

Public Works–Administration

Mission Statement

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

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

2011 Accomplishments →

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

2012 Goals and Objectives →

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

Public Works–Administration

Budget Summary

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

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

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

Budget Analysis

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

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

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

Capital Equipment

Capital equipment is not budgeted in 2012.

Public Works–Administration

Personnel Review

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

Public Works–Engineering Division

Mission Statement

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

Traffic engineering analyses related to the safe and efficient movement of people and goods within the City, accident crash analysis for signaled and 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.

2011 Accomplishments →

- Applied for and received an additional \$4 million from FEMA and DCEO for flood mitigation.
- Continued inspections and database entry of the City's storm sewer system and other infrastructure.
- Improved flood affidavit reporting system within GIS.
- Developed water inspection work order map within SharePoint and GIS.
- Developed storm inspection application with GIS.
- Developed Rockford utility map (online based) within GIS.
- Continued working with IT and Traffic to create an online parking map.
- Completed lighting upgrades to the Concourse Parking Deck.
- Completed large and small wind power assessments for placement of wind turbines.
- Continued scanning as-built drawings of City infrastructure and load into SharePoint to provide better accessibility to records.
- Completed the integration of GIS water services with the water accounts.
- Completed several standard operating procedures and how-to documents.
- Completed Auto-Cad design of water construction projects.
- Completed floor plan Auto-Cad drawings for 75% of the well houses.

Public Works–Engineering Division

- Coordinated the installation of a new 400 ac solar panel field and a power purchase agreement.
- Created a monthly reporting program for construction site inspections.
- Finalized and implemented the Emergency Operations Plan, Public Works Annex and Debris Management Plan.
- Updated Chapter 26 and Chapter 109 of the Code of Ordinances regarding high risk runoff and illicit discharge.
- Created and implemented illicit discharge and high risk runoff site inspections.
- Approved and Implemented the Outdoor Dining Design Guidelines.
- Completed School Crossing Guard Warrant Study.
- Applied for and received two Highway Safety Improvement Program grants.
- Completed Division wide training on Chapter 26, the Subdivision Ordinance, and the Water IEPA permit process.
- Applied for a Safe Routes to School Grant (notification of award will be in late fall of 2011).
- Working with USACE and Illinois State Water Survey on the Hydrology and Hydraulic Study of the Rock River.
- Working with RMAP, HUD, and FEMA on the HUD Sustainability Initiative and Pilot Study for a Regional Storm Water Master Plan.

2012 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.
- Finish layer in GIS for private well systems.
- Complete the City's Storm Water Master Plan.
- Create and update layer in GIS for vault locations and water main easements.

Public Works–Engineering Division

- 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.
- Update the County Wide Multi-Hazard Mitigation Plan.
- Continue entering all asset inventory into GIS from the arterial and collector streets videos.
- Continue working with USACE and Illinois State Water Survey on the Hydrology and Hydraulic Study of the Rock River.
- Continue working with RMAP, HUD, and FEMA on the HUD Sustainability Initiative and Pilot Study for a Regional Storm Water Master Plan.
- Design and build Keith Creek Greenway throughout Churchill Park, dependent upon grant funding.
- Continue inspections for industrial illicit discharge of pollutants into our storm sewer.
- Update the Engineering Design Criteria Manual.

Public Works–Engineering Division

Budget Summary

PUBLIC WORKS ENGINEERING DIVISION BUDGET SUMMARY					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$572,523	\$422,844	\$567,886	\$775,203	\$352,359
CONTRACTUAL	302,103	191,600	176,275	181,715	(9,885)
SUPPLIES	5,788	6,750	2,183	6,750	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$880,414</u>	<u>\$621,194</u>	<u>\$746,344</u>	<u>\$963,668</u>	<u>\$342,474</u>

STAFFING REVIEW	2009	2010	2011	2012	INCREASE (DECREASE)
ENGINEERING	10.00	7.45	5.50	10.00	4.50
CAPITAL PROJECTS	<u>16.30</u>	<u>17.05</u>	<u>18.50</u>	<u>17.00</u>	(1.50)
TOTAL	26.30	24.50	24.00	27.00	3.00

FUNDING SOURCE	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	2012 <u>AMOUNT</u>	2012 <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$61,266	10.0	\$113,142	11.7
FEES	26,100	4.2	463,800	48.1
OTHER GOVERNMENT	24,000	3.9	24,000	2.5
INTERDIVISIONAL PURCHASE OF SERVICES	246,690	39.7	0	0.0
GENERAL REVENUES	<u>263,138</u>	<u>42.2</u>	<u>362,726</u>	<u>37.7</u>
TOTAL	<u>\$621,194</u>	<u>100.0</u>	<u>\$963,668</u>	<u>100.0</u>

Budget Analysis

The 2012 budget of \$963,668 is an increase of 55.1% from 2011. Personnel costs increase as a result of shifting engineering staff previously budgeted in the Capital Program and the Water Division to this division. The staff are funded by a transfer from the water fund. Increases occurred in all personnel accounts.

Contractual services decrease \$9,885 from the prior year. The largest decrease occurred in risk management charges, due to a reallocation of costs. A number of small adjustments also occurred. The supplies group remains unchanged.

In 2011, the Engineering Division spent \$746,344 or 120.1% of its budgeted allocation. In the past several years, 67% to 96% of the budget has been spent.

Public Works–Engineering Division

Personnel Review

PUBLIC WORKS ENGINEERING DIVISION				
BENEFITS AND SALARIES	2011	2012	INCREASE/ (DECREASE)	
SALARY	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>	
PERMANENT	\$282,276	\$504,359	\$222,083	
TEMPORARY	0	0	0	
OVERTIME	0	0	0	
MERIT PAY	0	0	0	
SALARY ADJUSTMENT	0	0	0	
TOTAL SALARIES	<u>\$282,276</u>	<u>\$504,359</u>	<u>\$222,083</u>	
BENEFITS				
IMRF RETIREMENT	\$57,754	\$105,058	\$47,304	
UNEMPLOYMENT TAX	990	1,800	810	
WORKMEN'S COMPENSATION	2,522	6,284	3,762	
HEALTH INSURANCE	76,232	151,762	75,530	
LIFE INSURANCE	430	780	350	
PARKING BENEFITS	2,640	5,160	2,520	
TOTAL BENEFITS	<u>\$140,568</u>	<u>\$270,844</u>	<u>\$130,276</u>	
TOTAL COMPENSATION	<u>\$422,844</u>	<u>\$775,203</u>	<u>\$352,359</u>	
POSITION TITLE	POSTION RANGE	2011 EMPLOYEES	2012 EMPLOYEES	INCREASE/ (DECREASE)
CITY ENGINEER	E-12	0.50	0.50	0.00
WATER ENGINEER	E-11	0.00	1.00	1.00
ENGINEERING OPERATIONS MANAGER	E-10	0.50	0.50	0.00
STORM WATER PROJECT MANAGER	E-8	0.50	0.50	0.00
PROJECT MANAGER	E-8	0.50	0.50	0.00
ASST OPERATIONS MANAGER	E-8	0.00	1.00	1.00
SENIOR ENGINEERING TECHNICIAN	E-6	0.50	3.50	3.00
ENGINEERING TECHNICIAN	E-5	3.00	1.00	(2.00)
SR OFFICE ASSISTANT	E-4	0.00	1.00	1.00
SENIOR CLERK	A-19	0.00	0.50	0.50
TOTAL PERSONNEL		<u>5.50</u>	<u>10.00</u>	<u>4.50</u>

Performance Measurements

	2009 Actual	2010 Actual	2011 Actual	2012 Projected
Number of ROW/utility permits issued	1,383	1,512	1,235	1,300
Number of engineering plans reviewed	94	70	185	75
Number of right-of-way/other permits issued	240	239	246	200

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.

2011 Accomplishments

- Successfully started construction on the Riverwalk – Museum Campus on schedule.
- As part of the City-Wide Local Bridge Replacement Program, Central Ave., Fairview Ave., and Stoneridge bridges were all removed and replaced. Reed Ave. and Pierce Ave. bridges will be designed for construction in 2012.
- Spring Brook Rd., the last of the American Reinvestment and Recovery Act resurfacing projects, was completed.
- Completed the design engineering of the 15th Ave. and 9th Ave. signal improvement, E. State St. and Fairview Ave. intersection improvement, and Rockton Ave. and Custer Ave. intersection improvement. All intersections were part of the funds received from IDOT through the Highway Safety Improvement Program (HSIP).
- Major repairs to the Whitman St. Interchange, as well as 6th St.

Public Works-Capital Projects Fund

- Completed approximately 75 blocks of residential resurfacing across every zone in the City. The residential program also included the resurfacing and reconstruction of 5 alleys.
- Reconstructed neighborhood streets Camp Ave. (Sherman St. to Logan St.), 3rd St. (Caitlin to Catlin St. to Gregory St.), Washington St. (E. State St. to 2nd Ave.), and Parkview Terrace (S. Main to End).
- Completed the Phase II property acquisitions and demos on West State St.
- Addressed numerous sidewalk and ADA concerns covering all sectors of the City.
- Continued property acquisitions on the Main and Auburn Roundabout. Also finished designs and began the utility coordination.
- Completed work on several arterial and collector roads across the City.
- Continued to work on the residential drainage concerns throughout the City.
- Completed the purchase of several homes in the Harmon Park area to help improve the drainage in the area.
- Completed Keith Creek demos for Phase I and II for hazard mitigation.
- The Morgan St. Bridge moved forward to Phase III and began the 3 year construction project.

2012 Goals and Objectives

- Continue and complete construction on the Riverwalk – Museum campus.
- Move forward with construction on the Main and Auburn Roundabout.
- Work with IDOT to coordinate the beginning of construction on the South Main St. and West State St. road projects.
- Continue work on regional transportation issues through active participation in the Rockford Metropolitan Agency for Planning (RMAP).
- 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).
- Assemble and implement a sidewalk transition plan for federal ADA compliance.

Public Works-Capital Projects Fund

- 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.
- Create a neighborhood program that increases the reliability of the infrastructure in the neighborhoods.
- Continue construction on the Morgan St. Bridge.
- Complete Phase II of the Harrison Ave. corridor project.
- Complete the City's Biennial Bridge Inspection.
- Continue to move forward with city-wide local bridge program.
- Work with IDOT on the Phase I study of the North Main Corridor project.
- Begin the Phase I study and design of the Jefferson St. Bridge.
- Continue drainage improvements in both Harmon Park and Churchill Park.

Public Works-Capital Projects Fund

Budget Summary

PUBLIC WORKS CAPITAL PROJECTS DIVISION BUDGET SUMMARY					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$1,494,571	\$1,553,845	\$1,262,909	\$1,502,488	(\$51,357)
CONTRACTUAL	5,117,497	200,995	5,447,277	345,705	144,710
SUPPLIES	9,806	5,460	23,353	5,460	0
OTHER	2,719,925	304,300	5,538,266	471,580	167,280
CAPITAL	14,741,133	60,760,400	30,267,727	60,517,267	(243,133)
TOTAL	<u>\$24,082,932</u>	<u>\$62,825,000</u>	<u>\$42,539,532</u>	<u>\$62,842,500</u>	<u>\$17,500</u>
ACTUALS EXCLUDE WATER AND PARKING PROJECTS; THESE ARE TRANSFERRED TO THEIR RESPECTIVE FUNDS.					
STAFFING REVIEW	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	INCREASE (DECREASE)
ENGINEERING	10.00	7.45	5.50	10.00	4.50
CAPITAL PROJECTS	<u>16.30</u>	<u>17.05</u>	<u>18.50</u>	<u>17.00</u>	(1.50)
TOTAL	26.30	24.50	24.00	27.00	3.00
FUNDING SOURCE		2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	2012 <u>AMOUNT</u>	2012 <u>PERCENTAGE</u>
STATE MOTOR FUEL TAX		3,300,000	5.2	3,000,000	4.8
LOCAL SALES TAX		14,250,000	22.4	14,900,000	23.7
WATER REPLACEMENT IMPROVEMENT ACCT		4,050,000	6.4	4,275,000	6.8
OTHER GOVERNMENTS/PRIVATE		39,525,000	62.0	39,467,500	62.8
INTERFUND TRANSFERS		<u>2,600,000</u>	<u>4.1</u>	<u>1,200,000</u>	<u>1.9</u>
TOTAL		<u>\$63,725,000</u>	<u>100.0</u>	<u>\$62,842,500</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.

The 2012 work program consists of \$59.5 million for transportation, storm water, and economic development. Ongoing projects, already funded in previous years, will continue and incur expenses in 2012 as well. Water system improvements are funded on a cash basis and total \$4.275 million in 2012.

Public Works-Capital Projects Fund

The current program revenues for 2012 are at \$62.8 million, which is 100% of the total revenues. Local sales tax allows for pay as you go financing and provides \$14.9 million in revenue. State motor fuel tax revenues are estimated at \$3.0 million.

The CIP Fund will purchase \$383,200 in direct services from other City departments such as Legal and Finance.

In 2011, the CIP Fund spent \$42,539,532 or 67.7% of its budgeted allocation. In the past several years, 68% to 180% of the budget has been spent.

Five Year Financial Forecast

The 2013-2017 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 2013-2017 FINANCIAL FORECAST (IN 000'S)

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Revenues	\$64,728	\$66,670	\$68,670	\$70,730	\$72,852
Expenses	<u>64,728</u>	<u>66,670</u>	<u>68,670</u>	<u>70,730</u>	<u>72,852</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

PUBLIC WORKS CAPITAL PROJECTS DIVISION				
BENEFITS AND SALARIES		2011	2012	INCREASE/ (DECREASE)
SALARY		BUDGET	BUDGET	
PERMANENT		\$989,834	\$910,471	(\$79,363)
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>
TOTAL SALARIES		<u>\$1,033,834</u>	<u>\$954,471</u>	<u>(\$79,363)</u>
BENEFITS				
IMRF RETIREMENT		\$208,705	\$195,918	(\$12,787)
UNEMPLOYMENT TAX		3,330	3,060	(270)
WORKMEN'S COMPENSATION		8,325	13,863	5,538
HEALTH INSURANCE		289,328	325,078	35,750
LIFE INSURANCE		1,443	1,326	(117)
PARKING BENEFITS		<u>8,880</u>	<u>8,772</u>	<u>(108)</u>
TOTAL BENEFITS		<u>\$520,011</u>	<u>\$548,017</u>	<u>\$28,006</u>
TOTAL COMPENSATION		<u>\$1,553,845</u>	<u>\$1,502,488</u>	<u>(\$51,357)</u>
	POSTION	2011	2012	INCREASE/ (DECREASE)
POSITION TITLE	RANGE	EMPLOYEES	EMPLOYEES	
CITY ENGINEER	E-11	0.50	0.50	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-10	0.50	0.50	0.00
CIP OPERATIONS MANAGER	E-10	1.00	1.00	0.00
STORM WATER PROJECT MANAGER	E-10	0.50	0.50	0.00
PROJECT MANAGER	E-8	2.50	3.50	1.00
ENVIRONMENTAL PROJECT COORDINATOR	E-7	1.00	1.00	0.00
SENIOR CONSTRUCTION TECHNICIAN	E-6	1.00	1.00	0.00
SENIOR ENGINEERING TECHNICIAN	E-6	4.50	3.50	(1.00)
ENGINEERING TECHNICIAN	E-5	2.00	1.00	(1.00)
SENIOR ACCOUNT CLERK	A-21	1.00	1.00	0.00
SENIOR CLERK	A-19	<u>2.00</u>	<u>1.50</u>	<u>(0.50)</u>
TOTAL PERSONNEL		<u>18.50</u>	<u>17.00</u>	<u>(1.50)</u>

Public Works–Motor Fuel Tax Fund

Mission Statement

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

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

Budget Summary and Analysis

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

Budgeted revenue for 2012 is \$3,694,400, reflecting no change from the prior year's budget. The estimated revenue for 2011 is \$3,723,930, which is 2.3% below the 2010 actual of \$3,811,673. With a population of 150,115, on a per capita basis, 2010 is \$25.39, and 2011 and 2012 are \$24.61.

MOTOR FUEL TAX FUND BUDGET SUMMARY					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	INCREASE (DECREASE)
TRANSFERS TO					
GENERAL FUND	\$0	\$2,400,000	\$2,400,000	\$1,200,000	(\$1,200,000)
CAPITAL PROJECTS FUND	<u>2,346,538</u>	<u>3,300,000</u>	<u>3,300,000</u>	<u>3,000,000</u>	<u>(300,000)</u>
TOTAL	<u>\$2,346,538</u>	<u>\$5,700,000</u>	<u>\$5,700,000</u>	<u>\$4,200,000</u>	<u>(\$1,500,000)</u>
FUNDING SOURCE		2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	2012 <u>AMOUNT</u>	2012 <u>PERCENTAGE</u>
STATE MOTOR FUEL TAX		\$3,694,400	95.8	\$3,694,400	95.2
INTEREST INCOME		<u>160,000</u>	<u>4.2</u>	<u>187,000</u>	<u>4.8</u>
TOTAL		<u>\$3,854,400</u>	<u>100.0</u>	<u>\$3,881,400</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 2012 budget calls for \$3.0 million in transfers to the Capital Projects Fund and \$1,200,000 to the General Fund for eligible street lighting expenses. The General Fund, in turn, will transfer \$1,200,000 to the Capital Projects Fund for projects.

Public Works–Motor Fuel Tax Fund

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

Five Year Financial Forecast

The 2013-2017 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 2013-2017 FINANCIAL FORECAST (IN 000'S)

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Revenues	\$3,871	\$3,862	\$3,851	\$3,841	\$3,830
Expenses	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
Excess (Deficit)	<u>(329)</u>	<u>(338)</u>	<u>(349)</u>	<u>(359)</u>	<u>(370)</u>
Beginning Balance	<u>6,232</u>	<u>5,903</u>	<u>5,565</u>	<u>5,216</u>	<u>4,857</u>
Ending Balance	<u>\$5,903</u>	<u>\$5,565</u>	<u>\$5,216</u>	<u>\$4,857</u>	<u>\$4,487</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.

2011 Accomplishments→

- Outsourced remainder of mowing sites except difficult slopes.
- Addressed 15 inch blizzard during the week of February 1, 2011.
- Addressed spring pothole initiative in three weeks (least amount of man hours utilized in past four years).
- Began pesticide treatment for Emerald Ash Borer on ash trees on City right of ways.
- Continued emphasis on clearing and maintenance of drainage ways in support of Army Corp of Engineers initiatives.

2012 Goals and Objectives→

- Continue to outsource appropriate job functions if staffing levels are further reduced.
- Oversee new outsourced Street Sweeping contract and vehicle and equipment leasing.
- Re-assign Street Sweeping employees to Forestry duties.
- Increase involvement of other Public Works Divisions to staff snow and ice operations to include CD.
- Continue 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 11,000 ash trees over a period of 2 years.

Public Works–Street Maintenance Division

- Emphasize reduced salt utilization for winter operations.

Budget Summary

PUBLIC WORKS STREETS AND SEWERS DIVISION BUDGET SUMMARY					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$2,798,222	\$2,574,019	\$2,676,775	\$2,381,430	(\$192,589)
CONTRACTUAL	3,447,664	3,842,470	3,812,407	3,574,630	(267,840)
SUPPLIES	1,270,887	1,384,000	1,085,038	1,384,000	0
OTHER	170,320	92,559	19,159	92,559	0
CAPITAL	255	0	0	0	0
TOTAL	\$7,687,348	\$7,893,048	\$7,593,379	\$7,432,619	(\$460,429)

STAFFING REVIEW	2009	2010	2011	2012	INCREASE (DECREASE)
TOTAL	40.00	38.00	32.00	31.00	(1.00)

FUNDING SOURCE	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	2012 <u>AMOUNT</u>	2012 <u>PERCENTAGE</u>
PROPERTY TAXES				
STREET AND BRIDGE	\$2,098,800	28.7	\$2,098,800	28.2
REIMBURSEMENTS	377,081	5.2	385,594	5.2
OTHER GOVERNMENTS	270,000	3.7	270,000	3.6
TRANSFERS FROM OTHER FUNDS	940,300	12.9	1,829,043	24.6
GENERAL REVENUES	3,620,162	49.5	2,849,182	38.3
TOTAL	\$7,306,343	100.0	\$7,432,619	99.9

Budget Analysis

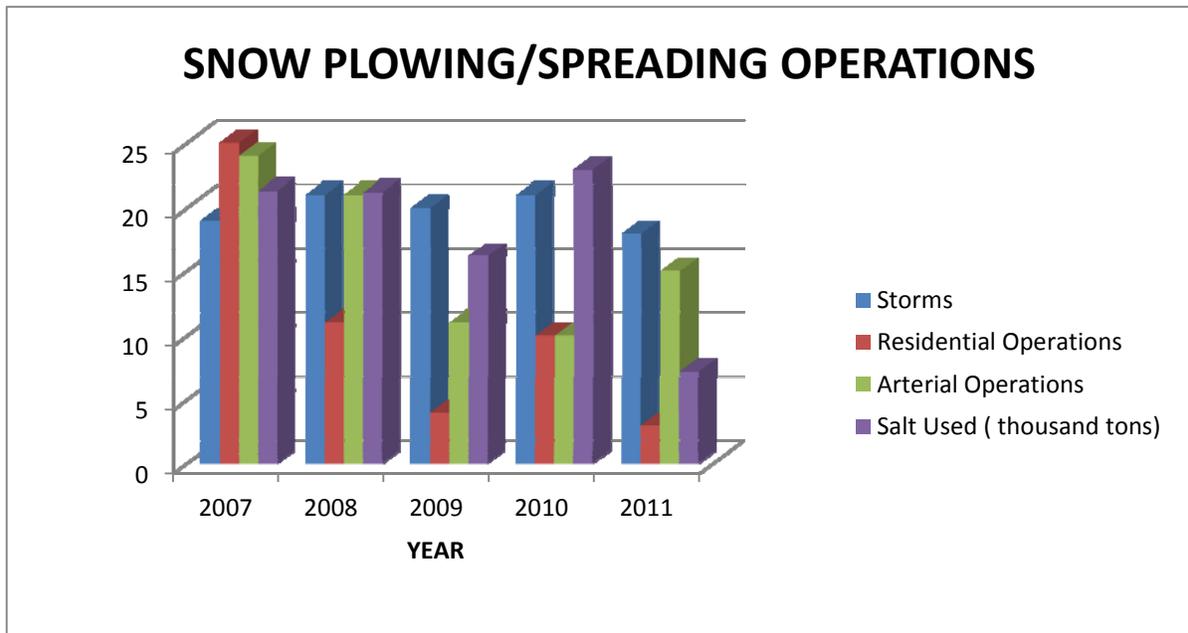
The 2012 budget of \$7,432,619 is a 5.8% decrease over the 2011 budget. Personnel costs decreased \$192,589, due to the shifting of a position to Engineering and reduction of overtime, offset by increases in fringe benefit rates.

Contractual services decrease 7%, primarily due to changes in internal service charges and reductions from supplemental appropriation additions in 2011. The supply and other groups remain unchanged.

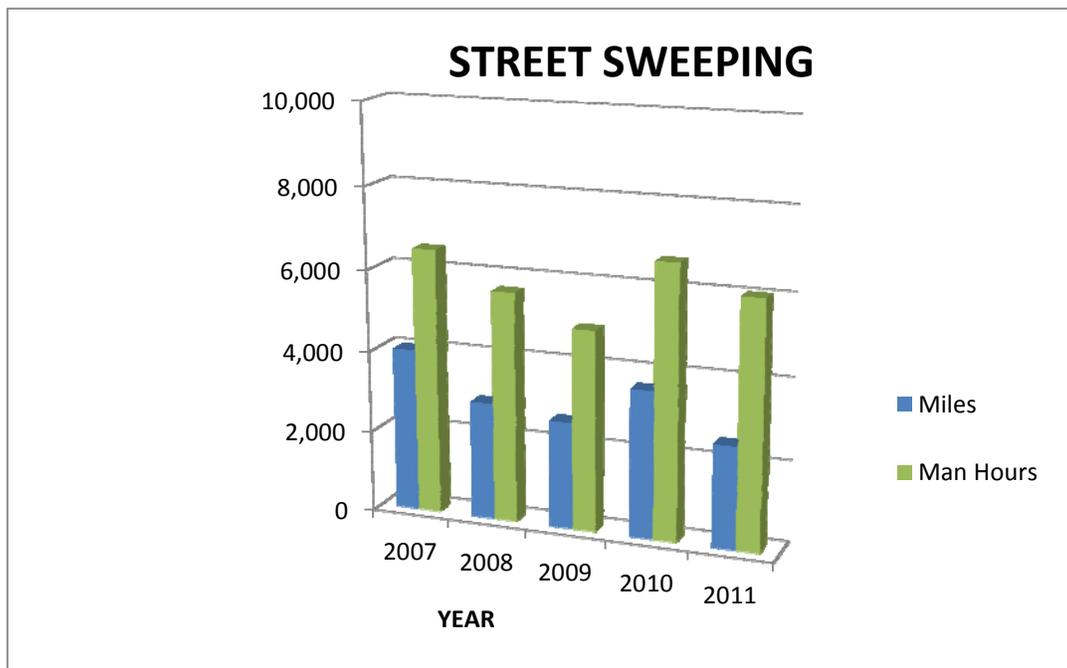
In 2011, the Street Division spent \$7,593,379, or 96.2% of its budgeted allocation. In past several years, 81% to 121% of the budget has been spent.

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 2010-11 winter season, the Division responded to 22 occurrences.



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

PUBLIC WORKS STREET MAINTENANCE DIVISION				
BENEFITS AND SALARIES		2011	2012	INCREASE/ (DECREASE)
SALARY		BUDGET	BUDGET	
PERMANENT		\$1,348,567	\$1,310,328	(\$38,239)
OVERTIME		330,000	180,000	(150,000)
TEMPORARY		36,000	36,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		0	0	0
TOTAL SALARIES		\$1,714,567	\$1,526,328	(\$188,239)
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$346,189	\$313,189	(\$33,000)
UNEMPLOYMENT TAX		5,760	5,580	(180)
WORKMEN'S COMPENSATION		61,837	66,825	4,988
HEALTH INSURANCE		435,136	458,666	23,530
RETIREE HEALTH INSURANCE		8,034	8,424	390
LIFE INSURANCE		2,496	2,418	(78)
TOTAL BENEFITS		\$859,452	\$855,102	(\$4,350)
TOTAL COMPENSATION		\$2,574,019	\$2,381,430	(\$192,589)
	POSTION	2011	2012	INCREASE/ (DECREASE)
POSITION TITLE	RANGE	EMPLOYEES	EMPLOYEES	
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	1.00	1.00	0.00
TREE TRIMMER	A-24	3.00	3.00	0.00
EQUIPMENT OPERATOR	A-23	8.00	8.00	0.00
SENIOR CLERK	A-23	3.00	2.00	(1.00)
SENIOR SECRETARY	A-20	1.00	1.00	0.00
MAINTENANCE WORKER	A-20	11.00	11.00	0.00
TOTAL PERSONNEL		32.00	31.00	(1.00)

Performance Measurements

	2009 Actual	2010 Actual	2011 Actual	2012 Projected
Plowing/spreading occurrences	20	21	18	22
Street sweeping cycles	3.00	3.00	2.50	5.00
Pothole patching (tons used)	3,131	1,868	1,068	1,000
Tree trims	4,136	1,181	865	1,600
Tree plantings	19	28	18	200

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.

2011 Accomplishments →

- Completed installation of street lights for the Downtown Streetscape project.
- Installed surveillance cameras for the Police Department.
- Installed banner poles for the City Market.
- Implemented the plan to replace all existing school signs City-wide by November.
- Continued to upgrade signage in accordance with mandated changes to the Manual on Uniform Traffic Control Devices, required by 2015.

2012 Goals and Objectives →

- Institute phase 1 plan for centralized traffic control center.
- Research and develop a plan to reduce energy consumption for street lights.
- Continue to upgrade traffic lights with LED lights.
- Continue to lay fiber optic cable and improve the surrounding network.
- Continue to upgrade signage for the MUTCD mandate of 2015.

Budget Summary

Public Works–Traffic Division

PUBLIC WORKS TRAFFIC DIVISION BUDGET SUMMARY					
	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$900,254	\$905,045	\$845,434	\$925,607	\$20,562
CONTRACTUAL	3,441,710	3,000,905	3,078,383	2,916,385	(84,520)
SUPPLIES	189,397	266,000	226,282	266,000	0
OTHER	24,300	23,700	23,700	24,000	300
CAPITAL	16,899	0	0	0	0
ENCUMBRANCES	0	0	0	0	0
TOTAL	<u>\$4,572,560</u>	<u>\$4,195,650</u>	<u>\$4,173,799</u>	<u>\$4,131,992</u>	<u>(\$63,658)</u>
INCREASE ADJUSTED FOR ENCUMBRANCES IS:					(63,658)
STAFFING REVIEW					
	2009	2010	2011	2012	INCREASE (DECREASE)
TOTAL	12.40	13.00	11.00	11.00	0.00
FUNDING SOURCE					
	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	2012 <u>AMOUNT</u>	2012 <u>PERCENTAGE</u>	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$155,297	2.9	\$155,275	2.9	
PURCHASE OF SERVICES	47,900	0.9	24,000	0.5	
FROM OTHER GOVERNMENTS	180,000	3.3	180,000	3.4	
TRANSFERS FROM OTHER FUNDS	2,400,000	44.5	2,400,000	45.0	
GENERAL REVENUES	<u>2,612,453</u>	<u>48.4</u>	<u>2,572,717</u>	<u>48.2</u>	
TOTAL	<u>\$5,395,650</u>	<u>100.0</u>	<u>\$5,331,992</u>	<u>100.0</u>	

Budget Analysis

The 2012 budget of \$4,131,992 is a \$63,658 (1.5%) decrease from prior year. Personnel costs increase \$20,600 due to rate increases for worker's comp, IMRF, and health insurance, as well as a small increase in wages due to step and longevity increases.

Contractual services decrease \$84,520 overall, primarily due to changes in purchase of services amounts. Telephone and wireless expenses increase \$1,500 due to increased usage. IT charges increased \$4,100 after a reallocation of expenses based on actual support. Fuel increases \$7,300 based on increased costs per gallon, risk management charges increase \$11,800 after reallocation of charges. Finally, central stores charges increase \$4,100. These increases are offset by a building rental decrease of \$52,300 after a reallocation of expenses.

The supplies account group remains unchanged. Other expenses reflect an increase of \$300 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 2011 and 2012.

Public Works–Traffic Division

In 2011, the Traffic Division spent \$4,173,799 or 99.5% 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 2012.

Personnel Review

PUBLIC WORKS TRAFFIC DIVISION				
BENEFITS AND SALARIES		2011	2012	INCREASE/
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$572,114	\$579,282	\$7,168
OVERTIME		37,000	37,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES		<u>\$609,114</u>	<u>\$616,282</u>	<u>\$7,168</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$124,625	\$128,372	\$3,747
UNEMPLOYMENT TAX		1,980	1,980	0
WORKER'S COMPENSATION		28,692	24,923	(3,769)
HEALTH INSURANCE		139,776	153,192	13,416
LIFE INSURANCE		<u>858</u>	<u>858</u>	<u>0</u>
TOTAL BENEFITS		<u>\$295,931</u>	<u>\$309,325</u>	<u>\$13,394</u>
TOTAL COMPENSATION		<u>\$905,045</u>	<u>\$925,607</u>	<u>\$20,562</u>
	POSTION	2011	2012	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>

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).

2011 Accomplishments →

- Upgraded the Auto Vue automatic plate reading system.
- Installed new sprinkler system in the Church lot as well as new landscaping.
- Helped the Engineering Division upgrade the lighting system for the T-deck.
- Completed city-wide striping plan.
- Completed improvements to the electrical system in Parking Deck T to accommodate the City Market's needs.

2012 Goals and Objectives →

- Install automated collection systems in select parking decks and surface lots.
- Continue efforts to replace signs in accordance with the Manual on Uniform Traffic Control Devices.

Public Works - Parking Division

PUBLIC WORKS PARKING SYSTEM		TOTAL SPACES
<u>LOT</u>	<u>LOCATION</u>	
West Side		
A	Mulberry/Court/Winnebago	125
B	Wyman-Elm Deck	329
C	Wyman/Park	125
CC	Library/River/Park	23
I	Chestnut/Court/Winnebago	80
L	State-Main Deck	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>
East Side		
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>
Broadway		
F	13th Avenue, 7th/8th	86
V	Broadway(1200 Block)	<u>23</u>
Total Broadway Side CBD		<u>109</u>
South Main		
H	South Main/Kent	30
HH	South Main/Morgan	25
K	1000 South Main	30
K1	1000 South Main	<u>15</u>
Total South Main CBD		<u>100</u>
North Main		
G	Latham/King	79
O	Toner/Myott	<u>100</u>
Total North Main CBD		<u>179</u>
7th Street		
EE	1st Avenue, 7th/2nd Ave.	79
X	7th, 2nd/3rd Avenues	<u>28</u>
Total System of 30 lots and 4 garages in six areas		<u>4,219</u>

Public Works - Parking Division

Budget Summary

PUBLIC WORKS PARKING DIVISION BUDGET SUMMARY					
APPROPRIATION	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 BUDGET	INCREASE (DECREASE)
PERSONNEL	\$519,125	\$519,125	\$502,774	\$490,031	(\$29,094)
CONTRACTUAL	477,950	477,950	359,387	517,545	39,595
SUPPLIES	41,550	41,550	27,455	41,550	0
OTHER	1,315,178	1,314,013	1,157,130	1,318,870	4,857
INTEREST	0	0	0	0	0
TOTAL	<u>\$2,353,803</u>	<u>\$2,352,638</u>	<u>\$2,046,746</u>	<u>\$2,367,996</u>	<u>\$15,358</u>

STAFFING REVIEW	2009	2010	2011	2012	INCREASE (DECREASE)
TOTAL	9.00	8.50	8.50	8.50	0.00

FUNDING SOURCE	2011 AMOUNT	2011 PERCENTAGE	2012 AMOUNT	2012 PERCENTAGE
PARKING FEES	\$1,311,200	65.5	\$1,328,000	67.5
FINES	556,600	27.8	501,020	25.5
RENTAL/INTEREST INCOME	109,900	5.5	112,700	5.7
PURCHASE OF SERVICES	23,700	1.2	24,400	1.3
TOTAL	<u>\$2,001,400</u>	<u>100.0</u>	<u>\$1,966,120</u>	<u>100.0</u>

Budget Analysis

The 2012 budget is \$2,367,996, which is an increase of \$15,358 (0.65%) over the previous year. Personnel expenses decrease \$29,094 due to the retirement of one full-time and one part-time parking lot attendants and one parking control officer and related IMRF benefits. The decreases were offset by increases in rates for health insurance (\$2,900) and workmen's compensation (\$1,200).

Contractual costs increase \$39,595 (8.28%). Increases in building rental of \$63,600, in building utilities of \$33,800 and in microcomputer expenses of \$7,400 were offset by decreases in lighting utilities of \$20,000, in snow removal of \$2,000, in equipment maintenance of \$4,000, in vehicle repairs of \$8,900, in central stores of \$8,600 and fuel of \$12,000. Risk management charges also decreased by \$10,800 after reallocation of charges.

Supplies remained stable and the other accounts group increased \$4,857 due to an increase in depreciation and a slight increase in the purchases of services from the Police and Finance departments as well as a reduction in debt service.

2012 revenue of \$1,966,120 is a decrease of \$35,300 over the 2011 budgeted revenue of \$2,001,400. Parking fines are expected to drop \$55,600 while a slight increase in Concourse permit revenue (\$10,000) is projected.

The 2012 net is a loss of \$420,486; net of depreciation, it is a gain of \$302,134.

Public Works - Parking Division

In 2011, the Parking Division spent \$2,046,746, or 87.0% of its budgeted allocation. In the past several years, 90% to 139% of the budget has been spent.

Five Year Financial Forecast

The 2013-2017 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, signage added, and enforcement/payment equipment acquired.

PARKING FUND 2013-2017 FINANCIAL FORECAST (IN 000'S)

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Revenues	\$1,966	\$2,025	\$2,086	\$2,149	\$2,213
Expenses	<u>2,435</u>	<u>2,487</u>	<u>2,542</u>	<u>2,623</u>	<u>2,680</u>
Excess (Deficit)	<u>(469)</u>	<u>(462)</u>	<u>(456)</u>	<u>(474)</u>	<u>(467)</u>
Beginning Balance	<u>16,350</u>	<u>15,881</u>	<u>15,419</u>	<u>14,963</u>	<u>14,489</u>
Ending Balance	<u>\$15,881</u>	<u>\$15,419</u>	<u>\$14,963</u>	<u>\$14,489</u>	<u>\$14,022</u>

Fixed Assets

There are no fixed assets budgeted for 2012.

Public Works - Parking Division

Personnel Review

PUBLIC WORKS PARKING DIVISION				
BENEFITS AND SALARIES	2011	2012	INCREASE/ (DECREASE)	
SALARY	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>	
PERMANENT	\$376,408	\$347,376	(\$29,032)	
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>	
TOTAL SALARIES	<u>\$386,908</u>	<u>\$357,876</u>	<u>(\$29,032)</u>	
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT	\$78,521	\$73,887	(\$4,634)	
UNEMPLOYMENT TAX	1,530	1,530	0	
WORKMEN'S COMPENSATION	6,279	7,523	1,244	
HEALTH INSURANCE	43,784	46,644	2,860	
RETIREE INSURANCE	0	0	0	
LIFE INSURANCE	663	663	0	
PARKING	<u>1,440</u>	<u>1,908</u>	<u>468</u>	
TOTAL BENEFITS	<u>\$132,217</u>	<u>\$132,155</u>	<u>(\$62)</u>	
TOTAL COMPENSATION	<u>\$519,125</u>	<u>\$490,031</u>	<u>(\$29,094)</u>	
	POSTION	2011	2012	INCREASE/ (DECREASE)
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
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>
TOTAL PERSONNEL		<u>8.50</u>	<u>8.50</u>	<u>0.00</u>

Performance Measurements

	2009 Actual	2010 Actual	2011 Actual	2012 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	152	155	155
Dollar amount of tickets issued	648,032	527,355	410,290	468,825
Number of tickets issued	24,741	18,268	15,508	16,100

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.

2011 Accomplishments →

- Completed the remodel of the old Credit Union space at City Hall into a wellness center for employee use.
- Renovated the meter storage room at the Water Division’s Cedar Street facility.
- Completed renovations of the 911 Division’s office space.
- Oversaw roofing repairs at City Yards, improving a long-standing leaking problem over the Property Division’s Shop space.
- Oversaw the installation of new fuel pumps at City Yards, replacing approximately forty year old pumps with numerous performance issues.
- Installed new LED, energy efficient lighting on the marquee at the Coronado Theater, reducing both energy consumption and ongoing maintenance expenses related to bulb changes.

2012 Goals and Objectives→

- Complete roof repairs at City Yards over the Central Garage.
- Renovate the Sign Shop space at City Yards for the Traffic Division.
- Select and implement a new property work order system, for better tracking of time, expense and materials, management of preventative maintenance programs, and deployment of staff.
- Complete drainage repair in cold storage space.
- Continue carpet replacement program at City Hall.
- Install a backup generator for the Public Works Administration building at City Yards, for use (when necessary) during snow and ice operations.
- Install additional security measures at City Hall.

Public Works–Property Division

Budget Summary

PUBLIC WORKS PROPERTY DIVISION BUDGET SUMMARY					
PROPERTY UNIT	2010 ACTUAL	2011 BUDGET	2011 ACTUAL	2012 BUDGET	INCREASE (DECREASE)
PERSONNEL	\$728,545	\$766,361	\$731,433	\$809,562	\$43,201
CONTRACTUAL	1,373,891	1,580,930	1,433,695	1,313,055	(267,875)
SUPPLIES	201,250	210,470	250,282	208,670	(1,800)
OTHER	<u>224,835</u>	<u>206,700</u>	<u>215,780</u>	<u>214,340</u>	<u>7,640</u>
TOTAL	<u>2,528,521</u>	<u>2,764,461</u>	<u>2,631,190</u>	<u>2,545,627</u>	<u>(218,834)</u>

STAFFING REVIEW					
TOTAL	2009	2010	2011	2012	INCREASE (DECREASE)
TOTAL	12.00	11.00	10.00	10.00	0.00

FUNDING SOURCE					
	2011 AMOUNT	2011 PERCENTAGE	2012 AMOUNT	2012 PERCENTAGE	
BUILDING RENTAL CHARGES					
INTERNAL	\$2,849,890	98.1	\$2,600,130	97.9	
EXTERNAL	<u>54,960</u>	<u>1.9</u>	<u>54,960</u>	<u>2.1</u>	
BUILDING RENTAL TOTAL	<u>2,904,850</u>	<u>100.0</u>	<u>2,655,090</u>	<u>100.0</u>	

Budget Analysis

The Property Division's budget has decreased 7.9% to \$2,545,627. Personnel costs have increased \$43,201 (5.6%), due to step and longevity wage increases and increases in fringe benefit rates. All personnel accounts increased slightly.

Contractual expenses decrease \$267,875 (16.9%) primarily due to a decrease in utility costs as electric rates decline. Decreases also occurred in janitorial service (\$21,600) with service reductions and lower prices, and purchase of services amounts with reallocations in central supply charges (\$10,250), building rent (\$6,970), vehicle repairs (\$3,700) and IT charges (\$1,420). Risk management charges decrease \$27,590 with reductions in insurance premium costs for a number of properties. The supply budget decreases \$1,800 in janitorial supplies. Other expenses increase \$7,640, due to an increase in depreciation costs.

In 2011, the Property Division spent \$2,631,190 or 95.2% of the budgeted allocation. In past years, 104% to 113% of the budget has been spent.

Five Year Financial Forecast

The 2013-2017 five-year forecast assumes operations will continue as they are programmed for 2012 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 2013-2017 FINANCIAL FORECAST (IN 000'S)

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Revenues	\$2,794	\$2,878	\$2,964	\$3,053	\$3,145
Expenses	<u>2,670</u>	<u>2,750</u>	<u>2,833</u>	<u>2,918</u>	<u>3,006</u>
Excess (Deficit)	<u>124</u>	<u>128</u>	<u>131</u>	<u>135</u>	<u>139</u>
Beginning Balance	<u>507</u>	<u>631</u>	<u>759</u>	<u>890</u>	<u>1,025</u>
Ending Balance	<u>\$631</u>	<u>\$759</u>	<u>\$890</u>	<u>\$1,025</u>	<u>\$1,164</u>

Fixed Assets

No fixed assets are planned for 2012.

Personnel Review

PUBLIC WORKS PROPERTY FUND				
BENEFITS AND SALARIES		2011	2012	INCREASE/
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$438,614	\$457,188	\$18,574
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>
TOTAL SALARIES		<u>\$489,914</u>	<u>\$508,488</u>	<u>\$18,574</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		95,112	\$100,646	\$5,534
UNEMPLOYMENT TAX		1,800	1,800	0
WORKMEN'S COMPENSATION		16,307	19,554	3,247
HEALTH INSURANCE		162,448	177,658	15,210
LIFE INSURANCE		780	780	0
PARKING BENEFITS		<u>0</u>	<u>636</u>	<u>636</u>
TOTAL BENEFITS		<u>\$276,447</u>	<u>\$301,074</u>	<u>\$24,627</u>
TOTAL COMPENSATION		<u>\$766,361</u>	<u>\$809,562</u>	<u>\$43,201</u>
	POSTION	2011	2012	INCREASE/
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
PROPERTY SUPERVISOR	E-8	1.00	1.00	0.00
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>
TOTAL PERSONNEL		<u>10.00</u>	<u>10.00</u>	<u>0.00</u>

Public Works–Equipment Division

Mission Statement

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

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

2011 Accomplishments →

- Maintained the fleet so that the operating divisions in Public Works and the other City departments could complete their assigned tasks.
- Evaluated and implemented new repairs to snow and ice fleet to ensure a continuous effective operation during critical snow and ice events.
- Purchase of a new D-TAC ELITE Multitasking Battery and Electrical Diagnostic Station.
- Provided efficient, cost effective maintenance and improved customer service on vehicles.

2012 Goals and Objectives →

- Continue to evaluate snow and ice fleet to ensure a continuous effective operation during critical snow and ice events.
- Continue to research and 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					
	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	INCREASE (DECREASE)
APPROPRIATION					
PERSONNEL	854,978	953,445	837,901	955,056	1,611
CONTRACTUAL	845,782	884,405	1,128,994	846,420	(37,985)
SUPPLIES	1,920,427	2,069,380	2,015,446	2,108,850	39,470
OTHER	153,309	87,100	97,896	99,010	11,910
TOTAL	<u>3,774,496</u>	<u>3,994,330</u>	<u>4,080,237</u>	<u>4,009,336</u>	<u>15,006</u>
STAFFING REVIEW					INCREASE (DECREASE)
TOTAL	<u>2009</u> 11.45	<u>2010</u> 11.00	<u>2011</u> 10.00	<u>2012</u> 10.00	0.00
FUNDING SOURCE		2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	2012 <u>AMOUNT</u>	2012 <u>PERCENTAGE</u>
VEHICLE SERVICE CHARGES					
PUBLIC WORKS		1,939,260	51.3	2,024,030	49.2
POLICE		1,316,170	34.8	1,493,780	36.3
ALL OTHER AGENCIES		<u>521,860</u>	<u>13.9</u>	<u>595,680</u>	<u>14.5</u>
VEHICLE SERVICE TOTAL		<u>3,777,290</u>	<u>100.0</u>	<u>4,113,490</u>	<u>100.0</u>

Budget Analysis

The Equipment Division's budget is \$4,009,336, an increase of 0.4%, primarily due to increases in fuel costs. Personnel costs increase \$1,611 with small increases in all accounts except health insurance, where coverage changes resulted in a reduction of \$15,000.

The contractual budget decreases 4.3% due to a number of changes in internal service charges.

Supply expenses increase 1.9% over 2011. The budget increase reflects an increase in fuel costs (\$54,320), offset by reductions in linen service (\$12,000), small tools (\$3,000), and general office supplies (\$1,400). Other expenses increase \$11,910, due to increases in the general fund purchase of services and depreciation.

The City's cost per gallon for fuel purchased at vendor sites is estimated at \$3.66 for gasoline and \$3.92, market price, for diesel. Fuel purchased is budgeted at 345,810 gallons for gasoline and 154,930 gallons for diesel, a total of 500,740 gallons. New work order rates were established for 2009 budget; cars \$95 and trucks \$110.

In 2011, fuel prices at vendor sites have ranged from \$2.70 to \$3.75 for gasoline and \$2.87 to \$4.00 for diesel. At the Yards, prices have ranged from \$2.63 to \$3.36 for gasoline and \$2.91 to \$3.55 for diesel.

Public Works–Equipment Division

In 2011, the Equipment Division spent \$4,080,237 or 102.1% of the budgeted allocation. In the past several years, 97% to 114% of the budget has been spent.

Five Year Financial Forecast

The 2013-2017 five-year forecast assumes operations will continue as they are programmed for 2012 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 2013-2017 FINANCIAL FORECAST (IN 000'S)

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Revenues	\$4,237	\$4,364	\$4,495	\$4,630	\$4,769
Expenses	<u>4,130</u>	<u>4,254</u>	<u>4,382</u>	<u>4,513</u>	<u>4,648</u>
Excess (Deficit)	<u>107</u>	<u>110</u>	<u>113</u>	<u>117</u>	<u>121</u>
Beginning Balance	<u>481</u>	<u>588</u>	<u>698</u>	<u>811</u>	<u>928</u>
Ending Balance	<u>\$588</u>	<u>\$698</u>	<u>\$811</u>	<u>\$928</u>	<u>\$1,049</u>

Personnel Review

PUBLIC WORKS EQUIPMENT FUND				
BENEFITS AND SALARIES		2011	2012	INCREASE/ (DECREASE)
SALARY		BUDGET	BUDGET	
PERMANENT		\$586,183	\$591,733	\$5,550
OUT OF CLASS PAY		0	1,200	
OVERTIME		29,000	29,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES		<u>\$615,183</u>	<u>\$621,933</u>	<u>\$6,750</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$125,866	\$129,549	\$3,683
UNEMPLOYMENT TAX		1,800	1,800	0
WORKMEN'S COMPENSATION		22,516	28,982	6,466
HEALTH INSURANCE		184,600	169,312	(15,288)
LIFE INSURANCE		780	780	0
TOOL ALLOWANCE		<u>2,700</u>	<u>2,700</u>	<u>0</u>
TOTAL BENEFITS		<u>\$338,262</u>	<u>\$333,123</u>	<u>(\$5,139)</u>
TOTAL COMPENSATION		<u>\$953,445</u>	<u>\$955,056</u>	<u>\$1,611</u>
	POSITION	2011	2012	INCREASE/ (DECREASE)
POSITION TITLE	RANGE	EMPLOYEES	EMPLOYEES	
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>8.00</u>	<u>8.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>10.00</u>	<u>10.00</u>	<u>0.00</u>

Public Works–Central Stores

Mission Statement

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

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

2011 Accomplishments →

- Continued to provide inventory to City departments in a timely fashion.
- Utilized the centralized purchasing and accounting procedures to insure accountability for all the resources Central Supply manages.

2012 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.
- Begin integrating no-lead parts in to the Water Division inventory to comply with the Reduction of Lead in Drinking Water Act signed in to law this year by President Obama.

Public Works–Central Stores

Budget Summary

PUBLIC WORKS CENTRAL STORES FUND BUDGET SUMMARY					
	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	275,963	298,055	275,963	305,727	7,672
CONTRACTUAL	60,661	57,590	60,661	57,510	(80)
SUPPLIES	33,682	37,700	33,682	31,600	(6,100)
OTHER	19,756	24,200	19,756	23,460	(740)
TOTAL	<u>\$390,062</u>	<u>\$417,545</u>	<u>\$390,062</u>	<u>\$418,297</u>	<u>\$752</u>

STAFFING REVIEW					
	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	INCREASE (DECREASE)
CENT/STORES UNIT	<u>3.25</u>	<u>3.15</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>
TOTAL	<u>3.25</u>	<u>3.15</u>	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>

FUNDING SOURCE					
	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	2012 <u>AMOUNT</u>	2012 <u>PERCENTAGE</u>	
INVENTORY CONTROL CHARGES					
STREET DIVISION	91,800	22.0	100,800	24.0	
TRAFFIC DIVISION	42,080	10.1	46,200	11.0	
PARKING DIVISION	29,630	7.1	21,000	5.0	
PROPERTY UNIT	52,250	12.5	42,000	10.0	
EQUIPMENT UNIT	34,430	8.2	37,800	9.0	
WATER DIVISION	<u>167,330</u>	<u>40.1</u>	<u>172,200</u>	<u>41.0</u>	
CENTRAL STORES TOTAL	<u>\$417,520</u>	<u>100.0</u>	<u>\$420,000</u>	<u>100.0</u>	

Budget Analysis

The Central Stores budget increases 0.2% for 2012, to \$418,297. Personnel costs increase \$7,672 due to regular step and longevity wage increases and fringe benefit rate increases. All personnel accounts increased slightly.

Contractual accounts decrease \$80 due to a number of adjustments in internal service charges. Supply accounts decrease \$6,100 to reflect actual usage. Other expenses drop \$740 after a purchase of services increase of \$1,000, offset by a decrease of \$1,740 in depreciation expense.

In 2011, the Central Stores Division spent \$390,062 or 93.4% of the budgeted allocation. In the past several years, 97% to 110% of the budget has been spent.

Public Works–Central Stores

Five Year Financial Forecast

The 2013-2017 five-year forecast assumes operations will continue as they are programmed for 2012 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 STORES FUND 2013-2017 FINANCIAL FORECAST (IN 000'S)

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Revenues	\$431	\$444	\$466	\$489	\$513
Expenses	<u>431</u>	<u>444</u>	<u>457</u>	<u>471</u>	<u>485</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

PUBLIC WORKS CENTRAL STORES FUND				
BENEFITS AND SALARIES		2011	2012	INCREASE/ (DECREASE)
SALARY		BUDGET	BUDGET	
PERMANENT		\$191,175	\$194,233	\$3,058
OVERTIME		6,000	6,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES		<u>\$197,175</u>	<u>\$200,233</u>	<u>\$3,058</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$40,342	\$41,709	\$1,367
UNEMPLOYMENT TAX		720	720	0
WORKMEN'S COMPENSATION		434	561	127
HEALTH INSURANCE		59,072	62,192	3,120
LIFE INSURANCE		312	312	0
TOTAL BENEFITS		<u>\$100,880</u>	<u>\$105,494</u>	<u>\$4,614</u>
TOTAL COMPENSATION		<u>\$298,055</u>	<u>\$305,727</u>	<u>\$7,672</u>
	POSTION	2011	2012	INCREASE/ (DECREASE)
POSITION TITLE	RANGE	EMPLOYEES	EMPLOYEES	(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>

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.

2011 Accomplishments →

- Met customer demands for drinking water and fire protection by producing 7.3 billion gallons of water.
- Attained an average service pressure of at least 45 psi throughout the water system as a result of implementing two new hydraulic pressure zones, upgrading booster pumps, and implementing improved operational strategies.
- Accomplished 99.98% reliability in the delivery of water to our customers.
- Improved the quality of water delivered to our customers. Have completed seven (of ten total) water filtration plants. Reduced total iron in the system by approximately 75% and achieved radium compliance at five wells (out of six that were out of compliance).
- Completed Environmental Laboratory certification. Over 40,000 tests conducted annually ensures that the drinking water we deliver to our customers is safe.
- Provided drinking water at reasonable rates through good stewardship of financial resources. Water rates remain below the national average for comparable-sized water systems.
- Provided friendly and courteous customer service. Received several compliments from water customers throughout the year for outstanding service.

Public Works-Water Division

- Continued to implement improvements in technology to enhance our service to customers.
- Maintained an open work environment promoting public/employee feedback and continuous improvement.
- Maintained a skilled and well-trained workforce.
- Promoted worker safety and public safety in all activities.
- Initiated Water Utility Master Plan as first step in developing comprehensive Asset Management Program.

2012 Goals and Objectives →

- Complete Water Utility Master Plan.
- Develop Long-Term Infrastructure Replacement 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.
- Continue to inform stakeholders (Administration, Aldermen, 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.).
- 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.
- Improve organizational efficiency through enhancing communication (SharePoint) across the organization and through implementation of accountability programs for managers and supervisors.

Public Works-Water Division

- Continue implementation of laptop program to make field operations more efficient.

Budget Summary

PUBLIC WORKS WATER DIVISION BUDGET SUMMARY					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$5,982,256	\$6,263,404	\$5,771,279	\$6,410,098	\$146,694
CONTRACTUAL	4,351,358	5,936,190	4,338,844	5,663,895	(272,295)
SUPPLIES	1,029,114	1,626,740	986,501	1,365,450	(261,290)
OTHER	6,383,497	7,040,434	7,321,149	7,903,624	863,190
INTEREST	2,273,154	2,553,000	2,242,842	2,289,000	(264,000)
TOTAL	<u>\$20,019,379</u>	<u>\$23,419,768</u>	<u>\$20,660,615</u>	<u>\$23,632,067</u>	<u>\$212,299</u>

STAFFING REVIEW	2009	2010	2011	2012	INCREASE (DECREASE)
OPERATIONS	71.00	74.00	68.00	68.00	0.00
FIXED ASSETS	4.00	4.00	4.00	4.00	0.00
TOTAL	<u>75.00</u>	<u>78.00</u>	<u>72.00</u>	<u>72.00</u>	<u>0.00</u>

FUNDING SOURCE	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	2012 <u>AMOUNT</u>	2012 <u>PERCENTAGE</u>
WATER USER FEES	\$23,390,000	95.2	\$23,321,000	95.8
INSTALLATIONS & CONNECTIONS	771,000	3.1	651,000	2.7
INTEREST INCOME	200,000	0.8	160,000	0.7
FROM OTHER GOVERNMENTS	0	0.0	0	0.0
MISCELLANEOUS	109,000	0.4	109,000	0.4
PURCHASE OF SERVICES	<u>99,400</u>	<u>0.5</u>	<u>97,400</u>	<u>0.4</u>
TOTAL	<u>\$24,569,400</u>	<u>100.0</u>	<u>\$24,338,400</u>	<u>100.0</u>

Budget Analysis

The 2012 budget of \$23,632,067 is a \$212,299 increase from the 2011 budget. Personnel costs increased \$146,694 due to increased fringe benefit rates. Resulting increases included IMRF at \$17,500, worker's compensation at \$44,700 and health insurance at \$60,000. Temporary salaries (\$19,500) and salaries (\$4,600) also increased.

Contractual services decrease \$272,295 in 2012. A number of small reductions attribute to this decrease with the main decrease coming from a reduction in pumping energy use in water power expense of \$450,000. This is offset by increases in service contracts (\$24,000), fuel costs (\$61,800), engineering expenses (\$50,000), other professional fees (\$30,000) and risk management (\$38,000) as well as a variety of other small increases

Supplies decrease \$261,290 primarily due to a decrease in water supplies (\$230,300) and small tools (\$43,000) and an expected increase in fuel and lubricants (\$8,000).

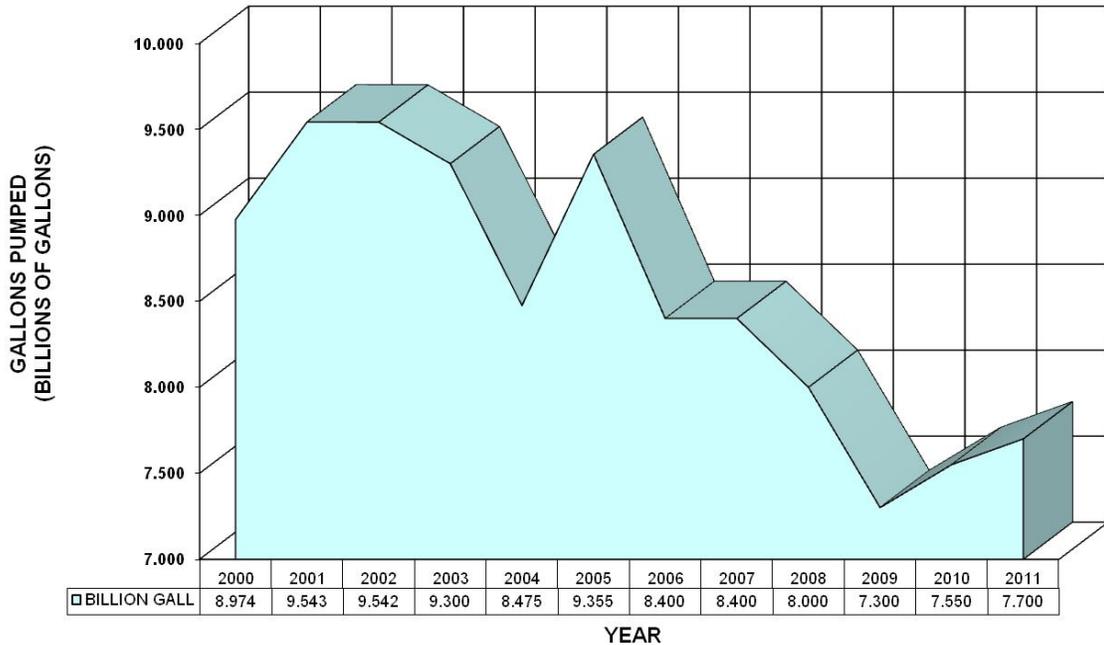
Other expenses increase \$863,190 for 2012. An increase in depreciation of \$824,900 and purchase of services of \$399,000 is offset by a decrease of \$20,700 in debt expenses. Interest expense decreases \$264,000.

Public Works-Water Division

In 2011, the Water Division spent \$20,660,615 or 88.2% 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 21%, to an estimated 7.03 billion gallons in 2011. The average production for the past seven years is 8.006 billion gallons, which is more than expected 2012 production of 7.4 billion. Weather conditions, particularly annual rainfall, impact water usage in the City.

Public Works-Water Division

Personnel Review

PUBLIC WORKS WATER DIVISION				
BENEFITS AND SALARIES		2011	2012	INCREASE/
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$3,603,017	\$3,607,613	\$4,596
TEMPORARY		85,920	105,400	19,480
OVERTIME		478,000	478,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		0	0	0
TOTAL SALARIES		<u>\$4,166,937</u>	<u>\$4,191,013</u>	<u>\$24,076</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$841,549	\$859,096	\$17,547
UNEMPLOYMENT TAX		12,960	12,960	0
WORKER'S COMPENSATION		100,186	144,857	44,671
HEALTH INSURANCE		1,117,688	1,177,644	59,956
RETIREE HEALTH INSURANCE		16,068	16,848	780
LIFE INSURANCE		5,616	5,616	0
PARKING		2,400	2,064	(336)
TOTAL BENEFITS		<u>\$2,096,467</u>	<u>\$2,219,085</u>	<u>\$122,618</u>
TOTAL COMPENSATION		<u>\$6,263,404</u>	<u>\$6,410,098</u>	<u>\$146,694</u>
	POSTION	2011	2012	INCREASE/
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
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
DIS SYS OP SUPERVISOR	E-8	1.00	0.00	(1.00)
WATER OPERATIONS SUPERVISOR - DISTRIBUTION	E-8	2.00	3.00	1.00
WATER PLANT OP. & MAINT.SUPERVISOR	E-8	1.00	2.00	1.00
WATER SYSTEMS & SCADA SUPERVISOR	E-8	1.00	1.00	0.00
WATER TREATMENT SUPERVISOR	E-8	1.00	0.00	(1.00)
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	1.00	0.00	(1.00)
WATER QUALITY TECHNICIAN	E-5	1.00	2.00	1.00
WATER CONTROL SYSTEM TECHNICIAN	E-5	1.00	1.00	0.00
SENIOR ENGINEERING TECHNICIAN	E-6	1.00	1.00	0.00
ENGINEERING TECHNICIAN	E-5	1.00	1.00	0.00
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
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
TOTAL PERSONNEL		<u>72.00</u>	<u>72.00</u>	<u>0.00</u>

Public Works-Water Division

Performance Measures

	2009 Actual	2010 Actual	2011 Actual	2012 Projected
Annual water production (billion gallons)	7.30	7.40	7.03	7.40
Hydrants replaced or installed	128	53	43	50
Services replaced or installed	657	50	52	55
Valves replaced or installed	116	38	13	30
Number of radio frequency meters installed	672	958	444	800
Number of customer meters	53,030	53,055	52,725	52,725
Radio frequency meters as a % of total	99.8%	99.8%	99.0%	99.8%