

# 2021 Proposed Annual Budget



**The Metropolitan District**  
Hartford, CT

## **Budget Summary**

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### **Revenue & Expenditure Summary**

The District's budget for 2021 totals \$204,915,900; a \$7,918,100 or 4.0% increase from the appropriation level adopted in support of 2020 operations and programs. The following table summarizes the Proposed 2021 operating revenues and expenditures for the District's Water and Sewer operations.

# Budget Summary

## Revenue & Expenditure Summary

	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Water Revenues</u></b>				
Sale of Water	\$85,230,491	\$93,383,500	\$93,381,500	\$97,726,700
Other Operating Revenue	5,590,307	6,472,600	6,087,500	7,839,200
Subtotal Operating Revenue	90,820,799	99,856,100	99,469,000	105,565,900
Non-Operating Revenues	2,287,776	2,282,600	(3,954,600)	2,202,400
Total Water Revenue	93,108,574	102,138,700	95,514,400	107,768,300
<b><u>Sewer Revenues</u></b>				
Tax on Member Municipalities	\$48,153,100	\$51,475,700	\$51,475,700	\$53,174,400
Revenue for Other Gov't Agencies	5,514,708	5,566,400	5,566,400	5,566,400
Other Sewer Revenues	14,048,559	17,414,100	17,100,835	15,093,200
Sewer User Charge Revenues	17,350,746	20,402,900	20,541,612	21,213,600
Subtotal Operating Revenue	85,067,113	94,859,100	94,684,547	95,047,600
Surplus Designated from Prior Yr.	-	-	-	2,100,000
Total Sewer Revenues	85,067,113	94,859,100	94,684,547	97,147,600
Total Water and Sewer Revenues	\$178,175,687	\$196,997,800	\$190,198,947	\$204,915,900
<b><u>Expenditures</u></b>				
District Board	\$337,040	\$415,500	415,500	415,500
Executive Office	2,771,290	3,022,600	2,508,100	2,983,600
Legal	1,632,256	1,589,800	1,522,800	1,519,100
Information Technology	6,846,226	8,274,200	7,919,300	8,363,600
Finance	6,623,847	7,183,300	6,849,750	7,209,700
Environment, Health & Safety	925,787	954,000	937,900	957,900
Engineering and Planning	1,103,796	1,352,900	1,011,476	1,115,300
Command Center	4,070,460	4,340,600	4,336,600	4,449,000
Operating Office	553,235	697,000	697,000	735,400
Operations	10,598,407	11,000,600	11,000,600	12,275,100
Laboratory Services	1,709,436	1,809,300	1,613,600	1,563,900
Water Pollution Control	15,503,542	17,616,800	16,556,419	17,456,700
Maintenance	10,273,876	11,502,600	11,134,390	12,177,200
Water Treatment & Supply	7,529,917	8,310,200	7,813,606	8,087,800
Patrol	1,420,263	1,672,100	1,594,300	1,519,200
Debt Service	63,767,352	70,293,800	70,042,800	71,204,300
Employee Benefits	28,312,171	31,278,000	31,278,000	35,676,700
General Insurance	4,549,124	5,926,700	5,926,700	6,119,700
Taxes and Fees	3,626,442	3,810,500	3,810,500	3,810,500
Special Agr. and Programs	4,094,360	3,967,300	3,142,879	5,295,700
Contingencies	-	1,980,000	-	1,980,000
Total Water and Sewer Budget	\$176,248,826	\$196,997,800	\$190,112,220	\$204,915,900

# Budget Summary

## Revenue & Expenditure Summary

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

	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>REVENUES</u></b>				
Tax on Member Municipalities	\$48,153,100	\$51,475,700	\$51,475,700	\$53,174,400
Revenue for Other Gov't Agencies	5,514,708	5,566,400	5,566,400	5,566,400
Other Sewer Revenues	14,048,559	17,414,100	17,100,835	15,093,200
Sewer User Charge Revenues	17,350,746	20,402,900	20,541,612	21,213,600
Subtotal	85,067,113	94,859,100	94,684,547	95,047,600
Surplus Designated from Prior Yr.	-	-	-	2,100,000
Total Revenue	<b>\$85,067,113</b>	<b>\$94,859,100</b>	<b>\$94,684,547</b>	<b>\$97,147,600</b>
<b><u>EXPENDITURES</u></b>				
District Board	165,100	203,600	203,600	203,600
Executive Office	1,357,900	1,481,100	1,229,000	1,462,000
Legal	799,800	779,000	746,200	744,400
Information Technology	2,259,300	2,730,500	2,613,400	2,760,000
Finance	3,245,700	3,519,900	3,356,400	3,532,700
Environment, Health & Safety	453,700	467,500	459,500	469,400
Engineering and Planning	540,900	662,900	495,600	546,500
Command Center	1,383,900	1,475,800	1,474,400	1,512,700
Operating Office	271,100	341,500	341,500	360,300
Operations	2,649,600	2,750,100	2,750,100	3,068,800
Laboratory Services	820,500	868,400	774,500	750,700
Water Pollution Control	15,503,542	17,616,800	16,556,419	17,456,700
Maintenance	5,034,200	5,636,200	5,455,800	5,966,800
Debt Service	32,434,622	36,468,600	36,217,600	36,273,700
Employee Benefits	12,740,500	14,075,100	14,075,100	16,054,500
General Insurance	1,364,700	2,370,700	2,370,700	2,447,900
Special Agr. and Programs	1,074,236	1,431,400	1,120,103	1,556,900
Contingencies	-	1,980,000	-	1,980,000
Total Expenses	<b>\$82,099,301</b>	<b>\$94,859,100</b>	<b>\$90,239,922</b>	<b>\$97,147,600</b>

# Budget Summary

## Revenue & Expenditure Summary

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

	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>REVENUES</u></b>				
Sale of Water	\$85,230,491	\$93,383,500	\$93,381,500	\$97,726,700
Other Operating Revenues	5,590,307	6,472,600	6,087,500	7,839,200
Subtotal	\$90,820,799	\$99,856,100	\$99,469,000	\$105,565,900
Non-Operating Revenues	2,287,776	2,282,600	(3,954,600)	2,202,400
Total Revenue	\$93,108,574	\$102,138,700	\$95,514,400	\$107,768,300
<b><u>EXPENDITURES</u></b>				
District Board	\$171,940	\$211,900	\$211,900	\$211,900
Executive Office	1,413,390	1,541,500	1,279,100	1,521,600
Legal	832,456	810,800	776,600	774,700
Information Technology	4,586,926	5,543,700	5,305,900	5,603,600
Finance	3,378,147	3,663,400	3,493,350	3,677,000
Environment, Health & Safety	472,087	486,500	478,400	488,500
Engineering and Planning	562,896	690,000	515,876	568,800
Command Center	2,686,560	2,864,800	2,862,200	2,936,300
Operating Office	282,135	355,500	355,500	375,100
Operations	7,948,807	8,250,500	8,250,500	9,206,300
Laboratory Services	888,936	940,900	839,100	813,200
Maintenance	5,239,676	5,866,400	5,678,590	6,210,400
Water Treatment & Supply	7,529,917	8,310,200	7,813,606	8,087,800
Patrol	1,420,263	1,672,100	1,594,300	1,519,200
Debt Service	31,332,730	33,825,200	33,825,200	34,930,600
Employee Benefits	15,571,671	17,202,900	17,202,900	19,622,200
General Insurance	3,184,424	3,556,000	3,556,000	3,671,800
Taxes and Fees	3,626,442	3,810,500	3,810,500	3,810,500
Special Agr. and Programs	3,020,124	2,535,900	2,022,776	3,738,800
Total Expenses	\$94,149,526	\$102,138,700	\$99,872,298	\$107,768,300

# Budget Summary

## Revenues: Changes by Source

Proposed water and sewer revenues for 2021 total \$204,915,900 an increase of \$7,918,100 or 4.0% from the adopted 2020 level. The sewer revenues have increased by \$2,288,500 and the water revenues increased by \$5,629,600.

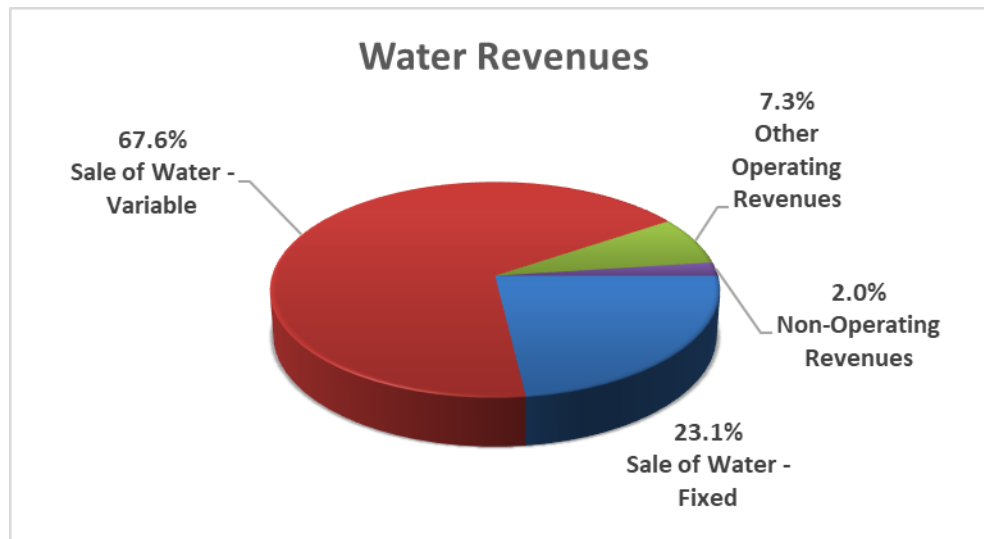
Description	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>WATER REVENUES</u></b>				
Sale of Water	\$85,230,491	\$93,383,500	\$93,381,500	\$97,726,700
Other Operating Revenues	5,590,307	6,472,600	6,087,500	7,839,200
Total Operating Revenues	90,820,799	99,856,100	99,469,000	105,565,900
Non-Operating Revenues	2,287,776	2,282,600	(3,954,600)	2,202,400
Total Other Revenues	2,287,776	2,282,600	(3,954,600)	2,202,400
Total Water Revenues	\$93,108,574	\$102,138,700	\$95,514,400	\$107,768,300
<b><u>SEWER REVENUES</u></b>				
Tax on Member Municipalities	\$48,153,100	\$51,475,700	\$51,475,700	\$53,174,400
Revenue from Other Govt. Agencies	5,514,708	5,566,400	5,566,400	5,566,400
Other Sewer Revenues	14,048,559	17,414,100	17,100,835	15,093,200
Sewer User Charge Revenues	17,350,746	20,402,900	20,541,612	21,213,600
Total Operating Revenues	85,067,113	94,859,100	94,684,547	95,047,600
Designated from Surplus	-	-	-	2,100,000
Total Other Revenues	-	-	-	2,100,000
Total Sewer Revenues	\$85,067,113	\$94,859,100	\$94,684,547	\$97,147,600
Total Water and Sewer Revenues	\$178,175,687	\$196,997,800	\$190,198,947	\$204,915,900

## Budget Summary

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### Revenues: Changes by Source

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



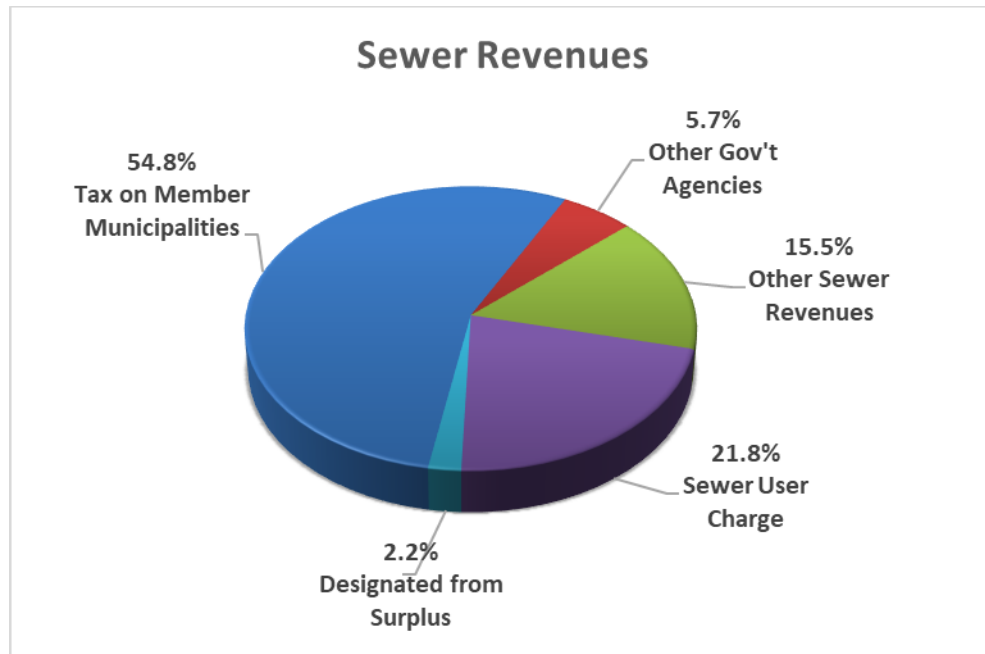
**Water: \$5,629,600**

- **Sale of Water:** An overall increase of \$4,343,200 is primarily driven by the increase in water rate and service charges for 2021.
- **Other Operating Revenues:** The increase of \$1,366,600 is due to an increase in Hydrant Maintenance and Fire Protection Services.
- **Non-Operating Revenues:** A net decrease of \$80,200 is a result of a lower primacy fee by DPH and Interest Income.

# Budget Summary

## Revenues: Changes by Source

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



**Sewer: \$2,288,500**

- ***Tax on Member Municipalities:*** Assumes a \$1,698,700 or 3.3% increase in the tax levy on the District's member municipalities. 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 Sewer Revenues:*** An overall decrease of \$2,320,900 is primarily driven by a \$2M decrease in the PM Unit Overhead and \$400,000 decrease in investment income, offset by an increase in FOG Charge revenues.
- ***Sewer User Charges:*** The sewer user rate will increase by 3.1% from \$5.15 per CCF to \$5.31 per CCF.
- ***Designated from Surplus:*** An increase \$2,100,000 for 2021.

# Budget Summary

## Revenues: Changes by Source

Tax History by Town	2017	2018	2019	2020	2021
Hartford	\$10,963,200	\$11,550,400	\$12,372,000	\$13,135,400	\$13,544,500
East Hartford	\$5,059,400	\$5,486,600	\$5,775,200	\$6,051,600	\$6,250,200
Newington	\$3,752,900	\$4,120,900	\$4,318,900	\$4,639,600	\$4,894,200
Wethersfield	\$3,408,200	\$3,707,800	\$3,979,400	\$4,237,600	\$4,415,200
Windsor	\$3,656,900	\$4,001,500	\$4,274,900	\$4,595,200	\$4,770,700
Bloomfield	\$3,067,100	\$3,256,200	\$3,488,600	\$3,821,000	\$3,521,100
Rocky Hill	\$2,475,800	\$2,712,500	\$2,909,600	\$3,142,400	\$3,324,900
West Hartford	\$9,286,900	\$10,168,100	\$11,034,500	\$11,852,900	\$12,453,600
<b>Total</b>	<b>\$41,670,400</b>	<b>\$45,004,000</b>	<b>\$48,153,100</b>	<b>\$51,475,700</b>	<b>\$53,174,400</b>

Tax Percentage	2017	2018	2019	2020	2021
Hartford	26.31%	25.67%	25.69%	25.52%	25.47%
East Hartford	12.14%	12.19%	11.99%	11.76%	11.75%
Newington	9.01%	9.16%	8.97%	9.01%	9.20%
Wethersfield	8.18%	8.24%	8.26%	8.23%	8.30%
Windsor	8.78%	8.89%	8.88%	8.93%	8.97%
Bloomfield	7.36%	7.24%	7.24%	7.42%	6.62%
Rocky Hill	5.94%	6.03%	6.04%	6.10%	6.25%
West Hartford	22.28%	22.58%	22.93%	23.03%	23.44%
<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	1/20/2021	4/21/2021	7/21/2021	10/20/2021	Total
Hartford	\$3,283,850	\$3,283,850	\$3,488,400	\$3,488,400	\$13,544,500
East Hartford	1,512,900	1,512,900	1,612,200	1,612,200	6,250,200
Newington	1,159,900	1,159,900	1,287,200	1,287,200	4,894,200
Wethersfield	1,059,400	1,059,400	1,148,200	1,148,200	4,415,200
Windsor	1,148,800	1,148,800	1,236,550	1,236,550	4,770,700
Bloomfield	955,250	955,250	805,300	805,300	3,521,100
Rocky Hill	785,600	785,600	876,850	876,850	3,324,900
West Hartford	2,963,225	2,963,225	3,263,575	3,263,575	12,453,600
<b>Total</b>	<b>\$12,868,925</b>	<b>\$12,868,925</b>	<b>\$13,718,275</b>	<b>\$13,718,275</b>	<b>\$53,174,400</b>

# Budget Summary

## Expenditures: Changes by Department

The District's expenditure budget for 2021 totals \$204,915,900; a \$7,918,100 or 4.0% increase from the appropriation level adopted in support of 2020 operations and programs. The following table summarizes the changes by department.

	2019 Actual	2020 Adopted	2021 Proposed	Change
District Board	337,040	415,500	415,500	-
Executive Office	2,771,290	3,022,600	2,983,600	(39,000)
Legal	1,632,256	1,589,800	1,519,100	(70,700)
Information Technology	6,846,226	8,274,200	8,363,600	89,400
Finance	6,623,847	7,183,300	7,209,700	26,400
Environment, Health & Safety	925,787	954,000	957,900	3,900
Engineering and Planning	1,103,796	1,352,900	1,115,300	(237,600)
Command Center	4,070,460	4,340,600	4,449,000	108,400
Operating Office	553,235	697,000	735,400	38,400
Operations	10,598,407	11,000,600	12,275,100	1,274,500
Laboratory Services	1,709,436	1,809,300	1,563,900	(245,400)
Water Pollution Control	15,503,542	17,616,800	17,456,700	(160,100)
Maintenance	10,273,876	11,502,600	12,177,200	674,600
Water Treatment & Supply	7,529,917	8,310,200	8,087,800	(222,400)
Patrol	1,420,263	1,672,100	1,519,200	(152,900)
Debt Service	63,767,352	70,293,800	71,204,300	910,500
Employee Benefits	28,312,171	31,278,000	35,676,700	4,398,700
General Insurance	4,549,124	5,926,700	6,119,700	193,000
Taxes and Fees	3,626,442	3,810,500	3,810,500	-
Special Agr. and Programs	4,094,360	3,967,300	5,295,700	1,328,400
Contingencies	-	1,980,000	1,980,000	-
<b>Total Water and Sewer Budget</b>	<b>\$176,248,826</b>	<b>\$196,997,800</b>	<b>\$204,915,900</b>	<b>\$7,918,100</b>

# Budget Summary

## Expenditures: Changes by Major Object

The table below shows expenditures budget by Major Object.

Major Object	2019 Actual	2020 Adopted	2021 Proposed	\$ Change
<b>Payroll</b>				
Regular Pay	\$37,964,799	\$39,643,000	\$40,247,800	\$604,800
Overtime Pay	4,007,949	4,076,200	4,111,600	35,400
Temporary Help	387,472	538,400	556,800	18,400
Standby & Premium Pay	333,028	300,600	315,200	14,600
Longevity Pay	67,600	71,900	70,400	(1,500)
<b>Total Payroll</b>	<b>\$42,760,848</b>	<b>\$44,630,100</b>	<b>\$45,301,800</b>	<b>\$671,700</b>
<b>Operations</b>				
General Operations	\$13,608,479	\$17,131,600	\$17,986,100	\$854,500
Legal Services	703,063	808,700	808,700	-
Collection Services	1,076,912	721,800	621,800	(100,000)
Fuel for Incin., Pump. and Heating	1,233,141	1,424,500	1,437,000	12,500
Chemicals	1,776,455	2,121,400	2,203,200	81,800
Utilities	5,332,802	6,395,600	6,482,200	86,600
Debt	63,383,193	69,885,100	70,795,600	910,500
Nitrogen Credits	1,083,058	1,347,000	1,055,000	(292,000)
Pension Regular	4,727,000	5,551,000	7,841,600	2,290,600
OPEB	7,602,000	8,524,000	8,970,800	446,800
Employee Benefits	15,883,382	17,037,100	18,695,000	1,657,900
Insurance	4,479,474	5,818,500	6,000,700	182,200
Taxes and Fees	3,626,442	3,810,500	3,810,500	-
Special Agrmts and Programs	2,872,867	3,114,500	4,392,900	1,278,400
<b>Total Operations</b>	<b>127,388,266</b>	<b>143,691,300</b>	<b>151,101,100</b>	<b>7,409,800</b>
<b>Maintenance</b>	<b>6,072,169</b>	<b>6,696,400</b>	<b>6,179,500</b>	<b>(516,900)</b>
<b>Capital Outlay</b>	<b>37,789</b>	<b>-</b>	<b>353,500</b>	<b>353,500</b>
<b>Contingencies</b>	<b>-</b>	<b>1,980,000</b>	<b>1,980,000</b>	<b>-</b>
<b>Total</b>	<b>\$176,259,072</b>	<b>\$196,997,800</b>	<b>\$204,915,900</b>	<b>\$7,918,100</b>

# Budget Summary

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## Expenditures: Changes by Major Object

The following are a summary of changes in expenditures by Major Object.

### Payroll: \$671,700

- **Regular Pay** the \$604,800 increase reflects increment and cost-of-living increases, and the transfer of positions from CIP to the operating budget, offset by a reduction in headcount.
- **Overtime** and **Standby & Premium Pay** increase of \$50,000 reflects COLA increases and the anticipated increase in storm activity and emergency response services.
- A \$18,400 increase in **Temporary Help** reflects The District's incurred costs to implement the summer Learn & Earn Program.
- **Longevity Pay** will decrease \$1,500 due to participation.

### Operations: \$7,409,800

- **General Operations** expenditures are increasing by \$854,500 primarily driven by an increase in **Outside Services, Consultant Services and Materials from Stock**.
- **Collection Services** are decreasing by \$100,000 to reflect anticipated services for the 2021 fiscal year.
- **Fuel for Incineration, Pumping and Heating** is increasing by \$12,500 due to anticipate usage in the coming year.
- **Chemicals** are increasing by \$81,800 to align with anticipated usage at various facilities throughout the District.
- **Utilities** are increasing by \$86,600, driven by increased usage at various treatment facilities due to construction and winter/summer reliability costs.
- **Debt Service**, a net increase of \$910,500 reflects an increase in the sum of principal payments and issuances for 2021.
- **Nitrogen Credits** are projected to decrease by \$292,000. DEEP establishes the rates for the DEEP 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 \$2,290,600 is based on the District's actuary and allocated based upon payroll.
- **OPEB** is increasing by \$446,800 to offset the unfavorable OPEB Trust Fund balance and align the annual required contributions to reflect The District's OPEB Obligation.
- **Employee Benefits** are increasing by \$1,657,900. The budget reflects costs associated with rising insurance costs.

## Budget Summary

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### Expenditures: Changes by Major Object

- ***Special Agreements and Programs*** are expected to increase by \$1,328,400. Primarily driven by Colebrook Reservoir obligations of \$1,400,000, offset by the reduction in ***DPH Assessment Fee, Legal Services, Lock Box Fees*** and ***Consultant Services*** in 2021.

### Maintenance: (\$516,900)

- The ***Maintenance*** decrease reflects the anticipated costs related to ***Infrastructure Equipment*** and other various ***Maintenance*** expenses.

# 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 2021 overall budget.

OBJECT CODES	AMOUNT	% OF BUDGET
Debt	\$70,795,600	34.55%
Payroll	45,301,800	22.11%
General Operations	18,339,600	8.95%
Utilities	6,482,200	3.16%
Employee Benefits	18,695,000	9.12%
Maintenance	6,179,500	3.02%
Pension Regular	7,841,600	3.83%
Other Post Employee Benefits	8,970,800	4.38%
Insurance	6,000,700	2.93%
Chemicals	2,203,200	1.08%
Taxes and Fees	3,810,500	1.86%
Fuel for Incin., Pump. and Heating	1,437,000	0.70%
Contingency	1,980,000	0.97%
Nitrogen Credits	1,055,000	0.51%
Special Agrmts and Programs	4,392,900	2.14%
Legal Services	808,700	0.39%
Collection Services	621,800	0.30%
Total Operations	\$204,915,900	100.00%

CATEGORY	AMOUNT	% OF BUDGET
Payroll Related	\$80,809,200	39.44%
Debt	70,795,600	34.55%
General Operations	18,339,600	8.95%
Contingency	1,980,000	0.97%
Utilities	7,919,200	3.86%
Maintenance	6,179,500	3.02%
Insurance	6,000,700	2.93%
Chemicals	2,203,200	1.08%
Taxes & Fees	3,810,500	1.86%
Legal	1,430,500	0.70%
Special Agrmts & Prgms	4,392,900	2.14%
Nitrogen Credits	1,055,000	0.51%
	\$204,915,900	100.00%

# Budget Summary

## Expenditures: Statistical Analysis

The following table shows the major changes from the 2020 Adopted Budget and the 2021 Proposed Budget.

Expenditure Classification	2020 Adopted	2021 Proposed	Change	Percent Change
Community Outreach - Public Information	22,000	47,000	25,000	113.64%
Colebrook Res Maintenance	-	1,400,000	1,400,000	100.00%
Medicare Part B	-	657,800	657,800	100.00%
Sodium Hydroxide	-	375,500	375,500	100.00%
Orthophosphate	-	267,000	267,000	100.00%
Sodium Hypochlorite	-	204,000	204,000	100.00%
Hydrofluosilicic Acid	-	118,500	118,500	100.00%
Powdered Carbon	-	79,000	79,000	100.00%
Sodium Bisulfite	-	21,500	21,500	100.00%
Janitorial Supplies	98,300	178,000	79,700	81.08%
Safety Supplies	50,800	91,300	40,500	79.72%
Natural/Industrial Gas	50,000	84,000	34,000	68.00%
Survey Const. Supplies	20,000	30,000	10,000	50.00%
Chlorine	46,000	64,200	18,200	39.57%
Books & Periodicals	93,100	118,500	25,400	27.28%
Pollution Liability Insurance	64,900	80,000	15,100	23.27%
Hazard Material Waste Disposal	200,000	244,000	44,000	22.00%
Safety Equipment	51,900	62,900	11,000	21.19%
Outside Services	2,809,700	3,387,200	577,500	20.55%
Auto Liability	55,000	66,000	11,000	20.00%
Pension Regular	5,551,000	7,841,600	2,290,600	41.26%
Information System Professional Fees	1,662,000	1,915,500	253,500	15.25%
Umbrella Liability	500,000	565,000	65,000	13.00%
Medical Services	13,707,000	15,378,000	1,671,000	12.19%
Workers Compensation Excess Coverage	217,000	240,000	23,000	10.60%
Transportation Equipment	382,000	421,000	39,000	10.21%
Mobile Communications	318,000	350,000	32,000	10.06%
Public Liability	310,300	341,400	31,100	10.02%
Power Operated Equipment	200,000	220,000	20,000	10.00%
Polymers	641,000	700,000	59,000	9.20%
Incinerator Ash Disposal	640,000	692,000	52,000	8.13%
Tool & Work Equipment	417,200	450,500	33,300	7.98%
Facilities R&M	499,500	530,000	30,500	6.11%
Interest On Bonds	24,741,500	25,467,900	726,400	2.94%
Principal Bonds	44,250,000	45,024,900	774,900	1.75%
Equipment Leases	120,000	100,000	(20,000)	-16.67%
Consultant Services	1,969,800	1,633,000	(336,800)	-17.10%
Security Services	461,500	381,500	(80,000)	-17.33%
DEP Nitrogen Credits	1,347,000	1,055,000	(292,000)	-21.68%
Other Equipment Rental	135,700	104,700	(31,000)	-22.84%
Seminars & Conventions	83,100	63,100	(20,000)	-24.07%
Printing	37,700	27,700	(10,000)	-26.53%
Diversity Programs	60,000	40,000	(20,000)	-33.33%
Photocopier Rental	127,000	80,000	(47,000)	-37.01%
Water Treatment Chemicals	313,000	195,600	(117,400)	-37.51%
Other Supplies	28,000	15,000	(13,000)	-46.43%
Licenses & Registration	17,200	6,600	(10,600)	-61.63%
Int & Note Issue Expense	893,600	302,800	(590,800)	-66.11%
Envelopes	40,000	10,000	(30,000)	-75.00%
Infrastructure Equip/Licenses	425,000	60,000	(365,000)	-85.88%
Aluminum Sulfate	1,049,000	90,600	(958,400)	-91.36%

## 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.

## Budget Expenditures

Budget Appropriations	Water	Sewer	Total
District Board	\$ 211,900	\$ 203,600	\$ 415,500
Executive Office	1,521,600	1,462,000	2,983,600
Legal	774,700	744,400	1,519,100
Information Technology	5,603,600	2,760,000	8,363,600
Finance	3,677,000	3,532,700	7,209,700
Environment, Health and Safety	488,500	469,400	957,900
Engineering and Planning	568,800	546,500	1,115,300
Command Center	2,936,300	1,512,700	4,449,000
Operating Office	375,100	360,300	735,400
Operations	9,206,300	3,068,800	12,275,100
Laboratory Services	813,200	750,700	1,563,900
Water Pollution Control	-	17,456,700	17,456,700
Maintenance	6,210,400	5,966,800	12,177,200
Water Treatment & Supply	8,087,800	-	8,087,800
Patrol	1,519,200	-	1,519,200
Debt Service	34,930,600	36,273,700	71,204,300
Employee Benefits	19,622,200	16,054,500	35,676,700
General Insurance	3,671,800	2,447,900	6,119,700
Taxes and Fees	3,810,500	-	3,810,500
Special Agreements and Programs	3,738,800	1,556,900	5,295,700
Contingencies	-	1,980,000	1,980,000
<b>Total Water and Sewer Budget</b>	<b>\$ 107,768,300</b>	<b>\$ 97,147,600</b>	<b>\$ 204,915,900</b>

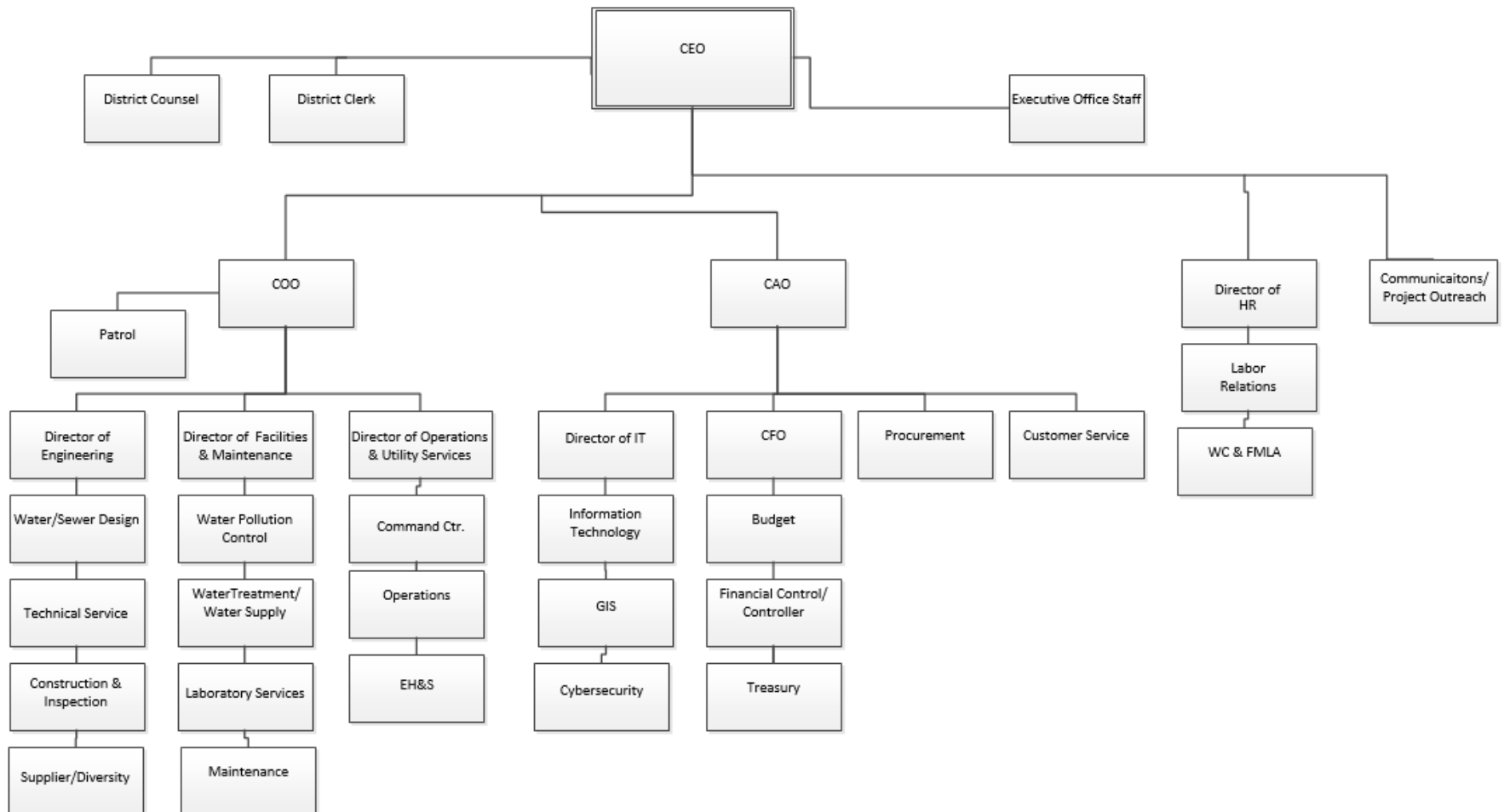
## Budget Revenues

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Revenue	Total
<b>Water Revenues</b>	
<b>Operating Revenues</b>	
Sale of Water	\$ 97,726,700
Other Operating Revenues	7,839,200
<b>Subtotal Operating Revenues</b>	<u>105,565,900</u>
<b>Non-Operating Revenues</b>	<u>2,202,400</u>
<b>Total Source of Revenues – Water Operations</b>	<u><u>\$ 107,768,300</u></u>
<b>Sewer Revenues</b>	
<b>Operating Revenues</b>	
Tax on Member Municipalities	\$ 53,174,400
Revenue from Other Government Agencies	5,566,400
Other Sewer Revenues	15,093,200
Sewer User Charge Revenues	21,213,600
<b>Subtotal Operating Revenues</b>	<u>\$ 95,047,600</u>
<b>Other Financing Sources</b>	
Designated from Surplus	<u>2,100,000</u>
<b>Subtotal Other Financing Sources</b>	<u><u>\$ 2,100,000</u></u>
<b>Total Source of Revenues – Sewer Operations</b>	<u><u>\$ 97,147,600</u></u>
<b>Total Source of Revenues – Water and Sewer Operations</b>	<u><u>\$ 204,915,900</u></u>
<b>Hydroelectric Revenues</b>	<u><u>\$ 264,900</u></u>

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# The Metropolitan District



# **The Metropolitan District**

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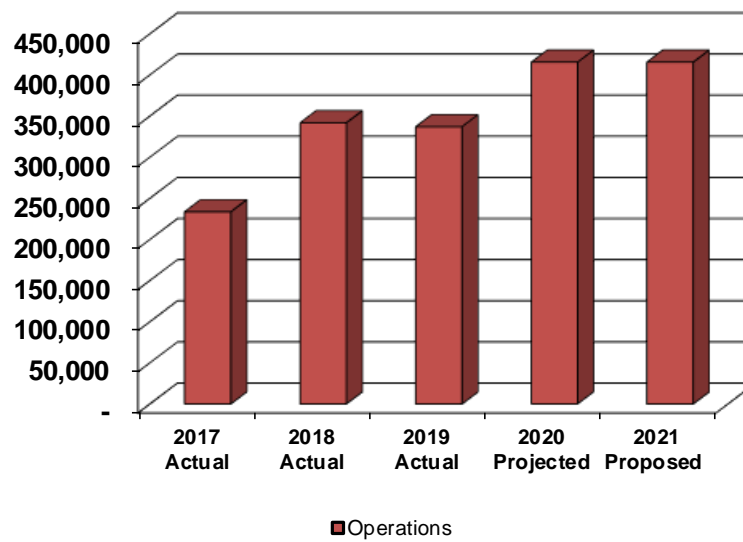
## **Description**

- 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; Communications; Legal; Human Resources; Information Technology; Finance; Procurement; Environment, Health and Safety; Engineering and Planning; Command Center; Operations; Laboratory Services; Water Pollution Control; Maintenance; Water Treatment and Water Supply; Patrol and Hydroelectric.
- As of the third quarter of 2020, there were approximately 470 active full-time employees at The Metropolitan District.

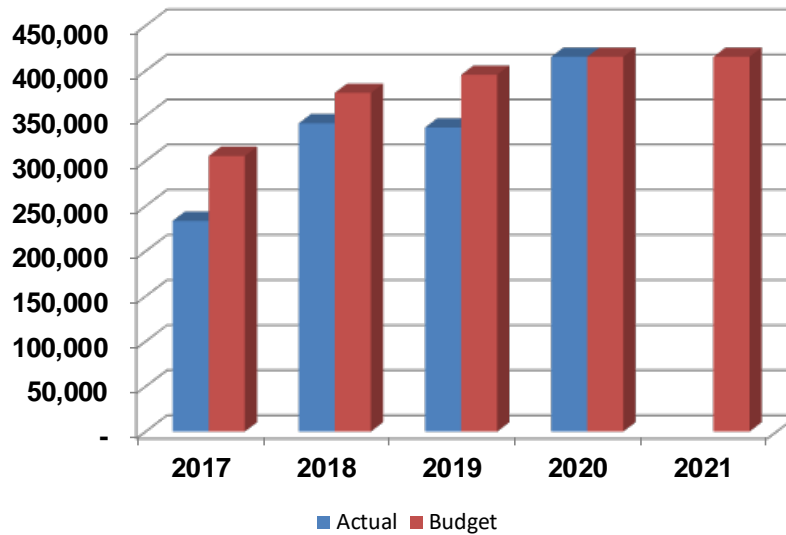
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## **District Board**

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	-	-	-	-	-
Operations	233,600	341,804	337,040	415,500	415,500
Maintenance	-	-	-	-	-
<b>Total</b>	<b>233,600</b>	<b>341,804</b>	<b>337,040</b>	<b>415,500</b>	<b>415,500</b>



	2017	2018	2019	2020	2021
Actual	233,600	341,804	337,040	415,500	
Budget	305,500	375,500	395,500	415,500	415,500
Variance	(71,900)	(33,696)	(58,460)	-	

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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 District Board proposed budget for the coming year remains unchanged at \$415,500.

**Operations: \$0**

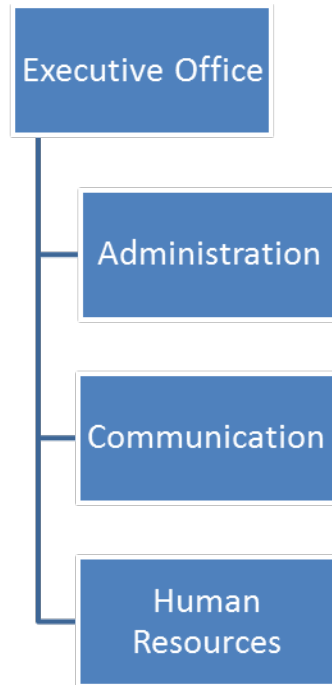
- The proposed operation expenditures will remain the same from the adopted 2020 budget year.

## Administration

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Operations</u></b>				
513010	Office Supplies	5,081	5,000	5,000	5,000
511120	Meeting Expenses	21,658	35,000	35,000	35,000
511110	Business Travel	898	500	500	500
512080	Outside Services	165,611	195,000	195,000	195,000
512010	Auditing/Finance Services	143,792	180,000	180,000	180,000
	<b><i>Total Expenditure Classification</i></b>	<b>337,040</b>	<b>415,500</b>	<b>415,500</b>	<b>415,500</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	165,100	203,600	203,600	203,600
	Water Allocation 51%	171,940	211,900	211,900	211,900
	<b><i>Total Funding Allocation</i></b>	<b>337,040</b>	<b>415,500</b>	<b>415,500</b>	<b>415,500</b>

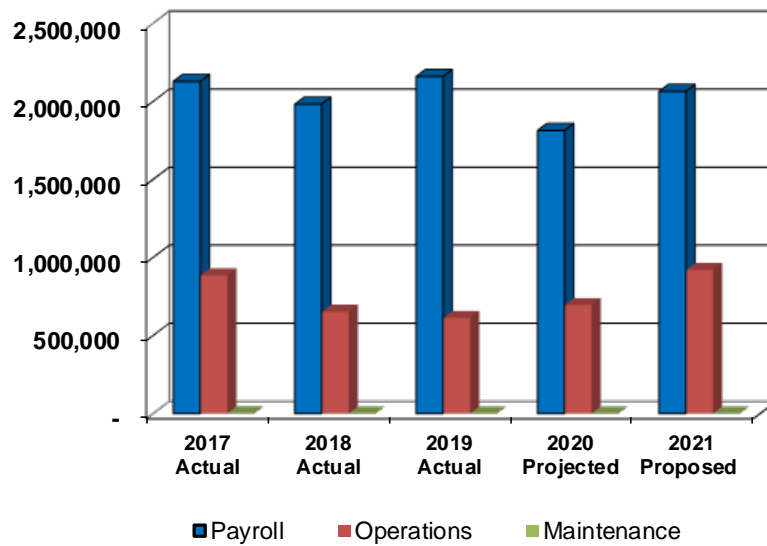
# **Chief Executive Office**

Administration  
Communications  
Human Resources

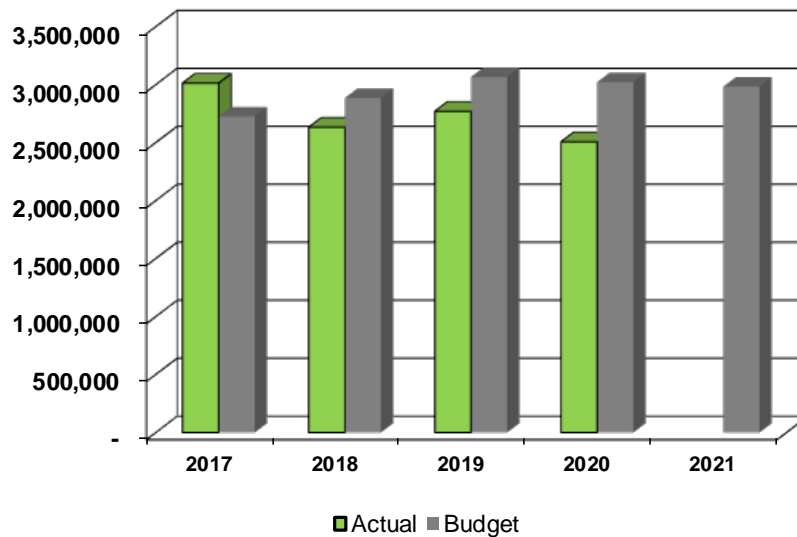


# Chief Executive Office

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	2,127,900	1,981,827	2,159,669	1,813,900	2,064,100
Operations	885,150	652,019	611,621	694,200	919,500
Maintenance	800	-	-	-	-
<b>Total</b>	<b>3,013,850</b>	<b>2,633,845</b>	<b>2,771,290</b>	<b>2,508,100</b>	<b>2,983,600</b>



	2017	2018	2019	2020	2021
Actual	3,013,850	2,633,845	2,771,290	2,508,100	
Budget	2,726,400	2,885,150	3,067,600	3,022,600	2,983,600
Variance	287,450	(251,305)	(296,310)	(514,500)	

# Chief Executive Office

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## Summary

### Description

The Chief Executive Office is responsible for overseeing the Administration, Communications and Human Resources departments.

### Budget Commentary

The overall proposed Chief Executive Office budget totals \$2,983,600 which reflects a decrease of \$39,000 or 1.3% decrease below the operating expenditure level adopted for the 2020 year. Details regarding the three activity budgets that comprise the Chief Executive Office — Administration, Communications and Human Resources — are on subsequent pages.

# Chief Executive Office

## Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Administration	903,945	942,600	942,900	933,200
Communications	456,613	600,600	273,000	608,700
Human Resources	1,410,732	1,479,400	1,292,200	1,441,700
<b>Total Summary by Activity</b>	<b>2,771,290</b>	<b>3,022,600</b>	<b>2,508,100</b>	<b>2,983,600</b>
<b><u>Summary by Major Accounts</u></b>				
<b>Payroll</b>				
Regular Pay	1,947,816	1,880,500	1,781,000	1,795,500
Overtime 100%	4,126	800	800	800
Overtime 150%	908	1,000	4,000	4,000
Overtime 200%	-	-	-	-
Temporary Help	203,844	250,000	25,000	260,000
Standby & Premium Pay	-	-	-	-
Longevity Pay	2,975	3,800	3,100	3,800
<b>Total Payroll</b>	<b>2,159,669</b>	<b>2,136,100</b>	<b>1,813,900</b>	<b>2,064,100</b>
Operations	611,621	886,500	694,200	919,500
Maintenance	-	-	-	-
Capital	-	-	-	-
<b>Total Summary by Major Accounts</b>	<b>2,771,290</b>	<b>3,022,600</b>	<b>2,508,100</b>	<b>2,983,600</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 49%	1,357,900	1,481,100	1,229,000	1,462,000
Water Allocation 51%	1,413,390	1,541,500	1,279,100	1,521,600
<b>Total Funding Allocation</b>	<b>2,771,290</b>	<b>3,022,600</b>	<b>2,508,100</b>	<b>2,983,600</b>
<b><u>Authorized Positions</u></b>				
Administration	5	5	4	4
Communications	2	2	2	2
Human Resources	8	8	7	7
<b>Total Authorized Positions</b>	<b>15</b>	<b>15</b>	<b>13</b>	<b>13</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: 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 Chief Executive Office - Administration budget for the coming year is \$933,200, decreasing by \$9,400 or 1.0% below the level adopted for 2020.

**Payroll: (\$17,400)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees.
- *Longevity Pay* has decreased due to participation.

**Operations: \$8,000**

- *Liens & Caveats Certification* expenditures are expected to increase for 2021.

## Administration

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	789,825	707,400	707,400	690,200
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	908	1,000	1,000	1,000
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	1,075	1,700	1,300	1,500
	<b>Total Payroll</b>	<b>791,808</b>	<b>710,100</b>	<b>709,700</b>	<b>692,700</b>
	<b><u>Operations</u></b>				
511110	Business Travel	6,542	3,500	3,500	3,500
511120	Meeting Expenses	14,296	12,000	12,000	12,000
511210	Books & Periodicals	690	700	700	700
511220	Dues & Memberships	47,231	80,000	80,000	80,000
512080	Outside Services	-	39,300	39,300	39,300
512110	Legal Advertising	20,359	12,000	12,000	12,000
512340	Liens & Caveats Certification	18,856	78,000	78,000	86,000
513010	Office Supplies	2,763	6,000	6,000	6,000
511250	Other Additional Taxable Compensation	-	-	700	-
519070	Community Outreach - Public Information	1,400	1,000	1,000	1,000
	<b>Total Operations</b>	<b>112,137</b>	<b>232,500</b>	<b>233,200</b>	<b>240,500</b>
	<b>Total Expenditure Classification</b>	<b>903,945</b>	<b>942,600</b>	<b>942,900</b>	<b>933,200</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	442,900	461,900	462,000	457,300
	Water Allocation 51%	461,045	480,700	480,900	475,900
	<b>Total Funding Allocation</b>	<b>903,945</b>	<b>942,600</b>	<b>942,900</b>	<b>933,200</b>
	<b><u>Authorized Positions</u></b>				
	Assistant to CEO	1	1	1	1
	Assistant to the COO	1	1	-	-
	Chief Executive Officer	1	1	1	1
	Executive Assistant	1	1	1	1
	Professional Level Trainee	1	1	-	-
	Senior Clerk OOC	-	-	1	1
	<b>Total Authorized Positions</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</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 proposed 2021 budget for the Communication Department totals \$608,700, increasing by \$8,100 or 1.3% above 2020 adopted levels.

**Payroll: \$8,100**

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

**Operations: \$0**

- There are no proposed increases for the 2021 Operational expenditures.

## Communications

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	277,488	253,200	153,700	260,800
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	-	-	-	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	350	400	300	900
	<b>Total Payroll</b>	<b>277,838</b>	<b>253,600</b>	<b>154,000</b>	<b>261,700</b>
	<b><u>Operations</u></b>				
519090	Advertising	2,322	5,500	-	5,500
513010	Office Supplies	5,543	3,000	-	3,000
511210	Books & Periodicals	55,105	87,000	-	87,000
511100	Seminars & Conventions	80	2,000	25,000	2,000
511120	Meeting Expenses	1,843	3,000	-	3,000
512080	Outside Services	41,212	62,000	40,000	62,000
512070	Consultant Services	48,429	138,000	-	138,000
511240	Public Information	6,150	14,500	14,500	14,500
519070	Community Outreach - Public Information	15,000	21,000	21,000	21,000
519010	Freight & Express	-	-	500	-
512210	Information System Professional Fees	-	-	500	-
513060	Information Systems Supplies	-	-	1,500	-
512260	Agency Hire	-	-	5,000	-
513070	Public Information Supplies	3,091	11,000	11,000	11,000
	<b>Total Operations</b>	<b>178,775</b>	<b>347,000</b>	<b>119,000</b>	<b>347,000</b>
	<b>Total Expenditure Classification</b>	<b>456,613</b>	<b>600,600</b>	<b>273,000</b>	<b>608,700</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	223,700	294,300	133,800	298,300
	Water Allocation 51%	232,913	306,300	139,200	310,400
	<b>Total Funding Allocation</b>	<b>456,613</b>	<b>600,600</b>	<b>273,000</b>	<b>608,700</b>
	<b><u>Authorized Positions</u></b>				
	Special Services Admin	2	2	2	2
	<b>Total Authorized Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

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**Human Resources****Description**

The Director of Human Resources 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 proposed 2021 budget for the Human Resources department totals \$1,441,700, a decrease of \$37,700 or 2.5% below the adopted budget level for 2020.

**Payroll: (\$62,700)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by a decrease in headcount.

**Operations: \$25,000**

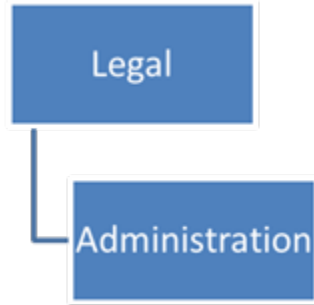
- *Community Outreach – Public Information* is will increase in 2021 due to the grease awareness project at UCONN.

## Human Resources

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Payroll</u></b>					
501010	Regular Pay	880,503	919,900	919,900	844,500
501030	Overtime 100%	4,126	800	800	800
501040	Overtime 150%	-	-	3,000	3,000
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	203,844	250,000	25,000	260,000
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	1,550	1,700	1,500	1,400
	<b>Total Payroll</b>	<b>1,090,023</b>	<b>1,172,400</b>	<b>950,200</b>	<b>1,109,700</b>
<b><u>Operations</u></b>					
513010	Office Supplies	7,410	3,800	3,800	3,800
511060	Employee Testing	25,126	29,000	29,000	29,000
511230	Fees & Tuition	39,194	50,000	60,000	50,000
511100	Seminars & Conventions	2,427	1,600	1,600	1,600
511220	Dues & Memberships	1,154	1,200	1,200	1,200
511210	Books & Periodicals	-	400	400	400
511050	Employee Education Program	(1,305)	-	-	-
511040	Employee Activities	46,389	38,000	38,000	38,000
519230	Employee Services	11,959	13,000	13,000	13,000
519240	Grievance Expenses	436	5,000	5,000	5,000
503010	Medical Services	41,021	38,000	38,000	38,000
512070	Consultant Services	100,000	100,000	100,000	100,000
519070	Community Outreach - Public Information	6,221	-	25,000	25,000
512080	Outside Services	24,917	7,000	7,000	7,000
519080	Diversity Programs	15,760	20,000	20,000	20,000
	<b>Total Operations</b>	<b>320,709</b>	<b>307,000</b>	<b>342,000</b>	<b>332,000</b>
	<b>Total Expenditure Classification</b>	<b>1,410,732</b>	<b>1,479,400</b>	<b>1,292,200</b>	<b>1,441,700</b>
<b><u>Funding Allocation</u></b>					
	Sewer Allocation 49%	691,300	724,900	633,200	706,400
	Water Allocation 51%	719,432	754,500	659,000	735,300
	<b>Total Funding Allocation</b>	<b>1,410,732</b>	<b>1,479,400</b>	<b>1,292,200</b>	<b>1,441,700</b>
<b><u>Authorized Positions</u></b>					
	Administrative Assistant	1	1	1	1
	Director of Human Resources	1	1	1	1
	Durational Div Project Manager	1	1	1	1
	Human Resources Generalist	3	2	1	1
	Human Resources Manager	1	1	1	1
	Professional Level Trainee	1	1	1	1
	Labor Relations Manager	-	1	1	1
	<b>Total Authorized Positions</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>7</b>

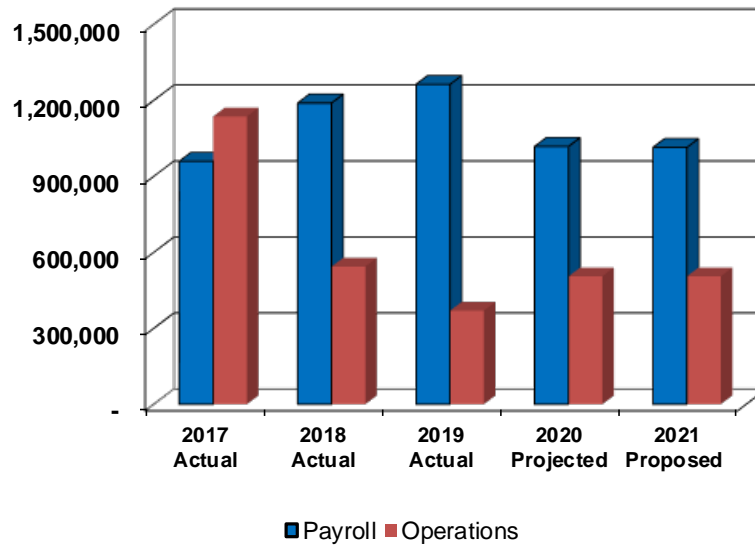
# **Legal**

Administration

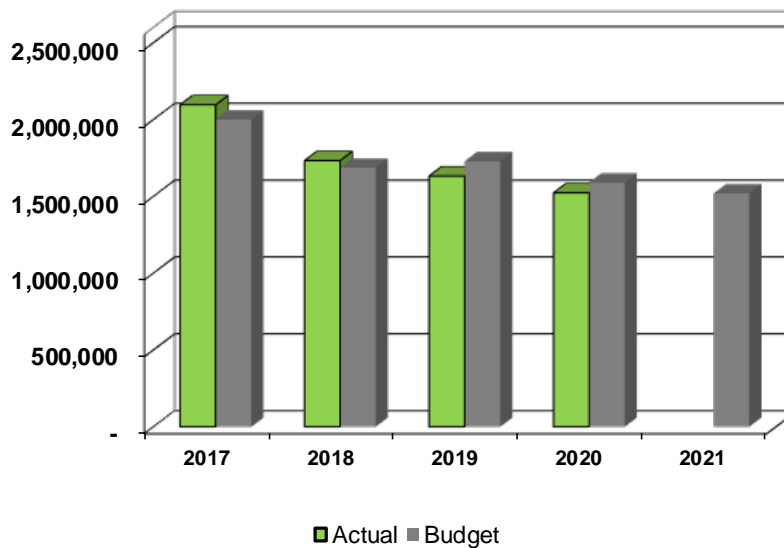


# Legal

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	959,400	1,189,275	1,263,005	1,017,800	1,014,100
Operations	1,136,200	543,658	369,251	505,000	505,000
Maintenance	-	-	-	-	-
<b>Total</b>	<b>2,095,600</b>	<b>1,732,933</b>	<b>1,632,256</b>	<b>1,522,800</b>	<b>1,519,100</b>



	2017	2018	2019	2020	2021
Actual	2,095,600	1,732,933	1,632,256	1,522,800	
Budget	1,999,300	1,685,900	1,727,900	1,589,800	1,519,100
Variance	96,300	47,033	(95,644)	(67,000)	

**Administration****Description**

The District's Legal Department is administered by District Counsel and supported by Assistant District Counsel and a Professional Level Trainee. 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 proposed Legal Department budget for 2021 totals \$1,514,100, which is a decrease of \$75,700 or 4.8% below the expenditure level approved for 2020.

**Payroll: (\$75,700)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees offset by a decrease in headcount.

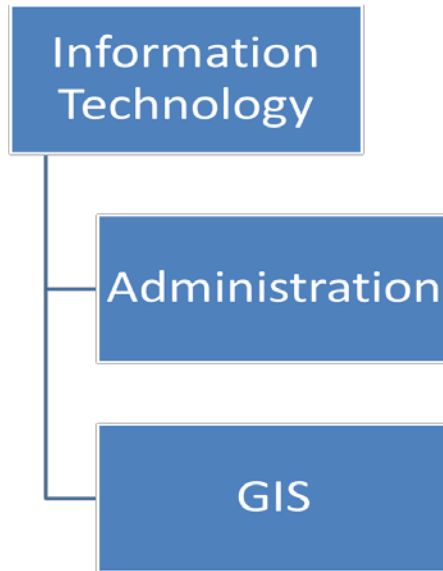
## Administration

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	1,261,955	1,083,700	1,016,700	1,013,000
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	-	-	-	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	1,050	1,100	1,100	1,100
	<b>Total Payroll</b>	<b>1,263,005</b>	<b>1,084,800</b>	<b>1,017,800</b>	<b>1,014,100</b>
	<b><u>Operations</u></b>				
511020	Mileage Allowance	6,337	500	500	500
513010	Office Supplies	12,309	3,000	3,000	3,000
511100	Seminars & Conventions	4,188	2,500	2,500	2,500
511220	Dues & Memberships	2,890	1,300	1,300	1,300
511120	Meeting Expenses	1,720	2,000	2,000	2,000
512020	Legal Services	318,903	400,000	400,000	400,000
512070	Consultant Services	22,904	95,700	95,700	95,700
	<b>Total Operations</b>	<b>369,251</b>	<b>505,000</b>	<b>505,000</b>	<b>505,000</b>
	<b>Total Expenditure Classification</b>	<b>1,632,256</b>	<b>1,589,800</b>	<b>1,522,800</b>	<b>1,519,100</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	799,800	779,000	746,200	744,400
	Water Allocation 51%	832,456	810,800	776,600	774,700
	<b>Total Funding Allocation</b>	<b>1,632,256</b>	<b>1,589,800</b>	<b>1,522,800</b>	<b>1,519,100</b>
	<b><u>Authorized Positions</u></b>				
	Assistant District Counsel	6	6	5	5
	District Counsel	1	-	1	1
	Professional Level Trainee	1	1	1	1
	<b>Total Authorized Positions</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>7</b>

# **Information Technology**

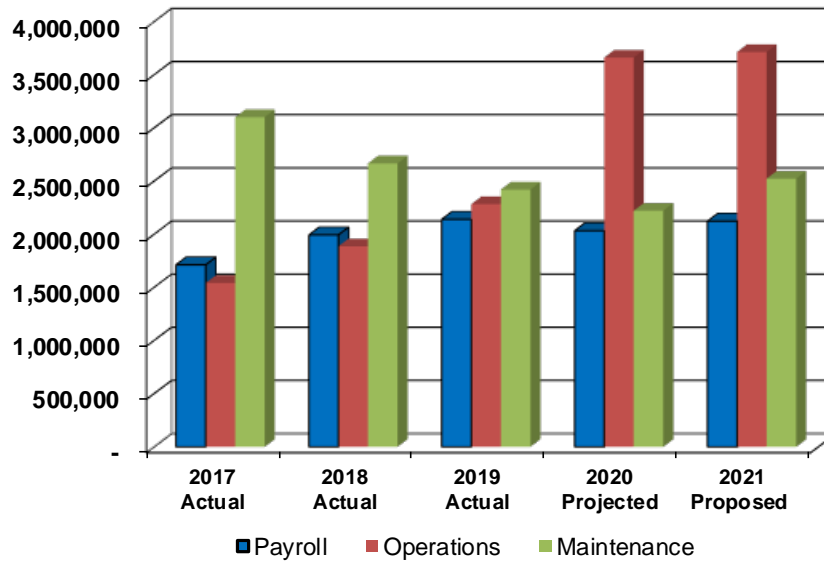
Administration

Geographic Information System

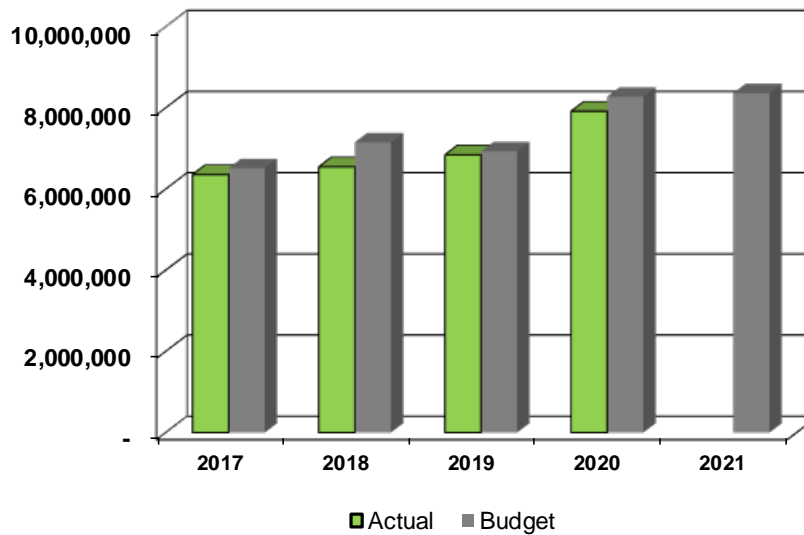


# Information Technology

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	1,713,000	1,994,757	2,140,985	2,034,300	2,124,600
Operations	1,542,200	1,887,691	2,284,495	3,662,900	3,715,100
Maintenance	3,102,100	2,667,340	2,420,745	2,222,100	2,523,900
<b>Total</b>	<b>6,357,300</b>	<b>6,549,788</b>	<b>6,846,226</b>	<b>7,919,300</b>	<b>8,363,600</b>



	2017	2018	2019	2020	2021
Actual	6,357,300	6,549,788	6,846,226	7,919,300	
Budget	6,515,700	7,151,850	6,928,100	8,274,200	8,363,600
Variance	(158,400)	(602,062)	(81,874)	(354,900)	

# Information Technology

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## Summary

### Description

The Information Technology Department consists of two activities: Administration and GIS Services. 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).

### Budget Commentary

The Information Technology budget totals \$8,363,600 which reflects an increase of \$89,400 or 1.1% increase above the operating expenditure level adopted for the 2020 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	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Administration	6,206,632	7,608,700	7,256,000	7,681,300
GIS	639,594	665,500	663,300	682,300
<b><i>Total Summary by Activity</i></b>	<b>6,846,226</b>	<b>8,274,200</b>	<b>7,919,300</b>	<b>8,363,600</b>
<b><u>Summary by Major Accounts</u></b>				
Payroll				
Regular Pay	2,070,544	2,195,700	1,959,000	2,040,300
Overtime 100%	-	-	-	-
Overtime 150%	49,660	75,000	70,000	79,600
Overtime 200%	-	-	-	-
Temporary Help	15,757	-	-	-
Standby & Premium Pay	-	-	-	-
Longevity Pay	5,025	5,300	5,300	4,700
<b><i>Total Payroll</i></b>	<b>2,140,985</b>	<b>2,276,000</b>	<b>2,034,300</b>	<b>2,124,600</b>
Operations	2,284,495	3,541,200	3,662,900	3,715,100
Maintenance	2,420,745	2,457,000	2,222,100	2,523,900
Capital Outlay	-	-	-	-
<b><i>Total Summary by Major Accounts</i></b>	<b>6,846,226</b>	<b>8,274,200</b>	<b>7,919,300</b>	<b>8,363,600</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 33%	2,259,300	2,730,500	2,613,400	2,760,000
Water Allocation 67%	4,586,926	5,543,700	5,305,900	5,603,600
<b><i>Total Funding Allocation</i></b>	<b>6,846,226</b>	<b>8,274,200</b>	<b>7,919,300</b>	<b>8,363,600</b>
<b><u>Authorized Positions</u></b>				
Administration	13	13	11	11
GIS	6	6	6	6
<b><i>Total Authorized Positions</i></b>	<b>19</b>	<b>19</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.

**Budget Commentary**

The Information Technology budget in 2021 is \$7,681,300, which is an increase of \$72,600 or 1.0% above the adopted 2020 level.

**Payroll: (\$168,400)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by a reduction in headcount.

**Operations: \$175,500**

- *Information System Professional Fees* is increasing to reflect supportive services provided by SAP's Application Management Services (AMS).
- *Outside Services* are increasing based on services being provided for security testing and the implementation of a Standards Library.
- *Books & Periodicals* is increasing for proper classification expenses, SAP Learning Hub, that were previously reported in *Employee Education Program*.
- *Mobile Communication* and *Telephone Voice & Data Lines* are increasing based on increased cellular demands on iPads and laptops.
- *Infrastructure Equipment and Licenses* are decreasing for proper classification of expenses from Operations to Maintenance.

**Maintenance: \$65,500**

- *Communications Equipment R&M* and *Information System R&M* are increasing to properly classify expenses previously in Operations to Maintenance.

## Administration

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	1,517,021	1,636,500	1,400,000	1,464,300
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	38,271	75,000	70,000	79,600
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	15,757	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	2,100	2,200	2,200	1,400
	<b>Total Payroll</b>	<b>1,573,149</b>	<b>1,713,700</b>	<b>1,472,200</b>	<b>1,545,300</b>
	<b><u>Operations</u></b>				
511030	Meals Allowance	-	-	150	200
511020	Mileage Allowance	29	500	500	500
511050	Employee Education Program	6,923	25,200	12,050	15,000
511100	Seminars & Conventions	12	300	300	300
511110	Business Travel	5,092	2,500	2,500	2,500
511120	Meeting Expenses	-	500	500	500
511210	Books & Periodicals	25,808	500	26,000	27,000
511220	Dues & Memberships	5,716	5,000	6,000	6,000
512080	Outside Services	97,933	133,000	380,000	380,000
512210	Information System Professional Fees	567,096	1,662,000	1,887,800	1,915,500
513010	Office Supplies	2,885	2,500	3,000	3,000
514110	Telephone Voice & Data Lines	729,422	745,000	754,900	755,000
514120	Mobile Communications	287,609	318,000	340,000	350,000
521190	Infrastructure Equip/Licenses	373,170	425,000	75,000	60,000
523130	Photocopier Rental	63,911	67,000	67,000	67,000
523160	Equipment Leases	101,433	120,000	75,000	100,000
	<b>Total Operations</b>	<b>2,267,038</b>	<b>3,507,000</b>	<b>3,630,700</b>	<b>3,682,500</b>
	<b><u>Maintenance</u></b>				
522020	Communications Equipment R&M	-	-	353,100	353,500
522030	Information System R&M	2,366,445	2,388,000	1,800,000	2,100,000
	<b>Total Maintenance</b>	<b>2,366,445</b>	<b>2,388,000</b>	<b>2,153,100</b>	<b>2,453,500</b>
	<b>Total Expenditure Classification</b>	<b>6,206,632</b>	<b>7,608,700</b>	<b>7,256,000</b>	<b>7,681,300</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 33%	2,048,200	2,510,900	2,394,500	2,534,800
	Water Allocation 67%	4,158,432	5,097,800	4,861,500	5,146,500
	<b>Total Funding Allocation</b>	<b>6,206,632</b>	<b>7,608,700</b>	<b>7,256,000</b>	<b>7,681,300</b>

### Authorized Positions

Business Systems Analyst	5	5	4	4
Business Systems & Security Administrator	1	1	1	1
Director of Information Technology	1	1	1	1
Durational Project Manager	1	1	-	-
Help Desk Coordinator	1	1	-	-
Information Technology Project Manager	-	-	1	1
Manager of Information Technology	1	1	1	1
Network Analyst	2	2	3	3
Systems Analyst	1	1	-	-
<b>Total Authorized Positions</b>	<b>13</b>	<b>13</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 continues 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 2021 is \$682,300, an increase of \$16,800 or 2.6% above the 2020 adopted level.

**Payroll: \$17,000**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees.
- *Longevity* has been increased based upon participation.

**Operations: (\$1,600)**

- A decrease in *Printing* is based on anticipated spend in 2020.

**Maintenance: \$1,400**

- An increase in *GIS R&M* is driven by licensing requirements.

GIS Services

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	553,523	559,200	559,000	576,000
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	11,389	-	-	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	2,925	3,100	3,100	3,300
	<b>Total Payroll</b>	<b>567,837</b>	<b>562,300</b>	<b>562,100</b>	<b>579,300</b>
	<b><u>Operations</u></b>				
513060	Information Systems Supplies	3,600	13,000	13,000	13,200
511100	Seminars & Conventions	4,479	700	700	700
511220	Dues & Memberships	390	500	500	500
512080	Outside Services	6,800	10,000	10,000	10,200
519100	Printing	1,887	6,000	4,000	4,000
522020	Communications Equipment R&M	301	4,000	4,000	4,000
	<b>Total Operations</b>	<b>17,457</b>	<b>34,200</b>	<b>32,200</b>	<b>32,600</b>
	<b><u>Maintenance</u></b>				
521080	Tool & Work Equipment	-	1,600	1,600	1,600
522150	Gis R&M	54,300	67,400	67,400	68,800
	<b>Total Maintenance</b>	<b>54,300</b>	<b>69,000</b>	<b>69,000</b>	<b>70,400</b>
	<b>Total Expenditure Classification</b>	<b>639,594</b>	<b>665,500</b>	<b>663,300</b>	<b>682,300</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 33%	211,100	219,600	218,900	225,200
	Water Allocation 67%	428,494	445,900	444,400	457,100
	<b>Total Funding Allocation</b>	<b>639,594</b>	<b>665,500</b>	<b>663,300</b>	<b>682,300</b>
	<b><u>Authorized Positions</u></b>				
	Principal GIS Analyst	2	2	2	2
	GIS Analyst	1	1	1	1
	Mapping Technician	3	3	3	3
	<b>Total Authorized Positions</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

**Finance**  
**Procurement**  
**Customer Service**

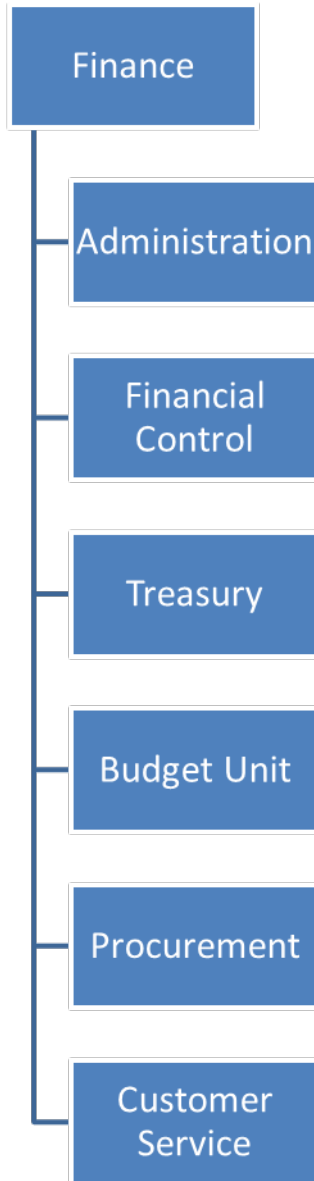
Finance

Procurement

Customer  
Service

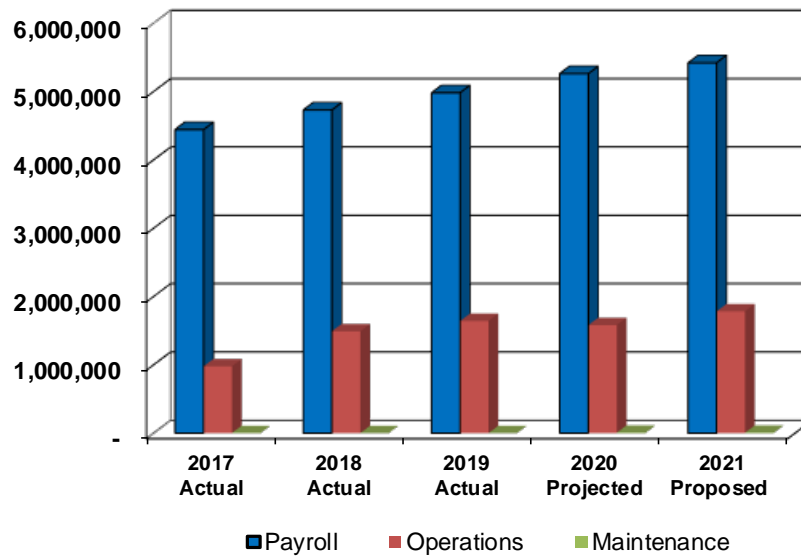
# **Finance**

Administration  
Financial Control  
Treasury  
Budget Unit  
Procurement  
Customer Service

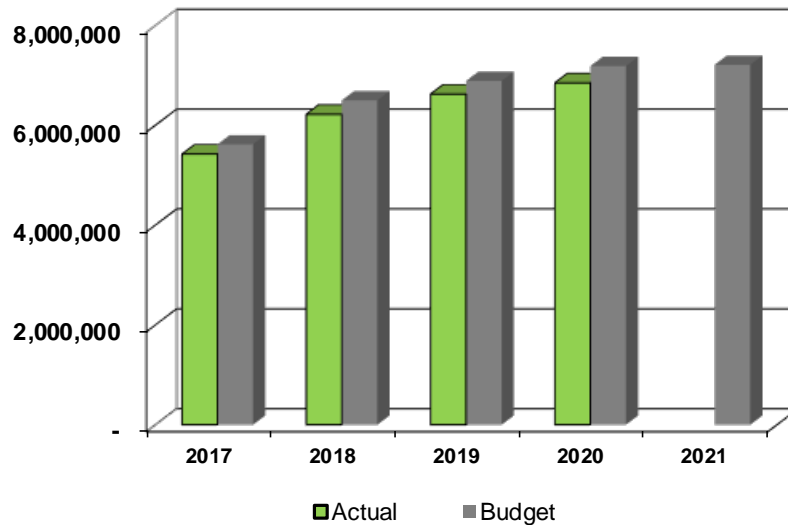


# Finance

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	4,443,300	4,729,718	4,981,956	5,262,250	5,420,600
Operations	977,900	1,490,062	1,641,891	1,581,500	1,783,100
Maintenance	800	-	-	6,000	6,000
<b>Total</b>	<b>5,422,000</b>	<b>6,219,780</b>	<b>6,623,847</b>	<b>6,849,750</b>	<b>7,209,700</b>



	2017	2018	2019	2020	2021
Actual	5,422,000	6,219,780	6,623,847	6,849,750	
Budget	5,616,800	6,497,000	6,886,300	7,183,300	7,209,700
Variance	(194,800)	(277,220)	(262,453)	(333,550)	

# Finance

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## Summary

### Description

The Finance Department consists of the following 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 2021 is \$7,209,700, which is an increase of \$26,400 or 0.4% above the adopted budget level for 2020. Budget details for the activities comprising the Finance Department follow.

# Finance

## Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Administration	373,711	1,027,800	1,068,750	1,260,100
Financial Control	1,447,729	1,302,600	1,130,900	1,381,100
Treasury	1,275,624	1,205,700	1,155,900	1,088,300
Budget Unit	552,119	567,100	466,150	490,400
Procurement	1,126,153	916,300	899,950	833,700
Customer Service	1,848,511	2,163,800	2,128,100	2,156,100
<i>Total Summary by Activity</i>	<b>6,623,847</b>	<b>7,183,300</b>	<b>6,849,750</b>	<b>7,209,700</b>
<b><u>Summary by Major Account</u></b>				
<b>Payroll</b>				
Regular Pay	4,900,626	5,346,700	5,216,300	5,311,100
Overtime 100%	1,228	2,500	5,200	11,200
Overtime 150%	59,869	85,000	30,600	80,100
Overtime 200%	-	-	-	-
Temporary Help	5,096	9,000	2,000	9,400
Standby & Premium Pay	4,675	-	-	-
Longevity Pay	10,463	10,600	8,150	8,800
<i>Total Payroll</i>	<b>4,981,956</b>	<b>5,453,800</b>	<b>5,262,250</b>	<b>5,420,600</b>
Operations	1,641,891	1,723,500	1,581,500	1,783,100
Maintenance	-	6,000	6,000	6,000
Capital	-	-	-	-
<i>Total Summary by Major Account</i>	<b>6,623,847</b>	<b>7,183,300</b>	<b>6,849,750</b>	<b>7,209,700</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 49%	3,245,700	3,519,900	3,356,400	3,532,700
Water Allocation 51%	3,378,147	3,663,400	3,493,350	3,677,000
<i>Total Funding Allocation</i>	<b>6,623,847</b>	<b>7,183,300</b>	<b>6,849,750</b>	<b>7,209,700</b>
<b><u>Authorized Positions</u></b>				
Administration	1	3	4	4
Financial Control	12	12	12	13
Treasury	12	11	10	9
Budget Unit	4	5	4	4
Procurement	8	7	7	6
Customer Service	15	14	14	14
<i>Total Authorized Positions</i>	<b>52</b>	<b>52</b>	<b>51</b>	<b>50</b>

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**Administration****Description**

The Finance Department's Administration unit is headed by the Chief Administrative Officer, who is responsible for overseeing and directing all District fiscal management and planning programs, as well as the Financial Control, Treasury, Budget Unit, Procurement and Customer Service activities.

**Budget Commentary**

The 2021 budget of \$1,260,100 for Administration, which is an increase of \$232,300 or 22.6% above the 2020 adopted budget.

**Payroll: \$133,900**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, the funding of a Sr. Administrative Analyst and the promotion of a Professional Level Trainee to a Professional Associate in 2020.

**Operations: \$98,400**

- *Outside Services* is increasing based on a continued partnership with Cohn Reznick and other consultants for financial management support.

## Administration

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	220,627	513,600	565,000	645,500
501030	Overtime 100%	-	-	1,000	1,500
501040	Overtime 150%	-	-	500	500
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	-	-	-	-
	<b>Total Payroll</b>	<b>220,627</b>	<b>513,600</b>	<b>566,500</b>	<b>647,500</b>
	<b><u>Operations</u></b>				
511020	Mileage Allowance	-	200	100	100
511100	Seminars & Conventions	419	7,500	150	7,500
511120	Meeting Expenses	1,094	4,000	500	3,000
511220	Dues & Memberships	-	1,000	500	1,000
512080	Outside Services	150,000	500,000	500,000	600,000
513010	Office Supplies	1,572	1,500	1,000	1,000
	<b>Total Operations</b>	<b>153,084</b>	<b>514,200</b>	<b>502,250</b>	<b>612,600</b>
	<b>Total Expenditure Classification</b>	<b>373,711</b>	<b>1,027,800</b>	<b>1,068,750</b>	<b>1,260,100</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	183,100	503,600	523,700	617,400
	Water Allocation 51%	190,611	524,200	545,050	642,700
	<b>Total Funding Allocation</b>	<b>373,711</b>	<b>1,027,800</b>	<b>1,068,750</b>	<b>1,260,100</b>
	<b><u>Authorized Positions</u></b>				
	Chief Administrative Officer	-	1	1	1
	Chief Financial Officer/ Director of Finance	1	1	1	1
	Professional Level Trainee	-	1	-	-
	Professional Associate	-	-	1	1
	Senior Administrative Analyst	-	-	1	1
	<b>Total Authorized Positions</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>4</b>

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**Financial Control****Description**

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 2021 totals \$1,381,100, which is an increase of \$78,500 or 6.0% above the adopted level for 2020.

**Payroll: \$82,000**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees and the promotion of a Professional Level Trainee to a Professional Associate in 2020.

**Operations: (\$3,500)**

- Expenditures in *Seminars & Conventions* and *Office Supplies* are decreasing based on projected spend, offset by an increase in Employee Education Programs for 2021.

## Financial Control

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	1,031,984	1,143,200	1,106,400	1,225,600
501030	Overtime 100%	-	-	3,500	7,000
501040	Overtime 150%	28,056	35,000	9,000	28,000
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	2,875	2,400	-	2,000
	<b>Total Payroll</b>	<b>1,062,916</b>	<b>1,180,600</b>	<b>1,118,900</b>	<b>1,262,600</b>
	<b><u>Operations</u></b>				
511050	Employee Education Program	-	-	5,000	11,000
511100	Seminars & Conventions	3,895	11,000	-	-
511120	Meeting Expenses	515	-	-	-
511220	Dues & Memberships	920	2,000	2,000	2,000
512080	Outside Services	368,148	100,000	-	100,000
513010	Office Supplies	11,335	8,000	5,000	5,000
519100	Printing	-	1,000	-	500
	<b>Total Operations</b>	<b>384,813</b>	<b>122,000</b>	<b>12,000</b>	<b>118,500</b>
	<b>Total Expenditure Classification</b>	<b>1,447,729</b>	<b>1,302,600</b>	<b>1,130,900</b>	<b>1,381,100</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	709,400	638,300	554,100	676,700
	Water Allocation 51%	738,329	664,300	576,800	704,400
	<b>Total Funding Allocation</b>	<b>1,447,729</b>	<b>1,302,600</b>	<b>1,130,900</b>	<b>1,381,100</b>
	<b><u>Authorized Positions</u></b>				
	Accountant	1	1	-	-
	Accountant 2	-	-	1	1
	Accounting Administrator	2	2	3	3
	Accounting Assistant	2	2	-	-
	Accounts Payable Supervisor	1	1	1	1
	Cost Analyst	-	-	1	1
	Billing Analyst	1	1	1	1
	Manager of Financial Control	1	1	1	1
	Principal Account Clerk	3	3	3	3
	Professional Level Trainee	1	1	-	-
	Professional Level Associate	-	-	1	1
	<b>Total Authorized Positions</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

**Treasury****Description**

The Treasury unit is composed of the following activities: Administration and Revenue 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 \$1,088,300 has decreased by \$117,400 or 9.7% below the 2020 approved budget.

**Payroll: (\$154,400)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by a decrease in headcount.

**Operations: \$37,000**

- *Outside Services* have increased to reflect Dunbar and SAP Support.

## Treasury

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	1,076,713	1,146,500	1,114,700	991,800
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	13,763	25,000	10,000	26,600
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	4,016	2,000	-	2,000
501060	Standby & Premium Pay	4,675	-	-	-
501070	Longevity Pay	2,550	2,700	2,700	1,400
	<b>Total Payroll</b>	<b>1,101,718</b>	<b>1,176,200</b>	<b>1,127,400</b>	<b>1,021,800</b>
	<b><u>Operations</u></b>				
511050	Employee Education Program	-	-	4,000	5,000
511100	Seminars & Conventions	1,705	3,000	-	2,000
511210	Books & Periodicals	-	1,000	-	-
511220	Dues & Memberships	-	1,000	-	-
512080	Outside Services	163,314	15,000	15,000	50,000
513010	Office Supplies	4,388	4,500	4,500	4,500
519100	Printing	4,500	5,000	5,000	5,000
	<b>Total Operations</b>	<b>173,907</b>	<b>29,500</b>	<b>28,500</b>	<b>66,500</b>
	<b>Total Expenditure Classification</b>	<b>1,275,624</b>	<b>1,205,700</b>	<b>1,155,900</b>	<b>1,088,300</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	625,100	590,800	566,400	533,300
	Water Allocation 51%	650,524	614,900	589,500	555,000
	<b>Total Funding Allocation</b>	<b>1,275,624</b>	<b>1,205,700</b>	<b>1,155,900</b>	<b>1,088,300</b>
	<b><u>Authorized Positions</u></b>				
	Accounting Assistant	2	2	2	1
	Administrative Analyst	1	1	1	1
	Cash Management Analyst	1	1	1	1
	Claims Agent	1	-	-	-
	Financial Analyst	2	2	2	2
	Manager of Treasury	1	1	1	1
	Principal Account Clerk	2	2	2	2
	Treasury Receivables Administrator	1	1	1	1
	Treasury Receivables Specialist	1	1	-	-
	<b>Total Authorized Positions</b>	<b>12</b>	<b>11</b>	<b>10</b>	<b>9</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. Additionally, the Budget Unit provides Fixed Asset analysis, the review of project appropriations, expenditures and business areas within The District, this includes revenue, expenditure forecasting and management analysis.

**Budget Commentary**

The Budget Unit's budget for 2021 totals \$490,400, a decrease of \$76,700 or 13.5% below the 2020 adopted level.

**Payroll: (\$73,500)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees; offset by a decrease in headcount.

**Operations: (\$3,200)**

- Various allotments are decreasing, *Seminars & Conventions*, *Dues & Membership* and *Other Printing* to align with anticipated spend.

## Budget Unit

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	348,636	547,300	452,000	473,800
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	-	-	-	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	250	300	250	300
	<b>Total Payroll</b>	<b>348,886</b>	<b>547,600</b>	<b>452,250</b>	<b>474,100</b>
	<b><u>Operations</u></b>				
511050	Employee Education Program	-	-	400	500
511100	Seminars & Conventions	-	3,000	-	2,500
511220	Dues & Memberships	-	500	500	300
512070	Consultant Services	11,100	-	-	-
512080	Outside Services	181,583	-	-	-
513010	Office Supplies	1,791	1,000	1,000	1,000
519100	Printing	8,760	15,000	12,000	12,000
	<b>Total Operations</b>	<b>203,233</b>	<b>19,500</b>	<b>13,900</b>	<b>16,300</b>
	<b>Total Expenditure Classification</b>	<b>552,119</b>	<b>567,100</b>	<b>466,150</b>	<b>490,400</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	270,500	277,900	228,400	240,300
	Water Allocation 51%	281,619	289,200	237,750	250,100
	<b>Total Funding Allocation</b>	<b>552,119</b>	<b>567,100</b>	<b>466,150</b>	<b>490,400</b>
	<b><u>Authorized Positions</u></b>				
	Financial Analyst	2	3	2	2
	Manager of Budgeting & Analysis	1	1	1	1
	Senior Financial Analyst	1	1	1	1
	<b>Total Authorized Positions</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>

**Procurement****Description**

The Procurement activity is headed by the Chief Administrative Officer. 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 2021 Procurement budget is \$833,700, which is a decrease of \$82,600 or 9.0% below the 2020 adopted level.

**Payroll: (\$79,400)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by a decrease headcount.

**Operations: (\$3,200)**

- Various allotments are decreasing, *Mileage Allowance, Dues & Memberships, Legal Advertising* to align with anticipated spend for the coming year.

## Procurement

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	1,078,370	837,400	841,200	758,200
501030	Overtime 100%	1,228	2,500	700	2,700
501040	Overtime 150%	-	-	100	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Help	1,080	5,000	-	5,400
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	1,400	1,600	1,600	800
	<b>Total Payroll</b>	<b>1,082,078</b>	<b>846,500</b>	<b>843,600</b>	<b>767,100</b>
	<b><u>Operations</u></b>				
511020	Mileage Allowance	-	100	-	-
511100	Seminars & Conventions	1,209	2,500	100	2,500
511110	Business Travel	51	-	-	-
511120	Meeting Expenses	145	500	250	500
511210	Books & Periodicals	-	200	-	100
511220	Dues & Memberships	312	500	-	-
512080	Outside Services	31,897	50,000	50,000	50,000
512110	Legal Advertising	6,489	12,000	4,000	10,000
513010	Office Supplies	3,972	4,000	2,000	3,500
	<b>Total Operations</b>	<b>44,075</b>	<b>69,800</b>	<b>56,350</b>	<b>66,600</b>
	<b>Total Expenditure Classification</b>	<b>1,126,153</b>	<b>916,300</b>	<b>899,950</b>	<b>833,700</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	551,800	449,000	441,000	408,500
	Water Allocation 51%	574,353	467,300	458,950	425,200
	<b>Total Funding Allocation</b>	<b>1,126,153</b>	<b>916,300</b>	<b>899,950</b>	<b>833,700</b>
	<b><u>Authorized Positions</u></b>				
	Compliance Analyst	1	1	1	1
	Contract Specialist	3	3	3	3
	Director of Procurement	1	-	-	-
	Procurement Specialist	1	1	1	1
	Strategic Sourcing Specialist	1	1	1	1
	Senior Buyer	1	1	1	-
	<b>Total Authorized Positions</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>6</b>

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**Customer Service****Description**

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 2021 totals \$2,156,100 reflecting a decrease of \$7,700 or 0.4% below the 2020 adopted level.

**Payroll: \$58,200**

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

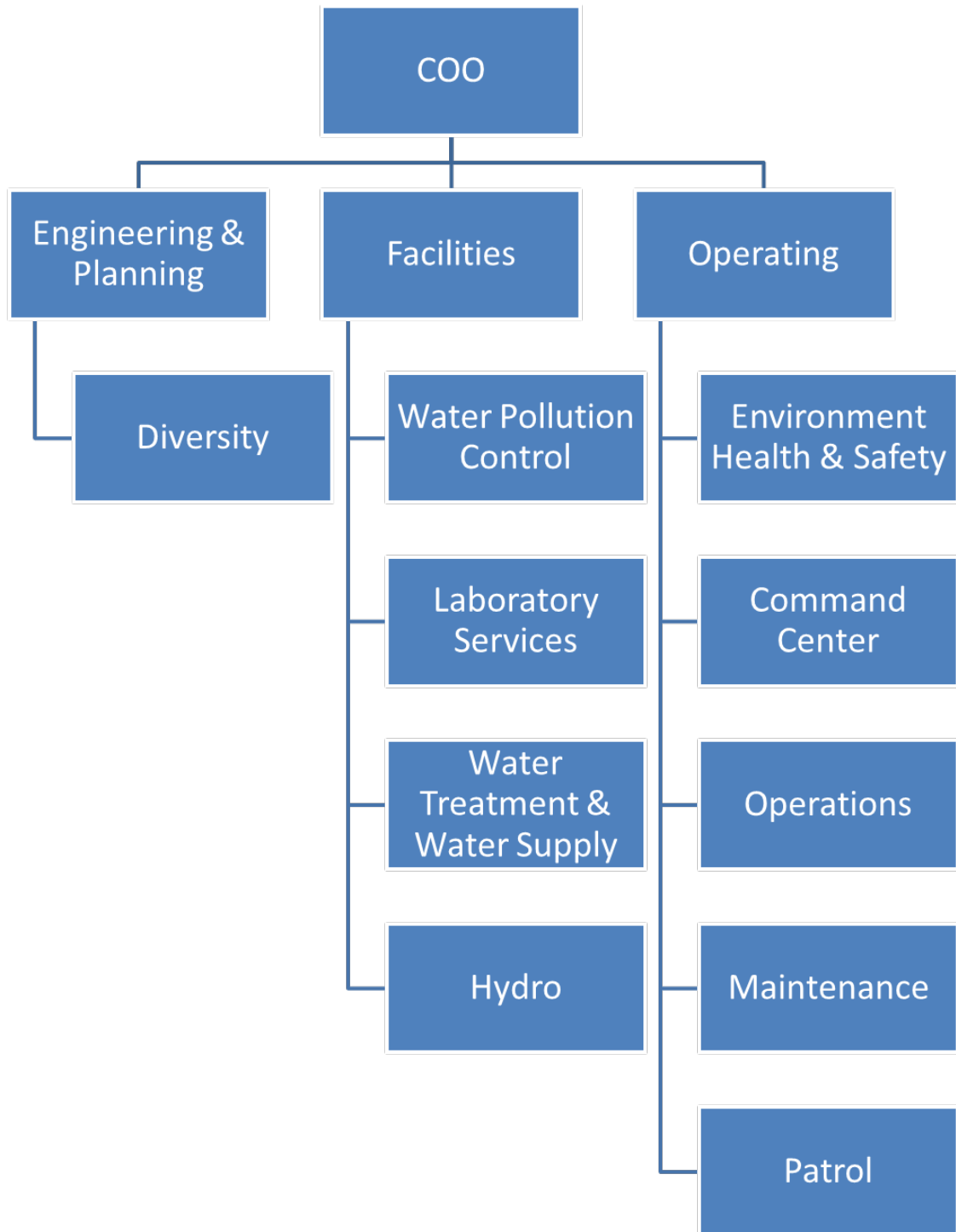
**Operations: (\$65,900)**

- *Photocopier Rental, Other Equipment Rental, Envelopes, and Printing* are decreasing with the nonrenewal of contracts for high speed printers and mailing equipment with more customers electing for electronic billing correspondence. This is offset by an increase in *Outside Services* based on current monthly billing expenditures.

## Customer Service

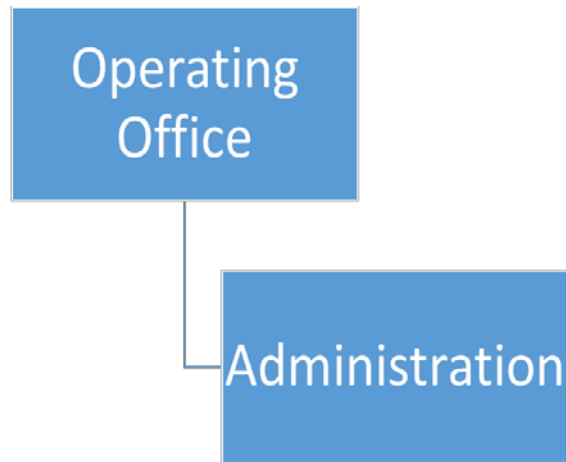
Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	1,144,295	1,158,700	1,137,000	1,216,200
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	18,049	25,000	11,000	25,000
501050	Overtime 200%	-	-	-	-
501020	Temporary Help	-	2,000	2,000	2,000
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	3,388	3,600	3,600	4,300
	<b>Total Payroll</b>	<b>1,165,732</b>	<b>1,189,300</b>	<b>1,153,600</b>	<b>1,247,500</b>
	<b><u>Operations</u></b>				
511010	Clothing Allowance	325	-	-	-
511120	Meeting Expenses	-	500	500	600
511220	Dues & Memberships	-	500	500	-
512080	Outside Services	633,709	800,000	800,000	825,000
513010	Office Supplies	7,129	7,500	7,500	7,500
519020	Postage	1,100	35,000	35,000	40,000
519030	Envelopes	725	40,000	40,000	10,000
519100	Printing	1,540	5,000	5,000	2,500
523140	Other Equipment Rental	17,390	20,000	20,000	4,000
523130	Photocopier Rental	20,860	60,000	60,000	13,000
	<b>Total Operations</b>	<b>682,779</b>	<b>968,500</b>	<b>968,500</b>	<b>902,600</b>
	<b><u>Maintenance</u></b>				
521050	Office Furniture & Equipment	-	6,000	6,000	6,000
	<b>Total Maintenance</b>	<b>-</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
	<b>Total Expenditure Classification</b>	<b>1,848,511</b>	<b>2,163,800</b>	<b>2,128,100</b>	<b>2,156,100</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	905,800	1,060,300	1,042,800	1,056,500
	Water Allocation 51%	942,711	1,103,500	1,085,300	1,099,600
	<b>Total Funding Allocation</b>	<b>1,848,511</b>	<b>2,163,800</b>	<b>2,128,100</b>	<b>2,156,100</b>
	<b><u>Authorized Positions</u></b>				
	Administrative Assistant	1	1	1	1
	Customer Services Rep.	5	7	7	7
	Customer Services Supervisor	1	1	1	1
	Manager of Customer Service	1	1	1	1
	Principal Account Clerk	3	3	3	3
	Senior Clerk	2	-	-	-
	Senior Customer Services Rep.	2	1	1	1
	<b>Total Authorized Positions</b>	<b>15</b>	<b>14</b>	<b>14</b>	<b>14</b>

Operating Office  
Engineering & Planning  
Environment, Health & Safety  
Command Center  
Diversity  
Operations  
Laboratory Services  
Water Pollution Control  
Maintenance  
Water Treatment & Supply  
Patrol  
Hydro



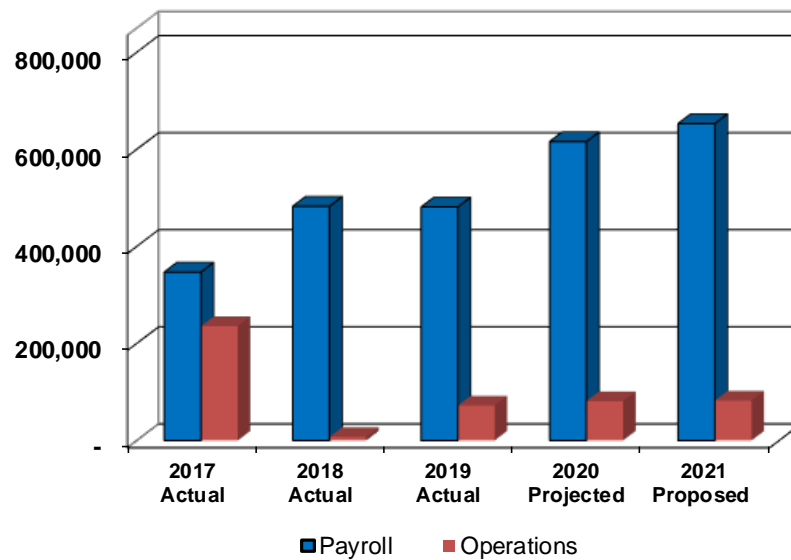
# **Operating Office**

Administration

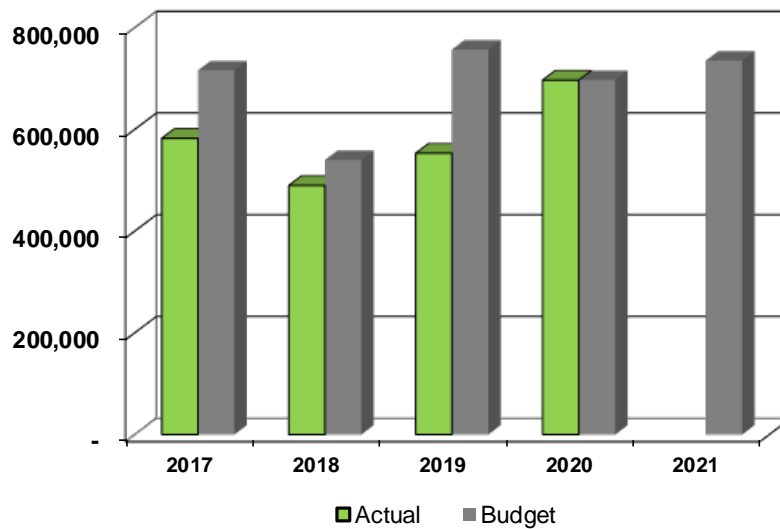


## Operating Office

### Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	347,000	482,706	481,253	616,000	653,000
Operations	235,700	7,266	71,982	81,000	82,400
Maintenance	-	-	-	-	-
<b>Total</b>	<b>582,700</b>	<b>489,972</b>	<b>553,235</b>	<b>697,000</b>	<b>735,400</b>



	2017	2018	2019	2020	2021
Actual	582,700	489,972	553,235	697,000	
Budget	716,200	539,900	757,000	697,000	735,400
Variance	(133,500)	(49,928)	(203,765)	-	

# Operating Office

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## Summary

### Description

The Operating Office is responsible for overseeing all of the District's Operating departments: Environment, Health & Safety, Command Center, Operations, Laboratory Services, Water Pollution Control, Maintenance, Water Treatment & Water Supply, Patrol and Hydro.

### Budget Commentary

The Operating Office budget for 2021 totals \$735,400, increasing by 38,400 or 5.5% above the 2020 adopted level. Budget details for the activities comprising the Operating Office follow.

# Operating Office

## Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Administration	553,235	697,000	697,000	735,400
Total Summary by Activity	553,235	697,000	697,000	735,400
<b><u>Summary by Major Account</u></b>				
Payroll				
Regular Pay	477,514	612,900	612,900	649,700
Overtime 100%	-	-	-	-
Overtime 150%	3,238	2,000	2,000	2,200
Overtime 200%	-	-	-	-
Temporary Pay	-	-	-	-
Standby & Premium Pay	-	-	-	-
Longevity Pay	500	1,100	1,100	1,100
Total Payroll	481,253	616,000	616,000	653,000
Operations	71,982	81,000	81,000	82,400
Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total Summary by Major Account	553,235	697,000	697,000	735,400
<b><u>Funding Allocation</u></b>				
Sewer Allocation 49%	271,100	341,500	341,500	360,300
Water Allocation 51%	282,135	355,500	355,500	375,100
Total Funding Allocation	553,235	697,000	697,000	735,400
<b><u>Authorized Positions</u></b>				
Administration	3	4	4	4
Total Authorized Positions	3	4	4	4

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**Administration****Description**

The Operating Office is responsible for overseeing all of the District's Operating departments: Environment, Health & Safety, Command Center, Operations, Laboratory Services, Water Pollution Control, Maintenance, Water Treatment & Water Supply, Patrol and Hydro.

**Budget Commentary**

The Operating Office – Administration budget for 2021 totals \$735,400, increasing by \$38,400 or 5.5% below the 2020 adopted level.

**Payroll: \$37,000**

- *Regular Pay* includes increases, cost of living increments for eligible employees and the promotion of a Professional Level Trainee to a Professional Level Associate.
- *Longevity Pay* has increased based upon participation.

**Operations: \$1,400**

- The *Employee Education Program* allotment will increase for anticipated training in 2021.

# Operating Office

## Administration

2300010010

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	477,514	612,900	612,900	649,700
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	3,238	2,000	2,000	2,200
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	500	1,100	1,100	1,100
	<b>Total Payroll</b>	<b>481,253</b>	<b>616,000</b>	<b>616,000</b>	<b>653,000</b>
	<b><u>Operations</u></b>				
511010	Clothing Allowance	-	500	500	500
511020	Mileage Allowance	81	-	-	-
512840	Licenses & Registration	-	1,500	1,500	1,500
513010	Office Supplies	2,292	4,000	4,000	4,000
511100	Seminars & Conventions	-	4,000	4,000	4,000
511220	Dues & Memberships	-	2,000	2,000	2,000
511050	Employee Education Program	45,797	65,000	65,000	66,400
511120	Meeting Expenses	3,814	4,000	4,000	4,000
512080	Outside Services	20,000	-	-	-
	<b>Total Operations</b>	<b>71,982</b>	<b>81,000</b>	<b>81,000</b>	<b>82,400</b>
	<b>Total Expenditure Classification</b>	<b>553,235</b>	<b>697,000</b>	<b>697,000</b>	<b>735,400</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 25%	271,100	341,500	341,500	360,300
	Water Allocation 75%	282,135	355,500	355,500	375,100
	<b>Total Funding Allocation</b>	<b>553,235</b>	<b>697,000</b>	<b>697,000</b>	<b>735,400</b>
	<b><u>Authorized Positions</u></b>				
	Chief Operating Officer	1	1	1	1
	Director of Facilities	1	1	1	1
	Professional Level Trainee	1	1	-	-
	Professional Level Associate	-	-	1	1
	Administrative Assistant	-	1	1	1
	<b>Total Authorized Positions</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>

# **Engineering & Planning**

Administration

Diversity

Technical Services

Engineering Services

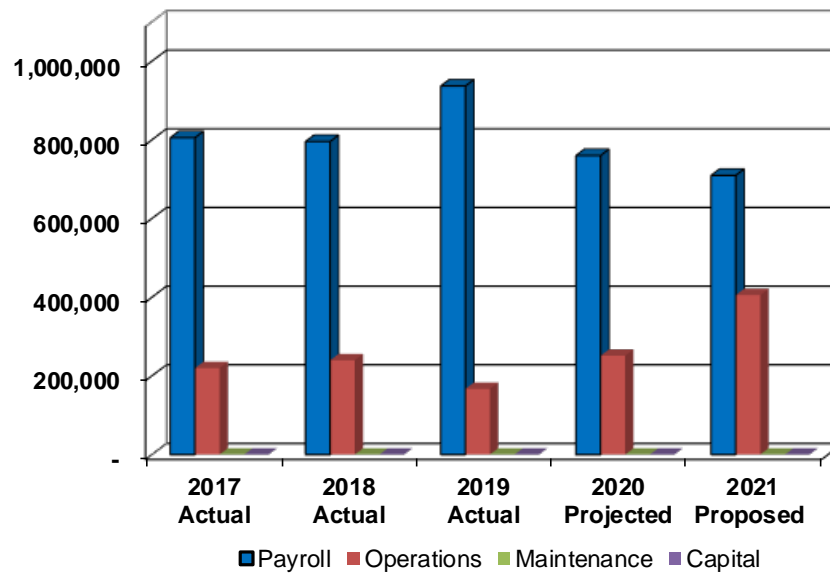
Construction Services

Survey & Inspection

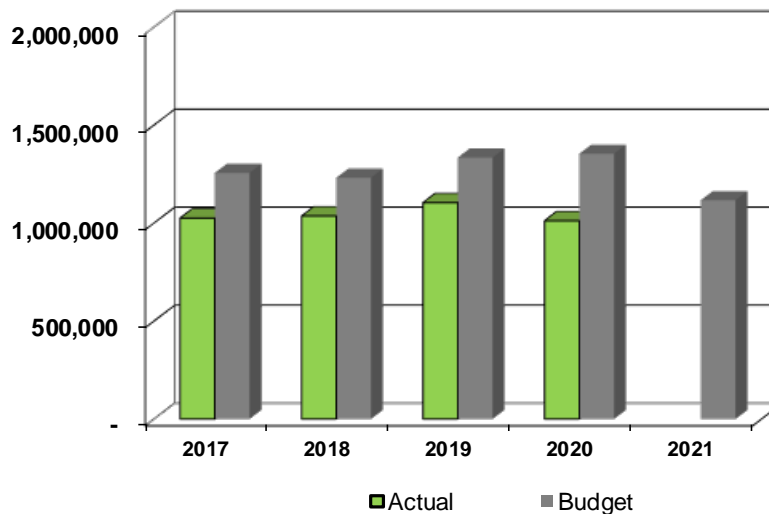


# Engineering & Planning

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	805,400	795,756	936,791	760,100	709,700
Operations	219,800	239,908	167,005	251,376	405,600
Maintenance	-	-	-	-	-
Capital	-	-	-	-	-
<b>Total</b>	<b>1,025,200</b>	<b>1,035,664</b>	<b>1,103,796</b>	<b>1,011,476</b>	<b>1,115,300</b>



	2017	2018	2019	2020	2021
Actual	1,025,200	1,035,664	1,103,796	1,011,476	
Budget	1,255,200	1,230,500	1,333,400	1,352,900	1,115,300
Variance	(230,000)	(194,836)	(229,604)	(341,424)	

# Engineering & Planning

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## Summary

### Description

The Engineering and Planning Department in 2021 consists of: Administration, Diversity, Survey & Inspection, Engineering Services, Construction Services and Technical Services.

### Budget Commentary

The overall Engineering & Planning budget for 2021 is \$1,115,300, a decrease of \$237,600 or 17.6% below the budget level adopted for 2020. Budget details for the activities comprising the Engineering and Planning department follow.

# Engineering & Planning

## Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Administration	929,910	1,126,400	830,976	924,200
Diversity	173,887	226,500	180,500	191,100
<b>Total Summary by Activity</b>	<b>1,103,796</b>	<b>1,352,900</b>	<b>1,011,476</b>	<b>1,115,300</b>
<b><u>Summary by Major Account</u></b>				
<b>Payroll</b>				
Regular Pay	932,341	855,600	755,600	706,100
Overtime 100%	-	-	-	-
Overtime 150%	-	500	500	500
Overtime 200%	-	-	-	-
Temporary Help	600	-	-	-
Standby & Premium Pay	-	-	-	-
Longevity Pay	3,850	4,000	4,000	3,100
<b>Total Payroll</b>	<b>936,791</b>	<b>860,100</b>	<b>760,100</b>	<b>709,700</b>
Operations	167,005	492,800	251,376	405,600
Maintenance	-	-	-	-
Capital	-	-	-	-
<b>Total Summary by Major Account</b>	<b>1,103,796</b>	<b>1,352,900</b>	<b>1,011,476</b>	<b>1,115,300</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 49%	540,900	662,900	495,600	546,500
Water Allocation 51%	562,896	690,000	515,876	568,800
<b>Total Funding Allocation</b>	<b>1,103,796</b>	<b>1,352,900</b>	<b>1,011,476</b>	<b>1,115,300</b>
<b><u>Authorized Positions</u></b>				
Administration	7	6	5	4
Diversity	1	1	1	1
<b>Total Authorized Positions</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</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: Diversity, Technical Services, Engineering Services, Construction Services and Survey & Inspection. 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 2021 is \$924,200, a decrease of \$202,200 or 18.0% below the expenditure level adopted for 2020.

**Payroll: (\$155,000)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by a reduction in headcount.

**Operations: (\$47,200)**

- *Consultant Services* funding has decreased for the proposed 2021 year.

**Administration**

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	780,384	701,900	601,900	547,800
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	-	500	500	500
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	3,600	3,700	3,700	2,800
	<b>Total Payroll</b>	<b>783,984</b>	<b>706,100</b>	<b>606,100</b>	<b>551,100</b>
	<b><u>Operations</u></b>				
511010	Clothing Allowance	278	1,000	226	500
511020	Mileage Allowance	3,395	2,500	-	2,500
512840	Licenses & Registration	9,686	10,100	9,000	1,500
513690	Materials From Stock	2,491	3,000	1,000	3,000
513010	Office Supplies	15,015	15,000	10,000	12,000
513150	Survey Const. Supplies	11,640	20,000	22,000	30,000
513400	Small Tools & Equipment	-	-	-	2,000
513080	Communication Equipment & Supplies	190	400	150	400
513120	Safety Supplies	183	300	-	300
511100	Seminars & Conventions	10,132	8,000	1,200	4,000
512220	Engineering Professional Fees	-	-	-	8,400
511220	Dues & Memberships	6,152	7,000	-	6,500
511210	Books & Periodicals	390	1,000	150	1,000
511050	Employee Education Program	3,750	-	1,000	-
511120	Meeting Expenses	328	2,000	150	1,000
512080	Outside Services	26,749	100,000	30,000	100,000
512070	Consultant Services	55,547	250,000	150,000	200,000
	<b>Total Operations</b>	<b>145,926</b>	<b>420,300</b>	<b>224,876</b>	<b>373,100</b>
		<b>929,910</b>	<b>1,126,400</b>	<b>830,976</b>	<b>924,200</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	455,700	551,900	407,200	452,900
	Water Allocation 51%	474,210	574,500	423,776	471,300
		<b>929,910</b>	<b>1,126,400</b>	<b>830,976</b>	<b>924,200</b>
	<b><u>Authorized Positions</u></b>				
	Administrative Clerk	2	1	1	1
	Director of Engineering & Planning	1	1	1	1
	Sr. Engineering Drafter	3	3	2	1
	Project Control Manager	-	1	1	-
	Special Projects Administrator	1	-	-	-
	Contract Administrator	-	-	-	1
	<b>Total Authorized Positions</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>

**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 2021 budget is \$191,100, a decrease of \$40,000, or 15.6% below the 2020 adopted level.

**Payroll: \$4,600**

- *Regular Pay* includes cost-of-living increases for eligible employees.
- *Longevity Pay* is increasing based upon participation.

**Operations: (\$40,000)**

- *Diversity Programs* has decreased based on historical spending.

**Diversity**

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	151,958	153,700	153,700	158,300
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	-	-	-	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	600	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	250	300	300	300
	<b>Total Payroll</b>	<b>152,808</b>	<b>154,000</b>	<b>154,000</b>	<b>158,600</b>
	<b><u>Operations</u></b>				
511100	Seminars & Conventions	880	1,500	-	1,000
511220	Dues & Memberships	-	5,000	500	1,000
511120	Meeting Expenses	-	500	-	-
511110	Business Travel	579	500	-	500
512070	Consultant Services	7,400	25,000	20,000	10,000
519080	Diversity Programs	12,220	40,000	6,000	20,000
	<b>Total Operations</b>	<b>21,079</b>	<b>72,500</b>	<b>26,500</b>	<b>32,500</b>
	<b>Total Expenditure Classification</b>	<b>173,887</b>	<b>226,500</b>	<b>180,500</b>	<b>191,100</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	85,200	111,000	88,400	93,600
	Water Allocation 51%	88,687	115,500	92,100	97,500
	<b>Total Funding Allocation</b>	<b>173,887</b>	<b>226,500</b>	<b>180,500</b>	<b>191,100</b>
	<b><u>Authorized Positions</u></b>				
	Diversity Manager	1	1	1	1
	<b>Total Authorized Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

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

The Survey & Inspection department is a part of the Capital Improvement Program. Specific projects and details are in the 2021 Capital Improvement Budget. There are 13 positions budgeted for the full 2021 Capital Improvement Program budget year.

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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 in the 2021 Capital Improvement Budget. There are 15 positions budgeted for the full 2021 Capital Improvement Program budget year.

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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 in the 2021 Capital Improvement Budget. There are 6 positions budgeted for the full 2021 Capital Improvement Program year.

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

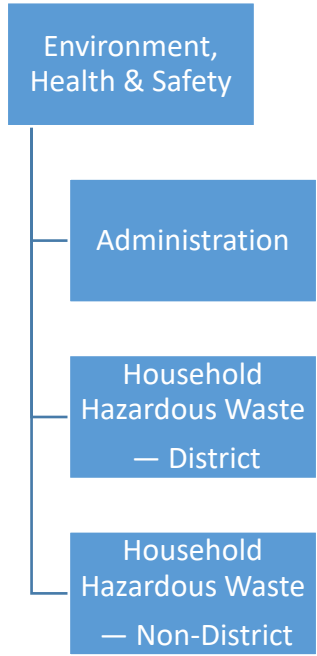
The Technical Services department is a part of the Capital Improvement Program. Specific projects and details are in the 2021 Capital Improvement Budget. There are 19 positions budgeted for the full 2021 Capital Improvement Program budget year.

# **Environment, Health & Safety**

Administration

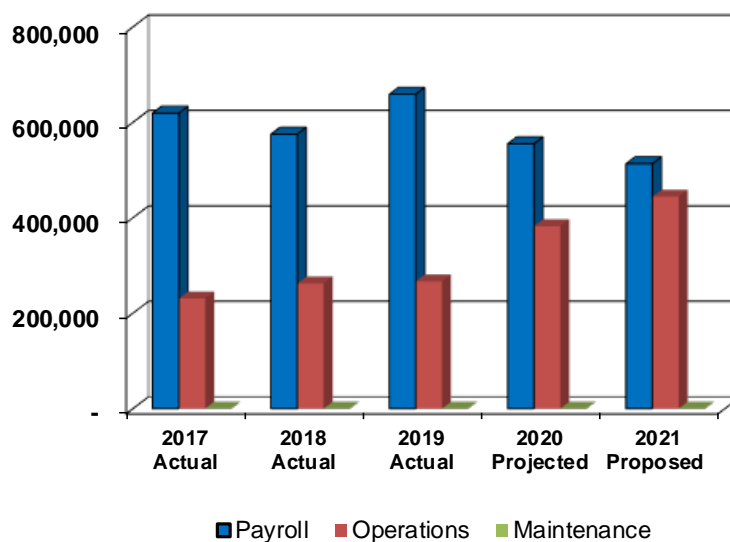
Household Hazardous Waste — District

Household Hazardous Waste — Non-District

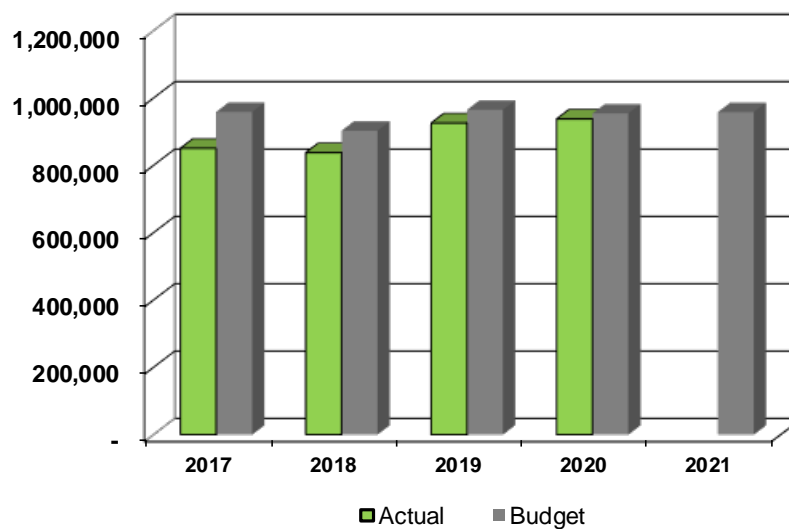


# Environment, Health & Safety

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	619,500	575,265	658,983	555,200	513,500
Operations	231,000	262,400	266,804	382,700	444,400
Maintenance	-	-	-	-	-
<b>Total</b>	<b>850,500</b>	<b>837,665</b>	<b>925,787</b>	<b>937,900</b>	<b>957,900</b>



	2017	2018	2019	2020	2021
Actual	850,500	837,665	925,787	937,900	
Budget	958,400	902,700	964,800	954,000	957,900
Variance	(107,900)	(65,035)	(39,013)	(16,100)	

# **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 2021 totals \$957,900, an increase of \$3,900 or 0.4% above the 2020 adopted level. Budget details for the activities comprising the Environment, Health & Safety Department follow.

# Environment, Health & Safety

## Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Administration	749,928	715,000	685,500	671,300
Household Hazardous Waste - District	173,679	214,500	225,400	258,500
Household Hazardous Waste - Non-District	2,180	24,500	27,000	28,100
<i>Total Summary by Activity</i>	<b>925,787</b>	<b>954,000</b>	<b>937,900</b>	<b>957,900</b>
<b><u>Summary by Major Account</u></b>				
<i>Payroll</i>				
Regular Pay	639,374	579,200	544,200	493,000
Overtime 100%	-	-	-	-
Overtime 150%	6,586	9,000	9,000	9,000
Overtime 200%	-	-	-	-
Pay Temporary	11,248	10,000	-	10,000
Standby & Premium Pay	-	-	-	-
Longevity Pay	1,775	2,000	2,000	1,500
<i>Total Payroll</i>	<b>658,983</b>	<b>600,200</b>	<b>555,200</b>	<b>513,500</b>
Operations	266,804	353,800	382,700	444,400
Maintenance	-	-	-	-
<i>Total Summary by Major Account</i>	<b>925,787</b>	<b>954,000</b>	<b>937,900</b>	<b>957,900</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 49%	453,700	467,500	459,500	469,400
Water Allocation 51%	472,087	486,500	478,400	488,500
<i>Total Funding Allocation</i>	<b>925,787</b>	<b>954,000</b>	<b>937,900</b>	<b>957,900</b>
<b><u>Authorized Positions</u></b>				
Administration	5	5	4	4

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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, safety training, environmental reporting and the Household Hazardous Waste Program.

**Budget Commentary**

The Environment, Health & Safety budget for 2021 totals \$671,300, a decrease of \$43,700 or 6.1% below the 2020 adopted level.

**Payroll: (\$86,700)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees offset by a reduction in headcount.
- *Longevity* has decreased based upon participation.

**Operations: \$43,000**

- *Safety & First Aid Supplies* are increasing due to Covid-19 response and demand for PPE items.

Administration

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	639,374	579,200	544,200	493,000
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	-	-	-	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Help	11,248	10,000	-	10,000
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	1,775	2,000	2,000	1,500
	<b>Total Payroll</b>	<b>652,397</b>	<b>591,200</b>	<b>546,200</b>	<b>504,500</b>
	<b><u>Operations</u></b>				
519020	Postage				
512840	Licenses and Registration	570	600	600	600
513010	Office Supplies & Expenses	2,694	3,000	3,000	3,000
513400	Small Tools	199	200	200	200
513120	Safety & First Aid Supplies	43,808	28,000	70,000	70,000
511100	Seminars & Conventions	937	3,000	2,000	2,000
511220	Dues-Professional Associations	933	2,000	2,000	2,000
511120	Meeting Expenses	1,136	1,000	500	1,000
512720	Soil Testing	-	-	5,000	5,000
512080	Outside Services	2,992	3,000	3,000	3,000
503010	Medical Services	39,239	43,000	45,000	45,000
512710	Outside Testing & Lab Services	824	15,000	3,000	10,000
512070	Consultant Services	4,200	25,000	5,000	25,000
	<b>Total Operations</b>	<b>97,531</b>	<b>123,800</b>	<b>139,300</b>	<b>166,800</b>
	<b>Total Expenditure Classification</b>	<b>749,928</b>	<b>715,000</b>	<b>685,500</b>	<b>671,300</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	367,500	350,400	335,900	328,900
	Water Allocation 51%	382,428	364,600	349,600	342,400
	<b>Total Funding Allocation</b>	<b>749,928</b>	<b>715,000</b>	<b>685,500</b>	<b>671,300</b>
	<b><u>Authorized Positions</u></b>				
	Environmental Analyst 2	1	-	-	-
	Manager of EH&S	1	1	1	1
	Occupational Health & Safety Analyst	1	1	1	1
	Project Manager	1	1	1	1
	Risk Services Analyst	1	1	-	-
	Professional Level Trainee	-	1	1	1
	<b>Total Authorized Positions</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>

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**Household Hazardous Waste — District**

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**Description**

The Household Hazardous Waste (HHW) program provides member towns (and non-member towns, see 2310010030) 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 2021 totals \$258,500, which is above the 2020 adopted level by \$44,000, an increase of 20.5%

**Payroll: \$0**

- No change in the budget for 2021.

**Operations: \$44,000**

- Expenses increased to reflect the rise in rates to dispose of Hazardous Waste Materials in the coming year because of increased participation from prior year.

Household Hazardous Waste — District

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	-	-	-	-
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	5,774	8,000	8,000	8,000
501050	Overtime 200%	-	-	-	-
501020	Temporary Help	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	-	-	-	-
	<b>Total Payroll</b>	<b>5,774</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
	<b><u>Operations</u></b>				
511010	Clothing & Apparel	-	300	200	300
513010	Office Supplies & Expenses	88	200	200	200
521020	Safety Equipment	135	200	200	200
512410	Refuse Collection	7,920	9,000	10,000	12,000
512450	Household Hazardous Waste Disposal	144,542	180,000	190,000	220,000
511120	Meeting Expenses	596	800	800	800
512080	Outside Services	330	-	-	-
511240	Public Education & Information	12,293	14,000	14,000	15,000
513070	Promotional Materials	2,000	2,000	2,000	2,000
	<b>Total Operations</b>	<b>167,905</b>	<b>206,500</b>	<b>217,400</b>	<b>250,500</b>
	<b>Total Expenditure Classification</b>	<b>173,679</b>	<b>214,500</b>	<b>225,400</b>	<b>258,500</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	85,100	105,100	110,400	126,700
	Water Allocation 51%	88,579	109,400	115,000	131,800
	<b>Total Funding Allocation</b>	<b>173,679</b>	<b>214,500</b>	<b>225,400</b>	<b>258,500</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 2021 totals \$28,100, which is above the 2020 adopted level by \$3,600 or 14.7%. The cost of these events are billed to non-district communities, which is reflected in revenue.

**Payroll: \$0**

- No change in the budget for 2021.

**Operations: \$3,600**

- Expenses increased based on a rise in participation.

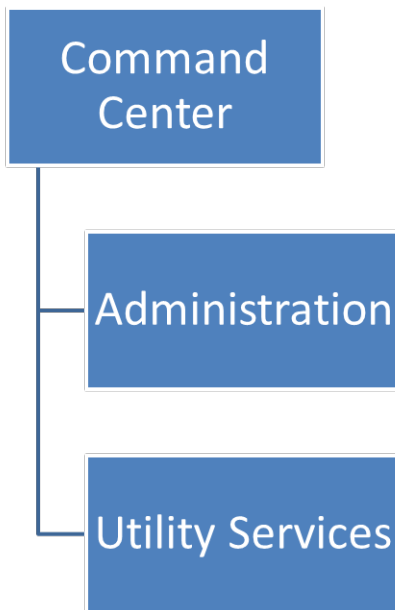
Household Hazardous Waste — Non-District

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	-	-	-	-
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	812	1,000	1,000	1,000
501050	Overtime 200%	-	-	-	-
501020	Temporary Help	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	-	-	-	-
	<b>Total Payroll</b>	<b>812</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
	<b><u>Operations</u></b>				
511030	Meal Allowances				
511010	Clothing & Apparel	-	100	100	100
513010	Office Supplies & Expenses	18	100	100	100
521020	Safety Equipment	-	100	100	100
512410	Refuse Collection	1,000	1,000	1,000	1,100
512450	Household Hazardous Waste Disposal	-	20,000	23,000	24,000
511120	Meeting Expenses	47	200	200	200
511240	Public Education & Information	-	1,000	1,000	1,000
513070	Promotional Materials	303	1,000	500	500
	<b>Total Operations</b>	<b>1,368</b>	<b>23,500</b>	<b>26,000</b>	<b>27,100</b>
	<b>Total Expenditure Classification</b>	<b>2,180</b>	<b>24,500</b>	<b>27,000</b>	<b>28,100</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	1,100	12,000	13,200	13,800
	Water Allocation 51%	1,080	12,500	13,800	14,300
	<b>Total Funding Allocation</b>	<b>2,180</b>	<b>24,500</b>	<b>27,000</b>	<b>28,100</b>

# **Command Center**

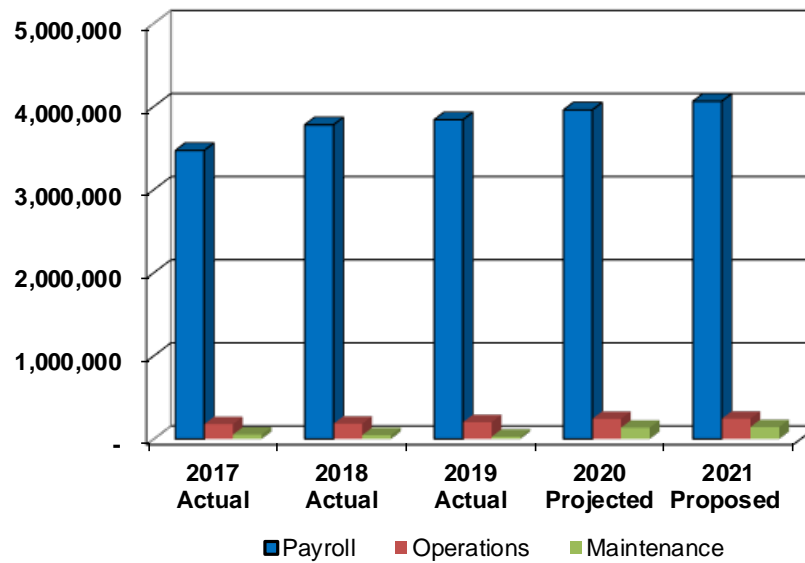
Administration

Utility Services

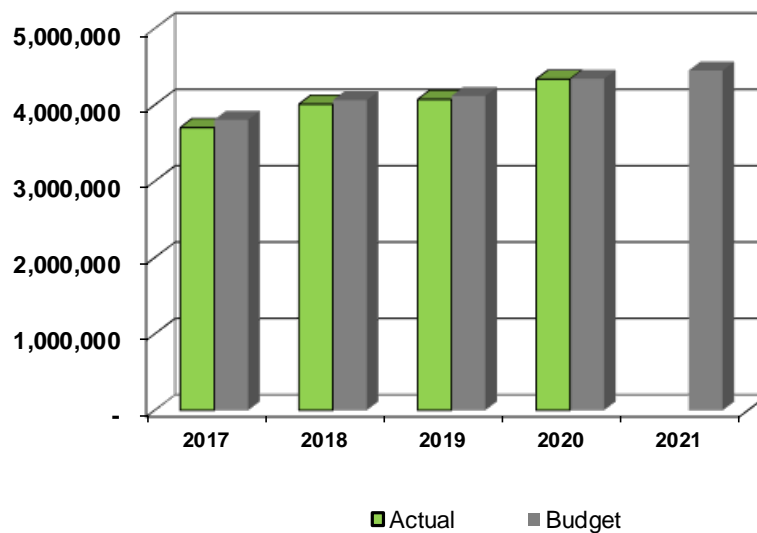


# Command Center

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	3,471,200	3,779,999	3,841,285	3,960,000	4,062,900
Operations	178,000	183,494	201,785	241,800	243,300
Maintenance	52,400	44,970	27,389	134,800	142,800
<b>Total</b>	<b>3,701,600</b>	<b>4,008,463</b>	<b>4,070,460</b>	<b>4,336,600</b>	<b>4,449,000</b>



	2017	2018	2019	2020	2021
Actual	3,701,600	4,008,463	4,070,460	4,336,600	
Budget	3,803,300	4,060,900	4,116,300	4,340,600	4,449,000
Variance	(101,700)	(52,437)	(45,840)	(4,000)	

# Command Center

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## Summary

### Description

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

### Budget Commentary

The overall Command Center budget for 2021 is \$4,449,000, an increase of \$108,400 or 2.5% above the budget level adopted for 2020. Budget details for the activities comprising the Command Center department follow.

# Command Center

## Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Command Center	2,289,806	2,397,000	2,393,000	2,407,900
Utility Services	1,780,654	1,943,600	1,943,600	2,041,100
<b>Total Summary by Activity</b>	<b>4,070,460</b>	<b>4,340,600</b>	<b>4,336,600</b>	<b>4,449,000</b>
<b><u>Summary by Major Accounts</u></b>				
Payroll				
Regular Pay	3,161,654	3,380,600	3,380,600	3,447,000
Overtime 100%	-	-	-	-
Overtime 150%	601,722	470,000	470,000	500,400
Overtime 200%	-	60,000	60,000	61,900
Temporary Help	320	-	-	-
Standby & Premium Pay	65,627	38,200	38,200	40,500
Longevity Pay	11,963	11,200	11,200	13,100
<b>Total Payroll</b>	<b>3,841,285</b>	<b>3,960,000</b>	<b>3,960,000</b>	<b>4,062,900</b>
Operations	201,785	241,800	241,800	243,300
Maintenance	27,389	138,800	134,800	142,800
Capital Outlay	-	-	-	-
<b>Total Summary by Major Accounts</b>	<b>4,070,460</b>	<b>4,340,600</b>	<b>4,336,600</b>	<b>4,449,000</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 34%	1,383,900	1,475,800	1,474,400	1,512,700
Water Allocation 66%	2,686,560	2,864,800	2,862,200	2,936,300
<b>Total Funding Allocation</b>	<b>4,070,460</b>	<b>4,340,600</b>	<b>4,336,600</b>	<b>4,449,000</b>
<b><u>Authorized Positions</u></b>				
Command Center	19	19	19	18
Utility Services	15	16	16	16
<b>Total Authorized Positions</b>	<b>34</b>	<b>35</b>	<b>35</b>	<b>34</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 2021 totals \$2,172,900, which is an increase of \$10,900 or 0.5% above the 2020 adopted level.

**Payroll: \$10,900**

- *Regular Pay* includes overtime increments and cost-of-living increases for eligible employees, offset by a reduction in headcount.
- *Longevity Pay* has increased based upon participation.

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

- *Small Tools & Equipment* decreased to properly classify expenses in Operations to Maintenance.

**Maintenance: \$4,000**

- *Tool & Work Equipment* increased to properly classify expenses in Maintenance from Operations.

**Administration**

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	1,722,109	1,767,900	1,767,900	1,754,600
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	400,466	300,000	300,000	320,000
501050	Overtime 200%	-	60,000	60,000	61,900
501020	Temporary Pay	320	-	-	-
501060	Standby & Premium Pay	51,457	30,000	30,000	31,800
501070	Longevity Pay	4,963	4,100	4,100	4,600
	<b>Total Payroll</b>	<b>2,179,314</b>	<b>2,162,000</b>	<b>2,162,000</b>	<b>2,172,900</b>
	<b><u>Operations</u></b>				
511010	Clothing Allowance	8,714	5,000	5,000	5,000
511030	Meals Allowance	3,922	5,000	5,000	5,000
512080	Outside Services	58,400	68,000	68,000	68,000
513010	Office Supplies	7,288	15,000	15,000	15,000
513080	Communication Equipment & Supplies	7,898	18,000	18,000	18,000
513400	Small Tools & Equipment	921	4,000	4,000	-
513690	Materials From Stock	1,197	6,000	6,000	6,000
	<b>Total Operations</b>	<b>88,339</b>	<b>121,000</b>	<b>121,000</b>	<b>117,000</b>
	<b><u>Maintenance</u></b>				
521080	Tool & Work Equipment	1,095	5,000	5,000	9,000
522020	Buildings	-	4,000	-	4,000
522160	Other Maintenance	7,132	60,000	60,000	60,000
522170	Sewer Maintenance	13,925	45,000	45,000	45,000
	<b>Total Maintenance</b>	<b>22,153</b>	<b>114,000</b>	<b>110,000</b>	<b>118,000</b>
	<b>Total Expenditure Classification</b>	<b>2,289,806</b>	<b>2,397,000</b>	<b>2,393,000</b>	<b>2,407,900</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 34%	778,500	815,000	813,600	818,700
	Water Allocation 66%	1,511,306	1,582,000	1,579,400	1,589,200
	<b>Total Funding Allocation</b>	<b>2,289,806</b>	<b>2,397,000</b>	<b>2,393,000</b>	<b>2,407,900</b>
	<b><u>Authorized Positions</u></b>				
	Administrative Clerk	2	2	2	2
	Claims Agent	1	2	2	1
	Command Center Superintendent	1	-	-	-
	Command Center Senior Supervisor	-	1	1	1
	Customer Services Maintainer 1	1	-	-	-
	Manager of Command Center	1	1	1	1
	Sewer Maintenance Crew Leader	1	-	-	-
	Utility Maintainer 2	1	4	4	4
	Utility Operations Shift Crew Leader	3	3	3	3
	Utility Operations Shift Maintainer	5	3	3	3
	Utility Maintenance Supervisor	3	3	3	3
	<b>Total Authorized Positions</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>18</b>

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**Utility Services**

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**Description**

Working out of the District's Maxim Road Facility, the Utility Services activity is responsible for the FOG program, 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 is also 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 2021 totals \$2,041,100, an increase of \$97,500 or 5.0% above the 2020 adopted level.

**Payroll: \$92,000**

- *Regular Pay* includes increments and cost-of-living increases for eligible.
- *Overtime Pay* has increased due to the historical increase of town projects, Housing/Commercial developments and the response needed for all Emergency Call Before You Dig mark-outs.
- *Longevity Pay* has increased based upon participation.

**Operations: \$5,500**

- *Call Before You Dig* increased to reflect the cost of operating the program.

**Maintenance: \$0**

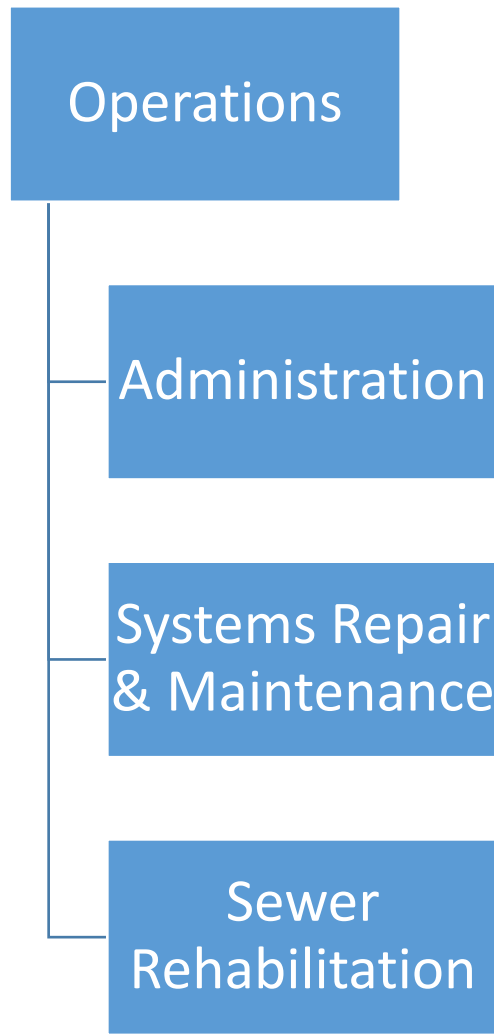
- There are no anticipated changes for 2021.

## Utility Services

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<u>Payroll</u>				
501010	Regular Pay	1,439,546	1,612,700	1,612,700	1,692,400
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	201,256	170,000	170,000	180,400
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	14,170	8,200	8,200	8,700
501070	Longevity Pay	7,000	7,100	7,100	8,500
	<b>Total Payroll</b>	<b>1,661,972</b>	<b>1,798,000</b>	<b>1,798,000</b>	<b>1,890,000</b>
	<u>Operations</u>				
511010	Clothing Allowance	5,481	7,500	7,500	7,500
511030	Meals Allowance	598	300	300	300
511100	Seminars & Conventions	594	2,500	2,500	2,500
511220	Dues & Memberships	856	1,500	1,500	3,000
512360	Call Before You Dig Fee	87,236	97,000	97,000	101,000
513010	Office Supplies	88	-	-	-
513400	Small Tools & Equipment	3,529	2,000	2,000	2,000
513690	Materials From Stock	15,064	10,000	10,000	10,000
	<b>Total Operations</b>	<b>113,446</b>	<b>120,800</b>	<b>120,800</b>	<b>126,300</b>
	<u>Maintenance</u>				
521080	Tool & Work Equipment	5,236	24,800	24,800	24,800
	<b>Total Maintenance</b>	<b>5,236</b>	<b>24,800</b>	<b>24,800</b>	<b>24,800</b>
	<b>Total Expenditure Classification</b>	<b>1,780,654</b>	<b>1,943,600</b>	<b>1,943,600</b>	<b>2,041,100</b>
	<u>Funding Allocation</u>				
	Sewer Allocation 34%	605,400	660,800	660,800	694,000
	Water Allocation 66%	1,175,254	1,282,800	1,282,800	1,347,100
	<b>Total Funding Allocation</b>	<b>1,780,654</b>	<b>1,943,600</b>	<b>1,943,600</b>	<b>2,041,100</b>
	<u>Authorized Positions</u>				
	Cross Connection Tech 1	2	2	2	2
	Cross Connection Tech 2	2	2	2	2
	Customer Services Supervisor	1	1	1	1
	Engineering Technician 2	1	1	1	-
	Engineering Technician 3	1	1	1	2
	Environmental Analyst 2	-	1	1	1
	Project Engineer 2	1	1	1	1
	Senior Utility Services Technician	2	2	2	2
	Utility Services Eng Technician	5	5	5	5
	<b>Total Authorized Positions</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>16</b>

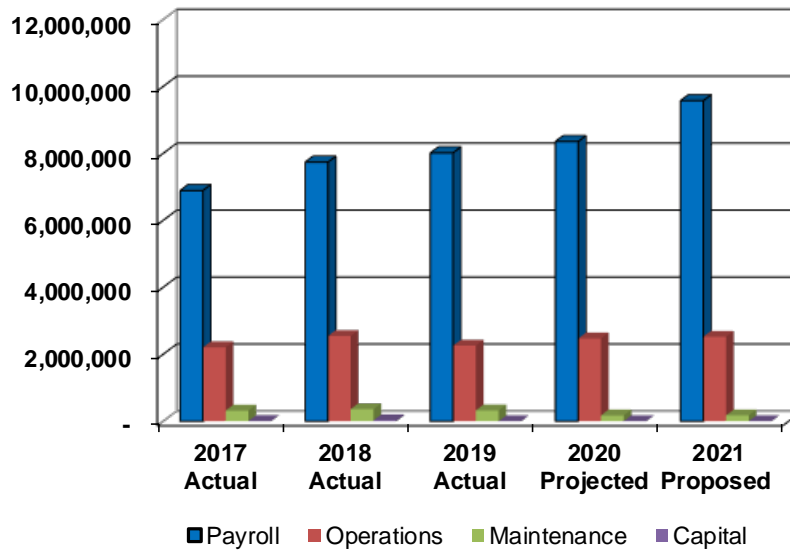
# **Operations**

Administration  
Systems Repair & Maintenance  
Sewer Rehabilitation

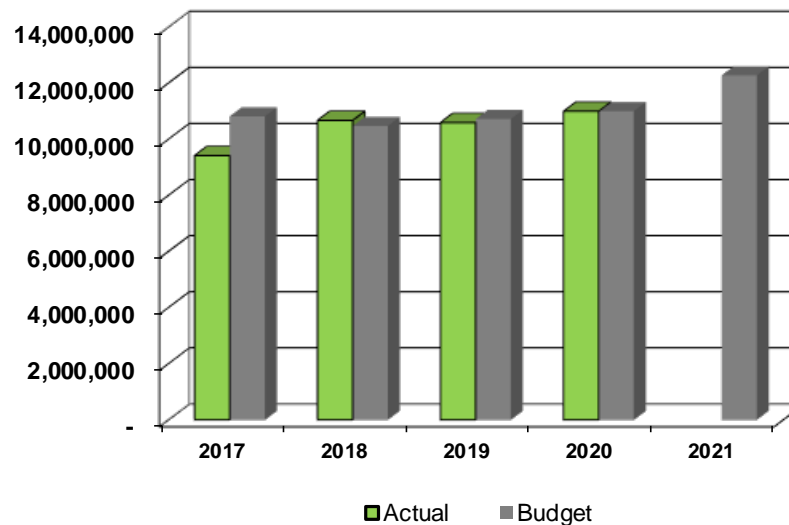


# Operations

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	6,892,100	7,742,359	8,017,797	8,356,100	9,576,500
Operations	2,208,200	2,545,776	2,258,373	2,472,000	2,523,600
Maintenance	316,600	360,617	322,236	172,500	175,000
Capital	5,100	27,880	-	-	-
<b>Total</b>	<b>9,422,000</b>	<b>10,676,632</b>	<b>10,598,407</b>	<b>11,000,600</b>	<b>12,275,100</b>



	2017	2018	2019	2020	2021
Actual	9,422,000	10,676,632	10,598,407	11,000,600	
Budget	10,816,900	10,475,300	10,721,600	11,000,600	12,275,100
Variance	(1,394,900)	201,332	(123,193)	-	

# 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 other related activities.

### Budget Commentary

The Operations Department budget for the coming year is \$12,275,100. This is an increase of \$1,274,500 or 11.6% above the 2020 approved level. Budget details pertaining to Operations' activities follow.

# Operations

## Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Administration	187,829	188,900	188,900	191,600
Systems Repair	10,410,578	10,811,700	10,811,700	12,083,500
<b>Total Summary by Activity</b>	<b>10,598,407</b>	<b>11,000,600</b>	<b>11,000,600</b>	<b>12,275,100</b>
<b><u>Summary by Major Account</u></b>				
<b>Payroll</b>				
Regular Pay	6,451,807	6,904,500	6,904,500	8,036,600
Overtime 100%	-	-	-	-
Overtime 150%	1,505,251	700,000	700,000	785,300
Overtime 200%	-	700,000	700,000	700,000
Temporary Help	1,736	-	-	-
Standby & Premium Pay	49,541	40,300	40,300	42,700
Longevity Pay	9,463	11,300	11,300	11,900
<b>Total Payroll</b>	<b>8,017,797</b>	<b>8,356,100</b>	<b>8,356,100</b>	<b>9,576,500</b>
Operations	2,258,373	2,472,000	2,472,000	2,523,600
Maintenance	322,236	172,500	172,500	175,000
Capital Outlay	-	-	-	-
<b>Total Summary by Major Account</b>	<b>10,598,407</b>	<b>11,000,600</b>	<b>11,000,600</b>	<b>12,275,100</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 25%	2,649,600	2,750,100	2,750,100	3,068,800
Water Allocation 75%	7,948,807	8,250,500	8,250,500	9,206,300
<b>Total Funding Allocation</b>	<b>10,598,407</b>	<b>11,000,600</b>	<b>11,000,600</b>	<b>12,275,100</b>
<b><u>Authorized Positions</u></b>				
Administration	1	1	1	1
Systems Repair	80	80	76	88
<b>Total Authorized Positions</b>	<b>81</b>	<b>81</b>	<b>77</b>	<b>89</b>

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**Administration****Description**

The Operations Administration unit is responsible for the overall administration and management of the various activities and special programs.

**Budget Commentary**

The Operations Administration budget for 2021 is \$191,600 which has increased by \$2,700 above the expenditure level adopted for 2020.

**Payroll: \$5,200**

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

**Operations: \$0**

- There are no anticipated changes for 2021.

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

- *Office & Furniture* expenditure has decrease to reflect anticipated spend in 2021

## Administration

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	173,079	175,100	175,100	180,300
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	-	-	-	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	800	800	800	800
	<b>Total Payroll</b>	<b>173,879</b>	<b>175,900</b>	<b>175,900</b>	<b>181,100</b>
	<b><u>Operations</u></b>				
512840	Licenses & Registration	778	1,000	1,000	1,000
513010	Office Supplies	1,115	2,000	2,000	2,000
512350	Ground Care	3,639	-	-	-
511100	Seminars & Conventions	8,139	7,000	7,000	7,000
511220	Dues & Memberships	280	500	500	500
	<b>Total Operations</b>	<b>13,950</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>
	<b><u>Maintenance</u></b>				
521050	Office Furniture Equipment	-	2,500	2,500	-
	<b>Total Maintenance</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
	<b>Total Expenditure Classification</b>	<b>187,829</b>	<b>188,900</b>	<b>188,900</b>	<b>191,600</b>
	<b>Sewer Allocation 25%</b>	<b>47,000</b>	<b>47,200</b>	<b>47,200</b>	<b>47,900</b>
	<b>Water Allocation 75%</b>	<b>140,829</b>	<b>141,700</b>	<b>141,700</b>	<b>143,700</b>
	<b>Total Funding Allocation</b>	<b>187,829</b>	<b>188,900</b>	<b>188,900</b>	<b>191,600</b>
	<b><u>Authorized Positions</u></b>				
	Manager of Operations	1	1	1	1
	<b>Total Authorized Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

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**Systems Repair & Maintenance**

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**Description**

The Systems Repair & Maintenance unit is primarily responsible for the emergency repair of all components of the water distribution and sewer collection systems. This unit is also responsible for all service connection water taps required by developers and contractors and utility relocation work required by Towns and the State.

The Hydrant Maintenance crews maintain 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 crews are responsible for the cleaning and the inspection of more than 1,250 miles of pipes in the sewer collection system and 5,800 catch basins in Hartford's combined system. Additionally, Gate and Regulator Maintenance crews are responsible for more than 30,200 gates (valves), 36 regulators, 100 check valves, manholes, and other system appurtenances.

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

**Budget Commentary**

The Systems Repair budget for 2021 totals \$12,083,500 which is \$1,271,800 or 11.8% above the adopted level for 2020.

**Payroll: \$1,215,200**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, as well as the transfer of ten employees from the CIP budget into the Operating payroll budget, offset by a decrease in headcount.

**Operations: \$51,600**

- *Materials from Stock* and other various allotments are increasing to align with anticipated spend.

**Maintenance: \$5,000**

- Expenditures in reference to District Infrastructure will slightly increase in 2021.

## Systems Repair &amp; Maintenance

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	6,278,728	6,729,400	6,729,400	7,856,300
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	1,505,251	700,000	700,000	785,300
501050	Overtime 200%	-	700,000	700,000	700,000
501020	Temporary Pay	1,736	-	-	-
501060	Standby & Premium Pay	49,541	40,300	40,300	42,700
501070	Longevity Pay	8,663	10,500	10,500	11,100
	<b>Total Payroll</b>	<b>7,843,919</b>	<b>8,180,200</b>	<b>8,180,200</b>	<b>9,395,400</b>
	<b><u>Operations</u></b>				
511010	Clothing Allowance	46,246	40,000	40,000	41,000
511030	Meals Allowance	56,788	54,000	54,000	55,600
512060	Police Services	474,160	450,000	450,000	450,000
512080	Outside Services	28,093	30,000	30,000	30,000
512100	Traffic Control/Flagging Services	23,000	200,000	200,000	206,000
512400	Disposal/Removal Fees	77,706	150,000	150,000	153,000
513010	Office Supplies	20,499	18,000	18,000	18,000
513400	Small Tools & Equipment	46,821	55,000	55,000	55,000
513590	Lights & Barricades	93	7,000	7,000	7,000
513690	Materials From Stock	1,464,973	1,450,000	1,450,000	1,490,000
513120	Safety Supplies	6,045	7,500	7,500	7,500
	<b>Total Operations</b>	<b>2,244,423</b>	<b>2,461,500</b>	<b>2,461,500</b>	<b>2,513,100</b>
	<b><u>Maintenance</u></b>				
512790	Hydrant Repairs	36,781	-	-	-
521080	Tool & Work Equipment	129,800	170,000	170,000	175,000
521150	Catch Basins Equipment	4,856	-	-	-
521170	Mains & Manholes Equipment	69,668	-	-	-
522130	Gate Regulator R&M	27,679	-	-	-
522140	Laterals R&M	25,009	-	-	-
522170	Sewer Maintenance	28,443	-	-	-
	<b>Total Maintenance</b>	<b>322,236</b>	<b>170,000</b>	<b>170,000</b>	<b>175,000</b>
	<b>Total Expenditure Classification</b>	<b>10,410,578</b>	<b>10,811,700</b>	<b>10,811,700</b>	<b>12,083,500</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 25%	2,602,600	2,702,900	2,702,900	3,020,900
	Water Allocation 75%	7,807,978	8,108,800	8,108,800	9,062,600
	<b>Total Funding Allocation</b>	<b>10,410,578</b>	<b>10,811,700</b>	<b>10,811,700</b>	<b>12,083,500</b>

## Systems Repair &amp; Maintenance

<u>Authorized Positions</u>	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Administrative Clerk	1	1	1	1
Asst. Systems Maintenance Supt.	-	1	1	-
Asst. Systems Repair Supt.	-	1	1	-
Asst Utility Maint Supt.	1	-	-	2
Customer Service Maintainer 1	5	3	3	3
Electrician 2	-	1	1	-
Equipment Operator 1	6	4	4	8
Gate Maintainer 1	1	2	2	-
Gate Maintainer 2	-	2	2	-
Gate Maintenance Crew Leader	1	1	1	-
Hydrant Maintainer 1	2	1	1	2
Hydrant Maintainer 2	1	2	2	1
Hydrant Maintenance Supervisor	-	1	1	-
Meter Maintenance Crew Leader	1	1	1	-
Meter Reader 1	2	2	2	2
Meter Reader 2	1	1	1	1
Meter Reading Crew Leader	1	1	1	1
Meter Supervisor	-	1	1	-
Senior Clerk	1	-	-	1
Senior Systems Repair Supervisor	1	1	1	-
Sr. Utility Maint. Crew Leader	3	4	1	3
Sr. Utility Maint. Supervisor	3	-	-	3
Sewer Maintenance Crew Leader	4	6	6	-
Sewer Maintenance Supervisor	1	1	1	-
Utility Maintenance Supervisor	9	6	6	8
Utility Maintenance Superintendent	1	1	1	1
Utility Maintainer 1	15	16	16	14
Utility Maintainer 2	13	13	13	22
Utility Maintenance Crew Leader	-	-	-	7
Utility Operations Maintainer	2	2	2	2
Utility Sys. Monitoring Technician	-	1	1	-
Utility Svcs. Monitoring Technician 1	-	1	1	3
Utility Sys. Monitoring Technician 1	2	-	-	-
Utility Sys. Monitoring Technician 2	2	2	1	3
<i>Total Authorized Positions</i>	80	80	76	88

# Operations

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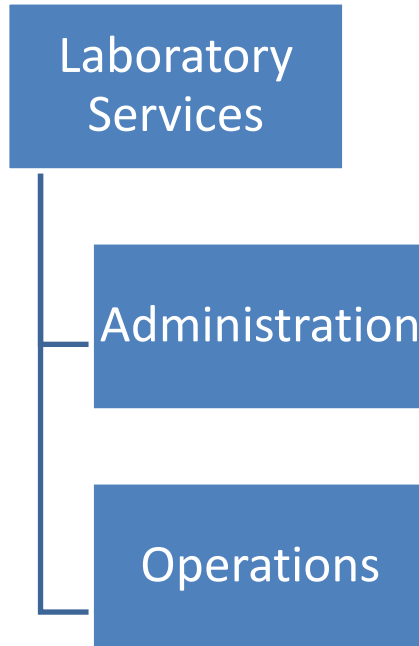
## Sewer Rehabilitation

### Description/Budget Commentary

The Sewer Rehabilitation department is part of the Capital Improvement Program. No projects were budgeted for 2021 fiscal year. Positions previously budgeted in this department can be found in the Operations-Systems Repair & Maintenance for 2021 fiscal year.

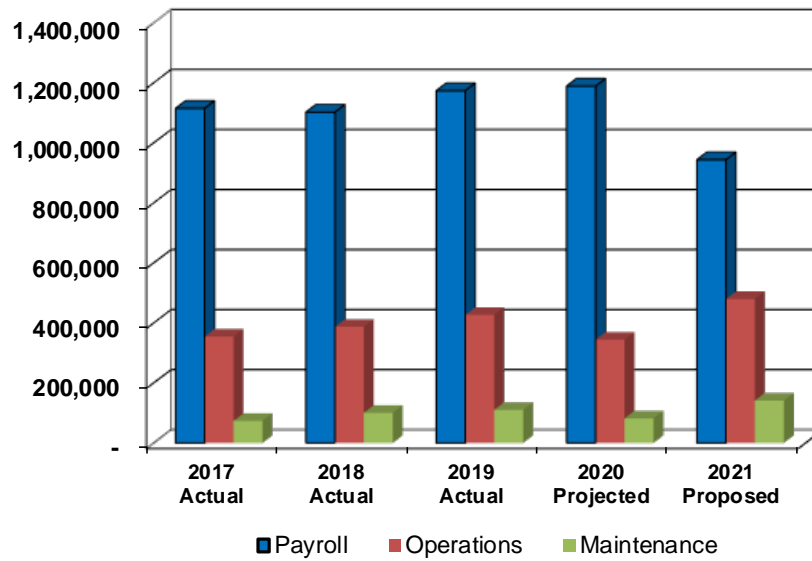
# **Laboratory Services**

Administration  
Operations

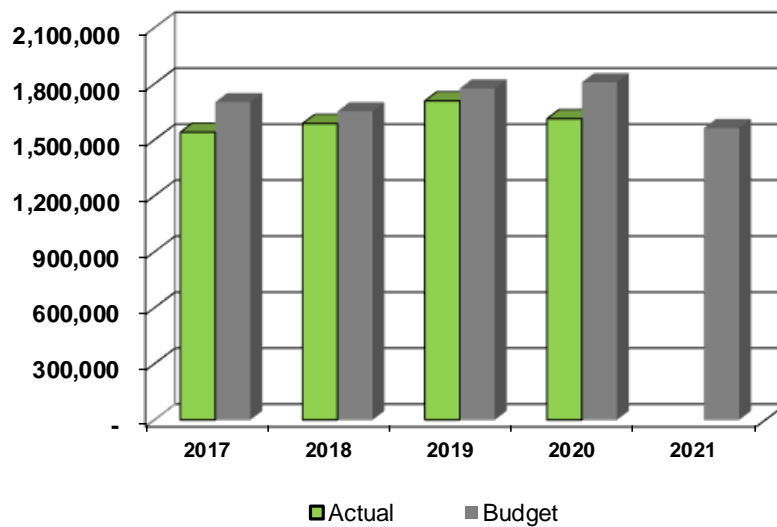


# Laboratory Services

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	1,114,400	1,101,732	1,173,507	1,188,500	943,500
Operations	354,100	386,668	426,098	343,600	479,400
Maintenance	73,300	100,027	109,831	81,500	141,000
<b>Total</b>	<b>1,541,800</b>	<b>1,588,427</b>	<b>1,709,436</b>	<b>1,613,600</b>	<b>1,563,900</b>



	2017	2018	2019	2020	2021
Actual	1,541,800	1,588,427	1,709,436	1,613,600	
Budget	1,702,700	1,653,300	1,775,600	1,809,300	1,563,900
Variance	(160,900)	(64,873)	(66,164)	(195,700)	

# 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. The Laboratory Services Department conducts more than 140,000 physical chemical and bacteriological tests annually.

### Budget Commentary

The Laboratory Services Department proposed budget for 2021 is \$1,563, a decrease of \$245,400 or 13.6% below the 2020 adopted budget. Budget details regarding the activity and departments follow on the succeeding pages.

# Laboratory Services

## Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Administration	300,306	305,300	305,300	142,400
Operations	1,409,131	1,504,000	1,308,300	1,421,500
<b>Total</b>	<b>1,709,436</b>	<b>1,809,300</b>	<b>1,613,600</b>	<b>1,563,900</b>
<b><u>Summary by Major Object</u></b>				
Payroll				
Regular Pay	1,130,657	1,149,200	1,149,200	903,600
Overtime 100%	-	-	-	-
Overtime 150%	35,787	33,900	33,900	33,900
Overtime 200%	-	-	-	-
Temporary Help	1,740	-	-	-
Standby & Premium Pay	1,849	2,000	3,000	2,200
Longevity Pay	3,475	3,800	2,400	3,800
<b>Total Payroll</b>	<b>1,173,507</b>	<b>1,188,900</b>	<b>1,188,500</b>	<b>943,500</b>
Operations	426,098	479,400	343,600	479,400
Maintenance	109,831	141,000	81,500	141,000
<b>Total Summary by Major Account</b>	<b>1,709,436</b>	<b>1,809,300</b>	<b>1,613,600</b>	<b>1,563,900</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 48%	820,500	868,400	774,500	750,700
Water Allocation 52%	888,936	940,900	839,100	813,200
<b>Total Funding Allocation</b>	<b>1,709,436</b>	<b>1,809,300</b>	<b>1,613,600</b>	<b>1,563,900</b>
<b><u>Authorized Positions</u></b>				
Administration	2	2	2	1
Operations	9	9	9	8
<b>Total Authorized Positions</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>9</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 proposed budget for 2021 is \$142,400 a decrease of \$162,900 below the expenditure level adopted for 2020.

**Payroll: (\$162,900)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by a decrease in headcount.

**Operations: \$0**

- The budget is expected to be unchanged for 2021.

**Maintenance: \$0**

- The budget is expected to be unchanged for 2021.

**Administration**

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	289,992	293,300	293,300	130,400
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	-	-	-	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	1,150	1,200	1,200	1,200
	<b>Total Payroll</b>	<b>291,142</b>	<b>294,500</b>	<b>294,500</b>	<b>131,600</b>
	<b><u>Operations</u></b>				
511100	Seminars & Conventions	5,864	3,000	3,000	3,000
511220	Dues & Memberships	1,052	1,800	1,800	1,800
512840	Licenses & Registration	80	500	500	500
513010	Office Supplies	2,168	3,000	3,000	3,000
513020	Janitorial Supplies	-	-	-	-
513140	Electrical Supplies	-	-	-	-
519100	Printing	-	1,000	1,000	1,000
	<b>Total Operations</b>	<b>9,164</b>	<b>9,300</b>	<b>9,300</b>	<b>9,300</b>
	<b><u>Maintenance</u></b>				
521050	Office Furniture Equipment	-	1,500	1,500	1,500
	<b>Total Maintenance</b>	<b>-</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
	<b>Total Expenditure Classification</b>	<b>300,306</b>	<b>305,300</b>	<b>305,300</b>	<b>142,400</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 48%	144,100	146,500	146,500	68,400
	Water Allocation 52%	156,206	158,800	158,800	74,000
	<b>Total Funding Allocation</b>	<b>300,306</b>	<b>305,300</b>	<b>305,300</b>	<b>142,400</b>
	<b><u>Authorized Positions</u></b>				
	Manager of Lab Services	1	1	1	-
	WPC Laboratory Administrator	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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**Operations****Description**

Laboratory Services-Operations is responsible for the laboratories at Reservoir #6 and Hartford Water Pollution Control Facilities.

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.

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**Operations****Budget Commentary**

The Laboratory Operations proposed budget for 2021 is \$1,531,900 which is decreasing by \$82,500 or 5.5% below the expenditure level adopted for 2020.

**Payroll: (\$82,500)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by a decrease in headcount.
- *Longevity Pay* is increasing based on participation.

**Operations: \$0**

- The budget is expected to be unchanged for 2021.

**Maintenance: \$0**

- The budget is expected to be unchanged for 2021.

# Laboratory Services

2230010020

## Operations

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<u><b>Payroll</b></u>				
501010	Regular Pay	840,665	855,900	855,900	773,200
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	35,787	33,900	33,900	33,900
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	1,740	-	-	-
501060	Standby & Premium Pay	1,849	2,000	3,000	2,200
501070	Longevity Pay	2,325	2,600	1,200	2,600
	<b>Total Payroll</b>	<b>882,366</b>	<b>894,400</b>	<b>894,000</b>	<b>811,900</b>
	<u><b>Operations</b></u>				
511010	Clothing Allowance	2,797	3,000	2,600	3,000
511030	Meals Allowance	20	-	-	-
512080	Outside Services	46,762	50,000	25,000	50,000
512410	Refuse Collection & Disposal	-	-	-	-
512710	Outside Testing & Lab Services	176,626	225,800	160,000	225,800
513010	Office Supplies	-	-	5,200	-
513040	Laboratory Supplies	183,878	183,300	140,000	183,300
513080	Communication Equipment & Supplies	-	-	1,500	-
514030	Pest Control Services	6,852	8,000	-	8,000
	<b>Total Operations</b>	<b>416,934</b>	<b>470,100</b>	<b>334,300</b>	<b>470,100</b>
	<u><b>Maintenance</b></u>				
513540	Tanks	4,940	5,000	-	5,000
521040	Laboratory Equipment	104,891	134,500	80,000	134,500
521080	Tool & Work Equipment	-	-	-	-
	<b>Total Maintenance</b>	<b>109,831</b>	<b>139,500</b>	<b>80,000</b>	<b>139,500</b>
	<b>Total Expenditure Classification</b>	<b>1,409,131</b>	<b>1,504,000</b>	<b>1,308,300</b>	<b>1,421,500</b>
	<u><b>Funding Allocation</b></u>				
	Sewer Allocation 48%	676,400	721,900	628,000	682,300
	Water Allocation 52%	732,731	782,100	680,300	739,200
	<b>Total Funding Allocation</b>	<b>1,409,131</b>	<b>1,504,000</b>	<b>1,308,300</b>	<b>1,421,500</b>
	<u><b>Authorized Positions</b></u>				
	Chemist	2	2	2	2
	Laboratory Tech	3	3	3	3
	Microbiologist	2	2	2	1
	Water Treatment Plant Operator	1	1	1	1
	WPC Process Analyst	1	1	1	1
	<b>Total Authorized Positions</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>8</b>

# **Water Pollution Control**

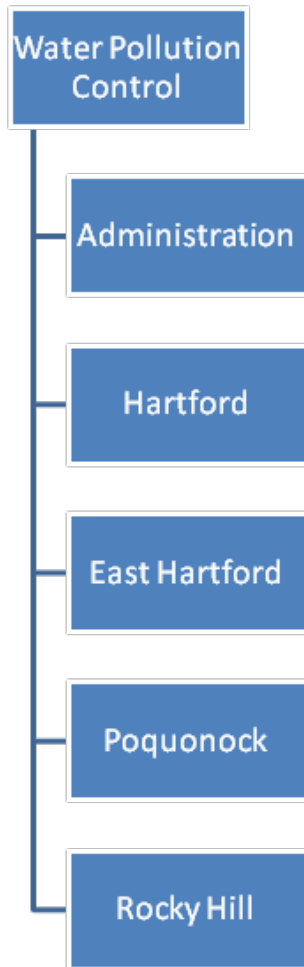
Administration

Hartford

East Hartford

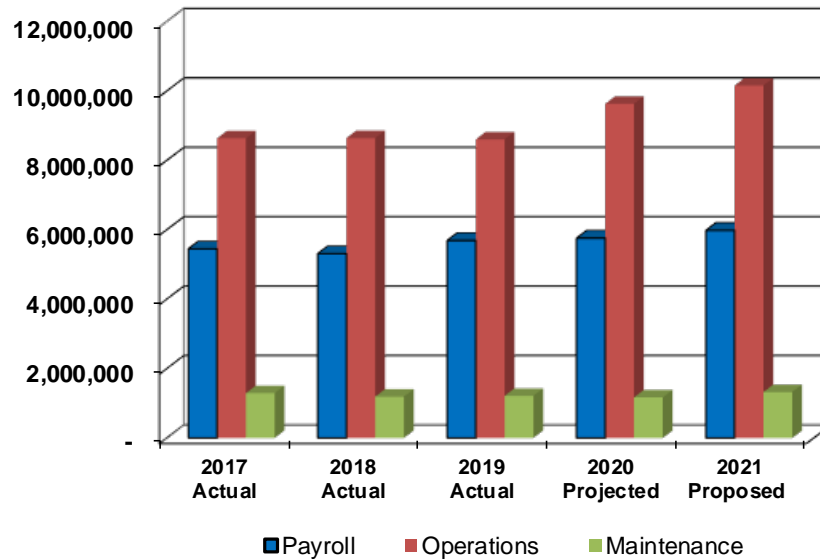
Poquonock

Rocky Hill

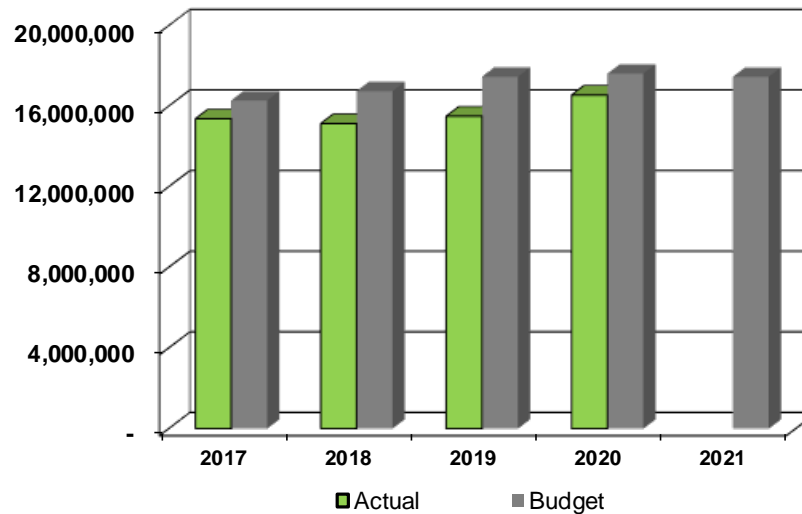


# Water Pollution Control

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	5,448,500	5,310,772	5,688,988	5,758,700	5,980,700
Operations	8,636,500	8,639,451	8,602,782	9,627,619	10,154,900
Maintenance	1,292,100	1,189,438	1,211,772	1,170,100	1,321,100
<b>Total</b>	<b>15,377,100</b>	<b>15,139,661</b>	<b>15,503,542</b>	<b>16,556,419</b>	<b>17,456,700</b>



	2017	2018	2019	2020	2021
Actual	15,377,100	15,139,661	15,503,542	16,556,419	
Budget	16,281,400	16,745,100	17,463,200	17,616,800	17,456,700
Variance	(904,300)	(1,605,439)	(1,959,658)	(1,060,381)	

# **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). Water pollution control, or wastewater treatment, is one of the most important yet often overlooked environmental services provided by the MDC.

### **Budget Commentary**

The proposed 2021 budget for the WPC Administration and Water Pollution Control Facilities are \$17,456,700 which is less than the 2020 adopted budget by \$160,100 or 0.9%. Budget details regarding the activity and departments are provided on succeeding pages.

# Water Pollution Control

## Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Administration	238,803	396,800	244,914	438,700
Hartford	12,177,679	13,786,200	13,132,202	13,531,400
East Hartford	1,074,638	1,289,600	1,209,880	1,290,300
Poquonock	937,969	996,700	899,025	1,018,500
Rocky Hill	1,074,453	1,147,500	1,070,398	1,177,800
<i>Total Summary by Activity</i>	<b>15,503,542</b>	<b>17,616,800</b>	<b>16,556,419</b>	<b>17,456,700</b>
<b><u>Summary by Major Account</u></b>				
Payroll				
Regular Pay	5,040,583	5,103,500	5,112,398	5,287,200
Overtime 100%	-	-	-	-
Overtime 150%	548,221	390,000	372,000	390,000
Overtime 200%	-	261,500	152,000	181,500
Temporary	-	-	-	-
Standby/Premium	97,747	113,600	119,927	119,300
Longevity	2,438	2,500	2,375	2,700
<i>Total Payroll</i>	<b>5,688,988</b>	<b>5,871,100</b>	<b>5,758,700</b>	<b>5,980,700</b>
Operations	8,602,782	10,423,200	9,627,619	10,154,900
Maintenance	1,211,772	1,322,500	1,170,100	1,321,100
Capital Outlay	-	-	-	-
<i>Summary by Major Account</i>	<b>15,503,542</b>	<b>17,616,800</b>	<b>16,556,419</b>	<b>17,456,700</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 100%	15,503,542	17,616,800	16,556,419	17,456,700
Water Allocation 0%	-	-	-	-
<i>Total Funding Allocation</i>	<b>15,503,542</b>	<b>17,616,800</b>	<b>16,556,419</b>	<b>17,456,700</b>
<b><u>Authorized Positions</u></b>				
Administration	1	1	1	1
Hartford	44	45	44	43
East Hartford	6	5	5	5
Poquonock	4	4	4	4
Rocky Hill	5	5	5	5
	<b>60</b>	<b>60</b>	<b>59</b>	<b>58</b>

**Administration****Description**

The Water Pollution Control Administration department is responsible for overseeing the four WPC Facilities in the District. This department consists of the Manager of WPC who has an essential role in overseeing the daily activities of the facilities. This department plays a major role in maintaining the sludge and septage sales contracts as well as managing the Capital Improvement Projects for the East Hartford, Hartford, Poquonock and Rocky Hill facilities.

**Budget Commentary**

The Water Pollution Control Administration proposed budget for 2021 is \$438,700 which is an increase of \$41,900 or 10.6% above the level approved for 2020.

**Payroll: \$26,900**

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

**Operations: \$15,000**

- *Outside Testing & Lab Services* will increase to support expenditures related to the 5 year stack testing and testing required by EPA.

## Administration

Commitment Item	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Payroll</u></b>				
501010 Regular Pay	30,074	143,000	146,800	169,900
501030 Overtime 100%	-	-	-	-
501040 Overtime 150%	-	-	-	-
501050 Overtime 200%	-	-	-	-
501020 Temporary Pay	-	-	-	-
501060 Standby & Premium Pay	-	-	-	-
501070 Longevity Pay	175	400	175	400
<b>Total Payroll</b>	<b>30,249</b>	<b>143,400</b>	<b>146,975</b>	<b>170,300</b>
<b><u>Operations</u></b>				
511070 Employee Reimbursement	-	-	400	-
511100 Seminars & Conventions	10,256	8,000	4,400	8,000
511120 Meeting Expenses	2,256	1,200	433	1,200
511210 Books & Periodicals	-	1,000	-	1,000
511220 Dues & Memberships	2,390	2,000	-	2,000
512310 Permits	113,351	120,000	200	120,000
512710 Outside Testing & Lab Services	79,570	120,000	90,000	135,000
512840 Licenses & Registration	285	500	2,300	500
513010 Office Supplies	447	500	200	500
519020 Postage	-	-	6	-
519100 Printing	-	200	-	200
<b>Total Operations</b>	<b>208,555</b>	<b>253,400</b>	<b>97,939</b>	<b>268,400</b>
<b>Total Expenditure Classification</b>	<b>238,803</b>	<b>396,800</b>	<b>244,914</b>	<b>438,700</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 100%	238,803	396,800	244,914	438,700
Water Allocation 0%	-	-	-	-
<b>Total Funding Allocation</b>	<b>238,803</b>	<b>396,800</b>	<b>244,914</b>	<b>438,700</b>
<b><u>Authorized Positions</u></b>				
Manager of WPC	1	1	1	1
<b>Total Authorized Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**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, and incineration will also include waste heat recovery for electricity production.

**Budget Commentary**

The proposed 2021 budget for Water Pollution Control, Hartford, totals \$13,531,400, which is a decrease from the level adopted in 2020 by \$254,800 or 1.8%.

**Payroll: \$44,000**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by a decrease in headcount.
- *Standby & Premium Pay* includes increase in reference to union contract change.
- *Longevity Pay* has increased as a result of employee participation.

**Operations: (\$298,400)**

- *Refuse Collection & Disposal* is decreasing based on historic spending.
- *DEEP Nitrogen Credit Program* expenses are expected to decrease due to an overall decrease in wet weather pattern during nitrogen removal season.

# Water Pollution Control

2220010020

## Hartford

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	3,867,113	3,721,800	3,721,800	3,836,500
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	436,842	300,000	300,000	300,000
501050	Overtime 200%	-	200,000	125,000	125,000
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	80,414	100,000	104,627	104,000
501070	Longevity Pay	1,438	900	975	1,200
	<b>Total Payroll</b>	<b>4,385,806</b>	<b>4,322,700</b>	<b>4,252,402</b>	<b>4,366,700</b>
	<b><u>Operations</u></b>				
511010	Clothing Allowance	41,460	38,000	22,000	39,700
511030	Meals Allowance	1,180	2,200	1,500	2,200
511100	Seminars & Conventions	106	-	-	-
512050	Custodial Services	8,114	11,000	11,000	11,000
512080	Outside Services	106,251	71,000	71,000	76,500
512350	Ground Care	3,061	-	-	-
512400	Disposal/Removal Fees	150,226	181,000	140,000	160,000
512410	Refuse Collection & Disposal	24,559	38,000	16,000	38,000
512420	Incinerator Ash Disposal	640,473	640,000	633,000	692,000
512850	DEEP Nitrogen Credits	758,166	1,011,000	800,000	750,000
513010	Office Supplies	5,429	5,700	4,500	5,800
513020	Janitorial Supplies	2,048	11,000	9,000	11,000
513080	Communication Equipment & Supplies	988	3,000	-	4,000
513140	Electrical Supplies	3,698	3,700	3,000	3,700
513160	Chemical/Oil Spill Supplies	-	2,000	-	2,000
513400	Small Tools & Equipment	2,734	4,100	2,300	4,100
513690	Materials From Stock	541,865	790,000	682,500	710,000
513710	Fuel	879,992	974,000	1,100,000	974,000
513740	Oil & Lubricants	152	5,000	5,000	5,000
514010	Electricity	2,929,381	3,750,000	3,750,000	3,750,000
515010	Aluminum Sulfate	-	-	12,000	15,000
515030	Chlorine	8,926	32,000	32,000	35,700
515080	Polymers	657,604	641,000	600,000	700,000
515140	Water Treatment Chemicals	27,400	175,000	12,000	104,000
515320	Odor Control Chemicals	11,454	24,400	20,000	26,000
519100	Printing	75	1,000	1,000	1,000
521070	Pump Station Equipment	80	-	-	-
523140	Other Equipment Rental	12,536	51,000	45,000	46,000
	<b>Total Operations</b>	<b>6,817,955</b>	<b>8,465,100</b>	<b>7,972,800</b>	<b>8,166,700</b>
	<b><u>Maintenance</u></b>				
521080	Tool & Work Equipment	4,548	6,000	7,000	6,000
521100	Treatment Equipment	969,370	992,400	900,000	992,000
	<b>Total Maintenance</b>	<b>973,918</b>	<b>998,400</b>	<b>907,000</b>	<b>998,000</b>
	<b>Total Expenditure Classification</b>	<b>12,177,679</b>	<b>13,786,200</b>	<b>13,132,202</b>	<b>13,531,400</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 100%	12,177,679	13,786,200	13,132,202	13,531,400
	Water Allocation 0%	-	-	-	-
	<b>Total Funding Allocation</b>	<b>12,177,679</b>	<b>13,786,200</b>	<b>13,132,202</b>	<b>13,531,400</b>

# Water Pollution Control

2220010020

## Hartford

Authorized Positions	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Assistant WPC Superintendent	-	-	1	1
Administrative Clerk	-	-	1	1
Senior Clerk/Typist	1	1	-	-
WPC Crew Leader 1	6	6	5	5
WPC Crew Leader 2	7	7	7	7
WPC Plant Operator 2	24	25	25	25
WPC Supervisor	5	5	4	4
WPC Plant Superintendent	1	1	1	-
<i>Total Authorized Positions</i>	44	45	44	43

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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 daily. 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 proposed budget for 2021 is \$1,290,300, which is above the level adopted in 2020 by \$700 or 0.1%.

**Payroll: \$5,500**

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

**Operations: \$8,200**

- *Materials from Stock* expenditures have increased based on historical spend and the warehouse now housing items that the department previously would purchase from outside vendors.

**Maintenance: (\$13,000)**

- There is an expected decrease in expenditures for treatment equipment in 2021.

**East Hartford**

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	349,724	450,400	446,400	456,000
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	10,489	25,000	22,000	25,000
501050	Overtime 200%	-	21,500	6,000	21,500
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	7,057	5,100	5,100	5,100
501070	Longevity Pay	-	400	400	300
	<b>Total Payroll</b>	<b>367,270</b>	<b>502,400</b>	<b>479,900</b>	<b>507,900</b>
	<b><u>Operations</u></b>				
511010	Clothing Allowance	3,987	4,000	4,400	4,500
511030	Meals Allowance	40	400	380	400
512050	Custodial Services	2,068	4,400	3,000	3,400
512080	Outside Services	292	500	300	300
512350	Ground Care	9,800	-	-	-
512400	Disposal/Removal Fees	13,497	15,000	12,200	13,800
512410	Refuse Collection & Disposal	1,516	1,200	1,200	1,200
512710	Outside Testing & Lab Services	441	1,800	400	400
512850	DEEP Nitrogen Credits	47,560	46,000	46,000	35,000
513010	Office Supplies	1,473	1,300	1,500	1,500
513020	Janitorial Supplies	8	1,500	500	1,500
513080	Communication Equipment & Supplies	174	2,000	300	2,000
513140	Electrical Supplies	-	500	500	500
513160	Chemical/Oil Spill Supplies	-	500	-	500
513400	Small Tools & Equipment	-	2,500	800	2,500
513690	Materials From Stock	69,792	27,500	40,000	40,000
513710	Fuel	23,020	29,000	31,000	-
513720	Diesel Fuel	4,636	7,300	5,300	7,300
513740	Oil & Lubricants	-	5,000	1,000	5,000
514010	Electricity	433,458	450,000	457,800	466,800
514020	Natural/Industrial Gas	-	-	-	34,000
515020	Sodium Hydroxide	-	-	20,300	23,500
515110	Sodium Bisulfite	-	-	16,300	21,500
515140	Water Treatment Chemicals	34,303	58,000	-	-
521020	Safety Equipment	1,314	3,000	1,000	4,000
	<b>Total Operations</b>	<b>647,378</b>	<b>661,400</b>	<b>644,180</b>	<b>669,600</b>
	<b><u>Maintenance</u></b>				
521080	Tool & Work Equipment	3,476	800	800	800
521090	Transportation Equipment	-	-	-	-
521100	Treatment Equipment	56,514	125,000	85,000	112,000
	<b>Total Maintenance</b>	<b>59,990</b>	<b>125,800</b>	<b>85,800</b>	<b>112,800</b>
	<b>Total Expenditure Classification</b>	<b>1,074,638</b>	<b>1,289,600</b>	<b>1,209,880</b>	<b>1,290,300</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 100%	1,074,638	1,289,600	1,209,880	1,290,300
	Water Allocation 0%	-	-	-	-
	<b>Total Funding Allocation</b>	<b>1,074,638</b>	<b>1,289,600</b>	<b>1,209,880</b>	<b>1,290,300</b>

## East Hartford

Authorized Positions	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
WPC Crew Leader 1	1	1	1	1
WPC Plant Operator 2	4	3	3	3
WPC Supervisor	1	-	1	1
Assistant WPC Plant Superintendent	-	1	-	-
<i>Total Authorized Positions</i>	6	5	5	5

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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 proposed budget for 2021 is \$1,018,500, which is \$21,800 or 2.2% above the level adopted for 2020.

**Payroll: \$20,100**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees.
- *Standby & Premium Pay* expected to increase due to an increased need for on call coverage.

**Operations: (\$14,800)**

- Custodial Services expenditure has been removed based on historic spend.
- *DEEP Nitrogen Credit Program* expenses are expected to decrease due to an overall decrease in the wet weather pattern during nitrogen removal season.

**Maintenance: \$16,500**

- *Treatment Equipment* expenditures are expected to increase for 2021 based upon new treatment process.

# Water Pollution Control

2220010040

## Poquonock

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<u>Payroll</u>				
501010	Regular Pay	357,434	357,000	364,300	375,400
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	46,801	25,000	20,000	25,000
501050	Overtime 200%	-	20,000	20,000	20,000
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	5,025	3,400	5,100	5,100
501070	Longevity Pay	825	800	825	800
	<b>Total Payroll</b>	<b>410,086</b>	<b>406,200</b>	<b>410,225</b>	<b>426,300</b>
	<u>Operations</u>				
511010	Clothing Allowance	3,345	2,600	2,600	2,700
511030	Meals Allowance	-	200	-	200
512050	Custodial Services	-	4,000	500	-
512080	Outside Services	-	2,000	-	2,000
512350	Ground Care	19,160	-	-	-
512400	Disposal/Removal Fees	13,815	16,000	15,600	16,000
512410	Refuse Collection & Disposal	1,410	2,000	-	2,000
512430	Sludge Removal	-	35,000	25,000	40,000
512850	DEEP Nitrogen Credits	231,914	270,000	200,000	250,000
513010	Office Supplies	3,597	2,500	1,300	2,500
513400	Small Tools & Equipment	842	1,500	300	-
513690	Materials From Stock	11,752	15,000	12,000	15,500
513710	Fuel	7,404	9,200	9,000	9,200
513740	Oil & Lubricants	1,151	3,000	2,000	3,700
514010	Electricity	46,375	48,000	48,000	50,300
515040	Polyaluminum Chloride	-	-	53,000	-
515060	Sodium Hypochlorite	-	-	7,000	-
515110	Sodium Bisulfite	-	-	7,000	-
515140	Water Treatment Chemicals	68,732	80,000	13,000	80,600
521020	Safety Equipment	1,864	2,000	500	3,500
	<b>Total Operations</b>	<b>411,362</b>	<b>493,000</b>	<b>396,800</b>	<b>478,200</b>
	<u>Maintenance</u>				
521080	Tool & Work Equipment	7,999	8,500	8,000	-
521100	Treatment Equipment	108,523	89,000	84,000	114,000
	<b>Total Maintenance</b>	<b>116,522</b>	<b>97,500</b>	<b>92,000</b>	<b>114,000</b>
	<b>Total Expenditure Classification</b>	<b>937,969</b>	<b>996,700</b>	<b>899,025</b>	<b>1,018,500</b>
	<u>Funding Allocation</u>				
	Sewer Allocation 100%	937,969	996,700	899,025	1,018,500
	Water Allocation 0%	-	-	-	-
	<b>Total Funding Allocation</b>	<b>937,969</b>	<b>996,700</b>	<b>899,025</b>	<b>1,018,500</b>
	<u>Authorized Positions</u>				
	WPC Crew Leader 1	1	1	1	1
	WPC Plant Operator 2	2	2	2	2
	WPC Satellite Plant Supervisor	1	1	1	1
	<b>Total Authorized Positions</b>	<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 proposed 2021 budget is \$1,177,800 which is \$30,300 or 2.6% above the expenditure level adopted for 2020.

**Payroll: \$13,100**

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

**Operations: \$21,700**

- Materials from Stock expenditures have increased in 2021 due more materials available to accommodate daily activity at the facility.

**Maintenance: (\$4,500)**

- *Facilities R&M* expenditures have not been proposed for the 2021 budget year.

## Rocky Hill

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Payroll</u></b>					
501010	Regular Pay	436,238	431,300	433,098	449,400
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	54,090	40,000	30,000	40,000
501050	Overtime 200%	-	20,000	1,000	15,000
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	5,250	5,100	5,100	5,100
501070	Longevity Pay	-	-	-	-
	<b>Total Payroll</b>	<b>495,578</b>	<b>496,400</b>	<b>469,198</b>	<b>509,500</b>
<b><u>Operations</u></b>					
511010	Clothing Allowance	3,547	3,300	2,800	3,300
511030	Meals Allowance	20	300	100	200
512050	Custodial Services	1,964	4,000	2,900	4,000
512080	Outside Services	245	500	-	400
512350	Ground Care	1,575	-	-	-
512400	Disposal/Removal Fees	12,976	17,800	14,000	17,800
512410	Refuse Collection & Disposal	960	2,000	1,300	2,000
512710	Outside Testing & Lab Services	-	1,000	300	1,000
512850	DEEP Nitrogen Credits	45,418	20,000	-	20,000
513010	Office Supplies	1,802	1,800	1,700	1,800
513020	Janitorial Supplies	1,411	3,000	2,500	3,000
513400	Small Tools & Equipment	433	2,500	2,100	2,500
513690	Materials From Stock	29,963	12,000	24,000	25,000
513720	Diesel Fuel	395	5,000	5,000	5,000
513740	Oil & Lubricants	-	5,100	3,500	4,000
514010	Electricity	392,910	440,000	430,000	450,000
514020	Natural/Industrial Gas	11,581	15,000	11,000	15,000
515030	Chlorine	10,856	14,000	12,000	14,000
521020	Safety Equipment	1,476	3,000	2,700	3,000
	<b>Total Operations</b>	<b>517,532</b>	<b>550,300</b>	<b>515,900</b>	<b>572,000</b>
<b><u>Maintenance</u></b>					
521080	Tool & Work Equipment	1,783	3,300	3,000	3,300
521100	Treatment Equipment	56,155	90,000	80,000	93,000
522010	Facilities R&M	3,404	7,500	2,300	-
	<b>Total Maintenance</b>	<b>61,342</b>	<b>100,800</b>	<b>85,300</b>	<b>96,300</b>
<b>Total Expenditure Classification</b>		<b>1,074,453</b>	<b>1,147,500</b>	<b>1,070,398</b>	<b>1,177,800</b>
<b><u>Funding Allocation</u></b>					
Sewer Allocation 100%		1,074,453	1,147,500	1,070,398	1,177,800
Water Allocation 0%		-	-	-	-
<b>Total Funding Allocation</b>		<b>1,074,453</b>	<b>1,147,500</b>	<b>1,070,398</b>	<b>1,177,800</b>
<b><u>Authorized Positions</u></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**

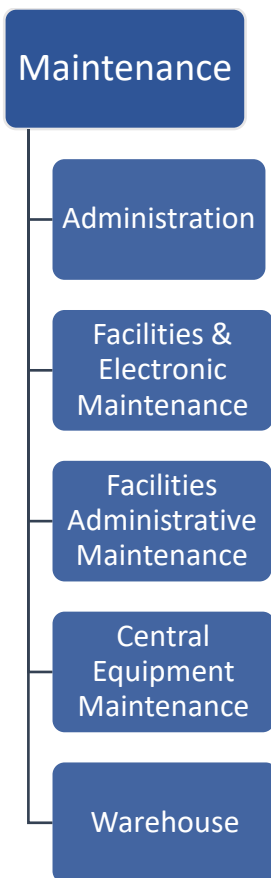
Administration

Facility & Electronic Maintenance

Administrative Facilities Maintenance

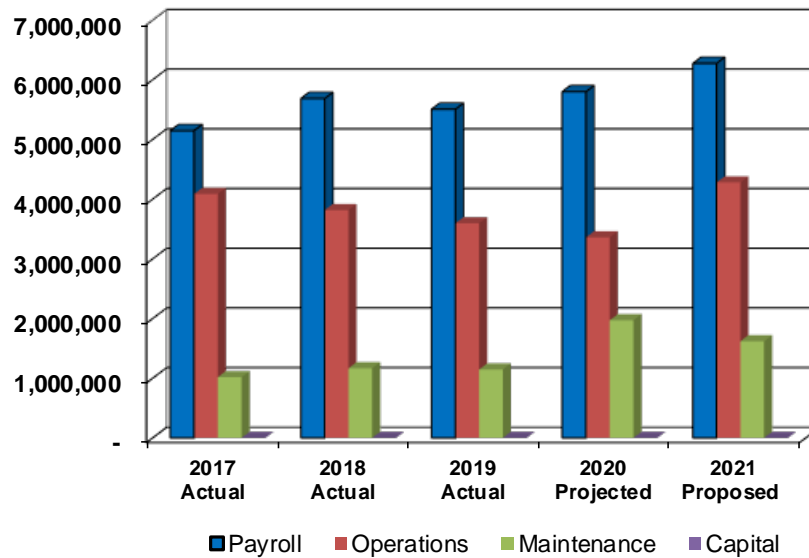
Central Equipment Maintenance

Warehouse

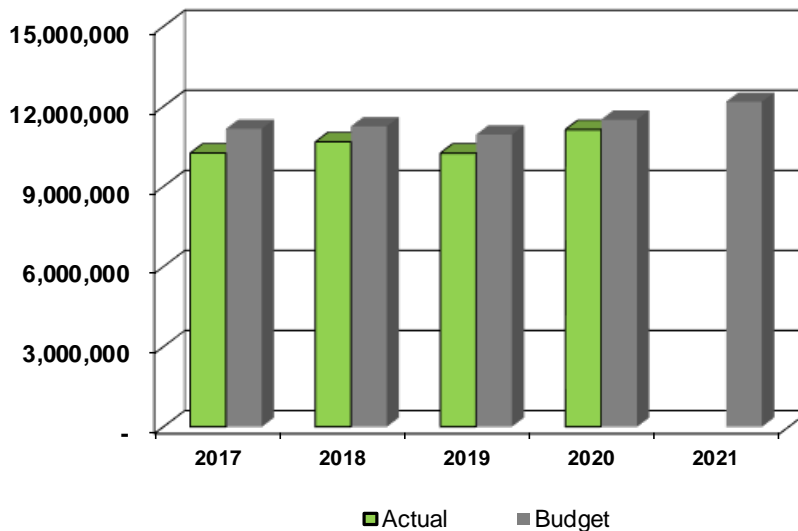


# Maintenance

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	5,148,900	5,687,877	5,508,167	5,801,675	6,276,200
Operations	4,087,900	3,817,305	3,597,229	3,360,715	4,281,000
Maintenance	1,018,300	1,168,158	1,147,806	1,972,000	1,620,000
Capital	-	-	-	-	-
<b>Total</b>	<b>10,255,100</b>	<b>10,673,340</b>	<b>10,253,203</b>	<b>11,134,390</b>	<b>12,177,200</b>



	2017	2018	2019	2020	2021
Actual	10,255,100	10,673,340	10,253,203	11,134,390	
Budget	11,162,400	11,254,600	10,946,200	11,502,600	12,177,200
Variance	(907,300)	(581,260)	(692,997)	(368,210)	

# 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 proposed budget for 2021 is \$12,177,200, which is \$674,600 or 5.9% above the expenditure level adopted for 2020 in support of current year programs and operations. Budget details regarding the activity and departments are provided on succeeding pages

# Maintenance

## Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Administration	276,992	269,100	261,450	278,200
Facilities and Electronic Maintenance	4,811,038	5,101,900	5,310,000	5,587,300
Administrative Facilities Maintenance	1,282,811	1,569,000	1,530,300	1,671,000
Central Equipment Maintenance	3,222,984	3,761,300	3,284,400	3,823,900
Warehouse	680,051	801,300	748,240	816,800
<b>Total Summary by Activity</b>	<b>10,273,876</b>	<b>11,502,600</b>	<b>11,134,390</b>	<b>12,177,200</b>
<b><u>Summary by Major Account</u></b>				
Payroll				
Regular Pay	4,789,525	5,170,200	5,170,200	5,485,200
Overtime 100%	-	-	-	-
Overtime 150%	663,932	660,000	514,000	660,000
Overtime 200%	-	80,000	80,000	80,000
Temporary Help	-	-	-	-
Standby & Premium Pay	48,634	44,100	35,000	44,600
Longevity Pay	6,075	6,800	2,475	6,400
<b>Total Payroll</b>	<b>5,508,167</b>	<b>5,961,100</b>	<b>5,801,675</b>	<b>6,276,200</b>
Operations	3,597,229	4,033,500	3,360,715	4,281,000
Maintenance	1,147,806	1,508,000	1,972,000	1,620,000
Capital Outlay	20,673	-	-	-
<b>Total Summary by Major Account</b>	<b>10,273,876</b>	<b>11,502,600</b>	<b>11,134,390</b>	<b>12,177,200</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 49%	5,034,200	5,636,200	5,455,800	5,966,800
Water Allocation 51%	5,239,676	5,866,400	5,678,590	6,210,400
<b>Total Funding Allocation</b>	<b>10,273,876</b>	<b>11,502,600</b>	<b>11,134,390</b>	<b>12,177,200</b>
<b><u>Authorized Positions</u></b>				
Administration	2	2	2	2
Facilities and Electronic Maintenance	33	33	33	33
Administrative Facilities Maintenance	-	-	-	-
Central Equipment Maintenance	15	14	14	14
Warehouse	7	8	7	8
<b>Total Authorized Positions</b>	<b>57</b>	<b>57</b>	<b>56</b>	<b>57</b>

**Administration****Description**

The Manager of Maintenance is responsible for the planning and scheduling of 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 and an Admin Clerk who is responsible for all clerical duties in the Maintenance Department.

**Budget Commentary**

The Maintenance Administration proposed budget for 2021 is \$278,200. This is an increase of \$9,100 or 3.4% from the expenditure level adopted for 2020.

**Payroll: \$9,100**

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

**Operations: \$0**

- The budget is expected to be unchanged for 2021.

## Administration

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	247,080	253,000	253,000	262,500
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	5,417	-	4,000	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	350	400	175	-
	<b>Total Payroll</b>	<b>252,847</b>	<b>253,400</b>	<b>257,175</b>	<b>262,500</b>
	<b><u>Operations</u></b>				
511010	Clothing Allowance	325	300	325	300
511100	Seminars & Conventions	16,115	2,000	1,250	2,000
511120	Meeting Expenses	661	900	300	900
511210	Books & Periodicals	320	500	-	500
511220	Dues & Memberships	797	1,000	-	1,000
512070	Consultant Services	393	5,000	-	5,000
513010	Office Supplies	5,534	6,000	2,400	6,000
	<b>Total Operations</b>	<b>24,145</b>	<b>15,700</b>	<b>4,275</b>	<b>15,700</b>
	<b>Total Expenditure Classification</b>	<b>276,992</b>	<b>269,100</b>	<b>261,450</b>	<b>278,200</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	135,700	131,900	128,100	136,300
	Water Allocation 51%	141,292	137,200	133,350	141,900
	<b>Total Funding Allocation</b>	<b>276,992</b>	<b>269,100</b>	<b>261,450</b>	<b>278,200</b>
	<b><u>Authorized Positions</u></b>				
	Manager of Maintenance	1	1	1	1
	Administrative Clerk	1	1	1	1
	<b>Total Authorized Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

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**Facilities & Electronic Maintenance**

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**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 proposed 2021 budget is \$5,587,300, which has increased by \$485,400 or 9.5% above the expenditure level adopted for 2020.

**Payroll: \$232,400**

- *Regular Pay and Overtime* includes increments and cost-of-living increases for eligible employees in 2021.

**Operations: \$230,000**

- *Outside Services* expenditure has been proposed for 2021 to obtain a contracted Electrician and Electrical technician as a result of employee retirements.
- *Electricity* has increased based on contract pricing.

**Maintenance: \$23,000**

- *Safety Equipment* expenditures have been increased due to PPE equipment needed for Covid19 response.

## Facilities &amp; Electronic Maintenance

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<u><b>Payroll</b></u>				
501010	Regular Pay	2,688,905	2,952,200	2,952,200	3,184,600
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	500,833	500,000	400,000	500,000
501050	Overtime 200%	-	50,000	52,000	50,000
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	38,280	35,000	35,000	35,000
501070	Longevity Pay	3,950	4,400	2,300	4,400
	<b>Total Payroll</b>	<b>3,231,968</b>	<b>3,541,600</b>	<b>3,441,500</b>	<b>3,774,000</b>
	<u><b>Operations</b></u>				
511010	Clothing Allowance	29,041	29,000	2,500	29,000
511030	Meals Allowance	653	4,000	2,500	4,000
512080	Outside Services	242,747	-	-	150,000
512350	Ground Care	88,003	268,300	222,000	268,300
512410	Refuse Collection & Disposal	3,417	4,000	4,000	4,000
513010	Office Supplies	3,019	6,000	1,000	6,000
513080	Communication Equipment & Supplies	-	8,000	2,500	8,000
513120	Safety Supplies	8,990	9,000	12,000	9,000
513140	Electrical Supplies	20,252	20,000	10,000	20,000
513160	Chemical/Oil Spill Supplies	-	1,000	1,000	1,000
513400	Small Tools & Equipment	23,919	18,000	10,000	18,000
513430	Rock Sand & Dirt	-	2,000	-	2,000
513690	Materials From Stock	81,013	80,000	40,000	80,000
513710	Fuel	62,258	62,000	20,000	62,000
514010	Electricity	652,136	600,000	600,000	680,000
515310	Fertilizer & Weed Control Chemicals	-	1,000	-	1,000
515320	Odor Control Chemicals	-	1,000	-	1,000
523140	Other Equipment Rental	1,310	15,000	2,000	15,000
	<b>Total Operations</b>	<b>1,216,758</b>	<b>1,128,300</b>	<b>929,500</b>	<b>1,358,300</b>
	<u><b>Maintenance</b></u>				
513540	Tanks	-	12,000	12,000	12,000
521020	Safety Equipment	11,160	10,000	12,000	22,500
521070	Pump Station Equipment	68,135	100,000	600,000	100,000
521080	Tool & Work Equipment	17,954	17,000	25,000	17,000
522010	Facilities R&M	117,494	150,000	150,000	150,000
522030	Information System R&M	140,570	143,000	140,000	153,500
	<b>Total Maintenance</b>	<b>355,313</b>	<b>432,000</b>	<b>939,000</b>	<b>455,000</b>
	<u><b>Capital Outlay</b></u>				
522070	Tools & Equipment R&M	6,999	-	-	-
	<b>Total Capital Outlay</b>	<b>6,999</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditure Classification</b>	<b>4,811,038</b>	<b>5,101,900</b>	<b>5,310,000</b>	<b>5,587,300</b>
	<u><b>Funding Allocation</b></u>				
	Sewer Allocation 49%	2,357,400	2,499,900	2,601,900	2,737,800
	Water Allocation 51%	2,453,638	2,602,000	2,708,100	2,849,500
	<b>Total Funding Allocation</b>	<b>4,811,038</b>	<b>5,101,900</b>	<b>5,310,000</b>	<b>5,587,300</b>

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**Facilities & Electronic Maintenance**


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Authorized Positions	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Asst Facility Maintenance Superintendent	-	-	1	1
Buildings & Facilities Maint Crew Leader	1	-	-	-
Building and Grounds Maintainer	3	3	1	1
Carpenter	1	1	1	1
Electrician 1	-	1	-	-
Electrician 2	1	-	-	-
Electrical Maint Supervisor	1	-	1	1
Electronic Technician	-	-	3	3
Electronic Technician 1	1	1	-	-
Electronic Technician 2	6	6	7	7
Facilities Maintainer	-	1	1	1
Facilities Maintainer Crew Leader	-	1	1	1
Facility Maintainer 1	6	4	5	5
Facility Maintenance Supervisor	-	1	1	1
Instrumentation Tech 2	1	-	-	-
Machinist/Maint. Mechanic	-	-	1	1
Machinist/Maint. Mechanic 2	8	8	8	8
Maintenance Crew Leader	-	1	1	1
Plant Maintainer	1	1	1	1
Plant Maintenance Supervisor	1	1	-	-
Plant & Pump Station Maint Supervisor	-	1	1	1
Senior Maintenance Mechanic	1	1	-	-
Vehicle & Equipment Mechanic 2	1	1	-	-
<i>Total Authorized Positions</i>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>

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**Administrative Facilities Maintenance**

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**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 proposed 2021 budget for the Administrative Facilities is \$1,671,000 which has increased by \$102,000 or 6.5% above the expenditure level adopted for 2020.

**Operations: \$95,000**

- Budget includes an increase to the Custodial contracts for 2021 due to the District Wide sanitation processes in order to comply with the CDC guidelines for Covid19 response.

**Maintenance: \$7,000**

- The budget has increased due to the additional Fire Protection Testing and Crane Inspections required in 2021.

## Administrative Facilities Maintenance

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	-	-	-	-
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	-	-	-	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	-	-	-	-
	<b>Total Payroll</b>	-	-	-	-
	<b><u>Operations</u></b>				
512050	Custodial Services	328,870	400,000	380,000	400,000
512080	Outside Services	8,400	11,000	9,000	11,000
512090	Security Services	5,311	10,000	300	10,000
512410	Refuse Collection & Disposal	53,437	68,000	40,000	68,000
513020	Janitorial Supplies	45,689	80,000	160,000	160,000
513690	Materials From Stock	8,345	10,000	1,000	10,000
513710	Fuel	94,163	120,000	92,000	120,000
514010	Electricity	368,418	425,000	440,000	440,000
514050	Heating & Air Conditioning	237,210	285,000	231,000	285,000
	<b>Total Operations</b>	1,149,843	1,409,000	1,353,300	1,504,000
	<b><u>Maintenance</u></b>				
522010	Facilities R&M	132,968	160,000	177,000	167,000
	<b>Total Maintenance</b>	132,968	160,000	177,000	167,000
	<b>Total Expenditure Classification</b>	1,282,811	1,569,000	1,530,300	1,671,000
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	628,600	768,800	749,800	818,800
	Water Allocation 51%	654,211	800,200	780,500	852,200
	<b>Total Funding Allocation</b>	1,282,811	1,569,000	1,530,300	1,671,000

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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 proposed budget for 2021 is \$3,823,900, which is above the 2020 approved level by \$62,600 or 1.7%.

**Payroll: \$58,100**

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

**Operations: (\$77,500)**

- *Consultant Services* expenses have been decreased due to need for this in 2021.

**Maintenance: \$82,000**

- Overall maintenance is expected to increase based on the aging infrastructure, *Transportation, Stationary Equipment and Building Maintenance*.

## Central Equipment Maintenance

Commitment		2019	2020	2020	2021
Item	Expenditure Classification	Actual	Adopted	Projected	Proposed
	<b><i>Payroll</i></b>				
501010	Regular Pay	1,271,328	1,301,200	1,301,200	1,359,300
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	84,235	70,000	60,000	70,000
501050	Overtime 200%	-	10,000	10,000	10,000
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	800	-	800
501070	Longevity Pay	1,775	2,000	-	2,000
	<b>Total Payroll</b>	<b>1,357,339</b>	<b>1,384,000</b>	<b>1,371,200</b>	<b>1,442,100</b>
	<b><i>Operations</i></b>				
511010	Clothing Allowance	11,502	18,000	10,000	18,000
511030	Meals Allowance	-	300	-	300
511120	Meeting Expenses	350	1,000	300	1,000
511220	Dues & Memberships	-	1,000	1,000	1,000
512070	Consultant Services	135,499	170,000	160,000	90,000
512090	Security Services	5,313	6,500	6,500	6,500
512310	Permits	25	2,500	-	2,500
512410	Refuse Collection & Disposal	11,696	15,000	12,000	15,000
513010	Office Supplies	4,259	3,000	2,000	3,000
513140	Electrical Supplies	458	3,300	200	3,300
513400	Small Tools & Equipment	13,053	18,000	15,000	18,000
513690	Materials From Stock	266,999	300,000	200,000	300,000
513710	Fuel	17,964	30,000	30,000	30,000
513720	Diesel Fuel	280,639	400,000	300,000	400,000
513730	Gasoline	333,516	300,000	150,000	300,000
514010	Electricity	47,700	72,500	75,000	75,000
514020	Natural/Industrial Gas	25,586	35,000	35,000	35,000
514030	Propane Gas	1,482	10,000	3,000	10,000
515330	Wash-Bay Chemicals	22,623	40,000	17,000	40,000
521020	Safety Equipment	9,299	25,000	30,000	25,000
523140	Other Equipment Rental	4,481	10,200	10,200	10,200
	<b>Total Operations</b>	<b>1,192,446</b>	<b>1,461,300</b>	<b>1,057,200</b>	<b>1,383,800</b>
	<b><i>Maintenance</i></b>				
521060	Power Operated Equipment	149,022	200,000	200,000	220,000
521080	Tool & Work Equipment	146,250	170,000	170,000	187,000
521090	Transportation Equipment	286,944	382,000	382,000	421,000
521110	Stationary Power Equipment	24,866	54,000	54,000	60,000
522010	Facilities R&M	52,443	110,000	50,000	110,000
	<b>Total Maintenance</b>	<b>659,525</b>	<b>916,000</b>	<b>856,000</b>	<b>998,000</b>
	<b><i>Capital Outlay</i></b>				
504204	Power Operated Equipment	13,674	-	-	-
	<b>Total Capital Outlay</b>	<b>13,674</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Expenditure Classification</b>	<b>3,222,984</b>	<b>3,761,300</b>	<b>3,284,400</b>	<b>3,823,900</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 49%	1,579,300	1,843,000	1,609,400	1,873,700
	Water Allocation 51%	1,643,684	1,918,300	1,675,000	1,950,200
	<b>Total Funding Allocation</b>	<b>3,222,984</b>	<b>3,761,300</b>	<b>3,284,400</b>	<b>3,823,900</b>

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**Central Equipment Maintenance**


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Authorized Positions	2019 Projected	2020 Adopted	2020 Projected	2021 Proposed
Administrative Assistant	1	1	1	1
Equipment Fabricator	1	1	1	1
Fleet Supervisor	1	1	1	1
Fleet Superintendent	1	1	1	1
Power Equipment Mechanic	1	1	-	-
Vehicle and Equip. Body Mechanic	-	1	-	-
Vehicle and Equip. Mechanic	6	2	8	8
Vehicle and Equipment Mechanic 2	1	4	-	-
Vehicle and Equip. Rep. Crew Leader	3	2	2	2
<i>Total Authorized Positions</i>	15	14	14	14

**Warehouse****Description**

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

**Budget Commentary**

The Inventory proposed budget for 2021 is \$816,800, which is up \$15,500 or 1.9% above the 2020 approved level.

**Payroll: \$15,500**

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

**Operations: \$0**

- Expenditure costs are expected to remain unchanged in 2021.

## Warehouse

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	582,212	663,800	663,800	678,800
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	73,447	90,000	50,000	90,000
501050	Overtime 200%	-	20,000	18,000	20,000
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	10,354	8,300	-	8,800
501070	Longevity Pay	-	-	-	-
	<b>Total Payroll</b>	<b>666,014</b>	<b>782,100</b>	<b>731,800</b>	<b>797,600</b>
	<b><u>Operations</u></b>				
511010	Clothing Allowance	6,139	4,200	4,200	4,200
511030	Meals Allowance	260	3,000	400	3,000
511050	Employee Education Program	-	-	260	-
513010	Office Supplies	999	1,000	500	1,000
513400	Small Tools & Equipment	191	500	500	500
513770	Auto Parts	-	-	80	-
519020	Postage	6,012	10,000	10,000	10,000
521020	Safety Equipment	436	500	500	500
	<b>Total Operations</b>	<b>14,037</b>	<b>19,200</b>	<b>16,440</b>	<b>19,200</b>
	<b>Total Expenditure Classification</b>	<b>680,051</b>	<b>801,300</b>	<b>748,240</b>	<b>816,800</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 49%	333,200	392,600	366,600	400,200
	Water Allocation 51%	346,851	408,700	381,640	416,600
	<b>Total Funding Allocation</b>	<b>680,051</b>	<b>801,300</b>	<b>748,240</b>	<b>816,800</b>
	<b><u>Authorized Positions</u></b>				
	Inventory Stock Clerk	4	4	4	4
	Facilities Maintainer 1	-	1	-	1
	Stock Svcs Crew Leader	1	1	2	2
	Stock Services Supervisor	1	1	1	1
	Vehicle & Equip Rep. Crew Leader	1	1	-	-
	<b>Total Authorized Positions</b>	<b>7</b>	<b>8</b>	<b>7</b>	<b>8</b>

# **Water Treatment and Supply**

Administration

## **Water Treatment**

West Hartford

Bloomfield

Facilities & Ground Maintenance

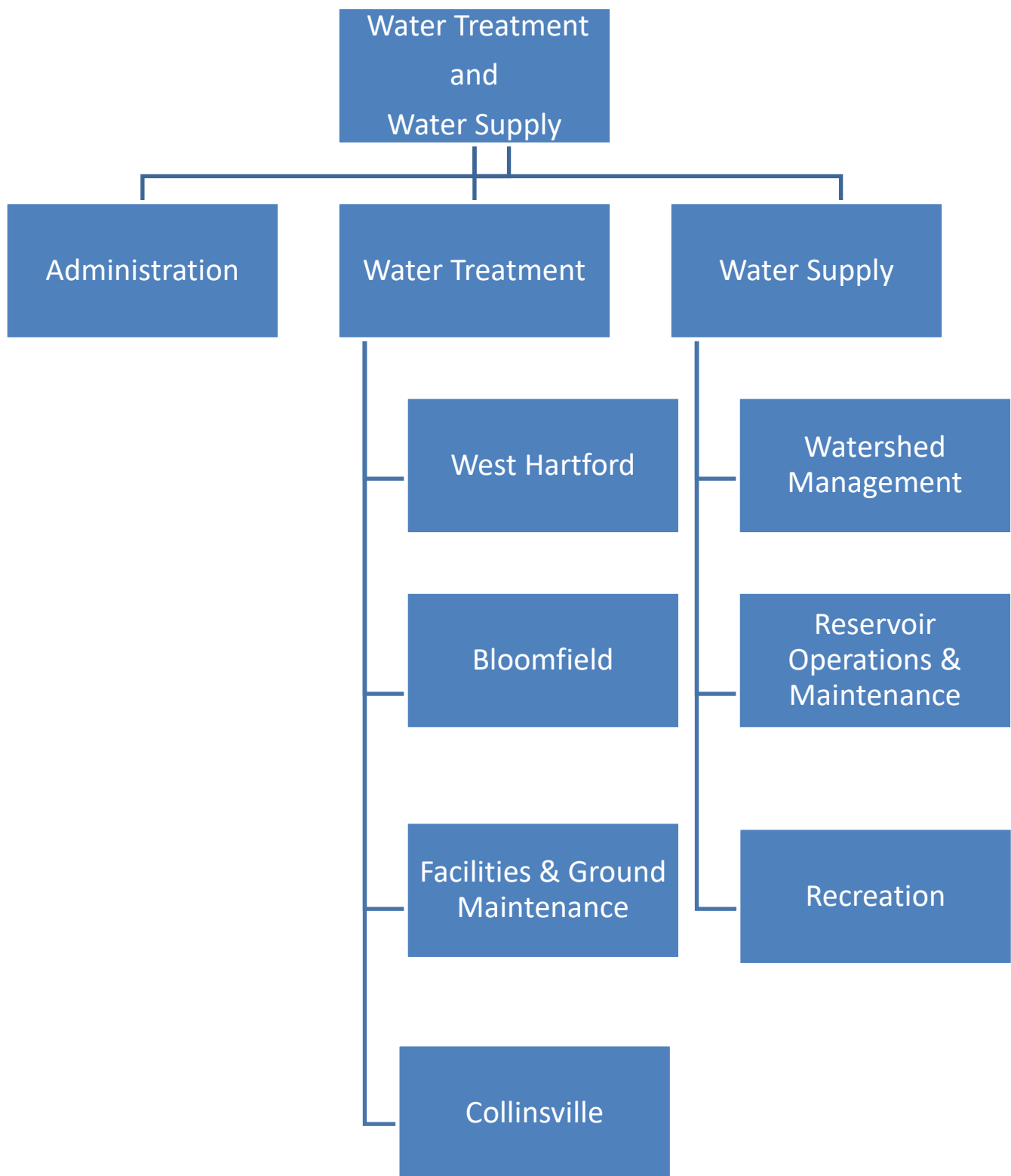
Collinsville

## **Water Supply**

Watershed Maintenance

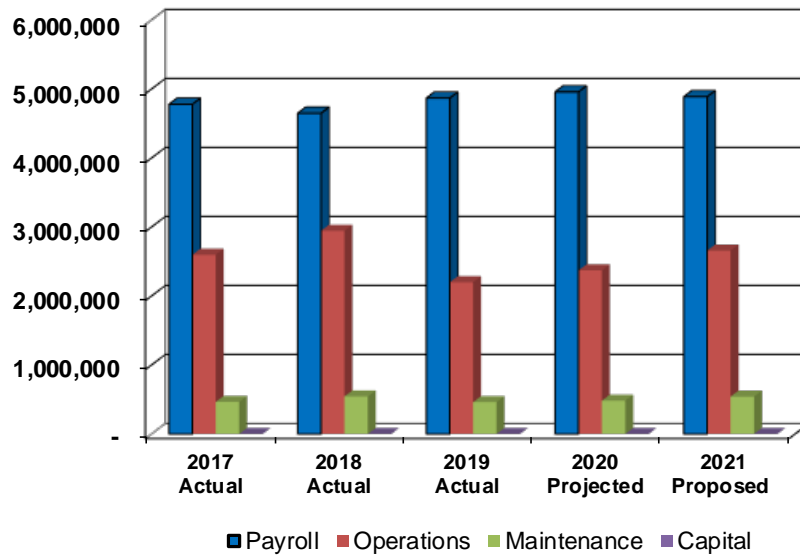
Reservoir Operations & Maintenance

Recreation

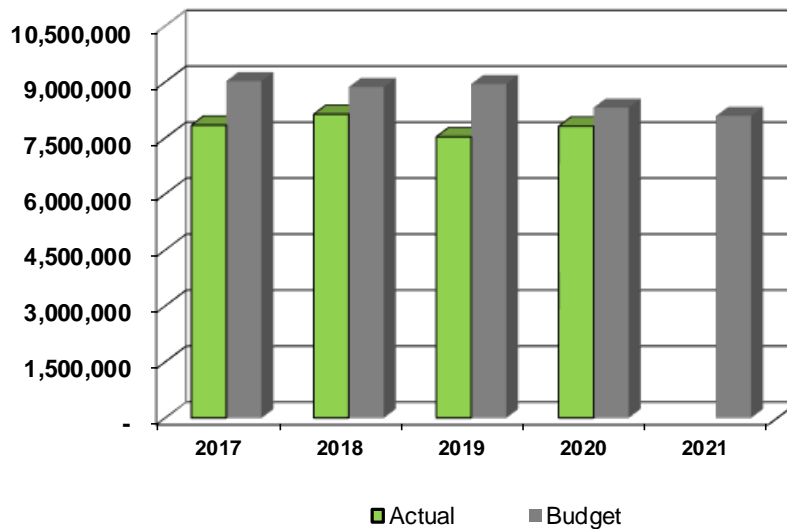


# Water Treatment & Supply

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	4,779,700	4,649,321	4,868,606	4,958,600	4,889,900
Operations	2,597,300	2,943,730	2,198,910	2,372,050	2,657,500
Maintenance	464,600	543,014	462,401	482,956	540,400
Capital	-	-	-	-	-
<b>Total</b>	<b>7,841,600</b>	<b>8,136,065</b>	<b>7,529,917</b>	<b>7,813,606</b>	<b>8,087,800</b>



	2017	2018	2019	2020	2021
Actual	7,841,600	8,136,065	7,529,917	7,813,606	
Budget	9,021,700	8,861,500	8,944,700	8,310,200	8,087,800
Variance	(1,180,100)	(725,435)	(1,414,783)	(496,594)	

# **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 2021 is \$8,277,500, a decrease of \$32,700 or 0.4 % below the 2020 adopted level. Budget details pertaining to the Water Treatment and Supply activities follow.

# Water Treatment and Supply

## Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Administration	491,842	516,000	506,750	535,800
West Hartford	2,673,508	2,911,700	2,679,856	2,880,400
Bloomfield	1,381,714	1,411,000	1,358,500	1,303,500
Facilities & Ground Maintenance	737,982	810,000	780,900	707,800
Collinsville	119,544	145,800	145,600	153,400
Waterhshed Management	497,003	549,800	535,600	551,300
Reservoir Operations & Maintenance	1,615,156	1,921,100	1,782,800	1,910,800
Recreation	13,169	44,800	23,600	44,800
<b>Total Summary by Activity</b>	<b>7,529,917</b>	<b>8,310,200</b>	<b>7,813,606</b>	<b>8,087,800</b>
<b><u>Summary by Major Account</u></b>				
Payroll				
Regular Pay	4,311,895	4,575,000	4,440,300	4,341,000
Overtime 100%	-	-	-	-
Overtime 150%	480,359	318,000	322,500	303,200
Overtime 200%	-	153,000	153,000	158,000
Temporary Help	8,200	17,000	-	25,000
Standby & Premium Pay	61,001	52,000	35,600	55,500
Longevity Pay	7,150	7,200	7,200	7,200
<b>Total Payroll</b>	<b>4,868,606</b>	<b>5,122,200</b>	<b>4,958,600</b>	<b>4,889,900</b>
Operations	2,198,910	2,665,200	2,372,050	2,657,500
Maintenance	462,401	522,800	482,956	540,400
Capital Outlay	-	-	-	-
<b>Total Summary by Major Account</b>	<b>7,529,917</b>	<b>8,310,200</b>	<b>7,813,606</b>	<b>8,087,800</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 0%	-	-	-	-
Water Allocation 100%	7,529,917	8,310,200	7,813,606	8,087,800
<b>Total Funding Allocation</b>	<b>7,529,917</b>	<b>8,310,200</b>	<b>7,813,606</b>	<b>8,087,800</b>
<b><u>Authorized Positions</u></b>				
Administration	4	4	4	4
West Hartford	15	15	14	13
Bloomfield	7	7	6	5
Facilities & Ground Maintenance	10	9	7	7
Collinsville	-	-	-	-
Reservoir Operations & Maintenance	4	4	4	4
Water Supply	13	13	14	14
Recreation	-	-	-	-
<b>Total Authorized Positions</b>	<b>53</b>	<b>52</b>	<b>49</b>	<b>47</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 2021 Water Treatment and Supply Administration budget is \$535,800, an increase of \$19,800 or 3.8% above the adopted level for 2020.

**Payroll: \$22,800**

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

**Operations: (\$3,000)**

- *Seminars & Conventions* and *Licenses & Registrations* are decreasing based on a historical spend.

## Administration

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Payroll</u></b>					
501010	Regular Pay	469,239	481,300	482,500	503,900
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	513	3,000	2,500	3,200
501050	Overtime 200%	-	-	-	-
501020	Temporary Help	1,136	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	1,400	1,500	1,500	1,500
	<b>Total Payroll</b>	<b>472,288</b>	<b>485,800</b>	<b>486,500</b>	<b>508,600</b>
<b><u>Operations</u></b>					
511010	Clothing Allowance	650	1,000	1,000	1,000
511020	Mileage Allowance	59	200	150	200
511100	Seminars & Conventions	6,228	6,000	4,000	4,000
511120	Meeting Expenses	826	700	400	700
511210	Books & Periodicals	401	500	500	500
511220	Dues & Memberships	1,869	1,800	1,200	1,800
512080	Outside Services	348	10,000	5,000	10,000
512310	Permits	1,410	2,000	2,000	2,000
512840	Licenses & Registration	-	1,000	-	-
513010	Office Supplies	7,764	7,000	6,000	7,000
	<b>Total Operations</b>	<b>19,554</b>	<b>30,200</b>	<b>20,250</b>	<b>27,200</b>
	<b>Total Expenditure Classification</b>	<b>491,842</b>	<b>516,000</b>	<b>506,750</b>	<b>535,800</b>
<b><u>Funding Allocation</u></b>					
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	491,842	516,000	506,750	535,800
	<b>Total Funding Allocation</b>	<b>491,842</b>	<b>516,000</b>	<b>506,750</b>	<b>535,800</b>
<b><u>Authorized Positions</u></b>					
	Administrative Assistant	1	1	1	1
	Asst. Manager of WT	1	1	1	1
	Manager of Water Treatment & Supply	1	1	1	1
	Senior Clerk	1	1	1	1
	<b>Total Authorized Positions</b>	<b>4</b>	<b>4</b>	<b>4</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 2021 is \$2,880,400. This is decrease of \$31,300 or 1.1% below the 2020 adopted budget.

**Payroll: (\$34,600)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees and is offset by a decrease in headcount.
- *Standby & Premium Pay* is increasing based upon union contract agreements.

**Operations: \$3,300**

- Various changes in line item budgets were moved to properly classify expenses.

**Maintenance: \$0**

- No changes are anticipated for the coming year.

# Water Treatment and Supply

2210020010

## Water Treatment - West Hartford

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	1,234,495	1,228,000	1,200,000	1,192,400
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	242,946	150,000	160,000	150,000
501050	Overtime 200%	-	55,000	55,000	55,000
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	36,238	35,000	35,000	36,000
501070	Longevity Pay	3,075	3,000	3,000	3,000
	<b>Total Payroll</b>	<b>1,516,754</b>	<b>1,471,000</b>	<b>1,453,000</b>	<b>1,436,400</b>
	<b><u>Operations</u></b>				
511010	Clothing Allowance	8,479	8,000	8,000	8,000
511030	Meals Allowance	520	800	500	800
512080	Outside Services	248,417	287,000	194,000	287,000
512410	Refuse Collection & Disposal	5,285	6,000	5,500	5,800
513010	Office Supplies	(5)	-	-	-
513020	Janitorial Supplies	932	1,000	500	1,000
513120	Safety Supplies	1,476	2,000	2,000	2,000
513140	Electrical Supplies	1,211	2,000	1,000	2,000
513160	Chemical/Oil Spill Supplies	693	1,000	1,000	1,000
513170	Bedwash Supplies	26,064	30,000	25,000	30,000
513400	Small Tools & Equipment	2,229	3,500	4,600	3,500
513690	Materials From Stock	5,754	10,000	7,000	10,000
513710	Fuel	55,156	70,000	55,000	60,000
513720	Diesel Fuel	-	1,500	1,500	1,500
514010	Electricity	193,674	270,000	220,000	230,000
515010	Aluminum Sulfate	533,382	650,000	-	-
515020	Sodium Hydroxide	-	-	241,000	276,000
515050	Hydrofluosilicic Acid	-	-	76,000	84,500
515060	Sodium Hypochlorite	-	-	130,000	151,000
515100	Orthophosphate	-	-	163,000	193,000
519100	Printing	-	1,000	-	-
523140	Other Equipment Rental	-	1,000	1,000	1,000
	<b>Total Operations</b>	<b>1,083,267</b>	<b>1,344,800</b>	<b>1,136,600</b>	<b>1,348,100</b>
	<b><u>Maintenance</u></b>				
521020	Safety Equipment	83	500	2,256	500
521070	Pump Station Equipment	760	1,000	500	1,000
521080	Tool & Work Equipment	3,586	4,000	4,000	4,000
521100	Treatment Equipment	64,340	80,400	74,000	80,400
522010	Facilities R&M	4,716	10,000	9,500	10,000
	<b>Total Maintenance</b>	<b>73,487</b>	<b>95,900</b>	<b>90,256</b>	<b>95,900</b>
	<b>Total Expenditure Classification</b>	<b>2,673,508</b>	<b>2,911,700</b>	<b>2,679,856</b>	<b>2,880,400</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	2,673,508	2,911,700	2,679,856	2,880,400
	<b>Total Funding Allocation</b>	<b>2,673,508</b>	<b>2,911,700</b>	<b>2,679,856</b>	<b>2,880,400</b>

# Water Treatment and Supply

2210020010

## Water Treatment - West Hartford

Authorized Positions	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Certified WT Crew Leader	3	3	3	3
Water Plant Operator in Training	1	1	-	-
Water Treatment Plant Crew Leader	2	2	2	1
Water Treatment Plant Operator	5	5	5	5
Water Treatment Plant Operator 1	-	-	-	-
Water Treatment Plant Shift Supv.	3	3	3	3
Water Treatment Plant Supervisor	1	1	1	1
<i>Total Authorized Positions</i>	15	15	14	13

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**Water Treatment - Bloomfield**

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**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 2021 budget for Bloomfield Water Treatment totals \$1,303,500, a decrease of \$107,500 or a 7.6% below the 2020 adopted level.

**Payroll: (\$149,600)**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by a decrease in headcount.

**Operations: \$19,100**

- *Electricity* and other various net allotments are expected to increase slightly based on pricing and historical spending.

**Maintenance: \$23,000**

- *Facilities R&M* is expected to increase based upon the wear/tear and life expectancy of current equipment and the anticipated increase in cost for replacement.

# Water Treatment and Supply

2210020020

## Water Treatment - Bloomfield

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	612,061	616,000	637,000	463,400
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	67,063	50,000	50,000	50,000
501050	Overtime 200%	-	30,000	30,000	30,000
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	24,763	15,000	-	18,000
501070	Longevity Pay	-	-	-	-
	<b>Total Payroll</b>	<b>703,887</b>	<b>711,000</b>	<b>717,000</b>	<b>561,400</b>
	<b><u>Operations</u></b>				
511010	Clothing Allowance	5,162	4,200	4,200	4,500
511030	Meals Allowance	-	200	200	200
512080	Outside Services	18,477	21,700	21,700	23,000
512410	Refuse Collection & Disposal	3,965	4,200	4,200	4,300
512430	Sludge Removal	-	1,000	-	1,000
513020	Janitorial Supplies	1,934	1,800	1,200	1,500
513400	Small Tools & Equipment	117	1,500	1,000	1,200
513690	Materials From Stock	5,316	4,000	6,000	6,000
513710	Fuel	27,677	28,000	17,000	27,000
514010	Electricity	141,323	170,000	150,000	170,000
515010	Aluminum Sulfate	377,430	370,000	65,000	72,000
515020	Sodium Hydroxide	-	-	68,000	76,000
515030	Chlorine	-	-	5,000	5,000
515050	Hydrofluosilicic Acid	-	-	27,000	34,000
515060	Sodium Hypochlorite	-	-	47,000	53,000
515090	Powdered Carbon	-	-	72,000	79,000
515100	Orthophosphate	-	-	60,000	68,000
523140	Other Equipment Rental	-	1,000	-	1,000
	<b>Total Operations</b>	<b>581,402</b>	<b>607,600</b>	<b>549,500</b>	<b>626,700</b>
	<b><u>Maintenance</u></b>				
521020	Safety Equipment	2,351	2,400	2,000	2,400
521100	Treatment Equipment	84,270	85,000	85,000	85,000
522010	Facilities R&M	9,804	5,000	5,000	28,000
	<b>Total Maintenance</b>	<b>96,425</b>	<b>92,400</b>	<b>92,000</b>	<b>115,400</b>
	<b>Total Expenditure Classification</b>	<b>1,381,714</b>	<b>1,411,000</b>	<b>1,358,500</b>	<b>1,303,500</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	1,381,714	1,411,000	1,358,500	1,303,500
	<b>Total Funding Allocation</b>	<b>1,381,714</b>	<b>1,411,000</b>	<b>1,358,500</b>	<b>1,303,500</b>
	<b><u>Authorized Positions</u></b>				
	Certified WT CL	2	1	3	2
	WT Plant Crew Leader	1	4	-	-
	WT Plant Operations Supervisor	1	1	1	1
	WT Plant Operator	3	1	2	2
	<b>Total Authorized Positions</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>5</b>

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**Water Treatment - Facilities & Grounds Maintenance**

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**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 2021 is \$707,800, a 12.6% decrease below the adopted level for 2020.

**Payroll: (\$101,800)**

- *Regular Pay and Overtime* includes increments and cost-of-living increases for eligible employees, offset by decrease in headcount.

**Operations: (\$400)**

- *Chemical/Oil Spill Supplies* are expected to decrease in 2021.

**Maintenance: \$0**

- There is no anticipated increase in expenditures for 2021.

## Water Treatment – Facilities &amp; Grounds Maintenance

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Payroll</u></b>					
501010	Regular Pay	618,416	668,900	665,000	567,100
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	44,345	30,000	30,000	30,000
501050	Overtime 200%	-	18,000	18,000	18,000
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	1,000	400	1,000
501070	Longevity Pay	-	-	-	-
	<b>Total Payroll</b>	<b>662,761</b>	<b>717,900</b>	<b>713,400</b>	<b>616,100</b>
<b><u>Operations</u></b>					
511010	Clothing Allowance	3,813	2,800	2,800	2,800
511030	Meals Allowance	240	300	200	300
512080	Outside Services	21,751	22,000	22,000	22,000
513120	Safety Supplies	142	1,500	1,000	-
513160	Chemical/Oil Spill Supplies	-	400	200	-
513390	Other Supplies	7,346	15,000	8,000	15,000
513400	Small Tools & Equipment	291	2,500	2,500	4,000
513820	Tools	2,921	1,500	1,200	1,500
	<b>Total Operations</b>	<b>36,503</b>	<b>46,000</b>	<b>37,900</b>	<b>45,600</b>
<b><u>Maintenance</u></b>					
521010	Land Equipment	13,890	15,000	12,000	15,000
521020	Safety Equipment	250	600	600	600
521080	Tool & Work Equipment	477	500	500	500
522010	Facilities R&M	3,655	10,000	6,500	10,000
522110	Reservoir R&M	9,208	12,000	6,000	12,000
522120	Service Roads R&M	11,238	8,000	4,000	8,000
	<b>Total Maintenance</b>	<b>38,718</b>	<b>46,100</b>	<b>29,600</b>	<b>46,100</b>
	<b>Total Expenditure Classification</b>	<b>737,982</b>	<b>810,000</b>	<b>780,900</b>	<b>707,800</b>
<b><u>Funding Allocation</u></b>					
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	737,982	810,000	780,900	707,800
	<b>Total Funding Allocation</b>	<b>737,982</b>	<b>810,000</b>	<b>780,900</b>	<b>707,800</b>
<b><u>Authorized Positions</u></b>					
	Bldg & Grounds Maint. Supervisor	1	1	-	-
	Bldg & Grounds Maintainer	2	1	1	1
	Construction & Repair Specialist	1	1	1	1
	Facilities Maintainer	-	2	-	-
	Facility Maintainer 1	4	1	3	3
	Park & Grounds Maint 1	-	2	-	-
	Sr Water Supply Maintenance Supervisor	1	-	1	1
	Water Supply Maintainer 2	1	1	1	1
	<b>Total Authorized Positions</b>	<b>10</b>	<b>9</b>	<b>7</b>	<b>7</b>

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**Water Treatment - Collinsville**

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**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 2021 budget for Water Treatment, Collinsville is \$153,400, an increase of \$7,600 or 5.2% above the 2020 adopted level.

**Operations: \$4,600**

- Expenses for *Fuel, Water Treatment Chemicals* and *Refuse Collection & Disposal* are increasing based on usage and a slight increase in the commodities.

**Maintenance: \$3,000**

- *Treatment Equipment* are expected to increase in 2021 to align with historical spending.

# Water Treatment and Supply

2210020040

## Water Treatment - Collinsville

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	-	-	-	-
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	-	-	-	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	-	-	-	-
	<b>Total Payroll</b>	-	-	-	-
	<b><u>Operations</u></b>				
512080	Outside Services	3,815	3,000	2,500	3,000
512410	Refuse Collection & Disposal	-	-	1,200	1,300
512430	Sludge Removal	5,635	6,000	6,000	6,000
513400	Small Tools & Equipment	265	500	500	500
513690	Materials From Stock	5,418	7,000	7,000	7,000
513710	Fuel	9,164	11,000	9,500	13,500
514010	Electricity	56,276	72,000	65,000	72,000
515010	Aluminum Sulfate	20,646	29,000	3,600	3,600
515030	Chlorine	-	-	9,300	9,500
515100	Orthophosphate	-	-	6,000	6,000
515140	Water Treatment Chemicals	-	-	11,000	11,000
521180	Fire Equipment	-	300	-	-
	<b>Total Operations</b>	101,219	128,800	121,600	133,400
	<b><u>Maintenance</u></b>				
521100	Treatment Equipment	18,324	15,500	22,500	18,500
522010	Facilities R&M	-	1,500	1,500	1,500
	<b>Total Maintenance</b>	18,324	17,000	24,000	20,000
	<b>Total Expenditure Classification</b>	119,544	145,800	145,600	153,400
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	119,544	145,800	145,600	153,400
	<b>Total Funding Allocation</b>	119,544	145,800	145,600	153,400

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**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 2021 budget totals \$551,300, an increase of \$1,500 or 0.3% above the budget for 2020.

**Payroll: \$4,000**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by a decrease in *Overtime Pay*.

**Operations: (\$2,300)**

- Various allotments, *Office Supplies*, *Printing* and *Alloy Chain*, are expected to decrease to align with anticipated spending.

**Maintenance: (\$200)**

- Various expenditures are anticipated to change to align with anticipated spend for 2021.

## Watershed Management

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Payroll</u></b>					
501010	Regular Pay	401,911	411,400	412,900	425,400
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	1,755	10,000	5,000	-
501050	Overtime 200%	-	5,000	5,000	5,000
501020	Temporary Pay	7,064	10,000	-	10,000
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	1,850	1,900	1,900	1,900
	<b>Total Payroll</b>	<b>412,580</b>	<b>438,300</b>	<b>424,800</b>	<b>442,300</b>
<b><u>Operations</u></b>					
511010	Clothing Allowance	1,543	4,000	4,000	4,000
512080	Outside Services	27,500	37,000	37,000	40,000
512350	Ground Care	13,612	20,000	20,000	20,000
512840	Licenses & Registration	220	1,000	1,000	1,000
513010	Office Supplies	185	1,300	1,300	-
513060	Information Systems Supplies	-	500	-	-
513160	Chemical/Oil Spill Supplies	7,304	2,500	3,000	2,500
513400	Small Tools & Equipment	5,558	6,000	6,000	6,000
513790	Alloy Chain	1,835	2,500	2,000	-
519100	Printing	-	2,500	2,500	1,500
	<b>Total Operations</b>	<b>57,757</b>	<b>77,300</b>	<b>76,800</b>	<b>75,000</b>
<b><u>Maintenance</u></b>					
521010	Land Equipment	26,495	30,000	30,000	31,000
521050	Office Furniture Equipment	-	1,200	1,000	-
521080	Tool & Work Equipment	171	3,000	3,000	3,000
	<b>Total Maintenance</b>	<b>26,667</b>	<b>34,200</b>	<b>34,000</b>	<b>34,000</b>
	<b>Total Expenditure Classification</b>	<b>497,003</b>	<b>549,800</b>	<b>535,600</b>	<b>551,300</b>
<b><u>Funding Allocation</u></b>					
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	497,003	549,800	535,600	551,300
	<b>Total Funding Allocation</b>	<b>497,003</b>	<b>549,800</b>	<b>535,600</b>	<b>551,300</b>
<b><u>Authorized Positions</u></b>					
	Forester	1	1	1	1
	Forestry Technician	1	1	1	1
	Natural Resources Administrator	1	1	1	1
	Watershed Inspector	1	1	1	1
	<b>Total Authorized Positions</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

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**Reservoir Operations & Maintenance**

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**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 2021 Reservoir Operations and Maintenance budget of \$1,910,800 is decreasing by \$10,300 or 0.5% below the level adopted for 2020.

**Payroll: \$26,900**

- *Regular Pay* includes increments and cost-of-living increases for eligible employees, offset by an increase in *Temporary Pay*.

**Operations: (\$29,000)**

- Expenses for various allotments, *Communications Equipment & Supplies*, *Electrical Supplies and Septic Tank Pumping* have decreased based upon usage and the consolidation of line items.
- *Fuel and Custodial Services* are increasing based on a slight increase in commodities.

**Maintenance: (\$8,200)**

- *Overall Maintenance* costs are decreasing to align with anticipated spend to maintain current infrastructure.

## Reservoir Operations & Maintenance

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	975,775	1,169,400	1,042,900	1,188,800
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	123,737	75,000	75,000	70,000
501050	Overtime 200%	-	45,000	45,000	50,000
501020	Temporary Pay	-	7,000	-	15,000
501060	Standby & Premium Pay	-	1,000	200	500
501070	Longevity Pay	825	800	800	800
	<b>Total Payroll</b>	<b>1,100,337</b>	<b>1,298,200</b>	<b>1,163,900</b>	<b>1,325,100</b>
	<b><u>Operations</u></b>				
511010	Clothing Allowance	8,708	12,400	12,400	12,400
511030	Meals Allowance	240	300	300	300
512050	Custodial Services	17,623	18,000	18,000	19,000
512080	Outside Services	21,805	50,000	85,000	50,000
512310	Permits	-	500	500	500
512390	Riparian	75,510	60,000	60,000	60,000
512410	Refuse Collection & Disposal	3,209	3,000	3,000	3,000
512440	Septic Tank Pumping	960	5,000	3,500	3,500
512840	Licenses & Registration	-	1,000	1,000	-
513080	Communication Equipment & Supplies	663	1,000	500	-
513140	Electrical Supplies	628	1,000	2,000	-
513390	Other Supplies	12,346	13,000	-	-
513400	Small Tools & Equipment	3,411	8,000	18,000	-
513690	Materials From Stock	2,519	5,000	5,000	5,000
513710	Fuel	39,731	64,000	64,000	80,000
513820	Tools	6,056	6,000	-	-
514010	Electricity	71,149	95,000	95,000	95,000
514050	Heating & Air Conditioning	-	500	500	-
515310	Fertilizer & Weed Control Chemicals	12,300	18,000	18,000	18,000
521020	Safety Equipment	3,751	4,000	6,000	-
521180	Fire Equipment	1,932	3,000	3,000	3,000
523140	Other Equipment Rental	24,159	30,000	25,000	20,000
	<b>Total Operations</b>	<b>306,700</b>	<b>398,700</b>	<b>420,700</b>	<b>369,700</b>
	<b><u>Maintenance</u></b>				
521010	Land Equipment	23,543	30,000	30,000	30,000
521080	Tool & Work Equipment	2,217	2,200	8,200	18,000
521100	Treatment Equipment	42,356	30,000	-	-
521170	Mains & Manholes Equipment	467	7,000	5,000	5,000
522010	Facilities R&M	46,002	40,000	40,000	48,000
522110	Reservoir R&M	59,461	80,000	80,000	80,000
522120	Service Roads R&M	34,073	35,000	35,000	35,000
	<b>Total Maintenance</b>	<b>208,119</b>	<b>224,200</b>	<b>198,200</b>	<b>216,000</b>
	<b>Total Expenditure Classification</b>	<b>1,615,156</b>	<b>1,921,100</b>	<b>1,782,800</b>	<b>1,910,800</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	1,615,156	1,921,100	1,782,800	1,910,800
	<b>Total Funding Allocation</b>	<b>1,615,156</b>	<b>1,921,100</b>	<b>1,782,800</b>	<b>1,910,800</b>

## Reservoir Operations & Maintenance

Authorized Positions	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Construction and Repair Specialist	1	1	-	-
Electrician 2	1	1	-	-
Equipment Operator 2	-	1	-	-
Facility Maintenance Crew Leader	1	-	1	1
Facility Maintainer 1	-	-	4	4
Facility Maintainer 2	5	4	4	4
Facilities Maintenance Supervisor	1	1	-	-
Hydroelectric Plant Operator	1	1	1	1
Hydroelectric Plant Supervisor	1	1	1	1
Truck Driver 3	-	1	-	-
Water Supply Maintainer 2	2	2	1	1
Sr Water Supply Maintenance Supervisor	-	-	1	1
Utility Maintainter 1	-	-	1	1
<i>Total Authorized Positions</i>	13	13	14	14

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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**

The 2021 Recreation budget of \$44,800 is unchanged from the level adopted for 2020.

**Payroll: \$0**

- No changes are anticipated in 2021.

**Operations: \$0**

- No changes are anticipated in 2021.

**Maintenance: \$0**

- No changes are anticipated in 2021.

## Recreation

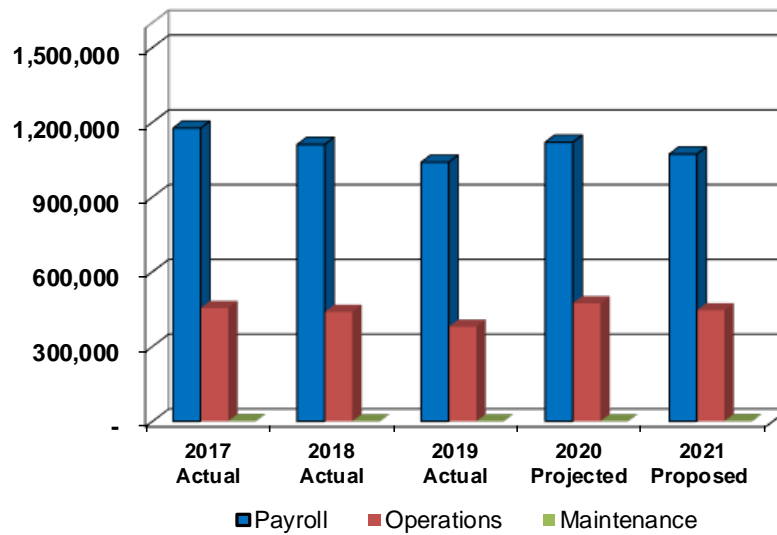
Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	-	-	-	-
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	-	-	-	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	-	-	-	-
	<b>Total Payroll</b>	-	-	-	-
	<b><u>Operations</u></b>				
512260	Agency Hire	4,584	3,500	3,500	3,500
512440	Septic Tank Pumping	-	3,000	2,500	3,000
513130	Recreation & Field Supplies	7,458	12,000	1,500	12,000
513400	Small Tools & Equipment	48	400	-	400
513820	Tools	-	2,300	-	2,300
514010	Electricity	-	3,100	-	3,100
523140	Other Equipment Rental	418	7,500	1,200	7,500
	<b>Total Operations</b>	12,508	31,800	8,700	31,800
	<b><u>Maintenance</u></b>				
521010	Land Equipment	232	7,500	9,400	7,500
522010	Facilities R&M	429	5,500	5,500	5,500
	<b>Total Maintenance</b>	661	13,000	14,900	13,000
	<b>Total Expenditure Classification</b>	13,169	44,800	23,600	44,800
	<b><u>Funding Allocations</u></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	13,169	44,800	23,600	44,800
	<b>Total Funding Allocation</b>	13,169	44,800	23,600	44,800

**Patrol**  
Administration  
Recreation

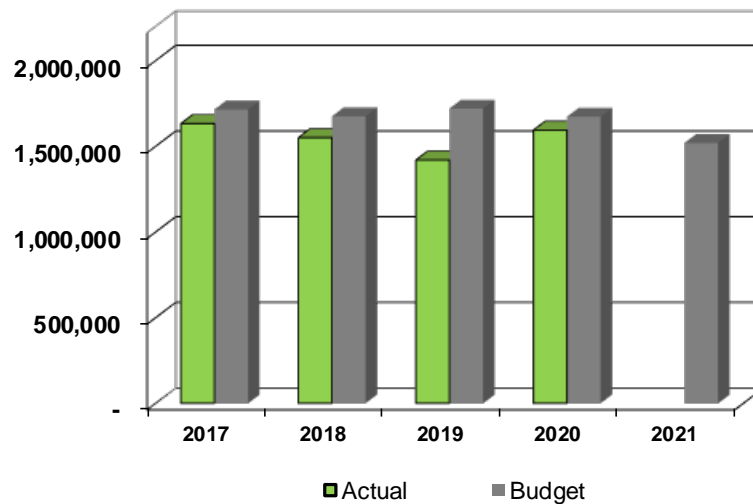


# Patrol

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	1,176,662	1,111,000	1,039,854	1,120,100	1,072,500
Operations	454,500	439,100	379,926	473,700	445,700
Maintenance	980	-	-	500	1,000
<b>Total</b>	<b>1,632,142</b>	<b>1,550,100</b>	<b>1,419,780</b>	<b>1,594,300</b>	<b>1,519,200</b>



	2017	2018	2019	2020	2021
Actual	1,632,142	1,550,100	1,419,780	1,594,300	
Budget	1,713,900	1,674,600	1,719,500	1,672,100	1,519,200
Variance	(81,758)	(124,500)	(299,720)	(77,800)	

# 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), recreational areas and roadways in and adjacent to District properties.

### Budget Commentary

The proposed 2021 budget for the Patrol Administration and Recreation is \$1,519,200, which has decreased by \$152,900 or 9.1% below the expenditure level adopted for 2021. Budget details regarding the activity and departments are provided on succeeding pages.

# Patrol

## Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Administration	1,160,511	1,256,600	1,192,500	1,107,700
Recreation	259,752	415,500	401,800	411,500
<b>Total Patrol</b>	<b>1,420,263</b>	<b>1,672,100</b>	<b>1,594,300</b>	<b>1,519,200</b>
<b><u>Summary by Major Account</u></b>				
Payroll				
Regular Pay	848,507	805,700	805,700	738,500
Overtime 100%	-	-	3,500	10,000
Overtime 150%	46,429	54,000	40,000	40,000
Overtime	633	20,000	10,000	20,000
Temporary Help	138,931	252,400	252,400	252,400
Standby & Premium Pay	3,954	10,400	8,000	10,400
Longevity Pay	1,400	1,200	500	1,200
<b>Total Payroll</b>	<b>1,039,854</b>	<b>1,143,700</b>	<b>1,120,100</b>	<b>1,072,500</b>
Operations	379,926	527,400	473,700	445,700
Maintenance	483	1,000	500	1,000
Capital Outlay	-	-	-	-
<b>Total Summary by Major Account</b>	<b>1,420,263</b>	<b>1,672,100</b>	<b>1,594,300</b>	<b>1,519,200</b>
<b><u>Funding Allocations</u></b>	-	-	-	-
Sewer Allocation 0%	1,420,263	1,672,100	1,594,300	1,519,200
Water Allocation 100%	1,420,263	1,672,100	1,594,300	1,519,200
<b>Total Funding Allocation</b>				
<b><u>Authorized Positions</u></b>				
Administration	9	8	7	7
Recreation	-	-	-	-
<b>Total Positions</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>7</b>

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**Administration****Description**

The Patrol Department was created in 2006 and is led by a Patrol Commander. Patrol is responsible for the security and surveillance of the District's water supply reservoirs, dams, water treatment facilities, recreation areas, watershed and some non-watershed lands (including land open to the public for recreation), and roadways in and adjacent to District properties. Patrol is responsible for the enforcement of MDC ordinances, state and local laws including 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 the State and complies 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 proposed Patrol budget for 2021 is \$1,107,700 which is \$148,900 or 11.8% below the 2020 budget.

**Payroll: (\$67,200)**

- *Regular* includes increments and cost-of-living increases for eligible employees, offset by reduction in head count.
- *Longevity* has decreased based upon participation.

**Operations: (\$81,700)**

- *Security Services* are expected to decrease due to patrol services taking over patrol in the recreational areas.

**Maintenance: \$0**

- Expenditures are proposed to remain unchanged in 2021.

## Administration

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><i>Payroll</i></b>				
501010	Regular Pay	848,507	805,700	805,700	738,500
501030	Overtime 100%	-	-	3,500	10,000
501040	Overtime 150%	46,429	50,000	40,000	40,000
501050	Overtime 200%	-	20,000	10,000	20,000
501020	Temporary Pay	79,793	97,900	97,900	97,900
501060	Standby & Premium Pay	3,954	10,400	8,000	10,400
501070	Longevity Pay	1,400	1,200	500	1,200
	<b>Total Payroll</b>	<b>980,082</b>	<b>985,200</b>	<b>965,600</b>	<b>918,000</b>
	<b><i>Operations</i></b>				
511010	Clothing Allowance	4,556	10,500	2,000	10,500
511020	Mileage Allowance	-	-	-	-
511030	Meals Allowance	20	300	-	300
511100	Seminars & Conventions	312	4,000	400	4,000
511120	Meeting Expenses	-	1,000	-	1,000
511210	Books & Periodicals	150	300	-	300
511220	Dues & Memberships	951	1,500	600	2,500
512050	Custodial Services	-	-	-	-
512080	Outside Services	12,974	20,500	-	20,500
512090	Security Services	139,011	200,000	200,000	120,000
513010	Office Supplies	4,963	5,000	2,000	5,000
513080	Communication Equipment & Supplies	13,014	22,000	20,000	22,000
513120	Safety Supplies	10	1,000	-	1,000
513130	Recreation & Field Supplies	2,774	3,000	300	300
513820	Tools	-	700	700	700
521020	Safety Equipment	1,211	600	-	600
	<b>Total Operations</b>	<b>179,946</b>	<b>270,400</b>	<b>226,400</b>	<b>188,700</b>
	<b><i>Maintenance</i></b>				
521050	Office Furniture Equipment	483	500	-	500
521080	Tool & Work Equipment	-	500	500	500
	<b>Total</b>	<b>483</b>	<b>1,000</b>	<b>500</b>	<b>1,000</b>
	<b>Total Expenditure Classification</b>	<b>1,160,511</b>	<b>1,256,600</b>	<b>1,192,500</b>	<b>1,107,700</b>
	<b><i>Funding Allocation</i></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	1,160,511	1,256,600	1,192,500	1,107,700
	<b>Total Funding Allocation</b>	<b>1,160,511</b>	<b>1,256,600</b>	<b>1,192,500</b>	<b>1,107,700</b>
	<b><i>Authorized Positions</i></b>				
	Conservation Ranger	1	1	1	2
	Dist. Patrol Comm. - Mgr Police Svcs	1	1	1	1
	District Patrol Lieutenant	2	1	-	-
	District Patrol Officer	5	5	5	4
	<b>Total Authorized Positions</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>7</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 proposed Recreation budget for 2021 totals \$411,500 which is \$4,000 or 1.0% lower than the expenditure level adopted for 2020.

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

- *Temporary Help* has decreased due to not utilizing seasonal employees for an extended period of time in 2021.

**Operations: \$0**

- No anticipated expenditure changes expected in 2021.

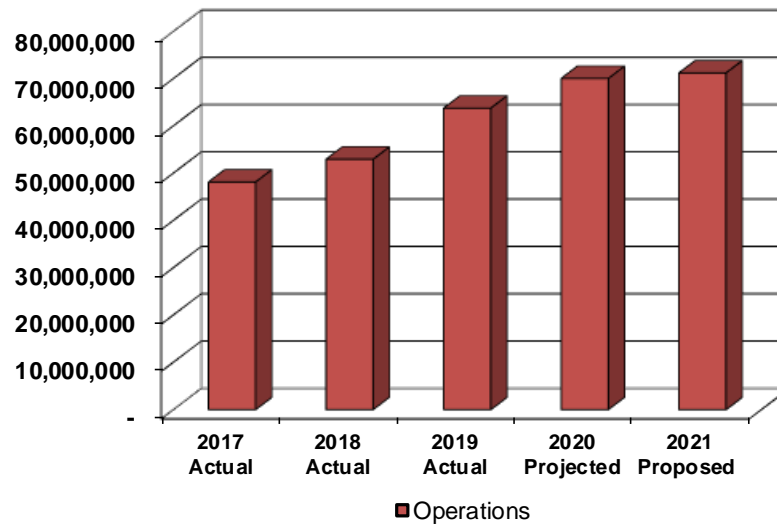
## Recreation

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Payroll</u></b>				
501010	Regular Pay	-	-	-	-
501030	Overtime 100%	-	-	-	-
501040	Overtime 150%	-	4,000	-	-
501050	Overtime 200%	633	-	-	-
501020	Temporary Pay	59,139	154,500	154,500	154,500
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	-	-	-	-
	<b>Total Payroll</b>	<b>59,771</b>	<b>158,500</b>	<b>154,500</b>	<b>154,500</b>
	<b><u>Operations</u></b>				
511010	Clothing Allowance	26	2,500	-	2,500
512080	Outside Services	2,516	3,000	-	3,000
512090	Security Services	197,323	245,000	245,000	245,000
513080	Communication Equipment & Supplies	-	2,500	-	2,500
513120	Safety Supplies	-	1,500	300	1,500
513130	Recreation & Field Supplies	116	2,500	2,000	2,500
	<b>Total Operations</b>	<b>199,981</b>	<b>257,000</b>	<b>247,300</b>	<b>257,000</b>
	<b>Total Expenditure Classification</b>	<b>259,752</b>	<b>415,500</b>	<b>401,800</b>	<b>411,500</b>
	<b><u>Funding Allocations</u></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	259,752	415,500	401,800	411,500
	<b>Total Funding Allocation</b>	<b>259,752</b>	<b>415,500</b>	<b>401,800</b>	<b>411,500</b>

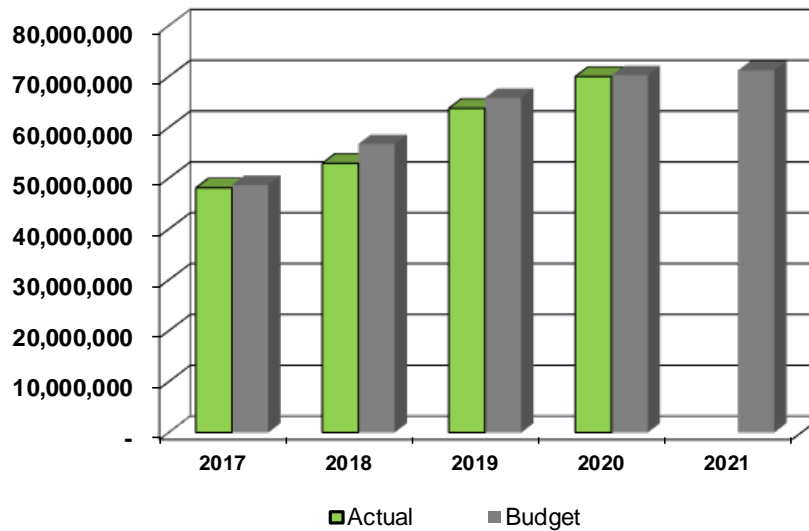
# **Debt Service**

## Debt Service

### Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Operations	48,133,491	52,968,800	63,767,352	70,042,800	71,204,300
<b>Total</b>	<b>48,133,491</b>	<b>52,968,800</b>	<b>63,767,352</b>	<b>70,042,800</b>	<b>71,204,300</b>



	2017	2018	2019	2020	2021
Actual	48,133,491	52,968,800	63,767,352	70,042,800	
Budget	48,698,300	56,741,300	65,822,800	70,293,800	71,204,300
<b>Variance</b>	<b>(564,809)</b>	<b>(3,772,500)</b>	<b>(2,055,448)</b>	<b>(251,000)</b>	

**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 proposed Debt Service budget for 2021 is \$71,204,300. This is an increase of \$910,500 or 1.3% above the total adopted 2020 level.

**Operations: \$910,500**

- *Interest on Bonds* is increasing based upon amortization schedules.
- Expenses for *Interest & Note Issue* are decreasing due to a reduction in short term debt activity.

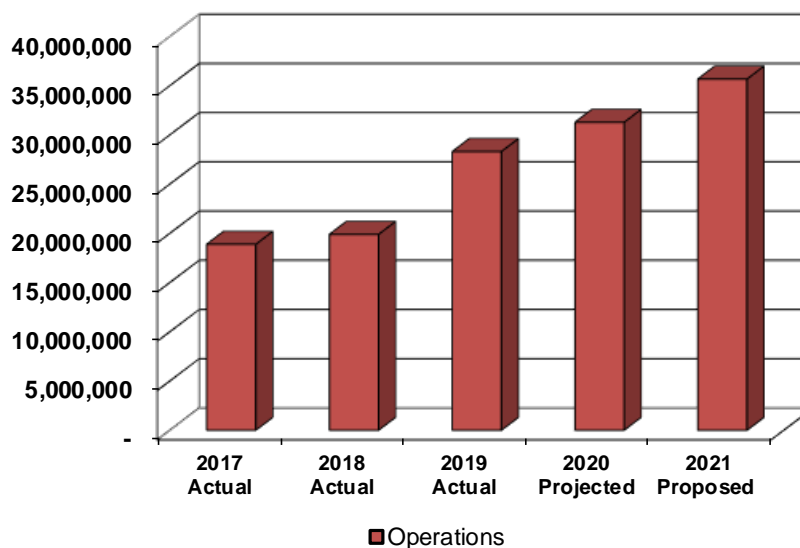
## Summary

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Operations</u></b>				
512020	Legal Services	384,160	408,700	157,700	408,700
517120	Int & Note Issue Expense	382,004	893,600	893,600	302,800
517060	Water Bond Principal	19,731,589	21,300,000	21,300,000	22,073,800
517090	Water Interest on Bonds	11,204,737	12,211,500	12,211,500	12,585,300
517060	Sewer Bond Principal	20,752,213	22,950,000	22,950,000	22,951,100
517090	Sewer Interest on Bonds	11,312,649	12,530,000	12,530,000	12,882,600
	<b>Total Expenditure Classification</b>	<b>63,767,352</b>	<b>70,293,800</b>	<b>70,042,800</b>	<b>71,204,300</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 51%	32,434,622	36,468,600	36,217,600	36,273,700
	Water Allocation 49%	31,332,730	33,825,200	33,825,200	34,930,600
	<b>Total Funding Allocation</b>	<b>63,767,352</b>	<b>70,293,800</b>	<b>70,042,800</b>	<b>71,204,300</b>

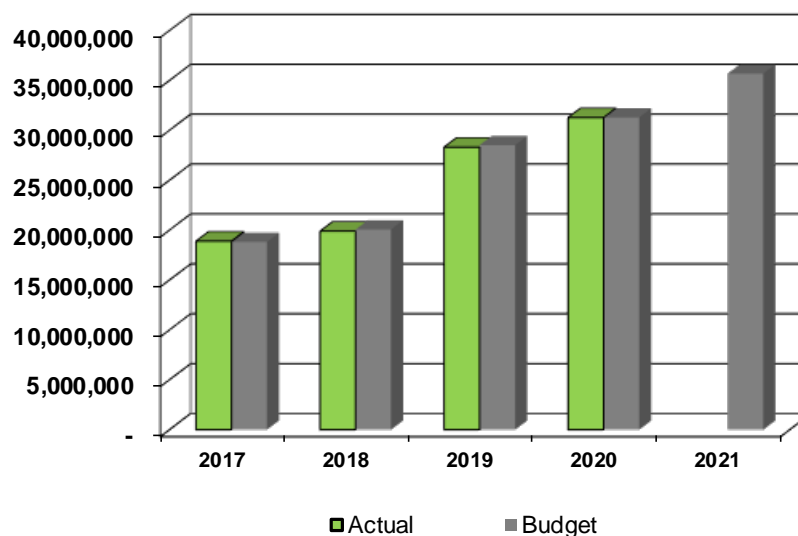
# **Employee Benefits**

# Employee Benefits

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Operations	18,890,000	19,892,631	28,312,171	31,278,000	35,676,700
<b>Total</b>	18,890,000	19,892,631	28,312,171	31,278,000	35,676,700



	2017	2018	2019	2020	2021
Actual	18,890,000	19,892,631	28,312,171	31,278,000	
Budget	18,805,700	20,060,100	28,507,900	31,278,000	35,676,700
<b>Variance</b>	84,300	(167,469)	(195,729)	-	

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**Summary****Description**

The Employee Benefits department comprises all direct costs for employee medical insurance and other employee benefits. 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. 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. In addition, this budget reflects the District's costs for Social Security and Unemployment Compensation Insurance.

**Budget Commentary**

The 2021 Employee Benefits budget totals \$35,676,700, increasing by \$4,398,700 or 14.1% over the level adopted for 2020.

**Operations: \$4,398,700**

- *Medical & Dental Premium, Claim & Admin Fees* have increased for 2021.
- *Social Security, Pension and OPEB Contribution* will increase in 2021.

# Employee Benefits

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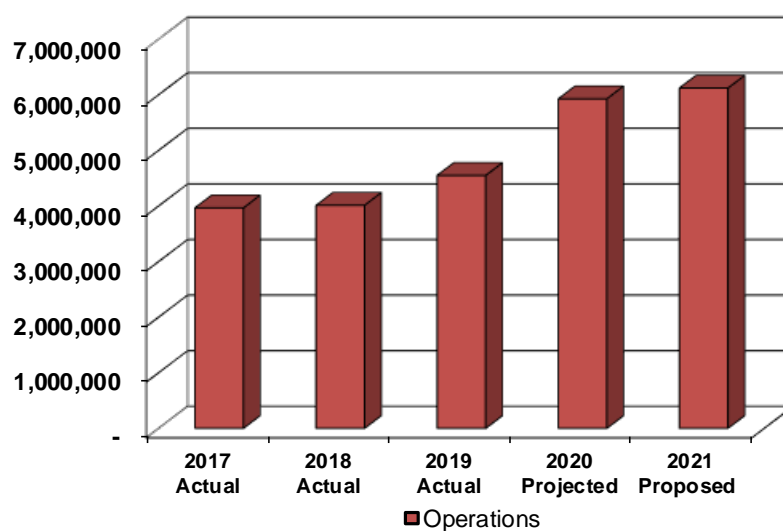
## Summary

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<u>Operations</u>				
503060	OPEB Trust Contribution	7,602,000	8,524,000	8,524,000	8,970,800
512070	Consultant Services	99,789	165,900	165,900	169,300
503010	Medical Services	12,716,000	13,626,000	13,626,000	15,281,000
503100	Pension Regular	4,727,000	5,551,000	5,551,000	7,841,600
503110	Social Security	3,133,686	3,352,700	2,732,200	2,700,200
503050	Medicare Part B	-	-	620,500	654,200
503120	Unemployment Compensation	33,696	58,400	58,400	59,600
	<b>Total Expenditure Classification</b>	<b>28,312,171</b>	<b>31,278,000</b>	<b>31,278,000</b>	<b>35,676,700</b>
	<u>Funding Allocation</u>				
	Sewer Allocation 45%	12,740,500	14,075,100	14,075,100	16,054,500
	Water Allocation 55%	15,571,671	17,202,900	17,202,900	19,622,200
	<b>Total Funding Allocation</b>	<b>28,312,171</b>	<b>31,278,000</b>	<b>31,278,000</b>	<b>35,676,700</b>

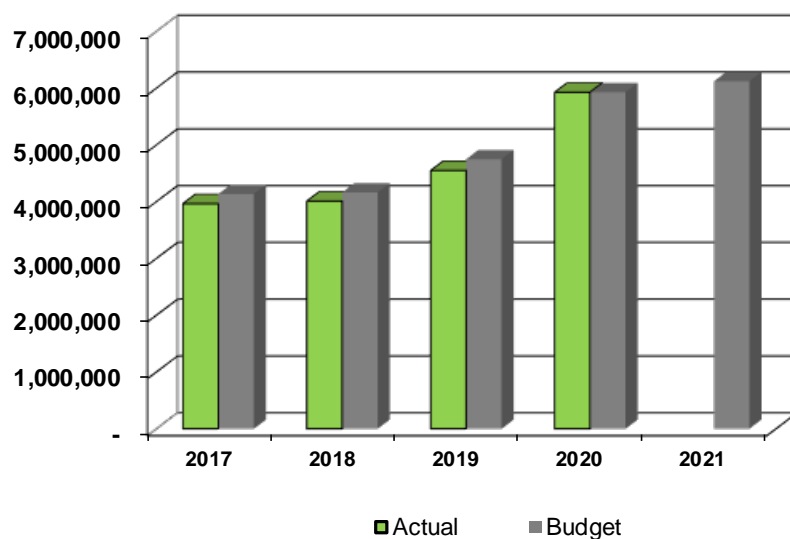
# **General Insurance**

# General Insurance

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Operations	3,965,800	4,011,086	4,549,124	5,926,700	6,119,700
Total	3,965,800	4,011,086	4,549,124	5,926,700	6,119,700



	2017	2018	2019	2020	2021
Actual	3,965,800	4,011,086	4,549,124	5,926,700	
Budget	4,133,800	4,162,200	4,747,100	5,926,700	6,119,700
Variance	(168,000)	(151,114)	(197,976)	-	

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**Summary****Description**

The General Insurance account encompasses the costs of insurance policies that 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. 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, machinery and performance indemnification, and the cost of service fees from insurance brokers, consultants, and providers of technical/specialized support. 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 self-insured retention levels.

**Budget Commentary**

The proposed General Insurance budget for 2021 totals \$6,119,700, which is \$193,000 or 3.3% above the adopted level for 2020 insurance policies including deductibles and self-insurance funding requirements.

**Operations: \$193,000**

- *General Property* increase is due to insurance market conditions and the upcoming construction projects to begin in 2021.

# General Insurance

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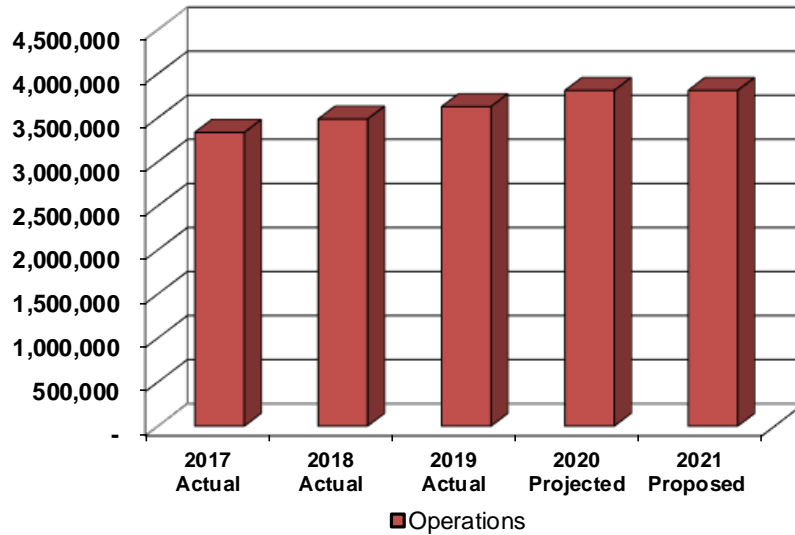
## Summary

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Operations</u></b>					
512080	Outside Services	69,650	108,200	108,200	119,000
519320	General Insurance	28	2,500	2,500	2,800
519330	General Property	461,095	450,000	450,000	465,000
519340	Theft Liability	3,575	5,600	5,600	6,200
519350	Police Liability Insurance	7,069	15,300	15,300	16,900
519360	Fiduciary Liability	535	96,500	96,500	106,200
519370	Auto Liability	100,696	55,000	55,000	66,000
519380	Public Liability	320,260	310,300	310,300	341,400
519390	Liability-Claims	3,000,000	4,000,000	4,000,000	4,000,000
519400	Fidelity Bond	-	13,500	13,500	14,900
519410	Umbrella Liability	411,288	500,000	500,000	565,000
519420	Commissioner Accident Insurance	863	1,200	1,200	1,300
519430	Workers Compensation Excess Coverage	120,132	217,000	217,000	240,000
519440	Employee Practices Liability	-	86,700	86,700	95,000
519450	Pollution Liability Insurance	53,933	64,900	64,900	80,000
<b>Total Expenditure Classification</b>		<b>4,549,124</b>	<b>5,926,700</b>	<b>5,926,700</b>	<b>6,119,700</b>
<b><u>Funding Allocation</u></b>					
Sewer Allocation 40%		1,364,700	2,370,700	2,370,700	2,447,900
Water Allocation 60%		3,184,424	3,556,000	3,556,000	3,671,800
<b>Total Funding Allocation</b>		<b>4,549,124</b>	<b>5,926,700</b>	<b>5,926,700</b>	<b>6,119,700</b>

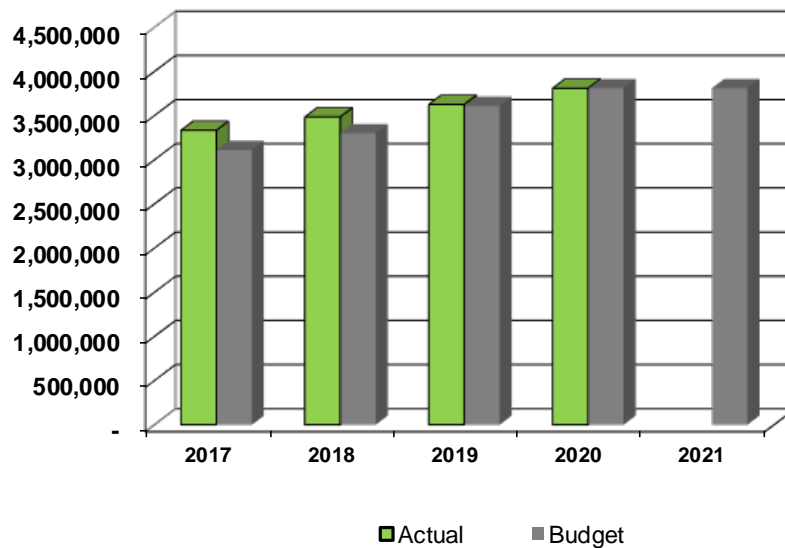
**Taxes & Fees**  
**Specials Agreements & Programs**  
**Contingencies**

## Taxes & Fees

### Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	-	-	-	-	-
Operations	3,333,600	3,485,423	3,626,442	3,810,500	3,810,500
Maintenance	-	-	-	-	-
<b>Total</b>	<b>3,333,600</b>	<b>3,485,423</b>	<b>3,626,442</b>	<b>3,810,500</b>	<b>3,810,500</b>



	2017	2018	2019	2020	2021
<b>Actual</b>	<b>3,333,600</b>	<b>3,485,423</b>	<b>3,626,442</b>	<b>3,810,500</b>	
<b>Budget</b>	<b>3,110,000</b>	<b>3,300,500</b>	<b>3,610,500</b>	<b>3,810,500</b>	<b>3,810,500</b>
<b>Variance</b>	<b>223,600</b>	<b>184,923</b>	<b>15,942</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 proposed Taxes and Fees budget for 2021 remains unchanged at \$3,810,500.

**Operations: \$0**

- There are no proposed expenditure increases for 2021.

# Taxes & Fees

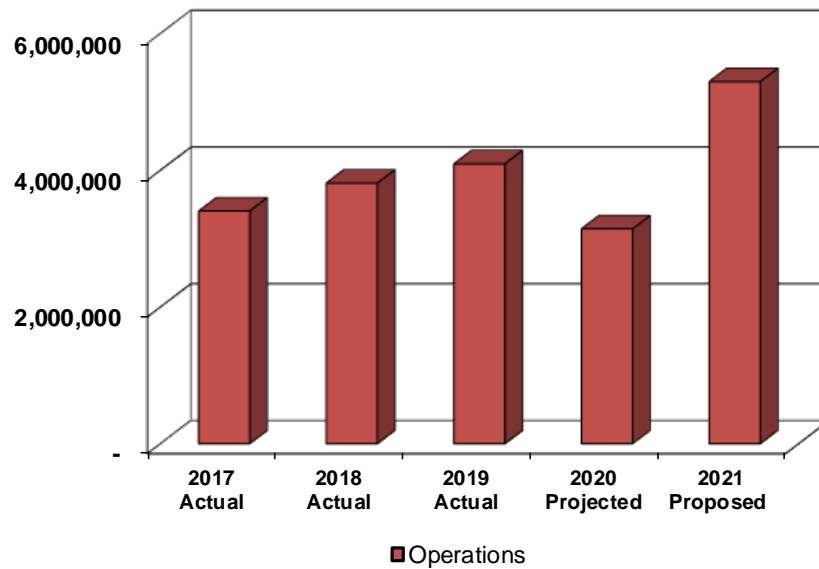
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## Summary

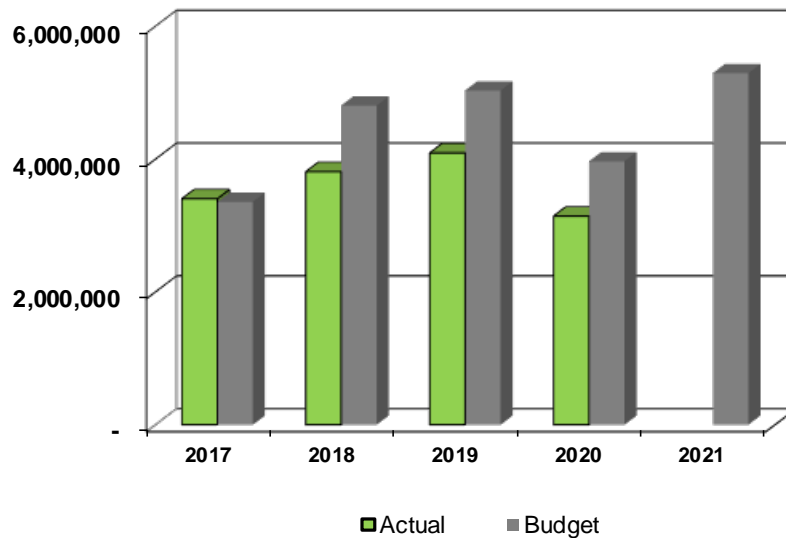
Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Operations</u></b>				
512320	Property Appraisal	-	10,500	10,500	10,500
519510	Property Taxes	3,626,442	3,800,000	3,800,000	3,800,000
	<b><i>Total Expenditure Classification</i></b>	<b>3,626,442</b>	<b>3,810,500</b>	<b>3,810,500</b>	<b>3,810,500</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	3,626,442	3,810,500	3,810,500	3,810,500
	<b><i>Total Funding Allocation</i></b>	<b>3,626,442</b>	<b>3,810,500</b>	<b>3,810,500</b>	<b>3,810,500</b>

# Special Agreements & Programs

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	-	-	-	-	-
Operations	3,403,700	3,811,869	4,094,360	3,142,879	5,295,700
Maintenance	-	-	-	-	-
<b>Total</b>	<b>3,403,700</b>	<b>3,811,869</b>	<b>4,094,360</b>	<b>3,142,879</b>	<b>5,295,700</b>



	2017	2018	2019	2020	2021
Actual	3,403,700	3,811,869	4,094,360	3,142,879	
Budget	3,355,300	4,806,300	5,033,200	3,967,300	5,295,700
Variance	48,400	(994,431)	(938,840)	(824,421)	

# 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 proposed budget for 2021 totals \$5,295,700, increasing by \$1,328,400 or 33.5% above the expenditure level adopted for 2020.

The *Colebrook Reservoir Lease* is a 50-year operating lease agreement with the U.S. Army Corps of Engineers for water storage rights which concluded in 2020.

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. The account also represents 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.

*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 *Riverfront Recapture* account reflects expenditures related to maintenance and the provision of ranger services associated with Riverfront Recapture, Inc.'s (RRI) regional parks system in Hartford & East Hartford.

## Special Agreements & Programs

### Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Sewer	1,074,236	1,431,400	1,120,103	1,556,900
Water	3,020,124	2,535,900	2,022,776	3,738,800
<b><i>Total Summary by Activity</i></b>	<b>4,094,360</b>	<b>3,967,300</b>	<b>3,142,879</b>	<b>5,295,700</b>
<b><u>Funding Allocation</u></b>				
Sewer Allocation 39%	1,074,236	1,431,400	1,120,103	1,556,900
Water Allocation 61%	3,020,124	2,535,900	2,022,776	3,738,800
<b><i>Total Funding Allocation</i></b>	<b>4,094,360</b>	<b>3,967,300</b>	<b>3,142,879</b>	<b>5,295,700</b>

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## Sewer Funded

### Budget Commentary

The proposed Special Agreements and Programs budget totals \$1,556,900 for 2021, which is an increase of 125,500 or 8.8% above the expenditure level adopted for 2020.

#### **Operations: \$125,500**

- *Mattabassett District* and *New Britain* are offset by a reduction in *Consultant Services* based on projected increases for 2021.
- The addition of *Outside Services* is in response to the COVID pandemic.

# Special Agreements & Programs

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## Sewer Funded

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Operations</u></b>					
512880	Mattabassett District	668,607	680,000	655,803	707,000
512900	New Britain	194,325	275,000	275,000	277,000
512020	Legal Services	21,180	-	-	-
512070	Consultant Services	122,867	387,100	100,000	358,600
512860	Septic Reimbursement	63,525	80,800	80,800	80,800
514040	Meter Services	3,732	8,500	8,500	58,500
512080	Outside Services	-	-	-	75,000
<b>Total Expenditure Classification</b>		<b>1,074,236</b>	<b>1,431,400</b>	<b>1,120,103</b>	<b>1,556,900</b>
<b><u>Funding Allocation</u></b>					
Sewer Allocation 100%		1,074,236	1,431,400	1,120,103	1,556,900
Water Allocation 0%		-	-	-	-
<b>Total Funding Allocation</b>		<b>1,074,236</b>	<b>1,431,400</b>	<b>1,120,103</b>	<b>1,556,900</b>

**Water Funded****Budget Commentary**

The proposed Special Agreements and Programs budget totals \$3,738,800 for 2021, which is an increase of \$1,202,900 or 47.4% from the adopted level for 2020.

**Operations: \$1,202,900**

- Although the District is no longer operating the Colebrook Reservoir; The District is still responsible for the maintenance agreement with the U.S. Army Corps of Engineers which has proposed funding for the 2021 budget year.

# Special Agreements & Programs

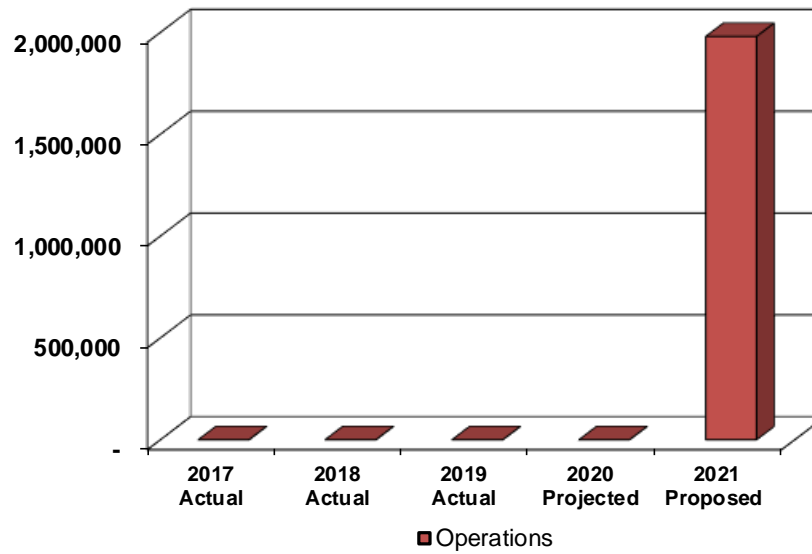
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## Water Funded

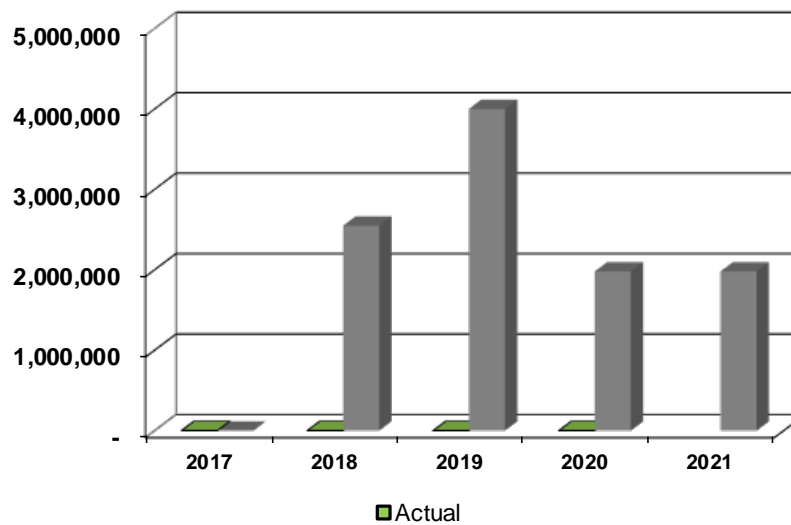
Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Operations</u></b>				
512910	Colebrook Reservoir Maintenance	204,222	-	-	1,400,000
512820	Lock Box Fee	89,491	165,000	160,000	160,000
512380	State of CT/DPH	123,190	250,000	185,976	191,000
514040	Meter Services	7,595	10,000	9,000	10,000
512340	Liens & Caveats Certification	26,120	-	-	-
511220	Dues & Memberships	118,461	131,000	131,000	131,000
512080	Outside Services	-	-	-	75,000
512020	Legal Services	1,076,912	721,800	821,800	621,800
512070	Consultant Services	88,167	608,100	100,000	500,000
512870	Operational Fuel	35,966	50,000	15,000	50,000
512370	Riverfront Recapture	1,250,000	600,000	600,000	600,000
	<b>Total Expenditure Classification</b>	<b>3,020,124</b>	<b>2,535,900</b>	<b>2,022,776</b>	<b>3,738,800</b>
	<b><u>Funding Allocation</u></b>				
	Sewer Allocation 0%	-	-	-	-
	Water Allocation 100%	3,020,124	2,535,900	2,022,776	3,738,800
	<b>Total Funding Allocation</b>	<b>3,020,124</b>	<b>2,535,900</b>	<b>2,022,776</b>	<b>3,738,800</b>

# Contingencies

## Expenditure Trends



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	-	-	-	-	-
Operations	-	-	-	-	1,980,000
Maintenance	-	-	-	-	-
<b>Total</b>	-	-	-	-	1,980,000



	2017	2018	2019	2020	2021
Actual	-	-	-	-	
Budget	-	2,550,000	4,000,000	1,980,000	1,980,000
Variance	-	(2,550,000)	(4,000,000)	(1,980,000)	

**Summary****Description**

The Contingencies appropriation is 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 amount proposed for 2021 is \$1,980,000.

# Contingencies

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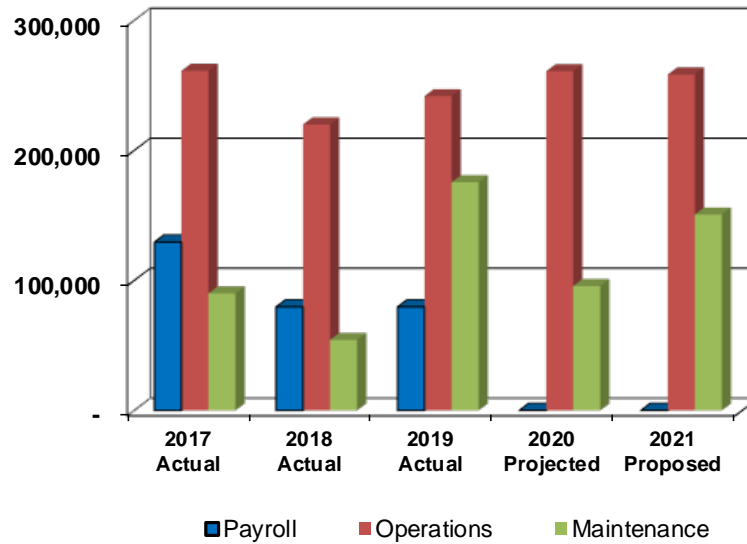
## Summary

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
549000	Contingency	-	1,980,000	-	1,980,000
	<i><b>Funding Allocation--(Composite)</b></i>				
	Sewer Allocation 57%	-	1,980,000	-	1,980,000
	Water Allocation 43%	-	-	-	-
	<i><b>Total Funding Allocation</b></i>	-	1,980,000	-	1,980,000

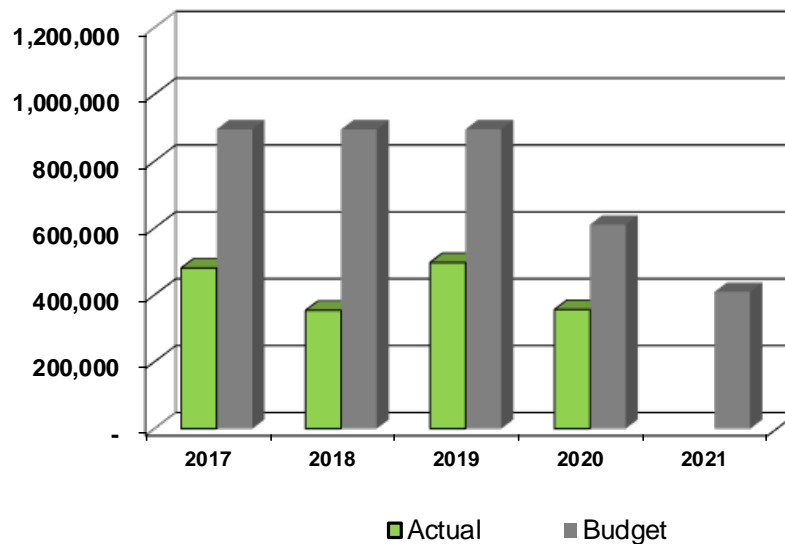
# Hydroelectric

# Hydroelectric

## Expenditure Trend



	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Proposed
Payroll	129,542	79,700	79,700	-	-
Operations	261,184	219,947	241,693	260,900	258,400
Maintenance	90,021	54,269	175,583	95,700	150,700
Contingency	-	-	-	-	-
<b>Total</b>	<b>480,748</b>	<b>353,916</b>	<b>496,976</b>	<b>356,600</b>	<b>409,100</b>



	2017	2018	2019	2020	2021
Actual	480,748	353,916	496,976	356,600	
Budget	895,300	895,300	895,400	610,300	409,100
Variance	(414,552)	(541,384)	(398,424)	(253,700)	

# 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 2021 Hydroelectric budget totals \$409,100 which is a decrease of \$201,200 or 33% from the 2020 adopted level. Specific expenditures for each project appear on the pages that follow.

# Hydroelectric

## Summary

Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Summary by Activity</u></b>				
Goodwin	228,527	332,100	296,600	260,900
Development	65,000	95,000	60,000	-
Colebrook	203,449	183,200	27,200	148,200
<i>Total Summary by Activity</i>	<b>496,976</b>	<b>610,300</b>	<b>383,800</b>	<b>409,100</b>
<b><u>Summary by Major Account</u></b>				
Payroll	79,700	51,600	-	-
Operations	241,693	353,000	260,900	258,400
Maintenance	175,583	195,700	95,700	150,700
Capital Outlay	-	-	-	-
Contingencies	-	10,000	-	-
<i>Total Summary by Major Account</i>	<b>496,976</b>	<b>610,300</b>	<b>356,600</b>	<b>409,100</b>

**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 approximately 12,500,000 kilowatt-hours of electricity, enough power to serve 2,000 homes for one year.

**Budget Commentary**

The Goodwin Hydroelectric budget for 2021 is \$260,900 which is \$71,200 or 21.4% below the level adopted for 2020 hydroelectric power operations.

**Payroll: (\$51,600)**

- No payroll expenditures will be funded for the 2021 budget year.

**Operations: (\$19,600)**

- Reduction in expenditures in the 2021 is a direct result of not funding payroll for this area in the 2021 budget year. The Operational expenditures included OPEB Trust Contributions, Medical Services, Pension and Social Security.

**Maintenance: \$0**

- Maintenance expenditures remain unchanged in 2021 from the adopted 2020 amounts.

## Goodwin

Commitment		2019	2020	2020	2021
Item	Expenditure Classification	Actual	Adopted	Projected	Proposed
	<b><i>Payroll</i></b>				
501010	Regular Pay	51,600	51,600	-	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	-	-	-	-
	<b><i>Total Payroll</i></b>	<b>51,600</b>	<b>51,600</b>	<b>-</b>	<b>-</b>
	<b><i>Operations</i></b>				
503060	OPEB Trust Contribution	7,000	4,000	4,000	-
513690	Materials From Stock	289	100	600	1,000
513010	Office Supplies	850	3,800	400	3,000
513400	Small Tools & Equipment	109	2,600	400	2,600
513080	Communication Equipment & Supplies	-	-	-	-
513580	Fish	23,565	25,000	25,000	25,000
513820	Tools	-	3,500	-	3,500
513740	Oil & Lubricants	-	2,500	2,000	2,500
513720	Diesel Fuel	-	1,700	-	1,700
519320	General Insurance	12,865	12,300	12,300	12,300
519100	Printing	-	7,000	-	7,000
519450	Pollution Liability Insurance	545	600	500	600
512080	Outside Services	39,782	55,700	60,700	56,000
512070	Consultant Services	1,704	40,000	46,000	40,000
514010	Electricity	8,375	10,000	33,000	10,000
503010	Medical Services	12,000	7,000	7,000	-
503100	Pension Regular	4,500	5,000	5,000	-
503110	Social Security	-	4,000	4,000	-
	<b><i>Total Operations</i></b>	<b>111,584</b>	<b>184,800</b>	<b>200,900</b>	<b>165,200</b>
	<b><i>Maintenance</i></b>				
521050	Office Furniture Equipment	-	500	500	500
521120	Hydro Equipment	62,090	85,200	85,200	85,200
522010	Facilities R&M	3,253	10,000	10,000	10,000
	<b><i>Total Maintenance</i></b>	<b>65,343</b>	<b>95,700</b>	<b>95,700</b>	<b>95,700</b>
	<b><i>Total Expenditure Classification</i></b>	<b>228,527</b>	<b>332,100</b>	<b>296,600</b>	<b>260,900</b>

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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, when available, to the General Fund, which will lower the tax on member municipalities.

**Budget Commentary**

The Hydroelectric Development budget will not be funded for the 2021 budget year; this is due to historic spending.

## Development

Commitment Item	Expenditure Classification	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
	<b><u>Operations</u></b>				
512020	Legal Services	-	10,000	-	-
512070	Consultant Services	65,000	75,000	60,000	-
	<b>Total Operations</b>	65,000	85,000	60,000	-
	<b><u>Contingencies</u></b>				
549000	Contingency	-	10,000	-	-
	<b>Total Expenditure Classification</b>	65,000	95,000	60,000	-

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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 2021 is \$148,200 a decrease from the 2020 adopted level by \$35,000 or 19.1%.

**Operations: \$10,000**

- *Electricity* expenditures have increased due to Eversource rate increased for 2021.

**Maintenance: (\$45,500)**

- *Hydro Equipment* expenditures have been decreased as a result of decommissioning of the facility.

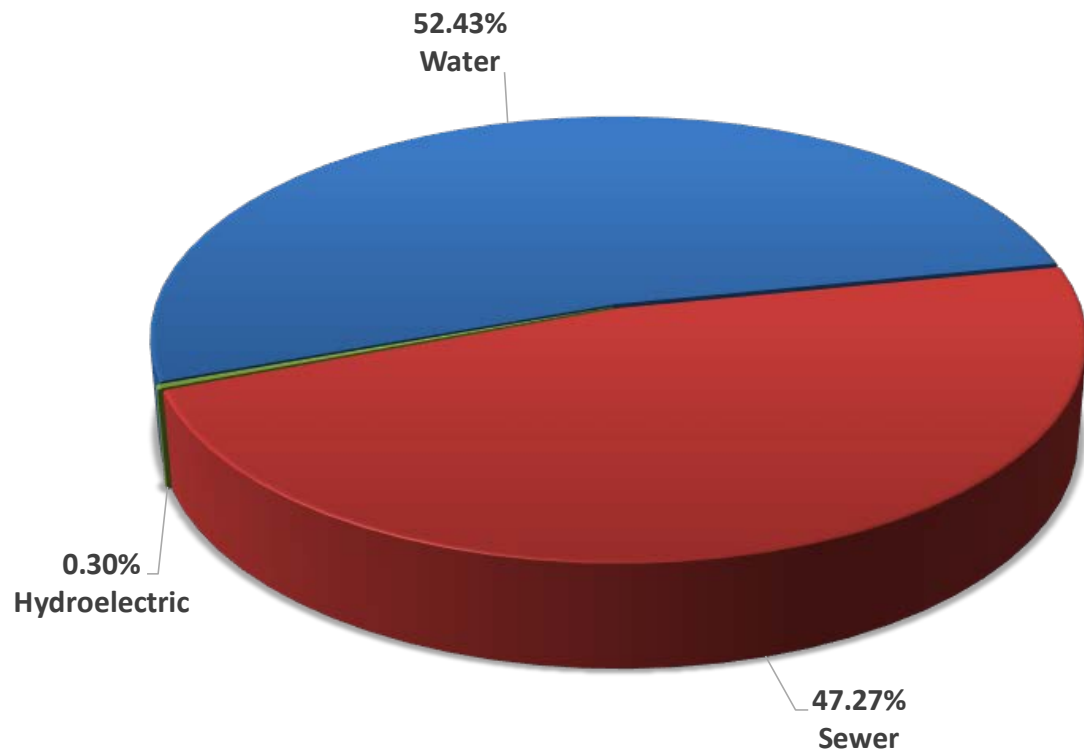
## Colebrook

Commitment		2019	2020	2020	2021
Item	Expenditure Classification	Actual	Adopted	Projected	Proposed
	<b><i>Payroll</i></b>				
501010	Regular Pay	28,100	-	-	-
501050	Overtime 200%	-	-	-	-
501020	Temporary Pay	-	-	-	-
501060	Standby & Premium Pay	-	-	-	-
501070	Longevity Pay	-	-	-	-
	<b><i>Total Payroll</i></b>	<b>28,100</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b><i>Operations</i></b>				
512310	Permits	7,470	10,000	1,000	5,000
503060	OPEB Trust Contribution	7,000	-	-	-
513690	Materials From Stock	-	100	-	100
513010	Office Supplies	133	-	200	-
513400	Small Tools & Equipment	446	-	-	-
513820	Tools	1,030	-	-	-
513740	Oil & Lubricants	1,102	-	-	-
513720	Diesel Fuel	-	1,700	-	1,700
519320	General Insurance	-	7,800	-	7,800
519450	Pollution Liability Insurance	-	600	-	600
512080	Outside Services	15,370	18,000	7,000	18,000
512070	Consultant Services	6,900	40,000	5,000	40,000
514010	Electricity	9,158	5,000	13,000	20,000
503010	Medical Services	12,000	-	-	-
503100	Pension Regular	4,500	-	-	-
	<b><i>Total Operations</i></b>	<b>65,109</b>	<b>83,200</b>	<b>26,200</b>	<b>93,200</b>
	<b><i>Maintenance</i></b>				
521120	Hydro Equipment	110,240	50,000	-	5,000
522010	Facilities R&M	-	50,000	1,000	50,000
	<b><i>Total Maintenance</i></b>	<b>110,240</b>	<b>100,000</b>	<b>1,000</b>	<b>55,000</b>
	<b><i>Total Expenditure Classification</i></b>	<b>203,449</b>	<b>183,200</b>	<b>27,200</b>	<b>148,200</b>

# **Budget Revenues**

# Revenue Summary

## Revenue Breakdown



<u>Fund</u>	<u>Revenue</u>	<u>Percentage</u>
Water	\$107,768,300	52.43%
Sewer	97,147,600	47.27%
Hydroelectric	610,300	0.30%
	<u>\$205,526,200</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 attributed to approximately 400,000 customers with 101,584 water 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 hydroelectric power facility. The major sources of revenue for the Hydroelectric Operating Fund are derived from the sale of power generated at the Goodwin hydroelectric facility. In 2020 the District ceased operating the Colebrook River Dam hydroelectric power facility.

# Revenue Summary

## Water Utility and Sewer Revenues

Description	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>WATER REVENUES</u></b>				
Sale of Water	\$85,230,491	\$93,383,500	\$93,381,500	\$97,726,700
Other Operating Revenues	5,590,307	6,472,600	6,087,500	7,839,200
Total Operating Revenues	90,820,799	99,856,100	99,469,000	105,565,900
Non-Operating Revenues	2,287,776	2,282,600	(3,954,600)	2,202,400
Total Other Revenues	2,287,776	2,282,600	(3,954,600)	2,202,400
Total Water Revenues	\$93,108,574	\$102,138,700	\$95,514,400	\$107,768,300
<b><u>SEWER REVENUES</u></b>				
Tax on Member Municipalities	\$48,153,100	\$51,475,700	\$51,475,700	\$53,174,400
Revenue from Other Govt. Agencies	5,514,708	5,566,400	5,566,400	5,566,400
Other Sewer Revenues	14,048,559	17,414,100	17,100,835	15,093,200
Sewer User Charge Revenues	17,350,746	20,402,900	20,541,612	21,213,600
Total Operating Revenues	85,067,113	94,859,100	94,684,547	95,047,600
Designated from Surplus	-	-	-	2,100,000
Total Other Revenues	-	-	-	2,100,000
Total Sewer Revenues	\$85,067,113	\$94,859,100	\$94,684,547	\$97,147,600
Total Water and Sewer Revenues	\$178,175,687	\$196,997,800	\$190,198,947	\$204,915,900

# Revenue Summary

## Hydroelectric Revenues

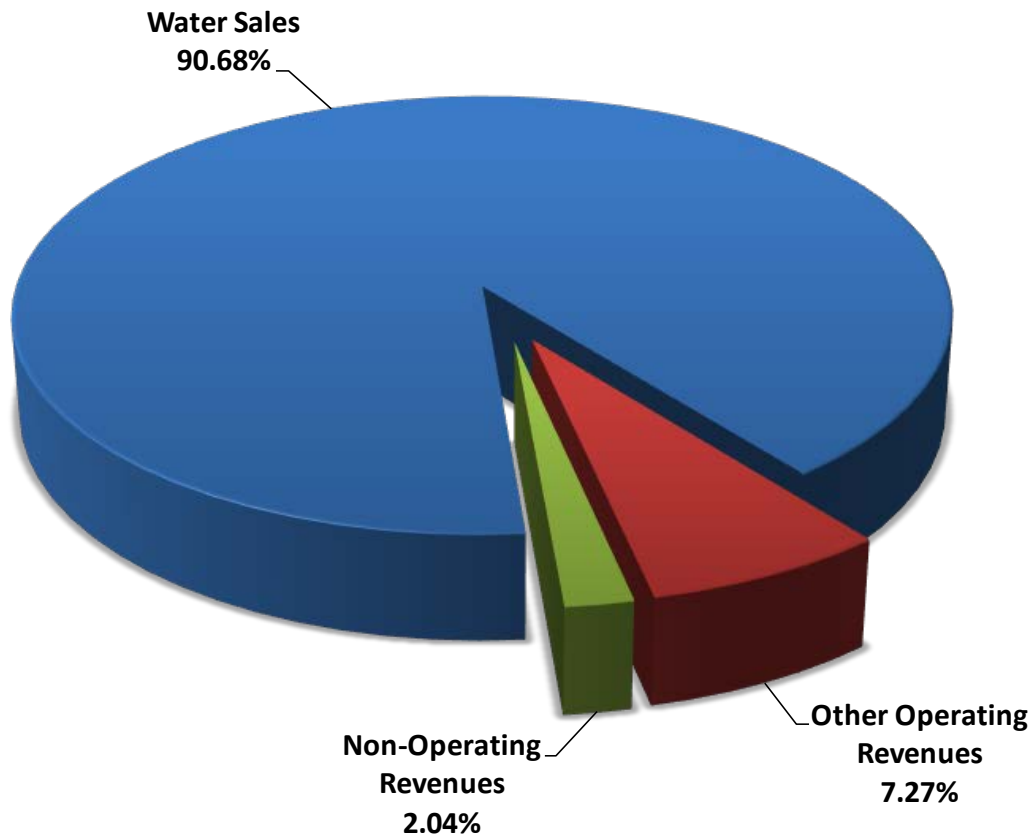
Description	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>HYDROELECTRIC REVENUES</u></b>				
Power Sales				
Goodwin Power Sales	\$568,928	\$610,300	\$610,300	\$260,900
Colebrook Power Sales	\$163,460	-	-	-
Total	\$732,388	\$610,300	\$610,300	\$260,900

## **Water Utility Revenues**

Water Sales  
Other Operating Revenues  
Non-operating Revenues  
Contributions (to) from Working Funds

## Water Utility Revenues

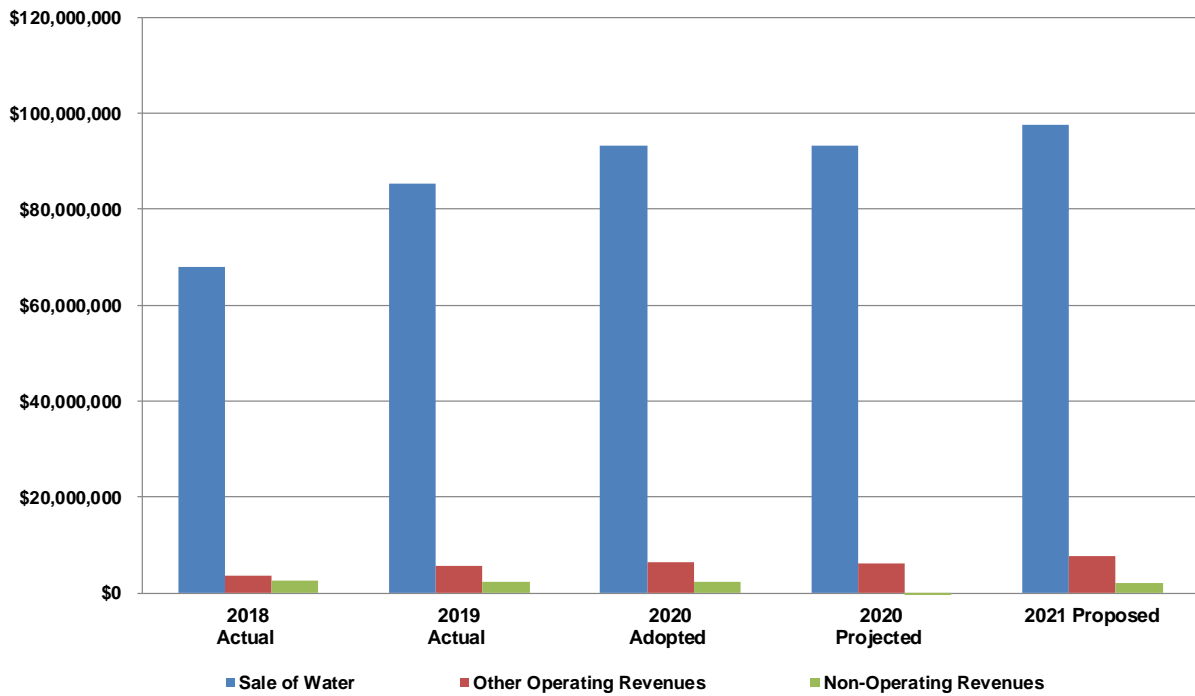
### Revenue Breakdown



<u>Fund</u>	<u>Revenue</u>	<u>Percentage</u>
Water Sales	\$97,726,700	90.69%
Other Operating Revenues	7,839,200	7.27%
Non-Operating Revenues	2,202,400	2.04%
Total Revenues:	<u>\$107,768,300</u>	<u>100.00%</u>

# Water Utility Revenues

## Five-Year Revenue Trend



	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Sale of Water	\$68,062,871	\$85,230,491	\$93,383,500	\$93,381,500	\$97,726,700
Other Operating Revenues	3,631,304	5,590,307	6,472,600	6,087,500	7,839,200
Non-Operating Revenues	2,517,195	2,287,776	2,282,600	(3,954,600)	2,202,400
	<u>\$74,211,370</u>	<u>\$93,108,574</u>	<u>\$102,138,700</u>	<u>\$95,514,400</u>	<u>\$107,768,300</u>

# 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 \$97,726,700, an overall increase of \$4,343,200 or 4.7% above the level adopted in support of 2020 operations. The anticipated revenue increase is primarily driven by the increase in water and service charges. The water rate will increase to \$4.12 per CCF for 2021. Consumption is estimated at 17.7M CCF, unchanged from the 2020 assumption.

*Other Operating Revenues* are projected to be \$7,839,200, an increase of \$1,366,600 or 21.1% above the level adopted in support of 2020 operations. This is primarily driven by an increase in the monthly rate for *Fire Protection & Hydrant Maintenance Fees*.

# Water Utility Revenues

## Sale of Water and Other Operating Revenues

Commitment Item	Description	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>SALE OF WATER</u></b>					
<b><u>SERVICE CHARGES</u></b>					
(1)	Domestic	\$20,444,281	\$19,963,100	\$19,961,100	\$21,427,200
(2)	Commercial	2,514,672	1,961,900	1,961,900	2,335,400
417310	Industrial	344,075	354,600	354,600	386,500
(3)	Public Authorities	833,370	707,200	707,200	707,200
(4)	Other Water Companies	39,262	16,700	16,700	16,500
	<b>Total</b>	<b>24,175,660</b>	<b>23,003,500</b>	<b>23,001,500</b>	<b>24,872,800</b>
<b><u>WATER USE CHARGE</u></b>					
(5)	Domestic	\$39,118,125	\$46,985,700	\$46,985,700	49,046,500
(6)	Commercial	13,781,479	11,592,100	11,592,100	13,238,400
416310	Industrial	2,917,226	1,639,600	1,639,600	3,630,500
(7)	Public Authorities	3,332,358	8,654,000	8,654,000	5,414,100
(8)	Other Water Companies	1,905,642	1,508,600	1,508,600	1,524,400
	<b>Total</b>	<b>61,054,831</b>	<b>70,380,000</b>	<b>70,380,000</b>	<b>72,853,900</b>
<b><u>OTHER OPERATING REVENUES</u></b>					
(9)	Hydrant Maintenance	\$1,341,079	\$1,406,500	\$1,406,500	\$1,550,200
419130	Fire Protection Services	4,015,405	4,099,400	4,331,000	5,408,700
429220	Water Billing Penalties	134,708	566,700	150,000	480,300
431280	Cross-Connection/BackWater Fee	99,114	400,000	200,000	400,000
	<b>Total</b>	<b>5,590,307</b>	<b>6,472,600</b>	<b>6,087,500</b>	<b>7,839,200</b>
<b>Total Operating Revenues</b>		<b>\$90,820,799</b>	<b>\$99,856,100</b>	<b>\$99,469,000</b>	<b>\$105,565,900</b>

### Commitment Items

- (1) 417110, 416900, 416910, 417120, 417130
- (2) 417210, 417220, 417230
- (3) 417410, 417420
- (4) 417810, 417820
- (5) 416110, 416120, 416130
- (6) 416210, 416220, 416230
- (7) 416410, 416420
- (8) 416810, 416820
- (9) 419110, 419120

# Water Utility Revenues

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## Non-Operating Revenues

### Source Description

*Non-Operating Revenues* are comprised 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.
- *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 2021 are \$2,202,400 a decrease of \$80,200 from the level adopted for 2020, primarily a result of decreased revenue from *DPH Assessment Fee* and *Investment Income*.

# Water Utility Revenues

## Other Non-Operating Revenues

Commitment Item	Description	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>NON-OPERATING REVENUES</u></b>					
423100	Interest Income	\$270,730	\$200,000	\$200,000	\$180,600
423110	Main Pipe Assessments	57,896	80,000	80,000	80,000
429200	Refund/Reimbursements	138,824	-	200	1,000
429280	Oper Admin Reimbursement	-	-	(6,000,000)	-
419430	Bill Job P/R & Materials	66,876	75,000	75,000	75,000
419430	Developers P/R Mat Equip	256,239	320,000	320,000	320,000
419400	Bill Job & Dev P/R Additives	6,022	30,000	30,000	30,000
429230	Bad Check Fees	49,130	35,000	35,000	35,000
423300	Property Rents	151,748	151,200	151,200	147,400
459020	Sale of Material/Equipment	250,353	120,000	120,000	120,000
419400	Indirect Costs	5,708	15,000	15,000	15,000
419400	Short-Term Bill Jobs	39,135	90,000	90,000	90,000
419400	Long-Term Bill Jobs	90,751	100,000	100,000	100,000
431010	Recreation Income	49,358	75,000	10,000	75,000
431020	Forestry Operations	342,570	200,400	228,000	200,400
431210	Nor Other Misc	96,329	125,000	125,000	125,000
431270	DPH Assessment Fee	134,176	250,000	250,000	191,000
429210	Collection/Liens	260,414	400,000	200,000	400,000
	Outlet Charges	6,765	-	-	-
431230	Vendor Discount Revenue	676	1,000	1,000	1,000
453000	CAC - Hydrant	12,195	10,000	10,000	16,000
453000	CAC - High Pressure	1,881	5,000	5,000	-
<b>Total Non-Operating Revenues</b>		<b>\$2,287,776</b>	<b>\$2,282,600</b>	<b>(\$3,954,600)</b>	<b>\$2,202,400</b>

## **Water Utility Revenues**

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### **Other Non-Operating Revenues**

#### **Source Description**

##### **Other Non-Operating Revenues**

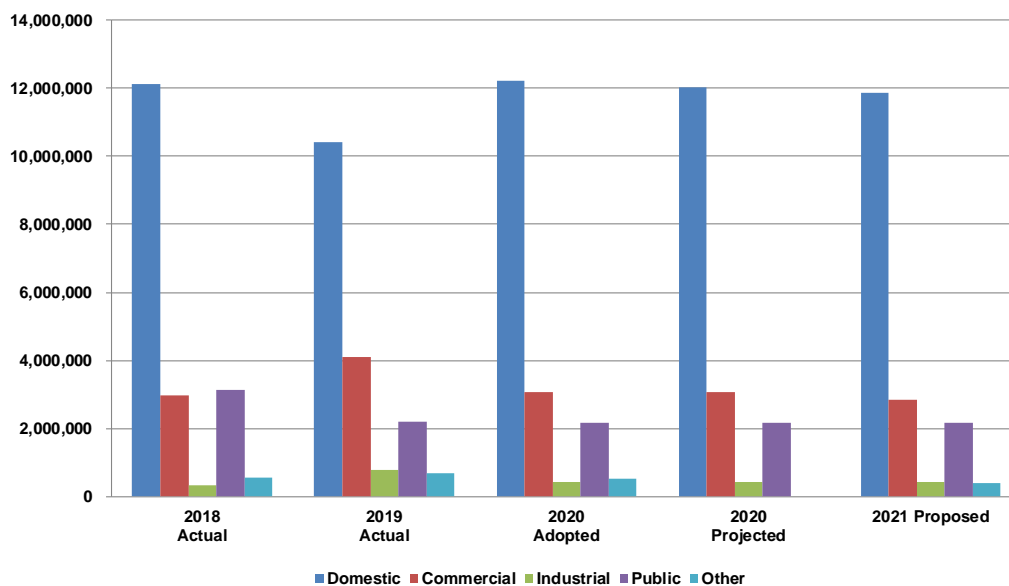
*Contributions (to) from Other Funds:* Sound financial management practices call for the maintenance of a cash reserve sufficient to withstand a shortfall in revenues and/or increases in unanticipated expenditures. The District's policy is to use a portion of these funds, if available, in support of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

#### **Budget Commentary**

No funds are anticipated for the 2021 budget.

# Water Utility Revenues

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



	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Domestic	12,126,300	10,430,584	12,230,000	12,030,000	11,850,000
Commercial	2,963,500	4,113,004	3,060,000	3,060,000	2,860,000
Industrial	339,800	787,242	413,000	413,000	413,000
Public	3,130,700	2,203,906	2,180,000	2,180,000	2,180,000
Other	572,500	671,107	517,000	-	380,000
<b>Total</b>	<b>19,132,800</b>	<b>18,205,842</b>	<b>18,400,000</b>	<b>17,683,000</b>	<b>17,683,000</b>

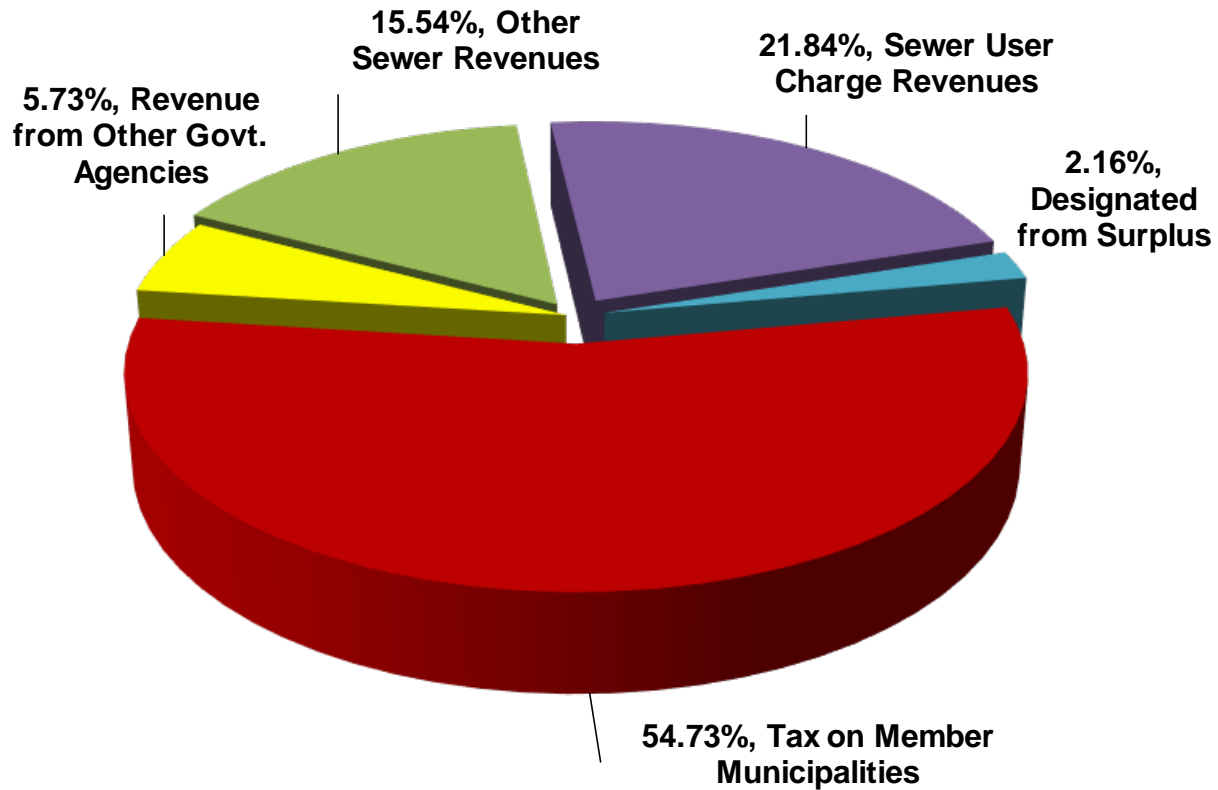
\* CCF = 100 cubic feet or approximately 748.1 gallons

## **Sewer Revenues**

Taxation  
Other Government Agencies  
Other Sewer Revenues  
Sewer User Charge Revenues  
Contributions (to) from Other Funds  
Designated from Surplus

## Sewer Revenues

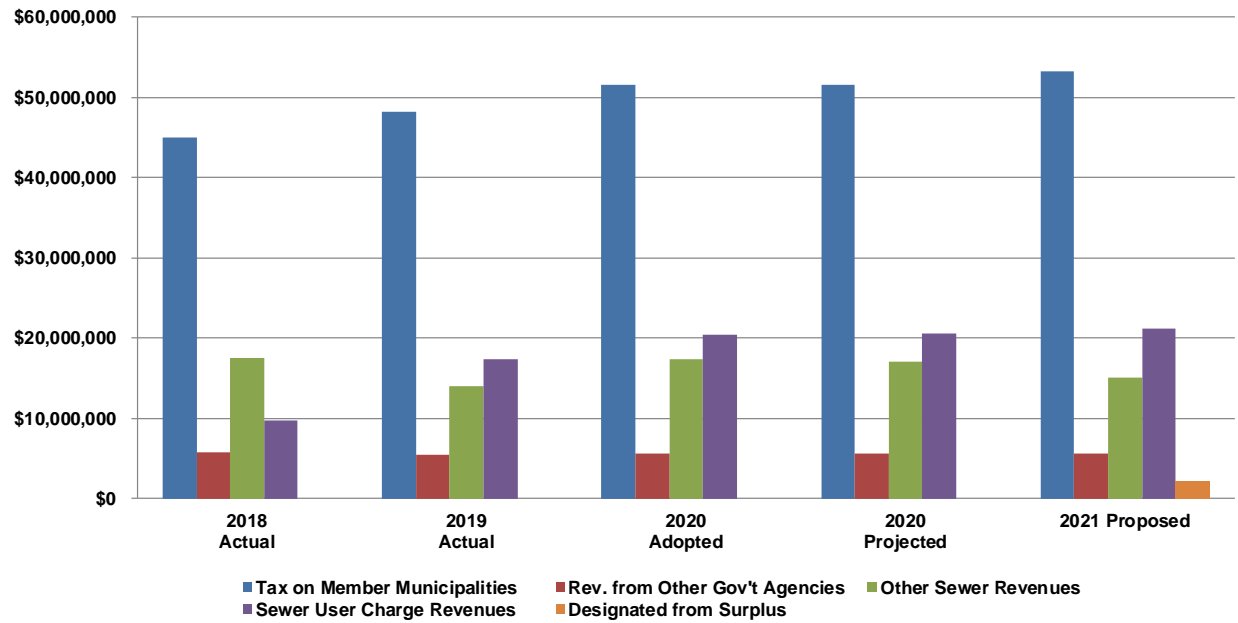
### Revenue Breakdown



<u>Fund</u>	<u>Revenue</u>	<u>Percentage</u>
Tax on Member Municipalities	\$53,174,400	54.73%
Revenue from Other Govt. Agencies	5,566,400	5.73%
Other Sewer Revenues	15,093,200	15.54%
Sewer User Charge Revenues	21,213,600	21.84%
Designated from Surplus	2,100,000	2.16%
Total Revenues:	<u>\$97,147,600</u>	<u>100.00%</u>

# Sewer Revenues

## Five-Year Revenue Trend



	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Tax on Member Municipalities	\$45,004,000	\$48,153,100	\$51,475,700	\$51,475,700	\$53,174,400
Rev. from Other Gov't Agencies	5,819,728	5,514,708	5,566,400	5,566,400	5,566,400
Other Sewer Revenues	17,560,944	14,048,559	17,414,100	17,100,835	15,093,200
Sewer User Charge Revenues	9,804,813	17,350,746	20,402,900	20,541,612	21,213,600
Designated from Surplus	-	-	-	-	2,100,000
<b>Total</b>	<b>\$78,189,485</b>	<b>\$85,067,113</b>	<b>\$94,859,100</b>	<b>\$94,684,547</b>	<b>\$97,147,600</b>

## Sewer Revenues

### Other Government Agencies

Commitment Item	Description	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>MEMBER MUNICIPALITIES</u></b>					
	Total	48,153,100	51,475,700	51,475,700	53,174,400

### **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 2021 will be equivalent to 50% of the total 2020 tax levy. This amount (when paid) will be subtracted from the total 2021 tax levy; the balance is the amount due in the remaining portion of the year.

### **Budget Commentary**

The proposed Tax on Member Municipalities totals \$53,174,400, which is \$1,698,700 or 3.3% higher than the tax levy adopted for 2020.

# Sewer Revenues

## Other Government Agencies

Tax History by Town	2017	2018	2019	2020	2021
Hartford	\$10,963,200	\$11,550,400	\$12,372,000	\$13,135,400	\$13,544,500
East Hartford	\$5,059,400	\$5,486,600	\$5,775,200	\$6,051,600	\$6,250,200
Newington	\$3,752,900	\$4,120,900	\$4,318,900	\$4,639,600	\$4,894,200
Wethersfield	\$3,408,200	\$3,707,800	\$3,979,400	\$4,237,600	\$4,415,200
Windsor	\$3,656,900	\$4,001,500	\$4,274,900	\$4,595,200	\$4,770,700
Bloomfield	\$3,067,100	\$3,256,200	\$3,488,600	\$3,821,000	\$3,521,100
Rocky Hill	\$2,475,800	\$2,712,500	\$2,909,600	\$3,142,400	\$3,324,900
West Hartford	\$9,286,900	\$10,168,100	\$11,034,500	\$11,852,900	\$12,453,600
<b>Total</b>	<b>\$41,670,400</b>	<b>\$45,004,000</b>	<b>\$48,153,100</b>	<b>\$51,475,700</b>	<b>\$53,174,400</b>

Tax Percentage	2017	2018	2019	2020	2021
Hartford	26.31%	25.67%	25.69%	25.52%	25.47%
East Hartford	12.14%	12.19%	11.99%	11.76%	11.75%
Newington	9.01%	9.16%	8.97%	9.01%	9.20%
Wethersfield	8.18%	8.24%	8.26%	8.23%	8.30%
Windsor	8.78%	8.89%	8.88%	8.93%	8.97%
Bloomfield	7.36%	7.24%	7.24%	7.42%	6.62%
Rocky Hill	5.94%	6.03%	6.04%	6.10%	6.25%
West Hartford	22.28%	22.58%	22.93%	23.03%	23.44%
<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	1/20/2021	4/21/2021	7/21/2021	10/20/2021	Total
Hartford	\$3,283,850	\$3,283,850	\$3,488,400	\$3,488,400	\$13,544,500
East Hartford	1,512,900	1,512,900	1,612,200	1,612,200	6,250,200
Newington	1,159,900	1,159,900	1,287,200	1,287,200	4,894,200
Wethersfield	1,059,400	1,059,400	1,148,200	1,148,200	4,415,200
Windsor	1,148,800	1,148,800	1,236,550	1,236,550	4,770,700
Bloomfield	955,250	955,250	805,300	805,300	3,521,100
Rocky Hill	785,600	785,600	876,850	876,850	3,324,900
West Hartford	2,963,225	2,963,225	3,263,575	3,263,575	12,453,600
<b>Total</b>	<b>\$12,868,925</b>	<b>\$12,868,925</b>	<b>\$13,718,275</b>	<b>\$13,718,275</b>	<b>\$53,174,400</b>

## Sewer Revenues

### Other Government Agencies

Commitment Item	Description	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>OTHER GOVERNMENT AGENCIES</u></b>					
421210	Sludge Handling Services	\$5,483,314	\$5,536,400	\$5,536,400	\$5,536,400
421230	Household Hazardous Waste Disposal	31,394	30,000	30,000	30,000
	Total	5,514,708	5,566,400	5,566,400	5,566,400

### **Source Description**

*Revenue from Other Government Agencies* include 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:

- *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 2021 is unchanged from the level adopted in 2020.

# Sewer Revenues

## Other Sewer Revenues

Commitment Item	Description	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>OTHER SEWER REVENUES</u></b>					
429200	Refund/Reimbursements	283,710	15,000	15,000	15,000
411010	Septage Fees	911,933	1,463,700	1,463,700	1,463,700
411020	FOG Charges	125,701	150,000	236,735	236,000
421220	Groundwater Remediation	3,087,495	5,900,000	5,900,000	5,900,000
419430	Bill Jobs Revenue, Payroll, Mat., Equip.	52,352	7,000	7,000	7,000
419430	Developers Rev., Payroll, Mat., Equip.	141,622	575,000	575,000	575,000
423300	Property Rents	126,651	153,800	153,800	146,900
459020	Sale of Material/Equipment	205,877	88,000	88,000	88,000
419400	Indirect Costs	4,490	5,000	5,000	5,000
431250	PM Unit	8,291,000	8,291,000	8,291,000	6,291,000
419400	Short Term Bill Jobs	6,099	5,000	5,000	5,000
419400	Long Term Bill Jobs	-	10,000	10,000	10,000
431210	Other Miscellaneous	71,945	150,000	150,000	150,000
429210	Collection/Liens	-	100	100	100
431230	Vendor Discount Rev	74	500	500	500
	<b>Total</b>	<b>13,313,688</b>	<b>16,814,100</b>	<b>16,900,835</b>	<b>14,893,200</b>
<b><u>INVESTMENT INCOME</u></b>					
423100	General Fund Investment Income	734,871	600,000	200,000	200,000
	<b>Total</b>	<b>734,871</b>	<b>600,000</b>	<b>200,000</b>	<b>200,000</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.
- *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.
- *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.

## Sewer Revenues

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### Other Sewer Revenues

#### Budget Commentary

Total *Other Sewer Revenues* for 2021 are projected to be \$14,893,200 which is a decrease of \$1,920,900 or 11.4% from the level adopted for 2020.

The decrease is primarily driven by a \$2M decrease in *PMU Overhead* and offset by an increase in *FOG Charges*.

# Sewer Revenues

## Sewer User Charge

Commitment Item	Description	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b>OTHER USER REVENUE</b>					
(1)	High Flow Users (Net of Reserves)	\$1,639,011	\$2,797,300	\$2,797,300	\$3,442,600
417830	Customer Service Charge	6,268,836	7,656,300	7,656,300	7,656,300
415020	Non-Municipal Tax Exempt Properties	5,668,748	6,159,900	6,159,900	6,351,300
415110	High Strength	701,603	988,000	988,000	770,000
415010	Town of Manchester	139,022	202,900	202,900	245,900
415010	Town of South Windsor	8,761	26,800	26,800	32,400
415010	Town of Farmington	-	143,700	212,812	174,100
415030	Bradley/Hamilton Standard/East Granby	1,617,713	1,269,400	1,339,000	1,380,600
415040	SUC DEEP	-	120,000	120,000	120,000
415010	Town of Cromwell	9,090	8,800	8,800	10,600
429220	Forfeited Discounts	1,297,963	1,029,800	1,029,800	1,029,800
	<b>Total</b>	<b>17,350,746</b>	<b>20,402,900</b>	<b>20,541,612</b>	<b>21,213,600</b>

(1) 415230, 415210, 415220

## 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* revenues are projected to be \$21,213,600, an increase of \$810,700 or 4.0% above the revenue level adopted for 2020.

- Primarily driven by the rise in the *Sewer User Charge*, increased activity with *Bradley/Hamilton Standard/East Granby* and *High Flow Users*.

## Sewer Revenues

### Other Financing Sources

Description	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Contributions (to) from Other Funds				
Total	-	-	-	-

#### 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

Contributions are not anticipated for the 2021 fiscal year.

## Sewer Revenues

### Designated From Surplus

Description	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Designated From Surplus	-	-	-	2,100,000
Total	\$0	\$0	\$0	\$2,100,000

### 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

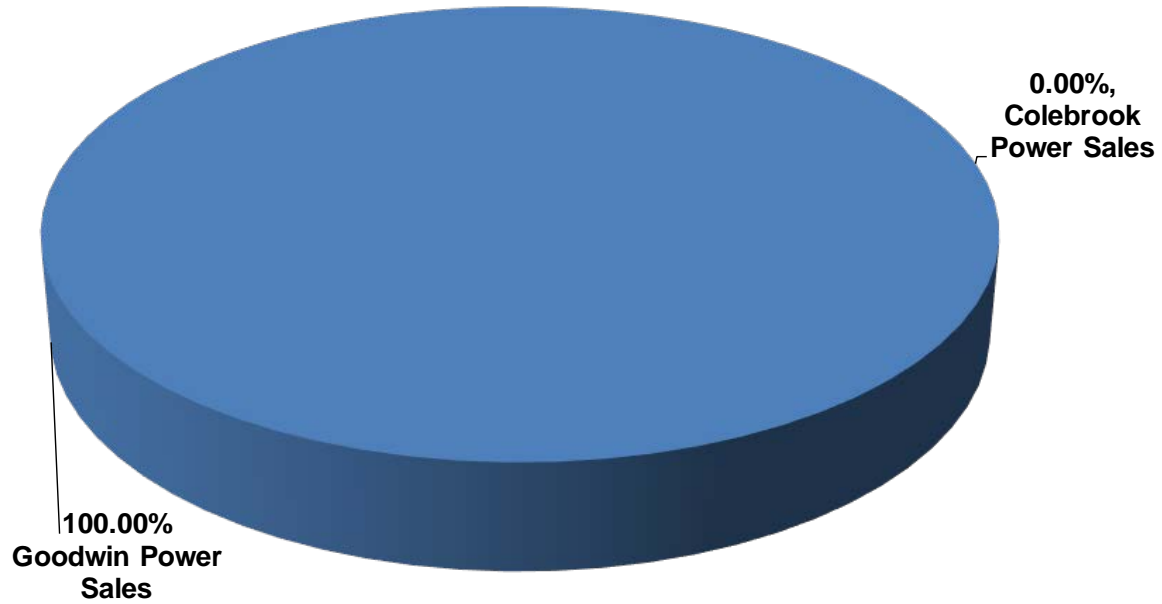
An anticipated surplus will be available to support the budget expenditures for 2021.

# **Hydroelectric Revenues**

Goodwin Power Sales  
Colebrook Power Sales

# Hydroelectric Revenues

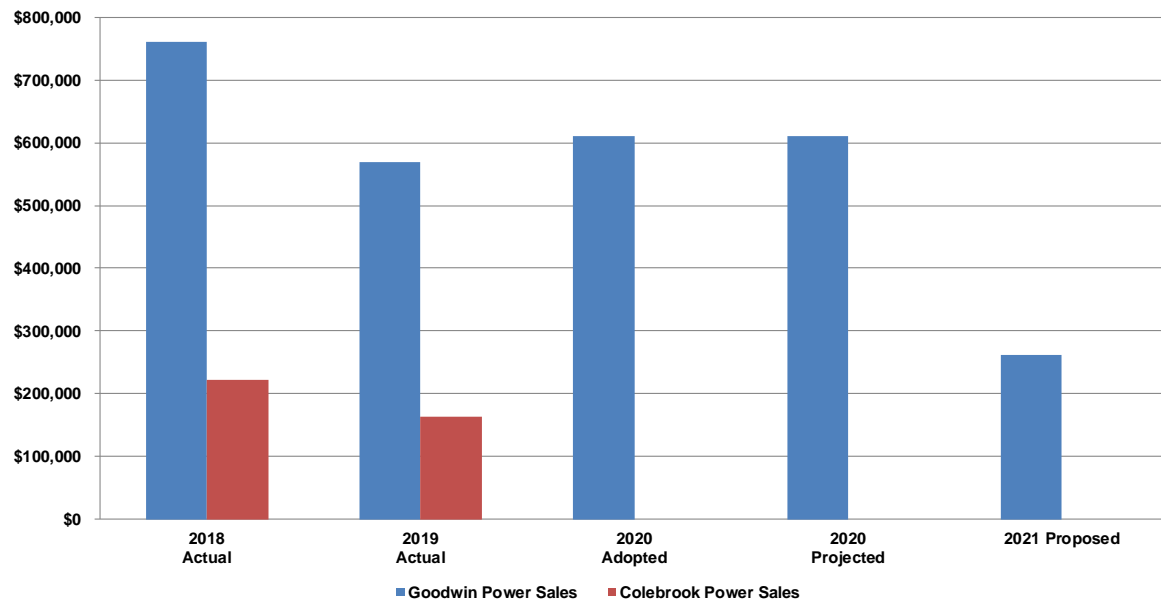
## Revenue Breakdown



<u>Fund</u>	<u>Revenue</u>	<u>Percentage</u>
Goodwin Power Sales	\$260,900	100.00%
Colebrook Power Sales	-	0.00%
Total Revenues:	\$260,900	100.00%

# Hydroelectric Revenues

## Five-Year Revenue Trend



	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Goodwin Power Sales	\$761,000	\$568,928	\$610,300	\$610,300	\$260,900
Colebrook Power Sales	222,410	163,460	0	0	0
<b>Total</b>	<b>\$983,410</b>	<b>\$732,388</b>	<b>\$610,300</b>	<b>\$610,300</b>	<b>\$260,900</b>

# Hydroelectric Revenues

## Summary

Commitment Item	Description	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>HYDROELECTRIC REVENUES</u></b>					
	<b>Power Sales</b>				
418010	Goodwin Power Sales	\$568,928	\$610,300	\$610,300	\$260,900
418010	Colebrook Power Sales	\$163,460	-	-	-
	<b>Total</b>	<b>\$732,388</b>	<b>\$610,300</b>	<b>\$610,300</b>	<b>\$260,900</b>

## Source Profile

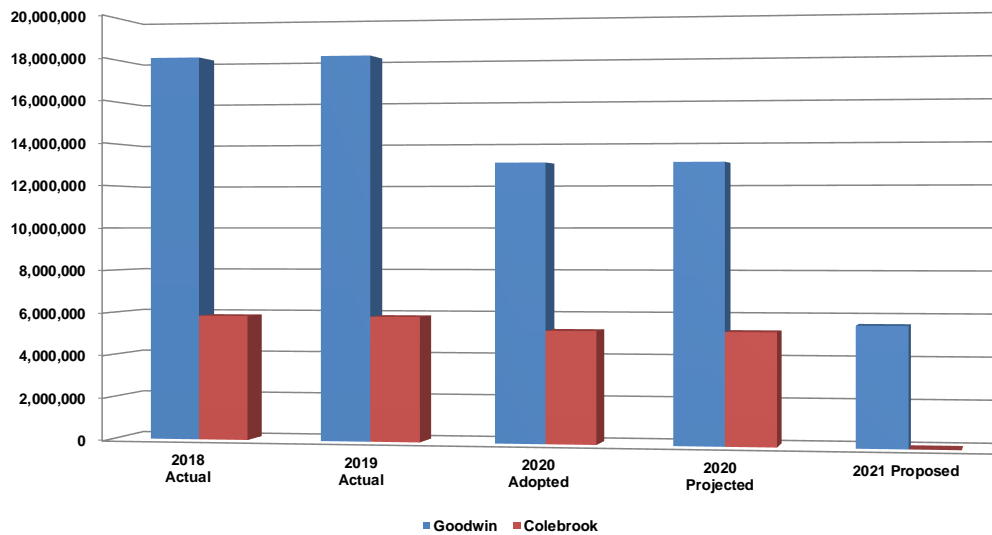
Revenue in support of hydroelectric expenditures is derived from: the sale of power produced at the District's Goodwin and Colebrook Hydroelectric power facilities; interest earned from the investment of available cash; and surplus funds (if available) designated to support the expenditure budget. In 2020 The District ceased operating the Colebrook Hydroelectric Power Facility and no longer generates revenue from the facility.

## Budget Highlights

The 2021 budget revenues from the sale of power generated at The Goodwin Hydroelectric Facility in the coming year assumes a full production year. The total budget of \$260,900 decreased by \$349,400 or 57.3% from the level adopted for 2020. The reduction in revenue is a result of no longer operating the Colebrook Hydroelectric Facility.

# Hydroelectric Revenues

## Power Generation by Kilowatt Hours



	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Goodwin	18,066,400	18,066,400	13,027,000	13,027,000	5,569,000
Colebrook	5,846,120	5,846,120	5,243,000	5,243,000	-
<b>Total</b>	<b>23,912,520</b>	<b>23,912,520</b>	<b>18,270,000</b>	<b>18,270,000</b>	<b>5,569,000</b>

### 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.

# 2021 Proposed Capital Improvement Budget



**The Metropolitan District**  
Hartford, CT

# 2021 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 wastewater collection system infrastructure and water pollution control facilities. The following are some of next year's major expenditures.

EHWPCF Aeration, DO Control & SCADA Upgrades	\$10,000,000
Various Sewer Pipe Replacement/Rehabilitation Program	\$ 8,000,000
Large Diameter Sewer Cleaning Program	\$ 5,000,000
Sanitary Sewer Repair and Rehabilitation Program	\$ 5,800,000

#### Water

This budget will fund improvements to the District's drinking water infrastructure including treatment plants, pipeline, storage facilities and pump stations. The District is targeting 10 miles of new and replacement water main installations in 2021 and listed below are some of the major expenditures demonstrating that level of commitment.

District-wide Water Main Replacement Program	\$15,000,000
Wickham Hill Area Water Main Replacement, East Hartford	\$ 7,500,000
New Park Avenue Water Main Replacement, West Hartford	\$ 3,400,000

# 2021 Capital Improvement Program

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## Summary

### Five-Year Capital Improvement Program

The District has undertaken a comprehensive asset management program which involves a systematic replacement of water and sewer infrastructure in a proactive manner whereby the District will continue to maintain and improve its assets to ensure the safe and efficient operation of service. In addition, it is anticipated that the District will continue to complete projects associated with the Clean Water Project during 2021.

The District submitted an Integrated Plan to CT DEEP as part of its Consent Order required CSO Long Term Control Plan Update in December 2018. Modifications and an Executive Summary were most recently submitted in May 2020. This Plan has not yet been approved by CT DEEP. In the absence of approval, multiple rehabilitation and/or repair projects have been included in the 2021 CIP in order to maintain compliance with EPA's Consent Decree required CMOM Program.

# 2021 Capital Improvement Program

## Summary

<u>Wastewater</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
New Park Avenue Sewer Rehabilitation	\$ 600,000	\$ -	\$ -	\$ -	\$ -
Northern Interceptor Sewer Rehab/Replacement	2,500,000				
Nook Farm Trunk/Flower Street Sewer Rehabilitation	\$600,000				
Large Diameter Sewer Cleaning Program	5,000,000		5,000,000		5,000,000
Sanitary Sewer Repair and Rehabilitation Program	5,800,000	5,000,000	5,000,000	5,000,000	5,000,000
Paving Program & Restoration	1,500,000	3,000,000	3,000,000		3,000,000
Various Sewer Pipe Replacement/Rehabilitation Program	8,000,000	5,500,000	7,000,000	7,000,000	7,000,000
WPC Infrastructure Rehabilitation, Upgrades & Replacements	3,000,000	8,000,000	8,000,000	8,000,000	7,000,000
EHWPCF Aeration, DO Control & SCADA Upgrades - Phase 3B	10,000,000				
Large Diameter Sewer Rehab Program		10,000,000	9,240,000	4,180,000	15,950,000
General Purpose Sewer		3,000,000	3,000,000		3,000,000
Assessable Sewer Program			100,000		
Dividend Brook Drainage Area (Phase 1)				5,200,000	
Dividend Brook Drainage Area (Phase 2)					\$5,000,000
Dividend Brook Drainage Area (Phase 3)			7,500,000		
CSO LTCP/IP Small Diameter Pipe Rehabilitation Program		10,000,000		6,300,000	
WW Pump Stations and Equipment		1,000,000	1,000,000		1,000,000
Private Property Inflow Disconnect Program				100,000	
Backwater Valve Program			100,000		
<b><u>Total Wastewater</u></b>	<b><u>\$37,000,000</u></b>	<b><u>\$45,500,000</u></b>	<b><u>\$48,940,000</u></b>	<b><u>\$35,780,000</u></b>	<b><u>\$51,950,000</u></b>

# 2021 Capital Improvement Program

## Summary

Water	2021	2022	2023	2024	2025
Paving Program & Restoration	\$2,000,000	3,000,000	\$3,000,000	\$3,000,000	\$3,000,000
General Purpose Water Program	1,200,000	1,500,000	1,500,000	2,000,000	2,000,000
District-Wide Water Main Replacement Program	15,000,000	15,000,000	15,000,000	15,000,000	20,000,000
WTP Infrastructure Rehabilitation, Upgrades & Replacements	2,500,000	2,000,00	1,000,000	5,000,000	5,000,000
New Park Avenue Water Main Replacement	3,400,000	-	-	-	-
Wickham Hill Area Water Main Replacement	7,500,000	-	-	-	-
Water Storage Tank Rehabilitation & Improvement	1,000,000	-	-	-	-
Capitol Avenue Area Water Main Replacement	-	10,000,000	-	-	-
Sisson Avenue Area Water Main Replacement	-	10,000,000	-	-	-
Radio Frequency Automated Meter Reading Program	-	2,000,000	-	2,000,000	-
Water Supply Improvements - Facilities & Dams	-	2,000,000	-	2,000,000	-
Water Pump Stations and Equipment and Water Tank and Basin Rehab, Repair & Improvements	-	-	1,000,000	-	1,000,000
Washington & Jefferson Street Area Water Main Replacement	-	-	5,500,000	-	-
Levee Protection - Water	-	-	800,000	-	-
Assessable Water Program	-	-	1,000,000	-	-
WH Filters WTP 6 MG Basin Rehabilitation	-	-	4,000,000	-	-
Dart Street & Arlington Street Area Water Main Replacement	-	-	5,000,000	-	-
Bishops Corner Area Water Main Replacement	-	-	3,500,000	-	-
Water Main Replacement Projects	-	-	-	10,000,000	10,000,000
<b>Total Water</b>	<b>\$ 32,600,000</b>	<b>\$ 45,500,000</b>	<b>\$ 41,300,000</b>	<b>\$ 39,000,000</b>	<b>\$ 41,000,000</b>

# 2021 Capital Improvement Program

## Summary

Combined	2021	2022	2023	2024	2025
Fleet and Equipment Replacement and Upgrades	\$ 2,100,000	\$ -	\$ 2,000,000	\$ -	\$ 2,000,000
Facility and Equipment Improvements	500,000	-	2,000,000	-	2,000,000
Business Application Expansion	3,500,000	3,500,000	3,500,000	-	-
Information Systems I/T Upgrade	-	5,000,000	-	-	5,000,000
Inspection Services	3,800,000	3,800,000	3,800,000	3,800,000	3,800,000
Engineering Services	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Construction Services	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Technical Services	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000
<b>Total Combined</b>	<b>\$ 20,400,000</b>	<b>\$ 22,800,000</b>	<b>\$ 26,800,000</b>	<b>\$ 14,300,000</b>	<b>\$ 23,300,000</b>

# **2021 Capital Improvement Program**

## **Debt Administration Policy**

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Capital appropriations require approval by a two-thirds vote of the entire District Board and by a majority of the electors of the District at a referendum with the following exceptions:

1. Capital appropriations not exceeding \$21,842,967, indexed for inflation, excluding those portions of an appropriation payable from Federal or State grants for any single item within the capital section of the budget.
2. Appropriations for any reason involving not more than \$25,000,000 in any one year for the purpose of meeting a public emergency threatening the lives, health or property of citizens of the District.
3. Construction of or leasing headquarters facilities.
4. Any public improvement all or a portion of which is to be paid for by assessments of benefits or from funds established to pay for waste or water facilities.

With the exception of the two \$800,000,000 appropriations, and bond authorizations for the District's Clean Water Project approved at referenda in November, 2006 and November, 2012, and a supplemental \$158,800,000 appropriation of grants, which are expected to be supported by general obligation bonds, revenue bonds, and clean water fund obligations payable from the Clean Water Project Charge (previously the Special Sewer Service Surcharge), the District has followed a policy of financing capital expenditures by issuing general obligation bonds secured by unlimited taxes levied proportionately upon the Member Municipalities comprising the District.

In addition to taxes, certain water charges, sewer user fees, and assessments are available to repay the general obligation bonds. Sewer bonds are payable from the municipal tax levy on each Member Municipality and from sewer user charges levied on tax-exempt and high-flow users. General obligation water bonds are paid from water sale revenues. Assessable sewer construction bonds are secured by liens against assessments on benefited properties. The receipts from assessments are deposited in a separate fund, and payments for debt service on assessable sewer construction bonds are made from such fund. Hydroelectric bonds are funded from power sales revenue deposited in a separate fund, and payments of the debt service on the Hydroelectric bonds are made from said fund.

# 2021 Capital Improvement Program

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## Appropriation

The Metropolitan District's Capital Improvement Program budget for 2021 totals \$90,000,000 as reflected in the following summary. Wastewater programs total \$37,000,000; water programs total \$32,600,000; and combined programs total \$20,400,000.

### Wastewater

#### **Wastewater Collection**

New Park Avenue Sewer Replacement, West Hartford	\$ 600,000
Northern Interceptor Sewer Rehabilitation/Replacement, East Hfd	2,500,000
Nook Farm Trunk/Flow Street Sewer Rehabilitation, Hartford	600,000
Large Diameter Sewer Cleaning Program	5,000,000
Sanitary Sewer Repair and Rehabilitation Program	5,800,000
Paving Program and Restoration	1,500,000
Various Sewer Pipe Replacement/Rehabilitation	8,000,000

#### **Wastewater Treatment**

Water Pollution Control Facilities Infrastructure Rehabilitation, Upgrades and Replacements	3,000,000
EHWPCF - Phase 3B Aeration, DO Control, SCADA Upgrades and Facility Improvements	10,000,000

**Total Wastewater** **\$ 37,000,000**

### Water

#### **Water Supply, Treatment, Transmission and Distribution**

General Purpose Water Program	\$ 1,200,000
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#### **Water Distribution**

Paving Program and Restoration	2,000,000
New Park Avenue Water Main Replacement, West Hartford	3,400,000
Wickham Hill Area Water Main Replacement, East Hartford	7,500,000
Water Storage Tank Rehabilitation and Improvement	1,000,000
District-wide Water Main Replacement Program	15,000,000
Water Treatment Facilities Infrastructure Rehabilitation Upgrades and Replacements	2,500,000

**Total Water** **\$ 32,600,000**

### Combined

#### **Facilities/Staffing**

Fleet and Equipment Replacement and Upgrade	\$ 2,100,000
Administrative Facilities and Equipment Improvements	500,000
Business Application Expansion and Enhancements	3,500,000
Inspection Services	3,800,000
Engineering Services	4,000,000
Construction Services	2,000,000
Technical Services	4,500,000

**Total Combined** **\$ 20,400,000**

## 2021 Capital Improvement Program

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### Sewer

The following is a list of the recommended wastewater system programs and projects to be funded through the MDC's 2021 Capital Improvement Program budget. 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. Each is considered to be a separate undertaking in accordance with Section 3-11 of the Charter of the Metropolitan District.

#### **Wastewater**

##### ***Wastewater Collection***

New Park Avenue Sewer Replacement, West Hartford	\$ 600,000
Northern Interceptor Sewer Rehabilitation/Replacement, East Hfd	2,500,000
Nook Farm Trunk/Flow Street Sewer Rehabilitation, Hartford	600,000
Large Diameter Sewer Cleaning Program	5,000,000
Sanitary Sewer Repair and Rehabilitation Program	5,800,000
Paving Program and Restoration	1,500,000
Various Sewer Pipe Replacement/Rehabilitation	8,000,000

##### ***Wastewater Treatment***

Water Pollution Control Facilities Infrastructure	
Rehabilitation, Upgrades and Replacements	3,000,000
EHWPCF - Phase 3B Aeration, DO Control, SCADA Upgrades and Facility Improvements	<u>10,000,000</u>

<b>Total Wastewater</b>	<b>\$ 37,000,000</b>
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# 2021 Capital Improvement Program

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## Sewer

**Program – New Park Avenue Sewer Rehabilitation, West Hartford**

**Amount**  
\$600,000

**Project #**

**Fund**  
2110

### **Description**

Construction, inspection and associated work for the rehabilitation of existing sanitary sewer mains in New Park Avenue, West Hartford. The project will rehabilitate existing sewer segments identified under CMOM program and incorporated into New Park Avenue water main replacement project.

### **Purpose**

To replace aging pipelines and structures.

### **Future Appropriations**

No additional appropriation requests are anticipated over the next four years.

### **Bond Language**

## 2021 Capital Improvement Program

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### Sewer

**Program – Northern Interceptor Sewer Rehabilitation, East Hartford**

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$2,500,000		2110

#### **Description**

Construction, inspection and associated work for the rehabilitation of existing Northern Interceptor sanitary sewer main segments from the Mohawk Pump Station to the East Hartford Water Pollution Control Facility in East Hartford. The project will rehabilitate existing sewer segments identified under CMOM program.

#### **Purpose**

To replace aging pipelines and structures.

#### **Future Appropriations**

No additional appropriation requests are anticipated over the next four years.

#### **Bond Language**

## 2021 Capital Improvement Program

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### Sewer

**Program – Nook Farm Trunk Sewer and Flower Street Sewer Rehabilitation Design, Hartford**

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$600,000		2110

#### **Description**

Design services for the rehabilitation and replacement of Nook Farm trunk sewer and Flower Street sewer main, Hartford. 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**

# 2021 Capital Improvement Program

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## Sewer

### Program – Large Diameter Sewer Cleaning Program

Amount  
\$5,000,000

Project #

Fund  
2110

### Description

Inspection and/or cleaning of large diameter sewers in the Hartford Water Pollution Control Facility sewershed, as required to maintain adequate collection system capacities. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

To upgrade sanitary sewer pipelines.

### Future Appropriations

Future appropriation requests for additional projects are anticipated over the next four years.

### Bond Language

# 2021 Capital Improvement Program

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## Sewer

### Program – Sanitary Sewer Repair and Rehabilitation Program

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$5,800,000		2110

### Description

Design and construction of sewer system repairs, replacements and rehabilitation measures as a result of aging and deteriorating infrastructure located District-wide. Sewers are identified based upon member town paving programs, prior sewer inspections or sewer age and/or materials. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

To repair, rehabilitate or replace sanitary sewer pipelines.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

### Bond Language

# 2021 Capital Improvement Program

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## Sewer

### Program – Paving Program and Restoration

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$1,500,000		2110

### Description

Final pavement restoration of roads, sidewalks, driveways, parking lots and other areas disturbed by MDC sewer projects. Also included are 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, replacements and repairs.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

### Bond Language

# 2021 Capital Improvement Program

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## Sewer

**Program – Various Sewer Pipe Replacement/Rehabilitation Program**

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$8,000,000		2110

### **Description**

Design and construction of sewer system repairs, replacements and rehabilitation measures necessary due to aging and deteriorating infrastructure. Work will include, but not be limited to, emergency repairs as identified via on-going inspection and the Large Diameter Sewer Rehabilitation Program. District or outside forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### **Purpose**

To rehabilitate, repair or replace sanitary sewer pipelines, including pipelines that include various materials, but not limited to black styrene pipe, tile pipe, and concrete pipe.

### **Future Appropriations**

Future appropriation requests for other projects are anticipated over the next four years.

### **Bond Language**

# 2021 Capital Improvement Program

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## Sewer

**Program – Water Pollution Control Facilities Infrastructure Rehabilitation, Upgrades and Replacements**

**Amount**  
\$3,000,000

**Project #**

**Fund**  
2110

### Description

Design and construction of various infrastructure renewals and replacements at the District's four water pollution control facilities to modernize existing systems including mechanical, electrical, instrumentation and controls systems. This project will rehabilitate multiple water pollution control assets to improve operational readiness/reliability, safety, increase wastewater processing capabilities and add/enhance asset life. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

Infrastructure rehabilitation, upgrades and replacement work at all four water pollution control facilities including 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

# 2021 Capital Improvement Program

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## Sewer

**Program –** East Hartford Water Pollution Control Facility - Phase 3B Aeration, DO Control, SCADA Upgrades and Facility Improvements

**Amount**  
\$10,000,000

**Project #**

**Fund**  
2110

### Description

This project will construct improvements to the secondary treatment processes as well as infrastructure rehabilitation and upgrades. Improvements will include replacement of aeration tank process piping, valves, and meter and the installation of three new submersible mixers and replace all existing diffusers in all aeration tanks to improve treatment including BNR and improve energy efficiency. SCADA programming and upgrades will be included to update BNR process control. Other improvements include roof replacements at the sludge holding and a portion of the administration building in addition to roof repairs throughout the facility, replacement of the sludge transfer pumps and valves, updating building control access, and other electrical improvements. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

Aeration, DO control, SCADA upgrades and Infrastructure rehabilitation, improvements and replacement work at the EHWPCF.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

### Bond Language

## 2021 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 2021 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

##### ***Water Supply, Treatment, Transmission and Distribution***

General Purpose Water Program	\$ 1,200,000
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##### ***Water Distribution***

Paving Program and Restoration	2,000,000
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New Park Avenue Water Main Replacement, West Hartford	3,400,000
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Wickham Hill Area Water Main Replacement, East Hartford	7,500,000
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Water Storage Tank Rehabilitation and Improvement	1,000,000
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District-wide Water Main Replacement Program	15,000,000
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Water Treatment Facilities Infrastructure Rehabilitation	
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Upgrades and Replacements	2,500,000
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<b>Total Water</b>	<b>\$ 32,600,000</b>
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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.

# 2021 Capital Improvement Program

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## Water

Program – General Purpose Water Program

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$1,200,000		2120

### Description

Planning, design and construction of the replacement and/or rehabilitation of aging water mains and related system-wide equipment/infrastructure improvements to enhance the effectiveness, efficiency and safety of the District's water supply, treatment and distribution systems. Projects may include electrical, mechanical, or renewable energy upgrades at District facilities as well as water modeling, master planning and the integration of SCADA and data collection/evaluation systems. Consultant, contractor, or district forces may be utilized. 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

## 2021 Capital Improvement Program

---

### Water

#### Program – Paving Program and Restoration

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$2,000,000		2120

#### Description

Final pavement restoration of roads, sidewalks, driveways, parking lots and other areas disturbed by work on MDC water infrastructure, including 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 water main installations, replacements and repairs.

#### Future Appropriations

Future appropriation requests for additional projects are anticipated over the next four years.

#### Bond Language

## 2021 Capital Improvement Program

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### Water

**Program** – New Park Avenue Water Main Replacement, West Hartford

**Amount**  
\$3,400,000

**Project #**

**Fund**  
2120

### **Description**

Construction, inspection and associated work for the replacement of two existing water mains and service reconnections in New Park Avenue, West Hartford. The project will replace the existing 6-inch and 10-inch mains with a new 12-inch water main.

### **Purpose**

To replace aging water mains with multiple break history.

### **Future Appropriations**

No additional appropriation requests are anticipated next year.

### **Bond Language**

# 2021 Capital Improvement Program

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## Water

**Program –** Wickham Hill Area Water Main Replacement, East Hartford

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$7,500,000		2120

### Description

Construction, inspection and associated work for the replacement of 3,600 lf existing water mains and service reconnections in the East Hartford Wickham Hill Area. The project will include, but not be limited to, Cummings Street, Walnut Street, Home Terrace, Highview Street, Edgewood Street, Mountain View Drive, Brookline Drive, Bergren Drive, Christine Drive, Arbutus Street and Rondy Lane.

### Purpose

To replace aging and undersized water mains with multiple break history.

### Future Appropriations

No additional appropriation requests are anticipated next year.

### Bond Language

# 2021 Capital Improvement Program

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## Water

### Program – Water Storage Tank Rehabilitation and Improvement

Amount  
\$1,000,000

Project #

Fund  
2120

#### Description

To extend the lifespan, improve the condition and enhance the water quality, security, efficiency and safety of the District's water storage tanks and basins. Scope of work includes the painting, rehabilitation and site safety and utility improvements to Day Hill Tank in Windsor. Projects may also include electrical, mechanical, structural, or site safety upgrades. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

#### Purpose

To improve the lifespan and functionality of District water storage tanks/basins.

#### Future Appropriations

Future appropriation requests for this program are anticipated over the next four years.

#### Bond Language

# 2021 Capital Improvement Program

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## Water

**Program – District-wide Water Main Replacement Program**

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$15,000,000		2120

### **Description**

Design and/or construction for the rehabilitation and/or replacement of various water mains and water services throughout the District that have exceeded their useful life and/or have experienced numerous breaks. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### **Purpose**

To improve the efficiency and safety of the District's water distribution system.

### **Future Appropriations**

Future appropriation requests for additional projects are anticipated over the next four years.

### **Bond Language**

# 2021 Capital Improvement Program

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## Water

**Program – Water Treatment Facilities Infrastructure Rehabilitation, Upgrades and Replacements**

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$2,500,000		2120

### Description

Design and/or construction of infrastructure rehabilitation, upgrades and replacements at the District's three water treatment facilities. Projects will address process, mechanical, electrical, instrumentation and controls systems upgrades and will improve treatment processes, operational reliability and life safety systems and are intended to extend and enhance asset life. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### Purpose

Infrastructure rehabilitation, upgrades and replacement work may include mechanical, electrical, instrumentation, and controls systems.

### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

### Bond Language

## 2021 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 2021 Capital Improvement Program budget. These capital programs and projects provide for needed fleet and equipment replacement and upgrades, facility improvements and staffing. Each is considered to be a separate undertaking in accordance with Section 3-11 of the Charter of the Metropolitan District.

#### **Combined**

##### ***Facilities/Staffing***

Fleet and Equipment Replacement and Upgrade	\$	2,100,000
Administrative Facilities and Equipment Improvements		500,000
Business Application Expansion and Enhancements		3,500,000
Inspection Services		3,800,000
Engineering Services		4,000,000
Construction Services		2,000,000
Technical Services		4,500,000
<b>Total Combined</b>	<b>\$</b>	<b>20,400,000</b>

# 2021 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>
Community Affairs Assistant	1
Construction Manager	8
Construction Services Supervisor	4
Design Manager	1
Durational Project Engineer	1
Engineering Technician 2	3
Engineering Technician 3	6
Manager of Construction & Inspection Services	1
Manager of Technical Services	1
Principal Constr. Engineer Tech 1	1
Project Engineer 1	2
Project Engineer 2	6
Project Managers	7
Senior Clerk	2
Senior Engineer Technician	1
Real Estate Administrator	1
Senior Project Manager	5
Survey Chief of Party	<u>2</u>
<b>Total</b>	<b>53</b>

# 2021 Capital Improvement Program

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## Combined

### Program – Fleet and Equipment Replacement and Upgrades

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$2,100,000		2130

#### Description

This program consists of replacement and/or upgrades to the District's transportation and power operated equipment fleet and related/associated components. This project will replace approximately 16 vehicles including pick-up trucks, dump trucks, and utility vans and 10 generators both fixed and mounted as part of the Fleet Modernization Plan. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

#### Purpose

To maintain and upgrade the District's fleet and equipment.

#### Future Appropriations

Additional appropriation requests are anticipated over the next four years.

#### Bond Language

# 2021 Capital Improvement Program

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## Combined

### Program – Facilities and Equipment Improvements

Amount  
\$500,000

Project #

Fund  
2130

### **Description**

Design and construction of a variety of improvements including renewal and replacements at District administrative, operational, and maintenance facilities which will address building envelopment, structural, architectural, mechanical, electrical, plumbing, fire protection, HVAC, security and site improvements, environmental abatement, and other relevant work. This project also includes equipment upgrades. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

### **Purpose**

To ensure the continued efficient and effective operation of the District's facilities and related equipment.

### **Future Appropriations**

Future appropriation requests for other projects are anticipated over the next four years.

### **Bond Language**

# 2021 Capital Improvement Program

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## Combined

### Program – Business Application Expansion and Enhancements

Amount  
\$3,500,000

Project #

Fund  
2130

#### Description

This project includes but is not limited to the purchase, upgrade and/or replacement of business application software, supporting infrastructure hardware and consulting services as required to continue adopting advancements in the suite of applications used by the District and in supporting business objectives for the use of technology. It will support non-routine items needed to ensure regulatory reporting and upgrades required to avoid obsolescence of applicaitons or modules. District forces may be utilized for this program. The District costs may include salary, benefits and overhead.

#### Purpose

To ensure the continued efficient and effective operation of the District's business applications and to enhance the benefits of the system.

#### Future Appropriations

Future appropriation requests for other projects are anticipated over the next four years.

#### Bond Language

# 2021 Capital Improvement Program

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## Combined

### Program – Inspection Services

<u>Amount</u>	<u>Funds Center</u>	<u>Fund</u>
\$3,800,000		2130

### Description

Staffing costs

### Purpose

The Inspection Services department holds responsibility for the 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 this purpose are anticipated over the next four years.

### Bond Language

### Authorized Positions

<u>Title</u>	<u>Number</u>
Senior Clerk	1
Engineering Technician 3	6
Senior Engineer Technician	1
Construction Services Supervisor	4
Principal Constr. Engineer Tech 1	<u>1</u>
<b>Total</b>	<b>13</b>

# 2021 Capital Improvement Program

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## Combined

### Program - Engineering Services

<u>Amount</u>	<u>Funds Center</u>	<u>Fund</u>
\$4,000,000		2130

### 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 this purpose are anticipated over the next four years.

### Bond Language

### Authorized Positions

<u>Title</u>	<u>Number</u>
Design Manager	1
Construction Manager	4
Project Engineer 1	1
Project Manager	3
Project Engineer 2	4
Senior Project Manager	<u>2</u>
<b>Total</b>	<b>15</b>

# 2021 Capital Improvement Program

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## Combined

### Program - Construction Services

<u>Amount</u>	<u>Funds Center</u>	<u>Fund</u>
\$2,000,000		2130

### 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 sewer treatment plants.

### Future Appropriations

Future appropriation requests for this purpose are anticipated over the next four years.

### Bond Language

### Authorized Positions

<u>Title</u>	<u>Number</u>
Mgr. of Construction & Inspection Svcs	1
Construction Manager	3
Project Manager	1
Project Engineer 2	<u>1</u>
<b>Total</b>	<b>6</b>

# 2021 Capital Improvement Program

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## Combined

### Program - Technical Services

<u>Amount</u>	<u>Funds Center</u>	<u>Fund</u>
\$4,500,000		2130

### 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 this purpose are anticipated over the next four years.

### Bond Language

### Authorized Positions

<u>Title</u>	<u>Number</u>
Manager of Technical Services	1
Community Affairs Asst	1
Durational Project Engineer	1
Construction Manager	1
Project Engineer 2	1
Project Engineer 1	1
Project Manager	3
Senior Clerk	1
Senior Project Manager	3
Engineering Tech 2	3
Survey Chief of Party	2
Real Estate Administrator	<u>1</u>
<b>Total</b>	<b>19</b>

