

City of Ashland  
Public Works Department

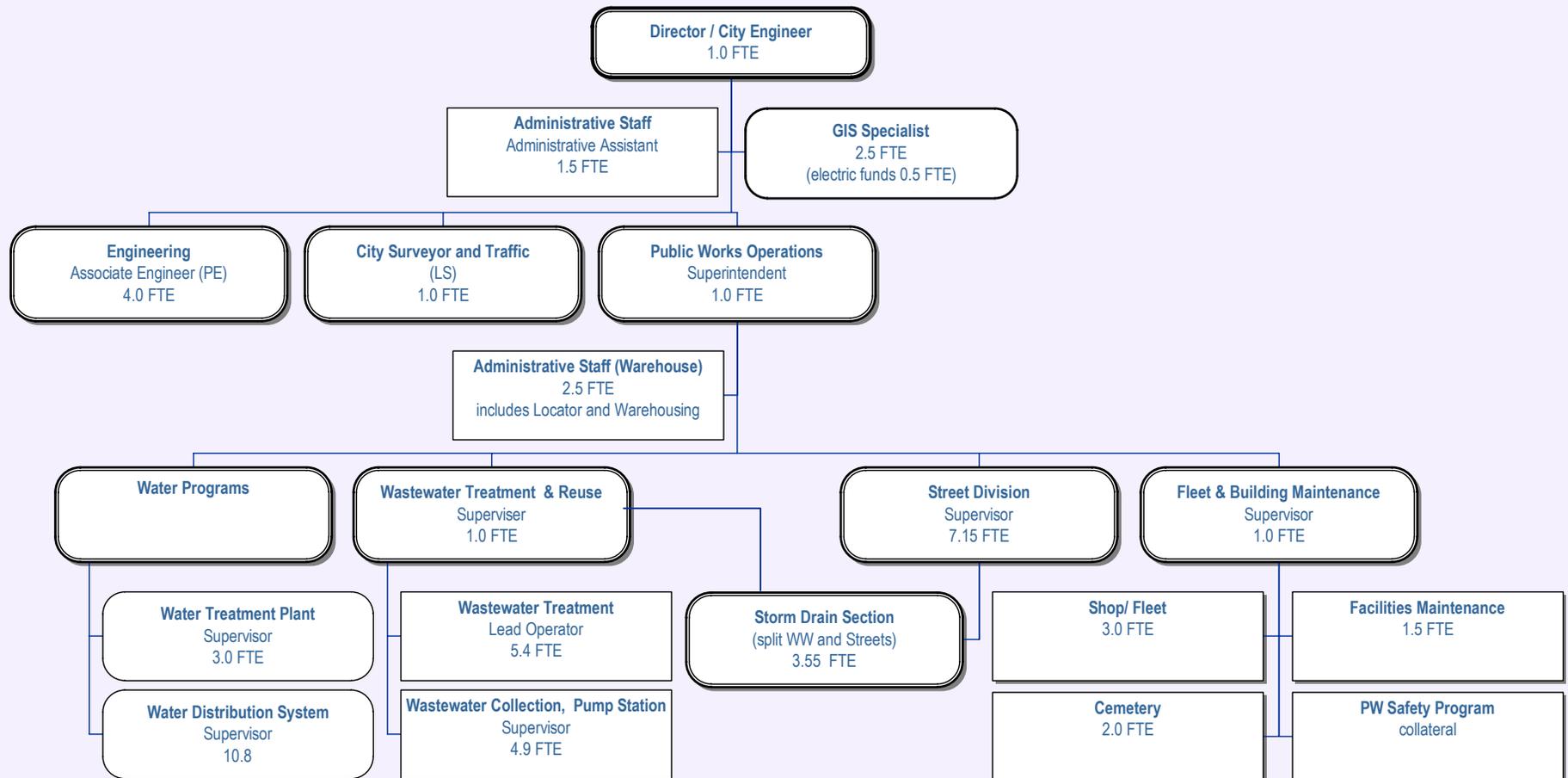
FY05 Budget Presentation

May 12, 2004

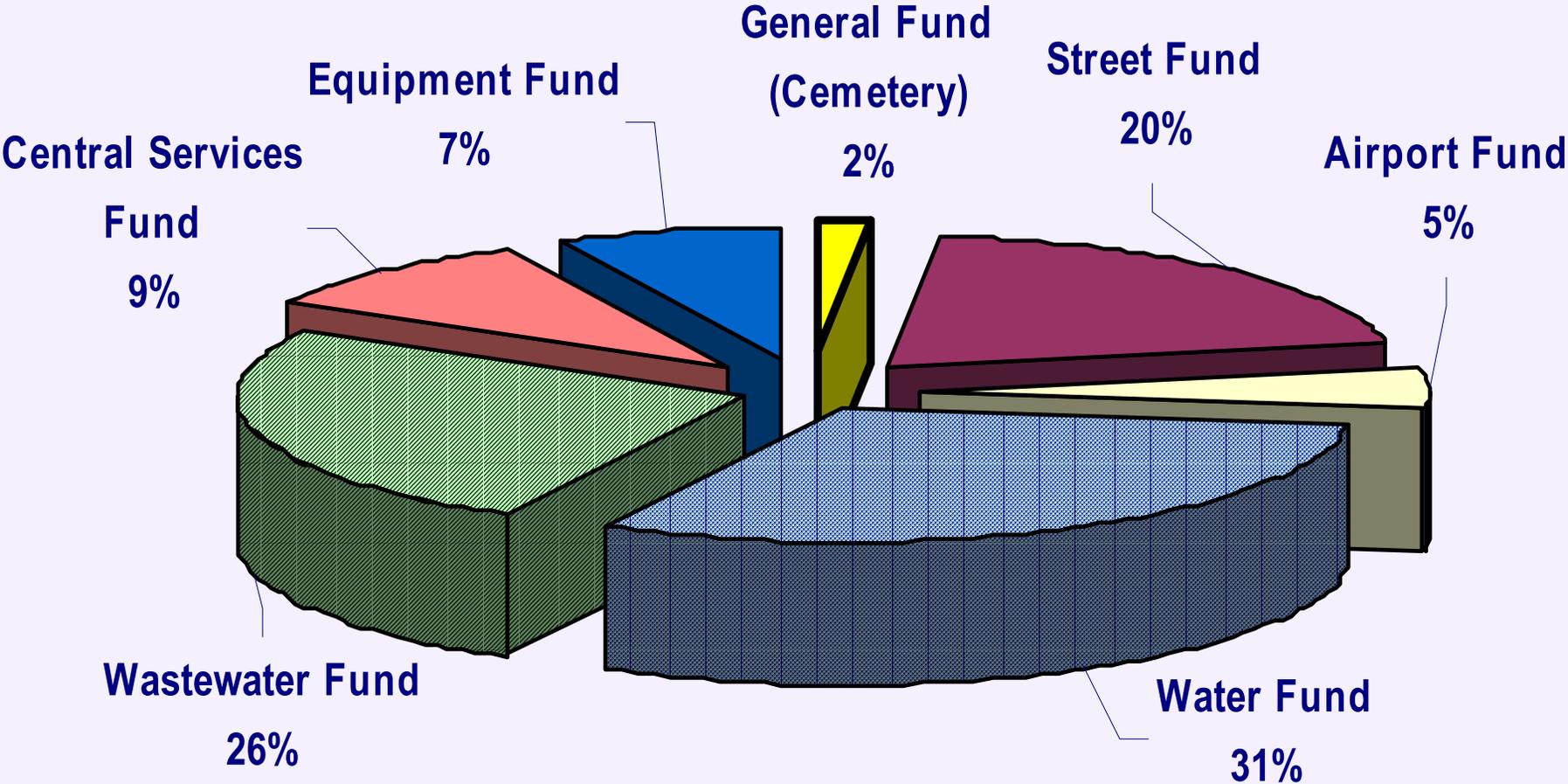
# Public Works Department FY05 Overview

- ❑ **56.8 FTE; increase of 1.0 FTE**
  - an addition of one person in GIS - electric still funds 0.5 fte
- ❑ **Divisions**
  - Cemetery
  - Streets and Storm Drains
  - Water; Supply, Treatment, Distribution
  - Wastewater; Collection, Treatment, Disposal
  - PW Administration (includes Airport), GIS and Engineering
  - Facilities Maintenance
  - Fleet Acquisitions and Fleet Maintenance

# Public Works Department Organization - 56.8 fte



# FY05 Public Works Fund Summary

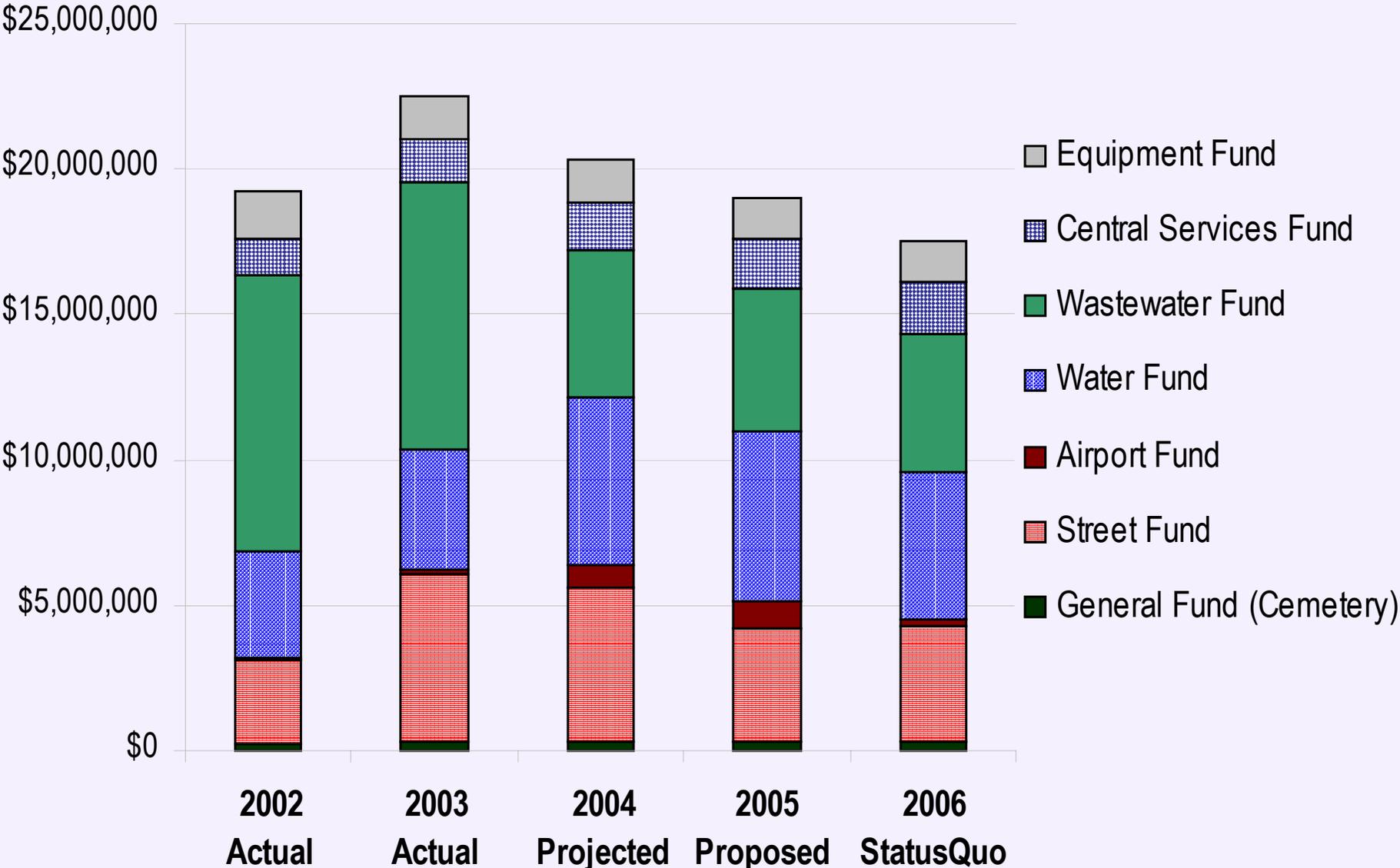


**\$19,016,899**

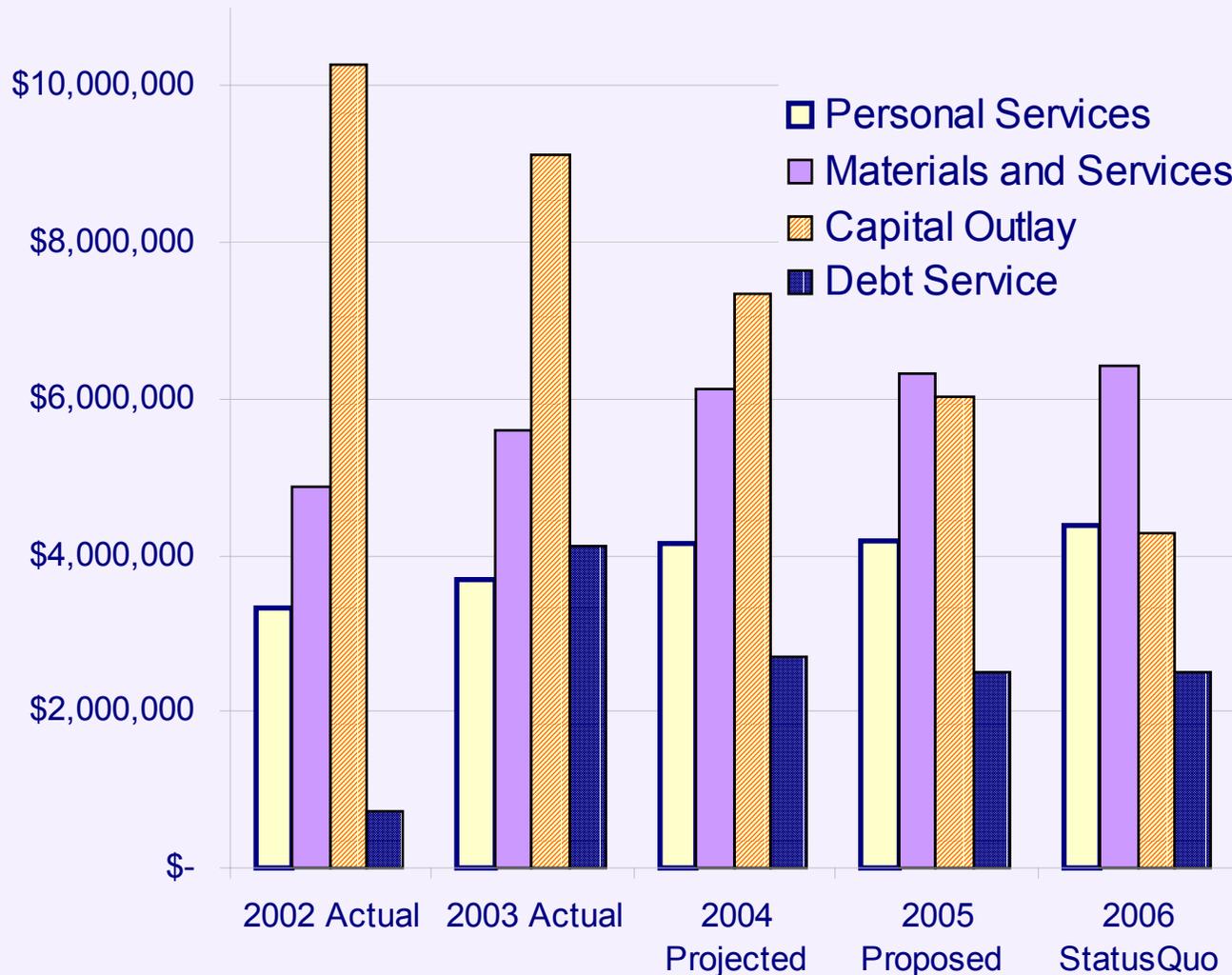
# FY05 Public Works Fund Summary

Cemetery (GF)	\$ 298,260	1.6 %
Grounds Maintenance (Street)	\$ 165,000	0.9 %
Streets	\$ 2,755,160	14.5 %
Storm Drain (Street)	\$ 960,430	5.1 %
Airport	\$ 938,722	4.9 %
Water	\$ 5,467,347	28.7 %
Forest (Water Fund)	\$ 396,500	2.1 %
Wastewater	\$ 4,887,080	25.7 %
PW Admin/Engineering	\$ 1,274,200	6.7 %
Facilities Maintenance	\$ 491,780	2.6 %
Equipment Acquisition	\$ 688,085	3.6 %
Equipment Shop Maintenance	<u>\$ 694,335</u>	3.7 %
	<b>\$19,016,899</b>	

# FY05 Public Works Fund Comparisons



# PW Comparisons by Function



## Overall Notes:

- Personnel increases just slightly as a result of benefits and cost of living increases
- Materials and Services increase by 3%
- Capital continues to decrease
- Debt service adjusts as debt is paid off

# PW Challenges and Trends

## Personnel Trends

- ❑ 1.0 FTE increase in PW Admin for the GIS program. Electric still splits one position with us.
- ❑ Other than that – no changes in staffing – but the work load continues to grow.

## Budget Trends

- ❑ \$1.2 Million decrease from FY04; due to capital project completions
- ❑ Fee increases water, ww, storm drain and transportation
- ❑ Still large CIP dollars in Transportation and Water

## Challenges

- ❑ Street Fund Stability
- ❑ Self sustaining Airport Fund
- ❑ Large Water Capital Program
- ❑ WWTP Permit (Temperature)
- ❑ Storm water program
- ❑ PERs questions and staffing
- ❑ Health costs
- ❑ Work load increases without staffing increases

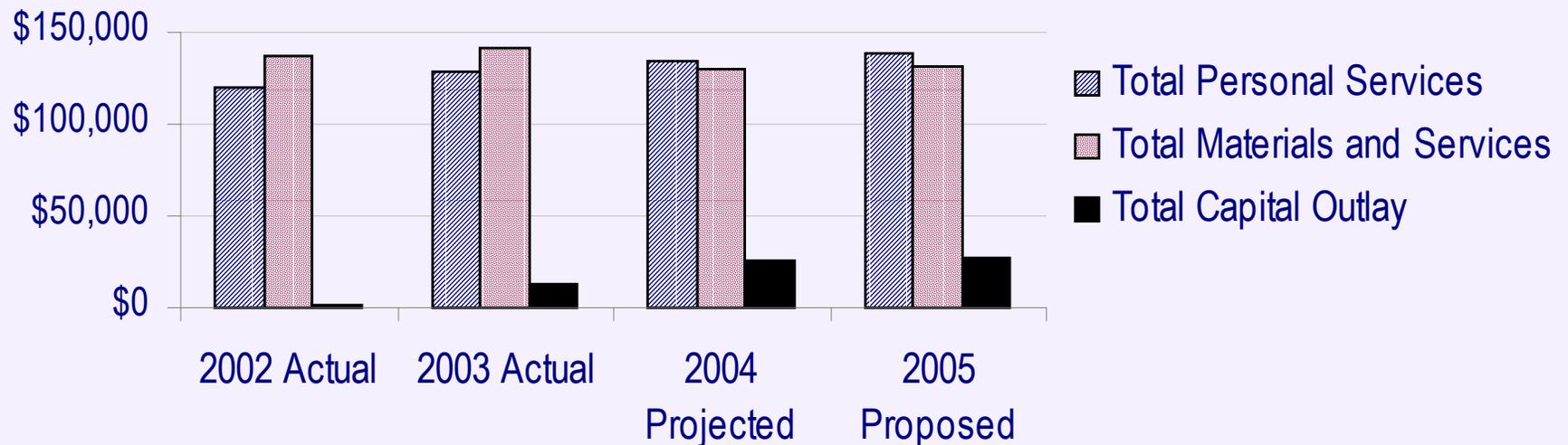
# PW Council Goals

- Pursue **water quality** and temperature improvements through an active storm water management program (and wastewater treatment **effluent reuse** options).
- Develop a **preliminary engineering design** for the future extension of the **TAP** pipeline to the City (was a goal in FY04; anticipate design completion by September 2004).
- Establish a stronger, formalized role for the City in the stewardship of the entire **Ashland Watershed**. Map (GIS) water capacity and implement enhanced monitoring program.
- Evaluate and create a plan to **remodel the Council Chambers**.
- Enhance **water** supply and **conservation**.
- Improve safety of existing at-grade **railroad crossings**.
- Improve **pedestrian** and **traffic safety** based on elements of the 3 Es – education, enforcement and engineering. Improve the Wimer Street and North Main Intersection.
- Measurably **improve traffic safety in neighborhoods**.
- Explore RVTD (transit) service options.
- Develop performance measures.

# PW Operations - Cemeteries

- **Budget** – unchanged (actually increased by less than 0.5% - less than cost of living or health care increases city-wide)
- **Focus** – overall maintenance and coordination with the Parks Department; use of Jackson County work release crews
- **Challenges** – Historic cemeteries; storage space; personnel and potential change
- **Work Requirements** – dropped Siskiyou and added bike paths
- **Capital** - adding a storage facility

## Cemetery Costs by Function



# PW - Grounds Maintenance (Streets)

- New program - \$151,100
- Grounds Maintenance; provides maintenance funds to Parks for all of the Boulevard, gateway islands, facility landscaping and trees that are not specifically in Parks property - \$135,000
  - Adds the new median islands in Siskiyou and Ashland Street, as well as the Library and Community Development & Engineering Buildings
- Remains a part of the Street Fund, but managed as a separate division
- Purchase of street tree grates to improve appearance and reduce the tripping hazards to the downtown trees - \$16,100
- Adds funding for irrigation (water) accounts on the Boulevard

# PW Operations – Street Fund

## Goals and Performance Measures

- Manage OCI at 78.
  - Develop a 5-year maintenance plan,
  - validate the OCI and costs every 2 years.
  - Annual cost to maintain the OCI level - \$200K
- Evaluate maintenance cost per road mile of paved and unpaved streets;
  - Decrease costs as we pave streets
- Evaluate cost & benefits of street sweeping; lane miles swept per man hour/per vehicle
  - as water quality benefit
- Develop a pothole maintenance and response team to systematically identify and correct potholes within 3 days of notification (performance perception)
- **Need Long Term Fund Stability**
  - increase franchise revenues, bonds ODOT \$
- **Maintained current personnel 9 FTE,** but workloads have increased

## CIP and Council Goals

- Water Street Bridge post-poned to FY05
- Tolman Creek Rd –Ashland St to E. Main
- E. Main – Dewey to N Mountain (overlay)
- Hersey Street– Ann Street to N Mountain
- North Ashland Bikeway (design – ODOT TE grant)
- Railroad crossings (design)
- Nevada Street Sidewalks (LID)
- Walnut Street and C and Eureka (overlay – LID / ODOT CMAQ)
- Street Improvement LIDs (Liberty / Upper Beach – depends on local interests)
- Improve safety of existing at-grade railroad crossings.
- Evaluate safety improvements at Wimer and Hersey
- Improve pedestrian and traffic safety Neighborhood improvements

# PW Operations – Storm Drains

## Water Quality Improvements

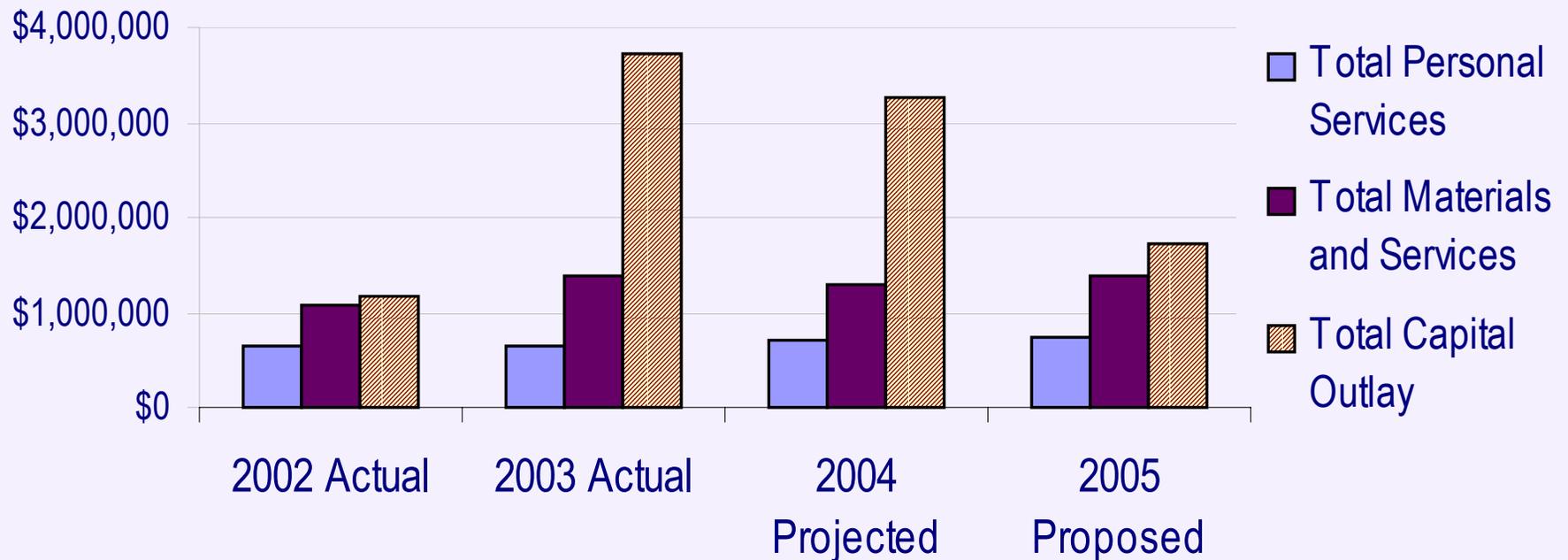
- Improving water quality is a primary component of the storm water program.
- Ashland has been ahead of the requirements, but there is some community frustration with the emphasis placed on water quality with respect to general construction methods.
- The PW Engineering standards stress erosion and sediment control, as well as detention and water quality improvements with new developments.
- Future projects will define this as an even higher priority.
- However, these projects come with both capital and maintenance costs.

## Operations & Performance Measures

- Meet new NPDES MS4 & Storm Water Management Plan requirements:
  - provide consistent standards for new water quality improvement facilities
  - evaluate the effect of water quality improvements; retention facilities, bioswales, wetlands ponds,
  - document the amount of material removed and the resulting water quality improvements
- Improve drainage systems to minimize storm and high water runoff
- Implement 25-year storm design standards
- Maintain the open swales and pipe systems so that there are no blockages
- Ensure pipe system meets current capacity requirements; 5-year updates
- Collect adequate fees - 10% increase FY05

# Street Fund Summary

	2002 Actual	2003 Actual	2004 Proj	2005 Prop	% diff
Personal Services	\$631,960	\$652,978	\$710,800	\$746,900	5%
Materials and Services	\$1,062,014	\$1,383,245	\$1,305,900	\$1,398,185	7%
Capital Outlay	<u>\$1,158,578</u>	<u>\$3,735,865</u>	<u>\$3,275,600</u>	<u>\$1,735,505</u>	<u>-47%</u>
	<b>\$2,852,552</b>	<b>\$5,772,088</b>	<b>\$5,292,300</b>	<b>\$3,880,590</b>	<b>-27%</b>

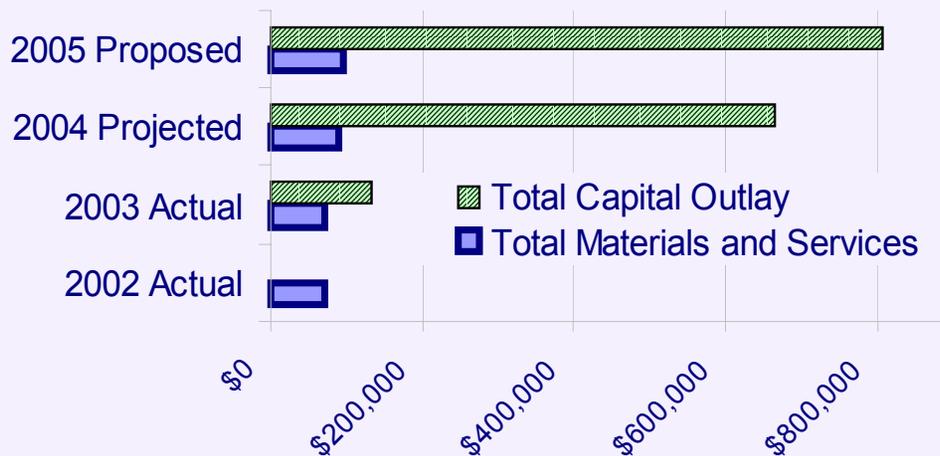


# Airport Fund

## Increase due to a large capital program.

- FAA's grant for the Airport Improvement Program allows Ashland to participate with a 5% match - only \$40,000 (mostly "soft match") on an \$800,000 project.
- Plus the Master Plan Update - \$60,000

## Airport Fund Categories



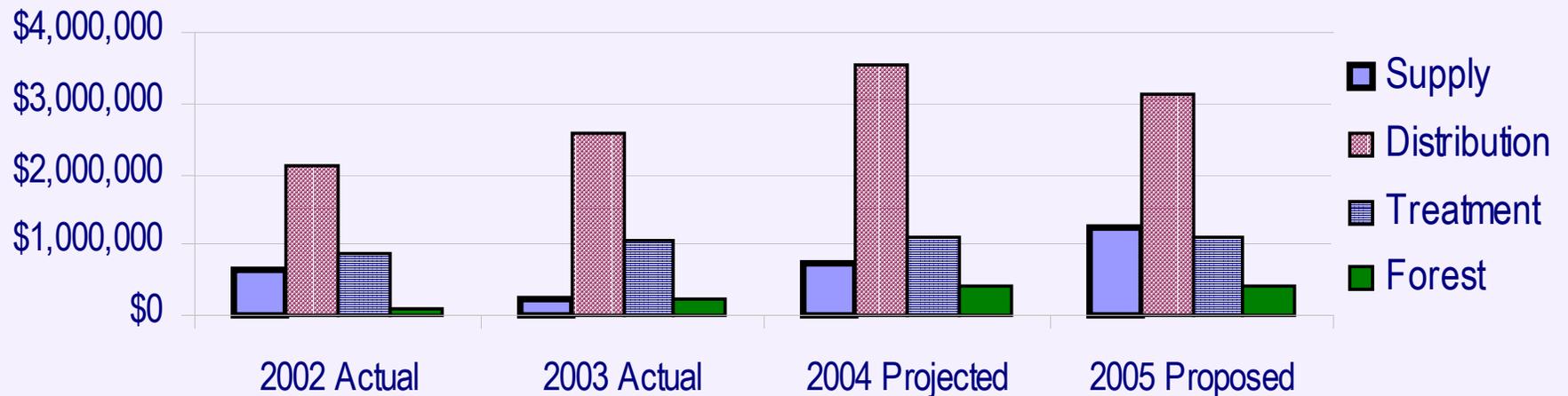
## Goals

- Implement a comprehensive cost effective maintenance program.
- Add live camera link for weather and wind conditions.
- Complete AIP Grant: perimeter fencing, medium intensity runway lighting and taxiway reflectors.
- Enhance revenue sources.
- Evaluate the possibilities for new airport related businesses
- Complete Airport Master Plan.
- Construct/ occupy new T-Hangars.
- Complete AIP design.
- Ensure the airport is self-sufficient.

# Water Fund

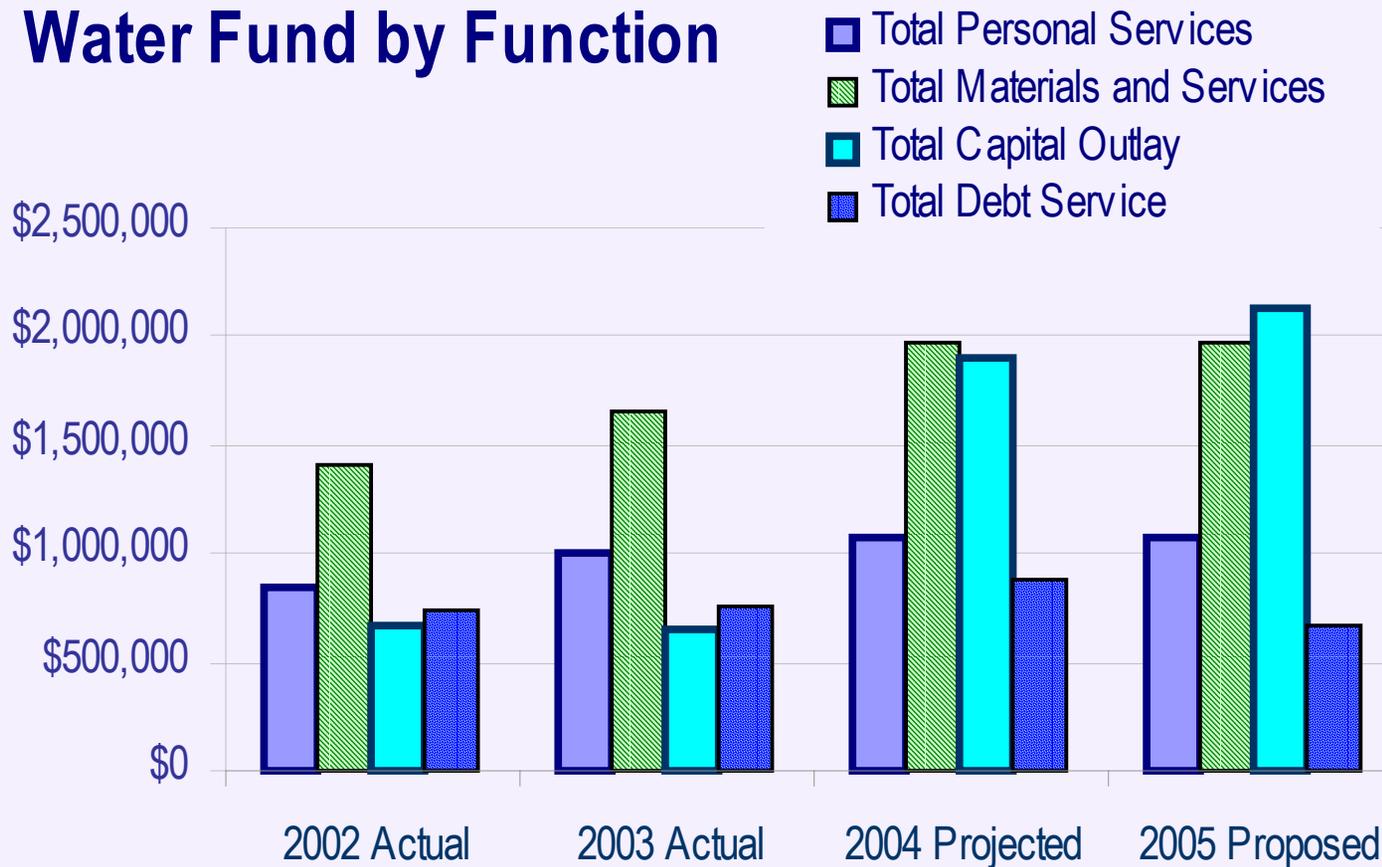
	2002 Actual	2003 Actual	2004 Proj	2005 Prop	% diff
Supply	\$627,504	\$251,745	\$716,741	\$1,258,373	76%
Distribution	\$2,095,089	\$2,555,181	\$3,560,900	\$3,116,921	-12%
Treatment	\$865,980	\$1,048,841	\$1,119,200	\$1,092,053	-2%
Forest	\$73,883	\$211,592	\$428,700	\$396,500	-8%
	<b>\$3,662,456</b>	<b>\$4,067,358</b>	<b>\$5,825,541</b>	<b>\$5,863,847</b>	<b>1%</b>

## Water Fund by Division



# Water Fund Summary

## Water Fund by Function



### Personnel:

no change  
(+0.11%)

### Materials:

increases from  
2003 in treat-  
ment/chemicals  
(0.04 less than  
FY04)

### Capital:

Increasing in  
supply and  
distribution

**Debt:** refinanced  
and reduced

# Water Challenges and Trends

## Capital Budget

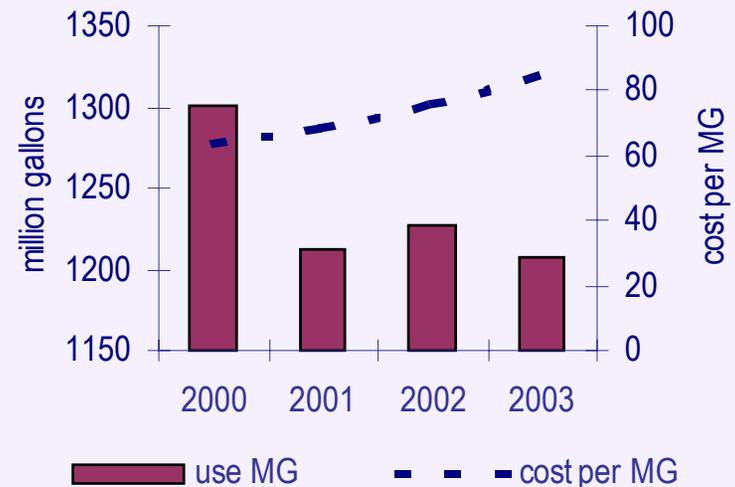
Capital budget is slightly increased from last year's budget. All three projects began design in FY04:

- New Fire Flow Distribution Reservoirs (\$1.8M) construction anticipated in FY06/07;
- Transmission Line; Reeder to the Plant (\$1.2M) – construction in FY05;
- Main Supply Line; Plant to Crowson Reservoir (\$1.1 M) –construction in FY05/06.
- Hosler Dam security and telemetry improvements, backwash (sludge) lagoon improvements, and filter maintenance

## Challenges

- Fund Stability; Increase in water fees
- Large Capital Program
- 2.6% increase in services, no new personnel
- SDC rates need to be evaluated and changed
- Small water treatment plant staff

## Cost per Million Gallons

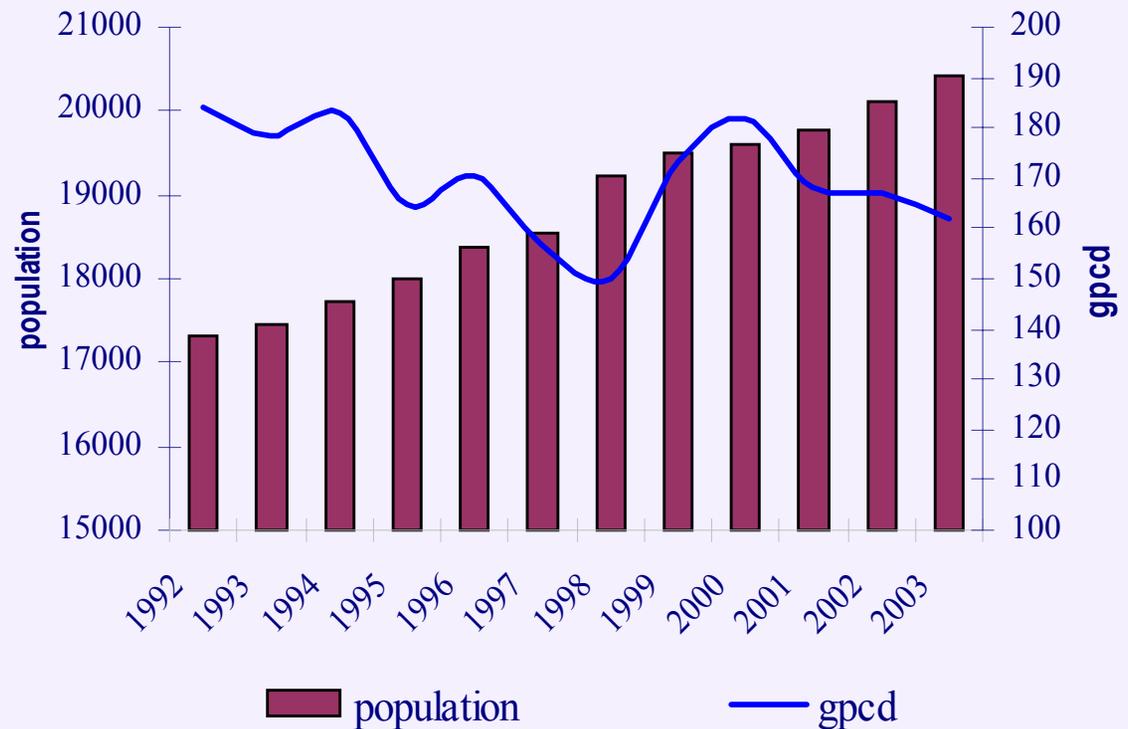


# Water Goals

## Enhance water supply and conservation by:

- Developing a citywide focus "the right water for the right use."
- Exploring and developing a 3-year plan to improve and extend our current TID system.
- Negotiating for other water supply options.
- Supporting an effluent reuse option for the WWTP effluent (potentially offsets the need for potable water).

### Population vs Water Use per Capita



# Wastewater Fund Summary

	<u>2002 (A)</u>	<u>2003 (A)</u>	<u>2004 (proj)</u>	<u>2005 (prop)</u>	<u>% diff</u>
Collection Operations	\$1,265,241	\$1,299,392	\$1,686,500	\$1,746,960	4%
Treatment Plant	\$972,805	\$4,384,383	\$3,109,919	\$3,140,120	1%



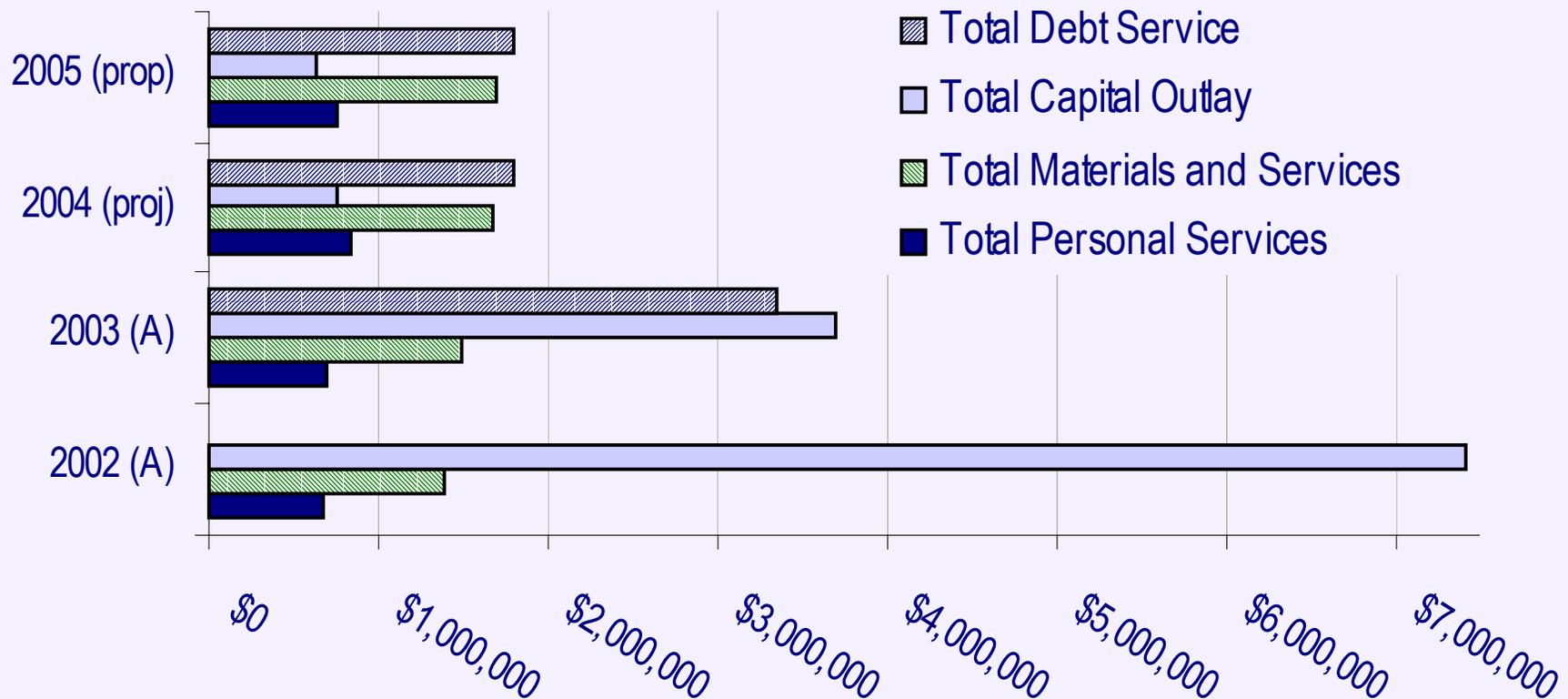
# Wastewater Summary

Personnel Costs down 8% as we integrate new personnel (3 retirees in FY04)

Material and Services are constant (1% less)

Debt Service decreasing as we pay off the loans (no change FY04 to FY05)

Capital has decreased significantly as we complete the WWTP



# Wastewater Challenges and Trends

## Council Goals

- Water supply and conservation: develop a citywide focus on the “right water for the right use” and supporting an effluent reuse option for the WWTP.

## Division Goals

- Produce a highly treated wastewater effluent and biosolids.
- Develop the new permit to meet DEQ’s temperature management rules and use our effluent. Evaluate the ability to augment creek flows through appropriate water trading.
- Minimize service disruptions and claims to the City.
- Optimally minimize chemical use.
- Eliminate illegal cross-connections.
- Complete the collection system master plan and implement the 5-10 year maintenance program.

## Challenges

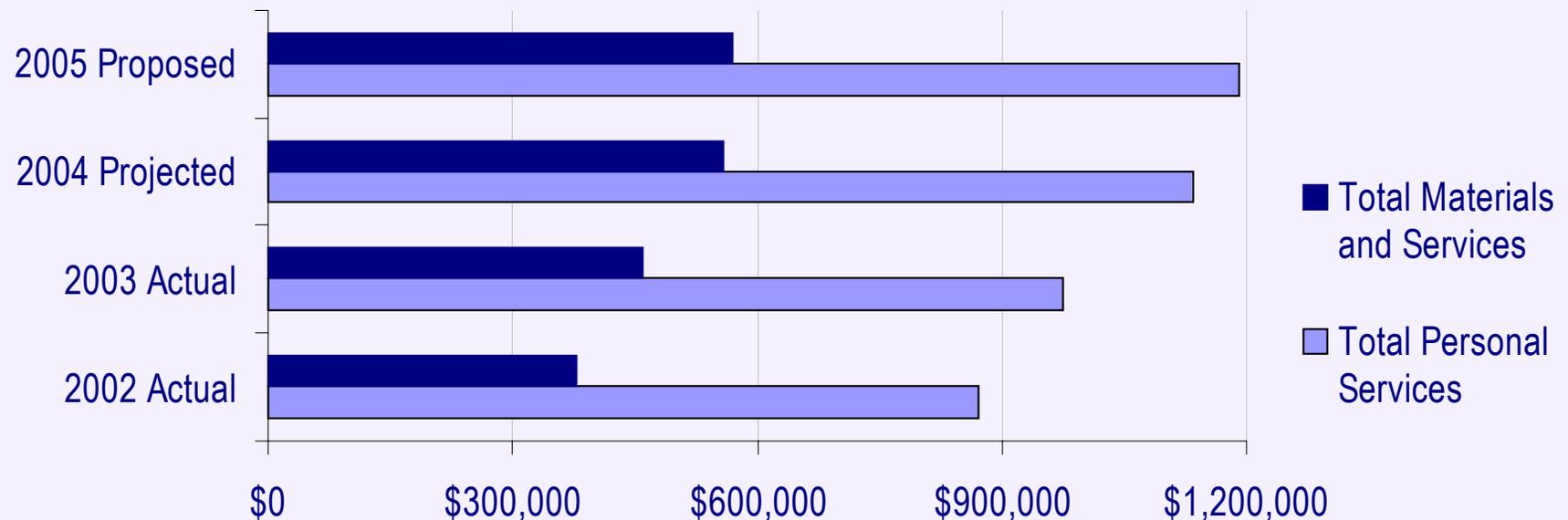
- 2.6% increase in services, no new personnel
- SDC rates need to be evaluated / changed
- costs to treat 1000 gals is \$1.141 in the winter and \$1.438 with membranes

## Budget Considerations

- Anticipated increases in electrical costs. Chemical costs have not been as high as projected.
- Capital projects include: Bear Creek Interceptor from N. Mountain Park to Walker (postponed from FY04 due to site conditions); replace lines in Walnut from Grant to Wimer and Granite from Nutley to Strawberry; replace N. Main Pump Station; and complete needed telemetry upgrades.
- Rates will increase 5% per year for the next 3 years for line replacements.

# PW Admin & Engineering Summary

- **Lots of Work**
- Construction management load continues to increased
- One new person in GIS, but defrayed costs as the “temporary” employee is reduced (personnel costs in the two divisions are up 5% total - less than City-wide increases)
- Material and Services increases are minimal (2%)
- Training costs consistent with past two years



# PW Administration & Engineering

## Engineering & Development

- Manage Projects
  - construction, design, master plan
- Issue / Track Permits
- Consultant Administration
- Engineering Development Standards
- Inspections
- Airport Commission
- Assist with Forest Commission
- PW Program Management

## Surveying & Traffic Safety

- Plan and Plat Checks
- Survey Control
- Mapping
- Project Management
- Traffic Safety Commission
- Survey Consultant Management
- Water Rights

# PW - GIS

## GIS

- Program Development Growth
- Data Management & Mapping Research
- Links with Jackson County
- User's Group and links with various departments
- Customer Service - significant community use of the system
- Emergency Exercise mapping
- Forest Interface mapping
- Trails Mapping
- Shared services (electric splits one position)
- Costs; training, software

# PW Fleet Maintenance

## Fleet Maintenance (Shop)

- evaluate equipment replacement and maintenance schedules compared to industry standards
- evaluate shop overhead rates for City department fleet maintenance charges
- develop a 3-5 year capital plan for equipment replacements
- document fleet repair and “down” time to compare with industry

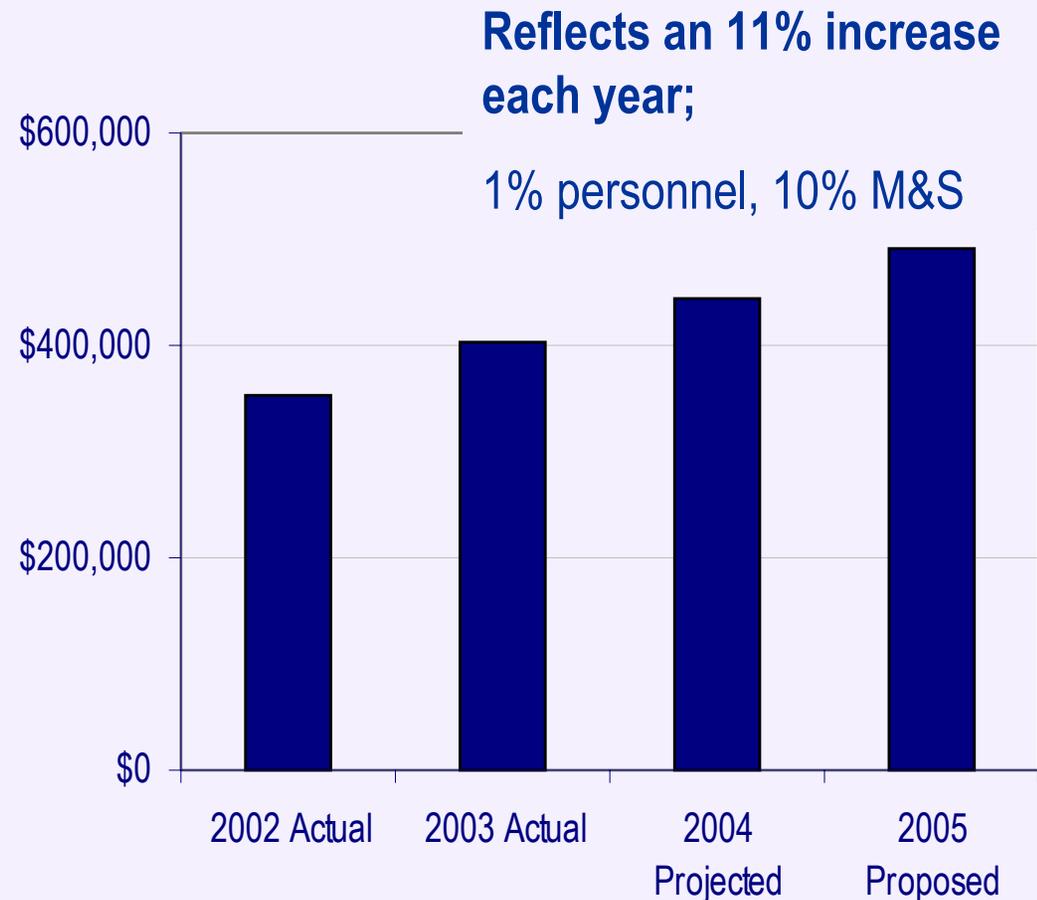
## Fleet Acquisition

- Total Replacement -  
11 vehicles                    \$398,000
- New Acquisitions 1 vehicle  
(Code Enforce)                \$16,000
- FY04 Carry Forward 10 yard  
dump truck                      \$105,000
- Total Fleet Acquisitions  
**\$519,000**
- Software Capital Purchases  
**\$169,085**

# PW Facilities Maintenance

## Goals

- Council Chamber improvements
- added new facilities to the inventory this year (Grove, Library)
- new janitorial services contractor
- will be evaluating each building for maintenance and long term needs in FY05
- we need renewed emphasis on energy and water conservation



Questions?

thanks