

Providence Water Docket 4994

Bristol County Water Authority
Data Request – Set 1
January 28, 2020

BCWA 1-22: With regard to the cost for services rendered by the Mayor's Office, please set forth in detail all executive oversight and staff support the Mayor's Office provides to Providence Water employees.

RESPONSE: Please see the response to Commission 1-4 filed on February 5, 2020.

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BCWA 1-25: Please identify what executive oversight and staff support the Mayor's Office provides that Providence Water's General Manager does not already provide.

RESPONSE: Please see the response to Commission 1-4 filed February 5, 2020.

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BCWA 1-29: With regard to the costs for services rendered by the City Clerk:

- a. Please state all facts, assumptions, calculations and work papers upon which Mr. Selleck relied to calculate that 85% of his work was directly supporting legislative matters.
- b. Please provide supporting documentation which documents, evidences, memorializes and identifies the 170 items addressed by the City Clerk for Providence Water.
- c. For the 170 items the City Clerk addressed for Providence Water in FY2019 please state how long Mr. Selleck spent on each of these items.
- d. Please provide the number of items addressed by the City Clerk for Providence Water in FY2015, 2016, 2017, and 2018.
- e. Please state how much the City Clerk's budget would be reduced if it did not provide any services to Providence Water.

RESPONSE:

a. The Department of City Clerk is comprised of a team of staff that fluctuates between 9-10 staff. The responsibility of the staff is primarily administrative. We create agendas, facilitate, and write up minutes for public meetings. 100% of our work would directly support legislative matters besides the following administrative tasks which we estimate generously at about 15%:

- Assumed Names Registration
- Citations/Memoriams for the City Council
- Lobbyist Registration
- Notarizations
- Public requests for documentation



FY2018-19
MinuteTraq items.xls

- b. This is attached in a single spreadsheet for both 2019 and 2018.
- c. We are unable to provide such detail, but it is reasonable to expect that a few hours is spent on each item, including administrative tasks and all time spent on each item related to preparing, facilitating and documenting the outcome of each item related to a public meeting.
- d. FY2018: 95/2250, FY2017: 101/1789, FY2016: 109/2001, FY2015: 116/2163

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e. The City Clerk is a unionized department, with fluctuating demands from week to week. We maintain a base staff and do not request changes to our budget when the impact of these fluctuations does not exceed a significant threshold.

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BCWA 1-33: With regard to the services provided by the Retirement Department:

- a. If any employees of Providence Water assist with pensions, keep history on retirement contributions and assist on retirement loans, please identify each such employee.
- b. Please state how much the Retirement Department's budget would be reduced if it did not provide any services to Providence Water

RESPONSE: See below.

- a. N/A
- b. I don't think there would be a measurable reduction in the Retirement Department budget if we exclude services to PW.

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BCWA 1-35: With regard to the services provided by the Purchasing Department:

- a. Please identify the “necessary employees” whose salary and FICA budget were used to derive the amount of \$149,681.
- b. Please identify all “matters” the supervisor and purchasing agent “worked on” for Providence Water.
- c. Please provide supporting documentation which documents, evidences, memorializes and identifies all “matters” the supervisor and purchasing agent “worked on” for Providence Water.
- d. Please state how much the Purchasing Department’s budget would be reduced if it did not provide any services to Providence Water.

RESPONSE: See below for services provided by the Purchasing Department.

- a. The “necessary employees” whose salary and FICA budget were used to derive the amount of \$149,681 were Patricia Jordan (Purchasing Agent III) and Molly Hannon (Associate Director of Purchasing).
- b. I will provide all the files that were transmitted to me for inclusion on the Board of Contract and Supply agenda from July 1, 2018 to June 30, 2019. There were 26 meetings this time. I have put them in a drive here:
<https://drive.google.com/drive/folders/1EZ7RoqtChMGyXQtLrb6KffYCErkdqy13?usp=sharing>
- c. See above under b.
- d. The Division of Purchases does not have its own budget. We are included in the Department of Public Property budget for our salaries etc. and any supplies that we may need. 11.85% of items through the Board of Contract and Supply come from the Water Supply Board. If the Water Supply Board were not to go through the Board of Contract and Supply, the Board would still need to exist and our team would still staff it. I do not believe that we would reduce our staff and I do not believe that our salaries would be reduced. That is why I indicated that I don’t believe that our budget would be reduced if the Division of Purchases did not provide any services to Providence Water. I will, however, look to the Finance team to provide a final answer on this.

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BCWA 1-39: With regard to City Services:

- a. Is the Providence Water Supply Board an enterprise fund?
- b. Any there any other enterprise funds in the City Providence?
- c. Do any other enterprise funds, or City Departments, reimburse the City for services provided?

RESPONSE: See below.

- a. Providence Water is an enterprise fund.
- b. Yes, we have 2 additional enterprise funds – Providence Public Building Authority and Nonmajor School Lunch Program.
- c. The Providence Public Building Authority does not utilize City Services. All functions for the Nonmajor School Lunch Program are processed by School District staff and paid for by the School District's budget.