

NIPOMO COMMUNITY SERVICES DISTRICT

MONDAY, MARCH 2, 2009

1:00 P. M.

SPECIAL MEETING NOTICE & AGENDA **FINANCE AND AUDIT COMMITTEE**

COMMITTEE MEMBERS

LARRY VIERHEILIG
JAMES HARRISON

PRINCIPAL STAFF

BRUCE BUEL, GENERAL MANAGER
LISA BOGNUDA, ASSISTANT GM
DONNA JOHNSON, BOARD SECRETARY
JON SEITZ, GENERAL COUNSEL

MEETING LOCATION - District Board Room
148 S. Wilson Street, Nipomo, California

1. **CALL TO ORDER, ROLL CALL AND FLAG SALUTE**

ACTION RECOMMENDED: None

2. **REVIEW THE FOLLOWING FOR INCLUSION IN THE 2009-2010 FISCAL YEAR BUDGET:**
 - PROPOSED CAPITAL IMPROVEMENT PROJECTS
 - PROPOSED REPLACEMENT PROJECTS
 - PROPOSED FIXED ASSET PURCHASES
 - PROPOSED MAJOR OPERATIONS & MAINTENANCE ITEMS
 - PROPOSED STAFFING
 - PROPOSED CONSERVATION AND PUBLIC OUTREACH BUDGETACTION RECOMMENDED: Provide direction to Staff

3. **CONSIDER EMPLOYEE COST OF LIVING ADJUSTMENT (COLA)**

ACTION RECOMMENDED: Forward recommendation to Board of Directors

4. **REVIEW TERMINOLOGY USED IN THE BUDGET DOCUMENT**

ACTION RECOMMENDED: Provide direction to Staff

5. **INSPECTOR/PREVENTIVE MAINTENANCE SUPERVISOR**

ACTION RECOMMENDED: No action. Discussion only.

6. **SET NEXT MEETING DATE**

ACTION RECOMMENDED: Set next meeting date

**** End Special Meeting Notice ****

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BBB*
DATE: FEBRUARY 27, 2009



REVIEW THE FOLLOWING FOR INCLUSION IN THE
2009-2010 FISCAL YEAR BUDGET

ITEM

Review the following in the 2009-2010 fiscal year budget.

BACKGROUND

The following items are for the Committee's review:

- PROPOSED CAPITAL IMPROVEMENT PROJECTS (Pages 1-3)
- PROPOSED REPLACEMENT PROJECTS (Page 4)
- PROPOSED FIXED ASSET PURCHASES (Page 5)
- PROPOSED MAJOR OPERATIONS & MAINTENANCE ITEMS (Page 6)
- PROPOSED STAFFING (Page 7)
- PROPOSED CONSERVATION/PUBLIC OUTREACH BUDGET (Pages 8-9)

RECOMMENDATION

It is recommended that the Committee provide direction to Staff. Staff will incorporate the Committee's comments and recommendations into the draft 2009-2010 budget.

ATTACHMENT

Budget information Pages

**NIPOMO COMMUNITY SERVICES DISTRICT
CAPITAL IMPROVEMENTS
DESCRIPTION OF PROPOSED PROJECTS
2009-2010**

HIGH PRIORITY PROJECTS

Southland WWTF (Phase 1) - Prepare Concept Design, Circulate Draft EIR, Respond to EIR Comments, Conduct Value Engineering exercise, Retain Construction Management Firm, Certify Final EIR; Apply for permits; Complete Design, Secure Funding, Advertise for Construction, Award Bids, Initiate Construction.

Bio-Solids Disposal - Agree on concept for disposal; prepare bid specification; advertise for work, award work, manage disposal operation.

SSO Program - Circulate consultant RFP; select consultant; execute agreement; prepare administrative draft; publish draft; secure board approval; submit to state; fund work.

SCADA Upgrades - Agree on concept; Prepare Scope of Work; Solicit Proposals; Award Quote; Complete.

GIS Upgrades - Convert to ESRI based system; Implement Update Protocol.

SEMS Local Agency Plan - Prepare Scope of Work; Solicit Proposals; Award Quote; prepare Draft Plan; Circulate for Comment; Finalize Plan, Implement Initial Program

Urban Water Management Plan Update - Prepare Scope of Work; Solicit Proposals; Award Quote; prepare Draft Plan; Circulate for Comment; Finalize Plan, Submit to State.

Supplemental Water Project

Funding - Finalize Purveyor Agreements; Finalize JPA with County; Prepare Assessment Engineer's Report; Process Assessment Procedure; Arrange for entry of Assessment on Subsequent Tax Roll; Complete Rate Studies and Financial Plan; Propose Rate Changes; Process Proposition 218 Protest Proceeding; Arrange for

Construction - Begin construction

Design and Construction Management - Prepare 50% Design; Pre-Qualify Contractors; Prepare 90% Design; Prepare Bid Specifications; Advertise; Award; Secure Submittals; Execute Agreement; Manage Construction.

Appraisals/Purchase Land - Prepare appraisals; negotiate with Property Owners; Execute Purchase Agreements; Effect transfer of title.

Lobbying - Interact with lobbyist; and interact with elected representatives/staff.

Desalination - Implement Phase 1 of Work Program.

MEDIUM PRIORITY PROJECTS

Shop Project Completion - Landscaping, additional bays to house rolling stock, lighting and lab completion.

Standpipe Mixing - Implement Water and Sewer Master Water Plan Project #27.

Relocate water mains due to County Projects - Design relocation; file Notice of Exemption; solicit bids; award bids and complete construction.

Willow Road Water Line (Phase 1) - Implement Water and Sewer Master Plan Water Projects #23-#26.

Willow Road Water Line (Phase 2) - Select Design Engineer; Prepare Design; Interact with County

Reset facilities due to County Road Projects - Design reset; file Notice of Exemption; solicit bids; award bids; and complete construction.

Second Water Connection to Blacklake/Refurbishment - Implement Water and Sewer Master Plan Water Project #7 and Agree on Concepts; Design Re-Plumbing; Implement Re-Plumbing.

Security Upgrades - Receive recommendations from Water and Sewer Master Plan; set priorities; circulate design RFP; select consultant, prepare concept design; file Notice of Exemption; secure bids; construct.

Miller Park - Form Zone of Benefit; prepare and adopt funding plan, submit activation application to LAFCO; secure LAFCO approval; formalize MOU with County of SLO; form Assessment District; prepare environmental

Salt Management Program - Prepare and Adopt Regulations regarding new regenerative water softeners; Prepare and Implement Education Program

Title 22 Compliance - Identify system deficiencies and develop program to resolve.

LOW PRIORITY PROJECTS

Sewer Design and Property Acquisition for Properties Not Fronting NCSD Sewer Mains in Prohibition Zone - Receive recommendations from Water and Sewer Master Plan; set priorities; agree on concept; circulate design RFP; select consultant; execute agreement; prepare concept design; identify potential property purchases; retain appraiser; prepare budget level appraisal; conduct initial negotiations; circulate environmental review RFP; select environmental consultant; prepare initial study; complete environmental determination; complete design.

Blume Street Dead End Looping - Implement Water and Sewer Master Plan Water Project #30.

New Water Tank Site - Discuss purchase of prospective site with respective owners, prepare appraisals; negotiate acquisition, acquire.

Remove bottlenecks at Camino Caballo - Implement Water and Sewer Master Plan Water Project #1.

NIPOMO COMMUNITY SERVICES DISTRICT
CAPITAL IMPROVEMENTS
SHARED PROJECT COST SUMMARY
2009-2010

<u>BUDGET ITEMS FOR 2009-2010</u>	#700 TOWN WATER CAPACITY CHARGES	#710 TOWN SEWER CAPACITY CHARGES	#830 FUNDED REPLACEMENT BL SEWER	#500 SUPPLEMENTAL WATER CHARGES	#600 PROPERTY TAXES	TOTAL
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HIGH PRIORITY PROJECTS

Southland WWTF (Design/CEQA/Construct)	0	8,000,000	0	0	0	8,000,000
Bio-Solids Disposal	0	212,500	37,500	0	0	250,000
SSO Program	0	48,500	7,500	0	0	56,000
SCADA Upgrades	110,000	76,000	14,000	0	0	200,000
GIS Upgrades	27,500	19,000	3,500	0	0	50,000
SEMS Local Agency Plant	11,000	7,600	1,400	0	0	20,000
Urban Water Management Plan Update	50,000	0	0	0	0	50,000
Supplemental Water Project						
Funding	0	0	0	300,000	0	300,000
Construction	0	0	0	10,000,000	0	10,000,000
Design /Construction Management	0	0	0	800,000	0	800,000
Appraisals / Purchase	0	0	0	50,000	0	50,000
Lobbying	0	0	0	60,000	0	60,000
General Manager Wages and Benefits Allocated	0	0	0	50,000	0	50,000
Desalination	0	0	0	500,000	0	500,000

MEDIUM PRIORITY PROJECTS

Shop Project Completion	44,000	30,400	5,600	0	0	80,000
Standpipe Mixing	150,000	0	0	0	0	150,000
Relocate water mains due to County Projects	50,000	0	0	0	0	50,000
Willow Road Water Line (Phase 1)	1,000,000	0	0	0	0	1,000,000
Willow Road Water Line (Phase 2)	300,000	0	0	0	0	300,000
Reset facilities due to County Road Projects	25,000	25,000	0	0	0	50,000
Second Water Connection to Blacklake/Refurbishment	30,000	0	0	0	0	30,000
Security Upgrades	22,000	15,200	2,800	0	0	40,000
Miller Park	0	0	0	0	100,000	100,000
Salt Management Program	0	42,500	7,500	0	0	50,000
Title 22 Requirements	10,000	0	0	0	0	10,000

LOW PRIORITY PROJECTS

Sewer Design and Property Acquisition for Properties not Fronting NCSD Sewer Mains in Prohibition Zone	0	50,000	0	0	0	50,000
Blume Street Dead End Looping	52,000	0	0	0	0	52,000
New Water Tank Site	300,000	0	0	0	0	300,000
Remove bottlenecks at Camino Caballo	200,000	0	0	0	0	200,000

	2,381,500	8,526,700	79,800	11,760,000	100,000	22,848,000
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NIPOMO COMMUNITY SERVICES DISTRICT
 FUNDED REPLACEMENT PROJECTS
 2009-2010

<u>BUDGET ITEMS FOR 2009-2010</u>	#805 FUNDED REPLACEMENT WATER	#810 FUNDED REPLACEMENT TOWN SEWER	TOTAL
Fire Hydrant Replacements (1)	80,000	0	80,000
Valve Replacements (1)	184,000	0	184,000
Air Vac Replacements (1)	16,500	0	16,500
Manhole Rehabilitation (1)	0	90,000	90,000
Aerators		30,000	30,000
Well Refurbishment (1)	100,000	0	100,000
Tank Coating and Repairs	100,000	0	100,000
GRAND TOTAL	<u>480,500</u>	<u>120,000</u>	<u>600,500</u>

NIPOMO COMMUNITY SERVICES DISTRICT
FIXED ASSET PURCHASES
2009-2010

<u>BUDGET ITEMS FOR 2009-2010</u>	<u>#110 ADMIN</u>	<u>#125 WATER</u>	<u>#130 TOWN SEWER</u>	<u>#150 BL SEWER</u>	<u>TOTAL</u>
Ranger Class Pickup	0	7,700	5,320	980	14,000
Trailer (Confined Space)	0	2,750	1,900	350	5,000
Trailer (Emergency Response)	0	8,250	5,700	1,050	15,000
Backhoe	0	55,000	38,000	7,000	100,000
New Water Meters for Wells	0	10,000	0	0	10,000
Tough Books for Crew (8)	0	11,000	7,600	1,400	20,000
Mini Lap Top for GM	0	550	380	70	1,000
Lab Equipment and Set Up	0	27,500	19,000	3,850	50,350
Board Room Projector System	15,000	0	0	0	15,000
Office Back Up Power - natural gas/propane	20,000	0	0	0	20,000
	<u>35,000</u>	<u>122,750</u>	<u>77,900</u>	<u>14,700</u>	<u>250,350</u>

NIPOMO COMMUNITY SERVICES DISTRICT
REPAIR AND MAINTENANCE SUMMARY
2009-2010

BUDGET ITEMS FOR 2009-2010

OPERATIONS & MAINTENANCE	#110 <u>ADMIN</u>	#125 <u>WATER</u>	#130 <u>TOWN SEWER</u>	#150 <u>BL SEWER</u>	<u>TOTAL</u>
<u>WATER DIVISIONS</u>					
Dive and Inspect Tanks	0	5,000	0	0	5,000
Hydrant Flushing and Valve Maintenance (1)	0	70,000	0	0	70,000
Various Repairs and Maintenance	0	100,000	0	0	100,000
<u>SEWER DIVISIONS</u>					
Jetting and Pumping (1)	0	0	85,000	15,000	100,000
TV/Video Sewer Mains	0	0	42,500	7,500	50,000
Various Repairs and Maintenance	0	0	85,000	15,000	100,000
	<u>0</u>	<u>175,000</u>	<u>212,500</u>	<u>37,500</u>	<u>425,000</u>

GENERAL & ADMINISTRATIVE	#110 <u>ADMIN</u>	#125 <u>WATER</u>	#130 <u>TOWN SEWER</u>	#150 <u>BL SEWER</u>	<u>TOTAL</u>
Office Landscape Plan & Phase I implementation	25,000	0	0	0	25,000
Office Structural Repairs and Painting	15,000	0	0	0	15,000
Various Repairs and Maintenance - Office Building	2,000	0	0	0	2,000
OEC Set Up	10,000	0	0	0	10,000
	<u>52,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>52,000</u>

(1) Recommended in Water and Sewer Master Plan Update

NIPOMO COMMUNITY SERVICES DISTRICT
DISTRICT PERSONNEL
2009-2010

<u>OFFICE</u>	<u>CURRENT</u>	<u>PROPOSED</u>
General Manager	1	1
Assistant General Manager	1	1
District Engineer	1	1
Secretary	1	1
Billing Clerk	1	1
Water Conservation and Public Outreach Specialist	<u>1</u>	<u>1</u>
	<u>6</u>	<u>6</u>
 <u>MAINTENANCE</u>	 <u>CURRENT</u>	 <u>PROPOSED</u>
Utility Superintendent	1	1
Utility Field Supervisor	1	1
Inspector/Preventive	1	1
Maintenance Supervisor (1)		
Utility Operator/Water Quality Technician	1	1
Utility Worker	2	2
Maintenance/Customer Service Worker (2)	2	2
Utility Office Assistant (part time) (3)	<u>1</u>	<u>1</u>
	<u>9</u>	<u>9</u>
 TOTAL	 <u>15</u>	 <u>15</u>

(1) Position was budgeted for in the 2008-2009 fiscal year and is currently vacant. Staff is currently advertising to fill this position. Application deadline is March 31, 2009.

(2) Two positions were budgeted for in the 2008-2009 fiscal year and one is currently vacant. Staff is currently advertising to fill the one open position. Application deadline is March 31, 2009.

(3) Position was budgeted for in the 2008-2009 fiscal year and is currently vacant. Application deadline has closed and applicants are being screened.

**DRAFT BUDGET: CONSERVATION AND
PUBLIC OUTREACH SPECIALIST, FY 2009 - 2010**

WATER CONSERVATION SHARED EXPENSES:

Publications/ Outreach Literature

Bill Stuffers (10 mailings, \$800 ea)	\$8,000
Brochures/Flyers (out-source print)	\$8,000
PrePrinted Materials	\$4,000
Postage & mailing svc. (2/yr) 8,000@ \$1.00 ea	\$8,000
Banners for Events	\$500
	<hr/>
	\$28,500

Workshops

Water-Smart Irrigation for the Home Gardener

Stipend	\$300
Hospitality	\$100
Advertisement	\$400
Support Materials	\$100

Soil, Compost, Improving Water-Holding Efficiency of Soil

Stipend	\$300
Hospitality	\$100
Advertisement	\$400
Support Materials	\$100

Drought-Tolerant Plants for Nipomo Mesa

Stipend	\$300
Hospitality	\$100
Advertisement	\$400
Support Materials	\$100

Landscaping w/Drought-Tolerant Plants in Nipomo

Stipend	\$300
Hospitality	\$100
Advertisement	\$400
Support Materials	\$150

Safe Warfare on Diseases and Pests in the Home Landscape

Stipend	\$300
Hospitality	\$100
Advertisement	\$400
Support Materials	\$100

Other Unanticipated Workshop (may not be utilized)

Stipend	\$300
Hospitality	\$100
Advertisement	\$400
Support Materials	\$100
	<hr/>
	\$5,850

Advertisement (General Water Conservation)

\$9,000

Customer Promotional/Giveaway Items

\$2,000

Water Audits

\$30,000

Free Small Area Landscape Designs (for Customers)

\$0

School Outreach Program

CLASSROOM SUPPORT

Environthon, Nipomo HS
Science Discovery
Student Books, Materials
Educational DVD's for borrowing

\$6,000

Events (Local)

Entry Fees
Misc. Supplies

\$100

\$50

\$150

WATER CONSERVATION SHARED EXPENSES TOTAL: \$81,500

WATER CONSERVATION REBATES/ GIVEAWAYS:

Rebates/ Giveaways

Washing machine rebates, \$150 each (#150) \$30,000
Administrative costs, \$50 each (#150) \$7,500
\$37,500

*Indoor (showerhead replacement, teflon tape, toilet leak detector,
faucet aerator, shower timer) 200 sets @\$28.00 ea.) \$5,600

PILOT PROGRAM: Turf replacement program (\$0.48/ft2, max.
1000 ft2=\$480), (10) \$4,800
\$85,400

WATER CONSERVATION REBATES/ GIVEAWAYS: \$85,400

OTHER:

Professional Development

Conferences
Fees \$1,000
Lodging \$1,000
Transportation \$600
Sustenance \$500
Water Conservation Practitioner II Certification \$1,000
Books, Magazines \$300
Membership, Professional Organizations \$300
Water Audit Certification Maintenance \$500
\$5,200

PROFESSIONAL DEVELOPMENT TOTAL: \$5,200

TOTAL BUDGET FOR PROGRAM: \$172,100

Date

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BBB*
DATE: FEBRUARY 27, 2009



CONSIDER EMPLOYEE COST OF LIVING ADJUSTMENT (COLA)

ITEM

Consider employee Cost of Living Adjustment (COLA)

BACKGROUND

The NCSO Personnel Policies & Procedures Manual, Section 3030(4) states the following:

Cost of Living Adjustments – Annually, the Board may consider a Cost of Living Adjustment (COLA). If the COLA is approved, the step plan will be adjusted accordingly, thus keeping the plan current. Therefore, an employee may receive both a Cost of Living Adjustment and an increase in compensation pursuant to Section 3030(2) in any given year until the employee reaches Step 5. Upon reaching Step 5, the only salary adjustments an employee will receive will be Board-approved Cost of Living Adjustments.

On December 13, 2006, the Board of Directors approved Resolution 2006-1000 which included:

Approve the use of the Consumer Price Index-Urban Wage Earners and Clerical Workers (Average of annual increase for the Los Angeles-Riverside-Orange County and San Francisco-Oakland-San Jose) for all future Cost of Living Adjustments (COLA).

Staff had computed the average of annual increase for the Consumer Price Index of Los Angeles-Riverside-Orange County and San Francisco-Oakland-San Jose to be 3.610%.

Pursuant to the Personnel Policies and Procedures Manual, the Board of Directors may consider a Cost of Living Adjustment. The approval of Resolution 2006-1000 provides for consistency in computing the COLA from year to year. The Board of Directors may consider a COLA for the employees up to a maximum of 3.610% for 2009-2010 fiscal year.

RECOMMENDATION

It is recommended that the Committee review the COLA and forward its recommendation to the Board of Directors.

ATTACHMENT

Section 3030(4) from NCSO Personnel Policies and Procedures
Resolution 2006-1000
Excerpt from Bureau of Labor Statistics on how to compute the CPI
Consumer Price Index information and computation

4. Cost of Living Adjustments – Annually, the Board may consider a Cost of Living Adjustment (COLA). If the COLA is approved, the step plan will be adjusted accordingly, thus keeping the plan current. Therefore, an employee may receive both a Cost of Living Adjustment and an increase in compensation pursuant to Section 3030(2) in any given year until the employee reaches Step 5. Upon reaching Step 5, the only salary adjustments an employee will receive will be Board-approved Cost of Living Adjustments.

5. Promotion - Employees promoted to a position with a higher salary range shall be placed on the step of the range allocated to the new classification which would grant such employee an increase in pay, provided, however, the increase may exceed five percent at the discretion of the General Manager, and that such increase shall not exceed the top step of the range allocated to the new classification. Such action shall require the General Manager to establish a new anniversary date in accordance with the following criteria:

A. For employees who are promoted to a permanent position and placed at the first step of the salary range, the anniversary date shall be the date following the completion of 12 months of service at such step.

B. For employees who are promoted to a permanent position and placed at a step other than the first step, the anniversary date shall be the day following the completion of 12 months of service at such step.

6. Incentive Pay - For Utility Operators who successfully achieve Water or Wastewater Grade certificates over and above those required for the position while employed with the District will be entitled to receive a one time incentive pay of \$500.00 for each certificate obtained.

NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2006-1000

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING THE MONTHLY SALARY SCHEDULE, PROPOSED SALARY
RANGE PLACEMENT, AND CPI INDEX

WHEREAS, the Nipomo Community Services District (herein "District") Board of Directors (herein "Board") is a local governmental agency formed and authorized to provide services within its jurisdiction, pursuant to Section 61000 et seq. of the California Government Code; and

WHEREAS, the Nipomo Community Services District contracted with a Koff & Associates, Inc. to perform a professional Salary and Benefits Survey; and

WHEREAS, the Board of Directors accepted and filed the final report titled "Total Compensation Study for the Nipomo Community Services District" on December 13, 2006; and

WHEREAS, Koff & Associates, Inc. recommended a new Monthly Salary Schedule and proposed Salary Range Placement in the report; and

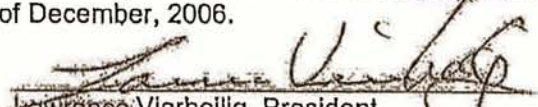
NOW, THEREFORE, the Board of Directors of the Nipomo Community Services District does hereby resolve, declare, determine and order as follows:

1. Adopt the Monthly Salary Schedule (Exhibit "A")
2. Adopt the Proposed Salary Range Placement (Exhibit "B")
3. Approve the use of the Consumer Price Index-Urban Wage Earners and Clerical Workers (Average of annual increase for the Los Angeles-Riverside-Orange County and San Francisco-Oakland-San Jose) for all future Cost of Living Adjustments (COLA).
4. Authorize Staff to advertise for the positions of District Engineer, Utility Foreman and Water Conservation Specialist at the newly approved monthly salary schedule

On the motion of Director Trotter, seconded by Director Harrison, and on the following roll call vote, to wit:

AYES: Director Trotter, Harrison, Eby, Winn and Vierheilig
NOES: None
ABSENT: None


The foregoing resolution is hereby passed, approved and adopted by the Board of Directors of the Nipomo Community Services District this 13th day of December, 2006.


Lawrence Vierheilig, President
Nipomo Community Services District

ATTEST:


Donna K. Johnson
Secretary to the Board

APPROVED AS TO FORM:


Jon S. Seitz
General Counsel

T:\BOARD MATTERS\RESOLUTIONS\RESOLUTIONS 2006\2006-1000 salary schedule.DOC

The CPI and escalation: Some points to consider

The CPI is calculated for two population groups: All Urban Consumers (CPI-U) and Urban Wage Earners and Clerical Workers (CPI-W). The CPI-U represents about 87 percent of the total U.S. population and is based on the expenditures of *all* families living in urban areas. The CPI-W is a subset of the CPI-U and is based on the expenditures of families living in urban areas who meet additional requirements related to employment: more than one-half of the family's income has to be earned from clerical or hourly-wage occupations. The CPI-W represents about 32 percent of the total U.S. population.

There can be small differences in movement of the two indexes over short periods of time because differences in the spending habits of the two population groups result in slightly different weighting. The long-term movements in the indexes are similar. CPI-U and CPI-W indexes are calculated using measurement of price changes for goods and services with the same specifications and from the same retail outlets. The CPI-W is used for escalation primarily in blue-collar cost-of-living adjustments (COLA's). Because the CPI-U population coverage is more comprehensive, it is used in most other escalation agreements.

The 26 metropolitan areas for which BLS publishes separate index series are by-products of the U.S. City Average Index. Metropolitan area indexes have a relatively small sample size and, therefore, are subject to substantially larger sampling errors. Metropolitan area and other sub-components of the national indexes (regions, size-classes) often exhibit greater volatility than the national index. BLS strongly recommends that users adopt the U.S. City Average CPI for use in escalator clauses.

The U.S. City Average CPI's are published on a seasonally adjusted basis as well as on an unadjusted basis. The purpose of seasonal adjustment is to remove the estimated effect of price changes that normally occur at the same time and in about the same magnitude every year (e.g., price movements due to the change in weather patterns, model change-overs, holidays, end-of-season sales, etc.). The primary use of seasonally adjusted data is for current economic analysis. In addition, the factors that are used to seasonally adjust the data are updated annually. Also, seasonally adjusted data that have been published earlier are subject to revision for up to 5 years after their original release. For these reasons, the use of seasonally adjusted data in escalation agreements is inappropriate.

Escalation agreements using the CPI usually involve changing the base payment by the percent change in the level of the CPI between the reference period and a subsequent time period. This is calculated by first determining the index point change between the two periods and then the percent change. The following example illustrates the computation of percent change:

CPI for current period	136.0
Less CPI for previous period	129.9
Equals index point change	6.1
Divided by previous period CPI	129.9
Equals	0.047
Result multiplied by 100	0.047 x 100
Equals percent change	4.7

The Bureau of Labor Statistics neither encourages nor discourages the use of price adjustment measures in contractual agreements. Also, while BLS can provide technical and statistical assistance to parties developing escalation agreements, we can neither develop specific wording for contracts nor mediate legal or interpretive disputes which might arise between the parties to the agreement.

<http://www.bls.gov/cpi/cpi1998d.htm>



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Data extracted on: February 20, 2009 (5:06:49 PM)

Consumer Price Index - Urban Wage Earners and Clerical Workers

Series Id: CWURA421SA0															
Not Seasonally Adjusted															
Area: Los Angeles-Riverside-Orange County, CA															
Item: All items															
Base Period: 1982-84=100															
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
1999	157.8	158.1	158.3	160.1	159.7	158.9	159.2	159.8	160.7	160.7	160.6	160.9	159.6	158.8	160.3
2000	161.3	162.4	163.9	164.0	164.4	164.3	165.0	165.3	166.3	166.9	166.6	166.7	164.8	163.4	166.1
2001	167.3	168.3	169.1	169.6	170.5	171.9	171.3	171.1	171.5	171.0	170.7	169.7	170.2	169.5	170.9
2002	171.5	172.8	173.8	174.8	175.4	174.7	175.0	175.6	176.3	176.5	177.0	176.7	175.0	173.8	176.2
2003	177.8	179.6	181.6	180.9	179.9	179.6	179.6	180.5	181.9	181.2	180.5	180.2	180.3	179.9	180.7
2004	181.7	183.4	184.9	185.2	186.8	187.4	186.8	186.5	187.8	189.8	190.3	188.5	186.6	184.9	188.3
2005	188.5	190.3	192.1	194.2	194.6	193.7	194.6	196.4	199.0	200.0	198.4	196.5	194.9	192.2	197.5
2006	198.3	199.9	200.8	202.9	205.0	204.2	204.5	205.0	205.3	203.5	203.3	202.9	203.0	201.9	204.1
2007	204.498	206.632	208.929	210.195	211.145	209.614	209.444	209.240	209.849	211.259	212.844	212.282	209.661	208.502	210.820
2008	213.825	214.231	216.493	217.914	219.702	222.435	223.245	221.230	220.285	218.726	214.083	211.007	217.765	217.433	218.096
2009	212.454														

Series Id: CWURA422SA0															
Not Seasonally Adjusted															
Area: San Francisco-Oakland-San Jose, CA															
Item: All items															
Base Period: 1982-84=100															
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
1999		165.7		168.8		168.3		170.0		171.2		170.9	168.8	167.2	170.5
2000		172.6		174.9		175.2		177.8		179.3		180.2	176.3	173.9	178.7
2001		183.5		184.9		186.9		186.7		187.5		186.5	185.7	184.5	186.9
2002		186.8		188.8		189.1		189.3		190.0		189.6	188.8	188.0	189.6
2003		193.7		193.6		192.2		192.3		191.9		191.1	192.4	192.9	191.9
2004		194.1		194.7		195.4		195.0		196.4		195.9	195.0	194.4	195.7
2005		197.3		199.3		197.5		199.5		202.6		199.3	199.1	197.9	200.3
2006		202.5		204.9		205.2		206.7		206.2		205.6	204.9	203.7	206.1
2007		208.803		211.189		211.422		211.620		213.133		214.204	211.370	209.986	212.754
2008		214.913		217.913		221.454		221.385		221.192		213.685	218.441	217.487	219.396

**NIPOMO COMMUNITY SERVICES DISTRICT
CONSUMER PRICE INDEX ADJUSTMENT
PROPOSED FOR JULY 1, 2009**

	SF	LA	AVERAGE
CPI for current period	218.441	217.765	
Less CPI for previous period	(211.370)	(209.661)	
Equals index point change	7.071	8.104	
Divide by previous period CPI	211.370	209.661	
Equals	0.0335	0.0387	
Result multiplied by 100	.0335 x 100	.0387 x 100	
	<u>3.350</u>	<u>3.870</u>	<u>3.610</u>

Copy of document found at www.nipomowater.com

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BBB*
DATE: FEBRUARY 27, 2009



REVIEW TERMINOLOGY USED IN THE BUDGET DOCUMENT

ITEM

Review terminology used in the budget document

BACKGROUND

Throughout the year Staff and the Board of Directors reference the approved Budget document. The Budget document includes many accounting terms and it was suggested that a list of definitions be included to aid the reader in better understanding the document.

Staff has prepared a listing of terminology used in the budget document for your review. In addition, Staff has prepared a flow chart depicting the Fund Balance categories.

RECOMMENDATION

It is recommended that the Committee provide direction to Staff.

ATTACHMENT

Listing of terminology used in the budget document
Flow Chart depicting Fund Balance categories
California Government Code Section 61112

BUDGET DOCUMENT TERMINOLOGY

Budget	A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them. ¹
Fund	A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, that are segregated from the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. ²
Proprietary Funds	Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.
Enterprise Fund	Enterprise funds are used by governmental units to account for services provided to the general public on a user charge basis. Enterprise funds may also be used to account for any operations "where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability and other purposes." ²
Fiduciary Funds	Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds and agency funds. ⁵
Operating Activities	Term used in connection with cash flows reporting. Operating activities generally result from providing services and producing and delivering goods, and include all transactions and other events that are not defined as capital and related financing, noncapital financing, or other investing activities. ⁴
Non Operating Activities	Term used in connection the proprietary fund statement of revenues, expenses, and changes in net assets. Revenues and expenses not qualifying as operating items typically include interest revenue and expenses, taxes and grants that are not equivalent to contracts for services.
Capital Assets aka Fixed Assets	Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible and intangible assets that are used in operations that have initial useful lives extending beyond a single reporting period. ⁵
Capital and related financing activities aka Capital Improvements	Term used in connection with cash flows reporting. Capital and related financing activities include (a) acquiring and disposing of capital assets used in providing services or producing goods, (b) borrowing money for acquiring, constructing, or improving capital assets and repaying the amounts borrowed, including interest, and (c) paying for the capital assets obtained from vendors on credit. ⁴
Infrastructure	Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems. ⁵

BUDGET DOCUMENT TERMINOLOGY

OPEB	Other Post Employment Benefits are benefits provided by an employer to plan participants, beneficiaries, and covered dependents through a plan or other arrangement that is separate from a plan to provide retirement income.
PERS	Public Employee Retirement System. A State governmental entity entrusted with administering one or more pension plans; it also may administer other types of employee benefit plans, including postemployment healthcare plans and deferred compensation plans. ³
Capacity Charges	Charges for facilities in existence at the time the charge is imposed or charges for new facilities to be constructed in the future that are of benefit to the person or property being charged. ⁶
Funded Replacement	Board approved funds set aside for the reconstruction of existing facilities for which it is no longer effective to keep in service. That time or date can vary considerably. For a pump, it may be when the efficiency drops below a predetermined acceptable level. For a pipeline, it may be when the costs of repair and reliability are excessive. ⁷
Sinking Fund	Board approved funds set aside to pay debt service payments (principal and interest)
Fund Balance aka (Retained Earnings)	Difference between assets and liabilities as known as Fund Balance which is divided into reserved and unreserved portions. ⁴
Reserved Fund Balance	The function of reserved Fund Balance is to simply isolate the portion of fund balance that is not available for the following period's budget or has a legal restriction on spending. ⁸
Unreserved Fund Balance	Unreserved Fund Balance may, in turn, be subdivided into designated and undesignated portions. ⁸
Unreserved Fund Balance- Designated and Undesignated	Designations represent management's intended use of resources and should reflect actual plans approved by the government's senior management. Expressed another way, designations reflect a government's self-imposed limitations on the use of otherwise available current financial resources. ⁸

¹National Committee on Governmental Accounting, *Governmental Accounting, Auditing and Financial Reporting*, (Chicago; Municipal Finance Officers Association, 1968), p. 5.

²National Committee on Governmental Accounting, *Governmental Accounting, Auditing and Financial Reporting*, (Chicago; Municipal Finance Officers Association, 1979), p. 2.

³Statement of Governmental Accounting Standards 25

⁴Statement of Governmental Accounting Standards 9

⁵Statement of Governmental Accounting Standards 34

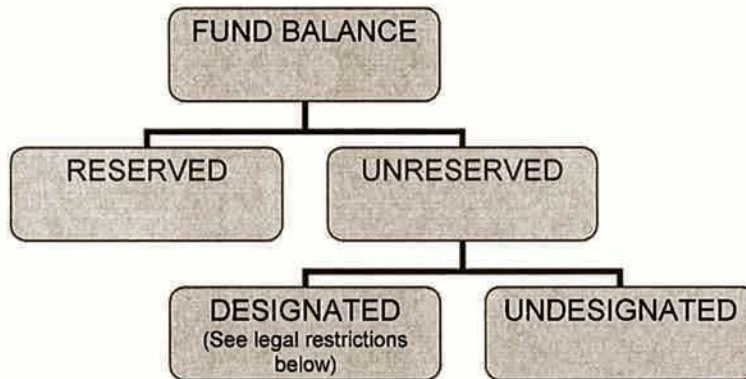
⁶Government Code Section 66013(3)

⁷2007 Water and Replacement Study dated April 2008 prepared by Boyle Engineering, p. ES-2

⁸See Flow Chart of Fund Balance Categories on [Page 3](#)

BUDGET DOCUMENT TERMINOLOGY

FUND BALANCE CATEGORIES



California Government Code

§ 61112. Reserves

- (a) **In its budget, the board of directors may establish a designated reserve for capital outlay and a designated reserve for contingencies.** When the board of directors establishes a designated reserve, **it shall declare the exclusive purposes for which the funds in the reserve may be spent.** The funds in the designated reserve shall be spent **only for the exclusive purposes for which the board of directors established the designated reserve.** The reserves shall be maintained according to generally accepted accounting principles.
- (b) Any time after the establishment of a designated reserve, the board of directors may transfer any funds to that designated reserve.
- (c) **If the board of directors finds that the funds in a designated reserve are no longer required for the purpose for which it established the designated reserve, the board of directors may, by a four-fifths vote of the total membership of the board of directors, discontinue the designated reserve or transfer any funds that are no longer required from the designated reserve to the district's general fund.**
- (d) Notwithstanding any other provision of this section, in a state of emergency or in a local emergency, as defined in Section 8558, a board of directors may temporarily transfer funds from the designated reserve for capital outlay or the designated reserve for contingencies to the district's general fund. The board of directors shall restore these funds to the designated reserves when feasible.
- (e) **The board of directors of each district that has designated an alternative depository pursuant to Section 61053 and appointed a district treasurer shall adopt and annually review a policy for the management of reserves.**

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BB*
DATE: FEBRUARY 27, 2009



INSPECTOR/PREVENTIVE MAINTENANCE SUPERVISOR

ITEM

Inspector/Preventive Maintenance Supervisor

BACKGROUND

NCSD is currently advertising for an Inspector/Preventive Maintenance Supervisor. The application deadline closes on March 31, 2009. NCSD previously advertised for this position, however, was unsuccessful in finding a qualified applicant. It appears that the required certifications of the position may be the limiting factor in attracting applicants.

If a qualified candidate is not found during this recruitment period, Staff would recommend the Board of Directors consider modifying the job description, Table of Organization and Salary Category by Job Title.

Staff would like to discuss possible options with the Committee.

RECOMMENDATION

No Action is recommended at this time.

ATTACHMENT

Table of Organization
Job Description of position
Salary Category by Job Title (Approved by Board of Directors-Resolution 2006-1000 12/13/06)
Monthly Salary Range approved in 2008-2009 Budget

7120 – INSPECTOR/PREVENTIVE MAINTENANCE SUPERVISOR

FLSA: NON-EXEMPT

DEFINITION

Under general supervision, performs field inspections on the workmanship and materials used in a variety of construction and development projects within the District's jurisdiction, including water distribution and wastewater collection construction and repair work performed by private contractors, home owners, and District projects; reviews construction plans; ensures conformance with applicable Federal and State laws, District codes, approved plans, specifications, and departmental regulations; plans, organizes, implements, and oversees the District's preventive maintenance program and activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utility Superintendent. Exercises direct or general supervision over maintenance staff.

CLASS CHARACTERISTICS

This is a journey-level construction inspection class that independently performs a variety of complex inspections of District infrastructure and private developments to ensure safety and conformance with plans and specifications. Responsibilities include working closely with engineers, developers, contractors, and the public to effect project modifications to meet field contingencies. This class has the authority to stop work on projects within specified guidelines until modifications in design, materials, or practices are accomplished. This class is distinguished from the Utility Superintendent in that the latter has management responsibility for entire Utility Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- A. Inspects all phases of a variety of infrastructure, capital improvement, and private development construction projects for conformance with approved plans, specifications, contract provisions, and safe work practices in accordance with District, State, and Federal codes; inspects materials for identification and conformance to specifications; performs routine field tests as needed.
- B. Reviews plans and specifications of assigned construction projects; conducts pre-construction conferences, develops and issues notice-to-proceed documents.
- C. Records amounts of materials used and work performed; prepares necessary reports for progress payments.
- D. Confers with contractors and developers regarding conformance to standards, plans, specifications and codes; explains requirements and evaluates alternatives.

**INSPECTOR/PREVENTIVE
MAINTENANCE SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120
EFFECTIVE: 05/23/07**

- E. Issues "stop-work" notices, notices of violation, and change orders within specific guidelines; conducts change order negotiations; consults with engineering staff regarding problems and change alternatives.
- F. Prepares and maintains daily inspection reports, progress payments, claims and other written documentation.
- G. Collects samples of materials for examination or analysis by laboratories; performs routine materials and field tests to assure material/workmanship quality.
- H. Inspects sites and reviews plans and specifications prior to the bidding or development process; attends bid openings for capital improvement and private construction projects.
- I. Assists in the District's National Pollution Discharge Elimination System (NPDES) water pollution prevention program as it relates to stormwater compliance.
- J. Acts as liaison between the District, contractors, other agencies, businesses, and residents; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper office for resolution.
- K. Plans, organizes, implements, and oversees the District's preventive maintenance program and activities.
- L. Plans, organizes, assigns, supervises, and reviews the work of assigned maintenance staff in the Utility Department.
- M. Trains staff in work and safety procedures and in the operation and use of equipment and supplies.
- N. Performs other duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- A. Materials, methods, equipment, tools, practices and procedures used in public work construction, including streets, gutters, sidewalks, drainage, water and wastewater lines and facilities, and related facilities and appurtenances, as well as private development construction projects.
- B. Principles and practices of construction and wastewater pollution inspection.
- C. Operation, materials, and methods of wastewater collection, treatment, water distribution and construction.
- D. Construction practices, procedures, methods, tools, equipment and supplies.
- E. Safety hazards and appropriate precautions applicable to work assignments.
- F. Applicable Federal, State, and local laws, codes, regulations and departmental policies governing the construction of assigned projects, including National Pollution Discharge Elimination System (NPDES).
- G. Technical principles and practices of engineering design, specification, and cost estimate preparation.
- H. Materials sampling, testing, and estimating procedures.
- I. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- J. Principles, practices, techniques, and methods of preventative maintenance programs and related activities.
- K. Modern office practices, methods and computer equipment.

**INSPECTOR/PREVENTIVE
MAINTENANCE SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120
EFFECTIVE: 05/23/07**

- L. Computer applications related to the work, including computer tracking programs for facility maintenance activities.
- M. English usage, grammar, spelling, vocabulary, and punctuation.
- N. Techniques for dealing effectively with the engineers, developers, contractors, District staff, and representatives of other agencies in an effective manner.
- O. Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

ABILITY TO:

- A. Interpret, apply, and explain laws, regulations, codes, and departmental policies governing the public works, infrastructure, capital improvement, and private development construction.
- B. Review and authorize change orders, claims, and progress payments within specific procedural guidelines.
- C. Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- D. Review and analyze construction plans, specifications, and maps for conformance with District standards and policies; read and interpret as-built plans of water and wastewater system construction projects.
- E. Coordinate and deal tactfully with contractors, engineers, and property owners.
- F. Respond to complaints or inquiries from citizens, staff, and outside organizations.
- G. Perform the entire range of construction inspection activities with a minimum of supervision.
- H. Effectively represent the department and the District in meetings with public and private organizations and individuals.
- I. Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- J. Plan, coordinate, oversee, and track facility maintenance activities.
- K. Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials.
- L. Maintain accurate records and files of work performed.
- M. Make sound, independent decisions within established policy and procedural guidelines.
- N. Organize own work, set priorities and meet critical time deadlines.
- O. Operate modern office equipment including computer equipment and software programs.
- P. Use English effectively to communicate in person, over the telephone and in writing.
- Q. Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- R. Establish and maintain effective working relationships with those contacted in the course of work.

**INSPECTOR/PREVENTIVE
MAINTENANCE SUPERVISOR
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7120
EFFECTIVE: 05/23/07**

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of increasingly responsible construction inspection experience. Supplemental college coursework in potable or wastewater sciences and/or building or construction inspection is desirable.

LICENSE:

- A. Valid California class C driver's license with satisfactory driving record.
- B. Inspector certification by the American Concrete Institute highly desirable.
- C. Grade I Water Distribution Operator Certification from the State of California.
- D. Grade I Wastewater Treatment Plant Operator Certificate as issued by the California State Department of Health Services and/or the California State Water Resources Control Board.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

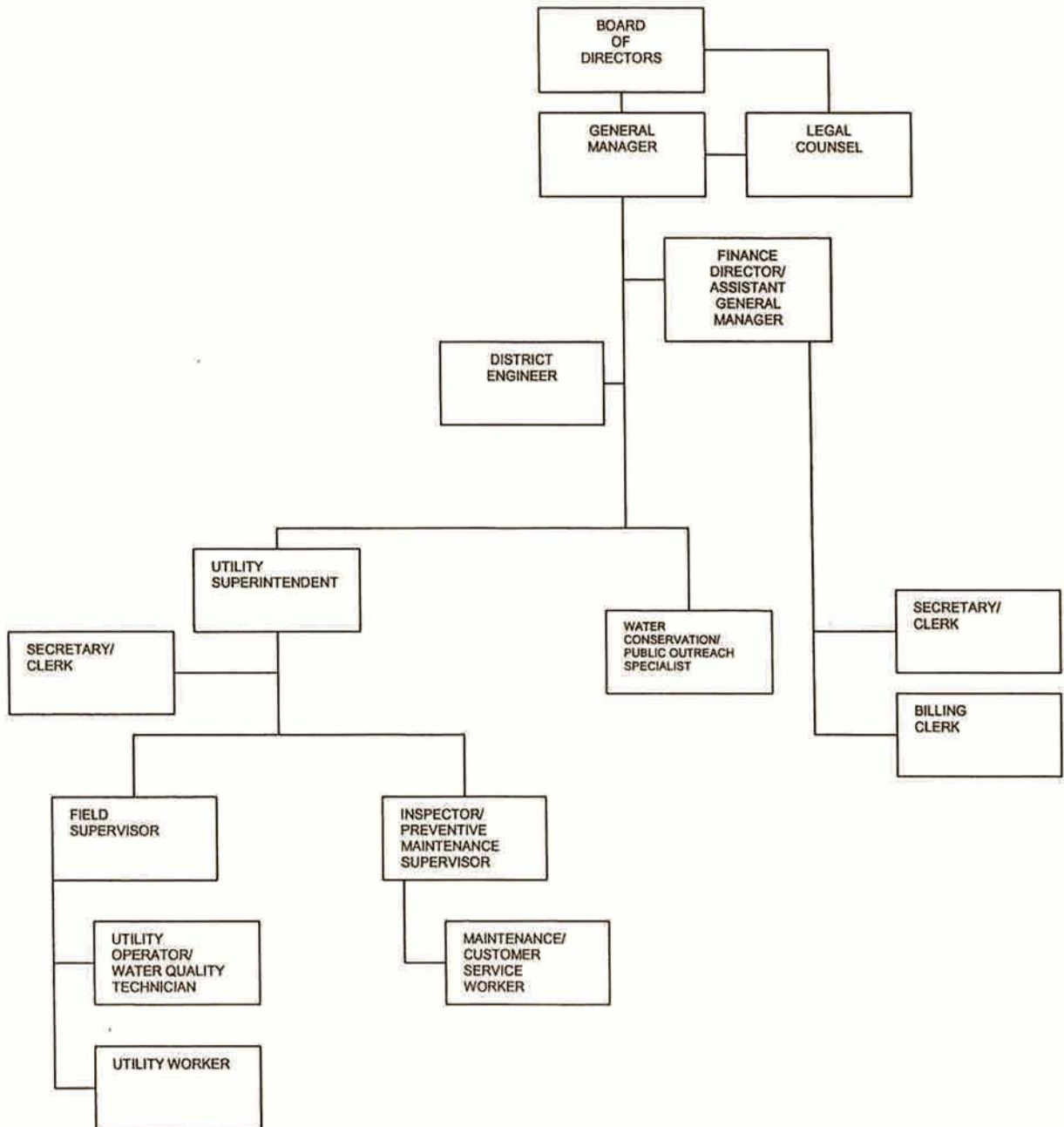
ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS:

Regular on-call duty for response to off-hours emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time an initial call-back notification.

1020 - TABLE OF ORGANIZATION



Job Title	Salary No.
District Manager	By Contract
District Engineer	68
Utility Superintendent	53
Assistant General Manager/Finance Director	44
Utility Field Supervisor	42
Inspector/Preventive Maintenance Supervisor	42
Utility Operator/Water Quality Technician	29
Conservation and Public Information Specialist	28
Secretary/Clerk	25
Billing Clerk	22
Utility Worker	21
Maintenance/Customer Service Worker	18
Utility Office Assistant (Hourly)	3

I:\asst general manager\personnel\job classification\salary range.doc

NIPOMO COMMUNITY SERVICES DISTRICT
MONTHLY SALARY RANGE

NO	Monthly Salary Range					Longevity Pay	
	Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%
1	\$1,729	\$1,815	\$1,906	\$2,001	\$2,101	\$2,154	\$2,206
2	\$1,772	\$1,860	\$1,954	\$2,051	\$2,154	\$2,208	\$2,261
3	\$1,815	\$1,906	\$2,001	\$2,101	\$2,206	\$2,261	\$2,317
4	\$1,860	\$1,954	\$2,051	\$2,154	\$2,261	\$2,318	\$2,375
5	\$1,905	\$2,001	\$2,101	\$2,206	\$2,317	\$2,375	\$2,432
6	\$1,954	\$2,051	\$2,154	\$2,261	\$2,375	\$2,434	\$2,493
7	\$2,001	\$2,101	\$2,206	\$2,317	\$2,432	\$2,493	\$2,554
8	\$2,051	\$2,154	\$2,261	\$2,375	\$2,493	\$2,556	\$2,618
9	\$2,101	\$2,206	\$2,317	\$2,432	\$2,554	\$2,618	\$2,682
10	\$2,154	\$2,261	\$2,375	\$2,493	\$2,618	\$2,683	\$2,749
11	\$2,206	\$2,317	\$2,432	\$2,554	\$2,682	\$2,749	\$2,816
12	\$2,261	\$2,375	\$2,493	\$2,618	\$2,749	\$2,818	\$2,886
13	\$2,317	\$2,432	\$2,554	\$2,682	\$2,816	\$2,886	\$2,957
14	\$2,375	\$2,493	\$2,618	\$2,749	\$2,886	\$2,958	\$3,031
15	\$2,432	\$2,554	\$2,682	\$2,816	\$2,957	\$3,031	\$3,104
16	\$2,493	\$2,618	\$2,749	\$2,886	\$3,031	\$3,106	\$3,182
17	\$2,554	\$2,682	\$2,816	\$2,957	\$3,104	\$3,182	\$3,260
18	\$2,618	\$2,749	\$2,886	\$3,031	\$3,182	\$3,262	\$3,341
19	\$2,682	\$2,816	\$2,957	\$3,104	\$3,260	\$3,341	\$3,423
20	\$2,749	\$2,886	\$3,031	\$3,182	\$3,341	\$3,425	\$3,508
21	\$2,816	\$2,957	\$3,104	\$3,260	\$3,423	\$3,508	\$3,594
22	\$2,886	\$3,031	\$3,182	\$3,341	\$3,508	\$3,596	\$3,684
23	\$2,957	\$3,104	\$3,260	\$3,423	\$3,594	\$3,684	\$3,773
24	\$3,031	\$3,182	\$3,341	\$3,508	\$3,684	\$3,776	\$3,868
25	\$3,104	\$3,260	\$3,423	\$3,594	\$3,773	\$3,868	\$3,962
26	\$3,182	\$3,341	\$3,508	\$3,684	\$3,868	\$3,965	\$4,061
27	\$3,260	\$3,423	\$3,594	\$3,773	\$3,962	\$4,061	\$4,160
28	\$3,341	\$3,508	\$3,684	\$3,868	\$4,061	\$4,163	\$4,264
29	\$3,423	\$3,594	\$3,773	\$3,962	\$4,160	\$4,264	\$4,368
30	\$3,508	\$3,684	\$3,868	\$4,061	\$4,264	\$4,371	\$4,477
31	\$3,594	\$3,773	\$3,962	\$4,160	\$4,368	\$4,477	\$4,587
32	\$3,684	\$3,868	\$4,061	\$4,264	\$4,477	\$4,589	\$4,701

NO	Monthly Salary Range					Longevity Pay	
	Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%
33	\$3,773	\$3,962	\$4,160	\$4,368	\$4,587	\$4,701	\$4,816
34	\$3,868	\$4,061	\$4,264	\$4,477	\$4,701	\$4,819	\$4,936
35	\$3,962	\$4,160	\$4,368	\$4,587	\$4,816	\$4,936	\$5,057
36	\$4,061	\$4,264	\$4,477	\$4,701	\$4,936	\$5,060	\$5,183
37	\$4,160	\$4,368	\$4,587	\$4,816	\$5,057	\$5,183	\$5,310
38	\$4,264	\$4,477	\$4,701	\$4,936	\$5,183	\$5,313	\$5,442
39	\$4,368	\$4,587	\$4,816	\$5,057	\$5,310	\$5,442	\$5,575
40	\$4,477	\$4,701	\$4,936	\$5,183	\$5,442	\$5,578	\$5,715
41	\$4,587	\$4,816	\$5,057	\$5,310	\$5,575	\$5,715	\$5,854
42	\$4,701	\$4,936	\$5,183	\$5,442	\$5,715	\$5,857	\$6,000
43	\$4,816	\$5,057	\$5,310	\$5,575	\$5,854	\$6,000	\$6,147
44	\$4,936	\$5,183	\$5,442	\$5,715	\$6,000	\$6,150	\$6,300
45	\$5,057	\$5,310	\$5,575	\$5,854	\$6,147	\$6,300	\$6,454
46	\$5,183	\$5,442	\$5,715	\$6,000	\$6,300	\$6,458	\$6,615
47	\$5,310	\$5,575	\$5,854	\$6,147	\$6,454	\$6,615	\$6,777
48	\$5,442	\$5,715	\$6,000	\$6,300	\$6,615	\$6,781	\$6,946
49	\$5,575	\$5,854	\$6,147	\$6,454	\$6,777	\$6,946	\$7,115
50	\$5,715	\$6,000	\$6,300	\$6,615	\$6,946	\$7,120	\$7,293
51	\$5,854	\$6,147	\$6,454	\$6,777	\$7,115	\$7,293	\$7,471
52	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,476	\$7,658
53	\$6,147	\$6,454	\$6,777	\$7,115	\$7,471	\$7,658	\$7,845
54	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$7,849	\$8,041
55	\$6,454	\$6,777	\$7,115	\$7,471	\$7,845	\$8,041	\$8,237
56	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,242	\$8,443
57	\$6,777	\$7,115	\$7,471	\$7,845	\$8,237	\$8,443	\$8,649
58	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,654	\$8,865
59	\$7,115	\$7,471	\$7,845	\$8,237	\$8,649	\$8,865	\$9,081
60	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,087	\$9,308
61	\$7,471	\$7,845	\$8,237	\$8,649	\$9,081	\$9,308	\$9,535
62	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308	\$9,541	\$9,774
63	\$7,845	\$8,237	\$8,649	\$9,081	\$9,535	\$9,774	\$10,012
64	\$8,041	\$8,443	\$8,865	\$9,308	\$9,774	\$10,018	\$10,262
65	\$8,237	\$8,649	\$9,081	\$9,535	\$10,012	\$10,262	\$10,513
66	\$8,443	\$8,865	\$9,308	\$9,774	\$10,262	\$10,519	\$10,776
67	\$8,649	\$9,081	\$9,535	\$10,012	\$10,513	\$10,776	\$11,038
68	\$8,865	\$9,308	\$9,774	\$10,262	\$10,776	\$11,045	\$11,314

Adjusted for 3.22% COLA effective 7/1/08