



Public Works Director ***Timothy Richnak***



Functional Organizational Chart

Administrative and Support Services

- Prepares and administers department budget
- Coordinates and evaluates staff activities
- Coordinates staff development and training
- Procures materials, equipment and supplies
- Liaison with other City departments and government units
- Recommends and implements policies and programs in the Public Works Department
- Formulates and develops programs
- Maintains inventory

Contract Administration

- Prepares material specifications and invitations to bid
- Analyzes bid documents and prepares recommendations for City Council
- Supervises contractors to ensure that bid specifications are being followed
- Evaluates contractors for use on future bids
- Maintains and updates the computerized inventory system

Fleet Maintenance

- Provides vehicle repair services for the City-owned fleet
- Provides 24- hour maintenance on snow removal equipment
- Performs welding, fabrication or repair on various other equipment
- Maintains an up to date computerized inventory system
- Prepares specifications and bid documents
- Source of vehicle repair services to other government agencies

Refuse and Recycling

- Provides prompt, reliable refuse removal
- Maintains efficient curbside recycling
- Handles refuse related calls
- Liaison to the City's refuse collection

contractor and resource recovery authority

- Promotes public education on solid waste disposal through multi-lingual newsletters and brochures
- Works with agencies to develop programs reducing materials in the waste system

Storm Water Drainage

- Evaluates storm water drainage system
- Develops and implements projects to improve watersheds and storm water drainage system
- Monitors Federal, State, and County information regarding changes in storm water drainage by regulations and mandates
- Liaison with other storm water agencies to effectively manage common watersheds

Street Services

- Provides safe and clean road service for thorough pavement repair and snow and ice control
- Provides grass and weed control to detention ponds and road right-of-ways
- Performs maintenance of storm sewers and open drains, and aids other departments and agencies in securing a safe environment during emergency situations

Water and Sewer Billing and Accounts

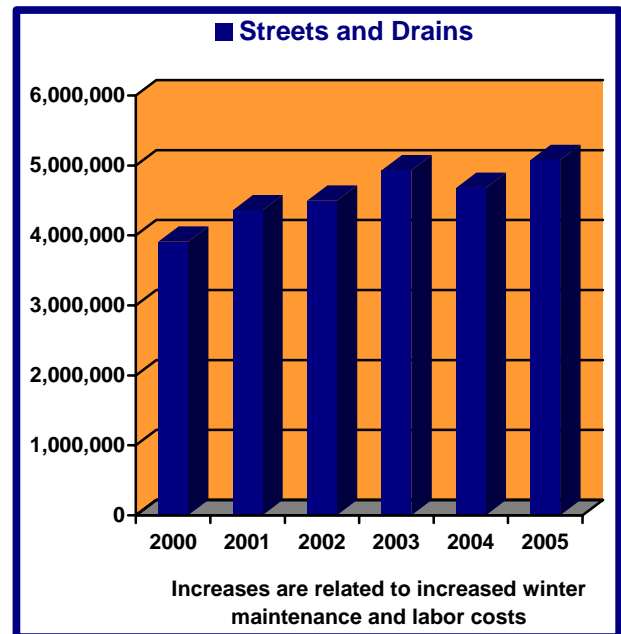
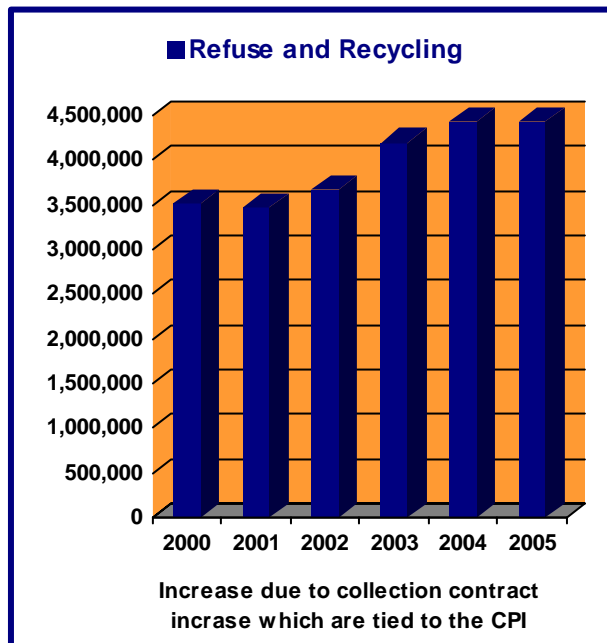
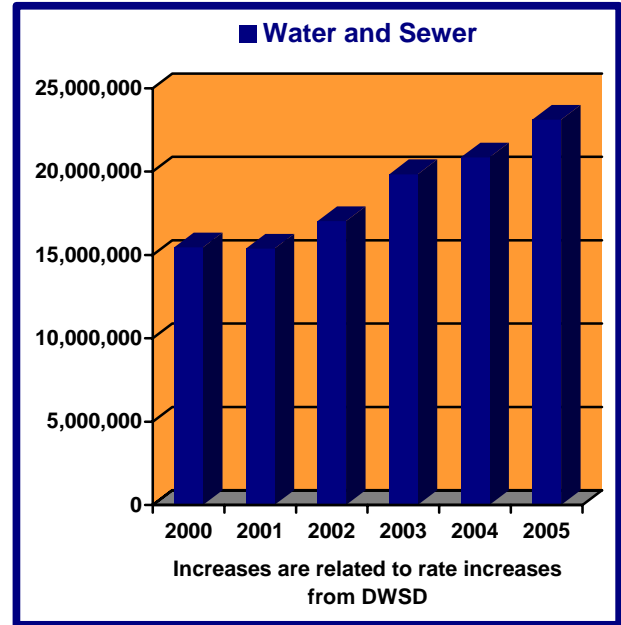
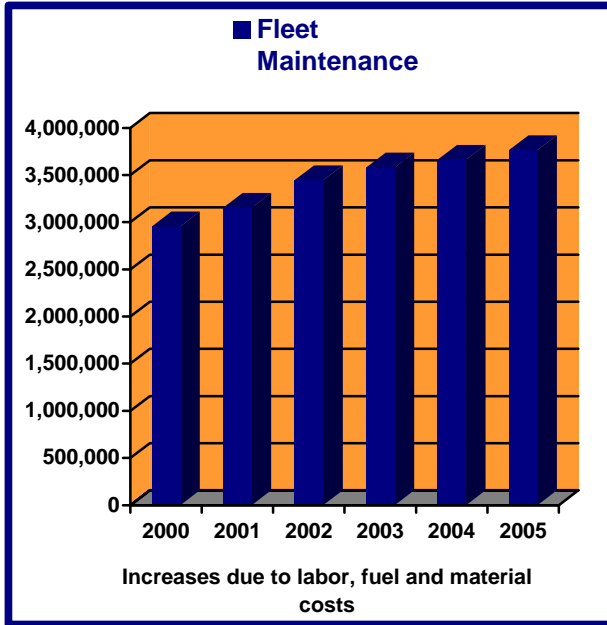
- Provides billing account management and administration
- Communicates with field staff regarding customer service requests and information
- Provides secretarial and clerical support
- Liaison to all water and sewer customers providing public education and account services

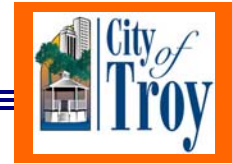
Water and Sewer Distribution

- Maintains water mains, sanitary sewers, and hydrants
- Reads water meters for billing



Key Departmental Trends





Mission and Service Statements

Mission Statement

The mission of the Public Works Department is to continuously provide excellent services using the most up-to-date equipment, and to protect the safe, clean, and healthy environment that the taxpayers of the City of Troy have come to enjoy.

Service Statement

The Public Works Department serves the community by providing services through efficient management and maintenance of its equipment, fleet, facilities and infrastructure. This is accomplished in a professional manner by effectively training staff and managing our operations.

The Public Works Department operates under the Director of Public Works, three divisional superintendents, and the Solid Waste Coordinator.

The Fleet Maintenance division includes purchasing and maintenance of City-owned vehicles and equipment. Communication with other divisions is essential in order to provide them with the equipment and repair services they need to perform their various operations.

The Streets and Drains division's primary mission is to provide a safe, well-maintained major road, local road, and sidewalk network. The superintendent and his staff develop and implement maintenance programs and improvement projects that meet this service objective.

The Water and Sanitary Sewer division is dedicated to providing safe, clean and abundant drinking water for the residents of Troy. They maintain the distribution system to the highest standards in the most efficient manner possible. Our objective is to operate the sanitary sewer system in a safe, environmentally responsible and efficient manner.

Storm Water management concentrates on the implementation of the City's storm water drainage master plan, improvement of the current storm water drainage system, and compliance with Federal, State and County storm water regulations and mandates. The Refuse and Recycling activities include the coordination of refuse collection efforts with a private contractor, and the efficient operation of curbside recycling. The Coordinator is responsible for the development of new programs including the distribution of educational and promotional literature.

In addition to the Public Works Department providing services to the residential and business community they provide essential services to numerous other City of Troy departments and other governmental agencies.



Service Statement, Continued

It is the duty of the Public Works Department to preserve the taxpayers' investment in its existing infrastructure and equipment. Protection of these services is sustained through a high level of continuous repair and maintenance.

The Public Works Director is responsible for management coordination and the development of cooperation between the divisions that comprise the Public Works Department. The Director communicates daily with DPW superintendents and staff as to the status of ongoing projects and programs in order to assure that the desired level of public service is attained, and in turn communicates the departmental activities and programs to the Assistant City Manager/ Services. The Public Works Director provides pertinent information to City Council members relating to current departmental projects and contracts, and the latest system and equipment advancements.

Did You Know ...?

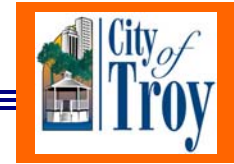
- The newly implemented automatic meter read system, which transmits water meter data to a vehicle- based receiver, will reduce meter reading cost and labor by 96%.
- Troy's Streets Division cleans and maintains over 1700 lane miles of local and major roads, the same roads that are used by approximately 400,000 vehicles a day.
- Curbside recycling generates \$30.00 per ton in revenue and a \$35.50 per ton disposal cost recovery. In 2005, Troy collected 3,788 tons in recyclable materials effectively reducing our costs by \$248,000.



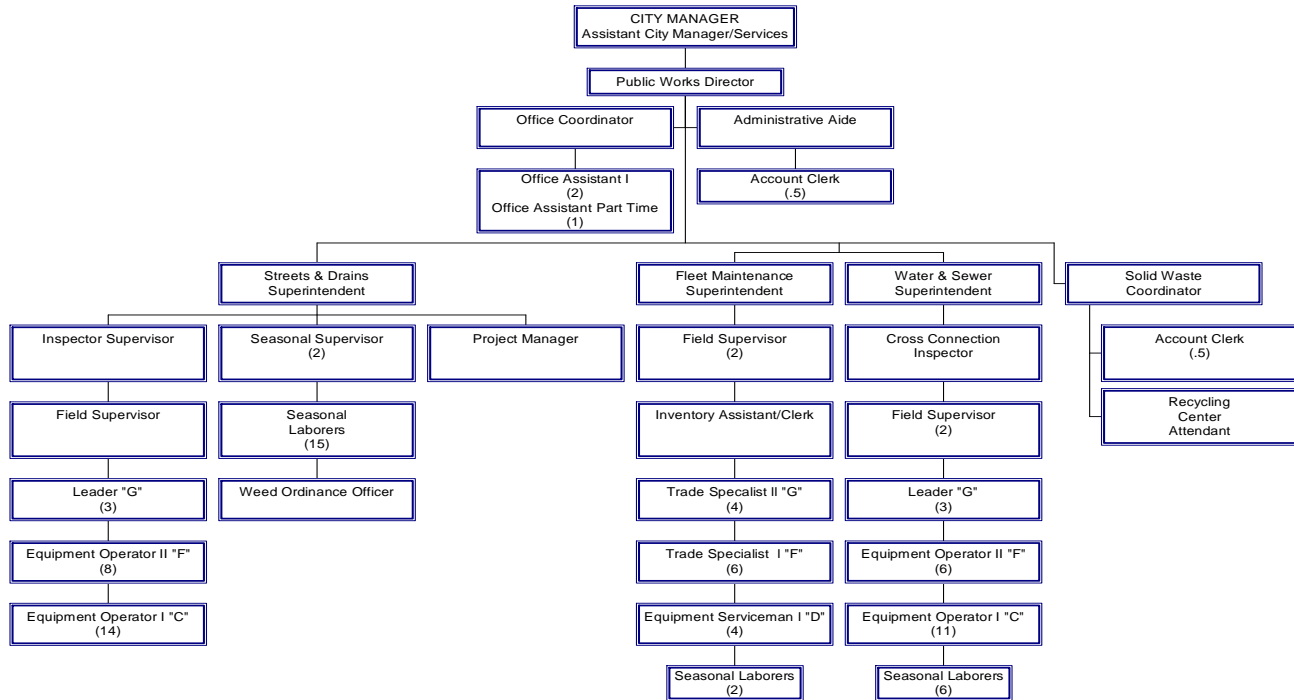
Performance Objectives

- Complete evaluation of staffing levels as it relates to advancing the Hansen water billing software, and additional technology changes (Objective 5)
- Advance the installation of the meter interface units (radio reads) (Objective 1, 6, 9)

	Performance Indicators	2004/05 Actual	2005/06 Projected	2005/06 Budget	2006/07 Budget
Output	Sidewalks - New Installation	\$359,000	\$280,000	\$550,000	\$250,000
	Concrete Pavement Repair	\$1,243,000	\$1,250,00	\$1,250,000	\$3,900,000
	Crack and Joint Sealing	\$385,000	\$500,000	\$500,000	\$500,000
	Street Light Maintenance	\$372,000	\$400,490	\$400,490	\$441,430
Efficiency	Concrete Pavement % Installed Compared to Budget	99%	100%	100%	100%
	Sidewalks – New Installation % Installed Compared to Budget	65%	51%	100%	100%
	Seam and Fracture Sealing - % Installed Compared to Budget	77%	100%	100%	100%



Organizational Chart



Staff Summary	Approved 2004/05	Approved 2005/06	Recommended 2006/07
Public Works Director	1	1	1
Superintendent	3	3	3
Account Clerk	1	1	1
Administrative Aide	1	1	1
Cross Connection Inspector	1	1	1
Equipment Operator I "C"	26	25	25
Equipment Operator II "F"	15	14	14
Equipment Serviceman I "D"	11	11	11
Field Supervisor	5	5	5
Inspector Supervisor	1	1	1
Inventory Assistant/Clerk	1	1	1
Leader	6	6	6
Office Assistant I	3	3	2
Office Assistant Part Time	0	0	1
Office Coordinator	1	1	1
Project Manager	1	1	1
Recycling Center Attendant	1	1	1
Seasonal Laborers	24	23	23
Seasonal Supervisor	2	2	2
Solid Waste Coordinator	1	1	1
Storm Water Utility Engineer	1	1	0
Trade Specialist I "F"	6	6	6
Trade Specialist II "G"	4	4	4
Weed Ordinance Officer	1	1	1
Total Department	117	114	113