
FY22 Sewer Fund Budget

As Introduced

By The

Finance Director &

Public Works Director

September 21, 2021

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Town Of Bar Harbor

Finance Department

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September 21, 2021

Budget Message

You will find attached the proposed Sewer Budget for FY22. Under the requested budget, the estimated annual sewer bill for a residential household **will not change**. The Fund has had just one 1.9% increase in the last 6 years, but due to both higher cash capital reserves still on hand and possible higher volume, any recommended sewer rate changes will be deferred for at least a year.

A Quick Budget Recap:

The FY2022 budget compared to the FY21 budget, as submitted:

- Rates remain at \$7.95 per 100 cubic feet
- Contains a 2.6% operations expense budget increase (cash basis)
- Projects that overall billable volume will stay level
- Estimates a 1% increase in budgeted revenue
- No bonding for CSO projects at this time

Fund Balance

(Retained Earnings that is Reserved for dedicated use)

Fund Balance – Operating Fund

Using an accepted formula for arriving at necessary working capital on hand, we arrive at \$388,186. This *designation for working capital* provides us with the cash necessary to run the Division until the first quarterly bill payments come in later in October.

Cash Reserve-Designated for Working Capital @ 6/30/21	\$388,186
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Fund Balance – Capital Fund

Certain unfinished CIP projects and future equipment reserves are funded each year and designated for these specific line items as shown in the CIP section. These are monies previously appropriated and carried forward each year.

Cash Reserve-CIP Projects & Reserves @ 6/30/21	\$2,316,211
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Operating Expenditures

The recommended budget for cash operating expenses will increase \$41,139 in the coming year over the FY21 budget, or 2.6% and an increase of 10.6% from the FY2021 projected. Wages are budgeted to increase by 2.6%. Benefits will increase by 10.1%, due primarily to the revised mix of employee participation in health insurance.

Superintendent Jeff Van Trump, being Superintendent of both Water and Sewer Divisions, will once again have 50% of his wages/benefits charged to each division. The Wastewater Division is currently staffed with 8 full time employees.

Other than benefits, other significant increases in the FY22 budget are:
WaterTreatment-#5424 -\$3371 for higher Sodium Hypochlorite costs
Rep & Maint-#5628 – Mains & Services - \$2,000 – for more line breaks

Last Year's Operational Expense Results

Fiscal 2021 projected results will end \$111,385 (or 7.2%) below the budget, primarily due to less water treatment costs, less utilities used, less sludge disposal costs---all due to lower volume as well as lower payroll benefits such as health insurance costs. Some Septic Cleaning efforts were deferred this ending year.

Capital Expenditures

A "Year by Year Overview" of our Five Year Capital Improvement Program is included with a narrative description in Chart A. Unlike the Water Division's rates, which is governed by the PUC, *depreciation* is not used in calculating sewer rates....an *equipment reserve* system is utilized instead, but accomplishing essentially the same purpose, similar to the General Fund's CIP funding mechanism. At year end FY21, we anticipate \$2,316,211 of monies raised in prior years to remain unspent that are primarily for mains, specific projects and plant equipment. The Division estimates a CIP funding level of \$788,383 next year and rising up to \$2,271,443 in year 2 when new bonding is anticipated along with higher sewer rates.

Combined Sewer Overflow (CSO) Elimination Project

For the last two years we reported to the MDEP CSO flows of 971,376 (2020) and 2,757,980 (2019) gallons, respectively. This was due to two main factors; 1) our efforts to continually repair and upgrade our infrastructure and facilities; and 2) increasing rain event size and intensity. These both play a direct role in the amount of reportable CSO each year.

One of the steps is to further study and complete a design to upgrade the West Street Pump Station and later, possibly a Force Main Replacement based upon the flow data. However, a modeling of the system is currently in play with new flow meters purchased and installed to verify the operation of the system. Once the study is completed and design finalized, the construction would be proposed to bonded in FY23.

Plant Equipment

The plant on Ledgelawn Avenue was rebuilt in 1997. Some smaller equipment, especially certain electrical components have failed and have been replaced. Some other large mechanical equipment, such as the drive units for our two large clarifiers are nearing the end of their useful life. These units are now scheduled to be replaced after 23 years. These units are estimated to cost \$300,000 over the next 3 years. An engineer report with a comprehensive review & staff will guide the priority of plant equipment upgrades and renovations. This report will also recognize the importance to ensure that the existing plant has the *capacity* before the Division spends extensive monies on refurbishing its expensive plant equipment.

Pump Stations

West Street Pump Station, as a priority, will have a completed design in FY22 and will be paid out of existing CIP funds. Specific cost estimates for pumps and the building are estimated and budgeted in year 3, or FY2024 at \$2.6 million and will require bonding through the SRF fund. Designs for Hancock Street and Rodick Street pump stations are in the line up for replacement over the next few years. These are all 45+ years old.

Equipment Replacement

Several pieces of aging equipment are scheduled for replacement over the coming five years. Our two units of sewer cleaning equipment (a 16 year old sewer jet and the 60 year old bucket machine) will be replaced with one combined unit (a vacuum truck) in year two. The rodding machine, originally on the replacement schedule, will not be replaced.

Three of the four pickup vehicles are scheduled for replacement over the next five years. A large equipment replacement was previously scheduled for FY2022 when would have replaced the Programmable Logic Controller (PLC) at the Ledgelawn plant which monitors and controls our sewage collection system and treatment process controls at the plant. The Town will utilize the engineers to provide a new global look at our operations, such as reviewing the staff proposed equipment replacement schedule and their professional advice may dictate other priorities.

Revenues

Income from user fees is an important part of the budget, since it helps to keep down sewer rates with higher measured volumes. The volume data related to the cost factor for running the plant (operations) along with capital investment needs are what drives the rates charged per hundred cubic feet. Revenue and volume in FY 2021 suffered due to COVID19, but that is unlikely to continue in FY2022. We project total revenue to be 1.9% below the FY21 budget last year and be slightly higher than the projected FY21 final results due to anticipated higher volume from the summer '21 usage.

Billing Volume

Forecasting revenue continues to be difficult due to limited growth and some fluctuations in our billing volume; that is, our customers' water consumption from which the bills are calculated. We are projecting FY22 volume that will reach this year's budget and up 3% from the current year's projected volume. Because of the variable impact of COVID19 and of the Lab's ongoing move of certain mouse production to Ellsworth, we are still cautious to avoid real increases in volume totals. Jackson Lab volume accounts for approximately 23% of the total Sewer volume. Because of an upgrade in Munis software recently completely that was

not fully compatible with our Crystal Reporting software, there is a delay in obtaining final FY21 volume figures.

Total Historical Volume: (cubic feet)

FY2021 Estimate	26,000,000
FY2020 Actual	25,976,000
FY2019 Actual	28,203,000
FY2018 Actual	26,001,000
FY2017 Actual	27,705,000
FY2016 Actual	27,499,000
FY2015 Actual	25,455,000
FY2014 Actual	26,680,000
FY2013 Actual	26,500,000
FY2012 Actual	25,970,000

Rates

The lowest minimum bill in the last year for a residential customer can be as low as \$191 per year for usage up to 600 cubic feet per quarter. There is no COLA change recommended for FY2022 and the rate will remain at \$7.95 per 100 cubic feet of usage for a minimum quarterly charge of \$47.70. If lower volume were to remain the same and all annual operating costs included then the recommended rate increase would be approximately 15%; caused primarily by the higher operation costs in the last 5 years. However higher volume in FY22 is likely to be realized once it can be measured properly.

Historical Rate Increases:

FY2022 Budget	0.0%
FY2021 Actual	0.0%
FY2020 Actual	1.9%
FY2019 Actual	0.0%
FY2018 Actual	0.0%
FY2017 Actual	0.0%
FY2016 Actual	0.0% (combined Cap/Oper rates)
FY2015 Actual	4.7%
FY2014 Actual	0.5%
FY2013 Actual	0.6%
FY2012 Actual	1.3%

Discounts Available to Sewer users:

Summer Residential User Discount: Available to year round residential users that may be entitled to a credit off their usage for the summer quarterly bill reflecting water that does not enter the Town's sewer system; e.g., sprinkling lawn and gardens, washing vehicles and other similar uses. There is no fee and the customer must sign up on an annual basis. In the last year approximately 100 residential customers took advantage of this discount. Out of 1470 total customers, there are 1073 listed residential properties. The specifics of this discount are in the Sewer Ordinance, Chapter 165, Article III, Section #165-7B (2)[2]. A Copy of the form is located at the end of this budget package.

Outside Deduct Meters: Available generally to commercial, non-residential properties that purchase a meter to measure outside summer water usage that does not enter the wastewater system. There is a \$100 initial fee (for installation inspection) and then a \$25 administrative fee annually. Meters are read by Town staff in June and September and are shown on the water bill as a deduction off their water usage in the calculation of the quarterly sewer bill. For example, if there is no separate summer seasonal water service line available for outside watering to a hotel property (the preferred method), then this metering deduction system to measure that garden/lawn usage is an option available for the customer to reduce their sewer charges. Approximately 40 customers have 60 meters in place every summer to take advantage of this program. The specifics are highlighted in the Sewer Ordinance, Chapter 165, Article III.

Future Growth

Bar Harbor's 2007 Comprehensive Plan's Chapter III.B Future Land Use Plan identifies growth areas within the Town. Growth areas are suitable areas toward which new development is to be directed. Most of these areas are either infill development where sewer and water are already present at the curb; areas where the utilities are nearby but would require service extensions to reach the new development location, or where public sewer and water will not be available for the foreseeable future. The Town should be prepared to allow utility infills and extensions. These extensions must be sized to accommodate both current and future needs. The Town should also consider being prepared to bear costs not directly covered by a developer such as for upgrades and for augmented capacity. Current projects/developments are Jackson Laboratory housing project and Hamilton Hill subdivision. There is no line item in the CIP designated yet for this "future growth" purpose.

Data from calendar years 2020 [2019] (2018) show that 38 [46] (39) sewer connection permits were issued; 18 [13] (14) on Town Sewer and 21 [33] (25) on private septic.

Requested Action by Council

The next step is for the Town Council pass a motion to tentatively adopt the Sewer Budget Ordinance as proposed [*or amended*] and schedule a public hearing on October 19, 2021.

Respectfully submitted,

Sarah Gilbert,
Finance Director

Bethany Leavitt
Public Works Director

	Actual Yr. Before Last: FY19	Actual Last Year FY20	Budgeted This Year FY21	Estimate This Year FY21	Requested Next Year FY22
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Retained Earnings (Cash in Fund Balance)

FUND BALANCE -

Starting Fund Balance/Retained Earnings	1,811,904	2,381,569	2,458,059	2,581,861	2,767,893
Revenues & Other Sources - <i>cash in</i>	2,412,828	2,129,538	2,146,400	2,099,084	2,108,926
Operating Expenditures - <i>cash out</i>	1,435,544	1,471,285	1,552,743	1,441,359	1,593,883
Capital/Debt Expenditures - <i>cash Expended</i>	407,619	457,961	1,455,922	471,693	1,254,765
Ending Fund Balance/Retained Earnings	2,381,569	2,581,861	1,595,791	2,767,893	2,028,171
Designated Fund Balance/Retained Earnings					
Available for Working Capital (Note A)	215,284	539,757	263,811	451,682	178,343
Unfinished CIP Projects (Note B)	1,596,620	1,989,463	1,331,983	2,316,211	1,849,829
Total Reserved Retained Earnings	1,811,904	2,529,220	1,595,794	2,767,893	2,028,171

Actual Cash on Hand	\$ 2,256,353	\$ 2,409,000	\$ 2,545,000
Less Designated For CIP (above)	\$ 1,841,812	\$ 1,989,463	\$ 2,316,211
Working Capital Needs:	\$ 367,461	\$ 376,260	\$ 388,186
(short) or above working capital needs	\$47,080	\$43,277	(\$159,397)

Notes:

A. Designation for Working Capital

Since our first billing of the new fiscal year doesn't go out until October, and cash doesn't start coming in until late October, we should reserve at least 3 months' operating expenses at the end of each fiscal year to get us started in the next fiscal year. This is calculated at three month's cash expenditures. i.e.- 25% of the total current year expenditures (BTY) for the operating fund. For next fiscal year, this equals:

Cash Operating Expenditures Budget This Year	1,552,743
Four Month's Expenses	25%
Recommended Designation for Working Capital	\$388,186

B. Designation for Unfinished CIP Projects & Equipment Reserve

These are either active ongoing projects or equipment reserves funded for future replacements/upgrades
The detail list of carryover projects are on page 14 - CIP

Actual	Actual	Budgeted	Estimated	Requested	Request's Change	
Yr.Before	Last Year	This Year	This Year	Next Year	From This Year's:	
Last: FY19	FY20	FY21	FY21	FY22	Budget	Estimate

Operating Fund Revenues

3597 OPERATIONS RATE CHARGES

<i>Sub Total: Charges from Operations Rate</i>	2,359,510	2,066,381	2,050,000	2,030,000	2,070,000	20,000	40,000
		<i>ALY:YBL</i>	<i>BTY:ALY</i>	<i>ETY:BTY</i>	<i>RNY:ETY</i>	<i>RNY:BTY</i>	<i>RNY:ETY</i>
		-12%	-1%	-2%	2.0%	1.0%	2.0%

OTHER CUSTOMER CHARGES

4928 Net Gain on Fixed Asset Disp	0	0	4,000	0	0		
4932 Sludge Dewatering	0	0	0	0	0		
4934 Septic Tank Dumping	5,366	8,742	5,500	5,500	5,500	0.0%	0.0%
4936 Connection Fees	10,624	7,362	6,000	4,000	6,000		
<i>Sub Total: Other Charges</i>	15,990	16,104	15,500	9,500	11,500	-4,000	2,000
		1%	-4%	-41%	21%	-25.8%	21.1%

OTHER INCOME

4600 Bond refinancing Proceeds	0	0	0	0	0		
4700 Interest on Investments	27,388	28,953	12,000	13,000	12,000	0.0%	-7.7%
4704 Penalties for Late Payments	5,498	5,545	4,400	4,700	4,400	0.0%	-6.4%
4928 Sale of Fixed Assets	0	4,000	0	0	0		
4938 Miscellaneous	209	2,543	2,000	1,000	2,000	0.0%	100.0%
4940 Lien Cost Reimbursements	4,233	6,012	6,500	5,600	6,500	0.0%	16.1%
4944 Special Assessments-Devon Rd	0	0	60,000	35,284	2,526	-95.8%	-92.8%
<i>Sub Total: Other Income</i>	37,328	47,053	84,900	59,584	27,426	-57,474	-32,158
		26%	80%	27%	-54%	-67.7%	-54.0%

Total Operating Fund Revenues	2,412,828	2,129,538	2,150,400	2,099,084	2,108,926	-1.9%	0.5%
						-41,474	9,842
						<i>RNY:BTY</i>	<i>RNY:ETY</i>
						-1.9%	0.5%

	Actual Yr. Before Last: FY19	Actual Last Year FY20	Budgeted This Year FY21	Estimated This Year FY21	Requested Next Year FY22	Request's Change From This Year's Budget	Request's Change Actual
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Operating Fund Expenditures

51 PERSONNEL SERVICES (* = See Chart B)							
5100	Wages-Salaries *	43,898	45,087	45,901	46,000	47,283	3.0% 2.8%
5105	Wages-Hourly Full Time *	373,299	387,304	395,608	380,000	407,207	2.9% 7.2%
5110	Wages-Overtime *	35,853	43,365	43,093	52,000	42,873	-0.5% -17.6%
5130	Wages-Summer/Seasonal *	0	0	0	0	0	n/a n/a
5170	Old Account	0	0	0	0	0	
5175	Wages - Vacation Accruals	3,039	5,129	2,600	1,571	2,600	0.0% 65.5%
Total Personnel Services		456,089	480,885	487,202	479,571	499,962	2.6% 4.3%
					7,631		12,760 20,391
52 EMPLOYEE BENEFITS (* = See Chart B)							
5160	ICMA Retirement *	2,677	3,014	2,985	2,293	3,074	3.0% 34.1%
5200	FICA & Medicare *	29,281	35,637	37,072	30,880	38,048	2.6% 23.2%
5210	MSRS Retirement *	30,994	33,849	44,309	36,718	46,358	4.6% 26.3%
5215	Workers' Compensation *	11,636	12,342	11,760	11,089	12,080	2.7% 8.9%
5220	Unemployment Compensation *	1,811	1,440	1,397	1,193	1,397	0.0% 17.1%
5225	Health Insurance * - (5.5)	63,390	77,520	93,665	90,536	114,184	21.9% 26.1%
5230	Health Insurance Opt Out - (3)	18,912	11,889	23,000	12,000	23,000	0.0% 91.7%
5245	Retirement Health Savings Acct. *	156	245	700	207	700	0.0% 238.2%
5255	Innoculations & Physical Exams	122	262	400	423	400	0.0% -5.4%
5290	HRA-Health Reimb. Acct	6,045	7,409	21,000	11,000	21,000	0.0% 90.9%
Total Employee Benefits		165,024	183,607	236,288	196,339	260,242	10.1% 32.5%
53 CONTRACTUAL SERVICES (* = See Chart C)							
5300	Alarms & Paging *	515	515	530	515	530	0.0% 2.9%
5304	Audit & Accounting	2,300	2,300	2,200	2,200	2,400	9.1% 9.1%
5306	Town Management Fees *	81,890	81,774	83,183	82,091	82,996	-0.2% 1.1%
5308	Billing Processing	1,000	800	800	800	800	0.0% 0.0%
5310	Office and Lab Cleaning	6,178	6,430	7,000	6,430	7,000	0.0% 8.9%
5311	Special Waste Cleaning *	6,245	10,282	12,500	0	12,500	0.0% n/a
5312	Pump Station Pumping *	6,770	1,580	3,300	1,400	3,300	0.0% 135.7%
5314	Copier, Post M, TmClck	2,405	2,229	2,400	2,454	2,500	4.2% 1.9%
5326	Engineering *	4,155	0	2,000	9,974	2,000	0.0% -79.9%
5330	Wet Well Prep & Painting	0	0	0	0	0	n/a n/a
5332	Generator Service *	12,312	15,889	12,950	12,861	12,950	0.0% 0.7%
5334	General Professional Fees	2,466	3,600	2,400	3,733	2,400	0.0% -35.7%
5336	General Equipment Maintenance*	1,104	220	2,010	0	2,010	0.0% n/a
5340	Legal Services	529	763	600	2,293	800	33.3% -65.1%
5348	Mowing / Grounds Maint.	5,875	4,263	4,000	5,742	4,000	0.0% -30.3%
5364	Rental of Equipment	220	115	600	648	600	0.0% -7.4%
5366	Sludge Disposal *	53,548	50,544	53,950	43,733	53,950	0.0% 23.4%
5368	Technology Licenses & Support *	13,101	21,533	19,800	17,000	19,800	0.0% 16.5%
5378	Testing - Equipment	2,151	1,459	2,000	2,287	2,000	0.0% -12.5%
5380	Testing - Drug & Alcohol	802	332	700	594	700	0.0% 17.8%
5384	Laboratory Testing	11,467	2,883	11,500	2,200	11,500	0.0% 422.7%
5388	Uniform Cleaning & Rental	11,055	14,121	11,000	12,386	11,000	0.0% -11.2%
Total Contractual Services		226,088	221,632	235,423	209,341	235,736	0.1% 12.6%
					26,082		313 26,395

	Actual Yr. Before Last: FY19	Actual Last Year FY20	Budgeted This Year FY21	Estimated This Year FY21	Requested Next Year FY22	Request's Change From This Year's: Budget	Estimate
OPERATING FUND EXPENDITURES							<i>Page 2</i>

54 MATERIALS & SUPPLIES (* = See Chart D)

5410	Clothing Purchases*	5,437	4,589	5,000	4,600	5,000	0.0%	8.7%
5412	Copier & Printer Supplies	987	911	1,000	900	1,000	0.0%	11.1%
5418	Forms, Checks, Etc.	542	1,279	800	1,000	800	0.0%	-20.0%
5424	Sodium Hypochlorite *	15,093	11,502	16,629	20,000	20,000	20.3%	0.0%
5428	Lab Supplies	11,416	9,340	10,600	11,000	11,000	3.8%	0.0%
5432	Flo Mtrs & Batteries	0	6,782	6,000	6,600	6,300	5.0%	-4.5%
5436	Office Supplies	1,126	1,434	1,400	2,300	1,400	0.0%	-39.1%
5438	Operating Supplies	18,236	22,917	16,500	22,000	18,000	9.1%	-18.2%
5441	Magnesium Hydroxide & Other *	75,345	49,093	69,000	44,000	69,000	0.0%	56.8%
5442	Polymer Supplies *	16,050	16,093	15,000	18,500	17,500	16.7%	-5.4%
5444	Safety Supplies	3,106	2,062	2,800	2,100	2,800	0.0%	33.3%
5452	Sodium Bisulphite *	7,608	3,832	6,500	5,000	6,500	0.0%	30.0%
5458	Vehicle Supplies*	3,804	4,609	7,000	11,450	7,000	0.0%	-38.9%
Total Materials & Supplies		158,750	134,443	158,229	149,450	166,300	5.1%	11.3%
					8,779		8,071	16,850

55 UTILITIES & COMMODITIES (* = See Chart D)

5504	Electricity - Plants	105,871	104,056	109,000	103,098	109,000	0.0%	5.7%
5506	Electricity - Pumping	75,847	64,919	67,000	57,096	67,000	0.0%	17.3%
5508	#2 Heating Oil*	26,119	22,267	17,652	16,100	17,652	0.0%	9.6%
5512	Cable Weather Channel	533	787	800	820	840	5.0%	2.4%
5514	Motor Fuel - Diesel	7,958	8,422	10,000	8,000	10,000	0.0%	25.0%
5516	Motor Fuel - Unleaded Gasoline	10,754	8,635	13,000	9,200	13,000	0.0%	41.3%
5518	Motor Oils & Grease	3,602	1,947	2,200	1,000	2,200	0.0%	120.0%
5520	Propane	2,930	4,596	4,500	4,738	4,500	0.0%	-5.0%
5528	Telephone & Cellular	5,595	6,338	5,500	7,507	5,500	0.0%	-26.7%
5530	Water	9,733	11,240	10,000	11,746	10,000	0.0%	-14.9%
Total Utilities & Commodities		248,942	233,207	239,652	219,305	239,692	0.0%	9.3%
					20,347		40	20,387

56 REPAIRS & MAINTENANCE (*=See Chart E)

5602	Buildings	4,765	6,808	10,000	1,100	10,000	0.0%	809.1%
5616	Line Equipment *	15,014	20,976	25,500	27,000	25,500	0.0%	-5.6%
5628	Mains & Services	44,679	50,763	34,000	44,000	36,000	5.9%	-18.2%
5634	Plant Equipment	35,771	33,397	37,000	40,403	37,000	0.0%	-8.4%
5640	Pump Station Equipment	24,331	8,369	23,000	14,000	23,000	0.0%	64.3%
5658	Vehicles - Repair by Others	10,915	10,566	7,000	8,000	7,000	0.0%	-12.5%
Total Repairs & Maintenance		135,475	130,879	136,500	134,503	138,500	1.5%	3.0%
					1,997		2,000	3,997

	Actual Yr. Before Last: FY19	Actual Last Year FY20	Budgeted This Year FY21	Estimated This Year FY21	Requested Next Year FY22	Request's Change From This Year's: Budget	Estimate
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OPERATING FUND EXPENDITURES Page 3

57 EQUIPMENT PURCHASES								
5700	Technology Equipment *	2,661	9,485	9,500	4,000	4,000	-57.9%	0.0%
5702	Office Equipment *	0	0	0	5,180	0	n/a	n/a
5704	Operating Equipment *	5,535	5,251	4,000	2,280	3,000	-25.0%	31.6%
Total Equipment Purchases		8,196	14,736	13,500	11,460	7,000	-48.1%	-38.9%
					2,040		-6,500	-4,460

58 OTHER EXPENSES, TRAVEL, ETC.								
5800	Advertising	1,086	1,135	500	1,646	500	0.0%	-69.6%
5802	Uncollectable Customer Accts.	0	0	1,300	500	1,300	160.0%	0.0%
5808	Dues & Licenses	1,657	1,354	1,600	1,300	1,600	0.0%	23.1%
5822	Insurance: Liability & Crime	6,583	6,544	6,600	6,133	6,600	0.0%	7.6%
5824	Insurance: Property & Casualty	10,036	9,788	9,900	9,751	10,000	1.0%	2.6%
5826	Insurance: Automobiles	6,448	6,306	6,400	5,620	6,400	0.0%	13.9%
5832	Facility Permits & Fees	2,856	3,140	5,000	4,400	5,000	0.0%	13.6%
5836	Postage & Shipping	2,130	1,859	3,300	1,600	3,300	0.0%	106.3%
5838	Registry & Lien Costs	1,388	1,918	4,000	2,720	4,000	0.0%	47.1%
5844	Training, Workshops, Etc.	3,031	6,508	4,000	7,320	4,400	10.0%	-39.9%
5846	Travel: Rooms, Miles & Meals	1,765	2,607	3,350	400	3,350	0.0%	737.5%
Total Other Expenses, Travel, Etc.		36,980	41,159	45,950	41,390	46,450	1.1%	12.2%
					4,560		500	5,060

88 OPERATING TRANSFERS OUT								
5980		0	0	0	0	0		
Total Operating Transfers Out		0	0	0	0	0		

Total Operating Fund Expenditures		1,435,544	1,440,548	1,552,744	1,441,359	1,593,883	2.6%	10.6%
Increase (Decrease)					7.2%		41,139	152,524
					111,385			
					Under Budget			

Capital Fund Expenditures Plan

Capital Improvement Program

68 Accl. No.	Yr. End Bal. This Year FY21	Account Description	Year One FY22		Year Two FY23		Year Three FY24		Year Four FY25		Year Five FY26			
			Appropriation	Spending	Balance	Funding	Spending	Balance	Funding	Spending	Balance	Funding	Spending	Balance
n/a	0	Bond Issue E: Main Plant 1996	0	0	0	0	0	0	0	0	0	0		
n/a	45,825	Bond Issue N: Hulls Cove 2005	45,825	45,825	55,750	55,750	53,950	53,950	52,150	52,150	55,000	55,000		
n/a	91,862	Bond Issue Q: Sewer Rehab 2011	91,862	91,862	92,080	92,080	92,229	92,229	92,308	92,308	92,318	92,318		
n/a	0	SRF Loan for CSO Elimination Project	0	0	0	0	305,000	305,000	305,000	305,000	550,000	550,000		
6801	0	Projects & Facilities (See Chart A)	0	0	0	0	0	0	0	0	0	0		
6802	426,785	Pump Stations Equipment & Replacement	200,000	528,433	1,100,000	1,159,167	2,305,000	2,305,000	2,500,000	2,710,000	30,000	22,500		
6804	109,994	CSO/Plant Treatment Optimization	70,000	70,000	50,000	30,000	10,000	30,000	10,000	20,000	20,000	20,000		
6805	81,486	DeGregoire Plant - Equipment	10,000	0	10,000	0	10,000	0	10,000	10,000	10,000	10,000		
6808	75,599	Hulls Cove Plant - Equipment	10,000	0	10,000	0	10,000	0	10,000	0	145,599	0		
6809	282,482	Main Treatment Plant - Equipment	40,000	52,000	40,000	0	300,000	300,000	60,000	0	30,000	0		
6810	349,009	CSO-Sewer Mains & Services	160,000	291,765	750,000	620,735	1,500,000	1,282,500	1,500,000	1,250,000	50,000	15,000		
6811	15,519	Equipment & Vehicles (See Chart A)	727	0	727	16,000	727	0	727	0	727	0		
6812	92,939	Air Compressor, mobile	0	16,246	0	0	0	0	0	0	0	0		
6814	48,728	Bucket Machine - Do not replace	16,067	0	16,067	0	16,067	0	16,067	0	16,067	0		
6816	11,666	Generators, Backup - (10)	2,333	20,000	2,333	28,000	2,333	0	2,333	0	2,333	0		
6818	35,567	GIS System, incl. support equmt	5,833	31,061	5,833	5,395	5,833	14,000	5,833	15,000	5,833	0		
6820	241,652	Lime Eq-Flo Toics (5) + spares	17,500	6,000	17,500	0	64,567	0	17,500	0	17,500	0		
6821	12,220	Sewer Cameras	37,780	60,000	37,780	36,000	37,780	10,000	37,780	0	37,780	17,000		
6823	6,070	Communication Systems-SCADA	2,083	219,432	5,000	0	221,212	248,993	5,000	0	5,000	0		
6825	2,030	Asset Mgr. Software systems	700	615	700	0	19,303	0	700	0	700	0		
6826	272,451	Rain Gauge & USB Logger	0	0	0	0	1,161	0	545	0	545	0		
6827	10,604	Spectrophotometer/lab Eqpmnt	0	2,730	0	3,430	0	4,130	0	700	0	0		
6830	98,945	Old account	0	0	0	0	0	0	0	0	0	0		
6836	109,525	Sewer Jet / Vacuum Truck	20,000	0	20,000	300,000	0	0	0	0	0	0		
6837	31,737	Isoco Samplers (5)	3,250	13,854	3,250	6,000	11,104	0	3,250	0	3,250	0		
6838	1,203	Pickup Trucks (4)	28,357	82,880	28,357	0	72,779	36,000	28,357	0	28,357	0		
6836	109,525	Sludge Truck w/Containers	8,412	0	8,412	0	0	0	8,412	0	8,412	0		
6837	31,737	Sludge Truck Liquid Tank	2,857	0	2,857	0	37,451	0	2,857	0	2,857	0		
6838	1,203	Triton Flo Meters (5)	4,250	0	4,250	0	9,703	0	4,250	18,000	4,250	0		
6899	0	Undesignated - lapse if not used	10,000	0	10,000	0	20,000	0	0	0	0	0		
Total			788,383	1,254,765	2,271,443	4,644,792	4,428,679	1,993,652	4,733,071	4,645,458	2,081,265	1,010,931		
Total without bonds			788,383	1,369,765	1,771,443	4,644,792	4,428,679	1,993,652	4,733,071	4,645,458	2,081,265	1,010,931		
New Bond monies					771,443	1,174,792	0	1,993,652	733,071	0	2,081,265	1,010,931		
					1,500,000	3,500,000	4,000,000	4,000,000	0	0	0	2,320,377		

Equipment Replacement Schedule

Wastewater Division

Capital Improvement Program

2022

Acct No.	Description of Present Equipment	FY in Service	Proposed		Actual Cost Equipped	Proposed Years Until Replaced	Current Replacement Cost	Straight Line Funding Year One
			Replacement Fiscal Year	Replacement Age				
Sewer Cameras								
6818	Camera, Ibak, Saturn III w/ pan & tilt	2014	2025	11	97,580	3	0	0
	New reel system for 2014 Ibak	2019	2029	8	35,391	7	120,000	15,000
	Camera, Sewer: Aries- junked in FY19	2004	do not replace		23,854		0	0
	Camera, Service: Nano-L, Push Camera system	2019	2029	10	19,651	7	25,000	2,500
	<i>Total Sewer Cameras</i>				176,476			17,500
Communication Systems								
6820	Phone System - Main Plant	2013	2024	11	8,500	2	10,000	909
	WAN Network Equipment	2013	2026	13	9,850	4	11,000	846
	Hart Communication System	2018	2026	8	5,410	4	6,000	750
	Pump Stations (10) PLC Radio System	2012	2028	16	270,000	6	270,000	16,875
	Main St. Pmp Sta PLC Radio System	various	2023	15	25,000	1	36,000	2,400
	Plants (3) PLC Radio Systems	various	2022	10			160,000	16,000
	<i>Total Communication Systems</i>				318,760			37,780
Vehicles								
6830	Pickup Truck, 2016, GMC 2500, Insp.#43	2016	2024	8	34,330	2	36,000	4,500
	Line Pickup, '21 GMC Silverado, #44	2022	2029	7	82,880	7	83,000	11,857
	Pickup Truck, 2018 GMC pu ,line#2-#47	2018	2026	8	34,063	4	37,000	4,625
	Pickup Truck, F350, Mech. Maint/Plant -#45	2020	2028	8	58,133	6	59,000	7,375
	<i>Subtotal - annual funding 4 vehicles</i>							28,357
6826	Vacuum Truck	new	2023			1	300,000	20,000
6836	Sludge Truck, Volvo D-13, swap loader body	2008	2025	17	138,124	3	143,000	8,412
	<i>Total Vehicles</i>				347,530			
Equipment								
6811	Compressor, Air, Ingersoll/Rand XP185-KL222	2001	2023	22	12,027	1	16,000	727
	Bucket Machine - Do not Replace	1957			88,000		0	
6814	GIS/ESRI Software, Laptops, GPS Unit, ESRI	2010	2022	12	26,000	0	28,000	2,333
6816	Flo Totes - 5, plus spares	Var			30,000	6	35,000	5,833
6821	Citizen Self Srv & Asset Mgt. Softwr	2015	2027	12	25,000	5	25,000	2,083
6823	Rain Gauge & Logger, Sigma "Rain Logger"	2011	2022	11	5,000	0	6,000	545
6825	Spectrophotometer/Lab Equipment	2021	2027	8	5,221	5	5,600	700
	Sewer Jet, Do not replace	2004			62,384		0	
6827	Issco Sampler - 5500 - (5 units)	varies	varies	8	25,000		26,000	3,250
6837	Liquid Tank for Sludge Truck, 2500 Gallons	2011	2025	14	38,809	3	40,000	2,857
6838	Triton Flo Meters (3)	2018	2025	7	16,275	3	18,000	2,571
	<i>Total Equipment</i>				333,716			20,901

2022

Acct No.	Description of Present Equipment	FY in Service	Proposed		Actual Cost Equipped	Proposed Years Until Replaced	Current Replacement Cost	Straight Line Funding Year One
			Replacement Fiscal Year	Replacement Age				
Plants								
6809	Main Treatment Plant & Eq	1998	2028	30	8,348,671	6	n/a	21,000
6808	Hulls Cove Treatment Plant & Eq	2001	2031	30	1,386,014	9	n/a	3,000
6805	DeGregoire Park Treatment Plant & Eq	1974	2025	51	162,779	3	n/a	10,000
			<i>Total Plants</i>		9,897,464			<u>34,000</u>
Mains								
6810	Sewer Mains, Manholes & Services	Varies	n/a	75	8,460,000	n/a	8,500,000	113,333
Pump Stations (12)								
6802	Main St. Pump Station & WWWell	1974/1998	2023	50	368,937	1	3,000,000	20,000
6802	Hulls Cove Pump Station & WWWell	1974/2001	2023	50	216,557	6	400,000	5,000
6802	Hulls Cove Pump Station & Wwell-PWrksFacilityt	1999	2023	30	25,000	3	100,000	5,000
6802	Albert Meadow Pump Station & WWWell	2015	2045	30	86,867	24	87,000	2,900
6802	Ferry Terminal Pump Station & WWWell	2006	2041	35	58,900	20	60,000	1,714
6802	Hancock Street Pump Station	1974	2022	48	56,500	0	400,000	8,333
6802	Rodick Street Pump Station & WWWell	1974	2023	49	56,500	1	100,000	2,041
6802	Wilcomb Lane Pump Station - no Gen.	2000	2035	35	31,000	13	33,000	943
6802	West Street Pump Station & WWWell	1974	2022	48	70,000	0	600,000	12,500
6802	Town Pier Pump Station-no Gen.	2013	2048	35	27,508	26	35,000	1,000
6802	Degregoire Pump Station	1974	2024	50	22,000	2	50,000	1,000
6802	Ocean Avenue Pump Station & WWWell	2013	2048	35	126,378	26	150,000	4,286
			<i>Total Pump Stations</i>		1,146,147			<u>64,717</u>
Generators (10)								
6812	Generator, Hulls Cove P/S, Onan, 60 KW	2018	2048	30	42,783	26	46,000	1,533
6812	Generator, Hulls Cove Plant, Onan, 85 KW	2015	2045	30	66,000	23	70,000	2,333
6812	Generator, Main Plant, Onan, 300 KW	1997	2027	30	41,000	5	66,000	2,200
6812	Generator, Main Street P/S, Onan, 230 KW	1997	2027	30	33,500	5	60,000	2,000
6812	Generator, West St. P/S, Onan 35 KW, Quiet Site	2003	2033	30	26,990	11	39,000	1,300
6812	Generator, Rodick St. P/S, Onan 40 KW, Quiet Site	2007	2037	30	34,525	15	44,000	1,467
6812	Generator, Albert Meadow, Onan 35KW, Quiet Site	2005	2035	30	25,000	13	38,000	1,267
6812	Generator, Ferry Term., Onan, 50 KW, Quiet Site	2005	2035	30	28,050	13	48,000	1,600
6812	Generator, DeGregoire Pk., Onan, 35 KW, Quiet Sit	2008	2038	30	31,048	16	38,000	1,267
6812	Generator, Hancock St.: No generator							
6812	Generator, Ocean Ave. Onan, 35 KW, Quiet Site	2013	2043	30	31,150	22	33,000	1,100
			<i>Total Generators</i>		360,046			<u>16,067</u>
Total Wastewater Division								304,299

Table of Contents - Charts

Detail Charts

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C.I.P. Details

Chart A

Capital Improvement Program Narrative

1 of 4

Purpose of the C.I.P.

In order to better understand our Capital Improvement Program, it may be helpful to explain its purpose and function. As required by Section C-30.A of the Town Charter, the CIP is "a program consisting of projects any one of which costs more than \$5,000 and meets one or more of the following requirements:

- construction time extends to two or more fiscal years;
- includes planning for, construction of or major renovation of a Town building, wharf, public way, sewer, drain or appurtenant equipment; or
- replacement or acquisition of equipment with life expectancy of five years or longer."

While not fully articulated in the Charter, contemporary thinking further suggests that the CIP should help the Town to avoid surprises by forcing us to look ahead for the next five years or even longer. Typically, this helps stabilize the CIP capital rate, so that it does not exhibit wild swings from year to year despite changes in expenditures.

Projects

CSO (Combined Sewer Overflow) Plant Treatment Optimization	#6804
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Ongoing engineering assistance	Expended	FY2021	\$	24,382	
Ongoing engineering assistance		FY2022	\$		70,000

Sewer Mains & Services	#6810
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Funds from this account will be used to repair services, mains and manholes during road reconstruction projects as well as upgrading/replacing mains due to identified CSO priorities.

FY21	Year One	Ft.of Mains	No. Of Services	No. Manholes	Cost
	Hancock Street - old main 8" replacement	800'			291,765
	Various Reline Projects (CSO)				0
Sewer Mains & Services				Year One Total	\$291,765
FY22	Year Two	Ft.of Mains	No. Of Services	No. Manholes	Cost
	Force main - West St. Pmp St. Project (CSO)-Design				225,000
	Hancock Street - CSO program				395,735
Sewer Mains & Services				Year Two Total	\$620,735
FY23	Year Three	Ft.of Mains	No. Of Services	No. Manholes	Cost
	CSO Force/Sewer Main West St to Plant-Bonded				1,275,000
	Hancock Street				7,500
Sewer Mains & Services				Year Three Total	\$1,282,500

C.I.P. Details - Spending Estimates					CHART A
Capital Improvement Program					2 of 4
FY24	Year Four	<i>Ft. of Mains</i>	<i>No. Of Services</i>	<i>No. Manholes</i>	<i>Cost</i>
	CSO Force/Sewer Main West St to Plant-Bonded				1,250,000
Year Four Total					\$1,250,000
FY25	Year Five	<i>Ft. of Mains</i>	<i>No. Of Services</i>	<i>No. Manholes</i>	<i>Cost</i>
	CSO Force/Sewer Main West St to Plant-Bonded				15,000
Year Five Total					\$15,000

total Sewer Mains & Services Work - All Five Years #6810 **\$3,460,000**

Projects & Facilities

Pump Station Replacement	#6802
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The Town has three pumping stations which are integral to our three treatment plants, plus an additional nine stand-alone pump stations. Of those nine, five were built in 1974, making them 40 years old. Since the replacement cycle should be somewhere around 35 years, we have started a replacement program. Our present plan is to upgrade the West Street station as part of the CSO Elimination Project.

FY22	West Street (CSO Elimination Project)-Design	\$293,433
^FY22	HCPump Station-Pump#1 Motor/VFD	\$25,000
FY22	Hancock St. Pump Station	\$60,000
^FY22	Main St. Upgrade	\$150,000
FY23	West Street Pumps Replacement	\$296,667
FY24	West Street Pumps Replacement	\$2,250,000
FY25	West St. Pump Station	\$2,250,000

DeGregoire Plant - Equipment	#6805
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We've setup a plant equipment CIP account for things like sludge pumps and other major pieces of plant equipment.

Hulls Cove Plant - Equipment	#6808
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We've setup a plant equipment CIP account for things like sludge pumps and other major pieces of plant equipment, so that we'll have money to fix or replace them as they fail.

Main Treatment Plant - Equipment	#6809
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We've setup a plant equipment CIP account for things like the dewatering machine, sludge pumps and other major pieces of plant equipment, so that we'll have money to fix or replace them as they fail.

FY21	Install Replacement B-Train aeration basin slide gates (completed)	\$68,434
FY22	Install VFD on Main Plant Spetic Receiving	\$10,000
FY22	Propane Heat system - 3 bay garage	\$5,500
FY22	Spare Pump assemblies	\$8,000
FY22	Add Baffles to Plant Clarifiers	\$40,000

C.I.P. Details - Spending Estimates

CHART A

Capital Improvement Program

3 of 4

Equipment & Vehicles

Air Compressor, Mobile

#6811

A reserve account has been funded to allow us to pay cash when we are scheduled to replace this twenty year old machine in FY22.

Bucket Machine - Do not replace

This 1957 model sewer cleaning machine uses buckets to remove sand and gravel from the lines. A reserve account was funded for this 60 year old machine in FY18, but the current plan is to not replace this unit but also replace the Sewer Jet with a vacuum truck in FY21.

Generators

#6812

The DEP is encouraging us to install & maintain standby power for all of our facilities.

GIS System, including support equipment/software

#6814

Our Line Maintenance crew has heavy-duty laptop computers which they use in the field to edit and store records such as maps, service cards, basin diagrams, etc. When combined with the rest of the Town's computerized maps and digital records, this system is known as a GIS. Possible install of fiber for (3) main plants.

Possible Upgrades/Mapping/Fiber Netwo FY22

\$20,000

Flo Totes (5)

#6816

These are flo meters that can be rotated to different sites...each one is \$6000-\$7000
Backup spares are also kept on hand

Sewer Cameras

#6818

We have two sewer cameras: a small one for inspection of the building service lines and a large one for the sewer mains. The smaller camera was replaced in FY19 and the larger camera was replaced in FY14. The cable of the larger camera was unreliable and no longer supported by the vendor.

Purchase Self Leveling Camera Head FY22

\$6,000

Communication Systems

#6820

This account is used for our telephone system, the Wide Area Network (WAN), the SCADA system server and the electrical controller PLC radio systems at all locations. Our WAN is the backbone of the computer system/switches which allows us to communicate electronically with our widespread equipment and facilities. SCADA stands for "*supervisory control and data acquisition*", the computer based sytem which communicates with our PLC's (*programmable logic controllers*) at the 11 pump stations and 3 treatment plants. These electrical controller PLC systems are the basis of all remote and on site communication to the pump stations and plants relating to their ongoing status of operations. 10 of the pump stations received this major upgrade in 2011-12 at a cost of over \$260,000. Main plant & Hulls Cove plant have not had a PLC upgrade for a number of years. The two plants will receive major PLC communication improvements in FY21. These PLC systems provide communication of the operations of all the plants and pump stations on a real time basis, also with remote accessibility, so that staff analysis and response capability to handle abnormal events are efficient---all essential components to further reducing our reportable CSO events to its goal of zero.

FY22 Selected upgrade to the Main Plant & Hulls Cove PLC controllers

\$40,000

FY22 Upgrade CSO Flo Meters to new 4G network

\$20,000

C.I.P. Details - Spending Estimates **CHART A**

Capital Improvement Program 4 of 4

Utility Billing & Mgt. Software Systems #6821

We have purchased Asset Management software in FY17 that is appropriate to allow access to track all maintenance work on all equipment in both Sewer and Water systems.....these costs are shared. Other add on modules may be purchased such as the Citizens self serve software purchased in FY19 and going live in FY20.

Rain Gauge & USB Logger #6823

Equipment necessary to track rain events for CSO documentation FY22 5,600

Spectrophotometer / Lab Equipment #6825

Various lab Equipment necessary to test influent & effluent

Sewer Jet / Future Vacuum Truck #6826

We purchased a new sewer jet in FY04 for cleaning sewer mains. A higher reserve is now being funded to replace the sewer jet & the bucket machine with a vacuum truck in FY22 for \$300,000
FY22

ISSCO Samplers (5) #6827

Equipment necessary for sampling both treated and untreated water in the wastewater treatment process. These are current ISSCO Samplers that are located at each plant location.
FY23 6,000

4 WW Pickup Trucks #6830

A 2018 GMC (#47); also used for snowplowing.....to be replaced in FY26
A 2016 inspector truck (#43) GMC 2500....will be replaced in FY24
A 2014 RAM 3500 stake-body truck (#44) replaced in FY21/FY22; also snowplows FY22 \$82,880
A 2010 F350 (#45) was replaced in FY20 for \$58,133; also snowplows

Sludge Truck w/Containers #6836

This truck is used to haul sludge to the compost site. The replacement reserve includes the cost of the sludge containers, but not of the liquid waste tank, since it is a physically separate and an expensive piece of equipment, and it wears out at a different rate. A reserve account has been funded so we can pay cash when we replace this 15 year old truck in FY25. A container was relined in FY2018 and one replaced in FY19 for \$14,187.

Sludge Truck Liquid Tank #6837

This tank is used to haul liquid (un-dewatered) sludge from our DeGregoire and Hulls Cove plants to the main plant for dewatering. Although it is mounted in the Sludge Truck when used, we expect it to wear out more quickly than the truck, so a separate replacement account has been established. This reserve account has been funded so we can pay cash when we replace this 12 year old tank in FY25.

Triton Flo Meters (3) #6838

3 Purchased in 2021

~ ~ End of C.I.P. ~ ~

Personnel Services & Benefits

Chart B

51 PERSONNEL SERVICES

HOURLY RATE CALCULATIONS Fiscal Year Starting: **July 1, 2021**

Classification	FY21	Union	One Time	FY22	COLA 3.0%	Salary Non Union
	Base Rate This Yr.	Wage Incr 3.0%	Adjust- ment	Base Rate This July		
Superintendent	44.14	1.32	0.00	45.46		Union
Operations Manager	25.47	0.76	0.00	26.24		Union
Process Control Mgr	25.47	0.76	0.00	26.24		Union
Regulatory Compliance	25.47	0.76	0.00	26.24		Union
Maintenance Worker I	22.54	0.66	0.00	22.56		Union
Maintenance Tech I	22.54	0.68	0.00	23.22		Union
Maintenance Tech I	22.54	0.68	0.00	23.22		Union
Maintenance Worker I	21.89	0.66	0.00	22.56		Union
Maintenance Tech II	23.15	0.69	0.00	23.84		Union
		0.00	0.00	0.00		

Classification	Hourly Rate Next Yr.	LONGEVITY PAY				Total Hourly Rate Next Yr.	Name	
		Authorized Base Rate Next Yr.	Seniority Date	Years of Service				
				5	10			15
Superintendent	\$45.46	6/27/06	\$0.00	\$0.00	\$0.00	\$45.46	J VT	
Operations Manager	\$26.24	8/13/18	\$0.00	\$0.00	\$0.00	\$26.24	WS	
Process Control Mgr	\$26.24	8/19/85	\$0.15	\$0.10	\$0.35	\$26.84	EM	
Regulatory Compliance	\$26.24	2/25/08	\$0.15	\$0.10	\$0.15	\$26.64	TG	
Maintenance Worker I	\$22.56	4/12/21	\$0.00	\$0.00	\$0.00	\$22.56	AT	
Maintenance Tech I	\$23.22	12/21/20	\$0.00	\$0.00	\$0.00	\$23.22	JD	
Maintenance Tech I	\$23.22	6/21/99	\$0.15	\$0.10	\$0.25	\$23.71	SY	
Maintenance Worker I	\$22.56	6/21/21	\$0.00	\$0.00	\$0.00	\$22.56	JK	
Maintenance Tech II	\$23.84	8/17/15	\$0.15	\$0.00	\$0.00	\$24.00	PK	
0	\$0.00					\$0.00		

Total Annual Pay	Positions	Regular	Scheduled	Emerg/unsch	Ave. OT	Base Pay	
	Next Yr.	Hours	O.T.Hours	O.T.Hours	Rate		Next Year
Superintendent	1	1,040					47,283
Operations Manager	1	2,080	0	0	0	0	54,588
Process Control Mgr	1	2,080	0	0	0	0	55,836
Regulatory Compliance	1	2,080	0	0	0	0	55,420
Maintenance Worker I	1	2,080	0	0	0	0	46,918
Maintenance Tech I	1	2,080	0	0	0	0	48,290
Maintenance Tech I	1	2,080	0	0	0	0	49,309
Maintenance Worker I	1	2,080	0	0	0	0	46,918
Maintenance Tech II	1	2,080	0	0	0	0	49,929
Regular Hrly wages	8.5	16,640					407,207
Overtime - (5)			919	220	\$ 37.65		42,873
Next Year's Total	8.5	16,640	919	220			\$497,362

~ ~ Personnel Services Continued on Next Page ~ ~

PERSONNEL SERVICES & BENEFITS

CHART B

Page 2

BREAKOUT OF WAGES	Account Number		Gross Pay
Wages - Salaries	5100	Supt. - 50% shared w/Water Div.	47,283
Wages-Hourly Full Time	5105		407,207
Wages=Overtime	5110		42,873
Hourly Wage Totals			\$ 497,362

Historical Overtime:

FY2022 Bud	1,139
FY2021 Bud	1,173
CY 2020	1,046
CY 2019	1,168
CY 2018	1,202
	<u>3,416</u>
3 Year Avg.	1,139

52 EMPLOYEE BENEFITS

	Gross Wages Next Year	ICMA Retirement	FICA & Medicare	MSRS Retirement	Workers Comp.	Unemployment	Health Insurance
FY2022 Bud	\$497,362	\$3,073	\$38,048	\$46,358	\$12,080	\$1,397	\$114,184
	Rates ->	Up To 6.50% of Gross	7.65% of Gross Wages	10.30% of Gross	2.50% of Gross	1.37% Of Regular Wages (8.5 FTE up to \$12,000)	Family Adult&Child \$1,652.08 \$1,201.77 Single \$736.50 Next CY Est 7.00%
Employee health insurance contribution increase from 17.5% to 20.0%, effective 7/1/16							

5230 Health Insurance Opt Out

This is a reimbursement program to reimburse employees for the costs of out of pocket costs for health insurance premiums paid for by the spouse's employer as well as costs for deductibles, etc., up to a maximum annual amount that is voted on annually in December by the Town Council.

5245 Retirement Health Savings Acct.

For employees who have accumulated their maximum amount of sick leave, the Town calculates the amount of sick leave the employee would have earned beyond his/her maximum following each calendar year, and the Town contributes 25% of that amount to the employee's Retirement Health Savings account.

5290 Health Reimbursement Acct. (HRA)

This is funded to reimbursement employees deductibles and co-insurance out of pocket expenses 100% of the maximum out of pocket costs; 78% representing MMA est. past experience for typical family.

Contractual Services

Chart C

5300 ALARMS

			<i>Requested</i>
			<i>Next Year</i>
Fire Alarm Monitoring - main plant	12 mos.	30	360
Monthly maintenance and service contract.			170
Total Alarms & Paging			\$530

5306 TOWN MANAGEMENT FEES

Administrative Services is the cost to the General Fund of providing accounting and management services to the Sewer Fund, Water Fund, Cruise Ship Fund and now the Parking Fund; shown as expenses to these four funds and revenue to the General Fund. The calculations for those amounts are shown in the General Fund Town Budget and includes overhead, benefits and use of space, etc. Calculation is based on time estimates and prorata overhead but also based on gross revenues.

5311 SPECIAL WASTE CLEANING

	<i>Next Year</i>
We have to clean the grit out of the septic receiving, pump stations every year and from the digester and aeration tanks, as needed. The contract includes trucking. Disposal is charged to the sludge Disposal account. This account will fluctuate between years due to the services being required "as needed". An outside contractor is used due to the hazardous nature of the work. (Ted Berry Co.)	\$12,500

5312 PUMP STATION PUMPING

This is special pump out services at the various pump stations when maintenance, construction, equipment failure and other reasons reflect the need to pump out the sludge.	\$3,300
---	---------

5326 ENGINEERING & OTHER PROF. FEES

Items Funded Every Year	<i>Next Year</i>
Routine Engineering calls for Maintenance & general issues	2,000
Specific large projects requiring engineering are budgeted within the CIP accounts	
Total Engineering	\$2,000

5332 GENERATOR SERVICE

	<i>Next Year</i>	<i>Next Year</i>
Generator Maintenance Agreements	10	10,550
<i>Electric Power Systems</i>		
Special calls for operational issues		2,400
Total Generator Service		\$12,950

5334 GENERAL PROFESSIONAL FEES

Underwater video of outfall pipes, tree removal, special printing services and pressure washing	\$2,400
---	---------

~~ Contractual Services Continued On Next Page ~~

Contractual Services - (continued)

CHART C

5336 GENERAL EQUIPMENT MAINTENANCE	<i>Estimated This Year</i>	<i>Requested Next Year</i>
Overhead Door Maintenance Contract		510
Mechanical Services - Building HVAC System		1,500
Total General Equipment Maintenance		\$2,010

5366 SLUDGE DISPOSAL	<i>Tons Next Yr.</i>	<i>Cost/Ton Next Yr.</i>	<i>Requested Next Year</i>
New England Waste (Casella)(Bio solids)			
Estimated Use			
Treatment and Disposal	830	\$65.00	53,950
FY20 \$64.67/Ton - 785 tons			
FY19 \$61.30/Ton- 864 Tons			
Total Sludge Disposal			\$53,950

5368 TECHNOLOGY LICENSES & SUPPORT

These are the annual licensing fees which must be paid in order to continue using the software or hardware and to receive maintenance and support services. These fees also include upgrades, enhancements, modem support, etc.

<i>Product</i>	<i>Requested Next Year</i>
ArcView - ESRI - GIS mapping software license - Single Use, Secondary Maint.	600
General Code - Laserfiche	325
Tyler Tech. - Utility bill & Citiz Self serve software lic.	2,045
People GIS - Mapping software	2,000
PTC, Inc. - GE Suite -Allows SCADA to talk to PLC's	300
Pipelogix, Inc - IT pipes (camera system to GIS software)	1,500
Pamlico/OMS/Cartograph - Asset Mgt. System-Track age, location, maint. of equipment (50% w/water)	3,500
MSDS Source/Miller - SDS Mgt. access thru the internet (50% share w/Water)	700
ADS- Wireless hosting/meter read data for flometers/cso	5,280
TiSales/Ayyeka - Manhole monitoring of FloMtrs - CSO mandate	250
Inductive Automation/Hechtman - SCADA (System Control And Data Acquisition) (50% w/water)	3,300
This is the software that runs the plant.	
Total Technology Licenses and Support	\$19,800

5378 EQUIPMENT TESTING & CALIBRATION

These are the periodic testing of special wastewater equipment to continue using lab and other equipment that are tested, calibrated and documented by 3rd parties for regulatory compliance.

QC Services - Annual Lab Equipment Maintenance & Calibration	1,350
Boyington - Backflow testing	250
Other Equipment	400
Total Equipment Testing & Calibration	\$2,000

Materials & Supplies

Chart D

5424 SODIUM HYPOCHLORITE

Seasonally, we add sodium hypochlorite as a primary to disinfect our effluent, which is the equivalent of super strong bleach. Additionally, we add hypochlorite and hydrogen peroxide to our treatment process, as needed.

5441 MAGNESIUM HYDROXIDE & OTHER SUPPLIES

We use more magnesium hydroxide for treatment optimization to adjust the pH of our influent. Cost is 38 cents/# in 55 gal. drums. Other chemicals, such as Sodium Bicarbonate for buffering, are also charged to this account.

5442 POLYMER SUPPLIES

We use polymer chemicals in the sludge dewatering process.

5452 SODIUM BISULPHITE

We use this chemical (.34 cents/#) to remove sodium hypochlorite from our effluent prior to discharge to the ocean. Ascorbic acid is also being tested at the smaller plants to help neutralize the effluent, as it is less hazardous.

Utilities & Commodities

5504 ELECTRICITY - PLANTS

The largest variable in our electric bills is not the rate, but the consumption. In very wet years, we use a lot more electricity and our bills are higher. Therefore, some historically averaging is budgeted. Supply rates were locked in on the 2 plants from 11/1/20 to 11/2/22 @ .0702 which avoids much of the supply cost spikes, stabilizing costs.

5506 ELECTRICITY - PUMPING

This is used to track the electricity costs of pumping sewage to the 3 plants from the Town's 11 pump stations. Supply rate is locked in on the Main St. pump station from 11/1/20 to 11/2/22 @ .0702; avoiding "demand" spikes.

5508 HEATING OIL

We budgeted using a 4 year average consumption. The main plant is heated with oil.

Historical Use	Fiscal Year	Gals. Bought		
	FY17	7,301		
	FY18	7,785		
	FY19	9,463		
	FY20	10,932		
	Average	8,870		
Estimated Use	Fiscal Year	Gals. Bought		Requested Next Year
This Year	FY21	10,058	\$2.4300	
Next Year	FY22	8,870	\$1.9900	17,652

Repairs & Maintenance

Chart E

5616 LINE EQUIPMENT / FLO TOTES, CAMERAS

This budget includes enough monies to repair our Flo-Totes, replace batteries and include monies for normal repairs of other line equipment such as the sewer camera. Flo-Totes are necessary for compliance with the Town's CSO mandated monitoring program. Staff usually has 5 fully operational flo-totes with backups on hand. New Flo-Totes are budgeted in CIP. In FY20 we purchased an ITpipes software upgrade for \$10,520 as the old software was end-of-lived.

ITpipes software, Flo totes, etc.; annual maint. costs: \$ 25,500

5634 & 5640 PLANT & PUMP STATION EQUIPMENT REPAIRS

The equipment at the 2 main plants and many of the pump stations are approaching 20 years old and the larger planned replacement costs are budgeted in the CIP, for the years FY21-FY25, following detail engineering evaluations. However, periodic failures are now occurring and do drive up the annual repair costs. These units, such as pumps & motors, must be replaced immediately, whether budgeted or not.

Equipment Purchases

These accounts are used only for non-capital equipment. Anything which costs more than \$5,000 and has a life expectancy of five years or longer is typically budgeted in the Capital Improvement Program.

5700 TECHNOLOGY EQUIPMENT - PURCHASE	<i>Requested Next Year</i>
Replace cell phone replacements	2,100
Computer & component replacements	2,900
Access to water modelling software-split with Water Div.	4,500
	0
	0
Total Technology Equipment Purchases	\$9,500

5702 OFFICE EQUIPMENT - PURCHASE	<i>Requested Next Year</i>
Various Office Furniture replacements	0
Total Office Equipment Purchases	\$0

5704 OPERATING EQUIPMENT - PURCHASE	<i>Requested Next Year</i>
Replace life ring cabinets @ HCove & MnPlantt	4,000
	0
	0
Total Operating Equipment Purchases	\$4,000

Net Income Statement**Chart F***(audit format with full depreciaton & accruals)*

	Actual Yr.Before Last: FY19	Actual Last Year FY20	Budgeted This Year FY21	Estimated This Year FY21	Requested Next Year FY22	Change: E.T.Y.vs. R.N.Y.
OPERATING REVENUES:						
Charges for Services	2,375,709	2,085,028	2,029,000	2,040,500	2,083,500	43,000
Interest (on late payments+lien costs)	9,731	11,557	11,400	10,300	10,900	600
Total Operating Revenues	2,385,440	2,096,585	2,040,400	2,050,800	2,094,400	43,600
Change in Charges >>				0.6%	2.1%	
OPERATING EXPENDITURES:						
Wages & Benefits	621,113	664,492	688,798	675,910	760,205	84,295
Contractual Services	226,088	221,632	235,423	209,341	235,736	26,395
Utilities & Commodities	248,942	233,207	239,652	219,305	239,692	20,387
Repairs & Maintenance	135,475	130,879	136,500	134,503	138,500	3,997
Equipment Purchases	8,196	14,736	13,500	11,460	7,000	(4,460)
Other Expenses, Travel, Etc.	36,980	41,159	45,950	41,390	46,450	5,060
Depreciation & Amortization	519,766	519,766	529,000	539,321	539,000	(321)
Materials & Supplies	158,750	134,443	158,229	149,450	166,300	16,850
Total Operating Expenditures	1,955,310	1,960,314	2,047,052	1,980,680	2,132,883	152,203
				-3.2%	7.7%	
Net Operating Income	<u>430,130</u>	<u>136,271</u>	<u>(6,652)</u>	<u>70,120</u>	<u>(38,483)</u>	<u>(108,603)</u>
NON-OPERATING REVENUES (EXPENSES)						
Interest Revenue (Investment)	27,388	10,197	12,000	22,000	12,000	(10,000)
Gain/(Loss) on Disposal of Assets	0	8,500	0	0	0	0
Special Assessments	0	0	0	0	60,000	60,000
Bond Refinancing Refund	0	0	0	0	0	0
Less Interest Expense	(71,272)	(60,492)	(41,549)	(41,189)	(38,834)	2,355
Total Non-Operating Revenue (Expense)	(43,884)	(41,795)	(29,549)	(19,189)	33,166	52,355
NET INCOME (LOSS) YTD	386,246	94,476	(36,201)	50,931	(5,317)	(56,248)

Sewer Budget

Sewer Rate Schedule **Chart G**

Type of Fee	Measure	Old Rate	New Rate	Percent
		FY21	FY22	Change
\	Per 100 cubic Feet of Water Used	\$7.95	\$7.95	0.0%
Minimum Bills: (per quarter)				
- Residential Customers	Based on 600 Cu. Ft. of Water Used	\$47.70	\$47.70	0.0%
- Non-Residential Cust.	Based on 1700 Cu. Ft. of Water Used	\$135.15	\$135.15	0.0%
- Unmetered Customers	Based on 1300 Cu. Ft. of Water Used	\$103.35	\$103.35	0.0%
Septic Tank Pumpage	Per 100 Gallons	\$11.22	\$11.22	0.0%
Sludge Disposal	Per 100 Gallons	\$6.72	\$6.72	0.0%
Connection Fee Rate (COLA)	Per Gallon of Sewage Per Day	\$11.26	\$11.26	0.0%
	Per Inch of Sewer Service Diameter	\$102	\$102	0.0%
Late Payment Penalty (Note A)	Per Annum	9.0%	8.0%	

Sewer Rate Calculation

This spreadsheet calculates the minimum rates required in order to "break even" on a cash basis.

VOLUME ESTIMATE		Actual	Actual	Budget	Estimated	Requested	Change:	Change:
		Yr. Before	Last Year	This Year	This Year	Next Year	R.N.Y vs.	R.N.Y vs.
Quarter	Ending	FY19	FY20	FY21	FY21	FY22	B.T.Y.	E.T.Y.
Summer	September 30	10,188,000	10,808,000	10,200,000	8,665,000	10,200,000	0.0%	-5.6%
Fall	December 31	5,930,000	5,788,000	5,600,000	15,535,000	5,600,000	0.0%	-3.2%
Winter	March 31	4,355,000	3,840,000	3,900,000	n/a	3,900,000	0.0%	1.6%
Spring	June 30 (Note B)	5,630,000	3,690,000	5,200,000	n/a	5,200,000	0.0%	40.9%
Unmetered Accounts		200,000	200,000	200,000	200,000	200,000	0.0%	0.0%
Minimum Bills (Note C)		1,900,000	1,650,000	1,500,000	1,600,000	1,500,000	0.0%	-9.1%
Annual Volume in Cubic Feet (See Note B)		28,203,000	25,976,000	26,600,000	26,000,000	26,600,000	0.0%	2.3%
Change			(2,227,000)	624,000	24,000	600,000	<< Increase	
			-7.9%		0.1%	2.3%	FY19 Volume Assumption	

Operating Fund Appropriations	\$1,593,883
Capital Appropriations	788,383
Less Non Rate Revenues:	
Other Customer Charges:	(11,500)
Other Income	32,574
Net Needed from Operations Charges	\$2,403,339
Estimated Minimum Rate / 100 cu.ft.	(needs 15% increase to break even) \$9.04

- Notes
- A. The maximum amount of this rate is set by State Law as determined by the State Treasurer.
 - B. The volume note is not needed for this budget year
 - C. In order to calculate the needed rate, we must use the estimated volume. This volume must include an allowance for the cubic feet that are not used by the customer, but which we bill and receive revenue \$ as part of the minimum bill.

Debt Service

A Responsibility of the Finance Department

Bond Issue D

USDA RURAL DEVELOPMENT REFUNDING ISSUE--HULLS COVE SEWER

Original Principal = \$800,000	Lender: Roosevelt & Cross, Inc.
Issued: 2/1/05	Paying agent: USBank St. Paul
Interest Rate = 2.0% - 5.0% (Avg. - 3.83%)	TIC = 2.69%
Notes: 2005 (Refinanced two 12/15/00 & 9/10/15)	Agent fee: None
Payment Dates: April 15 (interest only) & October 15 (principal and interest)	No longer can be refinanced

FY	Date	Interest Rate	Principal Payment	Interest Payment	Payment Total	Fiscal Year Total
22	10/15/21	4.10%	40,000.00	6,425.00	40,000.00	
	4/15/22			5,825.00	5,825.00	45,825.00
23	10/15/22	4.15%	45,000.00	5,825.00	50,825.00	
	4/15/23			4,925.00	4,925.00	55,750.00
24	10/15/23	4.20%	45,000.00	4,925.00	49,925.00	
	4/15/24			4,025.00	4,025.00	53,950.00
25	10/15/24	4.25%	45,000.00	4,025.00	49,025.00	
	4/15/25			3,125.00	3,125.00	52,150.00
26	10/15/25	4.30%	50,000.00	3,125.00	53,125.00	
	4/15/26			1,875.00	1,875.00	55,000.00
27	10/15/26	4.35%	50,000.00	1,875.00	51,875.00	
	4/15/27			625.00	625.00	52,500.00
28	10/15/27	4.38%	50,000.00	625.00	50,625.00	51,093.75
Totals			325,000.00	47,225.00	365,800.00	366,268.75

~~ Debt Service Continued on Next Page ~~

Debt Service

A Responsibility of the Finance Department

Bond Issue G

SEWER SYSTEM IMPROVEMENTS: 2011

Sewermain and SCADA System Replacement. Repaid by the Sewer Fund.

Original Principal = \$1,316,000

Date of Issue: 9/15/11

Interest Rate = 2.0% - 3.50% (Avg. - 2.70%)

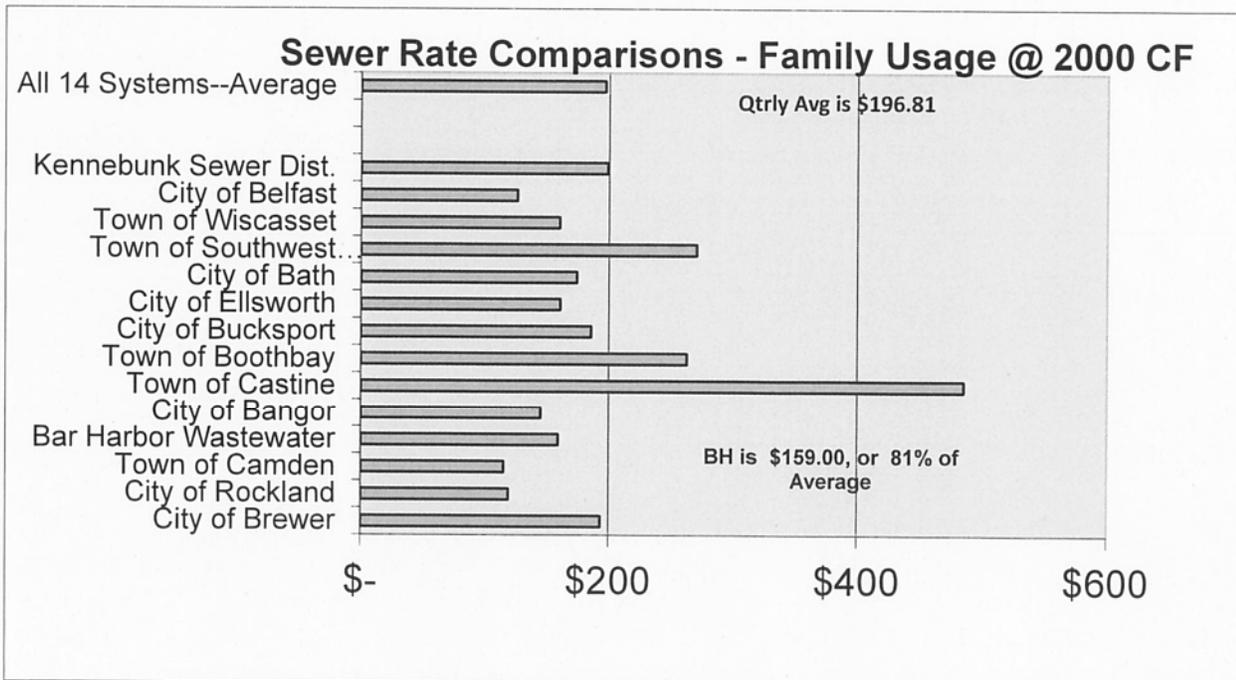
Payment Dates: Dec 1 (prin. and int.) & June 1 (interest)

Lender: Morgan Stanley & Co
 Paying agent: Bank of New York/ Mellon Trust
 Refinance: After Dec. 2021

FY	Date	Interest Rate	Principal Payment	Interest Payment	Payment Total	Fiscal Year Total
22	12/01/21	3.00%	68,358.00	12,264.84	80,622.84	
	06/01/22			11,239.47	11,239.47	91,862.31
23	12/01/22	3.00%	70,661.00	11,239.47	81,900.47	
	06/01/23			10,179.56	10,179.56	92,080.03
24	12/01/23	3.00%	72,964.00	10,179.56	83,143.56	
	06/01/24			9,085.10	9,085.10	92,228.66
25	12/01/24	3.00%	75,267.00	9,085.10	84,352.10	
	06/01/25			7,956.09	7,956.09	92,308.19
26	12/01/25	3.00%	77,569.00	7,956.09	85,525.09	
	06/01/26			6,792.56	6,792.56	92,317.65
27	12/01/26	3.00%	84,872.00	6,792.56	91,664.56	
	06/01/27			5,519.48	5,519.48	97,184.04
28	12/01/27	3.13%	62,175.00	5,519.48	67,694.48	
	06/01/28			4,547.99	4,547.99	72,242.47
29	12/01/28	3.25%	64,478.00	4,547.99	69,025.99	
	06/01/29			3,500.22	3,500.22	72,526.21
30	12/01/29	3.25%	66,781.00	3,500.22	70,281.22	
	06/01/30			2,415.03	2,415.03	72,696.25
31	12/01/30	3.38%	69,083.00	2,415.03	71,498.03	
	06/01/31			1,249.26	1,249.26	72,747.29
32	12/01/31	3.50%	71,386.00	1,249.26	72,635.26	
	06/01/32					72,635.26
Totals			783,594.00	137,234.36	920,828.36	920,828.36

Sewer Rate Comparisons - Quarterly Usage

Utility Name	Qtr Minimum	Qtr - Family 2000 CuFt
		(USDA std)
City of Brewer	\$ 93.70	\$ 193.40
City of Rockland	\$ 49.89	\$ 119.00
Town of Camden	\$ 57.60	\$ 115.20
Bar Harbor Wastewater	\$ 47.70	\$ 159.00
City of Bangor	\$ 87.00	\$ 145.00
Town of Castine	\$ 135.00	\$ 485.00
Town of Boothbay	\$ 105.00	\$ 262.60
City of Bucksport	\$ 167.22	\$ 185.80
City of Ellsworth	\$ 50.49	\$ 160.60
City of Bath	\$ 52.05	\$ 174.00
Town of Southwest Harbor	\$ 131.62	\$ 270.60
Town of Wiscasset	\$ 31.20	\$ 160.00
City of Belfast	\$ 126.18	\$ 126.18
Kennebunk Sewer Dist.	\$ -	\$ 198.98
Average Billing	\$ 87.28	\$ 196.81
BH Rate as a % of Avg. Rate		81%



TOWN OF BAR HARBOR
SEWER DIVISION
ANNUAL SUMMER DISCOUNT APPLICATION

ELIGIBLE TO "RESIDENTIAL" SERVICE CLASS CUSTOMERS ONLY

Date _____

Return by 9/21/2021!

A/C# _____

If you use water outside your home for lawns and gardens, you may be eligible for an adjustment in your sewer user fees for the Third Quarter (July 1 – September 30). This application (or renewal) must be filled out each season by the customer.

Please fill out the attached form and return the lower section to the Finance Department office at the Municipal Building or the Water Division office at Public Works Way if you do expect to use water outside during the Third Quarter. The Finance Department will then use an average of your first and second quarter usage to calculate your Third Quarter bill. This adjustment should provide a savings to families who wish to water their lawns, gardens, or wash their cars, etc.

NOTE: YOU WILL NOT BE ELIGIBLE FOR THIS ADJUSTMENT IF:

- 1) You run a business on your property;
- 2) Your Residence is used for any commercial/vacation rental;
- 3) Your service accepts waste from more than one residential unit;
- 4) You are classified as a seasonal water customer

Per Chapter 165, Sewer Ordinance; Article III, Sewer Rates, Sec #165-7.B.(2)(c)[2]

Top – Customer Copy



Return this section

Town Copy

2021 Usage

Date _____

Account# _____

I wish to apply for an adjustment in my sewer residential charges for the Third quarter (summer usage) because I use water for outside purposes (lawn, garden, car washes, etc.) that does not flow into the sewer system.

Customer signature

Print name of Property Owner
as it appears on the tax bill

Location of Property

If not returned to the Bar Harbor Finance Department at the Municipal Building by September 21st, you may be disqualified for an adjustment.

Sewer Budget Ordinance Amendment
Town of Bar Harbor
#2021-xx

An Amendment to Adopt the Fiscal Year 2022 Sewer Budget, Rates, Fees and Charges.

The Town of Bar Harbor hereby ordains that Chapter 165, Sewers, of the Town Code is amended as follows:

[Please Note: Old language is ~~stricken~~. New language is underlined.]

Chapter 165 , SEWERS

ARTICLE III, Sewer Budget and Rates

§ 165-7.1 Sewer budget, fees and charges.

A. Budget adopted. The fiscal year ~~2021~~22 Sewer Budget, dated ~~October 6, 2020~~, October 5, 2021, is hereby adopted as published and summarized below.

(1) Fund balance. Designated fund balances are estimated as follows:

(a) Estimated starting designated fund balances.

[1] Working capital: ~~\$376,260~~ \$388,186.

[2] CIP projects: ~~\$1,989,464~~ \$2,316,211.

(b) Ending designated fund balance.

[1] Working capital: ~~\$376,260~~ \$388,186.

[2] CIP projects: ~~\$1,331,611~~ \$1,849,829.

(2) Revenues.

(a) Total revenues and other sources are estimated to be: ~~\$2,146,400~~ \$2,108,926.

(b) Revenue for the sewer rates shall be calculated from the total operating and capital appropriations minus any non-rate revenues:

[1] Total revenue derived from sewer rate: ~~\$2,050,000~~ \$2,070,000.

(3) Expenses. Total appropriations shall be:

(a) Operating Fund: ~~\$1,552,743~~ \$1,593,883.

(b) Capital Fund: ~~\$798,441~~ \$788,383.

(4) Rates.

(a) Rate of \$7.95 per 100 cubic feet of water used.

(b) Minimum bills.

[1] Residential customers: \$47.70 for up to 600 cubic feet of water used per quarter.

[2] Nonresidential customers: \$135.15 for up to 1,700 cubic feet of water used per quarter.

[3] Unmetered customers: \$103.35 per quarter (based on 1,300 cubic feet of water used).

(c) Septic tank pumpage: \$11.22 per 100 gallons.

(d) Sludge disposal: \$6.72 per 100 gallons.

(e) Connection fee rate (per inch): \$102 per inch diameter of the service connection.

(f) Connection fee rate (per gallon): \$11.26 per gallon of sewage per day.

(g) Late payment penalty: ~~8.0%~~ 6.0% per annum.

[End of Ordinance]