

TOWN OF SAUGUS



**WATER ENTERPRISE FUND
INDIRECT COST CALCULATION**

FISCAL YEAR 2024

May 2023

A. Fiscal Year 2024 Water Utility Indirect Cost Allocations									
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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) %
\$ 76,780		\$ 30,558	\$ 61	\$ 1,113	\$ -	\$ 1,996	N/A	\$ 33,729				
\$ 67,847		\$ 30,558	\$ 61	\$ 984	\$ -	\$ 1,764	N/A	\$ 33,367				
\$ 67,847		\$ 30,558	\$ 61	\$ 984	\$ -	\$ 1,764	N/A	\$ 33,367				
\$ 54,383		\$ 30,558	\$ 61	\$ 789	\$ -	\$ 1,414	N/A	\$ 32,822				
\$ 18,025		\$ 15,279	\$ 31	\$ 261	\$ -	\$ 11	N/A	\$ 15,582				
							N/A					
							N/A					
							N/A					

Retirement Total for Department: \$ 91,959

Subtotal - Water Employee Benefits:	\$ 240,827	\$ 255,709	\$ (14,882)	-5.82%
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II. Central Service Departments/Units

					Allocation %	Total Allocable to Water Ent by Dept.	Prior Year Allocation	Increase (Decrease) Amt	Increase (Decrease) %
	Wages	Benefits	Expenses	Total					
Accounting			\$ 140,000	\$ 140,000	3.18%	\$ 4,456			
Town Accountant	\$ 105,075	\$ 77,033		\$ 182,107	3.18%	\$ 5,796			
Accounting Manager	\$ 78,076	\$ 65,475		\$ 143,552	3.18%	\$ 4,569			
Accounting Clerk/Benefits Analyst	\$ 67,208	\$ 59,762		\$ 126,970	4.62%	\$ 5,868			
Payroll Coordinator	\$ 69,824	\$ 58,139		\$ 127,963	1.31%	\$ 1,677	\$ 22,400	\$ (34)	-0.15%
Treasurer/Collector	\$ 365,655	\$ 311,654	\$ 111,945	\$ 789,254	10.58%	\$ 83,467	\$ 78,930	\$ 4,537	5.75%
Human Resources	\$ 181,699	\$ 120,069	\$ 22,250	\$ 324,018	0.63%	\$ 2,031	\$ 4,080	\$ (2,049)	-50.21%
Purchasing	\$ 178,875	\$ 89,337	\$ -	\$ 268,212	4.62%	\$ 12,396	\$ 10,573	\$ 1,823	17.24%
MIS	\$ 107,265	\$ -	\$ 257,386	\$ 364,652	3.18%	\$ 11,606	\$ 12,826	\$ (1,220)	-9.52%
Legal	\$ 70,271	\$ 60,574	\$ 376,500	\$ 507,345	3.18%	\$ 16,147	\$ 15,828	\$ 319	2.02%
Town Manager	\$ 523,588	\$ 208,772	\$ 393,200	\$ 1,125,560	3.18%	\$ 35,823	\$ 32,835	\$ 2,988	9.10%
Board of Selectmen	\$ 53,920	\$ -	\$ 6,075	\$ 59,995	0.00%	\$ -	\$ -	\$ -	0.00%
Finance Committee	\$ 5,000	\$ -	\$ -	\$ 5,000	3.18%	\$ 159	\$ 171	\$ (12)	-6.94%
DPW Directors	\$ 434,653	\$ 251,847	\$ 8,800	\$ 695,300	10.62%	\$ 73,856	\$ 79,420	\$ (5,564)	-7.01%
Engineering	\$ 192,032	\$ 100,296	\$ 31,950	\$ 324,278	31.76%	\$ 103,007	\$ 69,776	\$ 33,231	47.62%
Motor Pool	\$ 82,195	\$ 65,285	\$ 211,800	\$ 359,280	8.22%	\$ 29,530	\$ 21,124	\$ 8,406	39.79%
Total	\$ 2,515,336	\$ 1,468,244	\$ 1,559,906	\$ 5,543,487	Subtotal - Central Service Costs:	\$ 390,386	\$ 347,963	\$ 42,423	12.19%

A. Fiscal Year 2024 Water Utility Indirect Cost Allocations

I. Benefit Costs of Water Utility Personnel

III. Other Support/ Related Costs:

Automobile Insurance	6 water vehicles out of 157 covered =	3.82%	of	\$	236,000	=	\$	9,019	\$	9,019	\$	7,027	\$	1,992	28.35%		
Property Insurance	Coverage of Water's % of DPW Bldg =	0.20%	of	\$	745,000	=	\$	1,475	\$	1,475	\$	1,433	\$	42	2.92%		
Property Insurance	Coverage of Other Water Bldgs =	0.00%	of	\$	745,000	=	\$	-	\$	-	\$	-	\$	-	0.00%		
Postage (PKS Associates)	Water on 52.9% of 22,215 w/s bills	22,215	\$	0.60	per bill	=	\$	13,329	52.9%	\$	7,057	\$	6,551	\$	506	7.72%	
Printing (PKS Associates)	Water on 52.9% of 22,215 w/s bills	22,215	\$	0.35	per bill	=	\$	7,775	52.9%	\$	4,117	\$	4,169	\$	(52)	-1.26%	
Lockbox (Eastern Bank)	Water on 13.6% of bills processed	13.55%	of	\$	7,541	=	\$	1,022	\$	1,022	\$	944	\$	78	8.26%		
Subtotal - Other Support Costs:											\$	22,689	\$	20,124	\$	2,565	12.75%
TOTAL WATER INDIRECT COSTS:											\$	653,903	\$	623,796	\$	30,107	4.83%

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

Basis for Allocations:	Calculation:	Fiscal Year 2024	Allocation %
Accounting			
Town Accountant	$\frac{\text{Water Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,123,257}{\$ 35,293,115} =$		3.18%
Accounting Manager	$\frac{\text{Water Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,123,257}{\$ 35,293,115} =$		3.18%
Accounting Clerk/Benefits Analyst	$\frac{\text{Water Direct Operating Expenses}}{\text{Total Municipal and School Direct Operating Expenses}} = \frac{\$ 820,350}{\$ 17,749,784} =$		4.62%
Payroll Coordinator	$\frac{\text{Water Wages}}{\text{Total Municipal Wages}} = \frac{\$ 302,907}{\$ 23,106,871} =$		1.31%
Treasurer/Collector			
	$\frac{\text{Water Number of Bill Processed}}{\text{Total Number of Bill Processed}} = \frac{11,782}{111,405} =$		10.58%
Human Resources			
	$\frac{\text{Water Wages}}{\text{Total Municipal and School Wages}} = \frac{\$ 302,907}{\$ 48,318,581} =$		0.63%
Purchasing			
	$\frac{\text{Water Direct Operating Expenses}}{\text{Total Municipal and School Direct Operating Expenses}} = \frac{\$ 820,350}{\$ 17,749,784} =$		4.62%
Legal			
	$\frac{\text{Water Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,123,257}{\$ 35,293,115} =$		3.18%

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

Basis for Allocations:	Calculation:	Fiscal Year 2024	Allocation %
Town Manager	$\frac{\text{Water Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,123,257}{\$ 35,293,115} =$		3.18%
MIS	$\frac{\text{Water Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,123,257}{\$ 35,293,115} =$		3.18%
Board of Selectmen	$\frac{\text{N/A}}{\text{N/A}} = \frac{\$ -}{\$ -} =$		0.00%
Finance Committee	$\frac{\text{Water Wages and Operating Expense}}{\text{Municipal Wages and Operating Expense}} = \frac{\$ 1,123,257}{\$ 35,293,115} =$		3.18%
DPW Directors	$\frac{\text{Water Wages and Operating Expense}}{\text{All DPW Dept. Wages and Operating Expense}} = \frac{\$ 1,123,257}{\$ 10,574,689} =$		10.62%
Engineering	$\frac{\text{Water Wages and Operating Expenses}}{\text{Sewer, Water and Highway Budgets}} = \frac{\$ 1,123,257}{\$ 3,536,162} =$		31.76%
Motor Pool	$\frac{\text{Water Number of Vehicles}}{\text{Total Number of Vehicles Maintained}} = \frac{6}{73} =$		8.22%

C. Fiscal Year 2024 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	\$ 76,780	\$ 30,558	\$ 61	\$ 1,113	\$ -	\$ 1,996	N/A	\$ 33,729	
	Operator	\$ 67,847	\$ 30,558	\$ 61	\$ 984	\$ -	\$ 1,764	N/A	\$ 33,367	
	Operator	\$ 67,847	\$ 30,558	\$ 61	\$ 984	\$ -	\$ 1,764	N/A	\$ 33,367	
	Water Meter AMI Technician	\$ 54,383	\$ 30,558	\$ 61	\$ 789	\$ -	\$ 1,414	N/A	\$ 32,822	
	WS Utility Billing Manager	\$ 18,025	\$ 15,279	\$ 31	\$ 261	\$ -	\$ 11	N/A	\$ 15,582	
Retirement Total for Department: \$ 91,959										
Subtotal - Water Employee Benefits: \$ 240,827										

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	\$ 105,075	\$ 30,558	\$ 61	\$ 1,524	\$ 850	\$ 63	\$ 43,976	\$ 77,033	
	Accounting Manager	\$ 78,076	\$ 30,558	\$ 61	\$ 1,132	\$ 1,000	\$ 47	\$ 32,677	\$ 65,475	
	Accounting Clerk/Benefits Analyst	\$ 67,208	\$ 30,558	\$ 61	\$ 975	\$ -	\$ 40	\$ 28,128	\$ 59,762	
	Payroll Coordinator	\$ 69,824	\$ 27,800	\$ 61	\$ 1,012	\$ -	\$ 42	\$ 29,223	\$ 58,139	\$ 260,409
Treasurer/Collector	Finance Director &T/Coll	\$ 141,987	\$ 30,558	\$ 61	\$ 2,059	N/A	\$ 85	\$ 59,425	\$ 92,188	
	Asst. Collector	\$ 63,723	\$ 30,558	\$ 61	\$ 924	N/A	\$ 38	\$ 26,670	\$ 58,252	
	Principal Clerk	\$ 54,318	\$ 30,558	\$ 61	\$ 788	N/A	\$ 33	\$ 22,733	\$ 54,173	
	Principal Clerk	\$ 53,465	\$ 30,558	\$ 61	\$ 775	N/A	\$ 32	\$ 22,376	\$ 53,803	\$ 311,654
Human Resources	Human Resources Director	\$ 103,396	\$ 30,558	\$ 61	\$ 1,499	N/A	\$ 62	\$ 43,274	\$ 75,455	
	HR Manager	\$ 78,303	\$ 10,599	\$ 61	\$ 1,135	N/A	\$ 47	\$ 32,772	\$ 44,614	
						N/A			\$ -	\$ 120,069
Purchasing	Purchasing/Account Manager	\$ 98,226		\$ 61	\$ 1,424	N/A	\$ 59	\$ 41,110	\$ 42,654	
	Assistant Purchasing Manager	\$ 80,649	\$ 11,650	\$ 61	\$ 1,169	N/A	\$ 48	\$ 33,753	\$ 46,683	\$ 89,337
Legal	Town Counsel	\$ 69,221	\$ 30,558	\$ -	\$ 1,004	N/A	\$ 42	\$ 28,971	\$ 60,574	\$ 60,574

C. Fiscal Year 2024 Water Utility - Detailed Benefits Calculations

I. All Benefits Allocated for Direct Utility Staff:

Division/Unit	Title/Note	Wage	Health	Life	Other Costs		Workers'	Retirement	Total Benefits	Division/Unit
			Insurance	Insurance	Medicare	Non-Union	Compensation	Assessment		Total Benefit
Town Manager	Town Manager	\$ 194,680	\$ 30,558	\$ 61	\$ 2,823	N/A	\$ 117	\$ 81,478	\$ 115,038	
	Chief Administrative Aide	\$ 79,595	\$ 30,558	\$ 61	\$ 1,154	N/A	\$ 48	\$ 33,313	\$ 65,134	
	Admin Assistant	\$ 65,816		\$ 61	\$ 954	N/A	\$ 39	\$ 27,545	\$ 28,601	\$ 208,772
MIS	MIS Director	\$ 107,265	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	\$ -
DPW Directors	Director	\$ 163,031	\$ 27,800	\$ -	\$ 2,364	N/A	\$ 4,663	\$ 68,232	\$ 103,059	
	Assistant Director	\$ 98,724	\$ 11,650	\$ 61	\$ 1,431	N/A	\$ 2,823	\$ 41,318	\$ 57,285	
	Principal Clerk	\$ 59,933	\$ 30,558	\$ 61	\$ 869	N/A	\$ 36	\$ 25,083	\$ 56,608	
	Principal Clerk	\$ 53,465	\$ 11,650	\$ 61	\$ 775	N/A	\$ 32	\$ 22,376	\$ 34,895	\$ 251,847

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	\$101,685		\$ -	\$ 1,474	N/A	\$ 2,908	\$ 42,558	<u>\$ 46,940</u>	\$ 100,296
DPW Motor Pool	Foreman	\$ 75,095	\$ 30,558	\$ 61	\$ 1,089	N/A	\$ 2,148	\$ 31,429	<u>\$ 65,285</u>	\$ 65,285

Subtotal - Central Service Employee Benefits: \$ 1,468,244