

# **Public Works–Administration**

## **Mission Statement**

It is the mission of the Public Works Administration Section to provide direction and administrative support to the Department of Public Works

**Primary Functions** → The primary function of the Administrative Section is to manage, supervise, and provide technical and clerical support to the entire Public Works Department's operating divisions.

### **2011 Accomplishments** →

- Continued to support staff by providing and analyzing data for Rockstat.
- Continued cross training in areas of customer service in all aspects of right-of-way issues.
- Continued cross training Public Works staff in Hansen customer service module.
- Provided support to staff in the creation of 2011 and 2012 ward capital plans.
- Created an OSHA Safety Compliance Committee and provided support to staff involved.

### **2012 Goals and Objectives** →

- Support staff in the development of 2012 and 2013 ward capital plans.
- Complete standard operating procedures for all areas of work in the Division.

# Public Works–Administration

## Budget Summary

PUBLIC WORKS ADMINISTRATION BUDGET SUMMARY					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$464,492	\$268,922	\$315,800	\$271,231	\$2,309
CONTRACTUAL	62,181	58,590	61,640	72,560	13,970
SUPPLIES	6,833	5,100	3,713	5,100	0
CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$533,506</u>	<u>\$332,612</u>	<u>\$381,153</u>	<u>\$348,891</u>	<u>\$16,279</u>

  

STAFFING REVIEW	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	INCREASE (DECREASE)
TOTAL	4.50	3.50	2.00	2.00	0.00

  

FUNDING SOURCE	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	2012 <u>AMOUNT</u>	2012 <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$48,219	14.5	\$42,602	12.2
INTERDIVISIONAL PURCHASE OF SERVICES	241,100	72.5	256,300	73.5
GENERAL REVENUES	<u>43,293</u>	<u>13.0</u>	<u>49,989</u>	<u>14.3</u>
TOTAL	<u>\$332,612</u>	<u>100.0</u>	<u>\$348,891</u>	<u>100.0</u>

## Budget Analysis

The 2012 budget is \$348,891, which is an increase of 4.9% from the previous year. Personnel costs increase \$2,300 due to increases in fringe benefit rates.

Contractual costs increase \$14,000 overall, primarily due to an increase in IT charges, based on a reallocation. The supply group remains unchanged.

In 2011, the Administration Division spent \$381,153 or 115% of its budget allocation. In the past years, 88% to 104% of the budget has been spent.

## Capital Equipment

Capital equipment is not budgeted in 2012.

# Public Works–Administration

## Personnel Review

<b>PUBLIC WORKS ADMINISTRATION DIVISION</b>				
<b>BENEFITS AND SALARIES</b>		<b>2011</b>	<b>2012</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	
PERMANENT		\$191,007	\$191,007	\$0
TEMPORARY		0	0	0
OVERTIME		0	0	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL SALARIES</b>		<b><u>\$191,007</u></b>	<b><u>\$191,007</u></b>	<b><u>\$0</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$39,080	\$39,787	\$707
UNEMPLOYMENT TAX		360	360	0
WORKMEN'S COMPENSATION		439	535	96
HEALTH INSURANCE		36,920	38,870	1,950
LIFE INSURANCE		156	156	0
PARKING BENEFITS		<u>960</u>	<u>516</u>	<u>(444)</u>
<b>TOTAL BENEFITS</b>		<b><u>\$77,915</u></b>	<b><u>\$80,224</u></b>	<b><u>\$2,309</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$268,922</u></b>	<b><u>\$271,231</u></b>	<b><u>\$2,309</u></b>
<b>PERSONNEL</b>				
<b>POSITION TITLE</b>	<b>POSTION <u>RANGE</u></b>	<b>2011 <u>EMPLOYEES</u></b>	<b>2012 <u>EMPLOYEES</u></b>	<b>INCREASE/ (DECREASE)</b>
DIRECTOR	E-15	1.00	1.00	0.00
PW SUPERINTENDENT	E-12	1.00	1.00	0.00
<b>TOTAL PERSONNEL</b>		<b><u>2.00</u></b>	<b><u>2.00</u></b>	<b><u>0.00</u></b>