

Fund:  
**WATERWORKS and SEWERAGE**

Department:  
**PUBLIC WORKS**

Division:  
**SUPPORT SERVICES**

Division No.: **47000**

report is required by the Illinois Environmental Protection Agency (IEPA).

In FY 2017, 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 city-wide to identify and correct any new or unknown connections that are potentially harmful 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.

In FY 2017, 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.

**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 2017, 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 2017, 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. This

**NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:**

POSITION TITLE	ACTUAL FY 2015	AUTHORIZED BUDGET FY 2016	ESTIMATED ACTUAL FY 2016	BUDGET FY 2017	\$ AMOUNT BUDGET FY 2017
Water Operations Manager	1.00	1.00	1.00	1.00	\$70,616
Water Distribution and Sewer Collection Superintendent	1.00	1.00	1.00	1.00	\$63,107
Water and Sewer Foreman	0.00	0.00	0.00	1.00	\$54,080
Administrative Assistant	1.00	1.00	0.43	0.00	\$0
Administrative Secretary	0.00	0.00	0.33	1.00	\$37,856
<b>TOTAL</b>	3.00	3.00	2.76	4.00	\$225,659

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EXPENDITURE CLASSIFICATION	ACTUAL FY2015	AUTHORIZED	ESTIMATED	BUDGET FY2017
		BUDGET FY2016	ACTUAL FY2016	
<b>PERSONAL SERVICES</b>				
100 Employee Salary and Wages	179,338	179,338	171,843	225,659
101 Accrued Sick Leave	14,408	0	0	0
102 Accrued Vacation Leave	14,936	0	0	0
103 Accrued Birthday Leave	479	0	0	0
110 Employee Overtime	0	0	0	0
130 Employee Health Ins. Benefits	30,721	30,604	31,041	44,174
131 Employee Retirement Benefits	37,892	36,530	34,280	45,166
140 Employee Work Comp. Benefits	8,416	8,164	7,279	7,954
150 Special Contractual Benefits	850	0	850	1,700
<b>TOTAL PERSONAL SERVICES</b>	<b>287,040</b>	<b>254,636</b>	<b>245,293</b>	<b>324,653</b>
<b>DIRECT OPERATING CHARGES &amp; SERVICES</b>				
200 Professional & Consultant Fees	10,000	11,000	10,000	11,000
220 Communications-Telephone	4,886	3,840	3,948	5,280
221 Communications - Data	681	1,200	2,122	1,800
222 Communications-Postage	23,666	28,670	32,805	28,670
240 Travel, Conferences, Training	9,774	9,555	9,500	8,310
250 Repairs & Maint.-Equip.	0	100	100	100
260 Rental Charges	2,024	1,872	1,872	1,872
270 Outside Printing Services	4,676	6,250	5,500	6,250
271 Other Outside Services	6,073	10,475	10,475	10,475
272 Office Supplies	7,225	6,100	6,000	6,064
273 Operating Supplies & Materials	1,706	3,950	3,950	3,950
275 Motor Fuels and Lubricants	3,061	3,864	3,000	3,600
280 Subscriptions and Memberships	891	900	900	900
281 Insurance and Bonds	146,771	162,216	152,566	144,055
<b>TOTAL DIR. OPER. CHRGS. &amp; SRVCS.</b>	<b>221,434</b>	<b>249,992</b>	<b>242,738</b>	<b>232,326</b>
<b>SERVICES AND CHARGES TRANSFERRED IN</b>				
310 Veh. & Equip.-Labor & Overhead	2,678	2,131	2,605	2,554
311 Vehicle & Equipment-Parts	2,151	2,500	2,500	2,500
332 Information Systems Services	50,352	182,881	129,604	147,107
335 Financial Management Services	236,857	225,311	225,300	231,383
352 Engineering Services	136,934	164,152	99,340	191,450
<b>TOTAL SRVCS &amp; CHRGS TRANSFER IN</b>	<b>428,972</b>	<b>576,975</b>	<b>459,349</b>	<b>574,994</b>
<b>NON-OPERATING CHARGES</b>				
420 Uncollectible Accounts	12,309	20,000	13,280	20,000
490 Loss on Dispos. Of Fixed Assets	2,564	0	0	0
<b>TOTAL NON-OPERATING CHARGES</b>	<b>14,873</b>	<b>20,000</b>	<b>13,280</b>	<b>20,000</b>

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EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2015	BUDGET	ACTUAL	BUDGET
	FY2015	FY2016	FY2016	FY2017
<b>CAPITAL OUTLAY</b>				
504 Licensed Vehicles	<u>0</u>	<u>8,000</u>	<u>8,000</u>	<u>0</u>
TOTAL CAPITAL OUTLAY	0	8,000	8,000	0
<b>CONTINGENCIES</b>				
801 Division Contingency	<u>0</u>	<u>1,667</u>	<u>0</u>	<u>10,000</u>
TOTAL CONTINGENCIES	0	1,667	0	10,000
<b>DEPRECIATION EXPENSE</b>				
890 Depreciation on Fixed Assets	<u>2,114,834</u>	<u>2,006,780</u>	<u>2,006,780</u>	<u>2,006,780</u>
TOTAL DEPRECIATION EXPENSE	2,114,834	2,006,780	2,006,780	2,006,780
<b>TOTAL EXPENDITURES</b>	<u><u>3,067,153</u></u>	<u><u>3,118,050</u></u>	<u><u>2,975,440</u></u>	<u><u>3,168,753</u></u>