



Manzanita 2023 | 2024 Budget

May 9, 2023

Agenda – Budget Meeting 5-9-2023

- ▶ Building Fund & Building Reserve Fund
- ▶ Water Utility Fund & Public Works Equipment Reserve Fund
- ▶ Water SDC Fund
- ▶ Storm Drain SDC Fund
- ▶ Park SDC Fund
- ▶ Road Fund
- ▶ Timber Management Fund
- ▶ Housing Loan Rehab Fund

► Budget year 2022-2023 Projects

- Dorcas Project will finish up in early June. The Contractor has completed most Storm water mains and is currently installing water mains and services on the project. This includes over 2,200 feet of water main.
- Water Meters, We have placed our first of two collectors used for AMI meter reading. This allows for constant reading and alerts to be seen at the office. The other collector and repeaters have arrived and are awaiting to be installed.
- And a little wild weather!
 - November Wildfires
 - December Windstorm
 - February Snowstorm



Budget year 2022-2023 Equipment Changes

- ▶ Purchased 2011 F-150 \$11,000
 - ▶ Used by PW Director
- ▶ Purchased 2006 Chevy HD2500 \$6,200
 - ▶ Used by Utility Worker
- ▶ Purchased 16-foot Cargo Trailer \$5,000
 - ▶ Is used for the water purification system.
- ▶ Grant 108 kW diesel trailer generator, \$100,000 ish
 - ▶ Unit should be delivered within the next month.
- ▶ Sold ½ Ton Chevy to Building Dept \$6,500
- ▶ Sold Ford Ranger at State surplus received \$9,112



Water Utility Fund

Fund 40, Department 400

RESOURCES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
496,177	507,402	295,101	CARRYOVER BALANCE	338,010	338,010		
990,067	1,102,795	1,000,000	Water Sales and Collections	1,100,000	1,100,000		
9,855	30,377	29,880	Meter Installations	8,500	8,500		
999,922	1,133,172	1,029,880	TOTAL CHARGES FOR SERVICES	1,108,500	1,108,500	0	0
10,375	7,412	6,000	Earned Interest	7,000	7,000		
10,375	7,412	6,000	TOTAL USE OF MONEY & PROPERTY	7,000	7,000	0	0
0	1,194	100	Miscellaneous	0	0		
	55,418	90,000	Grants	0	0		
0	56,612	90,100	TOTAL OTHER REVENUE	0	0	0	0
1,506,474	1,704,598	1,421,081	TOTAL WATER UTILITY FUND RESOURCES	1,453,510	1,453,510	0	0

Water Utility Fund

Fund 40, Department 400

Water Utility Fund

Fund 40, Department 400

Expenditures Page 1

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
PERSONNEL SERVICES							
143,615	189,803	234,301	Salaries and Wages	272,832	272,832		
3,958	1,070	19,000	On call Time	19,000	19,000		
940	929	10,500	Overtime	10,500	10,500		
101,013	141,046	225,673	Payroll Benefits and Expenses	248,275	248,275		
249,526	332,847	489,474	TOTAL PERSONNEL SERVICES	550,607	550,607	0	0
			Full Time Equivalent (FTE)	3.85			
MATERIALS & SERVICES							
19,197	22,884	20,000	Building Operations	22,000	22,000		
87	879	2,200	Contract Services	22,500	22,500		
27,704	24,958	30,000	Insurance	32,400	38,000		
2,334	2,382	2,500	Office Supplies	2,500	2,500		
108	467	800	Advertising	800	800		
1,228	3,688	37,500	Building Maintenance	5,000	5,000		
74,244	88,033	60,000	Professional Services	15,000	15,000		
769	879	1,500	Uniform or Clothing Allowance	1,600	1,600		
10,561	11,866	9,600	Vehicle/Equipment Maint, Supplies, Repair	12,000	12,000		
2,238	2,033	5,000	Travel and Training - Staff	5,000	5,000		
7,226	4,917	4,500	Dues & Subscriptions	7,000	7,000		
125,665	153,877	155,000	System Maintenance and Supplies	143,500	143,500		
0	0	24,000	Chemicals, Supplies, and Telemetry	5,000	5,000		
16,687	14,762	65,000	Billing and Administration	50,000	50,000		
331	372	800	Fire Patrol	800	800		
1,446	1,239	3,600	Testing (Federal and State)	3,600	3,600		
405	325	500	Miscellaneous	500	500		
290,231	333,558	422,500	TOTAL MATERIALS & SERVICES	329,200	334,800	0	0
CAPITAL OUTLAY							
0	0	3,500	Office Equipment	3,500	3,500		
0	0	0	Vehicles and Equipment				
0	0	0	Buildings				
0	0	0	New Construction				
0	0	3,500	TOTAL CAPITAL OUTLAY	3,500	3,500	0	0
TRANSFER OUT							
14,300	14,300	16,896	Public Works Equipment Reserve Fund	17,000	17,000		
75,000	200,000	0	Water Construction Fund	0	0		
157,348	157,348	168,350	Indirect Overhead	191,000	191,000		
246,648	371,648	185,246	Payment to General Fund	208,000	208,000	0	0
170,856	173,681	171,000	TOTAL TRANSFER OUT	180,000	180,000		
957,261	1,211,735	1,271,720	TOTAL WATER UTILITY DEPARTMENT 400	1,271,307	1,276,907	0	0

Expenditures Page 2

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
MATERIALS & SERVICES							
17,290	16,613	22,000	Building Operations	19,000	19,000		
	341	400	Contract Services	500	500		
4,302	12,383	21,000	Insurance	21,000	18,000		
	0	3,500	Building Maintenance	3,500	3,500		
2,890	385	15,000	Professional Services	15,000	15,000		
450	0	800	Uniform & Clothing Allowance	800	800		
1,584	1,521	3,500	Vehicle/Equipment Maint, Supplies, Repair	3,500	3,500		
	1,395	1,800	Travel and Training - Staff	1,800	1,800		
13,485	1,054	18,500	System Maintenance and Supplies	40,000	40,000		
579	1,581	4,000	Chemicals, Supplies, and Telemetry	4,000	4,000		
1,228	1,228	1,228	Lease and Easements	1,288	1,288		
	0	3,200	Testing (Federal and State)	3,200	3,200		
	2,346	500	Miscellaneous	500	500		
41,808	38,846	95,428	TOTAL MATERIALS & SERVICES	114,088	111,088	0	0
41,808	38,846	95,428	TOTAL MATERIALS AND SERVICES DEPARTMENT 410	114,088	111,088	0	0
RESERVES							
	0	53,933	Contingency	68,115	65,515		
0	0	53,933	TOTAL RESERVES	68,115	65,515		
999,069	1,250,581	1,421,081	TOTAL WATER UTILITY FUND EXPENDITURES (400 & 410)	1,453,510	1,453,510	0	0

Public Works Equipment Reserve - 2001

Fund 54, Department 850

RESOURCES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
162,428	114,973	131,473	CARRY OVER BALANCE	123,686	123,686		
USE OF MONEY & PROPERTY							
416	297	100	Earned Interest	200	200		
0	14,504	500	Surplus Property/Equipment Sales	0	0		
416	14,801	600	Total Use of Money & Property	200	200	0	0
TRANSFER IN:							
9,200	9,200	8,700	Road Fund	8,700	8,700		
14,300	14,300	16,896	Water Operating Utility Fund	17,000	17,000		
23,500	23,500	25,596	TOTAL TRANSFER IN	25,700	25,700	0	0
186,344	153,274	157,669	TOTAL PUBLIC WORKS EQUIP RESERVE RESOURCES	149,586	149,586	0	0

EXPENDITURES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
CAPITAL OUTLAY							
0	8,500	36,000	Vehicle/Equipment Purchase	20,000	20,000		
71,371	0	0	Vehicle				
0	0	0	Equipment				
		121,669	Reserve for Future				
71,371	8,500	157,669	TOTAL CAPITAL OUTLAY	20,000	20,000	0	0
RESERVES							
0		0	Reserve for Future	129,586	129,586		
		0	TOTAL PUBLIC WORKS EQUIPMENT RESERVE	129,586	129,586		
114,973	144,774	157,669	TOTAL PUBLIC WORKS EQUIP RESERVE EXPENDITURES	149,586	149,586	0	0

Water SDC Fund

Fund 41, Department 810

RESOURCES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
2,398,581	2,765,441	3,153,082	CARRY OVER BALANCE	2,627,495	2,627,495		
CHARGES FOR SERVICES							
296,700	282,900	208,400	System Development Charges	69,000	69,000		
296,700	282,900	208,400	TOTAL CHARGES FOR SERVICES	69,000	69,000	0	0
USE OF MONEY & PROPERTY							
15,486	11,059	6,000	Earned Interest	6,000	6,000		
15,486	11,059	6,000	TOTAL CHARGES FOR USE OF MONEY & PROPERTY	6,000	6,000		
OTHER REVENUE							
0	0	0	Miscellaneous	0	0		
0	0	0	Grants	0	0		
0	0	0	TOTAL CHARGES FOR OTHER REVENUE	0	0		
TRANSFER IN:							
75,000	200,000	0	Water Operating Utility Fund	0	0		
1,800	43,640	0	Puffin LID				
76,800	243,640	0	TOTAL TRANSFERS IN	0	0	0	0
2,787,567	3,303,040	3,367,482	TOTAL WATER CONSTRUCTION FUND RESOURCES	2,702,495	2,702,495	0	0

Water SDC Fund

EXPENDITURES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
MATERIALS & SERVICES							
0	0	5,000	Contract Services	22,000	22,000		
0	0	0	Advertising	2,000	2,000		
0	0	0	Professional Fees	5,000	5,000		
0	0	5,000	TOTAL MATERIALS & SERVICES	29,000	29,000	0	0
CAPITAL OUTLAY							
22,125	20,187	751,359	Water Construction Projects: Manzanita System Projects	200,000	200,000		
22,125	20,187	751,359	TOTAL CAPITAL OUTLAY	200,000	200,000	0	0
TRANSFERS							
0	0	44,265	Indirect Cost Transfer to General Fund	0	0		
0	0	44,265	TOTAL TRANSFERS OUT	0	0		
RESERVES							
		40,000	Contingency	20,000	20,000		
2,765,442	3,282,854	2,526,858	Unappropriated Ending Fund Balance	2,453,495	2,453,495		
2,765,442	3,282,854	2,566,858	TOTAL WATER CONSTRUCTION FUND RESERVES	2,473,495	2,473,495	0	0
2,787,567	3,303,041	3,367,482	TOTAL WATER CONSTRUCTION FUND EXPENDITURES	2,702,495	2,702,495	0	0

Storm Drain SDC Fund

Fund 53, Department 810

RESOURCES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
75,739	137,690	202,990	CARRY OVER BALANCE	0	0		
CHARGES FOR SERVICES							
7,415	6,438	5,500	System Development Charges	16,690	16,690		
USE OF MONEY & PROPERTY							
426	304	100	Earned Interest	100	100		
OTHER REVENUE							
60,000	75,000	5,000	Transfer in from General Fund	25,000	25,000		
143,580	219,432	213,590	TOTAL STORM DRAIN RESOURCES	41,790	41,790	0	0

EXPENDITURES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
MATERIALS & SERVICES							
0		0	Contract Services	20,000	20,000		
4,770	1,173	15,000	Materials & Services	5,000	5,000		
4,770	1,173	15,000	TOTAL MATERIALS & SERVICES	25,000	25,000	0	0
CAPITAL OUTLAY							
1,120	8,662	194,400	Storm Drain Construction	0	0		
	8,662	194,400	TOTAL CAPITAL OUTLAY	0	0		
RESERVES							
		4,190	Contingency				
0		0	Unappropriated Ending Fund Balance	16,790	16,790		
		4,190	TOTAL STORM DRAIN FUND RESERVES	16,790	16,790	0	0
5,890	9,835	213,590	TOTAL STORM DRAIN EXPENDITURES	41,790	41,790	0	0

Park Facilities Fund

Fund 52, Department 810

RESOURCES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
19,245	21,767	21,278	CARRY OVER BALANCE	24,644	24,644		
CHARGES FOR SERVICES							
2,400	2,280	2,160	System Development Charges	600	300		
USE OF MONEY & PROPERTY							
122	87	50	Earned Interest	50	50		
OTHER REVENUE							
0		0	Miscellaneous	0	0		
0		0	Grants	0	0		
TRANSFERS IN:							
0		0	- General Fund		0		
21,767	24,134	23,488	TOTAL PARK FACILITIES FUND RESOURCES	25,294	24,994	0	0

EXPENSES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
MATERIALS & SERVICES							
0		600	Materials & Supplies	0	0		
0		0	Professional Services	0	0		
0	0	600	TOTAL MATERIALS & SERVICE	0	0	0	
CAPITAL OUTLAY							
0		0	Park Improvements	0	0		
0		0	Real Property	0	0		
	0	0	TOTAL CAPITAL OUTLAY	0	0	0	0
RESERVES							
0		22,888	Unappropriated Ending Fund Balance	25,294	24,994		
		22,888	TOTAL PARK FACILITIES FUND RESERVES	25,294	24,994	0	0
0	0	23,488	TOTAL PARK FACILITIES FUND EXPENDITURES	25,294	24,994	0	0

Road Fund

Fund 15, Department 150

RESOURCES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
541,596	592,857	729,565	CARRY OVER BALANCE	92,000	92,000		
REVENUE FROM COLLECTIONS							
89,140	92,494	68,000	Franchises and Utility Agreements	70,000	70,000		
4,300	5,625	1,000	Street Permit Fees	2,000	2,000		
93,440	98,119	69,000	TOTAL REVENUE FROM COLLECTIONS	72,000	72,000	0	0
REVENUE FROM OTHER AGENCIES							
46,404	50,033	40,000	Motor Vehicle Tax	40,000	40,000		
40,478	10,924	0	Grants		0		
86,883	60,957	40,000	TOTAL REVENUE FROM OTHER AGENCIES	40,000	40,000	0	0
USE OF MONEY & PROPERTY							
2,336	1,976	2,000	Earned Interest	2,000	2,000		
2,336	1,976	2,000	TOTAL USE OF MONEY & PROPERTY	2,000	2,000	0	0
OTHER REVENUE							
0	0		Miscellaneous	0	0		
TRANSFER IN							
100,000	130,000	0	General Fund	100,000	100,000		
0	60,000	80,000	Civic Improvement Reserve General Fund	0	0		
100,000	190,000	80,000	TOTAL TRANSFER IN	100,000	100,000	0	0
824,255	943,909	920,565	TOTAL ROAD FUND RESOURCES	306,000	306,000	0	0

Road Fund

Fund 15, Department 150

EXPENDITURES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
PERSONNEL SERVICES							
39,198	63,775	46,913	Wages and Salaries	50,502	50,502		
24,211	42,943	47,382	Payroll Benefits and Expenses	46,056	46,056		
63,409	106,718	94,295	TOTAL PERSONAL SERVICES	96,558	96,558	0	0
			Full Time Equivalent (FTE)		0.9		
MATERIALS AND SERVICES							
9,680	0	10,000	Contract Services	10,000	10,000		
456	0	5,000	Professional Services	5,000	5,000		
1,199	1,918	3,000	Insurance	2,700	2,700		
504	0	500	Building Maintenance/supplies	5,000	5,000		
6,046	8,430	7,500	Vehicle/Equipment Maint, Supplies, Repair	7,500	7,500		
0	0	500	Travel and Training - Staff	1,000	1,000		
15,130	43,665	23,000	Road Maintenance and Supplies	30,000	30,000		
7,308	7,308	8,500	Street Lights	8,500	8,500		
0	1,620	3,500	Street Signs	3,500	3,500		
3,420	0	500	Miscellaneous	500	500		
783	771	1,200	Uniform or Clothing Allowance	1,200	1,200		
44,527	63,711	63,200	TOTAL MATERIALS AND SERVICES	74,900	74,900	0	0
CAPITAL OUTLAY							
0	0	0	Vehicles & Equipment				
0	0	0	Street Improvement/Laneda				
0	1,054	614,611	Street Repair/Improvement	25,000	25,000		
0	0	0	New Construction-Bike Path/Trail				
114,262	26,820	0	Storm Drain Construction				
114,262	27,874	614,611	TOTAL CAPITAL OUTLAY	25,000	25,000	0	0
TRANSFER OUT							
9,200	9,200	8,700	Public Works Reserve Fund	8,700	8,700		
9,200	9,200	8,700	TOTAL TRANSFERS	8,700	8,700	0	0
RESERVES							
0	0	40,000	Contingency	40,000	40,000		
0	0	0	Road Fund Reserve	0	0		
0	0	99,759	Unappropriated Ending Fund Balance	60,842	60,842		
0	0	139,759	TOTAL ROAD FUND RESERVES	100,842	100,842	0	0
231,398	207,503	920,565	TOTAL ROAD FUND EXPENDITURES	306,000	306,000	0	0

Housing Rehabilitation Loan Fund

Fund 61, Department 585

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RESOURCES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
105,549	106,324	106,824	CARRY OVER BALANCE	108,118	108,118		
USE OF MONEY & PROPERTY							
0	840	0	Loan Payments	0	0		
775	554	500	Earned Interest	500	500		
775	1,394	500	TOTAL USE OF MONEY & PROPERTY	500	500	0	0
106,324	107,718	107,324	TOTAL HOUSING REHAB LOAN FUND RESOURCES	108,618	108,618	0	0

EXPENDITURES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	PROPOSED BY BUDGET OFFICER	ADOPTED BY GOVERNING BODY
MATERIALS & SERVICES							
0	0	107,324	Contract Services	10,000	10,000		
0	0	0	Rehabilitation Loans	98,618	98,618		
0	0	107,324	TOTAL MATERIALS & SERVICES	108,618	108,618	0	0
RESERVES							
0	0	0	Unappropriated Ending Fund Balance	0	0		
0	0	0	TOTAL HOUSING REHABILITATION LOAN FUND RESERVES	0	0	0	0
0	0	107,324	TOTAL HOUSING REHAB LOAN FUND EXPENDITURES	108,618	108,618	0	0

Timber Management Fund

Fund 57, Department 570

RESOURCES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
507,302	10,591	10,892	CARRY OVER BALANCE	13,541	13,541		
USE OF MONEY & PROPERTY							
3,290	2,350	300	Earned Interest	300	300		
0			Timber Sales	0	0		
3,290		300	TOTAL USE OF MONEY & PROPERTY	13,841	13,841	0	0
510,592	12,941	11,192	TOTAL TIMBER MANAGEMENT FUND RESOURCES	13,841	13,841	0	0

EXPENDITURES

BUDGET FOR FISCAL YEAR 2023/2024

ACTUAL 20/21	ACTUAL 21/22	ADOPTED 22/23		PROPOSED BY STAFF	PROPOSED BY BUDGET OFFICER	PROPOSED BY BUDGET OFFICER	ADOPTED BY GOVERNING BODY
MATERIALS & SERVICES							
0	0	5,000	Contract Services	5,000	5,000		
0	0	5,000	TOTAL MATERIALS & SERVICES	5,000	5,000	0	0
CAPITAL OUTLAY							
0	0	0	Total Capital Outlay	0	0	0	0
TRANSFER OUT							
500,000	-	0	City Hall Expansion Fund	0	0		
-	-	0	Total Transfers	0	0	0	0
RESERVES							
10,592	12,941	6,192	Unappropriated Ending Fund Balance	8,841	8,841		
		6,192	TOTAL TIMBER FUND RESERVES	8,841	8,841	0	0
510,592	12,941	11,192	TOTAL TIMBER MANAGEMENT FUND EXPENDITURES	13,841	13,841	0	0