

TECHNICAL MEMORANDUM 2-8

Audit the Fee Structure and Process

This memo constitutes the deliverable for Phase 2 Task 8 of the contract between The Abrahams Group (TAG) and the City of Brockton. The information documented in this memo was compiled over the course of multiple interviews with the Department of Public Works (DPW) and the City's financial staff and reviews of both paper and digital documentation kept in the DPW's files, as well as other community data.

PLAN OF SERVICE

The goal of this task is to gain confidence in the City's approach to new connections, the creation of new accounts and the tracking and processing of fee-based work orders.

- A. **Review the Ordinances of the City of Brockton in Chapter 23 Water, Sewers and Sewage Disposal Article II s23-25(a) Fees and charges relative to its appropriateness for proposing an administrative fee to water and sewer users who fail to grant access to an internal meter read or repair.**

As of the end of March 2011, no fines under this Ordinance had been assessed by the City.

While Article II, Chapter 23, s25(a) lists fees to be charged, one has to look beyond section 25(a) for authority to establish and impose fees. Under Chapter 23, Section 30, subsection (f), sub-paragraph (4) the Water Commission is given authority to create rules and regulations for the operation of the water distribution system. Sub-paragraph (5) grants the authority to the Commission to "assess, enforce and collect penalties for the violation thereof". Before becoming effective, said rules and regulations must be approved by the City Council and the Mayor. Ordinance 23-26 provides for a \$25/day "fine" (as opposed to an administrative fee) for refusal to grant access. This was signed into law by the Mayor of Brockton on January 4, 2011.

- B. **Review policies and procedures for application for connection to utility Services (water and sewer).**

The Water Billing Office has applications for sewer and two types of water installations - one for domestic use and the other for Fire Service. Refer to Appendix 2-8.1 for a copy of the water and sewer applications. Applications, with the appropriate fees, are accepted in the Billing Office and entered on the 'L' drive of the City's computer system. The Water and Sewer Foremen check the 'L' drive for Work Orders and schedule the work by City personnel, unless the homeowner wishes to hire their own contractor, whose work would be inspected by the appropriate Foreman.

Once the installation is complete, all information to be put on a bill is sent to the Billing Office. The application is filed in the Billing Office by location.

The Foreman would assign an account number to the installation for the Billing Office to utilize for billing purposes. The Billing Office would take the information delivered by the Water Foreman to create a bill to the homeowner and send it to the homeowner, while also sending it to the City Collector and City Auditor. If unpaid, the bill is subject to being liened to the real estate tax bill just as water/sewer user charges are.

Any Premium Assessment Fee, as provided for in the City Ordinances, is turned in to the City Treasurer. Article II, Section 23, subsection 21 of the City Ordinances requires the Premium Assessment Fees be placed into a separate ledger account by the City Auditor, to be spent on capital improvements to the Water System. The Premium Assessment Fee is recorded separately in Funds 3801 and 3802. Originally we were under the impression that these fees were not segregated into separate accounts.

The applications are not pre-numbered. A pre-printed, pre-numbering system can enhance internal controls by providing a method to see that all applications processed are billed.

C. Review policies and procedures for the processing of all fees, including connection fees and new meter installation fees.

Fees for the Water and Sewer Divisions of the Department of Public Works are set by City Ordinance (see Article II, Section 23 – 25 of the Brockton City Ordinances). Fees are collected in the Billing Office, the Collector's Office, and the Utilities Division Office at Montauk Road. Only committed bills are collected in the Collector's Office. Any receipts collected in the Billing Office are kept under lock and key and twice every week, fees are transmitted with a form for Departmental Payments to the Treasurer showing the source of the fees, and turned over to the City Treasury. The Treasurer's Office sends a copy of the form to the City Auditor's Office. Connection fees and meter installation fees are handled similarly whether collected by the City Collector or in the Water Offices.

D. Review Policies and Procedures for the application for and installation of meters including methods for locating meter placements.

Once a service is to be installed or an existing service is to be replaced, the Meter Foreman writes up a Work Order for a new meter to be installed. The location of the meter is determined by the Meter Foreman, in the case of a new installation, and is as close to the water main as possible. All information about the new meter is given to the Billing Office to be entered into the MUNIS billing database as is the original copy of the Work Order, with a second copy retained at the Utility Office at Montauk Road.

E. Prepare a Technical Memorandum that benchmarks Brockton fee structure with other similarly sized Cities.

We compiled lists of water and sewer service fees enforced by the City of Brockton and by communities similar to Brockton. The other communities are Quincy, Boston, Haverhill, Newton, and Braintree. Refer to Appendix 2-8.2 for a listing of the fees. We first compiled data from the community's web site and then discussed the fees with community representatives. Not all fees have been compiled for all communities and there may be definitional issues between communities. Appendix 2-8.2 is organized as follows:

Water Fees

- Fees related to meters for such items are final reads, meter testing and the like
- Fees related to services for such items as turn on, turn off, backflow devices and the like
- Fees related to service applications for various services/sizes requested
- Fees related to hydrants

Sewer fees for such items as wastewater discharge permits, sewer connections and the like

Miscellaneous fees for fire protection charges and other fees

We discussed Brockton's fees with DPW staff. Brockton's fees are described in two lists: (1) fees provided or confirmed by the DPW/Collector staff and (2) fees described in the City's Ordinances, specifically Chapter 23 of the City's Ordinances and any amendments to that Chapter. Most of the fees provided by the DPW/Collector staff match those found in the City's Ordinances. For lost meters, the City charges \$300 plus the cost of a new meter when the City should be charging \$500 plus the cost of a new meter, per the Ordinances.

The following four fees are imposed by the City, but are not found in the City's Ordinances:

- Cross Connection Test and Inspection fee
- Pipe Inspection fee
- Pressure Test fee
- Insufficient Check Charge

Our review of the City Ordinances has shown that Brockton is not compliant with Massachusetts' General Laws with some of the fees imposed for consumers' tampering of meters. DPW and the City's Ordinances indicate that a fee of \$300 is assessed for such tampering. Brockton's right to assess such a fee is based on Massachusetts' General Laws' Chapter 284 of the Acts of 1914, which indicates that a fine of \$100 or less can be assessed for such tampering.

On November 17, 2010, the Governor signed into law legislation that changes the language for fines for tampering with water meters. Chapter 374 of the Acts of 2010 increases the fines to be triple the amount of damages or \$1,000, whichever is greater. In addition, the law allows for damages to include the cost to repair or replace the equipment, the cost of labor, and the value of the water used. The City of Brockton has not yet adopted the provisions of this legislation.

Brockton's fees generally are competitive with other community fees in the comparative analysis. Many of the fees are generally the same. For example:

- Brockton charges \$100 plus the cost of a new meter and installation. Quincy charges \$75 plus the cost of parts. Boston charges \$130 for a 5/8" meter with higher costs for larger meters.
- Brockton charges a \$35 insufficient check fee. Haverhill charges \$35.
- Brockton charges \$300 plus the costs of a new meter. Braintree charges \$350 (but only for a 5/8" or 3/4" meter).
- Brockton charges \$40 for a turn on or a turn off. Quincy \$25, Boston \$40, Haverhill \$42, Newton \$25, and Braintree \$50.
- Brockton charges \$55 to test a residential backflow device. Haverhill \$35, Newton \$90.

However several of the fees are generally lower than the comparative fee, as follows:

- Fire Flow Test
- Pressure Test
- Cross Connection Test and Inspection Fee

Recommendations

1. Adjust the tampering fee to be consistent with Chapter 374 of the Acts of 2010.
2. Update the City Ordinances to be consistent with the fees and charges imposed.
3. The applications for a water and sewer and domestic services are not pre-numbered. A pre-printed, pre-numbering system can enhance internal controls by providing a method to see that all applications processed are billed.
4. The City should conduct a cost analysis of the services provided and set a corresponding fee to recover the costs of various services.

CITY'S RESPONSE TO OUR DRAFT TECHNICAL MEMORANDUM 2-8

The City's response to our draft Technical Memorandum 2-8 is summarized in this section and is included as Appendix 2-8.3. These changes have been incorporated or have been referenced.

Our draft analysis of the fee comparison was based on an older City Ordinance. We revised our draft analysis consistent with current ordinances.

In addition, we originally were under the impression that the Premium Assessment fees were not segregated into separate accounts. The City provided documentation to show that these fees are accounted for in a segregated account.

Appendices

2-8.1 Applications for Water and Sewer Service

2-8.2 Service Fees Compared to Similar Communities

2-8.3 City's Response to the Draft Technical Memorandum 2-8

APPENDIX 2-8.1: APPLICATIONS FOR WATER AND SEWER SERVICE

REGISTER No.

BROCKTON, MASS.,

20

A supply of water is desired at premises

No.

owned by

St.

to be used for the following purposes only.

To be furnished, and for which

agree

to pay in accordance with the Rules, Rates and Regulations of the Brockton Water Department.

Applicant

I WILL BE RESPONSIBLE FOR THE PREMIUM
ASSESSMENT FEE OF _____ PLUS THE COST
OF INSTALLING CITY WATER TO MY PROPERTY.
THE CITY OF BROCKTON IS NOT RESPONSIBLE
FOR ANY DAMAGE TO MY PROPERTY.

SIGNATURE

DATE

PLEASE CHECK WITH THE ENGINEERING DIVISION FOR
A STREET OPENING PERMIT. THE WATER DIVISION MUST
BE NOTIFIED 72 HOURS PRIOR TO THE TAPPING OF
THE MAIN.

PLOT NO. _____

APPLICATION FOR A PRIVATE SEWER

No. _____

Brockton, _____ 19

To the Department of Public Works Sewer Division of the City of Brockton:

The undersigned, being owner of the estate, requests that a particular sewer be laid from the _____
at No. _____ Street, and that the same may be connected with the _____
Street sewer, and that the said owner may be allowed to use such sewer for the purpose of disposing of the sewerage of said building.

And the undersigned agrees to pay to the said Sewer Division, all of the cost of said private sewer, including all labor and materials, or any other expense incurred necessary for the proper construction of said sewer. These costs will not include replacement of loam, grass, shrubs and/or bituminous concrete walks and driveways since this work shall be the responsibility of the undersigned.

And the undersigned further agrees to strictly conform to the laws and ordinances relating to sewers, and to the rules and regulations that are now in force or may be adopted in relation thereto, and also to the plumbing laws and ordinances, so far as they relate thereto.

And the undersigned further agrees that no claims for damages which may be occasioned to such estate, or any property thereon, in any manner, by the construction, use or existence of such particular sewer or connection, shall be made against the City of Brockton.

And the undersigned further agrees that the said Sewer Division shall have access, at all reasonable hours, to the said premises, to see that all laws, ordinances, and rules relating to the sewer are complied with.

Plan received _____

Given to foreman _____

Signature, _____

Work completed _____

Address, _____

**APPENDIX 2-8.2: SERVICE FEES COMPARED TO
SIMILAR COMMUNITIES**

**Fees and Charges
Water and Sewer**

City of Brockton
Comparison to Similar Communities

**City of Brockton
Service Fees Compared to Similar Communities'**

Service	Brockton						
	Per DPW Staff Fee	Per Ordinance Fee	Section of Ordinance	Quincy Fee	Boston Fee	Haverhill Fee	Newton Fee

Related to Meters	Meter Reading (Final Read)	\$50	523-25(a)(6)					\$35
	Reseal Meter							\$50
	Test Meter	\$75 (1" and under, \$150 (over 1") (plus cost of repair if needed)	523-25(a)(1)	\$50 (5/8" - 1")	\$130 (5/8"), \$160 (3/4"), \$180 (1"), \$325 (1 1/2"), \$400 (2"), Cost plus materials (3" or larger) (No charge if meter is over-registering, based on AWWA standards, or if Commission ordered test)	\$60 (1 1/2" and smaller)		
	Valve Replacement	cost of parts		\$85				
	Meter Freeze Up	\$100 + cost of new meter & installation	523-25(a)(2)	\$75 (plus parts)	\$130 (5/8"), \$160 (3/4"), \$180 (1"), \$325 (1 1/2"), \$400 (2"), Cost plus materials (3" or larger)			
	Damaged Meter	\$300 + cost of new meter	523-25(a)(3)					\$350 (5/8" and 3/4" meters only)
	Lost Meter	\$500 + cost of new meter	523-25(a)(4)					\$350 (5/8" and 3/4" meters only)
	Temporary Meter (Commercial) - 5/8"							\$125 deposit + usage
	Temporary Meter (Commercial) - 3/4"							\$150 deposit + usage
	Temporary Meter (Commercial) - 1"							\$200 deposit + usage
	Temporary Meter (Commercial) - 2"							\$500 deposit + usage
	Transfer Read							\$60
	2nd Transfer Read							\$36

City of Brockton
Service Fees Compared to Similar Communities'

Fee Comparison Sorted

Fees and Charges
Water and Sewer

City of Brockton
Comparison to Similar Communities

Service Related to Service	Brockton			Quincy Fee	Boston Fee	Haverhill Fee	Newton Fee	Braintree Fee
	Per DPW Staff Fee	Per Ordinance Fee	Section of Ordinance					
Turn On - New Service	\$40	\$40	s23-25(a)(5)	\$25	\$40	\$60	\$25	\$50
Turn On	\$40	\$40	s23-25(a)(5)	\$25	\$40	\$42 (seasonal fee the same)	\$25	\$50
Turn Off	\$40	\$40	s23-25(a)(5)	\$25	\$40 (not applicable if account was terminated for non-payment of charges)	\$42 (seasonal fee the same)	\$25	\$50
Seasonal Service (Water, excludes Turn On/Off fees)				\$235.50 (flat charge based on 5,000 cubic feet)				
Unauthorized Use (first offense)	\$300	\$300	s23-22			\$150 plus time, materials and estimated water usage		
Unauthorized Use (each subsequent offense)	\$300	\$300	s23-22			\$250 plus time, materials and estimated water usage		
Unauthorized Connection (first offense)	\$300	\$300	s23-24(c)			\$150 plus time, materials and estimated water usage		
Unauthorized Connection (each subsequent offense)	\$300	\$300	s23-24(c)			\$250 plus time, materials and estimated water usage		
Unauthorized Meter Change (first offense)	\$300	\$300	s23-24(c)			\$150 plus time, materials and estimated water usage		
Unauthorized Meter Change (each subsequent offense)	\$300	\$300	s23-24(c)			\$250 plus time, materials and estimated water usage		
Unauthorized Meter Removal (first offense)	\$300	\$300	s23-24(c)			\$150 plus time, materials and estimated water usage		
Unauthorized Meter Removal (each subsequent offense)	\$300	\$300	s23-24(c)			\$250 plus time, materials and estimated water usage		
Unauthorized Hydrant Use (first offense)	\$300	\$300	s23-22			\$150 plus time, materials and estimated water usage		
Unauthorized Hydrant Use (each subsequent offense)	\$300	\$300	s23-22			\$250 plus time, materials and estimated water usage		
Unauthorized Turn On (first offense)	\$300	\$300	s23-22			\$250 plus time, materials and estimated water usage		
Unauthorized Turn On (each subsequent offense)	\$300	\$300	s23-22			\$250 plus time, materials and estimated water usage		
Unauthorized Turn Off (first offense)	\$300	\$300	s23-22			\$250 plus time, materials and estimated water usage		
Unauthorized Turn Off (each subsequent offense)	\$300	\$300	s23-22			\$250 plus time, materials and estimated water usage		
Main Pipe Extension 4"						\$400		
Main Pipe Extension 6"						\$500		
Main Pipe Extension 8"						\$1,000		
Main Pipe Extension 10"						\$12,000		

City of Brockton
Service Fees Compared to Similar Communities'

Fee Comparison Sorted

Fees and Charges
Water and Sewer

City of Brockton
Comparison to Similar Communities

Service	Brockton			Quincy Fee	Boston Fee	Haverhill Fee	Newton Fee	Braintree Fee
	Per DPW Staff Fee	Per Ordinance Fee	Section of Ordinance					
Main Pipe Extension 12"						\$12,000		
Test Residential Backflow Device	\$55 (per device)	\$55 (per device, plus fittings)	s23-119			\$35 (\$10 for another device at same location)	\$90	
Test Industrial/Commercial Backflow Device	\$55 (per device)	\$55 (per device, plus fittings)	s23-119			\$85 (\$10 for another device at same location)	\$90	
Backflow Service Call						\$55/hr Plumber, \$55/hr Laborer, \$65/hr Equipment Materials Cost		
Lab Fees						Varies for each test		
New Water Main Chlorination/Disinfection Testing	Privately done report provided to City					\$100	\$50	
Water System Analysis						\$400		
Water/Sewer Pipe Inspection	\$100				\$150 per connect or disconnect (Mon-Sat, regular hours), \$300 per connect or disconnect (Sunday, Holiday and other hours)			\$50
Multi Day Inspection					\$365 per diem			
Termination Notice Fee					\$80			
Fire Flow Test	\$75 (per test)	\$75 (per test)	s23-25(a)(8)		\$250	\$250		\$450
Pressure Test	\$150 (per test)							\$250 (done by contractor), \$550 + parts & labor (done by DPW)
Cross Connection Test and Inspection Fee	\$55 (per device)			\$100 (for each of first 5 reduced pressure devices), \$50 (next 10), \$25 (16 or more)	\$110 (if Commission performs inspection), \$65 Administrative Processing Fee (if property owner performs inspection, but Commission processes the paperwork)			
Cross Connection Inspection - Double Check Valve				\$75				
Misc. Work	\$50	\$50 (per hour)	s23-25(a)(8)			\$55/hr Plumber		
						\$50/hr Laborer		
						\$55/hr Equipment Materials Cost		

City of Brockton
Service Fees Compared to Similar Communities'

**Fees and Charges
Water and Sewer**

City of Brockton
Comparison to Similar Communities

Service	Brockton			Quincy Fee	Boston Fee	Haverhill Fee	Newton Fee	Braintree Fee
	Per DPW Staff Fee	Per Ordinance Fee	Section of Ordinance					
Related to Service Application								
Lawn Sprinkler Application						\$30		
Less Than 1" Service Application				\$375	initial \$500 deposit and \$100 each additional tap	\$120		
1" Service Application	\$1,500	\$1,500	s23-21	\$375	initial \$1,000 deposit and \$500 each additional tap	\$120		\$250
1 1/4" Service Application	\$1,875	\$1,875	s23-21					
1 1/2" Service Application	\$2,250	\$2,250	s23-21	\$375	initial \$1,000 deposit and \$500 each additional tap	\$400		\$500
2" Service Application	\$3,000	\$3,000	s23-21	\$375	initial \$1,000 deposit and \$500 each additional tap	\$600		\$500
3" Service Application				\$375	initial \$5,000 deposit and \$1,500 each additional tap			
4" Service Application				\$375	initial \$5,000 deposit and \$1,500 each additional tap	\$800		
6" Service Application				\$375	initial \$5,000 deposit and \$1,500 each additional tap	\$1,000		
8" Service Application				\$375	initial \$5,000 deposit and \$1,500 each additional tap	\$2,000		
10" Service Application						\$2,400		
12" Service Application						\$2,400		
Installation Application Fee					\$175 (3/4" pipe), \$220 (1" pipe), \$225 (1 1/2" pipe)			
Less Than 1" Water Service Entrance Fee						\$400 per unit		
1" Water Service Entrance Fee						\$400 per unit		
1 1/2" Water Service Entrance Fee						\$400 per unit		
2" Water Service Entrance Fee						\$400 per unit		
4" Water Service Entrance Fee						\$400 per unit		
6" Water Service Entrance Fee						\$500 per unit		
8" Water Service Entrance Fee						\$1,000 per unit		
10" Water Service Entrance Fee						\$1,200 per unit		
12" Water Service Entrance Fee						\$1,200 per unit		
Water Supply Fee for one-family dwelling located on a single, non-contiguous, Form "A" lot						\$1,000		

Fees and Charges
Water and Sewer

City of Brockton
Comparison to Similar Communities

Service	Brockton			Quincy Fee	Boston Fee	Haverhill Fee	Newton Fee	Braintree Fee
	Per DPW Staff Fee	Per Ordinance Fee	Section of Ordinance					
Water Supply Fee for one unit of a two-family dwelling located on a single, non-contiguous, Form "A" lot (the second unit subject to the Water Supply Fees listed below)						\$1,000		
Less Than 1" Water Supply Fee						\$3,000		
1" Water Supply Fee						\$3,000		
1 1/2" Water Supply Fee						\$4,500		
2" Water Supply Fee						\$6,000		
3" Water Supply Fee						\$9,000		
4" Water Supply Fee						\$12,000		
6" Water Supply Fee						\$18,000		

Related to Hydrants

Hydrant Permit	\$100 + metered use at the 5,000 cf block	\$100 + metered use at the 5,000 cf block	s23-19(b)	\$575 (5/8" - 1" meters), \$1,575 (1 1/2" >)		\$50 plus metered usage and refundable deposit for meter apparatus		
Temporary Connection (Hydrant Permit)	\$100 + metered use at the 5,000 cf block	\$100 + metered use at the 5,000 cf block	s23-19(b)		\$50 per 90-day period or fraction thereof + water usage; \$750 deposit required			
Street Sweeper Hydrant Permit	\$100 + metered use at the 5,000 cf block	\$100 + metered use at the 5,000 cf block	s23-19(b)		\$1,575 annually			
Hydrant Permit Late Fee				\$5 for each business day past permit expiration date				
Relocated Hydrant Meter				\$60				
Inaccessible Hydrant Meter				\$60				
Hydrant Meter Minimum Monthly Usage				\$25 (5/8"), \$50 (3/4 - 1"), \$150 (1 1/2" >)				

Related to Sewer

Wastewater Discharge Permit Fee (sanitary only)	\$260 (industrial only)	\$260 (industrial only)	s23-85			\$50		
Wastewater Discharge Permit Fee (sanitary with special waste)	\$260 (industrial only)	\$260 (industrial only)	s23-85			\$200		
Wastewater Discharge Permit Fee (sanitary with process chemical)	\$260 (industrial only)	\$260 (industrial only)	s23-85			\$500		

City of Brockton
Service Fees Compared to Similar Communities'

Fees and Charges
Water and Sewer

City of Brockton
Comparison to Similar Communities

Service	Brockton			Quincy Fee	Boston Fee	Haverhill Fee	Newton Fee	Braintree Fee
	Per DPW Staff Fee	Per Ordinance Fee	Section of Ordinance					
Connection of New Sewer Services	\$300 (single-family or duplex), \$660 (multiple housing unit more than two-family), \$900 (commercial or industrial building)	\$300 (single-family or duplex), \$660 (multiple housing unit more than two-family), \$900 (commercial or industrial building)	s23-58(a), (b), (c)			\$400 per unit		
Wastewater Lab Analysis						varies for each test		
Wastewater Collection System Analysis						\$400 (for subdivision with 3 or more lots, jurisdiction of Wastewater Dept. if required for subdivisions with less than 3 or a group of contiguous lots)		
Wastewater Life Station Analysis						\$400 (for subdivision with 3 or more lots which includes a lift station or requires service by an existing lift station, jurisdiction of Wastewater Dept. if required for subdivisions with less than 3 or a group of contiguous lots)		
Combined Sewer Overflow (CSO) Fee						\$1,000 per unit		
Grease Trap Permit Fee					\$200 annually			
Disposal of Privately Collected Domestic Wastes	Minimum of \$0.10 per gallon for each deposit and the maximum capacity of the truck shall be billed for each dumping; For a chemical oxygen demand (COD) of 15,000 to 25,000 mg/l, \$13 additional. For a COD of 25,000 to 40,000 mg/l, \$20 additional.	Minimum of \$0.10 per gallon for each deposit and the maximum capacity of the truck shall be billed for each dumping; For a chemical oxygen demand (COD) of 15,000 to 25,000 mg/l, \$13 additional. For a COD of 25,000 to 40,000 mg/l, \$20 additional.	s23-57(a), (b)					

City of Brockton
Service Fees Compared to Similar Communities'

Fee Comparison Sorted

Fees and Charges
Water and Sewer

City of Brockton
Comparison to Similar Communities

Service	Brockton			Quincy Fee	Boston Fee	Haverhill Fee	Newton Fee	Braintree Fee
	Per DPW Staff Fee	Per Ordinance Fee	Section of Ordinance					
Seasonal Service (Sewer, excludes Turn On/Off fees)				\$386.75 (flat charge based on 5,000 cubic feet)				

Miscellaneous

Water and Sewer Lien Certificate					\$150 Maximum			
Excavation					Cost Basis; \$900 deposit required			
Fire Pipe Excavation					Cost Basis; \$2,500 deposit required			
Construction/Plan Review					\$6 for plans and drawings, other charges for other items	\$100 per hour + expenses incurred for plans submitted more than twice for approval		
Return Payment Processing Fee					\$15			
Fire Protection Charge	\$400 (4"), \$500 (6"), \$600 (8")	\$400 (4"), \$500 (6"), \$600 (8")	s23-21		\$0.91 (daily, 4" or smaller), \$2.07 (daily, 6"), \$3.68 (daily, 8" or larger)	\$400 (2"), \$500 (4"), \$600 (6"), \$720 (8"), \$960 (10"), \$1,200 (12") (yearly)		
Insufficient Check Charge	\$35					\$35		
Deduct Inspection						\$30		
Road Replacement, without infrared, 2 feet per 2 feet by 5 feet						\$12		
Road Replacement, with infrared, 2 feet per 2 feet by 5 feet						\$52		
Road Replacement, cement sidewalk, per square foot						\$25		
Water Infrastructure Fee						\$400 per unit		

**APPENDIX 2-8.3: CITY'S RESPONSE TO THE DRAFT
TECHNICAL MEMORANDUM 2-8**

Subj: **FW: Task 2-8**
Date: 5/10/2011 10:24:02 A.M. Eastern Daylight Time
From: icondon@ci.brockton.ma.us
To: bettergov@aol.com
CC: eczaja@cobma.us, hchuckran@cobma.us, mthoreson@cobma.us, bcreedon@cobma.us, lrowley@cobma.us

Mark Could somebody respond to Elaine?

Elaine, you can communicate directly to Mark's firm. It isn't efficient to go through me. Just copy me.

-----Original Message-----

From: Czaja Elaine
Sent: Tuesday, May 10, 2011 8:02 AM
To: Condon John
Cc: Thoreson Michael; Rowley Larry
Subject: FW: Task 2-8

Jay:

Task 2-8, page 3, second paragraph (bullets) - I am unsure of what is the 22 distinct fees or what the 14 discrepancies are, but I attached the council order for the fees. The example in the first bullet states that the final read in \$25.00 when in 2006 the fees were increased to \$50.00.

If you could have the list referenced above sent to me I could review and respond to them.

Elaine

-----Original Message-----

From: mthoreson@cobma.us [mailto:mthoreson@cobma.us]
Sent: Tuesday, May 10, 2011 7:45 AM
To: Czaja Elaine
Subject:

This E-mail was sent from "RNPA30762" (LD160).

Scan Date: 05.10.2011 07:44:56 (-0400)
Queries to: mthoreson@cobma.us

City of Brockton
Service Fees Compared to Similar Communities*

Fee Comparison Sorted

Fees and Charges
Water and Sewer

City of Brockton
Comparison to Similar Communities

Service	Brockton		Quincy Fee	Boston Fee	Haverhill Fee	Newton Fee	Braintree Fee
	Per DPW Staff Fee	Per Ordinance Fee					

Service	Section of Ordinance	Brockton Per Ordinance Fee	Quincy Fee	Boston Fee	Haverhill Fee	Newton Fee	Braintree Fee
Meter Reading (Final Read)		\$50					
Reseal Meter	§23-25(a)(6)	\$50			\$50		\$35
Test Meter	§23-25(a)(1)	\$75 (1" and under), \$150 (over 1") (plus cost of repair if needed)	\$50 (5/8" - 1")	Cost plus materials (3" or larger) (No charge if meter is over-registering, based on AWWA standards, or if Commission ordered test)	\$60 (1 1/2" and smaller)		
Valve Replacement		cost of parts	\$85				
Meter Freeze Up		\$100 + cost of new meter & installation	\$75 (plus parts)	\$130 (5/8"), \$160 (3/4"), \$180 (1"), \$325 (1 1/2"), \$400 (2"), Cost plus materials (3" or larger)			
Damaged or Lost Meter		\$300 + cost of new meter					\$350 (5/8" and 3/4" meters only)
Temporary Meter (Commercial) - 5/8"	§23-25(a)(3, 4)	\$300 + cost of new meter (for damaged); \$500 + cost of new meter (for lost)					\$125 deposit + usage
Temporary Meter (Commercial) - 3/4"							\$150 deposit + usage
Temporary Meter (Commercial) - 1"							\$200 deposit + usage
Temporary Meter (Commercial) - 2"							\$500 deposit + usage
Transfer Read					\$60		
2nd Transfer Read					\$36		

*ON SEPARATE
LINES
SHOULD BE
METERED*

Related to Service							
Turn On - New Service	§23-25(a)(5)	\$40	\$25	\$40	\$60	\$25	\$50

Fees and Charges
Water and Sewer

City of Brockton
Comparison to Similar Communities

Service	Brockton			Quincy	Boston	Haverhill	Newton	Braintree
	Per DPW Staff Fee	Per Ordinance Fee	Section of Ordinance					
Turn On	\$40	\$40	§23-25(a)(5)	\$25	\$40	\$42 (seasonal fee the same)	\$25	\$50
Turn Off	\$40	\$40	§23-25(a)(5)	\$25	\$40 (not applicable if account was terminated for non-payment of charges)	\$42 (seasonal fee the same)	\$25	\$50
Seasonal Service (Water, excludes Turn On/Off fees)				\$235.50 (flat charge based on 5,000 cubic feet)				
Unauthorized Use (first offense) <i>turning on/disconnecting illegally</i>	\$300	\$300	§23-22			\$150 plus time, materials and estimated water usage		
Unauthorized Use (each subsequent offense)	\$300	\$300	§23-22			\$250 plus time, materials and estimated water usage		
Unauthorized Connection (first offense) <i>Tampering</i>	\$300	\$300	§23-274			\$150 plus time, materials and estimated water usage		
Unauthorized Connection (each subsequent offense)	\$300	\$300	§23-274			\$250 plus time, materials and estimated water usage		
Unauthorized Meter Change (first offense)	\$300	\$300	§23-24(c)			\$150 plus time, materials and estimated water usage		
Unauthorized Meter Change (each subsequent offense)	\$300	\$300	§23-24(c)			\$250 plus time, materials and estimated water usage		
Unauthorized Meter Removal (first offense)	\$300	\$300	§23-24(c)			\$150 plus time, materials and estimated water usage		
Unauthorized Meter Removal (each subsequent offense)	\$300	\$300	§23-24(c)			\$250 plus time, materials and estimated water usage		
Unauthorized Hydrant Use (first offense)	\$300	\$300	§23-22			\$150 plus time, materials and estimated water usage		
Unauthorized Hydrant Use (each subsequent offense)	\$300	\$300	§23-22			\$250 plus time, materials and estimated water usage		
Unauthorized Turn On (first offense)	\$300	\$300	§23-22			\$250 plus time, materials and estimated water usage		
Unauthorized Turn On (each subsequent offense)	\$300	\$300	§23-22			\$250 plus time, materials and estimated water usage		
Unauthorized Turn Off (first offense)	\$300	\$300	§23-22			\$250 plus time, materials and estimated water usage		
Unauthorized Turn Off (each subsequent offense)	\$300	\$300	§23-22			\$250 plus time, materials and estimated water usage		
Main Pipe Extension 4"						\$400		
Main Pipe Extension 6"						\$500		
Main Pipe Extension 8"						\$1,000		
Main Pipe Extension 10"						\$12,000		
Main Pipe Extension 12"						\$12,000		

Unauthorized

City of Brockton
Service Fees Compared to Similar Communities'

Fee Comparison Sorted

Fees and Charges
Water and Sewer

City of Brockton
Comparison to Similar Communities

Service	Brockton			Quincy	Boston	Haverhill	Newton	Braintree
	Per DPW Staff Fee	Per Ordinance Fee	Section of Ordinance					
Test Residential Backflow Device	\$55 (per device)	\$55 (per device, plus fittings)	s23-119			\$35 (\$10 for another device at same location)	\$90	
Test Industrial/Commerical Backflow Device	\$55 (per device)	\$55 (per device, plus fittings)	s23-119			\$85 (\$10 for another device at same location)	\$90	
Backflow Service Call						\$55/hr Plumber, \$55/hr Laborer, \$65/hr Equipment Materials Cost		
Lab Fees						Varies for each test		
New Water Main Chlorination/Disinfection Testing	Privately done report provided to City					\$100	\$50	
Water System Analysis						\$400		
Water/Sewer Pipe Inspection	\$100				\$150 per connect or disconnect (Mon-Sat, regular hours), \$300 per connect or disconnect (Sunday, Holiday and other hours)			\$50
Multi Day Inspection					\$365 per diem			
Termination Notice Fee					\$80			
Fire Flow Test	\$75 (per test)	\$75 (per test)	s23-25(a)(8)		\$250	\$250		\$450
Pressure Test	\$150 (per test)							\$250 (done by contractor), \$550 + parts & labor (done by DPW)
Cross Connection Test and Inspection Fee	\$55 (per device)			\$100 (for each of first 5 reduced pressure devices), \$50 (next 10), \$25 (16 or more)	\$110 (if Commission performs inspection), \$65 Administrative Processing Fee (if property owner performs inspection, but Commission processes the paperwork)			
Cross Connection Inspection - Double Check Valve				\$75				
	\$50 (per device)	\$50 (per hour)	s23-25(a)(8)			\$55/hr Plumber \$50/hr Laborer		
Misc. Work						\$55/hr Equipment Materials Cost		

Related to Service Application

City of Brockton
Service Fees Compared to Similar Communities'

Fees and Charges
Water and Sewer

City of Brockton
Comparison to Similar Communities

Service	Brockton			Quincy Fee	Boston Fee	Haverhill Fee	Newton Fee	Braintree Fee
	Per DPW Staff Fee	Per Ordinance Fee	Section of Ordinance					
Lawn Sprinkler Application						\$30		
Less Than 1" Service Application				\$375	Initial \$500 deposit and \$100 each additional tap	\$120		
1" Service Application	\$1,500	\$1,500	s23-21	\$375	Initial \$1,000 deposit and \$500 each additional tap	\$120		\$250
1 1/4" Service Application	\$1,875	\$1,875	s23-21					
1 1/2" Service Application	\$2,250	\$2,250	s23-21	\$375	Initial \$1,000 deposit and \$500 each additional tap	\$400		\$500
2" Service Application	\$3,000	\$3,000	s23-21	\$375	Initial \$1,000 deposit and \$500 each additional tap	\$600		\$500
3" Service Application				\$375	Initial \$5,000 deposit and \$1,500 each additional tap			
4" Service Application	\$400 (fire service) (Note- The fire Protection Charge was not listed)			\$375	Initial \$5,000 deposit and \$1,500 each additional tap	\$800		
6" Service Application	\$500 (fire service) (Note- The fire Protection Charge was not listed)	\$9,999 (does not apply to connections solely for automatic sprinkler systems)	s23-21	\$375	Initial \$5,000 deposit and \$1,500 each additional tap	\$1,000		
8" Service Application	\$600 (fire service) (Note- The fire Protection Charge was not listed)	\$42,000 (does not apply to connections solely for automatic sprinkler systems)	s23-21	\$375	Initial \$5,000 deposit and \$1,500 each additional tap	\$2,000		
10" Service Application						\$2,400		
12" Service Application						\$2,400		
Installation Application Fee					\$175 (3/4" pipe), \$220 (1" pipe), \$225 (1 1/2" pipe)			
Less Than 1" Water Service Entrance Fee						\$400 per unit		
1" Water Service Entrance Fee						\$400 per unit		
1 1/2" Water Service Entrance Fee						\$400 per unit		
2" Water Service Entrance Fee						\$400 per unit		
4" Water Service Entrance Fee						\$500 per unit		
6" Water Service Entrance Fee						\$1,000 per unit		
8" Water Service Entrance Fee						\$1,200 per unit		
10" Water Service Entrance Fee						\$1,200 per unit		
12" Water Service Entrance Fee						\$1,000		
Water Supply Fee for one-family dwelling located on a single, non-contiguous, Form "A" lot								

FIRE PROTECTION
 PAGE 75
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City of Brockton
Service Fees Compared to Similar Communities'

Fees and Charges
Water and Sewer

City of Brockton
Comparison to Similar Communities

Service	Brockton					Newton Fee	Braintree Fee
	Per DPW Staff Fee	Per Ordinance Fee	Section of Ordinance	Quincy Fee	Boston Fee		
Water Supply Fee for one unit of a two-family dwelling located on a single, non-contiguous, Form "A" lot (the second unit subject to the Water Supply Fees listed below)						\$1,000	
Less Than 1" Water Supply Fee						\$3,000	
1" Water Supply Fee						\$3,000	
1 1/2" Water Supply Fee						\$4,500	
2" Water Supply Fee						\$6,000	
3" Water Supply Fee						\$9,000	
4" Water Supply Fee						\$12,000	
6" Water Supply Fee						\$18,000	

Related to Hydrants

Hydrant Permit	\$100 + metered use at the 5,000 cf block	\$100 + metered use at the 5,000 cf block	s23-19(b)	\$575 (5/8" - 1" meters), \$1,575 (1 1/2" >)	\$50 plus metered usage and refundable deposit for meter apparatus		
Temporary Connection (Hydrant Permit)	\$100 + metered use at the 5,000 cf block	\$100 + metered use at the 5,000 cf block	s23-19(b)		\$50 per 90-day period or fraction thereof + water usage; \$750 deposit required		
Street Sweeper Hydrant Permit	\$100 + metered use at the 5,000 cf block	\$100 + metered use at the 5,000 cf block	s23-19(b)		\$1,575 annually		
Hydrant Permit Late Fee				\$5 for each business day past permit expiration date			
Relocated Hydrant Meter				\$60			
Inaccessible Hydrant Meter				\$60			
Hydrant Meter Minimum Monthly Usage				\$25 (5/8"), \$50 (3/4 - 1"), \$150 (1 1/2" >)			

Related to Sewer

Wastewater Discharge Permit Fee (sanitary only)	\$260 (Industrial only)	\$260 (Industrial only)	s23-85		\$50		
Wastewater Discharge Permit Fee (sanitary with special waste)	\$260 (Industrial only)	\$260 (Industrial only)	s23-85		\$200		
Wastewater Discharge Permit Fee (sanitary with process chemical)	\$260 (Industrial only)	\$260 (Industrial only)	s23-85		\$500		

City of Brockton
Service Fees Compared to Similar Communities'

Fee Comparison Sorted

Fees and Charges
Water and Sewer

City of Brockton
Comparison to Similar Communities

Service	Brockton			Quincy Fee	Boston Fee	Haverhill Fee	Newton Fee	Braintree Fee
	Per DPW Staff Fee	Per Ordinance Fee	Section of Ordinance					
Connection of New Sewer Services	\$300 (single-family or duplex), \$660 (multiple housing unit more than two-family), \$900 (commercial or Industrial building)	\$300 (single-family or duplex), \$660 (multiple housing unit more than two-family), \$900 (commercial or Industrial building)	s23-58(a), (b), (c)			\$400 per unit		
Wastewater Lab Analysis						varies for each test		
Wastewater Collection System Analysis						\$400 (for subdivision with 3 or more lots, jurisdiction of Wastewater Dept. if required for subdivisions with less than 3 or a group of contiguous lots)		
Wastewater Life Station Analysis						\$400 (for subdivision with 3 or more lots which includes a lift station or requires service by an existing lift station, jurisdiction of Wastewater Dept. if required for subdivisions with less than 3 or a group of contiguous lots)		
Combined Sewer Overflow (CSO) Fee						\$1,000 per unit		
Grease Trap Permit Fee					\$200 annually			
Disposal of Privately Collected Domestic Wastes	Minimum of \$0.10 per gallon for each deposit and the maximum capacity of the truck shall be billed for each dumping; For a chemical oxygen demand (COD) of 15,000 to 25,000 mg/l, \$13 additional. For a COD of 25,000 to 40,000 mg/l, \$20 additional.	Minimum of \$0.10 per gallon for each deposit and the maximum capacity of the truck shall be billed for each dumping; For a chemical oxygen demand (COD) of 15,000 to 25,000 mg/l, \$13 additional. For a COD of 25,000 to 40,000 mg/l, \$20 additional.	s23-57(a), (b)					

Fees and Charges
Water and Sewer

City of Brockton
Comparison to Similar Communities

Service	Brockton			Quincy	Boston	Haverhill	Newton	Braintree
	Per DPW Staff Fee	Per Ordinance Fee	Section of Ordinance	Fee	Fee	Fee	Fee	Fee
Seasonal Service (Sewer, excludes Turn On/Off fees)				\$386.75 (flat charge based on 5,000 cubic feet)				

Miscellaneous

Water and Sewer Lien Certificate					\$150 Maximum			
Excavation					Cost Basis; \$900 deposit required			
Fire Pipe Excavation					Cost Basis; \$2,500 deposit required			
Construction/Plan Review					\$6 for plans and drawings, other charges for other items	\$100 per hour + expenses incurred for plans submitted more than twice for approval		
Return Payment Processing Fee					\$15			
Fire Protection Charge <i>SERVICE APPLICATION - SAME AS ON PG 4</i>	\$400 (4"), \$500 (6"), \$600 (8")	\$400 (4"), \$500 (6"), \$600 (8")	s23-21		\$0.91 (daily, 4" or smaller), \$2.07 (daily, 6"), \$3.68 (daily, 8" or larger)	\$400 (2"), \$500 (4"), \$600 (6"), \$720 (8"), \$960 (10"), \$1,200 (12") (yearly)		
Insufficient Check Charge	\$25 35					\$35		
Deduct Inspection						\$30		
Road Replacement, without infrared, 2 feet per 2 feet by 5 feet						\$12		
Road Replacement, with infrared, 2 feet per 2 feet by 5 feet						\$52		
Road Replacement, cement sidewalk, per square foot						\$25		
Water Infrastructure Fee						\$400 per unit		

Comment to Technical Memorandum 2-8, B. Review policies and procedures for application to utility Services (water and sewer).

The Premium Assessment Fee comment on page 2 first paragraph second and third sentence is factually incorrect. As documented in the attached PDF file, Premium Assessment Fees for water connections are in fact segregated into a separate capital improvements fund 3801 Capital Improvements – Water Supply and sewer connections in fund 3802 Capital Improvements – Sewer Supply. Neither the water or sewer premium assessment fee collected is co-mingled with all other water revenues of the Water Enterprise Fund or all other sewer revenues of the Sewer Enterprise Fund.

Your finding that those Premium Assessment Fees not being placed into separate account should be changed to those “fees are being placed into separate Capital Improvements – Water or Sewer Supply funds”. The co-mingle comment must be fully withdrawn.

Further, the recommendations on page 4, point 1 a. and b. of Technical Memorandum 2-8 must be withdrawn in its entirety as the City of Brockton follows these procedures.

Please see attached PDF file documenting accounting for Water Premium Assessment Fees in Fund 3801 Capital Improvements – Water Supply’s revenue account 38010451 433700 Departmental Charges and Fees and Sewer Premium Assessment Fees in Fund 3802 Capital Improvements – Sewer Supply’s revenue account 38020451 433700 Departmental Charges and Fees and Sewer.

Water and Sewer – Technical memorandum 2-8 Response

MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



05/13/2011 14:38
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LIVE DB CITY OF BROCKTON
ACCOUNT DETAIL HISTORY FOR 2010 01 TO 2010 13

PG 1
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
38010451	3801-04-0451-00-00-00-00-00-433700-						DEPARTMENTAL CHARGES & FEES REVISED BUDGET		.00
10/01	163 07/07/09	CRP 0451	2410397				-1,500.00	-1,500.00	
10/01	675 07/24/09	CRP 0451	2421927				-1,500.00	-3,000.00	
10/01	675 07/24/09	CRP 0451	2422018				-1,500.00	-4,500.00	
10/01	675 07/24/09	CRP 0451	2417212				-1,500.00	-6,000.00	
10/01	675 07/24/09	CRP 0451	2421988				-1,500.00	-7,500.00	
10/02	965 08/26/09	CRP	2453967				-1,500.00	-9,000.00	
10/02	965 08/26/09	CRP	2453747				-1,500.00	-10,500.00	
10/02	1091 08/31/09	CRP 0451	2455286				-1,500.00	-12,000.00	
10/03	343 09/08/09	CRP 0451	2458533				-1,500.00	-13,500.00	
10/03	343 09/08/09	CRP 0451	2462761				-1,500.00	-15,000.00	
10/03	1134 09/29/09	CRP	2471997				-1,500.00	-16,500.00	
10/04	286 10/07/09	CRP 0451	2475071				-6,000.00	-22,500.00	
10/04	669 10/16/09	CRP 0451	2480035				-3,000.00	-25,500.00	
10/04	669 10/16/09	CRP 0451	2480028				-1,500.00	-27,000.00	
10/04	1197 10/29/09	CRP 0451	2483500				-1,500.00	-28,500.00	
10/04	1197 10/29/09	CRP 0451	2483503				-1,500.00	-30,000.00	
10/04	1197 10/29/09	CRP 0451	2483502				1,500.00	-28,500.00	
10/05	288 11/05/09	CRP 0451	2504222				-1,500.00	-30,000.00	
10/05	588 11/13/09	CRP 0451	2509745				1,500.00	-28,500.00	
10/05	588 11/13/09	CRP 0451	2510833				-1,500.00	-30,000.00	
10/05	588 11/13/09	CRP 0451	2509661				-1,500.00	-31,500.00	
10/05	588 11/13/09	CRP 0451	2510877				-1,500.00	-33,000.00	
10/05	1153 11/30/09	CRP	2517501				-1,500.00	-34,500.00	
10/05	1153 11/30/09	CRP	2517502				-1,500.00	-36,000.00	
10/05	1153 11/30/09	CRP	2517508				-2,250.00	-38,250.00	
10/06	986 12/28/09	CRP 0451	2532314				-1,500.00	-39,750.00	
10/07	818 01/22/10	CRP 0451	2544714				-1,500.00	-41,250.00	
10/08	312 02/05/10	CRP 0451	2567380				-1,500.00	-42,750.00	
10/08	545 02/16/10	CRP 0451	2571941				-1,500.00	-44,250.00	
10/09	600 03/12/10	CRP 0451	2591600				-1,500.00	-45,750.00	
10/09	600 03/12/10	CRP 0451	2587279				-1,500.00	-47,250.00	
10/09	600 03/12/10	CRP 0451	2585508				-1,500.00	-48,750.00	
10/09	600 03/12/10	CRP 0451	2587285				-1,500.00	-50,250.00	
10/09	875 03/22/10	CRP 0451	2596849				-1,500.00	-51,750.00	
10/09	875 03/22/10	CRP 0451	2591827				-1,500.00	-53,250.00	
10/09	875 03/22/10	CRP 0451	2595563				-1,500.00	-54,750.00	
10/09	1139 03/26/10	CRP 0451	2598425				-1,500.00	-56,250.00	
10/10	665 04/16/10	CRP 0451	2610199				-1,500.00	-57,750.00	
10/11	242 05/07/10	CRP 0451	2633856				-1,500.00	-59,250.00	
10/11	893 05/21/10	CRP 0451	2641919				-1,500.00	-60,750.00	
10/12	243 06/04/10	CRP	2651023				-1,500.00	-62,250.00	
10/12	243 06/04/10	CRP	2651024				1,500.00	-60,750.00	
10/12	243 06/04/10	CRP	2651025				-1,500.00	-62,250.00	
10/12	487 06/10/10	CRP 0451	2657804				-1,500.00	-63,750.00	
10/12	819 06/21/10	CRP 0451	2663178				-13,500.00	-77,250.00	
10/12	1262 06/25/10	CRP 0451	2667460				-400.00	-77,650.00	
10/12	1262 06/25/10	CRP 0451	2665643				-400.00	-78,050.00	
10/12	1262 06/25/10	CRP 0451	2667609				400.00	-77,650.00	
LEDGER BALANCES --- DEBITS:							4,900.00		
CREDITS:							-82,550.00		
NET:								-77,650.00	

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MUNIS FINANCIAL MANAGEMENT SOLUTIONS

WELCOME TO THE NEIGHBORHOOD



05/13/2011 14:38
cafdjc

LIVE DB CITY OF BROCKTON
ACCOUNT DETAIL HISTORY FOR 2010 01 TO 2010 13

PG 2
glacthst

ORG	ACCOUNT	JNL	EFF	DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
GRAND TOTAL --- DEBITS:													
48 Records printed													
CREDITS:													
NET:													
											-82,550.00	-77,650.00	

NET BUDGET BALANCE

AMOUNT

OB

CHECK #

REF3

REF2

SRC

DATE

JNL

ACCOUNT

48 Records printed

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LIVE DB CITY OF BROCKTON
ACCOUNT DETAIL HISTORY FOR 2010 01 TO 2010 13

PG 1
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE		
38020441	3802-04-0441-00-00-00-00-00-433700-						DEPARTMENTAL CHARGES & FEES REVISED BUDGET		.00		
10/01	163 07/07/09	CRP 0451	2410398				-300.00	-300.00			
10/01	675 07/24/09	CRP 0451	2422008				-300.00	-600.00			
10/01	675 07/24/09	CRP 0451	2417293				-300.00	-900.00			
10/01	675 07/24/09	CRP 0451	2421990				-300.00	-1,200.00			
10/02	965 08/26/09	CRP	2453969				-300.00	-1,500.00			
10/02	965 08/26/09	CRP	2453752				-300.00	-1,800.00			
10/03	343 09/08/09	CRP 0451	2458534				-300.00	-2,100.00			
10/04	286 10/07/09	CRP 0451	2475075				-1,200.00	-3,300.00			
10/04	669 10/16/09	CRP 0451	2480031				-275.00	-3,575.00			
10/04	669 10/16/09	CRP 0451	2480036				-1,100.00	-4,675.00			
10/04	898 10/22/09	CRP 0451	2482007				-900.00	-5,575.00			
10/04	1197 10/29/09	CRP 0451	2483501				-300.00	-5,875.00			
10/05	588 11/13/09	CRP 0451	2509736				-300.00	-6,175.00			
10/05	588 11/13/09	CRP 0451	2510878				-300.00	-6,475.00			
10/05	588 11/13/09	CRP 0451	2509746				300.00	-6,175.00			
10/05	1153 11/30/09	CRP	2517504				-300.00	-6,475.00			
10/05	1153 11/30/09	CRP	2517506				-900.00	-7,375.00			
10/06	986 12/28/09	CRP 0451	2532317				-300.00	-7,675.00			
10/07	818 01/22/10	CRP 0451	2544708				-300.00	-7,975.00			
10/08	312 02/05/10	CRP 0451	2570508				-1,800.00	-9,775.00			
10/09	600 03/12/10	CRP 0451	2591599				-300.00	-10,075.00			
10/09	600 03/12/10	CRP 0451	2585507				-300.00	-10,375.00			
10/09	600 03/12/10	CRP 0451	2587283				-300.00	-10,675.00			
10/09	600 03/12/10	CRP 0451	2587288				-300.00	-10,975.00			
10/09	875 03/22/10	CRP 0451	2595564				-300.00	-11,275.00			
10/09	1139 03/26/10	CRP 0451	2598428				-300.00	-11,575.00			
10/10	665 04/16/10	CRP 0451	2610196				-300.00	-11,875.00			
10/11	893 05/21/10	CRP 0451	2643785				-900.00	-12,775.00			
10/12	243 06/04/10	CRP	2651026				-300.00	-13,075.00			
10/12	487 06/10/10	CRP 0451	2657806				-300.00	-13,375.00			
10/12	819 06/21/10	CRP 0451	2663183				-2,700.00	-16,075.00			
LEDGER BALANCES --- DEBITS:							300.00	CREDITS:	-16,375.00	NET:	-16,075.00
GRAND TOTAL --- DEBITS:							300.00	CREDITS:	-16,375.00	NET:	-16,075.00

31 Records printed

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