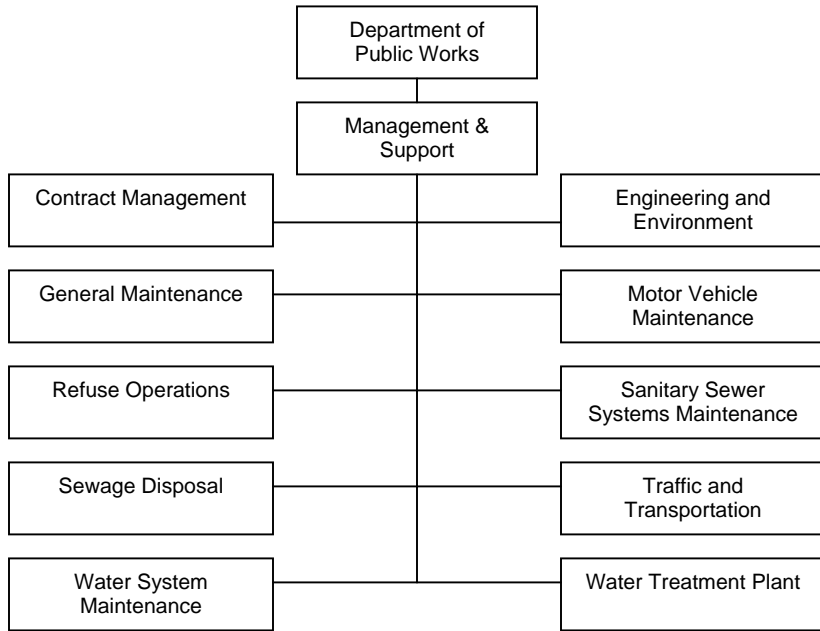
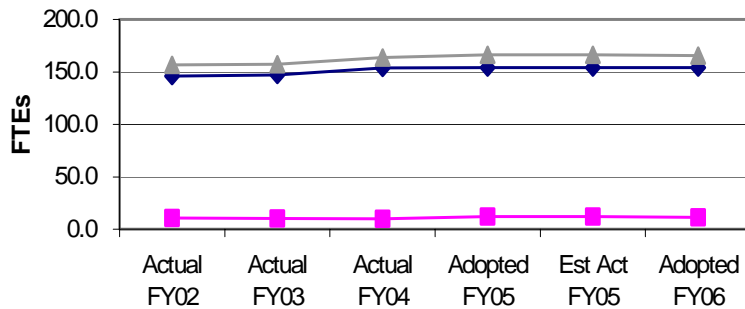


Public Works

Department of Public Works



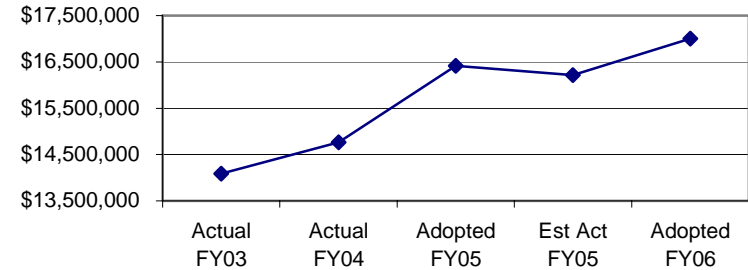
Staffing Trend



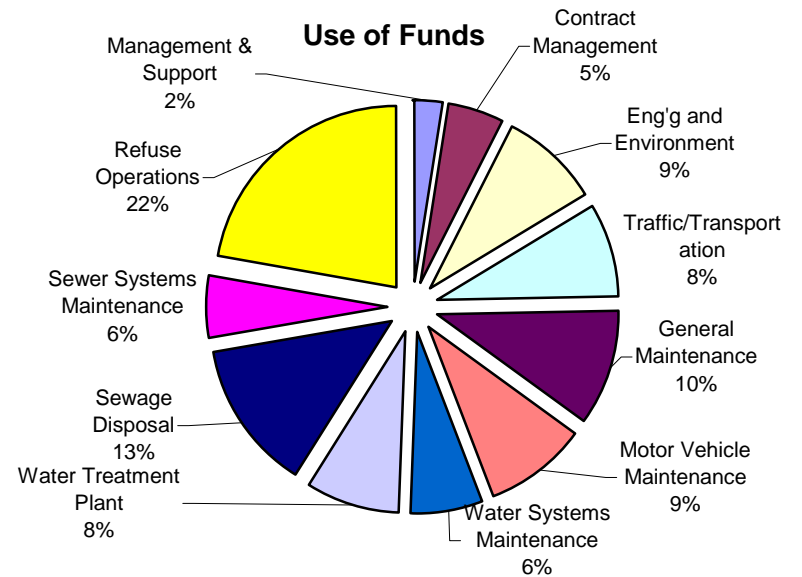
Department Mission Statement

The Department of Public Works is dedicated to delivering engineering and operational services that provide the Rockville community with pride in their city and its work force.

Expenditures History



Use of Funds



Department of Public Works

Department Summary

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Department Expenditures by Division				
Management and Support	352,115	357,621	355,386	414,195
Contract Management	764,917	805,121	800,771	836,063
Engineering/Environment	1,132,710	1,461,828	1,224,117	1,583,764
Traffic/Transportation	1,171,421	1,324,492	1,171,896	1,390,459
General Maintenance	2,022,715	2,120,422	2,076,662	1,756,405
Motor Vehicle Maintenance	1,468,053	1,561,299	1,451,895	1,554,754
Water Systems Maintenance	795,638	877,292	804,230	1,067,915
Water Treatment Plant	1,218,408	1,286,830	1,348,301	1,438,674
Sewage Disposal Sewer Systems	1,984,210	2,158,100	2,158,100	2,228,821
Maintenance	820,376	995,004	969,658	979,023
Refuse Operations	3,036,811	3,469,080	3,243,042	3,750,314
Department Total	<u>\$14,767,374</u>	<u>\$16,417,089</u>	<u>\$15,604,058</u>	<u>\$17,000,387</u>
	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Department Expenditures by Type				
Salary and Wages	6,778,759	7,357,375	7,278,138	7,618,644
Benefits	1,631,665	1,957,177	1,954,538	2,062,757
Overtime	405,233	371,840	372,220	386,323
Personnel Subtotal	<u>\$8,815,657</u>	<u>\$9,686,392</u>	<u>\$9,604,896</u>	<u>\$10,067,724</u>
Contractual Services	4,118,603	4,477,977	4,025,788	4,539,458
Commodities	1,794,482	2,142,543	1,866,966	2,325,386
Capital Outlays	38,632	110,177	106,408	47,500
Other	0	0	0	20,319
Operating Subtotal	<u>\$5,951,717</u>	<u>\$6,730,697</u>	<u>\$5,999,162</u>	<u>\$6,932,663</u>
Department Total	<u>\$14,767,374</u>	<u>\$16,417,089</u>	<u>\$15,604,058</u>	<u>\$17,000,387</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Source of Funds				
<i>Dept Revenue</i>				
Permit Fees	297,171	350,000	350,000	200,000
Traffic Signal Fees	4,710	5,000	5,000	5,000
Subtotal	<u>\$301,881</u>	<u>\$355,000</u>	<u>\$355,000</u>	<u>\$205,000</u>
<i>Fund Contribution</i>				
General (110)	4,927,893	5,178,719	4,917,600	5,283,515
Water (210)	2,286,629	2,449,032	2,412,465	2,844,872
Sewer (220)	3,041,764	3,439,046	3,367,005	3,611,274
Refuse (230)	3,632,650	4,116,554	3,855,712	4,083,572
Parking (320)	1,433	3,400	2,227	3,400
Stormwater (330)	567,045	822,043	642,134	940,035
Golf (340)	8,079	53,595	51,915	28,719
Subtotal	<u>\$14,465,493</u>	<u>\$16,062,089</u>	<u>\$15,249,058</u>	<u>\$16,795,387</u>
Department Total	<u>\$14,767,374</u>	<u>\$16,417,089</u>	<u>\$15,604,058</u>	<u>\$17,000,387</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Staffing by Div'n (FTEs)				
<i>Regular</i>				
Management & Support	4.0	4.0	4.0	4.0
Contract Management	10.0	10.0	10.0	10.0
Engineering/Env.	11.5	11.5	11.5	11.5
Traffic/Transportation	6.5	9.5	9.5	9.5
General Maintenance	29.5	30.0	30.0	25.6
Motor Vehicle Maint	13.0	13.0	13.0	13.0
Water Systems Maint	11.9	12.0	12.0	12.3
Water Treatment Plant	8.0	8.0	8.0	9.0
Sewage Disposal	0.0	0.0	0.0	0.0
Sewer Systems Maint	11.6	13.0	13.0	13.2
Refuse Operations	44.0	43.0	43.0	45.9
Regular Subtotal	<u>150.0</u>	<u>154.0</u>	<u>154.0</u>	<u>154.0</u>
<i>Temporary</i>				
Management & Support	0.1	0.1	0.1	0.1
Engineering/Env.	1.0	1.8	1.8	1.8
Traffic/Transportation	1.8	1.3	1.3	0.8
General Maintenance	2.8	2.8	2.8	0.0
Refuse Operations	4.4	6.2	6.2	8.7
Temporary Subtotal	<u>10.1</u>	<u>12.2</u>	<u>12.2</u>	<u>11.4</u>
Department Total	<u>160.1</u>	<u>166.2</u>	<u>166.2</u>	<u>165.4</u>

Department of Public Works

Department Summary

Significant Changes:

Adopted FY05 to Estimated Actual FY05

None

Estimated Actual FY05 to Adopted FY06

None

Department Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Number of citizen service requests (CSRs) received and responded to	342	N/A	344	342
Percent of employee performance evaluations completed before their anniversary date	N/A	N/A	N/A	90%
Turnover rate	TBD	TBD	TBD	TBD

Department Overview:

The Department of Public Works provides for the effective and efficient acquisition, construction, operation, and maintenance of the City's physical facilities to provide transportation, water, waste disposal, environmental protection, and similar services.

Department-wide strategic goals for FY06 focus on the following in support of the Mayor and Council's goals and objectives:

- Develop and implement a comprehensive transportation plan that provides safety and mobility for pedestrians, bicyclists, and motorists.
- Develop a plan to ensure, to the greatest extent possible, that neighborhoods are shielded from increasing traffic in and around the Town Center.

- Assist in the development of an Adequate Public Facilities Ordinance.
- Continue to implement traffic-calming solutions to address speeding and traffic volumes in Rockville.
- Assist in implementing the Bikeway Master Plan.
- Continue to enhance pedestrian safety along state roads in Rockville by implementing improvements and lobbying the State for changes.
- Maintain the basic physical needs of the City in order to continue a level of service relatively free from street disintegration, water main breaks, sewer stoppages, equipment failures, and refuse service interruptions.
- Continue upgrades to water treatment facilities to meet more stringent federal environmental standards and increase capacity to include the planning and design of a sludge handling system.
- Formulate new strategies to provide cost effective and efficient solid waste management, trash removal and disposal, and recycling services, to conserve natural resources.
- Monitor the City's fleet to ensure timely repair and maintenance.
- Design, construct, and maintain water supply, and wastewater systems that support existing and planned development and enhance environmental quality.
- Design, construct, and maintain stormwater management (SWM) infrastructure that supports existing and planned development and enhances the environmental quality of the area's streams and waterways.
- Plan for implementation of future SWM fees.

Department of Public Works

Division: Management and Support

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Cost Center				
Management/Support	352,115	357,621	355,386	414,195
Division Total	<u>\$352,115</u>	<u>\$357,621</u>	<u>\$355,386</u>	<u>\$414,195</u>
	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Type				
Salary and Wages	293,571	295,055	295,055	328,143
Benefits	43,875	48,568	48,568	65,867
Overtime	0	0	0	0
Personnel Subtotal	<u>\$337,446</u>	<u>\$343,623</u>	<u>\$343,623</u>	<u>\$394,010</u>
Contractual Services	5,264	5,617	5,277	7,435
Commodities	9,405	8,381	6,486	12,750
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	<u>\$14,669</u>	<u>\$13,998</u>	<u>\$11,763</u>	<u>\$20,185</u>
Division Total	<u>\$352,115</u>	<u>\$357,621</u>	<u>\$355,386</u>	<u>\$414,195</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<i>Fund Contribution</i>				
General (110)	352,115	357,621	355,386	414,195
Subtotal	<u>\$352,115</u>	<u>\$357,621</u>	<u>\$355,386</u>	<u>\$414,195</u>
Division Total	<u>\$352,115</u>	<u>\$357,621</u>	<u>\$355,386</u>	<u>\$414,195</u>
	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Management and Support	4.0	4.0	4.0	4.0
Regular Subtotal	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
<i>Temporary</i>				
Management and Support	0.1	0.1	0.1	0.1
Temporary Subtotal	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
Division Total	<u>4.1</u>	<u>4.1</u>	<u>4.1</u>	<u>4.1</u>

Department of Public Works

Division: Management and Support

Division Purpose:

To provide all oversight functions associated with managing the department and to provide coordination between its divisions and other departments.

Significant Changes:

Adopted FY05 to Estimated Actual FY05




The position of Director of Public Works will be vacant for part of FY05 resulting in some salary savings. Recruitment for a new Director is underway.

Estimated Actual FY05 to Adopted FY06

None

Cost Center: Management and Support

Objectives:

- Improve efficiency of department management functions through training and use of "best practices" 
- Monitor division budget expenditures to ensure correct allocation of funds to each cost center 
- Promote cross-division responses, as appropriate, to resolve community requests and concerns
- Promote High Performance Organization (HPO) principles and initiatives throughout the department 

Regular Positions

Position Title	# FTE
Director of Public Works	1.0
Public Works Administrator	1.0
Administrative Assistant II	1.0
Secretary II	1.0
Cost Center Total	<u>4.0</u>

Department of Public Works

Division: Contract Management

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Cost Center				
Contract Management	<u>764,917</u>	<u>805,121</u>	<u>800,771</u>	<u>836,063</u>
Division Total	<u>\$764,917</u>	<u>\$805,121</u>	<u>\$800,771</u>	<u>\$836,063</u>
	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Type				
Salary and Wages	547,263	562,191	562,191	587,360
Benefits	108,281	127,488	127,488	133,293
Overtime	1,136	6,000	1,650	6,000
Personnel Subtotal	<u>\$656,680</u>	<u>\$695,679</u>	<u>\$691,329</u>	<u>\$726,653</u>
Contractual Services	103,448	104,992	104,992	103,460
Commodities	4,789	4,450	4,450	5,950
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	<u>\$108,237</u>	<u>\$109,442</u>	<u>\$109,442</u>	<u>\$109,410</u>
Division Total	<u>\$764,917</u>	<u>\$805,121</u>	<u>\$800,771</u>	<u>\$836,063</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<i>Fund Contribution</i>				
General (110)	764,917	805,121	800,771	685,189
Water (210)	0	0	0	42,227
Sewer (220)	0	0	0	42,227
Stormwater (330)	0	0	0	66,420
Subtotal	<u>\$764,917</u>	<u>\$805,121</u>	<u>\$800,771</u>	<u>\$836,063</u>
Division Total	<u>\$764,917</u>	<u>\$805,121</u>	<u>\$800,771</u>	<u>\$836,063</u>
	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Contract Management	10.0	10.0	10.0	10.0
Regular Subtotal	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>
<i>Temporary</i>				
Temporary Subtotal	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Division Total	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>

Department of Public Works

Division: Contract Management

Division Purpose:

To ensure a safe and clean environment for citizens and high quality infrastructure that meets city, county, state and federal regulations and standards by inspecting all capital improvement construction work and construction of infrastructure by developers and citizens who receive City issued permits; and by managing contractual services for the construction, maintenance and repair of City infrastructure including streets, sidewalks and stormwater management facilities.

Significant Changes:

Adopted FY05 to Estimated Actual FY05

None

Estimated Actual FY05 to Adopted FY06

One existing position has been reallocated to the Water (0.5 FTE) and Sewer (0.5 FTE) Funds and one existing position has been reallocated to the SWM (1.0 FTE) Fund to reflect the type of inspection work performed.

Cost Center: Contract Management

Objectives:

- Complete 90 percent of CIP projects within the original contract completion time
- Limit cost over-runs on all CIP projects to five percent of the original contract amount

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of CIP projects completed within the original completion time	90%	90%	80%	90%
Percent of CIP project cost over-run above original contract amount	8%	5%	8.5%	5%

FY06 Regular Positions

Position Title	# FTE
Chief, Contract Management	1.0
Engineering Technician V	1.0
Engineering Technician IV	7.0
Engineering Technician I	1.0
Cost Center Total	<u>10.0</u>

Department of Public Works

Division: Traffic and Transportation

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Cost Center				
Protect Neighborhoods	N/A	N/A	N/A	86,953
Mobility	N/A	N/A	N/A	268,222
Accessibility	N/A	N/A	N/A	118,930
Safety/Maintenance	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>916,354</u>
Division Total	<u>\$1,171,421</u>	<u>\$1,324,492</u>	<u>\$1,171,896</u>	<u>\$1,390,459</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Type				
Salary and Wages	425,625	534,582	534,582	606,597
Benefits	75,579	105,431	105,431	125,507
Overtime	3,371	0	0	5,817
Personnel Subtotal	<u>\$504,575</u>	<u>\$640,013</u>	<u>\$640,013</u>	<u>\$739,921</u>
Contractual Services	186,021	26,100	23,162	26,200
Commodities	471,777	646,379	500,190	612,338
Capital Outlays	9,048	12,000	8,531	12,000
Other	0	0	0	0
Operating Subtotal	<u>\$666,846</u>	<u>\$684,479</u>	<u>\$531,883</u>	<u>\$650,538</u>
Division Total	<u>\$1,171,421</u>	<u>\$1,324,492</u>	<u>\$1,171,896</u>	<u>\$1,390,459</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Source of Division Funds				
<i>Departmental Revenue</i>				
Traffic Signal				
Maintenance	4,710	5,000	5,000	5,000
Subtotal	<u>\$4,710</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$5,000</u>
<i>Fund Contribution</i>				
General (110)	1,166,711	1,319,492	1,166,896	1,385,459
Subtotal	<u>\$1,166,711</u>	<u>\$1,319,492</u>	<u>\$1,166,896</u>	<u>\$1,385,459</u>
Division Total	<u>\$1,171,421</u>	<u>\$1,324,492</u>	<u>\$1,171,896</u>	<u>\$1,390,459</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Protect Neighborhoods	N/A	N/A	N/A	1.1
Mobility	N/A	N/A	N/A	1.6
Accessibility	N/A	N/A	N/A	1.7
Safety/Maintenance	N/A	N/A	N/A	5.1
Regular Subtotal	<u>6.5</u>	<u>9.5</u>	<u>9.5</u>	<u>9.5</u>
<i>Temporary</i>				
Protect Neighborhoods	N/A	N/A	N/A	0.0
Mobility	N/A	N/A	N/A	0.8
Accessibility	N/A	N/A	N/A	0.0
Safety/Maintenance	N/A	N/A	N/A	0.0
Temporary Subtotal	<u>1.8</u>	<u>1.3</u>	<u>1.3</u>	<u>0.8</u>
Division Total	<u>8.3</u>	<u>10.8</u>	<u>10.8</u>	<u>10.3</u>

Department of Public Works

Division: Traffic and Transportation

Division Purpose:

To provide a safe and efficient street and sidewalk system by ensuring that public streets and sidewalks are designed to City standards; planning roadway and traffic improvements; operating and maintaining traffic signals, beacons, and street lights; reviewing development applications; coordinating with other governments on traffic funding and planning; and providing staff to the Traffic and Transportation Commission.

Significant Changes:

Adopted FY05 to Estimated Actual FY05

None

Estimated Actual FY05 to Adopted FY06

None

Cost Center: Protect Neighborhoods

Objectives:

- Minimize cut-through traffic 🚗
- Minimize speeding 🚗
- Complete 100 percent of the traffic calming plans for the West End, Woodley Gardens, College Gardens, and East Rockville areas by June 2006 🚗
- Implement traffic calming measures by June 2006 at the top five speeding locations on City-owned streets as determined by mechanical (tube) counters 🚗

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of traffic calming plans completed	N/A	N/A	N/A	100%
Number of mechanical (tube) traffic counts completed as scheduled	N/A	N/A	N/A	120

	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of projects implemented at the top five speeding locations	N/A	N/A	N/A	100%
Percent of Citizen Survey respondents rating cut through traffic as "not a problem" or "a minor problem" *	N/A	65%	66%	66%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

FY06 Regular Positions

Position Title	# FTE
Chief of Traffic and Transportation	0.2
Civil Engineer III	0.3
Civil Engineer II	0.2
Civil Engineer I	0.2
Transportation Planner I	0.2
Cost Center Total	1.1

Cost Center: Mobility

Objectives:

- Minimize congestion
- Manage transportation demand
- Review development applications using Comprehensive Transportation Review (CTR) methodology 🚗
- Maintain 44 traffic signals, six flashing beacons, and five speed sensor signs 🚗
- Initiate the 1st Annual Commuter Challenge by September 2005 to increase the number of days that employees rideshare or use alternate modes of travel
- Apply the CTR methodology to five development applications by June 2006 🚗

Department of Public Works

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Number of traffic signals maintained	41	42	44	44
Number of days employees rideshare or use alternate travel modes	N/A	N/A	N/A	200
Percent of applications completed using the CTR methodology	N/A	N/A	N/A	100%
Percent of Citizen Survey respondents rating traffic as "not a problem" or "a minor problem" *	N/A	N/A	49%	49%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

FY06 Regular Positions

Position Title	# FTE
Chief of Traffic and Transportation	0.2
Civil Engineer II	0.7
Civil Engineer I	0.5
Transportation Planner I	0.2
Cost Center Total	1.6

Cost Center: Accessibility

Objectives:

- Improve pedestrian connections/facilities 🚶
- Improve bicycle connections/facilities 🚲
- Improve transit access (bus shelters, sidewalk connections, service) 🚌
- Complete the design of two sidewalks each fiscal year as part of the "Safe Routes to School" Program (FY 2006 projects will be near Meadow Hall and Beall Elementary Schools) 🚶
- Add bike signage on new shared-road (Class 3) streets by end of each fiscal year 100 percent of the time 🚲
- Add bus shelters to the top five existing locations with the highest patronage by June 2006 🚌

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of sidewalk designs completed as scheduled	N/A	N/A	N/A	93%
Percent of shared-road streets with bike signage	N/A	N/A	N/A	100%
Number of new bus shelters	N/A	N/A	N/A	5
Percent of Citizen Survey respondents rating ease of travel as "excellent" or "good" by:				
• Bicycle	N/A	N/A	39%	44%
• Walking	N/A	N/A	53%	58%
• Transit	N/A	N/A	70%	75%
• Car *	N/A	N/A	62%	62%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

FY06 Regular Positions

Position Title	# FTE
Chief of Traffic and Transportation	0.3
Civil Engineer II	0.3
Civil Engineer I	0.3
Transportation Planner I	0.8
Cost Center Total	1.7

Cost Center: Safety/Maintenance

Objectives:

- Improve vehicular safety 🚗
- Improve pedestrian/bicycle safety at intersections 🚶
- Maintain street lights 🚦
- Manage infrastructure 🛣️
- Install two additional red light cameras in areas with high accident rates (potential locations include Wootton Parkway and W. Gude Drive) by June 2006 📷

Department of Public Works

- Conduct meetings with four area schools (Meadow Hall, Beall, Twinbrook, and Glenora Hills) by November 2005 to develop plans to implement "Safe Routes to School," a pilot program to improve safety in school zones 🚗
- Improve street lights in activity centers by converting 20 of Pepco's Mercury Vapor lights to High Pressure Sodium by June 2006 🚗

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Number of red light cameras installed as scheduled	5	5	7	7
Number of "Safe Routes to School" meetings conducted as scheduled	N/A	N/A	N/A	4
Percent of street lights upgraded as scheduled	N/A	N/A	N/A	100%
Percent of Citizen Survey respondents rating street lighting as "excellent" or "good" *	N/A	60%	62%	67%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

FY06 Regular Positions

Position Title	# FTE
Chief of Traffic and Transportation	0.3
Civil Engineer III	0.2
Civil Engineer II	0.8
Transportation Planner I	0.8
Engineering Technician IV	1.0
Traffic & Signal Technician I	2.0
Cost Center Total	<u>5.1</u>

Department of Public Works

Division: Engineering and Environment

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Cost Center				
Management and Support	N/A	N/A	N/A	308,597
Development Review	N/A	N/A	N/A	356,411
Water Resources CIP Projects	N/A	N/A	N/A	646,462
Utilities CIP Projects	N/A	N/A	N/A	201,818
Engineering	N/A	N/A	N/A	70,476
Division Total	<u>\$1,132,710</u>	<u>\$1,461,828</u>	<u>\$1,224,117</u>	<u>\$1,583,764</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Type				
Salary and Wages	720,284	797,813	745,813	829,282
Benefits	146,466	154,915	154,915	185,682
Overtime	0	0	0	0
Personnel Subtotal	<u>\$866,750</u>	<u>\$952,728</u>	<u>\$900,728</u>	<u>\$1,014,964</u>
Contractual Services	262,247	504,750	320,366	564,450
Commodities	3,713	4,350	3,023	4,350
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	<u>\$265,960</u>	<u>\$509,100</u>	<u>\$323,389</u>	<u>\$ 568,800</u>
Division Total	<u>\$1,132,710</u>	<u>\$1,461,828</u>	<u>\$1,224,117</u>	<u>\$1,583,764</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Source of Division Funds				
<i>Departmental Revenue</i>				
Permits and Fees	297,171	350,000	225,000	200,000
Subtotal	<u>\$297,171</u>	<u>\$350,000</u>	<u>\$225,000</u>	<u>\$200,000</u>
<i>Fund Contribution</i>				
General (110)	(26,060)	(72,161)	43,649	45,877
Water (210)	160,300	177,044	163,473	203,855
Sewer (220)	136,489	187,352	152,088	262,867
Stormwater (330)	564,810	819,593	639,907	871,165
Subtotal	<u>\$835,539</u>	<u>\$1,111,828</u>	<u>\$999,117</u>	<u>\$1,383,764</u>
Division Total	<u>\$1,132,710</u>	<u>\$1,461,828</u>	<u>\$1,224,117</u>	<u>\$1,583,764</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Mngmt. and Support	N/A	N/A	N/A	2.0
Development Review	N/A	N/A	N/A	3.5
Water Resources CIP Proj.	N/A	N/A	N/A	3.0
Utility CIP Projects	N/A	N/A	N/A	2.0
Engineering	N/A	N/A	N/A	1.0
Regular Subtotal	<u>11.5</u>	<u>11.5</u>	<u>11.5</u>	<u>11.5</u>
<i>Temporary</i>				
Mngmt. and Support	N/A	N/A	N/A	1.0
Development Review	N/A	N/A	N/A	0.0
Water Resources CIP Proj.	N/A	N/A	N/A	0.8
Utility CIP Projects	N/A	N/A	N/A	0.0
Engineering	N/A	N/A	N/A	0.0
Temporary Subtotal	<u>1.0</u>	<u>1.8</u>	<u>1.8</u>	<u>1.8</u>
Division Total	<u>12.5</u>	<u>13.3</u>	<u>13.3</u>	<u>13.3</u>

Department of Public Works

Division: Engineering and Environment

Division Purpose:

To ensure that citizens of Rockville enjoy the best environmental standard of living possible by planning and designing City-constructed infrastructure for water, waste water, stormwater and stream improvement; evaluating and conducting stormwater, potable water, and waste water studies; and reviewing site development plans and issuing permits to ensure compliance with City, State, and federal regulations. To ensure that roads and sidewalks are designed to City standard, to provide survey support, to prepare easement exhibits for city projects, and to manage the Department of Public Works Geographic Information System (GIS).

Significant Changes:

Adopted FY05 to Estimated Actual FY05


None

Estimated Actual FY05 to Adopted FY06

None

Cost Center: Management and Support

Objectives:

- Complete 90 percent of performance evaluations on time 
- Update the City's Web site for recently adopted public utilities and water resource CIP projects by September 1 of each fiscal year 90 percent of the time

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of performance evaluations completed on time	N/A	N/A	N/A	90%
Percent of updates to the City's Web site completed by October 1	N/A	100%	100%	100%

FY06 Regular Positions

Position Title	# FTE
Chief Engineer/Environment	1.0
Public Works Data and GIS Specialist	1.0
Cost Center Total	<u>2.0</u>

Cost Center: Development Review

Objective:

- Review 75 percent of the PWK first-submittal engineering permit plans for commercial and residential development within six weeks of receiving the complete permit application

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of first-submittal engineering permit plan reviews completed within six weeks	77%	80%	80%	80%
Number of permits (Public Works, Sediment Control, and SWM) under review	149	200	223	225

FY06 Regular Positions

Position Title	# FTE
Civil Engineer III	0.5
Civil Engineer II	1.0
Engineering Technician V	1.0
Engineering Technician IV	1.0
Cost Center Total	<u>3.5</u>

Department of Public Works

Cost Center: Water Resources CIP Projects

Objectives:

- Award of 80 percent of the construction bids as scheduled
- Maintain the number of water resource studies being managed to two per FTE

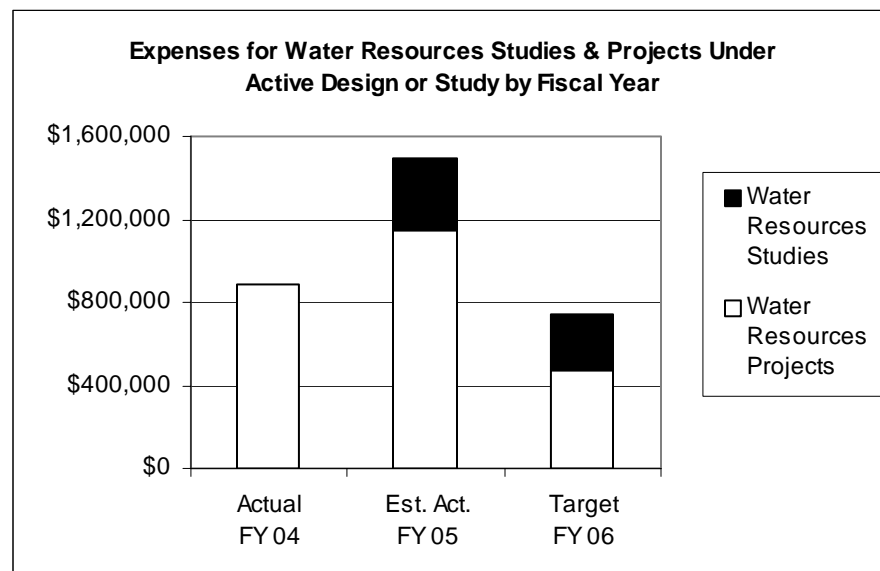
Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Number of water resource project construction bid awards	N/A	5	5	4
Percent of water resource projects awarded as scheduled	N/A	N/A	N/A	90%
Number of water resource studies managed per FTE	N/A	2	2	3

FY06 Regular Positions

Position Title	# FTE
Civil Engineer II	2.0
Engineering Technician IV	1.0
Cost Center Total	<u>3.0</u>

Supplemental Information:



Cost Center: Utility CIP Projects

Objectives:

- Award of 80 percent of the construction bids as scheduled
- Maintain the number of utility studies being managed to two per FTE

Performance Measures:

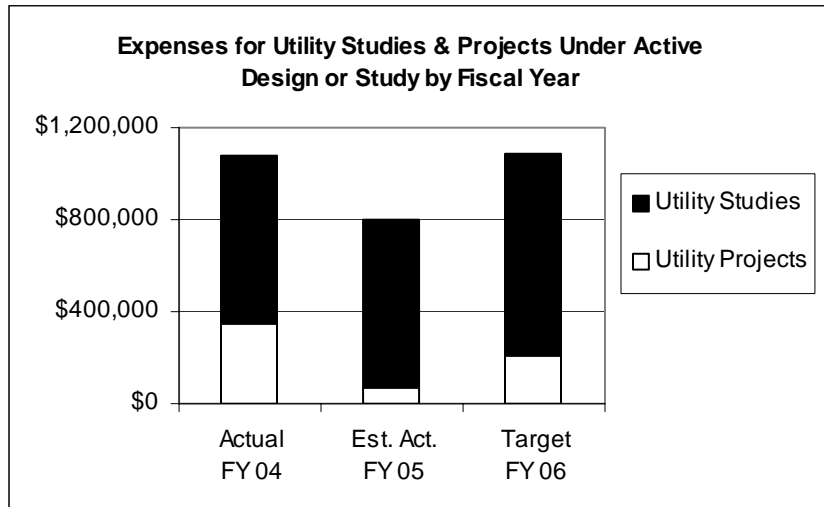
	Actual FY04	Target FY05	Actual FY05	Target FY06
Number of utility CIP project construction bid awards	N/A	1	1	5
Percent of utility projects awarded as scheduled	N/A	N/A	N/A	90%
Number of utility studies managed per FTE	N/A	3	3	4

Department of Public Works

FY06 Regular Positions

Position Title	# FTE
Civil Engineer II	1.0
Engineering Technician IV	1.0
Cost Center Total	<u>2.0</u>

Supplemental Information:



Cost Center: Engineering

Objectives:

- Complete plat reviews on time 100 percent of the time
- Survey or design four transportation CIP projects per fiscal year

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of plats reviewed on time	N/A	N/A	N/A	100%
Number of plats reviewed	21	20	18	20
Number of transportation CIP projects surveyed or designed	N/A	N/A	N/A	4

FY06 Regular Positions

Position Title	# FTE
Civil Engineer I	1.0
Cost Center Total	<u>1.0</u>

Department of Public Works

Division: General Maintenance

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Cost Center				
Leaf Collection Program	261,590	320,135	322,442	N/A
Street Maintenance	1,536,880	1,691,615	1,649,492	1,647,733
Snow and Ice Removal	<u>224,245</u>	<u>108,672</u>	<u>104,728</u>	<u>108,672</u>
Division Total	<u>\$2,022,715</u>	<u>\$2,120,422</u>	<u>\$2,076,662</u>	<u>\$1,756,405</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Type				
Salary and Wages	1,094,562	1,196,657	1,179,457	965,448
Benefits	319,072	367,279	364,640	328,762
Overtime	131,752	58,780	68,280	58,780
Personnel Subtotal	<u>\$1,545,386</u>	<u>\$1,622,716</u>	<u>\$1,612,377</u>	<u>\$1,352,990</u>
Contractual Services	224,628	260,796	262,764	174,072
Commodities	252,701	236,910	201,521	229,343
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	<u>\$477,329</u>	<u>\$497,706</u>	<u>\$464,285</u>	<u>\$403,415</u>
Division Total	<u>\$2,022,715</u>	<u>\$2,120,422</u>	<u>\$2,076,662</u>	<u>\$1,756,405</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<i>Fund Contribution</i>				
General (110)	1,761,125	1,800,287	1,754,220	1,756,405
Refuse (230)	261,590	320,135	322,442	N/A
Subtotal	<u>\$2,022,715</u>	<u>\$2,120,422</u>	<u>\$2,076,662</u>	<u>\$1,756,405</u>
Division Total	<u>\$2,022,715</u>	<u>\$2,120,422</u>	<u>\$2,076,662</u>	<u>\$1,756,405</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Leaf Collection Program	3.6	4.0	4.0	N/A
Street Maintenance	25.5	26.0	26.0	25.6
Snow and Ice Removal	0	0	0	0
Regular Subtotal	<u>29.5</u>	<u>30.0</u>	<u>30.0</u>	<u>25.6</u>
<i>Temporary</i>				
Leaf Collection Program	2.8	2.8	2.8	N/A
Street Maintenance	0.0	0.0	0.0	0.0
Snow and Ice Removal	0.0	0.0	0.0	0.0
Temporary Subtotal	<u>2.8</u>	<u>2.8</u>	<u>2.8</u>	<u>0.0</u>
Division Total	<u>32.3</u>	<u>32.8</u>	<u>32.8</u>	<u>25.6</u>

Department of Public Works

Division: General Maintenance

Division Purpose:

To maintain City streets, sidewalks, and stormwater management inlets and pipes in a safe and clean condition; and provide for safe movement of vehicular traffic by performing minor construction and repairs; removing snow and ice from streets; installing street signs and lane or line markings; and supervising the work of contractual service providers who perform repair, cleaning, and maintenance work.

Significant Changes:

Adopted FY05 to Estimated Actual FY05

During FY05, the General Maintenance Division assumed maintenance of City streets in Phase I of King Farm.

Estimated Actual FY05 to Adopted FY06

The Leaf Collection Program, which was formerly in the General Maintenance Division, has been moved to the Refuse Operations Division. The General Maintenance Division will assume maintenance of streets in King Farm Phase II and the Fallsgrove subdivision in FY06.

Cost Center: Street Maintenance

Objectives:

- Reduce the number of citizen complaints for roadway repairs by a minimum of two percent per fiscal year 📄
- Improve safety and mobility by installing, repairing, or replacing 10 percent of the street signs in the inventory per fiscal year 🚗

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent reduction in citizen complaints on roadway repairs from the prior fiscal year	N/A	6%	6%	2%
Number citizen complaints on roadway repairs	96	90	55	75
Number/Percent of street signs installed, repaired, or replaced of total inventory	1,237/9%	1,300/10%	1,300/10%	1,350/10%
Percent of Citizen Survey respondents rating street repairs and maintenance as "excellent" or "good" *	N/A	65%	64%	65%
Percent of Citizen Survey respondents rating street sweeping as "excellent" or "good" *	N/A	65%	63%	65%

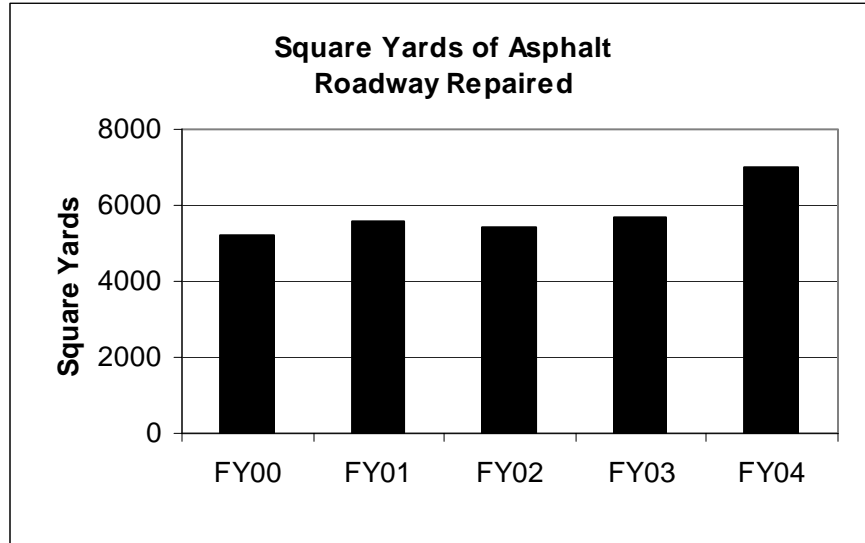
* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

FY06 Regular Positions

Position Title	# FTE
Operations Maintenance Superintendent	0.2
Operations Maintenance Assistant Superintendent	1.0
Utilities Crew Supervisor	3.4
Secretary II	1.0
Traffic Maintenance Worker	2.0
Maintenance Worker	10.5
Laborer	7.5
Cost Center Total	<u>25.6</u>


Department of Public Works

Supplemental Information:



Cost Center: Snow and Ice Removal

Objectives:

- Increase operational efficiency by calibrating 100 percent of the saltboxes each fiscal year
- Increase the percent of citizens rating the snow and ice removal operations as good or excellent by providing 16 hours of training per employee on equipment use and maintenance by November 1 of each fiscal year 

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Number/Percent of saltboxes calibrated	18/100%	18/100%	18/100%	18/100%
Percentage of citizens rating snow and ice removal operations as "excellent" or "good" *	N/A	70%	70%	70%
Percent of employees receiving 16 hours of equipment use and maintenance training by November 1	N/A	N/A	N/A	100%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

FY06 Regular Positions

Position Title	# FTE
N/A	N/A

Department of Public Works

Division: Motor Vehicle Maintenance

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Cost Center				
Fleet Operations and Maintenance	1,468,053	1,561,299	1,451,895	1,554,754
Division Total	<u>\$1,468,053</u>	<u>\$1,561,299</u>	<u>\$1,451,895</u>	<u>\$1,554,754</u>
	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Type				
Salary and Wages	661,371	681,829	681,829	696,163
Benefits	172,602	208,165	208,165	214,136
Overtime	1,434	3,544	4,574	3,544
Personnel Subtotal	<u>\$835,407</u>	<u>\$893,538</u>	<u>\$894,568</u>	<u>\$913,843</u>
Contractual Services	75,804	83,869	50,055	83,869
Commodities	556,842	538,572	461,952	536,723
Capital Outlays	0	45,320	45,320	0
Other	0	0	0	20,319
Operating Subtotal	<u>\$632,646</u>	<u>\$667,761</u>	<u>\$557,327</u>	<u>\$640,911</u>
Division Total	<u>\$1,468,053</u>	<u>\$1,561,299</u>	<u>\$1,451,895</u>	<u>\$1,554,754</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Source of Division Funds				
Departmental Revenue	0	0	0	0
Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Fund Contribution				
General (110)	909,085	968,059	920,505	996,390
Water (210)	112,283	107,866	96,461	92,201
Sewer (220)	100,689	98,590	87,159	98,336
Refuse (230)	334,249	327,339	290,228	333,258
Parking (320)	1,433	3,400	3,400	3,400
Stormwater (330)	2,235	2,450	2,227	2,450
Golf (340)	8,079	53,595	51,915	28,719
Subtotal	<u>\$1,468,053</u>	<u>\$1,561,299</u>	<u>\$1,451,895</u>	<u>\$1,554,754</u>
Division Total	<u>\$1,468,053</u>	<u>\$1,561,299</u>	<u>\$1,451,895</u>	<u>\$1,554,754</u>
	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Fleet Operations and Maintenance	13.0	13.0	13.0	13.0
Regular Subtotal	<u>13.0</u>	<u>13.0</u>	<u>13.0</u>	<u>13.0</u>
<i>Temporary</i>				
Fleet Operations and Maintenance	0.0	0.0	0.0	0.0
Temporary Subtotal	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Division Total	<u>13.0</u>	<u>13.0</u>	<u>13.0</u>	<u>13.0</u>

Department of Public Works

Division: Motor Vehicle Maintenance

Division Purpose:

To ensure that the vehicles and equipment within the City's fleet are always operational and well-maintained by providing an efficient, thorough, and effective maintenance and repair program; managing vehicle acquisition and disposition; and managing fuel operations.

Significant Changes:

Adopted FY05 to Estimated Actual FY05

None

Estimated Actual FY05 to Adopted FY06

None

Cost Center: Fleet Operations and Maintenance

Objectives:

- Maintain a 97 percent fleet availability rate
- Complete 75 percent of work orders within 24 hours

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Fleet availability rate	96.9%	97.0%	97.0%	97.0%
Percentage of work orders completed within 24 hours	62.2%	75.0%	70.8%	75.0%

FY06 Regular Positions

Position Title	# FTE
Fleet Manager	1.0
Shop Supervisor	1.0
Fleet Clerk	1.0
Fleet Mechanic	8.0
Fleet Service Mechanic	2.0
Cost Center Total	13.0

Fleet Review and Replacement Process

Review of possible fleet replacements or new vehicle purchases was directed by utilizing the previously adopted fleet management guidelines approved by the Mayor and Council on January 14, 1991. These guidelines include the following tenets:

- Unit replacement is based on usage, age, mileage, and condition. The basic replacement parameters are 70,000+ miles and/or 10 years for light duty vehicles. Heavy and medium duty vehicles are 100,000+ miles and vary in age from 8 to 15 years. Usage and conditions are reviewed annually.
- Police vehicles replacement is based on a five to seven year life cycle. However, depending on its condition, a vehicle may also be placed in the take-home program for one or more years before being removed from service.
- Continue to use an auction service in order to dispose of unwanted vehicles more promptly. Development of an online auction for vehicles and equipment is being researched.
- Encourage more employee use of personal vehicles with an accompanying mileage reimbursement as a less expensive alternative to purchasing vehicles.
- Written policies should be adopted to govern fleet procurement.

A specific breakdown of the review process produced the following analysis:

- Thirty-five (35) vehicles or pieces of equipment, or 9 percent of the total fleet, were examined for replacement due to age, mileage/hours, usage, condition, and maintenance history.
- Operating departments evaluated competing priorities and resources when considering a recommendation to maintain or replace one of their vehicles in the fleet. Based on examination, 30 units, or 7.8 percent of the total fleet, were recommended for replacement. The schedule also includes one new vehicle that is an additions to the fleet.
- The mileage guideline was applied through projections of probable mileage of the vehicle recommended for replacement at the time of delivery of the new vehicle.
- For equipment, hours of operation and present condition are the parameters in determining replacement. Standards for the hours of operation vary according to the type of equipment being evaluated.
- Units such as snowplows and material spreaders will be determined by "worst condition" criteria.

Department of Public Works

Fleet Schedule

Each fiscal year, a review is made of the vehicles in the City's fleet to determine the vehicles that require replacement due to mileage, maintenance costs (including unit's condition), and age. The vehicles scheduled to be replaced and the new vehicles for FY 2006 are listed below and on the following page. The replacement vehicles for the General (Capital Projects), Water, Sewer, and Refuse Funds, in the amount of \$880,798 are funded through the Vehicles for City Use CIP project on page 179 of the FY2006-FY2011 Adopted CIP Budget Book.

City Manager / Graphic

	Meet One or More Replacement Criteria (✓)				
Unit Description	Age	Mileage	Maint.	Usage	Estimated Funding
Minivan (#206) 1996 Chevrolet Astro Van	✓		✓		\$21,840

Community Services

	Meet One or More Replacement Criteria (✓)				
Unit Description	Age	Mileage	Maint.	Usage	Estimated Funding
Utility Vehicle (#066), 1996 Chevrolet S-10 Blazer	✓		✓		\$24,480

Police Department, Field Services Bureau

	Meet One or More Replacement Criteria (✓)				
Unit Description	Age	Mileage	Maint.	Usage	Estimated Funding
Cruiser (TBD based on replacement criteria)	✓	✓	✓	✓	\$21,624
Cruiser (TBD based on replacement criteria)	✓	✓	✓	✓	\$21,624
Cruiser (TBD based on replacement criteria)	✓	✓	✓	✓	\$21,624
Cruiser (TBD based on replacement criteria)	✓	✓	✓	✓	\$21,624
Cruiser (TBD based on replacement criteria)	✓	✓	✓	✓	\$21,624
Cruiser (TBD based on replacement criteria)	✓	✓	✓	✓	\$21,624
Cruiser (TBD based on replacement criteria)	✓	✓	✓	✓	\$21,624
Cruiser (new)					\$21,624

Department of Public Works, Contract Management

	Meet One or More Replacement Criteria's (✓)				
Unit Description	Age	Mileage	Maint.	Usage	Estimated Funding
Utility Vehicle (#066), 1996 Chevrolet S-10 Blazer	✓		✓		\$24,624
Utility Vehicle (#092), 1996 Chevrolet S-10 Blazer	✓		✓		\$18,360

Department of Public Works

Department of Public Works, General Maintenance

Unit Description	Meet One or More Replacement Criteria (✓)				Estimated Funding
	Age	Mileage	Maint.	Usage	
Dump Truck (#476) 1990 GMC Topkick	✓		✓		\$86,275
Saltbox (Replace by condition)	✓		✓		\$8,755
Saltbox (Replace by condition)	✓		✓		\$8,755
Saltbox (Replace by condition)	✓		✓		\$8,755
Snowplow (Replace by condition)	✓		✓		\$4,120

Department of Recreation and Parks, Parks, Grounds, and Facilities Maintenance

Unit Description	Meet One or More Replacement Criteria (✓)				Estimated Funding
	Age	Mileage	Maint.	Usage	
Dump Truck, (#445) 1992 International 4700	✓		✓		\$86,275
Tractor, (#559) 1991 Ford 4610	✓		✓		\$34,510
Chipper, (#608) 1997 Vemeer 1250		✓	✓		\$27,810
Unscheduled acquisition – no department designation (new)					\$24,000

General Fund (Capital Projects Fund) Total \$523,093

Department of Public Works, Water System Maintenance

Unit Description	Meet One or More Replacement Criteria (✓)				Estimated Funding
	Age	Mileage	Maint.	Usage	
Flusher Truck, (#453) 1990 Ford L8000	✓		✓	✓	\$111,650
Arrow Board, (#680) 1991 Amid	✓		✓	✓	\$5,150
Snowplow, (Replace by condition)	✓		✓	✓	\$4,120

Water Fund Total \$120,920

Department of Public Works, Sewer Systems Maintenance

Unit Description	Meet One or More Replacement Criteria (✓)				Estimated Funding
	Age	Mileage	Maint.	Usage	
Backhoe, (#506) 1991 John Deere 310D	✓		✓	✓	\$63,860
Snowplow, (Replace by condition)	✓		✓	✓	\$4,120

Sewer Fund Total \$67,980

Department of Public Works

Department of Public Works, Refuse Collections Operations

	Meet One or More Replacement Criteria (✓)				
Unit Description	Age	Mileage	Maint.	Usage	Estimated Funding
Recycle Truck, (#490) 1996 Freightliner	✓		✓	✓	\$147,175

Department of Public Works, Refuse Leaf Collection Program

	Meet One or More Replacement Criteria (✓)				
Unit Description	Age	Mileage	Maint.	Usage	Estimated Funding
Leaf Collector (TBD) ODB-LM20	✓	✓	✓		\$21,630

Refuse Fund Total \$168,805

Department of Recreation and Parks, RedGate Golf Course

	Meet One or More Replacement Criteria (✓)				
Unit Description	Age	Mileage	Maint.	Usage	Estimated Funding
Grounds Tractor (#521) 1996 Jacobsen	✓	✓	✓	✓	\$24,205
Grounds Tractor (#522) 1996 Jacobsen	✓	✓	✓	✓	\$24,205

* Delayed from FY 2004 schedule.

RedGate Golf Course Fund Total \$48,410

Grand Total, All Funds	\$929,208
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Department of Public Works

Division: Water System Maintenance

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Cost Center				
Water Systems Maintenance	<u>795,638</u>	<u>877,292</u>	<u>804,230</u>	<u>1,067,915</u>
Division Total	<u>\$795,638</u>	<u>\$877,292</u>	<u>\$804,230</u>	<u>\$1,067,915</u>
	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Type				
Salary and Wages	467,154	448,593	448,593	528,658
Benefits	113,395	134,358	134,358	148,104
Overtime	87,313	102,896	102,896	95,508
Personnel Subtotal	<u>\$667,862</u>	<u>\$685,847</u>	<u>\$685,847</u>	<u>\$772,270</u>
Contractual Services	77,702	88,148	53,223	70,238
Commodities	50,074	101,202	63,065	225,407
Capital Outlays	0	2,095	2,095	0
Other	0	0	0	0
Operating Subtotal	<u>\$127,776</u>	<u>\$191,445</u>	<u>\$118,383</u>	<u>\$295,645</u>
Division Total	<u>\$795,638</u>	<u>\$877,292</u>	<u>\$804,230</u>	<u>\$1,067,915</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Source of Division Funds				
Departmental Revenue	0	0	0	0
Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<i>Fund Contribution</i>				
Water (210)	795,638	877,292	804,230	1,067,915
Subtotal	<u>\$795,638</u>	<u>\$877,292</u>	<u>\$804,230</u>	<u>\$1,067,915</u>
Division Total	<u>\$795,638</u>	<u>\$877,292</u>	<u>\$804,230</u>	<u>\$1,067,915</u>
	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Water Systems Maintenance	11.9	12.0	12.0	12.3
Regular Subtotal	<u>11.9</u>	<u>12.0</u>	<u>12.0</u>	<u>12.3</u>
<i>Temporary</i>				
Water Systems Maintenance	0.0	0.0	0.0	0.0
Temporary Subtotal	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Division Total	<u>11.9</u>	<u>12.0</u>	<u>12.0</u>	<u>12.3</u>

Department of Public Works

Division: Water System Maintenance

Division Purpose:

To maintain and repair the water distribution system on a 24-hour basis to ensure the flow of potable water and adequate fire protection by providing proactive preventative maintenance of water mains and service lines; repairing mains, valves, and hydrants; and installing water service connections.

Significant Changes:

Adopted FY05 to Estimated Actual FY05

The Glen Mill Water Pumping Station came on-line in FY05, as well as additional infrastructure in the Fallsgrove Subdivision.

Estimated Actual FY05 to Adopted FY06

The Division will implement operations and maintenance of the Glen Mill Water Pumping Station into the Water Distribution System in FY06.

Cost Center: Water Systems Maintenance

Objectives:

- Reduce the number of complaints with regard to disturbed water by performing the water main flushing program to reduce sediment and ensure fire hydrant operation as scheduled 90 percent of the time
- Complete preventative maintenance on water valves, pipelines, pressure reducing valves, and water reducing valves as scheduled 90 percent of the time

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Number of complaints about disturbed water	83	80	74	74
Percent of water main flushing program performed as scheduled	N/A	N/A	N/A	90%
Percent of preventative maintenance completed as scheduled	N/A	N/A	N/A	90%

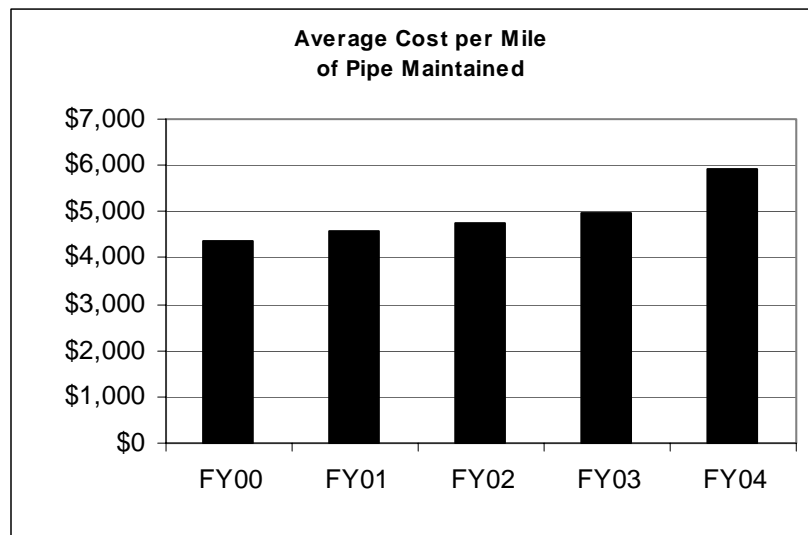
	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of Citizen Survey respondents rating water and sewer services as "excellent" or "good" *	N/A	80%	82%	83%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

FY06 Regular Positions:

Position Title	# FTE
Operations Maintenance Superintendent	0.3
Operations Maintenance Assistant Superintendent	1.0
Utilities Crew Supervisor	2.0
Secretary I	1.0
Maintenance Worker	5.0
Laborer	3.0
Cost Center Total	<u>12.3</u>

Supplemental Information:



Department of Public Works

Division: Water Treatment Plant

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Cost Center				
Water Treatment Plant	1,218,408	1,286,830	1,348,301	1,438,674
Division Total	<u>\$1,218,408</u>	<u>\$1,286,830</u>	<u>\$1,348,301</u>	<u>\$1,438,674</u>
	Actual FY04	Adopted FY05	Est. Act. FY05 ⁽¹⁾	Adopted FY06
Division Expenditures by Type				
Salary and Wages	439,021	443,038	443,038	517,425
Benefits	94,517	105,061	105,061	130,655
Overtime	29,735	25,000	24,820	31,000
Personnel Subtotal	<u>\$563,273</u>	<u>\$573,099</u>	<u>\$572,919</u>	<u>\$679,080</u>
Contractual Services	282,817	186,256	210,707	174,688
Commodities	347,721	491,975	529,475	549,406
Capital Outlays	24,597	35,500	35,200	35,500
Other	0	0	0	0
Operating Subtotal	<u>\$655,135</u>	<u>\$713,731</u>	<u>\$775,382</u>	<u>\$759,594</u>
Division Total ⁽¹⁾	<u>\$1,218,408</u>	<u>\$1,286,830</u>	<u>\$1,348,301</u>	<u>\$1,438,674</u>

⁽¹⁾ The Estimated Actual FY05 is higher than the Adopted FY05 because of a dramatic increase in chemical costs. This overage was funded by the prior years' surplus in the Water Fund and appropriated through a mid-year budget amendment on February 28, 2005.

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<i>Fund Contribution</i>				
Water (210)	1,218,408	1,286,830	1,348,301	1,438,674
Subtotal	<u>\$1,218,408</u>	<u>\$1,286,830</u>	<u>\$1,348,301</u>	<u>\$1,438,674</u>
Division Total	<u>\$1,218,408</u>	<u>\$1,286,830</u>	<u>\$1,348,301</u>	<u>\$1,438,674</u>
	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Water Treatment Plant	8.0	8.0	8.0	9.0
Regular Subtotal	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>	<u>9.0</u>
<i>Temporary</i>				
Water Treatment Plant	0.0	0.0	0.0	0.0
Temporary Subtotal	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Division Total	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>	<u>9.0</u>

Department of Public Works

Division: Water Treatment Plant

Division Purpose:

To provide potable water that meets or exceeds all federal and State water quality standards by testing and monitoring water quality continuously; maintaining and repairing processing equipment; and operating and monitoring the pumping, treatment, and solids-dewatering process.

Significant Changes:

Adopted FY05 to Estimated Actual FY05

The Division procured and installed a used emergency generator system to operate the Treatment Plant during times of power outages due to power grid failure, lines down, storm-related events, and other designated emergencies. In addition, there was a dramatic price increase (77 percent) in chemical costs for calendar year 2005 resulting in an additional mid-year appropriation of \$61,000 for the period January 1, 2005 through June 30, 2005.

Estimated Actual FY05 to Adopted FY06

The dramatic price increase (77 percent) in chemical costs is reflected in an additional \$41,960 above the amended FY05 budget for the period July 1, 2005 through December 31, 2005. The FY06 Adopted budget also includes the addition of a Water Treatment Plant Operator Trainee position.

Cost Center: Water Treatment

Objectives:

- Monitor and test for contaminants as required by Maryland Department of the Environment to ensure 100 percent compliance 365 days per year
- Perform preventative maintenance as scheduled 97 percent of the time

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of days in compliance with MDE standards	100%	100%	100%	100%
Number of tests conducted	24,000	24,000	24,000	24,000

	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of maintenance completed by scheduled due date	96%	97%	97%	97%
Percent of downtime due to equipment failure	0.02%	0.02%	0.02%	0.02%

FY06 Regular Positions

Position Title	# FTE
Water Treatment Plant Superintendent	1.0
Water Treatment Plant Operator	7.0
Water Treatment Plant Operator Trainee	1.0
Cost Center Total	<u>9.0</u>

Department of Public Works

Division: Sewage Disposal

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Cost Center				
Sewage Disposal	1,984,210	2,158,100	2,158,100	2,228,821
Division Total	<u>\$1,984,210</u>	<u>\$2,158,100</u>	<u>\$2,158,100</u>	<u>\$2,228,821</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Type				
Salary and Wages	0	0	0	0
Benefits	0	0	0	0
Overtime	0	0	0	0
Personnel Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Contractual Services	1,984,210	2,158,100	2,158,100	2,228,821
Commodities	0	0	0	0
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	<u>\$1,984,210</u>	<u>\$2,158,100</u>	<u>\$2,158,100</u>	<u>\$2,228,821</u>
Division Total	<u>\$1,984,210</u>	<u>\$2,158,100</u>	<u>\$2,158,100</u>	<u>\$2,228,821</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Source of Division Funds				
<i>Departmental Revenue</i>				
None	0	0	0	0
Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<i>Fund Contribution</i>				
Sewer (220)	1,984,210	2,158,100	2,158,100	2,228,821
Subtotal	<u>\$1,984,210</u>	<u>\$2,158,100</u>	<u>\$2,158,100</u>	<u>\$2,228,821</u>
Division Total	<u>\$1,984,210</u>	<u>\$2,158,100</u>	<u>\$2,158,100</u>	<u>\$2,228,821</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Sewage Disposal	0.0	0.0	0.0	0.0
Regular Subtotal	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
<i>Temporary</i>				
Sewage Disposal	0.0	0.0	0.0	0.0
Temporary Subtotal	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Division Total	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>

Department of Public Works

Division: Sewage Disposal

Division Purpose:

To provide for and monitor the flow of wastewater and sewage originating within the City to the District of Columbia Blue Plains Treatment Plant by way of the City, Washington Suburban Sanitary Commission (WSSC), and District of Columbia sewer lines. The City pays WSSC based on the quantity of sewage discharged from each of three drainage sheds: Rock Creek, Cabin John, and Watts Branch. Contract provisions for handling and treating the sewage are set forth in several agreements between WSSC and the City.

Significant Changes:

Adopted FY05 to Estimated Actual FY05

None

Estimated Actual FY05 to Adopted FY06

None

Cost Center: Sewage Disposal

Objectives:

- Complete the *Sanitary Sewer Evaluation Study* (SESS) pilot program in Twinbrook
- Implement Inflow and Infiltration (I/I) projects in Twinbrook
- Continue SSES in Cabin John
- Examine and update agreements for sewage handling and disposal

FY06 Regular Positions

Position Title	# FTE
N/A	N/A

Department of Public Works

Division: Sanitary Sewer Systems Maintenance

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Cost Center				
Sanitary Sewer Systems Maintenance	<u>820,376</u>	<u>995,004</u>	<u>969,658</u>	<u>979,023</u>
Division Total	<u>\$820,376</u>	<u>\$995,004</u>	<u>\$969,658</u>	<u>\$979,023</u>
	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Type				
Salary and Wages	464,478	580,779	580,779	571,797
Benefits	121,768	173,186	173,186	166,187
Overtime	81,900	65,000	70,000	81,000
Personnel Subtotal	<u>\$668,146</u>	<u>\$818,965</u>	<u>\$823,965</u>	<u>\$818,984</u>
Contractual Services	95,160	112,300	86,875	76,701
Commodities	57,070	61,943	57,022	83,338
Capital Outlays	0	1,796	1,796	0
Other	0	0	0	0
Operating Subtotal	<u>\$152,230</u>	<u>\$176,039</u>	<u>\$145,693</u>	<u>\$160,039</u>
Division Total	<u>\$820,376</u>	<u>\$995,004</u>	<u>\$969,658</u>	<u>\$979,023</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<i>Fund Contribution</i>				
Sewer (220)	820,376	995,004	969,658	979,023
Subtotal	<u>\$820,376</u>	<u>\$995,004</u>	<u>\$969,658</u>	<u>\$979,023</u>
Division Total	<u>\$820,376</u>	<u>\$995,004</u>	<u>\$969,658</u>	<u>\$979,023</u>
	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Sanitary Sewer Systems Maintenance	11.6	13.0	13.0	13.2
Regular Subtotal	<u>11.6</u>	<u>13.0</u>	<u>13.0</u>	<u>13.2</u>
<i>Temporary</i>				
Sanitary Sewer Systems Maintenance	0	0	0	0
Temporary Subtotal	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Division Total	<u>11.6</u>	<u>13.0</u>	<u>13.0</u>	<u>13.2</u>

Department of Public Works

Division: Sanitary Sewer Systems Maintenance

Division Purpose:

To maintain and repair sewer systems by providing dependable backup-free and odor-free collection of sewage from homes and businesses; and preventative maintenance and repair of sewer mains, access ways, and laterals.

Significant Changes:

Adopted FY05 to Estimated Actual FY05

The Division assumed operation and maintenance of additional infrastructure in the Falls Grove Subdivision during FY05.

Estimated Actual FY05 to Adopted FY06

None

Cost Center: Sanitary Sewer Systems Maintenance

Objectives:

- Apply chemical root control to five percent of the 138 miles of sanitary sewer to inhibit root infiltration
- Clean 77 percent of the sanitary sewer system mainlines each fiscal year by utilizing either a high velocity sewer flusher or a power rodder
- Perform preventive maintenance on laterals as scheduled 90 percent of the time

Performance Measures:

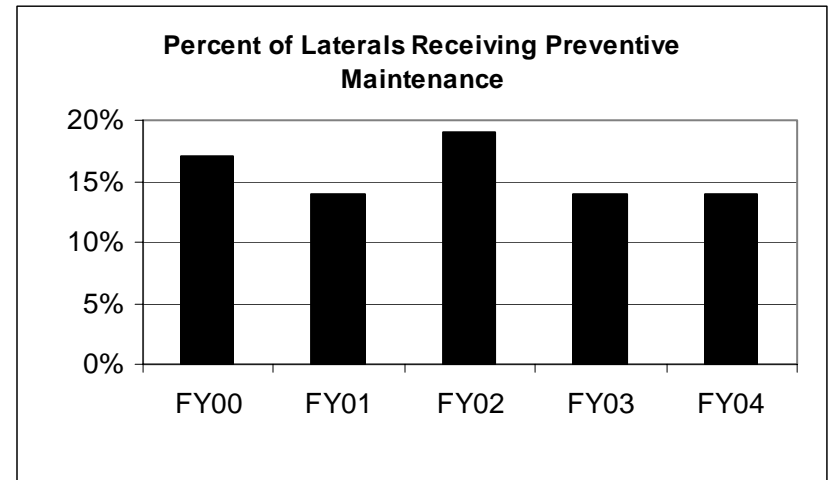
	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of sanitary sewer miles receiving chemical root control application	2%	5%	5%	5%
Miles of main receiving chemical root control	7.5	7.5	7.5	7.3
Total percent of sewer mainlines cleaned	59%	68%	75%	77%
• Percent flushed	58%	67%	70%	72%
• Percent rodde	1%	1%	5%	5%

	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of preventive maintenance performed by scheduled due date	N/A	N/A	N/A	90%

FY06 Regular Positions

Position Title	# FTE
Operations Maintenance Superintendent	0.3
Operations Maintenance Assistant Superintendent	1.0
Utilities Crew Supervisor	2.0
Secretary/Bookkeeper	1.0
Maintenance Worker	5.0
Laborer	3.0
Cost Center Total	12.3

Supplemental Information:



Department of Public Works

Division: Refuse Operations

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Cost Center				
Regular Refuse Collection	3,036,811	3,469,080	3,243,042	2,402,085
Commingle/Newspaper Collection	N/A	N/A	N/A	642,895
Yardwaste/Whitegood Collection	N/A	N/A	N/A	358,854
Leaf Collection Program	N/A	N/A	N/A	346,480
Division Total	<u>\$3,036,811</u>	<u>\$3,469,080</u>	<u>\$3,243,042</u>	<u>\$3,750,314</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Division Expenditures by Type				
Salary and Wages	1,665,430	1,816,838	1,806,801	1,987,771
Benefits	436,110	532,726	532,726	562,564
Overtime	68,592	110,620	100,000	104,674
Personnel Subtotal	<u>\$2,170,132</u>	<u>\$2,460,184</u>	<u>\$2,439,527</u>	<u>\$2,655,009</u>
Contractual Services	821,302	947,049	750,267	1,029,524
Commodities	40,390	48,381	39,782	65,781
Capital Outlays	4,987	13,466	13,466	0
Other	0	0	0	0
Operating Subtotal	<u>\$866,679</u>	<u>\$1,008,896</u>	<u>\$803,515</u>	<u>\$1,095,305</u>
Division Total	<u>\$3,036,811</u>	<u>\$3,469,080</u>	<u>\$3,243,042</u>	<u>\$3,750,314</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Source of Division Funds				
Departmental Revenue	0	0	0	0
Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Fund Contribution				
Refuse (230)	3,036,811	3,469,080	3,243,042	3,750,314
Subtotal	<u>\$3,036,811</u>	<u>\$3,469,080</u>	<u>\$3,243,042</u>	<u>\$3,750,314</u>
Division Total	<u>\$3,036,811</u>	<u>\$3,469,080</u>	<u>\$3,243,042</u>	<u>\$3,750,314</u>

	Actual FY04	Adopted FY05	Est. Act. FY05	Adopted FY06
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Regular Refuse Collection	44.0	43.0	43.0	28.2
Commingle/Newspaper Collection	N/A	N/A	N/A	11.2
Yardwaste/Whitegood Collection	N/A	N/A	N/A	2.9
Leaf Collection Program	N/A	N/A	N/A	3.6
Regular Subtotal	<u>44.0</u>	<u>43.0</u>	<u>43.0</u>	<u>45.9</u>
<i>Temporary</i>				
Regular Refuse Collection	4.4	6.2	6.2	3.0
Commingle/Newspaper Collection	N/A	N/A	N/A	0.9
Yardwaste/Whitegood Collection	N/A	N/A	N/A	2.0
Leaf Collection Program	N/A	N/A	N/A	2.8
Temporary Subtotal	<u>4.4</u>	<u>6.2</u>	<u>6.2</u>	<u>8.7</u>
Division Total	<u>48.4</u>	<u>49.2</u>	<u>49.2</u>	<u>54.6</u>

Department of Public Works

Division: Refuse Operations

Division Purpose:

To provide high quality collection of recyclables, regular refuse, and large household items to single-family residences by providing regular twice per week refuse collection at one location outside of single family households; once per week curbside collection of recyclables, brush, grass clippings, commingled and mixed paper, and newspaper; an on-call collection once per month of household hazardous waste; and perform regularly scheduled seasonal vacuum leaf collection.

Significant Changes:

Adopted FY05 to Estimated Actual FY05

- Montgomery County Dump Fees increased \$4.00 per ton
- A refuse consultant was hired to conduct a study of Refuse Operations. As a result of this study, a sampling survey was distributed to residents and results were presented to the Mayor and Council
- White good (bulky item) collection was changed to by appointment every Wednesday
- Brush is being collected with rear packers thereby eliminating one truck and one chipper

Estimated Actual FY05 to Adopted FY06

- Reallocation of Leaf collection (formerly in General Maintenance) to the Refuse Operations Division
- Reallocate 0.3 FTE of the Operations Maintenance Superintendent position to the Refuse Division to facilitate management of the division
- Reduction of the Sanitation Superintendent position
- Transfer collection of refuse in Parks to the City's Department of Recreation and Parks.

Cost Center: Regular Refuse Collection

Objectives:

- Increase the percent of residents rating the refuse service as "excellent" or "good" 📄
- Increase the workload of each employee thus improving effectiveness and efficiency to our customers 📄
- Decrease the number of tons of regular refuse through the utilization of non-collection tags to identify recyclables not being separated from regular refuse

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Number of homes per route per two-person crew	749	758	767	770
Number of tons of regular refuse sent to the landfill	13,795	13,653	13,897	13,100
Number of non-collection tags left for failure to separate recyclables from regular waste	N/A	N/A	N/A	400
Percent of residents rating the refuse service as excellent or good *	N/A	84%	84%	N/A
Percent of Citizen Survey respondents rating the cost of refuse and recycling services as "excellent" or "good" *	N/A	45%	46%	50%

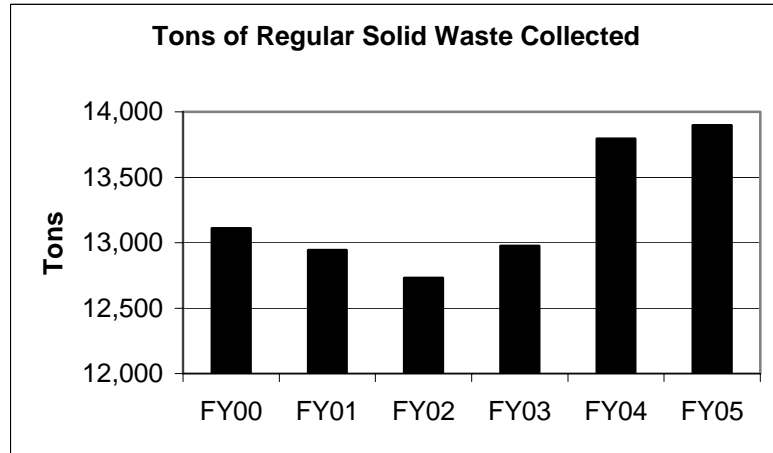
* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported for FY06 will apply to the FY07 survey results.

FY06 Regular Positions

Position Title	# FTE
Operations Maintenance Superintendent	0.3
Sanitation Supervisor	1.0
Refuse Crew Supervisor	0.9
Maintenance Communications Operator	1.0
Sanitation Operator	8.0
Sanitation Worker	17.0
Cost Center Total	28.2

Department of Public Works

Supplemental Information:



Cost Center: Commingle/Newspaper Collection

Objectives:

- Increase the effectiveness of the commingle/newspaper collection by utilizing non-collection tags to inform residents of violations to recycling procedures in support of the City's goal of 50 percent recycling

Performance Measures:

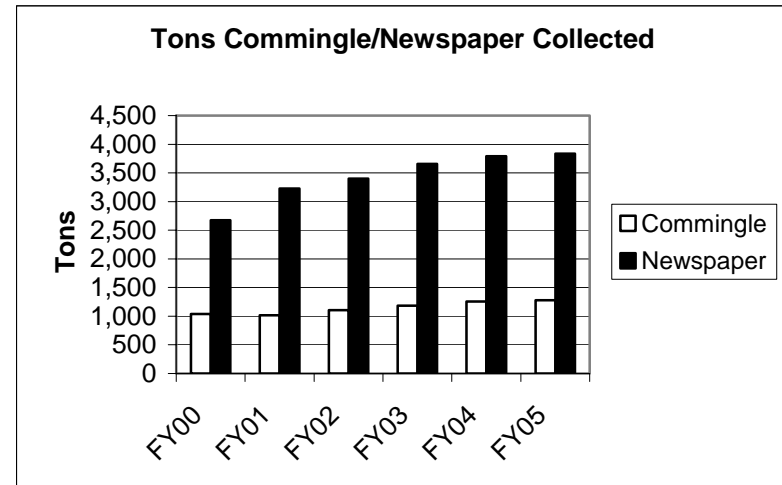
	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of waste diverted from landfill due to recycling	N/A	N/A	N/A	36%
Tons of commingle/newspaper collected	5,001	N/A	5,115	5,100
Number of non-collection tags issued	N/A	N/A	N/A	1,200
Percent of Citizen Survey respondents rating recycling services as "excellent" or "good" *	N/A	80%	80%	81%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

FY06 Regular Positions

Position Title	# FTE
Refuse Crew Supervisor	1.2
Sanitation Operator	4.0
Sanitation Worker	6.0
Cost Center Total	11.2

Supplemental Information:



Department of Public Works

Cost Center: Yard waste/White good Collection

Objectives:

- Increase the effectiveness of the yard waste/white good collection by utilizing non-collection tags to inform residents of violations to recycling procedures in support of the City's goal of 50 percent recycling

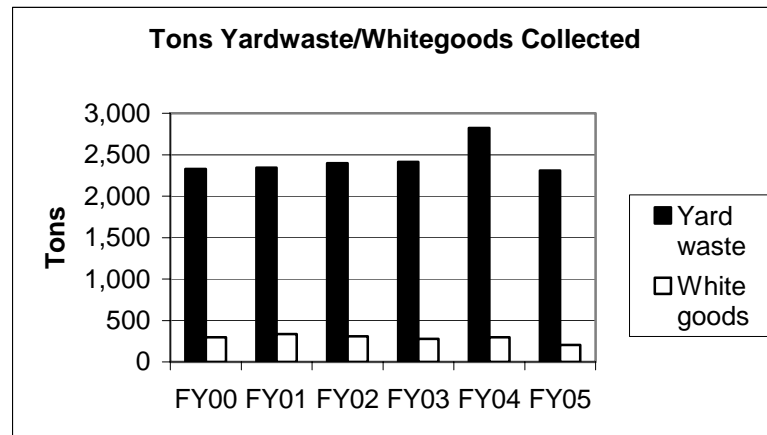
Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of waste diverted from landfill due to recycling	N/A	N/A	N/A	18%
Tons of yard waste/white goods collected	3,081	N/A	2,511	2,300
Number of non-collection tags issued	N/A	N/A	N/A	500

FY06 Regular Positions

Position Title	# FTE
Refuse Crew Supervisor	0.9
Sanitation Operator	2.0
Cost Center Total	2.9

Supplemental Information:



Cost Center: Leaf Collection Program

Objectives:

- Perform the Leaf Collection Program as scheduled 100 percent of the time
- Control the tons of leaves collected by training each employee a minimum of four hours by October 1 each fiscal year

Performance Measures:

	Actual FY04	Target FY05	Actual FY05	Target FY06
Percent of the Leaf Collection Program completed as scheduled	N/A	100%	100%	100%
Number of tons of leaves collected	2,715	3,250	2,986	3,300
Percent of employees receiving four hours of training by October 1	N/A	N/A	N/A	100%
Percent of Citizen Survey respondents rating leaf pick up services as "excellent" or "good" *	N/A	80%	79%	82%

* The City conducts a citizen survey every other year. A survey was conducted in FY05 and the next survey will take place in FY07. The target reported will apply to the FY07 survey results.

FY06 Regular Positions

Position Title	# FTE
Utilities Crew Supervisor	0.6
Maintenance Worker	1.5
Laborer	1.5
Cost Center Total	3.6