

# **2017 Adopted Annual Budget**



**The Metropolitan District**  
Hartford, CT

# **Budget Summary**

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## **Revenue & Expenditure Summary**

The District's budget for 2017 totals \$160,341,900; a \$11,054,500 or 7.4% increase from the appropriation level adopted in support of 2016 operations and programs. The increase without reserves would be 2.1%. The following table summarizes the Proposed 2017 operating revenues and expenditures for the District's Water and Sewer operations.

# Budget Summary

## Revenue & Expenditure Summary

	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><u>Water Revenues</u></b>				
Sale of Water	\$69,142,692	\$70,695,300	\$73,530,000	\$77,669,700
Other Operating Revenue	4,007,069	3,662,800	3,660,000	3,738,700
Subtotal Operating Revenue	73,149,760	74,358,100	77,190,000	81,408,400
Non-Operating Revenues	5,942,864	5,581,600	5,587,000	2,134,800
Contrib. From (to) Other Funds	0	1,033,500	1,033,500	0
Subtotal Non-Operating Revenue	5,942,864	6,615,100	6,620,500	2,134,800
<b>Total Water Revenue</b>	<b>79,092,625</b>	<b>80,973,200</b>	<b>83,810,500</b>	<b>83,543,200</b>
<b><u>Sewer Revenues</u></b>				
Tax on Member Municipalities	\$37,446,400	\$38,944,300	\$38,944,300	\$49,644,000
Revenue for Other Gov't Agencies	4,028,473	5,960,000	5,960,000	4,530,000
Other Sewer Revenues	12,062,880	13,180,000	13,180,000	13,684,700
Sewer User Charge Revenues	6,513,556	6,347,800	6,350,000	6,826,000
Subtotal Operating Revenue	60,051,310	64,432,100	64,434,300	74,684,700
Contrib/Transfers from Other Funds	0	3,882,100	0	2,114,000
Subtotal Non-Operating Revenue	0	3,882,100	0	2,114,000
<b>Total Sewer Revenues</b>	<b>60,051,310</b>	<b>68,314,200</b>	<b>64,434,300</b>	<b>76,798,700</b>
<b>Total Water and Sewer Revenues</b>	<b>\$139,143,934</b>	<b>\$149,287,400</b>	<b>\$148,244,800</b>	<b>\$160,341,900</b>
<b><u>Expenditures</u></b>				
District Board	\$220,821	\$240,500	\$240,500	\$305,500
Executive Office	573,669	666,900	666,900	676,300
Administrative Services	140,542	217,000	217,000	224,500
Legal	2,105,634	1,960,700	1,960,700	1,999,300
Human Resources	1,549,176	1,486,300	1,486,300	1,486,000
Information Technology	5,769,466	7,079,900	7,079,900	6,515,700
Finance	4,418,967	5,596,800	5,596,800	5,616,800
Environment, Health & Safety	947,876	909,200	909,200	958,400
Engineering and Planning	1,260,523	999,600	999,600	1,255,200
Command Center	4,842,697	3,835,700	3,835,700	3,803,300
Operating Office	838,446	785,200	785,200	716,200
Operations	9,886,297	10,872,800	10,862,800	10,216,900
Laboratory Services	1,693,807	1,794,500	1,794,500	1,702,700
Water Pollution Control	15,399,055	17,435,400	14,609,800	16,281,400
Maintenance	10,819,166	11,575,300	11,575,300	11,162,400
Water Treatment & Supply	8,337,831	8,724,400	8,770,500	9,021,700
Patrol	1,777,681	1,653,100	1,616,900	1,713,900
Debt Service	35,241,022	43,573,300	43,041,000	48,698,300
Employee Benefits	19,252,077	18,459,500	18,459,500	18,805,700
General Insurance	4,073,079	4,133,800	4,133,800	4,133,800
Taxes and Fees	3,001,622	3,010,000	3,010,000	3,110,000
Special Agr. and Programs	2,815,332	3,226,600	3,200,300	3,355,300
Contingencies	-	-	-	7,973,600
Riverfront Park	1,054,758	1,050,900	1,041,000	609,000
<b>Total Water and Sewer Budget</b>	<b>136,019,544</b>	<b>149,287,400</b>	<b>145,893,200</b>	<b>160,341,900</b>

# Budget Summary

## Revenue & Expenditure Summary

The following table summarizes the revenues and expenditures for the District's Sewer operations.

	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><u>REVENUES</u></b>				
Tax on Member Municipalities	\$37,446,400	\$38,944,300	\$38,944,300	\$49,644,000
Revenue for Other Gov't Agencies	4,028,473	5,960,000	5,960,000	4,530,000
Other Sewer Revenues	12,062,880	13,180,000	13,180,000	13,684,700
Sewer User Charge Revenues	6,513,556	6,347,800	6,350,000	6,826,000
Subtotal	60,051,310	64,432,100	64,434,300	74,684,700
Contr./Transfers from Other Funds	0	3,882,100	0	2,114,000
Subtotal	\$0	\$3,882,100	\$0	\$2,114,000
Total Revenue	60,051,310	68,314,200	64,434,300	76,798,700
<b><u>EXPENDITURES</u></b>				
District Board	108,202	117,800	117,800	149,700
Executive Office	281,098	326,800	326,800	331,400
Administrative Services	68,865	106,300	106,300	110,000
Legal	1,031,761	960,700	960,700	979,700
Human Resources	759,096	728,300	728,300	728,100
Information Technology	1,903,924	2,336,300	2,336,300	2,150,200
Finance	2,165,294	2,742,400	2,742,400	2,752,200
Environment, Health & Safety	464,459	445,500	445,500	469,600
Engineering and Planning	617,656	489,800	489,800	615,100
Command Center	1,646,517	1,304,100	1,304,100	1,293,200
Operating Office	410,839	384,800	384,800	350,900
Operations	2,471,574	2,718,200	2,715,700	2,554,300
Laboratory Services	813,027	861,400	861,400	817,300
Water Pollution Control	15,399,055	17,435,400	14,609,800	16,281,400
Maintenance	5,301,391	5,672,000	5,672,000	5,469,500
Debt Service	18,370,167	20,865,100	20,332,800	22,668,800
Employee Benefits	5,199,986	8,306,800	8,306,800	8,462,500
General Insurance	1,221,924	1,240,200	1,240,200	1,240,200
Special Agr. and Programs	1,022,205	1,272,300	1,246,000	1,401,000
Contingencies	0	0	0	7,973,600
Total Expenses	59,257,040	68,314,200	64,927,500	76,798,700
Favorable / (Unfavorable)	794,269	\$0	(\$493,200)	\$0

# Budget Summary

## Revenue & Expenditure Summary

The following table summarizes the revenues and expenditures for the District's Water operations.

	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><u>REVENUES</u></b>				
Sale of Water	\$69,142,692	\$70,695,300	\$73,530,000	\$77,669,700
Other Operating Revenues	\$4,007,069	3,662,800	3,660,000	3,738,700
Subtotal	\$73,149,760	\$74,358,100	\$77,190,000	\$81,408,400
Non-Operating Revenues	\$5,942,864	5,581,600	5,587,000	2,134,800
Contrib. From (to) Other Funds	0	1,033,500	1,033,500	0
Subtotal	\$5,942,864	\$6,615,100	\$6,620,500	\$2,134,800
Total Revenue	\$79,092,625	\$80,973,200	\$83,810,500	\$83,543,200
<b><u>EXPENDITURES</u></b>				
District Board	\$112,619	\$122,700	\$122,700	\$155,800
Executive Office	292,571	340,100	340,100	344,900
Administrative Services	71,676	110,700	110,700	114,500
Legal	1,073,873	1,000,000	1,000,000	1,019,600
Human Resources	790,080	758,000	758,000	757,900
Information Technology	3,865,542	4,743,600	4,743,600	4,365,500
Finance	2,253,673	2,854,400	2,854,400	2,864,600
Environment, Health & Safety	483,417	463,700	463,700	488,800
Engineering and Planning	642,867	509,800	509,800	640,100
Command Center	3,196,180	2,531,600	2,531,600	2,510,100
Operating Office	427,607	400,400	400,400	365,300
Operations	7,414,723	8,154,600	8,147,100	7,662,600
Laboratory Services	880,780	933,100	933,100	885,400
Maintenance	5,517,775	5,903,300	5,903,300	5,692,900
Water Treatment & Supply	8,337,831	8,724,400	8,770,500	9,021,700
Patrol	1,777,681	1,653,100	1,616,900	1,713,900
Debt Service	16,870,855	22,708,200	22,708,200	26,029,500
Employee Benefits	14,052,091	10,152,700	10,152,700	10,343,200
General Insurance	2,851,155	2,893,600	2,893,600	2,893,600
Taxes and Fees	3,001,622	3,010,000	3,010,000	3,110,000
Special Agr. and Programs	1,793,127	1,954,300	1,954,300	1,954,300
Riverfront Park	1,054,758	1,050,900	1,041,000	609,000
Total Expenses	\$76,762,504	\$80,973,200	\$80,965,700	\$83,543,200
Favorable / (Unfavorable)	\$2,330,121	\$0	\$2,844,800	\$0

# Budget Summary

## Revenues: Changes by Source

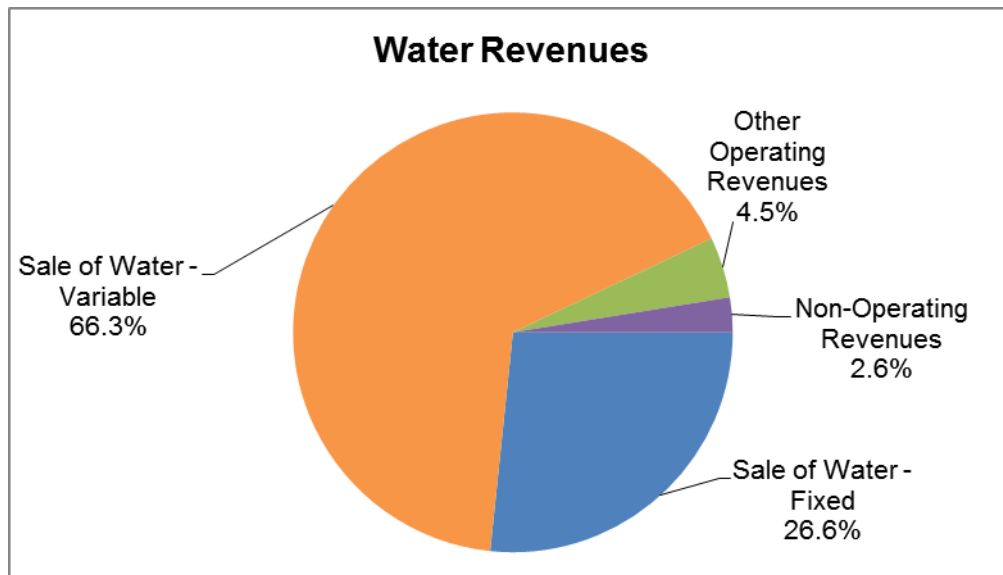
Projected water and sewer revenues for the year 2017 total \$160,341,900, an increase of \$11,054,500 or 7.4% from the Adopted 2016 level. The increase without reserves would be 2.1%. The sewer revenues have increased by \$8,484,500 and the water revenues increased by \$2,570,000.

Description	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><u>WATER REVENUES</u></b>				
Sale of Water	\$69,142,692	\$70,695,300	\$73,530,000	\$77,669,700
Other Operating Revenues	4,007,069	3,662,800	3,660,000	3,738,700
Total Operating Revenues	73,149,760	74,358,100	77,190,000	81,408,400
Non-Operating Revenues	5,942,864	5,581,600	5,587,000	2,134,800
Contributions (to) from Other Funds	0	1,033,500	1,033,500	0
Total Other Revenues	5,942,864	6,615,100	6,620,500	2,134,800
Total Water Revenues	\$79,092,625	\$80,973,200	\$83,810,500	\$83,543,200
<b><u>SEWER REVENUES</u></b>				
Tax on Member Municipalities	\$37,446,400	\$38,944,300	\$38,944,300	\$49,644,000
Revenue from Other Govt. Agencies	4,028,473	5,960,000	5,960,000	4,530,000
Other Sewer Revenues	12,062,880	13,180,000	13,180,000	13,684,700
Sewer User Charge Revenues	6,513,556	6,347,800	6,350,000	6,826,000
Total Operating Revenues	60,051,310	64,432,100	64,434,300	74,684,700
Contributions (to) from Other Funds	0	3,882,100	0	2,114,000
Total Other Revenues	0	3,882,100	0	2,114,000
Total Sewer Revenues	\$60,051,310	\$68,314,200	\$64,434,300	\$76,798,700
Total Water and Sewer Revenues	\$139,143,934	\$149,287,400	\$148,244,800	\$160,341,900

# Budget Summary

## Revenues: Changes by Source

The following chart shows the percentage breakdown for each Water Revenue source.



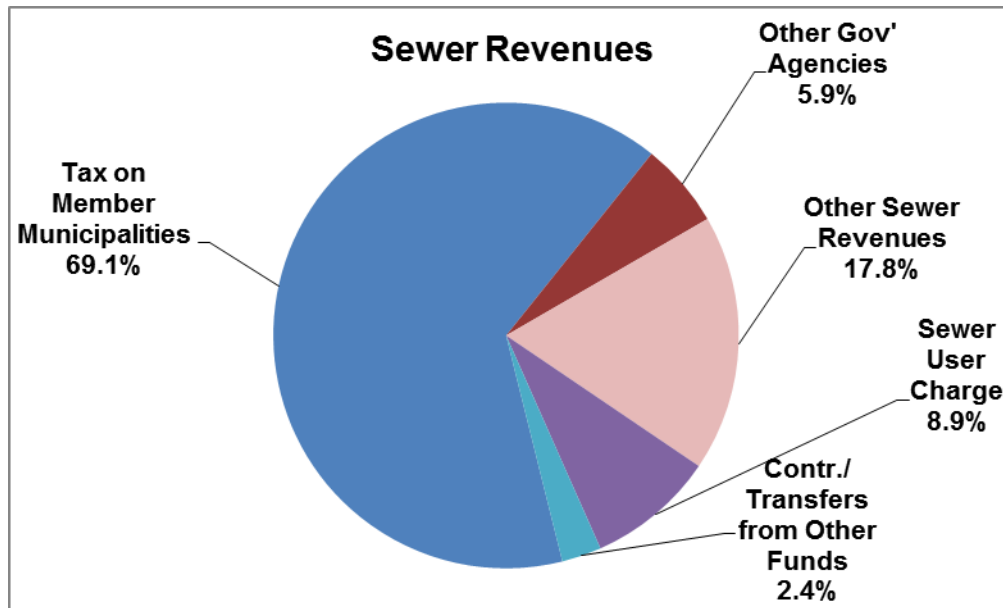
### Water: \$2,570,000

- **Sale of Water:** An overall increase of \$6,974,400 is the result of 2017 consumption rate increase.
- **Other Operating Revenues:** The increase of \$75,900 is due to a rate increase for Fire Protection Services.
- **Non-Operating Revenues:** The decrease of \$3,446,800 is primarily a result of reduced Contributed Capital for 2017.

# Budget Summary

## Revenues: Changes by Source

The following chart shows the percentage breakdown for each Sewer Revenue source.



**Sewer: \$8,484,500**

- **Tax on Member Municipalities:** Assumes a \$10,699,700 or 27.5% increase in the tax levy on the District's member municipalities. Without the reserve the increase would have been 2.1%. Each member municipality pays a proportionate share of the tax based on the total revenue it receives from property taxation, as averaged over the prior three years.
- **Other Government Agencies:** Revenues decreased by \$1,430,000 due to lower Sludge revenue associated with the Heat Recovery Project.
- **Other Sewer Revenues:** An increase of \$504,700 is primarily driven by Groundwater Remediation Fees.
- **Sewer User Charge:** The sewer user rate will increase from \$2.86 per CCF to \$3.06 per CCF.
- **Contributions from Other Funds:** Will decrease by \$1,768,100, in 2017 from the 2016 adopted levels.



# Budget Summary

## Revenues: Changes by Source

Tax History by Town	2013	2014	2015	2016	2017
Hartford	\$9,955,500	\$10,374,400	\$10,298,600	\$10,174,900	\$13,061,000
East Hartford	\$3,964,500	\$4,213,200	\$4,490,100	\$4,762,000	\$6,027,600
Newington	\$3,014,900	\$3,132,300	\$3,287,300	\$3,508,400	\$4,471,000
Wethersfield	\$2,756,900	\$2,824,400	\$3,022,000	\$3,207,700	\$4,060,300
Windsor	\$3,026,500	\$3,111,900	\$3,222,600	\$3,404,700	\$4,356,600
Bloomfield	\$2,584,900	\$2,612,500	\$2,752,400	\$2,936,000	\$3,654,000
Rocky Hill	\$2,011,100	\$2,089,100	\$2,153,700	\$2,239,700	\$2,949,600
West Hartford	\$7,485,100	\$7,798,800	\$8,219,700	\$8,710,900	\$11,063,900
<b>Total</b>	<b>\$34,799,400</b>	<b>\$36,156,600</b>	<b>\$37,446,400</b>	<b>\$38,944,300</b>	<b>\$49,644,000</b>

Tax Percentage	2013	2014	2015	2016	2017
Hartford	28.61%	28.69%	27.50%	26.13%	26.31%
East Hartford	11.39%	11.65%	11.99%	12.23%	12.14%
Newington	8.66%	8.66%	8.78%	9.01%	9.01%
Wethersfield	7.92%	7.81%	8.07%	8.24%	8.18%
Windsor	8.70%	8.61%	8.61%	8.74%	8.78%
Bloomfield	7.43%	7.23%	7.35%	7.54%	7.36%
Rocky Hill	5.78%	5.78%	5.75%	5.75%	5.94%
West Hartford	21.51%	21.57%	21.95%	22.36%	22.28%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

Installment Date	1/18/2017	4/19/2017	7/19/2017	10/18/2017	10/25/2017	Total
Hartford	\$2,543,725	\$2,543,725	\$2,937,875	\$2,937,875	\$2,097,800	\$13,061,000
East Hartford	1,190,500	1,190,500	1,339,200	1,339,200	\$968,200	6,027,600
Newington	877,100	877,100	999,350	999,350	\$718,100	4,471,000
Wethersfield	801,925	801,925	902,175	902,175	\$652,100	4,060,300
Windsor	851,175	851,175	977,275	977,275	\$699,700	4,356,600
Bloomfield	734,000	734,000	799,550	799,550	\$586,900	3,654,000
Rocky Hill	559,925	559,925	677,975	677,975	\$473,800	2,949,600
West Hartford	2,177,725	2,177,725	2,465,725	2,465,725	\$1,777,000	11,063,900
<b>Total</b>	<b>\$9,736,075</b>	<b>\$9,736,075</b>	<b>\$11,099,125</b>	<b>\$11,099,125</b>	<b>\$7,973,600</b>	<b>\$49,644,000</b>

# Budget Summary

## Expenditures: Changes by Department

The District's expenditure budget for 2017 totals \$160,341,900; a \$11,054,500 or 7.40% increase from the appropriation level adopted in support of 2016 operations and programs. Without the reserve the increase would have been 2.1%. The following table summarizes the changes by department.

Department	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted	Change	% Change
District Board	220,821	240,500	240,500	305,500	65,000	27.0%
Executive Office	573,669	666,900	666,900	676,300	9,400	1.4%
Administrative Services	140,542	217,000	217,000	224,500	7,500	3.5%
Legal	2,105,634	1,960,700	1,960,700	1,999,300	38,600	2.0%
Human Resources	1,549,176	1,486,300	1,486,300	1,486,000	(300)	0.0%
Information Technology	5,769,466	7,079,900	7,079,900	6,515,700	(564,200)	-8.0%
Finance	4,418,967	5,596,800	5,596,800	5,616,800	20,000	0.4%
Environment, Health & Safety	947,876	909,200	909,200	958,400	49,200	5.4%
Engineering and Planning	1,260,523	999,600	999,600	1,255,200	255,600	25.6%
Command Center	4,842,697	3,835,700	3,835,700	3,803,300	(32,400)	-0.8%
Operating Office	838,446	785,200	785,200	716,200	(69,000)	-8.8%
Operations	9,886,297	10,872,800	10,862,800	10,216,900	(655,900)	-6.0%
Laboratory Services	1,693,807	1,794,500	1,794,500	1,702,700	(91,800)	-5.1%
Water Pollution Control	15,399,055	17,435,400	14,609,800	16,281,400	(1,154,000)	-6.6%
Maintenance	10,819,166	11,575,300	11,575,300	11,162,400	(412,900)	-3.6%
Water Treatment & Supply	8,337,831	8,724,400	8,770,500	9,021,700	297,300	3.4%
Patrol	1,777,681	1,653,100	1,616,900	1,713,900	60,800	3.7%
Debt Service	35,241,022	43,573,300	43,041,000	48,698,300	5,125,000	11.8%
Employee Benefits	19,252,077	18,459,500	18,459,500	18,805,700	346,200	1.9%
General Insurance	4,073,079	4,133,800	4,133,800	4,133,800	-	0.0%
Taxes and Fees	3,001,622	3,010,000	3,010,000	3,110,000	100,000	3.3%
Special Agr. and Programs	2,815,332	3,226,600	3,200,300	3,355,300	128,700	4.0%
Contingencies	-	-	-	7,973,600	7,973,600	100.0%
Riverfront Park	1,054,758	1,050,900	1,041,000	609,000	(441,900)	-42.0%
<b>Total Water and Sewer Budget</b>	<b>\$136,019,544</b>	<b>\$149,287,400</b>	<b>\$145,893,200</b>	<b>\$160,341,900</b>	<b>\$11,054,500</b>	<b>7.4%</b>

# Budget Summary

## Expenditures: Changes by Major Object

The table below shows the adopted 2017 expenditure budget by Major Object.

Major Object	2016 Adopted	2016 Projected	2017 Adopted	\$ Change
<b>Payroll</b>				
Regular Pay	\$36,855,300	\$36,413,200	\$35,670,500	(\$1,184,800)
Overtime Pay	4,292,900	4,475,600	4,040,700	(\$252,200)
Temporary Help	589,000	383,360	458,600	(\$130,400)
Standby & Premium Pay	241,600	228,600	232,200	(\$9,400)
Longevity Pay	69,700	71,000	68,200	(\$1,500)
<b>Total Payroll</b>	<b>\$42,048,500</b>	<b>\$41,571,760</b>	<b>\$40,470,200</b>	<b>(\$1,578,300)</b>
<b>Operations</b>				
General Operations	15,141,700	14,563,940	14,417,000	(\$724,700)
Legal Services	1,408,700	1,408,700	1,408,700	\$0
Collection Services	900,000	900,000	900,000	\$0
Fuel for Incin., Pump. and Heating	2,029,700	1,647,800	1,854,000	(\$175,700)
Chemicals	2,402,000	2,103,900	2,101,700	(\$300,300)
Utilities	5,766,900	5,421,000	5,954,600	\$187,700
Debt	43,164,600	42,632,300	48,289,600	\$5,125,000
Nitrogen Credits	1,585,000	1,150,800	1,061,000	(\$524,000)
Pension Regular	4,756,000	4,756,000	5,057,000	\$301,000
OPEB	3,963,000	3,944,000	4,013,000	\$50,000
Employee Benefits	9,923,900	9,920,900	9,746,700	(\$177,200)
Insurance	4,004,100	4,004,100	3,993,900	(\$10,200)
Taxes and Fees	3,010,000	3,010,000	3,110,000	\$100,000
Special Agrmts and Programs	2,196,600	2,170,300	2,325,300	\$128,700
Riverfront Park	685,200	697,300	609,000	(\$76,200)
<b>Total Operations</b>	<b>100,937,400</b>	<b>98,331,040</b>	<b>104,841,500</b>	<b>\$3,904,100</b>
<b>Maintenance</b>	<b>6,301,500</b>	<b>5,990,400</b>	<b>7,056,600</b>	<b>\$755,100</b>
<b>Contingencies</b>	<b>-</b>	<b>-</b>	<b>7,973,600</b>	<b>\$7,973,600</b>
<b>Total</b>	<b>\$149,287,400</b>	<b>\$145,893,200</b>	<b>\$160,341,900</b>	<b>\$11,054,500</b>

# Budget Summary

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## Expenditures: Changes by Major Object

The following are some of the highlights of the Proposed 2017 expenditure budget by Major Object.

### Payroll: (\$1,578,300)

- **Regular Pay** the \$1,184,800 decrease reflects the reduction of positions and the decrease of cost-of-living for exempt employees, offset by cost of living for bargaining unit employees.
- **Overtime** decrease of \$252,200 reflects the anticipated reduction in storm activity and emergency responses.
- A \$130,400 decrease in **Temporary Help** reflects The District's efforts to minimize the use of Temporary Help.
- In **Standby and Premium Pay**, a net decrease of \$9,400 reflects the anticipated reduction in storm activity and emergency responses.
- **Longevity Pay** is decreasing by \$1,500 based on participation.

### Operations: \$3,904,100

- **General Operations** expenditures are decreasing by \$724,700 as a result of a reduction in **Outside Services & Consultant Services, Systems Support, Mobile Communications, and the Employee Education Program.**
- **Fuel for Incineration, Pumping and Heating** is decreasing by \$175,700 due to projected decreases in usage and rates.
- **Chemicals** are decreasing by \$300,300 primarily due to decreased chemical usage at various facilities throughout the District.
- **Utilities** are increasing by \$187,700 as the result of anticipated increase at the various treatment facilities due to construction and winter/summer reliability costs.
- **Debt Service**, a net increase of \$5,125,000, reflects an increase in size of issuances for 2017.
- **Nitrogen Credits** are projected to be lower by \$524,000. DEP establishes the rates for the DEP Nitrogen Credit Program, which provides for the purchase of nitrogen credits to address the levels of nitrogen being discharged into Long Island Sound.
- **Pension** allotment increase of \$301,000 is based on the District's actuary and then allocated based upon payroll.
- **OPEB** is increasing by \$50,000 it is anticipated that there will be a positive fund balance in the OPEB Trust Fund in 2017.
- **Employee Benefits** are lower by \$177,200 as result of 2017 headcount.

# Budget Summary

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## Expenditures: Changes by Major Object

- **General Insurance** is lower by \$10,200 due to a reduction in rates.
- **Taxes and Fees** for 2017 are expected to increase by \$100,000 to reflect anticipated spend.
- **Special Agreements and Programs** are expected to increase by \$128,700. These increases are primarily due to the increased costs associated with the Mattabassett District agreement.
- **Riverfront Parks Systems** expenses have decreased by \$76,200 as a result of the continued reassessment of maintenance activities.

### Maintenance: \$755,100

- The **Maintenance** increase reflects the anticipated costs related to The Districts implementation of SAP Infrastructure that cannot be capitalized, in addition to the rising costs of **Tool and Work Equipment & Building Maintenance** expenses to maintain The Districts Structures.

### Contingency: \$7,973,600

- The **Contingency** account has increased from prior year.

# Budget Summary

## Expenditures: Statistical Analysis

The following two tables show the Major Object and the Major Objects grouped into categories as a percentage of the 2017 overall budget.

<b>OBJECT CODES</b>	<b>AMOUNT</b>	<b>% OF BUDGET</b>
Payroll	\$40,470,200	25.00%
Debt	48,289,600	30.10%
General Operations	14,417,000	9.00%
Utilities	5,954,600	3.70%
Employee Benefits	9,746,700	6.10%
Maintenance	7,056,600	4.40%
Pension Regular	5,057,000	3.20%
Other Post Employee Benefits	4,013,000	2.50%
Insurance	3,993,900	2.50%
Chemicals	2,101,700	1.30%
Taxes and Fees	3,110,000	1.90%
Fuel for Incin., Pump. and Heating	1,854,000	1.20%
Contingency	7,973,600	5.00%
Nitrogen Credits	1,061,000	0.70%
Special Agrmts and Programs	2,325,300	1.50%
Legal Services	1,408,700	0.90%
Riverfront Park	609,000	0.40%
Collection Services	900,000	0.60%
<b>Total Operations</b>	<b>\$160,341,900</b>	<b>100.00%</b>

<b>CATEGORY</b>	<b>AMOUNT</b>	<b>% OF BUDGET</b>
Payroll Related	\$59,286,900	36.98%
Debt	48,289,600	30.12%
General Operations	14,417,000	8.99%
Contingency	7,973,600	4.97%
Utilities	7,808,600	4.87%
Maintenance	7,056,600	4.40%
Insurance	3,993,900	2.49%
Chemicals	2,101,700	1.31%
Taxes & Fees	3,110,000	1.94%
Legal	2,308,700	1.44%
Special Agrmts & Prgms	2,325,300	1.45%
Nitrogen Credits	1,061,000	0.66%
Riverfront Park	609,000	0.38%
	<b>\$160,341,900</b>	<b>100.00%</b>

# Budget Summary

## Expenditures: Statistical Analysis

The following table shows the major changes from the 2016 Adopted Budget and the 2017 Adopted Budget.

Commitment Item	Expenditure Classification	2016 Adopted	2017 Adopted	Change	Percent Change
502278	Business Travel	4,200	53,700	49,500	1178.57%
502021	Riparian Commitment	60,000	210,000	150,000	250.00%
502104	Janitorial Supplies	44,400	151,900	107,500	242.12%
502190	Security	193,700	426,200	232,500	120.03%
502352	Natural Gas	12,300	28,300	16,000	130.08%
509901	Contingencies	-	7,973,600	7,973,600	100.00%
502627	Community Sponsorships & Convention	-	15,000	15,000	100.00%
502280	Grievance Expenses	2,500	5,000	2,500	100.00%
502170	Website Expenses	5,000	8,800	3,800	76.00%
502203	Ground Care	125,200	209,200	84,000	67.09%
502251	Printed Forms	6,800	10,000	3,200	47.06%
503218	Riverfront Facility Maintenance	121,800	174,000	52,200	42.86%
503201	Communication Equipment	25,000	35,000	10,000	40.00%
503217	Infrastructure Software	2,335,500	3,213,800	878,300	37.61%
502181	Mattabassett District	450,000	590,000	140,000	31.11%
502648	Septic Reimbursements	60,000	80,000	20,000	33.33%
502364	Interest on Bonds	14,963,700	19,325,600	4,361,900	29.15%
502287	Outside Services	1,473,100	1,805,300	332,200	22.55%
503208	Transportation Equipment	293,000	280,000	(13,000)	-4.44%
502296	Consultant Services	1,870,300	1,803,700	(66,600)	-3.56%
503215	GIS Support Maintenance	57,700	67,400	9,700	16.81%
503316	Dist Reservoir Standpipes Storage Tank	14,600	16,800	2,200	15.07%
503101	Land	68,700	78,700	10,000	14.56%
502650	Diversity Programs	105,000	116,500	11,500	10.95%
502250	Envelopes	44,000	50,000	6,000	13.64%
503310	Treatment Structures	253,900	288,400	34,500	13.59%
502290	Auditing	125,000	140,000	15,000	12.00%
502211	Fuel for Incineration	832,000	746,000	(86,000)	-10.34%
502118	Employee Testing & Recruiting	45,000	40,000	(5,000)	-11.11%
502150	Water Treatment Chemicals	1,419,700	1,253,700	(166,000)	-11.69%
502204	Household Hazardous Waste Disposal	190,000	165,000	(25,000)	-13.16%
502295	Outside Testing & Lab Services	306,900	255,800	(51,100)	-16.65%
502270	Seminars & Conventions	99,900	81,500	(18,400)	-18.42%
502159	Polymer	888,000	750,200	(137,800)	-15.52%
502273	Employee Education Program	150,000	125,000	(25,000)	-16.67%
502272	Books & Subscriptions	11,900	9,800	(2,100)	-17.65%
501301	Temporary Help	589,000	458,600	(130,400)	-22.14%
502279	Employee Services	10,000	8,000	(2,000)	-20.00%
502008	Legal Advertising	22,000	17,000	(5,000)	-22.73%
502625	Public Education & Information	48,500	34,300	(14,200)	-29.28%
502275	Employee Activities	47,500	35,000	(12,500)	-26.32%
503313	Service Roads	60,500	42,500	(18,000)	-29.75%
502027	Mileage Reimbursement	2,000	1,400	(600)	-30.00%
502212	Fuel for Pumping	306,000	209,500	(96,500)	-31.54%
502214	Gasoline	606,000	414,400	(191,600)	-31.62%
502110	Survey & Construction Supplies	22,000	15,000	(7,000)	-31.82%
502288	DEP Nitrogen Credits	1,585,000	1,061,000	(524,000)	-33.06%
502103	Electrical Supplies	39,900	23,000	(16,900)	-42.36%
502633	Youth Education	12,000	6,000	(6,000)	-50.00%
502286	System Support	220,000	105,200	(114,800)	-52.18%
502319	Equipment Rental	296,200	130,500	(165,700)	-55.94%
502363	Interest & Note Issue Expense	1,291,200	574,000	(717,200)	-55.55%
503307	Pump Stations	30,000	15,000	(15,000)	-50.00%
502416	Computer Equipment & Supplies	267,000	73,000	(194,000)	-72.66%
502313	Photocopier Rental	152,000	33,500	(118,500)	-77.96%
502358	Mobile Communications	384,200	49,200	(335,000)	-87.19%
503216	Infrastructure Equipment	150,000	-	(150,000)	-100.00%
502109	Photocopy Supplies	40,000	-	(40,000)	-100.00%
502239	Workers' Compensation-Claims	10,200	-	(10,200)	-100.00%

## Basis of Budgetary Accounting

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- Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.
- Modified Accrual Basis — All government funds are accounted for using the modified accrual basis of accounting and a current financial resources measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of “available spendable resources.” Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.
- Revenues are recorded when measurable and available to finance current operations. Revenues susceptible to accrual must be collected within 60 days following the end of the fiscal year and would generally include expenditure reimbursement grants, certain intergovernmental revenues and operating transfers and excludes miscellaneous revenues that are generally not measurable until actually received. Revenue from taxes on member towns is considered “measurable” in the year in which the taxes are levied and is recognized at that time. Interest revenue is susceptible to accrual since it is measurable and available.
- Sanitary sewer assessments are recognized as revenue in the year in which an installment becomes due, since they are both measurable and available. Annual installments not yet due are recorded as assets and are offset by deferred revenue.
- Sewer user charges are susceptible to accrual. They become measurable, as the usage is known and available as billed.
- Expenditures are generally recognized when the related fund liability is incurred. Exceptions to this general rule include: (1) accumulated unpaid vacation, sick pay and other employee amounts are recognized only on the current year and the long-term portion is recognized in the government-wide financial statements of the CAFR; and (2) principal and interest on general long-term debt is recognized when due.
- Accrual Basis — All proprietary fund types are accounted for on a cost of services or “capital maintenance” measurement focus. This means that all assets and liabilities (whether current or non-current) associated with their activity are included on their balance sheets. Their reported fund equity (net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in net total assets.
- The proprietary fund types, the Pension and Other Post Employment Benefits (OPEB) Trust Funds are accounted for using the accrual basis of accounting and the flow of economic resources measurement focus. Revenues are recognized when they are earned and expenses are recognized when they are incurred.



## 2017 Budget Expenditures

<b>Budget Appropriations</b>	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
District Board	155,800	149,700	305,500
Executive Office	344,900	331,400	676,300
Administrative Services	114,500	110,000	224,500
Legal	1,019,600	979,700	1,999,300
Human Resources	757,900	728,100	1,486,000
Information Technology	4,365,500	2,150,200	6,515,700
Finance	2,864,600	2,752,200	5,616,800
Environment, Health and Safety	488,800	469,600	958,400
Engineering and Planning	640,100	615,100	1,255,200
Customer Service	2,510,100	1,293,200	3,803,300
Operating Office	365,300	350,900	716,200
Operations	7,662,600	2,554,300	10,216,900
Laboratory Services	885,400	817,300	1,702,700
Water Pollution Control	-	16,281,400	16,281,400
Maintenance	5,692,900	5,469,500	11,162,400
Water Treatment & Supply	9,021,700	-	9,021,700
Patrol	1,713,900	-	1,713,900
Debt Service	26,029,500	22,668,800	48,698,300
Employee Benefits	10,343,200	8,462,500	18,805,700
General Insurance	2,893,600	1,240,200	4,133,800
Taxes and Fees	3,110,000	-	3,110,000
Special Agreements and Programs	1,954,300	1,401,000	3,355,300
Contingencies	-	7,973,600	7,973,600
Riverfront Park	609,000	-	609,000
<b>Total Water and Sewer Budget</b>	<b>83,543,200</b>	<b>76,798,700</b>	<b>160,341,900</b>
<b>Hydroelectric</b>			<b>895,300</b>

## 2017 Budget Revenues

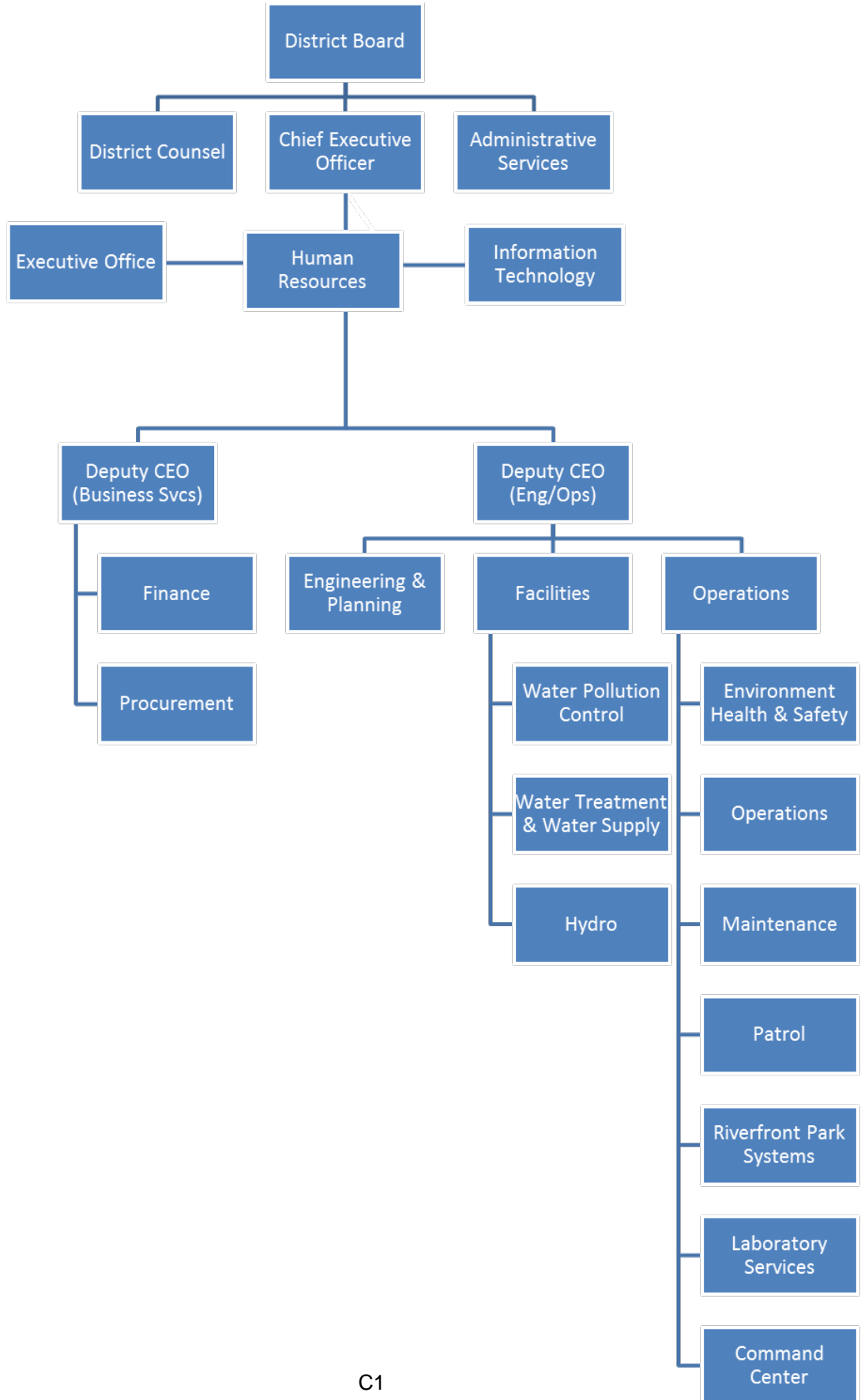
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<b>Revenue</b>	<b>Total</b>
<b>Water Revenues</b>	
<b>Operating Revenues</b>	
Sale of Water	\$77,669,700
Other Operating Revenues	3,738,700
<b>Subtotal Operating Revenues</b>	<b>81,408,400</b>
<b>Non-Operating Revenues</b>	<b>2,134,800</b>
<b>Total Source of Revenues – Water Operations</b>	<b>\$83,543,200</b>
<b>Sewer Revenues</b>	
<b>Operating Revenues</b>	
Tax on Member Municipalities	\$49,644,000
Revenue from Other Government Agencies	4,530,000
Other Sewer Revenues	13,684,700
Sewer User Charge Revenues	6,826,000
<b>Subtotal Operating Revenues</b>	<b>74,684,700</b>
<b>Other Financing Sources</b>	
Contributions/Transfers from Other Funds	2,114,000
<b>Subtotal Other Financing Sources</b>	<b>2,114,000</b>
<b>Total Source of Revenues and Other Financing Sources – Sewer Operations</b>	<b>\$76,798,700</b>
<b>Total Source of Revenues and Other Financing Sources – Water and Sewer Operations</b>	<b>\$160,341,900</b>
<b>Hydroelectric Revenues</b>	<b>\$895,300</b>

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# The Metropolitan District



# The Metropolitan District

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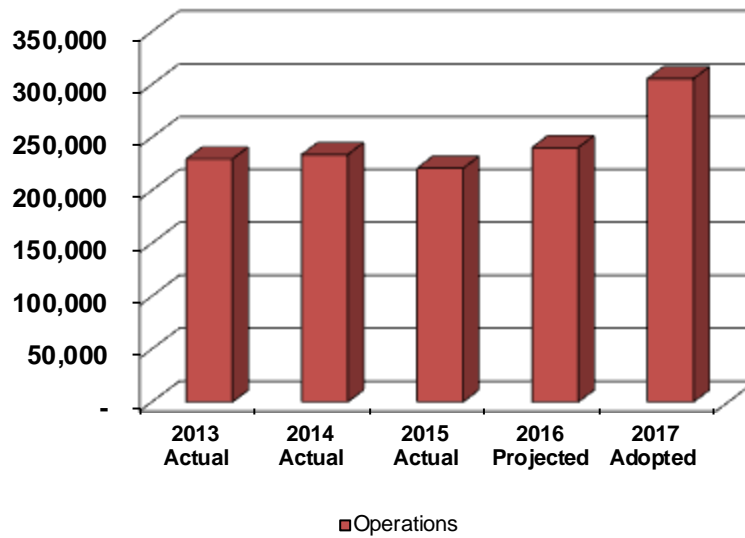
## Description

- The Metropolitan District (MDC), Hartford County, Connecticut is a non-profit municipal corporation established in 1929 by Special Act 511 of the Connecticut General Assembly. Member municipalities incorporated in the District are: the City of Hartford and the Towns of East Hartford, West Hartford, Wethersfield, Rocky Hill, Newington, Bloomfield and Windsor. The total population served by the District is approximately 366,035.
- The MDC is mandated through its 1929 Charter to provide potable water as well as sanitary sewer and mapping services for its member municipalities and for other non-member service areas by special agreement. Additional powers granted the MDC through legislative amendments to its charter include: the development, construction and operation of hydroelectric power facilities.
- The establishment of policy for the MDC is the responsibility of a thirty-three member commission, commonly referred to as the District Board. Member town councils appoint seventeen of the commissioners, the Governor appoints eight, and designated members of the General Assembly appoint four. Non-member towns appoint four. All commissioners serve without remuneration during their respective terms.
- Responsibility for the overall administration and management of MDC policy, operations and services rests with the Chief Executive Officer. The MDC department structure consists of: Executive Office; Administrative Services; Legal; Human Resources; Information Technology; Finance; Environment, Health and Safety; Engineering and Planning; Command Center; Operations; Laboratory Services; Water Pollution Control; Maintenance; Water Treatment and Water Supply; Patrol; Riverfront and Hydroelectric.
- As of the third quarter of 2016, there were approximately 507 active full time employees at The Metropolitan District.

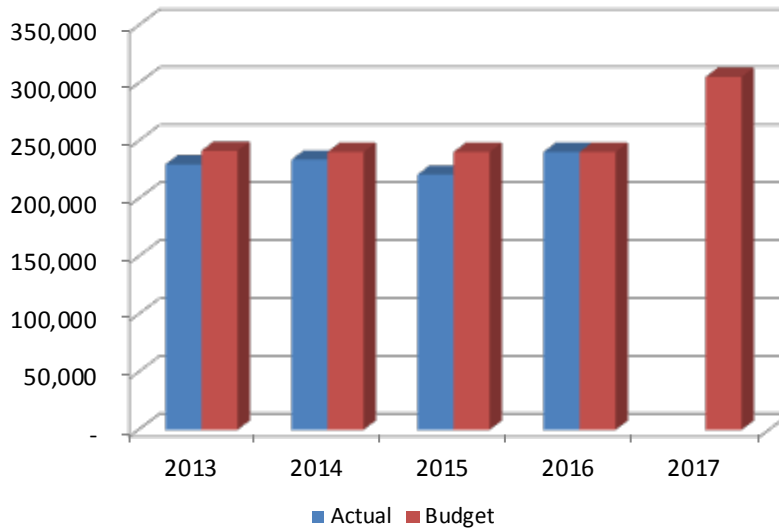
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# District Board

Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	-	-	-	-	-
Operations	229,685	233,762	220,821	240,500	305,500
Maintenance	-	-	-	-	-
<b>Total</b>	<b>229,685</b>	<b>233,762</b>	<b>220,821</b>	<b>240,500</b>	<b>305,500</b>



	2013	2014	2015	2016	2017
Actual	229,685	233,762	220,821	240,500	
Budget	241,500	240,500	240,500	240,500	305,500
Variance	(11,815)	(6,738)	(19,679)	-	



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**Administration****Description**

By Charter, the affairs and policies of The Metropolitan District are governed by a Board of Commissioners (the District Board) composed of thirty-three members: seventeen appointed by the District's member municipalities (Bloomfield, East Hartford, Hartford, Newington, Rocky Hill, West Hartford, Wethersfield and Windsor); eight appointed by the Governor; four appointed by the leadership of the Connecticut General Assembly; and four appointed by the non-member towns.

The District Board has broad authority with regard to providing services for the region, including the creation, maintenance, extension and operation of public water and sanitary sewer systems; the authority to collect and dispose of refuse; and the operation and maintenance of resources recovery facilities. The Metropolitan District is also authorized to construct, operate and maintain hydroelectric dams and to provide for the transmission, sale and distribution of the electricity produced by District hydroelectric facilities.

The establishment of policy and oversight of the administration is the responsibility of two major bureaus of the District Board – the Bureau of Public Works and the Water Bureau – and of the following Chartered or standing committees: the Board of Finance; Commission on Regional Planning; Community Affairs; General Policy and Planning; Internal Audit; MDC Government; Organization; Personnel, Pension and Insurance; and Farmington River Watershed Advisory.

**Budget Commentary**

The 2017 District Board budget totals \$305,500 for 2017, which reflects an increase \$65,000 or 27.0% over the adopted level for 2016.

**Operations: \$65,000**

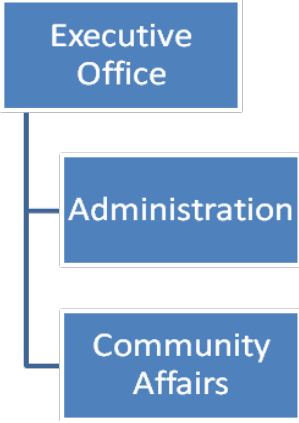
- Operational expenses are increasing based on increased Outside Activities and Auditing bids for 2017.

**Administration**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<i><b>Operations</b></i>					
502107	Office Supplies & Expenses	4,831	5,000	5,000	5,000
502274	Meeting Expenses	41,557	35,000	35,000	35,000
502278	Business Travel	-	500	500	500
502287	Outside Services	49,433	75,000	75,000	125,000
502290	Auditing	125,000	125,000	125,000	140,000
<i><b>Total Expenditure Classification</b></i>		<b>220,821</b>	<b>240,500</b>	<b>240,500</b>	<b>305,500</b>
<i><b>Funding Allocation</b></i>					
Sewer Allocation 49%		108,202	117,800	117,800	149,700
Water Allocation 51%		112,619	122,700	122,700	155,800
<i><b>Total Funding Allocation</b></i>		<b>220,821</b>	<b>240,500</b>	<b>240,500</b>	<b>305,500</b>

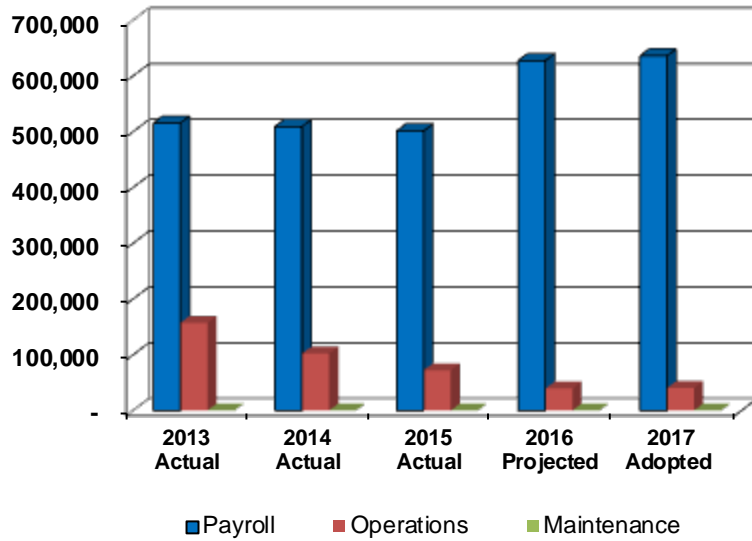
# **Executive Office**

Administration  
Community Affairs

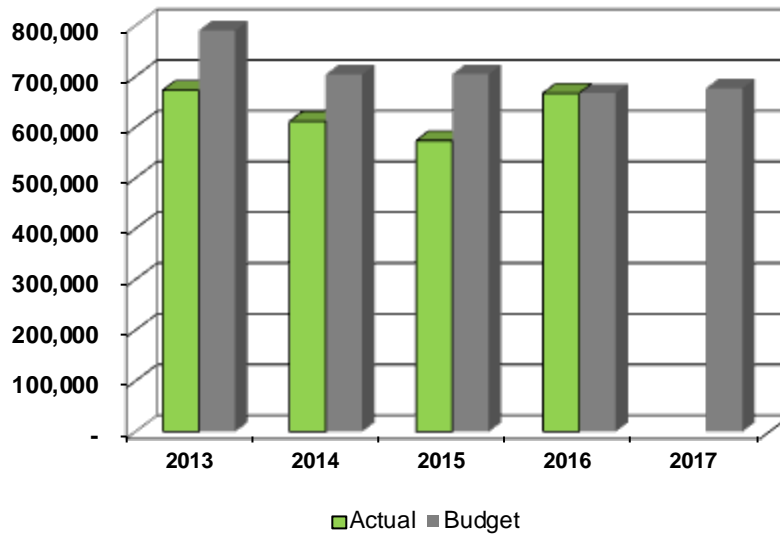


# Executive Office

## Summary



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	515,551	509,341	501,413	627,600	636,000
Operations	157,290	102,078	72,256	39,300	40,300
Maintenance	-	-	-	-	-
<b>Total</b>	<b>672,840</b>	<b>611,419</b>	<b>573,669</b>	<b>666,900</b>	<b>676,300</b>



	2013	2014	2015	2016	2017
Actual	672,840	611,419	573,669	666,900	
Budget	790,200	703,500	704,300	666,900	676,300
<b>Variance</b>	<b>(117,360)</b>	<b>(92,081)</b>	<b>(130,631)</b>	<b>-</b>	

# **Executive Office**

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## **Summary**

### **Description**

The Chief Executive Officer of The Metropolitan District has management responsibility for all services and programs provided by the District. The Chief Executive Officer and administrative staff also provide policy development and support for the District Board.

### **Budget Commentary**

The budget of the Executive Office totals \$676,300, which reflects an increase of \$9,400 or 1.4% above the expenditure level adopted for the 2016 year. Details regarding the budget that comprise the Executive Office — Administration — are on following pages.

# Executive Office

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Summary by Activity</i></b>				
Administration	545,157	666,900	666,900	676,300
Community Affairs	28,512	-	-	-
<b><i>Total Summary by Activity</i></b>	<b>573,669</b>	<b>666,900</b>	<b>666,900</b>	<b>676,300</b>
<b><i>Summary by Major Accounts</i></b>				
<b>Payroll</b>				
Regular Pay	500,613	626,200	626,200	634,800
Overtime	-	-	-	-
Temporary Help	-	-	-	-
Standby & Premium Pay	-	-	-	-
Longevity Pay	800	1,400	1,400	1,200
<b><i>Total Payroll</i></b>	<b>501,413</b>	<b>627,600</b>	<b>627,600</b>	<b>636,000</b>
Operations	72,256	39,300	39,300	40,300
<b><i>Total Summary by Major Accounts</i></b>	<b>573,669</b>	<b>666,900</b>	<b>666,900</b>	<b>676,300</b>
<b><i>Funding Allocation</i></b>				
Sewer Allocation 49%	281,098	326,800	326,800	331,400
Water Allocation 51%	292,571	340,100	340,100	344,900
<b><i>Total Funding Allocation</i></b>	<b>573,669</b>	<b>666,900</b>	<b>666,900</b>	<b>676,300</b>
<b><i>Authorized Positions</i></b>				
Administration	3	4	4	4
<b><i>Total Authorized Positions</i></b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>

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**Administration****Description**

The Chief Executive Officer is appointed by the District Board and is responsible for implementing the policies of the Board and for providing overall management of District programs and operations. As the Commission's primary policy advisor, the CEO provides staff support to the District Board and its bureaus and committees and also serves as the primary liaison between the District and various federal, state, regional and local officials and agencies.

**Budget Commentary**

The Executive Office Administration budget for the coming year is \$676,300, increasing by \$9,400 or 1.4% above the level adopted for 2016.

**Payroll: \$8,400**

- *Regular Pay* includes increments for eligible employees.
- *Longevity Pay* has been increased due to participation.

**Operations: \$1,000**

- Operations expenses are being brought in-line with prior year expenses.



## Administration

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	500,613	626,200	626,200	634,800
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	800	1,400	1,400	1,200
	<b><i>Total Payroll</i></b>	<b>501,413</b>	<b>627,600</b>	<b>627,600</b>	<b>636,000</b>
	<b><i>Operations</i></b>				
502107	Office Supplies & Expenses	3,442	4,500	4,500	4,500
502271	Dues-Professional Associations	645	900	900	900
502272	Books & Subscriptions	343	700	700	700
502274	Meeting Expenses	14,288	12,000	12,000	12,000
502278	Business Travel	1,047	1,200	1,200	1,200
502287	Outside Services	23,979	20,000	20,000	20,000
502634	Sponsored Events	-	-	-	1,000
	<b><i>Total Operations</i></b>	<b>43,744</b>	<b>39,300</b>	<b>39,300</b>	<b>40,300</b>
	<b><i>Total Expenditure Classification</i></b>	<b>545,157</b>	<b>666,900</b>	<b>666,900</b>	<b>676,300</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 49%	267,127	326,800	326,800	331,400
	Water Allocation 51%	278,030	340,100	340,100	344,900
	<b><i>Total Funding Allocation</i></b>	<b>545,157</b>	<b>666,900</b>	<b>666,900</b>	<b>676,300</b>
	<b><i>Authorized Positions</i></b>				
	Assistant to CEO	1	1	1	1
	Assistant to the COO	-	1	1	1
	Chief Executive Officer	1	1	1	1
	Executive Assistant	1	1	1	1
	<b><i>Total Authorized Positions</i></b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>

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**Community Affairs****Description**

The Community Affairs department was transferred to Operating Office – Communications (4020015) budget in 2016.

**Budget Commentary**

The following information has been provided for information purposes only.

**Community Affairs**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	-	-	-	-
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
	<b><i>Total Payroll</i></b>	-	-	-	-
	<b><i>Operations</i></b>				
502627	Community Sponsorships & Conventions	15,000	-	-	-
502630	Promotional Materials	1,162	-	-	-
502634	Sponsored Events	11,850	-	-	-
502636	Special Publications	500	-	-	-
	<b><i>Total Operations</i></b>	28,512	-	-	-
	<b><i>Total Expenditure Classification</i></b>	28,512	-	-	-
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 49%	13,971	-	-	-
	Water Allocation 51%	14,541	-	-	-
	<b><i>Total Funding Allocation</i></b>	28,512	-	-	-

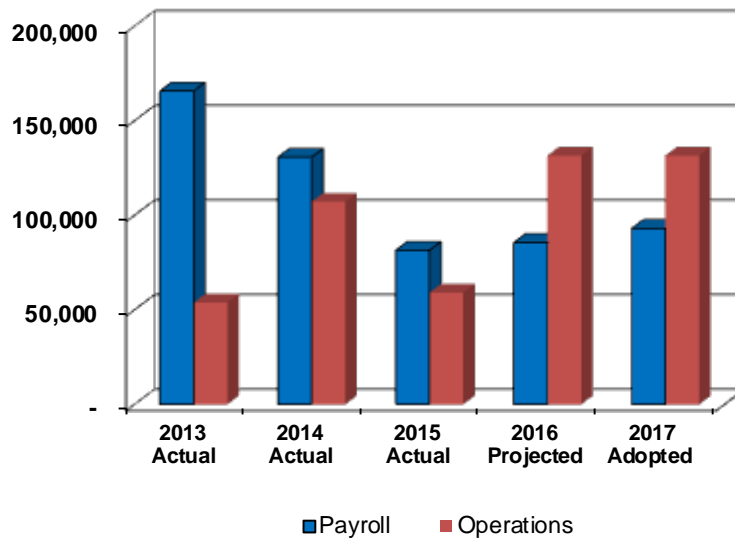
# **Administrative Services**

Administration

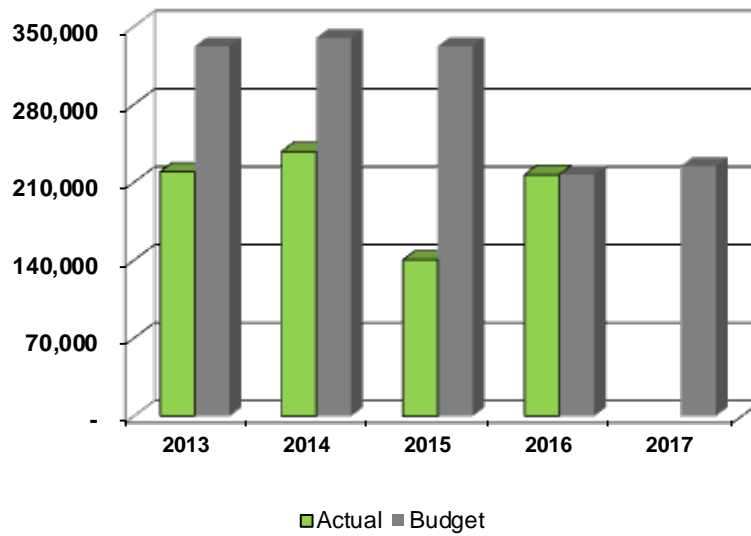
Administrative  
Services

Administration

Five Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	165,589	130,683	81,454	85,500	93,000
Operations	53,763	107,093	59,087	131,500	131,500
Maintenance	-	-	-	-	-
<b>Total</b>	<b>219,352</b>	<b>237,776</b>	<b>140,542</b>	<b>217,000</b>	<b>224,500</b>



	2013	2014	2015	2016	2017
Actual	219,352	237,776	140,542	217,000	
Budget	332,200	339,700	332,300	217,000	224,500
Variance	(112,848)	(101,924)	(191,758)	-	

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**Administration****Description**

Administrative Services provides support services to the District Board and its major bureaus and committees. In addition, this department is responsible for the administration of all legal records.

Specific duties and responsibilities of Administrative Services include: compilation of meeting agendas and finalization of minutes; the coordination and control of Commission, bureau and committee meetings and public hearings; and management of the sewer and water assessment programs.

**Budget Commentary**

The Administrative Services budget for 2017 is \$224,500, increasing by \$7,500 or 3.5% above the expenditure level adopted for 2016.

**Payroll: \$7,500**

- *Regular Pay* includes increments for eligible employees.

**Operations: \$0**

- There are no budget changes for 2017.

**Administration**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	81,454	85,500	85,500	93,000
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
	<b><i>Total Payroll</i></b>	<b>81,454</b>	<b>85,500</b>	<b>85,500</b>	<b>93,000</b>
	<b><i>Operations</i></b>				
502008	Legal Advertising	9,881	12,000	12,000	12,000
502009	Liens Caveats Certificates of Installment	20,781	78,000	78,000	78,000
502107	Office Supplies & Expenses	1,105	1,500	1,500	1,500
502271	Dues-Professional Associations	27,320	40,000	40,000	40,000
	<b><i>Total Operations</i></b>	<b>59,087</b>	<b>131,500</b>	<b>131,500</b>	<b>131,500</b>
	<b><i>Total Expenditure Classification</i></b>	<b>140,542</b>	<b>217,000</b>	<b>217,000</b>	<b>224,500</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 49%	68,865	106,300	106,300	110,000
	Water Allocation 51%	71,676	110,700	110,700	114,500
	<b><i>Total Funding Allocation</i></b>	<b>140,542</b>	<b>217,000</b>	<b>217,000</b>	<b>224,500</b>
	<b><i>Authorized Positions</i></b>				
	Admin Officer and Special Asst	1	-	-	-
	Executive Assistant	1	1	1	1
	<b><i>Total Authorized Positions</i></b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>



# **Legal**

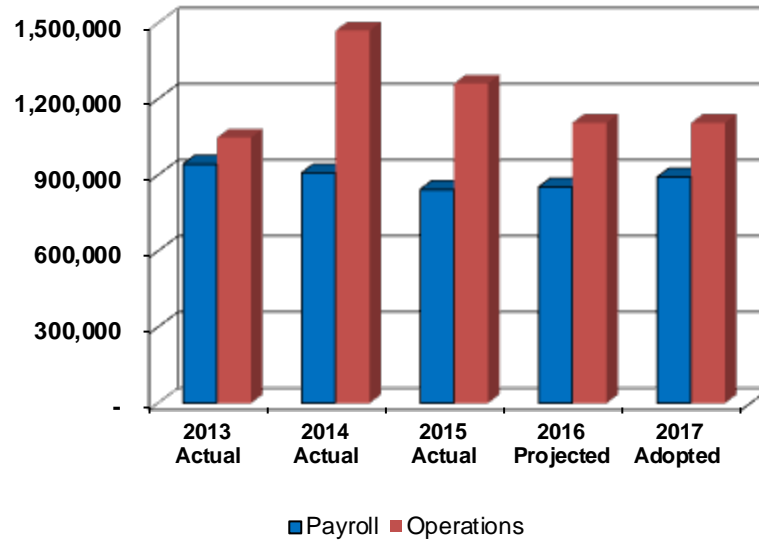
Administration

Legal

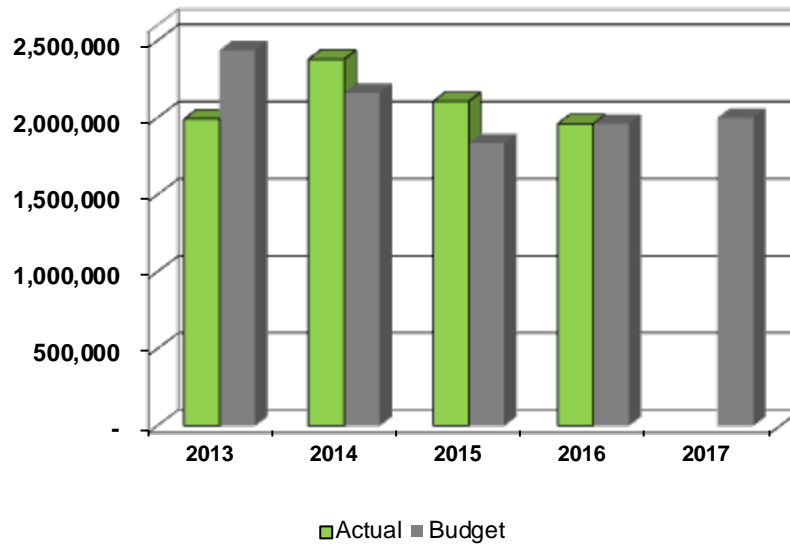
Administration

# Legal

## Five Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	943,892	909,571	843,757	853,700	892,800
Operations	1,048,129	1,470,693	1,261,878	1,107,000	1,106,500
Maintenance	-	-	-	-	-
<b>Total</b>	<b>1,992,021</b>	<b>2,380,264</b>	<b>2,105,634</b>	<b>1,960,700</b>	<b>1,999,300</b>



	2013	2014	2015	2016	2017
Actual	1,992,021	2,380,264	2,105,634	1,960,700	
Budget	2,437,400	2,161,500	1,834,600	1,960,700	1,999,300
Variance	(445,379)	218,764	271,034	-	

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**Administration****Description**

The District's Legal Department is administered by District Counsel and supported by an Assistant District Counsel and an Executive Assistant/Paralegal. District Counsel may appoint additional counsel on an as-needed basis.

Primary duties of the Legal Department include: labor contract negotiations, preparation of legal agreements, representation of the District in administrative proceedings and litigation, the provision of legal advice, legislative review, and various other legal responsibilities, as required.

**Budget Commentary**

The Legal Department budget for 2017 totals \$1,993,300, which is an increase of \$38,600 or 2.0% above the expenditure level approved for 2016.

**Payroll: \$39,100**

- *Regular Pay* includes increments for eligible employees and funding for an additional Assistant District Counsel.
- *Temporary Help* allotment is being established in 2017.

**Operations: (\$500)**

- A decreased in various allotments based on prior year expenditures.

**Administration**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Payroll</b></i>				
501101	Regular Pay	842,957	852,900	852,900	891,400
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	600
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	800	800	800	800
	<i><b>Total Payroll</b></i>	<b>843,757</b>	<b>853,700</b>	<b>853,700</b>	<b>892,800</b>
	<i><b>Operations</b></i>				
502027	Vehicle Mileage	449	-	-	500
502107	Office Supplies & Expenses	1,226	5,000	5,000	4,500
502270	Seminars & Conventions	2,315	-	-	2,500
502271	Dues-Professional Associations	1,124	-	-	1,300
502274	Meeting Expenses	2,283	2,000	2,000	2,000
502287	Outside Services	2,273	-	-	-
502292	Legal Services	1,199,761	1,000,000	1,000,000	1,000,000
502296	Consultant Services	52,446	100,000	100,000	95,700
	<i><b>Total Operations</b></i>	<b>1,261,878</b>	<b>1,107,000</b>	<b>1,107,000</b>	<b>1,106,500</b>
	<i><b>Total Expenditure Classification</b></i>	<b>2,105,634</b>	<b>1,960,700</b>	<b>1,960,700</b>	<b>1,999,300</b>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 49%	1,031,761	960,700	960,700	979,700
	Water Allocation 51%	1,073,873	1,000,000	1,000,000	1,019,600
	<i><b>Total Funding Allocation</b></i>	<b>2,105,634</b>	<b>1,960,700</b>	<b>1,960,700</b>	<b>1,999,300</b>
	<i><b>Authorized Positions</b></i>				
	Assistant District Counsel	5	5	5	6
	District Counsel	1	1	1	1
	Executive Assistant	1	1	1	1
	<i><b>Total Authorized Positions</b></i>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>

# Human Resources

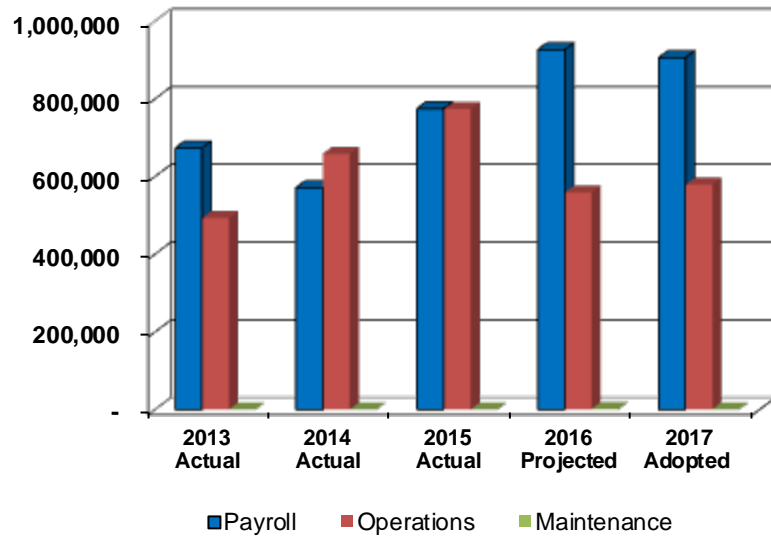
Human  
Resources



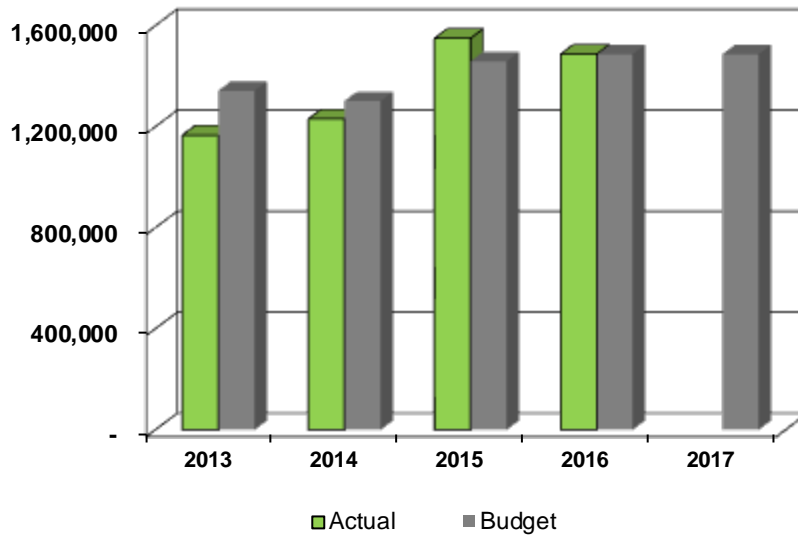
Administration

# Human Resources

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	673,410	571,555	775,110	926,600	906,100
Operations	492,770	658,657	774,065	558,500	579,100
Maintenance	-	-	-	1,200	800
<b>Total</b>	<b>1,166,180</b>	<b>1,230,212</b>	<b>1,549,176</b>	<b>1,486,300</b>	<b>1,486,000</b>



	2013	2014	2015	2016	2017
Actual	1,166,180	1,230,212	1,549,176	1,486,300	
Budget	1,341,600	1,300,700	1,458,400	1,486,300	1,486,000
Variance	(175,420)	(70,488)	90,776	-	



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**Administration****Description**

The Human Resources Manager has oversight responsibility for all human resources functions including Education and Training; Employee Benefits Administration; Employee Relations and Human Resources Administration.

The Human Resources Department is responsible for providing a full range of human resources services to MDC employees at multiple work sites. Human Resources' core functions and responsibilities include: policy development; risk services; job design; classification and reclassification; recruitment and retention; forecasting and succession planning; training and staff development; compensation administration; employee relations and communication; performance management; strategic planning; Human Resources Information Systems (HRIS); benefits administration; complaint resolution; recognition efforts; and quality and process improvement initiatives.

**Budget Commentary**

The 2017 budget for the Human Resources department totals \$1,486,000, a decrease of \$300 below the adopted budget level for 2016.

**Payroll: (\$20,500)**

- *Regular Pay* includes increments for eligible employees and increase funding in *Temporary Help*, offset by the elimination of 1 position and the filling of a *Durational Project Manager*.

**Operations: \$20,600**

- *Consultant Services* is being increased based on historical spending.

**Maintenance: (\$400)**

- Expenses are expected to be lower than that of the 2016 adopted level.

Administration

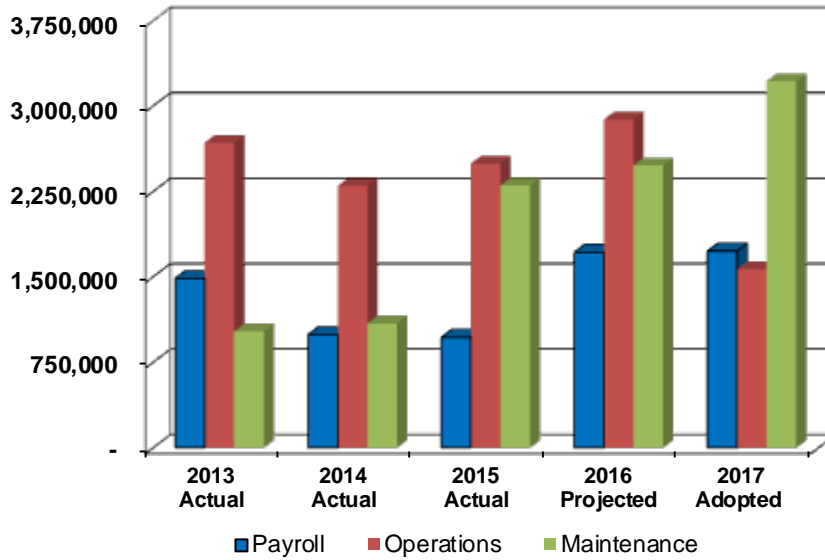
Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Payroll</i></b>					
501101	Regular Pay	638,819	823,700	823,700	754,100
501201	Overtime	1,020	800	800	800
501301	Temporary Help	134,472	100,900	100,900	150,000
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	800	1,200	1,200	1,200
	<b>Total Payroll</b>	<b>775,110</b>	<b>926,600</b>	<b>926,600</b>	<b>906,100</b>
<b><i>Operations</i></b>					
502027	Mileage Reimbursement	4	-	-	-
502107	Office Supplies & Expenses	14,135	10,000	10,000	8,600
502118	Employee Testing & Recruiting	21,915	45,000	45,000	40,000
502225	Employee Tuition	84,868	80,000	80,000	75,000
502270	Seminars & Conventions	2,732	5,000	5,000	4,000
502271	Dues-Professional Associations	1,912	2,000	2,000	2,000
502272	Books & Subscriptions	374	500	500	500
502273	Employee Education Program	164,821	150,000	150,000	125,000
502275	Employee Activities	30,916	47,500	47,500	35,000
502276	Management Training	98	-	-	-
502279	Employee Services	9,030	10,000	10,000	8,000
502280	Grievance Expenses	1,613	2,500	2,500	5,000
502293	Medical Services	103,408	40,000	40,000	40,000
502296	Consultant Services	138,075	45,000	45,000	100,000
502510	Affordable Healthcare	195,477	116,000	116,000	116,000
502650	Diversity Programs	4,687	5,000	5,000	20,000
	<b>Total Operations</b>	<b>774,065</b>	<b>558,500</b>	<b>558,500</b>	<b>579,100</b>
<b><i>Maintenance</i></b>					
503203	Office Furniture & Equipment	-	1,200	1,200	800
	<b>Total Maintenance</b>	<b>-</b>	<b>1,200</b>	<b>1,200</b>	<b>800</b>
<b>Total Expenditure Classification</b>		<b>1,549,176</b>	<b>1,486,300</b>	<b>1,486,300</b>	<b>1,486,000</b>
<b><i>Funding Allocation</i></b>					
	Sewer Allocation 49%	759,096	728,300	728,300	728,100
	Water Allocation 51%	790,080	758,000	758,000	757,900
	<b>Total Funding Allocation</b>	<b>1,549,176</b>	<b>1,486,300</b>	<b>1,486,300</b>	<b>1,486,000</b>
<b><i>Authorized Positions</i></b>					
	Administrative Assistant	1	1	1	1
	Director of Human Resources	1	1	1	1
	Durational Project Manager	-	-	-	1
	Durational Div Project Manager	-	1	1	1
	Human Resources Generalist	3	3	3	3
	Manager of Labor Relations	1	1	1	-
	Principal Human Resources Officer	1	-	-	-
	Risk Services Analyst	-	1	1	1
	<b>Total Authorized Positions</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>

**Information Technology**  
Administration  
Geographic Information System

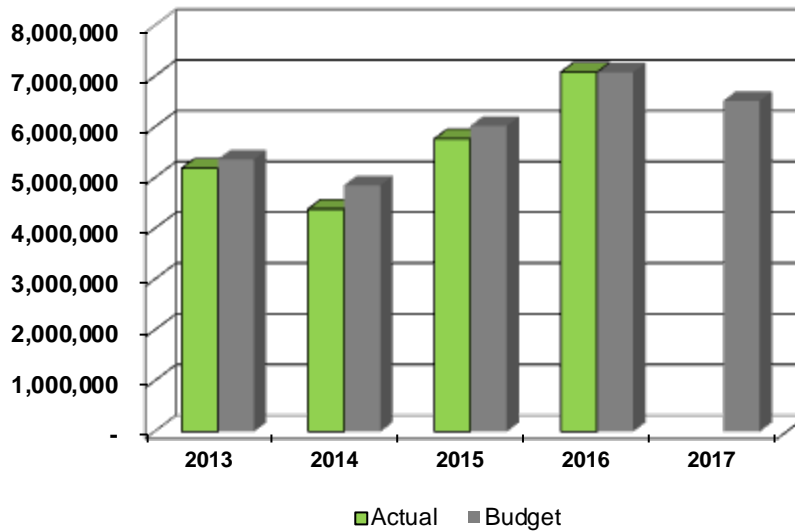


# Information Technology

## Summary



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	1,487,235	995,563	970,576	1,718,300	1,728,300
Operations	2,679,101	2,298,955	2,495,334	2,881,800	1,569,600
Maintenance	1,022,482	1,091,854	2,303,556	2,479,800	3,217,800
<b>Total</b>	<b>5,188,817</b>	<b>4,386,372</b>	<b>5,769,466</b>	<b>7,079,900</b>	<b>6,515,700</b>



	2013	2014	2015	2016	2017
Actual	5,188,817	4,386,372	5,769,466	7,079,900	
Budget	5,360,900	4,852,900	6,023,700	7,079,900	6,515,700
Variance	(172,083)	(466,528)	(254,234)	-	

# Information Technology

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## Summary

### Description

Information Technology is comprised of Administration which is responsible for District-wide information storage, communication and computing systems. The GIS Services activity is responsible for the development, management and application of the District's Geographic Information System (GIS).

For 2017, the Information Technology Department consists of two activities: Administration and GIS Services.

### Budget Commentary

The Information Technology budget totals \$6,515,700 which reflects a decrease of \$564,200 or 8.0% decrease below the expenditure level adopted for the 2016 year. Details regarding the two activity budgets that comprise the Information Technology Department — Administration and GIS Services — are on subsequent pages.

# Information Technology

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><u>Summary by Activity</u></b>				
Administration	5,769,466	6,492,800	6,492,800	5,906,400
GIS	-	587,100	587,100	609,300
<b>Total Summary by Activity</b>	<b>5,769,466</b>	<b>7,079,900</b>	<b>7,079,900</b>	<b>6,515,700</b>
<b><u>Summary by Major Accounts</u></b>				
<b>Payroll</b>				
Regular Pay	829,311	1,637,400	1,637,400	1,648,500
Overtime	119,635	75,000	75,000	75,000
Temporary Help	18,180	-	-	-
Standby & Premium Pay	-	-	-	-
Longevity Pay	3,450	5,900	5,900	4,800
<b>Total Payroll</b>	<b>970,576</b>	<b>1,718,300</b>	<b>1,718,300</b>	<b>1,728,300</b>
Operations	2,495,334	2,881,800	2,881,800	1,569,600
Maintenance	2,303,556	2,479,800	2,479,800	3,217,800
<b>Total Summary by Major Accounts</b>	<b>5,769,466</b>	<b>7,079,900</b>	<b>7,079,900</b>	<b>6,515,700</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 33%	1,903,924	2,336,300	2,336,300	2,150,200
Water Allocation 67%	3,865,542	4,743,600	4,743,600	4,365,500
<b>Total Funding Allocation</b>	<b>5,769,466</b>	<b>7,079,900</b>	<b>7,079,900</b>	<b>6,515,700</b>
<b><u>Authorized Positions</u></b>				
Administration	12	11	11	11
GIS	-	6	6	6
<b>Total Authorized Positions</b>	<b>12</b>	<b>17</b>	<b>17</b>	<b>17</b>

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**Administration****Description**

The Information Technology Department plans, develops, applies and sustains a District-wide client/server system for integrated information storage, communication and computing. IT provides technical support, user training/assistance, applications development and network management for all departments. IT is also responsible for mailing and copying services for the District.

**Budget Commentary**

The Information Technology budget in 2017 is \$5,906,400, which is a decrease \$586,400 or 9.0% below the adopted 2016 level.

**Payroll: (\$2,500)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees offset by the delay in filling a position. One position was moved to 1870015, one position to 7930009 and one position was transferred from 7930008.
- *Longevity expense* has decreased based upon participation.

**Operations: (\$1,312,200)**

- *Postage, Envelopes and Outside Services* are being transferred to Finance-Customer Service (1870015)
- *Photocopier Rental and Equipment Rental* is being reduced based on the purchasing of equipment.
- *Mobile Communications and Photocopy Supplies* are being charged to the departments who utilize these commodities.

**Maintenance: \$728,300**

- *Infrastructure Software* is increasing based on software licensing requirements.



Administration

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Payroll</b></i>				
501101	Regular Pay	829,311	1,136,200	1,136,200	1,134,800
501201	Overtime	119,635	75,000	75,000	75,000
501301	Temporary Help	18,180	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	3,450	3,500	3,500	2,400
	<i><b>Total Payroll</b></i>	<b>970,576</b>	<b>1,214,700</b>	<b>1,214,700</b>	<b>1,212,200</b>
	<i><b>Operations</b></i>				
502017	Postage	361,730	391,000	391,000	-
502026	Clothing & Apparel	300	300	300	-
502027	Mileage Reimbursement	-	500	500	-
502107	Office Supplies & Expenses	9,382	6,000	6,000	12,500
502109	Photocopy Supplies	18,076	40,000	40,000	-
502170	Website Expenses	21,480	5,000	5,000	8,800
502250	Envelopes	33,607	44,000	44,000	-
502270	Seminars & Conventions	7,604	18,000	18,000	-
502271	Dues-Professional Associations	1,725	4,000	4,000	5,000
502272	Books & Subscriptions	-	200	200	600
502274	Meeting Expenses	-	-	-	2,000
502278	Business Travel	-	-	-	50,000
502286	System Support	56,102	220,000	220,000	105,200
502287	Outside Services	172,183	116,400	116,400	216,000
502296	Consultant Services	50,282	-	-	-
502313	Photocopier Rental	92,424	152,000	152,000	33,500
502319	Equipment Rental	123,012	150,000	150,000	-
502353	Telephone - Data & Voice	841,659	1,076,000	1,076,000	997,600
502358	Mobile Communications	442,968	384,200	384,200	49,200
502416	Computer Equipment & Supplies	262,800	250,000	250,000	65,000
	<i><b>Total Operations</b></i>	<b>2,495,334</b>	<b>2,857,600</b>	<b>2,857,600</b>	<b>1,545,400</b>
	<i><b>Maintenance</b></i>				
503216	Infrastructure Equipment	3,943	150,000	150,000	-
503217	Infrastructure Software	2,299,613	2,270,500	2,270,500	3,148,800
	<i><b>Total Maintenance</b></i>	<b>2,303,556</b>	<b>2,420,500</b>	<b>2,420,500</b>	<b>3,148,800</b>
	<i><b>Total Expenditure Classification</b></i>	<b>5,769,466</b>	<b>6,492,800</b>	<b>6,492,800</b>	<b>5,906,400</b>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 33%	1,903,924	2,142,600	2,142,600	1,949,100
	Water Allocation 67%	3,865,542	4,350,200	4,350,200	3,957,300
	<i><b>Total Funding Allocation</b></i>	<b>5,769,466</b>	<b>6,492,800</b>	<b>6,492,800</b>	<b>5,906,400</b>

**Administration**

<b>Authorized Positions</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>	<b>2016 Projected</b>	<b>2017 Adopted</b>
Administrative Assistant	1	1	1	-
Business Systems Analyst	-	-	-	3
Business Systems & Security Administrator	-	-	-	1
Business Systems & Security Specialist	-	1	1	-
Database Administrator	1	-	-	-
Director of Information Technology	1	1	1	1
Duplicating Services Operator 1	1	1	1	-
Durational Project Manager	-	1	1	-
Help Desk Coordinator	1	1	1	1
Manager of Information Technology	1	1	1	1
Network Analyst	3	2	2	2
Systems Analyst	3	2	2	2
<i>Total Authorized Positions</i>	<b>12</b>	<b>11</b>	<b>11</b>	<b>11</b>

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**GIS Services****Description**

The GIS Services activity is responsible for the development, management and application of the District's Geographic Information System (GIS). The GIS database and its computer capabilities support all departments in the planning, design, operation and maintenance of the District's infrastructure. Additionally, the GIS activity plays a key role in implementing this technology in member towns by providing technical support and application development.

The GIS activity has completed the total automation of the District's mapping services and will continue to update and publish a wide variety of highly detailed maps used by the general public and officials from the public and private sector, including the District's street and utility services, a reservoir trails map, and the MDC and Environs map.

**Budget Commentary**

The GIS Services budget for 2017 is \$609,300, an increase of \$22,200 or 3.8% above the 2016 adopted level.

**Payroll: \$12,500**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees.

**Operations: \$0**

- There are no budget changes for 2017.

**Maintenance: \$9,700**

- *GIS Support Maintenance* is increasing due to the cost for annual software support and maintenance support .

**GIS Services**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	-	501,200	501,200	513,700
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	2,400	2,400	2,400
	<b><i>Total Payroll</i></b>	-	<b>503,600</b>	<b>503,600</b>	<b>516,100</b>
	<b><i>Operations</i></b>				
502115	Computer Software	-	3,000	3,000	3,000
502255	Blueprints, Maps, & Charts	-	6,000	6,000	6,000
502270	Seminars & Conventions	-	700	700	700
502271	Dues-Professional Associations	-	500	500	500
502287	Outside Services	-	10,000	10,000	10,000
502416	Computer Equipment & Supplies	-	4,000	4,000	4,000
	<b><i>Total Operations</i></b>	-	<b>24,200</b>	<b>24,200</b>	<b>24,200</b>
	<b><i>Maintenance</i></b>				
503207	Tool & Work Equipment	-	1,600	1,600	1,600
503215	GIS Support Maintenance	-	57,700	57,700	67,400
	<b><i>Total Maintenance</i></b>	-	<b>59,300</b>	<b>59,300</b>	<b>69,000</b>
	<b><i>Total Expenditure Classification</i></b>	-	<b>587,100</b>	<b>587,100</b>	<b>609,300</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 33%	-	193,700	193,700	201,100
	Water Allocation 67%	-	393,400	393,400	408,200
	<b><i>Total Funding Allocation</i></b>	-	<b>587,100</b>	<b>587,100</b>	<b>609,300</b>
	<b><i>Authorized Positions</i></b>				
	Principal GIS Analyst	-	2	2	2
	GIS Analyst	-	1	1	1
	Mapping Technician	-	3	3	3
	<b><i>Total Authorized Positions</i></b>	-	<b>6</b>	<b>6</b>	<b>6</b>

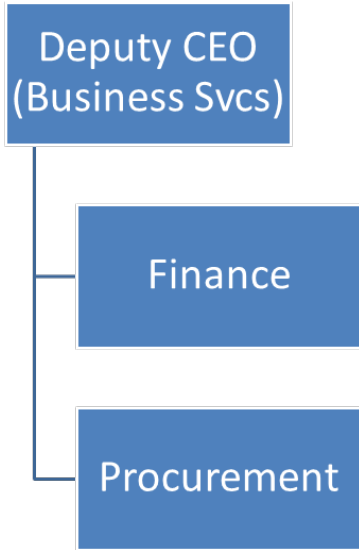
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**Business Transformation****Description/Budget Commentary**

The Business Transformation department is a part of the Capital Improvement Program. Specific projects and details are located in the 2017 Capital Improvement Budget. There are 3 positions budgeted for the full year 2017 Capital Improvement Program budget.

# **Deputy CEO (Business Services)**

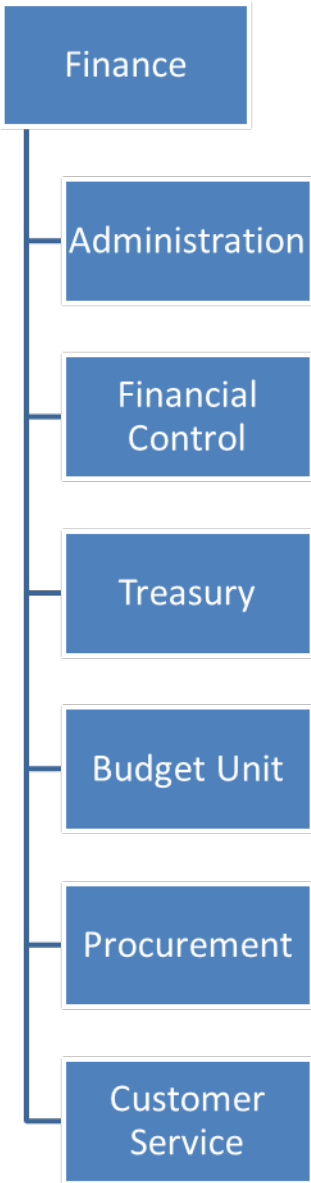
Finance  
Procurement



# **Finance**

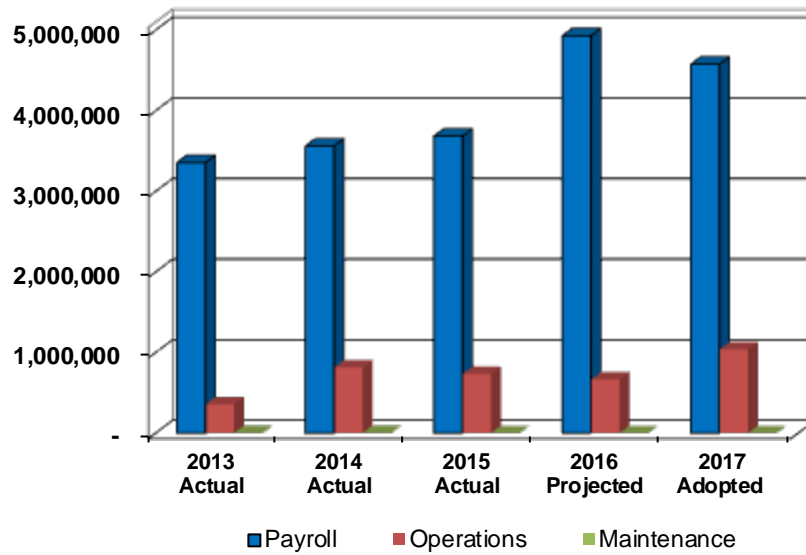
Administration  
Financial Control  
Treasury  
Budget Unit  
Procurement  
Customer Service



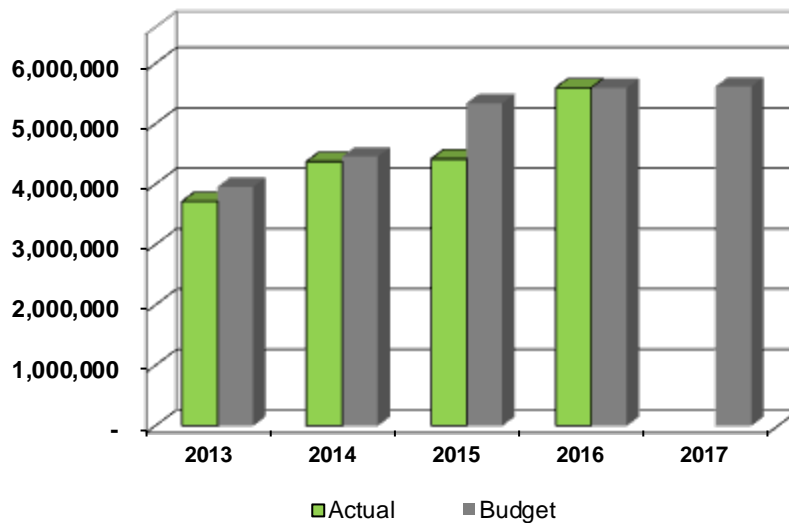


# Finance

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	3,357,560	3,562,296	3,685,061	4,931,700	4,578,000
Operations	357,929	813,113	733,906	665,100	1,038,800
Maintenance	950	2,087	-	-	-
<b>Total</b>	<b>3,716,439</b>	<b>4,377,496</b>	<b>4,418,967</b>	<b>5,596,800</b>	<b>5,616,800</b>



	2013	2014	2015	2016	2017
Actual	3,716,439	4,377,496	4,418,967	5,596,800	
Budget	3,956,300	4,456,100	5,341,200	5,596,800	5,616,800
<b>Variance</b>	<b>(239,861)</b>	<b>(78,604)</b>	<b>(922,233)</b>	<b>-</b>	<b>-</b>

# Finance

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## Summary

### Description

The Finance Department consists of six major activities: Administration, Financial Control, Treasury, Budget, Procurement and Customer Service. A detailed discussion regarding the specific duties and objectives of the Finance Department is included on the following pages.

### Budget Commentary

The Finance budget for 2017 is \$5,616,800, which is \$20,000 or 0.4% above the adopted budget level for 2016. Budget details for the activities comprising the Finance Department follow.

# Finance

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Summary by Activity</i></b>				
Administration	415,595	460,500	460,500	462,000
Financial Control	1,277,041	1,345,900	1,345,900	1,173,800
Treasury	1,127,109	1,111,100	1,111,100	1,048,800
Budget Unit	737,634	421,100	421,100	405,200
Procurement	861,589	1,305,000	1,305,000	967,800
Customer Service	-	953,200	953,200	1,559,200
<b><i>Total Summary by Activity</i></b>	<b>4,418,967</b>	<b>5,596,800</b>	<b>5,596,800</b>	<b>5,616,800</b>
<b><i>Summary by Major Account</i></b>				
<b>Payroll</b>				
Regular Pay	3,616,825	4,823,600	4,823,600	4,471,500
Overtime	54,473	93,000	93,000	84,000
Temporary Help	3,379	-	-	7,000
Standby & Premium Pay	4,060	5,000	5,000	5,000
Longevity Pay	6,325	10,100	10,100	10,500
<b><i>Total Payroll</i></b>	<b>3,685,061</b>	<b>4,931,700</b>	<b>4,931,700</b>	<b>4,578,000</b>
Operations	733,906	665,100	665,100	1,038,800
Maintenance	-	-	-	-
Capital	-	-	-	-
<b><i>Total Summary by Major Account</i></b>	<b>4,418,967</b>	<b>5,596,800</b>	<b>5,596,800</b>	<b>5,616,800</b>
<b><i>Funding Allocation</i></b>				
Sewer Allocation 49%	2,165,294	2,742,400	2,742,400	2,752,200
Water Allocation 51%	2,253,673	2,854,400	2,854,400	2,864,600
<b><i>Total Funding Allocation</i></b>	<b>4,418,967</b>	<b>5,596,800</b>	<b>5,596,800</b>	<b>5,616,800</b>
<b><i>Authorized Positions</i></b>				
Administration	2	2	2	2
Financial Control	14	13	13	11
Treasury	14	11	11	11
Budget Unit	6	5	5	4
Procurement	10	10	10	8
Customer Service	-	12	12	13
<b><i>Total Authorized Positions</i></b>	<b>46</b>	<b>53</b>	<b>53</b>	<b>49</b>

**Administration****Description**

The Finance Department's Administration unit is headed by the Deputy CEO (Business Services), who is responsible for overseeing and directing all District fiscal management and planning programs, as well the Financial Control, Treasury, Budget Unit, Procurement, Human Resources and Customer Service activities.

**Budget Commentary**

The 2017 budget of \$462,000 for Administration, which is an increase of \$1,500 or 0.3% over the 2016 adopted budget.

**Payroll: \$0**

- No change in the budget for 2017.

**Operations: \$1,500**

- *Meeting Expenses* are increasing based on 2016 activities.

**Administration**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	402,188	449,700	449,700	449,700
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
	<b><i>Total Payroll</i></b>	<b>402,188</b>	<b>449,700</b>	<b>449,700</b>	<b>449,700</b>
	<b><i>Operations</i></b>				
502027	Mileage Reimbursement	-	500	500	500
502107	Office Supplies & Expenses	381	1,000	1,000	1,000
502270	Seminars & Conventions	120	1,800	1,800	1,800
502271	Dues-Professional Associations	1,268	1,500	1,500	1,500
502274	Meeting Expenses	1,416	500	500	2,000
502278	Business Travel	647	500	500	500
502287	Outside Services	9,575	5,000	5,000	5,000
	<b><i>Total Operations</i></b>	<b>13,407</b>	<b>10,800</b>	<b>10,800</b>	<b>12,300</b>
	<b><i>Total Expenditure Classification</i></b>	<b>415,595</b>	<b>460,500</b>	<b>460,500</b>	<b>462,000</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 49%	203,642	225,600	225,600	226,400
	Water Allocation 51%	211,953	234,900	234,900	235,600
	<b><i>Total Funding Allocation</i></b>	<b>415,595</b>	<b>460,500</b>	<b>460,500</b>	<b>462,000</b>
	<b><i>Authorized Positions</i></b>				
	Chief Financial Officer (CFO)	1	1	1	1
	Director of Finance	1	1	1	1
	<b><i>Total Authorized Positions</i></b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

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**Financial Control****Description**

The Financial Control activity comprises the following units: Administration, Accounts Payable, General Accounting, and Payroll.

The Financial Control activity is responsible for payroll accounting; accounts payable; fixed asset records; general ledger accounting; cost accounting; external reporting; internal auditing; sale of materials and used equipment; and management analyses.

**Budget Commentary**

The Financial Control budget for 2017 totals \$1,173,800, which is a decrease of \$172,100 or 12.8% below the level adopted for 2016.

**Payroll: (\$163,100)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees offset, by the elimination of 2 positions.

**Operations: (\$9,000)**

- Expenditures for *Outside Services* have been decreased to reflect a reduction in payroll related costs offset, by the establishment of the *Printed Forms* allotment.

**Maintenance: \$0**

- No expenses are anticipated for 2017.

## Financial Control

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	862,721	1,042,900	1,042,900	879,800
501201	Overtime	36,061	35,000	35,000	35,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	2,800	3,000	3,000	3,000
	<b><i>Total Payroll</i></b>	<b>901,582</b>	<b>1,080,900</b>	<b>1,080,900</b>	<b>917,800</b>
	<b><i>Operations</i></b>				
502107	Office Supplies & Expenses	6,045	9,000	9,000	9,000
502251	Printed Forms	-	-	-	1,000
502270	Seminars & Conventions	632	4,000	4,000	4,000
502271	Dues-Professional Associations	2,208	1,000	1,000	1,000
502272	Books & Subscriptions	100	1,000	1,000	1,000
502274	Meeting Expenses	528	-	-	-
502287	Outside Services	365,946	250,000	250,000	240,000
	<b><i>Total Operations</i></b>	<b>375,459</b>	<b>265,000</b>	<b>265,000</b>	<b>256,000</b>
	<b><i>Total Expenditure Classification</i></b>	<b>1,277,041</b>	<b>1,345,900</b>	<b>1,345,900</b>	<b>1,173,800</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 49%	625,750	659,500	659,500	575,200
	Water Allocation 51%	651,291	686,400	686,400	598,600
	<b><i>Total Funding Allocation</i></b>	<b>1,277,041</b>	<b>1,345,900</b>	<b>1,345,900</b>	<b>1,173,800</b>

### Authorized Positions

Accountant	3	3	3	2
Accountant 2	1	-	-	-
Accounting Administrator	1	2	2	2
Accounting Assistant	1	1	1	1
Accounts Payable Supervisor	1	1	1	1
Billing Analyst	-	1	1	1
Compliance Analyst	1	-	-	-
Inventory Control Analyst	1	1	1	-
Manager of Financial Control	1	1	1	1
Principal Account Clerk	3	3	3	3
Special Projects Administrator	1	-	-	-
<b><i>Total Authorized Positions</i></b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>11</b>



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**Treasury****Description**

The Treasury activity, headed by the Manager of Treasury, is composed of three units: Administration, Revenue Accounting, and Customer Accounting.

The Manager of Treasury is directly involved in the administration of revenue and debt management, which includes cash management, revenue forecasting, and regulatory compliance. Additional responsibilities include: assessment billing; receivables collection; claims management and billings.

**Budget Commentary**

The Treasury budget of \$1,048,800 has decreased by \$62,300 or 5.6% below the 2016 approved budget.

**Payroll: (\$64,500)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by the delay in filling positions.

**Operations: \$2,200**

- Expenses for *Printed Forms* have been increased to be in line with 2016 expenses.

**Maintenance: \$0**

- No expenses are anticipated for 2017.

**Treasury**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	980,316	948,300	948,300	883,800
501201	Overtime	14,995	30,000	30,000	30,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	4,060	5,000	5,000	5,000
501601	Longevity Pay	1,975	1,700	1,700	1,700
	<b>Total Payroll</b>	<b>1,001,346</b>	<b>985,000</b>	<b>985,000</b>	<b>920,500</b>
	<b><i>Operations</i></b>				
502026	Clothing & Apparel	300	300	300	300
502107	Office Supplies & Expenses	3,736	4,500	4,500	4,500
502251	Printed Forms	6,137	3,800	3,800	6,000
502270	Seminars & Conventions	293	5,000	5,000	5,000
502271	Dues-Professional Associations	1,055	1,000	1,000	1,000
502272	Books & Subscriptions	546	1,500	1,500	1,500
502287	Outside Services	113,696	110,000	110,000	110,000
	<b>Total Operations</b>	<b>125,763</b>	<b>126,100</b>	<b>126,100</b>	<b>128,300</b>
	<b>Total Expenditure Classification</b>	<b>1,127,109</b>	<b>1,111,100</b>	<b>1,111,100</b>	<b>1,048,800</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 49%	552,283	544,400	544,400	513,900
	Water Allocation 51%	574,826	566,700	566,700	534,900
	<b>Total Funding Allocation</b>	<b>1,127,109</b>	<b>1,111,100</b>	<b>1,111,100</b>	<b>1,048,800</b>

**Authorized Positions**

Accounting Assistant	1	1	1	1
Accounting Assistant I	1	1	1	1
Administrative Analyst	1	1	1	1
Cash Management Analyst	1	1	1	1
Claims Agent	1	1	1	1
Customer Services Rep.	1	1	1	1
Financial Analyst	-	1	1	1
Management Analyst	2	-	-	-
Manager of Treasury	1	1	1	1
Principal Account Clerk	1	1	1	1
Receivables Administrator	-	1	1	1
Risk Services Analyst	1	-	-	-
Treasury Receivables Specialist	3	1	1	1
<b>Total Authorized Positions</b>	<b>14</b>	<b>11</b>	<b>11</b>	<b>11</b>

**Budget Unit****Description**

The Budget Unit is responsible for the annual budget process as well as budget reporting, grant accounting, and the development, analysis and monitoring of various budget programs. In addition, the Budget Unit provides Fixed Asset analysis, the review of project appropriations, expenditures and business areas within The District, this includes revenue and expenditure forecasting and management analysis.

**Budget Commentary**

The Budget Unit 2017 budget of \$405,200 is decreasing by \$15,900 or 3.8% below the 2016 level.

**Payroll: (\$14,500)**

- *Regular Pay* includes increments for eligible employees. Offset, by the elimination of one position that was not funded in 2016 and establishment of the *Temporary Help* allotment.

**Operations: (\$1,400)**

- *Other Printing* allotment is below 2016 adopted level based on historical spending.

**Budget Unit**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Payroll</b></i>				
501101	Regular Pay	435,147	407,300	407,300	390,800
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	2,000
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	250	1,100	1,100	1,100
	<i><b>Total Payroll</b></i>	<b>435,397</b>	<b>408,400</b>	<b>408,400</b>	<b>393,900</b>
	<i><b>Operations</b></i>				
502107	Office Supplies & Expenses	3,706	1,000	1,000	1,000
502259	Other Printing	9,096	11,400	11,400	10,000
502270	Seminars and Conventions	3,528	-	-	-
502271	Dues-Professional Associations	215	300	300	300
502274	Meeting Expenses	80	-	-	-
	<i><b>Total Operations</b></i>	<b>16,626</b>	<b>12,700</b>	<b>12,700</b>	<b>11,300</b>
	<i><b>Total Expenditure Classification</b></i>	<b>452,023</b>	<b>421,100</b>	<b>421,100</b>	<b>405,200</b>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 49%	221,491	206,300	206,300	198,500
	Water Allocation 51%	230,532	214,800	214,800	206,700
	<i><b>Total Funding Allocation</b></i>	<b>452,023</b>	<b>421,100</b>	<b>421,100</b>	<b>405,200</b>
	<i><b>Authorized Positions</b></i>				
	Financial Analyst	1	3	3	3
	Management Analyst	3	-	-	-
	Manager of Budgeting & Analysis	1	1	1	-
	Senior Financial Analyst	1	1	1	1
	<i><b>Total Authorized Positions</b></i>	<b>6</b>	<b>5</b>	<b>5</b>	<b>4</b>

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**Procurement****Description**

The Procurement activity is headed by the Director of Procurement. Procurement is responsible for the procuring of goods and services at the lowest cost of ownership to support the operations of the Metropolitan District in compliance with our Charter and Ordinances, Local, State and Federal regulations.

**Budget Commentary**

The 2017 Procurement budget is \$967,800, which is a decrease of \$19,500 or 2.0% below the 2016 adopted level.

**Payroll: \$28,300**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees.
- *Overtime* represents funding this line item based on historical usage.
- *Temporary Help* is increasing based upon participation.

**Operations: (\$47,800)**

- *Outside Services, Legal Advertising and Seminar & Conventions* decreasing based on historical spend.

## Procurement

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Payroll</b></i>				
501101	Regular Pay	782,315	865,200	865,200	892,500
501201	Overtime	3,416	8,000	8,000	4,000
501301	Temporary Help	3,008	-	-	5,000
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	1,300	1,400	1,400	1,400
	<i><b>Total Payroll</b></i>	<b>790,039</b>	<b>874,600</b>	<b>874,600</b>	<b>902,900</b>
	<i><b>Operations</b></i>				
502008	Legal Advertising	4,221	10,000	10,000	5,000
502027	Mileage Reimbursement	55	200	200	200
502107	Office Supplies & Expenses	3,461	4,500	4,500	4,500
502270	Seminars & Conventions	3,485	5,000	5,000	3,000
502271	Dues-Professional Associations	150	1,000	1,000	1,000
502272	Books & Subscriptions	-	500	500	200
502274	Meeting Expenses	241	500	500	500
502278	Business Travel	328	1,000	1,000	500
502287	Outside Services	48,651	90,000	90,000	50,000
502650	Diversity Programs	10,958	-	-	-
	<i><b>Total Operations</b></i>	<b>71,550</b>	<b>112,700</b>	<b>112,700</b>	<b>64,900</b>
	<i><b>Total Expenditure Classification</b></i>	<b>861,589</b>	<b>987,300</b>	<b>987,300</b>	<b>967,800</b>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 49%	422,179	483,800	483,800	474,200
	Water Allocation 51%	439,410	503,500	503,500	493,600
	<i><b>Total Funding Allocation</b></i>	<b>861,589</b>	<b>987,300</b>	<b>987,300</b>	<b>967,800</b>
	<i><b>Authorized Positions</b></i>				
	Buyer	1	-	-	-
	Compliance Analyst	-	1	1	1
	Contract Specialist	3	3	3	3
	Director of Procurement	1	1	1	1
	Procurement Specialist	-	1	1	1
	Strategic Sourcing Specialist	1	1	1	1
	Senior Buyer	1	1	1	1
	<i><b>Total Authorized Positions</b></i>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>

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**Procurement-Diversity****Description**

The Office of Diversity is responsible for the fair and vigorous enforcement of the District's anti-discrimination, employment and supplier/vendor diversity policies and practices and to promote cultural awareness, understanding and respect within the District's working environment.

**Budget Commentary**

The Diversity 2017 budget has been transferred to Engineering & Planning (2060015) in 2017.

## Procurement-Diversity

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Payroll</b></i>				
501101	Regular Pay	154,138	198,900	198,900	-
501201	Overtime	-	-	-	-
501301	Temporary Help	371	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
	<i><b>Total Payroll</b></i>	154,509	198,900	198,900	-
	<i><b>Operations</b></i>				
502107	Office Supplies & Expenses	-	1,000	1,000	-
502270	Seminars & Conventions	-	2,000	2,000	-
502272	Books & Subscriptions	-	300	300	-
502274	Meeting Expenses	2,216	1,500	1,500	-
502278	Business Travel	-	1,000	1,000	-
502296	Consultant Services	44,584	10,000	10,000	-
502625	Public Education & Information	3,858	3,000	3,000	-
502650	Diversity Programs	80,443	100,000	100,000	-
	<i><b>Total Operations</b></i>	131,101	118,800	118,800	-
	<i><b>Total Expenditure Classification</b></i>	285,611	317,700	317,700	-
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 49%	139,949	155,700	155,700	-
	Water Allocation 51%	145,662	162,000	162,000	-
	<i><b>Total Funding Allocation</b></i>	285,611	317,700	317,700	-
	<i><b>Authorized Positions</b></i>				
	Accounting Assistant 1	1	-	-	-
	Administrative Clerk	1	1	1	-
	Diversity Manager	1	1	1	-
	<i><b>Total Authorized Positions</b></i>	3	2	2	-



**Customer Service**

Customer Service, headed by the Manager of Customer Service, is responsible for all aspects of customer service, including the Call Center and water service billings.

**Budget Commentary**

The Customer Service activity budget for 2017 totals \$1,559,200 reflecting an increase of \$606,000 or 63.6% above the 2016 adopted level.

**Payroll: \$59,000**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees. Includes the transfer of 1 position from 1710015.

**Operations: \$547,000**

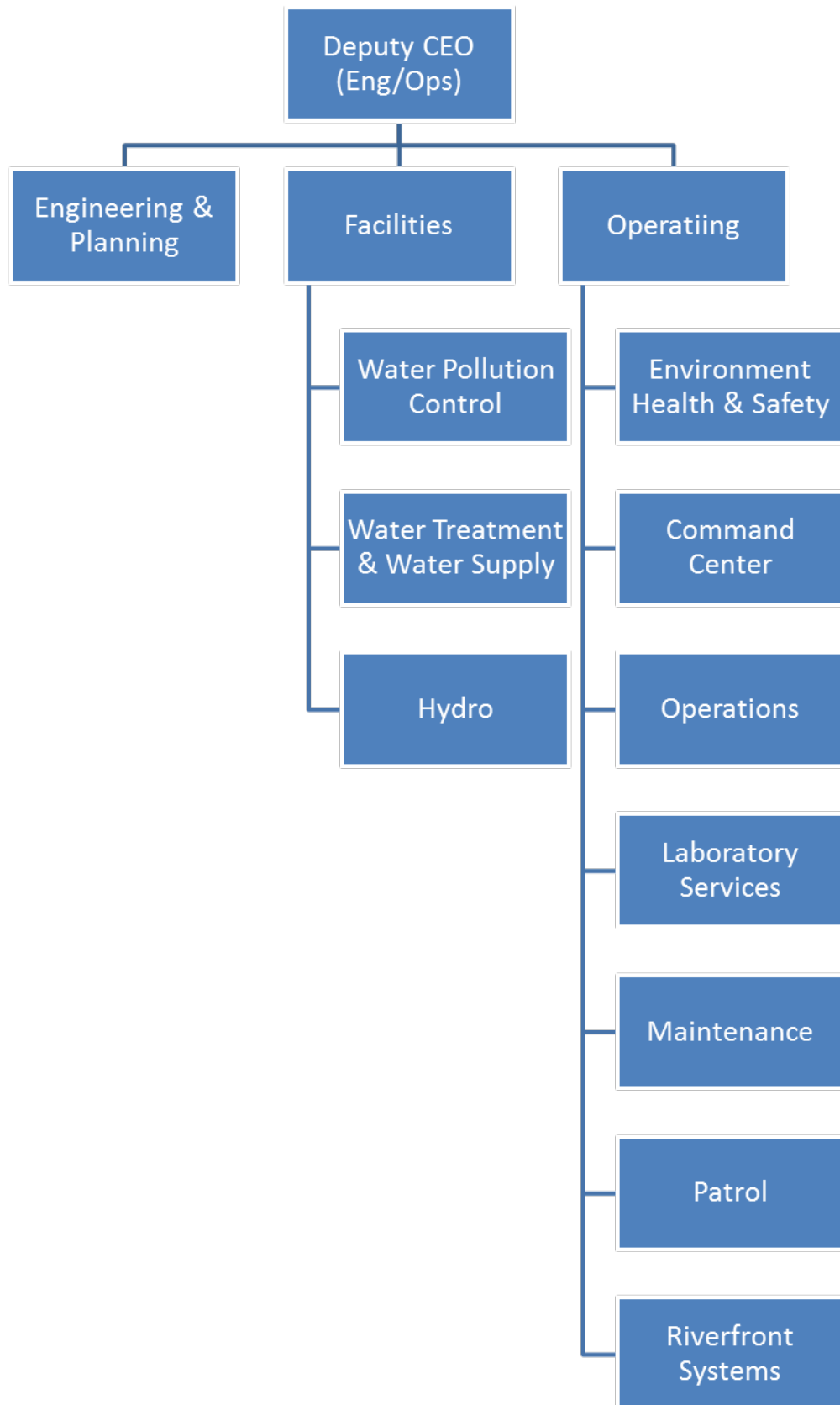
- *Postage, Envelopes and Outside Services expenses* are being transferred from Information Systems (1710015).

## Customer Service

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	-	911,300	911,300	974,900
501201	Overtime	-	20,000	20,000	15,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	2,900	2,900	3,300
	<b><i>Total Payroll</i></b>	-	934,200	934,200	993,200
	<b><i>Operations</i></b>				
502017	Postage	-	-	-	400,000
502107	Office Supplies & Expenses	-	5,000	5,000	5,000
502190	Security	-	-	-	-
502250	Envelopes	-	-	-	50,000
502259	Other Printing	-	5,000	5,000	5,000
502270	Seminars & Conventions	-	3,000	3,000	-
502271	Dues-Professional Associations	-	1,000	1,000	1,000
502287	Outside Services	-	5,000	5,000	105,000
	<b><i>Total Operations</i></b>	-	19,000	19,000	566,000
	<b><i>Total Expenditure Classification</i></b>	-	953,200	953,200	1,559,200
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 49%	-	467,100	467,100	764,000
	Water Allocation 51%	-	486,100	486,100	795,200
	<b><i>Total Funding Allocation</i></b>	-	953,200	953,200	1,559,200
	<b><i>Authorized Positions</i></b>				
	Customer Services Rep.	-	6	6	6
	Customer Services Supervisor	-	1	1	1
	Duplicating Services Operator 1	-	-	-	1
	Manager of Customer Service	-	1	1	1
	Principal Account Clerk	-	2	2	2
	Senior Customer Services Rep.	-	2	2	2
		-	12	12	13

# **Deputy CEO (Engineering/Operations)**

Engineering & Planning  
Environment, Health & Safety  
Command Center  
Operations  
Laboratory Services  
Water Pollution Control  
Maintenance  
Water Treatment & Supply  
Patrol  
Riverfront Park Systems  
Hydro



# **Operating Office**

Administration  
Communications

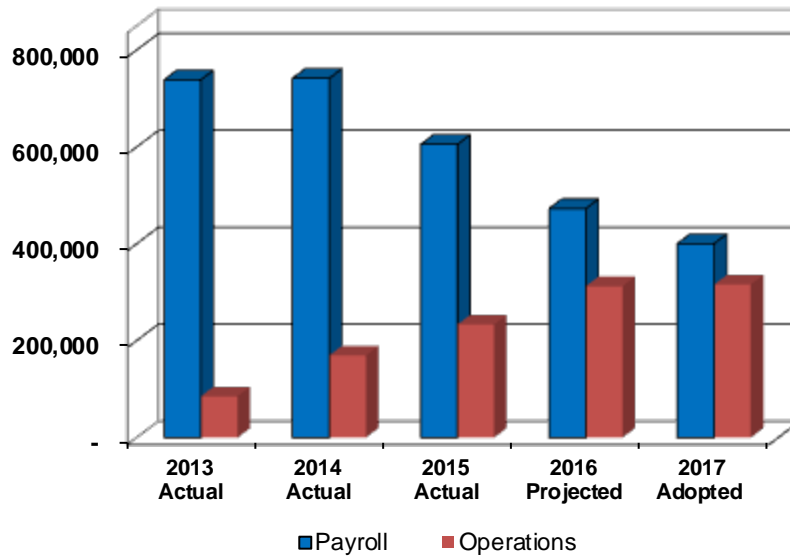
Operating Office

Administration

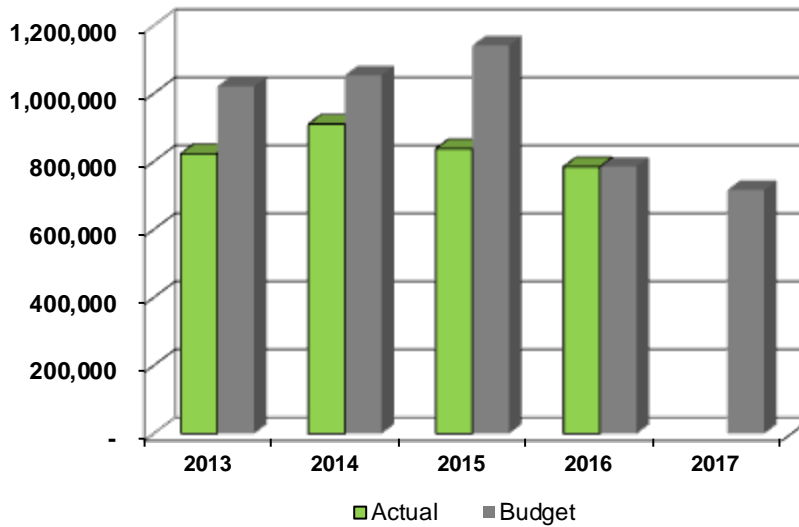
Communication

# Operating Office

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	738,527	741,422	605,228	472,800	400,400
Operations	85,237	169,318	233,219	312,400	315,800
Maintenance	-	-	-	-	-
<b>Total</b>	<b>823,763</b>	<b>910,740</b>	<b>838,446</b>	<b>785,200</b>	<b>716,200</b>



	2013	2014	2015	2016	2017
Actual	823,763	910,740	838,446	785,200	
Budget	1,020,700	1,053,900	1,141,400	785,200	716,200
<b>Variance</b>	<b>(196,937)</b>	<b>(143,160)</b>	<b>(302,954)</b>	<b>-</b>	

# **Operating Office**

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## **Summary**

### **Description**

The Operating Office is managed by the Deputy CEO (Engineering & Operations) who is responsible for overseeing all of the District's Operating departments: Engineering and Planning, Environment, Health & Safety, Command Center, Operations, Laboratory Services, Water Pollution Control, Maintenance, Water Treatment and Water Supply, Patrol, Riverfront Park Systems and Hydro. The Operating Office also includes a Communications department.

### **Budget Commentary**

The Operating Office budget for 2017 totals \$716,200, decreasing \$69,000 or 8.8% below the 2016 adopted level. Budget details for the activities comprising the Operating Office follow.



# Operating Office

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b>Summary by Activity</b>				
Administration	472,734	283,600	283,600	152,100
Communication	365,712	501,600	501,600	564,100
<b>Total Summary by Activity</b>	<b>838,446</b>	<b>785,200</b>	<b>785,200</b>	<b>716,200</b>
<b>Summary by Major Account</b>				
<b>Payroll</b>				
Regular Pay	604,403	472,500	472,500	400,000
Overtime	-	-	-	-
Temporary	-	-	-	-
Standby & Premium Pay	-	-	-	-
Longevity Pay	825	300	300	400
<b>Total Payroll</b>	<b>605,228</b>	<b>472,800</b>	<b>472,800</b>	<b>400,400</b>
Operations	233,219	312,400	312,400	315,800
<b>Total Summary by Major Account</b>	<b>838,446</b>	<b>785,200</b>	<b>785,200</b>	<b>716,200</b>
<b>Funding Allocation</b>				
Sewer Allocation 49%	410,839	384,800	384,800	350,900
Water Allocation 51%	427,607	400,400	400,400	365,300
<b>Total Funding Allocation</b>	<b>838,446</b>	<b>785,200</b>	<b>785,200</b>	<b>716,200</b>
<b>Authorized Positions</b>				
Administration	4	2	2	2
Communication	2	2	2	3
<b>Total Authorized Positions</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>5</b>

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**Administration****Description**

The Operating Office managed by the Deputy CEO (Engineering & Operations) is responsible for overseeing all of the District's Operating departments: Environment, Health & Safety, Engineering and Planning, Command Center, Operations, Laboratory Services, Water Pollution Control, Maintenance, Water Treatment, Water Supply, Patrol, Riverfront Park Systems and Hydro.

**Budget Commentary**

The Operating Office Administrative budget for 2017 totals \$152,100, decreasing by \$131,500 or 46.4% below the 2016 adopted level.

**Payroll: (\$133,500)**

- *Regular Pay* includes increments for eligible employees, offset by the delay in filling the Director of Operations position.

**Operations: \$2,000**

- Expenses are in line with 2017 projected activities.

Administration

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Payroll</i></b>					
501101	Regular Pay	392,660	254,800	254,800	121,300
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	575	-	-	-
	<b>Total Payroll</b>	<b>393,235</b>	<b>254,800</b>	<b>254,800</b>	<b>121,300</b>
<b><i>Operations</i></b>					
502026	Clothing & Apparel	-	500	500	500
502049	Licenses and Registration	509	300	300	300
502107	Office Supplies & Expenses	2,236	5,000	5,000	4,000
502270	Seminars & Conventions	2,143	4,000	4,000	4,000
502271	Dues-Professional Associations	17,600	15,000	15,000	18,000
502274	Meeting Expenses	8,825	4,000	4,000	4,000
502296	Consultant Services	48,187	-	-	-
	<b>Total Operations</b>	<b>79,499</b>	<b>28,800</b>	<b>28,800</b>	<b>30,800</b>
	<b>Total Expenditure Classification</b>	<b>472,734</b>	<b>283,600</b>	<b>283,600</b>	<b>152,100</b>
<b><i>Funding Allocation</i></b>					
	Sewer Allocation 49%	231,640	139,000	139,000	74,500
	Water Allocation 51%	241,094	144,600	144,600	77,600
	<b>Total Funding Allocation</b>	<b>472,734</b>	<b>283,600</b>	<b>283,600</b>	<b>152,100</b>
<b><i>Authorized Positions</i></b>					
	Administrative Assistant	1	1	1	1
	Assistant to the COO	1	-	-	-
	Chief Operating Officer (COO)	1	-	-	-
	Director of Operations	1	1	1	1
	<b>Total Authorized Positions</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>

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**Communications****Description**

The Communication Department is responsible for the development and implementation of communication and project outreach programs and distribution of materials designed to improve the way project information is relayed to the public as well as internally throughout the District. This group is responsible for the management of Community Outreach Liaison Teams which support Project Outreach in the communities where District projects are taking place. In addition, this unit is responsible for the development and distribution of various communication vehicles which include, but are not limited to, the District bill insert, newsletter, and TV program.

**Budget Commentary**

The Communication Department budget for 2017 totals \$564,100, increasing by \$62,500 or 12.5% above 2016 adopted levels.

**Payroll: \$61,100**

- *Regular Pay* includes increments for eligible employees and 1 position transferred from 5410020.
- *Longevity expense* has increased based upon participation

**Operations: \$1,400**

- *Community Sponsorship & Conventions* has been established based on the development of this program in 2017.

**Communications**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<i><b>Payroll</b></i>					
501101	Regular Pay	211,743	217,700	217,700	278,700
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	250	300	300	400
<i><b>Total Payroll</b></i>		<b>211,993</b>	<b>218,000</b>	<b>218,000</b>	<b>279,100</b>
<i><b>Operations</b></i>					
502001	Advertising	2,471	5,500	5,500	5,500
502026	Clothing & Apparel	-	300	300	-
502027	Mileage Reimbursement	-	300	300	-
502107	Office Supplies & Expenses	2,118	2,000	2,000	4,000
502253	Periodic Publications	58,261	90,000	90,000	87,000
502270	Seminars & Conventions	120	1,000	1,000	1,000
502274	Meeting Expenses	2,082	3,000	3,000	3,000
502296	Consultant Services	78,280	144,000	144,000	138,000
502625	Public Education & Information	5,826	14,500	14,500	14,500
502627	Community Sponsorships & Conventions	-	-	-	15,000
502630	Promotional Materials	4,560	11,000	11,000	11,000
502633	Youth Education	-	12,000	12,000	6,000
<i><b>Total Operations</b></i>		<b>153,719</b>	<b>283,600</b>	<b>283,600</b>	<b>285,000</b>
<i><b>Total Expenditure Classification</b></i>		<b>365,712</b>	<b>501,600</b>	<b>501,600</b>	<b>564,100</b>
<i><b>Funding Allocation</b></i>					
Sewer Allocation 49%		179,199	245,800	245,800	276,400
Water Allocation 51%		186,513	255,800	255,800	287,700
<i><b>Total Funding Allocation</b></i>		<b>365,712</b>	<b>501,600</b>	<b>501,600</b>	<b>564,100</b>
<i><b>Authorized Positions</b></i>					
Professional Level Trainee		-	-	-	1
Special Services Admin		2	2	2	2
<i><b>Total Authorized Positions</b></i>		<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>

# **Engineering & Planning**

Administration

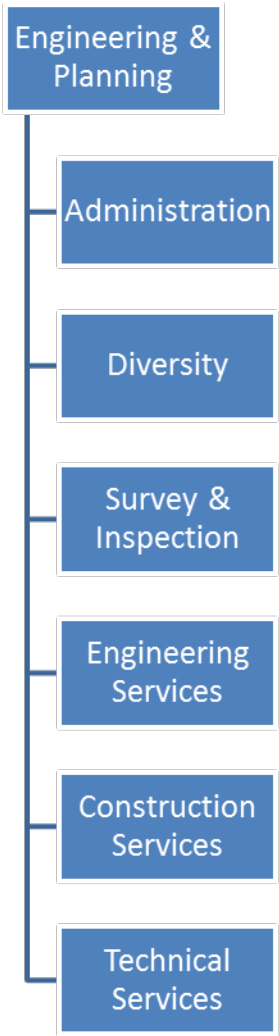
Diversity

Technical Services

Engineering Services

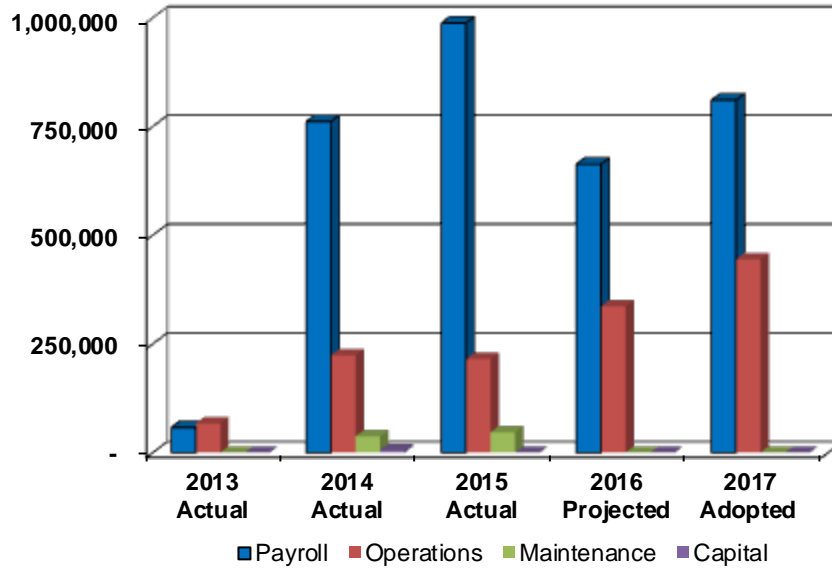
Construction Services

Survey & Inspection

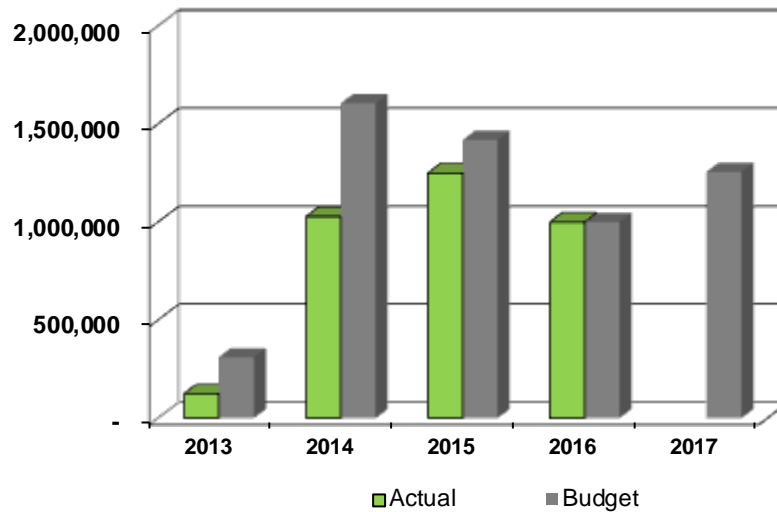


# Engineering & Planning

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	57,853	761,407	987,742	663,400	810,700
Operations	66,971	223,699	215,229	336,200	444,500
Maintenance	-	37,131	46,984	-	-
Capital	-	5,553	-	-	-
<b>Total</b>	<b>124,824</b>	<b>1,027,791</b>	<b>1,249,955</b>	<b>999,600</b>	<b>1,255,200</b>



	2013	2014	2015	2016	2017
Actual	124,824	1,027,791	1,249,955	999,600	
Budget	310,400	1,604,700	1,417,600	999,600	1,255,200
Variance	(185,576)	(576,909)	(167,645)	-	



# **Engineering & Planning**

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## **Summary**

### **Description**

The Engineering and Planning Department in 2017 consists of: Administration, Survey & Inspection, Engineering Services, Construction Services, Technical Services and Diversity.

### **Budget Commentary**

The overall Engineering & Planning budget for 2017 is 1,255,200 which has increased by \$255,600 or 25.6% above the budget level adopted for 2016. Budget details for the activities comprising the Engineering and Planning department follow.

# Engineering & Planning

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Summary by Activity</i></b>				
Administration	552,223	999,600	999,600	1,002,400
GIS Services	708,301	-	-	-
Diversity	-	-	-	252,800
<b><i>Total Summary by Activity</i></b>	<b>1,260,523</b>	<b>999,600</b>	<b>999,600</b>	<b>1,255,200</b>
<b><i>Summary by Major Account</i></b>				
<b><i>Payroll</i></b>				
Regular Pay	983,705	662,100	662,100	807,300
Overtime	462	500	500	500
Temporary Help	-	-	-	-
Standby & Premium Pay	-	-	-	-
Longevity Pay	3,575	800	800	2,900
<b><i>Total Payroll</i></b>	<b>987,742</b>	<b>663,400</b>	<b>663,400</b>	<b>810,700</b>
Operations	215,229	336,200	336,200	444,500
Maintenance	46,984	-	-	-
Capital	10,568	-	-	-
<b><i>Total Summary by Major Account</i></b>	<b>1,260,523</b>	<b>999,600</b>	<b>999,600</b>	<b>1,255,200</b>
<b><i>Funding Allocation</i></b>				
Sewer Allocation 49%	617,656	489,800	489,800	615,100
Water Allocation 51%	642,867	509,800	509,800	640,100
<b><i>Total Funding Allocation</i></b>	<b>1,260,523</b>	<b>999,600</b>	<b>999,600</b>	<b>1,255,200</b>
<b><i>Authorized Positions</i></b>				
Administration	3	7	7	7
GIS Services	8	-	-	-
Diversity	-	-	-	1
<b><i>Total Authorized Positions</i></b>	<b>11</b>	<b>7</b>	<b>7</b>	<b>8</b>

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**Administration****Description**

The Administration activity headed by the Director of Engineering and Planning, is responsible for the overall management of the department's major activities: Technical Services, Engineering Services, Construction Services, Survey & Inspection and Diversity. In this role, Administration develops and administers department-wide policies and allocates available resources to maximize operational efficiency and assure achievement of departmental goals and objectives.

The Director is also directly involved in the day-to-day administration and management of the District's Capital Improvement Plan and the planning of additional, related improvements.

**Budget Commentary**

The Engineering and Planning Administration budget for 2017 is \$1,002,400, which is an increase of \$2,800 or 0.3 % above the expenditure level adopted for the 2016.

**Payroll: \$9,500**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees.

**Operations: (\$6,700)**

- A decrease in various allotments is based on historical spending levels.

Administration

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<i>Payroll</i>					
501101	Regular Pay	346,698	662,100	662,100	669,500
501201	Overtime	462	500	500	500
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	1,275	800	800	2,900
	<b>Total Payroll</b>	<b>348,435</b>	<b>663,400</b>	<b>663,400</b>	<b>672,900</b>
<i>Operations</i>					
502011	Meal Allowances	-	100	100	-
502013	Permits	470	-	-	-
502026	Clothing & Apparel	2,400	3,000	3,000	2,000
502049	Licenses & Registration	11,156	11,100	11,100	11,000
502061	Material from Stock	2,739	5,000	5,000	4,000
502107	Office Supplies & Expenses	13,962	15,000	15,000	23,000
502110	Survey & Construction Supplies	9,590	15,000	15,000	15,000
502111	Small Tools	4,184	3,500	3,500	3,500
502112	Communication Equipment & Supplies	522	3,000	3,000	2,000
502136	Safety & First Aid Supplies	375	500	500	500
502255	Blueprints, Maps, & Charts	774	500	500	500
502270	Seminars & Conventions	7,305	15,000	15,000	17,000
502271	Dues-Professional Associations	9,068	9,000	9,000	7,000
502272	Books & Subscriptions	2,309	4,000	4,000	2,500
502274	Meeting Expenses	1,486	1,500	1,500	1,500
502287	Outside Services	22,816	25,000	25,000	90,000
502296	Consultant Services	114,632	225,000	225,000	150,000
	<b>Total Operations</b>	<b>203,788</b>	<b>336,200</b>	<b>336,200</b>	<b>329,500</b>
	<b>Total Expenditure Classification</b>	<b>552,223</b>	<b>999,600</b>	<b>999,600</b>	<b>1,002,400</b>
<i>Funding Allocation</i>					
	Sewer Allocation 49%	270,589	489,800	489,800	491,200
	Water Allocation 51%	281,634	509,800	509,800	511,200
	<b>Total Funding Allocation</b>	<b>552,223</b>	<b>999,600</b>	<b>999,600</b>	<b>1,002,400</b>

*Authorized Positions*

Administrative Clerk	1	1	1	1
Director of Engineering & Planning	1	1	1	1
Engineering Drafter	-	2	2	1
Sr. Engineering Drafter	-	2	2	3
Special Projects Administrator	1	1	1	1
<b>Total Authorized Positions</b>	<b>3</b>	<b>7</b>	<b>7</b>	<b>7</b>

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**GIS Services**

**Description**

The GIS Services department was transferred to Information Technology – GIS (1720015) budget in 2016. The following information has been provided for information purposes only.

GIS Services

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Payroll</b></i>				
501101	Regular Pay	637,007	-	-	-
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	2,300	-	-	-
	<i><b>Total Payroll</b></i>	<b>639,307</b>	-	-	-
	<i><b>Operations</b></i>				
502115	Computer Software	495	-	-	-
502255	Blueprints, Maps, & Charts	5,126	-	-	-
502270	Seminars & Conventions	350	-	-	-
502271	Dues-Professional Associations	175	-	-	-
	<i><b>Total Operations</b></i>	<b>11,441</b>	-	-	-
	<i><b>Maintenance</b></i>				
503215	GIS Support Maintenance	46,984	-	-	-
	<i><b>Total Maintenance</b></i>	<b>46,984</b>	-	-	-
504203	Office Furniture & Equipment	10,568	-	-	-
	<i><b>Total Capital Outlay</b></i>	<b>10,568</b>	-	-	-
	<i><b>Total Expenditure Classification</b></i>	<b>708,301</b>	-	-	-
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 49%	347,067	-	-	-
	Water Allocation 51%	361,234	-	-	-
	<i><b>Total Funding Allocation</b></i>	<b>708,301</b>	-	-	-
	<i><b>Authorized Positions</b></i>				
	Engineering Drafter	1	-	-	-
	GIS Analyst	1	-	-	-
	Mapping Technician	3	-	-	-
	Principal GIS Analyst	2	-	-	-
	Sr. Engineering Drafter	1	-	-	-
	<i><b>Total Authorized Positions</b></i>	<b>8</b>	-	-	-

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**Diversity****Description**

The Office of Diversity is responsible for the fair and vigorous enforcement of the District's anti-discrimination, employment and supplier/vendor diversity policies and practices and to promote cultural awareness, understanding and respect within the District's working environment.

**Budget Commentary**

The Diversity 2017 budget is \$256,300, which is a decrease of \$64,900, or 20.4% below the 2016 adopted level. Department has been transferred from Procurement-Diversity (1851015).

**Payroll: (\$61,100)**

- *Regular Pay* includes increments for eligible employees, offset, by the elimination 1 position.

**Operations: (\$3,800)**

- *Diversity Programs and Books and Subscriptions* decreased based on historical spending.

Diversity

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i>Payroll</i>				
501101	Regular Pay	-	-	-	137,800
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
	<i>Total Payroll</i>	-	-	-	137,800
	<i>Operations</i>				
502107	Office Supplies & Expenses	-	-	-	1,000
502270	Seminars & Conventions	-	-	-	2,000
502274	Meeting Expenses	-	-	-	1,500
502278	Business Travel	-	-	-	1,000
502296	Consultant Services	-	-	-	10,000
502625	Public Education & Information	-	-	-	3,000
502650	Diversity Programs	-	-	-	96,500
	<i>Total Operations</i>	-	-	-	115,000
	<i>Total Expenditure Classification</i>	-	-	-	252,800
	<i>Funding Allocation</i>				
	Sewer Allocation 49%	-	-	-	123,900
	Water Allocation 51%	-	-	-	128,900
	<i>Total Funding Allocation</i>	-	-	-	252,800
	<i>Authorized Positions</i>				
	Diversity Manager	-	-	-	1
	<i>Total Authorized Positions</i>	-	-	-	1



**Survey & Inspection****Description/Budget Commentary**

The Survey & Inspection department is a part of the Capital Improvement Program. Specific projects and details are located in the 2017 Capital Improvement Budget. There are 24 positions budgeted for the full year 2017 Capital Improvement Program budget. One position was transferred to 1910015 and one position to 5026020.

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**Engineering Services****Description/Budget Commentary**

The Engineering Services department is a part of the Capital Improvement Program. Specific projects and details are located in the 2017 Capital Improvement Budget. There are 11 positions budgeted for the full year 2017 Capital Improvement Program budget. One position was transferred from 7930008.

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**Construction Services****Description/Budget Commentary**

The Construction Services department is a part of the Capital Improvement Program. Specific projects and details are located in the 2017 Capital Improvement Budget. There are 13 positions budgeted for the full year 2017 Capital Improvement Program budget. Three positions were transferred to 7930008.

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**Technical Services****Description/Budget Commentary**

The Technical Services department is a part of the Capital Improvement Program. Specific projects and details are located in the 2017 Capital Improvement Budget. There are 16 positions budgeted for the full year 2017 Capital Improvement Program budget. Of these 16 positions 1 position transferred from 7930005, 1 position transferred to 1710015, 3 positions transferred from 7930007 and 1 position transferred to 1910015.

# **Environment, Health & Safety**

Administration

Household Hazardous Waste — District

Household Hazardous Waste — Non-District

Environment,  
Health & Safety

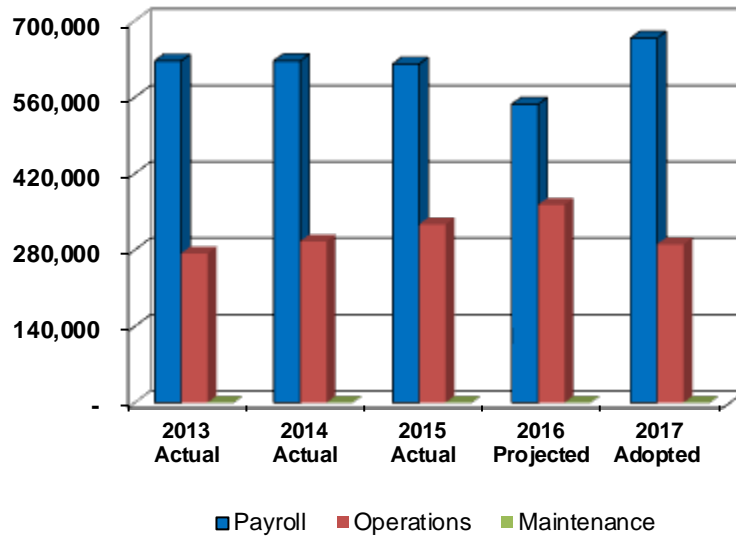
Administration

Household  
Hazardous Waste  
— District

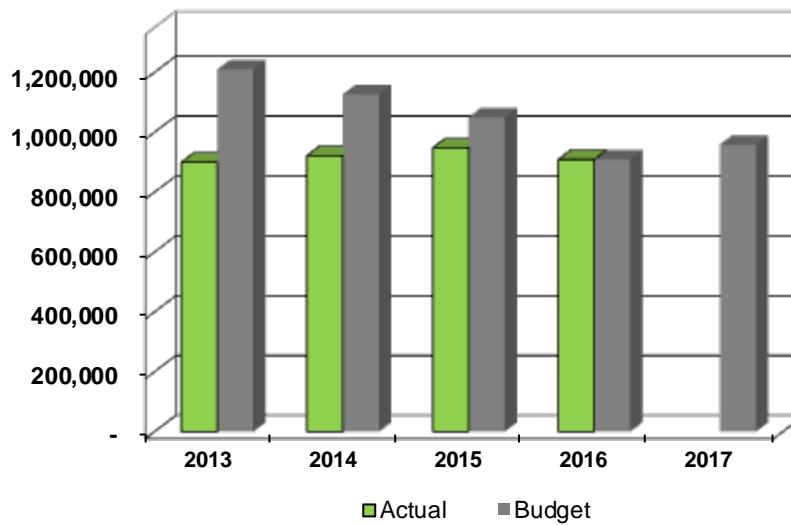
Household  
Hazardous Waste  
— Non-District

# Environment, Health & Safety

## Summary



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	626,389	626,483	620,855	546,700	668,000
Operations	273,751	295,809	327,021	362,500	290,400
Maintenance	-	-	-	-	-
<b>Total</b>	<b>900,141</b>	<b>922,292</b>	<b>947,876</b>	<b>909,200</b>	<b>958,400</b>



	2013	2014	2015	2016	2017
Actual	900,141	922,292	947,876	909,200	
Budget	1,209,800	1,126,600	1,049,600	909,200	958,400
<b>Variance</b>	<b>(309,659)</b>	<b>(204,308)</b>	<b>(101,724)</b>	<b>-</b>	<b>-</b>

# **Environment, Health & Safety**

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## **Summary**

### **Description**

The Environment, Health & Safety Department consists of three major activities: Administration, Household Hazardous Waste-District and Household Hazardous Waste-Non-District. A detailed discussion regarding the specific duties and objectives of the Environment, Health & Safety Department is included on the following pages.

### **Budget Commentary**

The Environment, Health & Safety budget for 2017 totals \$958,400, which is \$49,200 or 5.4% above the 2016 adopted level. Budget details for the activities comprising the Environment, Health & Safety Department follow.



# Environment, Health & Safety

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Summary by Activity</i></b>				
Administration	726,033	658,500	658,500	752,100
Household Hazardous Waste - District	176,711	188,800	188,800	185,000
Household Hazardous Waste - Non-District	45,133	61,900	61,900	21,300
<b><i>Total Summary by Activity</i></b>	<b>947,876</b>	<b>909,200</b>	<b>909,200</b>	<b>958,400</b>
<b><i>Summary by Major Account</i></b>				
<b><i>Payroll</i></b>				
Regular Pay	606,352	513,800	513,800	637,800
Overtime	11,927	11,400	11,400	19,000
Pay Temporary	1,176	20,000	20,000	10,000
Standby & Premium Pay	-	-	-	-
Longevity Pay	1,400	1,500	1,500	1,200
<b><i>Total Payroll</i></b>	<b>620,855</b>	<b>546,700</b>	<b>546,700</b>	<b>668,000</b>
Operations	327,021	362,500	362,500	290,400
Maintenance	-	-	-	-
<b><i>Total Summary by Major Account</i></b>	<b>947,876</b>	<b>909,200</b>	<b>909,200</b>	<b>958,400</b>
<b><i>Funding Allocation</i></b>				
Sewer Allocation 49%	464,459	445,500	445,500	469,600
Water Allocation 51%	483,417	463,700	463,700	488,800
<b><i>Total Funding Allocation</i></b>	<b>947,876</b>	<b>909,200</b>	<b>909,200</b>	<b>958,400</b>
<b><i>Authorized Positions</i></b>				
Administration	6	5	5	6

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**Administration****Description**

The District's Environment, Health & Safety (EH&S) Department is responsible for the management and administration of environmental, health, and safety programs and activities on a District-wide basis. The Environment, Health & Safety Department is responsible for OSHA compliance, environmental permits and Consent Order compliance, FOG program, safety training, environmental reporting and the Household Hazardous Waste Program.

**Budget Commentary**

The Environment, Health & Safety budget for 2017 totals \$774,300, which is an increase of \$115,800 or 17.6% above the 2016 adopted level.

**Payroll: \$133,700**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees. Included in this increase the following occurred one position transferred from 7930005, 1 position from 7930008 and 1 position was eliminated.
- *Overtime* has increased to cover increase hours for 2017.
- *Longevity expense* has decreased based upon participation.

**Operations: (\$17,900)**

- A decrease in various allotments is based on historical spending levels.

**Administration**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Payroll</i></b>					
501101	Regular Pay	606,352	513,800	513,800	637,800
501201	Overtime	-	-	-	10,000
501301	Temporary Help	1,176	20,000	20,000	10,000
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	1,400	1,500	1,500	1,200
	<b>Total Payroll</b>	<b>608,928</b>	<b>535,300</b>	<b>535,300</b>	<b>659,000</b>
502049	Licenses and Registration	-	600	600	600
502107	Office Supplies & Expenses	7,707	4,000	4,000	4,000
502111	Small Tools	94	500	500	500
502136	Safety & First Aid Supplies	38,105	30,000	30,000	30,000
502270	Seminars & Conventions	2,420	3,600	3,600	3,000
502271	Dues-Professional Associations	1,965	2,000	2,000	2,000
502272	Books & Subscriptions	299	-	-	-
502274	Meeting Expenses	2,540	2,500	2,500	2,000
502287	Outside Services	2,564	10,000	10,000	3,000
502293	Medical Services	31,121	35,000	35,000	35,000
502295	Outside Testing & Lab Services	1,035	10,000	10,000	3,000
502296	Consultant Services	29,255	25,000	25,000	10,000
	<b>Total Operations</b>	<b>117,105</b>	<b>123,200</b>	<b>123,200</b>	<b>93,100</b>
	<b>Total Expenditure Classification</b>	<b>726,033</b>	<b>658,500</b>	<b>658,500</b>	<b>752,100</b>
<b><i>Funding Allocation</i></b>					
	Sewer Allocation 49%	355,756	322,700	322,700	368,500
	Water Allocation 51%	370,277	335,800	335,800	383,600
	<b>Total Funding Allocation</b>	<b>726,033</b>	<b>658,500</b>	<b>658,500</b>	<b>752,100</b>
<b><i>Authorized Positions</i></b>					
	Administrative Clerk	1	1	1	1
	Construction Services Supervisor	-	-	-	1
	Environmental Analyst 2	1	1	1	1
	Facility Engineer 3	1	-	-	-
	Manager of EH&S	1	1	1	1
	Occupational Health & Safety Analyst	2	2	2	1
	Project Manager	-	-	-	1
	<b>Total Authorized Positions</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>6</b>

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**Household Hazardous Waste — District****Description**

The Household Hazardous Waste (HHW) program provides member towns (and non-member towns, see 1930015) with hazardous waste collection and disposal services via a regional collection program. A qualified, licensed hazardous materials-handling firm, under contract to the District, provides collection and disposal services. Staff's duties include planning, scheduling, contract administration, collection day supervision, business development, advertising and coordination of the program.

**Budget Commentary**

The HHW District budget for 2017 totals \$188,900, which is above the 2016 adopted level by \$100 or an increase of 0.1%

**Payroll: (\$400)**

- *Overtime* is decreased based on historical spending levels.

**Operations: (\$3,800)**

- Expenses decreased based on historical spending levels.

Household Hazardous Waste — District

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i>Payroll</i>				
501101	Regular Pay	-	-	-	-
501201	Overtime	9,674	8,400	8,400	8,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
	<i>Total Payroll</i>	<b>9,674</b>	<b>8,400</b>	<b>8,400</b>	<b>8,000</b>
502026	Clothing & Apparel	-	1,200	1,200	500
502107	Office Supplies & Expenses	151	400	400	400
502138	Safety Equipment	496	700	700	400
502188	Refuse Collection	7,871	8,000	8,000	8,500
502204	Household Hazardous Waste Disposal	137,398	145,000	145,000	150,000
502274	Meeting Expenses	886	1,600	1,600	1,200
502287	Outside Services	320	-	-	-
502625	Public Education & Information	19,102	22,000	22,000	14,000
502630	Promotional Materials	813	1,500	1,500	2,000
	<i>Total Operations</i>	<b>167,037</b>	<b>180,400</b>	<b>180,400</b>	<b>177,000</b>
	<i>Total Expenditure Classification</i>	<b>176,711</b>	<b>188,800</b>	<b>188,800</b>	<b>185,000</b>
	<i>Funding Allocation</i>				
	Sewer Allocation 49%	86,588	92,500	92,500	90,700
	Water Allocation 51%	90,123	96,300	96,300	94,300
	<i>Total Funding Allocation</i>	<b>176,711</b>	<b>188,800</b>	<b>188,800</b>	<b>185,000</b>

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**Household Hazardous Waste — Non-District**

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**Description**

The Household Hazardous Waste (HHW) program also provides non-member towns with hazardous waste collection and disposal services via a regional collection program. A qualified, licensed hazardous materials handling firm, under contract to the District, provides collection and disposal services. Staff's duties include planning, scheduling, contract administration, collection day supervision, business development, advertising and coordination of the program.

**Budget Commentary**

The HHW Non-District budget for 2017 totals \$21,500, which is below the 2016 adopted level by \$40,400 or 65.3%. The cost for these events is billed to non-district communities, which is reflected in revenue.

**Payroll: (\$2,000)**

- *Overtime* has decreased based on historical spending levels.

**Operations: (\$40,600)**

- Expenses decreased based on historical spending levels.

Household Hazardous Waste — Non-District

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i>Payroll</i>				
501101	Regular Pay	-	-	-	-
501201	Overtime	2,253	3,000	3,000	1,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
	<i>Total Payroll</i>	2,253	3,000	3,000	1,000
502026	Clothing & Apparel	-	400	400	100
502107	Office Supplies & Expenses	7	200	200	100
502138	Safety Equipment	34	400	400	100
502188	Refuse Collection	1,593	2,000	2,000	1,000
502204	Household Hazardous Waste Disposal	33,771	45,000	45,000	15,000
502274	Meeting Expenses	385	400	400	200
502625	Public Education & Information	6,681	9,000	9,000	2,800
502630	Promotional Materials	407	1,500	1,500	1,000
	<i>Total Operations</i>	42,879	58,900	58,900	20,300
	<i>Total Expenditure Classification</i>	45,133	61,900	61,900	21,300
	<i>Funding Allocation</i>				
	Sewer Allocation 49%	22,115	30,300	30,300	10,400
	Water Allocation 51%	23,018	31,600	31,600	10,900
	<i>Total Funding Allocation</i>	45,133	61,900	61,900	21,300

# **Command Center**

Administration

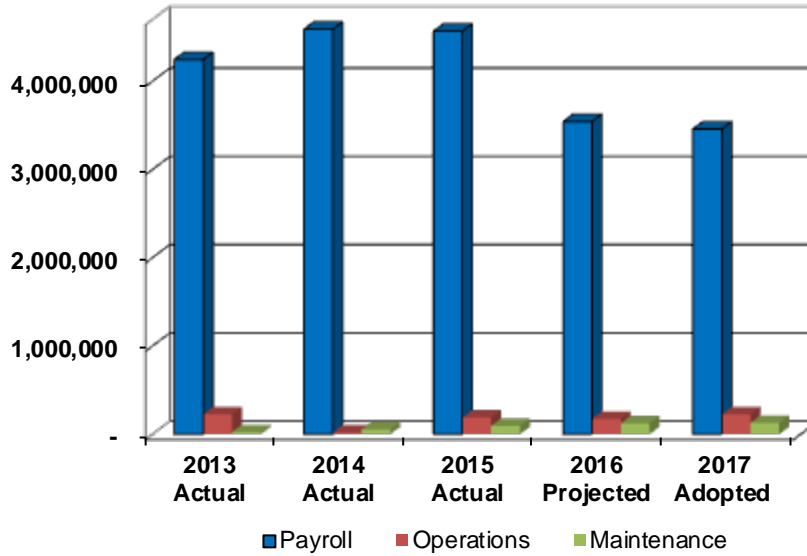
Utility Services



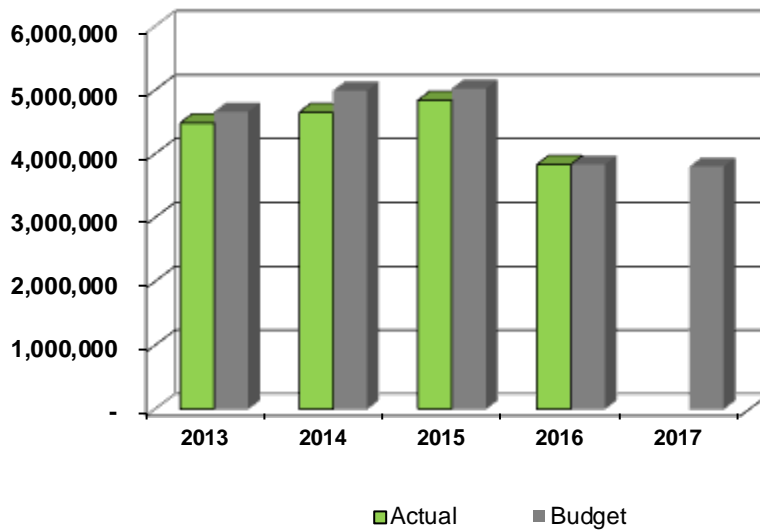


# Command Center

## Summary



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	4,243,832	4,587,132	4,564,964	3,541,200	3,456,700
Operations	222,036	16,722	185,474	173,000	220,300
Maintenance	21,085	50,254	92,259	121,500	126,300
<b>Total</b>	<b>4,486,953</b>	<b>4,654,108</b>	<b>4,842,697</b>	<b>3,835,700</b>	<b>3,803,300</b>



	2013	2014	2015	2016	2017
Actual	4,486,953	4,654,108	4,842,697	3,835,700	
Budget	4,662,000	4,991,400	5,026,100	3,835,700	3,803,300
<b>Variance</b>	<b>(175,047)</b>	<b>(337,292)</b>	<b>(183,403)</b>	<b>-</b>	<b>-</b>

# Command Center

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## Summary

### Description

The Command Center, previously titled Customer Services, is headed by the Manager of Command Center, oversees the Administration activity, and Utility Services activity. The Command Center Department will be responsible for responding to all customer related emergencies as well as shift operations for emergency standby.

### Budget Commentary

The overall Command Center budget for 2017 is \$3,803,300, which has decreasing by \$32,400 or 0.8% below the budget level adopted for 2016. Budget details for the activities comprising the Command Center department follow.

# Command Center

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Summary by Activity</i></b>				
Administration	1,234,723	-	-	-
Command Center	1,932,539	2,144,700	2,144,700	2,149,300
Utility Services	1,675,435	1,691,000	1,691,000	1,654,000
<b><i>Total Summary by Activity</i></b>	<b>4,842,697</b>	<b>3,835,700</b>	<b>3,835,700</b>	<b>3,803,300</b>
<b><i>Summary by Major Accounts</i></b>				
<b>Payroll</b>				
Regular Pay	3,864,461	2,945,000	2,945,000	3,003,200
Overtime	641,248	550,000	550,000	408,100
Temporary Help	2,485	-	-	-
Standby & Premium Pay	41,083	33,000	33,000	33,200
Longevity Pay	15,688	13,200	13,200	12,200
<b><i>Total Payroll</i></b>	<b>4,564,964</b>	<b>3,541,200</b>	<b>3,541,200</b>	<b>3,456,700</b>
Operations	185,474	173,000	173,000	220,300
Maintenance	92,259	121,500	121,500	126,300
Capital Outlay	-	-	-	-
<b><i>Total Summary by Major Accounts</i></b>	<b>4,842,697</b>	<b>3,835,700</b>	<b>3,835,700</b>	<b>3,803,300</b>
<b><i>Funding Allocation</i></b>				
Sewer Allocation 34%	1,646,517	1,304,100	1,304,100	1,293,200
Water Allocation 66%	3,196,180	2,531,600	2,531,600	2,510,100
<b><i>Total Funding Allocation</i></b>	<b>4,842,697</b>	<b>3,835,700</b>	<b>3,835,700</b>	<b>3,803,300</b>
<b><i>Authorized Positions</i></b>				
Administration	17	-	-	-
Command Center	19	20	20	20
Utility Services	16	16	16	15
<b><i>Total Authorized Positions</i></b>	<b>52</b>	<b>36</b>	<b>36</b>	<b>35</b>

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**Customer Service****Description**

The Customer Service department has been transferred to Finance – Customer Service (1870015) in 2016. The following information has been provided for information purposes only.

Customer Service

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	1,101,958	-	-	-
501201	Overtime	87,642	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	3,613	-	-	-
	<b><i>Total Payroll</i></b>	<b>1,193,212</b>	-	-	-
	<b><i>Operations</i></b>				
502026	Clothing & Apparel	2,203	-	-	-
502107	Office Supplies & Expenses	8,425	-	-	-
502270	Seminars & Conventions	180	-	-	-
502271	Dues-Professional Associations	900	-	-	-
502287	Outside Services	19,254	-	-	-
	<b><i>Total Operations</i></b>	<b>32,899</b>	-	-	-
	<b><i>Maintenance</i></b>				
503203	Office Furniture & Equipment	8,612	-	-	-
	<b><i>Total Maintenance</i></b>	<b>8,612</b>	-	-	-
	<b><i>Total Expenditure Classification</i></b>	<b>1,234,723</b>	-	-	-
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 34%	419,806	-	-	-
	Water Allocation 66%	814,917	-	-	-
	<b><i>Total Funding Allocation</i></b>	<b>1,234,723</b>	-	-	-
	<b><u>Authorized Positions</u></b>				
	Customer Services Rep.	5	-	-	-
	Customer Services Supervisor	1	-	-	-
	Manager of Customer Service	1	-	-	-
	Meter Reader 1	3	-	-	-
	Meter Reader 2	1	-	-	-
	Meter Reading Crew Leader	1	-	-	-
	Principal Account Clerk	2	-	-	-
	Senior Clerk	1	-	-	-
	Senior Customer Services Rep.	2	-	-	-
	<b><i>Total Authorized Positions</i></b>	<b>17</b>	-	-	-

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**Administration****Description**

The Command Center is responsible for responding to all customers related emergencies as well as shift operations for emergency standby.

**Budget Commentary**

The Command Center, Administration budget for 2017 totals \$2,149,300, which is a increase of \$4,600 or 0.2% below the 2016 adopted level.

**Payroll: (\$47,400)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees. 1 position transferred from 3050015, one position from 7930002 and 2 positions were eliminated.
- *Overtime* has decreased based on historical spending levels.
- *Longevity* has decreased based upon participation.

**Operations: \$52,000**

- An increase in *Outside services* to cover Reverse 911 program.
- Decrease in various allotments is based on historical spending levels.

**Maintenance: \$0**

- No change in the budget for 2017.

**Administration**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<i><b>Payroll</b></i>					
501101	Regular Pay	1,408,979	1,521,100	1,521,100	1,618,900
501201	Overtime	370,945	425,000	425,000	280,000
501301	Temporary Help	2,485	-	-	-
501401	Standby & Premium Pay	30,583	25,000	25,000	25,000
501601	Longevity Pay	3,875	4,600	4,600	4,400
	<i><b>Total Payroll</b></i>	<b>1,816,866</b>	<b>1,975,700</b>	<b>1,975,700</b>	<b>1,928,300</b>
<i><b>Operations</b></i>					
502011	Meal Allowances	3,180	6,000	6,000	5,000
502026	Clothing & Apparel	6,067	6,000	6,000	5,000
502061	Materials from Stock	4,385	7,000	7,000	6,000
502107	Office Supplies & Expenses	5,073	8,000	8,000	6,000
502111	Small Tools	865	2,000	2,000	2,000
502112	Communication Equipment & Supplies	15,342	20,000	20,000	18,000
502287	Outside Services	-	-	-	60,000
502296	Consultant Services	6,420	-	-	-
502416	Computer Equipment & Supplies	3,476	5,000	5,000	4,000
	<i><b>Total Operations</b></i>	<b>44,806</b>	<b>54,000</b>	<b>54,000</b>	<b>106,000</b>
503309	Sewers	25,982	45,000	45,000	45,000
503321	Other Maintenance	36,561	60,000	60,000	60,000
	<i><b>Total Maintenance</b></i>	<b>70,866</b>	<b>115,000</b>	<b>115,000</b>	<b>115,000</b>
	<i><b>Total Expenditure Classification</b></i>	<b>1,932,539</b>	<b>2,144,700</b>	<b>2,144,700</b>	<b>2,149,300</b>
<i><b>Funding Allocation</b></i>					
	Sewer Allocation 34%	657,063	729,200	729,200	730,800
	Water Allocation 66%	1,275,476	1,415,500	1,415,500	1,418,500
	<i><b>Total Funding Allocation</b></i>	<b>1,932,539</b>	<b>2,144,700</b>	<b>2,144,700</b>	<b>2,149,300</b>

**Authorized Positions**

Administrative Clerk	4	4	4	3
Claims Agent	1	1	1	1
Command Center Asst Superintendent	-	-	-	1
Customer Services Maintainer 1	-	-	-	1
Customer Service Supervisor	1	1	1	-
Manager of Command Center	-	1	1	1
Sewer Maintenance Crew Leader	-	-	-	1
Systems Maintenance Superintendent	1	1	1	-
Utility Maintainer 2	-	-	-	1
Utility Operations Shift Crew Leader	3	3	3	3
Utility Operations Shift Maintainer	6	6	6	5
Utility Operations Shift Superintendent	1	1	1	1
Utility Operations Shift Supervisor	1	1	1	1
Utility Services Shift Supervisor	1	1	1	1
<i><b>Total Authorized Positions</b></i>	<b>19</b>	<b>20</b>	<b>20</b>	<b>20</b>



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**Utility Services****Description**

Working out of the District's South Meadows Service Center, the Utility Services activity is responsible for the permitting and inspection of all new connections to the District's sewage collection and water distribution systems. Field inspectors prepare detailed records of each connection, including sketches of underground service piping, which are used by District forces and/or private contractors when repairs are needed. Utility Services also is responsible for the maintenance of facility records and the associated task of marking out underground facilities as mandated under Connecticut's "Call Before You Dig" program. Utility Services also assists in handling inquiries and complaints through on-site investigations of services and main line facilities. Office staff reviews plans for proposed residential, commercial, and industrial water and sewer connections. In addition, the activity tracks private contractor licenses, insurance and bonding, and enforces District ordinances regarding permitting requirements for both water and sewer.

Utility Services also coordinates services such as private fire hydrant maintenance, water meter installation, dye testing and investigations. In addition, the activity is responsible for the coordination and design of the relocation or adjustment of District facilities necessitated by Connecticut Department of Transportation highway projects, as well as member town road construction projects.

**Budget Commentary**

The Utility Services department budget for 2017 totals \$1,654,000, which is a decrease of \$37,000 or 2.2% below the 2016 adopted level.

**Payroll: (\$37,100)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees. Transferred 2 positions from 7930005 and the elimination of 3 positions.
- *Overtime and Standby & Premium* are increasing based on historical spend.
- *Longevity* has decreased due to participation.

**Operations: (\$4,700)**

- As a result of consolidation of accounts based on historical spends there is a decrease in Operational expenses offset, by a slight increase in the Maintenance allotments.

**Maintenance: \$4,800**

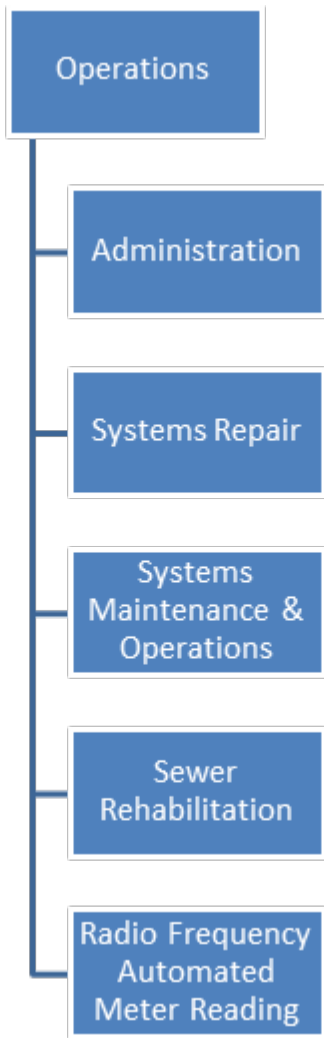
- As a result of consolidation of accounts based on historical spends there is an increase in Maintenance allotments offset, by a slight decrease in the Operational expenses.

**Utility Services**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<i><b>Payroll</b></i>					
501101	Regular Pay	1,353,525	1,423,900	1,423,900	1,384,300
501201	Overtime	182,661	125,000	125,000	128,100
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	10,500	8,000	8,000	8,200
501601	Longevity Pay	8,200	8,600	8,600	7,800
	<i><b>Total Payroll</b></i>	<b>1,554,885</b>	<b>1,565,500</b>	<b>1,565,500</b>	<b>1,528,400</b>
<i><b>Operations</b></i>					
502011	Meal Allowances	180	-	-	300
502014	Call Before you DIG	87,750	90,000	90,000	90,000
502026	Clothing & Apparel	7,234	7,500	7,500	7,500
502032	Inventory Adjustment	(14,399)	-	-	-
502061	Materials from Stock	13,492	10,000	10,000	10,000
502104	Janitorial Supplies	-	500	500	500
502110	Survey & Construction Supplies	10,729	7,000	7,000	-
502111	Small Tools	-	-	-	2,000
502270	Seminars & Conventions	1,359	2,500	2,500	2,500
502271	Dues-Professional Associations	593	1,500	1,500	1,500
502272	Books & Subscriptions	278	-	-	-
502273	Employee Education Program	305	-	-	-
502304	Pest Control Services	248	-	-	-
	<i><b>Total Operations</b></i>	<b>107,769</b>	<b>119,000</b>	<b>119,000</b>	<b>114,300</b>
<i><b>Maintenance</b></i>					
503203	Office Furniture & Equipment	12,781	6,500	6,500	6,500
503207	Tool & Work Equipment	-	-	-	4,800
	<i><b>Total Maintenance</b></i>	<b>12,781</b>	<b>6,500</b>	<b>6,500</b>	<b>11,300</b>
	<i><b>Total Expenditure Classification</b></i>	<b>1,675,435</b>	<b>1,691,000</b>	<b>1,691,000</b>	<b>1,654,000</b>
<i><b>Funding Allocation</b></i>					
	Sewer Allocation 34%	569,648	574,900	574,900	562,400
	Water Allocation 66%	1,105,787	1,116,100	1,116,100	1,091,600
	<i><b>Total Funding Allocation</b></i>	<b>1,675,435</b>	<b>1,691,000</b>	<b>1,691,000</b>	<b>1,654,000</b>
<i><b>Authorized Positions</b></i>					
	Cross Connection Tech 1	3	3	3	2
	Cross Connection Tech 2	1	1	1	2
	Customer Services Supervisor	1	1	1	1
	Engineering Technician 3	-	-	-	2
	Project Engineer 2	1	1	1	1
	Senior Utility Services Technician	1	1	1	1
	Utility Services Inspector	1	1	1	1
	Utility Services Eng Technician	6	6	6	4
	Utility Service Technician	2	2	2	1
	<i><b>Total Authorized Positions</b></i>	<b>16</b>	<b>16</b>	<b>16</b>	<b>15</b>

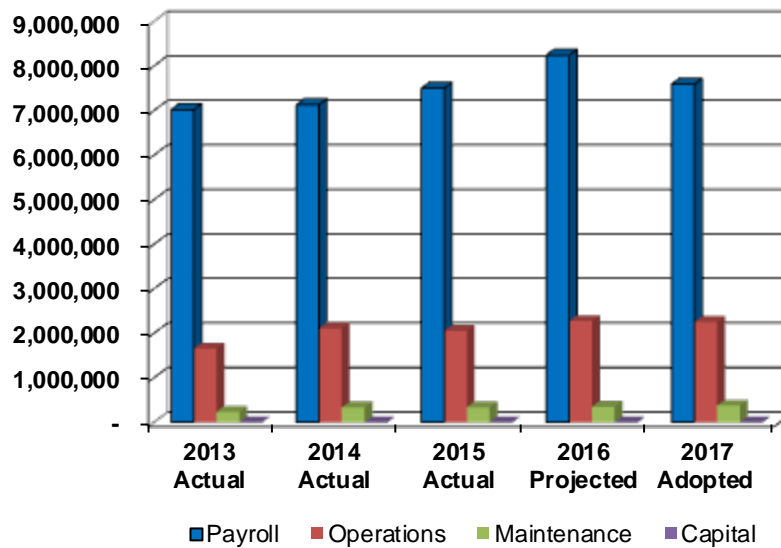
# **Operations**

Administration  
Systems Repair  
Systems Maintenance & Operations  
Sewer Rehabilitation  
Radio Frequency Automated Reading

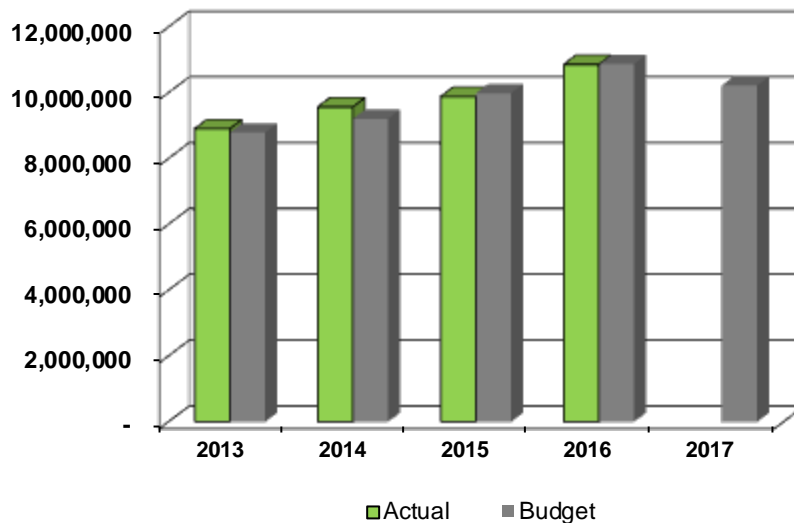


# Operations

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	7,018,914	7,129,117	7,496,398	8,242,500	7,591,900
Operations	1,653,486	2,108,356	2,051,518	2,271,800	2,251,500
Maintenance	236,379	333,291	338,380	348,500	373,500
Capital	-	-	-	-	-
<b>Total</b>	<b>8,908,778</b>	<b>9,570,764</b>	<b>9,886,297</b>	<b>10,862,800</b>	<b>10,216,900</b>



	2013	2014	2015	2016	2017
Actual	8,908,778	9,570,764	9,886,297	10,862,800	
Budget	8,789,000	9,212,200	9,988,500	10,872,800	10,216,900
Variance	119,778	358,564	(102,203)	(10,000)	

# Operations

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## Summary

### Description

The Operations Department is responsible for the operation, repair and maintenance of the water distribution and sewage collection systems within the District's service area. Additional responsibilities include fire hydrant maintenance, water metering and related activities.

### Budget Commentary

The Operations Department budget for the coming year is \$10,216,900. This is a decrease of \$655,900 or 6.0% below the 2016 approved level. Budget details pertaining to the Operations' activities follow.

# Operations

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Summary by Activity</i></b>				
Administration	226,512	176,300	176,300	176,300
Systems Repair	4,712,049	4,654,500	4,654,500	4,419,000
Systems Maintenance and Operations	4,947,736	6,042,000	6,032,000	5,621,600
<b><i>Total Summary by Activity</i></b>	<b>9,886,297</b>	<b>10,872,800</b>	<b>10,862,800</b>	<b>10,216,900</b>
<b><i>Summary by Major Account</i></b>				
<b>Payroll</b>				
Regular Pay	5,884,363	6,735,500	6,735,500	6,219,100
Overtime	1,567,736	1,448,400	1,448,400	1,323,000
Temporary Help	-	-	-	-
Standby & Premium Pay	34,524	49,300	49,300	40,300
Longevity Pay	9,775	9,300	9,300	9,500
<b><i>Total Payroll</i></b>	<b>7,496,398</b>	<b>8,242,500</b>	<b>8,242,500</b>	<b>7,591,900</b>
Operations	2,051,518	2,281,800	2,271,800	2,251,500
Maintenance	338,380	348,500	348,500	373,500
Capital Outlay	-	-	-	-
<b><i>Total Summary by Major Account</i></b>	<b>9,886,297</b>	<b>10,872,800</b>	<b>10,862,800</b>	<b>10,216,900</b>
<b><i>Funding Allocation</i></b>				
Sewer Allocation 25%	2,471,574	2,718,200	2,715,700	2,554,300
Water Allocation 75%	7,414,723	8,154,600	8,147,100	7,662,600
<b><i>Total Funding Allocation</i></b>	<b>9,886,297</b>	<b>10,872,800</b>	<b>10,862,800</b>	<b>10,216,900</b>
<b><i>Authorized Positions</i></b>				
Administration	1	1	1	1
Systems Repair	38	38	38	36
Systems Maintenance & Operations	43	51	51	46
<b><i>Total Authorized Positions</i></b>	<b>82</b>	<b>90</b>	<b>90</b>	<b>83</b>

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**Administration****Description**

The Operations Administration activity is responsible for the overall administration and management of the various activities and special programs that comprise the Operations department.

**Budget Commentary**

The Operations Administration budget for 2017 is \$176,300 no increase from the 2016 approved level.

**Payroll: \$0**

- No change in the budget for 2017.

**Operations: \$0**

- No change in the budget for 2017.

**Maintenance: \$0**

- No change in the budget for 2017.



Administration

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	214,789	157,000	157,000	157,000
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	1,200	800	800	800
	<b>Total Payroll</b>	<b>215,989</b>	<b>157,800</b>	<b>157,800</b>	<b>157,800</b>
	<b><i>Operations</i></b>				
502049	Licenses & Registrations	750	1,000	1,000	1,000
502107	Office Supplies & Expenses	-	1,000	1,000	1,000
502203	Ground Care	8,939	8,000	8,000	8,000
502270	Seminars & Conventions	75	3,000	3,000	3,000
502271	Dues-Professional Associations	759	500	500	500
	<b>Total Operations</b>	<b>10,522</b>	<b>13,500</b>	<b>13,500</b>	<b>13,500</b>
	<b><i>Maintenance</i></b>				
503203	Office Furniture & Equipment	-	5,000	5,000	5,000
	<b>Total Maintenance</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
	<b>Total Expenditure Classification</b>	<b>226,512</b>	<b>176,300</b>	<b>176,300</b>	<b>176,300</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 25%	56,628	44,100	44,100	44,100
	Water Allocation 75%	169,884	132,200	132,200	132,200
	<b>Total Funding Allocation</b>	<b>226,512</b>	<b>176,300</b>	<b>176,300</b>	<b>176,300</b>
	<b>Manager of Operations</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
	<b>Total Authorized Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

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**Systems Repair****Description**

The Systems Repair activity – the District’s utility repair and construction unit is primarily responsible for the emergency repair of all components of the water distribution and sewer collection systems.

Systems Repair also is responsible for all service connection water taps required by developers and contractors and utility relocation work required by Towns and the State. Systems Repair also makes repairs to catch basins, manholes and meter pits, and performs general masonry work, including combined sewer manhole repairs, to reduce infiltration. In addition, the unit repairs services and Ford boxes and restores property disturbed during system failures and repairs.

**Budget Commentary**

The Systems Repair budget for 2017 totals \$4,419,000, which is \$235,500 or 5.1% below the adopted level for 2016.

**Payroll: (\$240,200)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by the elimination of 1 position, 1 position transferred to 7930001 and 3 positions transferred to 5026020.

**Operations: (\$20,300)**

- *Meal Allowances* are decreasing based on historical spending.

**Maintenance: \$25,000**

- An increase in *Tool & Work Equipment* is needed to replace worn out equipment.

**Systems Repair**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Payroll</b></i>				
501101	Regular Pay	2,633,222	2,784,400	2,784,400	2,594,300
501201	Overtime	1,140,316	950,000	950,000	900,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	25,192	30,000	30,000	30,000
501601	Longevity Pay	4,325	4,300	4,300	4,200
	<i><b>Total Payroll</b></i>	<b>3,803,054</b>	<b>3,768,700</b>	<b>3,768,700</b>	<b>3,528,500</b>
	<i><b>Operations</b></i>				
502011	Meal Allowances	47,647	71,300	71,300	51,000
502016	Police Services	670,833	600,000	600,000	600,000
502026	Clothing & Apparel	17,083	25,000	25,000	25,000
502061	Material from Stock	162	-	-	-
502106	Lights & Barricades	6,700	7,000	7,000	7,000
502107	Office Supplies & Expenses	3,769	4,000	4,000	4,000
502111	Small Tools	32,889	40,000	40,000	40,000
	<i><b>Total Operations</b></i>	<b>779,083</b>	<b>747,300</b>	<b>747,300</b>	<b>727,000</b>
	<i><b>Maintenance</b></i>				
503207	Tool & Work Equipment	6,515	10,000	10,000	35,000
503302	Catch Basins	1,362	2,000	2,000	2,000
503304	Mains	69,314	70,000	70,000	70,000
503305	Manholes	1,329	1,500	1,500	1,500
503308	Services	3,902	5,000	5,000	5,000
503309	Sewers	5,356	11,000	11,000	11,000
503317	Gate & Regulatory Repairs	8,192	9,000	9,000	9,000
503318	Laterals/Relining	33,942	30,000	30,000	30,000
	<i><b>Total Maintenance</b></i>	<b>129,912</b>	<b>138,500</b>	<b>138,500</b>	<b>163,500</b>
	<i><b>Total Expenditure Classification</b></i>	<b>4,712,049</b>	<b>4,654,500</b>	<b>4,654,500</b>	<b>4,419,000</b>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 25%	1,178,012	1,163,600	1,163,600	1,104,800
	Water Allocation 75%	3,534,037	3,490,900	3,490,900	3,314,200
	<i><b>Total Funding Allocation</b></i>	<b>4,712,049</b>	<b>4,654,500</b>	<b>4,654,500</b>	<b>4,419,000</b>

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**Systems Repair**

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<b>Authorized Positions</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>	<b>2016 Projected</b>	<b>2017 Adopted</b>
Administrative Clerk	1	1	1	-
Asst. Systems Repair Supt.	1	1	1	1
Compressor Truck Operator	6	6	6	-
Equipment Operator 1	6	6	6	6
Equipment Operator 2	1	1	1	1
Pipe Joiner	6	6	6	1
Senior Systems Repair Supervisor	1	1	1	1
Systems Repair Superintendent	1	1	1	1
Systems Repair Supervisor	5	5	5	5
Systems Repair Crew Leader	1	1	1	1
Truck Driver 2	6	6	6	6
Truck Driver 3	1	1	1	1
Utility Maintainer 1	-	-	-	5
Utility Maintainer 2	-	-	-	5
Utility Operations Maintainer	2	2	2	2
<i>Total Authorized Positions</i>	<b>38</b>	<b>38</b>	<b>38</b>	<b>36</b>

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**Systems Maintenance & Operations**

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**Description**

The Systems Maintenance and Operations activity is responsible for hydrant maintenance, sewer and catch basin cleaning, meter reading, and meter installation and repair.

The Hydrant Maintenance unit maintains more than 10,700 hydrants, flushes more than 1,465 miles of water mains, and provides assistance in addressing water system emergencies.

The Sewer Cleaning unit is responsible for the cleaning and inspection of 1,250 miles of pipes in the sewer collection system, 5,800 catch basins in Hartford's combined system, as well as the maintenance of Hartford floodgates.

The Gate and Regulator Maintenance unit is responsible for more than 30,200 gates (valves), 36 regulators, 100 check valves, manholes, and other system appurtenances.

The Meter Installation and Repair unit is responsible for installing, testing and repairing larger water meters, providing turn-off and turn-on services for customers, investigating leaks, handling customer complaints, assisting in major shutdowns, and handling emergency pumping.

**Budget Commentary**

The Systems Maintenance and Operations budget for 2017 is \$5,621,600. This is a decrease of \$420,400 or 7.0% below the expenditure level adopted for 2016.

**Payroll: (\$410,400)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by elimination of 1 position and the transfer positions to the following: 1 position to 2120015, 2 positions to 7930002 and 1 position to 4042015.
- *Overtime* is decreasing based on historical spending.
- *Longevity* has been increased based upon participation.

**Operations: (\$10,000)**

- *Meal Allowances* are decreasing based on historical spending.

**Maintenance: \$0**

- No change in the budget for 2017

## Systems Maintenance &amp; Operations

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Payroll</b></i>				
501101	Regular Pay	3,036,352	3,794,100	3,794,100	3,467,800
501201	Overtime	427,420	498,400	498,400	423,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	9,333	19,300	19,300	10,300
501601	Longevity Pay	4,250	4,200	4,200	4,500
	<i><b>Total Payroll</b></i>	<b>3,477,355</b>	<b>4,316,000</b>	<b>4,316,000</b>	<b>3,905,600</b>
	<i><b>Operations</b></i>				
502011	Meal Allowances	9,827	22,300	12,300	12,300
502026	Clothing & Apparel	31,107	26,200	26,200	26,200
502032	Inv Ajd	(1)	-	-	-
502048	Grit/Screening Disposal	57,391	135,000	135,000	135,000
502061	Materials from Stock	1,139,725	1,300,000	1,300,000	1,300,000
502106	Lights & Barricades	421	5,000	5,000	5,000
502107	Office Supplies & Expenses	5,119	5,000	5,000	5,000
502111	Small Tools	13,868	16,000	16,000	16,000
502138	Safety Equipment	4,456	5,500	5,500	5,500
502303	Television Services	-	6,000	6,000	6,000
	<i><b>Total Operations</b></i>	<b>1,261,913</b>	<b>1,521,000</b>	<b>1,511,000</b>	<b>1,511,000</b>
	<i><b>Maintenance</b></i>				
503204	Power Operated Equipment	62,876	60,000	60,000	60,000
503303	Hydrant Repair, Parts, etc.	34,692	34,000	34,000	34,000
503207	Tool & Work Equipment	71,218	80,000	80,000	80,000
503309	Sewers	22,433	12,000	12,000	12,000
503317	Gate & Regulatory Repairs	17,249	19,000	19,000	19,000
	<i><b>Total Maintenance</b></i>	<b>208,468</b>	<b>205,000</b>	<b>205,000</b>	<b>205,000</b>
	<i><b>Total Expenditure Classification</b></i>	<b>4,947,736</b>	<b>6,042,000</b>	<b>6,032,000</b>	<b>5,621,600</b>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 25%	1,236,934	1,510,500	1,508,000	1,405,400
	Water Allocation 75%	3,710,802	4,531,500	4,524,000	4,216,200
	<i><b>Total Funding Allocation</b></i>	<b>4,947,736</b>	<b>6,042,000</b>	<b>6,032,000</b>	<b>5,621,600</b>

**Systems Maintenance & Operations**

<b>Authorized Positions</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>	<b>2016 Projected</b>	<b>2017 Adopted</b>
Administration Clerk	1	1	1	1
Assistant Systems Maintenance Supt.	1	1	1	1
Compressor Truck Operator	1	1	1	1
Customer Service Maintainer 1	4	4	4	5
Gate Maintainer 1	-	3	3	2
Gate Maintainer 2	2	3	3	3
Gate Maintenance Crew Leader	2	2	2	2
Gate Maintenance Supervisor	1	1	1	1
Hydrant Maintainer 1	5	4	4	5
Hydrant Maintainer 2	2	2	2	2
Hydrant Maintenance Supervisor	1	1	1	1
Meter Maintenance Crew Leader	2	2	2	2
Meter Reader 1	-	3	3	2
Meter Reader 2	-	1	1	1
Meter Reading Crew Leader	-	1	1	1
Meter Supervisor	1	1	1	1
Senior Sewer Maintenance Crew Lead	1	1	1	-
Sewer Maintainer 1	6	6	6	3
Sewer Maintenance Crew Leader	6	6	6	5
Sewer Maintenance Supervisor	1	1	1	1
Systems Maintenance Superintendent	1	1	1	1
Utility Operations Maintainer	2	2	2	2
Utility Svcs Monitoring Technician 1	1	1	1	1
Utility Sys. Monitoring Technician	1	1	1	1
Utility Sys. Monitoring Technician 2	1	1	1	1
<b>Total Authorized Positions</b>	<b>43</b>	<b>51</b>	<b>51</b>	<b>46</b>

**Sewer Rehabilitation****Description/Budget Commentary**

The Sewer Rehabilitation department is a part of the Capital Improvement Program. Specific projects and details are located in the 2017 Capital Improvement Budget. There are 15 positions budgeted for the full year 2017 Capital Improvement Program budget. There were 2 positions transferred 1 from 3040015 and 1 position transferred to 4046015.



**Systems Maintenance & Operations****Radio-Based Automated Meter Reading****Description/Budget Commentary**

The Radio-Based Automated Meter Reading sub-activity comprises 5 positions in 2017. The sub-activity was established to complete the Radio-Based Automated Metering Reading installation program on an in-house basis. All funding for the sub-activity is provided through the Capital Improvement Program budget. A total 4 positions were transferred: 1 position to 2120015, 2 positions to 3050015 and 1 position to 4042015.

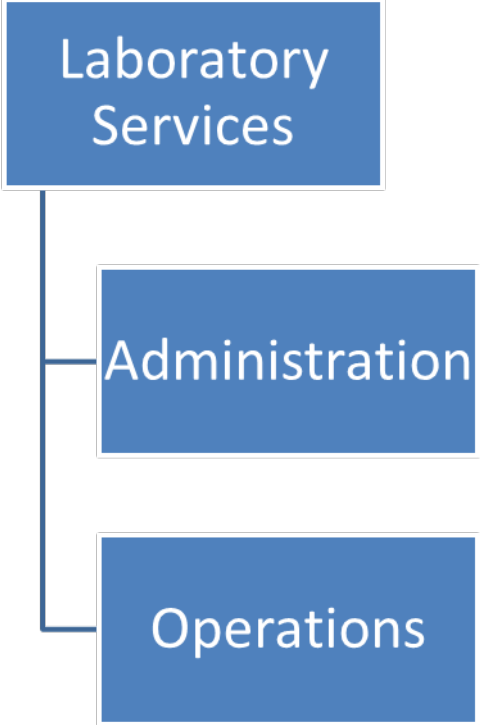
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**Water Rehabilitation****Description/Budget Commentary**

The Water Rehabilitation Program department is a part of the Capital Improvement Program. Specific projects and details are located in the 2017 Capital Improvement Budget. There are 24 positions budgeted for the full year 2017 Capital Improvement Program budget.

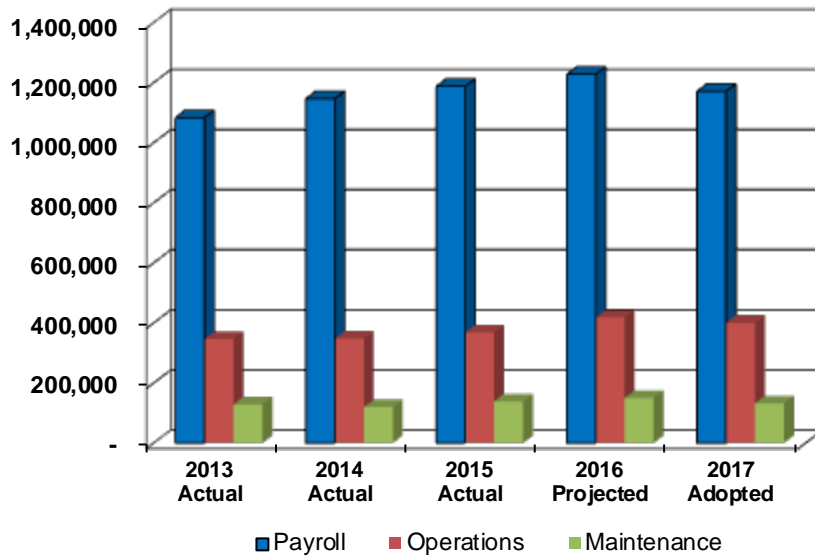
# Laboratory Services

Administration  
Operations

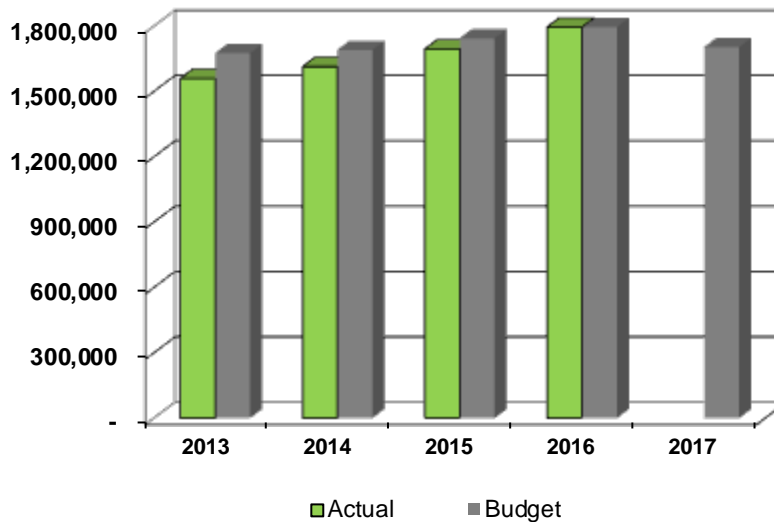


# Laboratory Services

## Summary



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	1,083,273	1,146,366	1,187,521	1,227,400	1,170,900
Operations	346,650	347,478	367,588	417,400	400,300
Maintenance	128,402	119,162	138,698	149,700	131,500
<b>Total</b>	<b>1,558,325</b>	<b>1,613,006</b>	<b>1,693,807</b>	<b>1,794,500</b>	<b>1,702,700</b>



	2013	2014	2015	2016	2017
Actual	1,558,325	1,613,006	1,693,807	1,794,500	
Budget	1,675,100	1,690,000	1,743,100	1,794,500	1,702,700
<b>Variance</b>	<b>(116,775)</b>	<b>(76,994)</b>	<b>(49,293)</b>	<b>-</b>	

# Laboratory Services

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## Summary

### Description

The Laboratory Services Department is responsible for the extensive testing and analysis of the District's water and wastewater at various locations and at various stages in the process.

### Budget Commentary

The Laboratory Services Department budget for 2017 is \$1,702,700 which is down \$91,800 or 5.1% below the 2016 adopted budget. Budget details regarding the activity and departments follow on the succeeding pages.

# Laboratory Services

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Summary by Activity</i></b>				
Administration	269,207	276,900	276,900	277,000
Operations	810,027	864,500	864,500	1,425,700
Laboratory - Sewer	614,574	653,100	653,100	-
<b><i>Total Summary by Activity</i></b>	<b>1,693,807</b>	<b>1,794,500</b>	<b>1,794,500</b>	<b>1,702,700</b>
<b><i>Summary by Major Account</i></b>				
<b>Payroll</b>				
Regular Pay	1,137,590	1,169,100	1,169,100	1,121,100
Overtime	42,239	45,500	45,500	45,600
Temporary Help	4,496	9,100	9,100	-
Standby & Premium Pay	596	800	800	800
Longevity Pay	2,600	2,900	2,900	3,400
<b><i>Total Payroll</i></b>	<b>1,187,521</b>	<b>1,227,400</b>	<b>1,227,400</b>	<b>1,170,900</b>
Operations	367,588	417,400	417,400	400,300
Maintenance	138,698	149,700	149,700	131,500
<b><i>Total Summary by Major Account</i></b>	<b>1,693,807</b>	<b>1,794,500</b>	<b>1,794,500</b>	<b>1,702,700</b>
<b><i>Funding Allocation</i></b>				
Sewer Allocation 48%	813,027	861,400	861,400	817,300
Water Allocation 52%	880,780	933,100	933,100	885,400
<b><i>Total Funding Allocation</i></b>	<b>1,693,807</b>	<b>1,794,500</b>	<b>1,794,500</b>	<b>1,702,700</b>
<b><i>Authorized Positions</i></b>				
Administration	2	2	2	2
Operations	6	6	6	10
Laboratory - Sewer	5	5	5	-
<b><i>Total Authorized Positions</i></b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>12</b>

**Administration****Description**

The Administration activity is responsible for the overall administration and management of the various activities and special programs that comprise the Laboratory Services department.

**Budget Commentary**

The Administration budget for 2017 is \$277,000 which has increased by \$100 above the expenditure level adopted for 2016.

**Payroll: \$100**

- *Longevity* has been increased based upon participation.

**Operations: \$0**

- The budget is expected to be unchanged for 2017.

**Maintenance: \$0**

- The budget is expected to be unchanged for 2017.



**Administration**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Payroll</b></i>				
501101	Regular Pay	256,651	263,000	263,000	263,000
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	1,050	1,100	1,100	1,200
	<i><b>Total Payroll</b></i>	<b>257,701</b>	<b>264,100</b>	<b>264,100</b>	<b>264,200</b>
	<i><b>Operations</b></i>				
502049	Licenses & Registrations	75	500	500	500
502107	Office Supplies & Expenses	2,840	3,000	3,000	3,000
502251	Printed Forms	-	1,000	1,000	1,000
502270	Seminars & Conventions	6,797	5,000	5,000	5,000
502271	Dues-Professional Associations	1,331	1,800	1,800	1,800
	<i><b>Total Operations</b></i>	<b>11,042</b>	<b>11,300</b>	<b>11,300</b>	<b>11,300</b>
	<i><b>Maintenance</b></i>				
503203	Office Furniture & Equipment	463	1,500	1,500	1,500
	<i><b>Total Maintenance</b></i>	<b>463</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
	<i><b>Total Expenditure Classification</b></i>	<b>269,207</b>	<b>276,900</b>	<b>276,900</b>	<b>277,000</b>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 48%	129,219	132,900	132,900	133,000
	Water Allocation 52%	139,988	144,000	144,000	144,000
	<i><b>Total Funding Allocation</b></i>	<b>269,207</b>	<b>276,900</b>	<b>276,900</b>	<b>277,000</b>
	<i><b>Authorized Positions</b></i>				
	Manager of Lab Services	1	1	1	1
	WPC Laboratory Administrator	1	1	1	1
	<i><b>Total Authorized Positions</b></i>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

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**Operations****Description**

The Reservoir #6 Laboratory is responsible for the extensive testing and analysis of the District's raw water, water in various stages of treatment, and treated water throughout the distribution system, in accordance with State and Federal requirements. Duties of the laboratory unit include the physical, chemical and biological testing of water samples, the preparation of reports for various regulatory agencies, and the preparation of special reports in response to problem or complaint investigations, and compliance testing to maintain State certification requirements. The Reservoir #6 Water Treatment Facility is the site of the District's water treatment laboratory that enables District staff to undertake additional and more sophisticated water quality testing. Recent security measures have resulted in additional testing requirements on the laboratory.

The Laboratory, located at the Hartford Water Pollution Control Facility, is responsible for testing samples of wastewater and sludge from various locations throughout the Hartford facility and the District's other Water Pollution Control Plants. Biological testing on samples from the District's four WPC facilities is done at the Hartford laboratory, as is the testing and monitoring of septic tank deliveries and sludge from non-member towns.

The routine sampling and testing of wastewater and sludge is performed at the East Hartford, Rocky Hill and Poquonock facilities under the direction of each plant's supervisor. More sophisticated testing, such as ammonia and other nitrogen species, oxygen demand and fecal coliform testing as required by National Pollutant Discharge Elimination System (NPDES) permits, is performed at the Hartford laboratory facility. Special testing on sewage/sludge samples and DEEP-approved industrial wastes is performed as required.

Brainard Road laboratory staff provides process control support and guidance for all WPC facilities. The staff also supports the WPC Administration on environmental issues, reviews industrial NPDES permit applications, advises on sludge processing services, monitors odor emissions, and provides technical assistance for research and development on special projects.

**Budget Commentary**

The Laboratory Operations budget for 2017 is \$1,425,700 which has increased by \$561,200 or 64.9% above the expenditure level adopted for 2016. This is the result of the consolidation of the Laboratory functions. One position was eliminated.

Operations

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	496,076	508,000	508,000	858,100
501201	Overtime	37,167	42,000	42,000	45,600
501301	Temporary Help	4,496	9,100	9,100	-
501401	Standby & Premium Pay	596	800	800	800
501601	Longevity Pay	600	700	700	2,200
	<b>Total Payroll</b>	<b>538,935</b>	<b>560,600</b>	<b>560,600</b>	<b>906,700</b>
	<b><i>Operations</i></b>				
502026	Clothing & Apparel	1,584	1,800	1,800	3,300
502105	Laboratory Supplies	96,792	97,300	97,300	169,300
502210	Propane Gas	8,027	8,000	8,000	8,000
502287	Outside Services	-	-	-	40,000
502295	Outside Testing & Laboratory Services	37,295	62,300	62,300	168,400
	<b>Total Operations</b>	<b>143,698</b>	<b>169,400</b>	<b>169,400</b>	<b>389,000</b>
	<b><i>Maintenance</i></b>				
503202	Laboratory Equipment	123,079	129,900	129,900	125,200
503316	Dist Res, Stndpipes, Strg Tanks	4,316	4,600	4,600	4,800
	<b>Total Maintenance</b>	<b>127,395</b>	<b>134,500</b>	<b>134,500</b>	<b>130,000</b>
	<b>Total Expenditure Classification</b>	<b>810,027</b>	<b>864,500</b>	<b>864,500</b>	<b>1,425,700</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 48%	388,813	415,000	415,000	684,300
	Water Allocation 52%	421,214	449,500	449,500	741,400
	<b>Total Funding Allocation</b>	<b>810,027</b>	<b>864,500</b>	<b>864,500</b>	<b>1,425,700</b>
	<b><i>Authorized Positions</i></b>				
	Chemist	2	2	2	2
	Laboratory Tech	1	1	1	3
	Microbiologist	2	2	2	2
	Water Treatment Plant Operator	1	1	1	1
	WPC Process Analyst	-	-	-	2
	<b>Total Authorized Positions</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>10</b>

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**Sewer Laboratory****Description**

The Laboratory, located at the Hartford Water Pollution Control Facility, is responsible for testing samples of wastewater and sludge from various locations throughout the Hartford facility and the District's other Water Pollution Control Plants. Biological testing on samples from the District's four WPC facilities is done at the Hartford laboratory, as is the testing and monitoring of septic tank deliveries and sludge from non-member towns.

The routine sampling and testing of wastewater and sludge is performed at the East Hartford, Rocky Hill and Poquonuck facilities under the direction of each plant's supervisor. More sophisticated testing, such as ammonia and other nitrogen species, oxygen demand and fecal coliform testing as required by National Pollutant Discharge Elimination System (NPDES) permits, is performed at the Hartford laboratory facility. Special testing on sewage/sludge samples and DEEP-approved industrial wastes is performed as required.

Brainard Road laboratory staff provides process control support and guidance for all WPC facilities. The staff also supports the WPC Administration on environmental issues, reviews industrial NPDES permit applications, advises on sludge processing services, monitors odor emissions, and provides technical assistance for research and development on special projects.

**Budget Commentary**

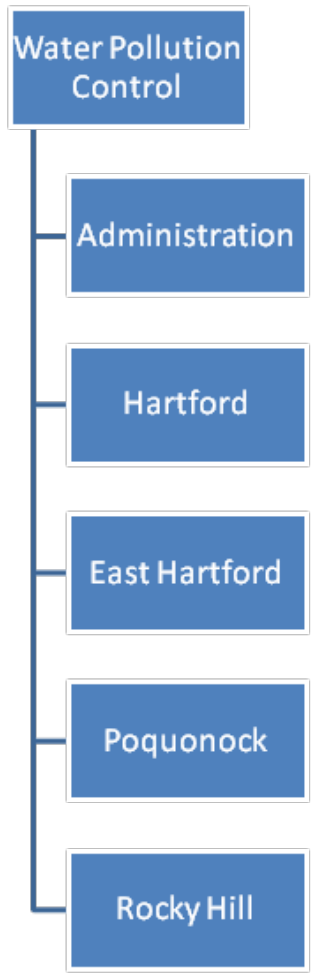
The Sewer Laboratory budget for 2017 is being consolidated in Laboratory - Operations Budget (3520015). The following has been provided for informational purposes only.

**Sewer Laboratory**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	384,863	398,100	398,100	-
501201	Overtime	5,072	3,500	3,500	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	950	1,100	1,100	-
	<b>Total Payroll</b>	<b>390,885</b>	<b>402,700</b>	<b>402,700</b>	<b>-</b>
	<b><i>Operations</i></b>				
502026	Clothing & Apparel	1,500	1,500	1,500	-
502105	Laboratory Supplies	77,635	80,000	80,000	-
502107	Office Supplies & Expenses	1,700	-	-	-
502287	Outside Services	19,713	50,000	50,000	-
502295	Outside Testing & Laboratory Services	112,300	105,200	105,200	-
	<b>Total Operations</b>	<b>212,848</b>	<b>236,700</b>	<b>236,700</b>	<b>-</b>
	<b><i>Maintenance</i></b>				
503202	Laboratory Equipment	10,840	13,700	13,700	-
	<b>Total Maintenance</b>	<b>10,840</b>	<b>13,700</b>	<b>13,700</b>	<b>-</b>
	<b>Total Expenditure Classification</b>	<b>614,574</b>	<b>653,100</b>	<b>653,100</b>	<b>-</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 48%	294,995	313,500	313,500	-
	Water Allocation 52%	319,579	339,600	339,600	-
	<b>Total Funding Allocation</b>	<b>614,574</b>	<b>653,100</b>	<b>653,100</b>	<b>-</b>
	<b><u>Authorized Positions</u></b>				
	Laboratory Tech	3	3	3	-
	WPC Process Analyst	2	2	2	-
	<b>Total Authorized Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>-</b>

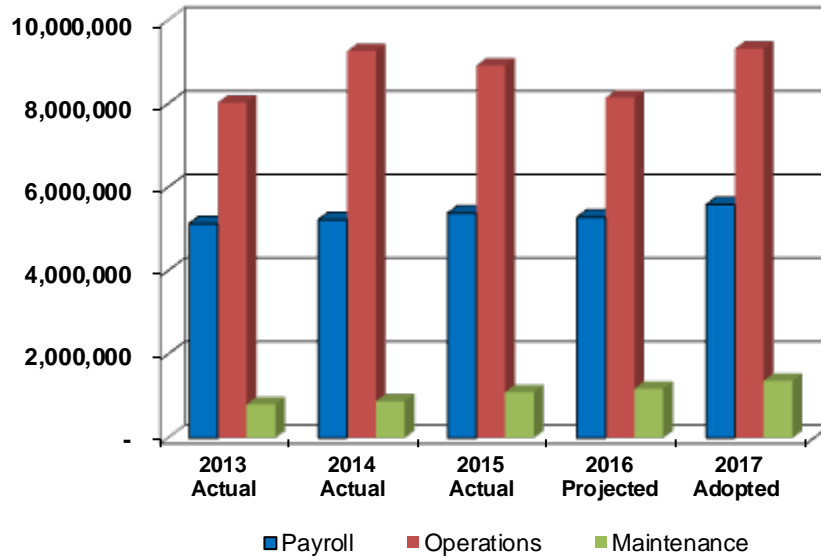
# **Water Pollution Control**

Administration  
Hartford  
East Hartford  
Poquonock  
Rocky Hill

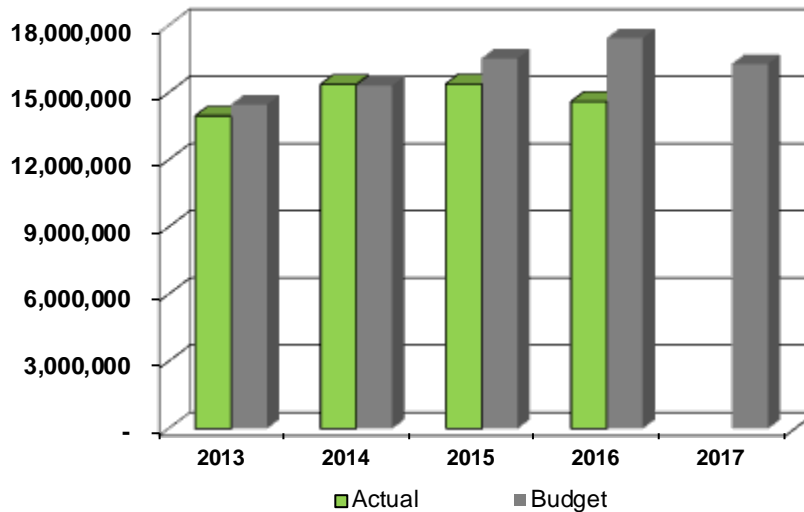


# Water Pollution Control

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	5,135,475	5,231,331	5,382,422	5,287,300	5,587,700
Operations	8,034,278	9,263,480	8,918,767	8,144,900	9,325,100
Maintenance	802,945	879,415	1,097,866	1,177,600	1,368,600
<b>Total</b>	<b>13,972,699</b>	<b>15,374,226</b>	<b>15,399,055</b>	<b>14,609,800</b>	<b>16,281,400</b>



	2013	2014	2015	2016	2017
Actual	13,972,699	15,374,226	15,399,055	14,609,800	
Budget	14,463,500	15,318,000	16,524,600	17,435,400	16,281,400
Variance	(490,801)	56,226	(1,125,545)	(2,825,600)	



# Water Pollution Control

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## Summary

### Description

The Water Pollution Control (WPC) activity is responsible for the processing and treatment of wastewater that flows into the District's East Hartford, Hartford, Poquonock and Rocky Hill facilities. Treatment is accomplished in accordance with the standards of National Pollutant Discharge Elimination System (NPDES) permits issued by the Connecticut Department of Energy and Environmental Protection (DEEP).

### Budget Commentary

- The 2017 budget for the WPC Administration and Water Pollution Control is \$16,281,400 which is down from the level approved for 2016 by \$1,154,000 or 6.6%. Budget details regarding the activity and departments are provided on succeeding pages.

**Administration**

<b>Expenditure Classification</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>	<b>2016 Projected</b>	<b>2017 Adopted</b>
<b>Summary by Activity</b>				
Administration	292,605	417,900	290,100	372,400
Hartford	12,114,026	13,639,400	11,395,200	12,575,300
East Hartford	1,130,040	1,326,800	1,040,500	1,308,900
Poquonock	895,991	967,200	856,100	913,600
Rocky Hill	966,392	1,084,100	1,027,900	1,111,200
<b>Total Summary by Activity</b>	<b>15,399,055</b>	<b>17,435,400</b>	<b>14,609,800</b>	<b>16,281,400</b>
<b>Summary by Major Account</b>				
<b>Payroll</b>				
Regular Pay	4,676,602	4,927,100	4,558,100	4,828,000
Overtime	642,473	680,800	660,800	685,000
Temporary	-	-	-	-
Standby & Premium Pay	59,647	63,400	64,500	70,800
Longevity Pay	3,700	3,800	3,900	3,900
<b>Total Payroll</b>	<b>5,382,422</b>	<b>5,675,100</b>	<b>5,287,300</b>	<b>5,587,700</b>
Operations	8,918,767	10,404,700	8,144,900	9,325,100
Maintenance	1,097,866	1,355,600	1,177,600	1,368,600
Capital Outlay	-	-	-	-
<b>Total Summary by Major Account</b>	<b>15,399,055</b>	<b>17,435,400</b>	<b>14,609,800</b>	<b>16,281,400</b>
<b>Funding Allocation</b>				
Sewer Allocation 100%	15,399,055	17,435,400	14,609,800	16,281,400
Water Allocation 0%	-	-	-	-
<b>Total Funding Allocation</b>	<b>15,399,055</b>	<b>17,435,400</b>	<b>14,609,800</b>	<b>16,281,400</b>
<b>Authorized Positions</b>				
Administration	1	1	1	1
Hartford	49	49	49	47
East Hartford	7	7	7	6
Poquonock	4	4	4	4
Rocky Hill	5	5	5	5
<b>Total Authorized Positions</b>	<b>66</b>	<b>66</b>	<b>66</b>	<b>63</b>

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**Administration**

## Description

The Water Pollution Control (WPC) activity is responsible for the processing and treatment of wastewater that flows into the District's East Hartford, Hartford, Poquonock and Rocky Hill facilities. Treatment is accomplished in accordance with the standards of National Pollutant Discharge Elimination System (NPDES) permits issued by the Connecticut Department of Energy and Environmental Protection (DEEP).

**Budget Commentary**

The \$372,400 Water Pollution Control Administration budget for 2017 is decreasing by \$45,500 or 10.9% below the level approved for 2016.

**Payroll: \$0**

- The budget is expected to be unchanged for 2017.

**Operations: (\$45,000)**

- *Outside Testing & Laboratory Services* has decreased due no additional testing required in 2017.

**Maintenance: \$0**

- The budget is expected to be unchanged for 2017.

Administration

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i>Payroll</i>				
501101	Regular Pay	153,180	157,000	157,000	157,000
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	250	300	300	300
	<i>Total Payroll</i>	153,430	157,300	157,300	157,300
	<i>Operations</i>				
502013	Permits	82,285	120,000	86,000	120,000
502017	Postage	-	500	-	300
502049	Licenses & Registration	630	500	-	500
502107	Office Supplies and Expenses	1,230	1,800	-	1,000
502137	Fire Equipment	-	500	-	-
502251	Printed Forms	78	300	300	300
502270	Seminars & Conventions	9,451	8,000	8,000	9,000
502271	Dues-Professional Associations	831	1,000	1,500	1,000
502272	Books & Subscriptions	618	1,500	500	1,500
502274	Meeting Expenses	1,593	1,500	1,500	1,500
502295	Outside Testing & Laboratory Services	42,459	125,000	35,000	80,000
	<i>Total Operations</i>	139,175	260,600	132,800	215,100
	<i>Total Expenditure Classification</i>	292,605	417,900	290,100	372,400
	<i>Funding Allocation</i>				
	Sewer Allocation 100%	292,605	417,900	290,100	372,400
	Water Allocation 0%	-	-	-	-
	<i>Total Funding Allocation</i>	292,605	417,900	290,100	372,400
	<i>Authorized Positions</i>				
	Manager of WPC	1	1	1	1
	<i>Total Authorized Positions</i>	1	1	1	1

## Hartford

### Description

The Hartford Water Pollution Control unit is responsible for the primary and secondary treatment of wastewater that flows directly into the Hartford Water Pollution Control Facility (HWPCF) from Bloomfield, Hartford, Newington, West Hartford, and parts of Wethersfield and Windsor, as well as sludge delivered via force mains from the East Hartford and Rocky Hill facilities. Sludge from the Poquonock facility in Windsor is delivered by tanker truck.

The HWPCF also receives septic tank loads from member and non-member towns and sludge from the towns of Simsbury, Southington, Suffield, Windsor Locks, South Windsor, Enfield, Coventry, New Hartford and Plainfield, and other facilities on a spot market basis.

Operational procedures at the plant include grit and screenings removal, wet weather pumping/storage, primary sedimentation, aeration for the biological breakdown of sewage, final clarification, effluent disinfection during the summer months, and thickening, dewatering, and incineration of sludge. Plant effluent pumping is performed when Connecticut River levels are elevated. This activity also handles routine maintenance/repair of its equipment and structures.

The HWPCF operates with three shifts, seven days per week, for all treatment processes, including primary, secondary, thickening, dewatering, incineration and will also include waste heat recovery for electricity production.

### Budget Commentary

The 2017 budget for Water Pollution Control, Hartford, totals \$12,575,300, which is a decrease from the level adopted in 2016 by \$1,064,100 or 7.8%.

#### **Payroll: (\$110,500)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employee, offset by the elimination of 2 positions.
- *Overtime and Standby & Premium* increase based on historical spending levels.
- *Longevity* is increasing based on participation.

#### **Operations: (\$953,600)**

- *Polymer, Fuel for Incineration* and Fuel for Pumping costs are all expected to decrease based on historical spend.
- Decrease in *Ash Disposal* is the result of having the Ash Lagoon emptied in 2016.
- Expenses for *Electricity* are expected to increase based on market conditions, contract rate, usage which includes the Heat Recovery System.
- *DEEP Nitrogen Credit Program* expenses are expected to decrease due to an overall dry weather pattern during nitrogen removal season.

Hartford

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	3,391,613	3,609,400	3,300,000	3,486,400
501201	Overtime	498,313	520,000	500,000	525,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	48,089	53,000	54,100	60,400
501601	Longevity Pay	1,200	1,300	1,300	1,400
	<b>Total Payroll</b>	<b>3,939,214</b>	<b>4,183,700</b>	<b>3,855,400</b>	<b>4,073,200</b>
	<b><i>Operations</i></b>				
502011	Meal Allowances	3,300	4,100	4,100	4,100
502026	Clothing & Apparel	21,749	26,000	26,000	26,000
502048	Grit/Screening Disposal	107,299	120,000	92,200	120,000
502061	Materials From Stock	784,195	850,000	785,000	840,000
502103	Electrical Supplies	3,588	3,700	5,000	3,700
502104	Janitorial Supplies	13,887	13,500	2,000	13,500
502107	Office Supplies & Expenses	6,121	5,700	4,000	5,700
502111	Small Tools	2,937	4,100	4,100	4,100
502112	Communication Equipment & Supplies	1,071	3,000	3,000	3,000
502119	Oil Spill Supplies	737	2,000	2,000	2,000
502150	Water Treatment Chemicals	27,700	41,500	41,500	41,500
502153	Chlorine	4,818	6,400	4,600	6,400
502159	Polymer	733,860	888,000	700,000	750,200
502166	Odor Control Chemicals	27,852	34,400	10,000	34,400
502183	Ash Disposal	1,024,083	662,000	300,000	425,000
502184	Custodial Services	5,777	26,000	12,000	16,100
502188	Refuse Collection	40,180	48,000	40,000	48,000
502203	Ground Care	5,000	8,000	8,000	8,000
502211	Fuel for Incineration	848,748	832,000	700,000	746,000
502212	Fuel for Pumping	242,364	295,000	200,000	200,000
502213	Fuel for Heating	148,676	227,000	100,000	227,000
502215	Oil & Lubricant	-	5,000	-	5,000
502255	Blueprints, Maps, & Charts	760	1,000	-	1,000
502270	Seminars & Conventions	290	-	-	-
502287	Outside Services	57,308	77,000	46,200	70,000
502288	DEEP Nitrogen Credit Program	385,877	1,200,000	822,100	740,000
502304	Pest Control Services	240	2,000	2,000	2,000
502319	Equipment Rental	64,028	71,900	60,000	61,000
502350	Electricity	2,730,175	3,000,000	2,719,600	3,100,000
	<b>Total Operations</b>	<b>7,334,145</b>	<b>8,457,300</b>	<b>6,693,400</b>	<b>7,503,700</b>
	<b><i>Maintenance</i></b>				
503207	Tool & Work Equipment	4,012	6,000	4,000	6,000
503209	Treatment Equipment	786,806	900,000	750,000	900,000
503310	Treatment Structures	49,849	92,400	92,400	92,400
	<b>Total Maintenance</b>	<b>840,667</b>	<b>998,400</b>	<b>846,400</b>	<b>998,400</b>
	<b>Total Expenditure Classification</b>	<b>12,114,026</b>	<b>13,639,400</b>	<b>11,395,200</b>	<b>12,575,300</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 100%	12,114,026	13,639,400	11,395,200	12,575,300
	Water Allocation 0%	-	-	-	-
	<b>Total Funding Allocation</b>	<b>12,114,026</b>	<b>13,639,400</b>	<b>11,395,200</b>	<b>12,575,300</b>

**Hartford**

<b>Authorized Positions</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>	<b>2016 Projected</b>	<b>2017 Adopted</b>
Assistant WPC Plant Superintendent	1	1	1	1
Senior Clerk / Typist	1	1	1	1
WPC Crew Leader 1	6	6	6	6
WPC Crew Leader 2	7	7	7	7
WPC Plant Operator	2	2	2	1
WPC Plant Operator 2	27	27	27	26
WPC Plant Shift Supervisor	4	4	4	4
WPC Plant Superintendent	1	1	1	1
<i>Total Authorized Positions</i>	49	49	49	47

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**East Hartford****Description**

The East Hartford Water Pollution Control unit is responsible for the primary and secondary treatment of wastewater that flows into the East Hartford Water Pollution Control Facility (EHWPCF) from East Hartford and small sections of South Windsor and Manchester. Ongoing procedures at the facility include screening, grinding, grit removal, primary sedimentation, aeration for the biological breakdown of sewage, final clarification, effluent disinfection (chlorination during the summer), flow measurement, and pumping of removed solids to the Hartford facility for processing. Plant effluent pumping is performed when Connecticut River levels are elevated. This sub-activity also is responsible for the routine maintenance and repair of its equipment and structures. Basic laboratory testing is performed on site on a daily basis. The facility is staffed on a one-shift, five-day-a-week basis with scheduled facility checks on weekends and holidays.

**Budget Commentary**

The total East Hartford WPC budget for 2017 is \$1,308,900, which is below the level adopted in 2016 by \$17,900 or 1.3%.

**Payroll: \$4,400**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees and the elimination of 1 position.

**Operations: (\$47,300)**

- Expenses for *Fuel for Heating* are expected to increase based on market conditions, contract rate and usage.
- Expenses for *Material from Stock* are expected to increase due to planned maintenance.
- *DEEP Nitrogen Credit Program* expenses are expected to increase due to an overall dry weather pattern during nitrogen removal season.

**Maintenance: \$25,000**

- *Treatment Equipment* and *Treatment Structures* is expected to increase due to planned maintenance.



East Hartford

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	429,956	460,100	400,000	464,500
501201	Overtime	42,573	49,500	49,500	49,500
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	3,550	3,700	3,700	3,700
501601	Longevity Pay	825	800	900	800
	<b>Total Payroll</b>	<b>476,904</b>	<b>514,100</b>	<b>454,100</b>	<b>518,500</b>
	<b><i>Operations</i></b>				
502011	Meal Allowances	161	400	200	400
502026	Clothing & Apparel	5,513	5,400	3,000	5,400
502048	Grit/Screening Disposal	25,400	24,000	15,000	24,000
502061	Material from Stock	7,909	5,000	10,000	15,000
502103	Electrical Supplies	353	1,000	-	1,000
502104	Janitorial Supplies	-	1,500	1,500	1,500
502107	Office Supplies & Expenses	1,865	1,600	-	2,200
502111	Small Tools	-	2,400	-	2,400
502112	Communication Equipment & Supplies	3,770	3,500	2,000	3,500
502119	Oil Spill Supplies	-	700	-	700
502138	Safety Equipment	3,995	10,000	6,000	10,000
502150	Water Treatment Chemicals	28,857	45,200	42,000	45,200
502184	Custodial Services	1,241	7,500	-	7,500
502188	Refuse Collection	1,265	1,500	-	1,500
502203	Ground Care	10,300	12,000	5,000	12,000
502212	Fuel for Pumping	2,033	9,000	-	7,500
502213	Fuel for Heating	16,676	33,600	15,000	38,700
502215	Oil & Lubricant	6,209	10,000	3,000	7,500
502295	Outside Testing & Lab Services	1,709	2,200	2,200	2,200
502288	DEEP Nitrogen Credit Program	76,278	100,000	40,000	41,000
502304	Pest Control Services	-	2,200	500	2,200
502350	Electricity	371,768	393,000	300,000	393,000
	<b>Total Operations</b>	<b>565,301</b>	<b>671,700</b>	<b>445,400</b>	<b>624,400</b>
	<b><i>Maintenance</i></b>				
503207	Tool & Work Equipment	1,146	1,000	1,000	1,000
503209	Treatment Equipment	65,672	100,000	100,000	100,000
503310	Treatment Structures	21,017	40,000	40,000	65,000
	<b>Total Maintenance</b>	<b>87,835</b>	<b>141,000</b>	<b>141,000</b>	<b>166,000</b>
	<b>Total Expenditure Classification</b>	<b>1,130,040</b>	<b>1,326,800</b>	<b>1,040,500</b>	<b>1,308,900</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 100%	1,130,040	1,326,800	1,040,500	1,308,900
	Water Allocation 0%	-	-	-	-
	<b>Total Funding Allocation</b>	<b>1,130,040</b>	<b>1,326,800</b>	<b>1,040,500</b>	<b>1,308,900</b>

**East Hartford**

<b>Authorized Positions</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>	<b>2016 Projected</b>	<b>2017 Adopted</b>
WPC Crew Leader 1	1	1	1	1
WPC Plant Operator	1	1	1	-
WPC Plant Operator 2	4	4	4	4
WPC Satellite Plant Supervisor	1	1	1	1
<i>Total Authorized Positions</i>	<u>7</u>	<u>7</u>	<u>7</u>	<u>6</u>

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**Poquonock****Description**

The Poquonock Water Pollution Control unit is responsible for the primary and secondary treatment of wastewater that flows into the Poquonock Water Pollution Control Facility (PWPCF) from northern Windsor, Bradley International Airport and part of East Granby. Ongoing duties and procedures include grit removal, primary sedimentation, operation of trickling filters for the biological breakdown of sewage, final clarification, flow measurement, effluent disinfection and the operation of the sludge digestion tanks. Poquonock is also responsible for the routine maintenance and repair of facility equipment and structures. Basic laboratory testing is performed on site each weekday. The facility is staffed on a one-shift, five-day-a-week basis with scheduled facility checks on weekends and holidays.

**Budget Commentary**

The WPC Poquonock budget for 2017 is \$913,600, which is \$53,600 or 5.5% below the level adopted for 2016.

**Payroll: \$7,100**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees.
- *Overtime* is reduced based on historical spending.

**Operations: (\$60,700)**

- Expenses for *Water Treatment Chemicals* are expected to be lower based historical spending
- *DEEP Nitrogen Credit Program* expenses are expected to increase due to plant flow during the nitrogen removal season.
- Expenses for *Electricity* are expected to decrease based on historical spending levels.
- Sludge Removal is expected to decrease based on the amount of sludge needed to be removed in the facility.

**Maintenance: \$0**

- Expenses are in line with 2017 projected activities.

Poquonock

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Payroll</b></i>				
501101	Regular Pay	310,273	318,100	318,000	326,000
501201	Overtime	52,857	39,800	39,800	39,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	3,540	3,400	3,400	3,400
501601	Longevity Pay	600	600	600	600
	<i><b>Total Payroll</b></i>	<b>367,270</b>	<b>361,900</b>	<b>361,800</b>	<b>369,000</b>
	<i><b>Operations</b></i>				
502011	Meal Allowances	-	200	200	200
502026	Clothing & Apparel	935	1,800	1,800	1,800
502048	Grit/Screening Disposal	9,674	10,000	11,000	11,700
502061	Material from Stock	7,913	12,600	6,000	12,600
502103	Electrical Supplies	948	2,000	2,000	-
502104	Janitorial Supplies	1,196	-	-	-
502107	Office Supplies & Expenses	945	2,200	2,200	3,500
502111	Small Tools	2,187	2,200	2,200	2,200
502119	Oil Spill Supplies	60	600	-	-
502138	Safety Equipment	2,176	2,500	2,500	2,500
502150	Water Treatment Chemicals	57,773	128,000	50,000	65,500
502184	Custodial Services	1,644	5,000	-	-
502188	Refuse Collection	2,346	2,500	2,500	5,800
502191	Sludge Removal	28,755	45,000	25,000	30,000
502203	Ground Care	12,750	13,200	13,200	13,200
502213	Fuel for Heating	8,290	6,200	6,200	8,100
502215	Oil & Lubricant	1,369	1,500	1,500	2,100
502287	Outside Services	1,400	1,400	4,000	4,000
502288	DEEP Nitrogen Credit Program	191,593	205,000	200,600	220,000
502295	Outside Testing & Lab Services	937	-	-	-
502350	Electricity	56,374	60,000	60,000	58,000
	<i><b>Total Operations</b></i>	<b>389,264</b>	<b>501,900</b>	<b>390,900</b>	<b>441,200</b>
	<i><b>Maintenance</b></i>				
503207	Tool & Work Equipment	8,290	8,900	8,900	8,900
503209	Treatment Equipment	119,929	86,000	86,000	86,000
503310	Treatment Structures	11,238	8,500	8,500	8,500
	<i><b>Total Maintenance</b></i>	<b>139,457</b>	<b>103,400</b>	<b>103,400</b>	<b>103,400</b>
	<i><b>Total Expenditure Classification</b></i>	<b>895,991</b>	<b>967,200</b>	<b>856,100</b>	<b>913,600</b>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 100%	895,991	967,200	856,100	913,600
	Water Allocation 0%	-	-	-	-
	<i><b>Total Funding Allocation</b></i>	<b>895,991</b>	<b>967,200</b>	<b>856,100</b>	<b>913,600</b>
	<i><b>Authorized Positions</b></i>				
	WPC Crew Leader 1	1	1	1	1
	WPC Plant Operator 2	2	2	2	2
	WPC Satellite Plant Supervisor	1	1	1	1
	<i><b>Total Authorized Positions</b></i>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

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**Rocky Hill****Description**

The Rocky Hill Water Pollution Control unit is responsible for the primary and secondary treatment of wastewater that flows into the Rocky Hill Water Pollution Control Facility (RHWPCF) from Rocky Hill (all but the southwest corner tributary which flows to the Mattabassett District) and portions of Wethersfield, Newington and Cromwell. Ongoing procedures at the facility include flow measurement, screenings grinding, grit removal, primary sedimentation, aeration for biological breakdown of sewage, final clarification, effluent disinfection (chlorination during the summer) and the pumping of removed solids to the Hartford facility for processing. Storm water collected inside the facility's flood protection dike is pumped back to the Connecticut River when river levels return to normal. The Rocky Hill sub-activity is also responsible for the routine maintenance and repair of facility equipment and structures. Basic laboratory testing is performed on site on a daily basis. The facility is staffed on a one-shift, five-day-a-week basis with scheduled facility checks on weekends and holidays.

**Budget Commentary**

The Rocky Hill 2017 budget of \$1,111,200 is \$27,100 or 2.5% above the expenditure level adopted for 2016.

**Payroll: \$11,600**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees.

**Operations: \$27,500**

- Expenses for *Electricity* are expected to increase due to construction and the 2016 spending levels.
- *DEEP Nitrogen Credit Program* expenses are expected to decrease due to an overall dry weather pattern during nitrogen removal season

**Maintenance: (\$12,000)**

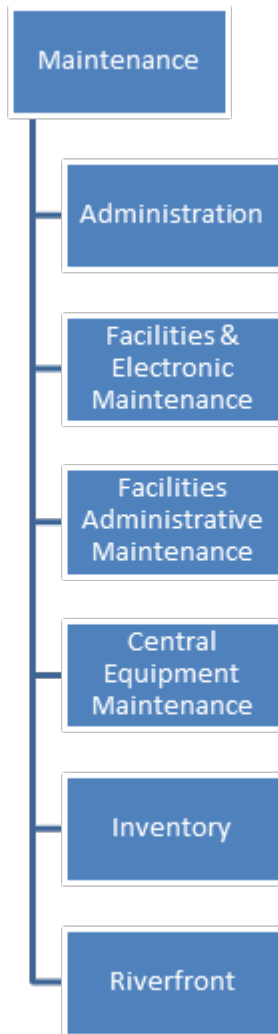
- *Treatment Equipment* is expected to be decreasing due to construction at this facility.

Rocky Hill

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Payroll</i></b>					
501101	Regular Pay	391,581	382,500	383,100	394,100
501201	Overtime	48,730	71,500	71,500	71,500
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	4,468	3,300	3,300	3,300
501601	Longevity Pay	825	800	800	800
	<b>Total Payroll</b>	<b>445,604</b>	<b>458,100</b>	<b>458,700</b>	<b>469,700</b>
<b><i>Operations</i></b>					
502011	Meal Allowances	190	500	500	500
502026	Clothing & Apparel	1,558	2,600	2,600	2,600
502048	Grit/Screening Disposal	12,478	17,000	10,000	17,000
502061	Materials from Stock	2,734	3,400	3,400	3,400
502104	Janitorial Supplies	1,196	3,400	-	3,400
502107	Office Supplies & Expenses	1,158	1,800	1,000	1,800
502111	Small Tools	1,736	3,500	1,000	3,500
502138	Safety Equipment	2,390	3,000	3,000	3,000
502153	Chlorine	7,383	11,300	9,300	11,300
502184	Custodial Services	1,601	7,500	-	7,500
502188	Refuse Collection	879	1,500	1,500	1,500
502203	Ground Care	15,700	20,000	20,000	20,000
502212	Fuel for Pumping	776	2,000	-	2,000
502213	Fuel for Heating	11,955	12,700	5,000	12,700
502215	Oil & Lubricant	-	5,100	2,000	5,100
502288	DEEP Nitrogen Credit Program	62,345	80,000	88,100	60,000
502295	Outside Testing & Lab Services	-	2,200	-	2,200
502304	Pest Control Services	-	700	-	700
502350	Electricity	366,801	335,000	335,000	382,500
	<b>Total Operations</b>	<b>490,881</b>	<b>513,200</b>	<b>482,400</b>	<b>540,700</b>
<b><i>Maintenance</i></b>					
503207	Tool & Work Equipment	2,670	3,300	3,300	3,300
503209	Treatment Equipment	27,238	87,000	65,000	75,000
503301	Building Maintenance	-	7,500	3,500	7,500
503310	Treatment Structures	-	15,000	15,000	15,000
	<b>Total Maintenance</b>	<b>29,908</b>	<b>112,800</b>	<b>86,800</b>	<b>100,800</b>
	<b>Total Expenditure Classification</b>	<b>966,392</b>	<b>1,084,100</b>	<b>1,027,900</b>	<b>1,111,200</b>
<b><i>Funding Allocation</i></b>					
	Sewer Allocation 100%	966,392	1,084,100	1,027,900	1,111,200
	Water Allocation 0%	-	-	-	-
	<b>Total Funding Allocation</b>	<b>966,392</b>	<b>1,084,100</b>	<b>1,027,900</b>	<b>1,111,200</b>
<b><i>Authorized Positions</i></b>					
	WPC Crew Leader 1	1	1	1	1
	WPC Plant Operator 2	3	3	3	3
	WPC Satellite Plant Supervisor	1	1	1	1
	<b>Total Authorized Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

# **Maintenance**

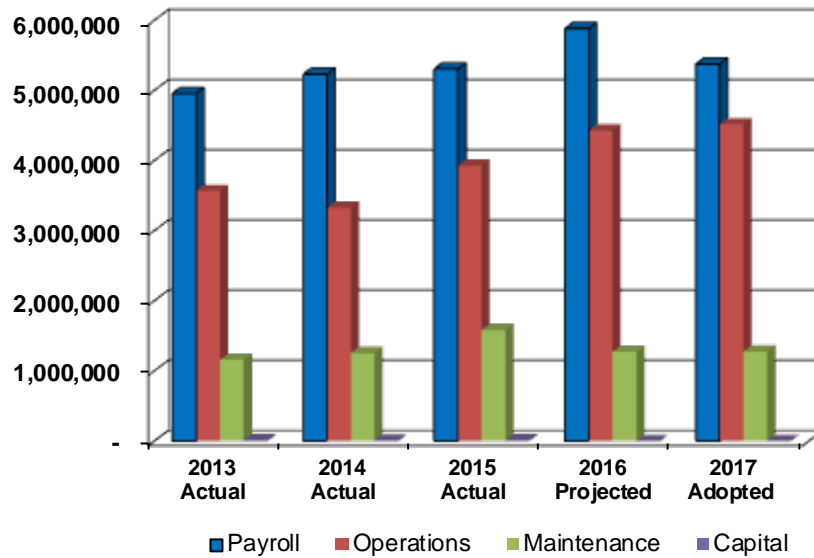
Administration  
Facility & Electronic Maintenance  
Administrative Facilities Maintenance  
Central Equipment Maintenance  
Inventory  
Riverfront



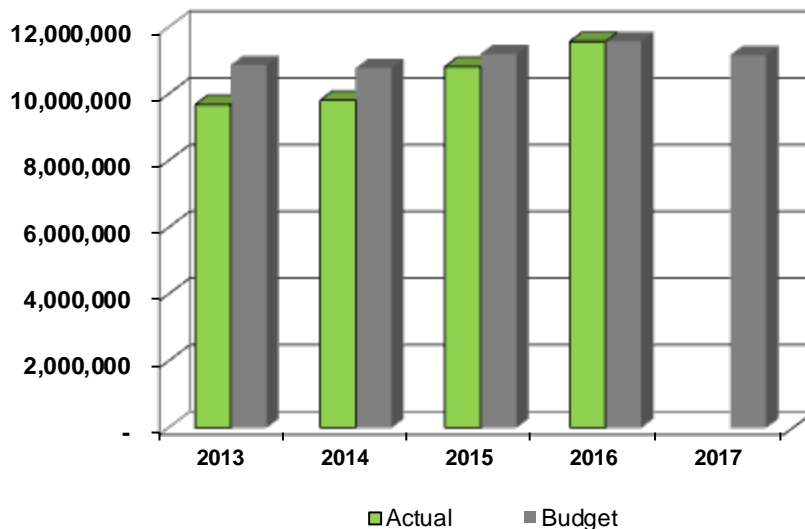


# Maintenance

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	4,953,767	5,229,549	5,303,558	5,880,800	5,373,800
Operations	3,563,670	3,325,860	3,925,908	4,426,300	4,513,400
Maintenance	1,156,077	1,252,258	1,581,377	1,268,200	1,275,200
Capital	8,896	5,367	8,322	-	-
<b>Total</b>	<b>9,682,410</b>	<b>9,813,034</b>	<b>10,819,166</b>	<b>11,575,300</b>	<b>11,162,400</b>



	2013	2014	2015	2016	2017
Actual	9,682,410	9,813,034	10,819,166	11,575,300	
Budget	10,865,400	10,775,400	11,198,500	11,575,300	11,162,400
Variance	(1,182,990)	(962,366)	(379,334)	-	

# Maintenance

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## Summary

### Description

The Maintenance activity is responsible for repairing and maintaining all District buildings and grounds, building systems' process equipment and machinery at plants and pump stations, and all District radio and instrumentation equipment. The activity also has primary responsibility for the daily operation of 71 sewer pump stations, 17 water pump stations, 7 water storage tanks, 3 standpipes and 3 distribution reservoirs.

The Maintenance activity also includes the Central Equipment Maintenance (CEM) sub-activity. CEM is responsible for fleet repair and preventive maintenance; various stationary engines located in plants and pump stations; and engine-driven, pneumatic, hydraulic, and electrical tools and equipment used throughout the District.

### Budget Commentary

The Maintenance budget for 2017 is \$11,162,400, which is below \$412,900 or 3.6% below the expenditure level adopted for 2016 in support of current year programs and operations. Budget details regarding the activity and departments are provided on succeeding pages.

# Maintenance

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Summary by Activity</i></b>				
Administration	248,287	244,600	244,600	165,500
Facilities and Electronic Maintenance	4,420,192	5,080,900	5,080,900	5,051,000
Administrative Facilities Maintenance	1,580,711	1,554,200	1,554,200	1,595,600
Central Equipment Maintenance	3,846,837	4,029,300	4,029,300	3,808,400
Inventory	723,139	666,300	666,300	541,900
<b><i>Total Summary by Activity</i></b>	<b>10,819,166</b>	<b>11,575,300</b>	<b>11,575,300</b>	<b>11,162,400</b>
<b><i>Summary by Major Account</i></b>				
<b>Payroll</b>				
Regular Pay	4,448,225	5,182,100	5,182,100	4,659,400
Overtime	809,083	652,000	652,000	670,000
Temporary Help	-	-	-	-
Standby & Premium Pay	37,301	36,800	36,800	36,800
Longevity Pay	8,950	9,900	9,900	7,600
<b><i>Total Payroll</i></b>	<b>5,303,558</b>	<b>5,880,800</b>	<b>5,880,800</b>	<b>5,373,800</b>
Operations	3,925,908	4,426,300	4,426,300	4,513,400
Maintenance	1,581,377	1,268,200	1,268,200	1,275,200
Capital Outlay	8,322	-	-	-
<b><i>Total Summary by Major Account</i></b>	<b>10,819,166</b>	<b>11,575,300</b>	<b>11,575,300</b>	<b>11,162,400</b>
<b><i>Funding Allocation</i></b>				
Sewer Allocation 49%	5,301,391	5,672,000	5,672,000	5,469,500
Water Allocation 51%	5,517,775	5,903,300	5,903,300	5,692,900
<b><i>Total Funding Allocation</i></b>	<b>10,819,166</b>	<b>11,575,300</b>	<b>11,575,300</b>	<b>11,162,400</b>
<b><i>Authorized Positions</i></b>				
Administration	2	2	2	1
Facilities and Electronic Maintenance	32	35	35	33
Central Equipment Maintenance	17	18	18	18
Inventory	7	8	8	6
<b><i>Total Authorized Positions</i></b>	<b>58</b>	<b>63</b>	<b>63</b>	<b>58</b>

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**Administration****Description**

The Manager of Maintenance is responsible for the planning and scheduling for the preventive maintenance for, as well as the repair of, equipment, vehicles and District-wide structures. The Maintenance Administration unit is staffed by the Manager of Maintenance.

**Budget Commentary**

The Maintenance, Administration budget for 2017 is \$165,600. This is down \$79,100 or 32.3% from the expenditure level adopted for 2016.

**Payroll: (\$89,900)**

- *Regular Pay* and *Overtime* are decreasing by the elimination of 1 position.

**Operations: \$10,800**

- An increase in various allotments is based on historical spend.

**Administration**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	230,879	236,600	236,600	149,500
501201	Overtime	1,779	2,000	2,000	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	1,050	1,100	1,100	300
	<b>Total Payroll</b>	<b>233,708</b>	<b>239,700</b>	<b>239,700</b>	<b>149,800</b>
	<b><i>Operations</i></b>				
502026	Clothing Apparel	300	300	300	300
502107	Office Supplies	125	-	-	6,000
502270	Seminars & Conventions	7,955	2,000	2,000	2,000
502271	Dues-Professional Associations	925	800	800	1,000
502272	Books & Subscriptions	686	900	900	500
502274	Meeting Expenses	3,273	900	900	900
502296	Consulting Services	1,315	-	-	5,000
	<b>Total Operations</b>	<b>14,579</b>	<b>4,900</b>	<b>4,900</b>	<b>15,700</b>
	<b>Total Expenditure Classification</b>	<b>248,287</b>	<b>244,600</b>	<b>244,600</b>	<b>165,500</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	121,661	119,900	119,900	81,100
	Water Allocation 51%	126,626	124,700	124,700	84,400
	<b>Total Funding Allocation</b>	<b>248,287</b>	<b>244,600</b>	<b>244,600</b>	<b>165,500</b>
	<b><u>Authorized Positions</u></b>				
	Administrative Assistant	1	1	1	-
	Manager of Plant Maintenance	1	1	1	1
	<b>Total Authorized Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>

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**Facilities & Electronic Maintenance****Description**

The Facilities and Electronic Maintenance sub-activity is responsible for the operation and maintenance of 17 water pump stations, 71 wastewater pump stations, 7 storage tanks, 3 standpipes, and 3 distribution reservoirs. Other responsibilities include: maintaining and repairing machinery equipment and process systems at the District's water and wastewater treatment facilities; fabrication and machining of materials and parts needed to carry out repairs; and maintenance and updating of electrical system services and equipment on a District-wide basis.

Facilities and Electronic Maintenance is also responsible for major repairs and maintenance associated with the structures and facilities at the District's water and wastewater treatment plants, Headquarters, and other structures of the District (excluding the water supply facilities). Duties include repairing windows, walls, doors, roofs, floors, office renovation, and yearly inspections of all District facilities as part of long-range planning responsibilities.

This sub-activity also handles the repair, maintenance and updating of all electronic systems, devices and equipment located at plants, pump stations and other structures of the District, as well as the maintenance of communication equipment and the District's radio-based pump station alarm system.

**Budget Commentary**

The Facilities and Electronic Maintenance budget of \$5,051,000 is down \$29,900 or 0.6% from the expenditure level adopted for 2016.

**Payroll: (\$222,300)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset, by the delay in filling positions and the elimination of 7 positions. There were 5 positions transferred in as follows: 1 position from 3050015, 1 position from 7930002 and 2 positions from 8310020.
- *Overtime* is being decreased based on historical spend
- *Longevity* has been decreased upon participation.

**Operations: \$185,400**

- *Ground Care* increase is based on a contract to maintain grounds district wide.
- An increase in various allotments is based on historical spend.

**Maintenance: \$7,000**

- An increase in *Maintenance* expenses are based on 2016 spending levels.

## Facilities &amp; Electronic Maintenance

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	2,279,366	2,835,100	2,835,100	2,633,500
501201	Overtime	564,064	520,000	520,000	500,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	31,190	30,000	30,000	30,000
501601	Longevity Pay	4,625	5,600	5,600	4,900
	<b><i>Total Payroll</i></b>	<b>2,879,244</b>	<b>3,390,700</b>	<b>3,390,700</b>	<b>3,168,400</b>
	<b><i>Operations</i></b>				
502011	Meal Allowances	2,259	5,000	5,000	5,000
502016	Police Services	-	-	-	8,000
502022	Salt & Sand Ice Control	8,448	23,000	23,000	23,000
502026	Clothing & Apparel	26,226	27,400	27,400	27,400
502061	Materials from Stock	83,105	80,000	80,000	83,000
502103	Electrical Supplies	11,548	11,000	11,000	11,000
502104	Janitorial Supplies	474	3,000	3,000	60,000
502107	Office Supplies and Expense	11,631	4,000	4,000	-
502111	Small Tools	39,264	13,000	13,000	13,000
502112	Communication Equipment & Supplies	16,664	15,000	15,000	15,000
502119	Oil Spill Supplies	625	400	400	1,000
502138	Safety Equipment	15,830	9,000	9,000	9,000
502164	Weed Control Chemicals	-	3,000	3,000	3,000
502166	Odor Control Chemicals	-	2,000	2,000	2,000
502184	Custodial Services	16,621	-	-	-
502188	Refuse Collection	-	4,000	4,000	4,000
502190	Security	9,510	10,000	10,000	20,000
502203	Ground Care	37,957	25,000	25,000	103,000
502207	Tool & Work Equipment	1,544	4,200	4,200	-
502213	Fuel for Heating	23,659	100,000	100,000	100,000
502287	Outside Services	-	-	-	50,000
502319	Equipment Rental	26,847	25,000	25,000	20,000
502350	Electricity	852,615	900,000	900,000	900,000
502416	Computer Equipment & Supplies	8,971	8,000	8,000	-
	<b><i>Total Operations</i></b>	<b>1,193,798</b>	<b>1,272,000</b>	<b>1,272,000</b>	<b>1,457,400</b>
	<b><i>Maintenance</i></b>				
503101	Land	-	1,200	1,200	1,200
503138	Safety Equipment	19,740	10,000	10,000	10,000
503201	Communication Equipment	26,889	25,000	25,000	35,000
503205	Pump Station Equipment	96,349	100,000	100,000	100,000
503207	Tool & Work Equipment	16,814	17,000	17,000	17,000
503217	Infrastructure Software	67,095	65,000	65,000	65,000
503301	Building Maintenance	94,662	135,000	135,000	135,000
503307	Pump Stations	10,168	30,000	30,000	15,000
503310	Treatment Structures	-	-	-	25,000
503312	Reservoir Structures	3,583	10,000	10,000	10,000
503313	Service Roads	2,053	15,000	15,000	-
503316	Dist Reservoir Standpipes Storage Tanks	9,795	10,000	10,000	12,000
	<b><i>Total Maintenance</i></b>	<b>347,149</b>	<b>418,200</b>	<b>418,200</b>	<b>425,200</b>
	<b><i>Total Expenditure Classification</i></b>	<b>4,420,192</b>	<b>5,080,900</b>	<b>5,080,900</b>	<b>5,051,000</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 49%	2,165,894	2,489,600	2,489,600	2,475,000
	Water Allocation 51%	2,254,298	2,591,300	2,591,300	2,576,000
	<b><i>Total Funding Allocation</i></b>	<b>4,420,192</b>	<b>5,080,900</b>	<b>5,080,900</b>	<b>5,051,000</b>

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**Facilities & Electronic Maintenance**


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<b>Authorized Positions</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>	<b>2016 Projected</b>	<b>2017 Adopted</b>
Building and Grounds Maintainer	-	3	3	7
Carpenter	1	1	1	1
Electrician	-	1	1	-
Electrician 1	-	-	-	2
Electrician 2	5	3	3	1
Elctrc/Elctrn Maint. Supervisor	1	1	1	-
Electronic Technician 1	-	1	1	1
Electronic Technician 2	6	5	5	7
Facility Maintenance Supervisor	-	1	1	-
Machinist/Maint. Mechanic 2	1	2	2	2
Maintenance Mechanic	5	5	5	5
Meter Rebuild Crew Leader	-	-	-	1
Park & Grounds Maintainer 1	1	1	1	-
Plant Maintainer	3	3	3	2
Plant Maintenance Supervisor	1	2	2	2
Plumber	1	1	1	-
Pump Station Maint. Supervisor	1	1	1	1
Sr. Electronic Technician	2	2	2	-
Senior Maintenance Mechanic	1	1	1	1
WS Maintainer 2	1	1	1	-
WS Maintainer 3	1	-	-	-
WS Maint Supervisor	1	-	-	-
<i>Total Authorized Positions</i>	<b>32</b>	<b>35</b>	<b>35</b>	<b>33</b>



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**Administrative Facilities Maintenance****Description**

The Administrative Facilities Maintenance program addresses all maintenance and repair tasks associated with the District's Headquarters Building at 555 Main Street as well as 125 Maxim Road, 60 Murphy Road and 235 Brainard Road, Hartford. The unit's responsibilities include operation and maintenance of the building's heating, ventilation and air conditioning systems; building and grounds maintenance; electrical and plumbing maintenance, custodial services, security services and interior renovations and painting.

**Budget Commentary**

The \$1,595,600 budget for the Administrative Facilities for 2017 is up \$41,400 or 2.7% higher from the expenditure level adopted for 2016.

**Operations: \$41,400**

- *Custodial Service* expenses are anticipated to increase due to the consolidation of services from districtwide.

**Maintenance: \$0**

- The budget is expected to be unchanged for 2016.

**Administrative Facilities Maintenance**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	-	-	-	-
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
	<b><i>Total Payroll</i></b>	-	-	-	-
	<b><i>Operations</i></b>				
502061	Materials from Stock	5,813	6,000	6,000	6,000
502103	Electrical Supplies	5,553	10,500	10,500	-
502104	Janitorial Supplies	7,552	12,500	12,500	65,000
502184	Custodial Services	388,597	315,000	315,000	300,000
502185	Heating Ventilating & Air Conditioning	47,030	54,000	54,000	54,000
502188	Refuse Collection	35,558	52,900	52,900	60,000
502190	Security	6,461	6,700	6,700	10,000
502213	Fuel for Heating	142,913	239,600	239,600	245,000
502304	Pest Control Services	4,304	10,600	10,600	10,600
502350	Electricity	422,027	455,900	455,900	455,000
502351	Heating & Air Conditioning	146,505	190,500	190,500	190,000
	<b><i>Total Operations</i></b>	<b>1,212,808</b>	<b>1,354,200</b>	<b>1,354,200</b>	<b>1,395,600</b>
	<b><i>Maintenance</i></b>				
503301	Building Maintenance	367,903	200,000	200,000	200,000
	<b><i>Total Maintenance</i></b>	<b>367,903</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
	<b><i>Total Expenditure Classification</i></b>	<b>1,580,711</b>	<b>1,554,200</b>	<b>1,554,200</b>	<b>1,595,600</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 49%	774,548	761,600	761,600	781,800
	Water Allocation 51%	806,162	792,600	792,600	813,800
	<b><i>Total Funding Allocation</i></b>	<b>1,580,711</b>	<b>1,554,200</b>	<b>1,554,200</b>	<b>1,595,600</b>

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**Central Equipment Maintenance****Description**

Central Equipment Maintenance (CEM) is responsible for fleet repair and maintenance, repair and maintenance of various stationary engines located in plants and pump stations, and engine-driven, pneumatic, hydraulic, and electrical tools and equipment used throughout the District. CEM also supports other functions and activities through its welding/fabricating shop, both in the shop and at remote locations. In addition, CEM is responsible for the operation, maintenance, repair and housekeeping of the Vehicle Maintenance Facility (VMF) at 50 Murphy Road, Hartford.

**Budget Commentary**

The Central Equipment Maintenance budget for 2017 is \$3,808,400, which is below the 2016 approved level by \$220,900 or 5.5%.

**Payroll: (\$70,400)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by the delay in filling positions.

**Operations: (\$150,500)**

- *Material from Stock* is increasing based on historical spending.
- *Gasoline* expenses are expected to be lower in 2017 based on contractual obligations.
- *Natural Gas* is anticipated to increase based on 2016 spending.

**Maintenance: \$0**

- The budget is expected to be unchanged for 2016.

### Central Equipment Maintenance

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Payroll</b></i>				
501101	Regular Pay	1,395,240	1,513,800	1,513,800	1,443,400
501201	Overtime	77,193	80,000	80,000	80,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	517	800	800	800
501601	Longevity Pay	2,450	2,400	2,400	2,400
	<i><b>Total Payroll</b></i>	<b>1,475,399</b>	<b>1,597,000</b>	<b>1,597,000</b>	<b>1,526,600</b>
	<i><b>Operations</b></i>				
502011	Meal Allowances	10	300	300	300
502013	Permits	300	2,500	2,500	2,500
502026	Clothing & Apparel	10,776	16,000	16,000	16,000
502032	Inventory Adjustments	12,916	-	-	-
502061	Materials From Stock	332,727	200,000	200,000	200,000
502103	Electrical Supplies	2,343	3,300	3,300	3,300
502104	Janitorial Supplies	1,794	1,000	1,000	-
502107	Office Supplies & Expenses	3,087	3,000	3,000	3,000
502111	Small Tools	17,350	18,000	18,000	18,000
502138	Safety Equipment	12,883	25,000	25,000	25,000
502167	Wash-Bay Chemicals	39,438	36,500	36,500	40,000
502188	Refuse Collection	8,655	12,000	12,000	12,000
502190	Security	3,230	6,000	6,000	6,000
502210	Propane Gas	1,892	10,000	10,000	10,000
502213	Fuel for Heating	14,946	30,000	30,000	30,000
502214	Gasoline	414,344	590,000	590,000	414,400
502216	Diesel Fuel	513,188	600,000	600,000	600,000
502271	Dues-Professional Associations	1,022	1,000	1,000	1,000
502274	Meeting Expense	-	1,000	1,000	1,000
502296	Consultant Services	6,900	140,000	140,000	140,000
502319	Equipment Rental	9,311	5,000	5,000	10,000
502350	Electricity	61,889	69,400	69,400	71,000
502352	Natural Gas	27,791	12,300	12,300	28,300
	<i><b>Total Operations</b></i>	<b>1,496,790</b>	<b>1,782,300</b>	<b>1,782,300</b>	<b>1,631,800</b>
	<i><b>Maintenance</b></i>				
503204	Power Operated Equipment	143,117	180,000	180,000	180,000
503207	Tool & Work Equipment	135,316	120,000	120,000	120,000
503208	Transportation Equipment	514,639	280,000	280,000	280,000
503211	Stationary Power Equipment	29,997	20,000	20,000	20,000
503301	Building Maintenance	43,257	50,000	50,000	50,000
	<i><b>Total Maintenance</b></i>	<b>866,326</b>	<b>650,000</b>	<b>650,000</b>	<b>650,000</b>
	<i><b>Total Expenditure Classification</b></i>	<b>3,846,837</b>	<b>4,029,300</b>	<b>4,029,300</b>	<b>3,808,400</b>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 49%	1,884,950	1,974,400	1,974,400	1,866,100
	Water Allocation 51%	1,961,887	2,054,900	2,054,900	1,942,300
	<i><b>Total Funding Allocation</b></i>	<b>3,846,837</b>	<b>4,029,300</b>	<b>4,029,300</b>	<b>3,808,400</b>

**Central Equipment Maintenance**

<b>Authorized Positions</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>	<b>2016 Projected</b>	<b>2017 Adopted</b>
Administrative Assistant	1	1	1	1
Equipment Fabricator	1	1	1	1
Power Equipment Mechanic	1	1	1	1
Vehicle and Equip. Body Mechanic	1	1	1	1
Vehicle and Equip. Mechanic	-	1	1	1
Vehicle and Equip. Maint. Supt.	1	1	1	1
Vehicle and Equipment Mechanic 2	6	6	6	6
Vehicle and Equip. Rep. Crew Leader	5	5	5	5
Vehicle and Equip. Repair Supervisor	1	1	1	1
<i>Total Authorized Positions</i>	<b>17</b>	<b>18</b>	<b>18</b>	<b>18</b>

**Inventory****Description**

The Inventory department is responsible for managing the sewer and water inventories, which includes spare parts, miscellaneous materials and capital spare parts.

**Budget Commentary**

The Inventory budget for 2017 is \$541,900, which is down \$124,400 or 18.7% lower than the 2016 approved level.

**Payroll: (\$124,400)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset, by the elimination of 3 positions and the transfer of 1 position from 7930001.
- *Longevity* has decreased based upon participation.

**Operations: \$0**

- The budget is expected to be unchanged for 2016.

Inventory

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	542,741	596,600	596,600	433,000
501201	Overtime	166,047	50,000	50,000	90,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	5,594	6,000	6,000	6,000
501601	Longevity Pay	825	800	800	-
	<b>Total Payroll</b>	<b>715,206</b>	<b>653,400</b>	<b>653,400</b>	<b>529,000</b>
	<b><i>Operations</i></b>				
502011	Meal Allowances	2,030	3,000	3,000	3,000
502017	Postage	1,828	5,000	5,000	5,000
502026	Clothing & Apparel	2,848	4,200	4,200	4,200
502107	Office Supplies & Expenses	1,019	700	700	700
502111	Small Tools	208	-	-	-
	<b>Total Operations</b>	<b>7,933</b>	<b>12,900</b>	<b>12,900</b>	<b>12,900</b>
	<b>Total Expenditure Classification</b>	<b>723,139</b>	<b>666,300</b>	<b>666,300</b>	<b>541,900</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 49%	354,338	326,500	326,500	265,500
	Water Allocation 51%	368,801	339,800	339,800	276,400
	<b>Total Funding Allocation</b>	<b>723,139</b>	<b>666,300</b>	<b>666,300</b>	<b>541,900</b>
	<b><i>Authorized Positions</i></b>				
	Inventory Stock Clerk	1	2	2	2
	Stock Svcs Crew Leader	1	1	1	1
	Stock Services Supervisor	2	1	1	1
	Stock Services Superintendent	-	1	1	-
	Stock Specialist	1	1	1	-
	Yard Stock Specialist 1	1	1	1	2
	Yard Stock Specialist 2	1	1	1	-
	<b>Total Authorized Positions</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>6</b>

# **Water Treatment and Supply**

Administration

## **Water Treatment**

West Hartford

Bloomfield

Facilities & Ground Maintenance

Collinsville

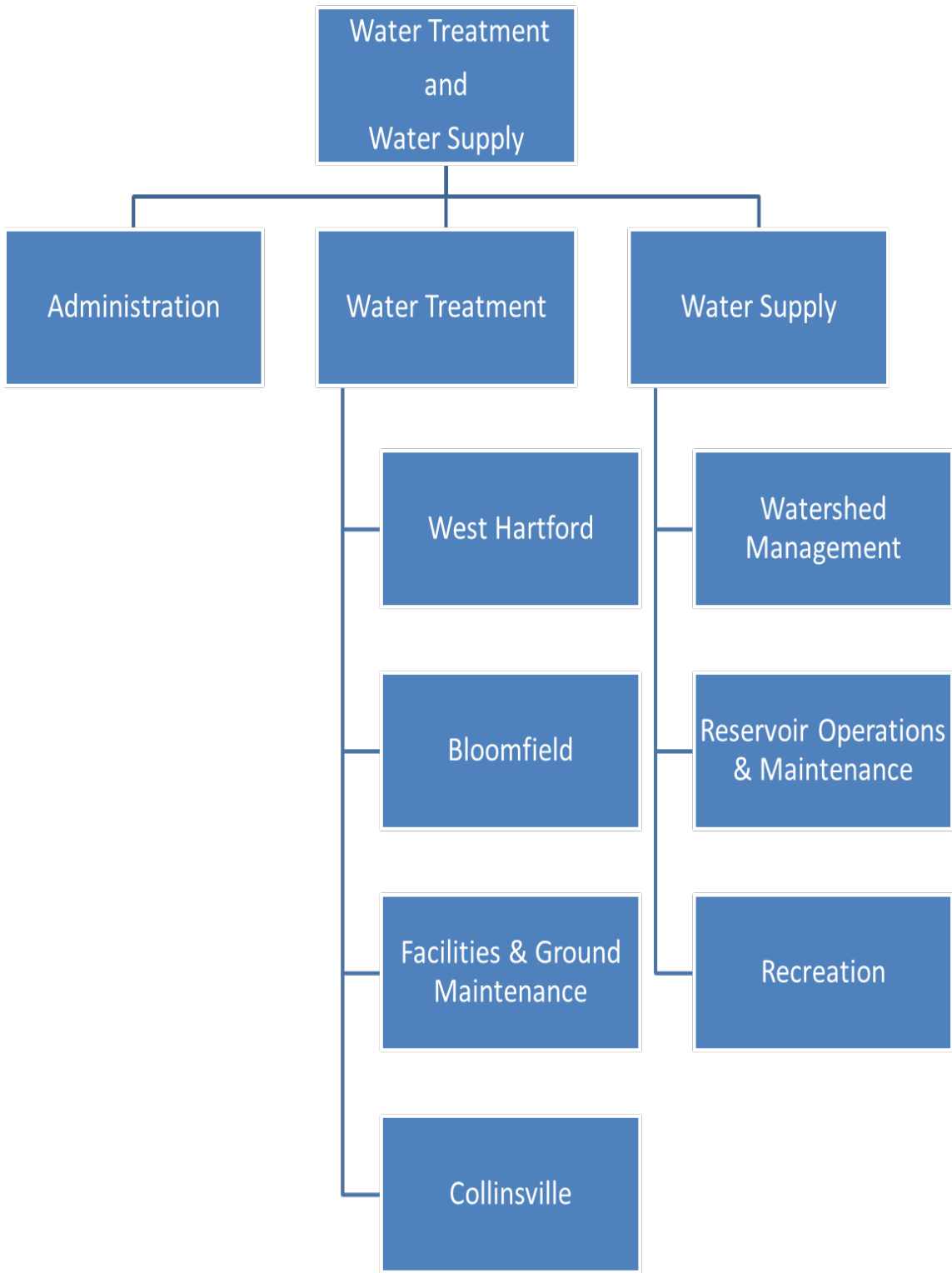
## **Water Supply**

Watershed Maintenance

Reservoir Operations & Maintenance

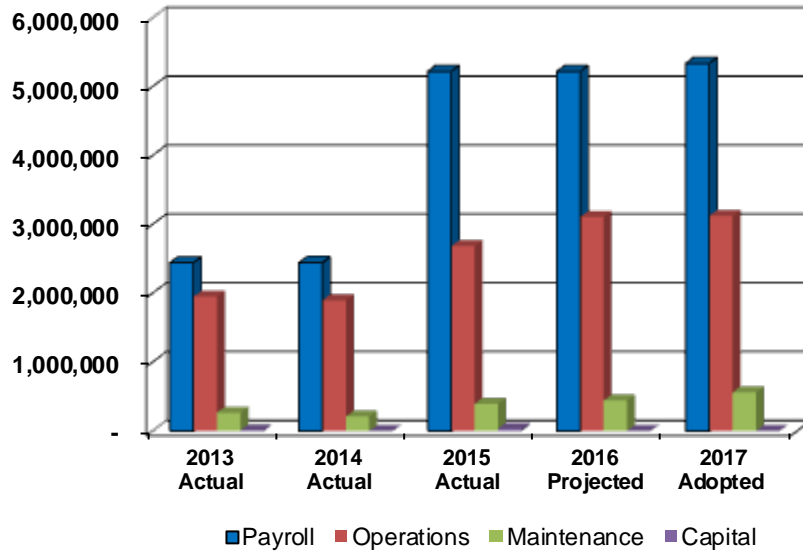
Recreation



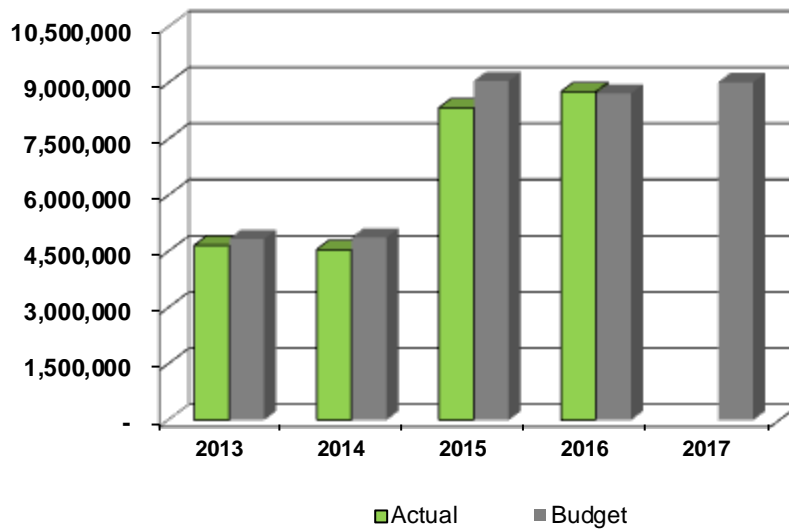


# Water Treatment & Supply

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	2,444,252	2,445,565	5,224,215	5,221,000	5,338,800
Operations	1,952,048	1,897,098	2,684,639	3,107,100	3,122,000
Maintenance	264,808	209,239	395,910	442,400	560,900
Capital	6,800	-	33,066	-	-
<b>Total</b>	<b>4,667,907</b>	<b>4,551,901</b>	<b>8,337,831</b>	<b>8,770,500</b>	<b>9,021,700</b>



	2013	2014	2015	2016	2017
Actual	4,667,907	4,551,901	8,337,831	8,770,500	
Budget	4,838,400	4,872,900	9,051,800	8,724,400	9,021,700
Variance	(170,493)	(320,999)	(713,969)	46,100	

# **Water Treatment & Supply**

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## **Summary**

### **Description**

The Water Treatment and Supply Department is responsible for the management, treatment and transmission of the District's water supplies, and for associated programs related to the District's role as a regional water utility.

The Department, which is headed by the Manager of Water Treatment, comprises of the following activities: Water Treatment, which includes the West Hartford, Bloomfield and Collinsville Water Treatment Facilities; and Supply, which includes the Watershed Management, Reservoir Operation and Maintenance and Recreation activities.

### **Budget Commentary**

The Water Treatment and Supply department budget for 2017 is \$9,021,700 an increase of \$297,300 or 3.4 % above the 2016 appropriation. Budget details pertaining to the Water Treatment and Supply activities follow.

# Water Treatment and Supply

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Summary by Activity</i></b>				
Administration	588,779	614,800	663,400	550,700
West Hartford	2,742,702	2,917,900	3,272,500	2,728,400
Bloomfield	1,427,086	1,649,100	1,642,400	1,582,700
Facilities & Ground Maintenance	621,601	494,800	477,900	945,700
Collinsville	132,550	134,500	114,200	132,000
Reservoir Operations & Maintenance	582,930	609,400	579,100	623,000
Water Supply	2,172,133	2,213,900	1,942,600	2,369,200
Recreation	70,050	90,000	78,400	90,000
<b><i>Total Summary by Activity</i></b>	<b>8,337,831</b>	<b>8,724,400</b>	<b>8,770,500</b>	<b>9,021,700</b>
<b><i>Summary by Major Account</i></b>				
<b>Payroll</b>				
Regular Pay	4,496,618	4,402,500	4,349,500	4,674,500
Overtime	640,694	577,700	783,200	575,700
Temporary Help	38,594	46,000	46,000	46,000
Standby & Premium Pay	39,734	42,800	33,700	35,300
Longevity Pay	8,575	8,600	8,600	7,300
<b><i>Total Payroll</i></b>	<b>5,224,215</b>	<b>5,077,600</b>	<b>5,221,000</b>	<b>5,338,800</b>
Operations	2,684,639	3,071,800	3,107,100	3,122,000
Maintenance	395,910	575,000	442,400	560,900
Capital Outlay	33,066	-	-	-
<b><i>Total Summary by Major Account</i></b>	<b>8,337,831</b>	<b>8,724,400</b>	<b>8,770,500</b>	<b>9,021,700</b>
<b><i>Funding Allocation</i></b>				
Sewer Allocation 0%	-	-	-	-
Water Allocation 100%	8,337,831	8,724,400	8,770,500	9,021,700
<b><i>Total Funding Allocation</i></b>	<b>8,337,831</b>	<b>8,724,400</b>	<b>8,770,500</b>	<b>9,021,700</b>
<b><i>Authorized Positions</i></b>				
Administration	6	5	5	4
West Hartford	17	17	17	15
Bloomfield	8	9	9	9
Facilities & Ground Maintenance	7	6	6	12
Reservoir Operations & Maintenance	6	5	5	5
Water Supply	17	16	16	14
<b><i>Total Authorized Positions<sup>1</sup></i></b>	<b>61</b>	<b>58</b>	<b>58</b>	<b>59</b>

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**Administration****Description**

The Administration activity is responsible for the overall administration and management of the Water Treatment and Water Supply department. The Manager of Water Treatment heads the Administration unit with support from Assistant Managers and administrative staff.

**Budget Commentary**

The 2017 Water Treatment and Supply Administration budget for is \$550,700 a decrease of \$64,100 or 10.4% below the adopted level for 2016.

**Payroll: (\$65,400)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset, by the elimination of 1 position.

**Operations: \$1,300**

- *Seminars and Conventions* increasing based on anticipated attendance.

Administration

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	565,509	572,400	637,700	507,500
501201	Overtime	2,682	4,000	3,200	4,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	300	-	300
501601	Longevity Pay	2,100	2,200	2,200	1,700
	<b>Total Payroll</b>	<b>570,290</b>	<b>578,900</b>	<b>643,100</b>	<b>513,500</b>
	<b><i>Operations</i></b>				
502013	Permits	940	2,000	-	2,000
502026	Clothing & Apparel	600	1,200	1,200	1,200
502027	Vehicle Mileage Allowance	-	500	-	200
502049	Licenses and Registration	570	1,800	1,400	1,800
502104	Janitorial Services	-	2,500	1,500	2,000
502107	Office Supplies and Expenses	7,190	8,000	7,500	8,000
502190	Security	-	1,000	-	1,000
502270	Seminars & Conventions	6,119	6,300	6,000	8,000
502271	Dues-Professional Associations	2,057	1,500	1,600	1,800
502272	Books & Subscriptions	230	500	500	500
502274	Meeting Expenses	783	600	600	700
502287	Outside Services	-	10,000	-	10,000
	<b>Total Operations</b>	<b>18,489</b>	<b>35,900</b>	<b>20,300</b>	<b>37,200</b>
	<b>Total Expenditure Classification</b>	<b>588,779</b>	<b>614,800</b>	<b>663,400</b>	<b>550,700</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	588,779	614,800	663,400	550,700
	<b>Total Funding Allocation</b>	<b>588,779</b>	<b>614,800</b>	<b>663,400</b>	<b>550,700</b>
	<b><i>Authorized Positions</i></b>				
	Administrative Assistant	1	1	1	-
	Asst. Manager of WT	2	2	2	2
	Manager of Water Treatment	1	1	1	1
	Senior Clerk	1	1	1	-
	WS & T Manager	-	-	-	1
	<b>Total Authorized Positions</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>4</b>

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## Water Treatment - West Hartford

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### Description

The Water Treatment, West Hartford, sub-activity is responsible for the West Hartford Treatment Facility, an operation that involves the daily treatment of more than 40 million gallons of water; the washing and maintenance of slow sand filter beds, and the maintenance of treatment equipment.

### Budget Commentary

The West Hartford Water Treatment budget for 2017 is \$2,728,400. This is a decrease of \$189,500 or 6.5% below the 2016 approved appropriation.

#### **Payroll: (\$166,700)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset, by the elimination of 2 positions and the delay in filling vacancies.
- *Overtime* and *Standby & Premium Pay* expenses are expected to be slightly higher in 2017.

#### **Operations: (\$12,300)**

- *Water Treatment Chemicals* are expected to decrease due to commodity price fluctuations.
- A decrease in *Custodial Services* and various allotments is based on historical spending levels.
- *Outside Services* and *Electricity* are expected to increase due to commodity price fluctuations.

#### **Maintenance: (\$10,500)**

- *Treatment Equipment* and *Treatment Structures* are expected to decrease based on projected planned maintenance.

# Water Treatment and Supply

5022020

## Water Treatment - West Hartford

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	1,106,617	1,223,400	1,197,400	1,053,200
501201	Overtime	252,439	195,000	400,000	198,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	20,177	21,000	21,000	21,500
501601	Longevity Pay	2,025	2,000	2,000	2,000
	<b>Total Payroll</b>	<b>1,381,257</b>	<b>1,441,400</b>	<b>1,620,400</b>	<b>1,274,700</b>
	<b><i>Operations</i></b>				
502011	Meal Allowances	900	500	700	700
502026	Clothing & Apparel	6,795	7,500	7,500	7,500
502061	Material from Stock	3,635	3,500	3,000	3,500
502102	Bedwash Supplies	29,968	35,000	35,000	35,000
502103	Electrical Supplies	383	3,000	2,000	2,000
502104	Janitorial Supplies	776	3,500	2,000	2,000
502111	Small Tools	4,837	4,000	4,000	4,000
502119	Oil Spill Supplies	1,679	2,000	1,500	2,000
502138	Safety Equipment	1,926	4,000	3,500	4,000
502150	Water Treatment Chemicals	707,106	718,000	718,000	690,000
502184	Custodial Services	1,693	22,000	20,000	-
502188	Refuse Collection	5,066	5,500	5,200	5,500
502213	Fuel for Heating	54,393	85,000	150,000	85,000
502216	Diesel Fuel	-	1,500	1,200	1,500
502255	Blueprints, Maps, & Charts	-	1,000	500	1,000
502287	Outside Services	229,104	231,000	325,000	245,000
502319	Equipment Rental	530	1,000	1,000	1,000
502350	Electricity	229,374	216,000	250,000	242,000
	<b>Total Operations</b>	<b>1,278,164</b>	<b>1,344,000</b>	<b>1,530,100</b>	<b>1,331,700</b>
	<b><i>Maintenance</i></b>				
503138	Safety Equipment	350	500	500	500
503205	Pump Station Equipment	29	2,000	1,500	1,500
503207	Tool & Work Equipment	4,834	5,000	5,000	5,000
503209	Treatment Equipment	31,915	55,000	50,000	50,000
503301	Building Maintenance	9,744	10,000	10,000	10,000
503310	Treatment Structures	36,408	60,000	55,000	55,000
	<b>Total Maintenance</b>	<b>83,280</b>	<b>132,500</b>	<b>122,000</b>	<b>122,000</b>
	<b>Total Expenditure Classification</b>	<b>2,742,702</b>	<b>2,917,900</b>	<b>3,272,500</b>	<b>2,728,400</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	2,742,702	2,917,900	3,272,500	2,728,400
	<b>Total Funding Allocation</b>	<b>2,742,702</b>	<b>2,917,900</b>	<b>3,272,500</b>	<b>2,728,400</b>



**Water Treatment - West Hartford**

<b>Authorized Positions</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>	<b>2016 Projected</b>	<b>2017 Adopted</b>
Construction and Repair Specialist	1	1	1	-
Water Filter Bed Maintainer	1	1	1	-
Water Filter Bed Maint. Crew Leader	1	1	1	-
Water Treatment Plant Crew Leader	4	4	4	6
Water Treatment Plant Operator	7	7	7	6
Water Treatment Plant Shift Supv.	2	2	2	2
Water Treatment Plant Supervisor	1	1	1	1
<i>Total Authorized Positions</i>	17	17	17	15

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## Water Treatment - Bloomfield

### Description

The Water Treatment, Bloomfield, sub-activity is responsible for the operation of the Bloomfield (Reservoir No. 6) Water Treatment Facility. This operation includes the daily treatment of more than 15 million gallons of water, backwashing and maintenance of rapid sand filter beds, equipment and other structures.

### Budget Commentary

The 2017 budget for Bloomfield Water Treatment totals \$1,582,700, which is \$66,400 or 4.0% decrease from the 2016 approved level.

#### **Payroll: \$30,100**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees.
- *Overtime* expenses are expected to be lower in 2017.

#### **Operations: (\$96,000)**

- A decrease in *Water Treatments Chemicals* and *Custodial Services* are lower to align with historical spending levels.
- Electricity is expected to increase slightly based on historical spending levels.

#### **Maintenance: (\$500)**

- Various maintenance expense allotments will decrease to reflect 2017 anticipated activities.

Water Treatment - Bloomfield

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Payroll</i></b>					
501101	Regular Pay	644,217	695,300	714,800	730,400
501201	Overtime	92,171	105,000	125,000	100,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	8,295	8,800	8,500	8,800
501601	Longevity Pay	825	800	800	800
	<b>Total Payroll</b>	<b>745,507</b>	<b>809,900</b>	<b>849,100</b>	<b>840,000</b>
<b><i>Operations</i></b>					
502011	Meal Allowances	-	300	300	200
502026	Clothing & Apparel	5,574	3,500	3,500	4,000
502061	Material from Stock	571	3,500	2,000	2,500
502103	Electrical Supplies	2,291	2,400	1,000	-
502104	Janitorial Supplies	2,636	3,000	3,000	4,000
502111	Small Tools	1,687	2,500	2,500	3,500
502138	Safety Equipment	1,914	2,000	2,000	2,000
502150	Water Treatment Chemicals	352,438	466,000	466,000	390,000
502184	Custodial Services	1,725	23,000	-	-
502188	Refuse Collection	3,474	3,800	3,400	3,800
502191	Sludge Removal	-	2,000	1,100	2,000
502213	Fuel for Heating	40,840	39,000	30,000	34,000
502215	Oil & Lubricant	206	500	500	1,000
502255	Blueprints, Maps, & Charts	-	200	-	200
502287	Outside Services	15,489	18,500	19,500	19,000
502319	Equipment Rental	-	1,000	-	1,000
502350	Electricity	174,143	178,000	178,000	186,000
	<b>Total Operations</b>	<b>602,987</b>	<b>749,200</b>	<b>712,800</b>	<b>653,200</b>
<b><i>Maintenance</i></b>					
503138	Safety Equipment	3,594	3,000	3,000	4,500
503207	Tool & Work Equipment	556	2,000	500	-
503209	Treatment Equipment	40,400	45,000	50,000	55,000
503301	Building Maintenance	4,618	5,000	5,000	5,000
503310	Treatment Structures	29,424	35,000	22,000	25,000
	<b>Total Maintenance</b>	<b>78,591</b>	<b>90,000</b>	<b>80,500</b>	<b>89,500</b>
	<b>Total Expenditure Classification</b>	<b>1,427,086</b>	<b>1,649,100</b>	<b>1,642,400</b>	<b>1,582,700</b>
<b><i>Funding Allocation</i></b>					
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	1,427,086	1,649,100	1,642,400	1,582,700
	<b>Total Funding Allocation</b>	<b>1,427,086</b>	<b>1,649,100</b>	<b>1,642,400</b>	<b>1,582,700</b>
<b><i>Authorized Positions</i></b>					
	WT Plant Crew Leader	3	3	3	3
	WT Plant Operator	4	4	4	4
	WT Plant Shift Supervisor	1	1	1	1
	WT Plant Superintendent	-	1	1	1
	<b>Total Authorized Positions</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>9</b>

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**Water Treatment - Facilities & Grounds Maintenance****Description**

The Water Treatment Facilities & Grounds Maintenance sub-activity is responsible for the lands adjacent to the watershed areas (including roads and grounds) associated with the series of reservoirs in West Hartford and Bloomfield.

**Budget Commentary**

The Water Treatment Facilities & Grounds Maintenance budget for 2017 is \$945,700 or a 91.1% increase over the adopted level for 2016.

**Payroll: \$461,500**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees and includes 3 positions transferred from 3040015 and 1 position from 7930005.
- *Longevity* is decreasing based on participation.

**Operations: \$0**

- No budget changes for 2017.

**Maintenance: (\$10,600)**

- Various allotments have been reduced based on historical spending levels.

Water Treatment – Facilities & Grounds Maintenance

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Payroll</i></b>					
501101	Regular Pay	521,333	354,400	372,300	816,700
501201	Overtime	87,202	40,000	35,000	40,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	10,300	1,000	500	1,000
501601	Longevity Pay	825	800	800	-
	<b>Total Payroll</b>	<b>619,660</b>	<b>396,200</b>	<b>408,600</b>	<b>857,700</b>
<b><i>Operations</i></b>					
502011	Meal Allowances	250	500	200	500
502022	Salt & Sand Ice Control	-	15,000	7,000	15,000
502026	Clothing & Apparel	1,691	2,500	2,500	2,500
502111	Small Tools	-	2,500	1,500	2,500
502119	Oil Spill Supplies	-	400	200	400
502138	Safety Equipment	-	2,000	2,000	2,000
502207	Tool & Work Equipment	-	4,000	2,500	4,000
502287	Outside Services	-	12,000	12,000	12,000
	<b>Total Operations</b>	<b>1,941</b>	<b>38,900</b>	<b>27,900</b>	<b>38,900</b>
<b><i>Maintenance</i></b>					
503101	Land	-	15,000	10,000	15,000
503138	Safety Equipment	-	700	400	600
503207	Tool & Work Equipment	-	4,000	2,000	2,000
503301	Building Maintenance	-	10,000	5,000	7,500
503312	Reservoir Structures	-	15,000	12,000	12,000
503313	Service Roads	-	15,000	12,000	12,000
	<b>Total Maintenance</b>	<b>-</b>	<b>59,700</b>	<b>41,400</b>	<b>49,100</b>
	<b>Total Expenditure Classification</b>	<b>621,601</b>	<b>494,800</b>	<b>477,900</b>	<b>945,700</b>
<b><i>Funding Allocation</i></b>					
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	621,601	494,800	477,900	945,700
	<b>Total Funding Allocation</b>	<b>621,601</b>	<b>494,800</b>	<b>477,900</b>	<b>945,700</b>
<b><i>Authorized Positions</i></b>					
	Bldg & Grounds Maint. Supervisor	-	1	1	1
	Bldg & Grounds Maintainer	2	4	4	2
	Custodian	1	-	-	-
	Electrician 2	1	-	-	-
	Facility Maintainer 1	-	-	-	6
	Grounds Supervisor	-	-	-	1
	Machinist/Maintenance Mech 2	1	-	-	-
	Park & Grounds Maint 1	1	1	1	1
	Plant Maint Supervisor	1	-	-	-
	Water Supply Maintainer 2	-	-	-	1
	<b>Total Authorized Positions</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>12</b>

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**Water Treatment - Collinsville****Description**

The Water Treatment, Collinsville sub-activity, is responsible for the treatment of approximately 460,000 gallons per day of water that is provided to the Connecticut Water Company's Collinsville division pursuant to an agreement. The operation includes treatment of water, backwashing and maintenance of the filtration system and maintenance of the treatment equipment and building structure.

**Budget Commentary**

The 2017 budget for Water Treatment, Collinsville is \$132,000 which is \$2,500 or 1.9% lower than the 2016 adopted level.

**Operations: \$1,500**

- Expenses for *Electricity and Material from Stock* is expected to increase to be in line with 2016 projected expenses.

**Maintenance: (\$4,000)**

- Various allotments have been reduced based on historical spending levels.

# Water Treatment and Supply

5027020

## Water Treatment - Collinsville

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	-	-	-	-
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
	<b><i>Total Payroll</i></b>	-	-	-	-
	<b><i>Operations</i></b>				
502061	Materials from Stock	294	-	4,000	2,500
502103	Electrical Supplies	55	700	100	-
502111	Small Tools	443	700	600	600
502137	Fire Equipment	412	600	300	500
502150	Water Treatment Chemicals	25,083	21,000	21,000	21,500
502191	Sludge Removal	3,131	3,500	3,500	3,500
502213	Fuel for Heating	17,309	18,600	12,000	18,000
502287	Outside Services	1,689	4,400	1,700	2,400
502350	Electricity	61,790	67,000	62,000	69,000
	<b><i>Total Operations</i></b>	110,206	116,500	105,200	118,000
	<b><i>Maintenance</i></b>				
503209	Treatment Equipment	19,650	13,000	8,000	10,000
503301	Building Maintenance	169	2,000	-	1,500
503310	Treatment Structures	2,526	3,000	1,000	2,500
	<b><i>Total Maintenance</i></b>	22,345	18,000	9,000	14,000
	<b><i>Total Expenditure Classification</i></b>	132,550	134,500	114,200	132,000
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	132,550	134,500	114,200	132,000
	<b><i>Total Funding Allocation</i></b>	132,550	134,500	114,200	132,000

## Watershed Management

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### Description

The Watershed Management unit is responsible for protecting the health of the public water supply watershed lands that drain to the MDC's drinking water supplies and managing MDC's land holdings and natural resources, including forests, wildlife, water, and sand and gravel in order to maintain safe and optimum sources of water supply. Duties include developing and implementing sustainable forestry and wildlife management practices on MDC lands, planning and overseeing timber harvesting operations, supervision of contract loggers, implementing erosion and sediment controls, conducting the annual Watershed Inspection Program to prevent potential sources of pollution on non-MDC owned watershed lands, making recommendations for the acquisition of watershed land, overseeing enforcement of environmental laws and regulations to protect water quality, conducting reservoir and stream sampling, and implementing emergency spill response. In addition, personnel conduct various forestry and watershed protection educational programs and projects.

### Budget Commentary

The Watershed Management 2017 budget totals \$623,000. This is \$13,600 or 2.2% above the budget for the 2016.

#### **Payroll: \$13,600**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees.

#### **Operations: \$0**

- No budget changes for 2017.

#### **Maintenance: \$0**

- No budget changes for 2017.



**Watershed Management**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Payroll</i></b>					
501101	Regular Pay	428,347	438,800	441,800	452,400
501201	Overtime	31,980	33,700	20,000	33,700
501301	Temporary Help	14,304	19,000	19,000	19,000
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	1,150	1,200	1,200	1,200
	<b>Total Payroll</b>	<b>475,782</b>	<b>492,700</b>	<b>482,000</b>	<b>506,300</b>
<b><i>Operations</i></b>					
502005	Custom Sawing	-	1,500	-	1,500
502026	Clothing & Apparel	3,829	4,000	4,000	4,000
502049	Licenses and Registration	657	2,200	1,500	2,200
502061	Material from Stock	-	200	-	200
502101	Alloy Chain	53	2,500	1,500	2,500
502107	Office Supplies & Expense	876	900	900	900
502111	Small Tools	3,838	6,000	6,000	6,000
502115	Computer Software	-	500	500	500
502119	Oil Spill Supplies	2,237	2,300	2,300	2,300
502203	Ground Care	29,634	30,000	20,000	30,000
502251	Printed Forms	1,206	1,700	1,700	1,700
502255	Blueprints, Maps, & Charts	474	1,000	1,000	1,000
502287	Outside Services	34,655	30,000	30,000	30,000
	<b>Total Operations</b>	<b>77,459</b>	<b>82,800</b>	<b>69,400</b>	<b>82,800</b>
<b><i>Maintenance</i></b>					
503101	Land	25,754	30,000	25,000	30,000
503203	Office Furniture & Equipment	1,797	1,200	-	1,200
503207	Tool & Work Equipment	2,138	2,700	2,700	2,700
	<b>Total Maintenance</b>	<b>29,689</b>	<b>33,900</b>	<b>27,700</b>	<b>33,900</b>
	<b>Total Expenditure Classification</b>	<b>582,930</b>	<b>609,400</b>	<b>579,100</b>	<b>623,000</b>
<b><i>Funding Allocation</i></b>					
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	582,930	609,400	579,100	623,000
	<b>Total Funding Allocation</b>	<b>582,930</b>	<b>609,400</b>	<b>579,100</b>	<b>623,000</b>
<b><i>Authorized Positions</i></b>					
	Facility Maintainer 2	-	-	-	1
	Forester	1	1	1	1
	Forestry Technician	1	1	1	1
	Land Use Coordinator	1	-	-	-
	Logging Equipment Operator	1	1	1	1
	Natural Resources Administrator	1	1	1	1
	Watershed Inspector	1	1	1	-
	<b>Total Authorized Positions</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>5</b>

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**Reservoir Operations & Maintenance****Description**

The Reservoir Operations and Maintenance unit operates and maintains water supply reservoirs, dams, raw water transmission pipelines, pump stations and tunnels, service roads, hydroelectric power facilities and recreation facilities. The unit is also responsible for balancing reservoir levels and control of water releases to the Farmington River. The unit performs emergency spill response to protect the reservoirs. The unit maintains District lands and the associated roads, bridges, fences, signs, and performs construction duties as required. The unit provides plumbing, electrical and maintenance support to the Water Treatment Department as needed.

**Budget Commentary**

The 2017 Reservoir Operations and Maintenance budget of \$2,369,200 is increasing by \$155,300 or 7.0% above the level adopted for 2016.

**Payroll: (\$11,900)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees offset, by the elimination of 2 positions and the delay in filling vacancies.
- *Standby & Premium Pay* expenses are expected to be lower in 2017.

**Operations: \$155,700**

- *Riparian Commitment* expenses are expected to be higher based upon current weather conditions.
- An Increase in *Electricity* expenses are expected to be higher based upon historical spend.

**Maintenance: \$11,500**

- *Land and Mains* are increasing based on anticipated maintenance in 2017.

**Reservoir Operations & Maintenance**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><u>Payroll</u></b>				
501101	Regular Pay	1,230,595	1,118,200	985,500	1,114,300
501201	Overtime	174,221	200,000	200,000	200,000
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	962	11,700	3,700	3,700
501601	Longevity Pay	1,650	1,600	1,600	1,600
	<b>Total Payroll</b>	<b>1,407,428</b>	<b>1,331,500</b>	<b>1,190,800</b>	<b>1,319,600</b>
	<b><u>Operations</u></b>				
502002	Colebrook Reservoir Lease	282,436	300,000	300,000	300,000
502006	Fertilizer	230	3,300	3,300	3,300
502011	Meal Allowances	20	300	300	300
502013	Permits	-	500	500	500
502021	Riparian Commitment	27,717	60,000	60,000	210,000
502022	Salt & Sand Ice Control	15,721	13,000	13,000	13,000
502026	Clothing & Apparel	12,315	12,400	5,000	12,400
502049	Licenses & Registrations	-	600	600	600
502061	Material from Stock	-	1,000	1,000	1,000
502103	Electrical Supplies	555	1,800	1,800	2,000
502111	Small Tools	13,041	10,000	10,000	10,000
502112	Communication Equipment & Supplies	46	1,500	1,500	1,500
502137	Fire Equipment	6,967	2,900	2,900	2,900
502138	Safety Equipment	2,692	6,000	6,000	6,000
502164	Weed Control-Chemical & Supplies	26	700	-	700
502184	Custodial Services	13,834	20,000	12,000	20,000
502185	Heating Ventilating & Air Conditioning	201	500	500	500
502187	Septic Tank Pumping	4,180	5,000	4,000	5,000
502188	Refuse Collection	1,873	6,000	2,000	6,000
502207	Tool & Work Equipment	10,116	7,600	7,600	7,600
502213	Fuel for Heating	76,582	100,000	60,000	100,000
502287	Outside Services	24,344	6,000	6,000	6,000
502319	Equipment Rental	2,030	30,000	30,000	30,000
502350	Electricity	81,738	89,500	89,000	95,000
	<b>Total Operations</b>	<b>576,664</b>	<b>678,600</b>	<b>617,000</b>	<b>834,300</b>
	<b><u>Maintenance</u></b>				
503101	Land	5,469	15,000	6,000	25,000
503207	Tool & Work Equipment	2,592	2,800	2,800	2,800
503301	Building Maintenance	45,325	50,000	25,000	50,000
503304	Mains	726	8,500	1,000	10,000
503311	Other Source Structures	25,935	37,500	25,000	37,500
503312	Reservoir Structures	60,959	70,000	60,000	70,000
503313	Service Roads	13,969	20,000	15,000	20,000
	<b>Total Maintenance</b>	<b>154,975</b>	<b>203,800</b>	<b>134,800</b>	<b>215,300</b>
	<b><u>Capital Outlay</u></b>				
504207	Tool & Work Equipment	33,066	-	-	-
	<b>Total Capital Outlay</b>	<b>33,066</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditure Classification</b>	<b>2,172,133</b>	<b>2,213,900</b>	<b>1,942,600</b>	<b>2,369,200</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	2,172,133	2,213,900	1,942,600	2,369,200
	<b>Total Funding Allocation</b>	<b>2,172,133</b>	<b>2,213,900</b>	<b>1,942,600</b>	<b>2,369,200</b>

**Reservoir Operations & Maintenance**

<b>Authorized Positions</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>	<b>2016 Projected</b>	<b>2017 Adopted</b>
Construction and Repair Specialist	1	1	1	1
Electrician 2	1	1	1	1
Equipment Operator 1	1	1	1	-
Facility Maintainer 2	-	-	-	2
Hydroelectric Plant Operator	3	2	2	1
Hydroelectric Plant Supervisor	1	1	1	1
Plumber	1	1	1	1
Water Supply Constr/Maint Supv.	1	1	1	1
Water Supply Maintainer 2	5	5	5	5
Water Supply Maintainer 3	2	2	2	1
Water Supply Maint. Crew Leader	1	1	1	-
<b><i>Total Authorized Positions</i></b>	<b>17</b>	<b>16</b>	<b>16</b>	<b>14</b>

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**Recreation****Description**

The Recreation unit is responsible for the operation and maintenance of the Lake McDonough Recreation Area during the summer recreation season. The unit maintains the grounds, reservoir levels, roads, beaches, boat house and restroom facilities and works closely with the Patrol Department and Summer Recreational staff.

**Budget Commentary**

- There are no changes to the budget from the level adopted for 2016.

**Payroll: \$0**

- There are no changes to the budget.

**Operations: \$0**

- There are no changes to the budget.

**Maintenance: \$0**

- There are no changes to the budget.

Recreation

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<b><i>Payroll</i></b>				
501101	Regular Pay	-	-	-	-
501201	Overtime	-	-	-	-
501301	Temporary Help	24,290	27,000	27,000	27,000
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
	<b>Total Payroll</b>	<b>24,290</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
	<b><i>Operations</i></b>				
502111	Small Tools	150	400	400	400
502114	Recreation Supplies & Expenses	8,493	7,000	7,000	7,000
502187	Septic Tank Pumping	1,730	3,000	2,000	3,000
502195	Agency Hire	2,145	2,600	3,100	2,600
502207	Tool & Work Equipment	-	2,300	2,300	2,300
502319	Equipment Rental	6,211	7,500	7,500	7,500
502350	Electricity	-	3,100	2,100	3,100
	<b>Total Operations</b>	<b>18,729</b>	<b>25,900</b>	<b>24,400</b>	<b>25,900</b>
	<b><i>Maintenance</i></b>				
503101	Land	6,171	7,500	7,000	7,500
503301	Building Maintenance	3,248	5,500	5,000	5,500
503313	Service Roads	10,065	10,500	10,000	10,500
503417	Recreation Equipment	7,546	13,600	5,000	13,600
	<b>Total Maintenance</b>	<b>27,031</b>	<b>37,100</b>	<b>27,000</b>	<b>37,100</b>
	<b>Total Expenditure Classification</b>	<b>70,050</b>	<b>90,000</b>	<b>78,400</b>	<b>90,000</b>
	<b><i>Funding Allocations</i></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	70,050	90,000	78,400	90,000
	<b>Total Funding Allocation</b>	<b>70,050</b>	<b>90,000</b>	<b>78,400</b>	<b>90,000</b>

# **Patrol**

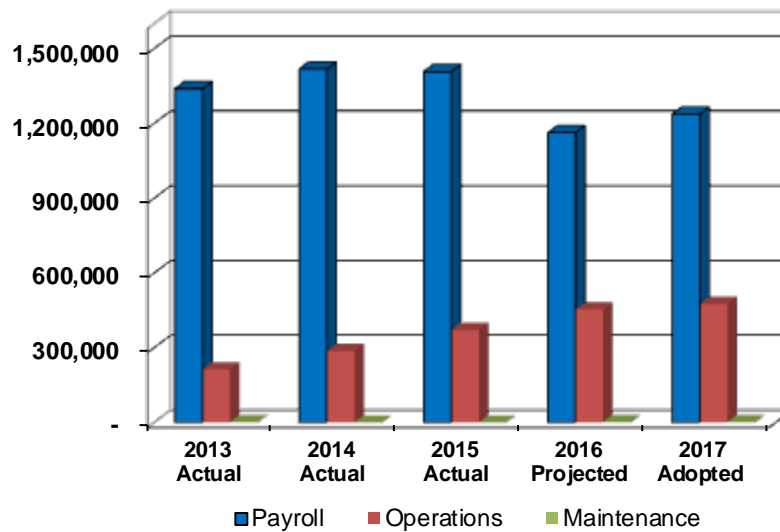
Administration  
Recreation



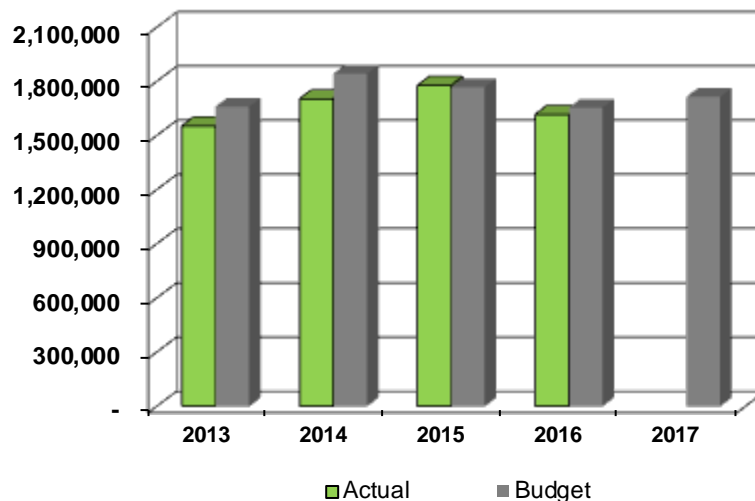


# Patrol

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	1,338,905	1,418,005	1,407,080	1,162,160	1,237,100
Operations	213,150	285,928	370,601	453,240	474,800
Maintenance	1,428	-	-	1,500	2,000
<b>Total</b>	<b>1,553,483</b>	<b>1,703,933</b>	<b>1,777,681</b>	<b>1,616,900</b>	<b>1,713,900</b>



	2013	2014	2015	2016	2017
Actual	1,553,483	1,703,933	1,777,681	1,616,900	
Budget	1,659,400	1,841,800	1,767,900	1,653,100	1,713,900
<b>Variance</b>	<b>(105,917)</b>	<b>(137,867)</b>	<b>9,781</b>	<b>(36,200)</b>	

# Patrol

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## Summary

### Description

Patrol is responsible for the security and surveillance of the District's water supply reservoirs, dams, water treatment facilities, watershed and some non-watershed lands (including land open to the public for recreation), and roadways in and adjacent to District properties. In 2017 the Patrol Department will be managing the Recreational Area.

### Budget Commentary

The 2017 budget for the Patrol Administration and Recreation is \$1,713,900, which is increasing by \$60,800 or 3.7% above the expenditure level adopted for 2016. Budget details regarding the activity and departments are provided on succeeding pages.

# Patrol

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><u>Summary by Activity</u></b>				
Administration	1,471,294	1,324,200	1,256,200	1,334,800
Recreation	306,388	328,900	360,700	379,100
<b>Total Summary by Activity</b>	<b>1,777,681</b>	<b>1,653,100</b>	<b>1,616,900</b>	<b>1,713,900</b>
<b><u>Summary by Major Account</u></b>				
<b>Payroll</b>				
Regular Pay	810,947	821,500	801,400	826,800
Overtime	209,114	150,000	147,200	154,000
Temporary Help	380,442	413,000	207,360	245,000
Standby & Premium Pay	6,578	10,000	5,000	10,000
Longevity Pay	-	-	1,200	1,300
<b>Total Payroll</b>	<b>1,407,080</b>	<b>1,394,500</b>	<b>1,162,160</b>	<b>1,237,100</b>
Operations	370,601	256,600	453,240	474,800
Maintenance	-	2,000	1,500	2,000
Capital Outlay	-	-	-	-
<b>Total Summary by Major Account</b>	<b>1,777,681</b>	<b>1,653,100</b>	<b>1,616,900</b>	<b>1,713,900</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 0%	-	-	-	-
Water Allocation 100%	1,777,681	1,653,100	1,616,900	1,713,900
<b>Total Funding Allocation</b>	<b>1,777,681</b>	<b>1,653,100</b>	<b>1,616,900</b>	<b>1,713,900</b>
<b><u>Authorized Positions</u></b>				
Administration	11	11	11	9
Recreation	-	-	-	-
<b>Total Authorized Positions</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>9</b>

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**Administration**

The Patrol Department was created in 2006 and is headed by a Patrol Commander. Patrol is responsible for the security and surveillance of the District's water supply reservoirs, dams, water treatment facilities, watershed and some non-watershed lands (including land open to the public for recreation), and roadways in and adjacent to District properties. The Patrol Department comprises a Patrol Commander, a Patrol Lieutenant, two District Patrol Sergeants, six full-time Patrol Officers, an Administrative Clerk, a Land Use Coordinator and temporary Summer Patrol Officers. Patrol is responsible for the enforcement of MDC ordinances and state and local laws, as well as fish and game, boating and motor vehicle regulations. When requested, District patrol officers assist State and local police. Officers undergo a training program mandated by State law and comply with all State requirements for law enforcement personnel with special police powers. Security forces will continue to focus on security issues to a greater degree in light of world events.

**Budget Commentary**

The Patrol budget for 2017 is \$1,334,800 which is \$10,600 or 0.8% higher than the 2016 budget.

**Payroll: \$6,600**

- *Regular Pay* includes increments and cost of living for eligible employees offset, by the elimination of 1 position and 1 position transferred to 4020015.
- *Longevity* is increasing based on increased participation.

**Operations: \$4,000**

- *Security expenses* have been realigned with 2016 spending levels based on a new contract.

**Maintenance: \$0**

- No changes are anticipated in 2017.

**Administration**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Payroll</i></b>					
501101	Regular Pay	810,947	821,500	801,400	826,800
501201	Overtime	204,466	150,000	146,000	150,000
501301	Temporary Help	84,727	95,000	95,000	95,000
501401	Standby & Premium Pay	6,578	10,000	5,000	10,000
501601	Longevity Pay	-	-	1,200	1,300
	<b>Total Payroll</b>	<b>1,106,718</b>	<b>1,076,500</b>	<b>1,048,600</b>	<b>1,083,100</b>
<b><i>Operations</i></b>					
502011	Meal Allowances	-	300	100	300
502026	Clothing & Apparel	104,340	22,000	20,000	22,000
502107	Office Supplies & Expenses	4,908	4,000	4,000	4,000
502112	Communication Equipment & Supplies	16,760	17,300	5,000	17,300
502117	Field Supplies	1,111	3,000	3,000	3,000
502136	Safety & First Aid Supplies	780	1,000	-	1,000
502138	Safety Equipment	-	600	-	600
502190	Security	214,073	170,000	170,000	175,000
502207	Tool & Work Equipment	4,266	700	200	700
502270	Seminars and Conventions	4,474	5,000	1,000	4,000
502271	Dues-Professional Associations	575	1,000	800	1,000
502272	Books & Subscriptions	-	300	-	300
502274	Meeting Expenses	128	-	-	-
502287	Outside Services	13,160	20,500	2,000	20,500
	<b>Total Operations</b>	<b>364,576</b>	<b>245,700</b>	<b>206,100</b>	<b>249,700</b>
<b><i>Maintenance</i></b>					
503203	Office Furniture & Equipment	-	1,500	1,000	1,500
503207	Tool & Work Equipment	-	500	500	500
	<b>Total</b>	<b>-</b>	<b>2,000</b>	<b>1,500</b>	<b>2,000</b>
<b>Total Expenditure Classification</b>		<b>1,471,294</b>	<b>1,324,200</b>	<b>1,256,200</b>	<b>1,334,800</b>
<b><i>Funding Allocation</i></b>					
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	1,471,294	1,324,200	1,256,200	1,334,800
	<b>Total Funding Allocation</b>	<b>1,471,294</b>	<b>1,324,200</b>	<b>1,256,200</b>	<b>1,334,800</b>
<b><i>Authorized Positions</i></b>					
	Administrative Clerk	1	1	1	-
	District Patrol Commander/Manager	1	1	1	1
	District Patrol Lieutenant	1	1	1	1
	District Patrol Officer	6	6	6	5
	District Patrol Sergeant	2	2	2	2
	<b>Total Authorized Positions</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>9</b>

**Recreation****Description**

The Recreation unit is responsible for the supervision of swimming, boating and traffic control at Lake McDonough during the summer recreation season. Specific responsibilities include: lifeguard duties, ticket sales, boat rentals and launching, record keeping, radio communication, report writing, assisting in the upkeep of the area, and supervision of parking. The Recreation unit works closely with Water Supply and Patrol –Administration to provide safe and enjoyable recreational activities at Lake McDonough.

**Budget Commentary**

The Recreation budget for 2017 totals \$371,100 which is \$50,200 or 15.3% higher than the expenditure level adopted for 2016.

**Payroll: (\$164,000)**

- *Temporary Help* has decreased due to hiring outside security services.

**Operations: \$214,200**

- *Security* increases due to hiring outside Security firm.

Recreation

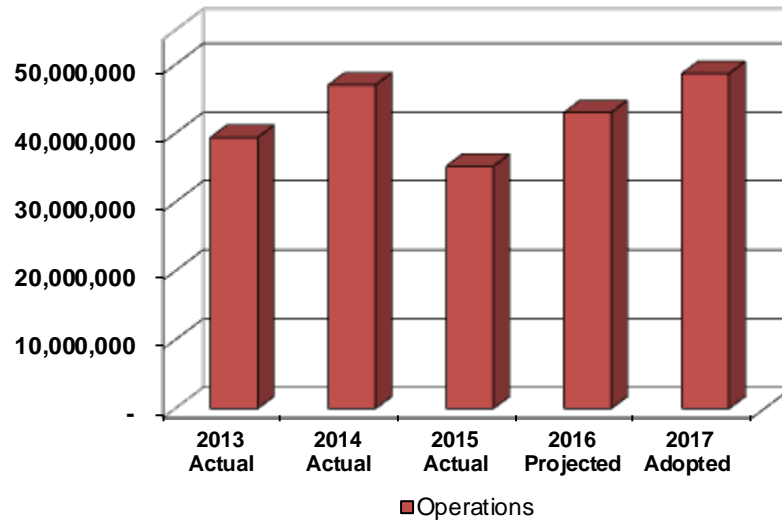
Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Payroll</i></b>					
501101	Regular Pay	-	-	-	-
501201	Overtime	4,648	-	1,200	4,000
501301	Temporary Help	295,715	318,000	112,360	150,000
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
	<b>Total Payroll</b>	<b>300,363</b>	<b>318,000</b>	<b>113,560</b>	<b>154,000</b>
<b><i>Operations</i></b>					
502026	Clothing & Apparel	2,139	2,500	2,000	2,500
502107	Office Supplies & Expenses	-	400	200	400
502112	Communication Equipment & Supplies	-	1,500	-	1,500
502114	Recreation Supplies & Expenses	1,192	2,500	2,100	2,500
502136	Safety & First Aid Supplies	240	1,500	1,500	1,500
502190	Security	-	-	238,340	214,200
502287	Outside Services	2,454	2,500	3,000	2,500
	<b>Total Operations</b>	<b>6,025</b>	<b>10,900</b>	<b>247,140</b>	<b>225,100</b>
	<b>Total Expenditure Classification</b>	<b>306,388</b>	<b>328,900</b>	<b>360,700</b>	<b>379,100</b>
<b><i>Funding Allocations</i></b>					
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	306,388	328,900	360,700	379,100
	<b>Total Funding Allocation</b>	<b>306,388</b>	<b>328,900</b>	<b>360,700</b>	<b>379,100</b>
<b><i>Authorized Positions</i></b>					
	Administration	-	-	-	-
	Recreation	-	-	-	-
	<b>Total Authorized Positions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Debt Service

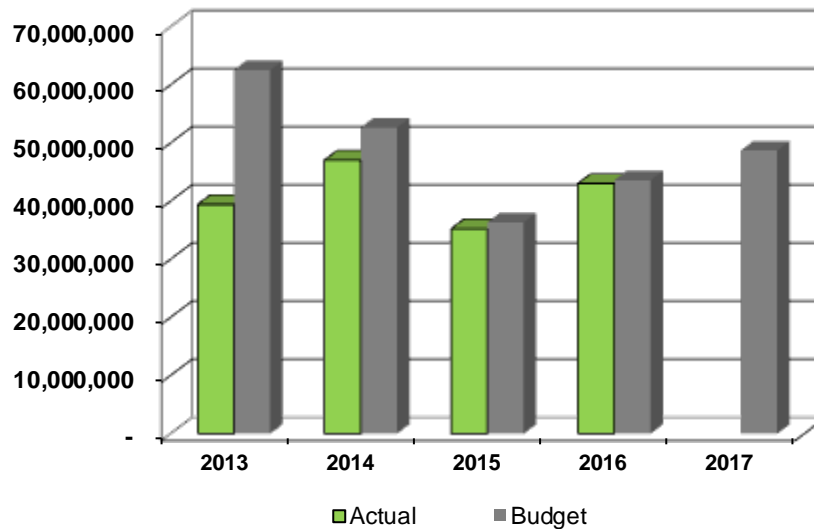


# Debt Service

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Operations	39,428,520	47,050,798	35,241,022	43,041,000	48,698,300
<b>Total</b>	<b>39,428,520</b>	<b>47,050,798</b>	<b>35,241,022</b>	<b>43,041,000</b>	<b>48,698,300</b>



	2013	2014	2015	2016	2017
Actual	39,428,520	47,050,798	35,241,022	43,041,000	
Budget	62,538,700	52,635,200	36,340,200	43,573,300	48,698,300
<b>Variance</b>	<b>(23,110,180)</b>	<b>(5,584,402)</b>	<b>(1,099,178)</b>	<b>(532,300)</b>	

# Debt Service

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## Summary

### Description

The Debt Service account provides funding for the payment of interest and principal due on outstanding water, sewer and combined bonded debt. In addition, this account reflects the cost of interest and note issue expense when paid directly from the operating budget.

### Budget Commentary

The Debt Service budget for 2017 is \$48,640,300. This is an increase of \$5,067,000 or 11.6% above the total adopted 2016 level. Budget details pertaining to the Debt Service activities can be found on the following pages.

# Debt Service

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
Legal Services	429,366	408,700	408,700	408,700
Interest & Note Issue Expense	336,798	1,291,200	1,291,200	574,000
Interest on Bonds	12,281,451	14,963,700	14,963,700	19,325,600
Principal on Bonds	22,193,406	26,909,700	26,377,400	28,390,000
<b><i>Total Expenditure Classification</i></b>	<b>35,241,022</b>	<b>43,573,300</b>	<b>43,041,000</b>	<b>48,698,300</b>
<b><i>Funding Allocation - (Composite)</i></b>				
Sewer Allocation 47%	18,370,167	20,865,100	20,332,800	22,668,800
Water Allocation 53%	16,870,855	22,708,200	22,708,200	26,029,500
<b><i>Total Funding Allocation</i></b>	<b>35,241,022</b>	<b>43,573,300</b>	<b>43,041,000</b>	<b>48,698,300</b>

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**Water Debt Service****Description**

Water Debt Service reflects the principal and interest on long-term debt (bonds) and short-term debt (notes) issued in support of the capital improvements to the District's water system.

**Budget Commentary**

Water Debt Service in 2017 totals \$21,260,500 which is \$2,158,500 or 11.3% higher than the 2016 adopted level.

- Expenses for *Legal Services* increases due to bond activity.
- Expenses for *Interest & Note Issue Expense* have been decreased due to the decrease short term debt activity.
- *Interest on Bonds* is increasing due to increased bonding.
- *Principal on Bonds* is increasing due to increased bonding.

**Water Debt Service**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<i><b>Operations</b></i>					
502292	Legal Services	212,777	157,700	157,700	157,700
502363	Interest & Note Issue Expense	171,050	628,000	628,000	385,900
502364	Interest on Bonds	6,947,131	6,651,000	6,651,000	7,407,800
508360	Principal on Bonds	6,949,672	11,665,100	11,665,100	13,309,100
<i><b>Total Expenditure Classification</b></i>		<b>14,280,630</b>	<b>19,101,800</b>	<b>19,101,800</b>	<b>21,260,500</b>
<i><b>Funding Allocation</b></i>					
Sewer Allocation 0%		-	-	-	-
Water Allocation 100%		14,280,630	19,101,800	19,101,800	21,260,500
<i><b>Total Funding Allocation</b></i>		<b>14,280,630</b>	<b>19,101,800</b>	<b>19,101,800</b>	<b>21,260,500</b>

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**Sewer Debt Service****Description**

Sewer Debt Service reflects the principal and interest due on long-term debt (bonds) and short-term debt (notes) issued in support of capital improvements to the District's wastewater system.

**Budget Commentary**

Sewer Debt Service payments due in 2017 totals \$18,086,800 which is \$686,700 or 3.9% higher than the 2016 adopted level.

- *Legal Services* and *Interest & Note Issue Expense* have decrease due to the decrease in short term debt activity.
- *Interest on Bonds* expenses are increasing due to increased bonding.
- *Principals on Bonds* is decreasing due to the size of issuance in 2017.

**Sewer Debt Service**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Operations</b></i>				
502292	Legal Services	216,589	251,000	251,000	251,000
502363	Interest & Note Issue Expense	165,748	663,200	663,200	188,100
502364	Interest on Bonds	2,913,872	5,276,000	5,276,000	7,167,000
508360	Principal on Bonds	12,585,309	11,209,900	10,677,600	10,480,700
	<i><b>Total Expenditure Classification</b></i>	<b>15,881,519</b>	<b>17,400,100</b>	<b>16,867,800</b>	<b>18,086,800</b>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 100%	15,881,519	17,400,100	16,867,800	18,086,800
	Water Allocation 0%	-	-	-	-
	<i><b>Total Funding Allocation</b></i>	<b>15,881,519</b>	<b>17,400,100</b>	<b>16,867,800</b>	<b>18,086,800</b>

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**Combined Debt Service****Description**

Combined Debt Service reflects the principal and interest due on long-term debt (bonds) and short-term debt (notes) issued in support of capital improvements to the District's various projects that are not directly associated with water or wastewater.

**Budget Commentary**

Combined Debt Service payments due in 2017 totals \$9,351,000 which is \$2,279,600 or 32.2% higher than the 2016 adopted level.

- *Interest on Bonds* has increased based on increased bonding.
- *Principal on Bonds* has increased based on increased bonding.



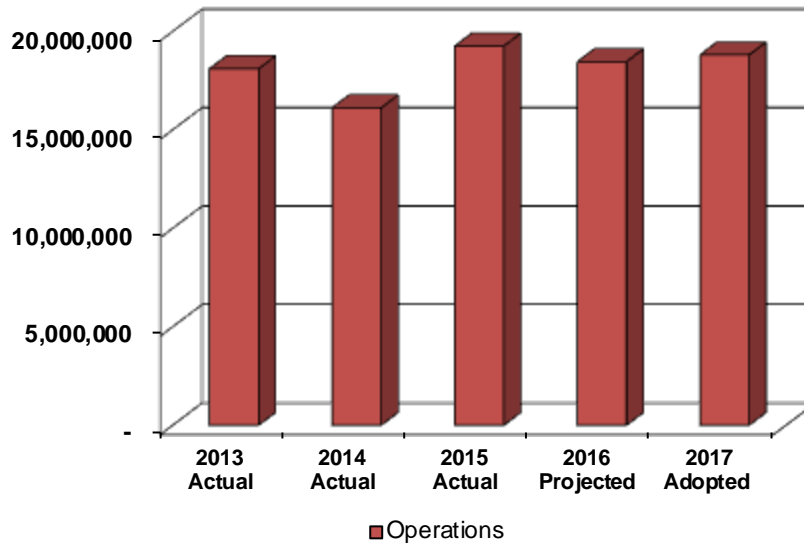
**Combined Debt Service**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Operations</b></i>				
502364	Interest on Bonds	2,420,448	3,036,700	3,036,700	4,750,800
508360	Principal on Bonds	2,658,425	4,034,700	4,034,700	4,600,200
	<i><b>Total Expenditure Classification</b></i>	<b>5,078,873</b>	<b>7,071,400</b>	<b>7,071,400</b>	<b>9,351,000</b>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 49%	2,488,648	3,465,000	3,465,000	4,582,000
	Water Allocation 51%	2,590,225	3,606,400	3,606,400	4,769,000
	<i><b>Total Funding Allocation</b></i>	<b>5,078,873</b>	<b>7,071,400</b>	<b>7,071,400</b>	<b>9,351,000</b>

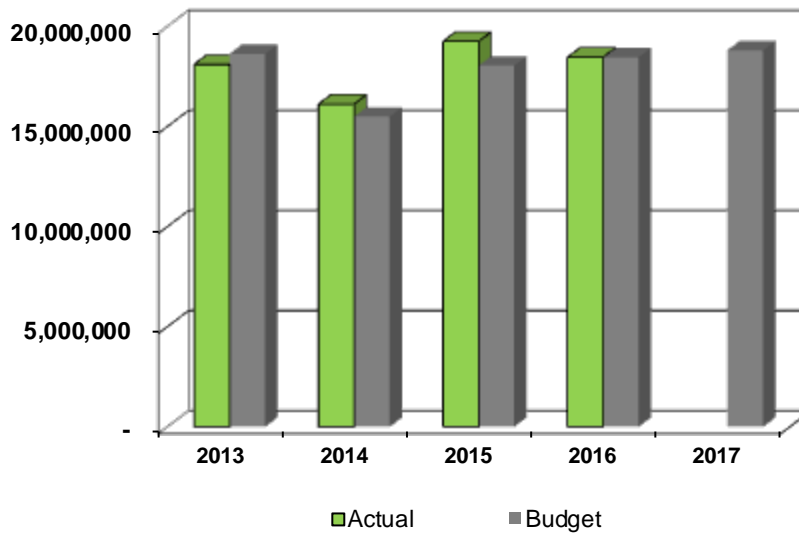
# **Employee Benefits**

# Employee Benefits

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
<b>Operations</b>	18,100,852	16,120,025	19,252,077	18,459,500	18,805,700
<b>Total</b>	18,100,852	16,120,025	19,252,077	18,459,500	18,805,700



	2013	2014	2015	2016	2017
<b>Actual</b>	18,100,852	16,120,025	19,252,077	18,459,500	
<b>Budget</b>	18,627,200	15,493,300	18,038,800	18,459,500	18,805,700
<b>Variance</b>	(526,348)	626,725	1,213,277	-	

# Employee Benefits

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## Summary

### Description

The Employee Benefits account comprises all direct costs for employee medical insurance and other employee benefits.

### Budget Commentary

The Employee Benefits budget totals \$18,805,700. This is an increase of \$346,200 from the level adopted in 2016. Budget details pertaining to the allotments comprising the Employee Benefits account are on succeeding pages.

# Employee Benefits

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Summary by Activity</i></b>				
Employee Medical Insurances	11,086,657	10,452,500	10,452,500	10,540,500
Other Employee Benefits	8,165,420	8,007,000	8,007,000	8,265,200
<b><i>Total Summary by Activity</i></b>	<b>19,252,077</b>	<b>18,459,500</b>	<b>18,459,500</b>	<b>18,805,700</b>
<b><i>Funding Allocation (Composite)</i></b>				
Sewer Allocation 45%	5,199,986	8,306,800	8,306,800	8,462,500
Water Allocation 55%	14,052,091	10,152,700	10,152,700	10,343,200
<b><i>Total Funding Allocation</i></b>	<b>19,252,077</b>	<b>18,459,500</b>	<b>18,459,500</b>	<b>18,805,700</b>

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**Employee Medical Insurance****Description**

The District provides a comprehensive medical insurance program for all of its full-time employees, a major element of the fringe benefit package, and for retirees.

**Budget Commentary**

The 2017 Employee Medical Insurances account of \$10,540,500 is increasing by \$88,000 or 0.8% over the level adopted for 2016.

**Operations: \$88,000**

- *OPEB Contribution* increases in 2017. It is anticipated that there will be a positive fund balance 2017.

## Employee Medical Insurance

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i>Operations</i>				
502056	OPEB Trust Contribution	3,897,000	3,925,000	3,925,000	4,013,000
502500	Blue Cross	5,915,478	4,629,000	4,629,000	4,629,000
502501	Blue Shield	1,239,653	1,847,000	1,847,000	1,847,000
502503	Group Life	34,526	51,500	51,500	51,500
	<i>Total Expenditure Classification</i>	<b>11,086,657</b>	<b>10,452,500</b>	<b>10,452,500</b>	<b>10,540,500</b>
	<i>Funding Allocation</i>				
	Sewer Allocation 45%	2,994,506	4,703,600	4,703,600	4,743,200
	Water Allocation 55%	8,092,151	5,748,900	5,748,900	5,797,300
	<i>Total Funding Allocation</i>	<b>11,086,657</b>	<b>10,452,500</b>	<b>10,452,500</b>	<b>10,540,500</b>

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**Other Employee Benefits****Description**

The District provides a defined benefit pension program for all full-time employees. The pension plan requires employees to contribute a specified percentage of their weekly wages (excluding overtime) to the pension fund, while the District contributes the balance needed to maintain an actuarially sound fund. The District also provides annual longevity payments to long-term employees. The Termination Pay allotment funds pay-offs for accrued vacation and earned and sick time to which employees are entitled upon retirement or termination. In addition, this budget reflects the District's costs for Social Security and Unemployment Compensation Insurance.

**Budget Commentary**

The Other Employee Benefits budget for 2017 totals \$8,265,200, increasing by \$258,200 from the level adopted for 2016.

**Operations: \$258,200**

- The contribution for *Pension Regular* is based upon the pension plan contribution recommended by the plan's actuary.
- *Social Security* has decreased based upon by the elimination of positions.



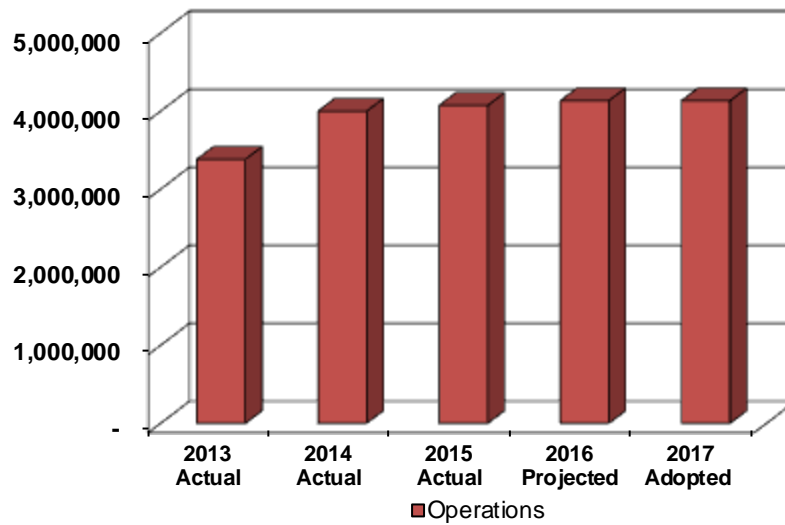
## Other Employee Benefits

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i>Payroll</i>				
501101	Regular Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
501701	Termination Pay	522,485	-	-	-
	<i>Total Payroll</i>	522,485	-	-	-
	<i>Operations</i>				
502296	Consultant Services	53,581	105,000	105,000	105,000
502505	Pension Regular	4,679,453	4,711,000	4,711,000	5,057,000
502508	Social Security	2,871,228	3,136,000	3,136,000	3,048,200
502509	Unemployment Compensation	38,672	55,000	55,000	55,000
	<i>Total Operations</i>	7,642,935	8,007,000	8,007,000	8,265,200
	<i>Total Expenditure Classification</i>	8,165,420	8,007,000	8,007,000	8,265,200
	<i>Funding Allocation (Composite)</i>				
	Sewer Allocation 45%	2,205,480	3,603,200	3,603,200	3,719,300
	Water Allocation 55%	5,959,940	4,403,800	4,403,800	4,545,900
	<i>Total Funding Allocation</i>	8,165,420	8,007,000	8,007,000	8,265,200

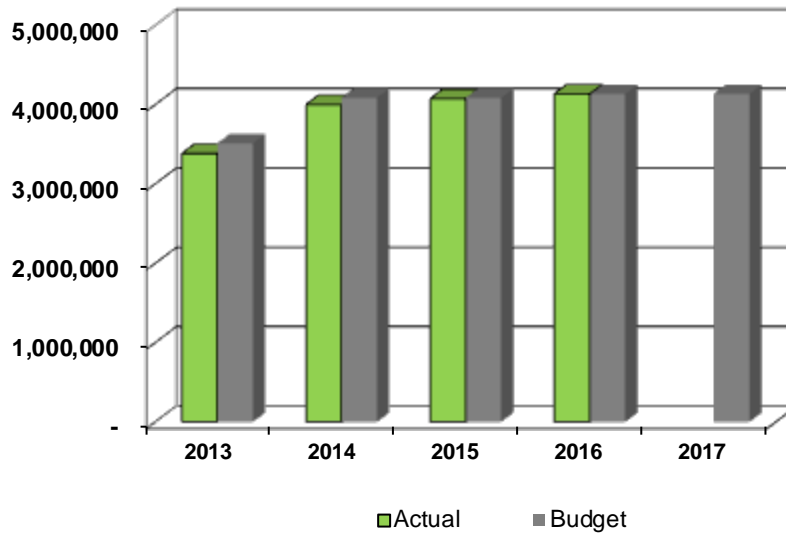
# General Insurance

# General Insurance

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
<b>Operations</b>	3,383,094	3,999,024	4,073,079	4,133,800	4,133,800
<b>Total</b>	3,383,094	3,999,024	4,073,079	4,133,800	4,133,800



	2013	2014	2015	2016	2017
<b>Actual</b>	3,383,094	3,999,024	4,073,079	4,133,800	
<b>Budget</b>	3,509,900	4,084,900	4,083,700	4,133,800	4,133,800
<b>Variance</b>	(126,806)	(85,876)	(10,621)	-	

# **General Insurance**

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## **Summary**

### **Description**

The General Insurance account provides for the costs of insurance policies for property loss coverage, public and automobile liability coverage, workers' compensation coverage and specialized coverage for commissioners, machinery and performance indemnification. In addition, this account provides related funds for outside services (agent fees, consultant fees, specialized support, etc.), as well as contributions to the District's Self-Insurance Fund for payments of claims not covered by insurance.

### **Budget Commentary**

The General Insurance budget for 2017 totals \$4,133,800, is the same as the total adopted for 2016 insurance policies including deductibles and self-insurance funding requirements. Details pertaining to the individual allotments that comprise the General Insurance account are on succeeding pages.

# General Insurance

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Summary by Activity</i></b>				
Property Insurance	348,033	233,300	233,300	233,300
Liability - Compensation	1,200,047	1,375,500	1,375,500	1,375,500
Self Insurance	2,524,999	2,525,000	2,525,000	2,525,000
<b><i>Total Summary by Activity</i></b>	<b>4,073,079</b>	<b>4,133,800</b>	<b>4,133,800</b>	<b>4,133,800</b>
<b><i>Funding Allocation</i></b>				
Sewer Allocation 30%	1,221,924	1,240,200	1,240,200	1,240,200
Water Allocation 70%	2,851,155	2,893,600	2,893,600	2,893,600
<b><i>Total Funding Allocation</i></b>	<b>4,073,079</b>	<b>4,133,800</b>	<b>4,133,800</b>	<b>4,133,800</b>

**Property****Description**

Property insurance policies provide coverage for the District structures and contents (excluding dams). Coverage includes protection against fire, earthquake, flood, vandalism and damage to specialized equipment. In addition, this account provides for coverage to insure District vehicles for fire, theft and vandalism while garaged.

**Budget Commentary**

The Property Insurance budget for 2017 is \$233,300, which is the same as the 2016 adopted level.

**Operations: \$0**

- No budget changes for 2017.

# General Insurance

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## Property

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i>Operations</i>				
502230	General Property	347,833	231,100	231,100	231,100
502244	Performance Bonds	200	2,200	2,200	2,200
	<i>Total Expenditure Classification</i>	<b>348,033</b>	<b>233,300</b>	<b>233,300</b>	<b>233,300</b>
	<i>Funding Allocation</i>				
	Sewer Allocation 30%	104,410	70,000	70,000	70,000
	Water Allocation 70%	243,623	163,300	163,300	163,300
	<i>Total Funding Allocation</i>	<b>348,033</b>	<b>233,300</b>	<b>233,300</b>	<b>233,300</b>

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**Liability — Compensation****Description**

The Liability-Compensation insurance program provides funding for claims by the public for bodily injury or property damage resulting from District operations and for injury/illness claims by District employees. In addition, this account supports the cost of specialty insurance coverage for commissioners and employees and the cost of service fees from insurance brokers, consultants, and providers of technical/specialized support.

**Budget Commentary**

The Liability-Compensation budget for 2017 totals \$1,375,500, which is the same as the 2016 approved level.

**Operations: \$0**

- No budget changes for 2017.



**Liability — Compensation**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i>Operations</i>				
502224	Theft Liability	3,758	5,000	5,000	5,000
502226	Police Liability	14,596	14,800	14,800	14,800
502227	Fiduciary Liability	14,857	89,000	89,000	89,000
502234	Fidelity Bond	-	11,600	11,600	11,600
502237	Automobile Liability	75,240	77,200	77,200	77,200
502238	Public Liability	371,813	273,100	273,100	273,100
502240	Umbrella Liability	428,658	439,500	439,500	439,500
502243	Commissioner Accident Insurance	863	1,000	1,000	1,000
502245	Workers Comp Excess Coverage	180,072	191,100	191,100	191,100
502248	Employee Practices Liability	-	76,300	76,300	76,300
502263	Pollution Liability Insurance	41,701	57,000	57,000	57,000
502287	Outside Services	68,489	139,900	139,900	139,900
	<b>Total Expenditure Classification</b>	<b>1,200,047</b>	<b>1,375,500</b>	<b>1,375,500</b>	<b>1,375,500</b>
	<i>Funding Allocation</i>				
	Sewer Allocation 30%	360,014	412,700	412,700	412,700
	Water Allocation 70%	840,033	962,800	962,800	962,800
	<b>Total Funding Allocation</b>	<b>1,200,047</b>	<b>1,375,500</b>	<b>1,375,500</b>	<b>1,375,500</b>

**Self-Insurance****Description**

The Self-Insurance program was initiated in 1987, at which time the District began self-insuring workers' compensation claims. Starting in 1988, the program was expanded to include the property and liability areas. This account provides a contribution to the District Self-Insurance Fund for payments of claims anticipated during the coming year that fall within the following self-insured retention levels.

**Budget Commentary**

The Self-Insurance budget for 2017 totals \$2,525,000 which is unchanged from the 2016 year level.

**Operations: \$0**

- No changes are anticipated for 2017.

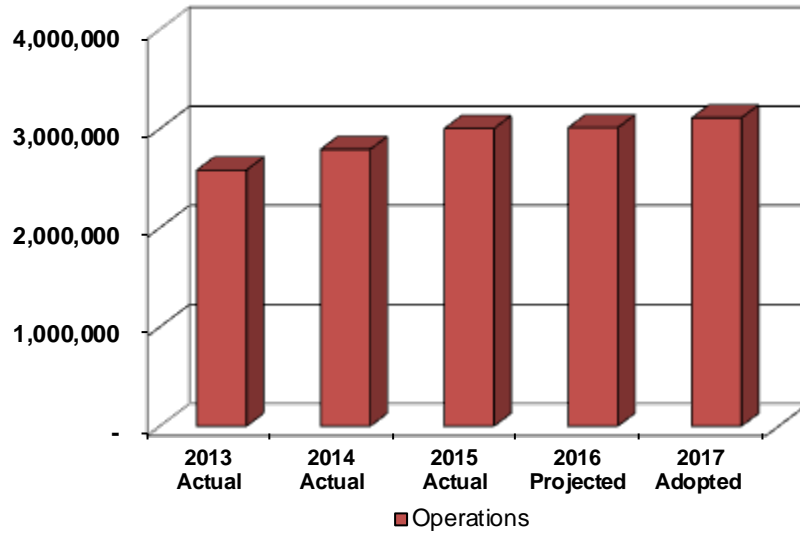
**Self-Insurance**

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Operations</b></i>				
502247	Liability-Claims	2,524,999	2,525,000	2,525,000	2,525,000
	<i><b>Total Expenditure Classification</b></i>	<u>2,524,999</u>	<u>2,525,000</u>	<u>2,525,000</u>	<u>2,525,000</u>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 30%	757,500	757,500	757,500	757,500
	Water Allocation 70%	1,767,499	1,767,500	1,767,500	1,767,500
	<i><b>Total Funding Allocation</b></i>	<u>2,524,999</u>	<u>2,525,000</u>	<u>2,525,000</u>	<u>2,525,000</u>

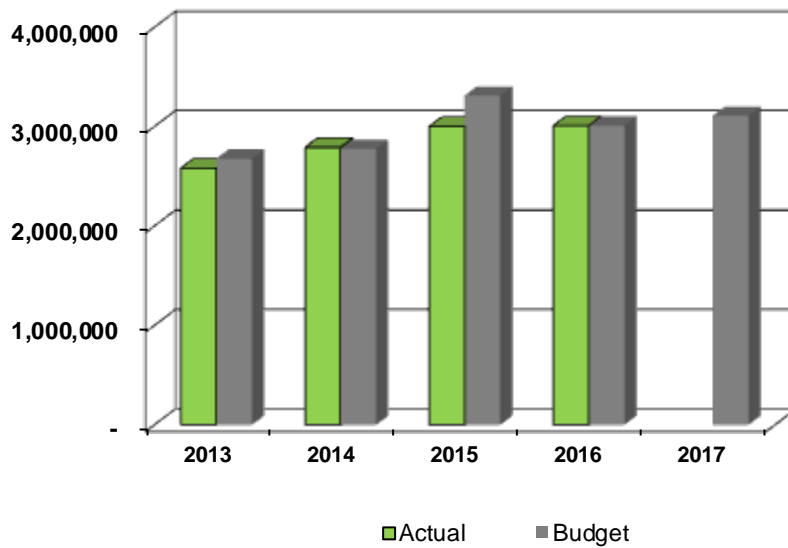
**Taxes & Fees**  
**Specials Agreements & Programs**  
**Contingencies**

# Taxes & Fees

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	-	-	-	-	-
Operations	2,583,629	2,791,964	3,001,622	3,010,000	3,110,000
Maintenance	-	-	-	-	-
<b>Total</b>	<b>2,583,629</b>	<b>2,791,964</b>	<b>3,001,622</b>	<b>3,010,000</b>	<b>3,110,000</b>



	2013	2014	2015	2016	2017
Actual	2,583,629	2,791,964	3,001,622	3,010,000	
Budget	2,677,000	2,777,000	3,310,000	3,010,000	3,110,000
<b>Variance</b>	<b>(93,371)</b>	<b>14,964</b>	<b>(308,378)</b>	<b>-</b>	<b>-</b>

**Summary****Description**

The District annually pays taxes on property it owns in several non-member towns, including Avon; Barkhamsted; Burlington; Colebrook; Farmington; Glastonbury; Hartland; New Hartford; Manchester; Simsbury; Granville, MA; Sandisfield, MA; and Tolland, MA. These properties are primarily used as controlled watershed areas necessary to protect the quality of water that flows into the District's supply reservoirs.

**Budget Commentary**

The Taxes and Fees budget for 2017 totals \$3,110,000, which is \$100,000 or 3.3% above the expenditure level adopted for 2016.

**Operations: \$100,000**

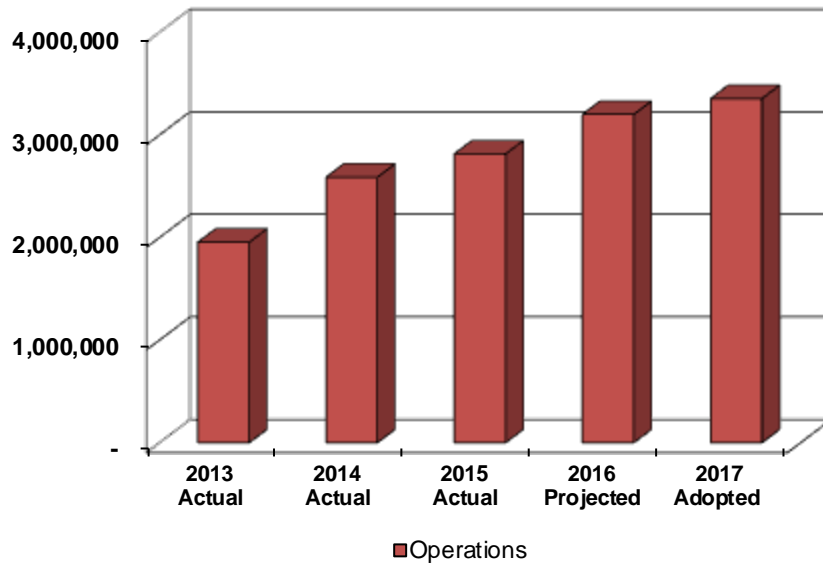
- Increase is based on 2016 spending levels.

**Summary**

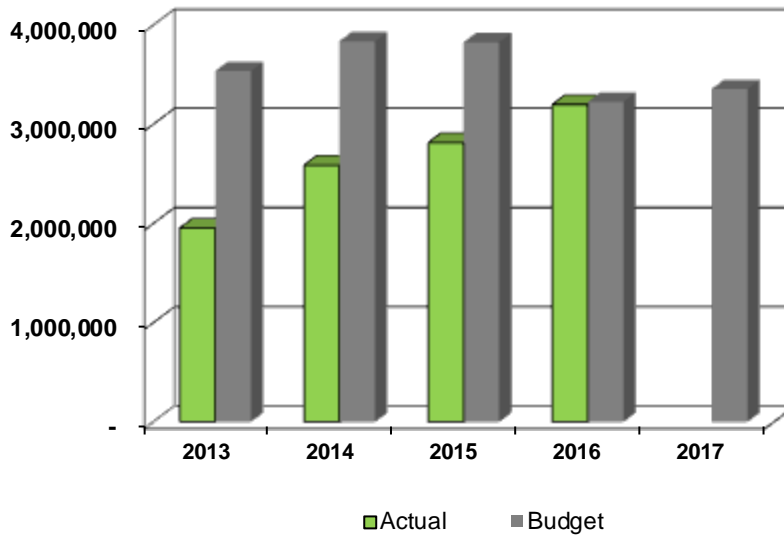
Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Operations</b></i>				
502028	Property Taxes	3,001,622	3,000,000	3,000,000	3,100,000
502306	Property Appraisals	-	10,000	10,000	10,000
	<i><b>Total Expenditure Classification</b></i>	<u>3,001,622</u>	<u>3,010,000</u>	<u>3,010,000</u>	<u>3,110,000</u>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	3,001,622	3,010,000	3,010,000	3,110,000
	<i><b>Total Funding Allocation</b></i>	<u>3,001,622</u>	<u>3,010,000</u>	<u>3,010,000</u>	<u>3,110,000</u>

# Special Agreements & Programs

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	-	-	-	-	-
Operations	1,954,364	2,588,354	2,815,332	3,200,300	3,355,300
Maintenance	-	-	-	-	-
<b>Total</b>	<b>1,954,364</b>	<b>2,588,354</b>	<b>2,815,332</b>	<b>3,200,300</b>	<b>3,355,300</b>



	2013	2014	2015	2016	2017
Actual	1,954,364	2,588,354	2,815,332	3,200,300	
Budget	3,536,700	3,836,700	3,826,800	3,226,600	3,355,300
<b>Variance</b>	<b>(1,582,336)</b>	<b>(1,248,346)</b>	<b>(1,011,468)</b>	<b>(26,300)</b>	



# Special Agreements & Programs

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## Summary

### Description

The Special Agreements and Programs budget reflects the costs of special agreements, certain consultant engagements, and other activities not allocated to departmental budgets. The budget for 2017 totals \$3,355,300, is increasing by \$128,700 or 4.0% above the expenditure level adopted for 2016.

The *Colebrook Reservoir Lease* is a 50-year operating lease agreement with the U.S. Army Corps of Engineers for water storage rights, requiring minimum annual rental.

The *Mattabassett District* account provides for charges (per written agreement) by Mattabassett to treat sanitary sewer flows it receives from portions of the District's Newington and Rocky Hill system.

The *New Britain* account provides for charges (per written agreement) by the City of New Britain to convey and treat sanitary sewer flow it receives from a portion of the District's Newington system.

The *Lock Box Fee* is for an automated banking service that processes the District's water and sewer bills.

The *Meter Services* account represents costs associated with providing water distribution system interconnections per written agreement with The Connecticut Water Company and the Town of Berlin. It also represents costs for water supplied to a portion of the District's Newington system and for a share of the cost of the maintenance and operation of the Berlin sewer system in connection with services provided to Newington and Rocky Hill per written agreement.

*Dues-Professional Associations* funds the District's membership in the MetroHartford Alliance.

*Legal Services* provides payments for the District's collection attorneys.

*Septic Reimbursements* are the result of the 1997 Sewer User Charge Study. The District Board established a septic tank clean-out reimbursement program for those property owners within the District member towns who do not have access to the sewer system but support the District's General Fund through their property taxes.

The *Glastonbury* account provides for charges by the Town of Glastonbury (per written agreement) to convey and treat sanitary sewer flow it receives from a portion of the District's East Hartford system.

# Special Agreements & Programs

## Summary

Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Summary by Activity</i></b>				
Sewer	1,022,205	1,272,300	1,246,000	1,401,000
Water	1,793,127	1,954,300	1,954,300	1,954,300
<b><i>Total Summary by Activity</i></b>	<b>2,815,332</b>	<b>3,226,600</b>	<b>3,200,300</b>	<b>3,355,300</b>
<b><i>Funding Allocation</i></b>				
Sewer Allocation 42%	1,022,205	1,272,300	1,246,000	1,401,000
Water Allocation 58%	1,793,127	1,954,300	1,954,300	1,954,300
<b><i>Total Funding Allocation</i></b>	<b>2,815,332</b>	<b>3,226,600</b>	<b>3,200,300</b>	<b>3,355,300</b>

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## Sewer

### Budget Commentary

The Special Agreements and Programs budget totals \$1,401,000 for 2017, which is an increase of \$128,700 or 10.1% from the adopted level for 2016.

#### **Operations: \$128,700**

- Increase in *Mattabasset District* based on planned capital Improvements.
- Increase in *Septic Reimbursement* based on current reimbursement rate.
- *Consultant Services* is decreasing based on reduced services required.

# Special Agreements & Programs

7410010

## Sewer

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<i>Operations</i>					
502181	Mattabassett District	427,543	450,000	450,000	590,000
502182	New Britain	389,681	230,000	230,000	225,000
502296	Consultant Services	126,338	526,300	500,000	500,000
502648	Septic Reimbursements	62,640	60,000	60,000	80,000
502649	Glastonbury	3,608	6,000	6,000	6,000
502333	Accts Receivable Write Off	12,395	-	-	-
<i>Total Expenditure Classification</i>		<b>1,022,205</b>	<b>1,272,300</b>	<b>1,246,000</b>	<b>1,401,000</b>
<i>Funding Allocation--(Composite)</i>					
Sewer Allocation 100%		1,022,205	1,272,300	1,246,000	1,401,000
Water Allocation 0%		-	-	-	-
<i>Total Funding Allocation</i>		<b>1,022,205</b>	<b>1,272,300</b>	<b>1,246,000</b>	<b>1,401,000</b>

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## Water

### Budget Commentary

The Special Agreements and Programs budget totals \$1,954,300 for 2017 is the same as the adopted level for 2016.

#### **Operations: \$0**

- No budget changes for 2017.

# Special Agreements & Programs

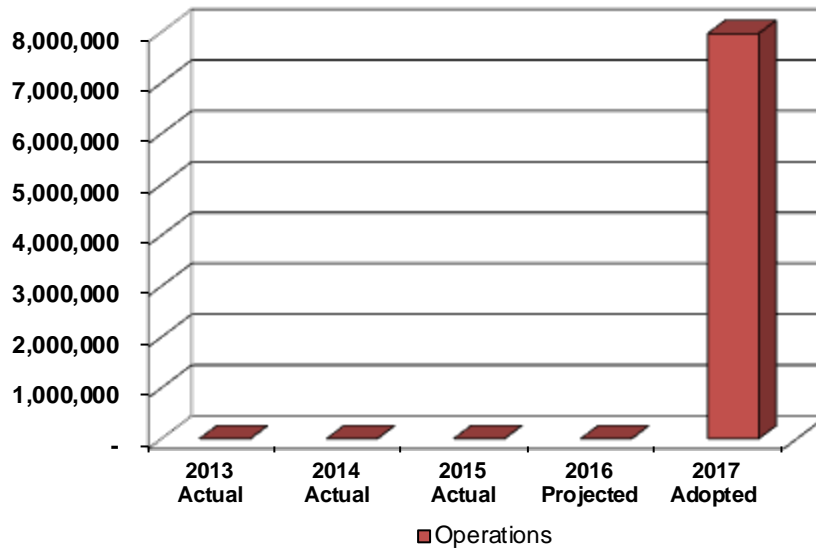
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## Water

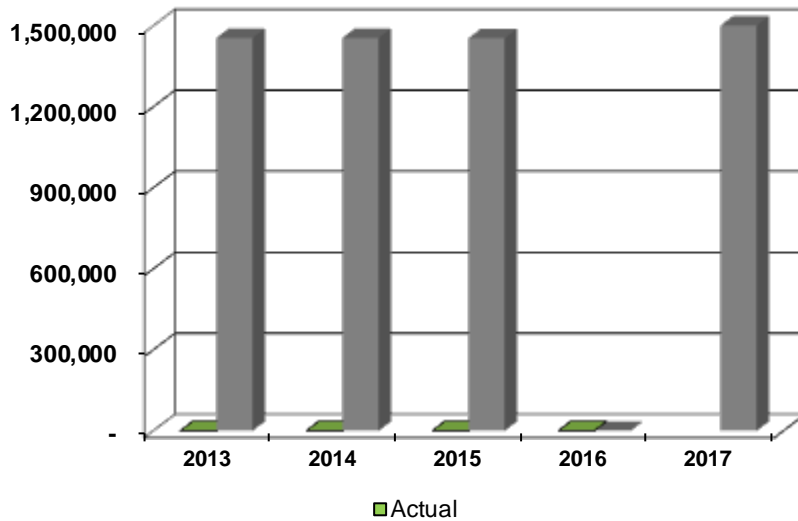
Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><i>Operations</i></b>					
502002	Colebrook Reservoir Lease	204,222	204,300	204,300	204,300
502061	Materials from Stock	4,462	-	-	-
502197	Lock Box Fee	164,627	160,000	160,000	160,000
502201	Meter Services	5,882	10,000	10,000	10,000
502271	Dues - Professional Associations	126,629	130,000	130,000	130,000
502292	Legal Services	698,310	900,000	900,000	900,000
502296	Consultant Services	555,648	550,000	550,000	550,000
502333	Accts Receivable Write Off	4,570	-	-	-
503321	Other Maintenance	999	-	-	-
<b><i>Total Expenditure Classification</i></b>		<b>1,793,127</b>	<b>1,954,300</b>	<b>1,954,300</b>	<b>1,954,300</b>
<b><i>Funding Allocation-(Composite)</i></b>					
Sewer Allocation 0%		-	-	-	-
Water Allocation 100%		1,793,127	1,954,300	1,954,300	1,954,300
<b><i>Total Funding Allocation</i></b>		<b>1,793,127</b>	<b>1,954,300</b>	<b>1,954,300</b>	<b>1,954,300</b>

# Contingencies

## Five-Year Expenditure Trends



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	-	-	-	-	-
Operations	-	-	-	-	7,973,600
Maintenance	-	-	-	-	-
<b>Total</b>	-	-	-	-	<b>7,973,600</b>



	2013	2014	2015	2016	2017
Actual	-	-	-	-	-
Budget	1,454,200	1,454,200	1,453,200	-	7,973,600
Variance	(1,454,200)	(1,454,200)	(1,453,200)	-	-

**Summary****Description**

The Contingencies appropriation is a set-aside for emergencies and other unanticipated expenditures that may arise during the year. The transfer of funds from Contingencies to cover expenditures requires prior approval of the Board of Finance and the District Board.

**Budget Commentary**

The Contingency account for 2017 is \$7,973,600.



# Contingencies

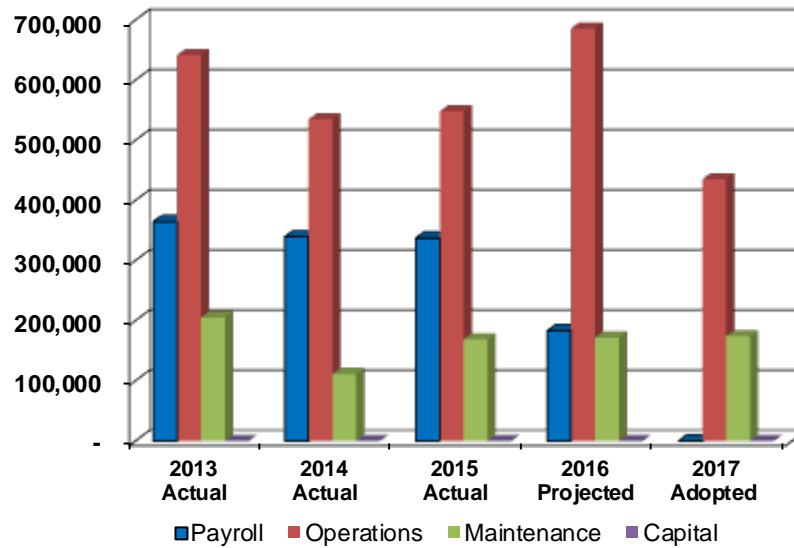
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## Summary

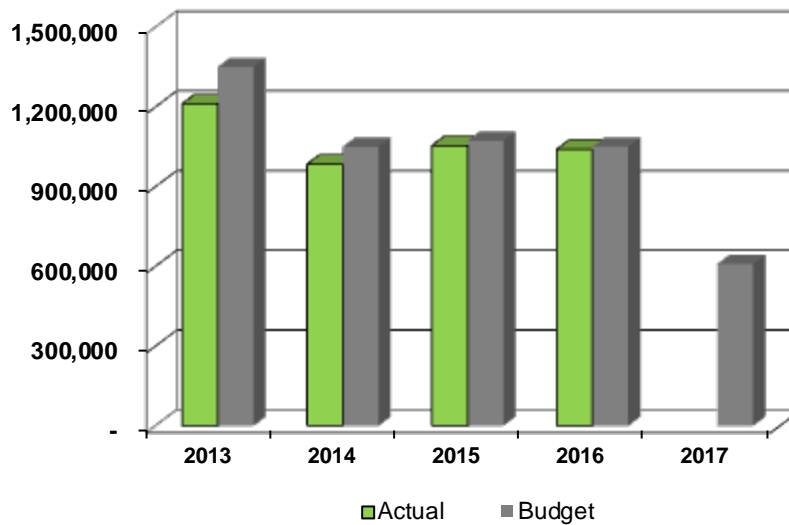
Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
509901	Contingencies	-	-	-	7,973,600
	<i>Funding Allocation--(Composite)</i>				
	Sewer Allocation 100%	-	-	-	7,973,600
	Water Allocation 0%	-	-	-	-
	<i>Total Funding Allocation</i>	-	-	-	7,973,600

# **Riverfront Parks System**

Administration



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	364,810	339,472	337,594	183,100	-
Operations	641,790	534,673	548,113	685,900	435,000
Maintenance	205,405	111,081	169,051	172,000	174,000
Capital	-	-	-	-	-
<b>Total</b>	<b>1,212,005</b>	<b>985,227</b>	<b>1,054,758</b>	<b>1,041,000</b>	<b>609,000</b>



	2013	2014	2015	2016	2017
Actual	1,212,005	985,227	1,054,758	1,041,000	
Budget	1,350,500	1,050,000	1,072,900	1,050,900	609,000
Variance	(138,495)	(64,773)	(18,142)	(9,900)	

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**Administration****Description**

The Riverfront Parks System budget provides for expenditures related to maintenance and the provision of ranger services associated with Riverfront Recapture, Inc.'s (RRI) regional parks system in Hartford and East Hartford, in accordance with an agreement between the District and RRI. Major elements of the system include:

- Charter Oak Landing and Boat Launch Area, Hartford
- Riverfront Plaza and Founders Bridge Promenade, Hartford
- Riverside Park and Boat Launch Area, Hartford
- Great River Park and Boat Launch Area, East Hartford
- Bulkeley Bridge Walkabout

Maintenance of the Riverfront Parks System – which is performed on a year-round basis by MDC maintenance workers – includes turf care, snow removal, litter control and trash removal, facility maintenance and repair, dock storage and maintenance, event clean-up, park gate opening and closing, as well as other associated duties.

Park ranger services are funded by the District (up to a maximum of \$300,000 per year) under contract with RRI.

**Budget Commentary**

The Riverfront Parks budget for 2017 totals \$609,000 a decrease of \$441,900 or 42.0% from the expenditure level adopted for 2016.

**Payroll: (\$183,100)**

- *Regular Pay, Overtime and Standby & Premium Pay* have been reduced as a result of the transfer of 3 positions to 4042015.

**Operations: (\$284,000)**

- Costs associated with operations have decreased to cover necessary expenses for 2017 based on the consolidation and elimination of other allotments.

**Maintenance: \$25,200**

- *Riverfront Facility Maintenance* shows an increase based on the consolidation and elimination of other allotments.

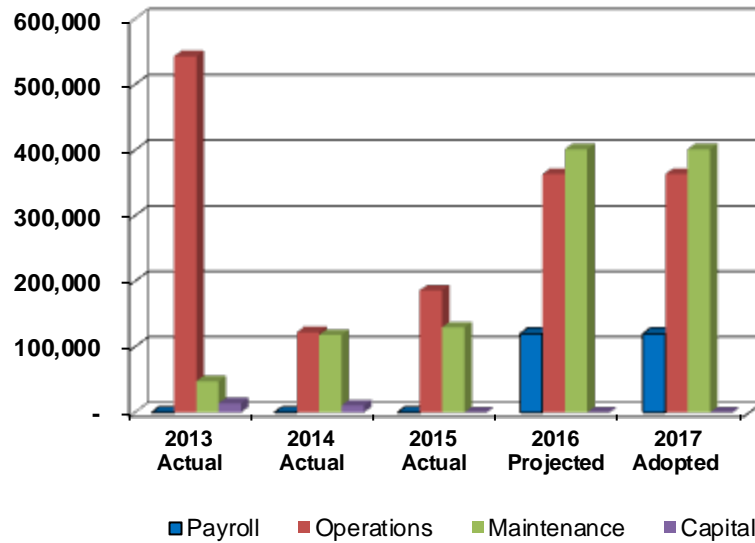
**Administration**

Commitment		2015	2016	2016	2017
Item	Expenditure Classification	Actual	Adopted	Projected	Adopted
	<i><b>Payroll</b></i>				
501101	Regular Pay	330,453	174,800	174,800	-
501201	Overtime	6,491	7,800	7,800	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	650	500	500	-
501601	Longevity Pay	-	-	-	-
	<i><b>Total Payroll</b></i>	<b>337,594</b>	<b>183,100</b>	<b>183,100</b>	<b>-</b>
	<i><b>Operations</b></i>				
502011	Meal Allowances	190	500	500	-
502022	Salt & Sand Ice Control	1,949	2,000	2,000	-
502026	Clothing & Apparel	2,512	4,100	4,100	-
502056	OPEB Trust Contribution	38,000	38,000	19,000	-
502060	Riverfront Rangers	300,000	300,000	300,000	300,000
502061	Materials from Stock	22,219	15,000	10,900	-
502103	Electrical Supplies	-	500	-	-
502111	Small Tools	457	2,000	-	-
502188	Refuse Collection	16,085	15,000	15,000	-
502203	Grounds Care	4,079	9,000	4,500	15,000
502214	Gasoline	5,951	16,000	16,000	-
502216	Diesel Fuel	12,226	14,000	14,000	-
502239	Workers' Compensation-Claims	-	10,200	10,200	-
502287	Outside Services	3,650	153,500	153,500	120,000
502319	Equipment Rental	-	4,800	4,800	-
502500	Blue Cross	56,682	41,900	41,900	-
502501	Blue Shield	11,759	17,100	17,100	-
502503	Group Life	405	2,500	-	-
502505	Pension Regular	45,000	45,000	45,000	-
502508	Social Security	26,949	27,400	27,400	-
502509	Unemployment Compensation	-	500	-	-
	<i><b>Total Operations</b></i>	<b>548,113</b>	<b>719,000</b>	<b>685,900</b>	<b>435,000</b>
	<i><b>Maintenance</b></i>				
503204	Power Operated Equipment	150	4,000	4,000	-
503207	Tool & Work Equipment	8,043	10,000	10,000	-
503208	Transportation Equipment	10,972	13,000	13,000	-
503218	Riverfront Facility Maintenance	149,885	121,800	145,000	174,000
	<i><b>Total Maintenance</b></i>	<b>169,051</b>	<b>148,800</b>	<b>172,000</b>	<b>174,000</b>
	<i><b>Total Expenditure Classification</b></i>	<b>1,054,758</b>	<b>1,050,900</b>	<b>1,041,000</b>	<b>609,000</b>
	<i><b>Funding Allocation</b></i>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	1,054,758	1,050,900	1,041,000	609,000
	<i><b>Total Funding Allocation</b></i>	<b>1,054,758</b>	<b>1,050,900</b>	<b>1,041,000</b>	<b>609,000</b>
	<b>Authorized Positions</b>				
	Bldgs & Ground Maintainer	5	3	3	-
	<i><b>Total Authorized Positions</b></i>	<b>6</b>	<b>3</b>	<b>3</b>	<b>-</b>

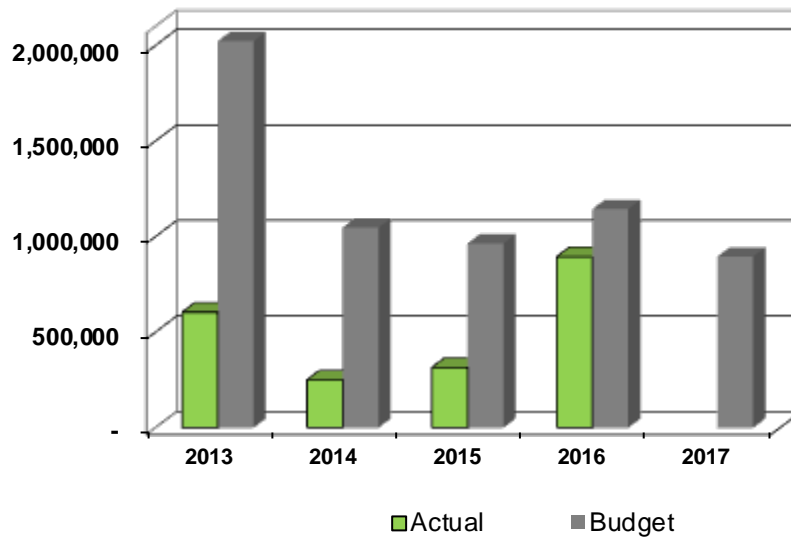
# Hydroelectric

# Hydroelectric

## Five-Year Expenditure Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Adopted
Payroll	-	-	-	120,400	120,400
Operations	542,911	122,299	186,014	363,500	363,500
Maintenance	47,489	118,182	129,588	401,400	401,400
Capital	14,000	10,580	-	-	-
Contingency	-	-	-	10,000	10,000
<b>Total</b>	<b>604,400</b>	<b>251,062</b>	<b>315,602</b>	<b>895,300</b>	<b>895,300</b>



	2013	2014	2015	2016	2017
Actual	604,400	251,062	315,602	895,300	
Budget	2,022,200	1,046,700	963,900	1,143,700	895,300
Variance	(1,417,800)	(795,638)	(648,298)	(248,400)	

# Hydroelectric

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## Summary

### Description

The Hydroelectric account provides for all operating, maintenance, capital outlay, and debt service costs associated with the Goodwin and Colebrook facilities, as well as development costs associated with potential hydroelectric projects.

It is anticipated that all hydroelectric expenditures will be supported by revenue from the sale of power generated at the Goodwin and Colebrook facilities, interest income from the investment of available cash, and a draw down from surplus.

### Budget Commentary

The 2017 Hydroelectric budget totals \$895,300, a \$248,400 or 21.7% decrease from the level adopted in support of 2016 operations. Specific expenditures for each project appear on the pages that follow.



# Hydroelectric

## Summary

<b>Expenditure Classification</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>	<b>2016 Projected</b>	<b>2017 Adopted</b>
<b><i>Summary by Activity</i></b>				
Goodwin	303,602	314,900	329,300	329,300
Development	-	348,200	95,000	95,000
Colebrook	12,000	480,600	471,000	471,000
<b><i>Total Summary by Activity</i></b>	<b>315,602</b>	<b>1,143,700</b>	<b>895,300</b>	<b>895,300</b>
<b><i>Summary by Major Account</i></b>				
Payroll	-	122,800	120,400	120,400
Operations	186,014	609,500	363,500	363,500
Maintenance	129,588	401,400	401,400	401,400
Capital Outlay	-	-	-	-
Contingencies	-	10,000	10,000	10,000
<b><i>Total Summary by Major Account</i></b>	<b>315,602</b>	<b>1,143,700</b>	<b>895,300</b>	<b>895,300</b>

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**Goodwin****Description**

The MDC's Goodwin hydroelectric power facility is located at the Goodwin Dam in Hartland, Connecticut. A "run-of-the-river" facility, the Goodwin hydro facility operates 24-hours per day provided there are sufficient river flows to generate power. During a typical operating year, Goodwin generates 12,500,000 kilowatt-hours of electricity, enough power to serve 2,000 homes for one year.

**Budget Commentary**

In 2017, Goodwin and Colebrook budgets will be split. The Goodwin Hydroelectric budget for 2017 is \$329,300 which is an increase of \$14,400 or 4.6% above the expenditure level adopted in support of 2016 hydroelectric power operations.

**Payroll: \$8,400**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees.

**Operations: \$6,000**

- An increase in various allotments is based on historical trends and allocation of operating expenses to Colebrook.

**Maintenance: \$0**

- No budget changes in 2017.

## Goodwin

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i>Payroll</i>				
501101	Regular Pay	-	61,400	69,800	69,800
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
	<i>Total Payroll</i>	-	61,400	69,800	69,800
	<i>Operations</i>				
502032	Inventory Adjustments	(1,637)	-	-	-
502043	FERC	8,624	-	-	-
502050	Operator & Maint. Chrg-NE Utilities	25,174	9,900	9,900	9,900
502056	OPEB Trust Contribution	-	6,500	6,500	6,500
502061	Materials from Stock	-	100	100	100
502107	Office Supplies & Expenses	1,494	2,800	3,800	3,800
502111	Small Tools	799	2,600	2,600	2,600
502113	Fish	23,565	22,000	25,000	25,000
502207	Tool & Work Equipment	6,717	3,500	3,500	3,500
502215	Oil & Lubricants	3,203	2,500	2,500	2,500
502216	Diesel Fuel	-	1,700	1,700	1,700
502229	General Insurance	11,962	12,300	12,300	12,300
502255	Blueprints, Maps, & Charts	2,186	7,000	7,000	7,000
502263	Pollution Liability	421	600	600	600
502287	Outside Services	8,906	7,000	9,000	9,000
502296	Consultant Services	39,300	20,000	20,000	20,000
502333	A/R write-off	2,000	-	-	-
502350	Electricity	10,690	5,000	5,000	5,000
502500	Blue Cross	-	5,750	5,750	5,750
502501	Blue Shield	-	5,500	5,500	5,500
502505	Pension Regular	-	8,000	8,000	8,000
502508	Social Security	-	3,850	3,850	3,850
502605	Geophysical & Safety Inspection	611	1,000	1,000	1,000
502613	Stream Flow Study	30,000	30,000	30,000	30,000
	<i>Total Operations</i>	174,014	157,600	163,600	163,600
	<i>Maintenance</i>				
503203	Office Furniture & Equipment	-	500	500	500
503213	Hydro Equipment	116,141	85,200	85,200	85,200
503301	Buildings	13,447	10,200	10,200	10,200
	<i>Total Maintenance</i>	129,588	95,900	95,900	95,900
	<i>Total Expenditure Classification</i>	303,602	314,900	329,300	329,300

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**Development****Description**

The Hydroelectric Development budget reflects allocations of hydro revenue apart from the direct expenses associated with the operation of the Goodwin and Colebrook projects. Most significant of these allocations is the amount to be contributed to the General Fund, which will lower the tax on member municipalities.

**Budget Commentary**

The Hydroelectric Development budget for 2017 totals \$95,200 or \$253,200 or 72.7% decrease from 2016 adopted budget.

Development

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i>Operations</i>				
502051	Contribution to General Fund	-	253,200	-	-
502292	Legal Services	-	10,000	10,000	10,000
502298	Consultant - Hydro	-	75,000	75,000	75,000
	<i>Total Operations</i>	-	338,200	85,000	85,000
	<i>Contingencies</i>				
509901	Contingencies	-	10,000	10,000	10,000
		-	348,200	95,000	95,000

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**Colebrook****Description**

The Colebrook hydroelectric power facility is located at the U.S. Army Corps of Engineers' Colebrook River Reservoir and Dam in Colebrook, Connecticut. The Colebrook facility is equipped with two sets of underwater turbines and annually generates approximately 5,700,000 kilowatt-hours of electricity.

**Budget Commentary**

The Colebrook Hydroelectric budget for 2017 is \$471,000.

**Payroll: (\$10,800)**

- *Regular Pay* is decreasing based on historical spend in 2016.

**Operations: \$1,200**

- An increase in various allotments is based on historical trends and allocation of operating expenses to Colebrook.

**Maintenance: \$0**

- No budget change in 2017.

## Colebrook

Commitment Item	Expenditure Classification	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<i><b>Payroll</b></i>				
501101	Regular Pay	-	61,400	50,600	50,600
501201	Overtime	-	-	-	-
501301	Temporary Help	-	-	-	-
501401	Standby & Premium Pay	-	-	-	-
501601	Longevity Pay	-	-	-	-
	<i><b>Total Payroll</b></i>	-	61,400	50,600	50,600
	<i><b>Operations</b></i>				
502043	FERC	-	12,100	10,000	10,000
502050	Operator & Maint. Chrg-NE Utilities	-	16,100	16,900	16,900
502056	OPEB Trust Contribution	-	6,500	6,500	6,500
502061	Materials from Stock	-	100	100	100
502107	Office Supplies & Expenses	-	1,200	1,200	1,200
502111	Small Tools	-	2,600	2,600	2,600
502207	Tool & Work Equipment	-	3,500	3,500	3,500
502215	Oil & Lubricants	-	2,500	2,500	2,500
502216	Diesel Fuel	-	800	1,000	1,000
502229	General Insurance	-	7,500	7,500	7,500
502255	Blueprints, Maps, & Charts	-	3,000	3,000	3,000
502263	Pollution Liability	-	500	500	500
502287	Outside Services	-	700	3,000	3,000
502298	Consulting - Hydro	12,000	20,000	20,000	20,000
502350	Electricity	-	12,000	12,000	12,000
502500	Blue Cross	-	6,000	6,000	6,000
502501	Blue Shield	-	5,750	5,750	5,750
502505	Pension Regular	-	8,000	8,000	8,000
502508	Social Security	-	3,850	3,850	3,850
502605	Geophysical & Safety Inspection	-	1,000	1,000	1,000
	<i><b>Total Operations</b></i>	12,000	113,700	114,900	114,900
	<i><b>Maintenance</b></i>				
503203	Office Furniture & Equipment	-	500	500	500
503213	Hydro Equipment	-	300,000	300,000	300,000
503301	Buildings	-	5,000	5,000	5,000
	<i><b>Total Maintenance</b></i>	-	305,500	305,500	305,500
	<i><b>Total Expenditure Classification</b></i>	12,000	480,600	471,000	471,000

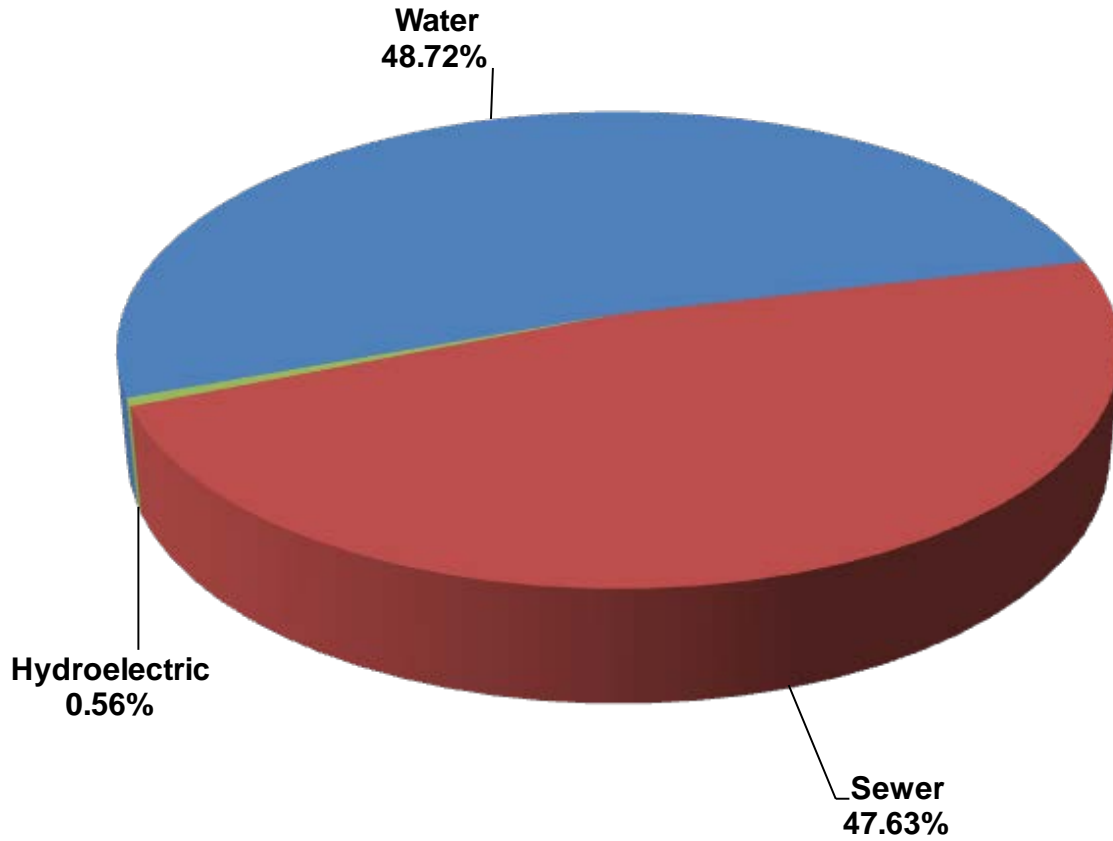
# Budget Revenues



# Revenue Summary

## Revenue Breakdown

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<u>Fund</u>	<u>Revenue</u>	<u>Percentage</u>
Water	\$83,543,200	51.81%
Sewer	76,798,700	47.63%
Hydroelectric	895,300	0.56%
	<u>\$161,237,200</u>	<u>100.00%</u>

# Revenue Summary

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## Description of Revenue Services

### Water Utility

*Water Revenues* and *Other Financing Sources* provide funds for a share of the general administration of the District and for the operation and maintenance of the District's water supply, treatment and distribution facilities and equipment. The major source of water revenue is the metered sale of water to approximately 400,000 people (105,339 customer connections) in the District's service area.

### Sewer

*Sewer Revenues* and *Other Financing Sources* provide funds for a share of the general administration of the District and for the operation and maintenance of the District's sewerage system facilities and equipment. The receipt of the tax levied on member municipalities is the major source of sewer revenue.

### Hydroelectric

*Hydroelectric Revenues* provide the funds necessary for the operation; maintenance and the debt service associated with the District's Goodwin and Colebrook River Dam hydroelectric power facilities. The major sources of revenue for the Hydroelectric Operating Fund are derived from the sale of power generated at the Goodwin/Colebrook hydro facilities.

# Revenue Summary

## Water Utility and Sewer Revenues

Description	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><u>WATER REVENUES</u></b>				
Sale of Water	\$69,142,692	\$70,695,300	\$73,530,000	\$77,669,700
Other Operating Revenues	4,007,069	3,662,800	3,660,000	3,738,700
Total Operating Revenues	73,149,760	74,358,100	77,190,000	81,408,400
Non-Operating Revenues	5,942,864	5,581,600	5,587,000	2,134,800
Contributions (to) from Other Funds	0	1,033,500	1,033,500	0
Total Other Revenues	5,942,864	6,615,100	6,620,500	2,134,800
Total Water Revenues	\$79,092,625	\$80,973,200	\$83,810,500	\$83,543,200
<b><u>SEWER REVENUES</u></b>				
Tax on Member Municipalities	\$37,446,400	\$38,944,300	\$38,944,300	\$49,644,000
Revenue from Other Govt. Agencies	4,028,473	5,960,000	5,960,000	4,530,000
Other Sewer Revenues	12,062,880	13,180,000	13,180,000	13,684,700
Sewer User Charge Revenues	6,513,556	6,347,800	6,350,000	6,826,000
Total Operating Revenues	60,051,310	64,432,100	64,434,300	74,684,700
Contributions (to) from Other Funds	0	3,882,100	0	2,114,000
Total Other Revenues	0	3,882,100	0	2,114,000
Total Sewer Revenues	\$60,051,310	\$68,314,200	\$64,434,300	\$76,798,700
Total Water and Sewer Revenues	\$139,143,934	\$149,287,400	\$148,244,800	\$160,341,900

# Revenue Summary

## Hydroelectric Revenues

Description	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b>HYDROELECTRIC REVENUES</b>				
Power Sales	\$912,162	\$1,139,700	\$720,000	\$895,300
Interest Income	105	4,000	0	0
Miscellaneous Nonrecurring Revenue	9,878	0	0	0
<b>Total Hydroelectric Revenues</b>	<b>\$922,145</b>	<b>\$1,143,700</b>	<b>\$720,000</b>	<b>\$895,300</b>

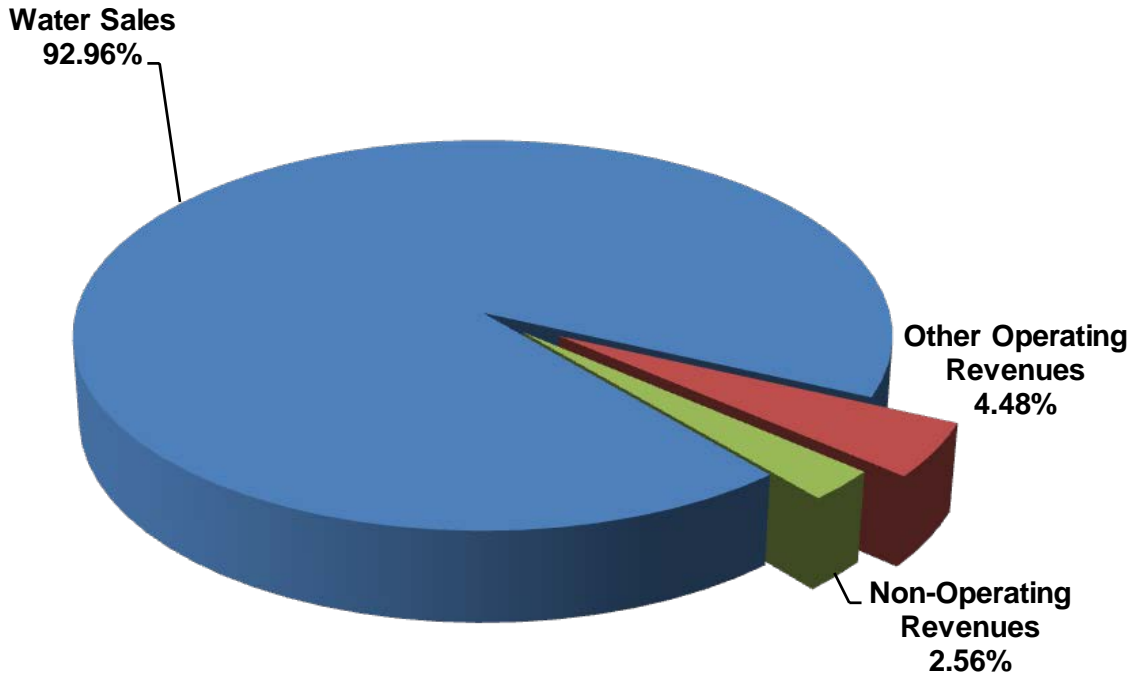
# **Water Utility Revenues**

Water Sales  
Other Operating Revenues  
Non-operating Revenues  
Working Funds

# Water Utility Revenues

## Revenue Breakdown

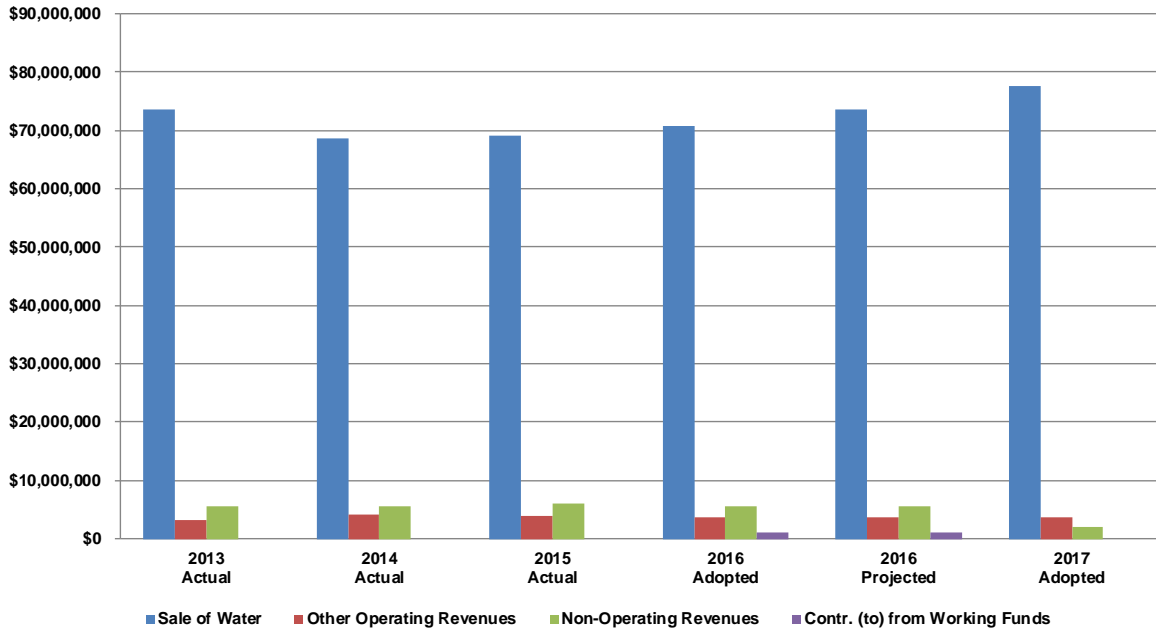
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<u>Fund</u>	<u>Revenue</u>	<u>Percentage</u>
Water Sales	\$77,669,700	92.96%
Other Operating Revenues	3,738,700	4.48%
Non-Operating Revenues	2,134,800	2.56%
<b>Total Revenues:</b>	<b>\$83,543,200</b>	<b>100.00%</b>

# Water Utility Revenues

## Five-Year Revenue Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
Sale of Water	\$73,672,645	\$68,586,397	\$69,142,692	\$70,695,300	\$73,530,000	\$77,669,700
Other Operating Revenues	3,321,492	4,254,138	4,007,069	3,662,800	3,660,000	3,738,700
Non-Operating Revenues	5,483,603	5,641,472	5,942,864	5,581,600	5,587,000	2,134,800
Contr. (to) from Working Funds	0	0	0	1,033,500	1,033,500	0
	<b>\$82,477,740</b>	<b>\$78,482,007</b>	<b>\$79,092,625</b>	<b>\$80,973,200</b>	<b>\$83,810,500</b>	<b>\$83,543,200</b>

# Water Utility Revenues

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## Sale of Water and Other Operating Revenues

### Source Description

**Sale of Water:** The Sale of Water is comprised of Customer Service Charge, General Surcharge and Water Use Charge. This account reflects revenue from the sale of treated water to the following categories of users: *domestic* (single and multi-family dwellings and apartments); *commercial* (places of business and commerce); *industrial* (manufacturing and materials handling firms); and *public authorities* (municipalities, agencies of the state or federal government, and municipal housing authorities). Also included in this category is revenue from the sale of *treated and untreated water* to other water companies under a series of agreements with the District.

**Other Operating Revenues:** *Other Operating Revenues* consist of *hydrant maintenance charges* associated with privately and publicly-owned hydrants; *fire service charges* for connections to water mains supplying water for private fire protection; *penalties* on past due water bills; *rental fees* collected from leasing of district property; and *miscellaneous (other) water revenues* for minor or incidental services and materials provided by the District.

### Budget Commentary

Projected Revenue from the Sale of Water totals \$77,669,700, an overall increase of \$6,974,400 or 9.9% above the level adopted in support of 2016 operations. The anticipated revenue increase is directly related to the water rate increase. The water rate will increase to \$2.77 per CCF for 2017. Consumption is estimated at 20M CCF, which is a decrease of .20M CCF from the 2016 assumption.

Other Operating Revenues are projected to be \$3,738,700, an increase of \$75,900 or 2.1% due to an increase in the monthly rate for *Fire Protection Services*.



# Water Utility Revenues

## Sale of Water and Other Operating Revenues

Commitment Item	Description	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><u>SALE OF WATER</u></b>					
<b><u>SERVICE CHARGES</u></b>					
(1)	Domestic	17,511,250	16,883,100	18,781,000	19,235,500
(2)	Commercial	1,621,707	1,863,900	1,675,800	1,957,100
450090	Industrial	255,696	344,400	281,300	354,600
(3)	Public Authorities	587,086	677,800	590,100	707,200
(4)	Other Water Companies	16,736	14,400	40,200	14,500
	<b>Total</b>	<b>19,992,475</b>	<b>19,783,600</b>	<b>21,368,400</b>	<b>22,268,900</b>
<b><u>WATER USE CHARGE</u></b>					
(5)	Domestic	\$32,742,301	\$35,948,600	\$32,969,800	\$37,422,800
(6)	Commercial	10,749,827	10,118,300	12,301,000	11,786,400
450085	Industrial	1,260,801	1,069,400	2,458,800	1,634,300
(7)	Public Authorities	2,900,634	2,472,000	2,837,700	3,200,000
(8)	Other Water Companies	1,496,654	1,303,400	1,594,300	1,357,300
	<b>Total</b>	<b>49,150,217</b>	<b>50,911,700</b>	<b>52,161,600</b>	<b>55,400,800</b>
<b><u>OTHER OPERATING REVENUES</u></b>					
(9)	Hydrant Maintenance	\$1,152,722	\$1,135,700	\$1,203,200	\$1,135,700
450200	Fire Protection Services	1,756,661	1,827,100	1,796,900	1,903,000
450210	Water Billing Penalties	1,097,686	700,000	659,900	700,000
	<b>Total</b>	<b>4,007,069</b>	<b>3,662,800</b>	<b>3,660,000</b>	<b>3,738,700</b>
<b>Total Operating Revenues</b>		<b>\$73,149,760</b>	<b>\$74,358,100</b>	<b>\$77,190,000</b>	<b>\$81,408,400</b>

### Commitment Items

- (1) 450070, 450095, 450100, 450105, 450120, 450140
- (2) 450080, 450130, 450150
- (3) 450160, 450170
- (4) 450180, 450190
- (5) 450065, 450115, 450135, 450206
- (6) 450075, 450125, 450145
- (7) 450155, 450165
- (8) 450175, 450185
- (9) 450195, 450205

# Water Utility Revenues

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## Other Non-Operating Revenues

### Source Description

#### Non-Operating Revenues

*Non-Operating Revenues* are composed of:

- *Investment Income*: funds earned on cash balances in the Water Utility Fund and the Water Bond Fund, coupled with interest charged on main pipe receivables.
- *Indirect Costs*: charges for administrative overhead on bill jobs.
- *Forestry Operations*: income from the bid sale of standing timber to logging companies.
- *Sale of Material/Equipment*: income from the sale of scrap materials and obsolete equipment.
- *Recreation*: fees charged for parking, boat rentals, and the launching of private boats at District recreational facilities.
- *Collection/Liens*: fees charged for the release of liens.
- *Other Miscellaneous*: fees levied for private meter readings, lien filing, and “turn-on” services; non-recurring items.
- *Developers/Bill Jobs*: reimbursement to the District for payroll additives and material handling costs associated with the repair or relocation of water system facilities on behalf of the State of Connecticut, local government agencies and/or developers. *Short-Term Bill Jobs*: revenues for payroll additives, material handling, and equipment costs associated with the repair of District property damaged by others; also metered hydrant billings.
- Short-Term Bill Jobs: revenues for payroll additives, material handling, and equipment costs associated with the repair of District property damaged by others; also metered hydrant billings.
- *Contributions for Extensions, Mains, Services*: funds received from set rates for assessable projects and materials associated with hydrants, high pressure services, distribution mains, service connections, Ford boxes and meter pits (as established by the Water Bureau).

### Budget Commentary

*Non-Operating Revenues* for 2017 are \$2,134,800 a decrease of \$3,446,800 from the level adopted for 2016, primarily a result of a decrease in Contributed Capital.

# Water Utility Revenues

## Other Non-Operating Revenues

Commitment Item	Description	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><u>NON-OPERATING REVENUES</u></b>					
Interest Income					
440005	Interest Income	\$15,233	\$10,000	\$45,000	\$46,400
450235	Main Pipe Assessments	79,734	80,000	58,700	80,000
	Total	94,967	90,000	103,700	126,400
450015	HQ Rental Fees	4,142	5,000	4,100	5,000
450020	Bill Job P/R & Materials	11,288	75,000	97,300	75,000
450025	Developers P/R Mat Equip	189,113	65,000	80,300	65,000
450030	Bill Job & Dev P/R Additives	4,822	30,000	43,300	30,000
450052	Bad Check Fees	43,830	35,000	30,400	35,000
450055	Non-recurring A/P Adjustment	2,066	0	0	0
450064	Adj. Prior Water Sales	(286)	0	0	0
450215	Property Rents	136,089	130,000	142,500	146,800
450220	Sale of Material/Equipment	63,997	70,000	66,300	70,000
450240	Indirect Costs	4,570	20,000	41,300	20,000
450245	Short-Term Bill Jobs	50,154	75,000	178,600	75,000
450250	Long-Term Bill Jobs	620,755	350,000	337,300	350,000
450260	Recreation Income	82,177	75,000	85,700	75,000
450280	Forestry Operations	308,527	260,000	312,400	260,000
450285	Nor Other Misc	114,793	400,000	177,000	400,000
450288	Collection/Liens	411,166	374,600	359,300	374,600
450295	Misc Nonrecurring Revenue	(3,160)	0	0	0
450305	Outlet Charges	26,480	10,000	5,100	10,000
450326	Gain on Inventory Revaluation (2020)	(58,883)	0	0	0
450345	Vendor Discount Revenue	4,568	1,000	3,400	1,000
450403	Contributed Capital - Mains	3,816,910	3,500,000	3,500,000	0
450410	CAC - Hydrant	10,730	15,000	15,000	15,000
450430	CAC - High Pressure	4,050	1,000	3,300	1,000
	Total Non-Operating Revenues	\$5,942,864	\$5,581,600	\$5,587,000	\$2,134,800

# Water Utility Revenues

## Other Non-Operating Revenues

Commitment Item	Description	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
600002	Contributions (to) from Other Funds Water Utility Fund	0	1,033,500	1,033,500	0
	Total	0	1,033,500	1,033,500	0

### Source Description

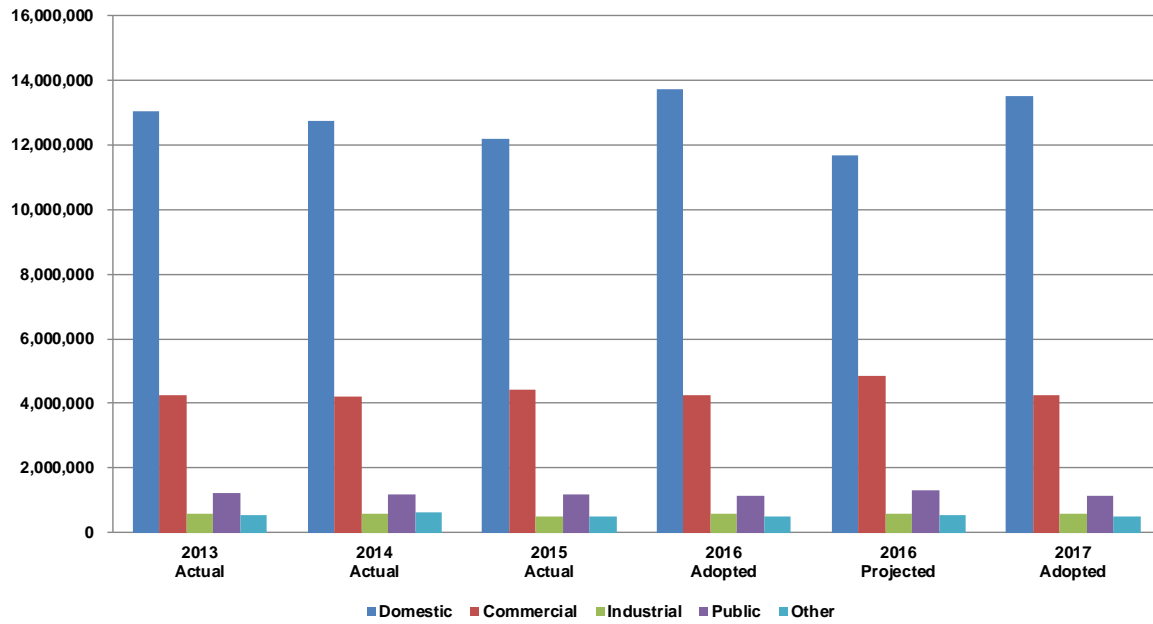
Sound financial management practices call for the maintenance of a cash reserve sufficient to withstand a shortfall in revenues and/or increases in unanticipated expenditures. The District's policy is to use a portion of these funds, if available, in support of operations while maintaining a prudent reserve.

### Budget Commentary

There are no funds budgeted for Other Non-Operating Revenues in 2017.

# Water Utility Revenues

## Water Consumption By Customer Class (CCF)\*



	2013 Actual	2014 Actual	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
Domestic	13,044,468	12,733,366	12,167,330	13,710,000	11,681,200	13,510,000
Commercial	4,245,918	4,229,883	4,408,153	4,255,000	4,863,200	4,255,000
Industrial	597,910	574,511	514,595	590,000	577,700	590,000
Public	1,220,670	1,164,689	1,171,559	1,155,000	1,295,900	1,155,000
Other	527,201	616,383	483,006	490,000	535,400	490,000
<b>Total</b>	<b>19,636,167</b>	<b>19,318,832</b>	<b>18,744,643</b>	<b>20,200,000</b>	<b>18,953,400</b>	<b>20,000,000</b>

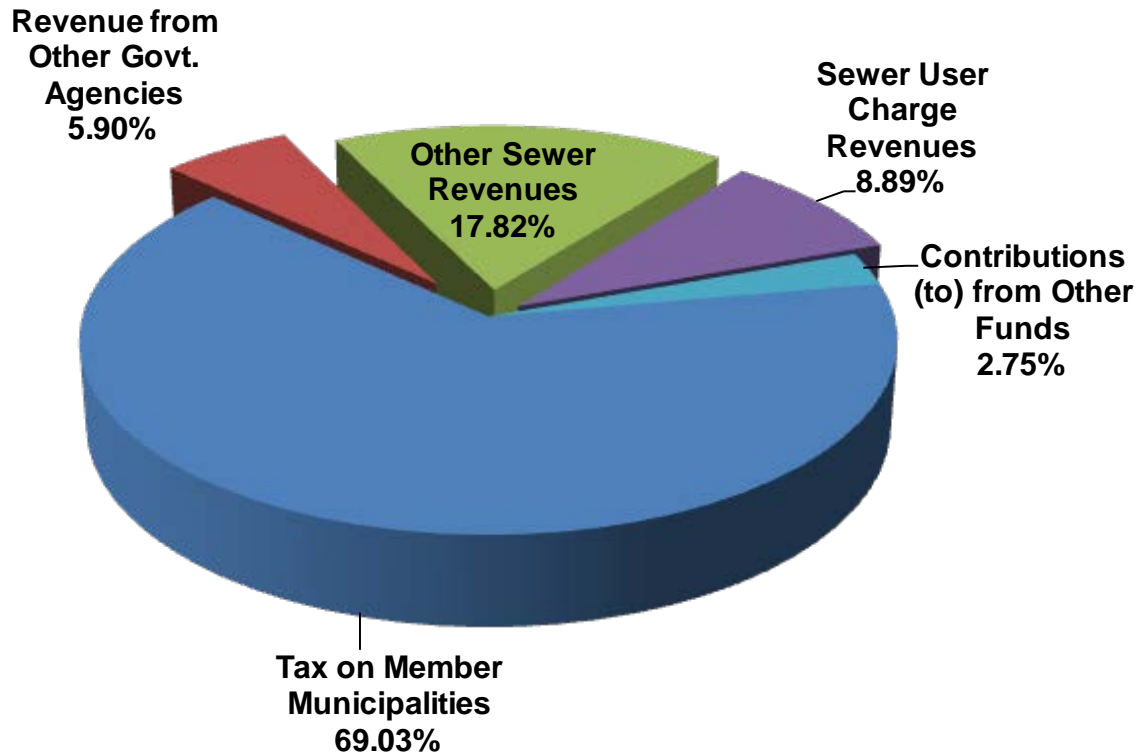
\* CCF = 100 cubic feet or approximately 748.1 gallons

# **Sewer Revenues**

Taxation  
Other Government Agencies  
Other Sewer Revenues  
Sewer User Charge  
Contributions/Transfers  
Designated from Surplus

# Sewer Revenues

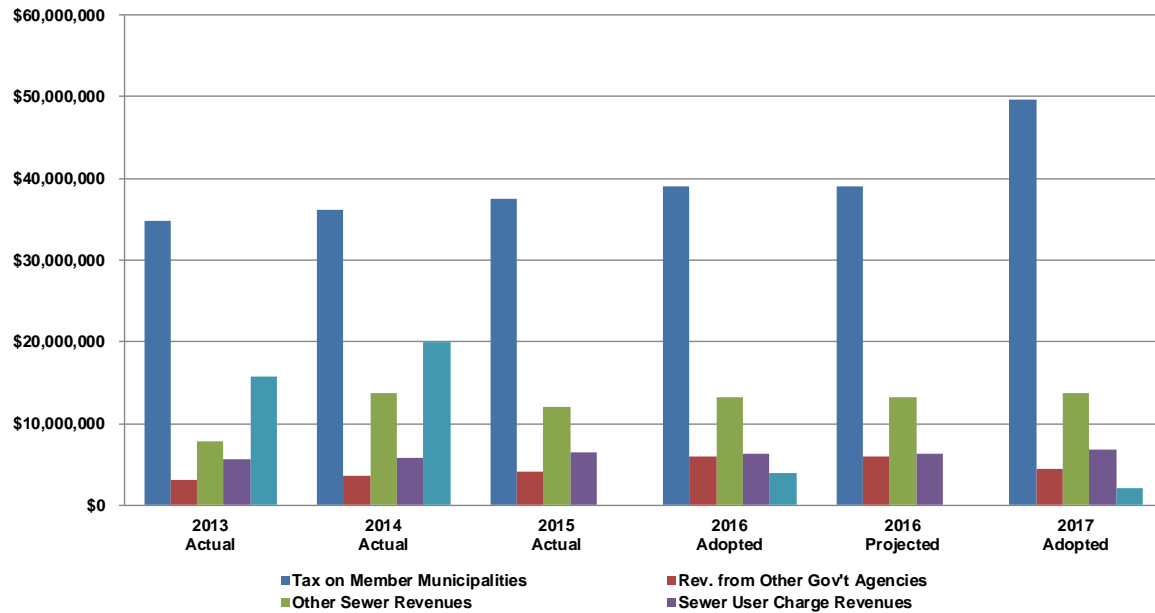
## Revenue Breakdown



<u>Fund</u>	<u>Revenue</u>	<u>Percentage</u>
Tax on Member Municipalities	\$49,644,000	64.64%
Revenue from Other Govt. Agencies	4,530,000	5.90%
Other Sewer Revenues	13,684,700	17.82%
Sewer User Charge Revenues	6,826,000	8.89%
Contributions (to) from Other Funds	2,114,000	2.75%
<b>Total Revenues:</b>	<b>\$76,798,700</b>	<b>100.00%</b>

# Sewer Revenues

## Five-Year Revenue Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
Tax on Member Municipalities	\$34,799,400	\$36,156,600	\$37,446,400	\$38,944,300	\$38,944,300	\$49,644,000
Rev. from Other Gov't Agencies	3,106,360	3,547,471	4,028,473	5,960,000	5,960,000	4,530,000
Other Sewer Revenues	7,754,633	13,703,090	12,062,880	13,180,000	13,180,000	13,684,700
Sewer User Charge Revenues	5,641,519	5,733,380	6,513,556	6,347,800	6,350,000	6,826,000
Contrib. (to) from Other Funds	15,752,598	19,931,392	0	3,882,100	0	2,114,000
<b>Total</b>	<b>\$67,054,510</b>	<b>\$79,071,934</b>	<b>\$60,051,310</b>	<b>\$68,314,200</b>	<b>\$64,434,300</b>	<b>\$76,798,700</b>



# Sewer Revenues

## Tax on Member Municipalities

Description	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b>MEMBER MUNICIPALITIES</b>				
Total	37,446,400	38,944,300	38,944,300	49,644,000

### Source Description

The method for taxing member municipalities is set forth in Sections 3-12 and 3-13 of the District Charter, which grants the District Board, acting on the recommendation of the Board of Finance, the power to levy a tax upon the towns sufficient to finance the District's General Fund expenditures. The tax is divided among the member towns in proportion to the total revenue each received from property taxation, as averaged over the prior three years.

To coincide with the fiscal year cycle (July 1 – June 30) adhered to by the member towns, the quarterly tax payments are unbalanced. The amount of the tax due in the first half of 2017 will be equivalent to 50% of the total 2016 tax levy. This amount (when paid) will be subtracted from the total 2017 tax levy; the balance is the amount due in the remaining portion of the year.

### Budget Commentary

The adopted Tax on Member Municipalities totals \$49,644,000, which is \$8,484,500 or 12.4% higher than the tax levy adopted for 2016. Without the reserve the increase would have been 2.1%.

# Sewer Revenues

## Tax on Member Municipalities

Tax History by Town	2013	2014	2015	2016	2017
Hartford	\$9,955,500	\$10,374,400	\$10,298,600	\$10,174,900	\$13,061,000
East Hartford	\$3,964,500	\$4,213,200	\$4,490,100	\$4,762,000	\$6,027,600
Newington	\$3,014,900	\$3,132,300	\$3,287,300	\$3,508,400	\$4,471,000
Wethersfield	\$2,756,900	\$2,824,400	\$3,022,000	\$3,207,700	\$4,060,300
Windsor	\$3,026,500	\$3,111,900	\$3,222,600	\$3,404,700	\$4,356,600
Bloomfield	\$2,584,900	\$2,612,500	\$2,752,400	\$2,936,000	\$3,654,000
Rocky Hill	\$2,011,100	\$2,089,100	\$2,153,700	\$2,239,700	\$2,949,600
West Hartford	\$7,485,100	\$7,798,800	\$8,219,700	\$8,710,900	\$11,063,900
<b>Total</b>	<b>\$34,799,400</b>	<b>\$36,156,600</b>	<b>\$37,446,400</b>	<b>\$38,944,300</b>	<b>\$49,644,000</b>

Tax Percentage	2013	2014	2015	2016	2017
Hartford	28.61%	28.69%	27.50%	26.13%	26.31%
East Hartford	11.39%	11.65%	11.99%	12.23%	12.14%
Newington	8.66%	8.66%	8.78%	9.01%	9.01%
Wethersfield	7.92%	7.81%	8.07%	8.24%	8.18%
Windsor	8.70%	8.61%	8.61%	8.74%	8.78%
Bloomfield	7.43%	7.23%	7.35%	7.54%	7.36%
Rocky Hill	5.78%	5.78%	5.75%	5.75%	5.94%
West Hartford	21.51%	21.57%	21.95%	22.36%	22.28%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

Installment Date	1/18/2017	4/19/2017	7/19/2017	10/18/2017	10/25/2017	Total
Hartford	\$2,543,725	\$2,543,725	\$2,937,875	\$2,937,875	\$2,097,800	\$13,061,000
East Hartford	1,190,500	1,190,500	1,339,200	1,339,200	\$968,200	6,027,600
Newington	877,100	877,100	999,350	999,350	\$718,100	4,471,000
Wethersfield	801,925	801,925	902,175	902,175	\$652,100	4,060,300
Windsor	851,175	851,175	977,275	977,275	\$699,700	4,356,600
Bloomfield	734,000	734,000	799,550	799,550	\$586,900	3,654,000
Rocky Hill	559,925	559,925	677,975	677,975	\$473,800	2,949,600
West Hartford	2,177,725	2,177,725	2,465,725	2,465,725	\$1,777,000	11,063,900
<b>Total</b>	<b>\$9,736,075</b>	<b>\$9,736,075</b>	<b>\$11,099,125</b>	<b>\$11,099,125</b>	<b>\$7,973,600</b>	<b>\$49,644,000</b>

# Sewer Revenues

## Other Government Agencies

Commitment Item	Description	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b>OTHER GOVERNMENT AGENCIES</b>					
450000	Sludge Handling Services	3,977,489	5,896,600	5,960,000	4,500,000
450010	Household Hazardous Waste Disposal	50,985	63,400	0	30,000
	<b>Total</b>	<b>4,028,473</b>	<b>5,960,000</b>	<b>5,960,000</b>	<b>4,530,000</b>

### Source Description

Revenue from Other Government Agencies comprise agreed-upon service fees charged to other government agencies (state or municipal) for services performed by the District as reflected in the following revenue categories:

- *Miscellaneous Other Government Agencies:* revenues generated from miscellaneous services (such as data processing) performed by the District on behalf of government agencies.
- *Sludge Handling Services:* revenue from the processing of sewage sludge primarily from non-member towns.
- *Household Hazardous Waste Disposal:* fees charged for providing household hazardous waste collection services to non-member towns.

### Budget Commentary

Revenue from Other Government Agencies for 2017 is projected to be \$4,530,000, which is \$1,430,000 or 24.0% lower than the level adopted for 2016.

This is primarily due to the anticipated decrease in *Sludge Handling Services* related to the Heat Recovery Project at the Hartford Water Pollution Control facility.

# Sewer Revenues

## Other Sewer Revenues

Commitment Item	Description	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><u>OTHER SEWER REVENUES</u></b>					
430023	Refund/Reimbursements	91,158	287,000	287,000	0
450005	Septage Fees	1,021,054	1,290,500	1,290,500	1,170,000
450007	FOG Charges	124,540	90,400	90,400	97,600
450008	Groundwater Remediation	(637)	431,600	431,600	2,550,000
450015	Headquarters Rental Fees	6,726	6,000	6,000	5,000
450020	Bill Jobs Revenue, Payroll, Mat., Equip.	0	6,700	6,700	5,000
450025	Developers Rev., Payroll, Mat., Equip.	190,070	99,700	99,700	30,000
450030	Payroll Act. for Developers and Bill Jobs	0	4,800	4,800	5,000
450040	Non-Taxable Fees and Misc. Sales	0	0	0	0
450045	Taxable Fees and Misc. Sales	0	0	0	0
450055	Non-Recurring AP Adj	0	0	0	0
450060	Miscellaneous Non-Recurring	0	0	0	0
450065	Domestic Water	0	0	0	0
450115	OR Dom RLGS	0	0	0	0
450155	OR Municipal	0	0	0	0
450215	Property Rents	121,406	124,300	124,300	150,000
450216	CIP Bid Deposits & Postage Fees	0	0	0	0
450220	Sale of Material/Equipment	25,755	120,000	120,000	20,000
450240	Indirect Costs	0	3,800	3,800	5,000
450242	PM Unit	10,290,996	10,291,000	10,291,000	9,291,000
450245	Short Term Bill Jobs	0	13,100	13,100	5,000
450250	Long Term Bill Jobs	12,300	25,200	25,200	10,000
450285	Other Miscellaneous	66,444	300,000	300,000	300,000
450286	Other Miscellaneous	0	0	0	0
450288	Collection/Liens	26	1,000	1,000	1,000
450295	Non-Recurring Revenue	76,566	0	0	0
450305	Outlet Charges	0	0	0	0
450325	Non-Recurring Misc Op Rev	0	0	0	0
450327	Gain on Inv Reval	0	0	0	0
450345	Vendor Discount Rev	276	100	100	100
	<b>Total</b>	<b>12,026,678</b>	<b>13,095,200</b>	<b>13,095,200</b>	<b>13,644,700</b>
<b><u>INVESTMENT INCOME</u></b>					
Interest	General Fund Investment Income	36,202	84,800	84,800	40,000
	<b>Total</b>	<b>36,202</b>	<b>84,800</b>	<b>84,800</b>	<b>40,000</b>

## Source Description

*Other Sewer Revenues* are composed of several revenue sources not categorized elsewhere:

- *Investment Income*: earnings on cash available for investment.
- *Septage*: revenues from fees paid by septic tank pumping contractors disposing of septage from non-member town properties at the Hartford Water Pollution Control Facility.
- *FOG Charges*: Fees are charged to Class III and IV food service establishments to offset the costs of managing the Fats, Oils and Grease (FOG) program. This program is required by the CT Department of Energy and Environmental Protection General Permit for the Discharge of Wastewater Associated with Food Preparation Establishments.
- *Headquarters Rental Fees*: revenues from the rental/lease of Headquarters facilities; also, fees collected from employees parking in the Headquarters garage.

## Sewer Revenues

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### Other Sewer Revenues

- *Developers Revenue:* Payroll costs for engineering and inspection services along with material and equipment costs charged against deposits made by developers and/or State Agencies for these services.
- *Bill Job Revenue:* revenue from payroll costs, material, and equipment costs associated with repair of District property damaged by others.
- *Payroll Additives:* recovered employee benefit costs charged on bill jobs.
- *Property Rents:* revenue derived from the rental of space for cellular service antennae.
- *P.M. Unit Overhead:* Payments to the General Fund for indirect costs related to the long-term control plan.
- *Indirect Costs:* administrative overhead costs charged on bill jobs.
- *Other Miscellaneous:* Is reflective of historical revenues.

### **Budget Commentary**

*Other Sewer Revenues* for 2017 are projected to be \$13,684,700 which is an increase of \$504,700 or 3.8% from the level adopted for 2016.

The increase is primarily the result of *Groundwater Remediation Fees* anticipated in 2017.

# Sewer Revenues

## Sewer User Charge

Commitment Item	Description	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b>SEWER USER CHARGE</b>					
(1)	High Flow Users (Net of Reserves)	\$1,737,507	\$1,200,000	\$1,228,400	\$1,998,000
420000	Non-Municipal Tax Exempt Properties	3,754,848	3,433,800	3,331,700	3,433,800
420010	High Strength	622,539	1,002,700	609,000	670,000
420020	Town of Manchester	83,769	112,700	56,200	112,700
420030	Town of South Windsor	17,530	14,900	14,900	15,900
420035	Town of Farmington	0	79,800	265,000	85,400
420040	Bradley/Hamilton Standard/East Granby	154,891	374,000	716,100	375,000
420045	CRRA Landfill Discharge Fees	121,008	120,000	82,000	120,000
420047	Town of Cromwell	4,848	4,900	4,600	5,200
450210	Forfeited Discounts	16,617	5,000	42,100	10,000
	<b>Total</b>	<b>6,513,556</b>	<b>6,347,800</b>	<b>6,350,000</b>	<b>6,826,000</b>

### Source Description

*Sewer User Charge Revenue* is derived from *Non-Municipal Tax Exempt Users*, *High Flow Users* and *High Strength Users* charges within the District's eight member towns and from all users in non-member towns who discharge sanitary waste into the MDC's sewer system. Revenue from non-municipal tax exempt properties and from non-member towns is based on either sewer flows emanating from metered water usage or from flow meters installed at the point of connection into the MDC's sewer system. Revenue from high flow users (12,200 CCF per year or more) is based on estimated sewer flows from those users. A surcharge is levied on high flow users whose share of costs, based on flow, exceeds the portion of their annual property tax payments rendered in support of the District's sewer system. Conversely, high flow users in member towns are eligible for year-end rebates if their sewer user charge, based on flow, is less than the portion of the property tax they pay in support of sewer services. Revenue from high strength users is based on laboratory results submitted to the District, in accordance with section 12 of the General Sewer Ordinances. F.O.G. charges are reimbursements from class II and III food service establishments for processing and inspection.

### Budget Commentary

*Sewer User Charge* revenue is projected to be \$6,826,000 which is an increase of \$478,200 or 7.5% above the revenue level adopted for 2016.

- The increase for *Sewer User Charge* is based on historical revenues and a rate increase.

# Sewer Revenues

## Other Financing Sources

Commitment Item	Description	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b>Contributions (to) from Other Funds</b>					
600001	Debt Service Fund	0	2,928,900	0	2,114,000
600004	Assessable Fund	0	700,000	0	0
600006	Hydroelectric Fund	0	253,200	0	0
	<b>Total</b>	<b>0</b>	<b>3,882,100</b>	<b>0</b>	<b>2,114,000</b>

### Source Description

Contributions (to) from Other Funds such as *Hydroelectric Fund* emanate from surpluses derived when project revenues exceed expenditures. Transfers from the *Assessable Fund* and *Debt Service Fund* are derived from the following sources:

- Unexpended balances available from the close-out of sewer capital improvement programs supported by District debt.
- Interest income from the investment of idle cash balances in the Debt Service Fund.
- Revenue Surplus funds transferred to the Debt Service Fund as authorized by the District Board and the Board of Finance.
- Bid premiums and accrued interest associated with competitive note and bond sales.

### Budget Commentary

- The 2017 budget has decreased to meet the anticipated need for the coming year.

# Sewer Revenues

## Designated From Surplus

Commitment Item	Description	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
	<u>DESIGNATED FROM SURPLUS</u>	\$0	\$0	\$0	\$0

### Source Description

The Revenue Surplus item relates solely to the General Fund. The surplus available at the end of a fiscal year is a result of:

- An unallocated surplus carried over from the prior year.
- Expenditure savings realized during the current year (compared to the adopted expenditure level).
- Excess revenue received in the current year (over and above adopted revenue projections).

### Budget Commentary

It is anticipated that there will be no use of surplus funds available to support the 2017 budget expenditures.



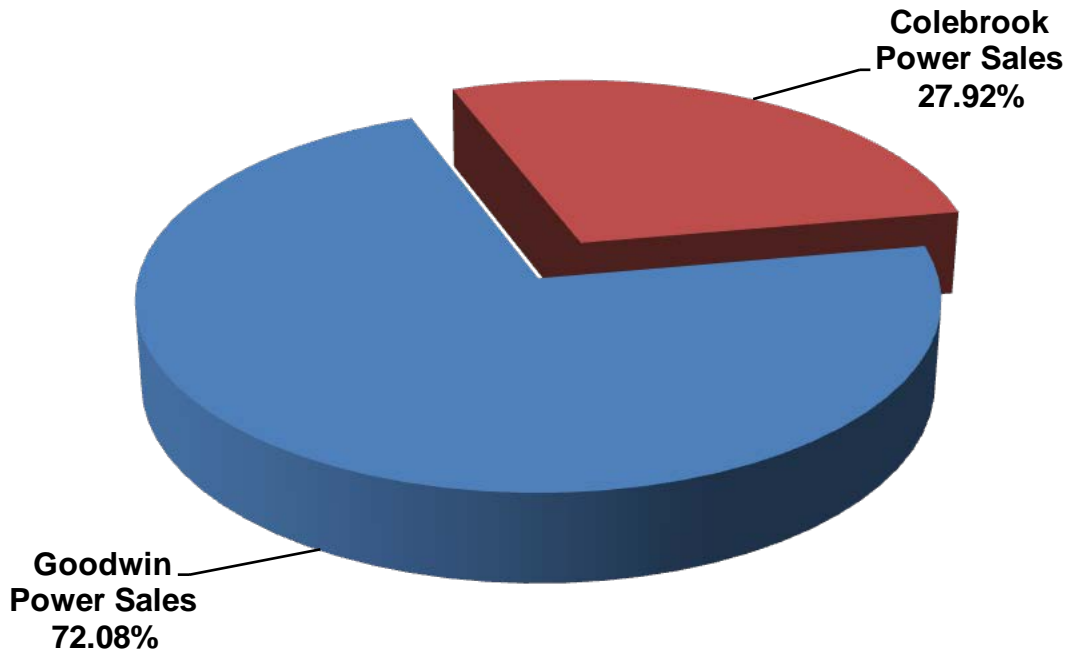
# **Hydroelectric Revenues**

Goodwin Power Sales  
Colebrook Power Sales  
Other Hydroelectric Revenues

# Hydroelectric Revenues

## Revenue Breakdown

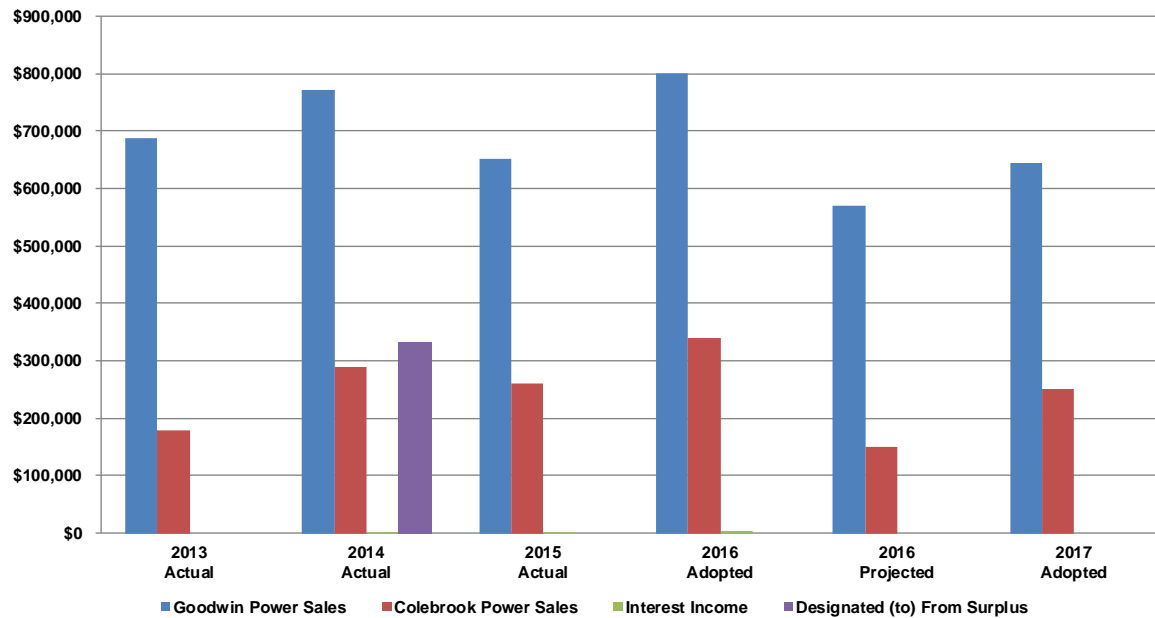
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<u>Fund</u>	<u>Revenue</u>	<u>Percentage</u>
Goodwin Power Sales	\$645,300	72.08%
Colebrook Power Sales	250,000	27.92%
<b>Total Revenues:</b>	<b>\$895,300</b>	<b>100.00%</b>

# Hydroelectric Revenues

## Five-Year Revenue Trend



	2013 Actual	2014 Actual	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
Goodwin Power Sales	\$688,046	\$772,914	\$652,278	\$800,700	\$570,000	\$645,300
Colebrook Power Sales	180,010	290,511	259,884	339,000	150,000	250,000
Interest Income	0	4	105	4,000	0	0
Other Misc. Nonrecurring Revenue	0	0	9,878	0	0	0
Designated (to) From Surplus	0	333,336	0	0	0	0
<b>Total</b>	<b>\$868,056</b>	<b>\$1,396,764</b>	<b>\$922,145</b>	<b>\$1,143,700</b>	<b>\$720,000</b>	<b>\$895,300</b>

# Hydroelectric Revenues

## Summary

Commitment Item	Description	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b><u>HYDROELECTRIC REVENUES</u></b>					
Power Sales					
450320	Goodwin Power Sales	\$652,278	\$800,700	\$570,000	\$645,300
450321	Colebrook Power Sales	259,884	339,000	150,000	250,000
	Total	912,162	1,139,700	720,000	895,300
440005	Interest Income	105	4,000	0	0
450055	Miscellaneous Nonrecurring Revenue	9,878	0	0	0
	Total	9,983	4,000	0	0
	Total Revenues	\$922,145	\$1,143,700	\$720,000	\$895,300

### **Source Profile**

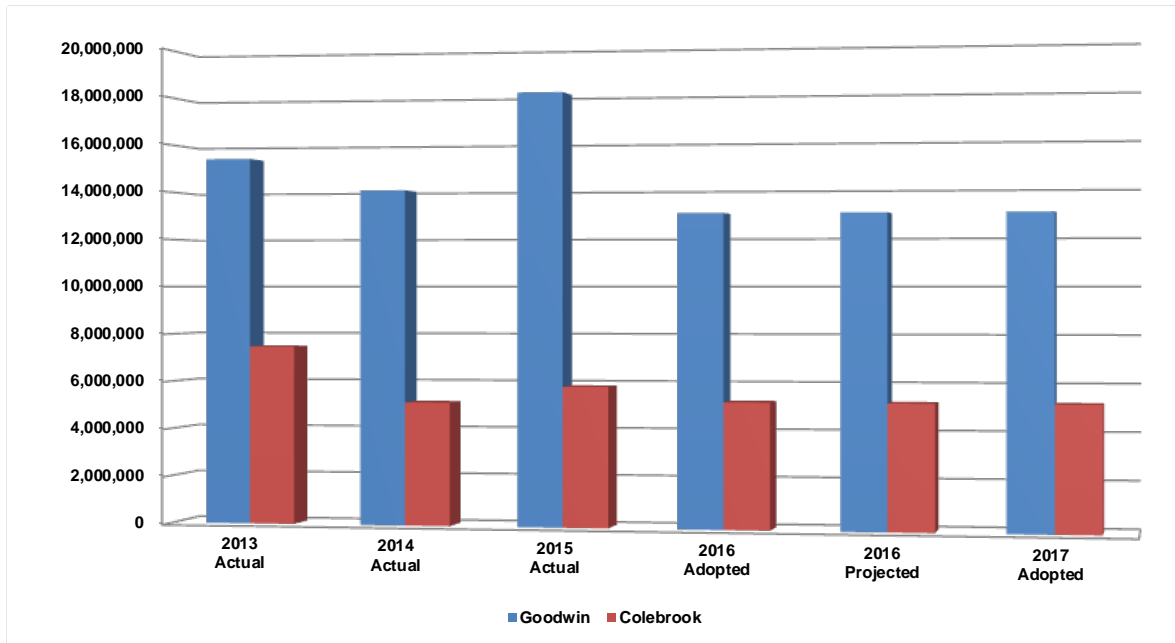
Revenue in support of hydroelectric expenditures is derived from: the sale of power produced at the District's Goodwin and Colebrook Hydroelectric power facilities; interest earned from the investment of available cash; and surplus funds (if available) designated to support the expenditure budget.

### **Budget Highlights**

The 2017 budget revenues from the sale of power generated at Goodwin and Colebrook in the coming year assumes a full production year. The total budget of \$895,300 reflects a \$248,000 decrease from the level adopted for 2016.

# Hydroelectric Revenues

## Power Generation by Kilowatt Hours



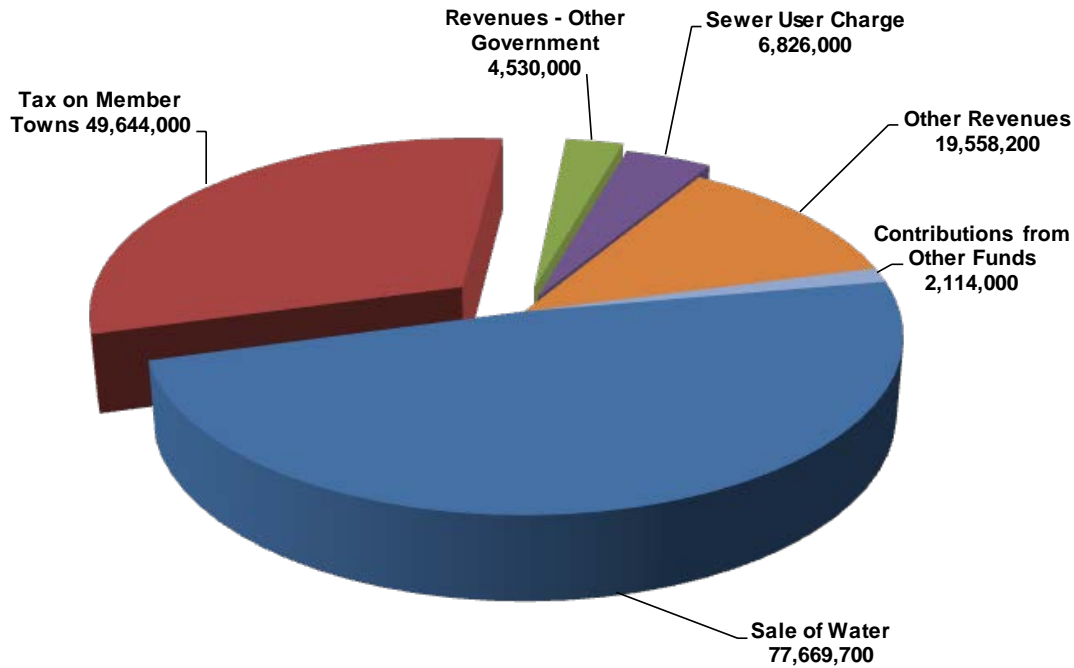
	2013 Actual	2014 Actual	2015 Actual	2016 Adopted	2016 Projected	2017 Adopted
<b>Goodwin</b>	15,392,344	14,029,702	18,066,400	13,027,000	13,027,000	13,027,000
<b>Colebrook</b>	7,473,818	5,150,218	5,846,120	5,243,000	5,243,000	5,243,000
<b>Total</b>	22,866,162	19,179,920	23,912,520	18,270,000	18,270,000	18,270,000

### Kilowatt Hours by Facility

Power production estimates for the coming year are based on historical averages. Changes in seasonal weather conditions have a significant effect on water supplies used for power generation.

# Exhibits

## Water and Sewer Revenues And Other Financing Sources



### Sale of Water

Domestic	23.34%
Commercial	7.35%
Industrial	1.02%
Public Authorities/Other	2.84%
Customer Service Charge	13.89%
Surcharge Non-Member Towns	1.14%
Special Surcharge Non-Member Towns	0.15%
<b>Total Sale of Water</b>	<b>49.73%</b>

### Town Tax

Hartford	8.15%
East Hartford	3.76%
Newington	2.79%
Wethersfield	2.53%
Windsor	2.72%
Bloomfield	2.28%
Rocky Hill	1.84%
West Hartford	6.90%
<b>Total</b>	<b>30.97%</b>

**\$160,341,900**

# Exhibits

## Tax Computation Schedule

**2017 Tax Computation Schedule**  
**Average Annual Receipts from Taxation on Member Towns**  
**for the Three Year Period Ending Previous to July 1, 2016**

Municipality	Year	Amount	Average	% of Total	2017 Tax	2016 Tax	Change	% Change
<b>Hartford</b>	2014	256,765,000						
	2015	260,640,000						
	2016	270,777,116						
	<b>Total</b>	<b>788,182,116</b>	<b>262,727,372</b>	<b>26.309400%</b>	<b>13,061,000</b>	<b>10,174,900</b>	<b>2,886,100</b>	<b>28.36%</b>
<b>East Hartford</b>	2014	118,022,000						
	2015	122,150,000						
	2016	123,567,424						
	<b>Total</b>	<b>363,739,424</b>	<b>121,246,475</b>	<b>12.141567%</b>	<b>6,027,600</b>	<b>4,762,000</b>	<b>1,265,600</b>	<b>26.58%</b>
<b>Newington</b>	2014	85,646,000						
	2015	89,177,000						
	2016	94,985,995						
	<b>Total</b>	<b>269,808,995</b>	<b>89,936,332</b>	<b>9.006184%</b>	<b>4,471,000</b>	<b>3,508,400</b>	<b>962,600</b>	<b>27.44%</b>
<b>Wethersfield</b>	2014	78,960,972						
	2015	81,635,554						
	2016	84,427,939						
	<b>Total</b>	<b>245,024,465</b>	<b>81,674,822</b>	<b>8.178880%</b>	<b>4,060,300</b>	<b>3,207,700</b>	<b>852,600</b>	<b>26.58%</b>
<b>Windsor</b>	2014	82,937,213						
	2015	87,600,034						
	2016	92,366,129						
	<b>Total</b>	<b>262,903,376</b>	<b>87,634,459</b>	<b>8.775675%</b>	<b>4,356,600</b>	<b>3,404,700</b>	<b>951,900</b>	<b>27.96%</b>
<b>Bloomfield</b>	2014	71,679,525						
	2015	72,644,940						
	2016	76,178,687						
	<b>Total</b>	<b>220,503,152</b>	<b>73,501,051</b>	<b>7.360362%</b>	<b>3,654,000</b>	<b>2,936,000</b>	<b>718,000</b>	<b>24.46%</b>
<b>Rocky Hill</b>	2014	57,823,000						
	2015	59,840,000						
	2016	60,331,500						
	<b>Total</b>	<b>177,994,500</b>	<b>59,331,500</b>	<b>5.941430%</b>	<b>2,949,600</b>	<b>2,239,700</b>	<b>709,900</b>	<b>31.70%</b>
<b>West Hartford</b>	2014	214,923,000						
	2015	223,062,000						
	2016	229,678,364						
	<b>Total</b>	<b>667,663,364</b>	<b>222,554,455</b>	<b>22.286503%</b>	<b>11,063,900</b>	<b>8,710,900</b>	<b>2,353,000</b>	<b>27.01%</b>
<b>Total Taxation: Member Towns:</b>			<b>998,606,464</b>	<b>100.00%</b>	<b>49,644,000</b>	<b>38,944,300</b>	<b>10,699,700</b>	<b>27.47%</b>

**Description:**

The method for taxing member municipalities is set forth in Section 3-12 and 3-13 of the District Charter, which grants the District Board acting on the recommendation of the Board of Finance, the power to levy a tax upon the towns sufficient to finance the District's General Fund expenditures. The tax is divided among the member towns in proportion to the total revenue each received from property taxation as averaged over the prior three years.

The amount of the 2017 tax due in the first half of the coming year is equivalent to 50% of the total 2016 tax levy on the eight member towns. The total amount due from all towns in the first half of the year will be subtracted from the total 2017 tax level; the balance becomes the amount due in the second half of the year.

## Exhibits

### Member Municipalities – Economic and Demographic Information

The member municipalities comprising The Metropolitan District are located in central Connecticut, midway between Boston and New York. The Town of East Hartford operates under a strong Mayor-Council form of government, while all other member municipalities operate under the Council-Manager system.

The member municipalities are served by a network of highways. Interstate 91 provides north-south access between New Haven and the Canadian border. Interstate 84 runs from Hartford west to Danbury and through New York State and east to Massachusetts Turnpike. State Routes 2 and 9 link Hartford with Connecticut's southern coast on Long Island Sound. Connecticut's largest airport, Bradley International, is located 14 miles north of the City of Hartford.

Population and Density						
Municipality	2014 Population	2010 Population	2000 Population	% Change 2013—2010	Square Miles	Density <sup>1</sup>
Bloomfield	20,486	20,696	19,857	-0.9	26.4	752
East Hartford	51,284	48,766	49,575	5.8	18.7	2,651
Hartford	125,017	124,775	121,578	0.0	18.4	6,608
Newington	30,562	29,306	29,306	4.3	13.2	2,220
Rocky Hill	19,915	18,827	17,966	4.8	13.9	1,292
West Hartford	63,268	61,045	63,589	3.6	22.2	2,864
Wethersfield	26,594	25,767	26,271	3.6	13.0	2,020
Windsor	29,140	29,044	28,237	0.3	31.1	908

<sup>1</sup> Based on 2010 population. Source: 1990-2010 – U.S. Department of Commerce, Bureau of Census. 2014 CAFR.

Income Levels			
Municipality	Income Per Capita	Median Family Income	Median Household Income
Bloomfield	\$28,843	\$70,867	\$59,880
East Hartford	24,799	47,056	49,611
Hartford	29,430	29,430	28,970
Newington	36,209	64,234	71,817
Rocky Hill	39,785	63,343	60,247
West Hartford	43,998	75,744	78,488
Wethersfield	39,663	67,788	72,041
Windsor	35,594	N/A	N/A
District Average	\$32,081	\$62,687	\$60,561
State Average	\$37,627	\$73,181	\$69,243

Source: 2014/2016 CAFR

Labor Force Data — September, 2014 —			
Municipality	Employed	Unemployed	Percent
Bloomfield	9,302	791	7.8
East Hartford	24,184	2,262	10.0
Hartford	42,396	7,281	14.7
Newington	16,111	900	5.3
Rocky Hill	10,598	534	4.8
West Hartford	28,569	1,601	5.3
Wethersfield	12,797	831	6.1
Windsor	15,286	1,068	6.5
Hartford Labor Market	570,231	18,854	7.3
State of Connecticut	1,783,000	107,800	6.4

Source: Connecticut Department of Labor and Connecticut Economic Resource Center



## Exhibits

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### HISTORICAL WATER USE RATES

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<b>Year Adopted</b>	<b>Water Used Rates (Per CCF)</b>	<b>Untreated Water Rates (Per CCF)</b>
2006	\$1.84	\$0.73
2007	\$1.96	\$0.88
2008	\$2.21	\$0.99
2009	\$2.07	\$0.99
2010	\$2.12	\$0.99
2011	\$2.35	\$0.99
2012	\$2.43	\$1.00
2013	\$2.50	\$1.00
2014	\$2.53	\$1.00
2015	\$2.53	\$1.00
2016	\$2.66	\$1.00
2017	\$2.77	\$1.00

# Exhibits

## HISTORICAL WATER SURCHARGES

	<u>2013</u>		<u>2014</u>		<u>2015</u>		<u>2016</u>		<u>2017</u>	
	<u>Monthly</u>	<u>Quarterly</u>	<u>Monthly</u>	<u>Quarterly</u>	<u>Monthly</u>	<u>Quarterly</u>	<u>Monthly</u>	<u>Quarterly</u>	<u>Monthly</u>	<u>Quarterly</u>
<u>Customer Service Charge (SEC. W1b)</u>										
Size of Meter										
5/8"	\$13.48	\$40.44	\$13.48	\$40.44	\$13.48	\$40.44	\$13.48	\$40.44	\$14.98	\$44.94
3/4"	\$13.48	\$40.44	\$13.48	\$40.44	\$13.48	\$40.44	\$13.48	\$40.44	\$14.98	\$44.94
1"	\$13.48	\$40.44	\$13.48	\$40.44	\$13.48	\$40.44	\$13.48	\$40.44	\$14.98	\$44.94
1 1/2"	\$28.29	\$84.87	\$28.29	\$84.87	\$20.50	\$61.50	\$20.50	\$61.50	\$48.60	\$145.80
2"	\$28.29	\$84.87	\$28.29	\$84.87	\$32.98	\$98.94	\$32.98	\$98.94	\$77.80	\$233.40
3"	\$183.52	\$550.56	\$183.52	\$550.56	\$125.21	\$375.63	\$125.21	\$375.63	\$145.89	\$437.67
4"	\$183.52	\$550.56	\$183.52	\$550.56	\$159.20	\$477.60	\$159.20	\$477.60	\$243.55	\$730.65
6"	\$183.52	\$550.56	\$183.52	\$550.56	\$511.79	\$1,535.37	\$511.79	\$1,535.37	\$486.07	\$1,458.21
8"	\$183.52	\$550.56	\$183.52	\$550.56	\$601.85	\$1,805.55	\$601.85	\$1,805.55	\$771.16	\$2,313.48
10"	\$184.52	\$553.56	\$184.52	\$553.56	\$619.05	\$1,857.15	\$619.05	\$1,857.15	\$1,777.77	\$5,333.31
12"	\$183.52	\$550.56	\$183.52	\$550.56	\$1,083.33	\$3,249.99	\$1,083.33	\$3,249.99	\$1,896.38	\$5,689.14
<u>Surcharge Outside the Metropolitan District (SEC. W1c)</u>										
Size of Meter										
5/8"	\$35.25	\$105.75	\$16.58	\$49.74	\$13.48	\$40.44	\$13.48	\$40.44	\$14.98	\$44.94
3/4"	\$38.30	\$114.90	\$18.58	\$55.74	\$13.48	\$40.44	\$13.48	\$40.44	\$14.98	\$44.94
1"	\$49.30	\$147.90	\$23.20	\$69.60	\$13.48	\$40.44	\$13.48	\$40.44	\$14.98	\$44.94
1 1/2"	\$63.46	\$190.38	\$29.89	\$89.67	\$20.50	\$61.50	\$20.50	\$61.50	\$48.60	\$145.80
2"	\$101.87	\$305.61	\$48.14	\$144.42	\$32.98	\$98.94	\$32.98	\$98.94	\$77.80	\$233.40
3"	\$386.04	\$1,158.12	\$182.49	\$547.47	\$125.21	\$375.63	\$125.21	\$375.63	\$145.89	\$437.67
4"	\$482.55	\$1,447.65	\$232.39	\$697.17	\$159.20	\$477.60	\$159.20	\$477.60	\$243.55	\$730.65
6"	\$750.63	\$2,251.89	\$344.57	\$1,033.71	\$511.79	\$1,535.37	\$511.79	\$1,535.37	\$486.07	\$1,458.21
8"	\$1,018.72	\$3,056.16	\$479.04	\$1,437.12	\$601.85	\$1,805.55	\$601.85	\$1,805.55	\$771.16	\$2,313.48
10"	\$1,018.72	\$3,056.16	\$479.04	\$1,437.12	\$619.05	\$1,857.15	\$619.05	\$1,857.15	\$1,777.77	\$5,333.31
12"	\$1,581.69	\$4,745.07	\$724.75	\$2,174.26	\$1,083.33	\$3,250.00	\$1,083.33	\$3,250.00	\$1,896.38	\$5,689.14
<u>Charges for Private Fire Protection Service (SEC. W6f)</u>										
Size of Meter										
2"	\$14.21	\$42.63	\$14.38	\$43.14	\$14.38	\$43.14	\$14.38	\$43.14	\$15.75	\$47.25
3"	\$18.50	\$55.50	\$18.72	\$56.16	\$18.72	\$56.16	\$18.72	\$56.16	\$20.49	\$61.47
4"	\$27.77	\$83.31	\$28.10	\$84.30	\$28.10	\$84.30	\$28.10	\$84.30	\$30.76	\$92.28
6"	\$46.56	\$139.68	\$47.12	\$141.36	\$47.12	\$141.36	\$47.12	\$141.36	\$51.59	\$154.77
8"	\$70.01	\$210.03	\$70.85	\$212.55	\$70.85	\$212.55	\$70.85	\$212.55	\$77.57	\$232.71
10"	\$117.24	\$351.72	\$118.65	\$355.95	\$118.65	\$355.95	\$118.65	\$355.95	\$129.91	\$389.73
12"	\$164.89	\$494.67	\$166.87	\$500.61	\$166.87	\$500.61	\$166.87	\$500.61	\$182.70	\$548.10

# Exhibits

## HISTORICAL WATER ASSESSMENT RATES AND OTHER RELATED CHARGES AND SPECIAL RULES AND CHARGES

<u>Water Assessment Rates and Other Related Charges:</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Main Pipe Assessment (per ft)	\$41.00	\$41.00	\$95.00
Service Pipe Taps			
<i>(Does not include materials)</i>			
1" Service Tap	-	-	-
1-1/2" & 2" Service Taps	-	-	-
4", 6", & 8" Service Taps	-	-	-
Domestic (Includes spacer and meter costs)			
1" Service Tap with 5/8" Meter	\$550.00	\$550.00	\$550.00
1" Service Tap with 3/4" Meter	\$575.00	\$575.00	\$575.00
1-1/2" Service Tap with 1" Meter	\$695.00	\$695.00	\$695.00
2" Service Tap with 1-1/2" Meter	\$940.00	\$1,400.00	\$1,400.00
4" Service Tap with 2" Meter	\$990.00	\$1,450.00	\$1,450.00
4" Service Tap with 3" Meter	\$1,120.00	\$1,580.00	\$1,580.00
6" Service Tap with 4" Meter	\$1,320.00	\$1,780.00	\$1,780.00
8" Service Tap with 6" Meter	\$1,945.00	\$2,400.00	\$2,400.00
10" Service Tap with 8" Meter	\$2,910.00	\$3,370.00	\$3,370.00
Fire Service			
2" Fire Service Tap	\$565.00	\$565.00	\$565.00
4" Fire Service Tap	\$460.00	\$460.00	\$460.00
6" Fire Service Tap	\$460.00	\$460.00	\$460.00
8" Fire Service Tap	\$460.00	\$460.00	\$460.00
Hydrants			
Installed after the main	\$9,800.00	\$9,800.00	\$9,800.00
Hydrant Maintenance	\$100.00	\$100.00	\$100.00
Hydrant Relocation	\$15,000.00	\$15,000.00	\$15,000.00
	deposit + actual cost + overhead	deposit + actual cost + overhead	deposit + actual cost + overhead
Fire Flow Testing	\$340.00	\$340.00	\$340.00

## Exhibits

### HISTORICAL WATER ASSESSMENT RATES AND OTHER RELATED CHARGES AND SPECIAL RULES AND CHARGES

<u>Special Meter Charges and Deposits:</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Hydrant Meters			
Non-refundable administrative and meter reading fee - includes \$100 minimum water use	-	-	-
Administrative and meter reading fee, including connection and inspection fees + actual water use to be billed	\$1,000.00	\$1,000.00	\$1,000.00
Hydrant Meter Deposit	\$1,500.00	\$1,500.00	\$1,500.00
Connection / Inspection Fee	-	-	-
Subsequent re-inspection and testing fee, if backflow prevention device required	\$50.00	\$50.00	\$50.00
Frozen, Lost or Damaged Meters			
5/8" meter	\$200.00	\$200.00	\$200.00
3/4" meter	\$240.00	\$240.00	\$240.00
1" meter	\$275.00	\$275.00	\$275.00
1-1/2" Meter	\$920.00	\$920.00	\$920.00
2" Meter	\$1,155.00	\$1,155.00	\$1,155.00
3" Meter	\$1,355.00	\$1,355.00	\$1,355.00
4" Meter	\$1,615.00	\$1,615.00	\$1,615.00
6" Meter	\$2,560.00	\$2,560.00	\$2,560.00
8" Meter	\$4,000.00	\$4,000.00	\$4,000.00
Radio transmitter unit	\$155.00	\$155.00	\$155.00
Repair meter larger than 1"	-	-	-
Replace meter larger than 1"	-	-	-

## Exhibits

### HISTORICAL WATER ASSESSMENT RATES AND OTHER RELATED CHARGES AND SPECIAL RULES AND CHARGES

<u>Special Meter Charges and Deposits:(Cont'd)</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Spacer Charges			
5/8", 3/4"	\$145.00	\$145.00	\$145.00
1"	\$150.00	\$150.00	\$150.00
1-1/2"	\$200.00	\$200.00	\$200.00
2" & larger	\$220.00	\$220.00	\$220.00
Damaged Hydrant Charge			
Replacement	actual cost + overhead	actual cost + overhead	actual cost + overhead
Repair	actual cost + overhead	actual cost + overhead	actual cost + overhead
Delinquent Account Review and Lien Fees	\$85.00	\$85.00	\$85.00
Delinquent Account Review and Lien Fees-Condo Association	\$26.00	\$26.00	\$26.00
Checks Returned for Insufficient Funds	\$50.00	\$50.00	\$50.00
Shut-Off/Turn-on for Non-Payment	\$100.00	\$100.00	\$100.00
Shut-Off/Turn-on for Non-Payment (subsequent event in same year)	N/A	\$200.00	\$200.00
Scheduled Overtime/Emergency Inspections	\$325.00	\$325.00	\$325.00
Off and On Within 12 Months	\$95.00	\$95.00	\$95.00
Install Permanent Meter (No Service Tap)	-	-	-
5/8" - 1" Meter	\$95.00	\$95.00	\$95.00
2" Meter & Larger	\$240.00	\$240.00	\$240.00
Backflow Prevention Device Testing	\$90.00	\$90.00	\$90.00
Service Call 1st visit free	\$90.00	N/A	N/A
Service Call - Subsequent visits	N/A	\$90.00	\$90.00
Closing Meter Read Fee (per visit)	N/A	\$90.00	\$90.00
Check reading & leaks (no problem found)	\$90.00	\$90.00	\$90.00
Water Wagon-Saturday	\$1,030.00	\$1,030.00	\$1,030.00
Water Wagon-Sunday	\$1,350.00	\$1,350.00	\$1,350.00
Water Tanker -Administrative Fee + actual water use to be billed	\$75.00	\$75.00	\$75.00
Administrative Review for Water and/or Sewer Services	\$465.00	\$465.00	\$465.00
Tampering of Hydrant or Water Supply			
First Offense	N/A	\$500.00	\$500.00
Subsequent Offense	N/A	\$1,000.00	\$1,000.00
Water Service Installation Charge	N/A	N/A	\$1,800.00

## Exhibits

### HISTORICAL RATES

Year Adopted	Member Town Ad Valorem	Sewer Rates (Per CCF)	BOD Rates (Per CCF)	COD Rates (Per CCF)	Suspended Solids Rates (Per CCF)	Clean Water Project Charge (Per CCF)
2006	\$ 29,214,143	\$1.84	\$0.22	\$0.22	\$0.17	N/A
2007	\$ 30,966,992	\$1.96	\$0.24	\$0.24	\$0.19	N/A
2008	\$ 32,670,177	\$2.08	\$0.25	\$0.25	\$0.20	\$0.35
2009	\$ 30,967,000	\$2.08	\$0.25	\$0.25	\$0.20	\$0.70
2010	\$ 30,967,000	\$2.08	\$0.25	\$0.25	\$0.20	\$1.05
2011	\$ 32,360,500	\$2.35	\$0.28	\$0.28	\$0.23	\$1.40
2012	\$ 33,493,200	\$2.43	\$0.29	\$0.29	\$0.24	\$1.90
2013	\$ 34,799,400	\$2.52	\$0.30	\$0.30	\$0.25	\$2.40
2014	\$ 36,156,600	\$2.62	\$0.31	\$0.31	\$0.26	\$2.90
2015	\$ 37,946,400	\$2.75	\$0.33	\$0.33	\$0.27	\$2.90
2016	\$ 38,944,300	\$2.86	\$0.34	\$0.34	\$0.28	\$3.25
2017	\$ 49,644,000	\$3.06	\$0.36	\$0.30	\$0.30	\$3.50

**BOD = Biochemical Oxygen Demand**

**COD = Chemical Oxygen Demand**

**Suspended Solids strength charge**

**N/A = Not Applicable**

## Exhibits

### COMPOUND ANNUAL GROWTH RATE SCHEDULE

<u>Description</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>CAGR</u>	<u>2016-2017 Change</u>
Ad Valorem	\$34,799,400	\$36,156,600	\$37,446,400	\$38,944,300	\$49,644,000	<b>3.8%</b>	<b>27.5%</b>
Sewer Debt Service	\$50,262,400	\$37,914,700	\$19,728,000	\$20,865,100	\$22,668,800	<b>-7.3%</b>	<b>8.6%</b>
Total Sewer Budget	\$92,674,000	\$80,716,300	\$62,399,200	\$68,314,200	\$76,798,700	<b>-1.0%</b>	<b>12.4%</b>
Sewer User Charge	\$ 2.52	\$ 2.62	\$ 2.75	\$ 2.86	\$ 3.06	<b>3.8%</b>	<b>7.0%</b>
Base Water Rate	\$ 2.50	\$ 2.53	\$ 2.53	\$ 2.66	\$ 2.77	<b>2.3%</b>	<b>4.1%</b>
Water Debt Service	\$12,276,300	\$14,720,500	\$17,321,500	\$22,708,200	\$26,029,500	<b>18.2%</b>	<b>14.6%</b>
Total Water Budget	\$68,023,700	\$70,204,300	\$81,054,200	\$80,973,200	\$83,543,200	<b>5.3%</b>	<b>3.2%</b>

CAGR:  $=((\text{End Value}/\text{Start Value})^{1/(\text{Periods} - 1)}) - 1$

## Exhibits

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### HISTORICAL HEADCOUNT

<u>Budget</u>	<u>2016</u>	<u>2017</u>	<u>Change</u>
Operating	446	425	-21
Capital Improvement	102	87	-15
Clean Water Project	<u>0</u>	<u>0</u>	<u>0</u>
Total	548	512	-36



# Glossary

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## Abbreviations/Acronyms

The following abbreviations are commonly used throughout the budget document.

<b>Acronym</b>	<b>Description</b>
AAP	Affirmative Action Plan
BPW	Bureau of Public Works
CCF	Hundred cubic feet
CIP	Capital Improvement Program
CMOM	Capacity, Management, Operations & Maintenance
CSO	Combined Sewer Overflow
CRRA	Connecticut Resources Recovery Authority
CWP	Clean Water Project
DEEP	Department of Energy and Environmental Protection
EPA	Environmental Protection Agency
FERC	Federal Energy Regulatory Commission
FRWA	Farmington River Watershed Association
GFOA	Government Officers Finance Association
GIS	Geographic Information System
HHW	Household Hazardous Waste
IBNR	Incurred But Not Reported
LIMS	Laboratory Information Management System
LTCP	Long Term Control Plan
MDC	Metropolitan District Commission (also used for The Metropolitan District)
MGD	Million gallons per day
OPEB	Other Post Employment Benefits
PLC	Programmable Logic Controller
PLO	Project Loan Obligation
PMU	Program Management Unit
ROW	Right-of-way
RRI	Riverfront Recapture, Inc.
SDWA	Safe Drinking Water Act
SSO	Sewer Separation Overflow
VMF	Vehicle Maintenance Facility

# Glossary

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## Definitions

**Activity:** a specific line of work performed by one or more organizational components for the purpose of accomplishing a departmental responsibility.

**Adopted Budget:** the budget approved annually by the District Board, as required by the Charter of the Metropolitan District.

**Affirmative Action Plan (AAP):** a document detailing the Metropolitan District's policy of non-discrimination and its employment practices with regard to steps taken or to be taken to recruit, employ, train, transfer, promote and otherwise advance in employment qualified minorities and females.

**Allotment:** specific expense items within a major account.

**Appropriation:** the amount of money allocated for a specific use.

**Assessable Sewers:** sewer installations for which the benefits are directly assessed to property owners served or to be served by such sewers.

**Assessable Sewer Fund:** fund in which sewer assessment payments accrue for the purpose of funding the construction of Assessable Sewers on a pay-as-you-go basis.

**Authorized Positions:** positions authorized for inclusion in the Metropolitan District's table of organization, as recommended by the Personnel, Pension & Insurance Committee and approved by the District Board.

**Automated Work Order System:** a system which provides for more accurate and timely reporting of personnel time, materials and supplies associated with individual jobs and corresponding work orders.

**Backflow Prevention Device:** plumbing device installed in a sewer house connection to prevent the backup of sewage into a home or business.

**Board of Finance:** a board of the Metropolitan District Commission responsible for financial and budgetary policy-making as outlined under Section 3 of the District Charter.

**Bureau of Public Works (BPW):** bureau of Board responsible for policy-making related to the District's sewerage system.

**Call-Before-You-Dig:** State of Connecticut-mandated program requiring all utilities to locate and mark their underground facilities in the vicinity of pending construction.

**Capital Improvement Program/Plan (CIP):** the District's long-range plan for improving, upgrading and expanding its capital facilities, as set forth annually in the capital improvement budget.

## Glossary

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**Capital Outlay:** budget account comprised of equipment costing \$5,000.00 or more with an anticipated useful life of 3 years or longer.

**Catch Basin:** a receptacle at the entrance to a sewer designed to collect storm water or surface water runoff.

**CCF:** hundred cubic feet; the equivalent of approximately 750 gallons.

**Charter:** the Charter of The Metropolitan District; Special Act 511 of the 1929 session of the Connecticut General Assembly, as amended.

**Chief Executive Officer (CEO):** the District's highest ranking employee; responsible for the overall management and administration of the programs and activities of the Metropolitan District.

**Clean Water Act:** federal legislation governing required levels of treatment for sanitary and industrial wastes prior to discharge into the nation's waters.

**Clean Water Project:** a fifteen year federal and state mandated project to eliminate all combined and sanitary sewer overflows by the year 2018.

**Combined Sewer:** sewer line that carries both storm water and sanitary sewage.

**Combined Sewer Overflow (CSO):** DEP-permitted overflow of storm water and sanitary sewage into the Connecticut River as a result of overloading of combined sewers during storm events.

**Commission:** see District Board

**Commissioners:** members of the District Board, whose appointments and terms are outlined in the Charter; current membership totals 29 Commissioners.

**Connecticut Plan:** State of Connecticut master water supply plan, as developed by the state's public and private water purveyors under the direction of the Department of Public Health (DPH).

**Connecticut Resources Recovery Authority (CRRA):** one the State authorities responsible for Connecticut's solid waste disposal program, including the Hartford-based Mid-Connecticut Project.

**Consent Order:** an agreement/legal obligation between a State of Connecticut regulatory agency (DEP, DPH, etc.) and the MDC calling for certain improvements to be made according to a definitive schedule.

## Glossary

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**Cross-Connection:** a plumbing configuration that enables a potable water source to be mixed with a non-potable substance as a result of a backflow situation, a reduction in pressure, etc.

**Department:** group of related activities aimed at accomplishing a major service for which the District is responsible.

**Department Head:** individual who is responsible for the overall administration and performance of a Department.

**Department of Energy and Environmental Protection (DEEP):** lead State of Connecticut regulatory agency responsible for enforcing federal Clean Water Act requirements.

**Department of Public Health (DPH):** lead State of Connecticut regulatory agency responsible for enforcing federal Safe Drinking Water Act requirements.

**Developer's Permit Agreement:** process by which developers may perform water and sewer installation work on behalf of the District.

**District Board:** the Metropolitan District's board of commissioners; the policy-makers of the Metropolitan District.

**Effluent:** the liquid end product of the wastewater treatment process.

**Emergency Action Plan (EAP):** dam failure emergency plan required of owners of hydroelectric facilities in accordance with Federal Energy Regulatory Commission (FERC) mandates.

**Environmental Protection Agency (EPA):** federal agency responsible for promulgating and enforcing Clean Water Act and Safe Drinking Water Act regulations through the Connecticut Department of Energy and Environmental Protection and the Connecticut Department of Public Health, respectively.

**Environmental Systems Research Institute, Inc. (ESRI):** A full service geographic information system (GIS) company that provides support services to the GIS Services activity.

**Exclusive Service Area:** the designated service (franchise) area of a water purveyor under the Connecticut Plan.

**Expenditure:** actual disbursement or expense.

**Farmington River Watershed Association (FRWA):** non-profit organization that oversees programs and projects on the Farmington River in Massachusetts and Connecticut.

## Glossary

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**Federal Energy Regulatory Commission (FERC):** federal agency governing the licensing and operations of the District's Goodwin and Colebrook hydroelectric power projects.

**Ford Box:** meter located in a meter pit outside the premises being served.

**Fund:** fiscal and accounting entity which is segregated for the purpose of carrying on specific activities in accordance with special regulations, restrictions, or limitations.

**Funding Allocation:** amount within a Fund allocated to a specific activity.

**Geographic Information System (GIS):** a system of computer hardware, software and procedures designed to support, capture, manage, manipulate, analyze, model and display spatially referenced data for solving complex planning and management problems.

**General Obligation (GO) Bond:** long-term bond backed by the full faith and credit of a government institution, like the Metropolitan District.

**Gravel Program:** District's plan to extract and process sand and gravel from MDC-owned land for sale and in-house use.

**Grit:** sand and organic materials that enter the District's water pollution control facilities through the combined sewerage system.

**House Connection:** section of the sanitary sewer line that is the property owner's responsibility; runs from the sewer lateral to the home or business.

**Household Hazardous Waste (HHW):** common household items (polishes, paints, aerosols, etc.) that are hazardous to the environment, necessitating that they be separated from the waste stream to ensure proper disposal. The District administers several household hazardous waste collections in member and non-member communities each spring and fall.

**Individual Water Supply Plan:** a Connecticut water purveyor's 50 year plan for providing adequate supplies of potable water to its current and future service areas, as regulated by the Connecticut Department of Public Health.

**Information Technology:** department responsible for the planning, development and ongoing administration of an integrated, District-wide information storage, communication and computing program.

**Infrastructure:** permanent installations of the District's water and/or sewer system (mains, hydrants, treatment facilities, dams, etc.).

## Glossary

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**Line Item:** specific allotments within appropriations as approved by the District Board in the adopted budget.

**Lock Box:** term used to describe the off-site handling of bill payments by a banking institution.

**Main(s):** major water or sewer line, usually located in a public street or right-of-way.

**Maintenance:** major budget account comprised of goods and services necessary for the effective maintenance of District facilities and equipment.

**Major Account:** a summary of expenses by a specific category: payroll, operations, maintenance, and capital outlay.

**Member Towns:** municipalities incorporated in the District: the City of Hartford and the Towns of East Hartford, West Hartford, Wethersfield, Rocky Hill, Newington, Bloomfield and Windsor.

**Metropolitan District Commission (MDC):** the policy-making body of the Metropolitan District; the District Board.

**Mid-Connecticut Project:** The CRRA's Hartford-based resources recovery project, which began commercial operation in mid-1988. The project handles approximately 2,500 tons of garbage per day from 64 municipalities. MDC personnel are responsible for waste transportation/processing and transfer station operations under a contract with the CRRA.

**National Pollutant Discharge Elimination Standards (NPDES) Permit:** DEP permitting system/standards under which the District operates its water pollution control facilities; the standards governing the contents of the effluent emanating from MDC water pollution control facilities.

**Other Post Employment Benefits (OPEB):** Employees of state and local governments may be compensated in a variety of forms in exchange for service that will not be received until after their employment with the government ends. The most common type of these postemployment benefits is a pension. Postemployment benefits other than pensions generally take the form of health insurance and dental, vision, prescription, or other healthcare benefits provided to eligible retirees, including in some cases their beneficiaries. They may also include some type of life insurance. As a group, these are referred to as OPEB.

**Operations:** major budget account comprised of basic goods and services necessary to ensure ongoing administrative, technical and system operations.

**Outlet Charges:** fees paid by developers/homeowners to connect to the District's sanitary sewer system.

## Glossary

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**Pay-as-you-go:** payment of current expenses and capital improvements with current revenues (as opposed to borrowed funds).

**Payroll:** major budget account comprised of regular pay, overtime, temporary help and standby/premium pay allotments.

**Project Loan Obligation (PLO) Bond:** A note issued by a municipality to evidence the permanent financial of a project loan.

**Photogrammetry:** the process of making maps or scale drawings from photographs, especially aerial photographs.

**Polymer:** chemical used in the sludge thickening process.

**Proposed Budget:** fiscal operating plan submitted by the Chief Executive Officer to the District Board for their approval.

**Raw Water:** unfiltered, untreated water from MDC reservoirs.

**Remote Meter Reading:** technology used to read District water meters without needing to be on-site.

**Resource Recovery:** a term given to the process by which solid waste (garbage) is reused/recycled and/or converted (through incineration) to a source of fuel/energy.

**Revenue:** all sources of income in support of the District's operating budget.

**Revenue, Non-Operating:** category of water revenues that includes several miscellaneous items such as: investment income; revenue from gravel, forestry sales and recreation; and bill jobs.

**Revenue, Operating:** category of water revenues that includes: sales of treated and untreated water; hydrant maintenance and fire service charges; and other revenues associated with the operation of the District's water system.

**Right-of-way (ROW):** property on which the District has the legal right to construct potable water and sanitary sewer pipelines.

**Riparian Commitment:** legal obligation to release an agreed-upon volume of river water for downstream users.

**Riverfront Parks System:** system of parks along the banks of the Connecticut River in Hartford and East Hartford that is maintained by District forces under an agreement with Riverfront Recapture, Inc., the non-profit entity charged with revitalizing the Connecticut River in the Hartford area.

## Glossary

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**Sand Reconditioning:** a process used to wash the sand in the filter beds at the West Hartford and Bloomfield (Reservoir No. 6) Water Treatment Facilities. At West Hartford, a more labor-intensive slow sand reconditioning process is used, while a more automated rapid sand reconditioning process is used at Bloomfield.

**Safe Drinking Water Act (SDWA):** Public Law 93-523 The Safe Drinking Water Act; also known as Public Health Code Regulation 19-13-B102 "Standards for Quality of Drinking Water" under the Connecticut State Department of Health (effective on June 1, 1977).

**Sanitary Sewer:** a sewer line that exclusively carries sanitary sewage.

**Screenings:** coarse, floating materials (rags, small tree limbs, etc.) that enter the District's water pollution control facilities through the combined sewerage collection system and require removal from the wastewater treatment process through the use of screening devices.

**Septage:** domestic waste emanating from septic tanks.

**Service(s):** term used to describe the section of a water line that connects a water main to the private water line serving a home or business.

**Sewer Lateral:** section of sewer line that connects a sewer main to a house connection.

**Sewer User Charge:** charges levied against certain categories (high flow, high strength and tax exempt users) of customers to recover the cost of operating and maintaining the MDC's sewer system.

**Sludge:** solid end product of the sewage treatment process.

**South Meadows Service Center:** 60 Murphy Road, Hartford, facility opened in 1998, at which the District's Utility Services personnel are stationed.

**Standby & Premium Pay:** compensation paid employees assigned to on-call status and for those employees assigned to shift operations.

**Storm Sewer:** a sewer line that exclusively carries storm water.

**Sub-Activity:** unit within an activity.

**Surplus:** excess prior year funds available to support the new year budget.

**Tax on Member Municipalities:** annual tax levied on member towns to support the cost of sewer system operations; the District's primary source of sewer revenue.

**Temporary Help:** a category of payroll to provide salaries for non-permanent employees, usually summer help.



## Glossary

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**The Metropolitan District:** municipal corporation (established by Special Act 511 of the 1929 session of the Connecticut General Assembly) responsible for regional potable water and sanitary sewerage systems in its member towns.

**Transfer Station:** a facility where “local” solid waste is delivered and temporarily stored prior to final delivery to the Mid-Connecticut Project’s regional waste-to-energy facility in the South Meadows section of Hartford.

**Treated Water:** potable water filtered and chemically treated water at the District’s water treatment facilities.

**Treatment, Primary:** first step in the wastewater treatment process; involves physical removal/settling of “floatables” from waste stream.

**Treatment, Secondary:** biological process by which dissolved organic matter and suspended solids are removed from the waste stream at the District’s water pollution control facilities.

**Turnover:** position vacancies attributable to retirements, promotions, termination and/or resignations.

**Vehicle Maintenance Facility (VMF):** centralized facility at which the District’s rolling stock and heavy equipment are maintained; located at 50 Murphy Road, Hartford.

**Waste Processing:** process of turning municipal solid waste into a usable fuel for the production of electricity.

**Water Bureau:** bureau of Board responsible for policy-making related to the potable water operations of the District.

**Water Pollution Control (WPC):** term used to describe wastewater treatment and related operations by which the District’s sewage effluent is made safe for discharge to the Connecticut River.

**Water Utility Coordinating Committee (WUCC):** committee comprised of representatives from public and private water purveyors, regional planning agencies and state agencies with regulatory authority regarding potable water issues whose responsibility it is to develop a long-term water supply plan for a DPH-designated region.

**Working Funds:** surplus funds available to support the potable water “side” of the budget.

**Workload Criteria:** anticipated level of work to be accomplished during the budget year, upon which staffing is based.

**Work Year:** 2,080 hours for a 40 hour work week; 1,950 hours per 37.5 hour work week.

# 2017 Capital Improvement Program

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## Summary

### Overview

The Capital Improvement Program (CIP) budget is based upon the MDC's comprehensive asset management program for wastewater, water and combined programs. The objective of the program is to ensure the continued safety and efficiency of the District's water mains, sewers, pumping stations, treatment facilities buildings, and equipment. Asset management programs have been developed to maximize the effectiveness and useful life of our facilities.

The MDC will pursue funding for eligible projects under the State of Connecticut Department of Public Health's Drinking Water State Revolving Fund (water projects), State of Connecticut Department of Energy and Environmental Protection's Clean Water Fund (wastewater projects), and other State and/or Federal funding programs. Actual funding of projects is a condition of priority ranking and fund availability. Participation in such funding agreements is subject to the approval of the Metropolitan District.

### Major Capital Improvement Components

#### Wastewater

The primary projects included in this budget are improvements and modernization to MDC's Water Pollution Control facilities. The following are some of next year's major expenditures.

<b>HWPCF DAFT Upgrade</b>	10,200,000
<b>WPC Equipment &amp; Facilities Improvements</b>	2,700,000

#### Water

This budget will fund improvements to the water infrastructure including treatment plants, pipeline, storage facilities and pump stations. The following are some of the major expenditures for next year.

<b>Res.#6 - Filtered Water Basin Rehabilitation</b>	6,500,000
<b>WMR Bond Street Area, Hartford</b>	5,100,000

#### Combined

The primary projects are to improve various District Administrative Facilities and Information Systems.

# 2017 Capital Improvement Program

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## Summary

### Five-Year Capital Improvement Program

It is anticipated that the District will continue to complete projects associated with the 2006 and 2012 Clean Water Project referendums during 2017. The District will continue to maintain and improve its assets to ensure the safe and efficient operation of service. In addition, the District has undertaken a comprehensive asset management program which involves a systematic replacement of water and sewer infrastructure in a proactive manner.

# 2017 Capital Improvement Program

## Summary

<b>Wastewater</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
WPC Equipment & Facilities Improvements	2,700,000	2,800,000	2,900,000	3,000,000	3,500,000
WPC Plant Infrastructure Renewal and Replacements	2,000,000	3,000,000	2,250,000	2,250,000	3,000,000
HWPCF DAFT Upgrade	10,200,000	-	-	-	-
WPC SCADA Upgrades	2,000,000	-	3,500,000	-	2,500,000
Wastewater Pump Station Upgrades	400,000	-	-	-	-
General Purpose Sewer	3,000,000	3,000,000	3,000,000	3,000,000	-
Paving Program and Restoration	1,500,000	1,000,000	1,500,000	2,000,000	-
Sewer Rehabilitation Program	3,600,000	3,000,000	3,000,000	3,300,000	3,300,000
Various Sewer Pipe Replacement/Rehabilitations - District-wide	2,000,000	3,000,000	3,000,000	3,000,000	-
Sanitary Sewer Easements Acquisitions & Improvements	1,400,000	5,000,000	500,000	500,000	3,150,000
Sewer Gate Replacement - Collection System	4,800,000	-	-	-	-
Assessable Sewer Program	400,000	50,000	100,000	100,000	-
Bond Street Area Sewer Rehabilitation	400,000	-	-	-	-
Dividend Brook Drainage Area (Phase 1)	5,600,000	-	-	-	-
Dividend Brook Drainage Area (Phase 2)	-	-	5,000,000	-	-
Dividend Brook Drainage Area (Phase 3)	-	7,500,000	-	-	-
West Hartford I/I Removal	-	-	11,000,000	-	-
Hartford WPCF Sludge Cake Receiving, Screening & Equalization	-	20,000,000	-	-	-
East Hartford WPCF Plant Infrastructure Renewal and Replacements	-	3,750,000	-	-	-
Hartford WPCF Centrifuge Replacement & Overhead Crane	-	-	-	4,000,000	-
Hartford WPCF - Air Permit Compliance Upgrades	-	-	-	-	-
Private Property Inflow Disconnect Program	-	25,000	25,000	25,000	-
Backwater Valve Program	-	100,000	-	100,000	-
Renewable Energy Projects – Sewer Facilities	-	-	3,000,000	-	-
CCTV Generated Sewer Contracts	-	7,000,000	1,500,000	10,000,000	-
Pump Station Replacement – Stonehedge - Ochialini, Newington	-	-	-	-	3,000,000
Expansion of Sewer SWMM Model	-	-	3,500,000	-	-
Mountain Farms Area Sewer Main Extension, West Hartford	-	-	-	10,500,000	-
Oakwood Avenue, West Hartford (I-84 to Flatbush Ave) Phase 2	-	-	-	4,000,000	-
Madison Avenue Sewer Replacement	-	2,150,000	-	-	-
<b>Total Wastewater</b>	<b>\$40,000,000</b>	<b>\$61,375,000</b>	<b>\$43,775,000</b>	<b>\$45,775,000</b>	<b>\$ 18,450,000</b>

# 2017 Capital Improvement Program

## Summary

<b>Water</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
General Purpose Water Program	\$ 2,000,000	\$ 3,500,000	\$ 3,500,000	\$ 4,000,000	\$ 4,000,000
Paving Program and Restoration	3,500,000	3,000,000	3,000,000	3,000,000	3,000,000
Radio Frequency Automated Meter Reading Program	1,500,000	1,500,000	1,500,000	2,000,000	1,500,000
Hydrant Replacement Program	1,600,000	-	-	1,600,000	-
Res.#6 - Filtered Water Basin Rehabilitation	6,500,000	-	-	-	-
WHWTF - Pipe and Valve Replacements	1,500,000	-	-	-	-
WMR Bond Street Area, Hartford	5,100,000	-	-	-	-
Bloomfield Transmission Main Extension	-	7,500,000	-	-	-
Water Treatment Facility Upgrades	-	2,500,000	3,000,000	3,500,000	3,500,000
WMR Madison Avenue Area, Hartford	-	6,000,000	-	-	-
WMR Buckingham Street Area, Hartford	-	6,000,000	-	-	-
Assessable Water Fund	-	1,500,000	-	2,000,000	-
Land Acquisition for Water Facilities, Supply and Treatr	-	-	1,000,000	-	1,000,000
Water Storage Tank Improvement	-	-	2,000,000	2,000,000	2,000,000
WMR Farmington Avenue 11, Hartford	-	-	3,500,000	-	-
WMR Church Street, Hartford	-	-	4,000,000	-	-
Renewable Energy Projects - Water Facilities	-	-	500,000	-	500,000
WHWTP South Storage Tank Installation	-	-	7,000,000	-	-
Reservoir #3 Dam Improvements	-	-	4,000,000	-	-
Water Main Replacement, Various Locations	-	-	1,000,000	-	8,000,000
Water Supply Improvements - Facilities	-	-	-	3,000,000	3,000,000
WMR Oakwood Avenue, West Hartford	-	-	-	2,500,000	-
Long Hill Road Connector WM	-	-	-	2,500,000	-
WHWTP Filter Bed Rehabilitation	-	-	-	2,000,000	-
Water Pump Stations Improvements	-	-	-	2,000,000	2,000,000
Various Transmission Main Design & Construction	-	-	-	-	2,100,000
WMR Webster Hill Area, West Hartford	-	-	-	-	5,000,000
<b>Total Water</b>	<b>\$ 21,700,000</b>	<b>\$ 31,500,000</b>	<b>\$ 34,000,000</b>	<b>\$ 30,100,000</b>	<b>\$ 35,600,000</b>

# 2017 Capital Improvement Program

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## Summary

<b>Combined</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Survey & Construction	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Engineering Services	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Construction Services	3,300,000	3,500,000	3,500,000	3,500,000	3,500,000
Technical Services	3,900,000	3,400,000	3,400,000	3,400,000	3,400,000
Administrative Facilities Improvement Program	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Fleet Replacement	800,000	-	800,000	-	800,000
Computerized Management System	1,600,000	-	-	-	-
Business Transformation	5,000,000	-	-	-	-
Information Systems /IT Upgrades	-	5,000,000	5,000,000	5,000,000	5,000,000
<b>Total Combined</b>	<b>\$ 23,100,000</b>	<b>\$ 20,400,000</b>	<b>\$ 21,200,000</b>	<b>\$ 20,400,000</b>	<b>\$ 21,200,000</b>

# 2017 Capital Improvement Program

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## Appropriation

The Metropolitan District's Capital Improvement Program budget for 2017 totals \$84,800,000 as reflected in the following summary, wastewater programs total \$40,000,000; water programs total \$21,700,000; and combined programs total \$23,100,000.

### Wastewater

Assessable Sewer Program	\$ 400,000
Bond Street Area Sewer Rehabilitation	400,000
Dividend Brook Drainage Area Improvements-Phase 1	5,600,000
General Purpose Sewer	3,000,000
Hartford WPCF DAFT	10,200,000
Paving Program and Restoration	1,500,000
Sanitary Sewer Easements Acquisitions & Improvements	1,400,000
Sanitary Sewer Rehabilitation Program	3,600,000
Sewer System Gate Replacement - Collection System	4,800,000
Various Sewer Segment Replacement/Rehabilitation Program	2,000,000
Wastewater Pump Station Upgrades	400,000
WPC Equipment & Facilities Improvements	2,700,000
WPC Plant Infrastructure Renewal & Replacement	2,000,000
WPC SCADA Upgrades	2,000,000
<b>Total Wastewater</b>	<b>\$ 40,000,000</b>

# 2017 Capital Improvement Program

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## Appropriation

### Water

Bond Street Area Water Main Replacement	\$5,100,000
General Purpose Water Program	2,000,000
Hydrant Replacement Program	1,600,000
Paving Program and Restoration	3,500,000
Radio Frequency Automated Meter Reading Program	1,500,000
Res #6 Filtered Water Basin Rehabilitation	6,500,000
West Hartford Water Treatment Facility Pipe and Valve Replacements	<u>1,500,000</u>

**Total Water** **\$21,700,000**



# 2017 Capital Improvement Program

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## Appropriation

### Combined

Business Transformation	\$ 5,000,000
Construction Services	3,300,000
Engineering Services	2,500,000
Administration Facilities and Equipment Improvements	1,000,000
Fleet Equipment Replacement	800,000
Computerized Management System	1,600,000
Survey & Construction	5,000,000
Technical Services	3,900,000

**Total Combined** \$ **23,100,000**

**Wastewater, Water, Combined Total** \$ **84,800,000**

# 2017 Capital Improvement Program

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## Wastewater

The following is a list of the recommended wastewater system programs and projects to be funded through the MDC's 2017 Capital Improvement Program budget. Each is considered to be a separate undertaking in accordance with Section 3-11 of the Charter of the Metropolitan District.

### Wastewater

Assessable Sewer Program	\$ 400,000
Bond Street Area Sewer Rehabilitation	400,000
Dividend Brook Drainage Area Improvements-Phase 1	5,600,000
General Purpose Sewer	3,000,000
Hartford WPCF DAFT	10,200,000
Paving Program and Restoration	1,500,000
Sanitary Sewer Easements Acquisitions & Improvements	1,400,000
Sanitary Sewer Rehabilitation Program	3,600,000
Sewer System Gate Replacement - Collection System	4,800,000
Various Sewer Segment Replacement/Rehabilitation Program	2,000,000
Wastewater Pump Station Upgrades	400,000
WPC Equipment & Facilities Improvements	2,700,000
WPC Plant Infrastructure Renewal & Replacement	2,000,000
WPC SCADA Upgrades	2,000,000
<b>Total Wastewater</b>	<b>\$ 40,000,000</b>

# 2017 Capital Improvement Program

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## Wastewater

The projects that comprise the wastewater system programs are necessary to enhance, upgrade and rehabilitate the extensive sewer infrastructure throughout the District and to improve the efficiency and effectiveness of facility operations. The following positions are included in wastewater program:

### Authorized Positions

<u>Title</u>	<u>Number</u>
Equipment Operator 1	1
Pipe Joiner	1
Sewer Maintainer 1	3
Sewer Maintenance Crew Leader	2
System Repair Supervisor	1
Truck Driver 2	3
Utility Maintainer 1	1
Utility Maintainer 2	1
Utility Systems Monitoring Tech 1	<u>2</u>
<b>Total</b>	<b>15</b>

# 2017 Capital Improvement Program

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## Wastewater

### Program – Assessable Sewer Program

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$400,000	SCS.SR0017.01	5113

### Description

Extension of existing sanitary sewers resulting from property owner petitions for public sewer service within the District's sewer service area. This project includes design, construction and project administration. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

To provide sanitary sewer service to property owners within the District's service area by extending local sewer mains. Property owners to be served have either a specific health concern or a desire for public sanitary sewer service.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

### Bond Language

The sum of \$400,000 is hereby appropriated for the extension of existing sanitary sewers resulting from property owner petitions for public sewer service within the District's sewer service area, including design, construction, project administration, legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Wastewater

Program – Bond Street Area Sewer Rehabilitation, Hartford

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$400,000	SCS.SR0117.01	5113

### Description

Construction of sewer lines and lateral replacements in the Bond Street area in Hartford. Streets include, but are not limited to Redding Street, Preston Street, Wayland Street, and Olds Place. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

To replace aging pipelines and structures.

### Future Appropriations

No additional appropriation requests are anticipated over the next four years.

### Bond Language

The sum of \$400,000 is hereby appropriated for the construction of sewer lines and lateral replacements in the Bond Street area in Hartford, including Redding Street, Preston Street, Wayland Street and Olds Place, including design, construction, project administration, legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Wastewater

Program – Dividend Brook Drainage Area Improvements-Phase 1

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$5,600,000	SCS.SR0017.02	5113

### Description

Design and construction of Dividend Brook Drainage Area Improvements - Phase 1. Completion of this project, and subsequent Phase 2, will eliminate the Farms Village and Brook Street Pump Stations by connecting the West Dividend Brook Trunk Sewer and East Dividend Brook Trunk Sewer via a new Trunk Sewer (Rocky Hill). Project may include legal and easement costs. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

To replace aging pipelines and structures.

### Future Appropriations

No additional appropriation requests are anticipated over the next four years.

### Bond Language

The sum of \$5,600,000 is hereby appropriated for the design and construction of Dividend Brook Drainage Area Improvements – Phase 1, including design, construction, project administration, easement, legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Wastewater

Program – General Purpose Sewer

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$3,000,000	SCS.SR0017.03	5113

### Description

Planning, Design and Construction of the replacement and/or rehabilitation of existing sewer mains, pump stations, and any related collection system appurtenances at various locations District wide as a result of infrastructure exceeding useful life. Projects may also include electrical, mechanical, or renewable energy upgrades at District facilities. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

Planning, Design and Construction of the replacement and/or rehabilitation of existing sewer mains, pump stations, and any related collection system appurtenances at various locations District wide as a result of infrastructure exceeding useful life.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

### Bond Language

The sum of \$3,000,000 is hereby appropriated for the General Purpose Sewer Program including planning, design and construction of the replacement and/or rehabilitation of existing sewer mains, pump stations, and any related collection system appurtenances at various locations District wide as a result of infrastructure exceeding its useful life, and for legal, administrative and other financing costs related thereto. Such Projects may also include electrical, mechanical, or renewable energy upgrades at District facilities. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Wastewater

Program – Hartford WPCF DAFT

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$10,200,000	WPC.FA0117.01	5113

### Description

This project will construct a complete upgrade of the dissolved air flotation thickening (DAFT) process at the Hartford WPCF. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

This project is for the construction of facilities to allow the Hartford WPCF to have better solids processing capabilities and greater capacity.

### Future Appropriations

No additional appropriation requests are anticipated next year.

### Bond Language

The sum of \$10,200,000 is hereby appropriated for the design and construction of a complete upgrade to the dissolved air flotation thickening process at the Hartford Water Pollution Control Facility, and for legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.



# 2017 Capital Improvement Program

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## Wastewater

### Program – Paving Program and Restoration

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$1,500,000	SCS.SR0017.04	5113

### **Description**

To perform final pavement restoration of roads, sidewalks, driveways, parking lots and other areas as well as unpaved areas. Also includes costs for disposal of unsuitable materials and usage of material from stock. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### **Purpose**

To restore sites associated with various sewer installations and replacements.

### **Future Appropriations**

Future appropriation requests for other projects are anticipated over the next four years.

### **Bond Language**

The sum of \$1,500,000 is hereby appropriated for pavement restoration of roads, sidewalks, driveways, parking lots and other areas as well as unpaved areas including material disposal and materials from stock, and for legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Wastewater

### Program – Sanitary Sewer Easement Acquisitions & Improvements

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$1,400,000	SCS.SR0017.05	5113

#### **Description**

Design and construction of the improvement and/or acquisition of existing sewer main easements in order to facilitate sanitary sewer replacement and/or rehabilitation. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

#### **Purpose**

Design and construction of the improvement and/or acquisition of existing sewer main easements at various locations in order to facilitate sanitary sewer replacement and/or rehabilitation.

#### **Future Appropriations**

No additional appropriation requests are anticipated.

#### **Bond Language**

The sum of \$1,400,000 is hereby appropriated for the design and construction of, improvement to, and/or acquisition of, sewer main easements to facilitate sanitary sewer replacement or rehabilitation and for legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Wastewater

### Program – Sanitary Sewer Rehabilitation Program

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$3,600,000	SCS.SR0017.06	5803

### Description

Project includes District staffing and equipment and outside services to conduct sewer system investigations (i.e. Closed Captioned TV Inspection/Sonar/Laser methods) to support the design and construction of rehabilitation and replacement of the District's deteriorating segments of the sewer infrastructure. Project includes staffing.

### Purpose

The project is being done in accordance with CMOM requirements.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

### Bond Language

The sum of \$3,600,000 is hereby appropriated for the conduct of sewer system investigations to support the design and construction of rehabilitation and replacement of deteriorating segments of the District's sewer infrastructure, and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Authorized Positions

<u>Title</u>	<u>Number</u>	<u>Cost Center</u>
Equipment Operator 1	1	7930001
Pipe Joiner	1	
Sewer Maintainer 1	3	
Sewer Maintenance Crew Leader	2	
System Repair Supervisor	1	
Truck Driver 2	3	
Utility Maintainer 1	1	
Utility Maintainer 2	1	
Utility Systems Monitoring Tech 1	2	
<b>Total</b>	<b>15</b>	

# 2017 Capital Improvement Program

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## Wastewater

### Program – Sewer System Gate Replacement-Collection System

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$4,800,000	SCS.GT0017.01	5113

#### Description

Construction of replacement collection system gates which have reached their useful service life at various locations based upon inspections. Either Consultant, Contractor, or District forces may be utilized. The District costs may include salary, benefits and overhead.

#### Purpose

The project is being done to replace aging infrastructure.

#### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

#### Bond Language

The sum of \$4,800,000 is hereby appropriated for the construction of replacement collection system gates which replace those which have reached their useful service life at various locations, and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Wastewater

**Program – Various Sewer Segment Replacement/Rehab – District Wide**

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$2,000,000	SCS.SR0017.07	5113

### **Description**

Design and construction of sewer system upgrades, replacements and rehabilitation measures as a result of aging and deteriorating infrastructure located District-wide including survey, sewer easement clearing and closed caption TV inspection. The replacement, rehabilitation and or upgrade of District infrastructure. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### **Purpose**

To rehabilitate or replace the sanitary sewer pipelines. The replacement includes pipelines that include various materials, but not limited to Black Styrene Pipe, tile pipe, concrete pipe etc.

### **Future Appropriations**

Future appropriation requests for other projects are anticipated over the next four years.

### **Bond Language**

The sum of \$2,000,000 is hereby appropriated for the design and construction of sewer system upgrades, replacements and rehabilitation measures as a result of aging and deteriorating infrastructure located District-wide including survey, sewer easement clearing, closed caption TV inspection, the replacement, rehabilitation and or upgrade of District infrastructure, and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Wastewater

### Program – Wastewater Pump Station Upgrades

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$400,000	SCS.PS0017.01	5113

#### **Description**

This project will provide for upgrades, replacements and improvements to the District's Wastewater Pump Stations including motors and pumps. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

#### **Purpose**

The pumps and motors in the Wastewater Pump Stations are in need of upgrades to meet modern standards for efficiency, reliability, maintainability and safety.

#### **Future Appropriations**

No additional appropriation requests are anticipated over the next four years.

#### **Bond Language**

The sum of \$400,000 is hereby appropriated for upgrades, replacements and improvements to the District's wastewater pump stations, including motors and pumps, and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Wastewater

Program – WPC Equipment & Facilities Improvements

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$2,700,000	WPC.FA0017.02	5113

### Description

This project will rehabilitate multiple Water Pollution Control assets to improve operational readiness/reliability, safety posture, increase wastewater processing capabilities and add asset life. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

To refurbish and rebuild various equipment.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

### Bond Language

The sum of \$2,700,000 is hereby appropriated for the rehabilitation of multiple water pollution control assets to improve operational readiness, reliability and safety, to increase wastewater processing capabilities and to add asset life, and for legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Wastewater

Program - WPC Plant Infrastructure Renewal and Replacements

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$2,000,000	WPC.FA0017.03	5113

### Description

This project will design and construct a variety of renewal and replacements at the four water pollution control facilities to modernize existing systems. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

On-going work at all four water pollution control facilities to address various mechanical, electrical, instrumentation and controls systems. Safety improvements are also planned.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

### Bond Language

The sum of \$2,000,000 is hereby appropriated for the design and construction of a variety of renewal and replacements at the four water pollution control facilities to modernize existing systems, and for legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.



# 2017 Capital Improvement Program

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## Wastewater

Program – WPC SCADA Upgrades

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$2,000,000	WPC.FA0017.04	5113

### Description

This project will design and construct a variety of supervisory control and data acquisition (SCADA) enhancements & upgrades at the four water pollution control facilities to modernize existing systems. District support labor provided by, but not limited to, electricians, technicians, mechanics, operating and engineering staffs. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

Ongoing work at all four water pollution control facilities to address supervisory control and data acquisition (SCADA) systems. SCADA is the overall system that allows for automated operations of equipment, computerized controls, instrumentation and data gathering on equipment. Continuous improvements and upgrades to the systems are needed to maintain proper control and assist in optimizing all facilities' performance.

### Future Appropriations

No additional appropriation requests are anticipated.

### Bond Language

The sum of \$2,000,000 is hereby appropriated for the design and construction of a variety of supervisory control and data acquisition (SCADA) enhancements and upgrades at the four water pollution control facilities to modernize existing systems, and for legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Water

The following is a list of the recommended water system programs and projects to be funded through the MDC's 2017 Capital Improvement Program budget. Each is considered to be a separate undertaking in accordance with Section 3-11 of the Charter of the Metropolitan District.

### Water

Bond Street Area Water Main Replacement	\$5,100,000
General Purpose Water Program	2,000,000
Hydrant Replacement Program	1,600,000
Paving Program and Restoration	3,500,000
Radio Frequency Automated Meter Reading Program	1,500,000
Res #6 Filtered Water Basin Rehabilitation	6,500,000
West Hartford Water Treatment Facility Pipe and Valve Replacements	<u>1,500,000</u>
<b>Total Water</b>	<b>\$21,700,000</b>

# 2017 Capital Improvement Program

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## Water

The projects that comprise the water system programs are necessary to extend, upgrade and maintain the extensive water infrastructure throughout the District and to enhance the efficiency and effectiveness of facility operations. The following positions are included in the water program:

### Authorized Positions

<u>Title</u>	<u>Number</u>
Customer Service Maintainer 1	3
Meter Maintenance Crew Leader	1
Senior Clerk	1
<b>Total</b>	<b>5</b>

# 2017 Capital Improvement Program

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## Water

### Program – Bond Street Area Water Main Replacement

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$5,100,000	WDS.DM0117.01	2113

#### **Description**

Construction of water main and service replacements in the Bond Street Area in Hartford. Streets include, but are not limited to Redding Street, Preston Street, Wayland Street, and Olds Place. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

#### **Purpose**

To replace aging pipelines and structures.

#### **Future Appropriations**

No additional appropriation requests are anticipated next year.

#### **Bond Language**

The sum of \$5,100,000 is hereby appropriated for the design, construction, inspection and associated work to replace water mains in the Bond Street area of Hartford, including those in Redding Street, Preston Street, Wayland Street and Olds Place, and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Water

### Program – General Purpose Water Program

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$2,000,000	WDS.DM0017.01	2113

### **Description**

Design and construction of water mains and related system-wide equipment/infrastructure improvements, excluding vehicles. Projects may also include electrical, mechanical or renewable energy upgrades at District facilities. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### **Purpose**

To enhance the effectiveness, efficiency and safety of the District's water supply, treatment and distribution systems.

### **Future Appropriations**

Future appropriation requests for other projects are anticipated over the next four years.

### **Bond Language**

The sum of \$2,000,000 is hereby appropriated for the design and construction of replacement of existing water mains, system-wide equipment/infrastructure improvements (excluding vehicles), electrical, mechanical and renewable energy upgrades at District facilities, and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Water

### Program – Hydrant Replacement Program

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$1,600,000	WDS.EQ0017.01	2113

### **Description**

Replacement of hydrants throughout the distribution system which have reached the end of their useful life and/or no longer function adequately. District costs may include labor, equipment, materials, police services, final restoration and all pertinent work on the water main required to replace the hydrant. Hydrant replacements are anticipated throughout the District's water service area.

### **Purpose**

Hydrants included in this program have reached the end of their useful life and/or no longer function adequately.

### **Future Appropriations**

Future appropriation requests for other projects are anticipated over the next four years.

### **Bond Language**

The sum of \$1,600,000 is hereby appropriated for the replacement of hydrants throughout the distribution system which have reached the end of their useful life or no longer function adequately, including labor, equipment, materials, police services and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Water

### Program – Paving Program and Restoration

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$3,500,000	WDS.DM0017.02	2113

### Description

To perform final pavement restoration of roads, sidewalks, driveways, parking lots and other areas as well as unpaved areas. Also includes costs for disposal of unsuitable materials and usage of material from stock. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

To restore the sites as a result of various water main installations.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

### Bond Language

The sum of \$3,500,000 is hereby appropriated for pavement restoration of paved and unpaved areas including sidewalks, spoil material disposal and materials from stock, and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Water

### Program – Radio Frequency Automated Meter Reading Program

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$1,500,000	WDS.MT0017.01	2318

### Description

The Radio Frequency Automated Meter Reading Program standardizes and replaces water meters and meter reading devices District-wide. The District costs may include salary, benefits and overhead. Project includes staffing.

### Purpose

To reduce the number of estimated water bills, replace meters that have exceeded manufacturers suggested life expectancy, replace outdated meter reading systems and standardize meter inventory.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

### Bond Language

The sum of \$1,500,000 is hereby appropriated for the radio frequency meter program, standardizing and replacing radio frequency meters and meter reading devices, and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Authorized Positions

<u>Title</u>	<u>Number</u>	<u>Cost Center</u>
Customer Service Maintainer 1	3	7930002
Meter Maintenance Crew Leader	1	
Senior Clerk	1	
<b>Total</b>	<b>5</b>	



# 2017 Capital Improvement Program

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## Water

Program – Reservoir #6 - Filtered Water Basin Rehabilitation

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$6,500,000	WTF.BN0517.01	2113

### Description

Funds are requested for rehabilitation of the filtered water basins at the Reservoir #6 Water Treatment Facility. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

To upgrade and/or replace water storage structures and equipment as needed.

### Future Appropriations

No additional appropriation requests are anticipated over the next four years.

### Bond Language

The sum of \$6,500,000 is hereby appropriated for the rehabilitation of the filtered water basins at the Reservoir #6 Water Treatment Facility and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Water

### Program – West Hartford Water Treatment Facility – Pipe and Valve Replacements

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$1,500,000	WTF.TP1017.01	2113

#### **Description**

This project will provide replacements and upgrades to include but not limited to the following: piping, valves, and supporting structures. Installation of conduits and/or duct banks for controls and various other instrumentation may be included. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

#### **Purpose**

To improve the pipes, valves, and supporting structures at West Hartford Water Treatment Facility.

#### **Future Appropriations**

No additional appropriation requests are anticipated over the next four years.

#### **Bond Language**

The sum of \$1,500,000 is hereby appropriated for replacements and upgrades to piping, valves and supporting structures, the installation of conduits and duct banks for controls, various instrumentation, and for legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

## 2017 Capital Improvement Program

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### Combined

The following is a list of the recommended combined capital programs and projects to be funded through the MDC's 2017 Capital Improvement Program budget. These capital programs and projects provide for needed equipment replacement, technology improvements and the development of long-term strategic initiatives. Each is considered to be a separate undertaking in accordance with Section 3-11 of the Charter of the Metropolitan District.

#### Combined

Business Transformation	\$ 5,000,000
Construction Services	3,300,000
Engineering Services	2,500,000
Administration Facilities and Equipment Improvements	1,000,000
Fleet Equipment Replacement	800,000
Computerized Management System	1,600,000
Survey & Construction	5,000,000
Technical Services	<u>3,900,000</u>
<b>Total Combined</b>	<b>\$ 23,100,000</b>

# 2017 Capital Improvement Program

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## Combined

The following positions are included in the combined capital program:

### Authorized Positions

<u>Title</u>	<u>Number</u>
Accounting Administrator-SAP	1
Business Systems Analyst	1
Construction Engineer Support	1
Construction Manager	8
Construction Services Supervisor	5
Design Manager	1
Durational Project Manager	1
Durational Project Engineer	1
Engineering Technician 2	3
Engineering Technician 3	10
Manager of Constr. & Engineering Services	1
Manager of Construction Services	1
Manager of Technical Services	1
Principal Engineer	2
Principal Constr. Engineer Tech 1	1
Project Engineer 1	5
Project Engineer 2	6
Project Managers	12
Senior Engineer Technician	1
Utility Systems Monitoring Tech1	1
Real Estate Administrator	1
Survey Chief of Operation	1
Survey Chief of Party	<u>2</u>
<b>Total</b>	<b>67</b>

# 2017 Capital Improvement Program

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## Combined

Program - Business Transformation

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$5,000,000	COM.EQ0017.01	5613

### Description

The project includes but is not limited to the purchase, upgrade and/or replacement of computer related infrastructure and/or software. The District costs may include salary, benefits and overhead. Project may include durational employees.

### Purpose

To ensure the continued efficient and effective operation of the District's business applications and enhance the benefits of the system.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

### Bond Language

The sum of \$5,000,000 is hereby appropriated for the purchase, upgrade and replacement of computer related infrastructure and software, and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Funding Allocation

Sewer 49%  
Water 51%

<u>Title</u>	<u>Number</u>	<u>Cost Center</u>
Accounting Administrator - SAP	1	7930009
Business Systems Analyst	1	
Durational Project Manager	1	
<b>Total</b>	<b>3</b>	

# 2017 Capital Improvement Program

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## Combined

### Program - Construction Services

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$3,300,000	COM.OT0017.01	5802

### Description

Staffing costs

### Purpose

The Construction Services department holds responsibility for the management of all of the District's capital improvement projects including improvements to and expansion of the District's water distribution and sewer collection systems and related work on water and sewage treatment plants.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next 4 years.

### Bond Language

The sum of \$3,300,000 is hereby appropriated for the costs of the management of District's capital improvement projects including improvements to and expansion of the District's water distribution and sewer collection systems and related work on water and sewage treatment plants and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Authorized Positions

<u>Title</u>	<u>Number</u>	<u>Cost Center</u>
Manager of Constr. & Eng. Services	1	7930007
Manager of Construction Services	1	
Construction Manager	5	
Project Engineer 1	4	
Project Engineer 2	2	
<b>Total</b>	<b>13</b>	

### Funding Allocation

Sewer 49%  
Water 51%

# 2017 Capital Improvement Program

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## Combined

### Program - Engineering Services

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$2,500,000	COM.OT0017.02	5802

### Description

Staffing costs

### Purpose

The Engineering Services department holds responsibility for developing and designing the District's capital improvement projects. Projects include improvements to and expansion of the District's water distribution and sewer collection systems and related work on water and sewage treatment plants.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next 4 years.

### Bond Language

The sum of \$2,500,000 is hereby appropriated for developing and designing the District's capital improvement projects, including improvements to and expansion of the District's water distribution and sewer collection systems and related work on water and sewage treatment plants and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Authorized Positions

<u>Title</u>	<u>Number</u>	<u>Cost Center</u>
Design Manager	1	7930006
Construction Manager	1	
Principal Engineer	1	
Project Managers	6	
Project Engineer 2	<u>2</u>	
<b>Total</b>	<b>11</b>	

### Funding Allocation

Sewer 49%  
Water 51%

# 2017 Capital Improvement Program

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## Combined

### Program – Administration Facilities and Equipment Improvements

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$1,000,000	COM.BL0017.01	5613

#### Description

This program consists of the replacement and/or upgrade to the District's deteriorating Administration facilities which include building improvements, site improvements and equipment improvements. The District costs may include salary, benefits and overhead. Project includes staffing.

#### Purpose

To replace and/or upgrade aging equipment and structures.

#### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

#### Bond Language

The sum of \$1,000,000 is hereby appropriated for the replacement and/or upgrade to the District's deteriorating Administration facilities which include building improvements, site improvements, equipment improvements and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

#### Funding Allocation

Sewer 49%  
Water 51%



# 2017 Capital Improvement Program

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## Combined

### Program – Fleet Equipment Replacement

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$800,000	COM.VE0017.01	5613

### **Description**

This program consists of the replacement of transportation and power operated equipment, the purchase of stationary generators, engines and emergency response equipment, and the installation of global positioning systems. Consultants maybe utilized.

### **Purpose**

To maintain the District's fleet.

### **Future Appropriations**

Additional appropriation requests are anticipated over the next four years.

### **Bond Language**

The sum of \$800,000 is hereby appropriated for the replacement of transportation and power operated equipment, the purchase of stationary generators, engines and emergency response equipment, and the installation of global positioning systems and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### **Funding Allocation**

Sewer 49%  
Water 51%

# 2017 Capital Improvement Program

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## Combined

### Program – Computerized Management System

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$1,600,000	COM.EQ0017.02	5613

#### **Description**

The project provides for but not limited to the necessary program to be configured, organized and input of completed construction projects, equipment and facilities for all wastewater and water assets. The District costs may include salary, benefits and overhead. Project may include durational employees.

#### **Purpose**

Configure, organize, and input critical information for completed construction projects, equipment, facilities for the purpose of maintaining Wastewater, Water Assets in accordance with manufactures recommendation. In addition provide the necessary Computerized Management System program to maintain the equipment to prevent risk of failure that may result in violation of applicable laws, prevent damage to equipment and injury to personnel. The District costs may include salary, benefits and overhead.

#### **Future Appropriations**

No appropriation requests are anticipated over the next 4 years.

#### **Bond Language**

The sum of \$1,600,000 is hereby appropriated for the program required for the configuration, organization and input of completed construction projects, equipment and facilities for all water and wastewater assets, and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

# 2017 Capital Improvement Program

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## Combined

Program - Survey & Construction

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$5,000,000	COM.OT0017.03	5802

### Description

Staffing costs

### Purpose

The Survey & Construction department holds responsibility for the survey and construction inspection of all water and sewer projects within the District's service area, including projects installed under District contract and developer permit agreements.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next 4 years.

### Bond Language

The sum of \$5,000,000 is hereby appropriated for the survey and construction inspection of all water and sewer projects within the District's service area, including projects installed under District contract and developer permit agreements and legal, administrative other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Authorized Positions

<u>Title</u>	<u>Number</u>	<u>Cost Center</u>
Engineering Technician 2	3	7930005
Engineering Technician 3	10	
Construction Engineer Support	1	
Senior Engineer Technician	1	
Survey Chief of Operation	1	
Construction Services Supervisor	5	
Principal Constr. Engineer Tech 1	1	
Survey Chief of Party	<u>2</u>	
<b>Total</b>	<b>24</b>	

### Funding Allocation

Sewer 49%  
Water 51%

# 2017 Capital Improvement Program

## Combined

### Program - Technical Services

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$3,900,000	COM.OT0017.04	5802

### Description

Staffing costs

### Purpose

The Technical Services department holds responsibility for providing technical support to all of the District's capital improvement projects and clean water project including improvements to and expansion of the District's water distribution and sewer collection systems and related work on water and sewage treatment plants.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next 4 years.

### Bond Language

The sum of \$3,900,000 is hereby appropriated for technical support to all of the District's capital improvement projects including improvements to and expansion of the District's water distribution and sewer collection systems and related work on water and sewage treatment plants and legal, administrative and other financing costs related thereto. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Authorized Positions

<u>Title</u>	<u>Number</u>	<u>Cost Center</u>
Manager of Technical Services	1	7930008
Durational Project Engineer	1	
Construction Manager	2	
Principal Engineer	1	
Project Engineer 2	2	
Project Engineer 1	1	
Project Manager	6	
Utility Systems Monitoring Tech1	1	
Real Estate Administrator	<u>1</u>	
<b>Total</b>	<b>16</b>	

### Funding Allocation

Sewer 49%  
Water 51%