



ADMINISTRATION



Refer to the WWS-Plant organization set, #75-72 to see the 2008 Amended Budget and 2007 and 2006 Actuals for history of the prior Water Reclamation Facility Department.

Budget Document Report

75 - WASTEWATER SERVICES FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
REQUIREMENTS						
<u>PERSONAL SERVICES</u>						
0	0	0	7000 Salaries & Wages	0	0	0
0	0	0	7000-05 Salaries & Wages - Regular Full Time Operations Manager - 1.00 FTE Office Specialist II - 1.00 FTE Charged from Street Fund: Mechanic - Public Works - 0.06 FTE	132,773	132,773	132,773
0	0	0	7000-15 Salaries & Wages - Temporary Extra Help - Wastewater Services - 0.88 FTE	17,000	17,000	17,000
0	0	0	7000-20 Salaries & Wages - Overtime	19,500	19,500	19,500
0	0	0	7300 Fringe Benefits	0	0	0
0	0	0	7300-05 Fringe Benefits - FICA - Social Security	10,495	10,495	10,495
0	0	0	7300-06 Fringe Benefits - FICA - Medicare	2,453	2,453	2,453
0	0	0	7300-15 Fringe Benefits - PERS - OPSRP - IAP	38,584	38,584	38,584
0	0	0	7300-20 Fringe Benefits - Medical Insurance	20,572	20,572	20,572
0	0	0	7300-25 Fringe Benefits - Life Insurance	142	142	130
0	0	0	7300-30 Fringe Benefits - Long Term Disability	734	734	720
0	0	0	7300-35 Fringe Benefits - Workers' Compensation Insurance	5,910	5,910	5,910
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	0	0	0
0	0	0	<u>TOTAL PERSONAL SERVICES</u>	248,163	248,163	248,137
<u>MATERIALS AND SERVICES</u>						
0	0	0	7530 Safety Training/OSHA Expenditures required to conduct safety meetings, training films, posters, and handouts, etc.	2,000	2,000	2,000
0	0	0	7540 Employee Development	1,300	1,300	1,300
0	0	0	7550 Travel & Education Memberships and registrations to professional organizations, attendance at the Water Environment Federation National Conference; and reimbursements to employees for approved education programs and travel expenses incurred. Includes continuing education required for employee state certification.	16,500	16,500	16,500
0	0	0	7610 Insurance	0	0	0
0	0	0	7610-05 Insurance - Liability	40,800	40,800	40,800
0	0	0	7610-10 Insurance - Property	40,600	40,600	40,600

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			Department :01 - ADMINISTRATION			2009	2009	2009
2006	2007	2008	Section :N/A			PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	AMENDED	Program :N/A			BUDGET	BUDGET	BUDGET
		BUDGET						
0	0	0	7620	Telecommunications		20,000	20,000	20,000
				Telephone and fax usage, pagers, and Nextel communication system charges. Maintenance costs for fiber connection to WRF for computer services.				
0	0	0	7650	Janitorial		7,200	7,200	7,200
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Janitorial services contact	1	5,700	5,700	
				Janitorial supplies	1	1,500	1,500	
0	0	0	7660	Materials & Supplies		30,000	30,000	30,000
				Department costs for employee protective clothing, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs.				
0	0	0	7740	Rental Property Repair & Maint		0	0	0
0	0	0	7740-05	Rental Property Repair & Maint - Building		7,500	7,500	7,500
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Rental property window replacement	1	5,000	5,000	
				Rental property insurance - property	1	400	400	
				Rental property property taxes	1	2,000	2,000	
				Rental property insurance - liability	1	100	100	
0	0	0	7750	Professional Services		62,000	62,000	90,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Audit fee allocation	1	7,500	7,500	
				Sewer rate brochure	1	3,500	3,500	
				Water & Light Department annual sewer billing fee	1	600	600	
				Section 125 administration fee	1	400	400	
				Engineering support - Total Daily Maximum Loading (TMDL)	1	30,000	30,000	
				Miscellaenous engineering and technical support	1	10,000	10,000	
				Environmental legal fees	1	10,000	10,000	
				Pretreatment program rewrite - G4	1	28,000	28,000	
0	0	0	7790	Maintenance & Rental Contracts		27,000	27,000	27,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Elevator maintenance contract	1	1,800	1,800	
				Fire alarm monitoring and service calls	1	600	600	
				Tree spraying service	1	500	500	
				WRF landscape maintenance contract	1	18,100	18,100	
				Fire sprinkler maintenance, extinguishers, backflow testing, etc	1	3,000	3,000	
				Fire system inspections, testing, and repair - semi-annual	1	3,000	3,000	

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0	0	0	7830	Computer M&S Charges - IS Fund		0	0	0
0	0	0	7830-98	Computer M&S Charges - IS Fund - Computer Services Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.		21,459	21,459	21,459
0	0	0	7830-99	Computer M&S Charges - IS Fund - Computer M&S Equipment		18,700	18,700	18,700
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Workstations replacements - Steve, Dave G., Lora, Maint Office	4	1,700	6,800	
				Inkjet printer replacement - Lab	1	400	400	
				IS Department shared hardware and software	1	11,500	11,500	
0	0	0	8260	Permit & Basin Council Fees		38,620	38,620	38,620
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				National Pollutant Discharge Elimination System (NPDES) fee	1	10,650	10,650	
				US Geological Survey river monitoring station fee	1	6,900	6,900	
				Yamhill Basin Council support	1	3,000	3,000	
				DEQ population base fee	1	3,570	3,570	
				Pretreatment Program fee - includes significant industrial user	1	2,800	2,800	
				DEQ annual certification support fee	1	1,200	1,200	
				DEQ plan review fee	1	1,500	1,500	
				DEQ hazardous substance possession fee	1	750	750	
				Oregon Department of Consumer Services - compressor permits	1	500	500	
				DEQ Stormwater Program fee	1	500	500	
				Yamhill County annual electrical inspection fee	1	250	250	
				DEQ SB 737 surcharge	1	7,000	7,000	
0	0	0		TOTAL MATERIALS AND SERVICES		333,679	333,679	361,679
				CAPITAL OUTLAY				
0	0	0	8800	Building Improvements		30,000	30,000	30,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replace failing door hardware & add key card entry system	1	30,000	30,000	
0	0	0		TOTAL CAPITAL OUTLAY		30,000	30,000	30,000
0	0	0		TOTAL REQUIREMENTS		611,842	611,842	639,816