



ADMINISTRATION



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

Budget Document Report

75 - WASTEWATER SERVICES FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET	
RESOURCES									
MISCELLANEOUS									
0	1,478	0	6600-05	Other Income - Workers' Comp Reimbursement			0	0	0
0	1,478	0	TOTAL MISCELLANEOUS				0	0	0
0	1,478	0	TOTAL RESOURCES				0	0	0

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75 - WASTEWATER SERVICES FUND

2008 ACTUAL	2009 ACTUAL	2010 AMENDED BUDGET	Department :01 - ADMINISTRATION Section :N/A Program :N/A			2011 PROPOSED BUDGET	2011 APPROVED BUDGET	2011 ADOPTED BUDGET
REQUIREMENTS								
PERSONAL SERVICES								
0	130,035	126,098	7000-05	Salaries & Wages - Regular Full Time Operations Manager - 1.00 FTE Office Specialist II - 1.00 FTE Mechanic - Public Works - 0.10 FTE		136,905	136,905	136,905
0	4,549	15,000	7000-15	Salaries & Wages - Temporary Extra Help - Wastewater Services - 0.96 FTE		20,000	20,000	20,000
0	185	1,000	7000-20	Salaries & Wages - Overtime		1,001	1,001	1,001
0	7,977	8,810	7300-05	Fringe Benefits - FICA - Social Security		9,791	9,791	9,791
0	1,865	2,061	7300-06	Fringe Benefits - FICA - Medicare		2,290	2,290	2,290
0	29,510	26,919	7300-15	Fringe Benefits - PERS - OPSRP - IAP		29,883	29,883	29,883
0	19,753	21,762	7300-20	Fringe Benefits - Medical Insurance		23,152	23,152	21,992
0	123	132	7300-25	Fringe Benefits - Life Insurance		132	132	132
0	645	672	7300-30	Fringe Benefits - Long Term Disability		730	730	730
0	4,422	4,604	7300-35	Fringe Benefits - Workers' Compensation Insurance		5,546	5,546	5,546
0	58	62	7300-37	Fringe Benefits - Workers' Benefit Fund		89	89	89
0	996	0	7300-40	Fringe Benefits - Unemployment		0	0	0
0	200,119	207,120	TOTAL PERSONAL SERVICES			229,519	229,519	228,359
MATERIALS AND SERVICES								
0	436	2,000	7530	Safety Training/OSHA Safety meetings, training films, posters, and handouts, etc.		2,000	2,000	2,000
0	510	1,100	7540	Employee Development		1,100	1,100	1,100
0	10,470	14,850	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.		14,850	14,850	14,850
				Description	Units	Amt/Unit	Total	
				Environmental Services Department	1	2,500	2,500	
				Operations and 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	

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0	40,800	36,500	7610-05 Insurance - Liability			24,170	24,170	24,170
			Budget Note: Reduction due to CIS Trust surplus distribution.					
0	40,600	39,000	7610-10 Insurance - Property			23,437	23,437	23,437
			Budget Note: Reduction due to CIS Trust surplus distribution.					
0	17,467	20,000	7620 Telecommunications			21,000	21,000	21,000
			Telephone and fax usage, pagers, and Nextel communication system charges. Maintenance costs for fiber connection to Water Reclamation Facility (WRF) for computer services.					
0	6,574	7,400	7650 Janitorial			7,500	7,500	7,500
			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	1,800	1,800		
0	29,302	35,000	7660 Materials & Supplies			42,000	42,000	42,000
			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 & supplies	1	13,000	13,000		
			Office supplies	1	16,000	16,000		
			Shipping & miscellaneous	1	11,000	11,000		
			Copier, printer & fax services	1	2,000	2,000		
0	5,396	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	68	68		
			Insurance - property	1	273	273		
			Property taxes	1	2,100	2,100		
			Miscellaneous repair, maintenance, etc.	1	5,059	5,059		
0	29,018	90,000	7750 Professional Services			89,450	89,450	89,450
			Engineering and professional services: Total Maximum Daily Load process (TMDL), permitting, plans development, etc.					
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			TMDL engineering and advisement	1	25,000	25,000		
			Audit fee allocation	1	3,250	3,250		
			Pretreatment assistance	1	20,000	20,000		
			Section 125 administration fee	1	100	100		
			Wastewater rate brochure	1	3,500	3,500		
			Water & Light Department annual sewer billing fee	1	600	600		
			Environmental legal assistance	1	5,000	5,000		
			Wastewater facilities engineering	1	30,000	30,000		
			Energy efficiency program development	1	2,000	2,000		

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0	24,720	27,800	7790	Maintenance & Rental Contracts	Wastewater Services contracts for maintenance and inspections of various facility systems and grounds.	29,450	29,450	29,450
				<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	1	600	600	
				Landscape tree spray service	1	550	550	
				Landscape maintenance contract	1	20,000	20,000	
				Fire sprinklers, extinguishers and backflow maintenance	1	6,500	6,500	
0	25,688	21,700	7830-98	M & S Computer Charges - IS Fund - Computer Services		22,260	22,260	0
0	18,700	12,639	7830-99	M & S Computer Charges - IS Fund - Computer M&S Equipment		23,550	23,550	0
0	0	0	7840	M & S Computer Charges		0	0	33,426
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Shared city-wide M&S operating, network hardware & software, etc	1	33,426	33,426	
0	0	0	7840-85	M & S Computer Charges - WWS		0	0	8,100
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Replacement workstations - Tim M., Harold J., Collections	3	1,900	5,700	
				Replacement laptop	1	1,700	1,700	
				Adobe Professional software licenses	2	350	700	
0	36,874	38,750	8260	Permit & Basin Council Fees		33,400	33,400	33,400
				State and federal agency fees and permits.				
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>	
				Oregon DEQ National Pollutant Discharge Elimination (NPDES) permit fee	1	12,000	12,000	
				Federal USGS monitor site fee - Yamhill River	1	7,000	7,000	
				Oregon DEQ population base fee	1	3,700	3,700	
				Oregon DEQ pretreatment program fees	1	3,000	3,000	
				Oregon DEQ certification program support fee	1	1,400	1,400	
				Oregon DEQ plan review fee	1	1,500	1,500	
				Oregon DEQ hazardous substance fee	1	800	800	
				Oregon Department of Consumer Services compressor fee	1	500	500	
				Oregon DEQ stormwater program fee	1	500	500	
				Yamhill Basin Council related support	1	3,000	3,000	
0	286,554	354,239	TOTAL MATERIALS AND SERVICES			341,667	341,667	337,383

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<u>CAPITAL OUTLAY</u>									
0	0	0	8750	Capital Outlay Computer Charges			0	0	4,284
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Shared city-wide capital outlay network hardware & software, etc	1	4,284	4,284		
0	29,271	12,600	8800	Building Improvements			102,000	102,000	102,000
				<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
				Conveyance building expansion	1	75,000	75,000		
				Rain cover for septage receiving area	1	6,000	6,000		
				Digital projector system for Administration's conference room	1	21,000	21,000		
0	29,271	12,600	<u>TOTAL CAPITAL OUTLAY</u>				102,000	102,000	106,284
0	515,944	573,959	<i>TOTAL REQUIREMENTS</i>				673,186	673,186	672,026