

# **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.

### **2010 Accomplishments** →

- Continued to support staff by providing and analyzing data for Rockstat.
- Cross trained in areas of customer service in all aspects of right-of-way issues.
- Cross trained Public Works staff in Hansen customer service module.
- Provided direction to Public Works staff as the divisions went through lean process improvement.
- Provided support to staff in the creation of 2010 and 2011 ward capital plans.
- Supported bringing the City into compliance with OSHA regulations as required by the Department of Labor.
- Implemented new timekeeping system, reconciled with Snow and Ice overtime.

### **2011 Goals and Objectives** →

- Support staff in the development of 2011 and 2012 ward capital plans.
- Complete standard operating procedures for all areas of work in the Division.
- Provide training in areas of claims, lawsuits, and council requests.

# Public Works–Administration

## Budget Summary

PUBLIC WORKS ADMINISTRATION BUDGET SUMMARY					
APPROPRIATION	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$361,269	\$444,940	\$464,492	\$268,922	(\$176,018)
CONTRACTUAL	62,223	61,010	62,181	58,590	(2,420)
SUPPLIES	7,251	5,100	6,833	5,100	0
CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$430,743</u>	<u>\$511,050</u>	<u>\$533,506</u>	<u>\$332,612</u>	<u>(\$178,438)</u>
STAFFING REVIEW					
	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	INCREASE <u>(DECREASE)</u>
TOTAL	6.50	4.50	3.50	2.00	(1.50)
FUNDING SOURCE					
		2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS		\$64,447	14.3	\$48,219	14.5
INTERDIVISIONAL PURCHASE OF SERVICES		310,800	68.9	241,100	72.5
GENERAL REVENUES		<u>75,803</u>	<u>16.8</u>	<u>43,293</u>	<u>13.0</u>
TOTAL		<u>\$451,050</u>	<u>100.0</u>	<u>\$332,612</u>	<u>100.0</u>

## Budget Analysis

The 2011 budget is \$332,612, which is a decrease of \$178,438 (34.9%) from the previous year. Personnel costs decrease \$176,018 due to the retirement and replacement of the Superintendent, transfer of portion of a clerk position to CIP, and elimination of the customer service technician position. Reductions occurred in all personnel accounts.

Contractual costs decrease \$2,420 overall with a number of changes in internal service charges. Telephone decreased \$2,000 due to changes in plans, and building rent declined \$2,150. Increases offset in vehicle repair (\$1,050) and small increases in fuel, risk management, and IT charges. The supply group remains unchanged.

In 2010, the Administration Division spent \$533,506, or 104.4% of its budget allocation. In the past years, 88% to 104% of the budget has been spent.

## Capital Equipment

Capital equipment is not budgeted in 2011.

# Public Works–Administration

## Personnel Review

<b>PUBLIC WORKS ADMINISTRATION DIVISION</b>				
<b>BENEFITS AND SALARIES</b>		<b>2010</b>	<b>2011</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b>BUDGET</b>	<b>BUDGET</b>	
PERMANENT		\$274,539	\$191,007	(\$83,532)
TEMPORARY		0	0	0
OVERTIME		0	0	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		60,000	0	(60,000)
<b>TOTAL SALARIES</b>		<b>\$334,539</b>	<b>\$191,007</b>	<b>(\$143,532)</b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$55,402	\$39,080	(\$16,322)
UNEMPLOYMENT TAX		221	360	139
WORKMEN'S COMPENSATION		604	439	(165)
HEALTH INSURANCE		52,221	36,920	(15,301)
LIFE INSURANCE		273	156	(117)
PARKING BENEFITS		1,680	960	(720)
<b>TOTAL BENEFITS</b>		<b>\$110,401</b>	<b>\$77,915</b>	<b>(\$32,486)</b>
<b>TOTAL COMPENSATION</b>		<b>\$444,940</b>	<b>\$268,922</b>	<b>(\$176,018)</b>
	<b>POSTION</b>	<b>2010</b>	<b>2011</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b>RANGE</b>	<b>EMPLOYEES</b>	<b>EMPLOYEES</b>	
DIRECTOR	E-15	1.00	1.00	0.00
PW SUPERINTENDENT	E-12	1.00	1.00	0.00
CUSTOMER RELATIONS TECHNICIAN	E-4	1.00	0.00	(1.00)
SENIOR ACCOUNT CLERK	A-21	0.50	0.00	(0.50)
<b>TOTAL PERSONNEL</b>		<b>3.50</b>	<b>2.00</b>	<b>(1.50)</b>

# **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 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.

## **2010 Accomplishments** →

- Wrote City Sustainability Policy for City Operation and Procurement.
- Completed the pavement assessment of the arterial and collector streets.
- Wrote the Outdoor Dining Design Guidelines and provided guidance to Ordinance amendments for Sidewalk Cafés and the Downtown Mall.
- Completed a hydropower assessment of the Rock River.
- Applied for and received \$4 million from FEMA and DCEO for flood mitigation.
- Applied for and received a \$25 million grant from the Department of Energy for energy efficiency retrofits of buildings within the region.
- Completed two intersection safety studies with the Police Department.
- Started working with IT and Traffic to create an online parking map.
- Completed 10 hour OSHA Training.
- Completed energy audits on all City-owned buildings and developed a strategy to lessen their energy demand.
- Hosted the 4th Annual International Bio Energy Days.
- Revised City bid documents for Clean Water Act compliance.
- Completed several standard operating procedures and how-to documents.
- Completed Auto-Cad design of water construction projects.

## **Public Works–Engineering Division**

- Completed floor plan Auto-Cad drawings for 50% of the well houses.
- Implemented enforcement of the commercial property snow removal ordinance.
- Completed inspection on all 2009 ROW permits and 90% of 2010 ROW permits, which has reduced complaints on poor workmanship.
- Wrote draft of EOP Public Works Annex and Debris Management Plan.
- Successfully coordinated numerous special events through a complete change in the permitting process implemented in 2010.
- Successfully completed two road diets.
- Applied for and received two Highway Safety Improvement Program grants.
- Prepared City-wide 10-year bike plan as amendment to the 20 year plan.
- Signed a new signal maintenance agreement with Winnebago County.

### **2011 Goals and Objectives →**

- 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.
- Complete the traffic sign inventory and replacement program.
- Complete the traffic signal systems inventory and data entry into GIS.
- Create/update a layer in GIS for private well systems.
- Complete the integration of GIS water services with the water accounts.
- Create and update layer in GIS for vault locations and water main easements.
- Complete a minimum of two intersection traffic safety studies.
- Complete all standard operating procedures and how-to documents for Division.
- Complete the online parking map.

## **Public Works–Engineering Division**

- Complete Division wide training on Chapter 26, the Subdivision Ordinance, and the Water IEPA permit process.
- Update the Multi-Hazard Mitigation Plan.
- Complete the scanning of all road construction plans and traffic IDS plans and parking structure plans.
- Enter all asset inventory into GIS from the arterial and collector streets videos.
- Complete the transfer of Engineering files and drawings over to City Yards.
- Complete large wind and small wind power assessments.
- Design and build Keith Creek Greenway throughout Churchill Park.
- Institute new pilot program for industrial illicit discharge of pollutants into our storm sewer.
- Coordinate the installation of a new 400 ac solar panel field and a power of purchase agreement.
- Complete design and construction on a hydropower unit on the Rock River.
- Create a monthly reporting program for construction site inspections.
- Update Chapter 26 of the Code of Ordinances.
- Update the Engineering Design Criteria Manual.
- Completion of School Crossing Guard Warrant Study.

# Public Works–Engineering Division

## Budget Summary

PUBLIC WORKS ENGINEERING DIVISION BUDGET SUMMARY					
APPROPRIATION	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$815,762	\$583,535	\$572,523	\$422,844	(\$160,691)
CONTRACTUAL	138,406	426,775	302,103	191,600	(235,175)
SUPPLIES	9,017	6,750	5,788	6,750	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$963,185</u>	<u>\$1,017,060</u>	<u>\$880,414</u>	<u>\$621,194</u>	<u>(\$395,866)</u>

STAFFING REVIEW	2008	2009	2010	2011	INCREASE (DECREASE)
ENGINEERING	4.50	10.00	7.45	5.50	(1.95)
CAPITAL PROJECTS	<u>15.80</u>	<u>16.30</u>	<u>17.05</u>	<u>18.50</u>	<u>1.45</u>
TOTAL	20.30	26.30	24.50	24.00	(0.50)

FUNDING SOURCE	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$83,278	9.0	\$61,266	9.9
FEES	27,700	3.1	26,100	4.2
OTHER GOVERNMENT	24,000	2.7	24,000	3.9
INTERDIVISIONAL PURCHASE OF SERVICES	180,550	20.1	246,690	39.7
GENERAL REVENUES	<u>465,032</u>	<u>65.1</u>	<u>263,138</u>	<u>42.3</u>
TOTAL	<u>\$780,560</u>	<u>100.0</u>	<u>\$621,194</u>	<u>100.0</u>

## Budget Analysis

The 2011 budget of \$621,194 is a decrease of \$395,866 (38.9%) from 2010. Adjusting for one-time grant expenditures added in the 2010 supplemental appropriation, the decrease is \$159,366 or 20.4%. Personnel costs decrease \$160,691 from the previous year, as a result of a 1.95 reduction in staffing in the division. Decreases occurred in all personnel accounts except unemployment, which increased \$520 due to a rate adjustment.

Contractual services decrease \$235,175 from the prior year. Adjusted for the 2010 SAO, the contractual budget is an increase of \$1,300. Increases in building rental (\$7,900) and fuel (\$2,700) are offset by decreases in vehicle repairs (\$7,000) and IT charges (\$2,600). The supplies group remains unchanged.

In 2010, the Engineering Division spent \$880,414 or 86.6% of its budgeted allocation. In the past several years, 67% to 96% of the budget has been spent.

# Public Works–Engineering Division

## Personnel Review

<b>PUBLIC WORKS ENGINEERING DIVISION</b>				
<b>BENEFITS AND SALARIES</b>	<b>2010</b>	<b>2011</b>	<b>INCREASE/ (DECREASE)</b>	
<b>SALARY</b>	<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>	
PERMANENT	\$393,760	\$282,276	(\$111,484)	
TEMPORARY	0	0	0	
OVERTIME	0	0	0	
MERIT PAY	0	0	0	
SALARY ADJUSTMENT	0	0	0	
<b>TOTAL SALARIES</b>	<b><u>\$393,760</u></b>	<b><u>\$282,276</u></b>	<b><u>(\$111,484)</u></b>	
<b>BENEFITS</b>				
IMRF RETIREMENT	\$79,460	\$57,754	(\$21,706)	
UNEMPLOYMENT TAX	469	990	521	
WORKMEN'S COMPENSATION	3,349	2,522	(827)	
HEALTH INSURANCE	102,339	76,232	(26,107)	
LIFE INSURANCE	582	430	(152)	
PARKING BENEFITS	3,576	2,640	(936)	
<b>TOTAL BENEFITS</b>	<b><u>\$189,775</u></b>	<b><u>\$140,568</u></b>	<b><u>(\$49,207)</u></b>	
<b>TOTAL COMPENSATION</b>	<b><u>\$583,535</u></b>	<b><u>\$422,844</u></b>	<b><u>(\$160,691)</u></b>	
<b>POSITION TITLE</b>	<b>POSTION</b>	<b>2010</b>	<b>2011</b>	<b>INCREASE/ (DECREASE)</b>
	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>(DECREASE)</u></b>
CITY ENGINEER	E-12	0.70	0.50	(0.20)
ENGINEERING OPERATIONS MANAGER	E-10	0.75	0.50	(0.25)
STORM WATER PROJECT MANAGER	E-8	0.50	0.50	0.00
ENVIRONMENTAL PROJECT COORDINATOR	E-7	0.50	0.50	0.00
TRAFFIC SENIOR ENGINEER	E-6	1.00	0.00	(1.00)
SENIOR ENGINEERING TECHNICIAN	E-6	1.00	0.50	(0.50)
ENGINEERING TECHNICIAN	E-5	3.00	3.00	0.00
<b>TOTAL PERSONNEL</b>		<b><u>7.45</u></b>	<b><u>5.50</u></b>	<b><u>(1.95)</u></b>

## Performance Measurements

	2008 Actual	2009 Actual	2010 Actual	2011 Projected
Number of ROW/utility permits issued	1,152	1,383	1,512	1,400
Number of engineering plans reviewed	113	94	70	75
Number of right-of-way/other permits issued	432	240	239	225

# **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.

## **2010 Accomplishments**

- Completed approximately 82 blocks of residential resurfacing across every zone in the City. The residential program also included the resurfacing and reconstruction of 16 alleys.
- Reconstructed neighborhood streets Day Ave (Sherman to Arthur and Fairview to Blaisdell) and Hecker Ave (Fulton to dead end).
- Resurfaced or reconstructed the following Arterial / Collectors: Kishwaukee (Harrison to Brooke), E. State St. (Fairview to 6<sup>th</sup>), N. Main St. (Auburn to Riverside), Kishwaukee (Harrison to 10<sup>th</sup>).
- As part of the City-Wide, Local Bridge Replacement Program, the Morsay Avenue Bridge was removed and replaced.
- The Kishwaukee Bridge replacement project was wrapped up in 2010. The medians, shoulders, and final site work within 10<sup>th</sup> Avenue park was done by mid-summer.

## **Public Works-Capital Projects Fund**

- The design engineering for the Morgan St. Bridge progressed throughout 2010 as we move towards a 2011 construction date. Extensive property acquisition was ongoing throughout the year in preparation for the new bridge development.
- Several American Reinvestment and Recovery Act (ARRA) projects were completed in 2010.
- Completed the design engineering and permit approval for the installation of a lighting system that will span the length of the Kishwaukee corridor from south of Harrison Avenue to 1<sup>st</sup> Avenue. The system will contain 87 lights.
- Completed the design and installation of new curb and gutter along Rockton Avenue from Auburn to Fulton. This was in advance of the resurfacing project undertaken under the ARRA program.
- The Harrison Avenue Bridge required emergency replacement of support rockers beneath the bridge deck. The project was designed and constructed before the end of the summer.
- 120,000 center line feet of roadway crack sealing was done on arterial, collector, and residential roads in order to help preserve the roads and extend the length of their life.
- Initiated various sidewalk and ADA replacement projects through all sectors of the City.
- All properties have been appraised and the majority were acquired and demolished for the West State Street Corridor project. Staff coordinated two workshops to engage stakeholders in the project design for the linear park.
- Received final Phase I approval from IDOT for the North Main and Auburn Roundabout in late 2009. Retained the Phase II design consultant in 2010 and will complete approximately 50% design plans by the end of the year. Land acquisition for the project began.
- Retained a design consultant to create conceptual plans for the conversion of the downtown, West Side (Church Street/Wyman Street/North Main) one-way pair conversion to two-way traffic. Alternatives to make the conversion have been created and will be presented to the community.
- Supported the third year of a four year program to collect and collate tree data for assets located within City ROW.
- Funded the collection of Pavement Condition Index (PCI) data for the City-Wide arterial and collector system. This data will allow better management of the investment of CIP funds to those arterial / collectors that show the greatest need.
- Worked with IDOT in 2009/2010 to bring the resurfacing of two significant arterials, East State Street (Fairview to 6<sup>th</sup> Street), and North Main Street (Auburn to Riverside) to the

## **Public Works-Capital Projects Fund**

community. Two inside lanes of West State Street were also resurfaced, from Kent Creek to Pierpont.

- The Riverwalk received Phase I approval in 2010. Design has progressed towards a November 2010 letting date, with a spring 2011 construction date.

### **2011 Goals and Objectives**

- Complete the land acquisition and the design for the linear park in conjunction with the West State Street Corridor project. This project has a tentative June 2011 state letting date, which will also require the completion of the joint City-RRWRD water main/sanitary sewer project, as well as an overhead utility relocation project.
- The City will support the Phase I design engineering for the North Main Street corridor project being lead by IDOT.
- The Riverwalk – Museum Campus project is scheduled to begin construction in 2011. It is anticipated that the project will encompass the entire 2011 construction season. Final landscaping and various aesthetic appointments will be completed in 2012.
- Central Avenue Bridge, delayed due to a bidding issue at IDOT, will be constructed in 2011.
- Complete American Reinvestment and Recovery Act funded resurfacing of Spring Brook Rd. (Mulford to Imperial Oaks).
- Complete the design engineering, and possibly the construction required to make necessary improvements to the Rockton and Halsted intersection. The City received Highway Safety Improvement Program (HSIP) funds from IDOT in 2010 to move this project forward.
- Continued advancement of design and permitting in support of both the major bridge and local bridge program.
- Pursue major bridge funding for the rehabilitation of the Harrison Avenue Bridge deck and the complete replacement of the Jefferson Street Bridge. Funding is targeted for FY 2016.
- Continue to assess the feasibility of converting the downtown one-way pair system (Church Street and Main Street); and, the US 251 one-way pair system (2nd Street and 3rd Street), including the potential reconfiguration of the Whitman interchanges, through the eastern portion of downtown.
- Work with IDOT to include the possibility of including potential interchange at Bypass 20 and Kishwaukee Street (US 251) within their US Bypass 20 corridor analysis.
- Continue work on regional transportation issues through active participation in the Rockford Metropolitan Agency for Planning (RMAP).

## **Public Works-Capital Projects Fund**

- Continue to move forward with enhancements to the Streetscape area. This is to include way finding signage, kiosks, and vendor area.
- Continue investment into arterial / collector sidewalk program. Create a neighborhood sidewalk construction program (primarily for areas without sidewalks, but also to fill in gaps in neighborhoods where total sidewalk replacement or development are warranted).
- Collect and utilize data on the City's infrastructure systems (including pavement conditions). Move toward an asset management model to focus on infrastructure investment in those areas of greatest need.
- 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					
	2009	2010	2010	2011	INCREASE
APPROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$1,195,290	\$1,445,959	\$1,494,571	\$1,553,845	\$107,886
CONTRACTUAL	9,497,644	219,580	5,117,497	200,995	(18,585)
SUPPLIES	7,270	5,460	9,806	5,460	0
OTHER	2,889,074	1,683,200	2,719,925	304,300	(1,378,900)
CAPITAL	<u>46,025,332</u>	<u>54,255,801</u>	<u>14,741,133</u>	<u>60,760,400</u>	<u>6,504,599</u>
TOTAL	<u>\$59,614,610</u>	<u>\$57,610,000</u>	<u>\$24,082,932</u>	<u>\$62,825,000</u>	<u>\$5,215,000</u>
ACTUALS EXCLUDE WATER AND PARKING PROJECTS; THESE ARE TRANSFERRED TO THEIR RESPECTIVE FUNDS.					
STAFFING REVIEW	2008	2009	2010	2011	INCREASE (DECREASE)
ENGINEERING	4.50	10.00	7.45	5.50	(1.95)
CAPITAL PROJECTS	<u>15.80</u>	<u>16.30</u>	<u>17.05</u>	<u>18.50</u>	<u>1.45</u>
TOTAL	20.30	26.30	24.50	24.00	(0.50)
FUNDING SOURCE	2010	2010	2011	2011	
	<u>AMOUNT</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>	<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>12,000,000</u>	<u>25.0</u>	<u>0</u>	<u>0.0</u>	
SUBTOTAL	12,000,000	25.0	0	0.0	
CURRENT REVENUE					
STATE MOTOR FUEL TAX	3,800,000	7.9	3,300,000	5.2	
LOCAL SALES TAX	14,250,000	29.5	14,250,000	22.4	
WATER REPLACEMENT IMPROVEMENT ACCT	0	0.0	4,050,000	6.4	
OTHER GOVERNMENTS/PRIVATE	16,060,000	33.2	39,525,000	62.0	
INTERFUND TRANSFERS	<u>2,200,000</u>	<u>4.6</u>	<u>2,600,000</u>	<u>4.0</u>	
SUBTOTAL	<u>36,310,000</u>	<u>75.2</u>	<u>63,725,000</u>	<u>100.0</u>	
TOTAL	<u>\$48,310,000</u>	<u>100.0</u>	<u>\$63,725,000</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.

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

# **Public Works-Capital Projects Fund**

be repaid by water revenues. When this program is complete in 2011, the City will finance future water improvements on a cash basis.

The 2011 work program consists of \$60.760 million for transportation and economic development. Ongoing projects, already funded in previous years, will continue and incur expenses in 2011 as well.

The current program revenues for 2011 are at \$63.1 million, which is 100% of the total revenues. A new local sales tax replaces the annual street bond referendum and provides \$14.2 million in revenue. State motor fuel tax revenues remain constant.

The CIP Fund will purchase \$254,570 in direct services from other City departments such as Legal, Community Development, and Finance.

In 2010, the CIP Fund spent \$24,082,932 or 41.8% of its budgeted allocation. In the past several years, 68% to 180% of the budget has been spent.

## **Five Year Financial Forecast**

The 2012-2016 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 2012-2016 FINANCIAL FORECAST (IN 000'S)

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Revenues	\$64,964	\$66,913	\$68,920	\$70,988	\$73,118
Expenses	<u>64,964</u>	<u>66,913</u>	<u>68,920</u>	<u>70,988</u>	<u>73,118</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>

# Public Works-Capital Projects Fund

## Personnel Review

<b>PUBLIC WORKS CAPITAL PROJECTS DIVISION</b>				
<b>BENEFITS AND SALARIES</b>		<b>2010</b>	<b>2011</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	
PERMANENT		\$946,704	\$989,834	\$43,130
TEMPORARY		22,000	22,000	0
OVERTIME		22,000	22,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL SALARIES</b>		<b><u>\$990,704</u></b>	<b><u>\$1,033,834</u></b>	<b><u>\$43,130</u></b>
<b>BENEFITS</b>				
IMRF RETIREMENT		\$197,167	\$208,705	\$11,538
UNEMPLOYMENT TAX		1,074	3,330	2,256
WORKMEN'S COMPENSATION		7,380	8,325	945
HEALTH INSURANCE		240,120	289,328	49,208
LIFE INSURANCE		1,330	1,443	113
PARKING BENEFITS		<u>8,184</u>	<u>8,880</u>	<u>696</u>
<b>TOTAL BENEFITS</b>		<b><u>\$455,255</u></b>	<b><u>\$520,011</u></b>	<b><u>\$64,756</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$1,445,959</u></b>	<b><u>\$1,553,845</u></b>	<b><u>\$107,886</u></b>
	<b>POSTION</b>	<b>2010</b>	<b>2011</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	
CITY ENGINEER-ENGINEERING SERVICES	E-11	0.30	0.50	0.20
CITY ENGINEER-CAPITAL PROJECTS	E-11	1.00	0.00	(1.00)
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-10	0.25	0.50	0.25
CIP OPERATIONS MANAGER	E-10	0.00	1.00	1.00
STORM WATER PROJECT MANAGER	E-10	0.50	0.50	0.00
PROJECT MANAGER	E-8	3.00	2.50	(0.50)
ENVIRONMENTAL PROJECT COORDINATOR	E-7	0.50	1.00	0.50
SENIOR CONSTRUCTION TECHNICIAN	E-6	1.00	1.00	0.00
SENIOR ENGINEERING TECHNICIAN	E-6	4.00	4.50	0.50
ENGINEERING TECHNICIAN	E-5	2.00	2.00	0.00
SENIOR ACCOUNT CLERK	A-21	0.50	1.00	0.50
SENIOR CLERK	A-19	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>17.05</u></b>	<b><u>18.50</u></b>	<b><u>1.45</u></b>

# 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 2011 is \$3,694,400, reflecting a \$148,600 (3.9%) decrease from the prior year's budget. The revenue for 2010 is \$3,811,673, which is 0.9% below the 2009 actual of \$3,844,478. With a population of 150,115, on a per capita basis, 2009 is \$25.61, 2010 is \$25.39 and 2011 is \$24.61.

<b>MOTOR FUEL TAX FUND BUDGET SUMMARY</b>					
<b>APPROPRIATION</b>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	INCREASE (DECREASE)
TRANSFERS TO					
GENERAL FUND	\$1,200,000	\$0	\$0	\$2,400,000	\$2,400,000
CAPITAL PROJECTS FUND	<u>2,047,060</u>	<u>3,800,000</u>	<u>2,346,538</u>	<u>3,300,000</u>	<u>(500,000)</u>
TOTAL	<u>\$3,247,060</u>	<u>\$3,800,000</u>	<u>\$2,346,538</u>	<u>\$5,700,000</u>	<u>\$1,900,000</u>
<b>FUNDING SOURCE</b>		2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>
STATE MOTOR FUEL TAX		\$3,843,000	95.6	\$3,694,400	95.8
INTEREST INCOME		<u>176,000</u>	<u>4.4</u>	<u>160,000</u>	<u>4.2</u>
TOTAL		<u>\$4,019,000</u>	<u>100.0</u>	<u>\$3,854,400</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 2010 were \$2,346,538. The 2011 budget calls for \$3.3 million in transfers to the Capital Projects Fund and \$2,400,000 to the General Fund for eligible street lighting expenses. The General Fund, in turn, will transfer \$2,400,000 to

# **Public Works–Motor Fuel Tax Fund**

the Capital Projects Fund for projects. The \$2.4 million transfers reflect both the planned 2010 transfer, which did not occur in 2010, and the regular 2011 transfer.

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 2012-2016 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 2012-2016 FINANCIAL FORECAST (IN 000'S)

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Revenues	\$3,819	\$3,799	\$3,778	\$3,765	\$3,752
Expenses	<u>4,500</u>	<u>4,500</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
Excess (Deficit)	(681)	(701)	(422)	(435)	(448)
Beginning Balance	<u>6,064</u>	<u>5,383</u>	<u>4,682</u>	<u>4,260</u>	<u>3,825</u>
Ending Balance	<u>\$5,383</u>	<u>\$4,682</u>	<u>\$4,260</u>	<u>\$3,825</u>	<u>\$3,377</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.

## **2010 Accomplishments**→

- Outsourced 60 additional mowing sites
- Outsourced right of way pesticide applications.
- Addressed spring pothole initiative with no overtime expense.
- Continued emphasis on clearing and maintenance of drainage ways in support of Army Corp of Engineers initiatives.

## **2011 Goals and Objectives**→

- Continue to outsource appropriate job functions as staffing levels are reduced.
- Continue to perform basic City services with reduced staffing.
- Increase involvement of other Public Works Divisions to staff snow and ice operations.
- Begin process of tree injection to protect healthy ash trees from the threat of the emerald ash borer. The goal is to treat 10% of the City's 1,400 ash trees.
- Emphasize reduced salt utilization for winter operations.

# Public Works–Street Maintenance Division

## Budget Summary

PUBLIC WORKS STREETS AND SEWERS DIVISION BUDGET SUMMARY					
APPROPRIATION	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$2,875,395	\$2,885,436	\$2,798,222	\$2,387,314	(\$498,122)
CONTRACTUAL	4,040,653	3,507,955	3,447,664	3,442,470	(65,485)
SUPPLIES	1,214,106	1,384,000	1,270,887	1,384,000	0
OTHER	167,521	87,959	170,320	92,559	4,600
CAPITAL	1,125	0	255	0	0
ENCUMBRANCES	0	0	0	0	0
TOTAL	\$8,298,800	\$7,865,350	\$7,687,348	\$7,306,343	(\$559,007)
INCREASE ADJUSTED FOR ENCUMBRANCES IS:			(\$559,007)		
STAFFING REVIEW					
TOTAL	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	INCREASE (DECREASE)
	39.50	40.00	38.00	32.00	(6.00)
FUNDING SOURCE					
	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	
PROPERTY TAXES					
STREET AND BRIDGE	\$2,098,800	26.7	\$2,098,800	28.7	
REIMBURSEMENTS	598,272	7.6	377,081	5.2	
OTHER GOVERNMENTS	270,000	3.4	270,000	3.7	
TRANSFERS FROM OTHER FUNDS	718,825	9.1	940,300	12.9	
GENERAL REVENUES	<u>4,179,453</u>	<u>53.1</u>	<u>3,620,162</u>	<u>49.5</u>	
TOTAL	<u>\$7,865,350</u>	<u>100.0</u>	<u>\$7,306,343</u>	<u>100.0</u>	

## Budget Analysis

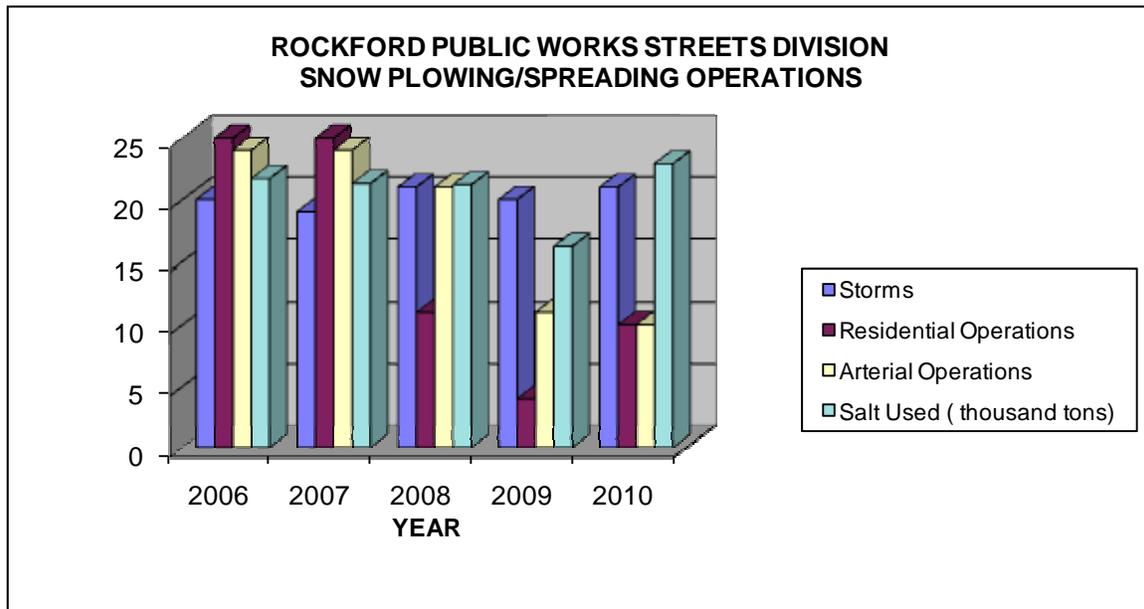
The 2011 budget of \$7,306,343 is a \$559,007 (7.1%) decrease over the 2010 budget. Personnel costs decreased \$498,100. Salaries decrease \$287,800 due to a number of changes. The street superintendent position became vacant and was eliminated. A number of retirements and other staffing changes resulted in elimination of vacant senior tree trimmer and maintenance worker positions. Finally, two maintenance worker positions that were intended to be kept vacant to achieve budget savings were eliminated from the budget, for a total staff reduction of six (6). Fringe benefits reduced along with the reduction in staffing and in salaries.

Contractual services decrease \$65,485. The largest change occurred in vehicle repairs, for a decrease of \$61,600. IT charges fell \$4,300, fuel charges reduced \$5,300, and pager rental was eliminated for \$7,800. Risk management charges rose \$5,300, building rent rose \$4,500, and service contracts went up \$2,500. The supply group remains unchanged. The other account group increases \$4,600 as a result of an increase in the purchase of J.U.L.I.E locate service from the Water Division.

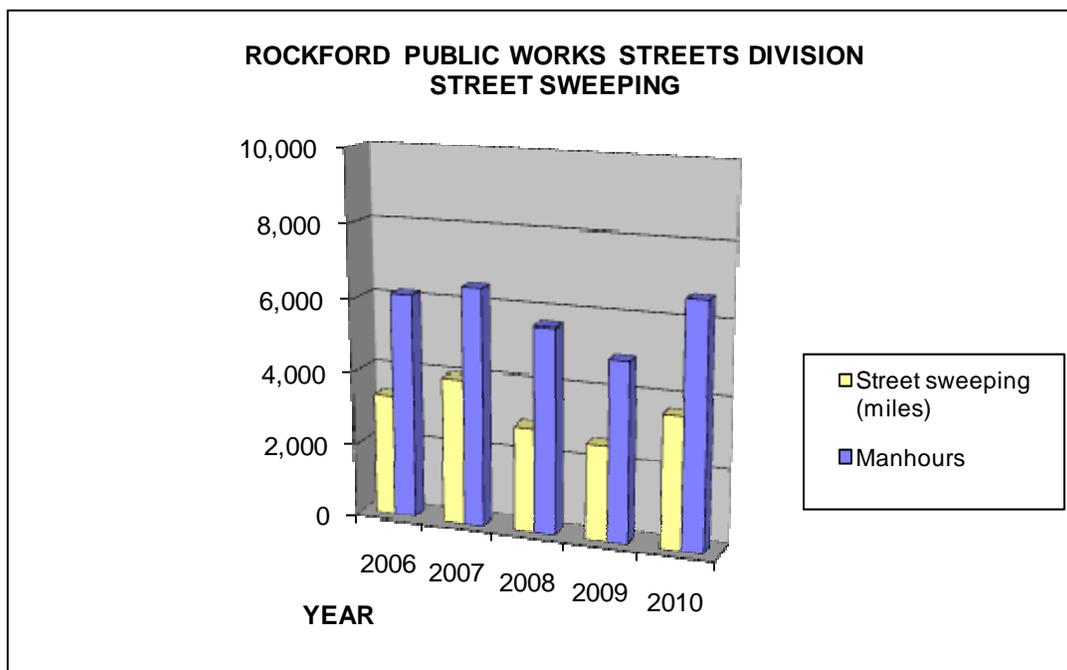
In 2010, the Street Division spent \$7,687,348, or 97.7% of its budgeted allocation. In past several years, 81% to 121% of the budget has been spent.

# Public Works–Street Maintenance Division

## 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 2009-10 winter season, the Division responded to 19 occurrences that resulted in 45.0 inches of snowfall.



The division is responsible for sweeping an estimated 3,992 miles of arterial and residential streets, as well as arterial streets in business districts.

# Public Works–Street Maintenance Division

## Personnel Review

<b>PUBLIC WORKS STREET MAINTENANCE DIVISION</b>				
<b>BENEFITS AND SALARIES</b>		<b>2010</b>	<b>2011</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b>BUDGET</b>	<b>BUDGET</b>	
PERMANENT		\$1,636,348	\$1,348,567	(\$287,781)
OVERTIME		180,000	180,000	0
TEMPORARY		36,000	36,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		0	0	0
<b>TOTAL SALARIES</b>		<b>\$1,852,348</b>	<b>\$1,564,567</b>	<b>(\$287,781)</b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$369,293	\$315,499	(\$53,794)
UNEMPLOYMENT TAX		2,394	5,760	3,366
WORKMEN'S COMPENSATION		77,865	55,822	(22,043)
HEALTH INSURANCE		572,572	435,136	(137,436)
RETIREE HEALTH INSURANCE		8,000	8,034	34
LIFE INSURANCE		2,964	2,496	(468)
<b>TOTAL BENEFITS</b>		<b>\$1,033,088</b>	<b>\$822,747</b>	<b>(\$210,341)</b>
<b>TOTAL COMPENSATION</b>		<b>\$2,885,436</b>	<b>\$2,387,314</b>	<b>(\$498,122)</b>
	<b>POSTION</b>	<b>2010</b>	<b>2011</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b>RANGE</b>	<b>EMPLOYEES</b>	<b>EMPLOYEES</b>	
STREET SUPERVISOR	E-9	1.00	0.00	(1.00)
MAINTENANCE SUPERVISOR	E-7	2.00	2.00	0.00
SENIOR EQUIPMENT OPERATOR	A-26	3.00	3.00	0.00
SENIOR TREE TRIMMER	A-26	2.00	1.00	(1.00)
TREE TRIMMER	A-24	3.00	3.00	0.00
SECRETARY	A-24	1.00	0.00	(1.00)
EQUIPMENT OPERATOR	A-23	8.00	8.00	0.00
SENIOR CLERK	A-23	3.00	3.00	0.00
SENIOR SECRETARY	A-20	0.00	1.00	1.00
MAINTENANCE WORKER	A-20	15.00	11.00	(4.00)
<b>TOTAL PERSONNEL</b>		<b>38.00</b>	<b>32.00</b>	<b>(6.00)</b>

## Performance Measurements

	2008	2009	2010	2011
	Actual	Actual	Actual	Projected
Plowing/spreading occurrences	31	20	21	22
Street sweeping cycles	4.00	3.00	3.00	3.00
Pothole patching (tons used)	2,762	3,131	1,868	1,400
Tree trims	2,890	4,136	1,181	1,500
Tree plantings	0	19	28	100

# **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.

**2010 Accomplishments** →

- Completed final phase of the City-NIU fiber optic project.
- Continued to upgrade traffic lights with LED lights.
- Researched different types of lighting for outdoor use in parking decks, parking lots, and on-street lighting.
- Evaluated and executed a plan to remove City-owned equipment in downtown ComEd vaults.
- Striped 138 miles for the City and four miles for the township.
- Executed plan for the Kishwaukee street light project.
- Completed initial installation of street lights for Downtown Streetscape project.
- Developed a successful plan to efficiently stripe the streets and crosswalks in a proficient manner that maintains City of Rockford standards.
- Continued to upgrade MUTCD signs for the 2015 mandate.

**2011 Goals and Objectives** →

- Institute phase 1 plan for centralized traffic control center.
- Research and develop a plan to reduce energy consumption for street lights.
- Complete installation of street lights for the Downtown Streetscape project.

# Public Works–Traffic Division

- 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 for the MUTCD mandate of 2015
- Continue to develop the plan and execute street and crosswalk striping in a proficient manner that maintains City of Rockford standards.
- Review all signage on State roads, and remove and replace all signage that does not meet IDOT standards.
- Implement a plan to replace all existing school signs City-wide. Complete replacement process by September 2011.

## Budget Summary

PUBLIC WORKS TRAFFIC DIVISION BUDGET SUMMARY					
	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$874,398	\$1,010,064	\$900,254	\$905,045	(\$105,019)
CONTRACTUAL	3,653,973	3,368,620	3,441,710	3,000,905	(367,715)
SUPPLIES	253,705	281,000	189,397	266,000	(15,000)
OTHER	23,600	24,300	24,300	23,700	(600)
CAPITAL	15,198	0	16,899	0	0
ENCUMBRANCES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$4,820,874</u>	<u>\$4,683,984</u>	<u>\$4,572,560</u>	<u>\$4,195,650</u>	<u>(\$488,334)</u>
INCREASE ADJUSTED FOR ENCUMBRANCES IS:			(\$488,334)		
STAFFING REVIEW					
	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	INCREASE (DECREASE)
TOTAL	18.00	12.40	13.00	11.00	(2.00)
FUNDING SOURCE					
	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$169,487	3.6	\$155,297	2.9	
PURCHASE OF SERVICES	47,000	1.0	47,900	0.9	
FROM OTHER GOVERNMENTS	180,000	3.8	180,000	3.3	
TRANSFERS FROM OTHER FUNDS	1,200,000	25.6	2,400,000	44.5	
GENERAL REVENUES	<u>3,087,497</u>	<u>65.9</u>	<u>2,612,453</u>	<u>48.4</u>	
TOTAL	<u>\$4,683,984</u>	<u>100.0</u>	<u>\$5,395,650</u>	<u>100.0</u>	

## **Public Works–Traffic Division**

### **Budget Analysis**

The 2011 budget of \$4,195,650 is a \$488,334 (10.4%) decrease from prior year. Personnel costs decrease \$105,000 due to the elimination of a vacant sign/marketing technician and the maintenance worker position, which was held vacant for budget savings. Reductions occurred in all personnel accounts except unemployment, which rose (\$1,100) due to a rate increase.

Contractual services decrease \$367,715 overall, primarily due to a reduction of \$358,200 in street lighting expenses. The division will complete a light reduction program in 2011 to cut costs for this service. Other reductions occurred in public works maintenance (\$23,800), risk management (\$18,000), building rent (\$9,100) and telephone (\$3,700). These reductions were offset by increases in service contracts (\$40,000) and vehicle repairs (\$4,400).

The supplies account group decreases \$15,000, from a reduction in equipment maintenance supplies. Other expenses reflect a decrease of \$600 for parking purchase of service.

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 \$2,400,000 transfer from the Motor Fuel Tax Fund to pay a portion of the street lighting expense, an eligible MFT activity, for both 2010 and 2011.

In 2010, the Traffic Division spent \$4,572,560 or 97.6% of its budgeted allocation. In the past several years, 65% to 112% of the budget has been spent.

### **Capital Equipment**

There are no capital items budgeted for 2011.

# Public Works–Traffic Division

## Personnel Review

<b>PUBLIC WORKS TRAFFIC DIVISION</b>				
<b>BENEFITS AND SALARIES</b>		<b>2010</b>	<b>2011</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
PERMANENT		\$645,163	\$572,114	(\$73,049)
TEMPORARY		0	0	0
OVERTIME		37,000	37,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		0	0	0
<b>TOTAL SALARIES</b>		<b><u>\$682,163</u></b>	<b><u>\$609,114</u></b>	<b><u>(\$73,049)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$137,660	\$124,625	(\$13,035)
UNEMPLOYMENT TAX		819	1,980	1,161
WORKER'S COMPENSATION		31,008	28,692	(2,316)
HEALTH INSURANCE		153,400	139,776	(13,624)
RETIREE HEALTH INSURANCE		4,000	0	(4,000)
LIFE INSURANCE		1,014	858	(156)
<b>TOTAL BENEFITS</b>		<b><u>\$327,901</u></b>	<b><u>\$295,931</u></b>	<b><u>(\$31,970)</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$1,010,064</u></b>	<b><u>\$905,045</u></b>	<b><u>(\$105,019)</u></b>
	<b>POSITION</b>	<b>2010</b>	<b>2011</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>(DECREASE)</u></b>
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	3.00	2.00	(1.00)
MAINTENANCE WORKER	A-20	1.00	0.00	(1.00)
SENIOR CLERK	A-19	1.00	1.00	0.00
<b>TOTAL PERSONNEL</b>		<b><u>13.00</u></b>	<b><u>11.00</u></b>	<b><u>(2.00)</u></b>

# **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).

### **2010 Accomplishments** →

- Upgraded lighting and electrical system at the Concourse deck.
- Worked with Finance to develop a plan to upgrade the Parking Control Officer's outdated Auto-Cite Hand-Held system.
- Upgraded the parking permit/badge system for the Metro deck.

### **2011 Goals and Objectives** →

- Install solar sinks in City sprinkler systems, which monitor moisture and heat and water accordingly (instead of watering at specific times) to reduce water use.
- Upgrade Auto Cite software and train entire department on new system.
- Resurface parking lot 38.
- Continue to upgrade parking system communications infrastructure.

# Public Works - Parking Division

<b>PUBLIC WORKS PARKING SYSTEM</b>		<b>TOTAL SPACES</b>
<u>LOT</u>	<u>LOCATION</u>	
<b>West Side</b>		
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	287
P	State-Winnebago	166
S	Concourse Parking Garage	843
W	Wyman/Mulberry/Main	59
WW	Memorial Hall/Library	52
Y	Pioneer Deck	786
SS	Hanley	129
AmCore Lot		50
Block 38 Metro Lease		<u>68</u>
Total West Side CBD		<u>3,122</u>
<b>East Side</b>		
D	City Hall	70
DD	Walnut/2nd Street	14
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>602</u>
<b>Broadway</b>		
F	13th Avenue, 7th/8th	86
V	Broadway(1200 Block)	<u>23</u>
Total Broadway Side CBD		<u>109</u>
<b>South Main</b>		
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>
<b>North Main</b>		
G	Latham/King	79
O	Toner/Myott	<u>100</u>
Total North Main CBD		<u>179</u>
<b>7th Street</b>		
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>4,219</u>

# **Public Works - Parking Division**

## **Budget Summary**

<b>PUBLIC WORKS PARKING DIVISION BUDGET SUMMARY</b>					
<b>APPROPRIATION</b>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$517,096	\$513,648	\$483,700	\$519,125	\$5,477
CONTRACTUAL	424,150	493,238	430,325	477,950	(15,288)
SUPPLIES	25,100	41,550	27,959	41,550	0
OTHER	1,235,846	1,295,369	1,135,078	1,314,013	18,644
INTEREST	0	0	0	0	0
<b>TOTAL</b>	<b><u>\$2,202,192</u></b>	<b><u>\$2,343,805</u></b>	<b><u>\$2,077,062</u></b>	<b><u>\$2,352,638</u></b>	<b><u>\$8,833</u></b>

<b>STAFFING REVIEW</b>	2008	2009	2010	2011	INCREASE (DECREASE)
<b>TOTAL</b>	9.00	9.00	8.50	8.50	0.00

<b>FUNDING SOURCE</b>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>
PARKING FEES	\$1,125,000	63.3	\$1,311,200	65.5
FINES	603,100	27.8	556,600	27.8
RENTAL/INTEREST INCOME	98,000	7.9	109,900	5.5
PURCHASE OF SERVICES	24,300	1.0	23,700	1.2
<b>TOTAL</b>	<b><u>\$1,850,400</u></b>	<b><u>100.0</u></b>	<b><u>\$2,001,400</u></b>	<b><u>100.0</u></b>

## **Budget Analysis**

The 2011 budget is \$2,352,638, which is an increase of \$8,800 (0.1%) over the previous year. Personnel expenses increase \$5,477 primarily as a result of increases in fringe benefit rates, including health insurance (\$2,300), IMRF (\$1,400), and unemployment (\$1,000).

Contractual costs decrease \$15,300 (3.1%). Increases in lighting utilities of \$24,500, in snow removal of \$10,000, and fuel of \$2,400 were offset by decreases of \$46,000 in building utilities and \$6,500 in building rental.

Supplies remained stable and the other accounts group increased \$18,600 due to increases in depreciation, debt service, and a reduction in the purchase of services from the Police department.

2011 revenue of \$2,001,400 is an increase of \$151,000 over the 2010 budgeted revenue of \$1,850,400. The increase is mostly attributable to increased parking fees and rental income for 2010. Parking fees, to be increased \$1 per month, are projected to increase \$186,000 along with rental income increasing \$12,000. Parking fines are expected to drop \$46,500.

The 2011 net is a loss of \$351,238; net of depreciation, it is a gain of \$362,762.

In 2010, the Parking Division spent \$2,077,062, or 88.6% of its budgeted allocation. In the past several years, 90% to 139% of the budget has been spent.

# Public Works - Parking Division

## Five Year Financial Forecast

The 2012-2016 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 2012-2016 FINANCIAL FORECAST (IN 000'S)

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Revenues	\$2,062	\$2,124	\$2,187	\$2,253	\$2,320
Expenses	2,489	2,542	2,598	2,681	2,740
Excess (Deficit)	(427)	(418)	(411)	(428)	(420)
Beginning Balance	16,367	15,940	15,522	15,111	14,683
Ending Balance	<u>\$15,940</u>	<u>\$15,522</u>	<u>\$15,111</u>	<u>\$14,683</u>	<u>\$14,263</u>

## Fixed Assets

There are no fixed assets budgeted for 2011.

# Public Works - Parking Division

## Personnel Review

<b>PUBLIC WORKS PARKING DIVISION</b>				
<b>BENEFITS AND SALARIES</b>		<b>2010</b>	<b>2011</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b>BUDGET</b>	<b>BUDGET</b>	<b>(DECREASE)</b>
PERMANENT		\$374,969	\$376,408	\$1,439
TEMPORARY		5,000	5,000	0
OVERTIME		5,500	5,500	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL SALARIES</b>		<b><u>\$385,469</u></b>	<b><u>\$386,908</u></b>	<b><u>\$1,439</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$77,162	\$78,521	\$1,359
UNEMPLOYMENT TAX		536	1,530	994
WORKMEN'S COMPENSATION		5,882	6,279	397
HEALTH INSURANCE		41,496	43,784	2,288
RETIREE INSURANCE		1,000	0	(1,000)
LIFE INSURANCE		663	663	0
PARKING		<u>1,440</u>	<u>1,440</u>	<u>0</u>
<b>TOTAL BENEFITS</b>		<b><u>\$128,179</u></b>	<b><u>\$132,217</u></b>	<b><u>\$4,038</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$513,648</u></b>	<b><u>\$519,125</u></b>	<b><u>\$5,477</u></b>
<b>POSITION TITLE</b>	<b>POSTION RANGE</b>	<b>2010 EMPLOYEES</b>	<b>2011 EMPLOYEES</b>	<b>INCREASE/ (DECREASE)</b>
PARKING SYSTEMS SUPERVISOR	E-7	1.00	1.00	0.00
PARKING LOT ATTENDANT	A-17	2.50	2.50	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>
<b>TOTAL PERSONNEL</b>		<b><u>8.50</u></b>	<b><u>8.50</u></b>	<b><u>0.00</u></b>

## Performance Measurements

	2008 Actual	2009 Actual	2010 Actual	2011 Projected
Total parking spaces	4,504	4,504	4,504	4,504
Total short-term parking leases	1,404	1,404	1,404	1,404
Total long-term parking leases	2,500	2,500	2,500	2,500
Handicapped parking spaces	147	147	152	155
Dollar amount of tickets issued	526,590	648,032	527,355	600,352
Number of tickets issued	24,023	24,741	18,268	22,000

# **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.

### **2010 Accomplishments** →

- Remodeled the break/lunch room in the Water facility on Cedar Street.
- Restructured Property staff rounds making them more efficient.
- Painted the interior walls, doors and floors in Building 8 at City Yards.
- Recycled and scrapped various materials at the City-owned facility on Buchanan Street prior to demolition.
- Reduced graffiti supply costs by adjusting purchasing schedule and changing suppliers.
- Reduced inefficient maintenance and improved customer service on City-owned buildings.

### **2011 Goals and Objectives**→

- Remodel the Sign office floor.
- Revamp Property staff assignments to Fire Stations to increase efficiency and reduce cost.
- Upgrade Break/Lunch room in Building 8 at City Yards with a sink and drainage area.
- Create a rotation system for the Property staff that allows each staff member to work in each City-owned building and become more efficient with all maintenance tasks such as HVAC, plumbing, electrical and carpentry.
- Move towards using green environmental building and remodeling products, and in all cleaning products used in City-owned buildings.

# Public Works–Property Division

## Budget Summary

PUBLIC WORKS PROPERTY DIVISION BUDGET SUMMARY					
PROPERTY UNIT	2009 ACTUAL	2010 BUDGET	2010 ACTUAL	2011 BUDGET	INCREASE (DECREASE)
PERSONNEL	\$811,755	\$839,733	\$728,545	\$766,361	(\$73,372)
CONTRACTUAL	1,470,076	1,560,630	1,373,891	1,580,930	20,300
SUPPLIES	196,186	210,470	201,250	210,470	0
OTHER	<u>206,082</u>	<u>216,700</u>	<u>224,835</u>	<u>206,700</u>	(10,000)
TOTAL	<u>2,684,099</u>	<u>2,827,533</u>	<u>2,528,521</u>	<u>2,764,461</u>	(63,072)

STAFFING REVIEW					
TOTAL	2008	2009	2010	2011	INCREASE (DECREASE)
TOTAL	13.40	12.00	11.00	10.00	(1.00)

FUNDING SOURCE					
	2010 AMOUNT	2010 PERCENTAGE	2011 AMOUNT	2011 PERCENTAGE	
BUILDING RENTAL CHARGES					
INTERNAL	\$2,559,500	88.2	\$2,849,890	98.1	
EXTERNAL	<u>342,960</u>	<u>11.8</u>	<u>54,960</u>	<u>1.9</u>	
BUILDING RENTAL TOTAL	<u>2,902,460</u>	<u>100.0</u>	<u>2,904,850</u>	<u>100.0</u>	

## Budget Analysis

The Property Division's budget has decreased \$63,072 (2.2%) to \$2,764,461. Personnel costs have decreased \$73,372 (8.7%), due to the resignation and subsequent elimination of the maintenance repair technician position. All personnel accounts, except unemployment, decreased as a result. Unemployment increased \$1,100 due to rate increases.

Contractual expenses increase \$20,300 (1.3%) due to increases in internal service charges, vehicle repairs increased \$15,200 and fuel rose \$4,300. The supply budget remains the same. Other expenses decrease \$10,000, due to a decrease in purchase of services.

In 2010, the Property Division spent \$2,528,521 or 89.4% of the budgeted allocation. In past years, 104% to 113% of the budget has been spent.

## Five Year Financial Forecast

The 2012-2016 five-year forecast assumes operations will continue as they are programmed for 2011 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.

# Public Works–Property Division

## PROPERTY FUND 2012-2016 FINANCIAL FORECAST (IN 000'S)

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Revenues	\$2,992	\$3,082	\$3,174	\$3,269	\$3,367
Expenses	<u>2,847</u>	<u>2,932</u>	<u>3,020</u>	<u>3,111</u>	<u>3,204</u>
Excess (Deficit)	<u>145</u>	<u>150</u>	<u>154</u>	<u>158</u>	<u>163</u>
Beginning Balance	<u>526</u>	<u>671</u>	<u>821</u>	<u>975</u>	<u>1,133</u>
Ending Balance	<u>\$671</u>	<u>\$821</u>	<u>\$975</u>	<u>\$1,133</u>	<u>\$1,296</u>

### Fixed Assets

No fixed assets are planned for 2011.

### Personnel Review

<b>PUBLIC WORKS PROPERTY FUND</b>				
<b>BENEFITS AND SALARIES</b>		<b>2010</b>	<b>2011</b>	<b>INCREASE/</b>
<b>SALARY</b>		<b>BUDGET</b>	<b>BUDGET</b>	<b>(DECREASE)</b>
PERMANENT		\$490,082	\$438,614	(\$51,468)
TEMPORARY		40,000	40,000	0
OVERTIME		11,300	11,300	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL SALARIES</b>		<b><u>\$541,382</u></b>	<b><u>\$489,914</u></b>	<b><u>(\$51,468)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		104,239	\$95,112	(\$9,127)
UNEMPLOYMENT TAX		693	1,800	1,107
WORKMEN'S COMPENSATION		17,231	16,307	(924)
HEALTH INSURANCE		174,850	162,448	(12,402)
LIFE INSURANCE		858	780	(78)
PARKING BENEFITS		480	0	(480)
<b>TOTAL BENEFITS</b>		<b><u>\$298,351</u></b>	<b><u>\$276,447</u></b>	<b><u>(\$21,904)</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$839,733</u></b>	<b><u>\$766,361</u></b>	<b><u>(\$73,372)</u></b>
	<b>POSITION</b>	<b>2010</b>	<b>2011</b>	<b>INCREASE/</b>
<b>POSITION TITLE</b>	<b>RANGE</b>	<b>EMPLOYEES</b>	<b>EMPLOYEES</b>	<b>(DECREASE)</b>
PROPERTY SUPERVISOR	E-8	1.00	1.00	0.00
MAINTENANCE REPAIR TECHNICIAN	E-3	1.00	0.00	(1.00)
MAINTENANCE REPAIR WORKER	A-24	7.00	7.00	0.00
MAINTENANCE WORKER	A-20	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>11.00</u></b>	<b><u>10.00</u></b>	<b><u>(1.00)</u></b>

# **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.

### **2010 Accomplishments →**

- Maintained the fleet so that the operating divisions in Public Works and the other City departments could complete their assigned tasks.
- Utilized new plasma cutter which allowed us to increase our ability to fabricate and repair all City vehicles and equipment.
- Provided efficient, cost effective maintenance and improved customer service on vehicles.

### **2011 Goals and Objectives →**

- Evaluate new repairs to snow and ice fleet to ensure a continuous effective operation during critical snow and ice events.
- Purchase new tools for repair and analysis that will allow more effective and complete diagnostics and repairs of equipment and 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.

# Public Works–Equipment Division

## Budget Summary

PUBLIC WORKS EQUIPMENT FUND BUDGET SUMMARY					
	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	INCREASE (DECREASE)
<b>APPROPRIATION</b>					
PERSONNEL	925,429	1,036,625	854,978	953,445	(83,180)
CONTRACTUAL	939,813	690,805	845,782	884,405	193,600
SUPPLIES	1,771,503	1,682,000	1,920,427	1,769,380	87,380
OTHER	147,919	140,400	153,309	87,100	(53,300)
CAPITAL	0	0	0	0	0
TOTAL	<u>3,784,664</u>	<u>3,549,830</u>	<u>3,774,496</u>	<u>3,694,330</u>	<u>144,500</u>
<b>STAFFING REVIEW</b>					INCREASE (DECREASE)
TOTAL	<u>2008</u> 11.90	<u>2009</u> 11.45	<u>2010</u> 11.00	<u>2011</u> 10.00	(1.00)
<b>FUNDING SOURCE</b>		2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>
VEHICLE SERVICE CHARGES					
PUBLIC WORKS		1,920,410	53.3	1,939,260	51.3
POLICE		1,232,460	34.2	1,316,170	34.8
ALL OTHER AGENCIES		<u>448,230</u>	<u>12.5</u>	<u>521,860</u>	<u>13.9</u>
VEHICLE SERVICE TOTAL		<u>3,601,100</u>	<u>100.0</u>	<u>3,777,290</u>	<u>100.0</u>

## Budget Analysis

The Equipment Division's budget is \$3,694,330, an increase of \$144,500 (4.1%). Many of the changes in this budget occur due to the elimination of repairs at the PSB Garage. Police Department vehicles are now serviced by an outside repair shop, and the PSB Garage is staffed by a crew leader who manages the contract and approves repairs. The remaining two mechanics were transferred to the Yards Garage to service undercover vehicles, Fire non-emergency vehicles, and assist with the rest of the fleet.

Personnel costs decrease \$83,180 with the retirement of the PSB crew leader and subsequent elimination of a vacant mechanic position. Reductions occur in all personnel accounts except unemployment, where rates increased.

The contractual budget increases \$193,600 (28.1%) due primarily to the shifting of work from PSB garage mechanics to the contracted repair shop. Small reductions also occurred in janitorial service (\$6,000) and vehicle repairs (\$6,600), offset by an increase in fuel charges (\$4,900).

Supply expenses increase \$87,380 or 5.2% over 2010. The budget increase reflects an increase in fuel costs (\$221,400), offset by a reduction in parts expenses as Police parts will now be purchased by the outside body shop directly. Other expenses decrease \$53,300, due to a decrease in the general fund purchase of services.

## **Public Works–Equipment Division**

The City’s cost per gallon for fuel purchased at vendor sites is estimated at \$2.92 for gasoline and \$3.14, market price, for diesel. Fuel purchased is budgeted at 346,075 gallons for gasoline and 160,760 gallons for diesel, a total of 506,835 gallons. New work order rates were established for 2009 budget; cars \$95 and trucks \$110.

In 2010, fuel prices at vendor sites have ranged from \$2.28 to \$2.56 for gasoline and \$2.37 to \$2.70 for diesel. At the Yards, prices have ranged from \$2.24 to \$2.43 for gasoline and \$2.30 to \$2.43 for diesel.

In 2010, the Equipment Division spent \$3,774,496 or 106.3% of the budgeted allocation. In the past several years, 97% to 114% of the budget has been spent.

### **Five Year Financial Forecast**

The 2012-2016 five-year forecast assumes operations will continue as they are programmed for 2011 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 2012-2016 FINANCIAL FORECAST (IN 000'S)

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Revenues	\$3,891	\$4,008	\$4,128	\$4,252	\$4,380
Expenses	<u>3,805</u>	<u>3,919</u>	<u>4,037</u>	<u>4,158</u>	<u>4,283</u>
Excess (Deficit)	<u>86</u>	<u>89</u>	<u>91</u>	<u>94</u>	<u>97</u>
Beginning Balance	<u>481</u>	<u>567</u>	<u>656</u>	<u>747</u>	<u>841</u>
Ending Balance	<u>\$567</u>	<u>\$656</u>	<u>\$747</u>	<u>\$841</u>	<u>\$938</u>

# Public Works–Equipment Division

## Personnel Review

<b>PUBLIC WORKS EQUIPMENT FUND</b>				
<b>BENEFITS AND SALARIES</b>		<b>2010</b>	<b>2011</b>	<b>INCREASE/</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
PERMANENT		\$646,260	\$586,183	(\$60,077)
OVERTIME		29,000	29,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL SALARIES</b>		<b><u>\$675,260</u></b>	<b><u>\$615,183</u></b>	<b><u>(\$60,077)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$136,267	\$125,866	(\$10,401)
UNEMPLOYMENT TAX		693	1,800	1,107
WORKMEN'S COMPENSATION		24,715	22,516	(2,199)
HEALTH INSURANCE		195,832	184,600	(11,232)
LIFE INSURANCE		858	780	(78)
TOOL ALLOWANCE		<u>3,000</u>	<u>2,700</u>	<u>(300)</u>
<b>TOTAL BENEFITS</b>		<b><u>\$361,365</u></b>	<b><u>\$338,262</u></b>	<b><u>(\$23,103)</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$1,036,625</u></b>	<b><u>\$953,445</u></b>	<b><u>(\$83,180)</u></b>
	<b>POSITION</b>	<b>2010</b>	<b>2011</b>	<b>INCREASE/</b>
<b>POSITION TITLE</b>	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>(DECREASE)</u></b>
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>9.00</u>	<u>8.00</u>	<u>(1.00)</u>
<b>TOTAL PERSONNEL</b>		<b><u>11.00</u></b>	<b><u>10.00</u></b>	<b><u>(1.00)</u></b>

# **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.

### **2010 Accomplishments →**

- Continued to provide inventory to City departments in a timely fashion.
- Completed and began utilizing the centralized purchasing and accounting procedures.

### **2011 Goals and Objectives →**

- Continue cross training of all Central Stores personnel.
- Track all contracts for Public Works to eliminate delays in contractual changes and improve contractual monitoring process.
- Re-organize the small tool room. This includes updating equipment, labeling all items, and the taking of a complete physical inventory.
- Begin implementing OSHA requirements including correct safety equipment, proper usage and storage of chemicals, and safely secure the items in the wing shed.

# Public Works–Central Stores

## Budget Summary

PUBLIC WORKS CENTRAL STORES FUND BUDGET SUMMARY					
	2009	2010	2010	2011	INCREASE
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	202,176	285,130	275,963	298,055	12,925
CONTRACTUAL	51,880	64,810	60,661	57,590	(7,220)
SUPPLIES	39,215	37,700	33,682	37,700	0
OTHER	20,989	21,000	19,756	24,200	3,200
TOTAL	<u>\$314,260</u>	<u>\$408,640</u>	<u>\$390,062</u>	<u>\$417,545</u>	<u>\$8,905</u>

STAFFING REVIEW					
	2008	2009	2010	2011	INCREASE
	<u>3.25</u>	<u>3.25</u>	<u>4.00</u>	<u>4.00</u>	<u>(DECREASE)</u>
CENT/STORES UNIT	3.25	3.25	4.00	4.00	0.00
TOTAL	<u>3.25</u>	<u>3.25</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>

FUNDING SOURCE					
	2010	2010	2011	2011	
	<u>AMOUNT</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>	
INVENTORY CONTROL CHARGES					
STREET DIVISION	90,500	22.0	91,800	22.0	
TRAFFIC DIVISION	41,480	10.1	42,080	10.1	
PARKING DIVISION	29,360	7.1	29,630	7.1	
PROPERTY UNIT	51,710	12.5	52,250	12.5	
EQUIPMENT UNIT	33,940	8.2	34,430	8.2	
WATER DIVISION	165,110	40.1	167,330	40.1	
CENTRAL STORES TOTAL	<u>\$412,100</u>	<u>100.0</u>	<u>\$417,520</u>	<u>100.0</u>	

## Budget Analysis

The Central Stores budget increases \$8,905 (2.2%) for 2011, to \$417,545. Personnel costs increase \$12,925 due to position reclassification (\$6,100) and rate increases for IMRF (\$1,800) and health insurance (\$4,500).

Contractual accounts decrease \$7,220 (11.1%) due to a decrease in vehicle repairs of \$7,600 and a decrease of \$740 in fuel, offset by an increase in building rental of \$1,120. Supply accounts remain unchanged. Other expenses rise \$3,200 due to a change in the purchase of services amount.

In 2010, the Central Stores Division spent \$390,062 or 95.5% of the budgeted allocation. In the past several years, 97% to 110% of the budget has been spent.

## Five Year Financial Forecast

The 2012-2016 five-year forecast assumes operations will continue as they are programmed for 2011 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.

# Public Works–Central Stores

## CENTRAL STORES FUND 2012-2016 FINANCIAL FORECAST (IN 000'S)

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Revenues	\$430	\$443	\$465	\$488	\$512
Expenses	<u>430</u>	<u>443</u>	<u>456</u>	<u>470</u>	<u>484</u>
Excess (Deficit)	<u>0</u>	<u>0</u>	<u>9</u>	<u>18</u>	<u>28</u>
Beginning Balance	<u>27</u>	<u>27</u>	<u>27</u>	<u>36</u>	<u>54</u>
Ending Balance	<u>\$27</u>	<u>\$27</u>	<u>\$36</u>	<u>\$54</u>	<u>\$82</u>

## Personnel Review

<b>PUBLIC WORKS CENTRAL STORES FUND</b>				
<b>BENEFITS AND SALARIES</b>		<b>2010</b>	<b>2011</b>	<b>INCREASE/</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
PERMANENT		\$185,053	\$191,175	\$6,122
OVERTIME		6,000	6,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL SALARIES</b>		<b><u>\$191,053</u></b>	<b><u>\$197,175</u></b>	<b><u>\$6,122</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$38,554	\$40,342	\$1,788
UNEMPLOYMENT TAX		246	720	474
WORKMEN'S COMPENSATION		420	434	14
HEALTH INSURANCE		54,553	59,072	4,519
LIFE INSURANCE		304	312	8
<b>TOTAL BENEFITS</b>		<b><u>\$94,077</u></b>	<b><u>\$100,880</u></b>	<b><u>\$6,803</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$285,130</u></b>	<b><u>\$298,055</u></b>	<b><u>\$12,925</u></b>
	<b>POSITION</b>	<b>2010</b>	<b>2011</b>	<b>INCREASE/</b>
<b>POSITION TITLE</b>	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>(DECREASE)</u></b>
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>
<b>TOTAL PERSONNEL</b>		<b><u>4.00</u></b>	<b><u>4.00</u></b>	<b><u>0.00</u></b>

# 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.

## 2010 Accomplishments →

- Improved the quality of water delivered to customers by reducing iron, manganese, and radium concentrations through the use of new water filtration facilities.
- Completed construction and start-up of three radium removal facilities and effectively operating three iron filtration facilities.
- Continued to improve customer service by reducing number of complaints throughout Water Division operations and improving responsiveness when a complaint is received.
- Continued to inform stakeholders (Administration, Alderman, water customers, realtors, etc.) about our Water Quality Improvement Project (through announcements, consumer confidence report, information bulletins, brochures, presentations, etc.).
- Completed Rockford Water Laboratory with Illinois EPA Certification in third quarter 2010.
- Improved customer service by improving internal systems and responsiveness.
- Continued to promote worker safety and reduce number of on the job injuries (training and equipment).
- Continued to address all safety concerns in a timely manner.

## **Public Works-Water Division**

- Continued to develop and implement Rockford Water Academy to train and cross-train employees with a goal averaging 20 hours per employee of training per year.
- Continued to improve office environment at 1111 Cedar Street. Renovation of women's bathroom is underway and a remedy for the sewer back-up problem is being engineered.
- Improved organizational efficiency through enhancing communication (SharePoint) across the organization, filling the Manager of Operations position, and accountability programs for managers and supervisors.
- Completed Pilot Program in Customer Service and issued laptops to three Water Service Inspectors.

### **2011 Goals and Objectives →**

- Complete Water Utility Master Plan.
- 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.
- Continue to 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.).
- Implement Rockford Water Laboratory and offer services to general public.
- Improve customer service by improving internal systems and responsiveness.
- 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 averaging 20 hours per employee of training per year.
- Continue to improve office environment at 1111 Cedar Street.

# Public Works-Water Division

- 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.

## Budget Summary

PUBLIC WORKS WATER DIVISION BUDGET SUMMARY					
APPROPRIATION	2009	2010	2010	2011	INCREASE
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$5,969,917	\$6,611,555	\$5,982,256	\$6,263,404	(\$348,151)
CONTRACTUAL	4,649,959	6,020,545	4,351,358	5,936,190	(84,355)
SUPPLIES	1,047,215	1,706,900	1,029,114	1,626,740	(80,160)
OTHER	5,201,054	6,460,542	6,383,497	7,040,434	579,892
INTEREST	<u>2,255,468</u>	<u>2,598,000</u>	<u>2,273,154</u>	<u>2,553,000</u>	<u>(45,000)</u>
TOTAL	<u>\$19,123,613</u>	<u>\$23,397,542</u>	<u>\$20,019,379</u>	<u>\$23,419,768</u>	<u>\$22,226</u>
<b>STAFFING REVIEW</b>					
	2008	2009	2010	2011	INCREASE <u>(DECREASE)</u>
OPERATIONS	70.70	71.00	74.00	68.00	(6.00)
FIXED ASSETS	4.00	4.00	4.00	4.00	0.00
TOTAL	<u>74.70</u>	<u>75.00</u>	<u>78.00</u>	<u>72.00</u>	<u>(6.00)</u>
<b>FUNDING SOURCE</b>					
		2010	2010	2011	2011
		<u>AMOUNT</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>
WATER USER FEES		\$23,840,000	89.9	\$23,390,000	95.2
INSTALLATIONS & CONNECTIONS		1,231,500	4.6	771,000	3.1
INTEREST INCOME		820,000	3.1	200,000	0.8
FROM OTHER GOVERNMENTS		0	0.0	0	0.0
MISCELLANEOUS		508,000	1.9	109,000	0.4
PURCHASE OF SERVICES		<u>123,300</u>	<u>0.5</u>	<u>99,400</u>	<u>0.5</u>
TOTAL		<u>\$26,522,800</u>	<u>100.0</u>	<u>\$24,569,400</u>	<u>100.0</u>

## Budget Analysis

The 2011 budget of \$23,419,768 is a \$22,226 increase from the 2010 budget. Personnel costs decreased \$348,151 due to a reduction in staffing by six. Resulting decreases included salaries at \$279,400, IMRF at \$48,400, worker's comp at \$3,200, retiree insurance at \$7,900, and small adjustments to parking and life insurance. Temporary salaries (\$7,640) and overtime (\$14,000) also decreased. Decreases are offset by increases in unemployment (\$8,100) and health insurance (\$5,700) due to rate increases.

Contractual services decreased \$84,355 in 2011. A number of changes attribute to this increase, including \$24,500 in vehicle repairs, other contractual at \$26,700 due to new maintenance contracts at new facilities, \$16,100 in fuel, \$10,000 in backwash treatment, and a number of other, smaller increases. These are offset by decreases in water power expense of \$160,000 for reductions in pumping energy use, \$24,600 in service contracts with the elimination of hydrant painting, \$5,800 for printing expenses, and a variety of other small reductions.

# Public Works-Water Division

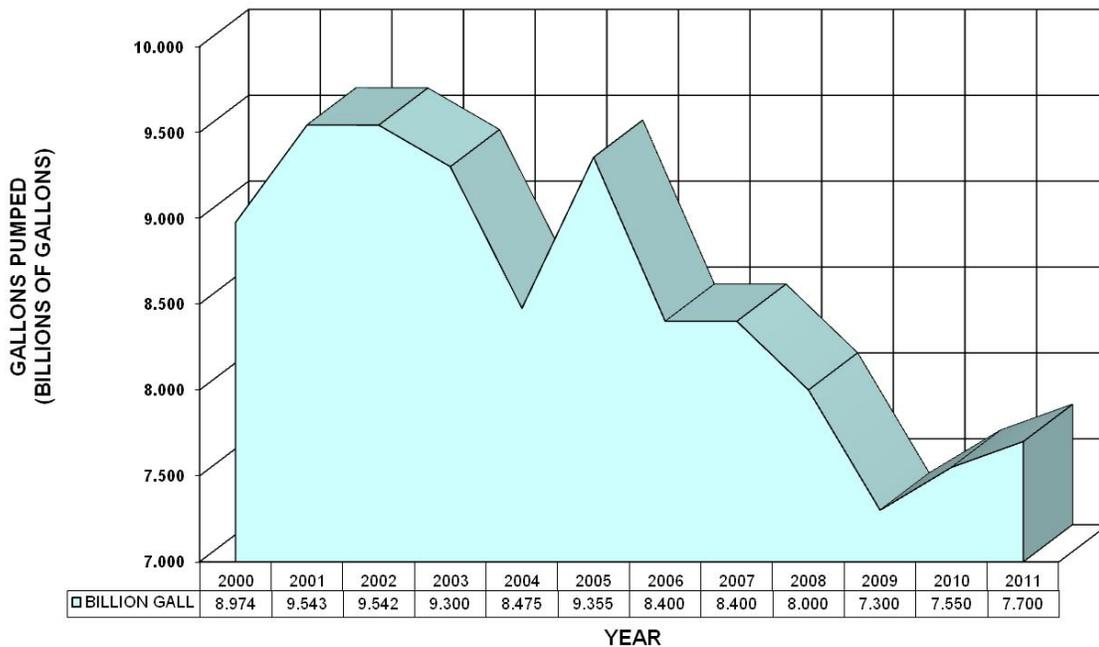
Supplies decreased \$80,160 primarily due to a decrease in water supplies (\$123,400), based on predicted activity and actual expenditures, a decrease in equipment, and increases in small tools (\$25,400), lab supplies (\$16,300), and fuel and lubricants (\$12,900).

Other expenses increased \$333,637 for 2011. Increases in depreciation of \$337,135 and \$20,700 in debt expense are offset by a decrease of \$24,200 in purchase of services. Interest expense decreases \$45,000.

In 2010, the Water Division spent \$20,019,379 or 85.6% of its budgeted allocation. In the past several years, 83% to 97% of the budget has been spent.

## Information and Statistics

**ROCKFORD PUBLIC WORKS WATER DIVISION  
WATER PRODUCTION**



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 7.55 billion gallons in 2010. The average production for the past seven years is 8.101 billion gallons, which is more than expected 2011 production of 7.7 billion. Weather conditions, particularly annual rainfall, impact water usage in the City.

## Five Year Financial Forecast

The 2012-2016 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.

# Public Works-Water Division

## WATER FUND 2012-2016 FINANCIAL FORECAST (IN 000'S)

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Revenues	\$25,446	\$26,362	\$27,311	\$28,294	\$29,313
Expenses	<u>24,169</u>	<u>25,377</u>	<u>26,646</u>	<u>27,978</u>	<u>29,377</u>
Excess (Deficit)	<u>1,277</u>	<u>985</u>	<u>665</u>	<u>316</u>	<u>(64)</u>
Beginning Balance	<u>69,682</u>	<u>70,959</u>	<u>71,944</u>	<u>72,609</u>	<u>72,925</u>
Ending Balance	<u>\$70,959</u>	<u>\$71,944</u>	<u>\$72,609</u>	<u>\$72,925</u>	<u>\$72,861</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 2011 budget of \$360,000 for fixed assets includes a variety of vehicles, operating equipment, and building improvements.

FIXED ASSETS PUBLIC WORKS WATER DIVISION 2011 BUDGET			
<u>DESCRIPTION</u>	<u>COST CENTER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
Chlorine cylinder closers	3502	79922	\$12,000
Air conditioners	3502	79922	\$13,000
1/2 Ton 4x4 Pickup	3510	79922	\$30,000
1 Ton Utility Box Pickup	3500	79922	\$65,000
Tandem dump truck	3510	79922	\$130,000
Customer Service cargo van	3526	79922	\$21,000
			<u>\$271,000</u>
Roof replacement at Well 34	3502	79910	\$14,000
Cedar St. Improvements (phase 4)	3526	79910	\$75,000
			<u>\$89,000</u>
			<u>\$360,000</u>
TOTAL CURRENT FIXED ASSETS			<b>\$360,000</b>

# Public Works-Water Division

## Personnel Review

PUBLIC WORKS WATER DIVISION				
<b>BENEFITS AND SALARIES</b>		<b>2010</b>	<b>2011</b>	<b>INCREASE/</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
PERMANENT		\$3,882,425	\$3,647,918	(\$234,507)
TEMPORARY		93,560	85,920	(7,640)
OVERTIME		492,000	482,000	(10,000)
MERIT PAY		0	0	0
SALARY ADJUSTMENT		0	0	0
<b>TOTAL SALARIES</b>		<b><u>\$4,467,985</u></b>	<b><u>\$4,215,838</u></b>	<b><u>(\$252,147)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$889,916	\$851,554	(\$38,362)
UNEMPLOYMENT TAX		4,851	13,140	8,289
WORKER'S COMPENSATION		103,417	100,847	(2,570)
HEALTH INSURANCE		1,112,020	1,125,072	13,052
RETIREE HEALTH INSURANCE		24,000	16,068	(7,932)
LIFE INSURANCE		6,006	5,694	(312)
PARKING		3,360	3,360	0
<b>TOTAL BENEFITS</b>		<b><u>\$2,143,570</u></b>	<b><u>\$2,115,735</u></b>	<b><u>(\$27,835)</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$6,611,555</u></b>	<b><u>\$6,331,573</u></b>	<b><u>(\$279,982)</u></b>
	<b>POSTION</b>	<b>2010</b>	<b>2011</b>	<b>INCREASE/</b>
<b>POSITION TITLE</b>	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>(DECREASE)</u></b>
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-9	1.00	1.00	0.00
CUSTOMER SERVICE MANAGER	E-8	1.00	0.00	(1.00)
DIS SYS OP SUPERVISOR	E-8	1.00	1.00	0.00
WATER OPERATIONS SUPERVISOR - DISTRIBUTION	E-7	2.00	2.00	0.00
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 TREATMENT SUPERVISOR	E-8	1.00	1.00	0.00
WATER SERVICES COORDINATOR	E-8	2.00	2.00	0.00
ACCOUNTANT	E-7	1.00	1.00	0.00
SENIOR WATER QUALITY TECHNICIAN	E-6	0.00	1.00	1.00
WATER QUALITY TECHNICIAN	E-5	2.00	1.00	(1.00)
WATER CONTROL SYSTEM TECHNICIAN	E-5	1.00	1.00	0.00
SENIOR ENGINEERING TECHNICIAN	E-6	3.00	2.00	(1.00)
ENGINEERING TECHNICIAN	E-5	1.00	1.00	0.00
INSPECTION OFFICER	CD-26	1.00	0.00	(1.00)
PUBLIC WORKS CREW LEADER	A-28	5.00	5.00	0.00
WATER PLANT OPERATOR	A-28	13.00	12.00	(1.00)
WATER SERVICE INSPECTOR	A-26	9.00	8.00	(1.00)
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	8.00	8.00	0.00
WATER METER READER	A-18	3.00	3.00	0.00
<b>TOTAL PERSONNEL</b>		<b><u>78.00</u></b>	<b><u>73.00</u></b>	<b><u>(5.00)</u></b>

# Public Works-Water Division

## Performance Measures

	2008 Actual	2009 Actual	2010 Actual	2011 Projected
Annual water production (billion gallons)	8.00	7.30	7.40	7.70
Hydrants replaced or installed	70	128	149	150
Services replaced or installed	65	657	609	600
Valves replaced or installed	110	116	123	120
Number of radio frequency meters installed	1,900	672	800	1,000
Number of customer meters	53,267	53,030	53,055	53,030
Radio frequency meters as a % of total	98.3%	99.8%	99.8%	99.8%