

# WASTEWATER

## ACTIVITIES

- \*Wastewater Collection Services
- \*Wastewater Treatment Services
- \*Jo-Gro™
- \*Wastewater Customer Service
- \*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'07	ACTUAL FY'08	BUDGET FY'09	MANAGER RECOMMEND FY'10	COMMITTEE APPROVED FY'10	COUNCIL ADOPTED FY'10
	\$	\$	\$	\$	\$	\$
Program Generated Resources	<u>12,478,977</u>	<u>12,666,511</u>	<u>8,837,488</u>	<u>9,118,065</u>	<u>9,118,065</u>	<u>9,118,065</u>
<b>Total Resources</b>	<b><u>12,478,977</u></b>	<b><u>12,666,511</u></b>	<b><u>8,837,488</u></b>	<b><u>9,118,065</u></b>	<b><u>9,118,065</u></b>	<b><u>9,118,065</u></b>
Requirements						
Wastewater Collection	453,184	535,541	647,594	651,601	651,601	651,601
Wastewater Treatment	1,366,989	1,387,752	1,555,776	1,576,493	1,576,493	1,576,493
Jo-Gro™	451,598	494,695	723,828	558,004	558,004	558,004
Customer Services	260,595	261,379	269,688	279,607	279,607	279,607
Debt Services	492,206	492,101	495,250	495,250	495,250	495,250
General Program Operations	2,012,059	1,901,629	1,599,452	1,813,943	1,813,943	1,813,943
SRF Debt Reserve	500,899	500,899	500,899	500,899	500,899	500,899
Capital Construction	<u>6,941,447</u>	<u>7,092,515</u>	<u>3,045,001</u>	<u>3,242,268</u>	<u>3,242,268</u>	<u>3,242,268</u>
<b>Total Requirements</b>	<b><u>12,478,977</u></b>	<b><u>12,666,511</u></b>	<b><u>8,837,488</u></b>	<b><u>9,118,065</u></b>	<b><u>9,118,065</u></b>	<b><u>9,118,065</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 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'09 Activity Review:**

- Design work for Bridge Street Pump Station improvements was completed.
- 2nd Street sewer rehabilitation project was completed.
- Jo-Gro™ Diesel tank pad and septic holding tank was completed.

### **FY'10 Anticipated Accomplishments:**

- Bridge Street Pump station improvements to increase pumping capacity expected to be completed.
- I Street to J Street alley sewer improvement project expected to be constructed.
- Replace the Collection System TV van.

## Program: Utilities/Wastewater Program

### Program Financial Summary

Resources	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Beginning Balance	<u>292,035</u>	<u>343,018</u>	<u>425,493</u>	<u>672,046</u>	<u>672,046</u>	<u>672,046</u>
Current Resources						
Activity Generated						
Sewage Fees	4,393,594	4,410,115	4,569,180	4,371,512	4,371,512	4,371,512
Redwood Sewer District	232,982	234,998	237,000	255,000	255,000	255,000
Solid Waste Agency	11,330	0	0	0	0	0
Direct Charges	0	7,460	11,540	11,540	11,540	11,540
Revenue from Other Agencies	12,107	12,710	12,200	21,200	21,200	21,200
Interest	20,863	11,384	8,000	6,000	6,000	6,000
Other Revenue	73,720	53,412	28,175	37,600	37,600	37,600
Debt Service Reserve	500,899	500,899	500,899	500,899	500,899	500,899
Capital Construction	<u>6,941,447</u>	<u>7,092,515</u>	<u>3,045,001</u>	<u>3,242,268</u>	<u>3,242,268</u>	<u>3,242,268</u>
Total Current Resources	<u>12,186,942</u>	<u>12,323,493</u>	<u>8,411,995</u>	<u>8,446,019</u>	<u>8,446,019</u>	<u>8,446,019</u>
<b>Total Resources</b>	<b><u>12,478,977</u></b>	<b><u>12,666,511</u></b>	<b><u>8,837,488</u></b>	<b><u>9,118,065</u></b>	<b><u>9,118,065</u></b>	<b><u>9,118,065</u></b>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Wastewater Collection	453,184	535,541	617,594	621,601	621,601	621,601
Wastewater Treatment	1,366,989	1,367,752	1,555,776	1,576,493	1,576,493	1,576,493
Customer Services	260,595	261,379	269,688	279,607	279,607	279,607
Jo-Gro™	451,598	494,695	563,828	558,004	558,004	558,004
General Program Operations	33,712	72,381	51,003	49,579	49,579	49,579
Capital Construction	6,941,447	7,092,515	3,045,001	3,242,268	3,242,268	3,242,268
Contingency	0	0	305,058	368,902	368,902	368,902
Indirect Charges	305,829	316,602	324,656	314,701	314,701	314,701
Debt Service	492,206	492,101	495,250	495,250	495,250	495,250
Transfers Out	1,329,500	1,150,000	1,056,644	1,017,834	1,017,834	1,017,834
Ending Balance	343,018	382,646	52,091	92,927	92,927	92,927
Debt Service Reserve	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>
<b>Total Expenses</b>	<b><u>12,478,977</u></b>	<b><u>12,666,511</u></b>	<b><u>8,837,488</u></b>	<b><u>9,118,065</u></b>	<b><u>9,118,065</u></b>	<b><u>9,118,065</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, 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'10 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'10 Performance Measurements:**

- No public sewer system overflows.
- 410 feet of sewer line cleaned per labor hour.
- 240 feet of sewer line TV inspected per hour.
- 1 hour average response time for sewer blockages.

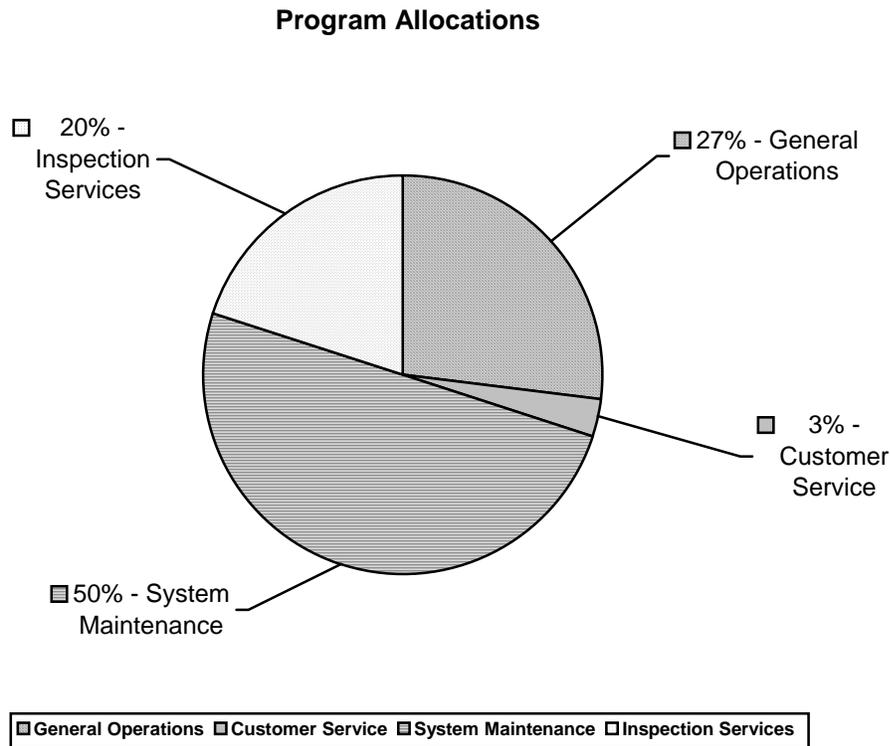
### **Budget Highlights:**

Growth of the collection system's service area is anticipated to remain slow during FY'10. However, the slowing of new development continues to provide the department with the opportunities to focus on existing system maintenance. The FY'10 budget contains continued funding for emergency contract sewer line repairs. The capital budget contains continued funding for new sewer manholes to improve access. The transfer of funds to fleet also continues during FY'10 for the replacement of the departments aging TV van.

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## Program: Utilities/Wastewater – Wastewater Collection

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### **FY'09 Activity Review:**

Crews provided TV inspection services during the replacement of aging concrete sewer mains on NW 2<sup>ND</sup> Street for the conclusion of the Pine Street Sewer Replacement Project. While cleaning and TV inspection services of new sewer lines and manholes remained slow during FY'09, routine cleaning of the existing collection system increased during the period. Re-inspection of existing sewer lines, to document changes in pipeline conditions, continued at an increased pace, utilizing "tilt-and-pan camera technology". Contract routine cleaning services for the RSSSD system continued during FY'09. Other services for the district, such as utility locates and forced sewer line maintenance, also continued during the period.

### **FY'09 Performance Indicators:**

- No public sewer system overflows. **Goal#IV Target met.**
- 410 feet of sewer line cleaned per labor hour. **Goal#IV Target exceeded.** *751 feet of sewer line cleaned per labor hour.*
- 240 feet of sewer line TV inspected per hour. **Goal#IV Target exceeded.** *342 feet of sewer line TV inspected per labor hour.*
- 1 hour average response time for sewer blockages. **Goal#IV Target met.**

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

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***Financial Summary***

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Personal Services	305,527	390,581	398,575	429,068	429,068	429,068
Materials & Supplies	9,566	11,401	17,728	18,194	18,194	18,194
Contractual/Prof Services	80,811	80,735	108,177	108,846	108,846	108,846
Direct Charges	48,685	50,389	51,778	53,737	53,737	53,737
Capital Outlay	8,595	2,435	41,336	11,756	11,756	11,756
Transfers Out	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
<b>Total Expenses</b>	<b><u>453,184</u></b>	<b><u>535,541</u></b>	<b><u>647,594</u></b>	<b><u>651,601</u></b>	<b><u>651,601</u></b>	<b><u>651,601</u></b>

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## Program: Utilities/Wastewater – Wastewater Collection

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### Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Utilities Worker*	4.00	4.00	4.00	4.00	4.00	4.00
Subtotal	4.00	4.00	4.00	4.00	4.00	4.00
Public Works Director						
From: Water Treatment	0.23	0.23	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
Municipal Service 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	0.25	0.20	0.08	0.08	0.08	0.08
Subtotal	1.98	1.93	1.66	1.66	1.66	1.66
<b>Total Positions</b>	<b><u>5.98</u></b>	<b><u>5.93</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>

\*Municipal Service Worker identified as Utilities Worker in Compensation Study, adoption by this group is pending labor negotiations.

### *Capital Outlay/By Item:*

Replacement Jet Rodder Tubes	1,000	0	0	0
Sewer TV & Tractor Transport System	25,000	0	0	0
Manholes	7,500	7,500	7,500	7,500
Computers	7,836	4,256	4,256	4,256
<b>Total Capital Outlay</b>	<b><u>41,336</u></b>	<b><u>11,756</u></b>	<b><u>11,756</u></b>	<b><u>11,756</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'10 Anticipated Accomplishments:**

Treating the community's wastewater to meet State and Federal standards will remain the main objective of this activity. Continue to update the Pretreatment Program manual and Sewer Use Ordinance to comply with new EPA regulations. Work with Rogue Valley Council of Governments to create a TMDL implementation plan to submit to DEQ. Staff is working with the Oregon Energy Trust to replace old lighting systems within the plant to reduce energy costs.

### **FY'10 Performance Measurements:**

- Treated wastewater will meet or exceed State and Federal standards.
- Target operating and maintenance costs will be \$715 per million gallons treated.
- Target operating and maintenance costs will be 47 cents per pound of BOD treated.
- Target operating and maintenance costs for Biosolids disposal will be 10 cents per pound.

### **Budget Highlights:**

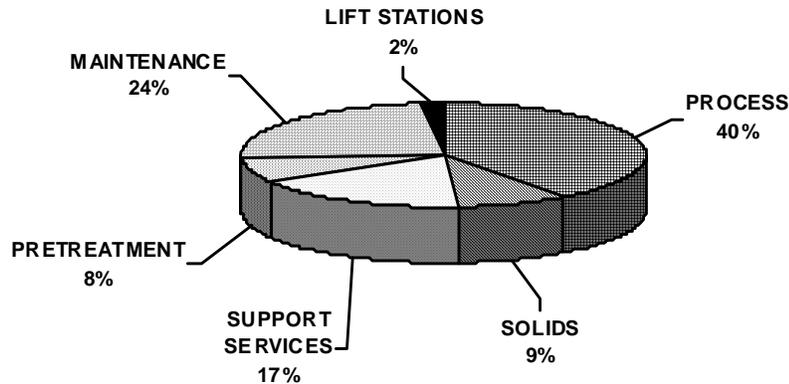
The FY'10 operations budget includes funds for a vacant Treatment Plant Specialist position. Prior to FY'09 this position was allocated 50 percent to the Wastewater Treatment Plant and 50 percent to the Water Treatment Plant. The allocation was increased in FY'09 to meet the workload increase due to additional wastewater sampling and laboratory analysis required by EPA and DEQ to meet the conditions of our wastewater pretreatment program. In addition, with the completion of the Rogue River TMDL we are going to be required to conduct more Stream and River bacteria and temperature monitoring.

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## Program: Utilities/Wastewater – Wastewater Treatment

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### PERCENT OF TOTAL BUDGET



#### FY'09 Activity Review:

During the 2009 budget year, this activity will treat an estimated 1.93 billion gallons of wastewater and transport an estimated 1.8 million pounds of Biosolids to the Jo-Gro™ Co-Composting facility.

#### FY'09 Performance Indicators:

- Treated wastewater will meet or exceed State and Federal effluent standards 100 percent of the time.  
**Goal#III Target met.**
- Operation and maintenance costs per million gallons of wastewater treated will be 715 dollars.  
**Goal#III Target will be met.** *Estimated costs are \$702 per million gallons.*
- Operation and maintenance costs per pound of BOD treated will be 47 cents.  
**Goal#III Target will not be met.** *Actual costs are estimated to be 52 cents.*
- Operation and maintenance costs for Biosolids disposal will be 10 cents per pound.  
**Goal#III Target will be met.** *Actual costs are estimated to be seven cents per pound.*

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

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***Financial Summary***

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Personal Services	591,381	553,013	695,797	729,663	729,663	729,663
Materials & Supplies	199,192	206,200	208,080	207,450	207,450	207,450
Contractual/Prof Services	553,898	580,475	613,959	622,239	622,239	622,239
Direct Charges	15,268	16,975	15,240	17,141	17,141	17,141
Capital Outlay	7,250	11,089	22,700	0	0	0
Transfers Out	<u>0</u>	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Expenses</b>	<b><u>1,366,989</u></b>	<b><u>1,387,752</u></b>	<b><u>1,555,776</u></b>	<b><u>1,576,493</u></b>	<b><u>1,576,493</u></b>	<b><u>1,576,493</u></b>

## Program: Utilities/Wastewater – Wastewater Treatment

### Personnel

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
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
Municipal Specialist*	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Service 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 Plants Superintendent						
To: Jo-Gro™	(0.25)	(0.25)	(0.25)	(0.25)	(0.25)	(0.25)
Trmt. Plant Spec – Operations						
From/To: Water Treatment	(0.50)	0.00	0.00	0.00	0.00	0.00
Trmt. Plant Spec – Operations						
From/To: Jo-Gro™	0.00	(0.30)	(0.30)	(0.30)	(0.30)	(0.30)
Trmt. Plant Spec – Maintenance						
To: Jo-Gro™	(0.10)	0.00	0.00	0.00	0.00	0.00
To: Water Treatment	(0.40)	(0.50)	0.00	0.00	0.00	0.00
Municipal Service Worker*						
To: Jo-Gro™	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)	(0.50)
Office Assistant I						
From: Water Treatment	<u>0.25</u>	<u>0.20</u>	<u>0.23</u>	<u>0.23</u>	<u>0.23</u>	<u>0.23</u>
Subtotal	(1.27)	(1.12)	(0.59)	(0.59)	(0.59)	(0.59)
<b>Total Positions</b>	<b><u>8.73</u></b>	<b><u>8.88</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>

\*Municipal Service Worker identified as Utilities Worker and Municipal Specialist identified as Utilities Specialist in Compensation Study, adoption by this group is pending labor negotiations.

### *Capital Outlay/By Item:*

Replace Lab Scales	10,000	0	0	0
Two Portable Samplers	10,000	0	0	0
Repair/Upgrade Equipment	0	0	0	0
Computers	<u>2,700</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Capital Outlay</b>	<b><u>22,700</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 bio-solids from the City's Water Restoration Plant. The Co-Compost material is screened after 6-8 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'10 Anticipated Accomplishments:**

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. Complete site improvements to meet storm water discharge permit requirements.

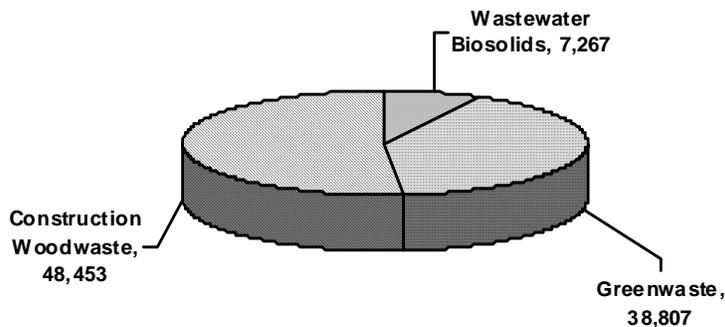
### **FY'10 Performance Measurements:**

- The Jo-Gro™ facility will process the City's wastewater bio-solids 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.
- Greenwaste received will be processed into compost 100 percent of the time.
- Sell 100 percent of the finished Co-Compost material produced.

### **Budget Highlights:**

The FY'10 budget includes funds for a vacant Municipal Service Aide position. \$10,000 was moved from contractual repairs to equipment parts. Wastewater Treatment plant mechanics are performing more of the routine equipment service and repairs.

**CUBIC YARDS OF MATERIALS  
RECEIVED FY'08**



**FY'09 Activity Review:**

This activity will process an estimated 37,000 cubic yards of loose greenwaste material, 8,000 cubic yards of wastewater bio-solids and sell an estimated 7,500 cubic yards of finished compost during the FY'09 budget year. In addition, an estimated 35,000 cubic yards of Construction wood waste will be recycled by BioMass One.

**FY'09 Performance Indicators:**

- The Jo-Gro™ facility will process 100 percent of the City's wastewater solids. **Goal#III Target met.**
- The finished co-compost will meet or exceed State and Federal standards 100 percent of the time. **Goal#III Target met.**
- Market 100 percent of the finished compost material produced. **Goal#VI Target met.**
- Greenwaste received will be processed into compost 100 percent of the time. **Goal#III Target met.**

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

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***Financial Summary***

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Personal Services	221,943	272,663	274,110	299,170	299,170	299,170
Materials & Supplies	57,557	64,505	73,450	85,450	85,450	85,450
Contractual/Prof Services	170,052	156,578	215,929	173,045	173,045	173,045
Direct Charges	949	949	339	339	339	339
Capital Outlay	1,097	0	0	0	0	0
Transfers Out	<u>0</u>	<u>0</u>	<u>160,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Expenses</b>	<b><u>451,598</u></b>	<b><u>494,695</u></b>	<b><u>723,828</u></b>	<b><u>558,004</u></b>	<b><u>558,004</u></b>	<b><u>558,004</u></b>

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

***Personnel***

	ACTUAL FY'07 #	ACTUAL FY'08 #	BUDGET FY'09 #	MANAGER RECOMMEND FY'10 #	COMMITTEE APPROVED FY'10 #	COUNCIL ADOPTED FY'10 #
Utilities Specialist	0.00	0.00	1.00	1.00	1.00	1.00
Municipal Services Worker*	2.00	2.00	1.00	1.00	1.00	1.00
Municipal Services Aide*	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Subtotal	3.00	3.00	3.00	3.00	3.00	3.00
Public Works Director						
From: Water Treatment	0.06	0.00	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
Utilities Worker						
From: Wastewater Treatment	0.50	0.50	0.50	0.50	0.50	0.50
Trmt. Plant Spec. – Maintenance						
From: Wastewater Treatment	0.10	0.30	0.30	0.30	0.30	0.30
Office Assistant						
From: Water Treatment	<u>0.00</u>	<u>0.00</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>
Subtotal	0.91	1.05	1.11	1.11	1.11	1.11
<b>Total Positions</b>	<b><u>3.91</u></b>	<b><u>4.05</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>

\* Municipal Service Worker identified as Utilities Worker and Municipal Service Aide identified as Municipal Service Worker in Compensation Study, adoption by this group is pending labor negotiations.

***Capital Outlay/By Item:***

N/A	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Capital Outlay</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 – Customer Service

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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'10 Anticipated Accomplishments:

The activity provides for direct customer services and engineering support for developers. This activity focuses on the City Council goals of **Positive Communication** and **Growth Management**, 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 10,546 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'10 Performance Measurements:

The City of Grants Pass Council has not formally adopted goals thus performance measurements have been generated based on the previous councils adopted goals.

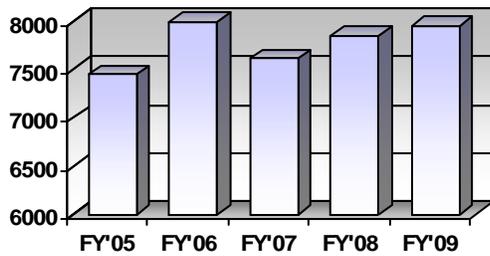
- Review and update the delinquency processing procedures to ensure accurate and timely notification of property owners.
- Ensure timely notification of potential service interruptions relating to the construction projects throughout the community.
- Delinquent sewer only accounts will be turned over to the County Assessor for processing as liens through property tax collection.

### Budget Highlights:

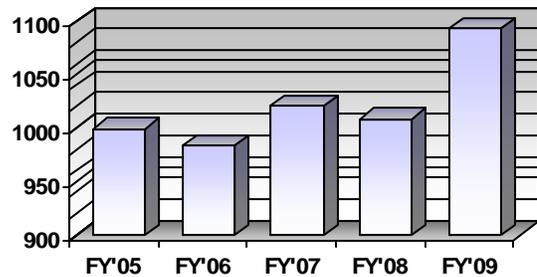
The FY'10 budget increases are a reflection of the increased costs associated with postage and contractual bill mailing services. The overall projected budget for FY'10 does reflect a 6% decrease in annual expenditures.

## Program: Utilities/Wastewater – Customer Service

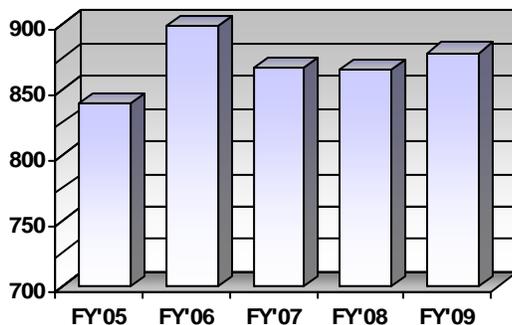
Number of RESIDENTIAL Customers



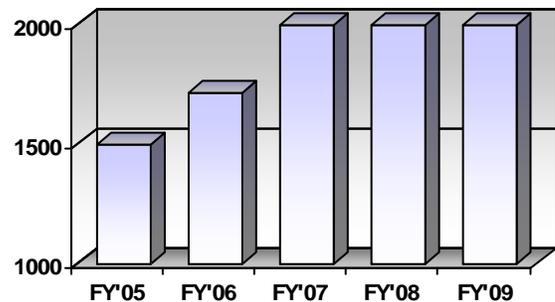
Number of COMMERCIAL Customers



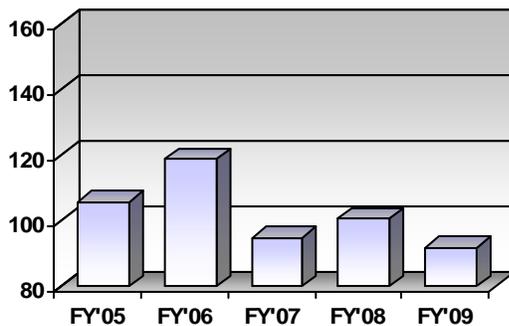
Number of MULTIFAMILY Customers



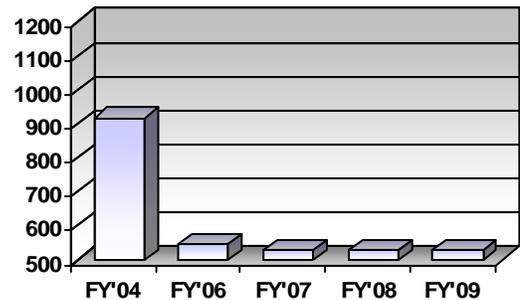
Number of Redwood Sanitary Sewer Services Customers



Number of PUBLIC AGENCY Customers



Number of HARBECK-FRUITDALE Customers



Note: (1.) Harbeck-Fruitdale numbers decline as properties are annexed and moved into appropriate class groups.

### FY'09 Performance Indicators:

- Review and update the delinquency processing procedures to ensure accurate and timely notification of property owners. **Goal#VI Target met.**
- An audit of all sewer permits will be performed in order to ensure proper billing of all City sewer services. **Goal#VI Target met.**
- Delinquent sewer only accounts will be turned over to the County Assessor for processing as liens through property tax collection. **Goal#VI Target met.**

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

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***Financial Summary***

Requirements	ACTUAL FY'07 \$	ACTUAL FY'08 \$	BUDGET FY'09 \$	MANAGER RECOMMEND FY'10 \$	COMMITTEE APPROVED FY'10 \$	COUNCIL ADOPTED FY'10 \$
Contractual/Prof Services	33,672	34,513	34,500	35,660	35,660	35,660
Direct Charges	<u>226,923</u>	<u>226,866</u>	<u>235,188</u>	<u>243,947</u>	<u>243,947</u>	<u>243,947</u>
<b>Total Expenses</b>	<b><u>260,595</u></b>	<b><u>261,379</u></b>	<b><u>269,688</u></b>	<b><u>279,607</u></b>	<b><u>279,607</u></b>	<b><u>279,607</u></b>

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

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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 City's commitment for these monies was made in the fall of 2001 with the first draw occurring in the fall of 2002, commensurate with construction.

### FY'10 Anticipated Accomplishments:

With the final draw of SRF monies in July of 2004 and the formal acceptance by SRF, semi-annual interest payments began in March of FY'05.

### Budget Highlights:

The new SRF loan will be payable over twenty years at an interest rate of 3.43%. Payment of principle began in FY'06.

The Debt Service schedule is in Appendix P.

The SRF loan payment schedule is:

	<u>FY'07</u>	<u>FY'08</u>	<u>FY'09</u>	<u>FY'10</u>
Loan Agreement R38671 December 31, 2004				
Principal	266,249	275,460	284,989	294,848
Interest	<u>229,001</u>	<u>219,790</u>	<u>210,261</u>	<u>200,402</u>
<b>Total</b>	<b><u>495,250</u></b>	<b><u>495,250</u></b>	<b><u>495,250</u></b>	<b><u>495,250</u></b>

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

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***Financial Summary***

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
				\$	\$	\$
Debt Service	<u>492,206</u>	<u>492,101</u>	<u>495,250</u>	<u>495,250</u>	<u>495,250</u>	<u>495,250</u>
<b>Total Expenses</b>	<b><u>492,206</u></b>	<b><u>492,101</u></b>	<b><u>495,250</u></b>	<b><u>495,250</u></b>	<b><u>495,250</u></b>	<b><u>495,250</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'10 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'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	\$	\$	\$
Contractual/Prof Services	33,712	72,381	51,003	49,579	49,579	49,579
Contingencies	0	0	305,058	368,902	368,902	368,902
Indirect Charges	305,829	316,602	324,656	314,701	314,701	314,701
Transfers Out	1,329,500	1,130,000	866,644	987,834	987,834	987,834
Ending Balance	<u>343,018</u>	<u>382,646</u>	<u>52,091</u>	<u>92,927</u>	<u>92,927</u>	<u>92,927</u>
<b>Total Expenses</b>	<b><u>2,012,059</u></b>	<b><u>1,901,629</u></b>	<b><u>1,599,452</u></b>	<b><u>1,813,943</u></b>	<b><u>1,813,943</u></b>	<b><u>1,813,943</u></b>

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

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**Services Delivered:**

This activity accounts for the reserve requirement mandated by the covenants of the SRF loan accepted in 2001 for the expansion of the Wastewater Treatment Plant.

**Budget Highlights:**

The reserve will be held until September 2024 when the loan is fully paid thereby releasing these funds. Annual interest earnings on the reserve funds are credited to General Operations and available for annual debt service.

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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'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Beginning Balance	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>
<b>Total Resources</b>	<b><u>500,899</u></b>	<b><u>500,899</u></b>	<b><u>500,899</u></b>	<b><u>500,899</u></b>	<b><u>500,899</u></b>	<b><u>500,899</u></b>

Requirements	ACTUAL	ACTUAL	BUDGET	MANAGER	COMMITTEE	COUNCIL
	FY'07	FY'08	FY'09	RECOMMEND	APPROVED	ADOPTED
	\$	\$	\$	FY'10	FY'10	FY'10
Ending Balance	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>	<u>500,899</u>
<b>Total Expenses</b>	<b><u>500,899</u></b>	<b><u>500,899</u></b>	<b><u>500,899</u></b>	<b><u>500,899</u></b>	<b><u>500,899</u></b>	<b><u>500,899</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.

### **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 and pump stations and replacement of deteriorated sewer piping within the collection system.

### **Budget Highlights:**

A list of projects for FY'07, FY'08, FY'09 & FY'10 is shown on the following page.

The History through FY'07 column shows project costs through June 30, 2007. The FY'07 and FY'08 Actual columns show actual expenditures for the fiscal years July 1, 2006 through June 30, 2008. The Budget FY'09 and Adopted FY'10 columns reflect the total amount of resources available or expected to be available to the project during the respective fiscal years.

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## Program: Utilities/Wastewater – Capital Construction

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### FY'07, FY'08, FY'09 & FY'10 PROJECTS

	Expense Actual FY'07	Expense Through FY'07	Expense Actual FY'08	Resource Budget FY'09	Resource Adopted FY'10
SE4161 Accelerated Maintenance	0	147,842	2,954	133,799	90,845
SE4745 WRP Equipment Improvement	0	0	22,478	150,000	127,522
SE4835 I to J Alley Sewer Relocation	1,838	1,838	8,643	249,162	221,357
SE4913 Jo-Gro™ Storm Water Improvements	33,926	35,661	32	70,339	3,968
SE4960 Jo-Gro™ Miscellaneous Upgrades	9,554	9,554	45,080	100,000	100,366
SE4962 Bridge Street Pump Station Improve.	79,993	79,993	41,450	257,007	108,550
SE4963 Update WRP Facility Plan	0	0	0	150,000	100,000
SE4964 WRP Phase 2 Expansion	0	0	0	416,000	1,072,000
SE4998 Pretreatment Program Update	44,739	44,739	70,961	65,261	29,039
SE5048 Gilbert Creek SS Crossing Repair	0	0	17,487	15,000	7,513
SE5060 Update Coll. Sys Master Plan	0	0	321	15,000	29,679
SE5066 Judson Sewer LID (729)	0	0	1,766	45,000	8,232
SE5071 Grit Disposal Pad	0	0	1,529	0	0
SE5079 2nd Street Sewer Replacement	0	0	0	700,000	0
SE5080 WRP Structural Repairs	0	0	0	50,000	100,000
SE5081 Collection System Master Plan Update	0	0	0	0	10,000
SE5082 Plant Drain Pump Evaluation	0	0	0	0	20,000
Fund 728 Miscellaneous Projects - General	1,974,379	15,199,853	5,191,195	412,105	673,691
Fund 722 Miscellaneous Projects - SDC Funds	0	0	0	216,328	537,645
Fund 725 Miscellaneous Projects - AFD Funds	0	80,940	0	0	1,861
<b>Total Projects</b>	<b><u>2,144,429</u></b>	<b><u>15,600,420</u></b>	<b><u>5,403,896</u></b>	<b><u>3,045,001</u></b>	<b><u>3,242,268</u></b>

## Program: Utilities/Wastewater – Capital Construction

### Financial Summary

	<u>Actual FY'07</u>	<u>Actual FY'08</u>	<u>Budget FY'09</u>	<u>Manager Recommended FY'10</u>	<u>Committee Approved FY'10</u>	<u>Council Adopted FY'10</u>
Beginning Fund Balance	<u>4,603,334</u>	<u>4,797,018</u>	<u>1,466,012</u>	<u>1,567,089</u>	<u>1,567,089</u>	<u>1,567,089</u>
<b>Resources</b>						
SRLF Loan	0	0	0	0	0	0
System Dev. Chgs. (SDCs)Revenue	10,260	5,368	0	0	0	0
Redwood SSS District SDC's	0	0	0	0	0	0
SDC Reimb.Fee COLLECTION	74,598	65,213	69,300	69,300	69,300	69,300
SDC Improvement Fee	580,311	492,990	535,500	535,500	535,500	535,500
SDC Admin Fee COLLECTION	20,711	17,463	19,545	19,545	19,545	19,545
Sewer Surcharges	0	0	0	0	0	0
Investment Interest	233,460	84,655	41,000	51,000	51,000	51,000
SDC Loan Interest	8,859	6,667	7,000	7,000	7,000	7,000
Redwood SSS District	0	0	0	0	0	0
Street Utility Fee (From fund 230)	225,000	440,000	0	0	0	0
Special Assessment	0	0	35,000	0	0	0
General Program - Sewer	1,172,000	1,130,000	866,644	987,834	987,834	987,834
Water Utility - General Program Ops	0	50,000	0	0	0	0
Contribution-Developer Agreement	0	0	0	0	0	0
Advance Financing/Interest Revenue	12,914	3,139	5,000	5,000	5,000	5,000
Other Revenue	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Resources	<u>2,338,113</u>	<u>2,295,497</u>	<u>1,578,989</u>	<u>1,675,179</u>	<u>1,675,179</u>	<u>1,675,179</u>
<b>Total Resources</b>	<b><u>6,941,447</u></b>	<b><u>7,092,515</u></b>	<b><u>3,045,001</u></b>	<b><u>3,242,268</u></b>	<b><u>3,242,268</u></b>	<b><u>3,242,268</u></b>
<b>Requirements</b>						
Capital Outlay	2,144,429	5,403,896	1,926,769	956,907	956,907	956,907
Transfers Out	0	0	0	0	0	0
Ending Fund Balance	<u>4,797,018</u>	<u>1,688,619</u>	<u>1,118,232</u>	<u>2,285,361</u>	<u>2,285,361</u>	<u>2,285,361</u>
<b>Total Requirements</b>	<b><u>6,941,447</u></b>	<b><u>7,092,515</u></b>	<b><u>3,045,001</u></b>	<b><u>3,242,268</u></b>	<b><u>3,242,268</u></b>	<b><u>3,242,268</u></b>