

Public Works Citizens Advisory Committee (CAC)

Tuesday February 19, 2008

Public Works Department Conference Room

CAC Representatives Present

Mr. Thomas Herbert, Vice Chairperson

Mr. Phil Bomersheim

Mr. Douglas Coenen

Ms. Lois Custer

Ms. Sandra Davis

Ms. Sharron Kitchen Miller

Mr. LaMonte Williams

CAC Representatives Absent

Dr. Harold Cones, Chairperson

Ms. Patricia VonOhlen

Public Works Representatives

Mr. H. Reed Fowler, Jr., Director of Public Works

Mr. Tim Shockley, Solid Waste Division Administrator

Mr. Roy Chesson, CAC Coordinator

Prior to Meeting

While waiting for several members to arrive, Mr. Shockley distributed a copy of Article IX of Chapter 19, which addresses penalties for solid waste violations. Mr. Shockley explained the fine structure and how a warning is given for the first two violations with citations being issued with fines imposed only on the third and subsequent violations. This led to a discussion on how to educate the public on various solid waste issues, particularly putting as much debris in the automated containers rather than leaving on the curb it as bulk waste. While newspaper ads are a viable option, only a small percentage of people actually read them. An idea that was popular with all the members was placing stickers on the automated cans instructing residents to place any small amounts of yard waste or construction debris in the automated cans. Other ideas that were mentioned included:

- Placing a moving banner on the Public Works website to bring attention to pertinent issues that need to be publicized.
- Creating a special, easy to locate, website just for solid waste issues. This website would not contain all the detail that the current Solid Waste website but would be used to highlight a few special issues that would change from time to time.
- Include on websites an opt-in link where residents could sign up to receive e-mails from the Department. These e-mails would be used to get out special announcements and instructions at virtually no cost.
- Investigate whether grocery chains would be willing to have flyers inserted in grocery bags.

Call to Order

Mr. Tom Herbert called the meeting to order at 6:00 p.m.

Approval of Meeting Minutes

The minutes for the January 15, 2008 meeting were unanimously approved as submitted.

CAC Members' Terms

Prior to beginning the agenda items, Mr. Chesson gave everyone a list of members showing the dates each member's current term and how many terms they had served on the committee. Of note was that Dr. Cones, Ms. Custer, and Ms. Kitchen-Miller would be completing their current terms this summer and are not eligible to serve another term. Mr. Fowler asked everyone to consider recommendations for new members.

Progress on PR Campaign for SSO Initiative

Mr. Chesson presented the actions taken so far to inform citizens of the impact and possible costs resulting from the Sanitary Sewer Overflow Consent Order. Mr. Steve Land, the Wastewater Administrator, has already held a meeting with Public Works Public Affairs Officer and the City Public Information Officer to discuss how to proceed with this. At this point, they had agreed that it would be prudent not to begin until the FY2009 budget is approved so that any information on costs in the near future would be accurate. They will meet again in May and Mr. Chesson has asked to be included in that meeting. Mr. Land is will be contacting Dr. Cones later in the week to arrange a meeting with him.

The plan is to try to keep this in non-technical laymen's terms while still keeping residents well informed of the issue. If we rely only on the press and word of mouth, citizens may be confused or even ill informed due to only hearing/reading some of the reports or due to receiving information from people who are overly emotional or ill informed.

Some topics that may need to be addressed in an informational campaign include (but are not limited to):

- What is the Consent Order?
- Who is involved? Regionally, State, Federal
- Why did it happen?
- What are the requirements of the Consent Order?
- What are the operational impacts to the Sanitary Sewer System?
- What are the financial impacts?
- Total costs
- Impact on sanitary sewer fee
- How will this benefit the City? How will it affect the environment?
- How long will the Consent Order last and its impact to the City of Newport News for the future?

Public Works FY09 Budget submission

Mr. Fowler gave a presentation on the proposed Public Works FY2009 budget. The complete PowerPoint presentation is included at the end of these minutes.

Adjournment

Mr. Herbert adjourned the meeting at 7:13 p.m.

(FY09 Budget PowerPoint presentation follows on next page.)

**Proposed Public Works FY 2009 Budget
Presentation Given By Reed Fowler
To the Citizens Advisory Committee
On February 19, 2008**

**DEPARTMENT OF PUBLIC
WORKS**

2008 BUDGET PRESENTATION TO THE
CITIZENS ADVISORY COMMITTEE

February 19, 2008

The Basics

- 3.5 percent increase in the General Fund Budget
- **Average** increase of 10.5 percent in the User Fund accounts
- The large recommended increase in the *average* User Fund accounts is due to the increase in the Sewer User Fund Account (19.6 percent)
 - This requested increase is in response to the 2007 Department of Environmental Quality (DEQ) Special Order by Consent.

Public Works Budget

Fund	FY2008	Current Service Level Budget	Current Service Level Increase	New Requests	Total	Total Increase over FY2008
General	\$23,996,763	\$24,457,168	1.88%	\$385,835	\$24,843,003	3.53%
Stormwater	\$8,883,500	\$9,081,004	2.17%	\$556,261	\$9,637,265	8.49%
Solid Waste	\$11,774,200	\$12,344,333	4.62%	(\$79,880)	\$12,264,453	4.16%
Wastewater	\$10,407,100	\$11,074,179	6.02%	\$1,373,153	\$12,447,332	19.6%
Total Public Works	\$55,061,563	\$56,956,684	3.33%	\$2,235,369	\$59,192,053	7.5%

Budget Preparation

- Director and Assistant Directors conduct detailed program review/evaluation
- Consideration is given to many factors including:
 - DPW Strategic Plan
 - City Council Strategic Plan
 - CAC input

APWA Accreditation

- As an American Public Works Association (APWA) Accredited Agency, we are obligated to; “...ensure acceptable levels of service delivery while maintaining expenditures so as not to exceed revenues.” Several management practices are identified which must be met in order to assure that we comply with APWA financial practices.

Accreditation Requirements

- Clarity of budgeting responsibilities and internal controls for expenditures and revenues
- Budget preparation procedures
- Thoroughly documented procedures for accounting and reporting of budget variances
- Reviews of alternative service delivery methods
- Must be evaluated to insure that service delivery choices are in line with our mission, vision and value statements
- Purchasing and inventory policies and procedures

EMS

- Public Works continues to participate in the City's Facilities Environmental Management System (EMS) program.
 - This Fiscal Year, we were able to train additional Frontline Professionals through Virginia Tech's Center for Organizational and Technical Advancement (COTA).
 - The coursework is essential for any Frontline Professional desiring to join the Public Works EMS Team.
- This year, our teams will begin reviewing aspects in:
 - Public Works Warehouse
 - Building Services.

ADMINISTRATION DIVISION

- CUSTOMER SERVICE CENTER
 - Consolidating "Miss Utility" into Customer Service Center
 - Installed Interallia call processing, message management and auto-announcement software
 - Cost neutral

Administration (cont.)

- Asset Management
 - Continuing to implement assets into Cityworks
 - Receiving inquiries from around the US regarding our implementation of Cityworks

• City of Fairfax, VA	• United States Air Force	• City of Kettering, OH
• City of Fort Myers, FL	• Allegheny County, PA	• City of Suffolk, VA
• County of Montgomery, OH	• City of Springfield, MA	• City of Kissimmee, FL

Building Services

- Elimination of Honeywell Service Contract
 - Savings should be substantial
 - The Honeywell Performance Contract provided an immense benefit to our citizens in the form of energy cost avoidance.
 - With the Facilities Environmental Manager position now in place, there should be no need to enter into future performance contracts.
 - Adjustments for this contract elimination are covered in Minimum Service Level Budget

Building Square Footage

FACILITY INVENTORY
 SQUARE FOOT COMPARISON BY FISCAL YEAR
 FY 2001 to FY 2009

Fiscal Year	Number of Facilities	Square Footage	% Increase in Square Footage from Prior FY	% Increase in Square Footage from Base FY
FY 2001	144	1,655,157	N/A	N/A
FY 2002	146	1,661,639	0.39%	0.39%
FY 2003	148	1,668,232	0.40%	0.79%
FY 2004	158	1,720,778	3.15%	3.96%
FY 2005	158	1,742,177	1.24%	5.26%
FY 2006	159	1,743,265	0.06%	5.32%
FY 2007	162	1,703,266	-2.29%	2.91%
FY 2008	167	2,042,716	19.93%	23.42%
FY 2009 (est)	169	2,044,558	0.09%	23.53%


Energy Management

- Public Works recently purchased energy management and bill tracking software.
 - Will permit us to measure energy efficiency decisions and investments in energy efficient products versus the savings generated by those decisions as well as investments.
 - Budget request includes request to use energy savings for future energy reduction initiatives.

Security Services Division

- General Fund Increase in Service Decision Package Number 2 is a request to eliminate the security contract in several public facilities currently managed by the Security Services Division.
- General Fund Increase in Service Decision Package Number 3 is a request to hire two Senior Security Officers to supervise the 2nd and 3rd shift security officers who are now unsupervised.
 - Currently, one supervisor is responsible for eleven full-time Security Officers and thirty part-time officers.
 - If other packages are approved, this could increase to 71 full-time officers

Security Services Division (cont.)

- General Fund Increase in Service Decision Package Number 4 is a request to hire 8 part-time employees to monitor the camera control center 
- General Fund Increase in Service Decision Package Number 5 is a request to an electronic technician to repair cameras, door entry security and other surveillance equipment
 - Cost offset by elimination of security system maintenance contract

Street Maintenance Division

- Reduce street reconstruction and resurfacing by \$1,220,011.
 - Reduction of this program would reduce the number of residential streets that could be reconstructed and paved each year.
 - Overall street conditions Citywide can be expected to deteriorate at an accelerating rate.
 - Delaying street reconstruction projects on the short term result in increased future costs to reconstruct the same street.

Solid Waste Division

- User Fee increase
 - In spite of our cost reduction efforts, personnel and fuel expenses will require that I recommend a rate increase this year of \$0.05 per week.
 - This new rate of \$4.83 is an increase of 1.05% over the current year and will have a total impact of \$2.60 per year on our citizens.
 - It is possible that we will need to request an increase next year of \$0.80 per week.

Solid Waste Division (cont.)

- Solid Waste Decrease in Service Decision Package number 1 is a recommendation to eliminate the payment of disposal fees for charitable organizations.
 - Currently the Solid Waste Division is paying the disposal fees for the following charities:
 - Rescue Mission
 - Youth Challenge
 - Disabled American Veterans

Solid Waste Division (cont.)

- Solid Waste Decrease in Service Decision
Package number 2 will shift responsibility for the collection of white goods from a contracted service to a Solid Waste Division service.
 - This is a call-in program in which the contractor is paid whether an appliance is at the curb or not. The contractor receives additional revenue from the sale of scrap metal.
- In addition to the contract cost savings, additional revenue of approximately \$19,000 could be derived from the sale of scrap metal.

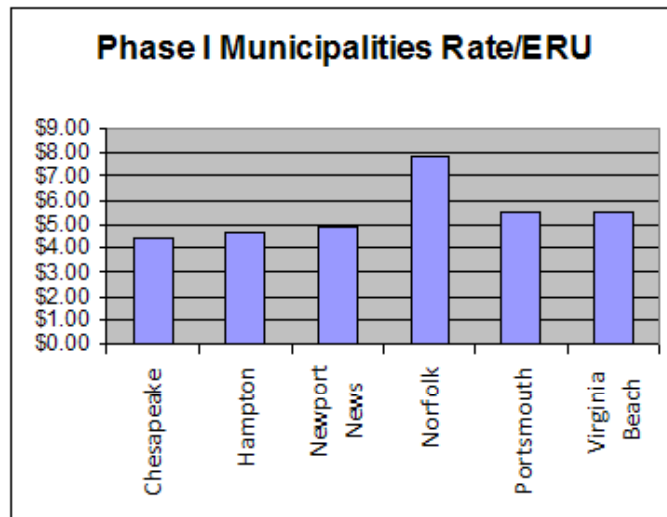
Solid Waste Division (cont.)

- Solid Waste Decrease in Service Decision
Package number 3 is a recommendation to move from weekly bulk waste collection to bi-weekly bulk waste collection.
- Savings could equal over \$600,000

Stormwater Division

- User Fee Increase
 - I am recommending an increase in the Stormwater Management Fee of \$0.35 per equivalent residential unit (ERU).
 - This new rate of \$5.20 is an increase of 7% over the current year and will have a total impact of \$4.20 per year on single-family homeowners.
 - The need to fund the additional I/I crew (including Vector) and the requested increase in overtime to fund the repair of storm drain structures contribute to the requested rate increase.

Stormwater Division



Stormwater Division (cont.)

- Stormwater Division Increase in Service Decision Package Number 1 will increase **budgeted overtime** in the Stormwater Operations Cost Center by \$60,840
- Stormwater Division Increase in Service Decision Package Number 2 is a request to hire one Senior I/I Technician and purchase a TV Inspection Van for \$177,471 the first year and \$54,390 the second year
- Stormwater Division Increase Increase in Service Decision Package Number 3 is a request to hire one Senior Equipment Operator and purchase one Vactor truck for \$275,350 the first year and \$51,063 the second year.

Stormwater Division (cont.)

- Stormwater Division Increase in Service Decision Package Number 4 is a request for \$42,600 to rent a long-reach excavator for approximately six months per year.
- Stormwater Division Decrease in Service Decision Package Number 1 will reduce the contract services account for preliminary environmental and geotechnical investigations.

Stormwater Division (cont.)

- Stormwater Division Decrease in Service Decision Package Number 2 will reduce the small projects funding in the General Capital Improvements account by \$65,000.
 - This fund is a means to fund both emergency and small projects not previously identified in the City's CIP.
- Stormwater Division Decrease in Service Decision Package Number 3 will eliminate our temporary workforce currently used to clean back and side-lot ditches.
 - Reduction in size of the back and side-lot ditch crews will result in an avoided expense of \$250,145.
 - It is important to note that a decision to eliminate this temporary workforce will result in longer cleaning cycles for our back and side-lot ditches.
 - The cleaning cycle can be expected to increase from twelve to eighteen months.

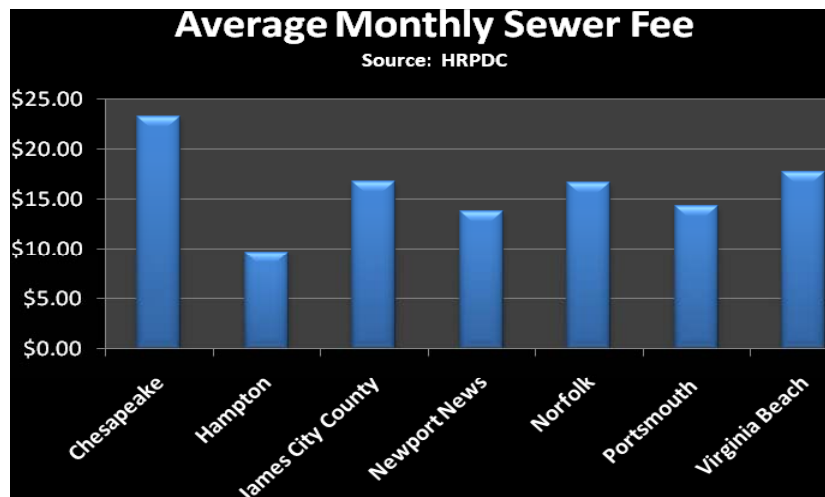
Stormwater Division (cont.)

- Stormwater Division Decrease in Service Decision Package Number 4 will discontinue contracted lake cleaning and dredging.
 - Elimination of the lake cleaning program would result in an avoided expense of \$100,000.
- Stormwater Division Decrease in Service Decision Package Number 5 will eliminate three seasonal contractual employees which currently support Vector Control Activities Citywide from March thru October.
 - Elimination of these contracted seasonal workers will result in an avoided expense of \$29,500 annually.
 - If this reduction is approved, the full-time Vector Control team will need to work overtime to conduct the Citywide mosquito tracking, spraying and larviciding program.

Wastewater Division

- User Fee Increase
 - I am recommending an increase in the Sewer User Fee of \$0.31.
 - This new rate of \$1.84/hcf is an increase of 21 percent from last year and will have a total impact of \$30 per year on single-family homeowners.

Wastewater Division



Wastewater Division (cont.)

- Wastewater Division Increase in Service Decision Package Number 1 is a request for \$200,000 to complete the payment for the first phase of consulting services for the DEQ Consent Order.
 - To date, we have \$3.5 million earmarked for the total cost of the contract of \$3.7 million.

Wastewater Division (cont.)

- Wastewater Division Increase in Service Decision Package Number 2 is a request to hire a Civil Engineer III in the Department of Engineering to support Public Works with compliance of the DEQ Consent Order.
- Wastewater Division Increase in Service Decision Package Number 3 is a request for additional overtime funding and materials for \$130,176.
 - There is currently in excess of \$23 million in outstanding sanitary sewer system work Citywide.
 - The additional overtime and materials funding will be used by the Wastewater Division to work on some of the more serious pipe defects.
- Wastewater Division Increase in Service Decision Package Number 4 is a request to create a sanitary sewer construction crew.
 - The cost to fund the crew is approximately \$942,000 in the first year and \$454,000 in the second year.

Wastewater Division (cont.)

- Wastewater Division Increase in Service
Decision Package Number 5 is a request to hire an Administrative Assistant II.
 - If approved, this position will replace the existing contracted position resulting in a net cost increase of \$15,615 in the first year.
 - The move to a full-time employee will permit the Wastewater Division to provide consistent and accurate data entry into the Cityworks Asset Management System.
 - Additional responsibilities will include Consent Order related support for the Program Coordinator.