



PUBLIC WORKS DIVISION

Division Support – 30DS

PURPOSE:

Provide administrative services for all Departments within the Public Works Division. This includes financial planning and budgeting, purchasing services, vendor invoice processing, financial analysis and reporting, administration of bond funding, and billing and collection of Grant reimbursements.

Services Provided

Provide leadership and assistance with budget preparation and financial reporting for the Division. Ensure timely acquisition of required goods and services. Prepare vendor payment vouchers, acquire approvals of invoices, and ensure timely payment to vendors. Compile, submit, and collect Grant reimbursements. Perform timekeeping functions, setup projects and maintain financial data in Project Accounting software, and work with the Finance Department and the Public Works GIS section to comply with GASB 34 infrastructure reporting requirements.

DIVISION SUPPORT – 30DS EXPENDITURES BY CATEGORY:

	Actuals FY 2004	Actuals FY 2005	Estimated FY 2006	Budget FY 2007	% Budget Var	FY 2008	% Var
Salaries and Benefits	573,646	588,715	559,970	539,657	-4%	546,301	1%
Office Expense	68,584	55,992	35,808	51,639	44%	51,639	0%
Operating Expense	5,369	5,005	5,800	8,203	41%	8,203	0%
Maintenance Expense	-	-	13	200	1500%	200	0%
Travel and Transportation Expense	(130)	-	-	-	0%	0	0%
Technical and Professional Expense	3,182	6,971	-	100	0%	100	0%
Capital Expenditures	-	3,240	-	-	0%	-	0%
Carryovers	13,855	8,933	10,758	-	-100%	-	0%
Capital Carryovers	-	-	4,147	-	-100%	-	0%
PROG EXPENDITURES TOTAL	664,505	668,856	616,496	599,799	-3%	606,443	1%

FUNDING SOURCE SUMMARY

General Fund Contribution	664,505	668,856	616,496	599,799	-3%	606,443	1%
PROG FUNDING SOURCE TOTAL	664,505	668,856	616,496	599,799	-3%	606,443	1%
Authorized Full-time Equivalents	11	11	9	9	0%	9	0%

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

- Implemented USL Financial Project Accounting software. This included operator training in Purchase Requisitions, Purchase Orders, Vendor payments, and Project progress and status reporting. This resulted in project financial and project status information being available to all Public Works personnel through their desktop computer. Directors can now review the project progress, Engineers can view the available funding for their projects, and administrative personnel can enter and review their Purchase Requisitions, all in one application program.
- Developed and distributed training manuals on USL Financials to all Public Works employees who attended training sessions.
- Submitted 2,817 operating invoices for payment during the current budget cycle and secured payment to vendors on 2,648 (94%) of those in an average of 7

**Public Works Division
Division Support – 30DS**

days. Also, submitted 1,244 contractor invoices and all invoices were paid in less than the 21 day limit.

- \$23.9 million in reimbursements have been collected during FY 04/05 and FY 05/06. An additional \$4.1 million is currently being billed and another \$6.8 million will be invoiced to grantors before the end of the Fiscal Year.
- Implemented Professional Document Solution software to perform contract scanning, indexing, and viewing for Purchasing. This enables the satellite Purchasing Office to retrieve executed contracts and e-mail to department staff and outside contacts.

- Satellite Purchasing Office in conjunction with the Purchasing Department has worked with the Legal Department in updating RFB, RFP, and contract boilers in an effort to standardize terms and conditions between documents.
- The satellite Purchasing Office took on the tasks of assigning and maintaining the Technical Services project number log, and, maintaining the on-call engineering contract rotation schedule.

SERVICE IMPROVEMENT GOALS & OBJECTIVES:

FY07

- Improve access of Directors, Managers, and Engineers to Project status and financial information by providing monthly training to Public Works employees, posting all financial transactions at least weekly, and by reviewing projects monthly to ensure information is current.
- Seek reimbursement requests on projects no later than 60 days after engineer’s notification of project completion. Seek quarterly reimbursements on long term projects. This will be accomplished by reviewing reports on USL Financial software, reviewing Road Tracker Report, and VUP Database reports monthly; and by meeting regularly with Project Managers to discuss reimbursement issues.
- Pay all vendors within 30 days and all construction contractors within 21 days from receipt of vendor’s invoice. Goal is attainable all year.
- Establish and maintain an interface between the GIS infrastructure inventory database and the Sage Fixed Asset Module to provide for electronic transfer of asset additions and deletions. This will facilitate production of GASB 34 infrastructure reports.
- Train 5 Division Support staff in report writing using Access Database and Crystal Report Writer to design and implement ad-hoc reports in USL Financials software. This will eliminate the cost of the software vendor creating any requested ad-hoc reports.

FY08

- Develop custom reports as requested by Public Works Directors and Managers concerning Project status and finances.
- Pay all vendors within 30 days and all construction contractors within 21 days from date of receipt of vendor’s invoice. Goal is attainable all year.
- Seek reimbursement requests on projects no later than 60 days after engineer’s notification of project completion. Seek quarterly reimbursements on long term projects. This will be accomplished by reviewing reports on USL Financial software, reviewing Road Tracker Report, and VUP Database reports monthly; and by meeting regularly with Project Managers to discuss reimbursement issues.

PERFORMANCE DATA:

Performance Measures	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Target FY 2007	Target FY 2008
Contractor payments exceeding 21 Days	-0- / 803	-0- / 819	-0- / 850	-0- / 850	-0- / 850
Most days between Billing and Reimbursement receipt	53	49	50	45	45
Average turn - around time for POs	2 days	3.4 days	2 days	2 days	2 days
Number of USL Financials training sessions conducted.			14	12	12
Number of staff receiving Access and Crystal Report writing training.				5	5



DIVISION SUPPORT

Public Works Information Technologies – 30IT

PURPOSE:

The general mission of the Public Works Information Technologies program (*PWIT*) is to provide a coherent, reliable and comprehensive electronic working environment for the five departments of Planning and Geographical Information Resources, Technical Engineering Services, Operations & Maintenance, Fleet-Facilities and Solid Waste. In order to fulfill this mission, staff has a number of responsibilities which include: management of the core division servers, network, Voice-Over-IP telephony, training, specification, selection, acquisition and integration of new information technology architectures and products. Staff will also provide basic network and telephony services to all County divisions who are located at the 2400 Broadway SE campus.

SERVICES PROVIDED:

Management, configuration, troubleshooting of all network, server and data transmission facilities / devices providing the Public Works Division infrastructure. Central management of server and desktop services, software, and security, providing appropriate updates and replacement. Cooperation, coordination, communication, and training with all division departments involving evaluation and implementation of existing and appropriate emerging technologies to assist department priorities. Serve as technical advisors, coordinators for division departments when interfacing with other County Divisions, or other public and private agencies.

PUBLIC WORKS INFORMATION TECHNOLOGIES – 03IT EXPENDITURES BY CATEGORY:

	Actuals FY 2004	Actuals FY 2005	Estimated FY 2006	Budget FY 2007	% Var	Budget FY 2008	% Var
Salaries and Benefits	-	-	205,359	221,910	8%	223,795	1%
Office Expense	-	-	714	1,100	54%	1,100	0%
Operating Expense	-	-	4,588	5,450	19%	5,450	0%
Technical and Professional Expense	-	-	8,230	24,000	192%	24,000	0%
PROG EXPENDITURES TOTAL	-	-	218,891	252,460	15%	254,345	1%

FUNDING SOURCE SUMMARY

General Fund Contribution	-	-	218,891	252,460	15%	254,345	1%
PROG FUNDING SOURCE TOTAL	-	-	218,891	252,460	15%	254,345	1%

Authorized Full-time Equivalents		0	3	3	0%	3	0%
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PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

- Upgrade of desktops in the Division utilizing Windows NT Workstation to Windows XP Professional utilizing Active Directory based services.
- Implementation of network, server and service monitoring tools to assist in troubleshooting and reporting of system availability / utilization for the Division.
- System production implementation of USL Financials for Division Support including documentation, configuration and training assistance.
- Initial configuration and testing of environment for Infrastructure Planning and Geo Resources / GIS section migration to ESRI ArcSDE.
- Upgrade of Solid Waste financial package to current versions.
- Initial deployment of higher speed, connectivity for Division's remote sites.
- Re-configuration of Wide Area Network (WAN) for increased fault-tolerance.
- Initial deployment of Wireless Lan (WLAN) in main conference rooms for coverage and security studies

**SERVICE IMPROVEMENT GOALS & OBJECTIVES:
FY07**

- PWIT will be actively engaged in analysis, improvements to basic services, communication, and development of strategies with departments during FY '06/07. Necessarily this work will provide the foundation for enhanced Public Works Division productivity and future introduction of new technologies.
- Extend Network, Server, Service monitoring.
 - Provide ability to send system notifications, in real time, to PWIT staff via public infrastructure (cell phone/pda) on a critical watch basis. This will provide staff the ability to be notified by remote of potential system or service issues. Investigate the integration of Intrusion Detection System (IDS) into current monitoring strategy. SECOND QUARTER: remote messaging. FOURTH QUARTER: IDS investigation/test.
- Production implementation of Windows Remote Installation Services (RIS)
 - Implementation of RIS into production on the Division's domain will allow desktop builds and rebuilds to occur in a fraction of the current time required. Staff currently requires nearly 6 hours to install all required software on desktops, and this time is only slightly reduced for concurrent installations (4 desktops in 8 hours). Testing of RIS in the current environment shows that a desktop can be built in less than one hour, requires less staff attention, and isn't greatly affected by concurrent installations. SECOND QUARTER (given sufficient disk space).
- Implement Windows Server 2003 Domain in virtualized domain environment. Migration of user shares to network attached storage (NAS).
 - Migrating current domain structure to "virtualized" domain environment would allow for full utilization of hardware, provide simplified redundancy with growth potential, and allow for Division's domain to utilize support available in Windows 2003 Active Directory. Migration of user shares to NAS environment will allow greater recovery capability and improved network access from desktops. SECOND QUARTER: User share migration to NAS if sufficient disk space available. THIRD QUARTER: domain migration to "virtual environment"
- Provide configuration / computer administrative assistance to Infrastructure Planning and Geo Resources / GIS section migration to ESRI ArcSDE.
 - GIS migration to updated standards will require PWIT to standardize access and thoroughly document Microsoft SQL Server implementation(s) critical to long term support and implementation throughout the County. FIRST/SECOND QUARTER: data standardization/test implementation. THIRD/FOURTH QUARTERS: test to production migration for production evaluation
- Provide configuration / computer administrative assistance for deployment of CMMS system for Division.
 - Implementation of Division CMMS standard system would improve productivity for Division users and provide unified access to data. Staff could then eliminate support for the Division's outdated software. FOURTH QUARTER

Division Support Public Works Information Technologies – 30IT

FY08

- Provide configuration / computer administrative assistance to Infrastructure Planning and Geo Resources / GIS section migration to ESRI ArcSDE.
 - GIS migration to updated standards should be finalized, and the new production environment will be implemented. FIRST/SECOND QUARTER: Final implementation of production environment
- Extend and support Division CMMS system to all Division departments / programs.
 - Final implementation of Division CMMS system into production for any remaining departments / programs. FIRST/SECOND QUARTER: Final implementation of production environment
- Evaluation of Microsoft Windows “Vista”
 - Microsoft Windows “Vista” operating system for desktops / servers should be in full release and stable by FY08. The operating system will be evaluated as an appropriate technology for advancement of the Public Works Division.
- Evaluation / extension of the Divisions storage strategy.
 - Network Attached Storage (NAS) and iSCSI solution for servers in a “virtual domain” environment will be extended to appropriate servers and need.
- Evaluation of Division needs and requirements for WAN data transmission.
 - Expected growth in Division and County requirements regarding GIS and CMMS may require extended bandwidth to Division remote sites and 1 Civic in support of these applications. Utilizing established data from network monitoring baselines will help determine current and future needs and evaluation of alternative data communication methods will become necessary.

PERFORMANCE DATA:

For FY 05/06 PWIT is reporting 99.05% average system availability for 42 systems currently monitored, representing available time of nearly 5705 hours. Time reflected in approximately 60 unavailable hours does not, necessarily, reflect unproductive hours for Division Users but includes planned downtime for system support, test systems not

ready for production, and circumstances beyond the control of PWIT. Division network utilization for all local subnets have never exceeded 10% of capacity and wide-area connections to 1 Civic can exceed 70% depending on connections utilized. These statistics will baseline for future growth trends and reporting.