

TOWN OF MIDDLETON CODE A - GENERAL ADMINISTRATION	
Subject: Administrative charges - Water Utility	Number: 1.9
Coverage: Staff	Approved by: Council & CAO
Effective Date: Dec 1st, 1986	Revision Date: May 4, 1992 April 6, 1998 August 8, 2006

Rationale

Further to the division of costs for shared equipment and facilities laid out in policy A.1.8 (Interdepartmental Facilities and Equipment Rental), the following policy establishes the division of administrative costs between the Town General and the Water Utility.

Policy Statement

Cost sharing for administrative services between the Town and the Water Utility shall be divided according to the following schedule:

1. Computer hardware and program maintenance costs - 100% Water Utility;
2. Computer billing forms - 64% Water Utility, 36% Town General funds (per actual account frequency billings);
3. Postage General - 30% Water Utility, 70% Town General;
4. Postage for bulk mailings - to each fund as per actual account of mailing;
5. Public Works salaries & wages - per actual time spent; (unproductive time, i.e. sick leave, bereavement leave, Works Superintendent office time and vacation time to be charged on 70/30 split);
6. Public Works fringe benefit costs charged- 30% Water, 70% Town General Fund;
7. Salaries Administration - 30% Water Utility, 70% Town General fund;
8. Other General Administration costs - 30% Water Utility; 70% Town General fund;
9. Space Rental Public Works buildings - 30% Water Utility, 70% Town General fund;
10. Town Office space - 30% Water Utility, 70% Town General fund, based on the Town Office/Council Chambers areas as a square footage percentage of the Town Hall operating costs;

11. Liability insurance premium - 30% Water Utility, 70% Town General fund. Actual claims as per fund involved;

12. Common equipment Public Works Dept- 30% Water Utility, 70% Town General fund.

References

Town of Middleton policy A.1.8 - "Interdepartmental Facilities and Equipment Rental".

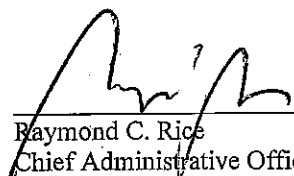
Previous Policy

The previous policy 1/43 "Town Administration Charges to Water Utility", amended April 6, 1998, is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 8th day of August, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 5th day of March, 2007



Raymond C. Rice
Chief Administrative Officer