

# **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>	<u>2008 ACTUAL</u>	<u>2009 BUDGET</u>	<u>2009 ACTUAL</u>	<u>2010 BUDGET</u>	<u>INCREASE (DECREASE)</u>
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>	<u>INCREASE (DECREASE)</u>
TOTAL	6.50	6.50	4.50	3.50	(1.00)
<b>FUNDING SOURCE</b>					
		<u>2009 AMOUNT</u>	<u>2009 PERCENTAGE</u>	<u>2010 AMOUNT</u>	<u>2010 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.

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## 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>