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### **INSTRUCTIONS**

### Introduction

Since 1981, the Association of Metropolitan Sewerage Agencies (AMSA) in Washington, DC has conducted a financial survey of its membership every three years. The *AMSA Financial Survey - A National Survey of Municipal Wastewater Management Financing and Trends*, was last published in 1999. Data collected on this questionnaire will be used to prepare the 2002 survey report. The report will present a comparative analysis of 2001-2002 data with historical industry trends, and will serve as a benchmarking tool for those agencies wishing to compare their operations with other agencies of similar size and services.

This survey questionnaire was developed by the AMSA Management and Operations Committee. In developing this survey form, the Committee evaluated each question, and attempted to balance the overall length and complexity of the form with anticipated respondent agency staff resources. While the survey questionnaire requests "2001" information, it is assumed that each responding agency will use data from its' most recently completed fiscal year. As an alternative to filling out this survey form, you can submit your responses via the web at: *http://www.amsa-surveys.org.* To enter the web site, you will need your Agency's password which is:

### **Quality Control**

To assure the most accurate data from each survey respondent, we recommend that each agency assign one person to act as the quality control representative for this survey. This individual would coordinate the gathering and reporting of your agency's responses and assure the accuracy and completeness of the answers. Quality control is especially important to ensure coordinated responses between the four sections of the survey. In addition to the quality control representative, a primary contact person should be identified for each section of the survey. Please complete all questions even if the same person is completing more than one part of the survey and/or acting as the quality control representative.

### Survey Assistance

Contact Name	Mark Hoeke	Brian Crewdson	Ralph Charlton
Contact Agency	AMSA Consultant	Anchorage Water & Wastewater Utility, Alaska	Alexandria Sanitation Authority, Virginia
Telephone	202/361-7446	907/786-5511	703/549-3381
<b>FAX</b> 011/41-22-774-0738 907/562-3421		703/549-0763	
E-Mail	mhoeke@dfinet.ch	crewdsonbi@ci.anchorage.ak.us	charlton@alexsan.com

Technical assistance regarding this survey is available from:

### Survey Organization

The survey is divided into four basic sections:

A. General B. Financial C. Rates D. Staffing and Salary

For those agencies that participated in previous AMSA *Financial Surveys*, your responses to similar questions from the most recent survey are shown in the shaded portions of this survey form. If you did not participate in any previous AMSA *Financial Surveys*, this form does not include values in shaded areas.

Each section of the survey has multiple questions for the survey respondent to answer. Detailed instructions for each section are included at the beginning of each section. A blank is provided for each response. If the answer is zero or none, please indicate such. If exact figures are not available for an answer, provide your best estimate and indicate "Estimate" along with the value. If a question is not applicable to your agency, indicate such with "N/A."

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### PART A. GENERAL INFORMATION (Instructions)

### **Questions 3.A through 3.E**

Do not double-count values in your responses. For example, the total population your agency serves should be the sum of your responses to questions 3 and 3A.

### Questions 3.B through 3.E

Only include information for the sewer systems for which your agency is responsible. For example, if your agency is responsible for the interceptor system, but another agency is responsible for the collection system, only include information for the interceptor system in your answers.

### **Question 4.D**

This blank should be checked if any of the effluent from your agency's treatment plant(s) is not discharged to surface waters at a single point and if the reclaimed/reused effluent process is considered a separate cost center. An effluent manifold or diffuser is a single point for purposes of this definition.

### **Question 6**

Enter the data for each treatment plant at that plant's current level of treatment. For example, if you have a secondary plant that is comprised of primary and secondary treatment processes, enter values only in the "Secondary" row. Secondary treatment plants have effluent BOD and suspended solids NPDES permit limits of 30 mg/L and 30 mg/L, respectively. Treatment plants with NPDES permit limits below 30/30, or limits for phosphorus or nitrogen, are considered to be tertiary plants for the purposes of this survey. If your agency provides reclaimed water service as indicated in your response to question 4.D, list the data for these plants in the "Reclaimed" row. If all wastewater is reclaimed, all information should be recorded in the "Reclaimed" row. If only a portion of your effluent is reclaimed, information should also be included in one of the other rows.

If a treatment plant's biosolids-related processes are located at the same site as the treatment plant, do not include them in the biosolids row in the table. Only biosolids plants that serve one or more treatment plants and are located at a site remote from a treatment plant should be included in the biosolids row.

### **Question 8**

Include all treatment plants your agency operates in this table. Check the box under "2001" in those rows where the type of disinfection is used at one or more of your plants and list the number of days this type of disinfection was used. Also indicate the average daily flow-rate disinfected during the days it was used.

### **Question 9**

Indicate the dry tons of biosolids produced per day for each reuse/disposal method. If known, provide the percentage of biosolids meeting Class A and Class B requirements for each method used.

### Question 10 and 11

Flow-weighted averages are calculated by summing the mass of each pollutant entering (or exiting) each treatment plant and dividing this value by the total average flow to all plants. The mass of each pollutant entering (or exiting) each treatment plant can be determined by multiplying the average daily flow of the treatment plant by the average influent (or effluent) concentration of the pollutant.

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PART A.	GENERAL INFORMATION		
1. Agency Address	Name:		
Quality	Control Representative:		
Phone:		Fax:	
E-mail:			
2. This Sec	tion of the Survey Completed by:		
Title:			
Phone:		Fax:	
E-mail:			

3. Please complete the table below. Shaded areas indicate responses to previous AMSA surveys.

	Wholesale Customers		Retail Customers	
Category	Your agency bills directly to communities or utilities		Your Agency bills directly to individual customers	
	1998	2001	1998	2001
A. Population Served				
B. Separate Sanitary Service Area (sq. miles)				
C. Length of Separate Sanitary Sewers (miles)				
D. Combined Sewer Service Area (sq. miles)				
E. Length of Combined Sewers (miles)				
F. Number of Customer Accounts				
G. # of Retail Accts. Served by Wholesale Cust.				

4. Check the primary wastewater services provided by your Utility:

- A. Collection System (including pump stations)
- B. Interceptor System (including pump stations)
- C. Treatment (include biosolids disposal)
- D. Reclaimed Wastewater / Effluent Reuse
- E. Other (specify: )
- 5. Do you use performance benchmarks to measure your utilities' performance (e.g., Total costs per MGD treated, O&M costs per mile sewer, etc.)? If yes, please indicate the performance benchmarks you utilize:



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6. System-wide, group your facilities by the current level of treatment and indicate the number of plants and total capacity for each type. Include the average annual daily flow in million gallons per day (MGD) processed.

Plant Type by Level of Treatment	Number of Treatment Plants		Total Plant(s) Design Capacity (MGD)		Average Daily Flow (MGD)		Reclaimed Flow (MGD)	
	1998	2001	1998	2001	1998	2001	1998	2001
Primary								
Secondary								
Tertiary <sup>1</sup>								
Reclaimed <sup>2</sup>								
Biosolids								
TOTAL								

1. Tertiary treatment means everything above secondary, i.e.: nitrification, phosphorus removal, filtration, etc.

2. Reclaimed treated wastewater used as a source for irrigating public parks, etc., or other similar uses.

7. Make-up of Flow: What source flows make up the average daily flow (MGD) total from Question 6 is:

		<u>1998 (MGD)</u>	2001 (MGD)
Waste	water and storm water delivered to treatment plants		
A.	Infiltration/Inflow		
В.	Residential Wastewater		
C.	Commercial & Industrial Wastewater		
D.	If applicable, stormwater conveyed through combined sewer system to treatment plant.		
E.	Total of daily average flow to plant(s) (Sum of i thru iv, same as total in question 6)		

8. Disinfection Processes

Type of Disinfectant Used	(Check 'X' if Yes)		Days Used Per Year		Average Daily Flow Rate (MGD)	
	1998	2001	1998	2001	1998	2001
Free Chlorine Gas						
Chlorine						
Sodium Hypochlorite						
UV Treatment						
Ozone Treatment						
Other:						

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9. Biosolids Produced Per Day (Dry Tons): 1998: 2001: \_\_\_\_\_

	Method of Biosolids Reuse/Disposal	Dry Tons/Day	% Class A	% Class B
A.	Land Application			
B.	Composting			
C.	Lime Stabilization			
D.	Heat Drying/Pelletization			
E.	Landfilling			
F.	Incineration			
G.	Surface Disposal			
H.	Other			

10. <u>Pretreatment Trends</u>: List the average influent flow rate for all treatment plants. List each metals concentration as a flow-weighted average [milligrams per liter (mg/L) = parts per million (ppm)] of all treatment plants.

	Influent Concentrations (mg/l)		
Parameter	1998	2001	
Flow Rate (MGD)			
Cadmium			
Hexavalent Chromium			
Total Chromium			
Copper			
Lead			
Mercury			
Nickel			
Silver			
Zinc			

11. <u>Treatment of Conventional Pollutants</u>: List each average influent or effluent concentration as a total flowweighted average [(milligram per liter (mg/L) = parts per million (ppm)] of all treatment plants.

	Influent (mg/L)		Effluen	t (mg/L)
Parameter	1998	2001	1998	2001
BOD				
COD				
CBOD				
Suspended Solids				
Ammonia Nitrogen				
TKN				
Total Phosphorus				
Residual Chlorine				
Fat, Oils & Greases				

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### PART B. FINANCIAL INFORMATION (Instructions)

### Question 5

Show all the sources and amounts of revenue for funding the agency's operations as defined in this table. The following definitions apply:

- <u>Special Operating Cost Levies</u> are revenues from a specific user or group of users for a specific operating purpose. These types of charges are made in situations where the usual service charge rate structure does not adequately account for a specific characteristic of a user's wastewater discharge. An example of this type of charge might involve a large seasonal user such as a cannery.
- <u>Hook-up Fees</u> are revenues from one-time charges against new users. The five main types of charges listed in this table are:
  - 1. Overall this fee is intended to reflect the costs of all the agency's facilities.
  - 2. Treatment Plant the fee is intended to reflect the costs of only the treatment plant facilities.
  - 3. Interceptor System the fee is intended to reflect the costs of only the interceptor system facilities.
  - 4. Collection System the fee is intended to reflect the costs of only the collection system facilities.
  - 5. Other other specific hookup fees not associated with treatment, interceptor, or collection.
- <u>Other</u> revenue sources that account for more than one percent of your agency's revenue should be listed separately and specified.

### **Question 6**

The following definitions apply to the seven expenditure categories in this table:

- <u>Operations and Maintenance (O&M)</u> expenses are the day-to-day costs of providing your agency's services. Including, labor, payroll taxes, retirement system contributions, insurance premiums, electric energy, chemicals, supplies, replacement parts, repair services, fuel and other vehicle operating costs, communications services, other utilities, permit fees, advertisements, public relations, travel and mileage expenses, training costs, reference materials, postage and delivery services, bad debt, legal services, accounting services, laboratory services, etc.
- <u>Capital Asset Replacement</u> expenses are costs for replacing capital assets that have reached their useful lives, including treatment plant components, collection system components, vehicles, office equipment, etc. These expenses include associated labor, architectural/engineering services, legal services, financial services, permit fees, etc. These expenses do not include cyclical maintenance that should be included as O&M expenses.
- <u>Capital Asset Acquisition</u> expenses are costs for acquiring new assets (not replacements) that are intended to serve existing customers. These expenses include associated labor, architectural and/or engineering services, legal services, financial services, permit fees, etc. An example of this type of expense would be the purchase of new UV disinfection equipment that would take the place of existing chlorination equipment. This new equipment would require a new balance sheet entry.
- <u>Capital Facility Expansion</u> expenses are costs paid for the construction of new treatment plant and collection system components required to serve new areas or new users. These expenses include associated labor, architectural/engineering services, legal services, financial services, permit fees, etc.
- <u>Debt Service</u> expenses include the principal and interest paid on borrowed funds.
- <u>Reserve Payments</u> include revenues transferred to a reserve fund for paying future costs.

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### Question 7

When filling out the table for this question, include all operation and maintenance costs as they are defined for Question B.6. Enter the data for each treatment plant at that plant's current level of treatment. Treatment costs should reflect those for the types of plants identified in Question A-6. For example, if you have a secondary plant that is comprised of primary treatment processes and secondary treatment processes, enter values only in the "Secondary" column. Secondary treatment plants have effluent BOD and suspended solids NPDES permit limits of 30 mg/L and 30 mg/L, respectively. Treatment plants with NPDES permit limits below 30/30, or limits for phosphorus or nitrogen, are considered to be tertiary plants for the purposes of this survey. If your agency operates more than one type of treatment plant, enter the data in the appropriate columns. If your cost accounting system does not have the breakdown of costs as requested in this table, please provide your best estimates.

<u>Administrative</u>	Functions include all executive staff, finance, billing and collections, engineering, information systems/technology, general counsel (legal), personnel/human resources, public relations, communications, customer service and clerical staff.
Collection	Functions include all operations and maintenance for combined and separate sewer collection systems, including interceptors and pumping stations.
<u>Treatment</u>	Processes include influent metering and sampling, screening and grit removal, primary, secondary and tertiary treatment and effluent filtration, disinfection and pumping. Treatment functions include all operations, maintenance, pretreatment/industrial waste, monitoring and laboratory/analysis associated with the treatment processes. Enter the treatment costs for each facility in the appropriate column for the level of treatment provided. Treatment does not include those processes and functions for handling biosolids, which are listed below.

The following notes apply to the following cost categories:

<u>Biosolids Management</u>	Costs include all solids handling after sludge pumping and waste activated sludge pumping, including costs to thicken, dewater, digest, incinerate, heat-dry, compost, transport and recycle biosolids. Biosolids management costs include all operations, maintenance and laboratory analysis associated with the biosolids process.
<u>Office Supplies</u>	Includes postage, envelopes, paper, pens, etc.
• <u>Replacement Parts and Supplies</u>	All (parts, lubricants, grease, etc.)
• <u>Services Provided By Other Dep</u>	<u>bts.</u> Finance, Human Resources, Payroll, General Government, Legal Services, Billing, Fleet Management, etc.
<u>Private Sector Services</u>	Consultants, Landfill, Fleet Management, Biosolids Processing, Plant Operations, Collection System Operations, etc.

### Question 10

When completing this table, note that "Local Funds" include: User Charges, Ad Valorem Taxes, Special Levies, Assessments, Hook-up Fees, Bond Proceeds, Interest, Reserves, and other miscellaneous revenues. Also note that the "Total Revenue" should equal the "Total of Capital Improvement Program in Question B.9.

### Question 12

For purposes of this survey, an Asset Management System is defined as an "integrative optimization process that enables a utility to determine how to minimize the life cycle cost of owning and operating infrastructure assets while continuously delivering service levels demanded by customers."

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PART B.	FINANCIAL INFORMATION				
NOTE:	TE: If you need assistance interpreting questions, please call AMSA's Survey Consultant at 202/361-7446.				
1. Agency	Name:				
Addres	s:				
2. This Sec	ction of the Survey Completed by:				
Title:					
Phone:	Fax:				
E-mail:					
2. This Sec Title: Phone: E-mail:	ction of the Survey Completed by: Fax:				

3. Long Term Debt

Borrowing Mechanism	Debt Se (Principal and I	ervice (\$) interest Expense)	Outstandin on Janua	ng Debt (\$) ry 1, 2002
	1998	2001	1/1/99	January 1, 2002
G.O. Bonds				
Revenue Bonds				
State Revolving Funds (EPA)				
Other:				
TOTAL				

- 4. Delinquent Account Write-Off
  - A. What was your Utility's annual delinquent account write-off (bad debt expense) for:
    - 1998:
       \$ Equals what percent of total revenue:

       2001:
       \$ \_\_\_\_\_\_;

       Equals what percent of total revenue:
  - B. If customers do not pay their bills within the time frame specified by the utility (i.e., 3 billing cycles) do you: (check with an 'X' for all that apply):

		<u>1998</u>	<u>2001</u>
i.	Shut off water service		
ii.	Shut off sewer service		
iii.	Place a lien on property		
iv.	Notify collection agency		
V.	Notify credit bureau		
vi.	Write off to bad debts		
vii.	Other:		

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5. Indicate the revenue generated to fund your Utility's services for the calendar or fiscal year. Include revenue used for funding operation, maintenance, replacement, debt service, capital improvements, reserves, and management.

	Revenue Sources	1998 (\$)	2001 (\$)
A.	User Charges		
В.	Ad Valorem Taxes		
C.	Product Sales (Reclaimed Water)		
D.	Product Sales (Biosolids)		
E.	Product Sales (Other:)		
F.	Special Operating Cost Levies		
G.	Interest Earned		
H.	Assessments		
I.	Permits and Inspection Fees		
J.	Hook-up Fees (Overall)		
K.	Hook-up Fees (Treatment Plant)		
L.	Hook-up Fees (Interceptor System)		
M.	Hook-up Fees (Collection System)		
N.	Hook-up Fees (Other:)		
О.	Developer Contributions		
P.	Federal Grants		
Q.	State Grants		
R.	State Revolving Funds		
S.	Revenue Bond Proceeds		
Τ.	G.O. Bond Proceeds		
U.	Reserves		
V.	Other:		
W.	TOTAL		

6. Of the total revenue listed in Question 5 above, how much was spent under each of these categories?

	Expenditure Category	1998 (\$)	2001 (\$)
A.	Operation and Maintenance (O&M)		
B.	Capital Asset Replacement		
C.	Capital Asset Acquisition		
D.	Capital Facility Expansion		
E.	Debt Service		
F.	Reserve Payments		
G.	Mise. and Other:		
H.	TOTAL		

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Wastewater Operating Costs for 2001 (do not include storm drainage, solid waste and other services). The numbers provided should allow one to generate unit operating costs for wastewater treatment and collections. Responses to the 1999 AMSA Financial Survey are shown in shaded areas

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Cost Category	Vear	Total Operating Costs (\$)	Administrative & Overhead (\$)	Collection Systems (\$)	Primary Wastewater Treatment (\$)	Secondary Wastewater Treatment (\$)	Tertiary Wastewater Treatment (\$)
	1998						
wages & salary	2001						
	1998						
Benefits	2001						
	1998						
Cheffileals	2001						
Flootic Douror	1998						
	2001						
Other I tilities	1998						
	2001						
Discolida Managament	1998						
	2001						
	1998						
Utrice Supplies	2001						
	1998						
Keplacement Parts and Supplies	2001						
Commission Description Description	1998						
Services Flovided by Other Depts.	2001						
Directo Costor Continoo	1998						
FILVALE SECTOR SELVICES	2001						
TOTAL	1998						
	2001						

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- 8. Amount for Payments in Lieu of Taxes (PILOT), franchise fees or other:
  1998 Payment Amount: \$2001 Payment Amount: \_\_\_\_\_\_
- 9. Summary of Needs and Capital Improvement Program (in 2002 dollars) for 2002-2006.

Category	Total Funded and Unfunded Needs (\$)		Funded Capital Improvement Program (\$)	
	1999-2003	2002-2006	1999-2003	2002-2006
Secondary Treatment				
Tertiary Treatment				
Infiltration / Inflow Correction				
Replacement/Rehabilitation: - Sewers & Pumping Stations - Treatment Facilities				
New Collector Sewers				
New Interceptors				
Combined Sewer Overflows				
Air Toxics/Air Quality				
TOTAL				

\* Note: Total of Capital Improvement Program (last column) should equal Total Revenue in Question B.10, below

### 10. Financial-Revenues (Cash) to Fund Capital Improvements

Revenue Source	Amount (\$)		
	1999-2003	2002-2006	
Local Funds			
Federal Grants			
State Grants			
State Revolving Funds			
Other:			
Total Revenue (Cash) Generation			

### 11. Asset Management

A.	Does your utility currently depreciate its	assets?	Yes	No
----	--	---------	-----	----

- B. Are you in the process of developing an Asset Management System? \_\_\_\_\_Yes \_\_\_\_\_No - If yes, when do you expect it to be completed and implemented? \_\_\_\_\_\_
- C. What is the original book (i.e., undepreciated) value of your utility?
- D. If known, please specify the depreciated asset value of your utility:
- 12. Security: Estimate your current annual O&M costs and total future needs (capital and O&M) to address new security-related issues:

Current Annual O&M \$Costs (2001): \_\_\_\_\_ Future 5-Year \$ Needs (2002-2006 total): \_

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### PART C. USER RATE INFORMATION (Instructions)

### **Question 4**

If the primary means for determining a residential users' sewage volume is based on a percent of the metered water use, indicate what that percentage is in the blank for line B. If the primary means for determining a residential users sewage volume is not listed in lines A to E, please specify the means used in line F.

### Question 5

The sum of the percents listed for the three billing types should equal 100 percent. A bill based on a metered volume of water is a *meter rate bill*, even if the bill also includes a fixed flat charge component. A bill based on the number of plumbing fixtures or some other measurement of use or potential use is also a *meter rate bill*. A *flat rate bill* is a bill that is the same amount for all users regardless of the volume of sewage discharged. A *tax rate bill* is one based on the value of the property being served. A user charge may be included with a tax bill as a "meter rate bill" or "flat rate bill" and not be based on the value of the property being served. This is not a "tax rate bill" and is included only as an administrative billing convenience.

### **Question 8**

Include a copy of your domestic wastewater rate schedule with your response. Under the Flat Rate portion of this question, please provide the total costs charged for a 12-month period, not the flat rate. For example, if the flat rate for "Usage and I & I" is \$15.00 per month, the cost per year should be listed as \$180. If your agency has a flat rate for a service component not included in line A or B, specify the service component on line C.

### **Question 11**

If available, include a copy of your industrial wastewater rate schedule with your response. If the type of rate listed is not used by your agency, enter "N/A" in the blank provided.

### **Question 13**

Please indicate the primary billing frequency for your industrial users. If all industrial user bills are subject to a variable billing frequency based on use, indicate such and attach a schedule. If more frequent billing is used as an exception for only a few users, indicate the billing frequency used for the majority of users.

### **Question 14**

If your agency accepts other types of hauled wastes and has established rates for them, please attach a schedule of those rates to your response.

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PART C. **USER RATES** NOTE: If you need assistance interpreting questions, please call AMSA's Survey Consultant at 202/361-7446. 1. Agency Name: Address: 2. This Section of the Survey Completed by: Title: Fax: Phone: E-mail: NOTE TO ALL AGENCIES WHO PROVIDE EXCLUSIVELY WHOLESALE SERVICE: Complete this section of the survey using retail figures for users in the largest community you serve. **Residential Users** 3. Indicate the annual amount of water used for rate design for a single-family residential user. 1998: gallons per year OR cubic feet per year 2001: gallons per year OR \_\_\_\_\_ cubic feet per year In your system, what is the primary means for determining individual residential users' sewage volume 4. and/or charge? (Check only one) 1998 2001 A. 100% Metered Water B. % Metered Water C. Winter Metered Water D. Flat Rate E. Tax Rate F. Other: (specify: ) What percent of your residential single family customers are billed by: 5

Billing Method	1998 (percent)	2001
A. Meter Rate	%	
B. Flat Rate	%	
C. Tax Rate	%	

6. Is there a maximum charge for a residential single family?

1998:

2001: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, list the maximum charge: \$\_\_\_\_\_ per year

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1998

2001

- 7. Do you have a program in your community to assist those who can't pay their bill? (check all that apply)
  - A. Utility Collects Funds and Distributes Itself
  - B. Lifeline Rates
  - C. Other Community Agencies Provide Assistance
  - D. Other (specify: \_\_\_\_\_)
- 8. Please indicate rates for those billing methods used by your agency.

Billing Method	1998	2001
A. Flat Rate: Usage and I & I (\$/year)		
B. Flat Rate: Customer Service/Billing (\$/year)		
C. Flat Rate: Other: (\$/year)		
D. Volume Rate (\$/1,000 gallons)		
E. Volume Rate (\$/100 cubic feet)		
F. Tax Rate (per \$1,000 assessed value)		

9. What is the average and minimum annual total residential user sanitary sewer service charge (including ad valorem tax revenue applicable to sewerage service) for 2002? Do not include any charges for separate storm sewers or drainage systems. Include charges for combined sewerage systems.

	1999 Average:		2002 Average:		-
	1999 Minimum:		2002 Minimum:		_
w often	are your residential user	s billed? (Check one.	)		
1998:	Monthly	Bi-Monthly	Quarterly	Semi-Annually	Annually
2001:	Monthly	Bi-Monthly	Quarterly	_ Semi-Annually	Annually

### **Industrial Users**

10. How

11. List your rates for treating industrial wastewaters. If available, attach the rate schedule.

Industrial Billing Method	1998	2001
A. Flat Rate: Usage and I & I (\$/year)		
B. Flat Rate: Customer Service/Billing (\$/year)		
C. Volume Rate (\$/1,000 gallons)		
D. Volume Rate (\$/100 cubic feet)		
E. Other (specify)		

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Please provide any applicable comments concerning your industrial billing rate methods or charges:

### 12. Please list your rates for the following pollutants and indicate the concentrations that surcharges are calculated from.

Parameter	Rate (S	\$/pound)	Surcharge Concentration (mg/l)		
	1998	2001	1998	2001	
BOD					
COD					
CBOD					
Suspended Solids					
Ammonia Nitrogen					
TKN					
Total Phosphorus					
Fat, Oils &Greases					
Other:					
Other:					

13. How often are your industrial users billed? (Check one.)

 1998:
 Monthly
 Bi-Monthly
 Quarterly
 Semi-Annually
 Annually
 Varies

 2001:
 Monthly
 Bi-Monthly
 Quarterly
 Semi-Annually
 Annually
 Varies

If frequency of industrial user billing is based on use, please attach schedule.

14. Does your agency (or community) accept residential septic tank discharges? (Check one)

1998:

2001: Yes	No	If Yes, what is your charge:	\$ per 1,000 gallons
		OR annual flat rate charge:	\$ in 2001

15. Our current rates have been in effect since:

16. Is there capacity allocation at your facility to accommodate industrial users who have a seasonal discharge volume?1998:

2001: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, what is the rate(per 1,000 gallons)? \_\_\_\_\_

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### PART D. STAFFING & SALARY (Instructions)

### Question 3

The number of full time equivalent positions includes all employees who are engaged in the work of providing your agency's services. Staff expense includes the salaries and benefits for all employees who are engaged in the work of providing your agency's services. For services your agency receives from a department, that is part of a larger municipal government entity, include an estimate of the staff's salary, which benefits your agency and is paid for through your budget. Group your information according to the following instructions. If your records do not provide a breakdown of positions and costs as requested in this table, please provide your best estimate.

- <u>Administration</u> includes all executive staff, finance, billing and collections, engineering, information systems/technology, general counsel (legal), personnel and/or human resources, public relations, communications, customer service and clerical staff.
- <u>Collection</u> includes all operations and maintenance (O&M) staff for combined and separate sewer collection systems, including interceptors and pumping stations.
- <u>Treatment</u> includes all operations, maintenance, pretreatment/industrial waste, monitoring and laboratory/analysis staff involved in the treatment processes. Treatment processes include influent metering and sampling, screening and grit removal, primary, secondary, and tertiary treatment, and effluent filtration, disinfection and pumping. Treatment processes and functions do not include those for handling biosolids, which are defined below.
- <u>Biosolids</u> includes all operations, maintenance, monitoring and laboratory/analysis staff involved in the biosolids processes. Biosolids processes include all solids handling processes employed after primary sludge pumping and waste activated sludge pumping, including the processes to thicken, dewater, digest, incinerate, heat-dry, compost, transport and recycle biosolids.

### **Question 4**

Group all pump stations under your agency's authority by Type Of Pump Station (either separate sanitary system or combined system) and the number of shifts each day they are staffed by pump station operators.

In addition, indicate the total designed capacity for each pump station. For example, if your agency has three pump stations; one an unstaffed separate sanitary pump station, and two 24-hour staffed combined pump stations, **only** enter information in the *Unstaffed Operation* and *Always Staffed* rows.

### **Question 5**

Enter the data for each treatment plant at that plant's current level of treatment. For example, if you have a secondary plant that is comprised of primary treatment processes and secondary treatment processes, enter values only in the "Secondary" column. Secondary treatment plants have effluent BOD and suspended solids NPDES permit limits of 30 mg/L and 30 mg/L, respectively. Treatment plants with NPDES permit limits below 30/30, or limits for phosphorus or nitrogen, are considered to be tertiary plants for the purposes of this survey.

If your agency provides reclaimed water service as indicated in your response to question A.6, list the data for these plants in the "Reclaimed" column. If all wastewater is reclaimed, all information should be recorded in the "Reclaimed" column. If only a portion of your effluent is reclaimed, information should also be included in one of the other columns.

If a treatment plant's biosolids-related processes are located at the same site as the treatment plant, do not include them in the biosolids column in the table. Only biosolids plants that serve one or more treatment plants and are located at a site remote from a treatment plant should be included in the biosolids column.

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PART D.	STAFFING AND SALARY
NOTE:	If you need assistance interpreting questions, please call AMSA's Survey Consultant at 202/361-7446.
1. Agency	v Name:
Addres	s:
2. This Se	ction of the Survey Completed by:
Title:	
Phone:	Fax:
E-mail:	

### 3. Staffing Information

Staffing Function	Number of Equivalen	Full-Time t Positions	Staff E (	Expense \$)
	1998	2001	1998	2001
Administration				
Collection				
Treatment				
Biosolids				
TOTAL				

### 4. Collection System Staffing

Pump Station Staffing Schedule and Capacities		Separate Sewer	e Sanitary System	Combined Storm/Sanitary Sewer System	
		1998	2001	1998	2001
Unstaffed Operation (0 Shifts per Day)	# of Pump Stations				
(o binnis por Duy)	Total Capacity (MGD) <sup>1</sup>				
Only Staffed During Day (Only 1 Shift per Day)	# of Pump Stations				
(omj i omi por Duj)	Total Capacity (MGD) <sup>1</sup>				
Always Staffed (2 or 3 Shifts per Day)	# of Pump Stations				
	Total Capacity (MGD) <sup>1</sup>				

1. Total Capacity refers to the sum of the maximum pumping capacities at each pump station.

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5. Treatment Plant Operator Shift Schedules

Treatment Plant Staffing S	schedule and Capacities	Prin	nary	Secor	ndary	Terti	ary	Reclai	med	Biosc	olids
		1998	2001	1998	2001	1998	2001	1998	2001	1998	2001
I Instaffed Operation	# of Plants										
(0 Shifts per Day)	Design Capacity (MGD)										
	Avg. Daily Flow (MGD)										
Only Staffed During Day	# of Plants										
(Only 1 Shift per Day)	Design Capacity (MGD)										
	Avg. Daily Flow (MGD)										
Alterney Ctoffed	# of Plants										
(2 or 3 Shifts per Day)	Design Capacity (MGD)										
	Avg. Daily Flow (MGD)										

6. Licenses – What percent of your staff require licenses?

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- B. Plant Operators
- C. Maintenance Staff

%	%	%	<u>1998</u>
			<u>2001</u>

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7. Salary Information - Complete the salary chart below. Use positions at your agency which best fit the descriptions provided on the next page. If your agency does not have an equivalent position, enter "N/A."

Position	Position Title (if different from list)	Entry (Average Am	Level nual Salary \$)	Senior Level (Average Annual Salary \$)	
		1998	2001	1998	2001
Engineer					
Budget Analyst					
Operator (Non-Superintendent)					
Maintenance Worker					
Plant Superintendent					
Biologist/Chemist Lab Technician		·			
Field Crew (Pipeline Maintenance)					

### **Position Descriptions**

**Engineer** (entry level): Civil Engineer with a bachelors degree. Entry level professional, not a drafter, aide or other paraprofessional. Lowest salary applicable to a trained engineer.

**Engineer** (senior level): Civil Engineer with degree(s) and registration. Highest paid classification, an engineer working on technical tasks and usually supervising other engineers, but not a manager.

**Budget Analyst** (entry level): An analyst with a bachelors degree or equivalent with experience. Lowest professional position in series.

Budget Analyst (senior level): Highest level professional series. Not a manager.

**Operator**, **Non-Superintendent** (entry level): Lowest level operator, often an operator trainee.

**Operator, Non-Superintendent** (senior level): Operator with highest level of certification and with supervisory responsibility. Leadman or foreman but not superintendent or supervisor of plant (generally handles operations, but not maintenance or administration).

Maintenance Worker (entry level): Lowest paid employee responsible for plant maintenance.

Maintenance Worker (senior level): Crew leadman or foreman, but not supervisor.

**Plant Superintendent**: Supervisor responsible for the entire treatment plant's O&M and other associated duties, but not directly responsible for general utility management outside of the treatment plant.

**Biologist/Chemist/Lab Technician** (entry level): Lowest paid employee with a bachelors degree or equivalent. Lowest paid professional in series, but not including generalist semi-skilled employees that do technician or glassware preparation, etc.

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**Biologist/Chemist/Lab Technician** (senior level): Highest paid employee in series, has lead or supervisory responsibilities and is senior professional, but not manager.

**Field Crew** (entry level): Laborer responsible for fixing and cleaning pipelines and doing least-skilled work of pipeline repair crews.

Field Crew (senior level): Crew leadman or foreman.

### **THANK YOU FOR YOUR PARTICIPATION !**

### PLEASE COMPLETE SURVEY BY MAY 15, 2002.

### SURVEY CAN BE COMPLETED AND SUBMITTED ELECTRONICALLY ON THE WEB. ADDRESS IS: www.amsa-surveys.org

### **COMPLETED SURVEY CAN BE MAILED TO:**

Lisa Headley AMSA 1816 Jefferson Place, NW Washington, DC 20036 Phone: 202/833-3692

**COMPLETED SURVEY CAN BE FAXED TO:** 

Lisa Headley AMSA 202/833-4657