

# Engineering Division



## Mission:

To provide excellent and timely engineering support to the Richmond City Council, the public and other City Departments so that the City maintains a quality infrastructure.

## Strategic Goals:

### Maintain and enhance the physical environment

- Maintain a high-quality network of streets, roads, trails and sidewalks that connects Richmond residents to their homes, parks, jobs and commercial areas.

### Promote a safe and secure community

- Ensure that the quality and quantity of the street lights are adequate to create a safe nighttime atmosphere.

### Promote economic vitality

- Improve the aged storm drainage system to help reduce flooding.
- Provide a Capital Improvement Program that revitalizes the City's commercial areas.
- Provide an infrastructure that allows for the latest technology.

### Promote effective government

- Continue to provide friendly and efficient customer service.
- Promote the City in a positive manner.
- Provide more information on the City's web-site regarding the design, bidding, and construction of City projects.
- Respond to the public's requests in a timely fashion with accurate information.
- Improve traffic engineering and subdivision plan review services by using consultants on an "on-call" basis.

### Promote a sustainable City

- Use "BidsOnline" to help eliminate excessive printing of Request for Proposals, plans and specifications to cut down on mailing costs.
- Research opportunities to reduce idling and improve traffic flow in Richmond to reduce transportation related emissions.
- Research feasibility of using LED technology in City-owned street lights to reduce energy consumption.
- Determine opportunities for improving the overall environmental performance of the City-owned waste water treatment plant.

# Engineering Services Department

## Engineering

### Goal

To install, maintain and enhance the City's street, sidewalk and street light infrastructure in order to improve Richmond's quality of life.

### Description

Engineering undertakes and reviews projects that improve the City's street and sidewalk conditions, maintains the City's traffic flow, and improves the City's street lighting. Engineering is the City department the public uses everyday.

### 2008-09 Key Standards

- Resurface at least 250,000 square yards of the City's streets annually.
- Achieve and maintain—in coordination with the Public Works Streets Division and the Redevelopment Agency—a City-wide Pavement Condition Index (PCI) of 65 (this rating is in the mid range of good). Increase the pavement condition index by 3% each year until a score of 65 or better is reached.
- Repair at least 30,000 square feet of sidewalk per year.
- Create and maintain an inventory of all City sidewalk access ramps, curbs, gutters, and sidewalks; and establish a rehabilitation schedule.
- Reduce the number of trip and fall claims by 10% each year.
- Replace outdated series street lighting systems in Park Plaza, and Parkview neighborhoods to improve aesthetic appearance and public safety in these areas.
- Replace or upgrade 75 street lights each year.
- Achieve and maintain an inventory of at least 25 street lights (combination of City owned & PG&E owned) per street mile.
- Coordinate with the Public Works Department and the Redevelopment Agency to improve efficiency and maximize impact of public right of way improvements.
- Complete projects on schedule and within budget.
- Minimize residential and commercial disruption by coordinating with utility agencies during project design so there are no complications or interference in completing projects as scheduled.

### Measurements

Output	2008 Goal	2008 Mid-Year Actual	2008 Year End Projection	2009 Proposed
Square feet of repaired sidewalk	30,000	14,200	32,000	30,000
Square yards of paved streets	350,000	100,000	315,000	250,000
# of trip and fall claims	10	5	12	8
New grants received	3	2	2	4

### Effectiveness

% of streets at or above a PCI of 65	30%	30%	31%	33%
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# Engineering Services Department

## Engineering

Increase the street lighting 2007 community survey quality of service ranking of 29 in the next biennial survey	50	35	50	60
Increase the street paving 2007 community survey quality of service ranking of 12 in the next biennial survey (100 = excellent)	50	35	50	60

### **Efficiency**

Average costs per square foot for repairing damaged sidewalk	7.5	7.5	8.25	8.25
Average cost per square yard for slurry seal	2.65	2.65	2.65	2.65
Average cost per square yard for overlay	30.00	30.00	32.00	20.00
Average cost per square yard for reconstruction	80.00	80.00	75.75	51.00

# Engineering Services Department

## Wastewater

### Goal

Provide continuous operation and maintenance of the City of Richmond's wastewater treatment facility and sanitary sewer collection system. Administer the City's National Pollutant Discharge Elimination System Permit as it pertains to the Pretreatment Program. Continue administering the Fats, Oils & Grease (FOG) program to assist in identifying areas of concern for possible Sanitary Sewer Overflows (SSOs). Rehabilitate and provide preventative maintenance to the subsurface network of pipes and conduits.

### Description

The wastewater treatment facility consists of screening, grit removal, preparation, primary sedimentation, activated sludge, secondary clarification, anaerobic sludge digestion, and de-chlorination. The sanitary sewer collection system provides for the efficient and effective cleaning, maintenance and repair of the City of Richmond's sanitary sewer collection system. The wastewater treatment plant and sanitary sewer collection system are operated under contract by Veolia Water North America.

The Industrial Pretreatment Program inspects all Industrial and Commercial Facilities in Richmond's Municipal Sewer District, complies with monitoring requirements as established by the Water Quality Control Board, and assists the public regarding sewer lateral inspection questions and compliance issues.

### 2008-09 Key Standards

- Respond to referrals involving potential life-safety issues within 48 hours; respond to referrals involving non-life safety issues with 5 business days.
- Meet site inspection requirements for existing development as mandated by State water quality permits.
- Continue to repair and replace sewer pipes to reduce inflow and infiltration in the City's wastewater system, and to further reduce sanitary sewer overflows.
- Reduce the number of sanitary sewer overflows (SSOs) by 10% (there were 42 reported in 2007-08).
- Develop newsletter, focusing on water quality issues.
- Participate in public outreach events (Earth Day, Household Hazardous Waste events, etc.).
- Enhance web application to include current activities (sewer lateral inspection program, public events, proper waste disposal, etc.).
- Upgrade boilers, heat exchangers and piping to digesters, boilers and heat exchangers.
- Investigate the possibility of reusing methane gas production to provide energy to the treatment plant.

### Measurements

<b>Output</b>	<b>2008 Goal</b>	<b>2008 Mid- Year Actual</b>	<b>2008 Year End Projection</b>	<b>2009 Proposed</b>
Miles of collection system cleaned and inspected	68	34	68	68
<b>Effectiveness</b>				
Upgrade boiler, heat exchangers, and piping to digesters, boilers, and heat exchangers	100%	0	0	100%

# Engineering Services Department

## Wastewater

% of the City of Richmond's Food Handling Facilities inspected	25%	80%	85%	50%
% of life/safety referrals responded to within 48 hours	100%	100%	100%	100%

### Efficiency

Average cost per linear foot (lf) of collection system cleaned and inspected	\$8.72/lf	\$4.36/lf	\$8.72	\$9.00/lf
Average cost per inspection of Food Handling Facility	\$38/ea	\$38/ea	\$38/ea	\$35/ea
Average cost to participate in Public Education Event	\$5,000/ea	\$5,000/ea	\$5,000/ea	\$3,000/ea
Amount of time to inspect Food Handling Facility	30 mins	28 mins	28 mins	30 mins

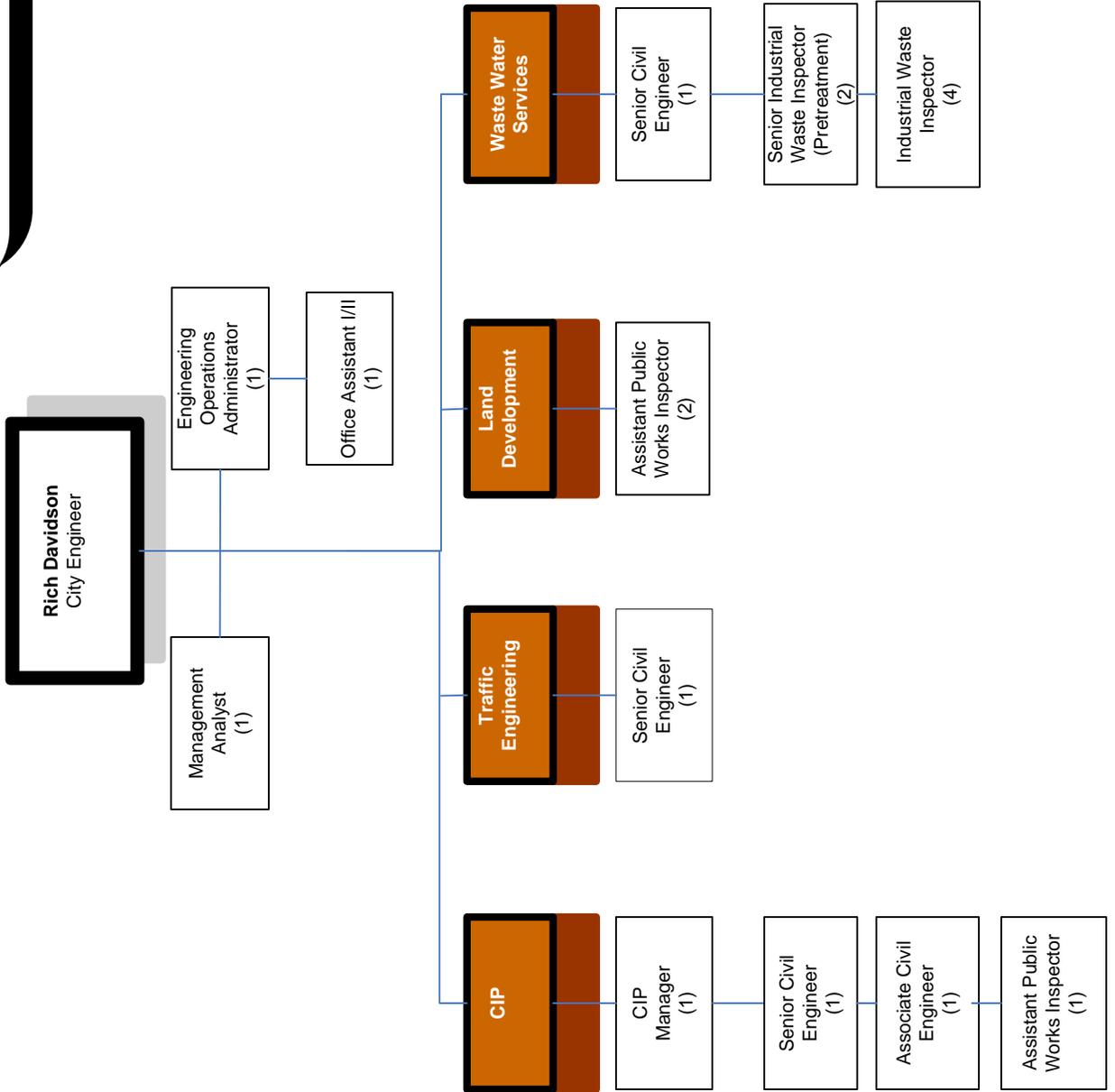
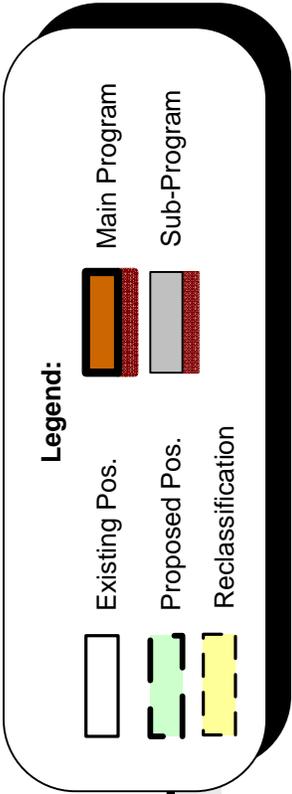
# ENGINEERING DEPARTMENT PROGRAM ORGANIZATIONAL CHART

CIP	TRAFFIC	GENERAL SERVICES	LAND DEVELOPMENT	WASTEWATER MANAGEMENT
* Administration Contracts Maintenance of Effort Reporting Measure C Check list	* Permits * Traffic Counts * EIR	* Permits * Encroachments * Utilities * Sidewalks * Ramps	* Improvements * Plan Reviews * Map Approvals * Subdivisions * Ordinances	* Sanitary Sewer Collection System Sewer Lateral Program FOG Ordinance Sanitary Sewer Overflow Contra Costa Clean Water Construction Site Inspection Permits & Inspections National Pollutant Discharge Elimination System/NPDES Public Outreach
* Design Streets Redevelopment Parks Parkway Storm Drain Sanitary Sewers Pavement Management Program	* Signs/Lines * Street Lights * Complaints * Speed Bumps * Traffic Calming	* Compliments * Mapping * Emergency Repairs * Contracts * Record-keeping * Right of Way * Legal Descriptions * Web Page	* Technical Review Committee * Inspection * Planning * Planning Commission	* Storm Drain Collection System Contra Costa Clean Water Construction Site Inspection Permits & Inspections National Pollutant Discharge Elimination System/NPDES Annual Report Public Outreach  * Waste Water Treatment Plant Capital Improvement Projects Permits Operations
* Construction Testing Survey Inspection Construction	* Handicap Parking	* Richmond Neighborhood Coordinating Council		* Industrial Pre-Treatment Inspection Permitting Monitoring Pollution Prevention Public Outreach Callouts Annual Redirts Sanitary Sewer Overflows



# Engineering Department FY2008-09 Organizational Chart

Existing FTE = 27, Proposed FTE = 18



## City of Richmond Multi-Year Comparative Position Listing

Department	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008	Proposed Budget 2008-2009	Position Request or Reclassification
<b>ENGINEERING</b>					
Assistant Civil Engineer			1.0		
Assistant Engineer		2.0	3.0		
Assistant Public Works Inspector		2.0	4.0	3.0	
Associate Civil Engineer	1.0	2.0	2.0	1.0	
CIP Manager			1.0	1.0	
City Engineer	1.0	1.0	1.0	1.0	
Engineering Operations Administrator		1.0	1.0	1.0	
Environmental Manager		1.0	1.0		
Management Analyst			1.0	1.0	
Office Assistant I/II	1.0	2.0	1.0	1.0	
Senior Civil Engineer	1.0	3.0	3.0	2.0	
Traffic Engineer - Assistant Engineer		1.0			
<b>Total Full-Time Equivalents (FTEs)</b>	<b>5.0</b>	<b>15.0</b>	<b>19.0</b>	<b>11.0</b>	

## City of Richmond Multi-Year Comparative Position Listing

Department	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008	Proposed Budget 2008-2009	Position Request or Reclassification
<b>WASTEWATER</b>					
Industrial Waste Inspector	4.0	4.0	5.0	4.0	
Senior Civil Engineer			1.0	1.0	
Senior Industrial Waste Inspector	1.0	2.0	2.0	2.0	
Total Full-Time Equivalents (FTEs)	5.0	6.0	8.0	7.0	

CITY OF RICHMOND

Department: Engineering Services

Cost Center: 11321-Engineering Cost Recovery

Fund: 2652-Engineering Cost Recovery

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget*	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual*		FY2007-08 Actual	
<b>Revenues</b>					
40700	Permits	23,627	-	8,466	58,720
40800	Review	121,953	-	60,548	62,364
41100	Interest & Invest Income	(1,305)	-	-	-
41400	Charges for Services	1	4,430,000	-	2,635,315
41500	Public Service Charge	2,805	-	2,285	2,354
45000	Reimbursements	500	-	-	-
47000	Other Reviews	28,965	-	15,804	16,278
47500	Operating Transfers	-	150,000	-	-
<b>Total Revenues</b>		<b>176,546</b>	<b>4,580,000</b>	<b>87,102</b>	<b>2,775,032</b>
<b>Expenditures</b>					
50001	Salaries	361,007	1,151,035	309,806	855,546
50200	Benefits	198,249	602,080	165,839	436,328
<b>Total Salaries &amp; Benefits</b>		<b>559,256</b>	<b>1,753,115</b>	<b>475,645</b>	<b>1,291,874</b>
51100	Materials & Supplies	8,938	15,000	962	15,000
	Office Supplies				10,000
	Postage				5,000
51105	Special Dept. Expenses	1,368	3,000	513	9,250
	Cor-O-Van				5,000
	Uniform Expenses				2,000
	Safety Shoes				1,000
	Personal Safety Equipment				1,250
51201	Membership & Dues	-	1,000	-	2,000
	Professional Engineer's license				1,500
	APWA Membership				500
51202	Travel & Training	10	2,000	-	6,500
	Public Works Officer's Institute Conference				1,500
	Traning as Required To Maintain Department Standards				5,000
51203	Mileage Reimbursements	-	100	-	200
	Miscellaneous Meetings				
51300	Contractual Services	18,229	1,680,000	-	100,000
	Various As-Needed Consultant Or Construction Contracts				
51350	Maintenance Expenses	-	12,107	-	105,000
	Repair Or Replace Equipmt As Needed				5,000
	Repair & Demolition				100,000
51400	Other Operating Expenses	318,160	-	-	10,000
	Misc. Printing				5,000
	Text Books and Manuals				5,000
51425	Building Rental - MarinaCH	21,031	20,951	10,707	21,580
51500	Utilities	-	-	-	6,480
	Cellular Telephones				6,480
51507	Direct Equipment Service	4,480	-	-	5,000
51601	Equipment Replacement	15,163	16,297	8,148	16,786
51604	Equipment Services	14,575	22,584	11,292	23,262
51606	Indirect Costs	542,519	612,553	306,277	630,930
51609	Information Tech	29,478	40,833	20,417	42,058
51611	Gen Liability Ins	389,512	308,361	154,181	317,612
51612	Telecommunications	12,720	17,354	8,677	17,875
51616	PC Support & Replace	15,660	19,596	9,798	20,184
51617	ERP License Fee	22,782	26,333	13,166	27,123
51618	GIS Usage Fee	-	14,185	7,092	14,611
51619	ISF - Facilities Maint	6,875	11,430	5,715	11,773
51620	ISF-Utilities	4,858	4,790	2,395	4,934
54500	Transfer Out	75,000	75,000	-	75,000
<b>Total Operating Expenditures</b>		<b>1,501,358</b>	<b>2,903,474</b>	<b>559,340</b>	<b>1,483,158</b>
<b>Total All Expenses</b>		<b>2,060,614</b>	<b>4,656,589</b>	<b>1,034,985</b>	<b>2,775,032</b>

[1]

CITY OF RICHMOND  
 Department: Engineering Services  
 Cost Center: 10426-Measure C  
 Fund: 4005-Measure C

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail
		FY2006-07 Actual		FY2007-08 Actual	FY2008-09 Dept Proposed
<b><u>Revenues</u></b>					
41100	Interest & Invest Income				
42000	Grant Revenue				145,000
41500	Public Service Charge				
47000	Other Reviews				
<b>Total Revenues</b>					<b>145,000</b>
<b><u>Expenditures</u></b>					
51201	Membership Dues				145,000
	WCCTAC				132,000
	CCTA				13,000
51400	Other Operating Exp				
52000	Debt Service Expenditures				
<b>Total Expenditures</b>					<b>145,000</b>
<b>Total All Expenses</b>					<b>145,000</b>

CITY OF RICHMOND

Department: Engineering Services

Cost Center: 10157-Wastewater Sanitary Sewer Collections

Fund: 5101-Wastewater Operations

Commitment Item	Commitment Name	(July 2006 - June 2007)		(July 2007 - Dec 2007)		Detail
		FY2006-07 Actual	FY2007-08 Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed	
<b>Revenues</b>						
40900	Fees	221,219	1,714,900	106,338	230,000	
47000	Other Revenues	66,070	-	-	-	
	<b>Total Revenues</b>	<b>287,290</b>	<b>1,714,900</b>	<b>106,338</b>	<b>230,000</b>	
<b>Expenditures</b>						
50001	Salaries	10,224	24,571	11,633	103,169	
50200	Benefits	1,074	12,837	5,239	52,616	
	<b>Total Salaries &amp; Benefits</b>	<b>11,298</b>	<b>37,408</b>	<b>16,872</b>	<b>155,785</b>	
51100	Materials & Supplies	841	3,750	1,989	4,750	
	GIS Supplies				1,250	
	Office Supplies				3,500	
51105	Special Dept. Expenses	12,100	4,125	1,518	3,675	
	Verizon Pager Service				650	
	Safety Shoes Reimbursement				375	
	Computer Supplies (Toner, Disks, etc.)				2,650	
51201	Membership & Dues	-	-	-	875	
	Professional Engineer's License				750	
	California Water Environment Association				125	
51202	Travel & Training	1,569	9,500	1,366	9,625	
	Public Works Officer's Institute Conference				1,500	
	California Association Of Sanitation Agencies Conference				1,375	
	Computer Training				2,250	
	AutoCAD Academy				4,500	
51203	Mileage Reimbursements	-	50		100	
	Miscellaneous Meetings				100	
51300	Contractual Services	2,457,980	2,968,827	1,588,595	2,557,535	
	Veolia Water - Sanitary Sewer Contract				2,298,785	
	Veolia Water - Pass-Through Cost(s)				250,000	
	AutoCAD License Update(s)				8,750	
51350	Maintenance Expenses	6,046	50,000	127	50,000	
	Equipment (Not Covered Under Veolia Contract)				50,000	
51400	Other Operating Expenses	57	5,000	3,750	5,000	
	Printing, Publishing Maps, Drawings, etc.				3,750	
	Postage For Mass Mailings				1,250	
51425	Building Rental - MarinaCH	21,031	20,951	10,707	21,302	
51500	Utilities	3,518	47,500	11,200	95,000	
	EBMUD Water Usage For Pump Station Operation				15,000	
	PG&E Usage For Pump Station Operation				35,000	
	Bay Area Air Quality Municipal District - Air Permits For Generators				45,000	
51601-51620	Internal Service Fund Allocations	-	269,405	134,703	277,487	
51700	Property, Furniture and Equipment Exp	-	12,500	-	12,500	
53003	Depreciation Expense	48	-	-	-	
	<b>Total Operating Expenditures</b>	<b>2,503,189</b>	<b>3,391,608</b>	<b>1,753,955</b>	<b>3,037,849</b>	
	<b>Total All Expenses</b>	<b>2,514,487</b>	<b>3,429,016</b>	<b>1,770,827</b>	<b>3,193,634</b>	

CITY OF RICHMOND

Department: Engineering Services

Cost Center: 10158-Wastewater Treatment Plant

Fund: 5101-Wastewater Operations

Commitment Item	Commitment Name	(July 2006 - June 2007)		(July 2007 - Dec 2007)		Detail
		FY2006-07 Actual	FY2007-08 Adopted Budget	FY2007-08 Actual	FY2008-09 Dept Proposed	
<b>Revenues</b>						
40010	Property Taxes	10,576		7,631	10,000	
40700	Permits					
40900	Fees					
41100	Interest & Invest Income	16,890	60,000		75,000	
41400	Charges for Services	12,014,699	13,595,582	7,442,356	14,683,229	
41700	Other Revenues	107,324	10,000			
<b>Total Revenues</b>		<b>12,149,490</b>	<b>13,665,582</b>	<b>7,449,987</b>	<b>14,768,229</b>	
<b>Expenditures</b>						
	Salaries	59,496	122,505	17,108	[1]	
	Benefits	47,326	55,572	20,349	[1]	
<b>Total Salaries &amp; Benefits</b>		<b>106,822</b>	<b>178,077</b>	<b>37,456</b>	<b>-</b>	
51100	Materials & Supplies	6	8,700		8,700	
	Office Supplies				7,500	
	Data Storage Needs				1,200	
51201	Membership & Dues	504	14,350		16,000	
	California Association Of Sanitary Agencies				14,500	
	Professional Engineer's Association Fees				1,500	
51202	Travel & Training	5,523	13,500	1,031	13,500	
	California Association Sanitation Agency Conferences (3/year)				5,000	
	California Association Sanitation Agency Delegate Conf.				3,000	
	California Water Environment Association (2/year)				3,000	
	Water Environment Federation Conference				2,500	
51203	Mileage Reimbursements		500		500	
	Reimbursement To Attend Offsite Meetings				500	
51300	Contractual Services	2,382,843	3,198,852	1,392,218	3,603,520	
	Veolia Water - Treatment Plant Contract				2,048,520	
	Veolia Water - Pass-Thru Not Covered Under Contract				450,000	
	Veolia Water - West County Joint Cost Sharing				105,000	
	NPDES Permit Implementation (Additional Monitoring)				250,000	
	Local Limit Study				500,000	
	West County Agency - JPA Agreement				250,000	
51350	Maintenance Expenses	310	92,250		92,250	
	Maintenance Repairs For Lab (Pretreatment Storage)				42,250	
	Plant Repairs (Not Covered Under Veolia Contract)				50,000	
51400	Other Operating Expenses	39,301	16,750	3,750	16,750	
	BP Express - Print Maps				2,250	
	Postage For Mailing Legal Documents And Maps				2,250	
	Public Education Outreach Events (Baykeeper Agreement)				12,250	
51425	Building Rental - MarinaCH	21,031	20,951	10,707	21,302	
51500	Utilities	377,270	525,125	241,342	825,250	
	PG&E Usage For Wastewater Plant				750,000	
	EBMUD Usage For Wastewater Plant				50,000	
	Sewer Use Fees For Stege Sanitary District				17,750	
	Sewer Use Fees For West County Wastewater District				7,500	
51601-51620	Internal Service Fund Allocations	2,644,769	3,265,280	1,632,640	3,363,238	
51700	Property, Furniture and Equipment Exp					
52000	Debt Service Expenditures	1,256		590,519	2,509,817 [2]	
	Refunded Wastewater Bonds Series 2006A And 2006B,				2,509,817	
	Swap Payments And Associated Debt					
53000	Capital Outlay		75,000		75,000	
	Miscellaneous Capital Expenses				75,000	
53003	Depreciation Expense	388,062				
54500	Transfer Out	2,503,349				
<b>Total Operating Expenditures</b>		<b>8,364,222</b>	<b>7,231,258</b>	<b>3,872,207</b>	<b>10,545,827</b>	
<b>Total All Expenses</b>		<b>8,471,045</b>	<b>7,409,335</b>	<b>3,909,663</b>	<b>10,545,827</b>	

**CITY OF RICHMOND**  
**Department: Engineering Services**  
**Cost Center: 10159-Pretreatment**  
**Fund: 5101-Wastewater Operations**

Commitment Item	Commitment Name	(July 2006 - June 2007)	FY2007-08 Adopted Budget	(July 2007 - Dec 2007)	Detail FY2008-09 Dept Proposed
		FY2006-07 Actual		FY2007-08 Actual	
<b>Revenues</b>					
40900	Fees	402	-	-	10,000
41000	Fines & Forfeitures	500	-	250	500
41400	Charges for Services	14	-	-	-
47000	Other Revenues	-	-	-	30,000
<b>Total Revenues</b>		<b>916</b>	<b>-</b>	<b>250</b>	<b>40,500</b>
<b>Expenditures</b>					
50001	Salaries	303,960	420,159	114,701	441,615
50200	Benefits	163,456	209,163	50,994	225,225
<b>Total Salaries &amp; Benefits</b>		<b>467,416</b>	<b>629,322</b>	<b>165,695</b>	<b>666,840</b>
51100	Materials & Supplies	3,844	10,750	10,499	10,750
	Replace Sampling Equipment				7,500
	Field Notebooks				750
	DVD's For Lateral Replacement Inspections				2,500
51105	Special Dept. Expenses	112	4,600	125	4,625
	Safety Shoes Reimbursement				875
	Uniform Services				1,250
	Personal Protective Equipment				2,500
51201	Membership & Dues	1,427	2,675	-	2,850
	WEF - Membership Mary Phelps				275
	WEF - Membership Stephen Friday				275
	WEF - Membership Lynne Scarpa				275
	CWEA Membership Inspector I				175
	CWEA Membership Inspector I				175
	CWEA Membership Inspector I				175
	License Renewal Fees (Mary, Lynne, Steve)				1,500
51202	Travel & Training	4,625	13,200	2,508	13,200
	CWEA Industrial & Hazardous Waste Conf.				2,500
	WEF Annual Conference				2,500
	CWEA Miscellaneous Training Workshops				1,200
	Calif. Assoc. Sanitary Agencies				3,500
	CWEA Annual Conference				3,500
51203	Mileage Reimbursements	-	550	-	550
	Mileage Reimbursement For Meetings				550
51300	Contractual Services	19,242	62,000	5,233	62,000
	Copier Lease Agreement				17,000
	PCB Lab Testing				15,000
	Mandatory Benthomacroinvertebrate Study				30,000
51350	Maintenance Expenses	1,199	12,500	-	12,750
	Repair/Replace Necessary Equipment				2,500
	Explosion-Proof Refrigerator (Samples)				5,000
	Ice-Machine (For Refrigerating Field Samples)				1,250
	4-Gas Detectors For Field Sampling				4,000
51400	Other Operating Expenses	-	2,000	-	2,000
	Public Education Mailing Expenses				1,500
	Printing Cost For Public Events				500
51425	Building Rental - MarinaCH	21,031	20,951	10,707	21,302
51500	Utilities	-	2,000	-	2,750
	Cell Phone Replacement And Usage Cost(s)				2,750
51507	Direct Equipment Service	-	-	-	-
51601-51620	Internal Service Fund Allocations	144,196	112,072	56,036	115,434
51700	Property, Furniture and Equipment Exp	-	7,500	-	7,500
53003	Depreciation Expense	24	-	-	-
<b>Total Operating Expenditures</b>		<b>195,700</b>	<b>250,798</b>	<b>85,108</b>	<b>255,711</b>
<b>Total All Expenses</b>		<b>663,115</b>	<b>880,120</b>	<b>250,803</b>	<b>922,551</b>

City of Richmond  
Statement of Revenue, Expenditures and Changes in Fund Balance

**Fund: \*2652 - Engineering Cost Recovery**

	FY2007-08 Estimate	FY 2008-09 Proposed	FY 2009-10 Forecast	FY 2010-11 Forecast	FY 2011-12 Forecast	FY 2012-13 Forecast
<b>Working Capital, July 1</b>	810	(185,948)	(185,948)	(185,948)	(185,948)	(185,948)
<b>Revenue:</b>						
Permits	\$ 20,244	\$ 58,720	\$ 60,481	\$ 62,296	\$ 64,165	\$ 66,090
Review	\$ 118,865	\$ 62,364	\$ 64,235	\$ 66,162	\$ 68,147	\$ 70,192
Charges for Services	\$ -	\$ 2,635,316	\$ 2,737,963	\$ 2,844,981	\$ 2,956,566	\$ 3,072,923 [2]
Public Service Charge	\$ 2,856	\$ 2,354	\$ 2,425	\$ 2,497	\$ 2,572	\$ 2,649
Other Reviews	\$ 25,980	\$ 16,278	\$ 16,766	\$ 17,269	\$ 17,787	\$ 18,321
<b>Total Revenue</b>	<b>\$ 167,945</b>	<b>\$ 2,775,032</b>	<b>\$ 2,881,870</b>	<b>\$ 2,993,206</b>	<b>\$ 3,109,238</b>	<b>\$ 3,230,175</b>
<b>Expenses:</b>						
Salaries & Benefits	\$ 279,703	\$ 1,291,874	\$ 1,356,468	\$ 1,424,291	\$ 1,495,506	\$ 1,570,281
Contractual Services	\$ -	\$ 100,000	\$ 103,000	\$ 106,090	\$ 109,273	\$ 112,551
Other Operating	\$ -	\$ 181,010	\$ 186,440	\$ 192,034	\$ 197,795	\$ 203,728
Internal Services	\$ -	\$ 1,127,148	\$ 1,160,962	\$ 1,195,791	\$ 1,231,665	\$ 1,268,615
Operating Transfer-Out	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000 [3]
<b>Total Expenses</b>	<b>\$ 354,703</b>	<b>\$ 2,775,032</b>	<b>\$ 2,881,870</b>	<b>\$ 2,993,206</b>	<b>\$ 3,109,238</b>	<b>\$ 3,230,175</b>
<b>Operating Surplus (Shortfall)</b>	<b>\$ (186,758)</b>	<b>\$ -</b>				
<b>Working Capital, June 30</b>	<b>(185,948)</b>	<b>(185,948)</b>	<b>(185,948)</b>	<b>(185,948)</b>	<b>(185,948)</b>	<b>(185,948)</b>

[1]

[2]

**NOTES:**

**This 5-year projection estimates the impact of budgeted expenditures and revenues on cash. It does not project the effect of actual revenue and expenditures on fund balance. Working capital balance as of July 1, 2007 per SAP.**

\* Fund 2652 was created in FY 07-08. For FY 07-08 and prior years, Engineering expenditures were incurred in fund 2606 - Development Services - Engineering; fund 2652 - Cost Recovery - Engineering; and fund 4051 - General Purpose CIP. Therefore, the working capital balance is an aggregate of funds 2606 & 2652. Fund 4051 activity is not included here because the funds working capital attributable to Engineering activities cannot be identified - fund will need to be reconciled to determine Engineering's share of working capital.

- Revenues forecast at 3% annual increase FY 09-10 to FY 12-13
- Salaries & benefits forecast at 5% annual increase FY 09-10 to FY 12-13
- Operating expenses forecast at 5% annual increase FY 09-10 to FY 12-13

[1] "FY 07-08 Estimates" = YTD revenues and expenditures increased by 25%.

[2] **FY 08-09 Charges for Services budgeted revenue assumes the funded vacancies will be filled, and that a charge out rate will be developed in FY 08-09 to recover overhead costs.**

[1] \$75,000 Transfer Out is an annual transfer between Engineering and Employment & Training. This transfer funds a Proj Manager I position.

**City of Richmond**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**

**Funds: 5101, 5102 , 5103, 5104 Wastewater**

	FY2007-08 Estimate	FY 2008-09 Proposed	FY 2009-10 Forecast	FY 2010-11 Forecast	FY 2011-12 Forecast	FY 2012-13 Forecast
<b>Working Capital, July 1</b>	<b>\$ 13,932,812</b>	<b>\$ 13,878,180</b>	<b>\$ 14,254,897</b>	<b>\$ 14,387,635</b>	<b>\$ 15,006,393</b>	<b>\$ 16,333,123</b>
<b>Revenue:</b>						
Property Taxes	\$ 8,000	\$ 10,000	\$ 10,100	\$ 10,201	\$ 10,303	\$ 10,406
Charges for Services	\$ 13,595,582	\$ 14,683,229	\$ 15,857,887	\$ 17,126,518	\$ 18,496,639	\$ 19,976,370
Sewer Connection Fees	\$ 140,000	\$ 230,000	\$ 236,900	\$ 244,007	\$ 251,327	\$ 258,867
Fees	\$ -	\$ 10,000	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255
Fines and Forfeitures	\$ 250	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Interest & Investment Income	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Other Revenue	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
<b>Total Revenue</b>	<b>\$ 13,743,832</b>	<b>\$ 15,038,729</b>	<b>\$ 16,220,687</b>	<b>\$ 17,496,835</b>	<b>\$ 18,874,697</b>	<b>\$ 20,362,399</b>
<b>Expenses:</b>						
Salaries & Benefits	\$ 440,048	\$ 822,625	\$ 863,756	\$ 906,944	\$ 952,291	\$ 999,906
Contractual Services	\$ 6,482,543	\$ 6,223,055	\$ 6,534,208	\$ 6,860,918	\$ 7,203,964	\$ 7,564,162
Other Operating	\$ 900,000	\$ 1,350,356	\$ 1,417,874	\$ 1,488,767	\$ 1,563,206	\$ 1,641,366
Internal Services	\$ 3,645,554	\$ 3,756,159	\$ 3,943,967	\$ 4,141,165	\$ 4,348,224	\$ 4,565,635
Debt Service	\$ 2,330,319	\$ 2,509,817	\$ 3,328,144	\$ 3,480,282	\$ 3,480,282	\$ 3,480,282
Operating Transfers-Out						
<b>Total Expenses</b>	<b>\$ 13,798,464</b>	<b>\$ 14,662,012</b>	<b>\$ 16,087,949</b>	<b>\$ 16,878,077</b>	<b>\$ 17,547,967</b>	<b>\$ 18,251,351</b>
<b>Operating Surplus (Shortfall)</b>	<b>(54,632)</b>	<b>376,717</b>	<b>132,738</b>	<b>618,758</b>	<b>1,326,730</b>	<b>2,111,048</b>
<b>Working Capital, June 30</b>	<b>13,878,180</b>	<b>14,254,897</b>	<b>14,387,635</b>	<b>15,006,393</b>	<b>16,333,123</b>	<b>18,444,170</b>

**NOTES:**

**This 5-year projection estimates the impact of budgeted expenditures and revenues on cash. It does not project the effect of actual revenues and expenditures on fund balance. Working capital balance as of July 1, 2007 per CAFR.**

[1] Actual and estimated revenue and expenditures for operating fund centers 10157, 10158, and 10159 only. Projection does not reflect the impact of CIP.

[2] Debt service reflects actual debt service amounts.

- Non-property tax related revenues forecast at 3% annual increase FY 09-10 to FY 12-13

\* Property taxes forecast at 1% annual increase for FY 09-10 to FY 12-13

\* Charges for services forecast at 8% annual increase for FY 09-10 to FY 12-13 & assessment covenants

- Salaries & benefits forecast at 5% annual increase FY 09-10 to FY 12-13

- Operating expenses forecast at 5% annual increase FY 09-10 to FY 12-13