



Public Works Department

Administration, Engineering Services, Field Services, Solid Waste Services, Wastewater Treatment Service¹

FY2018 Performance Assessment and Financial Expenditures Scope of Work

Performance Assessment

1. Organizational structure and potential for consolidation of administrative functions; effectiveness of staffing levels; succession planning; opportunities to outsource certain functions/activities/services;
2. Solid waste (refuse) revenue generation and expense reduction opportunities;
3. Wastewater (sewer) revenue generation and expense reduction opportunities with commercial bioprocessing technologies (i.e., generate renewable electricity or fuel from captured bio-meth and bio-solids);
4. Rate structure for solid waste and wastewater services - comparable to similar government agencies;
5. Street pavement maintenance and sidewalk repair maintenance best practices;
6. Technology – parking management; road maintenance management; sidewalk maintenance; GIS mapping; replacement strategy for computers;
7. Interdepartmental communication and collaboration; and
8. Benchmarks and other performance indicators of program and service effectiveness.

Financial Expenditures Audit

1. Review of overtime expenditures over the three year period of Fiscal Years ending June 30, 2017, 2016 and 2015. Assess compliance with relevant City overtime policies and internal controls.
2. Review specific non-personnel expenditure transactions over the three year period of Fiscal Years ending June 30, 2017, 2016 and 2015. Assess compliance with relevant City procurement policies for:
 - a. Professional Services Contracts
 - b. Maintenance and Service Contracts

¹ Review excludes Animal Services, School Crossing Guard Services, Wastewater Collection Services and Public Parking Services