

WASTEWATER

ACTIVITIES

- *Wastewater Collection Services
- *Wastewater Treatment Services
- *JO-GRO™
- *Wastewater Customer Services
- *Wastewater System Debt Service
- *Wastewater General Program Operations
- *Wastewater Capital Construction



DESCRIPTION

This program includes the treatment plant, co-composting facility, pumping stations, collection piping system, and support services systems that collectively provide wastewater services to the enterprise's customers.

	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY' 11	FY' 12	FY' 13	FY' 14	FY' 14	FY' 14	FY' 15
	\$	\$	\$	\$	\$	\$	\$
Program Generated Resources	<u>8,355,393</u>	<u>9,578,019</u>	<u>9,428,398</u>	<u>11,119,418</u>	<u>11,119,418</u>	<u>11,119,418</u>	<u>8,839,978</u>
Total Resources	<u>8,355,393</u>	<u>9,578,019</u>	<u>9,428,398</u>	<u>11,119,418</u>	<u>11,119,418</u>	<u>11,119,418</u>	<u>8,839,978</u>
Requirements							
Wastewater Collection	632,113	610,532	725,525	724,766	724,766	724,766	752,424
Wastewater Treatment	1,630,827	1,658,256	1,795,092	2,004,990	2,004,990	2,004,990	2,042,799
Jo Gro	537,690	650,324	708,807	622,513	622,513	622,513	662,582
Customer Services	268,214	255,016	273,512	410,326	410,326	410,326	418,922
Debt Services	485,573	491,356	492,813	941,763	941,763	941,763	941,963
General Program Operations	1,861,254	2,569,389	2,446,469	2,820,322	2,820,322	2,820,322	2,783,612
Capital Construction	<u>2,939,722</u>	<u>3,343,146</u>	<u>2,986,180</u>	<u>3,594,738</u>	<u>3,594,738</u>	<u>3,594,738</u>	<u>1,237,676</u>
Total Requirements	<u>8,355,393</u>	<u>9,578,019</u>	<u>9,428,398</u>	<u>11,119,418</u>	<u>11,119,418</u>	<u>11,119,418</u>	<u>8,839,978</u>

Program: Utilities/Wastewater Program

Mission Statement:

“The mission of the Wastewater Program is to meet the area’s current and future wastewater collection and treatment needs, protecting human health, welfare and the environment.”

Services Delivered:

The process of collection, treatment, and disposal of wastewater is one of the basic functions of our City. With primary focus on public safety and the environment, this utility collects wastewater from customers, conveys it to the City’s Water Restoration Plant for treatment, and ultimately discharges a treated effluent to the Rogue River. Solids removed during the treatment phase are trucked to JO-GRO™ and composted with greenwaste to create a co-compost material for sale to the public.

System goals are to protect the river, assure a healthy and safe community environment, and provide capacity for community growth and economic prosperity. At the Water Restoration Plant, the wastewater of our community is treated to a level that is compatible with the Rogue River into which it discharges. The Wastewater Program works within strict environmental standards established by the Federal Water Quality Act, through the National Pollutant Discharge Elimination System (NPDES), with oversight by the Oregon Department of Environmental Quality (DEQ).

The wastewater system includes the treatment plant, co-composting facility, pumping stations, collection system piping, and support service systems. The utility is an enterprise fund, with all costs of the system borne by ratepayers. The budget is structured in eight (8) major activities:

Wastewater Collection Services	Debt Service
Wastewater Treatment	Debt Service Reserve
JO-GRO™ Co-composting	General Program Operations
Customer Service	Capital Improvements

This program provides services to approximately 10,600 system accounts.

FY’14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Maintain, Operate, and Expand our Infrastructure to Meet Community Needs

Objective 1: Plan for utility infrastructure

- The Wastewater Treatment Facility Plan update has been initiated and is anticipated to be completed in FY’14.
- The Wastewater Collection System Master Plan update will continue following the completion of the UGB expansion. To date system modeling has been done on the existing UGB in anticipation of the expansion.

Objective 3: Ensure sewer infrastructure needs are met

- Sewer lines will be replaced, in the core of the community, to meet the objective of structural replacement of deteriorating sewer mains as defined in the Wastewater Collection System Master Plan.
- Plans for storm drainage improvements at JO-GRO™ will be completed and submitted to the Oregon Department of Environmental Quality for approval.

Program: Utilities/Wastewater Program

FY'13 Activity Review:

- Several sewer main segments have been replaced in the core of the community as per the Sewer Collection Master Plan.
- Planning and design of storm water improvements at the JO-GRO™ facility continued to correct e-coli violations, which have been reported to DEQ. Based upon Council direction, staff has put out proposals for the possible privatization of the JO-GRO™ operation to reduce costs to the citizens for the disposal of wastewater solids.
- The Wastewater Facility Plan and Collection System Master Plan updates have been initiated through the City's master services consultant.
- The influent control structure rehabilitation was completed at the Water Restoration Plant to correct significant hydrogen sulfide corrosion issues.
- The Industrial Pretreatment local limits were revised to complete the work required by DEQ.



Program: Utilities/Wastewater Program

Program Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>580,311</u>	<u>1,153,845</u>	<u>1,265,825</u>	<u>1,403,380</u>	<u>1,403,380</u>	<u>1,403,380</u>	<u>1,363,572</u>
Current Resources							
Activity Generated							
Sewage Fees	4,441,798	4,768,496	4,847,493	6,057,900	6,057,900	6,057,900	6,175,330
Redwood Sanitary Sewer Svc.	289,323	241,936	263,000	0	0	0	0
Direct Charges	12,493	4,488	9,900	11,900	11,900	11,900	11,900
Revenue Other Agencies	22,150	12,825	0	0	0	0	0
Interest	8,048	9,984	9,000	9,500	9,500	9,500	9,500
Other Revenue	54,048	43,299	47,000	42,000	42,000	42,000	42,000
Transfer from Land & Bldgs	7,500	0	0	0	0	0	0
Capital Construction	<u>2,939,722</u>	<u>3,343,146</u>	<u>2,986,180</u>	<u>3,594,738</u>	<u>3,594,738</u>	<u>3,594,738</u>	<u>1,237,676</u>
Total Current Revenues	<u>7,775,082</u>	<u>8,424,174</u>	<u>8,162,573</u>	<u>9,716,038</u>	<u>9,716,038</u>	<u>9,716,038</u>	<u>7,476,406</u>
Total Resources	<u>8,355,393</u>	<u>9,578,019</u>	<u>9,428,398</u>	<u>11,119,418</u>	<u>11,119,418</u>	<u>11,119,418</u>	<u>8,839,978</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Wastewater Collection	632,113	610,532	725,525	724,766	724,766	724,766	752,424
Wastewater Treatment	1,630,827	1,658,256	1,795,092	2,004,990	2,004,990	2,004,990	2,042,799
Customer Services	268,214	255,016	273,512	410,326	410,326	410,326	418,922
Jo Gro	537,690	605,324	663,807	622,513	622,513	622,513	662,582
General Program Operations	9,835	9,764	12,225	24,050	24,050	24,050	24,050
Capital Construction	<u>2,939,722</u>	<u>3,343,146</u>	<u>2,986,180</u>	<u>3,594,738</u>	<u>3,594,738</u>	<u>3,594,738</u>	<u>1,237,676</u>
Indirect Charges	319,368	323,717	361,300	398,700	398,700	398,700	410,100
Debt Service	485,573	491,356	492,813	941,763	941,763	941,763	941,963
Transfers Out	<u>378,206</u>	<u>900,046</u>	<u>996,750</u>	<u>1,034,000</u>	<u>1,034,000</u>	<u>1,034,000</u>	<u>891,000</u>
Subtotal Expenditures	<u>7,201,548</u>	<u>8,197,157</u>	<u>8,307,204</u>	<u>9,755,846</u>	<u>9,755,846</u>	<u>9,755,846</u>	<u>7,381,516</u>
Contingency	0	0	1,121,194	1,363,572	1,363,572	1,363,572	1,458,462
Ending Balance	<u>1,153,845</u>	<u>1,380,862</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>8,355,393</u>	<u>9,578,019</u>	<u>9,428,398</u>	<u>11,119,418</u>	<u>11,119,418</u>	<u>11,119,418</u>	<u>8,839,978</u>

Program: Utilities/Wastewater – Wastewater Collection

Mission Statement:

“Providing safe and uninterrupted operation of sanitary sewer lines in support of the Wastewater Program.”

Services Delivered:

This activity is responsible for ensuring the safe, uninterrupted operation of sanitary sewer lines within the community and meeting state and federal standards. The services delivered are administered through distinct programs: customer service, inspection services, system maintenance, and general operations. The duties encompassed in these programs include sewer main repair and cleaning, manhole repair, clean-out repair, TV inspection of new and existing sewer lines, easement maintenance, and emergency service calls. The collection division provides support to both contractors involved in new construction and water distribution during their normal course of business.

Performance Measurements:

Wastewater Collection Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Miles of sanitary sewer receiving routine cleaning	47.5	44	40	44	44	44	44
Effectiveness							
Percentage of public sewer system undergoing routine cleaning	>25%	25%	<25%	25%	25%	25%	25%
Sewer blockages response time in hours	N/A	<1	N/A	<1	<1	<1	<1
Efficiency							
Miles of sanitary sewer maintained per fte	23.75	N/A	20	N/A	22	22	22
Number of hours required to respond to after-hours emergency situations	N/A	N/A	<1	<1	<1	<1	<1

FY'14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 4: Ensure efficiency and effectiveness in City operation

- Excellence in customer service and protection of the environment shall remain the highest priorities in this activity.
- Continue multiple utility administered contracts for emergency repairs of failed public sewer main lines.
- Continue contract root foaming of public sewer mainlines.

Preserve and Enjoy our Natural Resources

Objective 4: Comply with all NPDES permit requirements

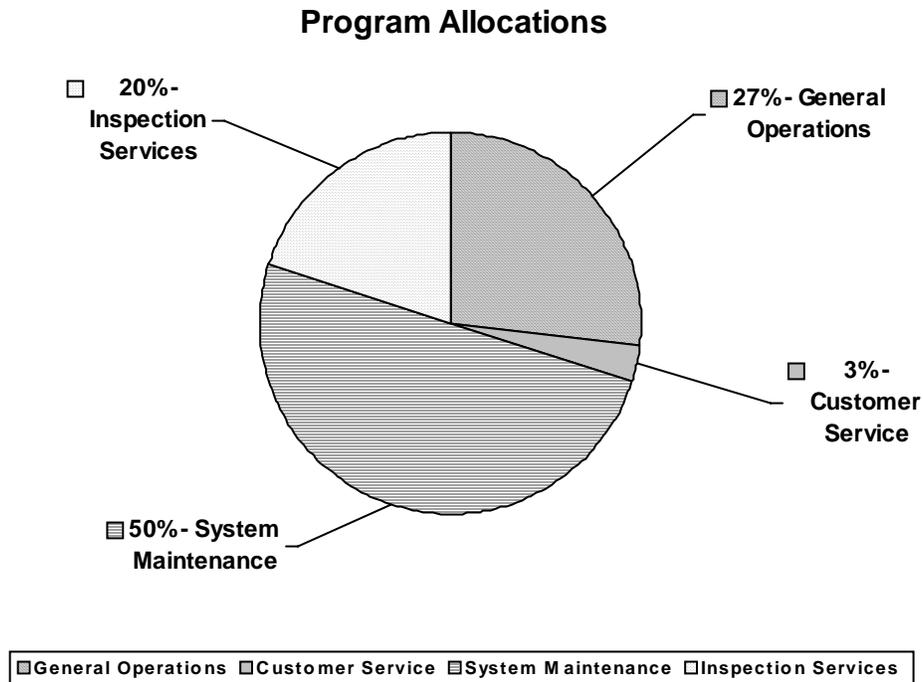
- Continue cleaning of problem sewer lines every six months.
- Continue routine cleaning of all other sewer mains on a rotating 4 year basis.
- All new sewer lines, manholes, and clean-outs will continue to be inspected prior to system inclusion.
- Sewer line failures shall be promptly repaired with minimum impact to the public.

Program: Utilities/Wastewater Collection

Budget Highlights:

Increased attention shall continue to be devoted to the re-inspection of existing public sewer lines, utilizing “tilt and pan” camera technology to improve departmental records and monitor system defects. Focused dye testing, manhole replacement, and mainline repairs shall also continue. Collection crew support shall continue during the major pipe line replacement projects. The wastewater collection system previously served by RSSSD shall be incorporated into the City of Grants Pass Collection System for maintenance by city crews.

Growth of the collection system’s service area is anticipated to only slightly increase during FY’ 14. However, the slowed pace of new development continues to provide the department with more opportunities to focus on existing system maintenance. The FY’ 14 budget contains continued funding for emergency contract sewer line repairs and root foaming. The capital budget collection system maintenance includes continued funding for the purchase of stainless steel repair sleeves to complete trenchless pipe repairs and the installation of two new manholes to improve cleaning access.



FY’13 Activity Review:

Crews provided TV inspection services during the replacement of aging clay and concrete sewer mains located on NW 4th & NW A Street. While cleaning and TV inspection services of new sewer lines and manholes remained slow during FY’ 13, routine cleaning and TV inspection of the existing collection system continued at an increased pace. Re-inspection of existing sewer lines to document changes in pipeline conditions continued utilizing “tilt-and-pan” camera technology. Pipelines, manholes, cleanouts, air release valves, vacuum release valves, and pressurized sewer mains were maintained for the Redwood Sanitary Sewer Service District by contract with city crews.

Program: Utilities/Wastewater – Wastewater Collection

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY' 11	FY' 12	FY' 13	RECOMMEND	APPROVED	ADOPTED	FY' 15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	446,382	421,908	461,448	474,862	474,862	474,862	498,036
Materials & Supplies	11,088	21,052	31,680	38,690	38,690	38,690	40,230
Contractual/Prof Services	113,179	105,630	140,963	143,968	143,968	143,968	150,412
Direct Charges	59,837	60,734	61,434	49,746	49,746	49,746	49,746
Capital Outlay	<u>1,627</u>	<u>1,208</u>	<u>30,000</u>	<u>17,500</u>	<u>17,500</u>	<u>17,500</u>	<u>14,000</u>
Total Requirements	<u>632,113</u>	<u>610,532</u>	<u>725,525</u>	<u>724,766</u>	<u>724,766</u>	<u>724,766</u>	<u>752,424</u>

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY' 11	FY' 12	FY' 13	RECOMMEND	APPROVED	ADOPTED	FY' 15
	#	#	#	#	#	#	#
Utility Worker	<u>4.00</u>						
<i>Subtotal</i>	<i>4.00</i>						
Public Works Director							
From: Water Treatment	0.08	0.08	0.08	0.08	0.08	0.08	0.08
Utility Field Superintendent							
From: Water Distribution	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Utility Worker							
From: Water Distribution	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Office Assistant I							
From: Water Distribution	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Department Support Technician							
From: Water Treatment	<u>0.08</u>						
<i>Subtotal Distributed</i>	<i>1.66</i>						
Total Positions	<u>5.66</u>						

Capital Outlay/By Item

Trenchless Repair Sleeves	10,000	10,000	10,000	10,000	10,000
Manholes	0	7,500	7,500	7,500	0
Sewer TV Van Computer Upgrade	20,000	0	0	0	0
H-Vac Truck Hose Upgrades	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,000</u>
Total Capital Outlay	<u>30,000</u>	<u>17,500</u>	<u>17,500</u>	<u>17,500</u>	<u>14,000</u>

Program: Utilities/Wastewater Treatment

Mission Statement:

“The mission of the Wastewater Treatment Program is to protect human health and welfare through safe and efficient administration of State and Federal Treatment Standards.”

Services Delivered:

This activity provides for the processing and safe disposal of collected wastewater as required to meet State and Federal standards, ensuring no harmful effects on the community or the environment. These services are delivered through six programs: support services, operations, maintenance, solids disposal, lift stations, and pretreatment. In addition, this activity provides contract services to the Merlin Landfill for operation and maintenance services.

Performance Measurements:

Wastewater Treatment Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Gallons of water treated (in billions)	2.42	N/A	2.12	N/A	2.17	2.17	2.17
Effectiveness							
Pounds of active dry polymer per dry ton of feed solids	23.0	<25	22.5	<25	<25	<25	<25
Percentage of time meet or exceed State and Federal standards	99.7%	100%	100%	100%	100%	100%	100%
Efficiency							
Direct Operations and Maintenance Costs Per Million Gallons Treated*	\$616	<\$715	\$725	<\$730	<\$745	<\$760	<\$775
Average Kwh per million gallons treated	2,032	<2,550	2,276	<2,550	<2,550	<2,550	<2,550

*The national median cost for Direct Operations and Maintenance Costs per Million Gallons Treated per the AWWA Benchmarking Survey based upon the most data (2011) is \$945.

FY'14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Preserve and Enjoy our Natural Resources

Objective 4: Comply with all NPDES permit requirements

- Treating the community's wastewater to meet State and Federal standards will remain the main objective of this activity.

Maintain, Operate, and Expand our Infrastructure

Objective 1: Plan for utility infrastructure

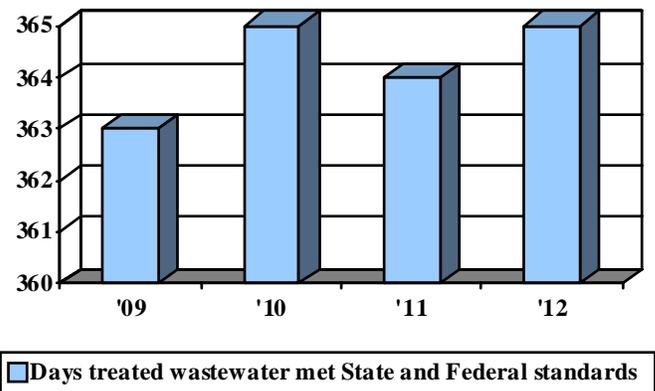
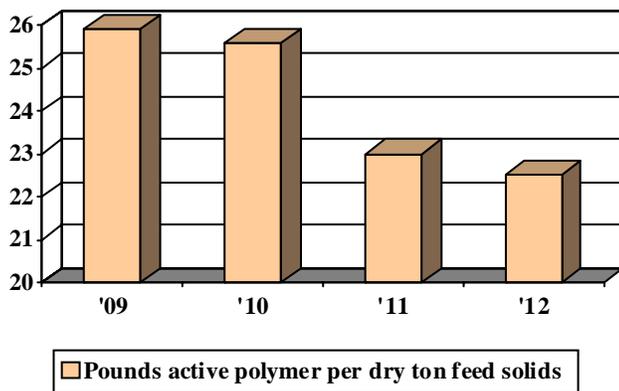
Action 2: Complete Sewer Master Plan

- To complete and adopt the Wastewater Facilities Plan.

Program: Utilities/Wastewater – Wastewater Treatment

Budget Highlights:

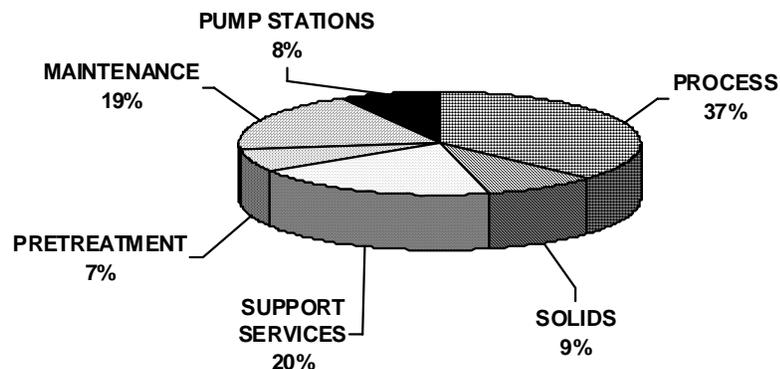
- This Budget includes funds to rebuild one of the WRP Influent Pumps and one of the Darneille Pump Station Pumps.
- This budget includes costs for the operation and maintenance of the Darneille and Redwood Pump Stations as the RSSSD is being dissolved and becoming part of the City wastewater system.



FY'13 Activity Review:

During the 2013 budget year, this activity will treat an estimated 2.328 billion gallons of wastewater and transport an estimated 4,821 wet tons of Biosolids to the JO-GRO™ Co-Composting facility.

PERCENT OF BUDGET



Program: Utilities/Wastewater Treatment

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	696,413	680,541	744,788	769,303	769,303	769,303	793,942
Materials & Supplies	206,775	225,821	236,200	326,000	326,000	326,000	328,000
Contractual/Prof Services	709,837	735,471	799,206	906,011	906,011	906,011	917,121
Direct Charges	13,920	14,259	14,898	1,976	1,976	1,976	1,976
Capital Outlay	<u>3,882</u>	<u>2,164</u>	<u>0</u>	<u>1,700</u>	<u>1,700</u>	<u>1,700</u>	<u>1,760</u>
Total Requirements	<u>1,630,827</u>	<u>1,658,256</u>	<u>1,795,092</u>	<u>2,004,990</u>	<u>2,004,990</u>	<u>2,004,990</u>	<u>2,042,799</u>

Program: Utilities/Wastewater – Wastewater Treatment

Personnel

	BUDGET		MANAGER COMMITTEE		COUNCIL		PROJECTED
	BUDGET	BUDGET	BUDGET	RECOMMEND	APPROVED	ADOPTED	
	FY' 11	FY' 12	FY' 13	FY' 14	FY' 14	FY' 14	
	#	#	#	#	#	#	#
Utility Plant Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Treatment Plant Specialist	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Utility Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Utility Worker	<u>3.00</u>	<u>3.00*</u>	<u>3.00*</u>	<u>3.00*</u>	<u>3.00*</u>	<u>3.00*</u>	<u>3.00*</u>
<i>Subtotal</i>	<i>10.00</i>						
Public Works Director							
From: Water Treatment	0.23	0.23	0.23	0.23	0.23	0.23	0.23
Utility Plant Superintendent To: JO-GRO™	(0.25)	(0.25)	(0.25)	(0.25)	(0.25)	(0.25)	(0.25)
Trmt. Plant Spec – Operations To: JO-GRO™	(0.30)	(0.30)	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)
Utility Worker To: JO-GRO™	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)
Department Support Technician From: Water Treatment	<u>0.23</u>						
<i>Subtotal Distributed</i>	<i>(0.59)</i>	<i>(0.59)</i>	<i>(0.79)</i>	<i>(0.79)</i>	<i>(0.79)</i>	<i>(0.79)</i>	<i>(0.79)</i>
Total Positions	<u>9.41</u>	<u>9.41</u>	<u>9.21</u>	<u>9.21</u>	<u>9.21</u>	<u>9.21</u>	<u>9.21</u>
Total Un-Funded Positions	0.00	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)
Total Funded Positions	<u>9.41</u>	<u>8.91</u>	<u>8.71</u>	<u>8.71</u>	<u>8.71</u>	<u>8.71</u>	<u>8.71</u>

***Recap of Unfunded Positions by Fiscal Year:**

Utility Worker	0.00	0.50	0.50	0.50	0.50	0.50	0.50
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Capital Outlay/By Item

Computer Upgrade	0	1,700	1,700	1,700	1,300
Office Furniture	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>460</u>
Total Capital Outlay	<u>0</u>	<u>1,700</u>	<u>1,700</u>	<u>1,700</u>	<u>1,760</u>

Program: Utilities/ Wastewater – JO-GRO™

Mission Statement:

“The mission of the JO-GRO™ Co-Compost Operation is to provide a safe method to recycle biosolids from the wastewater treatment plant, while protecting human health and the environment.”

Services Delivered:

This activity accepts greenwaste from the community and grinds the greenwaste to create a product that can be co-composted with wastewater Bio-solids from the City’s Water Restoration Plant. The Co-Compost material is screened after 8-10 weeks of curing to produce an “Exceptional quality class A” Co-Compost for resale to the public. This activity also collects construction wood waste material from the community that is recycled by BioMass One for energy production.

Performance Measurements:

Jo-Gro Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Yards of Co-compost sold	5,457	9,000	6,127	9,000	9,000	9,000	9,000
Effectiveness							
% of Waste Water Bio-solids processed	100%	100%	100%	100%	100%	100%	100%
% of finished Co-Compost material sold	60.6%	100%	68.1%	100%	100%	100%	100%
% of time finished Co-compost met/exceed State & Federal Standards for “Exceptional quality class A” products	100%	100%	100%	100%	100%	100%	100%
Efficiency							
Direct Operation and Maintenance Costs per wet ton of compost produced	\$89.62	\$67.50	\$100.69	\$67.50	\$67.50	\$68.85	\$70.23

FY’14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Preserve and Enjoy our Natural Resources

Objective 4: Comply with all NPDES permit requirements

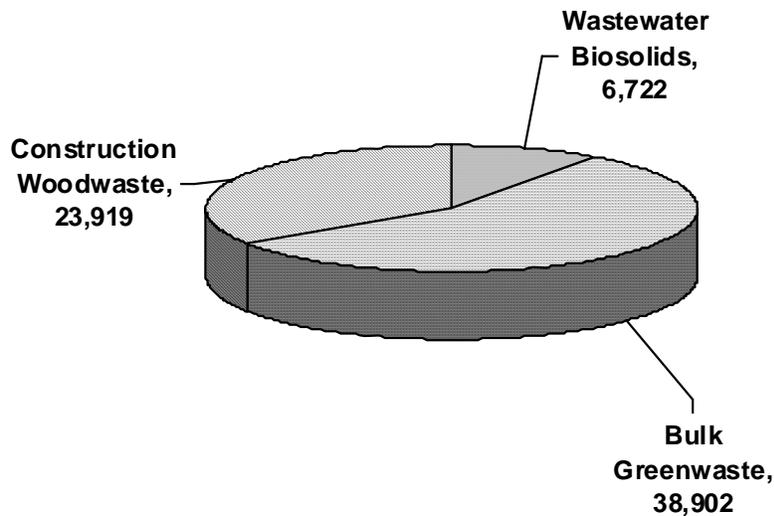
- Processing the City’s wastewater bio-solids with greenwaste to produce an “Exceptional quality” Co-Compost will continue to be the primary goal of this activity.

Program: Utilities/Wastewater – JO-GRO™

Budget Highlights:

- \$10,000 is included in the budget for advertising and marketing to increase the sale of compost.
- Equipment replacement funds were decreased \$45,685. Enough money has been collected for the replacement of the Power Screen.

CUBIC YARDS OF MATERIALS RECEIVED FY'12



FY'13 Activity Review:

This activity will process an estimated 45,000 cubic yards of loose greenwaste material, 5,800 cubic yards of wastewater bio-solids and sell an estimated 7,000 cubic yards of finished compost during the FY'13 budget year. In addition, an estimated 24,000 cubic yards of construction wood waste will be recycled by BioMass One.

Program: Utilities/ Wastewater – JO-GRO™

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	285,393	287,259	313,859	307,568	307,568	307,568	324,809
Materials & Supplies	75,923	68,284	94,250	93,550	93,550	93,550	93,550
Contractual/Prof Services	170,230	248,576	255,698	221,395	221,395	221,395	244,223
Capital Outlay	6,144	1,205	0	0	0	0	0
Transfers Out	<u>0</u>	<u>45,000</u>	<u>45,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>537,690</u>	<u>650,324</u>	<u>708,807</u>	<u>622,513</u>	<u>622,513</u>	<u>622,513</u>	<u>662,582</u>

Program: Utilities/Wastewater – JO-GRO™

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	#	#	#	#	#	#	#
Utility Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Utility Worker	<u>2.00</u>						
<i>Subtotal</i>	<i>3.00</i>						
Public Works Director							
From: Water Treatment	0.03	0.03	0.03	0.03	0.03	0.03	0.03
Utility Plant Superintendent							
From: Wastewater Treatment	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Utility Worker							
From: Wastewater Treatment	0.50	0.50*	0.50*	0.50*	0.50*	0.50*	0.50*
Trmt. Plant Spec. – Maintenance							
From: Wastewater Treatment	0.30	0.30	0.50	0.50	0.50	0.50	0.50
Department Support Technician							
From: Water Treatment	<u>0.03</u>						
<i>Subtotal Distributed</i>	<i>1.11</i>	<i>1.11</i>	<i>1.31</i>	<i>1.31</i>	<i>1.31</i>	<i>1.31</i>	<i>1.31</i>
Total Positions	<u>4.11</u>	<u>4.11</u>	<u>4.31</u>	<u>4.31</u>	<u>4.31</u>	<u>4.31</u>	<u>4.31</u>
Total Un-Funded Positions	0.00	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)
Total Funded Positions	<u>4.11</u>	<u>3.61</u>	<u>3.81</u>	<u>3.81</u>	<u>3.81</u>	<u>3.81</u>	<u>3.81</u>

*Recap of Unfunded Positions by Fiscal Year:

Utility Worker	0.00	0.50	0.50	0.50	0.50	0.50	0.50
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Program: Utilities/Wastewater – Customer Services

Mission Statement:

“The mission of the Customer Service Department is to provide support to the individual utilities to include billing, collection, and timely courteous responses to the needs of individual customers regarding their City utility account.”

Services Delivered:

Customer Service provides for the billing and collection of customer charges, legal services, and engineering required for wastewater activities.

Performance Measurements:

Waste Water Customer Service Performance Measures

Indicator	2010-11		2011-12		2012-13	2013-14	2014-15
	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Outputs							
Number of wastewater customers	12,881	N/A	12,968	N/A	12,970	12,975	12,980
Effectiveness							
Uncollectable accounts as a % of revenue	.05%	<1%	.10%	<1%	<1%	<1%	<1%
Efficiency							
Finance Direct Charges per Water Cust.*	\$1.62	<\$2.50	2.19	<\$2.50	<\$2.50	<\$2.50	<\$2.50

FY'14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

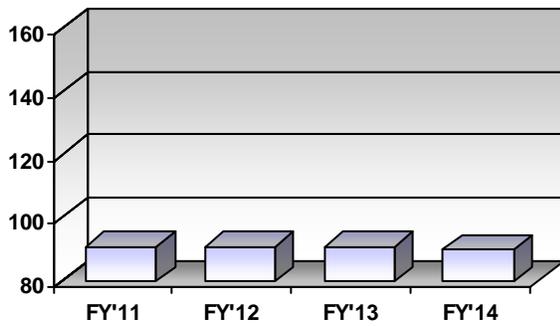
Ensure efficiency and effectiveness in City operations

- Bill the 11,100+ City sewer customers monthly and maintain timely records on all accounts. (This represents a combination of RSSSD customers and City wastewater customers as RSSSD will be dissolved.)
- Provide information regarding sewer line locations, new service requests, and local improvement district financing.

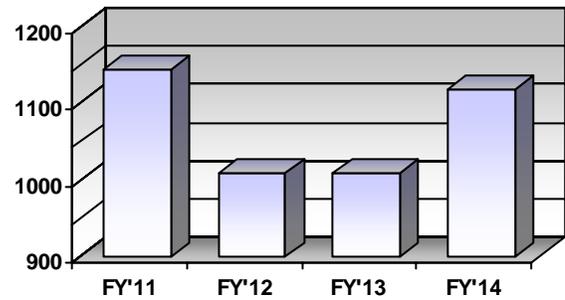
The City of Grants Pass Utility Customer Service Department serves approximately 11,100 waste water utility customers. The goal of the department is to provide excellent customer service to the citizens of Grants Pass. Cost per account for the waste water utility includes costs associated with direct salaries, employee benefits, contracts (such as meter reading), account activation, account maintenance, bill preparation, bill delivery, receipt and processing of payments, collection of delinquent accounts, account write-offs for uncollectable debt, work order generation, and dispatching of field crew worker assigned to customer service to individual customers for various assistance needs. The Customer Service Department strives to provide these services at less than \$2.50 per customer per month. In addition with the use of effective communication and the enforcement of municipal code far less than 1% of accounts are turned over to collections in final delinquency.

Program: Utilities/Wastewater – Customer Services

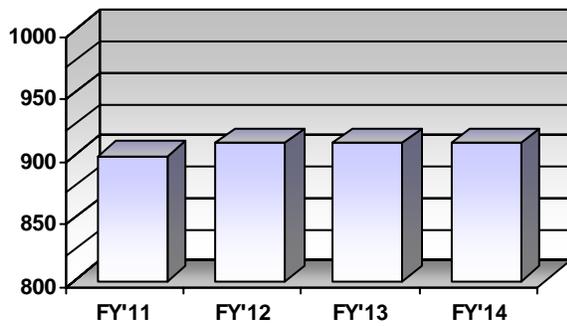
Number of PUBLIC AGENCY Customers



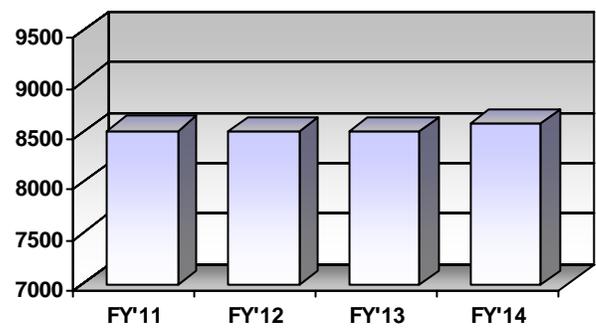
Number of COMMERCIAL Customers



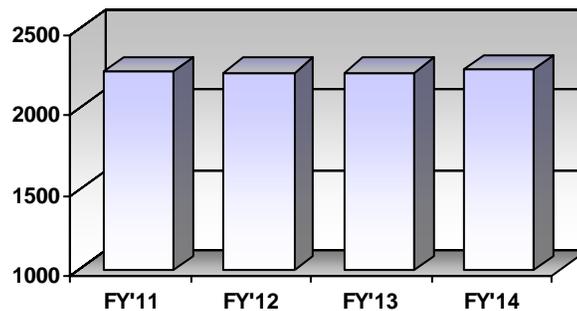
Number of MULTIFAMILY Customers



Number of RESIDENTIAL Customers



Number of REDWOOD Sanitary Sewer Services Customers



Program: Utilities/Wastewater – Customer Services

Budget Highlights:

This budget includes continued use of contracts for meter reading (which is an intricate part of how sewer volume rates are established for customers) and bill stuffing services while maintaining current staffing for the office. Customers will continue to receive the same level of service from the customer service office including multiple payment acceptance methods, availability of customer service staff to answer questions regarding service and billing, and timely bill generation and deliver via email or first class mail. In addition several of the staff will participate in the research and selection of new utility billing software with the goal of improving service delivery and efficiency.

FY'13 Activity Review:

The Customer Service office generated approximately 133,600 utility billings during FY' 13 and receipted approximately 143,400 utility payments through a variety of collection methods including in person, via community drop boxes, online from individual financial institutions, via mail, online via the City website or drafted from individual bank accounts per customer request. As most payments come into the office in the form of check or money order the customer service office has worked to reduce the costs associated with transport of checks to the bank via armored car. The customer service office converted to complete check submission via a customer cash letter to the bank eliminating the need for daily pick up of utility deposits. An important statistic which highlights the level of customer interaction by the office is that approximately 20% of the City utility accounts transfer to a new account holder on an annual basis. All new accounts require individual customer information, account activation, and accuracy review to ensure accurate billing information.

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY' 11	FY' 12	FY' 13	FY' 14	FY' 14	FY' 14	FY' 15
	\$	\$	\$	\$	\$	\$	\$
Contractual/Prof Services	22,441	21,170	28,141	39,802	39,802	39,802	40,363
Direct Charges	<u>245,773</u>	<u>233,846</u>	<u>245,371</u>	<u>370,524</u>	<u>370,524</u>	<u>370,524</u>	<u>378,559</u>
Total Requirements	<u>268,214</u>	<u>255,016</u>	<u>273,512</u>	<u>410,326</u>	<u>410,326</u>	<u>410,326</u>	<u>418,922</u>

Program: Utilities/Wastewater – Debt Service

Mission Statement:

“The mission of the Wastewater Program is to meet the area’s current and future wastewater collection and treatment needs, protecting human health, welfare and the environment.”

Services Delivered:

This activity accounts for the repayment of debt incurred by the Wastewater Utility. A total of \$7,000,000 of State Revolving Loan Fund (SRF) monies were made available to the City for expansion of the Wastewater Treatment Plant and related projects. The SRF loan agreement R38671 was refinanced in December of 2009 for a net present value savings of \$370,530 over the life of the bond. As of FY’13, the Redwood Sanitary Sewer Service District (RSSSD) was consolidated with the City of Grants Pass Wastewater Utility. RSSSD also had outstanding debt that was refinanced in the 2009 refunding with a remaining principal balance of \$1,225,000 as of June 30, 2013.

FY’14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Ensure efficiency and effectiveness in City operations

- Make timely debt service payments to avoid late fees or penalties and ensuring City’s credit rating and ability to borrow in the future.

Budget Highlights:

The 2009 Refunding Bond debt is scheduled to be paid in full as of FY’23. It has an interest rate of 3.0-4.0%. A debt service schedule for the budgetary period is included here. A full Debt Service schedule can be found in Appendix O.

	FY’11	FY’12	FY’13	FY’14	FY’15
Principal	\$320,000	\$320,000	\$330,000	\$745,000	\$775,000
Interest	<u>171,713</u>	<u>171,713</u>	<u>162,813</u>	<u>196,763</u>	<u>166,963</u>
Total	<u>\$491,713</u>	<u>\$491,713</u>	<u>\$492,813</u>	<u>\$941,763</u>	<u>\$941,963</u>

The budget debt service differs from this schedule due to accruals.

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER COMMITTEE	COUNCIL	PROJECTED	
	FY’11	FY’12	FY’13	RECOMMEND	APPROVED		ADOPTED
	\$	\$	\$	FY’14	FY’14	FY’14	FY’15
				\$	\$	\$	\$
Debt Service	<u>485,573</u>	<u>491,356</u>	<u>492,813</u>	<u>941,763</u>	<u>941,763</u>	<u>941,763</u>	<u>941,963</u>
Total Requirements	<u>485,573</u>	<u>491,356</u>	<u>492,813</u>	<u>941,763</u>	<u>941,763</u>	<u>941,763</u>	<u>941,963</u>

Program: Utilities/Wastewater – General Program Operations

Services Delivered:

This activity accounts for expense that is not directly allocated to any single wastewater activity. The contingency is appropriated in this activity, along with transfers to capital projects, payment of administrative overhead, ending fund balances, and debt issuance costs.

FY'14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

The contingency funds available in General Program Operations are utilized only with direct City Council authorization. The ending fund balance appropriation may not be altered during the fiscal year. The appropriated funds for capital projects are transferred as soon as they are available. The FY'14 budget provides for \$1,034,000 in transfers to capital. This includes \$350,000 for Jo-Gro™ upgrades, \$325,000 to Restoration Plant repair/expansion projects, \$500,000 to collection system maintenance and repair including sewer mains and lift stations, as well as \$100,000 for potential infrastructure improvements to the Spaulding Industrial Park area.

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'11	FY'12	FY'13	FY'14	FY'14	FY'14	FY'15
	\$	\$	\$	\$	\$	\$	\$
Direct Charges	9,504	9,504	11,875	23,750	23,750	23,750	23,750
Contractual/Prof Services	331	260	350	300	300	300	300
Indirect Charges	319,368	323,717	361,300	398,700	398,700	398,700	410,100
Transfers Out	<u>378,206</u>	<u>855,046</u>	<u>951,750</u>	<u>1,034,000</u>	<u>1,034,000</u>	<u>1,034,000</u>	<u>891,000</u>
<i>Subtotal Expenditures</i>	<i>707,409</i>	<i>1,188,527</i>	<i>1,325,275</i>	<i>1,456,750</i>	<i>1,456,750</i>	<i>1,456,750</i>	<i>1,325,150</i>
Contingencies	0	0	1,121,194	1,363,572	1,363,572	1,363,572	1,458,462
Ending Balance	<u>1,153,845</u>	<u>1,380,862</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>1,861,254</u>	<u>2,569,389</u>	<u>2,446,469</u>	<u>2,820,322</u>	<u>2,820,322</u>	<u>2,820,322</u>	<u>2,783,612</u>

Program: Utilities/Wastewater – Capital Construction

Services Delivered:

This activity provides for the planning, engineering and construction of sewer lines, pumping stations, and treatment facilities for the Wastewater Program. The Public Works Engineering Technician is shown here, but actual expenditures are spread across Wastewater, Water, and Transportation projects.

This portion of the Wastewater system receives financing from System Development Charge revenues and transfers from wastewater operations. The Wastewater system includes the treatment plant, five pump stations, and the collection system. Major repairs and improvements are financed through this capital budget.

This budget sets aside funds to provide for the major rehabilitation of the treatment plant, pump stations and replacement of deteriorated sewer piping within the collection system.

Personnel:

	BUDGET	BUDGET	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'11	FY'12	FY'13	RECOMMEND	APPROVED	ADOPTED	
				FY'14	FY'14	FY'14	FY'15
Engineering Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00

FY'14 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Maintain, Operate, and Expand our Infrastructure

Objective 1: Plan for utility infrastructure

- Develop 20-year infrastructure master plans and combined utilities plan.

Objective 3: Ensure sewer infrastructure needs are met

- Upgrade sewer lines in the core of the community per the Sewer Collection Master Plan.
- Complete JO-GRO storm water improvements.

Budget Highlights:

The Active Capital Project list includes projects coming to a close in FY'13, but which are not finalized at this time.

The project listing shows resources across the columns. Columns show the “Actual resources through FY'12”; the re-assessed resource needs of projects using current data for the “Revised FY'13” column, guiding our “Recommended FY'14” and resources estimated “Through FY'14”. We have “Future Years” and “Total Project” columns for each project. Refer to the Capital Budget Book for more information on individual projects.

The individual project pages describe the project, the need, future and ongoing costs, and the total project cost. The tables show when and where the money is budgeted to come from and the expenses incurred and budgeted to incur through completion.

Program: Utilities/Wastewater – Capital Construction

FY'13 Activity Review:

- Siphon Line inspection at the Water Restoration Plant was completed.
- Repair of the influent control structure at the Water Restoration Plant was completed.
- Sewer line was replaced on SW K Street.
- 9 Corroded manholes were replaced with 8 new manholes (previously part of RSSSD).
- Continued work on the Collection System Master Plan.
- Continued replacement of structurally deficient sewer lines.
- Continued work on JO-GRO™ storm water deficiency.
- Began work on the Water Restoration Plant Facility Plan.

Program: Utilities/Wastewater – Capital Construction

ACTIVE CAPITAL PROJECT RESOURCES

		Actual Through FY'12	Revised FY'13	Adopted FY'14	Total Through FY'14	Future Years	Total Project
SE0000	Miscellaneous Projects - SDC Fund 722	103,812	(50,000)	(50,000)	3,812	(4,300,000)	(4,296,188)
SE0000	Miscellaneous Projects - AFD Fund 725	88,602	(7,282)	0	81,320	0	81,320
SE0000	Miscellaneous Projects - General Fund 728	1,089,073	384,325	(469,000)	1,004,398	(6,161,000)	(5,156,602)
SE4745	WRP & JOGRO™ Equipment Improvement	350,000	50,000	50,000	450,000	200,000	650,000
SE4960	JO-GRO™ Miscellaneous Upgrades	629,020	250,000	350,000	1,229,020	0	1,229,020
SE4963	Update WRP Facility Plan	250,000	80,000	0	330,000	0	330,000
SE4964	WRP Phase 2 Expansion	862,000	223,000	450,000	1,535,000	10,490,000	12,025,000
SE5060	General Engineering	96,000	25,000	20,000	141,000	80,000	221,000
SE5080	WRP Structural Repairs	83,000	75,000	75,000	233,000	300,000	533,000
SE5081	Collection System Master Plan Update	175,000	50,000	50,000	275,000	0	275,000
SE6012	Western Avenue Sewer Replacement	10,000	0	0	10,000	2,050,000	2,060,000
SE6064	Sewer Main Structural Repairs	690,000	175,000	400,000	1,265,000	2,435,000	3,700,000
SE6111	Mill Street Sewer Reconstruction	125,000	0	0	125,000	4,215,000	4,340,000
SE6112	Sewer Rate Study SE & RS	10,000	25,000	35,000	70,000	0	70,000
SE6156	Sewer Mains Related to Overlays	0	50,000	0	50,000	1,850,000	1,900,000
NEW PROJECTS							
SE6198	Collection System Maintenance-Repair	0	0	125,000	125,000	300,000	425,000
SE6199	Pump-Lift Station Equipment Improvement	0	0	125,000	125,000	40,000	165,000
SE6200	Spaulding Indust. Park WW Infrastructure	0	0	100,000	100,000	0	100,000
	Total Projects	<u>4,561,507</u>	<u>1,330,043</u>	<u>1,261,000</u>	<u>7,152,550</u>	<u>11,499,000</u>	<u>18,651,550</u>

CLOSED OR CANCELLED CAPITAL PROJECT RESOURCES

SE4161	Accelerated Maintenance	359,690	40,000	0	399,690	0	399,690
SE4998	Industrial Pretreatment Program Update	212,000	0	0	212,000	0	212,000
SE6067	Sewer Siphon Line Inspection	70,000	(43,293)	0	26,707	0	26,707
SE6133	Influent Control Structure Repair	50,000	135,000	0	185,000	0	185,000
SE6176	SW K Street Sewer Replacement	0	95,000	0	95,000	0	95,000
	Total Closed Projects	<u>691,690</u>	<u>226,707</u>	<u>0</u>	<u>918,397</u>	<u>0</u>	<u>918,397</u>
	Grand Total - All Projects	<u>5,253,197</u>	<u>1,556,750</u>	<u>1,261,000</u>	<u>8,070,947</u>	<u>11,499,000</u>	<u>19,569,947</u>

This is a summary sheet of all the Capital Projects that are discussed in detail in the Capital Budget Book.

Program: Utilities/Wastewater – Capital Construction

ACTIVE CAPITAL PROJECT SUMMARIES FOR FY'14

		Adopted FY'14 Beginning Fund Balance	Adopted FY'14 Revenue	Adopted FY'14 Capital Outlay	Adopted FY'14 Transfers	Adopted FY'14 Appropriated Fund Balance
SE0000	Miscellaneous Projects - SDC Fund 722	53,812	(50,000)	0	0	3,812
SE0000	Miscellaneous Projects - AFD Fund 725	380	0	0	0	380
SE0000	Miscellaneous Projects - General Fund 728	509,484	(469,000)	0	0	40,484
SE4745	WRP & JOGRO™ Equipment Improve.	38,689	50,000	88,689	0	0
SE4960	JO-GRO™ Miscellaneous Upgrades	388,805	350,000	738,805	0	0
SE4963	Update WRP Facility Plan	0	0	0	0	0
SE4964	WRP Phase 2 Expansion	954,827	450,000	1,404,827	0	0
SE5060	General Engineering	24,904	20,000	44,904	0	0
SE5080	WRP Structural Repairs	27,382	75,000	102,382	0	0
SE5081	Collection System Master Plan Update	20,501	50,000	70,501	0	0
SE6012	Western Avenue Sewer Replacement	5,879	0	5,879	0	0
SE6064	Sewer Main Structural Repairs	184,075	400,000	584,075	0	0
SE6111	Mill Street Sewer Reconstruction	100,000	0	100,000	0	0
SE6112	Sewer Rate Study SE & RS	25,000	35,000	60,000	0	0
SE6156	Sewer Mains Related to Overlays	0	0	0	0	0
NEW PROJECTS						
SE6198	Collection System Maintenance-Repair	0	125,000	125,000	0	0
SE6199	Pump-Lift Station Equipment Improvement	0	125,000	125,000	0	0
SE6200	Spaulding Indust. Park WW Infrastructure	0	100,000	100,000	0	0
	Total Projects	<u>2,333,738</u>	<u>1,261,000</u>	<u>3,550,062</u>	<u>0</u>	<u>44,676</u>

Program: Utilities/Wastewater – Capital Construction

Financial Summary

	ACTUAL FY'11 \$	ACTUAL FY'12 \$	BUDGET FY'13 \$	MANAGER RECOMMEND FY'14 \$	COMMITTEE APPROVED FY'14 \$	COUNCIL ADOPTED FY'14 \$	PROJECTED FY'15 \$
Beginning Fund Balance	<u>2,352,707</u>	<u>2,229,858</u>	<u>1,877,430</u>	<u>2,333,738</u>	<u>2,333,738</u>	<u>2,333,738</u>	<u>44,676</u>
Resources							
Development Charges	179,287	168,271	150,000	150,000	150,000	150,000	150,000
Investment Interest	17,361	16,846	1,000	1,000	1,000	1,000	1,000
Advance Finance Interest	452	436	0	0	0	0	0
SDC Loans	7,701	8,816	0	0	0	0	0
General Fund	0	0	0	150,000	150,000	150,000	150,000
Sewer Fund	376,206	855,046	951,750	959,000	959,000	959,000	891,000
Water Fund	0	50,000	0	0	0	0	0
RSSSD	0	5,000	5,000	0	0	0	0
Miscellaneous Revenues	48	8,049	0	0	0	0	0
Advance Financing	<u>5,960</u>	<u>24</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<i>Total Current Revenues</i>	<u><i>587,015</i></u>	<u><i>1,113,288</i></u>	<u><i>1,108,750</i></u>	<u><i>1,261,000</i></u>	<u><i>1,261,000</i></u>	<u><i>1,261,000</i></u>	<u><i>1,193,000</i></u>
Total Resources	<u>2,939,722</u>	<u>3,343,146</u>	<u>2,986,180</u>	<u>3,594,738</u>	<u>3,594,738</u>	<u>3,594,738</u>	<u>1,237,676</u>
Requirements							
Capital Outlay	<u>709,864</u>	<u>647,808</u>	<u>2,912,283</u>	<u>3,550,062</u>	<u>3,550,062</u>	<u>3,550,062</u>	<u>1,180,000</u>
<i>Subtotal Expenditures</i>	<u><i>709,864</i></u>	<u><i>647,808</i></u>	<u><i>2,912,283</i></u>	<u><i>3,550,062</i></u>	<u><i>3,550,062</i></u>	<u><i>3,550,062</i></u>	<u><i>1,180,000</i></u>
Appropriated Fund Balance	<u>2,229,858</u>	<u>2,695,338</u>	<u>73,897</u>	<u>44,676</u>	<u>44,676</u>	<u>44,676</u>	<u>57,676</u>
Total Requirements	<u>2,939,722</u>	<u>3,343,146</u>	<u>2,986,180</u>	<u>3,594,738</u>	<u>3,594,738</u>	<u>3,594,738</u>	<u>1,237,676</u>

WHERE THE ROGUE RIVER RUNS



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