



CABLE/WEBSITE FUND

PROGRAMS AND SERVICES

WMCF Cable 982 is McFarland's local access cable television channel. It televises live various meetings of the McFarland School District and of Village government originates remote taping/televising of community and school events, runs scheduled replays of these meeting and events on a 24-hour basis, and also offers video on demand downloads of these meetings and events. WMCF Cable 982 also runs public service announcements about community activities and televises other programming of local interest. Production facilities exist at both the Municipal Center and McFarland High School.

The Village website houses information about the community and the programs and services of all municipal departments. It also serves as the portal for the public to access the convenient video on demand downloads of government meetings and community events taped by WMCF Cable 982.

WMCF Cable 982 operations are funded primarily by franchise fees paid by subscribers to Charter Communications cable service. The centralized website support functions are also funded from these franchise fee revenues.

STAFFING

Cable 982 operations are proposed to again be staffed in 2014 by a part-time Cable Production Manager and a part-time Cable Technical Manager (1,150 hours per year combined) and a pool of part-time production assistants who work as needed (1,500 hours per year).

Centralized website support functions are provided by the Deputy Clerk and the Clerk/ Deputy Treasurer and a portion of their time is allocated to this fund. Maintenance of department website pages is done by website coordinators within those departments whose time is charged to the operating budget of the department.

SIGNIFICANT BUDGET CHANGES

- The 2015 budget is based on the assumption that the Cable/Website Fund will receive \$90,000 in revenues from franchise fees. No property tax support is required for the Cable/Website Fund.
- The budget assumes that the current level of programming will be continued, which includes the recording of nearly all Village government meetings and regular School Board meetings, the expanded coverage of school and community events implemented in recent years, and special productions to inform or entertain the public and promote awareness of the local business community.

- There is an increase in part-time production staffing from 1,150 to 1,500 to reflect an increase in programming.
- \$1,500 in matching funds have been again budgeted to help fund a commitment of school district staff adviser to coordinate the organization and activities of a new video club that would support cable activities.
- Capital spending on cable equipment has been restored to \$15,000 after two years of website upgrades.

Acct No	Account Description	2012 Actual	2013 Actual	2014 Budget	2014 YTD Actual	2014 Cur Year Projected Budget	2015 Dept Requested DEPT	2015 Admin Requested Budget	2015 Board
	MISCELLANEOUS REVENUE Totals:	38	0	80	0	50	50	50	
	CABLE/WEBSITE FUND Totals:	80,039	88,896	88,060	48,987	93,050	90,060	90,060	

Report Criteria:

Account Termination Date = (is NULL)

Account Acct Type = R

Account Detail

Criteria:
Account Termination Date = (is NULL)
Account Acct Type = e
Account Detail

Acct No	Account Description	2012 Actual	2013 Actual	2014 Budget	2014 YTD Actual	2014 Cur Year Projected Budget	2015 Dept Requested Budget	2015 Admin Requested Budget	2015 Board
CABLE/WEBSITE FUND									
CABLE									
200-51-0048-110	CABLE SALARIES	32,763	33,947	34,448	28,870	34,448	37,058	38,818	
200-51-0048-151	CABLE SOCIAL SECURITY	2,508	2,597	2,638	2,058	2,638	2,638	2,818	
200-51-0048-162	CABLE FRINGE BENEFITS	242	624	648	589	648	1,309	1,272	
200-51-0048-201	CABLE SCHOOL ADVISER	1,500	1,500	1,500	0	1,500	1,500	1,500	
200-51-0048-210	CABLE PURCHASED PROGRAM	0	0	0	0	0	0	0	
200-51-0048-215	CABLE VOD INTERNET	1,824	2,191	980	1,550	1,500	980	980	
200-51-0048-225	CABLE TELEPHONE	735	681	720	600	720	750	750	
200-51-0048-230	CABLE RENT/UTILITIES	7,100	8,870	8,620	4,888	8,620	8,620	8,820	
200-51-0048-240	CABLE EQUIPMENT MAINTENAN	1,118	723	1,500	0	1,500	1,500	1,500	
200-51-0048-250	CABLE CONSULTANT	50	0	0	0	0	0	0	
200-51-0048-315	CABLE POSTAGE	0	0	25	11	25	25	25	
200-51-0048-320	CABLE DUES & SUBSCRIPTIONS	280	330	300	240	300	1,700	1,700	
200-51-0048-330	CABLE EDUCATION, TRAVEL	97	538	600	558	600	1,000	1,000	
200-51-0048-340	CABLE OPERATING SUPPLIES	2,282	1,829	2,200	684	2,200	2,000	2,000	
200-51-0048-345	CABLE EQUIPMENT	1,443	1,245	2,500	1,841	2,500	2,500	2,500	
200-51-0048-820	CABLE SMALL CAPITAL	22,378	18,340	12,000	7,029	12,000	15,000	15,000	
200-51-0048-830	CABLE SMALL CAP. CONTRIBUT	0	0	0	0	0	0	0	
CABLE Totals:		74,308	89,493	88,651	48,784	87,191	74,748	74,458	

Acct No	Account Description	2012 Actual	2013 Actual	2014 Budget	2014 YTD Actual	2014 Cur Year Projected Budget	2015 Dept Requested Budget	2015 Admin Requested Budget	2015 Board
CABLE/WEBSITE FUND									
WEBSITE									
200-51-0060-110	WEBSITE SALARIES	8,414	9,363	9,380	6,611	9,380	9,588	9,588	
200-51-0060-151	WEBSITE SOCIAL SECURITY	603	674	718	468	718	732	732	
200-51-0060-152	WEBSITE FRINGE BENEFITS	2,198	2,803	3,182	2,411	3,182	3,198	3,198	
200-51-0060-215	WEBSITE HOSTING	761	384	1,000	180	1,000	1,000	1,000	
200-51-0060-250	WEBSITE CONSULTANT	0	7,500	3,000	2,775	3,000	0	0	
200-51-0060-330	WEBSITE EDUCATION & TRAVE	0	0	0	0	0	0	0	
	WEBSITE Totals:	11,974	20,784	17,280	12,875	17,280	14,498	14,498	
	CABLE/WEBSITE FUND Totals:	88,280	90,247	83,901	58,489	64,441	69,241	68,951	

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CABLE/WEBSITE FUND

Cable Expenses

200-51-0049-110 – Cable Salaries

Cable Production Manager and Cable Technical Manager (1,040 hours/year)	\$18,710
Cable Production Assistants (1,500 hours/year)	<u>18,105</u>
	\$36,815

200-51-0049-151 – Cable Social Security

34,445 x 7.65%	\$2,816
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200-51-0049-152 – Cable Fringe Benefits

Employer-paid retirement costs.	\$1,272
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200-51-0049-210 – Cable School Adviser

Matching funds paid to School District to compensate a faculty adviser to a video club.	\$1,500
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200-51-0049-210 – Cable Purchased Programming

Covers the cost of purchasing programming from other sources and related costs such as shipping. This would include costs associated with joint programming efforts. No purchases are planned for 2015.	\$0
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200-51-0049-215 Cable VOD Internet

The cost of separate Internet service for hosting of video on demand services. Cost could potentially be decreased if new Municipal Center internet is acquired.	\$960
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200-51-0049-225 – Cable Telephone

This account includes regular telephone expenses, cellular telephone charges, and long distance charges.	\$750
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200-51-0049-230 – Cable Rent/Utilities

Charge for use of office/production space and utilities consumption in Municipal Center.	\$6,620
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200-51-0049-240 – Cable Equipment Maintenance

Cost for repair, maintenance and cleaning of various pieces of equipment.	\$1,500
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200-51-0049-250 – Cable Consultant

No outside services are planned for 2014.	\$0
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200-51-0049-315 – Cable Postage	\$25
Postage for mailing correspondence, agendas and tape seals.	
200-51-0049-320 – Cable Dues/Subscriptions	
Covers the cost of subscriptions to magazines and journals related to television and technology and memberships in professional organizations. Also covers costs of software subscriptions.	\$1,700
200-51-0049-330 – Cable Education and Travel	
Costs for travel, lodging, food and registration fees for attendance at educational seminars, conferences, and specialized training. Increased due to participation on the WCM board.	\$1000
200-51-0049-340 – Cable Operating Supplies	
Includes the purchase of office supplies, DVDs, gaffers tape, connectors, cables, wires and other miscellaneous supplies needed to operate the station. Also includes occasional equipment rentals.	\$2,000
200-51-0049-345 – Cable Small Equipment	
This account covers purchases of small equipment items costing less than \$1,000.	\$2,500
200-51-0049-500 – Cable Operating Contingency	\$0
200-51-0049-820 – Cable Small Capital	
Specific equipment purchase, replacement, and upgrade needs are still being Prioritized. Restored to full amount after website related capital costs.	\$15,000



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Acct No	Account Description	2012 Actual	2013 Actual	2014 Budget	2014 YTD Actual	2014 Cur Year Projected Budget	2015 Dept Requested DEPT	2015 Admin	2015 Board
PARK FUND									
<u>PUBLIC CHARGES FOR SERVICE</u>									
210-4512	PARK IMPACT FEES	4,017	6,483	7,052	1,875	7,052	8,000		
210-4513	PW FACILITY IMPACT FEES	459	571	808	214	808	808		
210-4514	TRAIL IMPACT FEES	225	280	398	105	398	398		
PUBLIC CHARGES FOR SERVICE Totals:		4,701	7,314	8,254	2,194	8,254	8,202		
<u>SOURCE 210-47</u>									
210-4745	COUNTY GRANT	0	0	0	0	0	23,110		
210-4746	STATE GRANT	0	0	0	0	0	0		
SOURCE 210-47 Totals:		0	0	0	0	0	23,110		
<u>MISCELLANEOUS REVENUE</u>									
210-4810	INTEREST ON IMPACT FEES	150	108	50	65	50	50		
210-4811	INVESTMENT EARNINGS	12	10	10	7	10	10		
210-4860	TRANSFER IN	0	0	0	0	0	0		
210-4870	PARK DEVELOPMENT FEES	8,230	4,115	8,230	0	8,230	8,230		

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PARK FUND									
MISCELLANEOUS REVENUE (Cont.)									
210-4890	COMMUNITY FUNDRAISING	28,000	25,000	15,000	0	15,000	15,000		
210-4891	DONATIONS	0	0	0	0	0	0		
210-4895	LOAN FROM CAPITAL PROJECT:	0	0	0	0	0	0		
210-4899	APPLICATION OF FUND BALANC	0	0	16,142	0	16,142	20,000		
	MISCELLANEOUS REVENUE Totals:	36,392	29,231	39,432	72	39,432	43,290		
SOURCE 210-49									
210-4910	NEW BORROWING PROCEEDS	0	0	33,516	0	33,516	17,508		
210-4930	DEBT PREMIUM	0	0	0	0	0	0		
	SOURCE 210-49 Totals:	0	0	33,516	0	33,516	17,508		
	PARK FUND Totals:	41,093	36,545	81,202	2,266	81,202	93,110		

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PARK FUND									
PARK FUND									
210-55-0050-840	TAYLOR ROAD PATH	0	0	0	0	0	0		
210-55-0050-842	CEDAR RIDGE PARK	0	0	0	0	0	0		
210-55-0050-843	McDANIEL PARK	0	0	0	0	0	2,890		
210-55-0050-844	PARK LANDSCAPING	0	1,550	0	0	0	0		
210-55-0050-845	PARK SIGNAGE	0	0	0	0	0	0		
210-55-0050-846	BRANDT PARK	0	0	0	0	0	0		
210-55-0050-847	PATH CONSTRUCTION	0	15,578	0	855	0	0		
210-55-0050-848	PARK EQUIPMENT	0	0	30,000	0	30,000	5,000		
210-55-0050-850	PARK PLANNING & DESIGN	0	0	0	0	0	0		
210-55-0050-851	PARKLANDS ACQUISITION EXPE	0	0	0	0	0	0		
210-55-0050-852	WM MCFARLAND PARK	0	0	0	0	0	25,000		
210-55-0050-853	LEWIS PARK	0	0	35,000	2,530	35,000	0		
210-55-0050-854	HIGHLAND OAKS PARK	0	0	0	0	0	0		
210-55-0050-855	IMPACT FEE STUDY	0	0	0	0	0	0		
210-55-0050-856	URSO/SCHUETZ PARK	0	0	15,000	4,546	15,000	15,000		
210-55-0050-860	EAB RESPONSE	0	0	0	0	0	0		
PARK FUND Totals:		0	17,128	80,000	7,931	80,000	47,890		

Acct No	Account Description	2012 Actual	2013 Actual	2014 Budget	2014 YTD Actual	2014 Cur Year Projected Budget	2015 Dept Requested Budget	2015 Admin	2015 Board
PARK FUND									
DEPARTMENT 210-58-0020									
210-58-0020-501	PRINCIPAL EXPENSE ON LOAN	0	0	0	0	0	0		
210-58-0020-502	INTEREST EXPENSE ON LOAN	0	0	0	0	0	0		
210-58-0020-510	INTEREST EXPENSE ON ADVAN	13	0	0	0	0	0		
DEPARTMENT 210-58-0020 Totals:		13	0	0	0	0	0		
PARK FUND Totals:		13	17,128	80,000	7,931	80,000	47,890		

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SEWER UTILITY
Administrative & General Expenses

600-56-0050-850 - Administrative Salaries

Labor: DPW Director – 16%; Ass't. DPW Director – 7.5%; Administrator – 12%; Clerk/Deputy Treasurer – 10% \$37,474

NOTE: There was a reallocation in 2014 of administrative time across the three utilities.

600-56-0050-851 – Administrative Office Supplies and Expenses

Cost of office materials, telephone and copier \$5,000
Software assurance (proportionate share) 2,890
Internet Service 480
\$8,370

600-56-0050-852 - Outside Services

Audit expenses \$9,230
Legal expenses (includes Lift #5 cost recovery agreement) 1,200
Software support and training for new software 3,000 4795
Digger's Hotline 1,000
Infiltration in-flow study (normalize over 10 years) 2,000
Computer technical support 900
Newsletter expenses 875
\$18,205 20,000

600-56-0050-853 - Insurance Expenses

Allocated share of property, liability and Worker's Comp insurance costs. All lines of insurance are expected to increase in cost, especially Worker's Comp because of poor claims experience. \$28,800

600-56-0050-854 - Employee Pension & Benefits

Wastewater portion of retirement, health insurance, life insurance and income continuation insurance coverage. \$28,120

600-56-0050-857 - Rents

Rental of space in Municipal Building and DPW Facility \$31,500
Book entry rental of meters that are owned by "Water Utility" 28,000
\$59,500

600-56-0090-160 - Operating Contingency

Contingency for unanticipated expenses \$2,000

SEWER UTILITY
Operations & Expenses

600-56-0020-820 - Treatment Plant Charges

Locating and Operating Labor – 150 hrs @ \$22.19	\$3,328
Cost of treating sanitary waste sent to MMSD (based on <u>estimated 6% MMSD adopted rates increase</u>)	470,000 <u>498,200</u>
	<u>\$473,328 501,528</u>

600-56-0020-821 - Power/Light/Fuel

This account is for the purchase of the power required to operate all of the sanitary lift stations. Assumes that Lift Station #5 will not be operational in 2014.

\$4,700

600-56-0020-827 - Other Operating Supplies and Expenses \$500

600-56-0020-828 - Transportation Expenses

Mechanic Labor - 10% (decreased from 15% in 2013)	\$4,738
50% of the cost of repairing the water/sewer vehicles	4,200 <u>3,881</u>
Transportation cost paid to General Fund for shared use of vehicles	9,570
Fuel and lubricants	3,750
Lease of End-Loader and Bobcat (proportionate share)	<u>4,061</u>
	<u>\$26,319 26,000</u>

SEWER UTILITY
Maintenance Expenses

600-56-0030-831 - Collection System

Operating labor – 300 hrs @ \$22.19	\$6,657
Overtime - 40 hrs @ \$33.28	1,331
Supplies and materials	2,000
Cost of the contracted cleaning of the sanitary sewer lines with a sewer jet	17,000
Televising of sewer mains	14,500 14,512
Contracted repairs to sewer mains and manholes	<u>5,500</u>
	\$46,988 <u>47000</u>

600-56-0030-832 - Pumping Equipment

Operating labor - 375 hrs @ \$22.19	\$8,321
Overtime - 75 hrs @ \$33.28	2,496
On call hours - 380 hrs @ \$33.28	12,646
Cost of maintaining the pumping equipment in the lift stations	<u>9,000</u>
	\$32,463

600-56-0030-834 - General Plant

Supplies and materials	\$500
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SEWER UTILITY
Customer Account Expenses

600-56-0040-840 - Billing & Accounting

Labor – Clerk III (DPW) – 25%; Utility Clerk 1 – 33%; Sr. Accountant – 12.5%; Clerk III (Admin) – 5%; Deputy Clerk (Admin) – 10%; EMT/Clerk I (Admin-2) – 2.5%	\$29,324
Postage for billing (1/3 of total)	1,850
Utility billing software	<u>8,000 8,326</u>
	<u>\$39,174 39,500</u>

600-56-0040-842 - Meter Reading Labor

One half the cost of bimonthly residential and commercial meter readings conducted by a part time position	
50% of 300 315 hrs @ \$12.70	\$1,905 <u>2,000</u>

600-56-0040-844 - Maintenance/Testing of Meters

Sewer Utility's 50% share of meter program. (See detail under account #653 in Water Department budget.)	\$6,266
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SEWER UTILITY
Depreciation, Taxes, & Debt Service

600-56-0060-403 - Depreciation

Based on plant assets \$92,400

600-56-0060-408 - Taxes

FICA -\$105,447 @ 7.65% \$8,067

600-56-0060-428 - Amortization

\$1,425

600-56-0080-427 - Debt Interest

0

600-56-0080-437 - Debt Principal

0

The Water/Sewer Utility has no outstanding debt.

WATER UTILITY
Administrative and General

600-57-0070-920 - Administrative Salaries

Labor: DPW Director – 20.5%; Ass't. DPW Director – 12.5%;
Administrator – 13.5%; Clerk/Deputy Treasurer – 10%
NOTE: There was a reallocation in 2014 of administrative time
across the three utilities. \$46,349

600-57-0070-921 - Office Expense

Telephone	1,600
Supplies, copies, blueprints	2,300 2,530
Software assurance (proportionate share)	2,890
Internet service	<u>480</u>
	\$7,270 <u>7,500</u>

600-57-0070-923 - Outside Services

Audit & PSC Report	10,090
Software Support and Training	3,000
Legal Services (Sale of Well #2 Lot)	2,000
Digger's Hotline	1,000
Regional Planning - Contribution to Regional Groundwater Model	5,500
Miscellaneous Consulting (<u>additional cost for water main projects</u>)	1,000 <u>26,635</u>
Computer Technical Support	900
Newsletter Expenses	<u>875</u>
	\$24,365 <u>50,000</u>

600-57-0070-924 - Insurance Expenses

Allocated share of property, liability and Worker's Comp
insurance coverages. All lines of insurance are expected to increase
in cost, especially Worker's Comp because of poor claims experience. \$51,480

600-57-0070-926 - Employee Pension & Benefits

Water Department portion of retirement, health insurance, life
insurance, and income continuation insurance coverage \$40,059

600-57-0070-928 - Regulatory Commission Expenses

Annual PSC charges	\$1,100
PSC Assessments	<u>400</u>
	\$1,500

600-57-0070-930 - Miscellaneous General Expense

Publication of notices	\$500
Dues, conventions and training	3,000
Rental of space in Municipal Building & DPW Facility	<u>31,500</u>
	\$35,000

600-57-0070-933 - Transportation/Vehicle Rental

Mechanic Labor – 10% (decreased from 15% in 2013)	\$4,738
Transportation cost paid to General Fund for shared use of vehicles	9,570
50% of the cost of repairing water/sewer vehicles	4,200
Fuel and lubricants	6,700 6,431
Lease of End-Loader and Bobcat (proportionate share)	<u>4,061</u>
	\$29,269 <u>29,000</u>

600-57-0090-160 - Operating Contingency

Contingency for unanticipated expenses	\$2,000
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WATER UTILITY
Transmission & Distribution

600-57-0050-640 - Operating Labor

The cost of replacing meters, locates, flushing hydrants, and turning valves
Regular and Locating – 1,000 hrs. @ \$22.19 \$22,190

600-57-0050-641 - Supplies/Expenses

Automatic dialer costs	\$750
Accessories for valve working machine, wrenches and lubricants	<u>700</u>
Chlorine safety equipment	<u>800</u>
	\$3,050 <u>3,000</u>

600-57-0050-650 - Tower Painting Reserve

Yearly sum added to a reserve fund for the future repainting of both water towers. (\$15,000 for Holscher tower; \$12,500 for Burma tower) \$27,500
\$27,500

60057-0050-651 - Maintenance of Mains

This account covers the cost of labor and material for main breaks and exercising of valves.

Regular – 125 hours @ \$22.19	\$2,774
Overtime – 100 hours @ \$33.28	<u>3,328</u>
Clamps, gravel, sand, street patching and other materials	<u>15,000</u> <u>16,398</u>
Replacement valves	<u>7,500</u>
	\$28,602 <u>30,000</u>

600-57-0050-652 - Maintenance of Services

Labor and materials for the repair of water laterals and curb boxes

Regular – 225 hours @ \$22.19	\$4,993
Materials	<u>5,000</u> <u>5,007</u>
Thawing	<u>2,000</u>
Contracted repair of curb boxes/valves	<u>5,000</u>
	\$16,993 <u>17,000</u>

600-57-0050-653 - Maintenance/Testing of Meters

8% - DPW Clerk III (50% of cost for coordination of meter replacements)	\$3,148
50% of the cost of labor for the residential meter program.	
150 hours @ \$22.19	<u>3,329</u>
50% of the cost of labor for commercial meters	
25 hours @ \$22.19	<u>555</u>
Contracted testing of larger meters (50% of the cost)	<u>4,000</u> <u>4,468</u>
Materials for rebuilding of meters (50% of the cost)	<u>1,500</u>
	\$6,266 <u>6,500</u> = 2 ÷ 12,532 <u>13,000</u>

600-57-0050-654 - Maintenance of Hydrants

The cost of minor repairs to hydrants

Regular – 125 hours @ \$22.19	\$2,774
Materials	<u>6,000</u> <u>6,226</u>
Contracted prep and painting of hydrants	<u>7,500</u>
	\$16,274 <u>16,500</u>

WATER UTILITY
Water Treatment

600-57-0040-630 - Operating Labor

Regular – 125 hours @ \$22.19 \$2,774

600-57-0040-631 - Chemicals

Chlorine costs for water treatment \$6,800
Fluoride cost for water treatment 9,200
\$16,000

600-57-0040-635 - Maintenance of Treatment Plant

Fluoride pump maintenance 1,500 2,000
Chlorine pump maintenance 1,500 2,000
\$3,000 4,000

WATER UTILITY
Source of Supply

600-57-0020-600 – Operating Labor

DPW Clerk III – 2% (Coordination of water testing)	\$787
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600-57-0020-603 – Supplies/Testing

State Lab Samples	\$2,400
Municipal Well Testing – 2 Industrial Chemicals, 3 Inorganics, 2 Volatile Organics, 20 Lead & Copper, MTBE testing	3,200 3,050
Postage for Samples	<u>550</u>
	\$6,150 <u>6,000</u>

WATER UTILITY
Pumping Expenses

600-57-0030-620 - Operating Labor

Regular – 450 hours @ 22.19	\$9,985
On-Call – 310 hours @ 33.28	10,317
Overtime – 55 hours @ 33.28	1,830
Seasonal – 450 hours @ 12.71	<u>5,720</u>
	\$27,852

600-57-0030-622 - Fuel or Power for Pumping

This account includes power for:

- Well pumping	
- Fuel for back up generator	
- Power for meter shop	\$39,000

600-57-0030-623 - Operation Supplies & Expenses

Heating of pump houses and miscellaneous expenses not covered in other accounts.	\$6,000
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600-57-0030-625 - Maintenance of Pumping Plant

Preventative maintenance of pumps.	\$6,800 <u>7,000</u>
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WATER UTILITY
Depreciation, Taxes, & Debt Service

600-57-0080-403 - Depreciation Expense	\$145,200
Based on value of plant assets paid for by the utilities	
600-57-0081-703 – Depreciation Expense on CIAC	
Based on value of developer contributed assets	\$73,200
600-57-0080-408 - Taxes	
FICA - \$169,928 @ 7.65%	\$12,998
600-57-0080-409 - Tax Equivalent Transfer	
Tax Equivalent payment to General Fund	\$218,000
600-57-0080-427 – Debt Interest	0
600-57-0080-437 – Debt Principal	0

The Water/Sewer Utility has no outstanding debt.

WATER UTILITY
Customer Account Expense

600-57-0060-901 - Meter Reading Labor

Labor - 50 % of 300 hrs @ \$12.70 \$1,905
One half the cost of bimonthly residential & commercial meter readings conducted by a part-time position

600-57-0060-902 - Accounting and Collections

Labor: Clerk III (DPW) – 25%; Utility Clerk 1 – 33%; Sr Accountant – 15%;
Clerk III (Admin) 5%; Deputy Clerk (Admin) – 15%; \$32,781
EMT/Clerk I (Admin-2) – 2.5%
Postage 1,850
Utility billing software 8,000
\$42,631

600-57-0060-903 – Customer Supplies/Expenses

Meter forms, reading cards, customer bills, computer expenses, printing and mailing of CCR report \$3,200







