

Fund:
WATERWORKS and SEWERAGE

Department:
PUBLIC WORKS

Division:
SUPPORT SERVICES

Division No.: **47000**

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.

PROGRAM HIGHLIGHTS:

In FY 2016, funds will be budgeted for materials and postage for multiple annual mass mailings that are sent to each one of the City's approximate 8,000 water accounts.

Also in FY 2016, the Water Quality Report will be completed and posted on the City's website which advises water customers of the quality and contents of the City's water and is required by the Illinois Environmental Protection Agency (IEPA).

In FY 2016, the Support Services Division will administer 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.

In FY 2016, the Grease Trap Monitoring Program will continue to require 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.

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 2014	AUTHORIZED BUDGET FY 2015	ESTIMATED ACTUAL FY 2015	BUDGET FY 2016	\$ AMOUNT BUDGET FY 2016
Water Operations Manager	1.00	1.00	1.00	1.00	\$68,131
Water Distribution and Sewer Collection Superintendent	1.00	1.00	1.00	1.00	\$60,886
Administrative Assistant	1.00	1.00	1.00	1.00	\$50,321
TOTAL	3.00	3.00	3.00	3.00	\$179,338

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EXPENDITURE CLASSIFICATION	ACTUAL FY2014	AUTHORIZED	ESTIMATED	BUDGET FY2016
		BUDGET FY2015	ACTUAL FY2015	
PERSONAL SERVICES				
100 Employee Salary and Wages	175,830	179,338	179,338	179,338
101 Accrued Sick Leave	12,157	0	0	0
102 Accrued Vacation Leave	17,109	0	0	0
103 Accrued Birthday Leave	641	0	0	0
110 Employee Overtime	0	0	0	0
130 Employee Health Ins. Benefits	32,215	32,483	30,600	30,604
131 Employee Retirement Benefits	37,260	39,122	38,023	36,530
140 Employee Work Comp. Benefits	9,442	9,567	8,950	8,164
150 Special Contractual Benefits	1,571	0	0	0
TOTAL PERSONAL SERVICES	286,225	260,510	256,911	254,636
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	10,000	11,000	10,000	11,000
220 Communications-Telephone	4,469	4,740	5,023	3,840
221 Communications - Data	838	1,128	230	1,200
222 Communications-Postage	34,223	48,670	24,677	28,670
240 Travel, Conferences, Training	10,408	9,555	9,750	9,555
250 Repairs & Maint.-Equip.	80	200	100	100
251 Repairs & Maint.-Bldg. & Struc.	2,600	2,500	0	0
260 Rental Charges	1,872	1,872	1,872	1,872
270 Outside Printing Services	2,841	6,650	5,456	6,250
271 Other Outside Services	5,638	5,930	5,734	10,475
272 Office Supplies	5,329	6,000	6,061	6,100
273 Operating Supplies & Materials	1,032	2,921	2,096	3,950
275 Motor Fuels and Lubricants	3,588	4,554	3,070	3,864
280 Subscriptions and Memberships	860	800	850	900
281 Insurance and Bonds	113,505	143,507	146,771	162,216
TOTAL DIR. OPER. CHRGS. & SRVCS.	197,283	250,027	221,690	249,992
SERVICES AND CHARGES TRANSFERRED IN				
310 Veh. & Equip.-Labor & Overhead	4,174	2,099	2,099	2,131
311 Vehicle & Equipment-Parts	3,777	3,200	2,500	2,500
332 Information Systems Services	48,626	47,520	48,346	182,881
335 Financial Management Services	211,603	234,192	234,192	225,311
352 Engineering Services	81,115	83,470	129,244	164,152
TOTAL SRVCS & CHRGS TRANSFER IN	349,295	370,481	416,381	576,975
NON-OPERATING CHARGES				
420 Uncollectible Accounts	38,161	45,000	12,117	20,000
TOTAL NON-OPERATING CHARGES	38,161	45,000	12,117	20,000

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EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2014	BUDGET	ACTUAL	BUDGET
		FY2015	FY2015	FY2016
CAPITAL OUTLAY				
503 Machinery and Equipment	<u>23,903</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL OUTLAY	23,903	0	0	0
CONTINGENCIES				
801 Division Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,667</u>
TOTAL CONTINGENCIES	0	0	0	9,667
DEPRECIATION EXPENSE				
890 Depreciation on Fixed Assets	<u>2,006,780</u>	<u>1,929,736</u>	<u>2,006,780</u>	<u>2,006,780</u>
TOTAL DEPRECIATION EXPENSE	2,006,780	1,929,736	2,006,780	2,006,780
TOTAL EXPENDITURES	<u><u>2,901,647</u></u>	<u><u>2,855,754</u></u>	<u><u>2,913,879</u></u>	<u><u>3,118,050</u></u>