

Fund: WATERWORKS and SEWERAGE
Department: PUBLIC WORKS
Division: SUPPORT SERVICES
Division No.: 47000

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 2015, 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 2015, 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:

Continued in FY 2015, will be funds that 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.

Also in FY 2015, the Water Quality Report will be done

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2013	AUTHORIZED BUDGET FY 2014	ESTIMATED ACTUAL FY 2014	BUDGET FY 2015	\$ AMOUNT BUDGET FY 2015
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	AUTHORIZED		ESTIMATED	
	ACTUAL FY2013	BUDGET FY2014	ACTUAL FY2014	BUDGET FY2015
PERSONAL SERVICES				
100 Employee Salary and Wages	170,715	175,830	175,830	179,338
101 Accrued Sick Leave	10,110	0	0	0
102 Accrued Vacation Leave	(4,138)	0	0	0
103 Accrued Birthday Leave	(638)	0	0	0
110 Employee Overtime	138	0	0	0
130 Employee Health Ins. Benefits	32,243	28,985	32,215	32,483
131 Employee Retirement Benefits	34,297	37,103	37,304	39,122
140 Employee Work Comp. Benefits	12,782	8,825	8,877	9,567
150 Special Contractual Benefits	2,993	0	0	0
TOTAL PERSONAL SERVICES	258,502	250,743	254,226	260,510
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	10,000	11,000	10,000	11,000
220 Communications-Telephone	4,354	4,740	4,797	4,740
221 Communications - Data	0	480	1,122	1,128
222 Communications-Postage	24,787	38,640	44,174	48,670
240 Travel, Conferences, Training	6,602	9,555	10,200	9,555
250 Repairs & Maint.-Equip.	80	200	100	200
251 Repairs & Maint.-Bldg. & Struc.	10,884	2,600	2,884	2,500
260 Rental Charges	1,720	1,901	1,872	1,872
270 Outside Printing Services	2,346	6,650	6,166	6,650
271 Other Outside Services	2,100	6,500	5,970	5,930
272 Office Supplies	5,393	6,000	5,214	6,000
273 Operating Supplies & Materials	2,477	2,900	2,774	2,921
275 Motor Fuels and Lubricants	3,766	4,554	3,648	4,554
280 Subscriptions and Memberships	1,491	800	750	800
281 Insurance and Bonds	154,024	102,171	113,505	143,507
299 Operating Equipment	0	0	0	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	230,024	198,691	213,176	250,027
SERVICES AND CHARGES TRANSFERRED IN				
310 Veh. & Equip.-Labor & Overhead	1,023	2,488	2,301	2,099
311 Vehicle & Equipment-Parts	1,416	3,200	3,200	3,200
332 Information Systems Services	43,209	42,701	42,701	47,520
335 Financial Management Services	232,266	211,603	211,603	234,192
352 Engineering Services	54,014	53,880	53,880	83,470
TOTAL SRVCS & CHRGS TRANSFER IN	331,928	313,872	313,685	370,481
NON-OPERATING CHARGES				
420 Uncollectible Accounts	65,899	10,000	45,229	45,000
TOTAL NON-OPERATING CHARGES	65,899	10,000	45,229	45,000

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EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2013	BUDGET	ACTUAL	BUDGET
	FY2013	FY2014	FY2014	FY2015
CAPITAL OUTLAY				
503 Machinery and Equipment	<u>0</u>	<u>24,000</u>	<u>23,903</u>	<u>0</u>
TOTAL CAPITAL OUTLAY	0	24,000	23,903	0
DEPRECIATION EXPENSE				
890 Depreciation on Fixed Assets	<u>1,984,535</u>	<u>1,929,736</u>	<u>1,929,736</u>	<u>1,929,736</u>
TOTAL DEPRECIATION EXPENSE	1,984,535	1,929,736	1,929,736	1,929,736
TOTAL EXPENDITURES	<u><u>2,870,888</u></u>	<u><u>2,727,042</u></u>	<u><u>2,779,955</u></u>	<u><u>2,855,754</u></u>