

**City of Ashland Budget Committee Meeting
Draft Minutes
May 9, 2007 6:00pm
Civic Center Council Chambers, 1175 East Main Street**

CALL TO ORDER

Chairman Thompson called the Citizen's Budget Committee Meeting to order at 6:10 pm on May 9, 2007 in Council Chambers at 1175 East Main Street, Ashland Oregon.

ROLL CALL

Mayor Morrison was present. Councilors Navickas, Hartzell, Hardesty, Silbiger, Jackson and Chapman were present. Committee Members Bond, Heimann, Thompson, Stebbins, Everson, Levine, and Gregorio were present.

STAFF PRESENT: MARTHA BENNETT, CITY ADMINISTRATOR
LEE TUNEBERG, ADMINISTRATIVE SERVICES/FINANCE DIRECTOR
PAULA BROWN, PUBLIC WORKS DIRECTOR
MIKE MORRISON, PUBLIC WORKS SUPERINTENDENT
MICHAEL MORRISON, MAINTENANCE SAFETY SUPERVISOR
JOHN PETERSON, STREET SUPERVISOR
BRYN MORRISON, ACCOUNT REPRESENTATIVE
MIRANDA IWAMOTO, ACCOUNT CLERK II

PUBLIC INPUT

None

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

Paula Brown, Public Works Director, presented the Capital Improvement Program (CIP) for the City of Ashland. Ms. Brown began her presentation by listing the responsibilities of CIP development (see attached handout). She continued with the structure of the program which is split out by divisions. The divisions listed were Transportation, Storm Water, Airport, Water, Wastewater, Electric, Telecommunications, City Facilities, Technology and Parks & Recreation. Ms. Brown continued with the major accomplishments of FY 06-07 (see attached handout).

Ms. Brown addressed the significant budget changes from 06-07 to 07-08 as increased materials costs. It was reported that petroleum, steel and pipe have increased significantly and that street projects have increased 30% over the last two years. Other changes include under spending the anticipated FY 07 CIP by approximately half and then reprogramming the 8 million for FY 08.

Ms. Brown explained that Council approved 3 modifications (see attached handout). Ms. Brown said that work at the police station will need to be postponed until Facilities Master Plan is completed. She also reported that sidewalks are still a priority and that they are looking for grant funding for the Laurel St. sidewalks. Ms. Brown said that they are reviewing options for paving A & B streets, and that A St. will be paved in FY 08 but that B St. will be postponed. It was stated that A St. is partially grant funded and that the City is responsible for approximately \$190,000.

Ms. Brown also spoke about the formation of a Transportation Finance Committee. The committee looks into street financing/funding and long-term planning.

Ms. Brown stated that the total proposed budget for fiscal year 2008 is approximately \$8,900,000. She continued by listing the various projects per division (see attached handout for complete list). Some of the projects mentioned were the Jefferson St. extension, C & Eureka construction, miscellaneous concrete repairs, bus shelters near high school, Hosler Dam security projects, plant processing improvements, Lithia Fountain renovation, Wastewater Plant permit renewal, park development and Oak Knoll irrigation.

Ms. Brown talked about the Park and Ride. She said that grants have been received from the Federal Transit Authority and that the City is currently working with RVTD, ODOT and Jackson County to figure out a site. The City is currently looking at a site near El Tapatio (Hwy. 99). Ms. Brown reported that Jackson County will try to match the grant, but that the City has reserved \$30,000 for that project. The committee asked about the need for a Park and Ride. It was answered that various studies over the last few years have shown a need for a Park and Ride.

Ms. Brown also spoke about the Airport Entitlement Project. She reported that the new Aviation Weather Operation System (AWOS) was finally approved and it allowed

parking lot/road improvements. The project is 95% grant funded by FAA and Oregon Department of Aviation.

The committee inquired about the street fund being out of balance and bond funding. Ms. Brown explained that the FY 07 anticipated CIP was so much higher than what was actually spent that most of those projects were shifted to FY 08 construction funding. It was also reported that the funding and long-term plans for the remainder of the projects are being evaluated by the Transportation Finance Committee.

Committee member Gregorio inquired about why the FY 07 System Development Charges (SDC's) are lower than in previous years. Ms. Brown replied that it was a conservative estimate but added that the City is not seeing as many new projects coming down the line as in the past. It was also reported that the monies associated with the SDC's are restricted.

Councilor Hartzell asked about the long-term projections for 2009-2012 and inquired about the ending fund balance. Ms. Brown explained that the bonds are affecting the ending fund balance. It was clarified that the projections take expenditures into account but not as much revenue. Ms. Brown also said that the Transportation Finance Committee (Street Task Force) is looking for new possible revenues, but that the projections only take the current standard practices into account. Mr. Tuneberg talked about future projections.

The committee discussed the history of debt funding.

Mr. Gregorio inquired about the cost of the plan permit renewal and what is included in the \$250,000. It was answered that the \$250,000 is for design (thermal reduction/cooling plant), analysis and permit but not actual improvements. Ms. Brown said that the City will only spend the \$250,000 if they have to and that it's a high estimate. She also talked about the importance of meeting DEQ requirements.

Councilor Hartzell asked about the Lithia Fountain replacement. Ms. Brown said that it is up to historical standards and that the design is an exact replica. She also reported that it will be bronzed so it won't break.

The committee inquired about spending \$100,000 for general improvements and maintenance for City facilities. Ms. Brown reported that with regard to the number of City facilities, \$100,000 is not excessive.

The committee asked about underground electric work and it was reported that the subdivisions were chosen based on priority. It was reported that these aging neighborhoods have wires built directly into the dirt and now they need conduit.

Ms. Brown finished her presentation by talking about the challenges for FY 2008. Ms. Thompson said that another challenge is funding an 8 million dollar CIP budget without identified financing sources and wants to know about prioritization of projects. Ms.

Brown explained that the CIP is based on the Master Plan and that the Master Plan is based on the current rate models. She explained that the life of a material (i.e., pipe) must be taken into account. Ms. Brown spoke about how it takes a lot of balancing to figure out what is or isn't a priority and then determine how to finance it.

Everson/Bond ms to approve CIP budget as presented.

The committee was opened to discussion.

Committee member Heimann expressed concern about not knowing the funding. Ms. Brown pointed out that FY 08 is funded and the only project without funding is the Helman Sidewalk project which will probably be grant funded. If not grant funded, it will be brought to Council. Discussion about long-term projections and funding followed.

Councilor Navickas inquired about the thermal improvements. He said that there are various alternatives that are not achievable because of political reasons. Ms. Brown stated that the City must meet DEQ requirements and that she will bring the best solution to the Council.

The committee voted on the motion. All Ayes.

PUBLIC WORKS

Paula Brown, Public Works Director, also presented the budget for the Public Works Department. Ms. Brown talked about the organization and major accomplishments of the department (see attached handout). Ms. Brown also spoke about the budget over time and the 2008 proposed budget (see attached handout). The 2008 proposed budget was reported to be approximately \$24,000,000. Ms. Brown said that the Public Works budget is broken down by fund and presented the committee with a pie graph (see page 4 of handout).

Ms. Brown continued by talking about the significant budget changes. Ms. Brown spoke about how CIP is the most volatile and that project costs have increased significantly. She also spoke about how FY 07 CIP was under spent. She said that the focus for Water this year will be updating the treatment plant and watershed management. She said that another focus is transportation safety such as traffic safety, pedestrian safety, bicycle safety, and railroad safety. Ms. Brown reported that she is pleased with conversations with ODOT and the Railroad about alternatives and improvements.

Ms. Brown also talked about the airport. She said that the City has not raised rental rates as much as needed and therefore, maintenance will continue to decline as rent stays flat. The new parking lot/road improvements should improve the situation. Ms. Brown said that many of the current leases are 20 years long but that many of them are up for negotiation. She explained that the City owns the hangars which can be a source of revenue and that there is 100% occupancy for the hangars.

Ms. Brown spoke about the responsibilities and the personnel of the Street division. She talked about the increases in Personal Services and said that the total increase was about 7%. Ms. Brown stated that the Street division does about \$230,000 in general maintenance.

Ms. Brown continued to talk about the responsibilities, focus, personnel and budgets for Ground Maintenance, Storm Water, Water, Wastewater, Cemetery, Facilities Maintenance, Admin/Engineering/GIS and Fleet (see attached handout for detailed lists).

Committee member Stebbins asked if fringe benefits are more influenced by health benefits or retirement. It was answered that health benefits usually have more of an impact. Councilor Hardesty asked if it's typical for health coverage to double from single to family. The answer was yes.

Councilor Hartzell inquired about the Facilities Master Plan and whether or not it will be helpful. Ms. Brown answered that she thinks it will be helpful because it will identify space efficiency and the needs of the City facilities.

Ms. Brown spoke about the Green Fleet Strategy. It was reported that the City has not yet worked on its "carbon footprint" but that there has been discussion. Ms. Brown pointed out an error on page 105. She pointed out that the Total Replacement cost should be \$882,000 and that Total New Equipment should be \$30,000, not \$130,000.

Ms. Brown also said that 3 vehicles (2 dump trucks and 1 Digger Derrick) have been reprogrammed from FY 07 to FY 08. It was explained that these vehicles have a long build-out time. Ms. Brown has proposed 2 electric cars for pool vehicles and those will be purchased for about \$15,000 each.

Ms. Thompson called attention to 3-68 and asked about the debt service line. Ms. Brown said that it is old debt. Mr. Tuneberg said that the City has refunded some of the old debt to offset new debt. He also said that a significant portion of it is associated with the Wastewater Treatment Plant.

Levine/Bond ms to accept the Public Works budget as presented. All Ayes.

Councilor Hardesty complimented all the grant work done by the Public Works Department. Ms. Brown talked about her staff and the good work they do for the City.

ADJOURNMENT

Meeting adjourned at 8:17 pm.

Respectively Submitted,
Miranda Iwamoto
Account Clerk II

Capital Improvement Program City of Ashland

Proposed Budget for 2007-2008
May 9, 2007



CIP Development Responsibilities



- Master Plans; capacity, life, growth, etc
- Maintenance Records
- Service Level Expectations;
 - maintain appropriate serviceable levels
 - not too high, yet not broken
- Revenues and Budgeting Implications;
 - when is borrowing appropriate and from what source
 - fees, service charges, SDCs
- Balance; both budget availability and staffing
- Timing;
 - appropriate timing for replacement based on capacity needs vs project cost
 - avoid crises response

CIP Program Structure



- Transportation; Streets, Sidewalks, LIDs
- Storm Water (funded through the Street Fund)
- Airport
- Water; Supply, Treatment and Distribution
- Wastewater; Treatment and Collection
- Electric
- Telecommunications (AFN)
- City Facilities
- Technology (computers, IT, hardware and software)
- Parks and Recreation

Major Accomplishments in FY 2006-2007



- Completed design E. Main Railroad Improvements
- Completed construction Raw Water Transmission Line; Dam to the Plant (\$2.8M)
- Majority of construction complete for Water Plant Process Improvements (\$375K)
 - sodium hypochlorite conversion
 - chemical feed and hydraulics
 - sludge lagoon & waste line
- Completed acquisition and installation of the Membrane sections at Wastewater Treatment Plant (\$300K)
- Good progress on all Electric Projects

Significant Budget Changes From 2006-2007



- The Capital Improvement Program (CIP) project costs have been updated due to considerable increases in material costs.
 - Street projects have increased 30% in the last two years
- FY07 CIP was significantly under-spent as staff pursued design completions in a busy and competitive market.
- FY08 reprograms project funds for construction with a total of \$8.4 million programmed for completion.
- The projects in the Street Fund and Water Fund continue to be the largest CIP programs.

Budget over Time Planned vs Actual



FY07 Incomplete:

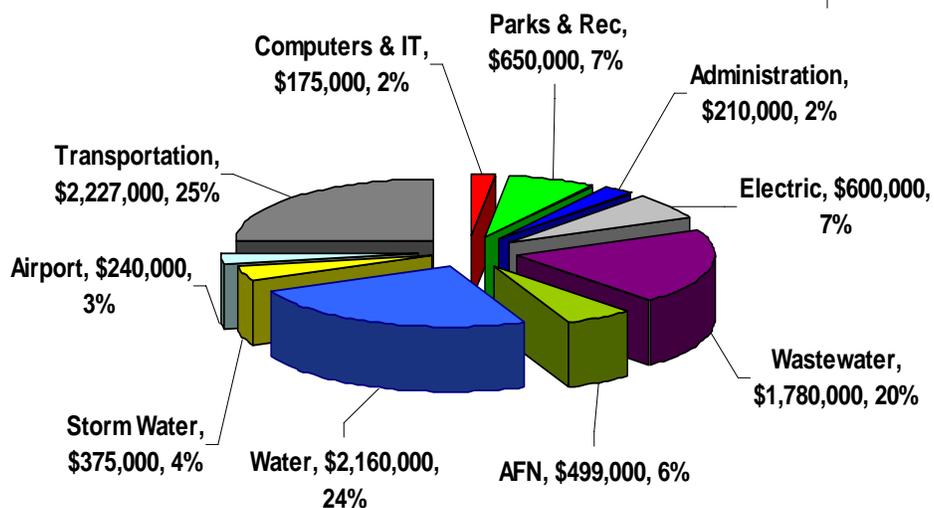
Fire Station Bond	\$2,457,000
Wastewater Projects; designed, but not in construction	\$830,000
Water Projects being tested for validity through the model	\$1,228,000
Transportation, LIDs - designs incomplete / project not ready	\$2,320,000
Other projects	\$10,000
TOTAL FY07 UNDEREXPENDED AMOUNT	\$6,845,000

CIP Approvals



- Council
 - Study Session – December 4, 2006
 - Public Hearing – March 6, 2007
 - Council Approval with following modifications – March 6, 2007
 - Facility improvement for police station and parking lot be held until the completion of the Facilities Master Plan
 - Evaluate funding options for Laurel Street Sidewalk project and include in FY07/08
 - Review options or alternatives to paving A & B Streets
- Budget Committee
 - Discussion – May 9, 2007
 - Final Budget Approval – May 27, 2007

2008 Proposed Budget



FY08 CIP Transportation



- **Street Projects = \$1,420,000:**
 - A Street Rebuild Oak to 1st Street – failing system \$290,000
(see also sewer replacement)
 - C & Eureka Construction (CMAQ total \$665K through ODOT – City funds \$100,000)
 - E. Main Railroad Crossing Pedestrian and Bicycle Safety Improvements – Grant for \$100K; total \$130,000
 - Jefferson Street Extension (Brammo Motors and OECDD Funds) - \$600,000 projected for FY08
 - Park and Ride – Grant with City match estimated at \$30,000 working with Jackson County
 - Hersey Street Pedestrian Safety Improvements – ADA, tree wells, sidewalk issues; \$150,000
 - Miscellaneous Concrete Safety Repairs; \$150,000
 - Beach; FY08 design, FY09 Const evaluate for 2008 CMAQ Project

FY08 CIP Transportation (cont.)



- **LIDs = \$807,000** (each requires Council approval first):
 - Schofield / Monte Vista LID- \$387,000
 - Council added Laurel Street Sidewalks – apply for grant; \$360,000
 - Upper Beach scheduled as the FY09 CMAQ Project; design in FY08
 - Council overall LID policy review scheduled for September 2007
- **Storm Water = \$375,000:**
 - Planning on \$200,000 - \$300,000 each year per master plan
 - Water Quality Improvements; \$35,000;
 - riparian, creek frontage, temperature, etc
 - Replace SD Line in Alley E. Main St to Blaine; \$75,000
 - Replace SD Line in Iowa Street from Sherman to Gresham; \$90,000
 - Beach / Mountain Creek Improvements; \$100,000
 - multi year project total \$685,000
- **Airport = \$240,000**
 - Entitlement Project new AWOS, Parking & Road Improvements
 - grant funded (95%) & “soft match” using staff time

FY08 CIP Water = \$2,160,000



- Water Supply (16%)
 - Transmission Line (Reeder to Plant)
 - Reeder Reservoir Study; sediment analysis
 - TAP to Ashland; complete preliminary design
 - FERC Part 12 Safety Analysis
 - Right Water for the Right Use; consultant support
- Water Plant (22%)
 - Water Plant Process Improvements
 - Sludge Lagoon & Waste Line Improvements
 - Hosler Dam security and telemetry
- Water Distribution (62%)
 - Loop Road Distribution Reservoir or Improvements
 - Ditch Road Waterline replacement
 - Lithia Fountain Historic Renovation in Plaza
 - Design Granite Street Waterline Replacement

FY08 Wastewater = \$1,305,000



- Wastewater Plant (36%)
 - Focus on permit renewal requirements and temperature
 - Analysis of Thermal Improvements (and design)
 - Permit Evaluation and Renewal
 - Coordinate with "Right Water for the Right Use"
- Wastewater Distribution (64%)
 - N. Main Pump Station Replacement; construction
 - Wastewater Line Replacements (construction):
 - A Street Oak to 1st ([linked with the street project](#))
 - Alley E Main to Blaine
 - Oak Street Lithia to B Street
 - Ashland Creek Main Line Replacement; construction
 - Design Grandview Pump Station Replacement

FY08 CIP Electric = \$600,000



- Primary focus for the CIP is undergrounding electric utility lines
 - will piggyback with other utility construction (same trench, etc.)
- Based upon the Electrical System Planning Study, the department will complete planned upgrades
- Load shifting elements are based upon Pacific Power's request and will be funded over the next 5 years (~\$345K)
- Line and facility replacements and upgrades completed as maintenance under the 10-year plan

FY08 CIP AFN / Technology



- AFN CIP is based on Business Plan and Master Plan presented to Council at a Study Session in Spring of 2007; \$499,000
- Technology Plan is primarily computer replacement program – refunded by each City division through “technology debt”; \$175,000

FY08 CIP Facilities = \$210,000



- Completing Facilities Assessment and Facilities Improvement Master Plan
 - Aging facilities, space needs, coordination of uses, Fire and Police, etc.
 - Council Priority prior to any future project development
- Annual Facilities Improvements and Major Repairs
- Planned for review of Fire Station & Bond Measure Future (FY09/10)

FY08 CIP Parks & Recreation = \$650,000



- City funded Open Space Acquisition and Park Development
- N. Main and Scenic Park Development
- Vogel Park Development
- Calle Guanajuato Improvements
- Ice Rink Cover Replacement / Improvement
- Oak Knoll Irrigation Replacement

Challenges for FY 2008



- **Impacts to the CIP**

- Construction timing or unanticipated delays
- Design concerns and approval process
- Funding increases or shortfalls
 - including industry cost changes, not receiving grants, etc.
- Schedule changes; weather, permits, etc.

- **Focus**

- Better predict the impacts and factors that delay project starts or completions
- Continue to identify and stretch funding through grants, etc
- Provide updates to Council

Public Works Department City Of Ashland

Proposed Budget for 2007-2008
May 9, 2007



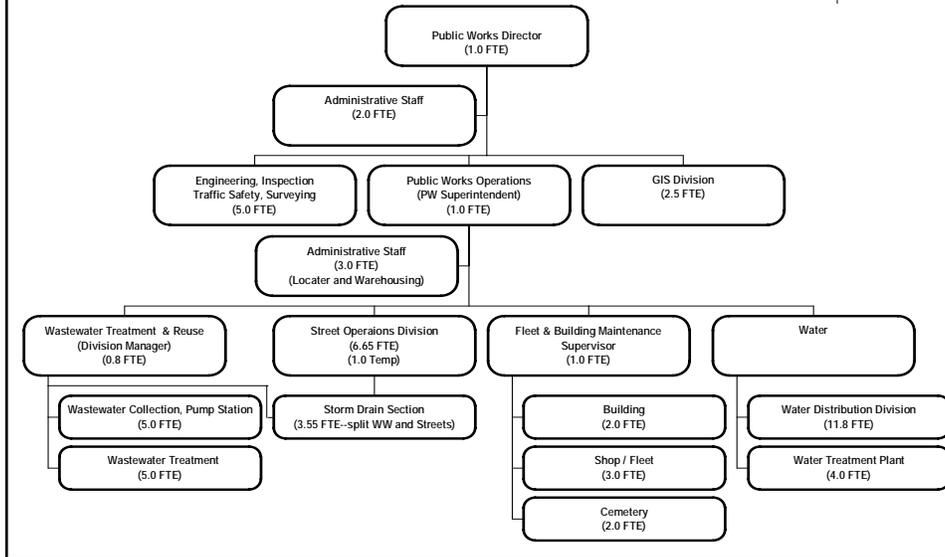
Structure of PW Department



- Operational Divisions
 - PW Superintendent
 - Water
 - Wastewater
 - Streets
 - Fleet
 - Facilities Maintenance (includes Cemeteries)
- Support Divisions
 - Engineering, GIS and Administration
 - Airport
 - Grounds Maintenance
 - Traffic Safety
 - "Specialty" Areas
- Personnel: 59.8 FTE (same as FY07)

Public Works Department

59.8 FTE

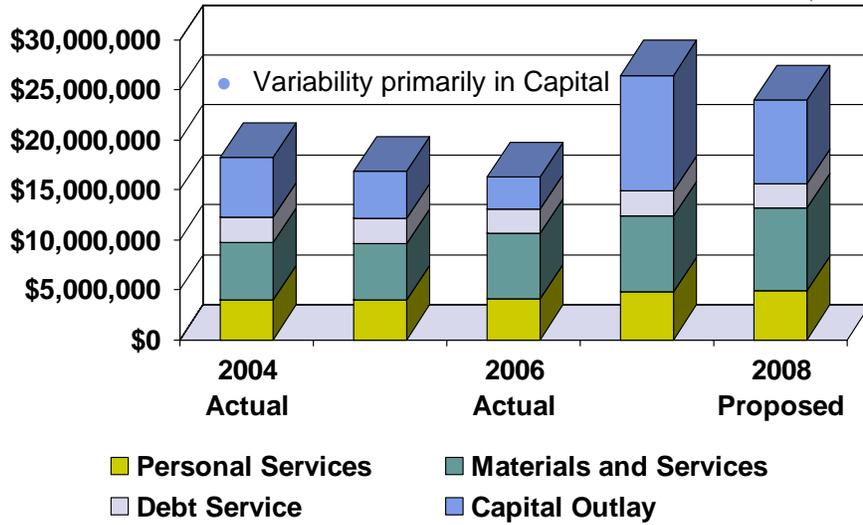


Major Accomplishments in FY 2006-2007



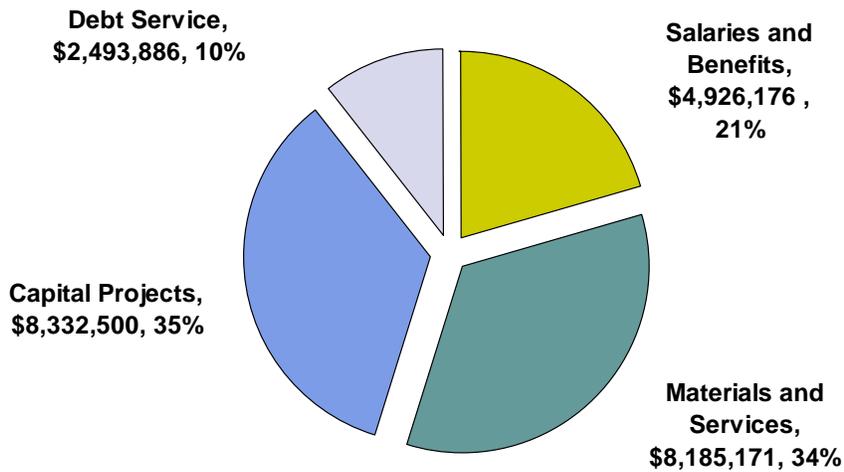
- Completed the two water pipeline projects and made significant progress on Water Process Improvements
- Nearly complete on the water model as it relates to future distribution reservoir locations and TAP connection
- Completion of all designs for FY08 projects
- Implemented the Street Financing Task Force
- Implemented the “*Right Water for the Right Use*” Program and established the Water Use Task Force
- Initiated discussions to improve the Local Improvement District (LID) process

PW Budget Over Time



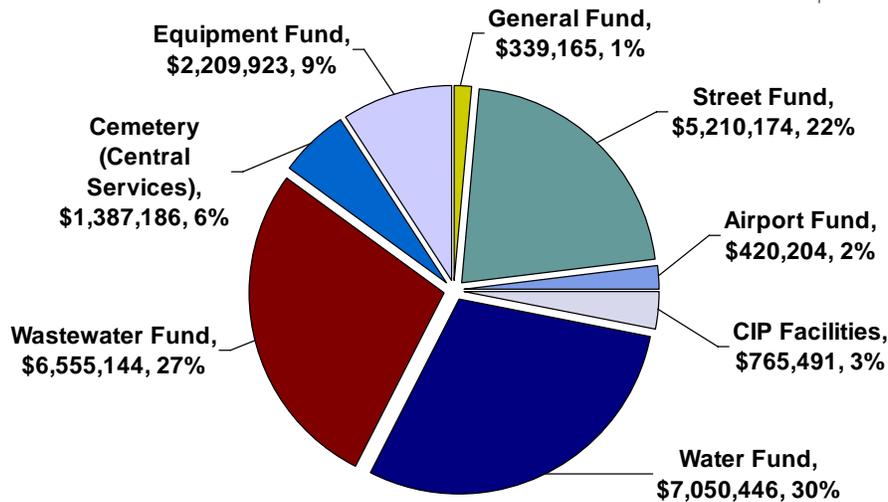
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2008 Proposed Budget PW Department = \$23,937,732



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2008 Proposed Budget PW Department = \$23,937,732



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Significant Budget Changes From 2006-2007



- The Capital Improvement Program (CIP) project costs have been updated due to considerable increases in material costs.
- FY07 CIP was significantly under-spent as staff pursued design completions in a difficult and competitive market.
 - FY08 reprograms project funds for construction with a total of \$8.4 million programmed for completion.
 - The projects in the Street Fund and Water Fund continue to be the largest CIP programs.
- Other than changes in CIP, most of the PW Funds see little change or decreases in their overall funds. The Cemetery (General Fund), Street, Water and the Central Service Funds all realize decreases this year.
- PW service level fees were all increased in FY07, and will not be increased in FY08 to hold with Council direction.

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2008 PW Department Focus



- Water
 - Pursue solutions to water quality and temperature improvements
 - Evaluate better water management options with the “Right Water for the Right Use”
 - Continue to complete a very dynamic program for water delivery and treatment process improvements
 - Complete preliminary engineering design and system feasibility for the TAP pipeline
- Watershed
 - Establish a stronger, formalized role for the City in the stewardship of the Ashland
 - Work toward implementing the solutions from the Mt Ashland mediation team; QA/QC, monitoring, etc.

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2008 PW Department Focus – cont.



- Transportation
 - Improve pedestrian and traffic safety – Education, Enforcement and Engineering
 - Continue to investigate safe alternatives to improve Wimer / North Main intersection
 - Improve safety of railroad at-grade crossings
 - Improve sidewalk and bicycle safety especially on routes to schools
 - Utilize the Street Finance Task Force to develop options for long range financial stability
 - Explore regional transit planning opportunities including options with RVTD

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2008 PW Department Focus – cont.



- CIP
 - Complete the FY08 construction program
- City Facilities
 - Develop a consolidated City-wide Facilities Master Plan
- GIS
 - Continue to provide valuable infrastructure data for all City departments
- LID
 - Assist Council in developing appropriate long term LID policy

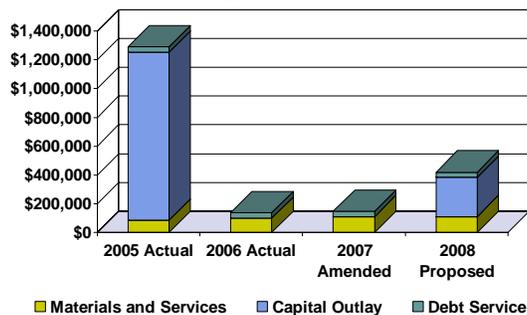
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Airport



- **Airport Focus**
 - Variability is in the Capital Improvements are funded through Federal (FAA) and State grant programs
 - FY08 Grant through the Entitlement Grant and will provide acquisition of a Super Avigation Weather Operating System (AWOS) & complete road and parking lot improvements
- **Personnel: 0 FTE**
 - In PW Engr/Support

Airport Budget over Time



- Commission Goals are for airport self sufficiency and to add airport businesses
- Review and increase rental rates and update revenue projections to meet loan obligation

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Street Fund



- **Responsibilities**
 - Patching, paving and crack sealing, and painting
 - Sweeping, bike lane / bike path maintenance
 - Signs and crossings
 - Drainage ditch cleaning and minor storm drain pipeline construction
 - Street maintenance, grading unimproved streets, pothole repairs and patching due to weather and water damage
 - Emergency response support for downed trees, flooding, snow removal and accident cleanup
- **Personnel: 9.0 FTEs**
- **Council Priorities**
 - Enhance sidewalks and bicycle facilities – routes to school
 - Improve railroad crossing safety
 - Explore transit options and regional transit opportunities
 - Improve traffic safety – Education, Engineering and Enforcement
 - Measurably improve traffic safety in neighborhoods
- **Performance Measures**
 - Support the efforts of the Street Financing Task Force to:
 - establish service level expectations
 - develop a 5-year maintenance plan to meet the targeted OCI
 - evaluate adequate user fees
 - leverage state, federal and other financing to reduce direct community impact

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Street Fund



- **Division Focus**
 - Safety
 - Efficient response to community concerns
 - Validate the 5-year maintenance and reconstruction requirements
 - Systematically evaluate street operations, efficiencies, service needs, and community expectations.
 - Shift work priorities to better respond to the community's needs
- **Street Operations Budget**

Year	Personal Services	Materials and Services	Capital Outlay	Total
2004 Actual	\$500,000	\$1,000,000	\$2,500,000	\$4,000,000
2005 Actual	\$500,000	\$1,000,000	\$1,000,000	\$2,500,000
2006 Actual	\$500,000	\$1,000,000	\$1,000,000	\$2,500,000
2007 Amended	\$500,000	\$1,000,000	\$2,500,000	\$4,000,000
2008 Proposed	\$500,000	\$1,000,000	\$1,500,000	\$3,000,000
- **Street System**
 - 102 miles of paved streets
 - approximately 194 lane miles
 - 10.5 miles of unpaved streets & alleys
 - over 22,000 signs

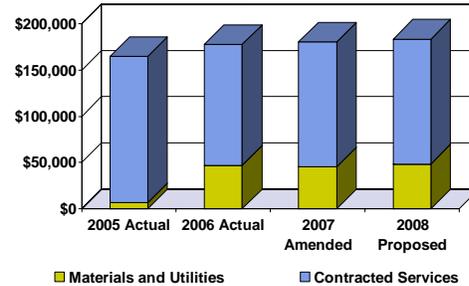
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Grounds Maintenance Street Fund



- Division Focus
 - Agreement with Parks
 - Maintain all City landscaping
 - Medians (Siskiyou, Mountain Ave, N. Main entry, Ashland Street)
 - Downtown trees and planter areas
 - Library grounds
 - Materials and Utilities
 - Tree grates and repairs to planter structures
 - Water and electrical
- Budget Changes
 - Minor increase in watering

● Grounds Budget



● Performance Measures

- Water conservation and “Right Water for the Right Use”
- Positive public perception

Storm Water Program



● Responsibilities

- Improved surface water quality
- Continued implementation of the new Non-Point Source Discharge Elimination System (NPDES) requirements
- Develop consistency with the “Right Water for the Right Use” goals
- Maintain the open swales and pipe systems to minimize line blockages
- Update the 1998 Storm Water and Drainage Master Plan
- Implement annual maintenance standards to deter flooding
- Link sweeping program to integrate with permit requirements and water quality improvements

● Council Focus

- Assist with implementation of riparian area protection ordinance
- Pursue water quality and temperature improvements through an active storm water management program

● Personnel: 3.55 FTE

- Shared with Streets and Wastewater
 - storm water line and open ditch maintenance and construction
 - sediment pond cleaning

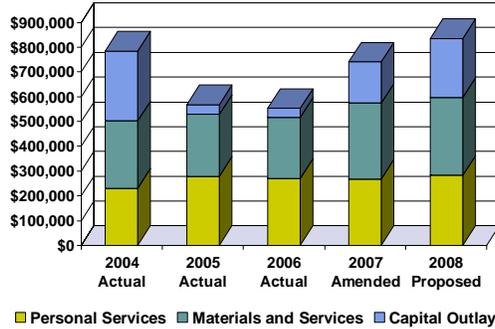
Storm Water Program Street Fund



- **Performance Measures**

- Infrastructure
 - 77 miles of storm water lines
 - 1,700 catch basins
 - 1,400 inlet structures
 - 720 manholes
 - 11 miles of open ditches
- Bioswales
 - Elks /City Parking Lot
- Detention & Wetlands Facilities
 - Roca Ponds
 - North Mountain Park
 - Dog Park
 - North Mountain Park
 - Riverwalk Subdivision

- **Storm Water Budget**



- **FY08 Focus**

- Water Quality Improvement
- NPDES & TMDL regulations

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Water Division



- **Responsibilities:**

- Ensure total compliance with various regulatory requirements
- Install new services
- Construct new or repair main lines
- Maintenance and repair of the existing system
- Maintain and operate Lithia water system; lines, pumps and fountains
- Maintain and operate City's irrigation water fed by the Talent Irrigation District (TID)

- **Personnel:** 15.8 FTEs

- **Operations:**

- Supply, Treatment & Distribution

- **Infrastructure:**

- 4 distribution reservoirs
- 127 miles of water lines
- 6 pump stations
- 33 pressure reducing stations
- 1,135 fire hydrants
- 8,100+ individual services and meters
- 322 separate potable irrigation meters
- 138 irrigation accounts with City TID water

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Water Division



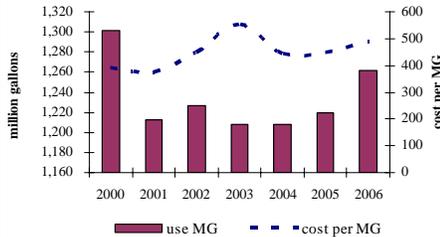
- Performance Measures**

- Expect high water quality; no action limit violations, and no health risk concerns.
- System efficiency; evaluate and take appropriate measures to favorably compare to industry standards.

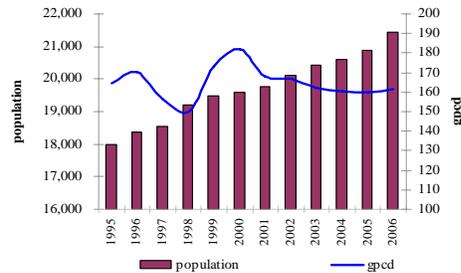
- Conservation**

- Continue conservation efforts. Water conservation has improved.
- The lowest winter day is 2.0 mgd.
- Summer averages continue to drop slightly.

- Water Use vs cost per MG**



- Population vs Water Use**



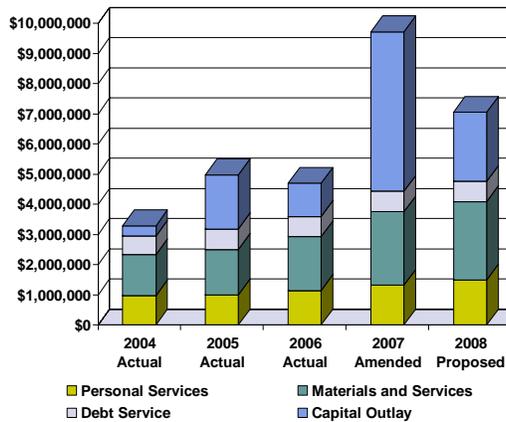
Water Division



- Budget Changes**

- Treatment added 1 FTE
- Capital = \$2,288,000
 - Two major pipeline projects and initial water treatment plant process improvements basically complete
 - FY08 overall water capital budget is significantly decreased from FY07
 - Increases in capital projects are shown for distribution system improvements
 - Consulting Projects for:
 - FERC Part 12 Hosler Dam Safety Study
 - "Right Water for the Right Use"

- Water Budget Over Time**

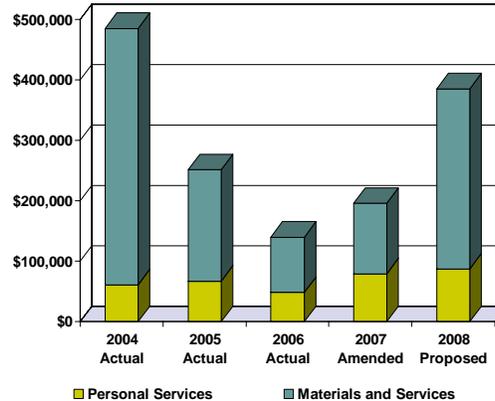


Water Fund – Forest Interface



- Program Focus
 - Wildfire and forest interface management
 - Budget variability is with program grants
 - Planning on over \$200,000
 - Wildfire Fuels Reduction Grant (\$100,000 approved)
 - Applied for other grants
 - Wildfire Evacuation Modeling and Public Outreach (DHS)
 - Noxious Weed Management (OFWF)
 - Contract services
 - Small Woodlands Service as contract City Forester
 - Various Silvicultural services

● Forest Budget Over Time



- Personnel : 1 FTE

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Wastewater Division



- **Infrastructure:**
 - Plant averages 2.25 mgd
 - 114 miles of collection lines
 - 7 lift (pump) stations
 - 2,300 manholes
 - 7,980+ individual services and meters
- **Personnel:** 12.8 FTEs
- **Operations:**
 - Collection, Treatment and Disposal or Reuse
- **Responsibilities:**
 - Ensure total compliance with various regulatory requirements
 - Install new services
 - Construct new or repair main lines
 - Maintenance and repair of the existing system
 - Maintain and operate membrane tertiary system from May through November
 - Centrifuge biosolids prior to landfill disposal

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Wastewater Division



• Council Priorities

- Bear Creek Watershed Total Maximum Daily Loads (TMDL), temperature is the final hurdle for the WWTP
- “Right Water for the Right Use”
 - Ashland’s effluent may be a significant resource and reuse option; “Right Water for the Right Use”
 - Evaluate environmentally friendly options for temperature reduction
 - Not just on-site mechanical evaporative cooling

• Division Focus

- Develop aggressive conservation and reuse strategies for the “Right Water for the Right Use”.
- Produce a high quality and highly treated wastewater effluent and biosolids product.
- Continue to coordinate with DEQ on the newly adopted temperature management rules to potentially use effluent as a resource. Evaluate the ability to augment creek flows through appropriate water trading.
- Optimize collection and maintenance operations to minimize service disruptions and claims.
- Appropriately reduce overall chemical use
- Use foaming agents to reduce root damage and blockages in sewer lines
- Continue to eliminate illegal cross-connections, typically storm water lines, from the sewer system.
- Establish and implement a Fats, Oils and Grease (FOG) Program for food service establishments within the City of Ashland.

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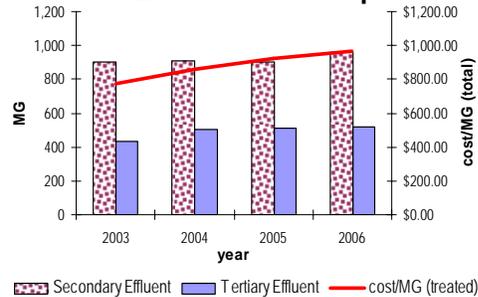
Wastewater Division



• Performance Measures

- Fully meet DEQ NPDES permit requirements with no violations
- Evaluate the impacts of temperature standards on effluent reuse to meet new permit requirements
- Reduce the costs of sewer claims by controlling backups (roots, grease, etc). Increases in cleaning, inspection, foaming have decreased the number of responses for main line blockages.
- Increase the productivity of the television line inspection analysis.
- Implement the rolling 5-10 year plan for system maintenance and repairs.
- Participate with other divisions to optimize equipment use, downsize the fleet and encouraging safe use of alternative technologies.

• Treated Effluent and Cost per MG



- System efficiency; strive to meet industry standards for the cost to collect and treat sewage.

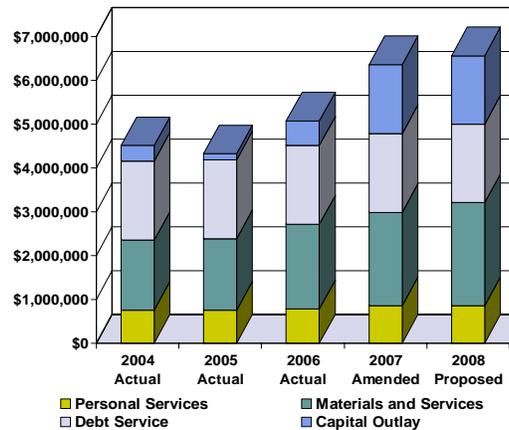
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Wastewater Division



- **Significant Budget Issues**
 - The FY08 capital improvements total \$1,305,000
 - Treatment Plant included plant evaluation, process improvements and temperature changes to meet permit and TMDL requirements.
 - Debt continues to decline as the DEQ loan is paid back.
 - The budget reflects the FY07 6% increase in wastewater user fees.
 - No fee increases are proposed for FY08. Staff will reevaluate and recommend changes based upon operational needs in FY09.
 - Budgeting and financing must meet DEQ loan requirements.
 - Loan requirements are projected to increase as food and beverage tax revenues end in December 2010.

- **Wastewater Budget Over Time**



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Admin, Engineering & GIS



- **Division Focus**
 - Manage Capital Improvements Program
 - Coordinate with ODOT and CORP for safety improvements at RR crossings
 - Increase alternative transportation and fuel uses
 - Evaluate transit and regional transit alternatives
 - Conduct comprehensive facilities master plan
 - Provide effective project management, constructive review & inspection services
 - Continue to enhance GIS program
 - Continue storm water NPDES permitting requirements
 - Update the City's 1998 Transportation System Plan.

- **Performance Measures**

- Provide high quality and consistent engineering design and management
- Maintain construction budgets and project completion within 5%
- Maximize funding opportunities and leveraging grant funds from outside sources; ODOT, DEQ, FAA, etc
- Provide master planning for Public Works infrastructure
- Coordinate infrastructure needs with other departments

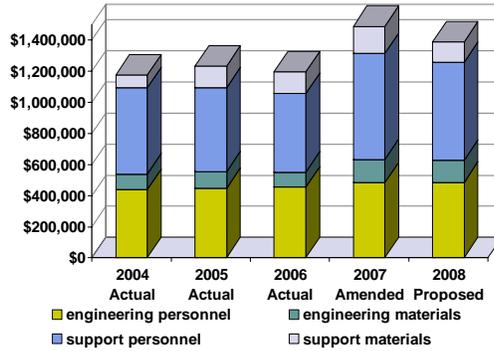
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Admin, Engineering & GIS



- **Functions:**
 - Public works administration and operational oversights
 - Master planning and long range focus
 - Geographic Information System
 - City engineering, design review, subdivision reviews, inspection, traffic and surveying work
 - Support to commissions and committees; Traffic Safety, Airport, Forest Lands, Water Use, Street Financing
- **Personnel:** 13.5 FTEs

• Division Budget Over Time



• Significant Budget Changes

- Support division budget is 10% less. Design funds tracked through CIP project program.
- Engineering budget same as FY07.

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Facilities Maintenance



- **Responsibilities**
 - Manage and perform maintenance, improvements and janitorial services for City owned buildings
 - 100+ City facilities, 60 maintained through this division
 - Enterprise funds manage their respective facilities
- **Personnel: 2FTEs**
 - under the Fleet and Facilities Supervisor
- **Performance Measures**
 - Evaluate and monitor the cost of facilities maintenance on a square foot basis.
 - Determine industry standards for like facilities and attain similar or lower costs with the same high standard.
 - Reduce the backlog of maintenance items and ensure timely correction of all items brought to the division.
 - Ensure safety items are corrected within 72 hours of notification.

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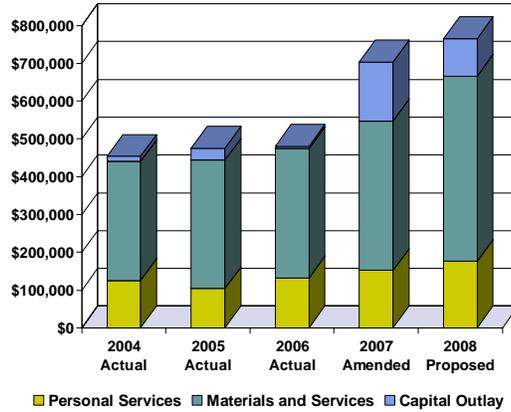
Facilities Maintenance



- **Significant Budget Changes**

- FY08 budget is 8.8% higher than the overall FY07 base
- Includes \$105,000 for the Facilities Master Plan
- Replacements and major facility repairs/improvements are in the Capital Improvement budget
- All facilities maintenance costs are in this budget with the exception of unique items for the Airport, Fire Station, Water Treatment Plant and the Wastewater Treatment Plant.
- Utility costs are included in this budget for most facilities

- **Facilities Budget Over Time**



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Cemetery



- **Responsibilities**

- City's 3 historic cemeteries:
- 20 acres of land; 11,500+ plots
- Staff maintains cemetery grounds, sells plots, headstones, conducts interments
- Watering and tree care is coordinated with the Parks Department.

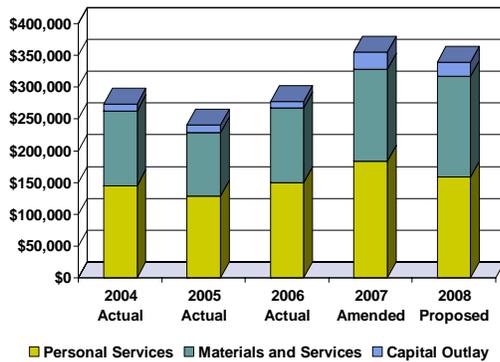
- **Personnel: 2 FTEs**

- under the direction of the Fleet and Facilities Supervisor

- **Significant Budget Changes**

- Decrease of 5% from the FY07 base.
- Reduce the amount of summer temporary employees by 50%
- Use of supervised Jackson County work release crews for annual maintenance
- Slight increases for utility costs

- **Cemetery Budget Over Time**



- **Performance Measures**

- Ensure the cemeteries are efficiently maintained, water wise, cost effective

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Fleet Maintenance

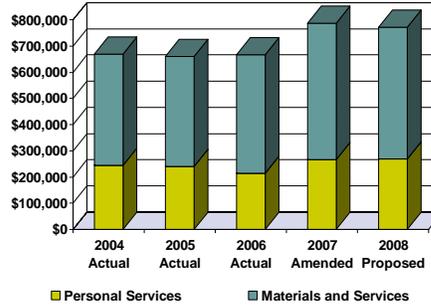


- **Shop Focus / Performance Measures**

- Integrate a computerized fleet maintenance and replacement program
- Develop policies for replacement and maintenance to meet industry standards
- Implement new "Green Fleet" strategy
- Create an Equipment Acquisition Committee to evaluate future purchasing
- Develop a policy to pool and share heavy equipment across departments
- "Right size" the fleet by going smaller or reduce number of vehicles
- Continue investigating options for use of alternative fuels and new technologies
- Provide a high quality, effective shop repairs
- Evaluate shop overhead

- **3 FTEs**

- **Shop Budget Over Time**



- **Training Requirements**

- New equipment & diagnostics technology
- Safety and operational standards
- Fuel efficiencies & emission control

Fleet Acquisition



Replacements for Existing Equipment

<u>Computer Services:</u>	
IT Mini Van #209 1994 Ford Taurus	\$25,000
<u>Fire Department:</u>	
Ambulance –1992 ambulance	\$170,000
<u>Police Department:</u>	
Police Hybrid, Jeep Cherokee #373	\$28,000
Police Hybrid, Chevy Malibu #399	\$28,000
Police Motorcycle, BMW motorcycle	\$25,000
<u>Public Works:</u>	
Sewer Division, 1 Ton Pickup Truck	\$32,000
Cemetery Division, Tilt Bed Trailer (#5T)	\$12,000
PW Trailer Mount Air compressor, #198A	\$20,000
PW Engineering, Hybrid SUV, replace #348	\$28,000
Water Plant Compact pickup, #320	\$24,000
Street Division, Paint Vehicle #282	\$40,000
Street Sweeper, Replace Schwarz	\$180,000
Sewer Jet-Vacuum Combo #397	<u>\$270,000</u>
Total Replacement	\$882,000

New Equipment Acquisition

Pool Vehicles, Electric Cars, 2 each	\$30,000
Total New Equipment	<u>\$30,000</u>

Reprogrammed from FY07

Electric Digger Derrick, #98	\$238,000
Wastewater 10 Yard Dump #74	\$135,000
Street 10 Yard Dump #116	<u>\$128,000</u>
Total Reprogrammed	\$501,000

Total Acquisition \$1,413,000

City Fleet = 129 vehicles:

- 71 Light Duty
- 46 Heavy Duty / Special Use
- 23 pieces of Heavy Equipment