



ADMINISTRATION



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

75 - WASTEWATER SERVICES FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
RESOURCES						
MISCELLANEOUS						
0	0	0	6600-05 Other Income - Workers' Comp Reimbursement Workers compensation time-loss reimbursements while injured worker is unable to work due to on-the-job injury. Also, State of Oregon employer-at-injury Program pays 50% of light duty wages for any employee placed on an official light duty job after a worker's compensation injury for up to three months.	0	0	0
0	0	0	TOTAL MISCELLANEOUS	0	0	0
0	0	0	TOTAL RESOURCES	0	0	0

75 - WASTEWATER SERVICES FUND

2007 ACTUAL	2008 ACTUAL	2009 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A	2010 PROPOSED BUDGET	2010 APPROVED BUDGET	2010 ADOPTED BUDGET
REQUIREMENTS						
PERSONAL SERVICES						
0	0	0	7000 Salaries & Wages	0	0	0
0	0	132,773	7000-05 Salaries & Wages - Regular Full Time Operations Manager - 1.00 FTE Office Specialist II - 1.00 FTE Mechanic - Public Works - 0.10 FTE	126,098	126,098	126,098
0	0	17,000	7000-15 Salaries & Wages - Temporary Extra Help - Wastewater Services - 0.72 FTE	15,000	15,000	15,000
0	0	19,500	7000-20 Salaries & Wages - Overtime	1,000	1,000	1,000
0	0	0	7300 Fringe Benefits	0	0	0
0	0	10,495	7300-05 Fringe Benefits - FICA - Social Security	8,810	8,810	8,810
0	0	2,453	7300-06 Fringe Benefits - FICA - Medicare	2,061	2,061	2,061
0	0	38,584	7300-15 Fringe Benefits - PERS - OPSRP - IAP	26,919	26,919	26,919
0	0	20,572	7300-20 Fringe Benefits - Medical Insurance	22,707	22,707	21,762
0	0	130	7300-25 Fringe Benefits - Life Insurance	132	132	132
0	0	720	7300-30 Fringe Benefits - Long Term Disability	672	672	672
0	0	5,910	7300-35 Fringe Benefits - Workers' Compensation Insurance	4,604	4,604	4,604
0	0	0	7300-37 Fringe Benefits - Workers' Benefit Fund	62	62	62
0	0	0	7300-40 Fringe Benefits - Unemployment	0	0	0
0	0	248,137	TOTAL PERSONAL SERVICES	208,065	208,065	207,120
MATERIALS AND SERVICES						
0	0	2,000	7530 Safety Training/OSHA Expenditures required to conduct safety meetings, training films, posters, and handouts, etc.	2,000	2,000	2,000
0	0	1,300	7540 Employee Development	1,100	1,100	1,100

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0	0	16,500	7550	Travel & Education		14,850	14,850	14,850
				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.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Environmental Services Department	1	2,500	2,500	
				Operations & Maintenance Department	1	2,500	2,500	
				Administration Department	1	2,500	2,500	
				Conveyance Department	1	2,500	2,500	
				Combined department training	1	4,850	4,850	
0	0	0	7610	Insurance		0	0	0
0	0	40,800	7610-05	Insurance - Liability		36,500	36,500	36,500
0	0	40,600	7610-10	Insurance - Property		39,000	39,000	39,000
0	0	20,000	7620	Telecommunications		20,000	20,000	20,000
				Telephone and fax usage, pagers, and Nextel communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services.				
0	0	7,200	7650	Janitorial		7,400	7,400	7,400
				WRF Administration and Headworks building janitorial charges.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Janitorial services contract	1	5,700	5,700	
				Janitorial supplies	1	1,700	1,700	
0	0	30,000	7660	Materials & Supplies		35,000	35,000	35,000
				Department costs for employee protective clothing, safety gear, general cleaning supplies, office supplies, garbage service, advertisement, printing, postage, and shipping costs.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Safety, personal protective equipment, and supplies	1	10,000	10,000	
				Office supplies	1	15,000	15,000	
				Shipping and miscellaneous	1	10,000	10,000	
0	0	0	7740	Rental Property Repair & Maint		0	0	0
0	0	7,500	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>	
				Insurance - liability	1	100	100	
				Insurance - property	1	500	500	
				Property taxes	1	2,100	2,100	
				Miscellaneous repair, maintenance, etc.	1	4,800	4,800	

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0	0	90,000	7750 Professional Services Consulting and professional services: Total Maximum Daily Load process (TMDL), permitting, plans development, etc.	90,000	90,000	90,000																																				
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0	0	27,000	7790 Maintenance & Rental Contracts Wastewater Services contracts for maintenance and inspections of various facility systems and grounds.	27,800	27,800	27,800																																				
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0	0	0	7830 M & S Computer Charges - IS Fund	0	0	0																																				
0	0	21,459	7830-98 M & S Computer Charges - IS Fund - Computer Services Network and PC support agreements, licenses, financial systems, internet connection etc.	21,814	21,814	21,700																																				
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0	0	18,700	7830-99 M & S Computer Charges - IS Fund - Computer M&S Equipment	10,235	10,235	12,639																																				
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			Section :N/A					
			Program :N/A					
0	0	38,620	8260	Permit & Basin Council Fees		38,750	38,750	38,750
			State and federal agency fees and permits.					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			DEQ National Pollution Discharge Elimination (NPDES) permit fee	1	11,000	11,000		
			USGS monitor site fee - Yamhill River	1	6,900	6,900		
			Yamhill Basin Council support	1	3,000	3,000		
			DEQ population base fee	1	3,600	3,600		
			DEQ pretreatment program and significant industrial user fee	1	2,800	2,800		
			DEQ certification support fee	1	1,200	1,200		
			DEQ plan review fee	1	1,500	1,500		
			DEQ hazardous substance fee	1	750	750		
			Oregon Dept. of Consumer Services compressor permit	1	500	500		
			DEQ stormwater program fee	1	500	500		
			DEQ SB737 (persistant pollutant) surcharge	1	7,000	7,000		
0	0	361,679	<u>TOTAL MATERIALS AND SERVICES</u>			351,949	351,949	354,239
			<u>CAPITAL OUTLAY</u>					
0	0	30,000	8800	Building Improvements		12,600	12,600	12,600
			Improvements including access control system additions, etc.					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			Four-door controller	2	2,000	4,000		
			Door reader, door hardware, labor	6	1,000	6,000		
			Motion sensors, wiring	2	300	600		
			Programming, etc	1	2,000	2,000		
0	0	30,000	<u>TOTAL CAPITAL OUTLAY</u>			12,600	12,600	12,600
0	0	639,816	<u>TOTAL REQUIREMENTS</u>			572,614	572,614	573,959