

PUBLIC WORKS
FY 2010-2011 Adopted Budget

Administration Division

Division Summary

SOURCES

	FY 2007-08 ACTUAL	FY 2008-09 ACTUAL	FY 2009-10 ADOPTED BUDGET	FY 2009-10 AMENDED BUDGET	FY 2010-11 ADOPTED BUDGET
Enterprise Funds	118,252	90,462	115,677	160,342	74,393
Grants	271,662	494,254	137,000	182,105	-
Redevelopment Funds	-	4,591	-	-	-
Special Revenue Funds	177,654	156,828	159,364	165,789	161,658
TOTAL	567,568	746,135	412,041	508,236	236,051

EXPENDITURES BY DIVISION

	FY 2007-08 ACTUAL	FY 2008-09 ACTUAL	FY 2009-10 ADOPTED BUDGET	FY 2009-10 AMENDED BUDGET	FY 2010-11 ADOPTED BUDGET
Administration	689,704	931,673	614,454	697,608	433,608
TOTAL	689,704	931,673	614,454	697,608	433,608

CHARACTER OF EXPENDITURES

	FY 2007-08 ACTUAL	FY 2008-09 ACTUAL	FY 2009-10 ADOPTED BUDGET	FY 2009-10 AMENDED BUDGET	FY 2010-11 ADOPTED BUDGET
<u>PERSONNEL</u>					
Salaries and Benefits	269,862	297,753	289,904	286,089	295,008
Subtotal	269,862	297,753	289,904	286,089	295,008
<u>SUPPLIES AND SERVICES</u>					
Purchased Services	416,792	630,213	319,500	406,469	132,250
Supplies and Materials	2,575	2,228	4,550	4,550	4,850
Capital Expenditures	475	1,479	500	500	1,500
Subtotal	419,842	633,920	324,550	411,519	138,600
TOTAL	689,704	931,673	614,454	697,608	433,608
NET GENERAL FUND CONTRIBUTION	122,136	185,538	202,413	189,372	197,557

AUTHORIZED STRENGTH

	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET	FY 2010-11 ADOPTED BUDGET
Position Summary					
Administration	2	2	2	2	2
TOTAL	2	2	2	2	2

Position Detail

	FY 2007-08 ADOPTED BUDGET	FY 2008-09 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET	FY 2009-10 ADOPTED BUDGET	FY 2010-11 ADOPTED BUDGET
Public Works Director	1	1	1	1	1
Executive Assistant	1	1	1	1	1
TOTAL	2	2	2	2	2

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SERVICE DESCRIPTION

Provides direction, coordination and oversight to the Engineering and the Maintenance Divisions; provides support and assistance to other City Departments. Meets, develops, implements and satisfies interagency agreements such as San Francisquito Creek Joint Power Authority, Waste Collection, Water System Operation, and Transit Shuttle Services.

Under the direction of the Public Works Director, the Administration Division is comprised of 2 staff positions; and, provides overall administrative direction and support to the Divisions within the department.

SIGNIFICANT CHANGES

FY 2009-2010 Adopted to FY 2009-2010 Amended:

The Fiscal Year 2009-2010 Amended Net General Fund Contribution of \$189,372 is a decrease of \$13,041 from the Fiscal Year 2009-2010 Adopted Budget of \$202,413. This -6.4% decrease is primarily due to a reduction in projected surveying services needed in the current year. It is important to note there were significant increases in both projected grant revenue and expenditures resulting from the CalTran Expansion, Youth Shuttle, and Job Access Reverse Commute (JARC) grants which reduced the potential need for General Fund Contribution. The Fiscal Year 2009-2010 Adopted Budget implementation of a 3 day mandatory furlough program for non-sworn City staff to occur in the fourth quarter of the fiscal year was not required and is not reflected in the FY2009-2010 Amended Budget.

FY 2009-2010 Amended to FY 2010-2011 Adopted:

The Fiscal Year 2010-2011 Adopted Net General Fund Contribution of \$197,557 reflects an increase of \$8,185 from the Fiscal Year 2009-2010 Amended Budget Net General Fund Contribution of \$189,372. This 4.3% increase primarily reflects the reduction of revenues sources to offset expenditures. The Adopted Budget includes a cost of living adjustment.

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FY 2009-2010 ACCOMPLISHMENTS

OBJECTIVE	RESULT
<p>1. By October 1, 2009, with assistance from the Human Resources Department, recruit and select a permanent Mobility Manager City staff person to carry on the day to day Shuttle program operations and grant management due to the retirement of the incumbent.</p>	<p>In progress: Public Works Administration with assistance from the Employee Relations Manager per the City Manager's director complied, met and created a draft Mobility manager job description for consideration and completion by the HR Director. Awaiting feedback from HR and/or CMO for next steps needed to achieve objective.</p>
<p>2. By June 30, 2010, hold a retreat with the Public Works and Transportation Commissioners and adopt a work plan.</p>	<p>In progress: as of this writing (Feb 4, 2010), retreat was scheduled on Wednesday evening, Feb 3, 2010, and additional meeting (s) are needed to complete objective.</p>
<p>3. By June 30, 2010, begin the water distribution system analysis for deficiencies and repairs with assistance or a retained consultant (s).</p>	<p>In progress: as of this writing (Feb 4, 2010) selective fire hydrants were flushed citywide between 10pm-2am by PW Director, American Water and consultants. Water model is being updated and calibrated. Inventory/data provided by CalAm. Draft Water System Master. Plan circulated to staff for review/comment as well as meetings with outside stakeholders.</p>

Additional Accomplishments:

- With Council's Authorization, negotiated and executed a 10 years garbage service provider franchise agreement between the City of East Palo Alto and Recology with assistance from the SBWMA and 11 other member agencies.
- Obtained with Council's authorization the approval and received favorable and rates for the capitol improvements to the San Carlos Transfer Station with assistance from the SBWMA.
- With Council's authorization, negotiated a 25 years Water Services agreement between the City of East Palo Alto and the City/County of San Francisco (aka SFPUC) with assistance from BAWSCA and in collaboration with 27 other member agencies.
- With Council's authorization, negotiated an interim supply agreement between the City of East Palo Alto and the City/County of San Francisco (aka SFPUC) with assistance from BAWSCA and in collaboration with 27 other member agencies.
- Staff actively engaged and participated in the interview and selection of an environmental consultant team and engineering design team for the Capitol Improvement Project of the San Francisquito Creek Channel Flood Control Improvements with assistance from the SFCJPA and 3 other member agencies.
- Fully staffed the Engineering division to 100% authorized strength with assistance from HR and the CMO.
- Maintained the highest AB939 (83%) amongst all San Mateo SBWMA member agencies for the most recyclable agency per the latest annual mandated regulatory report to the CIWMB in Sacramento.

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FY 2010-2011 OBJECTIVES

1. Complete the Citywide Water Master Plan by October 31, 2010.
2. Effectively transition to a new Garbage Service Provider by distributing new carts and bins by January 1, 2011.