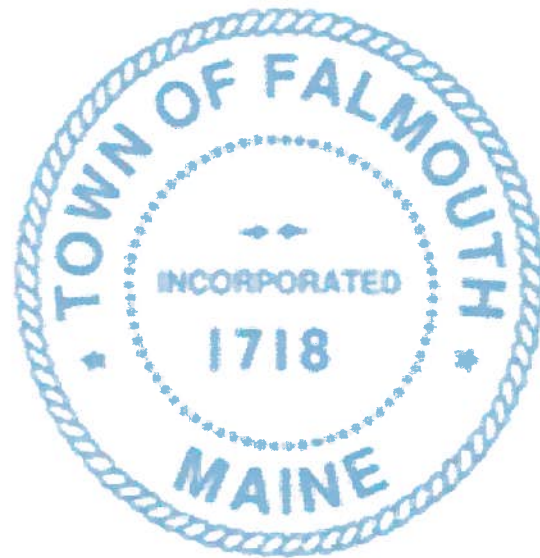


Town of Falmouth, Maine
Wastewater Department
Vehicle Maintenance
Proposed FY2015 – 2016 Budget



TOWN OF FALMOUTH, MEMORANDUM

TO: NATHAN POORE
FROM: PETE CLARK
SUBJECT: PROPOSED 2015-16 BUDGET
DATE: APRIL 1, 2015
CC: PETER MCHUGH

I offer the proposed sewer enterprise budget for the coming fiscal year.

This proposed budget provides cost of living wage increase, meets the expected operation and maintenance costs of the department, and maintains current funding levels towards the capital plan. That plan continues to remain viable for the short term despite the incorporation of expected needs and anticipated costs for the Mill Creek pump station and force main, and infiltration reduction in the near term of the schedule. While this budget meets present needs, our planning for the coming year does include a rate review. At this time, we anticipate future budgets should include a moderate upward adjustment, primarily due to capital needs. The last increase took place in 2007.

Per your request, I would provide the following introductory overview of the enterprise budget.

The enterprise budget is typical of other town departments and comprised of similar categories, labor and benefits, contractual services, commodities, and capital improvements and debt. In addition, the enterprise budget includes six cost centers. The two "201", or Falmouth only, cost centers provide funding to the collection system and pump stations serving exclusively Falmouth and administrative functions related to the collection system and sewer billing. The four "202" cost centers provide funding towards pump stations utilized by both Falmouth and Cumberland, the treatment facility, sludge handling and disposal, and shared administrative costs.

The Falmouth system currently serves approximately 2,350 users in Falmouth and 1,200 in Cumberland, with these users funding the sewer "enterprise". Cumberland users are assessed a proportion of operational costs through a contractual agreement with the Portland Water District for shared services, pumping and treatment. This cost is proportional to the flow contributed. Historically, Cumberland's assessment yields approximately 20% to 26% of total treatment costs and approximately 40 to 45% of the cost to operate the Mill Creek and Johnson Road pump stations. These two stations, as well as the treatment plant, serve both communities.

Cumberland's share of capital cost in shared facilities derives from purchased capacity in the treatment facility, 30%, and from 35% to 64% in shared stations and sewer lines in accordance with the Town's contractual agreement with the Portland Water District. For the planned upgrade of Mill Creek, Cumberland's share of cost increased from 35% to approximately 44% based on changes negotiated and approved in 2014. Fees for septic tank waste disposal, new connections, and interest also contribute a small percentage of the annual revenue.

As presented, this budget projects operational costs at levels very similar to previous years. It includes minor adjustments to certain commodity accounts based on expected variations. Labor costs include a modest cost of living increase, with similar adjustments to benefit costs. These regular costs have been conservatively estimated factoring logical fluctuations that we may see due to flow variations, unanticipated breakdown, labor needs, and potential commodity cost increases. Presuming that future operational costs will show similar incremental increase, our main budgetary concerns are capital replacement and renewal.

This budget considers major near term projects including Mill Creek pump station replacement, currently projected to cost \$3.9 M and the Mill Creek force main replacement, which represents an additional \$2 M investment. Other highlights of our capital planning include further study and capital replacement needs in the West Falmouth area, continued infiltration reduction effort, and anticipated equipment upgrades.

The following documents provide an overview of the department's proposal for the coming year. Additional detail is certainly available in support of the information presented.

Operations and Maintenance Budget

DEPARTMENT: Wastewater; Falmouth Enterprise Fund 040						
Account Number		Budget 2013-14	Actual 2013-14	Budget 2014-15	Proposed Budget 2015-16	
Falmouth only cost centers including gross debt payments						
201	PUMP STATIONS AND LINES	559,048	394,683	587,386	608,269	Falmouth users 100 %
201-1	ADMINISTRATION	552,267	557,369	563,956	568,973	Includes \$157,072 debt offset, Cumberland reimbursement
Falmouth / Cumberland shared cost centers based on flow contribution						
202	TREATMENT PLANT	404,447	353,338	402,884	397,567	Falmouth users approx. 78%
202-1	PUMP STATIONS	48,182	36,813	43,852	47,442	Falmouth users approx. 60 %
202-2	SLUDGE HANDLING	164,252	136,661	155,238	142,549	Falmouth users approx. 78%
202-3	ADMINISTRATION	155,724	133,995	156,700	167,973	Falmouth users approx. 78%
DEPARTMENT TOTAL		1,883,920	1,612,859	1,910,017	1,932,772	
Account Number	Account Name					Line Item Budget Request Justification
LABOR & BENEFITS						
4010	FULL-TIME SALARIES	446,365	411,357	482,155	483,822	Funding for labor portion of the activities that serve the combined Falmouth / Cumberland system.
4020	PART TIME SALARIES	0	0	0	0	
4030	OVERTIME	39,900	28,595	40,800	41,000	Funding for overtime labor weekends and off hours for non - exempt employees.
4050	HEALTH INSURANCE	90,570	79,846	100,480	109,223	Department's share of employer's health insurance premiums.
4060	RETIREMENT	28,179	31,548	36,636	41,786	Department's share of employer retirement contributions.
4061	RETIREMENT HEALTH SAVINGS	0	0	0	4,799	Department's share of employer contribution
4070	SOCIAL SECURITY	36,946	33,079	39,015	40,149	Department's share of of employer Social Security.
4080	GROUP INSURANCE	222	66	222	137	Employer's share of the group life insurance.
4090	INCOME PROTECTION	2,526	0	2,526	1,418	Employers share of the income protection insurance cost.
4100	WORKER'S COMPENSATION	6,459	4,334	5,915	6,077	Funding for Worker's Compensation insurance based on the department's specific payroll, based on manual rate and the Town's experience rate.

DEPARTMENT: Wastewater; Falmouth Enterprise Fund 040

Account Number		Budget 2013-14	Actual 2013-14	Budget 2014-15	Proposed Budget 2015-16	
SERVICES						
5010	POSTAGE	1,000	201	1,000	1,000	Postage and maintenance costs on the town hall mail equipment.
5020	TELEPHONE	4,925	2,455	4,475	4,275	Department's prorated share of town wide telephone expenses.
5030	TRANSPORTATION	50	0	50	50	Employer's cost reimbursement for use of personal vehicle.
5040	EDUCATION/MEETINGS	1,980	699	1,980	1,950	Cost for meetings and seminars, primarily required training to maintain employee certifications.
5070	MAPS/BLUEPRINTS	200	0	200	200	Funds for plan copies and updated tax maps.
5080	LEGAL/ADVERTISING	650	0	650	650	Public notices and advertising costs.
5100	BUILDING/CONTENTS	23,710	18,996	23,710	23,710	Department's share of vehicle and property insurance.
5200	ELECTRICITY	161,125	141,597	148,600	163,104	Funds for electric cost for the treatment plant and 28 pump stations. Annual costs may vary due to flow levels.
5220	WATER	2,100	1,384	2,100	1,370	Funds for potable water cost from the Portland Water District.
5230	FUEL OIL	30,600	23,144	31,700	23,729	Funds for heating oil and standby generator fuel cost at the treatment plant and pumps stations.
5300	MACHINES/EQUIPMENT	13,750	14,349	14,750	14,750	Funds for outside vendor cost related to maintenance of plant and pump station equipment such as generator preventive maintenance, specialized maintenance tasks/calibrations.
5310	VEHICLE MAINTENANCE	5,180	2,059	5,180	5,180	Preventive and breakdown maintenance cost for 3 department pick-ups and sewer cleaning machine.
5320	SEWER LINE MAINTENANCE	4,000	985	4,000	4,000	Hired vendor cost for sewer cleaning, inspection, or repairs.
5330	RADIO/RADAR MAINTENANCE	620	0	620	620	Vendor maintenance and repair of portable radios, vehicle radios, telemetry communications network.
5400	LEGAL SERVICES	6,300	8,728	6,300	6,300	Funds for legal assistance related to ordinance, right of way, questions.
5410	COMPUTER SERVICES	10,625	8,304	10,625	10,625	Funds for a prorated share of maintenance agreements for software and funds fiber optic link to network servers.
5430	AUDIT	3,000	2,800	3,000	3,000	Funds for the prorated share of the annual Town audit.
5450	SAFETY SERVICES	2,290	4,349	2,790	2,790	Funds vendor cost for mandated safety training.
5490	OTHER PROFESSIONAL SERVICES	8,220	5,911	9,020	9,070	Funds for outside engineering and technical assistance.
5491	LABORATORY MONITORING	6,290	5,426	6,315	6,315	Hired vendor cost for lab testing for discharge compliance monitoring.

DEPARTMENT: Wastewater; Falmouth Enterprise Fund 040

Account Number		Budget 2013-14	Actual 2013-14	Budget 2014-15	Proposed Budget 2015-16	
5500	MAINTENANCE/BUILDINGS	4,800	4,520	4,800	4,800	Funds for vendor cost for fabrication, electrical work, and specialized maintenance work on department buildings.
5610	EQUIPMENT RENTAL	400	279	400	400	Funds for rental of small equipment.
5620	UNIFORM RENTALS	2,200	2,191	2,200	2,200	Rental cost and cleaning of work uniforms for the operations crew.
5900	BIOSOLIDS MANAGEMENT	80,550	71,977	75,550	75,550	Funds for contract disposal of plant sludge, annual variance due to fluctuations in volume of material for disposal.
5930	PUMP STATION ALARMS	5,200	2,217	2,800	2,800	Funds for cellular network cost of the telemetry system for pump stations.
5980	PUMP STATION MAINTENANCE	23,000	7,676	23,000	23,000	Funds for vendor cost for maintenance activities at pump stations, including emergency pumping, routine cleaning.
COMMODITIES						
6010	OFFICE SUPPLIES	700	507	700	700	Funds for miscellaneous office supplies, paper, pens, record keeping.
6015	COMPUTER FORMS/SUPPLIES	390	77	390	390	Computer and printer supplies
6100	MAINTENANCE MACHINES/EQUIPMENT	14,100	14,568	14,100	14,100	Funds for spare and replacement mechanical parts for treatment plant and pumping stations.
6110	VEHICLE MAINTENANCE	3,875	4,186	3,875	3,875	Funds for parts cost for the three department pick ups.
6130	MOTOR FUEL/LUBRICANTS	9,990	8,595	10,000	10,367	Fuel cost for the department vehicles, 3 pickup trucks, sewer cleaning machine, and small equipment.
6300	SEWER MAINTENANCE SUPPLIES	3,300	2,802	3,300	3,300	Funds for supplies for the sewer system, grade rings and manhole covers, jetter parts, for example.
6320	PLANT MAINTENANCE SUPPLIES	200	105	200	200	Cleaning supplies for the treatment plant.
6330	PUMP MAINTENANCE SUPPLIES	150	8	150	150	Cleaning supplies for pump stations.
6340	LABORATORY SUPPLIES	14,000	9,988	14,000	14,000	Funds for lab materials, chemicals, and equipment.
6400	BUILDING/GROUNDS MAINT/SUPPLIES	8,700	8,409	8,700	8,700	Building and grounds maintenance supplies for pump station building and treatment plant, minor repairs, painting supplies, minor electrical work.
6450	CHEMICALS	72,650	54,719	64,000	64,000	Funds for disinfection, dechlorination, and sludge dewatering chemicals.
6520	SAFETY EQUIPMENT	4,240	3,265	4,240	4,240	Required portable and fixed safety equipment, gas detection, harnesses, confined space gear, personal protective gear.
6930	PUMPING STATION ALARMS	1,200	1,398	1,200	1,200	Funds for parts and supplies for the telemetry system at pump stations.
6980	PUMP STATION MAINT/SUPPLIES	7,400	8,654	8,900	8,900	Funds for spare and replacement parts for pump stations equipment.

DEPARTMENT: Wastewater; Falmouth Enterprise Fund 040

Account Number		Budget 2013-14	Actual 2013-14	Budget 2014-15	Proposed Budget 2015-16	
CAPITAL CONTRIBUTIONS						
7010	TRANSFER TO RESERVES	65,000	65,000	65,000	65,000	Annual budget contribution to department capital reserve fund.
7015	TRANSFER TO EQUIPMENT RESERVE	20,000	20,000	22,500	30,500	Combined Falmouth & Cumberland contribution to shared reserve fund. Increase consolidates former Computer Reserve account.
7030	TRANSFER TO COMPUTER RESERVE	8,000	8,000	5,500	0	Inactive, now included in 7015 equipment transfer
7550	IMPROVEMENTS BUILDINGS/GROUNDS	64,000	9,774	0	0	Inactive, now included within 7570 sewer rehabilitation
7570	SEWER REHABILITATION	90,000	32,177	154,000	154,000	Contribution towards Capital Plan. \$64,000 increase in this account consolidates former Building Improvements account at past funding level.
DEBT						
8050	IMPROVEMENTS	324,000	324,000	324,000	324,000	Funds for the principal repayment of the bond bank loan for the 2006-08 plant upgrade, retires in 2026. Includes \$123,000 reimbursement/offset to Cumberland.
8200	BOND/NOTE INTEREST	102,543	102,543	96,147	89,751	Funds for the interest cost for the 2006-08 plant upgrade, declines annually and retires 2026. Includes \$34,072 reimbursement/offset from Cumberland.
8400	PWD ASSESSMENT	15,550	15,012	15,550	15,550	Funds for the department's cost for sewer billing and collection services by Portland Water District.

DEPARTMENT: Wastewater, Falmouth Enterprise Fund 040
Revenue projection for 2015-16

	Estimate 2014-15	Estimate 2015-16	Estimate 2016-17	Estimate 2017-18	Estimate 2018-19
Service Charges	\$1,586,196	\$1,590,000	\$1,594,000	\$1,598,000	\$1,602,000
Miscellaneous Revenue	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Cumberland O & M est @ 22%	\$172,973	\$176,000	\$179,000	\$182,000	\$185,000
Interest	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
A/R-FALMOUTH-ON-THE-GREEN	\$12,026	\$12,026	\$12,026	\$12,026	\$12,026
Cumberland Reimbursement, plant upgrade	\$159,500	\$157,072	\$154,654	\$152,216	\$149,788
PWD billing reimbursement	\$35,513				
Projected Revenue	\$1,986,208	\$1,955,098	\$1,959,680	\$1,964,242	\$1,968,814
Rate Increase	\$0	\$0	\$114,764	\$115,055	\$115,347
Projected Revenue including rate increase	\$1,986,208	\$1,955,098	\$2,074,444	\$2,079,297	\$2,084,161
Budget	\$1,910,017	\$1,932,772			
Undesignated revenue	\$76,191	\$22,326			

Note: Beginning in FY17, a rate increase of 7.28% is needed to help cover \$252K in bond payments for the Mill Creek project.

**Town of Falmouth
Wastewater Capital Expenditure Schedule
2015-16 Budget**

	[a]	[b]	[c]	[c1]	[d]	[e]	[f]	[g]	[h]
	Beginning	Plus	Plus	Proposed	Subtotal	Capital	Less	Net	Projected
Year	Balance	Funding	Misc. Revenue	Fee Increase - 7.28%	Reserve	Purchases	Cumberland Portion	Capital Purchases	Ending Balance
2013-14	2,194,845		-	-	2,441,845	611,013	182,765	428,247	2,013,598
2014-15	2,013,598	507,647	-	-	2,521,244	832,449	179,642	652,807	1,868,437
2015-16	1,868,437	503,679	-	-	2,372,116	663,751	172,072	491,679	1,880,437
2016-17	1,880,437	499,711	-	114,764	2,494,913	1,028,503	350,485	678,019	1,816,894
2017-18	1,816,894	495,744	-	115,055	2,427,693	973,169	343,863	629,306	1,798,387
2018-19	1,798,387	491,776	-	115,347	2,405,510	1,132,305	375,631	756,673	1,648,837
2019-20	1,648,837	487,808	-	115,638	2,252,282	999,440	359,399	640,041	1,612,242
2020-21	1,612,242	483,840	-	115,929	2,212,011	860,575	329,667	530,908	1,681,103
2021-22	1,681,103	479,873	-	116,220	2,277,196	904,710	330,834	573,875	1,703,320
2022-23	1,703,320	475,905	-	116,511	2,295,737	822,845	315,202	507,643	1,788,094
2023-24	1,788,094	471,937	-	116,803	2,376,834	838,980	309,470	529,510	1,847,323
2024-25	1,847,323	467,969	-	117,094	2,432,386	795,115	303,738	491,378	1,941,009
2025-26	1,941,009	464,002	-	117,385	2,522,395	781,250	298,005	483,245	2,039,150
2026-27	2,039,150	460,034	-	117,385	2,616,569	759,385	292,273	467,112	2,149,457
2027-28	2,149,457	247,000	-	117,385	2,513,842	408,518	158,605	249,914	2,263,928
2028-29	2,263,928	247,000	-	117,385	2,628,313	401,049	155,300	245,749	2,382,565

Note: The beginning balance is undesignated fund balance and reserves

- [a] This column states the beginning balance of the reserve for each year. In 2013, we have the actual balance. In subsequent years, we take the balance from column [m] of the previous year.
- [b] This column states the budgeted amount to be funded to the reserve by year.
- [c] This column states any other revenue added to the reserve (i.e. grants, fees, etc.)
- [d] This column calculates a subtotal balance by adding the additional funding to the beginning balance. (a + b + c = d)
- [e] This column states the total capital purchases by year. A detailed list of these purchases can be found in the "Plan" worksheet.
- [f] This column states the share of capital cost to Cumberland from the "Plan" worksheet
- [g] This column calculates the net capital purchases by year. (e - f = g) or the cost to Falmouth
- [h] This column calculates a subtotal balance by subtracting the net capital purchases from the subtotal. (d-g = h)

Plan detail 2015-2016 budget preparation		Note: This spreadsheet displays the first 5 years of a 15 year plan.												
Wastewater Capital Expenditures		Estimated costs	Falmouth Portion					Cumberland Portion						
Year			2014-15	2015-16	2016-17	2017-18	2018-19	2014-15	2015-16	2016-17	2017-18	2018-19		
Expense Total			\$832,449	\$663,751	\$1,028,503	\$973,169	\$1,132,305							
Falmouth portion			\$652,807	\$491,679	\$678,019	\$629,306	\$756,673							
Cumberland portion			\$179,642	\$172,072	\$350,485	\$343,863	\$375,631	\$179,642	\$172,072	\$350,485	\$343,863	\$375,631		
Projects & Equipment												Explanation		
Manhole stabilization - Shoreline Drive		\$100,000		\$100,000				\$0						Proposal repairs displaced riprap and reinforces exposed manholes along Shoreline Drive and Carroll Street
Final Design - Manhole stabilization Shoreline Drive		\$5,450	\$5,450											Complete design and bid document for manhole stabilization along Shoreline Drive
Manhole repair, Mill Creek		\$20,000	\$7,615					\$9,691						Repair displaced manholes in Mill Creek ROW
Right of way clearing		TBD												Restore Mill & Webes Creek ROW
Repair bank near Town Landing		\$75,000	\$75,000											Restore washed out area near Town sewer south of Town landing
Generator - Johnson Road		\$30,000												This proposal would add a new in place generator at one of three pump stations that now require fairly dedicated service with the one high capacity portable unit that is available to serve 12 sites during widespread outages. Expect that the upgrade will provide needed flexibility for the portable unit and manpower during prolonged outages.
West Falmouth/ Sewer master plan		\$100,000	\$92,500											This would factor in future development and recommended capacity needs at several stations, perhaps as many as six. Maybe implications for plant capacity. Wait for comp plan to be complete?
VFD upgrade - Underwood		\$20,000	\$20,000											This work replaces the electrical control panel with a new above ground panel and controls and adds variable frequency drives which eliminates an existing roto-phase unit that currently converts the single phase electric service to 3 phase. Benefits of the conversion include reduced below ground entry / improved safety, improved efficiency / reduced power, reduced failure due to electrical problems, and improved overall
VFD upgrade - Woodlands Drive		\$14,000	\$14,000											This work replaces the electrical control panel with a new above ground panel and controls and adds variable frequency drives which eliminates an existing roto-phase unit that currently converts the single phase electric service to 3 phase. Benefits of the conversion include reduced below ground entry / improved safety, improved efficiency / reduced power, reduced failure due to electrical problems, and improved overall

Plan detail 2015-2016 budget preparation		Note: This spreadsheet displays the first 5 years of a 15 year plan.											
Wastewater Capital Expenditures		Estimated costs	Falmouth Portion					Cumberland Portion					
Year			2014-15	2015-16	2016-17	2017-18	2018-19	2014-15	2015-16	2016-17	2017-18	2018-19	
Generator - Middle Road	\$35,000	\$35,000											This proposal would add a new in place generator at one of three pump stations that now require fairly dedicated service with the one high capacity portable unit that is available to serve 12 sites during widespread outages. Expect that the upgrade will provide needed flexibility for the portable unit and manpower during prolonged outages.
ISCO Sampler (2)	\$7,000	\$7,000											Proposal funds replacement of two refrigerated samplers used to composite plant monitoring samples mandated by State imposed licensing requirements
Junction box - Waite's Landing	\$2,500	\$2,500											
Screw conveyor	\$7,000	\$4,900						\$2,100					Proposal provides funding for ancillary screw conveyor replacement as part of the centrifuge upgrade.
Polyblend	\$7,500	\$5,250						\$2,250					Proposal provides funding for ancillary polymer dosing system as part of the centrifuge upgrade.
Panel replacement - Johnson Road	\$12,000	\$7,800						\$4,200					This improvement replaces one of five existing control panels that have been prone to intermittent wiring problems. This style panel has resulted in numerous call ins due to intermittent problems with the friction type connectors used to connect the various electrical components
Panel replacement - Northbrook	\$12,000	\$12,000											This improvement replaces one of five existing control panels that have been prone to intermittent wiring problems. This style panel has resulted in numerous call ins due to intermittent problems with the friction type connectors used to connect the various electrical components
Panel replacement - Clubhouse	\$12,000												This improvement replaces one of five existing control panels that have been prone to intermittent wiring problems. This style panel has resulted in numerous call ins due to intermittent problems with the friction type connectors used to connect the various electrical components
Panel replacement - Pinehurst	\$12,000												This improvement replaces one of five existing control panels that have been prone to intermittent wiring problems. This style panel has resulted in numerous call ins due to intermittent problems with the friction type connectors used to connect the various electrical components

Plan detail 2015-2016 budget preparation		Note: This spreadsheet displays the first 5 years of a 15 year plan.											
Wastewater Capital Expenditures		Estimated costs	Falmouth Portion					Cumberland Portion					
Year			2014-15	2015-16	2016-17	2017-18	2018-19	2014-15	2015-16	2016-17	2017-18	2018-19	
Panel replacement and generator addition- High School	\$12,000			\$42,000									This improvement replaces one of five existing control panels that have been prone to intermittent wiring problems. This style panel has resulted in numerous call ins due to intermittent problems with the friction type connectors used to connect the various electrical components. Generator upgrade warranted by use of school facilities as emergency shelter, possibly fund through PFA.
Pump station upgrade - Brown Street	\$75,000					\$75,000							Proposal upgrades the capacity of the pumps at the Brown Street station and presumes a fairly straightforward upsize. Should added study identify some greater capacity need, additional electrical, generator, improvements would need to be added which would affect the current cost estimate.
SCADA software, computer, operating system, and network storage and backup upgrade	\$50,000			\$35,000					\$15,000.00				Proposal provides for data acquisition software and hardware upgrade, and data backup archive system, for supervisory control and telemetry systems. Existing system is Windows XP based, no longer supported operating system.
Force main replacement - Pinehurst	\$150,000												Proposal upgrades the capacity of the force main from the Pinehurst station and presumes a fairly straightforward upsize. Should added study identify some greater capacity need, additional pump, electrical, generator, improvements would need to be added which would affect the current cost estimate.
Rebuild sludge grinder	\$5,000												Proposal funds parts required to rebuild sludge grinder
Pump station upgrade - Clearwater Drive	\$74,000				\$74,000								Proposal upgrades the capacity of the pumps at the Clearwater drive station and presumes a fairly straightforward upsize. Should added study identify some greater capacity need, additional electrical, generator, improvements would need to be added which would affect the current cost estimate.
Vehicle and equipment storage garage	\$125,000					\$87,500						\$37,500	Proposal adds new garage building at the treatment plant for vehicles, equipment, and pipe materials.
Sludge pump rebuild	\$3,000				\$3,000								Proposal funds parts required to rebuild two sludge pumps in the dewatering system.
Generator - pump station 3	\$30,000					\$30,000							Proposal replaces the 1981 standby generator at the Clearwater Drive station.
Centrifuge rebuild	\$50,000												Proposal provides funds to rebuild the 1999 dewatering centrifuge.
Screw conveyors	\$10,000												Proposal replaces 1999 dewatering screw conveyor

Plan detail 2015-2016 budget preparation		Note: This spreadsheet displays the first 5 years of a 15 year plan.											
Wastewater Capital Expenditures		Estimated costs	Falmouth Portion					Cumberland Portion					
Year			2014-15	2015-16	2016-17	2017-18	2018-19	2014-15	2015-16	2016-17	2017-18	2018-19	
BOD incubator	\$3,000												Proposal funds replacement of 2010 BOD incubator
Bonded & Recurring													
Mill Creek P&I, estimated \$3.9MM, both this and the force main projected bond costs do not include up front preliminary design costs that need to be factored with Cumberland. Expect revised estimate late in 2014.	\$3,950,306	WP, Amidon, Land Trust, Attorney fees, Force main design	Final Design		\$169,969	\$161,968	\$159,176			\$131,929	\$129,866	\$127,627	Recurring principal and interest Mill Creek upgrade
Plant Upgrade 2007-08			\$260,647	\$256,679	\$252,711	\$248,744	\$244,776	\$159,500	\$157,072	\$154,644	\$152,216	\$149,788	Major rebuild of treatment plant, \$8.14 MM
Panels - all pump stations	\$12,500												Proposal provides replacement cost of as yet unidentified electrical work / panel replacement at one or two pump stations.
Pumps and Drives - all pump stations	Varies												General replacement of pumps and drives in pump stations due to unexpected failure
Frequency Drives and Plant Maintenance	Varies												General replacement of pumps and equipment at the treatment plant due to unexpected failure
Mill Creek force main replacement, estimated \$2MM	\$2,025,000	Route One crossing? Crossing design? 112 330	ROW, Design		\$82,339	\$79,594	\$78,222			\$63,911	\$61,781	\$60,716	Recurring principal and interest Mill Creek force main replacement
Centrifuge addition estimated \$300K	TBD												Appox. \$300 K project, possibly bond to smooth impact to Cumberland, otherwise lump sum. Approach likely purchase new rotating assembly as on the shelf spare
3rd Aeration tank, estimated \$2.2M delay if possible	\$2,200,000											\$0	Recommended upgrade to the treatment plant to handle future flow patterns
Infiltration reduction	\$50,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000						Flow assessment, smoke testing, rehabilitation work to reduce peak flows.
Misc. Line work	Varies TBD												Proposal provides funding of as yet unidentified line replacement or capacity upgrade.
Pump station upgrade	Varies TBD												Proposal provides funds for additional yet to be determined pump station upgrades
Vehicles replacement													
Truck, one ton chassis	\$30,000												Proposal funds replacement of an existing 2003 one ton truck chassis.
Pickup truck with plow	\$30,000		\$25,901										Proposal funds replacement of an existing 2006 3/4 ton 4x4 pickup truck and plow.
Pickup truck with plow	\$30,000				\$30,000								Proposal funds replacement of an existing 2009 3/4 ton 4x4 pickup truck and plow.
Amerideck dump body	\$6,000		\$4,435					\$1,901					Proposal funds replacement of 2009 pick up dump body
Sander	\$4,500		\$3,810										Sander for pump station truck
Crane truck body	\$15,000												Replacement for crane truck
John Deere mower	\$4,000												Proposal provides replacement of 2002 lawn tractor

Plan detail 2015-2016 budget preparation		Note: This spreadsheet displays the first 5 years of a 15 year plan.											
Wastewater Capital Expenditures		Estimated costs	Falmouth Portion					Cumberland Portion					
Year			2014-15	2015-16	2016-17	2017-18	2018-19	2014-15	2015-16	2016-17	2017-18	2018-19	
Portable generator	\$35,000												Proposal funds replacement of 1998 hi capacity portable generator
Jet flushing machine	\$85,000				\$85,000								Proposal provides funds to replace 1995 sewer cleaning /jet flushing tow behind unit and 1994 sewer television camera and recording systems.
Push camera system	\$15,000	\$11,000											Replacement for 1992 sewer camera
Mobile portable generator	\$35,000					\$24,000							Proposal adds a new hi capacity portable generator to service stations without in place standby power.
Lift Crane	\$15,000												Proposal funds replacement of service truck mounted hydraulic/electric crane used to service pumps at 28 pump stations.
Office equipment replacement													
Photocopier	\$4,000				\$4,000								Proposal funds replacement of photocopier in line with IT equipment replacement schedule.
Computers and network	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000							Contribution to Town computer/software/network replacement

Town of Falmouth
Public Works Department
101 Woods Road
Falmouth, Maine 04105
207-781-3919



Date: April 8, 2015
To: Nathan Poore, Town Manager
Peter McHugh, Finance Director
From: Jay Reynolds, Public Works Director
Re: Vehicle Maintenance Budget

I am providing this memo and enclosed information for the review of the Public Works Garage (internal service fund- 301) budget. Please contact me if I can provide additional information.

Major Functions of Fleet Maintenance:

- Certified State inspections
 - Annual inspections
 - Bi-Annual Bus/State Inspections
- Fueling System operations
- Preventative and Restorative Maintenance for 122 vehicles and equipment:
 - Mechanical
 - Diagnostic
 - Fabrication
 - Painting
- Emergency/on-call services
- Monthly billing for fuel, parts, and labor.

Budget information:

Vehicle maintenance is funded by all Town Departments that have vehicles and equipment that require servicing. Funding for vehicle maintenance is transferred from the following operating budget accounts:

Vehicle maintenance/labor
Vehicle maintenance/parts
Tires and tubes
Contracted Vehicle Repair (School)
Student Transportation - Vehicle Parts & Supplies (School).

Inventories:

Also related to fleet maintenance, but not included in the Public Works Garage Budget, are the Town's fueling system/inventory and the parts inventory.

1. Gasoline and Diesel is paid from operating budget accounts (motor fuel and lubricants). Fuel purchases and expenses are managed within a revolving account. At the end of each fiscal year, staff performs an inventory count for quality control and accounting/auditing purposes.
2. The Parts inventory also consists of a revolving account where parts are entered into and deducted from an inventory database. Parts are billed out monthly to each department. At the end of every fiscal year, staff performs an inventory count for quality control and accounting/auditing purposes.

Vehicles and Equipment:

The following is a breakdown of vehicles and equipment by Department:

Public Works:	33
Police:	15
School:	30
Wastewater:	7
Solid Waste:	2
Fire/EMS:	13
Parks:	9
Comm. Programs:	3
Comm. Development:	1
<u>Town Hall:</u>	<u>1</u>
Total:	122

Funding and Interdepartmental Billing

Funding and Interdepartmental billing can be further broken down into the following categories:

1. Fuel
 2. Labor
 3. Parts
 4. Outside Costs (vendor-related work)
1. Fuel usage is tracked using a software system that monitors the pumps. This software is then used to invoice various departments on a monthly basis.
 2. Labor and
 3. Parts are also tracked by another software system that is utilized to generate monthly bills for each department based on their repairs.
 4. Outside Costs: There are various repairs that are performed outside of the garage. These include, but are not limited to, windshield repairs, tire replacement, factory/dealership warranties and recalls, and equipment-specific repairs that need to be performed by equipment-specific vendors. Outside repairs are invoiced and paid directly by each department.

DEPARTMENT: ISF GARAGE

Acct No	Account Name	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Proposed 2015-2016	2015-2016 Line Item Budget Notes
DEPARTMENT: VEHICLE MAINTENANCE						
	REVENUE	238,896	206,343	223,024	237,433	
-	DEPARTMENT EXPENSE TOTAL	222,374	201,780	223,024	237,433	
301						
301-4010	FULL-TIME SALARIES	151,793	135,265	157,441	163,104	This account provides funds for Mechanic's salaries
301-4030	OVERTIME	8,633	9,606	3,000	5,000	The overtime to cover winter weather conditions, bus maintenance, and other high-demand times of the year. Increase based on historical costs.
301-4050	HEALTH INSURANCE	26,122	25,508	25,640	31,956	Covers department's share of health insurance premiums.
301-4060	RETIREMENT	14,228	7,522	12,468	9,796	Covers department's share of retirement.
301-4061	RETIREMENT HEALTH SAVINGS	0	0	0	1,631	previously in contingency now split by department.
301-4070	SOCIAL SECURITY	11,883	11,239	12,274	12,860	Employer's share of social security.
301-4100	WORKERS COMP	2,444	3,693	4,250	4,335	Reflects department's specific payroll and manual rate as well as the Town's experience rate. Reflects a 2% increase in rate.
301-5300	MACHINE AND EQUIPMENT	500	500	500	500	Maintenance and service for various machines and equipment.
301-5520	TOWELS/LAUNDRY SERVICE	1,409	1,732	1,400	1,800	Covers cost for shop towels: Supply, cleaning, and disposal costs. Increase due to increased disposal costs.
301-5620	UNIFORM RENTALS	2,931	2,941	2,800	3,200	Boot allowance and uniform rental per union contract. Increase due to vendor cost increase.
301-5910	TOOL ALLOWANCE	1,000	1,455	1,500	1,500	Tool allowance per union contract.

DEPARTMENT: ISF GARAGE

Acct No	Account Name	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Proposed 2015-2016	2015-2016 Line Item Budget Notes
DEPARTMENT: VEHICLE MAINTENANCE						
301-6010	OFFICE SUPPLIES	24	29	50	50	Paper, forms, and other supplies for Dept. use.
301-6500	TOOLS AND APPARATUS	1,089	1,568	1,000	1,000	Various tools needed to perform vehicle maintenance.
301-6900	OTHER COMMODITIES	318	722	700	700	Misc. materials for department operations.