

## Administrative Budget FY 17

### Overview:

The Administrative Department, led by the Associate General Manager/COF, is made up Finance (Director of Finance and Accounting Technician), Human Resources (Personnel Administrator), Customer Services (Billing Administrator and Customer Services Representative), and IT (Records Manager). The responsibilities of these departments are to keep abreast of any new legislative action that will affect the operations of the Authority, plan and execute the independent audit of the financial reports and records, develop and execute the budget and finances, have effective internal controls, and to make recommendations to the Board of Directors.

### Principle Expenditures:

While the FY 17 Administrative Budget has an overall increase of 3.67%, the operations' expenses have increased due to fuel, utilities, training, maintenance contracts and insurance. Depreciation expenses, although not a cash outlay, is flat. The Interest expense increased 34.5% over FY 16. This increase is due to converting a construction loan, interest only payments, to a permanent loan.

The following table gives the number of checks issued and percentage issued within the allotted time periods:

Year	Number of check issued	Issued within 30 days	Issued within 45 days	Over 45 days
FY2015	1871	95%	3.5%	1.5%
FY2014	1751	96%	2%	2%
FY2013	1663	97%	2%	1%
FY2012	1410	97%	2%	1%
FY2011	1336	94.5%	3.4%	2.1%
FY2010	1501	93%	6%	1%
FY2009	1800	90%	8%	2%

## Engineering Department Budget FY 17

### Overview

Overseen by the Associate General Manager/Director of Operations, the Engineering Department consists of the Director of Engineering, a Project Manager/Engineer, the Developer Services Coordinator and a Construction Inspector.

The Engineering Department is responsible for coordination of all developer-related engineering and construction activities as well as management of the Authority's Capital Improvements Plan, including managing engineering design contracts and construction contracts and keeping the Utility Standards Manual current.

### Principle Expenditures

The principle expenditures in the Engineering Department are the salaries and benefits of the 4 employees in the department.

The proposed FY 17 operating budget for the Engineering Department is 14.8% higher than in the FY 16 budget. The majority of the increase is attributed to updates to the automation capabilities of the Authority including maintenance contracts for GIS and SCADA.

The Engineering Department reviews and provides comments for all Plats and Plans submitted to the Authority for review. These plats and plans are resubmitted for a second and sometimes for third review. The following tables represent all plan and plat reviews performed during the previous fiscal year:

#### PLATS

Year	Plats	30 days	45 days	>45 days	Percentage
2015	28	27	1	0	96%
2014	53	51	2	0	96%
2013	7	6	0	1	86%
2012	5	4	0	1	80%
2011	21	20	1	0	100%
2010	13	9	4	0	100%
2009	11	6	3	2	82%
2008	12	6	3	3	75%

PLANS

Year	Plans	30 days	45 days	>45 days	Percentage
2015	80	76	4	0	95%
2014	48	47	1	0	98%
2013	16	16	0	0	100%
2012	10	8	2	0	100%
2011	25	20	4	1	100%
2010	14	12	2	0	100%
2009	12	7	2	3	75%
2008	20	10	7	3	85%

As is shown in the tables above, there has been a substantial increase in the number of plans and plats that were reviewed during the previous fiscal years. This is due in part to the increase in proposed developments within the community, but can also be attributed to the construction of a submission database in FY2014 allowing for more accurate tracking of submissions.