

Utility Billing

	No of Staff	Tn Administrators Recommendation	2004 Dept Requests	Expended 12/31/02	2003 Appropriated	2002 Actual	2001 Actual	2000 Actual	1999 Actual	1998 Actual
Salaries Operational Staff	2.0	\$75,614	\$75,614	\$36,591	\$75,325	\$70,342	\$98,167	\$90,685	\$82,282	\$83,866
Operational Staff Overtime		\$2,500	\$2,500	\$1,564	\$2,500	\$1,174	\$0	\$0	\$0	\$0
PERSONAL SERVICES	2.0	\$78,114	\$78,114	\$38,155	\$77,825	\$71,516	\$98,167	\$90,685	\$82,282	\$83,866
Repair & Maint Equipment		\$4,000	\$4,000	\$0	\$4,000	\$4,000	\$1,500	\$1,077	\$478	\$2,323
In State Travel/Meetings		\$500	\$500	\$28	\$500	\$0	\$500	\$282	\$248	\$203
Training & Education		\$2,500	\$2,500	\$1,415	\$2,500	\$2,380	\$850	\$347	\$0	\$0
Communication Telephone		\$1,500	\$1,500	\$0	\$1,500	\$1,393	\$1,000	\$1,262	\$921	\$1,084
Communication Postage		\$27,030	\$27,030	\$6,080	\$27,030	\$13,619	\$34,500	\$29,152	\$30,152	\$22,757
Copy/Mail Center Fees		\$18,000	\$18,000	\$0	\$18,000	\$18,000	\$700	\$2,360	\$0	\$0
PURCHASE OF SERVICES		\$53,530	\$53,530	\$7,523	\$53,530	\$39,393	\$39,050	\$34,480	\$31,800	\$26,368
Utility Billing Software		\$5,000	\$5,000		\$5,000	\$5,000				
Utility Billing Printing		\$18,200	\$18,200	\$14,680	\$18,200	\$2,215	\$4,000	\$5,216	\$6,244	\$325
TECHNICAL & PROFESSIONAL SVS		\$23,200	\$23,200	\$14,680	\$23,200	\$7,215	\$4,000	\$5,216	\$6,244	\$325
Office Supplies		\$3,000	\$3,000	\$704	\$3,000	\$645	\$1,800	\$2,535	\$1,948	\$2,119
SUPPLIES		\$3,000	\$3,000	\$704	\$3,000	\$645	\$1,800	\$2,535	\$1,948	\$2,119
BUDGET TOTAL		\$157,844	\$157,844	\$61,062	\$157,555	\$118,769	\$143,017	\$132,916	\$122,274	\$112,678

TOWN OF NATICK
EMPLOYEE JOB/PAY

Emp #	Employee Name	FY'02 Earnings	FY'03 Scheduled Earnings	Pay Type	Level-Step	Wks	Rate	Hours	Amount	Funding (52.4 Wks) FY2004	Total Appropriation	Additional Compensation			Total Add'l Comp
												Longevity	Education	Other	
<u>Utility Billing:</u>															
<u>Operational</u>															
41220	ELIZABETH KELLEY	\$38,455.56	\$39,776	BASE	6-Max	20.3200	37.5		\$762.00	39,928.80					
41451	CAROL WURTH	\$34,063.18	<u>\$35,548</u>	BASE	4-Max	18.1600	37.5		\$681.00	35,684.40	<u>\$75,613.20</u>				
		<u>\$72,518.74</u>	<u>\$75,324</u>								<u>\$75,613.20</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

UTILITY BILLING:

Salaries Operational Staff Two persons on the Collector's Office staff are charged to Utility billing. The tasks performed include committing and printing of water/sewer and trash bills, posting payments, handling consumer questions and complaints (trash bills 2003 only), file maintenance, etc.

Operational Staff Overtime This line item funds necessary overtime when water/sewer billing payments coincide with real estate tax billings.

Repair and Maint. Equipment This line item funds repair of the various machines and equipment used in the Collector's office in conjunction with utility billing. The primary equipment maintenance is for the handheld meter readers, docking station, and battery charging equipment.

In State Travel/Meetings For attendance at Department of Revenue seminars, Water and Sewer Utility Association meetings, and administrative / clerical support staff seminars.

Training and Education The cost of staff training programs are funded by this line item. The training anticipated would include Point Software our Water and Sewer receivable / collection application, Neptune meter reading and inventory application, and Microsoft XP and Office XP applications.

Utility Billing Software This line item is utilized for minor programming modifications for water/sewer billing. These would include modifications not included in the annual maintenance that Point Software provides for our Water and Sewer receivable / collection software. The annual maintenance contract for all Point Software applications is included in the Information Technology budget.

Utility Billing Printing The cost of supplies including perforated billing forms and toner cartridges are funded through this line item.

Office Supplies General office supplies are funded from this line item.