

Public Works–Administration

Mission Statement

It is the mission of the Public Works Administration Division to provide direction and administrative support to the Department of Public Works

Primary Functions → The primary function of the Administrative Division is to manage, supervise, and provide technical and clerical support to the entire Public Works Department’s operating divisions.

2004 Accomplishments →

- Completed an estimated 1,200 requests for service during the calendar year.
- Provided administration and management for a 200 person work force.
- Provided a foundation of leadership and support for the operating divisions of the Department.

2005 Goals →

- Continue to provide a foundation of leadership and support for the operating divisions of the Department.
- To provide effective communication with City residents about the various public works projects, programs, and services.

Budget Summary

PUBLIC WORKS ADMINISTRATION BUDGET SUMMARY					
APPROPRIATION	2003 <u>ACTUAL</u>	2003 <u>BUDGET</u>	2004 <u>ACTUAL</u>	2005 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$393,047	\$499,857	\$483,843	\$527,047	\$27,190
CONTRACTUAL	60,714	65,850	72,984	72,760	6,910
SUPPLIES	4,437	7,350	7,492	6,850	(500)
CAPITAL	0	0	0	0	0
TOTAL	<u>\$458,198</u>	<u>\$573,057</u>	<u>\$564,319</u>	<u>\$606,657</u>	<u>\$33,600</u>
STAFFING REVIEW					
TOTAL	<u>2002</u> 6.50	<u>2003</u> 6.50	<u>2004</u> 6.50	<u>2005</u> 6.50	INCREASE (DECREASE) 0.0
FUNDING SOURCE					
		2004 <u>AMOUNT</u>	2004 <u>PERCENTAGE</u>	2005 <u>AMOUNT</u>	2005 <u>PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS		\$68,191	10.8	\$73,220	12.1
INTERDIVISIONAL PURCHASE					
OF SERVICES		332,200	52.6	386,850	63.8
GENERAL REVENUES		<u>172,666</u>	<u>36.6</u>	<u>146,587</u>	<u>24.1</u>
TOTAL		<u>\$573,057</u>	<u>100.0</u>	<u>\$606,657</u>	<u>100.0</u>

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Budget Analysis

The 2005 budget is \$606,657, which is an increase of \$33,600 (5.9%) over the previous year. Personnel costs increase \$27,200, with salaries increasing \$18,900 due to annual wage adjustments. IMRF costs are an additional \$5,100 due to an increase in contribution rates and higher salaries. Health insurance costs increase \$2,800, due to a premium increase of 5%.

Contractual costs increase \$6,900 primarily due to additions in the internal service charges for microcomputers (\$4,200) and building rental (\$2,200). The supply group is down \$500 from the prior year.

Actual expenditures were \$458,198 or 83.3% of the 2003 budget amount. In 2004, expenditures were \$564,319 or 98.5 % of the total appropriation.

Capital Equipment

Capital equipment is not budgeted in 2005.

Personnel Review

PUBLIC WORKS ADMINISTRATION DIVISION						
	POSITION RANGE	2004 BUDGET		2005 BUDGET		EMPLOYEE CHANGE
		DOLLARS BUDGETED	NUMBER OF EMPLOYEES	DOLLARS BUDGETED	NUMBER OF EMPLOYEES	
SALARIES						
DIRECTOR	E-15	\$120,733	1.00	\$126,630	1.00	0.00
OPERATIONS MANAGER	E-11	70,826	1.00	77,255	1.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	E-6	51,119	1.00	53,007	1.00	0.00
CUSTOMER RELATIONS TECHNICIAN	E-4	36,310	1.00	37,654	1.00	0.00
SENIOR OFFICE ASSISTANT	E-4	43,802	1.00	45,505	1.00	0.00
SENIOR ACCOUNT CLERK	A-21	19,201	0.50	18,827	0.50	0.00
INTERMEDIATE CLERK	A-17	31,293	1.00	32,864	1.00	0.00
TEMPORARY		1,400		1,400		
OVERTIME		250		250		
MERIT PAY		8,870		9,333		
SALARY ADJUSTMENT		0		0		
	SUBTOTAL	<u>383,804</u>	<u>6.50</u>	<u>402,725</u>	<u>6.50</u>	<u>0.00</u>
BENEFITS						
ILLINOIS MUNICIPAL RETIREMENT		61,789		66,887		
UNEMPLOYMENT TAX		0		351		
WORKMEN'S COMPENSATION		612		642		
HEALTH INSURANCE		51,264		54,054		
LIFE INSURANCE		48		48		
PARKING BENEFITS		<u>2,340</u>		<u>2,340</u>		
	SUBTOTAL	<u>116,053</u>		<u>124,322</u>		
	TOTAL	<u>\$499,857</u>	<u>6.50</u>	<u>\$527,047</u>	<u>6.50</u>	