FINAL SEWER ASSESSMENT BUDGET 2016-2017 BALANCE SHEET

Estimated Expenditures:		<u>\$58,000</u>
2016-2017 Estimated Receipts:		
Assessment Receipts Delinquent Interest Investment Income		\$57,200 \$600 \$300
	Total Estimated Revenue	<u>\$58,100</u>
Transfer to Sewer Assessmen	t Fund Balance	\$100
Transfer from Sewer Assessm	ent Fund Balance	-
	Budget Total	\$58,000
NOTE: Present Fund Balance as of 6/30/1	5 = *\$942,517.39	

*(700,000 transferred to CNR FY 2015-2016)

\$29,882 returned to fund balance FY 14/15

DEPARTMENT: SEWER ASSESSMENT (25903000)

TOWN OF CROMWELL BUDGET EXPLANATION

Line Items		15/16 FY	16/17 FY	Variance
Legal Fees 73140	Legal Representation as needed by the CWPCA.	\$10,000	\$10,000	\$0
Data Processing 73260	Data Processing for updates, maintenance & repair of Sewer Division BillMaster program-Assessment Accounts.	\$2,000	\$2,000	\$0
Contracted Services 73500	Assessment portion10% of GIS updating \$1000. IT Vendor \$500, Police Services for traffic control @ construction sites \$3,000.	\$4,500	\$4,500	\$0
Construction Projects 74500	Materials to install service connections to new buildings for Town or contracted work.	\$40,000	\$40,000	\$0
Postage 75320	Assessment billing statements, Assessment certified letters, Sewer construction certified letters	\$400	\$400	\$0
Legal Notices 75340	Legal Notices: assessments, new construction projects, payment due date.	\$800	\$800	\$0
Printing 75510	Printing Related to Sewer Assessment Billing	\$200	\$200	\$0
Bond Interest 78715	*No interest payment	\$0	\$0	\$0
Bond Principal 78715	*No annual bond principal payment	\$0	\$0	\$0
Prior Year Refunds 78998	Allocated monies for incorrectly billed assessment charges for prior years.	\$100	\$100	\$0
	Budget Total	\$58,000	\$58,000	\$0
	* Actual #'s from Finance Department	<i>****</i>	<i>,,.</i>	**

2016/2017 ASSESSMENT FUND SUMMARY

DEPARTMENT-SEWER ACCOUNT 25903000	ADJUSTED BUDGET DEC. 31, 2015	ACTUAL EXPENDITURE 2013-2014	ACTUAL EXPENDITURE 2014-2015	ACTUAL EXPENDITURE DEC. 31, 2015	ESTIMATED EXPENDITURE 2015-2016	DEPARTMENT REQUEST 2016-2017
SEWER ASSESSMENT FUND						
LEGAL FEES	10,000	343	956	-	10,000	10,000
DATA PROCESSING	2,000	1,965	1,350	1,350	1,800	2,000
CONTRACTED SERVICES	4,500	2,820	1,263	-	4,300	4,500
CONSTRUCTION PROJECTS	40,000	22,121	23,425	172	10,000	40,000
POSTAGE	400	140	200	45	400	400
LEGAL NOTICES	800	533	724	283	800	800
PRINTING	200	-	-	-	100	200
PRIOR YEAR REFUNDS	100	-	-	-	100	100
BOND INTEREST	-	2,180	-	-	-	-
BOND PRINCIPAL	-	50,000	-	-	-	-
SEWER CNR	700,000			700,000	700,000	
TOTAL	758,000	80,102	27,918	701,850	727,500	58,000
<u>REVENUE</u> :	ESTIMATED					

	2016-2017
ASSESSMENT RECEIPTS	57,200
DELINQUENT INTEREST + LIENS	600
INVESTMENT INCOME	300
TOTAL ESTIMATED REVENUE	58,100
USE OF FUND BALANCE	-
TRANSFER TO ASSESS. FUND BAL.	100

FINAL SEWER USAGE BUDGET 2016-2017 BALANCE SHEET

Estimated Expenditures:	<u>\$2,010,198</u>
2016-2017 Estimated Receipts:	
User Accounts: (4930 Accounts) (7434.04 EDU's @ 99% = 7359.70 Collection @ \$250.00/EDU)	\$1,839,925
Prior Year Collections (all components)	\$30,000
Investment Interest	\$2,800
Permit/Inspection Fees	\$15,000
Outside Services	<u>\$20,000</u>
Total Estimated Revenue	\$1,907,725
(102,473) Deficit in Receivable Revenue) Transfer from Sewer Usage Fund Balance	\$102,473
Transfer to Sewer Usage Fund Balance	\$0
Budget Total	\$2,010,198

NOTE: Present Fund Balance as of 6/30/15 = \$1,734,970 \$45,060 returned to fund balance 14/15 FY

TOWN OF CROMWELL BUDGET EXPLANATION

Line Items		15/16 FY	16/17 FY	Variance
Wages <u>71100</u>	Regular Wages (*See Attached "Position Summary")	<u>\$397,844</u>	<u>\$398,239</u>	<u>\$395</u>
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 = $\frac{$1,500}{}$ B. Part-Time Clerical (b-2) usage billing, file restructuring, data entry -15 wks for 20 hrs @ $$15.42 = \frac{$4,626}{}$ C. Seasonal Personnel for outside field work 26 wks @ \$12.16 for 40 hrs = $\frac{$12,480}{}$	\$1,500 \$6,032 \$12,366	\$1,500 \$4,626 \$12,480	\$0 -\$1,406 \$114
	0. Ocasonal i cisonnel foi outside neid work 20 wks \oplus ψ 12.10 foi 40 m/s $= \psi$ 12.400	\$19,898	\$18,606	-\$1,292
Over-Time Wages 71300	Overtime Wages are 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 @ \$56/hr = 6/Holidays @ 4 hrs per day = 24 hrs of DT @ \$75/hr = FOG Inspections For Food Preparation Establishments- In-House	\$22,880 \$1,752 \$6,000	\$23,296 \$1,800 \$5,000	\$416 \$48 -\$1,000
	 B. Unscheduled - response to pump station alarms, meter failure, grinder pump failure, blocked sewer lines, etc. 100 man-hours@56/hr= C. Snow Removal - Board of Education Facilities* 	\$5,500	\$5,600	\$100
	Estimated - 250 man-hours per year @ \$56/hr 25% benefits on \$56/hr	\$13,750 \$3,438	\$14,000 \$3,500	\$250 \$63
	* Funds are reimbursed from the Board of Education - revenue is deposited into the Usage Fund Balance in the FY it is expended in.			\$0
	 D. I & I Study - Night time flow monitoring - overtime may be required to examine and/or test low flows within the system at off peak hours. E. Overtime - Office Staff 	\$2,000 \$500 \$55,820	\$2,000 \$500 \$55,696	\$0 \$0 -\$124

TOWN OF CROMWELL BUDGET EXPLANATION

Line Items		15/16 FY	16/17 FY	Variance
Employee Benefits + Uniforms				
72000	Provides for the CWPCA's portion of the Town Social Security Payroll Tax - based on the total payroll, Insurances & pension benefits:			
	Medical/Dental	\$185,000	\$180,000 \$2,100	-\$5,000
	Life/LTD FICA	\$2,000 \$36,227	\$2,100 \$36,149	\$100 -\$78
	Pension	\$36,783	\$36,783	\$0
	Cost breakdown of Uniforms, Shirts, Pants, Jackets, Coveralls, Safety Shoes - 5 Men in Field Force			
	Uniforms $\$800/man \times 5 =$	\$4,000.00		\$0
	T-Shirts \$41/man x 5 = Safety Shoes \$200/per man x 5 & 1 Seasonal @ \$100 =	\$205.00 \$1,100.00	\$205.00 \$1,100.00	\$0 \$0
		<u>\$265,315</u>	<u>\$260,337</u>	<u>-\$4,978</u>
Vehicle Maintenance 74310	Maintenance & Repair of all departmental vehicles i.e. Dump Truck, 4 Pick-up Trucks, Sewer			
14010	Cleaner & Sewer Inspection Van.	\$8,000	\$8,000	<u>\$0</u>
Equipment Purchase + Repair				
74340	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. One time shared purchase with	\$ \$\$\$ \$\$\$\$	* ***	* ~ ~~~
Meters, Pumps + Station Repair	Town of Portland of a Steerable Video Tractor. Shared Cost \$8,200.	<u>\$22,000</u>	<u>\$30,000</u>	<u>\$8,000</u>
74350	A. Meter & Pump Maintenance/*Repair/*Replacement including the following:, 5 sewage pump stations w/ generators & 12 flow meter stations-repair/replacement. Semi-Annual pump station cleaning of 5 pump chambers at a cost of \$7,500 *In the event of a pump failure, funds must remain available - repair/replacement estimated @	\$20,000	\$20,000	\$0
	\$8,500.			

TOWN OF CROMWELL BUDGET EXPLANATION

Line Items		15/16 FY	16/17 FY	Variance
	B. Grinder Pump Replacement Service- Residentially owned grinder pumps (approximately 150),			
	Sewer Department personnel act as an emergency backup to a grinder pump service company. Funds are reimbursed by the resident and revenue is deposited into the Usage fund balance.	\$3,000	\$2,000	-\$1,000
	C. Service & Repairs flow meters flashware (recording software) hardware and ultrasonic			
	transducer.	\$2,000 \$25,000	\$3,000 \$25,000	\$1,000 \$0
Departmental Expenses		<u> </u>	<u> </u>	<u> <u>v</u></u>
75100	Line Item includes: A. General office supplies, server/computer hardware upgrades or repair (parts & materials only),			
	repair or replacement of copiers, printers & scanner.	\$8,500	\$8,500	\$0
	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.	#0.000	#0.000	¢ 0
	C. Dues & Subscriptions- trade publications, office resource publications, fees resulting from	\$6,000	\$6,000	\$0
	maintaining licensing & certification of technical staff.	\$1,000	\$1,000	\$0
	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.	\$2,000	\$2,000	\$0
	E. Printing- envelopes, return envelopes, departmental forms, i.e. drain layer permits, insurance	• ,	• ,	
	& bond forms, FOG Program media & forms etc.	\$3,000	\$3,000	\$0
	F. Postage-sewer usage billings, return envelope insertion, certified letters, routine & general correspondence.			.
	G. Computer Software Purchases/Training, GIS & Asset Management.	\$6,000 \$3,200	\$6,000 \$3,200	
	0. Computer Conware Futchases/ Haining, 010 & Asset Management.	\$29,700	\$29,700	\$0 \$0
Liability & Property Insurance		• • • • • • •	.	
75210	Departmental Liability & Property Insurance	<u>\$44,000</u>	<u>\$44,000</u>	<u>\$0</u>

TOWN OF CROMWELL BUDGET EXPLANATION

Line Items		15/16 FY	16/17 FY	Variance
Outside Services & Rent				
75600	Line Item includes:			
	A. Contracted Services	•	• • • •	
	1. Service & Support for Shared Plotter -CWPCA Contribution	\$870	\$960	\$90
	2. Verizon Wireless Communication System x 6 Units	\$3,800	\$4,000	\$200
	3. Comcast High Speed Internet \$105/12 - For Sewer Garage	\$1,200	\$1,260	\$60
	4. Service/Repair 5 Pump Station - Alarm Systems & Control Panels	\$2,500	\$2,500	\$0
	5. Service/Repair 5 Pump Station & Garage Generators (6 total)	\$4,500	\$4,500	\$0
	6. Service/Support/Repair - IT Vendor for 6 Computers & 1 Server	\$5,000	\$5,000	\$0
	7. Service/Support of Data West - BillMaster 6 & Webshare Account Access	\$5,000	\$5,000	\$0
	8. Service/Support of VueWorks Program (GASB34-Asset Management)	\$4,000	\$4,000	\$0
	9. Service/Support and Yearly Upgrade of ArcView Program for 4 Computers	\$3,000	\$3,000	\$0
	10.Service and Support of POSM Software - for TV Van	\$1,500	\$1,500	\$0
	11.Service and Support of Sequel Server Software (GASB34-Asset Management)	\$1,500	\$1,500	\$0
	12. GIS Updates/Maintenance- All digital data of the sewer infrastructure and accounts: new			
	construction, old data corrections, includes shared poirtion of GIS web hosting utilizing the			
	Town's authorized GIS Consultant	\$10,000	\$10,000	\$0
	B. Services Rendered - Compensation to Town's Finance Department for services related to			
	Sewer Division accounts.	\$24,990	\$24,990	\$0
	C. Property Rental - Rental paid to the Town for the Sewer Garage and Office space.	\$7,350	\$7,350	\$0
	D. Legal Representation as needed by the CWPCA.	\$10,000	\$10,000	\$0
	E. Police Services - Extra duty for traffic control.	\$1,200	\$2,500	\$1,300
		<u>\$86,410</u>	<u>\$88,060</u>	<u>\$1,650</u>
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. <u>DPW road improvements</u> require purchasing manhole risers @110 each. Shop Supplies:			
	O-rings, nuts, bolts, miscellaneous electrical items, inventory for gravity & force mains.			
	Programs:Rehabilitation repairs, Root Control, I&I & FOG related materials & supplies @			
	\$25,000. 1-Year allocation of \$12,000 added to cover State DOT Repaving of Rte 372- adjusting			
	manholes.	\$45,000	\$37,000	-\$8,000

TOWN OF CROMWELL BUDGET EXPLANATION

Line Items		15/16 FY	16/17 FY	Variance
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	\$6,300 \$20,000	\$6,300 \$20,000	\$0 \$0
	C. Natural Gas for Sewer Division Garage, Garage Generator & Pumpstation Generators, Nooks Hill, Northbrook. Propane for Bucks Crossing Pumpstation Generator. D. Water - for Sewer Division	\$6,000 \$450 \$32,750	\$6,000 \$450 \$32,750	\$0 \$0 \$0
Gasoline & Fuel 76260	Gas & diesel fuel for departmental equipment & vehicles: Based on historical use of 1000 gals of Gas; 1000/gals @ \$2.10/gal = Based on historical use of 3200 gals of Diesel; 3200/gals @ \$2.10/gal =	\$3,000 \$9,000 \$12,000	\$2,100 \$6,720 \$8,820	-\$900 -\$2,280 <u>-\$3,180</u>
Sewage Treatment 78410	Cromwell's portion of the Mattabassett District Facility Operations Assessment (representing a \$120,143 increase over current fees - figures (15.06 %) provided by Mattabassett) . Metered usage - Metropolitan District Facility (MDC) yearly treatment fees of approximately \$458	\$797,747	\$917,890	\$120,143
	per month for the North Main Meter Basin.	\$5,400 \$803,147	\$5,500 \$923,390	\$100 \$120,243
Prior Year Refunds 78998	Allocated monies for incorrectly billed usage charges for prior years	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$0</u>
Damage Claims 78999	Monies for potential damage claims.	\$100	\$100	<u>\$0</u>
Non-Recurring Fund		<u></u>	<u> </u>	<u>40</u>
79260	Capital Purchase & Improvement Funding - Utilizing the 2016/2017 user fee receivables. Manhole Roadside Cutter Assembly and Nooks Hill PS Super T Self Priming Pumps.	<u>\$55,000</u>	\$48,000	<u>-\$7,000</u>
	Budget Total	\$1,904,484	\$2,010,198	\$105,715

2016/2017 USAGE FUND SUMMARY

DEPARTMENT-SEWER ACCOUNT 15803000	ADJUSTED BUDGET DEC. 31, 2015	ACTUAL EXPENDITURE 2013-2014	ACTUAL EXPENDITURE 2014-2015	ACTUAL EXPENDITURE DEC. 31, 2015	ESTIMATED EXPENDITURE 2015-2016	DEPARTMENT REQUEST 2016-2017
SEWER USAGE FUND						
WAGES	397,844	383,139	391,031	195,359	382,991	398,239
PART-TIME WAGES	19,898	25,070	17,199	9,039	20,119	18,606
OVERTIME WAGES	55,820	63,402	59,823	15,649	51,570	55,696
EMPLOYEE BENEFITS+UNIFORMS	265,315	192,926	213,894	76,315	250,000	260,337
VEHICLE MAINTENANCE	8,000	5,714	4,742	1,712	7,000	8,000
EQUIPMENT PURCHASE+REPAIR	22,000	18,735	19,294	3,847	22,000	30,000
METERS, PUMPS,+STATION REPAIR	25,000	21,605	20,135	9,187	25,000	25,000
DEPARTMENTAL EXPENSES	29,700	18,680	17,656	7,478	27,000	29,700
LIABILITY+PROPERTY INSURANCE	44,000	34,807	36,379	26,797	37,000	44,000
OUTSIDE SERVICES+RENT	86,140	89,473	65,148	56,172	80,000	88,060
MATERIALS+SHOP SUPPLIES	45,000	19,753	21,943	24,601	42,000	37,000
UTILITIES + OIL	32,750	32,022	31,305	11,056	31,400	32,750
GASOLINE & FUEL	12,000	16,308	14,122	2,709	12,000	8,820
SEWER CAPITAL ITEMS		-	-	-	-	
PAYMENT FOR SEWAGE TREATMENT	803,147	506,037	671,266	799,645	803,000	923,390
PRIOR YEAR REFUNDS	2,500	-	-	-	-	2,500
DAMAGE CLAIMS	100	-	-	-	-	100
TRANSFER-SEWER CNR FUND	55,000	15,000	-	55,000	13,000	48,000
TOTAL	1,904,214	1,442,671	1,583,937	1,294,568	1,804,080	2,010,198
REVENUE:	ESTIMATED					
	<u>2016-2017</u>					
USAGE \$255.00 Per EDU	\$1,839,925					
PRIOR YEAR COLLECTION	30,000					
INVESTMENT INCOME	2,800					
PERMIT FEES	15,000					
OUTSIDE SERVICES	20,000					
TOTAL REVENUE	1,907,725					
USE OF FUND BALANCE	(102,473)					
TRANSFER TO USAGE FUND	-					
TOTAL	2,010,198					
(7434.04 EDU's @ 99% = 7359.70 Collection	, ,					

FISCAL YEAR 2016/2017

POSITION SUMMARY

15803000 SEWER USAGE

			PRESENT	SUMMARY		PROPC	DSED SUMM	IARY	
EMPLOYEE	CLASSIFICATION	PAY PLAN	LEVEL	STEP	AMOUNT	PAY PLAN	LEVEL	STEP	AMOUNT
Richard Peck	Sewer Administrator	н	9	5	78,320	н	9	5	78,320
Curtis Rooth	Sewer Foreman	Н	8A	5	73,534	н	8A	5	73,534
Jeremy Reneson	Sewer Inspector/Maint.	Н	4	5	53,300	н	4	5	53,300
Wayne Pierson	Sewer Inspector/Maint.	Н	4	5	53,300	н	4	5	53,300
Gary Brennan	Sewer Maintainer	Н	3	5	49,358	Н	3	5	49,358
Sarah Voog	Accounting Clerk-Sewer	Ν	5	8	47,061	Ν	5	6	47,061
Michelle Milardo	Administrative Clerk	Ν	4	8	42,971	Ν	4	8	42,971
Unfilled	Sewer Asst Foreman	Н				Н	6	2	395
					\$397,844				\$398,239
Part-Time (Commission Clerk)					\$1,500				\$1,500
Part-Time (Clerical B-2) \$15.42 p/h					\$5,624				\$4,626
Part-Time Seasonal \$12.16 p/h									\$12,480
Overtime									\$55,696
									\$472,541

FICA x .0765 \$36,149

TOTAL W/ FICA \$508,691

CNR/Non-Recurring Capital

The 2016/2017 Capital Plan will utilize funding from the Usage Fund Balance. Usage Line Item: 15803000-79260

Fiscal Year 2016/2017 Capital Plan Request - Detail

Prepared by: Richard Peck

1. Road Saw Cutter Attachment for JD Loader

Approximate Cost: \$32,000

Description: Sanitary Manhole Roadsaw Cutter

Need:

To repair/adjust sanitary sewer manhole frames to road grade. This will save time and labor repairing manholes. Currently we jackhammer around manhole frames and excavate by backhoe to remove materials completing one or two manhole repair/adjustments in a day. The Roadsaw cutter will allow us to double that rate and have a much cleaner finish.

2. Gorman Rupp Super T Self Priming Pumps - Qty 2

Approximate Cost: \$16,000

Description: Replace 2 Self Priming Pumps at Nooks Hill Pump Station

Need:

To replace the 20 year old T series self priming pumps with Super T series self priming pumps as recommended by Gorman-Rupp for reduced clogging and more maintenace free operation. With the increase of wipes and other non flushable materials in the sewers there has been a considerable increase in maintenance of plugged discharge check valves and air release valves. This has created weekly cleaning of these valves and overtime call outs for losing prime from valves not properly seating.

CNR/Non-Recurring Capital

Five Year Capital - Projection Equipment Purchase/Capital Improvement Plan

Sewer Fund (15803000-79260-Usage) Sewer Fund (26008000- CNR) Fiscal Year 2016/2017

Prepared by: R. Peck

5-Year Total	\$2,431,000
Total:	\$33,000 \$33,000
	\$33,000
Total	\$70,000 \$70,000
Total:	\$670,000
	\$70,000 \$600,000
Total:	\$1,610,000
	\$1,500,000
	\$50,000 \$60,000
	•
Total:	\$48,000
	\$16,000
	\$32,000
	Total: Total: Total