

**CITY OF DELANO
TWO YEAR ANNUAL BUDGET, FY 2012 & 2013
MISSION STATEMENT/DEPARTMENT GOALS**

Department: WWTP/Sewer

Fund: 72 Dept: 570

MISSION STATEMENT

It is the primary mission of the Wastewater/Sewer division to protect the health of the Citizens of Delano, by:

- a.) Inspecting the industry, and assuring that they are in compliance with the City's Pretreatment Program, thereby minimizing the detrimental, harmful and incompatible byproducts that enter the City's sewer system,*
- b.) Providing continuous maintenance to the City's sewer system, and responding promptly to sewer problems, all while in compliance with the Sanitary Sewer Maintenance Program (SSMP), and minimizing the number of Sanitary Sewer Overflows (SSO's),*
- c.) Maintaining and operating the wastewater treatment plant and associated machinery, electrical components and equipment, and*
- d.) Providing proper disposal of treated wastewater and biosolids in accordance with federal, state and local requirements.*

It is the secondary, but equally important mission of the Wastewater/Sewer division to keep the Citizens of Delano informed and educated in the best management practices for the disposal of kitchen grease, eggshells, and other common incompatible wastes, through outreach programs.

DEPARTMENT GOALS

- Meet or exceed the Treatment Plant's discharge quality requirements, as imposed by the SWRCB*
- Have zero reportable Sanitary Sewer Overflows, in adherence to the SSMP General Order.*
- Continue development of team members' skills in their respective areas of expertise.*
- Maintain all storm sumps free and clear of weeds, debris and mosquitoes.*
- Certify the WWTP Laboratory, in accordance with ELAP*
- Meet all five aforementioned goals while remaining within our budget.*

CITY OF DELANO
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
TWO YEAR ANNUAL BUDGET
FUND 72 - WWTP / SEWER - DEPT 570

	Actual 2008-2009	Actual 2009-2010	Adjusted Budget 2010-2011	Estimated Actual 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013
FUND BALANCE, JULY 1,	(11,557,599)	(2,762,039)	(1,769,917)	(1,769,917)	(1,894,866)	(2,743,586)
Revenues:						
Investments Earnings	77,157	54,390	135,000	10,797	32,300	24,800
SRF Loan Proceeds	8,744,438	-	12,691,467	9,423,467	-	-
Sewer Service Charges	1,585,675	2,361,594	2,003,970	2,683,500	2,800,000	2,800,000
Lease of Ground Areas	45,533	82,574	47,000	45,788	45,800	45,800
Miscellaneous Revenues	-	-	-	-	-	-
Chevron Rebate	-	3,716	-	-	-	-
ARRA - Grant	-	-	-	-	-	-
	-	-	-	-	-	-
Total Revenues	10,452,803	2,502,274	14,877,437	12,163,552	2,878,100	2,870,600
Expenditures:						
Salaries & Benefits	584,692	1,018,409	1,457,948	1,153,652	1,316,800	1,394,500
Maintenance & Operations	1,672,567	1,889,644	2,050,926	1,643,776	1,642,950	1,630,050
Capital Outlay	457	3,373	35,000	101,083	-	70,000
Capital Improvements	-	-	200,000	20,800	279,200	100,000
Debt Service	47,174	20,765	-	-	1,741,170	1,741,170
Total Expenditures	2,304,890	2,932,191	3,743,874	2,919,311	4,980,120	4,935,720
Excess of Revenues Over (Under)						
Expenditures	8,147,913	(429,917)	11,133,563	9,244,241	(2,102,020)	(2,065,120)
Other Financing Sources (Uses):						
Transfers In - Sewer Impact	649,986	1,399,477	-	-	1,288,400	1,288,400
Transfers In - Landscape & Maintenance	-	32,000	32,000	32,000	50,000	50,000
Transfers Out - Water	(2,339)	(9,438)	(9,723)	(9,723)	(10,100)	(10,400)
Transfers Out - Capital Projects	-	-	(12,816,467)	(9,391,467)	(75,000)	-
Total Other Financing Sources (Uses)	647,647	1,422,039	(12,794,190)	(9,369,190)	1,253,300	1,328,000
TOTAL FUND BALANCE	(2,762,039)	(1,769,917)	(3,430,544)	(1,894,866)	(2,743,586)	(3,480,706)

**CITY OF DELANO
TWO YEAR ANNUAL BUDGET
FUND 72 - SEWER / WWTP - DEPT 570**

Acct#	Sources	Actual Revenue 2008-2009	Actual Revenue 2009-2010	Adjusted Budget 2010-2011	Estimated Actual 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013
Revenues:							
3500	Investments Earnings	77,157	54,390	135,000	10,797	32,300	24,800
3675	SRF Loan Proceeds	8,744,438	-	12,691,467	9,423,467	-	-
3820	Sewer Service Charges	1,585,675	2,361,594	2,003,970	2,683,500	2,800,000	2,800,000
3853	Lease of Ground Areas	45,473	82,574	47,000	45,788	45,800	45,800
3960	Miscellaneous Revenues	61	-	-	-	-	-
39601	Chevron Rebate	-	3,716	-	-	-	-
NEW	ARRA - Grant	-	-	-	-	-	-
Total Revenues		10,452,804	2,502,274	14,877,437	12,163,552	2,878,100	2,870,600
Other Financing Sources:							
3990 042	Transfers In - Sewer Impact	649,986	1,399,477	-	-	1,288,400	1,288,400
3990 020	Transfers In - Landscape & Maint	-	32,000	32,000	32,000	50,000	50,000
Total Other Financing Sources		649,986	1,431,477	32,000	32,000	1,338,400	1,338,400
Total Revenues and Transfers		11,102,790	3,933,751	14,909,437	12,195,552	4,216,500	4,209,000

**CITY OF DELANO
TWO YEAR ANNUAL BUDGET, FY 2012 & 2013
DEPARTMENTAL SUMMARY AND EXPENDITURE DETAIL**

Department: Sewer/WWTP

Fund: 72

Dept: 570

DEPARTMENTAL SUMMARY						
Description	Actual	Actual	Adjusted	Estimated	Approved	Approved
	Expend. 2008-2009	Expend. 2009-2010	Budget 2010-2011	Actual 2010-2011	Budget 2011-2012	Budget 2012-2013
Salaries & Benefits	584,692	1,018,409	1,457,948	1,153,652	1,316,800	1,394,500
Maintenance & Operations	1,672,567	1,889,644	2,050,926	1,643,776	1,642,950	1,630,050
Capital Outlay	457	3,373	35,000	101,083	-	70,000
Capital Improvements	-	-	200,000	20,800	279,200	100,000
Debt Service	47,174	20,765	-	-	1,741,170	1,741,170
Other Financing Uses	2,339	9,438	12,826,190	9,401,190	85,100	10,400
Total	2,307,229	2,941,629	16,570,064	12,320,501	5,065,220	4,946,120

EXPENDITURE DETAIL							
Object No.	Description	Actual	Actual	Adjusted	Estimated	Approved	Approved
		Expend. 2008-2009	Expend. 2009-2010	Budget 2010-2011	Actual 2010-2011	Budget 2011-2012	Budget 2012-2013
Salaries and Benefits:							
5110	Salaries-Regular	368,101	600,349	887,996	728,743	812,900	839,800
5115	Regular - Part Time	-	5,764	-	205	-	-
5120	Salaries-Temporary	-	-	-	-	-	-
5125	After-School Wages	-	-	-	-	-	-
5130	Overtime Pay	22,598	21,439	11,330	21,951	11,000	11,000
5140	Standby Pay	696	1,080	20,000	1,118	1,000	1,000
5160	Council/Com Pay	-	-	-	-	-	-
5190	Other Salaries/Benefits	3,818	54,694	33,524	12,263	11,500	12,800
5191	FICA	31,061	48,798	85,401	57,864	66,400	71,600
5192	Pension	60,784	106,123	132,846	113,682	179,300	194,300
5193	Medical & Life Insurance	63,357	122,387	208,759	153,155	174,400	200,100
5194	Cafeteria/Mgt. Incentive	15,888	25,051	40,136	26,721	34,200	35,600
5195	Workers' Comp	18,389	32,724	37,956	37,950	26,100	28,300
		-	-	-	-	-	-
	Total Salaries & Benefits	584,692	1,018,409	1,457,948	1,153,652	1,316,800	1,394,500
M & O							
5200	Administrative Overhead	153,783	311,812	317,163	317,163	317,100	317,100
5201	Electrical	265,923	251,094	400,000	601,000	600,000	600,000
52015	Electrical Maintenance Ctr	-	26,004	40,000	31,887	30,000	30,000
5203	Telephone	2,784	2,390	2,500	2,921	2,500	2,500
5239	Natural Gas	16,326	11,753	20,000	14,000	15,000	15,000
5250	Loss on Fixed Assets	38,472	57,886	-	-	-	-
5300	Office Supplies	851	2,579	2,000	2,000	2,000	2,000
5301	Postage	546	626	1,000	2,310	1,000	1,000

**CITY OF DELANO
TWO YEAR ANNUAL BUDGET, FY 2012 & 2013
DEPARTMENTAL SUMMARY AND EXPENDITURE DETAIL**

Department: Sewer/WWTP

Fund: 72

Dept: 570

EXPENDITURE DETAIL (cont'd)							
Object No.	Description	Actual Expend. 2008-2009	Actual Expend. 2009-2010	Adjusted Budget 2010-2011	Estimated Actual 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013
5302	Printing & Copying	39	327	500	500	600	600
5303	Advertising	333	1,466	500	500	500	500
5306	Computer Supplies	763	4,056	8,000	2,000	2,000	2,000
5400	Travel, Conf., & Training	6,756	6,321	6,000	3,000	-	-
5423	Dues, Membership, Subs	683	202	-	500	700	700
5510	Vehicle M&O - Direct Chrg. Dept.	13,582	8,912	18,354	14,000	15,000	15,000
5511	Vehicle M&O - Fuel	12,280	10,345	19,274	16,000	25,000	21,300
5512	Vehicle M&O - Parts	831	320	858	1,000	800	800
5513	Vehicle M&O - Labor	12,225	23,187	9,478	11,000	18,000	18,000
5514	Share of Cost - City MIS	32,155	44,064	42,122	42,122	46,300	47,000
5520	Repairs Special Equip	112,939	161,820	175,000	175,000	150,000	150,000
5522	Contractual Maintenance	4,820	11,419	8,500	9,700	11,000	11,000
5524	Professional/Technical	43,737	66,339	70,000	50,000	45,000	35,000
5525	Billing Service	140,213	132,261	111,137	137,507	135,000	135,000
5526	Outside Labor	69,856	49,155	10,000	10,000	-	-
5527	Franchise Fees	37,687	48,537	50,000	50,392	50,000	50,000
5528	Engineering Services	-	8,862	15,000	5,000	10,000	10,000
5529	Legal	-	-	-	2,809	-	-
5532	SEMS Operations	453	713	734	734	750	750
5560	Small Tools	812	422	-	-	1,000	1,000
5583	CNG Fuel	1,593	2,787	2,000	2,000	2,000	2,000
5662	Mandated Costs	33,123	19,370	45,000	40,000	45,000	45,000
5669	Bad Debt Write Off	3,251	-	-	-	-	-
5682	USA Locate	706	810	800	500	800	800
5700	General Supplies	47,324	64,608	95,000	67,000	70,000	70,000
5713	Pretreatment Supplies	-	27,935	45,000	5,000	5,000	5,000
5784	Liability Insurance	31,100	23,350	24,051	24,047	38,500	38,600
5809	Bank Service Fees	2,129	730	-	1,784	2,000	2,000
5870	Miscellaneous Expenses	(5,914)	-	-	-	-	-
5895	Taxes and Licenses	129	(4,320)	412	400	400	400
6000	Depreciation	590,277	511,502	510,543	-	-	-
	Total M & O	1,672,567	1,889,644	2,050,926	1,643,776	1,642,950	1,630,050
	Capital Outlay						
81CC	Camcarriers	-	-	25,000	23,969	-	-
81CD	Manhole Frame	-	-	10,000	4,640	-	-
88BG	Tractor	-	-	-	72,474	-	-
830D	Portable Video Insp. Eqpt.	-	-	-	-	-	20,000
830E	Vac/Jetter Truck (Lease)	-	-	-	-	-	50,000
80DQ	Storage Container	457	3,373	-	-	-	-
	Total Capital Outlay	457	3,373	35,000	101,083	-	70,000
	Capital Improvement						
91AY	Sewer Line Replacement	-	-	200,000	20,800	279,200	100,000
	Total Capital Improvement	-	-	200,000	20,800	279,200	100,000
	Total Debt Service						
6100	Principal Debt	-	19,049	-	-	1,426,900	1,441,170
6102	Interest Debt	47,174	1,716	-	-	314,270	300,000
	Total Debt Service	47,174	20,765	-	-	1,741,170	1,741,170
7940	Transfer to CIP	-	-	12,816,467	9,391,467	75,000	-
7973	Transfer to Water	2,339	9,438	9,723	9,723	10,100	10,400
	Other Financing Uses						
	Total Other Financing Uses	2,339	9,438	12,826,190	9,401,190	85,100	10,400
	Department Total	2,307,229	2,941,629	16,570,064	12,320,501	5,065,220	4,946,120

CITY OF DELANO
TWO YEAR ANNUAL BUDGET, FY 2010 & 2011
DEPARTMENTAL SUMMARY AND EXPENDITURE DETAIL

Department: WWTP/Sewer

Fund: 72

Dept: 570

SALARIED EMPLOYEES				
Position Title	Number of Positions		Annual Salary	
	PY Approved	Approved	2012 Approved	2013 Approved
Existing Positions:				
WWTP Grade II Operator	4.00	4.00	174,000	182,600
Utility Maint. Worker II	1.00	1.00	37,100	37,200
Administrative Secretary (A)	0.33	0.33	12,300	12,300
Maintenance Worker I	5.00	5.00	172,400	174,000
Director of Public Works/City Engr (B)	0.22	0.22	23,200	23,200
Public Works Office Assistant II (A)	0.33	0.33	10,600	10,600
Assoc. Engr/PW Inspector (D)	0.25	0.25	15,900	16,700
Assistant Public Works Dir./Engr. (D)	0.25	-	0	0
Code Enforcement Officer (F)	0.09	0.09	4,100	4,300
Sr. Utility Maint. Worker	1.00	1.00	34,600	36,300
GIS Technician (G)	0.10	-	-	-
Assistant City Manager (H)	0.10	-	0	0
Utility Service Tech II	1.00	1.00	39,100	39,100
Utility/Water Prod. Supervisor (I)	0.50	-	0	0
WWTP Supervisor (Oper. III/IV cert.)	1.00	1.00	58,100	61,000
Grade III Operator	1.00	1.00	45,500	47,800
WWTP Superintendent	1.00	1.00	78,700	82,200
Lab Analyst Operator III	1.00	1.00	42,200	44,300
Industrial Waste Inspector	1.00	1.00	46,500	48,800
Special Assignment Pay			2,700	2,700
Total Existing Positions	19.17	18.22	797,000	823,100
New Positions:				
Associate Engineer/PW Inspector (D)		0.25	15,900	16,700
(A) .34 to 71-540 Refuse	(D) (2) .10 to 01-410 Engineering	(G) .25 to 01-125 Planning		
.33 to 72-570 WWTP/Sewer	.10 to 11-300 Gas Tax	.10 to 01-410 Engineering		
.33 to 73-720 Water Production	.05 to 71-530 Street Cleaning	.10 to 01-420 Building		
	.25 to 71-540 Refuse	.10 to 72-570 WWTP/Sewer		
(B) .12 to 01-410 Engineering	.25 to 72-570 WWTP/Sewer	.15 to 73-720 Water Production		
.13 to 11-300 Gas Tax	.25 to 73-720 Water Production	.15 to 51-981 RDA Administration		
.08 to 71-530 Street Cleaning		.15 to 52-982 RDA Low & Mod. Hsng.		
.15 to 71-540 Refuse	(F) .15 to 01-125 Planning			
.20 to 73-720 Water Production	.06 to 01-410 Engineering			
.10 to 81-900 Central Garage	.40 to 01-420 Building			
.22 to 72-570 WWTP/Sewer	.15 to 71-540 Refuse			
	.09 to 72-570 WWTP/Sewer			
(C) .20 to 72-570	.15 to 73-720 Water Production			
.80 to 73-720				
(I) .50 to 72-570 WWTP/Sewer				
.50 to 73-720 Water Production				
Total New Positions/Changes	-	0.25	15,900	16,700
Total Salaried Employees	19.17	18.47	812,900	839,800

Hourly Employees:

Position Title	Hrly Wage	No. of Hours	Annual Wages	
Total Hourly Employees	-	-	-	-
PERSONNEL RECAP				
		Approved 2010/11	Approved 2011/12	Approved 2012/13
Regular		19.17	18.47	18.47
Part-time				