

Public Works Department Operations & Maintenance Division Programs

Public Works – Operations & Maintenance Operations Support/Operations Management

Purpose

To provide leadership and supervision to plan, organize, and coordinate day-to-day activities and operation of the Operations Division.

Goals

Provide leadership and assistance to monitor the budgets and provide purchasing assistance for Public Works Operations. Provide assistance to staff to locate cost effective training opportunities. Provide assistance to staff for the purchasing of material needed for Operations.

Outcome/Measurement

- Meet with staff on a monthly basis to review expenditure reports for each of the Divisions in Operations.
- Locate at least three sources for local training to assist the Public Works Operations staff.

**PW OPERATIONS MGT.
10416501**

	ACTUAL	ADJUSTED	12-MONTH	CM RECOM.
	FY 07-08	BUDGET	ESTIMATE	BUDGET
	FY 07-08	FY 08-09	FY 08-09	FY 09-10
<u>SALARIES & BENEFITS</u>				
4110000 SALARIES FULL-TIME	0	0	0	221,954
4110003 OVERTIME	0	0	0	1,000
4110030 SICK LEAVE BUYOUT	0	0	0	2,500
4130110 RETIREMENT	0	0	0	42,888
4130120 MEDICAL & DENTAL INSURANCE	0	0	0	31,684
4130130 WORKERS COMPENSATION	0	0	0	3,901
4130140 LONG-TERM DISABILITY	0	0	0	2,464
4130150 UNEMPLOYMENT	0	0	0	1,110
<u>OPERATING EXPENSES</u>				
4210000 BOOKS & SUBSCRIPTIONS	0	0	0	347
4215000 MEMBERSHIPS	0	0	0	140
4240000 OFFICE SUPPLIES	0	0	0	2,050
4250000 EQUIPMENT SUPPLIES & MAINT.	0	0	0	1,400
4250010 UNIFORMS	0	0	0	100
4280000 TELEPHONE	0	0	0	2,750
4330000 TRAINING	0	0	0	230
<u>CAPITAL OUTLAYS</u>				
4740000 EQUIPMENT	0	0	0	0
TOTAL PW OPERATIONS MGT.	0	0	0	314,518
FUNCTIONAL SUMMARY				
SALARIES & BENEFITS	0	0	0	307,501
OPERATING EXPENSES	0	0	0	7,017
CAPITAL OUTLAYS	0	0	0	0
TOTAL FUNCTIONAL AREAS	0	0	0	314,518

PAYRO' - BUDGETING SCHEDULE 4/17/2009

TITLE	CHG PCT	FULL TIME	PART TIME	SPECIAL APPT.	ON-CALL	OVER TIME	SICK LEAVE	VEHIC ALLOW	UNIF ALLOW	UNEMP.	LNG.TRM.	RETIRE	INSUR	WORK COMP	TOTAL PERSONNEL COST
		4110000	4110001	4110XXX	4110100	4110003	4110030	4130160	4130170	4130150	4130140	4130110	4130120	4130130	
PUB. WORKS OPERATIONS MGT.															
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10416501															
ADMIN ASSISTANT III	100%	44,370								222	493	8,563	11,833	89	65,569
PUBLIC WORKS DIRECTOR	100%	102,938						0		515	1,143	19,867	11,833	2,210	138,506
UTILITIES MANAGER	100%	74,646								373	829	14,407	8,018	1,603	99,875
@OVERTIME	100%					1,000									1,015
@SICK LEAVE BUYOUT	100%						2,500								2,536
TOTAL		221,954	0	0	0	1,000	2,500	0	0	1,110	2,464	42,888	31,684	3,901	307,501
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EXPENDITURE DETAIL FY 2009-2010

PUBLIC WORKS DEPARTMENT

Program

Program Number

Operations Management

10416501

Account Title/ Account Number	Amount	Description / Justification
Books & Subscriptions 4210000	347	APWA related publications and safety training material
Memberships 4215000	140	American Public Works Association (APWA) Membership
Office Supplies 4240000	2,050	Paper, files, pens, print cartridges, copier supplies, fax supplies, etc
Equipment Supplies & Maint. 4250000	1,400	Support for two copiers, fax machine, two network printers - parts and labor. (Fax cartridges alone are \$224 each.)
Uniforms 4250010	100	City Uniforms
Telephone 4280000	2,750	Nextell cellular and radio service and replacement phones, parts and accessories.
Training 4330000	230	Local APWA Conference - no travel included