

# 2018



Annual Production Report

# 2018



Administrative Services

Chapter 1

Equipment Rental & Repair

Chapter 2

Landfill Closure

Chapter 3

Stormwater Department

Chapter 4

Street Department

Chapter 5

Wastewater Department

Chapter 6

Water Department

Chapter 7

2018



Administrative Services

## ADMINISTRATIVE SERVICES

	<u>2018</u> <u>Annual</u> <u>Total</u>	<u>2017</u> <u>Annual</u> <u>Total</u>	<u>2016</u> <u>Annual</u> <u>Total</u>	<u>2015</u> <u>Annual</u> <u>Total</u>	<u>2014</u> <u>Annual</u> <u>Total</u>
<b><u>Production</u></b>					
<b><u>Street Department</u></b>					
Work Requests	216	236	246	253	201
<b><u>Light Department</u></b>					
Street Light Work Requests	28	53	34	20	84
<b><u>Stormwater Department</u></b>					
Work Requests	26	13	15	23	29
<b><u>Water Department</u></b>					
Work Requests	4	13	2	3	1
<b><u>Wastewater Department</u></b>					
Work Requests	1	1	0	1	1
<b><u>General</u></b>					
Leave Requests	3,536	3,494	3,669	3,546	3,366
Accounts Receivable Billed	\$ 292,085	\$278,240	\$428,285	\$474,669	\$374,096
Accounts Receivable/Late Final Notices	17	6	5	23	0
Accounts Receivable To Collection Agency	11	16	7	9	14
Latecomer's Vouchered	0	\$2,755	\$18,929	\$0	\$0
Interdepartmental Transfers	\$ 115,756	\$67,212	\$65,463	\$29,794	\$8,617
Special Water Service Charges					
Refunded	4	2	1	3	0
Billed	11	0	0	0	0
Vouchers Processed	6,054	6,690	7,232	7,322	7,248
New Vendors	83	76	57	73	57
Water/Wastewater Applications					
Hook-Ups Approved Water	96	97	56	48	22
Hook-Ups Approved Wastewater	81	58	48	29	17
Hook-Ups Denied Water	2	1	0	0	2
Hook-Ups Denied Wastewater	1	0	0	0	0
Total Applications Processed	180	156	104	77	41
Interdepartment Document Reviews	37	31	44	27	30
Water/Wastewater/Light Connection Fee Statements Received	148	113	81	69	42
Training Registrations	145	140	195	144	132
Special Event Applications	10	5	9	3	6
Standard Operating Procedures Updated	4	6	15	15	33
Standard Operating Procedures Added	1	3	0	6	3
Grant Money Received	\$ 1,967,187	\$148,438	\$421,981	\$869,431	\$19,775
Loan Money Received	\$0	\$0	\$0	\$0	\$0
Documents Recorded	37	36	19	15	9
Agreements/Contracts (excludes Public Works contracts)	38	42	63	77	73

## ADMINISTRATIVE SERVICES

	<u>2018</u> <u>Annual</u> <u>Total</u>	<u>2017</u> <u>Annual</u> <u>Total</u>	<u>2016</u> <u>Annual</u> <u>Total</u>	<u>2015</u> <u>Annual</u> <u>Total</u>	<u>2014</u> <u>Annual</u> <u>Total</u>
<b><u>General (cont)</u></b>					
Council Agenda Items	120	125	113	129	123
Council Workshops	2	1	0	0	1
Executive Sessions	2	2	0	0	11
Presentations	1	0	1	1	1
Council Reports (new 2012)	11	16	4	11	7
Proclamations (new 2012)	0	1	0	1	1
Public Hearings (new 2012)	6	3	4	5	5
Public Records Requests	21	19	13	19	19
<b><u>Archiving *</u></b>					
Number of Images Scanned	32,832	18,240	26,395	27,375	11,685
Number of Library Books Scanned	13	7	15	18	16
Number of New Folders	151	295	194	165	125
Number of Times UbiQuati Accessed					
Utilities Administration	1,321	1165	875	559	387
Water	490	716	458	338	302
Wastewater	610	567	443	441	351
Engineering	580	620	599	538	517
Community Development	412	647	517	428	276
City Light	84	95	76	82	152
CSC	583	576	599	571	341
Yelm (new 2014)	44	10	0	0	2
Stormwater/Street	2	33	13	33	15
City Hall	242	380	256	184	132
Total Number of Times UbiQuati Accessed	4,368	4,809	3,836	3,174	2,475
<b><u>Customer Service</u></b>					
Regular Billing	\$40,475,617	\$39,235,912	\$35,794,353	\$35,147,688	\$34,309,456
Penalty Billing	\$387,114	\$415,034	\$362,378	\$363,520	\$379,502
Total Billing	\$40,862,731	\$39,650,946	\$36,156,731	\$35,511,209	\$34,688,958
Payments By Walk-In	39,532	32,718	26,000	27,014	28,246
Payments By Mail To CSC	48,711	48,515	46,267	47,752	50,383
Payments By Drop Box	17,279	12,168	21,888	22,421	22,566
Account Deposits	407	653	746	877	932
Payments By Credit Card	18,257	32,580	33,581	30,611	27,070
AUTOPAY	16,392	12,769	10,180	9,160	8,170
Government Electronic Transfers	249	122	96	89	96
Total payments @ CSC	140,827	139,525	138,758	137,924	137,463
Number of Actual Disconnects	830	996	1,095	1,036	1,009
Customers Billed (Regular)	139,054	138,282	137,359	136,794	136,179
Number of Service Orders	5,904	6,610	5,851	5,884	5,748
NSF Checks	173	108	139	130	174
Number of Water Leak Adjustments	251	392	260	318	319
Accounts sent to Collections (new 2012)	366	374	407	435	539

\*2014 Archiving - Incomplete numbers - due to unfilled Archivist Position - May, June, July

2018



Equipment Rental & Repair

## EQUIPMENT RENTAL

	<u>2018</u> <u>Annual</u> <u>Total</u>	<u>2017</u> <u>Annual</u> <u>Total</u>	<u>2016</u> <u>Annual</u> <u>Total</u>	<u>2015</u> <u>Annual</u> <u>Total</u>	<u>2014</u> <u>Annual</u> <u>Total</u>
<b><u>Equipment Rental</u></b>					
Repair Orders - Total	785	901	983	975	1072
Building	6	0	0	0	0
City Light	90	119	111	115	102
City Manager	0	0	1	2	0
Community Development	0	0	0	1	0
Engineering	8	9	16	7	15
Equipment Rental	3	13	5	22	5
Information Services (new 2016)	3	2	3	0	0
Landfill Closure	0	0	7	8	17
Parks	1	2	3	4	7
Police	232	251	270	261	348
Street	183	250	270	257	289
Storm	57	78	88	78	78
Wastewater	109	78	120	119	114
Water	66	79	69	60	59
Yelm	27	20	20	41	38
Preventative Maintenance performed (in-house)	217	220	247	311	291
Total Work Orders Opened	1,007	1,150	1,280	1,254	1,268
Total Work Orders Closed	785	901	997	977	1,072
Equipment Rental Charges	\$634,121	\$621,560	\$526,334	\$553,024	\$504,654
Equipment Replacement Fees	\$1,190,160	\$887,280	\$979,140	\$791,460	\$871,420

2018



Landfill Closure



## LANDFILL CLOSURE

	<u>2018 Annual Total</u>	<u>2017 Annual Total</u>	<u>2016 Annual Total</u>	<u>2015 Annual Total</u>	<u>2014 Annual Total</u>
<b><u>Production</u></b>					
Methane Gas Destroyed In Flares (Cubic Feet)	0	0	11,750,400	12,301,200	9,547,200
Gas Condensate Atomized In Flares (Gallons)	0	0	810	2,400	4,320
Number Of Groundwater Samples Analyzed For Leachate Indicator Parameters	0	0	144	144	144
Number Of Groundwater Samples Tested For PH, Conductivity, Temperature, Turbidity, Etc.	0	0	44	36	36
Number Of Wells Sounded For Groundwater Levels	0	0	130	130	130
Number Of Surface Water Samples Collected And Shipped	0	0	5	5	5
Number Of Times Gas Wells And Perimeter Gas Probes Were Tested To Insure Proper Operation Of Landfill Gas System	0	0	56	138	184
Number Of Samples Of Groundwater Collected In The Vicinity Of The Eshom Well To Characterize The Extent Of VOC Contamination	0	0	4	9	13
Number Of Emergency Call-Outs For Landfill Flare	0	0	0	3	11
<b><u>Host Fees</u></b>					
Transfer Station Tonnage	62,917	62,304	55,539	54,414	50,476
Host Fee Revenue	\$265,006	\$263,664	\$232,516	\$228,370	\$212,045

**As of January 2017 the Landfill will be operated by Lewis County Solid Waste**

2018



Stormwater Department

## STORMWATER UTILITY DEPARTMENT

	<u>2018</u> <u>Annual</u> <u>Total</u>	<u>2017</u> <u>Annual</u> <u>Total</u>	<u>2016</u> <u>Annual</u> <u>Total</u>	<u>2015</u> <u>Annual</u> <u>Total</u>	<u>2014</u> <u>Annual</u> <u>Total</u>
<b><u>Production</u></b>					
New Catch Basins Installed	2	0	3	0	0
New Culvert Installed (lf)	85	0	0	0	60
New Storm Line Installed (lf)	14	0	330	0	0
Work Orders Opened	67	9	46	41	43
Work Orders Completed	17	8	35	44	30
Emergencies/Call-outs	10	11	13	19	15
<b><u>Maintenance</u></b>					
Sweeping Mileage	1,549	987	*1375	3,111	2,918
Sweeper Tailings - yards removed from City streets	384	768	551	702	601
Culverts Cleaned (lf)	115	45	85	0	26
Catch Basins Cleaned-out	250	33	90	200	762
Catch Basins Raised	0	2	0	0	1
Catch Basins Replaced	0	0	1	0	0
Detention Pond Inspection	99	84	71	64	37
Catch Basins Inspected	1,076	1,760	113	662	1,942
Outfalls Inspected	268	224	356	290	168
Manholes Cleaned-out	25	21	21	4	3
Manholes Covers Replaced	0	2	0	1	2
Storm Drains Cleaned (LF)	2,326	2,190	4,788	6,659	2,875
Shoulder Grading (LF)	27,900	10,584	6,920	8,515	7,085
Storm Line Repaired (LF)	885	433	578	297	117
Storm Drain Markers Installed	0	0	0	0	0
Charity Car Washes					
# of Car Washes	14	10	5	8	17
# of Cars Washed	318	377	228	197	353
Gallons of wash water removed from drains	1,908	2,262	1,368	1,182	2,118
<b><u>Maintenance Materials</u></b>					
Crushed Rock (tons)	885	433	578	297	117
Asphalt (tons)	0	29	10	1	29

\* 2016 - program re-evaluated after retirement of employee

2018



Street Department

2018



Wastewater Department

2018



Water Department