

**CITY OF GRANTS PASS
BUDGET COMMITTEE MEETING MINUTES
May 10, 2018 at 6:00 PM
City Council Chambers**

Mayor:

Darin Fowler - Absent

Councilors

Jason Anderson – Absent

Barry Eames

Tyler Flaming

Roy Lindsay

Valerie Lovelace

Rick Riker

Dennis Roler

Budget Committee Members

Shonna Bouteller - Absent

Tom Bradbeer - Absent

Tom Brandes - Chair

James DeHoog - Absent

Steve Haydon

John Rall

Ferris Simpson – Vice Chair

Steve Sorenson

City/Staff/Council

Liaisons:

Aaron Cubic – City Manager

Jason Canady – Public

Works Director

Karen Frerk – City Recorder

Lora Glover – Parks &

Community Development

Director

Diana Mejia – Human

Resources Director

Jay Meredith – Finance

- I. Budget Chair convene Committee
Chair Brandes opened the meeting and roll was taken.

- II. Public Works Department Budget presentations
 - Jason Canady introduced his team and presented the Public Works Department Budget.
 - Jason went over the Council goals and how they relate to the Public Works Department.
 - Jason talked about evaluating and ensuring financial stability of utility funds, which is a two star item from the Council.
 - Jason said they raised the water rates to support the bonds that were issued for the Water Restoration Plant, and will be bring forward a Storm Water Rate in the next month.
 - Jason stated to ensure efficiency and effectiveness in City Operations they work with the MPO to apply for and administer a feasibility study for alternative fuel sources. This is a project that is on hold as they work on where the Water Plant will be located.
 - Jason talked about evaluating and implementing asset management software across Public Works. Council authorized the purchase of the software and the installation.

- Jason discussing facility options and preparing a recommend plan for a Fleet Maintenance Facility upgrade, which is a one star item from Council. This is another project that is on hold due to the Water Plant location.
- Jason said the Fleet facility is inadequate in size. They cannot even service our own equipment.
- Jason talked about developing and implementing an emergency fuel supply plan to insure continuity of operations in the event of an emergency.
- Jason said another Council goal is to plan and develop our Infrastructure, Water Distribution and Wastewater Collection. They will continue the pursuit of property acquisition for future reservoir and pump station sites.
- Jason talked about building a new Water Treatment Plant, which is a three star item and the number one goal out of Council Goal setting.
- Jason said they need to design and implement a distribution system valve exercise and replacement program to ensure system operability, which is another three star item. Jason said they are 80% done with the creation of the unidirectional flushing program.
- Jason talked about a new two star project to design and install a redundant water main loop on Redwood Highway pedestrian way.
- Jason talked about developing an emergency water hook up at the City Hall well.
- Jason talked about insuring sewer infrastructure needs are met and expanding the Wastewater Plant.
- Jason talked about updating the Collection CCTV capability to allow for lateral locations, which is a two star item.
- Jason talked about implementing a manhole inflow infiltration elimination program in the Redwood area, which is a one star item.
- Jason talked about beginning the Webster 2 alternative study, design and construction, which is also a one star item.
- Jason talked about developing a pilot plan for the Cured-In-Place-Piping for rehabilitation projects.
- Jason talked about ensuring that the transportation infrastructure needs are met by performing a comprehensive, city-wide pavement condition assessment.
- Jason talked about planning with ODOT three lanes in each direction on Redwood Highway from Williams Highway to Redwood Avenue.
- Jason talked about improving dangerous problem pedestrian crossings.
- Jason talked about rehabilitating the Redwood parking lot.
- Jason talked about improving vehicle and pedestrian safety at the intersection of E and 9th Streets.
- Jason talked about improving the crosswalk safety at Hawthorne and Midland. This project is now complete.
- Jason said they are moving forward on completing the Transportation System Master Plan.
- Jason talked about insuring that stormwater infrastructure needs are met.
- Jason talked about creating and initiating a Stormwater utility. This will also be marked as complete because Council took action to create that utility.

- Jason talked about some key organizational changes. He said last year they were facing some key retirements and looking at some restructuring. Those retirements have occurred and they have restructured. Part of that is the addition of the Wastewater Collections, Water Treatment and Water Distribution Superintendent. That used to be one person.
- Jason said per PCD PAVE, and based on current project loads, one of the things that was recommended through that was to hire an assistant director. We brought on Wade Elliott just before the end of the calendar year 2017. He will be the lead on the Streets and Drainage Division and Public Works capital programs, and some of the ancillary functions such as solid waste.
- Jason talked about the Public Works Administration Staff. He said they don't currently have a Public Works Administration Staff Budget.
- Jason introduced Wade Elliott to discuss Capital Projects.
- Wade talked about the Transportation and the Storm Water Division.
- Wade discussed a few things that the Transportation Maintenance Crews do. They traditionally repair and maintain the surface and subsurface drainage. Wade said they split that into the Storm Water Project as well as the Transportation.
- Wade said they also take care of all of the surface transportation.
- Wade said they have the ability to manufacture and install signs in-house.
- Wade said they have a Street Sweeping contract under transportation. That has been moved over to Storm Water/Drainage.
- Wade said they do a lot of vegetation control. This is in cooperation with Parks and Community Development.
- Wade said the Street Lighting program is paid for under Transportation.
- Wade talked about the Transportation Budget.
- Wade took questions from the Committee Members.
- Wade talked about Capital Projects. Those projects are the CMAQ Sidewalk Project, the Fruitdale Drive Project, the annual overlay and maintenance project, Willow Lane reconstruction project and the yearly transfer which is a Josephine County Transit Operations Grant, an annual grant from ODOT. Wade stated that we have a city match on this grant.
- Wade talked about the Emergency Storm Drain Projects. There is a new permit from DEQ, called the MS4 Phase II Permit that will require us to inspect and clean portions of our Storm Water System. They anticipate that they will find a lot of deficiencies when we move through there.
- Wade talked about Traffic Calming, Bike and Pedestrians, which is a one star project.
- Wade talked about the Estate Lane improvement project. This will be a half street improvement on the City side of the street.
- Wade talked about Pavement Condition Assessment, which is a three star goal. They will inspect every section of the roadway in the City.
- Wade talked about the Sidewalk Rehab Project. This will focus on larger sections of failing sidewalks as well as upgrading some deficient ADA ramps.
- Wade talked about the continuation of the Sidewalk Infill and Repair Fund and the Bikeways Fund. The path at Hillcrest Park will receive partial funding from the fund.

- Wade talked about Storm Water and Open Space Program. We are creating a full funding for this program. They would repair and maintain the surface and subsurface drainage systems.
- Wade gave an overview of the Operational Budget.
- Wade highlighted some of the adjustments and answered questions from the Committee.
- Wade talked about two Storm Water Projects, the Schroder Lane North Storm Drain and the Emergency Storm Drain Project.
- Jason talked about Water. He stated that our drinking water comes from the Rogue River. He explained the process.
- Jason said the Water Treatment team is responsible for distributing and metering water to all of the customers. He said it is important to meter the water for accurate billing purposes. Jason said we have a very aggressive meter replacement program. They monitor and report on water quality and run the Cross Connection and Backflow Program. Jason said they maintain all of the treatment facilities, pump stations and reservoirs. Jason said they also run their Customer Service Program.
- Jason talked about increases and decreases in the Budget.
- Jason said some of the efficiencies in the Water Department are the sale of salvaged meters. We have a meter replacement program, but all of our water meters are almost all solid brass. Brass has quite a bit of value, so when we pull a batch we usually have about 1,000 to 2,000 meters which is a lot of pounds of brass. We are able to sell them to people who salvage them, bring quite a bit of money back to us.
- Jason said they use shared technology between the Water and Wastewater Treatment Plants helping us to minimize spare parts inventory.
- Jason talked about the Master Services agreements.
- Jason took questions on the Water Operations Budget.
- Jason talked about the cost of power. He stated that we are very low on water rates compared to other cities comparable to our size. The reason is that we are very frugal.
- Jason talked about Capital Projects. He talked about the Meadow Wood Reservoir, Water Treatment Plant Structural Repair Project, Water Treatment Plant Upgrade, Small Main Replacement Project, Water Treatment Plant SCADA Improvements and the Redwood Highway Looping.
- Jason took questions from Council.
- Jason talked about the Wastewater Budget.
- Jason talked about Wastewater Efficiencies and the UV disinfection system.
- Jason talked about the Water Restoration Plant Expansion, Collection System Repair and Pump/Lift Station Equipment Improvement.
- Jason talked about Solid Waste programs. This is the Merlin Landfill post closure monitoring.
- Jason talked about the Clean Up program and the Stormwater Retention Pond.
- Jason talked about Fleet Services. He said we struggle to find skilled workers.

- Jason said the replacement schedule is a little too long leading to higher maintenance costs.
 - Jason stated that maintenance and equipment replacement costs were going up. They will be focusing on finding that optimal life span for the vehicles.
 - Jason talked about future challenges for the Public Works Department. The number one priority of the Council Goals is replacing the Water Treatment Plant. The MS4 Phase 2 permit is coming. We are unclear when that will be issued but it is coming. Deferred Water/Wastewater/Stormwater maintenance projects are causing unplanned outages. Ensuring adequate and appropriate funding for operations, maintenance and capital improvements is critical.
 - Jason talked about future regulations. There is a new round of unregulated contaminant monitoring which is out. Should any of that determine future regulations, we may have to make some changes to the water side to future treatment processes.
 - Jason said we are in really good shape. The staff is amazing and they do an incredible job with the limited resources. Growth will require expansion of existing systems at additional costs.
 - Jason said the City has been proactive in making small adjustments to rates meeting current operating and capital needs.
- III. Receive public comment and/or questions
- Rycke Brown stated that Jason talked about raising water rates to save money for the bonds. She said she is anxious that we reform our wastewater rates to spread the costs and revenue evenly throughout the year.
- IV. Discuss any general questions or information requests from the Committee
- None.
- V. Vote for tentative Budget approval of programs discussed (if applicable)

MOTION/VOTE

Councilor Lindsay moved and Member Simpson seconded the motion to approve the budget presented tonight be tentatively approved. The vote resulted as follows: “AYES”: Councilors Eames, Flaming, Lindsay, Lovelace, Riker, Roler, and Committee Chair Brandes, Members Bouteller, Haydon, Rall, Simpson and Sorenson. “NAYS”: None. Abstain: None. Absent: Councilor Anderson, Members Bradbeer and DeHoog. The motion passed.

- VI. Continue Hearing to Tuesday, May 15, 2018 at 6:00 PM

The meeting was adjourned by Chair Brandes at 8:20 pm.

The motions contained herein and the accompanying votes have been verified by:

City Recorder

Date