


PROJECT 1: (DCM1)

Small Improvement Project Form

SMALL IMPROVEMENTS (JUST DO IT)	
Improvement Title	Transformation of the Project Budget Process
Name(s) of who completed the initiative	Nicole Heran
Date of the Improvement	2021-2022
Department/Office	Design Construction & Management
Division	
Section	
Issue and Root Cause	<p>There was inconsistency in the way construction project budgets were developed, tracked, and communicated within the city. This created some risk to the projects as we were not consistent in tracking real time cost data, contractor pricing, and market changes. The risk of this method was the inability of knowing if proper funding was in place and if our projects had other potential oversights. This made project planning and communication with other City departments difficult and created the possibility of underfunding projects and therefore delaying critical projects.</p>
Action Taken and Solutions	<p>Nicole saw a need to manage and track the budgets of all active DCM projects in a consistent manner. Creating a template Project Funds Allocation Sheet (PFAS), she trained all Project Managers to utilize the allocation sheets to update real time budgets. Each allocation sheet was then linked to an overall department budget spreadsheet where information is readily accessible. In addition, a monthly meeting with the City's Budget department (Laurette and Evelin) is held where we collaboratively share information ensuring projects budgets are properly reviewed, validated, and adjusted when needed.</p> <p>This new process improved communication and streamlined consistency amongst departments involved in the budgeting process. The level of risk we now manage is less as each stakeholder is aware of approved budgets and able to quickly identify any shortfalls or budget overages.</p>
Attachment (Optional)	PFAS

BENEFITS	
Qualitative Benefits	Since we've actively implemented this budget process, we are able to communicate to all City stakeholders where we stand from a project budget perspective at any given time. This allows big picture budget decisions to be made with all stakeholders along with open and transparent communication. Other benefits include: The DCM PM's now have a full understanding of their project budget elements and update any changes on a regular basis, there is clear predictability with project budgets, increased management of risk and contingency, ensuring budgets are in place before the project package goes to commission streamlining the process, and aids with budget planning for projects that are not funded or may have short falls. Additionally, the benefit of this new system saves time for The City Manager's Office, DCM, Budget and Legal Departments
Improved Customer Service?	Yes between departments and CM office
Increased Safety?	Not Related
Environmental Improvement?	Not Related
MEASURABLE OUTCOMES IF APPLICABLE	
# of Hours Saved for the year	This process has saved many hours since its implementation through various departments including DCM, Budget, and Legal
Cost Avoidance	
Cost Saved	Employee hours as well as future cost savings as projects are actively funded
Approver (Supervisor or Manager)	

PROJECT 1: DCM1 - Attachment



DESIGN AND CONSTRUCTION MANAGEMENT
PROJECT FUNDS ALLOCATION TRACKING SHEET

Project 2727

Project Name: _____
Project No.: 12 - 3456789
Initiating Dept.: Department of Design & Construction Management
Account No: _____

Budget: \$2,411,274.00
 Parks Contribution \$200,000.00
 Potential Grant: \$500,000.00

Design Phase		30% CDs	SCEC 30% VE	City 30% VE
A. Design				
1. Basic Fees - Design Consultant	10.00%	\$237,800.00	\$237,800.00	\$237,800.00
2. Additional Services		\$25,000.00	\$25,000.00	\$25,000.00
Design Total		\$262,800.00	\$262,800.00	\$262,800.00
B. Miscellaneous Design Costs				
1. Asbestos Survey and Abatement		\$11,600.00	\$11,600.00	\$11,600.00
2. Other Design Phase Consultants		\$20,417.25	\$20,417.25	\$20,417.25
3. CMAR Preconstruction		\$32,017.25	\$32,017.25	\$32,017.25
Miscellaneous Design Total		\$32,017.25	\$32,017.25	\$32,017.25
Design Phase Total		\$294,817.25	\$294,817.25	\$294,817.25

Construction Phase		30% CDs	SCEC 30% VE	City 30% VE
E. Contractor Cost Estimate				
Contractor Subtotal		\$3,030,707.00	\$2,767,669.00	\$2,511,763.25
Contractor's estimated project contingency		\$151,535.00	\$138,383.45	\$125,588.16
GLI		\$42,960.00	\$39,231.71	\$35,604.24
Bond		\$31,818.00	\$29,452.84	\$30,147.23
CM Fee		\$244,277.00	\$223,101.80	\$202,473.24
Construction Total		\$3,501,297.00	\$3,197,838.80	\$2,905,576.12
F. Furnishings:				
1. Flooring (if N.I.C.)		included in subtotal	included in subtotal	included in subtotal
2. Furniture and Equipment		included in subtotal	included in subtotal	included in subtotal
3. Information Services		included in subtotal	included in subtotal	included in subtotal
4. Accessories		included in subtotal	included in subtotal	included in subtotal
Furnishings Total:		\$0.00	\$0.00	\$0.00
G. Additional Project Costs				
1. Possible Construction Change Orders	2.00%	\$70,025.94	\$63,956.78	\$58,111.52
2. Permit Fees	4.00%	\$140,051.88	\$127,913.55	\$116,223.04
3. Other Agency Fees		\$10,000.00	\$10,000.00	\$10,000.00
4. Telecommunications	1.00%		Does not apply	
5. Utility Charges	1.00%		Does not apply	
6. Establishment			Does not apply	
7. Site Acquisition			Does not apply	
Additional Project Costs Total		\$220,077.82	\$201,870.33	\$184,334.57
Construction Phase Total		\$3,721,374.82	\$3,399,709.13	\$3,089,910.69

Total Project Estimate	\$4,016,192.07	\$3,694,526.38	\$3,384,727.94
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With GOB Funding Only				
GOB Budget	\$2,411,274.00	\$2,411,274.00	\$2,411,274.00	GOB Budget
Project Estimate	\$4,013,632.82	\$3,691,967.13	\$3,414,622.01	Project Estimate
GOB Delta	(\$1,574,123.42)	(\$1,254,882.14)	(\$1,003,348.01)	GOB Delta
With Parks Contribution				
GOB Delta	(\$1,574,123.42)	(\$1,254,882.14)	(\$1,003,348.01)	GOB Delta
Parks Contribution	\$300,000.00	\$300,000.00	\$300,000.00	Parks Contribution
GOB and Parks Delta	(\$1,274,123.42)	(\$954,882.14)	(\$703,348.01)	GOB and Parks Delta
With Parks and Grant Contribution				
GOB and Parks Delta	(\$1,274,123.42)	(\$954,882.14)	(\$703,348.01)	GOB and Parks Delta
Grant Contribution (if received)	\$500,000.00	\$500,000.00	\$500,000.00	Grant Contribution (if received)
GOB, Park, and Grant Delta	(\$774,123.42)	(\$454,882.14)	(\$203,348.01)	GOB, Park, and Grant Delta
Additional Contingency				
City	\$105,025.94	\$98,956.78	\$93,111.52	City
Remove LEED from architect PO	\$40,000.00	\$40,000.00	\$40,000.00	Remove LEED from architect PO
Contractor	\$151,535.00	\$138,383.45	\$125,588.16	Contractor
Total Contingency	\$296,560.94	\$277,340.23	\$258,699.68	Total Contingency

Prepared By: Karyn Sashi
Date: 6/1/2022

PROJECT 2: DCM2

Small Improvement Project Form

SMALL IMPROVEMENTS (JUST DO IT)	
Improvement Title	Dynamic Project Scheduling
Name(s) of who completed the initiative	Nicole Heran / Dana Nelson
Date of the Improvement	2022
Department/Office	Design Construction & Management
Division	
Section	
Issue and Root Cause	There was inconsistency in the way project schedules were developed, tracked, and communicated. We needed to ensure accurate project schedules were being communicated to the advisory councils, commissioners, other departments, and the public. Each project had good schedules but there were challenges with them being updated on different systems such as MS Excel or MS Project. Using various systems, we were not able to easily extrapolate data real-time and quickly be able to identify areas of risk. Additionally, each project tracked different milestones creating confusion for the project's status. By standardizing our scheduling system and standardizing six key project milestones we are able to better manage uncertainty and risk.
Action Taken and Solutions	The first thing we did was source out PMA Consultants who are Professional Scheduling Consultants. Using industry standard scheduling software Primavera 6 (P6), we gradually had each project schedule uploaded into P6. Now in the same database the consultants and our team were able to quickly identify incorrect activities and excessive durations within the project's schedule. Creating standard milestones were equally an important step to quickly identify and communicate what phase a project is in. The milestones we chose are: Planning, Design Procurement, Design, Preconstruction, Construction, Closeout, and each milestone has a specific color assigned to it. Further review of each schedule solidified under which milestone the activities belong. Now each project has been updated in P6 and reflecting the correct data we were able to work with the consultants at PMA to create a visual Gant chart for others to quickly identify a project's status by referring to the milestone's designated color. An actual report is included for your reference.

Attachment (Optional)	
BENEFITS	
Qualitative Benefits	Since actively implementing this scheduling process we've identified all abnormalities in previous timelines and we're visually able to identify risk. Standardizing scheduling milestones have also played a major role with project awareness. The visualization tool that pulls real-time data has been very useful in communicating a project's timeline in a user-friendly way to all stakeholders to include Civic Associations, Commission, and Advisory Boards. Most importantly the DCM staff has a clear overall picture on the scheduling health of a project. With this system in place it is easy to update schedules on a monthly basis and offers the ability to maintain predictability and properly manage our risk.
Improved Customer Service?	Yes between departments and CM office
Increased Safety?	Not Related
Environmental Improvement?	Not Related
MEASURABLE OUTCOMES IF APPLICABLE	
# of Hours Saved for the year	This new process has already begun to save hours during monthly project updates
Cost Avoidance	
Cost Saved	We will realize future cost savings as projects break ground under the new scheduling process
Approver (Supervisor or Manager)	


PROJECT 3: DS3

SMALL IMPROVEMENT FORM

SMALL IMPROVEMENTS (JUST DO IT)	
Improvement Title	Engineering Online Payment Portal
Name(s) of who completed the initiative	Leonid Faynerman, Mary Schaeffer, Tammy Plau, Steffinie Budhu, Simone Roetman, Clarissa Ip
Date of the Improvement	April 23, 2020
Department/Office	Development Services
Division	Engineering, Transportation & Mobility Division
Section	
Issue and Root Cause	Engineering receives payments from customers for various functions such as permit applications (tree removal, portable storage units and sidewalk café) and land regulation matters (plat, subdivision and vacation). Having a convenient way for customers to make payments became prudent.
Action Taken and Solutions	Worked with IT and Financial Services to create the Engineering online credit card payment platform.
Attachment (Optional)	
QUALITATIVE BENEFITS	
Qualitative Benefits	<ul style="list-style-type: none">- Allow customers to have the option to pay with credit cards online.-Customers can eliminate trip to City Hall to make payment.-Minimizing staff time in explaining to the customers on payment process and procedures.
QUANTITATIVE BENEFITS (IF APPLICABLE)	
# of Hours Saved for the year	
Cost Avoidance	
Cost Saved	
Approver (Supervisor or Manager)	<i>Azita Behmardi</i>

PROJECT 4 (HR4)

SMALL IMPROVEMENT FORM

SMALL IMPROVEMENTS (JUST DO IT)	
Improvement Title	Empowering Employees With New Cost Saving Pay Options for the City of Hollywood
Name(s) of who completed the initiative	April Allen, Payroll Admin Kametra Codio, Payroll Coordinator Julia Miller, Payroll Specialist Tammie Hechler, Director Human Resources
Date of the Improvement	1/31/2022 and 04/08/2022
Department/Office	Human Resources
Division	Payroll
Section	
Issue and Root Cause	To eliminate delays in W-2 and Wage Payments being lost, damaged, or delayed in the mail while also finding cost savings to the City of Hollywood for mail distribution, safer delivery in light of COVID-19, and labor cost for investigations and redistributing.
Action Taken and Solutions	Working with an outside vendor, ADP, the Payroll Department initiated a self-service portal that is accessible via any internet application to view and print W-2s, pay statements, and Wisely Card deposits. In April 2022, Payroll discontinued paper checks to our employees and now offers alternative solutions: <ol style="list-style-type: none"> 1. Wisely Pay Cards which includes \$0 charge with direct deposit and option to get paid up to 2 days early 2. Wisely Check by ADP – Included with the Wisely Pay Card, this is a self-issued payroll check made payable to yourself to receive your pay
Attachment (Optional)	 Payroll Introducing Wisely® Pay by ADP
QUALITATIVE BENEFITS	
Qualitative Benefits	1. Access to the W-2 statement earlier than the traditional paper process

	<ol style="list-style-type: none"> 2. Employees can retrieve their W-2 and Pay Slips 24 hours a day/7 days a week, including weekends via an easy application or internet. 3. Wisely Card offers eliminate of wages being lost, damaged, or delayed in the mail 4. Improve employee engagement and empower employees to be more self-reliant
QUANTITATIVE BENEFITS (IF APPLICABLE)	
# of Hours Saved for the year	52 - 78 hours per year (approx. 2-3 hours per pay period)
Cost Avoidance	Yes, \$1200 per year (\$60 + per pay period)
Cost Saved	<ol style="list-style-type: none"> 1. Reduction in transactional cost for mail distribution 2. Lowers labor cost for redistribution and investigations 3. 4. Waste consumption lowered for paper product usage
Approver (Supervisor or Manager)	Tammie Hechler

PROJECT 4 HR

From: April Allen
To: Jennifer Solinger
Subject: Payroll Introducing Wisely® Pay by ADP®
Date: Thursday, January 20, 2022 8:37:00 AM
Attachments: [image002.png](#)
[image004.png](#)
[My Wisely App.pdf](#)
[Wisely Pay FAQs.pdf](#)

Make your everyday life simple and more convenient with Wisely® Pay



Wisely Pay Cards are now available to you as a City Employee. You work hard for your money, now you can choose a new and convenient way to get it every payday: The Wisely® Pay card. The Wisely Pay Card is a reloadable prepaid card that's yours to keep no matter where you work. There's no credit check to get the Wisely card because it's not a credit card. Wisely is a safe and convenient way to get your **pay** and other sources of income fast. Say goodbye to check cashing fees, waiting on pay checks by mail, and hassles of cashing a paycheck.

It's easy to sign up for the Wisely Pay card. Plus, there are no fees for monthly service, no minimum balance is required, and no overdrafts because you can only spend what's on your card!

Here are some benefits of the Wisely Pay card:

- No charge for direct deposits;
- Get paid up to 2 days early (A no-fee upgrade is required);
- Shop and pay bills in stores, online, in apps, or by phone, everywhere Visa® debit cards are accepted and where Debit Mastercard® is accepted;
- Balance is protected from fraud if the card is lost or stolen, and is FDIC insured;
- Order up to 3 extra cards for your family or trusted individuals;
- Easy and fee-free access to cash at 80,000 nationwide in-network ATMs as well as domestic over-the-counter transactions at 120,000 in-network Visa and in-network Mastercard banks, and cash back at point of sale at thousands of retail locations, as well as down-to-the-penny cash access at most Walmart retail outlets.

Can I use my card to pay bills?

You can use your Wisely Pay card on the phone, online, or in any store that accepts Debit Mastercard® or VISA®. You can also add your Wisely Pay card to your mobile wallet. Pay with a single touch anywhere Apple Pay®, Samsung Pay® or Google Pay™ is accepted. Contact your billers/retailers for their direct bill payment options as third party fees may apply.

Can my card be used to make debit or credit transactions?

Your Wisely card can be used to make either a debit or credit transaction. Debit transactions will require a personal identification number (PIN) and are best used when you want cash back from a merchant. These transactions do not incur a fee. Credit transactions do not require a PIN and do not incur a fee.

Is there an App I can use to manage my Wisely Card?

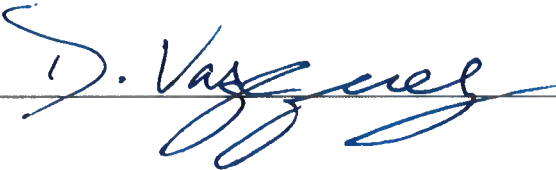
Yes, your Wisely Card can be managed through the myADP app and/or the myWisely app. myWisely puts the power to manage your money in the palm of your hands with easy-to-use tools and resources. Each provides Security features, mobile access, and control over your Wisely Card account.

Contact the Payroll team to sign up and activate your Wisely Pay card today! Email payroll_support@hollywoodfl.org or phone 954 921-3238.

PROJECT 5: PRCA5

PRCA SMALL IMPROVEMENT FORM

SMALL IMPROVEMENTS (JUST DO IT)	
Improvement Title	Creation and Implementation of pavilion reservation request online
Name(s) of who completed the initiative	Tyrone Gordon, Melissa Fleming
Date of the Improvement	From September 16, 2021 until September 16, 2022.
Department/Office	PRCA
Division	
Section	
Issue and Root Cause	The pavilion reservation process instructs residents to call or visit the PRCA Administration Office to get more detailed information about the rental process. They get the manual rental application form in our offices or by email when requested. Once completed, the residents needed to scan and submit by email or deliver it to our PRCA offices. It was a common issue that 30% of the residents didn't fill out some mandatory fields in the forms or made mistakes. So, the PRCA administrative team had to call or email them to fix or complete the form. The average time to process a pavilion reservation request was 3 to 5 days.
Action Taken and Solutions	The team created an online application form on the City Web Page to reserve the pavilions. The idea was to improve the process for the residents as well as to simplify the exchange of information between them and PRCA. The online form includes a section with additional information about the rental process, cancellation and the inclement weather policies, payment options, and other frequently asked questions about the rental process received by the PRCA administrative staff. The online form was created internally by Tyrone Gordon (PRCA Special Events Coordinator) with the input of Melissa Fleming (PRCA Administrative Specialist II). IT assistance was not requested.
Attachment (Optional)	Form Center • Hollywood, FL • CivicEngage (hollywoodfl.org)
QUALITATIVE BENEFITS	
Qualitative Benefits	After implementing the online form, from September 16, 2021, to September 16, 2022, the City received nearly 280 pavilion rental reservations online. During this time, PRCA staff received 50% less phone calls requesting pavilion rental info and application in manual form than before. The customer service improved because the new process is saving time for residents. They don't have to call or go to the Administrative Office to ask information, pick up or drop off application. Now, the residents have an easier way to request a pavilion reservation with a simple drop-down list of items and mandatory fields that prevents mistakes, missing info, and the

	<p>need to contact customers. The mistake rate filling out applications decreased from 30% to 5%. Additionally, the average time to process a pavilion reservation request is now taking 2 to 3 days, and the calls to the PRCA asking for information about Pavilion rental and the form were reduced by 50%.</p>
QUANTITATIVE BENEFITS (IF APPLICABLE)	
# of Hours Saved for the year	<p>Time reduction related to calls requesting Pavilion Rental Information & the form: $(280 * 50\%) = 140$ requests $* 15$ min = 2,100 min = 35 hours saved.</p> <p>Time reduction related to contacting the resident to correct the errors in the form: Approx. 30% of the form use to have errors. Currently, only 5% of the forms have errors. It represents an improvement of 25%. The PRCA staff needed 20 mins to correct these errors: Review the form, call the resident and explain mistakes, then return the form with correction, receive additional forms by email or at the Office, review, and sign. $(280 * 25\%) = 70 * 20$ min = 2100 min = 23 hours saved.</p> <p>Total hours saved by year: 58 hours.</p>
Cost Avoidance	
Cost Saved	
Approver (Supervisor or Manager)	

PAVILION RENTAL APPLICATION

SECTION 1: APPLICANT INFORMATION

Applicant Name*

Address1*

Address2

City

State

Zip

Contact Number*

Contact Email*

SECTION 2: LOCATION INFORMATION

Contact the City of Hollywood Parks, Recreation and Cultural Arts administration office at 954.921.3404 (Office Hours: Monday - Thursday 7:00am to 6:00pm) to check availability of dates and locations prior to completing this form

Location*

Anticipated Number of Guests*

Purpose of Use*

Requested Date*

Start Time*

End Time*

No earlier than 9:00 a.m.

No later than 6:00pm

Additional Details (Check all that apply)

I intend to have a bounce house (Not applicable at every location)

I intend to stay overnight (Not applicable at every location)

I plan on having an open flame (fire pit, bonfire, etc.)

For overnight camping at John Williams Park a \$75.00 refundable gate key is required. The key must be returned the next business day to the PRCA Administration office to receive the key deposit. For open flame, contact Fire Marshall at 954.967.4404. Fire Permits will not be issued without a Park Facility Rental Permit issued by PRCA.

SECTION 3: RENTAL DETAILS

The rental rate for use of the aforementioned park facility includes four (4) hour rental, any additional hours will be charged separately. If tax-exempt, current certificate of exemption must be provided at time of application submission. The pavilion area of the park must be left cleaned, undamaged and all park rules and regulations must be followed. The Department of Parks Recreation & Cultural Arts requires at least five (5) business days notification if a change of date becomes necessary, pending availability. It is understood that the undersigned application will be completely responsible for all damages incurred to any equipment of the facility while under the issued permit. It is also understood that alcoholic beverages are NOT to be consumed in City parks. No pets and/or animals, rides, or displays allowed in City parks. DJs and inflatable waterslides are also prohibited at city parks.

Cancellation Policy

Cancellation must be made in writing more than seven (7) business days prior to the event date in order to receive 100% refund. Any cancellation with less than seven (7) business days' notice will receive a 50% refund of the rental cost. Refunds are not issued for circumstances beyond the City's control, no show, water features are not working properly and/or under repair.

Inclement Weather Policy

In case of inclement weather that includes but not limited to tropical storms, heavy rain and lightning, the event will be eligible to be rescheduled. Make up dates are non-refundable.

SECTION 4: APPLICATION SUBMISSION

The following supplemental materials may be requested by a member of the PRCA administration staff upon submission of this application.

Rental Fee

The fee shall be in the form of a cashier's check or money order made payable to the City of Hollywood. A credit card authorization may also be accepted.

Terms and Conditions

An itemized checklist confirming the terms and conditions of the pavilion rental is required.

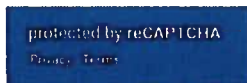
Vendor Documentation

When contracting third-party vendors, additional documentation may be required to be supplied before permit is issued.

Confirmation*

The information I have provided in this application is true and complete to the best of my knowledge. I have read and understand the accompanying materials. I understand that I (the applicant) am financially responsible for all aspects of this rental.

Agreed



Receive an email copy of this form.

Submit

* indicates a required field

PROJECT 6: PR6

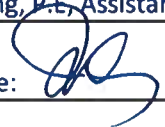
Small Improvement Project Form

SMALL IMPROVEMENTS (JUST DO IT)	
Improvement Title	Beautification of City Facilities through Clutter Reduction & Disposal of Surplus City Property
Name(s) of who completed the initiative	Steve Stewart Maryury Collier
Date of the Improvement	July to December, 2021
Department/Office	Financial Services
Division	Procurement
Section	N/A
Issue and Root Cause	Over the years, the City has accumulated various new equipment, supplies and materials while failing to dispose of old equipment, supplies and materials at the same rate. Over time, these items began to clutter across various City Facilities, including the surplus room, various City offices, and other City facilities like the Public Works storage area for vehicles.
Attachment (Optional)	
Action Taken and Solutions	Procurement did the following: <ul style="list-style-type: none">• Identified surplus items across various City facilities and took action to disposed, recycled and/or auction them. This resulting in over \$250,000 in revenues to the City, primarily from auctioning over 50 vehicles.• Coordinated through Public Works the disposal of items that could not be recycled such as furniture.• Organized and structured the Surplus Room by disposing/recycling/auctioning items, and coordinated the installation of shelves for increased storage and organization. This allows departments to have a structured space to drop off their surplus items.
QUALITATIVE BENEFITS	
Qualitative Benefits	Additional revenue to the City from the Disposal, recycling and auctioning of surplus items.

	Beautification of City Facilities through less clutter and disposal of obsolete items.
QUANTITATIVE BENEFITS (IF APPLICABLE)	
# of Hours Saved for the year	Continuous (hard to quantify) hours saved from the time and resources needed to tend to and work around surplus/obsolete items.
Cost Avoidance	Unnecessary costs were avoided by disposing of items through Public Works and recycling/auctioning items for revenues instead of paying to dispose of them.
Cost Saved	See above, over \$250,000 was earned from disposal, recycling and auctioning of surplus property, which helps to offset the costs of obtaining new/modern items.
Approver (Supervisor or Manager)	David Keller, Interim Director of Financial Services

Small Improvement Project Form

SMALL IMPROVEMENTS (JUST DO IT)	
Improvement Title	ECSD Engineering Standards and Specifications - Constructability and Management Improvements Program (Phase 1)
Name(s) of Who Completed the Initiative	John Berak, Gregory Mullenski, Thierry Lozier, Gerald Goettert and Kirk Jarman (Utilities Engineering Inspectors)
Date of the Improvement	September 30, 2022
Department/Office	Public Utilities
Division	Engineering and Construction Services Division
Section	N/A
Issue and Root Cause	<p>The Engineering Construction Services Division (ECSD) designs, manages and oversees millions of CIP dollars annually in construction projects for the City of Hollywood Utilities Department. Improvements in constructability and construction management, as integral parts of the services that ECSD provides, rely on the enforcement of construction standards and specifications.</p> <p>In recent years, several members of the ECSD staff have become aware of deficiencies in the department's standards and specifications and have worked to correct those deficiencies to address many field issues and root causes of potential change orders. The group of ECSD inspectors are working together on a plan to summarize their recommendations to update the standards and specifications, and enforcement of measures on expected problems, based on their field experience and lessons learned from previous projects.</p>
Action Taken and Solutions	<p>A program has been implemented where the Utilities Engineering Inspectors, who inspect ECSD contracted construction activities, meet to identify, discuss, and propose updates to current Engineering Standards and Specifications. Also, inspectors share lessons learned from past and current construction projects and discuss how these lessons can be applied to future projects.</p> <p>This program is being implemented in phases, with the first phase dedicated to the update of standards and specifications related to Water Main Pipe Installation and Sanitary Sewer Pipe Installation. Future phases will address other aspects of potable water distribution, wastewater collection and stormwater management.</p>
Attachment (Optional)	

BENEFITS	
Qualitative Benefits	These detailed requirements for materials, methodologies and practices form the basis of the many contracts administered by ECSD and act to protect the City from cost overruns, change orders and unnecessary financial outlays.
Improved Customer Service?	The implementation of this program will improve customer service by minimizing impact to the community in construction areas, avoiding construction project delays and ensuring a high-end quality product for the enjoyment of our residents and visitors.
Increased Safety?	The implementation of this program will improve construction site safety by ensuring that the Contractor consistently implement safety measures such as maintenance of traffic plans, and all inspectors are knowledgeable about these measures and able to enforce their implementation.
Environmental Improvement?	The implementation of this program will improve environmental conservation by ensuring that Contractor implements measures to prevent site contamination by construction activities and all inspectors are knowledgeable about these measures and able to enforce their implementation.
MEASURABLE OUTCOMES (IF APPLICABLE)	
# of Hours Saved for the Year	Not measurable.
Cost Avoidance	Keeping Engineering Standards and Specifications up to date protects the City from cost overruns, change orders and unnecessary financial outlays.
Cost Saved	Not measurable.
Approver	Feng Jiang, P.E, Assistant Director ECSD, Department of Public Utilities
Approver Signature and Date	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Signature:  </div> <div style="width: 35%;"> Date: 9/27/2022 </div> </div>

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