



CITY OF NORTH BAY

2021

WATER &

WASTEWATER

OPERATING BUDGET



Water and Wastewater Operating

Budget Year: 2021

YTD End Date: October 2020

Execution Date: October 15, 2020

	2019 Actuals	2020 Actuals YTD *	2020 Budget	2021 Council Review	Variance Increase /(Decrease)	Change %
Wastewater System						
SANITARY SEWER DISTRIBUTION	(2,330,682)	(808,553)	8,389,937	9,165,565	775,628	9.24%
SANITARY SEWER PLANT	2,330,682	1,838,186	2,002,361	2,224,423	222,062	11.09%
Total Wastewater System:	0	1,029,633	10,392,298	11,389,988	997,690	9.60%
Water System						
WATER DISTRIBUTION	(2,024,003)	678,520	10,568,808	10,579,459	10,651	0.10%
WATER PLANT	2,024,003	1,663,813	1,867,795	2,048,345	180,550	9.67%
Total Water System:	0	2,342,333	12,436,603	12,627,804	191,201	1.54%
Water and Wastewater Total:	0	3,371,966	22,828,901	24,017,792	1,188,891	5.21%
Service Level Changes:						
Eliminate Temporary Summer Construction Positions & Create 3 Full-time Operator Positions				-		
Water and Wastewater Total after Service Level Changes:				24,017,792	1,188,891	5.21%

* Actuals subject to year-end adjustments and accrual

** Totals may vary slightly from computer generated budget reports due to rounding

Activity Summary Overview - 2021 Budget

Water & Wastewater

The enclosed Water & Wastewater Budget represents the requirement to provide for the operation and maintenance of the water treatment plant and the water distribution system to ensure the sourcing and delivery of clean, safe, drinking water to the citizens of North Bay, as well as to provide for the operation and maintenance of the sanitary sewer collection system and the sewage treatment plant to ensure safe transportation and disposal of sewage. These services are highly regulated and are provided in accordance with Provincial regulations and guidelines.

Recent capital investment in water and wastewater assets is helping to mitigate increases in operating repairs. Spending less time on emergency repairs allows staff to focus on more preventive maintenance and other activities that further improve the sustainability of the system.

Water Distribution Systems:

The water distribution system, including mains, valves, hydrants, and services contains approximately 15,500 service connections, approximately 304 kilometers of water main and 2,500 valves.

In 2019, the department repaired 63 broken water mains and 39 service leaks. As of September 10th, 2020, staff had repaired 20 broken water mains and 31 service leaks. In addition to repairs, the major duties include: water on/off's, water locates, new servicing, dead end flushing, water sampling, replacement of valves, various appurtenances and conducting preventative maintenance.

Wastewater System:

The wastewater system including sanitary mains, 17 lift stations, manholes, force mains, and services contain approximately 270 kilometers of sanitary main, 15,000 services and 3,500 sanitary maintenance holes.

In 2019, the department serviced 35 sanitary main back-ups and 65 sanitary service back-ups. As of September 10th, 2020, staff had attended to 21 sanitary main back-ups and 27 sanitary service back-ups.

Other major duties include: repair and replacement of sanitary sewer connections, sewer locates, sanitary main cleaning, service and main repairs, lift station repair and maintenance, manhole repairs, new servicing, and sewer camera inspections.

Water and Wastewater Facilities:

The City of North Bay Water Treatment System is classified as a "Large Municipal Residential" Class 3 Drinking-Water System. The Ministry of the Environment, Conservation and Parks Permit to Take Water allows the City to consume up to 79,500 cubic meters per day.

The water distribution facilities consist of the following: Ellendale Reservoir, High Lift Pump Station & Re-chlorination Facility; CFB Reservoir; Cedar Heights Pumping Station & Standpipe; Judge Avenue Valve Chamber & Re-chlorination Station; Birch's Road Standpipe

and Re-chlorination Station; and Airport Road Standpipe, Booster Pumping Station and Re-chlorination Facility.

The membrane filtration water treatment plant is SCADA controlled with ultraviolet and chlorine disinfection systems. The plant also includes fluoride addition along with corrosion control addition prior to delivery to the distribution system.

The City of North Bay Wastewater Treatment System has a design capacity of 54,500 m³/day and is a Class 4 Wastewater System (highest class possible in Ontario). The conventional activated sludge facility uses biological oxidation, anaerobic digestions and centrifugation.

The major duties for the water and wastewater facilities department include:

- a. Regulatory monitoring and recording and reporting of operational data of plants and remote facilities.
- b. Adjusting process parameters and procedures to ensure efficient operations.
- c. Responding to SCADA alarms and other emergencies within the water and wastewater facilities.
- d. Performing preventative and emergency maintenance.
- e. Managing capital projects at existing facilities as well as assisting with design and inspection for new facilities within the water and wastewater system.
- f. Operators and maintenance personnel assist other departments as required (leachate facilities, lift stations, etc.).

Water and Wastewater Positions:

Below are the Full Time Equivalent (FTE) of staff who deliver water and wastewater services. FTE is used to measure a worker's involvement in the service and indicates the workload of an employed person in a way that makes workloads comparable across various contexts.

Therefore, an FTE of 1.0 means that the person is equal to a full-time worker, while an FTE of 0.5 signals that the worker is only allocated to the service half the time. Throughout the City's budget, one staff may be allocated to several services.

Water and Wastewater Positions	2020 FTE	2021 FTE
Senior Facilities & Env. Engineer	0.50	0.67
Operations Manager, Water & Wastewater Facilities	1.00	1.00
Operations Supervisor, Water & Wastewater Facilities	1.00	1.00
WWTP Clerk	1.00	1.00
WWF Operator In Training	1.00	1.00
WWF Operator 1	3.00	3.00
WWF Scada Tech*	1.00	1.00
WWF Industrial Millwright	3.00	3.00
WWF Operator II	1.00	1.00
WWF / D&C Operator	2.00	2.00
Scada Electrician	1.00	1.00
City Engineer	0.40	0.40
Director of Public Works	0.45	0.45
Manager of Operations	0.90	0.90
Supervisor	2.70	2.70
Supervisor Summer Construction *	0.48	0.48
Operator 1 Summer Construction *	2.40	2.40
Capital Project Coordinator*	1.00	1.00

Water and Wastewater Positions	2020 FTE	2021 FTE
Chargehand	7.20	7.20
Operator 1	12.12	13.02
Loader Backhoe Excavator	0.45	0.45
Certified Sewer Cleaner/Flusher	2.70	2.70
Mechanic (Lift Stations)	1.00	1.00
Truck Driver	2.70	1.80
Heavy Equipment Operator	2.70	2.70
Clerk	0.90	0.90
Students *	3.41	3.41
Water Meter Clerk	2.00	2.00
Administrative Supervisor	0.45	0.45
Engineering Tech I*	1.00	1.00
Operator 1 – Water Meter Maintenance	1.00	1.00
Totals	61.46	61.63

**Note: Of the total Facility Plants, (1) Scada Electrician is allocated to capital as approved in prior years. Of the total Water & Wastewater Distribution complement, (1) Supervisor Summer Construction, (5) Operator 1 Summer Construction, (1) Engineering Tech I, (1) Capital Project Coordinator, and (3.5) students are funded through capital.*

Notable Adjustments - 2021 Budget

Water and Wastewater

Item #	Description	Dollar Amount
1.	1001 to 1802 – Personnel Costs – Anticipated contractual salary and benefits. Partially offset with line #0460 – Transfer from Capital Fund.	\$170,244
2.	2055 – Chemicals – Increase budget to reflect actuals.	\$12,500
3.	2425 – Repair Parts – Increase budget to reflect actuals.	\$15,200
4.	2701 – Hydro – Increase budget to reflect usage and projected increase.	\$40,595
5.	2705 – Natural Gas - Increase budget to reflect usage and projected increase.	\$14,351
6.	3426 – Patching – Increase budget to reflect actual costs.	\$16,767
7.	3601 – Insurance Premiums – Increase due to reallocation of premiums based on insured values plus an anticipated 10% increase for 8 months of the year.	\$283,049
8.	4015 – Debenture Principal – As per the Long-Term Capital Funding Policy.	(\$11,426)
9.	4020 – Debenture Interest – As per the Long-Term Capital Funding Policy.	(\$115,885)
10.	5101 – Capital Levy – As per the Long-Term Capital Funding Policy, as well as staff recommended reduction in CPI.	\$572,114
11.	7010 – Administration & Overhead - Reflects internal support provided by other City departments.	\$180,130
12.	0177 – Filtration Plant Levy – Annual requirement of principal and interest on the remaining construction loan net of reserve transfer.	(\$11,773)
13.	0876 – Water Connections – Increase budget to reflect actuals.	\$15,000



Executive Report

Budget Year: 2021; YTD End Date: October 2020

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	2,636,065	2,107,520	3,478,529	3,595,300	116,771	3.36 %
1002 TEMPORARY SALARIES	79,988	5,220	18,054	64,319	46,265	256.26 %
1003 SHIFT PREMIUM	3,391	4,281	4,747	4,897	150	3.16 %
1004 OTHER/STANDBY	100,574	77,738	96,542	97,275	733	0.76 %
1010 MODIFIED/ACCOMMODATED	1,283	33,926	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	541,146	551,323	10,177	1.88 %
1101 OVERTIME FULLTIME	354,719	144,492	242,057	258,575	16,518	6.82 %
1102 OVERTIME PART TIME	286	72	0	0	0	0.00 %
1202 VACATION	263,433	168,110	3,971	4,043	72	1.81 %
1203 COMPASSIONATE LEAVE	1,381	5,107	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	123,465	57,561	0	0	0	0.00 %
1207 SICK LEAVE	119,546	81,277	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	531	0	0	0	0	0.00 %
1301 WSIB LEAVE	(12,910)	(6,106)	0	0	0	0.00 %
1401 TRAINING & SAFETY	28,619	23,151	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	2,563	25	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	1,046,015	902,343	1,197,150	1,178,258	(18,892)	-1.58 %
1802 FRINGE BENEFITS-PARTTIME	12,015	1,722	13,099	11,549	(1,550)	-11.83 %
PERSONNEL TOTAL	4,760,964	3,606,439	5,595,295	5,765,539	170,244	3.04 %
GOODS & SERVICES						
2001 SAND	0	664	0	0	0	0.00 %
2002 SALT	42	871	0	0	0	0.00 %
2006 ASPHALT - COLD MIX	28,443	9,111	21,000	21,630	630	3.00 %
2007 CONSTRUCTION SUPPLIES	0	134	0	0	0	0.00 %
2008 CEMENT	0	0	4,000	4,000	0	0.00 %
2009 METALS	840	3,129	0	0	0	0.00 %
2010 TRAFFIC SUPPLIES	110	0	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	119,487	117,221	146,000	148,700	2,700	1.85 %
2030 GRAVEL	67,733	12,288	88,500	88,500	0	0.00 %
2055 CHEMICALS	512,867	439,233	418,000	430,500	12,500	2.99 %
2099 MISC. MATERIALS	24,799	2,252	4,000	4,000	0	0.00 %
2401 GAS FUEL	37,801	20,826	36,430	37,045	615	1.69 %
2405 DIESEL FUEL	104,334	58,232	98,399	99,025	626	0.64 %
2407 COLOURED/DYED DIESEL	46,372	29,194	51,191	46,422	(4,769)	-9.32 %
2410 PROPANE	0	7	0	0	0	0.00 %
2415 LUBRICANTS	7,100	4,576	6,000	6,000	0	0.00 %
2425 REPAIR PARTS	33,941	21,998	4,800	20,000	15,200	316.67 %
2430 MECHANIC SHOP SUPPLIES	7,174	3,059	4,500	4,500	0	0.00 %
2435 TOOLS	36,719	26,509	34,068	34,068	0	0.00 %



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	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Council Review	Variance	Variance %
2440 MAINTENANCE SUPPLIES	9,374	13,273	4,085	6,085	2,000	48.96 %
2601 OFFICE SUPPLIES	15,524	9,017	10,400	10,400	0	0.00 %
2615 JANITORIAL SUPPLIES	3,626	3,717	6,200	7,200	1,000	16.13 %
2625 BUILDING MAINT SUPPLIES	3,219	2,255	2,150	2,150	0	0.00 %
2650 CLOTHING / UNIFORM	17,286	15,819	21,475	20,975	(500)	-2.33 %
2655 SAFETY SUPPLIES	47,754	30,096	45,481	46,031	550	1.21 %
2660 SAFETY BOOT ALLOWANCE	6,748	5,834	11,997	12,397	400	3.33 %
2690 ELECTRONIC MATERIALS	196	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	69	0	1,500	1,500	0	0.00 %
2701 HYDRO	1,332,493	865,821	1,278,118	1,318,713	40,595	3.18 %
2705 NATURAL GAS	82,129	109,828	76,515	90,866	14,351	18.76 %
2715 WATER	21,196	13,965	20,276	22,626	2,350	11.59 %
2720 MUNICIPAL TAXES	230,007	231,550	239,209	240,813	1,604	0.67 %
2975 LAB TESTING	39,418	24,809	30,000	30,000	0	0.00 %
2977 LABORATORY CONSUMABLES	19,403	19,058	15,000	18,000	3,000	20.00 %
2980 INSTRUMENTATION	18,477	37,036	14,000	15,000	1,000	7.14 %
2985 LAB EQUIPMENT	760	5,583	2,000	2,000	0	0.00 %
2987 ELECTRICAL SUPPLIES	3,266	4,187	1,500	1,500	0	0.00 %
3001 POSTAGE	123,653	93,205	129,600	125,000	(4,600)	-3.55 %
3005 COURIER & DELIVERY	2,001	1,275	2,000	3,000	1,000	50.00 %
3007 ONTARIO 1 CALL CENTER	5,154	5,238	6,000	8,000	2,000	33.33 %
3010 TELEPHONE	50,013	43,481	45,500	47,000	1,500	3.30 %
3030 TRAVEL	689	0	0	0	0	0.00 %
3035 MILEAGE	7,550	5,361	6,500	6,700	200	3.08 %
3055 MEETING COSTS	1,090	727	0	700	700	100.00 %
3060 MEALS	81	0	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	5,542	3,520	5,137	5,825	688	13.39 %
3070 TRAINING COURSES - OUT	8,680	7,889	0	0	0	0.00 %
3075 TRAINING COURSES- IN	28,709	13,217	53,000	53,000	0	0.00 %
3088 REBATES/REFUNDS	7,413	7,002	10,000	10,000	0	0.00 %
3089 CONSUMPTION CREDITS	20,527	22,374	17,500	17,500	0	0.00 %
3099 MISC ADMIN EXPENSES	34	0	0	0	0	0.00 %
3115 ENGINEERING FEES	1,505	0	0	0	0	0.00 %
3130 CONSULTANT FEES	5,304	0	0	0	0	0.00 %
3170 LEGAL SEARCHES	452	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	2,601	2,290	2,545	2,945	400	15.72 %
3205 VEHICLE LEASE/RENTAL	1,784	4,708	10,000	6,000	(4,000)	-40.00 %
3207 EQUIPMENT LEASE	612	563	0	600	600	100.00 %
3299 MISC LEASES & RENTS	0	641	0	0	0	0.00 %
3301 RADIO MAINTENANCE	68,431	66,686	67,470	69,683	2,213	3.28 %



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	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Council Review	Variance	Variance %
3305 BUILDING MAINTENANCE	0	552	0	0	0	0.00 %
3325 WATER METER MAINTENANCE	14,261	1,613	40,000	40,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	97,124	102,952	98,640	99,532	892	0.90 %
3350 DRY CLEANING/LAUNDERING	592	1,227	1,000	1,050	50	5.00 %
3380 INTERNAL PROPERTY DAMAGES	0	20	0	0	0	0.00 %
3412 INTERNET FEES	3,541	2,190	2,000	3,500	1,500	75.00 %
3425 CONSTRUCTION CONTRACT	340,020	47,568	135,315	135,315	0	0.00 %
3426 PATCHING	581,477	278,175	558,084	574,851	16,767	3.00 %
3427 HYDROSEEDING	28,412	28,556	34,957	36,005	1,048	3.00 %
3428 CONCRETE RESTORATION	11,598	14,081	39,140	40,314	1,174	3.00 %
3445 SNOW REMOVAL CONTRACT	11,066	0	0	0	0	0.00 %
3455 SECURITY SERVICES	0	802	0	700	700	100.00 %
3489 CONTRACT/OUTSIDE SERVICES	58,800	53,234	40,000	40,000	0	0.00 %
3499 MISC CONTRACTS	0	763	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	160,007	326,195	157,527	440,576	283,049	179.68 %
3969 SLUDGE DISPOSAL	130,969	69,430	100,000	100,000	0	0.00 %
GOODS & SERVICES TOTAL	4,658,399	3,346,687	4,258,709	4,658,442	399,733	9.39 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	2,411,088	2,811,425	2,811,426	2,800,000	(11,426)	-0.41 %
4020 DEBENTURE INTEREST	343,340	415,175	458,608	342,723	(115,885)	-25.27 %
FINANCIAL EXPENSES TOTAL	2,754,428	3,226,600	3,270,034	3,142,723	(127,311)	-3.89 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	3,507	1,448	500	500	0	0.00 %
5020 WATER METERS	6,903	10,134	50,000	50,000	0	0.00 %
5101 CAPITAL LEVY	8,547,187	8,864,428	8,864,428	9,436,542	572,114	6.45 %
5115 TRANSFER TO RESERVE FUND	599,873	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	9,157,470	8,876,010	8,914,928	9,487,042	572,114	6.42 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	628,117	536,038	757,005	765,659	8,654	1.14 %
7010 ADMINISTRATON & OVERHEAD	1,548,080	1,283,621	1,540,344	1,720,474	180,130	11.69 %
7050 FLEET CHARGEBACK CHARGES	23,218	7,013	0	1,500	1,500	100.00 %
EXPENSE TOTAL	23,530,676	20,882,408	24,336,315	25,541,379	1,205,064	4.95 %
REVENUE						
0175 DIRECT WATER BILLINGS	12,425,337	9,240,926	0	0	0	0.00 %
0177 FILTRATION PLANT LEVY	407,525	315,154	375,425	363,652	(11,773)	-3.14 %
0178 CONSTRUCTION WATER	34,349	12,120	10,000	10,000	0	0.00 %
0180 SEWER SURCHARGE	10,002,167	7,550,740	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	53,198	12,538	47,000	47,000	0	0.00 %
0456 SALE OF SCRAP METALS	3,031	2,508	5,000	5,000	0	0.00 %
0459 OTHER SALES	193	0	0	0	0	0.00 %



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Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Council Review	Variance	Variance %
0460 TRANSFER FRM CAPITAL FUND	0	0	650,489	653,434	2,945	0.45 %
0468 METER REPLACEMENT	6,260	2,123	4,300	4,300	0	0.00 %
0470 TSF FROM RESERVE FUND	164,271	164,100	164,100	164,100	0	0.00 %
0472 REIMB - CUPE BENEFITS	5,403	1,608	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	16,357	4,401	0	0	0	0.00 %
0480 SUNDRY REVENUE	12,077	3,914	15,000	15,000	0	0.00 %
0856 RETURN CHEQUE CHARGE	7,625	1,151	7,000	7,000	0	0.00 %
0860 ACCOUNT ADJ./METER READS	33,808	22,372	36,000	36,000	0	0.00 %
0861 OFFICIAL RECEIPTS	58	0	100	100	0	0.00 %
0873 SANITARY SEWER CONNECTION	9,932	14,406	10,000	10,000	0	0.00 %
0874 SEWER RODDINGS	19,850	10,424	25,000	25,000	0	0.00 %
0876 WATER CONNECTIONS	59,590	15,536	20,000	35,000	15,000	75.00 %
0877 WATER THAWS	5,692	0	3,000	3,000	0	0.00 %
0878 WATER TURN ON/OFF	43,573	23,602	25,000	30,000	5,000	20.00 %
0897 PATTON BULK WATER	36,288	26,393	15,000	20,000	5,000	33.33 %
0899 OTHER SERVICE CHARGES	122,070	28,157	45,000	45,000	0	0.00 %
0985 SEPTAGE TREATMENT	62,027	58,271	50,000	50,000	0	0.00 %
REVENUE TOTAL	23,530,681	17,510,444	1,507,414	1,523,586	16,172	1.07 %
GRAND TOTAL:	(5)	3,371,964	22,828,901	24,017,793	1,188,892	5.21 %



WATER

2021 OPERATING BUDGET



Executive Report

Budget Year: 2021; YTD End Date: October 2020

Department(s): Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,553,610	1,347,685	1,855,179	1,902,842	47,663	2.57 %
1002 TEMPORARY SALARIES	38,101	5,025	0	23,712	23,712	100.00 %
1003 SHIFT PREMIUM	2,372	3,350	3,647	3,797	150	4.11 %
1004 OTHER/STANDBY	65,771	46,413	53,857	42,220	(11,637)	-21.61 %
1010 MODIFIED/ACCOMMODATED	504	29,457	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	259,286	274,117	14,831	5.72 %
1101 OVERTIME FULLTIME	228,859	95,817	143,857	154,082	10,225	7.11 %
1102 OVERTIME PART TIME	0	36	0	0	0	0.00 %
1202 VACATION	226,194	139,524	1,677	1,707	30	1.79 %
1203 COMPASSIONATE LEAVE	966	5,107	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	105,841	43,779	0	0	0	0.00 %
1207 SICK LEAVE	109,558	63,852	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	404	0	0	0	0	0.00 %
1301 WSIB LEAVE	(12,755)	(6,106)	0	0	0	0.00 %
1401 TRAINING & SAFETY	28,619	16,450	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	1,803	25	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	767,982	675,788	633,129	624,150	(8,979)	-1.42 %
1802 FRINGE BENEFITS-PARTTIME	9,524	1,722	5,531	4,877	(654)	-11.82 %
PERSONNEL TOTAL	3,127,353	2,467,924	2,956,163	3,031,504	75,341	2.55 %
GOODS & SERVICES						
2001 SAND	0	664	0	0	0	0.00 %
2002 SALT	0	871	0	0	0	0.00 %
2006 ASPHALT - COLD MIX	26,023	6,740	16,000	16,480	480	3.00 %
2007 CONSTRUCTION SUPPLIES	0	96	0	0	0	0.00 %
2008 CEMENT	0	0	1,000	1,000	0	0.00 %
2009 METALS	0	1,697	0	0	0	0.00 %
2010 TRAFFIC SUPPLIES	110	0	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	101,545	85,088	91,000	93,700	2,700	2.97 %
2030 GRAVEL	52,013	10,604	69,900	69,900	0	0.00 %
2055 CHEMICALS	291,263	233,771	225,500	228,000	2,500	1.11 %
2099 MISC. MATERIALS	3,777	829	2,000	2,000	0	0.00 %
2401 GAS FUEL	16,258	8,032	14,754	14,924	170	1.15 %
2405 DIESEL FUEL	62,195	32,292	54,666	55,014	348	0.64 %
2407 COLOURED/DYED DIESEL	27,741	23,353	32,495	29,846	(2,649)	-8.15 %
2410 PROPANE	0	7	0	0	0	0.00 %
2415 LUBRICANTS	2,803	2,034	3,000	3,000	0	0.00 %
2425 REPAIR PARTS	18,647	9,946	1,300	12,000	10,700	823.08 %
2430 MECHANIC SHOP SUPPLIES	507	31	500	500	0	0.00 %
2435 TOOLS	16,604	15,791	18,038	18,038	0	0.00 %



Executive Report

Budget Year: 2021; YTD End Date: October 2020

Department(s): Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Council Review	Variance	Variance %
2440 MAINTENANCE SUPPLIES	1,403	9,712	3,085	3,085	0	0.00 %
2601 OFFICE SUPPLIES	12,847	5,987	7,400	7,400	0	0.00 %
2615 JANITORIAL SUPPLIES	1,743	2,637	5,200	5,200	0	0.00 %
2625 BUILDING MAINT SUPPLIES	77	736	500	500	0	0.00 %
2650 CLOTHING / UNIFORM	6,971	6,785	8,845	8,845	0	0.00 %
2655 SAFETY SUPPLIES	23,318	18,616	20,823	21,373	550	2.64 %
2660 SAFETY BOOT ALLOWANCE	2,594	2,844	5,415	5,815	400	7.39 %
2699 MISC GENERAL SUPPLIES	0	0	1,000	1,000	0	0.00 %
2701 HYDRO	763,731	508,814	732,282	775,054	42,772	5.84 %
2705 NATURAL GAS	12,956	10,650	11,091	14,334	3,243	29.24 %
2715 WATER	19,525	12,739	18,577	20,843	2,266	12.20 %
2720 MUNICIPAL TAXES	136,964	137,846	142,444	143,361	917	0.64 %
2975 LAB TESTING	23,741	17,512	20,000	20,000	0	0.00 %
2977 LABORATORY CONSUMABLES	13,565	11,995	9,000	11,000	2,000	22.22 %
2980 INSTRUMENTATION	7,571	16,871	6,000	7,000	1,000	16.67 %
2985 LAB EQUIPMENT	760	739	2,000	2,000	0	0.00 %
2987 ELECTRICAL SUPPLIES	1,038	1,656	0	0	0	0.00 %
3001 POSTAGE	123,653	93,202	129,600	125,000	(4,600)	-3.55 %
3005 COURIER & DELIVERY	0	73	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	2,863	3,219	6,000	8,000	2,000	33.33 %
3010 TELEPHONE	15,144	13,273	15,000	16,500	1,500	10.00 %
3030 TRAVEL	689	0	0	0	0	0.00 %
3035 MILEAGE	3,094	1,958	4,000	4,000	0	0.00 %
3055 MEETING COSTS	290	686	0	700	700	100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,392	2,242	5,137	5,825	688	13.39 %
3070 TRAINING COURSES - OUT	8,380	5,494	0	0	0	0.00 %
3075 TRAINING COURSES- IN	18,322	10,921	34,000	34,000	0	0.00 %
3088 REBATES/REFUNDS	7,413	7,002	10,000	10,000	0	0.00 %
3089 CONSUMPTION CREDITS	11,739	12,294	10,000	10,000	0	0.00 %
3099 MISC ADMIN EXPENSES	30	0	0	0	0	0.00 %
3115 ENGINEERING FEES	1,505	0	0	0	0	0.00 %
3130 CONSULTANT FEES	5,304	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	1,462	1,540	1,255	1,655	400	31.87 %
3205 VEHICLE LEASE/RENTAL	889	2,581	10,000	6,000	(4,000)	-40.00 %
3207 EQUIPMENT LEASE	612	563	0	600	600	100.00 %
3301 RADIO MAINTENANCE	63,520	66,584	62,470	64,683	2,213	3.54 %
3305 BUILDING MAINTENANCE	0	552	0	0	0	0.00 %
3325 WATER METER MAINTENANCE	14,261	1,613	40,000	40,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	50,990	51,476	51,800	52,296	496	0.96 %
3350 DRY CLEANING/LAUNDERING	250	703	1,000	1,050	50	5.00 %



Executive Report

Budget Year: 2021; YTD End Date: October 2020

Department(s): Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Council Review	Variance	Variance %
3380 INTERNAL PROPERTY DAMAGES	0	20	0	0	0	0.00 %
3412 INTERNET FEES	1,939	2,190	1,500	2,000	500	33.33 %
3425 CONSTRUCTION CONTRACT	62,659	20,297	70,175	70,175	0	0.00 %
3426 PATCHING	230,762	206,644	320,461	330,100	9,639	3.01 %
3427 HYDROSEEDING	15,169	14,621	20,890	21,516	626	3.00 %
3428 CONCRETE RESTORATION	4,596	4,354	30,900	31,827	927	3.00 %
3445 SNOW REMOVAL CONTRACT	6,595	0	0	0	0	0.00 %
3455 SECURITY SERVICES	0	802	0	700	700	100.00 %
3489 CONTRACT/OUTSIDE SERVICES	30,036	29,459	15,000	15,000	0	0.00 %
3601 INSURANCE PREMIUMS	61,175	131,446	58,803	178,995	120,192	204.40 %
GOODS & SERVICES TOTAL	2,395,023	1,883,794	2,421,806	2,621,834	200,028	8.26 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	1,640,410	1,745,748	1,695,748	1,734,323	38,575	2.27 %
4020 DEBENTURE INTEREST	219,867	245,685	252,765	200,276	(52,489)	-20.77 %
FINANCIAL EXPENSES TOTAL	1,860,277	1,991,433	1,948,513	1,934,599	(13,914)	-0.71 %
CAPITAL/RESERVE TRANSACTIONS						
5020 WATER METERS	6,903	10,134	50,000	50,000	0	0.00 %
5101 CAPITAL LEVY	4,700,953	4,875,435	4,875,435	4,718,271	(157,164)	-3.22 %
5115 TRANSFER TO RESERVE FUND	110,000	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,817,856	4,885,569	4,925,435	4,768,271	(157,164)	-3.19 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	313,378	272,783	397,246	409,144	11,898	3.00 %
7010 ADMINISTRATON & OVERHEAD	845,274	693,168	831,801	920,563	88,762	10.67 %
7050 FLEET CHARGEBACK CHARGES	23,074	5,467	0	0	0	0.00 %
EXPENSE TOTAL	13,382,235	12,200,138	13,480,964	13,685,915	204,951	1.52 %
REVENUE						
0175 DIRECT WATER BILLINGS	12,425,337	9,240,926	0	0	0	0.00 %
0177 FILTRATION PLANT LEVY	407,525	315,154	375,425	363,652	(11,773)	-3.14 %
0178 CONSTRUCTION WATER	34,349	12,120	10,000	10,000	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	26,599	6,269	23,500	23,500	0	0.00 %
0456 SALE OF SCRAP METALS	1,796	2,508	0	0	0	0.00 %
0459 OTHER SALES	193	0	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	325,937	326,460	523	0.16 %
0468 METER REPLACEMENT	6,260	2,123	4,300	4,300	0	0.00 %
0470 TSF FROM RESERVE FUND	164,271	164,100	164,100	164,100	0	0.00 %
0472 REIMB - CUPE BENEFITS	4,958	1,580	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	15,352	4,280	0	0	0	0.00 %
0480 SUNDRY REVENUE	11,279	3,564	15,000	15,000	0	0.00 %
0856 RETURN CHEQUE CHARGE	7,625	1,151	7,000	7,000	0	0.00 %
0860 ACCOUNT ADJ./METER READS	33,808	22,372	36,000	36,000	0	0.00 %



Executive Report

Budget Year: 2021; YTD End Date: October 2020

Department(s): Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Council Review	Variance	Variance %
0861 OFFICIAL RECEIPTS	58	0	100	100	0	0.00 %
0874 SEWER RODDINGS	598	0	0	0	0	0.00 %
0876 WATER CONNECTIONS	59,590	15,536	20,000	35,000	15,000	75.00 %
0877 WATER THAWS	5,692	0	3,000	3,000	0	0.00 %
0878 WATER TURN ON/OFF	43,573	23,602	25,000	30,000	5,000	20.00 %
0897 PATTON BULK WATER	36,288	26,393	15,000	20,000	5,000	33.33 %
0899 OTHER SERVICE CHARGES	97,089	16,130	20,000	20,000	0	0.00 %
REVENUE TOTAL	13,382,240	9,857,808	1,044,362	1,058,112	13,750	1.32 %
GRAND TOTAL:	(5)	2,342,330	12,436,602	12,627,803	191,201	1.54 %



WASTEWATER

2021 OPERATING BUDGET



Executive Report

Budget Year: 2021; YTD End Date: October 2020

Department(s): Wastewater System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,082,455	759,835	1,623,350	1,692,458	69,108	4.26 %
1002 TEMPORARY SALARIES	41,887	195	18,054	40,607	22,553	124.92 %
1003 SHIFT PREMIUM	1,019	931	1,100	1,100	0	0.00 %
1004 OTHER/STANDBY	34,803	31,325	42,685	55,055	12,370	28.98 %
1010 MODIFIED/ACCOMMODATED	779	4,469	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	281,860	277,206	(4,654)	-1.65 %
1101 OVERTIME FULLTIME	125,860	48,675	98,200	104,493	6,293	6.41 %
1102 OVERTIME PART TIME	286	36	0	0	0	0.00 %
1202 VACATION	37,239	28,586	2,294	2,336	42	1.83 %
1203 COMPASSIONATE LEAVE	415	0	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	17,624	13,782	0	0	0	0.00 %
1207 SICK LEAVE	9,988	17,425	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	127	0	0	0	0	0.00 %
1301 WSIB LEAVE	(155)	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	0	6,701	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	760	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	278,033	226,555	564,021	554,108	(9,913)	-1.76 %
1802 FRINGE BENEFITS-PARTTIME	2,491	0	7,568	6,672	(896)	-11.84 %
PERSONNEL TOTAL	1,633,611	1,138,515	2,639,132	2,734,035	94,903	3.60 %
GOODS & SERVICES						
2002 SALT	42	0	0	0	0	0.00 %
2006 ASPHALT - COLD MIX	2,420	2,371	5,000	5,150	150	3.00 %
2007 CONSTRUCTION SUPPLIES	0	38	0	0	0	0.00 %
2008 CEMENT	0	0	3,000	3,000	0	0.00 %
2009 METALS	840	1,432	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	17,942	32,133	55,000	55,000	0	0.00 %
2030 GRAVEL	15,720	1,684	18,600	18,600	0	0.00 %
2055 CHEMICALS	221,604	205,462	192,500	202,500	10,000	5.19 %
2099 MISC. MATERIALS	21,022	1,423	2,000	2,000	0	0.00 %
2401 GAS FUEL	21,543	12,794	21,676	22,121	445	2.05 %
2405 DIESEL FUEL	42,139	25,940	43,733	44,011	278	0.64 %
2407 COLOURED/DYED DIESEL	18,631	5,841	18,696	16,576	(2,120)	-11.34 %
2415 LUBRICANTS	4,297	2,542	3,000	3,000	0	0.00 %
2425 REPAIR PARTS	15,294	12,052	3,500	8,000	4,500	128.57 %
2430 MECHANIC SHOP SUPPLIES	6,667	3,028	4,000	4,000	0	0.00 %
2435 TOOLS	20,115	10,718	16,030	16,030	0	0.00 %
2440 MAINTENANCE SUPPLIES	7,971	3,561	1,000	3,000	2,000	200.00 %
2601 OFFICE SUPPLIES	2,677	3,030	3,000	3,000	0	0.00 %
2615 JANITORIAL SUPPLIES	1,883	1,080	1,000	2,000	1,000	100.00 %



Executive Report

Budget Year: 2021; YTD End Date: October 2020

Department(s): Wastewater System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Council Review	Variance	Variance %
2625 BUILDING MAINT SUPPLIES	3,142	1,519	1,650	1,650	0	0.00 %
2650 CLOTHING / UNIFORM	10,315	9,034	12,630	12,130	(500)	-3.96 %
2655 SAFETY SUPPLIES	24,436	11,480	24,658	24,658	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	4,154	2,990	6,582	6,582	0	0.00 %
2690 ELECTRONIC MATERIALS	196	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	69	0	500	500	0	0.00 %
2701 HYDRO	568,762	357,007	545,836	543,659	(2,177)	-0.40 %
2705 NATURAL GAS	69,173	99,178	65,424	76,532	11,108	16.98 %
2715 WATER	1,671	1,226	1,699	1,783	84	4.94 %
2720 MUNICIPAL TAXES	93,043	93,704	96,765	97,452	687	0.71 %
2975 LAB TESTING	15,677	7,297	10,000	10,000	0	0.00 %
2977 LABORATORY CONSUMABLES	5,838	7,063	6,000	7,000	1,000	16.67 %
2980 INSTRUMENTATION	10,906	20,165	8,000	8,000	0	0.00 %
2985 LAB EQUIPMENT	0	4,844	0	0	0	0.00 %
2987 ELECTRICAL SUPPLIES	2,228	2,531	1,500	1,500	0	0.00 %
3001 POSTAGE	0	3	0	0	0	0.00 %
3005 COURIER & DELIVERY	2,001	1,202	2,000	3,000	1,000	50.00 %
3007 ONTARIO 1 CALL CENTER	2,291	2,019	0	0	0	0.00 %
3010 TELEPHONE	34,869	30,208	30,500	30,500	0	0.00 %
3035 MILEAGE	4,456	3,403	2,500	2,700	200	8.00 %
3055 MEETING COSTS	800	41	0	0	0	0.00 %
3060 MEALS	81	0	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,150	1,278	0	0	0	0.00 %
3070 TRAINING COURSES - OUT	300	2,395	0	0	0	0.00 %
3075 TRAINING COURSES- IN	10,387	2,296	19,000	19,000	0	0.00 %
3089 CONSUMPTION CREDITS	8,788	10,080	7,500	7,500	0	0.00 %
3099 MISC ADMIN EXPENSES	4	0	0	0	0	0.00 %
3170 LEGAL SEARCHES	452	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	1,139	750	1,290	1,290	0	0.00 %
3205 VEHICLE LEASE/RENTAL	895	2,127	0	0	0	0.00 %
3299 MISC LEASES & RENTS	0	641	0	0	0	0.00 %
3301 RADIO MAINTENANCE	4,911	102	5,000	5,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	46,134	51,476	46,840	47,236	396	0.85 %
3350 DRY CLEANING/LAUNDERING	342	524	0	0	0	0.00 %
3412 INTERNET FEES	1,602	0	500	1,500	1,000	200.00 %
3425 CONSTRUCTION CONTRACT	277,361	27,271	65,140	65,140	0	0.00 %
3426 PATCHING	350,715	71,531	237,623	244,751	7,128	3.00 %
3427 HYDROSEEDING	13,243	13,935	14,067	14,489	422	3.00 %
3428 CONCRETE RESTORATION	7,002	9,727	8,240	8,487	247	3.00 %
3445 SNOW REMOVAL CONTRACT	4,471	0	0	0	0	0.00 %



Executive Report

Budget Year: 2021; YTD End Date: October 2020

Department(s): Wastewater System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT

	2019 Actuals	2020 Actuals YTD	2020 Budget	2021 Council Review	Variance	Variance %
3489 CONTRACT/OUTSIDE SERVICES	28,764	23,775	25,000	25,000	0	0.00 %
3499 MISC CONTRACTS	0	763	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	98,832	194,749	98,724	261,581	162,857	164.96 %
3969 SLUDGE DISPOSAL	130,969	69,430	100,000	100,000	0	0.00 %
GOODS & SERVICES TOTAL	2,263,376	1,462,893	1,836,903	2,036,608	199,705	10.87 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	770,678	1,065,677	1,115,678	1,065,677	(50,001)	-4.48 %
4020 DEBENTURE INTEREST	123,473	169,490	205,843	142,447	(63,396)	-30.80 %
FINANCIAL EXPENSES TOTAL	894,151	1,235,167	1,321,521	1,208,124	(113,397)	-8.58 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	3,507	1,448	500	500	0	0.00 %
5101 CAPITAL LEVY	3,846,234	3,988,993	3,988,993	4,718,271	729,278	18.28 %
5115 TRANSFER TO RESERVE FUND	489,873	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,339,614	3,990,441	3,989,493	4,718,771	729,278	18.28 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	314,739	263,255	359,759	356,515	(3,244)	-0.90 %
7010 ADMINISTRATON & OVERHEAD	702,806	590,453	708,543	799,911	91,368	12.90 %
7050 FLEET CHARGEBACK CHARGES	144	1,546	0	1,500	1,500	100.00 %
EXPENSE TOTAL	10,148,441	8,682,270	10,855,351	11,855,464	1,000,113	9.21 %
REVENUE						
0180 SEWER SURCHARGE	10,002,167	7,550,740	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	26,599	6,269	23,500	23,500	0	0.00 %
0456 SALE OF SCRAP METALS	1,235	0	5,000	5,000	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	324,552	326,974	2,422	0.75 %
0472 REIMB - CUPE BENEFITS	445	28	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	1,005	121	0	0	0	0.00 %
0480 SUNDRY REVENUE	798	350	0	0	0	0.00 %
0873 SANITARY SEWER CONNECTION	9,932	14,406	10,000	10,000	0	0.00 %
0874 SEWER RODDINGS	19,252	10,424	25,000	25,000	0	0.00 %
0899 OTHER SERVICE CHARGES	24,981	12,027	25,000	25,000	0	0.00 %
0985 SEPTAGE TREATMENT	62,027	58,271	50,000	50,000	0	0.00 %
REVENUE TOTAL	10,148,441	7,652,636	463,052	465,474	2,422	0.52 %
GRAND TOTAL:	0	1,029,634	10,392,299	11,389,990	997,691	9.60 %



2021

SERVICE LEVEL CHANGES

Service Level Reduction / Increase 2021

Description/Title: Eliminate temporary summer construction distribution and collection positions and create 3 full time operator positions

Service Enhancement or Reduction: Enhancement

Public: X **In Camera:** ___ **Service Area/Business Unit** Water & Wastewater

Department: Water and Wastewater Facilities / Water and Sewer Distribution

Costing Center #: 3317/3399/3138

Budget Impacted: Municipal Levy ___ Building Permit ___ Reserve ___ Other ___ Water X Sewer X

Detail:

This service level change eliminates the temporary summer construction positions for the distribution & collection department and adds three (3) full time equivalent Level 1 Operator Distribution & Collection positions. The net FTE change is 0.10.

The water and wastewater distribution and collection department currently has 5 positions which are temporary full-time positions dedicated to summer construction. Historically it has been difficult to fill these positions due to lack of qualified applicants. Staff retention has also been an issue as these positions are temporary and therefore once staff is trained they will relocate to a different community in order to obtain full time work. It also takes significant time and resources to fill these temporary positions annually. This change proposes that these 5 temporary positions (Equivalent to 2.90FTE) be eliminated and that 3 full time Operator 1 positions (3.00FTE) be created.

This service level change will aid with staff retention and reduce the amount of time being spent on recruitment annually. This change will also allow for a greater number of staff to be available for operation and maintenance tasks over the winter months. With the elimination of the 5 temporary summer construction FTEs the overall FTE impact to the organization is 0.1. The budget change would be minimal and would be absorbed by Capital and therefore the operating budget would not be affected.

Link to Strategic Plan: _____

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense 001 - 3317 - Personnel 40% 001 - 3399 - Personnel 50% 001 - 3138 - Personnel 10%			
(Revenue)			
Net Cost (Savings)	\$0		
Full Time Equivalent (FTE) Impact:	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
	0.10		
<u>Future Years Budget Impact</u> (only required for phased-in Service Level changes)	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):