

**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 past three years, a methodical replacement program has occurred. This 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 2010.

5010 METER READING

	FY 04 Actual	FY 05 Actual	FY 06 Actual	FY 07 Actual	FY 08 Actual	FY 09 Budget	FY 09 Estimated	FY 10 Proposed	Increase/ (Decrease)
1001 Wages - Full Time	20,989	22,567	22,590	21,732	20,279	27,470	21,409	21,609	(5,861)
1003 Wages - Overtime	19	159	20	8	17	0	0	0	0
2001 FICA	1,486	1,790	1,904	1,730	1,730	2,101	1,638	1,653	(448)
2002 Retirement/Life Insurance	3,398	4,094	3,108	2,593	138	4,835	3,768	3,803	(1,032)
2005 Medical/Dental Insurance	3,402	4,303	4,037	5,216	4,387	6,401	3,768	5,159	(1,242)
2011 Workers' Compensation Insurance	537	944	824	821	895	1,505	1,025	1,383	(122)
3000 Contractual Services	0	365	0	103	0	0	0	0	0
3600 Advertising	0	0	0	505	0	0	0	0	0
3800 Postage	0	0	0	16	0	0	0	0	0
5155 Motor Fuel	1,126	1,505	1,919	2,725	2,891	3,000	2,338	2,500	(500)
5157 Motor Vehicle Expenses	112	244	1,456	230	452	500	459	500	0
5500 Travel & Training	0	30	0	0	0	0	0	0	0
5800 Miscellaneous	0	307	60	0	0	0	0	0	0
6009 Materials & Supplies	0	0	0	50	311	250	248	487	237
7000 Capital Projects	0	0	0	0	0	0	9,500	0	0
TOTAL	31,070	36,307	35,917	35,729	31,099	46,062	44,153	37,094	(8,968)

-19.47%