

## MINUTES - ENVIRONMENTAL COUNCIL COMMITTEE MEETING 03/14/2013

The meeting was called to order @ 5:30 PM, Thursday, March 14, 2013, in the North Conference Room @ 21630 11<sup>th</sup> Avenue South, Des Moines with the following in attendance:

### Council Members

Dave Kaplan, Chair  
Melissa Musser  
Dan Caldwell - absent

### City Staff

Tony Piasecki, City Manager  
Dan Brewer, Acting PW Director  
Loren Reinhold, Enviro/Utilities Engineer  
Peggy Volin, Admin Asst  
Steve Schunzel, GIS Admin  
John Blackburn, Acting Maint Superintendent

### **AGENDA:**

1. Approve minutes of February 14, 2013
2. Cityworks Program Update
3. SWM Rate Structure Study Update

### **MEETING:**

1. Minutes of February 14, 2013, were unanimously approved.
2. Cityworks Program Update: Dan introduced Steve Schunzel, who along with Anthony Jones, have been instrumental in providing technical assistance in getting the Cityworks Software program up and running. The 2008 WICA Public Works audit identified the need for documentation and maintenance of NPDES & asset management and was the trigger for purchasing a computer maintenance management system (CMMS). Steve gave the Committee a brief overview of the Cityworks program starting with the purpose and benefits to the City. He went on to describe how it is being used for NPDES tracking; the tracking of asset locations & attributes, and maintenance history for liability; managing service requests, work orders and inspections; - and supporting proactive maintenance and reporting. Also, the program has increased liability protection (both NPDES & WCIA); performance metrics and reporting; efficiency & accountability; a standardized work flow and transparency in reporting. The workflow of a request for City Services now has a standard pattern to follow resulting in efficiency and accountability. John Blackburn, Acting Public Works & Parks Maintenance Superintendent, showed the Committee the old ledger books and briefly described how service requests and asset management used to be done.

Currently, Cityworks is processing service requests and work orders for Surface Water Management (SWM) and Streets along with tracking work history for both. The next phases of the program include bringing on engineering; inspections; a management dashboard and field data input. This fall will include plugging in the Parks, Marina and

Fleet Services areas.

3. SWM Rate Structure Study Update: Loren referenced the memo from the FCS Group, dated March 4, 2013 which addressed questions that arose from the Issue Papers and a concern from Councilmember Burrage on private streets. Of particular issue was the rate charge to private streets. Loren cited in the memo the table where the jurisdictions were included, only Seattle exempted private streets and Des Moines partially exempted (discounted 70%) the charges whereas the rest of the jurisdictions fully charged for the private streets.

Loren then presented to the Committee a possible option whereby the utility could fully charge for the private streets yet, in most instances, reduce the rate charge for properties served by private streets.

Proposal:

The proposed method would be to combine the prorated portion of the impervious area of the private street with the measured impervious area of the residential lot. Currently, the rates as it applies to properties with private streets is the sum of the charge for the property plus a separate charge for the private street, giving a property a rate higher than 1.0 equivalent billing unit. In the case of Huntington Park for example, a residential property is charged 1.0 equivalent billing unit (EBU) plus .08 EBUs for the private street and another 0.07 EBU's for a pro-rata share of the common areas, or a total of 1.15 EBUs.

Given that the SFR rate as being recommended by FCS Group will be divided into a tiered system of small, medium, and large parcels (by impervious area) and because, in the case of Huntington Park, most of the properties have less impervious area than the average city parcel, most or all of the properties will qualify for the medium rate (1 EBU) or small rate (< 1 EBU), even when including the measurement of the private street and common areas. It is not anticipated that any of Huntington Park's properties will be paying a rate higher than 1 EBU.

For properties outside of Huntington Park served by private streets, under this method, will also likely see a reduced rate as the property with a large share of a private street, would be categorized as a large single family parcel (> 1 EBU) instead of being charged 1 EBU plus the 70% discounted rate for the street.

Under this method, Huntington Park could also apply for additional rate credits for its open spaces as well as any reduction of impacts to the public system by its stormwater facilities. However, any such credits that are adopted would also need to be made available to all other properties, city-wide.

Loren stated that the proposed method is actually more equitable in the sense that there are many very large single family properties with long driveways that pay less than small properties with private streets.

At the next Environment Committee meeting, the consultant is scheduled to update the Committee.

Committee directed staff to explore with the consultant the proposal for calculating rates for properties with private streets.

Adjourned @ 6:26 PM

Submitted by: Peggy Volin, Administrative Assistant