

TOWN OF SAUGUS



**WATER ENTERPRISE FUND
INDIRECT COST CALCULATION**

FISCAL YEAR 2023

May 2022

A. Fiscal Year 2023 Water Utility Indirect Cost Allocations

I. Benefit Costs of Water Utility Personnel

Wages	Health Insurance Plan	Health Insurance	Life Insurance	Medicare	Other Costs Non-Union	Workers' Compensation	Retirement Assessment	Total Benefits by Employee	Total Allocation	Prior Year Allocation	Increase (Decrease) Amt	Increase (Decrease) %
\$ 75,339		\$ 29,440	\$ 58	\$ 1,092	\$ -	\$ 1,959	N/A	\$ 32,549				
\$ 75,239		\$ 29,440	\$ 58	\$ 1,091	\$ -	\$ 1,956	N/A	\$ 32,545				
\$ 66,574		\$ 29,440	\$ 58	\$ 965	\$ -	\$ 1,731	N/A	\$ 32,194				
\$ 70,404		\$ 29,440	\$ 58	\$ 1,021	\$ -	\$ 1,831	N/A	\$ 32,349				
\$ 40,231		\$ 5,612	\$ 29	\$ 583	\$ -	\$ 24	N/A	\$ 6,248				
							N/A					
							N/A					
							N/A					
							N/A					
							N/A					

Retirement Total for Department: \$ 119,824

Subtotal - Water Employee Benefits: \$ 255,709 \$ 252,161 \$ 3,548 1.41%

II. Central Service Departments/Units

	Wages	Benefits	Expenses	Total	Allocation %	Total Allocable to Water Ent by Dept.	Prior Year Allocation	Increase (Decrease) Amt	Increase (Decrease) %
Accounting			\$ 140,000	\$ 140,000	3.42%	\$ 4,795			
Town Accountant	\$ 102,210	\$ 72,578		\$ 174,787	3.42%	\$ 5,986			
Accounting Manager	\$ 75,948	\$ 61,877		\$ 137,824	3.42%	\$ 4,720			
Accounting Clerk	\$ 54,732	\$ 52,111		\$ 106,843	4.07%	\$ 4,354			
Payroll Coordinator	\$ 67,920	\$ 54,903		\$ 122,823	2.07%	\$ 2,545	\$ 20,922	\$ 1,478	7.06%
Treasurer/Collector	\$ 353,768	\$ 246,053	\$ 92,000	\$ 691,821	11.41%	\$ 78,930	\$ 73,879	\$ 5,051	6.84%
Human Resources	\$ 248,025	\$ 149,533	\$ 22,250	\$ 419,808	0.97%	\$ 4,080	\$ 3,347	\$ 733	21.91%
Purchasing	\$ 167,530	\$ 91,943	\$ -	\$ 259,473	4.07%	\$ 10,573	\$ 9,476	\$ 1,097	11.58%
MIS	\$ 105,162	\$ -	\$ 269,338	\$ 374,500	3.42%	\$ 12,826	\$ 11,110	\$ 1,716	15.45%
Legal	\$ 68,383	\$ 57,260	\$ 336,500	\$ 462,143	3.42%	\$ 15,828	\$ 15,063	\$ 765	5.08%
Town Manager	\$ 411,578	\$ 195,149	\$ 352,000	\$ 958,727	3.42%	\$ 32,835	\$ 31,051	\$ 1,784	5.75%
Board of Selectmen	\$ 53,986	\$ -	\$ 6,075	\$ 60,061	0.00%	\$ -	\$ -	\$ -	0.00%
Finance Committee	\$ 5,000	\$ -	\$ -	\$ 5,000	3.42%	\$ 171	\$ 165	\$ 6	3.78%
DPW Directors	\$ 420,133	\$ 237,391	\$ 8,800	\$ 666,324	11.92%	\$ 79,420	\$ 87,357	\$ (7,937)	-9.09%
Engineering	\$ 101,880	\$ 71,490	\$ 27,400	\$ 200,770	34.75%	\$ 69,776	\$ 69,340	\$ 436	0.63%
Motor Pool	\$ 82,339	\$ 62,691	\$ 176,050	\$ 321,080	6.58%	\$ 21,124	\$ 19,903	\$ 1,221	6.13%
Total	\$ 2,318,593	\$ 1,352,977	\$ 1,430,413	\$ 5,101,984		Subtotal - Central Service Costs: \$ 347,964	\$ 341,613	\$ 6,351	1.86%

A. Fiscal Year 2023 Water Utility Indirect Cost Allocations

I. Benefit Costs of Water Utility Personnel

III. Other Support/ Related Costs:

Automobile Insurance	5 water vehicles out of 155 covered =	3.23%	of	\$	217,830	\$	7,027	\$	7,027	\$	6,428	\$	599	9.32%		
Property Insurance	Coverage of Water's % of DPW Bldg =	0.20%	of	\$	723,823	\$	1,433	\$	1,433	\$	925	\$	508	54.91%		
Property Insurance	Coverage of Other Water Bldgs =	0.00%	of	\$	723,823	\$	-	\$	-	\$	-	\$	-	0.00%		
Postage (PKS Associates)	Water on 51.0% of 23,370 w/s bills	23,370	\$	0.55	per bill	\$	12,854	51.0%	\$	6,551	\$	6,813	\$	(262)	-3.85%	
Printing (PKS Associates)	Water on 51.0% of 23,370 w/s bills	23,370	\$	0.35	per bill	\$	8,180	51.0%	\$	4,169	\$	2,601	\$	1,568	60.27%	
Lockbox (Eastern Bank)	Water on 13.6% of bills processed	13.55%	of	\$	6,965	\$	944	\$	944	\$	842	\$	102	12.10%		
Subtotal - Other Support Costs:										\$	20,123	\$	17,609	\$	2,514	14.27%

TOTAL WATER INDIRECT COSTS:	\$	623,796	\$	611,383	\$	12,413	2.03%
-----------------------------	----	---------	----	---------	----	--------	-------

B. Water Utility - Central Service Department/Units - Allocation % calculation

Basis for Allocations:	Calculation:	Fiscal Year 2023	Allocation %
Accounting			
Town Accountant	$\frac{\text{Water Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,171,406}{\$ 34,202,642} =$		3.42%
Accounting Manager	$\frac{\text{Water Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,171,406}{\$ 34,202,642} =$		3.42%
Accounting Clerk	$\frac{\text{Water Direct Operating Expenses}}{\text{Total Municipal and School Direct Operating Expenses}} = \frac{\$ 715,350}{\$ 17,554,921} =$		4.07%
Payroll Coordinator	$\frac{\text{Water Wages}}{\text{Total Municipal Wages}} = \frac{\$ 456,056}{\$ 22,011,261} =$		2.07%
Treasurer/Collector			
	$\frac{\text{Water Number of Bill Processed}}{\text{Total Number of Bill Processed}} = \frac{11,930}{104,566} =$		11.41%
Human Resources			
	$\frac{\text{Water Wages}}{\text{Total Municipal and School Wages}} = \frac{\$ 456,056}{\$ 46,922,971} =$		0.97%
Purchasing			
	$\frac{\text{Water Direct Operating Expenses}}{\text{Total Municipal and School Direct Operating Expenses}} = \frac{\$ 715,350}{\$ 17,554,921} =$		4.07%
Legal			
	$\frac{\text{Water Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,171,406}{\$ 34,202,642} =$		3.42%

B. Water Utility - Central Service Department/Units - Allocation % calculation

Basis for Allocations:	Calculation:	Fiscal Year 2023	Allocation %
Town Manager	$\frac{\text{Water Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,171,406}{\$ 34,202,642} =$		3.42%
MIS	$\frac{\text{Water Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,171,406}{\$ 34,202,642} =$		3.42%
Board of Selectmen	$\frac{\text{N/A}}{\text{N/A}} = \frac{\$ -}{\$ -} =$		0.00%
Finance Committee	$\frac{\text{Water Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,171,406}{\$ 34,202,642} =$		3.42%
DPW Directors	$\frac{\text{Water Wages and Operating Expense}}{\text{All DPW Dept. Wages and Operating Expense}} = \frac{\$ 1,171,406}{\$ 9,827,999} =$		11.92%
Engineering	$\frac{\text{Water Wages and Operating Expenses}}{\text{Sewer, Water and Highway Budgets}} = \frac{\$ 1,171,406}{\$ 3,370,536} =$		34.75%
Motor Pool	$\frac{\text{Water Number of Vehicles}}{\text{Total Number of Vehicles Maintained}} = \frac{5}{76} =$		6.58%

C. Fiscal Year 2023 Water Utility - Detailed Benefits Calculations

I. All Benefits Allocated for Direct Utility Staff:

Division/Unit	Title/Note	Wage	Health Insurance	Life Insurance	Medicare	Other Costs Non-Union	Workers' Compensation	Retirement Assessment	Total Benefits	Division/Unit Total Benefit
Water	Foreman	\$ 75,339	\$ 29,440	\$ 58	\$ 1,092	\$ -	\$ 1,959	N/A	\$ 32,549	
	Operator	\$ 75,239	\$ 29,440	\$ 58	\$ 1,091	\$ -	\$ 1,956	N/A	\$ 32,545	
	Operator	\$ 66,574	\$ 29,440	\$ 58	\$ 965	\$ -	\$ 1,731	N/A	\$ 32,194	
	Water Meter AMI Technician	\$ 70,404	\$ 29,440	\$ 58	\$ 1,021	\$ -	\$ 1,831	N/A	\$ 32,349	
	WS Utility Billing Manager	\$ 40,231	\$ 5,612	\$ 29	\$ 583	\$ -	\$ 24	N/A	\$ 6,248	
Retirement Total for Department: \$ 119,824										
Subtotal - Water Employee Benefits: \$ 255,709										

II. Benefits Allocated based on method stated for each unit/division:

Division/Unit	Title/Note	Wage	Health Insurance	Life Insurance	Medicare	Other Costs Non-Union	Workers' Compensation	Retirement Assessment	Total Benefits	Division/Unit Total Benefit
Accounting	Town Accountant	\$ 102,210	\$ 29,440	\$ 58	\$ 1,482	\$ 850	\$ 61	\$ 40,686	\$ 72,578	
	Accounting Manager	\$ 75,948	\$ 29,440	\$ 58	\$ 1,101	\$ 1,000	\$ 46	\$ 30,232	\$ 61,877	
	Accounting Clerk	\$ 54,732	\$ 29,440	\$ 58	\$ 794	\$ -	\$ 33	\$ 21,787	\$ 52,111	
	Payroll Coordinator	\$ 67,920	\$ 26,783	\$ 58	\$ 985	\$ -	\$ 41	\$ 27,037	\$ 54,903	\$ 241,468
Treasurer/Collector	Finance Director &T/Coll	\$ 138,116	\$ 29,440	\$ 58	\$ 2,003	N/A	\$ 83	\$ 54,979	\$ 86,563	
	Asst. Collector	\$ 63,846	\$ 29,440	\$ 58	\$ 926	N/A	\$ 38	\$ 25,415	\$ 55,877	
	Principal Clerk	\$ 53,567	\$ 29,440	\$ 58	\$ 777	N/A	\$ 32	\$ 21,323	\$ 51,630	
	Principal Clerk	\$ 54,422	\$ 29,440	\$ 58	\$ 789	N/A	\$ 33	\$ 21,664	\$ 51,983	\$ 246,053
Human Resources	Human Resources Director	\$ 101,367	\$ 29,440	\$ 58	\$ 1,470	N/A	\$ 61	\$ 40,351	\$ 71,379	
	HR Benefits Administrator	\$ 67,643	\$ 10,211	\$ 58	\$ 981	N/A	\$ 41	\$ 26,927	\$ 38,217	
	Benefits Analyst	\$ 69,356	\$ 11,224	\$ 58	\$ 1,006	N/A	\$ 42	\$ 27,609	\$ 39,937	\$ 149,533
Purchasing	Purchasing/Account Manager	\$ 100,000	\$ 11,224	\$ 58	\$ 1,450	N/A	\$ 60	\$ 39,807	\$ 52,598	
	Assistant Purchasing Manager	\$ 67,920	\$ 11,224	\$ 58	\$ 985	N/A	\$ 41	\$ 27,037	\$ 39,344	\$ 91,943
Legal	Town Counsel	\$ 67,333	\$ 29,440	\$ -	\$ 976	N/A	\$ 40	\$ 26,803	\$ 57,260	\$ 57,260

C. Fiscal Year 2023 Water Utility - Detailed Benefits Calculations

I. All Benefits Allocated for Direct Utility Staff:

Town Manager	Town Manager	\$ 187,658	\$ 29,440	\$ 58	\$ 2,721	N/A	\$ 113	\$ 74,701	\$ 107,032	
	Chief Administrative Aide	\$ 77,717	\$ 29,440	\$ 58	\$ 1,127	N/A	\$ 47	\$ 30,937	\$ 61,608	
	Admin Assistant	\$ 64,021		\$ 58	\$ 928	N/A	\$ 38	\$ 25,485	\$ 26,509	\$ 195,149
MIS	MIS Director	\$ 105,162	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	\$ -
DPW Directors	Director	\$ 158,586	\$ 26,783	\$ -	\$ 2,299	N/A	\$ 4,536	\$ 63,128	\$ 96,746	
	Assistant Director	\$ 96,031	\$ 11,224	\$ 58	\$ 1,392	N/A	\$ 2,746	\$ 38,227	\$ 53,647	
	Principal Clerk	\$ 58,298	\$ 29,440	\$ 58	\$ 845	N/A	\$ 35	\$ 23,207	\$ 53,585	
	Principal Clerk	\$ 53,567	\$ 11,224	\$ 58	\$ 777	N/A	\$ 32	\$ 21,323	\$ 33,414	\$ 237,391

II. Benefits Allocated based on method stated for each unit/division:

Division/Unit	Title/Note	Wage	Health Insurance	Life Insurance	Medicare	Other Costs Non-Union	Workers' Compensation	Retirement Assessment	Total Benefits	Division/Unit Total Benefit
DPW Engineering	Engineer	\$ 101,880	\$ 26,543	\$ -	\$ 1,477	N/A	\$ 2,914	\$ 40,555	\$ 71,490	\$ 71,490
DPW Motor Pool	Foreman	\$ 75,239	\$ 29,440	\$ 58	\$ 1,091	N/A	\$ 2,152	\$ 29,950	\$ 62,691	\$ 62,691
Subtotal - Central Service Employee Benefits:									\$ 1,352,977	