

**OFFICE OF THE CITY COUNCIL**

**CHERYL L. BROWN** 117 WEST DUVAL STREET, SUITE 425

DIRECTOR 4TH FLOOR, CITY HALL

OFFICE (904) 630-1452 JACKSONVILLE, FLORIDA 32202

FAX (904) 630-2906

E-MAIL: CLBROWN@coj.net

**SPECIAL BUDGET ANALYSIS COMMITTEE MINUTES**

**April 10, 2014**

**3:00 p.m.**

**City Hall**

**117 W. Duval St., 1st Floor**

**Committee Room B**

**Attendance:** Council Members Clay Yarborough (Chair), Reggie Brown, Richard Clark, Robin Lumb, Don Redman, Matt Schellenberg

**Excused:** Council Member Warren Jones

**Also**: Kirk Sherman – Council Auditor’s Office;Paige Johnston – General Counsel Office; Paula Shoup– Legislative Services Division; Yvonne Mitchell – Council Research

See attached sign-in sheet for additional attendees.

Council Member Yarborough called the meeting to order at 3:09 p.m.

CM Yarborough announced that Regulatory & Compliance Division has been postponed to provide Ms. Scott opportunity to get prepared.

**Public Works Department**

Jim Robinson reported that PW is the primary caretaker of all city-owned properties and infrastructure. The department has 520 FTEs that work within the Director’s Office and seven functional divisions: ROW & Stormwater Maintenance; Mowing & landscaping Maintenance; Public Buildings; Solid Waste; Engineering & Construction Management; and Real Estate and Traffic Engineering. Public Works total budget is $231.5 million which includes capital. The largest division is Right of Way & Stormwater Maintenance which covers 3,600 miles of roadway. The life expectancy of a road before complete repair to bring back new is 15 years. The Solid Waste Division (SWD) is responsible for all solid waste in the county of which 700,000 tons is transported yearly for landfill waste. SWD participated in the recent Tire and Sign Buy-Back event. The tires are being transported to Lakeland to be used for energy purposes. The division is pursuing future clean up initiatives. Public Buildings Division manages payment of utilities for public facilities and provides security, custodial service and maintenance for all 800+ public buildings. There is 9 million square feet of space in the City. 2 million is managed by SMG and of the remaining 7 million half of it is in downtown area. The Right Of Way Division is responsible of all linear repairs (pavement, sidewalks, curbs, guard rails and bridge repair) of the City’s roadways. The Mowing & Landscape Maintenance Division covers 3,659 roadway acres and 741 city-owned parcels. Mr. Robinson stated that the number of parcels is expected to increase after reorganization has been completed. This division has assumed responsibility of cemeteries and all mowing and landscaping issues for the City. Contract services began at the beginning of April. The Engineering & Construction Management Division has nearly 200 projects in planning/design phase with 95 projects under construction. The capital budget is $45 million. The Traffic Engineering Division regulates, installs and maintains all street markings, signs, signals and other traffic control devices on city-owned roadways. There are over 500,000 traffic signs deployed within the City. The division collaborates with JEA and FDOT with street lighting, traffic signals and special events. The Real Estate Division handles all aspects of property management and maintains records of properties leased by or from the City. There are 2,500+ parcels in portfolio, 55 leases, 50 tax reverted properties and other classifications.

There was some discussion about property purchased by FEMA which was supposed to be designated as a kayak ramp. **Mr. Robinson agreed to follow up with CM Redman at later date in reference to this matter.**

**CM Clark requested the actual number of employees (demoted, transferred, lost job) that were impacted by RIF.** The numbers provided reflect a loss of 124 which half might have ended up unemployed. **Mr. Kirk Sherman is going to track the changes for the last four original budgets.** The process will require reviewing classifications by departments.

There are currently 39 vacancies within the department. The department challenges discussed were stormwater equipment, advanced technology, communications and project control, and care issues. In FY13, there were 101,293 listed care issues. The majority of the issues fall under the Public Buildings, ROW & Stormwater and Solid Waste Divisions. Mr. Robinson commented that typically issues are highest when the City has been impacted by bad weather (Tropical storms, heavy winds) which explains the Solid Waste’s FY13 increase. During that time, the City had launched a new automated collection system and was impacted by Tropical Storms Beryl & Debbie.

There was detailed dialog about the stormwater equipment age and maintenance of each item. The majority of SWAT equipment is inoperable about two thirds more times than as it is operable. The City needs to be more proactive in purchasing items prior to life expectancy and spending excess funds in maintenance. Mr. Robinson stated that stormwater fees are utilized for capital projects; maintenance and repair; and cost of service. Stormwater fee revenue is $29,000,000 of which $15,000,000 is used for operations that includes personnel, contracts, etc. **CM Clark expressed his concern that departments or the City is not being more proactive in maintenance of City owned property. CM Lumb commented that the stormwater service associate with the inoperable equipment should be considered for outsourcing.** There are a total of 45 employees designated to the stormwater equipment that are reassigned daily when the equipment is inoperable. **CM Schellenberg requested to know the cost of the 45 employees per year.**

The FY14 General Fund actual budget is $17,107,900 with a variance of 42.49 %. The total of all funds for the PW is $231,566,131. The biggest expenditure is operating cost of 48%. The efficiency of reorganization has better aligned operations versus support functions and increased focus on critical safety and mobility issues with the return of the Traffic Engineering Division. There are numerous accomplishments including Operation Urban/Tire & Sign Buyback, Property Asset Management Optimization (Lazy Assets), increased mowing schedule, CDBG funding for ADA sidewalk ramps and many others. There was discussion of Job Order Contracting as an innovation for savings. **Mr. Robinson agreed to meet with CM Schellenberg to provide more detail information.**

The opportunities to improve service were listed as expanding the SWAT concept to other high priority operations areas, restructuring internal organization to optimize efficiencies and increasing use of new data analysis tools to identify challenges and successes. Some of the notable projects for the department include Southbank Riverwalk, Old Federal Courthouse/State Attorney’s Office (project is on time and budget), Artist’s Walk Extension, Everbank Field Scoreboards/North End Zone Enhancements. Mr. Robinson stated that the Property Asset Management Optimization study is on schedule to be completed by December 2014.

PW was commended for a successful Tire and Sign Buy Back event and the implementation of the automatic collection system. Mr. Robinson explained that emphasis of system was to increase volume of recycling and divert materials from class 1 land field to a more beneficial use environmentally. An additional benefit of system is the fuel savings on compress natural gas of $500,000.

**CM Yarborough requested the total cost for the City for the collection of tires and signs without the marketing of a special event.** Mr. Robinson explained that department is working on finalization of cost. Since October 2013, inception of Urban Blight, approximately 5,000 tires have been retrieved; the Buy Back event recouped over 23,000 tires. Traffic Engineering Director expected in near future. The funds remaining in the Better Jacksonville Plan are for the Courthouse project and one road project. There are 17 projects that do not have funding. **CM Schellenberg requested list of 17 projects in Better Jacksonville Plan**.

**Public Comment**

Joseph Strasser complemented the Public Works Department on drainage service and solid waste collection in his neighborhood. He is appreciative for PW spending within their budget and the mowing service in parks. As a result, residents have changed their mowing schedules. He expressed his appreciation of PW for spending within their budget.

Connie Benham suggested that the sides of City parks, garbage and vacuum trucks be used for advertisement to raise money for new vehicles. She requested that the committee be more proactive in finding savings through the analysis meetings. Ms. Benham stated her review of the procurement pages has listed $350,000 allocated for bottle water. She is concerned questioned the purpose of the City owning four (4) golf courses and the costs associated with them.

There being no further business, the meeting was adjourned at 5:32p.

Yvonne P. Mitchell, Council Research Division (904) 630-1679

Posted 04.24.14 10:00 a.m.