

Fund:
WATERWORKS and SEWERAGE

Department:
PUBLIC WORKS

Division:
SUPPORT SERVICES

Division No.: **47000**

The Water Quality Report advises water customers of the quality and contents of the City’s water, and is required by the Illinois Environmental Protection Agency (IEPA).

The Support Services Division administers a Cross Connection Program and Cross Connection Survey. Businesses that conduct operations that could be harmful to the public water supply are required to use backflow prevention devices to protect against cross contamination. The Cross Connection Program requires routine tests of these devices to ensure the safety of the water system. The Cross Connection Survey is conducted citywide to identify and correct any new or unknown potentially harmful connections to the water system. This survey is sent to all water accounts, including businesses and residential, and is required by the IEPA every two years. The City sends this survey to half of the water accounts every year.

MISSION:

The mission of the Support Services Division is to provide general and administrative support to all operating Divisions of the Waterworks and Sewerage Fund.

SERVICES:

The Support Services Division provides administrative direction to the Water Treatment Plant, Water Distribution, Meter Services, and Sewer Collection Divisions. The Support Services Division includes payments for outside consultants, billing services, and property insurance. This Division also includes the depreciation expenses for fixed assets owned by the Waterworks and Sewerage Fund.

The Grease Trap Monitoring Program requires restaurants and other businesses to submit information regarding disposal and cleaning of grease traps. This program supports the Sewer Collection Division by reducing the number of sewer main stoppages caused by grease, which improves the quality of sewer service provided to customers. Reduced grease loading also helps keep treatment costs down at both of the City’s Wastewater Treatment Plants.

PROGRAM HIGHLIGHTS:

Funds are budgeted for materials and postage for multiple annual mass mailings that are sent to each one of the City’s approximately 8,000 water accounts.

Goals, Objectives and Performance Measures for this Division are reflected in the various operating divisions of the Water and Sewer Fund.

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2012	AUTHORIZED BUDGET FY 2013	ESTIMATED ACTUAL FY 2013	BUDGET FY 2014	\$ AMOUNT BUDGET FY 2014
Water Operations Manager	1.00	1.00	1.00	1.00	\$66,795
Water Distribution and Sewer Collection Superintendent	1.00	1.00	1.00	1.00	\$59,696
Administrative Assistant	1.00	1.00	1.00	1.00	\$49,339
TOTAL	3.00	3.00	3.00	3.00	\$175,830

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EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2012	BUDGET FY2013	ACTUAL FY2013	BUDGET FY2014
PERSONAL SERVICES				
100 Employee Salary and Wages	167,842	170,715	170,715	175,830
101 Accrued Sick Leave	31,659	0	0	0
102 Accrued Vacation Leave	10,326	0	0	0
103 Accrued Birthday Leave	876	0	0	0
110 Employee Overtime	67	0	0	0
130 Employee Health Ins. Benefits	27,894	30,086	32,242	28,985
131 Employee Retirement Benefits	31,936	33,908	34,612	37,103
140 Employee Work Comp. Benefits	15,796	15,364	12,782	8,825
TOTAL PERSONAL SERVICES	286,396	250,073	250,351	250,743
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	14,098	11,000	10,000	11,000
220 Communications-Telephone	5,635	4,920	4,920	5,220
222 Communications-Postage	24,093	30,564	40,564	38,640
240 Travel, Conferences, Training	5,459	7,095	7,000	9,555
250 Repairs & Maint.-Equip.	40	200	100	200
251 Repairs & Maint.-Bldg. & Struc.	0	8,000	10,800	2,600
260 Rental Charges	2,062	1,901	1,901	1,901
270 Outside Printing Services	5,489	6,650	5,500	6,650
271 Other Outside Services	5,282	5,450	5,450	6,500
272 Office Supplies	4,865	4,580	5,400	6,000
273 Operating Supplies & Materials	3,105	2,250	2,250	2,900
275 Motor Fuels and Lubricants	3,527	5,106	4,000	4,554
280 Subscriptions and Memberships	702	705	732	800
281 Insurance and Bonds	162,913	175,507	154,024	102,171
299 Operating Equipment	3,698	2,400	2,400	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	240,968	266,328	255,041	198,691
SERVICES AND CHARGES TRANSFERRED IN				
310 Veh. & Equip.-Labor & Overhead	1,825	2,741	1,827	2,488
311 Vehicle & Equipment-Parts	2,171	3,500	2,500	3,200
332 Information Systems Services	39,859	43,500	42,019	42,701
335 Financial Management Services	155,188	232,266	232,266	211,603
352 Engineering Services	41,831	37,001	37,001	53,880
TOTAL SRVCS & CHRGS TRANSFER IN	240,874	319,008	315,613	313,872
NON-OPERATING CHARGES				
420 Uncollectible Accounts	51,289	10,000	10,000	10,000
TOTAL NON-OPERATING CHARGES	51,289	10,000	10,000	10,000

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EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2012	BUDGET	ACTUAL	BUDGET
		FY2013	FY2013	FY2014
CAPITAL OUTLAY				
503 Machinery and Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>24,000</u>
TOTAL CAPITAL OUTLAY	0	0	0	24,000
DEPRECIATION EXPENSE				
890 Depreciation on Fixed Assets	<u>1,905,472</u>	<u>1,929,736</u>	<u>1,929,736</u>	<u>1,929,736</u>
TOTAL DEPRECIATION EXPENSE	1,905,472	1,929,736	1,929,736	1,929,736
TOTAL EXPENDITURES	<u><u>2,724,999</u></u>	<u><u>2,775,145</u></u>	<u><u>2,760,741</u></u>	<u><u>2,727,042</u></u>