

Wastewater Department
Department 42
Fiscal Year 2011 Expenditures Narrative

Personnel

4200-10.00 Personal Service – The proposed FY11 budget for Personal Service is **\$79,670**. This total assumes:

- 50% of Straight Time \$65,380
- 50% of Overtime \$7,510
- Fees for services provided by Town Clerk-Treasurer \$4,000
- Fees for services provided by the Credit Supervisor for Delinquent Accounts \$2,780

4200-12.00 Health & Accident Insurance – The proposed FY11 budget for Health & Accident Insurance is **\$19,665**. This total assumes the Town pays 85% of projected health insurance and 100% of projected Accidental Death & Dismemberment/Life/Short-term Disability insurance costs:

- Switch to High Deductible Plan with Health Savings Account in Jan 2010
- 8% annual increase in health insurance premiums in 2011ⁱ
- 50% of health insurance costs = \$19,410
- No increase in insurance costs in 2010 or 2011
- 50% of the staff projected AD&D/Life/STD insurance costs at \$168 = \$255

4200-13.00 Retirement – The proposed FY11 budget for Retirement is **\$3,110**. This total assumes:

- All full-time employees are eligible for the retirement match.
- 100% of Town 1:1 matching contribution up to 5% of the base salary

4200-15.00 FICA – The proposed FY11 budget for FICA is **\$6,095**. This total assumes:

- $0.0765 * \$79,670 = \$6,095$

4200-16.00 Unemployment Insurance – The proposed FY11 budget for Unemployment Insurance is **\$180**. This total assumes:

- 17% of total Unemployment Insurance premium = \$180

Utilities

4200-30.00 Heat – The proposed FY11 budget for Heat is **\$3,265**. This total assumes:

- 1,450 gallons of propane at an average rate of \$2.25 per gallon
- Additional heating costs associated with phosphorus removal upgrade = \$1,000
- Costs for heating system repairs should be charged to 4200-40.00 Treatment Plant Repairs.

4200-31.00 Treatment Plant/Lab Building Electricity – The proposed FY11 budget for Treatment Plant/Lab Building Electricity is **\$34,500**. This total assumes:

- 325,000 KWH of electricity at an average rate of \$0.10 per KWH = \$32,500
- Additional electrical costs associated with phosphorus removal upgrade = \$2,000
- 25% increase in electric rates in FY11
- Costs for electrical repairs should be charged to 4200-40.00 Treatment Plant Repairs.

4201-31.00 Pump Stations Electricity – The proposed FY11 budget for Pump Stations Electricity is **\$17,765**. This total assumes:

- 161,500 KWH of electricity at an average rate of \$0.11 per KWH
- 25% increase in electric rates in FY11

- Costs for electrical repairs should be charged to 4201-40.00 Pump House Repairs.

4200-32.00 Telephone – The proposed FY11 budget for Telephone is **\$1,650**. This total assumes:

- Average monthly charges of \$25 for service line 802-459-2501 (Treatment Plant) = \$300
- Average monthly charges of \$7 for paging services = \$84
- 50% of the average monthly charges of \$50 for cell phones = \$900
- 50% of cell phone/pager repair at \$250 = \$125
- 50% of the average monthly charges of \$40 for internet service = \$240
- Costs for telephone repairs should be charged to 4200-40.00 Treatment Plant Repairs.

Vehicle Expenses

4200-29.00 Vehicle Replacement Fund – The proposed FY11 budget for Vehicle Replacement Fund is **\$6,195**. This total assumes:

- 50% of the replacement cost for the 2005 F350 in 2015 at a future cost of \$46,371
- 50% of the replacement cost for the 2006 Chevrolet 1500 in 2016 at a future cost of \$33,433

4200-24.00 Gas – The proposed FY11 budget for Gas is **\$5,000**. This total assumes:

- 50% of the annual fuel charges for the F350 Water/Wastewater truck at \$7,000
- 50% of the annual fuel charges for the Chevy truck at \$3,000

4200-25.00 Other Expenses/Repair – The proposed FY11 budget for Other Expenses/Repair is **\$1,000**.

This total assumes:

- 50% of the annual charges for the 2005 Ford F350 Water/Wastewater truck = \$350
- 50% of the annual charges for the 2006 Chevy Water/Wastewater truck = \$350
 - Replace 4 tires = \$600/2 = \$300

Taxes

4200-86.00 Property Taxes – The proposed FY11 budget for Property Taxes is **\$300**. This total assumes:

- Taxes paid to the Town of Pittsford for wastewater plant

Other Insurances

4200-60.00 General Insurance – The proposed FY11 budget for General Insurance is **\$7,980**. This total assumes:

- Property Casualty premium at \$4,715
- Workers Compensation premium at \$3,265

Memberships/Trainings

4200-63.00 Dues – The proposed FY11 budget for Dues is **\$150**. This total assumes:

- 50% of annual membership dues for the VRWA of \$175
- 50% of annual individual membership dues for the GMWEA of \$20 per person for each Assistant

4200-62.00 Fees/Travel – The proposed FY11 budget for Fees/Travel is **\$500**. This total assumes:

- Mileage reimbursement per Federal IRS standard
- Attendance at a minimum of 3 training/meeting sponsored by the GMWEA and/or VRWA

Contracted Services

4200-74.00 Lilly Instrumentation – The proposed FY11 budget for Lilly Instrumentation is **\$2,500**. This total assumes:

- Consulting and repair services on an as needed basis

4200-81.00 M&K Commercial Diving – The proposed FY11 budget for M&K Commercial is **\$0**. This total assumes:

- Periodic inspection of sewer crossing completed in FY08 – budget for in FY13

4200-82.00 QC Services – The proposed FY11 budget for QC Services is **\$285**. This total assumes:

- Annual calibration of the lab equipment at the Treatment Plant – 3 tests at \$95 per test = \$285
- pH, DO meter, thermometer

4200-79.00 Southworth Milton – The proposed FY11 budget for Southworth Milton is **\$1,880**. This total assumes:

- Semi-annual service contract for maintenance of the Library Pump Station on-site generator \$560
- Semi-annual service contract for maintenance of the Park Pump Station on-site generator \$700
- Semi-annual service contract for maintenance of the portable generator \$620

4200-83.00 Mission Monitor Service – The proposed FY11 budget for Mission Monitor Service is **\$2,430**. This total assumes:

- Monthly charges of \$28.95 for Mission cellular service at 6 pump stations and 1 overflow manhole = \$2,430

4200-XX.XX Green Mountain Fire – The proposed FY11 budget for Green Mountain Fire is **\$125**. This total assumes:

- Annual service of all fire extinguishers.

4200-XX.XX A1 Sewer – The proposed FY11 budget for A1 Sewer is **\$2,000**. This total assumes:

- Annual pump station wet well clean out.

Operating Expenditures

4200-21.00 Operating Expenses – The proposed FY11 budget for Operating Expenses is **\$1,100**. This total assumes:

- Test materials (pH buffers, DO meter cap membranes, glassware, gloves, chemwipes) = \$700
- Charts at \$150
- (2) pH probes = \$200
- Additional items as needed at \$50

4200-23.00 Postage – The proposed FY11 budget for Postage is **\$100**. This total assumes:

- Miscellaneous mailings

4200-47.00 Generator Fuel – The proposed FY11 budget for Generator Fuel for the Library and Park Stations and portable generator is **\$1,250**. This total assumes:

- Library and Park = \$1,000
- Portable = \$250

4200-77.00 Chemicals (Non-Lab) – The proposed FY11 budget for Chemicals (Non-Lab) is **\$3,525**. This total assumes:

- 10% increase in chemical costs
- 4 50lb. bags of citric acid at \$75 per bag = \$300
- Additional chemical costs associated with phosphorus removal upgrade = \$3,225

4200-75.00 Lab Tests – The proposed FY11 budget for Lab Tests is **\$1,570**. This total assumes:

- Routine monthly tests performed by Endyne at \$100 per test
- Annual testing at \$250
- Shipping at \$120

4200-76.00 Permit Fees – The proposed FY11 budget for Permit Fees is **\$800**. This total assumes:

- Discharge rates equivalent to last year

4200-26.00 Small Tools – The proposed FY11 budget for Small Tools is **\$1,000**. This total assumes:

- Purchase of new/replacement small tools/equipment on an as needed basis = \$500
- 1/3 cost of 16 inch cut-off saw = \$500 (\$1,500 to be split with Water/Waste-water Departments)

4200-34.00 Uniforms – The proposed FY11 budget for Uniforms is **\$545**. This total assumes:

- 50% of \$300 uniform allowance per employee = \$450
- 50% PPE – safety glasses, helmets, vests, high visibility rain gear = \$115

Maintenance Expenditures

4200-40.00 Treatment Plant Repairs – The proposed FY11 budget for Treatment Plant Repairs is **\$1,500**. This total assumes:

- General repairs on an as needed basis
- Additional maintenance costs associated with phosphorus removal upgrade = \$500

4201-40.00 Pump House Repairs – The proposed FY11 budget for Pump House Repairs is **\$1,000**. This total assumes:

- General repairs on an as needed basis

4200-38.00 Line Repairs – The proposed FY11 budget for Line Repairs is **\$5,000**. This total assumes:

- Repair on an as needed basis
- Maintain inventory of parts

4200-45.00 Manhole Repairs – The proposed FY11 budget for Manhole Repairs is **\$5,000**. This total assumes:

- Rehab 5-10 manhole structures

4200-41.00 Existing Plant Equipment Repairs – The proposed FY11 budget for Existing Plant Equipment Repairs is **\$4,000**. This total assumes:

- Repair to existing plant equipment on an as needed basis

4201-41.00 Existing Pump House Equipment Repairs – The proposed FY11 budget for Existing Pump House Equipment Repairs is **\$3,000**. This total assumes:

- 2-4 pump repairs at \$1,500 - \$3,000 per repair

4200-46.00 New Plant Equipment – The proposed FY11 budget for New Plant Equipment is **\$0**. This total assumes:

- No new plant equipment purchases are planned in FY11

4201-48.00 New Pump House Equipment – The proposed FY11 budget for New Pump House Equipment is **\$0**. This total assumes:

- No new pump house equipment purchases are planned in FY11

4200-47.00 New Collection System Equipment – The proposed FY11 budget for New Collection System Equipment is **\$0**. This total assumes:

- No new collection system equipment purchases are planned in FY11

4200-43.00 Equipment Maintenance – The proposed FY11 budget for Equipment Maintenance is **\$1,690**. This total assumes:

- UV lights 18 at \$30 = \$540
- Maintenance supplies for the blowers (e.g., oil, air filters) = \$800
- Gas detector monitor maintenance supplies = \$350

4200-98.00 Miscellaneous (Contingency) – The proposed FY11 budget for Contingency expenses is **\$5,000**. This total assumes:

- There are unanticipated operating/maintenance expenditures during FY10

Bond Expenditures

4200-XX.XX Bond Payment – The proposed FY11 budget for Bond Payment is **\$22,719**. This total assumes:

- Payoff on \$552,000 bond that matures in 20XX (FY20XX)

4200-XX.XX Bond Interest – The proposed FY11 budget for Bond Interest is **\$11,040**. This total assumes:

- Payoff on \$552,000 bond that matures in 20XX (FY20XX)

Sinking Fund

4200-68.00 Sinking Fund Contribution – The proposed FY11 budget for Sinking Fund Contribution is **\$34,849**. This total assumes:

- Sinking fund contribution equal to 15% of the O&M expenses

ⁱ Single 2006 Act Rate = \$516; 2-Person 2006 Act Rate = \$1,066; Family 2006 Act Rate = \$1,329
Single 2007 Act Rate = \$572; 2-Person 2007 Act Rate = \$1,183; Family 2007 Act Rate = \$1,472
Single 2008 Act Rate = \$590; 2-Person 2008 Act Rate = \$1,220; Family 2008 Act Rate = \$1,520
Single 2009 Act Rate = \$654; 2-Person 2009 Act Rate = \$1,309; Family 2009 Act Rate = \$1,767
Single 2010 Act Rate = \$568; 2-Person 2010 Act Rate = \$965; Family 2010 Act Rate = \$1,419