

## **2010/2011 Water Budget Justification**

- 40101 Regular Payroll - \$262,448\*  
Public Works Director salary (50 percent of Water/Sewer portion) - \$21,749  
Water Department Supervisor - \$69,959\*  
Chief Operator - 1 man @ \$26.24 x 8hrs. x 261 days = \$54,790\*  
Assist. Operator - 1 man @ \$20.83 x 8hrs. x 261 days = \$43,493\*  
Operator In Training - 1 man @ \$16.25 x 8 hrs. x 261 days = \$33,930  
Financial Manager salary (50 percent) - \$23.12 x 8 x 261 x 0.5 = \$24,136  
Admin. Asst. (50 percent of Water/Sewer portion) - \$19.66 x 8 x 261 x 0.25 = \$10,261  
longevity pay - \$1,700
- 40103 Overtime - \$21,817\*  
scheduled OT-4 hrs/day x 104 weekend days x (\$26.24+\$20.83)/2x1.5= \$11,015\*  
scheduled OT-4 hrs/day x 13 holidays x (\$26.11+\$18.92)/2x1.5= \$1,377\*  
repair/emergency related OT - 75 hrs. x (\$26.11+\$18.92)/x1.5= \$5,295\*
- 40106 Misc. Payroll - \$3,900\*  
beeper pay
- 41210 Employee Related Insurance - \$67,747  
Health, LTD, Life, AD&D, W/C
- 41230 FICA - \$37,270\*  
0.0765 of payroll, OT, and 401a \*  
0.0765 of highway crew payroll (for water main repair work)  
401a contribution
- 42301 Office Supplies - \$1,700  
1/2 of office supply needs - \$3,000/2  
1/2 of office equipment under \$100 - \$400/2
- 42323 Protective Clothing & Safety Equipment - \$ 1,248  
boots, gloves, eye, ear protection, respirator cartridges, etc.
- 42340 Other Purchase & Supplies - \$65,000  
Plant operation chemicals - \$41,500  
Plant/Field testing and operating equipment and supplies - \$8,000  
Other misc. materials - \$8,000  
Hydrant replacement program - \$5,000  
Custodial Supplies - \$500  
Hand Tools - \$2,000
- 43213 Travel, Training, & Meetings - \$2,000  
Training and Continuing Education, public information notices, water week, etc.
- 43258 Dues and Subscriptions - \$1,301  
Professional Affiliation (AWWA, ABPA, and CWWA)  
Diversion Permit
- 44203 Legal - \$2,000
- 44206 Municipal Insurance - \$12,750

- 44208 Other Professional Services - \$24,350  
Diversion Permit Stream flow monitoring (\$4,000)  
contractor repairs on water lines and other services (\$5,000)  
water standpipe inspections (\$3,6500)  
contracted calibration work (\$1,000)  
Individual Water Supply Plan (\$10,000)  
Physicals & Testing - Pulmonary for plant staff, D&A monit - (\$750)
- 44217 Postage - \$2,500  
\$3,800/2 budgets – bills, notices, Newsletter/CCR, etc.
- 44223 Service Contracts - \$8,515  
Computer software support/network support - \$1,600/yr (split with sewer)  
Fire extinguisher annual maintenance - \$400  
Plant and Booster Station generator maintenance agreement - \$1,750  
Furnace maintenance agreement – WTP 1 and 2 - \$800  
Meter reading eq. and software maintenance agreement - \$1,690/yr. (split with sewer)  
Grounds Maintenance - \$500  
Weekly garbage collection - \$320  
Copier - \$130/mo lease – split with sewer  
SCADA Control maintenance agreement - \$2,100  
Alarm services - \$220
- 44231 Advertising - \$600  
advertising of legal notices, etc.
- 44238 Uniform Rentals - \$884  
pants, polo shirts, T-shirts, sweat shirts for 4 employees
- 44244 Refunds for Overpayment - \$50
- 44255 Refunds - Tax or Liens - \$50
- 44262 Audit - \$5,500  
year end audit plus fixed asset consultation
- 44285 Lab Fees - \$7,250  
various weekly, monthly, quarterly, semi-annual, and annual water testing
- 45216 Telephone - \$10,440  
emergency answering service, pagers, phones, cell phones
- 45221 Fuel-Heating - \$17,100  
Appx. 10,000 gals \$1.71/gallon
- 45622 Electric - \$99,780  
avg. \$8,315/mo. x 12 mo.
- 46224 Equipment Repairs - \$10,000  
Scheduled and unscheduled repairs to plant and well equipment including main breaks
- 46226 Building Repairs - \$5,000  
Scheduled and unscheduled building repairs and minor (non-capital) improvements, including repairs at O&M building

- 46390 Vehicle Maintenance - \$3,000  
scheduled and unscheduled repairs on three trucks
- 48416 Office Equipment - \$750  
Computer upgrades (split with sewer)  
Capital equipment over \$100 (split with sewer)
- 49245 Bond Retirement - \$154,501  
\$50,000+104,501
- 49246 Bond Interest - \$52,188  
\$4,900+47,288
- 50500 Transfers To Capital Project - \$20,000
- 50900 Contingency - \$32,184  
*- includes contingency for negotiable items within bargaining unit agreement effective 7-1-10  
contractual items potentially effected shown above with (\*)*

## **2010/2011 Sewer Budget Justification**

- 40101 Regular Payroll - \$56,406
  - Public Works Director salary (50 percent of Water/Sewer portion) - \$21,749
  - Longevity (50 percent of Water/Sewer portion) - \$150
  - Financial Manager salary (50 percent) -  $\$23.12 \times 8 \times 262 \times 0.5 = \$24,136$
  - Admin. Asst. (50 percent of Water/Sewer portion) -  $\$19.66 \times 8 \times 262 \times 0.25 = \$10,261$
- 41210 Employee Related Insurance - \$13,573
- 41230 FICA - \$8,013
  - 0.0765 of P/R and 401a
  - 401a - contribution
- 42301 Office Supplies - \$1,700
  - 1/2 of office equipment under \$100 (split with water)
- 42340 Other Purch Supplies - \$500
  - Batteries, lights, custodial supplies, etc.
- 43213 Travel, Training & Meetings - \$100
- 44203 Legal - \$500
- 44206 Municipal Insurance - \$12,750
- 44217 Postage - \$2,500
  - \$3,600/2 bills and notices, etc.
- 44223 Service Contracts - \$4,745
  - Copier - \$130/mo lease – split with water
  - Computer software/network support - \$1,600/2 (split with water)
  - Fire extinguisher annual maintenance - \$200
  - PHPS generator maintenance contract - \$620
  - Furnace annual maintenance PHPS- \$300
  - Meter reading eq. and software maintenance agreement - \$1,689/yr. (split with water)
  - Pump Station Alarm System - \$1,200
- 44231 Advertising - \$600
  - advertising of rates for budget public meeting, etc.
- 44244 Refunds for Overpayment - \$50
- 44255 Refunds - Tax or Liens - \$50
- 44262 Audit - \$5,500
  - year end audit plus fixed asset consultation
- 44268 Joint Facilities Personnel – \$98,647

45216 Telephone - \$2,400  
avg. of \$200/mo x 12 mo.

45221 Fuel-Heating - \$1,828  
850 gallons at \$2.15 per gallon

45622 Electric - \$90,000  
Flatbrook, 584 Norwich, Prospect Hill Pump Station  
approx. \$7,500/month

46224 Equipment Repairs - \$10,000  
repairs to sewer mains, pump station, manholes, etc.  
Removal of UST at PHPS - \$5,000

46269 Joint Facilities Maintenance – \$495,697

48404 Machinery and Equipment - \$20,100  
Repairs to small office equipment - \$50  
Equalization tank payment to Hebron - \$20,050

48416 Office Equipment - \$750  
Computer upgrades, etc. (split with water)

50474 Transfers to Capital Reserve - \$20,000

50900 Contingency - \$20,001