

BRUNSWICK SEWER DISTRICT

BRUNSWICK, MAINE

APPROVED

2012

ANNUAL OPERATIONS BUDGET

January 1, 2012

BRUNSWICK SEWER DISTRICT
2012 ANNUAL OPERATIONS BUDGET

January 1, 2012

Table of Contents

	Page #
Introduction	
Budget Development, Review and Approval	1
Analysis:	
Annual Operations Budget, Investments, & Reserves 2011 - 2012	2
Revenue:	
Anticipated Revenue, 2011	3
Forecasted Revenue, 2012	4
Expenses:	
Anticipated Consolidated Operations, Maintenance, & General Expenses 2011	5
Consolidated Operations, Maintenance, & General Expenses 2012	6
Comparison of Annual Consolidated Expenses 2008 - 2012	7
Capital:	
Capital Budget 2012	8
Bonds:	
Bond Payment Schedule 2012	9

**BRUNSWICK SEWER DISTRICT
ANALYSIS OF ANNUAL BUDGET FUNDS AND EXPENDITURES: 2011 - 2012**

1/1/2012

O:\CurrentF\BUDGET\2012\01 FINAL 2012 BUDGET\01 2012 FINAL BUDGET.xlsx\ANALYSIS

FUNDS: ANNUAL	2011		2012	EXPENDITURES: ANNUAL	2011		2012
	<u>BUDGET</u>	<u>ESTIMATED YEAR END</u>	<u>PROPOSED</u>		<u>BUDGET</u>	<u>ESTIMATED YEAR END</u>	<u>PROPOSED</u>
OPERATING REVENUES				OPERATING EXPENSES			
Residential	\$1,144,000	\$1,140,000	\$1,150,000	Collection System	\$444,000	\$415,000	\$453,000
Commercial	785,000	821,000	\$850,000	Wastewater Pumping	132,000	137,000	157,000
Brunswick Landing	370,000	340,000	\$315,000	Wastewater Treatment	938,000	961,000	960,000
Topsham Sewer District	160,000	245,000	\$160,000	Administration	725,000	667,000	690,000
Catch Basins & Drainage	18,000	17,000	\$17,000				
Septage	175,000	196,000	\$220,000				
Total Operating Revenues	\$2,652,000	\$2,759,000	\$2,712,000	Total Operating Expenses	\$2,239,000	\$2,180,000	\$2,260,000
OTHER REVENUES	<u>BUDGET</u>	<u>ESTIMATED YEAR END</u>	<u>PROPOSED</u>	OTHER EXPENDITURES	<u>BUDGET</u>	<u>ESTIMATED YEAR END</u>	<u>PROPOSED</u>
Jobbing and Contract Work	\$9,000	\$7,000	\$7,000	Capital Improvements	\$345,000	\$462,000	\$317,000
Interest (Earned)	50,000	35,000	21,000	Construction	120,000	93,000	660,000
Miscellaneous	11,000	19,000	13,000	Miscellaneous	10,000	10,000	10,000
Total Other Revenues	\$70,000	\$61,000	\$41,000	Total Other Expenditures	\$475,000	\$565,000	\$987,000
Entrance Charge Fund	\$13,000	\$46,000	\$46,000	Entrance Charge Fund	\$13,000	\$46,000	\$46,000
Donation of Capital Assets	\$531,000	\$562,000	\$0	Donation of Capital Assets	\$531,000	\$562,000	\$0
OTHER SOURCE OF FUNDS	<u>BUDGET</u>	<u>ESTIMATED YEAR END</u>	<u>PROPOSED</u>	OTHER EXPENDITURES	<u>BUDGET</u>	<u>ESTIMATED YEAR END</u>	<u>PROPOSED</u>
Appropriation of Funds: Capital & Depr Resrvs.	\$84,000	\$84,000	\$0	Bond Principal	\$79,000	\$79,000	\$81,000
Appropriation of Funds: Entrance Charge	15,000	0	160,000	Bond Interest	28,000	28,000	37,000
Appropriation of Funds: Operations	0	0	0				
<i>MABB: Bond</i>	<i>0</i>	<i>0</i>	<i>500,000</i>	MISCELLANEOUS			
				<i>Sick Leave Buy-Back (removes 2/3 of future liability)</i>			<i>\$48,000</i>
Total Other Funds	\$99,000	\$84,000	\$660,000	Total Other Expenditures	\$107,000	\$107,000	\$166,000
Grand Total, Funds Available	\$3,365,000	\$3,512,000	\$3,459,000	Grand Total, Expenditures:	\$3,365,000	\$3,460,000	\$3,459,000

Total Funds vs. Expenditures:

\$0

\$52,000

\$0

**BRUNSWICK SEWER DISTRICT
2011 ESTIMATED REVENUE**

1/1/2012

OPERATING REVENUE	ACTUAL JAN	ACTUAL FEB	ACTUAL MAR	ACTUAL APR	ACTUAL MAY	ACTUAL JUN	ACTUAL JUL	ACTUAL AUG	ACTUAL SEPT	ACTUAL OCT	ACTUAL NOV	forecast DEC	2011 anticipated TOTAL	2011 BUDGET	OVER / (UNDER)	
RESIDENTIAL																
- METERED	\$313	\$144,922	\$137,898	(\$1,236)	\$133,610	\$134,804	\$2,074	\$154,608	\$137,850	\$10,891	\$144,344	\$132,039	\$1,132,116	\$1,135,342	(\$3,226)	
- FLAT	0	0	2,072	0	0	2,072	0	0	1,994	0	0	2,068	8,206	8,429	(223)	
TOTAL RESIDENTIAL:	313	144,922	139,970	(1,236)	133,610	136,876	2,074	154,608	139,844	10,891	144,344	134,107	1,140,322	1,143,771	(3,449)	
COMMERICAL																
- METERED	194	57,522	128,905	59	57,475	120,573	10,672	72,279	147,684	597	77,618	146,328	819,906	784,403	35,503	
- FLAT	0	0	199	0	0	199	0	0	199	0	0	200	797	804	(7)	
TOTAL COMMERCIAL:	194	57,522	129,104	59	57,475	120,772	10,672	72,279	147,883	597	77,618	146,528	820,703	785,207	35,496	
CATCH BASINS/ROOF DRAIN:	0	2,696	1,500	2,888	0	1,500	0	2,888	1,500	2,888	0	1,569	17,429	18,412	(983)	
SEPTAGE	4,072	2,969	5,588	10,043	19,935	24,923	23,322	28,325	22,939	24,606	23,286	5,979	195,986	174,841	21,145	
MUNICIPALITIES	23,301	29,590	40,870	17,843	21,966	13,706	11,632	15,174	13,179	20,595	27,685	9,403	244,944	160,000	84,944	
US NAVY BRUNSWICK LANDING	26,826	19,849	46,117	51,822	43,327	31,416	22,054	17,585	16,557		27,822	25,806	10,963	64,591	51,017	13,574
TOTALS:	\$54,707	\$257,548	\$363,149	\$81,419	\$276,313	\$329,192	\$69,754	\$290,859	\$341,901	\$87,399	\$298,739	\$308,549	\$2,759,529	\$2,652,231	\$107,298	

NON-OPERATING REVENUE	ACTUAL JAN	ACTUAL FEB	ACTUAL MAR	ACTUAL APR	ACTUAL MAY	ACTUAL JUN	ACTUAL JUL	ACTUAL AUG	ACTUAL SEPT	ACTUAL OCT	ACTUAL NOV	forecast DEC	2011 anticipated TOTAL	2011 BUDGET	OVER / (UNDER)
JOBGING	\$896	\$509	\$393	\$977	\$610	\$294	\$69	\$344	\$1,269	\$812	\$1,252	\$0	\$7,425	\$8,999	(\$1,574)
LATE CHARGES	0	611	321	0	216	475	5	522	531	0	606	184	3,470	3,700	(230)
EARNED INTEREST	2,763	(825)	572	6,144	5,159	(3,145)	8,702	8,427	640	214	2,873	3,309	34,832	49,999	(15,167)
MISCELLANEOUS	847	2,141	4,526	1,305	(775)	115	3,118	442	20	4,010	35	23	15,808	6,999	8,809
ENTRANCE CHARGE	0	24,337	1,178	0	0	0	1,767	9,309	2,356	5,890	0	1,178	46,015	12,958	33,057
DONATED ASSETS	0	72,776	0	0	0	0	0	0	271,525	0	29,330	188,370	562,001	531,270	30,731
TOTALS:	\$4,506	\$99,548	\$6,991	\$8,426	\$5,210	(\$2,262)	\$13,661	\$19,044	\$276,341	\$10,926	\$34,096	\$193,064	\$669,551	\$613,925	\$55,626

**BRUNSWICK SEWER DISTRICT
2012 REVENUE BUDGET (NO INCREASE)**

1/1/2012

OPERATING REVENUE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	2012 budget	2011	OVER /	
													TOTAL	ANTICIPATED	(UNDER)	
RESIDENTIAL																
- METERED	\$300	\$146,000	\$139,000	\$500	\$136,000	\$137,000	\$2,000	\$152,000	\$137,000	\$10,000	\$147,000	\$135,000	\$1,141,800	\$1,133,150	\$8,650	
- FLAT	\$0	\$0	\$2,070	\$0	\$0	\$2,070	\$0	\$0	\$2,000	\$0	\$0	\$2,070	8,210	8,206	4	
TOTAL RESIDENTIAL:	300	146,000	141,070	500	136,000	139,070	2,000	152,000	139,000	10,000	147,000	137,070	1,150,010	1,141,356	8,654	
COMMERICAL																
- METERED	2,000	59,000	137,000	7,600	58,000	128,000	12,000	74,000	151,000	1,600	66,000	153,000	849,200	806,501	42,699	
- FLAT	0	0	200	0	0	200	0	0	200	0	0	200	800	797	3	
TOTAL COMMERCIAL:	2,000	59,000	137,200	7,600	58,000	128,200	12,000	74,000	151,200	1,600	66,000	153,200	850,000	807,298	42,702	
CATCH BASINS/ROOF DRAIN:	0	2,700	1,500	0	2,800	1,500	0	2,700	1,500	2,800	0	1,600	17,100	20,450	(3,350)	
SEPTAGE	7,000	7,000	7,000	12,000	22,000	22,000	27,000	27,000	22,000	23,000	22,000	22,000	220,000	187,649	32,351	
TOPSHAM SEWER DISTRICT	12,000	12,000	16,000	10,000	27,000	23,000	10,000	9,000	10,000	11,000	9,000	11,000	160,000	226,860	(66,860)	
BRUNSWICK LANDING	31,000	21,000	38,000	43,000	35,000	30,000	22,000	20,000	20,000	28,000	16,000	11,200	315,200	330,203	(15,003)	
TOTALS:	\$52,300	\$247,700	\$340,770	\$73,100	\$280,800	\$343,770	\$73,000	\$284,700	\$343,700	\$76,400	\$260,000	\$336,070	\$2,712,310	\$2,713,817	(\$1,507)	

NON-OPERATING REVENUE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	2012 budget	2011	OVER /
													TOTAL	ANTICIPATED	(UNDER)
JOBGING	\$300	\$500	\$1,000	\$1,000	\$600	\$500	\$300	\$300	\$500	\$800	\$300	\$400	\$6,500	\$6,173	\$327
LATE CHARGES	0	550	200	0	200	450	0	530	300	0	700	200	3,130	3,588	(458)
EARNED INTEREST	2,600	400	400	2,500	2,500	3,000	4,000	4,000	400	200	400	1,000	21,400	34,966	(13,566)
MISCELLANEOUS	340	340	415	1,340	340	415	640	3,340	415	1,340	340	415	9,680	15,790	(6,110)
ENTRANCE CHARGE	0	0	3,534	3,534	7,068	5,890	5,890	4,785	5,890	5,890	3,534	0	46,015	46,015	0
DONATED ASSETS	0	0	0	0	0	0	0	0	0	0	0	0	0	562,001	(562,001)
TOTALS:	\$3,240	\$1,790	\$5,549	\$8,374	\$10,708	\$10,255	\$10,830	\$12,955	\$7,505	\$8,230	\$5,274	\$2,015	\$86,725	\$668,533	(\$581,808)

BRUNSWICK SEWER DISTRICT							
OPERATIONS, MAINTENANCE AND GENERAL EXPENSES							
2011 ESTIMATED							
1/1/2012							
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	2011					2011	2011
	TOTAL					TOTAL	BUDGET VS
DESCRIPTION	BUDGET	COLLECTION	PUMPING	TREATMENT	ADMIN	ESTIMATED	ESTIMATED
							(\$)
Salaries & Wages	\$970,044	\$220,738	\$70,713	\$312,500	\$312,598	\$916,549	\$53,495
Employee Benefits	385,732	117,982	5,803	127,241	109,413	360,439	\$25,293
Uniforms	3,250	1,750		1,685		3,435	(\$185)
Heating	48,450		629	45,000	1,964	47,593	\$857
Power	169,000		24,000	137,000	3,860	164,860	\$4,140
Telecommunications	11,025	5,500	174	5,110	4,171	14,955	(\$3,930)
Water	4,350	750	387	3,016	141	4,294	\$56
Maintenance - Buildings	20,600	333	3,950	9,653	4,706	18,642	\$1,958
Maintenance - Equipment	85,250	10,500	9,409	38,300	5,073	63,282	\$21,968
Non-Cap Eq (moved to maint eqpt)	0					0	\$0
Maintenance - Vehicles	16,600	2,285	1,898	12,588	3,368	20,139	(\$3,539)
Vehicle Fuel	17,300	10,031	3,400	12,000	5,718	31,149	(\$13,849)
Travel	10,700	2,653	39	2,244	2,235	7,171	\$3,529
Professional Development	12,750	3,158	192	4,453	4,934	12,737	\$13
Supplies & Expenses	16,200	2,244	400	10,424	5,218	18,286	(\$2,086)
Outside Printing	5,000				3,561	3,561	\$1,439
Small Tools & Equipment	2,750	2,147	600	1,596		4,343	(\$1,593)
Equipment Fuel	650	0	2,771	981		3,752	(\$3,102)
Maintenance - Lines	6,000	5,403				5,403	\$597
Maintenance - Holes	16,000	15,076				15,076	\$924
Maint-Tractor(moved to maint vehcl)	0					0	\$0
Sludge Disposal	65,000			72,214		72,214	(\$7,214)
Licenses	3,500			4,181		4,181	(\$681)
Instrumentation	2,100			1,964		1,964	\$136
Laboratory Expense	11,000			10,500		10,500	\$500
Lab-Non-Cap(moved to lab exp)	0					0	\$0
Laboratory Testing	13,000			10,328		10,328	\$2,672
Purification Supplies	1,500			1,544		1,544	(\$44)
Lime	9,500			10,094		10,094	(\$594)
Sodium Hypochlorite	30,000			16,108		16,108	\$13,892
Polymer	5,000			6,169		6,169	(\$1,169)
Sodium Hydroxide	75,000			94,009		94,009	(\$19,009)
Trustees Fees	6,500				5,643	5,643	\$857
Temporary Help	4,000				19,945	19,945	(\$15,945)
Insurance	63,000				60,726	60,726	\$2,274
Safety	12,425	3,803	3,000	4,500	474	11,777	\$648
Maintenance-Service Contracts	32,920	7,580	9,000	3,465	15,816	35,861	(\$2,941)
Pager/Radio Comm (moved to telecomm)	0		0			0	\$0
Alarm Sys Montr-(moved to maint-svc cont)	0					0	\$0
Meter Readings	53,550				55,057	55,057	(\$1,507)
Remote Pays-(moved to maint-svc contr)	0					0	\$0
Postage/Delivery	13,450	81	0	309	10,630	11,020	\$2,430
Miscellaneous	5,550	2,768	500	1,445	5,975	10,688	(\$5,138)
Advertising	2,400				754	754	\$1,646
Dues & Subscriptions	3,150				2,846	2,846	\$304
Consulting Fees	25,000				22,413	22,413	\$2,587
Undistributed Adjmts	0					0	\$0
Total Expenses	\$2,239,196	\$414,782	\$136,865	\$960,621	\$667,239	\$2,179,507	\$59,689
Depreciation	975,000					1,020,700	(45,700)
Net Expense to Operate District	<u>\$3,214,196</u>	<u>\$414,782</u>	<u>\$136,865</u>	<u>\$960,621</u>	<u>\$667,239</u>	<u>\$3,200,207</u>	<u>\$13,989</u>
2011 BUDGET		\$444,283	\$131,974	\$938,072	\$724,867		
Under / (- Over) Budget		29,501	(4,891)	(22,549)	57,628		

BRUNSWICK SEWER DISTRICT

OPERATIONS, MAINTENANCE AND GENERAL EXPENSES

2012 PROPOSED BUDGET

1/1/2012								
O:\CurrentF\BUDGET\2012\01 FINAL 2012 BUDGET\01 2012 FINAL BUDGET.xlsx\2012 DIV budget								
					2012	2011	VARIANCE	
					TOTAL	ESTIMATED	2012 BUDGET TO	
DESCRIPTION	COLLECTION	PUMPING	TREATMENT	ADMIN	BUDGET	EXPENSES	2011 ESTIMATED	
							(%)	(\$)
Salaries & Wages	\$240,000	\$79,000	\$342,000	\$325,000	\$986,000	\$916,549	7.6%	\$69,451
Employee Benefits	125,200	6,000	138,400	114,200	383,800	\$360,439	6.5%	23,361
Uniforms	1,800		1,800		3,600	\$3,435	4.8%	165
Heating Fuel		500	30,000	2,200	32,700	\$47,593	-31.3%	(14,893)
Power		24,500	116,062	3,500	144,062	\$164,860	-12.6%	(20,798)
Telecommunications	4,630		4,580	3,880	13,090	\$14,955	-12.5%	(1,865)
Water	1,000	360	2,800	175	4,335	\$4,294	1.0%	41
Maintenance - Buildings	0	6,000	12,100	2,500	20,600	\$18,642	10.5%	1,958
Maintenance - Equipment	11,400	19,800	44,300	9,496	84,996	\$63,282	34.3%	21,714
Non-Capital Equipment					0	\$0	0.0%	0
Maintenance - Vehicles	2,700	300	7,030	2,350	12,380	\$20,139	-38.5%	(7,759)
Vehicle Fuel	10,655	2,950	9,319	5,100	28,024	\$31,149	-10.0%	(3,125)
Travel	7,400	120	2,150	4,000	13,670	\$7,171	90.6%	6,499
Professional Development	7,570	500	7,250	9,562	24,882	\$12,737	95.4%	12,145
Supplies & Expense	4,000	400	8,800	4,825	18,025	\$18,286	-1.4%	(261)
Outside Printing				2,450	2,450	\$3,561	-31.2%	(1,111)
Small Tools & Equipment	4,700	600	2,060		7,360	\$4,343	69.5%	3,017
Small Equipment Fuel	525	307	7,230		8,062	\$3,752	114.9%	4,310
Maintenance - Lines	5,350				5,350	\$5,403	-1.0%	(53)
Maintenance - Holes	14,860				14,860	\$15,076	-1.4%	(216)
Maintenance - Tractor					0	\$0	0.0%	0
Sludge Disposal			66,600		66,600	\$72,214	-7.8%	(5,614)
License			4,676		4,676	\$4,181	11.8%	495
Instrumentation			2,500		2,500	\$1,964	27.3%	536
Laboratory Supplies			10,500		10,500	\$10,500	0.0%	0
Laboratory Non-Capital					0	\$0	0.0%	0
Laboratory Testing			11,130		11,130	\$10,328	7.8%	802
Purification Supplies			1,900		1,900	\$1,544	23.1%	356
Lime			10,000		10,000	\$10,094	-0.9%	(94)
Sodium Hypochlorite			16,725		16,725	\$16,108	3.8%	617
Polymer			6,404		6,404	\$6,169	3.8%	235
Sodium Hydroxide			80,000		80,000	\$94,009	-14.9%	(14,009)
Trustees Fees				6,700	6,700	\$5,643	18.7%	1,057
Temporary Help				11,360	11,360	\$19,945	-43.0%	(8,585)
Insurance - General				62,250	62,250	\$60,726	2.5%	1,524
Safety	4,170	6,000	7,598	1,350	19,118	\$11,777	62.3%	7,341
Maintenance-Service Contracts	6,500	8,761	5,900	26,000	47,161	\$35,861	31.5%	11,300
Radio Commun/Pager					0	\$0	#DIV/0!	0
Alarm System Monitoring					0	\$0	0.0%	0
Meter Reading				53,550	53,550	\$55,057	-2.7%	(1,507)
Remote Payments					0	\$0	0.0%	0
Postage/Delivery	350	50	350	12,525	13,275	\$11,020	20.5%	2,255
Miscellaneous	300	1,000	250	1,750	3,300	\$10,688	-69.1%	(7,388)
Advertising				1,140	1,140	\$754	51.2%	386
Dues & Subscriptions				3,481	3,481	\$2,846	22.3%	635
Consulting Fees				20,700	20,700	\$22,413	-7.6%	(1,713)
Undistributed Adjmts					0	\$0	0.0%	0
Total Expenses	\$453,110	\$157,148	\$960,414	\$690,044	\$2,260,716	\$2,179,507	3.73	\$81,209
Depreciation					1,025,000	1,020,700	0.4%	4,300
Net Expense to								
Net Expense to Operate District	\$453,110	\$157,148	\$960,414	\$690,044	\$3,285,716	\$3,200,207	2.7%	\$85,509

**BRUNSWICK SEWER DISTRICT
CONSOLIDATED EXPENSES FOR 2008, 2009, 2010, ESTIMATED 2011
AND 2012 PROPOSED BUDGET**

1/1/2012							
O:\Current\F\BUDGET\2012\01 FINAL 2012 BUDGET\01 2012 FINAL BUDGET.xlsx]PRIOR YR EXP COMP							
						VARIANCE	
	2008	2009	2010	2011	2012	2012 BUDGET TO	
DESCRIPTION	AUDITED	AUDITED	AUDITED	ESTIMATED	BUDGET	2011 ESTIMATED	
						(%)	(\$)
Salaries & Wages	\$932,436	\$915,792	\$935,318	\$916,549	\$986,000	7.6%	\$69,451
Employee Benefits	325,035	339,104	377,983	\$360,439	\$383,800	6.5%	23,361
Uniforms	3,358	2,700	2,750	\$3,435	\$3,600	4.8%	165
Heating Fuel	71,132	82,949	36,527	\$47,593	\$32,700	-31.3%	(14,893)
Power	186,093	198,011	167,827	\$164,860	\$144,062	-12.6%	(20,798)
Telecommunications	7,093	8,386	9,781	\$14,955	\$13,090	-12.5%	(1,865)
Water	3,954	4,168	4,210	\$4,294	\$4,335	1.0%	41
Maintenance - Buildings	19,645	19,548	12,566	\$18,642	\$20,600	10.5%	1,958
Maintenance - Equipment	92,173	92,661	54,771	\$63,282	\$84,996	34.3%	21,714
Non-Capital Equipment	27,196	8,176	13,198	\$0	\$0	0.0%	0
Maintenance - Vehicles	22,010	23,968	15,043	\$20,139	\$12,380	-38.5%	(7,759)
Vehicle Fuel	18,348	9,700	12,910	\$31,149	\$28,024	-10.0%	(3,125)
Travel	2,644	5,267	7,792	\$7,171	\$13,670	90.6%	6,499
Professional Development	10,197	9,408	8,306	\$12,737	\$24,882	95.4%	12,145
Supplies & Expense	18,352	16,359	15,010	\$18,286	\$18,025	-1.4%	(261)
Outside Printing	3,615	3,557	4,335	\$3,561	\$2,450	-31.2%	(1,111)
Small Tools & Equipment	3,550	3,872	2,826	\$4,343	\$7,360	69.5%	3,017
Small Equipment Fuel	0	882	840	\$3,752	\$8,062	114.9%	4,310
Maintenance - Lines	9,643	21,548	4,008	\$5,403	\$5,350	-1.0%	(53)
Maintenance - Holes	14,013	19,823	13,059	\$15,076	\$14,860	-1.4%	(216)
Maintenance - Tractor	8,965	2,215	13,273	\$0	\$0	0.0%	0
Sludge Disposal	97,081	105,739	73,062	\$72,214	\$66,600	-7.8%	(5,614)
License	3,188	3,666	3,518	\$4,181	\$4,676	11.8%	495
Instrumentation	1,204	2,435	1,332	\$1,964	\$2,500	27.3%	536
Laboratory Supplies	10,986	9,455	10,265	\$10,500	\$10,500	0.0%	0
Laboratory Non-Capital	0	0	0	\$0	\$0	0.0%	0
Laboratory Testing	24,647	20,397	12,905	\$10,328	\$11,130	7.8%	802
Purification Supplies	1,396	809	1,628	\$1,544	\$1,900	23.1%	356
Lime	3,974	8,414	8,689	\$10,094	\$10,000	-0.9%	(94)
Sodium Hypochlorite	18,291	28,029	20,442	\$16,108	\$16,725	3.8%	617
Polymer	6,910	6,466	5,132	\$6,169	\$6,404	3.8%	235
Sodium Hydroxide	76,303	82,943	79,053	\$94,009	\$80,000	-14.9%	(14,009)
Trustees Fees	4,750	5,375	6,375	\$5,643	\$6,700	18.7%	1,057
Temporary Help	5,487	16,697	0	\$19,945	\$11,360	-43.0%	(8,585)
Insurance - General	62,712	64,396	57,860	\$60,726	\$62,250	2.5%	1,524
Safety	5,388	6,766	10,310	\$11,777	\$19,118	62.3%	7,341
Maintenance-Service Contract	17,053	15,406	21,355	\$35,861	\$47,161	31.5%	11,300
Radio Commun/Pager	1,084	1,152	1,020	\$0	\$0	#DIV/0!	0
Alarm System Monitoring		6,366	9,209	\$0	\$0	0.0%	0
Meter Reading	48,145	52,222	51,722	\$55,057	\$53,550	-2.7%	(1,507)
Remote Payments	147	154	162	\$0	\$0	0.0%	0
Postage/Delivery	11,812	13,242	11,620	\$11,020	\$13,275	20.5%	2,255
Miscellaneous	5,099	7,518	6,582	\$10,688	\$3,300	-69.1%	(7,388)
Advertising	2,707	1,544	2,054	\$754	\$1,140	51.2%	386
Dues & Subscriptions	3,309	3,216	2,618	\$2,846	\$3,481	22.3%	635
Consulting Fees	53,445	22,271	47,129	\$22,413	\$20,700	-7.6%	(1,713)
Uncollectible Expense	0			\$0	\$0	0.0%	0
Total Expenses	\$2,244,570	\$2,272,772	\$2,156,375	\$2,179,507	\$2,260,716	3.7%	\$81,209
Depreciation	748,446	823,476	945,694	1,020,700	1,025,000	0.4%	4,300
Net Expenses to							
Operate the District	\$2,993,016	\$3,096,248	\$3,102,069	\$3,200,207	\$3,285,716	2.7%	\$85,509

**BRUNSWICK SEWER DISTRICT
2012 CAPITAL & CONSTRUCTION PROPOSED BUDGET**

1/1/2012

O:\CurrentF\BUDGET\2012\01 FINAL 2012 BUDGET\[01 2012 FINAL BUDGET.xlsx]2012CAPITAL

<u>DIV</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<u>CAPITAL</u>		
Collection	Sewer Main Spot Repairs (Multiple Locations)	\$85,000
Treatment	Treatment Plant Evaluation	130,000
Pumping	4x4 One-Ton Truck	65,000
Treat/Pump	Arc Flash Study	15,000
Treatment	Catwalk for Chlorine Contact Chamber	12,000
Treatment	Forklift - Used	10,000
	TOTAL CAPITAL:	<u>\$317,000</u>
<u>CONSTRUCTION</u>		
Admin	Admin Building Renovation	\$500,000
Collection	Richards Drive: upsize 12" to 15" pipe- 780 lf	160,000
	TOTAL CONSTRUCTION:	<u>\$660,000</u>
TOTAL CAPITAL & CONSTRUCTION:		\$977,000

BRUNSWICK SEWER DISTRICT
BOND PAYMENT SCHEDULE FOR 2012

1/1/2012

O:\CurrentF\BUDGET\2012\01 FINAL 2012 BUDGET\01 2012 FINAL BUDGET.xlsx]Bond Info

<u>TYPE OF BOND</u>	<u>BOND HOLDER</u>	<u>ISSUE DATE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>ORIGINAL AMOUNT</u>	<u>BALANCE AT 1/1/2012</u>	<u>PYMT DATES</u>	<u>PRINC.</u>	<u>BALANCE</u>	<u>2012 INTEREST</u>
2005 ME MUNICIPAL WWRLF "	Maine Bond Bank "	4/22/2005	4/01/2025	1.8100%	\$1,750,000	\$1,301,731	4/01/2012	80,515	1,221,216	26,103
2011 ADMIN BLDG RENOV	Maine Bond Bank				\$500,000					10,383
									TOTAL:	<u>\$ 36,487</u>



2012 OPERATIONS BUDGET

BUDGET NARRATIVE

13 DECEMBER 2012



TABLE OF CONTENTS

	PAGE
EXECUTIVE SUMMARY-2012 BUDGET.....	2
USER RATES	
REVENUE	
OPERATING EXPENSES	
CAPITAL	
BOND PAYMENT	
YEAR-END 2011 BUDGET	3
REVENUE	
APPROPRIATIONS OF FUNDS	
EXPENSE	
CAPITAL	
SUMMARY	
2012 OPERATIONS BUDGET	4
GENERAL OVERVIEW OF PROJECTS AND GOALS	4, 5, & 6
REVENUE	6
APPROPRIATIONS OF FUNDS	7
EXPENSE	7
CAPITAL	7
BONDS	8
SUMMARY	8



EXECUTIVE SUMMARY – 2012 BUDGET

User Rates

As presented, the 2012 budget proposal does not include a user charge rate increase. It is felt that with the current state of the economy, it may not be the best time to seek a user rate increase early in this fiscal year. I plan to have a discussion with the Board to determine if they would like to seek a rate increase during 2012 that would become effective for the fourth billing quarter, thus having the increase revenue available for the 2013 fiscal year. Should that occur, the proposed expenditures would not be changed. All additional revenue would be allotted to the reserve accounts.

Revenue

Overall, revenue is proposed lower than our projection for year-end 2011 though we have increased the commercial, septage, and entrance charge revenues to account for their steady increases during 2011. In summary a \$42,000 decrease in Operating Revenue and a \$20,000 decrease in Other Revenue for 2012.

Operating Expenses

Overall division expenses are budgeted at 3.4% over anticipated 2011 year-end, but are only 0.9% (less than 1%) over the corresponding 2011 budget.

Capital

The capital budget for 2012 is proposed at \$982,000. Of that amount only \$322k is projected to come out of 2012 revenue. We are proposing to seek a \$500k MDEP State Revolving Fund loan from the Maine Municipal Bond Bank to fund the renovations to the Administrative Office Building. We are also proposing to fund the Richards Drive pipe upsizing with \$160k from the Entrance Charge Reserve.

Bond Payment

The 2012 bond payment for the 2005 SRF Loan will total some \$106,600. If the new bonding is approved, its interest payment (no principal due in 2012) is estimated at \$10,400 for a 2012 total of \$117,000.

2012 Budget

The 2012 Operations Budget is presented as a balanced budget with revenue and other fund sources equaling the proposed expenditures.



YEAR-END 2011 BUDGET

Revenue

Operating revenue is expected to come in at \$107k over projection. The breakdown by Over/ (Under) is: Residential (\$3k), Commercial \$36k, Brunswick Landing (\$30k), TSD \$85k, Catch Basins (\$1k), and Septage \$21k. Other revenue: Jobbing (\$2k), Interest Earned (\$15k), Miscellaneous \$8k, and Entrance Charge \$33k.

Appropriation of Funds

The 2011 budget authorized the expenditure of up to \$84,000 from the Capital & Depreciation Reserve to provide additional funding for the Capital Budget. The reserve funding allowed us to purchase the two portable generators requested in the approved budget. With the additional revenue and the unexpended Division Expenses It is expected that we will only need \$32,000 to cover the 2011 Capital purchases.

Operating Expenses

We expect to end the year under-expending the division expense budgets by some \$54,000. The major savings were in wages and benefits, \$68k, Equipment Maintenance, \$5k, and Sodium Hypochlorite, \$14k. The major over-runs were Vehicle Fuel (\$14k), Sludge Disposal (\$16k), Sodium Hydroxide (\$16k), Temporary Help (\$17k), and Maintenance Service Contracts (11k).

Capital

The approved Capital budget totaled \$465k. A mid-year \$16,000 approved appropriation took the total to \$481k. Total capital expenditures for 2011 are expected to be \$555k. The bulk of the \$90k over-run is due to \$37k in unexpected capital repairs and replacement, along with the above noted \$16k for a septage grinder, and a \$47k over-run in the HVAC System upgrade due the omission of engineering cost for the project. The additional revenue (not including the entrance charge) and unexpended expense budget have covered the overage such that we estimate that we will not need to take more than \$32k of the authorized \$84k from the Capital & Depreciation Reserve.

Summary

The 2011 Operations Budget is expected to end the year balanced with revenues covering expenditures, and the use of just \$32k from the authorized \$84k from Depreciation and Capital Reserve.



2012 OPERATIONS BUDGET

General Overview of Projects and Goals

1. Following the 2011 evaluations of the secondary clarifiers and the administration building, the 2012 budget proposal continues the program of moving toward energy and operational efficiencies by conducting a comprehensive treatment plant evaluation. The last major improvement project for the plant was the construction of the secondary treatment process in 1989-1991. With that project now 20 years old, it is time to plan for the next facilities upgrade by conducting an evaluation of the facilities and its processes to determine the efficiencies, improvements, and new technologies we can bring to the facility and its operations. This study will provide us with a comprehensive plan for Plant improvements that we can accomplish on our timetable. We want to lead by Proactive Management, not Reactive Management.
2. 2011 saw some major savings in the operations expenses from 2009 and 2010 including a \$36k reduction in health insurance cost, \$34k reduction in electrical cost, and a \$36k reduction in heating cost. Adding to those savings we expect another \$30K reduction in electrical cost due to the reduction in our power supply cost from \$0.0947 to \$0.0675 per kWh. We are also continuing the process of identifying and pursuing cost savings and efficiencies of operations by the use of technology, staff training, researching alternatives in our biosolids program and electrical generation options, and the use of outside services. This also includes not filling the two current staff vacancies.

While the majority of the savings are being plowed back into the capital improvement budget, **we have included some new programs in the budget to invest some of the savings back into the employees.** We understand that while the programs are included here, they individually may require Board approval and adoption outside of the budget adoption process. Adoption of the budget is only a conceptual approval of the programs proposed in the budget.

Employee Educational Program: The budget includes approximately \$10,400 to fund the employee education program that has been introduced to the Board and which we hope to get adopted early in 2012.



Operator License/Certification Supplemental Pay: As an incentive for our employees to obtain required and advanced operator certifications and licenses we are proposing an increase in pay of \$.25/hour for each license/certification beyond what is required by the position description. For 2012 this involves four employees that combined will increase labor cost by \$2.00 per hour (\$0.50, \$0.50, \$0.25, and \$0.75). Including the expected annual overtime, this will increase the total labor budget by \$4,500 for 2012. Cost is included in the wages budget.

Bonus Program: A goal of the revision of the employee performance evaluation program coming out of the 2005 Pay Study was to move to a more performance based employee advancement program. The performance evaluation form and process incorporated a goals section. With the help of the assistant general manager, we have developed a plan to reward employees for fulfilling their annual goals. An employee will have a maximum of three goals per year. At the end of 2012 (and each year thereafter) each completed goal will be rewarded with a bonus of 1% of regular annual wages, for a maximum of 3%. This will be a one-time bonus that **will not** increase the employee's hourly wage rate. For the purpose of budgeting we have estimated a 2% average bonus expecting that not all will either have or complete all three goals. Expected 2012 cost for this program is \$8,700. Cost is included in the wages budget.

Sick Leave Buy-Back: This is a two-phase program. The first phase is intended to substantially reduce the current 'Compensated Absences' liability for accumulated sick leave. That current liability is approximately \$67,000. An employee can accumulate up to 960 hours of sick leave. We propose to buy-out ½ of all hours above 240 at an estimated cost of \$48,000. This will remove all hours over 240, with the employee being compensated for ½ as provided in the current benefits policy. We propose to cover this cost from the 2012 revenues.

For the second phase - In lieu of being compensated for one-half of the remaining 240 hours (per policy) we propose at the end of each year to offer a buy-back of one-half of the employee's unused sick leave earned that year. This is a maximum of 48 hours per employee. For the purpose of the budget we have estimated 80% of employees would be eligible and of that only one-half will probably earn the maximum buy-back. Upon an employee leaving the District, all remaining sick leave will not be compensated. Expected 2012 cost for this phase is \$8,400. Cost is included in the wages budget.



Operator Pay Grade Adjustment: My plan is to move the Collection and Pumping Division personnel to the same pay grade as the Treatment Division personnel. The MEPDES Discharge License places the same requirement for the prevention of spills and by-passes, facilities operation and maintenance, and staff training (but not required licensing) on the collection system as well as the treatment facilities. The collection system personnel have the added burden of reducing and eliminating I&I and FOG (fats, oils, & grease) from the system. All of these responsibilities are license requirements. Both divisions share the commonality of pumps, control systems, alarm systems, pre-treatment responsibilities, and system operation and maintenance.

The program calculates as a percentage how far along each collection & pumping staff member has advanced along their current pay grade. It then calculates what that employee's wage rate would be (in 2011 dollars) if the employee had moved that same percentage along the treatment staff comparable pay grade. In summary, the pay grade adjustments will increase the individuals wage rate by between 9.9% and 12.5% while still being on the 2011 pay matrix. I propose no other wage rate increase for 2012 for these individuals. The 2013 budget proposal will need to include an additional increase to place all the affected employees on an even par with the treatment staff counterparts. The estimated annual labor cost is \$28,000 including overtime. The cost is included in the wages budget.

Annual Economic Adjustment and Merit: In 2011 I budgeted 1.8% as the economic adjustment (e.g. COLA) and 1.8% for merit, each some 50% of actual. In keeping with the above noted goal, the 2012 budget includes a full economic adjustment and full merit. The economic adjustment is based on the new formula adopted by the Board in 2007. Based on that formula, the CPI adjustment is 2.85%. A full Merit award (as determined by the performance evaluation) will average 3.5% across the board. Together this is an average wage adjustment of 6.35%. These adjustments have been included in the wages budget.

Revenue

Billing revenue projections for 2012 are estimated at \$42k less than that estimated year-end for 2011. The assumption is that the same pattern observed in 2011 will continue. A lower projection for the classes that did not meet 2011 revenue projection, and a higher projection for revenue classes that exceeded the 2011 budget goals. The exception is for TSD. In 2011 the apportionment of Treatment capital cost to TSD was not included in the budget. So as those



cost were billed to, and then paid by, TSD, it increased the projected revenue for 2011. We have assigned the estimated 2012 capital cost to TSD's 2012 revenue and project the same revenue as the 2011 budget. The budget does not propose a rate increase.

We have also downgraded the Other Revenue classes based on the 2011 performance. From 2011 year-end estimate of \$61k down to \$41k for 2012. The exception is the entrance charge which is budgeted the same as our expected 2011 estimate-\$46K. There will not be any donated assets for 2012.

Appropriation of Funds

The budget proposes to use \$160,000 from the Entrance Charge Reserve to fund the upsizing of the pipe on Richards Drive to account for the new flow that has occurred due to development along Baribeau Drive.

Operating Expenses

Collection Division: The 2011 budget was \$444k. Year-end is estimated at \$414k. The total Division budget is proposed at \$453K, a 2.0% increase over 2011 budget.

Pumping Division: The 2011 budget was \$132k. Year-end is estimated at \$137k. The total Division budget is proposed at \$157K, an 18.9% increase over 2011 budget. The increased is due to Equipment Maintenance and Safety hardware.

Treatment Division: The 2011 budget was \$938k. Year-end is estimated at \$961k. The total Division budget is proposed at \$960K, a 2.3% increase over 2011 budget. This is due primarily to reduced electrical, heating, and chemical cost.

Administrative Division: The 2011 budget was \$725k. Year-end is estimated at \$667k. The total Division budget is proposed at \$690K, a 4.8% reduction over 2011 budget. This is due primarily to reduced wages and benefits and reduced contracted services costs.

Capital

The total capital budget is proposed at \$982,000. This includes \$322,000 for equipment and a Treatment Plant Evaluation study, and \$660,000 for construction projects. Construction includes replacement of 780 linear feet of 12-inch diameter main with a 15-inch diameter main on Richards Drive. Funding is proposed to come from the Entrance Charge Reserve. The other construction project is a proposed \$500,000 renovation of the Administrative Office Building. Its funding is proposed to come from a MDEP SRF (State Revolving Fund loan) through the



Maine Municipal Bond Bank (MMBB). The interest charge could potentially be around the 1% mark.

Bonds

The 2012 bond payment for the 2005 SRF Loan will total some \$106,600. The portion for the Principal is \$81,000. The Interest is \$26,000.

If the new bonding is approved for the Administrative Office Building renovation, its interest payment (no principal will be due in 2012) is estimated at \$10,400.

For a 2012 total of \$117,000.

Summary

The 2012 Operations Budget is presented as a balanced budget with revenue and other fund sources equaling the proposed expenditures. Revenues are proposed to be slightly lower than 2011. The budget does not propose a rate increase, though with further discussion, we may recommend consideration of a rate increase to take effect in the last billing quarter of 2012. If adopted, we propose not change to the budget presented here. Any additional revenue would be assigned to reserves.

The budget includes some proposed programs that will impact the wage and benefit budgets. The goal is to promote and reward employee performance and education. These additional cost are being offset with some substantial operational cost savings achieved through lower electrical, heating, and chemical cost; and by not filling two current staff vacancies.

Respectfully Submitted for Your Consideration,

Leonard Blanchette

General Manager

Brunswick Sewer District