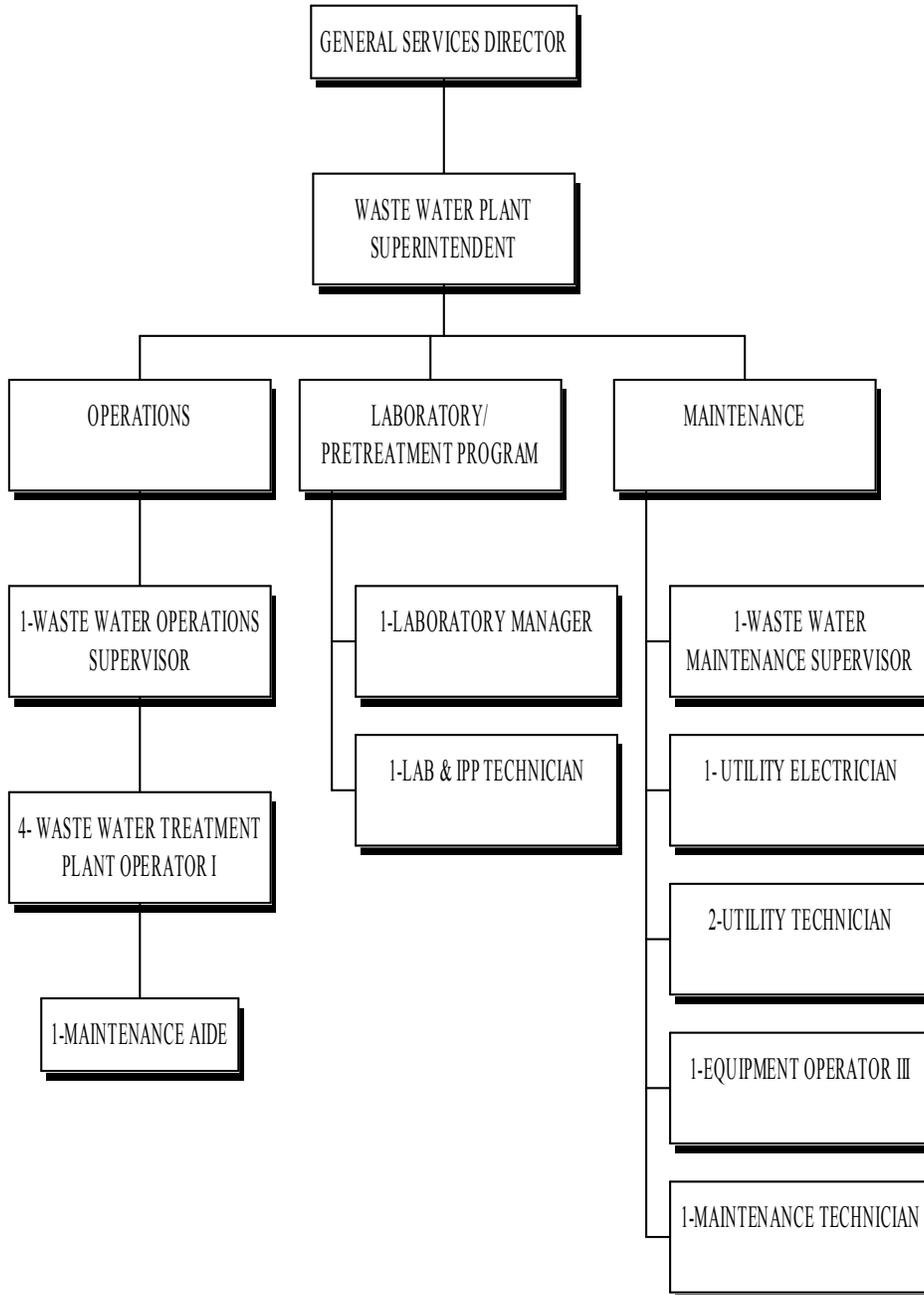


WASTEWATER UTILITY FUND

GENERAL SERVICES DEPARTMENT
WASTEWATER UTILITY STAFF



WASTEWATER UTILITY FUND**BUDGET DETAIL**

<u>POSITION TITLE</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Wastewater Plant Superintendent	1.0	1.0	1.0	1.0
Laboratory Manager	1.0	1.0	1.0	1.0
Utility Electrician	1.0	1.0	1.0	1.0
Lab & IPP Technician	1.0	1.0	1.0	1.0
Wastewater Plant Operator I	4.0	4.0	4.0	4.0
Maintenance Technician	1.0	1.0	1.0	1.0
Equipment Operator III	1.0	1.0	1.0	1.0
Maintenance Aide	1.0	1.0	1.0	1.0
Utility Technician	2.0	2.0	2.0	2.0
Wastewater Maintenance Supervisor	1.0	1.0	1.0	1.0
Wastewater Operations Supervisor	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Total	15.0	15.0	15.0	15.0

PROGRAM HIGHLIGHTS WASTEWATER UTILITY FUND

<u>SERVICE INDICATOR</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Estimate 2014</u>	<u>Projected 2015</u>
1. Wastewater Processed CWWTP (MGD)	4.10	3.68	3.70	3.75
2. Wastewater Processed PWWTP (MGD)	0.49	0.41	0.45	0.45
3. IPP Monitoring Activities	72	73	72	75
4. IPP Industries in non-compliance	0	0	0	0
5. Concord Septage Processed (MG)	0.26	0.23	0.20	0.25
6. Out of Town Septage Processed (MG)	1.57	1.61	1.87	1.72
7. Leachate Processed (MG)	6.22	6.03	8.75	5.50
8. Contracted Sludge Processed (MG)	1.31	1.64	1.25	0.35
9. Hall Street Odor Complaints	10	3	2	4
10. Class A Biosolids produced (wet tons)	6,563	6,870	7,300	6,300
11. Class B Biosolids produced (wet tons)	270	202	100	700
12. Penacook Odor Complaints	0	0	0	0

2015 GOALS

1. Experience no exceptions of NPDES permit requirements.
2. Continue to actively monitor and control energy consumption at all wastewater facilities.
3. Successfully implement projects as funded in the FY 2015 Capital Improvement Program.
4. Renew the Hall Street Wastewater Treatment Facility (WWTF) biosolids "Sludge Quality Certification" with NHDES for another five year period.
5. In coordination with General Services Administration, develop long-term biosolids management plan for the Wastewater Division.
6. Complete required sampling and analysis for the Hall Street WWTF's NPDES permit renewal application which is due in 2016.
7. Evaluate current staff work assignments, tasks and scheduling, and implement changes as necessary to effectively apply available resources to highest priority needs.
8. In coordination with the Department's Communication Coordinator, evaluate appropriate information related to the Wastewater Division and associated activities to facilitate expansion of the Department's website.

2014 GOALS STATUS

1. Experience no exceptions of NPDES permit requirements.
9-Month Status: There has been one permit exceedance at the Penacook WWTF and two permit exceedances at the Hall Street WWTF.
2. Continue to actively monitor and control energy consumption at all wastewater facilities.
9-Month Status: Electrical consumption continues to trend close to budget estimates.
3. Complete construction of the second phase of recommended odor control improvements at the Hall Street Wastewater Treatment Facility initiated in FY 2013.
9-Month Status: Construction of the improvements are substantially complete and the project is operational. Some punch list items remain to be completed this spring and we continue to work with our engineer, Fay, Spofford & Thorndike, to address issues with the biotower enclosure.

WASTEWATER UTILITY FUND PROGRAM HIGHLIGHTS

4. Successfully implement projects as funded in the FY 2014 Capital Improvement Program.
9-Month Status: We are on schedule to complete all projects as planned.
5. Renew the agreement with New England Waste Services, Inc. for treatment of landfill leachate from the North Country Environmental Services landfill in Bethlehem, NH.
9-Month Status: Casella has agreed to terms for another two-year contract and the documents have been executed.
6. Evaluate appropriate information related to Wastewater Division and associated activities to facilitate expansion of the Department's website.
9-Month Status: Due to other Department priorities regarding communication through the City's new website, this goal has been deferred to the next fiscal year.
7. Facilitate discussions with appropriate City agencies to develop and implement an applicable program for control of FOG (fats, oil & grease) discharges from commercial restaurants/kitchens.
9-Month Status: A workgroup including Highways & Utilities, Code Enforcement, and Engineering staff has been convened. The final document is scheduled to be completed during the fourth quarter.
8. Complete a review and update of the Wastewater Treatment Division's Employee Safety Manual.
9-Month Status: The final draft of the updated safety manual is near completion and is anticipated to be distributed for review by the end of April.

ADDITIONAL 2014 ACCOMPLISHMENTS:

1. Drained, cleaned and inspected Sequencing Batch Reactor #1 at the Penacook WWTF.
2. Annual NPDES compliance inspections conducted by the NH Department of Environmental Services for both wastewater treatment facilities resulted in positive reports with no noted deficiencies or recommendations.
3. Successfully conducted annual NPDES-required QA/QC sample analyses with no exceptions.
4. Completed installation of automatic security gates at the Hall Street and Penacook WWTF's.
5. Continued implementation of SCADA automation at the Hall Street WWTF with integration of de-chlorination process monitoring and control.

BUDGET SUMMARY**WASTEWATER UTILITY FUND**

WASTEWATER UTILITY	2014 BUDGETED (CURRENT)	2014 ESTIMATED	2015 BUDGET
REVENUE	\$7,103,860	\$7,156,830	\$7,229,713
EXPENDITURES	\$7,482,418	\$6,820,785	\$7,119,609
NET INCOME (LOSS)		\$336,045	\$110,104
BEGINNING WORKING CAPITAL		\$2,258,792	\$2,816,444
CURRENT PORTION OF STATE GRANT		\$221,607	\$0
ENDING WORKING CAPITAL		\$2,816,444	\$2,926,548

Note: Reserve

This fund has goals of attaining and maintaining reserves for operations, capital, and rate stabilization:

- Operations: 25% of operating expense less debt service and pay-as-you-go capital.
- Capital: 25% of debt service but not less than \$500,000.
- Rate Stabilization: 10% of operating revenue or no less than \$500,000.

A rate increase of 2.69% is proposed in FY 2015.

WASTEWATER UTILITY FUND**BUDGET DETAIL**

ADMINISTRATION						
	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGETED	2014 ESTIMATED	2015 BUDGET
REVENUE						
SEWER USER CHARGE	\$5,891,748	\$5,979,868	\$6,129,003	\$6,183,820	\$6,183,820	\$6,276,850
INDSTRL TRMNT PERMITS	\$2,120	\$1,205	\$1,360	\$1,100	\$1,100	\$1,100
LEACHATE PROCESSING	\$210,283	\$260,457	\$255,107	\$197,500	\$349,240	\$225,000
SEPTAGE PROCESSING	\$142,820	\$147,827	\$149,844	\$148,000	\$165,700	\$165,000
SLUDGE PROCESSING	\$56,926	\$63,175	\$81,212	\$65,000	\$58,200	\$16,600
INTEREST, COSTS AND PENALTIES	\$23,500	\$28,651	\$27,618	\$24,200	\$29,170	\$28,200
INTEREST ON INVESTMENTS	\$3,866	\$3,494	\$7,957	\$6,000	\$4,450	\$5,000
SEWER SERV CHG-BOSCAWEN	\$136,935	\$137,224	\$135,236	\$136,000	\$143,528	\$137,750
SEWER SERV CHG-BOW	\$51,991	\$52,598	\$43,032	\$36,000	\$39,655	\$40,000
LABOR REC-SALE SERVICE	\$7,086	\$1,897	\$299	\$6,000	\$2,450	\$3,000
INDUST PRE TRMNT PROGRAM	\$2,889	\$2,548	\$1,796	\$2,000	\$2,740	\$2,500
MISC REVENUE NOT ANTICIPATED	\$3,645	\$53,546	\$7,201	\$7,000	\$34,000	\$0
SEWER INVESTMENT FEE	\$0	\$20,155	\$49,510	\$40,000	\$30,000	\$40,000
STATE & OTHER DEBT SHARE	\$47,526	\$38,226	\$31,537	\$197,450	\$63,467	\$241,278
UTILITY DEMAND COMPENSATION	\$9,570	\$4,926	\$7,734	\$0	\$810	\$0
RETIREE HEALTH INS-NHRS SHARE	\$0	\$0	\$38,869	\$39,340	\$36,700	\$35,670
RETIREE HEALTH INS-RETIREE SHR	\$0	\$0	\$11,704	\$14,450	\$11,800	\$11,765
Total	\$6,590,903	\$6,795,796	\$6,979,017	\$7,103,860	\$7,156,830	\$7,229,713
APPROPRIATIONS						
COMPENSATION	\$24,355	\$26,499	\$25,043	\$29,753	\$29,750	\$30,183
RETIREE HEALTH BENEFITS	\$0	\$0	\$84,479	\$87,515	\$80,000	\$79,820
OUTSIDE SERVICES	\$3,008	\$3,800	\$4,401	\$9,570	\$6,500	\$8,870
INSURANCES	\$790	\$791	\$814	\$851	\$826	\$898
ADMIN SHARE TO GEN SERV	\$147,700	\$154,230	\$159,540	\$159,540	\$159,540	\$191,035
OVERHEADFRINGE BENEFITS	\$18,069	\$20,051	\$19,630	\$14,506	\$14,500	\$15,201
ADMIN OH PAYMENT TO GENERAL	\$451,700	\$470,000	\$506,800	\$544,040	\$544,040	\$560,361
Total	\$645,622	\$675,371	\$800,707	\$845,775	\$835,156	\$886,368

BUDGET DETAIL**WASTEWATER UTILITY FUND****METERING, BILLING & ENG SVCS**

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGETED	2014 ESTIMATED	2015 BUDGET
APPROPRIATIONS						
COMPENSATION	\$0	\$0	\$154,774	\$202,837	\$199,600	\$201,595
OUTSIDE SERVICES	\$0	\$0	\$18,562	\$28,340	\$28,390	\$30,265
SUPPLIES	\$0	\$0	\$43,163	\$43,440	\$43,440	\$45,570
INSURANCES	\$0	\$0	\$2,725	\$11,035	\$10,290	\$12,816
CD ADMIN & ENGINEERING	\$86,470	\$79,420	\$76,580	\$88,820	\$88,820	\$88,820
OVERHEAD\FRINGE BENEFITS	\$0	\$0	\$120,022	\$99,798	\$96,400	\$96,020
UTILITY ADMIN CHARGES	\$384,160	\$490,389	\$0	\$0	\$0	\$0
Total	\$470,630	\$569,809	\$415,825	\$474,270	\$466,940	\$475,086

COLLECTION SYSTEM

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGETED	2014 ESTIMATED	2015 BUDGET
APPROPRIATIONS						
COMPENSATION	\$161,137	\$155,579	\$172,273	\$247,415	\$196,040	\$256,410
EQUIPMENT	\$30,584	\$27,293	\$0	\$0	\$0	\$0
OUTSIDE SERVICES	\$8,819	\$4,233	\$12,918	\$14,900	\$7,020	\$16,340
SUPPLIES	\$25,566	\$19,755	\$33,741	\$23,257	\$23,257	\$28,072
UTILITIES	\$19,896	\$13,000	\$13,796	\$13,460	\$10,730	\$13,463
INSURANCES	\$4,889	\$4,666	\$5,185	\$6,264	\$5,570	\$7,100
OVERHEAD\FRINGE BENEFITS	\$115,785	\$112,376	\$134,568	\$137,701	\$26,900	\$138,668
RIGHT-OF-WAY MAINTENANCE	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
Total	\$421,676	\$391,900	\$427,482	\$497,997	\$324,517	\$515,053

WASTEWATER UTILITY FUND**BUDGET DETAIL**

WASTEWATER TREATMENT						
APPROPRIATIONS	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGETED	2014 ESTIMATED	2015 BUDGET
COMPENSATION	\$613,942	\$636,577	\$655,140	\$758,147	\$738,230	\$793,657
EQUIPMENT	\$5,473	\$0	\$0	\$0	\$0	\$0
OUTSIDE SERVICES	\$37,411	\$57,632	\$40,783	\$82,200	\$87,250	\$57,790
PLANT EQUIPMENT -	\$81,321	\$91,961	\$81,952	\$87,700	\$89,200	\$91,740
SERVICES AND SUPPLIES	\$21,054	\$12,746	\$17,591	\$17,554	\$16,640	\$20,610
VEHICLE EXPENSE	\$6,794	\$487	\$0	\$0	\$0	\$0
CHEMICALS	\$252,601	\$219,164	\$265,908	\$271,450	\$271,760	\$282,793
SUPPLIES	\$23,633	\$19,909	\$18,880	\$28,937	\$24,350	\$32,802
VEHICLE MAINTENANCE	\$2,362	\$0	\$0	\$0	\$0	\$0
HEAT, GENERATOR FUEL	\$7,413	\$5,934	\$6,182	\$6,230	\$6,510	\$8,400
UTILITIES	\$589,522	\$516,676	\$500,917	\$551,212	\$512,485	\$544,946
INSURANCES	\$52,274	\$50,167	\$51,432	\$52,513	\$53,880	\$52,009
ALLOCATED SLUDGE & LAB	\$535,911	\$471,312	\$462,222	\$482,285	\$444,290	\$448,193
OVERHEAD\FRINGE BENEFITS	\$393,520	\$409,341	\$461,154	\$377,880	\$399,480	\$414,256
Total	\$2,623,232	\$2,491,904	\$2,562,160	\$2,716,108	\$2,644,075	\$2,747,196

BUDGET DETAIL**WASTEWATER UTILITY FUND**

VEHICLE COSTS						
APPROPRIATIONS	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGETED	2014 ESTIMATED	2015 BUDGET
VEH REPAIR SHOP CHARGE	\$0	\$0	\$17,641	\$19,930	\$19,930	\$19,930
VEHICLE REPAIR, OUTSIDE	\$0	\$0	\$329	\$4,370	\$4,370	\$4,550
GASOLINE, DIESEL, OIL	\$0	\$0	\$27,845	\$38,618	\$32,500	\$35,501
REPAIR PARTS	\$0	\$0	\$11,072	\$21,150	\$21,150	\$22,000
AUTO LIAB/COMPREHENSIVE	\$0	\$0	\$4,110	\$8,600	\$8,560	\$8,600
Total	\$0	\$0	\$60,997	\$92,668	\$86,510	\$90,581

WASTEWATER UTILITY FUND**BUDGET DETAIL**

DEBT SERVICE						
	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGETED	2014 ESTIMATED	2015 BUDGET
APPROPRIATIONS						
INTEREST	\$536,392	\$491,147	\$469,472	\$538,360	\$471,330	\$437,695
PRINCIPAL	\$1,557,517	\$1,752,207	\$1,868,439	\$2,093,940	\$1,804,730	\$1,815,330
(GAIN) LOSS ON REFUNDING	\$0	\$12,298	(\$12,590)	\$0	\$0	\$0
Total	\$2,093,908	\$2,255,652	\$2,325,320	\$2,632,300	\$2,276,060	\$2,253,025
CAPITAL OUTLAY AND TRANSFER						
	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGETED	2014 ESTIMATED	2015 BUDGET
APPROPRIATIONS						
104HALL ST WWTP RENOVATIONS	\$0	\$0	\$9,895	\$0	\$0	\$0
245 PLANT EMER CAPITAL RPLC	\$13,762	\$41,120	\$48,439	\$51,500	\$25,727	\$53,000
6 PENACOOK WWTP RENOVATION	\$0	\$0	\$18,422	\$0	\$0	\$0
TRANSFERS OUT	\$62,360	\$195,558	\$140,510	\$171,800	\$161,800	\$99,300
Total	\$76,121	\$236,678	\$217,266	\$223,300	\$187,527	\$152,300

FUNDING IMPACT**WASTEWATER UTILITY FUND**

Fiscal Year 2014

FY 2014 total expenditures are estimated to be below budget. The operating and maintenance expenses are estimated to be below budget. FY 2014 total revenues are estimated to be above budget.

Fiscal Year 2015

FY 2015 total expenditures are below the FY 2014 budget. Operating and maintenance expenditures for FY 2015 are higher than the FY 2014 budget. A decrease in debt service accounts for the decreased expenditures. The fund requests an increase in rates in FY 2015 and notes that further rate increases will be required in subsequent years in order to maintain targeted working capital. The rate increase is necessary to support the continued capital improvements to the wastewater utility.

WASTEWATER UTILITY FUND

NOTES
