

# WASTEWATER

## ACTIVITIES

\*Wastewater Collection Services

\*Wastewater Treatment Services

\*JO-GRO™

\*Wastewater Customer Services

\*Wastewater System Debt Service

\*Wastewater – General Program

\*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 FY'09 \$	ACTUAL FY'10 \$	BUDGET FY'11 \$	MANAGER RECOMMEND FY'12 \$	COMMITTEE APPROVED FY'12 \$	COUNCIL ADOPTED FY'12 \$
Program Generated Resources	<u>8,295,279</u>	<u>9,116,058</u>	<u>8,154,376</u>	<u>9,062,103</u>	<u>9,062,103</u>	<u>9,062,103</u>
<b>Total Resources</b>	<b><u>8,295,279</u></b>	<b><u>9,116,058</u></b>	<b><u>8,154,376</u></b>	<b><u>9,062,103</u></b>	<b><u>9,062,103</u></b>	<b><u>9,062,103</u></b>
Requirements						
Wastewater Collection	590,290	619,918	670,297	696,656	696,656	696,656
Wastewater Treatment	1,414,713	1,512,290	1,657,043	1,752,938	1,704,989	1,704,989
JO-GRO™	539,576	501,849	562,037	687,241	671,897	671,897
Customer Services	259,713	262,508	275,250	270,283	270,283	270,283
Debt Services	491,992	501,329	501,313	491,712	491,712	491,712
General Program Operations	1,694,979	1,952,451	1,832,392	2,310,459	2,373,752	2,373,752
SRF Debt Reserve	500,899	500,899	0	0	0	0
Capital Construction	<u>2,803,117</u>	<u>3,264,814</u>	<u>2,656,044</u>	<u>2,852,814</u>	<u>2,852,814</u>	<u>2,852,814</u>
<b>Total Requirements</b>	<b><u>8,295,279</u></b>	<b><u>9,116,058</u></b>	<b><u>8,154,376</u></b>	<b><u>9,062,103</u></b>	<b><u>9,062,103</u></b>	<b><u>9,062,103</u></b>

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## **Program: Utilities/Wastewater Program**

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### **Mission:**

*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'12 Anticipated Accomplishments:**

- The Wastewater treatment facility plan update should be initiated following the completion of the UGB expansion.
- The Wastewater Collection System master plan update should be initiated following the completion of the UGB expansion.
- Sewer lines will be replaced in L Street in the vicinity of Alder Street.

### **FY'11 Activity Review:**

- Water Restoration Plant roof was replaced.
- JO-GRO™ Storm Water improvements were constructed.
- 5<sup>th</sup> Street sanitary sewer collection line from the railroad tracks north to B Street was replaced.
- Completed lighting efficiency upgrades at the Water Restoration Plant with funding from the American Reinvestment and Recovery Act, the Oregon Energy Trust and the Oregon Department of Energy.

## Program: Utilities/Wastewater Program

### Program Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>382,646</u>	<u>501,221</u>	<u>535,202</u>	<u>1,036,689</u>	<u>1,036,689</u>	<u>1,036,689</u>
Current Resources						
Activity Generated						
Sewage Fees	4,319,909	4,342,921	4,629,530	4,820,600	4,820,600	4,820,600
Redwood Sewer District	211,282	274,245	236,000	255,000	255,000	255,000
Solid Waste Agency	2,856	3,808	0	0	0	0
Direct Charges	7,269	7,040	9,500	9,500	9,500	9,500
Revenue from Other Agencies	20,931	34,032	25,000	25,000	25,000	25,000
Interest	7,388	6,763	5,500	10,500	10,500	10,500
Other Revenue	38,982	180,315	50,100	52,000	52,000	52,000
Transfer from Land & Bldgs.	0	0	7,500	0	0	0
Debt Service Reserve	500,899	500,899	0	0	0	0
Capital Construction	<u>2,803,117</u>	<u>3,264,814</u>	<u>2,656,044</u>	<u>2,852,814</u>	<u>2,852,814</u>	<u>2,852,814</u>
Total Current Resources	<u>7,912,633</u>	<u>8,614,837</u>	<u>7,619,174</u>	<u>8,025,414</u>	<u>8,025,414</u>	<u>8,025,414</u>
<b>Total Resources</b>	<b><u>8,295,279</u></b>	<b><u>9,116,058</u></b>	<b><u>8,154,376</u></b>	<b><u>9,062,103</u></b>	<b><u>9,062,103</u></b>	<b><u>9,062,103</u></b>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Wastewater Collection	560,290	589,918	670,297	696,656	696,656	696,656
Wastewater Treatment	1,414,713	1,512,290	1,657,043	1,752,938	1,704,989	1,704,989
Customer Services	259,713	262,508	275,250	270,283	270,283	270,283
JO-GRO™	539,576	501,849	562,037	642,241	626,897	626,897
General Program Operations	40,271	85,093	19,850	19,850	19,850	19,850
Capital Construction	2,803,117	3,264,814	2,656,044	2,852,814	2,852,814	2,852,814
Contingency	0	0	1,104,336	1,087,532	1,150,825	1,150,825
Indirect Charges	286,823	305,192	330,000	348,031	348,031	348,031
Debt Service	491,992	501,329	501,313	491,712	491,712	491,712
Transfers Out	896,664	1,017,834	378,206	900,046	900,046	900,046
Ending Balance	501,221	574,332	0	0	0	0
Debt Service Reserve	<u>500,899</u>	<u>500,899</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Requirements</b>	<b><u>8,295,279</u></b>	<b><u>9,116,058</u></b>	<b><u>8,154,376</u></b>	<b><u>9,062,103</u></b>	<b><u>9,062,103</u></b>	<b><u>9,062,103</u></b>

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## **Program: Utilities/Wastewater – Wastewater Collection**

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### **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. In addition, this activity provides contract services to the Redwood Sanitary Sewer Service District (RSSSD) in the areas of sewer line cleaning, forced main maintenance, utility location and collection record management.

### **FY'12 Anticipated Accomplishments:**

The safe uninterrupted operation of sanitary sewer lines within the community remains the primary goal of this activity. Cleaning of areas containing root and grease problems shall continue every 6 months. Routine cleaning of other segments of the sewer system shall continue on a rotating four-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. 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. Contract services to the RSSSD system shall continue in the areas of TV inspection and routine cleaning.

### **FY'12 Performance Measurements:**

- Non-storm related public sewer overflows shall be zero.
- Routine cleaning of the public sewer system shall equal 157,400 feet each year.
- 1 hour average response time for sewer blockages.

### **Budget Highlights:**

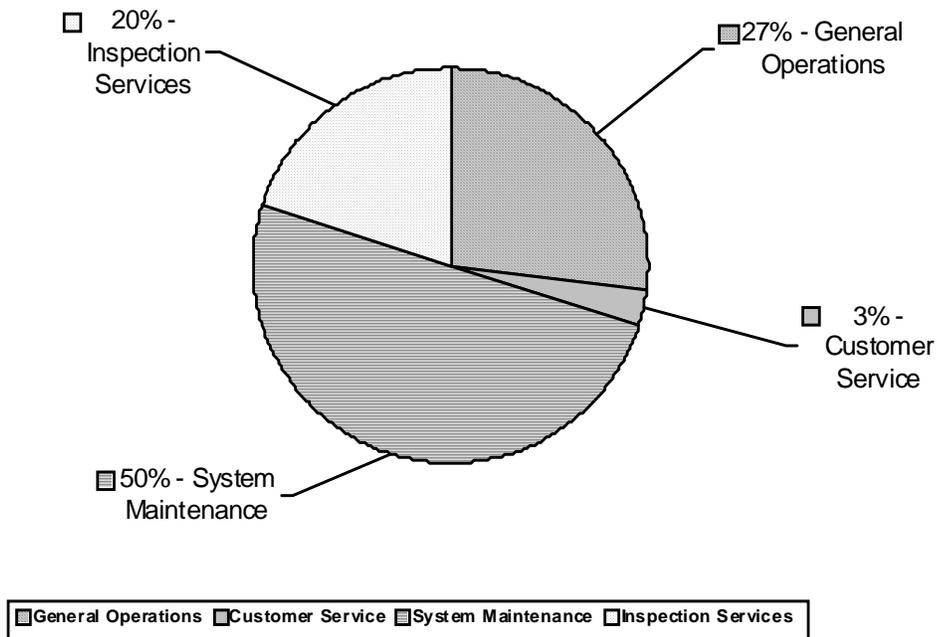
Growth of the collection system's service area is anticipated to remain slow during FY'12. However, the slowing of new development continues to provide the department with the opportunities to focus on existing system maintenance. The FY'12 budget contains continued funding for emergency contract sewer line repairs and root foaming. The capital budget contains continued funding for new sewer manholes to improve access. The capital budget collection system maintenance includes continued funding for the purchase of stainless steel repair sleeves to complete trenchless pipe repairs.

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## Program: Utilities/Wastewater – Wastewater Collection

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### Program Allocations



### FY'11 Activity Review:

Crews provided TV inspection services during the replacement of aging clay sewer mains located on NW 5<sup>TH</sup> Street, between NW B and SW G Streets. While cleaning and TV inspection services of new sewer lines and manholes remained slow during FY'11, 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 and continued utilizing "tilt-and-pan camera technology". Foaming of approximately 1 mile of public sewer lines with heavy intrusions of roots was successfully completed during the period. Contract routine cleaning services for the RSSSD system continued during FY'11. Other services for the district, such as utility locates and forced sewer line maintenance, also continued during the period.

### FY'11 Performance Indicators:

- Non-storm related public sewer overflows shall be zero. **Target met.**
- Routine cleaning of the public sewer system shall equal 157,400 feet each year. 198,269 feet cleaned. **Target exceeded.**
- 1 hour average response time for sewer blockages. **Target met.**

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**Program: Utilities/Wastewater – Wastewater Collection**

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**Financial Summary**

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Personal Services	375,620	406,010	441,511	455,616	455,616	455,616
Materials & Supplies	13,140	26,298	25,220	29,480	29,480	29,480
Contractual/Prof Services	91,973	104,880	120,276	133,328	133,328	133,328
Direct Charges	50,122	52,630	61,530	60,732	60,732	60,732
Capital Outlay	29,435	100	21,760	17,500	17,500	17,500
Transfers Out	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Requirements</b>	<b><u>590,290</u></b>	<b><u>619,918</u></b>	<b><u>670,297</u></b>	<b><u>696,656</u></b>	<b><u>696,656</u></b>	<b><u>696,656</u></b>

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## Program: Utilities/Wastewater – Wastewater Collection

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### Personnel

	BUDGET FY'09 #	BUDGET FY'10 #	BUDGET FY'11 #	MANAGER RECOMMEND FY'12 #	COMMITTEE APPROVED FY'12 #	COUNCIL ADOPTED FY'12 #
Utility Worker*	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Subtotal	4.00	4.00	4.00	4.00	4.00	4.00
Public Works Director						
From: Water Treatment	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
Utility Worker*						
From: Water Distribution	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
Office Assistant I						
From: Water Treatment	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>
Subtotal	1.66	1.66	1.66	1.66	1.66	1.66
<b>Total Positions</b>	<b><u>5.66</u></b>	<b><u>5.66</u></b>	<b><u>5.66</u></b>	<b><u>5.66</u></b>	<b><u>5.66</u></b>	<b><u>5.66</u></b>

\*The title Utility Worker replaced Municipal Service Worker with ratification of Teamster's labor contract during FY'10.

### Capital Outlay/By Item

Sewer TV & Tractor Transport System	10,000	10,000	10,000	10,000
Manholes	7,500	7,500	7,500	7,500
Computers	<u>4,260</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Capital Outlay</b>	<b><u>21,760</u></b>	<b><u>17,500</u></b>	<b><u>17,500</u></b>	<b><u>17,500</u></b>

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## Program: Utilities/Wastewater – Wastewater Treatment

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### 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 Redwood Sanitary Sewer Service District and the Merlin Landfill, for operation and maintenance services.

### FY'12 Anticipated Accomplishments:

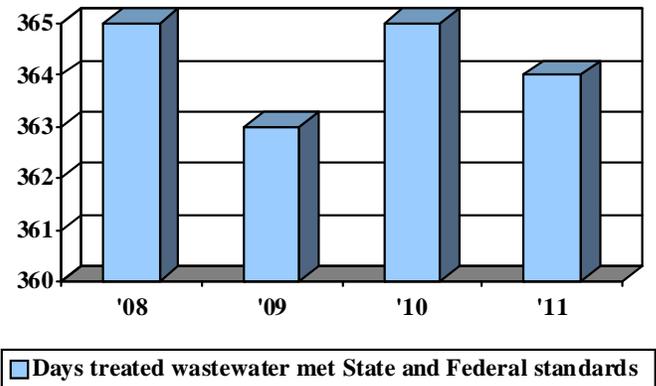
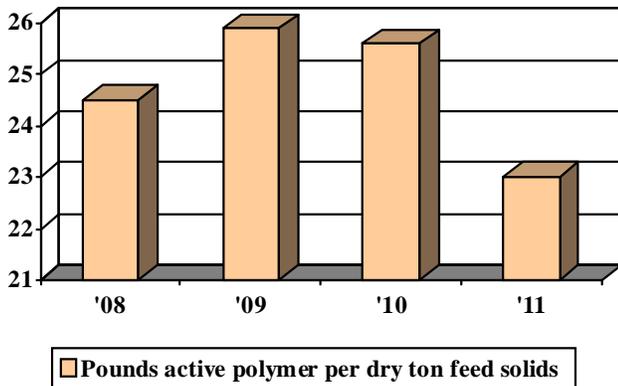
- Treating the community's wastewater to meet State and Federal standards will remain the main objective of this activity.
- Finish updating the Sewer Use Ordinance Pollutant Local limits to comply with DEQ regulations.
- Participate in the first annual Public Works Institute.

### FY'12 Performance Measurements:

- Treated wastewater will meet or exceed State and Federal standards.
- Target polymer usage for dewatering Biosolids will be less than 25 pounds active polymer per dry ton of feed solids.
- Average power used per million gallons of wastewater treated will be less than 2,550 Kwh

### Budget Highlights:

This Budget includes funds to rebuild one of the influent pumps and purchase a new laptop computer for programming controllers at the pump stations. The laptop computer was funded in the FY'11 budget, but the money was used to replace the Pretreatment program computer.

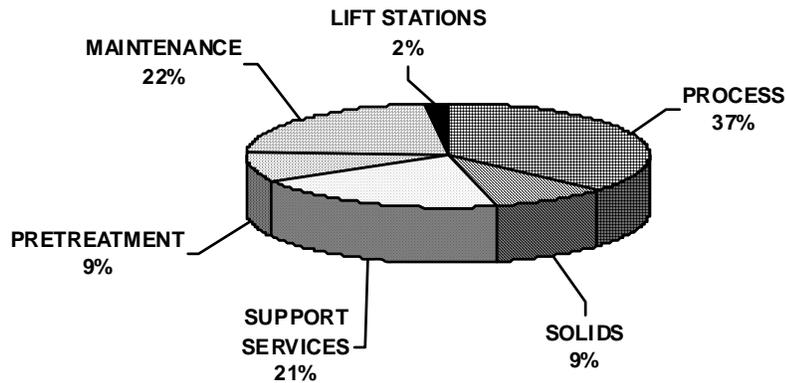


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## Program: Utilities/Wastewater – Wastewater Treatment

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### PERCENT OF TOTAL BUDGET



#### *FY'11 Activity Review:*

During the 2011 budget year, this activity will treat an estimated 2.45 billion gallons of wastewater and transport an estimated 1.7 million pounds of Biosolids to the JO-GRO™ Co-Composting facility.

#### *FY'11 Performance Indicators:*

- Treated wastewater will meet or exceed State and Federal effluent standards 100 percent of the time. **Target met through March 2011.**
- Target polymer usage for dewatering Biosolids will be less than 25 pounds active polymer per dry ton of feed solids. **Target will be met.**
- Average power used per million gallons of wastewater treated will be less than 2,550 Kwh. **Target will be met.**

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**Program: Utilities/Wastewater – Wastewater Treatment**

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***Financial Summary***

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'12	FY'12	FY'12
				\$	\$	\$
Personal Services	583,061	649,147	740,956	776,145	744,196	744,196
Materials & Supplies	204,804	211,872	218,700	224,200	224,200	224,200
Contractual/Prof Services	601,802	634,491	678,605	738,333	722,333	722,333
Direct Charges	13,915	11,834	15,282	14,260	14,260	14,260
Capital Outlay	<u>11,131</u>	<u>4,946</u>	<u>3,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Requirements</b>	<b><u>1,414,713</u></b>	<b><u>1,512,290</u></b>	<b><u>1,657,043</u></b>	<b><u>1,752,938</u></b>	<b><u>1,704,989</u></b>	<b><u>1,704,989</u></b>

## Program: Utilities/Wastewater – Wastewater Treatment

### Personnel

	BUDGET FY'09 #	BUDGET FY'10 #	BUDGET FY'11 #	MANAGER RECOMMEND FY'12 #	COMMITTEE APPROVED FY'12 #	COUNCIL ADOPTED FY'12 #
Utility Plant Superintendent	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
Utility Specialist*	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>
Subtotal	10.00	10.00	10.00	10.00	10.00	10.00
Public Works Director						
From: Water Treatment	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)
Trmt. Plant Spec – Operations						
To: JO-GRO™	(0.30)	(0.30)	(0.30)	(0.30)	(0.30)	(0.30)
Trmt. Plant Spec – Maintenance						
To: Water Treatment	0.00	0.00	0.00	0.00	0.00	0.00
Utility Worker*						
To: JO-GRO™	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)
Office Assistant I						
From: Water Treatment	<u>0.23</u>	<u>0.23</u>	<u>0.23</u>	<u>0.23</u>	<u>0.23</u>	<u>0.23</u>
Subtotal	(0.59)	(0.59)	(0.59)	(0.59)	(0.59)	(0.59)
<b>Total Positions</b>	<b><u>9.41</u></b>	<b><u>9.41</u></b>	<b><u>9.41</u></b>	<b><u>9.41</u></b>	<b><u>9.41</u></b>	<b><u>9.41</u></b>
Total Un-Funded Positions	0.00	0.00	0.00	0.00	(0.50)	(0.50)
<b>Total Funded Positions</b>	<b><u>9.41</u></b>	<b><u>9.41</u></b>	<b><u>9.41</u></b>	<b><u>9.41</u></b>	<b><u>8.91</u></b>	<b><u>8.91</u></b>

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

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

Computers			<u>3,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Capital Outlay</b>			<b><u>3,500</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

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## **Program: Utilities/Wastewater – JO-GRO™**

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### **Services Delivered:**

This activity accepts greenwaste from the community and grinds the greenwaste to create a product that can be composted with wastewater Biosolids 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.

### **FY'12 Anticipated Accomplishments:**

Processing the City's wastewater Biosolids with greenwaste to produce an "Exceptional quality" Co-Compost will continue to be the primary goal of this activity.

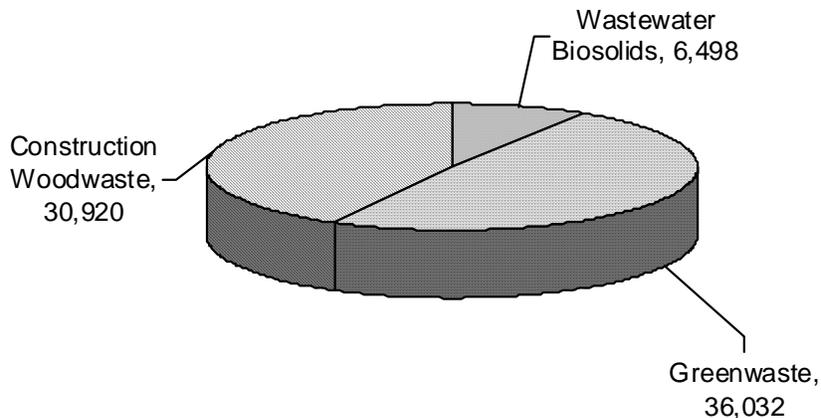
### **FY'12 Performance Measurements:**

- The JO-GRO™ facility will process the City's wastewater Biosolids 100 percent of the time.
- The finished Co-Compost will meet or exceed State and Federal standards for an "Exceptional quality class A" product 100 percent of the time.
- Sell 100 percent of the finished Co-Compost material produced.

### **Budget Highlights:**

Equipment replacement funds and replacement schedules were evaluated to ensure the necessary funds would be available when the equipment needs replaced. We contacted the equipment vendors and discovered the costs to replace both the compost screener and greenwaste grinder has significantly increased at a rate higher than we anticipated. Replacement schedules have been adjusted as necessary. Additionally, funds have been budgeted to establish a replacement fund for the replacement loader purchased in FY' 11.

**CUBIC YARDS OF MATERIALS  
RECEIVED FY'10**



**FY'11 Activity Review:**

This activity will process an estimated 36,000 cubic yards of loose greenwaste material, 7,200 cubic yards of wastewater biosolids and sell an estimated 6,700 cubic yards of finished compost during the FY'11 budget year. In addition, an estimated 30,000 cubic yards of construction wood waste will be recycled by BioMass One.

**FY'11 Performance Indicators:**

- The JO-GRO™ facility will process the City's wastewater Biosolids 100 percent of the time. **Target will be met.**
- The finished Co-Compost will meet or exceed State and Federal standards for an "Exceptional quality class A" product 100 percent of the time. **Target will be met.**
- Sell 100 percent of the finished Co-Compost material produced. **Target will be met.**

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**Program: Utilities/Wastewater – JO-GRO™**

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***Financial Summary***

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'12	FY'12	FY'12
				\$	\$	\$
Personal Services	285,820	275,053	294,589	305,020	289,676	289,676
Materials & Supplies	80,540	65,147	88,450	90,950	90,950	90,950
Contractual/Prof Services	161,010	155,700	174,498	246,271	246,271	246,271
Direct Charges	339	339	0	0	0	0
Capital Outlay	11,867	5,610	4,500	0	0	0
Transfers Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>
<b>Total Requirements</b>	<b><u>539,576</u></b>	<b><u>501,849</u></b>	<b><u>562,037</u></b>	<b><u>687,241</u></b>	<b><u>671,897</u></b>	<b><u>671,897</u></b>

## Program: Utilities/Wastewater – JO-GRO™

### Personnel

	BUDGET FY'09 #	BUDGET FY'10 #	BUDGET FY'11 #	MANAGER RECOMMEND FY'12 #	COMMITTEE APPROVED FY'12 #	COUNCIL ADOPTED FY'12 #
Utility Specialist*	1.00	1.00	1.00	1.00	1.00	1.00
Utility Worker*	1.00	2.00	2.00	2.00	2.00	2.00
Municipal Service Aide	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Subtotal	3.00	3.00	3.00	3.00	3.00	3.00
Public Works Director						
From: Water Treatment	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
Utility Worker						
From: Wastewater Treatment	0.50	0.50	0.50	0.50	0.50*	0.50*
Trmt. Plant Spec. – Maintenance						
From: Wastewater Treatment	0.30	0.30	0.30	0.30	0.30	0.30
Office Assistant						
From: Water Treatment	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>
Subtotal	1.11	1.11	1.11	1.11	1.11	1.11
<b>Total Positions</b>	<b><u>4.11</u></b>	<b><u>4.11</u></b>	<b><u>4.11</u></b>	<b><u>4.11</u></b>	<b><u>4.11</u></b>	<b><u>4.11</u></b>
Total Un-Funded Positions	0.00	0.00	0.00	0.00	(0.50)	(0.50)
<b>Total Funded Positions</b>	<b><u>4.11</u></b>	<b><u>4.11</u></b>	<b><u>4.11</u></b>	<b><u>4.11</u></b>	<b><u>3.61</u></b>	<b><u>3.61</u></b>

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

Utility Worker	0.00	0.00	0.00	0.00	0.50	0.50
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\*The job title Utility Specialist replaced Municipal Specialist and the title Utility Worker replaced Municipal Service Worker with ratification of Teamsters labor contract during FY'10.

### Capital Outlay/By Item

Computers/Software	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Capital Outlay</b>	<b><u>4,500</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

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## Program: Utilities/Wastewater – Customer Services

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### Services Delivered:

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

### FY'12 Anticipated Accomplishments:

The activity provides for direct customer services and engineering support for developers. This activity focuses on the City Council goal of “**Quality Livability**”, with extensive work with individual customers paying bills, establishing accounts and assisting with or planning for service modifications to their property. The engineering costs are those associated with customer service for developers, real estate agents and property owners in Community Development.

The Customer Service activity will bill about 10,661 City sewer customers monthly and maintain timely records on all accounts. Information regarding sewer line locations, new service requests, local improvement district financing and other data regarding the overall system will be provided to customers through this activity.

### FY'12 Performance Measurements:

**Measure:** Operating costs for sewer customer service per customer.

**Desired Outcome:** Efficient Utility Billing Services.

### **Calculation:**

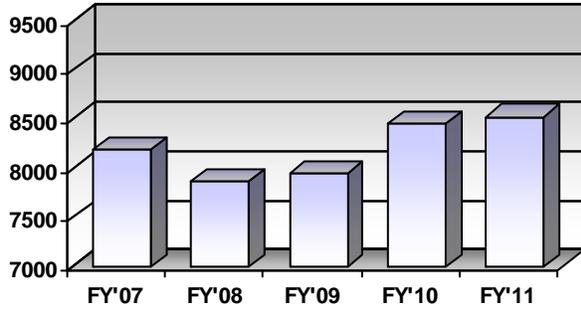
$$\frac{\text{Direct Monthly Charge to the utility for Customer Service Services}}{\text{Sewer Customers (City only)}} = \frac{\$16,065}{10,661} = \$1.51 \text{ per customer}$$

### **Definition:**

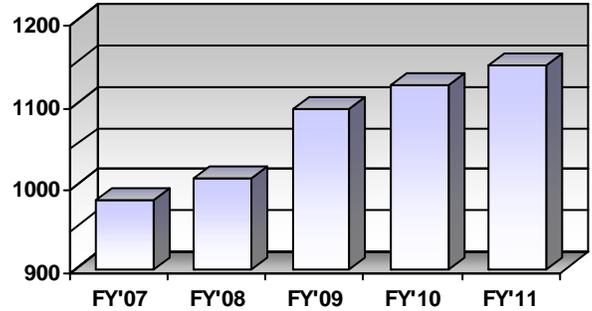
Operating costs for wastewater utility customer services include expenditures for: salaries, wages and employment benefits; materials; contracted services; property management and financial expenses. Operating costs per wastewater customer are projected to be \$1.51 in FY'12. Total costs per wastewater customer in FY'11 were \$1.64. The change is a result of cost efficiencies gained by reducing personnel costs directly attributed to the daily processing of payments. An automated payment processing system was implemented in July of 2011. The Customer Service Department strives to keep costs at a minimum. We recognize that costs will increase over time, but it is expected that any increased costs per customer will be less than or equal to annual inflation costs.

# Program: Utilities/Wastewater – Customer Services

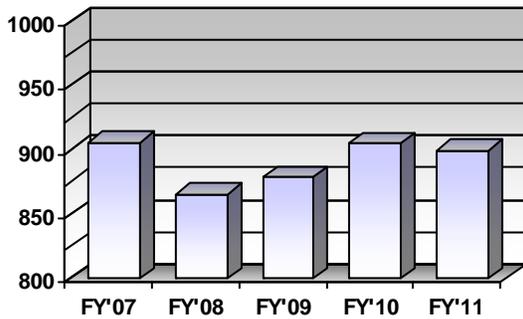
Number of RESIDENTIAL Customers



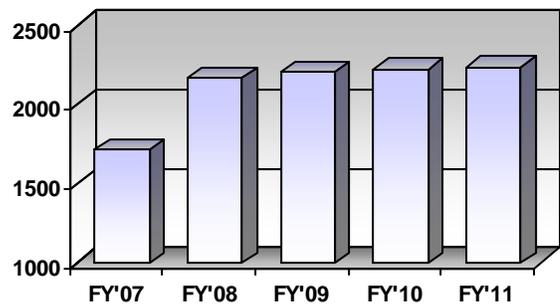
Number of COMMERCIAL Customers



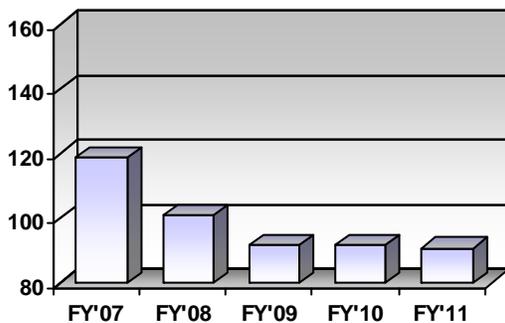
Number of MULTIFAMILY Customers



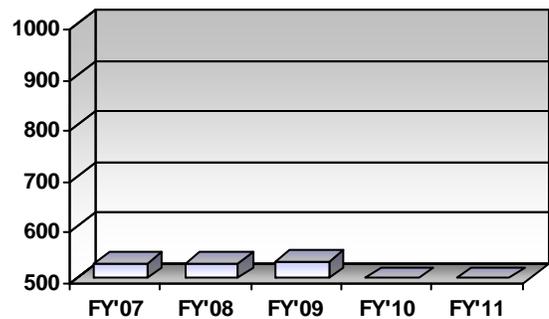
Number of Redwood Sanitary Sewer Services Customers



Number of PUBLIC AGENCY Customers



Number of HARBECK-FRUITDALE Customers



Note: Harbeck-Fruitdale numbers decline as properties are annexed and moved into appropriate class groups. Harbeck-Fruitdale customers have been included with the City Sewer customer numbers. The Harbeck-Fruitdale district was officially dissolved November 17, 2010.

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## **Program: Utilities/Wastewater – Customer Services**

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### **Budget Highlights:**

The FY'12 budget includes a reduction in costs associated with personnel and an increase in the efficiencies through the automation of payment processing.

### **FY'11 Performance Indicators:**

In an effort to decrease costs and increase efficiencies, the Customer Service Department seeks to collect all costs associated with the utility from the individual responsible for the account. Turning accounts over to collections often results in a revenue loss for the utility. The Customer Service Department strives to turn over less than 2% of overall accounts to collections. – This goal is met annually. The Customer Service Department turns very little over to collections. The implementation of an electronic lien reporting system will contribute to the ongoing goal of turning over less than 2% of overall accounts to collections.

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**Program: Utilities/Wastewater – Customer Services**

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***Financial Summary***

Requirements	ACTUAL FY'09 \$	ACTUAL FY'10 \$	BUDGET FY'11 \$	MANAGER RECOMMEND FY'12 \$	COMMITTEE APPROVED FY'12 \$	COUNCIL ADOPTED FY'12 \$
Contractual/Prof Services	23,815	22,575	27,000	26,287	26,287	26,287
Direct Charges	<u>235,898</u>	<u>239,933</u>	<u>248,250</u>	<u>243,996</u>	<u>243,996</u>	<u>243,996</u>
<b>Total Requirements</b>	<b><u>259,713</u></b>	<b><u>262,508</u></b>	<b><u>275,250</u></b>	<b><u>270,283</u></b>	<b><u>270,283</u></b>	<b><u>270,283</u></b>

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## Program: Utilities/Wastewater – Debt Service

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### 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.

### Budget Highlights:

The 2009 Refunding Bond debt will be payable over thirteen years at an interest rate of 3.05%. Annual principal and interest payments will be made according to the debt service schedule.

The following loan and bond debt payment schedule reflects the refinancing of loan agreement R38671 in December 2009 through a bond sale:

	<b>FY'08</b>	<b>FY'09</b>	<b>FY'10 *</b>	<b>FY'11</b>	<b>FY'12</b>
Principal	275,460	284,989	296,171	320,000	320,000
Interest	<u>219,790</u>	<u>210,261</u>	<u>194,380</u>	<u>181,313</u>	<u>171,712</u>
<b>Total</b>	<b><u>495,250</u></b>	<b><u>495,250</u></b>	<b><u>490,551</u></b>	<b><u>501,313</u></b>	<b><u>491,712</u></b>

\* Does not include debt reserve that was used to pay down principal of loan in the bond offering of FY'10.

The full Debt Service schedule is in Appendix P.

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**Program: Utilities/Wastewater – Debt Service**

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***Financial Summary***

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'12	FY'12	FY'12
Debt Service	<u>491,992</u>	<u>501,329</u>	<u>501,313</u>	<u>491,712</u>	<u>491,712</u>	<u>491,712</u>
<b>Total Requirements</b>	<b><u>491,992</u></b>	<b><u>501,329</u></b>	<b><u>501,313</u></b>	<b><u>491,712</u></b>	<b><u>491,712</u></b>	<b><u>491,712</u></b>

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## **Program: Utilities/Wastewater – General Program Operations**

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### **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'12 Anticipated Accomplishments:**

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.

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**Program: Utilities/Wastewater – General Program Operations**

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***Financial Summary***

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'12	FY'12	FY'12
				\$	\$	\$
Direct Charges	0	0	9,500	9,500	9,500	9,500
Contractual/Prof Services	40,271	85,093	10,350	10,350	10,350	10,350
Contingencies	0	0	1,104,336	1,087,532	1,150,825	1,150,825
Indirect Charges	286,823	305,192	330,000	348,031	348,031	348,031
Transfers Out	866,664	987,834	378,206	855,046	855,046	855,046
Ending Balance	<u>501,221</u>	<u>574,332</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Requirements</b>	<b><u>1,694,979</u></b>	<b><u>1,952,451</u></b>	<b><u>1,832,392</u></b>	<b><u>2,310,459</u></b>	<b><u>2,373,752</u></b>	<b><u>2,373,752</u></b>

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**Program: Utilities/Wastewater – Debt Service Reserve Fund**

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**Services Delivered/ Budget Highlights:**

This activity accounted for the reserve requirement mandated by the covenants of the SRF loan accepted in 2001, for the expansion of the Wastewater Treatment Plant. As of December 2009, this requirement was released when the City issued a refunding bond to consolidate debt at a lower rate.

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**Program: Utilities/Wastewater – Debt Service Reserve Fund**

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***Financial Summary***

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'12	FY'12	FY'12
Beginning Balance	<u>500,899</u>	<u>500,899</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Resources</b>	<b><u>500,899</u></b>	<b><u>500,899</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'09	FY'10	FY'11	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'12	FY'12	FY'12
Debt Service	0	500,899	0	0	0	0
Ending Balance	<u>500,899</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Requirements</b>	<b><u>500,899</u></b>	<b><u>500,899</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

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## Program: Utilities/Wastewater – Capital Construction

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### Basic Functions:

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

### Personnel:

	BUDGET FY'09 #	BUDGET FY'10 #	BUDGET FY'11 #	MANAGER RECOMMEND FY'12 #	COMMITTEE APPROVED FY'12 #	COUNCIL ADOPTED FY'12 #
Project Specialist	1.00	1.00	1.00	1.00	1.00	1.00

### Activity Highlights:

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, three 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.

### Budget Highlights:

The Active Capital Project list includes projects coming to a close in FY'11, but which are not finalized at this time.

The project listing shows resources across the columns. Columns show the "Actual resources through FY'10"; the re-assessed resource needs of projects using current data for the "Revised FY'11" column, guiding our "Recommended FY'12" and resources estimated "Through FY'12". 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

### ALL ACTIVE CAPITAL PROJECT RESOURCES

	Actual Through FY'10	Revised FY'11	Adopted FY'12	Total Through FY'12	Future Years	Total Project
SE4161 Accelerated Maintenance	341,641	(40,000)	50,000	351,641	150,000	501,641
SE4745 WRP & JOGRO™ Equipment Improve	250,000	50,000	50,000	350,000	150,000	500,000
SE4960 JO-GRO™ Miscellaneous Upgrades	329,020	0	300,000	629,020	0	629,020
SE4963 Update WRP Facility Plan	250,000	0	0	250,000	0	250,000
SE4964 WRP Phase 2 Expansion	662,000	100,000	100,000	862,000	9,108,000	9,970,000
SE4998 Industrial Pretreatment Program Update	180,000	15,000	5,000	200,000	0	200,000
SE5060 General Engineering	45,000	26,000	25,000	96,000	75,000	171,000
SE5080 WRP Structural Repairs	50,000	8,000	75,000	133,000	225,000	358,000
SE5081 Collection System Master Plan Update	10,000	90,000	75,000	175,000	0	175,000
SE6012 Western Avenue Sewer Replacement	0	10,000	0	10,000	1,790,000	1,800,000
SE6050 L Street Sewer & Water Main Repl.	15,000	0	245,000	260,000	0	260,000
SE6064 Sewer Main Structural Repairs	0	0	690,000	690,000	3,010,000	3,700,000
SE6066 Methane Gas Generation Evaluation	0	0	10,000	10,000	0	10,000
SE6067 Sewer Siphon Line Inspection	0	30,000	40,000	70,000	0	70,000
SE0000 Miscellaneous Projects - SDC Fund 722	75,808	28,836	(72,280)	32,364	(12,264,840)	(12,232,476)
SE0000 Miscellaneous Projects - AFD Fund 725	82,700	0	0	82,700	0	82,700
SE0000 Miscellaneous Projects - General 728	1,876,395	(207,690)	(647,954)	1,020,751	(4,062,000)	(3,041,249)
<b>NEW PROJECTS</b>						
SE6111 Mill Street Sewer Reconstruction	0	0	125,000	125,000	4,025,000	4,150,000
SE6112 Sewer Rate Study SE & RS	0	0	35,000	35,000	0	35,000
<b>Total Projects</b>	<b><u>4,167,564</u></b>	<b><u>110,146</u></b>	<b><u>1,104,766</u></b>	<b><u>5,382,476</u></b>	<b><u>2,206,160</u></b>	<b><u>7,588,636</u></b>

### ALL CLOSED OR CANCELLED CAPITAL PROJECT: RESOURCES

SE4962 Bridge Street Pump Station Improve.	487,000	(60,000)	0	427,000	0	427,000
SE5048 Gilbert Creek SS Crossing Repair	40,000	(20,504)	0	19,496	0	19,496
SE5082 Plant Drain Pump Evaluation	20,000	(20,000)	0	0	0	0
SE6055 5th St. Sewer Main Replace RR Track	25,020	306,400	0	331,420	0	331,420
SE6065 WRP Roof Replacement	50,000	201,000	0	251,000	0	251,000
<b>Total Projects</b>	<b><u>622,020</u></b>	<b><u>406,896</u></b>	<b><u>0</u></b>	<b><u>1,028,916</u></b>	<b><u>0</u></b>	<b><u>1,028,916</u></b>
<b>Grand Total - All Projects</b>	<b><u>4,789,584</u></b>	<b><u>517,042</u></b>	<b><u>1,104,766</u></b>	<b><u>6,411,392</u></b>	<b><u>2,206,160</u></b>	<b><u>8,617,552</u></b>

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

### ALL ACTIVE CAPITAL PROJECT SUMMARY FOR FY'12

		Adopted FY'12 Beginning Fund Balance	Adopted FY'12 Revenue	Adopted FY'12 Capital Outlay	Adopted FY'12 Transfers Out	Adopted FY'12 Appropriated Fund Balance
SE4161	Accelerated Maintenance	10,993	50,000	60,993	0	0
SE4745	WRP & JOGRO™ Equipment Improve.	719	50,000	50,719	0	0
SE4960	JO-GRO™ Miscellaneous Upgrades	0	300,000	300,000	0	0
SE4963	Update WRP Facility Plan	200,000	0	200,000	0	0
SE4964	WRP Phase 2 Expansion	712,000	100,000	800,000	0	12,000
SE4998	Industrial Pretreatment Program Update	2,879	5,000	7,879	0	0
SE5060	General Engineering	0	25,000	25,000	0	0
SE5080	WRP Structural Repairs	649	75,000	75,649	0	0
SE5081	Collection System Master Plan Update	0	75,000	75,000	0	0
SE6012	Western Avenue Sewer Replacement	5,000	0	5,000	0	0
SE6050	L Street Sewer & Water Main Repl.	4,613	245,000	249,613	0	0
SE6064	Sewer Main Structural Repairs	0	690,000	690,000	0	0
SE6066	Methane Gas Generation Evaluation	0	10,000	10,000	0	0
SE6067	Sewer Siphon Line Inspection	0	40,000	40,000	0	0
SE0000	Miscellaneous Projects - SDC Fund 722	104,644	(72,280)	0	0	32,364
SE0000	Miscellaneous Projects - AFD Fund 725	1,760	0	0	0	1,760
SE0000	Miscellaneous Projects - General Fund 728	704,791	(647,954)	0	0	56,837
<b>NEW PROJECTS</b>						
SE6111	Mill Street Sewer Reconstruction	0	125,000	125,000	0	0
SE6112	Sewer Rate Study SE & RS	<u>0</u>	<u>35,000</u>	<u>35,000</u>	<u>0</u>	<u>0</u>
	<b>Total Projects</b>	<b><u>1,748,048</u></b>	<b><u>1,104,766</u></b>	<b><u>2,749,853</u></b>	<b><u>0</u></b>	<b><u>102,961</u></b>

## Program: Utilities/Wastewater – Capital Construction

### Financial Summary

	ACTUAL FY'09 \$	ACTUAL FY'10 \$	BUDGET FY'11 \$	MANAGER RECOMMEND FY'12 \$	COMMITTEE APPROVED FY'12 \$	COUNCIL ADOPTED FY'12 \$
Beginning Fund Balance	<u>1,668,620</u>	<u>2,035,933</u>	<u>2,139,002</u>	<u>1,748,048</u>	<u>1,748,048</u>	<u>1,748,048</u>
<b>Resources</b>						
Development Charges	202,796	206,863	138,836	152,720	152,720	152,720
Sale of Publications	370	40	0	0	0	0
Investment Interest	33,738	20,894	1,000	1,000	1,000	1,000
Advance Finance Interest	1,005	966	0	0	0	0
SDC Loans	11,044	10,189	0	0	0	0
Street Utility Fund	0	0	0	40,000	40,000	40,000
Debt Service	14,285	0	0	0	0	0
Sewer Fund	866,664	987,834	376,206	855,046	855,046	855,046
Water Fund	0	0	0	50,000	50,000	50,000
RSSSD	0	0	0	5,000	5,000	5,000
Miscellaneous Revenues	0	78	0	0	0	0
Advance Financing	<u>4,595</u>	<u>2,017</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Current Resources	<u>1,134,497</u>	<u>1,228,881</u>	<u>517,042</u>	<u>1,104,766</u>	<u>1,104,766</u>	<u>1,104,766</u>
<b>Total Resources</b>	<b><u>2,803,117</u></b>	<b><u>3,264,814</u></b>	<b><u>2,656,044</u></b>	<b><u>2,852,814</u></b>	<b><u>2,852,814</u></b>	<b><u>2,852,814</u></b>
<b>Requirements</b>						
Capital Outlay	767,184	912,107	1,324,943	2,749,853	2,749,853	2,749,853
Transfers Out	0	0	0	0	0	0
Appropriated Fund Balance	<u>2,035,933</u>	<u>2,352,707</u>	<u>1,331,101</u>	<u>102,961</u>	<u>102,961</u>	<u>102,961</u>
<b>Total Requirements</b>	<b><u>2,803,117</u></b>	<b><u>3,264,814</u></b>	<b><u>2,656,044</u></b>	<b><u>2,852,814</u></b>	<b><u>2,852,814</u></b>	<b><u>2,852,814</u></b>

**WHERE THE ROGUE RIVER RUNS**



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