

# **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.

### **2009 Accomplishments** →

- Provided a foundation of leadership and support for the operating divisions of the Department.
- Provided effective communication with City residents about various Public Works projects, programs, and services.
- Provided administrative support for the implementation of RockStat.
- Continued cross training in areas of customer service in all aspects of right-of-way issues.
- Continued streamlining customer service processes.
- Provided support for the implementation of additional Hansen software modules.
- Worked with Engineering to create the 2009 Budget Book.
- Worked with Street Division to update/create the Snow Plowing Policy.
- Provided support to CIP and Engineering in promoting the 2009 and 2010 Ward/Capital Plans.

### **2010 Goals and Objectives** →

- Continue to support staff by providing and analyzing data for RockStat.
- Continue cross training in areas of customer service in all aspects of right-of-way issues.
- Continue to cross train Public Works staff in Hansen customer service module.
- Continue to provide direction to Public Works staff as the divisions go through the Lean Process Improvement.
- Continue to support staff in the 2010 and 2011 Ward/Capital Plans.
- Bring the City of Rockford into compliance with OSHA regulations as required by the Department of Labor.

# Public Works–Administration

## Budget Summary

<b>PUBLIC WORKS ADMINISTRATION BUDGET SUMMARY</b>					
<b>APPROPRIATION</b>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$401,503	\$427,045	\$361,269	\$384,940	(\$42,105)
CONTRACTUAL	78,123	61,720	62,222	61,010	(710)
SUPPLIES	11,543	5,100	7,251	5,100	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$491,169</u>	<u>\$493,865</u>	<u>\$430,742</u>	<u>\$451,050</u>	<u>(\$42,815)</u>
<b>STAFFING REVIEW</b>					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	INCREASE (DECREASE)
TOTAL	6.50	6.50	4.50	3.50	(1.00)
<b>FUNDING SOURCE</b>					
		2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS		\$68,277	12.1	\$64,447	14.3
INTERDIVISIONAL PURCHASE OF SERVICES		283,100	54.2	283,100	62.8
GENERAL REVENUES		<u>142,488</u>	<u>33.7</u>	<u>103,503</u>	<u>22.9</u>
TOTAL		<u>\$493,865</u>	<u>100.0</u>	<u>\$451,050</u>	<u>100.0</u>

## Budget Analysis

The 2010 budget is \$451,050, which is a decrease of \$42,815 (-8.7%) from the previous year. Personnel costs decrease \$42,100, with salaries decreasing \$44,400 as a result senior office assistant position moving to another department. IMRF costs are decreased by \$3,300. Health insurance costs increase \$5,800, as a result of increased rates and changes in coverage.

Contractual costs decrease \$710 overall with a number of increases and decreases contributing. Decreases include information technology charges (\$3,200), and printing (\$1,200). Increases include telephone charges (\$1,100) and building rental (\$2,400). The supply group remains unchanged.

In 2009, the Administration Division spent \$430,742, or 87.2% of its budget allocation. In the past years, 88% to 100% of the budget has been spent.

## Capital Equipment

Capital equipment is not budgeted in 2010.

# Public Works-Administration

## Personnel Review

<b>PUBLIC WORKS ADMINISTRATION DIVISION</b>				
<b>BENEFITS AND SALARIES</b>				
<b>SALARY</b>		<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	
PERMANENT		\$326,415	\$274,539	(\$51,876)
TEMPORARY		0	0	0
OVERTIME		0	0	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>(7,488)</u>	<u>0</u>	<u>7,488</u>
<b>TOTAL SALARIES</b>		<b><u>\$318,927</u></b>	<b><u>\$274,539</u></b>	<b><u>(\$44,388)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$58,695	\$55,402	(\$3,293)
UNEMPLOYMENT TAX		284	221	(63)
WORKMEN'S COMPENSATION		758	604	(154)
HEALTH INSURANCE		46,410	52,221	5,811
LIFE INSURANCE		351	273	(78)
PARKING BENEFITS		<u>1,620</u>	<u>1,680</u>	<u>60</u>
<b>TOTAL BENEFITS</b>		<b><u>\$108,118</u></b>	<b><u>\$110,401</u></b>	<b><u>\$2,283</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$427,045</u></b>	<b><u>\$384,940</u></b>	<b><u>(\$42,105)</u></b>
<b>PERSONNEL</b>				
<b>POSITION TITLE</b>	<b>POSTION <u>RANGE</u></b>	<b>2009 <u>EMPLOYEES</u></b>	<b>2010 <u>EMPLOYEES</u></b>	<b>INCREASE/ (DECREASE)</b>
DIRECTOR	E-15	1.00	1.00	0.00
PW SUPERINTENDENT	E-12	1.00	1.00	0.00
CUSTOMER RELATIONS TECHNICIAN	E-4	1.00	1.00	0.00
SENIOR OFFICE ASSISTANT	A-19	1.00	0.00	(1.00)
SENIOR ACCOUNTANT	A-21	<u>0.50</u>	<u>0.50</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>4.50</u></b>	<b><u>3.50</u></b>	<b><u>(1.00)</u></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.

## **2009 Accomplishments** →

- Selection, design and construction management of 2009 capital improvement projects.
- Selection of 2010 capital improvement projects.
- Wrote the Sidewalk and Driveway Policy and amended Chapter 26 Article X – Banners of the City's Code of Ordinances and began a re-write of the City's Street Light Policy. In addition, wrote the encroachment in Right-of-Ways Policy.
- Completed capital plans for each ward.
- Completed 2008 ICMA Performance Measurement data collection and reporting.
- Completed the street light inventory and 50% of street tree inventory.
- Continue building a GIS database for storm sewer and water main infrastructure.
- Created request systems for water and data tracking and trend graphs in SharePoint site.
- Began intersection safety studies with the Police Department.
- Started working with IT and Traffic to create an online parking map.
- Completed successful value engineering study for the Morgan Street Bridge Project.
- Began working to bring Public Works into NIMS compliance.

## **2010 Goals and Objectives** →

- Continue scanning as-built drawings of water, storm sewer, traffic signals, street lights and load into SharePoint to provide better accessibility to records.
- Continue inspections and database entry of the City's storm sewer system.

## **Public Works–Engineering Division**

- Work with Traffic to inventory and create a replacement program for traffic signs per Federal requirements.
- Finalize renewal of the NPDES permit.
- Implement site specific drainage studies to address deficiencies and identify solutions and best management practices.
- Log neighborhood storm water issues into neighborhood plan.
- Coordinate information with the US EPA for Brownsfield programs.
- Continue to work with the Police Department on intersection traffic safety studies.
- Begin Public Works self assessment and coordinate the process with all the PW Divisions.
- Participate in Green Team to better understand energy usage.
- Complete the online parking map.
- Complete pavement inspection of the City’s arterial, collector and state roads.
- Continue working to bring Public Works into NIMS compliance.
- Work with the Fire Department to update the City County Disaster Plan and the ESDA document.

# Public Works–Engineering Division

## Budget Summary

PUBLIC WORKS ENGINEERING DIVISION BUDGET SUMMARY					
APPROPRIATION	2008 ACTUAL	2009 BUDGET	2009 ACTUAL	2010 BUDGET	INCREASE (DECREASE)
PERSONNEL	\$436,578	\$696,949	\$815,762	\$583,535	(\$113,414)
CONTRACTUAL	165,782	193,450	138,406	190,275	(3,175)
SUPPLIES	16,026	6,750	9,017	6,750	0
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$618,386</u>	<u>\$897,149</u>	<u>\$963,185</u>	<u>\$780,560</u>	<u>(\$116,589)</u>
INCREASE ADJUSTED FOR ENCUMBRANCES IS:			<u>(\$116,589)</u>		
STAFFING REVIEW	2007	2008	2009	2010	INCREASE (DECREASE)
ENGINEERING	4.70	4.50	10.00	7.45	(2.55)
CAPITAL PROJECTS	12.80	15.80	16.30	17.05	0.75
TOTAL	17.50	20.30	26.30	24.50	(1.80)
FUNDING SOURCE	2009		2010		
	AMOUNT	PERCENTAGE	AMOUNT	PERCENTAGE	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$110,308	12.3	\$83,278	10.7	
FEES	27,700	3.1	27,700	3.5	
OTHER GOVERNMENT	24,000	2.7	24,000	3.1	
INTERDIVISIONAL PURCHASE OF SERVICES	71,000	7.9	180,550	23.1	
GENERAL REVENUES	<u>664,141</u>	<u>74.0</u>	<u>465,032</u>	<u>59.6</u>	
TOTAL	<u>\$897,149</u>	<u>100.0</u>	<u>\$780,560</u>	<u>100.0</u>	

## Budget Analysis

The 2010 budget of \$780,560 is a decrease of \$116,589 (13%) from 2009. Personnel costs decrease \$113,400 from the previous year. Salaries decrease \$40,740 due to the reclassification of positions transferred after division restructuring and layoffs. IMRF costs decrease by \$26,100 due to the decrease in salaries. Health insurance costs decrease \$45,300, as a result of decreased employees and changes in coverage.

Contractual services decrease \$3,200 from the prior year. Decreases include service contracts \$3,000, telephone \$2,300 and vehicle repairs \$15,250. Increases include office equipment maintenance \$4,000 and microcomputers \$15,250. The supplies group remains unchanged.

In 2009, the Engineering Division spent \$963,185 or 107.4% 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>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>	
<b>SALARY</b>	<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>	
PERMANENT	\$576,508	\$393,760	(\$182,748)	
TEMPORARY	0	0	0	
OVERTIME	0	0	0	
MERIT PAY	0	0	0	
SALARY ADJUSTMENT	(142,007)	0	142,007	
<b>TOTAL SALARIES</b>	<b><u>\$434,501</u></b>	<b><u>\$393,760</u></b>	<b><u>(\$40,741)</u></b>	
<b>BENEFITS</b>				
IMRF RETIREMENT	\$105,563	\$79,460	(\$26,103)	
UNEMPLOYMENT TAX	643	469	(174)	
WORKMEN'S COMPENSATION	4,102	3,349	(753)	
HEALTH INSURANCE	147,672	102,339	(45,333)	
LIFE INSURANCE	796	582	(214)	
PARKING BENEFITS	<u>3,672</u>	<u>3,576</u>	<u>(96)</u>	
<b>TOTAL BENEFITS</b>	<b><u>\$262,448</u></b>	<b><u>\$189,775</u></b>	<b><u>(\$72,673)</u></b>	
<b>TOTAL COMPENSATION</b>	<b><u>\$696,949</u></b>	<b><u>\$583,535</u></b>	<b><u>(\$113,414)</u></b>	
	<b>POSITION</b>	<b>2009</b>	<b>2010</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>
CITY ENGINEER-ENGINEERING SERVICES	E-12	0.70	0.70	0.00
CITY ENGINEER-CAPITAL PROJECTS	E-11	0.50	0.00	(0.50)
TRAFFIC ENGINEER	E-11	1.00	0.00	(1.00)
ENGINEERING OPERATIONS MANAGER	E-10	1.00	0.75	(0.25)
STORM WATER PROJECT MANAGER	E-8	0.50	0.50	0.00
PROJECT MANAGER	E-8	0.80	0.00	(0.80)
ENVIRONMENTAL PROJECT COORDINATOR	E-7	0.50	0.50	0.00
TRAFFIC SENIOR ENGINEER	E-6	1.00	1.00	0.00
SENIOR ENGINEERING TECHNICIAN	E-6	1.00	1.00	0.00
ENGINEERING TECHNICIAN	E-5	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>10.00</u></b>	<b><u>7.45</u></b>	<b><u>(2.55)</u></b>

## Performance Measurements

	2007 Actual	2008 Actual	2009 Actual	2010 Projected
Number of ROW/utility permits issued	1,007	1,152	1,383	1,400
Number of engineering plans reviewed	118	113	94	100
Number of right-of-way/other permits issued	280	432	240	300

# **Public Works-Capital Projects Fund**

## **Mission Statement**

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

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

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

## **2009 Accomplishments**

- Completed several arterial /collector reconstructions and neighborhood streets.
- Resurfaced Guilford Road, Brookview Road, Ohio Parkway, Rural Street, and Ridge Avenue.
- Completed approximately 60 blocks of residential resurfacing across every zone in the City. The residential program also included the resurfacing or reconstruction of 19 alleys.
- The Independence Bridge over Kent Creek was reconstructed and design engineering of three other bridges was initiated.
- Extensive design work for the Morgan Street Bridge project was completed in 2009.
- Construction was completed on Harrison Avenue Bridges project.
- Design engineering for seven projects under the federal American Reinvestment and Recovery Act was completed.

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

- Several properties within the West State Corridor were acquired. Seven demolitions were completed. The Relocation Plan (required under Federal guidelines) was initiated.
- Concrete repair of Charles Street (Parkside to Fairview Avenue) was completed.
- The Relocation Plan for the Harrison Avenue project (20<sup>th</sup> Street to 11<sup>th</sup> Street) was submitted to IDOT and approved.
- The City received Phase I design approval for the North Main & Auburn Roundabout.
- Construction for the first phase of the Kishwaukee Bridge Project (15<sup>th</sup> Avenue to 10<sup>th</sup> Avenue) began.
- Wyman Street was converted to two-way traffic from Elm Street to Chestnut Street, including the design and implementation of a new signal configuration.
- The intersection of Church Street and Chestnut Street was reconfigured, including the expansion of sidewalks on the west and south sides of the Metrocenter.
- After 33 years, the downtown Pedestrian mall between Elm Street and Mulberry Street was removed. A new Downtown Streetscape is being constructed including expanded sidewalks, new street lighting, street furniture, and brick paver sidewalks. These two blocks will support two way traffic and on-street parking, and two drop-off zones.
- Extensive progress in the data collection and assembly of the Stormwater Management Master Plan. The Ollie/Toft neighborhood drainage project was completed, and the first phases of the Camella Court (Spring Creek) drainage project were initiated. Several nuisance drainage issues were also completed.
- Two properties were acquired within the Harmon Park Flood Control Project in 2009. Design engineering for two additional section of the project were completed.
- The City received approval of the 3-Part Permit (IEPA, IDNR, USACOE) for the Riverwalk – Museum Campus project. Phase I design has been submitted to IDOT.
- Sidewalks on the south side of East State Street between Alpine Road and Fairview Avenue were completed. The second phase of the Applewood sidewalk project (4<sup>th</sup> Ward) was also completed.
- The 3<sup>rd</sup> year of the tree survey (urban trees located within public ROW) under the urban forestry program was undertaken.

# **Public Works-Capital Projects Fund**

## **2010 Goals and Objectives**

- Begin the South Main Street Corridor (Cedar Street to Beltline Road) and the North Main Street Corridor (Auburn Street to West Riverside) projects.
- Resurfacing of several arterials/collectors under the ARRA program. The State Mini-Capital Plan will also fund the resurfacing of Sandy Hollow Road from 20<sup>th</sup> Street to 9<sup>th</sup> Street.
- Continued investment into various maintenance programs such as inlet repair, concrete patching, crack sealing, and handicap ramp installation.
- Kishwaukee Street (Taft to Sawyer) will be reconstructed under the Kishwaukee – Sandy Hollow to Harrison Reconstruction Project .
- Continued advancement of design and permitting in support of both the Major Bridge and Local Bridge Programs.
- Seek Major Bridge funding for the rehabilitation of the Harrison Avenue Bridge and the complete replacement of the Jefferson Street Bridge. Funding is targeted for the FY 2014.
- The decline in Sales Tax and MFT revenue will impact the Neighborhood Program, although a robust program (\$4 Million) is expected. The DPW will research the use of alternate paving methods that could extend the reach of the neighborhood resurfacing program.
- Continue to assess the feasibility of converting the downtown one-way pair system (Church Street & Main Street); and, the US 251 one-way pair system one-way pair system (2<sup>nd</sup> Street & 3<sup>rd</sup> Street), including the potential reconfiguration of the Whitman interchanges, through the eastern portion of downtown.
- Work with IDOT to include the possibility of including a 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).
- Advance the Riverwalk – Museum Campus project through the Phase I and Phase II design phases to begin potential construction.
- Continue the progress in aesthetic and operational improvements within the Kishwaukee corridor through the relocation of the overhead utilities, design and installation of a new lighting system, and improvements to the parkways through landscaping and streetscape elements.
- Complete the second phase of construction of the Kishwaukee Bridge project.

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

- Complete the final phase of the Downtown Streetscape project in 2010, including the design and installation of gateway structures, street lights, wayfinding signage & kiosks, and building up lighting.
- 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 infrastructure investment in those areas of greatest need.
- Work cooperatively with Community Development and other City Departments to implement the Kishwaukee Corridor and previously completed Focus Area Plans.
- Continue program support for the Water Division, including analysis of existing system facilities within the design cycle of road projects.
- Work with the Rockford Park District to complete Intergovernmental Agreements for the Alpine Dam, 10<sup>th</sup> Street Park, and the Riverwalk.

# Public Works-Capital Projects Fund

## Budget Summary

PUBLIC WORKS CAPITAL PROJECTS DIVISION BUDGET SUMMARY					
APPROPRIATION	2008 ACTUAL	2009 BUDGET	2009 ACTUAL	2010 BUDGET	INCREASE (DECREASE)
PERSONNEL	\$1,152,203	\$1,302,931	\$1,195,289	\$1,445,959	\$143,028
CONTRACTUAL	8,407,166	197,680	9,449,058	219,580	21,900
SUPPLIES	15,532	5,460	7,270	5,460	0
OTHER	1,067,780	725,650	2,413,861	1,683,200	957,550
CAPITAL	<u>29,515,142</u>	<u>49,674,579</u>	<u>43,484,546</u>	<u>54,255,801</u>	<u>4,581,222</u>
TOTAL	<u>\$40,157,823</u>	<u>\$51,906,300</u>	<u>\$56,550,024</u>	<u>\$57,610,000</u>	<u>\$5,703,700</u>
ACTUALS EXCLUDE WATER AND PARKING PROJECTS; THESE ARE TRANSFERRED TO THEIR RESPECTIVE FUNDS.					
STAFFING REVIEW	2007	2008	2009	2010	INCREASE (DECREASE)
ENGINEERING	4.50	4.50	10.00	7.45	(2.55)
CAPITAL PROJECTS	<u>15.80</u>	<u>15.80</u>	<u>16.30</u>	<u>17.05</u>	<u>0.75</u>
TOTAL	20.30	20.30	26.30	24.50	(1.80)
FUNDING SOURCE	2009		2010		
	AMOUNT	PERCENTAGE	AMOUNT	PERCENTAGE	
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>29.0</u>	<u>12,000,000</u>	<u>24.8</u>	
SUBTOTAL	12,000,000	29.0	12,000,000	24.8	
CURRENT REVENUE					
STATE MOTOR FUEL TAX	4,200,000	10.0	3,800,000	7.9	
LOCAL SALES TAX	16,000,000	38.2	14,250,000	29.5	
OTHER GOVERNMENTS/PRIVATE	7,500,000	17.9	16,060,000	33.2	
INTERFUND TRANSFERS	<u>2,200,000</u>	<u>5.3</u>	<u>2,200,000</u>	<u>4.6</u>	
SUBTOTAL	<u>29,900,000</u>	<u>71.4</u>	<u>36,310,000</u>	<u>75.2</u>	
TOTAL	<u>\$41,900,000</u>	<u>100.0</u>	<u>\$48,310,000</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 be repaid by water revenues. When this program is complete at the end of 2010, the City will finance future water improvements on a cash basis.

# **Public Works-Capital Projects Fund**

The 2010 work program consists of \$36.3 million for transportation and economic development and \$21.3 million for water for new projects. Ongoing projects, already funded in previous years, will continue and incur expenses in 2010 as well.

The proposed water system improvements, \$21.3 million in 2010 work, include construction of 10 treatment plants at various well sites, installation of two wells, and construction of about 15 miles of trunkline water main. The project is being done to address several problems including low water pressure, discolored water, and the requirement to remediate radium levels at five wells.

The current program revenues for 2010 are at \$36.3 million, which is 75.2% 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 decrease \$400,000.

The CIP Fund will purchase \$233,200 in direct services from other City departments such as Legal, Community Development, and Finance.

In 2009, the CIP Fund spent \$56,550,024 or 107.9% of its budgeted allocation. In the past several years, 68% to 180% of the budget has been spent.

## **Five Year Financial Forecast**

The 2011-2015 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 2011-2015 FINANCIAL FORECAST (IN 000'S)

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Revenues	\$49,759	\$51,252	\$52,790	\$54,374	\$56,005
Expenses	<u>49,759</u>	<u>51,252</u>	<u>52,790</u>	<u>54,374</u>	<u>56,005</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>

# Public Works-Capital Projects Fund

## Personnel Review

<b>PUBLIC WORKS CAPITAL PROJECTS DIVISION</b>				
<b>BENEFITS AND SALARIES</b>		<b>2009</b>	<b>2010</b>	<b>INCREASE/</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
PERMANENT		\$884,484	\$946,704	\$62,220
TEMPORARY		22,000	22,000	0
OVERTIME		20,000	22,000	2,000
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>(18,247)</u>	0	18,247
<b>TOTAL SALARIES</b>		\$908,237	\$990,704	\$82,467
<b>BENEFITS</b>				
IMRF RETIREMENT		\$160,958	\$197,167	\$36,209
UNEMPLOYMENT TAX		1,027	1,074	47
WORKMENS COMPENSATION		7,365	7,380	15
HEALTH INSURANCE		218,205	240,120	21,915
LIFE INSURANCE		1,271	1,330	59
PARKING BENEFITS		<u>5,868</u>	<u>8,184</u>	<u>2,316</u>
<b>TOTAL BENEFITS</b>		\$394,694	\$455,255	\$60,561
<b>TOTAL COMPENSATION</b>		<b><u>\$1,302,931</u></b>	<b><u>\$1,445,959</u></b>	<b><u>\$143,028</u></b>
	<b>POSTION</b>	<b>2009</b>	<b>2010</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>
CITY ENGINEER-ENGINEERING SERVICES	E-11	0.30	0.30	0.00
CITY ENGINEER-CAPITAL PROJECTS	E-11	0.50	1.00	0.50
CONSTRUCTION PROGRAM MANAGER	E-11	1.00	1.00	0.00
TRAFFIC ENGINEER	E-11	0.00	1.00	1.00
WATER PROGRAM MANAGER	E-8	1.00	0.00	(1.00)
ENGINEERING OPERATIONS MANAGER	E-8	0.00	0.25	0.25
STORM WATER PROJECT MANAGER	E-8	0.50	0.50	0.00
PROJECT MANAGER	E-8	3.00	3.00	0.00
ENVIRONMENTAL PROJECT COORDINATOR	E-7	0.50	0.50	0.00
SENIOR CONSTRUCTION TECHNICIAN	E-6	1.00	1.00	0.00
SENIOR ENGINEERING TECHNICIAN	E-6	4.00	4.00	0.00
ENGINEERING TECHNICIAN	E-5	2.00	2.00	0.00
SENIOR ACCOUNT CLERK	A-21	0.50	0.50	0.00
SENIOR CLERK	A-19	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>16.30</u></b>	<b><u>17.05</u></b>	<b><u>0.75</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 2010 is \$5,000,000, reflecting a \$400,000 decrease from the prior year's budget. The estimated revenue for 2009 is \$4,491,000, which is 8.2% above the 2008 actual of \$4,152,477. With a population of 150,115, on a per capita basis, 2008 is \$28.31, 2009 is \$28.88 and 2010 is \$25.60.

<b>MOTOR FUEL TAX FUND BUDGET SUMMARY</b>					
<b>APPROPRIATION</b>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
TRANSFERS TO					
GENERAL FUND	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$0
CAPITAL PROJECTS FUND	<u>2,391,130</u>	<u>4,200,000</u>	<u>2,012,535</u>	<u>3,800,000</u>	<u>(400,000)</u>
TOTAL	<u>\$3,591,130</u>	<u>\$5,400,000</u>	<u>\$3,212,535</u>	<u>\$5,000,000</u>	<u>(\$400,000)</u>
<b>FUNDING SOURCE</b>		2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>
STATE MOTOR FUEL TAX		\$4,335,000	95.7	\$3,843,000	97.1
INTEREST INCOME		<u>156,000</u>	<u>4.3</u>	<u>114,000</u>	<u>2.9</u>
TOTAL		<u>\$4,491,000</u>	<u>100.0</u>	<u>\$3,957,000</u>	<u>100.0</u>

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

Transfers to the Capital Projects Fund have varied, depending on annual project selection, between \$640,000 and \$4.78 million. Expenditures in 2008 were \$3,591,130. The 2010 budget calls for \$3.8 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 2011-2015 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 2011-2015 FINANCIAL FORECAST (IN 000'S)

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Revenues	\$3,941	\$3,945	\$3,949	\$3,954	\$3,958
Expenses	<u>3,800</u>	<u>3,800</u>	<u>3,800</u>	<u>3,800</u>	<u>3,800</u>
Excess (Deficit)	<u>141</u>	<u>145</u>	<u>149</u>	<u>154</u>	<u>158</u>
Beginning Balance	<u>4,280</u>	<u>4,421</u>	<u>4,566</u>	<u>4,715</u>	<u>4,869</u>
Ending Balance	<u>\$4,421</u>	<u>\$4,566</u>	<u>\$4,715</u>	<u>\$4,869</u>	<u>\$5,027</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.

## **2009 Accomplishments**→

- Adjusted snow removal plan to minimize use of contractors for residential plowing.
- Initiated new snow removal plan which included early call out for drivers, increased clerical staffing, and operational changes for more efficiency.
- Completed 3 citywide sweeping cycles of arterial and residential streets and 20 sweeping cycles of the central business district.
- Continued emphasis on clearing and maintenance of drainage ways in support of Army Corp of Engineers initiatives.
- Completed inspections of more than 14,000 storm and catch basins.

## **2010 Goals and Objectives**→

- Maximize staffing resources in patching and street sweeping by outsourcing additional mowing sites.

# Public Works–Street Maintenance Division

## Budget Summary

PUBLIC WORKS STREETS AND SEWERS DIVISION BUDGET SUMMARY					
APPROPRIATION	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$3,257,810	\$2,782,332	\$2,875,395	\$2,885,436	\$103,104
CONTRACTUAL	\$6,265,127	3,601,010	4,040,653	3,507,955	(93,055)
SUPPLIES	\$1,910,021	1,203,000	1,214,106	1,384,000	181,000
OTHER	\$263,959	85,909	167,521	87,959	2,050
CAPITAL	\$226,602	0	1,125	0	0
ENCUMBRANCES	\$0	0	0	0	0
TOTAL	\$11,923,519	<u>\$7,672,251</u>	<u>\$8,298,800</u>	<u>\$7,865,350</u>	<u>\$193,099</u>
INCREASE ADJUSTED FOR ENCUMBRANCES IS:			\$193,099		
STAFFING REVIEW					
TOTAL	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	INCREASE (DECREASE)
	40.50	39.50	40.00	38.00	(2.00)
FUNDING SOURCE					
	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	
PROPERTY TAXES					
STREET AND BRIDGE	\$2,166,100	28.2	\$2,098,800	26.7	
REIMBURSEMENTS	554,398	7.2	598,272	7.6	
OTHER GOVERNMENTS	270,000	3.5	270,000	3.4	
TRANFERS FROM OTHER FUNDS	925,400	12.1	718,825	9.1	
GENERAL REVENUES	<u>3,756,353</u>	<u>49.0</u>	<u>4,179,453</u>	<u>53.1</u>	
TOTAL	<u>\$7,672,251</u>	<u>100.0</u>	<u>\$7,865,350</u>	<u>99.9</u>	

## Budget Analysis

The 2010 budget of \$7,865,350 is a \$193,100 (2.5%) increase. Personnel costs increased \$103,100. Salaries increase of \$36,000 as a result of increase in temporary pay. IMRF (\$44,000) and health insurance (\$23,100) increase as a result of rate increases.

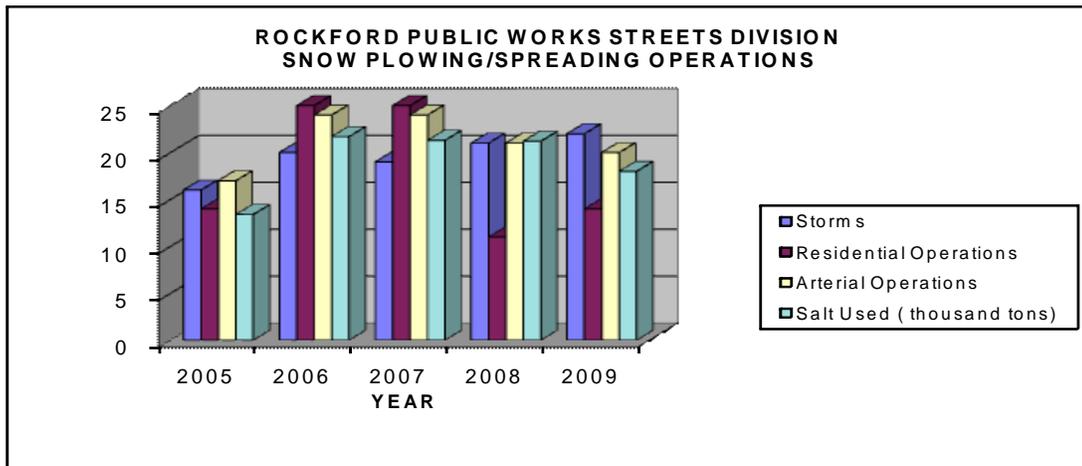
The contractual services decrease \$93,100. Internal service increases include \$44,500 for building rental. Service contracts increased \$50,850 for expenses related to inlet repair and snow removal. Decreases include vehicle repairs (\$159,000) and fuel (\$35,480).

The supplies account increases \$181,000. The largest increase is for public works supplies (\$178,000) to cover additional expense for salt used in snow operations. The other account group increases \$2,050 as a result of an increase in the purchase of service.

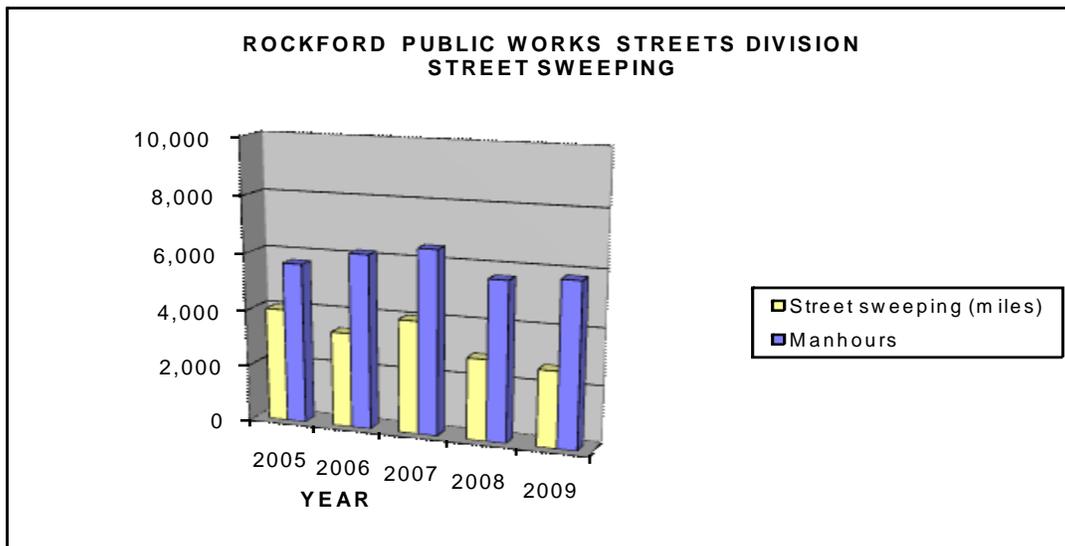
In 2009, the Street Division spent \$8,298,800, or 108.2% of its budgeted allocation. In past several years, 81% to 121% of the budget has been spent.

# 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 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>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>	
<b>SALARY</b>	<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>		
PERMANENT	\$1,710,359	\$1,636,348	(\$74,011)	
OVERTIME	180,000	180,000	0	
TEMPORARY	0	36,000	36,000	
MERIT PAY	0	0	0	
SALARY ADJUSTMENT	<u>(74,283)</u>	<u>0</u>	<u>74,283</u>	
<b>TOTAL SALARIES</b>	<b><u>\$1,816,076</u></b>	<b><u>\$1,852,348</u></b>	<b><u>\$36,272</u></b>	
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT	\$325,293	\$369,293	\$44,000	
UNEMPLOYMENT TAX	2,520	2,394	(126)	
WORKMEN'S COMPENSATION	77,865	77,865	0	
HEALTH INSURANCE	549,458	572,572	23,114	
RETIREE HEALTH INSURANCE	8,000	8,000	0	
LIFE INSURANCE	<u>3,120</u>	<u>2,964</u>	<u>(156)</u>	
<b>TOTAL BENEFITS</b>	<b><u>\$966,256</u></b>	<b><u>\$1,033,088</u></b>	<b><u>\$66,832</u></b>	
<b>TOTAL COMPENSATION</b>	<b><u>\$2,782,332</u></b>	<b><u>\$2,885,436</u></b>	<b><u>\$103,104</u></b>	
<b>PERSONNEL</b>				
<b>POSITION TITLE</b>	<b>POSTION <u>RANGE</u></b>	<b>2009 <u>EMPLOYEES</u></b>	<b>2010 <u>EMPLOYEES</u></b>	<b>INCREASE/ (DECREASE)</b>
STREET SUPERVISOR	E-9	1.00	1.00	0.00
MAINTENANCE SUPERVISOR	E-7	2.00	2.00	0.00
SENIOR EQUIPMENT OPERATOR	A-26	4.00	3.00	(1.00)
SENIOR TREE TRIMMER	A-26	2.00	2.00	0.00
TREE TRIMMER	A-24	4.00	3.00	(1.00)
SECRETARY	A-24	1.00	1.00	0.00
EQUIPMENT OPERATOR	A-23	8.00	8.00	0.00
SENIOR CLERK	A-23	2.00	3.00	1.00
MAINTENANCE WORKER	A-20	<u>16.00</u>	<u>15.00</u>	<u>(1.00)</u>
<b>TOTAL PERSONNEL</b>		<b><u>40.00</u></b>	<b><u>38.00</u></b>	<b><u>(2.00)</u></b>

## Performance Measurements

	2007 Actual	2008 Actual	2009 Actual	2010 Projected
Plowing/spreading occurrences	32	31	20	28
Street sweeping cycles	6.00	4.00	3.00	3.00
Pothole patching (tons used)	1,478	2,762	3,131	3,000
Tree trims	3,972	2,890	4,136	2,500
Tree plantings	137	0	19	40

# **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.

**2009 Accomplishments** →

- Completed first phase of fiber optic project and implemented phase two of the COR/NIV fiber project.
- Continued the implementation of traffic control systems, adding intersections where possible while combining the fiber optic work with signal upgrades.
- Completed work with IDOT and utilities to initiate utility relocation as part of the Kishwaukee Street construction.
- Secured and installed existing seasonal banners along arterial streets with City-owned light poles and banner bracket hardware.

**2010 Goals and Objectives** →

- Continue to lay fiber optic cable and improve the surrounding network.
- Evaluate the current condition of street lights. Put together a plan for replacing them over next 5-10 years.
- Continue to upgrade traffic lights with LED lights.
- Research different types of lighting for outdoor use in parking decks, parking lots, and on street lighting.
- Plan and execute a lighting upgrade in the Concourse Parking Deck.
- Evaluate and execute a plan to remove City-owned equipment in downtown ComEd vaults.

# Public Works–Traffic Division

## Budget Summary

PUBLIC WORKS TRAFFIC DIVISION BUDGET SUMMARY					
	2007 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$1,415,715	\$830,276	\$874,398	\$1,010,064	\$179,788
CONTRACTUAL	4,423,288	\$3,283,630	3,654,379	3,368,620	84,990
SUPPLIES	448,247	\$284,000	253,705	281,000	(3,000)
OTHER	19,100	\$23,600	23,600	24,300	700
CAPITAL	0	0	15,198	0	0
ENCUMBRANCES	0	0	0	0	0
TOTAL	<u>\$6,306,350</u>	<u>\$4,421,506</u>	<u>\$4,821,280</u>	<u>\$4,683,984</u>	<u>\$262,478</u>
INCREASE ADJUSTED FOR ENCUMBRANCES IS:			\$262,478		
STAFFING REVIEW					
	2007	2008	2009	2010	INCREASE (DECREASE)
TOTAL	18.00	18.00	12.40	13.00	0.60
FUNDING SOURCE					
	2009 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$147,250	3.3	\$169,487	3.6	
PURCHASE OF SERVICES	46,000	1.0	47,000	1.0	
FROM OTHER GOVERNMENTS	180,000	4.1	180,000	3.8	
TRANSFERS FROM OTHER FUNDS	1,200,000	27.1	1,200,000	25.6	
GENERAL REVENUES	<u>2,848,256</u>	<u>64.5</u>	<u>3,087,497</u>	<u>66.0</u>	
TOTAL	<u>\$4,421,506</u>	<u>100.0</u>	<u>\$4,683,984</u>	<u>100.0</u>	

## Budget Analysis

The 2010 budget of \$4,683,984 is a \$262,480 (5.9%) increase from prior year. Personnel costs increase \$179,800. Salaries increased \$29,000 as a result of staff reorganization and overtime increased \$37,000. Other increases include health insurance (\$31,800) and IMRF (\$23,000).

The contractual services increase of \$85,000. The largest increase is found in service contracts (\$52,000) for traffic signal loop repairs. Other increases include public works maintenance (\$17,800) and building rental (\$16,500).

The supplies account group decreases \$3,000. PW supplies (\$1,000) and drafting (\$3,000) decreased to reflect actual expenditures. Other expenses reflect an increase of \$700 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 \$1,200,000 transfer from the Motor Fuel Tax Fund to pay a portion of the street lighting expense, an eligible MFT activity.

In 2009, the Traffic Division spent \$4,821,280 or 109.1% of its budgeted allocation. In the past several years, 65% to 112% of the budget has been spent.

# Public Works–Traffic Division

## Capital Equipment

There are no capital items budgeted for 2010.

## Personnel Review

<b>PUBLIC WORKS TRAFFIC DIVISION</b>				
<b>BENEFITS AND SALARIES</b>		<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
PERMANENT		\$616,167	\$645,163	\$28,996
TEMPORARY		0	0	0
OVERTIME		0	37,000	37,000
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>(59,684)</u>	<u>0</u>	<u>59,684</u>
<b>TOTAL SALARIES</b>		<b><u>\$556,483</u></b>	<b><u>\$682,163</u></b>	<b><u>\$125,680</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$114,657	\$137,660	\$23,003
UNEMPLOYMENT TAX		781	819	38
WORKER'S COMPENSATION		31,812	31,008	(804)
HEALTH INSURANCE		121,576	153,400	31,824
RETIREE HEALTH INSURANCE		4,000	4,000	0
LIFE INSURANCE		967	1,014	47
PARKING BENEFITS		<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL BENEFITS</b>		<b><u>\$273,793</u></b>	<b><u>\$327,901</u></b>	<b><u>\$54,108</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$830,276</u></b>	<b><u>\$1,010,064</u></b>	<b><u>\$179,788</u></b>
<b>POSITION TITLE</b>	<b>POSTION <u>RANGE</u></b>	<b>2009 <u>EMPLOYEES</u></b>	<b>2010 <u>EMPLOYEES</u></b>	<b>INCREASE/ (DECREASE)</b>
TRANSP/PROP MANAGER	E-8	0.40	1.00	0.60
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	3.00	0.00
MAINTENANCE WORKER	A-20	1.00	1.00	0.00
SENIOR CLERK	A-19	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>12.40</u></b>	<b><u>13.00</u></b>	<b><u>0.60</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).

### **2009 Accomplishments** →

- Improved the parking decks appearance to assist with lighting the downtown area.
- Developed a striping plan that provided documentation for future analysis.
- Striped City streets, parking decks, parking lots and crosswalks to City specifications and standards.
- Implemented new parking ticket policies for December (Parking Control Officers ticketed for Snow & Ice).

### **2010 Goals and Objectives** →

- Significant progress made implementing a new parking deck policy that changes the funding by using parking improvement districts.
- Resurface parking lots and improve the north and south parking mediums in the City Hall South parking lot.
- Develop an overall surface parking lot improvement plan that will provide a working schedule that will facilitate the budget.
- Develop a plan to efficiently stripe the streets and crosswalks in a proficient manner that maintains City of Rockford standards.
- Issue a request for proposal to upgrade the Parking Control Officer's Auto-Cite Hand-Held system that is outdated.

# Public Works - Parking Division

<b>PUBLIC WORKS PARKING SYSTEM</b>		
<u>LOT</u>	<u>LOCATION</u>	<u>TOTAL SPACES</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	291
S	Concourse Parking Garage	843
W	Wyman/Mulberry/Main	59
WW	Memorial Hall/Library	52
Y	Pioneer Deck	786
SS	Hanley	129
	AmCore Lot	45
	Block 38 Metro Lease	<u>68</u>
	Total West Side CBD	<u>2,955</u>
<b>East Side</b>		
D	City Hall	70
DD	Walnut/2nd Street	24
J	Shumway Market	112
M	East State/Madison	91
N	East State/3rd Street	20
Q	East State, Madison/1st	55
R	East State/2nd Street	17
T	East State/Water Garage	96
TT	200 North Water	15
	Church Lot-Leased City Hall	<u>112</u>
	Total East Side CBD	<u>612</u>
<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>4,062</u>

# Public Works - Parking Division

## Budget Summary

PUBLIC WORKS PARKING DIVISION BUDGET SUMMARY					
APPROPRIATION	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$517,651	\$548,494	\$509,819	\$513,648	(\$34,846)
CONTRACTUAL	467,882	405,504	424,047	447,238	41,734
SUPPLIES	36,970	41,500	25,100	41,550	50
OTHER	1,400,299	1,231,587	1,124,488	1,295,369	63,782
INTEREST	0	0	0	0	0
TOTAL	<u>\$2,422,802</u>	<u>\$2,227,085</u>	<u>\$2,083,454</u>	<u>\$2,297,805</u>	<u>\$70,720</u>

STAFFING REVIEW	2007	2008	2009	2010	INCREASE (DECREASE)
TOTAL	9.00	9.00	9.00	8.50	(0.50)

FUNDING SOURCE	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>
PARKING FEES	\$1,039,600	63.3	\$1,125,000	60.8
FINES	588,000	27.8	603,100	32.6
INTEREST INCOME	52,500	7.9	98,000	5.3
PURCHASE OF SERVICES	<u>23,500</u>	<u>1.0</u>	<u>24,300</u>	<u>1.3</u>
TOTAL	<u>\$1,703,600</u>	<u>100.0</u>	<u>\$1,850,400</u>	<u>100.0</u>

## Budget Analysis

The 2010 budget is \$2,297,805, which is an increase of \$70,720 (2.8%) over the previous year. Personnel decreases \$34,800 as a result of personnel reduction and increase to health insurance.

Contractual costs increase of \$41,740 (8.9%). A number of increases and decreases contribute to this increase. Public Works maintenance (\$32,200) and equipment maintenance (\$12,800) increased. Decreases include \$5,000 for office utilities and \$4,000 for printing.

Supplies increased \$50 and the other accounts group increased \$63,780 mostly due to an increase in depreciation.

2010 revenue of \$1,850,400 is an increase of \$146,800 over the 2009 budgeted revenue of \$1,703,600. The increase is mostly attributable to the projected increase in parking fees and rental income for 2010. Parking fees and fines are projected to increase \$85,400 along with rental income increasing \$45,500.

The 2010 net is a loss of \$447,405; net of depreciation, it is a loss of \$252,595.

In 2009, the Parking Division spent \$2,083,454, or 93.6% 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 2011-2015 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 2011-2015 FINANCIAL FORECAST (IN 000'S)

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Revenues	\$1,850	\$1,906	\$1,963	\$2,022	\$2,083
Expenses	<u>2,298</u>	<u>2,397</u>	<u>2,448</u>	<u>2,501</u>	<u>2,556</u>
Excess (Deficit)	<u>(448)</u>	<u>(491)</u>	<u>(485)</u>	<u>(479)</u>	<u>(473)</u>
Beginning Balance	<u>17,170</u>	<u>16,722</u>	<u>16,231</u>	<u>15,746</u>	<u>15,267</u>
Ending Balance	<u>\$16,722</u>	<u>\$16,231</u>	<u>\$15,746</u>	<u>\$15,267</u>	<u>\$14,794</u>

## Fixed Assets

There are no fixed assets budgeted for 2010.

## Personnel Review

<b>PUBLIC WORKS PARKING DIVISION</b>				
<b>BENEFITS AND SALARIES</b>		<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	
PERMANENT		\$387,253	\$374,969	(\$12,285)
TEMPORARY		12,000	5,000	(7,000)
OVERTIME		5,000	5,500	500
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>(1,350)</u>	<u>0</u>	<u>1,350</u>
<b>TOTAL SALARIES</b>		<b><u>\$402,903</u></b>	<b><u>\$385,469</u></b>	<b><u>(\$17,435)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$67,999	\$77,162	\$9,163
UNEMPLOYMENT TAX		567	536	(31)
WORKMEN'S COMPENSATION		5,831	5,882	51
HEALTH INSURANCE		65,052	41,496	(23,556)
RETIREE INSURANCE		4,000	1,000	(3,000)
LIFE INSURANCE		702	663	(39)
PARKING		<u>1,440</u>	<u>1,440</u>	<u>0</u>
<b>TOTAL BENEFITS</b>		<b><u>\$145,591</u></b>	<b><u>\$128,179</u></b>	<b><u>(\$17,412)</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$548,494</u></b>	<b><u>\$513,648</u></b>	<b><u>(\$34,847)</u></b>
<b>POSITION TITLE</b>	<b>POSTION RANGE</b>	<b>2009 EMPLOYEES</b>	<b>2010 EMPLOYEES</b>	<b>INCREASE/ (DECREASE)</b>
PARKING SYSTEMS SUPERVISOR	E-7	1.00	1.00	0.00
PARKING LOT ATTENDANT	A-17	3.00	2.50	(0.50)
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>9.00</u></b>	<b><u>8.50</u></b>	<b><u>(0.50)</u></b>

# **Public Works - Parking Division**

## **Performance Measurements**

	2007 Actual	2008 Actual	2009 Actual	2010 Projected
Total parking spaces	4,329	4,504	4,504	4,494
Total short-term parking leases	2,010	1,404	1,404	1,404
Total long-term parking leases	2,319	2,500	2,500	2,500
Handicapped parking spaces	141	147	147	147
Dollar amount of tickets issued	774,595	526,590	648,032	540,000
Number of tickets issued	26,689	24,023	24,741	24,000

# **Public Works–Property Division**

## **Mission Statement**

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

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

### **2009 Accomplishments** →

- Maintained facilities and fleet to operate efficiently and extend useful life.
- Developed a maintenance plan and continued proper upkeep of all city-owned buildings and complexes.
- Replaced the lights on the marquee at the Coronado Theater building with assistance from the Traffic Signals & Lighting section.
- Implemented additional tracking system for graffiti that provides more detailed information working jointly with the Police Department.

### **2010 Goals and Objectives**→

- Reduce inefficient maintenance and improve customer service on city owned buildings.
- Move towards using green environmental building and remodeling products, and in all cleaning products used in city owned buildings.
- Reduce graffiti supply costs by adjusting purchasing schedule and changing suppliers.
- Adjust building and remodeling specifications toward promoting green materials and products.
- Adjust specifications toward promoting the use of green materials and products.
- Restructure Property Maintenance shop for greater efficiency while adding cost-cutting initiatives through use of vendors.
- Create a rotation system for the property staff that allows each staff member to work in each city owned building and become more knowledgeable.

# Public Works–Property Division

## Budget Summary

PUBLIC WORKS PROPERTY DIVISION BUDGET SUMMARY					
PROPERTY UNIT	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$989,500	\$824,649	\$811,755	\$839,733	\$15,084
CONTRACTUAL	1,737,262	1,617,230	1,470,076	1,560,630	(56,600)
SUPPLIES	234,985	220,270	196,186	210,470	(9,800)
OTHER	225,798	195,300	206,082	216,700	21,400
TOTAL	<u>3,187,545</u>	<u>2,857,449</u>	<u>2,684,099</u>	<u>2,827,533</u>	<u>(29,916)</u>

STAFFING REVIEW					
TOTAL	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	INCREASE (DECREASE)
TOTAL	12.85	13.40	12.00	11.00	(1.00)

FUNDING SOURCE	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>
BUILDING RENTAL CHARGES				
INTERNAL	\$2,591,926	88.4	\$2,559,500	88.2
EXTERNAL	<u>339,814</u>	<u>11.6</u>	<u>342,960</u>	<u>11.8</u>
BUILDING RENTAL TOTAL	<u>2,931,740</u>	<u>100.0</u>	<u>2,902,460</u>	<u>100.0</u>

## Budget Analysis

The Property Division's budget has decreased \$29,916 (1.0%) to \$2,827,533. Personnel costs have increased \$15,084 (1.8%) as a result of the reversal of the salary adjustment from 2009.

Contractual expenses decrease \$56,600 (3.5%). Service contracts decreased \$18,500 and building maintenance expenses are expected to decrease \$41,800, partially due to the reclassification of expenses, but also due to increased efficiencies.

Supplies decrease \$9,800 (4.4%) due to a decrease in building repairs. Other expenses increase \$21,400, primarily due to increases in depreciation.

In 2009, the Property Division spent \$2,684,099 or 93.9% of the budgeted allocation. In past years, 104% to 113% of the budget has been spent.

# Public Works–Property Division

## Five Year Financial Forecast

The 2011-2015 five-year forecast assumes operations will continue as they are programmed for 2010 and that costs will increase four percent annually. Budgets are developed so that funds are annually available for fixed assets such as building improvements and fueling systems.

PROPERTY FUND 2011-2015 FINANCIAL FORECAST (IN 000'S)					
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Revenues	\$2,990	\$3,080	\$3,172	\$3,267	\$3,365
Expenses	<u>2,912</u>	<u>2,999</u>	<u>3,089</u>	<u>3,182</u>	<u>3,277</u>
Excess (Deficit)	78	81	83	85	88
Beginning Balance	<u>461</u>	<u>539</u>	<u>620</u>	<u>703</u>	<u>788</u>
Ending Balance	<u>\$539</u>	<u>\$620</u>	<u>\$703</u>	<u>\$788</u>	<u>\$876</u>

## Fixed Assets

The 2010 fixed asset budget of \$205,000 includes relocation of property shop, office remodeling for central garage, additional heating for city property, along with garden roof and paver replacement.

PROPERTY AND EQUIPMENT FUND FIXED ASSETS 2010 BUDGET			
<u>DESCRIPTION</u>	<u>COST CENTER</u>	<u>AMOUNT</u>	
PROPERTY			
GARDEN ROOF	3478-CITY HALL MAINTEN	\$45,000	45,000
PAVER REPLACEMENT	3487-MALL MAINTENANC	40,000	<u>40,000</u>
EQUIPMENT			
PROPERTY SHOP RELOCATION	3471-YARD GARAGE	40,000	40,000
OFFICE REMODEL -CENTRAL GARAG	3471-YARD GARAGE	60,000	60,000
ADDITIONAL HEATING		<u>20,000</u>	<u>20,000</u>
	TOTAL FIXED ASSETS		<u>\$205,000</u>

# Public Works–Property Division

## Personnel Review

<b>PUBLIC WORKS PROPERTY FUND</b>				
<b>BENEFITS AND SALARIES</b>		<b>2009</b>	<b>2010</b>	<b>INCREASE/</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
PERMANENT		\$535,763	\$490,082	(\$45,681)
TEMPORARY		40,000	40,000	0
OVERTIME		11,300	11,300	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>(57,766)</u>	<u>0</u>	<u>57,766</u>
<b>TOTAL SALARIES</b>		<b><u>\$529,297</u></b>	<b><u>\$541,382</u></b>	<b><u>\$12,085</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		106,658	\$104,239	(\$2,419)
UNEMPLOYMENT TAX		756	693	(63)
WORKMEN'S COMPENSATION		20,892	17,231	(3,661)
HEALTH INSURANCE		165,750	174,850	9,100
LIFE INSURANCE		936	858	(78)
PARKING BENEFITS		<u>360</u>	<u>480</u>	<u>120</u>
<b>TOTAL BENEFITS</b>		<b><u>\$295,352</u></b>	<b><u>\$298,351</u></b>	<b><u>\$2,999</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$824,649</u></b>	<b><u>\$839,733</u></b>	<b><u>\$15,084</u></b>
	<b>POSTION</b>	<b>2009</b>	<b>2010</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>
SUPERINTENDENT	E-12	0.00	0.00	0.00
PROPERTY MAINTENANCE SUPERVISOR	E-8	1.00	1.00	0.00
MAINTENANCE REPAIR TECHNICIAN	E-3	1.00	1.00	0.00
SENIOR ACCOUNT CLERK	A-21	0.00	0.00	0.00
MAINTENANCE REPAIR WORKER	A-24	8.00	7.00	(1.00)
MAINTENANCE WORKER	A-20	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>12.00</u></b>	<b><u>11.00</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.

### **2009 Accomplishments →**

- Completed approximately 5,988 vehicle work orders, including 3,458 at the Central Garage and 2,530 at the Public Safety Building Garage.
- Maintained fleet so that they will operate efficiently and their useful life is extended.
- Purchased new plasma cutter that allows a more efficient cutting process for vehicle and equipment repairs that require steel.
- Purchased new service analyzing scan tools that expedited vehicle and equipment problem analysis which reduced repair time and cost.
- Provided efficient, cost effective maintenance and improved customer service on vehicles.
- Expanded use of vehicle software to track costs in maintenance and repair of City vehicles.

### **2010 Goals and Objectives →**

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

# Public Works–Equipment Division

## Budget Summary

PUBLIC WORKS EQUIPMENT FUND BUDGET SUMMARY					
	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
<b>APPROPRIATION</b>					
PERSONNEL	909,914	1,004,419	925,429	1,036,625	32,206
CONTRACTUAL	1,156,978	750,790	939,837	690,805	(59,985)
SUPPLIES	2,340,716	1,538,430	1,778,758	1,682,000	143,570
OTHER	129,854	169,400	139,954	140,400	(29,000)
CAPITAL	<u>0</u>	<u>0</u>	<u>51,788</u>	<u>0</u>	<u>0</u>
TOTAL	<u>4,537,462</u>	<u>3,463,039</u>	<u>3,783,978</u>	<u>3,549,830</u>	<u>86,791</u>
<b>STAFFING REVIEW</b>					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	INCREASE (DECREASE)
TOTAL	11.90	11.45	11.00	11.00	0.00
<b>FUNDING SOURCE</b>		2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>
VEHICLE SERVICE CHARGES					
PUBLIC WORKS		2,055,330	58.2	1,920,410	53.3
POLICE		1,062,290	30.1	1,232,460	34.2
ALL OTHER AGENCIES		<u>411,130</u>	<u>11.7</u>	<u>448,230</u>	<u>12.5</u>
VEHICLE SERVICE TOTAL		<u>3,528,750</u>	<u>100.0</u>	<u>3,601,100</u>	<u>100.0</u>

## Budget Analysis

The Equipment Division's budget is \$3,549,830 an increase of \$86,790 (2.5%). Personnel costs increase \$32,200 as a result of IMRF and health insurance rate increases. Staffing remains unchanged.

The contractual budget decreases \$59,990 (8%) mainly due to reductions in vehicle vendor services (\$70,000) and equipment maintenance (\$10,000) offset by increases in vehicle repairs (\$18,500) and building rental (\$12,000).

Supply expenses increase \$143,570 or 8.5% over 2009. The budget increases almost entirely due to a change in the fuel account of \$121,670, which occurs because of under-budgeting in 2009. Other expenses decrease \$29,000, due to a decrease in depreciation.

The City's cost per gallon for fuel purchased at vendor sites is estimated at \$2.10 for gasoline and \$2.20, market price, for diesel. Fuel purchased is budgeted at 345,560 gallons for gasoline and 170,260 gallons for diesel, a total of 515,820 gallons. New work order rates were established for 2009 budget; cars \$95 and trucks \$110.

In 2009, fuel prices at vendor sites have ranged from \$2.71 to \$3.66 for gasoline and \$2.98 to \$4.21 for diesel. At the Yards prices have ranged from \$2.43 to \$3.62 for gasoline and \$2.91 to \$4.03 for diesel.

# Public Works–Equipment Division

In 2009, the Equipment Division spent \$3,783,978 or 109.3% of the budgeted allocation. In the past several years, 97% to 114% of the budget has been spent.

## Five Year Financial Forecast

The 2011-2015 five-year forecast assumes operations will continue as they are programmed for 2010 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 2011-2015 FINANCIAL FORECAST (IN 000'S)					
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Revenues	\$3,709	\$3,820	\$3,935	\$4,053	\$4,175
Expenses	<u>3,656</u>	<u>3,766</u>	<u>3,879</u>	<u>3,995</u>	<u>4,115</u>
Excess (Deficit)	<u>53</u>	<u>54</u>	<u>56</u>	<u>58</u>	<u>60</u>
Beginning Balance	<u>481</u>	<u>534</u>	<u>588</u>	<u>644</u>	<u>702</u>
Ending Balance	<u>\$534</u>	<u>\$588</u>	<u>\$644</u>	<u>\$702</u>	<u>\$762</u>

## Personnel Review

PUBLIC WORKS EQUIPMENT FUND				
		<u>2009</u>	<u>2010</u>	<u>INCREASE/</u>
		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
<b>BENEFITS AND SALARIES</b>				
<b>SALARY</b>				
PERMANENT		\$646,526	\$646,260	(\$266)
OVERTIME		29,000	29,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		(1,452)	0	1,452
<b>TOTAL SALARIES</b>		<u>\$674,074</u>	<u>\$675,260</u>	<u>\$1,186</u>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$115,325	\$136,267	\$20,942
UNEMPLOYMENT TAX		693	693	0
WORKMEN'S COMPENSATION		24,829	24,715	(114)
HEALTH INSURANCE		185,640	195,832	10,192
LIFE INSURANCE		858	858	0
TOOL ALLOWANCE		<u>3,000</u>	<u>3,000</u>	<u>0</u>
<b>TOTAL BENEFITS</b>		<u>\$330,345</u>	<u>\$361,365</u>	<u>\$31,020</u>
<b>TOTAL COMPENSATION</b>		<u>\$1,004,419</u>	<u>\$1,036,625</u>	<u>\$32,206</u>
<b>PERSONNEL</b>				
<b>POSITION TITLE</b>	<b>POSTION RANGE</b>	<b>2009 EMPLOYEES</b>	<b>2010 EMPLOYEES</b>	<b>INCREASE/ (DECREASE)</b>
SUPERINTENDENT	E-12	0.00	0.00	0.00
EQUIPMENT SERVICES SUPERVISOR	E-8	1.00	1.00	0.00
AUTO SHOP SUPERVISOR	A-29	1.00	1.00	0.00
AUTO MECHANIC	A-28	9.00	9.00	0.00
SENIOR ACCOUNT CLERK	A-21	0.00	0.00	0.00
<b>TOTAL PERSONNEL</b>		<u>11.00</u>	<u>11.00</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.

### 2009 Accomplishments →

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

### 2010 Goals and Objectives →

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

### Budget Summary

PUBLIC WORKS CENTRAL STORES FUND BUDGET SUMMARY					
	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	219,743	275,637	202,176	285,130	9,493
CONTRACTUAL	33,926	64,750	51,880	64,810	60
SUPPLIES	4,474	37,500	39,215	37,700	200
OTHER	<u>19,589</u>	<u>23,300</u>	<u>20,989</u>	<u>21,000</u>	<u>(2,300)</u>
TOTAL	<u>\$277,732</u>	<u>\$401,187</u>	<u>\$314,260</u>	<u>\$408,640</u>	<u>\$7,453</u>
<b>STAFFING REVIEW</b>					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	INCREASE (DECREASE)
CENT/STORES UNIT	<u>3.25</u>	<u>3.25</u>	<u>3.90</u>	<u>3.90</u>	<u>0.00</u>
TOTAL	<u>3.25</u>	<u>3.25</u>	<u>3.90</u>	<u>3.90</u>	<u>0.00</u>
<b>FUNDING SOURCE</b>					
		2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>
INVENTORY CONTROL CHARGES					
STREET DIVISION		90,500	21.4	90,500	22.0
TRAFFIC DIVISION		41,480	9.8	41,480	10.1
PARKING DIVISION		32,360	7.7	29,360	7.1
PROPERTY UNIT		55,710	13.2	51,710	12.5
EQUIPMENT UNIT		33,940	8.0	33,940	8.2
WATER DIVISION		<u>168,110</u>	<u>39.9</u>	<u>165,110</u>	<u>40.1</u>
CENTRAL STORES TOTAL		<u>\$422,100</u>	<u>100.0</u>	<u>\$412,100</u>	<u>100.0</u>

# Public Works–Central Stores

## Budget Analysis

The Central Stores budget increases \$7,453 (1.9%) for 2010. Personnel costs increase \$9,490 as a result of IMRF and health insurance rate increases.

Contractual accounts increase \$60 (0.1%) and supply accounts increase \$200 (.5%) as a result of a decrease in public work supplies (\$10,000) and increase in small tools (\$10,200).

In 2009, the Central Stores Unit spent \$314,260 or 78.3% of the budgeted allocation. In the past several years, 97% to 110% of the budget has been spent.

## Five Year Financial Forecast

The 2011-2015 five-year forecast assumes operations will continue as they are programmed for 2010 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.

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Revenues	\$421	\$434	\$456	\$479	\$503
Expenses	<u>421</u>	<u>434</u>	<u>447</u>	<u>460</u>	<u>474</u>
Excess (Deficit)	<u>0</u>	<u>0</u>	<u>9</u>	<u>19</u>	<u>29</u>
Beginning Balance	<u>27</u>	<u>27</u>	<u>27</u>	<u>36</u>	<u>55</u>
Ending Balance	<u>\$27</u>	<u>\$27</u>	<u>\$36</u>	<u>\$55</u>	<u>\$84</u>

## Personnel Review

<b>BENEFITS AND SALARIES</b>	<b>2009</b>	<b>2010</b>	<b>INCREASE/</b>	
<b>SALARY</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>(DECREASE)</b>	
PERMANENT	\$185,053	\$185,053	\$0	
OVERTIME	6,000	6,000	0	
MERIT PAY	0	0	0	
SALARY ADJUSTMENT	<u>(1,437)</u>	<u>0</u>	<u>1,437</u>	
<b>TOTAL SALARIES</b>	<b>\$189,616</b>	<b>\$191,053</b>	<b>\$1,437</b>	
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT	\$33,326	\$38,554	\$5,228	
UNEMPLOYMENT TAX	246	246	0	
WORKMEN'S COMPENSATION	431	420	(11)	
HEALTH INSURANCE	51,714	54,553	2,839	
LIFE INSURANCE	304	304	0	
<b>TOTAL BENEFITS</b>	<b>\$86,021</b>	<b>\$94,077</b>	<b>\$8,056</b>	
<b>TOTAL COMPENSATION</b>	<b>\$275,637</b>	<b>\$285,130</b>	<b>\$9,493</b>	
<b>POSITION TITLE</b>	<b>POSTION</b>	<b>2009</b>	<b>2010</b>	<b>INCREASE/</b>
	<b>RANGE</b>	<b>EMPLOYEES</b>	<b>EMPLOYEES</b>	<b>(DECREASE)</b>
CENTRAL SUPPLY SUPERVISOR	E-6	0.90	0.90	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>3.90</u></b>	<b><u>3.90</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.

## 2009 Accomplishments →

- Improved community awareness by conducting over 40 events.
- Improved customer service by reducing complaints and improving responsiveness.
- Completed the Water Division Laboratory Business plan and finalized construction plans for lab facilities.
- Promoted worker safety with full participation in the Public Works Safety Committee while addressing safety concerns in a timely manner.
- Continued to develop and implement the Rockford Water Academy to train and cross train employees increasing average number of hours of training per employee from 8 to 26.
- Continued to remodel and improve the functionality of the Water Operations Building.
- Improved organizational efficiency through Lean Management training.
- Implemented division wide service request tracking using Hanson with 100% completion of over 620 service requests.
- Initiated Continuous Improvement Program to improve internal work processes.

## **Public Works-Water Division**

- Improved preventative maintenance programs for fire hydrants, valve exercising, and well houses.

### **2010 Goals and Objectives →**

- 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.).
- Complete Rockford Water Laboratory with Illinois EPA Certification by third quarter 2010.
- Improve customer service by improving internal systems and responsiveness.
- 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 promote worker safety and reduce number of on the job injuries (training and equipment).
- Continue to 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, filling the Manager of Operations position, and accountability programs for managers and supervisors.
- Continue Lean Improvement programs to improve internal work processes.
- Continue implementation of laptops programs for making field operations more efficient.
  - Distribution – crew leaders and JULIE locators on the network
  - Customer Service – field inspector laptop pilot program
  - Production – water operator laptop pilot program

# Public Works-Water Division

## Budget Summary

PUBLIC WORKS WATER DIVISION BUDGET SUMMARY					
APPROPRIATION	2007 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$5,283,524	\$6,329,908	\$5,936,000	\$6,611,555	\$281,647
CONTRACTUAL	4,012,972	5,695,650	4,648,611	6,020,545	324,895
SUPPLIES	1,483,064	1,558,945	1,045,465	1,706,900	147,955
OTHER	4,291,333	5,608,679	5,257,855	6,192,542	583,863
INTEREST	1,389,810	2,978,000	2,250,552	2,598,000	(380,000)
TOTAL	<u>\$16,460,703</u>	<u>\$22,171,182</u>	<u>\$19,138,483</u>	<u>\$23,129,542</u>	<u>\$958,360</u>

STAFFING REVIEW	2007	2008	2009	2010	INCREASE (DECREASE)
OPERATIONS	71.70	70.70	71.00	73.00	2.00
FIXED ASSETS	4.00	4.00	4.00	4.00	0.00
TOTAL	<u>75.70</u>	<u>74.70</u>	<u>75.00</u>	<u>77.00</u>	<u>2.00</u>

FUNDING SOURCE	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>
WATER USER FEES	\$23,140,000	86.8	\$23,840,000	89.9
INSTALLATIONS & CONNECTIONS	972,000	3.6	1,231,500	4.6
INTEREST INCOME	1,200,000	4.5	820,000	3.1
FROM OTHER GOVERNMENTS	700,000	2.6	0	0.0
MISCELLANEOUS	509,000	1.9	508,000	1.9
PURCHASE OF SERVICES	<u>128,650</u>	<u>0.6</u>	<u>123,300</u>	<u>0.5</u>
TOTAL	<u>\$26,649,650</u>	<u>100.0</u>	<u>\$26,522,800</u>	<u>100.0</u>

## Budget Analysis

The 2010 budget of \$23,129,542 is a \$958,360 increase from the 2009 budget. Personnel costs increased \$281,647. Salaries increased \$117,800 as a result of two water plant operator positions being added. IMRF (\$146,600) costs increased due to increased rate.

Contractual services increased \$324,900 in 2010. A number of changes attribute to this increase, including \$82,000 increase in service contracts and a \$157,000 increase in electrical power. Internal services increase \$34,200 for microcomputers and \$41,250 for building rental. Decreases include \$32,500 for engineering services and \$30,000 for professional fees. A \$62,000 for backwash treatment was added in 2010.

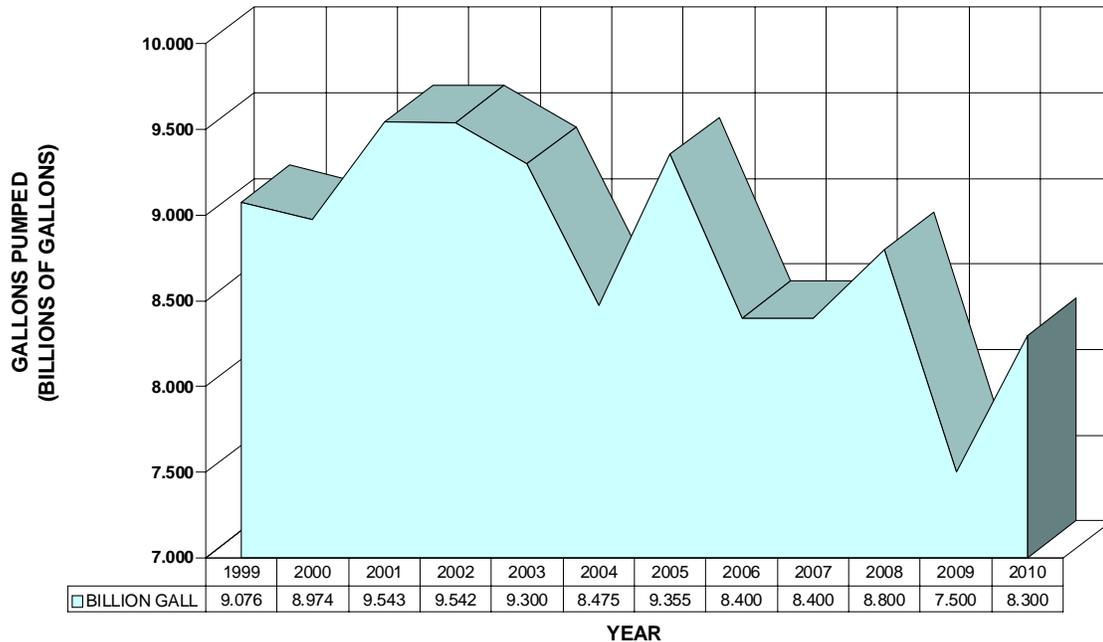
Supplies increased \$147,960 primarily due to an increase in water supplies (\$117,400), based on predicted activity and actual expenditures. Laboratory supplies increased \$15,400.

Other expenses increased \$583,860 for 2010. Increases include \$337,600 for depreciation and \$249,540 in purchase of services offset by a \$3,350 decrease in amortization expense. In 2009, the Water Division spent \$19,138,483 or 86.3% of its budgeted allocation. In the past several years, 83% to 97% of the budget has been spent.

# Public Works-Water Division

## 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 8.7 billion gallons in 2009. The average production for the past seven years is 8.776 billion gallons, which is more than expected 2009 production. Weather conditions, particularly annual rainfall, impact water usage in the City.

### Five Year Financial Forecast

The 2011-2015 five-year forecast assumes annual three percent rate increases with consumption rising three-quarters of one percent each year. Expenses for this forecast range from five to six percent.

WATER FUND 2011-2015 FINANCIAL FORECAST (IN 000'S)					
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Revenues	\$27,417	\$28,349	\$29,313	\$30,310	\$31,341
Expenses	<u>24,286</u>	<u>25,500</u>	<u>26,775</u>	<u>28,114</u>	<u>29,520</u>
Excess (Deficit)	<u>3,131</u>	<u>2,849</u>	<u>2,538</u>	<u>2,196</u>	<u>1,821</u>
Beginning Balance	<u>71,524</u>	<u>74,655</u>	<u>77,504</u>	<u>80,042</u>	<u>82,238</u>
Ending Balance	<u>\$74,655</u>	<u>\$77,504</u>	<u>\$80,042</u>	<u>\$82,238</u>	<u>\$84,059</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.

# Public Works-Water Division

## Fixed Assets

The 2010 budget of \$542,000 for fixed assets includes a variety of vehicles, operating equipment, and building improvements.

FIXED ASSETS PUBLIC WORKS WATER DIVISION 2010 BUDGET			
DESCRIPTION	COST CENTER	ACCOUNT	AMOUNT
Chlorine cylinder closers	3500	79922	\$10,000
Sport Utility Vehicle	3500	79922	\$30,000
Tandem dump trucks	3510	79922	\$240,000
Backhoe w/Extend-a-hoe	3510	79922	\$80,000
1 ton Pickup	3510	79922	\$30,000
Refurbish 75-428 Step Van	3510	79922	\$12,000
Hand held meter reader	3523	79922	\$5,000
Van for new service inspectors	3526	79922	\$30,000
			<u>\$437,000</u>
Fiber optic lines to well houses	3500	79910	\$30,000
Cedar St. Improvements (phase 3)	3526	79910	\$75,000
			<u>\$105,000</u>
			<u>\$542,000</u>
TOTAL CURRENT FIXED ASSETS			<b>\$542,000</b>

## Personnel Review

PUBLIC WORKS WATER DIVISION				
BENEFITS AND SALARIES	2009	2010	INCREASE/ (DECREASE)	
SALARY	BUDGET	BUDGET	(DECREASE)	
PERMANENT	\$3,814,885	\$3,882,425	\$67,540	
TEMPORARY	91,760	93,560	1,800	
OVERTIME	470,140	492,000	21,860	
MERIT PAY	0	0	0	
SALARY ADJUSTMENT	(26,607)	0	26,607	
<b>TOTAL SALARIES</b>	<u>\$4,350,178</u>	<u>\$4,467,985</u>	<u>\$117,807</u>	
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT	\$743,314	\$889,916	\$146,602	
UNEMPLOYMENT TAX	4,725	4,851	126	
WORKER'S COMPENSATION	96,089	103,417	7,328	
HEALTH INSURANCE	1,110,512	1,112,020	1,508	
RETIREE HEALTH INSURANCE	16,000	24,000	8,000	
LIFE INSURANCE	5,850	6,006	156	
PARKING	3,240	3,360	120	
<b>TOTAL BENEFITS</b>	<u>\$1,979,730</u>	<u>\$2,143,570</u>	<u>\$163,840</u>	
<b>TOTAL COMPENSATION</b>	<u>\$6,329,908</u>	<u>\$6,611,555</u>	<u>\$281,647</u>	
POSITION TITLE	POSTION RANGE	2009 EMPLOYEES	2010 EMPLOYEES	INCREASE/ (DECREASE)
WATER SUPERINTENDENT	E-12	1.00	1.00	0.00
ASSISTANT SUPERINTENDENT	E-9	0.00	0.00	0.00
WATER OPERATIONS MANAGER	E-9	1.00	1.00	0.00
CUSTOMER SERVICE MANAGER	E-8	1.00	1.00	0.00
DIS SYS OP SUPERVISOR	E-8	1.00	1.00	0.00
WATER CONSTRUCTION SUPERVISOR	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 QUALITY 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	0.00	2.00	2.00
ACCOUNTANT	E-7	1.00	1.00	0.00
CUSTOMER SERVICE SUPERVISOR	E-7	2.00	0.00	(2.00)
WATER ENGINEERING SUPERVISOR	E-6	1.00	0.00	(1.00)
WATER QUALITY TECHNICIAN	E-5	2.00	2.00	0.00
WATER CONTROL SYSTEM TECHNICIAN	E-5	0.00	1.00	1.00
SENIOR ENGINEERING TECHNICIAN	E-6	3.00	3.00	0.00
ENGINEERING TECHNICIAN	E-5	1.00	1.00	0.00
INSPECTION OFFICER	CD-26	1.00	1.00	0.00
PUBLIC WORKS CREW LEADER	A-28	5.00	5.00	0.00
WATER PLANT OPERATOR	A-28	11.00	13.00	2.00
WATER SERVICE INSPECTOR	A-26	9.00	9.00	0.00
EQUIPMENT OPERATOR	A-23	6.00	6.00	0.00
SENIOR ACCOUNT CLERK	A-21	1.00	1.00	0.00
MAINTENANCE WORKER	A-20	10.00	10.00	0.00
SENIOR SECRETARY	A-20	1.00	1.00	0.00
SENIOR CLERK	A-19	8.00	8.00	0.00
WATER METER READER	A-18	3.00	3.00	0.00
<b>TOTAL PERSONNEL</b>		<u>75.00</u>	<u>77.00</u>	<u>2.00</u>

# Public Works-Water Division

## Performance Measures

	2007 Actual	2008 Actual	2009 Actual	2010 Projected
Annual water production (billion gallons)	8.34	8.00	7.50	8.30
Hydrants replaced or installed	70	70	41	70
Services replaced or installed	65	65	77	65
Valves replaced or installed	40	110	47	100
Number of radio frequency meters installed	5,275	1,900	800	100
Number of customer meters	53,221	53,267	53,280	53,500
Radio frequency meters as a % of total	97.2%	98.3%	99.8%	100.0%