300)	-8.5%	
Energy & Utilities						
Gas & Electricity	\$ 45,800	\$ 38,900	\$ 43,500	\$ (2,300)	-5.0%	
Telephone & Communications	11,500	9,900	11,500	-	0.0%	
Forest Lake Eye Wash Sys Standby Water	700	400	500	(200)	-28.6%	
Subtotal	\$ 58,000	\$ 49,200	\$ 55,500	\$ (2,500)	-4.3%	
Other Distribution O&M Expenses						
Permits	\$ 13,000	\$ 10,000	\$ 13,000	\$ -	0.0%	
Repairs & Maintenance - Distribution Lines	28,000	32,000	25,000	(3,000)	-10.7%	
Repairs & Maintenance - Pump Stations	6,000	3,200	5,000	(1,000)	-16.7%	
Repairs & Maintenance - Forest Lake Reservoir	35,000	2,400	35,000	-	0.0%	
Repairs & Maintenance - Poppy Hills Storage Tank	42,000	2,700	12,000	(30,000)	-71.4%	
Call Out Mileage	1,700	1,600	2,000	300	17.6%	
Fuel	2,500	2,000	2,500	-	0.0%	
Training & Tuitions / Assoc Memberships & Certifications	3,500	2,250	3,500	-	0.0%	
Materials & Supplies - Forest Lake Reservoir	10,000	26,000	40,000	30,000	300.0%	
Rescue & Safety Supplies / Equipment	4,000	400	4,000	-	0.0%	
Forest Lake Chemicals	34,000	34,000	35,000	1,000	2.9%	
Scada System Supplies / Equipment / Repairs & Maintenance	2,000	3,000	2,000	-	0.0%	
Scada Sys Software / Instrumentation Consulting	30,000	33,000	18,000	(12,000)	-40.0%	
Lab Contract Svc/ Water Quality Analysis	2,000	500	2,000	-	0.0%	
Subtotal	\$ 213,700	\$ 153,050	\$ 199,000	\$ (14,700)	-6.9%	

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

OPERATING EXPENDITURES DETAIL

RECLAMATION

	BUDGET FY 2010-11	PROJECTED ACTUAL FY 2010-11	PROPOSED FY 2011-12	CHANGE FROM FY 2010-11 BUDGET \$	%
Professional Services					
Engineering Consulting	\$ 25,000	\$ 16,500	\$ 25,000	\$ -	0.0%
Other Professional Services	1,000	700	1,000	-	0.0%
Subtotal	\$ 26,000	\$ 17,200	\$ 26,000	\$ -	0.0%
TOTAL DISTRIBUTION SYSTEM	\$ 395,000	\$ 295,950	\$ 369,500	\$ (25,500)	-6.5%
TOTAL RECLAMATION PRJ (BEFORE CONTINGENCY)	465,800	344,163	432,000	(33,800)	-7.3%
III. CONTINGENCY - 5%	\$ 19,200	\$ -	\$ 18,000	\$ (1,200)	-6.3%
TOTAL RECLAMATION PRJ	\$ 485,000	\$ 344,163	\$ 450,000	\$ (35,000)	-7.2%

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

CAPITAL OUTLAYS

	BUDGET FY 2010-11	PROJECTED ACTUAL FY 2010-11	PROPOSED FY 2011-12	CHANGE FROM FY 2010-11 BUDGET		Information Only Carry Over FY 2010-11
				\$	%	
<u>A. ADMINISTRATION / ENGINEERING</u>						
Office & Community Rm Equip	\$ 175,000	\$ 48,301	\$ 166,000	\$ (9,000)	-5.1%	\$ 55,000
Emergency Replacement Reserve	10,000	-	10,000	-	0.0%	10,000
Subtotal	\$ 185,000	\$ 48,301	\$ 176,000	\$ (9,000)	-4.9%	\$ 65,000
<u>B. POLICE PROTECTION / SECURITY</u>						
Traffic Control Equipment	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	N/A	\$ -
<u>C. FIRE</u>						
Capital Improvement Projects	\$ 2,230,000	\$ 77,443	\$ 2,701,000	\$ 471,000	21.1%	\$ 2,141,000
Fire Department Equipment	657,000	20,630	750,000	93,000	14.2%	609,000
Emergency Replacement Reserve	20,000	-	20,000	-	0.0%	20,000
Subtotal	\$ 2,907,000	\$ 98,073	\$ 3,471,000	\$ 564,000	19.4%	\$ 2,770,000
<u>D. UNDERGROUND UTILITIES</u>						
Capital Improvement Projects	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	N/A	\$ -
Subtotal	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	N/A	\$ -
<u>E. WASTEWATER / MAINTENANCE</u>						
Treatment Plant Capital Outlays	\$ 106,000	\$ 64,976	\$ 242,000	\$ 136,000	128.3%	\$ 8,000
Sewer Replacement Projects	745,000	661,399	758,000	13,000	1.7%	58,000
PBCSD Facilities Improvements	25,000	15,264	125,000	-	400.0%	-
Pump Stations Rehabilitation Project	1,030,000	120,608	1,890,000	860,000	83.5%	910,000
Wastewater Dept Equipment	220,000	11,828	573,000	353,000	160.5%	180,000
Emergency Replacement Reserve	20,000	-	20,000	-	0.0%	20,000
Subtotal	\$ 2,146,000	\$ 874,075	\$ 3,608,000	\$ 1,462,000	68.1%	\$ 1,176,000
<u>F. RECLAMATION</u>						
Distribution Sys Capital Improvements	\$ 75,000	\$ 7,293	\$ 43,000	\$ (32,000)	-42.7%	\$ 43,000
Reclamation Prj Equipment	90,000	54,351	40,000	(50,000)	-55.6%	-
Subtotal	\$ 165,000	\$ 61,644	\$ 83,000	\$ (82,000)	-49.7%	\$ 43,000
TOTAL CAPITAL ITEMS	\$ 5,403,000	\$ 1,082,093	\$ 8,338,000	\$ 2,935,000	54.3%	\$ 4,054,000

The Proposed \$8,338,000 for Capital Outlays includes \$4,054,000 in carry-over items from the previous Fiscal Year 2010-11 Budget and \$40,000 in current year reimbursements.

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

CAPITAL OUTLAY DETAIL

ADMINISTRATION / ENGINEERING

	PROPOSED FY 2011-12	<i>Information Only</i> CARRY OVER FY 2010-11
ADMIN OFFICE EQUIPMENT		
Replace Workstation Computers / Laptops (9)	\$ 40,000	
GIS / Information Systems Development	35,000	
Replace Network Color/Printer & Scanner	25,000	\$ 25,000
Boardroom Modular Furniture	20,000	
Replace Reverse 911 Server	10,000	10,000
Training Room Multi-media Projector	10,000	10,000
Board Room Multi-media Projector	10,000	10,000
Front Office Network Color Printer	6,000	
Replace Digital Scanner	5,000	
Miscellaneous Equipment	5,000	
TOTAL EQUIPMENT	\$ 166,000	\$ 55,000

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

**CAPITAL OUTLAY DETAIL
FIRE / EMERGENCY MEDICAL**

	PROPOSED FY 2011-12	<i>Information Only</i> CARRY OVER FY 2010-11
CAPITAL IMPROVEMENT PROJECTS		
New Huckleberry Hill Water Tank (800,000 gallons)	\$ 2,520,000	\$ 2,020,000
Fire Road No. 20 Intersection Improvements	76,000	76,000
Exercise Room Addition	85,000	45,000
Fire Dept Flooring	20,000	
TOTAL CAPITAL IMPROVEMENTS	\$ 2,701,000	\$ 2,141,000
FIRE DEPT EQUIPMENT		
<u>Pebble Beach Fire Station</u>		
Replace Engine 6621	\$ 515,000	\$ 515,000
Monterey County / Cal Fire Dispatch Systems Connection Prj	60,000	60,000
Workstation Computers / Laptops (7)	25,000	
Record Management System (RMS) Software	25,000	
Physical Fitness Exercise Equipment	20,000	
Engine SCBA Units (2)	15,000	
Replace SCBA Refill Station	7,000	4,000
Universal Weight Machine	7,000	
SUBTOTAL	\$ 674,000	\$ 579,000
<u>Carmel Hill Station - 50% PBCSD Share</u>		
Repair Station Driveway	\$ 45,000	\$ 15,000
Remodel Kitchen	15,000	15,000
Carmel Hill Equipment	10,000	
SUBTOTAL	\$ 70,000	\$ 30,000
<u>Shared Battalion Programs - PBCSD Share 37.5%</u>		
Computer Workstations (4) - Division Chief / Paramedic & Training Captains / Heavy Equipment Mechanic	\$ 16,000	
Less: Cypress FPD & Carmel Highlands FPD 62.5% Share	(10,000)	
SUBTOTAL	\$ 6,000	\$ -
TOTAL EQUIPMENT	\$ 750,000	\$ 609,000

UNDERGROUNDING UTILITIES

CAPITAL IMPROVEMENT PROJECTS		
Undergrounding Utilities Project #1	\$ 1,000,000	
TOTAL CAPITAL IMPROVEMENTS	\$ 1,000,000	\$ -

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

WASTEWATER / MAINTENANCE

Information Only

	PROPOSED FY 2011-12	CARRY OVER FY 2010-11
CAPITAL IMPROVEMENT PROJECTS		
2011 Sewer Replacement Prj	\$ 658,000	\$ 58,000
Maintenance Lunchroom Expansion	125,000	
2012 Sewer Replacement Prj	100,000	
TOTAL CAPITAL IMPROVEMENTS	\$ 883,000	\$ 58,000
PUMP STATIONS REHABILITATION PROJECTS		
Pump Station P-7 Improvements	\$ 1,180,000	\$ 880,000
Pump Station P-1 Rehabilitation	250,000	
Pump Station P-6 Rehabilitation	250,000	
Pump Station Analysis Report	100,000	
Pump Station P3 Rehab: Replace 75HP Pumps (4)	80,000	
Pump Station P-3 Solids Grinders (2) Rebuild	30,000	30,000
TOTAL PUMP STATIONS	\$ 1,890,000	\$ 910,000
MAINTENANCE DEPT EQUIPMENT		
PB-2 Line Cleaning Truck	\$ 350,000	
Trailer Mounted Sewer Line Rodding Machine	110,000	\$ 110,000
Scada System Servers / Software (3)	40,000	40,000
CCTV Camera / Transporter	30,000	20,000
Miscellaneous Maintenance Equipment	25,000	
Confined Space Equipment	10,000	10,000
Computer Workstations (2)	8,000	
TOTAL EQUIPMENT	\$ 573,000	\$ 180,000

**WASTEWATER TREATMENT PLANT
(1/3 PBCSD Share)**

CAPITAL IMPROVEMENT PROJECTS		
Grease Receiving Facility	\$ 93,000	
Belt Press "In-Situ" Rebuild	53,000	
Scada Workstation & HMI Hardware/Software Upgrade (50% Reclam)	18,000	
Study of Discharge into Bay	17,000	
Scada Historian Database Archiver Upgrade (50% Reclam)	8,000	
MLSS Sluice Gates	5,500	
Handrail Replacements (Primary Clarifiers #1/#2; Aeration Basin #3/#4)	5,000	\$ 3,000
Chlor /DeChlor Chlorine Analyzers	4,000	
Chlor / DeChlor Channel Flush System (50% Reclam)	3,500	
Ops-Aeration Basin D.O. Probes (50% Reclam)	1,000	
Replace Tankage Kickboards	1,000	1,000
TOTAL CAPITAL IMPROVEMENTS PRJ	\$ 209,000	\$ 4,000

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
FY 2011-12 FINAL BUDGET**

WASTEWATER TREATMENT PLANT (Continued)

(1/3 PBCSD Share)

Information Only

	PROPOSED FY 2011-12	CARRY OVER FY 2010-11
EQUIPMENT		
Miscellaneous Treatment Plant Equipment	\$ 10,000	
Telephone / Voicemail System (10% Reclamation)	7,500	
4" Trailer Mounted Pump (15% Reclamation)	7,000	
Scada Workstation Repl / Software / I-Phone Upgrade (50% Reclam)	4,000	\$ 4,000
Operations Maintenance Cart	3,500	
Safety - Self Contained Breathing Apparatus (50% Reclam)	1,000	
TOTAL EQUIPMENT	\$ 33,000	\$ 4,000

RECLAMATION

RECLAMATION EQUIPMENT (FOREST LAKE & DISTRIBUTION SYSTEM)

Pipeline Cathodic Protection Phase II	\$ 43,000	\$ 43,000
Forest Lake Spare Feed Pump Installation	40,000	
TOTAL EQUIPMENT	\$ 83,000	\$ 43,000

FINAL BUDGET

FY 2011-12

FINAL BUDGET RESOLUTIONS

- 1) **No. 11-12** Approving Service Charges and Special Assessments for Sewer Treatment and Disposal, Garbage and Refuse Collection and Disposal, and Fire Protection Services within the District for the Fiscal Year 2011-12.
- 2) **No. 11-13** Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-related fees and charges for Fiscal Year 2011-12.
- 3) **No. 11-14** Adopting Final Budget for Fiscal Year 2011-12.
- 4) **No. 11-15** Approving Positions, Classifications, and Pay Schedule for Fiscal Year 2011-12.
- 5) **No. 11-16** Establishing the District Sewer Connection Fee for Fiscal Year 2011-12.



**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 11-12**

**APPROVING SERVICE CHARGES FOR SEWER TREATMENT AND
DISPOSAL AND GARBAGE COLLECTION AND DISPOSAL SERVICES; AND
A SPECIAL TAX FOR FIRE PROTECTION SERVICES WITHIN THE
DISTRICT FOR THE FISCAL YEAR 2011-12**

-o0o-

WHEREAS, on June 2, 1981 the voters of former Monterey County Service Area (“CSA”) No. 42 approved a proposition entitled, "*Ordinance No. 2703, An Ordinance of The County of Monterey Imposing A Special Tax For Fire Protection And Prevention In Monterey County Service Area No. 42*"; and

WHEREAS, this District, as successor in interest to CSA No. 42, subsequently adopted Ordinance No. 2 ratifying and adopting all ordinances and resolutions of said CSA; and

WHEREAS, this District adopted Ordinances No. 3 and 13 providing for collection of sewer treatment and disposal, and garbage and refuse collection and disposal services provided by the District on the County property tax roll; and

WHEREAS, it is necessary to fix rates for sewer treatment and disposal services, garbage and refuse collection and disposal services and to determine and levy the amount of the annual special tax for fire protection and prevention services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pebble Beach Community Services District as follows:

1. The annual rates for District services are approved as follows:
 - a) sewer treatment and disposal services as displayed in the “Exhibit A” attached hereto,
 - b) basic residential garbage and refuse collection and disposal services: \$203.64,
 - c) special tax for fire protection and prevention services: \$51.20 for residential units, \$25.60 for unimproved parcels and for other properties as prescribed in CSA No. 42 Ordinance No.2703.
2. The service charges and special tax are hereby adopted in full and ordered to be listed, along with any changes approved by the Board, in a report to be prepared by the General Manager/Secretary or his designated representative, and said charges and special tax are to be collected on the tax rolls of the County of Monterey for fiscal year 2011-12 in the manner provided by law.

3. The Board Secretary is instructed to file with the Auditor of Monterey County, on or before the 1st day of August 2011, an electronic list of said service charges and special tax levied on each separate parcel, and a certified copy of this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Pebble Beach Community Services District, Pebble Beach, Monterey County, California, at a regular meeting held on **July 29, 2011** by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ATTEST:

Gerald F. Verhasselt, Board President

Michael A. Niccum, Board Secretary

Exhibit A

RATE SCHEDULE FOR FY 2011-12 SEWER SERVICE CHARGES

Rate Schedule. Sewer Service Charges are hereby prescribed for all premises within the District, and for all undeveloped residential lots of record for which the sewerage system is being maintained in order to provide for eventual connection for the said residential lots of record. The annual rates for operation and maintenance of sewage treatment and local collection facilities shall be as follows:

<u>SOURCE</u>	<u>2011-12 RATES FOR SYSTEM-WIDE USER CHARGE</u>	<u>LOCAL SYSTEM CHARGE</u>
<u>Residential</u> (\$/Unit)	\$175.44	
<u>Motel/Hotel</u> (\$/Unit)		
Private.....	35.08	
Commercial.....	87.72	
<u>School & Child Day Care</u>		
\$/Boarding - Student.....	43.86	79.14
\$/day Student/Child	8.78	15.82
<u>Restaurant/Bar</u> (\$/Seat/Seating).....	11.70	
<u>Dining Rooms</u> (\$/Seat/Seating)		
Private.....	3.50	
Commercial.....	8.78	
<u>Gas Station</u> (\$/Unit).....	350.88	
<u>Miscellaneous Commercial</u>		
\$/ 1-10 Employees.....	175.44	
\$/ 11-20 Employees.....	350.88	
\$/ 21-30 Employees.....	526.32	
<u>Post Office</u> (\$/Unit).....	175.44	
<u>Large Commercial Users</u> (\$/1000 Gallons).....	3.04	5.49
<u>Miscellaneous</u>		
Restroom (\$/Toilet).....	21.94	
Availability Fee: Undeveloped Residential Lots of Record.....	58.48	

DEPUTY GENERAL MANAGER/CFO REPORT

July 29, 2011

To: Board of Directors

From: Suha Kilic, Deputy GM/CFO

Subject: **Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments and Property Related Fees and Charges.**

RECOMMENDATION

It is recommended that the Board Adopt Resolution 11-13 Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments and Property Related Fees and Charges.

DISCUSSION

The District's sewer service charges, garbage basic service charges, and fire service special taxes are collected using the County's secured tax rolls. In order to insure that the provisions of Proposition 218 are being addressed by the District, the Monterey County Auditor requires certification of compliance with the proposition, including a hold harmless and indemnification provision. This certification is required each year on or before August 1 before the processing of the secured tax roll bills for the coming fiscal year.

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 11-13**

**RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH
RESPECT TO THE LEVYING OF GENERAL AND SPECIAL TAXES,
ASSESSMENTS, AND PROPERTY-RELATED FEES AND CHARGES**

-oOo-

WHEREAS, Pebble Beach Community Services District (“District”) requests that the Monterey County Auditor-Controller enter those general or special taxes, assessments, and property-related fees or charges identified in Exhibit “A” on the tax roll for collection and distribution by the Monterey County Treasurer-Tax Collector commencing with the property tax bills for fiscal year 2011-12.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pebble Beach Community Services District as follows:

1. The District hereby certifies that it has, without limitation, complied with all legal procedures and requirements necessary for the levying and imposition of the general or special taxes, assessments and property-related fees or charges identified in Exhibit "A," regardless of whether those procedures and requirements are set forth in the Constitution of the State of California, in State statutes, or in the applicable decisional law of the State of California.

2. The District further certifies that, except for the sole negligence or misconduct of the County of Monterey, its officers, employees and agents, the District shall be solely liable and responsible for defending, at its sole expense, cost and risk, each and every action, suit or other proceeding brought against the County of Monterey, its officers, employees and agents for every claim, demand or challenge to the levying or imposition of

the general or special taxes, assessments or property-related fees and charges identified in Exhibit “A” and that it shall pay or satisfy any judgment rendered against the County of Monterey, its officers, employees and agents on every such action, suit or other proceeding, including all claims for refunds and interest thereon, legal fees, court costs and administrative expenses of the County of Monterey to correct the tax rolls.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Pebble Beach Community Services District duly held on **July 29, 2011**, by the following vote:

AYES: Directors:
NOES: Directors:
ABSENT: Directors:

ATTEST:

Gerald F. Verhasselt, Board President

Michael A. Niccum, Board Secretary

EXHIBIT "A"

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 11-13
CERTIFYING COMPLIANCE WITH STATE LAW WITH
RESPECT TO THE LEVYING OF GENERAL AND SPECIAL TAXES,
ASSESSMENTS, AND PROPERTY-RELATED FEES AND CHARGES**

FISCAL YEAR 2011-12

GENERAL TAXES: None.

SPECIAL TAXES: Fire Service Special Tax.

ASSESSMENTS: None.

PROPERTY-RELATED FEES AND CHARGES:

1. Levied as an incident of property ownership: Sewer availability fee.
2. Other: Sewer Service Charges.

Garbage Basic Service Charges.

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 11-14**

ADOPTING FINAL BUDGET FOR FISCAL YEAR 2011-12

-o0o-

WHEREAS, on May 27, 2011, the Board of Directors of the Pebble Beach Community Services District ("District") has received, reviewed and approved a Preliminary Budget for the District for Fiscal Year 2011-12; and

WHEREAS, the District has provided notification to the public and disseminated information about the Preliminary Budget, and has held a public hearing on this date to receive any questions, comments and requested changes to be considered in the adoption of a Final Budget for the District for Fiscal Year 2011-12.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pebble Beach Community Services District, Monterey County, California, as follows:

1. The District's Final Budget for FY 2011-12, attached hereto as Exhibit A, is hereby approved.
2. The Final Budget for FY 2011-12 includes the following anticipated revenues and expenditures:

REVENUES:

Property Taxes	\$10,100,000
User Fees	1,480,500
Interest	150,000
Other	266,500
Reimbursements	490,000
From Fund Balance/Reserves:	<u>6,554,000</u>
Total Revenues	\$19,041,000

EXPENDITURES:

Operations	\$10,703,000
Capital Items	<u>8,338,000</u>
Total Expenditures	\$19,041,000

3. The Board Secretary is instructed to transmit to the Monterey County Auditor-Controller a certified copy of this Resolution and the Fiscal Year 2011-12 Final Budget.

PASSED AND ADOPTED by the Board of Directors of Pebble Beach Community Services District, Pebble Beach, Monterey County, California, at a regular meeting held on **July 29, 2011** by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ATTEST:

Gerald F. Verhasselt, Board President

Michael A. Niccum, Board Secretary

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 11-15**

**APPROVING POSITIONS, CLASSIFICATIONS,
AND PAY SCHEDULE FOR FISCAL YEAR 2011-12**

-o0o-

RESOLVED, by the Board of Directors of the Pebble Beach Community Services District, Monterey County, California, that:

1. The number of employee positions, classifications, and pay schedule for fiscal year 2011-12, as shown on Exhibit "A" hereto, and the same is hereby adopted as this District's personnel and pay plan for fiscal year 2011-12.

2. This Resolution shall be entered upon the minutes of this Board, and its provisions shall become effective on July 1, 2011.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Pebble Beach Community Services District, Pebble Beach, Monterey County, California, duly held on **July 29, 2011** by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ATTEST:

Gerald F. Verhasselt, Board President

Michael A. Niccum, Board Secretary

"Exhibit A"

FY 2011-12

PEBBLE BEACH COMMUNITY SERVICES DISTRICT

PAY AND CLASSIFICATION PLAN

<u>No. of Positions</u>	<u>Classification</u>	<u>Range</u>	<u>Salary</u>
1.0	General Manager/District Engineer	Flat	\$168,624/yr.
1.0	Deputy General Manager/CFO	67	10,878/mo-13,223/mo
1.0	Senior Accountant	45	6,320/mo-7,681/mo
1.0	Accountant	40	5,585/mo-6,789/mo
	Accounting Technician	31	4,472/mo-5,437/mo
1.0	Administration & Technical Support Specialist	33	4,699/mo-5,711/mo
2.0	Associate Engineer	45	6,320/mo-7,681/mo
	Assistant Engineer	41	5,725/mo-6,959/mo
1.0	Field Maintenance Supervisor	45	6,320/mo-7,681/mo
	Maintenance Worker I	25	3,857/mo-4,688/mo
	Maintenance Worker II	29	4,257/mo-5,174/mo
	Maintenance Technician I	34	4,816/mo-5,854/mo
4.0	Maintenance Technician II	38	5,317/mo-6,461/mo
<u>12.0</u>			

DEPUTY GENERAL MANAGER/CFO REPORT

July 29, 2011

To: Board of Directors

From: Suha Kilic, Deputy GM/CFO

Subject: **PBCSD FY 2011-12 Sewer Connection Fee**

ISSUE

PBCSD Ordinance No.18 adopted March 31, 1989 requires the District to “annually or otherwise deemed as appropriate” adopt fees for: 1) making a connection to the District’s sewer collection system (connection fee); 2) inspecting the physical installation of the connection (inspection fee); and 3) administrative cost of issuing a permit for the connection (permit fee). The above-mentioned fees are \$4,038; \$75; and \$15, respectively, at present.

The ordinance also provides a formula for calculation of the connection fee. The connection fee for the FY 2011-12 has been calculated as \$4,024 which is \$14 less than the prior year. No change is recommended on the inspection and permit fees. The ordinance requires the above-mentioned fees to be adopted by a resolution of the Board.

RECOMMENDATION

It is recommended the Board consider approving the attached Resolution No. 11-16 which sets the FY 2011-12 sewer connection, inspection and permit fees at \$4,024, \$75 and \$15, respectively.

DISCUSSION

Sewer Connection Fee

The connection fee is intended to represent a fair share of the District wastewater assets to be paid when a new residential unit makes a connection to wastewater system. The formula was originally developed by Kennedy/Jenks/Chilton Engineering Consultants in the 1970s. The calculation is based on certain variables including: current value of the District’s applicable wastewater assets adjusted by depreciation and the Engineering News Record (ENR) construction cost index (which is also a variable), average daily flow per capita, and capita per residential Unit (ERU). Using the formula the sewer connection fee is calculated as \$4,024 for the FY 2011-12. Although there was a 2.7% increase in the ENR construction cost index over 2010, the connection fee decreased by \$14 because of a decrease in the depreciated value of PBCSD’s applicable assets from the prior year.

Sewer Inspection and Permit Fee

When a new building is connected to the sewer system or a sewer lateral is replaced, the District requires the owner or the contractor to obtain a permit from the District office. In addition to preparing the permit, the staff verifies the plumbing contractor's license, and liability and workers compensation insurances. After that, the District maintenance crew inspects the physical connection in the field, including preparation of a sketch of the connection and the house lateral which is added to District database. The District charges a fixed \$15.00 fee for issuance of the permit and \$75.00 for the inspection. These fees have remained unchanged for over 20 years and no change is recommended in the current year.

Encl.

Agenda Item No. 6E

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 11-16**

**ESTABLISHING THE DISTRICT SEWER CONNECTION, INSPECTION AND
PERMIT FEES FOR THE FISCAL YEAR 2011-12**

-o0o-

WHEREAS, Ordinance No. 18 provides a formula for the determination of sewer connection fees for the Pebble Beach Community Services District with said fees to be adjusted annually, or more frequently, based upon certain determinations to be made by the General Manager, including the current value of District assets; and

WHEREAS, the Deputy General Manager has submitted his report to this Board, attached hereto as Exhibit A, with revised information as to the District's assets, based on determination of applicable assets on June 30, 2011; and

WHEREAS, said ordinance also requires adoption of appropriate fees for the costs of inspection of the physical connection to the District sewer system (Inspection Fee), and issuance of a permit (Permit Fee).

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pebble Beach Community Services District that:

1. The District's sewer connection fee, as established per Ordinance No. 18, is hereby determined to be \$4,024 per equivalent residential unit for the Fiscal Year 2011-12.
2. The District's sewer inspection and permit fees are hereby determined to be \$75 and \$15, respectively, per connection for the Fiscal Year 2011-12.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Pebble Beach Community Services District, Pebble Beach, Monterey County, California, duly held on **July 29, 2011** by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ATTEST:

Gerald F. Verhasselt, Board President

Michael A. Niccum, Board Secretary

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT
CONNECTION FEE CALCULATIONS
FY 2011-12**

Based on fixed asset values on June 30, 2011

CAWD Treatment Plant PBCSD Share:

CAWD Applicable Assets Replacement Value	\$66,500,115	
Local Value- After Grant Funds	63,120,190	
Excluded Assets	(48,389,434)	
PBCSD Share		4,905,342

PBCSD other Applicable Assets	\$12,440,807	
Depreciated Value	4,724,778	
ENR Updated Value		5,891,202

Add Applicable Current Assets at 6/30/11		10,898,277
Subtotal		\$21,694,821
Total Value of all Applicable Assets on 6/30/10		\$21,806,634
Applicable portion of change since 6/30/10		(74,542)
(A) Total Value of all Applicable District Assets 6/30/11		<u>\$21,732,092</u>

(B) Average Daily Flow per Residential Usage (gpd) (See Note 1)		185 gpd
(C) PBCSD share of Authorized Flows (1/3 x 3mgd) = 1mgd		
(D) Connection fee per gallon per day (A) divided by (C)		\$21.73
Connection fee per Equivalent Residential Unit (B) x (D) (See Note 2)		<u>\$4,024</u>
CONNECTION FEE FY 2011-12		<u>\$4,024</u>

NOTES: _____

(1) Following method was used in the calculation of average daily flow per residential usage:
 Estimated average number of persons per residential unit = 1.85 (PBCSD Information Systems)
 Average Daily Flow per Capita = 100 gpd (Wastewater Treatment Facility Design Criteria)
 Average Daily Flow per Residential Usage = 1.85 x 100 = 185 gpd

(2) Calculated using the formula specified in PBCSD Ordinance No.18 adopted March 31, 1989