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TOWN CLERK'S OFFICE
CROMWELL, CONN.

Gloria Brenderpost, Asst.
TOWN CLERK

PROPOSED
SEWER USAGE BUDGET 2010-2011
BALANCE SHEET

Estimated Expenditures: \$1,488,738

2010-2011 Estimated Receipts:

User Charges: (5,059 Accounts)
(7247.98 EDU's @ 99% = 7175.50 Collection @ \$175.00/EDU) \$1,255,713

Prior Year Collections \$15,000
Investment Interest \$15,000
Permit/Inspection Fees \$10,000
Outside Services \$15,000

Total Estimated Revenue \$1,310,713

Transfer from Sewer Usage Fund Balance (\$178,025)

Transfer to Sewer Usage Fund Balance \$0

\$1,488,738

NOTE: Present Fund Balance as of 6/30/09 = \$1,875,493

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2010/2011

LINE ITEM	Sub-Totals	LINE TOTAL
Wages 71100		\$357,180
(See Attached "Position Summary")		
Part-Time Wages 71200		
A. CWPCA Minutes Clerk for meetings and public hearings; Approximately 20 meetings per year 3 hrs each x \$75/per meeting = <u>\$1,500</u>	\$1,500	
B. Part-Time Clerical for office file restructuring, data entry 10 wks for 19.5 hrs @ \$13.50 = <u>\$2,633</u>	\$2,633	
		\$4,133
Over-Time Wages 71300		
Overtime is generally the most difficult budget item to calculate as the weekend on-call duties are the only factor that can be effectively figured. For Budgetary purposes the following calculations are used to identify the potential overtime needs:		
A. Scheduled - 104 Weekends & 13 Holidays for pumpstation inspection and On-Call service 104/weekend days @ 4 hrs per day = 416 hrs of OT @ \$47/hr = \$19,552 6/Holidays @ 4 hrs per day = 24 hrs of DT @ \$63/hr = \$1,512	\$19,552 \$1,512	
B. Unscheduled - response to pump station alarms, meter failure, grinder pump failure, blocked sewer lines, etc. 100 man-hours@47/hr= \$4,700	\$4,700	
C. Snow Removal - Board of Education Facilities* Estimated - 250 man-hours per year @ \$49/hr 25% benefits on \$49/hr * Funds are reimbursed from the Board of Education - revenue is deposited into the Usage Fund Balance in the FY it is expended in.	\$12,250 \$3,063	
D. SSE (Sewer System Evaluation) Night time flow monitoring - overtime may be required to examine and/or test low flows within the system at off peak hours.	\$1,000	
E. Overtime - Office Staff	\$500	
		\$42,577

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2010/2011

LINE ITEM	Sub-Totals	LINE TOTAL
Employee Benefits + Uniforms 72000		
Provides for the Town's portion of Social Security Payroll Tax - based on the total payroll, insurances & pension benefits:		
Medical	\$185,203	
Life Insurance	\$1,722	
LTD	\$1,083	
FICA	\$30,898	
Pension	\$25,659	
Cost breakdown of Uniforms, Shirts, Pants, Jackets, Coveralls, Safety Shoes - 5 Men in Field Force		
Uniforms \$790/man x 5 =	\$3,950.00	
T-Shirts \$41/man x 5 =	\$205.00	
Safety Shoes \$150/man x 5 =	\$750.00	
		\$249,469
Vehicle Maintenance 74310		
Maintenance & Repair of all departmental vehicles i.e. Dump Truck, 4 Pick-up Trucks, Sewer Cleaner & Sewer Inspection Van		\$7,000
Equipment Purchase + Repair 74340		
A. Purchase & repair of departmental equipment including small equipment described as follows: pumps, generators, compressor, chainsaws, cut off saws, & miscellaneous hand & air tools. Routine repairs as needed on the following equipment: John Deere tractor w/ MX6 Rotary Mower, John Deere 710C Tractor/Loader/Backhoe, lifting crane.		\$22,000

LINE ITEM	Sub-Totals	LINE TOTAL
Meters, Pumps + Station Repair 74350		
A. Meter & Pump Maintenance/Repair/Replacement including the following: municipal pumps, 4 pump stations w/ generators & 12 flow meter stations-repair/replacement. Nooks Hill maintenance requires the replacement of a rotating assembly each year at a cost of \$2,200. Annual Pump Station cleaning of 4 pump chambers at a cost of \$5,350 <i>*In the event of a pump failure, funds must remain available - repair/replacement values estimated @ \$10,000.</i>	\$18,000	
B. Grinder Pump Service- Residentially owned grinder pumps (approximately 105), the sewer field crew removes residential grinder pumps when notified by alarm of pump failure that requires service. Funds are reimbursed by the resident and revenue is deposited into the Usage Fund balance. Sewer Department personnel act as a backup to grinder pump service company.	\$3,000	
C. Shunpike Pump Station -upgrade control panel (1999) from relays to solid state controls with new level controller. Replace 6 Flowmeter housings Northmain, Shunpike, Hicksville, Sebethe, Kirby & South.	\$11,000	\$32,000
Departmental Expenses 75100		
Line Item includes:		
A. General office supplies including: printer/computer paper, folders, binders etc., computer hardware upgrades or repair (parts & materials only), repair or replacement of copier, printer & scanner, data back up cd's phone purchase or accessories.	\$6,000	
B. Travel, meetings & educational seminars/training for operations, maintenance & management of our wastewater collection system, pump stations, flow meters & Hydra Sewer Modeling Program. Reimbursement to personnel for training/seminar contractual out-of-pocket expenses.	\$6,000	
C. Dues & Subscriptions- trade publications, office resource publications, fees resulting from maintaining licensing & certification of technical staff.	\$1,000	
D. Legal Notices- legal public notice publication for Public Hearings and/or Press Releases in the newspaper concerning the setting of the Annual Usage EDU Rate, Fiscal Year Budget(s), Town projects for sewer system construction & User Rate Study for a consumption based billing.	\$2,250	

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TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2010/2011

LINE ITEM	Sub-Totals	LINE TOTAL
Departmental Expenses - Continued		
E. Printing- envelopes, return envelopes, departmental forms, i.e. drain layer permits, insurance & bond forms, FOG program public service announcements, forms etc.	\$3,000	
F. Postage-sewer usage billings, return envelope insertion, certified letters, routine & general correspondence. Additional \$2,200, potential for 2 additional full mailings to sewer usage customers to inform them of a new sewer usage charge basis (consumption).	\$5,500	
G. Computer Software- FOG Software & Training . Training- Black Bear, GIS & VueWorks.	\$4,200	\$27,950
Liability & Property Insurance		
75210		\$41,654
Departmental Liability & Property Insurance (w/5% increase)		
Outside Services & Rent		
75600		
Line Item includes:		
A. Contracted Services		
1. Fuel Management & Voicemail Systems Service	\$400	
2. Nextel two-way communication system x 6 Units	\$2,700	
3. Back-Up Pagers for On-Call	\$175	
4. Service/Repair 4 Pump Station - Alarm Systems & Control Panels	\$2,500	
5. Service/Repair 4 Pump Station & Garage Generators - Total of 6	\$3,000	
6. Service/Support/Repair - IT Vendor for 6 Computers & 1 Server	\$4,000	
7. Service/Support of Data West-BillMaster 6	\$4,000	
8. Service/Support of VueWorks Program (GASB34-Asset Management)	\$4,000	
9. Service/Support and Yearly Upgrade of ArcView Program for 4 Computers	\$1,500	
10. GIS Update/Maintenance- All digital data of the sewer infrastructure new construction, utilizing the Town's authorized GIS Consultant (\$6,000 to maintain & add new construction updates).	\$6,000	
11. Continuation with Consultant to finalize FOG Ordinance and guide CWPCA to implementation with DEP mandated General Permit of FOG	\$1,000	

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2010/2011

LINE ITEM	Sub-Totals	LINE TOTAL
Outside Services & Rent - Continued		
B. Services Rendered - Compensation to Town's Finance Department for services related to Sewer Division accounts.	\$10,000	
C. Property Rental - Rental paid to the Town for the Sewer Garage and Office space.	\$7,000	
D. Legal Representation as needed by the CWPCA.	\$5,000	
E. Police Services - Extra duty for traffic control.	\$1,000	
F. Health Department Funding for (FSE) FOG inspections 1/2 year.	\$4,000	
G. Mainline Repair - Contractor/Material to repair Inflow & Infiltration (I&I).	\$10,000	
		\$63,175
Materials & Shop Supplies		
76110		
Supplies & related materials needed for ongoing maintenance of the sewer system infrastructure, and maintenance of Right-of-Ways (approx. 35). Materials: pipe, manholes, manhole covers & risers. DPW road improvements require purchasing manhole risers @100 each. Shop Supplies: O-rings, nuts, bolts, miscellaneous electrical items, inventory for force mains & grinder pumps. Programs: Root Control, I&I & FOG related materials & supplies.		
		\$25,000
Utilities & Oil		
76241		
A. Telephone Services - sewer garage, pump stations, six (6) leased lines connecting pump stations to the Police Department, twelve (12) leased lines for data transmission from ultrasonic meters to the sewer garage.		
B. Electricity For the Sewer Division	\$10,000	
C. Natural Gas for the Sewer Division	\$10,000	
D. Heating Oil - sewer garage 3,000 gals @ \$3.00/gal =	\$5,000	
E. Water - for the Sewer Division	\$9,000	
	\$400	
		\$34,400

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2010/2011

LINE ITEM	Sub-Totals	LINE TOTAL
Gasoline & Fuel		
76260		
Gas & diesel fuel for departmental equipment & vehicles: Based on historical use of 1,000 gals of Gas; 1,000/gals @ \$3.00/gal = Based on historical use of 2,700 gals of Diesel; 2,700/gals @ \$3.00/gal =	\$3,000 \$8,100	\$11,100
Sewage Treatment		
78410		
Cromwell's portion of the Mattabassett District Facility Operations Assessment (with a 2% increase estimate provided by Mattabassett). Cromwell's usage fees for the Metropolitan District Facility yearly treatment fees of approximately \$500 per month.	\$390,000 \$6,000	\$396,000
Prior Year Refunds		
78998		\$2,500
Allocated monies for incorrectly billed usage charges for prior years		
Damage Claims		
78999		\$100
Monies for potential damage claims.		
Transfer- Sewer Capital		
Non-Recurring Fund		
79260		
EPA & DEP recommends an annual allocation for "Capital" improvement repair of sewer system infrastructure to be approximately 10% of the total budget. Due to the line item fund balance of \$532,662 after all 2009/2010 capital items are encumbered we are recommending no contribution to this line item other than the dumptruck w/plow.	\$0	
7yd Dumptruck w/Plow	\$172,500	\$172,500
Budget Total		\$1,488,738

POSITION SUMMARY

EMPLOYEE	PRESENT SUMMARY				PROPOSED SUMMARY				
	CLASSIFICATION	PAY PLAN	LEVEL	STEP	AMOUNT	PAY PLAN	LEVEL	STEP	AMOUNT
Richard Peck (9/29)	Sewer Division Admin.	H	9	5	67,492	H	9	5	69,842
Curtis Rooth (10/27)	Sewer Foreman	H	8A	5	63,488	H	8A	5	65,683
Jeremy Reneson (11/20)	Sewer Inspector/Maint.	H	4	5	45,931	H	4	5	47,530
Gary Brennan (9/6)	Sewer Maintainer	H	3	4-5	42,151	H	3	5	44,014
Wayne Pierson (8/7)	Sewer Inspector/Maint.	H	4	5	45,931	H	4	5	47,530
Sarah Voog (4/25)	Accounting Clerk-Sewer	N	5	8	41,537	N	5	8	43,154
Michelle Milaro(10/7)	Admin. Clerk-Sewer	N	4	8	37,950	N	4	8	39,427
					<u>\$344,480</u>				<u>\$357,180</u>
Part-Time (Commission Clerk)					<u>\$1,500</u>				<u>\$1,500</u>
Part-Time (Clerical)					\$2,075				\$2,633
Overtime					\$42,099				\$42,577
									\$403,890
									FICA x .0765 \$30,898
									TOTAL W/ FICA \$434,787

2010/2011 USAGE FUND SUMMARY

DEPARTMENT-SEWER ACCOUNT 15803000	ADJUSTED BUDGET DEC. 31, 2009	ACTUAL EXPENDITURE 2007-2008	ACTUAL EXPENDITURE 2008-2009	ACTUAL EXPENDITURE DEC. 31 2009	ESTIMATED EXPENDITURE 2009-2010	DEPARTMENT REQUEST 2010-2011	FIRST SELECTMAN RECOMMENDED
SEWER USAGE FUND							
WAGES	338,546	314,975	324,498	167,424	338,546	357,180	
PART-TIME WAGES	3,575	3,230	2,865	525	3,250	4,133	
OVERTIME WAGES	42,577	35,898	42,194	17,793	42,577	42,577	
EMPLOYEE BENEFITS+UNIFORMS	215,587	163,165	202,493	90,633	215,587	249,469	
VEHICLE MAINTENANCE	7,000	6,405	4,112	712	7,000	7,000	
EQUIPMENT PURCHASE+REPAIR	25,000	8,443	20,701	15,651	25,000	22,000	
METERS, PUMPS,+STATION REPAIR	28,000	22,930	17,224	2,169	28,000	32,000	
DEPARTMENTAL EXPENSES	28,050	25,584	18,836	6,861	27,000	27,950	
LIABILITY+PROPERTY INSURANCE	39,670	22,263	23,448	12,867	39,670	41,654	
OUTSIDE SERVICES+RENT	53,075	34,126	44,559	26,956	53,075	63,175	
MATERIALS+SHOP SUPPLIES	25,000	22,914	18,121	8,162	25,000	25,000	
UTILITIES + OIL	33,900	25,289	29,067	10,621	33,000	34,400	
GASOLINE & FUEL	11,100	7,304	10,029	2,777	10,900	11,100	
SEWER CAPITAL ITEMS	-	-	-	-	-	-	
PAYMENT FOR SEWAGE TREATMENT	411,996	435,727	397,477	385,292	411,996	396,000	
PRIOR YEAR REFUNDS	2,500	1,469	-	-	-	2,500	
DAMAGE CLAIMS	100	-	-	-	-	100	
TRANSFER-SEWER CNR FUND	100,000	191,000	183,000	100,000	100,000	172,500	
TOTAL	1,365,676	1,320,722	1,338,624	848,443	1,360,601	1,488,737	

REVENUE:	ESTIMATED 2010-2011
USAGE \$175.00 Per EDU	1,255,713
PRIOR YEAR COLLECTION	15,000
INVESTMENT INCOME	15,000
PERMIT FEES	10,000
OUTSIDE SERVICES	15,000
TOTAL REVENUE	1,310,713
USE OF FUND BALANCE	178,024
TRANSFER TO USAGE FUND	-
TOTAL	1,488,738

7247.98 EDU's @ 99% = 7175.50 Collection @ \$175.00/EDU

TOWN OF CROMWELL

FIVE YEAR CAPITAL PLAN
REQUEST DETAIL

Department: Sewer
Fiscal Year of Request: 2010/2011
Circle/Underline One: Capital Purchase

Prepared by: R. Peck
Date Prepared: 2/15/10
Capital Improvement

Item: Dump Truck
Description: Dump Truck w/7 Yard Dump Body and Plow with GVW of 35,000 lbs. - 43,000 lbs.

Approximate Cost: \$172,500
Need: To replace the existing 1984 International Dump Truck.

5-YEAR CAPITAL PLAN

Fiscal Year 2010/2011

SEWER DIVISION

1st YEAR: (2010/2011)

1. Replace 1984 International Dump Truck w/plow

Total: \$172,500

2nd YEAR: (2011/2012)

1. Replace 1999 Pickup Truck w/Plow
2. Replace Sewer Garage Generator

Total: \$38,000
Total: \$25,000

3rd YEAR: (2012/2013)

1. Replace 1990 J. Deere 710-C Loader/Backhoe

Total: \$125,000

4th YEAR: (2013/2014)

1. Replace 12- 2002 American Sigma Flow Meters

Total: \$75,000

5th YEAR: (2014/2015)

1. Replace 2002 Pickup Truck w/Plow

Total: \$45,000