

**DRAFT**

**FY 2004-2005**

**STORMWATER  
MANAGEMENT  
UTILITY  
BUDGET**

**(Submitted: April 26, 2004)**

STORMWATER MANAGEMENT UTILITY DRAFT BUDGET  
FISCAL YEAR 2004-2005

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END

**Highlights**  
**Stormwater Management Utility**  
**2004-2005 Draft Budget**

26 April 2004

The Stormwater Management Utility draft budget of \$2,031,255 for FY 2004-05 would provide for the following key programs and services:

- Development of a stormwater management program master plan and implementation schedule
- Development of a comprehensive public education and participation plan
- Continuation of existing stormwater management services, and implementation of new services as mandated by State and Federal regulations
- Portions of the utility revenue would be reserved for:
  - establishing a capital improvements project fund account (proposed \$60,000)
  - establishing an emergency fund account (proposed \$50,000)
  - establishing a 10% fund balance
  - reimbursing the General Fund for costs associated with development and establishment of the Utility (approximately \$402,000)
  - reimbursing the Town for billable costs incurred in providing stormwater management services separately from the Utility (approximately \$751,000)

The Stormwater Management Utility would operate as a division of the Town Engineering Department, and utility revenues could offset applicable costs in the Engineering Department budget.

STORMWATER MANAGEMENT UTILITY  
 SUMMARY BUDGET OVERVIEW  
 BUDGET REQUEST FISCAL YEAR 2005

26-Apr-04

DESCRIPTION	2003-04 Original Budget	2003-04 Revised Budget	2003- 2004 Estimated	2004- 2005 Request	% Change From Orig Budget
TOTAL DEPARTMENT REVENUES	N/A	N/A	N/A	2,031,255	N/A
DEPARTMENT EXPENDITURES					
Personnel	N/A	N/A	N/A	297,730	N/A
Operations	N/A	N/A	N/A	429,525	N/A
Capital	N/A	N/A	N/A	125,500	N/A
Other	N/A	N/A	N/A	1,178,500	N/A
TOTAL STORMWATER MANAGEMENT UTILITY EXPENDITURES	N/A	N/A	N/A	2,031,255	N/A

Note: "Other" includes general fund reimbursement and charges for stormwater management activities and a 10% fund balance. See Justification sheet.

STORMWATER MANAGEMENT UTILITY  
BUDGET REQUEST FY 2005

DEPT: STORMWATER MANAGEMENT UTILITY EXPENDITURES

26-Apr-04

Account	2002-03		Original		Ytd Exp		2004-05		% Increase From Original Budget	Justification
	Actual	Budget	2003-04 Budget	2003-04 Revised Budget	2003-04 Actual	2003-04 Estimated	2004-05 Requested	2004-05 Requested		
50100 SALARIES - FULL-TIME	-	-	-	-	-	-	204,352	N/A	N/A	See Personnel detailed justification.
50200 SALARIES - PART-TIME	-	-	-	-	-	-	N/A	N/A		
50400 SALARIES - TEMPORARY	-	-	-	-	-	-	20,000	N/A		
50505 FICA	-	-	-	-	-	-	17,163	N/A		
50600 RETIREMENT	-	-	-	-	-	-	20,292	N/A		
50650 GROUP INSURANCE	-	-	-	-	-	-	30,815	N/A		
50700 WORKERS COMPENSATION INSURANC	-	-	-	-	-	-	5,108	N/A		
<b>TOTAL PERSONNEL</b>							<b>297,730</b>	<b>N/A</b>		
60000 PROFESSIONAL SERVICES	-	-	-	-	-	-	268,000	N/A	See Program Change/Addition and Detailed Justification	
60100 BUSINESS MEETINGS & TRAINING	-	-	-	-	-	-	5,500	N/A		
60130 DUES & SUBSCRIPTIONS	-	-	-	-	-	-	1,000	N/A		
60200 TELEPHONE	-	-	-	-	-	-	7,000	N/A		
60220 POSTAGE	-	-	-	-	-	-	500	N/A		
60230 PRINTING	-	-	-	-	-	-	1,000	N/A		
60240 ADVERTISING/PUBLIC EDUCATION	-	-	-	-	-	-	25,925	N/A		
60241 PERSONNEL ADVERTISING	-	-	-	-	-	-	1,000	N/A		
60330 M & R BUILDINGS	-	-	-	-	-	-	12,000	N/A		
60370 M & R EQUIPMENT	-	-	-	-	-	-	1,000	N/A		
60380 M & R COMPUTERS/INFO SYSTEMS	-	-	-	-	-	-	1,000	N/A		
60500 UTILITIES	-	-	-	-	-	-	4,000	N/A		
60640 FLEET USE CHARGES	-	-	-	-	-	-	3,200	N/A		
60650 VEHICLE REPLACEMENT CHARGES	-	-	-	-	-	-	3,600	N/A		
60660 COMPUTER USE CHARGES	-	-	-	-	-	-	2,000	N/A		
60690 SOFTWARE LICENSES	-	-	-	-	-	-	5,000	N/A		
60692 OFFICE SPACE LEASED	-	-	-	-	-	-	18,000	N/A		
60699 MISC CONTRACTED SERVICES	-	-	-	-	-	-	25,000	N/A		
60700 SUPPLIES/FURNITURE	-	-	-	-	-	-	15,000	N/A		
60702 COMPUTER/OFFICE EQUIPMENT	-	-	-	-	-	-	14,500	N/A		
60705 COPYING COSTS	-	-	-	-	-	-	1,000	N/A		
60710 APPLICATION SOFTWARE	-	-	-	-	-	-	12,000	N/A		
60715 SAFETY SUPPLIES	-	-	-	-	-	-	2,000	N/A		
60845 VEHICLE SUPPLIES	-	-	-	-	-	-	300	N/A		
<b>TOTAL OPERATIONS</b>							<b>429,525</b>	<b>N/A</b>		
80100 CAPITAL IMPROVEMENTS							60,000	N/A		
80100 RESERVE CAPITAL IMPROVEMENTS							50,000	N/A		

80400 CAPITAL EQUIPMENT	15,500	
TOTAL CAPITAL OUTLAY	125,500	N/A
GENERAL FUND CHARGES	588,500	N/A
TRANSFER TO GENERAL FUND	402,000	N/A
BALANCE RESERVE	188,000	N/A
TOTAL OTHER	1,178,500	N/A
STORMWATER MANAGEMENT UTILITY TOTAL	2,031,255	N/A

Note: An estimated \$268,000 (PROFESSIONAL SERVICES) will require funding during the first 6 months, prior to receipt of utility revenues and reimbursed back to the General Fund upon receipt of the utility revenues, expected in the 3rd quarter.  
 No additional costs until revenues are received.

ENTERPRISE FUND  
 BUDGET REQUEST FY 2005  
 DEPT: STORMWATER MANAGEMENT UTILITY REVENUES - 26 April 04

Account	2002-03	Original	Revised	Ytd Exp	2003-04	2003-04	2003-04	2004-05	% Increase From Original Budget	Justification
	Actual	2003-04 Budget	2003-04 Budget	2003-04 Actual	2003-04 Estimated	2003-04 Projected	2004-05 Projected			
UTILITY FEES RECEIVED	-	-	-	-	-	-	-	2,031,255	N/A	\$45.00 per year per ERU
TOTAL REVENUES	-	-	-	-	-	-	-	2,031,255	N/A	

04-05 BUDGET REQUEST  
DETAILED JUSTIFICATION ATTACHMENT

<b>DEPARTMENT</b>	<b>ORG.</b>
Engineering	Stormwater Management Utility

ACC'T OBJECT	ACC'T NAME	JUSTIFICATION/EXPLANATION
50100	Salaries – Full-Time	100% of salaries for existing 2 full-time staff; 28% of Engineering Director; 30% of Engineering Administrative Assistant; and 100% of 2 new staff, hired 3 <sup>rd</sup> quarter. \$204,352. ( <i>\$142,116 reduction in currently proposed Engineering Department 2004-05 operating budget of for the existing staff.</i> )
50200	Salaries – Part-Time	N/A
50400	Salaries – Temporary	Stormwater Technician interns hired part-time, temporary and paid hourly. \$20,000 ( <i>100% reduction in currently proposed Engineering Department 2004-05 operating budget.</i> )
50505	FICA	See Personnel Data Sheet \$15,376 ( <i>\$10,615 reduction in currently proposed Engineering Department 04-05 operating budget for existing staff.</i> )
50600	Retirement	See Personnel Data Sheet \$19,958 ( <i>\$13,778 reduction in currently proposed Engineering Department 04-05 budget for existing staff.</i> )
50650	Group Insurance	See Personnel Data Sheet \$30,815 ( <i>\$16,427 reduction in currently proposed Engineering Department 04-05 operating budget for existing staff.</i> )
50700	Workers Compensation Insurance	See Personnel Summary Sheet \$5,108 ( <i>\$616 reduction in currently proposed Engineering Department 04-05 operating budget for existing staff.</i> )
60000	Professional Services	Consulting services for Stormwater Program Master Plan: \$200,000. Anticipated first year cost for billing services: \$68,000
60100	Business Meetings and Training	See Meetings and Training Sheet. \$5550.
60130	Dues and Subscriptions	Association of State Floodplain Managers, American Society of Civil Engineers, Stormwater Permit Manual: \$1000
60200	Telephone	Desk telephones, mobile phones, information technology connections, Bell South services: \$7000
60220	Postage	General postage expenses: \$500
60230	Printing	General plan, maps and drawing reproduction: \$1000



60240	Advertising / Public Education	Public Education Program; materials, multi-media, etc.: \$25,925
60241	Personnel Advertising	Newsprint, magazines: \$1000
60330	M & R Building	Office up-fit costs: \$12,000
60370	M & R Equipment	Office machines: \$1000
60380	M & R Computers / Info Systems	Computers/network: \$1000
606500	Utilities	Electricity, water, recycle, other: \$4000
60640	Fleet Use Charges	Vehicle #618. \$3200. <i>(100% reduction in currently proposed Engineering Department 2004-05 operating budget.)</i>
60650	Vehicle Replacement Charges	Vehicle #618. \$3600 <i>(100% reduction in currently proposed Engineering Department 2004-05 operating budget.)</i>
60660	Computer Use Charges	General computer costs: \$2000
60690	Software Licenses	ArcInfo (2 registrations), MS Office (2 ea.): \$5000
60692	Office Space Leased	Annual lease agreement: \$18,000
60699	Misc Contracted Services	Misc. service contracts: \$25,000 (janitorial, waste removal, survey, engineering, etc.)
60700	Supplies / Furniture	Office furniture, desks, tables, chairs, book cases, files, microwave oven, coffee maker, etc.: \$15,000
60702	Computer / Office Equipment	2 computers, b/w copier, color printer, b/w printer: \$14,500
60705	Copying Costs	Paper, ink, misc.: \$1000
60710	Application Software	ArcInfo, MS Office: \$12,000
60715	Safety Supplies	Vests, boots, first aid, etc.: \$2000
60845	Vehicle Supplies	Misc.; \$300
80100	Capital Improvements	Drainage Assistance, small projects: \$60,000
80100	Reserve Capital Improvements	Reserve fund balance: \$50,000
80400	Capital Equipment	Plotter, server: \$15,500
N/A	General Fund Charges	Billable to general fund for stormwater services: \$588,500
N/A	Transfer to General Fund	Sunk costs for utility development: \$402,000
N/A	Balance Reserve	10% fund balance of next FY Operating costs: \$188,000

PERSONNEL SUMMARY SHEET  
STORMWATER MANAGEMENT UTILITY

SALARY LINE	TOTALS FROM PERSONNEL DATA SHEET	Temporary Salaries	Increase for Obtaining Prof. Engrg. License	REVISED REQUEST
50100 - Full-Time Salaries	200,989		3,363	204,352
50200 - Part-Time Salaries				0
50300 - Overtime Salaries				0
50400 - Temporary Salaries		20,000		20,000
50505 - FICA	15,376	1,530	257	17,163
50600 - Retirement	19,958		334	20,292
50650 - Medical Insurance	30,815			30,815
50700 - Workmans Comp	5,108			5,108
50710 - Unemployment				0
<b>Totals</b>	<b>272,246</b>	<b>21,530</b>	<b>4,727</b>	<b>297,730</b>