Public Works Committee
MINUTES
10:00 a.m.
Thursday, January 17, 2008
Hamilton Convention Centre
One Summer’s Lane
Albion Rooms A, B and C

Present: Chair R. Powers
Vice Chair C. Collins
Councillors B. Bratina, L. Ferguson, T. Jackson, S. Merulla,
M. McCarthy, D. Mitchell

Also Present: Mayor F. Eisenberger
Councillor B. McHattie
B. Shynal – A/General Manager, Public Works
J. Rinaldo – General Manager, Finance and Corporate Services
J. Stephen – A/Sr. Director, Capital Planning and
  Implementation
J. Dahms – A/Director, Transit Operations
B. Goodger – Director, Waste Management
D. Hull – Director, Transit
C. Hill – Manager, Central Fleet
H. Solomon – Manager, Traffic Engineering and Operations
G. Lupton – Manager, Energy Initiatives
G. Moore – Director, Engineering Services
A. Dore – Manager, Parks and Cemeteries
C. Ippolito – Manager, Business and Administration
R. Dechert – Manager, Business Services
B. Weaver – A/Manager, Roads
M. McNamara – Manager, Forestry and Horticulture
C. Biggs – Legislative Assistant, City Clerk’s

1. CHANGES TO THE AGENDA

The Clerk advised of the following change:

(a) Item 5.2 – Subject Line should be amended to read:

“Solid Waste Management Master Plan Diversion Options and Waste
Management Division 2008 Budget Submission (PW08014) (City Wide)”
(Jackson/McCarthy)
That the agenda be approved, as amended.  

CARRIED

2. DECLARATIONS OF INTEREST

The Chair requested if there were any declarations of interest, of which there were none.

3. ADOPTION OF MINUTES

None.

4. PRESENTATIONS

4.1 Public Works Departmental Budget

Bryan Shynal, Acting General Manager of Public Works, gave a power point presentation on the 2008 Public Works Department Budget, which included an organizational chart of the Department, the 2007 and 2008 staff complement, showing the percentage change, the 2008 Requests vs Budget Guideline and the 2008 net operating budget by Division. Information was then presented for each Division as follows:

- Capital Planning and Implementation: Organizational chart, staff complement and 2008 gross operating budget by Section;
- Energy, Fleet and Facilities: Organizational chart, staff complement, 2008 major cost drivers and 2008 net operating budget by Section;
- Transit: Organizational chart, staff complement, previously Council-approved recommendations, 2008 net operating budget by Program;
- Operations and Maintenance: Organizational chart, staff complement, 2008 major cost drivers, 2008 net operating budget by Section; 2008 Recommended Program Enhancements and 2008 Unaffordable Council-Referred Items;
- Waste Management: Organizational chart, staff complement, 2008 major cost drivers and 2008 net operating budget by Program.

The presentation concluded with the City’s “Mission, Vision and Values” statement.

As a result of the presentation, members of the Committee provided the following comments and requested the following information:
Councillor Ferguson – breakdown of the 30 FTE's with respect to the staff complement; copy of a full-time equivalent charge and a breakdown of benchmarking chart of cost per capita. Staff responded that this information will be presented to the Committee of the Whole.

Mayor Eisenberger – with respect to the Operations and Maintenance budget and the $1.3 million in Phases 3 and 4 of Winter Control, Mayor Eisenberger wanted to know the history and what impacts would result if the $1.3 was not used for its intended purpose i.e., looking for efficiencies in budget. Is it possible to look at the service standard and make some reductions in the budget to get to a more municipally compatible service standard in comparison to other municipalities.

Mayor Eisenberger stated the need to look for opportunities to make reasonable adjustments to costs and to consider opportunities to potentially find reductions/savings.

Councillor Mitchell questioned why the RHVP requires $2.6 million for operations and maintenance, as opposed to Highway 6. Staff indicated that the consultant can provide a summary report to demonstrate the differences between the two infrastructures.

Councillor Mitchell requested that a future report be presented to the Committee on Highway 6 South, and how the $2.5 million shortfall can be recovered.

With respect to the Reserve fund for the last five years, the Committee requested information on how much went into the Reserve, and how much was expended over the last four to five years.

Councillor Collins how a decision is made respecting a program enhancement – i.e., pressure or discretionary. Are service levels being “stretched”? Staff responded that in the longer term, the Hansen system is operating and starting to collect data in all areas, creating a better data base on all activities. As a result, staff will be able to provide more detailed reports in the future, either on a quarterly or annual basis.

Councillor McCarthy requested a comparative analysis of money being spent on infrastructure in the former City of Hamilton currently vs prior to amalgamation.

With respect to the closure of Mount Albion Road, Councillor Collins asked staff to report back on whether any money has been
saved and if so, have the cost savings been factored into the budget.

- With respect to the Highway 6 South Transfer, Councillor Mitchell asked how revenue from assessment growth can be tracked and shown, similar to expenses. Staff responded that a future report will show how revenues come in and how some revenues are lost due to tax restrictions and tax write offs from 2007.

(Mitchell/McCarthy)
That the 2008 Budget Presentation for the Public Works Department, be received. CARRIED

5. DISCUSSION

5.1 Transportation Master Plan - Class Environmental Assessment (PW07022) (City Wide) - Verbal Update

Jill Stephen provided an overview of the Hamilton Transportation Master Plan (TMP) to provide the context for the addition of two FTE (project manager) positions for consideration in the 2008 budget submission. The positions would be responsible for implementing recommendations of the Hamilton TMP.

One FTE would be responsible for Transportation Demand Management (TDM), would act as Hamilton's representative on the Smart Commute Association (recently taken over by Metrolinx) Technical and Steering Committees, would establish Hamilton's Transportation Management Association, and would run events such as Commuter Challenge and an Employee Trip Reduction program.

The second FTE would be responsible for liaison with other Divisions within Public Works, including Transit and Operations and Maintenance, and with Planning and Economic Development and Public Health to achieve the goals of the Hamilton TMP related to planning, zoning and active transportation. This FTE would also be responsible for performance measurement, benchmarking and evaluation of progress towards achieving the goals of the Hamilton TMP.

(Collins/Jackson)
That the verbal update respecting the Transportation Master Plan – Class Environmental Assessment, be received. CARRIED

5.2 Status of Solid Waste Management Master Plan, Options for Increasing Diversion and Landfill Capacity (PW07151) (City Wide)
(Ferguson/Jackson)
(a) That enhanced enforcement of the Solid Waste Management By-law 05-190 as outlined in Recommendation (e) of report PW07151 be deferred to a future budget process;

(b) That the complement, as presented, for 2008 Planning and Economic Development Department Budget submission be reduced by 0.5 FTE to reflect the deferral of Recommendation (e) of Report PW07151, and as confirmed in recommendation (a) above. CARRIED

5.3 2008 Tax Supported Operating Budget (FCS08004) (City Wide)

(Ferguson/McCarthy)
That Report PW08004 respecting the 2008 Tax-Supported Operating Budget, be received. CARRIED

5.4 2008 Tax Supported Operating Budget - Public Works (FCS08004(d)) (City Wide)

Prior to discussion of the 2008 Tax Supported Operating Budget, Mayor Eisenberger requested that Committee members and staff keep in mind options/areas where reductions may be possible to achieve cost savings.

Appendix 1 – Department/Division Overviews

(a) PW – General Administration

➢ Request from Councillor Collins respecting surplus in employee-related cost

(b) Capital Planning and Implementation

➢ $700,000 difference between actuals and approved; how was Department able to save money during the year – through not doing scheduled work, or finding efficiencies, specifically employee-related costs. Councillor Collins asked that if the savings were achieved through staff vacancies or positions that have been left vacant for a length of time, is there a possibility of not filling these positions.

(c) Energy, Fleet and Facilities
Councillor Collins questioned the 2007 projected to 2008 requested, and what vacancies and how many were carried during that period of time, and what duration positions were vacant.

Councillor Collins questioned how Energy and Facilities can get by without carrying any consulting costs and when/if they do require consultant services, how are they accommodated in the budget. Councillor Collins requested a report back on the why consultants are warranted during the calendar year. Staff indicated that the report will review the $1 million for consulting and provide a report highlighting what is there and why. Councillor Collins also requested that the report contain a recommendation to better scrutinize consulting expenses during the year.

(d) Fleet

Councillor Collins expressed that Overtime is a cause for concern and how is the City dealing with this issue on a corporate scale. Staff responded that an analysis will be done on this and reported back to the Committee.

(e) Transit

Previously approved by Council at a special meeting in November, 2007.

(f) Operations and Maintenance

Councillor Merulla requested clarification and understanding of the focus on the Gage Park initiative. Staff noted that the Operational Review of the Green Houses was a follow up action to a recommendation from the 2003 Outdoor Services Review by Turnkey Consultants which would be concluding in March 2008.

Councillor Collins requested information back on the following items:

(i) Communication with the public through Public Works – where is line item for posters, newsletters, etc.; is it corporately driven, who thinks up ideas and where does money come from; what is the value. Where do they appear in budgets and how can they be cut. Staff to prepare compilation report for review.
(ii) What is the policy for purchasing clothing for employees? Find out dollar amount of clothing provided to staff for 2006-07.

(iii) With respect to student employment in the City, who directs that this be done without coming to the committee for information purposes. He requested a report back showing how many flow through SMT without coming to Council.

➢ Councillor Collins requested staff report back on how Public Works dealt with vacancies in Operations and Maintenance in 2007 since vacancies in Public Works is more noticeable in terms of service levels.

➢ Councillor Powers requested staff to provide a report with an explanation of the Reserves/Recoveries.

(g) Waste Management

➢ Councillor Collins asked about staff overtime in the Waste division.

➢ With respect to the Blue Box Program, Councillor Collins requested on an update for 2007 on the issue of individuals who are raiding the blue box materials curbside and affecting revenues, what is in store for 2008, and how it affects revenues

Appendix 2 – Recommended/Council Referred Program Enhancement

(Collins/Ferguson)
That the one-time expenditure of $112,000 for the Installation of Backflow Prevention Devices be removed from the 2008 Public Works Operating Budget and funded from the Reserve. CARRIED

Appendix 3 – Unaffordable/Council Referred/Other Program Enhancement

(i) Recycling Collection in Parks

➢ Noted that $47,773 in new operating funding is required to continue the service provided through the pilot program serving 28 staffed park sites.
$279,050 in new operating funding is required along with a one time capital cost of $588,000 if the program is to be extended to all 143 permitted parks; important to keep what is in place, but still look at extending program in other parks.

Are there any tools, or is there a Reserve, if a volunteer group wants to take part in helping with the process; come up with a plan to help and encourage volunteerism at the parks.

Staff are attempting to encourage groups to adopt a park to not only help with minor maintenance issues, but volunteer to also put materials out on curbside collection day.

Options being discussed by the Solid Waste Reduction Task Force.

(Collins/Jackson)

(a) That $47,773 to continue the “Recycling Collection in Parks” for the 28 parks currently involved in this program, be approved;

(b) That staff be directed to bring a report back with a strategy/plan that looks at rolling out this program in all parks and public properties. CARRIED

(ii) Gypsy Moth – Mitigation

Staff advised that an analysis is being formalized with regard to whether or not this program is required.

Councillor Ferguson reported that the Hamilton Conservation Authority will be considering a report on this issue, and that he will provide additional information in February.

Mike McNamara advised that he is involved with a pest network group which includes the Hamilton Conservation Authority, Halton Conservation Authority, the Royal Botanical Gardens and the City to discuss this issue, and all efforts will be co-ordinated with these agencies.

(Jackson/Mitchell)

That the following recommendation be referred to the final budget deliberations:

Gypsy Moth – Mitigation (Council Referred Item – Unaffordable)

That the one-time cost of $250,000 for Gypsy Moth spraying, if required, be funded from Reserves. CARRIED
(iii) **Ground Litter Control in the Downtown Core**

(Bratina/Jackson)
That the Ground Litter Control in the Downtown Core in the amount of $420,000 (Program Enhancement – Unaffordable) be tabled for further discussions. **CARRIED**

(iv) **Program Extensions Required by Infrastructure Growth**

(Ferguson/Mitchell)
That the Program Extensions Required by Infrastructure Growth in the amount of $72,042,153 (gross) (Program Enhancement – Unaffordable), be received. **CARRIED.**

Councillor Mitchell requested staff to report back to the Committee with respect to cracked sealant on roads.

5.5 **2008 Budget Request - Public Works Volunteer Committees**

(PW08009) (City Wide)

(Merulla/Jackson)
(a) That the Clean City Liaison Committee’s 2008 Volunteer Committee Budget (outlined in Report PW080089 as Appendix “A”) Submission in the amount of $18,250, be approved;

(b) That in addition to the base funding request for the Clean City Liaison Committee, one time-funding from the Volunteer Committee Reserve in the amount of $10,550 be considered during budget deliberations;

(c) That the Hamilton Cycling Committee’s 2008 Volunteer Committee Budget Submission (outlined in Report PW080089 as Appendix “B”) in the amount of $3,700, be approved. **CARRIED**

There being no further business, the Committee adjourned at 2:45 p.m.

Respectfully submitted

Councillor R. Powers
Chair
Public Works Committee

Carolyn Biggs
Legislative Assistant
January 17, 2008