



City of Grand Island

Tuesday, April 9, 2013

Council Session

Item I-1

#2013-105 - Consideration of Approving FTE Amendment for the Wastewater Treatment Plant

Staff Contact: John Collins

Council Agenda Memo

From: John Collins, P.E. - Public Works Director
Brenda Sutherland, Human Resources Director

Meeting: April 9, 2013

Subject: Consideration of FTE Amendment for the Wastewater Treatment Plant

Item #'s: I-1

Presenter(s): John Collins, P.E. - Public Works Director
Brenda Sutherland, Human Resources Director

Background

On February 14, 2012 City Council approved Resolution No. 2012-41(B), which established an internal improvement initiative for the Wastewater Division of the Public Works Department. The resolution also approved the addition of a Wastewater Plant Engineer and Wastewater Operations Engineer. This decision was reached by City Council after review and evaluation of the Wastewater Treatment Plant's operations.

On January 29, 2013 Marvin Strong, P.E., Wastewater Plant Engineer, gave a Wastewater update to the City Council. Three proposed positions were listed under Staff Utilization; Regulatory Compliance Position, Lab Tech/Clerical Management Position, and Project Manager/Construction Manager.

An FTE (full time equivalent) schedule is presented each year during the budget preparation presentations. An FTE schedule was approved by the City Council as part of the 2012/2013 budget and is printed in the budget book.

Discussion

As promised, the Wastewater Plant Engineer has performed staffing and skill set analysis and is recommending several changes to meet the Wastewater's current and projected needs. As described in the presentation that preceded approval of Resolution No. 2012-41(B), the needs of Wastewater will change as the facilities and procedures are modernized. At this time we are requesting the establishment of two positions:

- Wastewater Project Manager with suggested salary range of \$29.5060 per hour to \$41.5140 per hour. This would be a position similar to that currently held by Mr.

Scott Gripenstroh, but dedicated to ensuring the successful completion of Wastewater projects. Current projects include:

Headwork estimated at \$19,307,864
North Interceptor – Phase I \$11,726,278
North Interceptor – Phase II \$17,475,896
South and West Interceptor - \$917,380
5th Street Improvements - \$1,973,540
Lift Station No. 7 – \$1,173,380
Wildwood Subdivision - \$1,452,000
US Highway 281 to Interstate 80 - \$2,410,000

The Wastewater Project Manager will be responsible for managing the consulting engineers performing the design and construction work. This position will also be responsible for the myriad of activities that accompany projects such as easement acquisition, cost control, plan review, etc.

Delays in Wastewater projects can cause problems such as the December 2012 collapse of the Northeast Interceptor that cost \$63,192.94 to repair. Unidentified or poorly addressed issues during construction can increase cost and cause problems throughout the life of the asset. With the large cost of Wastewater projects \$56,436,338 an increase of a small percentage can add significant cost. I expect the Project Manager will handle the many different issues that accompany a project to keep it on track. These issues can be very time consuming and difficult for someone with a day job to handle in addition to their normal responsibilities. Whereas the Project Manager can be used to reduce the cost of inspection I don't expect his or her presence will substantially reduce the cost of inspection, particularly with the amount of construction activity that will be going on.

- Wastewater Regulatory Compliance Manager with suggested salary range of \$23.7771 per hour - \$32.0177 per hour. The addition of this position will help ensure that the City is not violating any environmental rules and regulations and or safety rules and regulations and aid in avoiding violations going forward. The City of Grand Island received three enforcement actions during the fall of 2013. All of the enforcement actions carried potential fines. Those enforcement actions are:
 - Administrative Order issued by the USEPA for failure to submit 503 Sludge Reports;
 - Notice of Violation issued by the USEPA for failure to assess Hazardous Materials; and
 - Notice of Violation by the NDEQ for failure to submit a Storm Water Pollution Prevention Plan (SWPPP).

A checklist was developed to eliminate future violations. All enforcement actions have been resolved. A safety report issued by an independent safety consultant hired by Human Resources in 2010 was discovered in January 2013. The safety deficiencies listed in that report do not appear to have been addressed. A game plan is being developed to resolve the safety deficiencies. There have been a

number of permit and safety violations over the years including the most recent which could have resulted in a fine of \$10,000/day. Additionally, the Wastewater Treatment Plant currently has three (3) vacant positions we do not anticipate filling. Therefore we request that the following positions be eliminated.

- Wastewater Engineering/Operations Superintendent (1 FTE position) with a salary range of \$26.6209 per hour to \$37.6636 per hour
- Wastewater Process Supervisor (1 FTE position) with a salary range of \$24.6489 per hour to \$33.2320 per hour
- Wastewater Equipment Operator II (1 FTE position) with a salary range of \$16.7956 per hour to \$23.6332 per hour

These positions are not currently needed for the Wastewater Treatment Plant; however as improvements continue, other positions may become necessary and will be requested as needed.

The net effect of these changes is a decrease of 1 FTE and more than \$43,000.00 in wages. The elimination of an FTE not only saves the hourly wages associated with the FTE but also the expenses associated with benefits such as health insurance and retirement.

An FTE Amendment is needed to approve the changes in the 2012/2013 budget FTE schedule.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve amending the City's current FTE schedule to reflect the addition of the Wastewater Project Manager and the Wastewater Regulatory Compliance Manager, as well as the elimination of the Wastewater Engineering/Operations Superintendent, Wastewater Process Supervisor, and Wastewater Equipment Operator.

Sample Motion

Move to approve amending the City's current FTE schedule to reflect the addition of the Wastewater Project Manager and the Wastewater Regulatory Compliance Manager.

Wastewater Update



Resolution 2012-41B approved February 14, 2012

- Adopted an Internal Cost Efficiency Improvement Plan
- Created Two Positions:
 - Wastewater Plant Engineer and Operations Engineer
- Identify Asset Management Software and Services
- Identify additional Monitoring Locations and Devices
- Asset Management & Monitoring/Automation study

Goal

- 🌐 Provide the Ratepayers with the most efficient cost effective wastewater treatment possible.

Opportunities for Improvement

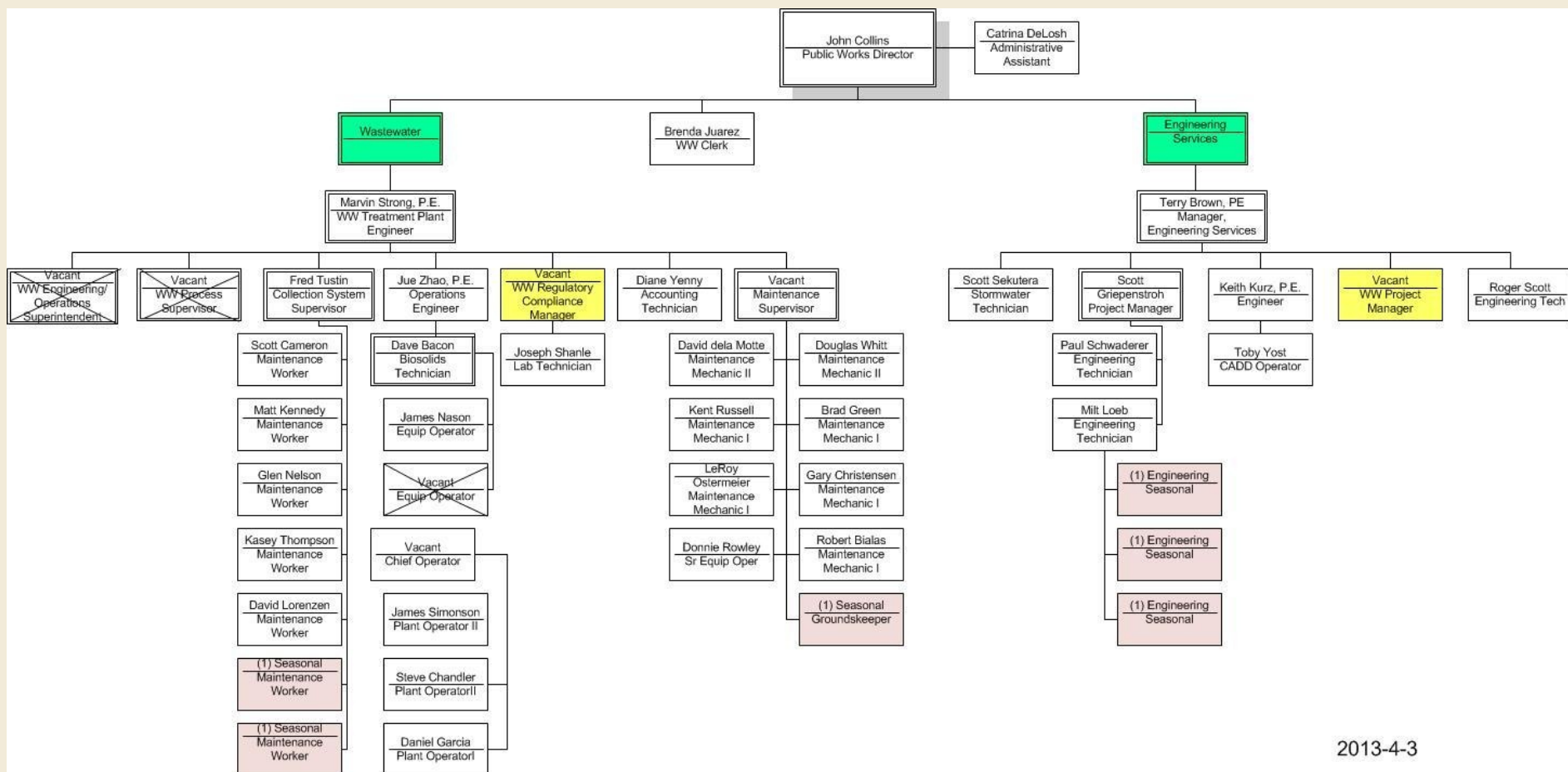
Technical Skills

Asset Management

Process Review / Monitoring and Automation

Staff Utilization

Current vs. Proposed Organizational Chart



Wastewater Project Manager

Serve as the project manager on projects such as Wastewater Treatment Facility upgrades, new and rehabilitation of sanitary sewer lift stations, including forcemains, and new and rehabilitation of sanitary sewer collection systems. Perform para-professional engineering work in the design, investigation and construction of wastewater project and other related projects; perform a variety of technical tasks relative to the wastewater engineering function

- Identify opportunities for improving service delivery methods and procedures;
- Direct and organize engineering activities including survey, design estimation, drafting, specification, mapping and inspection activities
- Stay abreast of new trends and innovations in the field of civil engineering

Wastewater Regulatory Compliance Manager

Ensure regulatory compliance with all applicable Federal, State and Local – Environmental and Safety Rules and Regulations, and with the OSHA equivalent for governmental entities in the State of Nebraska.

- Maintain Quality Assurance/Quality Control (QA/QC) laboratory procedures

- Compliance with Clean Water Act, USEPA 503 Sludge Regulations, Storm Water Pollution Prevention Plan (SWPPP)

- Maintain and keep current, permits such as National Pollutant Discharge Elimination System (NPDES), Permit for Wastewater Treatment Plant Discharge, Storm Water Pollution Prevention Plan (SWPPP), Pre-Treatment Permits for Industrial Discharges, Composting Permit and other wastewater permits

Questions



RESOLUTION 2013-105

WHEREAS, the City Council approves a schedule of full time equivalent positions as part of the City's annual budget process; and

WHEREAS, the Wastewater Division of the Public Works Department has requested the addition of a Wastewater Project Manager and Wastewater Regulatory Compliance Manager at the Wastewater Treatment Plant; and

WHEREAS, the Wastewater Division of the Public Works Department will reduce its current FTE schedule by 3, which will consist of the elimination of the Wastewater Engineering/Operations Superintendent, Wastewater Process Supervisor, and Wastewater Equipment Operator, and

WHEREAS, the Wastewater Division will add one (1) Wastewater Project Manager and one (1) Wastewater Regulatory Compliance Manager; and

WHEREAS, the Wastewater Project Manager salary range will be set at \$29.5060 per hour - \$41.5140 per hour; and

WHEREAS, the Wastewater Regulatory Compliance Manager salary range will be set at \$23.7771 per hour - \$32.0177 per hour.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the Mayor is hereby authorized to execute the aforementioned changes to the City FTE Schedule.

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Adopted by the City Council of the City of Grand Island, Nebraska, April 9, 2013.

Jay Vavricek, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form	▣ _____
April 5, 2013	▣ City Attorney