

2018 Proposed Water and Wastewater Rates

SCHEDULE A

total fixed water costs at 48.5% includes Regional costs fixed at 51.7%

2017		2018		Annual Increase	Total %		
Annual Cost	Rate	Rate	Annual cost				
Average User .75 Cubic Meter Per Day				budget with 3 mths new operator, adjustments & expense reductions		2018 Base budget	
\$1,425.43			\$1,544.55	\$119.12	8.36%	\$ 33.80	2.37%
\$321.22	\$1.173 WATER USAGE RATE	\$1.274	\$348.74	\$27.51	8.57%	\$ 8.68	2.70%
\$351.12	\$351.12 WATER SERVICE FIXED CHARGE	\$369.33	\$369.33	\$18.20	5.18%	\$ 11.51	3.28%
\$342.32	\$1.250 SEWER USAGE RATE	\$1.295	\$354.50	\$12.18	3.56%	\$ 8.22	2.40%
\$410.76	\$410.76 SEWER SERVICE FIXED CHARGE	\$471.98	\$471.98	\$61.22	14.90%	\$ 5.39	1.31%
High Usage 1.2 Cubic Meter Per Day							
\$1,823.56			\$1,966.49	\$142.94	7.84%		
\$513.95	\$1.173 WATER USAGE RATE	\$1.274	\$557.98	\$44.02			
\$351.12	\$351.12 WATER SERVICE FIXED CHARGE	\$369.33	\$369.33	\$18.20			
\$547.72	\$1.250 SEWER USAGE RATE	\$1.295	\$567.21	\$19.49			
\$410.76	\$410.76 SEWER SERVICE FIXED CHARGE	\$471.98	\$471.98	\$61.22			
Low Usage 0.58 Cubic Meter Per day							
\$1,275.03			\$1,385.15	\$110.12	8.64%		
\$248.41	\$1.173 WATER USAGE RATE	\$1.274	\$269.69	\$21.28			
\$351.12	\$351.12 WATER SERVICE FIXED CHARGE	\$369.33	\$369.33	\$18.20			
\$264.73	\$1.250 SEWER USAGE RATE	\$1.295	\$274.15	\$9.42			
\$410.76	\$410.76 SEWER SERVICE FIXED CHARGE	\$471.98	\$471.98	\$61.22			
Single User .25 Cubic Meter Per day							
\$983.07			\$1,075.72	\$92.66	9.43%		
\$107.07	\$1.173 WATER USAGE RATE	\$1.274	\$116.25	\$9.17			
\$351.12	\$351.12 WATER SERVICE FIXED CHARGE	\$369.33	\$369.33	\$18.20			
\$114.11	\$1.250 SEWER USAGE RATE	\$1.295	\$118.17	\$4.06			
\$410.76	\$410.76 SEWER SERVICE FIXED CHARGE	\$471.98	\$471.98	\$61.22			
One Cubic Meter Per day							
\$1,646.61			\$1,778.96	\$132.35	8.04%		
\$428.29	\$1.173 WATER USAGE RATE	\$1.274	\$464.98	\$36.69			
\$351.12	\$351.12 WATER SERVICE FIXED CHARGE	\$369.33	\$369.33	\$18.20			
\$456.43	\$1.250 SEWER USAGE RATE	\$1.295	\$472.67	\$16.24			
\$410.76	\$410.76 SEWER SERVICE FIXED CHARGE	\$471.98	\$471.98	\$61.22			

SCHEDULE B

**City of Port Colborne
Analysis of Water System Costs**

	Budgeted 2016	Budgeted 2017	Budgeted 2018	2016	2017	2018	2019
Budgeted Expenditures							
City Operating costs	1,371,935	28.4%	1,422,963	29.1%	1,394,626	28.3%	1,390,015
Regional Water Purchases	2,279,000	47.2%	2,265,352	46.4%	2,316,757	47.0%	2,737,811
Capital Contribution-deficit	279,633	5.8%	285,226	5.8%	285,930	5.8%	
Capital Contribution	810,386	16.8%	821,380	16.8%	497,320	10.1%	218,702
Amortization	-	0.0%	-	0.0%	-	0.0%	377,758
Water Study	-	0.0%	-	0.0%	-	0.0%	0.0%
Long Term Debt Payments	88,582	1.8%	88,963	1.8%	434,480	8.8%	77,672
Total Costs	4,829,536	100%	4,883,884	100%	4,929,113	100%	4,801,958
Other Revenue	-151,817		-114,275		-47,600		-74,371
Net Costs	4,677,719		4,769,609		4,881,513		4,727,587
Percentage Increase in Net Costs	3.61%	1.96%	2.35%	2.57%	2.74%	2.56%	0.77%
Net Costs allocated to Fixed Rate	46.90%	47.20%	48.50%	45.67%	46.13%	46.45%	46.57%
Net Costs allocated to Usage Rate	53.10%	52.80%	51.50%	54.33%	53.87%	53.55%	53.43%
Fixed Regional Water Purchases	48.70%	49.60%	51.70%	51.34%	52.45%	53.48%	55.80%
Water Consumptions							
Estimated Water Purchases m3	3,093,093		3,068,803		3,085,923		2,640,000
Unbilled UFW m3	927,928	30%	920,641	30%	1,110,932	36%	765,600
Estimated Water Sold m3	2,165,165		2,148,162		1,974,991		1,874,400
	2.43%	-0.79%	-8.06%	0.00%	0.00%	0.00%	0.00%

SCHEDULE C

**City of Port Colborne
Anticipated Future Water Rates**

	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Proposed 2018	Financial Plan Approved By Council in 2010								
								2011	2012	2013	2014	2015	2016	2017	2018	2019
Cost per cu.m	\$1.095	\$1.071	\$1.093	\$1.123	\$1.147	\$1.173	\$1.274	\$1.148	\$1.181	\$1.216	\$1.242	\$1.268	\$1.291	\$1.315	\$1.340	\$1.348
		-2.19%	2.05%	2.74%	2.14%	2.27%	8.61%		2.87%	2.96%	2.14%	2.09%	1.81%	1.86%	1.90%	0.60%
Annual fixed cost	\$259.44	\$276.09	\$282.82	\$334.14	\$342.58	\$351.12	\$369.33	-4.63%	6.74%	7.65%	4.23%	3.88%	3.51%	3.76%	3.27%	1.05%
								\$247.42	\$264.10	\$284.31	\$296.33	\$307.82	\$318.62	\$330.61	\$341.43	\$345.01
Annual Cost .75 m3 per day	\$299.76	\$293.19	\$299.21	\$307.42	\$313.99	\$321.11	\$348.76	\$314.27	\$323.30	\$332.88	\$340.00	\$347.12	\$353.41	\$359.98	\$366.83	\$369.02
Total Annual cost	\$559.20	\$569.28	\$582.03	\$641.56	\$656.57	\$672.23	\$718.09	\$561.69	\$587.40	\$617.19	\$636.33	\$654.94	\$672.03	\$690.59	\$708.26	\$714.03
Percentage Increase		1.80%	2.24%	10.23%	2.34%	2.38%	6.82%		4.58%	5.07%	3.10%	2.92%	2.61%	2.76%	2.56%	0.81%

City of Port Colborne

Water System Budget Review

SCHEDULE D

3 year ave flows 3 year ave flows

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	47.2% fixed 2017 Budget	48.5% fixed 2018 Budget
water usage rate	\$1,095	\$1,071	\$1,093	\$1,123	\$1,147	\$1,173	\$1,173	\$1,274
water service fixed charge (Annual)	\$259.44	\$276.09	\$282.82	\$334.14	\$342.58	\$351.12	\$351.12	\$369.33
Water Purchase Volumes (m3)	2,900,986	2,899,770	3,131,010	3,248,500	2,826,900	3,182,370	3,068,803	3,085,923
Fees	\$825	\$775	\$800	\$475	\$555	\$550	\$750	\$600
Other	\$3,680	\$3,789	\$1,386	\$19,468	\$6,659	\$12,163	\$4,000	\$6,000
Capital Reserve	\$129,426	\$145,864	\$135,717	\$33,203	\$14,530	\$29,123		
Operating Reserve	\$138,660	\$149,620	\$149,620	\$0	\$0	\$0		
Grants	\$151,100	\$72,900	\$72,900	\$0	\$0	\$0		
Recovery of unbilled revenue							\$60,000	\$0
Water Revenue - RATE	\$2,292,355	\$2,093,338	\$1,930,018	\$2,016,172	\$2,005,155	\$1,978,271	\$2,520,675	\$2,515,978
Water Revenue - FIXED	\$1,661,798	\$1,771,660	\$1,822,626	\$2,159,927	\$2,347,970	\$2,282,776	\$2,248,934	\$2,365,535
Water Revenue - OTHER	\$44,978	\$50,089	\$53,628	\$52,529	\$53,550	\$35,055	\$49,525	\$41,000
TOTAL REVENUE	\$4,422,822	\$4,065,515	\$4,166,695	\$4,281,774	\$4,428,419	\$4,337,938	\$4,883,884	\$4,929,113
Purchase Water - Region	\$1,551,301	\$1,557,176	\$1,681,352	\$1,744,445	\$1,566,103	\$1,763,033	\$1,700,117	\$1,746,633
Fixed Water Purchases - Region	\$506,345	\$517,719	\$520,087	\$538,656	\$565,427	\$565,235	\$565,235	\$570,124
Vehicle operation	\$45,849	\$58,856	\$66,544	\$55,546	\$54,325	\$72,259	\$62,048	\$59,634
Mains Maintenance	\$209,487	\$180,125	\$150,101	\$142,285	\$154,296	\$131,768	\$215,954	\$213,843
Fire Hydrants	\$66,695	\$42,486	\$58,651	\$71,297	\$57,634	\$51,129	\$76,417	\$76,535
Meters	\$102,287	\$120,575	\$138,214	\$100,230	\$81,863	\$106,383	\$105,825	\$92,271
Services (including thaws)	\$90,483	\$74,646	\$203,178	\$481,330	\$123,648	\$82,014	\$139,006	\$129,189
Leak	\$95,393	\$50,838	\$34,570	\$20,487	\$28,996	\$21,997	\$51,900	\$46,537
Leak Repairs	\$107,324	\$118,495	\$96,947	\$98,320	\$73,827	\$41,953	\$99,163	\$96,276
Billing and Collection	\$136,001	\$136,995	\$142,729	\$153,498	\$199,303	\$149,523	\$153,895	\$153,807
Locates	\$22,858	\$41,955	\$50,325	\$54,146	\$51,177	\$51,489	\$10,227	\$7,702
Admin	\$346,657	\$367,256	\$358,417	\$472,373	\$400,317	\$446,052	\$484,964	\$497,297
Admin overbilling	\$138,660	\$0					\$0	\$0
Capital study	\$129,426	\$35,161	\$22,098	\$0	\$0	\$0	\$0	\$0
Capital Debentures	\$87,587	\$87,734	\$89,146	\$88,986	\$86,907	\$88,964	\$88,963	\$88,116
Capital - tsf to Reserve (deficit)	\$65,156	\$20,000		\$279,633	\$279,633	\$0	\$285,226	\$285,930
Capital Projects/Programs	\$85,944	\$101,847	\$186,519	\$93,203	\$71,000	\$0	\$72,420	\$72,368
Capital Construction/Debentures	\$542,000	\$542,000	\$542,000	\$542,000	\$671,324	\$755,641	\$680,620	\$703,215
Capital Vehicle Replacement	\$51,000	\$51,000	\$51,000	\$51,000	\$52,000	\$0	\$53,040	\$53,101
Capital Water Meter Replacement Prog			\$40,000	\$40,000	\$15,000	\$0	\$15,300	\$15,000
Water recoverable	\$3,692	\$7,830	\$6,819	\$8,828	\$4,951	\$2,254	\$7,072	\$6,673
Elm Street	\$21,544	\$3,405	\$3,166	\$2,965	\$4,459	\$2,626	\$8,611	\$7,531
Elizabeth St	\$23,848	\$14,391	\$4,465	\$5,003	\$5,309	\$5,618	\$7,881	\$7,331
TOTAL EXPENDITURE	\$4,429,537	\$4,130,490	\$4,446,328	\$5,044,231	\$4,547,499	\$4,337,938	\$4,883,884	\$4,929,113
Surplus (Deficit)	-	6,715	(64,975)	(279,633)	(762,457)	(119,080)	\$0	\$0
City Operations	\$1,361,295	\$1,163,200	\$1,148,692	\$1,593,836	\$1,179,341	\$1,088,174	\$1,368,688	\$1,347,026
City Capital	\$961,113	\$691,878	\$682,146	\$1,061,619	\$1,161,334	\$844,605	\$1,135,569	\$1,217,730
Regional costs	\$2,057,646	\$2,074,895	\$2,201,439	\$2,283,101	\$2,131,530	\$2,328,268	\$2,265,352	\$2,316,757
Total costs net of other revenue	\$4,380,054	\$3,929,973	\$4,032,277	\$4,938,556	\$4,472,205	\$4,261,047	\$4,769,609	\$4,881,513
Region Share of costs	46.98%	52.80%	54.60%	46.23%	47.66%	54.64%	47.50%	47.46%
City Share of costs	53.02%	47.20%	45.40%	53.77%	52.34%	45.36%	52.50%	52.54%

SCHEDULE E

**City of Port Colborne
Water Rate Calculations
2018**

	Total Costs	Consumption Costs	Fixed Costs
Amortization/Capital	497,320		497,320
Rate Stabilization/Capital	285,930		285,930
Contract Services	133,600	133,600	
Salaries and benefits	688,565	688,565	
Regional Water Purchases	2,316,757	1,117,845	1,198,912
Interdepartmental			
Administration	257,620	188,407	69,213
Fleet Charges	60,197	60,197	
Long term debt	88,116		88,116
New Long term debt	346,364	120,320	226,044
General Admin	46,030	46,030	
Materials and supplies			
Utilities and telephone	7,910	7,910	
Repairs and Maintenance	120,000	120,000	
Materials, parts and supplies	49,854	49,854	
Other	16,850	16,850	
Small Tools/Equipment	14,000	14,000	
	4,929,113	2,563,578	2,365,535
Other Revenues	- 47,600 -	47,600	-
	4,881,513	2,515,978	2,365,535
Estimated Annual Water Sold - m3		1,974,991	
Total Customers			6,405
Water Usage Rate		1.274	
Annual Water Service Fixed Charge			369.33

SCHEDULE F

City of Port Colborne Wastewater System Budget Review

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2017 Budget	2018 Budget
Fees	\$6,871	\$4,628	\$10,373	\$2,735	\$534	\$1,335	\$5,000	\$2,500
Sewer Revenue - RATE	\$2,690,305	\$2,635,210	\$2,660,198	\$2,645,041	\$2,323,346	\$1,727,933	\$3,008,635	\$2,145,617
Sewer Revenue - FIXED	\$1,895,850	\$2,002,305	\$2,049,590	\$2,380,452	\$2,605,353	\$2,612,682	\$2,608,347	\$3,061,771
Rate Stabilization Reserve								\$300,000
Operating reserve			\$67,151	\$0	\$0	\$0		
Reconciliation Reserve		\$384,000						
Sewer Revenue - OTHER	\$6,452	\$9,511	\$10,440	\$7,450	\$5,774	\$10,045	\$7,000	\$8,000
TOTAL REVENUE	\$4,599,478	\$5,035,654	\$4,797,752	\$5,035,678	\$4,935,007	\$4,351,995	\$5,628,982	\$5,517,888
Wastewater treated - Region	\$3,341,522	\$3,870,558	\$3,584,169	\$3,771,549	\$3,959,718	\$3,929,621	\$4,005,249	\$3,909,663
Reconciliation cost - Region		\$199,000	\$214,000	\$456,000	-\$544,000	-\$181,000		
Johnson Pumping station	\$23,854	\$21,744	\$33,573	\$17,603	\$16,697	\$24,148	\$42,506	\$37,837
Sugarloaf Pumping station	\$3,398	\$7,823	\$18,884	\$1,894	\$3,681	\$10,527	\$11,601	\$10,704
Schofield Pumping station			\$17,943	\$27,562	\$14,941	\$21,441	\$41,000	\$36,300
Vehicle operations	\$1,868	\$13,979	\$12,716	\$6,696	\$19,707	\$18,628	\$22,609	\$20,490
sewer mains	\$22,052	\$33,500	\$21,057	\$11,252	\$16,664	\$5,940	\$29,861	\$27,118
laterals	\$113,081	\$84,563	\$72,665	\$58,434	\$56,500	\$56,023	\$105,976	\$100,175
manholes	\$6,878	\$33,707	\$31,081	\$34,999	\$83,999	\$9,161	\$80,373	\$74,251
Locates	\$22,254	\$28,059	\$38,692	\$37,555	\$39,326	\$37,018	\$68,604	\$68,646
general operation	\$256,962	\$251,277	\$282,525	\$303,702	\$287,832	\$251,093	\$343,078	\$348,018
recoverable works	\$1,500	\$2,130	\$3,474	\$1,532	\$1,578	\$1,595	\$3,068	\$3,129
extraneous flows	\$182,252	\$154,451	\$159,661	\$113,095	\$123,369	\$107,992	\$124,144	\$129,627
Tsf to Reconciliation Reserve	\$67,098							
Capital - tsf to Reserve (deficit)				\$202,189	\$202,189	\$59,808	\$206,233	\$206,357
Capital Main Construction	\$270,000	\$270,000	\$270,000	\$270,000	\$283,000	\$0	\$288,660	\$288,433
Capital Projects-equip	\$14,500	\$34,500	\$34,500	\$34,500	\$36,000	\$0	\$36,720	\$36,720
Capital Projects	\$204,840	\$205,000	\$205,000	\$205,000	\$215,000	\$0	\$219,300	\$220,420
Capital Debentures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURE	\$4,532,059	\$5,210,291	\$4,999,940	\$5,553,562	\$4,816,201	\$4,351,995	\$5,628,982	\$5,517,888
Surplus (Deficit)	\$67,419	-\$174,637	-202,188	-517,884	118,806	0	\$0	\$0
City Operations	\$825,616	\$617,094	\$671,458	\$604,139	\$657,986	\$532,186	\$860,820	\$845,795
City Capital	\$284,500	\$509,500	\$509,500	\$711,689	\$736,189	\$59,808	\$750,913	\$751,930
Regional costs	\$3,341,522	\$4,069,558	\$3,798,169	\$4,227,549	\$3,415,718	\$3,748,621	\$4,005,249	\$3,909,663
Total costs net of other revenue	\$4,451,638	\$5,196,152	\$4,979,127	\$5,543,377	\$4,809,893	\$4,340,615	\$5,616,982	\$5,507,388
Region Share of costs	75.06%	78.32%	76.28%	76.26%	71.01%	86.36%	71.31%	70.99%
City Share of costs	24.94%	21.68%	23.72%	23.74%	28.99%	13.64%	28.69%	29.01%

CITY OF PORT COLBORNE
RESERVES AND RESERVE FUNDS
December 31, 2017

SCHEDULE G

WATER

Development charges	-	
SCADA Water Study	39,935	
Water Rate Stabilization	-	
Water Equipment Replacement	30,507	
Lorraine Bay Water Study	30,420	
Bulk Water Station Replacement	269,692	
Meter Pits	128,484	
Water Capital Projects	-	
	<hr/>	499,038
		<hr/> <hr/>

WASTEWATER

Development charges	6,423	
Sewer Rate Stabilization	380,802	
Sewer Operations-TV Inspections	160,290	
Sewer Equipment Replacement	26,420	
CSO Sewer Program	1,062,301	
Sewer Capital Projects	1,113,000	
	<hr/>	2,749,236
		<hr/> <hr/>



City of Port Colborne
Public Works Division
11 King Street
Port Colborne,
Ontario L3K 4E6

Phone: 905-835-5079

doug.cressey@city.portcolborne.on.ca

Fax: 905-835-8552

Date: Monday, January 23, 2017
To: Ron Hanson, Director, Engineering & Operations
From: Doug Cressey, Utilities Supervisor
Subject: 2017 and 2018 Additional Staff Requirements

The Utilities Division is in need of additional staff if it's going to continue to operate effectively. It's a challenge to keep up with the increased work load, maintenance activities, etc. Ministry regulations, Training requirements, Operators looking to pursue other positions within the Corporation, availability of other Certified Operators from other departments, vacation and On-Call requirements all have an impact on the Utility as a whole.

We currently have a staff compliment of 8, 4 of which are not Certified Water Distribution and/or Wastewater Collection system Operators. In my opinion the compliment should be a minimum of 10 with 6 of them being certified Operators. This would allow us to meet the demands of the daily work schedules, maintenance programs and emergency calls going forward.

To better help understand this situation I've tried to put things in perspective. Over the past number of years, the Utilities Division has gone through several changes and now has to function more like two divisions than one. One division focuses on construction & maintenance activities and the other focuses on water metering & locates. Within these divisions most if not all supervisors and field staff must have some form of license/certification and experience in order to carry out their daily duties. Both divisions are supervised and managed separately. With the Utility locates now under regulation and water metering moving into the next generation of metering, staff are not as easily accessed and moved around as in the past. And in some cases they may not have the necessary license/certification or expertise to carry out the task.

Background of the Equipment Operator Class III positions, Utilities/Water & Sewer MOE Class 1 certification

The Utilities Division at one time had 2 Equipment Operators Class III positions. But they were different in the sense that one of them (Mike Audit) required MOE Class 1 certification and the other (Gord Weaver) did not. They also had 2 different rates of pay. In or around the time the City and the Union were going through the JJEC process, it had been decided to "grandfather" Gord Weaver into the higher rate of pay because he was helping perform a lot of operator duties alongside other operators. Mike Audit on the other hand spent a lot of his time on loan to the Roads and Parks Dept cutting and trimming trees. But he was still available to the Utilities Division when needed and participated in the Utilities-On Call rotation. When Mike decided to take a full time position in the Parks Dept as Parks Sub-Foreman this change


eventually had an impact on the Utilities group as a whole. His availability was then limited as an MOE Class I operator and he was removed from the on call rotation as well. On October 27, 2016 a meeting with Mike was also held to determine his intentions with his MOE Class 1 license renewal. He stated at the meeting he would not be renewing his license. Also along the same line for licensing, a meeting with Glenn Fretz was held on November 9, 2016 to determine his intentions with his MOE Class 1 licensing. He also stated at the meeting he would not be renewing his license once it expires on January 31, 2017.

The request for new Water/Wastewater Operators is as follows:

1. To fill the vacant Equipment Operator Class III Utilities/Water & Sewer MOE Class I certification position that hasn't been filled.
2. To fill the gap in the Utilities On-Call rotation that was left when the above vacancy was not filled.
3. To fill the gap in operator assistance from other departments that we will be left with when the MOE Class 1 license for Glenn Fretz expires.
4. Having operators that are committed solely to the Utilities Division as operators and participate in the On-Call rotation will improve morale amongst the operators, provide more flexibility when scheduling mandatory training, meetings, vacation and other activities.
5. Having more operators will benefit all of our maintenance activities and programs.
6. It will benefit the Corporation in the short and long term as these new hires would be part of Succession Planning as it relates to recruitment and the retention of employees.
7. It takes a considerable amount of time (years) for new operators to learn how our Water Distribution and Wastewater Collection systems function. How to operate, make repairs and make adjustments is also another learning curve for new operators that takes time.

In closing I am asking that serious consideration be given for hiring 2 new fully certified Water Distribution and Wastewater Collection system operators. One to be hired in 2017 at an estimated cost of \$69,543 and the other in the spring of 2018.

Signed



Doug Cressey
Utilities Supervisor

cc:

Janice Peyton, Executive Administrative Assistant, DEO
Tammy Morden, Human Resources Coordinator
Paul Peyton, Superintendent, Public Works & Parks
File



City of Port Colborne
Public Works Division
1 Killaly Street West
Port Colborne,
Ontario L3K 6H1

Phone: 905-835-5079

doucressey@portcolborne.ca

Fax: 905-835-8552

Date: Tuesday, November 21, 2017
To: Chris Lee, Director, Engineering & Operations
From: Doug Cressey, Utilities Supervisor
Subject: 2018 Budget

I have reviewed the department estimates for the 2018 budget as well as the most current 2017 Budget Working Papers dated September 1, 2017. Based on the information provided I am requesting the following changes for 2018.

Operational Services - Water		
6-595-74415 Vehicle/Equipment Operation	2017 Actual	2018 Budget
3204 Auto Supplies – Gas & Oil	\$14,319	\$16,000
3206 Auto Supplies - Parts	\$13,034	\$15,000
3215 Other Types of Materials	\$4,000	\$4,000
3225 License Plate Fees	\$0.00	\$500
3307 Insurance	\$0.00	\$500
3328 Contract Services	\$13,380	\$13,000
6-595-76315 Water Main Maintenance	2017 Actual	2018 Budget
3215 Other Types of Materials	\$6,922	\$15,000
3233 Safety Devices	\$446	\$3,000
3234 Equipment & Tools	\$2,563	\$5,000
3306 Repairs & Maintenance	\$2,364	\$25,000
3323 Water Trax Date MGMT SYS	\$1,433	\$1,600
3328 Contract Services	\$11,987	\$30,000
6-595-76320 Fire Hydrants	2017 Actual	2018 Budget
3215 Other Types of Materials	\$365	\$3,000 ✓
3306 Repairs & Maintenance	\$474	\$15,000 ✓
3311 Advertising	\$360	\$1,000 ✓
3328 Contract Services	\$505	\$26,000 ✓
Contract Services. Add an additional \$36,000.00 to the \$26,000.00 for system wide fire flow testing. Letter to follow.		
6-595-76330 Services	2017 Actual	2018 Budget

3215 Other Types of Materials	\$5,588	\$9,000 ✓
3234 Equipment & Tools	\$1,262	\$4,000 ✓
3306 Repairs & Maintenance	\$7,917	\$35,000 ✓
3328 Contract Services	\$7,405	\$30,000 ✓
3343 Equipment Rental - Other	\$0.00	\$2,600 ✓
6-595-76335 Leak Detection	2017 Actual	2018 Budget
3215 Other Types of Materials	\$0.00	\$3,000
3306 Repairs & Maintenance	\$0.00	\$8,000
3309 Telephone/Modum/Radio	\$0	\$0
3311 Advertising	\$0	\$0
3328 Contract Services	\$2,127	\$5,000 ✓
Create another sub account 3234 Equipment & Tools with a starting limit of \$5,000 for the purpose of purchasing/repairing of small tools used for maintenance & repairs.		
6-595-76336 Leak Detection Repairs	2017 Actual	2018 Budget
3215 Other Types of Materials	\$5,801	\$15,000
3328 Contract Services	\$458	\$26,000
3343 Equipment Rental - Other	\$0.00	\$2,500
6-595-76345 General Admin	2017 Actual	2018 Budget
3216 Protective Clothing	\$3,101	\$3,250
3222 Inventory Allowance	\$17,665	\$10,000
3313 Staff Development	\$1,033	\$10,000 ✓
Increase Inventory Allowance to cover costs of removing obsolete inventory.		
6-595-76353 Elm St. Bulk Water Depot	2017 Actual	2018 Budget
3301 Bldg & Equip Repairs & Maintenance	\$0.00	\$4,000
3309 Telephone/Modum/Radio	\$240	\$500
3328 Contract Services	\$0.00	\$1,500 ✓
6-595-76354 Elizabeth St. Bulk Water Depot	2017 Actual	2018 Budget
3301 Bldg & Equip Repairs & Maintenance	\$586	\$2,000
3309 Telephone/Modum/Radio	\$194	\$300
3328 Contract Services	\$0.00	\$1,500 ✓
Operational Services - Sewer		
7-590-74420 Vehicle/Equipment Operation	2017 Actual	2018 Budget
3204 Auto Supplies – Gas & Oil	\$683	\$2,000
3206 Auto Supplies - Parts	\$2,396	\$3,000
3215 Other Types of Materials	\$342	\$2,000
3225 License Plate Fees	\$0.00	\$500
3328 Contract Services	\$1,411	\$5,000
7-590-74850 Colborne/Johnson St. Pumping Station	2017 Actual	2018 Budget
3301 Bldg & Equip Repairs	\$1,456	\$5,000 ✓

7590 74850 .

3309 Telephone/Modem/Radio	\$345	\$500
3328 Contract Services	\$1.00	\$20,000
7-590-74855 Scholfield Pumping Station		
	2017 Actual	2018 Budget
3301 Bldg & Equip Repairs	\$758	\$5,000
3328 Contract Services	\$1,176	\$5,000
Asset Purchases	\$0.00	\$16,000
7-590-74860 Sugarloaf Pumping Station		
	2017 Actual	2018 Budget
3301 Bldg & Equip Repairs	\$1,647	\$5,000
3328 Contract Services	\$0.00	\$1,500
7-590-76210 Sewer Mains		
	2017 Actual	2018 Budget
3215 Other Types of Materials	\$15.00	\$5,000
3233 Safety Devices	\$0.00	\$2,000
3234 Equipment and Tools	\$0.00	\$4,000
3311 Advertising	\$0.00	\$0
3328 Contract Services	\$0.00	\$6,000
3343 Equipment Rental -Other	\$0.00	\$0
7-590-76220 Sanitary Sewer Laterals		
	2017 Actual	2018 Budget
3215 Other Types of Materials	\$4,289	\$9,000
3301 Repairs & Maintenance	\$1,088	\$20,000
3328 Contract Services	\$5,558	\$25,000
Create another sub account 3234 Equipment & Tools with a starting limit of \$5,000 for the purpose of purchasing/repairing of small tools used for maintenance & repairs.		
7-590-76230 Sanitary Manholes		
	2017 Actual	2018 Budget
3215 Other Types of Materials	\$0.00	\$2,500
3301 Repairs & Maintenance	\$0.00	\$5,000
3328 Contract Services	\$0.00	\$50,000
Create another sub account 3234 Equipment & Tools with a starting limit of \$5,000 for the purpose of purchasing/repairing of small tools used for maintenance & repairs.		
7-590-76240 General Operations		
	2017 Actual	2017
3216 Protective Clothing	\$1,297	\$5,000
3222 Inventory Allowance	\$0.00	\$2,000
3313 Staff Development	\$0.00	\$5,000

Signed

Doug Cressey

Utilities Supervisor

cc: Janice Peyton, Executive Administrative Assistant,
File



PORT COLBORNE

MEMORANDUM

Engineering and Operations

905-835-5079

TO: Peter Senese

FROM: Darlene Suddard

COPY: Chris Lee
Doug Cressey

DATE: October 11, 2017

RE: 2018 Water/Sewer Budget

Water/Sewer Accounts

I have reviewed the amounts budgeted for in 2017 and am requesting the following changes/additions for the 2018 water/wastewater budget:

62500 Ontario Grants

	2017	2018
6-595-62500-2900 Grants	Carry forward	Carry forward

Please carry forward any outstanding monies as they must be spent on the flow monitoring project.

76325 Meters

	2017	2018
6-595-76325-3215 Other Types of Material	Carry forward	2,500
6-595-76325-3234 Equipment and Tools	Carry forward	5,100
6-595-76325-3306 Repairs and Maintenance	Carry forward	15,300
6-595-76325-3311 Advertising	1,000	1,000
6-595-76325-3328 Contract Services	8,000	10,000

Please carry forward remaining funds from sub account 3215 (Other Types of Material) and reduce the 2018 budget to \$2,500.

Also carry forward remaining funds from sub account 3306. As indicated in the 2017 budget memo, there are still 45 meters that need to be updated, at an estimated cost of \$22,000 – plus meter pit installations. There are currently 11 outstanding meter pit installations, estimated to cost \$4,000 each for a total of \$44,000 – for a total estimated cost of \$62,000. To ensure adequate funds are available to replace the remaining outdated meters, please leave this subaccount budget at the suggested level of \$15,300 for 2018.

As our equipment is all new, please continue to carry forward the amount remaining in 3234, and continue to budget the suggested \$5,100 annually to assist with covering repairs to our equipment and budget for replacement.

Please increase the budget for Contract services (76325-3328) to \$10,000. The total cost to calibrate and repair the large meters in 2017 went slightly over budget, and the addition of a large meter at 30 Prosperity, and the pending installation of a large meter at 1555 Elm will mean there are two additional meters to calibrate and service each year.

76342 Locates – Water

		2017	2018
6-595-76342-3234	Equipment and Tools	Carry forward	1,500
6-595-76342-3290	Locate Damage Repair	Carry forward	2,500

76235 Locates – Sanitary Sewer

		2017	2018
7-590-76235-3234	Equipment and Tools	Carry forward	1,500
7-590-76235-3290	Locate Damage Repair	Carry forward	2,500

Please carry forward any amount outstanding for 7-590-76235-3234 and for 6-595-76342-3234, as some locate equipment is wearing and requires repair and/or replacement.

Please carry forward the unused amounts for 6-595-76342-3290 and 7-590-76235-3290. The purpose of this account is to fund the cost of any damages to our water/wastewater/stormwater systems which result from incorrect/inaccurate locates and allow for a method to track the cost of incorrect/inaccurate locates.

76345 General Administration

		2017	2018
6-595-76345-3319	Consultant Fees	Carry forward	Carry forward

As this is a multi-year project, 50% funded by the Province, we request that any funds remaining in this account be carried forward into 2018.

		2017	2018
6-595-76345-3341	Trailer Rental/Expenses	4,000	0
6-595-76345-3369	Water Quality Audit	7,000	8,500

The trailer account can be eliminated in 2018! (finally!). The Water Quality Audit account needs to be increased slightly in 2018 to account for the increased cost of the internal audit – and in 2019 will need to be increased to \$10,000 to account for the mandatory re-accreditation audit which costs more than the interim surveillance audits.