SPECIAL COUNCIL COMMITTEE OF THE WHOLE
AGENDA

NOVEMBER 5, 2018 - 6:00 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

PUBLIC COMMENTS ARE WELCOMED ON ANY ITEM AND WILL BE PERMITTED AT APPROPRIATE TIMES. WHEN POSSIBLE, PLEASE NOTIFY THE CITY CLERK (736-7008 OR E-MAIL AT CITYCLERK@DOVER.DE.US) SHOULD YOU WISH TO BE RECOGNIZED.

UTILITY COMMITTEE

AGENDA ADDITIONS/DELETIONS

1. **EVALUATION OF BIDS - FY18 INFLOW AND INFILTRATION REPLACEMENT PROJECT**
   (STAFF RECOMMENDS APPROVAL OF THE LOW BID SUBMITTED BY GATEWAY CONSTRUCTION, INC. IN THE AMOUNT OF $435,980 FOR THE REPLACEMENT OF EXISTING 8" AND 12" DIAMETER SANITARY SEWER MAIN AND REPLACEMENT OF SANITARY SEWER LATERALS. THE WORK WILL BE ACCOMPLISHED IN COLLEGE ROAD, OVERLOOK / EAST LAKE GARDEN, THE WESLEY COLLEGE AREA, AND RODNEY VILLAGE.)

2. **ADJOURNMENT OF UTILITY COMMITTEE MEETING**

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

AGENDA ADDITIONS/DELETIONS

1. **PERMISSION TO RECRUIT - SANITATION SUPERVISOR**

2. **PROPOSED AMENDMENTS TO FINANCIAL POLICY - EXPENDITURE POLICY #5 USE OF APPROPRIATIONS**
   (STAFF RECOMMENDS APPROVAL OF THE PROPOSED AMENDMENTS)

3. **ADJOURNMENT OF LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING**

ADJOURNMENT OF COMMITTEE OF THE WHOLE MEETING

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(E)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING.

ACTION FORM

PROCEEDING: Committee of the Whole (Utility)	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 10-26-2018
PREPARED BY: Jason A. Lyon, P.E., Water / Wastewater Manager	
SUBJECT: Evaluation of Bids – FY18 Inflow & Infiltration Replacement Project	
REFERENCE: CIP – Inflow / Infiltration Removal	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Aerial Maps	
EXPENDITURE REQUIRED: $435,980	**BUDGET AVAILABLE**: $595,220
FUNDING SOURCE (Dept./Page in CIP & Budget): Public Works – Wastewater Management, Inflow / Infiltration Removal, Account Number 417-6900-569.40-31, Project Numbers; II1801, II1802, II1805 and II1806.	
TIME TABLE: Notice to Proceed to be issued within 30 days of Council approval. Substantial completion to be achieved within 60 calendar days.	
RECOMMENDED ACTION: Approve the low bid submitted by Gateway Construction, Inc. in the amount of $435,980 for the replacement existing 8" and 12" diameter sanitary sewer main and replacement of sanitary sewer laterals. The work will be accomplished in College Road, Overlook / East Lake Garden, Wesley College Area and Rodney Village.	

BACKGROUND AND ANALYSIS

Wastewater Management includes the Inflow / Infiltration Removal capital project to correct areas in the sanitary sewer collection system that are deteriorating and allowing groundwater to enter the sanitary sewer system through cracked pipes and/or through poorly sealed joints. Eliminating infiltration into the City's sanitary sewer mains will result in reduced pumping and treatment costs.

During FY 17/18, a Sanitary Sewer Inflow & Infiltration Study was conducted by Public Works staff to identify areas with high priority relining, repairs and replacements needed. This study was completed by reviewing sanitary sewer assessment videos through a pipe condition grading software program. Public Works field staff collected the videos and provided them to the Engineer & Inspections Division of Public Works. The high priority list was placed on a relining, repair or replacement schedule over the next five (5) years. This bid is for Phase 3 of this budgeted project-Replacement. The bid package was advertised by the City's Contract and Procurement Manager under Bid #19-0008PW and was opened on October 19, 2018. One (1) contractor submitted a bid for the proposed project.

CONTRACTOR	LOCATION	AMOUNT OF BID
Gateway Construction, Inc.	**Clayton, DE**	**$435,980.00**

City staff reviewed the Gateway Construction, Inc. bid package and found it free of math errors and/or discrepancies. In addition, staff has reviewed the contractor's qualification information which included a list of recently completed projects similar in material scope to the sanitary sewer replacement project and their financial statement and found all information to be adequate. The low bid represents fair market value; and their qualifications are in accordance with the requirements of this project.

Exhibit A

College Road
I & I Location Map



Date Printed: October 24, 2018
File: m:\gis_data\projects\tech_mxds
\jason_lyon_maps\caf_maps
\caf_college_rd_repair
Department: Public Works GIS
City of Dover, Delaware

0 75 150 300 Feet

N

Legend

- Manholes
- Sewer Main Relining
- PS Pump Station
- **Sewer Line**
- Sewer Line
- Lateral

Exhibit B

Overlook / East Lake Gardens
I & I Location Map



Date Printed: October 24, 2018
File: m:\gis_data\projects\tech_mxds
\jason_lyon_maps\caf_maps
\caf_overlook_east_lake_repair
Department: Public Works GIS
City of Dover, Delaware

0 30 60 120 Feet

N

Legend

- Manholes
- Sewer Main Relining
- PS Pump Station
- **Sewer Line**
- Sewer Line
- Lateral

Exhibit C

Rodney Village
I & I Location Map



Date Printed: October 24, 2018
File: m:\gis_data\projects\tech_mxds
\jason_lyon_maps\caf_maps
\caf_rodney_village_repair
Department: Public Works GIS
City of Dover, Delaware

0 115 230 460 Feet

N

Legend

- Manholes
- Sewer Main Relining
- PS Pump Station
- **Sewer Line**
- Sewer Line
- Lateral

Exhibit D

Wesley College Area
I & I Location Map



Date Printed: October 24, 2018
File: m:\gis_data\projects\tech_mxds
\jason_lyon_maps\caf_maps
\caf_wesley_college_repair
Department: Public Works GIS
City of Dover, Delaware

0 30 60 120 Feet

N

Legend

- Manholes
- Sewer Main Relining
- PS Pump Station
- **Sewer Line**
- Sewer Line
- Lateral

PERMISSION TO RECRUIT REQUEST

TO: **CITY MANAGER** **DATE:** 10/22/2018

FROM: Sharon Duca, P.E., PW Director **DEPARTMENT:** Public Works

TITLE OF POSTION: Sanitation Field Supervisor II

NUMBER OF POSITIONS REQUESTED: 1.00

TYPE OF POSITION: (select one)

Regular Full-Time ☑ Regular Part-Time ☐

Temporary Full-Time ☐ Temporary Part-Time ☐

START EMPLOYMENT ON: approximately January 2, 2019

OPENING IS DUE TO: (select one)

Termination ☐ Transfer ☐ Retirement ☐

Promotion ☐ Resignation ☐ New Position ☑

Other: _____

NAME OF PREVIOUS EMPLOYEE: n/a

***TYPE OF RECRUITMENT DESIRED:** *All out-of-house job postings will be advertised in local newspapers (State News & Dover Post), website and Dover TV.*

PLEASE INDICATE ADDITIONAL WEBSITES OR PROFESSIONAL ORGANIZATIONS FOR RECRUITMENT:

_____

_____

_____

_____
Department Head Signature

Approved ☐ Denied ☐

_____
City Manager

Financial & Budgetary Review Completed ☐

_____
Controller

Hiring Justification Outline

Department of Public Works – Sanitation Field Supervisor II

1. Explain the principal function of this job.

- Supervising staff, including recruiting, recommending selection, training, assigning and evaluating work.
- Performing a variety of functions such as assisting with the budget process; ensuring adherence to the annual budget; developing policy and procedures; preparing payroll information; tracking, monitoring and closing out work orders; and investigating and addressing complaints and special requests.
- Overseeing and ensuring adequate inventory of equipment and supplies along with approving the purchase of replacement items.
- Overseeing and monitoring the daily provision of solid waste collection services provided by the City to over 10,000 accounts and authorized events. Services for accounts include automated trash collection, hand trash collection, domestic bulk waste collection, bulk yard waste collection, yard waste collection and recycling services. Duties include tracking and monitoring waste disposal numbers and disposal tickets for each waste stream as well as pricing piles.
- Managing all associated contracts including, but not limited to, landfill disposal, leaf disposal and recycling services.

2. Explain why this position is critical and cannot go unfilled or postponed.

Prior to FY 2015, the DPW Sanitation Division was directly supervised by a Field Supervisor I with a budgeted field crew of ten (10). The duties noted above were shared between the Sanitation Supervisor I and other administrative staff. The Sanitation Supervisor I rarely assisted staff by running a sanitation vehicle. As there were frequent vacancies, assistance was provided from other DPW Divisions, primarily the Streets Division. This assistance was not tracked.

After the Field Supervisor I's retirement in FY 2015, supervision of the DPW Sanitation Division, budgeted field crew of ten (10), was transferred to the Fleet & Facilities Field Supervisor II. The duties noted above were shared between the Fleet, Facilities & Sanitation Supervisor II and the Public Works Operations Manager. The Fleet, Facilities & Sanitation Supervisor II frequently assisted staff by running a sanitation vehicle due to the level of vacancies. The assistance by the Supervisor was not tracked.

In June of 2018, supervision of the DPW Sanitation Division, budgeted field crew of ten (10), was transferred to the Public Works Operations Manager. The duties noted above are performed by the Public Works Operations Manager only. The Public Works Operations Manager does not assist staff by running a sanitation vehicle. Due to vacancies, assistance has been provided from other DPW Divisions, primarily the Water / Wastewater Management Divisions. This assistance has been tracked (see attached Sanitation Division Assistance sheet).

The attached sheet shows that characteristically additional assistance has been provided that equates to the vacancies incurred. This indicates that the ten (10) person crew, when fully staffed, would typically be adequate to meet route needs and that the Field Supervisor II would only need to assist the crew in the field under unusual circumstances. As such the Sanitation Supervisor II would be able to perform all of the duties indicated above, allowing the Public Works Operations Manager to focus on his assigned duties, many of which have currently been deferred. (Note: When the Sanitation Division is not fully staffed, other DPW Divisions would need to assist as necessary.)

3. How would City services diminish if this position were not filled or postponed at this time?

Due to public health concerns, it is not acceptable to allow solid waste collection services diminish due to staffing levels. As such, it is the duties of other DPW Divisions and Management Team staff that diminish when vacancies exist in the Sanitation Division. It is important to constantly evaluate priority levels within the Department as a whole when vacancies exist to ensure the public health and safety concerns are always addressed first. In addition, having a dedicated Field Supervisor II to the Sanitation Division would help coordinate staff to more effectively and efficiently perform their duties, analyze existing routes for efficiencies as well as more effectively evaluated contractor's services.

4. Are there other employees whose ability to perform would be diminished by not filling or postponing this position?

As noted in #2, the Public Works Operation Manager is currently supervising the Sanitation Division. Due to the critical nature of the solid waste collection service as noted in #3, the Sanitation Division must be a priority for the Public Works Operation Manager. This effects the overall productivity of the Public Works Operation Manager as it is inefficient for one (1) person to attempt to complete the duties of two (2) positions for the long term. He must postpone or delay the completion of other projects due to the inadequate time available. He is also unable to provide adequate support to the other DPW Operational Divisions.

5. Is there a person that can be promoted into this position and whose position is less critical at this time and can go unfilled permanently or temporarily?

Not within the Department.

6. Can one or more existing employees absorb the duties of this position?

No. As noted in #4, the Public Works Operations Manager has taken on the duties of the Sanitation Field Supervisor II, however, he is unable to fully perform the duties of both positions.

7. Could a temporary person be hired to fill this position for 60 days?

This position cannot be filled by a traditional "temporary" person. This position has supervisory duties and is not a general labor position.

8. Grade / Salary Information

The Field Supervisor II position is a Pay Grade 120 on the non-bargaining wage scale. The salary range is $40,471 - $63,621 with a market value of $48,997.

This position is a new position for the FY 2019 budget. Funding is available through savings identified in the DPW Streets Division operational budget. Due to the ability to dispose of leaf mulch and wood chips from Schutte Park in FY 2018 at a lower rate than anticipated, all stock piled street sweeping debris, leaf mulch and wood chips were removed from Schutte Park in FY 2018. As such, additional funds budgeted in FY 2019 for this purpose are no longer required. This leads to adequate savings in Account #110-1800-554.30-31 (Contractual Services) to cover expenses associated with the Sanitation Field Supervisor II.

It is proposed that the savings be utilized as follows (budget amendments will be required for each upon receiving Council approval):

Item	Transfer to Account #	Cost
Supervisor II Salary & Benefits (6 months)	110-1800-555.10 series	$45,000
Pick-up Truck	110-1500-522.40-23	$23,000
Trash Mailers (fall / spring)	110-1800-555.30-25	$2,600
Desktop Computer & Monitor	110-1800-555.20-38	$1,400
Telephone (Land Line)	110-1800-555.30-21	$400
Monthly Land Line Charges	110-1800-568.30-21	$200
Monthly Cell Phone Plan	110-1800-568.30-21	$300
Total		$72,900

DEPARTMENT OF PUBLIC WORKS

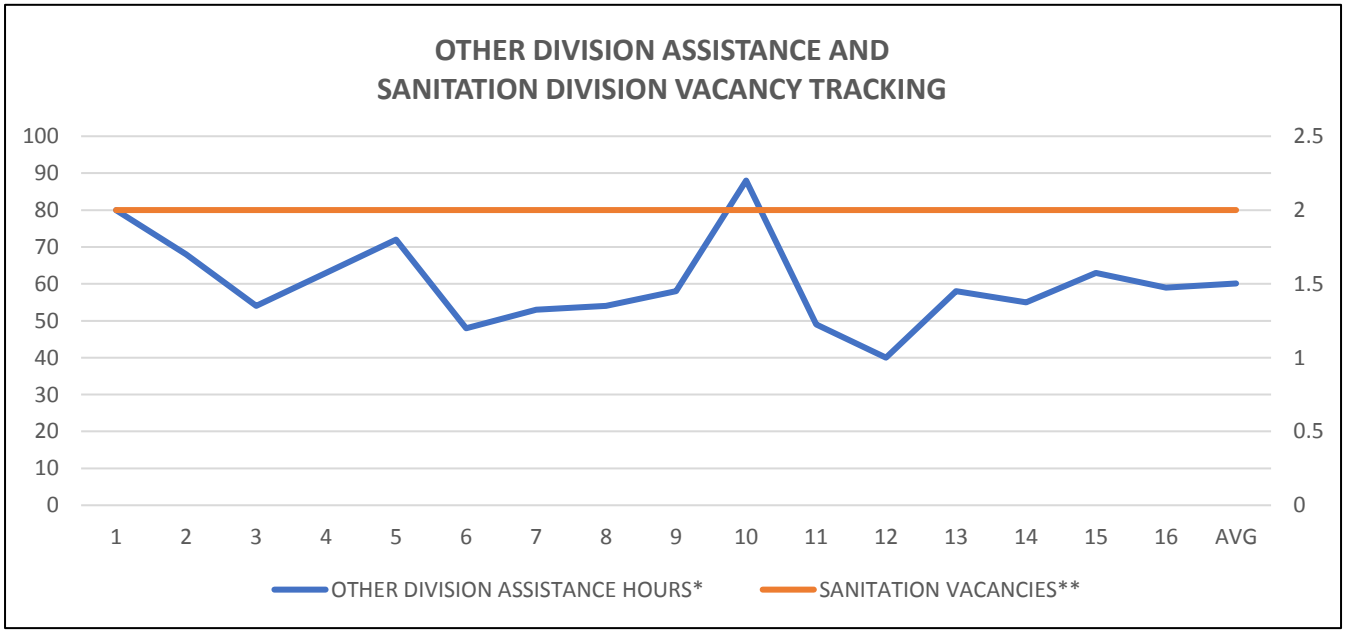
SANITATION DIVISION ASSISTANCE

OTHER DIVISION ASSISTANCE AND SANITATION DIVISION VACANCY TRACKING

DATES	WEEK #	OTHER DIVISION ASSISTANCE HOURS*	SANITATION VACANCIES**
7/2/18 - 7/6/18	1	80	2
7/9/18 - 7/13/18	2	68	2
7/16/18 - 7/20/18	3	54	2
7/23/18 - 7/27/18	4	63	2
7/30/18 - 8/3/18	5	72	2
8/6/18 - 8/10/18	6	48	2
8/13/18 - 8/17/18	7	53	2
8/20/18 - 8/24/18	8	54	2
8/27/18 - 8/31/18	9	58	2
9/3/18 - 9/7/18	10	88	2
9/10/18 - 9/14/18	11	49	2
9/17/18 - 9/21/18	12	40	2
9/24/18 - 9/28/18	13	58	2
10/1/18 - 10/5/18	14	55	2
10/8/18 - 10/12/18	15	63	2
10/15/18 - 10/19/18	16	59	2
AVERAGE	AVG	60	2

** Other Division Assistance Hours does not include any overtime performed by the Sanitation Division.*

*** Vacancies are based upon the budgeted ten (10) person crew and do not include a supervisor.*



ACTION FORM

PROCEEDING: Council Committee of the Whole – Legislative, Finance & Administrative	
DEPARTMENT OF ORIGIN: City Manager's Office	**DATE SUBMITTED**: 11-14-18
PREPARED BY: Donna Mitchell, City Manager	
SUBJECT: Proposed Amendments to Financial Policy – Expenditure Policy #5 Use of Appropriations	
REFERENCE:	
EXPENDITURE REQUIRED: N/A	**ANNUAL BUDGET:** N/A
FUNDING SOURCE (Dept./Page in CIP & Budget):	
TIME TABLE: Effective upon approval	
RECOMMENDED ACTION: Staff is recommending changing section 5 of the Expenditure Policy as follows.	

BACKGROUND AND ANALYSIS

Due to the ratio of unfunded liabilities to the asset values of the investments in the post-retirement trust funds, the City implemented an expenditure policy that requires any prior year personnel related savings be transferred in the next fiscal year to the post-retirement trust funds. Given that the City is funding the retirement plans based on the actuarial recommended percentages of payroll, including the unfunded liability, and that the City has not had the revenue growth to provide the necessary capital maintenance needed for our infrastructure related to streets, sidewalks, vegetation management and stormwater, staff is requesting a change in policy to appropriate prior year budgetary savings to the capital program as follows:

Expenditure Policy

5. The City will restrict the use of appropriations as follows:

- Funds appropriated for personnel expenses shall be restricted to use as personnel expenses; the use of personnel expenses to pay temporary contractual services due to attrition is permitted. Any personnel savings at the end of each fiscal year will be re-appropriated in the next fiscal year to be transferred to the City's ~~unfunded retirement liabilities~~ capital program;
- Funds appropriated as capital expenses shall be restricted to use as capital expenses;
- Funds appropriated as operating expenses shall be restricted to use as operating expenses;
- All requests for additional personnel shall be accompanied with a five-year estimate on the costs of such position(s), including salaries and other employment costs (OEC's);