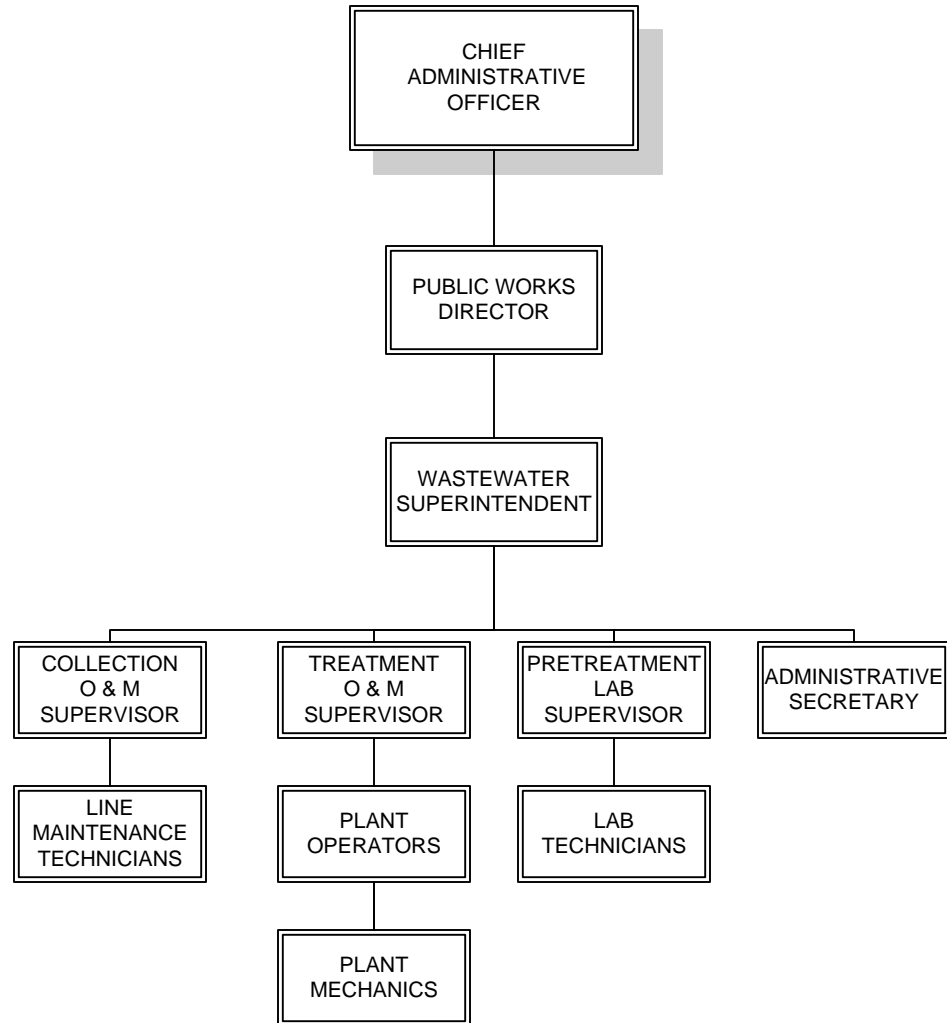




# Public Works Wastewater Division



## Program Description

The Wastewater Division is responsible for the collection and treatment of domestic and industrial wastewater generated in the Missoula sewered areas. Administration, maintenance, operation, monitoring, testing and the pretreatment program are the primary functions of the Division. These activities are conducted under the Montana Pollution Discharge Elimination System (MPDES) issued by the Montana Department Environmental Quality (MDEQ) and the National Pollution Discharge Elimination System (NPDES) issued by the United States Environmental Protection Agency (USEPA). Additionally, the Division strives for beneficial reuse of residual byproducts of wastewater treatment.

The Wastewater Division is separated into four distinct sections:

- Wastewater Collection
  - Wastewater Treatment
  - Wastewater Administration
  - Wastewater Pretreatment / Laboratory
- 

## Goals & Objectives

### **Wastewater Collection Goals and Objectives**

- Maintain clean and free-flowing conditions in all sewer mains at all times.
- Video inspect all sewer mains every 10 years
- Hydro-clean and root cut all sewer mains in the City bi-annually.
- Maintain all individual and community Septic Tank Effluent Pumping systems throughout the sewer service area including STEP tank solids pumping.
- Implement new technologies for maintenance and maintenance management as they become available.
- Provide around the clock emergency response to all sewer emergency calls.
- Minimize inflow and infiltration of ground water into sewer lines to minimize unnecessary hydraulic flows in to the treatment facility with line repair and rehabilitation.
- Identify projects and assist the Engineering Division in implementing collection system spot repair, line and manhole rehabilitation work.
- Investigate and report all sewer damage claims.

### **Wastewater Treatment Goals and Objectives**

- Comply at all times with the requirements of the MPDES and NPDES permits.
- Exceed the water quality requirements in the discharge permit for all parameters.
- Perform preventive maintenance to all treatment facility equipment.
- Provide around the clock emergency response for the treatment facility.
- Involve all treatment staff in process control, maintenance and improvements made of the facility.
- Implement new technologies for improved water quality and maintenance management as they become available.
- Provide educational outreach of the treatment facilities for area schools and other interested citizens.

### **Wastewater Administration Goals and Objectives**

- Provide oversight supervision and direction for the entire Wastewater Division.
- Comply with Environmental Protection Agency mandates as they relate to the pretreatment of wastes accepted at the wastewater facilities.
- Provide training opportunities for all staff, emphasizing communication, teamwork, leadership, management and safety.
- Identify, plan and oversee upgrade and improvement projects including alternative treatment strategies.
- Participate with Federal, State regarding future changes to MPDES permit such as Total Maximum Daily Load allocations.
- Participate with local and regional environmental organizations such as the Clark Fork Coalition, the Tri-State Water Quality Council and the Watershed Education Network.

- Implement new (2006) MPDES permit requirements in accordance with compliance schedules including influent metering by 20011.

### **Wastewater Pretreatment / Laboratory Goals and Objectives**

#### **Laboratory**

- Perform permit required in-house sampling and analysis including and arrange for outside contract analysis.
- Prepare MPDES and NPDES monthly, quarterly and annual reports.
- Perform maintenance, calibration of lab equipment and maintain a QA/QC (quality assurance/quality control) program to ensure analytical accuracy.
- Research new equipment and methods.
- Support wastewater treatment process control with sampling and analysis

#### **Pretreatment Program**

- Prevent interference with treatment, operations, pass through, and contamination of sludge through,
  - Maintaining legal authority and an enforcement response plan
  - Annually review local limits
  - Prepare annual pretreatment and sludge reports
  - Identify, permit, monitor, and inspect all Significant Industrial Users (SIU) and Minor Industrial Users (MIU)
- Work with other City departments concerning SIU and MIU variances and sewer billing.
- Oversee hauled waste program (septic system wastes)
- Investigate reported issues concerning SIUs and MIUs.
- Identify all new SIUs and MIUs
- Sample sectors of the collection system to identify localized conditions.
- Provide sampling, analysis and support for outside organizations such as the Tri-State Water Quality Council, the Missoula Water Quality District and the City County Health Department Household Hazardous Waste Program.
- Provide plant data to the public through requests and the City web page.

**FINANCIAL SUMMARY**

Budget by Object of Expenditure Category	Actual FY 2008	Amended FY 2009	Actual FY 2009	Adopted FY 2010	Increase * (Decrease)	Percent Change
Personal Services	\$ 1,298,917	\$ 1,354,119	1,356,464	1,423,884	\$ 69,765	5%
Supplies	377,034	413,070	394,211	413,070	\$ -	0%
Purchased Services	1,125,427	1,153,784	1,063,791	1,161,784	\$ 8,000	1%
Miscellaneous	870,534	885,284	899,901	885,284	\$ -	0%
Debt Service	-	-	-	-	\$ -	-
Capital Outlay	70	-	-	-	\$ -	-
<b>Total</b>	<b>\$ 3,671,982</b>	<b>\$ 3,806,257</b>	<b>\$ 3,714,367</b>	<b>\$ 3,884,022</b>	<b>\$ 77,765</b>	<b>2%</b>

**STAFFING SUMMARY**

Title	Actual FY 2007	Actual FY 2008	Actual FY 2009	Adopted FY 2010
WASTEWATER SUPERINTENDENT	1.00	1.00	1.00	1.00
COLLECTION SUPERVISOR	1.00	1.00	1.00	1.00
TREATMENT SUPERVISOR	1.00	1.00	1.00	1.00
PRE-TREATMENT LAB SUPERVISOR	1.00	1.00	1.00	1.00
LAB TECHNICIAN	1.00	1.00	1.00	1.00
LAB TECHNICIAN	1.00	1.00	1.00	1.00
PLANT OPERATOR	1.00	1.00	1.00	1.00
PLANT OPERATOR	1.00	1.00	1.00	1.00
PLANT OPERATOR	1.00	1.00	1.00	1.00
PLANT OPERATOR	1.00	1.00	1.00	1.00
PLANT OPERATOR	1.00	1.00	1.00	1.00
COLLECTION SYS MAINT TECH	1.00	1.00	1.00	1.00
COLLECTION SYS MAINT TECH	1.00	1.00	1.00	1.00
COLLECTION SYS MAINT TECH	1.00	1.00	1.00	1.00
COLLECTION SYS MAINT TECH	1.00	1.00	1.00	1.00
COLLECTION SYS MAINT TECH	1.00	1.00	1.00	1.00
COLLECTION SYS MAINT TECH	1.00	1.00	1.00	1.00
COLLECTION SYS MAINT TECH	1.00	1.00	1.00	1.00
MECHANIC	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY	1.00	1.00	1.00	1.00
INTERMITTENT LABORERS	1.20	1.20	1.20	1.20
<b>Total</b>	<b>22.20</b>	<b>22.20</b>	<b>22.20</b>	<b>22.20</b>

2010 Budget Highlights

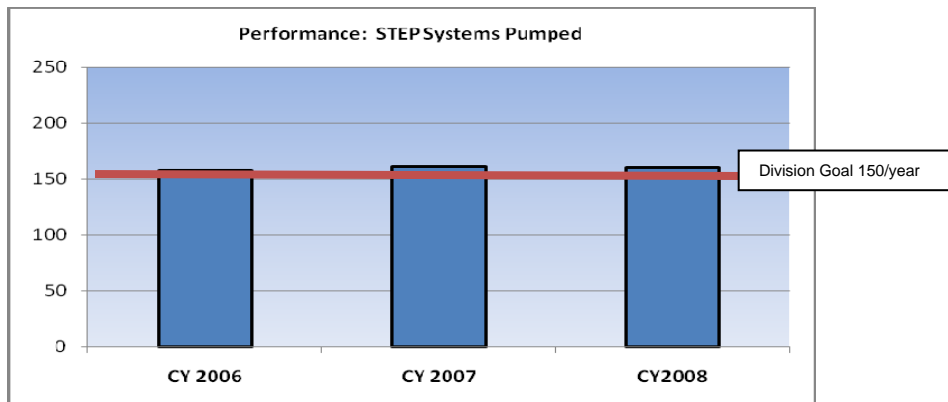
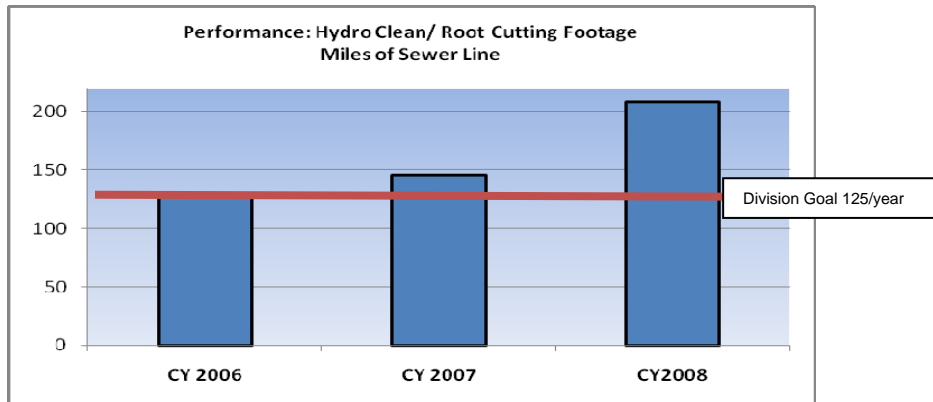
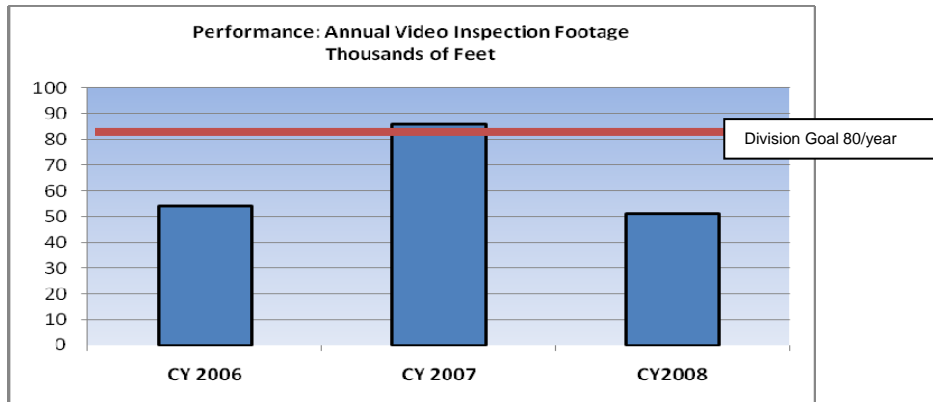
**Purchased Services:**

- No new Purchased Services requested.

**New Operating Requests Funded:**

- Salary Reserve \$5,723

Total \$5,723



## City Council Strategic Goals & Department's Implementation Strategy

The City Council established a set of Strategic Goals for city government. Listed below are the Council's goals, followed by the methods by which the Wastewater Department is striving to fulfill the Council's goals.

**Goal 1 – Organizational Management – *Sustain and enhance our ability to be an efficient, effective, accountable, responsive and respected City Organization.***

- Assist Public Works in adding new layers to the Geographical Information System (GIS) for the Wastewater collection system.
- Continue preventing Sanitary Sewer Overflows (SSO) in sewer area.
- Comply at all times with the requirements of the MPDES and NPDES permits

**Goal 2 – Community Livability – *As a community we promote a safe, healthy, economically and environmentally sustainable Missoula.***

- Maintain clean and free-flowing conditions in all sewer mains at all times.
- Continue pursuing the goals for septic system reduction and sewer main repair to protect ground water and drinking water sources.
- Plan for sewer service expansion as recommended in the Wastewater Facilities plan.
- Exceed the water quality requirements in the discharge permit for all parameters to ensure recreational use of the Clark Fork River.
- Continue to address and implement better control odor at the WWTP and facilitate odor control at the Eko Compost facility.

**Goal 3 – Community Involvement – *We encourage citizen involvement and ownership in our community.***

- Continue educational tours and project involvement with area schools.
- Continue participation with local and regional environmental groups.

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2008	Amended FY 2009	Actual FY 2009	Adopted FY 2010
1 . Continue scheduled maintenance on the collection system to prevent sanitary sewer over flows, sewer back ups and identify and repair sewer lines prone to ground water infiltration	95%	100%	100%	100%
2 . Continue to remain below MPDES major permit limits discharge into the Clark Ford River and use the Waste-water Facility Plan and other source material to plan for future growth and regulatory changes.	100%	100%	100%	100%
3 . Continue to operate a certified laboratory. Continue 100% compliance with SIU inspections	100%	100%	100%	100%

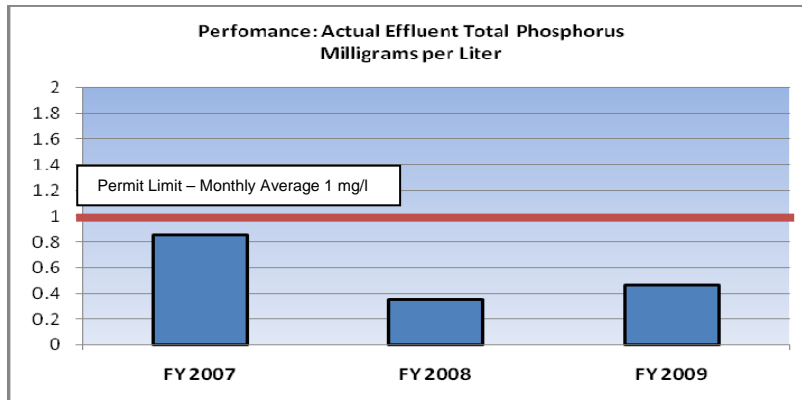
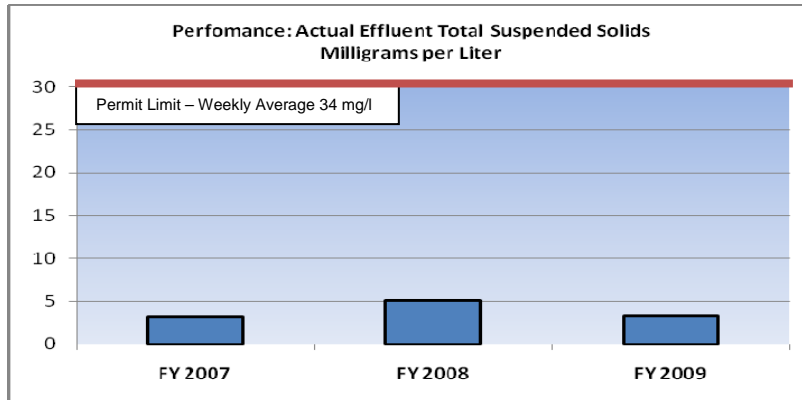
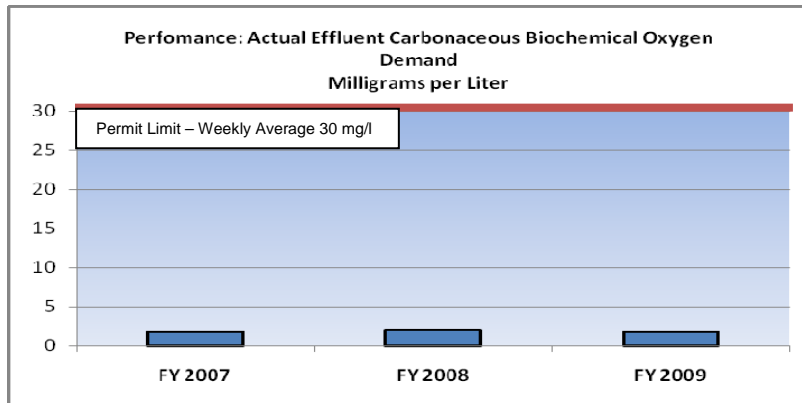
Historical data has been estimated.

Workload Indicators

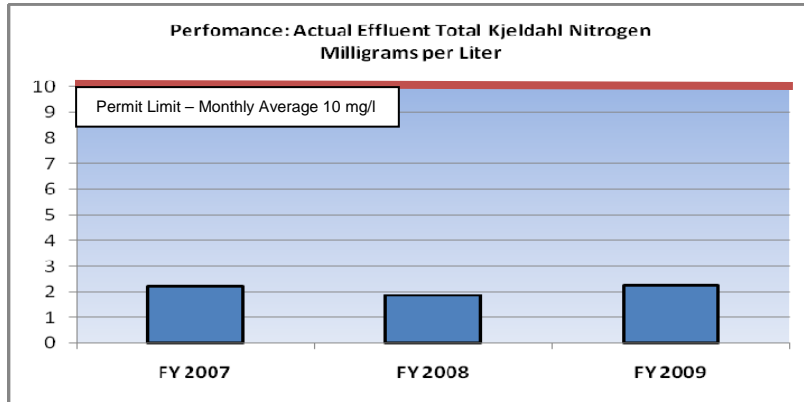
Indicator	Actual FY 2008	Amended FY 2009	Actual FY 2009	Adopted FY 2010
1 . Annual sewer main hydro-cleaning/root cutting (feet)	650,000	777,800	823,680	750,000
2 . Annual sewer main video inspection (feet)	80,000	86,000	51,000	80,000
3 . Annual STEP tanks pumped	150	161	160	150
4 . Treated plant effluent cBOD and TSS	<5 mg/l	<5 mg/l	<5 mg/l	<5 mg/l
5 . Treated plan effluent phosphorus	0.5 mg/l	<0.5 mg/l	0.7 mg/l	<0.5 mg/l
6 . Treat plan effluent nitrogen	7 mg/l	<7 mg/l	7 mg/l	<7 mg/l
7 . Laboratory QA/QC certification	Pass	Pass	Pass	Pass
8 . 11 Annual SIU inspections	100%	100%	100%	100%
9 . Annual MIU inspections	5%	5%	5%	5%

Historical data has been estimated.

**Wastewater Treatment Performance Measures**







**Pretreatment/ Laboratory Performance Measures**

Year	Laboratory QA/QC	11 Annual SIU Inspections	Annual MIU Inspections
2006	Passed all	100%	05%
2007	Passed all	100%	05%
2008	Passed all	100%	05%

Program Description - (5311)

This fund receives the revenues of the different Sewer Enterprise funds and distributes them according to need. The primary revenue source is the user fees charged to users of the Sewage system.

Activities and Objectives

To receive and transfer approximately \$6,369,310 in sewer use fees, delinquencies and interest on investments during Fiscal Year 2010.

INTER-FUND TRANSFERS OUT

Transfer to Sewer Operating Budget	\$ 3,884,022
Transfer to Sewer Revenue Bond Series 1992A Bond Debt Service	85,860
Transfer to Sewer Revenue Bond Series 1992B Bond Debt Service	161,520
Transfer to Sewer Revenue Bond Series 1999 Bond Debt Service	133,620
Transfer to Sewer Revenue bond Series 2000 Bond Debt Service	52,220
Transfer to Sewer Revenue Bond Series 2001 Bond Debt Service	33,980
Transfer to Sewer R&D Fund	1,155,000
Transfer to Sewer Revenue Bond Series 2002 Bond Debt Service	94,940
Transfer to Sewer Revenue Bond Series 2002 Bond Debt Service	364,940
Transfer to Sewer Revenue Bond Series 2003 Bond Debt Service	271,694
Transfer to Sewer Revenue Bond Series 2004 Bond Debt Service	264,769
Transfer to Sewer Revenue Bond Series 2005 Bond Debt Service	132,300
Transfer to Sewer Revenue Bond Series 2005 Bond Debt Service	23,215
Transfer to Sewer Loan Fund	20,000

**Total**      \$ 6,678,080

FINANCIAL SUMMARY

Budget by Object of Expenditure Category	Actual FY 2008	Amended FY 2009	Actual FY 2009	Adopted FY 2010	Increase * (Decrease)	Percent Change
Personal Services	\$ -	\$ -	-	-	\$ -	-
Supplies	-	-	-	-	\$ -	-
Purchased Services	-	-	-	-	\$ -	-
Miscellaneous	6,523,913	6,807,884	5,386,815	6,369,310	\$ (438,574)	-6%
Debt Service	-	-	-	-	\$ -	-
Capital Outlay	-	-	-	-	\$ -	-
<b>Total</b>	<b>\$ 6,523,913</b>	<b>\$ 6,807,884</b>	<b>\$ 5,386,815</b>	<b>\$ 6,369,310</b>	<b>\$ (438,574)</b>	<b>-6%</b>

Program Description – (5315)

This fund accounts for the receipts and disbursements made pursuant to the City's loan program to offset the costs of sewer connections for disabled or elderly people who meet income criteria. This loan program was established pursuant to Ordinance Number 2433 in 1985. The loan is placed as a lien on the property. There are two payment alternatives: 1) the loan accrues interest at the rate established for the City's Sidewalk and Curb Warrants (currently 6.5%) and does not have to be paid off until the property is sold or the person dies; or 2) the loan is paid off over eight years and there is no interest charged. The City Council revised the ordinance in 1989 to provide a loan and payment option for any low-income property owner, without any age requirements.

Activities and Objectives

The program was expanded during FY95 to establish a program in conjunction with local financial institutions whereby the financial institutions provide affordable and quick home improvement loans for homeowners to connect their house onto the sewer system and if the loan goes into default, the City would buy the loan and place it as a lien on the property.

TOTAL FUND EXPENDITURES - \$22,973

FINANCIAL SUMMARY

Budget by Object of Expenditure Category	Actual FY 2008	Amended FY 2009	Actual FY 2009	Adopted FY 2010	Increase * (Decrease)	Percent Change
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	-	-	-	-	-	
Purchased Services	-	-	-	-	-	
Miscellaneous	44,542	43,750	-	22,973	(20,777)	-47%
Debt Service	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	
<b>Total</b>	<b>\$ 44,542</b>	<b>\$ 43,750</b>	<b>\$ -</b>	<b>\$ 22,973</b>	<b>\$ (20,777)</b>	<b>-47%</b>

Program Description – (5320)

The Wastewater Treatment Replacement and Depreciation fund was established to account for the Wastewater Treatment Plant's fixed assets, fund balance, and depreciation reserves. The balance of Sewer Use Fees that are not needed for operations or debt service is accumulated in the R & D fund for future capital replacement and improvements.

Activities and Objectives

The projects scheduled for the Wastewater Treatment R & D fund are listed below.

1. **Miscellaneous WWTP Repair Projects** - This appropriation is for repair projects to the existing Wastewater Treatment Plant infrastructure that cannot be anticipated. (\$100,000 – Account 360)
2. **Miscellaneous Sewer Line Repair** – Minor repair projects to the existing collection system (\$150,000— Account 360)
3. **Sewer Line Rehabilitation Project** – Rehabilitate/upgrade old sewer line assets through both excavation and replacement of lines or some type of “slip lining” technique or manhole installations. (\$150,000 – Account 360)
4. **Revision of City STEP Sewer Design Standards**--With the Septic Tank Effluent Pumping (STEP) sewer systems the periodic revision of the design and installation standards is required. (\$5,000 – Account 350)
5. **Lateral Sewer Main Extensions** – Provide lateral mains under new street construction projects to prevent the need to dig up street for future sewer line development. Costs may be recovered when future connections occur. (\$10,000 – Account 930)
6. **Sewer Main Master Plans** – This appropriation will allow the City to retain an engineering firm to model hydraulic loading and capacity of sewer collection system. (\$30,000 – Account 350)
7. **I & I Flow Monitoring** – Monitoring infiltration into sewer lines to determine the amount and need for work. (\$10,000 – Account 350)
8. **Upgrade Community STEP Tanks** – Continue installation of high water alarm systems on community STEP tanks currently without alarms and replace existing effluent lines on existing twenty tanks. (\$5,000 – Account 940)
9. **Dickens Street Lift Station Upgrades** – Begin replacement of the motor and pump and upgrade wet well at the Dickens Lift Station. (\$160,000 – Account 930).
10. **Miller Creek Sewer Interceptor** – Project to expand the capacity of existing sewer systems in the Miller Creek Area estimated at \$350,000. (\$750,000 – Account 930)
11. **General Fund/CIP Support** – (\$290,638 – Account 820)

**TOTAL TRANSFERS TO OTHER FUNDS - \$ 290,638**  
**TOTAL EXPENDITURES - \$ 1,445,638**

FINANCIAL SUMMARY

Budget by Object of Expenditure Category	Actual FY 2008	Amended FY 2009	Actual FY 2009	Adopted FY 2010	Increase * (Decrease)	Percent Change
Personal Services	\$ -	\$ -	-	-	\$ -	
Supplies	-	-	-	-	\$ -	
Purchased Services	215,563	455,000	587,600	490,000	\$ 35,000	8%
Miscellaneous	169,693	274,301	306,828	290,638	\$ 16,337	6%
Debt Service	-	-	-	-	\$ -	
Capital Outlay	13,141	975,000	(373,707)	665,000	\$ (310,000)	-32%
<b>Total</b>	<b>\$ 398,397</b>	<b>\$ 1,704,301</b>	<b>\$ 520,720</b>	<b>\$ 1,445,638</b>	<b>\$ (258,663)</b>	<b>-15%</b>

Program Description – (5325)

This fund is established to segregate expenditures and revenues of the Sewer Development Fee. The fee is charged on new sewer connections to reflect a contribution by new customers toward the cost of the existing physical plant and sewer lines. This contribution compensates existing users for the Sewer plant and additions which were built to allow sufficient capacity for future community growth.

Activities and Objectives

Sewer Development Fees are earmarked for necessary sewer projects related to new connections and sewer system capacity expansion. The City Council has to give prior approval to any expenditure from the Sewer Development Fee Fund.

\$100,000 is appropriated for various projects that may come up as the year progresses where it is appropriate to increase capacity of a private line being installed for future users.

The expenditures for FY 2010 are as follows:

- Airport Interceptor – CIP #WW-07. Funding for some initial design and planning services for extending the sewer from the Airport to the “Wye” area. - \$50,000
- Transfer to Miller Creek Interceptor project support - \$400,000
- Mountain Home Project on South Avenue – Potential main extension project requiring upsizing by the City for the future - \$50,000
- Assistance for over-sizing privately installed sewer mains - \$100,000

**TOTAL FUND EXPENDITURES - \$ 600,000**

FINANCIAL SUMMARY

Budget by Object of Expenditure Category	Actual FY 2008	Amended FY 2009	Actual FY 2009	Adopted FY 2010	Increase * (Decrease)	Percent Change
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	-	-	-	-	-	-
Purchased Services	-	-	-	-	-	-
Miscellaneous	2,899,833	-	2,216,735	600,000	600,000	
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	6,006	-	-	
<b>Total</b>	<b>\$ 2,899,833</b>	<b>\$ -</b>	<b>\$ 2,222,741</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>	

Program Description – (5340)

The fund accounts for the receipts and expenditures for major Sewage Plant construction projects. The primary funding sources for such projects are revenue bonds, grants, and the State Revolving Fund (SRF) Program which was established with the final EPA appropriations for state and local wastewater treatment projects.

Activities and Objectives

**Rattlesnake Collection System** – Activity budget equals \$ 4,991,946  
 Revenue source is a combination of SID revenue bonds, Sewer Revenue bonds, and State and Federal Grants.

**WWTF Headworks Replacement** – Activity budget equals \$ 7,300,000  
 Revenue source is Sewer Revenue bonds.

**Miller Creek Interceptor** – Activity budget equals \$ 1,500,000  
 Revenue source is Sewer Development Fund and R&D

**TOTAL FUND EXPENDITURES - \$ 13,791,946**

FINANCIAL SUMMARY

Budget by Object of Expenditure Category	Actual FY 2008	Amended FY 2009	Actual FY 2009	Adopted FY 2010	Increase * (Decrease)	Percent Change
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	-	-	-	-	-	
Purchased Services	-	-	-	-	-	
Miscellaneous	-	-	-	-	-	
Debt Service	-	-	-	-	-	
Capital Outlay	4,108	-	0	13,791,946	13,791,946	
<b>Total</b>	<b>\$ 4,108</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 13,791,946</b>	<b>\$ 13,791,946</b>	

Program Description – **(5361, 5362, 5363, 5364, 5365, 5371, 5373, 5375, 5377, 5379, 5381)**

These funds account for the three existing Sewer Revenue Bonds, two 1992 bond issues to the State of Montana SRF revolving loan program, a 1999 bond issue to the State of Montana SRF revolving loan program and a 2000 bond issue to the State of Montana SRF revolving loan program. Expenditures from the funds are for the yearly debt service payments.

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## Activities and Objectives

**2001 Sewer Revenue Bond (5361)** - To make yearly debt service on the bonds that were issued to finance the installation of the Bellvue Interceptor. **\$33,980**

**2000 Series B Sewer Revenue Bond (5362)** - To make yearly debt service on the Series 2000B bonds that were issued to finance the installation of the Reserve Street collector and Pineview interceptor. **\$52,220**

**1992 Series A Revenue Bond (5363)** - To make yearly debt service on the Series 1992A bonds that were issued to finance the installation of the renovated wastewater treatment plant clarifiers and the Wapikiya/Bellevue cost overruns. **\$85,860**

**1992 Series B Revenue Bond (5364)** - To make yearly debt service on the Series 1992A bonds that were issued to finance the installation of the two new sewer lines in Reserve Street during 1992. Part of the capacity of these lines is to serve the Wapikiya/Bellevue and East Cold Springs areas while the other line is to accommodate possible expansion of the system into the Target Range area. **\$161,520**

**1999 Sewer Revenue Bond (5365)** - To make yearly debt service on the Series 1998 bonds that were issued to finance the installation of the East Reserve Street collector, Mullan Road interceptor, administration building refurbish and engineering for the new treatment plant. **\$133,620**

**2002 Sewer Revenue Bond (5371)** - To make yearly debt service on the bonds that were issued to finance the installation of the 39<sup>th</sup> Street/SW Higgins-Bellvue Interceptor and the treatment plant upgrade. **\$94,940**

**2002 Sewer Revenue Bond (5373)** - To make yearly debt service on the bonds that were issued to finance the upgrade of the treatment plant. **\$364,940**

**2002 Sewer Revenue Bond (5375)** - To make yearly debt service on the bonds that were issued to finance the upgrade of the treatment plant. **\$271,694**

**2004 Sewer Revenue Bond (5377)** - To make yearly debt service on the bonds that were issued to finance the upgrade of the treatment plant. **\$264,769**

**2005 Sewer Revenue Bond (5379)** - To make yearly debt service on the bonds that were issued to finance the upgrade/extension of sewer lines on Birch/Broadway/Lincolnwood Phase I/Gilbert. **\$132,300**

**2005 Sewer Revenue Bond (5381)** - To make yearly debt service on the bonds that were issued to finance the upgrade/extension of sewer lines on Lincolnwood Phase II. **\$23,215**

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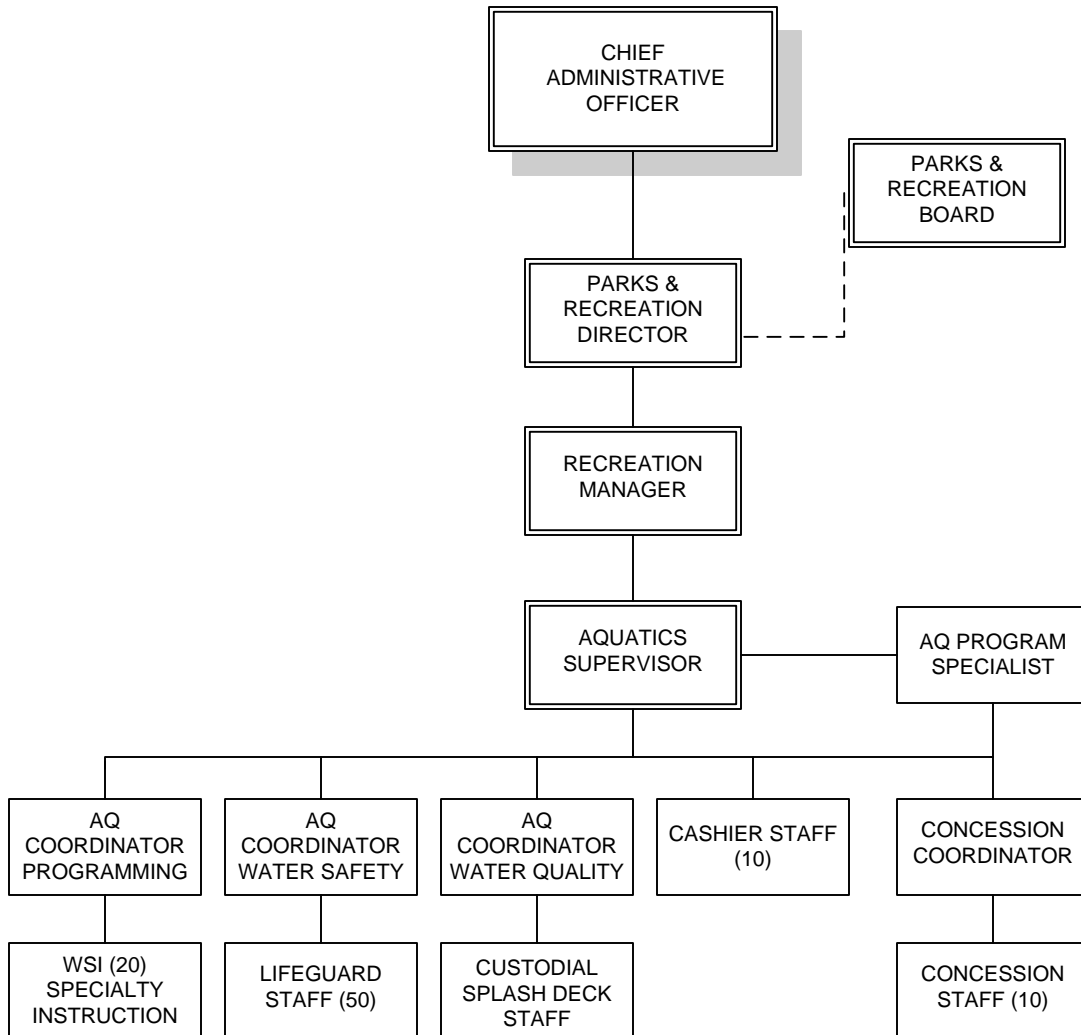
FINANCIAL SUMMARY

Budget by Object of Expenditure Category	Actual FY 2008	Amended FY 2009	Actual FY 2009	Adopted FY 2010	Increase * (Decrease)	Percent Change
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	-	-	-	-	-	
Purchased Services	-	-	-	-	-	
Miscellaneous	218,561	-	-	-	-	
Debt Service	643,279	1,620,129	1,622,558	1,619,058	(1,071)	0%
Capital Outlay	-	-	-	-	-	
<b>Total</b>	<b>\$ 861,840</b>	<b>\$ 1,620,129</b>	<b>\$ 1,622,558</b>	<b>\$ 1,619,058</b>	<b>\$ (1,071)</b>	<b>0%</b>





# Aquatics Division



## Program Description

The goal of this activity is to provide quality aquatics programs, opportunities and facilities for citizens of all ages, interests, and abilities thus giving every resident as well as guests an opportunity for lifetime leisure skills, water safety skills and active, healthy life styles.

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## Goals & Objectives

- Provide a safe and enjoyable swimming environment with a focus on safety and fun through proper maintenance, chemical balance, quality staffing and training.
- Provide maximum opportunity for recreation and learning in the water through lessons, open swim, fitness, adventure activities and special events.
- Increase patrons' interaction with nature and the outdoors through their awareness of safety issues and water safety in regards to open water, using programs such as Learn to Swim, Jr. Lifeguard and Jr. Instructor and providing a more secure beginner's environment for Outdoor programs like Kayaking and SCUBA by encouraging businesses to utilize the pools for beginner classes.
- Provide and expand offerings of successful Red Cross programs such as Learn to Swim, Water Safety Instructor, Lifeguard Certification First Aid and CPR
- Aquatics facilities at Currents in McCormick Park and Splash Montana in Playfair Park will emphasize family fun and recreation, swimming for people with disabilities, fitness for seniors, and place for special occasions.
- Provide more competitive and fitness opportunities utilizing the 50m pool at Splash Montana.
- Currents will emphasize lessons, fitness and year round swimming.
- Splash Decks at Marilyn Park, Westside, Franklin and Bonner each has their own theme in which to engage youth and adults in active, interactive, imaginative play.
- ADA accessible aquatics facilities engage all users in a friendly, safe environment.
- Splash Decks are available at no cost, and open 9-9, seven days a week from Memorial Day through Labor Day thus serving all citizens.
- Establish maintenance schedule for all aquatics facilities to prolong life of facility and enhance quality of experience. Optimize maintenance procedures to be as cost and energy effective as possible.
- Write risk management manuals, maintenance management manuals, and financial manuals and implement approved process, practices, standards and procedures.
- Operate the facilities from a quasi-business stand point to best utilize the investment made by city taxpayers and to provide for future growth and expansion.

**FINANCIAL SUMMARY**

Budget by Object of Expenditure Category	Actual FY 2008	Amended FY 2009	Actual FY 2009	Adopted FY 2010	Increase * (Decrease)	Percent Change
Personal Services	\$ 519,375	\$ 601,972	\$ 601,606	\$ 643,793	\$ 41,821	7%
Supplies	162,569	207,354	169,951	208,850	1,496	1%
Purchased Services	326,362	354,318	319,265	399,928	45,610	13%
Miscellaneous	-	20,000	-	20,000	-	0%
Debt Service	-	-	-	-	-	
Capital Outlay	-	-	25,249	-	-	
<b>Total</b>	<b>\$ 1,008,306</b>	<b>\$ 1,183,644</b>	<b>\$ 1,116,070</b>	<b>\$ 1,272,571</b>	<b>\$ 88,927</b>	<b>8%</b>

**STAFFING SUMMARY**

Title	Actual FY 2007	Actual FY 2008	Actual FY 2009	Adopted FY 2010
AQUATICS STAFF				
AQUATICS SUPERVISOR		1.00	1.00	1.00
AQUATICS SUPPORT SPECIALIST		1.00	1.00	1.00
ASSISTANT AQUATICS SPECIALIST		1.00	1.00	1.00
LEVEL 1 INTERMITTENT RECREATION		3.30	3.30	3.30
LEVEL 2 INTERMITTENT RECREATION		14.90	14.90	14.90
LEVEL 3 INTERMITTENT RECREATION		3.56	3.56	3.56
LEVEL 4 INTERMITTENT RECREATION		2.25	2.25	2.25
LEVEL 5 INTERMITTENT RECREATION		0.95	0.95	0.95
LEVEL 5 INTERMITTENT SPECIALTY INSTRUCTOR		0.49	0.49	0.49
PART TIME CASHIER		1.61	1.61	1.61
PART TIME CUSTODIAN		0.75	0.75	0.75
<b>Total</b>	<b>-</b>	<b>30.81</b>	<b>30.81</b>	<b>30.81</b>

**2010 Budget Highlights**

With the help of the Finance Department, the Aquatics budget is now an enterprise fund. This enables the Department to better track budget and revenue for the aquatics facilities and provide a management tool for financial planning.

**Note: Requested subsidy of \$246,842 for FY10 based on actual performance of expenditures and revenue from FY06-to FY08 and projections for FY09 using an average year and current utility increases.**

**In order to generate additional revenue, staff has purchased several new water toys to be used at the 50 meter pool at Splash, Montana. New and additional programming includes water polo and kayak classes.**

**Notes:**

**Summer 2005**

Temperature (average daily)		Attendance	
June	57.2		Spartan @ Playfair & 50 meter at McCormick
July	69.1		Total for summer 33,000
August	67.6		

**Summer 2006**

Temperature (average daily)		Attendance - Splash only
June	74.5	16,926
July	83.6	45,318
August	83.2	26,478

**Summer 2007**

Temperature (average daily)		Attendance	
		Splash	Currents
June	77.7	23,959	9,115
July	96.5	41,104	7,584
August	86.0(smoky)	17,456	5,705 (close down 1 week)

Summer 2008 – 50 meter pool opens		Attendance	
Temperature (average daily)		Splash	Currents
June – 74 degrees		29,123	9,404
4 days over 90 – 18 days with precipitation (2 light snow)			
July – 87.3 degrees		47,419	8,516
10 days over 90 – 5 days with precipitation			
August – 83.9		24,448	5,607
10 days over 90 - 10 days with precipitation			

## City Council Strategic Goals & Department's Implementation Strategy

The City Council established a set of Strategic Goals for city government. Listed below are the Council's goals, followed by the methods by which the Parks & Recreation Department is striving to fulfill the Council's goals.

**Goal 1 – Organizational Management – *Sustain and enhance our ability to be an efficient, effective, accountable, responsive and respected City Organization.***

- Implement technology plan for Parks and Recreation. CLASS Facility & Registration software installed. Continue work with Finance to refine, and add additional components to allow increase use of credit card, bank account transactions through CLASS to increase revenue through convenient services for customers.

**Goal 2 – Community Livability – *As a community we promote a safe, healthy, economically and environmentally sustainable Missoula.***

- Promote healthy Aquatics Programs  
FY2008 – staff was able to increase participation on indoor programs such as swimming lessons for all ages and programs for seniors and adults focusing on fitness. Additional programmings for kayaking, snorkeling, water polo league were offered as well.

**Goal 3 – Community Involvement – *We encourage citizen involvement and ownership in our community.***

Implement methods to allow easy access and follow up on citizen concerns and interests via the Website or Internet.

- Completed. New Website address has been added to existing City site for easier access:  
<http://www.missoulaparks.org>.
- Programming and faculty evaluations by customers and citizens leads to program changes and improvements.
- Scholarships offer all residents opportunity to participate.
- Accessibility of facilities has been recognized as leader in community and Department will publish this information to encourage use by all abilities.

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2007	Actual FY 2008	Actual FY 2009	Adopted FY 2010
1. Increase sale of annual passess by 5-10% each year	\$ 87,598	\$ 95,798	\$ 102,000	\$ 105,000
2. Increase Profit Margin at Crazy Creek Café	32%	34%	38%	42%

Workload Indicators

Indicator	Actual FY 2007	Actual FY 2008	Actual FY 2009	Adopted FY 2010
1. Number of daily admissions at Currents	47,143	48,888	49,000	49,000
2. Number of daily admissions at Splash	91,404	69,980	72,000	72,000
3. Number of swim lessons at Currents	6,410	9,939	10,300	10,300
4. Number of swim lessons at Splash	4,370	4,585	5,500	5,500
5. High and low temperatures in Missoula				
Number of days over 90 degress	51	24		
Number of days at or over 100 degrees	11	1		

## Program Description

This fund is set up as an internal service fund for the City's self-insured employee health insurance program. The fund receives revenues in the form of monthly employer contributions from all City departments, employee contributions, and payments from retired employees who are given the option of paying monthly insurance premiums to remain on the health insurance plan. Retired employee contributions receive a 15% subsidy from the city.

## Goals & Objectives

Each City department is charged per payroll for contributions to the employee health insurance program. The revenue from General Fund tax supported departments originates in special health insurance tax levy funds (2371 and 2372) where state law allows a special tax levy above and beyond the special all-purpose General Fund levy. These revenues are transferred regularly to the General Fund to reimburse the General Fund for the expenditures of the contributions to the health insurance fund. The monthly premium for the health insurance of \$670 per employee is recommended to be reduced by \$100 per employee per month. The monthly employee dependent charge has not been proposed to be changed over last year. Substantial changes were implemented in FY 2001, 2002, 2003 and 2004 to address both the funding for the City's health benefit plan as well as the cost experience of the plan in the future. The rate of medical inflation nation-wide in many prior fiscal years averaged about 15% while the City averaged over 20% for those fiscal years. The reason for the proposed changes in the past was that the plan could not support the level of costs it was experiencing. We are presently projecting that the City's plan will have a fund balance at the end of FY 2009 of approximately \$2.3 million, which is the estimated beginning fund balance for FY 10.

### Administration Recommendation

Up until six years ago the City health insurance plan had suffered from significant increases in usage and medical inflation. Since then, the plan has increased its fund balance every year for the past six years bringing the plan from a deficit of -\$400,000 in FY 2003 to an expected surplus of \$2,300,000 this year (FY 2009). We have continued to contract with a health plan specialist and work with city employees. We are hopeful this trend will continue. The Administration projects that the plan is adequately funded for FY 2009 and FY 2010 and that no premium increases should be necessary. The Administration recommends that the Health Insurance levy within the city's cap be reduced next year by \$484,305 by reducing the monthly premium for the health insurance from \$670 per employee to \$570 per employee in order to levy that amount of money within the General Fund general levy, thereby avoiding the necessity of cutting any further than has been done for FY 2010. Because the plan has significantly increased its fund balance every year for the last six years, the fund balance is not projected to be materially reduced by this reduced funding for one year.

## FINANCIAL SUMMARY

Budget by Object of Expenditure Category	Actual FY 2008	Amended FY 2009	Actual FY 2009	Adopted FY 2010	Increase * (Decrease)	Percent Change
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	-	-	-	-	-	
Purchased Services	3,727,715	4,082,293	4,085,838	4,082,293	-	0%
Miscellaneous	-	-	-	-	-	
Debt Service	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	
<b>Total</b>	<b>\$ 3,727,715</b>	<b>\$ 4,082,293</b>	<b>\$ 4,085,838</b>	<b>\$ 4,082,293</b>	<b>\$ -</b>	<b>0%</b>