

City of Appleton
Wastewater Treatment
Summary Budget to Actual Report
For the Six Months Ending June 30, 2013

Description	Year to Date Expense	Encumbered Amount	Total Actual and Encumbered	Full Year Amended Budget	Percent of Amended Budget
Utility Administration	104,702	825	105,527	242,543	43.5 %
Wastewater Treatment	1,548,525	31,668	1,580,193	3,543,679	44.6 %
Biosolids Management	61,395	16,043	77,438	547,862	14.1 %
Lab & Pretreatment	116,698	7,203	123,901	304,132	40.7 %
Lift Stations	51,814	217	51,597	94,042	54.9 %
Wastewater Maintenance	0	0	0	0	.0 %
Utilities Capital Improvement	38,030	0	38,030	2,110,669	1.8 %
Utilities FMD Projects	17,480	0	17,480	398,140	4.4 %
Total	1,938,644	55,522	1,994,166	7,241,067	27.5 %

DEPARTMENT OF UTILITIES
WASTEWATER TREATMENT DIVISION
Mid-Year 2013 Review

Significant Events January through June 2013:

- ✓ The Northwest Lift Station Project reached final completion.
- ✓ The #2 Primary Digester Project reached final completion.
- ✓ The biosolids compost research project was completed by UW Oshkosh. The report provided analysis on the composition of the product as well as physical characteristics.
- ✓ The Compliance Maintenance Annual Report (eCMAR) for 2012 was submitted to WDNR in June. The overall letter grade received is an "A" with a grade point average of 3.86.

Areas of Primary Concentration for Remainder of 2013:

- ✓ A local limit evaluation project will produce pollutants of concern and aid in the revision of the sewer use ordinance.
- ✓ Engineering of the second bar screen and washer system will include a preliminary investigation as well as the creation of bidding documents for the construction phase of the project.
- ✓ Engineering for the Total Maximum Daily Load (TMDL) project has begun with the objective of finding plant optimization process improvements. Other analysis will include nutrient trading and adaptive management strategies to lower effluent phosphorous and suspended solids concentrations in the effluent.
- ✓ Engineering has begun for an emissions project that will complete regulatory requirements for inventorying and quantifying boiler, digester, and engine generator emissions for the utilities department facilities.

**WASTEWATER
2013 BUDGET PERFORMANCE DATA**

Program / Criteria	Actual 2011	Actual 2012	Target 2013	2013		Projected 2013
				Mid Year	End of Year	
5411 Utility Administration						
Client Benefits / Impacts						
Safe Work Environment						
# of workers comp claims / year	3	1	0	0		0
# of first aid entries per year	18	11	20	5		10
Strategic Outcomes						
Effective Use of Budgeted Funds						
% of operational budget for plant & lift station dollars obligated	86%	84%	100%	47%		100%
Work Process Outputs						
Government reports prepared						
# of reports filed						
Compliance Report (CMAR)	1	1	1	1		1
Biosolids Annual Report	1	1	1	0		1
Pretreatment Report	2	2	2	1		2
Discharge Report (DMR)	12	12	12	6		12

Program / Criteria	Actual 2011	Actual 2012	Target 2013	2013		Projected 2013
				Mid Year	End of Year	
5422 Utility Treatment						
Client Benefits / Impacts						
Environmental Safety						
# of DMR Permit exceedance violations	0	0	0	0		0
Essential Services Provided						
# of gallons of influent treated annually	4,746 MG	3,964 MG	4,400 MG	2,619 MG		4,200 MG
Strategic Outcomes						
Trained Staff						
% of staff adequately trained	99.8%	82%	100%	89%		90%
Average # of hours training per employee	20	29	25	17		25
High Wastewater Treatment Standards						
CMAR GPA for ten categories	A / 4.0	A / 3.86	A / 4.0	A / 3.86		A / 3.86
# of categorical grades of C or below	0	0	0	0		0
Work Process Outputs						
Efficient Plant Operation						
# of work days lost due to injuries	0	0	0	0		0
# of work orders closed	965	1,238	1,300	703		1,200
# of open work orders	462	533	400	627		600
Average # of days to close preventative work orders	52	52	35	48		50

**WASTEWATER
2013 BUDGET PERFORMANCE DATA**

Program / Criteria	Actual 2011	Actual 2012	Target 2013	2013		Projected 2013
				Mid Year	End of Year	
5423 Biosolids Management Program						
Client Benefits / Impacts						
Environmental Safety						
Biosolids Applications # of sites						
with Nitrogen loading exceedences	0	0	0	0		0
with Metal(s) loading exceedences	0	0	0	0		0
Strategic Outcomes						
Beneficial Re-use						
Wet tons applied	21,557	15,532	17,250	5,437		7,250
Wet tons landfilled	0	0	0	0		0
Wet tons composted	New Measure	2,464	3,750	0		3,750
Work Process Outputs						
Biosolids Production and Storage						
Tons of biosolids produced	21,307	19,634	21,000	9,394		21,000
CMAR compliance						
# of site monitoring completed	32	15	24	6		24

Program / Criteria	Actual 2011	Actual 2012	Target 2013	2013		Projected 2013
				Mid Year	End of Year	
5424 Laboratory and Pretreatment						
Client Benefits / Impacts						
Environmental Safety						
# of industrial clients	10	10	10	10		10
# of clients in significant non-compliance	1	0	0	0		0
Increase Revenue Sources						
# of permitted haulers	10	12	11	12		12
\$ received from other sources	\$591,780	\$666,900	\$580,000	\$347,026		\$694,052
Strategic Outcomes						
# of pollution minimization initiatives	6	10	5	3		5
Work Process Outputs						
Record Maintenance - DMR						
# DMR and QA/QC samples completed	7,278	5,785	6,110	3,512		6,110
Improvement Treatment Processes						
# process samples analyzed annually*	4,989	5,501	4,880	2,562		4,880
Maintain Industrial Pretreatment Compliance						
# of inspections	10	10	10	1		10
# of sampling events	20	20	20	10		20
# of billable samples for other City depts.	554	553	550	277		550

*includes all compliance, process and billing samples

**includes compost pilot

**WASTEWATER
2013 BUDGET PERFORMANCE DATA**

Program / Criteria	Actual 2011	Actual 2012	Target 2013	2013		Projected 2013
				Mid Year	End of Year	
5425 Utility Lift Stations						
Client Benefits / Impacts						
Sewage Bypasses / Backups # per year attributed to lift stations	0	0	0	0		0
Strategic Outcomes						
Integrity of Lift Stations Maintained # of emergency calls required	19	13	16	11		20
Work Process Outputs						
Response to Work Orders # of preventative work orders	68	201	175	109		200
# of corrective work orders	60	76	70	22		50

Program / Criteria	Actual 2011	Actual 2012	Target 2013	2013		Projected 2013
				Mid Year	End of Year	
5432 Capital Improvements						
Client Benefits / Impacts						
Cost Effective Treatment Processes # of CIP's in budget year	7	11	5	9		9
# of CIP's in five-year plan	15	15	11	14		14
Strategic Outcomes						
Sewer Rate Changes % per year	5%	0%	0%	0%		0%
Work Process Outputs						
Project Management % of projects completed at year-end	16%	45%	100%	22%		55%

City of Appleton
Water Filtration
Summary Budget to Actual Report
For the Six Months Ending June 30, 2013

Description	Year to Date Expense	Encumbered Amount	Total Actual and Encumbered	Full Year Amended Budget	Percent of Amended Budget
Filtration Administration	172,844	0	172,844	358,713	48.2 %
Treatment Operations	2,643,212	13,716-	2,629,496	5,831,952	45.1 %
Treatment Capital	154,972	0	154,972	6,664,712	2.3 %
Treatment FMD Projects	0	0	0	40,000	.0 %
Total	2,971,028	13,716-	2,957,312	12,895,377	22.9 %

DEPARTMENT OF UTILITIES
WATER TREATMENT DIVISION
Mid-Year 2013 Review

Significant Events January through June 2013:

- ✓ Eight turbidity meters were purchased and installed to ensure that process analyzers were capable of detecting with the resolution necessary for future water plant demonstration projects.
- ✓ The North Reservoir complex was equipped with sanitary plumbing which allowed for the discontinuation of WPDES Permit WI-0044938-05-1. More importantly, any loss of chemical or reagent at the complex would now be contained and not released to the environment.
- ✓ The Corrosion Mitigation Project reached final completion. The project was successful in upgrading some of the piping materials and providing additional corrosion coatings.
- ✓ A Request for Quote (RFQ) and Statement of Qualification (SOQ) was issued for the selection and purchase of Ultraviolet Light Reactors for the Regulatory Upgrade and Process Improvement Project (RUIP).
- ✓ The Supervisory Control and Data Acquisition scope of work, under the RUIP project, was contracted to the engineering firm that is creating the bidding documents.
- ✓ The annual Consumer Confidence Report (CCR) for 2012 was mailed to all Appleton water customers in June.

Areas of Primary Concentration for Remainder of 2013:

- ✓ Due to a resignation and promotion the relief operator position is currently at 50%. Maintaining essential relief operator responsibilities and training the new employees will be a priority through year end.
- ✓ Providing information and input into the RUIP project will be ongoing throughout the remainder of the year.
- ✓ The ultrafiltration process is transitioning to a new membrane that has a base material of Poly Ether Sulfone (PES) rather than Poly Sulfone (PS).
- ✓ The water plant is scheduled to run in deposition rather than suspension mode. The results include improved removal credits from the regulators and reduced electrical demand.
- ✓ Partnering with the RUIP engineer and contractors and ensuring treatment processes (or portions) are available for construction purposes will be challenging for operations.
- ✓ Complete the Powdered Activated Carbon (PAC) silo combustion mitigation project with the introduction of carbon dioxide into the vessel. Other project elements include the addition of monitoring instruments and control devices.

WATER
2013 BUDGET PERFORMANCE DATA

Program / Criteria	Actual 2011	Actual 2012	Target 2013	2013		Projected 2013
				Mid Year	End of Year	
5321 Treatment Administration						
Client Benefits / Impacts						
Safe Work Environment						
# of workers comp claims / year	0	0	0	0		0
# of first aid entries per year	1	5	12	1		6
Strategic Outcomes						
Effective Use of Budgeted Funds						
% of Operational budget dollars obligated	85%	99%	100%	44%		100%
Work Process Outputs						
Government Reports Prepared						
# of names of regular reports						
PSC Annual Report	1	1	1	1		1
CCR Report	1	1	1	1		1
DNR Reports	12	12	12	6		12
SARA Report	1	1	1	1		1

Program / Criteria	Actual 2011	Actual 2012	Target 2013	2013		Projected 2013
				Mid Year	End of Year	
5323 Treatment Operations and Maintenance						
Client Benefits / Impacts						
Adequate Supply of Safe Drinking Water						
% of water sampling tests in compliance per year	100%	100%	100%	100%		100%
# of sprinkling bans	0	0	0	0		0
# of gallons pumped per year	3,086 MG	3,311 MG	3,190 MG	1,520 MG		3,190 MG
Strategic Outcomes						
Trained Staff						
% of staff adequately trained	100%	100%	100%	100%		90%
Average # of hours training per employee	37	13	60	9		40
Work Process Outputs						
Efficient Plant Operation						
# of work days lost due to injuries	0	0	0	0		0
# of work orders closed	649	1025	1100	382		800
# of open work orders	188	93	225	186		200
Average # of days to close preventative work orders	65	89	50	162		100
# of reservoirs maintaining pressure per year	6	6	6	6		6
# of membrane repairs	11,479	6,753	15,000	5,652		15,000
Water Towers						
# inspected / painted per year	1 / 0	1 / 0	1 / 0	0 / 0		0 / 0

WATER
2013 BUDGET PERFORMANCE DATA

Program / Criteria	Actual 2011	Actual 2012	Target 2013	2013		Projected 2013
				Mid Year	End of Year	
5325 Treatment Capital Improvements						
Client Benefits / Impacts						
Adequate Water Pressure						
% of tests having adequate pressure	100%	100%	100%	100%		100%
Cost Effective Treatment Processes						
# of CIP's in budget year	5	7	4	5		5
# of CIP's in five-year plan	7	9	6	8		8
Strategic Outcomes						
Water Rate Changes						
% per year	0%	0%	0-3%	0%		0%
Work Process Outputs						
Project Management						
% of projects completed at year-end	0%	43%	100%	0%		40%