



Association of
Metropolitan
Sewerage Agencies

**2005 Financial Survey
Questionnaire**



2005 AMSA Financial Survey Questionnaire Survey Background

Background

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 2002.

Data collected on this questionnaire will be used to prepare the 2005 survey report. The report will present a comparative analysis of 2004-2005 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 a workgroup of the AMSA Utility Management Committee.

Survey Organization

The survey is divided into five basic sections:

- A) Utility Profile;
- B) Financial Information;
- C) User Rates;
- D) Staffing and Salary; and
- E) Energy Use and Costs (if data are available).

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.

Individualized Survey Forms

In order to facilitate responses to the survey, your agency's previous responses to the most recent *AMSA Financial Survey* (e.g., 2002) have been included on your agency's personalized survey form (if applicable). In some cases, where more recent data was available in the AMSA/WERF Cleanwater Central database, these values have been shown in lieu of past survey responses.

Survey Participation

Participation in the *AMSA Financial Survey* is entirely voluntary. The triennial report has provided our industry with a detailed snapshot of financial trends, operational trends, current user rates, and staffing salaries and expenses for the past 20 years. AMSA understands and appreciates the efforts involved in completing the survey form.

Online Survey Response

To facilitate survey participation, an online response form has been developed for you to submit your survey responses electronically. You may complete this survey via the web at: <http://www.cleanwatercentral.org>. To enter the web site, you will need your agency's Cleanwater Central™ user id and password (same as AMSA website user id and password), which can be obtained by contacting Mark Hoeke at mhoeke@bluewin.ch, or 202-361-7446.

Responses via hardcopy are also welcomed. You may complete this survey form and return it via U.S. mail or fax to the address or fax number listed.

General Instructions

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." While the survey questionnaire requests "2004" information, it is assumed that each responding agency will use data from its' most recently completed fiscal year.

Quality Control

To assure the most accurate data from each survey respondent, AMSA recommends 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 ensure coordinated responses between the five sections of the survey.

Questions?

If you have questions, or need technical assistance regarding the *Financial Survey* questionnaire, the Cleanwater Central online response form, or the survey methodology please contact:

Mark Hoeke
AMSA Consultant
Phone: 202/361-7446
Fax: 202/318-1472
mhoeke@bluewin.ch

Deadline for Response

Responses to this survey are requested by June 15, 2005.

Where to Submit Your Survey Response

Completed survey forms may be returned to:

Will Pettit
AMSA National Office
1816 Jefferson Place, NW
Washington, DC 20036

Or via FAX to:

Mark Hoeke
(FAX) 202-318-1472



2005 AMSA Financial Survey Questionnaire
Section A: Utility Profile - Instructions

A.1. Agency Name and Address

Please enter the name of your agency and administrative address if not already provided.

A.2. Quality Control Representative

Please indicate the person responsible for coordinating your agency's response to the survey including their phone and email. If necessary, this person will be contacted in the case of questions regarding the survey response.

A.3. Section A of the Survey Completed By:

Please indicate the person responsible for completing Section A of the survey. If necessary, this person will be contacted regarding your agency's responses to this section.

A.4. Customer/Service Area Description

Only include customers and service area for which your agency is responsible when responding to this question. For instance, if your agency only services a portion of an outlying community, only include that portion of the community. Do not double-count values in your wholesale and retail responses. For example, the total population your agency serves should be the sum of the wholesale and retail population served.

Population Served: Please indicate the actual residential population served (e.g., census-based) by your agency's wastewater services in both the wholesale and retail portions of your service area. Do not include commercial population equivalents.

Service Area: Please indicate the wholesale and retail land areas (square miles) served by the wastewater services of your utility. Only include geographical area of communities served.

Length of Sewers: Please indicate the length of sewers (miles) operated by your utility in your wholesale and retail service areas. Only include information for the sewer systems for which your agency is responsible. For example, if your agency is responsible for the interceptor system in an outlying area, but another local government is responsible for the collection system, only include information for the interceptor system in your answer.

Number of Customer Accounts: Indicate the number of wholesale and retail customer accounts (wastewater only).

Number of Retail Accounts Served by Wholesale Customers: Indicate the number of retail accounts served by your wholesale customers (wastewater service only).

A.5. Services Provided

Indicate with a checkmark all the services provided by your utility. Please note that all other questions on this survey (e.g., revenue generated), will only relate to the provision of wastewater services (collection, treatment, reclamation/reuse).

Reclaimed Wastewater/Effluent Reuse: This box 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.

A.6. Make-up of Flows

Please estimate source flows in million gallons per day (wastewater and storm water) that make up the average daily flow to all of the treatment plants operated by your agency.

Infiltration / Inflow: Infiltration includes the inflow of groundwater into a sewer as result of faults or damage in the sewer pipe or joints. Inflow includes unaccounted sanitary or stormwater flows into a separate sewer system via manholes, vent covers, cross-connections, etc.

A.7. Treatment Plants

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. If a facility attains higher removal of pollutants (e.g., phosphorus or nitrogen) beyond traditional secondary levels within the secondary treatment structures, indicate values in "Advanced Secondary" row. Respond in the "Tertiary" row if the plant has additional physical structures/units (e.g., filters), providing physical, chemical, or additional biological treatment to remove nutrients or other parameters.

Reclaimed Flow: If your agency provides reclaimed water service as indicated in your response to Question A.5, indicate the average daily flow reclaimed in the "Reclaimed" column, along with the total average daily flow treated in the "Average Daily Flow" column.

Biosolids: 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.

A.8. Disinfection Processes

Include all treatment plants and disinfection processes your agency operates in this table. Indicate the number of hours this type of disinfection was used. Also indicate the average daily flow-rate (MGD) disinfected during the hours it was used. Please note that due to security concerns, individual agency responses for this question will not be published in the final report, nor be available to report readers. These data will be reported in aggregate format only.

A.9. Influent / Effluent Quality

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 in lbs/day can be determined by multiplying the average daily flow of the treatment plant by the average influent (or effluent) concentration in mg/l of the pollutant, and then multiplying by 8.34. An example is shown below.

	Flow (MGD)	BOD Effluent (mg/l)	BOD Effluent (lbs/day)	Flow-Weighted Average (mg/l)
Plant 1	50	11.0	4587.0	
Plant 2	10	2.0	166.8	
TOTAL	60		4753.8	9.5

A.10. Biosolids Production/Disposal

Indicate the dry tons of biosolids produced per day for each reuse/disposal method. To obtain this number, multiply the sludge production in MGD times the solids concentration in mg/l times 8.34 and divide by 2000. If known, provide the percentage of biosolids meeting Class A and Class B requirements for each method used.

A.11. Pretreatment Trends

(see instructions for Question A.9 - Influent / Effluent Quality). Please report flow-weighted averages in micrograms per liter.

A.12. Management Systems

Indicate whether your utility implements, has implemented, or is considering implementation of an environmental or quality management system, or other similar program.



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Section A: Utility Profile

Please complete the questions below. Previous AMSA *Financial Survey* responses are shown in shaded areas. If your agency has recently updated baseline information in Cleanwater Central, these responses are shown in lieu of the historical *Financial Survey* responses (2004-05).

A.1. Agency Name and Address:

Agency Name:			
Address:			

A.2. Quality Control Representative For Entire Survey:

Quality Assurance Contact Name and Title:			
Phone:		Email:	

A.3. This Section of Survey Completed By:

Contact Name and Title:			
Phone:		Email:	

A.4. Customer / Service Area Description

A.4. Please complete the table below. Only include customers and service area for which your agency is responsible.

Category	Wholesale Customers <i>Your agency bills directly to communities or utilities</i>		Retail Customers <i>Your agency bills directly to individual customers</i>	
	2004		2004	
Population Served				
Separate Sanitary Sewer Service Area (square miles)				
Length of Separate Sanitary Sewers (miles)				
Combined Sewer Service Area (square miles)				
Length of Combined Sewers (miles)				
Number of Customer Accounts				
Number of Retail Accounts Served by Wholesale Cust.				

A.5. Services Provided

A.5. Please indicate the primary services provided by your Utility. Please note that all other questions on this survey will only relate to wastewater services provided (i.e., collection, interceptor, treatment, reclamation). (check all that apply).

	2004	
Collection System (incl. Pump Stations)	<input type="checkbox"/>	<input type="checkbox"/>
Interceptor (incl. Pump Stations)	<input type="checkbox"/>	<input type="checkbox"/>
Treatment (incl. Biosolids Disposal)	<input type="checkbox"/>	<input type="checkbox"/>
Reclaimed Wastewater / Effluent Reuse	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater	<input type="checkbox"/>	<input type="checkbox"/>
Wholesale Drinking Water	<input type="checkbox"/>	<input type="checkbox"/>
Drinking Water Distribution	<input type="checkbox"/>	<input type="checkbox"/>

A.6. Make-up of Flows

A.6. What source flows (wastewater and stormwater) make up the average daily flow (MGD) to your treatment plant(s)?

	2004 (MGD)	
A. Infiltration / Inflow		
B. Residential Wastewater		
C. Commercial & Industrial		
D. Stormwater Conveyed*		
E. Average Flow to Plant(s) (Sum of A through D)		

* Stormwater conveyed through combined sewer system to treatment plant

2005 AMSA Financial Survey Questionnaire (Section A – Utility Profile)

A.7. Treatment Plants

A.7. 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, and reclaimed flow, if any.

Plant Type by Level of Treatment	Number of Treatment Plants		Total Plant(s) Design Capacity (MGD)		Average Daily Flow (MGD)		Reclaimed Flow (MGD)	
	2004		2004		2004		2004	
Primary								
Secondary								
Advanced Secondary								
Tertiary								
Biosolids								
TOTAL								

A.8. Disinfection Processes

A.8. Include all treatment plants and disinfection processes your agency operates in this table. *Please Note:* Due to security concerns, individual agency responses for this question will not be published in the final report, nor be available to report readers. These data will be reported in aggregate format only.

Category	Number of Hours Used Per Year (8,760 if continuous)		Average Daily Flow Rate (MGD) Disinfected	
	2004		2004	
Free Chlorine Gas				
Chlorine				
Sodium Hypochlorite				
UV Treatment				
Ozone Treatment				
<i>Please indicate response with a checkmark</i>			Yes	No
Does your agency have a planned phase-out of gaseous chlorine?			<input type="checkbox"/>	<input type="checkbox"/>

A.9. Influent / Effluent Quality

A.9. List each average influent or effluent concentration as a total flow-weighted average in milligrams per liter (mg/l) of all treatment plants.

Parameter	Influent (mg/l)		Effluent (mg/l)	
	2004		2004	
BOD				
COD				
CBOD				
Suspended Solids				
Ammonia Nitrogen				
TKN				
Total Phosphorus				
Residual Chlorine				
FOGs				

A.10. Biosolids Production/Disposal

A.10. Please indicate the dry tons of biosolids produced per day. In addition, please indicate the quantity of biosolids disposed/reused for each disposal/reuse method. If known, provide a percentage of biosolids meeting Class A and Class B requirements for each method used.

Biosolids Production / Reuse / Disposal	Dry Tons Per Day		Percent (%) Class A		Percent (%) Class B	
	2004		2004		2004	
Biosolids Produced						
Method of Reuse / Disposal						
Land Application						
Composting						
Landfilling						
Heat Drying / Pelletization						
Incineration						
Surface Disposal (Monofill)						
Other (_____)						

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A.11. Pretreatment Trends

A.11. List each influent concentration as a total flow-weighted average in micrograms per liter (ug/l) of all treatment plants.

Parameter	Influent Concentration (ug/l)	
	2004	
Cadmium		
Total Chromium		
Copper		
Lead		
Mercury		
Nickel		
Silver		
Zinc		

A.12. Management Systems

A.12. Please indicate whether your utility is implementing, has implemented, or is considering implementation of an environmental/quality management system. (Check applicable)

	Considering	Implementing or Implemented
ISO 9000 or 14000 series	<input type="checkbox"/>	<input type="checkbox"/>
AWWA/WEF Qualserve	<input type="checkbox"/>	<input type="checkbox"/>
National Biosolids Partnership EMS	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

A.13. Other Comments

A.13. Please provide any additional comments or clarifications concerning responses in Section A. Attach pages if necessary.



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Section B: Financial Information - Instructions

B.1. Section B of the Survey Completed By:

Please indicate the person responsible for completing Section B of the survey. If necessary, this person will be contacted regarding your agency's responses to this section.

B.2. Revenue (Wastewater Services)

Please show all the sources and amounts of revenue for funding the agency's wastewater services. If you cannot separate revenue between water and wastewater services, please skip to Question B.3. If possible, please indicate the percentage of revenue from each source that is used to fund O&M, Capital Improvements, and Debt Service (in 2004 or in the future).

User Charges include any user charge associated with the provision of wastewater services, except as specified in more detail below (e.g., assessments, hook-up fees, etc.). For industrial and commercial users, these charges would include surcharges for extra-strength waste streams.

Ad Valorem Taxes include funding for wastewater services derived from taxes levied on real estate or personal property.

Product Sales include revenues from the sale of biosolids products, reclaimed water, electricity, laboratory services, etc.

Special Operating Cost Levies include 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.

Assessments include revenues from a specific group or geographical area of users that benefit from wastewater infrastructure constructed for a specific purpose, or for the benefit of a defined area.

Permits and Inspection Fees include revenues from commercial or industrial users, or septage haulers, for permit issuance and renewals, and compliance monitoring activities.

Hook-up Fees are revenues from one-time charges against new users. These fees are typically used to offset the cost of capital improvements associated with the expansion of the system or the capital cost of currently available capacity.

Penalties include late payment fees, interest on payments due, revenue derived from enforcement activities (do not include surcharges for extra-strength waste – see User Charges), etc.

Interest Earned includes earnings on investments used to fund wastewater services.

Developer/Owner Contributions include components of a wastewater system financed/constructed by a developer (e.g., collection system and lift station of a new subdivision) and provided to the utility. These may include contributions or payments made to help fund capital improvements needed to extend service to newly developed areas.

Federal Grants include funding from any U.S. government agency or department (e.g., U.S. EPA, U.S. HUD, USDA) without a repayment requirement.

State Grants include funding from any state government agency or department without a repayment requirement.

State Revolving Fund Loans include any state revolving fund loan proceeds realized in 2004.

Bond and Other Debt Instrument Proceeds include the amount of revenue realized in 2004 from your agency's debt financing activities as Revenue Bond, General Obligation (G.O.) Bond, or Other Debt Instrument (e.g., commercial paper) proceeds. Proceeds realized from bonds issued to a state as part of the SRF process should be included with the SRF loans, and not included here

Reserve Transfers include restricted or unrestricted reserves, funded from revenues of prior years that were used to fund capital improvements, operations and maintenance, or debt service in 2004.

All Other: Please include revenues from any other sources not categorized above used to fund wastewater services.

B.3. Expenditures

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

Operations and Maintenance (O&M) expenses are the day-to-day costs of providing your agency's services. Including, labor, payroll taxes, retirement system contributions, insurance premiums, electrical 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.

Capital Improvement expenses include:

- Capital asset replacement 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.
- Capital asset acquisition 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.
- Capital facility expansion 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.

Debt Service expenses include the principal and interest paid on borrowed funds.

PILOT or Franchise Fees: Payments in Lieu of Taxes (PILOT) are payments made by a public utility to finance goods or services provided by a city/county government and are similar to the tax payments that would be made by a private utility. Franchise fees are charges levied by a city/county government on a utility for the use of city/county streets and right of ways, and other properties for locating pipes, access points, etc., and for the right to do business in the city/county. These fees should be considered an O&M expense when responding to Question B.2

Miscellaneous and Other: Please include other expenditures not covered under O&M, capital improvement, debt service, or PILOT/franchise fees. Any such expense should be considered an O&M expense when responding to Question B.2.

2005 AMSA Financial Survey Questionnaire (Section B – Instructions)

B.4. Reserve Payments

If your agency transferred any 2004 revenue realized for wastewater services to reserve funds, please indicate the amount.

B.5. Operation and Maintenance Expenses

When filling out the table for this question, include all operation and maintenance costs as they are defined for Question B.3. If your cost accounting system does not have the breakdown of costs as requested in this table, please provide your best estimates.

Functional Categories (Columns)

Administrative 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 Systems functions include all operations and maintenance for combined and separate sewer collection systems, including interceptors and pumping/lift stations.

Treatment functions include all operations, maintenance, pretreatment/industrial waste, monitoring and laboratory/analysis associated with 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 does not include those processes and functions for handling biosolids, which are listed as a separate functional category.

Biosolids Management functions include all solids handling after primary 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.

Cost Categories (Rows)

Wages and Salary: Direct labor for hourly and salaried staff, including overtime, and payroll taxes.

Benefits: Medical, retirement system contributions, pension contributions, life insurance, and vacation or sick leave payout.

Chemicals: Cost of chemical supply purchase, transport, and disposal (if applicable).

Electric Power: Cost of purchasing electric power from another utility or another department.

Other Utilities: Cost of natural gas, telephone, water, etc.

Supplies and Materials: Includes replacement parts and supplies (parts, lubricants, grease, fuel, etc.), including office supplies.

General Services Provided by Other Departments: General services performed by another government department including Finance, Human Resources, Payroll, General Government, Legal Services, Billing, Fleet Management, etc.

Private Sector Services: Cost of services for Fleet Management, Biosolids Processing, Plant Operations, Collection System Operations, Repair Services, Laboratory Services, etc.

Utility Management: Includes permit fees, advertisements, public relations, travel and mileage expenses, reference materials, postage and delivery services, bad debt expense, utility membership fees, PILOT or franchise fees, training, and

staff career advancement costs (paid tuition, license fees, professional subscriptions, etc.).

Depreciation: If your agency either depreciates assets, and/or funds depreciation expense, please indicate the amount of depreciation expense for wastewater capital in 2004.

Other Costs: All other costs not within the cost categories given.

B.6. Long-Term Debt

Please indicate debt service costs for 2004 and total outstanding debt as of January 1, 2005 for each borrowing mechanism utilized by your agency.

B.7. Delinquent Account Write-Off

Please indicate the annual bad-debt write-off for 2004 in dollars and as a percentage of total revenues collected for wastewater services. Please also indicate the methods used by your agency to collect late or overdue payments from customers.

B.8. Security Costs

Annual O&M Costs: Please include the cost of personnel, training activities, emergency supplies, operation of monitoring systems, etc. that enhance your agency's security-preparedness to detect, prevent, or respond to a purposeful attack on your utility or that makes use of your utility's infrastructure to attack another target.

5-Year Capital and O&M Needs: Please include O&M related costs as described above, and cost of equipment, materials, vehicles, monitoring systems, etc. that enhance your agency's security-preparedness to detect, prevent, or respond to a purposeful attack on your utility or that makes use of your utility's infrastructure to attack another target.

Comprehensive Vulnerability Assessment: Please indicate whether your utility has completed a comprehensive vulnerability assessment using the methodology defined in VSAT™ for water and wastewater utilities, or using another similar protocol.

Costs Due to Increased Threat Levels: Please indicate whether your agency has experienced increased costs due to elevated threat levels (yellow), or when the threat level rises (from yellow to orange).

B.9. Needs and 5-Year Capital Improvement Program

Total 5-Year Needs: Please indicate the total needs for each capital improvement need category for 2005-2009.

5-Year Capital Improvement Program Budget: Please indicate anticipated capital expenses based on your agency's 5-Year CIP budget for the different capital improvement needs categories.

For the purpose of this survey, Needs categories follow U.S. EPA Needs survey definitions as follows:

Secondary Treatment (new): The minimum level of treatment that must be maintained by all treatment facilities except those facilities granted waivers of Secondary Treatment for Marine Discharges under section 301(h) of the Clean Water Act. Treatment levels are specific in terms of the concentration of conventional pollutants in the wastewater effluent discharged from a facility after treatment. Secondary treatment typically requires a treatment level that will produce an effluent quality of 30 mg/L of both BOD₅ and total suspended solids, although secondary treatment levels required for some lagoon systems may be less stringent than this. In addition, the secondary treatment must remove 85 percent of BOD₅ and total suspended solids from the influent wastewater. Needs necessary to achieve a secondary treatment level should be included in this category.

Advanced Wastewater Treatment (new): A level of treatment that is more stringent than secondary treatment or produces a significant

2005 AMSA Financial Survey Questionnaire (Section B – Instructions)

reduction in non-conventional pollutants present in the wastewater treated by a facility. Needs reported in this category are necessary to attain incremental reductions in pollutant concentrations beyond basic secondary treatment (referring back to Question A.7, this would include advanced secondary and tertiary treatment facilities).

Infiltration/Inflow Correction: Control of the problem of penetration into a sewer system of water other than wastewater from the ground through such means as defective pipes or manholes (infiltration) or from sources such as drains, storm sewers, and other improper entries into the system (inflow). Included in this category are costs for correction of sewer system infiltration/inflow problems. Costs are also reported for preliminary sewer system analysis and for detailed sewer system evaluation surveys.

Replacement/Rehabilitation: Reinforcement or reconstruction of structurally deteriorating sewers, pumping stations, and treatment facilities. This category includes cost estimates for rehabilitation of existing sewer systems beyond those for normal maintenance. Costs are reported if the corrective actions are necessary to maintain the structural integrity of the system.

New Collector Sewers and Appurtenances: Pipes used to collect and carry wastewater from a sanitary or industrial wastewater source to an interceptor sewer that will convey the wastewater to a treatment facility. The needs in this category include the costs of constructing new collector sewer systems and appurtenances

New Interceptor Sewers and Appurtenances: Major sewer lines receiving wastewater flows from collector sewers. The interceptor sewer carries wastewater directly to the treatment facility or to another interceptor. The needs in this category include costs for constructing new interceptor sewers and pumping stations necessary for conveying wastewater from collection sewer systems to a treatment facility or to another interceptor sewer. Costs for relief sewers should be included in this category.

Combined Sewer Overflow (CSO) Correction: Measures used to achieve water quality objectives by preventing or controlling periodic discharges of a mixture of storm water and untreated wastewater (combined sewer overflows) that occur when the capacity of a sewer system is exceeded during a rainstorm. This category does not include costs for overflow control allocatable to flood control or drainage improvement, or for treatment or control of storm water in separate storm and drainage systems.

Air Toxics/Air Quality: Costs of installation, replacement, repair, or rehabilitation of air quality monitoring or control equipment either within the collection system or at the treatment facility.

Sanitary Sewer Overflow (SSO) Correction: If possible, estimate the 5-Year Needs and 5-Year CIP (in dollars) relating to the prevention or control of Sanitary Sewer Overflows (SSOs). These SSO correction Needs are expected to include/overlap costs already reported in the Needs/CIP categories previously in this question, and may be composed of costs from a combination of these categories/projects (e.g., I/I correction, new collector sewers, plant rehabilitation, etc.). Cost for the construction or rehabilitation of peak excess flow treatment facilities (i.e., wet weather treatment facilities) should be included if applicable. Do not include collection system or treatment facility O&M expenses in this cost estimate.

B.10. Asset Management System Implementation

Questions B.10 to B.14 are intended to provide data that can be used over time to assess the level of use of structured asset management systems within the wastewater industry. Terms

used in the following questions are defined in more detail in the AMSA publication, *"Managing Public Infrastructure Assets."*

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."

B.11. Maintenance Management

Planned or "proactive" maintenance includes maintenance performed at planned or scheduled intervals to prevent, minimize, or delay failures or shutdowns that result in unplanned maintenance activities or to ensure continued, efficient asset operation and to prolong asset life. Corrective or reactive maintenance includes maintenance performed following a failure or shutdown and involves activities necessary to repair or restore assets or systems of assets to a satisfactory condition or level of performance.

B.12. Asset Inventory

Please summarize the status of determining what assets your agency currently owns. In each box, indicate the percent of the information available at this time. If your agency does not have a listed asset type, enter "NA" in the "List of Assets" column.

B.13. Asset Condition

In each box, indicate the percent of the information available at this time.

B.14. Supported Planning/Analysis Tools

The modified GASB approach requires: 1) a determination of assessed physical condition of infrastructure assets every three years, 2) descriptions of the criteria used to measure and report asset condition, 3) descriptions of condition levels at which assets will be maintained, 4) comparison of dollar amounts estimated to maintain targeted asset condition with actual expenses for at least the past five years.

B.15. Fiscal Year End Date

Please indicate the last day of your fiscal year that ended in 2004 (e.g., March 31, June 30, September 30, December 31, etc.).

B.16. Assets (Wastewater)

Please indicate asset values as shown on your agency or department's financial statements (balance sheet) for the fiscal year that ended in 2004. For example, if your fiscal year ends June 30, please indicate asset values as of June 30, 2004 as shown on your financial statements.

B.17. Liabilities (Wastewater)

Please indicate liabilities as shown on your agency or department's financial statements (balance sheet) for the fiscal year that ended in 2004. For example, if your fiscal year ends June 30, please indicate liabilities as of June 30, 2004 as shown on your financial statements.

B.18. Net Assets (Wastewater)

Please indicate net asset values as shown on your agency or department's financial statements for the fiscal year that ended in 2004. For example, if your fiscal year ends June 30, please indicate asset values as of June 30, 2004 as shown on your financial statements.

B.19. Consolidated Statement of Revenues, Expenses, and Changes in Net Assets/Fund Balances

Please indicate the total operating and non-operating revenues/expenses, contributions, and changes in net assets or fund balance for the fiscal year ending in 2004.



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Section B: Financial Information

Please complete the questions below for your agency. Previous AMSA *Financial Survey* responses are shown in shaded areas. While the survey questionnaire indicates "2004," it is assumed that each respondent will use data from their most recently completed fiscal year.

B.1. This Section of Survey Completed By:

Contact Name and Title:			
Phone:		Email:	

B.2. Revenue (Wastewater Services)

B.2. Please indicate the sources of operating revenue for the provision of wastewater services in 2004. If possible, please indicate the percentage of revenue from each source that is used to fund O&M, Capital Improvements, and Debt Service.

Revenue Sources	2004 TOTAL (\$)	Operation and Maintenance Expense (%)	Capital Improvements Expense (%)	Debt Service Expense (%)
User Charges				
Ad Valorem Taxes				
Product Sales				
Special Operating Cost Levies				
Assessments				
Permits and Inspection Fees				
Hookup Fees				
Penalties				
Interest Earned				
Developer/Owner Contributions				
Federal Grants				
State Grants				
State Revolving Fund Loans				
Revenue Bond Proceeds				
G.O. Bond Proceeds				
Other Debt Instrument Proceeds				
Reserve Transfers				
All Other				
TOTAL				

B.3. Expenditures (Wastewater Services)

B.3. Of the total revenues listed in Question B.2, how much was spent in each of these categories in 2004?

	2004 (\$)
Operation and Maintenance	
Capital Improvements	
Debt Service	
PILOT or Franchise Fees	
Miscellaneous and Other	
TOTAL EXPENDITURES	

B.4. Reserves (Wastewater Services)

B.4. Please indicate the amount of reserve payments (e.g., excess or restricted revenue realized in 2004 but not spent) for 2004.

	2004 (\$)
Reserves Payments	
Do Total Revenues in Question B.2 equal the Total Expenditures in Question B.3 plus Reserve Payments listed above? If no, please provide a short explanation.	
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/>

2005 AMSA Financial Survey Questionnaire (Section B – Financial Information)

B.5. Operation and Maintenance Expenses (Wastewater Services Only)

B.5. Please indicate operation and maintenance costs for providing wastewater services in 2004 (do not include storm drainage, solid waste, and other services). Please respond in dollars (\$).

Cost Category	Year	Total Operating Expenses	Administration and Overhead	Collection Systems	Treatment	Biosolids Management
Wages and Salary	2004					
Benefits	2004					
Chemicals	2004					
Electric Power	2004					
Other Utilities	2004					
Supplies and Materials	2004					
Services Provided by Other Departments	2004					
Private Sector Services	2004					
Utility Management	2004					
Depreciation	2004					
Other Costs	2004					
TOTAL	2004					

B.6. Long-Term Debt

B.6. Please complete the table below.

Borrowing Mechanism	Debt Service (\$) (Principal and Interest Expense)		Outstanding Debt (\$) on January 1, 2005	
	2004		2004	
G.O. Bonds				
Revenue Bonds				
State Revolving Fund Loans				
Other: (specify: _____)				
TOTAL				

2005 AMSA Financial Survey Questionnaire (Section B – Financial Information)

B.7. Delinquent Account Write-Off		
B.7. What was your utility's annual delinquent account write-off (bad debt expense) for:		
2004 (\$): _____ Percent of Revenue? _____		
If customers do not pay their bills within the time frame specified by the utility (e.g., 3 billing cycles), do you (check all applicable)		
		2004
Shut off water service	<input type="checkbox"/>	<input type="checkbox"/>
Shut of sewer service	<input type="checkbox"/>	<input type="checkbox"/>
Place a lien on the property	<input type="checkbox"/>	<input type="checkbox"/>
Notify collection agency	<input type="checkbox"/>	<input type="checkbox"/>
Notify credit bureau	<input type="checkbox"/>	<input type="checkbox"/>
Write off to bad debts	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

B.8. Security Costs		
B.8. Please estimate annual O&M costs and 5-year capital and O&M needs to address security-related issues.		
		2004 (\$)
Annual security-related O&M costs		
		2005-2009
5-year capital and O&M needs related to security issues (\$)		
	Yes	No
Has your agency completed a comprehensive vulnerability assessment?	<input type="checkbox"/>	<input type="checkbox"/>
If not, please indicate reason(s) below (check all that apply):		
<input type="checkbox"/> Underway, but not completed <input type="checkbox"/> Cost or funding issues <input type="checkbox"/> Expertise or staff resource allocation issues <input type="checkbox"/> Availability of tools <input type="checkbox"/> Other (specify: _____)		
	Yes	No
Does your agency's security-related costs increase with increased national threat levels?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please estimate the increased costs when level rises from: (\$ per event)		
- Yellow to Orange		
- Green to Yellow (low risk to elevated level)		

B.9. Needs and 5-Year Capital Improvement Program				
B.9. Please complete the table below in 2005 dollars.				
Category	Total 5-Year Needs 2005-2009 (\$)		5-Year Capital Improvement Program Budget 2005-2009 (\$)	
	2005-2009		2005-2009	
Primary Treatment				
Secondary Treatment				
Advanced Treatment				
Infiltration / Inflow Correction				
Replacement / Rehabilitation				
- Sewers and Pumping Stations				
- Treatment Facilities				
New Collector Sewers				
New Interceptors				
Combined Sewer Overflows				
Air Toxics/Air Quality				
Other				
TOTAL				
If possible, estimate the 5-Year Needs and 5-Year CIP (in dollars) for projects relating to the prevention or control of SSOs below. These may overlap/include a combination of dollar amounts from several needs/CIP categories listed above, and may include items such as the construction or rehabilitation of wet weather treatment facilities in separate sanitary sewer systems.				
	2005-2009 Needs (\$)		2005-2009 CIP (\$)	
Sanitary Sewer Overflows Correction				

2005 AMSA Financial Survey Questionnaire (Section B – Financial Information)

Questions B.10 to B.14 of this section are intended to provide data that can be used over time to assess the level of use of structured asset management systems within the wastewater industry. Terms used in the following questions are defined in more detail in the AMSA publication, "Managing Public Infrastructure Assets."

B.10. Asset Management System Implementation		
B.10. Please indicate response with a checkmark.		
	Yes	No
Has your agency implemented or begun to implement an asset management system?	<input type="checkbox"/>	<input type="checkbox"/>
Is asset management identified in your strategic plan or business plan as a strategic initiative?	<input type="checkbox"/>	<input type="checkbox"/>
Does your agency fund depreciation?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If your agency does not plan to implement an asset management system, please skip to question 15 in Section B.</i>		

B.11. Maintenance Management		
B.11. Please indicate response with a checkmark in the yes or no box.		
	Yes	No
Does your agency utilize a computerized maintenance management system?	<input type="checkbox"/>	<input type="checkbox"/>
What percent of your maintenance work is planned and proactive versus reactive?		
Percent		
Percentage Planned/Proactive		
Percentage Reactive		

B.12. Asset Inventory							
B.12. The following table is intended to summarize the status of determining what assets your agency currently owns. In each box, indicate the <u>percent</u> of the information available at this time. If your agency does not have a listed asset type, enter "NA" in the "List of Assets" column.							
INDICATE PERCENT (%) OF INFORMATION AVAILABLE ONLY							
Asset Type	List of Assets	Service Life		Original Cost	Replacement Cost	Annual O&M Cost	Repair and Rehab Cost
		Original	Remaining				
Collection System Sewers							
Interceptor Sewers							
Force Mains							
Pump Station Structures							
Pump Station Equipment							
Treatment Plant Structures							
Treatment Plant Equipment							

B.13. Asset Condition				
B.13. The following table is intended to summarize the status of determining the condition of your agency's assets. In each box, indicate the <u>percent</u> of the information available at this time.				
INDICATE PERCENT (%) OF INFORMATION AVAILABLE ONLY				
Asset Type	Condition Assessment	Performance Assessment	Criticality Analysis	Target Condition
Collection System Sewers				
Interceptor Sewers				
Force Mains				
Pump Station Structures				
Pump Station Equipment				
Treatment Plant Structures				
Treatment Plant Equipment				

B.14. Supported Planning/Analysis Tools		
B.14. Please indicate response with a checkmark in the yes or no box.		
	Yes	No
Does your asset management system provide information for your current capital improvement program?	<input type="checkbox"/>	<input type="checkbox"/>
Does your asset management system support the modified approach of GASB 34?	<input type="checkbox"/>	<input type="checkbox"/>

2005 AMSA Financial Survey Questionnaire (Section B – Financial Information)

BALANCE SHEET AT FISCAL YEAR END DATE IN 2004

B.15. Fiscal Year End Date	
B.15. What is your fiscal year end date?	

B.16. Assets (Wastewater)	
B.16. Please indicate asset values as shown on your agency or department's financial statements for the most recently completed fiscal year.	
Assets	Fiscal Year end
Current and Restricted Assets	
Cash and Cash Equivalents	
Accounts Receivable	
Inventories	
Investments	
Prepaid Expenses	
Current Restricted Assets	
Other Current Assets	
TOTAL CURRENT ASSETS	
Capital and Noncurrent Assets	
Land and Easements	
Buildings	
Machinery and Equipment	
Improvements other than Buildings	
Construction in Progress	
Other Property, Plant, Equipment	
Less: accumulated depreciation	
Net Capital Assets	
Other Noncurrent Assets	
TOTAL NONCURRENT ASSETS	
TOTAL ASSETS	

B.17. Liabilities (Wastewater)	
B.17. Indicate liabilities as shown on your agency or department's financial statements for the most recently completed fiscal year	
Liabilities	Fiscal Year end
Current Liabilities	
Accounts Payable and Accrued Expenses	
Accrued Interest Payable	
Current Bonds and Loans Payable	
Prepaid Expenses	
Other Current Liabilities	
Long-Term Liabilities	
Bonds and Loans Payable	
Other Long-Term Liabilities	
TOTAL LIABILITIES	

B.18. Net Assets (Wastewater)	
B.18. Please indicate net asset value as shown on your agency or department's financial statements for the most recently completed fiscal year.	
Net Assets	Fiscal Year end
Net Assets	
Invested in Capital Assets, net of related debt	
Restricted for Capital Projects	
Restricted for Debt Service	
Restricted for Renewal and Replacement	
Other Restricted	
Unrestricted	
TOTAL NET ASSETS	

B.19. CONSOLIDATED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS/FUND BALANCE	
B.19. Please indicate the total operating and non-operating revenues/expenses, contributions, and changes in net assets or fund balance for the most recently completed fiscal year.	
	Fiscal Year end
Revenues	
Operating Revenue	
Interest Income	
Other Non-Operating Income	
Expenses	
Operating Expenses	
Depreciation	
Special and Extraordinary Items	
Other Non-Operating Expense	
Capital Contributions	
Property Owner Assessments, Developer Contributions, etc.	
CHANGE IN NET ASSETS/FUND BALANCE	



2005 AMSA Financial Survey Questionnaire

Section C: User Rates - Instructions

C.1. Section C of the Survey Completed By:

Please indicate the person responsible for completing Section C of the survey. If necessary, this person will be contacted regarding your agency's responses to this section.

C.2. Current Rates

Please indicate the date of the last rate change.

C.3. Rate Design

Please indicate the annual water usage volume (i.e., to derive a volume of wastewater discharged) for a single-family residence. Typically used to determine projected revenues.

C.4. Sewage Volume Determination

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 2. If the primary means for determining a residential users charge is not listed, please specify the means used in the last row "Other."

C.5. Billing Method

The sum of the percents listed for the three billing types should equal 100 percent.

Meter Rate: A bill based on a metered volume of water, 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 considered a meter rate bill.

Flat Rate: A bill that is the same amount for all users regardless of the volume of sewage discharged.

Tax Rate: A bill based on the value of the property being served.

Please note that 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 considered a "tax rate bill" and is included on the tax bill only as an administrative billing convenience.

C.6. Community Assistance

Please indicate whether your agency has programs designed to assist customers on fixed incomes.

Utility Collects Funds and Distributes: Your utility requests voluntary donations from customers to assist needy customers who are unable to pay their wastewater bills.

Lifeline Rates/Bill Discounts: Low income-qualifying ratepayers are eligible for a lower rate or bill discount.

Other Community Agencies Provide Assistance: Your utility has made arrangements with other community assistance groups/programs and provides referrals to needy customers.

Payment Plans: Your utility provides the ability to set up payment plans with extended payment periods for needy customers.

C.7. Rates By Billing Method

Please indicate whether different rates apply inside versus outside city limits. 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. Also, please indicate whether volume rates are based on an ascending, descending, or uniform rate structure.

Flat Rate - Usage and Infiltration & Inflow (I/I): Fixed user charge for an average single-family residential user designed to recover the costs of conveyance and treatment services.

Flat Rate - Customer Service/Billing Charge: Fixed user charge designed to recover individual customer service and meter billing

costs. These costs are not designed to recover conveyance or treatment costs.

Other Flat Charges: A flat/fixed unit charge based on dwelling size, dwelling type, existence of a disposal unit, number of bedrooms, etc.

Volume Rate: Charges per gallon or cubic foot of wastewater discharged. Volume rates can be uniform (fixed irrespective of quantity of wastewater discharged), or can increase or decrease with increased wastewater volume.

Tax Rate: For the purposes of this survey, please list the tax rate charge per \$1,000 of assessed value (ad valorem tax).

C.8. Maximum Annual Charge

Please indicate if your agency implements a maximum residential single-family sewer service charge. For example, if your wastewater rate structure allows for non-sewer use by assuming that any usage above a given volume is not discharged to the sanitary sewer system. If your agency implements a flat rate, please indicate maximum as such.

C.9. Average and Minimum Service Charges

Please indicate the average and minimum annual total residential user sanitary sewer service charge (including ad valorem tax revenue applicable to sewerage service) for 2005. Do not include any charges for separate storm sewers or drainage systems. Include charges for combined sewerage systems. In the second part of this question, estimate the annual charge for a single-family residential user at a water usage of 7,500 gallons (120 ccf) per month.

C.10. Residential Fees

Residential Connection Fee: Charge a residential customer pays to have sewer service installed (e.g., cost of connecting house lateral).

Residential Facility/ hookup Fee: One-time fees collected used to offset capital improvements associated with the expansion of the system. If variable, please indicate an average fee.

Late Fee: Please indicate the amount charged for overdue sewer bill either as a flat fee or as a percent of the overdue amount.

New Account Fee: Please indicate the administrative fee charged to establish a new residential account.

C.11. Residential Billing Frequency

Indicate the primary billing frequency for your residential users.

C.12. Industrial Volume Rates

Please list your volume rates for treating industrial wastewaters.

C.13. Extra Strength Charges

Rate (\$/pound): Please indicate the rate in dollars per pound discharged (above surcharge concentration) for each pollutant listed.

Surcharge Concentration (mg/l): Please indicate the "floor" or "threshold" concentration above which high strength surcharges are applied. If users are charged for the total mass discharged of a given pollutant, indicate a 0 mg/l surcharge concentration.

C.14. Industrial Billing Frequency

Please indicate the primary billing frequency for your industrial users. If more frequent billing is used as an exception for only a few users, indicate the billing frequency used for the majority of users.

C.15. Septic Tank Discharges

If applicable, please indicate rates for trucked residential septic tank discharges in either dollars per 1,000 gallons, or annual flat rate.

C.16. Reclaimed Water Rates

If applicable, please list your reclaimed water rates, or attach a schedule.



2005 AMSA Financial Survey Questionnaire
Section C: User Rates

Please complete the questions below. Previous AMSA *Financial Survey* responses are shown in shaded areas.

C.1. This Section of Survey Completed By:

Contact Name and Title:			
Phone:		Email:	

C.2. Current Rates

C.2. *Our current rates have been in effect since.*
 (Indicate Date): _____

C.3. Rate Design

C.3. *Indicate the annual amount of water used for rate design for a single-family residential user.*

2004

Gallons Per Year		
OR Cubic Feet Per Year		

C.4. Sewage Volume Determination

C.4. *In your system, what is the primary means for determining individual residential users' sewage volume and/or charge? (Check only one).*

2004

100% Metered Water	<input type="checkbox"/>	<input type="checkbox"/>
_____ % Metered Water	<input type="checkbox"/>	<input type="checkbox"/>
Winter Metered Water	<input type="checkbox"/>	<input type="checkbox"/>
Flat Rate	<input type="checkbox"/>	<input type="checkbox"/>
Tax Rate	<input type="checkbox"/>	<input type="checkbox"/>
Other: (specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>

C.5. Billing Method

C.5. *What percent of your residential single-family customers are billed by:*

2004 (%)

Meter Rate		
Flat Rate		
Tax Rate		

C.6. Community Assistance

C.6. *Do you have a program in your community to assist those who can't pay their bill? (check all that apply).*

2004

Utility Collects Funds and Distributes	<input type="checkbox"/>	<input type="checkbox"/>
Lifeline Rates/Bill Discounts	<input type="checkbox"/>	<input type="checkbox"/>
Other Community Agencies Provide	<input type="checkbox"/>	<input type="checkbox"/>
Payment Plans	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>

C.7. Rates By Billing Method

C.7. *Please indicate rates for those billing methods used by your agency for residential users. Please indicate if different rates are applied within city limits versus outside city limits. If same, you need to only complete one column.*

Billing Method	Inside City		Outside City	
	2004		2004	
Flat Rate: Usage and I&I (\$/year)				
Flat Rate: Customer Service/Billing Charge (\$/yr)				
Flat Rate : Other: _____ (\$/yr)				
Volume Rate (\$/1,000 gallons) OR				
Volume Rate (\$/100 cubic feet)				
Tax Rate (per \$1,000 assessed value)				
Unit Charge: _____				

Please indicate the type of volume rate structure implemented (check if applicable).

Ascending

Descending

Uniform

2005 AMSA Financial Survey Questionnaire (Section C – Rates)

C.8. Maximum Annual Charge		
C.8. Is there a maximum annual charge for a residential single family (please check yes or no).		
2004: Yes: _____ No: _____		
(If yes, please indicate charge below).		
		2004
Maximum Charge (\$)		

C.10. Residential Fees	
C.10. Please indicate applicable fees for residential service.	
Fee	2004
Residential Connection Fee (\$)	
Residential Facility/ hookup Fee (\$)	
New Account Fee	
Late Fee (overdue bill)	
- as a Flat Fee (\$)	
- as a Percent of Overdue Amount (%)	

C.9. Average and Minimum Service Charges		
C.9. What are the average and minimum annual total residential user annual sanitary sewer service charges (including ad valorem tax revenue applicable to sewerage service) for 2005? Do not include any charges for separate storm sewers or drainage systems. Include all charges for wastewater services including collection, treatment, and combined sewerage systems.		
		2005(\$)
Minimum Service Charge (\$/year)		
Average Service Charge (\$/year)		
What would be the annual sewer service charge (for all wastewater services) for a single-family residence at a water usage of 7,500 gallons (120 cubic feet) per month in your community (including ad valorem tax revenue applicable to sewerage service)?		
		2005 (\$)
2005 Average service charge at 7,500 gallons (120 cubic feet) per month		
If your agency is a wholesaler, what is your average annual wholesale charge for a single-family residential user at 7,500 gallons (120 cubic feet) per month?		
		2005 (\$)
2005 Average wholesale charge for single family at 7,500 gallons (120 cubic feet) per month		

C.11. Residential Billing Frequency		
C.11. How often are your residential users billed? (Check one)		
		2004
Monthly	<input type="checkbox"/>	<input type="checkbox"/>
Bi-monthly	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly	<input type="checkbox"/>	<input type="checkbox"/>
Semi-Annually	<input type="checkbox"/>	<input type="checkbox"/>
Annually	<input type="checkbox"/>	<input type="checkbox"/>

C.12. Industrial Volume Rates		
C.12. Please list your rates for treating industrial wastewaters.		
Industrial Billing Method	2004	
Flat: Usage and I&I (\$/year)		
Flat: Cust. Service/Billing (\$/yr)		
Volume Rate (\$/1,000 gallons) OR		
Volume Rate (\$/100 cubic feet)		
Other (specify: _____)		

C.13. Extra Strength Charges				
C.13. Please list your rates for the following pollutants and indicate the concentration that surcharges are calculated from.				
Parameter	Rate (\$/pound)		Surcharge Concentration (mg/l)	
	2004		2004	
BOD				
COD				
CBOD				
Suspended Solids				
Ammonia Nitrogen				
TKN				
Total Phosphorus				
Fats, Oils & Greases				

2005 AMSA Financial Survey Questionnaire (Section C – Rates)

C.14. Industrial Billing Frequency

C.14. How often are your industrial users billed? (Check one). If frequency of industrial user billing is based on use, please attach schedule.

2004

Monthly	<input type="checkbox"/>	<input type="checkbox"/>
Bi-monthly	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly	<input type="checkbox"/>	<input type="checkbox"/>
Semi-Annually	<input type="checkbox"/>	<input type="checkbox"/>
Annually	<input type="checkbox"/>	<input type="checkbox"/>

C.15. Septic Tank Discharges

C.15. Does your agency (or community) accept residential septic tank discharges? (please check yes or no).

2004: Yes: _____ No: _____

If yes, what is your charge?

2004

\$ per 1,000 gallons		
OR annual flat rate charge (\$)		

C.16. Reclaimed Water Rates

C.16. If applicable, please list your reclaimed water rates.

Reclaimed Billing Method

2004

Flat Rate: Usage (\$/year)	
Flat Customer Service/Billing (\$/yr)	
Volume Rate (\$/1,000 gallons) OR	
Volume Rate (\$/100 cubic feet)	
Other (specify: _____)	

C.17. Other Comments

C.17. Comments: Please provide any additional comments or clarifications concerning responses in Section C. Attach pages if necessary.



2005 AMSA Financial Survey Questionnaire

Section D: Staffing and Salary - Instructions

D.1. Section D of the Survey Completed By:

Please indicate the person responsible for completing Section D of the survey. If necessary, this person will be contacted regarding your agency's responses to this section.

D.2. Staffing Levels

The number of full time equivalent (defined as 2,080 staff hours per year) positions includes all employees who are engaged in the work of providing wastewater services. If your agency provides other services (e.g., flood control), do not include these staff. Group your information according to the following instructions.

Administration 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.

Collection includes all operations and maintenance (O&M) staff for combined and separate sewer collection systems, including interceptors and pumping stations.

Pretreatment includes all staff involved in the implementation of the agency's industrial waste control/pretreatment program, including laboratory/analysis staff allocated to compliance monitoring activities.

Treatment includes all operations, maintenance, 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.

Biosolids 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.

D.3. Licensing Information

The term "License" in this question is used to indicate any grade, class, or level of license or certification issued by your state government, an industry trade association, or labor union.

Number of Staff That Hold Licenses: For each staffing position, please indicate the total number of staff that currently hold a license.

Number of Licenses Required By the State: For each staffing position, indicate the number of licenses required by your state. For example, if your state requires all treatment plant operators to be licensed or certified, then indicate the number of plant operators your agency employs. If your state requires you to have at least one plant operator licensed or certified, and available onsite or offsite, then indicate one.

Number of Licenses Required By Utility: For each staff position, indicate the number of licenses required by your agency. For instance, if your agency requires all maintenance mechanics to have a license (state-issued wastewater operators license, WEA mechanical technologist certification, etc.), indicate the number of mechanics that your agency employs.

Total Staff: For each staff position, please indicate the number of persons employed by your agency.

D.4. Salary Information

Please indicate entry level and senior level salaries for each staff position listed. Use staff positions at your agency that best fit the descriptions provided below. If your agency does not have an equivalent position, enter "N/A" in the "Position Title" column.

Engineer (entry level): Civil, electrical, or mechanical engineer with a bachelor's degree. Entry level professional, not a drafter, aide or other paraprofessional. Indicate lowest salary applicable to a trained engineer.

Engineer (senior level): Civil, electrical, or mechanical engineer with degree(s) and registration. Indicate highest paid classification. Includes an engineer working on technical tasks and usually supervising other engineers, but not a manager.

Process Engineer (entry level): The person that develops the computer algorithms for process control and makes day-to-day process decisions under the direction of senior level engineers.

Process Engineer (senior level): The person that develops the computer algorithms for process control and makes day-to-day process decisions.

Accountant/Bookkeeper (entry level): Lowest level of professional series (e.g., Accountant I). Performs routine and less complex professional level accounting tasks and duties assigned including maintaining, developing and analyzing fiscal statements and records; prepares financial statements.

Accountant/Bookkeeper (senior level): Highest level of professional series responsible for originating, carrying out, reviewing, interpreting and coordinating policies in the administration of a diversified accounting and investment operation. Usually supervises other accountants, but not a manager.

Budget Analyst (entry level): An analyst with a bachelor's 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 the superintendent or supervisor of the plant (generally handles operations, but not maintenance or administration).

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 level 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.

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

Industrial Waste Inspector (entry level): Under general supervision, plans, organizes and conducts industrial site visits, assesses compliance with industrial pretreatment permits, and performs variety of water pollution compliance sampling to prevent toxic waste from being discharged into the treatment plant.

Industrial Waste Inspector (senior level): Lead industrial waste inspector or pretreatment coordinator.

2005 AMSA Financial Survey Questionnaire (Section D – Instructions)

Mechanic (entry level): Lowest grade level (e.g., Mechanic I).

Mechanic (senior level): Highest grade level. Functions include hands-on mechanical work and supervisory responsibilities, but not a manager (e.g., lead mechanic or foreman).

Electrician (entry level): Lowest grade level.

Electrician (senior level): Highest grade level. Functions include hands-on electrical work and supervisory responsibilities, but not a manager (e.g., lead electrician or foreman).

General Laborer (entry level): Lowest paid employee responsible for plant maintenance.

General Laborer (senior level): Crew leadman or foreman, but not supervisor.

Truck Driver (entry level): Lowest grade level. Drives a truck over a wide geographic area to haul various materials.

Truck Driver (senior level): Highest grade level. Operates a variety of trucks including tractor-trailer trucks to transport grit, refuse, fuel, equipment or other materials to various locations within the service district, local landfills, or other geographic areas.

Biosolids Applicator Driver (entry level)

Biosolids Applicator Driver (senior level)

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.



2005 AMSA Financial Survey Questionnaire
Section D: Staffing and Salaries

Please complete the questions below. Previous AMSA *Financial Survey* responses are shown in shaded areas.

D.1. This Section of Survey Completed By:

Contact Name and Title:			
Phone:		Email:	

D.2. Staffing Levels

D.2. A full-time equivalent (FTE) is defined by 2,080 staff hours per year.

Staffing Function	Number of FTEs	
	2004	
Administration		
Collection Systems		
Industrial Pretreatment		
Treatment		
Biosolids		
TOTAL		

D.3. Licensing Information

D.3. Please complete the following table regarding staff licensing.

Staffing Position	Number of Staff That Hold License	Number of Licenses Required By State	Number of Licenses Required By Utility	Total Staff
Collection System Staff				
Plant Operators: Supervisor				
Plant Operators				
Maintenance: Electricians				
Maintenance: Mechanics				
Maintenance: Other				

D.4. Salary Information

D.4. Please complete the salary chart below. Use staff positions at your agency that best fit the descriptions provided in the instructions. If your agency does not have an equivalent position, enter "N/A" in the Position Title column.

Position	Position Title (if different)	Labor Union (check if YES)	Entry Level (Average Annual Salary \$)		Senior Level (Average Annual Salary \$)	
			2004		2004	
Civil Engineer		<input type="checkbox"/>				
Electrical Engineer		<input type="checkbox"/>				
Mechanical Engineer		<input type="checkbox"/>				
Process Engineer		<input type="checkbox"/>				
Accountant/Bookkeeper		<input type="checkbox"/>				
Budget Analyst		<input type="checkbox"/>				
Operator (Non-Superintendent)		<input type="checkbox"/>				
Plant Superintendent		<input type="checkbox"/>				
Biologist/Chemist/Lab Technician		<input type="checkbox"/>				
Industrial Waste Inspector		<input type="checkbox"/>				
Mechanic		<input type="checkbox"/>				
Electrician		<input type="checkbox"/>				
General Laborer		<input type="checkbox"/>				
Truck Driver		<input type="checkbox"/>				
Biosolids Applicator Driver		<input type="checkbox"/>				
Field Crew (Pipeline Maintenance)		<input type="checkbox"/>				

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2005 AMSA Financial Survey Questionnaire

Section E: Energy Use and Costs - Instructions

General Comment Regarding Section E

This section of the survey regarding energy use and costs is a new section of the AMSA *Financial Survey*. It has been added to assess the level of information available at wastewater treatment agencies, and attempt to characterize energy use and costs for different processes. If your agency does not provide cost breakdowns for energy use and costs as shown in Question E.2 or Question E.6, please indicate with N/A for the question.

E.1. Section E of the Survey Completed By:

Please indicate the person responsible for completing Section E of the survey. If necessary, this person will be contacted regarding your agency's responses to this section.

E.2. Annual Energy Use and Cost

If your agency sub-meters different processes, please list the annual usage in kilowatt hours (kWH) for each process category listed. If known, please provide a breakdown of annual energy costs by process. If sub-metering data is not available, please provide the total energy use and cost in the TOTAL row.

E.3. Aeration Process

Please indicate the types aeration processes used at your agency's treatment facilities by indicating what percentage of the total

aeration capacity at your agency (all facilities) is provided by each of the three methods listed. If not applicable, please indicate with "N/A."

E.4. Onsite Energy Production

Please indicate whether digester biogas is recovered for heating or electricity production and whether electricity is produced onsite. If electrical energy is produced onsite, please indicate what percent of total electrical energy used was produced onsite and annual electricity production.

E.5. Biosolids Trucking

Please indicate whether your agency transports or land applies biosolids. If so, please indicate whether your agency uses contract operators for all or part of biosolids trucking and/or application. Please indicate only for ultimate biosolids disposal. Exclude inter-plant transfers.

E.6. Fuel Type Use and Cost

For each fuel use category, please indicate the type of fuel used, amount, and annual cost. If your materials use tracking system does not provide such a breakdown, leave fuel amount boxes blank. If your cost accounting system does not provide such a cost breakdown, please leave cost boxes blank.



2005 AMSA Financial Survey Questionnaire Section E: Energy Use and Costs

Please complete the questions below for your agency.

E.1. This Section of Survey Completed By:

Contact Name and Title:			
Phone:		Email:	

E.2. Annual Energy Use / Cost

E.2. Annual Energy Use/Cost: List the annual usage in kilowatt hours (kWh) and costs for energy used in the collection system and treatment plant(s).

Process	Annual Energy Use and Cost (2004)	
	Use (kWh)	Cost (\$)
Collection System		
In-Plant Pumping		
Aeration		
Effluent Reuse Pumping		
Other: _____		
Other: _____		
TOTAL		

E.3. Aeration Process

E.3. Aeration Process: What percent of the aeration capacity for your agency's (all treatment plants) aeration basins is provided by:
(% of Capacity)

A mechanical system (surface, submerged, or other) used for tank aeration (%)	
A diffused air system used for tank aeration (%)	
A dissolved oxygen control system used to modulate air flow to aeration tanks (%)	

E.4. Onsite Energy Production

E.4. Onsite Energy Production:

	Yes	No
Is digester biogas recovered?	<input type="checkbox"/>	<input type="checkbox"/>
Is electricity generated onsite?	<input type="checkbox"/>	<input type="checkbox"/>
What percent of your total electrical energy used was produced onsite in 2004? (%)		
Please specify annual biogas use (therms/yr):		
Annual electricity production (kWh):		

E.5. Biosolids Trucking

E.5. Biosolids Processes:

	Yes	No
Does your agency transport or land-apply biosolids?	<input type="checkbox"/>	<input type="checkbox"/>
If "Yes" above, does your agency contract for all or part of the biosolids trucking and/or application?	<input type="checkbox"/>	<input type="checkbox"/>
If "Yes" above, what percent of your agency's annual biosolids production are trucked/applied by contractors? Percent		
Percentage Trucked by Contractors		
Percentage Applied to Land by Contractors		

E.6. Fuel Type Use and Cost

E.6. Fuel Type Use and Cost: If possible, please indicate fuel use and cost by fuel type and use category.

Fuel Use Category		Natural Gas (Therms/Yr)	Fuel Oil (Gallons/Yr)	Diesel Fuel (Gallons/Yr)	Gasoline (Gallons/Yr)	Digester Gas (Therms/Yr)
Building Heat/Cooling	Amount					
	Annual Cost (\$)					
Biosolids Vehicle Fuel	Amount					
	Annual Cost (\$)					
Other Vehicles Fuel	Amount					
	Annual Cost (\$)					
Electric Power Generation	Amount					
	Annual Cost (\$)					
Mechanical Power Production	Amount					
	Annual Cost (\$)					
Biosolids Heat Drying	Amount					
	Annual Cost (\$)					
Digester Heating	Amount					
	Annual Cost (\$)					
Biosolids Incineration	Amount					
	Annual Cost (\$)					
Other (_____)	Amount (Therms/Yr)					
	Annual Cost (\$)					