



**PUBLIC WORKS DEPARTMENT
MEMORANDUM #2011 – 42**

DATE: November 3, 2011
TO: Honorable Mayor Joyce Downing and City Council Members
FROM: William A. Simmons, City Manager 
 David H. Willett, Director of Public Works 
SUBJECT: 2012 Proposed Budget Highlights – Public Works Department

The following memorandum summarizes and highlights the significant changes between the 2010 audited activity and the proposed 2012 budget for the Public Works Department.

BACKGROUND

The Public Works Department is responsible for the capital improvements, maintenance and repair of the City's transportation and utility infrastructure, public buildings and city-owned fleet and machinery. In addition, the Department manages and operates a water treatment plant and a wastewater treatment plant, and the City's trash collection and recycling activities.

The Public Works Department operates within four funds and is organized into fourteen divisions which provide the means to allocate costs to appropriate service areas:

Department Funds

General	Stormwater
Water & Wastewater	Sanitation

Department Divisions

Administration/Operations	Water Operations	Wastewater Operations
Facilities	Lab Operations	Industrial Pretreatment
Fleet	Electrical/Mechanical	Stormwater Operations
Streets	Distribution/Collection	Sanitation
Engineering	Water Resources	

Note: Operating Budget is under 2010 Budget Bench Mark (exclude water rights purchases, and Capital Outlay)

2010/2012 ALL FUNDS SUMMARY (pg 131)

Personnel – **Increase \$214,613.**

- Market Adjustment
- Merit Allowance
- Overtime (increase, anticipated OT Sanitation Division)
- Worker's Compensation
- Medical/Dental Insurance

Purchased Services – **Increase \$2,679**

- Services – based on 2010 budget bench mark, possible altering determinates, as follows:
 - Water Rights (legal, change cases)
 - Bull reservoir Outfall Failure (litigation)

- Collection/Distribution System (emergency repairs)
- Storm Drain System (emergency repairs)
- WTP/WWTP and Facilities (emergency repairs)
- Public Buildings/Facilities (emergency repairs)
- Professional Consulting (emergency engineering and design)
- Snow Removal

Supplies/Non-Capital Equipment – Increase \$171,465

- Supplies (increase, chemicals for odor control at wastewater force main and intake lagoons)
- Inventory (increase, poly cart purchase)

Capital Outlay – Decrease \$12,852,064

- Water Rights (decrease, 2010 water rights purchases)
- Capital Improvements (decrease in total capital project expenditure proposed for 2012)

Miscellaneous – Decrease \$16,546

- Dues/Fees (decrease, CDPHE permit expense to Purchased Services/General Service to track separately.)

Note: 2010 Purchase Water Rights = \$11,675,000 (363 Church inches @\$10.89M, 6.36 FRICO shares @\$785K

2010/2012 GENERAL FUND (pg 132)

Personnel – Increase \$208,514

- Market Adjustment
- Merit Allowance
- Overtime
- Worker's Compensation
- Medical/Dental Insurance

Purchased Services – Increase \$133,525

- Professional Services (decrease, emergency repair – HVAC, Electrical)
- Property Services (increase, traffic signal contract and vehicle repair outsource)
- Repair/Maintenance Services (increase [less credit], fuel allocated to Department/Division)

Supplies/Non-Capital Equipment – Decrease \$224,864

- Office Supplies (increase, all Divisions expense to administration)
- Other Supplies and Materials (decrease, supplies roll-up to Operating Supplies)
- Non-Capital Equipment (decrease, match expenditure trend)
- Motor Vehicle Fuels (decrease, fuel allocated to Department/Division)

Capital Outlay – Increase \$21,641

- Capital Equipment (increase, based on replacement schedule and/or to perform work function)

Miscellaneous – Increase \$1,430

2010/2012 WATER & WASTEWATER FUND (pg 144)

Personnel – Increase \$183,450

- Market Adjustment
- Merit Allowance
- Overtime
- Worker's Compensation

- Medical/Dental Insurance
 - Purchased Services – **Decrease \$117,832**
 - Technical Services (decrease, large 2010 expenditure for equipment upgrade in Water and Wastewater Operations. 2011 and 2012 listing in CIP.)
 - Supplies/Non-Capital Equipment – **Increase \$155,866**
 - Operating Supplies (increase, chemicals for odor control at wastewater force main and intake lagoons)
 - Capital Outlay – **Decrease \$9,512,617**
 - Water Rights (decrease, 2010 water rights purchases)
 - Capital Improvement Projects (increase, capital project carry-over)
 - Miscellaneous – **Decrease \$17,535**
 - Dues/Fees (decrease, CDPHE permit expense to Purchased Services/General Service to track separately.)
-

2010/2012 STORMWATER FUNGD (pg 157)

- Personnel – **Decrease \$194,018**
 - Regular Wages (FTE to GF/Street Division)
 - Purchased Services – **Decrease \$3,000**
 - Property Services (increase, ditch contract maintenance and rental equipment. Same as 2011)
 - Repair/Maintenance Services (decrease contract water testing as work can be performed in-house)
 - Supplies/Non-Capital Equipment – **Increase \$3,231**
 - Operating Supplies (increase SWF/Streets Division for sweeper parts. Basis for cleanup after storm event. Same as 2011.)
 - Capital Outlay – **Increase \$300,000**
 - Capital Improvement Projects (increase, building fund balance to construct Grange Hall Creek)
 - Miscellaneous – **Decrease \$660**
-

2010/2012 SANITATION FUND (pg162)

- Personnel – **Increase \$16,667**
 - Regular Wages (decrease in Division FTE)
 - Market Adjustment
 - Merit Allowance
 - Overtime (increase, anticipated OT)
 - Worker's Compensation
 - Medical/Dental Insurance
- Purchased Services – **Decrease \$10,006**
 - Property Services (increase in landfill tipping fees)
 - Repair/Maintenance Services (decrease, fuel allocated to Department/Division)
- Supplies/Non-Capital Equipment – **Increase \$237,232**
 - Inventory Supplies (increase, recycle cart purchase)
 - Motor Vehicle Fuels (increase, cost of fuel expensed to Division)
- Miscellaneous – **Increase \$219**

Public Works Department
November 3, 2011

STAFF REFERENCE

David H. Willett, P.E., Director of Public Works

dwillett@northglenn.org or 303.450.8783