

# **Western Townships Utilities Authority**

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**SERVING THE CHARTER TOWNSHIPS OF CANTON, NORTHVILLE AND PLYMOUTH**

## **ANNUAL BUDGET**

**YEAR ENDING SEPTEMBER 30, 2024**

**VERSION 1 - FINANCE COMMITTEE REVIEW**

**BOARD STUDY SESSION**

**TOWNSHIP APPROVALS**

**BOARD APPROVAL**

**DATE: AUGUST 28, 2023**

**Prepared by:**

**Suzanne Balan, Accountant  
Aaron Sprague, Director of Operations  
Jack Polhill, OMI Project Manager**

**Reviewed by:**

**WTUA Finance Committee - July 12, 2023  
Board of Commissioners Study Session - July 24, 2023**

**Approved by:**

**Charter Township of Canton - August 22, 2023  
Charter Township of Northville - August 17, 2023  
Charter Township of Plymouth - August 22, 2023  
Board of Commissioners - August 28, 2023**

**WESTERN TOWNSHIPS UTILITIES AUTHORITY  
PROPOSED ANNUAL BUDGET  
OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

Audited 2020/2021 Actual	Audited 2021/2022 Actual	Approved 2022/2023 Budget	Amended 2022/2023 Budget	Current YTD 8/16/2023	Projected 2022/2023	Recommended 2023/2024 Budget	% Variance Over/(Under) 2022/2023 Budget	% Variance Over/(Under) 2022/2023 Projected
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**OPERATIONS BUDGET**

**REVENUES**

Township billings	\$ 8,417,981	\$ 8,660,200	\$ 9,452,930	\$ 9,452,930	\$ 8,501,100	\$ 9,357,435	\$ 9,979,570	5.57%	6.65%
Saw grant funds	-	-	-	-	-	-	-	0.00%	0.00%
Interest earnings & other revenue	16,735	29,294	-	-	26,649	26,649	-	0.00%	0.00%
<b>Total Revenues</b>	<b>8,434,716</b>	<b>8,689,494</b>	<b>9,452,930</b>	<b>9,452,930</b>	<b>8,527,749</b>	<b>9,384,084</b>	<b>9,979,570</b>	<b>5.57%</b>	<b>6.35%</b>

**EXPENDITURES**

Sewage treatment charges	\$ 5,567,567	\$ 5,524,528	\$ 6,167,167	\$ 6,167,167	\$ 5,958,698	\$ 6,109,173	\$ 6,604,745	7.10%	8.11%
Operations and maintenance	1,795,517	2,104,519	2,389,253	2,389,253	1,831,569	2,383,000	2,477,020	3.87%	3.95%
Administrative	474,885	505,398	614,450	614,450	447,741	609,850	629,028	2.37%	3.14%
YCUA capacity rental	364,830	322,936	282,060	282,060	282,060	282,060	268,777	(4.71%)	(4.71%)
<b>Total Expenditures</b>	<b>8,202,599</b>	<b>8,457,378</b>	<b>9,452,930</b>	<b>9,452,930</b>	<b>8,520,067</b>	<b>9,384,084</b>	<b>9,979,570</b>	<b>5.57%</b>	<b>6.35%</b>

**NET OPERATING INCOME**

<b>\$ 232,117</b>	<b>\$ 232,116</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,681</b>	<b>\$ -</b>	<b>\$ -</b>
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**WORKING CAPITAL**

Beginning balance	\$ 278,890	\$ 278,890	\$ 278,890	\$ 278,890	\$ 278,890	\$ 278,890	\$ 278,890
Reduction of GASB68 Liability	(232,117)	(232,116)	-	-	-	-	-
Revenues less expenditures	232,117	232,116	-	-	7,681	-	-
<b>Ending balance</b>	<b>\$ 278,890</b>	<b>\$ 278,891</b>	<b>\$ 278,890</b>	<b>\$ 278,890</b>	<b>\$ 286,572</b>	<b>\$ 278,890</b>	<b>\$ 278,890</b>

**WESTERN TOWNSHIPS UTILITIES AUTHORITY  
PROPOSED ANNUAL BUDGET  
SUPPLEMENTAL INFORMATION  
DETAIL WORKSHEETS**

*Sewage Treatment Charges  
Operations & Maintenance Overview  
Lower Rouge and Middle Rouge  
Force Main, Collection System, Vehicle and Saw Grant Expenditures  
Administrative  
Administrative-Detail of Computer Expense  
Analysis of Bond Debt Service  
Additional Debt Service Information*

**WESTERN TOWNSHIPS UTILITIES AUTHORITY  
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**SEWAGE TREATMENT CHARGES**

YCUA:							
Sewage treatment charges	5,795,635	5,996,837	5,800,048	5,800,048	4,746,830	5,142,054	6,240,627
Industrial pre-treatment charges	120,371	116,261	135,000	135,000	103,343	135,000	132,000
GASB 68 - UAAL pension (fixed)	232,116	232,116	232,119	232,119	193,430	232,119	232,118
Lookback	(565,318)	(588,570)	-	-	915,095	600,000	
<b>Sewage Treatment Total</b>	<b>\$ 5,582,804</b>	<b>\$ 5,756,644</b>	<b>\$ 6,167,167</b>	<b>\$ 6,167,167</b>	<b>\$ 5,958,698</b>	<b>\$ 6,109,173</b>	<b>\$ 6,604,745</b>

**SEWAGE TREATMENT DETAIL CALCULATIONS**

Treatment Agency	Estimated Flows (1,000 gallons)	Period (from/to)	Rate	Rate Change (%)	Projected Cost (\$)
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**YCUA**

Sewage treatment charges-projected rate	4,758,077	Oct-23 - Aug-24	1.203906	10.00%	5,728,277
Sewage treatment charges-projected rate	386,884	Sept-24	1.324297	10.00%	512,349
<b>Total flows YCUA</b>	<b>5,144,961</b>				<b>Total treatment charges YCUA</b>
					<b>6,240,627</b>

Flows are based upon actual metered sewage flow

**YCUA-IPP Charges**

Canton Township	45,000
Northville Township	23,000
Plymouth Township	64,000
<b>Total YCUA IPP Charges</b>	<b>132,000</b>

UAAL for pension - fixed amount

	<u>232,118</u>
<b>Total YCUA</b>	<b>6,604,745</b>
<b>Total Sewage Treatment Charges</b>	<b>\$ 6,604,745</b>

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**OPERATIONS AND MAINTENANCE OVERVIEW**

Lower Rouge	\$ 974,345	\$ 1,172,083	\$ 1,166,309	\$ 1,166,309	\$ 1,032,708	\$ 1,159,309	\$ 1,203,765	3.21%	3.83%
Middle Rouge	443,026	434,917	549,007	549,007	466,979	574,005	585,871	6.71%	2.07%
Force Main	60,662	62,230	92,368	92,368	65,012	92,368	96,217	4.17%	4.17%
Collection System	314,734	431,362	574,068	574,068	264,591	549,818	583,667	1.67%	6.16%
Vehicle	2,762	3,927	7,500	7,500	2,278	7,500	7,500	0.00%	0.00%
Saw Grant expenditures	-	-	-	-	-	-	-	0.00%	0.00%
<b>Operation &amp; Maintenance Total</b>	<b>\$ 1,795,518</b>	<b>\$ 2,104,519</b>	<b>\$ 2,389,263</b>	<b>\$ 2,389,263</b>	<b>\$ 1,831,668</b>	<b>\$ 2,383,000</b>	<b>\$ 2,477,020</b>	<b>3.67%</b>	<b>3.95%</b>

WESTERN TOWNSHIPS UTILITIES AUTHORITY  
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<b>LOWER ROUGE</b>									
O&M Contractor	\$ 299,089	\$ 306,156	\$ 316,841	\$ 316,841	\$ 320,080	\$ 316,841	\$ 336,085	6.07%	6.07%
Parts	8,618	12,925	15,000	15,000	14,051	15,000	15,000	0.00%	0.00%
Communications	3,052	4,512	3,500	3,500	2,910	3,500	3,500	0.00%	0.00%
Instrumentation Service	2,910	2,910	4,000	3,824	3,924	4,000	4,000	0.00%	0.00%
Alarm Monitoring	4,181	2,416	4,000	4,000	1,931	4,000	4,000	0.00%	0.00%
Prev/Predictive Maintenance	14,335	13,857	20,000	20,000	21,269	22,000	22,000	10.00%	10.00%
Inspections/Permits/Licenses	992	1,975	3,000	3,000	2,533	3,000	3,000	0.00%	0.00%
Janitorial	3,274	3,351	3,468	3,468	3,504	3,468	3,680	6.10%	6.10%
General Maintenance	1,530	3,441	4,000	4,000	1,348	4,000	4,000	0.00%	0.00%
Lawn Maintenance	2,262	2,254	4,000	4,000	1,031	4,000	4,000	0.00%	0.00%
Snow Removal	6,909	6,362	7,000	7,000	5,956	7,000	7,000	0.00%	0.00%
Landscaping Maintenance	490	-	3,500	3,500	529	3,500	3,500	0.00%	0.00%
Flow Meter Maintenance	4,425	5,600	8,000	8,000	6,600	8,000	8,000	0.00%	0.00%
Electric	539,183	652,527	550,000	550,000	506,684	560,000	560,000	1.82%	0.00%
Natural Gas	19,062	24,286	27,000	27,000	29,747	30,000	30,000	11.11%	0.00%
Water/Sewer	60,341	64,979	75,000	75,000	51,893	75,000	75,000	0.00%	0.00%
Supplies and Tools	2,650	2,607	8,000	8,000	10,179	11,000	11,000	37.50%	0.00%
Fuel	-	-	10,000	10,000	-	10,000	10,000	0.00%	0.00%
Corrective Maintenance	1,040	61,925	100,000	100,000	48,640	75,000	100,000	0.00%	33.33%
<b>Lower Rouge Total</b>	<b>\$ 974,345</b>	<b>\$ 1,172,083</b>	<b>\$ 1,166,309</b>	<b>\$ 1,166,309</b>	<b>\$ 1,032,708</b>	<b>\$ 1,159,309</b>	<b>\$ 1,203,765</b>	<b>3.21%</b>	<b>3.83%</b>

Budget includes a 6.5% increase effective 1/1/2024

Suzanne: Switchgear cleaning for NPS & SPS

Trihedral/Scada maintenance \$2,910.

\$8000 for switchgear cleaning, rotating with NPS & SPS at Lower

<b>MIDDLE ROUGE</b>									
O&M Contractor	\$ 179,454	\$ 183,693	\$ 190,104	\$ 190,104	\$ 192,048	\$ 190,105	\$ 201,651	6.07%	6.07%
Parts	5,522	1,793	7,500	7,500	649	7,500	7,500	0.00%	0.00%
Communications	1,814	1,576	2,200	2,200	923	2,200	2,200	0.00%	0.00%
Instrumentation Service	2,910	2,910	4,000	4,000	2,910	4,000	4,000	0.00%	0.00%
Alarm Monitoring	2,619	2,642	2,000	2,000	2,084	2,000	2,000	0.00%	0.00%
Prev/Predictive Maintenance	198	3,118	8,000	8,000	941	8,000	8,000	0.00%	0.00%
Inspections/Permits/Licenses	2,512	1,035	4,000	4,000	1,365	4,000	4,000	0.00%	0.00%
Janitorial	4,911	5,027	5,203	5,203	5,266	5,200	5,200	6.10%	6.15%
General Maintenance	1,286	1,911	5,000	5,000	1,919	5,000	5,000	0.00%	0.00%
Lawn Maintenance	6,413	5,548	8,000	8,000	2,720	8,000	8,000	0.00%	0.00%
Snow Removal	6,679	6,758	7,000	7,000	6,211	7,000	7,000	0.00%	0.00%
Flow Meter Maintenance	665	1,860	4,000	4,000	718	4,000	4,000	0.00%	0.00%
Electric	20,700	20,625	26,000	26,000	21,600	26,000	26,000	0.00%	0.00%
Odor Control Chemicals	187,514	169,826	175,000	175,000	129,242	175,000	175,000	0.00%	0.00%
Natural Gas	4,982	4,145	10,000	10,000	4,568	10,000	10,000	0.00%	0.00%
Water/Sewer	8,367	10,044	18,000	18,000	8,916	18,000	18,000	0.00%	0.00%
Supplies and Tools	3,711	5,652	15,000	15,000	5,534	15,000	15,000	0.00%	0.00%
Corrective Maintenance	488	1,750	8,000	8,000	3,661	8,000	8,000	0.00%	0.00%
	2,582	5,004	50,000	50,000	75,715	75,000	75,000	50.00%	0.00%
<b>Middle Rouge Total</b>	<b>\$ 443,026</b>	<b>\$ 434,917</b>	<b>\$ 549,007</b>	<b>\$ 549,007</b>	<b>\$ 466,979</b>	<b>\$ 574,005</b>	<b>\$ 585,871</b>	<b>6.71%</b>	<b>2.07%</b>

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**FORCE MAIN**

O&M Contractor	\$ 59,818	\$ 61,231	\$ 63,368	\$ 64,016	\$ 63,368	\$ 67,217	6.07%	6.07%
Parts	-	304	6,000	381	6,000	6,000	0.00%	0.00%
Communications	549	593	1,000	615	1,000	1,000	0.00%	0.00%
Grounds Maintenance	-	-	500	-	500	500	0.00%	0.00%
Supplies and Tools	285	101	1,500	-	1,500	1,500	0.00%	0.00%
Corrective Maintenance	-	-	20,000	-	20,000	20,000	0.00%	0.00%
<b>Force Main Total</b>	<b>\$ 60,652</b>	<b>\$ 62,230</b>	<b>\$ 92,368</b>	<b>\$ 65,012</b>	<b>\$ 92,368</b>	<b>\$ 96,217</b>	<b>4.17%</b>	<b>4.17%</b>

**COLLECTION SYSTEM**

O&M Contractor	\$ 59,818	\$ 61,231	\$ 63,368	\$ 64,016	\$ 63,368	\$ 67,217	6.07%	6.07%
Infrastructure Maintenance	60,139	169,171	150,000	1,425	150,000	150,000	0.00%	0.00%
Parts	49	1,699	1,000	404	1,000	1,000	0.00%	0.00%
Communications	2,284	1,848	4,000	1,615	4,000	4,000	0.00%	0.00%
Instrumentation Service	-	-	1,000	-	1,000	1,000	0.00%	0.00%
Prev/Predictive Maintenance	-	2,479	2,000	1,952	2,000	2,000	0.00%	0.00%
Inspections	-	-	500	-	1,250	1,250	150.00%	0.00%
Building Maintenance	-	-	1,000	-	1,000	1,000	0.00%	0.00%
Grounds Maintenance	-	-	1,000	-	1,000	1,000	0.00%	0.00%
Flow Meter Maintenance	140,100	138,670	160,000	131,160	165,000	165,000	3.13%	0.00%
Miss Dig	5,151	5,111	5,200	4,167	5,200	5,200	0.00%	0.00%
Electric	10,225	9,863	12,000	7,060	12,000	12,000	0.00%	0.00%
Supplies and Tools	-	-	1,000	82	1,000	1,000	0.00%	0.00%
Fuel	-	-	2,000	-	2,000	2,000	0.00%	0.00%
Equip Purchases/Flow Meters	-	20,457	50,000	44,225	50,000	50,000	0.00%	0.00%
Corrective Maintenance	36,967	20,813	120,000	8,484	90,000	120,000	0.00%	33.33%
<b>Collection System Total</b>	<b>\$ 314,734</b>	<b>\$ 431,362</b>	<b>\$ 574,068</b>	<b>\$ 264,691</b>	<b>\$ 549,818</b>	<b>\$ 583,667</b>	<b>1.67%</b>	<b>6.16%</b>

Estimate of sewer cleaning: 150K

SCADA maintenance due to existing Wayne County system

**VEHICLE**

Parts	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	0.00%	0.00%
Prev/Predictive Maintenance	53	-	1,000	-	1,000	1,000	0.00%	0.00%
Fuel	2,047	3,532	4,000	2,278	4,000	4,000	0.00%	0.00%
Corrective Maintenance	662	395	2,000	-	2,000	2,000	0.00%	0.00%
<b>Vehicle Totals</b>	<b>\$ 2,762</b>	<b>\$ 3,927</b>	<b>\$ 7,500</b>	<b>\$ 2,278</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>0.00%</b>	<b>0.00%</b>

**SAW GRANT EXPENDITURES**

<b>Saw Grant Expenditure</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>0.00%</b>

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<b>ADMINISTRATIVE</b>									
<b>Salaries &amp; Fringe Benefits</b>									
Director of Operations	\$ 113,207	\$ 116,173	\$ 119,207	\$ 119,207	\$ 100,746	\$ 119,207	\$ 124,630	4.55%	4.55%
Accountant	66,642	68,110	79,833	79,833	59,034	79,833	83,465	4.55%	4.55%
Administrative Assistant	59,088	61,003	62,390	62,390	52,730	62,390	65,228	0.00%	0.00%
Construction Management Observer	-	-	-	-	-	-	-	0.00%	0.00%
Overtime	-	-	-	-	-	-	-	0.00%	0.00%
Sick pay accrual	2,400	2,441	3,000	3,000	2,000	2,400	2,400	(20.00%)	0.00%
Temporary Services	-	-	3,000	3,000	-	-	3,000	0.00%	100.00%
FICA	18,304	18,792	20,000	20,000	16,286	20,000	21,000	5.00%	5.00%
Workers Comp Insurance	598	(81)	1,200	1,200	562	1,200	1,200	0.00%	0.00%
Health Insurance	45,333	41,151	49,000	49,000	44,046	48,000	49,000	0.00%	2.08%
Health Insurance Opt Out	-	-	-	-	-	-	-	0.00%	0.00%
Vision Plan	-	600	1,200	1,200	30	1,200	1,200	0.00%	0.00%
Dental Insurance	3,313	2,785	4,000	4,000	2,996	4,000	4,000	0.00%	0.00%
STD/LTD/Life Insurance	3,992	4,410	5,000	5,000	4,779	5,000	5,000	0.00%	0.00%
Education Expense	-	-	3,000	3,000	-	3,000	3,000	0.00%	0.00%
Pension Plan Expense	35,841	36,793	41,375	41,375	31,876	41,375	42,180	1.95%	1.95%
<b>Subtotal</b>	<b>348,719</b>	<b>352,177</b>	<b>392,205</b>	<b>392,205</b>	<b>315,085</b>	<b>387,605</b>	<b>405,303</b>	<b>3.34%</b>	<b>4.57%</b>
<b>Reimbursable Expenses</b>									
Training/Conference	607	448	2,000	2,000	1,526	2,000	2,000	0.00%	0.00%
Travel/Meal Reimbursement	45	-	500	500	-	500	500	0.00%	0.00%
Mileage Reimbursement	32	78	2,000	2,000	66	2,000	2,000	0.00%	0.00%
<b>Subtotal</b>	<b>683</b>	<b>526</b>	<b>4,500</b>	<b>4,500</b>	<b>1,592</b>	<b>4,500</b>	<b>4,500</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Office Expenses</b>									
Supplies	1,619	1,396	3,000	3,000	1,102	3,000	3,000	0.00%	0.00%
Computer	44,752	64,615	52,000	52,000	49,964	52,000	72,000	38.46%	38.46%
Equipment/Furniture	2,131	-	5,000	5,000	-	5,000	5,000	0.00%	0.00%
Printing/Copying	702	930	2,000	2,000	426	2,000	2,000	0.00%	0.00%
Postage	-	348	1,000	1,000	378	1,000	1,000	0.00%	0.00%
Telephone	2,101	2,530	3,500	3,500	1,981	3,500	3,500	0.00%	0.00%
Newspapers/Publications	-	-	2,000	2,000	-	2,000	1,000	(50.00%)	(50.00%)
Outside Services	1,044	1,044	2,000	2,000	870	2,000	2,000	0.00%	0.00%
Memberships/Dues	2,076	1,289	2,000	2,000	2,037	2,000	2,000	0.00%	0.00%
Miscellaneous	28	648	750	750	128	750	750	0.00%	0.00%
<b>Subtotal</b>	<b>54,451</b>	<b>72,801</b>	<b>73,250</b>	<b>73,250</b>	<b>56,887</b>	<b>73,250</b>	<b>92,250</b>	<b>25.94%</b>	<b>25.94%</b>
<b>Outside Services</b>									
Legal-Consulting	5,839	8,325	44,000	44,000	8,978	44,000	25,000	(43.18%)	(43.18%)
Other Legal	-	-	10,000	10,000	-	10,000	10,000	0.00%	0.00%
Audit	17,375	17,895	19,495	19,495	19,495	19,495	20,975	7.59%	7.59%
Financial Consulting	550	4,620	10,000	10,000	6,260	10,000	10,000	0.00%	0.00%
Indirect Engineering Services	1,110	2,431	10,000	10,000	641	10,000	10,000	0.00%	0.00%
Bank & Bond Services	1,085	1,044	1,000	1,000	805	1,000	1,000	0.00%	0.00%
Insurance Services	45,072	45,578	50,000	50,000	37,998	50,000	50,000	0.00%	0.00%
<b>Subtotal</b>	<b>71,032</b>	<b>79,891</b>	<b>144,495</b>	<b>144,495</b>	<b>74,177</b>	<b>144,495</b>	<b>126,975</b>	<b>(12.12%)</b>	<b>(12.12%)</b>
<b>Administrative Total</b>	<b>\$ 474,885</b>	<b>\$ 505,396</b>	<b>\$ 614,450</b>	<b>\$ 614,450</b>	<b>\$ 447,741</b>	<b>\$ 609,850</b>	<b>\$ 629,028</b>	<b>2.37%</b>	<b>3.14%</b>

Budget includes a 5% increase for staff effective for the first pay of 2024. Director's includes increase approved by Board

Budget is assuming no opt-outs

Suzi:  
New server needed, estim \$10k, new firewall estim \$4k, new PCs \$4k in addition to support

**WESTERN TOWNSHIPS UTILITIES AUTHORITY  
PROPOSED ANNUAL BUDGET WORKSHEET  
OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

**ADMINISTRATIVE  
DETAIL OF COMPUTER EXPENSE**

<b><u>Contractors</u></b>	
Network Support	\$ 26,400
Email and website hosting	2,000
Internet services/static ip	2,500
<b><u>Support</u></b>	
Lucity (GBA) IMS Support	6,100
Fund Balance32 Support Package (Oct. 1 - Sept. 30)	700
ArcGIS Support	800
<b><u>Software</u></b>	
H2O Metrics	15,000
Virus protection/spam software	1,500
Firewall subscription	4,000
Microsoft office 365 annual fees	1,000
Miscellaneous software - new/upgrades	2,000
<b><u>Hardware</u></b>	
New Server	10,000
<b>Total</b>	<b>\$ 72,000</b>