

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.

2008 Accomplishments →

- Provided a foundation of leadership and support for the operating divisions of the Department.
- Provided effective communication with City residents about various Public Works projects, programs, and services.
- Provided administrative support for the implementation of RockStat.
- Began cross training in areas of customer service in all aspects of right-of-way issues.
- Began streamlining customer service processes.
- Provided support for the implementation of additional Hansen software modules.

2009 Goals and Objectives →

- Continue to support staff by providing and analyzing data for RockStat.
- Continue cross training in areas of customer service in all aspects of right-of-way issues.
- Cross train Public Works staff in Hansen customer service module.
- Provide direction to Public Works staff as the divisions go through the Lean Process Improvement.
- Begin the Public Works assessment process by using the Public Works Management Practices Manual.

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Budget Summary

PUBLIC WORKS ADMINISTRATION BUDGET SUMMARY					
APPROPRIATION	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$498,785	\$569,471	\$401,503	\$427,045	(\$142,426)
CONTRACTUAL	74,800	75,750	78,123	61,720	(14,030)
SUPPLIES	7,015	6,800	11,543	5,100	(1,700)
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$580,600</u>	<u>\$652,021</u>	<u>\$491,169</u>	<u>\$493,865</u>	<u>(\$158,156)</u>
STAFFING REVIEW					
TOTAL	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	INCREASE <u>(DECREASE)</u>
TOTAL	6.50	6.50	6.50	4.50	(2.0)
FUNDING SOURCE					
	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$78,897	12.1	\$68,277	13.8	
INTERDIVISIONAL PURCHASE OF SERVICES	353,700	54.2	283,100	57.3	
GENERAL REVENUES	<u>219,424</u>	<u>33.7</u>	<u>142,488</u>	<u>28.9</u>	
TOTAL	<u>\$652,021</u>	<u>100.0</u>	<u>\$493,865</u>	<u>100.0</u>	

Budget Analysis

The 2009 budget is \$493,865, which is a decrease of \$158,160 (24.3%) from the previous year. Personnel costs decrease \$142,400, with salaries decreasing \$91,900 due to the elimination of the two positions and furlough reduction for exempt employees. IMRF costs are reduced by \$12,000 due to a decrease in contribution rates and a reduction in salaries. Health insurance costs decrease \$37,500, as a result of decreased employees and changes in coverage.

Contractual costs decrease \$14,030 overall with a number of increases and decreases contributing. The largest changes are decreases for internal service charges include information technology charges (\$1,800), vehicle repairs (\$3,600), and building rental (\$6,800). Increases include telephone charges (\$900) and risk management (\$1,600). Travel and Education expenses were cut (\$4,500) as a result of deficit cuts.

The supply group has decreased \$1,700 from the prior year, as a result of cutting non essential expenses for Safety Committee.

In 2008, the Administration Division spent \$491,169, or 75.3% of its budget allocation. In the past years, 88% to 100% of the budget has been spent.

Capital Equipment

Capital equipment is not budgeted in 2009.

Public Works–Administration

Personnel Review

PUBLIC WORKS ADMINISTRATION DIVISION				
BENEFITS AND SALARIES		2008	2009	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$392,437	\$326,415	(\$66,022)
TEMPORARY		1,400	0	(1,400)
OVERTIME		150	0	(150)
MERIT PAY		8,538	0	(8,538)
SALARY ADJUSTMENT		<u>8,280</u>	<u>(7,488)</u>	<u>(15,768)</u>
TOTAL SALARIES		<u>\$410,805</u>	<u>\$318,927</u>	<u>(\$91,878)</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$70,688	\$58,695	(\$11,993)
UNEMPLOYMENT TAX		410	284	(126)
WORKMEN'S COMPENSATION		819	758	(61)
HEALTH INSURANCE		83,902	46,410	(37,492)
LIFE INSURANCE		507	351	(156)
PARKING BENEFITS		<u>2,340</u>	<u>1,620</u>	<u>(720)</u>
TOTAL BENEFITS		<u>\$158,666</u>	<u>\$108,118</u>	<u>(\$50,548)</u>
TOTAL COMPENSATION		<u>\$569,471</u>	<u>\$427,045</u>	<u>(\$142,426)</u>
	POSTION	2008	2009	INCREASE/ (DECREASE)
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
DIRECTOR	E-15	1.00	1.00	0.00
PW SUPERINTENDENT	E-12	1.00	1.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	E-6	1.00	0.00	(1.00)
CUSTOMER RELATIONS TECHNICIAN	E-4	1.00	1.00	0.00
SENIOR OFFICE ASSISTANT	E-4	1.00	1.00	0.00
SENIOR ACCOUNT CLERK	A-21	0.50	0.50	0.00
SENIOR CLERK	A-19	<u>1.00</u>	<u>0.00</u>	<u>(1.00)</u>
TOTAL PERSONNEL		<u>6.50</u>	<u>4.50</u>	<u>(2.00)</u>

Public Works–Engineering Division

Mission Statement

Primary Functions → The primary function of the Engineering Division is to provide design services and construction management for all capital construction projects. This Division is also charged with the review and approval of plans for single site and subdivision development, permitting work within the public right-of-way, and record keeping of the City's infrastructure.

Traffic engineering analyses related to the safe and efficient movement of people and goods within the City, accident crash analysis for signaled and unsignaled intersections safety analysis for schools, geometric design of existing and planned roadways and intersections including support of the land development process, and street lighting analysis for all citizen requests.

2008 Accomplishments →

- Selection, design and construction management of 2008 capital improvement projects.
- Selection of 2009 capital improvement projects.
- Reviewed and received approval of subdivision and site development plans in an effective and timely manner.
- Revised the Engineering Design Criteria Manual for the City of Rockford.
- Worked in conjunction with other divisions to design and implement Hansen's Permitting, Planning, and Code Enforcement modules.
- Completed the Hazard Mitigation Plan.
- Completed capital plans for each ward.
- Completed 2007 ICMA Performance Measurement data collection and reporting.
- Completed conversion of water facility records to GIS format and implemented field verification.
- Continue building a GIS database for storm sewer and water main infrastructure.
- Began design and implementation of GIS/field-based parkway tree survey.

2009 Goals and Objectives →

- Continue scanning as-built drawings of water, storm sewer, traffic signals, street lights and load into Sharepoint to provide better accessibility to records.
- Create a link between Firehouse software and GIS for accurate and consistent information of fire hydrant location and information.

Public Works–Engineering Division

- Create the traffic signs and signals databases and create the sidewalk and detention pond databases in GIS.
- Complete the parking lot and parking deck databases in GIS.
- Continue inspections and database entry of the City’s storm sewer system.
- Update the bridge and culvert database.
- Create public service announcements and kiosk for Public Works information.
- Provide internal training to staff in Access, Hansen, and Sharepoint.
- Provide external training to staff in ArcGIS, Erosion & Sediment Control Inspection.
- Cross train staff in permitting, traffic counting, and mapping.
- Renew the NPDES permit.
- Implement site specific drainage studies to address deficiencies and identify solutions and best management practices.
- Log neighborhood storm water issues into neighborhood plan.
- Coordinate information with the US EPA for Brownsfield programs.
- Begin an intersection traffic safety study.
- Begin Public Works self assessment and coordinate the process with all the PW Divisions.
- Participate in Green Team to better understand energy usage.

Public Works–Engineering Division

Budget Summary

PUBLIC WORKS ENGINEERING DIVISION BUDGET SUMMARY					
APPROPRIATION	2007 ACTUAL	2008 BUDGET	2008 ACTUAL	2009 BUDGET	INCREASE (DECREASE)
PERSONNEL	\$353,079	\$429,880	\$436,999	\$696,949	\$267,069
CONTRACTUAL	180,191	237,550	166,105	193,450	(44,100)
SUPPLIES	11,211	7,080	16,119	6,750	(330)
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$544,481</u>	<u>\$674,510</u>	<u>\$619,223</u>	<u>\$897,149</u>	<u>\$222,639</u>
INCREASE ADJUSTED FOR ENCUMBRANCES IS:			<u>\$222,639</u>		
STAFFING REVIEW	2006	2007	2008	2009	INCREASE (DECREASE)
ENGINEERING	4.70	4.70	4.50	10.20	5.70
CAPITAL PROJECTS	12.80	12.80	15.80	16.30	0.50
TOTAL	17.50	17.50	20.30	26.50	6.20
FUNDING SOURCE	2008		2009		
	AMOUNT	PERCENTAGE	AMOUNT	PERCENTAGE	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$55,510	8.2	\$110,308	12.3	
FEES	8,700	1.3	27,700	3.1	
OTHER GOVERNMENT	24,000	3.6	24,000	2.7	
INTERDIVISIONAL PURCHASE OF SERVICES	0	0.0	71,000	7.9	
GENERAL REVENUES	<u>586,300</u>	<u>86.9</u>	<u>664,141</u>	<u>74.0</u>	
TOTAL	<u>\$674,510</u>	<u>100.0</u>	<u>\$897,149</u>	<u>100.0</u>	

Budget Analysis

The 2009 budget of \$897,149 is an increase of \$222,640 (33%) from 2008. Personnel costs increase \$267,070 from the previous year. Salaries increase \$107,000 due to the reclassification of positions transferred after division restructuring net furlough reduction. IMRF costs increase by \$52,100 due to the increase in salaries. Health insurance costs increase \$102,800, as a result of increased employees and changes in coverage.

Contractual services decrease \$44,100 from the prior year. Decreases include travel and education \$9,000, service contracts \$17,500 and equipment \$7,000 as a result of deficit cuts. The supplies group decreases \$330 from 2008 due to an cuts made to office supplies and drafting.

In 2008, the Engineering Division spent \$619,223 or 91.8% of its budgeted allocation. In the past several years, 67% to 85% of the budget has been spent.

Public Works–Engineering Division

Personnel Review

PUBLIC WORKS ENGINEERING DIVISION				
BENEFITS AND SALARIES	2008	2009	INCREASE/ (DECREASE)	
SALARY	BUDGET	BUDGET		
PERMANENT	\$280,071	\$576,508	\$296,437	
TEMPORARY	31,800	0	(31,800)	
OVERTIME	3,000	0	(3,000)	
MERIT PAY	5,661	0	(5,661)	
SALARY ADJUSTMENT	<u>7,002</u>	<u>(142,007)</u>	<u>(149,009)</u>	
TOTAL SALARIES	<u>\$327,534</u>	<u>\$434,501</u>	<u>\$106,967</u>	
BENEFITS				
IMRF RETIREMENT	\$53,418	\$105,563	\$52,145	
UNEMPLOYMENT TAX	284	643	359	
WORKMEN'S COMPENSATION	1,808	4,102	2,294	
HEALTH INSURANCE	44,865	147,672	102,807	
LIFE INSURANCE	351	796	445	
PARKING BENEFITS	<u>1,620</u>	<u>3,672</u>	<u>2,052</u>	
TOTAL BENEFITS	<u>\$102,346</u>	<u>\$262,448</u>	<u>\$160,102</u>	
TOTAL COMPENSATION	<u>\$429,880</u>	<u>\$696,949</u>	<u>\$267,069</u>	
	POSTION	2008	2009	INCREASE/ (DECREASE)
POSITION TITLE	RANGE	EMPLOYEES	EMPLOYEES	
CITY ENGINEER-ENGINEERING SERVICES	E-12	0.70	0.70	0.00
CITY ENGINEER-CAPITAL PROJECTS	E-11	0.50	0.50	0.00
TRAFFIC ENGINEER	E-11	0.00	1.00	1.00
ENGINEERING OPERATIONS MANAGER	E-10	0.00	1.00	1.00
STORM WATER PROJECT MANAGER	E-8	0.50	0.50	0.00
PROJECT MANAGER	E-8	1.00	0.80	(0.20)
ENVIRONMENTAL PROJECT COORDINATOR	E-7	0.00	0.50	0.50
TRAFFIC SENIOR ENGINEER	E-6	0.00	1.00	1.00
SENIOR ENGINEERING TECHNICIAN	E-6	0.00	1.00	1.00
ENGINEERING TECHNICIAN	E-5	<u>1.80</u>	<u>3.00</u>	<u>1.20</u>
TOTAL PERSONNEL		<u>4.50</u>	<u>10.00</u>	<u>5.50</u>

Performance Measurements

	2006 Actual	2007 Actual	2008 Actual	2009 Projected
Number of ROW/utility permits issued	1,160	1,007	1,152	1,100
Number of engineering plans reviewed	110	118	113	100
Number of right-of-way/other permits issued	341	280	432	300

Public Works-Capital Projects Fund

Mission Statement

It is the mission of the Capital Projects Division to provide community facilities and services through a planned program of infrastructure replacements and additions.

Primary Functions → The primary functions of the Capital Projects Division include:

- Planning, development, and management of the City's five-year Capital Improvement Program. This includes setting priorities for infrastructure repair, replacement, and expansion of various facilities, including parking facilities, surface transportation, storm water management, sanitary sewers, and water distribution and production.
- Meeting with various local, state, and federal agencies to secure funding for major projects. This includes preparing grant applications for grant funding to reduce the local public financing burden.
- Implementing projects through negotiation of professional engineering and architectural contracts, preparation of bid specifications for competitive public bidding, administration of consultant and contractor payments, and preparing capital project information to the general public.
- Coordinating administrative activities associated with capital improvement projects, including the development of intergovernmental agreements, the acquisition of right-of-way, the conducting of public meetings, the notification of residents and businesses, the preparation and approval of final project plans and specifications, the recommending of contract awards, and the approval of project related payments and contract change orders.

2008 Accomplishments

- Completed installation of final landscaping and lighting for the Harrison Avenue project (lighting: 20th to Mulford; landscaping Alpine to Mulford).
- Continued construction on the two-year Harrison Avenue bridges project (over the CN/UP Railroad) located approximately one mile west of Alpine.
- Continued land acquisition and demolition activities for the West State Corridor project.
- The City has initiated the preparation of right-of-way plats and easement for the second phase of the Harrison Avenue project, spanning 20th Street to 11th Street.
- The design engineering for the North Main & Auburn Roundabout continued.
- The bulk of the Arterial Collector program was completed.
- Initiated the Kishwaukee Bridge Project (15th Avenue to 10th Avenue). This project includes the widening of Kishwaukee to match the State's project (Harrison to 15th Avenue), the

Public Works-Capital Projects Fund

installation of a new bridge over Keith Creek, reconstruction of a new entrance into the Joseph Behr scrap yard, and the expansion of 10th Avenue Park.

- Logistics Parkway design engineering was completed and right-of-way was acquired.
- The City entered into an agreement with the U.S. Army Corps of Engineers to initiate the Keith Creek Watershed Feasibility Study. This study will provide an essential component of both our short term and long range storm water / flood control investment throughout the life of the 5-Year CIP.
- The City made great strides in storm water / flood control projects in 2008, including progress on the Storm water Management Master Plan, Harmon Park Drainage project, Alpine Dam – Emergency Repairs, and several nuisance and regional drainage initiatives.
- The City partnered with the Museum campus stakeholders and Rockford Park District to create and approve a Riverwalk Master Plan for the area in and around the Museum park campus.
- Completed approximately 150 blocks of residential resurfacing.
- The 2009-2013 CIP will include several new programs, including the following:
 - Urban forestry program (restoration of the urban canopy, and funds to create a canopy inventory).
 - A stand alone sidewalk construction program (primarily for arterials without sidewalks, such as East State Street, but also to fill in gaps in neighborhoods where total sidewalk replacement or development are warranted).
- An Economic Development category has been established to provide limited funds for infrastructure development / improvements in areas where job creation / retention are a priority.

2009 Goals and Objectives

- Implement aggressive Capital Program, including the resurfacing or reconstruction of important arterials/collectors as portions of Kishwaukee (South of Harrison), 20th Street, Charles Street, Colorado Avenue, Auburn Street, and Rockton Avenue. The program also includes focused repairs to the Whitman interchanges and other point repairs of key neighborhood collectors.
- Continued advancement of design and permitting in support of both the Major Bridge and Local Bridge Programs.
- Seek Major Bridge funding for the rehabilitation of the Harrison Avenue Bridge and the complete replacement of the Jefferson Street Bridge. Funding is targeted for the FY 2014.

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- Move Neighborhood Program which includes approximately 150 blocks of resurfacing and reconstruction to the bidding phase.
- Implement the legacy investment into the 6th Ward through major improvements to Alton, Sawyer, Potter, and Wills.
- Initiate the project feasibility of converting the downtown one-way pair system (Church Street & Main Street); and, the US 251 one-way pair system one-way pair system (2nd Stret & 3rd Street), including the potential reconfiguration of the Whitman interchanges, through the eastern portion of downtown.
- Begin work with IDOT on the feasibility analysis of future analysis of future construction of an interchange at Bypass 20 and Kishwaukee Street (US 251).
- Continue work on regional transportation issues through active participation in the Rockford Metropolitan Agency for Planning (RMAP).
- Continue work with IDOT on land acquisition and planning for the implementation of the West State Street Corridor project.
- Continue the progress in aesthetic and operational improvements within the Kishwaukee corridor through the relocation of the overhead utilities, design and installation of a new lighting system, and improvements to the parkways through landscaping and streetscape elements.
- Work collectively with the Engineering Department to implement and construct the Kishwaukee Bridge project.
- Advance the Riverwalk-Museum Campus project through the design and permitting process, with a goal of construction in late 2009.
- Move the Downtown Streetscape project through the design and permitting phase and implement construction within the pedestrian mall section in 2009.
- The 2009-2013 CIP will include several new programs, including the following:
 - Urban forestry program (restoration of the urban canopy, and funds to create a canopy inventory).
 - A stand alone sidewalk construction program (primarily for arterials without sidewalks, such as East State Street, but also to fill in gaps in neighborhoods where total sidewalk replacement or development are warranted).
- Work cooperatively with Community Development and other City Departments to implement the Kishwaukee Corridor and previously completed Focus Area Plans.
- Continue program support for the Water Division, including analysis of existing system facilities within the design cycle of road projects.

Public Works-Capital Projects Fund

Budget Summary

PUBLIC WORKS CAPITAL PROJECTS DIVISION BUDGET SUMMARY					
APPROPRIATION	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$991,524	\$1,340,330	\$1,152,203	\$1,302,931	(\$37,399)
CONTRACTUAL	4,865,990	197,010	8,407,296	191,380	(5,630)
SUPPLIES	9,081	5,300	15,531	5,460	160
OTHER	1,144,552	1,152,940	1,067,780	725,650	(427,290)
CAPITAL	<u>22,048,422</u>	<u>19,290,960</u>	<u>29,515,142</u>	<u>49,674,579</u>	<u>30,383,619</u>
TOTAL	<u>\$29,059,569</u>	<u>\$21,986,540</u>	<u>\$40,157,952</u>	<u>\$51,900,000</u>	<u>\$29,913,460</u>
ACTUALS EXCLUDE WATER AND PARKING PROJECTS; THESE ARE TRANSFERRED TO THEIR RESPECTIVE FUNDS.					
STAFFING REVIEW	2006	2007	2008	2009	INCREASE (DECREASE)
ENGINEERING	4.70	4.50	4.50	10.20	5.70
CAPITAL PROJECTS	<u>12.80</u>	<u>15.80</u>	<u>15.80</u>	<u>16.30</u>	<u>0.50</u>
TOTAL	17.50	20.30	20.30	26.50	6.20
FUNDING SOURCE	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	
BOND & CERTIFICATE PROCEEDS					
GENERAL OBLIGATION BONDS	\$0	0.0	\$0	0.0	
GENERAL OBLIGATION-ALTERNATE	0	0.0	0	0.0	
WATER REVENUE BONDS	<u>9,000,000</u>	<u>30.0</u>	<u>12,000,000</u>	<u>28.6</u>	
SUBTOTAL	9,000,000	30.0	12,000,000	28.6	
CURRENT REVENUE					
STATE MOTOR FUEL TAX	4,000,000	13.1	4,200,000	10.0	
LOCAL SALES TAX	16,000,000	52.5	16,000,000	38.2	
OTHER GOVERNMENTS/PRIVATE	0	0.0	7,500,000	17.9	
INTERFUND TRANSFERS	<u>1,500,000</u>	<u>4.9</u>	<u>2,200,000</u>	<u>5.3</u>	
SUBTOTAL	<u>21,500,000</u>	<u>70.5</u>	<u>29,900,000</u>	<u>71.4</u>	
TOTAL	<u>\$30,500,000</u>	<u>100.0</u>	<u>\$41,900,000</u>	<u>100.0</u>	
APPROPRIATIONS AND REVENUES MAY NOT MATCH DUE TO MULTIPLE YEAR FINANCING OF CAPITAL PROJECTS.					

Budget Analysis

For the City, the first year of the five-year capital improvement program becomes part of the current year's budget. Accordingly, the City Council annually determines the composition of the program and includes it when considering the current year's total resources and need. The capital improvement effort is funded by a mix of current revenues from a variety of sources and bond proceeds that are repaid from property taxes, water revenues, and abatements.

In 2006, the City submitted a referendum question to the voters to determine whether or not they would, rather than financing streets and drainage improvements through voter approved bond issue referendums and the resulting property tax financed debt service, rather pay for infrastructure improvements through a one percent sales tax on a pay as you go basis. While the voters defeated that proposal, they approved the same proposal, but with a five year limitation, in the spring 2007 election. Effective July 1, 2007, receipts for the first twelve months exceeded the \$16 million estimate.

Public Works-Capital Projects Fund

Currently, the City is in the midst of a four year \$75 million water improvement program that is being financed by bond issues and participation in a state loan program. These borrowings will be repaid by water revenues. When this program is complete at the end of 2010, the City will finance future water improvements on a cash basis.

The 2009 work program consists of \$29.9 million for transportation and economic development and \$22.0 million for water for new projects. Ongoing projects, already funded in previous years, will continue and incur expenses in 2009 as well.

The proposed water system improvements, \$22.0 million in 2009 work, include construction of 10 treatment plants at various well sites, installation of two wells, and construction of about 15 miles of trunkline water main. The project is being done to address several problems including low water pressure, discolored water, and the requirement to remediate radium levels at five wells.

For 2009, the City will draw down \$10.0 million in State EPA funding which will be converted to twenty year debt at the conclusion of the project. The remaining \$12.0 million is funded from the proceeds of the 2007 (\$3.0 million) and 2008 (\$9.0 million) water bond issues.

The current program revenues for 2009 are at \$29.9 million, which is 71.4% of the total revenues. A new local sales tax replaces the annual street bond referendum and provides \$16.0 million in revenue. State motor fuel tax revenues remain stagnant.

The CIP Fund will purchase \$225,650 in direct services from other City departments such as Legal, Community Development, and Finance.

In 2008, the CIP Fund spent \$40,157,954 or 180.2% of its budgeted allocation. In the past several years, 68% to 180% of the budget has been spent.

Public Works-Capital Projects Fund

Five Year Financial Forecast

The 2010-2014 five-year forecast assumes that the City will continue to have a balanced capital replacement and construction program funded by a variety of resources, both long and short term.

CAPITAL PROJECTS FUND 2010-2014 FINANCIAL FORECAST (IN 000'S)

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Revenues	\$43,157	\$44,452	\$45,786	\$47,160	\$48,575
Expenses	<u>43.157</u>	<u>44.452</u>	<u>45.786</u>	<u>47.160</u>	<u>48.575</u>
Excess (Deficit)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Beginning Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

Personnel Review

PUBLIC WORKS CAPITAL PROJECTS DIVISION				
BENEFITS AND SALARIES		2008	2009	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$848,171	\$884,484	\$36,313
TEMPORARY		26,400	22,000	(4,400)
OVERTIME		17,000	20,000	3,000
MERIT PAY		16,051	0	(16,051)
SALARY ADJUSTMENT		<u>19,575</u>	<u>(18,247)</u>	<u>(37,822)</u>
TOTAL SALARIES		<u>\$927,197</u>	<u>\$908,237</u>	<u>(\$18,960)</u>
BENEFITS				
IMRF RETIREMENT		\$157,317	\$160,958	\$3,641
UNEMPLOYMENT TAX		995	1,027	32
WORKMEN'S COMPENSATION		5,976	7,365	1,389
HEALTH INSURANCE		241,925	218,205	(23,720)
LIFE INSURANCE		1,232	1,271	39
PARKING BENEFITS		<u>5,688</u>	<u>5,868</u>	<u>180</u>
TOTAL BENEFITS		<u>\$413,133</u>	<u>\$394,694</u>	<u>(\$18,439)</u>
TOTAL COMPENSATION		<u>\$1,340,330</u>	<u>\$1,302,931</u>	<u>(\$37,399)</u>
POSITION TITLE	POSTION RANGE	2008 <u>EMPLOYEES</u>	2009 <u>EMPLOYEES</u>	INCREASE/ (DECREASE)
CITY ENGINEER-ENGINEERING SERVICES	E-11	0.30	0.30	0.00
CITY ENGINEER-CAPITAL PROJECTS	E-11	0.50	0.50	0.00
CONSTRUCTION PROGRAM MANAGER	E-11	1.00	1.00	0.00
SENIOR CIVIL ENGINEER	E-10	1.00	0.00	(1.00)
WATER PROGRAM MANAGER	E-8	1.00	1.00	0.00
STORM WATER PROJECT MANAGER	E-8	0.50	0.50	0.00
PROJECT MANAGER	E-8	2.00	3.00	1.00
ENVIRONMENTAL PROJECT COORDINATOR	E-7	0.00	0.50	0.50
SENIOR CONSTRUCTION TECHNICIAN	E-6	1.00	1.00	0.00
SENIOR ENGINEERING TECHNICIAN	E-6	4.00	4.00	0.00
ENGINEERING TECHNICIAN	E-5	2.00	2.00	0.00
SENIOR ACCOUNT CLERK	A-21	0.50	0.50	0.00
SENIOR CLERK	A-19	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>15.80</u>	<u>16.30</u>	<u>0.50</u>

Public Works–Motor Fuel Tax Fund

Mission Statement

It is the purpose of the Motor Fuel Tax Fund to provide dedicated revenues from taxes on gasoline and diesel sales for road maintenance and construction. Revenues are distributed by the State of Illinois on a per capita basis from its tax on motor fuels. It is the policy of the City to use these user fee taxes on motor fuel sales exclusively for road improvement.

- **Primary Function** → The Motor Fuel Tax Fund is dedicated to road improvements. Based upon the annual requirements of the Capital Projects Fund, funds are transferred from this Fund to the Capital Projects Fund to finance certain construction projects.

Budget Summary and Analysis

Motor fuel taxes have been generated by a flat rate of cents per gallon, 19.0 for gasoline and 21.5 for diesel fuel, plus a sales tax transfer. With the Illinois First (Fund for Infrastructure, Roads, Schools, and Transit) program adopted by the State in 1999, the sales tax transfer was eliminated April 2000 and certain vehicle registration fees replaced and supplemented this shared state revenue. On a net basis, the City received an additional 18%.

Budgeted revenue for 2009 is \$5,400,000, reflecting a \$200,000 increase from the prior year's budget after supplemental adjustment. The actual revenue for 2008 is \$4,152,477, which is 12.9% below the 2007 actual of \$4,771,490. With a population of 150,115, on a per capita basis, 2007 is \$31.45, 2008 is \$28.31 and 2009 is \$29.46.

MOTOR FUEL TAX FUND BUDGET SUMMARY					
APPROPRIATION	<u>2007 ACTUAL</u>	<u>2008 BUDGET</u>	<u>2008 ACTUAL</u>	<u>2009 BUDGET</u>	<u>INCREASE (DECREASE)</u>
TRANSFERS TO					
GENERAL FUND	\$500,000	\$1,200,000	\$1,200,000	\$1,200,000	\$0
CAPITAL PROJECTS FUND	<u>3,435,114</u>	<u>4,000,000</u>	<u>1,236,821</u>	<u>4,200,000</u>	<u>200,000</u>
TOTAL	<u>\$3,935,114</u>	<u>\$5,200,000</u>	<u>\$2,436,821</u>	<u>\$5,400,000</u>	<u>\$200,000</u>
FUNDING SOURCE		<u>2008 AMOUNT</u>	<u>2008 PERCENTAGE</u>	<u>2009 AMOUNT</u>	<u>2008 PERCENTAGE</u>
STATE MOTOR FUEL TAX		\$4,017,507	95.7	\$4,422,000	95.9
INTEREST INCOME		<u>134,970</u>	<u>4.3</u>	<u>190,000</u>	<u>4.1</u>
TOTAL		<u>\$4,152,477</u>	<u>100.0</u>	<u>\$4,612,000</u>	<u>100.0</u>

Interest earnings vary with the amount of money available for investment.

Transfers to the Capital Projects Fund have varied, depending on annual project selection, between \$640,000 and \$4.78 million. Expenditures in 2007 were \$3,935,114 and in 2008, \$2,436,821. The 2009 budget calls for \$4.2 million in transfers to the Capital Projects Fund and \$1,200,000 to the General Fund for eligible street lighting expenses. The General Fund, in turn, will transfer \$1,200,000 to the Capital Projects Fund for projects.

Public Works–Motor Fuel Tax Fund

The City had its own one cent per gallon gas and diesel fuel tax enacted in 1979 under its former home rule powers with a sunset provision at the end of 1985 that generated \$600,000 annually. In 1996 the State gave the City authority to enact by voter approval at referendum, a one cent per gallon tax on motor fuels. To date, the City has not chosen this alternative.

Five Year Financial Forecast

The 2010-2014 five year forecast assumes growth as projected by the State for tax revenues and assumes expenditures essentially equal to annual revenues. The State of Illinois assumes stagnant growth, for the taxes on motor fuels, with an annual deviation of plus or minus two percent influenced by the severity of winter weather and the pump price.

MOTOR FUEL TAX FUND 2010-2014 FINANCIAL FORECAST (IN 000'S)

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Revenues	\$4,589	\$4,612	\$4,589	\$4,612	\$4,637
Expenses	<u>3,800</u>	<u>3,800</u>	<u>3,800</u>	<u>3,800</u>	<u>3,800</u>
Excess (Deficit)	<u>789</u>	<u>812</u>	<u>789</u>	<u>812</u>	<u>837</u>
Beginning Balance	<u>4,627</u>	<u>5,416</u>	<u>6,228</u>	<u>7,017</u>	<u>7,829</u>
Ending Balance	<u>\$5,416</u>	<u>\$6,228</u>	<u>\$7,017</u>	<u>\$7,829</u>	<u>\$8,666</u>

Public Works–Street Maintenance Division

Mission Statement

It is the mission of the Street Maintenance Division to clean, regulate, and repair all street right-of-ways within the city limits of the City of Rockford.

Primary Functions → The primary function of the Street Maintenance Division includes street cleaning, street maintenance, repairing storm sewers, maintaining trees and turf, ensuring roadways are cleared of snow and ice conditions, and all administrative functions.

- Completing city-wide street sweeping services, all street patching and repair, and road and bridge maintenance.
- Maintenance and repair of all storm sewers, including contracting for inlet repairs and cleaning intakes and lines.
- Trimming and removal of trees, removal of tree stumps, as well as maintenance of drainage ways and other turf areas.
- Responsible for ensuring the streets are free of snow and ice during the winter months.

2008 Accomplishments →

- Initiated new snow removal plan which included early call out for drivers, increased clerical staffing, and operational changes for more efficiency.
- Completed 4 citywide sweeping cycles of arterial and residential streets and 24 sweeping cycles of the central business district.
- Removed 554 trees and stumps.
- Continued emphasis on clearing and maintenance of drainage ways in support of Army Corp of Engineers initiatives.
- Completed 3 mosquito abatement applications. Completed inspections of more than 14,000 intakes.
- Planted 30 trees within the city.

2009 Goals and Objectives →

- Increase contracted inlet and emergency storm repair in order to address need to repair additional inlets.
- Reduce the amount of salt used per operation by scaling back the spreader settings while providing ample coverage.

Public Works–Street Maintenance Division

Budget Summary

PUBLIC WORKS STREETS AND SEWERS DIVISION BUDGET SUMMARY					
APPROPRIATION	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$2,998,795	\$3,242,646	\$3,257,810	\$2,782,332	(\$460,314)
CONTRACTUAL	4,151,062	4,826,610	6,265,127	3,601,010	(1,225,600)
SUPPLIES	1,305,315	1,690,700	1,910,021	1,203,000	(487,700)
OTHER	82,059	83,959	263,959	85,909	1,950
CAPITAL	0	210,000	226,602	0	(210,000)
ENCUMBRANCES	0	0	0	0	0
TOTAL	<u>\$8,537,231</u>	<u>\$10,053,915</u>	<u>\$11,923,519</u>	<u>\$7,672,251</u>	<u>(\$2,381,664)</u>
INCREASE ADJUSTED FOR ENCUMBRANCES IS:			(\$2,381,664)		
STAFFING REVIEW					
TOTAL	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	INCREASE <u>(DECREASE)</u>
TOTAL	40.50	40.50	39.50	40.00	0.50
FUNDING SOURCE					
	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	
PROPERTY TAXES					
STREET AND BRIDGE	\$2,100,780	20.9	\$2,166,100	28.2	
REIMBURSEMENTS	559,557	5.6	554,398	7.2	
VEHICLE LICENSES	0	0.0	0	0.0	
OTHER GOVERNMENTS	270,000	2.7	270,000	3.5	
TRANFERS FROM OTHER FUNDS	1,183,900	11.8	925,400	12.1	
GENERAL REVENUES	<u>5,939,678</u>	<u>59.1</u>	<u>3,756,353</u>	<u>49.0</u>	
TOTAL	<u>\$10,053,915</u>	<u>100.0</u>	<u>\$7,672,251</u>	<u>100.0</u>	

Budget Analysis

The 2009 budget of \$7,672,251 is a \$2,381,660 (20%) decrease which includes a \$2,888,070 supplemental appropriation increase made the 2008 budget for snow and patching operations. Taking that adjustment into consideration there is an increase of \$506,400. Personnel costs decreased \$460,300. Salaries decrease of \$460,300 includes a \$409,000 supplemental appropriation increase to overtime. Taking this adjustment .5 FTE increase into consideration there is a decrease of \$51,300 for salaries. Temporary (\$40,000) and Overtime (\$18,200) decrease to meet budget constraints.

The contractual services decrease of \$1,225,600 includes a \$1,502,100 supplemental appropriation increase made to the 2008 budget for service contracts, fuel and building rent. Taking this adjustment into consideration there is an increase of \$276,500 for contractual services. Internal service increases include \$42,000 for vehicle repairs, \$45,700 for fuel and \$56,000 for building rental. Central stores increased \$55,500 for expenses related to the shared Street/Water tool room, where expenses will be charged back to the respective division.

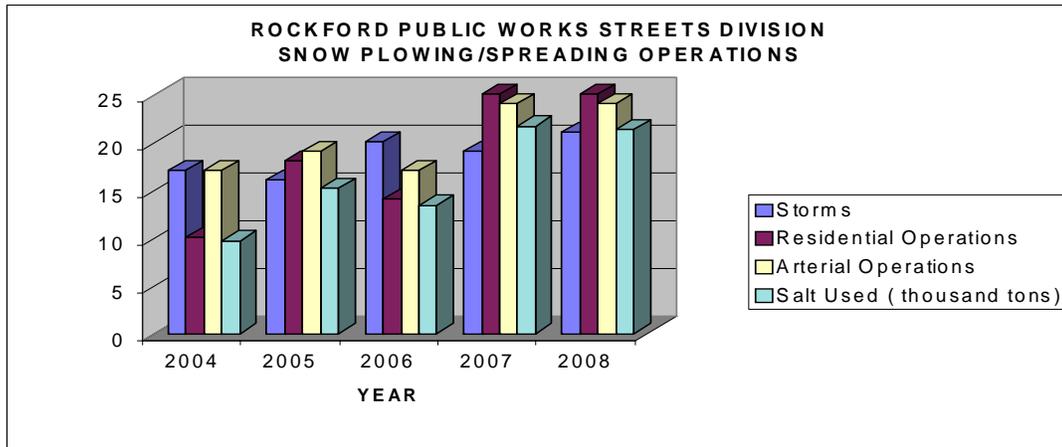
The supplies account decrease of \$487,700 includes a \$977,000 supplemental appropriation increase made to the 2008 budget year for public works supplies. Taking this adjustment into consideration there is an increase of \$489,300 for supplies. The largest increase is for public works supplies (\$534,000) to cover additional expense for salt used in snow operations.

Public Works–Street Maintenance Division

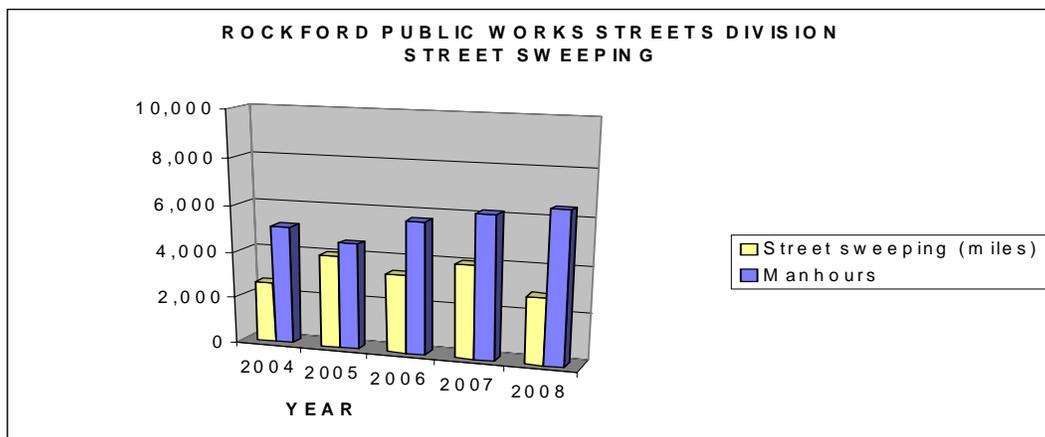
The other account group increases \$1,950 as a result of an increase in the purchase of service.

In 2008, the Street Division spent \$11,923,519, or 118.6% of its budgeted allocation. In past several years, 81% to 121% of the budget has been spent.

Information and Statistics



As noted earlier, about one-quarter of the Street Division budget is allocated to snow and ice control. Actual expenditures vary significantly depending upon total expected snowfall, temperature, and the type of precipitation that occurs. In the 2007-08 winter season, the Division responded to 25 occurrences that resulted in 57.5 inches of snowfall.



The division is responsible for sweeping an estimated 4,594 miles of arterial and residential streets, as well as arterial streets in business districts.

Public Works–Street Maintenance Division

Personnel Review

PUBLIC WORKS STREET MAINTENANCE DIVISION				
BENEFITS AND SALARIES	2008	2009	INCREASE/ (DECREASE)	
SALARY	BUDGET	BUDGET		
PERMANENT	\$1,637,053	\$1,710,359	\$73,306	
OVERTIME	607,172	180,000	(427,172)	
TEMPORARY	40,000	0	(40,000)	
MERIT PAY	2,880	0	(2,880)	
SALARY ADJUSTMENT	3,601	(74,283)	(77,884)	
TOTAL SALARIES	\$2,290,706	\$1,816,076	(\$474,630)	
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT	\$320,570	\$325,293	\$4,723	
UNEMPLOYMENT TAX	2,489	2,520	31	
WORKMEN'S COMPENSATION	82,928	77,865	(5,063)	
HEALTH INSURANCE	534,794	549,458	14,664	
RETIREE HEALTH INSURANCE	8,000	8,000	0	
LIFE INSURANCE	3,159	3,120	(39)	
TOTAL BENEFITS	\$951,940	\$966,256	\$14,316	
TOTAL COMPENSATION	\$3,242,646	\$2,782,332	(\$460,314)	
	POSTION	2008	2009	INCREASE/ (DECREASE)
POSITION TITLE	RANGE	EMPLOYEES	EMPLOYEES	
SUPERINTENDENT	E-12	0.00	0.00	0.00
STREET SUPERVISOR	E-9	1.00	1.00	0.00
MAINTENANCE SUPERVISOR	E-7	2.00	2.00	0.00
SENIOR EQUIPMENT OPERATOR	A-26	4.00	4.00	0.00
SENIOR TREE TRIMMER	A-26	2.00	2.00	0.00
TREE TRIMMER	A-24	4.00	4.00	0.00
SECRETARY	A-24	1.00	1.00	0.00
EQUIPMENT OPERATOR	A-23	8.00	8.00	0.00
SENIOR CLERK	A-23	1.50	2.00	0.50
MAINTENANCE WORKER	A-20	16.00	16.00	0.00
TOTAL PERSONNEL		39.50	40.00	0.50

Performance Measurements

Street Maintenance

	2006 Actual	2007 Actual	2008 Actual	2009 Projected
Plowing/spreading occurrences	25	32	31	28
Street sweeping cycles	7.00	6.00	4.00	4.00
Pothole patching (tons used)	1,456	1,478	2,762	3,000
Tree trims	5,014	3,972	2,890	3,500
Tree plantings	45	137	0	0

Public Works–Traffic Division

Mission Statement

It is the mission of the Traffic Division to regulate all traffic activity on City streets in order to ensure the safety of pedestrians and motorists is provided.

Primary Functions → The primary functions of the Traffic Engineering Division include:

- Installation and maintenance of traffic signals, corridor signal systems, emergency vehicle preemption, and special event traffic control equipment.
- Roadway sign fabrication, installation and maintenance for the roadway signs and pavement marking maintenance within the City.
- Repair of City-owned street lighting equipment within the downtown and other outlying business districts.

2008 Accomplishments →

- Implemented first phase of fiber optic project including the connection of NITT fiber ring to the NIU Rockford campus.
- Continued the implementation of traffic control systems, adding intersections where possible while combining the fiber optic work with signal upgrades.
- Continued work with IDOT and utilities to initiate utility relocation as part of the Kishwaukee Street construction.
- Continued NICTI Alternatives Analysis and successfully securing a medium to high rating on the Federal “New Starts” application.
- Completed the federally required Human Services Transportation Plan, thus allowing RMTD to apply for discretionary grants programs such as JARC and New Freedoms.
- Secure and install existing seasonal banners along arterial streets with City-owned light poles and banner bracket hardware.
- Completed the transition of the Rockford MPO (RATS) to the Rockford Metropolitan Agency for Planning (RMAP). Moved the RMAP office to the Pioneer parking deck office space.

2009 Goals and Objectives →

- Continue to lay fiber optic cable and improve the surrounding network.
- Evaluate the current condition of our street lights. Put together a plan for replacing them over next 5-10 years.

Public Works–Traffic Division

- Continue to upgrade traffic lights with LED lights.
- Research different types of lighting for outdoor use in parking decks, parking lots, and on street lighting.

Budget Summary

PUBLIC WORKS TRAFFIC DIVISION BUDGET SUMMARY					
	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$1,415,715	\$1,344,770	\$1,110,249	\$830,276	(\$514,494)
CONTRACTUAL	4,423,288	\$4,068,507	3,687,847	3,283,630	(784,877)
SUPPLIES	448,247	\$351,920	251,963	284,000	(67,920)
OTHER	19,100	\$200,000	20,000	23,600	(176,400)
CAPITAL	0	65,000	21,425	0	(65,000)
ENCUMBRANCES	0	0	0	0	0
TOTAL	<u>\$6,306,350</u>	<u>\$6,030,197</u>	<u>\$5,091,484</u>	<u>\$4,421,506</u>	<u>(\$1,608,691)</u>
INCREASE ADJUSTED FOR ENCUMBRANCES IS:			(\$1,608,691)		
STAFFING REVIEW					
	2006	2007	2008	2009	INCREASE (DECREASE)
TOTAL	18.00	18.00	18.00	12.40	(5.60)
FUNDING SOURCE					
	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$212,309	4.0	\$147,250	3.3	
PURCHASE OF SERVICES	51,200	1.0	46,000	1.0	
FROM OTHER GOVERNMENTS	596,984	11.1	180,000	4.1	
TRANSFERS FROM OTHER FUNDS	500,000	9.3	1,200,000	27.1	
GENERAL REVENUES	<u>4,669,704</u>	<u>74.6</u>	<u>2,848,256</u>	<u>64.5</u>	
TOTAL	<u>\$6,030,197</u>	<u>100.0</u>	<u>\$4,421,506</u>	<u>100.0</u>	

Budget Analysis

The 2009 budget of \$4,421,500 is a \$1,608,690 (26.7%) decrease from prior year. This decrease includes a supplemental appropriation adjustment for the Regional Area Transportation Study (RATS) transfer to Rockford Metropolitan Agency for Planning (RMAP) of \$80,700 and Rail study grant increase of \$750,000, for a total 2008 supplemental adjustment of \$669,300. Taking this adjustment into consideration there is a total division decrease of \$939,391. Personnel costs decrease \$514,500. Salaries decrease \$220,700 as a result of staff reorganization and the transfer of 5.6 positions to other divisions. Other decreases include health insurance (\$83,700), IMRF (\$53,200) and parking (\$2,900) due to the decrease in salaries. Worker's compensation (\$3,400) costs increase due to higher rates.

The contractual services decrease of \$784,880 includes a \$750,000 supplemental appropriation increase made to the 2008 budget for the federal grant for a rail study that is to be expensed across three fiscal years. Taking this adjustment into consideration there is a decrease of \$9,880 for contractual services. The largest decrease is found in the reduction of \$150,000 for the rail

Public Works–Traffic Division

study. Increases include traffic signal and street light power (\$110,000) and internal service charges increases include central stores (\$25,500) and building rental (\$31,300).

The supplies account group decreases \$67,920. PW supplies (\$71,000) and small tools (\$11,200) decreased to reflect actual expenditures. Equipment (\$20,000) increases for the purchase of fiber optic cable.

Other expenses reflect a decrease of \$176,400 which includes an \$180,000 supplemental appropriation increase made to the 2008 budget for the transfer to RMAP. Capital equipment decreases \$65,000 from the prior year.

The Division will receive \$120,000 from IDOT for maintenance performed on city-state joint signals and approximately \$60,000 from the County for maintenance performed on their 30 signals. The budget also includes a \$1,200,000 transfer from the Motor Fuel Tax Fund to pay a portion of the street lighting expense, an eligible MFT activity.

In 2008, the Traffic Division spent \$5,091,484 or 65.5% of its budgeted allocation. In the past several years, 94% to 112% of the budget has been spent.

Capital Equipment

There are no capital items budgeted for 2009.

Public Works–Traffic Division

Personnel Review

PUBLIC WORKS TRAFFIC DIVISION				
BENEFITS AND SALARIES		2008	2009	INCREASE/
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$836,901	\$616,167	(\$220,734)
TEMPORARY		21,500	0	(21,500)
OVERTIME		54,500	0	(54,500)
MERIT PAY		7,555	0	(7,555)
SALARY ADJUSTMENT		<u>13,565</u>	<u>(59,684)</u>	<u>(73,249)</u>
TOTAL SALARIES		<u>\$934,021</u>	<u>\$556,483</u>	<u>(\$377,538)</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$167,846	\$114,657	(\$53,189)
UNEMPLOYMENT TAX		1,039	781	(258)
WORKER'S COMPENSATION		28,403	31,812	3,409
HEALTH INSURANCE		205,305	121,576	(83,729)
RETIREE HEALTH INSURANCE		4,000	4,000	0
LIFE INSURANCE		1,276	967	(309)
PARKING BENEFITS		<u>2,880</u>	<u>0</u>	<u>(2,880)</u>
TOTAL BENEFITS		<u>\$410,749</u>	<u>\$273,793</u>	<u>(\$136,956)</u>
TOTAL COMPENSATION		<u>\$1,344,770</u>	<u>\$830,276</u>	<u>(\$514,494)</u>
POSITION TITLE	POSTION RANGE	2008	2009	INCREASE/
		<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
TRAFFIC ENGINEER	E-11	1.00	0.00	(1.00)
TRANSP/PROP MANAGER	E-8	0.00	0.40	0.40
ASSISTANT TRAFFIC ENGINEER	E-8	1.00	0.00	(1.00)
PROJECT MANAGER	E-8	0.80	0.00	(0.80)
TRAFFIC SIGNAL SUPERVISOR	E-8	1.00	1.00	0.00
PLANNER	E-7	2.00	0.00	(2.00)
SENIOR ENGINEERING TECHNICI	E-6	1.00	0.00	(1.00)
ENGINEERING TECHNICIAN	E-5	1.20	0.00	(1.20)
CREW LEADER	A-28	1.00	1.00	0.00
TRAFFIC SIGNAL REPAIRER	A-26	5.00	5.00	0.00
SIGN/MARKING TECHNICIAN	A-22	3.00	3.00	0.00
MAINTENANCE WORKER	A-20	1.00	1.00	0.00
SENIOR CLERK	A-19	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>
TOTAL PERSONNEL		<u>18.00</u>	<u>12.40</u>	<u>(5.60)</u>

Public Works - Parking Division

Mission Statement

It is the mission of the Parking Division to provide quality parking for a variety of users with differing time needs in the City commercial business districts.

Primary Functions → The primary function of the Parking Division is to provide lot maintenance, issue tickets, and collect parking fees in the various facilities of the Motor Vehicle Parking System (MVPS).

2008 Accomplishments →

- Significant progress made implementing a new parking policy that changes the funding stream to the fund by using parking improvement districts. Currently waiting for acceptance of Council.
- Issued request for proposals for pay station technology and equipment, thereby allowing unattended operations at parking decks to take daily cash transactions and currently awaiting Council approval.
- Completed downtown parking study. Implementation of recommendations of the consultant awaiting Council action.

2009 Goals and Objectives →

- Improve the parking decks' appearance to help highlight the downtown area.
- Develop a striping plan to provide documentation for future analysis.
- Resurface parking lots and improve the north and south parking mediums in the City Hall South parking lot.
- Develop an overall surface parking lot improvement plan that will provide a working schedule that will facilitate budget.

Public Works - Parking Division

PUBLIC WORKS PARKING SYSTEM		TOTAL SPACES
<u>LOT</u>	<u>LOCATION</u>	
West Side		
A	Mulberry/Court/Winnebago	125
B	Wyman-Elm Deck	329
C	Wyman/Park	125
CC	Library/River/Park	23
I	Chestnut/Court/Winnebago	80
L	State-Main Deck	291
S	Concourse Parking Garage	843
W	Wyman/Mulberry/Main	59
WW	Memorial Hall/Library	52
Y	Pioneer Deck	786
SS	Hanley	129
	AmCore Lot	45
	Block 38 Metro Lease	<u>68</u>
	Total West Side CBD	<u>2,955</u>
East Side		
D	City Hall	70
DD	Walnut/2nd Street	24
J	Shumway Market	112
M	East State/Madison	91
N	East State/3rd Street	20
Q	East State, Madison/1st	55
R	East State/2nd Street	17
T	East State/Water Garage	96
TT	200 North Water	15
	Church Lot-Leased City Hall	<u>112</u>
	Total East Side CBD	<u>612</u>
Broadway		
F	13th Avenue, 7th/8th	86
V	Broadway(1200 Block)	<u>23</u>
	Total Broadway Side CBD	<u>109</u>
South Main		
H	South Main/Kent	30
HH	South Main/Morgan	25
K	1000 South Main	30
K1	1000 South Main	<u>15</u>
	Total South Main CBD	<u>100</u>
North Main		
G	Latham/King	79
O	Toner/Myott	<u>100</u>
	Total North Main CBD	<u>179</u>
7th Street		
EE	1st Avenue, 7th/2nd Ave.	79
X	7th, 2nd/3rd Avenues	<u>28</u>
	Total System of 30 lots and 4 garages in six areas	<u>4,062</u>

Public Works - Parking Division

Budget Summary

PUBLIC WORKS PARKING DIVISION BUDGET SUMMARY					
APPROPRIATION	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$489,737	\$511,310	\$517,651	\$548,494	\$37,184
CONTRACTUAL	475,643	421,960	467,882	405,504	(16,456)
SUPPLIES	39,812	34,300	36,970	41,500	7,200
OTHER	1,345,544	1,541,093	1,400,299	1,231,587	(309,506)
INTEREST	0	0	0	0	0
TOTAL	<u>\$2,350,736</u>	<u>\$2,508,663</u>	<u>\$2,422,802</u>	<u>\$2,227,085</u>	<u>(\$281,578)</u>
STAFFING REVIEW					
TOTAL	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	INCREASE (DECREASE)
TOTAL	9.00	9.00	9.00	9.00	0.00
FUNDING SOURCE					
	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	
PARKING FEES	\$907,800	63.3	\$1,039,600	61.0	
FINES	592,367	27.8	588,000	34.5	
INTEREST INCOME	33,660	7.9	52,500	3.1	
PURCHASE OF SERVICES	<u>20,000</u>	<u>1.0</u>	<u>23,500</u>	<u>1.4</u>	
TOTAL	<u>\$1,553,827</u>	<u>100.0</u>	<u>\$1,703,600</u>	<u>100.0</u>	

Budget Analysis

The 2009 budget is \$2,227,085, which is a decrease of \$281,580 (12%) under the previous year. Personnel increases \$37,200 as a result of wage adjustments and increase to health insurance. The staffing level is unchanged.

Contractual costs decrease of \$16,460 (3.5%) includes a \$46,690 supplemental adjustment increase made to the 2008 budget year for snow removal and building rental. Taking this adjustment into consideration there is an increase of \$30,200. A number of increases and decreases contribute to this increase. Central stores increased \$32,400. Other internal service increases include \$14,300 for building rental. Decreases come in public works maintenance (\$19,800) and vehicle repairs (\$10,300).

Supplies increase \$7,200 and the other accounts group decreased \$309,500 with decreases in purchases of services and debt service transfers. Purchase of services is down \$233,100 as the Police ticketing decreases as a result of the discontinuation of vehicle stickers.

2009 revenue of \$1,703,600 is an increase of \$149,770 over the 2008 budgeted revenue of \$1,553,827 and \$48,780 more than the 2008 actual amount of \$1,654,820. The increase is mostly attributable to the projected increase in parking rates and fines for 2009. Parking fees and fines are projected to increase \$127,400 on a partial year basis. Fines, last increased in 2004, have been increased from \$10 to \$20 for overtime parking. Permits, last increased in 1989, were \$30 and \$40 per month while the Concourse was \$1/\$3 per day. Increasing permits to \$40 and \$50 per month could add \$130,000 to the Fund while increasing Concourse rates to \$5 per day

Public Works - Parking Division

would add \$80,000 on annual basis. The additional income would reduce the deficit and allow necessary infrastructure and equipment needs to be addressed.

The 2009 net is a loss of \$523,500; net of depreciation, it is a gain of \$106,500.

In 2008, the Parking Division spent \$2,422,802, or 96.6% of its budgeted allocation. In the past several years, 90% to 139% of the budget has been spent.

Five Year Financial Forecast

The 2010-2014 five year forecast for the Parking Fund incorporates current rates, the changes in lots and permits, the expenditures associated with the new facilities and operating cost increases of three to five percent annually. Consideration needs to be given to adjusting the permit and fine structure periodically, last changed in 2009, if lots are to be redone, signage added, and enforcement/payment equipment acquired.

PARKING FUND 2010-2014 FINANCIAL FORECAST (IN 000'S)

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Revenues	\$1,755	\$1,808	\$1,862	\$1,918	\$1,975
Expenses	<u>2,335</u>	<u>2,439</u>	<u>2,492</u>	<u>2,547</u>	<u>2,604</u>
Excess (Deficit)	<u>(580)</u>	<u>(631)</u>	<u>(630)</u>	<u>(629)</u>	<u>(629)</u>
Beginning Balance	<u>17,170</u>	<u>16,590</u>	<u>15,959</u>	<u>15,329</u>	<u>14,700</u>
Ending Balance	<u>\$16,590</u>	<u>\$15,959</u>	<u>\$15,329</u>	<u>\$14,700</u>	<u>\$14,071</u>

Fixed Assets

The 2009 fixed asset budget of \$40,000 is for the purchase of a parking control vehicle.

FIXED ASSETS PUBLIC WORKS PARKING SYSTEM 2009 BUDGET		
<u>DESCRIPTION</u>	<u>COST CENTER</u>	<u>AMOUNT</u>
Parking Control Vehicle	3450-TECH/FINANCIAL	40,000
TOTAL		<u>\$40,000</u>

Public Works - Parking Division

Personnel Review

PUBLIC WORKS PARKING DIVISION				
BENEFITS AND SALARIES	2008	2009	INCREASE/ (DECREASE)	
SALARY	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>	
PERMANENT	\$354,644	\$387,253	\$32,609	
TEMPORARY	14,440	12,000	(2,440)	
OVERTIME	2,500	5,000	2,500	
MERIT PAY	813	0	(813)	
SALARY ADJUSTMENT	<u>1,017</u>	<u>(1,350)</u>	<u>(2,367)</u>	
TOTAL SALARIES	<u>\$373,414</u>	<u>\$402,903</u>	<u>\$29,489</u>	
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT	\$62,817	\$67,999	\$5,182	
UNEMPLOYMENT TAX	630	567	(63)	
WORKMEN'S COMPENSATION	4,893	5,831	938	
HEALTH INSURANCE	63,336	65,052	1,716	
RETIREE INSURANCE	4,000	4,000	0	
LIFE INSURANCE	780	702	(78)	
PARKING	<u>1,440</u>	<u>1,440</u>	<u>0</u>	
TOTAL BENEFITS	<u>\$137,896</u>	<u>\$145,591</u>	<u>\$7,695</u>	
TOTAL COMPENSATION	<u>\$511,310</u>	<u>\$548,494</u>	<u>\$37,184</u>	
PERSONNEL				
POSITION TITLE	POSTION <u>RANGE</u>	2008 <u>EMPLOYEES</u>	2009 <u>EMPLOYEES</u>	INCREASE/ (DECREASE)
PARKING SYSTEMS SUPERVISOR	E-7	1.00	1.00	0.00
PARKING LOT ATTENDANT	A-17	3.00	3.00	0.00
PARKING SYSTEM REPAIRER	A-22	2.00	2.00	0.00
PARKING CONTROL OFFICER	A-19	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>9.00</u>	<u>9.00</u>	<u>0.00</u>

Performance Measurements

	2006 Actual	2007 Actual	2008 Actual	2009 Projected
Total parking spaces	4,303	4,329	4,504	4,504
Total short-term parking leases	1,570	2,010	1,404	1,404
Total long-term parking leases	2,295	2,319	2,500	2,500
Handicapped parking spaces	140	141	147	147
Dollar amount of tickets issued	900,000	774,595	462,316	700,000
Number of tickets issued	40,000	26,689	23,020	24,000

Public Works–Property Division

Mission Statement

It is the mission of the Property Services Division to maintain and operate select City buildings.

Primary Function→ Property Maintenance provides maintenance and repair services to City Hall, City Yards, and other municipal locations.

2008 Accomplishments →

- Maintained facilities and fleet to operate efficiently and extend useful life.
- Developed a maintenance plan and continued proper upkeep of all city-owned buildings and complexes.
- Purchased additional plants and replaced mulch to upgrade green space areas.
- Implemented new tracking system for graffiti that provides more detailed information working conjointly with the Police Department.
- Participated in Com Ed Energy Incentive program.

2009 Goals and Objectives →

- Create new service contracts that will assist building maintenance staff in quicker response times for repairs.
- Provide efficient maintenance and improved customer service on buildings.
- Reduce graffiti supply costs by changing suppliers and adjusting purchasing schedule.
- Perform a LEED energy audit on City Hall complex.
- Move towards using green environmental building and remodeling products and cleaning products in all City owned buildings.
- Adjust specifications towards promoting the use of green materials and products.

Public Works–Property Division

Budget Summary

PUBLIC WORKS PROPERTY DIVISION BUDGET SUMMARY					
PROPERTY UNIT	2007 ACTUAL	2008 BUDGET	2008 ACTUAL	2009 BUDGET	INCREASE (DECREASE)
PERSONNEL	\$840,007	\$1,002,658	\$989,500	\$824,649	(\$178,009)
CONTRACTUAL	1,719,281	1,634,895	1,737,262	1,617,230	(17,665)
SUPPLIES	237,669	216,640	234,985	220,270	3,630
OTHER	<u>206,182</u>	<u>201,800</u>	<u>225,798</u>	<u>195,300</u>	<u>(6,500)</u>
TOTAL	<u>3,003,139</u>	<u>3,055,993</u>	<u>3,187,545</u>	<u>2,857,449</u>	<u>(198,544)</u>

STAFFING REVIEW	2006	2007	2008	2009	INCREASE (DECREASE)
TOTAL	11.85	12.85	13.40	12.00	(1.40)

FUNDING SOURCE	2008 AMOUNT	2008 PERCENTAGE	2009 AMOUNT	2009 PERCENTAGE
BUILDING RENTAL CHARGES				
YARDS MAINTENANCE	\$1,004,500	33.0	\$1,129,750	38.5
CITY HALL MAINTENANCE	518,000	17.0	\$424,800	14.5
FIRE MAINTENANCE	190,000	6.2	\$202,700	6.9
FESTIVAL PARK/CORONADO MT	1,052,810	34.5	\$908,870	31.0
INTERFUND TRANSFERS	<u>282,000</u>	<u>9.3</u>	<u>\$265,620</u>	<u>9.1</u>
BUILDING RENTAL TOTAL	<u>3,047,310</u>	<u>100.0</u>	<u>2,931,740</u>	<u>100.0</u>

Budget Analysis

The Property Division's budget has decreased \$198,540 (6.9%) to \$2,857,450. Personnel costs have decreased \$178,010 (21.6%). Salaries decrease \$69,300 due to the reclassification of the Superintendent and the Account Clerk transferred after division restructuring. Temporary pay (\$3,000) and overtime (\$14,000) decreased to accommodate deficit cut projections. Health insurance decreases \$19,500 due to changes in coverage. Merit pay and salary adjustments were eliminated for a reduction of \$67,700.

Contractual expenses increase \$17,670 (1.1%), due to a supplemental appropriation addition of \$160,000 to the 2008 budget. Without the SAO addition, the contractual budget increased \$142,340. Service contracts increased \$226,300 and contracted janitorial expenses increase \$41,200 due to new contracts and expanded services. A number of other adjustments also occurred. Building maintenance expenses are expected to decrease \$212,800, partially due to the reclassification of expenses, but also due to increased efficiencies. Risk management charges increase \$47,300 due to increases in insurance premiums.

Supplies increase \$3,630 (1.6%) largely due to an increase in office equipment replacement. Other expenses decrease \$6,500, primarily due to decreases in the general fund purchase of services and taxes.

For 2009, the Property Division will be taking on additional responsibilities including maintenance at the Pioneer parking deck, State and Main deck, and maintenance of the building

Public Works–Property Division

at Shumway. The new Police evidence building on 2nd Street will fall under the Property Unit’s responsibility and add an additional expense of \$29,900.

In 2008, the Property Division spent \$3,187,550 or 103.9% of the budgeted allocation. In past years, 104% to 113% of the budget has been spent.

Five Year Financial Forecast

The 2010-2014 five-year forecast assumes operations will continue as they are programmed for 2009 and that costs will increase four percent annually. Budgets are developed so that funds are annually available for fixed assets such as building improvements and fueling systems.

PROPERTY FUND 2010-2014 FINANCIAL FORECAST (IN 000'S)

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Revenues	\$3,020	\$3,111	\$3,204	\$3,300	\$3,399
Expenses	<u>2,943</u>	<u>3,031</u>	<u>3,122</u>	<u>3,216</u>	<u>3,312</u>
Excess (Deficit)	<u>77</u>	<u>80</u>	<u>82</u>	<u>84</u>	<u>87</u>
Beginning Balance	<u>460</u>	<u>537</u>	<u>617</u>	<u>699</u>	<u>783</u>
Ending Balance	<u>\$537</u>	<u>\$617</u>	<u>\$699</u>	<u>\$783</u>	<u>\$870</u>

Fixed Assets

The 2009 fixed asset budget of \$120,000 includes relocation of property shop, office remodeling for central garage, and additional heating for city property.

PROPERTY FUND FIXED ASSETS 2009 BUDGET			
<u>DESCRIPTION</u>	<u>COST CENTER</u>	<u>AMOUNT</u>	
PROPERTY			
PROPERTY SHOP RELOCATION	3471-YARD GARAGE	40,000	40,000
OFFICE REMODEL -CENTRAL GARAG	3471-YARD GARAGE	60,000	60,000
ADDITIONAL HEATING		<u>20,000</u>	<u>20,000</u>
	TOTAL FIXED ASSETS		<u>\$120,000</u>

Public Works–Property Division

Personnel Review

PUBLIC WORKS PROPERTY FUND				
BENEFITS AND SALARIES		2008	2009	INCREASE/
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$605,048	\$535,763	(\$69,285)
TEMPORARY		43,000	40,000	(3,000)
OVERTIME		25,350	11,300	(14,050)
MERIT PAY		3,314	0	(3,314)
SALARY ADJUSTMENT		<u>6,630</u>	<u>(57,766)</u>	<u>(64,396)</u>
TOTAL SALARIES		<u>\$683,342</u>	<u>\$529,297</u>	<u>(\$154,045)</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		112,572	\$106,658	(\$5,914)
UNEMPLOYMENT TAX		843	756	(87)
WORKMEN'S COMPENSATION		19,210	20,892	1,682
HEALTH INSURANCE		185,285	165,750	(19,535)
LIFE INSURANCE		1,046	936	(110)
PARKING BENEFITS		<u>360</u>	360	0
TOTAL BENEFITS		<u>\$319,316</u>	<u>\$295,352</u>	<u>(\$23,964)</u>
TOTAL COMPENSATION		<u>\$1,002,658</u>	<u>\$824,649</u>	<u>(\$178,009)</u>
	POSTION	2008	2009	INCREASE/
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
SUPERINTENDENT	E-12	0.75	0.00	(0.75)
PROPERTY MAINTENANCE SUPERVISOR	E-8	1.00	1.00	0.00
MAINTENANCE REPAIR TECHNICIAN	E-3	1.00	1.00	0.00
SENIOR ACCOUNT CLERK	A-21	0.65	0.00	(0.65)
MAINTENANCE REPAIR WORKER	A-24	8.00	8.00	0.00
MAINTENANCE WORKER	A-20	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>13.40</u>	<u>12.00</u>	<u>(1.40)</u>

Public Works–Equipment Division

Mission Statement

It is the mission of the Equipment Services Division to service City vehicles.

- **Primary Functions**→ The Equipment Maintenance provides preventative maintenance and repair services for all City vehicles, except the Fire Department's emergency equipment.

2008 Accomplishments →

- Completed approximately 24,000 vehicle work orders, including 9,000 at the Central Garage and 15,000 at the Public Safety Building Garage.
- Maintained fleet so that they will operate efficiently and their useful life is extended.
- Provided efficient, cost effective maintenance and improved customer service on vehicles.
- Expanded use of vehicle software to track costs in maintenance and repair of city vehicles.

2009 Goals and Objectives →

- Evaluate new repairs to snow and ice fleet and compare to amount of time trucks are in the shop to effectively decrease time it takes to repair.
- Purchase new scan tools for repair analysis that will allow more effective and complete diagnostic of equipment and vehicles.
- Continue to maintain fleet so that they will operate efficiently and their useful life is extended.

Public Works–Equipment Division

Budget Summary

PUBLIC WORKS EQUIPMENT FUND BUDGET SUMMARY					
	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
APPROPRIATION					
PERSONNEL	909,353	976,126	942,718	1,004,419	28,293
CONTRACTUAL	812,050	856,610	1,158,788	750,790	(105,820)
SUPPLIES	2,013,702	2,301,520	2,403,134	1,538,430	(763,090)
OTHER	<u>142,209</u>	<u>159,600</u>	<u>130,162</u>	<u>169,400</u>	<u>9,800</u>
TOTAL	<u>3,877,314</u>	<u>4,293,856</u>	<u>4,634,802</u>	<u>3,463,039</u>	<u>(830,817)</u>
STAFFING REVIEW					
	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	INCREASE <u>(DECREASE)</u>
TOTAL	11.90	11.90	11.45	11.00	(0.45)
FUNDING SOURCE					
		2007 <u>AMOUNT</u>	2007 <u>PERCENTAGE</u>	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>
VEHICLE SERVICE CHARGES					
PUBLIC WORKS		1,807,660	56.2	2,055,330	58.2
POLICE		1,053,300	32.7	1,062,290	30.1
ALL OTHER AGENCIES		<u>357,140</u>	<u>11.1</u>	<u>411,130</u>	<u>11.7</u>
VEHICLE SERVICE TOTAL		<u>3,218,100</u>	<u>100.0</u>	<u>3,528,750</u>	<u>100.0</u>

Budget Analysis

The Equipment Division's budget is \$3,463,039 a decrease of \$830,820 (24%). Personnel costs increase \$28,300 as a result of health insurance rate increases. Staffing decreases .45 FTE as a result of reclassification of Superintendent and Senior Account Clerk.

Contractual costs decrease \$105,820 (14.1%) due to a supplemental appropriation addition of \$125,000 to the 2008 budget. Without the SAO addition, the contractual budget increases \$24,240 mainly due to increased activity for vehicle services (\$87,500) offset by a decrease in central stores (\$89,100). Building rental (\$10,800) and equipment maintenance (\$8,700) increased.

Supply expenses decrease \$763,090 or 49.6% under 2008, after a supplemental appropriation ordinance change of \$385,000 to cover additional fuel costs and vehicle parts. Without the SAO addition, the budget decreases \$378,090 almost entirely due to a change in the fuel account of \$417,640, which occurs because of under-budgeting in 2008 and decreasing gasoline and diesel costs. Other expenses increase \$9,800, primarily due to an increase in purchase of services.

The City's cost per gallon for fuel purchased at vendor sites is estimated at \$2.40 for gasoline and \$3.05, market price, for diesel. Fuel purchased is budgeted at 345,460 gallons for gasoline and 170,260 gallons for diesel, a total of 515,720 gallons. New work order rates were established for 2009 budget; cars \$95 and trucks \$110.

Public Works–Equipment Division

In 2008, fuel prices at vendor sites have ranged from \$2.71 to \$3.66 for gasoline and \$2.98 to \$4.21 for diesel. At the Yards prices have ranged from \$2.43 to \$3.62 for gasoline and \$2.91 to \$4.03 for diesel.

In 2008, the Equipment Unit spent \$4,634,802 or 106.4% of the budgeted allocation. In the past several years, 97% to 114% of the budget has been spent.

Five Year Financial Forecast

The 2010-2014 five-year forecast assumes operations will continue as they are programmed for 2009 and that costs will increase four percent annually. Budgets are developed so that funds are annually available for fixed assets such as building improvements and fueling systems.

EQUIPMENT FUND 2010-2014 FINANCIAL FORECAST (IN 000'S)

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Revenues	\$3,635	\$3,744	\$3,856	\$3,972	\$4,091
Expenses	<u>3,567</u>	<u>3,674</u>	<u>3,784</u>	<u>3,898</u>	<u>4,015</u>
Excess (Deficit)	68	70	72	74	76
Beginning Balance	<u>481</u>	<u>549</u>	<u>619</u>	<u>691</u>	<u>765</u>
Ending Balance	<u>\$549</u>	<u>\$619</u>	<u>\$691</u>	<u>\$765</u>	<u>\$841</u>

Personnel Review

PUBLIC WORKS EQUIPMENT FUND				
BENEFITS AND SALARIES		2008	2009	INCREASE/
SALARY		BUDGET	BUDGET	(DECREASE)
PERMANENT		\$633,621	\$646,526	\$12,905
OVERTIME		35,000	29,000	(6,000)
MERIT PAY		1,423	0	(1,423)
SALARY ADJUSTMENT		<u>2,846</u>	<u>(1,452)</u>	<u>(4,298)</u>
TOTAL SALARIES		<u>\$672,890</u>	<u>\$674,074</u>	<u>\$1,184</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$121,583	\$115,325	(\$6,258)
UNEMPLOYMENT TAX		471	693	222
WORKMEN'S COMPENSATION		18,365	24,829	6,464
HEALTH INSURANCE		158,325	185,640	27,315
LIFE INSURANCE		892	858	(34)
TOOL ALLOWANCE		<u>3,600</u>	<u>3,000</u>	<u>(600)</u>
TOTAL BENEFITS		<u>\$303,236</u>	<u>\$330,345</u>	<u>\$27,109</u>
TOTAL COMPENSATION		<u>\$976,126</u>	<u>\$1,004,419</u>	<u>\$28,293</u>
POSITION TITLE	POSTION RANGE	2008	2009	INCREASE/
		EMPLOYEES	EMPLOYEES	(DECREASE)
SUPERINTENDENT	E-12	0.15	0.00	(0.15)
EQUIPMENT SERVICES SUPERVISOR	E-8	1.00	1.00	0.00
AUTO SHOP SUPERVISOR	A-29	1.00	1.00	0.00
AUTO MECHANIC	A-28	9.00	9.00	0.00
SENIOR ACCOUNT CLERK	A-21	0.30	0.00	(0.30)
TOTAL PERSONNEL		<u>11.45</u>	<u>11.00</u>	<u>(0.45)</u>

Public Works–Central Stores

Mission Statement

It is the mission of the Central Stores Division to service City departments with necessary equipment and tools.

- **Primary Functions**→ Central Stores is responsible for providing centralized inventory to the Property and Equipment Maintenance units, as well as to the Traffic, Engineering, and Water Division.

2008 Accomplishments →

- Continued to provide inventory to City departments in a timely fashion.
- Began centralized purchasing and accounting procedures into one location.

2009 Goals and Objectives →

- Increase inventory totals by 30% to provide support for field operations by implementing new satellite locations.
- Cross train all Central Stores personnel in new organizational structure.
- Centralize all Public Works purchasing and accounting procedures into one location.
- Track all contract for Public Works to eliminate delays in contractual changes and improve contractual monitoring process.

Public Works–Central Stores

Budget Summary

PUBLIC WORKS CENTRAL STORES FUND BUDGET SUMMARY					
	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	261,827	245,878	219,743	275,637	29,759
CONTRACTUAL	44,975	65,230	33,926	64,750	(480)
SUPPLIES	2,064	30,300	4,474	37,500	7,200
OTHER	<u>17,577</u>	<u>21,900</u>	<u>19,589</u>	<u>23,300</u>	<u>1,400</u>
TOTAL	<u>\$326,443</u>	<u>\$363,308</u>	<u>\$277,732</u>	<u>\$401,187</u>	<u>\$37,879</u>
STAFFING REVIEW					
	2006	2007	2008	2009	INCREASE (DECREASE)
CENT/STORES UNIT	<u>3.25</u>	<u>3.25</u>	<u>3.15</u>	<u>3.90</u>	<u>0.75</u>
TOTAL	<u>3.25</u>	<u>3.25</u>	<u>3.15</u>	<u>3.90</u>	<u>0.75</u>
FUNDING SOURCE					
	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	
INVENTORY CONTROL CHARGES					
STREET DIVISION	0	0.0	90,500	53.8	
TRAFFIC DIVISION	16,000	5.0	41,480	10.6	
PROPERTY UNIT	25,600	8.0	55,710	14.3	
EQUIPMENT UNIT	118,400	37.0	33,940	8.7	
WATER DIVISION	<u>160,000</u>	<u>50.0</u>	<u>168,110</u>	<u>66.4</u>	
CENTRAL STORES TOTAL	<u>\$320,000</u>	<u>100.0</u>	<u>\$389,740</u>	<u>153.8</u>	

Budget Analysis

The Central Stores budget increases \$37,879 (9.4%) for 2009. Personnel costs increase \$29,760 due to the reallocation of a Senior Account Clerk and reclassification of Superintendent and Supervisor.

Contractual accounts decrease \$480 (0.7%) and supply accounts increase \$7,200 (19.2%) primarily due to the addition of costs associated with the tool room and reallocation of internal service charges. The expenses related to the tool room will be charged back to both the Street and Water Divisions.

In 2008, the Central Stores Unit spent \$277,732 or 76.4% of the budgeted allocation. In the past several years, 97% to 110% of the budget has been spent.

Five Year Financial Forecast

The 2010-2014 five-year forecast assumes operations will continue as they are programmed for 2009 and that costs will increase four percent annually. Budgets are developed so that funds are annually available for fixed assets such as building improvements and fueling systems.

CENTRAL STORES FUND 2010-2014 FINANCIAL FORECAST (IN 000'S)

	2010	2011	2012	2013	2014
Revenues	\$413	\$425	\$446	\$468	\$491
Expenses	<u>413</u>	<u>425</u>	<u>438</u>	<u>451</u>	<u>465</u>
Excess (Deficit)	<u>0</u>	<u>0</u>	<u>8</u>	<u>17</u>	<u>26</u>
Beginning Balance	<u>27</u>	<u>27</u>	<u>27</u>	<u>35</u>	<u>52</u>
Ending Balance	<u>\$27</u>	<u>\$27</u>	<u>\$35</u>	<u>\$52</u>	<u>\$78</u>

Public Works–Central Stores

Personnel Review

PUBLIC WORKS CENTRAL STORES FUND				
BENEFITS AND SALARIES		2008	2009	INCREASE/
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$157,155	\$185,053	\$27,898
OVERTIME		5,700	6,000	300
MERIT PAY		1,688	(1,437)	(3,125)
SALARY ADJUSTMENT		<u>2,879</u>	<u>0</u>	<u>(2,879)</u>
TOTAL SALARIES		<u>\$167,422</u>	<u>\$189,616</u>	<u>\$22,194</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$29,433	\$33,326	\$3,893
UNEMPLOYMENT TAX		198	246	48
WORKMEN'S COMPENSATION		5,023	431	(4,592)
HEALTH INSURANCE		43,556	51,714	8,158
LIFE INSURANCE		246	304	58
TOTAL BENEFITS		<u>\$78,456</u>	<u>\$86,021</u>	<u>\$7,565</u>
TOTAL COMPENSATION		<u>\$245,878</u>	<u>\$275,637</u>	<u>\$29,759</u>
	POSTION	2008	2009	INCREASE/
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
SUPERINTENDENT	E-12	0.10	0.00	(0.10)
CENTRAL SUPPLY SUPERVISOR	E-6	1.00	0.90	(0.10)
SENIOR ACCOUNT CLERK	A-21	0.05	1.00	0.95
INVENTORY CONTROL CLERK	A-21	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>3.15</u>	<u>3.90</u>	<u>0.75</u>

Public Works-Water Division

Mission Statement

The Water Division will operate and maintain the Rockford public water system in a manner that:

- Protects public health and enhances the community (*Our Product*)
- Focuses on our customers (*Our Service*)
- Upholds the highest standards of public trust (*Our Reputation*)

Primary Functions → The Water Division is comprised of three operating sections and Administration. The Division is responsible for production, quality control, storage, distribution, and related services to approximately 52,000 water customers.

- **Production** → The Production Section is responsible for overseeing the operation of the water system wells/booster pumps, ground-level and elevated storage, water treatment equipment, water quality, cross-connection control, and facility maintenance.
- **Distribution** → The Distribution Section oversees the maintenance, repair, and replacement of water mains and associated service branches, valves, and fire hydrants.
- **Customer Service** → The Customer Service Section is primarily responsible for responding to customer concerns, meter readings, installation/replacement of water meters, and responding to service calls.
- **Administration** → The Administrative Section is responsible for all division administration, fiscal control, system planning, service contract administration, and payroll.

2008 Accomplishments →

- Successfully implemented Rockford Water Academy, Division-wide training program utilizing expertise of consultants, agencies, and suppliers by providing over 350 person-hours of training.
- Established Water Operations Manager position, which effectively removes an entire level of management in our organizational structure and creates greater accountability for Supervisors.
- Created Water Distribution System Operating Group within Water Distribution Section – This new operating group is conducting the necessary preventative maintenance activities on the distribution system.
- Upgrade and Modernize Water Treatment Process (implement water filtration) – Water Rehabilitation Project is on schedule. First filtration plants will be on-line before 2009. All filtration plants will be operational 3rd quarter 2010.
- Completed the installation of a State-of-the-Industry telephone system for handling outside customer calls in August 2008.
- Water Distribution System operating group developed and implemented Water Quality complaint quick-response team. Infrastructure maintenance programs are in progress.

Public Works-Water Division

- Mobile data collector is ready to be implemented for monthly billing, which will begin in January 2009.
- Hansen Customer Service Request system is being used to track resolution of after-hour customer calls. There is daily follow-up by clerical personnel and supervisors.
- Progress on Water System Rehabilitation Program continues. New facilities have been constructed and will be in operation before the end of 2008. The Project is on schedule for completion in 2010.
- Initial design for upgrading Water Operations Center is complete. First phase of construction will be 4th quarter 2008. Laboratory and other improvements are being budgeted for 2009.
- All Crew Leaders and JULIE locators use laptops in the field to locate underground utilities. Pilot program for water service inspectors and water plant operators has been initiated and will be ongoing in 2009.
- The Water Distribution System Operations Group is coordinating with Engineering Services in GIS mapping of the water system, incorporating maintenance records in that system, and using SharePoint for work order management.

2009 Goals and Objectives →

- Improve customer service by reducing number of complaints throughout Water Division operations and improving responsiveness when a complaint is received.
- Inform stakeholders (Administration, Alderman, water customers, realtors, etc.) about our Water Quality Improvement Project (through announcements, consumer confidence report, information bulletins, brochures, presentations, etc.).
- Enhance community awareness of the importance of Drinking Water and the Rockford Water System (public service announcements, secondary school demonstrations and presentations, etc.).
- Create Rockford Water Laboratory with the goal of having Illinois EPA Certification by first quarter 2010.
- Reduce response time and the duration water is shut off during water main breaks.
- Improve percentage of customers that receive their first choice in scheduling customer service house calls.
- Improve call center effectiveness by reducing response time and percentage of calls dropped.

Public Works-Water Division

- Reduce response time to water quality complaints and conduct follow-up calls on all complaints to ensure customer satisfaction.
- Reduce number of inaccurate water meter reads submitted to Finance.
- Continue to increase number of delinquent account shut-offs scheduled based on need and resources available.
- Continue to promote worker safety and reduce number of on the job injuries (training and equipment).
- Address all safety concerns in a timely manner.
- Continue to develop and implement Rockford Water Academy to train and cross-train employees with a goal of averaging 20 hours per employee of training per year.
- Continue to improve office environment at 1111 Cedar Street by renovating both north and south ends.
- Improve organizational efficiency through enhancing communication (SharePoint) across the organization, filling the Manager of Operations position, and accountability programs for managers and supervisors.
- Implement Division-wide customer complaint tracking using Hanson.
- Initiate Continuous Improvement (Lean) programs to improve internal work processes.
- Continue implementation of laptops programs for making field operations more efficient.
 - Distribution – crew leaders and JULIE locators on the network
 - Customer Service – field inspector laptop pilot program
 - Production – water operator laptop pilot program
- Improve preventative maintenance programs for well houses, well and booster pumps, hydrants, valves, and water services.

Public Works-Water Division

Budget Summary

PUBLIC WORKS WATER DIVISION BUDGET SUMMARY					
APPROPRIATION	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$5,283,524	\$6,360,885	\$5,696,963	\$6,329,908	(\$30,977)
CONTRACTUAL	4,012,972	5,093,570	4,547,689	5,695,650	602,080
SUPPLIES	1,483,064	1,392,320	1,146,278	1,558,945	166,625
OTHER	4,291,333	4,643,229	4,552,300	5,483,679	840,450
INTEREST	<u>1,389,810</u>	<u>2,238,600</u>	<u>2,059,936</u>	<u>2,978,000</u>	<u>739,400</u>
TOTAL	<u>\$16,460,703</u>	<u>\$19,728,604</u>	<u>\$18,003,166</u>	<u>\$22,046,182</u>	<u>\$2,317,578</u>
STAFFING REVIEW					
	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	INCREASE <u>(DECREASE)</u>
OPERATIONS	71.70	70.70	71.70	71.00	(0.70)
FIXED ASSETS	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>
TOTAL	<u>75.70</u>	<u>74.70</u>	<u>75.70</u>	<u>75.00</u>	<u>(0.70)</u>
FUNDING SOURCE					
	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	
WATER USER FEES	\$23,040,000	90.9	\$23,140,000	86.8	
INSTALLATIONS & CONNECTIONS	975,000	3.8	972,000	3.6	
INTEREST INCOME	750,000	3.0	1,200,000	4.5	
FROM OTHER GOVERNMENTS	0	0.0	700,000	2.6	
MISCELLANEOUS	504,000	2.0	509,000	1.9	
PURCHASE OF SERVICES	<u>86,000</u>	<u>0.3</u>	<u>128,650</u>	<u>0.6</u>	
TOTAL	<u>\$25,355,000</u>	<u>100.0</u>	<u>\$26,649,650</u>	<u>100.0</u>	

Budget Analysis

The 2009 budget of \$22,046,182 is a \$2,317,600 increase from the 2008 budget. Personnel costs decreased \$31,000. Merit Pay (\$25,000) decreased as a result of wage freeze. Salary adjustments decreased \$57,800. Health insurance (\$29,100) and unemployment (\$10,100) costs increased due to increased premiums.

Contractual services increased \$602,080 in 2009. A number of large changes are planned, including a \$341,350 increase in service contracts and a \$193,000 increase in electrical power. Service contracts increase for well maintenance and reconstruction costs that are trending upward. Electrical power increase is for additional power needed to backwash filters in three new treatment plants anticipated to be on line in 2009. Building rental is up \$61,400. Education and training has increased by \$40,000 for management training in response to Rockstat and additional training as a part of the Water Rehab project.

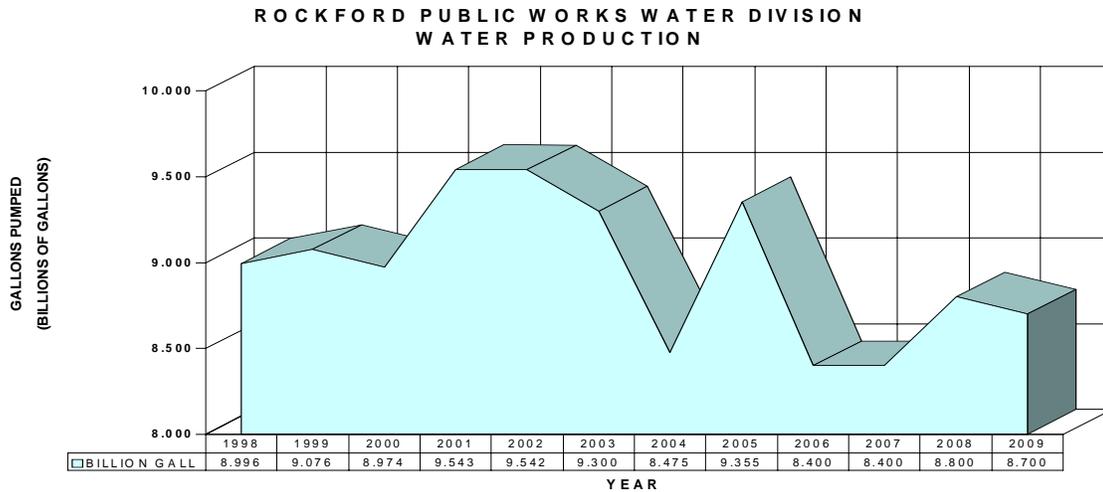
Supplies increased \$166,600 primarily due to a increase in water supplies (\$145,000), based on predicted activity and actual expenditures. Small tools increased \$32,100.

Other expenses increased \$840,450 for 2009. Depreciation expenses increased \$852,500 and the purchase of services from the general fund increased \$7,400. Interest expenses increased \$739,400.

Public Works-Water Division

In 2008, the Water Division spent \$18,003,166 or 91.2% of its budgeted allocation. In the past several years, 83% to 97% of the budget has been spent.

Information and Statistics



SOURCE: WATER DIVISION

As the graph above shows, water production has fluctuated somewhat in the last ten years. Since 1998, when gallons pumped was at 8.9 billion, production has decreased 3%, to an estimated 8.7 billion gallons in 2009. The average production for the past seven years is 8.776 billion gallons, which is more than expected 2009 production. Weather conditions, particularly annual rainfall, impact water usage in the City.

Five Year Financial Forecast

The 2010-2014 five-year forecast assumes annual three percent rate increases with consumption rising three-quarters of one percent each year. Expenses for this forecast range from five to six percent.

WATER FUND 2010-2014 FINANCIAL FORECAST (IN 000'S)					
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Revenues	\$27,518	\$28,426	\$29,364	\$30,333	\$31,334
Expenses	<u>23,148</u>	<u>24,305</u>	<u>25,520</u>	<u>26,796</u>	<u>28,136</u>
Excess (Deficit)	<u>4,370</u>	<u>4,121</u>	<u>3,844</u>	<u>3,537</u>	<u>3,198</u>
Beginning Balance	<u>72,734</u>	<u>77,104</u>	<u>81,225</u>	<u>85,069</u>	<u>88,606</u>
Ending Balance	<u>\$77,104</u>	<u>\$81,225</u>	<u>\$85,069</u>	<u>\$88,606</u>	<u>\$91,804</u>
Bond Issues	\$0	\$0	\$0	\$0	\$0
Rate Increases	3.0%	3.0%	3.0%	3.0%	3.0%

After completion of the \$75 million rehabilitation program, the City will finance future improvements on a pay as you go basis.

Fixed Assets

The 2009 budget of \$1,132,500 for fixed assets includes a variety of vehicles, operating equipment, and well house roofs scheduled for replacement.

Public Works-Water Division

FIXED ASSETS PUBLIC WORKS WATER DIVISION 2009 BUDGET				
DESCRIPTION	COST CENTER	ACCOUNT	AMOUNT	
Cedar Street Improvements	3522	79911	\$120,000	<u>120,000</u>
Toughbook for Ron Juhlin	3516	79922	5,000	<u>5,000</u>
New Roof - Well house #26	3502	79911	12,000	
Paint Piping at 5 well houses		79911	32,500	
				<u>44,500</u>
1/2 ton Pickup 4x4 w/ plow	3502	79922	30,000	<u>30,000</u>
Lab Equip for Bactererial Testing	3501	79922	33,000	33,000
Laboratory	3501	79911	150,000	
Aluminum soffits and windows for 10 wh		79911	50,000	<u>200,000</u>
3/4 ton pickup w/custom boxes	3510	79922	70,000	
Dump Trucks (3)			450,000	
1/2 ton Pickup 4x4			30,000	
Sport Utility			30,000	
Backhoe w/ extend a hoe			80,000	
Toughbook for Pete Gioppo			5,000	
				<u>665,000</u>
Small pickup or sedan - AWD	3523	79922	25,000	
Meter reading data collector (2)			10,000	
				<u>35,000</u>
TOTAL CURRENT FIXED ASSETS				\$1,132,500

Public Works-Water Division

Personnel Review

PUBLIC WORKS WATER DIVISION				
BENEFITS AND SALARIES		2008	2009	INCREASE/ (DECREASE)
SALARY		BUDGET	BUDGET	(DECREASE)
PERMANENT		\$3,820,838	\$3,814,885	(\$5,953)
TEMPORARY		91,180	91,760	580
OVERTIME		443,600	470,140	26,540
MERIT PAY		24,932	0	(24,932)
SALARY ADJUSTMENT		<u>31,165</u>	<u>(26,607)</u>	<u>(57,772)</u>
TOTAL SALARIES		\$4,411,715	\$4,350,178	(\$61,537)
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$751,835	\$743,314	(\$8,521)
UNEMPLOYMENT TAX		4,769	4,725	(44)
WORKER'S COMPENSATION		85,970	96,089	10,119
HEALTH INSURANCE		1,081,418	1,110,512	29,094
RETIREE HEALTH INSURANCE		16,000	16,000	0
LIFE INSURANCE		5,866	5,850	(16)
PARKING		3,312	3,240	(72)
TOTAL BENEFITS		\$1,949,170	\$1,979,730	\$30,560
TOTAL COMPENSATION		\$6,360,885	\$6,329,908	(\$30,977)
	POSTION	2007	208	INCREASE/ (DECREASE)
POSITION TITLE	RANGE	EMPLOYEES	EMPLOYEES	(DECREASE)
WATER SUPERINTENDENT	E-12	1.00	1.00	0.00
ASSISTANT SUPERINTENDENT	E-9	2.00	0.00	(2.00)
WATER OPERATIONS MANAGER	E-9	0.00	1.00	1.00
CUSTOMER SERVICE MANAGER	E-8	1.00	1.00	0.00
DIS SYS OP SUPERVISOR	E-8	0.00	1.00	1.00
WATER CONSTRUCTION SUPERVISOR	E-7	3.00	2.00	(1.00)
WATER PLANT OP. & MAINT.SUPERVISOR	E-8	1.00	1.00	0.00
WATER SYSTEMS & SCADA SUPERVISOR	E-8	1.00	1.00	0.00
WATER QUALITY SUPERVISOR	E-8	1.00	1.00	0.00
WATER TREATMENT SUPERVISOR	E-8	1.00	1.00	0.00
PROJECT MANAGER	E-8	0.20	0.00	(0.20)
ACCOUNTANT	E-7	1.00	1.00	0.00
CUSTOMER SERVICE SUPERVISOR	E-7	2.00	2.00	0.00
WATER ENGINEERING SUPERVISOR	E-6	1.00	1.00	0.00
WATER QUALITY TECHNICIAN	E-5	2.00	2.00	0.00
SENIOR ENGINEERING TECHNICIAN	E-6	3.00	3.00	0.00
ENGINEERING TECHNICIAN	E-5	1.00	1.00	0.00
INSPECTION OFFICER	CD-26	1.00	1.00	0.00
PUBLIC WORKS CREW LEADER	A-28	5.00	5.00	0.00
WATER PLANT OPERATOR	A-28	11.00	11.00	0.00
WATER SERVICE INSPECTOR	A-26	9.00	9.00	0.00
EQUIPMENT OPERATOR	A-23	6.00	6.00	0.00
SENIOR ACCOUNT CLERK	A-21	1.00	1.00	0.00
MAINTENANCE WORKER	A-20	10.00	10.00	0.00
SENIOR SECRETARY	A-20	1.00	1.00	0.00
SENIOR CLERK	A-19	7.50	8.00	0.50
WATER METER READER	A-18	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>
TOTAL PERSONNEL		75.70	75.00	(0.70)

Performance Measures

	2006 Actual	2007 Actual	2008 Actual	2009 Projected
Annual water production (billion gallons)	8.31	8.34	8.00	8.70
Hydrants replaced or installed	80	70	70	70
Services replaced or installed	65	65	65	65
Valves replaced or installed	100	40	40	40
Number of radio frequency meters installed	5,450	5,275	1,900	1,500
Number of customer meters	53,100	53,221	53,350	53,500
Radio frequency meters as a % of total	85.3%	97.2%	98.3%	99.7%