

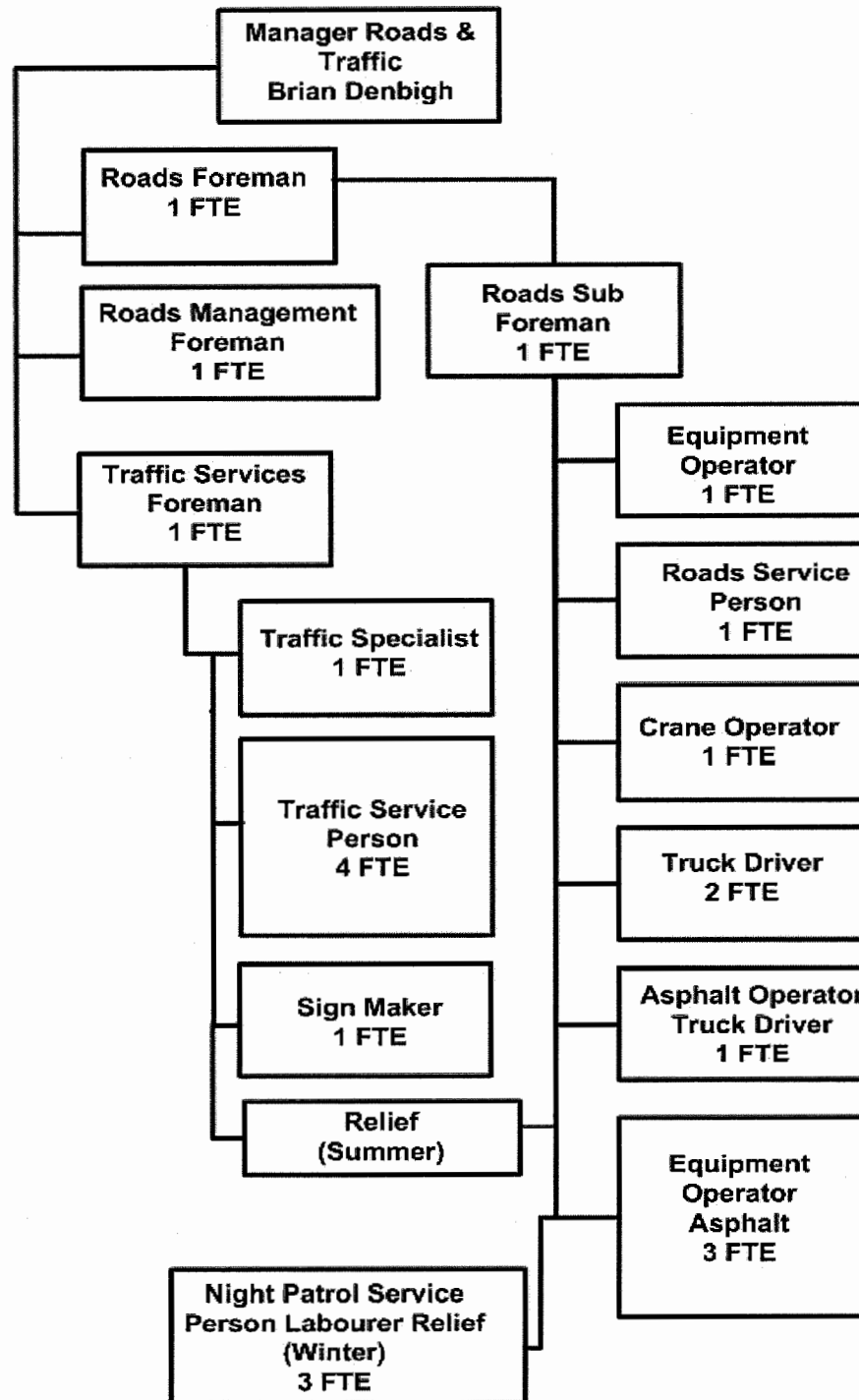
AGENDA
SPECIAL OPEN COMMITTEE OF THE WHOLE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2013-DEC-11, AT 9:00 A.M.

1. **CALL THE SPECIAL OPEN COMMITTEE OF THE WHOLE MEETING TO ORDER:**
2. **ADOPTION OF AGENDA:**
3. **PRESENTATIONS:**
 - (a) Mr. Tom Hickey, General Manager, Community Services, to provide a presentation regarding the 2014-2018 Financial Plan for Engineering and Public Works. Council discussion regarding the Financial Plan to follow the presentation.
4. **OTHER BUSINESS:**
5. **QUESTION PERIOD:** *(Agenda Items Only)*
6. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR BESTWICK
2013-DEC-02 – 2014-JAN-19



**COUNCIL BUDGET REVIEW PILOT
ENGINEERING AND PUBLIC WORKS
TRANSPORTATION
December 11, 2013**



Engineering and Public Works - Transportation - Current Level of Service 2014 - 2018 Financial Plan Review

Financial and Operational Planning includes:

- Annual operating and maintenance activities to provide current service levels
- Identify specific projects, supported by a long range asset management plan, for renewal of current infrastructure.
- Identify specific projects for expansion/upgrades to current infrastructure.

Significant Events

Government regulations require Municipalities to discontinue the use of high level volatile organic compound (VOC) road marking paint. In 2013 the City tested the use of more water based paints and acceptable low level VOC paints. Based on test results, for our climate, the low level VOC road marking paint was found to be the most effective. This change will result in an increase in the cost of road marking paint.

Over the last 10 years in a joint venture with ICBC all 2,082 stop signs have been changed over to high intensity reflective sheeting. The program is now expanding to work on switching over warning signs.

Trial installation of 10 LED street lights on Derby Place.

Current Level of Service

The City provides streets, sidewalks, signage and street lighting that are safe, accessible, clean and convenient.

The major components of the City's transportation infrastructure are roads (arterial, industrial, collector and local), bridges, sidewalks, traffic signals and street lights; with a current asset value in excess of \$386M. There are approximately 1,100 lane kilometers of roads.

In 2012 886 work orders were completed by the department for 2013 816 works orders have been processed as of November 12th.

The City provides emergency response to requests from the Fire Department and RCMP for a variety of issues such as major accidents and oil spills.

Detailed asset information for transportation infrastructure is maintained in the City's Geographical Information System (GIS).

Continuous Improvement Changes

Salting of Roads:

Implemented salt brine saddle tanks and our own brine manufacturing facility. These changes resulted in an estimated 25 - 30% reduction of salt use.

Vandalism:

Implemented a mural program for high profile traffic control boxes which has reduced tags from over 40 a week to none (on traffic control boxes with murals).

Annual Operating Programs Include:

Preventative Maintenance Program

- Pavement management system software (Road Matrix) is used to model optimum road rehab schedule

Engineering and Public Works - Transportation - Current Level of Service

2014 - 2018 Financial Plan Review

- A condition assessment program is completed every three to five years, data is updated to pavement management system
- Work identified under the program is carried out as either an operating or capital project depending on the scope of the work required

Road Repairs and Maintenance Program

- Maintenance and repair of 1,100 plus lane kilometers of City owned road and alley ways including roads on Protection Island. Work includes:
 - Pot hole repair or asphalt patching in the case of larger failures
 - Annual chip sealing and crack sealing programs to increase longevity of the road by preventing moisture from seeping into the road base
 - Annual dust suppression program. Approx. 55,000 litres of dust suppressant (magnesium chloride) is applied annually on City roads, Protection Island, parking lots and major road shoulders

Curbing/Shoulder Maintenance Program

- Maintenance of 300 plus kilometers of gravel shoulders
- Shoulders are maintained in the Spring and Fall (weather dependent).
- Curbing is generally scheduled in July and August with large jobs completed by a contractor

Boulevard Maintenance Program

- 300 kilometers of boulevards are maintained annually by a contractor. Boulevards are mowed once or twice per annum with major road leadings off the Parkway mowed four to five times per annum.
- Vegetation control program for 115 medians and 400 plus kilometers of sidewalks
- Maintenance work for Water department - Jump Lake, South Forks and waterline ROW
- Special requests and sight line safety work

Sidewalks and Walkways

- Transportation is responsible for 85 walkways that lead from road to road and 400 kilometers of concrete, asphalt and gravel sidewalks
- Walkways conditions are reviewed annually
- Annual maintenance for walkways includes power washing and vegetation control; depending on growing season vegetation control may be required twice per year on some walkways
- As per the City of Nanaimo Sidewalk Inspection Policy all sidewalks are inspected for defects on a semi annual basis, additionally an inspection program is in place that utilizes the water meter readers throughout the year to report issues
- Sidewalk maintenance includes repairing cracked, lifted, broken and extreme surface degradation; repairs can range from small fixes to complete blocks
- Bi annual power washing of the downtown core paver bricks

Snow and Ice Control Program (SNIC)

- 1,100 lane kilometers are maintained with a fleet of 25 pieces of equipment - 19 trucks, 5 backhoes and 1 loader
- 100 kilometers are maintained by a contractor
- Maintain good winter driving conditions on all major roads including emergency and bus routes
- Plough and maintain residential areas within 96 hours unless conditions necessitate crews return to major roads

Street Marking

Engineering and Public Works - Transportation - Current Level of Service

2014 - 2018 Financial Plan Review

- Annual painting of all centrelines, 210 kilometers of lane lines and 80 kilometers of shoulder lines
- Plastiline program to place and maintain 2,153 crosswalks, 1,502 stop bars, 1,062 arrows and some lane lines
- Annual repainting of curbs in downtown core prior to May Day Celebrations
- All sign and traffic related infrastructure is under the guidelines of the Manual Uniform Traffic Control Devices (MUTCD)

Signs

- Maintenance of 16,880 plus regulatory warning and information signs including 2,082 stop signs
- Manufacturing (in-house) of all transportation signage
- Manufacturing (in-house) signage for other City departments
- All sign and traffic related infrastructure is under the guidelines of the Manual Uniform Traffic Control Devices (MUTCD)

Traffic Signals

- Maintenance of 51 LED traffic signals, 34 solar powered yellow flashing pedestrian signal crossings, emergency pre-empts, hearing and sight vibrating/sound emitting push buttons, cuck coo's/chirps and count down timers.
- Maintenance is provided by contractor who is available 24/7 for emergency repairs
- Semi annual inspection of all controllers
- Annual inspection of all conflict monitors
- 20 traffic signals on 19A are owned and maintained by the Ministry of Transportation and Highways. City cost shares 50/50

Street Lighting

- Maintenance of 3,569 City owned streetlights and 4,137 BC Hydro leased lights
- 241 street lights on 19A are owned and maintained by the Ministry of Transportation and Highways. City cost shares 50/50

Bridge Maintenance Program

- Maintenance of 14 bridges ranging in age of construction from 1936 Bastion Street Pillars (new deck in 1978) to the 2012 Quarterway Bridge.
- Annual inspection of each bridge by an engineering firm
- Annual maintenance plan is determined by recommendations from engineering firm's report

Banners, Christmas Lighting Program

- Annual placement and removal of approx. 400 banners. Includes the City of Nanaimo and the Nanaimo Art Gallery and Exhibition banner programs
- Annual placement and removal of approx. 108 Christmas decorations
- Annual artists' banner competition

Vandalism

- Graffiti removal program for 51 traffic control boxes, no posts, city retaining walls, lamp standards etc through contractor
- Mural program for high profile traffic control boxes to reduce tagging

**Engineering and Public Works - Transportation - Annual Operating and Maintenance
2014 - 2018 Financial Plan Review**

Annual Operating and Maintenance Budget

Annual operating and maintenance budgets include:

- Staffing
- Contracted services (eg brushcutting, electrical, flagging, pavement management - condition assessments)
- Utilities
- Materials and Supplies
- Vehicles, Equipment

Indirect costs that are incurred to support the Transportation operations such as payroll, accounts payable, human resources and senior management resources are not included in Transportation operations actuals/budget.

Notes:

CUPE contract expires December 31 2013

2013 - 2017 Financial Plan includes inflationary increases for years 2 to 5 (2% increase for wages and benefits)

2014 Draft Budget does not include an increase for wages and benefits, a contingency is used for wages increases

*** Changes to classifying Capital and Operating Projects:**

- In 2012, some operating projects moved from Engineering Services to Transportation
 - projects included Pedestrian Facilities, Bicycle Network Development, Railway Crossing Repairs and Transportation Studies/Predesign
- Prior to 2013 only Major and Minor Road Rehab projects were classified under Transportation Capital Project
 - effective 2013 all Transportation construction projects that were previously in Engineering Services were moved to Transportation

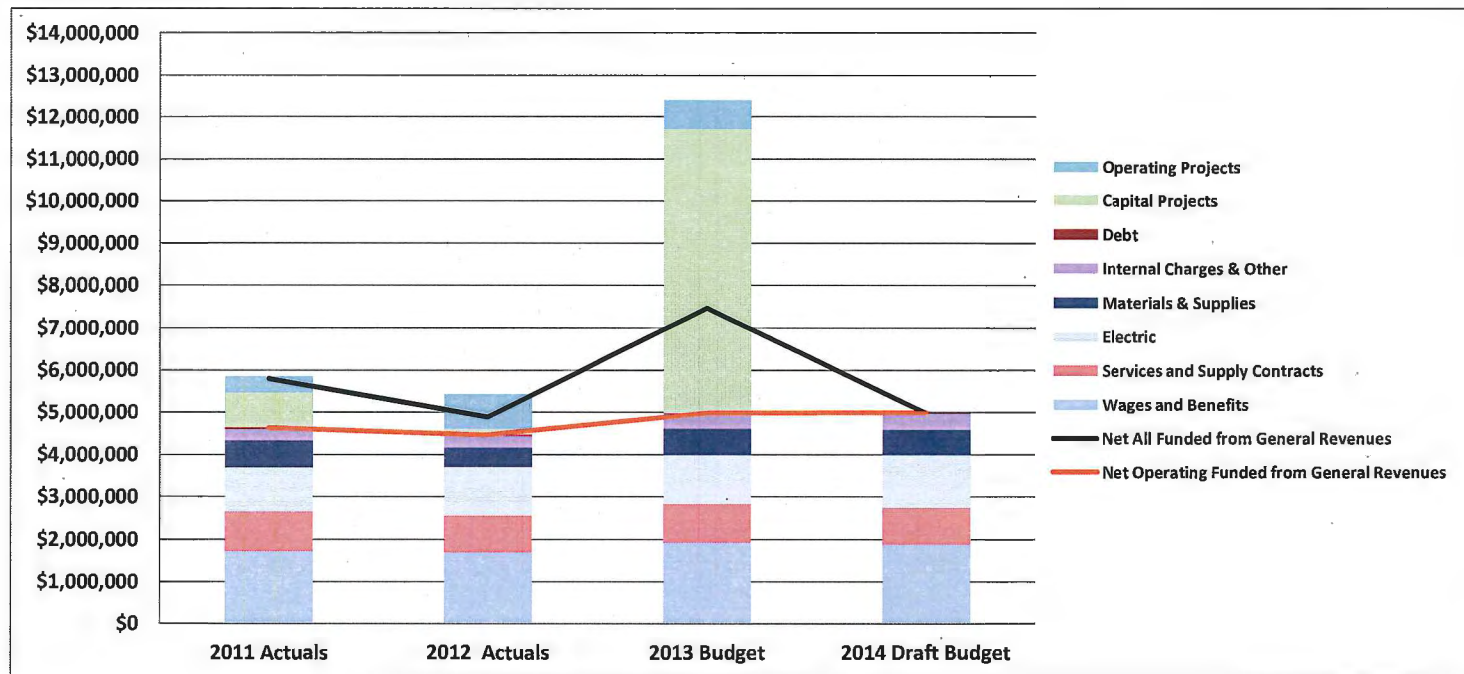
Transportation	2013 - 2017 Financial Plan				2014 Draft Budget
	2011 Actuals	2012 Actuals	2013 Budget	2014 Budget	
Grants - Provincial Government	1,038	880	750	758	-
Other Revenue	7,594	(1,550)	-	-	-
Total Operating Revenues	8,633	(670)	750	758	-
Wages and Benefits	1,704,389	1,677,942	1,902,494	1,940,544	1,856,883
Services and Supply Contracts	933,899	868,822	912,043	930,284	874,695
Electric	1,042,697	1,140,368	1,166,500	1,189,830	1,250,346
Materials & Supplies	638,046	467,195	620,775	633,191	595,000
Internal Charges & Other	269,279	278,394	342,109	348,700	383,595
Total Operating and Maintenance Expenditures	4,588,309	4,432,722	4,943,921	5,042,548	4,960,519
Net Excluding Debt	4,579,676	4,433,393	4,943,171	5,041,791	4,960,519
Debt	44,434	20,109	20,107	20,104	20,104
Net Operating Funded from General Revenues	4,624,110	4,453,502	4,963,278	5,061,895	4,980,623

Engineering and Public Works - Transportation - Annual Operating and Maintenance
2014 - 2018 Financial Plan Review

Transfers from Reserves	35,000	302,691	4,367,244	1,413,407	
Other Project Funding	-	226,937	543,524	480,000	
Total Project Funding	35,000	529,628	4,910,768	1,893,407	-
Capital*	821,290	146,365	6,723,323	4,108,161	
Operating*	390,521	821,053	697,505	630,000	
Total Project Expenditures	1,211,811	967,418	7,420,828	4,738,161	-

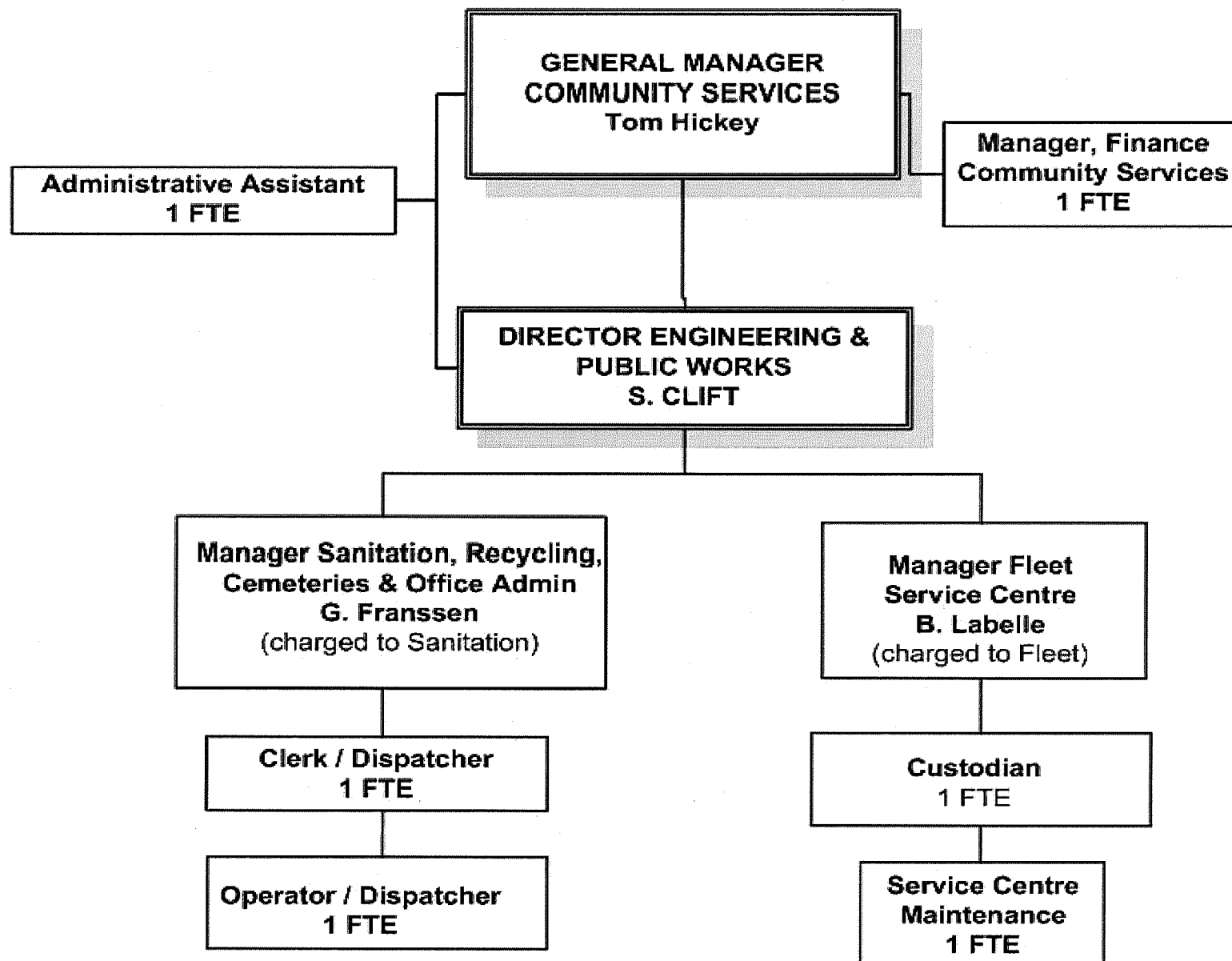
Net - Funded from General Revenues	5,800,921	4,891,292	7,473,338	7,906,649	4,980,623
Funded from General Revenues	99%	90%	60%	81%	100%
Cost per Capita	\$ 66.71	\$ 55.89	\$ 84.20	\$ 87.83	\$ 55.33
Budgeted FTEs	22.0				

Expenditure Analysis





**COUNCIL BUDGET REVIEW PILOT
ENGINEERING AND PUBLIC WORKS
ADMINISTRATION AND SUPPORT SERVICES
December 11, 2013**



Engineering and Public Works - Administration and Support Services - Current Level of Service

2014 - 2018 Financial Plan Review

Financial and Operational Planning includes:

Annual operating and maintenance activities to provide current service levels

Identify specific projects, supported by a long range asset management plan, for renewal of current facilities. Renewal projects focus on replacing major components of each facility.

Identify specific projects for upgrades to current facilities.

Current Level of Service

Administration and Support Services encompasses several different functions that support all departments within Public Works and Community Services overall:

Community Services Administration:

- The General Manager, Finance Manager and Administrative Assistant reside under this function
- The Administrative Assistant provides support to the General Manager of Community Services, the Director of Engineering and Public Works and several of the Managers at Public Works
- The Finance Manager position provides asset management and financial management services to all staff within Community Services

Public Works Support Services:

- The Director of Engineering and Public Works resides under the function
- Provide internal and external support and response services such as dispatch, reception, providing technical and non technical information to field staff and the public, clerical, permit processing, records management, accounts receivable and payroll data entry. In 2012 support staff generated 7,586 work orders.
- After hours security services, systems and alarm monitoring, City emergency contact for public, dispatch and reception are provided by contractor (Canadian Corps of Commissionaires) to ensure 24/7 coverage
- Supply and operation of security and telephone systems, office equipment and supplies for Public Works
- GPS monitoring costs for Public Works fleet vehicles
- Training and development of Public Works employees
- Safety and first aid at Public Works
- Shared inventory that provides small tools, materials and consumables in a cost effective method at no charge to the user department
 - i.e. traffic cones, barricades, flash lights, ladders, rakes, nut and bolts, strap ties etc.
- Repair and maintenance of Public Works facilities - Administration, Stores/Purchasing, Shop, Truck Barn, Construction Trailer, Casting Shed and Gas Kiosk
- Revenues are generated from asphalt rebates and metal recycling

**Engineering and Public Works - Administration and Support Service - Annual Operating and Maintenance
2014 - 2018 Financial Plan Review**

Annual Operating and Maintenance Budget

Annual operating and maintenance budgets include:

- Staffing
- Contracted Services (eg commissionaires, coveralls, waste disposal)
- Utilities
- Materials and Supplies

Indirect costs that are incurred to support the Administration and Support Services operations such as payroll, accounts payable, human resources and senior management resources are not included in Administration and Support Services actuals/budget.

Interprogram Credits - 24% of the net cost of Support Services (PW Admin, Yard Administration, Training, Shared Small Tools and Safety & First Aid) is charged out to the Sewer and Water departments

Note:

CUPE contract expires December 31 2013

2013 - 2017 Financial Plan includes inflationary increases for years 2 to 5 (2% increase for wages and benefits)

2014 Draft Budget does not include an increase for wages and benefits, a contingency is used for wages increases

	2013 - 2017 Financial Plan				
	2011 Actuals	2012 Actuals	2013 Budget	2014 Budget	2014 Draft Budget
Administration and Support Services					
Recoveries	111,990	181,916	-	-	-
Other Revenue	30,616	40,203	30,200	30,502	20,200
Total Operating Revenues	142,606	222,119	30,200	30,502	20,200
Wages and Benefits	968,927	1,135,860	906,351	925,060	921,680
Services and Supply Contracts	319,059	297,244	328,136	334,698	328,127
Utilities	63,496	61,208	70,000	71,400	70,000
Materials & Supplies	187,646	170,483	185,125	188,246	162,525
Internal Charges & Other	77,901	80,618	70,290	71,156	62,296
Total Operating and Maintenance Expenditures	1,617,028	1,745,413	1,559,902	1,590,560	1,544,628
Net Excluding Interprogram Credits	1,474,422	1,523,293	1,529,702	1,560,058	1,524,428
Interprogram Credits	(249,781)	(245,848)	(256,916)	(262,054)	(269,883)
Net Operating Funded from General Revenues	1,224,641	1,277,445	1,272,786	1,298,004	1,254,545
Transfers from Reserves	38,587	38,664	154,033	-	-
Other Project Funding	18,827	-	-	-	-
Total Project Funding	57,414	38,664	154,033	-	-
Capital	-	133,822	196,778	152,650	-
Operating	124,209	156,988	205,705	80,000	-
Total Project Expenditures	124,209	290,810	402,483	232,650	-
Net - Funded from General Revenues	1,291,436	1,529,591	1,521,236	1,530,654	1,254,545
Funded from General Revenues	74%	75%	78%	84%	81%
Cost per Capita	\$ 14.85	\$ 17.48	\$ 17.14	\$ 17.00	\$ 13.94

Budgeted FTEs

8.0

Engineering and Public Works - Administration and Support Service - Annual Operating and Maintenance
2014 - 2018 Financial Plan Review

Expenditure Analysis

