

**PROPRIETARY FUNDS  
WATER AND WASTEWATER UTILITIES  
BUDGET SUMMARY**

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Operating Revenues</u>					
Water Charges	1,696,994	1,740,580	1,729,841	1,731,626	1,799,598
Wastewater Charges	2,127,792	2,179,786	2,148,911	2,103,112	2,250,610
Total Operating Revenue	3,824,786	3,920,366	3,878,752	3,834,738	4,050,208
<u>Operating Expenses</u>					
Water Expenses	1,608,115	1,543,289	1,657,145	1,626,239	1,804,236
Wastewater Expenses	1,975,679	2,002,787	1,982,674	1,994,734	2,231,547
Total Operating Expenses	3,583,794	3,546,076	3,639,819	3,620,973	4,035,783
Net Operating Income	240,992	374,290	238,933	213,765	14,425
<u>Non-Operating Income (Expense)</u>					
605.46.447401 Other Revenue-Water	10,865	1,861	9,000	6,363	6,000
610.46.447402 Other Revenue-Sewer	21,692	60,027	35,637	40,503	40,500
605.46.441501 Income-Merchandise & Jobbing-Water	3,582	3,926	8,511	1,720	2,000
610.46.441502 Income-Merchandise & Jobbing-Sewer	830	190	400	580	500
605.441601.319 Expense-Merchandise & Jobbing	(5,174)	(1,491)	(3,000)	(1,000)	(1,500)
605.46.441901 Interest/Dividend Income-Water	8,776	6,456	6,750	36,500	35,000
610.46.441902 Interest/Dividend Income-Sewer	5,405	3,792	4,000	22,800	20,000
605.46.442101 Capital Contributions-Water	26,047	297,133	372,000	372,000	100,000
610.46.442102 Capital Contributions-Sewer	31,903	48,440	28,000	28,000	10,000
610.46.442112 ERC Contributions	54,999	54,479	78,936	87,840	51,425
605.443011.992 Interest Expense -Water	(43,221)	(44,188)	(38,752)	(39,274)	(35,435)
610.443022.992 Interest Expense - Sewer	(126,538)	(112,831)	(115,745)	(115,744)	(190,786)
605.442811.697 Debt Amortization Expense- Water	(4,610)	(4,610)	(3,900)	(4,610)	(4,610)
610.442822.697 Debt Amortization Expense- Sewer	3,769	4,023	2,900	4,023	4,023
610.443022.993 Debt Issuance Expense	0	(3,573)	0	(51,370)	0
610.443102.993 Transfer to General Fund	(60,243)	(60,243)	(60,213)	(60,213)	(60,213)
605.46.442001 Gain on Sale of Asset-Water	1,500	0	4,000	9,600	2,000
610.46.442002 Gain on Sale of Asset-Sewer	31,903	0	4,000	9,600	2,000
Total Non-Operating R/E	(38,515)	253,391	332,524	347,318	(19,096)
Net Income	202,477	627,681	571,457	561,083	(4,671)
<b>NET ASSETS -</b>					
Beginning Year	34,027,053	34,229,530	34,504,484	34,857,211	35,418,294
<b>NET ASSETS -</b>					
Ending Year	34,229,530	34,857,211	35,075,941	35,418,294	35,413,623



**Department Purpose**

To provide all Village residents, businesses and visitors to Grafton with a safe, reliable and cost efficient supply of drinking water that meets or exceeds all federal and state standards for water quality.

**Department Description**

The Water and Wastewater (W&WW) Utility is responsible for the day-to-day operations, maintenance, planning and administration of the Utility and its water and wastewater facilities. The Water Division comprised of a Field Operations group responsible for the day-to-day operations and maintenance of water supply pumping and water distribution systems; and a Utility Administration group responsible for overseeing the management of the division including customer service, day-to-day employee direction and supervision, water and wastewater compliance and regulatory reporting and, general Utility planning, budgeting and projects management.

**2017 Budget Highlights**

The Adopted Budget includes the following changes:

- Rehabilitation of Well #3 including special treatment and pump replacement - \$122,400
- Water rate case study - \$15,000
- Water system planning - \$10,000
- Installation of additional security cameras - \$4,500
- Purchase of water main chainsaw - \$2,900

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<b>Permanent Staffing</b>					
Administration					
Public Works/Utility Director	0.25	0.25	0.25	0.25	0.25
Utility Superintendent	1.00	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00	1.00
Utility Clerk I	0.25	0.25	0.25	0.25	0.25
Office Assistant	0.25	0.25	0.25	0.25	0.25
Subtotal	2.50	2.50	2.50	2.50	2.50
Operations					
Lead Utility Operator	1.00	1.00	1.00	1.00	1.00
Utility Operators	6.00	6.00	6.00	6.00	6.00
Subtotal	7.00	7.00	7.00	7.00	7.00
<b>Total</b>	<b>10.75</b>	<b>10.75</b>	<b>10.75</b>	<b>10.75</b>	<b>10.75</b>

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<b>Water Revenues</b>					
Non-Operating	50,770	309,376	400,261	426,183	145,000
Operating Revenues	1,696,994	1,740,580	1,729,841	1,731,627	1,799,598
<b>Total Revenues</b>	<b>1,747,764</b>	<b>2,049,956</b>	<b>2,130,102</b>	<b>2,157,810</b>	<b>1,944,598</b>

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<b>Water Expenditures</b>					
Personnel	298,268	262,897	315,503	323,194	316,037
Operating	1,309,847	1,280,392	1,341,642	1,303,045	1,488,199
Non-Operating	53,005	50,289	45,652	44,884	41,545
<b>Total Expenditures</b>	<b>1,661,120</b>	<b>1,593,578</b>	<b>1,702,797</b>	<b>1,666,513</b>	<b>1,845,781</b>

**Areas of Emphasis:** Ensure quality public health and safety services.

**Goal:** To provide adequate safe water to all Grafton residents in a cost efficient manner.

**Objective:** 1. To monitor increases in water supply costs and maintain the O&M cost per 1,000 gallons at less than \$3.00 per 1,000 gallons pumped.  
 2. To achieve a score of 5 in compliance reporting as determined by DNR Water System Inspection results using Rating scale 1 (poor) to 5 (excellent).



3. To achieve 100% compliance with drinking water standards per annual CCR (Consumer Confidence Reporting).

<b>Water Measurements</b>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<b><u>Workload</u></b>					
Water operating costs**	\$1,158,083	\$1,082,829	\$1,166,333	\$1,135,298	\$1,322,351
Number customer accounts	4,899	4,922	5,184	5,184	5,209
Total gallons pumped, MG	363.834	365.125	369.798	376.252	368.404
<b><u>Efficiency</u></b>					
Operating costs/1000 gallons	\$3.18	\$2.94	\$3.10	\$2.25	\$2.72
Operating costs/customer	\$236.39	\$218.32	\$221.45	\$163.22	\$192.19
<b><u>Effectiveness</u></b>					
CCR compliance results	100%	100%	100%	100%	100%

\*\* Excludes depreciation

**Areas of Emphasis:** Ensure quality public health and safety services.

**Goal:** To provide high quality services to the residents and businesses of the Village of Grafton.

**Objective:** 1. To achieve an 80 percent or greater satisfaction (average, good or excellent) survey rating from citizens who live in the Village of Grafton.  
 2. To minimize the number of customer complaints related to water quality and water service issues to less than 1% of total customers served (1% equals 47 complaints).

<b>Measurements</b>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<b><u>Efficiency</u></b>					
Resident satisfaction rating	89%	89%	80%	80%	80%
Water quality complaints	4	6	10	8	10
Water service complaints	49	30	30	53	30

**PROPRIETARY FUNDS**  
**Water Department**  
**605.000000**

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Operating Revenues</u>					
46.546111 Sales - Residential	857,115	881,156	863,269	869,261	906,432
46.546121 Sales - Commercial	198,113	173,921	191,767	179,175	186,342
46.546131 Sales - Industrial	80,027	87,300	86,330	88,164	90,985
46.546141 Sales - Public Authority	18,064	19,114	18,305	19,104	19,154
46.546151 Sales - Multi Family	58,188	88,873	76,398	77,900	83,354
Subtotal	1,211,507	1,250,364	1,236,069	1,233,604	1,286,267
46.546201 Private Fire Protection	37,385	37,596	37,701	38,075	39,217
46.546301 Public Fire Protection	210,000	210,000	210,000	211,625	216,500
46.546311 Residential-Public Fire Protection	89,838	90,260	90,659	90,659	93,160
46.546321 Commercial-Public Fire Protection	20,953	21,913	27,082	14,277	14,705
46.546331 Industrial-Public Fire Protection	7,442	7,365	7,327	7,327	7,547
46.546341 Public Authority-Public Fire Protection	3,574	3,627	3,598	3,598	3,735
Multi -Family - Public Protection	0	0	0	7,868	8,104
Subtotal	369,192	370,761	376,367	373,429	382,968
46.547001 Forfeited Discounts	6,961	7,684	8,269	14,175	9,600
46.546501 Bulk Water Revenues	1,697	2,381	2,208	1,505	1,733
46.547201 Rents from Tower Sites	100,169	102,719	106,928	106,928	117,030
46.547401 Other Water Revenues	7,468	6,671	0	1,985	2,000
Subtotal	116,295	119,455	117,405	124,593	130,363
Water Operating Revenues	1,696,994	1,740,580	1,729,841	1,731,626	1,799,598
Total Operating Revenues	1,696,994	1,740,580	1,729,841	1,731,626	1,799,598
<u>Operating Expenses</u>					
Source of Supply Expenses	16,903	19,659	34,960	37,161	83,843
Pumping Operation Expenses	103,751	102,169	103,117	107,207	103,800
Pumping Plant Maintenance Expenses	14,681	43,323	16,150	15,680	86,500
Water Treatment Operation Expenses	41,086	34,849	38,324	30,709	31,579
Water Treatment Maintenance Expenses	13,660	2,094	3,500	2,120	2,500
Water Distribution System	170,766	151,555	141,485	147,332	152,987
Distribution System Maintenance	240,575	195,401	230,891	209,972	221,195
Customer Accounts	49,923	55,892	52,437	60,032	60,970
Administration and General Expenses	288,046	267,720	315,676	324,800	356,546
Sub-total	939,391	872,662	936,540	935,013	1,099,920
Depreciation	450,032	460,460	490,812	471,050	481,885
Taxes - Property & Payroll	217,140	208,618	228,293	218,376	220,631
PSC Assessment	1,552	1,549	1,500	1,800	1,800
Sub-total	668,724	670,627	720,605	691,226	704,316
Total Operating Expense	1,608,115	1,543,289	1,657,145	1,626,239	1,804,236
Net Operating Income	88,879	197,291	72,696	105,387	(4,638)

**PROPRIETARY FUNDS**  
**Water Department**  
**605.000000**

**SOURCE OF SUPPLY EXPENSES**

<u>Account Number</u>		2014	2015	2016	2016	2017
		Actual	Actual	Adopted	Estimated	Adopted
660101	MAINTENANCE OF WELL SITE/GROUNDI					
	<u>Personnel</u>					
110	Salaries & Wages	13,166	17,461	22,420	34,262	35,290
115	Part-Time Wages	3,514	2,102	6,860	2,437	2,485
127	Overtime	223	96	430	212	218
Total Personnel - Maintenance of Well Site/Grounds		16,903	19,659	29,710	36,911	37,993
661401	MAINTENANCE OF WELLS					
	<u>Operating Services</u>					
210	Contractual Services	0	0	5,000	0	45,600
319	Misc Supplies & Expenses	0	0	250	250	250
Total Operating - Maintenance of Wells		0	0	5,250	250	45,850
<b>TOTAL SOURCE OF SUPPLY EXPENSE</b>		<b>16,903</b>	<b>19,659</b>	<b>34,960</b>	<b>37,161</b>	<b>83,843</b>

**PUMPING OPERATION EXPENSES**

662301	PUMPING POWER					
	<u>Operating Services</u>					
225	Utilities	76,291	71,180	77,910	77,910	75,127
Total Operating - Pumping Power		76,291	71,180	77,910	77,910	75,127
662401	PUMPHOUSE O&M LABOR					
	<u>Personnel</u>					
110	Salaries & Wages	18,483	21,997	17,069	20,240	20,847
115	Part-Time Wages	113	0	0	0	0
127	Overtime	6,391	7,055	4,134	5,053	5,205
129	Longevity	33	34	54	54	72
Total Personnel - Pumphouse O&M Labor		25,020	29,086	21,257	25,347	26,124
662601	PUMPING					
	<u>Operating Services</u>					
225	Utilities	2,440	1,757	1,950	1,950	2,049
319	Misc Supplies & Expenses	0	146	2,000	2,000	500
Total Operating - Pumping		2,440	1,903	3,950	3,950	2,549
<b>TOTAL PUMPING OPERATION EXPENS</b>		<b>103,751</b>	<b>102,169</b>	<b>103,117</b>	<b>107,207</b>	<b>103,800</b>

**PUMPING PLANT MAINTENANCE EXPENSES**

663101	MAINTENANCE OF STRUCTURES					
	<u>Operating Services</u>					
230	Building Repairs & Maintenance	5,882	1,378	5,800	5,800	15,000
319	Misc Supplies & Expenses	1,710	554	3,750	3,280	500
Total Operating - Maintenance of Structures		7,592	1,932	9,550	9,080	15,500
663301	MAINTENANCE OF PUMPING EQUIPMENT					
	<u>Operating Services</u>					
240	Equipment Repair & Maint.	5,400	37,845	4,000	4,000	68,400
319	Misc Supplies & Expenses	1,689	3,546	2,600	2,600	2,600
Total Operating - Maintenance of Pumping Equipment		7,089	41,391	6,600	6,600	71,000
<b>TOTAL PUMPING PLANT MAINTENANC</b>		<b>14,681</b>	<b>43,323</b>	<b>16,150</b>	<b>15,680</b>	<b>86,500</b>

**PROPRIETARY FUNDS**  
**Water Department**  
**605.000000**

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<b>WATER TREATMENT OPERATION EXPENSES</b>					
664101 WATER TREATMENT CHEMICALS					
<u>Operating Services</u>					
343 Water Treatment Chemicals	24,264	23,185	23,730	22,800	23,450
Total Operating - Water Treatment Chemicals	24,264	23,185	23,730	22,800	23,450
664201 WATER TREATMENT O&M LABOR					
<u>Personnel</u>					
110 Salaries & Wages	12,869	8,892	11,482	5,770	5,943
115 Part-time Wages	184	0	0	0	0
127 Overtime	3,452	2,170	2,552	1,579	1,626
Total Personnel - Water Treatment O&M Labor	16,505	11,062	14,034	7,349	7,569
664301 WATER TREATMENT					
<u>Operating Services</u>					
319 Misc Supplies & Expenses	317	602	560	560	560
Total Operating - Water Treatment	317	602	560	560	560
<b>TOTAL WATER TREATMENT OPERATING</b>	<b>41,086</b>	<b>34,849</b>	<b>38,324</b>	<b>30,709</b>	<b>31,579</b>
<b>WATER TREATMENT MAINTENANCE EXPENSES</b>					
665101 MAINTENANCE STRUCTURES					
<u>Operating Services</u>					
241 Air Strippers Repair and Maintenance	0	0	0	0	0
319 Misc Supplies & Expenses	9,342	0	0	0	0
Total Operating - Maintenance Structures	9,342	0	0	0	0
665201 MAINTENANCE OF TREATMENT EQUIPMENT					
<u>Operating Services</u>					
319 Misc Supplies & Expenses	4,318	2,094	3,500	2,120	2,500
Total Operating - Maintenance of Treatment Equipment	4,318	2,094	3,500	2,120	2,500
<b>TOTAL WATER TREATMENT MAINTENANCE</b>	<b>13,660</b>	<b>2,094</b>	<b>3,500</b>	<b>2,120</b>	<b>2,500</b>
<b>DISTRIBUTION SYSTEM OPERATION EXPENSES</b>					
<b>WATER TOWERS MAINTENANCE</b>					
666101 TOWER & RESERVOIRS O&M LABOR					
<u>Personnel</u>					
110 Salaries & Wages	5,333	3,001	4,312	4,801	4,945
115 Part-time Wages	9	0	0	0	0
127 Overtime	0	257	0	80	85
Total Personnel - Tower & Reservoirs O&M Labor	5,342	3,258	4,312	4,881	5,030
666201 WATER MAINS O&M LABOR					
<u>Personnel</u>					
110 Salaries & Wages	44,243	52,198	43,356	46,796	48,200
115 Part-time Wages	997	38	294	0	0
127 Overtime	989	1,024	1,461	2,167	2,232
Total Personnel - Water Mains O&M Labor	46,229	53,260	45,111	48,963	50,432
666301 METERS O&M LABOR					
<u>Personnel</u>					
110 Salaries & Wages	14,477	6,265	10,200	10,409	10,722
127 Overtime	329	113	272	0	0
Total Personnel - Meters O&M Labor	14,806	6,378	10,472	10,409	10,722

**PROPRIETARY FUNDS**  
**Water Department**  
**605.000000**

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
666401 CUSTOMER SERVICE O&M LABOR <u>Personnel</u>					
110 Salaries & Wages	446	90	765	765	788
Total Personnel - Customer Service O&M Labor	446	90	765	765	788
666501 MISCELLANEOUS <u>Operating Services</u>					
205 Valve Exercise and Cross Connection Pro	54,819	50,727	50,200	54,500	49,970
225 Utilities	1,293	1,573	3,405	2,044	2,085
319 Misc Supplies & Expenses	31,916	19,061	9,680	9,500	13,500
393 Uniform Allowance	2,126	2,534	2,720	2,820	2,220
Total Operating - Customer Miscellaneous	90,154	73,895	66,005	68,864	67,775
666511 DISTRIBUTION SYSTEM REGULATORY TESTING <u>Operating Services</u>					
319 Misc Supplies & Expenses	7,670	7,502	5,100	4,980	12,860
Total Personnel - Distribution System Regulatory Testing	7,670	7,502	5,100	4,980	12,860
666521 DISTRIBUTION SYSTEM SAFETY EQUIPMENT <u>Operating Services</u>					
319 Misc Supplies & Expenses	2,727	4,142	5,890	4,860	2,370
330 Training & Conferences	3,392	3,030	3,830	3,610	3,010
Total Operating - Distribution System Safety Equipment	6,119	7,172	9,720	8,470	5,380
<b>TOTAL DISTRIBUTION SYSTEM OPS</b>	<b>170,766</b>	<b>151,555</b>	<b>141,485</b>	<b>147,332</b>	<b>152,987</b>
<b>DISTRIBUTION SYSTEM MAINTENANCE EXPENSES</b>					
667101 MAINTENANCE OF DISTRIB STRUCTURES <u>Operating Services</u>					
319 Misc Supplies & Expenses	0	0	500	1,400	500
Total Operating - Maintenance of Distrib Structures	0	0	500	1,400	500
667201 MAINTENANCE OF TOWERS AND RESERVOIRS <u>Operating Services</u>					
210 Contractual Services	174,260	137,877	145,722	145,722	155,722
319 Misc Supplies & Expenses	8,899	3,356	1,300	1,000	1,000
Total Operating - Maintenance of Towers and Reservoirs	183,159	141,233	147,022	146,722	156,722
667201.210 Contractual Services					
Tower # 1 Recoating/Rehabilitation	0	34,248	26,240	26,240	26,240
Tower # 2 Recoating/Rehabilitation	0	36,909	45,664	45,664	45,664
Tower # 3 Recoating/Rehabilitation	0	66,720	73,818	73,818	73,818
Miscellaneous	1,497	0	0	0	10,000
	1,497	137,877	145,722	145,722	155,722
<u>Operating Services</u>					
210 Contractual Services	14,149	5,743	10,000	10,000	10,000
319 O&M Supplies/Contractor Expenses	14,497	27,042	36,750	18,000	20,000
Total Operating - Maintenance Water Mains	28,646	32,785	46,750	28,000	30,000

**PROPRIETARY FUNDS**  
**Water Department**  
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<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
667501 MAINTENANCE OF WATER SERVICES					
<u>Personnel</u>					
110 Salaries & Wages	2,660	500	2,928	453	467
127 Overtime	209	124	326	117	121
Total Personnel - Maintenance of Water Services	2,869	624	3,254	570	588
<u>Operating Services</u>					
210 Contractual Services	7,531	1,092	0	340	500
319 Misc Supplies & Expenses	8,489	5,195	5,880	6,680	7,550
Total Operating - Maintenance of Water Services	16,020	6,287	5,880	7,020	8,050
667601 MAINTENANCE OF WATER METERS					
<u>Operating Services</u>					
210 Contractual Services	3,422	1,285	3,600	3,600	1,200
319 Misc Supplies & Expenses	1,505	699	1,200	1,410	1,205
Total Operating - Maintenance of Water Meters	4,927	1,984	4,800	5,010	2,405
667701 MAINTENANCE OF HYDRANTS					
<u>Personnel</u>					
110 Salaries & Wages	743	0	1,435	0	0
Total Personnel - Hydrants	743	0	1,435	0	0
<u>Operating Services</u>					
248 Repair & Maintenance	0	8,500	10,000	10,000	10,000
319 Misc Supplies & Expenses	4,211	3,988	11,250	11,250	12,930
Total Operating - Hydrants	4,211	12,488	21,250	21,250	22,930
<b>TOTAL DISTRIBUTION SYSTEM MAINT. EXPENS</b>	<b>240,575</b>	<b>195,401</b>	<b>230,891</b>	<b>209,972</b>	<b>221,195</b>
<b>CUSTOMER ACCOUNTS</b>					
690201 METER READING					
<u>Personnel</u>					
110 Salaries & Wages	1,863	1,839	2,063	1,434	1,477
Total Personnel - Meter Reading	1,863	1,839	2,063	1,434	1,477
690301 BILLING/COLLECTION/ACCOUNTING					
<u>Personnel</u>					
110 Salaries & Wages	7,206	5,108	5,988	6,157	6,342
115 Part Time Wages	1,646	934	0	0	0
127 Overtime	46	0	0	0	0
129 Longevity	0	0	53	53	57
Total Personnel - Billing/Collection/Accounting	8,898	6,042	6,041	6,210	6,399
<u>Operating Services</u>					
210 Contractual Services	35,907	42,388	37,933	47,238	47,804
Total Operating - Billing/Collection/Accounting	35,907	42,388	37,933	47,238	47,804
<b>TOTAL BILLING/COLLECTION/ACCTG. EXPENSE</b>	<b>44,805</b>	<b>48,430</b>	<b>43,974</b>	<b>53,448</b>	<b>54,203</b>
690501 CUSTOMER ACCOUNTS MISC EXPENSE					
<u>Operating Services</u>					
311 Postage	1,361	4,472	4,700	3,600	3,710
319 Misc Supplies & Expenses	1,446	1,061	1,100	950	980
Total Operating - Billing/Collection/Accounting	2,807	5,533	5,800	4,550	4,690
690601 CUSTOMER SERVICE INFORMATION EXP					
<u>Operating Services</u>					
319 Misc Supplies & Expenses	448	90	600	600	600
Total Operating - Billing/Collection/Accounting	448	90	600	600	600
<b>TOTAL CUSTOMER ACCOUNTS</b>	<b>49,923</b>	<b>55,892</b>	<b>52,437</b>	<b>60,032</b>	<b>60,970</b>



**PROPRIETARY FUNDS**

**Water Department**

**605.000000**

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<b>ADMINISTRATION AND GENERAL EXPENSES</b>					
692001 ADMINISTRATION AND GENERAL					
<u>Personnel</u>					
110 Salaries & Wages	84,504	84,065	85,282	90,036	92,737
115 Part Time Wages	7,274	0	0	0	0
127 Overtime	333	0	0	0	0
129 Longevity	0	342	162	162	180
Total Personnel - Administration and General	92,111	84,407	85,444	90,198	92,917
692101 ADMIN OFFICE SUPPLIES AND EXPENSES					
<u>Operating Services</u>					
220 Communications	2,962	3,219	4,580	4,580	4,580
240 Equipment Repair & Maint.	685	631	450	200	200
311 Postage	1,028	629	820	1,260	1,000
319 Misc Supplies & Expenses	6,826	7,089	6,250	5,150	6,360
335 Local Auto Expenses	11	0	50	200	50
Total Operating - Admin Office Supplies and Expenses	11,512	11,568	12,150	11,390	12,190
692301 ADMIN OUTSIDE SERVICES					
<u>Operating Services</u>					
210 Contractual Services	54,149	84,676	78,643	89,726	95,018
Total Operating - Admin Outside Services	54,149	84,676	78,643	89,726	95,018
692301.210 Contractual Services					
Audit Work	7,000	6,000	8,000	8,000	8,500
Caselle Software Support	3,179	3,582	4,450	4,450	4,450
Technology Support	115	1,467	250	520	520
GIS Implementation/Hosting/Data Maint	478	2,856	3,250	3,250	2,500
Water System Master Plan	0	31,500	0	0	0
East Side Water Quality Study	0	0	15,000	15,000	0
Administrative Services	41,528	38,536	39,193	49,576	50,068
Legal Expenses	1,394	553	1,000	980	980
Consultant Engineering	202	0	7,500	7,500	15,000
Web Hosting	0	0	0	0	3,000
Miscellaneous	253	182	0	0	10,000
	54,149	84,676	78,643	89,276	95,018
<b>ADMINISTRATIVE INSURANCE</b>					
<u>Operating Services</u>					
692411.510 Property Insurance	4,842	5,180	4,510	5,180	5,080
692421.510 Business/Umbrella/General Liability Ins	734	2,845	3,201	3,277	3,279
692431.510 Automobile Insurance	4,171	1,703	1,129	1,914	2,162
692501.515 Workers Comp/Injuries & Damages	7,023	11,084	11,588	14,277	8,320
Total Operating - Administrative Insurance	16,770	20,812	20,428	24,648	18,841
692601 ADMIN EMPLOYEE PENSION AND BENEFITS					
<u>Personnel</u>					
130 Pension Expense	0	(2,190)	0	(2,190)	(2,190)
131 Wisconsin Retirement	8,647	10,473	14,433	15,357	17,862
132 Insurance - Health	55,916	29,989	58,094	47,765	47,756
136 Insurance - Life	273	227	202	202	344
Total Personnel - Admin Employee Pension and Benefits	64,836	38,499	72,729	61,134	63,772

**PROPRIETARY FUNDS**  
**Water Department**  
**605.000000**

Account Number	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
692801	<b>REGULATORY COMMISSION WATER</b>				
	<u>Operating Services</u>				
210 Contractual Services	0	0	0	0	15,000
319 Misc Supplies & Expenses	466	0	500	0	0
Total Operating - Regulatory Commission Water	466	0	500	0	15,000
693001	<b>MISCELLANEOUS GENERAL EXPENSES</b>				
	<u>Operating Services</u>				
319 Misc Supplies & Expenses	868	1,378	1,570	1,600	1,600
325 Books, Subscriptions & Dues	270	219	1,720	380	380
330 Training & Conferences	1,230	1,478	2,900	2,800	2,900
Total Operating - Administration and General	2,368	3,075	6,190	4,780	4,880
693201	<b>GENERAL PLANT MAINTENANCE</b>				
	<u>Operating Services</u>				
210 Contractual Services	18,794	9,040	6,000	6,750	10,160
319 Misc Supplies & Expenses	7,163	2,091	4,350	8,600	5,740
Total Operating - General Plant Maintenance	25,957	11,131	10,350	15,350	15,900
693211	<b>TRANSPORTATION EQUIPMENT MAINTENANCE</b>				
	<u>Personnel</u>				
110 Salaries & Wages	1,697	1,417	1,938	2,134	2,198
115 Part-time Wages	0	29	104	0	0
Total Personnel - Transportation Equipment Maintenance	1,697	1,446	2,042	2,134	2,198
	<u>Operating Services</u>				
242 Vehicle Maintenance	2,376	1,373	2,350	2,350	2,350
319 Misc Supplies & Expenses	1,689	91	2,090	650	650
342 Fluids	9,462	5,717	8,250	4,870	6,690
Total Operating Services - Transportation	13,527	7,181	12,690	7,870	9,690
693221	<b>COMPUTERS SCADA</b>				
	<u>Operating Services</u>				
240 Equipment Repair & Maint.	4,275	4,153	8,990	12,050	24,500
319 Misc Supplies & Expenses	378	772	5,520	5,520	1,640
Total Operating - Computers	4,653	4,925	14,510	17,570	26,140
<b>TOTAL ADMIN AND GENERAL EXPENSES</b>	<b>288,046</b>	<b>267,720</b>	<b>315,676</b>	<b>324,800</b>	<b>356,546</b>



**Department Purpose**

To provide all Village residents, businesses and visitors to Grafton with reliable and cost efficient wastewater collection and treatment services that meet or exceed all federal and state standards for water pollution control operations.

**Department Description**

The Water and Wastewater (W&WW) Utility is responsible for the day-to-day operations, maintenance, planning and administration of the Utility and its water and wastewater facilities. The Wastewater Division is comprised of a Field Operations group responsible for sewer lift stations and sewer collection system operations and maintenance; and a Wastewater Treatment group responsible for treatment plant operations, maintenance and laboratory services.

**2017 Budget Highlights**

The Adopted Budget includes the following changes:

- Operation Evaluation Report operation and equipment expenses - \$50,000
- WWTP Process & Capacity Evaluation - \$39,550
- WWTP tuck pointing and caulking - \$30,000
- Painting RNS building interior walls, floors, process piping, and equipment - \$30,000
- Painting Screw Lift Pump interior walls, floor, and equipment - \$12,000
- Milwaukee River Watershed Conservation Partnership - \$10,000
- Sewer rate study - \$10,000
- Screw lift pump cover caps and ventilation system - \$11,300

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Executive
<b>Revenues</b>					
Non-Operating	116,329	166,928	150,973	189,323	124,425
Operating Revenues	2,127,792	2,179,786	2,148,911	2,103,112	2,250,610
<b>Total Revenues</b>	<b>2,241,121</b>	<b>2,346,714</b>	<b>2,299,884</b>	<b>2,292,435</b>	<b>2,375,035</b>

	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<b>Expenditures</b>					
Personnel	549,189	539,135	481,126	518,444	534,400
Operating	1,426,490	1,463,652	1,501,548	1,476,290	1,697,147
Non-Operating	186,781	176,647	175,958	227,327	250,999
<b>Total Expenditures</b>	<b>2,158,691</b>	<b>2,179,934</b>	<b>2,155,732</b>	<b>2,222,061</b>	<b>2,482,546</b>

**Areas of Emphasis:** Ensure quality public health and safety services.

**Goal:** To provide wastewater collection and treatment to all Grafton customers in a cost efficient manner.

**Objective:** 1. To monitor increases in wastewater system costs and maintain the O&M cost per 1,000 gallons at less than \$3.00 per 1,000 gallons treated.

<b>Measurements</b>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<b>Workload</b>					
Total WW operating costs **	\$1,192,322	\$1,289,539	\$1,240,674	\$1,259,734	\$1,446,547
Number customer accounts	4,720	4,743	5,003	5,003	5030
Total gallons treated	529,430,000	508,160,000	541,856,000	543,726,000	527,105,000
Operating costs/1000 gallons	\$2.25	\$2.54	\$2.26	\$2.23	\$2.65
Operating costs/customer	\$252.61	\$271.88	\$243.22	\$242.74	\$277.47

\*\* Excludes depreciation



**Areas of Emphasis:** Ensure quality public health and safety services.

**Goal:** To provide high quality services to the residents and businesses of the Village of Grafton.

**Objective:** 1. To achieve an 80 percent or greater satisfaction (average, good or excellent) survey rating from citizens who live in the Village of Grafton.  
 2. To minimize the number of customer complaints related to sewer main back-ups and odor complaint issues to less than 1% of total customers served (1% equals 45 complaints).

<b>Measurements</b>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<b><u>Efficiency</u></b>					
Resident satisfaction rating	89%	83%	80%	80%	80%
Odor and other complaints	6	13	2	4	5

**Areas of Emphasis:** Ensure quality public health and safety services.

**Goal:** To comply with all DNR regulations and CMOM requirements regarding ‘capacity assurance, management, operations, and maintenance of the wastewater collection and treatment system.

**Objective:** 1. To achieve a CMAR (compliance maintenance annual report) score of greater than 3.00 (range is 0-4).

<b>Measurements</b>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<b><u>Effectiveness</u></b>					
CMAR point total/GPA	4.00	4.00	4.00	4.00	4.00

**PROPRIETARY FUNDS**  
**Wastewater Utility**  
**610.000000**

		2014	2015	2016	2016	2017
<u>Operating Revenues</u>		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Adopted</u>
46.546212	Sales - Residential	1,369,629	1,407,774	1,382,216	1,363,069	1,466,273
46.546222	Sales - Commercial	481,588	496,036	500,300	464,664	501,836
46.546232	Sales - Industrial	123,503	132,494	123,660	122,412	128,097
46.546242	Sales - Public Authority	28,096	27,203	27,608	27,890	28,006
	Total Metered Sales	2,002,816	2,063,507	2,033,784	1,978,035	2,124,212
46.546262	Septage Receipts	107,932	99,931	100,500	112,159	106,674
46.546312	Forfeited Discounts	10,586	11,480	12,627	5,805	13,650
46.546332	Rents/Leases	0	0		3,590	3,250
46.547402	Other Revenue-Sewer	6,458	4,868	2,000	3,523	2,824
	Total Other Revenues	124,976	116,279	115,127	125,077	126,398
	Sewer Operating Revenues	2,127,792	2,179,786	2,148,911	2,103,112	2,250,610
	Total Operating Revenues	2,127,792	2,179,786	2,148,911	2,103,112	2,250,610
<b>Operating Expenses</b>						
	Operation	488,658	462,655	448,130	451,787	447,799
	Maintenance	310,027	396,161	359,096	362,937	438,099
	Customer Accounts	11,836	13,310	13,632	11,670	11,746
	Administration & General	345,565	374,951	385,326	393,791	508,318
		1,156,086	1,247,077	1,206,184	1,220,185	1,405,962
	Depreciation	783,357	713,248	742,000	735,000	785,000
	Taxes - Property/FICA	26,578	32,807	25,794	26,691	27,207
	Meter Allocation Tax Equivalent	9,658	9,655	8,696	12,858	13,378
		819,593	755,710	776,490	774,549	825,585
	Total Operating Expense	1,975,679	2,002,787	1,982,674	1,994,734	2,231,547
	Net Operating Income	152,113	176,999	166,237	108,378	19,063

**PROPRIETARY FUNDS**  
**Wastewater Utility**  
**610.000000**

**OPERATION**

<u>Account Number</u>	2014	2015	2016	2016	2017
	Actual	Actual	Adopted	Estimated	Adopted
682002 OPERATION LABOR					
<u>Personnel</u>					
110 Salaries & Wages	110,917	110,696	99,982	104,598	98,854
115 Part Time Wages	565	168	520	2,458	2,507
127 Overtime	11,334	10,817	10,675	10,675	10,995
129 Longevity	900	900	900	900	900
Total Personnel - Operation Labor	123,716	122,581	112,077	118,631	113,256
<u>Operating Services</u>					
682102.225 Power-Fuel for Pumping	35,616	35,725	34,180	35,174	35,309
682402.343 Phosphorus Removal Chemical	18,345	16,866	20,570	20,570	18,594
682502.343 Sludge Conditioning Chemicals-Polymer	9,288	6,192	9,288	6,192	9,288
682702.219 Other Operating/Contractual Services	12,020	11,530	12,900	12,900	12,150
682702.319 Other Operating Supplies & Expense	30,639	25,206	18,760	17,000	25,010
682702.393 Uniform Allowance Expense	2,126	2,516	2,715	2,820	2,620
682712.225 WWTP-Power Expense	108,813	100,131	107,210	107,210	105,385
682722.225 WWTP-Natural Gas Expense	27,432	18,505	29,800	29,800	25,245
682732.210 Sludge Storage/Disposal	85,603	95,038	67,000	70,500	70,500
682742.210 Regulatory Fees & Testing	3,333	3,692	3,200	3,410	3,500
682742.319 Regulatory Fees - Misc Expenses	10,124	9,256	9,100	9,120	9,120
682762.319 Miscellaneous Supplies/Expense	2,727	4,420	4,450	5,200	2,700
682762.330 Safety Training & Conference	3,518	3,045	3,830	3,610	3,610
Total Operating - Treatment Plant	349,584	332,122	323,003	323,506	323,031
682802 TRANSPORTATION					
<u>Personnel</u>					
110 Salaries & Wages	1,396	534	1,350	750	773
115 Part Time Wages	0	19	0	930	949
Total Personnel - Transportation	1,396	553	1,350	1,680	1,722
<u>Operating Services</u>					
242 Vehicle Maintenance	2,376	1,373	2,350	2,450	2,450
319 Misc. Supplies/Repairs/Mileage	1,759	124	1,100	650	650
342 Fuel Expense	9,827	5,902	8,250	4,870	6,690
Total Operating - Transportation	13,962	7,399	11,700	7,970	9,790
<b>TOTAL OPERATION</b>	<b>488,658</b>	<b>462,655</b>	<b>448,130</b>	<b>451,787</b>	<b>447,799</b>

**PROPRIETARY FUNDS**  
**Wastewater Utility**  
**610.000000**

<u>Account Number</u>	2014 Actual	2015 Actual	2014 Adopted	2016 Estimated	2017 Adopted
<b>WASTEWATER MAINTENANCE EXPENSES</b>					
683002 MAINTENANCE OF METERS					
<u>Personnel</u>					
110 Salaries & Wages	7,438	5,447	8,620	9,646	9,936
127 Overtime	121	21	234	117	121
Total Personnel - Maintenance of Meters	7,559	5,468	8,854	9,763	10,057
683002 <u>Operating Services</u>					
319 Operation Supplies & Expense	1,432	707	1,200	1,500	1,500
Total Operating - Maintenance of Meters	1,432	707	1,200	1,500	1,500
683102 SEWERAGE COLLECTION SYSTEM					
<u>Personnel</u>					
110 Salaries & Wages	21,305	30,360	31,620	30,990	31,240
115 Part Time Wages	339	883	832	1,254	1,279
127 Overtime	1,610	522	510	284	293
129 Longevity	123	141	159	159	177
Total Personnel - Sewerage Collection System	23,377	31,906	33,121	32,687	32,989
683102 <u>Operating Services</u>					
210 Contractual Services	777	4,891	32,500	30,300	35,300
319 Misc Supplies & Expenses	5,488	18,114	32,500	32,500	27,000
Total Operating - Sewerage Collection System	6,265	23,005	65,000	62,800	62,300
683112 CLEARWATER					
<u>Personnel</u>					
110 Salaries & Wages	2,297	1,629	2,652	1,963	2,022
127 Overtime	20	0	0	0	0
Total Personnel - Clearwater	2,317	1,629	2,652	1,963	2,022
683202 COLLECTION SYSTEMS PUMPING EQUIPMENT					
<u>Personnel</u>					
110 Salaries & Wages	36,791	34,402	32,434	35,597	36,665
115 Part Time Wages	47	77	100	470	479
127 Overtime	7,160	7,545	7,268	7,353	7,574
129 Longevity	186	204	222	222	240
Total Personnel - Collection Systems Pumping Equipment	44,184	42,228	40,024	43,642	44,958
683202 <u>Operating Services</u>					
210 Contractual Services	30,323	53,527	32,540	24,300	22,750
319 O&M Supplies and Repair Expenses	5,403	39,838	11,620	9,050	9,050
Total Operating - Collection Systems Pumping Equipment	35,726	93,365	44,160	33,350	31,800
683202.210 Contractual Services					
Lift Station Preventative Maintenance	3,474	996	3,750	3,750	3,750
I-43 Lift Station Repairs	9,364	31,237	0	0	0
Re-coating at Green Bay LS	10,065	0	0	0	0
Bobolink LS Valve Vault Modification	0	0	6,000	5,719	0
Utility Owned Transformer Inspection	0	0	1,500	1,500	0
9th Ave LS HMI Upgrade	0	0	850	800	0
Miscellaneous Repair Costs	7,420	21,294	20,440	12,531	19,000
	30,323	53,527	32,540	24,300	22,750

**PROPRIETARY FUNDS**  
**Wastewater Utility**  
**610.000000**

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
683302 <b>WWTP EQUIPMENT</b>					
<u>Personnel</u>					
110 Salaries & Wages	46,852	50,175	45,910	48,514	55,880
115 Part Time Wages	0	1,147	104	358	366
127 Overtime	1,783	579	255	1,181	1,216
129 Longevity	138	156	174	174	192
Total Personnel - WWTP Equipment	48,773	52,057	46,443	50,227	57,654
683302 <u>Operating Services</u>					
210 Contractual Services	56,914	63,629	22,380	22,380	27,940
319 Maintenance Supplies & Expenses	17,779	22,751	18,440	15,650	9,850
Total Operating - WWTP Equipment	74,693	86,380	40,820	38,030	37,790
683302.210 Contractual Services					
Fabricate Screw Lift Pump Extension Co	0	0	0	0	4500
Screw Pump Exhaust System	0	0	0	0	6,800
Gel Coating WWTP Tank Covers	0	0	0	0	0
Gel Coating Screw Lift Pump Covers	0	0	15,600	13,476	0
Renovation Plant No. 1	50,864	0	0	0	0
Renovation Plant No. 2	0	58,385	0	0	0
Miscellaneous	6,050	5,244	6,780	8,904	0
	56,914	63,629	22,380	22,380	11,300
683402 <b>GENERAL PLANT MAINTENANCE</b>					
<u>Personnel</u>					
110 Salaries & Wages	20,837	16,594	19,380	18,716	19,277
115 Part-time Wages	7,098	4,994	5,110	2,396	2,444
127 Overtime	0	82	102	153	158
Total Personnel - General Plant Maintenance	27,935	21,670	24,592	21,265	21,879
683402 <u>Operating Services</u>					
210 Contractual Services	14,255	11,320	22,510	30,140	88,810
240 Equipment Repair & Maint.	0	0	0	0	0
319 Misc Supplies & Expenses	16,787	14,063	13,750	21,600	18,900
Total Operating - General Plant Maintenance	31,042	25,383	36,260	51,740	107,710
683402.210 Contractual Services					
Portable Generators PM & Repairs	0	583	1,150	1,150	1,650
Janitorial Service	932	1,354	1,355	1,355	1,360
WWTP Headway/Floors/GBT/Garage	0	0	0	0	0
Boiler M&R/Jet Vac & Skid Loader PM	0	3,013	5,750	5,750	5,750
Security System Maintenance	818	253	850	850	0
UG Feed Replacement	6,080	0	0	0	0
Carpet Replacement	0	4,249	0	0	0
Flag Pole	0	0	1,505	0	1,750
Fire Ext. Inspection and Service	0	352	750	750	750
Glass Block Window Replacement	5,850	0	0	0	0
WWTP Overhead Door Replacement	0	670	6,000	5,805	0
Lift Station Asphalt Repair and Seal Coat	0	0	5,000	5,000	0
Miscellaneous Repairs	575	846	150	2,615	500
Jet-Vac Truck Repairs	0	0	0	6,865	0
Sprinkler System Bypass Installation	0	0	0	0	650
Sprinkler System Inspections	0	0	0	0	500
RNS Piping and Insulation Repair	0	0	0	0	1,000
Paint RNS Building Interior	0	0	0	0	30,000
Paint Screw Lift Pump Building Interior	0	0	0	0	12,000
WWTP Tuck Pointing and Caulking	0	0	0	0	30,000
Security Camera Installation	0	0	0	0	2,250
	14,255	11,320	22,510	30,140	88,160
683412 <b>COMPUTERS</b>					
<u>Operating Services</u>					
240 Equipment Repair & Maint.	3,882	9,919	10,450	10,450	24,500
319 Misc Supplies & Expenses	2,842	2,444	5,520	5,520	2,940
Total Operating - Computers	6,724	12,363	15,970	15,970	27,440
<b>TOTAL SEWER MAINTENANCE</b>	<b>310,027</b>	<b>396,161</b>	<b>359,096</b>	<b>362,937</b>	<b>438,099</b>
	256				



**PROPRIETARY FUNDS**  
**Wastewater Utility**  
**610.000000**

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<b>CUSTOMER ACCOUNT</b>					
684002 BILLING/COLLECTING/ACCOUNTING					
<u>Personnel</u>					
110 Salaries & Wages	5,311	5,039	5,837	5,175	5,330
115 Part-time Wages	1,646	934	0	0	0
129 Longevity	46	0	53	53	57
Total Personnel - Customer Account	7,003	5,973	5,890	5,228	5,387
<u>Operating Services</u>					
684012.311 Customer Supplies/Postage	1,383	4,472	4,700	3,590	3,250
684012.319 Miscellaneous Supplies & Expenses	1,563	949	935	950	1,150
Total Operating - Customer Account	2,946	5,421	5,635	4,540	4,400
684202 METER READING					
<u>Personnel</u>					
110 Salaries & Wages	1,887	1,916	2,107	1,902	1,959
Total Personnel - Meter Reading	1,887	1,916	2,107	1,902	1,959
<b>TOTAL CUSTOMER ACCOUNTS</b>	<b>11,836</b>	<b>13,310</b>	<b>13,632</b>	<b>11,670</b>	<b>11,746</b>
<b>ADMINISTRATION AND GENERAL</b>					
685002 Administration and General					
<u>Personnel</u>					
110 Salaries & Wages	65,392	60,814	59,623	61,468	63,312
115 Part-time Wages	7,274	252	0	0	0
127 Overtime	0	0	0	0	0
129 Longevity	243	0	450	450	450
Total Personnel - Administrative and General	72,909	61,066	60,073	61,918	63,762

**PROPRIETARY FUNDS**  
**Wastewater Utility**  
**610.000000**

<u>Account Number</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<u>Operating Services</u>					
685102.220 Office Supplies-Communications	2,944	3,219	4,580	4,580	4,585
685102.240 Office Equipment Maintenance	685	631	500	500	500
685102.311 Office Supplies-Postage	1,850	1,053	1,460	1,605	1,500
685102.319 Office Supplies-Miscellaneous Supplies&E	4,229	7,662	4,460	5,275	5,720
685102.335 Local Auto Expenses	29	0	50	100	50
685202.210 Contractual Services	103,716	127,996	148,514	148,376	254,492
685312.510 Property Insurance	4,842	5,180	4,510	4,510	7,141
685322.510 Business/Umbrella/General Liability Ins	5,368	5,548	4,465	4,465	3,185
685332.510 Automobile Insurance	1,057	670	2,195	2,195	1,860
685342.510 Workers Comp/Injuries and Damages	11,054	21,405	18,955	18,955	20,487
685402.132 Employee Health Insurance	100,298	104,609	94,786	94,786	101,109
685402.136 Employee Life Insurance	1,435	1,426	1,549	1,549	1,439
685402.130 Pension Expense	0	5,254	0	5,254	5,254
685402.131 Employee Pension/Retirement	33,244	26,587	21,814	22,303	23,259
685602.319 Miscellaneous General Expense	102	511	400	400	200
685602.325 Books, Subscriptions & Dues	1,342	23	280	280	285
685602.330 Training and Conferences	461	2,111	3,485	3,490	3,490
685602.540 Equipmt Rental-Joint Meeting Expense	0	0	13,250	13,250	10,000
Total Operating - Administration and General	272,656	313,885	325,253	331,873	444,556
<b>TOTAL ADMINISTRATION AND GENERAL</b>	<b>345,565</b>	<b>374,951</b>	<b>385,326</b>	<b>393,791</b>	<b>508,318</b>
685202.210 Contractual Services					
Audit Work	7,000	6,000	8,000	8,000	8,500
Caselle UB Software Support	3,179	3,582	4,450	4,150	4,250
GIS Support/Maintenance	0	956	3,250	3,250	2,500
Sewer Rate Study	0	0	0	0	10,000
Administrative Services	77,435	80,924	82,234	81,196	97,872
Legal Expenses	1,336	5,038	21,000	20,900	1,000
Web Hosting	0	0	0	0	3,000
WWTP Vulnerability Assessment Study	115	0	0	0	0
Consultant Engineering	14,652	28,797	28,950	30,700	127,180
Technology Support	0	1,467	0	0	0
Miscellaneous	0	1,232	0	180	190
	103,716	127,996	147,884	148,376	254,492



**Department Purpose**

To upgrade, replace and add water and sewer facilities and infrastructure as needed to maintain, promote and advance safe, efficient and effective water and sewer operations and service and to also address compliance issues relative to emerging EPA and WDNR regulations.

**Department Description**

The Water and Wastewater Utility is responsible for the day-to-day operations, maintenance, planning and administration of the Utility and its water and wastewater facilities. A Utility Administration group is specifically responsible for ensuring full compliance with all regulatory requirements in effect and is further responsible for the general Utility planning, budgeting and project management required to ensure continuous compliance of its water and wastewater systems.

**2017 Budget Highlights**

The Adopted Budget includes the following changes:

- Sixth Avenue water and sewer replacement from Spring to Elm Street - \$715,500
- Power Street water and sewer replacement from Fifth to Seventh Avenue - \$227,350
- Elm Street water main replacement from Fifth to Seventh Avenue - \$76,100
- Tenth Avenue water and sewer replacement from Hickory to Power Street - \$556,000
- Final Clarifier #2 will be rehabilitated - \$135,000
- Re-roofing of the four remaining 30+ year old roofs - \$78,000
- Construction of the replacement Audubon Avenue Lift Station - \$350,000
- Design and engineering of the replacement 17<sup>th</sup> Avenue Lift Station - \$55,000
- Joint purchase of a used triaxle dump truck with DPW - \$100,000
- Leasing of a replacement jet-vac truck - \$156,000

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
Personal Services	0	0	0	0	0
Non-Personal Services	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Proprietary Expenditures	2,956,752	821,510	4,164,278	3,480,332	2,575,095
<b>Total Expenditures</b>	<b>2,956,752</b>	<b>821,510</b>	<b>4,164,278</b>	<b>3,480,332</b>	<b>2,575,095</b>

**SIGNIFICANT CAPITAL IMPROVEMENT PROJECT COST CHANGES**

The following is a list of projects by category:

**WATER / WASTEWATER FACILITY AND LIFT STATION IMPROVEMENTS**

1. Audubon Avenue Lift Station Replacement \*\*\*

**Project Description:** The antiquated below-ground Audubon Avenue lift station will be replaced with a submersible-pump lift station. The new facility will feature a control panel. Emergency power will be provided from Well #5 which is nearby.

**Project Origin/Background:** Audubon Avenue lift station was built in 1971, utilizes antiquated equipment, controls, and has exceeded its service life. Operation and reliability will be improved by utilizing modern equipment, and eliminating inspections that require confined space procedures.

**2017 Project Cost:** \$350,000

**Total Project Cost:** \$404,800

**Estimated 5 Year Maintenance and Operating Impact:** An estimated savings of 200 man hours per year will be realized by the elimination of inspections that require confined space entry procedures. 200 man hours = \$5,166 per year x 5 years = \$25,830.

Operating Impact	2017	2018	2019	2020	2021	Total
	-\$5,166	-\$5,166	-\$5,166	-\$5,166	-\$5,166	-\$25830

\*Project will be initiated and completed in 2017 Budgeted Year.

\*\*Project will span beyond 2017 Budget Year.

\*\*\*Project was initiated in prior Budget Years and will be completed in 2017



2. Re-roofing of WWTP Buildings \*\*

**Project Description:** Replacement of 32-year-old and older flat roofs.

**Project Origin/Background:** The Utility began a roof replacement program in 2014 to replace the nine out of the ten roofs at the Wastewater Treatment Plant. These roofs are 32 years old or older, beyond their useful life, and some were leaking. One roof was replaced in 2014, four were replaced in 2015, and the remaining four non-leaking roofs will be replaced in 2017.

**2017 Project Cost:** \$78,000

**Total Project Cost:** \$162,118

**Estimated 5 Year Maintenance and Operating Impact:** No additional personnel or increase in operating costs, i.e. maintenance or utility, are anticipated as this is equivalent to an original replacement project.

Operating Impact	2017	2018	2019	2020	2021	Total
	\$0	\$0	\$0	\$0	\$0	\$0

3. Rehabilitation of Final Clarifier #2 \*

**Project Description:** The clarifier equipment including motors, drives and collector arms will be replaced or fully refurbished.

**Project Origin/Background:** The wastewater treatment plant's final clarifiers have been in continuous service since 1983. The clarifier equipment including motors, drives and collector arms are all well beyond the accepted service life and should be replaced or fully refurbished in order to restore the asset to full value and insure another 30 years of reliable service.

**2017 Project Cost:** \$135,000

**Total Project Cost:** \$135,000

**Estimated 5 Year Maintenance and Operating Impact:** No additional personnel or increase in operating costs are anticipated as this is equivalent to an equipment replacement project. Positive impact – improved efficiency of operations and reduced maintenance costs.

Operating Impact	2017	2018	2019	2020	2021	Total
	\$0	0	0	0	0	0

4. Engineering for 17th Avenue Lift Station Replacement \*\*

**Project Description:** This engineering will be completed one year prior to construction of the Seventeenth Avenue Lift Station. This will enable the Utility to properly budget for construction of the replacement lift station in 2018.

**Project Origin/Background:** The 17th Avenue lift station has been in service since 1964 and has generally exceeded its acceptable service life. Although the station continues to function acceptably, its equipment and controls have become quite antiquated and securing maintenance parts and service is becoming problematic. The Utility's current program is to replace its oldest 'below ground' lift stations with 'above ground' stations that would eliminate the routine 'confined space' entry requirement and improve the station's reliability. It is proposed to replace this Smith & Loveless 'below ground' lift station in 2018 with a submersible pump lift station.

**2017 Project Cost:** \$55,000

**Total Project Cost:** \$380,000

**Estimated 5 Year Maintenance and Operating Impact:** No additional personnel or increase in operating costs are anticipated as this is an engineering project only.

Operating Impact	2017	2018	2019	2020	2021	Total
	\$0	\$0	\$0	\$0	\$0	\$0

WATER AND SEWER MAIN CONSTRUCTION

5. Sixth Avenue Water/Sewer Replacement – Spring to Elm Street \*

\*Project will be initiated and completed in 2017 Budgeted Year.

\*\*Project will span beyond 2017 Budget Year.

\*\*\*Project was initiated in prior Budget Years and will be completed in 2017



**Project Description:** Replacement of approximately 1,625 feet of 6 inch metallic water main with 8 inch PVC water main, and 1,525 feet of sewer main is proposed for 2017.

**Project Origin/Background:** The Public Works Street Improvement Program has identified Sixth Avenue from Spring Street to Elm Street for pavement replacement in 2017. The Utility will replace the water and sewer mains at the same time to make the project more cost effective.

**2017 Project Cost:** \$715,500

**Total Project Cost:** \$715,500

**Estimated 5 Year Maintenance and Operating Impact:** No additional personnel or increase in operating costs in this infrastructure replacement project.

Operating Impact	2017	2018	2019	2020	2021	Total
	\$0	\$0	\$0	\$0	\$0	\$0

6. Power Street Water/Sewer Replacement – Fifth to Seventh Avenue \*

**Project Description:** . Replacement of approximately 840 feet of 6 inch metallic water main with 8 inch PVC water main, and 810 feet of sewer main is proposed for 2017.

**Project Origin/Background:** The Public Works Street Improvement Program has identified Power Street from Fifth to Seventh Avenue for pavement replacement in 2017. The Utility will replace the water and sewer mains at the same time to make the project more cost effective.

**2017 Project Cost:** \$227,350

**Total Project Cost:** \$227,350

**Estimated 5 Year Maintenance and Operating Impact:** No additional personnel or increase in operating costs in this infrastructure replacement project.

Operating Impact	2017	2018	2019	2020	2021	Total
	\$0	\$0	\$0	\$0	\$0	\$0

7. Elm Street Water Main Replacement – Fifth Avenue to Seventh Avenue \*

**Project Description:** Replacement of approximately 510 feet of 6 inch metallic water main with 8 inch PVC water main

**Project Origin/Background:** The Public Works Street Improvement Program has identified Elm Street from Fifth Avenue to Seventh Avenue for pavement replacement in 2017. The Utility will replace the water main at the same time to make the project more cost effective.

**2017 Project Cost:** \$76,100

**Total Project Cost:** \$76,100

**Estimated 5 Year Maintenance and Operating Impact:** No additional personnel or increase in operating costs in this infrastructure replacement project.

Operating Impact	2017	2018	2019	2020	2021	Total
	\$0	\$0	\$0	\$0	\$0	\$0

**WATER / WASTEWATER EQUIPMENT PURCHASE**

8. Used Triaxle Dump Truck – Joint purchase with the Department of Public Works

**Project Description:** Purchase of a used triaxle dump truck with an approximate 16 to 20 yard dump body.  
**Project Origin/Background:** This vehicle would be the primary dump truck used for water main repair, but would be shared with DPW.

**2017 Project Cost:** \$100,000

**Total Project Cost:** \$100,000

**Estimated 5 Year Maintenance and Operating Impact:** 5 year maintenance costs = \$6,140

Operating Impact	2017	2018	2019	2020	2021	Total
	\$1,120	\$1,173	\$1,227	\$1,282	\$1,338	\$6,140

\*Project will be initiated and completed in 2017 Budgeted Year.

\*\*Project will span beyond 2017 Budget Year.

\*\*\*Project was initiated in prior Budget Years and will be completed in 2017



9. Replacement Jet-Vac Truck

**Project Description:** Leasing of a replacement sewer Jet-Vac truck

**Project Origin/Background:** This vehicle would be used for maintenance of sewers and hydroexcavating

**2017 Project Cost:** \$156,000

**Total Project Cost:** \$390,000

**Estimated 5 Year Maintenance and Operating Impact:** 5 year maintenance cost = \$25,000

Operating Impact	2017	2018	2019	2020	2021	Total
	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000

\*Project will be initiated and completed in 2017 Budgeted Year.

\*\*Project will span beyond 2017 Budget Year.

\*\*\*Project was initiated in prior Budget Years and will be completed in 2017

**GRAFTON WATER & WASTEWATER UTILITY  
SCHEDULE OF CAPITAL EXPENDITURES**

<u>Improvements</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
<b>Construction - Water &amp; Sewer Main</b>					
Hydrant Additions (3)	22,028	24,331	25,000	25,000	25,000
IZTS Replacement Street Valve	3064	0	0	0	0
Rose St Water/Sewer Replacement Spring to Rose	282,907	0	0	0	0
4th Avenue Sewer Replacement	400,744	0	0	0	0
16th Avenue Water/Sewer Main Replacement	0	184,123	0	0	0
Falls Road Water Main Extension	0	114,666	0	0	0
Falls Crossing Water Main Loop	0	98,945	0	0	0
Falls Road Sewer Main Extension	0	58,129	0	0	0
Cheyenne Ave Water Main Loop Engineering	0	1,128	0	0	0
Cheyenne Ave Water Main Loop	0	55,618	0	0	0
Well #7 Sanitary Lateral Installation & Hook-up	0	11,748	0	0	0
Blackhawk Valley Interceptor Sewer Engineering	0	7,008	6,650	1,751	0
Blackhawk Valley Interceptor Sewer Construction	0	0	160,000	186,017	0
River Bend Road Interceptor Sewer Engineering	0	9,290	4,700	2,322	0
River Bend Road Interceptor Sewer Construction	0	0	210,000	515,848	0
Third Avenue Sewer Lining - Washington to Spring	0	0	17,500	14,750	0
Seventh Avenue Water/Sewer Replacement	0	0	622,300	394,616	0
Seventh Avenue (TID #3) Water Replacement	0	0	337,700	313,203	0
Ninth Avenue Water/Sewer Replacement	0	0	421,070	137,830	0
Spring Street Sewer Relining	0	0	7,350	6,136	0
Beech Street Water/Sewer Replacement	0	0	233,400	131,820	0
Sixth Ave Water/Sewer Replcmt - Spring to Elm	0	0	0	0	715,500
Power St Water/Sewer Replcmt - Fifth to Seventh	0	0	0	0	227,350
Elm St Water/Sewer Replcmt - Fifth to Seventh	0	0	0	0	76,100
Tenth Ave Water Sewer Replcmt - Hickory to Power	0	0	0	0	556,000
<b>Facility Improvements - Water</b>					
AMR Meters - New Development	2,006	0	6,888	6,627	7,095
Large Commercial/Industrial Replacement Meters	4,085	0	3,220	8,682	3,200
Trimble Ranger 3	6,387	0	0	0	0
Tower #1 Improvements (Concrete Floor & Lighting)	0	0	16,000	16,000	0
Well #6 Emrg Pwr Transfer Switch/Receptacle	0	4,813	0	0	0
<b>Facility Improvements - Wastewater</b>					
Ortho-P ChemScan Unit	0	25,088	0	0	0
Vehicles/Equipment Garage/Septic Receiving Station					
Design Engineering/CRS	6,168	0	0	-	0
Construction	1,070,332	0	0	0	0
Diversion Structure/Interceptor Sewer Upgrade	60,500	0	0	0	0
Final Clarifier #2 Rehabilitation	0	0	0	0	135,000
Primary Clarifier #1 Rehabilitation	61,131	0	0	0	0
Primary Clarifier #2 Rehabilitation	0	0	75,000	73,480	0
WWTP Roof & Replacement	37,445	46,933	0	0	78,000
River Bend Road Lift Station and Force Main					
Design Engineering/CRS	0	96,092	71,950	22,704	0
Construction	0	5,985	1,821,000	1,511,562	0
Ninth Avenue Lift Station and Force main					
Design Engineering/CRS	57,696	0	0	0	0
Construction	841,436	0	0	0	0
Seventeenth Avenue Lift Station and Force Main					
Design Engineering/CRS	0	0	55,000	0	55,000
Construction	0	0	0	0	0
Audubon Avenue Lift Station and Force Main					
Design Engineering/CRS	0	0	0	54,800	0
Construction	0	0	0	0	350,000
WWTP Ferrous Chloride Tank Replacement					
Investigation and Engineering	0	0	7,500	7,500	0
Electronic Door Locks	0	2,713	0	0	0

**GRAFTON WATER & WASTEWATER UTILITY  
SCHEDULE OF CAPITAL EXPENDITURES**

<u>Improvements</u>	2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	2017 Adopted
WWTP Equipment -					
Influent Flow Sampler	5,265	0	0	0	0
Sludge Thickener Replacement Pumps (3)	39,943	0	0	0	0
Primary Sludge Pump Replacement (#1)	9,399	0	0	0	0
Replacement RAS Pump	3,536	0	0	0	0
Coliform Incubator	0	0	3,600	2,350	0
Effluent Flow Sampler	0	0	7,100	5,484	0
Collection System I&I Flow Meters	0	0	12,250	1,250	0
Replacement Influent Flow Meter	0	0	0	0	5,000
Replacement Sludge Storage Tank Mixer	0	0	0	0	25,000
Replacement Effluent Service Water Pump	0	0	0	0	3,450
Replacement RAS Pump	0	0	0	0	3,800
Replacement Lab Dishwasher	0	0	0	0	10,000
General Equipment -					
New Utility Pickup Truck	19,572	0	39,100	39,100	39,100
Used Triaxle Dump Truck	0	0	0	0	100,000
New Jet-Vac Truck	0	0	0	0	156,000
Construction Services Trailer	0	0	0	0	4,500
Utility Office Equipment -					
Replace WWTP SCADA CPU	3,210	0	0	0	0
New Equipment					
Gas Fired Pressure Washer	0	0	0	0	0
L8 Total Station - \$28,000 Joint w/DPW	0	0	0	0	0
Live WM Tapping Machine	0	0	0	0	0
Garage Air Compressor	12,995	0	0	0	0
2-Way Radio Equipment	6,904	0	0	0	0
Trailer Mounted Emergency Generator	0	48,285	0	0	0
Sewer Televising Pole Camera	0	0	0	0	0
Hitch-Mounted Valve Turner	0	11,445	0	0	0
Zero-Turn Riding Mower with Trailer	0	11,720	0	0	0
Line Tracer	0	3,450	0	0	0
Scanner (\$9,500)	0	0	1,500	1,500	0
Total Capital Expenditures	2,956,752	821,510	4,164,278	3,480,332	2,575,095