

## **WATER SYSTEM OPERATIONS ACCT. 02-5000**

The Rocky Mount Public Works Department is responsible for maintaining the water distribution system to our customers. The Town currently has approximately 2,800 connections, including residential, commercial, institutional and industrial users. These lines range in size from 2" service lines to 24" main lines, covering approximately 550,000 linear feet. Some of this system lies outside the corporate limits. Whenever Public Works employees, vehicles or equipment are used in servicing these lines, these costs are booked against this account to accurately reflect the true costs of providing utility service to the users. Fees are charged each month based upon consumption readings to cover the costs of providing this service. Also proposed this year is the introduction of a per meter fee charged monthly to defray capital costs.

Aside from service lines, the Town is also responsible for the maintenance of seven water storage tanks with a capacity of over 2.8 million gallons. Tanks are located on US 220 North, US 220 South, Scuffling Hill Road, Pendleton Avenue (2 tanks), Bald Knob, and Grassy Hill / Landmark.

### **Budget Detail:**

**1001 - Wages - Full Time** - 15.00% of all Public Works labor and fringe benefits are budgeted to this account. Only actual time spent on associated projects will be charged during the year.

**3000 - Contractual Services** - For annual maintenance of water storage tanks and other miscellaneous contractual services.

**5100 - Utilities** - Utility costs for water tanks.

**6009 - Materials & Supplies** - Includes pipe, valves, hydrants, clamps, meters for new connections or which may be needed in miscellaneous line maintenance or extension projects.

**7000 - Capital Outlay** - Replacement of meters with touch-read meters is included here (\$20,000) as well as water line replacement projects.

**7010 - Infrastructure** - For major replacement projects to existing water lines or new water lines. None are budgeted this fiscal year.

### **New Needs/Requests:**

No specific special request for FY 2011.

**5000 WATER DISTRIBUTION SYSTEM**

	FY 05 Actual	FY 06 Actual	FY 07 Actual	FY 08 Actual	FY 09 Actual	FY 10 Budget	FY 10 Estimated	FY 11 Proposed	Increase/ (Decrease)
1001 Wages - Full Time	31,652	65,991	36,512	53,074	43,646	75,632	28,603	81,034	5,402
1003 Wages - Overtime	2,183	2,297	856	2,674	1,961	2,000	1,843	2,000	0
2001 FICA	2,592	5,234	2,859	4,265	3,405	5,939	2,329	6,352	413
2002 Retirement/Life Insurance	5,921	10,991	5,538	7,073	7,484	13,663	5,404	13,753	90
2003 Deferred Comp Match	0	(0)	0	0	0	0	0	0	0
2005 Medical/Dental Insurance	7,400	15,493	9,119	15,691	14,194	18,056	6,759	20,153	2,097
2011 Workers' Compensation Insurance	1,983	1,730	1,724	2,148	2,459	4,841	3,136	4,544	(297)
3000 Contractual Services	8,716	43,180	38,186	39,212	40,369	44,812	47,650	48,000	3,188
3300 Repairs and Maintenance	0	330	(850)	0	5,611	0	0	0	0
3600 Advertising	239	0	0	0	183	0	88	0	0
3800 Postage & Delivery Services	0	0	0	0	0	600	0	0	(600)
4400 Permits Licenses & Fees	0	0	400	0	0	0	0	0	0
5100 Utilities	4,211	9,210	14,711	6,852	10,409	12,000	15,628	16,000	4,000
5155 Motor Fuel	(650)	0	0	0	0	0	0	0	0
5157 Motor Vehicle Expenses	379	690	244	438	111	500	100	100	(400)
5158 Small Equipment Purchases	0	37	34	266	99	75	100	100	25
5200 Communications	0	0	0	0	3	0	0	0	0
5800 Miscellaneous	0	20	0	775	(817)	0	0	0	0
6003 Agricultural Supplies	335	956	176	241	172	250	50	50	(200)
6009 Materials & Supplies	52	76,987	3,725	24,624	22,550	5,000	10,653	15,000	10,000
7000 Capital Outlays	1,195	623	48,313	115,526	72,560	40,000	40,000	40,000	0
7004 Machinery & Equipment	0	0	0	0	0	0	0	0	0
7010 Infrastructure	103,744	(0)	26,086	3,618	0	0	0	0	0
Sunrise Dr water line replacement	0	22,586	0	0	0	0	0	0	0
Perdue Ln water line replacement	0	30,625	0	0	0	0	0	0	0
Patterson Ave water line replacement	0	16,366	0	0	0	0	0	0	0
Morgan's Dr water line replacement	0	0	14,107	9,046	0	0	0	0	0
Beverly Hills water line replacement	0	0	0	51,990	0	0	0	0	0
Water Loss Study	0	0	0	0	1,900	0	25,000	0	0
Oaks at Rakes Tavern water line	0	0	0	0	0	23,700	23,700	0	(23,700)
220N water line extension	0	0	0	18,666	0	0	0	0	0
Windsor Dr water line replacement	0	0	0	0	15,177	0	0	0	0
Scott St water line replacement	0	0	0	0	6,762	0	0	0	0
Uptown water line replacement	0	0	0	0	0	19,200	0	0	(19,200)
<b>TOTAL</b>	<b>169,952</b>	<b>303,346</b>	<b>201,739</b>	<b>356,181</b>	<b>248,237</b>	<b>266,268</b>	<b>211,045</b>	<b>247,086</b>	<b>(19,182)</b>

-7.20%

**METER READING  
ACCT. 02-5010**

The Public Works Department is responsible for reading all water meters monthly. Readings are submitted to the Finance Department, which is responsible for preparing and mailing the bills and collecting payments.

In an effort to improve the efficiency of meter reading, the Town is utilizing a "touch read" meter reading and billing system. This technology allows meter readers to more quickly read meters by using a wand placed on an above ground sensor and download the information into a handheld computer. The information is then downloaded by the meter readers into software that will automatically post the reading to the customer account and produce a bill without doing manual data entry. All input reports are reviewed closely by the account clerks in the Finance Department. Customers included in the 2000 annexation area were the first to have these meters installed, and all new connections now utilize the touch read meters. Over time, as meters need replacement, this technology is used to assist in the efficiency and accuracy of the process. For the three preceding years, a methodical replacement program has occurred. The replacement project was suspended last fiscal year due to budget constraints. Funds are in place to begin this fiscal year. This replacement project will continue until all meters are replaced with the "touch read" variety. Currently, manual reads are entered into the hand-held as the meters are read in the field and then the information is downloaded directly into the billing software. Costs for meters are included in account 02-5000.

4.0% of the Public Works labor and benefits are budgeted here. However, actual time of personnel is charged here.

**Budget Detail:**

**1001 - Wages - Full Time** – For time spent by Public Works to read meters.

**New Needs/Requests:**

No significant special requests for FY 2011.

**5010 METER READING**

	FY 05 Actual	FY 06 Actual	FY 07 Actual	FY 08 Actual	FY 09 Actual	FY 10 Budget	FY 10 Estimated	FY 11 Proposed	Increase/ (Decrease)
1001 Wages - Full Time	22,567	22,590	21,732	20,279	22,405	21,609	15,741	21,609	0
1003 Wages - Overtime	159	20	8	17	9	0	0	0	0
2001 FICA	1,790	1,904	1,730	1,730	1,700	1,663	1,204	1,663	0
2002 Retirement/Life Insurance	4,094	3,108	2,593	138	3,853	3,803	2,794	3,668	(135)
2005 Medical/Dental Insurance	4,303	4,037	5,216	4,387	6,019	5,159	3,495	5,374	215
2011 Workers' Compensation Insurance	944	824	821	895	1,025	1,383	1,307	1,212	(171)
3000 Contractual Services	365	0	103	0	1,320	0	1,320	1,330	1,330
3600 Advertising	0	0	505	0	0	0	0	0	0
3800 Postage	0	0	16	0	0	0	0	0	0
5155 Motor Fuel	1,505	1,919	2,725	2,891	2,285	2,500	2,417	2,500	0
5157 Motor Vehicle Expenses	244	1,456	230	452	457	500	1,008	1,000	500
5500 Travel & Training	30	0	0	0	0	0	0	0	0
5800 Miscellaneous	307	60	0	0	0	0	0	0	0
6009 Materials & Supplies	0	0	50	311	492	487	0	0	(487)
7000 Capital Projects	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>36,307</b>	<b>35,917</b>	<b>35,729</b>	<b>31,099</b>	<b>39,564</b>	<b>37,094</b>	<b>29,286</b>	<b>38,346</b>	<b>1,252</b>

3.38%

## **WATER TREATMENT PLANT ACCT. 02-5050**

The Town of Rocky Mount operates a 2.0 MGD water treatment facility located approximately 2 miles north of the corporate limits off U.S. Route 220. Constructed in 1983, the plant draws raw water from the Blackwater River. The facility and its treatment process comply with Virginia Health Department (VDH) and Department of Environmental Quality (DEQ) and rated as a Class II plant. The facility is a conventional treatment filtration plant utilizing chemical addition with flash mix and three flocculation basins, two sedimentation basins, two sand filters, 250,000 gallon clear well and finished water pumps. Five (5) full-time operators are employed, supervised by the Water Treatment Plant Superintendent who holds a Class I license.

The Town has addressed several capital needs over the past 5 years needed to maintain the water treatment plant and to meet VDH requirements. The plant continues to operate on a VDH permit and quality standards that require less than 24 hour operation to hold down personnel and operating costs. In 2004, Town Council commissioned Draper Aden Consulting Engineers to perform a comprehensive structural and operational analysis of the water plant. The study recommended repairs and improvements needed in the total amount of \$276,000 at that time. In the capital improvement plan, the remaining costs were spread out over the next 5 years, with improvements made based on priority and available funds. These improvements to the plant are nearing completion.

The Water Treatment Plant is expected to incur a near zero increase in its production level for this fiscal year. Decreased consumption has occurred due to the economic downturn and other conservation methods.

### **Budget Detail:**

**1001 – Wages Full Time** – Staff currently includes three (3) operators classified as Operator I, one (1) as an Operator II, two (2) as an Operator IV.

**3000 - Contractual Services** - For instrumentation, elevator and HVAC maintenance agreements.

**3300 - Repairs and Maintenance** – For miscellaneous repairs and emergency needs.

**3341 – Lab Testing** – For sample testing.

**6014 - Chemicals** - For chlorine, fluoride, alum, and other chemicals needed to treat raw water for distribution.

### **New Needs/Requests:**

No specific special request for FY 2011.

**5050 WATER TREATMENT PLANT**

	FY 05 Actual	FY 06 Actual	FY 07 Actual	FY 08 Actual	FY 10 Budget	FY 10 Estimated	FY 11 Proposed	Increase/ (Decrease)
1001 Wages - Full Time	165,040	161,741	186,225	215,617	218,426	209,161	209,294	(9,132)
1003 Wages - Overtime	707	11,603	14,069	7,903	5,000	627	0	(5,000)
2001 FICA	12,674	14,674	15,221	18,958	17,092	15,934	16,011	(1,081)
2002 Retirement/Life Insurance	28,654	32,441	31,225	45,154	38,443	38,383	37,150	(1,293)
2003 Deferred Comp Match	0	0	0	0	0	0	0	0
2005 Medical/Dental Insurance	28,046	28,764	33,882	45,972	47,644	48,820	50,699	3,055
2011 Workers' Compensation Insurance	11,398	9,943	9,908	6,227	7,270	9,093	6,070	(1,200)
3000 Contractual Services	54,525	12,535	20,082	14,022	31,353	7,000	13,084	(18,269)
3300 Repairs & Maintenance	3,324	9,518	5,245	6,969	8,000	11,733	12,000	4,000
3340 Safety Repairs & Materials	0	0	0	0	0	29,524	0	0
3341 Lab Testing Services	0	0	0	0	0	7,218	10,000	10,000
3600 Advertising	1,025	457	0	0	0	0	0	0
3700 Printing & Binding	626	486	550	650	690	694	700	10
3800 Postage & Delivery Services	1,882	3,511	1,729	2,094	3,425	1,100	1,200	(2,225)
4400 Permits, Licenses & Fees	6,743	7,295	8,135	7,835	8,300	8,735	8,735	435
5100 Utilities	40,608	49,345	66,052	55,255	55,000	71,831	75,000	20,000
5150 Heating Fuel	3,665	5,462	4,818	6,168	6,600	4,769	5,000	(1,600)
5155 Motor Fuel	1,407	1,989	1,559	1,878	2,300	1,641	1,700	(600)
5157 Motor Vehicle Expenses	429	486	131	96	850	56	300	(550)
5158 Small Equipment Expense	0	0	8	250	75	139	180	105
5200 Communications	11,737	10,510	12,941	3,190	2,450	1,909	2,136	(314)
5350 Purchases by Grant	0	0	0	0	4,972	4,972	0	(4,972)
5445 Uniforms	2,966	2,730	3,797	4,136	4,858	4,638	4,854	(4)
5500 Travel & Training	2,047	1,398	4,099	1,898	3,800	1,358	2,000	(1,800)
5650 Dues & Professional Memberships	0	0	0	0	0	0	200	200
5700 Books & Subscriptions	0	0	0	0	0	0	200	200
5800 Miscellaneous	280	612	24	0	250	102	100	(150)
6001 Office Supplies	301	292	263	518	400	564	400	0
6003 Agricultural Supplies	54	84	0	56	150	50	150	0
6004 Laboratory Supplies	2,131	2,475	2,554	1,833	5,000	3,293	3,000	(2,000)
6005 Janitorial Supplies	359	482	731	649	725	415	300	(425)
6009 Materials and Supplies	0	183	600	0	5,000	826	1,000	(4,000)
6014 Chemicals & Materials	45,447	50,450	55,693	62,209	50,000	64,781	60,000	10,000
7000 Capital Outlays	2,872	49,827	884	967	5,000	12,808	6,000	1,000
7002 Furniture & Fixtures	0	0	0	308	0	0	0	0
7003 Data Processing Equipment	1,439	1,026	0	0	0	0	0	0
7004 Machinery & Equipment	0	0	0	0	4,919	260	0	(4,919)
7006 Motor Vehicles & Equipment	0	0	0	0	0	0	0	0
8000 Equipment Rental	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>430,386</b>	<b>470,318</b>	<b>480,424</b>	<b>510,812</b>	<b>537,992</b>	<b>562,434</b>	<b>527,463</b>	<b>(10,529)</b>

-1.96%