

First Craven Sanitary District Proposed Budget 2024-2025

The total proposed budget for 2024-2025 is **\$1,700,000**. Current year original budget was **\$1,100,000**. The final amended budget for 2022-2023 is expected to increase to **\$1,150,000** due to higher cost in operation along with higher-than-expected revenue.

Budget Breakdown

<i>Water Operations & Maintenance</i>	28 %
<i>Employees and Board</i>	25 %
<i>Debt Service</i>	7 %
<i>Capital Outlay</i>	36 %
<i>Professional Services</i>	4 %

This budget, if adopted as is, includes the following and should be noted:

- Water rates and fees are to remain the same.
- Cost of living adjustment of 3 % for employees and Longevity as earned.
- Decrease in Debt obligations due to retirement of debt.
- Capital Improvements funding of \$49,100 that may include renovation of well #3, a new truck and other improvements to be determined by the Board as needs arise.
- Capital Improvements funding for treatment plant improvements (filters) and renovations at a budgeted amount of \$324,000.
- Capital Improvements funding for new generator(s) funded by a State Grant.
- Appropriated Retained Earnings budgeted for \$324,000. This is money expected to be used from Fund Balance (savings).
- Additional money for office salary to hire new employee.

Expenditures

Board Member Fees

- Budgeted amount of \$ 15,350.
- Current NC law concerning pay for Sanitary District Boards allows for the increase by adoption of the annual budget ordinance *“but no increase may become effective earlier than the first meeting of the board following the next election of board members after adoption of the ordinance.”*
- Starting December 2024, it is budgeted to increase monthly board allowance by \$10 per month.

Nondepartmental

1. Audit – Annual Audit Expense. Contract amount is \$10,800.
2. Legal – Attorney Fees.
3. Engineer – Engineering Services.
4. Computer Services – This mostly includes water billing software support, license fees, computer support, and online backup.
5. Advertising – Used for legal ads and other advertising needs.
6. Accounting services – CPA for monthly bookkeeping and other related services.
7. Cleaning services – Monthly cleaning of office building.
8. Bank Service Charges – The First National Bank service charges.
9. Christmas Dinner – Employee Christmas Dinner Expense.
10. Printing/Billing Services – Printing reports, meter reading sheets, and monthly paper billing of water bills by Harris Print.
11. Election – There will be an election this budget year in November.

Total Nondepartmental expenses are \$ 65,000.

Bonds

The overall cost of our debt decreased by about \$4,255. The 1994 USDA waterline extension bond payment is \$116,550 (last payment will be in 2034).

The total principal payments on the debt will be \$74,000 and the total interest payment on the debt will be \$42,550.

Water Operations

1. Wages – Full Time

The total amount of current full-time salaries (including overtime potential and the Christmas Bonus/Longevity) is budgeted for \$262,000. This includes a 3 % cost of living increase for the employees. There is additional money for approved pay adjustments for employees when receiving water certifications in the budget if needed, along with additional money for part-time work. There is also approximately \$20,000 for an additional office employee.

2. Payroll Tax Expense – Payroll tax expense
3. Group Insurance – Health Insurance cost to the State Health Care plan.

4. Retirement – Retirement Expense to the NC State Retirement System
5. Worker Compensation – Premium for Worker Compensation.
6. Uniform Rental – Uniforms for Employees.
7. Employee Education – Employee schools, training, and continuing education requirements
8. Security Monitoring – Yearly security and SCADA monitoring and maintenance
9. Locating service – Membership to 811 utility locating notification service
10. Water Testing – Required water testing for drinking water and wastewater.
11. Gifts – Donations, flowers, etc.
12. Postage – Mailing of monthly bills and notices.
13. Telephone/Website – Charges for telephone/internet/website service
14. Utilities – Electricity for office, plant, shop, wells, and elevated tower
15. Mileage & Travel – Used for any needed travel or reimbursements.
16. Repairs and Maintenance

- Overall Repairs and Maintenance is budgeted at \$ 84,000.
- The second of four payments of \$25,850 for the #1 shop elevated tank is included. This year is year 2 of a 5-year contract. The Tank is scheduled for an exterior power wash and an inside cleaning and inspection.

17. Lawn Care - Contracted cost to cut grass at all sights.
18. Gas – Gas and Fuel expense for vehicles and small engines.
19. Salt - Bulk purchase of Salt for water softening.
20. Chlorine and other Chemicals – Chlorine, Zinc-Orthophosphate, Sodium Permanganate, and other chemicals need to treat the water supply.
21. Fuel for the Generator – Fuel purchases and propane for emergency generators.
22. Office Supplies – needed office supplies and equipment.
23. Departmental Supplies

- Materials used in repairing and maintaining the water system, such as pipe, brass fittings, tools, meters, valves, etc.

24. Supplies for Lab – Daily water testing supplies.
25. Dues and Subscriptions – Permit fees, memberships, and certification renewals
26. Property Insurance – Estimated premium.
27. Miscellaneous Expense – Purchases that do not fit in the other categories.

Total Water Operations Budget is \$880,000

Capital Outlay

- Capital improvements are budgeted for \$ 49,100 for projects or equipment that may be reviewed and approved by the Board.
- Water plant improvements (filter renovations) is budgeted for \$324,000
- New Generator (funded by State Grant) for \$250,000

Total Capital Outlay Budget is \$623,100

Revenue

1. Water Service Revenue

- Water Revenue from monthly water bills issued to customers is estimated to be \$1,038,500.

2. Interest – Interest earnings on investments.

3. Sales Tax Refund – Sales Tax reimbursement from State.

4. Gas Tax Refund – Gas Tax reimbursement from the State.

5. Water Tap Fees – Water tap-on fees charged (\$ 775 for $\frac{3}{4}$ inch service) for installation of new water services.

6. Reconnection Fees – Fees charged (\$35) to reinstate service after locked for nonpayment.

7. Application Fees – Fees charged to every customer (\$25) when establishing new service.

8. Meter Readings

- This is charged to the Town of Bridgeton for meter readings needed to bill sewer service and allowing the town to do cutoffs. This fee is based on 275 meters @ \$0.50 each (\$137 per month).

9 Miscellaneous Income – Special fees charged (such as tampering or return check fees), reimbursements received (such as insurance), and any other income not categorized.

10 System Development Fees - Fees paid along with the tap-on fee based on meter size for new connections (Example: \$400 for $\frac{3}{4}$ inch service)

11 Grant from Office of State Budget and Management for replacement generator for \$250,000

12 Appropriated Retained Earnings - This is the amount of money needed from the fund balance to balance this budget. The amount budgeted is \$324,000, the same amount as the Capital Outlay for Water Plant Improvements.

Total Revenue and Expenses balance at \$1,700,000

Current Water Rates:

Residential	\$16.00 base and \$4.25 per 1,000 gallons
Commercial	\$19.00 base and \$4.75 per 1,000 gallons
2-inch	\$65.00 base and \$4.75 per 1,000 gallons
3-inch	\$100.00 base and \$4.75 per 1,000 gallons
Multiple	\$140.00 base and \$4.75 per 1,000 gallons

Fees:

Application Fee	\$25.00
Reconnection Fee	\$35.00
Return check/Draft Fee	\$35.00
After-hours Request Fee	\$50.00
Meter Tampering Fee	\$200.00

Miscellaneous Charges:

Cash Deposit	\$75.00
Hourly Charge	
Per Man Hour	\$40.00
Backhoe/Excavator	\$60.00
Broke Lock	\$50.00
Water Meter (damage/replacement)	
Standard	\$60.00
Digital	\$150.00
SET Endpoint	\$275.00
Angle valve	\$70.00
Meter Box (without lid)	\$35.00
Meter Box lid	\$30.00
Watts Backflow preventor	\$65.00

**First Craven Sanitary District
Tap-on for new services
Effective July 1, 2022**

¾ inch service

Tap-on Fee \$775

Application Fee \$25

System Development Fee \$400

Total Cost: \$ 1,200

1 inch service

Tap-on Fee \$857

Application Fee \$25

System Development Fee \$668

Total Cost: \$1550

2 inch service

Tap-on Fee \$4843

Application Fee \$25

System Development Fee \$2132

Total Cost: \$7000

System Development Fee

3-inch Tap \$4268

4-inch Tap \$6668

6-inch Tap \$13332

8-inch Tap \$21332

The District may reject any application for service under the standard rate that involves excessive installation costs.