

Public Works Administration Division

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.

OBJECTIVES FOR FISCAL YEAR 2014

- Support staff in the implementation of 2014 ward capital plans.
- Continue training modules for OSHA safety compliance committee and provide support to staff involved.
- Continue to support cross training needs of all staff.
- Complete standard operating procedures for all areas of work in the division.
- Continue to support staff in providing and analyzing data for RockStat.
- Continue to work with operations managers on process improvements as needed.
- Begin monthly, quarterly and yearly reports on parking system management information.
- Continue to provide City-wide support on administrative and operational needs for special events.
- Continue training modules in emergency management including participating in the county wide emergency management disaster drill to be held in May.

PUBLIC WORKS ADMINISTRATION BUDGET SUMMARY

APPROPRIATION	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2013 <u>ESTIMATED</u>	2014 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$362,732	\$284,001	\$308,213	\$296,316	\$12,315
CONTRACTUAL	78,087	72,250	73,798	58,740	(13,510)
SUPPLIES	<u>2,338</u>	<u>5,100</u>	<u>2,127</u>	<u>9,100</u>	<u>4,000</u>
TOTAL	<u>\$443,157</u>	<u>\$361,351</u>	<u>\$384,138</u>	<u>\$364,156</u>	<u>\$2,805</u>

FUNDING SOURCE	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PROPERTY TAXES					
REIMBURSEMENTS	\$46,810	\$42,602	\$45,088	\$48,109	\$3,021
INTERDIVISIONAL PURCHASE OF SERVICES	241,100	256,300	262,000	269,800	7,800
GENERAL REVENUES	<u>93,243</u>	<u>144,255</u>	<u>54,263</u>	<u>46,247</u>	<u>(8,016)</u>
TOTAL	<u>\$381,153</u>	<u>\$443,157</u>	<u>\$361,351</u>	<u>\$364,156</u>	<u>\$2,805</u>

PUBLIC WORKS ADMINISTRATION DIVISION AUTHORIZED POSITIONS

POSITION TITLE	POSTION <u>RANGE</u>	2013 <u>EMPLOYEES</u>	2014 <u>EMPLOYEES</u>	INCREASE/ <u>(DECREASE)</u>
DIRECTOR	E-15	1.00	1.00	0.00
PW SUPERINTENDENT	E-12	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>2.00</u>	<u>2.00</u>	<u>0.00</u>

Public Works Administration Division

BUDGET HIGHLIGHTS

- Personnel expenses increase for a budgeted 2% salary adjustment and salary study recommendations to adjust pay bands.

Engineering Division

MISSION STATEMENT

It is the mission of the Engineering Division to provide design services and construction management for all capital construction projects. The Division reviews plans for single site and subdivision development, issues permits for work within the public right-of-way, and maintains records of the City's infrastructure in order to provide and maintain a standard of living and services for the community.

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, 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 un-signalized 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.

OBJECTIVES FOR FISCAL YEAR 2014

- Continue scanning as-built drawings of City infrastructure and load into SharePoint to provide better accessibility to records.
- Continue inspections and database entry of the City's storm sewer system and other infrastructure.
- Continue the traffic sign inventory and replacement program.
- Finalize and implement the City's Storm Water Master Plan.
- Complete a minimum of two intersection traffic safety studies.
- Continue entering all asset inventories into GIS from the arterial and collector streets videos.
- Continue inspections for industrial high risk run off program and for illicit discharge of pollutants into our storm sewer system.
- Expand the Food Truck, Cart and Kiosk vending areas
- Continue to coordinate with the parking management vendor.
- Continue Emergency management training for staff.
- Partner with RRDP for expansion of the outdoor city market and creation of an indoor city market.
- Complete a revised Watershed Assessment and drainage study of the Airport East Watershed.
- Complete design and construction on paved drainage ditch and Keith Creek wall repairs.
- Complete the revisions to the Stormwater Technical Manual and the Stormwater Management Ordinance.
- Begin study of removal of obsolete traffic signals and signage.
- Modernization of signals at Rockton and Custer Avenues, Rockton Avenue and Halsted Road, and 9th Street and 18th Avenue.
- Start replacement of 7th Street Corridor lighting.

Engineering Division

ENGINEERING DIVISION BUDGET SUMMARY

APPROPRIATION	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2013 <u>ESTIMATE</u>	2014 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$864,057	\$652,901	\$762,420	\$665,502	\$12,601
CONTRACTUAL	630,031	183,795	164,094	215,245	31,450
SUPPLIES	5,190	30,750	13,617	30,750	0
OTHER	0	23,900	23,900	6,012	(17,888)
CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>90,000</u>	<u>90,000</u>
TOTAL	<u>\$1,499,278</u>	<u>\$891,346</u>	<u>\$964,031</u>	<u>\$1,007,509</u>	<u>\$116,163</u>

FUNDING SOURCE	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>	INCREASE (DECREASE)
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENT:	\$85,012	\$122,802	\$95,864	\$103,742	\$7,878
FEES	15,821	15,443	13,000	14,700	1,700
WATER PURCHASE OF SERVICES	0	0	457,280	471,840	14,560
CAPITAL LEASE FUNDS	0	0	0	90,000	90,000
GENERAL REVENUES	<u>654,927</u>	<u>1,361,033</u>	<u>325,202</u>	<u>327,227</u>	<u>2,025</u>
TOTAL	<u>\$755,760</u>	<u>\$1,499,278</u>	<u>\$891,346</u>	<u>\$1,007,509</u>	<u>\$116,163</u>

ENGINEERING DIVISION AUTHORIZED POSITIONS

POSITION TITLE	POSTION <u>RANGE</u>	2013 <u>EMPLOYEES</u>	2014 <u>EMPLOYEES</u>	INCREASE/ <u>(DECREASE)</u>
CITY ENGINEER	E-12	0.40	0.40	0.00
WATER ENGINEER	E-11	1.00	1.00	0.00
ENGINEERING OPERATIONS MANAGER	E-11	0.40	0.40	0.00
STORM WATER PROJECT MANAGER	E-8	0.40	0.40	0.00
PROJECT MANAGER	E-8	0.50	0.50	0.00
ASST OPERATIONS MANAGER	E-8	0.50	0.50	0.00
SENIOR ENGINEERING TECHNICIAN	E-6	2.80	2.80	0.00
CUSTOMER RELATIONS TECH	E-4	1.00	1.00	0.00
SR OFFICE ASSISTANT	E-4	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>8.00</u>	<u>8.00</u>	<u>0.00</u>

BUDGET HIGHLIGHTS

- Personnel expenses adjust slightly as wage increases, a budgeted 2% salary adjustment, and salary study recommendations to adjust pay bands. These increases are offset by reductions in IMRF and health insurance rates.
- The balance of changes in the budget include small adjustments in purchase of services charges.
- Significant 2012 expenses for contractual were related to grant projects which have since ended, and contractual expense for 2013 and 2014 reflect regular activity levels.
- Other expenses of \$6,012 will cover estimated lease payments for vehicles acquired in 2012 and 2013.
- Capital expenses of \$90,000 reflect planned vehicle purchases for 2014, which will be offset by lease revenue for the division and for which lease payments will commence in 2015.

Engineering Division

CAPITAL EQUIPMENT

Planned capital replacements under the City-wide leasing program for 2014 include:

VEHICLE	QUANTITY	BUDGET EACH	TOTAL BUDGET
Sedan	2	19,000	38,000
SUV	<u>2</u>	26,000	<u>52,000</u>
TOTAL	4		\$90,000

ENGINEERING DIVISION PERFORMANCE MEASUREMENTS

	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET
SITE PLANS REVIEWED	75	75	103	75
% OF SITE PLANS REVIEWED, LESS THAN 14 DAYS	98%	95%	99%	95%
DEVELOPMENT PLANS REVIEWED	25	15	25	20
% OF DEV PLANS REVIEWED, LESS THAN 21 DAYS	100%	95%	96%	95%
ROW PERMITS ISSUED	1,397	1,300	1,958	1,500
% OF ROW PERMITS ISSUED IN 1 DAY	98%	95%	98%	95%
DRIVEWAY PERMITS ISSUED	110	110	103	105
% OF DRIVEWAY PERMITS ISSUED IN 1 DAY	100%	95%	100%	95%
INDUSTRIAL HIGH RISK INSPECTIONS	57	50	60	100
EROSION CONTROL INSPECTIONS	64	60	248	300
ILLICIT DISCHARGE INVESTIGATIONS	19	10	27	20
NPDES PERMIT WATER/STORMWATER SAMPLES	19	24	61	40

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.

OBJECTIVES FOR FISCAL YEAR 2014

- Maintain the master sidewalk list and layer in GIS to track sidewalk repairs.
- Complete and put into practice the results of the water main corrosion test pilot study of East Rockford.
- Keep the CIP neighborhood program under budget allowing more projects to be completed.
- Complete the construction of the Blackhawk and Seminary road improvements.
- Complete the construction of Morgan Street.
- Coordinate with IDOT on Phase II of North Main Street (Yonge Street to north of Riverside Boulevard).
- Coordinate with IDOT on Phase II of West State Street (Independence Avenue to Day Avenue).
- Provide a minimum of 15 hours of training each for staff.
- Continue design of Harrison Avenue reconstruction from 20th Street to 11th Street.
- Complete design of Airport Dr. and Falcon Rd. reconstruction and have construction underway.
- Coordinate with IDOT on the South Main Street projects.
- Continue investment into a city-wide sidewalk transition plan for federal ADA compliance.
- Continue work on regional transportation issues through active participation in the Rockford Metropolitan Agency for Planning (RMAP).
- Begin the Phase I study and design of the Jefferson Street Bridge reconstruction.
- Complete design work and begin construction of the Ingersoll Indoor Sports Complex.
- Continue to move forward with enhancements to the downtown streetscape areas.
- Continue program support for the Water Division, including analysis of existing systems and facilities within the design cycle of road projects.
- Coordinate with IDOT on completion of Phase I of West State Street (Kent Creek to Independence Avenue).
- Continue investment into repairing our arterial and collector roads.
- Continue investment into arterial sidewalk and bike path connections throughout the city.

Capital Projects Fund

- Continue our local bridge program with deck replacement on the Harrison Avenue Rock River Bridge and replacement of the Railroad Avenue Keith Creek Bridge.

CAPITAL PROJECTS DIVISION BUDGET SUMMARY

	2012	2013	2013	2014	INCREASE
APPROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$1,120,778	\$1,657,395	\$1,372,153	\$1,720,588	\$63,193
CONTRACTUAL	5,963,831	505,125	7,097,268	757,325	252,200
SUPPLIES	63,561	22,460	193,472	16,700	(5,760)
OTHER	1,233,658	499,080	1,332,110	521,105	22,025
CAPITAL	<u>18,038,444</u>	<u>43,250,940</u>	<u>19,185,478</u>	<u>47,744,282</u>	<u>4,493,342</u>
TOTAL	<u>\$26,420,272</u>	<u>\$45,935,000</u>	<u>\$29,180,481</u>	<u>\$50,760,000</u>	<u>\$4,825,000</u>

ACTUALS EXCLUDE WATER AND PARKING PROJECTS; THESE ARE TRANSFERRED TO THEIR RESPECTIVE FUNDS.

	2011	2012	2013	2014	INCREASE
FUNDING SOURCE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
STATE MOTOR FUEL TAX	2,272,183	3,034,986	3,000,000	3,200,000	200,000
LOCAL SALES TAX	15,292,506	15,586,806	15,100,000	15,500,000	400,000
WATER REPLACEMENT IMPROVEMENI	1,851,523	4,717,972	4,550,000	4,800,000	250,000
OTHER GOVERNMENTS/PRIVATE	10,047,163	4,099,907	22,085,000	26,260,000	4,175,000
INTERFUND TRANSFERS	2,400,000	1,200,000	1,200,000	1,150,000	(50,000)
INTEREST INCOME	<u>958,388</u>	<u>236,591</u>	<u>0</u>	<u>200,000</u>	<u>200,000</u>
TOTAL	<u>\$32,821,763</u>	<u>\$28,876,262</u>	<u>\$45,935,000</u>	<u>\$51,110,000</u>	<u>\$5,175,000</u>

APPROPRIATIONS AND REVENUES MAY NOT MATCH DUE TO MULTIPLE YEAR FINANCING OF CAPITAL PROJECTS.

Capital Projects Fund

CAPITAL PROJECTS DIVISION AUTHORIZED POSITIONS

POSITION TITLE	POSTION RANGE	2013 EMPLOYEES	2014 EMPLOYEES	INCREASE/ (DECREASE)
CITY ENGINEER	E-11	0.60	0.60	0.00
CONSTRUCTION PROGRAM MANAGER	E-11	1.00	1.00	0.00
TRAFFIC ENGINEER	E-11	1.00	1.00	0.00
ENGINEERING OPERATIONS MANAGER	E-11	0.60	0.60	0.00
CIP OPERATIONS MANAGER	E-11	0.00	1.00	1.00
STORM WATER PROJECT MANAGER	E-10	0.60	0.60	0.00
ASST TRAFFIC ENGINEER	E-10	0.00	1.00	1.00
SR PROJECT MANAGER	E-9	2.00	1.00	(1.00)
PROJECT MANAGER	E-8	3.50	3.50	0.00
ASST OPERATIONS MANAGER	E-8	0.50	0.50	0.00
ENVIRONMENTAL PROJECT COORDINATOR	E-7	1.00	1.00	0.00
STORM WATER/ENVIRON COORDINATOR	E-7	0.00	1.00	1.00
SENIOR CONSTRUCTION TECHNICIAN	E-6	1.00	1.00	0.00
SENIOR ENGINEERING TECHNICIAN	E-6	4.20	2.20	(2.00)
CIP ACCOUNTING TECHNICIAN	E-6	1.00	1.00	0.00
SENIOR ADMIN ASSISTANT	E-6	1.00	1.00	0.00
TOTAL PERSONNEL		18.00	18.00	0.00

BUDGET HIGHLIGHTS

- Personnel expenses adjust slightly as wage increases, a budgeted 2% salary adjustment, and salary study recommendations to adjust pay bands are implemented. These increases are offset by reductions in IMRF and health insurance rates.
- The balance of changes in the budget include minor adjustments to contractual and supply accounts to adjust for actual expense, as well as in purchase of service charges. Computer supplies decrease after the purchase of desktop computers in 2013.

CAPITAL PROJECTS FUND FIVE YEAR FINANCIAL FORECAST (IN 000'S)

	2015	2016	2017	2018	2019
Revenues	\$52,643	\$54,223	\$55,850	\$57,526	\$59,252
Expenses	<u>52,643</u>	<u>54,223</u>	<u>55,850</u>	<u>57,526</u>	<u>59,252</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>

The 2015-2019 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.

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/FUND HIGHLIGHTS

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.

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%.

MOTOR FUEL TAX FUND BUDGET SUMMARY

	2012	2013	2013	2014	INCREASE
APPROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
TRANSFERS TO					
GENERAL FUND	\$1,200,000	\$1,200,000	\$1,200,000	\$1,150,000	(\$50,000)
CAPITAL PROJECTS FUND	<u>3,114,312</u>	<u>3,000,000</u>	<u>1,012,042</u>	<u>3,200,000</u>	<u>200,000</u>
TOTAL	<u>\$4,314,312</u>	<u>\$4,200,000</u>	<u>\$2,212,042</u>	<u>\$4,350,000</u>	<u>\$150,000</u>

	2011	2012	2013	2014	INCREASE
FUNDING SOURCE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
STATE MOTOR FUEL TAX	\$4,485,613	\$4,509,838	\$4,300,000	\$4,503,500	\$203,500
INTEREST INCOME	<u>6,031</u>	<u>10,990</u>	<u>243,000</u>	<u>253,000</u>	<u>10,000</u>
TOTAL	<u>\$4,491,644</u>	<u>\$4,520,828</u>	<u>\$4,543,000</u>	<u>\$4,756,500</u>	<u>\$213,500</u>

BUDGET HIGHLIGHTS

The 2014 budget calls for \$3.2 million in transfers to the Capital Projects Fund and \$1,150,000 to the General Fund for eligible street lighting expenses. The General Fund, in turn, will transfer \$1,150,000 to the Capital Projects Fund for projects.

MOTOR FUEL TAX FUND FIVE YEAR FINANCIAL FORECAST (IN 000'S)

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenues	\$4,768	\$4,779	\$4,790	\$4,802	\$4,814
Expenses	<u>4,400</u>	<u>4,400</u>	<u>4,400</u>	<u>4,400</u>	<u>4,400</u>
Excess (Deficit)	<u>368</u>	<u>379</u>	<u>390</u>	<u>402</u>	<u>414</u>
Beginning Balance	<u>8,446</u>	<u>8,814</u>	<u>9,193</u>	<u>9,583</u>	<u>9,985</u>
Ending Balance	<u>\$8,814</u>	<u>\$9,193</u>	<u>\$9,583</u>	<u>\$9,985</u>	<u>\$10,399</u>

Motor Fuel Tax Fund

The 2015-2019 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.

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.

OBJECTIVES FOR FISCAL YEAR 2014

- Monitor forestry activities to meet demands of emerald ash borer crisis, to include additional removals.
- Modify and/or improve process to replant trees to meet a goal of 1,000 trees per year.
- Continue to work with CIP to integrate a corridor maintenance plan to coincide with newly reconstructed gateway arterial streets.
- Continue training for forestry personnel to prepare for Arborist certification.
- Search out forestry grants to further tree replanting efforts.
- Focus appropriate level of manpower for pothole patching when needed to address seasonal issues.
- Continue to outsource labor and services as needed to maintain City streets, rights of way, and drainage areas.

Street Maintenance Division

STREET MAINTENANCE DIVISION BUDGET SUMMARY

	2012	2013	2013	2014	INCREASE (DECREASE)
APPROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>	
PERSONNEL	\$2,573,838	\$2,721,924	\$2,946,017	\$2,378,017	(\$343,907)
CONTRACTUAL	3,833,063	4,485,530	4,381,687	4,207,405	(278,125)
SUPPLIES	1,249,789	1,116,000	1,154,084	1,384,000	268,000
OTHER	92,559	447,890	447,890	577,092	129,202
CAPITAL	<u>0</u>	<u>2,182,007</u>	<u>4,857,846</u>	<u>1,884,000</u>	<u>(298,007)</u>
TOTAL	\$7,749,249	<u>\$10,953,351</u>	<u>\$13,787,524</u>	<u>\$10,430,514</u>	<u>(\$522,837)</u>

	2011	2012	2013	2014	INCREASE (DECREASE)
FUNDING SOURCE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	
PROPERTY TAXES					
STREET AND BRIDGE	\$1,997,769	\$1,878,910	\$2,098,800	\$1,584,000	(\$514,800)
REIMBURSEMENTS	435,596	440,009	403,669	411,309	7,640
OTHER GOVERNMENTS	360,599	350,000	350,000	350,000	0
TRANSFERS FROM OTHER FUNDS	957,265	2,204,550	2,365,814	2,629,435	263,621
CAPITAL LEASE FUNDS	0	0	0	1,884,000	1,884,000
GENERAL REVENUES	<u>3,842,150</u>	<u>2,875,780</u>	<u>3,133,410</u>	<u>3,571,770</u>	<u>438,360</u>
TOTAL	<u>\$7,593,379</u>	<u>\$7,749,249</u>	<u>\$8,351,693</u>	<u>\$10,430,514</u>	<u>\$2,078,821</u>

STREET MAINTENANCE DIVISION AUTHORIZED POSITIONS

POSITION TITLE	POSTION RANGE	2013 EMPLOYEES	2014 EMPLOYEES	INCREASE/ (DECREASE)
MAINTENANCE SUPERVISOR	E-7	2.00	2.00	0.00
SENIOR EQUIPMENT OPERATOR	A-26	2.00	1.00	(1.00)
SENIOR TREE TRIMMER	A-26	1.00	2.00	1.00
TREE TRIMMER	A-24	6.00	5.00	(1.00)
EQUIPMENT OPERATOR	A-23	5.00	4.00	(1.00)
SENIOR CLERK	A-23	2.00	2.00	0.00
SENIOR SECRETARY	A-20	1.00	1.00	0.00
MAINTENANCE WORKER	A-20	<u>12.00</u>	<u>14.00</u>	<u>2.00</u>
TOTAL PERSONNEL		<u>31.00</u>	<u>31.00</u>	<u>0.00</u>

BUDGET HIGHLIGHTS

- Personnel budget numbers reflect wage adjustments associated with the new AFSCME contract, a 2% wage increase for non-represented staff, and salary study recommendations to adjust pay bands. In addition, some reclassification of positions has occurred as retirements and other changes in the division presented opportunities for reorganization.
- The street sweeping contract increased \$175,000, accounting for the increase in contractual expenses. Those are offset by reductions in fuel and vehicle maintenance, due to vehicle replacements.
- Estimated lease payments for capital acquired in 2012 and 2013 are budgeted at \$359,931.

Street Maintenance Division

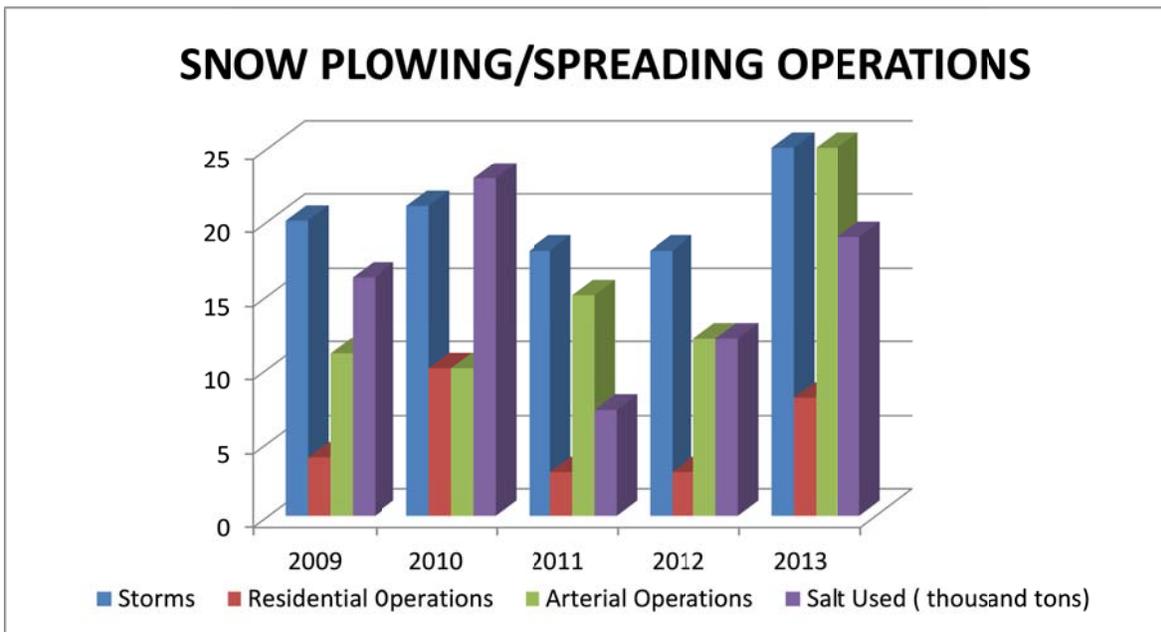
- Capital expense of \$1,884,000 reflect planned vehicle purchases for 2014, which will be offset by lease proceeds for the division and for which lease payments will commence in 2015.
- A transfer from the Sanitation Fund will cover both street sweeping and forestry operation in the Street Division, accounting for 26% of the total revenue for the budget unit.

CAPITAL EQUIPMENT

Planned capital replacements under the City-wide leasing program for 2014 include:

VEHICLE	QUANTITY	BUDGET EACH	TOTAL BUDGET
Snow & Ice Dumps	10	160,000	1,600,000
Standard Dump Truck	2	46,000	92,000
Pickup Truck	2	31,000	62,000
Arrowboard Truck	1	28,000	28,000
Skid Steer	2	32,000	64,000
Boom Mower	1	28,000	28,000
Slope Mower	<u>1</u>	10,000	<u>10,000</u>
TOTAL	19		\$1,884,000

OPERATIONAL INFORMATION



Street Maintenance Division

STREET DIVISION PERFORMANCE MEASUREMENTS

	2012	2013	2013	2014
	ACTUAL	BUDGET	ACTUAL	BUDGET
AVERAGE OPEN POTHOLE REQUESTS	29	100	234	150
AVG DAYS TO CLOSE POTHOLE REQUESTS	4	5	50	40
MILES OF STREET SWEEP	2,952	3,000	1,897	2,500
TREES TRIMMED	2,541	3,000	1,523	2,500
TREES REMOVED	1,061	1,000	1,183	1,200
TREES PLANTED	278	1,000	756	1,000
AVERAGE OPEN FORESTRY REQUESTS	516	300	300	250
AVG DAYS TO CLOSE FORESTRY REQUESTS	80	60	175	60
TOTAL REQUESTS	8,376	9,000	7,724	9,000
AVG DAYS TO CLOSE REQUESTS	24	20	79	45
TOTAL OPEN REQUESTS	626	500	766	500

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.

OBJECTIVES FOR FISCAL YEAR 2014

- Continue to institute phase one plan for centralized traffic control center.
- Research and develop a plan to reduce energy consumption for street lights.
- Continue a four year plan to replace failing traffic signal LEDs.
- Continue to upgrade traffic lights with LED lights.
- Continue to lay fiber optic cable and improve the surrounding network.
- Work with outside partners to develop a plan for a new infrastructure system.
- Continue to upgrade signage in accordance with the Manual on Uniform Traffic Control Devices mandate of 2015.
- Research pricing options including outside contractor for City striping.
- Work with Fire Department to endorse new preemption system.
- Upgrade pedestrian signals to LED.
- Replace aging light poles on N. Second Street.
- Replace all defective loops around town.
- Upgrade Harrison Avenue lighting poles.
- Replace fiber optics on State Street between Buckley and Perryville.
- Upgrade M2 through M40 type controllers to M50 type.

Traffic Division

TRAFFIC DIVISION BUDGET SUMMARY

	2012	2013	2013	2014	INCREASE
APPROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$906,322	\$968,978	\$917,596	\$959,637	(\$9,341)
CONTRACTUAL	2,377,763	2,479,325	2,463,748	2,514,565	35,240
SUPPLIES	209,733	341,000	263,840	341,000	0
OTHER	24,000	48,017	64,407	102,791	54,774
CAPITAL	0	<u>154,217</u>	<u>1,640</u>	<u>146,000</u>	<u>(8,217)</u>
TOTAL	<u>\$3,517,818</u>	<u>\$3,991,537</u>	<u>\$3,711,231</u>	<u>\$4,063,993</u>	<u>\$72,456</u>

	2011	2012	2013	2014	INCREASE
FUNDING SOURCE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENT	\$145,945	\$156,052	\$166,189	\$174,692	\$8,503
PURCHASE OF SERVICES	23,700	24,000	24,500	24,500	0
FROM OTHER GOVERNMENTS	0	0	180,000	180,000	0
I-FIBR JULIE LOCATES	0	0	25,000	25,000	0
TRANSFERS FROM OTHER FUNDS	2,400,000	1,200,000	1,200,000	1,200,000	0
CAPITAL LEASE FUNDS	0	0	0	146,000	146,000
GENERAL REVENUES	<u>1,604,154</u>	<u>2,137,766</u>	<u>2,218,631</u>	<u>2,313,801</u>	<u>95,170</u>
TOTAL	<u>\$4,173,799</u>	<u>\$3,517,818</u>	<u>\$3,814,320</u>	<u>\$4,063,993</u>	<u>\$249,673</u>

PUBLIC WORKS TRAFFIC DIVISION AUTHORIZED POSITIONS

	POSTION	2013	2014	INCREASE/
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
TRANSP/PROP MANAGER	E-8	1.00	1.00	0.00
TRAFFIC SIGNAL SUPERVISOR	E-8	1.00	1.00	0.00
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	2.00	2.00	0.00
SENIOR CLERK	A-19	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>11.00</u>	<u>11.00</u>	<u>0.00</u>

BUDGET HIGHLIGHTS

- Personnel expenses decrease slightly due to a reduction in health insurance rates which is offset by an increase for general step and longevity increases, a budgeted 2% salary adjustment, and salary study recommendations to adjust pay bands.
- Contractual expenses increase due to adjustment in purchase of services charges.
- Other expenses increase \$54,800 to cover estimated lease payments for vehicles acquired in 2012 and 2013.
- Capital expenses of \$146,000 reflect planned vehicle purchases for 2014, which will be offset by lease revenue for the division and for which lease payments will commence in 2015.

Traffic Division

CAPITAL EQUIPMENT

Planned capital replacements under the City-wide leasing program for 2014 include:

VEHICLE	QUANTITY	BUDGET EACH	TOTAL BUDGET
Light Duty Bucket Truck	1	35,000	35,000
Light Duty Flatbed Truck	1	46,000	46,000
Pickup Truck	1	25,000	25,000
Sunray Display Board Trailer	1	20,000	20,000
Traffic Speed Trailer	<u>1</u>	20,000	<u>20,000</u>
TOTAL	5		\$146,000

TRAFFIC DIVISION PERFORMANCE MEASURES

	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET
SIGNAL BULB OUTAGE REPAIRED W/IN 24 HOURS	98%	95%	95%	95%
STREET LIGHT OUTAGE REPAIRED W/IN 5 DAYS	99%	95%	95%	95%
SIGN REPAIR/REPLACE W/IN 5 DAYS	98%	95%	95%	95%

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).

OBJECTIVES FOR FISCAL YEAR 2014

- Install solar sinks in parking lot sprinkler systems, which monitor moisture and heat and water accordingly to reduce water use.
- Begin repairs on significant degradation at the Concourse Parking Deck.
- Resurface parking lot 38 and seal coat Lot SS, Lot M, Lot O and Lot Q.
- Continue to work with ABM in managing the parking system for the City and looking for ways to increase revenue including advertising.
- Install new illuminated parking signs at all four decks and new signage for all surface lots.
- Continue to upgrade landscape at all decks and parking lots.
- Aerate grass and install water spigot in Lot G.
- Install sprinkler system and new mulch at Lot SS.
- Irrigate and upgrade landscaping at Lot F and X.

PARKING DIVISION BUDGET SUMMARY

	2012	2013	2013	2014	INCREASE
APPROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$519,125	\$247,634	\$231,976	\$236,310	(\$11,324)
CONTRACTUAL	477,950	1,171,600	1,193,080	1,083,913	(87,687)
SUPPLIES	41,550	34,500	23,568	42,500	8,000
OTHER	<u>1,315,178</u>	<u>1,355,376</u>	<u>993,770</u>	<u>1,184,078</u>	<u>(171,298)</u>
TOTAL	<u>\$2,353,803</u>	<u>\$2,809,110</u>	<u>\$2,442,394</u>	<u>\$2,546,801</u>	<u>(\$262,309)</u>

	2011	2012	2013	2014	INCREASE
FUNDING SOURCE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PARKING FEES	\$1,279,816	\$1,039,743	\$1,367,900	\$1,242,741	(\$125,159)
FINES	433,696	372,193	516,000	500,800	(15,200)
RENTAL/INTEREST INCOME	119,169	54,788	116,100	138,700	22,600
PURCHASE OF SERVICES	23,700	24,000	25,100	25,500	400
FEDERAL GOVERNMENT	<u>30,544</u>	<u>87,719</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$1,886,925</u>	<u>\$1,578,443</u>	<u>\$2,025,100</u>	<u>\$1,907,741</u>	<u>(\$117,359)</u>

Parking Division

PARKING DIVISION AUTHORIZED POSITIONS

POSITION TITLE	POSTION RANGE	2013 EMPLOYEES	2014 EMPLOYEES	INCREASE/ (DECREASE)
PARKING SYSTEMS SUPERVISOR	E-7	1.00	1.00	0.00
PARKING LOT ATTENDANT	A-17	2.50	0.00	(2.50)
PARKING SYSTEM REPAIRER	A-22	2.00	2.00	0.00
PARKING CONTROL OFFICER	A-19	<u>3.00</u>	<u>0.00</u>	<u>(3.00)</u>
TOTAL PERSONNEL		<u>8.50</u>	<u>3.00</u>	<u>(5.50)</u>

BUDGET HIGHLIGHTS

- Personnel expenses decrease \$11,300 due to a reduction in health insurance rates and employee agency wages.
- Contractual expenses decrease \$87,700 due to adjustments in purchase of service charges.
- Purchase of service decrease \$157,000 due to reassessment of services provided by the Finance Department to the system with the change in management of the parking system.
- The 2014 net is a loss of \$639,060; net of depreciation, it is a gain of \$60,940.

CAPITAL EQUIPMENT

Planned capital replacements under the City-wide leasing program for 2014 include:

VEHICLE	QUANTITY	BUDGET EACH	TOTAL BUDGET
Pickup Truck	1	25,000	25,000
SUV	1	26,000	<u>26,000</u>
TOTAL			51,000

PARKING FUND FIVE YEAR FINANCIAL FORECAST (IN 000'S)

	2015	2016	2017	2018	2019
Revenues	\$1,965	\$2,024	\$2,085	\$2,147	\$2,212
Expenses	<u>2,664</u>	<u>2,724</u>	<u>2,788</u>	<u>2,796</u>	<u>2,865</u>
Excess (Deficit)	<u>(699)</u>	<u>(700)</u>	<u>(703)</u>	<u>(649)</u>	<u>(653)</u>
Beginning Balance	<u>14,983</u>	<u>14,284</u>	<u>13,584</u>	<u>12,881</u>	<u>12,232</u>
Ending Balance	<u>\$14,284</u>	<u>\$13,584</u>	<u>\$12,881</u>	<u>\$12,232</u>	<u>\$11,579</u>

The 2015-2019 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 if lots are to be redone and signage added.

Parking Division

PARKING FUND PERFORMANCE MEASURES

	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET
TOTAL PARKING SPACES	4,504	4,233	4,233	4,233
TOTAL SHORT-TERM PARKING LEASES	1,404	1,300	1,300	1,300
TOTAL LONG-TERM PARKING LEASES	2,500	2,375	2,375	2,375
HANDICAPPED PARKING SPACES	155	158	158	158
DOLLAR AMOUNT OF TICKETS ISSUED	398,796	514,825	510,000	515,000
NUMBER OF TICKETS ISSUED	14,909	18,440	18,000	19,000

Property Division

MISSION STATEMENT

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

PRIMARY FUNCTIONS

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

OBJECTIVES FOR FISCAL YEAR 2014

- Work with IT on a new property work order system, for better tracking of time, expense and materials, management of preventative maintenance programs, and deployment of staff.
- Replace failing modines at the City Yards.
- Continue carpet replacement program at City Hall floors three and five.
- Replace administration carpet at the City Yards.
- Install a backup generator for the Public Works Administration building at City Yards, for use (when necessary) during snow and ice operation.
- Begin 10 year heat pump replacement for the entire City Hall system.
- Replace chiller for City Hall.
- Repair or replace the sound system in Council Chambers at City Hall.
- Replace salt dome door at City Yards.
- Remodel and repaint administration building at City Yards.
- Repairs to roof and exterior modernization of Building 8 at City Yards.
- Repair roof on Central Garage.
- Remodel break room cabinets on the 2nd floor of City Hall.
- Replace the obsolete mercury lights in Central Garage.
- Update the mods for the north and south elevators at City Hall.
- Expand programming controls at RMAP for remote access.
- Create city-wide asset list.
- Expansion of indoor heated storage for Water, Street, Traffic and Property Divisions.
- Replace south wall at City Yards.

Property Division

PROPERTY FUND BUDGET SUMMARY

FUNDING SOURCE	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2013 <u>ESTIMATED</u>	2014 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$782,142	\$854,792	\$781,497	\$802,464	(\$52,328)
CONTRACTUAL	1,080,423	986,150	1,080,550	918,915	(67,235)
SUPPLIES	399,173	205,600	236,567	238,800	33,200
OTHER	<u>248,469</u>	<u>225,560</u>	<u>218,159</u>	<u>244,720</u>	<u>19,160</u>
TOTAL	<u>2,510,207</u>	<u>2,272,102</u>	<u>2,316,773</u>	<u>2,204,899</u>	<u>(67,203)</u>

FUNDING SOURCE	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
BUILDING RENTAL CHARGES					
GENERAL FUND	\$1,325,560	\$1,335,265	\$1,409,690	\$1,406,640	(\$3,050)
OTHER FUNDS	892,493	987,434	982,510	961,610	(20,900)
EXTERNAL	53,073	36,672	0	0	0
FEDERAL GRANT	0	118,040	0	0	0
MISCELLANEOUS	0	2,829	0	0	0
TRANSFER FROM STREET DIV	19,159	19,159	19,159	19,159	0
TRANSFER FROM WATER FUND	5,404	5,404	5,404	5,404	0
GRAFFITI RECOVERY	7,829	7,366	0	0	0
INTEREST INCOME	<u>29,096</u>	<u>14,925</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>
PROPERTY FUND TOTAL	<u>2,332,614</u>	<u>2,527,094</u>	<u>2,436,763</u>	<u>2,412,813</u>	<u>(23,950)</u>

PROPERTY FUND AUTHORIZED POSITIONS

POSITION TITLE	POSTION <u>RANGE</u>	2013 <u>EMPLOYEES</u>	2014 <u>EMPLOYEES</u>	INCREASE/ <u>(DECREASE)</u>
PROPERTY SUPERVISOR	E-8	1.00	1.00	0.00
MAINTENANCE REPAIR WORKER	A-24	<u>9.00</u>	<u>9.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>10.00</u>	<u>10.00</u>	<u>0.00</u>

BUDGET HIGHLIGHTS

- Personnel expenses decrease due to a reduction in health insurance rates which are offset slightly by increases in wages due to general longevity and step increases, a budgeted 2% salary adjustment, and salary study recommendations to adjust pay bands.

Property Division

CAPITAL EQUIPMENT

Planned capital replacements under the City-wide leasing program for 2014 include:

VEHICLE	QUANTITY	BUDGET EACH	TOTAL BUDGET
Pickup Truck	2	25,000	<u>50,000</u>
TOTAL			50,000

PROPERTY FUND FIVE YEAR FINANCIAL FORECAST (IN 000'S)

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenues	\$2,485	\$2,560	\$2,637	\$2,716	\$2,797
Expenses	<u>2,271</u>	<u>2,339</u>	<u>2,409</u>	<u>2,481</u>	<u>2,555</u>
Excess (Deficit)	<u>214</u>	<u>221</u>	<u>228</u>	<u>235</u>	<u>242</u>
Beginning Balance	<u>594</u>	<u>808</u>	<u>1,029</u>	<u>1,257</u>	<u>1,492</u>
Ending Balance	<u>\$808</u>	<u>\$1,029</u>	<u>\$1,257</u>	<u>\$1,492</u>	<u>\$1,734</u>

The 2015-2019 five-year forecast assumes operations will continue as they are programmed for 2014 and that costs will increase three percent annually. Budgets are developed so that funds are annually available for fixed assets such as building improvements and fueling systems.

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.

OBJECTIVES FOR FISCAL YEAR 2014

- Continue to evaluate snow and ice fleet to ensure a continuous effective operation during critical snow and ice events.
- Train mechanics in the repair of the new snow and ice equipment and other new specialized vehicles.
- Continue to use cost effective procedures to maintain the fleet so that it will operate effectively.
- Research and implement the usage of eco-friendly oils and lubricants.
- Continue implementation of the City-wide leasing program and prepare new vehicles for service in a timely fashion.
- Continue to implement more online diagnostics and repair in the shop for International and Ford.

EQUIPMENT FUND BUDGET SUMMARY

	2012	2013	2013	2014	INCREASE
APPROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	886,648	874,879	846,149	838,536	(36,343)
CONTRACTUAL	959,332	860,330	917,897	973,120	112,790
SUPPLIES	2,014,377	2,065,130	1,953,992	2,008,110	(57,020)
OTHER	<u>102,280</u>	<u>110,360</u>	<u>110,360</u>	<u>98,900</u>	<u>(11,460)</u>
TOTAL	<u>3,962,637</u>	<u>3,910,699</u>	<u>3,828,398</u>	<u>3,918,666</u>	<u>7,967</u>

	2011	2012	2013	2014	INCREASE
FUNDING SOURCE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
VEHICLE REPAIR CHARGES					
GENERAL FUND	1,870,850	1,606,644	1,634,400	1,769,900	135,500
OTHER FUNDS	504,071	642,624	636,400	673,700	37,300
FUEL CHARGES					
GENERAL FUND	1,252,182	1,182,251	1,252,820	1,231,310	(21,510)
OTHER FUNDS	311,806	329,135	328,150	333,550	5,400
MISCELLANEOUS	261	181,256	0	0	0
INTEREST INCOME	<u>19,858</u>	<u>5,523</u>	<u>0</u>	<u>0</u>	<u>0</u>
EQUIPMENT FUND TOTAL	<u>3,959,028</u>	<u>3,947,433</u>	<u>3,851,770</u>	<u>4,008,460</u>	<u>156,690</u>

Equipment Division

EQUIPMENT FUND AUTHORIZED POSITIONS

POSITION TITLE	POSTION <u>RANGE</u>	2013 <u>EMPLOYEES</u>	2014 <u>EMPLOYEES</u>	INCREASE/ <u>(DECREASE)</u>
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	<u>7.00</u>	<u>7.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>9.00</u>	<u>9.00</u>	<u>0.00</u>

BUDGET HIGHLIGHTS

- Outside vehicle repairs increase \$98,000 to reflect actual expenses based on prior year experience.
- The fuel budget declines slightly, a reflection of the projected fuel cost price remaining the same as well as a decrease in gallons. 477,000 gallons are budgeted to be purchased for the year, a reduction from 2013's 482,000 gallons, for a total fuel savings of \$16,000.

CAPITAL EQUIPMENT

Planned capital replacements under the City-wide leasing program for 2014 include:

VEHICLE	QUANTITY	BUDGET EACH	TOTAL BUDGET
Pickup Truck	1	25,000	25,000
Sedan	2	19,000	<u>38,000</u>
TOTAL			63,000

EQUIPMENT FUND FIVE YEAR FINANCIAL FORECAST (IN 000'S)

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenues	\$4,129	\$4,253	\$4,381	\$4,512	\$4,647
Expenses	<u>4,036</u>	<u>4,157</u>	<u>4,282</u>	<u>4,410</u>	<u>4,542</u>
Excess (Deficit)	<u>93</u>	<u>96</u>	<u>99</u>	<u>102</u>	<u>105</u>
Beginning Balance	<u>481</u>	<u>574</u>	<u>670</u>	<u>769</u>	<u>871</u>
Ending Balance	<u>\$574</u>	<u>\$670</u>	<u>\$769</u>	<u>\$871</u>	<u>\$976</u>

The 2015-2019 five-year forecast assumes operations will continue as they are programmed for 2014 and that costs will increase three percent annually. Budgets are developed so that funds are annually available for fixed assets such as building improvements and fueling systems.

Central Supply Division

MISSION STATEMENT

It is the mission of the Central Supply Division to service City departments with necessary parts, tools, and equipment to accomplish their respective missions.

PRIMARY FUNCTIONS

Central Supply is responsible for providing centralized inventory to the operating divisions in Public Works, providing purchasing, budgeting, and accounting support at various levels as needed.

OBJECTIVES FOR FISCAL YEAR 2014

- Integrate low-lead brass into existing inventory and monitor performance for deficiencies.
- Continue monitoring safety equipment for OSHA compliance.
- Continue to provide parts and services to the operating divisions in a timely manner.
- Continue updating and implementing changes in the finance area of Central Supply.
- Continue operating the small tool room in an effective manner.
- Update parts supply needed to support vehicles coming on-line through the leasing program.

CENTRAL SUPPLY FUND BUDGET SUMMARY

APPROPRIATION	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2013 <u>ESTIMATED</u>	2014 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	286,739	302,440	293,080	323,613	21,173
CONTRACTUAL	52,151	53,870	48,260	52,065	(1,805)
SUPPLIES	36,560	31,500	35,164	31,500	0
OTHER	<u>23,000</u>	<u>24,160</u>	<u>24,160</u>	<u>23,900</u>	<u>(260)</u>
TOTAL	<u>\$398,450</u>	<u>\$411,970</u>	<u>\$400,664</u>	<u>\$431,078</u>	<u>\$19,108</u>

FUNDING SOURCE	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
INVENTORY CONTROL CHARGES					
STREET DIVISION	91,800	91,800	100,800	106,800	6,000
TRAFFIC DIVISION	42,080	46,200	46,200	48,950	2,750
PARKING DIVISION	29,630	21,000	21,000	22,250	1,250
PROPERTY UNIT	52,250	42,000	42,000	44,500	2,500
EQUIPMENT UNIT	34,430	37,800	37,800	40,050	2,250
WATER DIVISION	167,330	172,200	172,200	182,450	10,250
INTEREST INCOME	<u>8,292</u>	<u>3,674</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$425,812</u>	<u>\$414,674</u>	<u>\$420,000</u>	<u>\$445,000</u>	<u>\$25,000</u>

Central Supply Division

CENTRAL SUPPLY FUND AUTHORIZED POSITIONS

POSITION TITLE	POSTION RANGE	2013 EMPLOYEES	2014 EMPLOYEES	INCREASE/ (DECREASE)
CENTRAL SUPPLY SUPERVISOR	E-6	1.00	1.00	0.00
SENIOR ACCOUNT CLERK	A-21	1.00	1.00	0.00
INVENTORY CONTROL CLERK	A-21	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>4.00</u>	<u>4.00</u>	<u>0.00</u>

BUDGET HIGHLIGHTS

- Personnel expenses increase as wages increase, including a budgeted 2% salary adjustment for non-union employees and salary study recommendations to adjust pay bands. Health insurance expense increases as well with employee changes in coverage.
- Contractual expenses reduce slightly due to changes in purchase of services charges.

CENTRAL SUPPLY FUND FIVE YEAR FINANCIAL FORECAST (IN 000'S)

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenues	\$444	\$457	\$480	\$504	\$529
Expenses	<u>444</u>	<u>457</u>	<u>471</u>	<u>485</u>	<u>500</u>
Excess (Deficit)	<u>0</u>	<u>0</u>	<u>9</u>	<u>19</u>	<u>29</u>
Beginning Balance	<u>27</u>	<u>27</u>	<u>27</u>	<u>36</u>	<u>55</u>
Ending Balance	<u>\$27</u>	<u>\$27</u>	<u>\$36</u>	<u>\$55</u>	<u>\$84</u>

The 2015-2019 five-year forecast assumes operations will continue as they are programmed for 2014 and that costs will increase three percent annually. Budgets are developed so that funds are annually available for fixed assets such as building improvements and fueling systems.

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.

OBJECTIVES FOR FISCAL YEAR 2014

- Initiate asset management in Distribution Section.
- Develop long-term infrastructure replacement program.
- Continue to reduce water loss through leak detection program.
- Improve the quality of water delivered to customers by reducing iron, manganese, and radium concentrations through the use of new water filtration facilities and reducing excursions in concentration of treatment chemicals.
- Continue to improve customer service by reducing number of complaints throughout Water Division operations and improving responsiveness when a complaint is received.
- Implement drought response plan.
- Enhance community awareness of the importance of drinking water and the Rockford water system (public service announcements, secondary school demonstrations and presentations, etc.).
- Promote Rockford Environmental Laboratory and increase number of outside customers.
- Improve customer service by improving internal systems and responsiveness.
- Continue to promote worker safety and reduce number of on the job injuries by training employees and addressing all safety concerns in a timely manner.
- Continue to develop and implement Rockford Water Academy to train and cross-train employees with a goal averaging over 10 hours per employee of training per year.
- Continue to improve office environment at 1111 Cedar Street.
- Improve organizational efficiency through enhancing communication (SharePoint) across the organization and through implementation of accountability programs for managers and supervisors.
- Continue implementation of laptop program to make field operations more efficient.
- Implement stakeholder participation program.
- Complete cost of service study.

Water Division

WATER FUND BUDGET SUMMARY

	2012	2013	2013	2014	INCREASE
APPROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$5,496,979	\$6,039,302	\$5,807,355	\$5,987,501	(\$51,801)
CONTRACTUAL	4,405,760	5,638,330	4,669,409	6,211,555	573,225
SUPPLIES	943,990	1,324,200	1,056,300	1,306,230	(17,970)
OTHER	8,653,045	8,240,214	8,442,706	8,886,526	646,312
INTEREST	<u>2,078,758</u>	<u>2,127,000</u>	<u>1,957,870</u>	<u>1,950,000</u>	<u>(177,000)</u>
TOTAL	<u>\$21,578,532</u>	<u>\$23,369,046</u>	<u>\$21,933,640</u>	<u>\$24,341,812</u>	<u>\$972,766</u>

	2011	2012	2013	2014	INCREASE
FUNDING SOURCE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
WATER USER FEES	\$21,908,636	\$23,644,538	\$23,564,000	\$23,988,000	\$424,000
INSTALLATIONS & CONNECTIONS	639,556	862,130	636,000	581,000	(55,000)
INTEREST INCOME	820,656	316,638	200,000	200,000	0
FROM OTHER GOVERNMENTS	2,273,425	0	0	0	0
MISCELLANEOUS	34,380	149,996	115,000	65,000	(50,000)
PURCHASE OF SERVICES	<u>92,971</u>	<u>96,900</u>	<u>99,000</u>	<u>73,740</u>	<u>(25,260)</u>
TOTAL	<u>\$25,769,624</u>	<u>\$25,070,202</u>	<u>\$24,614,000</u>	<u>\$24,907,740</u>	<u>\$293,740</u>

WATER FUND AUTHORIZED PERSONNEL

POSITION TITLE	POSITION RANGE	2013 EMPLOYEES	2014 EMPLOYEES	INCREASE/ (DECREASE)
WATER SUPERINTENDENT	E-12	1.00	1.00	0.00
WATER OPERATIONS MANAGER	E-10	1.00	1.00	0.00
ASSISTANT SUPERINTENDENT	E-9	1.00	1.00	0.00
WATER QUALITY SUPERVISOR	E-8	1.00	1.00	0.00
WATER OPERATIONS SUPERVISOR - DISTRIBUTION	E-8	3.00	3.00	0.00
WATER PLANT OP. & MAINT.SUPERVISOR	E-8	2.00	2.00	0.00
WATER SYSTEMS & SCADA SUPERVISOR	E-8	1.00	1.00	0.00
WATER SERVICES COORDINATOR	E-8	1.00	1.00	0.00
ACCOUNTANT	E-7	1.00	1.00	0.00
WATER PROGRAM COORDINATOR	E-7	0.00	1.00	1.00
WATER QUALITY TECHNICIAN	A-26	2.00	2.00	0.00
WATER CONTROL SYSTEM TECHNICIAN	E-5	1.00	1.00	0.00
SENIOR ENGINEERING TECHNICIAN	E-6	1.00	0.00	(1.00)
ENGINEERING TECHNICIAN	E-5	1.00	0.00	(1.00)
PUBLIC WORKS CREW LEADER	A-28	5.00	5.00	0.00
WATER PLANT OPERATOR	A-28	12.00	12.00	0.00
WATER SERVICE INSPECTOR	A-26	8.00	8.00	0.00
WATER UTILITY TECHNICIAN	A-25	0.00	2.00	2.00
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	0.00	(1.00)
SENIOR CLERK	A-19	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>64.00</u>	<u>64.00</u>	<u>0.00</u>

Water Division

BUDGET HIGHLIGHTS

- Personnel expenses decrease due to a reduction in health insurance rates and a slight decrease in overtime expenses. These decreases are offset by an increase in wages for general longevity and step increases, a budgeted 2% salary adjustment, and salary study recommendations to adjust pay bands.
- Contractual expenses increase due to adjustments in purchase of services charges.
- Supply expenses decrease as expenses for meter purchases and treatment chemicals decline.
- Other expenses of \$579,954 will cover estimated lease interest and depreciation for vehicles acquired in 2012 and 2013.

WATER FUND FIVE YEAR FINANCIAL FORECAST (IN 000'S)

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenues	\$25,808	\$26,737	\$27,700	\$28,697	\$29,730
Expenses	<u>25,559</u>	<u>26,837</u>	<u>28,179</u>	<u>29,588</u>	<u>31,067</u>
Excess (Deficit)	<u>249</u>	<u>(100)</u>	<u>(479)</u>	<u>(891)</u>	<u>(1,337)</u>
Beginning Balance	<u>124,036</u>	<u>124,285</u>	<u>124,185</u>	<u>123,706</u>	<u>122,815</u>
Ending Balance	<u>\$124,285</u>	<u>\$124,185</u>	<u>\$123,706</u>	<u>\$122,815</u>	<u>\$121,478</u>
Bond Issues	\$0	\$0	\$0	\$0	\$0
Rate Increases	3.6%	3.6%	3.6%	3.6%	3.6%

The 2015-2019 five-year forecast assumes annual 3.6% rate increases with consumption decreasing each year due to increased conservation efforts. Expenses for this forecast range from five to six percent. The City will finance future improvements on a pay as you go basis.

Water Division

CAPITAL EQUIPMENT

Planned capital replacements for 2014 include vehicles under the City-wide leasing program and other equipment:

FIXED ASSETS

EQUIPMENT	QUANTITY	BUDGET EACH	TOTAL BUDGET
FCS Software for Meter Reading	1	48,000	48,000
Analytics Software for Meter Reading	1	105,000	105,000
Upgrades to SCADA System	1	200,000	200,000
Rebuild Cage in Cedar St. Garage	1	175,000	<u>175,000</u>
TOTAL			\$528,000

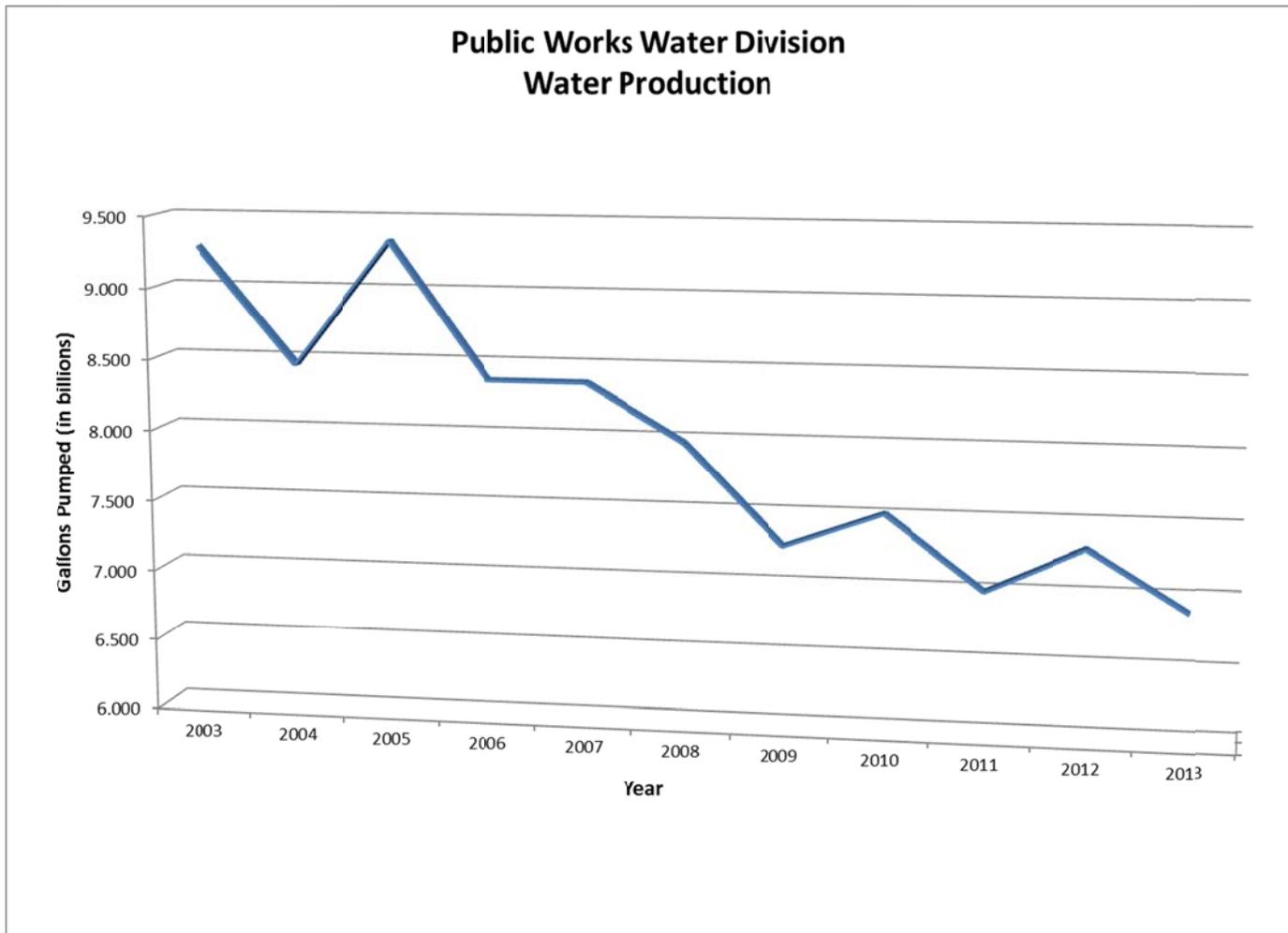
VEHICLE	QUANTITY	BUDGET EACH	TOTAL BUDGET
Double Axle Dump Truck	2	105,000	210,000
Heavy Duty Flatbed Truck	1	46,000	46,000
Sedan	1	19,000	19,000
Supervisor Pickup Truck	1	31,000	31,000
Service Pickup Truck	1	31,000	31,000
Service Truck	1	31,000	31,000
SUV	4	26,000	104,000
Van	3	23,000	69,000
Forklift	1	28,000	28,000
Backhoe	<u>2</u>	85,000	<u>170,000</u>
TOTAL	17		\$739,000

WATER FUND PERFORMANCE MEASURES

	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET
EMERGENCY REPAIR TIME (HOURS)	1.30	3.00	0.90	2.00
% OF TOTAL REPAIRS THAT ARE PLANNED	84%	80%	71%	80%
EMERGENCY JULIE LOCATE RESPONSE TIME	0.50	2.00	0.50	1.00
BACKLOG OF NON-EMERGENCY REPAIRS (WKLY AVG)	20	25	47	65
WATER MAIN FLUSHED (MILES)	493	240	275	240
AVG DAYS TO CORRECT METER PROBLEM	23	30	28	30
% CITIZENS RECEIVING FIRST CHOICE SCHEDULE	96%	90%	96%	90%
% MEETING DEMAND FOR WATER PUMPED	149%	110%	168%	110%
WATER QUALITY COMPLAINTS	19	108	11	48
% OF TOTAL PRODUCTION FROM REHAB WELLS	84%	80%	86%	80%
NEW WATER CONNECTIONS	41	96	28	48

Water Division

OPERATIONAL INFORMATION



As the graph shows, water production has fluctuated somewhat in the last ten years. Since 1998, when gallons pumped was at 8.9 billion, production has decreased 23%, to 6.9 billion gallons in 2013. The average production for the past seven years is 7.509 billion gallons, which is more than estimated 2014 production of 7.0 billion. Weather conditions, particularly annual rainfall, impact water usage in the City.