



**Finance & Economic Development Committee Budget Hearings**  
**Public Works**  
**April 16, 2018**

**General Fund**

1. Discuss current vacant positions.
  - a. Specify duration of the vacancy.
  - b. Specify timeframe for filling position.
2. Discuss any proposed changes to positions (new position, deleted position, upgrade, downgrade, title change, salary adjustment, etc.).
3. Discuss the planned use of the approximately **\$730K** budgeted in Professional Fees (\$97K Consultants, \$204K Engineering, \$430K Temporary Agencies).
  - a. Specify vendor name, amount of contract, expiration date, length of contract, how long City has been doing business with the vendor, and scope of services.
  - b. Specify hourly wages and length of service for all temporary, limited service or contracted employees.
4. Discuss the planned use of **\$413.3K** budgeted in Overtime, specifically identifying the projects and tasks that are the main budgetary factors.
5. Discuss the **\$2.125M** budgeted for Landfill Fees.
  - a. Specify any budgetary savings realized as a result of enforcing the 92 non-eligible entities that the City will no longer pick up their trash.
  - b. Specify the plan, timeframe, and cost for replacement of municipal waste bins.
  - c. Specify the number of special pick up done annually for the last 2 years, and the amount of fees collected.
6. Discuss the **\$700K** budgeted for Recyclebank. Please explain why year to date actual expenditure total \$0.
  - a. Specify the plan, timeframe, and cost for replacement of recycle bins.
7. Discuss if the performance goals have been met by Honeywell that guaranteed lower cost pertaining to electricity, considering electricity City-wide in General Fund total **\$1.2M**.
8. Discuss the approximately **\$1.2M** budgeted in the Building Maintenance account line.
  - a. Specify the last time an analysis was done to determine the split of 70% City and 30% NCC is the accurate cost sharing assessment for this building.
  - b. Specify cost sharing for Ameresco, and the benefit to the City.
9. Discuss funds budgeted pertaining to Snow Removal (inclusive of salt, grind, equipment rental, etc.).
10. Discuss the **\$381K** budgeted in Miscellaneous Services, considering actual expenditures has not exceeded **\$243K** the last 3 years realizing cost can be *variable from year to year*.

11. Discuss the amount of funds anticipated for the Municipal Street Aid Fund.

**Motor Vehicle**

12. Discuss the **\$3.5M** budgeted for the FY2019 motor vehicle fleet replacement plan.
  - a. Provide any new additions, deletions or modifications to the City's motor vehicle fleet.
13. Discuss the **~\$2M** budgeted for expenses pertaining to the motor vehicle fleet maintenance contract. Provide the vendor name, amount of contract, expiration date, length of contract, and scope of services.
14. Discuss the **\$1M** budgeted for fuel.
  - a. Realizing gas prices has been increasing annually, please explain why cost has trended well below budget for the last 2 years, and year to date figures are trending below budget.
15. Discuss the **\$775K** budgeted for non-targeted repairs of City vehicles, up \$125K.
16. Discuss the planned use of **\$60K** budgeted for Consultants.
17. Discuss the **\$55.1K** budgeted for Equipment Rental considering actual expenditures has not exceeded \$2K the last 2 years.

**All Departments**

18. Provide FY2019 proposed organizational chart with the total number of employees (i.e. permanent, temporary, contract, vacancies).
  - a. Outline specific duties of each employee.
  - b. If there are multiple divisions, please ensure there are sub-org charts that enumerate all the above.
19. Provide a high-level update on all capital projects (planned use, available balance projected completion date, and project status).
  - a. Considering the City has been doing bond anticipation notes (BAN) frequently for street paving projects, justify how the capital budget figures are derived to best meet the needs of the City.