


MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: April 6, 2023
SUBJECT: Town Manager's Report

The following information includes follow up from general items that were discussed at previous Council meetings as well as updates of a general nature from the departments. The items are organized by department and are intended to provide information on activities currently being undertaken by the Town's departments and those matters that are upcoming. Not all departments will be represented in each Report.

Collector's Office

- Sewer customers are reminded that the second installment was due on April 1, 2023 but does not become delinquent until May 1, 2023. There is not an additional mailing for the second installment. Bills may be paid 24-hours a day online through the Town's website with a fee for use of a credit/debit card or with no fee for a direct payment from a checking or savings account. Customers may also use the drop box outside of Town Hall at any time or may pay at the Collector's Office on the first floor of the Town Hall during office hours, which includes Tuesdays until 6:30pm.

Finance

- Technology Departments from the Town and Board of Education met with a member of the Connecticut Military Department Joint Cyber Team to participate in a cyber assessment. The assessment is being provided at no cost to the town and will be used by the Town and Board of Education to further improve cybersecurity. Participation in the assessment allows the Town to apply for funding under the new State and Local Cyber Security Grant Program.

Library

- The Library has been awarded a \$1,400 Summer Program Grant to present a Bike Rodeo program promoting bike safety on June 3. The program will be a collaborative effort of Library staff, other Town departments including Police, Fire and Parks and Recreation, as well as local partners including Airline Cycles. It will be presented in conjunction with the Trails Day activities happening the same day. The project funding grant is made possible in part by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered by Connecticut State Library.
- The Library has done extensive collection shifting to improve access and accessibility to materials. Some items have been relocated in this process, such as DVDs, large print items, and the puzzle swap. If patrons cannot find something, the staff is ready to help.

- Library Director, Timothy Kellogg, has accepted a position at another library and will serve his last day in East Hampton on April 24. Mr. Kellogg, Library staff, the Library Advisory Board, and the Town Manager are working together on transition processes as the position is being filled.
- The March 2023 Monthly Library Report is included with this Report.

Parks and Recreation

- The Air Line Trail has received some necessary maintenance in two locations near the Cranberry Bog. At locations about $\frac{3}{4}$ mile east of the bog and $\frac{1}{4}$ mile west of the bog about 1.5 feet of process material was added to for distances of about 200 feet that will elevate the trail above water in the areas. Additionally, rip rap was added to the sides of the trail to build a swale, which will allow water to flow alongside the trail between the ledge cuts. These improvements will help keep the trail in working order and reduce ongoing maintenance.

Police

- The Town continues to experience long delays in receiving vehicles. In July of 2022, the Department ordered the new Ford F-150 Police vehicle, which was included in the Capital Plan to replace an existing vehicle in the fleet. Delays in production, mainly due to the availability of certain parts, caused the delivery date of the vehicle to be delayed several months and vehicles that previously took only a few months to get are now taking at least eight or nine months. On March 17, 2023 the Department was told that the vehicle had been built and shipped and it should arrive within a couple of weeks. As of this writing, it has not been received.
- During the month of March, the Department did not use Narcan, nor did it respond to any medical call in which a family member or other person had used it.

Public Works

- Public works staff has spent the last few weeks wrapping up spring cleanup and drainage projects around town. The street sweeper has also been out over the past few weeks and sweeping will continue until all roads in town have been swept. Additionally, time has been spent performing post-winter maintenance on our plow truck fleet, which includes rewashing of undercarriages and applying a salt emulsifier and rust inhibitor to help slow down corrosion.
- Next week, staff will begin activity related to paving season. Asphalt shimming will resume on Wopowog Road and Brook Hill Road in preparation for chip sealing. This work is a continuation of the paving work that was started last fall. Actual chip sealing of the roads will begin later in the spring and will include Wopowog Road, Brook Hill Road, Collie Brook Road, Hog Hill, and Haddam Neck Road. It should be noted that Daniel Street was originally included on the list of roads to be shimmed and chip sealed this year, but due to factors beyond Town's control, mainly high oil prices, which impacts asphalt costs, and salt prices, which was used during the winter, the work has been placed on hold temporarily. As final expenses and future costs are

more defined for this year, there is a possibility that it can be added back in and completed this year.

- At the end of April, the Town's contractor, Indus, will begin asphalt crack sealing. In addition to work on some of the roads listed above, the contractor will be working on Lake Drive between Mott Hill Road and Staeth Road.

Senior Center

- Staff and the Town Manager have been in communication with River Valley Transit and will be meeting to discuss additional opportunities for improving transportation options for older adults and others with special needs. River Valley Transit has indicated interest in adopting programs that may further supplement the services they and the Town already provide.

WPCA

- The WPCA has begun reviewing the proposed water system budget for the Town and will review it again at its meeting in May prior to making a recommendation to the Town Council. The proposed budget, which is attached to this Report, shows an increase of about \$3,800 or 1.6%. It also proposes the first rate increase in four years in the amount of 50 cents per 1,000 gallons. The rate would be \$12 per 1,000 gallons. The WPCA will hold a public hearing on the proposed budget on June 6 before consideration by the Town Council.

Youth and Family Services/Prevention

- The Department has several projects in development. Staff met with staff from both the High School and Middle School to discuss the creation of a mentor program that would pair National Honor Society students with students at the Middle School for structured and goal-focused activities that will maximize the experience of youth participating in the program. The Department anticipates hosting a dinner at the end of the year for the youth involved.
- Additionally, staff anticipates facilitating a "re-set" room for Middle School students beginning after Spring Break. The idea is to have a place where a student can come to re-set if they are having a bad morning or to prepare for the day. The room will operate with decreased stimuli and will include a short, audio meditation on relaxation, a sound machine, a light machine that offers diffused, calming light, and olfactory stimulation, such as essential oils that can be put on cotton balls for students to smell. The room will operate for short periods of time per student, with the ideal time to re-set between 10 and 12 minutes per student.
- On April 11, the Department will be sponsoring a make-your-own waffle event. Middle School students are invited to visit Youth Services to make waffles and finish with their favorite toppings. We will be focusing on team building and partnership during this activity.
- The Department will be sending an intern to the Senior Center every other Monday to facilitate a group of older adults interested in learning mindful awareness techniques. The Department

anticipates accepting another intern who is focused on older adults and issues related to housing. Staff will explore development of programming and resources that target the housing challenges for older adults, including information regarding more complex home and/or residential care matters.

Town Manager/Other

- The Board of Finance has considered the Town's FY 23/24 budget draft and has approved its recommendation to the Town Council. At its meeting on Wednesday, April 5, the Board adopted motions to recommend a Board of Education budget of \$35,608,655, which is a reduction of \$792,000 from the draft, and to recommend a Town Operations budget of \$17,995,316, which is a reduction of \$495,970 from the draft. The overall recommended budget is \$53,603,971, which is an increase of \$1,844,006 or 3.56% over the current fiscal year. The Town Council is expected to consider the recommendation at its April 25 meeting and the Town Meeting and referendum will likely be scheduled for mid to late May.
- The Lower Connecticut River Valley Council of Governments (RiverCOG) has created a Regional Housing Committee similar to the Regional Planning Commission of which the Town is a part. The new Regional Housing Committee is intended to provide a forum for ongoing coordination and collaboration on housing issues between the RiverCOG municipalities that choose to participate with the goal of improving housing diversity and opportunity in the region. The Planning and Zoning Commission reviewed whether the Town should participate in the voluntary Housing Committee and recommended to the Council that East Hampton participate. The matter will come to the Council at an upcoming meeting. Until a formal decision is made, staff will observe the Committee meetings as a member of the public.

DC

cc: Management Staff

We prioritize people. We build community. We promote learning.

March 2023

Monthly Report

At a glance:

This section contains a brief summary of the most important information.

- Library Director, Timothy Kellogg has announced that he will be starting a position at another library. His last day as Library Director for East Hampton Public Library will be April 24, 2023. Mr. Kellogg is working with Library staff to assist with transition processes.
- The FY 23/24 Library operating budget workshop was completed on March 23, 2023. The Board of Finance is in the budget deliberation process.
- Adult/Young Adult Librarian Keri Blanda worked with other Library staff to provide activities at the high school Wellness Fair.
- Children's Librarian Christine Cachuela has done extensive outreach for local schools, classroom libraries, and class fieldtrips to the Library.
- Sam and other Library staff have done a tremendous job shifting the collection in several areas, which maximizes space, improves accessibility of materials, and looks great. Collection shifting is a complex undertaking, and it has been done with efficiency.

Strategic Plan Actions Update

This section contains information about new programs, services, collections, or initiatives directly relating to the Strategic Plan.

- STEMtastic continued to be a widely popular children's program. (*Accessible & Inclusive*), (*Welcoming & Vibrant*)
- The Library's DVD collection has a new home in the building, local authors will have a special collection to highlight these works, and extensive shelf shifting projects have made other parts of the Library collection more accessible to patrons. (*Accessible & Inclusive*), (*Responsible & Sustainable*)
- The Library participated in 12 offsite community outreach events/programs during the month of March. In doing so, Library staff supported the mission, vision, and values of the Library Strategic Plan. (*Informative & Collaborative*), (*Welcoming & Vibrant*)

Department Reports

Administration:

We prioritize people. We build community. We promote learning.

This section contains general updates and news about Library administration.

- The FY 23/24 Library operating budget is under review following the Budget Workshop on March 23, where Mr. Kellogg presented on the Library Operating Budget to the Board of Finance.
- The Summer Reading Grant proposal for the CSL (Connecticut State Library) is under review and grant awards will be announced on March 31.
- Summer Reading 2023: “Find Your Voice” plans continue to develop. As a reminder, the kickoff event will be held on June 23 at Center School. The closing event will be held on August 18 at the Library. Other special programs and activities will take place in between those dates.
- Ms. Blanda and Mr. Kellogg attended the monthly Commission on Aging Wellness collaborative to coordinate with other Town Departments to help improve services to seniors in East Hampton.
- Mr. Kellogg attended the following professional meetings: CLA Intellectual Freedom Committee, Fairfield Library Administrators Group (FLAG), LION Finance Committee, New England Library Association IT section meeting, ADA and Beyond Disability 101, South Central CT Library Directors’ meeting, LION Strategic Planning, Disability Accommodations in the Library Workplace, CT State Library Strategies for Budgets, and LION Personnel Committee.
- Library staff members had routine meetings with Mr. Kellogg to discuss projects and goals. One performance evaluation was successfully completed, and one graduate school project interview was conducted.
- Building and technology items: the ADA door control power supply is awaiting installation. LION technical support work is in process to replace a battery backup unit for some Library IT systems and to migrate an exterior Wi-Fi unit from CEN managed services to LION managed services for a long-term cost savings.
- Mr. Kellogg is working with the Library staff, the Town, the Library Advisory Board, and other partners in preparation for his departure in April to provide as smooth a transition as possible.
- Mr. Kellogg attended the East Hampton Arts and Culture Commission. They awarded funds to Capstone related proposals and prepared for their budget presentation. They will have an Artists and Gardeners Reception on April 20, 2023.
- The Friends of the Library held their monthly meeting. They approved support for Library Summer Reading programs and a special collections donation matching opportunity. The Friends also discussed fundraising plans and ideas.
- The Library Advisory Board (LAB) held its monthly meeting. Mr. Kellogg provided a budget process update. There was a review of the 2/14 Strategic Plan survey report and upcoming Summer Programs. The LAB also discussed legislation related to libraries and electronic materials pricing.

Children’s Department:

This section contains general updates and news about the Children’s Department.

- Early childhood and school-aged program participation numbers remain strong, with most programs like Nature Yoga and STEMtastic: Coding Robots being at capacity.
- Ms. Cachuela had a very successful first visit to Ms. Nichol’s fourth grade class. It consisted of a read-aloud, an activity based on the story, and a delivery of about 50 middle-grade books that will become a part of their classroom library for the next month or so. The hope is to continue this program during the next school year to help increase the number of book options the students have access to and bolster their love of reading.

We prioritize people. We build community. We promote learning.

- Bright Path has been added to the preschools in town being visited on a monthly basis by the East Hampton Public Library.
- Ms. Gibson’s class visited the library on March 30th to celebrate their completion of the 1000 Books Before Kindergarten program and to get their first library cards. This is the first of four preschool classes scheduled to visit the library this spring.

Adult / Young Adult Department:

This section contains general updates and news about the Adult / Young Adult Department.

- March saw a full slate of Tuesday evening Adult programs including a full-capacity springtime seed starting class. Adult programming rounded out with the Chatham Historical Society’s Cabin Fever Series finale and Belltown Book Blast.
- Poor weather canceled a planned visit by a sled dog team, but the idea was well-received and attendance was expected to exceed 30 families. Hopefully this can be revisited at a later date.
- Keri Blanda visited the high school on two occasions this month, participating in an Adulting Day event and a Wellness Fair. The Adulting event consisted of a presentation on using the public library and included information on obtaining a library card, using ebooks, and an overview of teen programs and activities. The Wellness Fair consisted of providing crafts for two separate advisory periods followed by an expo-style event during lunch waves where prizes were given out and flyers with program info were distributed.
- Keri Blanda attended various committee meetings, including town employee wellness, commission on aging wellness committee, Prevention Partnership, and CLC’s Adult Programming roundtable.

Circulation and Technical Services Department:

This section contains general updates and news about the Circulation and Technical Services Department.

- Nonfiction shifting has finished, and Adult Biography and Large Print have new homes and dedicated shelving space, including raising these collections off the bottom shelf for easier accessibility.
- Adult DVDs have moved as well to their new home in the newspaper area for easier browsing and accessibility.
- New signage is in the works for everything that has moved.
- Talks of a new local author section have begun.

Strategic Plan Indicators of Success

Circulation

Borrowers *(Accessible and Inclusive)*

	+/- Last Month	March Borrowers	February Borrowers	January Borrowers
Adults (borrowing physical items)	+47	1,146	1,099	1,120
Children (borrowing physical items)	+4	219	215	209

We prioritize people. We build community. We promote learning.

Corporate (borrowing physical items)	-1	14	15	12
Staff (borrowing physical items)	0	18	18	17
SUBTOTAL		1,397	1,347	1,358
Overdrive		217	206	212
Hoopla		213	212	218
SUBTOTAL		430	418	430
TOTAL		1,827	1,765	1,788

Borrowing (*Welcoming and Vibrant, Informative and Collaborative*)

	2023	2023	2023	2022	2021	2020
	March	February	January	March	March	March
Adult Collection	3,582	3,193	3,295	3,468	4,229	2,491
Children's Collection	3,243	2,746	2,595	3,925	1,642	1,642
Young Adult	362	336	380	342	139	139
SUBTOTAL	7,187	6,275	6,270	7,735	4,272	4,272
eBooks – Overdrive	1,125	968	986	786	190	190
eBooks - Hoopla	598	608	601	553	585	585
eBooks – RB Digital*	0*	0*	0*	0*	582	582
SUBTOTAL	1,723	1,576	1,587	1,339	1,357	1,357
TOTAL	8,910	7,851	7,857	9,074	5,629	5,629

*RB Digital was discontinued.

Visits

Door Counter (*Welcoming and Vibrant*)

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
4428	6266	4046	4788	4460*	4710*	4606	4282	4,709			

*November count is estimated due to a door counter malfunction. December count is partially estimated and started about a week late due to the counter malfunction.

Programs and Partners

Events, Workshops, Programs and Outreach (*Accessible and Inclusive*)

We prioritize people. We build community. We promote learning.

Onsite Programs				Participants		
	<i>March</i>	<i>February</i>	<i>January</i>	<i>March</i>	<i>February</i>	<i>January</i>
Adult	6	7	7	41	127	45
Children's	25	19	19	436	283	334
Young Adult	5	6	4	27	18	10
Intergenerational	0	0	0	0	0	0
SUBTOTAL	36	32	30	474	428	389
Self-Directed Activities				Participants		
Adult	1	2	4	18	23	43
Children's	7	7	6	340	345	205
Young Adult	1	2	1	7	24	17
Intergenerational	0	1	0	0	75	0
SUBTOTAL	9	12	11	362	467	265
Offsite Programs				Attendance		
Adult	1	1	1	0	1	1
Children's	9	4	3	201	54	58
Young Adult	2	2	0	33	24	0
Intergenerational	0	0	0	0	0	0
SUBTOTAL	12	7	4	234	79	59
TOTAL	57	51	45	1070	974	713
Historical Data*						
	All Programs			All Participants		
Prior Years	Mar. 2020	Mar. 2021	Mar. 2022	Mar. 2020	Mar. 2021	Mar. 2022
TOTAL	23	29	48	469	3603	754

*New sections/presentation added 2/2023. Historical data included represents the TOTAL of all programs and attendance/participation. New sections will be updated in subsequent months.

Promotion

Website *(Welcoming and Vibrant)*

	+/- last month	March	February	January
Users	-125	1527	1652	1648
Sessions	-268	2812	3080	3021
Page Views	-117	4276	4393	4568
Events Calendar	-147	2187	2334	2815

5 Most Popular Pages: Library Homepage, Hours & Contact Info, Library Staff, Museum Passes, Rivereast Newspaper.



We prioritize people. We build community. We promote learning.

Social Media (*Welcoming and Vibrant*)

	+/- last month	March	February	January
Facebook				
Reactions/Comments/Shares	-185	228	413	464
Page Reach	-100	2113	2213	3624
New Followers	+4	22	18	11
Instagram				
Reactions/Comments/Shares/Views	+999	1683	684	532
Page Reach	+349	847	498	424
New Followers	+19	28	19	20

Reporting statistics in a more relevant manner and now including Instagram.

Donations and Fundraising

Donations (*Ready for the Future*)

Organization	Donation	Restrictions
Patron contributions	\$16.05	Adopt-An-Author/Unrestricted
Patron contributions	\$47.95	Misc. Revenue/Book Replacement

Town of East Hampton
Water Pollution Control Authority
P.O. Box 218, 20 Gildersleeve Drive
East Hampton, Connecticut 06424-0218
Telephone (860) 267-2536, Fax (860) 267-9913

TO: Members of the WPCA

XC: David Cox, Town Manager
Jeff, Jylkka, Finance Director

DATE: April 4, 2023

SUBJECT: 2023/24 Public Water System Operating Budget & Water Rate Recommendation

Management has reviewed the operations of the two (2) public water systems as well as the projected operations costs of the Hampton Woods system and has developed the following 2023/24 Public Water System Operating Budget. Based upon current operating conditions and known operational changes necessary to operate the systems as efficiently as possible the recommended budget for all systems totals \$241,730.00 and represents an \$3806.00 or 1.60 % increase over last year.

Village Center Water System

The VCWS continues to perform within parameters. Testing of PFAS indicated contamination in well#1 raw water. The finished water after treatment tested at 0 ppt. Future projects include staying on top of media changeouts for the greensand and carbon filters. We will also have to test for PFAS quarterly as required by the state.

We did not experience any violations under the Safe Water Drinking Act for FY 22-23. VCWS revenues are tracking as projected.

Royal Oaks Water System

While the slip lining improved the water quality, the wells still have 7 – 10 mg/l of iron, which will require additional filters to improve water quality.

We continue to increase the iron and manganese filter capacity at the plant with every change-out of the media. Currently our treatment capacity is 12.0 cubic feet. We will need to replace both pumps for well #3 & #4 again this year, which are continuing fail due to high iron content. The finish water tanks were inspected and cleaned this past year and are in good order.

We experienced no violations for water quality parameters in FY 22/23.

ROWS revenues are tracking as expected; management expects revenues to support the operation of the system for this fiscal year.

Hampton Woods Water System

The HWWS is fairly new to the East Hampton WPCA; Phase I A of the development has 34 individual homes of which 6 are connected to the water system. This facility will be expandable to serve 255 homes. The Town will not be responsible for a financial deficit associated with the operation prior to the full build out of the development, as per Developers agreement.

WATER RATE RECOMMENDATION: WATER RATE RECOMMENDATION:

The 2023/24 budget of \$241,730.00 will require an increase in water rates for FY 23-24. The last water rate increase was in FY 19-20. The monthly meter charge will remain the same at \$40.00 per month/EMU, and the use charge will increase to \$12.00/1000gallons.



2023–24 Public Water Systems Operation Budget

63-59-0000-XXXX VCWS

63-59-0590-XXXX ROWS

63-59-0593-XXXX HWWS

Presented to WPCA: April 4, 2023

Recommended by WPCA: May 2, 2023

First Reading Date: May 23, 2023

Public Hearing Date: June 6, 2023

Town Council Adoption: June 13, 2023

Drop in Location:
20 Gildersleeve Drive
East Hampton, CT 06424

Board recommendation

**East Hampton Water Pollution Control Authority
Community Water Systems Fiscal Year Budget - 2023-24**

REVENUES

Residential Consumption Estimated

	VCWS	ROWS	HWWS	
daily consumption (gals.)	6,000	12,000	4,080	
Est. daily cons./unit (gals.)	92	130	120	
Monthly commodity cost (\$/1000gals.)	\$12.00	\$12.00	\$12.00	4% increase over 4 years
Monthly commodity charge (\$)	\$33.12	\$46.96	\$43.20	Last Increase 19/20
Monthly meter cost (1EMU = X.XX)	\$40.00	\$40.00	\$40.00	
Per unit monthly cost (\$)	\$73.12	\$86.96	\$83.20	
EMU's	92	92	34	
Estimated monthly revenue	\$6,727	\$8,000	\$2,829	

Est. Residential yearly revenue	\$80,724.48	\$96,000.00	\$33,945.60	\$210,670
---------------------------------	-------------	-------------	-------------	-----------

	Ctr. Sch.	Mem. Sch.		
Monthly meter cost (15 EMU = \$X.XX)	\$600.00			
daily consumption (gals/day)	900			
Monthly commodity charge (\$)	\$324.00			
Monthly meter cost (20 EMU = \$X.XX)		\$800.00		
daily consumption (gals/day)		1,800		
Monthly commodity charge (\$)		\$648.00		
Estimated monthly revenue	\$924.00	\$1,448.00		

Est. Institutional yearly revenue	\$11,088.00	\$17,376.00		\$28,464
-----------------------------------	-------------	-------------	--	----------

Estimated total revenue 23/24	\$91,812.48	\$113,376.00	\$33,945.60	\$239,134
-------------------------------	-------------	--------------	-------------	-----------

Transfer from capital fund balance				-\$2,596
------------------------------------	--	--	--	----------

Proposed fiscal year Operating Budget				\$241,730
---------------------------------------	--	--	--	-----------

Annual Cost based upon 72,000 gals.	\$1,344.00			
-------------------------------------	------------	--	--	--

Water sytem Fund balance (Fund 63) 6/30/19	\$ 188,636.00			
--	---------------	--	--	--

Water system Fund balance (Fund 63) 6/30/20	\$ 196,273.00			
---	---------------	--	--	--

Water system Fund balance (Fund 63) 6/30/21	\$ 257,905.00			
---	---------------	--	--	--

Water system Fund balance (Fund 63) 6/30/22	\$ 160,656.00			
---	---------------	--	--	--

Water System Capital balance (Fund 53) 6/30/22	\$ 200,725.00			
--	---------------	--	--	--

Acct 5980 funded reserve/Capital 6/30/22	\$ 42,342.00			If need transfer for budget take from here
--	--------------	--	--	--

Projected PWS capital balance (Fund 53) 6/30/23	\$ 243,067.00			
---	---------------	--	--	--

Projected PWS fund balance (Fund 63) 6/30/23	\$ 160,656.00			
--	---------------	--	--	--

APPENDIX G
WPCA
 Fiscal Year 2023/24
Capital Budget 2019-2025
Fund 82

<u>Est. Cost</u>	<u>Purchase Year</u>	<u>Projects</u>
\$25,000	2019/20	Carbon Filters (ROWS)
\$30,000	2020/21	9 ft3 greensand addition (ROWS)
\$30,000	2020/21	9 ft3 greensand addition (ROWS)
\$30,000	2021/22	9 ft3 greensand addition (ROWS)
\$30,000	2022/23	Piping Repair (ROWS)
\$30,000	2023/24	Drill New well and outfit (ROWS)
\$30,000	2024/25	Carbon Filters (VCWS)
\$205,000		Current Projected Total Capital Budget
	\$ 205,000.00	Current Fiscal Year 100% Funding Level

Basic business practice as defined by Moody's & DEP requires a contingency of 5-10% of the annual operating budget be kept within the Capital Budget . \$ 19,013

Recommended F/Y 23/24 funding level for Capital Budget

\$ 44,460 see line item 5980 Oper. Transfer to Cap. Budget

	Year 1 18/19	Year 2 19/20	Year 3 20/21	Year 4 21/22	Year 5 22/23	Year 6 23/24
WPCA CAPITAL BUDGET						
Budget Line Item 5980 (Res for Capital)	\$ 30,420	\$ 38,025	\$ 39,926	\$ 40,326	\$ 42,342	\$ 44,459
WATER system fund transfer / Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Reserve for Capital	\$ 133,827	\$ 171,852	\$ 211,778	\$ 252,104	\$ 294,446	\$ 338,904
Anticipated Capital Fund Expenditures	\$ (25,000)	\$ (25,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)
Cumulative Capital Expenditures	\$ 157,000	\$ 132,000	\$ 102,000	\$ 72,000	\$ 42,000	\$ 12,000
Anticipated Capital Fund Balance	\$ 35,000	\$ 48,025	\$ 57,951	\$ 68,277	\$ 80,619	\$ 95,077
Budget Line Item 5980 Percent Increase over previous year	30%	25%	5%	1%	5%	5%
Total Budget Percent Increase over 2022/2023 Budget	30%	33%	8%	2%	2%	2%
Water system Fund balance (Fund 63) 6/30/20	\$ 196,273.00					
Water system Fund balance (Fund 63) 6/30/21	\$ 257,905.00					
Transfer /Water Ops budget / Capital 6/30/22	\$ 40,326					
Water system Fund balance (Fund 63) 6/30/22	\$ 160,656.00					
Acct 5980 funded reserve/Capital (Fund 53) 6/30/22	\$ 42,342.00					
PWS audited capital balance (Fund 53) 6/30/22	\$ 200,725.00					
Projected PWS capital balance (Fund 53) 6/30/23	\$ 243,066.79					
Projected PWS fund balance (Fund 63) 6/30/23	\$ 160,656.00					

ROWS F/Y 2023-24 Operating Budget - Expenditures only

Adopted:

page 1 of 1

	Actual		APPROVED		Spent	% Available	PROPOSED		% +/-
	2021-22	EXPENSES	2022-23	BUDGET			03/29/22	2023-24	
5110 Full Time P/R	0		500		0	100.00%	600	100	20.0%
5120 P/T P/R (19.5 hrs/wk)	0		2,295		0	100.00%	2,295	(0)	0.0%
5220 Social Security	0		142		0	100.00%	142	(0)	0.0%
5221 Medicare	0		34		0	100.00%	34	(0)	-1.4%
5319 Meetings/Conf.	0		538		0	100.00%	538	0	0.0%
5330 Prof/Tech Services	7,910		7,863	3,202	3,202	59.28%	7,863	0	0.0%
5430 Bldg. & Equip. M&R	27,444		21,450	29,310	29,310	-36.64%	20,450	(1,000)	-4.7%
5436 UTT/Oper. Labor	10,900		18,000	9,505	9,505	47.19%	18,000	0	0.0%
5490 oth purchasedproprsv	383		400	96	96	76.00%	400	0	0.0%
5520 Prop/Liab Insurance	0		2,424	0	0	100.00%	2,424	0	0.0%
5530 Communications	623		1,250	971	971	22.32%	1,250	0	0.0%
5540 Newspaper Adv.	175		100	0	0	100.00%	100	0	0.0%
5580 Staff Travel	1,194		1,500	199	199	86.73%	1,500	0	0.0%
5590 Other Purch. Serv.	7,319		10,075	6,472	6,472	35.76%	10,882	807	8.0%
5611 Supplies/ materials	4		87	0	0	100.00%	87	0	0.0%
5615 UNIFORMS	0		150	0	0	100.00%	150	0	0.0%
5622 Electricity	7,351		9,750	5,239	5,239	46.27%	9,750	0	0.0%
5627 Motor Fuel	0		650	0	0	100.00%	650	0	0.0%
5680 Chemicals	4,008		9,750	3,194	3,194	67.24%	9,750	0	0.0%
5690 Other Supp./Material	910		350	390	390	-11.43%	600	250	71.4%
5741 Machinery & Equipmer	22,771		0	0	0	0.00%	0	0	0.0%
5744 Computer Equip.	0		50	0	0	100.00%	50	0	0.0%
5810 Dues & Fees	821		1,339	933	933	30.32%	1,339	(0)	0.0%
5893 Claims & settlements	0		0	0	0	0.00%	0	0	0.0%
5923op TRANS TO wpca cap	0		1,500	0	0	100.00%	1,500	0	0.0%
5980 Res. For Cap & NR	0		21,171	0	0	100.00%	22,230	1,059	5.0%
5990 Contingency	0		1,200	0	0	100.00%	1,200	0	0.0%
	\$91,813		\$112,568	\$59,511			\$113,783	\$1,215	1%

2023-24 Individual Water System Expense Breakdown

	25%				Total
	VCWS	ROWS	Mem Sch	HWWS	
5110 - Full Time Salaries	700	500	100	100	1,400
5120 - PIT Seasonal PIR	2,623	1,967	328	328	5,245
5220 - Social Security (.062)	163	122	20	20	325
5122 - Medicare (.0145)	38	29	5	5	77
5319 - Meetings/Conf.	500	453	85	85	1,123
Certification Training	125	125	38	38	
Conf./Seminars	375	328	47	47	
5330 - Prof/Tech Services	5,820	4,778	3,085	1,899	15,582
DOHS Water Quality Testing	5,610	4,488	3,060	1,874	
Misc. Engr. Bldg	n/a	n/a	n/a	n/a	
B102 Tank Insp/engr	n/a	n/a	n/a	n/a	
Annual Auditing Reports	210	290	25	25	
5430 - Bldg & Equip. M & Rep.	15,950	17,100	3,350	250	36,650
JF Labor	250	500		250	
well pump replacement	3,000	3,000	3,000	0	
Dist/WTP system maint.	2,500	2,500	150	0	
plumbing parts & repairs	400	800	200	0	
Greensand Valves		500		0	
Greensand media changeout	9,000	9,000		0	
Emrg. Gen. Maint. & An. Insp.	800	800		0	
VFD for R.O. pump	n/a	n/a	n/a	n/a	
Storage tank cleaning	n/a	n/a	n/a	n/a	
Well Driller	0	0		0	
5436 - UTT/Oper. Labor	18,000	18,000		4,506	40,506
5490 - Other Purch. Property Scrvs	400	400		150	950
Locate leaks/R & R meter & radio	400	400		150	
5520 - Prop/Liab Ins (Inc 10%)	1,317	2,124	300	2,124	5,865
5530 - Communications	650	1,100	150	650	2,550
5540 - Newspaper Advertising	100	100		100	300
5580 - Travel	1,500	1,500		1,500	4,500
5590 - Other Purch. Services	4,030	10,676	206	4,322	19,234
Billing Administration (112 cust.)	3,280	8,676	106	3,597	
Shut offs/Final bills	100	600		100	
Flushing water mains 2X/yr	450	1,300		450	
Annual Cross Connection Report	200	100	100	175	
5611 - Office Supplies	100	74	13	13	200
5615 - Uniform Allowance	75	75	75	75	300
5622 - Electricity	9,750	9,750		9,750	29,250
5627 - Motor Fuel (Veh & Gen)	600	600	50	50	1,300
Veh. \$200/200/50 - Gen. \$400/400					
5680 - Chemicals	1,750	7,500	2,250	1,750	13,250
5690 - Other Supp/Materials	550	500	100	550	1,700
5744 - Computer Equip	25	25	25	25	100
5810 - Dues & Fees	1,155	1,144	195	570	3,064
AWWA	45	34	11	45	
CWWA	735	735	184	150	
DEEP Annual Diversion permit	250	250		250	
DEEP Generator Permit	125	125		125	
5923 - Oper. Transfer to S.F.	1,000	1,000	500	1,000	3,500
5980 - Res for Cap & NR	22,230	22,230	0	6,700	51,160
5990 - Contingency	1,200	900	300	1,200	3,600
TOTAL	90,225	102,646	11,137	37,723	241,730
Approved Operating Budget 22-23	87,865	102,540	10,127	37,392	237,924
"+/-	2,360	106	1,010	331	3,806
"+/-	2.69%	0.10%	9.97%	0.88%	1.60%