

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, pumping stations, collection piping system, and support services systems that collectively provide wastewater services to the enterprise's customers.

	ACTUAL FY'14 \$	ACTUAL FY'15 \$	BUDGET FY'16 \$	MANAGER RECOMMEND FY'17 \$	COMMITTEE APPROVED FY'17 \$	COUNCIL ADOPTED FY'17 \$	PROJECTED FY'18 \$
Program Generated Resources	<u>13,058,571</u>	<u>15,562,795</u>	<u>13,930,327</u>	<u>17,181,036</u>	<u>17,181,036</u>	<u>17,181,036</u>	<u>10,591,251</u>
Total Resources	<u>13,058,571</u>	<u>15,562,795</u>	<u>13,930,327</u>	<u>17,181,036</u>	<u>17,181,036</u>	<u>17,181,036</u>	<u>10,591,251</u>
Requirements							
Wastewater Collection	642,128	657,933	797,981	840,052	840,052	840,052	786,786
Wastewater Treatment	1,765,760	1,972,334	2,308,712	2,306,465	2,306,465	2,306,465	2,331,716
Jo Gro	461,440	0	0	0	0	0	0
Customer Services	389,727	384,360	418,989	457,928	457,928	457,928	468,174
Debt Service	939,362	940,090	933,713	491,063	491,063	491,063	486,063
General Program Operations	3,961,586	4,749,251	3,372,036	4,662,839	4,662,839	4,662,839	3,468,550
Capital Construction	<u>4,898,568</u>	<u>6,858,827</u>	<u>6,098,896</u>	<u>8,422,689</u>	<u>8,422,689</u>	<u>8,422,689</u>	<u>3,049,962</u>
Total Requirements	<u>13,058,571</u>	<u>15,562,795</u>	<u>13,930,327</u>	<u>17,181,036</u>	<u>17,181,036</u>	<u>17,181,036</u>	<u>10,591,251</u>

Program: Utilities/Wastewater Program

Services Delivered:

The Wastewater Program goal is to meet the area's current and future wastewater collection and treatment needs, protecting human health, welfare and the environment.

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 Drycreek Landfill in White City for disposal.

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, 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 the following major activities:

Wastewater Collection Services	Debt Service
Wastewater Treatment	General Program Operations
Customer Service	Capital Improvements

This program provides services to approximately 13,000 accounts.

FY'17 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

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

Objective 3: Ensure sewer infrastructure needs are met

Action 1: Expand Wastewater Plant (PAVE).

- Staff will be working to bring forward Design Build package for Council approval in FY'17.

Action 2: Construct vector truck unloading facility.

Action 3: Initiate a Fats, Oils and Grease (FOG) education/enforcement program.

- FOG costs the City tens of thousands of dollars annually in maintenance costs. Staff will work with PCD to develop better rules relating to FOG.

Action 4: Implement manhole inflow/infiltration elimination program in the Redwood area.

- Staff will conduct extensive investigation and develop capital improvement projects to eliminate inflow in the Redwood area.

Program: Utilities/Wastewater Program

FY'16 Activity Review:

- Several sewer main segments have been replaced in the core of the community, as per the Sewer Collection Master Plan.
- Construction was completed on the upgraded UV disinfection unit.
- Design and construction on Webster Pump Station #1 improvements commenced.
- Newer more efficient propane generator installed at Redwood Pump Station.



Program: Utilities/Wastewater Program

Program Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY' 14	FY' 15	FY' 16	RECOMMEND	APPROVED	ADOPTED	FY' 18
	\$	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>2,169,629</u>	<u>2,567,749</u>	<u>1,738,431</u>	<u>2,528,197</u>	<u>2,528,197</u>	<u>2,528,197</u>	<u>1,121,639</u>
Current Resources							
Activity Generated							
Sewage Fees	5,917,306	6,014,517	6,027,600	6,204,650	6,204,650	6,204,650	6,395,150
Direct Charges	12,077	9,142	11,900	8,000	8,000	8,000	8,000
Interest	26,002	20,441	11,500	11,500	11,500	11,500	10,500
Other Revenue	34,989	92,119	42,000	6,000	6,000	6,000	6,000
Capital Construction	<u>4,898,568</u>	<u>6,858,827</u>	<u>6,098,896</u>	<u>8,422,689</u>	<u>8,422,689</u>	<u>8,422,689</u>	<u>3,049,962</u>
<i>Total Current Revenues</i>	<u><i>10,888,942</i></u>	<u><i>12,995,046</i></u>	<u><i>12,191,896</i></u>	<u><i>14,652,839</i></u>	<u><i>14,652,839</i></u>	<u><i>14,652,839</i></u>	<u><i>9,469,612</i></u>
Total Resources	<u>13,058,571</u>	<u>15,562,795</u>	<u>13,930,327</u>	<u>17,181,036</u>	<u>17,181,036</u>	<u>17,181,036</u>	<u>10,591,251</u>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY' 14	FY' 15	FY' 16	RECOMMEND	APPROVED	ADOPTED	FY' 18
	\$	\$	\$	\$	\$	\$	\$
Wastewater Collection	642,128	657,933	797,981	840,052	840,052	840,052	786,786
Wastewater Treatment	1,765,760	1,972,334	2,308,712	2,306,465	2,306,465	2,306,465	2,331,716
Customer Services	389,727	384,360	418,989	457,928	457,928	457,928	468,174
Jo Gro	461,440	0	0	0	0	0	0
General Program Operations	14,311	9,902	24,050	25,000	25,000	25,000	25,000
Capital Construction	4,898,568	6,858,827	6,098,896	8,422,689	8,422,689	8,422,689	3,049,962
Indirect Charges	345,526	317,958	373,640	372,900	372,900	372,900	371,000
Debt Service	939,362	940,090	933,713	491,063	491,063	491,063	486,063
Transfers Out	<u>1,034,000</u>	<u>1,782,392</u>	<u>1,719,000</u>	<u>3,143,300</u>	<u>3,143,300</u>	<u>3,143,300</u>	<u>2,400,000</u>
<i>Subtotal Expenditures</i>	<u><i>10,490,822</i></u>	<u><i>12,923,796</i></u>	<u><i>12,674,981</i></u>	<u><i>16,059,397</i></u>	<u><i>16,059,397</i></u>	<u><i>16,059,397</i></u>	<u><i>9,918,701</i></u>
Contingency	0	0	1,255,346	1,121,639	1,121,639	1,121,639	672,550
Ending Balance	<u>2,567,749</u>	<u>2,638,999</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>13,058,571</u>	<u>15,562,795</u>	<u>13,930,327</u>	<u>17,181,036</u>	<u>17,181,036</u>	<u>17,181,036</u>	<u>10,591,251</u>

Program: Utilities/Wastewater – Wastewater Collection

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	2013-14		2014-15		2015-16	2016-17	2017-18
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Miles of Sanitary Sewer Receiving Routine Cleaning	38.24	41.25	31.41	41.25	41.25	41.25	41.25
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Percentage of Public Sewer System Undergoing Routine Cleaning	<25%	25%	<25%	25%	25%	25%	25%
Sewer Blockages Response Time (In Hours)	<1	<1	<1	<1	<1	<1	<1
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Miles of Sanitary Sewer Maintained per FTE	19.47	22	15.7	20.65	20.65	20.65	20.65
Number of Hours Required to Respond to After-hours Emergency Situations	<1	<1	<1	<1	<1	<1	<1

FY'17 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

Objective 3: Ensure efficiency and effectiveness in City operation

- Continue multiple utility administered contracts for emergency repairs of failed public sewer main lines.
- Continue contract root foaming of public sewer mainlines.

Maintain, Operate and Expand Our Infrastructure to Meet Community Needs

Objective 3: Ensure sewer infrastructure needs are met

- Continue cleaning of problem sewer lines every six months.
- Continue routine cleaning of all other sewer mains 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.

Action 5: Upgrade sewer lines.

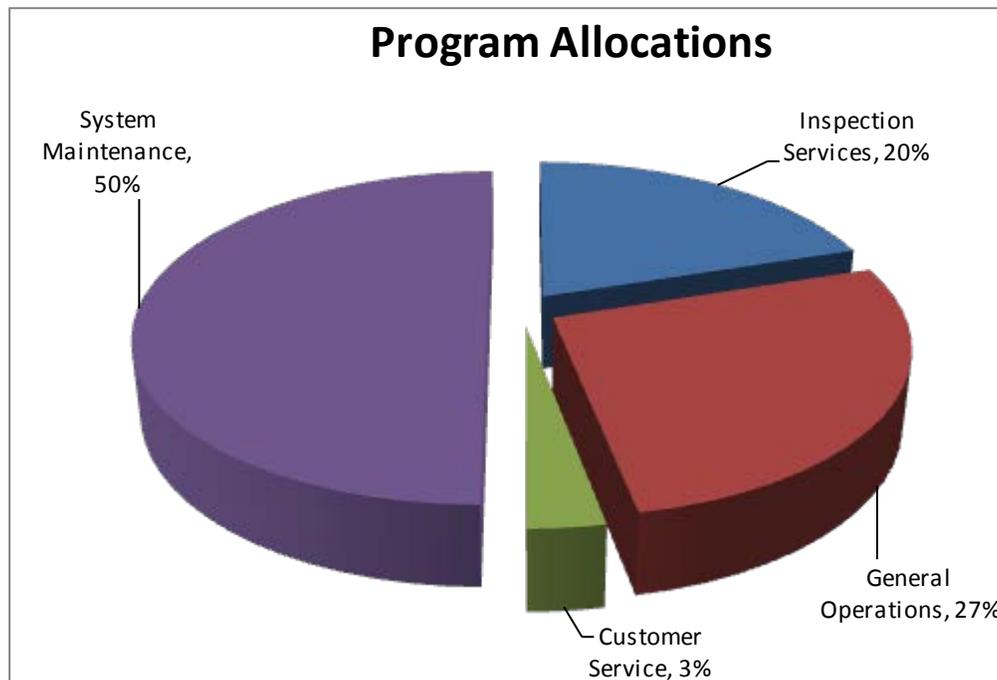
- Sewer lines will be replaced, in the core of the community, to meet the objective of structural replacement of deteriorating sewer mains as defined in the Wastewater Collection System Master Plan.

Program: Utilities/ Wastewater – Wastewater Collection

Budget Highlights:

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. All new public sewer lines shall be cleaned and TV inspected prior to their inclusion to the sewer system.

Growth of the collection system’s service area is anticipated to continue to increase during FY’ 17. The FY’ 17 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. Funding has also been added for contract development of an asset management program for the collection system.



FY’16 Activity Review:

Crews provided TV inspection services during the replacement of four aging clay and concrete sewer mains, located in public alleys, both west and east of SW Pine Street. Routine cleaning and TV inspection of the existing collection system continued in FY’ 16. Re-inspection of existing sewer lines to document changes in pipeline conditions continued utilizing “tilt-and-pan” camera technology. Pressurized sewer mains, air release valves, and vacuum release valves, located within the Redwood Area, also received routine cleaning and maintenance by City crews.

Program: Utilities/Wastewater – Wastewater Collection

Financial Summary

Requirements	ACTUAL FY' 14 \$	ACTUAL FY' 15 \$	BUDGET FY' 16 \$	MANAGER RECOMMEND FY' 17 \$	COMMITTEE APPROVED FY' 17 \$	COUNCIL ADOPTED FY' 17 \$	PROJECTED FY' 18 \$
Personnel Services	460,670	456,761	522,997	555,104	555,104	555,104	531,503
Materials & Supplies	14,472	15,360	40,180	40,180	40,180	40,180	40,170
Contractual/Prof Services	117,240	122,049	171,168	181,132	181,132	181,132	141,477
Direct Charges	49,746	52,368	51,636	51,636	51,636	51,636	51,636
Capital Outlay	<u>0</u>	<u>11,395</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>22,000</u>
Total Requirements	<u>642,128</u>	<u>657,933</u>	<u>797,981</u>	<u>840,052</u>	<u>840,052</u>	<u>840,052</u>	<u>786,786</u>

Personnel

	BUDGET FY' 14 #	BUDGET FY' 15 #	BUDGET FY' 16 #	MANAGER RECOMMEND FY' 17 #	COMMITTEE APPROVED FY' 17 #	COUNCIL ADOPTED FY' 17 #	PROJECTED FY' 18 #
Utility Worker III	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Utility Worker	<u>4.00</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>4.00</i>	<i>4.00</i>	<i>4.00</i>	<i>4.00</i>	<i>4.00</i>	<i>4.00</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>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>	<u>0.08</u>
<i>Subtotal Distributed</i>	<i>1.66</i>	<i>1.66</i>	<i>1.66</i>	<i>1.66</i>	<i>1.66</i>	<i>1.66</i>	<i>1.66</i>
Total Positions	<u>5.66</u>	<u>5.66</u>	<u>5.66</u>	<u>5.66</u>	<u>5.66</u>	<u>5.66</u>	<u>5.66</u>
Temporary/Seasonal Hours	<u>0</u>	<u>0</u>	<u>355</u>	<u>355</u>	<u>355</u>	<u>355</u>	<u>355</u>

Capital Outlay/By Item

Trenchless Repair Sleeves		12,000	12,000	12,000	12,000	12,000
Manholes		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
Total Capital Outlay		<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>22,000</u>

Program: Utilities/ Wastewater – Wastewater Treatment

Services Delivered:

This activity provides for the processing and safe disposal of collected wastewater as required, meeting 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 non-operational Merlin Landfill for closure maintenance services.

Performance Measurements:

Wastewater Treatment Performance Measures

Indicator	2013-14		2014-15		2015-16	2016-17	2017-18
Outputs	Actual	Est	Actual	Est	Est	Est	Est
Gallons of Water Treated (In Billions)	1.786	2.17	1.902	1.99	2.25	2.30	2.30
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Pounds of Active Dry Polymer per Dry Ton of Feed Solids	25.6	<25	25.7	<25	<25	<28	<28
Percentage of Time Met or Exceeded State and Federal Standards	100%	100%	100%	100%	100%	100%	100%
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Direct Operations and Maintenance Costs per Million Gallons Treated*	\$827	<\$745	\$793	<\$825	<\$825	<\$850	<\$850
Average Kwh per Million Gallons Treated	2,325	<2,550	2310	<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 recent data (2011) is \$945. This includes: Support Services, Operations, Maintenance, and Pretreatment departments. Not included are: Solids Disposal and Pump Stations.

FY'17 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

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

Objective 3: Ensure sewer infrastructure needs are met

Action 2: Evaluate Wastewater Treatment Plant expansion.

- Following completion of the Strategic Planning effort, the plan to expand the wastewater treatment facilities will proceed as appropriate, which will include: blower improvements, electrical upgrade study, and a more comprehensive vector truck solids receiving facility.

Action 3: Construct the necessary Webster Lift Station No. 1 improvement project.

- Following the feasibility analysis of pump station alternatives, the design and construction of the appropriate improvements will proceed.

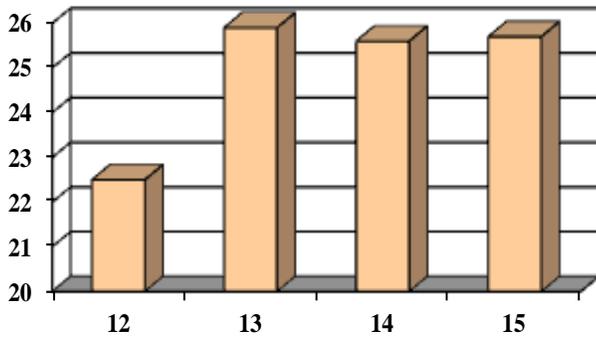
Action 4: Initiate upgrades to the Water Restoration Plant's SCADA hardware and software.

- The SCADA system will be upgraded per the recommendations of the system analysis.
- Treating the community's wastewater, to meet State and Federal standards, will remain the main objective of this activity.

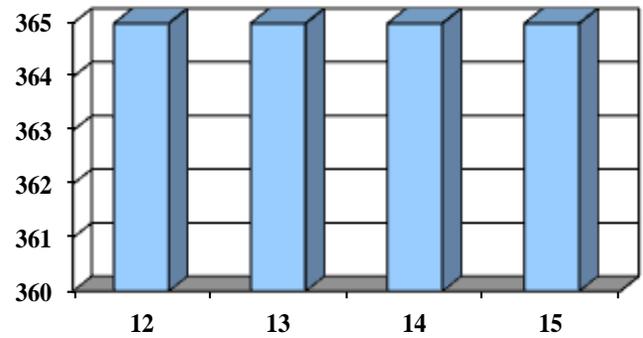
Program: Utilities/Wastewater – Wastewater Treatment

Budget Highlights:

- This Budget includes funds to rebuild one of the WRP Influent Pumps and one of the Darneille Pump Station’s Pumps.
- This budget includes costs for contracted solids hauling and disposal at Dry Creek Landfill.



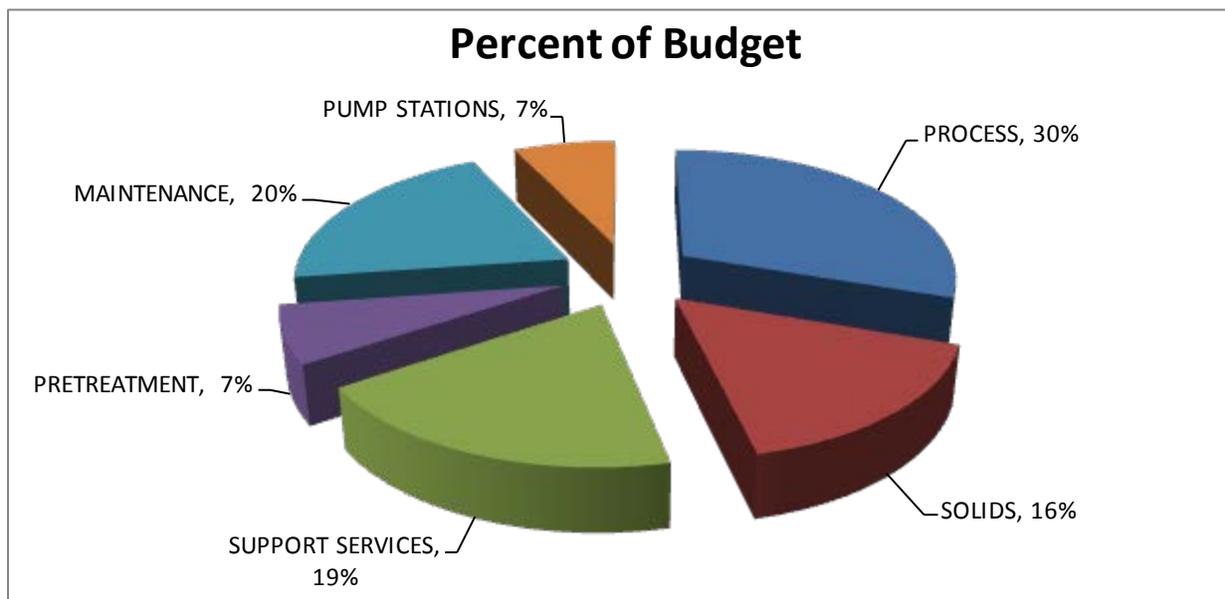
□ Pounds active polymer per dry ton feed solids



□ Days treated wastewater met State and Federal standards

FY'16 Activity Review:

During the 2016 budget year, this activity will treat an estimated 2.30 billion gallons of wastewater and dispose of an estimated 3,957 wet tons of biosolids to Dry Creek Landfill.



Program: Utilities/ Wastewater – Wastewater Treatment

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'14	FY'15	FY'16	FY'17	FY'17	FY'17	FY'18
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	652,828	651,647	820,564	832,183	832,183	832,183	845,084
Materials & Supplies	322,214	298,796	347,000	357,750	357,750	357,750	368,500
Contractual/Prof Services	788,184	1,019,803	1,137,705	1,114,489	1,114,489	1,114,489	1,116,089
Direct Charges	1,976	2,088	2,043	2,043	2,043	2,043	2,043
Capital Outlay	558	0	1,400	0	0	0	0
Total Requirements	<u>1,765,760</u>	<u>1,972,334</u>	<u>2,308,712</u>	<u>2,306,465</u>	<u>2,306,465</u>	<u>2,306,465</u>	<u>2,331,716</u>



Program: Utilities/Wastewater – Wastewater Treatment

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER	COMMITTEE	COUNCIL	PROJECTED
	FY'14	FY'15	FY'16	RECOMMEND	APPROVED	ADOPTED	FY'18
	#	#	#	FY'17	FY'17	FY'17	#
				#	#	#	#
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 Worker III	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>	<i>10.00</i>	<i>10.00</i>	<i>10.00</i>	<i>10.00</i>	<i>10.00</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)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Trmt. Plant Spec – Operations							
To: JO-GRO™	(0.50)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Utility Worker							
To: JO-GRO™	(0.50)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Department Support Technician							
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>	<u>0.23</u>
<i>Subtotal Distributed</i>	<i>(0.79)</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>
Total Positions	<u>9.21</u>	<u>10.46</u>	<u>10.46</u>	<u>10.46</u>	<u>10.46</u>	<u>10.46</u>	<u>10.46</u>
Total Un-Funded Positions	(0.50)	(2.00)	(2.00)	(2.00)	(2.00)	(2.00)	(2.00)
Total Funded Positions	<u>8.71</u>	<u>8.46</u>	<u>8.46</u>	<u>8.46</u>	<u>8.46</u>	<u>8.46</u>	<u>8.46</u>

*Recap of Unfunded Positions by Fiscal Year:

Utility Worker	0.50	2.00	2.00	2.00	2.00	2.00	2.00
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Capital Outlay/By Item

Computer Upgrade		<u>1,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Outlay		<u>1,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Program: Utilities/ Wastewater – JO-GRO™

Services Delivered:

This activity accepted greenwaste from the community for co-composting with wastewater bio-solids from the City's Water Restoration Plant. The Co-Compost material was produced as an "Exceptional quality class A" Co-Compost for resale to the public. This activity also collected construction wood waste material from the community that was recycled by BioMass One, for energy production.

Budget Highlights:

As of October 22, 2013, the City began hauling the bio-solids to Dry Creek Landfill in Jackson County. The last of the bio-solids were composted and sold to the public. The operation formally closed to the public on February 13, 2014. The City has leased the site to Republic Services, a private contractor, who intends to continue to accept green waste and sell landscaping materials to the public.

Program: Utilities/Wastewater – JO-GRO™

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'14	FY'15	FY'16	FY'17	FY'17	FY'17	FY'18
	\$	\$	\$	\$	\$	\$	\$
Personnel Services	103,145	0	0	0	0	0	0
Materials & Supplies	35,946	0	0	0	0	0	0
Contractual/Prof Services	<u>322,349</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>461,440</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Personnel

	BUDGET	BUDGET	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY'14	FY'15	FY'16	FY'17	FY'17	FY'17	FY'18
	#	#	#	#	#	#	#
Utility Worker III	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Utility Worker	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Subtotal</i>	<i>3.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Public Works Director							
From: Water Treatment	0.03	0.00	0.00	0.00	0.00	0.00	0.00
Utility Plant Superintendent							
From: Wastewater Treatment	0.25	0.00	0.00	0.00	0.00	0.00	0.00
Utility Worker							
From: Wastewater Treatment	0.50*	0.00	0.00	0.00	0.00	0.00	0.00
Trmt. Plant Spec. – Maintenance							
From: Wastewater Treatment	0.50	0.00	0.00	0.00	0.00	0.00	0.00
Department Support Technician							
From: Water Treatment	<u>0.03</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Subtotal Distributed</i>	<i>1.31</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Total Positions	<u>4.31</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Un-Funded Positions	(0.50)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)	(0.00)
Total Funded Positions	<u>3.81</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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

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

Services Delivered:

Customer Service provides for the billing and collection of customer charges, legal services, engineering required for wastewater activities and timely courteous responses to the needs of individual customers regarding their City utility accounts.

Performance Measurements:

Waste Water Customer Services Performance Measures

Indicator	2013-14		2014-15		2015-16	2016-17	2017-18
	Actual	Est	Actual	Est	Est	Est	Est
Outputs							
Number of Wastewater Customers	12,978	12,936	13,253	13,000	13500	13500	13500
Effectiveness	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Uncollectable Accounts as a % of Revenue	.03%	<1%	0.0%	<1%	<1%	<1%	<1%
Efficiency	Actual	Goal	Actual	Goal	Goal	Goal	Goal
Finance Direct Charges per Waste Water Cust.	\$1.54	<\$2.50	\$1.60	<\$2.50	<\$2.50	<\$2.50	<\$2.50

FY'17 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Provide Cooperative, Shared Leadership Involving Council, Staff and Community

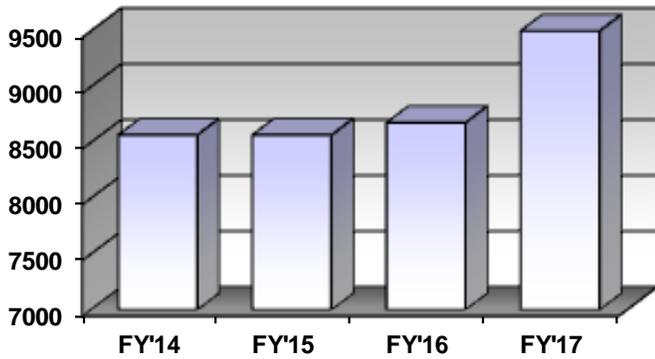
Objective 3: Ensure efficiency and effectiveness in City operations

- Bill the 13,000+ City sewer customers monthly and maintain timely records on all accounts.
- Provide information regarding sewer line locations, new service requests, and local improvement district financing.

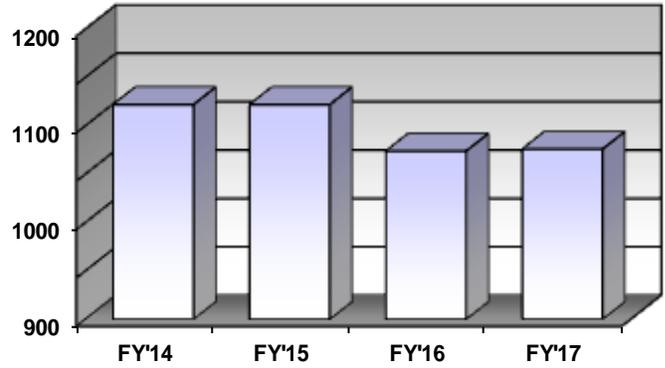
The City of Grants Pass Utility Customer Service Department serves approximately 13,250 waste water utility customers. The goal of the department is to provide excellent customer service to the citizens of Grants Pass. Cost per account for the waste water utility includes costs associated with direct 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 the municipal code, far less than 1% of accounts are turned over to collections in final delinquency.

Program: Utilities/Wastewater – Customer Services

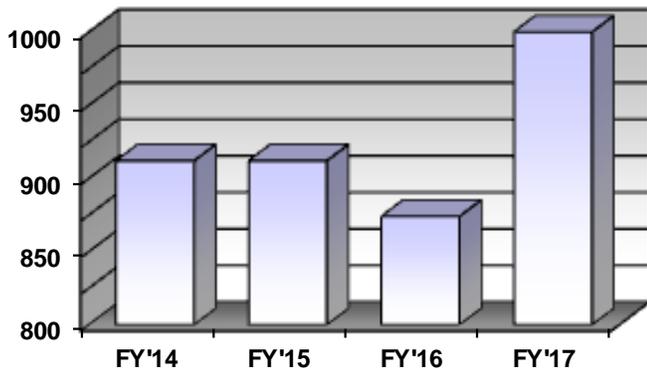
Number of RESIDENTIAL Customers



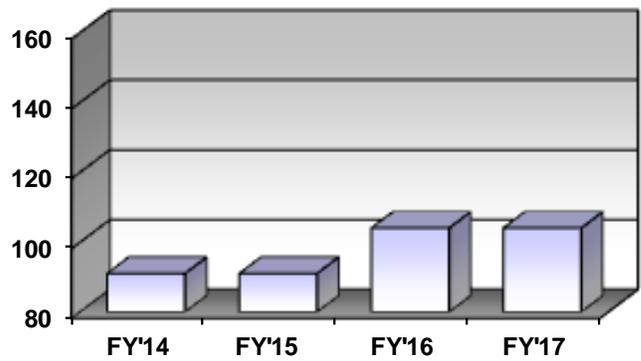
Number of COMMERCIAL Customers



Number of MULTIFAMILY Customers



Number of PUBLIC AGENCY 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 with delivery via email or first class mail. In addition, the staff will participate in the implementation of the Munis utility billing software, with the goal of improving service delivery and efficiency.

FY'16 Activity Review:

The Customer Service office generated approximately 156,719 utility billings during FY' 16 and receipted approximately 143,779 utility payments through a variety of collection methods, including: in person, online from individual financial institutions, via mail (including payments forwarded from community drop boxes), online via the City website or drafted from individual bank accounts per customer request. An important statistic which highlights the level of customer interaction by the office is that the Customer Service Staff processes approximately 24,608 in person payments, 5,361 payments over the phone and processed 8,205 calls for service.

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	PROJECTED
	FY' 14	FY' 15	FY' 16	FY' 17	FY' 17	FY' 17	FY' 18
	\$	\$	\$	\$	\$	\$	\$
Contractual/Prof Services	27,938	25,835	38,363	40,016	40,016	40,016	41,219
Direct Charges	<u>361,789</u>	<u>358,525</u>	<u>380,626</u>	<u>417,912</u>	<u>417,912</u>	<u>417,912</u>	<u>426,955</u>
Total Requirements	<u>389,727</u>	<u>384,360</u>	<u>418,989</u>	<u>457,928</u>	<u>457,928</u>	<u>457,928</u>	<u>468,174</u>

Program: Utilities/Wastewater – Debt Service

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'17 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 ensure the 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 P.

	FY'14	FY'15	FY'16	FY'17	FY'18
Principal	\$745,000	\$775,000	\$790,000	\$375,000	\$385,000
Interest	<u>196,763</u>	<u>166,963</u>	<u>143,713</u>	<u>116,063</u>	<u>101,063</u>
Total	<u>\$941,763</u>	<u>\$941,963</u>	<u>\$933,713</u>	<u>\$491,063</u>	<u>\$486,063</u>

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

Financial Summary

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER RECOMMEND	COMMITTEE APPROVED	COUNCIL ADOPTED	COUNCIL PROJECTED
	FY'14	FY'15	FY'16	FY'17	FY'17	FY'17	FY'18
	\$	\$	\$	\$	\$	\$	\$
Debt Service	<u>939,362</u>	<u>940,090</u>	<u>933,713</u>	<u>491,063</u>	<u>491,063</u>	<u>491,063</u>	<u>486,063</u>
Total Requirements	<u>939,362</u>	<u>940,090</u>	<u>933,713</u>	<u>491,063</u>	<u>491,063</u>	<u>491,063</u>	<u>486,063</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'17 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'17 budget provides for \$2,500,000 in transfers to capital projects. This includes \$1,850,000 to the Restoration Plant repair/expansion projects, \$175,000 to collection system maintenance and repair, as well as \$525,000 for multiple sewer main replacement projects.

Financial Summary

Requirements	ACTUAL FY'14 \$	ACTUAL FY'15 \$	BUDGET FY'16 \$	MANAGER RECOMMEND FY'17 \$	COMMITTEE APPROVED FY'17 \$	COUNCIL ADOPTED FY'17 \$	PROJECTED FY'18 \$
Direct Charges	13,661	9,152	23,750	24,700	24,700	24,700	25,000
Contractual/Prof Services	650	750	300	300	300	300	0
Indirect Charges	345,526	317,958	373,640	372,900	372,900	372,900	371,000
Transfers Out	<u>1,034,000</u>	<u>1,782,392</u>	<u>1,719,000</u>	<u>3,143,300</u>	<u>3,143,300</u>	<u>3,143,300</u>	<u>2,400,000</u>
<i>Subtotal Expenditures</i>	<i><u>1,393,837</u></i>	<i><u>2,110,252</u></i>	<i><u>2,116,690</u></i>	<i><u>3,541,200</u></i>	<i><u>3,541,200</u></i>	<i><u>3,541,200</u></i>	<i><u>2,796,000</u></i>
Contingencies	0	0	1,255,346	1,121,639	1,121,639	1,121,639	672,550
Ending Balance	<u>2,567,749</u>	<u>2,638,999</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Requirements	<u>3,961,586</u>	<u>4,749,251</u>	<u>3,372,036</u>	<u>4,662,839</u>	<u>4,662,839</u>	<u>4,662,839</u>	<u>3,468,550</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 Project Specialist 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 FY'14 #	BUDGET FY'15 #	BUDGET FY'16 #	MANAGER RECOMMEND FY'17 #	COMMITTEE APPROVED FY'17 #	COUNCIL ADOPTED FY'17 #	PROJECTED FY'18 #
Public Works Project Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00

FY'17 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item:

Maintain, Operate, and Expand our Infrastructure

Objective 1: Plan and develop infrastructure

Action 2: Complete Sewer Master Plan.

- Work on the Sewer Collection System Master plan has been initiated and will be completed in FY'17.

Objective 3: Ensure sewer infrastructure needs are met

Action 1: Expand Wastewater Plant (PAVE).

- Initiate plant expansion per the Wastewater Treatment Facility Plan Update.

Action 2: Construct vector truck dumping facility.

- Vector truck dumping facility will be incorporated into the Wastewater Plant expansion.

Action 3: Initiate Fats, Oils and Grease education/enforcement program.

- Research and draft education/enforcement program for consideration.

Action 4: Implement manhole inflow/infiltration elimination program in the Redwood area.

- Identify manholes for repair/upgrade.

Action 5: Upgrade sewer lines.

- Upgrade sewer lines in the core of the community, per the Sewer Collection Master Plan.

Program: Utilities/Wastewater – Capital Construction

FY'17 Anticipated Accomplishments & Corresponding Council Goal - Strategic Plan Item – Cont'd:

Action 6: Evaluate Wastewater Treatment Plant expansion.

- Initiate plant expansion per Wastewater Treatment Facility Plan Update.

Action 7: Design and construct the necessary Webster Wastewater Pump Station No. 1 improvement project.

- Complete construction of improvements.

Action 8: Initiate upgrades to the Water Restoration Plant's SCADA.

- SCADA improvements will be incorporated into the Wastewater Plant expansion.

Budget Highlights:

The project listing shows resources across the columns. Columns show the “Actual resources through FY'15”; the re-assessed resource needs of projects using current data for the “Revised FY'16” column, guiding our “Adopted FY'17” and resources estimated “Through FY'17”. 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.

FY'16 Activity Review:

- Structural sewer lines were replaced in the core of the City.
- Continued work on the Collection System Master Plan.
- Began construction of replacement Webster pump station.
- Completed SCADA system evaluation.
- Completed construction of new UV disinfection system.

Program: Utilities/Wastewater – Capital Construction

ACTIVE CAPITAL PROJECT RESOURCES

		Actual Through FY'15	Revised FY'16	Adopted FY'17	Total Through FY'17	Future Years	Total Project
SE0000	Misc. Projects - General Fund 728	1,286,415	398,000	(586,700)	1,097,715	(134,263)	963,452
SE4964	WRP Phase 2 Expansion	3,435,000	1,506,995	2,385,000	7,326,995	4,700,000	12,026,995
SE5080	WRP Structural Repairs	308,000	75,000	0	383,000	300,000	683,000
SE5081	Collection System Master Plan Update	275,000	30,000	0	305,000	0	305,000
SE6012	Western Avenue Sewer Replacement	10,000	0	910,000	920,000	880,000	1,800,000
SE6064	Sewer Main Structural Repairs	1,815,000	155,000	0	1,970,000	0	1,970,000
SE6112	Sewer Rate Study SE & RS	70,000	0	0	70,000	0	70,000
SE6156	Sewer Mains Related to Overlays	50,000	0	260,000	310,000	1,590,000	1,900,000
SE6198	Collection System Maintenance-Repair	225,000	75,000	175,000	475,000	400,000	875,000
SE6199	Pump-Lift Station Equip. Improvement	85,000	10,000	10,000	105,000	40,000	145,000
SE6200	Spaulding Indust. Park WW Infrastruct.	100,000	0	0	100,000	0	100,000
SE6237	General Engineering Services	40,000	20,000	20,000	80,000	80,000	160,000
SE6238	Effluent Mixing Zone Dye Tracer Study	50,000	0	0	50,000	0	50,000
SE6239	WRP Equipment Improvement	50,000	50,000	50,000	150,000	200,000	350,000
SE6240	Webster PS No. 1 Rehab	750,000	0	200,000	950,000	0	950,000
NEW PROJECTS							
SE6323	5th St. Sewer Main Structural Repairs	<u>0</u>	<u>0</u>	<u>400,000</u>	<u>400,000</u>	<u>800,000</u>	<u>1,200,000</u>
	Total Projects	<u>8,549,415</u>	<u>2,319,995</u>	<u>3,823,300</u>	<u>14,692,710</u>	<u>8,855,737</u>	<u>23,548,447</u>
MISCELLANEOUS WASTEWATER FUNDS							
	Miscellaneous Projects - SDC Fund 722	413,708	125,000	(375,000)	163,708	(163,708)	0
	Miscellaneous Projects - AFD Fund 725	<u>84,151</u>	<u>0</u>	<u>0</u>	<u>84,151</u>	<u>(2,903)</u>	<u>81,248</u>
	Total Miscellaneous Funds	<u>497,859</u>	<u>125,000</u>	<u>(375,000)</u>	<u>247,859</u>	<u>(166,611)</u>	<u>81,248</u>
<u>CLOSED OR CANCELLED CAPITAL PROJECT RESOURCES</u>							
SE6111	Mill Street Sewer Reconstruction	125,000	(125,000)	0	0	4,215,000	4,215,000
SE6241	WRP SCADA System Evaluation	<u>50,000</u>	<u>(39,000)</u>	<u>0</u>	<u>11,000</u>	<u>0</u>	<u>11,000</u>
	Total Closed Projects	<u>175,000</u>	<u>(164,000)</u>	<u>0</u>	<u>11,000</u>	<u>4,215,000</u>	<u>4,226,000</u>
	Grand Total - All Projects	<u>9,222,274</u>	<u>2,280,995</u>	<u>3,448,300</u>	<u>14,951,569</u>	<u>12,904,126</u>	<u>27,855,695</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'17

	Adopted FY'17 Beginning Fund Balance	Adopted FY'17 Revenue	Adopted FY'17 Capital Outlay	Adopted FY'17 Transfers	Adopted FY'17 Appropriated Fund Balance
SE0000 Miscellaneous Projects - General Fund 728	734,743	(586,700)	0	0	148,043
SE4963 Update WRP Facility Plan	0	0	0	0	0
SE4964 WRP Phase 2 Expansion	2,993,200	2,385,000	5,378,200	0	0
SE5080 WRP Structural Repairs	209,610	0	209,610	0	0
SE5081 Collection System Master Plan Update	4,568	0	4,568	0	0
SE6012 Western Avenue Sewer Replacement	4,879	910,000	914,879	0	0
SE6064 Sewer Main Structural Repairs	99,354	0	99,354	0	0
SE6111 Mill Street Sewer Reconstruction	0	0	0	0	0
SE6112 Sewer Rate Study SE & RS	65,000	0	65,000	0	0
SE6156 Sewer Mains Related to Overlays	0	260,000	260,000	0	0
SE6198 Collection System Maintenance-Repair	4,743	175,000	179,743	0	0
SE6199 Pump-Lift Station Equipment Improvement	25,000	10,000	35,000	0	0
SE6200 Spaulding Indust. Park WW Infrastructure	75,000	0	75,000	0	0
SE6237 General Engineering Services	28,682	20,000	48,682	0	0
SE6238 Effluent Mixing Zone Dye Tracer Study	25,000	0	25,000	0	0
SE6239 WRP Equipment Improvement	50,000	50,000	100,000	0	0
SE6240 Webster PS No. 1 Rehab	112,691	200,000	312,691	0	0
SE6241 WRP SCADA System Evaluation	0	0	0	0	0
NEW PROJECTS					
SE6323 5th Street Sewer Main Structural Repairs	<u>0</u>	<u>400,000</u>	<u>400,000</u>	<u>0</u>	<u>0</u>
Total Projects	<u>4,432,470</u>	<u>3,823,300</u>	<u>8,107,727</u>	<u>0</u>	<u>148,043</u>
MISCELLANEOUS WASTEWATER FUNDS					
Miscellaneous Projects - SDC Fund 722	538,708	(375,000)	0	0	163,708
Miscellaneous Projects - AFD Fund 725	<u>3,211</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,211</u>
Total Miscellaneous Funds	<u>541,919</u>	<u>(375,000)</u>	<u>0</u>	<u>0</u>	<u>166,919</u>
Grand Total - All Projects	<u>4,974,389</u>	<u>3,448,300</u>	<u>8,107,727</u>	<u>0</u>	<u>314,962</u>

Program: Utilities/Wastewater – Capital Construction

Financial Summary

	ACTUAL FY'14 \$	ACTUAL FY'15 \$	BUDGET FY'16 \$	MANAGER RECOMMEND FY'17 \$	COMMITTEE APPROVED FY'17 \$	COUNCIL ADOPTED FY'17 \$	PROJECTED FY'18 \$
Beginning Fund Balance	<u>3,465,824</u>	<u>4,180,610</u>	<u>4,024,896</u>	<u>4,974,389</u>	<u>4,974,389</u>	<u>4,974,389</u>	<u>314,962</u>
Resources							
Development Charges	289,987	291,403	200,000	200,000	200,000	200,000	150,000
Investment Interest	25,321	33,015	0	0	0	0	0
Advance Finance Interest	265	271	0	0	0	0	0
SDC Loans	8,171	5,857	0	0	0	0	0
General Fund	150,000	150,000	155,000	220,000	220,000	220,000	185,000
Sewer Fund	959,000	1,647,392	1,719,000	3,028,300	3,028,300	3,028,300	2,400,000
Equipment Replacement	0	550,000	0	0	0	0	0
Advance Financing	<u>0</u>	<u>279</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Current Revenues</i>	<u><i>1,432,744</i></u>	<u><i>2,678,217</i></u>	<u><i>2,074,000</i></u>	<u><i>3,448,300</i></u>	<u><i>3,448,300</i></u>	<u><i>3,448,300</i></u>	<u><i>2,735,000</i></u>
Total Resources	<u>4,898,568</u>	<u>6,858,827</u>	<u>6,098,896</u>	<u>8,422,689</u>	<u>8,422,689</u>	<u>8,422,689</u>	<u>3,049,962</u>
Requirements							
Capital Outlay	<u>717,958</u>	<u>1,280,818</u>	<u>5,579,303</u>	<u>8,107,727</u>	<u>8,107,727</u>	<u>8,107,727</u>	<u>2,735,000</u>
<i>Subtotal Expenditures</i>	<u><i>717,958</i></u>	<u><i>1,280,818</i></u>	<u><i>5,579,303</i></u>	<u><i>8,107,727</i></u>	<u><i>8,107,727</i></u>	<u><i>8,107,727</i></u>	<u><i>2,735,000</i></u>
Appropriated Fund Balance	<u>4,180,610</u>	<u>5,578,009</u>	<u>519,593</u>	<u>314,962</u>	<u>314,962</u>	<u>314,962</u>	<u>314,962</u>
Total Requirements	<u>4,898,568</u>	<u>6,858,827</u>	<u>6,098,896</u>	<u>8,422,689</u>	<u>8,422,689</u>	<u>8,422,689</u>	<u>3,049,962</u>

