



MEMORANDUM

TO: Greg Anderson
Chair, Finance Committee

Kirk Sherman
Council Auditor

FROM: Jim Robinson, Director
Public Works

RE: FY 13 – 14 Proposed Budget

DATE: August 26, 2013

In compliance with your July 25th memo requesting alternative budget items, we are pleased to provide the attached information for your consideration. The attached write-up is designed to provide an overview and context for the various items. The spreadsheet provides an accounting of the changes.

We look forward to our Departmental hearing with your committee. In the meantime, we are happy to answer any questions you may have.

Department of Public Works Budget Presentation

Introduction

The proposed FY 13-14 budget for the Department of Public Works reflects a cut plan based on three primary strategies:

1. Reallocation of certain General Fund expenses to a more appropriate Capital or Enterprise fund
2. Reduction of filled and vacant funded positions
3. Reduction of certain expense-related accounts

As requested in the July 25, 2013 memo from Council Member Greg Anderson, we are providing alternatives to the proposed budget that would provide better service to our community in the foundational area of Public Works.

Office of the Director

The function of the Office of the Director remains largely the same. Various cost allocations for personnel are proposed to more closely align to work performed. In addition, the coordination role of fleet management and equipment support is being shifted to the ROW & Grounds Maintenance Division. (#4)

Engineering & Construction Management Division

A major function of the Engineering & Construction Management Division is the support of the Capital Improvement Plan through project management services. With the reduction in Capital Improvement Plan projects, the level of support required has also reduced. The proposed reductions of positions in this Division relate directly to this loss of “business”.

These reductions do, however, make the Division 100% dependent on outside professional services to handle the production needs of the Capital Improvement Plan projects in the areas of design and permitting. The timeliness of service could be enhanced if dedicated in-house production staff were available.

An alternative is provided that will create an in-house “design squad” to include a Professional Engineer and Engineering Technician. This small team will be deployable to study and design solutions to emergency projects. (#1 & 2)

Right-of-Way & Grounds Maintenance Division

A major emphasis was placed in the submitted budget on right-of-way mowing/landscape maintenance and removal of hazardous trees. (#15) Additionally, we propose to keep all roadway lighting currently in place, which was restored during FY13.

The RWGM Division is preparing to roll out a revised delivery method for ditch cleaning and restoration. This delivery method would focus on proactive measures while the maintenance yards would continue to deploy resources for CARE issues on a reactive basis.

In lieu of a reduction in force of three personnel, an alternative request is to reclassify these three positions as follows:

Proposed Position Reduction	Reclassify as below
Fleet Administrator (reduction from PWOD)	Grounds Maintenance General Supervisor as Equipment Control Supervisor (#4)
Associate Engineer	Grounds Maintenance General Supervisor as Sub Area 6 Supervisor (Reclass – no budgetary impact)
Heavy Equipment Operator	Grounds Maintenance General Supervisor as Ditch Crew Supervisor (#5)

In addition to these proposed re-classifications, Clerical Support Aide assistance is needed in each of the Maintenance Yards. This assistance would provide support in entering completed Work Reports into the MAXIMO work management system which is currently being performed by limited staff in the Director’s office. In addition, these positions would provide administrative assistance to the Area Superintendents which would increase the Superintendents’ time available for problem assessments, citizen interaction, and council member questions.

Each of these Clerical Support Aide positions is estimated to have a burdened salary of \$35,803; therefore, the recommendation is to add four positions for a total budget requirement of \$143,213. (#3)

Related to these personnel reinstatements the alternative of recapturing budget for various categories of supplies and materials is provided for consideration. (#12 - 14)

Public Buildings Division

The most significant alternative proposed for the Public Buildings Division would be the reinstatement of \$1,039,865 in Plant Renewal. (#16) The reinstatement of this amount would provide the means to establish and conduct a bona fide preventative maintenance program in the larger, multi-story buildings in the downtown core. (#17, 18 & 20) This is supplemented by the proposed reinstatement of trades positions previously offered for reduction. (#6, 7, 10 & 11)

This Division has a very large number of contracts and vendors. In order to place a proper emphasis on contract compliance, the reinstatement of the Custodial Superintendent and reclassification to a Contract Administration Coordinator is offered. (#8)

During budget development discussions, the Public Buildings Division was assigned the responsibility of maintenance for Courthouse security cameras and magnetometers. An alternative to the proposed budget is offered in order to fund this responsibility. (#21)

The current vendor providing janitorial services for the Courthouse is having challenges providing acceptable service levels. In the event that corrective actions do not produce acceptable results, the second lowest bidder was \$145,000 higher. As a contingency, this alternative to the proposed budget is offered in order to fund a solution to the janitorial service challenges in the Courthouse. (#19)

Solid Waste Division

The reinstatement of two truck driver positions would provide enhanced service to the litter program. Without these positions, the litter program work is performed with overtime hours on a lesser priority basis. (#9)

<u>Item #</u>	<u>FTE</u>	<u>Jobcode</u>	<u>Job Title</u>		<u>011</u>	<u>461</u>	<u>441</u>	<u>5A1</u>
1.	1	PWEN011AD	G0016	\$113,575 Professional Engineer	To restore and serve as core to an in-house design squad	\$113,575		
2.	1	PWEN011AD	G0081	\$49,377 Engineering Tech	To support in-house design squad	\$49,377		
3.	4	PWGM011 PWGM461SW	C0141	\$143,213 Clerical Support Aide III	Four FTE's to provide clerical support in each of the Area Maintenance Yards	\$35,803	\$107,410	
4.	1	PWGM011	U0307	\$19,547	Grounds Maintenance General Supervisor To provide Equipment Control - will replace PW Fleet Manager position (jobcode 04511) on reduction sheet	\$19,547		
		PWGM461SW	U0307	\$31,254			\$31,254	
				\$50,801				
5.	-1	PWGM011	U0305	-\$18,661	Heavy Equipment Operator To reclass current Heavy Equipment Operator to Grounds Maintenance General Supervisor	-\$18,661		
		PWGM461SW	U0305	-\$38,232				
	1	PWGM461SW	U0307	\$56,893		To create supervision for Ditch Crew deployment method		\$18,661
				\$0				
6.	1	PWPB5A1MAPR	Z0013	\$37,270 AC & Heating Tech	Restore to adequately address HVAC repair issues			\$37,270
7.	1	PWPB5A1PD	Z0013	\$37,270 AC & Heating Tech	Restore to adequately address HVAC repair issues			\$37,270
8.	1	PWPB011SU PWPB011SU	E0016 L0012	-\$42,361 Custodial Superintendent \$49,301 Contract Administration Coordinator	Restore position and then reclass as L0012 To increase contract compliance for a wide variety of contracts	\$49,301		
				\$6,940				
9.	2	PWSW441CORC	U0183	\$78,350 Solid Waste Truck Driver	Restore two positions to the Residential Collection activity		\$78,350	
10.	1	PWPB5A1MAPR	Z0116	\$31,533 Carpenter	Restore to allow for greater coverage in the downtown core buildings			\$31,533
11.	1	PWPB5A1MAPR	Z0306	\$30,080 General Maintenance Worker	Restore to allow for proactive routine and preventive maintenance work			\$30,080
	<u>14</u>					<u>\$248,942</u>	<u>\$157,325</u>	<u>\$78,350</u>
		<u>Subobject</u>	<u>Subobject Description</u>					<u>\$136,153</u>
12.		PWGM011	05215	\$30,161 Repair and Maintenance Supplies	Restore funding to insure adequate supplies to perform ROW maintenance	\$30,161		
13.		PWGM011TE	03410	\$31,800 Contractual Services	Restore funding to insure adequate supplies to perform Traffic maintenance	\$31,800		
14.		PWGM011TE	05216	\$12,959 Other Operating Supplies	Restore funding to insure adequate supplies to perform Traffic maintenance	\$12,959		
15.		PWGM011TR	03410	\$212,000 Contractual Services	Restore to further address backlog of CARE tree trimming requests	\$212,000		
16.		PWPB5A1MAPR	06302	\$1,039,865 Improvements other than Buildings	To establish a bona fide preventative maintenance program for HVAC, Fire Control, X-Ray, Security and emergency systems on our large multi-story facilities (St. James, PMB, Main Library, Godbold, and Yates)			\$1,039,865
17.		PWPB5A1PD	04603	\$7,384 Repairs and Maintenance	To provide repairs, upgrades and maintenance of the metasys software for energy management equipment in the Pre-Trial Detention Facility			\$7,384

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18.	PWPB5A1CHC	04603	\$22,463 Repairs and Maintenance	To provide repairs, upgrades and maintenance of the metasys software for energy management equipment in the New Courthouse				\$22,463
19.	PWPB5A1CHC	03410	\$145,000 Contractual Services	To provide additional funding to utilize alternative bidder for janitorial services				\$145,000
20.	PWPB5A1CHC	03109	\$8,460 Professional Services	Additional amount needed to cover Tyco/Simplex-Grinnell contract for the new courthouse; amount needed is \$128,460, only \$120,000 is budgeted				\$8,460
21.	PWPB5A1CHC	03109	\$11,864 Professional Services	Additional amount needed to cover maintenance agreements for X-ray machines and magnetometers				\$11,864
					<u>\$286,920</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,235,036</u>
					<u>\$535,862 *</u>	<u>\$157,325</u>	<u>\$78,350</u>	<u>\$1,371,189 *</u>
				Change to FTE's	7	1	2	4
				Reduce JXSF461-09998		-\$12,000		
				Reduce TROU461to462-09192		-\$145,325		
				Reduce JXSF441-09998			-\$78,350	
				* Total General Fund impact	<u><u>\$1,907,051</u></u>			

DIV	Dollar Impact	Ranking	Description	Service Level Impact Upon Elimination	Service Level Impact of Alternative Implementation
PWGM	\$ 312,000.00	12	Reduce Tree Trimming	The backlog of tree trimming service requests will continue to increase and the citizen's satisfaction with city services will suffer.	Proposed cut acceptable; new RFP needs to be done to ensure city is receiving the best price and service
PWEN	\$ 71,089.00	11	Eliminate Engineering Tech Principal	Loss of internal inspection function within engineering to an area that has been already decimated due to previous year's budget reductions.	Proposed cut acceptable due to reduced capital project funding
PWEN	\$ 56,425.00	11	Eliminate Engineering Tech Senior	Loss of internal inspection function within engineering to an area that has already been decimated due to previous year's budget reductions.	Proposed cut acceptable due to reduced capital project funding
PWEN	\$ 31,741.00	10	Eliminate Assistant Project Coordinator	Loss in additional support for critical engineering projects. This position fills the need for professional engineering services as needed.	Alternative Proposal described in Department Memo
PWOD	\$ 91,166.00	9	Eliminate Public Works Fleet Manager	Loss of oversight and control of the sizable fleet inventory in Public Works.	Alternative Proposal described in Department Memo
PWEN	\$ 23,997.00	8	Reduce Third-Party Consulting Contracts for Engineering & Architectural	Reduction in consulting work on civil engineering and architectural projects.	Proposed cut acceptable
PWOD	\$ 60,000.00	7	Reduce Part-Time Hours Used as Support for Financial Evaluation and Capital Project Oversight	Reduction in part-time hours will result in less support for financial evaluation and capital project oversight on projects such as the completion of the courthouse, federal ADA requirements, etc.	Proposed cut acceptable
PWGM	\$ 30,161.00	6	Reduce Repairs and Maintenance Budget for Street and Pothole Repair	Reduced levels of service and increased backlog of service requests for street and pothole repair, right-of-way maintenance ,etc.	Restore funding to ensure adequate supplies to perform infrastructure maintenance
PWGM	\$ 31,800.00	6	Reduce Contractual Services for Maintaining Railroad Crossings, Signs, etc.	Reduced levels of service for maintaining railroad crossings, signs, purchase of traffic safety equipment, etc.	Restore funding to ensure adequate supplies to perform traffic maintenance
PWGM	\$ 12,959.00	6	Reduction in Maintenance Levels for Traffic Controls & Equipment	Reduced maintenance levels for traffic controls and equipment. More outages and delays in traffic leading to reduced safety due to malfunctioning equipment.	Restore funding to ensure adequate supplies to perform traffic maintenance.
PWOD	\$ 85,063.00	5	Eliminate Vacant Grant Project Administrator Position	Loss of vacancy which was previously grants management/ oversight.	Proposed cut acceptable
PWPB	\$ 37,270.00	5	Eliminate Vacant Plumber Position at Courthouse	Reduction will potentially result in more complaints and an increased backlog of service requests.	Proposed cut acceptable
PWPB	\$ 37,270.00	5	Eliminate Vacant AC & Heating Tech	Reduction will potentially result in more complaints and an increased backlog of service requests.	Restore to adequately address HVAC repair issues
PWPB	\$ 31,533.00	5	Eliminate Vacant Carpenter	Reduction will potentially result in more complaints and a higher backlog of service requests.	Restore to allow for greater coverage in the downtown core buildings
PWPB	\$ 30,080.00	5	Eliminate Vacant General Maintenance Worker	Reduction will potentially result in increased backlog of public buildings service requests.	Restore to allow for proactive routine and preventive maintenance work

DIV	Dollar Impact	Ranking	Description	Service Level Impact Upon Elimination	Service Level Impact of Alternative Implementation
PWPB	\$ 37,270.00	5	Eliminate Vacant AC & Heating Tech at Pre-Trial Detention Facility	Reduction will potentially result in more complaints and an increased backlog of service requests.	Restore to adequately address HVAC repair issues
PWPB	\$ 42,361.00	5	Eliminate Vacant Custodian Superintendent	Reduction will potentially result in more complaints and an increased backlog of service requests.	Alternative Proposal described in Department Memo
PWSW	\$ 78,350.00	5	Eliminate Two Vacant Solid Waste Truck Driver Positions	Reduction will potentially result in more complaints and a higher service request backlog within the residential collections activity.	Restore positions in the residential collection activity and avert potential degradation of service
PWEN	\$ 102,972.00	4	Eliminate Professional Architect	Reduced capacity for structural / architectural function within Engineering.	Proposed cut acceptable due to reduced capital project funding
PWEN	\$ 113,575.00	3	Eliminate Professional Engineer	Loss of engineering capacity for capital projects.	Alternative Proposal described in Department Memo
PWPB	\$ 1,039,865.00	2	Reduction in Improvements and Maintenance for Buildings	Reduction will increase the CARE backlog and deferred maintenance to city building structures and systems. Some roofing, vandalism repair and general construction repairs will not be responded to quickly.	To establish a bona fide preventative maintenance program for HVAC, Fire Control, X-Ray, Security and emergency systems on our large multi-story facilities (St. James, Yates, PMB, Main Library, Godbold)
PWGM	\$ 750,000.00	1	Moving Right of Way Mowing to Stormwater (S/F 461)	No impact; properly accounting for stormwater related costs.	Proposed cut acceptable
PWGM	\$ 75,000.00	1	Moving Tree Trimming to Stormwater (S/F 461)	No impact; properly accounting for stormwater related costs.	Proposed cut acceptable
PWOD	\$ 118,095.00	1	Move two employees to Stormwater/Solid Waste	No impact; properly accounting for stormwater and solid waste related costs.	Proposed cut acceptable
PWOD	\$ 44,209.00	1	Change to Supervision Allocation	No impact; properly accounting for supervision-related costs.	Proposed cut acceptable
PWEN	\$ 69,200.00	1	Change to Supervision Allocation	No impact; properly accounting for supervision-related costs.	Proposed cut acceptable
	\$ 3,413,451.00				

	Reductions	Total Budget
PWEN	\$ 468,999.00	\$ 1,965,900.00
PWGM	\$ 1,211,920.00	\$ 26,764,138.00
PWOD	\$ 398,533.00	\$ 2,011,630.00
PWPB	\$ 1,255,649.00	\$ 38,556,445.00
PWRE	\$ -	\$ 661,949.00
PWSW	\$ 78,350.00	\$ 929,471.00
	\$ 3,413,451.00	\$ 70,889,533.00

Public Works Position Change by Division

<u>SF</u>	<u>Division</u>	<u>FY12 to FY 13</u>				<u>FY13 to FY 14</u>		
		<u>FY12</u>	<u>FY13</u>	<u>Change</u>	<u>% Change</u>	<u>FY14*</u>	<u>Change*</u>	<u>% Change</u>
011	Engineering Division	52	23	-29	-56%	20	-3	-13%
011	Grounds Maintenance & ROW Division (GM & Traffic Engineering)	222	75	-147	-66%	254	179	239%
461	Grounds Maintenance & ROW Division (Stormwater Services)	200	182	-18	-9%	15	-167	-92%
011	Office of the Director	13	15	2	15%	15	0	0%
011	Public Buildings Division	147	71	-76	-52%	58	-13	-18%
011	Real Estate Division	10	6	-4	-40%	5	-1	-17%
011	Solid Waste Division	18	10	-8	-44%	7	-3	-30%
441	Solid Waste Division	114	112	-2	-2%	109	-3	-3%
443	Solid Waste Division	0	6	6	0%	6	0	0%
Department Grand Total		776	500	-276	-36%	489	-11	-2%

*Note: For purposes of the employee cap, in FY14, Grounds Maintenance & ROW and Stormwater employees are reflected within the General Fund. However, in order to accurately appropriate costs between the two activities (Stormwater & Grounds Maintenance), appropriations for salaries and benefits have been allocated based on the percentage of tasks performed by these employees.