

Approved  
April 25, 2011

# FY 2011-2012 Operating and Capital Improvement Budget





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**A RESOLUTION MAKING APPROPRIATIONS FOR THE SUPPORT OF THE BEXAR METROPOLITAN WATER DISTRICT FOR FISCAL YEAR BEGINNING MAY 1, 2011 AND ENDING APRIL 30, 2012; AND ADOPTING THE ANNUAL OPERATING AND MAINTENANCE ("O&M") BUDGET OF THE BEXAR METROPOLITAN WATER DISTRICT FOR THE 2011-2012 FISCAL YEAR.**

WHEREAS, the Operating and Maintenance Budget appended here as Exhibit "A", for the fiscal year beginning May 1, 2011 and ending April 30, 2012 was duly presented to the Finance Committee in accordance with Board Administrative Policies on Financial Management; and

WHEREAS, the Operating and Maintenance Budget appended here as Exhibit "A", for the fiscal year beginning May 1, 2011 and ending April 30, 2012 was duly presented to the Board of Directors in accordance with Board Administrative Policies on Financial Management; and

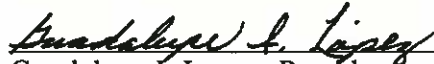
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BEXAR METROPOLITAN WATER DISTRICT THAT:

**SECTION 1.** That the appropriation for the fiscal year beginning May 1, 2011 and ending April 30, 2012 provides for the support of the general government operations of the Bexar Metropolitan Water District be fixed and determined for said terms in accordance with the expenditures shown in the District's fiscal year 2011-2012 Operating and Maintenance Budget, a copy of which is appended as Exhibit "A".


**SECTION 2.** That the Operating and Maintenance Budget contains a one-time three percent (3%) cost of living adjustment for all full time employees employed with the District for one or more years.

**SECTION 3.** That the Operating and Maintenance Budget, as shown in words and figures in Exhibit "A", is hereby approved in all aspects and adopted as the District's budget for the fiscal year beginning May 1, 2011 and ending April 30, 2012.

**PASSED, APPROVED AND ADOPTED THIS 25<sup>th</sup> DAY OF APRIL 2011.**

  
\_\_\_\_\_  
Guadalupe I. Lopez, President  
Bexar Metropolitan Water District Board of  
Directors

**ATTEST:**

  
\_\_\_\_\_  
Greg Elliott, Secretary  
Bexar Metropolitan Water District Board of Directors

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**A RESOLUTION MAKING APPROPRIATIONS FOR THE SUPPORT OF THE BEXAR METROPOLITAN WATER DISTRICT FOR FISCAL YEAR BEGINNING MAY 1, 2011 AND ENDING APRIL 30, 2012; AND ADOPTING THE ANNUAL CAPITAL IMPROVEMENT PROGRAM (“CIP”) BUDGET OF THE BEXAR METROPOLITAN WATER DISTRICT FOR THE 2011-2012 FISCAL YEAR.**

WHEREAS, the Capital Improvement Program Budget appended here as Exhibit “A”, for the fiscal year beginning May 1, 2011 and ending April 30, 2012 was duly presented to the Finance/Audit Committee in accordance with Board Administrative Policies on Financial Management; and

WHEREAS, the Capital Improvement Program Budget appended here as Exhibit “A”, for the fiscal year beginning May 1, 2011 and ending April 30, 2012 was duly presented to the Board of Directors in accordance with Board Administrative Policies on Financial Management; and


NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BEXAR METROPOLITAN WATER DISTRICT THAT:

**SECTION 1.** That the appropriation for the fiscal year beginning May 1, 2011 and ending April 30, 2012 provides for the support of the general government operations of the Bexar Metropolitan Water District be fixed and determined for said terms in accordance with the expenditures shown in the District’s fiscal year 2011-2012 Capital Improvement Program Budget, a copy of which is appended as Exhibit “A”.


**SECTION 2.** That the Capital Improvement Program Budget captures expenditures benefiting the District for more than a single fiscal period in accordance with the District Policy: Accounting Manual – Capital Assets.

**SECTION 3.** That the Capital Improvement Program Budget, as shown in words and figures in Exhibit “A”, is hereby approved in all aspects and adopted as the District’s budget for the fiscal year beginning May 1, 2011 and ending April 30, 2012.

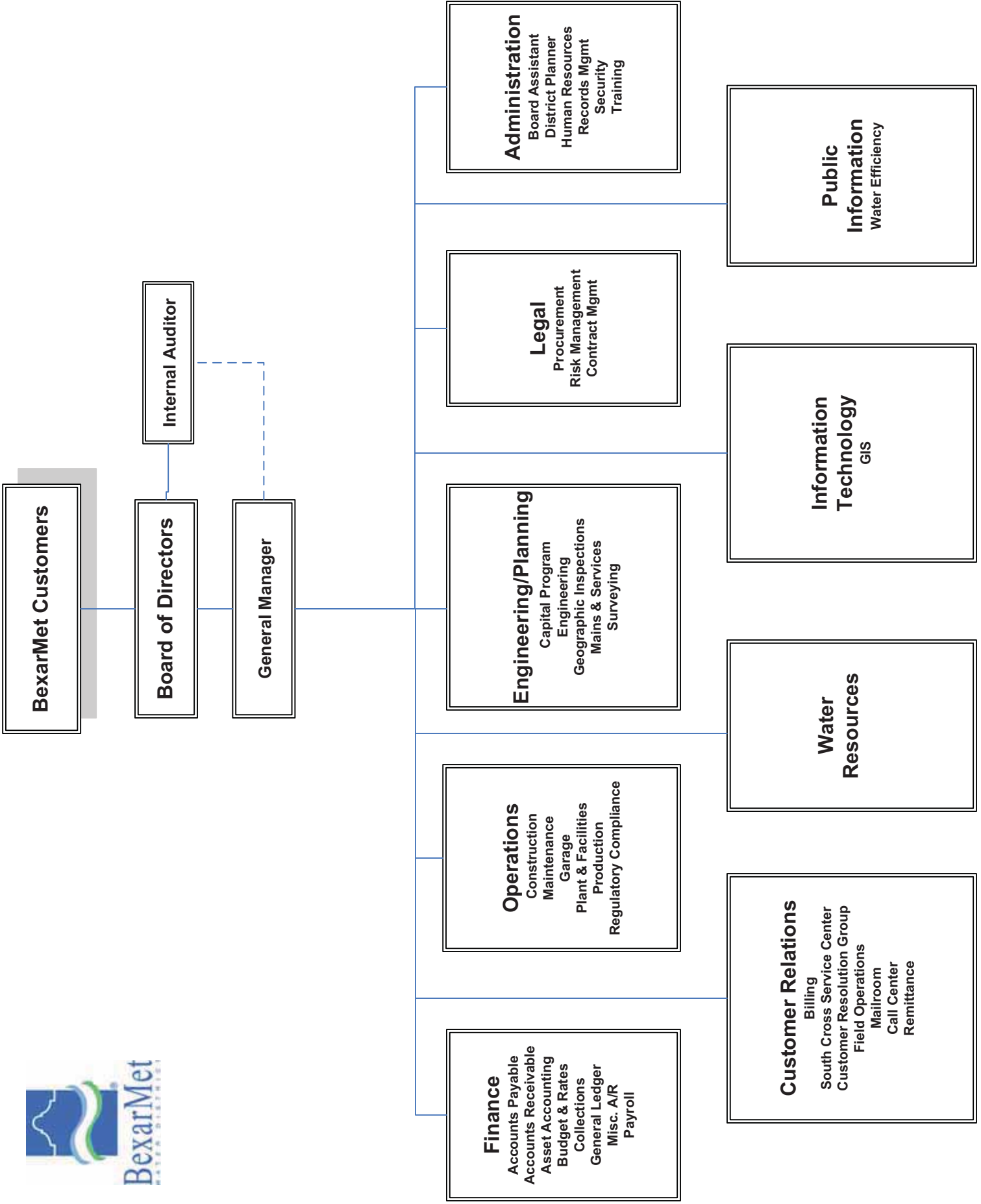
**PASSED, APPROVED AND ADOPTED THIS 25<sup>th</sup> DAY OF APRIL 2011.**

  
\_\_\_\_\_  
Guadalupe I. Lopez, President  
Bexar Metropolitan Water District Board of  
Directors

ATTEST:

  
\_\_\_\_\_  
Greg Elliott, Secretary  
Bexar Metropolitan Water District Board of Directors

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**EXECUTIVE SUMMARY  
OPERATING AND CAPITAL BUDGETS  
FISCAL YEAR 2011-2012**

Bexar Metropolitan Water District (District) management and staff have developed a budget comprised of numerous services and programs necessary to effectively and efficiently carry out the District's goals and objectives. Accordingly, this document consists of the information compiled from each department and includes the following:

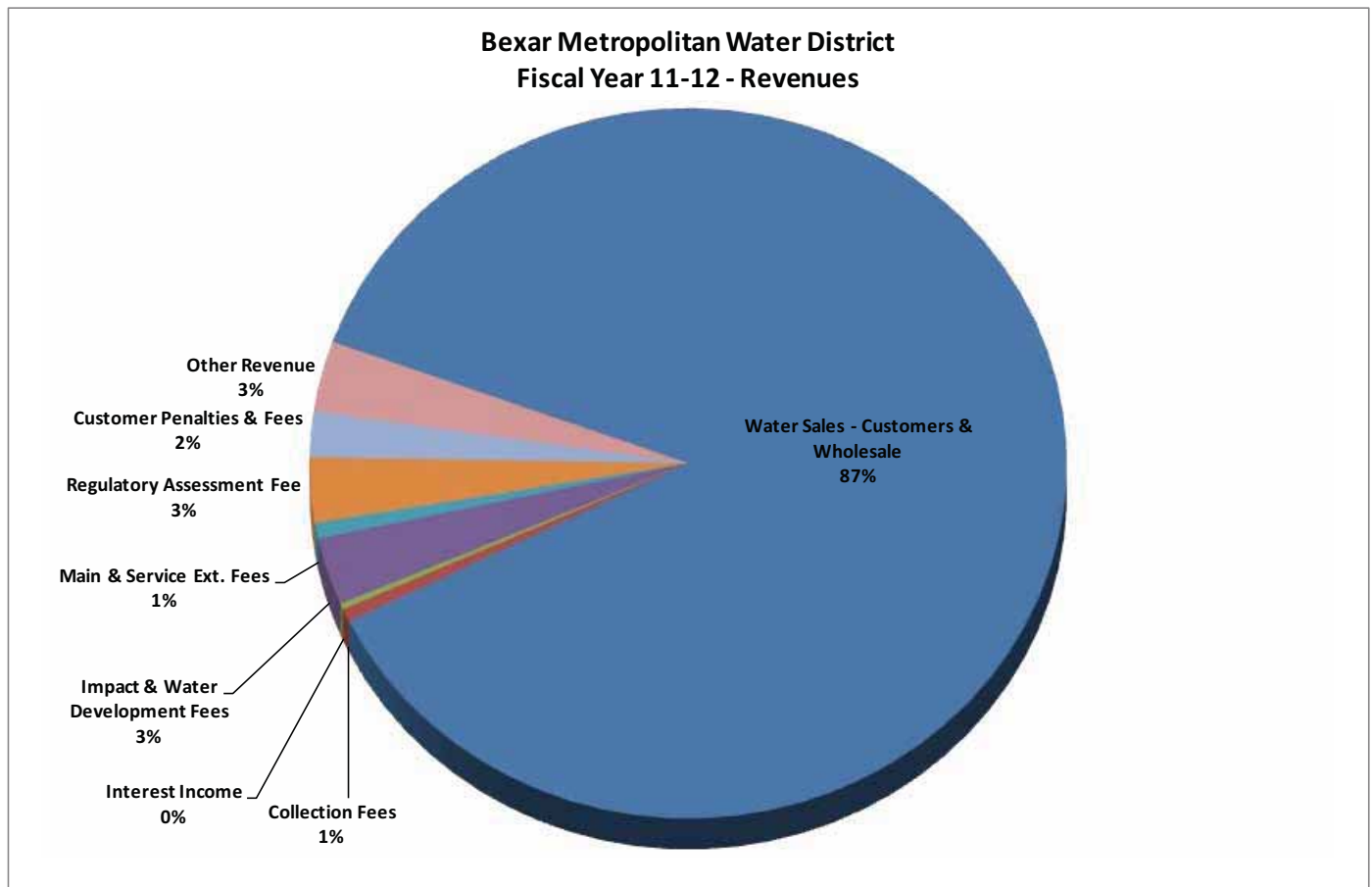
1. **Operating Budget** – this section identifies all sources of revenue and expenses by category;
2. **Operating Budget Justification Worksheets** – this section describes and details the information from each line item;
3. **Capital Budget** – this section identifies all vehicle/equipment purchases and infrastructure projects for the fiscal year;
4. **Capital Budget Justification Worksheets** – this section describes and details associated information for each of the capital budget line items;
5. **Debt Service Coverage Ratio Calculation** – this section details the District's debt service coverage calculations as required by bond indentures;
6. **Financial Plan** – this section presents five fiscal years of the District's historical operating budget data as well as projected data for the current fiscal year. The budget comparison also includes the figures approved for the FY2011-2012 budget as compared to the FY 2010-2011 projected figures. Further, the document includes the District's current water rates.
7. **Business Plan** – This section presents the business plan of the Operations and Maintenance Department.

**OPERATING BUDGET**

In developing the FY2011-2012 Operations and Maintenance budget, management considered numerous factors affecting the District's operations with regard to operational expenses as well as the generation of revenue. As it pertains to revenue, the season of the year, amount of rainfall, customer growth trends and changes in water rates and/or consumption are among the numerous factors that can affect the District's revenue stream.



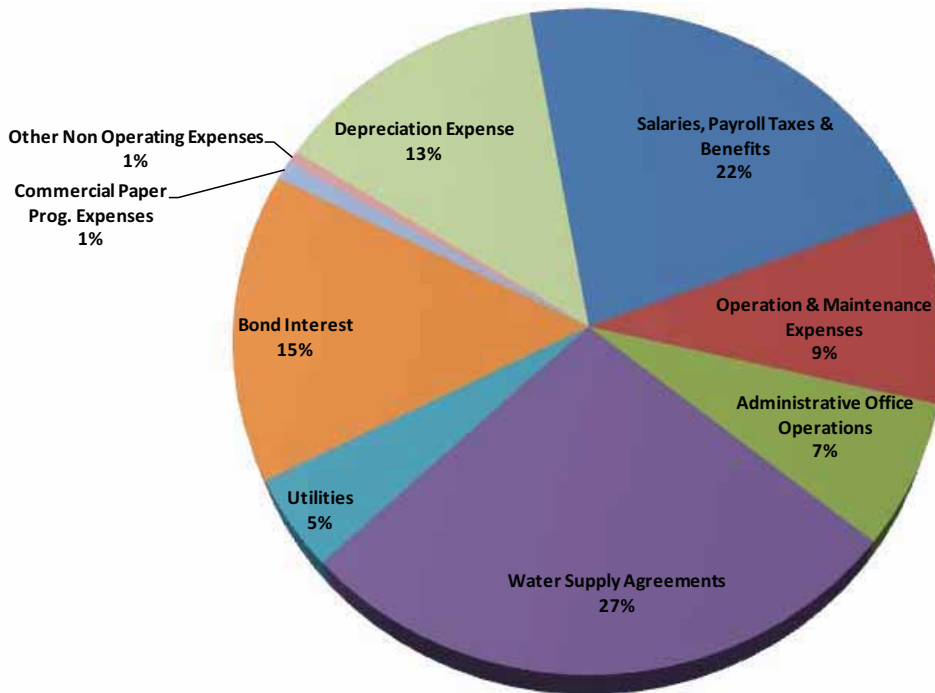
As illustrated in the graph below, in FY2011-2012, it is projected that 88% of the District's revenue will be generated from water sales to customers and agreements with wholesale water purveyors. The next largest revenue component is impact and water development fees which are projected to be 3% of revenues. Regulatory assessment fees are fees from other agencies such as TCEQ or the Edward's Aquifer Authority that are passed through to the customer.



While revenues are somewhat elastic due to demand, the expenses of the District are relatively fixed. As seen in the graph below, salaries and benefits, water supply agreements, depreciation and interest comprise 77% of the District's expenses. These expenses are constant regardless of the volume of water sold to customers.



### Bexar Metropolitan Water District Fiscal Year 11-12 - Expenses



As illustrated above, the largest source of the District's operational expenses are Water Supply Agreements. These agreements are essential to the District's operation in that they provide diverse water resources that allow the District to not be solely dependent on the Edward's Aquifer. Salaries, Payroll Taxes and Benefits are the next largest category of expenses which make up 22% of the budget. This budget category consists of employee wages, payroll taxes and benefits for approximately 342 employees essential to the operation of the District.

In developing the FY 2011-2012 budget, management acknowledges the commitment made by the members of the District's Board of Directors to their constituents to maintain rates as affordable as possible. District staff has been dedicated to evaluating every aspect of the proposed budget in an effort to reduce expenses.

### CAPITAL BUDGET

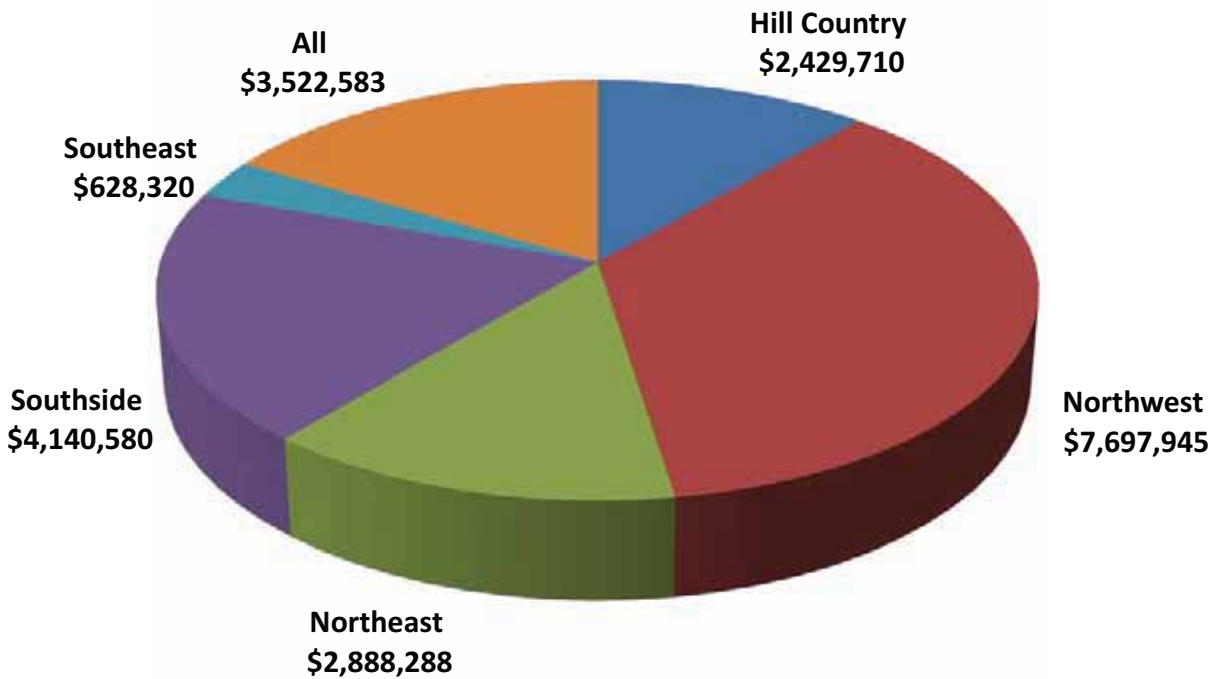
The Capital Improvement Program (CIP) budget was developed by the CIP Budget Committee comprised of engineering and operations staff. For Fiscal Year 2011-2012, 58 projects are being funded and come from four areas, new projects as a part of the 10 year master plan, those suggested by the Operations



and Production departments and those projects coordinated with other governmental agencies such as the City of San Antonio and Bexar County. Also, equipment purchases such as new vehicles and computer equipment add to the CIP budget.

The total dollar amount budgeted for Fiscal Year 2011-2012 for Capital Improvement is \$22.47 million with \$1.16 million for equipment purchases, \$3.1 million for System Maintenance, \$4.6 million for Government Projects and \$13.55 million for Production Facilities. Each service area will be receiving CIP funds as shown in the graph on the following page. The All category covers projects that affect the entire district and not any single service area.

### Service Area Totals



Funding for CIP projects comes from a combination of Impact/Water Development fees and bonds. Impact/Water Development fees are mandated to be spent on projects affecting growth in new areas. Bonds may be used for any type of project. Management would like to further emphasize that all such funds must be used on CIP projects and cannot be used for operational expenses.

Management acknowledges the effort and dedication of the engineering and operations staff for developing the Fiscal Year 2011-2012 budget.

**BEXAR METROPOLITAN WATER DISTRICT**  
**Comparison for the Years Ending April 30, 2008-09 to 2011-12**

	Actual FY 08-09	Actual FY 09-10	10 Actual + 2 Proj. Projected FY 10-11	Approved Budget FY 11-12	Difference Projected vs Proposed Budget	% Variance
<b>OPERATING REVENUES</b>						
Water Sales to Customers	61,335,961	55,018,845	63,550,004	67,584,500	4,034,496	6%
Wholesale Water Agreements	855,452	425,195	408,803	593,951	185,148	45%
Sewer Revenue	6,003	5,549	7,445	0	(7,445)	-100%
Customers Penalties & Fees	1,632,152	1,481,629	1,532,415	1,615,000	82,585	5%
Impact Fees/Water Development Fees	2,725,250	2,373,244	2,216,457	2,403,841	187,384	8%
Main & Service Extension Fees	461,418	458,708	435,684	550,000	114,316	26%
Collection Fees	909,720	602,473	307,941	450,000	142,059	46%
Fire Protection	236,761	242,264	278,890	250,000	(28,890)	-10%
Regulatory Assessment Fee	1,632,889	1,898,315	2,109,209	2,325,754	216,545	10%
Assessment Fees - Timberwood	2,430	866	2,949	3,500	551	19%
<b>TOTAL OPERATING REVENUES</b>	<b>69,798,034</b>	<b>62,507,088</b>	<b>70,849,797</b>	<b>75,776,545</b>	<b>4,926,748</b>	<b>7%</b>
<b>OPERATING EXPENSES</b>						
Salaries	7,378,454	7,424,849	9,293,024	8,995,069	(297,954)	-3%
Payroll Taxes & Unemployment Tax	662,386	711,165	718,607	688,123	(30,485)	-4%
Disposal Fees	2,477	3,102	11,344	22,900	11,556	102%
Equipment Rental	1,139,583	246,442	176,874	220,267	43,393	25%
Fuel	1,067,095	1,038,175	1,213,688	1,000,000	(213,688)	-18%
Garage Materials - Maintenance	352,277	411,711	347,485	403,808	56,323	16%
Insurance - Benefits	2,509,737	2,687,996	3,534,080	3,426,386	(107,694)	-3%
Maintenance Contract Operating	546,808	636,746	713,937	711,208	(2,729)	0%
Operation & Maintenance - Materials	2,980,229	3,235,141	3,697,324	3,406,264	(291,060)	-8%
Operation & Maintenance Supplies - Facility	19,008	14,177	12,231	47,158	34,927	286%
Operation & Maintenance Supplies - Production	998,488	776,203	513,149	801,500	288,351	56%
Edwards Aquifer/Trinity Glen Rose Permit Fee	970,423	1,395,267	1,401,392	1,322,649	(78,743)	-6%
Bexar Metropolitan Development Corp. - Lease	3,770,609	4,549,556	4,708,336	4,596,758	(111,578)	-2%
Canyon Regional Agreement	4,631,623	4,558,369	4,244,416	5,128,514	884,098	21%
BMA Water Purchase Agreement	2,062,157	2,613,857	1,708,512	1,669,220	(39,292)	-2%
WECo Water Purchase Agreement	1,880,538	3,408,005	3,511,172	6,535,862	3,024,690	100%
Water Supply Agreements	1,978,433	2,154,730	1,545,487	1,820,762	275,275	18%
Uniforms	51,805	40,124	46,280	44,500	(1,780)	-4%
Utilities - Operating	3,425,286	3,226,691	3,437,642	3,400,000	(37,642)	-1%
Waste Services	13,746	14,083	16,833	44,200	27,367	163%
Water Transporting Expense	23,481	160,158	146,602	150,000	3,398	2%
Water Treatment and Testing	559,843	574,569	480,843	550,916	70,073	15%
<b>TOTAL OPERATING EXPENSES</b>	<b>37,024,483</b>	<b>39,881,117</b>	<b>41,479,260</b>	<b>44,987,265</b>	<b>3,508,005</b>	<b>8%</b>
<b>ADMINISTRATIVE &amp; GENERAL</b>						
Salaries	5,500,557	5,243,054	3,037,170	2,999,486	(37,683)	-1%
Payroll Taxes & Unemployment Tax	429,733	425,983	298,923	229,461	(69,462)	-23%
State Sales & Use Tax	0	2,828	0	0	0	100%
Advertising/Printing/Photography	77,825	103,578	105,448	181,785	76,337	72%
Agency Assessments	275,778	482,744	492,606	492,754	148	0%
Bank Fees	404,410	403,883	536,142	600,000	63,858	12%
Communication Expense	244,878	381,312	261,247	350,597	89,350	34%
Contract Labor	74,082	82,470	838	0	(838)	-100%
Computer System Support	264,508	333,787	309,492	165,458	(144,034)	-47%
Directors Fees	57,345	47,910	50,760	50,400	(360)	-1%
Dues and Subscriptions	78,722	57,068	59,910	75,450	15,540	26%
Employee Benefits	64,162	73,193	37,498	113,624	76,126	203%
Hiring Expense	12,601	26,432	4,246	7,940	3,694	87%
Insurance - Benefits	1,689,218	1,818,207	1,015,841	738,289	(277,551)	-27%
Insurance - General	369,126	334,353	316,610	610,000	293,390	93%
Janitorial Services	25,375	28,170	19,865	0	(19,865)	-100%
License & Permits	156,162	197,308	145,301	204,487	59,186	41%
Miscellaneous Expense/Election Expense	1,170,091	327,254	249,113	100,850	(148,263)	-60%
Maintenance Contracts	83,834	28,473	454	0	(454)	-100%
Office Supplies	279,630	164,464	86,129	107,982	21,853	25%
Over/Short Cash	(71)	(979)	909	500	(409)	-45%

**BEXAR METROPOLITAN WATER DISTRICT**  
**Comparison for the Years Ending April 30, 2008-09 to 2011-12**

	Actual FY 08-09	Actual FY 09-10	10 Actual + 2 Proj. Projected FY 10-11	Approved Budget FY 11-12	Difference Projected vs Proposed Budget	% Variance
Postage	442,140	453,712	502,160	538,895	36,735	7%
Professional Fees	1,071,986	893,790	1,038,037	1,027,500	(10,537)	-1%
Public Education & Awareness	49,754	17,593	0	26,500	26,500	#####
Public Meeting Notice Fees	373	370	15,618	120	(15,498)	-99%
Safety Expense	65,397	54,944	33,634	86,882	53,248	158%
Security	176,611	167,589	90,564	75,400	(15,164)	-17%
Training Expense	104,367	44,077	38,556	49,350	10,794	28%
Travel, Meals and Entertainment Expense	91,763	59,543	23,663	42,162	18,499	78%
Waste Services	22,720	27,008	26,917	35,000	8,083	30%
Bad Debt Expense	1,328,892	659,327	953,715	1,013,768	60,053	6%
Water Efficiency Program Activities	274,132	356,416	326,856	351,500	24,644	8%
Penalties & Late Charges	2,362	7,633	4,996	200	(4,796)	-96%
Utilities	122,941	122,948	120,569	150,071	29,502	24%
<b>TOTAL ADMINISTRATIVE AND GENERAL EXPENSES</b>	15,011,406	13,426,442	10,203,784	10,426,411	222,626	2%
<b>OVERHEAD</b>	672,251	934,315	611,743	800,000	188,257	31%
<b>NET ADMIN. &amp; GENERAL EXPENSES</b>	14,339,155	12,492,127	9,592,042	9,626,411	34,369	0%
<b>TOTAL EXPENSES BEFORE DEPRECIATION</b>	51,363,638	52,373,244	51,071,302	54,613,676	3,542,374	7%
DEPRECIATION EXPENSE	9,215,868	9,542,030	9,708,920	10,250,000	541,080	6%
<b>TOTAL OPERATING EXPENSES</b>	60,579,506	61,915,274	60,780,222	64,863,676	4,083,454	7%
<b>OPERATING REVENUE</b>	9,218,528	591,815	10,069,575	10,912,869	843,295	8%
<b>NON-OPERATING REVENUES</b>						
Interest Income	471,960	168,781	160,012	215,000	54,988	34%
Bad Debt Recovered	3,118	25,021	22,632	100,000	77,368	342%
Other Non Operating Revenue	910,596	922,484	2,140,788	2,168,000	27,212	1%
<b>TOTAL NON-OPERATING REVENUES</b>	1,385,673	1,116,286	2,323,433	2,483,000	159,567	7%
<b>NON-OPERATING EXPENSES</b>						
Interest Expense	56,917	36,885	19,406	15,000	(4,406)	-23%
Bond Interest	8,416,160	9,114,310	10,683,638	11,680,421	996,783	9%
Bond Issuance Cost	130,336	127,449	13,800	425,000	411,200	2980%
Commercial Paper Interest	446,991	119,857	49,621	62,500	12,879	26%
Commercial Paper Issuance Costs	114,321	238,748	506,496	191,200	(315,296)	-62%
Commercial Paper Commitment Fees	333,982	557,640	452,907	478,715	25,808	6%
<b>TOTAL NON-OPERATING EXPENSES</b>	9,498,707	10,194,888	11,725,869	12,852,836	1,126,968	10%
<b>NET REVENUE</b>	1,105,495	(8,486,788)	667,139	543,033	(124,106)	19%

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Salaries - Operating</b>	<b>Approved Budget Amount</b>
Department:	<b><u>District</u></b>	
		\$ 8,995,069

Primary Staff Involved with this Budget Category:

Directors  
Human Resources

Program Description:

BexarMet pay rates are reviewed annually. Each job description is analyzed and factored to fit a compensation plan.

BexarMet provides compensation for all overtime hours worked by non-exempt employees approved by management. Compensation for hours in excess of 40 hours a week shall be paid at a rate of one and one-half times the employee's regular rate of pay.

Current Status:

On Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures account for the compensation of current employees. Additional expenditures include the compensation of any non-exempt employees required to work overtime. Please note, salaries relating to customer service, call center, meter reading, etc are now included in the operating section. In previous years, they had been in the Administrative and General section.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Payroll Taxes & Unemployment Tax-Operations** **Approved**  
Department: **District** **Budget**  
**Amount**

\$688,123

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Automatic deductions are made from each paycheck for Federal and Social Security taxes (FICA)  
Expenditures related to unemployment compensation are also accounted for in this category

Current Status:

On-Going

Proposed Activity or Justification for Budget:

The deduction and payment of employee payroll taxes is required by law.

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Disposal Fees** **Approved**  
Department: **District** **Budget**  
**Amount**

\$22,900

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Costs related to the disposal of hazardous materials, contaminated equipment, and non-functional computer equipment that cannot be disposed of in municipal landfills

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures in this category are incurred in order to comply with State and Federal laws regulating the disposal of various types of hazardous and contaminated material, such as meters, water quality testing equipment, oils, garage equipment, etc.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Equipment Rental**  
Department: **District**

**Approved  
Budget  
Amount**

\$220,267

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Rental of office equipment  
Rental of heavy equipment and special tools required for the District's infrastructure maintenance.  
Rental of street barricades for construction and maintenance projects.  
Other leases related to the District's operations.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Administrative expenditures related to the rental of copiers, fax machines, and mail machine, etc. Operational expenditures related to the rental of backhoes, front end loaders, barricades, fusion machine, etc. Additional rentals include testing equipment, benching equipment, rental of generators, electrical equipment.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Fuel** **Approved**  
Department: **District** **Budget**  
**Amount**

\$1,000,000

Primary Staff Involved with this Budget Category:

Directors and Primary Staff

Program Description:

Costs for various types of fuel used by the District's vehicles and construction equipment in daily operations

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures in this category are directly contingent upon vehicle and equipment usage as well as the cost of fuel in the market. This category includes expenditures fuel required for generators without permanent power (e.g. Stein Tract).

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Garage Materials Maintenance**  
Department: **District**

**Approved  
Budget  
Amount**

\$403,808

Primary Staff Involved with this Budget Category:

Directors and Primary Staff

Program Description:

Maintenance and repairs as they relate to the District's fleet and heavy construction equipment.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures pertaining to vehicle maintenance (re: oil filters, brakes, tire replacement/repair, etc.) Expenditures pertaining to construction equip. maintenance materials and repair (re: tire replacement/repair, hydraulic repair, accessory replacement etc.)

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Insurance – Benefits: Operations**  
Department: **District** **Approved  
Budget  
Amount**

\$3,426,386

Primary Staff Involved with this Budget Category:

Directors  
Human Resources  
Primary Staff

Program Description:

Expenses related to providing employees with health insurance coverage, life insurance, and matching their retirement contribution.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Costs incurred for health insurance coverage for employee and dependents, life insurance, and matching employee retirement contribution in following District policy.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Maintenance Contracts - Operating**  
Department: **District** **Approved  
Budget  
Amount**

\$711,208

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Budget category funds maintenance contracts for office equipment, radio towers, and vermin control at District facilities

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures related to radio tower maintenance, Hansen billing system, Xerox copiers, pest control at Malone, Southcross, and other District facilities, as well as other maintenance agreements required in daily operations.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Operation & Maintenance- Materials** **Approved  
Budget  
Amount**  
Department: **District**

\$3,406,264

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Expenses incurred in the purchase of various tools, equipment, and supplies needed for various services provided by the District to the customer.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures in this category include materials utilized in meter service connections, hydrant repairs, main breaks and other tools and equipment used by various departments in daily operations. This category incorporates expenditures resulting from the increase in man-power in the Cross-Connection Control CCC Division and the Meter Services Division, who conduct inspections, repairs, replacements, installations of equipment, and aggressive, routine meter change out.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Operation &amp; Maintenance Supplies - Facility</b>	<b>Approved Budget Amount</b>
Department:	<b><u>District</u></b>	

\$47,158

Primary Staff Involved with this Budget Category:

Directors and Primary staff

Program Description:

Costs related to supplies purchased for various District facilities' maintenance  
Purchase of various chemicals for use out in the field

Current Status:

On-Going

Proposed Activity or Justification for Budget:

- *District-wide:* Items include facility maintenance products, such as, bleach, soaps and degreasers.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Operation & Maintenance Supplies - Production**  
Department: **District**

**Approved  
Budget  
Amount**

\$801,500

Primary Staff Involved with this Budget Category:

Director of Operations  
Primary staff

Program Description:

Building and structure improvements and repairs as they relate to production facilities and general office buildings

Replacement of equipment, repair /replacement of well pumps as well as all pumping equipment components  
Repair/ replacement of SCADA and electrical equipment at the various production facilities

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* The purpose of these expenditures is to maintain the District's infrastructure in proper working order and account for any repairs necessary for their improvement, such as:

- General upgrades to Maintenance/Construction and Production facilities
- Repairs and replacement of Production/Electrical facilities (e.g. wells, electrical panels, pumps); new Production facilities (i.e. LAS, Fluoride, New Treatment Facilities)
- Repair or replace car wash pumping equipment
- Stock equipment for various Department and Divisions

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Edwards Aquifer/ Trinity Glen Rose Permit Fee</b>	<b>Approved Budget Amount</b>
Department:	<b><u>District</u></b>	<b><u>\$1,322,649</u></b>

Primary Staff Involved with this Budget Category:

Assistant Director of Water Resources  
Primary staff

Program Description:

Fees paid by the district to the Edwards Aquifer Authority (EAA) and the Trinity Glen Rose Water (TGR) Conservation District for an imposed, mandatory permit or pumping fee.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Bexar Metropolitan Development Corp Lease</b>	<b>Approved Budget Amount</b>
Department:	<b><u>District</u></b>	<b>\$4,596,758</b>

Primary Staff Involved with this Budget Category: Asst Director of Water Resources

Program Description:

The District leases the ultra-filtration plant from the Development Corporation for the treatment of surface water to potable water for distribution to the District's customers. The breakdown of this budget is as follows:

Current Status:

On-Going

Proposed Activity or Justification for Budget Amendment:

*District-wide:* The lease payments cover the Development Corp.'s debt service, operating and maintenance payments to United Water, chemicals used at the plant and sludge removal, a trustee fee, a contingency fund and a major maintenance.

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Canyon Regional Agreement**  
Department: **District**

**Approved  
Budget  
Amount**

\$5,128,514

Primary Staff Involved with this Budget Category:

Directors and Primary Staff

Program Description:

The District is a member of the Canyon Regional Authority and a participant in the expansion of CRWA's Lake Dunlap Water Treatment Plant and the Mid-cities Pipeline. This membership and participation has provided the District with 4,000 acre-feet of potable water per year for the Northeast service area since the summer of 2005.

In 2007, the District entered into a water sale agreement (WSA) with Canyon Regional Water Authority (CRWA) for 2,800 acre-feet of ground water from the Carrizo Aquifer in Gonzales County, to be delivered in 2010 (Phase I). An additional 4250 acre-feet of water will be delivered in 2016 (Phase II).

Current Status:

On-going

Proposed Activity or Justification for Budget:

*District-wide:* This agreement is meant to compensate for pumping limitations imposed by the Edwards Aquifer Authority.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **BMA Water Purchase Agreement** **Approved**  
Department: **District** **Budget**  
**Amount**

\$1,669,220

Primary Staff Involved with this Budget Category:

Directors and Primary Staff

Program Description:

The District has agreed, through a contract with Bexar-Medina-Atascosa Counties W.C.I.D., to purchase from BMA 19,974 acre-feet of raw water at \$69 per acre-foot. This agreement also provides that BexarMet will pay \$169,000 for canal maintenance at 3% increase per year.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* This agreement is meant to compensate for pumping limitations imposed by the Edwards Aquifer Authority, and guarantee delivery of water to our Ultra-filtration plant.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **WECO Water Purchase Agreement**  
Department: **District**

**Approved  
Budget  
Amount**

\$6,535,862

Primary Staff Involved with this Budget Category:

Assistant Director of Water Resources  
Primary staff

Program Description:

The District has agreed, through a contract with Water Exploration Company, to purchase water for the Stone Oak area.

WECO - Dym Tract – 4622	\$ 811,224
WECO – Stein Tract - 4623	\$ 5,724,638

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* This agreement is meant to compensate for pumping limitations imposed by the Edwards Aquifer Authority, and guarantee delivery of water to our StoneOak area.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Water Supply Agreements**  
Department: **District**

**Approved  
Budget  
Amount**

\$1,820,762

Primary Staff Involved with this Budget Category:

Directors of Water Resources  
Primary staff

Program Description:

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* The purpose of these agreements is to obtain various sources of water for distribution to the District's customers to offset mandated restrictions by the Edward's Aquifer Authority.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Uniforms**  
Department: **District**

**Approved  
Budget  
Amount**

Account Numbers: Uniform Expense – 4212

\$44,500

Primary Staff Involved with this Budget Category:

Directors and Primary Staff

Program Description:

Expenses incurred as a result of providing employees with work uniforms.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures are necessary in order to maintain a professional appearance for the District employees out in the field.

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Utilities - Operating**  
Department: **District**

**Approved  
Budget  
Amount**

\$3,400,000

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Expenses related to the availability of various utility services to the District's facilities.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures funded in this category include payments for electricity and water service.

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Waste Services</b>	<b>Approved</b>
Department:	<b><u>District</u></b>	<b>Budget</b>
		<b><u>Amount</u></b>

\$44,200

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Expenses related to the availability of various waste services to the District.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures related to waste services, such rental of portable toilets for field workers and garbage disposal are funded in this category.

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Water Transporting Expense** **Approved  
Budget  
Amount**  
Department: **District**

\$150,000

Primary Staff Involved with this Budget Category:

Director of Operations  
Primary staff

Program Description:

Expenditures related to the hauling of potable water to the District's smaller systems in instances when any number of factors cause an interruption of service to the customers dependant on these systems.

Costs resulting from providing assistance to other municipalities and utilities in cases of emergency

Current Status:

On-Going

Proposed Activity or Justification for Budget:

The systems for which the District would primarily require these expenditures for are rural areas, such as Oakland Estates, Meadowood Acres as well as other areas to meet customer demands.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Water Treatment & Testing**  
Department: **District**

**Approved  
Budget  
Amount**

\$ 550,916

Primary Staff Involved with this Budget Category:

Director of Operations  
Primary staff

Program Description:

Expenditures for mandatory water sampling, testing, and analysis for all District systems, field testing equipment, chlorine purchases and related equipment, maintenance, fluoride purchase and related facilities maintenance, miscellaneous water treatment supplies and equipment, and the annual U.S. Geological Survey Joint Funding Agreement for stream gaging and stream water quality monitoring.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* The budget accounts for expenditures related to compliance with current and upcoming new sampling/monitoring requirements, as well as an increase in the number of samples collected and the costs for the sampling and analysis of water by TCEQ and bacteriological samples tested by SARA. This category also includes testing required for the HEB/Bulverde WasteWater Treatment Plants.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Salaries-Administrative and General** **Approved  
Budget  
Amount**  
Department: **District**

\$2,999,486

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

The District provides administrative personnel a salary that is reviewed and updated annually according to job description.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures account for the compensation of current employees. Additional expenditures include the compensation of any non-exempt employees required to work overtime. Please note, salaries relating to customer service, call center, meter reading, etc are now including in the operating section. In previous years, they had been in the Administrative and General section.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Payroll Taxes - Administrative and General**  
Department: **District**

**Approved  
Budget  
Amount**

\$229,461

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Automatic deductions are made from each paycheck for Federal and Social Security taxes (FICA)  
Expenditures related to unemployment compensation are also accounted for in this category

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* The deduction and payment of employee payroll taxes is required by law.

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Advertising/Printing/Photography**  
Department: **District**

**Approved  
Budget  
Amount**

\$ 181,785

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Projected expenditures related to the advertisement of public invitations for bids, requests for proposals/qualifications, and other notices  
Printing costs for company letterhead, envelopes with District logo, and other related supplies  
Costs of printing security surveillance photos  
Photographs for new board members

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* These expenditures are required in order to comply with State law and District policy in advertising invitations for bids on goods and services as well as to conduct the normal course of business. This category also consists of expenditures related to the printing of Consumer Confidence Reports; Cross-Connection Control Surveys, brochures, and other educational materials.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Agency Assessments**  
Department: **District**

**Approved  
Budget  
Amount**

\$492,754

Primary Staff Involved with this Budget Category:

Assistant Director of Water Resources  
Primary staff

Program Description:

Agency Assessment- funds payment of the Public Health Service Fee collected by TCEQ for services to public water utilities, as well as a regulatory and system inspection fee

Current Status:

On-Going

Proposed Activity or Justification for Budget:

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Bank Fees**  
Department: **District**

**Approved  
Budget  
Amount**

\$600,000

Primary Staff Involved with this Budget Category:

Director and Primary Staff

Program Description:

The District has banking services with the following:

- Bank of America
- JP Morgan/ Chase – Debt Service Reserve Fund
- Frost Bank – Debt Service Reserve Fund
- Telecheck –Point of Sale Merchant Services
- Verisign-On-line Credit Card Merchant Services
- Optimal-Online Check Merchant Services
- SARMA- Collection Services

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures are due to the need for banking services, merchant card/check processing services, and Sarma collection fees in the District's normal course of conduct business.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Communication Expense**  
Department: **District**

**Approved  
Budget  
Amount**

\$350,597

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Expenditures associated with all communication services including telephone service for all District facilities, data lines, wireless access, dial-up lines and pagers as well as equipment related thereto.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* This account funds the monthly cost for telephone service and wireless services necessary for communication between District personnel.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Contract Labor – Administrative and General</b>	<b>Approved Budget Amount</b>
Department:	<u><b>District</b></u>	<u>\$ 0</u>

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Costs of hiring of temporary office personnel working when District resources are limited

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* These services would be required in the event of an employee out for a long period of time or for various projects for which there is not sufficient District staff on hand. In addition in FY 2010, BMWD will begin a records management program mandated by the State of Texas.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Computer System Support</b>	<b>Approved Budget Amount</b>
Department:	<u><b>District</b></u>	<u>\$165,458</u>

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Expenditures related to the purchase of computer hardware, software, desktops, cell phones, scanners, printers, etc.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* This category funds necessary computer hardware and software necessary to conduct daily District business. These purchases include items ranging from new software licenses to system integration hardware.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Directors Fees</b>	<b>Approved Budget Amount</b>
Department:	<b><u>District</u></b>	<b><u>\$50,400</u></b>

Primary Staff Involved with this Budget Category:

Directors  
Primary Staff

Program Description:

Stipend paid to directors for meeting attendance

\$7,200 (max amount per year) x 7 (directors) = \$50,400

Current Status:

On-Going

Proposed Activity or Justification for Budget :

*District-wide:* The expenditures for this category are contingent upon the number of meetings held by members of the District Board during the fiscal year, including the regular monthly board meetings and any special committee meetings.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Dues and Subscriptions</b>	<b>Approved Budget Amount</b>
Department:	<b><u>District</u></b>	<b><u>\$75,450</u></b>

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Expenses for professional organization memberships, subscriptions to industry publications, and reference materials relevant to District business

Current Status:

On Going

Proposed Activity or Justification for Budget:

*District-wide:* Examples of items in this category include the membership dues of various employees to the American Water Works Association, National Society of Professional Engineers, Government Finance Officers Association, etc. This category also accounts for various reference materials used by District employees in daily operations.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Employee Benefits**  
Department: **District**

**Approved  
Budget  
Amount**

\$113,624

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Charges for AFLAC admin fee, Worker's Assistance Program  
Charges for BMWD apparel purchased by employees (ie: caps, t-shirts, etc.)  
Charges for BMWD employee activities and dinners (ie: softball league entrance fee, Christmas luncheon, etc.)  
Charges for BMWD employee tuition reimbursement, as well as books and required fees

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures related to providing various types of fringe benefits to the District's employees.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Hiring Expense</b>	<b>Approved Budget Amount</b>
Department:	<b><u>District</u></b>	<b><u>\$7,940.00</u></b>

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Expenses directly related to the hiring of new employees including, drug tests and background checks

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* This budget category will fund the cost of hiring personnel for replacement positions.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Insurance – Benefits**  
Department: **District**

**Approved  
Budget  
Amount**

\$738,289

Primary Staff Involved with this Budget Category:

Directors  
Human Resources  
Primary Staff

Program Description:

Expenses related to providing employees with health insurance coverage, life insurance, and matching their retirement contribution.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Costs incurred for health insurance coverage, life insurance, and matching employee retirement contribution in following District policy.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Insurance - General</b>	<b>Approved Budget Amount</b>
Department:	<u><b>District</b></u>	<u><b>\$610,000</b></u>

Primary Staff Involved with this Budget Category:

Directors  
Primary Staff

Program Description:

Costs related to District coverage for liability, property, and automobile claims, as well as Directors' and Officers' liability insurance. Pollution coverage, crime coverage and Board of Director bonds are also accounted for in this category.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Insurance coverage in the areas mentioned above to comply with state regulations as well as the District's protection.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Janitorial Expense**  
Department: **District**

**Approved  
Budget  
Amount**

\$0

Primary Staff Involved with this Budget Category:

Director of Operations  
Primary Staff

Program Description:

Expenditures related to janitorial services for one pay-station and all supplies required for the maintenance and general cleanliness of District facilities.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* This category funds the costs of sanitation for the District's facilities.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **License and Permits**  
Department: **District**

**Approved  
Budget  
Amount**

\$204,487

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Fees for city permits, site inspection fees, legal hauling permits, and other permits required to undertake the District's maintenance and infrastructure projects, as well as other projects done in the normal course of business

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Examples of expenditures in this category include street cutting permits, hazardous material storage permits, municipal permits required for construction or maintenance of electrical services for District structures. (eg: City Building Permits, City Hazardous Chemical Permits, State Tier-2 Reports, City Permits, Site Inspection Fees).

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Miscellaneous Expense/Election Expense**  
Department: **District**

**Approved  
Budget  
Amount**

\$100,850

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

The primary expenditures in this category relate to the loss of District property in the event of an accident or damage to property of any third parties caused by the District, lawsuit settlements, and other casualties. This category also funds expenses incurred through the administration of the election of new board members as well as any expenditure not covered in another budget category. This category consists of the following:

Legislative Oversight Expenses  
Election Expense  
Casualty Loss Expense  
Lawsuit Settlement Expense  
Miscellaneous Expenses

Current Status:

On-Going

Proposed Activity or Justification for Budget:

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Maintenance Agreements/Contracts</b>	<b>Approved Budget Amount</b>
Department:	<u><b>District</b></u>	<u>\$0</u>

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Budget category funds contracts for maintenance of office equipment at District facilities

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures related to the mail sorter, other office equipment maintenance at Malone, Marbach, Southcross, and other District facilities, as well as other maintenance required in daily operations.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Office Supplies</b>	<b>Approved Budget Amount</b>
Department:	<u><b>District</b></u>	<u>\$107,982</u>

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Expenditures related to the purchase minor office equipment (ie: a small desk, filing cabinet, chair, etc)  
Expenditures related to the purchase minor computer equipment (ie: desk printer, speakers, key boards, etc)  
Expenditures related to the purchase office supplies (ie: ink cartridges, copy paper, file folders, etc)

Current Status:

On-Going

Proposed Activity or Justification for Budget :

*District-wide:* Expenditures related to minor equipment or supplies utilized by administrative personnel to properly carry out their duties required of their position.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Over / Short Cash</b>	<b>Approved</b>
Department:	<u><b>District</b></u>	<b>Budget</b>
		<b>Amount</b>

\$500

Primary Staff Involved with this Budget Category:

Directors and Primary Staff

Program Description:

Amount accounts for variances related to overages/shortages in cashier reports

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*Customer Service Department:* Procedures are in place to ensure that the amount of discrepancies in the cashier drawers is minimal.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Postage**  
Department: **District**

**Approved  
Budget  
Amount**

\$538,895

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Cost of postage & courier costs for customer mailings and packages to various other entities  
Charges for the delivery of packages or equipment to the District

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* This category accounts for expenditures related to mail delivery, courier service, or freight costs. Expenditures pertaining to the delivery of Consumer Confidence Reports as well the District newsletter are also included herein.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Professional Fees</b>	<b>Approved Budget Amount</b>
Department:	<b><u>District</u></b>	<b><u>\$1,027,500</u></b>

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Services rendered for accounting, engineering, legal, or matters other than those already listed.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures accounted for in this category include annual year-end audit and departmental audits, legal services for District litigation, lobbyist fees, as well as consulting fees for engineering issues and water development planning.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Public Education and Awareness**  
Department: **District**

**Approved  
Budget  
Amount**

\$26,500

Primary Staff Involved with this Budget Category:

Director of Operations and Primary Staff

Program Description:

Implement effective community relation program to present District information and maintain regular communication with customers, communities, media, elected officials and additional stakeholders.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures in this category will include participation in various events, assistance to qualified individuals for plumber costs, school programs, neighborhood events, and water bottle distribution. This category also incorporates costs related to the production of the District newsletter, a Neighborhood Resource Center, a Cross-Connection Control/Backflow program (e.g. handouts, brochures, and literature) and promotional and miscellaneous expenses.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Public Meeting Notice Fees**  
Department: **District**

**Approved  
Budget  
Amount**

\$ 120

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Cost of posting meeting agendas at the courthouse as required by law.

Current Status:

On-Going

Proposed Activity or Justification for Budget :

*District-wide:* These costs are contingent upon the number of meetings held throughout the fiscal year.

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Safety Expense**  
Department: **District**

**Approved  
Budget  
Amount**

\$86,882

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Expenditures incurred for the purchase of special safety equipment for use by field personnel ranging from protective Hazmat suits and face masks to safety gloves and first aid supplies

Current Status:

On-Going

Proposed Activity or Justification for Budget :

*District-wide:* This category covers a wide range of safety equipment because of varied nature of the District's required duties out in the field, which are necessary for the health and safety of the District's employees.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Security Expense</b>	<b>Approved Budget</b>
Department:	<b><u>District</u></b>	<b><u>Amount</u></b>
		<b><u>\$75,400</u></b>

Primary Staff Involved with this Budget Category:

Directors  
Primary Staff

Program Description:

Contract for uniformed security force for Malone facility and Southcross pay-station.  
Contract for armored car service used to deliver daily deposits to Wells Fargo for the Malone facility and Southcross pay-station.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* The contracts funded by this category are required for the security of various District facilities, safe delivery of District funds to its depository bank, as well as contingency planning in case of an emergency.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Training**  
Department: **District**

**Approved  
Budget  
Amount**

\$49,350

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Expenditures related to the training of various District employees for the proper operation of dangerous equipment as well as mandated licensing for these individuals.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures related to training provided to employees necessary to maintain issued water licenses, electrical licenses and other professional licenses, as well as other essential training (e.g. trenching, large vehicle/equipment) issues relevant to all aspects of District operations.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Travel, Meals and Entertainment Expense</b>	<b>Approved Budget Amount</b>
Department:	<b><u>District</u></b>	<b><u>\$42,162</u></b>

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Expenditures related to the attendance of various conferences or functions for District business, including travel, hotel, meals and car rental (if necessary).

Reimbursement to District employees for business use of a personal vehicle

Current Status:

On-Going

Proposed Activity or Justification for Budget :

*District-wide:* Expenditures related to travel for attendance of various conferences, to training courses, seminars, demonstrations or presentations.

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Waste Services**  
Department: **District**

**Approved  
Budget  
Amount**

\$35,000

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Expenses related to the availability of various waste services to the District.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures related to waste services, such as garbage disposal at the Malone offices are funded in this category.

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Bad Debt Expense**  
Department: **District**

**Approved  
Budget  
Amount**

**\$1,013,768**

Primary Staff Involved with this Budget Category:

Directors and Primary Staff

Program Description:

Accounts for customer accounts that have been deemed uncollectible and are to be written-off and forwarded to a collection agency.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Water Efficiency Program/Activities**  
Department: **District**

**Approved  
Budget  
Amount**

\$351,500

Primary Staff Involved with this Budget Category:

Assistant Director of Water Resources  
Primary staff

Program Description:

Costs related to projects meant to educate the public on efficient water usage, compliance with local, regional and State mandates

Collaboration with the National Park Service to produce a “Best Management Practices for Medina River Watershed” publication

Landscaping and maintenance for facilities and educational programs

Current Status:

On-Going

Proposed Activity or Justification for Budget:

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Penalties &amp; Late Charges</b>	<b>Approved Budget Amount</b>
Department:	<b><u>District</u></b>	

\$200

Primary Staff Involved with this Budget Category:

Directors and Primary Staff

Program Description:

Charges for late payment of District bills or other finance charges

Current Status:

On-Going

Proposed Activity or Justification for Budget:

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Utilities**  
Department: **District**

**Approved  
Budget  
Amount**

\$ 150,071

Primary Staff Involved with this Budget Category:

Directors and Primary Staff

Program Description:

Expenses related to the availability of various utility services to the District's facilities.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

*District-wide:* Expenditures funded in this category include payments for electricity and water service.

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Overhead</b>	<b>Approved</b>
Department:	<u><b>District</b></u>	<b>Budget</b>
		<b>Amount</b>

\$800,000

Primary Staff Involved with this Budget Category:

Directors and primary staff

Program Description:

Accounts for the portion of labor, materials, and equipment expensed by the District attributable to capital projects.

Current Status:

On-Going

Proposed Activity or Justification for Budget :

*District-wide:* This allocation is required in order to properly account for the cost of the District's capital improvement program.

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Depreciation Expense</b>	<b>Approved Budget Amount</b>
Department:	<u>District</u>	

\$10,250,000

Primary Staff Involved with this Budget Category:

Directors and Primary Staff

Program Description:

Depreciation Expense Associated with the District's Capital Assets

Current Status:

On-Going

Proposed Activity or Justification for Budget:

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Interest Expense</b>	<b>Approved</b>
Department:	<u><b>District</b></u>	<b>Budget</b>
		<b>Amount</b>

\$15,000

Primary Staff Involved with this Budget Category:

Directors and Primary Staff

Program Description:

Interest incurred from the leasing of equipment, vehicles and other goods

Current Status:

On-Going

Proposed Activity or Justification for Budget:

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category:	<b>Bond Interest</b>	<b>Approved</b>
Department:	<u><b>District</b></u>	<b>Budget</b>
		<b><u>Amount</u></b>

\$11,680,421

Primary Staff Involved with this Budget Category:

Director of Finance  
Primary Staff

Program Description:

Relative to the District's outstanding bonds (includes accreted bond interest)

Current Status:

On Going

Proposed Activity or Justification for Budget :

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Bond Issuance Cost** **Approved**  
Department: **District** **Budget**  
**Amount**

\$425,000

Primary Staff Involved with this Budget Category:

Director of Finance  
Primary Staff

Program Description:

Expenditures related to the issuance of bonds; estimating expenses of 1% of notional amount

Current Status:

On-Going

Proposed Activity or Justification for Budget:

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Commercial Paper Interest**  
Department: **District**

**Approved  
Budget  
Amount**

\$62,500

Primary Staff Involved with this Budget Category:

Director of Finance  
Primary Staff

Program Description:

Interest expense on commercial paper used to pay for capital projects.

Current Status:

On Going

Proposed Activity or Justification for Budget:

Approved April 25, 2011

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Commercial Paper Issuance Costs**  
Department: **District**

**Approved  
Budget  
Amount**

\$191,200

Primary Staff Involved with this Budget Category:

Director of Finance  
Primary Staff

Program Description:

Annual funding for rating agencies and remarketing manager fee for the commercial paper program.

Current Status:

On-Going

Proposed Activity or Justification for Budget:

Moody's Annual Surveillance Fee  
Standard & Poor's Annual Surveillance Fee  
CititGroup Remarketing Fee  
Deutsche Bank Trustee Fee

**Bexar Metropolitan Water District  
Budget Justification Worksheets  
Fiscal Year 2011-2012**

Budget Category: **Commercial Paper Commitment Fee** **Approved  
Budget  
Amount**  
Department: **District**

\$478,715

Primary Staff Involved with this Budget Category:

Director of Finance  
Primary Staff

Program Description:

Commission paid for the administration of the letter of credit agreement between Bank of American and the District.

Current Status:

On Going

Proposed Activity or Justification for Budget:

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