DEPARTMENT OF PUBLIC WORKS

The Department of Public Works was formed as part of the 2004 reorganization. Divisions Include: Utilities Accounting; Utilities Billing; Engineering; Streets and Rights-of-Way; Utilities Operations; Buildings and Fleet Management. The department's primary responsibilities are to oversee and support infrastructure design, construction, maintenance operations for water and sewer, roads, city facilities and city vehicles. In addition, it manages the acquisition of water rights and the utilities enterprise fund and related fiscal matters.

Mission Statement: To support the City of Rio Rancho's existing and future citizens by insuring that the City's public works, infrastructure and facilities are planned, funded, constructed, operated and maintained in a cost effective manner and in the best interest of public health, safety, and welfare.

Divisions Overview:

Utilities Accounting is responsible for all fiscal matters pertaining to the City's utilities and road infrastructure. This includes oversight of the department's budget, ICIP, Utilities Enterprise Fund, bonds, utilities rates, impact fees, grants, loans and water rights acquisition.

Utility Billing is responsible for meter reading and billing 31,000 water and wastewater accounts, customer service which includes: assistance in payment plans, leak education, work orders, scheduling hourly profiles, activation of new service and closing of finaled accounts. This division is also responsible for collections on delinquent accounts that are active and inactive, new meter installations, meter inspections, and fire hydrant billing and rentals.

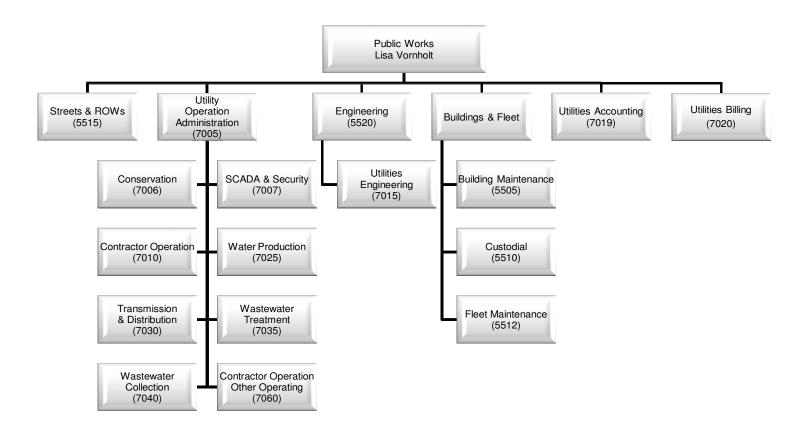
Engineering is responsible for the planning of roads, drainage, and traffic. It also includes construction management and inspection of water and sewer projects, roads and drainage, and other city facilities. Other areas of responsibility include traffic controls, street signs, striping, line locating and GIS.

Streets and Rights-of-Way is responsible for the maintenance and repair of paved, dirt and gravel roads, curbs, gutters, sidewalks, bike paths, and drainage. Management of the roadsides and medians includes weed control, along with street sweeping, and municipal wall constructions and repairs. Other areas of responsibility include street closures, detours, and heavy equipment maintenance.

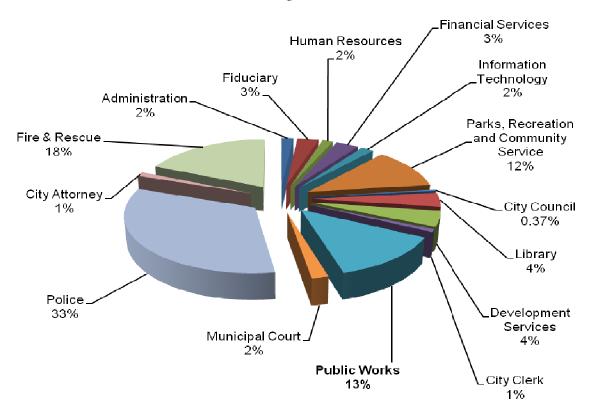
Utilities Operations is responsible for the system planning of the water and wastewater utilities for future and current system improvements, water reuse, water conservation, industrial pretreatment, FOG management, domestic well permitting / management and cross-connection prevention, and maintenance and adherence of federal and state permits for the utilities facilities, water and wastewater. It also includes oversight of the City's solid waste collection contract, as well as the water and wastewater operation contract. Oversight and coordination of the Utilities Commission resides here.

Building and Fleet Management is responsible for repairs, maintenance and renovation of all non-recreational City facilities. It is also responsible for the City's rolling stock, which includes repairs, maintenance, procurement and disposition of vehicles, plus the Motor Vehicle Equipment Fund. In addition, this division manages fuel procurement and accounting.

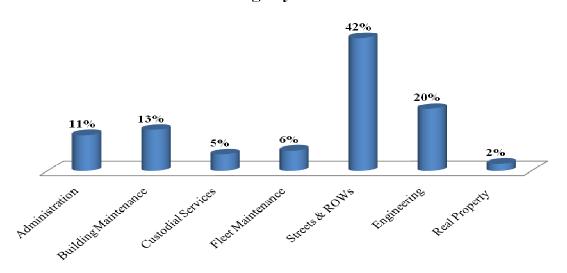
City of Rio Rancho Department Budget Structure



GENERAL FUND FISCAL YEAR 2012 Public Works Total Budget \$6,683,938

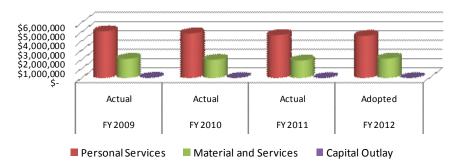


Percentage by Cost Center

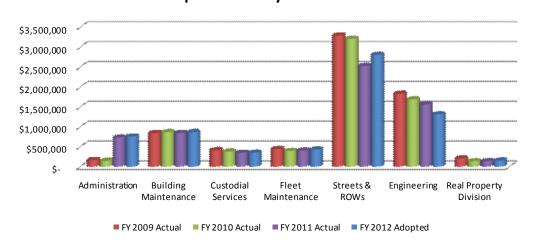


PUBLIC WORKS DEPARTMENT BUDGET SUMMARY FISCAL YEAR 2011-2012												
Object of Expenditures		FY 2009 Actual		FY 2010 Actual		FY 2011 Actual		FY 2012 Adopted				
General Fund												
Personal Services		\$ 5,076,754	\$	4,836,089	\$	4,663,322	\$	4,574,370				
Material and Services		2,083,115		1,988,365		1,899,377		2,109,568				
Capital Outlay		38,023		6,499		177		-				
	Total	7,197,892		6,830,953		6,562,876		6,683,938				
Expenditure by Cost Center												
Cost Center												
Administration		\$ 166,906	\$	146,618	\$	729,252	\$	756,566				
Building Maintenance		842,383		867,229		846,184		869,449				
Custodial Services		414,018		379,194		347,765		351,187				
Fleet Maintenance		443,384		394,526		406,940		429,353				
Streets & ROWs		3,295,952		3,216,765		2,530,045		2,810,624				
Engineering		1,831,115		1,689,280		1,565,311		1,315,033				
Real Property Division	_	204,134		137,341		137,379		151,726				
	Total	7,197,892		6,830,953		6,562,876		6,683,938				

By Type of Expenditures



Expenditures by Cost Center



PUBLIC WORKS OPERATIONAL PERFORMANCE INDICATORS

	200)9		2010		2.0	11			2012
Cost Center	Act			Actual		Target		Actual		Target
Administration										
Acquire 145.6 acre feet of water rights each fiscal year. This will ensure that the City remains compliant with the terms of the 2003 permit	,	245.4		261.0		145.6		480.0		145.6
Building Maintenance	-						-		-	
Complete facility work orders within 3 days on average. This measurement relates directly to facility quality, unimpeded use, and safety. Continual evolution and increase of Building Maintenance responsibility and staffing shortages are driving										
a downward trend, illustrated by reduced efficiency.		3.5		2.9		3.0		3.5		3.0
Building Maintenance cost per square foot. Costs include employee cost, materials/supplies, overhead, etc.	\$	3.50	\$	3.84	\$	4.00	\$	3.50	\$	3.75
Custodial										
Custodial Services cost per square foot. Costs include employee cost, materials/supplies, overhead, etc. Goal increased due to increase in square footage in concert with increased cleaning requirements of aging facilities, staffing shortages and inflation.	\$	1.65	\$	1.75	\$	2.00	\$	1.85	\$	2.00
Fleet Maintenance	Ψ	1.05	Ψ	1.73	ψ	2.00	Ψ	1.65	Ψ	2.00
Ensure that 89% of the City's vehicle fleet is available. Numbers reflect percentage of time City vehicles are available for employee use. Continued increase in fleet size/workload will drive availability down without increased Fleet Maintenance facility and staffing increases.	8	89.0%		89.0%		89.0%		89.0%		89.0%
Total vehicle maintenance cost. Numbers reflect total cost and cost per vehicle. This goal and reporting the true cost per vehicle will continue to be refined. Streets/ROW and Utilities vehicles are not included in this measurement.	\$ 9:	30.12	\$	1,056.34	\$	3,700.00	\$	975.32	\$	3,700.00
Streets and ROWs				· · · · · · · · · · · · · · · · · · ·						·
Complete 85% of the citizen request forms/calls for weed removal, road grading, sweeping, etc. within 5 days.		83%		72%		85%		77%		85%
Engineering										
Number of CIP Projects Funded		19		18		28		28		19
Number of CIP Projects Completed or Under Contract		16		22		28		33		19

All projects will continue to have published schedules that are regularly maintained, updated, and available for review. Key milestones will be shown and the critical path identified.

Continue to emphasis public awareness of project goals, objectives, and timelines.

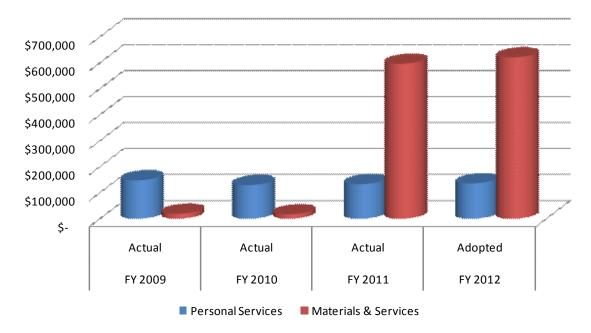
Public Works / Administration (5501)

Program Description:

Public Works Administration manages and directs the Accounting, Utility Billing, Utility Operation, Engineering, Buildings & Fleet and Streets & Rights-of-Way divisions. This division is also responsible for the negotiation and purchase of water rights and managing the City's water and wastewater enterprise budget of \$45 million.

PUBLIC WORK DEPARTMENT Administration Cost Center 101-5501 Expenditures												
		FY 2009 Actual		FY 2010 Actual		FY 2011 Actual		FY 2012 Adopted	% Change			
Personal Services Materials & Services	\$	147,983 18,923	\$	129,536 17,082	\$	132,774 596,478	\$	135,694 620,872	2% 4%			
Total	\$	166,906	\$	146,618	\$	729,252	\$	756,566	4%			
Positions Approved*		1		1		1		1	0%			

^{*}Full Time Equivalence



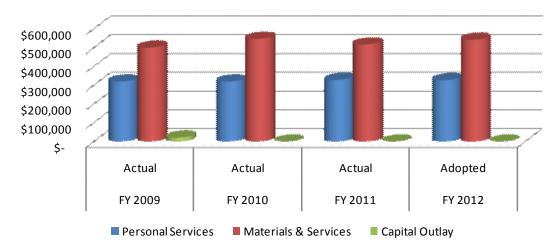
Public Works / Building Maintenance (5505)

Program Description:

Building and Fleet, a division of the Public Works Department, provides maintenance, guidance, repairs, renovations, and upgrades for all city buildings and vehicles. The division's purpose is to maintain city buildings and vehicles to an appropriately safe and serviceable level that enables each department to fully perform their duties and serve the public. The division works to minimize overall costs, building repair response time and degradation, and vehicle downtime by implementing and enforcing proven facility and vehicle preventive and unscheduled maintenance programs.

	PUBLIC WORKS DEPARTMENT Building Maintenance												
Cost Center 101-5505													
Expenditures													
FY 2009 FY 2010 FY 2011 FY 2012 %													
		Actual		Actual		Actual		Adopted	Change				
Personal Services	\$	320,418	\$	320,197	\$	328,451	\$	327,101	0%				
Materials & Services		500,721		547,032		517,556		542,348	5%				
Capital Outlay		21,244		-		177		-	0%				
Total	\$	842,383	\$	867,229	\$	846,184	\$	869,449	3%				
Positions Approved*		6		6		6		6	0%				

^{*}Full Time Equivalence



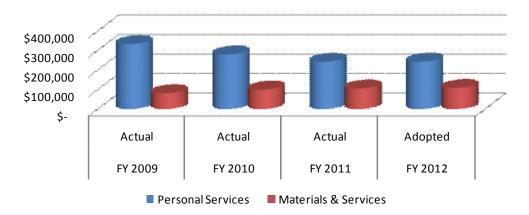
Public Works / Custodial Services (5510)

Program Description:

Building and Fleet, a division of the Public Works Department, provides maintenance, guidance, repairs, renovations, and upgrades for all city buildings and vehicles. The division's purpose is to maintain city buildings and vehicles to an appropriately safe and serviceable level that enables each department to fully perform their duties and serve the public. The division works to minimize overall costs, building repair response time and degradation, and vehicle downtime by implementing and enforcing proven facility and vehicle preventive and unscheduled maintenance programs.

PUBLIC WORKS DEPARTMENT Custodial Services Cost Center 101-5510 Expenditures												
FY 2009 FY 2010 FY 2011 FY 2012 %												
Personal Services	\$	Actual 332,537	\$	Actual 279,578	\$	Actual 242,271	\$	Adopted 243,130	Change 0%			
Materials & Services		81,481		99,616		105,494		108,057	2%			
Total \$ 414,018 \$ 379,194 \$ 347,765 \$ 351,187 1%												
Positions Approved*		11		10		7		7	0%			

^{*}Full Time Equivalence



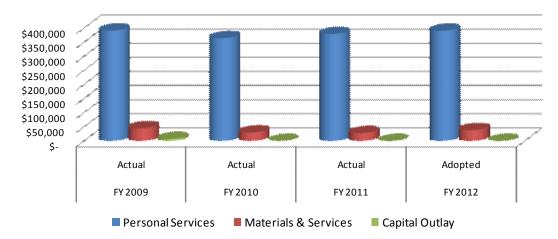
Public Works / Fleet Maintenance (5512)

Program Description:

Building and Fleet, a division of the Public Works Department, provides maintenance, guidance, repairs, renovations, and upgrades for all city buildings and vehicles. The division's purpose is to maintain city buildings and vehicles to an appropriately safe and serviceable level that enables each department to fully perform their duties and serve the public. The division works to minimize overall costs, building repair response time and degradation, and vehicle downtime by implementing and enforcing proven facility and vehicle preventive and unscheduled maintenance programs.

		PUB	LIC	C WORKS D	EP	ARTMENT	ı					
Fleet Maintenance												
Cost Center 101-5512												
Expenditures												
		FY 2009		FY 2010		FY 2011		FY 2012	%			
		Actual		Actual		Actual		Adopted	Change			
Personal Services	\$	391,179	\$	364,382	\$	379,256	\$	390,921	3%			
Materials & Services		45,152		30,144		27,684		38,432	39%			
Capital Outlay		7,053		-		-		-	0%			
Total	\$	443,384	\$	394,526	\$	406,940	\$	429,353	6%			
Positions Approved*		6		6		6		6	0%			

^{*}Full Time Equivalence

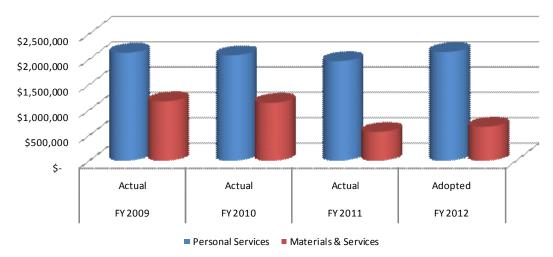


Program Description:

Streets & Rights-Of-Way, a division of the Public Works Department, strives to efficiently and cost effectively provides the residents with a variety of services. Infrastructure maintenance is the major focus of our operations and includes road pavement repairs, resurfacing, storm water facilities management, road grading, street sweeping, weed and litter maintenance, and median and right of way maintenance. As employees we are committed to fulfilling our goals and objectives within the budgeted resources. In the spirit of teamwork we recognize the importance of courteous and timely service to our community.

PUBLIC WORKS DEPARTMENT Streets and ROWs Cost Center 101-5515 Expenditures												
		FY 2009		FY 2010		FY 2011		FY 2012	%			
		Actual		Actual		Actual		Adopted	Change			
Personal Services	\$	2,126,558	\$	2,076,987	\$	1,963,378	\$	2,142,834	9%			
Materials & Services		1,169,394		1,139,778		566,667		667,790	18%			
Total	\$	3,295,952	\$	3,216,765	\$	2,530,045	\$	2,810,624	11%			
Positions Approved*		50		48		48		48	0%			

^{*}Full Time Equivalence



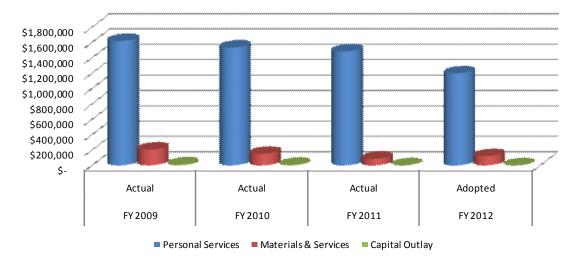
Public Works / Engineering (5520)

Program Description:

Engineering, a division of the Public Works Department, continues to strive to enhance the quality of life for the residents of Rio Rancho by ensuring that quality utility, transportation, and drainage infrastructure is built by the development community and by the Department of Public Works via its Capital Improvements (CIP) projects.

	PUBLIC WORKS DEPARTMENT Engineering Cost Center 101-5520 Expenditures												
		FY 2009 Actual		FY 2010 Actual		FY 2011 Actual		FY 2012 Adopted	% Change				
Personal Services Materials & Services Capital Outlay	\$	1,617,429 203,960 9,726	\$	1,532,994 149,787 6,499	\$	1,482,013 83,298	\$	1,196,514 118,519	-19% 42% 0%				
Total \$ 1,831,115 \$ 1,689,280 \$ 1,565,311 \$ 1,315,033 -16%													
Positions Approved*		27		25		21		16	-24%				

^{*}Full Time Equivalence



Public Works / Real Property (5025)

Program Description:

The Real Property Division within the Public Works Department, implements the policy adopted by the Governing Body and City Administration as it relates to Lands Management/Real Estate Transactions. This division actively manages land acquisition and disposition for all departments.

PUBLIC WORKS DEPARTMENT Real Property Division Cost Center 101-5525 Expenditures												
		FY 2009 Actual		FY 2010 Actual		FY 2011 Actual		FY 2012 Adopted	% Change			
Personal Services	\$	140,650	\$	132,415	\$	135,179	\$	138,176	2%			
Materials & Services Total	\$	63,484 204,134	\$	4,926 137,341	\$	2,200 137,379	\$	13,550 151,726	516% 10%			

Positions Approved*	2	2	2	2	0%

^{*}Full Time Equivalence

