## CITY OF NEWTON

## IN BOARD OF ALDERMEN

## PUBLIC FACILITIES COMMITTEE REPORT

WEDNESDAY, JANUARY 21, 2015
Present: Ald. Crossley (Chairman), Lennon, Albright, Brousal-Glaser, Danberg, Laredo, and Lappin
Absent: Ald. Gentile
Also present: Ald. Fuller
City staff present: Lou Taverna (City Engineer), Bill Paille (Director of Transportation), David Turocy (Commissioner of Public Works)
\#24-15 NSTAR ELECTRIC requesting a grant of location to install $25^{\prime} \pm$ of conduit and one manhole (Manhole \#29995) in COMMONWEALTH AVENUE at the intersection of Mount Alvernia Road and College Road. [01/09/15 @ 12:25 PM]

## ACTION: APPROVED 5-0 (Lennon and Danberg not voting)

NOTE: NStar Electric Permit Representative Maureen Carroll presented the petition for a grant of location to install a new manhole and 25 ' of conduit in Commonwealth Avenue at Mount Alvernia Road and College Road. There have been a number of outages over the past two years in the area. The new manhole and conduit will upgrade the service in the area.

City Engineer Lou Taverna pointed out that the City paved that section of Commonwealth Avenue in 2013; therefore, the street opening permit will require NStar to pave that section of Commonwealth Avenue from curb to curb once the project is complete. Maureen Carrol responded that NStar would pave curb to curb. NStar will coordinate with the City's engineering Division to determine when the work can be scheduled. If NStar completes the project during the winter, the permanent paving would not occur until the spring.

The public hearing was opened and no one spoke for or against the petition. Ald. Laredo moved approval of the item, which carried unanimously.
\#14-15(2) FINANCE COMMITTEE requesting that the Department of Public Works and the Planning \& Development Department provide the Public Facilities Committee with an overview of the proposed roadway and signalization improvements at the intersection of Needham, Oak and Christina Streets that is part of the Mass Works Highland Avenue and Needham Street Roadway Corridor Improvement. [01/12/15 @ 7:30 PM]

## ACTION: NO ACTION NECESSARY 7-0

NOTE: $\quad$ City Engineer Lou Taverna and Director of Transportation Bill Paille provided the attached PowerPoint explaining the proposed improvements to the Needham/Oak and Christina Street intersection. The Massachusetts Department of Transportation (DOT) will be
providing the funding and design for the project, which is $25 \%$ complete at this time. The City received a $\$ 1.5$ million grant from the State for the project. Once the construction documents are completed, the City will bid out the project and contract the work.

Any required land takings will be handled by the DOT. It is most likely that a portion of the property at the corner of Needham Street and Christina Street (320-322 Needham Street) will need to be taken to realign Christina and Oak Streets. The Committee was concerned as that property is the subject of a special permit that includes a parking waiver of 23 parking stalls and the taking may result in a further loss of parking. The Committee asked that the Planning and Development Department look at the project to determine how it will affect the special permit.

The project includes the realignment of Oak and Christina Streets, new crosswalks, bicycle accommodations and upgrades to the traffic signals at the intersection to create a safer intersection for drivers, pedestrians and bicyclists. The intersection will be narrower and the realignment of Oak and Christina Streets will eliminate right of way conflicts for vehicles crossing the intersection. At this point, the plan is two create two lanes on Highland Avenue/Needham Street entering Newton from Needham to accommodate the heavy traffic volume.

The actual construction of the traffic improvements are not scheduled to begin until Fiscal Year 2016, which is when the Commissioner of Public Works will docket an item requesting approval of the intersection improvements. The Committee members requested that when the project comes back to the Committee that the design for the Needham Street Bridge be provided. In addition, the Committee would like the crash data for the Needham, Oak and Christina Streets and the construction management plan. Aldermen have been contacted by residents of the New Falls Condominium Complex on Oak Street who have requested that the construction take place during the day. There has been no decision on when and how the construction will be phased. The Committee urged that the work be done as quickly as possible even if it means weekend work.

As the traffic improvements will be docketed and discussed again by the Public Facilities Committee when the design is complete, Ald. Lappin moved no action necessary. The motion was approved unanimously.
\#286-13(3) HIS HONOR THE MAYOR requesting authorization to implement roadway improvements at the intersection of Collins Road and Beacon Street that result in improved overall function and safety at the intersection. These improvements are related to the Angier Elementary School Project. [01/13/15 @ 2:44 PM]

## ACTION: HELD 7-0

NOTE: Director Transportation Bill Paille presented the request to implement improvements in the area of Collins Road/, Waban Avenue, and Beacon Street that include merging two traffic islands into one large traffic island, new curbing, creating one-way streets on Collins Road and Waban Avenue, changes in parking, and signalization of Collins Road and Beacon Streets. Other traffic signals in the area will be upgraded to provide pedestrian activation
and signal coordination. Stop signs and yield signs will be added as necessary to avoid any traffic conflicts. The proposed one-way streets will require the approval of the Traffic Council. The proposed improvements maintain access to all properties abutting Collins Road and Waban Avenue. Mr. Paille provided the attached PowerPoint presentation on the project.

The project is part of the Angier School Project and will be funded through that budget. The Committee previously discussed the proposed improvements as part of an Angier Elementary School Project update on October 8, 2014. The Public Facilities Report on the previous discussion is attached.

Mr. Paille informed the Committee that the traffic island furthest from Beacon Street has some type of designation that restricts what can be done to that land. The Committee asked for further clarification on the traffic island from either the Law Department or the Planning \& Development Department.

The Committee members raised additional concerns related to the project and felt that it was very important that the improvements complement the Angier School pick up and drop off design without creating unnecessary traffic congestion. It was pointed out that allowing parking on Waban Avenue might create traffic backups onto Beacon Street while drivers attempted to park on Waban Avenue, which would be problematic. The parking spaces on Waban Avenue appear to be along the left-hand side of the street, which is not traditional. It may make more sense to put the Waban Avenue parking on the right hand side. Mr. Paille responded that he will make sure that the roadways are wide enough to accommodate both the through traffic and parking. He is also still working on parking space placement plan and may switch the parking spaces on Waban Avenue to the right hand side.

The Committee members felt that there were a number of issues that needed to be addressed before they could approve the proposed plan. The Committee would like to be sure that the school and all abutters to the project are aware of the traffic improvement plan and that those concerns are addressed before the plan is implemented. Ald. Laredo's motion to hold the item carried unanimously. The Committee would like Mr. Paille to address the below questions and concerns for the next Public Facilities Committee meeting on February 4, 2015:

1. Consider whether the four parking spaces in front of the church on Beacon Street should have time restrictions.
2. What is the parking plan for Angier staff that cannot be accommodated on site?
3. Review blue zone operation and management for Angier School to make sure the proposed of- site improvements work well with the blue zone.
4. Understand the pick-up and drop-off patterns for the school including parents or caretakers that park off-site and walk a child into the school?
5. How does the left hand turn from Beacon Street into the blue zone work?
6. Provide a memo from the Law Department and/or Planning \& Development Department clarifying why there are restrictions on and what may be done to modify the lower island in terms of adding sidewalks and curbing.
7. Coordinate with Angier Working Group, Riverside Day Care, representatives from DiNisco Design Partnership, the abutters, and the Angier School Principal on the proposed design to look at whether the plan creates the best balance in addressing pedestrian safety and traffic flow. (e.g., There was concern that the proposed narrowing of Waban Avenue would create traffic backups on Beacon Street when drivers were parking on Waban Avenue.)
8. Is it possible to do a trial of the proposed parking and narrower one-way streets on Collins Road and Waban Avenue and hold off the traffic improvements until next year to determine if these improvements work?
9. Should the parking on Waban Ave be located on the right or left side of the street?
10. Where would the school crossing guards be located?

## REFERRED TO PUBLIC FACILITIES \& FINANCE COMMITTEES

## ACTION: HELD 7-0

NOTE: The docket item requests an appropriation (Storm Water Reserves) and transfers (Capital and Expense Accounts) within the Storm Water Management Fund in order to address a $\$ 114,000$ deficit and provide funding for operational and personnel expenses for the rest of the fiscal year. The total amount needed to fund the Stormwater Management Fund for the rest of the year is $\$ 388,782$. The attached memorandum from Comptroller David Wilkinson provides information on the Stormwater Management Fund. The Chair expects that the item will be held in order to meet jointly with the Finance Committee to answer any outstanding questions from this discussion.

The City established the storm water fee in 2007 in recognition that there is significant need to fund repair and maintenance of the City's storm water infrastructure. The fee generates enough funding for an Environmental Engineer and a five- person crew to provide operation, maintenance and repair of the storm water utility. Commissioner of Public Works Dave Turocy explained that when the storm water fund was established, there was an understanding that there would be a bleed over between storm water and the two other utilities, particularly sewer, in
terms of getting work done. Commissioner Turocy provided the attached information on the Storm Water Fund budget and information on the person-hours assigned for the Water Utility, Sewer Utility and Storm Water Utility. While the sewer utility is an enterprise system and the City should not cross lines between an enterprise account and a special revenue account like the storm water fund, the fact is that there are interconnections between the storm water utility and the sewer utilities. The Commissioner noted especially work related to storm water infiltration into the sewer system. Before the next fiscal year, the Commissioner will be proposing storm water fees that capture all of the storm water utility costs including a right sized staff to properly maintain and operate that utility.

Currently, there is an average of 3.5 additional people from the sewer or water utilities working in the storm water utility each day. It is important that the crossover of personnel into the storm water utility be accounted for in the storm water accounts. There are also some overtime costs related to storm response that should be accounted for in the storm water accounts. Once Commissioner Turocy became aware of the magnitude of crossover, he realized that the costs must be captured in the storm water fund.

The sewer employees that crossed over into the storm water utility were available due to the decrease in requests for sewer line clean outs after that fee was significantly increased to reflect the actual cost to the City. The additional employees addressed needed storm water work like catch basin clean outs and proactive response to storms like cleaning out brooks and culverts ahead of storms. The sewer employees gradually shifted to the storm water utility.

It is proposed to provide the funding needed to balance the account by using all of the reserve funds within the Stormwater Management Fund and scrubbing the capital and expense accounts within the fund. The Commissioner explained that by using the reserve, there would be no funding for any unexpected emergency work. Any emergency would need to be funded through a different source like Free Cash. Funds would remain in the capital and expense accounts to continue with catch basin cleaning and necessary repairs to the catch basins but there would be no funds to address any projects proactively. The loss of funds in the Reserve Fund and expense accounts means that some smaller projects like installing inserts in catch basins will not be done. There are no large projects that would be affected by the loss of funds. The operational accounts still have funding and there is still some construction money. When pressed by committee members, it was stated that the reserve funds might have been used to address the crushed piped in Hammond Street or the constricted pipe under Pellegrini Park. The other large project that the Department of Public Works is working on to address flooding problems on Dedham Street by the Countryside; however, there is no solution to the flooding problem right now. The Commissioner explained that the Dedham Street Project is the Storm Water Utility's top priority capital project but he is not sure that the project is ready to move forward this fiscal year.

There was real concern from Committee members that the reserve would be depleted and that necessary projects would not be done due to the loss of capital and expense funding. The Commissioner responded that larger capital projects are generally funded with the reserve funds. There will be some maintenance projects that will not be done due to the reduction in the capital
and expense accounts. The Committee requested examples of previous projects funded through the reserve. The Committee also requested that Commissioner Turocy check with Chief of Staff Maureen Lemieux to determine if there are any other available funding source besides the reserve account. If this is truly a one-time fix to the Storm Water Fund budget, it would be preferable to see a different funding source instead of depleting the reserve.

Ald. Laredo made a motion to hold the item in order to allow the Commissioner to respond to the below questions and comments at a joint meeting of the Committee and the Finance Committee. The Chair added that it is her intention to discuss the forthcoming Storm Water Infrastructure Improvement Plan, a funding plan to implement the improvements, and an appropriate budget for the Storm Water Utility over the course of the next few weeks and months.

## Questions \& Comments

1. Explain why the billing of person-hours in the Water Fund are double that of the Sewer Fund and the Storm Water Fund.
2. Account for the fringe benefits to provide data to understand what the real needs are for the Storm Water Fund.
3. Is the Administration requesting enough money to fund the Storm Water Utility through the rest of this fiscal year?
4. What will not be done in the way of normal operations because of the underfunding of the Storm Water utility?
5. Where will the extra money in the salary accounts in the Sewer Utility be spent, once all person-hours are correctly accounted?
6. Is there any reason to be cautious about wiping out the reserves and is it possible to fund the deficit through any other funding source?

The Committee unanimously supported the motion to hold.
The Committee held all other items without discussion and adjourned at 9:35 PM.
Respectfully submitted,
Deborah Crossley, Chairman


\#417-13 PUBLIC FACILITIES COMMITTEE requesting that the Administration provide updates on the progress of the Angier Elementary School project. [11/21/13@9:16 AM]
Please note this update is on the roadway reconfiguration around the school ACTION: HELD 6-0

NOTE: Transportation Director Bill Paille provided an update on the the proposed offsite traffic improvements related to the Angier Elementary School at Beacon Street, Collins Street, and Waban Avenue. After looking at a number of options, it was determined that the proposal to make Collins Road a one-way to Beacon Street, make Waban Avenue a one-way from Beacon Street and combine the two existing traffic island to create one large island to separate Waban Avenue traffic from Collins Road traffic provided the least amount of access conflict for abutters to the streets, safe pedestrian crossings, and the most available parking. The attached plan provides a concept drawing of the intersection. The next step is to create a design plan and hire a contractor to do the work. The estimated cost of the reconfiguration is \$1.2. million, which is provided in the Angier project budget. Mr. Paille will provide a memo on the criteria that was used to determine that this reconfiguration is the best option.

The reconfiguration includes signalization at the intersection of Beacon Street and Collins Road. There was some concern that the addition of a full traffic signal would create traffic back-ups on Beacon Street. Mr. Paille responded that the signal should not create any back-ups but it would be monitored and if there was a problem the signal timing could be adjust or changed to a pedestrian activated signal. The changes to the traffic islands will require Board of Aldermen approval; therefore, the Committee will be discussing the intersection reconfiguration again likely in December or January. At the next discussion, the presentation will include finer details like the width of the streets, proposed curb extension, placement of the traffic signals, parking spaces, and sidewalks. The full design plans should be ready by early February and the project completed by the fall of 2015. Ald. Lappin moved hold on the item for further discussion, which carried.

# COMPTROLLER'S OFFICE CITY OF NEWTON, MASSACHUSETTS <br> dwilkinson@newtonma.gov <br> (617) 796-1305 

January 21, 2015
TO: Finance and Public Facilities Committees
FROM: David Wilkinson

## SUBJECT: Docket Item \# 27-15 - Stormwater Management Fund

The Stormwater Management Fund was established in fiscal year 2007 when the City first imposed Stormwater management user charges and transferred the cost of maintenance of the storm drain system from the General Fund. The fund ended fiscal year 2014 with $\$ 405,255$ in free cash. $\$ 155,000$ of which has previously been appropriated as a local match for a Hammond Brook culvert improvement federal grant; and the balance of which is earmarked for funding this docket item.

Exhibit A provides comparative operating activity for the Stormwater Management Fund for the first half of the current fiscal year and for the first six months of the three previous fiscal years. Exhibit B provides a detailed expenditure budget line item detail for the first half of this fiscal year and for the last five complete fiscal years.

Year to date revenues of $\$ 381,233$ ( $50.64 \%$ of the current year budget estimate) are in line with budget plans and prior year experience. First half fiscal year 2015 personal services expenditures (payroll) have, however, exceeded the approved budget for the entire fiscal year by $\$ 60,137$ as a result of $\$ 40,662$ in overtime expenditures in excess of the amount included in the original budget, and $\$ 216,885$ in payroll charges for water and sewer utility employees who were assigned to stormwater maintenance activities during the July 1 to December 31 period.

In order to fund the December 31 personal services appropriation overdraft and fund payroll for both the six employees permanently assigned to the Stormwater Management Fund and water and sewer employees who are expected to be assigned to stormwater maintenance activities during the second half of the year, the Public Works Commissioner and Mayor's Office have offered docket item \#27-15. Docket item \#27-15 requests the transfer of $\$ 138.527$ in currently unexpended and unencumbered "expense" and "capital outlay" appropriation balances, along with $\$ 250,255$ in available Stormwater Management Fund free cash to the Stormwater Management Fund's "personal services" appropriation.

The recommended $\$ 388,782$ addition to the fund personal services appropriation is sufficient to cover the December 31, 2014 overdraft; to fund the six employees permanently assigned to the fund; $\$ 55,296$ in projected second half fiscal year 2015 overtime; and $\$ 128,307$ in water sewer employee wages for stormwater maintenance
activities.. The assignment of water and sewer employees to stormwater activities will need to be carefully controlled between now and June 30 since first half 2015 experience is $\$ 88,578$ greater than the amount included in the docket item.

A total of $\$ 88,191$ of the requested appropriation transfers represents currently unexpended and unencumbered catch basin cleaning funds. This will leave a total of $\$ 145,888$ for fiscal year 2015 catch basin cleaning, $\$ 40,556$ of which has been expended and $\$ 105,332$ available for the second half of the current fiscal year. The median annual expenditure for catch basin cleaning for the past five years is $\$ 125,225$.

A total of $\$ 50,336$ of the requested appropriation transfers are from unexpended and unencumbered storm drainage capital outlay appropriations. Of this sum, \$30,839 represents prior year prior year project balances from completed projects. The balance represents the unencumbered and unexpended balance in the current fiscal year budget for minor improvement projects.

Since this docket item exhausts the balance in the Stormwater Management Fund's free cash, and there is no budget reserve in the fund, any extraordinary and unforeseen event requiring additional funding for the remainder of this fiscal year will likely require a General Fund subsidy. This will also likely be the case in fiscal year 2016 unless a budget reserve is built into the 2016 operating budget since it's unlikely that the fund will end the current year with any material fund balance.

It is also important that the adopted fiscal year 2016 Stormwater Management Fund include personal services and fringe benefit appropriations for all DPW staff expected to be assigned to the fund on either a permanent or temporary basis.

## Cc: DPW Commissioner

Chief of Staff/CFO
\#27-15






| 239,829 |
| :--- |
| 155,000 |
| 394,829 |

REVENUES:
Real estate and personal property taxes
Charges for service
Total revenues

EXPENDITURES:
$\quad$ Personal services
Expenses
Capital outlay
Fringe benefits
Retirement benefits
Total expenditures
Excess/(deficiency) of revenues over expenditures
REVENUES:
Real estate and personal property taxes
Charges for service
$\quad$ Total revenues

EXPENDITURES:
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EXPENDITURES:
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Expenses
$\quad$ Capital outlay
$\quad$ Fringe benefits
$\quad$ Retirement benefits
$\quad$ Total expenditures
Excess/(deficiency) of revenues over expenditures
OTHER FINANCING SOURCES (USES):
Transfers( to)/from other funds
Total other financing sources and uses Transfers( to)/from other funds
Total other financing sources and uses
Net change in fund balances $\{1\}$
Budgetary fund balances - July 1
Budgetary fund balance - December $\mathbf{3 1}$ Transfers( to)/from other funds
Total other financing sources and uses
Net change in fund balances $\{1\}$
Budgetary fund balances - July 1
Budgetary fund balance - December $\mathbf{3 1}$ Transfers( to)/from other funds
Total other financing sources and uses
Net change in fund balances $\{1\}$
Budgetary fund balances - July 1
Budgetary fund balance - December 31
Continuing appropritions from 6/30/14
\{1\} Fund balance financing for FY 2015 budget Continuing appropritions from 6/30/14
Supplemental capital improvements
\{1\} Fund balance financing for FY 2015 budget

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0-1-2
$$

OTHER FINANCING SOURCES (USES):

$$
\text { July 1, } 2014 \text { - December 31, } 2014
$$



CITY OF NEWTON, MASSACHUSETTS
FISCAL YEAR 2015 BUDGET TO ACTUAL AND PROJECTED SALARY TRANSFERS
(with comparative actual expenditures for five most recent complete fiscal years)


5,500.00

 NCRS PENSION CONTB
DENTAL INSURANCE
HEALTH INSURANCE
BASIC LIFE INSURANCE
MEDICARE PAYROLL TAX
OPEB CONTRIBUTION
FRINGE BENEFITS
$\begin{array}{ll}58502 & \text { CONSTRUCTION EQUIPMENT } \\ 586004 & \text { STORM DRAINAGE SYSTEM } \\ \text { R586004 } & \text { STORM DRAINAGE SYSTEM }\end{array}$

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## Stormwater Budget FY 2015

January - June Salary Needs

| Budgeted Stormwater Positions |  |
| :--- | ---: |
| Working Foreman | $\$ 28,646$ |
| SHMEO | $\$ 26,256$ |
| Water \& Sewer Maint. Craftsman | $\$ 25,265$ |
| HMEO | $\$ 20,067$ |
| HMEO | $\$ 20,067$ |
| total | $\$ 120,301$ |


| Additional supporting personnel |  |
| :--- | ---: |
| Working Foreman | $\$ 28,000$ |
| Pipelayer | $\$ 25,000$ |
| HMEO/Mason Curbsetter | $\$ 25,000$ |
| HMEO | $\$ 21,000$ |
| Total Additional needed | $\$ 99,000$ |
|  | $\$ 55,296$ |
| OT projection (Jan-Jun) | $\$ 114,185$ |

Total Jan-Jun salaries

\$388,782

## Man/Hours Assigned for FY 12-14 - Water/Sewer/Stormwater

| Annual Hours | Water | Sewer | Drain |
| ---: | :---: | :---: | ---: |
| $\mathbf{2 0 1 4}$ | 37,687 | 18,357 | 17,044 |
| $\mathbf{2 0 1 3}$ | 38,710 | 19,903 | 14,801 |
| $\mathbf{2 0 1 2}$ | 40,040 | 16,597 | 16,848 |

Man/Hours for FY 2015 - Stormwater by Function

| 2014 | Adjust <br> Structures | Keparr/ <br> Construction | Storm <br> Response | Total | Avg \# wkrs/day |
| :--- | ---: | ---: | ---: | ---: | :---: |
| total for Jul | 1,076 | 798 | 96 | 1,970 | 11.19 |
| total for Aug | 552 | 1,142 | 96 | 1,790 | 10.17 |
| total for Sep | 416 | 1,056 | - | 1,472 | 8.36 |
| total for Oct | 64 | 658 | 560 | 1,282 | 7.28 |
| total for Nov | 168 | 792 | 376 | 1,336 | 7.59 |
| total for Dec | 158 | 836 | 514 | 1,508 | 8.57 |
|  | $\mathbf{2 , 4 3 4}$ | $\mathbf{5 , 2 8 2}$ | $\mathbf{1 , 6 4 2}$ |  | $\mathbf{8 . 8 6}$ |

Total Drain Hours July-Dec $2014 \quad 9,358$
avg. of 8.9 workers/ day assigned to stormwater

