SECTION IV

CORPORATE FUND

The Corporate Fund provides for day-to-day staff services as well as the operations and maintenance of treatment plants, pumping stations, collection sewers, tunnels, and related facilities. This section provides appropriation detail for the operations and support departments.

Graphs indicate staffing, appropriations, and expenditures budgeted from 2006 through 2015. The structure of sub-units and sections, the number of actual 2013 full-time equivalent (FTE) positions, as well as FTE positions budgeted for 2014 and 2015 are shown in the organization chart. In this section, and throughout the Budget, actual expenditures are used for 2013 with estimated costs for 2014 and budgeted costs for 2015. Additional information for each department includes:

- A *Department Head Transmittal Letter* provides an outline of department plans for the 2015 budget year.
- A *Narrative* explanation of the responsibilities of the department, changes in appropriation from the 2014 Budget, accomplishments during 2014, and significant features for the 2015 Budget. The mission statement, major goals, and initiatives are also provided.
- A list of *Objectives by Priority* describes each objective, assigns the costs associated with it, and indicates its percentage of the total department budget.
- *Programs by Priority* includes major department functions and projected costs and staffing levels with comparison to budgeted 2014. Actual costs are shown for 2013.
- *Performance Data* measures specific department activities by cost and, where possible, measurable units, and compares budgeted costs for 2015 and 2014 with actual costs for 2013.
- The *Line Item Analysis* provides detailed line item appropriations over a three-year period. Appropriations for 2015 are shown as proposed by the Executive Director, subsequently recommended by the Committee on Budget and Employment, and ultimately adopted and amended by the Board of Commissioners. Original and adjusted appropriations and estimated expenditures are shown for 2014. Actual 2013 expenditures are provided.
- The *Position Analysis* provides comparative departmental personnel position information for the previous, current, and budget years. Position counts and appropriations for the current and budget years are provided as totals by section or unit, division, and department. The pay plan and grade for each class title is provided and can be used to reference the salary schedules contained in the appendix to determine the applicable salary range. The 2015 salary appropriation is adjusted for vacancies in the Line Item Analysis.

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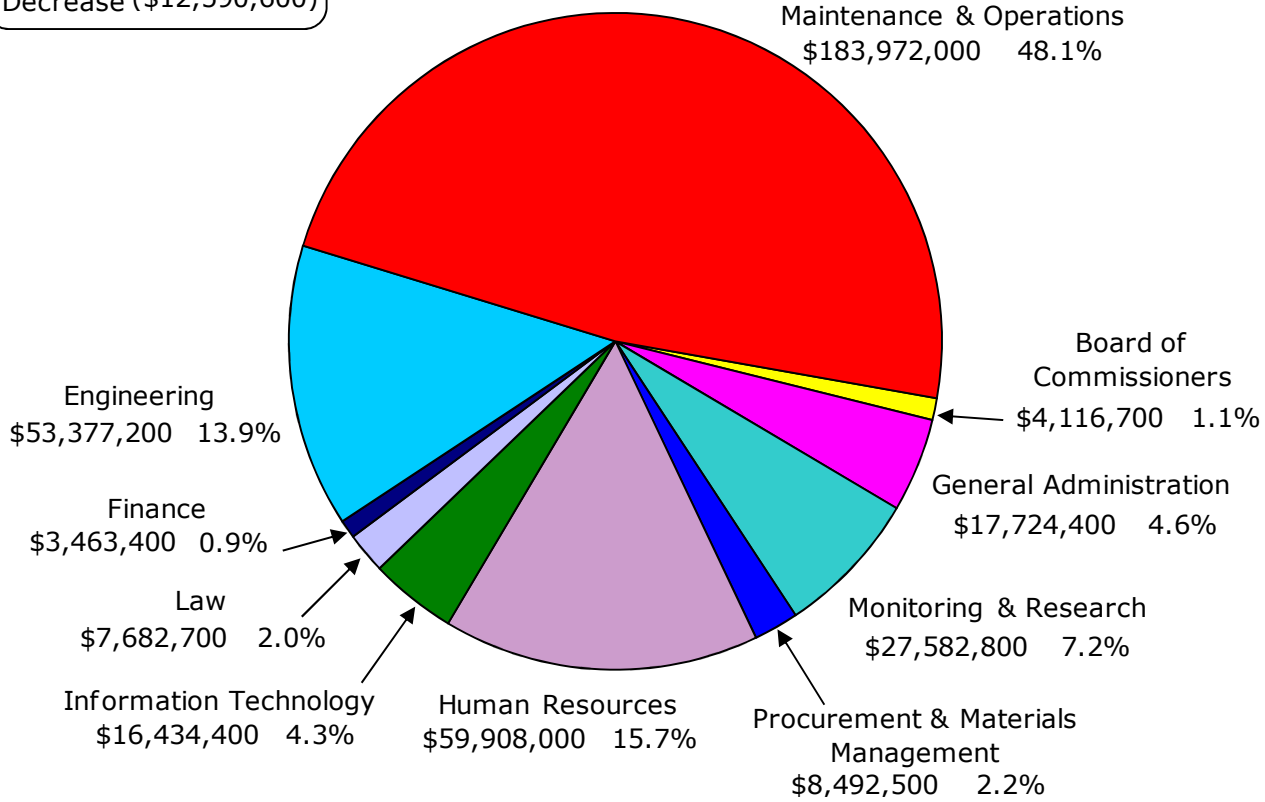
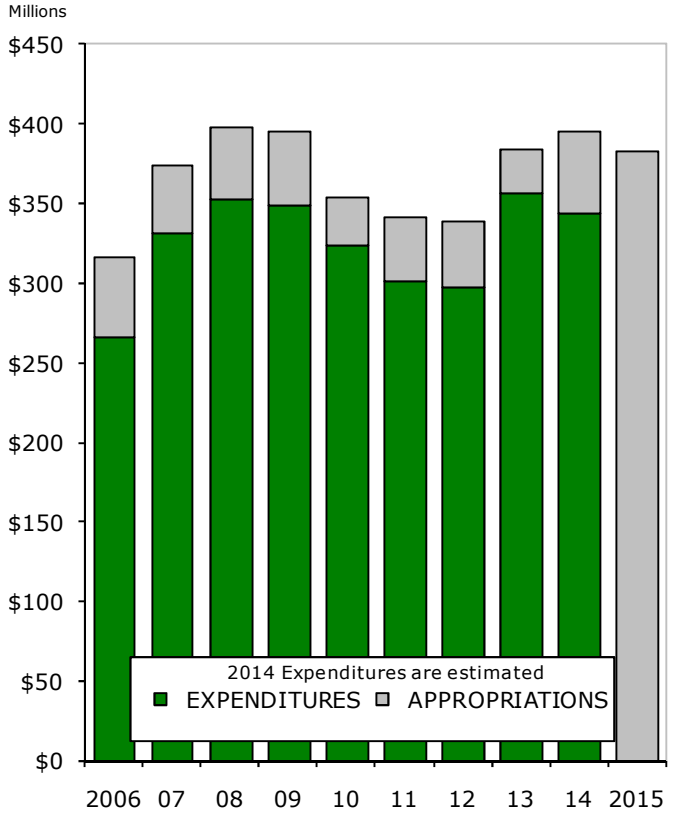
CORPORATE FUND

FUNCTIONS

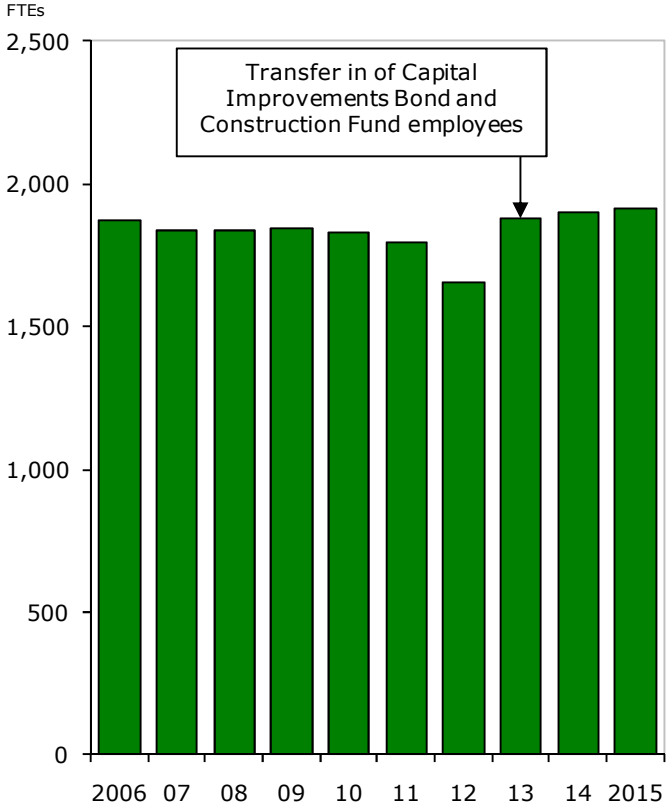
2015	$382,754,100
2014	$395,344,700
Decrease	($12,590,600)



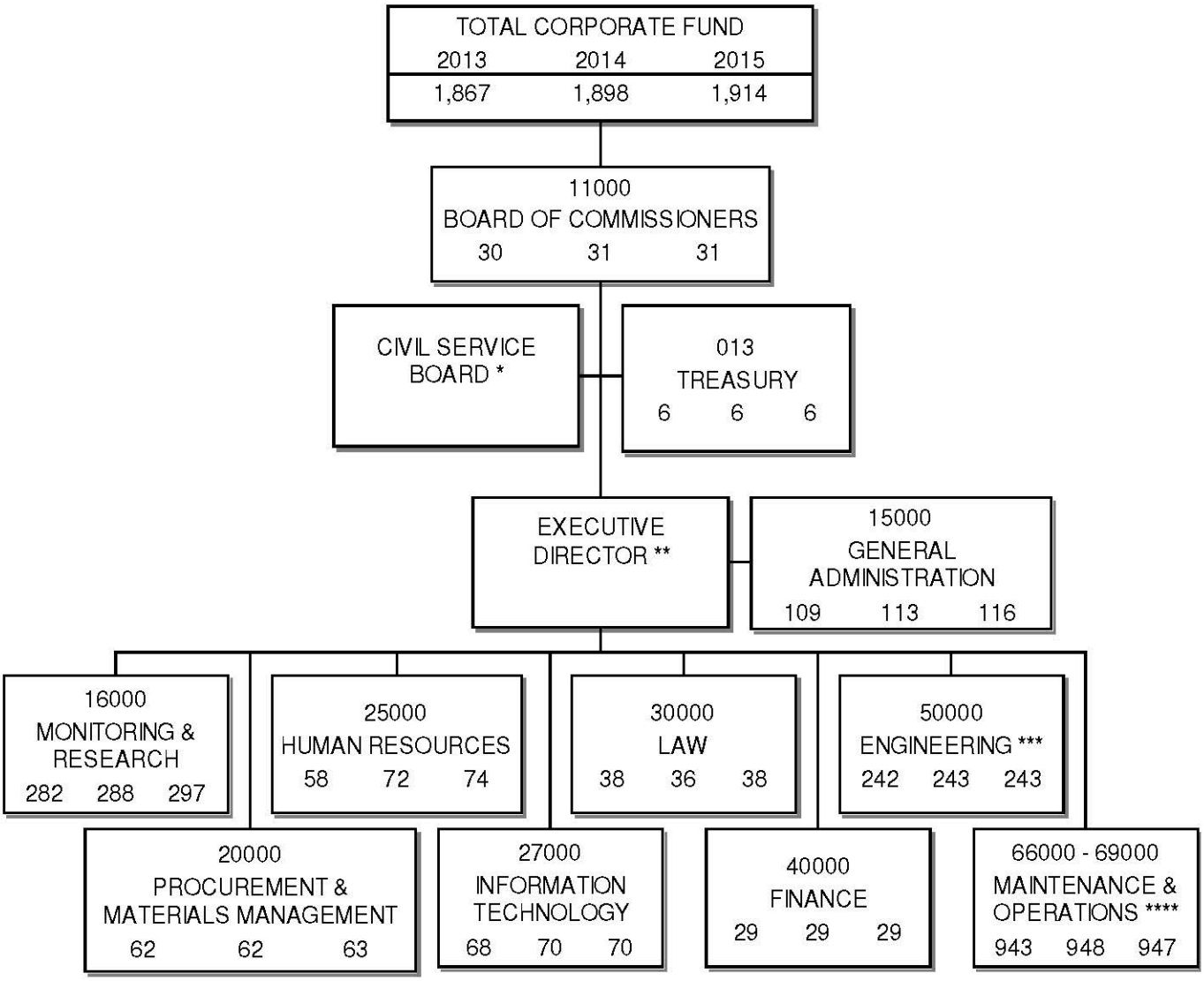
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



CORPORATE FUND



* Personnel count for the Civil Service Board is reflected in the Human Resources Department total under Unit 252.

** Personnel count for the Executive Director's Office is reflected in General Administration.

*** 32 positions are funded by the Stormwater Management Fund while the operations remain in the Engineering Department.

**** 28 positions are funded by the Stormwater Management Fund while the operations remain in the Maintenance & Operations Department.

101 11000 - 69000	Fund: Corporate Department: All Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$161,183,483	$171,775,200	$171,345,701	$119,809,384	$163,821,000	$175,071,700	$ -
601060	Compensation Plan Adjustments	6,289,964	7,298,900	7,328,900	5,066,868	6,518,100	6,817,000	-
601070	Social Security & Medicare Contributions	2,308,358	2,425,000	2,425,000	1,859,508	2,397,800	2,692,800	-
601080	Salaries of Nonbudgeted Employees	53,595	127,400	272,400	159,551	218,600	24,800	-
601090	Employee Claims	63,919	100,000	100,000	16,144	60,000	60,200	-
601100	Tuition and Training Payments	770,255	1,419,700	1,419,700	878,137	1,106,100	1,263,900	-
601170	Payments for Professional Services	5,469,919	10,793,800	10,612,100	6,208,706	6,892,200	7,203,700	-
601250	Health and Life Insurance Premiums	57,299,906	59,646,800	59,646,800	45,812,595	56,284,400	44,526,600	-
601270	General Salary Adjustments	-	-	-	-	-	2,249,900	-
601300	Personal Services, N.O.C.	209,761	187,500	511,999	223,951	301,300	450,300	-
601410	Personal Services Exp for Prelim Engineering Rpts & Studies	48,100	268,000	275,700	275,094	275,100	50,000	-
100	TOTAL PERSONAL SERVICES	233,697,260	254,042,300	253,938,300	180,309,938	237,874,600	240,410,900	-
612010	Travel	45,176	170,500	170,000	40,769	106,300	123,600	-
612030	Meals and Lodging	107,885	285,100	285,100	105,267	222,200	224,900	-
612040	Postage, Freight, and Delivery Charges	120,395	216,000	137,000	101,090	123,800	131,400	-
612050	Compensation for Personally-Owned Automobiles	280,379	373,500	373,900	206,248	295,400	290,100	-
612080	Motor Vehicle Operating Services	74,094	85,200	85,300	55,250	73,400	86,500	-
612090	Reprographic Services	97,370	183,100	183,100	156,543	156,500	111,800	-
612150	Electrical Energy	31,107,430	30,265,100	30,265,100	22,002,259	30,115,100	33,359,100	-
612160	Natural Gas	2,241,679	1,779,500	2,789,900	2,323,696	2,769,200	2,432,500	-
612170	Water and Water Services	1,337,177	1,374,000	1,374,000	905,775	1,280,700	1,592,700	-
612210	Communication Services	1,923,525	1,919,100	2,049,100	1,881,164	1,857,700	1,963,500	-
612240	Testing and Inspection Services	127,830	298,700	248,700	118,951	186,900	165,900	-
612250	Court Reporting Services	72,248	131,000	145,000	111,097	125,000	120,000	-
612260	Medical Services	124,236	182,000	275,200	275,010	275,200	227,000	-
612280	Subscriptions and Membership Dues	460,689	933,500	933,000	346,090	544,000	486,600	-
612290	Insurance Premiums	1,000,524	3,300,000	3,291,000	3,291,000	3,291,000	3,500,600	-
612330	Rental Charges	220,953	424,700	433,700	303,290	303,800	545,400	-

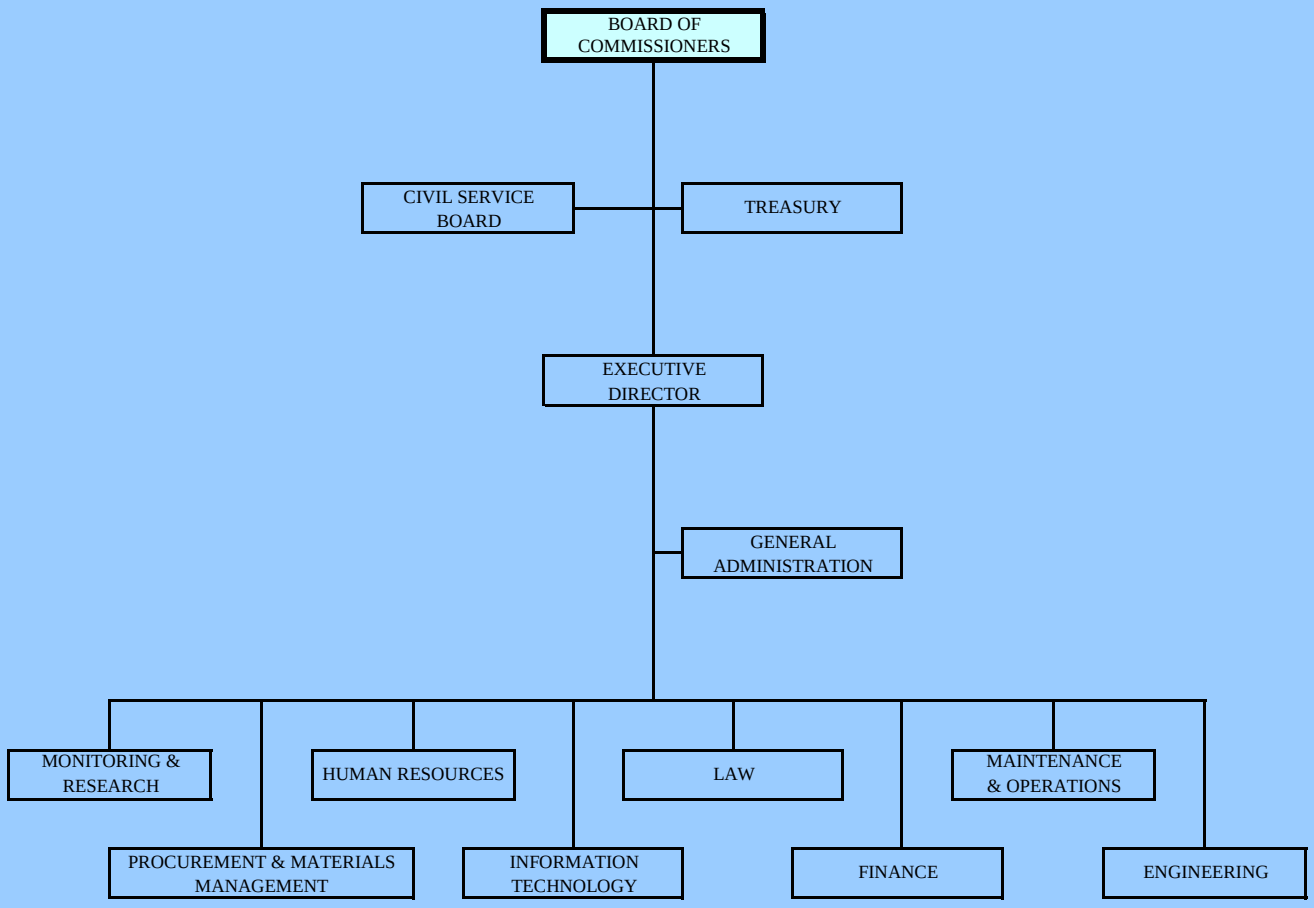
101 11000 - 69000	Fund: Corporate Department: All Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
612360	Advertising	100,851	175,300	175,300	122,824	161,500	125,000	-
612370	Administration Building Operation	988,197	989,100	989,100	946,012	989,100	1,030,000	-
612390	Administration Building Mc Pav Operation	717,221	675,100	675,100	657,430	668,000	720,000	-
612410	Governmental Service Charges	3,313,256	2,775,700	2,775,700	2,180,112	2,772,800	3,197,100	-
612420	Maintenance of Grounds and Pavements	1,286,729	2,575,300	2,398,500	1,807,525	1,940,100	1,937,600	-
612490	Contractual Services, N.O.C.	999,429	1,631,500	1,604,500	1,311,812	1,379,400	2,002,100	-
612520	Waste Material Disposal Charges	8,595,062	12,905,200	12,862,200	12,782,139	9,963,700	14,710,000	-
612530	Farming Services	24,000	20,000	20,000	20,000	20,000	22,000	-
612590	Sludge Disposal	5,201,235	5,400,000	5,400,000	5,361,080	4,030,000	5,522,100	-
612600	Repairs to Collection Facilities	2,395,749	3,941,800	3,816,900	3,617,372	3,219,300	3,079,000	-
612620	Repairs to Waterway Facilities	53,450	240,600	240,600	67,790	195,000	111,000	-
612650	Repairs to Process Facilities	4,671,899	5,115,200	4,607,900	4,079,888	3,962,200	6,243,000	-
612670	Repairs to Railroads	169,725	408,400	408,400	236,424	276,000	323,900	-
612680	Repairs to Buildings	1,506,206	1,789,900	1,726,300	1,436,905	1,265,000	1,931,800	-
612760	Repairs to Material Handling and Farming	287,334	399,000	329,000	318,498	308,900	331,700	-
612780	Safety Repairs and Services	407,639	446,200	479,000	395,669	414,200	444,900	-
612790	Repairs to Marine Equipment	77,654	143,600	143,600	119,150	116,500	141,300	-
612800	Repairs to Office Furniture & Equipment	82,234	147,000	147,000	140,024	72,000	92,500	-
612810	Computer Equipment Maintenance	612,257	810,200	670,200	587,736	670,200	642,500	-
612820	Computer Software Maintenance	3,251,935	3,511,400	3,280,300	3,124,685	3,257,300	3,677,100	-
612840	Communications Equipment Maintenance (Includes Software)	514,449	654,500	783,000	752,345	767,100	775,200	-
612860	Repairs to Vehicle Equipment	492,903	541,200	620,200	462,189	467,900	525,900	-
612970	Repairs to Testing and Laboratory Equipment	447,376	564,500	564,500	459,941	453,300	465,500	-
612990	Repairs, N.O.C.	26,407	86,100	86,100	48,130	46,200	35,900	-
200	TOTAL CONTRACTUAL SERVICES	75,564,785	87,867,800	87,842,500	73,259,180	79,141,900	93,448,700	-
623030	Metals	174,167	217,900	217,900	128,878	163,800	194,100	-
623070	Electrical Parts and Supplies	1,717,946	2,865,900	2,856,500	2,339,535	2,101,200	1,750,900	-
623090	Plumbing Accessories and Supplies	905,134	1,632,700	1,631,700	1,237,334	1,282,000	1,082,100	-

101 11000 - 69000	Fund: Corporate Department: All Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
623110	Hardware	69,057	102,000	112,000	83,436	84,800	88,100	-
623130	Buildings, Grounds, Paving Materials, and Supplies	296,179	504,500	504,500	334,933	337,800	374,100	-
623170	Fiber, Paper, and Insulation Materials	112,593	92,000	92,000	61,358	73,000	54,300	-
623190	Paints, Solvents, and Related Materials	43,032	89,900	89,900	51,599	80,500	44,800	-
623250	Vehicle Parts and Supplies	130,407	289,800	289,800	261,689	216,200	189,900	-
623270	Mechanical Repair Parts	2,400,821	3,530,300	3,530,300	3,093,963	3,038,000	3,049,300	-
623300	Manhole Materials	11,245	60,400	60,400	21,155	11,000	11,000	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	296,444	564,500	578,900	477,956	442,000	325,500	-
623530	Farming Supplies	4,793	7,500	7,500	7,447	6,900	9,000	-
623560	Processing Chemicals	5,815,444	7,497,000	7,477,000	7,092,263	6,276,400	9,050,000	-
623570	Laboratory Testing Supplies, Small Equipment, and Chemicals	897,376	1,011,700	1,012,300	872,417	969,500	959,900	-
623660	Cleaning Supplies	244,954	265,100	265,100	199,558	257,000	250,800	-
623680	Tools and Supplies	262,862	345,700	345,700	310,284	304,500	280,800	-
623700	Wearing Apparel	178,433	236,000	236,000	210,654	224,300	183,200	-
623720	Books, Maps, and Charts	27,597	79,900	79,900	37,703	41,700	39,400	-
623780	Safety and Medical Supplies	411,499	700,500	700,500	498,756	545,100	662,300	-
623800	Computer Software	229,207	302,000	227,000	173,840	213,100	194,400	-
623810	Computer Supplies	526,866	877,600	867,600	641,176	749,900	940,000	-
623820	Fuel	733,336	1,011,000	1,011,000	805,544	878,600	859,200	-
623840	Gases	41,313	116,000	116,000	73,835	112,500	57,000	-
623850	Communications Supplies	89,031	216,100	216,100	170,763	201,300	112,000	-
623860	Lubricants	287,059	329,400	329,400	185,484	298,200	293,500	-
623990	Materials and Supplies, N.O.C.	215,620	616,000	616,000	349,204	467,400	250,400	-
300	TOTAL MATERIALS AND SUPPLIES	16,122,416	23,561,400	23,471,000	19,720,767	19,376,700	21,306,000	-
634600	Equipment for Collection Facilities	19,919	49,000	49,000	23,619	30,000	106,000	-
634650	Equipment for Process Facilities	118,506	119,000	119,000	95,499	88,100	128,000	-
634800	Office Furniture and Equipment	31,921	10,000	7,600	-	-	-	-

101 11000 - 69000	Fund: Corporate Department: All Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
634810	Computer Equipment	45,856	70,000	95,700	89,781	89,800	52,000	-
634820	Computer Software	-	70,000	113,000	82,308	83,000	25,500	-
634840	Communications Equipment (Includes Software)	7,665	212,500	358,500	358,168	251,200	121,300	-
634860	Vehicle Equipment	132,156	60,000	60,000	-	-	-	-
634970	Testing and Laboratory Equipment	402,354	479,500	479,500	403,884	392,700	375,700	-
634990	Machinery and Equipment, N.O.C.	38,751	203,000	210,400	192,295	188,900	10,000	-
400	TOTAL MACHINERY AND EQUIPMENT	797,129	1,273,000	1,492,700	1,245,553	1,123,700	818,500	-
645690	Capital Projects, N.O.C.	-	27,800,000	27,800,000	-	5,800,000	26,000,000	-
500	TOTAL CAPITAL PROJECTS	-	27,800,000	27,800,000	-	5,800,000	26,000,000	-
656010	Land	-	50,000	50,000	-	40,000	-	-
600	TOTAL LAND	-	50,000	50,000	-	40,000	-	-
667020	Equity Transfer	30,000,000	-	-	-	-	-	-
667130	Taxes on Real Estate	656,068	750,200	750,200	703,572	740,000	770,000	-
700	TOTAL FIXED AND OTHER CHARGES	30,656,068	750,200	750,200	703,572	740,000	770,000	-
TOTAL MAINTENANCE & OPERATIONS		$356,837,658	$395,344,700	$395,344,700	$275,239,011	$344,096,900	$382,754,100	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.


BOARD OF COMMISSIONERS
CIVIL SERVICE BOARD
TREASURY
EXECUTIVE DIRECTOR
GENERAL ADMINISTRATION
MONITORING & RESEARCH
HUMAN RESOURCES
LAW
MAINTENANCE & OPERATIONS
PROCUREMENT & MATERIALS MANAGEMENT
INFORMATION TECHNOLOGY
FINANCE
ENGINEERING

Protecting Our Water Environment

Metropolitan Water Reclamation District of Greater Chicago

100 EAST ERIE STREET CHICAGO, ILLINOIS 60611-3154 312.751.5600

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September 10, 2014

Mr. David St. Pierre
Executive Director
O F F I C E

Dear Sir:

Subject: 2015 Program for the Board of Commissioners

The Board of Commissioners' program for 2015, as prepared in detail, is transmitted herewith. The budget presentation supports the request for funding of the department's 2015 initiatives in alignment with and in support of the Strategic Business Plan. The budget requests include all amendments as directed by you during the Executive Director Budget Hearings in August of this year.

The narrative provides a summary of the department, 2015 major initiatives and challenges, and 2014 accomplishments. Supporting schedules of objectives, performance, and staffing levels present three years of detailed budgetary information.

Thank you for the opportunity to present the proposed Board of Commissioners budget for 2015.

Respectfully submitted,

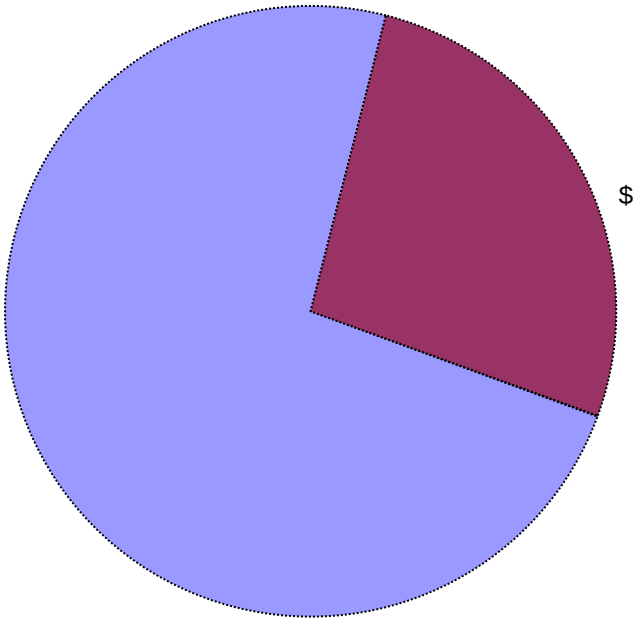
Mary Ann Boyle

Mary Ann Boyle
Treasurer

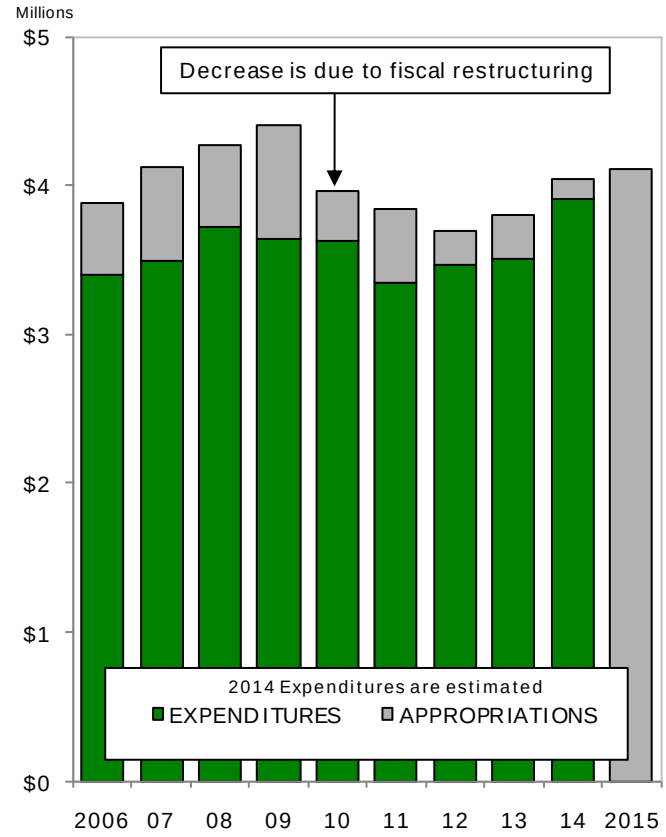
BOARD OF COMMISSIONERS

2015	$4,116,700
2014	$4,046,900
Increase	$69,800

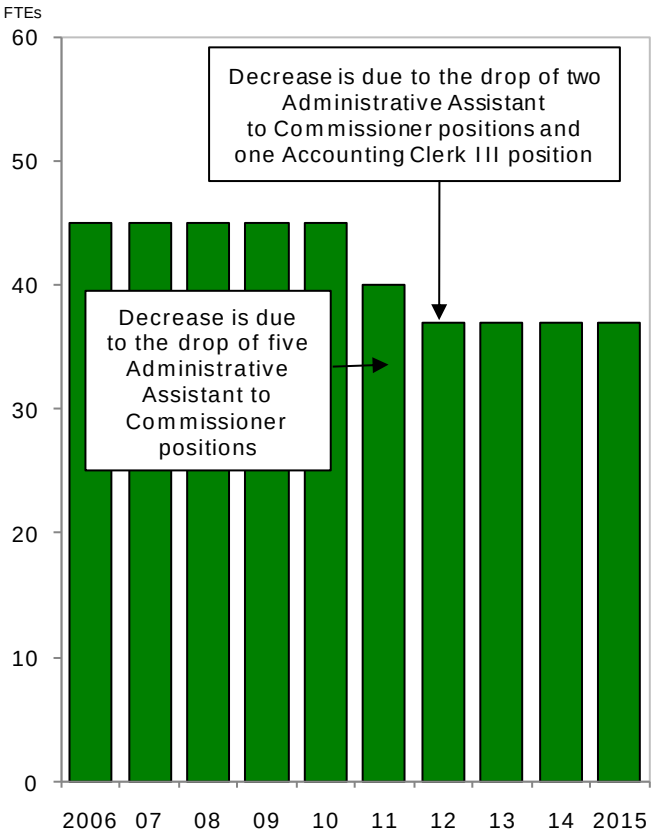
FUNCTIONS



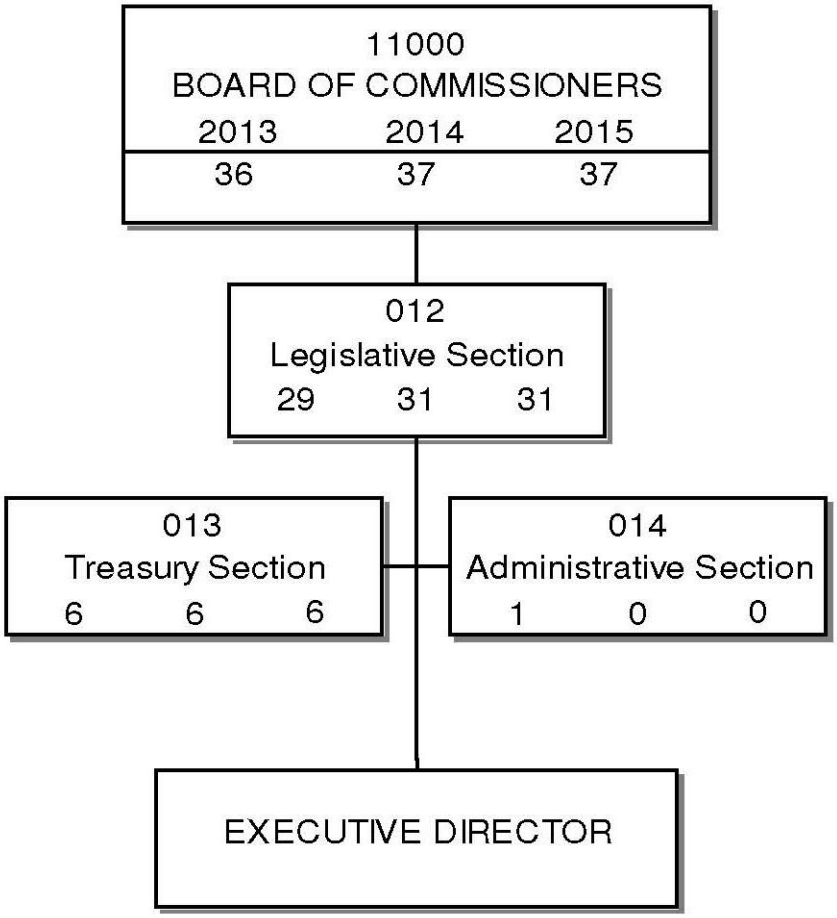
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



BOARD OF COMMISSIONERS



BOARD OF COMMISSIONERS

The mission of the Board of Commissioners is the mission of the District: to protect the health and safety of the public in its service area, protect the quality of the water supply source (Lake Michigan), improve the quality of waterways in its service area, protect businesses and homes from flood damages, and manage water as a vital resource for its service area.

The mission of the Treasury Section is to provide quality management of the District's financial resources by maximizing income on investments with minimal risk, issuing bonds to finance the wastewater collection, treatment, and flood control facilities' capital needs, cost-effectively meeting the cash requirements of the District's operations through the utilization of appropriate technology and efficient banking practices, and maintaining the District's AAA bond rating.

Departmental Summary

The Board of Commissioners comprises two sections: Legislative and Treasury. The Legislative Section is the policy-making entity of the District, responsible for establishing policies and procedures consistent with the District's mission of protecting the water environment for the citizens of Cook County, and providing a forum to facilitate community involvement. The Treasury Section is responsible for the collection and investment of District revenues, the issuance of bonds to meet District capital requirements, the payment of principal and interest on outstanding bonds as required, and the maintenance of the District's bond ratings.

Summary of 2014 Accomplishments

- In the fourth quarter of 2014, the District anticipates selling $200 million of General Obligation Capital Improvement Bonds to fund planned infrastructure improvements and rehabilitation for the District's Capital Improvements Program;
- Investment interest income earned for the year was approximately $8.3 million. The severe economic downturn in the financial markets, which began in 2008, continues to present significant challenges for earning higher yields on short-term interest-bearing investments. The District experienced no loss on investments;
- For the second consecutive year, Governor Pat Quinn awarded the District access to $250 million in low-interest loans made available from the Illinois Environmental Protection Agency's State Revolving Loan Fund (SRF) that will be used for wastewater and stormwater capital improvement projects. The Clean Water Initiative was put forth to aid communities in complying with the U.S. Environmental Protection Agency's guidelines and standards, address critical infrastructure needs, and stimulate local economic development;
- The Other Post-Employment Benefits (OPEB) Trust's net asset value increased to $120.8 million as of December 31, 2013. The increase is due to a $20.0 million advance funding contribution to the OPEB Trust combined with a 16.2 percent return on investments. The District's OPEB unfunded liability decreased by $200 million between 2011 and 2013, and the funding ratio increased from 13.9 percent funded to 46.43 percent funded. The improvement was achieved primarily through the District's significant advance funding contributions, well ahead of the funding policy schedule, along with investment returns that outperformed the plan's assumed rate of return;
- The District was presented with the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the 2013 Retiree Health Care Trust Comprehensive Annual Financial Report. This marks the seventh consecutive year that the Trust has been presented with the award;
- The Treasury Section collaborated with the Information Technology Department to automate the funding of capital disbursements and the calculation and adjustment of the Bond and Interest Fund tax levies, with reporting made available to all District departments.

Budget Highlights

The 2015 appropriation request for the Board of Commissioners is $4,116,700, an increase of $69,800, or 1.7 percent, above the 2014 appropriation. The 2015 staffing level of 37 remains unchanged from 2014.

Significant features of the Treasury Section 2015 budget are:

- Investment Interest Income Estimate: $7.5 million or less – 2015 will be another difficult year for investing due to very low interest rates forecasted for the fixed income market;
- Treasury will complete the development of disclosure and record retention policies to satisfy the Security and Exchange Commission and the Internal Revenue Service compliance requirements related to District bond sales;
- Treasury will collaborate with the Engineering and Law Departments to create administrative procedures, legal and financing documents that define the Local Government Loan Program according to District Statutory Authorization (70 ILCS 2605/9.6c), and present the plan to the Board of Commissioners for approval.

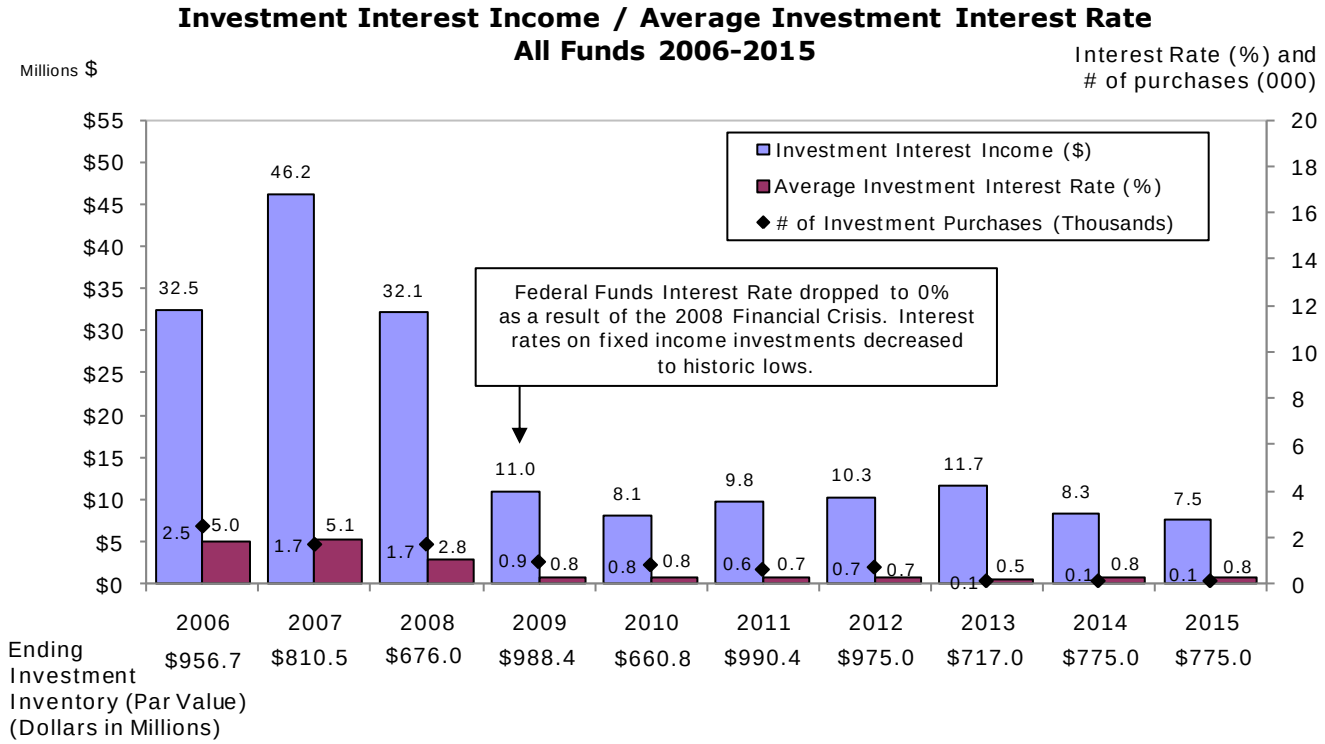
2015 Initiatives in Support of the Strategic Plan Include the Following:

- **Excellence**

The Treasury Section will continue to provide excellent customer service to the District's residents through the responsible management of cash, investments, and debt to ensure financial stability targets are met.

Treasury will maintain sufficient liquidity to meet the District's payment requirements for operations, payroll, and capital expenditures; fund all expenditures in compliance with federal law and state statute; and maintain pension and OPEB funding strategies to ensure the long-term health of the retirement programs.

Treasury will maximize investment yield on District investments, while protecting principal, by investing excess cash to maximize investment returns within the statutory and investment policy guidelines; safeguarding the principal of District investments; and maintaining the retiree health care funding policy.



Treasury will create policies to define disclosure requirements for bond issues, and adhere to post-issuance compliance regulations as required by the Internal Revenue Service. Treasury will continue to focus the Capital Finance program on the prudent use of debt financing for capital needs and debt service savings, and issue debt financings in compliance with federal securities laws and state statutory authorization.

- **Develop Employees**

Treasury employees will continue to attend seminars and conferences in 2015 to develop knowledge and skills in the areas of investment, treasury, and debt management. Employees will also continue to cross-train to ensure business continuity at all times.

- **Leading Partnerships**

Treasury will take an active role in the financial planning for the Local Government Loan Program initiative, which will positively influence and enable local municipalities to implement water quality improvement and flood control projects.

- **Technology**

Treasury will collaborate with the Information Technology Department to automate the SRF preliminary loan accounting and reporting process for use by the Treasury Section and Finance Department.

11000 BOARD OF COMMISSIONERS — OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:

	Cost	Percent
1. Establish policies and priorities to guide the Executive Director in meeting the District's responsibilities, ensuring the protection of the environment, and the health and welfare of people in the community in the most responsive, efficient, and economical manner.	$ 3,021,500	73.4%
2. Provide cash management services to maximize investment interest return without sacrifice of principal or required liquidity measured by exceeding the benchmark 90-day Treasury bill rate and investment on average of over 99 percent of available funds.	$ 1,095,200	26.6%
Enhance the District's image in national financial markets through prudent use of debt financing for capital needs and debt service savings.		
Total	$ 4,116,700	100.0%

MEASURABLE GOALS:

	2013 Actual	2014 Estimated	2015 Proposed
1. Maximize investment earnings by exceeding the interest rate benchmark monthly.	100%	100%	100%
2. Invest 99 percent of available funds on a daily basis.	100%	100%	100%
3. Achieve AAA bond rating with all three major rating agencies.	67%	67%	67%
4. Maintain minority broker/dealer investment participation at 30 percent or more of applicable investment purchases.	30%	30%	30%

PROGRAMS BY PRIORITY:

Number	Name	2013 Actuals		Budgeted FTEs	Budgeted Dollars	Change Dollars	Change Percent
7110	Legislative	$ 2,472,673	2015	31	$ 3,021,500	$ 53,700	1.8
			2014	31	$ 2,967,800		
7210	Treasury Activities	$ 869,590	2015	4	$ 657,100	$ 3,300	0.5
			2014	4	$ 653,800		
7316	OPEB Trust Management and Report Preparation	$ -	2015	1	$ 111,700	$ 2,500	2.3
			2014	1	$ 109,200		
7601	Capital Financing Program and Other Related Costs	$ -	2015	1	$ 326,400	$ 10,300	3.3
			2014	1	$ 316,100		
7130	Administrative Activities	$ 171,909	2015	-	$ -	$ -	-
			2014	-	$ -		
	Totals	$ 3,514,172	2015	37	$ 4,116,700	$ 69,800	1.7%
			2014	37	$ 4,046,900		

11000 BOARD OF COMMISSIONERS PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated
7110	Legislative	Cost	$ 2,472,673	$ 2,967,800	$ 3,021,500
7210	Treasury Activities				
	Investment Transactions	Transactions	2,304	-	-
		Cost	$ 146,713	$ -	$ -
		Cost/Transaction	$ 63.68	$ -	$ -
	Cash and Investment Collateral Transactions	Transactions	446	-	-
		Cost	$ 14,409	$ -	$ -
		Cost/Transaction	$ 32.31	$ -	$ -
	Wire Transfers and Other Transactions	Units	3,210	-	-
		Cost	$ 43,831	$ -	$ -
		Cost/Unit	$ 13.65	$ -	$ -
	Broker/Dealer Compliance	Cost	$ 47,723	$ -	$ -
	Wire/Check Funding and Reconciliation (formerly "Checks Processed")	Transactions	15,875	-	-
		Cost	$ 24,169	$ -	$ -
		Cost/Transaction	$ 1.52	$ -	$ -
	Capital Financing Program (formerly "Direct Bond Issues/Debt Service/SRF Loan Administration")	Cost	$ 176,917	$ -	$ -
	Cash Flow Forecasting	Cost	$ 61,039	$ -	$ -
	Treasury System Management and Development	Cost	$ 45,326	$ -	$ -
	Annual Financial Audit and Reporting	Cost	$ 28,262	$ -	$ -
	OPEB Trust Management	Cost	$ 49,277	$ -	$ -
	OPEB Trust Annual Financial Report Preparation (CAFR)	Cost	$ 47,640	$ -	$ -
	Treasury Administration	Cost	$ 184,284	$ 653,800	$ 657,100
7316	OPEB Trust Management and Report Preparation	Cost	$ -	$ 109,200	$ 111,700
7601	Capital Financing Program and Other Related Costs	Cost	$ -	$ 316,100	$ 326,400
7130	Administrative Activities	Cost	$ 171,909	$ -	$ -
		Totals	$ 3,514,172	$ 4,046,900	$ 4,116,700

101 11000	Fund: Corporate Department: Board of Commissioners Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 2,997,362	$ 3,286,600	$ 3,286,601	$ 2,290,227	$ 3,171,400	$ 3,336,700	$ -
601060	Compensation Plan Adjustments	10,694	84,300	84,300	9,587	76,700	48,100	-
601100	Tuition and Training Payments	6,901	25,800	25,800	6,982	15,300	15,000	-
601170	Payments for Professional Services	240,277	366,300	366,300	287,746	366,300	355,000	-
601300	Personal Services, N.O.C.	209,761	187,500	187,499	177,245	187,500	288,000	-
100	TOTAL PERSONAL SERVICES	3,464,995	3,950,500	3,950,500	2,771,787	3,817,200	4,042,800	-
612010	Travel	4,325	14,600	14,600	4,531	14,600	10,000	-
612030	Meals and Lodging	6,136	33,100	33,100	4,610	33,100	20,000	-
612040	Postage, Freight, and Delivery Charges	-	100	100	-	100	-	-
612280	Subscriptions and Membership Dues	30,092	31,200	31,200	31,200	31,200	32,700	-
612490	Contractual Services, N.O.C.	-	800	800	505	800	1,000	-
200	TOTAL CONTRACTUAL SERVICES	40,552	79,800	79,800	40,846	79,800	63,700	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	8,625	16,400	16,400	4,542	16,400	10,000	-
623990	Materials and Supplies, N.O.C.	-	200	200	22	100	200	-
300	TOTAL MATERIALS AND SUPPLIES	8,625	16,600	16,600	4,564	16,500	10,200	-
TOTAL BOARD OF COMMISSIONERS		$ 3,514,172	$ 4,046,900	$ 4,046,900	$ 2,817,197	$ 3,913,500	$ 4,116,700	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

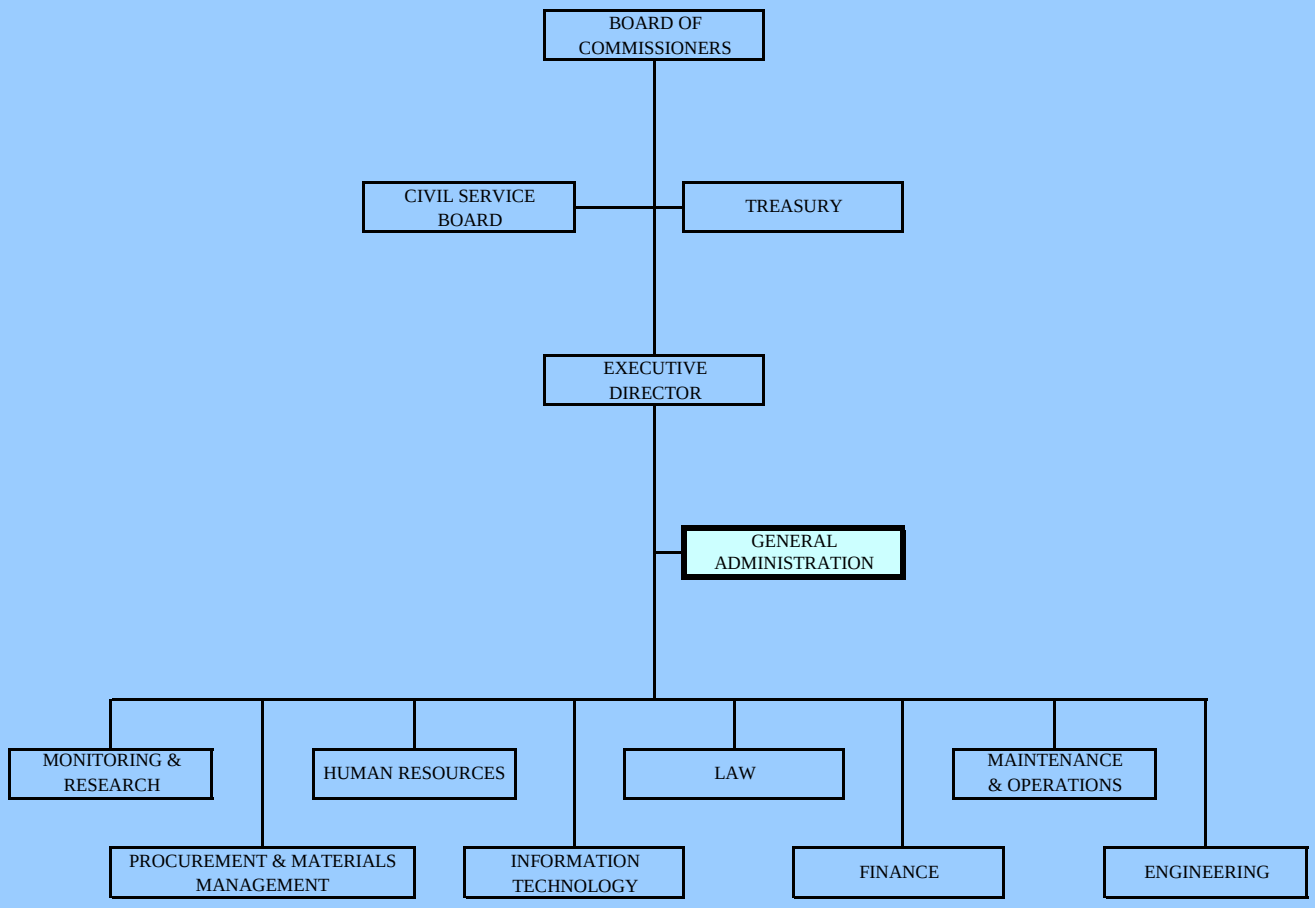
POSITION ANALYSIS

Fund: Corporate
Dept: Board of Commissioners
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
012	**Legislative Section**					
EX22	President	1	1		1	
EX21	Vice President	1	1		1	
EX01	Commissioner (Chairman, Committee on Finance)	1	1		1	
EX02	Commissioner	6	6		6	
EX03	Administrative Aide to President	-	1		1	
EX04	Administrative Assistant to Commissioner (Secretary)	20	21		21	
TOTAL	Legislative Section	29	31	2,571,124.40	31	2,604,589.26
013	**Treasury Section**					
EX05	Treasurer	1	1		1	
HP20	Assistant Treasurer	1	1		1	
HP16	Financial Analyst	3	3		3	
EX06	Secretary to Officer	1	1		1	
TOTAL	Treasury Section	6	6	732,015.18	6	748,736.82
014	**Administrative Section**					
EX03	Administrative Aide to President	1	-		-	
TOTAL	Administrative Section	1	-		-	
TOTAL	Board of Commissioners	36	37	3,303,139.58	37	3,353,326.08

NOTE: Departmental appropriation totals for salaries in the Position Analysis differ from those contained in the Line Item Analysis by a factor identified to adjust for vacancies. Salary ranges corresponding to the pay plan and grade for each class title can be found in the table of Salary Schedules in the Appendix.

NOTE PAGE


BOARD OF COMMISSIONERS
CIVIL SERVICE BOARD
TREASURY
EXECUTIVE DIRECTOR
GENERAL ADMINISTRATION
MONITORING & RESEARCH
HUMAN RESOURCES
LAW
MAINTENANCE & OPERATIONS
PROCUREMENT & MATERIALS MANAGEMENT
INFORMATION TECHNOLOGY
FINANCE
ENGINEERING

Protecting Our Water Environment

Metropolitan Water Reclamation District of Greater Chicago

100 EAST ERIE STREET CHICAGO, ILLINOIS 60611-3154 312.751.5600

BOARD OF COMMISSIONERS
Kathleen Therese Meany
President
Barbara J. McGowan
Vice President
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Chairman Of Finance
Michael A. Alvarez
Frank Avila
Cynthia M. Santos
Debra Shore
Kari K. Steele
Patrick D. Thompson

September 10, 2014

Mr. David St. Pierre
Executive Director
O F F I C E

Dear Sir:

Subject: 2015 Program for General Administration

General Administration's program for 2015, as prepared in detail, is transmitted herewith. The budget presentation supports the request for funding of 2015 initiatives in alignment with and in support of the Strategic Business Plan. The budget requests include all amendments as directed by you during the Executive Director Budget Hearings in August of this year.

The narrative provides a summary of General Administration's organization, 2015 major initiatives and challenges, and 2014 accomplishments. Supporting schedules of objectives, performance, and staffing levels present three years of detailed budgetary information.

Thank you for the opportunity to present the proposed General Administration budget for 2015.

Respectfully submitted,

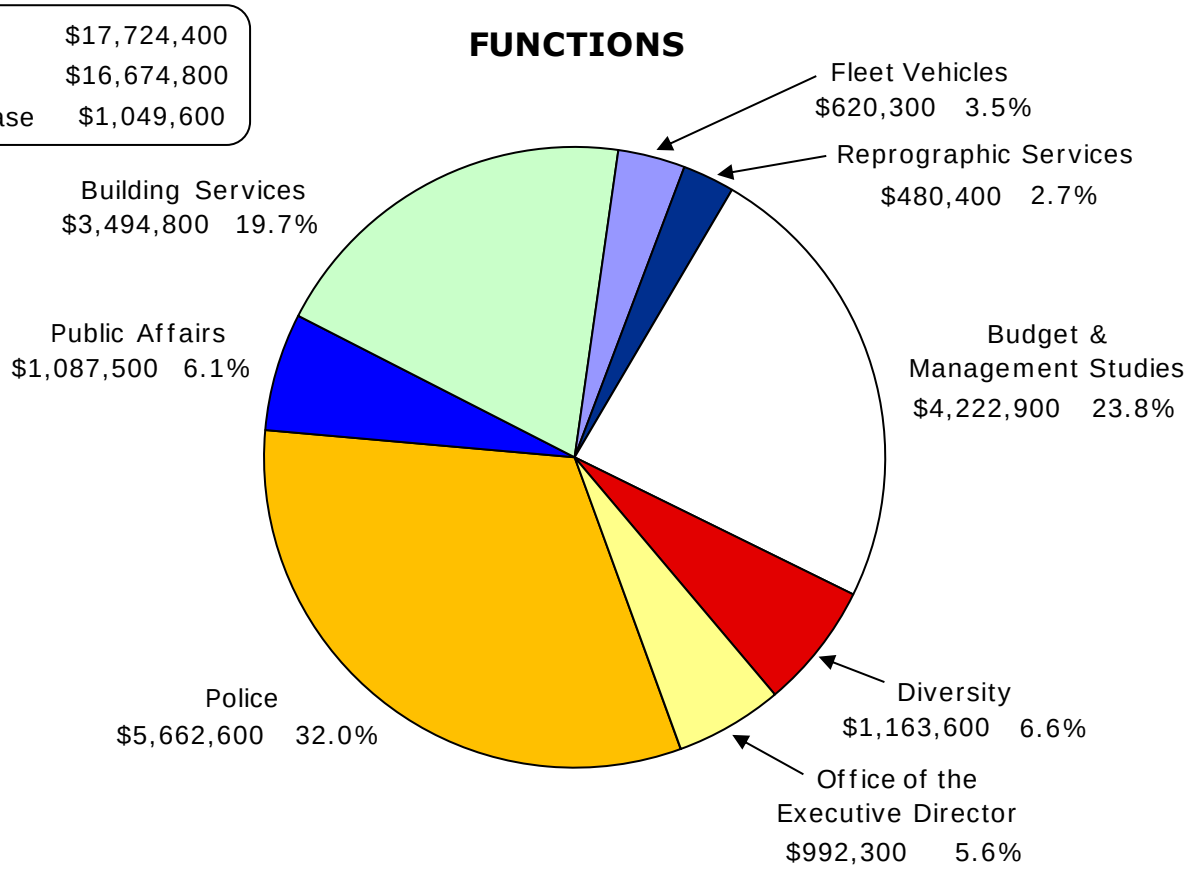
Eileen M. McElligott

Eileen M. McElligott
Administrative Services Manager

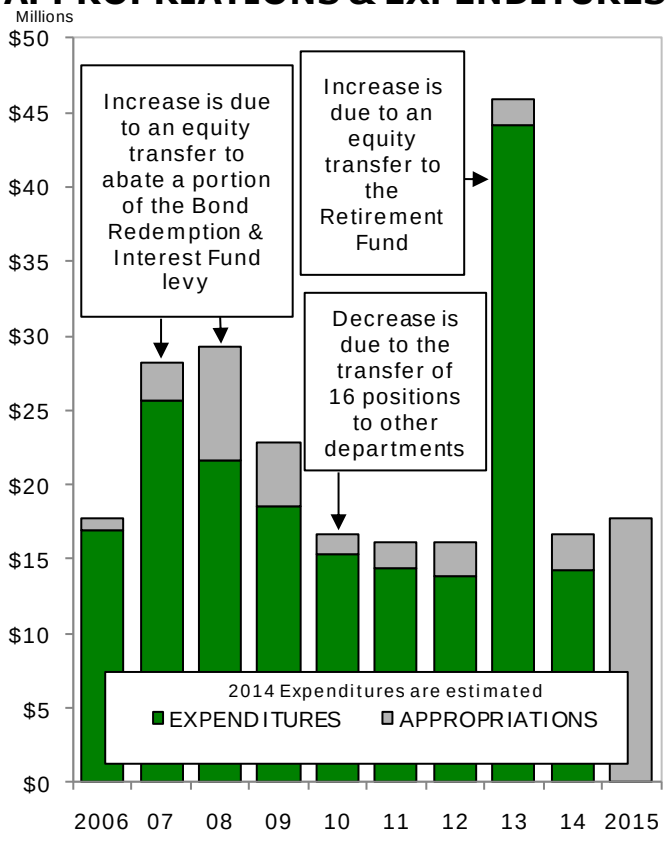
GENERAL ADMINISTRATION

2015	$17,724,400
2014	$16,674,800
Increase	$1,049,600

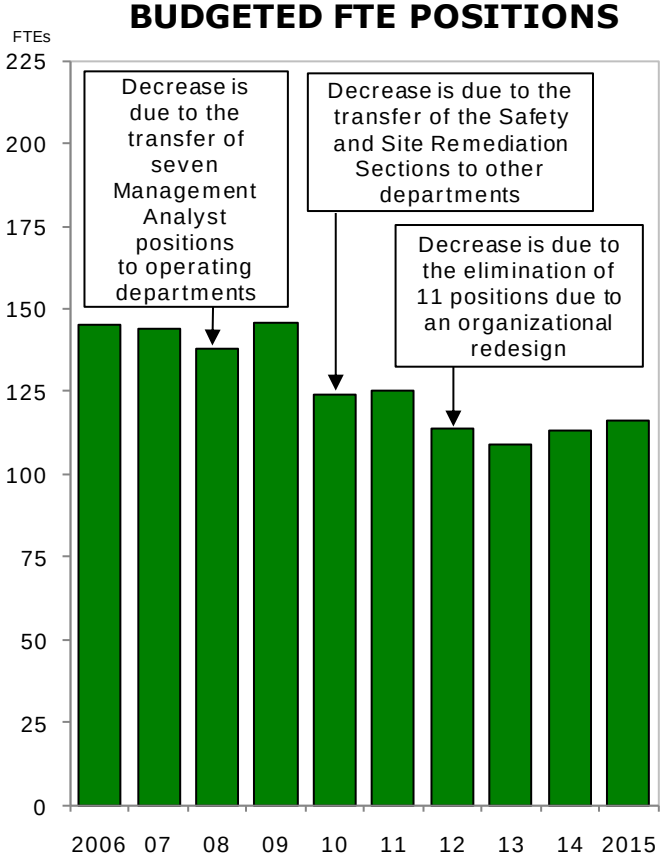
FUNCTIONS



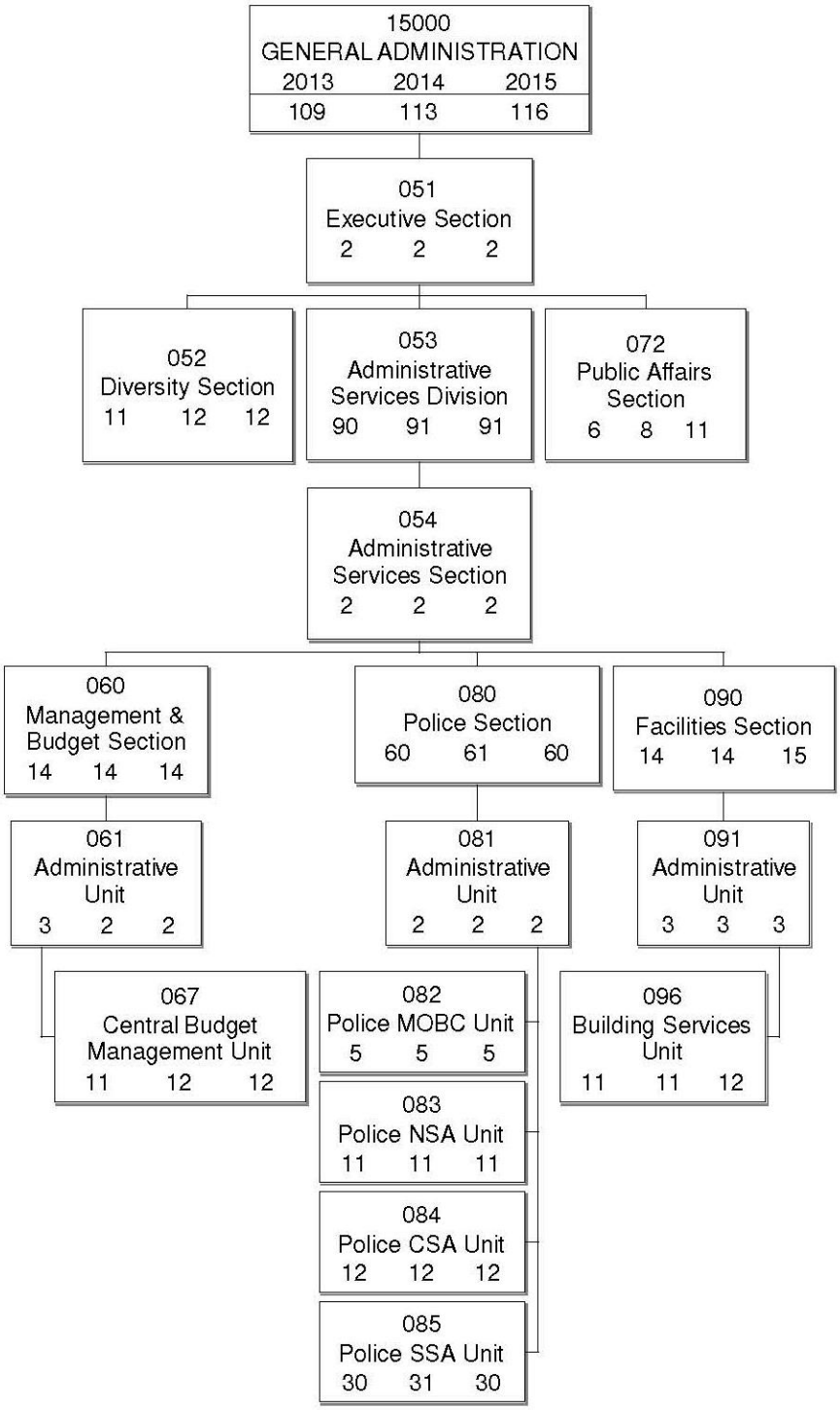
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



GENERAL ADMINISTRATION



GENERAL ADMINISTRATION

The mission of the Administrative Services Division is to prepare and administer the annual budget, provide a secure work environment for all employees, visitors, contractors, and citizens, and provide support services to maintain the Main Office Building Complex (MOBC).

The mission of the Diversity Section is to ensure that minority (MBE), women (WBE), and small business (SBE) enterprises are given equal opportunity to participate in the performance of the District's construction program and professional service contracts in excess of $100,000, in accordance with case law and the District's policies.

The mission of the Public Affairs Section is to promote a broader understanding and appreciation of the District and the valuable services it provides, present clear and accurate information about the work of the District and its areas of responsibility, cultivate relationships and facilitate communication with all stakeholders, and plan and implement targeted promotional efforts and social marketing campaigns.

Departmental Summary

General Administration supports the office of the Executive Director in implementing Board policies. General Administration includes the Office of the Executive Director, the Administrative Services Division, the Diversity Section, and the Public Affairs Section.

Summary of 2014 Accomplishments

- The 2014 Budget is expected to receive the 30th consecutive Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA);
- Increased the number of Protected Class Enterprise vendors included on the District's vendor list;
- Participated in the Federal Drug Administration's Drug Take-Back Program at four plants;
- Completed carpet replacement and painting projects on the 5th floor of the Main Office Building (MOB), the teardown and rebuild of the second chiller, the rehabilitation of three elevator mechanical systems at the Main Office Building Annex (MOBA), and task lighting replacement with LED technology at both buildings, cleaned the limestone façade, upgraded elevator controls, and inspected and assessed the roof at the MOB;
- Hosted the District's African American History Celebration honoring African-American Living Legends from the Chicago metropolitan area**;**
- Hosted tours at the Lockport Powerhouse for hundreds of guests during Old Canal Days, and open houses at six water reclamation plants as part of a national initiative on September 20, 2014;
- Prepared and disseminated large numbers of press releases and media advisories, organized major press events, met with or facilitated dozens of meetings with elected officials, public administrators, and other visitors to educate them on the work of the District, coordinated and participated in hundreds of facility tours and community outreach events such as fairs, schools, and presentations to property owners and neighborhood associations. Increased the District's public communications through e-mail blasts to hundreds of District stakeholders, media interviews, filmed episodes on cable and television programs, and postings to social media through Facebook, Twitter, and LinkedIn.

Budget Highlights

The 2015 appropriation for General Administration is $17,724,400, an increase of $1,049,600, or 6.3 percent, from the 2014 budget request. The staffing requirement for the department is 116 positions, a net increase of three positions from 2014. A Police Officer position was dropped and the following positions were added: Motor Vehicle Dispatcher, Senior Public Affairs Specialist and two Public Affairs Specialists. The additional Public Affairs positions will facilitate the expansion of the District's community outreach program.

Significant features of the 2015 budget are:

- Major projects for the MOB include roof maintenance and carpet replacement and painting the third and fourth floors;
- Major projects for the MOBA include completion of the rehabilitation of the fourth and final elevator mechanical system and replacement of three air conditioning units in the elevator mechanical room and the Computer Aided Drafting and Design room;
- Continue the reduction of fleet inventory and the replacement of vehicles at 10 years or 100,000 miles. Vehicles not meeting the minimum usage criteria may be designated as pool vehicles for better utilization;
- Continue the management of the District's positive public image through proactive communications and hosting of ribbon cutting ceremonies as major projects are completed.

2015 Administrative Services Division Initiatives in Support of the Strategic Plan Include the Following:

The Administrative Services Division comprised of three distinct support service functions is focused on the goals established in the Strategic Plan and is committed to continuous improvement in 2015.

- **Add Value**

The Administrative Services Division, consisting of the Management & Budget, Police, and Facilities Sections, will provide efficient and cost-effective business services to all departments in support of the overall District mission.

The Management and Budget Section will continue to plan and monitor revenue and expenditures to ensure compliance with tax cap limitations, facilitate sound financial management, and identify and implement efficiencies in the budget process. The section continually strives to improve points of communication and increase transparency for our constituents.

The Police Section will continue to patrol plants and property, interact with employees, visitors, contractors, the public, and other police agencies in a competent and service-oriented manner.

The Facilities Section strives to provide a professional, clean, and comfortable environment for employees, contractors, visitors, and the general public.

- **Excellence**

The Management & Budget Section continually strives to produce a budget that provides transparency to the public. The section's goals include earning special capital recognition and special performance measure recognition from the GFOA.

The Police Section protects the employees, contractors, visitors, and the District's assets through access control and patrolling and monitoring District land and facilities in a professional and service-oriented manner.

The Facilities Section is responsible for the maintenance and operations of the MOBC, which includes building operations, automotive fleet services, mail room, and print services. It is committed to providing a functional and cost-effective office environment for staff and delivering efficient and cost-effective automotive fleet services, mail room, and print services. The Facilities Section will continue to support the MOBC through the careful management of our physical assets and staff services.

- **Resource Recovery**

The Administrative Services Division will support and provide the necessary services for the District's resource recovery initiatives by providing a corporate office environment for staff, facilitating the financial plan needed to move forward as quickly as possible, and protecting the infrastructure and assets used to recover resources.

The Facilities Section will continue the ongoing dual-stream recycling program at the MOBC, reducing waste by removing recyclable utensils and containers for entrées, sides, and beverages from the waste stream. Moreover, in 2015, the food waste for compost recycling produced by the MOB cafeteria will continue. The program started in January of 2013 and includes separating organic waste from all other wastes into separate waste streams by depositing it in bio-degradable bags and transferring it to a compost-producing facility.

The Police Section will continue to participate in the Federal Drug Administration's Drug Take-Back program at the three major plants. The program, sponsored by the Drug Enforcement Agency, prevents and reduces the accidental contamination of streams, rivers, and lakes by disposing of pharmaceuticals in an environmentally friendly manner.

- **Develop Employees**

The Administrative Services Division will continue to develop employees through participation in training seminars and conferences to increase professional knowledge and skills. In-house training, webinars, and eLearning opportunities are utilized whenever possible to extend training to multiple employees.

- **Leading Partnerships**

The Administrative Services Division will foster partnerships and develop strategic relationships with organizations and agencies in our community in support of the District's mission. The Management & Budget Section will work with the GFOA, the Civic Federation, and other agencies to promote best practices and continuous improvement in our Budget document. The Police Section will work with other agencies and municipalities to protect people and assets. The Facilities Section will work closely with our neighbors, especially when street closures are necessary for building maintenance.

- **Technology**

The Administrative Services Division will continue to use technology effectively to provide transparency in budgeting, financial support, communications, and to provide useful data and information necessary to make good decisions.

2015 Diversity Section Initiatives in Support of the Strategic Plan Include the Following:

The mission of the Diversity Section is to ensure that MBE, WBE, and SBE vendors are given equal opportunity to participate in the performance of the District's construction program and professional service contracts in excess of $100,000, in accordance with case law, and the District's policies. The Diversity Section will continue to fulfill our role in support of the District's Strategic Plan.

- **Add Value**

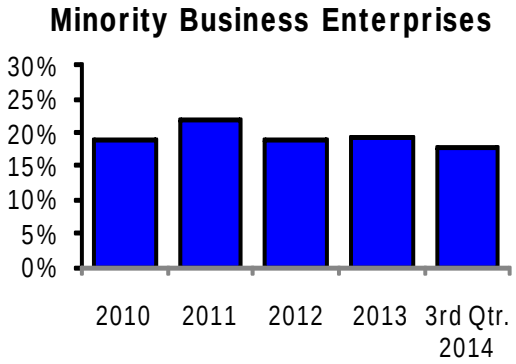
The Diversity Section will continue to fulfill our community leadership role regarding contract and employment diversity in our service communities by establishing goals for, and monitoring of, construction related projects, as well as participating in and hosting vendor outreach activities, including trade shows, conferences, and contractor training sessions covering MWRD business practices. These activities directly impact the development of MBE, WBE, and SBE vendors.

Construction & Consulting Contracts	2010	2011	2012	2013	3rd Qtr. 2014
Minority Business Enterprises	$97,780,517	$20,940,125	$25,801,878	$42,692,505	$34,838,315
Women Business Enterprises	$38,994,629	$10,820,165	$14,903,225	$22,032,830	$20,867,811
Small Business Enterprises *	$24,632,865	$11,989,964	$2,202,104	$2,549,686	$792,220
Total Contracts Awarded	$520,681,650	$95,398,665	$135,299,419	$222,211,307	$196,746,877

* 2012 - 2014 SBE contract award amount only includes non-MBE and non-WBEs.

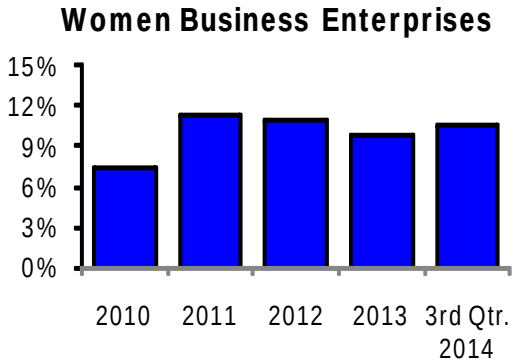
- **Excellence**

The Diversity Section, in cooperation with the Law, Procurement, Maintenance and Operations, and Engineering Departments will continue working with our consultants to complete the disparity study begun in 2014 to provide a legal foundation for maintaining racial and gender diversity in District contracting. In 2015, the Diversity Section will implement the recommendations and changes resulting from the study. By meeting or exceeding the participation targets, the diversity program will ensure that bona fide minority, women, and small business enterprises are given an equal and increasing opportunity to participate in the performance of District construction and consultant contracts.



- **Develop Employees**

The Diversity Section will continue the development of our performance management metrics to better measure the performance of our staff. The compliance staff was trained in interpersonal communication techniques and data capture methods, that are vital to our program.

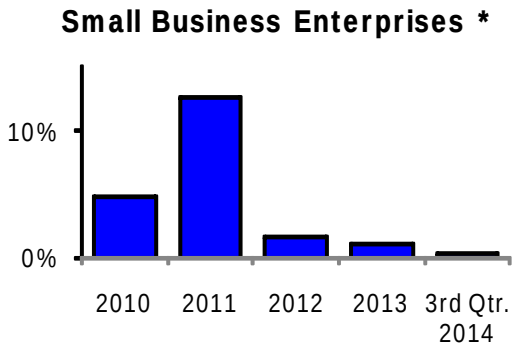


- **Leading Partnerships**

The Diversity Section will continue to partner with sister government agencies to discover more efficient methods to help vendors become successful government contractors, and develop sustainable relationships with prime contractors and financial institutions. We will continue to co-host workshops and other meetings with our assist agencies to train their members on how to do business with the District and provide information on new District contract opportunities.

- **Technology**

In 2014, the Diversity Section continued development of the District's subcontracting database in the Affirmative Action Compliance Software System, PRISM, which will provide accountability, greater public transparency, and accuracy in reporting on MBE, WBE, and SBE participation in District contracting. In 2015, we will complete and present PRISM to the public, and include information from PRISM on our website. We will also change the website created to support the disparity study to accommodate any changes resulting from the study. We will continue improvement of the e-Library of forms and documents on the District's website and update the MBE, WBE, and SBE vendor list smart-search database to make it more user-friendly.



2015 Public Affairs Section Initiatives in Support of the Strategic Plan Include the Following:

The Office of Public Affairs has embraced the goals established in the Strategic Plan and is committed to maintaining the District's public image as we forge a new path in 2015.

- **Add Value**

Public Affairs staff will work to inform the public about the value the District adds to our community and to our stakeholders. Public Affairs will continue to produce resources such as fact packs (containing fact sheets, talking points, photos, and other materials) that will help District staff educate the public about the value of the District's work and areas of responsibility. We will continue to provide PowerPoint presentations, exhibits, and displays that can enhance speaking engagements. We will research and prepare press releases, utilize social media, participate in and support community events with presenters and handouts, host tours and open houses, and provide photos and imagery to targeted audiences that help to educate about the value and importance of the District's work. We will also add value to the scholars and reporters interested in past and present imagery by making photo files and imagery freely available. We will add value as the District promotes its real estate portfolio by promoting properties and their varied uses.

- **Excellence**

Public Affairs exudes a sense of urgency in all activities. We are determined to enthusiastically achieve excellence in all of our work products and in our interactions with our colleagues and members of the public. Quality communications will continue to feature professionally written and designed materials that reflect the organization's important role and history of excellence. We will strive to produce deliverables that are 100 percent error-free.

- **Resource Recovery**

Public Affairs will educate and inform the public about the District's resource recovery work by producing targeted, audience-appropriate materials that clearly explain this subject. The completion of the phosphorus recovery facility offers the opportunity to educate the public about the impact phosphorus has on the waterways, and the positive impact the new facility will have on improving our water environment locally as well as nationally. Public Affairs will also continue to support biosolids marketing efforts.

- **Develop Employees**

Public Affairs staff will continue to learn new skills and techniques in order to keep up to date with current communication practices and technology. Staff will be encouraged to pursue classroom training, online training, and webinars, and to read industry publications and books. Public Affairs staff will also continue to keep abreast of changes and new developments within the District and our industry. Public Affairs is aware that all District employees influence the public image of the District. Therefore, Public Affairs will continue to produce resources, such as fact sheets, that will help educate staff about the District's work and areas of responsibility.

Public Affairs will continue to send out daily "MWRD in the News" emails that help all employees remain knowledgeable about new developments at the District and in the water industry. These daily reminders also help cultivate a sense of urgency and immediacy among staff.

- **Leading Partnerships**

Public Affairs will foster partnerships and engagement with organizations, communities, and individuals who share our commitment to the water environment, and an interest in our work and areas of responsibility. We will develop strategic relationships with the public through participation in local events, by development of communication materials, and by providing requested resources, such as photos and brochures.

- **Technology**

Public Affairs will continue to use technology to efficiently and effectively educate the public and the District's stakeholders about the value and importance of our work. We will continue to use technology both as a tool for creating communications by using appropriate and up-to-date software, hardware, and technical processes, and as a medium of communication, using social media, email, and databases. We will update the District's website with fresh, current information, utilize social media as an interactive communications tool, continue to update and send e-mail blasts and mailings to targeted officials, stakeholders and the media, and develop a user friendly online photo archive which will include current photos and scanned historical imagery.

15000 GENERAL ADMINISTRATION — OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:	Cost	Percent
1. Physically protect and secure District personnel, facilities, and outlying properties through access control, police patrol, and proactive crime prevention.	$ 5,662,600	32.0%
2. Carry out policies established by the elected Board of Commissioners for the protection of the water environment of the District.	$ 992,300	5.6%
3. Reach participation goals established by the Board of Commissioners for MBE (Minority Business Enterprise), WBE (Women Business Enterprise), and SBE (Small Business Enterprise) for construction and professional services contracts.	$ 1,163,600	6.6%
4. Prepare and administer the District's annual budget to be used as a policy, financial, operations, and communications plan in the furtherance of the District's mission and statutory requirements.	$ 3,975,700	22.4%
5. Operate and maintain the Main Office Building Complex to provide a functional and cost-effective office environment for staff, contractors, and visitors.	$ 3,494,800	19.7%
6. Provide public understanding of District functions and activities through media, publications, and tours.	$ 1,087,500	6.1%
7. Provide fleet management services by administering the operation, maintenance, repair, and procurement of the District's fleet.	$ 620,300	3.5%
8. Reproduce and distribute materials used for the District's internal and external communications and records purposes in a timely, efficient, and cost-effective manner.	$ 480,400	2.7%
9. Perform organization and management research studies and compliance audits to evaluate the District's various business activities for cost saving opportunities and compliance with legal mandates, and policies established by the Board of Commissioners.	$ 247,200	1.4%
Total	$17,724,400	100.0%

MEASURABLE GOALS:	2013 Actual	2014 Estimated	2015 Proposed
1. Receive the Government Finance Officers Association Distinguished Budget Presentation Award annually.	Yes	Yes	Yes

2. Increase public awareness of the District and its mission through growth in social media followers of 10 percent per year among the principal social media sites including Facebook, Twitter, and LinkedIn.

	Facebook		Twitter		LinkedIn	
Year	Number of Followers	Percentage of Increase from previous year	Number of Followers	Percentage of Increase from previous year	Number of Followers	Percentage of Increase from previous year
2015	1,090	22%	957	26%	875	29%
2014	890	67%	757	84%	675	49%
2013	532	112%	412	65%	452	126%
2012	250	500%	250	500%	200	100%
2011	50		50		100	

15000 GENERAL ADMINISTRATION — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
7340	Security of Plants and Property	$ 5,498,170	2015	60	$ 5,662,600	$ (295,700)	(5.0)	a)
			2014	61	$ 5,958,300			
7100	Office of the Executive Director	$ 363,636	2015	2	$ 372,000	$ (50,600)	(12.0)	
			2014	2	$ 422,600			
7110	Legislative	$ 543,845	2015	-	$ 620,300	$ 21,100	3.5	
			2014	-	$ 599,200			
7251	Corporate Budget Preparation, Monitoring, and Administration	$ 30,493,422	2015	12	$ 3,881,400	$ 1,622,400	71.8	b)
			2014	13	$ 2,259,000			
7470	Contract Diversity	$ 997,399	2015	12	$ 1,163,600	$ (200)	(0.0)	
			2014	12	$ 1,163,800			
7240	Public Affairs	$ 931,536	2015	11	$ 1,087,500	$ 235,000	27.6	c)
			2014	8	$ 852,500			
7460	Main Office Building Complex Services	$ 3,297,656	2015	11	$ 3,494,800	$ (133,600)	(3.7)	d)
			2014	10	$ 3,628,400			
7490	Automotive Fleet Operations	$ 622,802	2015	2	$ 620,300	$ 4,400	0.7	
			2014	2	$ 615,900			
7253	Support Department Budget Preparation, Monitoring, and Administration	$ 583,246	2015	-	$ -	$ -	-	
			2014	-	$ -			
7254	Enterprise Systems	$ 95,445	2015	1	$ 94,300	$ 17,500	22.8	
			2014	1	$ 76,800			
7220	Reprographic Services	$ 516,925	2015	3	$ 480,400	$ (385,800)	(44.5)	e)
			2014	3	$ 866,200			
7252	Management and Organization Studies	$ 142,031	2015	2	$ 247,200	$ 15,100	6.5	
			2014	1	$ 232,100			
	Totals	$ 44,086,113	2015	116	$ 17,724,400	$ 1,049,600	6.3%	
			2014	113	$ 16,674,800			

a) Decrease is due to the reduction in police overtime ($145,600), salaries and salary adjustments that include the drop of a Police Officer position ($100,200), deferral of visitor ID system ($10,000), police bikes ($5,000), and Starcom radio replacements ($10,000).

b) Increase is due to the District-wide Corporate Fund salary adjustments ($2,249,900), offset by decreases for professional memberships ($400,000), specialized training that includes in-house training that will be offered bi-annually to all District analysts ($121,000), and replacement furniture ($20,000).

c) Increase is due to the addition of three Public Affairs positions ($268,900), and an escalation in event participation ($53,200), offset by the elimination of the Public Awareness campaign and obsolete resources used in the past such as electronic media copying, news clipping services, reprinting trademarked articles, translation services, a reduction of parade activity, and assignment of float maintenance to the Maintenance & Operations Department ($12,900).

d) Decrease is due to the elimination or deferral of less significant projects such as MOBA Entrance Replacement ($165,000), and MOB Floor Duct Wire pull ($63,000), completion of various projects including MOB Chiller overhaul ($56,000), MOB Cafeteria Equipment Replacement ($20,000), along with reductions in postage due to increased use of electronic media ($73,800), electrical usage as a result of replacing electrical fixtures with energy ones ($84,500), reduced allocations for non-commodity coded, and other items ($27,300), Janitorial Services ($12,800), and Cafeteria Services and Equipment ($7,600), partially offset by an increase in Building Operations and MOBA Common Area Maintenance ($110,500), new projects for replacement of two elevator machine room air conditioning units ($80,000), MOB Supply and Exhaust Fans ($81,000), Liebert Unit at MOBA ($45,000), MOB Roof Drain Cleaning, and other lesser building needs ($40,000).

e) Decrease is due to the completion of Printshop equipment replacements in 2014 ($156,000), reductions in paper usage ($76,000) due to increased use of electronic files, microfilming services ($22,000), and the elimination of a temporary staff position that was previously budgeted in Public Affairs ($47,300).

15000 GENERAL ADMINISTRATION — PERFORMANCE DATA

Program Number		Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
7100		Office of the Executive Director	Cost	$ 363,636	$ 422,600	$ 372,000	
7110		Legislative	Cost	$ 543,845	$ 599,200	$ 620,300	
7220		Reprographic Services					
	7224	Consult, Design, and Prepare Graphics	Cost	$ 172,564	$ 79,300	$ 30,600	a)
	7221	Copy and Print	# of Impressions	8,500,000	8,000,000	8,000,000	
			Cost	$ 344,361	$ 786,900	$ 449,800	b)
			Cost/Impression	$ 0.04	$ 0.10	$ 0.06	
7240		Public Affairs					
	7247	Internal Public Affairs:					
		Inter-Departmental Support	Cost	$ 98,900	$ 145,700	$ 271,100	c)
	7248	External Public Affairs:					
		Respond to Public Inquiries; Furnish Public Information Pamphlets	# of Responses	37,000	38,550	38,550	
			Cost	$ 90,538	$ 235,962	$ 272,553	d)
			Cost/Response	$ 2.45	$ 6.12	$ 7.07	
		Coordinate District Communications with Public, Civic, and Social Groups	# of Contacts	20,000	20,154	20,154	
			Cost	$ 53,987	$ 128,930	$ 148,924	d)
			Cost/Contact	$ 2.70	$ 6.40	$ 7.39	
		Monitor Public Hearings, Board Meetings, Internet, Media, and Issue Press Releases	Cost	$ 19,165	$ 166,480	$ 192,291	d)
		Special Public Events	Cost	$ 42,377	$ 175,428	$ 202,632	d)
	7249	Library, Subscriptions, and Memberships	Cost	$ 626,569	$ -	$ -	
7250		Budget Preparation and Management Studies					
	7251	Corporate Budget Preparation, Monitoring, and Administration	Cost	$ 30,493,422	$ 2,259,000	$ 3,881,400	e)
	7252	Management and Organization Studies	Cost	$ 142,031	$ 232,100	$ 247,200	
	7253	Support Department Budget Preparation, Monitoring, and Administration	Cost	$ 583,246	$ -	$ -	
	7254	Enterprise Systems	Cost	$ 95,445	$ 76,800	$ 94,300	f)

a) Decrease is due to the elimination of a temporary staff position that was previously budgeted in Public Affairs ($47,300).
b) Decrease is due to the completion in 2014 of Printshop equipment replacement ($156,000), reductions in paper usage ($93,500) due to increased use of electronic files, and microfilming services ($35,500).
c) Increase is due to the increased salaries for three new positions ($135,800) partially offset by reductions in training and conferences ($7,700).
d) Increase is due to the increased salaries for three new positions ($138,100), catering ($26,000), and event supplies ($16,200), offset by the elimination of the Public Affairs campaign ($50,000), transfer of parade float maintenance and materials responsibility to the Maintenance & Operations Department ($9,900), reductions for Public Affairs brochures ($19,000) that is now fully stocked, parade fees ($3,000), and deletion of obsolete services utilized in the past ($3,300).
e) Increase is due to the provision for District-wide Corporate Fund salary adjustments ($2,249,900), offset by decreases for professional memberships and subscriptions ($415,000), District-wide analyst training ($110,000), salary reallocation ($49,900), and furniture replacement ($20,000).
f) Increase is due to salary reallocation ($17,500).

15000 GENERAL ADMINISTRATION — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
7340	Security of Plants and Property					
	Patrol of District Facilities	# of Miles	93,377	112,737	112,737	
		Cost	$ 1,004,273	$ 1,153,449	$ 1,096,205	
		Cost/Mile	$ 10.76	$ 10.23	$ 9.72	
	Patrol of District Real Estate	# of Miles	252,463	250,931	250,931	
		Cost	$ 2,956,536	$ 3,261,753	$ 3,099,879	g)
		Cost/Mile	$ 11.71	$ 13.00	$ 12.35	
	Access Control to Facilities	# of Hours	55,320	44,883	44,883	
		Cost	$ 1,537,361	$ 1,543,098	$ 1,466,516	
		Cost/Hour	$ 27.79	$ 34.38	$ 32.67	
7460	Main Office Building Complex (MOBC) Services					
7461	Annual Operation and Maintenance (Cost per square foot per year)	Area (Sq. Ft.)	198,901	198,901	198,901	
		Cost	$ 2,225,310	$ 1,767,557	$ 1,735,741	
		Cost/Sq. Ft.	$ 11.19	$ 8.89	$ 8.73	
	Non-recurring MOBC Purchases and Repairs	Cost	$ 642,985	$ 1,349,343	$ 1,325,059	
7463	Collect and Distribute Mail	# of Pieces	1,067,621	964,000	964,000	
		Cost	$ 325,300	$ 400,900	$ 329,800	h)
		Cost/Piece	$ 0.30	$ 0.42	$ 0.34	
7464	Telephone Switchboard Operations at MOB	Cost	$ 104,061	$ 110,600	$ 104,200	
7470	Contract Diversity (formerly, Affirmative Action)					
7471	Contract Compliance	Cost	$ 455,342	$ 523,300	$ 529,500	
7472	Community Activity	Cost	$ 319,698	$ 388,400	$ 378,200	
7473	Affirmative Action Support	Cost	$ 222,359	$ 252,100	$ 255,900	
7490	Automotive Fleet Operations					
7491	Automotive Fleet Procurement	Cost	$ -	$ 9,100	$ 9,800	
7496	Automotive Fleet Disposal	Cost	$ 6,703	$ 7,400	$ 8,000	
7499	Automotive Fleet Operations	Cost	$ 616,099	$ 599,400	$ 602,500	
		Totals	$ 44,086,113	$ 16,674,800	$ 17,724,400	

g) Decrease is due to an overtime control plan designating five Police Officers for flexible assignments to fill in where, and as needed, reducing planned salaries and overtime ($245,800).

h) Decrease is due to the reduction in postage budget to reflect current usage levels ($71,000).

101 15000	Fund: Corporate Department: General Administration Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 8,652,196	$ 9,425,000	$ 9,421,500	$ 6,392,495	$ 8,450,000	$ 9,649,800	$ -
601060	Compensation Plan Adjustments	851,040	990,500	990,500	709,200	920,000	834,900	-
601080	Salaries of Nonbudgeted Employees	22,264	-	3,500	3,425	3,500	-	-
601100	Tuition and Training Payments	27,910	177,400	177,400	92,846	102,800	50,000	-
601170	Payments for Professional Services	570,600	782,400	782,400	581,600	510,000	620,000	-
601270	General Salary Adjustments	-	-	-	-	-	2,249,900	-
100	TOTAL PERSONAL SERVICES	10,124,011	11,375,300	11,375,300	7,779,567	9,986,300	13,404,600	-
612010	Travel	6,619	10,000	10,000	4,110	4,700	10,000	-
612030	Meals and Lodging	13,356	17,200	17,200	14,199	17,000	20,000	-
612040	Postage, Freight, and Delivery Charges	108,399	190,700	111,700	85,358	110,000	116,900	-
612050	Compensation for Personally-Owned Automobiles	5,335	9,000	9,000	5,692	8,500	5,900	-
612080	Motor Vehicle Operating Services	70,046	79,000	79,000	52,959	68,000	80,000	-
612090	Reprographic Services	35,746	99,900	99,900	85,636	86,000	53,000	-
612150	Electrical Energy	305,824	450,000	450,000	231,289	300,000	365,500	-
612160	Natural Gas	33,910	38,000	38,000	26,390	38,000	35,000	-
612170	Water and Water Services	4,104	6,000	6,000	3,181	5,400	5,000	-
612210	Communication Services	3,000	3,000	3,000	3,000	3,000	3,000	-
612280	Subscriptions and Membership Dues	394,870	865,000	865,000	310,039	478,500	450,000	-
612330	Rental Charges	12,811	21,500	21,500	15,633	16,000	35,000	-
612360	Advertising	8,493	10,000	10,000	4,117	1,200	15,000	-
612370	Administration Building Operation	988,197	989,100	989,100	946,012	989,100	1,030,000	-
612390	Administration Building Mc Pav Operation	717,221	675,100	675,100	657,430	668,000	720,000	-
612490	Contractual Services, N.O.C.	155,937	261,700	261,700	218,124	250,000	255,000	-
612680	Repairs to Buildings	233,938	397,900	397,900	319,161	377,000	330,000	-
612800	Repairs to Office Furniture & Equipment	74,818	134,000	134,000	132,162	60,000	85,000	-
612820	Computer Software Maintenance	11,663	6,500	6,500	-	-	-	-
612840	Communications Equipment Maintenance (Includes Software)	15,960	16,000	16,000	15,960	16,000	16,000	-

101 15000	Fund: Corporate Department: General Administration Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
612860	Repairs to Vehicle Equipment	399,139	388,000	467,000	320,114	335,000	400,000	-
612990	Repairs, N.O.C.	-	4,500	4,500	85	500	-	-
200	TOTAL CONTRACTUAL SERVICES	3,599,385	4,672,100	4,672,100	3,450,647	3,831,900	4,030,300	-
623070	Electrical Parts and Supplies	75,097	20,000	26,000	25,795	24,000	15,000	-
623090	Plumbing Accessories and Supplies	17,666	20,000	19,000	16,575	19,000	20,000	-
623110	Hardware	16,532	17,000	17,000	13,500	16,000	17,000	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	95,180	246,700	241,700	202,241	186,000	125,000	-
623660	Cleaning Supplies	1,263	4,500	4,500	4,443	2,400	2,000	-
623700	Wearing Apparel	34,934	46,800	46,800	39,282	45,000	40,000	-
623720	Books, Maps, and Charts	1,361	24,000	24,000	7,207	5,800	5,000	-
623800	Computer Software	-	4,500	4,500	-	-	-	-
623810	Computer Supplies	4,925	5,500	5,500	-	-	-	-
623990	Materials and Supplies, N.O.C.	45,086	72,400	72,400	53,772	44,000	55,500	-
300	TOTAL MATERIALS AND SUPPLIES	292,045	461,400	461,400	362,816	342,200	279,500	-
634800	Office Furniture and Equipment	31,921	10,000	7,600	-	-	-	-
634990	Machinery and Equipment, N.O.C.	38,751	156,000	158,400	158,400	150,000	10,000	-
400	TOTAL MACHINERY AND EQUIPMENT	70,672	166,000	166,000	158,400	150,000	10,000	-
667020	Equity Transfer	30,000,000	-	-	-	-	-	-
700	TOTAL FIXED AND OTHER CHARGES	30,000,000	-	-	-	-	-	-
TOTAL GENERAL ADMINISTRATION		$ 44,086,113	$ 16,674,800	$ 16,674,800	$ 11,751,431	$ 14,310,400	$ 17,724,400	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

POSITION ANALYSIS

Fund: Corporate
Dept: General Administration
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
051	**Executive Section**					
EX07	Executive Director	1	1		1	
EX06	Secretary to Officer	1	1		1	
TOTAL	Executive Section	2	2	365,219.92	2	365,219.92
052	**Diversity Section (formerly Affirmative Action Section)**					
HP18	Diversity Administrator	1	1		1	
HP16	Senior Diversity Officer	2	2		2	
HP15	Compliance Officer #2 (Diversity Officer) (New Grade HP14)	5	5		5	
HP14	Diversity Officer	-	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	2	-		-	
HP11	Administrative Specialist	-	2		2	
HP09	Administrative Clerk #4	1	1		1	
TOTAL	Diversity Section (formerly Affirmative Action Section)	11	12	1,095,157.18	12	1,101,180.34
053	**Administrative Services Division**					
054	**Administrative Services Section**					
HP22	Administrative Services Manager	1	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
TOTAL	Administrative Services Section	2	2	287,991.08	2	291,593.90
060	**Management & Budget Section**					
061	**Administrative Unit**					
HP20	Budget Officer	1	1		1	
HP13	Graphic Artist	1	-		-	
HP11	Administrative Specialist	1	1		1	
TOTAL	Administrative Unit	3	2	217,597.64	2	228,333.04
067	**Central Budget Management Unit**					
HP18	Supervising Budget & Management Analyst	1	1		1	
HP17	Management Analyst III #2 (Senior Budget & Management Analyst) (New Grade HP16)	2	2		2	

POSITION ANALYSIS

Fund: Corporate
Dept: General Administration
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP16	Senior Budget & Management Analyst	1	2		2	
HP15	Management Analyst II #2 (Budget & Management Analyst) (New Grade HP14)	3	1		-	
HP14	Management Analyst I #2 (Budget & Management Analyst)	3	-		-	
HP14	Budget & Management Analyst	-	5		6	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
TOTAL	Central Budget Management Unit	11	12	1,137,030.44	12	1,115,149.88
TOTAL	Management & Budget Section	14	14	1,354,628.08	14	1,343,482.92
080	**Police Section**					
081	**Administrative Unit**					
HP18	Chief of Police	1	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
TOTAL	Administrative Unit	2	2	215,520.24	2	219,121.76
082	**Police Main Office Building Complex Unit**					
NR2483	Police Officer	5	5		5	
TOTAL	Police Main Office Building Complex Unit	5	5	371,072.00	5	371,072.00
083	**Police North Service Area Unit**					
HP14	Police Sergeant	1	1		1	
NR2483	Police Officer	10	10		10	
TOTAL	Police North Service Area Unit	11	11	829,032.62	11	833,478.88
084	**Police Calumet Service Area Unit**					
HP14	Police Sergeant	1	1		1	
NR2483	Police Officer	11	11		11	
TOTAL	Police Calumet Service Area Unit	12	12	916,587.10	12	912,141.62
085	**Police Stickney Service Area Unit**					
HP16	Police Lieutenant	2	2		2	
HP14	Police Sergeant	5	5		5	
NR2483	Police Officer	23	24		23	
TOTAL	Police Stickney Service Area Unit	30	31	2,477,913.88	30	2,362,804.34
TOTAL	Police Section	60	61	4,810,125.84	60	4,698,618.60

POSITION ANALYSIS

Fund: Corporate
Dept: General Administration
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
090	**Facilities Section**					
091	**Administrative Unit**					
HP17	Facilities Administrator	1	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	-		-	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	2		2	
TOTAL	Administrative Unit	3	3	238,324.06	3	241,405.58
096	**Building Services Unit**					
HP15	Automotive Fleet Supervisor #2 (Budget & Management Analyst) (New Grade HP14)	1	-		-	
HP15	Management Analyst II #2 (Budget & Management Analyst) (New Grade HP14)	-	1		1	
HP14	Chief Printing Press Operator	1	1		1	
HP12	Printing Press Operator	1	1		1	
HP11	Motor Vehicle Dispatcher Supervisor	1	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	1	2		2	
HP09	Motor Vehicle Dispatcher	1	1		2	
HP09	Telephone Operator #2 (Administrative Clerk)	2	-		-	
HP09	Administrative Clerk	2	4		4	
TOTAL	Building Services Unit	11	11	690,879.54	12	731,838.12
TOTAL	Facilities Section	14	14	929,203.60	15	973,243.70
TOTAL	Administrative Services Division	90	91	7,381,948.60	91	7,306,939.12
072	**Public Affairs Section**					
EX18	Public & Intergovernmental Affairs Officer	1	1		1	
HP17	Senior Public Affairs Specialist	-	-		1	
HP15	Community Education Specialist #2 (Public Affairs Specialist)	-	1		1	
HP15	Public Affairs Specialist	1	1		3	
HP13	Assistant Public Affairs Specialist #2 (Senior Administrative Specialist)	1	1		1	

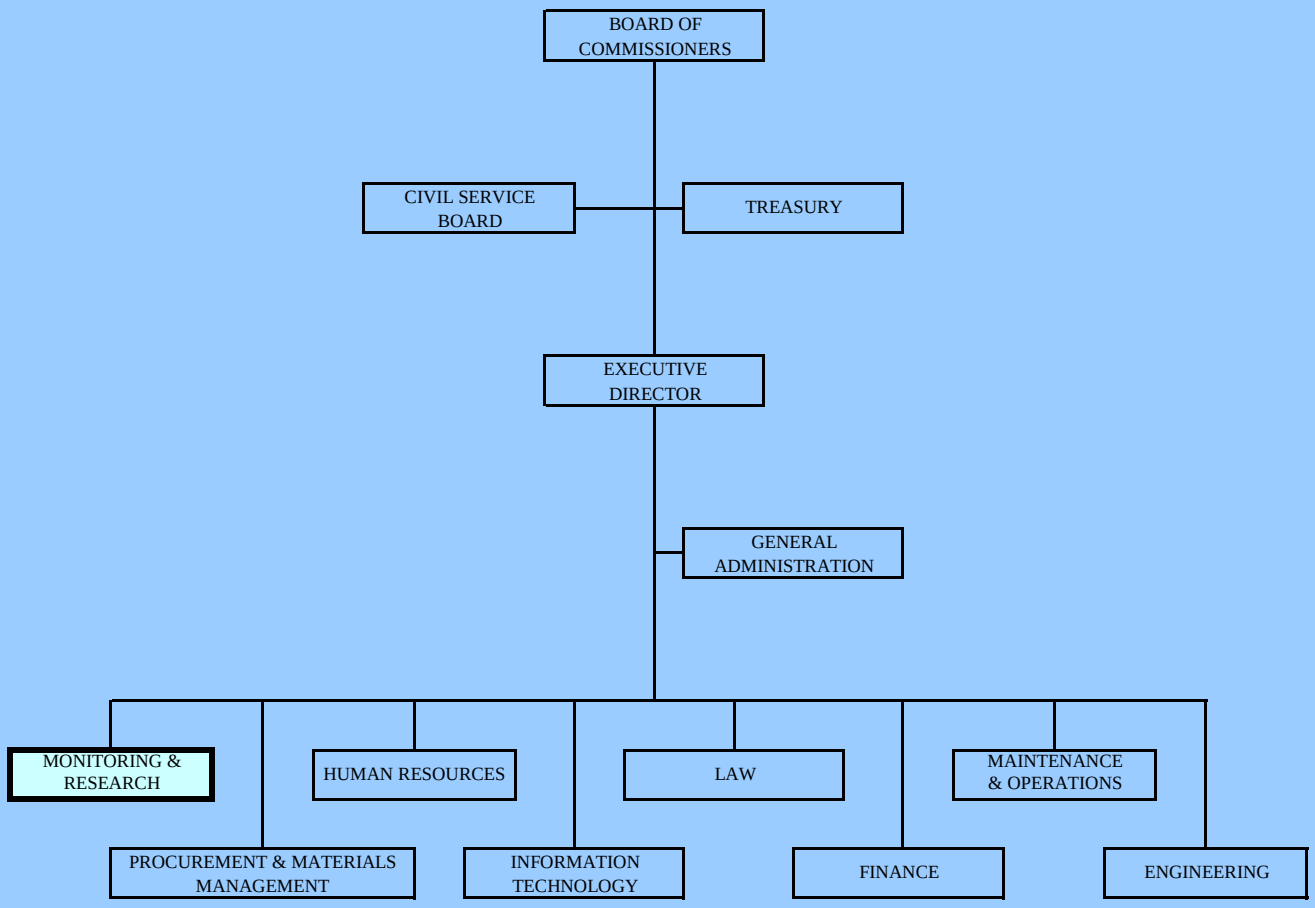
POSITION ANALYSIS

Fund: Corporate
Dept: General Administration
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP13	Graphic Artist	1	2		2	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
HP09	Administrative Clerk	1	1		1	
TOTAL	Public Affairs Section	6	8	651,242.54	11	925,145.52
TOTAL	General Administration	109	113	9,493,568.24	116	9,698,484.90

NOTE: Departmental appropriation totals for salaries in the Position Analysis differ from those contained in the Line Item Analysis by a factor identified to adjust for vacancies. Salary ranges corresponding to the pay plan and grade for each class title can be found in the table of Salary Schedules in the Appendix.

NOTE PAGE



MONITORING & RESEARCH

Protecting Our Water Environment

Metropolitan Water Reclamation District of Greater Chicago

100 EAST ERIE STREET CHICAGO, ILLINOIS 60611-3154 312.751.5600

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September 10, 2014

Mr. David St. Pierre
Executive Director
O F F I C E

Dear Sir:

Subject: 2015 Program for the Monitoring & Research Department

The Monitoring & Research Department's program for 2015, as prepared in detail, is transmitted herewith. The budget presentation supports the request for funding of the department's 2015 initiatives in alignment with and in support of the Strategic Business Plan. The budget requests include all amendments as directed by you during the Executive Director Budget Hearings in August of this year.

The narrative provides a summary of the department, 2015 major initiatives and challenges, and 2014 accomplishments. Supporting schedules of objectives, performance, and staffing levels present three years of detailed budgetary information.

Thank you for the opportunity to present the proposed Monitoring & Research Department budget for 2015.

Respectfully submitted,

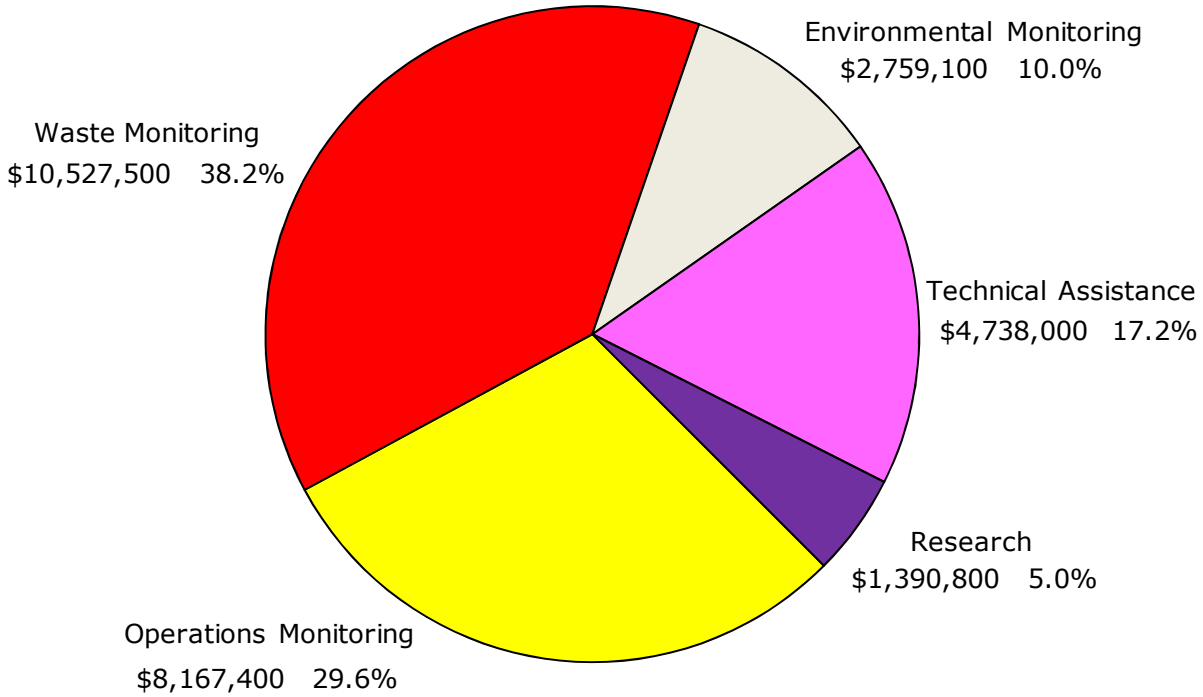
Tom Granato

Thomas C. Granato
Director of Monitoring & Research

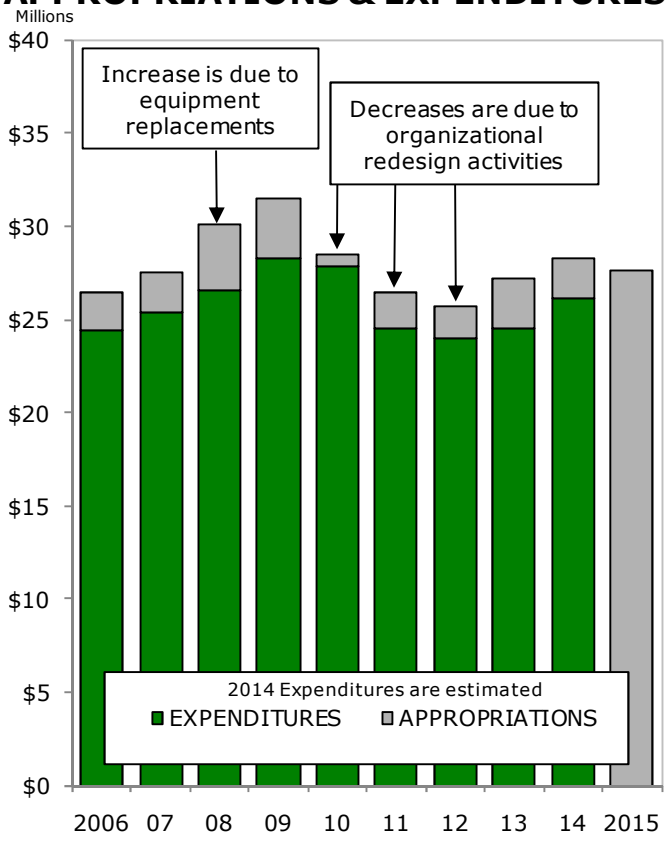
MONITORING & RESEARCH

2015	$27,582,800
2014	$28,297,600
Decrease	($714,800)

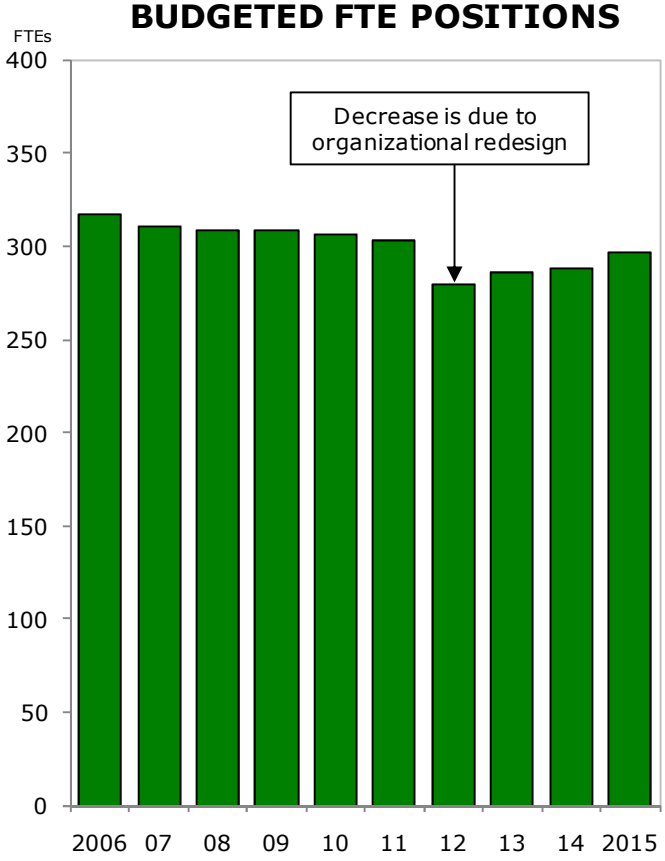
FUNCTIONS



APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



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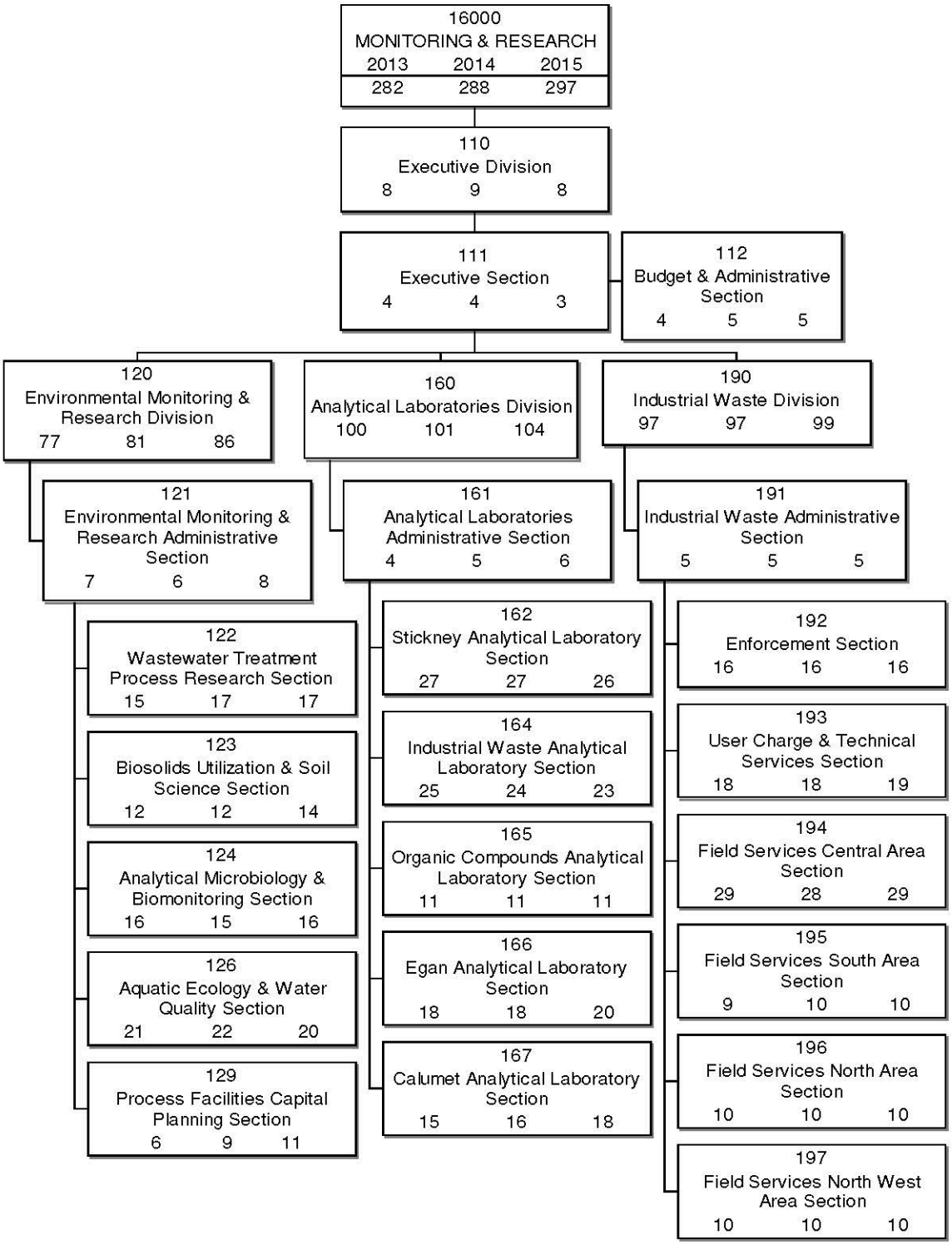


MONITORING & RESEARCH

The Monitoring & Research (M&R) Department's mission is to dependably provide industrial waste program ordinance administration, cost-effective monitoring and surveillance, high quality analytical data, technical support, long-term planning, and research to protect and improve District facilities, operations, and the environment.

Departmental Summary

The department's primary responsibilities include:

- Monitoring liquid and solids process trains for operational control and regulatory compliance;
- Administering the Pretreatment and User Charge programs in compliance with federal regulations;
- Monitoring improvements in water quality of area rivers, canals, and groundwater to document regulatory compliance;
- Process facility capital planning and technical assistance to address operational challenges and regulatory issues;
- Conducting applied research to improve and reduce the cost of District operations and to improve water quality.

Summary of 2014 Accomplishments

- Implemented the recommendations of the User Charge Blue Ribbon Panel to simplify the rate calculation, eliminate wide rate fluctuations, and ensure the fair assessment of treatment costs. This resulted in a single User Charge rate system that fully recovers administrative costs and is applicable to both Tax-Exempt Users and Large Commercial/Industrial Users;
- Completed the initial stages of long-term process facility capital planning through an interdepartmental workshop process and presented an initial framework to the Executive Team;
- Continued the department's organizational redesign including reconfiguration of personnel resources to centralize, reduce, and eliminate analyses; this is the third year of a ten year initiative;
- Assisted in the design and construction of a full-scale deammonification process for removing ammonia from the Egan Water Reclamation Plant (WRP) centrate;
- Completed DuFlow Water Quality modeling to analyze the effectiveness of the Devon Avenue Instream Aeration Station;
- Continued the development of an Odor Master Plan for odor mitigation for all District facilities including WRPs, collection systems, pumping stations, and solids management areas;
- In collaboration with the Maintenance & Operations Department (M&O) and the City of Chicago, conducted projects demonstrating the use of composted biosolids at Chicago Park District properties;
- Obtained modifications to the District's biosolids Controlled Solid Distribution permit from the Illinois Environmental Protection Agency (IEPA) to reduce restrictions on the use of composted biosolids;
- Organized, facilitated, and conducted a Sustainability Summit in association with a national biosolids and urban soil conference in collaboration with Public Affairs;
- Participated in several workgroups focused on developing a Statewide Nutrient Loss Reduction Strategy and future regulatory approaches for addressing nutrient issues in Illinois;
- Developed an operational guidance manual for Stickney Post-Centrifuge Building operations;
- Conducted full- and pilot-scale enhanced biological phosphorus removal testing at the Stickney and Calumet WRPs;
- Completed the upgrade of the Laboratory Information Management System (LIMS) to improve efficiency;
- Completed implementation of the User Charge and Finance Department modules of the new Pretreatment Information Management System.

Budget Highlights

The 2015 appropriation for M&R is $27,582,800, a decrease of $714,800, or 2.5 percent, from the 2014 request. The staffing level has increased from 288 to 297 positions, which includes the addition of five laboratory, three engineering, and one administrative position, with one administrative position and one engineering position transferred to M&R, and the drop of one administrative and one environmental position. The net increase of nine positions is due to expanded roles in process facility design and operations, development of a new research program at the Fulton County site, additional support to Capital Planning and Egan Analytical Laboratory, and implementing the second step in the redesign of the Industrial Waste Division.

Significant features of the 2015 budget include:

- Lead the Phosphorus Task Force to study and implement biological phosphorus removal at the Kirie, Stickney, and Calumet WRPs and evaluate phosphorus removal options at the O'Brien WRP over the next four to ten years;
- Continue to develop a ten-year Odor Master Plan for the District with initial emphasis on the Calumet Service Area;
- Continue to develop a Biosolids Master Plan focusing on a sustainable biosolids management program;
- Conduct the third year of a seven–year microbial source tracking study for primary contact reaches of the Chicago Area Waterway System (CAWS);
- Continue facilitation of an interdepartmental task force focused on long-term capital planning addressing future regulatory needs while incorporating strategic business initiatives and community service level expectations.

2015 Initiatives in Support of the Strategic Plan Include the Following:

- **Add Value**

M&R has continuously sought to make improvements to its business practices and to maintain a clear focus on its mission, and as a result, has decreased the number of budgeted positions in a 14-year period from 355 positions in 2000 to 288 at the end of 2014. This was completed while maintaining all essential technical support, analytical laboratory, and industrial waste program ordinance administration functions. This is a testament to M&R's highly skilled, professional, and dedicated staff.

M&R generates an important revenue stream through the recovery of operations, maintenance, and replacement costs incurred from treating discharges from Commercial/Industrial and Tax-Exempt Users of the sewerage system and the costs of administering the District's Pretreatment and User Charge Programs. The User Charge Program assesses charges to recover costs, beyond those recovered through payment of ad valorem property taxes, based on the volume of water discharged and the concentration of waste it contains. Estimated 2015 User Charge revenue, based on 2014 rates and a five-year (2009-2013) average of user clearing data, is $51 million for the Corporate Fund and $300,000 for the Construction Fund. The User Charge rates take into account the costs budgeted in the Construction Fund for the required replacement of District treatment facilities.

Five-Year Trend in User Charge Revenue

Year	Corporate and Construction Funds
2011	$48,614,203
2012	$77,937,606
2013	$53,801,653
2014 Estimated	$47,500,000
2015 Projected	$51,300,000

In 2015, M&R will administer approximately 3,780 User Charge accounts. Of these accounts, about 2,000 Commercial/Industrial and Tax-Exempt Users will be processed manually. M&R will conduct approximately 1,000 inspection and sampling events, and anticipates processing about 2,500 reports and filings to reconcile User Charge liabilities for these manual accounts. The remaining 1,780 accounts, which are all Tax-Exempt Users, were approved by M&R for automated processing. M&R remains vigilant in identifying and classifying new users, and in 2015, has a goal of identifying and classifying 50 new Large Commercial/Industrial and Tax-Exempt Users and 30 Small Nonresidential Commercial/Industrial User accounts. The District's User Charge Ordinance allows for automated filing and clearing of User Charge accounts which reduces costs for the District and the users. M&R will continue to encourage users to migrate to automated processing. In 2015, M&R has a goal of migrating 20 percent of the remaining roughly 250 users who are eligible for reduced reporting and self-monitoring requirements under the User Charge Ordinance.

M&R will implement some of the approved findings from the interdepartmental long-term process facility capital planning process. The long-term process facility capital planning process reviewed District business initiatives, anticipated regulatory requirements, and community service level expectations, and updated the District's capital plan for over a 20-year time frame while incorporating financial set constraints. Work in 2015 will include addressing issues associated with competing interests, as well as, reducing the gaps in knowledge necessary to move forward with the approved planning strategy. Some knowledge gaps that will be addressed include updating the plant process and hydraulic models, as well as, incorporating findings from the ongoing development of the District's Biosolids and Odor Master Plans.

In 2015, M&R will complete a modeling study on developing a three-dimensional model of the CAWS and linking it to models being completed for the Calumet and the Mainstream Tunnel and Reservoir Plan (TARP) systems. The product can be used to evaluate cost-effective strategies for improving water quality when the TARP system is completed.

M&R has developed a collaborative research project with Argonne National Laboratory to develop microbial source tracking tools, methodologies, and assessments for the reaches of the CAWS that have been designated for primary contact recreation use recently by the Illinois Pollution Control Board. This is a multi-year project, and M&R has $273,300 in the Construction Fund under research projects to support it in 2015.

Nutrient enrichment of the water environment has become a national concern. M&R is leading the District's Phosphorus Removal and Recovery Task Force that will assist M&O in optimizing enhanced biological phosphorus removal (EBPR) at the Stickney WRP and will conduct full-scale carbon addition testing in one demonstration battery to improve EBPR at the Calumet WRP in 2015 in order to reduce phosphorus concentrations in the plant effluents. Additionally, M&R will begin demonstration testing of EBPR at the Kirie WRP with a focus on generating carbon needs internally for the process. Similar testing is also planned for the Hanover Park WRP in 2015. M&R will also continue work with the Engineering and M&O Departments to evaluate phycoremediation strategies to reduce nutrients in WRP effluent and to reduce the District's energy footprint.

The Biosolids Master Plan being developed, focuses on reviewing the current operations and practices for sustainable biosolids management that is within the best interests for the District and its constituents.

- **Excellence**

M&R is committed to automating and streamlining its business practices. Staff from M&R and the Information Technology Department have worked together to further improve the LIMS to increase data processing and reporting and to enhance data acquisition from automated instruments. M&R will seek to further streamline operations by consolidating staffing and analyses. This is made possible in large part by reductions in discretionary monitoring of WRP processes, industrial users, and environmental impacts of District operations through a series of service level agreements between M&R and other departments and permitting authorities.

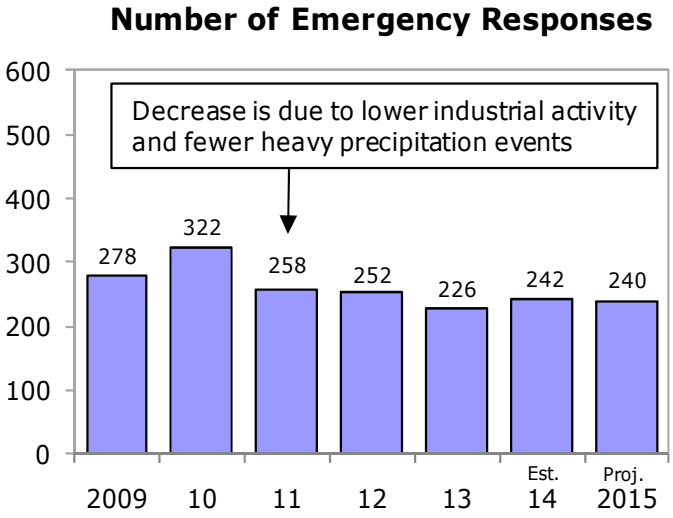
M&R is also committed to stopping pollution at its source by operating an effective Industrial Waste Pretreatment and Source Control Program in full compliance with all federal and state statutes. During 2015, the administration of the District's Industrial Waste Pretreatment Program will require the issuance or renewal of Discharge Authorizations for approximately 60 Significant Industrial Users and the review of approximately 720 Continued Compliance Reports and 12 Spill Prevention, Containment, and Countermeasure Plans. During 2015, M&R will conduct approximately 6,400 inspections associated with administering the District's Sewage and Waste Control Ordinance and will randomly sample and analyze at least 20 percent of the anticipated 1,050 chemical toilet disposals at the Stickney WRP. During 2015, M&R is not anticipating any substantial variation in the number of enforcement activities. As a result of the District's Industrial Pretreatment Program, during 2015, all of the biosolids produced by the District are expected to meet the highest quality criteria in the United States Environmental Protection Agency's (USEPA) Part 503 Regulation and the WRP effluents are expected to meet all National Pollution Discharge Elimination System (NPDES) permit limits for regulated industrial pollutants.

Five-Year Trend in Enforcement Activities

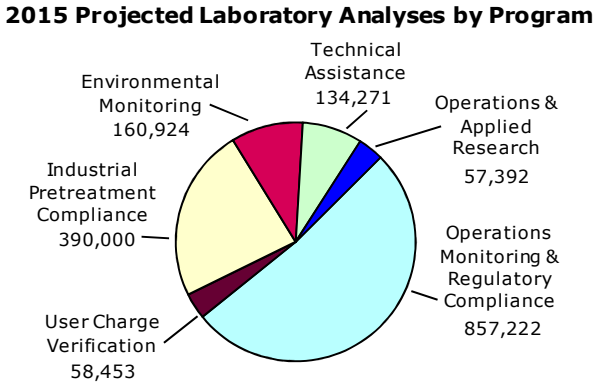
Year	Cease and Desist Orders	Board Orders	Legal Actions
2011	81 [1]	0	0
2012	118 [2]	0	0
2013	90	0	0
2014 Estimated	85	0	0
2015 Projected	88	0	0

1. Restated to remove six violations rescinded in 2011.
2. Restated to add 37 violations not reported in 2012.

M&R provides first-response services for hazardous materials emergencies and complaints of pollution and will conduct approximately 240 investigations in response to requests from federal, state, and local agencies, municipalities, private citizens, self-reported industrial activities, and requests from M&O in 2015.



In 2015, M&R will collect and analyze approximately 800 samples from 157 TARP groundwater monitoring wells and two reservoirs and will compile six annual monitoring reports for the four TARP tunnel systems, including the Mainstream, Calumet, Des Plaines (below Weller Creek), and Upper Des Plaines (above Weller Creek – O'Hare) systems and two reservoirs, the Gloria Alitto Majewski Chicagoland Underflow Plan Reservoir and the Thornton Transitional Reservoir, to meet the operating permit requirements of these facilities. M&R will also conduct groundwater monitoring at six biosolids management facilities, including the Hanover Park Fischer Farm, in accordance with permits issued by the IEPA. In 2015, a total of 24 monitoring reports will be submitted to the IEPA. Through the assistance of United States Geological Survey, under a Joint Funding Agreement, M&R will conduct and complete a hydrological investigation of the TARP groundwater system to evaluate the possibility of a reduction in the monitoring program.



M&R monitors the liquid and solids process trains daily at multiple critical control points for each of the seven WRPs to inform process control and to improve operations and the quality of effluents and biosolids, which will generate

1,658,262 projected analyses in 2015. This includes chemical and microbiological monitoring such as characterization of changes in microbial communities associated with operations and performance metrics to assess process stability and provide early warning of process upset such as the appearance of excess filamentous bacteria in mixed liquor. Whole effluent toxicity tests with fish (***Pimephales promelas)*** and daphnids (***Ceriodaphnia dubia)*** will be conducted as required by NPDES permits.

The District's dewatering polymer chemical costs are in excess of $5 million annually. M&R has been working with M&O to optimize post-digestion centrifuge operations at the Stickney WRP to reduce polymer consumption. Full-scale baseline centrifuge operation, polymer use evaluation, and laboratory tests have been conducted. M&R will continue to work with M&O to incorporate the study's findings into practice to adjust and optimize the centrifuge operations in 2015. As a part of M&O's polymer contract bidding process, M&R will continue to conduct a polymer testing program which starts with bench-scale polymer testing, followed by full-scale testing. The testing program has enabled M&O to purchase the most cost-effective product for the Stickney WRP's post-digestion sludge dewatering.

- **Resource Recovery**

In 2015, M&R will continue to implement plant-specific monitoring plans to evaluate the aeration requirement and nitrification capacity of each plant's batteries in an effort to identify areas where energy and cost savings could be achieved.

M&R will continue to collaborate with M&O in 2015 to implement a full-scale operation of composting biosolids with wood wastes generated in the City of Chicago to produce compost that will be marketed to generate revenue through local park districts, golf courses, school districts, the District's land application contractors, lessees of District land, and other land managers under the District's Controlled Solids Distribution Program.

The long-term process facility capital planning effort incorporates the District's long-term financial model to help ensure that the District is addressing its goals with a financially responsible approach. The development of a long-term plan allows the District to focus on synergies using data-driven solutions, while providing time to concentrate on reducing knowledge gaps.

The air-dried, exceptional quality biosolids that the District currently produces have the potential to become odorous if not managed carefully prior to being land-applied. This attribute of the product is a major obstacle to controlling the cost of managing biosolids, public acceptance, and the economic value of the product. Based on the pilot-scale testing that was initiated in 2011, M&R will work with M&O to implement full-scale production and marketing of composted biosolids with minimal modification of current District biosolids drying operations. M&R will also evaluate techniques to reduce biosolids production and operating costs, and increase digester gas production. M&R has $50,000 in the Construction Fund under research projects to support these projects in 2015.

As part of its efforts to promote the use of biosolids within Cook County and by all the communities serviced by the District, M&R has been increasing its biosolids marketing activities by hosting a sustainability workshop.

M&R will continue to provide support to the District's efforts to recover phosphorus at the Stickney WRP. Finally, M&R will complete an evaluation of the feasibility of phosphorus source control and recovery for contributing industries in 2015.

- **Develop Employees**

M&R is committed to providing continuing education and professional development to all of its employees. M&R conducts a monthly environmental issues and research seminar series at the Lue-Hing Research and Development Complex which is video conferenced to five other facilities and is archived in streaming online video format through the web portal. The seminar series is approved by the Illinois Society of Professional Engineers for professional development credits and is available to all employees and the local community. Based upon actual numbers from 2013, it is anticipated that attendance throughout the facilities for 2015 will be approximately 2,000.

M&R employees benefit from participation at local, regional, and national professional society meetings and workshops as speakers, session chairs and moderators, or committee chairs or members. M&R economizes where possible by providing its employees access to webinars which are presented by the Water Environment Federation, Water Environment Research Foundation, USEPA, American Chemical Society, and others. In 2015, M&R will continue to encourage professional staff to attend relevant conferences and view webinars to promote professional growth and request all staff to utilize the District's eLearning resources to enhance working knowledge and job skills.

M&R pays great attention to employee safety in their working environment. M&R maintains a Chemical Hygiene Plan to ensure employee safety at its laboratories and conducts monthly safety training.

- **Leading Partnerships**

The District conducts an Odor Monitoring Program to minimize or eliminate nuisance odors in the communities surrounding its facilities. In 2015, M&R will continue to lead the development of a District Odor Master Plan for the District's facilities, collection systems, and biosolids drying areas to target odor problem areas and reduce odors that may affect the communities that the District serves. The initial efforts in the development of the plan included a focus on known odorous processes and

facilities and developing conceptual designs to address the issues that are prioritized to responsibly improve our operations. Findings from the Odor Master Plan will be incorporated into the District's Capital Plan.

The District has developed a sound biosolids Controlled Solids Distribution Program under a permit issued by the IEPA. Under this program, exceptional quality air-dried biosolids and composted biosolids are used as a soil amendment and fertilizer in the Chicago metropolitan area. This program reduces landscape management costs for local park districts and school districts who participate. M&R will continue the promotion of biosolids and other sustainability practices and biosolids beneficial reuse awards to improve public awareness of the benefits of utilizing biosolids as a fertilizer and soil amendment through a sustainability workshop and other public events.

As part of the District's public image improvement efforts, M&R will continue to work with Public Affairs to develop talking points and fact sheets regarding important issues on water quality in the area waterways, public health risks of recreation on the waterways, and utilizing biosolids for land application. M&R will continue to provide support to outreach activities such as school science fair projects, District laboratory tours, local public meetings, and parades.

In support of the District's Stormwater Management Program, M&R will continue its collaboration with the United States Geological Survey and Chicago Department of Transportation in 2015 to evaluate the effect of best management practices such as permeable pavements, bioswales, and planters on stormwater flow and pollutant load reduction in the Sustainable Streetscape Project, located on Cermak Road between Halsted Street and Ashland Avenue and Blue Island Avenue between Ashland Avenue and Western Avenue.

M&R has been providing assistance to oversight agencies studying and controlling the migration of invasive aquatic species for decades. In 2015, M&R will continue to assist the United States Fish and Wildlife Service and the United States Army Corps of Engineers with surveillance for the presence of Asian carp in the CAWS and the Great Lakes Mississippi River Interbasin Study, respectively.

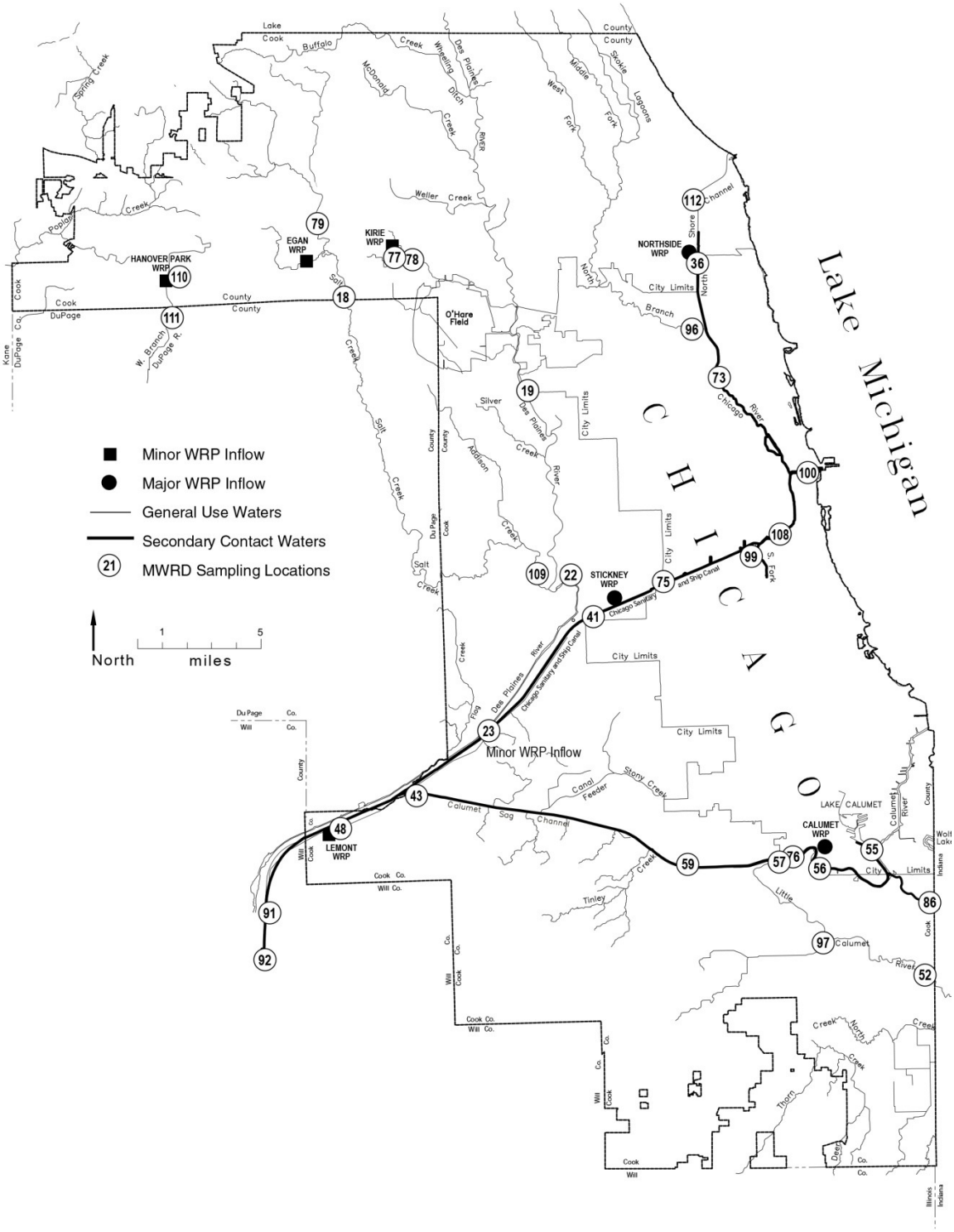
M&R will also continue to provide support to the IEPA in 2015 by participating in various working groups for developing the Illinois Nutrient Reduction Strategy and/or nutrient water quality standards for Illinois. M&R is also continuing to work through the Illinois Association of Wastewater Agencies in 2015 to partner with a consortium of agricultural industry organizations to investigate watershed approaches to improving water quality in the Illinois River basin. The activities under this partnership will include research and demonstration projects at the District's Fulton County site.

- **Technology**

The internet-based Publicly owned treatment works Administration and Compliance Software (iPACS), is used to monitor Commercial/Industrial User compliance with USEPA regulations. A new version of iPACS, completed in 2014, has increased staff efficiency and maintains all Industrial Pretreatment Program data in a single database. In 2015, more enhancements to iPACS will allow M&R to start implementing electronic management of assignment scheduling and reporting, as well as Industrial User self-reporting.

Monitoring & Research

Environmental Monitoring Program 4672 – Waterways Sampling Stations



Operations of the District meet stringent standards contained in NPDES permits issued for each WRP. Processing and disposal of solids are regulated by IEPA permits. M&R monitors water quality at 31 sampling locations in Chicago area shallow and deep-draft waterways within the District's service area. The environmental information is also used to demonstrate the beneficial effects of advanced treated discharges from the District's seven WRPs on instream water quality.

16000 MONITORING & RESEARCH — OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:		Cost	Percent
1. PLANT OPERATIONS MONITORING:			
Monitor the District's collection, treatment, and disposal operations to assure compliance with National Pollution Discharge Elimination System (NPDES), Illinois Environmental Protection Agency (IEPA), and other regulations.	Liquid Process Analyses	$ 5,469,300	19.8%
	Solid Process Analyses	$ 2,698,100	9.8%
		$ 8,167,400	29.6%
2. INDUSTRIAL WASTE AND USER CHARGE:			
Administer the Pretreatment Program, Sewage and Waste Control Ordinance, User Charge Ordinance, Environmental Remediation Wastewater Ordinance, and Septic Tank and Chemical Toilet Waste Hauler Ordinance.	Residential Users	$ 28,500	0.1%
	Tax-Exempt Users	$ 1,392,800	5.0%
	Large Commercial/Industrial Users	$ 3,504,700	12.8%
	Environmental Remediation	$ 63,200	0.2%
	Septic Tank/Chemical Waste	$ 126,100	0.5%
* Note: "SIUs" refers to Significant Industrial Users.	SIUs* - Pretreatment Program	$ 3,371,800	12.2%
	SIUs* - Extraordinary Monitoring/Enforcement	$ 1,417,700	5.1%
	Other Industrial Users	$ 571,600	2.1%
	All Other - General	$ 51,100	0.2%
		$ 10,527,500	38.2%
3. ENVIRONMENTAL MONITORING:			
Monitor the quality of Lake Michigan and the waterways in order to detect and reduce the incidence of pollution.	Lake Michigan Monitoring	$ 99,700	0.4%
	Waterways Monitoring	$ 2,178,300	7.8%
	Inspection Events	$ 240,800	0.9%
	Groundwater Monitoring	$ 240,300	0.9%
		$ 2,759,100	10.0%
4. TECHNICAL ASSISTANCE:			
Conduct a program of independent review of plant operations and regular consultation and assistance for the solution of operating problems, provide technical assistance to other agencies upon request, and provide review and response to proposed regulations issued by federal, state, and local governments.	M&O Assistance	$ 1,289,400	4.6%
	General Assistance	$ 1,229,700	4.5%
	Regulatory Review and Response	$ 1,123,100	4.1%
	Engineering Process Design Support	$ 787,800	2.9%
	Regulatory Compliance Reporting	$ 308,000	1.1%
		$ 4,738,000	17.2%
5. OPERATIONS AND APPLIED RESEARCH:			
Conduct operations and applied research for process improvement and cost reduction in District operations.		$ 1,390,800	5.0%
	Total	$ 27,582,800	100.0%

MEASURABLE GOALS:	2013 Actual	2014 Estimated	2015 Proposed
1. Submit all required environmental monitoring reports on time.	100%	100%	100%
2. Maintain laboratory accreditation.	100%	100%	100%
3. Complete a seven-year microbiome microbial source monitoring study of the Chicago area waterways.	10%	25%	40%
4. Provide sample data for IEPA monitoring compliance reports by the 13th of the following month 100 percent on time.	100%	100%	100%
5. Provide sample data for industrial surveillance and User Charge and Technical Services Section by the 15th of the following month 100 percent on time.	100%	100%	100%
6. Provide water quality sample data by the 15th of the following month 100 percent on time.	100%	100%	100%

16000 MONITORING & RESEARCH — OBJECTIVES AND PROGRAM SUMMARY

MEASURABLE GOALS:	2013 Actual	2014 Estimated	2015 Proposed
7. Issue Discharge Authorizations in response to all SIU requests and enforcement actions within the timeframes established under the Sewage and Waste Control Ordinance.	100%	100%	100%
8. Process User Charge Annual Certified Statements submitted by Commercial/Industrial Users by September 30.	100%	100%	100%
9. Respond to emergency assistance requests from fire and police departments, citizens, and state and federal agencies, municipalities, industries, and the District.	226	242	240

PROGRAMS BY PRIORITY: Number	Name	2013 Actuals		Budgeted FTEs	Budgeted Dollars	Change Dollars	Change Percent	
4650	Operations Monitoring	$ 7,456,849	2015	88	$ 8,167,400	$ (369,400)	(4.3)	a)
			2014	86	$ 8,536,800			
4660	Waste Monitoring	$ 9,755,872	2015	115	$ 10,527,500	$ (310,500)	(2.9)	b)
			2014	113	$ 10,838,000			
4670	Environmental Monitoring	$ 2,582,783	2015	28	$ 2,759,100	$ (191,000)	(6.5)	c)
			2014	28	$ 2,950,100			
4680	Technical Assistance	$ 3,651,422	2015	49	$ 4,738,000	$ 124,800	2.7	d)
			2014	46	$ 4,613,200			
4690	Operations and Applied Research	$ 1,126,465	2015	17	$ 1,390,800	$ 31,300	2.3	
			2014	15	$ 1,359,500			
	Totals	$ 24,573,391	2015	297	$ 27,582,800	$ (714,800)	(2.5%)	
			2014	288	$ 28,297,600			

a) Decrease is due to the transfer of Laboratory Information Management System (LIMS) funding for system enhancements and software license renewal to the Information Technology Department ($200,000), a reduced need for a nutrient analyzer ($75,000), and a gas chromatograph/mass spectrometer ($85,000).

b) Decrease is due to salary reductions as a result of anticipated staffing changes ($234,500) and a reduced need for a total organic analyzer ($65,000).

c) Decrease is due to improved maintenance of marine vessels ($32,500), reduced need for nutrient removal/abatement studies ($60,000) and water quality monitors ($40,000), and salary reductions as a result of anticipated staffing changes ($67,600).

d) Increase is due to the addition of an Associate Civil, Electrical, and Mechanical Engineer and the transfer of other clerical and technical positions to staff the Process Facilities Capital Planning Section ($254,600), offset by a reduced need for consulting services for nutrient removal ($70,000), a spectrophotometer used for laboratory analyses ($25,000), and anticipated cost savings to service water quality monitors ($34,000).

16000 MONITORING & RESEARCH — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
4650	Operations Monitoring					
4652	Liquid Monitoring	Liquid Process Analyses	553,648	494,115	647,842	a)
		Cost	$ 5,114,138	$ 5,822,200	$ 5,469,300	b)
		Cost/Analysis	$ 9.24	$ 11.78	$ 8.44	c)
	- Liquid Process Treatment Analyses by Location:	North Service Area Lab	194,550	214,281	273,285	a)
		Stickney Lab	203,821	127,856	205,421	a)
		Calumet Lab	155,277	151,978	168,976	a)
	- Analyses for Tunnel and Reservoir Plan (TARP) Reservoirs		-	-	160	d)
4653	Solids Monitoring	Solids Process Analyses	213,355	215,822	209,380	
		Cost	$ 2,342,711	$ 2,714,600	$ 2,698,100	
		Cost/Analysis	$ 10.98	$ 12.58	$ 12.89	
	- Solids Process Treatment Analyses by Location:	North Service Area Lab	55,210	57,845	65,771	
		Stickney Lab	102,068	102,794	83,386	e)
		Calumet Lab	40,365	40,183	44,223	
	- Analyses for Required IEPA Reporting by Location of Processing/Utilization Site	Stickney Lab	7,366	6,900	7,000	
		Calumet Lab	8,346	8,100	9,000	
4660	Waste Monitoring					
4661	User Charge Ordinance - Residential and Small Non-Residential Commercial/Industrial Users (6,028 Small Nonresidential Commercial/Industrial Users)	Administration Costs	$ 27,790	$ 30,800	$ 28,500	
4662	User Charge Ordinance - Tax-Exempt Users	Administration Costs	$ 1,254,302	$ 1,403,400	$ 1,392,800	
		Number of Users	3,081	2,730	3,085	
		Revenue	$ 20,522,792	$ 16,000,000	$ 15,000,000	f)
		Revenue/User	$ 6,661.08	$ 5,860.81	$ 4,862.24	f)
4663	User Charge Ordinance - Large Commercial/Industrial Users	Number of Users	688	725	700	
		Waste Monitoring Analyses	59,999	59,371	58,453	
		Revenue	$ 32,978,861	$ 24,000,000	$ 36,000,000	g)
		Monitoring Cost	$ 3,170,431	$ 3,714,500	$ 3,504,700	h)
		Revenue/User	$ 47,934.39	$ 33,103.45	$ 51,428.57	e)
		Monitoring Cost/User	$ 4,608.18	$ 5,123.45	$ 5,006.71	
		Accounts	3,769	3,500	3,785	

a) Increase is due to the support of additional nutrient removal and Whole Effluent Toxicity testing.
b) Decrease is due to the transfer of LIMS funding for system enhancements ($96,000) and software license renewal ($104,000) to the Information Technology Department and reduced requirements for a nutrient analyzer ($75,000) and gas chromatograph/mass spectrometer ($85,000).
c) Decrease is due to the reduction of costs cited in footnote b) above ($360,000) and the additional analyses performed cited in footnote a) above.
d) Increase is due to the analyses of samples collected from the Gloria Alitto Majewski Chicagoland Underflow Plan Reservior and the Thornton Transitional Reservior to comply with Illinois Environmental Protection Agency operating permit requirements.
e) Decrease is due to a reduction in permit-required sampling.
f) Decrease is due to the return of normal loading from the City of Chicago water filtration facilities.
g) Increase is due to improved estimation of loadings.
h) Decrease is due to salary reductions resulting from anticipated staffing changes ($156,200) and a reduced need for a total organic analyzer ($65,000), offset by a need for replacement of the automatic samplers for the Industrial Waste Division ($55,000).

16000 MONITORING & RESEARCH — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
4664	Environmental Remediation	Permits	16	12	15	i)
		Cost	$ 45,289	$ 46,000	$ 63,200	j)
		Cost/Permit	$ 2,830.56	$ 3,833.33	$ 4,213.33	
4665	Septic Tank and Chemical Toilet Waste Administration	Permits	3	4	3	k)
		Cost	$ 161,678	$ 158,500	$ 126,100	l)
		Cost/Permit	$ 53,892.67	$ 39,625.00	$ 42,033.33	k)
4666	Sewage and Waste Control Ordinance - Significant Industrial Users (SIUs) Minimum Regulatory Requirement Activities	Administration Costs	$ 2,918,032	$ 3,334,400	$ 3,371,800	
		Number of SIUs	356	359	360	
		Cost/SIU	$ 8,196.72	$ 9,288.02	$ 9,366.11	
		Waste Monitoring Analyses	383,104	387,164	390,000	
4667	Sewage and Waste Control Ordinance - Significant Industrial Users (SIUs) Extraordinary Monitoring and Enforcement Activities	Administration Costs	$ 1,549,068	$ 1,522,500	$ 1,417,700	m)
		Number of SIUs	120	120	120	
		Cost/SIU	$ 12,908.90	$ 12,687.50	$ 11,814.17	
4668	Other Industrial Users	Administration Costs	$ 591,328	$ 570,500	$ 571,600	
		Number of IUs	350	365	356	
		Cost/IU	$ 1,689.51	$ 1,563.01	$ 1,605.62	
4669	Waste Monitoring - All Other - General	Administration Costs	$ 37,954	$ 57,400	$ 51,100	
4670	Environmental Monitoring					
4671	Lake Michigan Monitoring	Sampling Events	140	400	140	n)
		Environmental Analyses	6,699	13,643	150	o)
		Cost	$ 117,541	$ 126,500	$ 99,700	p)
4672	Waterways Monitoring	Sampling Events	1,030	956	1,000	
		Environmental Analyses	154,366	136,488	150,216	
		Cost	$ 1,991,856	$ 2,309,100	$ 2,178,300	q)
4673	Inspection Events	Inspection Events	507	336	500	r)
		Cost	$ 249,680	$ 258,000	$ 240,800	
4674	Groundwater Monitoring	Number of Analyses	23,539	24,953	10,558	s)
		Sampling Events	-	-	800	t)
		Cost	$ 223,706	$ 256,500	$ 240,300	
		Cost/Analysis	$ 9.50	$ 10.28	$ 22.76	

i) Increase is due to a higher estimate of permit applications in 2015.
j) Increase is due to the reallocation of an Administrative Assistant position ($17,200).
k) Decrease is due to the anticipation of fewer permit applications in 2015, which increases the unit cost.
l) Decrease is due to salary reductions resulting from anticipated staffing changes ($32,200).
m) Decrease is due to salary reductions resulting from anticipated staffing changes ($101,900).
n) Decrease is due to a change in the tracking and reporting of sampling events.
o) Decrease is due to the discontinuation of monitoring projects such as Lake Watch and Wilmette Harbor.
p) Decrease is due to a reduced need for diesel fuel ($20,000).
q) Decrease is due to improved boat maintenance ($32,500), a reduced need for nutrient removal/abatement studies ($60,000), and water quality monitors ($40,000).
r) Decrease is due to a change in the tracking and reporting of inspection events.
s) Decrease is due to a reduction in permit-required sampling and non-functional TARP wells.
t) Increase is due to the collection and analyses of samples from 157 TARP groundwater monitoring wells to comply with Illinois Environmental Protection Agency operating permit requirements.

16000 MONITORING & RESEARCH — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
4680	Technical Assistance					
4681	Assistance to Maintenance & Operations Department	Number of Responses	855	91	700	u)
		Number of Analyses	84,700	81,389	73,482	
		Number of Sampling Events	8,157	8,344	8,000	
		Cost	$ 916,863	$ 1,171,500	$ 1,289,400	v)
4682	General Assistance to All Other Departments	Number of Responses	143	244	100	u)
		Number of Analyses	15,031	11,293	14,212	
		Number of Sampling Events	530	1,018	550	u)
		Cost	$ 1,160,923	$ 1,320,900	$ 1,229,700	
4683	Regulatory Review and Response	Number of Responses	202	160	200	u)
		Sampling Events	52	25	25	u)
		Cost	$ 974,133	$ 1,170,100	$ 1,123,100	
4684	Engineering Process Design Support	Number of Analyses	46,140	47,485	46,552	
		Number of Responses	-	-	200	v)
		Sampling Events	-	-	100	w)
		Cost	$ 304,814	$ 643,000	$ 787,800	v)
		Cost/Analysis	$ 6.61	$ 13.54	$ 16.92	
4685	Regulatory Compliance Reporting	Reports	58	169	60	u)
		Number of Analyses	24	200	25	u)
		Cost	$ 294,689	$ 307,700	$ 308,000	
		Cost/Analysis	$ 12,278.71	$ 1,538.50	$ 12,320.00	
4690	Operations and Applied Research	Research Projects	115	200	120	u)
		Laboratory Analyses	65,220	33,045	57,392	x)
		Cost	$ 1,126,465	$ 1,359,500	$ 1,390,800	
		Totals	$ 24,573,391	$ 28,297,600	$ 27,582,800	

u) Increases or decreases are due to a change in the method of tracking and reporting these activities.
v) Increase is due to the addition of an Associate Civil, Electrical, and Mechanical Engineer and the transfer of other supporting clerical and technical positions to staff the Process Facilities Capital Planning Section ($254,600).
w) Increase is due to the collection and analyses of samples to support special studies and research projects with the United States Geological Survey.
x) Increase is due to the support of additonal projects in the Process Facilities Capital Planning Section.

101 16000	Fund: Corporate Department: Monitoring & Research Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 22,359,189	$ 24,751,000	$ 24,676,000	$ 16,785,146	$ 23,334,000	$ 24,707,500	$ -
601060	Compensation Plan Adjustments	493,990	718,500	718,500	526,548	629,000	895,600	-
601080	Salaries of Nonbudgeted Employees	-	2,400	117,400	82,458	117,400	-	-
601100	Tuition and Training Payments	51,942	49,000	49,000	32,714	37,000	50,000	-
601170	Payments for Professional Services	31,720	456,000	416,000	64,995	105,000	102,300	-
100	TOTAL PERSONAL SERVICES	22,936,840	25,976,900	25,976,900	17,491,861	24,222,400	25,755,400	-
612010	Travel	7,328	35,400	35,400	5,768	15,000	11,200	-
612030	Meals and Lodging	18,711	36,400	36,400	16,061	28,000	27,900	-
612040	Postage, Freight, and Delivery Charges	5,134	11,300	11,300	7,569	3,800	6,600	-
612050	Compensation for Personally-Owned Automobiles	41,268	42,600	42,600	32,803	40,000	45,000	-
612080	Motor Vehicle Operating Services	1,256	2,100	2,100	855	2,000	2,700	-
612090	Reprographic Services	1,260	3,200	3,200	900	1,500	1,400	-
612170	Water and Water Services	663	1,200	1,200	1,200	1,000	600	-
612210	Communication Services	-	1,000	1,000	-	100	-	-
612330	Rental Charges	3,189	5,800	5,800	3,717	3,000	3,300	-
612410	Governmental Service Charges	17,000	17,000	17,000	17,000	17,000	17,000	-
612490	Contractual Services, N.O.C.	210,807	331,900	331,900	299,250	300,000	303,100	-
612790	Repairs to Marine Equipment	26,223	83,600	83,600	62,700	60,000	61,300	-
612820	Computer Software Maintenance	100,650	104,000	104,000	103,970	104,000	-	-
612840	Communications Equipment Maintenance (Includes Software)	-	500	500	-	100	-	-
612970	Repairs to Testing and Laboratory Equipment	444,145	555,500	555,500	456,441	450,000	462,800	-
612990	Repairs, N.O.C.	1,018	2,700	2,700	2,700	2,000	1,300	-
200	TOTAL CONTRACTUAL SERVICES	878,651	1,234,200	1,234,200	1,010,934	1,027,500	944,200	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	30,206	48,700	68,100	62,334	40,000	31,000	-
623530	Farming Supplies	3,000	2,500	2,500	2,500	2,400	4,000	-
623570	Laboratory Testing Supplies, Small Equipment, and Chemicals	298,401	409,800	390,400	340,740	350,000	371,600	-
623700	Wearing Apparel	14,363	35,500	35,500	35,063	27,500	16,600	-

101 16000	Fund: Corporate Department: Monitoring & Research Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
623720	Books, Maps, and Charts	1,427	8,500	8,500	2,976	3,000	1,000	-
623800	Computer Software	-	500	500	-	100	-	-
623810	Computer Supplies	1,612	4,200	4,200	2,449	2,800	2,700	-
623820	Fuel	24,611	35,500	35,500	35,000	27,000	35,000	-
623850	Communications Supplies	-	2,500	2,500	335	1,000	1,000	-
623990	Materials and Supplies, N.O.C.	29,139	79,800	79,800	69,036	55,000	60,300	-
300	TOTAL MATERIALS AND SUPPLIES	402,759	627,500	627,500	550,433	508,800	523,200	-
634970	Testing and Laboratory Equipment	355,142	459,000	459,000	398,935	375,000	360,000	-
400	TOTAL MACHINERY AND EQUIPMENT	355,142	459,000	459,000	398,935	375,000	360,000	-
TOTAL MONITORING & RESEARCH		$ 24,573,391	$ 28,297,600	$ 28,297,600	$ 19,452,164	$ 26,133,700	$ 27,582,800	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

POSITION ANALYSIS

Fund: Corporate
Dept: Monitoring & Research
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
110	**Executive Division**					
111	**Executive Section**					
EX11	Director of Monitoring & Research	1	1		1	
HP17	Quality Assurance Coordinator	1	1		-	
EX06	Secretary to Officer	1	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	-	1		-	
HP11	Administrative Specialist	1	-		1	
TOTAL	Executive Section	4	4	533,101.92	3	379,654.60
112	**Budget & Administrative Section**					
HP18	Supervising Budget & Management Analyst	1	1		1	
HP17	Management Analyst III #2 (Senior Budget & Management Analyst) (New Grade HP16)	1	1		1	
HP14	Management Analyst I #2 (Budget & Management Analyst)	1	-		-	
HP14	Budget & Management Analyst	-	2		2	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	-	-		1	
HP11	Administrative Specialist	1	1		-	
TOTAL	Budget & Administrative Section	4	5	507,978.64	5	519,591.02
TOTAL	Executive Division	8	9	1,041,080.56	8	899,245.62
120	**Environmental Monitoring & Research Division**					
121	**Environmental Monitoring & Research Administrative Section**					
HP21	Assistant Director of Monitoring & Research	1	1		1	
HP20	Environmental Monitoring & Research Manager	1	1		1	
HP20	Supervising Civil Engineer	1	-		-	
HP20	Managing Civil Engineer	-	1		1	
HP18	Biostatistician	1	1		1	
HP18	Radiation Chemist	1	-		-	
HP17	Senior Environmental Research Scientist	-	-		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Monitoring & Research
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP13	Senior Administrative Specialist	-	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	-		-	
HP12	Secretary #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
HP11	Administrative Specialist	-	-		1	
TOTAL	Environmental Monitoring & Research Administrative Section	7	6	779,709.84	8	974,463.88
122	**Wastewater Treatment Process Research Section**					
HP18	Supervising Environmental Research Scientist	1	1		1	
HP17	Senior Environmental Research Scientist	3	4		3	
HP15	Associate Environmental Research Scientist	3	4		4	
HP11	Laboratory Technician II	2	2		2	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
HP10	Laboratory Technician I	4	4		5	
HP10	Laboratory Technician I #4	1	1		1	
TOTAL	Wastewater Treatment Process Research Section	15	17	1,411,286.50	17	1,371,180.98
123	**Biosolids Utilization & Soil Science Section**					
HP18	Supervising Environmental Soil Scientist	1	1		1	
HP17	Senior Environmental Soil Scientist	2	2		2	
HP15	Associate Environmental Soil Scientist	3	3		3	
HP14	Assistant Environmental Chemist	1	1		1	
HP11	Field & Laboratory Technician	-	-		2	
HP11	Laboratory Technician II	2	2		2	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
HP10	Laboratory Technician I	1	1		1	
HP09	Laboratory Assistant	1	1		1	
TOTAL	Biosolids Utilization & Soil Science Section	12	12	1,016,399.54	14	1,108,094.00

POSITION ANALYSIS

Fund: Corporate
Dept: Monitoring & Research
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
124	**Analytical Microbiology & Biomonitoring Section**					
HP18	Supervising Environmental Microbiologist	1	1		1	
HP17	Senior Environmental Microbiologist	1	1		1	
HP16	Associate Environmental Microbiologist	1	1		2	
HP15	Associate Environmental Research Scientist	1	-		-	
HP14	Assistant Environmental Microbiologist	1	1		1	
HP11	Laboratory Technician II	2	2		2	
HP11	Laboratory Technician II #4	2	2		2	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
HP10	Laboratory Technician I	4	4		4	
HP09	Laboratory Assistant	2	2		2	
TOTAL	Analytical Microbiology & Biomonitoring Section	16	15	1,097,126.42	16	1,155,599.12
126	**Aquatic Ecology & Water Quality Section**					
HP18	Supervising Aquatic Biologist	1	1		1	
HP17	Senior Aquatic Biologist	1	1		1	
HP16	Associate Aquatic Biologist	2	2		2	
HP15	Pollution Control Officer I #2 (Environmental Specialist)	1	-		-	
HP15	Environmental Specialist	-	1		-	
HP14	Assistant Aquatic Biologist	1	1		1	
HP11	Laboratory Technician II	3	3		3	
HP11	Laboratory Technician II #4	1	1		1	
HP10	Laboratory Technician I	1	1		1	
HP10	Laboratory Technician I #4	1	1		1	
NR6441	Patrol Boat Operator	3	3		3	
NR3642	Pollution Control Technician II	2	2		2	
NR3641	Pollution Control Technician I	4	5		4	
TOTAL	Aquatic Ecology & Water Quality Section	21	22	1,633,471.06	20	1,505,238.28

POSITION ANALYSIS

Fund: Corporate
Dept: Monitoring & Research
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
129	**Process Facilities Capital Planning Section**					
HP18	Principal Civil Engineer	1	1		1	
HP17	Senior Civil Engineer	2	2		2	
HP17	Senior Electrical Engineer	-	1		1	
HP17	Senior Environmental Research Scientist	1	1		1	
HP17	Senior Mechanical Engineer	-	1		1	
HP15	Associate Civil Engineer	1	1		2	
HP15	Associate Electrical Engineer	-	-		1	
HP15	Associate Environmental Research Scientist	1	1		1	
HP15	Associate Mechanical Engineer	-	-		1	
HP11	Administrative Specialist	-	1		-	
TOTAL	Process Facilities Capital Planning Section	6	9	855,683.66	11	1,105,187.20
TOTAL	Environmental Monitoring & Research Division	77	81	6,793,677.02	86	7,219,763.46
160	**Analytical Laboratories Division**					
161	**Analytical Laboratories Administrative Section**					
HP21	Assistant Director of Monitoring & Research	1	1		1	
HP17	Quality Assurance Coordinator	-	-		1	
HP17	Senior Environmental Chemist	1	1		1	
HP15	Associate Environmental Chemist	-	1		1	
HP13	Senior Administrative Specialist	-	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	-		1	
HP12	Secretary #2 (Administrative Specialist) (New Grade HP11)	1	1		-	
TOTAL	Analytical Laboratories Administrative Section	4	5	596,215.62	6	715,471.64
162	**Stickney Analytical Laboratory Section**					
HP18	Supervising Environmental Chemist	1	1		1	
HP17	Senior Environmental Chemist	1	1		1	
HP15	Associate Environmental Chemist	2	2		2	

POSITION ANALYSIS

Fund: Corporate
Dept: Monitoring & Research
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP14	Assistant Environmental Chemist	4	4		4	
HP13	Laboratory Technician III	2	2		2	
HP11	Administrative Specialist	-	1		1	
HP11	Laboratory Technician II	6	5		5	
HP10	Laboratory Technician I	8	9		8	
HP09	Administrative Clerk	1	-		-	
HP09	Laboratory Assistant	2	2		2	
TOTAL	Stickney Analytical Laboratory Section	27	27	1,958,810.10	26	1,906,655.66
164	**Industrial Waste Analytical Laboratory Section**					
HP18	Supervising Environmental Chemist	1	1		1	
HP17	Senior Environmental Chemist	1	1		1	
HP15	Associate Environmental Chemist	2	2		2	
HP14	Assistant Environmental Chemist	3	3		3	
HP13	Laboratory Technician III	2	2		2	
HP11	Laboratory Technician II	6	6		7	
HP11	Laboratory Technician II #4	1	1		-	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
HP10	Laboratory Technician I	8	7		6	
TOTAL	Industrial Waste Analytical Laboratory Section	25	24	1,807,856.18	23	1,736,220.46
165	**Organic Compounds Analytical Laboratory Section**					
HP18	Instrumentation Chemist IV	1	1		1	
HP17	Instrumentation Chemist III	2	2		2	
HP16	Instrumentation Chemist II	2	2		2	
HP15	Instrumentation Chemist I	2	2		2	
HP11	Laboratory Technician II	3	3		3	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	

POSITION ANALYSIS

Fund: Corporate
Dept: Monitoring & Research
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP11	Administrative Specialist	-	1		1	
TOTAL	Organic Compounds Analytical Laboratory Section	11	11	1,054,494.74	11	1,059,661.72
166	**Egan Analytical Laboratory Section**					
HP18	Supervising Environmental Chemist	1	1		1	
HP17	Senior Environmental Chemist	1	1		1	
HP15	Associate Environmental Chemist	1	1		1	
HP14	Assistant Environmental Chemist	2	2		3	
HP13	Laboratory Technician III	1	1		-	
HP11	Administrative Specialist	-	-		1	
HP11	Laboratory Technician II	2	2		2	
HP11	Laboratory Technician II #4	1	1		1	
HP10	Laboratory Technician I	7	7		8	
HP09	Laboratory Assistant	2	2		2	
TOTAL	Egan Analytical Laboratory Section	18	18	1,325,436.84	20	1,447,548.96
167	**Calumet Analytical Laboratory Section**					
HP18	Supervising Environmental Chemist	1	1		1	
HP17	Senior Environmental Chemist	1	1		1	
HP15	Associate Environmental Chemist	2	1		1	
HP14	Assistant Environmental Chemist	1	2		3	
HP13	Laboratory Technician III	2	2		1	
HP11	Laboratory Technician II	2	3		3	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
HP10	Laboratory Technician I	3	3		4	
HP10	Laboratory Technician I #4	1	1		1	
HP09	Laboratory Assistant	1	1		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Monitoring & Research
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP09	Laboratory Assistant #1	-	-		1	
TOTAL	Calumet Analytical Laboratory Section	15	16	1,233,007.88	18	1,316,276.26
TOTAL	Analytical Laboratories Division	100	101	7,975,821.36	104	8,181,834.70
190	**Industrial Waste Division**					
191	**Industrial Waste Administrative Section**					
HP21	Assistant Director of Monitoring & Research	1	1		1	
HP17	Senior Environmental Specialist	1	1		1	
HP15	Assistant Environmental Specialist #2 (Environmental Specialist)	1	-		-	
HP15	Environmental Specialist	1	2		2	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	-		-	
HP11	Administrative Specialist	-	1		1	
TOTAL	Industrial Waste Administrative Section	5	5	533,631.28	5	560,339.52
192	**Enforcement Section**					
HP18	Supervising Environmental Specialist	1	1		1	
HP17	Senior Civil Engineer	1	1		1	
HP17	Senior Environmental Specialist	1	1		1	
HP15	Associate Civil Engineer	4	4		4	
HP15	Environmental Specialist	6	6		6	
HP12	Secretary #2 (Administrative Specialist) (New Grade HP11)	-	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
HP09	Administrative Clerk	2	1		1	
TOTAL	Enforcement Section	16	16	1,595,741.94	16	1,609,355.02
193	**User Charge & Technical Services Section**					
HP18	Supervising Environmental Specialist	1	1		1	
HP17	Senior Environmental Specialist	2	2		2	
HP15	Associate Civil Engineer	2	3		4	

POSITION ANALYSIS

Fund: Corporate
Dept: Monitoring & Research
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP15	Assistant Environmental Specialist #2 (Environmental Specialist)	2	-		-	
HP15	Pollution Control Officer I #2 (Environmental Specialist)	3	-		-	
HP15	Environmental Specialist	4	10		10	
HP14	Assistant Civil Engineer	1	-		-	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	-		-	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
HP09	Administrative Clerk	1	1		1	
TOTAL	User Charge & Technical Services Section	18	18	1,758,827.20	19	1,672,947.38
194	**Field Services Central Area Section**					
HP18	Supervising Environmental Specialist	1	1		1	
HP17	Senior Environmental Specialist	2	2		2	
HP15	Assistant Environmental Specialist #2 (Environmental Specialist)	4	-		-	
HP15	Pollution Control Officer I #2 (Environmental Specialist)	8	-		-	
HP15	Environmental Specialist	3	14		14	
HP13	Senior Administrative Specialist	-	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	-		1	
HP11	Administrative Specialist	1	1		-	
NR3642	Pollution Control Technician II	1	1		1	
NR3641	Pollution Control Technician I	8	8		9	
TOTAL	Field Services Central Area Section	29	28	2,515,117.02	29	2,567,945.12
195	**Field Services South Area Section**					
HP17	Senior Environmental Specialist	1	1		1	
HP15	Pollution Control Officer I #2 (Environmental Specialist)	3	-		-	
HP15	Environmental Specialist	1	5		5	
NR3641	Pollution Control Technician I	4	4		4	
TOTAL	Field Services South Area Section	9	10	899,496.78	10	880,400.82

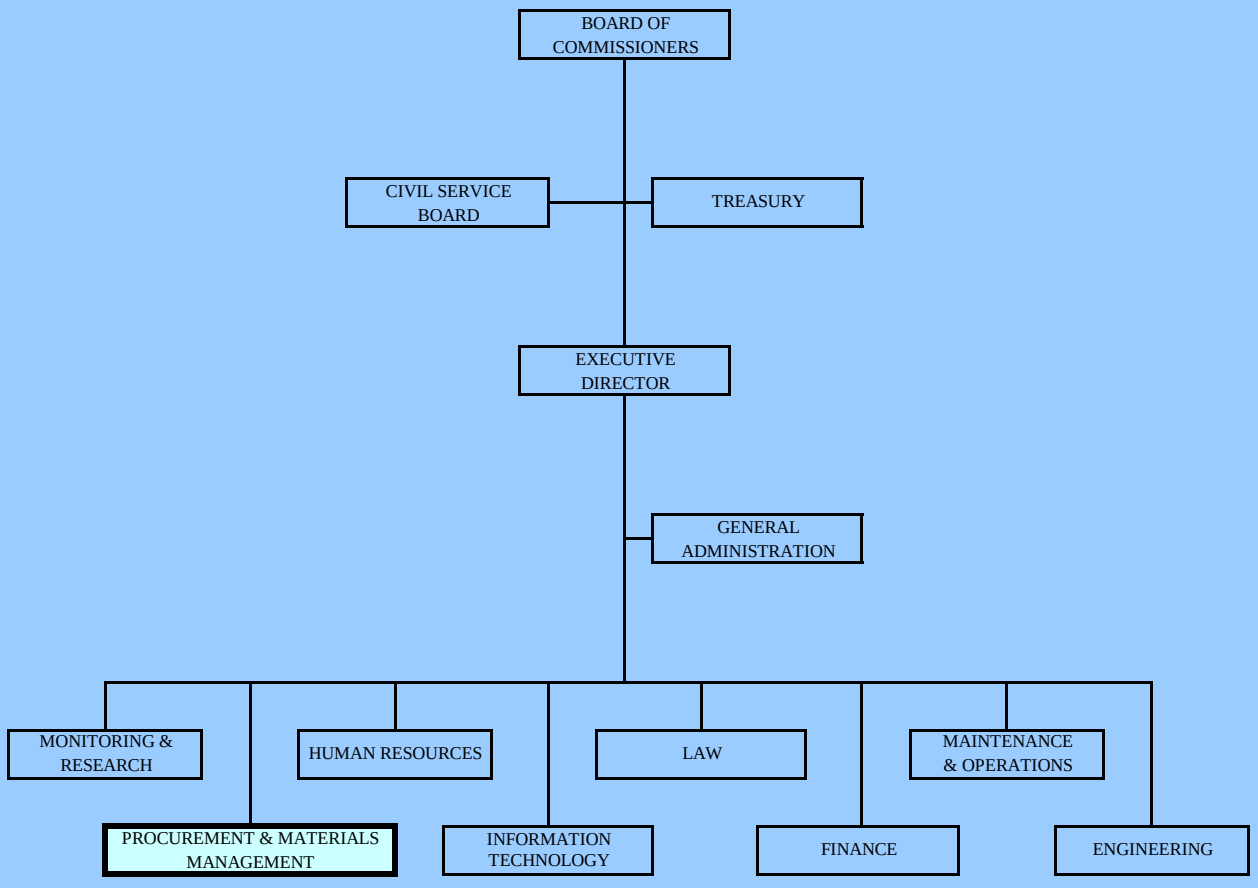
POSITION ANALYSIS

Fund: Corporate
Dept: Monitoring & Research
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
196	**Field Services North Area Section**					
HP17	Senior Environmental Specialist	1	1		1	
HP15	Pollution Control Officer I #2 (Environmental Specialist)	4	-		-	
HP15	Environmental Specialist	1	5		5	
NR3641	Pollution Control Technician I	4	4		4	
TOTAL	Field Services North Area Section	10	10	880,419.02	10	885,061.58
197	**Field Services North West Area Section**					
HP17	Senior Environmental Specialist	1	1		1	
HP15	Assistant Environmental Specialist #2 (Environmental Specialist)	2	-		-	
HP15	Pollution Control Officer I #2 (Environmental Specialist)	2	-		-	
HP15	Environmental Specialist	1	5		5	
NR3641	Pollution Control Technician I	4	4		4	
TOTAL	Field Services North West Area Section	10	10	880,925.76	10	864,423.56
TOTAL	Industrial Waste Division	97	97	9,064,159.00	99	9,040,473.00
TOTAL	Monitoring & Research	282	288	24,874,737.94	297	25,341,316.78

NOTE: Departmental appropriation totals for salaries in the Position Analysis differ from those contained in the Line Item Analysis by a factor identified to adjust for vacancies. Salary ranges corresponding to the pay plan and grade for each class title can be found in the table of Salary Schedules in the Appendix.

NOTE PAGE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Metropolitan Water Reclamation District of Greater Chicago

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September 10, 2014

Mr. David St. Pierre
Executive Director
O F F I C E

Dear Sir:

Subject: 2015 Program for the Procurement & Materials Management Department

The Procurement & Materials Management Department's program for 2015, as prepared in detail, is transmitted herewith. The budget presentation supports the request for funding of the department's 2015 initiatives in alignment with and in support of the Strategic Business Plan. The budget requests include all amendments as directed by you during the Executive Director Budget Hearings in August of this year.

The narrative provides a summary of the department, 2015 major initiatives and challenges, and 2014 accomplishments. Supporting schedules of objectives, performance, and staffing levels present three years of detailed budgetary information.

Thank you for the opportunity to present the proposed Procurement & Materials Management Department budget for 2015.

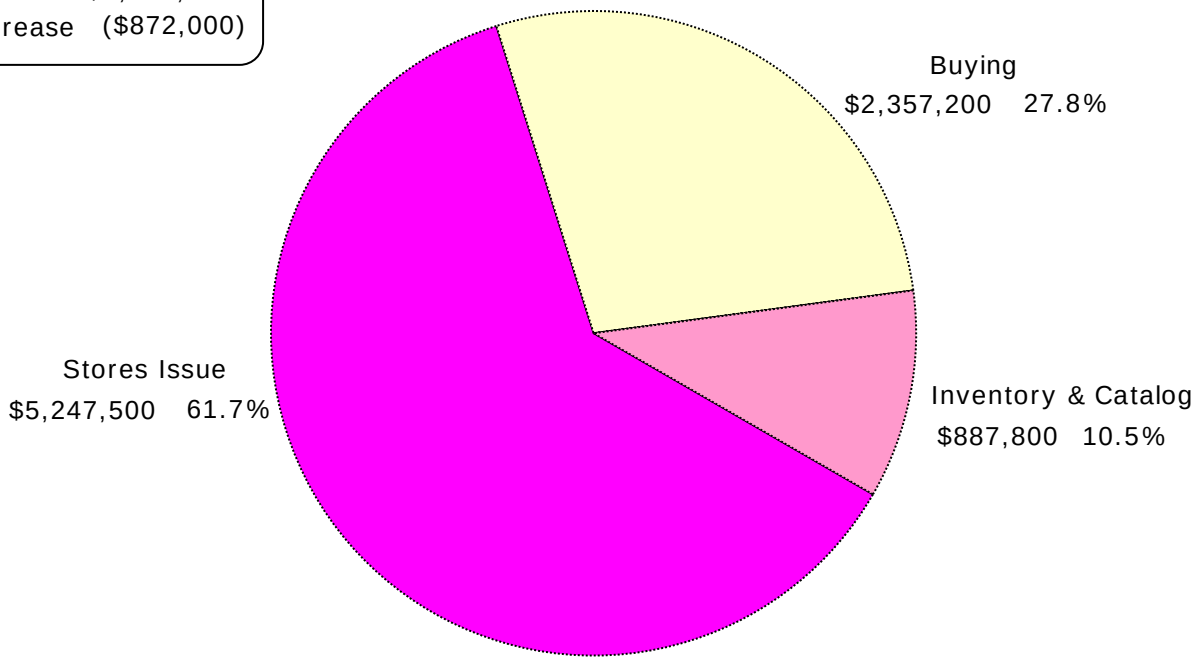
Respectfully submitted,

Darlene A. LoCascio
Director of Procurement & Materials Management

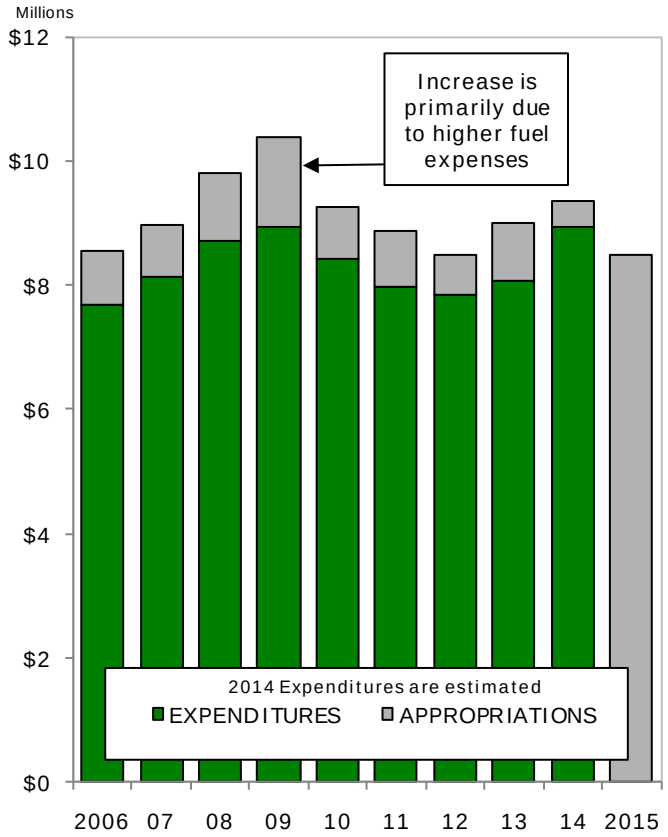
PROCUREMENT & MATERIALS MANAGEMENT

2015	$8,492,500
2014	$9,364,500
Decrease	($872,000)

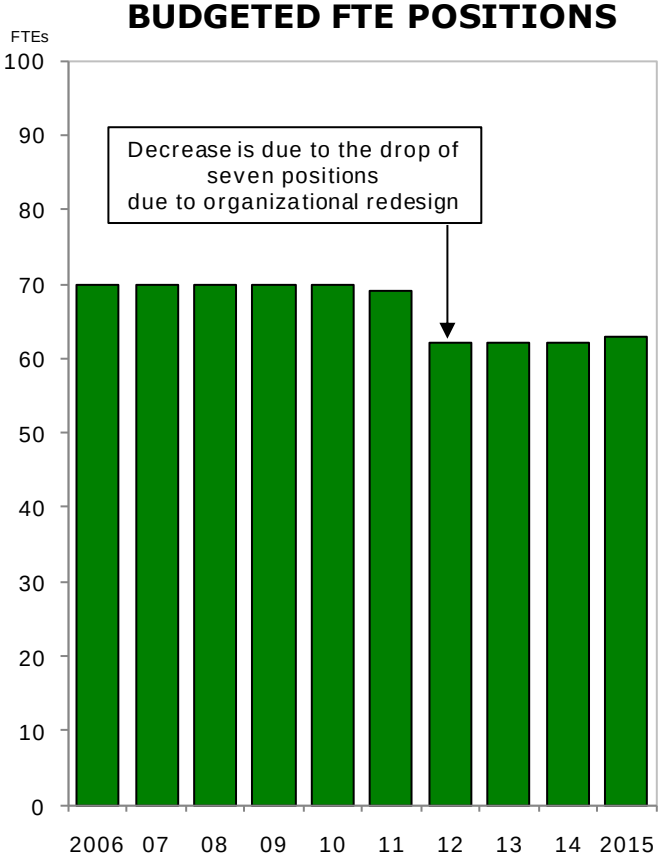
FUNCTIONS



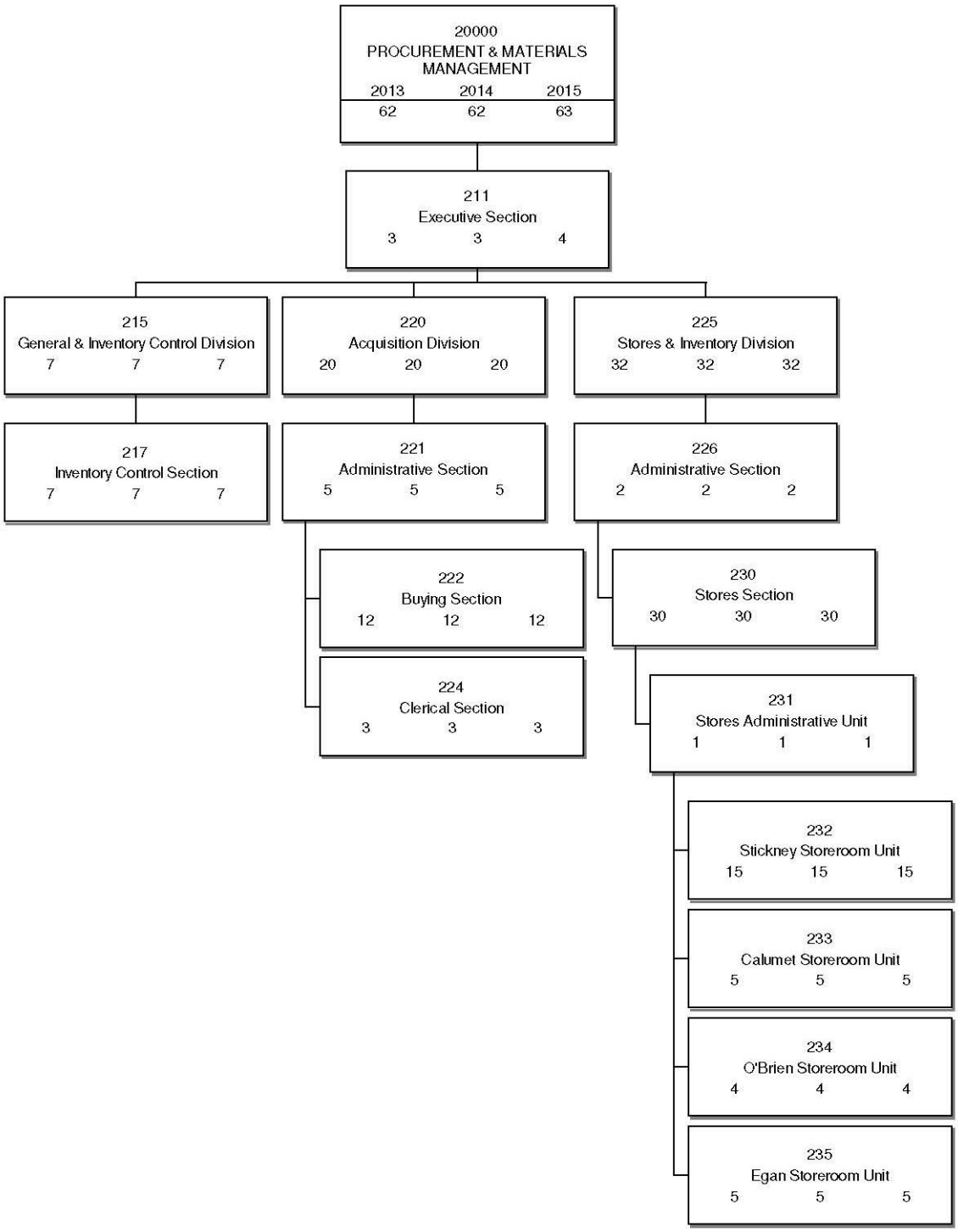
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



PROCUREMENT & MATERIALS MANAGEMENT



PROCUREMENT & MATERIALS MANAGEMENT

The mission of the Procurement & Materials Management Department (P&MM) is to procure goods and services required for District operations in compliance with the Purchasing Act.

Departmental Summary

The P&MM Department is charged with the responsibility of procuring all of the materials and services that are used by the Metropolitan Water Reclamation District of Greater Chicago. The Purchasing Act for the Metropolitan Water Reclamation District of Greater Chicago delineates both the authority and operating regulations. This Act outlines the duties and responsibilities of the Director of Procurement & Materials Management in the various areas of purchasing supplies and services, requesting and receiving bids, determining control and operation of the storerooms, disposing of obsolete, surplus, and unusable materials, and verifying quality and testing of materials.

Summary of 2014 Accomplishments

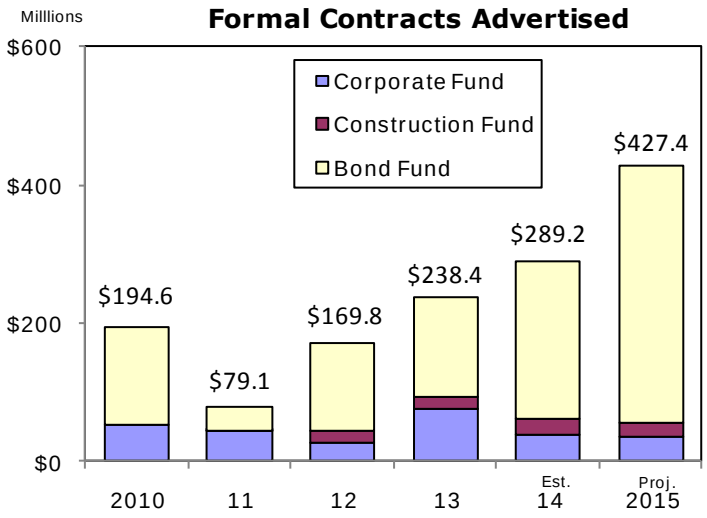
- Continued the commitment to customer service and transparency in the procurement process by providing the public with a collaboration area on the District's portal to submit questions concerning contract documents and specifications;
- On March 6, 2014, the construction contract for the O'Brien WRP storeroom was awarded. This contract will provide additional storage space and office space for staff. Estimated completion date is March 31, 2015;
- Completed the training course titled "Requisitioning Processing" and completed 60 percent of the request for proposal class and handbook. Estimated completion date is the first quarter of 2015;
- Developed the request for proposals for both natural gas and electricity to have a pool of potential bidders available for future reverse auctions, as needed.

Budget Highlights

The 2015 appropriation for the P&MM Department is $8,492,500, a decrease of $872,000, or 9.3 percent, from 2014. Staffing requirements for the department increased by one to 63, with the addition of a Budget & Management Analyst position.

Significant features of the 2015 Budget are:

- The development of an electronic marketplace where the District would post requests for quotations on items that are under $25,000 for furnishing and delivering materials and supplies and under $10,000 for services. The bidders would then have the opportunity to bid on materials, supplies, or services on-line;
- Establish procedures for rush or emergency purchases under $5,000 for materials, supplies, or services;
- Establish a picture catalog for engineering spare parts in the master data file;
- In 2014, the District had SAP consultants review the "procure to pay" process in order to highlight where improvements can be enhanced. In 2015, PM&M will evaluate the recommended enhancements and implement the ones that are cost-effective.



2015 Initiatives in Support of the Strategic Plan Include the Following:

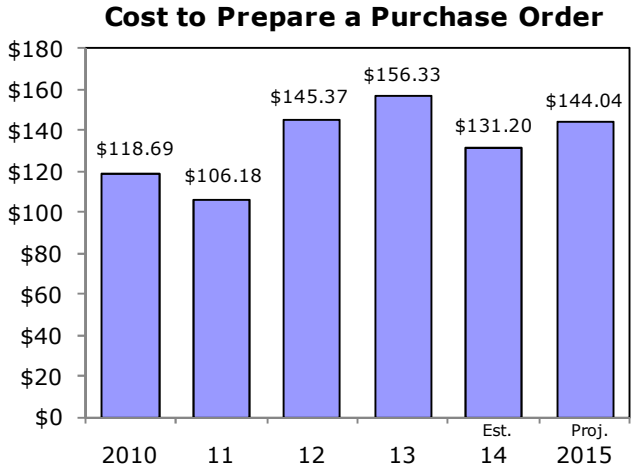
- **Technology**

This 2015 initiative focuses on improving the P&MM Department's level of service to our internal and external customers. The P&MM Department will begin to develop an electronic marketplace where the District, on a daily basis, will post requests for quotations for materials and supplies that are under $25,000 and services that are under $10,000. Bidders will have the opportunity to place a bid for those materials, supplies, and services online. Posting online should result in an increased participation in the bidding process, lower cost for purchased items, and reduced turnaround time from the issuance of the request for quotations to the receipt of the goods and services.

The District currently has a spare parts inventory of approximately $38 million. In order to assist in the utilization of the inventory, the P&MM Department will begin attaching pictures of each item to the master data file. This enhancement will facilitate the identification of the inventory items and reduce errors in requesting spare parts, overall saving time.

In 2000, the District implemented a SAP financial enterprise system. Since then, the District has identified the functionalities that will improve our business processes and eliminate the need to make system customizations. In September 2014, the District worked with SAP consultants to review the "procure to pay" business process in order to highlight where enhancements or new functionalities can be implemented. In 2015, the P&MM Department will evaluate the recommended enhancements and implement the recommendations that are beneficial and cost-effective.

In conclusion, the goal is to increase our service level to our internal and external customers. As always, the P&MM Department is committed to supporting the strategic plan.



20000 PROCUREMENT & MATERIALS MANAGEMENT — OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:	Cost	Percent
1. Provide purchasing services for all outside labor, materials, services, and equipment through contracts and purchase orders with an estimated value of $457,423,080. The estimated number of contracts and purchase orders is 250 and 5,500, respectively. Maximize participation in District purchases by administering the Minority, Small, and Women-Owned Business programs.	$ 2,357,200	27.8%
2. Service the District user departments' material and supply requirements by operating and maintaining an effective and economical storeroom function by ordering, receiving, storing, and issuing inventory valued at $39,500,000.	$ 5,247,500	61.7%
3. Support the material and supply requirements of the District by planning, monitoring, cataloging, and controlling $39,500,000 of inventory consisting of 59,500 items.	$ 887,800	10.5%
Total	$ 8,492,500	100.0%

MEASURABLE GOALS:	2013 Actual	2014 Estimated	2015 Proposed
1. Process all requisitions and issue related purchase orders within 25 days.			
Percent of Purchase Orders Processed within 25 days	71%	92%	92%
Percent of Purchase Orders (Non-Board approved) Processed within 10 days	32%	65%	65%
Percent of Purchase Orders (Board approved) Processed within 120 days	100%	100%	100%
2. Maintain an inventory level of at least 97 percent for operating supplies and engineering material in stock.			
Total Inventory (Number of stock items at all storerooms)	61,223	60,000	59,500
Total Stock-outs (Storeroom stock items only)	603	600	550
Total Issues	14,707	14,000	14,800
Total Items Issued	35,097	34,000	35,000
Percent of Stock-outs (Maintain a level below three percent)	1.7%	1.8%	1.6%
3. Achieve inventory accuracy of 98 percent of operating supplies.			
Total Cycle Count	29,696	31,393	40,000
Total Errors	36	90	125
Percent Accuracy	99.9%	99.7%	99.7%
4. Maximize participation in District purchases under $10,000 by pursuing Minority, Small, and Women-Owned Business solicitation initiatives.			
Minority Business Enterprises Solicited	4.6%	6.0%	6.0%
Women-Owned Business Enterprises Solicited	5.2%	6.0%	6.0%
Small Business Enterprises Solicited	1.0%	1.0%	1.0%
Total Percent Solicited	10.8%	13.0%	13.0%

20000 PROCUREMENT & MATERIALS MANAGEMENT — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
7260	Buying Procedures	$ 2,135,053	2015	23	$ 2,357,200	$ (175,150)	(6.9)	a)
			2014	22	$ 2,532,350			
7280	Stores Operation and Issue	$ 5,191,713	2015	31	$ 5,247,500	$ (713,250)	(12.0)	b)
			2014	31	$ 5,960,750			
7270	Inventory and Cataloging	$ 698,979	2015	9	$ 887,800	$ 16,400	1.9	
			2014	9	$ 871,400			
7470	Contract Diversity	$ 38,116	2015	-	$ -	$ -	-	
			2014	-	$ -			
	Totals	$ 8,063,861	2015	63	$ 8,492,500	$ (872,000)	(9.3%)	
			2014	62	$ 9,364,500			

a) Decrease is due to reduced requests for materials and supplies for the Stickney Service Area and North Service Area warehouses ($113,800) and for advertising ($76,200).

b) Decrease is due to reduced requests for material and supplies for the Stickney Service Area ($570,200), the North Service Area ($40,200), and the Calumet Service Area ($34,100) and reduced requests for supplies for examinations conducted by the Human Resources Department ($89,900), salaries and compensation payments ($59,000), and the contractual services for equipment testing, inspection, and maintenance ($18,500).

20000 PROCUREMENT & MATERIALS MANAGEMENT — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
7260	Buying Procedures					
7261	Prepare, Issue, and Maintain Purchase Orders to Appropriate Suppliers	Purchase Orders	4,737	6,000	5,500	
		Cost	$ 554,944	$ 576,400	$ 585,700	
		Cost/Purchase Order	$ 117.15	$ 96.07	$ 106.49	
7262	Process Requisition Requirements into Inquiries for Competitive Purchases	Requisitions	7,566	9,000	8,500	
		Cost	$ 232,940	$ 240,600	$ 244,800	
		Cost/Requisition	$ 30.79	$ 26.73	$ 28.80	
7263	Purchase all Labor, Materials, Services, and Equipment through Formal Contracts	Contracts Advertised	162	245	250	
		Cost	$ 780,046	$ 842,700	$ 819,500	
		Cost/Contract	$ 4,815.10	$ 3,439.59	$ 3,278.00	
7264	Prepare, Receive, and Evaluate Quotations from Various Suppliers	Inquiries	37,717	39,000	38,000	
		Cost	$ 316,570	$ 327,700	$ 332,600	
		Cost/Inquiry	$ 8.39	$ 8.40	$ 8.75	
7265	Advertise, Evaluate Bids, and Award the Sale of Scrap, Surplus Materials, and Document Fees	Revenue	$ 174,634	$ 180,000	$ 180,000	
		Cost	$ 12,294	$ 12,700	$ 13,100	
		Cost/$1,000 Revenue	$ 70.40	$ 70.56	$ 72.78	
7269	General Buying Procedures	Cost	$ 238,259	$ 532,250	$ 361,500	a)
7270	Inventory and Cataloging					
	Plan and Control Inventory to Support Material and Supply Requirements of the District					
7271	Accurately Identify, Classify, Code, and Maintain Catalog for Equipment, Materials, and Supplies in District Storerooms	Inventory	$ 40,250,756	$ 39,881,000	$ 39,500,000	
		Cost	$ 129,891	$ 185,600	$ 187,500	
		Cost/Million	$ 3,227.04	$ 4,653.85	$ 4,746.84	
7272	Plan and Control Systems to Ensure Optimum Levels of Inventory and Accountability of District Stock	Inventory	$ 40,250,756	$ 39,881,000	$ 39,500,000	
		Cost	$ 348,665	$ 389,500	$ 397,000	
		Cost/Million	$ 8,662.32	$ 9,766.56	$ 10,050.63	
7273	Requirement Planning, Controlling, Monitoring, and Analyzing Commodity Index Coded Items from a Central Location	Cost	$ 105,357	$ 154,700	$ 153,500	
7279	General Inventory Procedures	Cost	$ 115,066	$ 141,600	$ 149,800	

a) Decrease is due to reduced requests for materials and supplies for the Stickney Service Area and North Service Area warehouses ($113,800) and for advertising ($76,200).

20000 PROCUREMENT & MATERIALS MANAGEMENT — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
7280	Stores Operation and Issue					
	Operate and Maintain an Effective and Economical Storeroom Function					
7282	Initiate and Prepare Requisitions in Accordance with Established Policies and Rules	Requisitions	6,484	7,000	6,500	
		Cost	$ 252,768	$ 260,500	$ 259,000	
		Cost/Requisition	$ 38.98	$ 37.21	$ 39.85	
7283	Receive, Inspect, and Move Purchased Materials, Both Stock and Non-Stock Items, to Ensure Compliance with Quantity and Quality Specifications of Purchase Orders	Receipts	11,438	12,000	11,500	
		Cost	$ 690,345	$ 734,500	$ 713,500	
		Cost/Receipt	$ 60.36	$ 61.21	$ 62.04	
7284	Provide for the Proper Storage Facilities, People, and Equipment to Effectively Store Materials and Supplies to Protect Against Damage, Malfunction or Loss, and to Move Materials in a Safe and Economical Manner	Inventory	$ 40,250,756	$ 39,881,000	$ 39,500,000	
		Cost	$ 607,294	$ 694,100	$ 577,200	b)
		Cost/Million	$ 15,087.77	$ 17,404.28	$ 14,612.66	
7285	Provide Controlled Disbursement of Stored Materials and Supplies to Requesting Departments	Issue Slips	14,707	14,000	14,800	
		Cost	$ 566,282	$ 601,700	$ 585,200	
		Cost/Issue Slip	$ 38.50	$ 42.98	$ 39.54	
7286	General Stores Operations and Issue	Cost	$ 96,325	$ 98,150	$ 81,000	c)
7289	Inventory Purchases	Cost	$ 2,978,699	$ 3,571,800	$ 3,031,600	d)
7471	Contract Compliance					
	Administer the Minority, Small, and Women-Owned Business Programs to Allow Maximum Participation in District Purchases	Cost	$ 38,116	$ -	$ -	
		Total	$ 8,063,861	$ 9,364,500	$ 8,492,500	

b) Decrease is due to reduced requests for supplies for examinations conducted by the Human Resources Department ($89,900), salaries and compensations payments ($15,700), and contractual services for equipment testing, inspection, and maintenance ($4,300).
c) Decrease is due to reduced requests for salaries and compensation payments ($16,900) and conferences and seminars ($1,500).
d) Decrease is primarily due to reduced requests for materials and supplies for the Stickney Service Area ($570,200).

101 20000	Fund: Corporate Department: Procurement & Materials Management Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 4,820,233	$ 5,153,100	$ 5,153,100	$ 3,485,644	$ 4,998,100	$ 5,211,300	$ -
601060	Compensation Plan Adjustments	59,900	145,500	145,500	10,822	40,500	68,700	-
601100	Tuition and Training Payments	848	4,500	4,500	-	1,000	4,500	-
100	TOTAL PERSONAL SERVICES	4,880,982	5,303,100	5,303,100	3,496,465	5,039,600	5,284,500	-
612010	Travel	-	1,400	1,400	378	900	1,400	-
612030	Meals and Lodging	-	3,000	3,000	230	1,000	3,000	-
612040	Postage, Freight, and Delivery Charges	-	1,900	1,900	-	1,000	-	-
612050	Compensation for Personally-Owned Automobiles	2,103	2,200	2,200	1,453	2,200	2,200	-
612080	Motor Vehicle Operating Services	102	300	300	36	300	100	-
612240	Testing and Inspection Services	-	12,300	12,300	-	6,300	-	-
612360	Advertising	92,358	165,300	165,300	118,707	160,300	110,000	-
612490	Contractual Services, N.O.C.	-	5,000	5,000	-	5,000	5,000	-
612680	Repairs to Buildings	774	3,000	3,000	2,800	3,000	800	-
612800	Repairs to Office Furniture & Equipment	2,136	5,000	5,000	2,770	4,000	2,200	-
612820	Computer Software Maintenance	2,360	6,700	6,700	5,500	5,700	2,900	-
612840	Communications Equipment Maintenance (Includes Software)	-	2,000	2,000	-	1,000	-	-
612860	Repairs to Vehicle Equipment	11,483	13,000	13,000	13,000	13,000	7,500	-
200	TOTAL CONTRACTUAL SERVICES	111,316	221,100	221,100	144,874	203,700	135,100	-
623030	Metals	146,805	150,000	150,000	71,882	130,000	151,100	-
623070	Electrical Parts and Supplies	299,239	366,300	366,300	324,944	366,300	310,900	-
623090	Plumbing Accessories and Supplies	293,372	360,000	360,000	268,494	340,000	302,100	-
623110	Hardware	35,096	35,000	45,000	41,686	35,000	39,800	-
623130	Buildings, Grounds, Paving Materials, and Supplies	113,436	120,000	120,000	84,483	112,000	104,100	-
623170	Fiber, Paper, and Insulation Materials	40,959	41,000	41,000	28,259	36,000	39,300	-
623190	Paints, Solvents, and Related Materials	39,854	62,000	62,000	34,584	58,500	39,300	-
623250	Vehicle Parts and Supplies	13,177	15,000	15,000	8,549	15,000	9,900	-
623270	Mechanical Repair Parts	123,046	140,000	140,000	126,677	140,000	117,000	-

101 20000	Fund: Corporate Department: Procurement & Materials Management Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	15,578	35,000	35,000	19,069	35,000	16,700	-
623570	Laboratory Testing Supplies, Small Equipment, and Chemicals	587,822	575,000	575,000	492,695	575,000	565,800	-
623660	Cleaning Supplies	239,280	250,000	250,000	189,415	250,000	243,700	-
623680	Tools and Supplies	69,579	91,000	91,000	68,826	91,000	66,000	-
623700	Wearing Apparel	123,939	144,000	144,000	129,711	144,000	118,200	-
623720	Books, Maps, and Charts	575	1,500	1,500	-	1,500	-	-
623780	Safety and Medical Supplies	119,317	124,000	124,000	82,852	117,500	122,600	-
623810	Computer Supplies	89,624	224,000	214,000	48,420	159,000	80,000	-
623820	Fuel	353,702	450,000	450,000	257,181	450,000	369,200	-
623840	Gases	33,728	90,000	90,000	54,193	90,000	45,000	-
623850	Communications Supplies	13,970	10,000	10,000	7,351	10,000	10,000	-
623860	Lubricants	265,846	299,500	299,500	163,386	279,500	268,900	-
623990	Materials and Supplies, N.O.C.	53,618	257,000	257,000	127,113	257,000	53,300	-
300	TOTAL MATERIALS AND SUPPLIES	3,071,562	3,840,300	3,840,300	2,629,773	3,692,300	3,072,900	-
TOTAL PROCUREMENT & MATERIALS MGMT		$ 8,063,859	$ 9,364,500	$ 9,364,500	$ 6,271,112	$ 8,935,600	$ 8,492,500	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

POSITION ANALYSIS

Fund: Corporate
Dept: Procurement & Materials Management
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
211	**Executive Section**					
EX08	Director of Procurement & Materials Management	1	1		1	
HP14	Budget & Management Analyst	-	-		1	
EX06	Secretary to Officer	2	2		2	
TOTAL	Executive Section	3	3	404,486.68	4	478,033.14
215	**General & Inventory Control Division**					
217	**Inventory Control Section**					
HP17	Supervising Stores Specialist	1	1		1	
HP16	Materials Planning Supervisor #2 (Senior Stores Specialist) (New Grade HP15)	1	1		1	
HP12	Materials Planner	5	-		-	
HP12	Stores Specialist	-	5		5	
TOTAL	Inventory Control Section	7	7	548,415.14	7	556,901.02
TOTAL	General & Inventory Control Division	7	7	548,415.14	7	556,901.02
220	**Acquisition Division**					
221	**Administrative Section**					
HP20	Assistant Director of Procurement & Materials Management	1	1		1	
HP13	Senior Administrative Specialist	1	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	3	3		2	
HP11	Administrative Specialist	-	-		1	
TOTAL	Administrative Section	5	5	490,046.96	5	454,570.74
222	**Buying Section**					
HP18	Head Buyer	1	1		1	
HP17	Buyer III #2 (Senior Buyer) (New Grade HP16)	2	2		2	
HP16	Senior Buyer	4	4		4	
HP14	Buyer I	4	-		-	
HP14	Buyer	-	4		4	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	

POSITION ANALYSIS

Fund: Corporate
Dept: Procurement & Materials Management
Division:

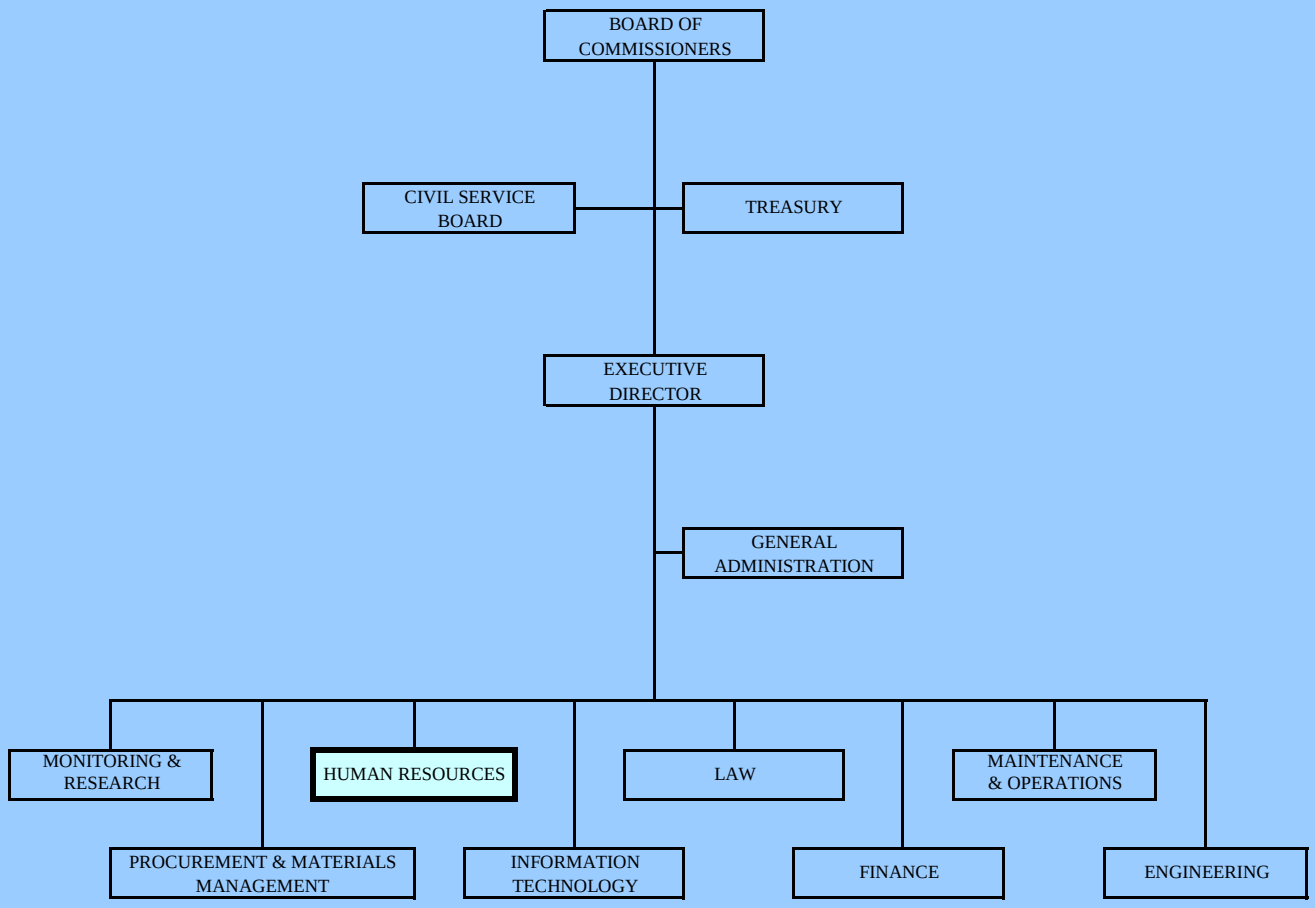
PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP11	Administrative Specialist	-	1		1	
TOTAL	Buying Section	12	12	1,218,516.26	12	1,230,929.44
224	**Clerical Section**					
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
HP09	Administrative Clerk	2	2		2	
TOTAL	Clerical Section	3	3	147,557.28	3	149,844.24
TOTAL	Acquisition Division	20	20	1,856,120.50	20	1,835,344.42
225	**Stores & Inventory Division**					
226	**Administrative Section**					
HP19	Stores & Inventory Manager	1	1		1	
HP15	Senior Stores Specialist	1	1		1	
TOTAL	Administrative Section	2	2	249,693.08	2	255,607.30
230	**Stores Section**					
231	**Stores Administrative Unit**					
HP17	Supervising Stores Specialist	1	1		1	
TOTAL	Stores Administrative Unit	1	1	113,741.16	1	118,907.36
232	**Stickney Storeroom Unit**					
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
HP09	Administrative Clerk	2	2		2	
NR1857	Principal Storekeeper	2	2		2	
NR1853	Storekeeper	8	8		8	
NR8651	Maintenance Laborer Class A	1	1		1	
NR1835	Materials Handler Laborer	1	1		-	
NR1835	Materials Handler Laborer #1	-	-		1	
TOTAL	Stickney Storeroom Unit	15	15	1,055,790.06	15	1,055,790.06

POSITION ANALYSIS

Fund: Corporate
Dept: Procurement & Materials Management
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
233	**Calumet Storeroom Unit**					
HP09	Administrative Clerk	1	1		1	
NR1857	Principal Storekeeper	1	1		1	
NR1853	Storekeeper	2	2		2	
NR8651	Maintenance Laborer Class A	1	1		1	
TOTAL	Calumet Storeroom Unit	5	5	353,818.40	5	337,809.16
234	**O'Brien Storeroom Unit**					
HP09	Administrative Clerk	1	1		1	
NR1857	Principal Storekeeper	1	1		1	
NR1853	Storekeeper	1	1		1	
NR8651	Maintenance Laborer Class A	1	1		1	
TOTAL	O'Brien Storeroom Unit	4	4	261,307.80	4	263,594.76
235	**Egan Storeroom Unit**					
HP09	Administrative Clerk	1	1		1	
NR1857	Principal Storekeeper	1	1		1	
NR1853	Storekeeper	2	2		2	
NR8651	Maintenance Laborer Class A	1	1		1	
TOTAL	Egan Storeroom Unit	5	5	335,522.20	5	335,522.20
TOTAL	Stores Section	30	30	2,120,179.62	30	2,111,623.54
TOTAL	Stores & Inventory Division	32	32	2,369,872.70	32	2,367,230.84
TOTAL	Procurement & Materials Management	62	62	5,178,895.02	63	5,237,509.42

NOTE: Departmental appropriation totals for salaries in the Position Analysis differ from those contained in the Line Item Analysis by a factor identified to adjust for vacancies. Salary ranges corresponding to the pay plan and grade for each class title can be found in the table of Salary Schedules in the Appendix.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September 10, 2014

Mr. David St. Pierre
Executive Director
O F F I C E

Dear Sir:

Subject: 2015 Program for the Human Resources Department

The Human Resources Department's program for 2015, as prepared in detail, is transmitted herewith. The budget presentation supports the request for funding of the department's 2015 initiatives in alignment with and in support of the Strategic Business Plan. The budget requests include all amendments as directed by you during the Executive Director Budget Hearings in August of this year.

The narrative provides a summary of the department, 2015 major initiatives and challenges, and 2014 accomplishments. Supporting schedules of objectives, performance, and staffing levels present three years of detailed budgetary information.

Thank you for the opportunity to present the proposed Human Resources Department budget for 2015.

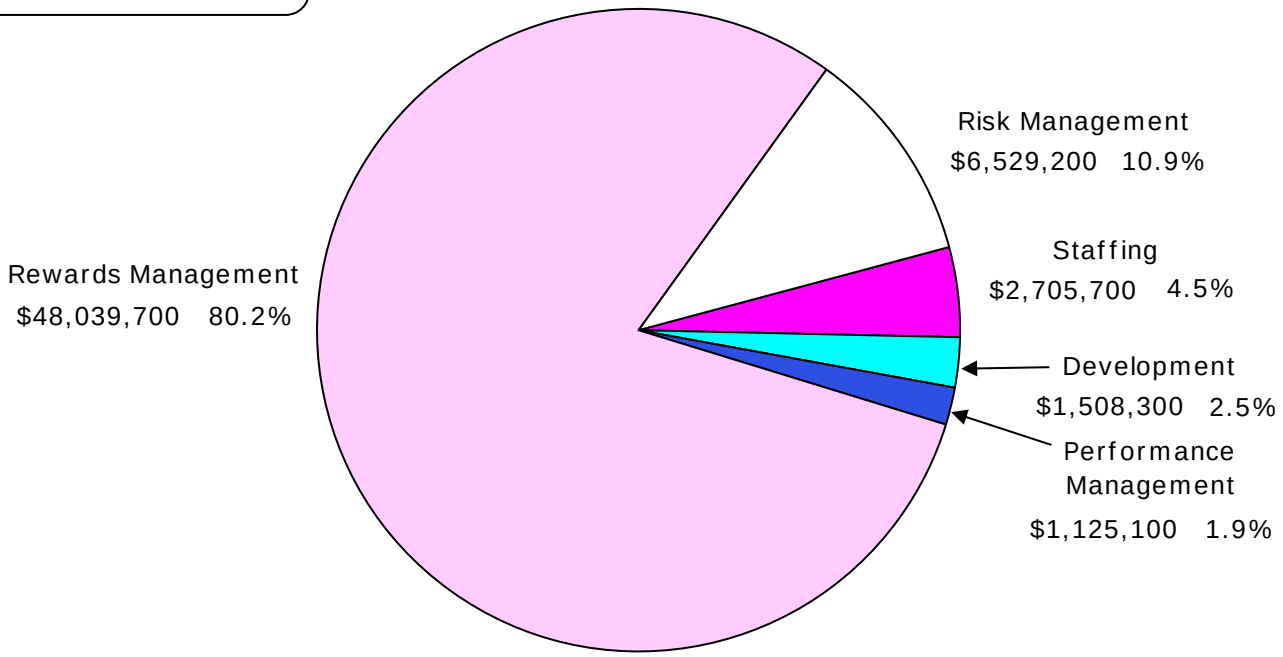
Respectfully submitted,

Denice E. Korcal
Director of Human Resources

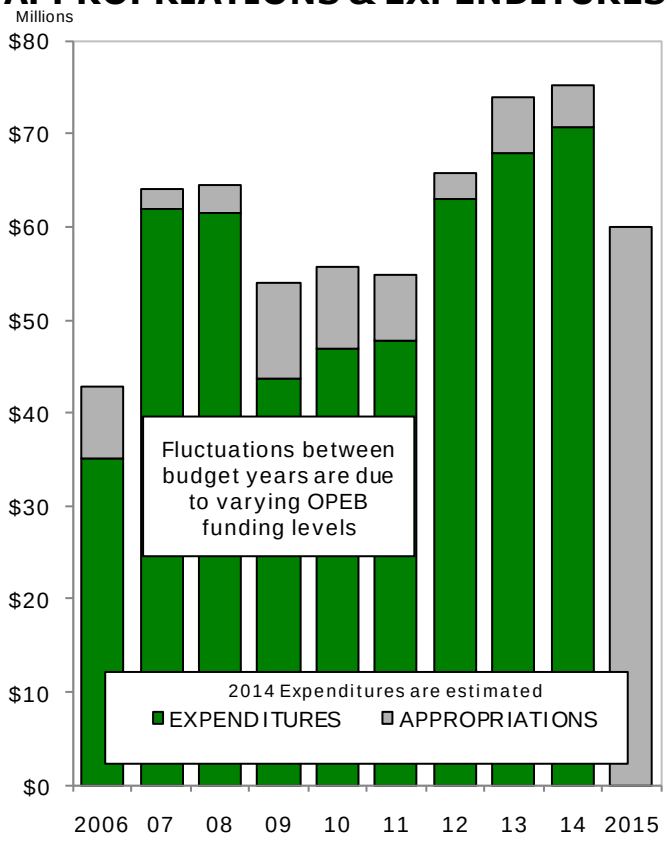
HUMAN RESOURCES

2015	$59,908,000
2014	$75,266,000
Decrease	($15,358,000)

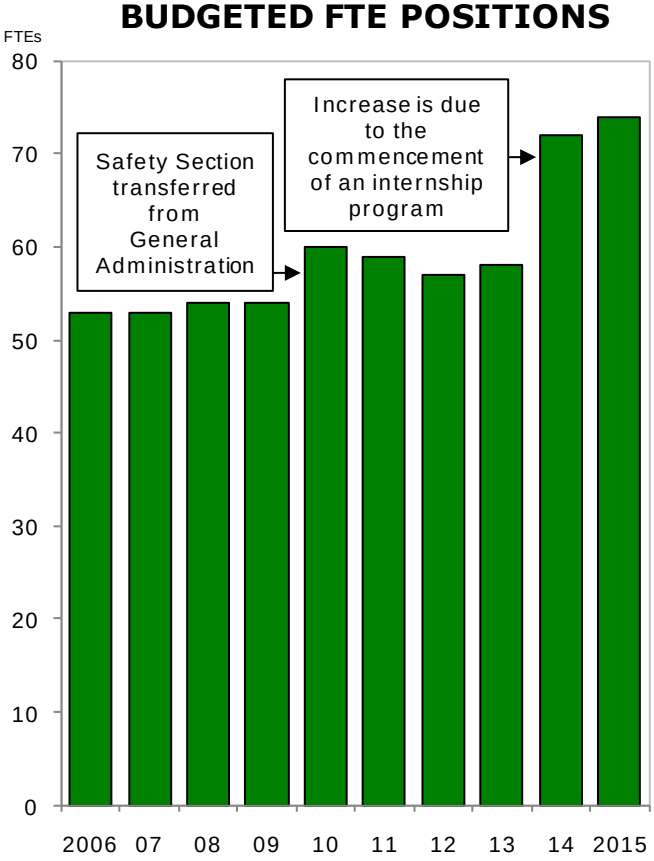
FUNCTIONS



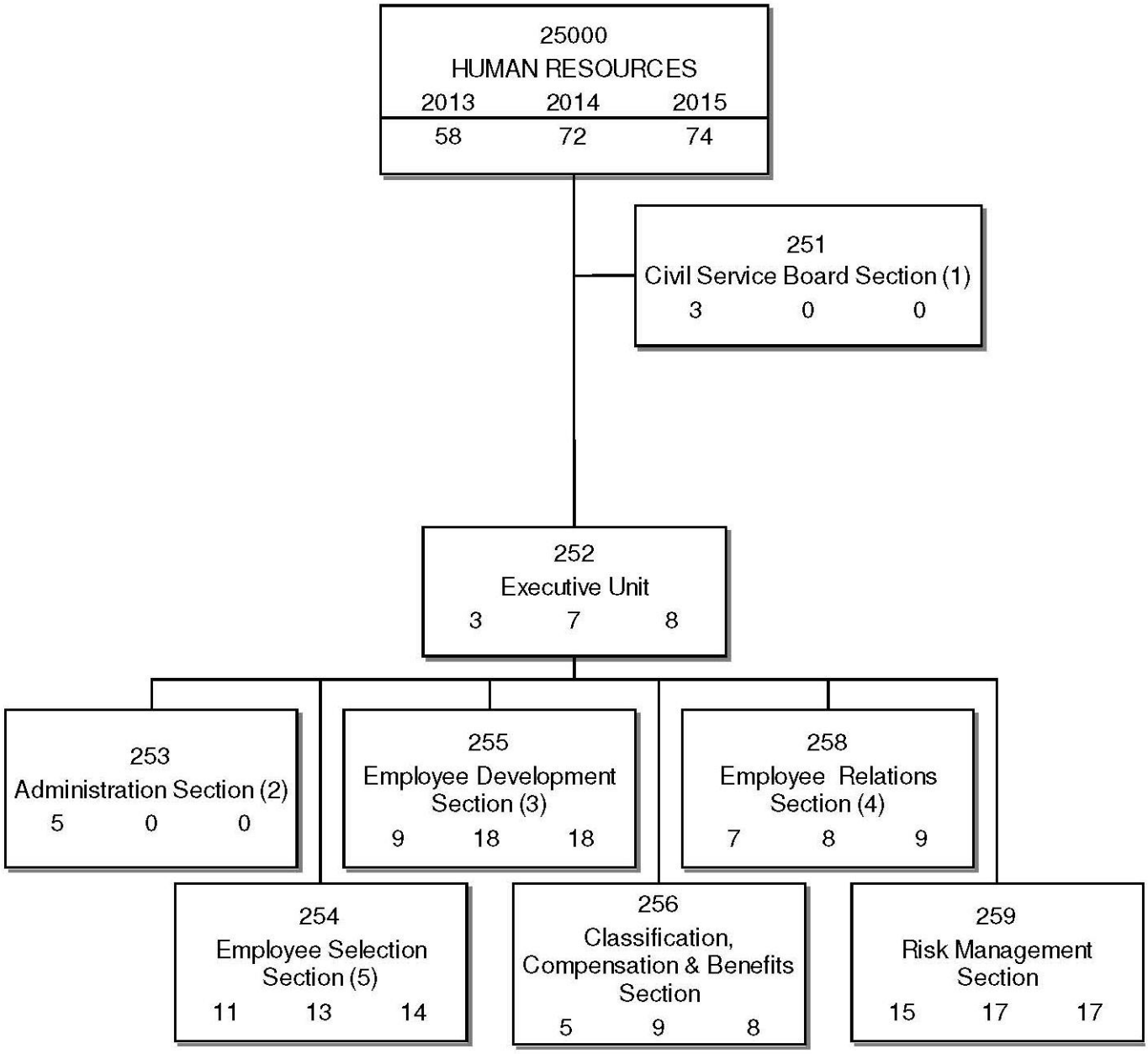
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



HUMAN RESOURCES



(1) Effective 01/01/14, Section 251 was merged with Unit 252.

(2) Effective 01/01/14, Section 253 positions were transferred to Sections 256 and 258.

(3) Effective 01/01/14, 12 Intern positions were budgeted in Section 255.

(4) Effective 01/01/14, Section 258 Labor and Employee Relations/EEO was retitled Employee Relations.

(5) Effective 01/01/14, Section 254 Employment Services was retitled Employee Selection.

HUMAN RESOURCES

Through strategic partnerships, the Human Resources Department develops and delivers innovative, efficient, and cost effective programs and services that are aligned with the District's core business strategies.

Departmental Summary

The department's primary responsibilities include:

- Staffing: ensure that the District plans for, recruits, hires, and retains the diverse talent needed to meet its organizational goals;
- Development: guide staff in acquiring and maintaining the skills needed to properly perform their roles within the organization;
- Performance Management: assist managers and employees by developing and implementing a performance management system that supports the goals of the organization;
- Rewards Management: develop and implement appropriate incentives to aid in recruiting and retaining the highest quality staff;
- Risk Management: develop and administer a comprehensive risk management program that protects the assets of the District and the safety of employees.

Summary of 2014 Accomplishments

- Building on prior efforts and working with key partners across the District, the Risk Management Section implemented a major initiative to secure a vulnerability assessment of key risks, develop a centralized, broader-based, District-wide, emergency response plan, and create a workable continuity of operations plan. These are long-term initiatives that will continue to be developed in 2015;
- The District's first risk management information system was implemented. This system facilitates the aggregation and analysis of all insurance policy and loss data, management of non-litigated auto and liability claims, exposure/asset tracking, Occupational Safety and Health Act reporting, safety training records, and incoming certificate tracking;
- The District carved out its prescription drug benefits from its medical plan to realize additional cost savings. This included the implementation of an Employer Group Waiver Plan for its Medicare-eligible retirees;
- The District continued its organizational redesign project with the goal of improving the efficiency of its operations and allowing for more flexibility in the utilization of its staff;
- Twenty-five managers and supervisors completed the five-day leadership development program called LEAD (leading, engaging, acting, and developing), bringing the grand total to 110 graduates;
- All employees received harassment awareness training through eLearning;
- Specialized in-house training included: a five-day training program for Budget & Management Analysts and Financial Analysts, a business communications course that offered college credit, supervisory training for Laborer Foremen, project management for trades personnel, technical writing for engineers, and office management skills for administrative professionals;
- Supervisory skills training was initiated for approximately 475 supervisors. The training includes a review of ten Supervisory Skills/Management Practices modules that focus on District policies and procedures that are related to personnel matters, and ten eLearning courses to help first-time managers acquire basic supervisory skills. New supervisors will automatically be enrolled in this ongoing program;
- A "Cup of Values" campaign was initiated that created greater awareness of the District's core values and recognized exemplary performance in these areas;
- An expanded internship program was established that provides meaningful educational and training experiences for students interested in wastewater management and District functions;
- Six collective bargaining agreements were successfully negotiated for the District's represented employees;
- As part of its continued commitment to employee wellness, the District conducted on-site health fairs at the various District facilities. These events included a free biometric screening for participating employees;
- The District participated in the Financial Fitness Challenge for a second year. This is a free financial education program providing employees with online courses related to personal finance, investment basics, and retirement readiness;
- Civil Service examinations were administered for 59 classifications.

Budget Highlights

The 2015 Human Resources Department appropriation is $59,908,000, a decrease of $15,358,000, or 20.4 percent, from 2014. The decrease is primarily due to the funding of the Other Post-Employment Benefit Plan at a lower level. Staffing increased from 72 to 74 positions with the addition of one Administrative Clerk position and one Assistant Director of Human Resources position. The number of employees budgeted in the Human Resources Department includes one Apprentice, assigned to the Maintenance & Operations Department, and three Civil Service Board members.

2015 Initiatives in Support of the Strategic Plan Include the Following:

- **Add Value**

In 2015, the Risk Management Section will continue its focus on the centralization and development of a comprehensive and sustainable risk management program. This is moving into total risk management of the safety and workers' compensation programs to better ensure a safe workplace and proactive management of costs. Key areas of focus include use of the risk management information system for risk analysis and enhanced communication on risk issues across the organization, further development of the return-to-work program, and the development of a centralized, District-wide, emergency response plan, as well as a continuity of operations plan.

Working within the Risk Management Section, the Safety Group will continue to focus on safe work procedures, a safe work environment, preventive health measures, life protection, accident prevention and investigations, and record keeping. Greater emphasis will be placed on targeting programs to address the District's key cost drivers. The Claims Section was moved to the Risk Management Section, and the safety staff will work more closely with the claims staff to reduce overall workers' compensation costs for the District.

The Human Resources Department's merit-based selection practices provide the District with a pool of applicants who have demonstrated the essential job-related knowledge, skills, and abilities to perform effectively. The Human Resources Department plans to administer 40 examinations in 2015. Approximately 95 percent of employment applications are now received online.

- **Excellence**

The District provides health care benefits for all District employees and eligible dependents, and approximately 1,960 retirees. Employees and eligible retirees can select either the BlueCross BlueShield Participating Provider Option or a Health Maintenance Organization. The District is self-insured for both medical plans. Employees are offered a choice of dental plans, which are also self-insured by the District.

Effective January 1, 2014, the District carved out its prescription drug benefits from its medical plan. The District contracts directly with a Pharmacy Benefits Manager for these benefits, thereby providing the District with more control over these costs. As part of this change, Medicare-eligible retirees were enrolled in an Employer Group Waiver Plan to leverage available manufacturer discounts and federal subsidies offered through Medicare Part D.

Health Plan Contribution Rates					
	2011	2012	2013	2014	2015
Represented Employees	12%	13%	13%	14%	14%
Non-Represented Employees	13%	14%	15%	16%	17%
Retirees	25.0%	27.5%	30.0%	32.5%	35.0%

The District's costs for the benefits programs are partially offset by employee and retiree contributions. The District implemented a contribution rate policy change in 2011 incrementally increasing employee and retiree contribution rates over the next 10 years to help control health care costs. For 2015, employee and retiree contributions for health and dental insurance are projected to be $12.6 million.

The District continues its commitment to health and wellness as another means of controlling its health care costs. The on-site health fairs conducted at each of the District locations serve as the focal point of the employee wellness program. These events include a free biometric screening for participating employees. The aggregate data from these events allows the District to develop more targeted wellness initiatives based on the needs of the employee population. It will also allow the District to track the overall health of the employee population and the impact of the wellness program over time.

The impacts of the Patient Protection and Affordable Care Act continue to be felt by the District. In 2014, the Patient Centered Outcomes Research Institute and Transitional Reinsurance fees added approximately $500,000 to the overall cost of providing health care to employees and retirees. The District is currently developing a strategy to mitigate exposure to the Excise (Cadillac) tax coming online in 2018.

The Labor Management Committee on Health Care meets semiannually with union leadership to discuss health care utilization, cost trends, and containment strategies. This creates a forum for open communication between the District and the unions on important health care issues. The goal is to develop strategies to contain future health care costs, while continuing to provide affordable health benefits care to employees.

- **Develop Employees**

The District provides its employees with training and development opportunities through tuition reimbursement, seminars and conferences, in-house training, and online eLearning courses.

Employee Development Participation			
	Tuition Reimbursement	In-House Training	eLearning Courses Accessed
2012	72	4,710 *	1,043
2013	88	4,024 *	1,368
Estimated 2014	93	2,227	2,089
Projected 2015	95	2,250	2,100

*Due to a change in how participation in on-line and in-house training is tabulated, in-house training for 2012 and 2013 now includes two all-employee, mandatory compliance trainings.

To ensure the ongoing professional development of all District employees in 2015, the Human Resources Department will continue to offer in-house training programs in areas such as business and technical writing and financial management, and will provide specialized training specific to departmental needs such as seminars for maintenance and operations functions. Other training programs will address competencies identified by class series that will help employees in their career development. Executive coaching services will continue to be used to conduct individual assessments of employee talents, skills, and career objectives that will help identify development needs to prepare employees for leadership roles.

The Human Resources Department administers collective bargaining agreements for the District's approximately 760 represented employees, and provides advice and counseling to managers and supervisors regarding investigations and disciplinary matters for both represented and non-represented employees. The Human Resources Department will continue to promote the use of proactive and timely discussions between managers, employees, and their representatives to address grievance and complaint activity.

The Human Resources Department also ensures the District's compliance with the Americans with Disabilities Act and is responsible for receiving and investigating complaints of workplace violence, discrimination, sexual harassment, and other types of harassment.

- **Leading Partnerships**

As of October 1, 2013, the District began using the revised external labor rates for females and minorities. The new rates are based on recently published data from the 2010 census. The District's minority workforce representation, as of September 31, 2014, was 40 percent, which compares favorably with the Cook County minority labor force availability rate of 36 percent. The District's female workforce representation as of September 31, 2014 was 27 percent, compared to the Cook County female labor force availability rate of 41 percent, when adjusted for District-specific occupations.

It is important to note that a majority of the District's job categories include classifications that are nontraditional for women. Nontraditional occupations, as defined by the U.S. Department of Labor, are those occupations wherein 25 percent or fewer women have the requisite skills or work in that occupation. Consequently, the external female labor force rates are adjusted for District-specific occupations. They include only job classifications found at the District, and exclude occupations such as teachers, registered nurses, and social workers.

Percentage of District Employees Who Are Minorities or Females							2000 Census External Availability	2010 Census External Availability
	2010	2011	2012	2013	2014	2015 Proj.		
Minorities	39.0%	40.0%	39.0%	40.0%	40.0%	40.0%	33.0%	36.0%
Females	27.0%	28.0%	27.0%	27.0%	27.0%	27.0%	25.0%	41.0%

The Human Resources Department coordinates the District-wide recruitment program. Ongoing advertising in print and electronic media assists the District in attracting a diverse and qualified applicant pool for current and future examinations. In 2015, the District will concentrate its campus recruitment efforts on core colleges and universities by building relationships with scientific and engineering faculty, staff, and student organizations. Established relationships with universities and organizations that promote diversity will help provide the District with a workforce that reflects the community it serves.

A large part of the public image of the District is dependent on employee behaviors and interactions with the public. To assist employees in representing the District well, various training programs will continue. Uniform application of disciplinary processes, and the Civil Service Board forum will provide unambiguous expectations of employees and will assure employees that good work is rewarded.

25000 HUMAN RESOURCES — OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:	Cost	Percent
1. Review employment applications and develop and administer 40 examinations to meet Civil Service requirements and current operational needs. Oversee the certification process to fill positions. Develop and maintain a targeted advertising program necessary to establish recruitment resources, administer college and campus recruitment activities, and diversity outreach activities.	$ 1,681,500	2.8%
2. Develop and administer a comprehensive risk management program and provide a safe work environment for District employees through training, accident prevention initiatives, and workplace monitoring.	$ 6,529,200	10.9%
3. Maintain comparative wage and salary data, administer non-represented and management compensation systems, and recommend changes to the Civil Service Board and the Board of Commissioners in order to ensure internal pay equity and external competitiveness. Establish a highly competitive employee benefits package, including health, life, and dental insurance, a vision plan, and a deferred compensation plan, as well as administer other related benefit programs, such as Employee Assistance Program services, flexible spending account plan, and voluntary insurance products.	$ 30,372,800	50.7%
4. Administer six collective bargaining agreements, covering 760 employees, and manage employee relations programs, which include investigation of employee complaints and performance rating reviews on behalf of the Director of Human Resources, and administer the unemployment compensation and performance management programs.	$ 752,900	1.3%
5. Provide health insurance benefits and administration for retirees and annuitants, which include Other Post-Employment Benefits (OPEB) pre-funding for retiree health care expenses.	$ 17,666,900	29.5%
6. Implement the District's equal employment opportunity and affirmative action objectives through targeted recruitment, counseling, and complaint investigation.	$ 372,200	0.6%
7. Provide the necessary administrative support to the District and Human Resources Department sections by maintaining centralized files on all employees; overseeing the hiring, promotion, transfer, termination, return to work, or any other action affecting an employee's status; and managing computerized information to perform departmental functions with greater efficiency at a lower cost. Comply with state Civil Service statutes by arranging for hearing of complaints from employees or other persons, the hearing of charges against employees for discharge, and the ratification of amendments to the Personnel Rules and the compensation and classification plan.	$ 1,024,200	1.7%
8. Provide internal educational opportunities for employees through professional development, technical training, and tuition reimbursement.	$ 1,508,300	2.5%
Total	$ 59,908,000	100.00%

MEASURABLE GOALS:	2013 Actual	2014 Estimated	2015 Proposed
1. Minimize the number of days between an original entrance appointment and the start date for the new employee.	32	30	30
2. Implement eLearning and complete the pilot program.	100%	n/a	n/a
3. Reduce the number of Occupational Safety and Health Administration recordables.	85	75	70
4. Reduce the number of lost time accidents.	55	40	35

25000 HUMAN RESOURCES — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
7290	Examinations and Employment Activities	$ 1,306,140	2015	13	$ 1,681,500	$ (130,300)	(7.2)	a)
			2014	12	$ 1,811,800			
7247	Internal Public Affairs Activities	$ 26,678	2015	-	$ -	$ -	-	b)
			2014	-	$ -			
7248	External Public Affairs Activities	$ 82,391	2015	-	$ -	$ -	-	b)
			2014	-	$ -			
7300	Compensation and Classification Activities	$ 240,814	2015	-	$ -	$ -	-	c)
			2014	-	$ -			
7310	Training and Development Activities	$ 727,154	2015	18	$ 1,508,300	$ (274,100)	(15.4)	d)
			2014	18	$ 1,782,400			
7311	Employee Performance Management	$ 117,537	2015	-	$ -	$ -	-	e)
			2014	-	$ -			
7315	Retiree Benefits	$ 13,884,549	2015	1	$ 12,666,900	$ (1,508,800)	(10.6)	f)
			2014	1	$ 14,175,700			
7316	OPEB Trust Contributions	$ 20,000,000	2015	-	$ 5,000,000	$ (15,000,000)	(75.0)	g)
			2014	-	$ 20,000,000			
7320	Employee Benefits	$ 24,126,691	2015	5	$ 27,680,000	$ 1,112,900	4.2	h)
			2014	5	$ 26,567,100			
7295	Equal Employment Opportunity Activities	$ 268,825	2015	3	$ 372,200	$ (19,200)	(4.9)	
			2014	3	$ 391,400			
7296	Recruitment and Marketing Activities	$ 125,803	2015	-	$ -	$ -	-	i)
			2014	-	$ -			
7325	Labor and Employee Relations	$ 695,780	2015	7	$ 752,900	$ (241,200)	(24.3)	j)
			2014	7	$ 994,100			
7330	Human Resources Administration	$ 706,059	2015	10	$ 1,024,200	$ 236,400	30.0	k)
			2014	9	$ 787,800			
7150	Civil Service Board Procedures	$ 162,543	2015	-	$ -	$ -	-	l)
			2014	-	$ -			

a) Decrease is due to fewer examinations scheduled for 2015. In 2014, 59 examinations were administered; in 2015, 40 exams are planned.
b) Decrease is due to the transfer of a Community Education Specialist position to General Administration in 2014, eliminating expenditures for this program.
c) Decrease is due to the reallocation of compensation & classification activities to Program Number 7320 in 2014.
d) Decrease is due to reductions in the tuition reimbursement and internship programs.
e) Decrease is due to the reallocation of employee performance management to Program Number 7325 in 2014.
f) Decrease is due to the implementation of a change in the employee prescription drug plan and the Medicare-eligible retiree Employer Group Waiver, which will result in savings due to reduced pharmacy claims.
g) Decrease is due to a change in the funding policy for the Other Post-Employment Benefit Plan.
h) Increase is due to an anticipated rise in medical claims.
i) Decrease is due to the reallocation of recruitment and marketing activities to Program Number 7290 in 2014.
j) Decrease is due to the reallocation of positions and training responsibilities, as well as lower anticipated unemployment claims.
k) Increase is due to the reallocation of medical costs for hiring and retaining employees from Program Number 7320 to Program Number 7330.
l) Decrease is due to the reallocation of Civil Service Board activities to Program Number 7330 in 2014.

25000 HUMAN RESOURCES — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
7480	Safety Program	$ 1,482,941	2015	12	$ 1,842,700	$ (16,100)	(0.9)	
			2014	12	$ 1,858,800			
7500	Risk Management Operations	$ 1,569,925	2015	5	$ 4,686,500	$ 214,600	4.8	m)
			2014	5	$ 4,471,900			
7604	Social Security and Medicare Contributions	$ 2,308,358	2015	-	$ 2,692,800	$ 267,800	11.0	n)
			2014	-	$ 2,425,000			
	Totals	$ 67,832,188	2015	74	$ 59,908,000	$ (15,358,000)	(20.4%)	
			2014	72	$ 75,266,000			

m) Increase is due to higher anticipated costs for non-employee benefits insurance premiums and third party administration of the workers' compensation program.

n) Increase is due to an anticipated rise in the required employer contributions for Medicare and Social Security.

25000 HUMAN RESOURCES — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
7150	Civil Service Board Procedures					
	Hear and Render Decisions on Appeals from Employees,	Actions	51	-	-	
	Ratify Amendments to the Personnel Rules, Hear and	Cost	$ 162,543	$ -	$ -	a)
	Render Decisions on Discharges	Cost/Action	$ 3,187.12	$ -	$ -	
7247	Internal Public Affairs Activities	Cost	$ 26,678	$ -	$ -	b)
7248	External Public Affairs Activities	Cost	$ 82,391	$ -	$ -	b)
7290	Examination and Employment Activities					
		Candidates	3,159	2,850	2,000	
		Examinations	32	50	40	
		Applications	7,134	5,200	4,250	
		Requisitions	162	150	300	
		Cost	$ 1,306,140	$ 1,649,200	$ 1,546,800	c)
	Recruitment and Marketing Activities					
	Diversity/Outreach Recruitment	Cost	$ -	$ 81,100	$ 71,100	
	Campus Recruitment	Cost	$ -	$ 81,500	$ 63,600	d)
7295	Equal Employment Opportunity Activities					
	Provide Counseling and Investigate Complaints	Actions	1,000	1,000	1,000	
		Cost	$ 268,825	$ 391,400	$ 372,200	
		Cost/Action	$ 268.83	$ 391.40	$ 372.20	
7296	Recruitment and Marketing Activities					
	Diversity/Outreach Recruitment	Cost	$ 63,051	$ -	$ -	e)
	Campus Recruitment	Cost	$ 62,752	$ -	$ -	e)
7300	Compensation and Classification Activities	Cost	$ 240,814	$ -	$ -	f)
7310	Training and Development Activities					
	In-House Training and Professional Development	Courses	4,024	4,492	2,250	
		Cost	$ 278,847	$ 893,270	$ 828,700	
		Cost/Course	$ 69.30	$ 198.86	$ 368.31	
	Seminars and Conferences Costs	Cost	$ 5,889	$ 15,600	$ 17,300	
	eLearning	Participants	1,368	1,925	2,100	
		Cost	$ 77,872	$ 87,300	$ 81,200	
		Cost/Participant	$ 56.92	$ 45.35	$ 38.67	
	Apprenticeship Program	Cost	$ 35,220	$ 52,530	$ 60,000	
	Administer and Finance the Tuition Reimbursement	Participants	88	85	95	
	Program for the Entire District	Cost	$ 329,326	$ 410,900	$ 358,800	
		Cost/Participant	$ 3,742.34	$ 4,834.12	$ 3,776.84	

a) Decrease is due to the reallocation of Civil Service Board activities to Program Number 7330 in 2014.
b) Decrease is due to transferring a Community Education Specialist position to General Administration in 2014, eliminating expenditures for this program.
c) Decrease is due to fewer examinations scheduled for 2015. In 2014, 59 examinations were administered. In 2015, 40 examinations are planned.
d) Decrease is due to the reduction in career and job fair expenses ($5,000) and recruitment supplies ($3,000).
e) Decrease is due to the reallocation of recruitment and marketing activities to Program Number 7290 in 2014.
f) Decrease is due to the reallocation of compensation and classification activities to Program Number 7320 in 2014.

25000 HUMAN RESOURCES — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
	Internship Program	Cost	$ -	$ 322,800	$ 162,300	g)
7311	Employee Performance Management	Cost	$ 117,537	$ -	$ -	h)
7315	Retiree Benefits					
	Health Insurance - Corporate Fund Retirees	Retirees	1,957	1,964	1,975	
		Cost	$ 10,167,387	$ 8,923,300	$ 8,790,600	i)
		Cost/Retiree	$ 5,195.39	$ 4,543.43	$ 4,450.94	
	Prescription Drug Retirees	Participants	1,957	1,964	1,975	
		Cost	$ 3,717,162	$ 5,252,400	$ 3,876,300	j)
		Cost/Participant	$ 1,899.42	$ 2,674.34	$ 1,962.68	
7316	OPEB Trust Contributions	Cost	$ 20,000,000	$ 20,000,000	$ 5,000,000	k)
7320	Employee Benefits					
	Health Insurance - Corporate Fund Employees (includes vision care) [1]	Participants	1,738	1,750	1,760	
		Cost	$ 20,048,025	$ 20,253,800	$ 21,882,300	l)
		Cost/Participant	$ 11,535.11	$ 11,573.60	$ 12,433.13	
	Prescription Drugs [1]	Participants	1,738	1,750	1,760	
		Cost	$ 2,613,737	$ 4,210,900	$ 4,043,100	j)
		Cost/Participant	$ 1,503.88	$ 2,406.23	$ 2,297.22	
	Dental Insurance - Corporate Fund Employees [1]	Participants	1,733	1,745	1,705	
		Cost	$ 1,223,753	$ 1,557,900	$ 1,406,000	m)
		Cost/Participant	$ 706.15	$ 892.78	$ 824.63	
	Life Insurance - Corporate Fund Employees [1]	Employees	1,888	1,900	1,920	
		Cost	$ 98,975	$ 108,700	$ 83,500	n)
		Cost/Employee	$ 52.42	$ 57.21	$ 43.49	
	Deferred Compensation Administration	Cost	$ 36,000	$ 90,000	$ 37,500	o)
	Other Benefits					
	Employee Assistance Program	Cost	$ 72,000	$ 70,000	$ 72,000	
	Flexible Spending Accounts Program	Cost	$ 34,201	$ 34,500	$ 33,800	
	Compensation and Classification Activities	Cost	$ -	$ 241,300	$ 121,800	p)
7325	Labor and Employee Relations					
	Labor and Employee Relations Activities	Employees	1,927	1,962	1,974	
		Cost	$ 631,861	$ 777,300	$ 592,700	q)

g) Decrease is due to reduced costs for the internship program ($162,200).
h) Decrease is due to the reallocation of employee performance management activities to Program Number 7325 in 2014.
i) Decrease is due to an anticipated reduction in claims and an increase in the retiree contribution rate.
j) Decrease is due to an anticipated reduction in pharmacy claims.
k) Decrease is due to a change in the funding policy for the Other Post-Employment Benefit Plan.
l) Increase is due to an anticipated rise in claims.
m) Decrease is due to an anticipated reduction in claims.
n) Decrease is due to the favorable award of life insurance services for employees.
o) Decrease is due to the favorable award of deferred compensation investment consulting and administrator selection services.
p) Decrease is due to the reallocation of positions responsible for classification and compensation activities.
q) Decrease is due to the reallocation of positions and training responsibilities.

[1] Additional funds are budgeted in the Stormwater Management Fund.

25000 HUMAN RESOURCES — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
	Compliance with Unemployment Compensation	Claims	19	20	15	
	Requirements	Cost	$ 63,919	$ 100,000	$ 60,200	r)
		Cost/Claim	$ 3,364.16	$ 5,000.00	$ 4,013.33	
	Employee Performance Management	Cost	$ -	$ 116,800	$ 100,000	
7330	Human Resources Administration					
	Personnel Activity Administration	Employees Served	1,927	1,962	1,974	
		Cost	$ 630,059	$ 491,200	$ 615,400	s)
		Cost/Employee	$ 326.96	$ 250.36	$ 311.75	
	Medical Services Payments and Record Maintenance	Examinations	490	500	250	t)
		Cost	$ 76,000	$ 136,000	$ 301,000	u)
		Cost/Examination	$ 155.10	$ 272.00	$ 1,204.00	
	Civil Service Board Procedures					
	Hear and Render Decisions on Appeals from Employees,	Actions	-	55	55	
	Ratify Amendments to the Personnel Rules, Hear and	Cost	$ -	$ 160,600	$ 107,800	v)
	Render Decisions on Discharges	Cost/Action	$ -	$ 2,920.00	$ 1,960.00	
7480	Safety Program					
	Occupational Health and Safety Administration (OSHA) Compliance,					
	OSHA Inspections, Reporting, Accident Investigation	Cost	$ 679,917	$ 651,696	$ 655,616	
	Contract Review for Compliance with Safety Standards	# of Reviews	22	142	142	
		Cost	$ 3,520	$ 34,100	$ 34,100	
		Cost/Review	$ 160.00	$ 240.14	$ 240.14	
	Safety Equipment					
	New/Rental	Cost	$ 53,923	$ 132,300	$ 133,000	
	Replacement	Cost	$ -	$ 200,000	$ 200,000	
	Maintenance	Cost	$ 11,186	$ 42,300	$ 52,300	w)
	Medical Health Surveillance					
	First Aid Assistance	Cost	$ 21,509	$ 28,000	$ 35,000	x)
	Hearing Tests	People Tested	465	535	535	
		Cost	$ 7,440	$ 15,000	$ 15,000	
		Cost/Test	$ 16.00	$ 28.04	$ 28.04	
	Spirometry Tests	People Tested	40	54	54	
		Cost	$ 1,049	$ 8,000	$ 7,500	
		Cost/Test	$ 26.23	$ 148.15	$ 138.89	
	Safety Training					
	CPR and First Aid	People Trained	254	198	198	
		Cost	$ 60,960	$ 47,520	$ 45,700	
		Cost/Trainee	$ 240.00	$ 240.00	$ 230.81	

r) Decrease is due to anticipated lower unemployment claims, resulting from the expiration of unemployment extensions.
s) Increase is due to additional staffing for administrative services ($133,000).
t) Decrease is due to a change in how medical services examinations are tabulated.
u) Increase is due to the reallocation of medical costs for hiring and retaining employees from Program Number 7320 to Program Number 7330.
v) Decrease is due to the reallocation of support staff for Civil Service Board procedures.
w) Increase is due to the need for an automatic defibrillator maintenance contract to replace the manufacturer's expiring warranty services.
x) Increase is due to an enhanced safety shoes and eyeglasses program for represented employees.

25000 HUMAN RESOURCES — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
	Confined Spaces	People Trained	158	173	173	
		Cost	$ 18,960	$ 10,380	$ 10,380	
		Cost/Trainee	$ 120.00	$ 60.00	$ 60.00	
	Lockout/Tagout	People Trained	56	106	106	
		Cost	$ 4,480	$ 4,240	$ 4,240	
		Cost/Trainee	$ 80.00	$ 40.00	$ 40.00	
	General Safety	People Trained	10,474	12,441	12,441	
		Cost	$ 313,436	$ 434,434	$ 434,434	
		Cost/Trainee	$ 29.93	$ 34.92	$ 34.92	
	Professional Safety	Cost	$ 1,087	$ 5,100	$ 19,800	y)
	Industrial Hygiene/Right to Know	People Trained	385	981	981	
		Cost	$ 11,146	$ 29,430	$ 29,430	
		Cost/Trainee	$ 28.95	$ 30.00	$ 30.00	
	Fire Prevention and Protection	Cost	$ 61,983	$ 83,900	$ 76,100	
	Hazardous Materials Abatement	Cost	$ 232,345	$ 132,400	$ 90,100	z)
7500	Risk Management Operations					
	Administration	Cost	$ -	$ 553,900	$ 484,900	
	Emergency Preparedness Planning/	People Trained	-	3	-	
	Business Continuity Planning	Cost	$ -	$ 18,000	$ -	aa)
		Cost/Trainee	$ -	$ 6,000.00	$ -	
	Asset Appraisal and Other Services	Cost	$ -	$ 375,000	$ 475,000	bb)
	Broker Services	Cost	$ -	$ 225,000	$ 226,000	
	Insurance Premiums (such as property insurance)	Cost	$ -	$ 3,300,000	$ 3,500,600	cc)
7501	Risk Management Administration	Cost	$ 262,024	$ -	$ -	dd)
7502	Insurance Premiums, Broker Fees, and Other Services					
	Asset Appraisal and Other Services	Cost	$ 95,800	$ -	$ -	dd)
	Broker Services	Cost	$ 219,500	$ -	$ -	dd)
	Insurance Premiums (such as property insurance)	Cost	$ 992,601	$ -	$ -	dd)
7604	Social Security and Medicare Contributions	Cost	$ 2,308,358	$ 2,425,000	$ 2,692,800	ee)
		Total	$ 67,832,188	$ 75,266,000	$ 59,908,000	

y) Increase is due to the cyclical nature of some training in this category, such as back safety training.
z) Decrease is due to anticipated savings in hazardous materials abatement costs ($59,900).
aa) Decrease is due to the transfer of funding responsibility for emergency preparedness planning and business continuity planning to the Engineering Department.
bb) Increase is due to an anticipated rise in third party administrator services costs for workers' compensation ($125,000), offset by a decrease in the need for asset appraisals ($75,000).
cc) Increase is due to an anticipated rise in non-employee benefits insurance premiums.
dd) Decrease is due to the reallocation of costs for Program Numbers 7501 and 7502 to Program Number 7500 in 2014.
ee) Increase is due to an anticipated rise in the required employer contributions for Medicare and Social Security.

101 25000	Fund: Corporate Department: Human Resources Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 5,127,754	$ 5,939,800	$ 5,588,800	$ 3,870,075	$ 5,394,800	$ 5,761,300	$ -
601060	Compensation Plan Adjustments	75,142	308,600	308,600	139,878	237,800	149,000	-
601070	Social Security & Medicare Contributions	2,308,358	2,425,000	2,425,000	1,859,508	2,397,800	2,692,800	-
601080	Salaries of Nonbudgeted Employees	-	20,000	46,500	30,128	46,100	-	-
601090	Employee Claims	63,919	100,000	100,000	16,144	60,000	60,200	-
601100	Tuition and Training Payments	317,265	520,700	520,700	292,149	425,000	667,600	-
601170	Payments for Professional Services	918,886	1,886,500	1,782,500	1,301,438	1,459,900	1,323,900	-
601250	Health and Life Insurance Premiums	57,299,906	59,646,800	59,646,800	45,812,595	56,284,400	44,526,600	-
601300	Personal Services, N.O.C.	-	-	324,500	46,706	113,800	162,300	-
100	TOTAL PERSONAL SERVICES	66,111,230	70,847,400	70,743,400	53,368,621	66,419,600	55,343,700	-
612010	Travel	2,498	8,500	8,500	4,223	4,300	4,200	-
612030	Meals and Lodging	4,667	17,900	17,900	6,533	11,200	8,000	-
612040	Postage, Freight, and Delivery Charges	1,917	4,000	4,000	2,583	3,000	2,500	-
612050	Compensation for Personally-Owned Automobiles	10,331	10,400	10,400	4,783	8,600	8,100	-
612080	Motor Vehicle Operating Services	-	-	-	-	-	100	-
612250	Court Reporting Services	14,172	13,000	27,000	26,000	25,000	20,000	-
612260	Medical Services	124,236	182,000	275,200	275,010	275,200	227,000	-
612280	Subscriptions and Membership Dues	2,026	4,000	3,500	3,000	3,000	3,900	-
612290	Insurance Premiums	1,000,524	3,300,000	3,291,000	3,291,000	3,291,000	3,500,600	-
612330	Rental Charges	21,919	21,500	30,500	22,105	30,000	19,800	-
612490	Contractual Services, N.O.C.	39,501	58,400	58,400	52,052	57,000	56,800	-
612780	Safety Repairs and Services	293,570	241,200	274,000	224,207	258,900	224,000	-
612820	Computer Software Maintenance	87,958	95,700	94,800	89,846	79,800	91,800	-
200	TOTAL CONTRACTUAL SERVICES	1,603,318	3,956,600	4,095,200	4,001,342	4,047,000	4,166,800	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	31,493	55,500	55,500	50,330	28,000	18,100	-
623720	Books, Maps, and Charts	3,209	9,000	9,000	1,740	2,700	6,400	-
623780	Safety and Medical Supplies	80,046	358,800	358,800	275,464	272,900	365,000	-
623990	Materials and Supplies, N.O.C.	2,892	8,700	8,700	1,402	6,000	8,000	-

101 25000	Fund: Corporate Department: Human Resources Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
300	TOTAL MATERIALS AND SUPPLIES	117,640	432,000	432,000	328,937	309,600	397,500	-
634820	Computer Software	-	30,000	30,000	-	-	-	-
400	TOTAL MACHINERY AND EQUIPMENT	-	30,000	30,000	-	-	-	-
TOTAL HUMAN RESOURCES		$ 67,832,188	$ 75,266,000	$ 75,300,600	$ 57,698,901	$ 70,776,200	$ 59,908,000	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

POSITION ANALYSIS

Fund: Corporate
Dept: Human Resources
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
251	**Civil Service Board Section**					
EX16	Civil Service Board Chairman	1	-		-	
EX09	Civil Service Board Member	2	-		-	
TOTAL	Civil Service Board Section	3	-	-	-	-
252	**Executive Unit**					
EX10	Director of Human Resources	1	1		1	
HP20	Assistant Director of Human Resources	-	1		2	
EX06	Secretary to Officer	1	1		1	
EX16	Civil Service Board Chairman	-	1		1	
EX09	Civil Service Board Member	-	2		2	
HP15	Management Analyst II #2 (Budget & Management Analyst) (New Grade HP14)	1	1		1	
TOTAL	Executive Unit	3	7	629,415.54	8	742,438.32
253	**Administration Section**					
HP19	Human Resources Manager	1	-		-	
HP17	Senior Human Resources Analyst	1	-		-	
HP14	Human Resources Analyst	1	-		-	
HP12	Human Resources Assistant #2 (Administrative Specialist) (New Grade HP11)	1	-		-	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
TOTAL	Administration Section	5	-	-	-	-
254	**Employee Selection Section (formerly Employment Services Section)**					
HP19	Human Resources Manager	1	1		1	
HP17	Senior Human Resources Analyst	2	2		2	
HP15	Associate Human Resources Analyst #2 (Human Resources Analyst) (New Grade HP14)	2	3		1	
HP14	Human Resources Analyst	2	3		5	
HP13	Senior Administrative Specialist	-	2		2	
HP12	Human Resources Assistant #2 (Administrative Specialist) (New Grade HP11)	1	-		-	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	2	-		-	

POSITION ANALYSIS

Fund: Corporate
Dept: Human Resources
Division:

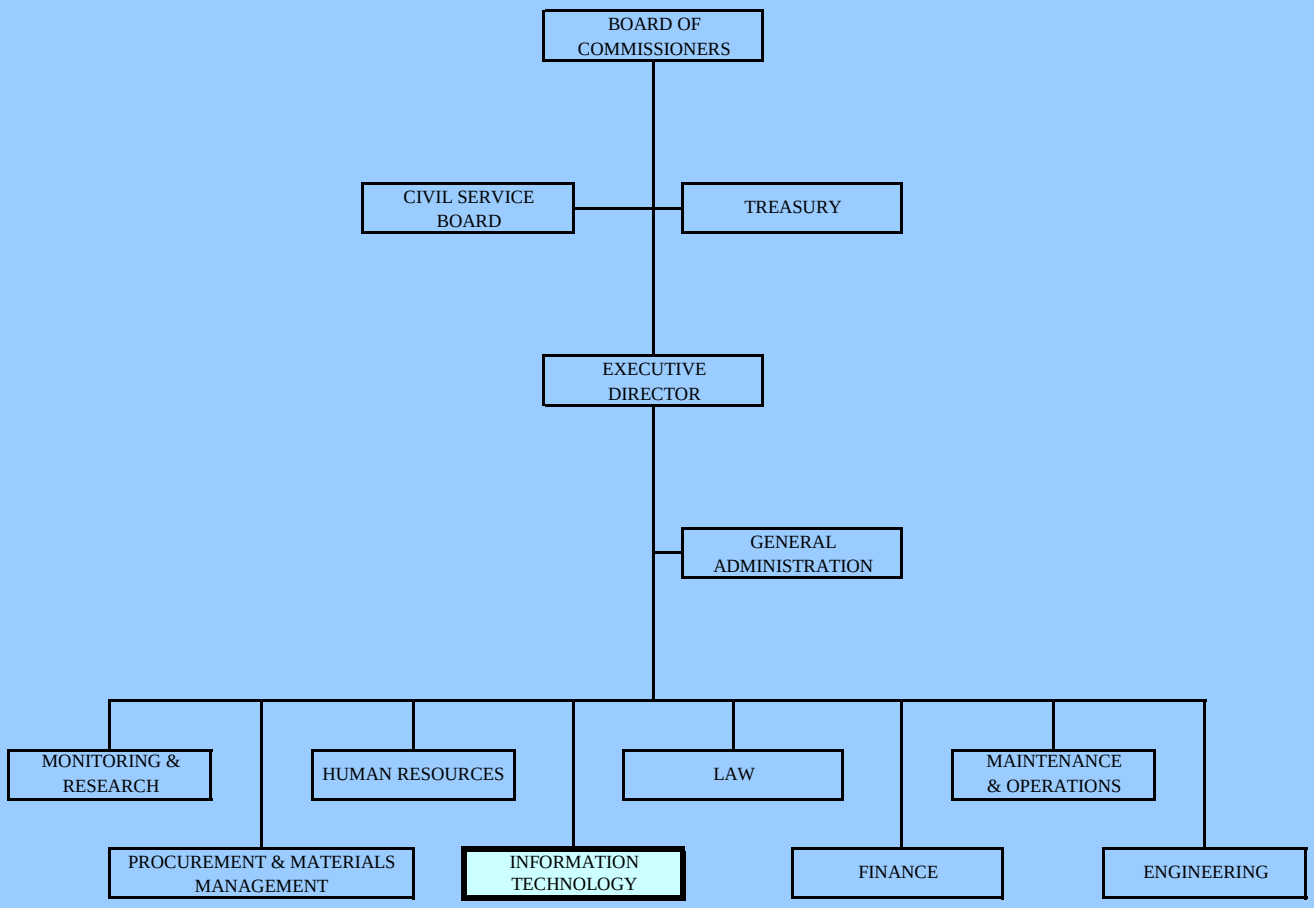
PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP11	Administrative Specialist	1	2		3	
TOTAL	Employee Selection Section (formerly Employment Services Section)	11	13	1,275,085.76	14	1,277,623.36
255	**Employee Development Section**					
HP19	Human Resources Manager	1	1		1	
HP17	Senior Human Resources Analyst	1	1		1	
HP15	Community Education Specialist	1	-		-	
HP14	Human Resources Analyst	2	1		1	
HP12	Human Resources Assistant #2 (Administrative Specialist) (New Grade HP11)	2	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
TM01	Intern	-	12		12	
PR1025	Apprentice	1	1		1	
TOTAL	Employee Development Section	9	18	882,939.72	18	888,035.72
256	**Classification, Compensation & Benefits Section**					
HP19	Human Resources Manager	1	1		1	
HP17	Senior Human Resources Analyst	1	2		2	
HP15	Associate Human Resources Analyst #2 (Human Resources Analyst) (New Grade HP14)	1	1		1	
HP14	Human Resources Analyst	1	2		2	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	3		2	
TOTAL	Classification, Compensation & Benefits Section	5	9	814,203.26	8	773,234.80
258	**Employee Relations Section (formerly Labor & Employee Relations / EEO Section)**					
HP20	Assistant Director of Human Resources	1	-		-	
HP19	Human Resources Manager	-	1		1	
HP17	Senior Human Resources Analyst	2	2		2	
HP15	Associate Human Resources Analyst #2 (Human Resources Analyst) (New Grade HP14)	2	1		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Human Resources
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP14	Human Resources Analyst	1	2		2	
HP12	Human Resources Assistant #2 (Administrative Specialist) (New Grade HP11)	-	1		-	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		2	
HP09	Administrative Clerk	-	-		1	
TOTAL	Employee Relations Section (formerly Labor & Employee Relations / EEO Section)	7	8	804,952.72	9	847,371.72
259	**Risk Management Section**					
HP19	Risk Manager	1	1		1	
HP17	Claims Administrator	-	1		1	
HP17	Senior Risk Analyst	-	1		1	
HP17	Senior Safety Specialist	1	1		1	
HP15	Safety Coordinator #2 (Safety Specialist) (New Grade HP14)	4	4		4	
HP14	Human Resources Analyst	1	1		1	
HP14	Safety Inspector #2 (Safety Specialist)	5	-		-	
HP14	Safety Specialist	-	5		5	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	2	-		-	
HP11	Administrative Specialist	-	2		2	
TOTAL	Risk Management Section	15	17	1,563,024.84	17	1,586,277.16
TOTAL	Human Resources	58	72	5,969,621.84	74	6,114,981.08

NOTE: Departmental appropriation totals for salaries in the Position Analysis differ from those contained in the Line Item Analysis by a factor identified to adjust for vacancies. Salary ranges corresponding to the pay plan and grade for each class title can be found in the table of Salary Schedules in the Appendix.



INFORMATION TECHNOLOGY

Protecting Our Water Environment

Metropolitan Water Reclamation District of Greater Chicago

100 EAST ERIE STREET CHICAGO, ILLINOIS 60611-3154 312.751.5600

BOARD OF COMMISSIONERS
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Debra Shore
Kari K. Steele
Patrick D. Thompson

September 10, 2014

Mr. David St. Pierre
Executive Director
O F F I C E

Dear Sir:

Subject: 2015 Program for the Information Technology Department

The Information Technology Department's program for 2015, as prepared in detail, is transmitted herewith. The budget presentation supports the request for funding of the department's 2015 initiatives in alignment with and in support of the Strategic Business Plan. The budget requests include all amendments as directed by you during the Executive Director Budget Hearings in August of this year.

The narrative provides a summary of the department, 2015 major initiatives and challenges, and 2014 accomplishments. Supporting schedules of objectives, performance, and staffing levels present three years of detailed budgetary information.

Thank you for the opportunity to present the proposed Information Technology Department budget for 2015.

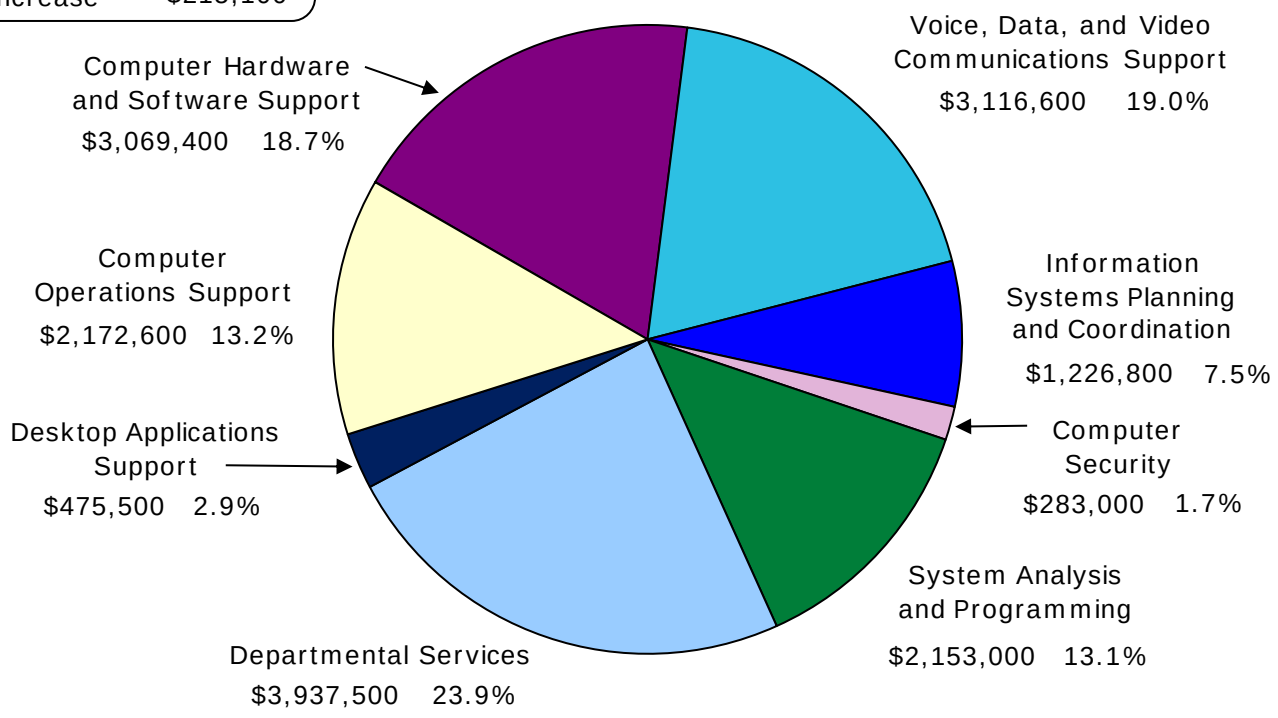
Respectfully submitted,

Ellen Barry
Acting Director of Information Technology

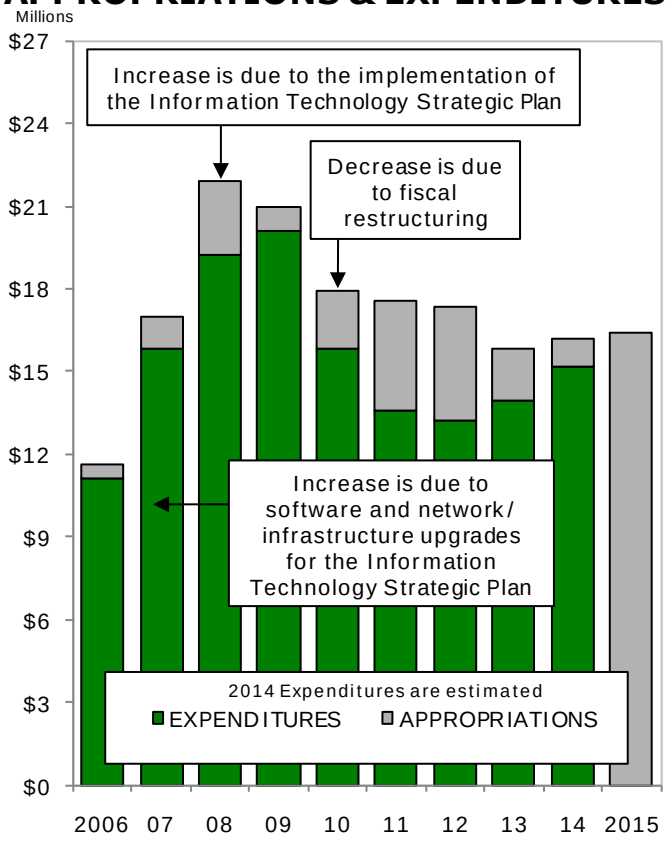
INFORMATION TECHNOLOGY

2015	$16,434,400
2014	$16,219,300
Increase	$215,100

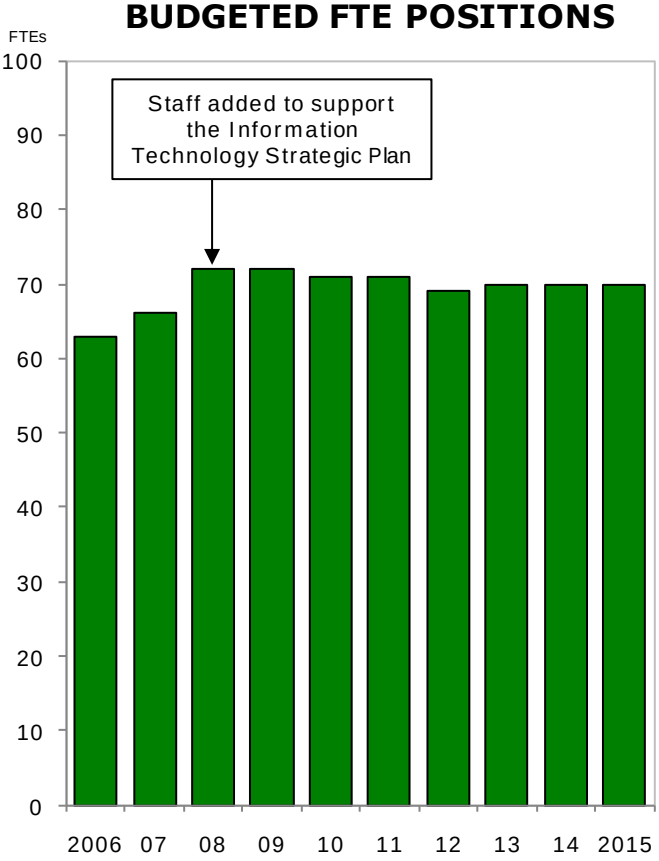
FUNCTIONS



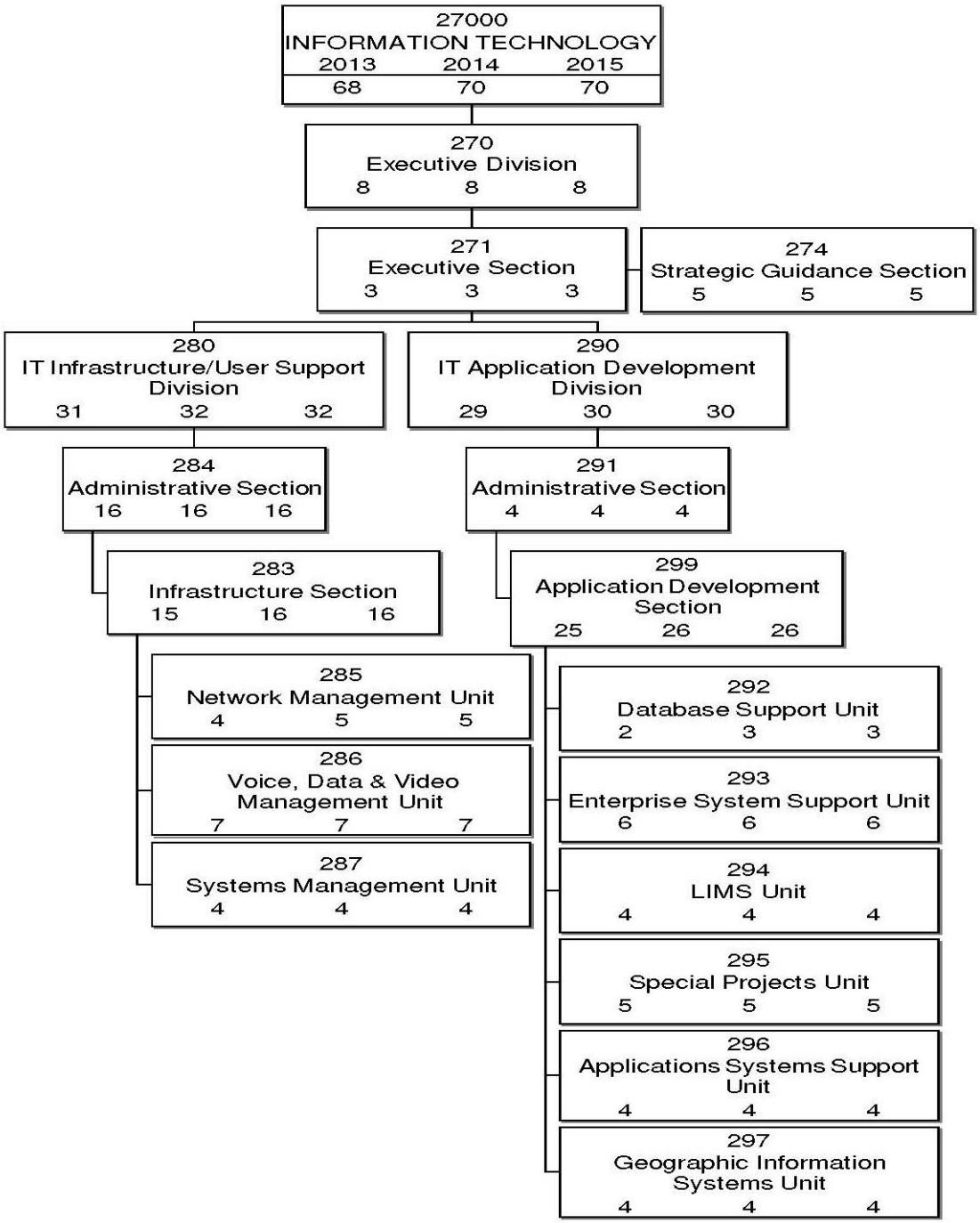
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



INFORMATION TECHNOLOGY



INFORMATION TECHNOLOGY

The mission of the Information Technology Department (ITD) is to promote successful achievement of the District's Strategic Business Plan through targeted information technology (IT) investments and services and to maintain technology infrastructures and architectures at levels that promote efficacy, efficiency, and sustainable practices throughout the District.

Departmental Summary

In pursuit of its mission, the ITD coordinates the planning and implementation of information technology throughout the District. The ITD establishes District-wide computer standards and provides services in the following key areas: IT Planning and Program Management, Design and Implementation, Applications Development and Support, Infrastructure Operations and Maintenance, User Support, Security, and Disaster Recovery.

Summary of 2014 Accomplishments

- Began the evaluation of the District's enterprise system, SAP, with the Total Cost of Operations (TCO) initiative resulting in a roadmap to work towards cost reduction goals while maintaining business continuity, simplification, standardization, and consolidation of the SAP landscape;
- Assisted in implementing the new time management solution by participating in policy development, installing time clocks throughout the District, and developing interfaces in-house saving the District over $200,000;
- Initiated Phase I of the performance dashboards project;
- Assisted in the implementation of the new Risk Management Information System and developing the interfaces in-house;
- Implemented LegalFiles, the new case system used by the Law Department to organize all litigation documents;
- Assisted in the implementation of the Diversity Section's new Affirmative Action Compliance Software System, PRISM, by developing the interfaces in-house;
- Enhanced the Contract Announcement Application with a Question & Answer room to facilitate communication between potential bidders and contract project managers;
- Deployed mobile applications available on www.mwrd.org for use by the public to report odor, water pollution, waterway blockage, and other incidents. Other applications were developed for internal use by field staff for small streams maintenance and by channel maintenance crews to comply with Consent Decree requirements;
- Began the implementation of a new Real Estate/Global Information System (GIS) for the Law Department to manage leases and property;
- Began the redesign of the Maintenance & Operations Department's Combined Sewer Overflow (CSO) Notification System to increase functionality and add GIS capabilities. Completion is planned for the first quarter of 2015;
- Improved system reliability by making a series of hardware and software upgrades to the following Enterprise systems: SAP, Laboratory Information Management System (LIMS), Portal, Environmental Systems Research Institute ArcGIS, the internet-based Publicly owned treatment work Administration and Compliance System (iPACS), and FileHold;
- Began the implementation of the newly developed IT Infrastructure Strategy. Upgraded firewalls, implemented a Continuous Threat Prevention Platform, and a Mobile Device Management Platform;
- Upgraded the Facilities Access Control System to allow District police to remotely monitor and control access to the plant gates including increased video surveillance;
- Continued the new Print Management Strategy, replacing existing devices with higher capacity multi-functional devices (MFDs).

Budget Highlights

The 2015 appropriation for the ITD is $16,434,400, an increase of $215,100, or 1.3 percent, from 2014. The staffing level of 70 positions remains unchanged from 2014.

Significant features of the 2015 budget are:

- The ITD will evaluate and align its existing strategic plan to promote the achievement of the District's Strategic Business Plan;
- Expansion of GIS applications, continued implementation of the Real Estate Portfolio Management System, performance dashboards, and SAP evaluation will contribute to increased business efficiencies;
- Continued evaluation of cloud solutions and upgrades of IT infrastructure, and software technologies that will streamline administration, reduce costs, and optimize performance;
- Continued development and deployment of mobile applications that will improve the efficiency of District personnel and provide greater transparency to the public regarding District operations.

2015 Initiatives in Support of the Strategic Plan Include the Following:

- **Add Value**

The ITD supports the various systems that are used by the departments to implement their strategies to add value. Among these are: iPACS, LIMS, the CSO Notification System, Small Streams Maintenance Reporting System, Incident Reporting System, Stormwater Inundation Mapping Application, the Stormwater Management Reporting Application, and others.

The fourth quarter 2015 implementation of a Real Estate Portfolio Management System will enhance the ability of the Real Estate Division of the Law Department to manage the inventory of District-owned real estate. This system will include pertinent data and visuals for every parcel of real estate owned by the District. Integrated with GIS, this system will include information concerning occupancy agreements such as leases, easements, and permits. Furthermore, the system will be designed to aid staff in tracking work assignments and compliance with the terms of occupancy agreements.

The ITD will continue to pursue green initiatives both in its own support environment and by assisting with other department's initiatives. In conjunction with the Human Resources Department, the use of electronic message boards will be improved and expanded by the end of the fourth quarter of 2015 to improve communications to internal staff while reducing the volume of memos and paper. The ITD will continue the implementation of the Print Services strategy of replacing older print technology with higher capacity MFDs in order to reduce energy consumption, provide improved electronic distribution of scanned documents, and to promote a green, paperless environment.

- **Excellence**

The development and implementation of performance management dashboards will continue during 2015. This project will provide executives and managers with the ability to monitor the performance of various key business performance indicators.

The ITD will assist the Monitoring & Research (M&R) Department by providing an enterprise project/program management software suite by the end of the third quarter of 2015 for a new program and resource management system for M&R's Environmental Monitoring & Research Division's Process Facilities Capital Planning Section and Wastewater Treatment Process Research Section.

The ITD will continue to assist the Office of Public Affairs in improving the delivery and maintenance of the District's website content on www.mwrd.org, to provide easy and transparent access to reports and data, and provide clear, consistent, accurate, and accessible information about the District and our areas of responsibility.

Development and use of current technologies such as mobile applications will facilitate interaction with the public and deliver reliable and useful information. The first District-developed mobile application, the Incident Reporting System, available on www.mwrd.org, was developed for use by the public to report odor, water pollution, waterway blockage, and other incidents.

- **Resource Recovery**

The ITD supports the various systems that are used by the departments to implement their strategies to pursue the recovery of natural resources. Among these are: iPACS, LIMS, the Scales application, and many others. In addition, the ITD is committed to maintaining a reliable, flexible technology infrastructure to be able to support new initiatives as they are introduced.

- **Develop Employees**

The ITD will continue to strive to develop a culture that moves beyond a silo environment to a collaborative environment where the contributions of every employee are recognized. The ITD will continue to develop process and people-focused skill sets to meet the challenges of the changing demands of user departments and current technology platforms. When projects require highly specialized subject matter expertise, the department may partner with outside resources. Management will work with staff to develop competency-based individual development plans and ensure that employees recognize and understand their accountabilities.

The ITD will continue to facilitate the overall development of employees by providing the audio and video infrastructure to prepare training sessions in-house, which will be available to employees via the District's portal. The portal supports other training materials as well.

The ITD will continue to support the use of video-conferencing technologies and webinars to facilitate meetings and on-site training. Infrastructure improvements will facilitate the anticipated increased use of web-based training managed by the Human Resources Department from employee workstations.

- **Leading Partnerships**

The ITD continues to seek strategic partnerships with water, wastewater, and regional agencies. This provides the District with opportunities to network and share cross-agency best practices. The ITD GIS program has an established relationship with Cook County.

The ITD also continues to maintain its relationship with the Water and Wastewater CIO Forum which is the only water and wastewater agency-focused organization for Information Technology Executives in the industry. The Water and Wastewater

CIO Forum provides its members with the unique opportunity to discuss specific IT leadership challenges and solutions with their industry counterparts. It provides an opportunity for members to engage with industry leaders from global technology companies regarding the future state of systems relevant to the District.

Members of the ITD will continue to attend the Water Environment Federation's Annual Technical Exhibition and Conference to stay abreast of IT developments in water quality.

- **Technology**

The ITD will work towards simplifying the SAP enterprise system to increase utilization and maximize effectiveness by reducing the amount of customization and leveraging standard built-in functionality. The formalized SAP Evaluation project includes an evaluation of the SAP with the TCO initiative. This initiative will result in a roadmap to work towards a cost reduction goal, release of capacity, and budgets for innovation, while maintaining business continuity, simplification, standardization, and consolidation of the SAP landscape for the future leveraging on-premise and/or cloud computing. Pursuant to the TCO evaluation, the roadmap will be used to update SAP to provide a simplified, user-friendly system that maximizes the use of the capabilities offered in the core system. This project may extend to 2016.

The ITD will continue to evaluate infrastructure and software technologies to streamline administration, reduce costs, and optimize performance. Improvement of the ITD's facilities management and asset management will reduce maintenance expenditures. This will include evaluating the usage and distribution of printers, scanners, and copiers and improving strategies to provide cost-efficient print services to the departments.

Upgrades to technology infrastructure such as storage area networks, servers, VMware, Citrix, and desktops will provide higher reliability and availability, as well as reduce power and cooling requirements, and should be completed by end of the fourth quarter of 2015.

The ITD will continue to pursue opportunities for enterprise solutions to ensure that efforts can be shared across agency resources. Efforts are currently underway in the areas of document management, project management, and the use of Microsoft Office 365. The move to the use of Microsoft Office 365 by the end of the fourth quarter of 2015 will not only provide employees with the latest versions of Microsoft Office software at the office, but will also move them into the mobile workspace by providing access to District email and documents on up to five different devices (including Windows Phone, iOS, and Android devices). The department expects considerable savings over time in infrastructure, administration, and licensing costs due to the Microsoft Office 365 implementation.

The GIS program will continue to grow via data development, application development, and continued systems integration. Application and data development will continue to focus on providing District staff with the richest geographical information available while integrating it with the current business systems to support various business decisions. Also in 2015, the GIS program will continue to deliver data and applications to District field staff via mobile devices providing them with a more streamlined and efficient mechanism to enter data at the point of origin.

27000 INFORMATION TECHNOLOGY — OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:	Cost	Percent
1. COMPUTER HARDWARE AND SOFTWARE SUPPORT: Information Technology Department (ITD) provides maintenance and operations of all hardware, including Sun/UNIX SAP servers, storage area networks/thin-client central computer hardware, and software for nine major locations.	$ 3,069,400	18.7%
2. VOICE, DATA, AND VIDEO COMMUNICATIONS SUPPORT: The ITD Infrastructure Section maintains the District's wide-area network as well as the Main Office Building Complex local area networks. Staff is responsible for planning, installation, and maintenance of voice, data, and video communications for the entire District.	$ 3,116,600	19.0%
3. INFORMATION SYSTEMS PLANNING AND COORDINATION: Provides a strategic perspective used to align the ITD with the stated goals and objectives of the District and its departments. The staff is responsible for services such as strategic planning of technology and communications, as well as disaster recovery planning.	$ 1,226,800	7.5%
4. SYSTEMS ANALYSIS AND PROGRAMMING: The Application Development Section will be responsible for the system management of the Enterprise Financial System applications which includes ongoing database maintenance, system configuration, and enhancement using Advanced Business Application Programming techniques. Internet/intranet services will continue to expand to meet District needs.	$ 2,153,000	13.1%
5. COMPUTER OPERATIONS SUPPORT: The ITD operates two computer rooms which house the District's Sun and ALPHA systems, storage area networks, network servers, and ancillary equipment.	$ 2,172,600	13.2%
6. DEPARTMENTAL SERVICES: The ITD provides direct consulting, planning, and maintenance assistance to all departments as well as the administration of storage area networks/thin-clients and necessary networking. Additional services include support of department-specific software such as Laboratory Information Management System, Maintenance Management System, the internet-based Publicly owned treatment works Administration and Compliance System, along with Treasury and real estate applications.	$ 3,937,500	23.9%
7. COMPUTER SECURITY: The ITD is responsible for the security of all District information systems, disaster recovery system, and data, which includes monitoring and enforcing compliance with software licensing agreements, District security directives, and the disaster recovery plan. The staff is also responsible for auditing remaining workstations to verify compliance.	$ 283,000	1.7%
8. DESKTOP APPLICATIONS SUPPORT: The assigned staff will continue to provide applications and technical support to over 2,085 computer system users.	$ 475,500	2.9%
Total	$ 16,434,400	100.0%

MEASURABLE GOALS:	2013 Actual	2014 Estimated	2015 Proposed
1. Call Center - Timeframe: Response time to call center requests for assistance.	< 24 Hrs.	< 24 Hrs.	< 24 Hrs.
2. Call Center - Total Repeats: Reduce number of repeat calls for service.	Reduced 10%	Reduce 20%	Reduce 20%
3. Project Schedule: Ensure project completion consistent with Request For Proposal/Budget requests.	On Time	On Time	On Time
4. Project Budget: Ensure the completion of ITD projects at or below budget.	At Budget	At Budget	At Budget
5. Customer Satisfaction: Ensure user satisfaction with ITD systems, applications, and infrastructure. On a scale of 1 to 5 where 5 is the highest.	3	4	4

27000 INFORMATION TECHNOLOGY — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
7385	Computer Operations, Maintenance, and Support	$ 734,436	2015	8	$ 2,172,600	$ (54,800)	(2.5)	
			2014	8	$ 2,227,400			
7384	Central Computer Hardware and Proprietary Software Support	$ 3,141,508	2015	7	$ 3,069,400	$ 401,500	15.0	a)
			2014	7	$ 2,667,900			
7383	Voice, Data, and Video Communications Support	$ 2,744,330	2015	8	$ 3,116,600	$ 112,600	3.7	b)
			2014	8	$ 3,004,000			
7381	Systems Analysis and Programming	$ 2,392,859	2015	16	$ 2,153,000	$ (200,500)	(8.5)	c)
			2014	16	$ 2,353,500			
7387	Computer Security	$ 283,107	2015	2	$ 283,000	$ (29,300)	(9.4)	
			2014	2	$ 312,300			
7388	Information Systems Planning	$ 673,087	2015	4	$ 517,300	$ (8,700)	(1.7)	
			2014	4	$ 526,000			
7389	Information Systems Coordination	$ 489,337	2015	3	$ 709,500	$ 142,500	25.1	d)
			2014	3	$ 567,000			
7382	Desktop Applications Support	$ 470,662	2015	5	$ 475,500	$ (71,800)	(13.1)	
			2014	5	$ 547,300			
7800	Information Technology Services Provided Directly to Other Departments	$ 3,052,468	2015	17	$ 3,937,500	$ (76,400)	(1.9)	e)
			2014	17	$ 4,013,900			
	Totals	$ 13,981,794	2015	70	$ 16,434,400	$ 215,100	1.3%	
			2014	70	$ 16,219,300			

a) Increase is due to an increase of funds assigned to the Western States Contracting Alliance contract ($71,800), maintenance for the internet-based Publicly owned treatment works Administration and Compliance System ($82,000), Environmental Systems Research Institute ArcGIS ($204,000), professional services for CommVault ($52,500), and ITD supplies ($70,000), offset by a decrease of funds required for Oracle storage area networks ($45,000).

b) Increase is due to additional funds assigned to local long distance and telephone line services ($190,000), increased requirements on maintenance for new systems: Citrix Netscaler ($15,000), Real Networks and Solarwinds maintenance ($20,000), and new purchase of brocade fiber switches ($48,000), offset by a reduction of funds required for CommVault maintenance ($50,000), and the elimination of major infrastructure purchases ($134,000).

c) Decrease is due to a reduction of funds assigned to Application Development staff training ($90,000), the deletion of web support software ($41,500), the reduction of funds allowed for Information Technology memberships ($13,300), a decrease in professional services for the Public Budget Formulation system ($40,000) and the Laboratory Information Management System ($10,000), offset by an increase to professional services for migration upgrades for FileMaker Pro ($10,000), Readsoft ($10,000), and FileHold ($10,000).

d) Increase is due to costs associated with the lease of additional replacement multifunctional devices ($140,000).

e) Decrease is due to the reduction of funds allocated for Engineering interdepartmental requests ($124,700), offset by an increase for funds allocated to Human Resources interdepartmental requests ($62,600).

27000 INFORMATION TECHNOLOGY — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
7380	Information Technology and Telecommunications					
7381	Acquire, Develop, and Maintain Computer Programs and Systems	Application Modules Supported	76	80	92	
		Cost	$ 1,415,009	$ 2,353,500	$ 2,153,000	a)
		Cost/Module	$ 18,618.54	$ 29,418.75	$ 23,402.17	
	Strategic Plan Projects	Cost	$ 977,850	$ -	$ -	
7382	Desktop Applications Support	# of Service Calls	6,584	13,886	10,000	
		Cost	$ 470,662	$ 547,300	$ 475,500	
		Cost/Service Call	$ 71.49	$ 39.41	$ 47.55	
7383	Voice, Data, and Video Communications Support	Cost	$ 2,744,330	$ 3,004,000	$ 3,116,600	b)
7384	Central Computer Hardware and Proprietary Software Support	Cost	$ 3,141,508	$ 2,667,900	$ 3,069,400	c)
7385	Computer Operations, Maintenance, and Support	Cost	$ 734,436	$ 2,227,400	$ 2,172,600	
7387	General Computer Security Program	Cost	$ 283,107	$ 312,300	$ 283,000	
7388	Information Systems Planning	Cost	$ 673,087	$ 526,000	$ 517,300	
7389	Information Systems Coordination	Cost	$ 489,337	$ 567,000	$ 709,500	d)
7800	Information Technology Services Provided Directly to Other Departments	# of Users	1,865	1,885	2,085	
		Cost	$ 3,052,468	$ 4,013,900	$ 3,937,500	e)
		Cost/User	$ 1,636.71	$ 2,129.39	$ 1,888.49	
		Total	$ 13,981,794	$ 16,219,300	$ 16,434,400	

a) Decrease is due to a reduction of funds assigned to Application Development staff training ($90,000), the deletion of web support software ($41,500), the reduction of funds allowed for Information Technology memberships ($13,300), a decrease in professional services for the Public Budget Formulation system ($40,000) and the Laboratory Information Management System ($10,000), offset by an increase to professional services for migration upgrades for FileMaker Pro ($10,000), Readsoft ($10,000), and FileHold ($10,000).

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d) Increase is due to costs associated with the lease of additional replacement multifunctional devices ($140,000).

e) Decrease is due to the reduction of funds allocated for Engineering interdepartmental requests ($124,700), offset by an increase for funds allocated to Human Resources interdepartmental requests ($62,600).

101 27000	Fund: Corporate Department: Information Technology Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 7,212,821	$ 7,718,200	$ 7,718,200	$ 5,152,305	$ 7,237,000	$ 7,746,600	$ -
601060	Compensation Plan Adjustments	234,298	163,000	163,000	81,524	90,000	137,100	-
601100	Tuition and Training Payments	72,874	157,200	157,200	148,153	90,000	90,000	-
601170	Payments for Professional Services	300,426	585,600	585,600	486,591	475,000	435,000	-
100	TOTAL PERSONAL SERVICES	7,820,419	8,624,000	8,624,000	5,868,572	7,892,000	8,408,700	-
612010	Travel	827	12,000	12,000	1,679	12,000	5,000	-
612030	Meals and Lodging	557	17,000	17,000	1,501	17,000	10,000	-
612050	Compensation for Personally-Owned Automobiles	4,767	7,000	7,000	3,942	5,000	5,000	-
612080	Motor Vehicle Operating Services	226	-	-	-	-	100	-
612210	Communication Services	1,319,190	1,280,400	1,410,400	1,350,967	1,351,000	1,390,600	-
612280	Subscriptions and Membership Dues	33,700	26,000	26,000	1,552	24,000	-	-
612330	Rental Charges	-	185,000	185,000	100,367	100,400	310,000	-
612490	Contractual Services, N.O.C.	319	4,000	14,000	9,945	13,000	32,000	-
612810	Computer Equipment Maintenance	611,469	810,200	670,200	587,736	670,200	642,500	-
612820	Computer Software Maintenance	2,982,585	3,293,500	3,063,300	2,925,369	3,063,300	3,577,400	-
612840	Communications Equipment Maintenance (Includes Software)	467,864	577,000	705,500	699,862	700,000	719,200	-
612990	Repairs, N.O.C.	-	1,000	1,000	-	900	-	-
200	TOTAL CONTRACTUAL SERVICES	5,421,505	6,213,100	6,111,400	5,682,920	5,956,800	6,691,800	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	7,058	24,300	24,300	13,008	24,300	18,500	-
623720	Books, Maps, and Charts	644	1,900	1,900	599	1,700	400	-
623800	Computer Software	217,875	267,500	192,500	166,720	192,500	187,800	-
623810	Computer Supplies	386,612	600,000	600,000	570,681	550,000	838,300	-
623850	Communications Supplies	74,159	145,500	145,500	128,001	145,500	90,000	-
623990	Materials and Supplies, N.O.C.	-	500	500	-	500	100	-
300	TOTAL MATERIALS AND SUPPLIES	686,349	1,039,700	964,700	879,008	914,500	1,135,100	-
634810	Computer Equipment	45,856	70,000	95,700	89,781	89,800	52,000	-
634820	Computer Software	-	40,000	40,000	39,348	40,000	25,500	-

101 27000	Fund: Corporate Department: Information Technology Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
634840	Communications Equipment (Includes Software)	7,665	212,500	358,500	358,168	251,200	121,300	-
634990	Machinery and Equipment, N.O.C.	-	20,000	25,000	25,000	25,000	-	-
400	TOTAL MACHINERY AND EQUIPMENT	53,521	342,500	519,200	512,297	406,000	198,800	-
TOTAL INFORMATION TECHNOLOGY		$ 13,981,794	$ 16,219,300	$ 16,219,300	$ 12,942,797	$ 15,169,300	$ 16,434,400	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

POSITION ANALYSIS

Fund: Corporate
Dept: Information Technology
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
270	**Executive Division**					
271	**Executive Section**					
EX17	Director of Information Technology	1	1		1	
HP17	Management Analyst III #2 (Senior Budget & Management Analyst) (New Grade HP16)	1	1		1	
EX06	Secretary to Officer	1	1		1	
TOTAL	Executive Section	3	3	440,136.32	3	440,136.32
274	**Strategic Guidance Section**					
HP19	Computer Technology Supervisor	1	1		1	
HP18	Computer Security Analyst	1	1		1	
HP18	Senior Network Analyst	1	1		1	
HP17	Computer Systems Administrator	1	1		1	
HP11	Word Processing Coordinator #2 (Administrative Specialist)	1	1		1	
TOTAL	Strategic Guidance Section	5	5	599,114.10	5	605,028.06
TOTAL	Executive Division	8	8	1,039,250.42	8	1,045,164.38
280	**IT Infrastructure / User Support Division**					
284	**Administrative Section**					
HP20	Assistant Director of Information Technology	1	1		1	
HP18	Senior Computer Systems Administrator	1	1		1	
HP17	Computer Systems Administrator	5	5		5	
HP15	Computer Systems Coordinator	3	3		3	
HP12	Systems Support Specialist II	2	2		2	
HP11	Systems Support Specialist I	2	2		2	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	2	-		-	
HP11	Administrative Specialist	-	2		2	
TOTAL	Administrative Section	16	16	1,597,010.74	16	1,633,855.34
283	**Infrastructure Section**					
285	**Network Management Unit**					
HP18	Senior Network Analyst	-	1		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Information Technology
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP16	Network Analyst	4	4		4	
TOTAL	Network Management Unit	4	5	537,000.36	5	537,000.36
286	**Voice, Data & Video Management Unit**					
HP18	Senior Computer Systems Administrator	1	1		1	
HP17	Computer Systems Administrator	2	2		3	
HP16	Network Analyst	1	1		-	
HP16	Senior Telecommunications Specialist	-	1		1	
HP15	Computer Systems Coordinator	1	1		1	
HP15	Senior Telecommunications Specialist	1	-		-	
NR1541	Telecommunications Specialist	1	1		1	
TOTAL	Voice, Data & Video Management Unit	7	7	738,467.08	7	721,199.70
287	**Systems Management Unit**					
HP18	Senior Network Analyst	1	1		1	
HP17	Computer Systems Administrator	2	2		2	
HP15	Computer Systems Coordinator	1	1		1	
TOTAL	Systems Management Unit	4	4	459,346.42	4	463,988.98
TOTAL	Infrastructure Section	15	16	1,734,813.86	16	1,722,189.04
TOTAL	IT Infrastructure / User Support Division	31	32	3,331,824.60	32	3,356,044.38
290	**IT Application Development Division**					
291	**Administrative Section**					
HP20	Assistant Director of Information Technology	1	1		1	
HP18	Systems Analyst	2	2		2	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	-		-	
HP11	Administrative Specialist	-	1		1	
TOTAL	Administrative Section	4	4	513,407.96	4	516,489.74
299	**Application Development Section**					
292	**Database Support Unit**					
HP16	Database Analyst	1	1		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Information Technology
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP16	Senior Programmer Analyst	-	1		1	
HP14	Programmer	1	1		1	
TOTAL	Database Support Unit	2	3	274,131.78	3	278,579.08
293	**Enterprise System Support Unit**					
HP19	Supervising Systems Analyst	1	1		1	
HP18	Systems Analyst	1	1		1	
HP17	Webmaster	1	1		1	
HP16	Senior Programmer Analyst	1	1		1	
HP14	Programmer	2	2		2	
TOTAL	Enterprise System Support Unit	6	6	683,772.96	6	621,197.46
294	**LIMS Unit**					
HP16	Database Analyst	1	1		1	
HP16	Senior Programmer Analyst	2	2		2	
HP14	Programmer	1	1		1	
TOTAL	LIMS Unit	4	4	396,836.44	4	401,720.80
295	**Special Projects Unit**					
HP19	Supervising Systems Analyst	1	1		1	
HP18	Systems Analyst	1	1		1	
HP16	Senior Programmer Analyst	3	3		3	
TOTAL	Special Projects Unit	5	5	585,800.02	5	615,370.60
296	**Applications Systems Support Unit**					
HP18	Senior Computer Systems Administrator	1	1		1	
HP17	Senior Systems Programmer	3	3		3	
TOTAL	Applications Systems Support Unit	4	4	504,559.38	4	504,559.38
297	**Geographic Information Systems Unit**					
HP18	Systems Analyst	1	1		1	
HP17	Computer Systems Administrator	1	1		1	

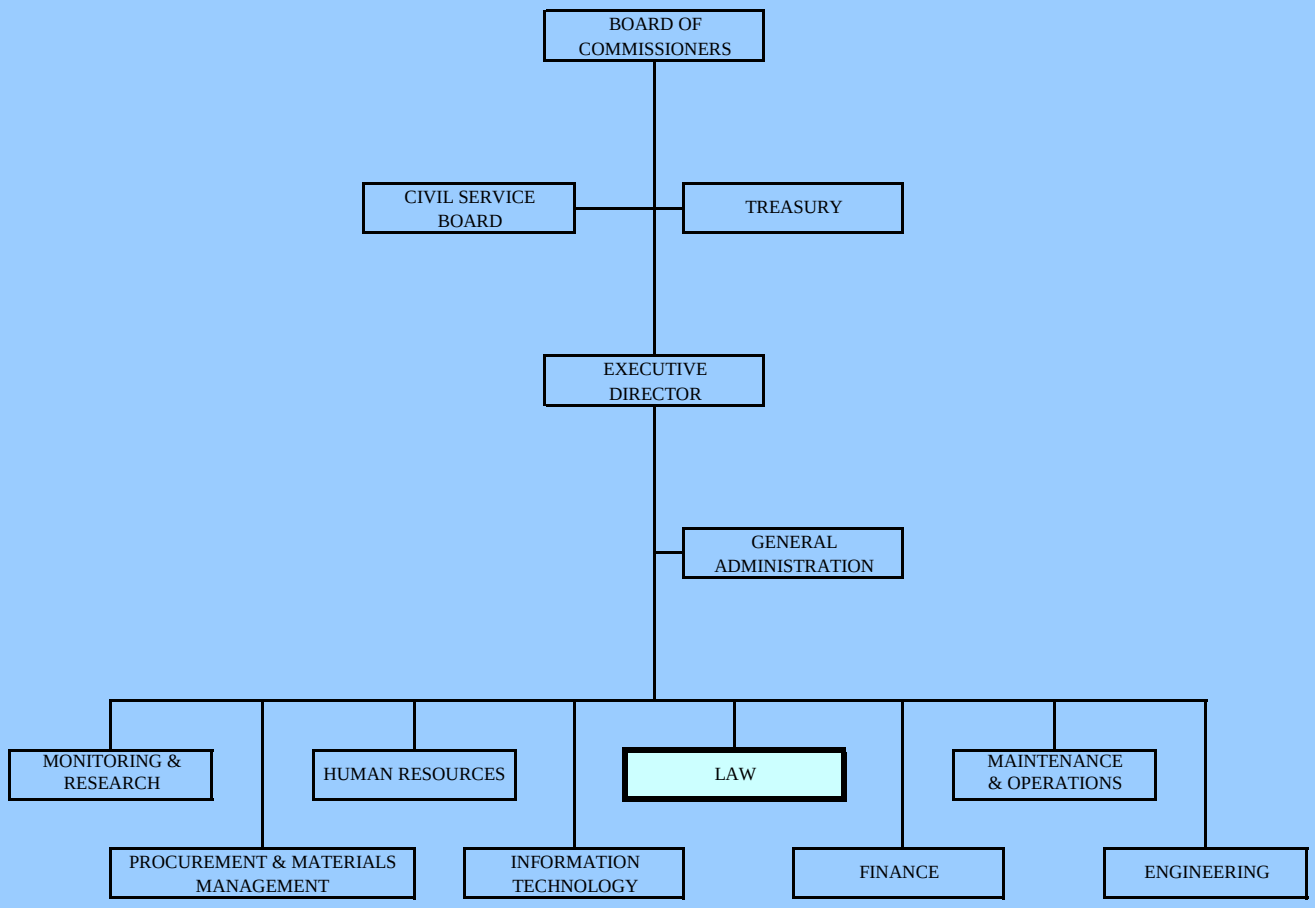
POSITION ANALYSIS

Fund: Corporate
Dept: Information Technology
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP16	Senior Programmer Analyst	1	1		1	
HP14	Programmer	1	1		1	
TOTAL	Geographic Information Systems Unit	4	4	436,186.92	4	446,135.56
TOTAL	Application Development Section	25	26	2,881,287.50	26	2,867,562.88
TOTAL	IT Application Development Division	29	30	3,394,695.46	30	3,384,052.62
TOTAL	Information Technology	68	70	7,765,770.48	70	7,785,261.38

NOTE: Departmental appropriation totals for salaries in the Position Analysis differ from those contained in the Line Item Analysis by a factor identified to adjust for vacancies. Salary ranges corresponding to the pay plan and grade for each class title can be found in the table of Salary Schedules in the Appendix.

NOTE PAGE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September 10, 2014

Mr. David St. Pierre
Executive Director
O F F I C E

Dear Sir:

Subject: 2015 Program for the Law Department

The Law Department's program for 2015, as prepared in detail, is transmitted herewith. The budget presentation supports the request for funding of the department's 2015 initiatives in alignment with and in support of the Strategic Business Plan. The budget requests include all amendments as directed by you during the Executive Director Budget Hearings in August of this year.

The narrative provides a summary of the department, 2015 major initiatives and challenges, and 2014 accomplishments. Supporting schedules of objectives, performance, and staffing levels present three years of detailed budgetary information.

Thank you for the opportunity to present the proposed Law Department budget for 2015.

Respectfully submitted,

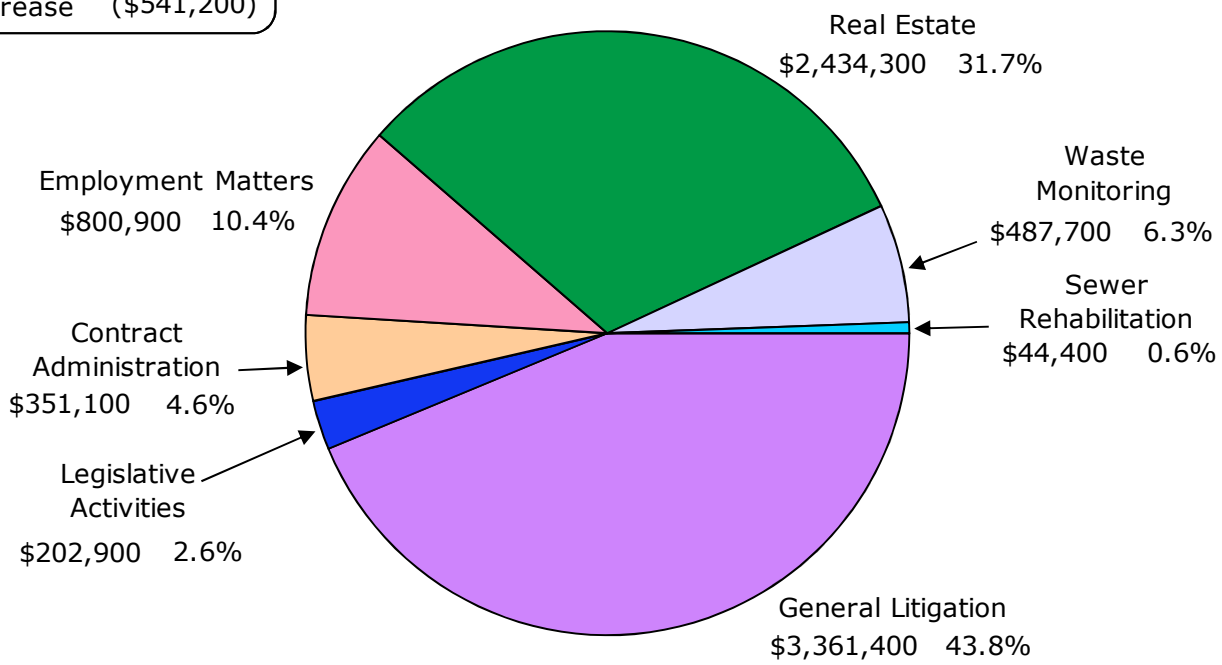
Ronald M. Hill

Ronald M. Hill
General Counsel

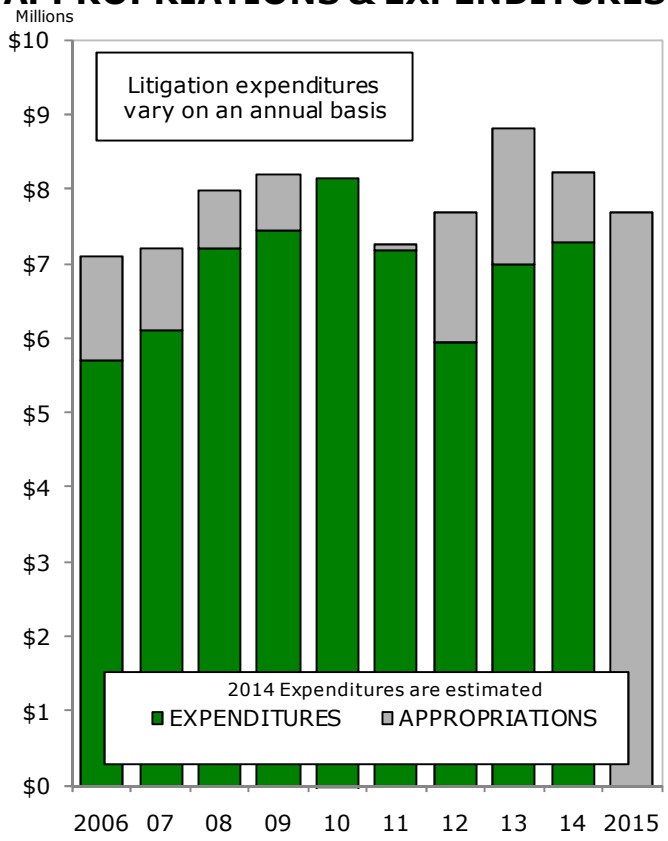
LAW

2015	$7,682,700
2014	$8,223,900
Decrease	($541,200)

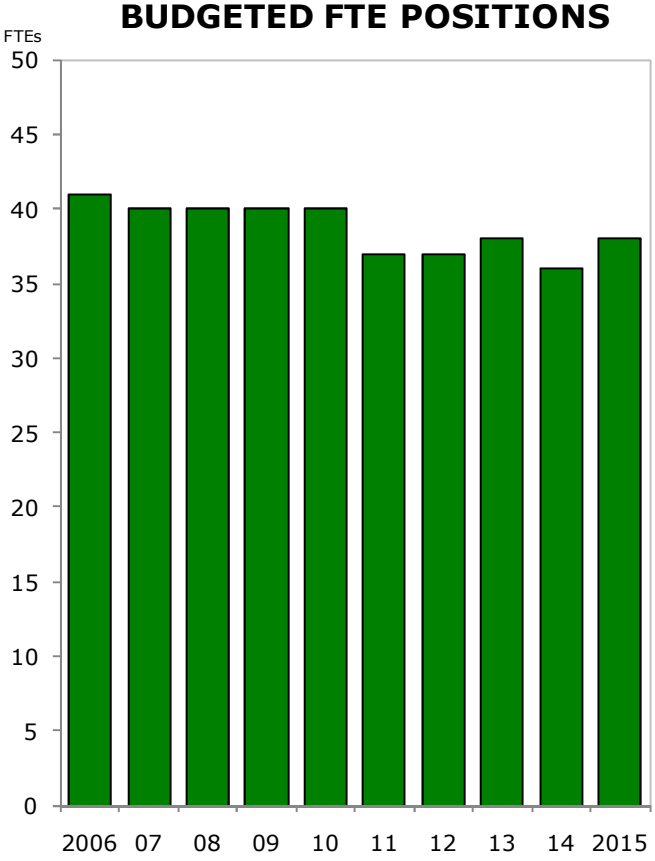
FUNCTIONS



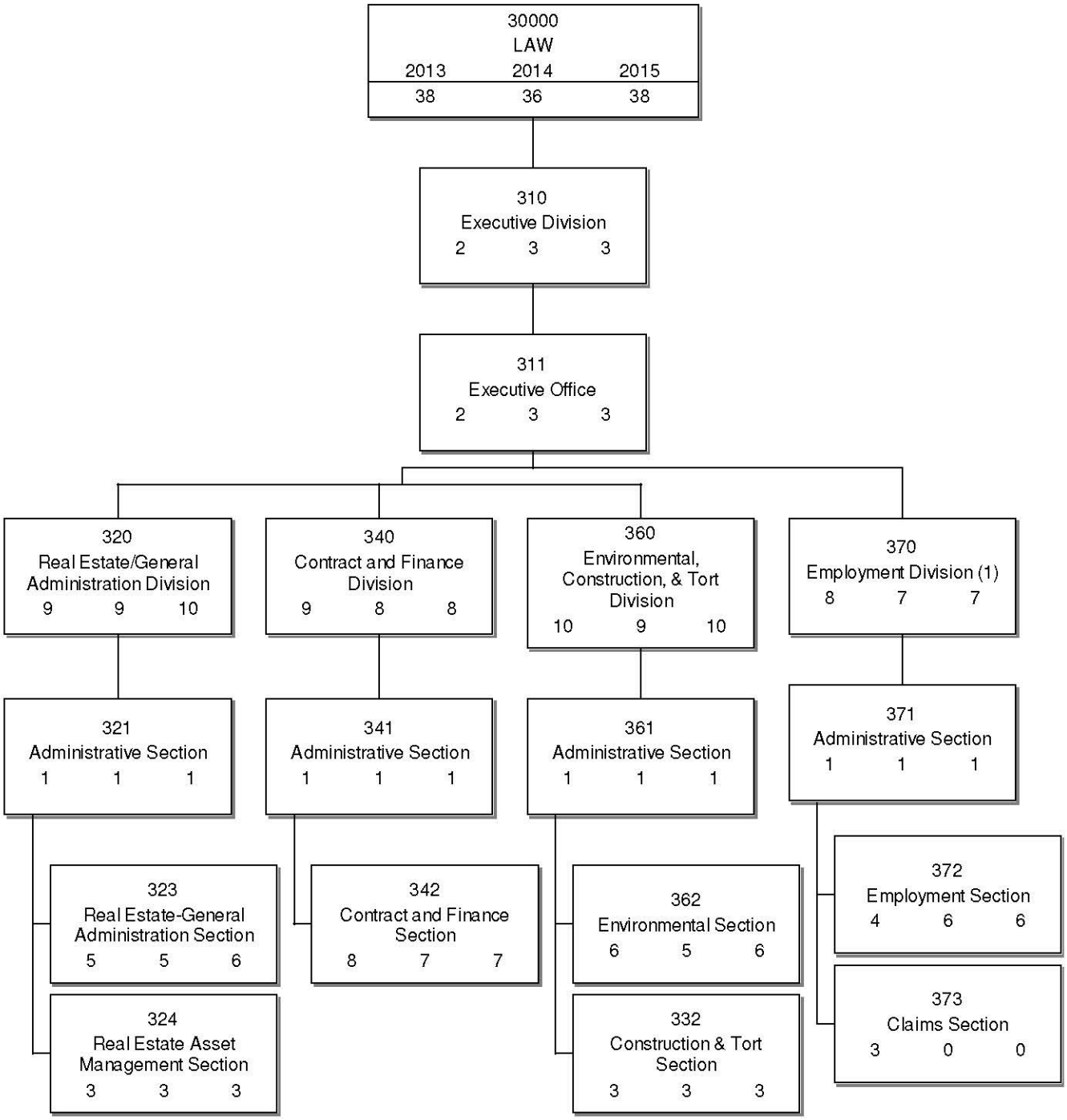
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



LAW



(1) Effective 01/01/14, Division 370 was retitled from Employment and Claims to Employment.

LAW

The mission of the Law Department is to provide cost-effective legal counsel, representation, litigation and transactional services, and real estate administration services to the District.

Departmental Summary

The department's primary responsibilities include:

- Provide legal counsel to the Board of Commissioners, Executive Director, and department heads;
- Work with other departments to implement initiatives;
- Ensure compliance with laws, regulations, and ordinances applicable to the District;
- Perform all necessary legal actions regarding environmental, tort, contractual, financial, employment, municipal, and real estate matters, including litigation;
- Represent the District in administrative hearings, arbitration, and all litigation at the trial and appellate levels in the state;
- Administer approximately 24,000 acres of District real estate.

Summary of 2014 Accomplishments

- Collaborated with the Human Resources Department to develop and implement a formalized return to work program, including drafting policy and procedures that comply with all applicable laws, for employees who are temporarily unable to be assigned to regular duties as a result of a work-related injury or illness but who can perform modified or transitional duties that are beneficial to the District;
- Processed 220 Freedom of Information Act requests;
- Flawlessly integrated the Concealed Carry Act and the Medical Marijuana Act into District policies and procedures;
- Worked hand-in-hand with the Human Resources and Finance Departments to develop new policies and establish legal parameters with the implementation of the automated time management solution;
- Successfully defended an appeal before the Seventh Circuit Court of Appeals by five neighboring states, upholding the dismissal of the Asian carp lawsuit filed against the District and the United States Army Corps of Engineers;
- Achieved entry of a Consent Decree in federal court, in conjunction with the United States Environmental Protection Agency, pertaining to combined sewer overflows and the District's Long-Term Control Plan. The Consent Decree is currently being challenged in the Seventh Circuit Court of Appeals;
- Working in conjunction with the District's outside lobbyists, drafted, introduced, and passed legislation expanding the District's statutory authority to include local stormwater management as well as obtaining new legislative authority that allows the District to participate in innovative resource recovery initiatives;
- Developed a Comprehensive Land Use Policy, including a Green Infrastructure Program, for compliance with the Consent Decree;
- Provided extensive legal counsel, drafting, and support regarding the successful passage of the District's Watershed Management Ordinance, the District's new Infiltration and Inflow Program, amendments to the Cook County Stormwater Management Plan, and adoption by the Board of Commissioners of the Flood-Prone Property Acquisition Policy;
- Assisted in the development of the diversity study as part of the implementation of an updated Affirmative Action Ordinance;
- Working closely with the Maintenance & Operations and Procurement & Materials Management Departments, under tight time constraints, locked in an agreement that dramatically increased revenue received by the District under an energy curtailment program.

Budget Highlights

The 2015 appropriation for the Law Department is $7,682,700, a decrease of $541,200, or 6.6 percent, from 2014. The staffing level has increased from 36 to 38 positions. The increase is a result of adding a Senior Attorney and a Legal Assistant position.

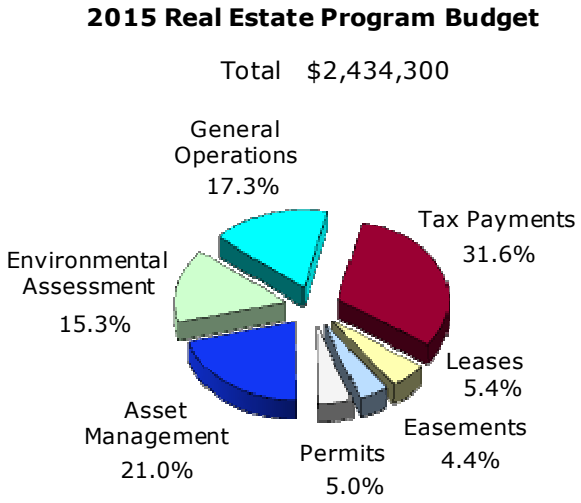
Significant features of the 2015 budget are:

- Build upon the resource recovery legislation drafted by the Law Department and signed into law in 2014 as Public Act 98-0731 (P.A. 98-0731). The Act expands the District's statutory authority to sell or otherwise dispose of recovered resources or renewable energy resources resulting from the operation of its facilities. The Law Department is providing counsel and continuous support to the District's Board of Commissioners, technical, and financial professionals in connection with several exciting renewable energy initiatives that will enable the District to beneficially reuse the by-products of its operations and achieve its goal of energy neutrality by 2023;
- Amend state statutes and administrative rules to allow for more flexibility in the use of District biosolids;
- Real estate lease and easement income is estimated to increase to $15.5 million;
- Develop a process that will facilitate the acquisition of flood-prone properties in furtherance of the District's Stormwater program.

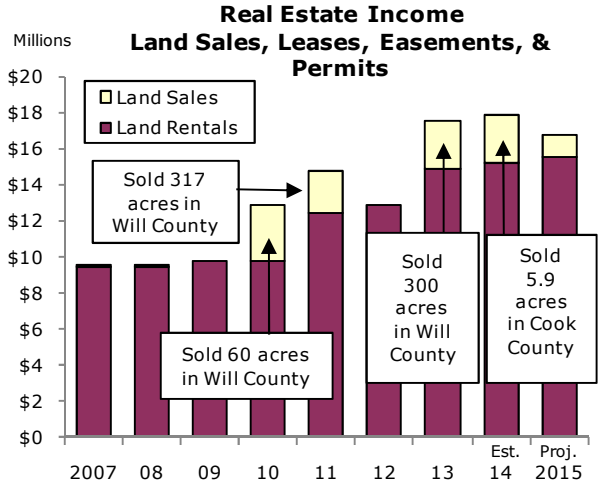
2015 Initiatives in Support of the Strategic Plan Include the Following:

- **Add Value**

The Law Department will administer a cost-effective real estate program. The Real Estate Division has continued to pursue a multi-pronged approach to the administration of District lands not currently required for its corporate purposes. This balanced program seeks to maximize rental income in those instances where District land is made available for private use in accordance with state law, incorporate green infrastructure into leases whenever possible, improve the aesthetics of and create greater opportunity for public access and use of District land located along its waterways, and ensure the protection of District lands including, but not limited to, environmental remediation.



The District's rental revenues continue to increase, while efforts to re-lease expired and remediated leaseholds at higher rentals continue. While maximizing rentals from private use of District land, the Real Estate Division has remained committed to improving the aesthetics, public access, and public recreational opportunities along its waterways. Toward that end, the District continues to lease some of its land, for a nominal fee, to local park districts, the Forest Preserve District, and municipalities for the specific purpose of providing the general public with greater access to recreational opportunities along the waterways, including athletic fields, biking and jogging paths, canoe and boat launches, and nature preserves.



The Real Estate Division will be implementing a comprehensive land use policy in addition to undertaking even more aggressive and intensive marketing and policing strategies to maximize rental income, increase public access, and ensure the aesthetics and protection of District lands. In 2014, the District expects to receive $2,680,881 from land sales.

- **Excellence**

The Law Department seeks to meet deadlines on many time sensitive projects while at the same time achieving excellence in the final work product. The Law Department further strives to achieve the highest levels of expertise and ethics in its legal practice. Pursuant to the Illinois Rules of Professional Conduct, the Law Department conducts its activities in accordance with the special responsibilities incumbent upon officers of the legal system. As in-house counsel, District attorneys exemplify the ideals of public service that the legal profession upholds, and in so doing, seek to improve public respect for the law and legal process. Through continuous learning and data management, the Law Department is building collective knowledge that will serve the District for years to come.

- **Resource Recovery**

In 2015, the Law Department will build upon the resource recovery legislation that the Law Department drafted, and which was signed into law in 2014 as P.A. 98-0731. The Act expands the District's statutory authority to sell or otherwise dispose of recovered resources or renewable energy resources resulting from the operation of District facilities. The Law Department will provide counsel and continuous support to the District's Board of Commissioners, technical, and financial professionals in connection with various exciting renewable energy initiatives that will enable the District to achieve its goal of energy neutrality by 2023. One example of a specific resource recovery effort for which the Law Department will provide legal oversight is the Biogas Renewable Energy Project at the Calumet Water Reclamation Plant (WRP), for the design and construction of facilities for the beneficial use of digester gas. This project seeks to maximize the production of clean biogas (methane) for eventual sale to a natural gas utility. Through this legally complex resource recovery initiative, naturally occurring by-products of the District's anaerobic digestion process will be utilized in the creation of a renewable energy resource that is economically beneficial, energy efficient, and environmentally responsible. A second example of a resource recovery effort for which the Law Department will be charged with developing is the legal structure concerns of the beneficial reuse of effluent water at the Calumet WRP. In this potential new recovery program, the treated effluent water of the Calumet

WRP that is currently discharged into the Little Calumet River and is of a quality that may be suitable for certain industrial and commercial applications, will be targeted for sale. The beneficial reuse of the effluent water would replace the use of potable water and, in turn, result in a reduction of fresh water diversion from Lake Michigan together with a reduction in the energy required to treat and convey the potable water. Ultimately, the Law Department would draft and negotiate an agreement with a proposer who would design, permit, construct, own, operate, finance, and maintain the distribution and reuse operation, or any combination of these functions that are determined to be in the best interest of the District.

- **Develop Employees**

The Law Department has increased staff participation in continuous learning opportunities and will continue to do so in 2015. The Law Department encourages employees to attend professional development conferences and seminars, as well as to complete e-Learning courses and wellness programs that are beneficial to the District. In addition, access to continuing legal education webinars is offered through an economical subscription package. In 2014, the Law Department established an intradepartmental seminar program that provides cross-training and interdisciplinary exchanges among the four Divisions and their multiple legal practice areas. This program will continue in 2015 to enhance employee knowledge and skills.

- **Leading Partnerships**

In 2015, the Law Department attorneys will be working with numerous local governments in Cook County on the drafting, review and negotiation of various types of intergovernmental agreements for projects that fulfill the District's stormwater management and flood control legislative mandate, including both regional and local stormwater management capital projects, green infrastructure, distribution of rain barrels, and acquisition and removal of repetitive loss flood-prone properties. Additionally, in order to move forward on the implementation of P.A. 98-0731 (resource recovery) in 2015, significant cooperation with State of Illinois regulators, such as the Illinois Environmental Protection Agency, the Illinois Pollution Control Board, and the Illinois Department of Natural Resources will be required, as these agencies are expected to seek to develop new administrative rules and regulations with respect to the District's proposed resource recovery programs. The Law Department will partner with the technical departments and the state agencies in the development of such rules and regulations.

The Law Department also will work to establish a Local Government In-House Counsel Consortium for the Cook County area. The goal is to find contacts among our counterparts at other agencies and organize periodic meetings, as well as on-line communications, among our colleagues in local government legal departments. The Consortium will support policy development and encourage innovation in resolving difficult issues, by sharing ideas and common experiences. It will also build valuable partnership relationships with other local governments in the region.

- **Technology**

The Law Department will continue implementing a Geographical Information System that will provide a complete real estate inventory, information, and tracking system of District-owned real estate. It will include pertinent data and visuals for every parcel of real estate owned by the District, along with information concerning occupancy agreements, such as leases, easements, and permits. A Geographical Information System will also enable staff to efficiently track work assignments and compliance with the terms of occupancy agreements.

The Law Department also continues its transition to a document management system that will enable it to maintain files electronically and move away from paper. Once the system is fully implemented, the Law Department staff will have desktop access to all documents for each file, as well as a searchable historical database that will preserve all of its records in one central location.

30000 LAW — OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:	Cost	Percent
1. Provide prosecution, defense, and appellate services in litigation. Provide other direct legal services and counseling, as necessary, to the Board of Commissioners, the Executive Director, and the Officers of the District to further the corporate purposes and protect the interests of the District.	$ 3,361,400	43.8%
2. Monitor all state legislation and legislative activities.	$ 202,900	2.6%
3. Work with other departments to manage legal aspects of employment-related matters and litigation before the Civil Service Board and in the state and federal courts.	$ 800,900	10.4%
4. Provide for the administration of all vacant and unoccupied District real estate; administer the leasing and disposition or other use of District real estate when not presently needed for its corporate purposes; assist in and administer the acquisition of right-of-way for District construction and capital improvement projects and other corporate uses; administer environmental and remediation activities; supervise real estate tax litigation; provide assistance in developing and processing the real estate agenda for meetings of the Board of Commissioners. Through its leasing and easement grant activities, the Real Estate Division will generate approximately $15.5 million in income in 2015.	$ 2,434,300	31.7%
5. Provide legal services to ensure the proper disposal of wastes through the sewer systems in the Chicagoland area; oversee the diversion of water from Lake Michigan for water quality services; provide legal representation, counseling, and administrative support in connection with enforcement of the Sewage and Waste Control Ordinance, Watershed Management Ordinance, and User Charge Ordinance of the District.	$ 487,700	6.3%
6. Review proposed contracts, sign awarded contracts, review surety and insurance matters, and process FOIA requests.	$ 351,100	4.6%
7. Sewer Rehabilitation. Upon referral from the Engineering Department, the Law Department conducts administrative hearings to enforce compliance with the Watershed Management Ordinance.	$ 44,400	0.6%
Total	$ 7,682,700	100.0%

MEASURABLE GOALS:	Unit of Measure	2013 Actual	2014 Estimated	2015 Proposed
1. Revise lease procedures and policies to enhance marketability of District real estate.		$14.9 million	$15.0 million	$15.5 million
2. Conduct training for managers and supervisors at four District locations on legal issues including record keeping and attorney-client privilege.	Training Sessions	-	-	4
3. Implement the Geographical Information Systems for Real Estate Inventory, Information, and Tracking.		Phase I	Phase II	Phase III
4. Implement Document and Litigation Case Management System.		Phase I	Completed	-
5. Prepare and record liens on delinquent user charge within 10 days of referral from the Finance Department.	Percentage	-	-	95%

30000 LAW — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
7350	General Litigation	$ 3,759,075	2015	22	$ 4,716,300	$ (359,400)	(7.1)	a)
			2014	19	$ 5,075,700			
7360	Real Estate Operations	$ 1,969,809	2015	12	$ 2,434,300	$ 125,300	5.4	b)
			2014	11	$ 2,309,000			
7370	Claims Processing and Investigation	$ 584,417	2015	-	$ -	$ (205,700)	(100.0)	c)
			2014	1	$ 205,700			
4660	Waste Monitoring	$ 554,668	2015	3	$ 487,700	$ (104,300)	(17.6)	d)
			2014	4	$ 592,000			
1571	Local Sewer Rehabilitation Ordinance Enforcement Activity	$ 39,031	2015	1	$ 44,400	$ 2,900	7.0	
			2014	1	$ 41,500			
7247	Internal Public Affairs	$ 78,598	2015	-	$ -	$ -	-	
			2014	-	$ -			
	Totals	$ 6,985,598	2015	38	$ 7,682,700	$ (541,200)	(6.6%)	
			2014	36	$ 8,223,900			

a) Decrease is due to the reduction of outside professional services, including special counsel for environmental ($400,000), expert witness ($100,000), and the Affirmative Action Disparity study ($290,000), offset by the addition of one FTE position ($82,200) and the reallocation of the program distribution for other FTE positions to more accurately reflect operational needs ($373,600).

b) Increase is due to the reallocation of the program distribution for FTE positions to more accurately reflect operational needs ($93,700).

c) Decrease is due to the transfer of the Claims Section to the Human Resources Department and the reallocation of the FTE positions to other Program Numbers in the Law Department.

d) Decrease is due to the reallocation of the program distribution for FTE positions to more accurately reflect operational needs ($90,000).

30000 LAW — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
7350	General Litigation					
	Provide Prosecution and Defense Services to Protect the Interests of the District:					
7351	Legislative	Cost	$ 49,338	$ 54,400	$ 57,400	
7352	Financial Matters	Cost	$ 111,374	$ 117,000	$ 120,500	
7353	Governmental and Regulatory Matters	Cost	$ 43,649	$ 36,100	$ 145,500	a)
7354	Contract Administration	Cost	$ 242,498	$ 564,400	$ 351,100	b)
7355	Litigation	Cost	$ 2,582,384	$ 3,109,600	$ 2,560,000	c)
7356	Employment Matters	Cost	$ 344,877	$ 650,200	$ 800,900	d)
7359	General Legal Services	Cost	$ 384,955	$ 544,000	$ 680,900	d)
7360	Real Estate Operations					
	Provide Administration of All District Land:					
7361	Real Estate Leases - Administration of Leases and Granting of Leases	Leases	163	180	170	
		Cost	$ 124,282	$ 128,500	$ 131,000	
		Cost/Lease	$ 762.47	$ 713.89	$ 770.59	
7362	Real Estate Easements - Administration of Easements and Granting of New Easements	Easements	305	310	315	
		Cost	$ 102,624	$ 105,100	$ 107,300	
		Cost/Easement	$ 336.47	$ 339.03	$ 340.63	
7363	Real Estate Permits - Administration of Permits and Granting of New Permits	Permits	83	95	95	
		Cost	$ 118,191	$ 119,400	$ 122,000	
		Cost/Permit	$ 1,423.99	$ 1,256.84	$ 1,284.21	
7367	Real Estate Asset Management - Administer Plan to Increase Revenue by Lease/Sale of Real Estate Holdings	Cost	$ 423,961	$ 471,200	$ 511,800	
7368	Real Estate Environmental Assessment - Administer Activities Related to Environmental Assessment and Remediation of Real Estate Holdings	Cost	$ 241,979	$ 392,500	$ 371,600	
7369	Other Real Estate Operations, Including Development of Agenda, Providing Information, Tax Litigation, and Support Services to the Board of Commissioners	Cost	$ 302,704	$ 342,100	$ 420,600	d)
	Payment of Real Estate Taxes	Cost	$ 656,068	$ 750,200	$ 770,000	
7247	Internal Public Affairs	Cost	$ 78,598	$ -	$ -	

a) Increase is due to the addition of one FTE position ($82,200).
b) Decrease is due to a reduction of funds needed for the Affirmative Action Disparity study ($290,000), offset by the reallocation of the program distribution for FTE positions to more accurately reflect operational needs ($75,900).
c) Decrease is due to the reduction of outside professional services for special counsel including environmental ($400,000) and expert witness ($100,000).
d) Increase is due to the reallocation of FTE positions to more accurately reflect operational needs.

30000 LAW — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
4660	Waste Monitoring					
	Provide Legal Representation and Administrative Support for:					
4662	User Charge Ordinance - Tax-Exempt Users	Cases	6	10	10	
		Cost	$ 47,348	$ 49,900	$ 53,500	
		Cost/Case	$ 7,891.33	$ 4,990.00	$ 5,350.00	
4663	User Charge - Large Commercial/Industrial Users	Cases	22	40	30	
		Cost	$ 297,101	$ 311,500	$ 212,400	e)
		Cost/Case	$ 13,504.59	$ 7,787.50	$ 7,080.00	
4667	Sewage and Waste Control Ordinance - Significant Industrial Users (SIUs)	Cases	8	10	10	
		Cost	$ 210,219	$ 230,600	$ 221,800	
		Cost/Case	$ 26,277.38	$ 23,060.00	$ 22,180.00	
1571	Local Sewer Rehabilitation Ordinance Enforcement Activity	Cases	20	20	20	
		Cost	$ 39,031	$ 41,500	$ 44,400	
		Cost/Case	$ 1,951.55	$ 2,075.00	$ 2,220.00	
7371	Investigate and Process All Employee Injury Claims	Claims	149	150	155	
		Cost	$ 502,503	$ 153,100	$ -	f)
		Cost/Claim	$ 3,372.50	$ 1,020.67	$ -	
7379	Investigate and Process Liability Claims	Claims	14	25	30	
		Cost	$ 81,914	$ 52,600	$ -	f)
		Cost/Claim	$ 5,851.00	$ 2,104.00	$ -	
		Total	$ 6,985,598	$ 8,223,900	$ 7,682,700	

e) Decrease is due to the reallocation of the program distribution for FTE positions to more accurately reflect operational needs ($91,100).

f) Decrease is due to the transfer of the Claims Section to the Human Resources Department and the reallocation of the FTE positions to other Program Numbers in the Law Department.

101 30000	Fund: Corporate Department: Law Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 4,168,324	$ 4,241,400	$ 4,241,400	$ 3,082,665	$ 4,241,000	$ 4,567,700	$ -
601060	Compensation Plan Adjustments	10,793	66,500	66,500	-	50,000	44,600	-
601100	Tuition and Training Payments	7,413	18,000	18,000	6,953	17,000	14,000	-
601170	Payments for Professional Services	1,980,691	2,876,400	2,876,400	2,016,218	2,000,000	2,066,400	-
100	TOTAL PERSONAL SERVICES	6,167,220	7,202,300	7,202,300	5,105,836	6,308,000	6,692,700	-
612010	Travel	3,914	11,000	11,000	1,711	10,000	6,000	-
612030	Meals and Lodging	1,964	11,000	11,000	2,122	10,000	9,000	-
612040	Postage, Freight, and Delivery Charges	757	2,000	2,000	1,366	1,000	1,000	-
612050	Compensation for Personally-Owned Automobiles	482	3,000	3,000	1,070	2,500	3,000	-
612090	Reprographic Services	51,550	56,000	56,000	55,362	54,000	48,000	-
612250	Court Reporting Services	12,982	68,000	68,000	35,097	50,000	50,000	-
612490	Contractual Services, N.O.C.	74,556	87,500	87,500	75,921	84,000	77,000	-
612990	Repairs, N.O.C.	-	900	900	-	200	-	-
200	TOTAL CONTRACTUAL SERVICES	146,206	239,400	239,400	172,650	211,700	194,000	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	3,423	8,500	8,500	6,138	8,300	7,000	-
623720	Books, Maps, and Charts	10,885	20,100	20,100	19,645	19,000	17,000	-
623990	Materials and Supplies, N.O.C.	1,796	3,400	3,400	275	3,000	2,000	-
300	TOTAL MATERIALS AND SUPPLIES	16,104	32,000	32,000	26,058	30,300	26,000	-
667130	Taxes on Real Estate	656,068	750,200	750,200	703,572	740,000	770,000	-
700	TOTAL FIXED AND OTHER CHARGES	656,068	750,200	750,200	703,572	740,000	770,000	-
TOTAL LAW		$ 6,985,598	$ 8,223,900	$ 8,223,900	$ 6,008,116	$ 7,290,000	$ 7,682,700	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

POSITION ANALYSIS

Fund: Corporate
Dept: Law
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
310	**Executive Division**					
311	**Executive Office**					
EX12	General Counsel	1	1		1	
EX06	Secretary to Officer	1	1		1	
HP13	Senior Administrative Specialist	-	1		1	
TOTAL	Executive Office	2	3	406,551.08	3	410,734.48
TOTAL	Executive Division	2	3	406,551.08	3	410,734.48
320	**Real Estate / General Administration Division**					
321	**Administrative Section**					
HP22	Head Assistant Attorney	1	1		1	
TOTAL	Administrative Section	1	1	204,534.72	1	204,534.72
323	**Real Estate-General Administration Section**					
HP18	Senior Attorney	-	-		1	
HP15	Senior Legal Assistant	2	2		2	
HP13	Legal Assistant	1	1		1	
HP13	Investigator #2 (Legal Assistant)	1	1		1	
HP12	Secretary #2 (Administrative Specialist) (New Grade HP11)	1	-		-	
HP11	Administrative Specialist	-	1		1	
TOTAL	Real Estate-General Administration Section	5	5	421,132.40	6	534,981.20
324	**Real Estate Asset Management Section**					
HP20	Principal Attorney	1	1		1	
HP18	Senior Attorney	1	1		1	
HP13	Senior Administrative Specialist	-	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	-		-	
TOTAL	Real Estate Asset Management Section	3	3	365,782.82	3	371,283.12
TOTAL	Real Estate / General Administration Division	9	9	991,449.94	10	1,110,799.04

POSITION ANALYSIS

Fund: Corporate
Dept: Law
Division:

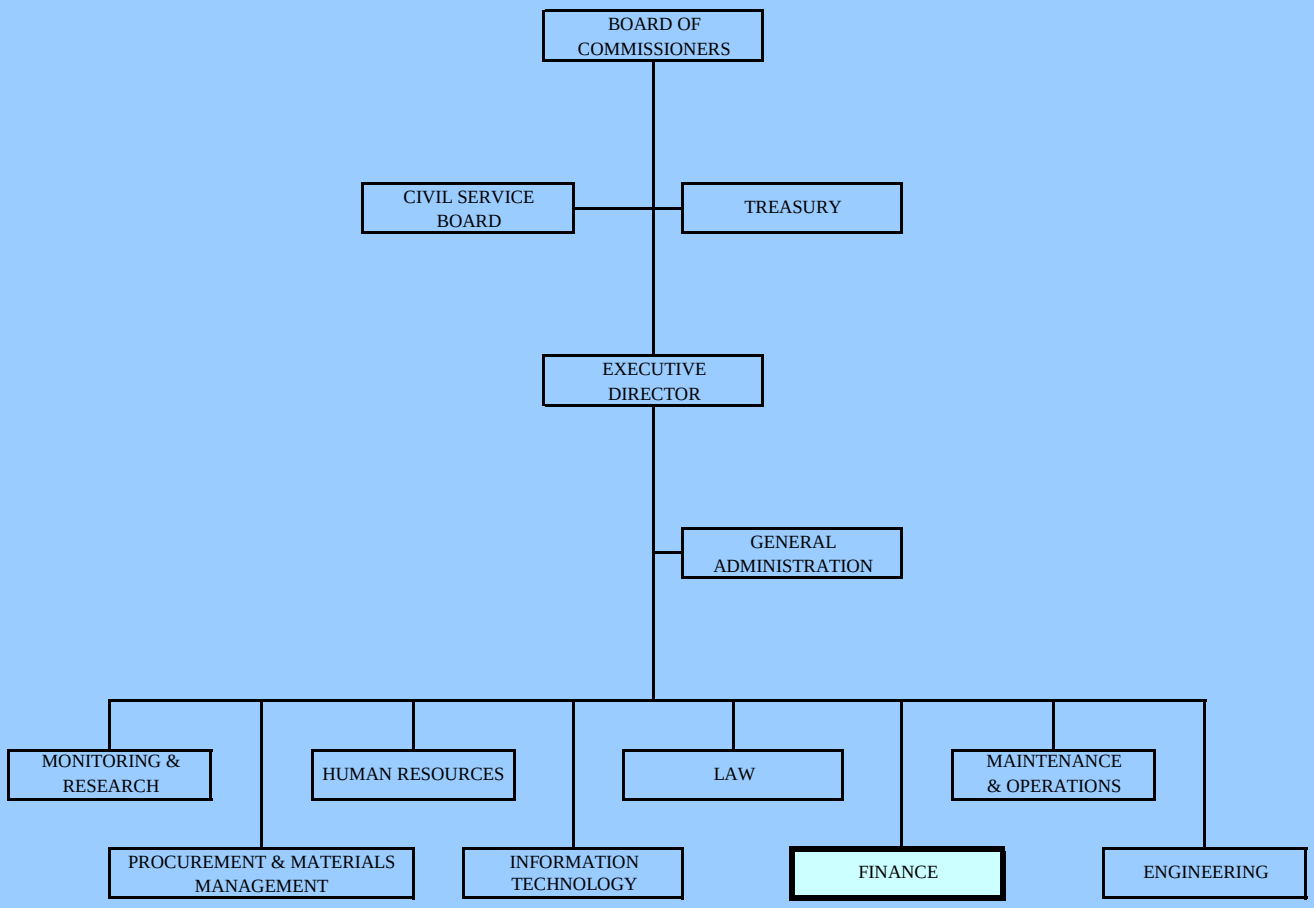
PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
340	**Contract & Finance Division**					
341	**Administrative Section**					
HP22	Head Assistant Attorney	1	1		1	
TOTAL	Administrative Section	1	1	213,242.38	1	213,242.38
342	**Contract & Finance Section**					
HP20	Principal Attorney	1	1		1	
HP18	Senior Attorney	1	1		1	
HP17	Management Analyst III #2 (Senior Budget & Management Analyst) (New Grade HP16)	1	1		1	
HP15	Senior Legal Assistant	1	1		1	
HP13	Assistant Public Affairs Specialist #2 (Senior Administrative Specialist)	1	1		1	
HP13	Legal Assistant	2	1		1	
HP12	Secretary #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
TOTAL	Contract & Finance Section	8	7	769,952.56	7	777,604.88
TOTAL	Contract & Finance Division	9	8	983,194.94	8	990,847.26
360	**Environmental, Construction & Tort Division**					
361	**Administrative Section**					
HP22	Head Assistant Attorney	1	1		1	
TOTAL	Administrative Section	1	1	213,242.38	1	213,242.38
362	**Environmental Section**					
HP20	Principal Attorney	1	1		1	
HP18	Senior Attorney	4	3		3	
HP13	Legal Assistant	-	-		1	
HP12	Secretary #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
TOTAL	Environmental Section	6	5	534,335.36	6	630,589.18
332	**Construction & Tort Section**					
HP20	Principal Attorney	2	2		2	

POSITION ANALYSIS

Fund: Corporate
Dept: Law
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
TOTAL	Construction & Tort Section	3	3	386,825.92	3	394,479.80
TOTAL	Environmental, Construction & Tort Division	10	9	1,134,403.66	10	1,238,311.36
370	**Employment Division (formerly Employment & Claims Division)**					
371	**Administrative Section**					
HP22	Head Assistant Attorney	1	1		1	
TOTAL	Administrative Section	1	1	213,242.38	1	213,242.38
372	**Employment Section**					
HP20	Principal Attorney	1	1		1	
HP18	Senior Attorney	1	2		2	
HP13	Legal Assistant	-	1		1	
HP12	Secretary #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
TOTAL	Employment Section	4	6	613,490.80	6	626,644.98
373	**Claims Section**					
HP17	Claims Administrator	1	-		-	
HP15	Claims Examiner	1	-		-	
HP12	Secretary #2 (Administrative Specialist) (New Grade HP11)	1	-		-	
TOTAL	Claims Section	3	-	-	-	-
TOTAL	Employment Division (formerly Employment & Claims Division)	8	7	826,733.18	7	839,887.36
TOTAL	Law	38	36	4,342,332.80	38	4,590,579.50

NOTE: Departmental appropriation totals for salaries in the Position Analysis differ from those contained in the Line Item Analysis by a factor identified to adjust for vacancies. Salary ranges corresponding to the pay plan and grade for each class title can be found in the table of Salary Schedules in the Appendix.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Metropolitan Water Reclamation District of Greater Chicago

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September 10, 2014

Mr. David St. Pierre
Executive Director
O F F I C E

Dear Sir:

Subject: 2015 Program for the Finance Department

The Finance Department's program for 2015, as prepared in detail, is transmitted herewith. The budget presentation supports the request for funding of the department's 2015 initiatives in alignment with and in support of the Strategic Business Plan. The budget requests include all amendments as directed by you during the Executive Director Budget Hearings in August of this year.

The narrative provides a summary of the department, 2015 major initiatives and challenges, and 2014 accomplishments. Supporting schedules of objectives, performance, and staffing levels present three years of detailed budgetary information.

Thank you for the opportunity to present the proposed Finance Department budget for 2015.

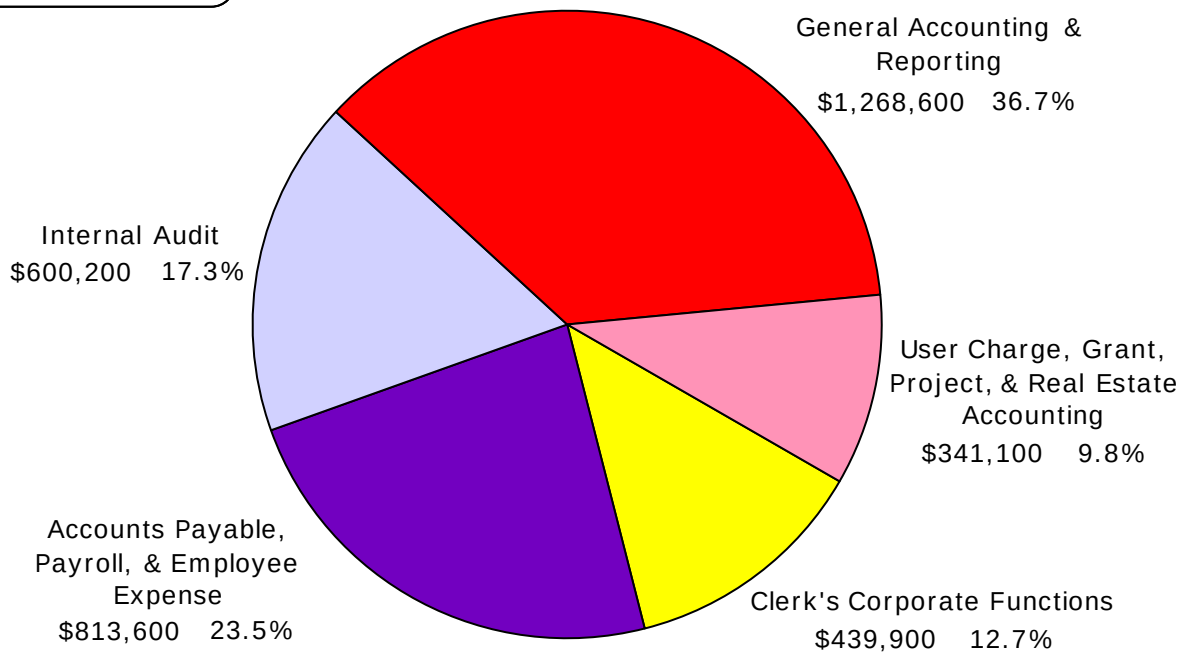
Respectfully submitted,

Jacqueline Torres
Clerk/Director of Finance

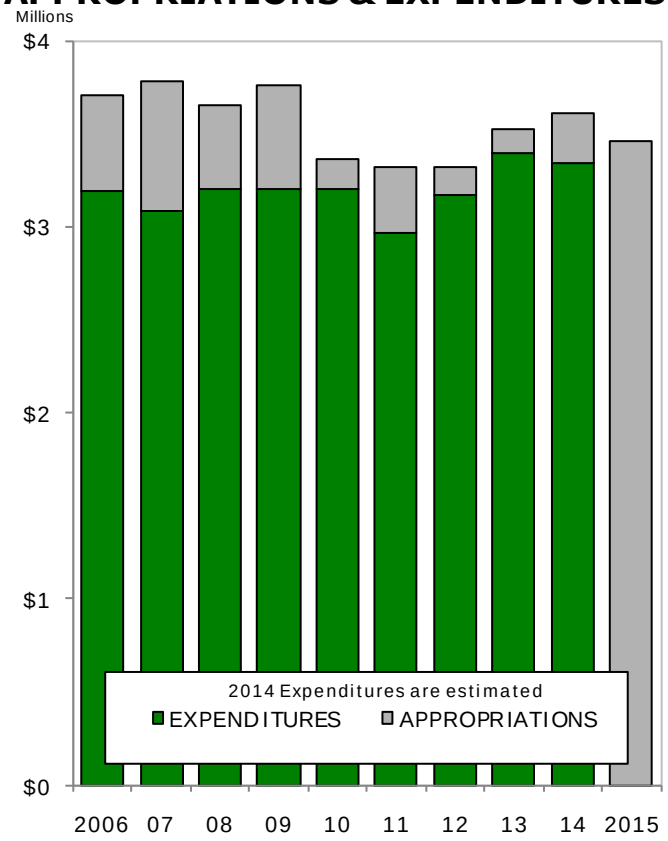
FINANCE

2015	$3,463,400
2014	$3,609,100
Decrease	($145,700)

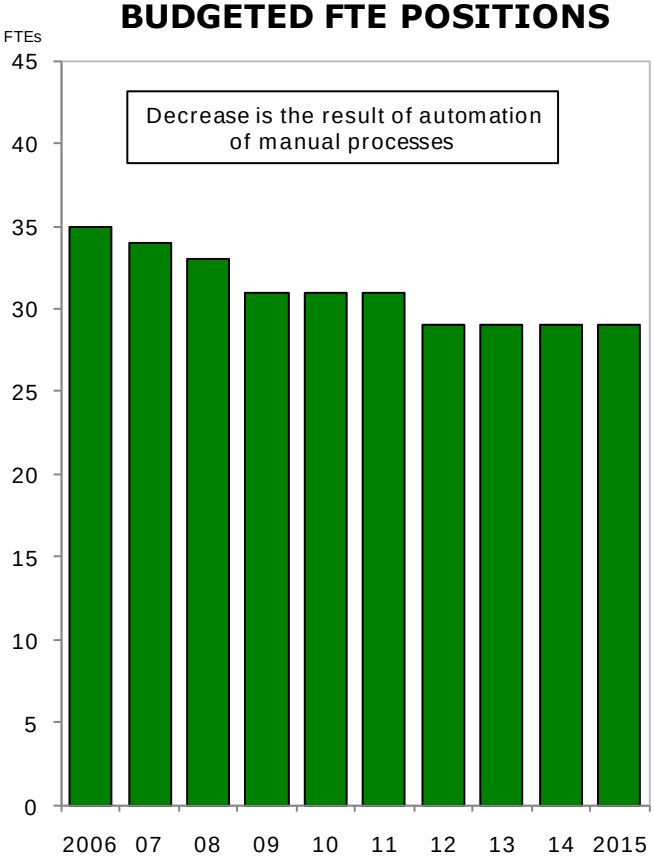
FUNCTIONS



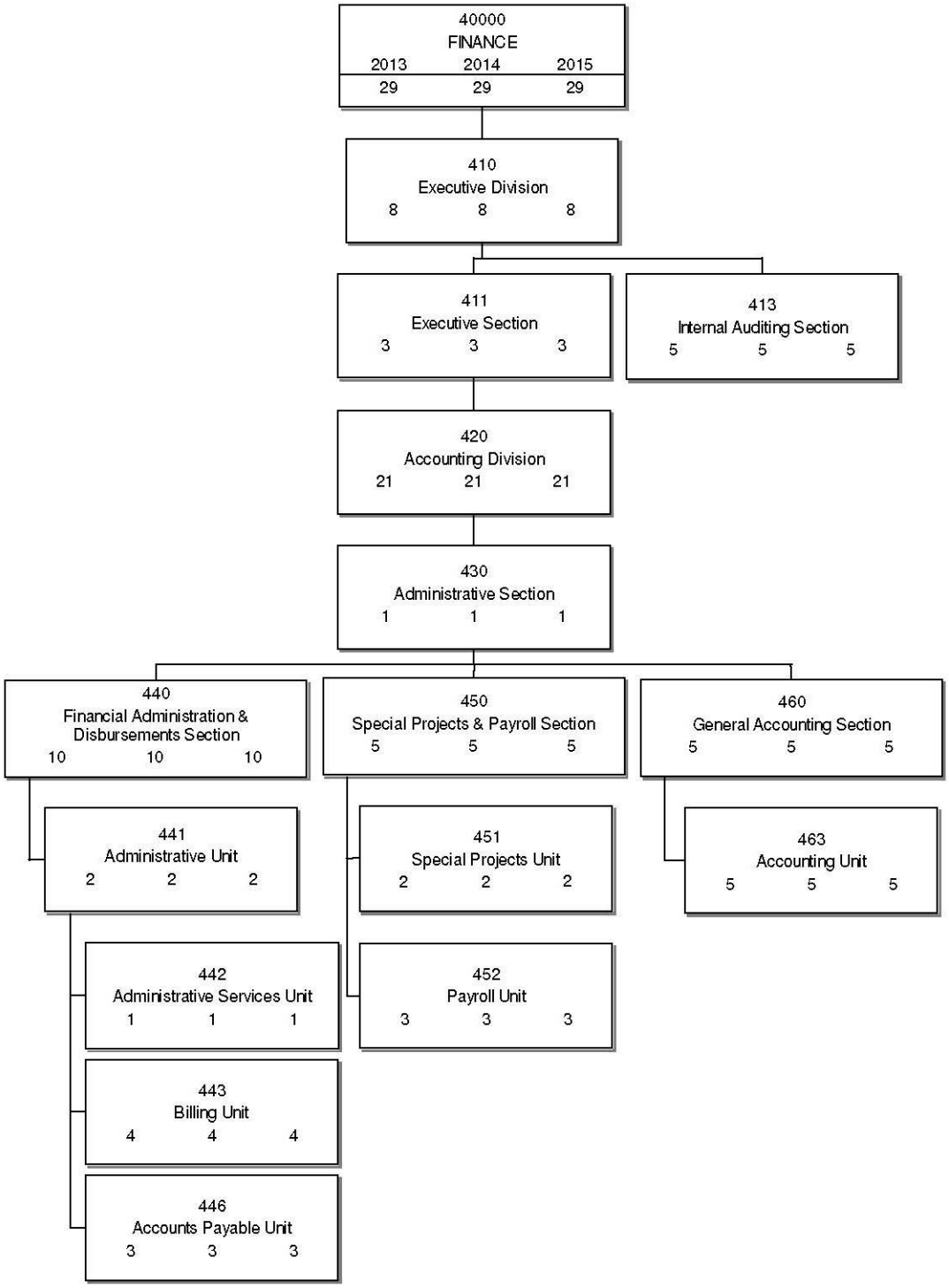
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



FINANCE


40000
FINANCE
2013 2014 2015
29 29 29
410
Executive Division
8 8 8
411
Executive Section
3 3 3
413
Internal Auditing Section
5 5 5
420
Accounting Division
21 21 21
430
Administrative Section
1 1 1
440
Financial Administration & Disbursements Section
10 10 10
450
Special Projects & Payroll Section
5 5 5
460
General Accounting Section
5 5 5
441
Administrative Unit
2 2 2
451
Special Projects Unit
2 2 2
463
Accounting Unit
5 5 5
442
Administrative Services Unit
1 1 1
452
Payroll Unit
3 3 3
443
Billing Unit
4 4 4
446
Accounts Payable Unit
3 3 3

FINANCE

The mission of the Finance Department is to provide leadership in developing cost saving strategies for transaction processing, optimize operations, provide reliable financial reports, and ensure compliance with all applicable statutes, regulations, professional standards, and policies for the benefit of District stakeholders.

Departmental Summary

The department's primary responsibilities include:

- Audit and report financial information;
- Pay obligations including payroll;
- Bill and collect revenues;
- Perform internal compliance and operational audits;
- Maintain official records of the Board of Commissioners' legislative actions.

Central to the Finance Department's activities is the financial reporting function which enables diverse users to readily assess the District's financial position and the results of its operations. Bond ratings, external auditors' unmodified opinions, and Certificates of Achievement for Excellence in Financial Reporting demonstrate the effectiveness of District fiscal management and financial reporting excellence.

Summary of 2014 Accomplishments

- The District was presented with the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the 2013 Comprehensive Annual Financial Report for the 39th consecutive year;
- The District received an unmodified opinion on the fair presentation, in all material aspects, of the District's fiscal year 2013 financial statements from external auditors. This achievement aides in maintaining the District's excellent bond credit rating;
- Completed 11 planned internal audit projects and one unplanned audit. Internal audits included internal controls over automated clearing house transactions, vendor discounts, network folder access, new hires, ordinary disability, and sick time usage. These audits provided assurance of continued compliance, operating efficiencies, and cost saving solutions;
- Completed two external audits that specialized in outside engineering contracts and tuition reimbursement, which resulted in improved controls and cost savings;
- Implemented a new automated time management solution, which optimized the time management process District-wide and will result in significant cost savings;
- Configured and trained users on a variety of new SAP management reports, including cost center reports for departmental cost tracking, internal order reports for project management, and a customized balance sheet and statement of activities;
- Integrated the capital project reporting with SAP and uploaded Project Initiation Forms for the District's capital projects to improve transparency in the recording and reporting process;
- Continued to administer the District's Whistleblower Hotline service that is used to improve accountability and transparency for District management, officials, staff, and taxpayers;
- Implemented the internet-based Publicly owned treatment work Administration and Compliance System (iPACS) billing module to improve the billing process for user charge customers.

Budget Highlights

The 2015 appropriation for the Finance Department is $3,463,400, a decrease of $145,700, or 4.0 percent, from 2014. Staffing requirements remain unchanged at 29 positions.

Significant features of the 2015 Budget are:

- Cost reduction through the automated time management solution;
- Cost reduction through the process of reengineering and implementing the SAP accounts receivable module and assisting in the interdepartmental implementation of a new real estate system;
- Improve efficiency by enhancing the iPACS system with the addition of the eSurcharge module;
- Improve transparency in reporting by including capital assets in SAP and by reporting internal audits quarterly.

2015 Initiatives in Support of the Strategic Plan Include the Following:

- **Add Value**

The Finance Department will focus on adding value at every level within the department to improve its interactions with customers and establish interdepartmental service level agreements. The department plans to develop dashboard reports to provide key statistical data on transaction processing, monitor performance measures, ensure compliance with the Prompt Payment Act on District vendor payments, and ensure timely payment of payroll and other employee expenses.

- **Excellence**

The Finance Department will continue to focus on excellence in delivering services and achieving compliance. The department will continue to obtain an unmodified audit opinion on the District's financial statements, earn the Certificate of Excellence in Financial Reporting from the GFOA, and ensure that all applicable Governmental Accounting Standards Board standards are implemented.

- **Technology**

The Finance Department will continue to embrace technology to reduce transaction processing costs and optimize operations. Plans are underway for the following initiatives:

  - Develop quarterly financial and dashboard reports;
  - Implement the SAP accounts receivable module;
  - Enhance the iPACS eSurcharge module to allow users to make payments, file RD-925 forms, and file permit applications online;
  - Assist in the implementation of a new real estate module.

- **Develop Employees**

Employee recognition for excellence will be an ongoing focus for the department. The Finance Department will continue to develop a workforce that is competent, motivated, and adaptive to change. The Finance Department will continue its cross-training program for professional and support staff to ensure that institutional knowledge is retained and improved through ongoing training, the utilization of eLearning, the encouragement of tuition reimbursement programs, and the expansion of webinars.

40000 FINANCE — OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:	Cost	Percent
1. Provide for the accounting, auditing, and payment of all District expenditures, which consist of vendor payments, employee wages, expenses, and fringe benefits. Vendor payments are made in compliance with the Prompt Payment Act.	$ 813,600	23.5%
2. Provide for the accounting, billing, and collection of all revenue such as user charge, State Revolving Fund, real estate, and other miscellaneous billings.	$ 341,100	9.8%
3. Provide for the independent appraisal and analysis of departmental activities approved for internal auditing by the Audit Committee.	$ 600,200	17.3%
4. Provide for general accounting and reporting (financial statement preparation, fixed assets, cost accounting analysis, general ledger maintenance, and bank account reconciliation).	$ 1,268,600	36.7%
5. Provide for the preparation of Board meeting agendas and minutes reports, and for the documentation, retention, and retrieval of all official records of the Board of Commissioners.	$ 439,900	12.7%
Total	$ 3,463,400	100.0%

MEASURABLE GOALS:	2013 Actual	2014 Estimated	2015 Proposed
1. Maintain 100 percent compliance with the Prompt Payment Act.	94%	100%	100%
2. Maintain a 95 percent or better collection rate for user charge and other fees.	95%	95%	95%
3. Complete 95 percent of audits proposed by Audit Committee.	98%	95%	95%
4. Maintain unmodified opinion on Financial and Single Audit statements and submit all required filings by June 1.	100%	100%	100%

40000 FINANCE — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
7391	Accounts Payable	$ 330,213	2015	4	$ 335,300	$ (8,100)	(2.4)	
			2014	4	$ 343,400			
7392	Payroll and Employee Expense	$ 458,607	2015	5	$ 478,300	$ (13,500)	(2.7)	
			2014	5	$ 491,800			
7393	Billing and Collections	$ 341,512	2015	4	$ 341,100	$ (20,200)	(5.6)	
			2014	4	$ 361,300			
7395	Internal Auditing	$ 575,658	2015	5	$ 600,200	$ (108,300)	(15.3)	a)
			2014	5	$ 708,500			
7405	Financial System Development	$ 245,649	2015	2	$ 260,700	$ 3,500	1.4	
			2014	2	$ 257,200			
7398	Clerk's Corporate Functions and Administrative Services	$ 413,938	2015	3	$ 439,900	$ 3,100	0.7	
			2014	3	$ 436,800			
7399	Accounting and Financial Reporting	$ 1,026,468	2015	6	$ 1,007,900	$ (2,200)	(0.2)	
			2014	6	$ 1,010,100			
	Totals	$ 3,392,045	2015	29	$ 3,463,400	$ (145,700)	(4.0%)	
			2014	29	$ 3,609,100			

a) Decrease is due to the reduced need for outside operational audits.

40000 FINANCE — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
7390	Accounting and Auditing					
7391	Invoices Audited and Processed for Payment	Invoices	21,388	24,100	24,100	
		Cost	$ 330,213	$ 343,400	$ 335,300	
		Cost/Invoice	$ 15.44	$ 14.25	$ 13.91	
7392	Payroll and Expense Accounting, Auditing, and Check Processing Operations	Checks	47,697	47,700	47,700	
		Cost	$ 458,607	$ 491,800	$ 478,300	
		Cost/Check	$ 9.62	$ 10.31	$ 10.03	
7393	Billing and Collections	Billings	5,609	10,700	5,880	a)
		Cost	$ 341,512	$ 361,300	$ 341,100	
		Cost/Billing	$ 60.89	$ 33.77	$ 58.01	
7395	Internal Auditing	Cost	$ 575,658	$ 708,500	$ 600,200	b)
7398	Clerk's Corporate Functions and Administrative Services	Cost	$ 413,938	$ 436,800	$ 439,900	
7399	Accounting and Financial Reporting	Cost	$ 1,026,468	$ 1,010,100	$ 1,007,900	
7405	Financial System Development	Cost	$ 245,649	$ 257,200	$ 260,700	
		Total	$ 3,392,045	$ 3,609,100	$ 3,463,400	

a) Decrease is due to the reduction in user charge billing frequency from bi-monthly to quarterly.
b) Decrease is due to the reduced need for outside operational audits.

101 40000	Fund: Corporate Department: Finance Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 2,889,730	$ 2,970,300	$ 2,970,300	$ 2,072,734	$ 2,750,000	$ 3,029,000	$ -
601060	Compensation Plan Adjustments	68,623	47,200	77,200	49,409	75,000	38,800	-
601100	Tuition and Training Payments	28,368	30,000	30,000	16,444	30,000	28,400	-
601170	Payments for Professional Services	320,577	395,800	365,800	267,570	319,000	288,600	-
100	TOTAL PERSONAL SERVICES	3,307,299	3,443,300	3,443,300	2,406,158	3,174,000	3,384,800	-
612010	Travel	3,687	7,500	7,000	2,319	7,000	2,900	-
612030	Meals and Lodging	6,946	8,000	8,000	2,227	8,000	4,800	-
612040	Postage, Freight, and Delivery Charges	3,205	4,000	4,000	2,214	4,000	3,400	-
612050	Compensation for Personally-Owned Automobiles	144	300	700	692	700	100	-
612080	Motor Vehicle Operating Services	-	-	100	-	100	-	-
612090	Reprographic Services	1,875	2,500	2,500	2,145	2,500	2,400	-
612250	Court Reporting Services	45,093	50,000	50,000	50,000	50,000	50,000	-
612490	Contractual Services, N.O.C.	5,069	76,500	76,500	74,691	74,600	900	-
612800	Repairs to Office Furniture & Equipment	5,280	8,000	8,000	5,093	8,000	5,300	-
612810	Computer Equipment Maintenance	788	-	-	-	-	-	-
200	TOTAL CONTRACTUAL SERVICES	72,086	156,800	156,800	139,381	154,900	69,800	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	11,164	7,000	7,000	6,649	7,000	7,400	-
623720	Books, Maps, and Charts	1,212	1,500	1,500	257	1,500	1,300	-
623800	Computer Software	184	-	-	-	-	-	-
623990	Materials and Supplies, N.O.C.	100	500	500	18	500	100	-
300	TOTAL MATERIALS AND SUPPLIES	12,660	9,000	9,000	6,924	9,000	8,800	-
TOTAL FINANCE		$ 3,392,045	$ 3,609,100	$ 3,609,100	$ 2,552,463	$ 3,337,900	$ 3,463,400	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

POSITION ANALYSIS

Fund: Corporate
Dept: Finance
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
410	**Executive Division**					
411	**Executive Section**					
EX13	Clerk/Director of Finance	1	1		1	
EX06	Secretary to Officer	2	2		2	
TOTAL	Executive Section	3	3	396,121.70	3	396,121.70
413	**Internal Auditing Section**					
HP19	Accounting Manager	1	1		1	
HP17	Supervising Accountant #2 (Financial Analyst) (New Grade HP16)	1	1		1	
HP16	Senior Accountant #2 (Financial Analyst)	2	-		-	
HP16	Financial Analyst	-	2		2	
HP12	Accounting Clerk II #2 (Accounting Associate)	1	-		-	
HP12	Accounting Associate	-	1		1	
TOTAL	Internal Auditing Section	5	5	515,260.20	5	543,336.56
TOTAL	Executive Division	8	8	911,381.90	8	939,458.26
420	**Accounting Division**					
430	**Administrative Section**					
HP21	Comptroller #4	1	1		1	
TOTAL	Administrative Section	1	1	197,911.74	1	197,911.74
440	**Financial Administration & Disbursements Section**					
441	**Administrative Unit**					
HP19	Accounting Manager	1	1		1	
HP17	Supervising Accountant #2 (Financial Analyst) (New Grade HP16)	1	1		1	
TOTAL	Administrative Unit	2	2	256,827.74	2	251,659.72
442	**Administrative Services Unit**					
HP13	Senior Administrative Specialist	1	1		1	
TOTAL	Administrative Services Unit	1	1	85,228.00	1	85,228.00
443	**Billing Unit**					
HP16	Senior Accountant #2 (Financial Analyst)	1	-		-	

POSITION ANALYSIS

Fund: Corporate
Dept: Finance
Division:

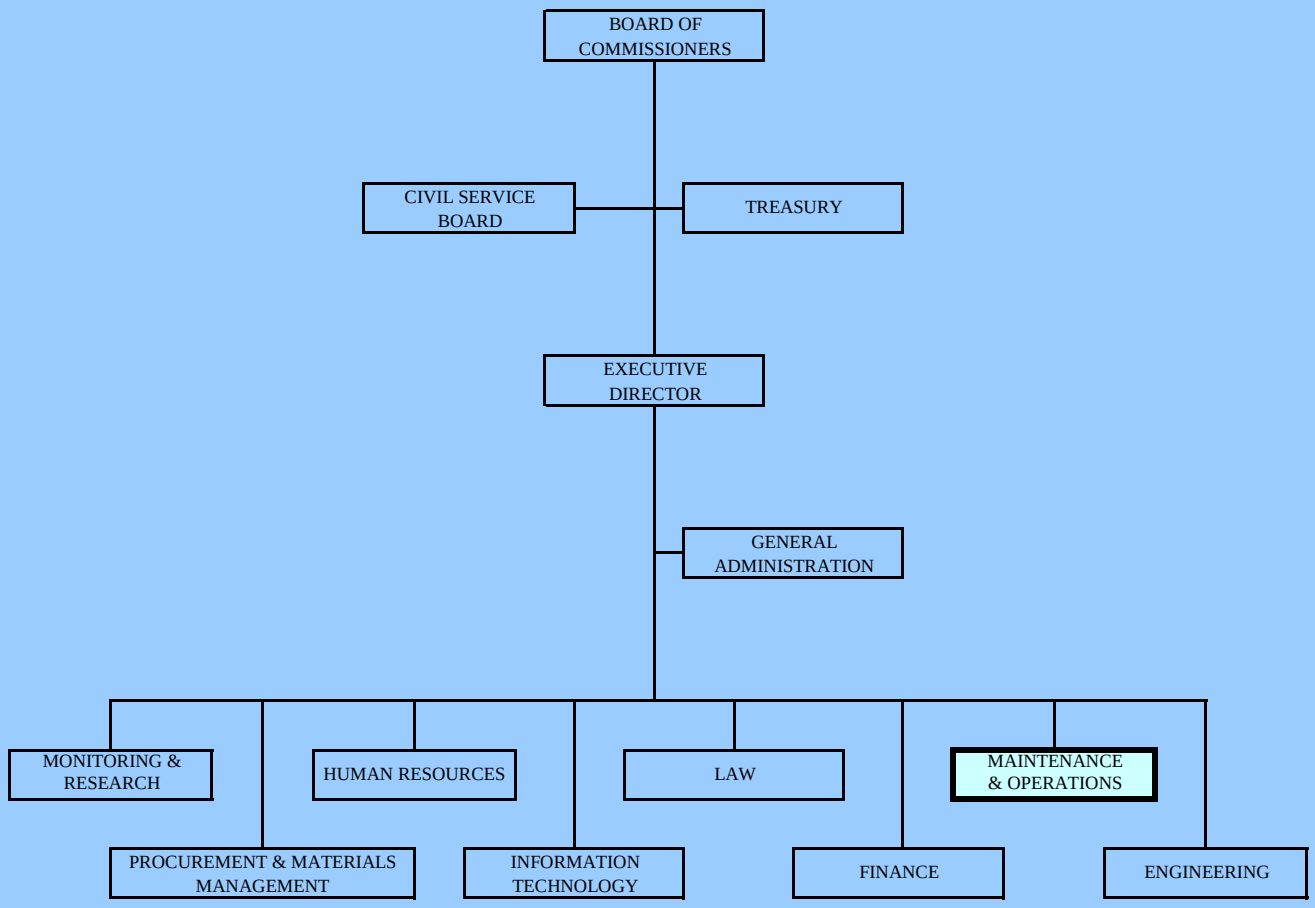
PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP16	Financial Analyst	-	1		1	
HP13	Accounting Clerk III #2 (Accounting Associate) (New Grade HP12)	1	1		1	
HP12	Accounting Clerk II #2 (Accounting Associate)	2	-		-	
HP12	Accounting Associate	-	2		2	
TOTAL	Billing Unit	4	4	338,722.02	4	302,214.90
446	**Accounts Payable Unit**					
HP13	Accounting Clerk III #2 (Accounting Associate) (New Grade HP12)	1	1		1	
HP12	Accounting Clerk II #2 (Accounting Associate)	2	-		-	
HP12	Accounting Associate	-	2		2	
TOTAL	Accounts Payable Unit	3	3	231,707.06	3	231,707.06
TOTAL	Financial Administration & Disbursements Section	10	10	912,484.82	10	870,809.68
450	**Special Projects & Payroll Section**					
451	**Special Projects Unit**					
HP19	Accounting Manager	1	1		1	
HP17	Supervising Accountant #2 (Financial Analyst) (New Grade HP16)	1	1		1	
TOTAL	Special Projects Unit	2	2	271,582.74	2	250,913.52
452	**Payroll Unit**					
HP16	Senior Accountant #2 (Financial Analyst)	1	-		-	
HP16	Financial Analyst	-	1		1	
HP13	Accounting Clerk III #2 (Accounting Associate) (New Grade HP12)	1	1		1	
HP12	Accounting Clerk II #2 (Accounting Associate)	1	-		-	
HP12	Accounting Associate	-	1		1	
TOTAL	Payroll Unit	3	3	244,094.50	3	245,957.66
TOTAL	Special Projects & Payroll Section	5	5	515,677.24	5	496,871.18
460	**General Accounting Section**					
463	**Accounting Unit**					
HP19	Accounting Manager	1	1		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Finance
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP17	Supervising Accountant #2 (Financial Analyst) (New Grade HP16)	1	1		1	
HP16	Senior Accountant #2 (Financial Analyst)	1	-		-	
HP16	Financial Analyst	-	1		1	
HP13	Accounting Clerk III #2 (Accounting Associate) (New Grade HP12)	2	2		2	
TOTAL	Accounting Unit	5	5	523,237.26	5	539,248.32
TOTAL	General Accounting Section	5	5	523,237.26	5	539,248.32
TOTAL	Accounting Division	21	21	2,149,311.06	21	2,104,840.92
TOTAL	Finance	29	29	3,060,692.96	29	3,044,299.18

NOTE: Departmental appropriation totals for salaries in the Position Analysis differ from those contained in the Line Item Analysis by a factor identified to adjust for vacancies. Salary ranges corresponding to the pay plan and grade for each class title can be found in the table of Salary Schedules in the Appendix.


BOARD OF COMMISSIONERS
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Metropolitan Water Reclamation District of Greater Chicago

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September 10, 2014

Mr. David St. Pierre
Executive Director
O F F I C E

Dear Sir:

Subject: 2015 Program for the Maintenance & Operations Department

The Maintenance & Operations Department's program for 2015, as prepared in detail, is transmitted herewith. The budget presentation supports the request for funding of the department's 2015 initiatives in alignment with and in support of the Strategic Business Plan. The budget requests include all amendments as directed by you during the Executive Director Budget Hearings in August of this year.

The narrative provides a summary of the department, 2015 major initiatives and challenges, and 2014 accomplishments. Supporting schedules of objectives, performance, and staffing levels present three years of detailed budgetary information.

Thank you for the opportunity to present the proposed Maintenance & Operations Department budget for 2015.

Respectfully submitted,

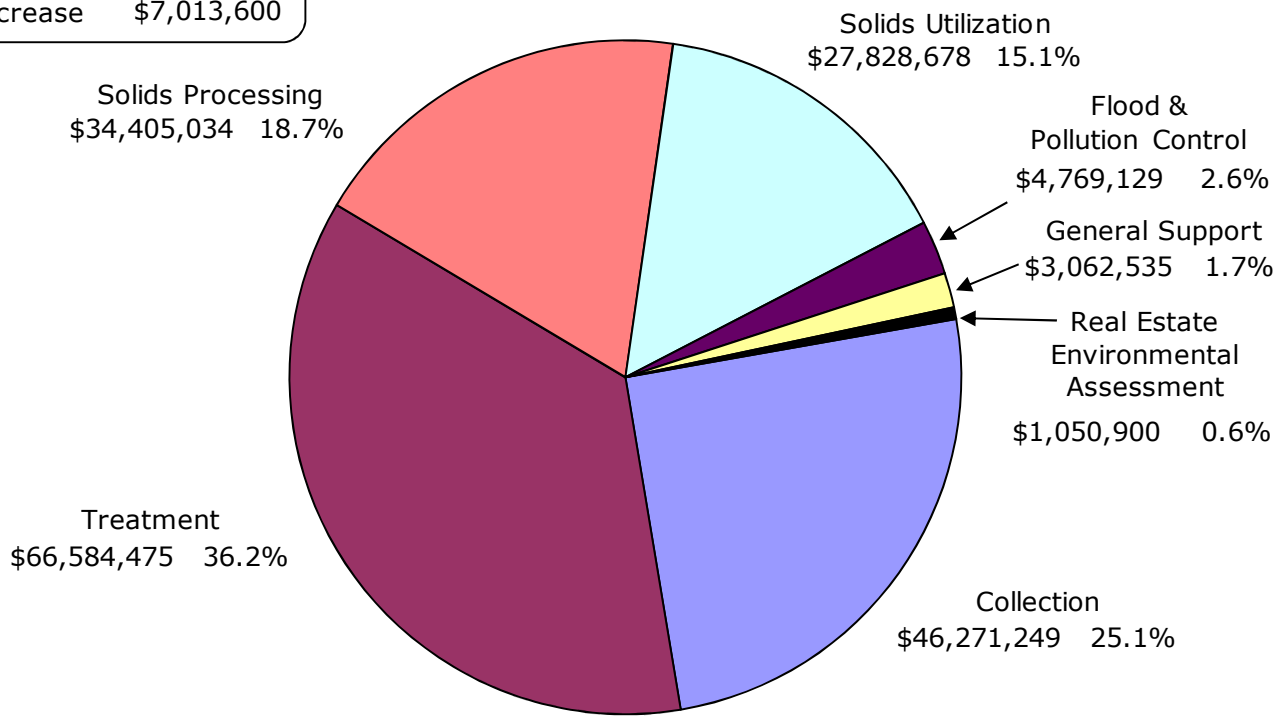
MP Sharma

Manju Prakash Sharma
Director of Maintenance & Operations

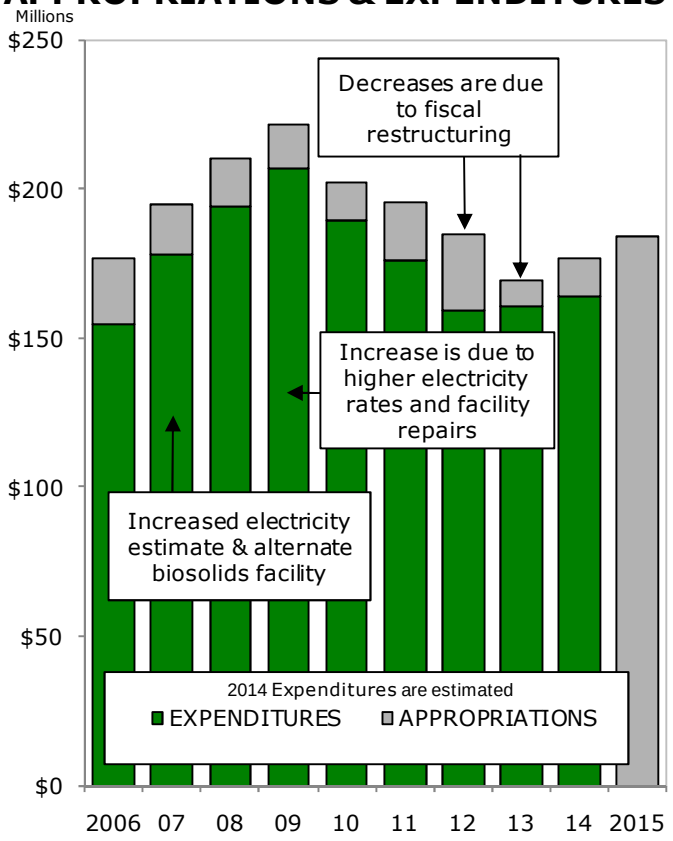
MAINTENANCE & OPERATIONS – ALL DIVISIONS

2015	$183,972,000
2014	$176,958,400
Increase	$7,013,600

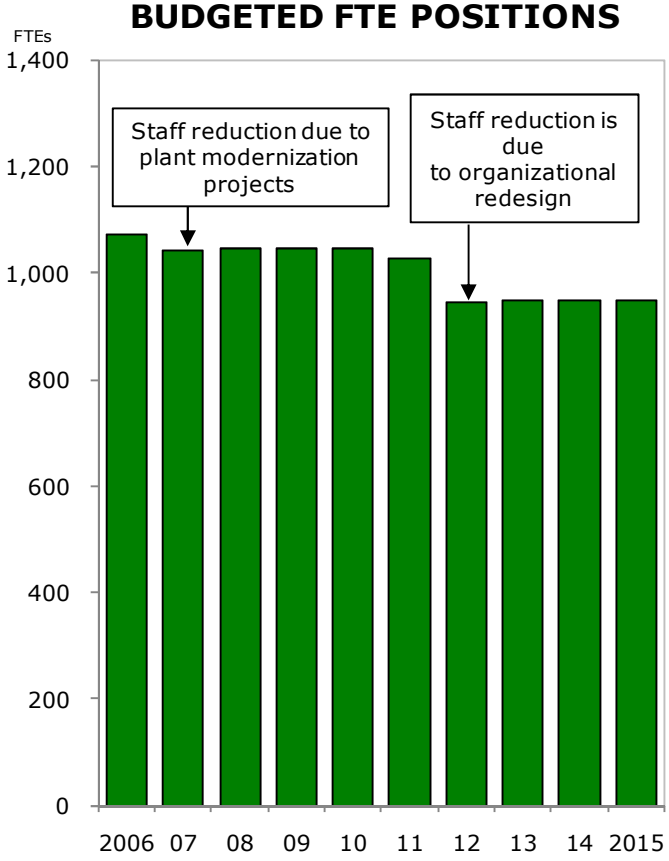
FUNCTIONS



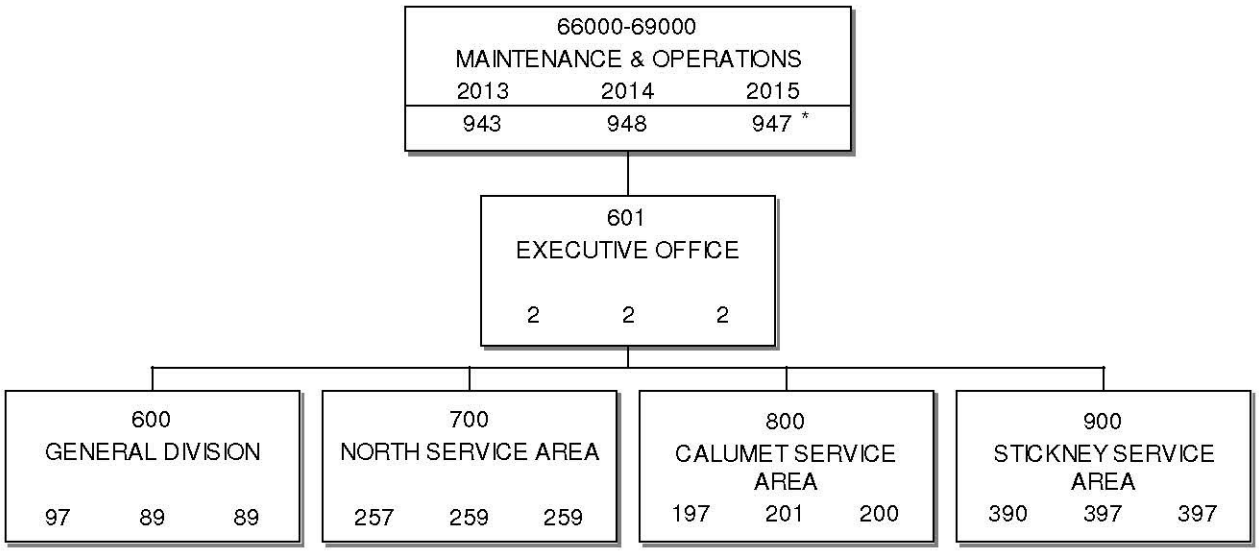
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



MAINTENANCE & OPERATIONS – ALL DIVISIONS



* The 2015 position total for the Maintenance & Operations Department is 975. There are an additional 28 positions funded by the Stormwater Management Fund while the operations remain in the Maintenance & Operations Department.

MAINTENANCE & OPERATIONS

The mission of the Maintenance & Operations (M&O) Department is to maintain and operate the District's facilities at an optimal level, to protect our environment by collecting and treating wastewater, minimizing flooding, maintaining our waterways free of pollution, producing and beneficially reusing high quality biosolids, and providing environmental remediation for District-owned real estate in the most economical and environmentally sustainable manner.

Departmental Summary

M&O consists of four divisions that maintain and operate the collection systems and treatment plants within the District's 883.6 square mile service area. In addition to maintaining and operating the Lockport Powerhouse, the waterways, the collections systems, and three biosolids handling facilities, the General Division provides administrative support for regulatory, budgetary, procurement, and personnel matters. The department's primary responsibilities include:

- Collecting and treating approximately 470 billion gallons of wastewater annually by maintaining and operating seven wastewater treatment plants, a 554 mile network of intercepting sewers, 109.4 miles of the Tunnel and Reservoir Plan tunnels, and one ancillary reservoir ;
- Further improving the quality of water in the area waterways by maintaining and operating five Sidestream Elevated Pool Aeration Stations and two Instream Aeration Stations;
- Providing flood relief to the area by maintaining 532 miles of small streams and 35 detention reservoirs;
- Processing and beneficially reusing high-quality biosolids, the byproduct of wastewater treatment, by maintaining and operating three biosolids handling facilities.

Summary of 2014 Accomplishments

- Achieved a 99.95 percent overall compliance rate with the requirements of the National Pollutant Discharge Elimination System (NPDES) permits in 2013, resulting in two Silver Awards and five Platinum Awards from the National Association of Clean Water Agencies. M&O anticipates an improvement in 2014;
- Completed Illinois Environmental Protection Agency (IEPA) permit renewal applications for the Harlem Avenue Solids Drying Area operating permit. Awaiting IEPA issuance of the Kirie Water Reclamation Plant (WRP) NPDES, Hanover Park WRP NPDES, General Storm Water NPDES, Egan WRP NPDES, Lemont WRP NPDES, Egan WRP Federal Enforceable State Operating Permit (FESOP), Kirie WRP FESOP, Calumet WRP FESOP, O'Brien WRP FESOP, and Stickney Title V permits;
- Worked with emergency management agencies to finalize Emergency Action Plans for District-owned dams as required by the Illinois Department of Natural Resources;
- Administer compliance with the requirements of the District's Consent Decree dated January 6, 2014;
- In 2013, the District generated 33,070,255 kWh and received $1,012,462 in revenue from ComEd. Projected generation for 2015 is 46 million kWh, with a projected value of approximately $1.2 million;
- The District will save approximately $878,000 due to a previous extension that locked in a lower electricity price than the 2013 auction price. A new request for proposal (RFP) to supply electricity for a three-year period was advertised in August of 2014;
- The Site Remediation Section began managing the Uncontaminated Soil Certification of a spoil pile left over from the widening of the Cal-Sag Channel. The work will continue in 2015. The volume of the pile will be surveyed and a sampling plan will be formulated followed by soil sampling and laboratory analyses of the samples. Successful certification of spoil pile as uncontaminated will allow the removal and reuse (by others) of the spoil as uncontaminated soil fill. Once the pile is removed from the property, the District will be able to bid out the lease of the site to an interested party, thus increasing leasing revenues to the District.

Budget Highlights

The 2015 M&O appropriation of $183,972,000 reflects an increase of $7,013,600, or 4.0 percent, from the 2014 appropriation. M&O will continue to focus on reducing service contracts for routine maintenance work by restructuring staff to allow for work to be planned, scheduled, and performed by in-house trades. Utilizing the Construction Fund for capital projects will allow the technical staff to focus on upgrading, rehabilitating, and rebuilding critical infrastructure. In addition, biosolids processing has been altered to process more low solids, which, with other improvements, reduces electrical and chemical costs.

The 2015 Corporate Fund staffing level is 947 positions, a decrease of one Maintenance Laborer Class A position at the Calumet WRP from 2014. Another 28 positions are funded by the Stormwater Management Fund, a decrease of three positions from 2014. This represents a decrease of four positions for M&O, for a total position count of 975, compared to the 2014 count of 979.

2015 Initiatives in Support of the Strategic Plan Include the Following:

- **Add Value**

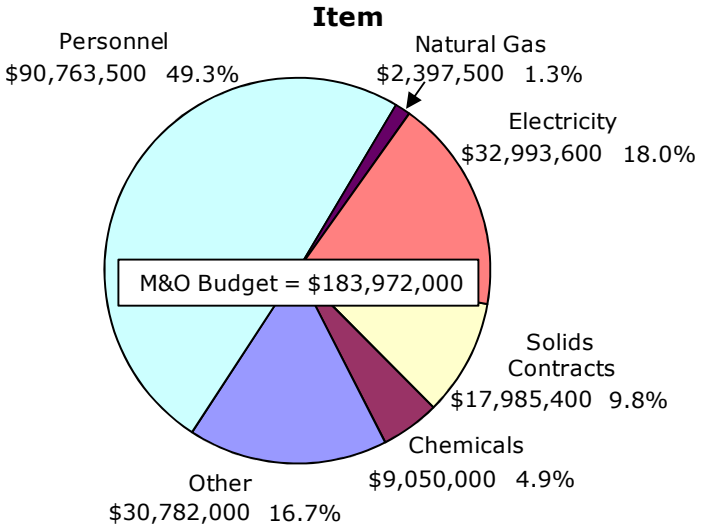
The Calumet and Stickney WRPs continue to realize savings due to the changes associated with processing a higher amount of low solids. Savings are seen in the shut-down of and/or reduced use of centrifuges, resulting in an associated reduction in costs for electricity, polymer, maintenance parts, and services for the centrifuges. Stockpiling material at an available District property allows us to store material until an outlet is available.

Energy costs for 2015 should remain fairly stable with a new reverse auction rate being established in the latter part of 2014 with the award of a new contract. As always, M&O projects aim to provide reliable updates to processes and equipment while focusing on keeping energy consumption low. Installation of new air piping, which will reduce leaks, is one project that will allow us to realize energy savings in the future. The next challenge in maintaining electrical costs will be seen in 2015 with increasing transmission capacity costs. M&O will continue to work with the coalition known as REACT (Request Equitable Allocation of Costs Together) to keep costs down.

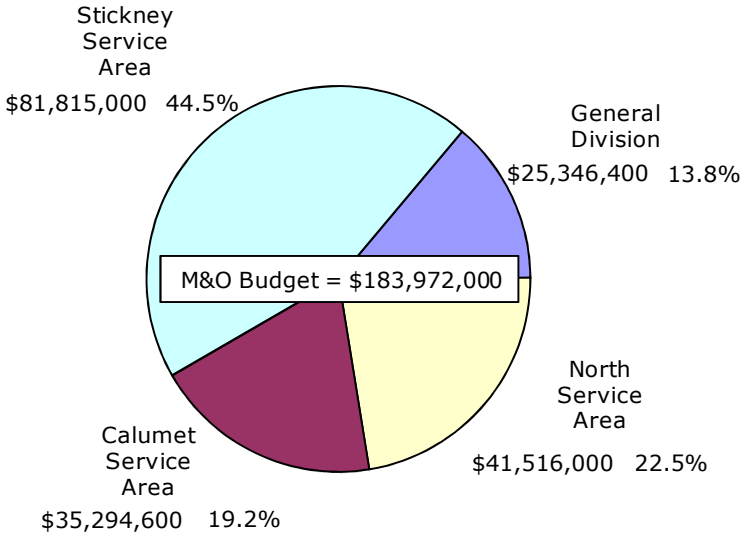
As a result of a reverse auction, a new curtailment supplier was selected and an agreement was executed which will yield compensation of $1.1 million in 2014. A new RFP for a three-year agreement will be advertised in the fall of 2014 for next year's curtailment agreement.

M&O will continue to investigate the nature and extent of environmental contamination related to the operations of insolvent former tenants on District-owned property and pursue, with the assistance of the Law Department, the remediation and redevelopment of these properties to restore them to productive use.

2015 Appropriations by Major Line Item



2015 Appropriations by Service Area



- **Excellence**

The increased use of in-house trades to perform more of the maintenance functions of past contracts will continue to result in a decrease in service contracts awarded in 2015.

A focused, systemic, prioritized approach is being taken to address replacement and/or rehabilitation of infrastructure using the Construction Fund. This approach will result in increased plant reliability and reduce the high cost of repetitive repairs.

Centralization of buildings and grounds services has led to a reduction in technical staff and will lead to a more consistent service level in grounds and building maintenance and upgrades.

M&O will continue to monitor the waterway levels to reduce flooding during rain events, remove debris from navigable waterways, and aerate waterways to promote a healthy ecosystem.

Through our environmental auditing and assessment contract, M&O will continue to inspect District-owned properties for environmental impairments and conduct environmental audits of tenant operations to document compliance with applicable regulations. M&O will assist the Law Department in compelling the parties responsible (current or former District tenants) for any environmental impairments discovered, to remediate them to the District's satisfaction.

- **Resource Recovery**

M&O will produce Class A biosolids and market them for beneficial reuse on farm fields, golf courses, and other approved sites. Our biosolids program continues to pursue beneficial reuse options in our immediate area. The chart on the next page illustrates how the District has used various beneficial outlets for our biosolids over the years. The District has aggressively

pursued new outlets as they have become available. M&O continues to work toward producing a Class A composted biosolids product, which can be used in flower gardens and residential landscaping. In an effort to mass produce composted biosolids the District has an intergovernmental agreement with the City of Chicago to receive wood chips generated by their operations. The District has pilot tested Gore Cover Technology for composting biosolids with the wood chips. This technology provides a fully integrated composting solution for the treatment of organic waste. Utilizing Gore Cover Technology will decrease the District's footprint, reduce odors, and provide a marketable product.

M&O, in partnership with the Monitoring & Research Department, will run a full-scale, pilot Carbon supplementation test to assist in the biological Phosphorus removal process at the Calumet WRP. Preliminary findings from a small scale test show that the Carbon supplement, MicroC, is capable of reducing the Ortho-Phosphorus concentration in effluent to a level less than 1 mg/L. The polyphosphate-accumulating organism population increased accordingly.

- **Develop Employees**

The cross training of field engineers will continue in 2015 in the Contract Preparation Unit at the downtown location. The purpose of this cross-training is twofold: to provide coverage for positions, which were vacant for various reasons, and to participate in the preparation and issuance of Construction Fund project contracts.

M&O staff will attend a variety of training sessions covering subjects such as Arc Flash safety, protective relay calibration and switchgear maintenance, heating, ventilation, and air conditioning, building management system design, cost estimating for existing facilities, and fundamentals and advanced management of compressed air systems. Staff also will be able to improve their knowledge and skills with in-house and computer-based training provided for all employees by the Human Resources Department.

- **Leading Partnerships**

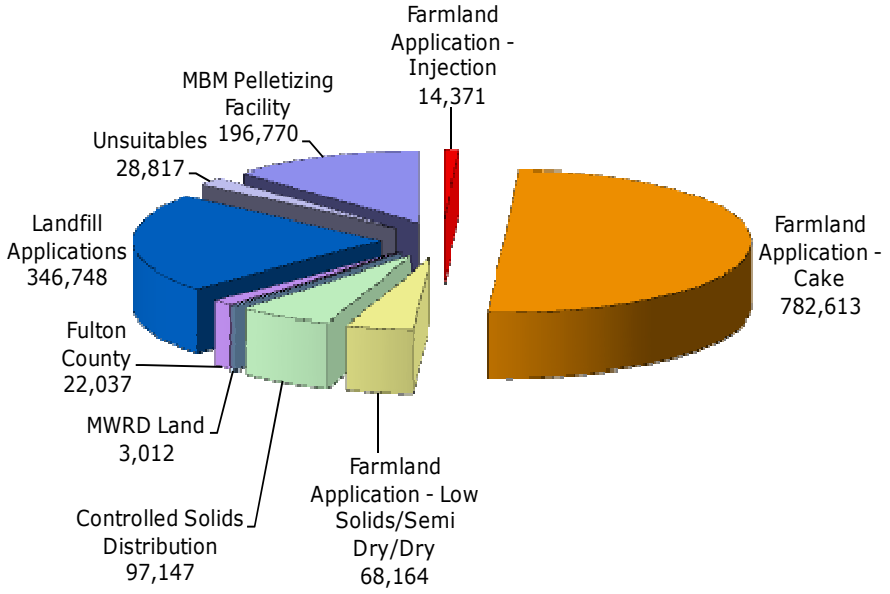
M&O will maintain six rain gardens, 45.2 acres of installed natural prairies (24.5 in the North Service Area, 2.7 at the Lemont WRP, and 18.0 at the Calumet WRP), and one remnant parcel of prairie at Fischer Farm, while continuing to provide rain barrels to the public at a reduced cost.

M&O will continue to assist the District with all requests for facility tours, parades, charity events, and speakers for various town, village, or city meetings.

- **Technology**

A "Green Roof" will be built at the Racine Avenue Pumping Station and a porous pavement project, currently under design, will be constructed at the Egan WRP. Construction will continue on state-of-the-art disinfection facilities at both the Calumet and O'Brien WRPs.

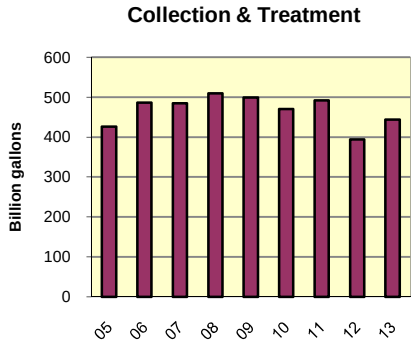
Utilization of District Biosolids (in Dry Tons)
2004 - 2013

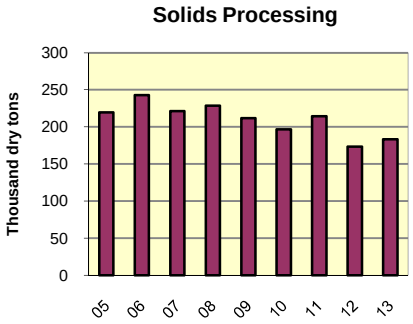


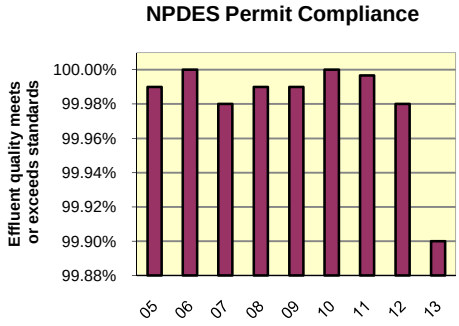
Total: 1,559,679 Dry Tons

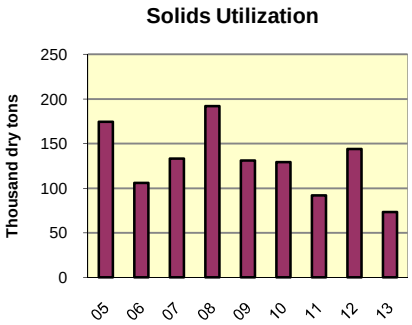
66000 - 69000 M&O - ALL DIVISIONS — OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:	Cost	Percent
1. COLLECTION & TREATMENT: The M&O Department will collect and treat approximately 471.3 billion gallons of sewage through its seven treatment facilities and through a contract agreement with the Fox River Water Reclamation District.	$ 112,855,724	61.3%
2. SOLIDS PROCESSING: The M&O Department will remove and process approximately 190,200 dry tons of concentrated sewage through various systems, including heated digestion, centrifuging, concentration, and aging low solids sludge and centrifuge cake in lagoons.	$ 34,405,034	18.7%
3. SOLIDS UTILIZATION: The M&O Department will utilize approximately 90,100 dry tons of biosolids for application at final utilization sites, such as farm applications and daily and final cover at sanitary landfills.	$ 27,828,678	15.1%
4. FLOOD & POLLUTION CONTROL: The M&O Department, in cooperation with local communities, will strive to minimize local area flooding and pollution of Lake Michigan through continuous control of the water levels in 76 miles of canals and 532 miles of small streams and through the operation of 35 detention reservoirs. It will also work to maintain the quality of the waterways system and associated District properties through the activities of the debris boats and the channel maintenance crews.	$ 4,769,129	2.6%
5. GENERAL SUPPORT: The M&O Department provides technical and administrative support for other departments indirectly related to the operational activities of Collection & Treatment, Solids Processing, Flood & Pollution Control, and Solids Utilization.	$ 3,062,535	1.7%
6. Inspect and evaluate District properties for compliance with the United States Environmental Protection Agency and the Illinois Environmental Protection Agency requirements.	$ 1,050,900	0.6%
Total	$ 183,972,000	100.0%









66000 - 69000 M&O - ALL DIVISIONS — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change	
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent
1000	Collection	$ 39,084,124	2015	241	$ 46,271,249	$ 1,331,864	3.0
			2014	241	$ 44,939,385		
1100	Surface Interceptor Systems	$ 3,791,192	2015	31	$ 3,894,900	$ (937,800)	(19.4)
			2014	31	$ 4,832,700		
1200	Tunnel and Reservoir System	$ 9,756,426	2015	39	$ 10,335,500	$ 493,500	5.0
			2014	39	$ 9,842,000		
1300	Pumping Station Facilities	$ 10,216,605	2015	68	$ 14,396,500	$ 1,447,300	11.2
			2014	68	$ 12,949,200		
1900	Collection - Indirect Costs	$ 15,319,901	2015	103	$ 17,644,349	$ 328,864	1.9
			2014	103	$ 17,315,485		
2000	Treatment	$ 59,824,144	2015	391	$ 66,584,475	$ 3,775,333	6.0
			2014	391	$ 62,809,142		
2000	Pre-Treatment	$ 3,232,702	2015	32	$ 3,656,400	$ 105,600	3.0
			2014	32	$ 3,550,800		
2100	Primary Treatment	$ 3,262,195	2015	40	$ 3,555,400	$ 139,900	4.1
			2014	40	$ 3,415,500		
2200	Secondary Treatment	$ 21,910,756	2015	98	$ 21,385,000	$ 1,468,300	7.4
			2014	98	$ 19,916,700		
2300	Tertiary Treatment	$ 1,325,359	2015	12	$ 2,299,900	$ 904,400	64.8
			2014	12	$ 1,395,500		
2900	Treatment - Indirect Costs	$ 30,093,132	2015	209	$ 35,687,775	$ 1,157,133	3.4
			2014	209	$ 34,530,642		
3000	Solids Processing	$ 32,059,872	2015	214	$ 34,405,034	$ 139,763	0.4
			2014	215	$ 34,265,271		
3100	Thickening	$ 6,054,937	2015	42	$ 6,026,700	$ 223,500	3.9
			2014	42	$ 5,803,200		
3200	Stabilization	$ 5,976,497	2015	44	$ 5,671,300	$ (102,000)	(1.8)
			2014	44	$ 5,773,300		
3300	Dewatering	$ 8,989,475	2015	41	$ 10,146,600	$ (121,900)	(1.2)
			2014	42	$ 10,268,500		
3900	Solids Processing - Indirect Costs	$ 11,038,963	2015	87	$ 12,560,434	$ 140,163	1.1
			2014	87	$ 12,420,271		

Note: Explanations of significant changes are provided by individual division.

66000 - 69000 M&O - ALL DIVISIONS — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
4000	Flood & Pollution Control	$ 4,596,504	2015	25	$ 4,769,129	$ (91,322)	(1.9)	
			2014	25	$ 4,860,451			
4200	Waterways Control and Stormwater Reservoirs	$ 2,836,299	2015	18	$ 2,445,400	$ (26,600)	(1.1)	
			2014	18	$ 2,472,000			
4210	Maintenance of Waterways	$ 149,039	2015	-	$ 199,400	$ 15,300	8.3	
			2014	-	$ 184,100			
4300	Stormwater Management	$ 500	2015	-	$ -	$ -	-	
			2014	-	$ -			
4400	Aeration Facilities	$ 881,237	2015	3	$ 1,088,700	$ 4,100	0.4	
			2014	3	$ 1,084,600			
4900	Flood & Pollution Control - Indirect Costs	$ 729,429	2015	4	$ 1,035,629	$ (84,122)	(7.5)	
			2014	4	$ 1,119,751			
5000	Solids Utilization	$ 20,949,476	2015	50	$ 27,828,678	$ 1,953,460	7.6	
			2014	50	$ 25,875,218			
5100	Solids Drying	$ 4,960,391	2015	9	$ 7,651,800	$ 1,112,800	17.0	
			2014	9	$ 6,539,000			
5200	Solids Distribution	$ 11,082,975	2015	11	$ 14,526,500	$ 702,100	5.1	
			2014	11	$ 13,824,400			
5900	Solids Utilization - Indirect Costs	$ 4,906,110	2015	30	$ 5,650,378	$ 138,560	2.5	
			2014	30	$ 5,511,818			
7000	General Support (excluding program number 7368)	$ 3,077,378	2015	24	$ 3,062,535	$ (39,398)	(1.3)	
			2014	23	$ 3,101,933			
7368	Real Estate Environmental Assessment	$ 829,886	2015	3	$ 1,050,900	$ (56,100)	(5.1)	
			2014	3	$ 1,107,000			
	Totals	$ 160,421,384	2015	947	$ 183,972,000	$ 7,013,600	4.0%	*
			2014	948	$ 176,958,400			

* The 2015 position total for the M&O Department is 975. There are 28 positions funded by the Stormwater Management Fund.

Note: Explanations of significant changes are provided by individual division.

66000 - 69000 M&O - ALL DIVISIONS PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated
1000-2900	Collection & Treatment				
	Collect and Treat Sewage at Seven Treatment Facilities and	Mil. Gallons	443,794	467,596	471,258
	Through a Contract Agreement with the Fox River Water	Cost	$ 98,908,268	$ 107,748,527	$ 112,855,724
	Reclamation District	Cost/Mil. Gallons	$ 222.87	$ 230.43	$ 239.48
3000	Solids Processing				
	Remove and Process Solids from Concentrated Sewage Through	Dry Tons	183,119	205,000	190,200
	Various Systems Including Heated Digestion, Centrifuging,	Cost	$ 32,059,872	$ 34,265,271	$ 34,405,034
	Concentration, and Aging Low Solids Sludge and Centrifuge Cake in Lagoons.	Cost/Dry Ton	$ 175.08	$ 167.15	$ 180.89
4000	Flood & Pollution Control				
	Operation and Maintenance of the Waterways to Minimize Area Flooding and Pollution				
4200	Minimize Area Flooding and Pollution of Lake Michigan Through the Continuous Control of Water Levels in Major Rivers and Canals	Cost	$ 979,153	$ 825,700	$ 782,300
	Minimize Diversion of Lake Michigan Water in Accordance	Mil. Gal./Year Diversion	63,545	68,000	68,000
	with the U.S. Supreme Court Decree	Cost	$ 447,393	$ 341,400	$ 347,800
		Cost/Mil. Gal./Year	$ 7.04	$ 5.02	$ 5.11
	Operation of Detention Reservoirs	Reservoirs	35	35	35
		Cost	$ 854,204	$ 880,100	$ 936,900
		Cost/Reservoir	$ 24,405.83	$ 25,145.71	$ 26,768.57
	Generate Electricity at Lockport Powerhouse to Obtain	KWH	33,070,255	35,000,000	46,000,000
	Approximately $1,200,000 in Revenue	Cost	$ 555,549	$ 424,800	$ 378,400
		Cost/KWH	$ 0.0168	$ 0.0121	$ 0.0082
		**** Revenue Generated***	***$ 1,012,462***	***$ 1,050,000***	***$ 1,200,000***
4210	Maintenance of the Waterways and Canal Banks Within the Jurisdiction of the District. Activities Include Debris Removal, Insect and Rodent Control, Bridge Repairs, and Aeration Costs.	Cost	$ 149,039	$ 184,100	$ 199,400
4300	Stormwater Management	Cost	$ 500	$ -	$ -
4400	Aeration Facilities	Cost	$ 881,237	$ 1,084,600	$ 1,088,700
4900	Flood & Pollution Control - Indirect Costs	Cost	$ 729,429	$ 1,119,751	$ 1,035,629
5000	Solids Drying/Utilization				
	Utilize Further Dewatered Sewage for Application at Final	Dry Tons	141,483	93,450	90,100
	Utilization Sites Such as the Land Reclamation Fields in Fulton	Cost	$ 15,149,104	$ 19,948,518	$ 21,806,678
	County, the Fischer Farm, Daily and Final Cover at Sanitary Landfills, and Other Farm Applications	Cost/Dry Ton	$ 107.07	$ 213.47	$ 242.03
5271	Pelletizer Disposal	Dry Tons	36,955	45,000	35,000
	Control Management and Disposal of Solids by Private	Cost	$ 5,800,372	$ 5,926,700	$ 6,022,000
	Contracts	Cost/Dry Ton	$ 156.96	$ 131.70	$ 172.06
7000	General Support (excluding program number 7368)				
	Technical and Administrative Support for Other Departments' Activities Indirectly Related to the Operational Activities of Collection & Treatment, Solids Processing, Flood & Pollution Control, and Solids Utilization	Cost	$ 3,077,378	$ 3,101,933	$ 3,062,535
7368	Real Estate Environmental Assessment	Cost	$ 829,886	$ 1,107,000	$ 1,050,900
		Departmental Total	$ 160,421,384	$ 176,958,400	$ 183,972,000

Note: Explanations of significant changes are provided by individual division.

* ***Revenue generated not included in total costs.***

101 60000	Fund: Corporate Department: Maintenance & Operations Division: All Divisions	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 79,976,061	$ 83,471,500	$ 83,471,500	$ 59,365,119	$ 81,984,900	$ 86,149,500	$ -
601060	Compensation Plan Adjustments	4,240,182	4,286,600	4,286,600	3,322,527	4,149,100	4,361,200	-
601080	Salaries of Nonbudgeted Employees	31,330	100,000	100,000	43,540	51,600	24,800	-
601100	Tuition and Training Payments	160,321	301,100	301,100	179,541	264,300	248,000	-
601170	Payments for Professional Services	713,626	900,400	900,400	727,934	758,000	682,700	-
100	TOTAL PERSONAL SERVICES	85,121,521	89,059,600	89,059,600	63,638,661	87,207,900	91,466,200	-
612010	Travel	7,610	34,000	34,000	8,748	19,200	62,900	-
612030	Meals and Lodging	41,025	89,500	89,500	40,019	71,500	102,200	-
612050	Compensation for Personally-Owned Automobiles	179,050	259,000	259,000	125,880	188,100	181,900	-
612080	Motor Vehicle Operating Services	1,536	2,800	2,800	805	2,100	2,500	-
612150	Electrical Energy	30,801,606	29,815,100	29,815,100	21,770,970	29,815,100	32,993,600	-
612160	Natural Gas	2,207,769	1,741,500	2,751,900	2,297,306	2,731,200	2,397,500	-
612170	Water and Water Services	1,329,275	1,363,300	1,363,300	897,895	1,271,000	1,583,900	-
612210	Communication Services	601,334	634,700	634,700	527,196	503,600	569,900	-
612240	Testing and Inspection Services	127,830	286,400	236,400	118,951	180,600	165,900	-
612280	Subscriptions and Membership Dues	-	7,300	7,300	299	7,300	-	-
612330	Rental Charges	182,547	184,600	184,600	157,188	150,100	177,300	-
612410	Governmental Service Charges	3,296,256	2,758,700	2,758,700	2,163,112	2,755,800	3,180,100	-
612420	Maintenance of Grounds and Pavements	1,286,729	2,575,300	2,398,500	1,807,525	1,940,100	1,937,600	-
612490	Contractual Services, N.O.C.	434,629	651,200	614,200	492,707	506,300	692,600	-
612520	Waste Material Disposal Charges	8,595,062	12,905,200	12,862,200	12,782,139	9,963,700	14,710,000	-
612530	Farming Services	24,000	20,000	20,000	20,000	20,000	22,000	-
612590	Sludge Disposal	5,201,235	5,400,000	5,400,000	5,361,080	4,030,000	5,522,100	-
612600	Repairs to Collection Facilities	2,395,749	3,941,800	3,816,900	3,617,372	3,219,300	3,079,000	-
612620	Repairs to Waterway Facilities	53,450	115,600	115,600	67,790	95,000	101,000	-
612650	Repairs to Process Facilities	4,671,899	5,115,200	4,607,900	4,079,888	3,962,200	6,243,000	-
612670	Repairs to Railroads	169,725	408,400	408,400	236,424	276,000	323,900	-
612680	Repairs to Buildings	1,271,494	1,389,000	1,325,400	1,114,944	885,000	1,601,000	-

101 60000	Fund: Corporate Department: Maintenance & Operations Division: All Divisions	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
612760	Repairs to Material Handling and Farming Equipment	287,334	399,000	329,000	318,498	308,900	331,700	-
612780	Safety Repairs and Services	114,069	205,000	205,000	171,462	155,300	220,900	-
612790	Repairs to Marine Equipment	51,431	60,000	60,000	56,450	56,500	80,000	-
612820	Computer Software Maintenance	66,720	5,000	5,000	-	4,500	5,000	-
612840	Communications Equipment Maintenance (Includes Software)	30,625	57,000	57,000	36,523	49,500	40,000	-
612860	Repairs to Vehicle Equipment	82,280	140,200	140,200	129,075	119,900	118,400	-
612970	Repairs to Testing and Laboratory Equipment	572	3,000	3,000	-	400	-	-
612990	Repairs, N.O.C.	10,823	52,900	52,900	30,313	27,400	15,800	-
200	TOTAL CONTRACTUAL SERVICES	63,523,667	70,620,700	70,558,500	58,430,557	63,315,600	76,461,700	-
623030	Metals	27,362	67,900	67,900	56,996	33,800	43,000	-
623070	Electrical Parts and Supplies	1,343,610	2,479,600	2,464,200	1,988,796	1,710,900	1,425,000	-
623090	Plumbing Accessories and Supplies	594,097	1,252,700	1,252,700	952,265	923,000	760,000	-
623110	Hardware	17,429	50,000	50,000	28,250	33,800	31,300	-
623130	Buildings, Grounds, Paving Materials, and Supplies	182,743	384,500	384,500	250,449	225,800	270,000	-
623170	Fiber, Paper, and Insulation Materials	71,634	51,000	51,000	33,099	37,000	15,000	-
623190	Paints, Solvents, and Related Materials	3,178	27,900	27,900	17,015	22,000	5,500	-
623250	Vehicle Parts and Supplies	117,230	274,800	274,800	253,140	201,200	180,000	-
623270	Mechanical Repair Parts	2,277,775	3,390,300	3,390,300	2,967,286	2,898,000	2,932,300	-
623300	Manhole Materials	11,245	60,400	60,400	21,155	11,000	11,000	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	48,502	72,900	72,900	66,437	54,000	50,800	-
623530	Farming Supplies	1,793	5,000	5,000	4,947	4,500	5,000	-
623560	Processing Chemicals	5,815,444	7,497,000	7,477,000	7,092,263	6,276,400	9,050,000	-
623570	Laboratory Testing Supplies, Small Equipment, and Chemicals	11,153	26,900	46,900	38,982	44,500	22,500	-
623660	Cleaning Supplies	4,411	10,600	10,600	5,700	4,600	5,100	-
623680	Tools and Supplies	193,283	254,700	254,700	241,458	213,500	214,800	-
623700	Wearing Apparel	2,710	4,700	4,700	1,598	3,300	2,900	-

101 60000	Fund: Corporate Department: Maintenance & Operations Division: All Divisions	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
623720	Books, Maps, and Charts	1,360	3,100	3,100	180	1,400	1,400	-
623780	Safety and Medical Supplies	212,136	217,700	217,700	140,439	154,700	174,700	-
623800	Computer Software	11,148	24,500	24,500	7,120	20,500	6,600	-
623810	Computer Supplies	44,092	43,900	43,900	19,627	38,100	19,000	-
623820	Fuel	355,023	525,500	525,500	513,362	401,600	455,000	-
623840	Gases	7,585	26,000	26,000	19,642	22,500	12,000	-
623850	Communications Supplies	903	58,100	58,100	35,076	44,800	11,000	-
623860	Lubricants	21,213	29,900	29,900	22,098	18,700	24,600	-
623990	Materials and Supplies, N.O.C.	81,344	175,000	175,000	94,025	92,000	65,900	-
300	TOTAL MATERIALS AND SUPPLIES	11,458,403	17,014,600	16,999,200	14,871,407	13,491,600	15,794,400	-
634600	Equipment for Collection Facilities	19,919	49,000	49,000	23,619	30,000	106,000	-
634650	Equipment for Process Facilities	118,506	119,000	119,000	95,499	88,100	128,000	-
634820	Computer Software	-	-	43,000	42,960	43,000	-	-
634860	Vehicle Equipment	132,156	60,000	60,000	-	-	-	-
634970	Testing and Laboratory Equipment	47,213	20,500	20,500	4,949	17,700	15,700	-
634990	Machinery and Equipment, N.O.C.	-	15,000	15,000	-	5,000	-	-
400	TOTAL MACHINERY AND EQUIPMENT	317,794	263,500	306,500	167,026	183,800	249,700	-
TOTAL MAINTENANCE & OPERATIONS		$160,421,384	$176,958,400	$176,923,800	$137,107,651	$164,198,900	$183,972,000	$ -

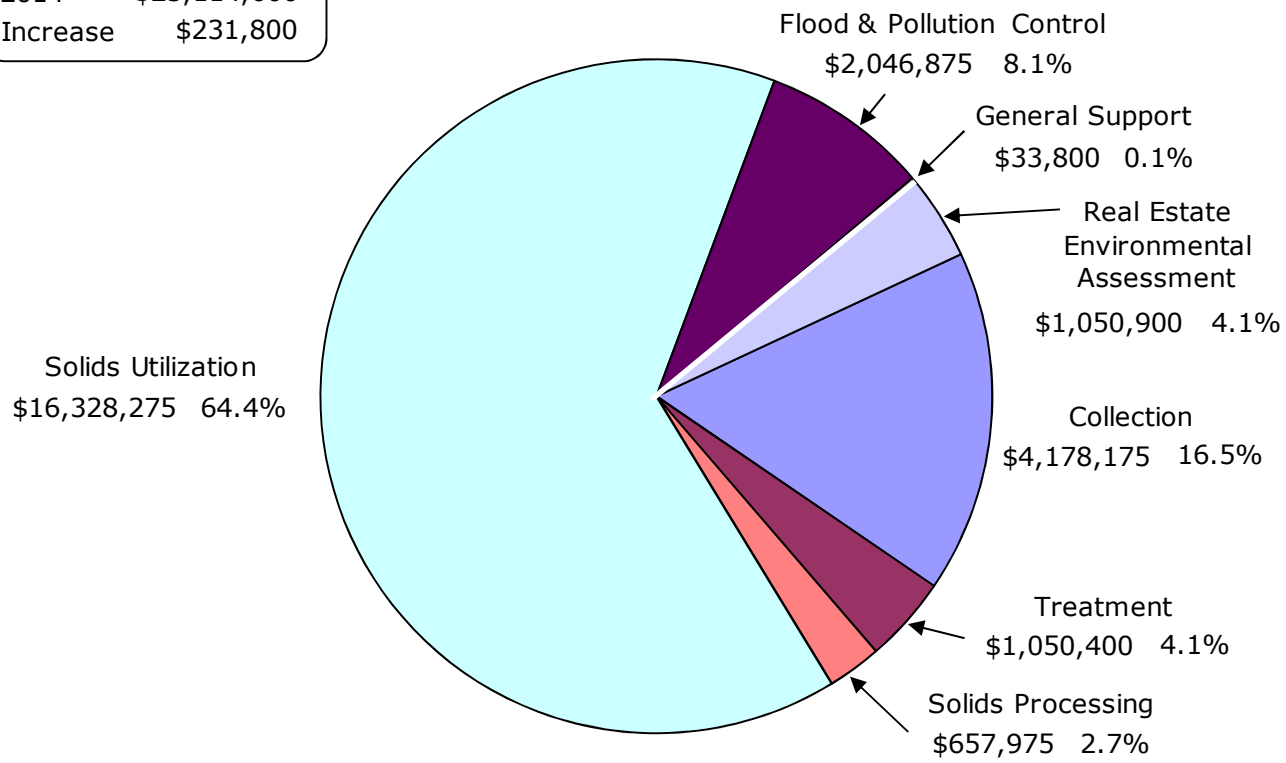
NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

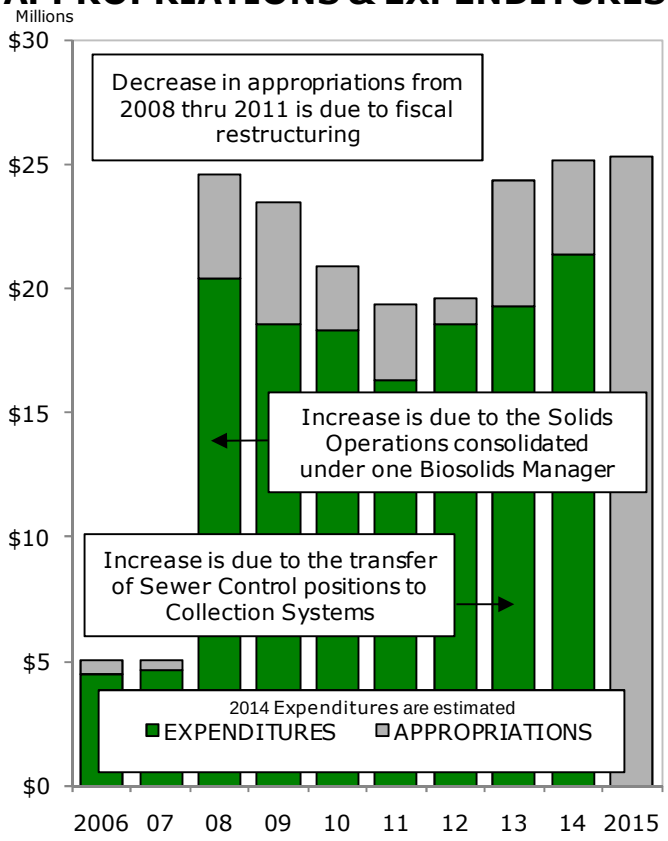
MAINTENANCE & OPERATIONS – GENERAL DIVISION

2015	$25,346,400
2014	$25,114,600
Increase	$231,800

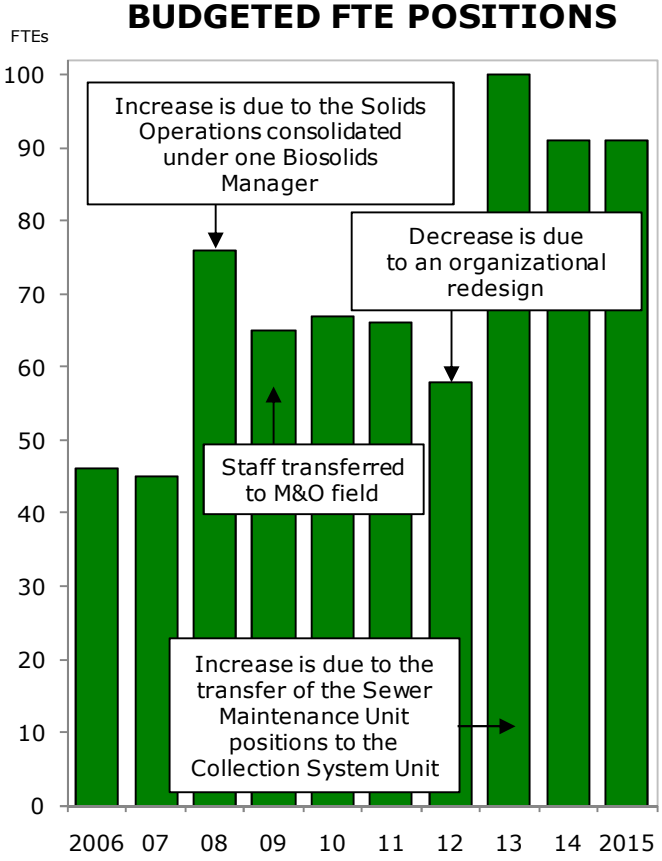
FUNCTIONS



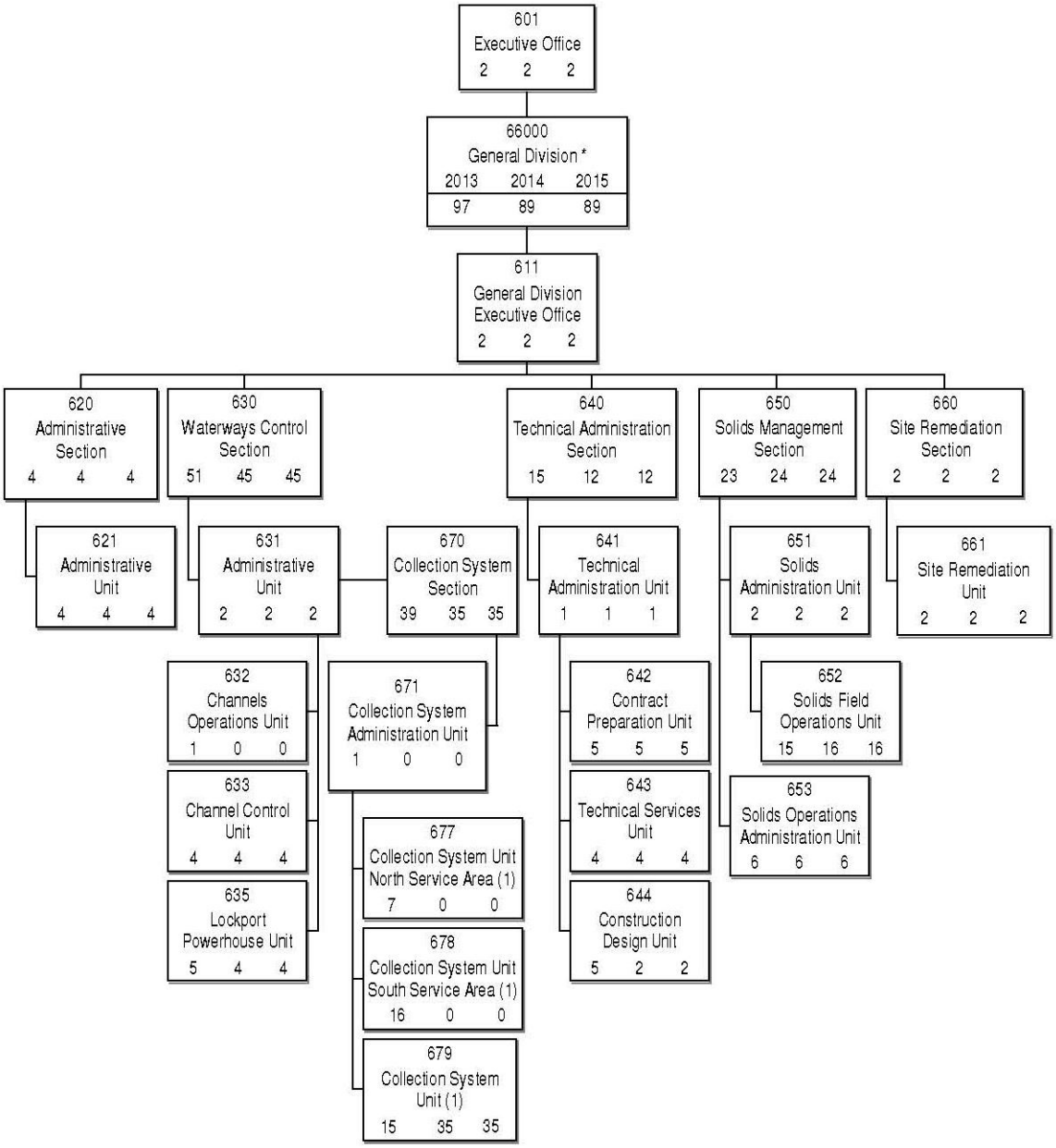
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



MAINTENANCE & OPERATIONS – GENERAL DIVISION



* In 2015, 19 positions in the General Division are funded by the Stormwater Management Fund while the operations remain in the Maintenance & Operations Department: two in Unit 634, six in Unit 636, five in Unit 639, and six in Unit 679.

(1) Effective 01/01/14, positions in Units 677 and 678 were transferred to Unit 679, and Unit 679 was retitled from Collection System Central Service Area to Collection System.

MAINTENANCE & OPERATIONS – GENERAL DIVISION

The mission of the General Division is to provide a specialized function as the administrative arm of the Maintenance & Operations (M&O) Department, to perform operational functions in waterways and small streams operations and maintenance, biosolids management operations, and collection system operations and maintenance, and to support the District in managing environmental compliance issues in its properties.

General Division Summary

The Waterways Control Section maintains and operates the Waterways Control Center at the Main Office Building to ensure adequate navigational water elevations and prevent flooding and reversals to Lake Michigan during rain storms, the Lockport Powerhouse, which generates power and revenue for the District, the Chicago River Controlling Works, the Lockport Controlling Works, the Centennial Fountain, and six bridges over the North Shore Channel. This unit oversees the Small Streams Maintenance Program, funded under the Stormwater Management Fund, to reduce flooding in urbanized areas by removing debris in 532 miles of small streams in Cook County waterways. The Channel Maintenance Unit removes debris from the 76 miles of navigable waterways in Cook County. The Collection System Unit, which cleans and maintains the sewers and Sidestream Elevated Pool Aeration stations, was added to the Waterways Control Section in 2013.

The Solids Management Section manages and coordinates, on a District-wide basis, the processing and utilization of biosolids, the final byproduct of the wastewater treatment process. It also maintains and operates the Lawndale Avenue and the Calumet Solids Management Areas, as well as all utilization processes in accordance with the Environmental Management System for biosolids, approved by the National Biosolids Partnership.

The Site Remediation Section assesses the environmental condition of various District-owned property and works with the Law Department to remediate environmental contamination found on both leased and vacant District-owned property. The Site Remediation Section also assists in resolving site contamination, environmental compliance, hazardous waste handling, and disposal issues that arise at various District facilities and on various District projects.

The Technical Administration Section provides all contract procurement services for the department, liaison services between M&O and other District departments for technical studies, legal matters, and financial issues, handles all regulatory communications with agencies such as the Illinois Environmental Protection Agency, and manages all environmental permits including: National Pollutant Discharge Elimination System, Federally Enforceable State Operating Permit, Clean Air Act Permit Program Title V, Biosolids Operating, and Stormwater. The section coordinates reporting requirements associated with the permits, coordinates Combined Sewer Overflow (CSO) reporting, consolidates and supplies technical information for plant personnel, other departments, and other agencies, reviews and comments on reports and contracts from other departments, reviews and comments on proposed regulatory requirements and their effects on District operations, and coordinates Government Accounting Standards Board Statement 34 evaluations of District facilities. The Construction Design Unit was added to the Technical Administration Section in 2013.

The Administrative Section develops and implements a yearly budget, reviews and processes requisitions for goods or services in a timely fashion and ensures conformance to the Purchasing Act, statutes, etc., and reviews and processes payments for goods and services received, assuring their correctness and appropriateness and compliance with the Prompt Payment Act. The section performs the entry of all direct vouchers for the payment of gas, water, and electric bills, and prepares non-engineering related studies, reports, and correspondence. It also acts as a liaison between other District departments and M&O personnel, when information or tasks are requested.

Summary of 2014 Accomplishments

- Successfully implemented a Floatables Control Plan for the waterways after CSO events, as mandated by the Consent Decree;
- Implemented a biosolids composting program;
- Installed a calcium nitrate booster station in the North Service Area at Rand and Wolf Roads to prevent odors from forming in the sewer tributary to the Kirie Drop Shaft V area;
- Installed an odor control unit in the Central Basin at 43rd Street and East Avenue to control odors emanating from manholes at the junction of the West Towns Outlet Sewer and Salt Creek Interceptor;
- Lined the North Side 11A Interceptor and related manholes.

Budget Highlights

The 2015 appropriation for the General Division is $25,346,400, an increase of $231,800, or 0.9 percent, from 2014. The 2015 staffing level of 91 remains unchanged from 2014. With the 19 positions budgeted in the Stormwater Management Fund that are managed by M&O, the total position count is 110.

66000 M&O - GENERAL DIVISION — OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:	Cost	Percent
1. COLLECTION & TREATMENT: The General Division provides technical and administrative support to the M&O Department's seven treatment facilities. It provides management and coordination of the collection system related activities.	$ 5,228,575	20.6%
2. SOLIDS PROCESSING: The General Division provides technical and administrative support for the removal and processing of solids from concentrated sewage through various systems including heated digestion, centrifuging, air drying, and conditioning of low solids sludge and centrifuge cake in lagoons.	$ 657,975	2.7%
3. SOLIDS UTILIZATION: The General Division provides management and coordination of biosolids processing and utilization of District-wide activities.	$ 16,328,275	64.4%
4. FLOOD & POLLUTION CONTROL: The Waterways Control Section minimizes flooding and pollution of Lake Michigan through continuous control of the water levels of major rivers and canals, while limiting diversion of water from the lake in accordance with the United States Supreme Court decree of 1967. In addition, the Waterways Control Section operates the Lockport Powerhouse and will generate an estimated 46 million KWH of electricity to obtain approximately $1.2 million in revenue.	$ 2,046,875	8.1%
5. GENERAL SUPPORT: The General Division provides technical and administrative support for other departments not directly related to the operational activities of Collection & Treatment, Solids Processing, Flood & Pollution Control, and Solids Utilization.	$ 33,800	0.1%
6. Inspect and evaluate District properties for compliance with the United States Environmental Protection Agency and the Illinois Environmental Protection Agency requirements.	$ 1,050,900	4.1%
Total	$ 25,346,400	100.0%

MEASURABLE GOALS:	Unit of Measure	2013 Actual	2014 Estimated	2015 Proposed
1. Operation of the Lockport Powerhouse to generate the equivalent of $1.2 million worth of electricity in 2015.	KWH generated	33,070,255	35,000,000	46,000,000
	** Revenue generated*	*$ 1,012,462*	*$ 1,050,000*	*$ 1,200,000*
2. General Division will minimize diversion of Lake Michigan water in accordance with U.S. Supreme Court decree, through control of water levels.	mil gal/yr diversion	63,545	68,000	68,000
3. The Biosolids Section will oversee the utilization of 89,100 dry tons of biosolids in 2015. (North Service Area's 1,000 dry tons of solids remain in that division.)	dry tons	138,677	92,050	89,100

** Revenue generated not included in total costs.*

66000 M&O - GENERAL DIVISION — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY: Number	Name	2013 Actuals		Budgeted FTEs	Budgeted Dollars	Change Dollars	Change Percent	
1000	Collection	$ 4,106,787	2015	36	$ 4,178,175	$ (894,090)	(17.6)	
			2014	36	$ 5,072,265			
1100	Surface Interceptor Systems	$ 2,426,035	2015	22	$ 2,564,800	$ (812,700)	(24.1)	a)
			2014	22	$ 3,377,500			
1200	Tunnel and Reservoir System	$ 844,873	2015	8	$ 770,700	$ (34,900)	(4.3)	
			2014	8	$ 805,600			
1300	Pumping Station Facilities	$ 27,550	2015	-	$ 18,700	$ 300	1.6	
			2014	-	$ 18,400			
1900	Collection - Indirect Costs	$ 808,329	2015	6	$ 823,975	$ (46,790)	(5.4)	
			2014	6	$ 870,765			
2000	Treatment	$ 929,923	2015	8	$ 1,050,400	$ (81,840)	(7.2)	
			2014	8	$ 1,132,240			
2100	Primary Treatment	$ 840	2015	-	$ -	$ -	-	
			2014	-	$ -			
2200	Secondary Treatment	$ 210	2015	-	$ -	$ -	-	
			2014	-	$ -			
2300	Tertiary Treatment	$ 2,632	2015	-	$ 7,400	$ 100	1.4	
			2014	-	$ 7,300			
2900	Treatment - Indirect Costs	$ 926,241	2015	8	$ 1,043,000	$ (81,940)	(7.3)	
			2014	8	$ 1,124,940			
3000	Solids Processing	$ 685,098	2015	5	$ 657,975	$ (12,790)	(1.9)	
			2014	5	$ 670,765			
3300	Processing Tertiary Solids	$ 109,157	2015	1	$ 94,000	$ 2,400	2.6	
			2014	1	$ 91,600			
3900	Solids Processing - Indirect Costs	$ 575,941	2015	4	$ 563,975	$ (15,190)	(2.6)	
			2014	4	$ 579,165			
4000	Flood & Pollution Control	$ 2,433,371	2015	13	$ 2,046,875	$ (123,390)	(5.7)	
			2014	13	$ 2,170,265			
4200	Waterways Control and Stormwater Reservoirs	$ 1,982,095	2015	10	$ 1,508,500	$ (83,400)	(5.2)	
			2014	10	$ 1,591,900			
4210	Maintenance of Waterways	$ 148,804	2015	-	$ 199,400	$ 15,300	8.3	
			2014	-	$ 184,100			
4400	Aeration Facilities	$ 73,345	2015	1	$ 73,300	$ 1,400	1.9	
			2014	1	$ 71,900			
4900	Flood & Pollution Control - Indirect Costs	$ 229,127	2015	2	$ 265,675	$ (56,690)	(17.6)	b)
			2014	2	$ 322,365			

a) Decrease is due to reduced requests for manhole repairs ($515,000), sewer televising ($171,000), odor control ($27,000), and interceptor collection system cleaning ($100,000).

b) Decrease is due to the transfer of Lockport Powerhouse fire suppression system maintenance ($29,000), structural maintenance ($24,000), and weed and pest control ($13,000) to the Buildings & Grounds Unit in the Stickney Service Area.

66000 M&O - GENERAL DIVISION — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
5000	Solids Utilization	$ 10,170,239	2015	26	$ 16,328,275	$ 1,402,410	9.4	
			2014	26	$ 14,925,865			
5100	Solids Drying	$ 4,710,959	2015	6	$ 7,456,900	$ 1,103,600	17.4	c)
			2014	6	$ 6,353,300			
5200	Solids Distribution	$ 3,610,189	2015	6	$ 6,872,500	$ 511,700	8.0	d)
			2014	6	$ 6,360,800			
5900	Solids Utilization - Indirect Costs	$ 1,849,091	2015	14	$ 1,998,875	$ (212,890)	(9.6)	e)
			2014	14	$ 2,211,765			
7000	General Support	$ 941,276	2015	3	$ 1,084,700	$ (58,500)	(5.1)	
			2014	3	$ 1,143,200			
7368	Real Estate Environmental Assessment	$ 829,886	2015	3	$ 1,050,900	$ (56,100)	(5.1)	
			2014	3	$ 1,107,000			
7900	General Support Services	$ 111,390	2015	-	$ 33,800	$ (2,400)	(6.6)	
			2014	-	$ 36,200			
	Totals	$ 19,266,694	2015	91	$ 25,346,400	$ 231,800	0.9%	*
			2014	91	$ 25,114,600			

c) Increase is due to higher requests for local trucking for the transport of biosolids within Cook County ($1,100,000).

d) Increase is due to higher requests for biosolids management services at the Lawndale Avenue and Harlem Avenue locations ($658,200) and biosolids utilization ($175,000), offset by a reduction in the beneficial reuse of biosolids ($345,000).

e) Decrease is due to the transfer of pavement repairs ($85,000), landscaping ($81,000), and street sweeping ($47,000) to the Buildings & Grounds Unit in the Stickney Service Area.

* The 2015 position total for the General Division is 110, with 19 positions budgeted in the Stormwater Management Fund.

66000 M&O - GENERAL DIVISION — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
1000-2900	Collection & Treatment					
	Technical and Administrative Support for Collection and Treatment Activities	Cost	$ 5,036,710	$ 6,204,505	$ 5,228,575	a)
3000	Solids Processing					
	Technical and Administrative Support for Solids Removal and Processing	Cost	$ 685,098	$ 670,765	$ 657,975	
4000	Flood & Pollution Control					
4200	Operation and Maintenance of the Waterways to Minimize Area Flooding and Pollution	Cost	$ 979,153	$ 825,700	$ 782,300	
	Minimize Diversion of Lake Michigan Water in Accordance with the U.S. Supreme Court Decree	Mil. Gal./Year Diversion	63,545	68,000	68,000	
		Cost	$ 447,393	$ 341,400	$ 347,800	
		Cost/Mil. Gal./Year	$ 7.04	$ 5.02	$ 5.11	
	Generate Electricity at Lockport Powerhouse to Obtain Approximately $1.2 million in Revenue	KWH	33,070,255	35,000,000	46,000,000	
		Cost	$ 555,549	$ 424,800	$ 378,400	
		Cost/KWH	$ 0.0168	$ 0.0121	$ 0.0082	
		** Revenue Generated*	*$1,012,462*	*$1,050,000*	*$1,200,000*	
4210	Maintenance of the Waterways and Canal Banks Within the Jurisdiction of the District. Activities Include Debris Removal, Insect and Rodent Control, Bridge Repairs and Aeration Costs	Cost	$ 148,804	$ 184,100	$ 199,400	
4400	Aeration Facilities	Cost	$ 73,345	$ 71,900	$ 73,300	
4900	Flood & Pollution Control - Indirect Costs	Cost	$ 229,127	$ 322,365	$ 265,675	b)
5000	Solids Drying/Utilization					
	Management and Coordination of the Solids Utilization Program	Dry Tons	138,677	92,050	89,100	
		Cost	$ 10,170,239	$ 14,925,865	$ 16,328,275	c)
		Cost/Dry Ton	$ 73.34	$ 162.15	$ 183.26	
7000	General Support					
7368	Real Estate Environmental Assessment	Cost	$ 829,886	$ 1,107,000	$ 1,050,900	
7900	Technical and Administrative Support for Other Departments' Activities Indirectly Related to the Operational Activities of Collection & Treatment, Solids Processing, Flood & Pollution Control, and Solids Utilization	Cost	$ 111,390	$ 36,200	$ 33,800	
		Division Total	$ 19,266,694	$ 25,114,600	$ 25,346,400	

a) Decrease is due to reduced requests for manhole repairs ($515,000), sewer televising ($171,000), odor control ($27,000), interceptor collection system cleaning ($100,000), manhole covers and frames ($49,500), and repair parts for TARP control structures ($20,000).

b) Decrease is due to the transfer of Lockport Powerhouse fire suppression system maintenance ($29,000), structural maintenance ($24,000), and weed and pest control ($13,000) to the Buildings & Grounds Unit in the Stickney Service Area.

c) Increase is due to higher requests for local trucking for the transport of biosolids within Cook County ($1,100,000), and biosolids management services at the Lawndale Avenue and Harlem Avenue locations ($658,200), offset by a reduction in the beneficial reuse of biosolids ($345,000).

* *Revenue generated not included in total costs.*

101 66000	Fund: Corporate Department: Maintenance & Operations Division: General	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 8,889,732	$ 8,715,400	$ 8,715,400	$ 5,976,725	$ 8,532,400	$ 8,864,600	$ -
601060	Compensation Plan Adjustments	480,026	470,900	470,900	311,411	420,000	402,700	-
601080	Salaries of Nonbudgeted Employees	31,330	100,000	50,000	-	-	24,800	-
601100	Tuition and Training Payments	16,018	20,000	20,000	13,520	19,000	25,000	-
601170	Payments for Professional Services	457,214	668,400	668,400	515,934	571,100	600,700	-
100	TOTAL PERSONAL SERVICES	9,874,319	9,974,700	9,924,700	6,817,590	9,542,500	9,917,800	-
612010	Travel	1,559	11,000	11,000	1,814	9,000	7,900	-
612030	Meals and Lodging	4,458	19,500	19,500	3,851	18,000	12,200	-
612050	Compensation for Personally-Owned Automobiles	12,610	11,000	11,000	7,712	11,000	7,000	-
612080	Motor Vehicle Operating Services	195	500	500	314	500	400	-
612150	Electrical Energy	50,633	52,700	52,700	43,082	52,700	53,000	-
612160	Natural Gas	2,385	4,200	4,200	2,287	4,000	2,500	-
612170	Water and Water Services	22,709	26,200	26,200	19,683	26,200	30,000	-
612210	Communication Services	201,152	210,000	210,000	209,143	155,000	170,000	-
612240	Testing and Inspection Services	6,192	7,800	7,800	5,175	7,100	6,500	-
612330	Rental Charges	8,380	9,900	9,900	9,900	5,000	7,300	-
612410	Governmental Service Charges	13,660	21,000	21,000	20,900	21,000	22,000	-
612420	Maintenance of Grounds and Pavements	139,953	331,000	331,000	282,769	295,300	27,400	-
612490	Contractual Services, N.O.C.	143,537	102,900	102,900	79,451	80,000	154,600	-
612520	Waste Material Disposal Charges	7,182,428	11,390,300	11,338,600	11,293,732	8,717,600	13,000,000	-
612600	Repairs to Collection Facilities	661,348	1,463,800	1,463,800	1,381,414	1,303,800	547,100	-
612620	Repairs to Waterway Facilities	53,450	115,600	115,600	67,790	95,000	85,000	-
612650	Repairs to Process Facilities	5,110	36,000	36,000	32,000	36,000	31,500	-
612680	Repairs to Buildings	22,203	44,000	44,000	36,320	27,400	21,000	-
612760	Repairs to Material Handling and Farming Equipment	200,138	214,000	214,000	214,000	214,000	214,000	-
612780	Safety Repairs and Services	5,803	67,000	67,000	47,000	45,000	50,000	-
612790	Repairs to Marine Equipment	51,431	60,000	60,000	56,450	56,500	80,000	-
612820	Computer Software Maintenance	66,720	5,000	5,000	-	4,500	5,000	-
612860	Repairs to Vehicle Equipment	23,328	35,000	35,000	35,000	34,000	35,000	-
612990	Repairs, N.O.C.	-	3,500	3,500	2,721	3,000	800	-

101 66000	Fund: Corporate Department: Maintenance & Operations Division: General	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
200	TOTAL CONTRACTUAL SERVICES	8,879,382	14,241,900	14,190,200	13,852,506	11,221,600	14,570,200	-
623030	Metals	-	3,500	4,700	4,606	3,500	-	-
623070	Electrical Parts and Supplies	32,168	41,000	41,000	15,035	20,900	25,000	-
623090	Plumbing Accessories and Supplies	6,705	25,800	25,800	25,391	8,000	10,000	-
623110	Hardware	809	8,600	8,600	6,381	1,000	2,000	-
623130	Buildings, Grounds, Paving Materials, and Supplies	36,765	45,000	45,000	43,518	15,000	80,000	-
623250	Vehicle Parts and Supplies	33,020	125,000	125,000	111,041	88,000	85,000	-
623270	Mechanical Repair Parts	95,818	142,900	142,900	104,913	53,000	100,000	-
623300	Manhole Materials	11,245	60,400	60,400	21,155	11,000	11,000	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	8,361	8,500	8,500	7,831	7,500	7,500	-
623560	Processing Chemicals	44,808	151,000	151,000	132,978	141,000	250,000	-
623570	Laboratory Testing Supplies, Small Equipment, and Chemicals	-	2,500	2,500	-	2,500	2,500	-
623660	Cleaning Supplies	235	600	600	470	500	400	-
623680	Tools and Supplies	24,260	19,200	19,200	16,901	9,200	25,000	-
623700	Wearing Apparel	1,725	3,200	3,200	1,098	2,000	2,000	-
623780	Safety and Medical Supplies	7,723	12,800	12,800	12,015	12,000	8,000	-
623800	Computer Software	-	2,000	2,000	946	1,000	-	-
623820	Fuel	188,532	221,000	221,000	221,000	195,000	220,000	-
623990	Materials and Supplies, N.O.C.	22,120	25,000	25,000	18,811	22,700	30,000	-
300	TOTAL MATERIALS AND SUPPLIES	514,293	898,000	899,200	744,089	593,800	858,400	-
634820	Computer Software	-	-	43,000	42,960	43,000	-	-
400	TOTAL MACHINERY AND EQUIPMENT	-	-	43,000	42,960	43,000	-	-
TOTAL GENERAL DIVISION		$ 19,267,994	$ 25,114,600	$ 25,057,100	$ 21,457,145	$ 21,400,900	$ 25,346,400	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: General

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
601	**Executive Office**					
EX14	Director of Maintenance & Operations	1	1		1	
EX06	Secretary to Officer	1	1		1	
TOTAL	Executive Office	2	2	338,056.16	2	338,056.16
611	**General Division Executive Office**					
HP22	Assistant Director of Maintenance & Operations	1	1		1	
HP12	Secretary #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
TOTAL	General Division Executive Office	2	2	295,195.42	2	295,195.42
620	**Administrative Section**					
621	**Administrative Unit**					
HP18	Supervising Budget & Management Analyst	1	1		1	
HP17	Management Analyst III #2 (Senior Budget & Management Analyst) (New Grade HP16)	1	-		-	
HP16	Senior Budget & Management Analyst	-	1		1	
HP15	Management Analyst II #2 (Budget & Management Analyst) (New Grade HP14)	1	1		1	
HP14	Management Analyst I #2 (Budget & Management Analyst)	1	-		-	
HP14	Budget & Management Analyst	-	1		1	
TOTAL	Administrative Unit	4	4	437,690.50	4	404,250.60
TOTAL	Administrative Section	4	4	437,690.50	4	404,250.60
630	**Waterways Control Section**					
631	**Administrative Unit**					
HP20	Supervising Civil Engineer	1	-		-	
HP20	Managing Civil Engineer	-	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
TOTAL	Administrative Unit	2	2	229,926.06	2	237,579.94
632	**Channels Operations Unit**					
HP18	Principal Civil Engineer	1	-		-	
TOTAL	Channels Operations Unit	1	-	-	-	-

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: General

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
633	**Channel Control Unit**					
NR6271	Systems Dispatcher	4	4		4	
TOTAL	Channel Control Unit	4	4	420,576.00	4	420,576.00
634	**Channel Maintenance Unit**					
	(* Number of positions budgeted and funded by the Stormwater Management Fund appears below position count)					
HP17	Senior Civil Engineer	- (*1)	- (*1)		- (*1)	
HP15	Associate Civil Engineer	- (*2)	- (*1)		- (*1)	
TOTAL	Channel Maintenance Unit	-	-	-	-	-
TOTAL	Stormwater Management Fund Positions	(*3)	(*2)		(*2)	
635	**Lockport Powerhouse Unit**					
HP15	Associate Electrical Engineer	1	-		-	
HP14	Assistant Civil Engineer	1	1		1	
HP14	Engineering Technician V	1	1		1	
NR7394	Powerhouse Mechanic Leadman	1	1		1	
NR7393	Powerhouse Mechanic	1	1		1	
TOTAL	Lockport Powerhouse Unit	5	4	400,549.76	4	400,549.76
636	**Boat Operations Unit**					
	(* Number of positions budgeted and funded by the Stormwater Management Fund appears below position count)					
HP14	Engineering Technician V	- (*1)	- (*1)		- (*1)	
HP14	Engineering Technician V #4	- (*1)	- (*1)		- (*1)	
HP12	Engineering Technician IV	- (*1)	- (*1)		- (*1)	
HP12	Engineering Technician IV #4	- (*1)	- (*1)		- (*1)	
NR8650	Maintenance Laborer Class A Shift	- (*2)	- (*2)		- (*2)	
TOTAL	Boat Operations Unit	-	-	-	-	-
TOTAL	Stormwater Management Fund Positions	(*6)	(*6)		(*6)	
637	**North Service Area Channel Maintenance Unit**					
	(* Number of positions budgeted and funded by the Stormwater Management Fund appears below position count)					
HP14	Engineering Technician V	- (*1)	-		-	
NR8650	Maintenance Laborer Class A Shift	- (*4)	-		-	
TOTAL	North Service Area Channel Maintenance Unit	-	-	-	-	-
TOTAL	Stormwater Management Fund Positions	(*5)				

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: General

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
638	**Calumet Service Area Channel Maintenance Unit**					
	(* Number of positions budgeted and funded by the Stormwater Management Fund appears below position count)					
NR8331	Laborer Foreman	- (*1)	-		-	
NR8650	Maintenance Laborer Class A Shift	- (*1)	-		-	
TOTAL	Calumet Service Area Channel Maintenance Unit	-	-	-	-	-
TOTAL	Stormwater Management Fund Positions	(*2)				
639	**Channel Maintenance Unit**					
	(* Number of positions budgeted and funded by the Stormwater Management Fund appears below position count)					
HP14	Engineering Technician V	-	- (*1)		- (*1)	
HP14	Engineering Technician V #4	- (*1)	- (*1)		- (*1)	
NR8331	Laborer Foreman	- (*1)	- (*2)		-	
NR8331	Laborer Foreman #1	-	-		- (*1)	
NR8650	Maintenance Laborer Class A Shift	- (*2)	- (*4)		- (*2)	
TOTAL	Channel Maintenance Unit	-	-	-	-	-
TOTAL	Stormwater Management Fund Positions	(*4)	(*8)		(*5)	
670	**Collection System Section**					
671	**Collection System Administration Unit**					
HP18	Assistant Engineer of Treatment Plant Operations I	1	-		-	
TOTAL	Collection System Administration Unit	1	-	-	-	-
677	**Collection System Unit North Service Area**					
HP17	Senior Civil Engineer	1	-		-	
HP14	Assistant Civil Engineer	1	-		-	
HP12	Engineering Technician IV	1	-		-	
NR8650	Maintenance Laborer Class A Shift	3	-		-	
PR6473	Truck Driver	1	-		-	
TOTAL	Collection System Unit North Service Area	7	-	-	-	-
678	**Collection System Unit South Service Area**					
HP15	Associate Civil Engineer	1	-		-	
HP14	Assistant Civil Engineer	1	-		-	

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: General

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP14	Engineering Technician V	1	-		-	
NR8331	Laborer Foreman	3	-		-	
NR8650	Maintenance Laborer Class A Shift	7	-		-	
PR6473	Truck Driver	3	-		-	
TOTAL	Collection System Unit South Service Area	16	-	-	-	-
679	**Collection System Unit (formerly Collection System Unit Central Service Area)** (* Number of positions budgeted and funded by the Stormwater Management Fund appears below position count)					
HP17	Senior Civil Engineer	1	2		2	
HP15	Associate Civil Engineer	1	2		2	
HP14	Assistant Civil Engineer	-	1		1	
HP14	Engineering Technician V	1	4		4	
HP14	Engineering Technician V #4	1	-		-	
HP12	Engineering Technician IV	1	1		1	
HP11	Engineering Technician III	1	1		1	
NR8331	Laborer Foreman	2 (*1)	5 (*1)		5 (*1)	
NR8650	Maintenance Laborer Class A Shift	4 (*4)	13 (*4)		13 (*4)	
PR6473	Truck Driver	3 (*1)	6 (*1)		6 (*1)	
TOTAL	Collection System Unit (formerly Collection System Unit Central Service Area)	15	35	2,841,691.84	35	2,864,831.84
TOTAL	Stormwater Management Fund Positions	(*6)	(*6)		(*6)	
TOTAL	Collection System Section	39	35	2,841,691.84	35	2,864,831.84
TOTAL	Stormwater Management Fund Positions	(*6)	(*6)		(*6)	
TOTAL	Waterways Control Section	51	45	3,892,743.66	45	3,923,537.54
TOTAL	Stormwater Management Fund Positions	(*26)	(*22)		(*19)	
640	**Technical Administration Section**					
641	**Technical Administration Unit**					
HP20	Supervising Civil Engineer	1	-		-	
HP20	Managing Civil Engineer	-	1		1	
TOTAL	Technical Administration Unit	1	1	179,860.46	1	179,860.46

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: General

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
642	**Contract Preparation Unit**					
HP18	Contract Administrator	1	-		-	
HP18	Principal Civil Engineer	-	1		1	
HP17	Senior Mechanical Engineer	1	1		1	
HP15	Associate Civil Engineer	1	1		1	
HP15	Associate Mechanical Engineer	1	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
TOTAL	Contract Preparation Unit	5	5	546,852.02	5	551,495.88
643	**Technical Services Unit**					
HP18	Principal Civil Engineer	1	1		1	
HP17	Senior Civil Engineer	1	1		1	
HP15	Associate Civil Engineer	1	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
TOTAL	Technical Services Unit	4	4	421,785.52	4	421,785.52
644	**Construction Design Unit**					
HP18	Assistant Engineer of Treatment Plant Operations I	2	-		-	
HP18	Principal Civil Engineer	1	1		1	
HP18	Principal Electrical Engineer	1	1		1	
HP18	Principal Mechanical Engineer	1	-		-	
TOTAL	Construction Design Unit	5	2	279,837.74	2	279,837.74
TOTAL	Technical Administration Section	15	12	1,428,335.74	12	1,432,979.60
650	**Solids Management Section**					
651	**Solids Administration Unit**					
HP20	Supervising Civil Engineer	1	-		-	
HP20	Managing Civil Engineer	-	1		1	
HP11	Administrative Specialist	1	1		1	
TOTAL	Solids Administration Unit	2	2	232,905.66	2	232,905.66

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: General

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
652	**Solids Field Operations Unit**					
HP17	Senior Civil Engineer	1	1		1	
HP15	Associate Civil Engineer	3	3		3	
HP14	Assistant Civil Engineer	1	1		1	
HP14	Engineering Technician V	3	3		3	
HP14	Engineering Technician V #4	2	2		2	
HP12	Engineering Technician IV	4	5		5	
HP11	Engineering Technician III	1	1		1	
TOTAL	Solids Field Operations Unit	15	16	1,449,916.52	16	1,463,480.98
653	**Solids Operations Administration Unit**					
HP17	Senior Civil Engineer	1	1		1	
HP15	Associate Civil Engineer	2	2		2	
HP12	Engineering Technician IV #4	1	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
NR8652	Maintenance Laborer Class B	1	1		1	
TOTAL	Solids Operations Administration Unit	6	6	534,790.36	6	534,790.36
TOTAL	Solids Management Section	23	24	2,217,612.54	24	2,231,177.00
660	**Site Remediation Section**					
661	**Site Remediation Unit**					
HP20	Engineer of Site Remediation	1	1		1	
HP17	Site Remediation Specialist	1	1		1	
TOTAL	Site Remediation Unit	2	2	283,459.80	2	283,459.80
TOTAL	Site Remediation Section	2	2	283,459.80	2	283,459.80
TOTAL	Maintenance & Operations General Division	99	91	8,893,093.82	91	8,908,656.12
TOTAL	Stormwater Management Fund Positions	(*26)	(*22)		(*19)	

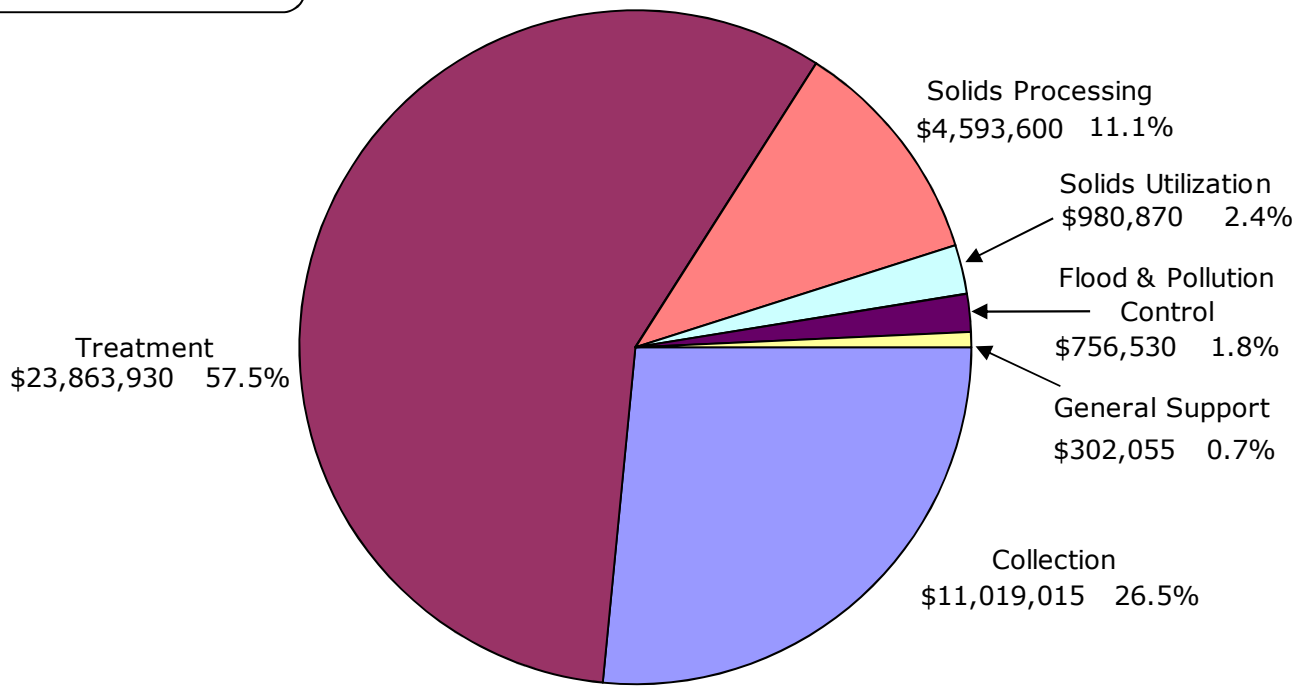
Note: Nineteen positions budgeted in Sections 634, 636, 639, and 679 are funded by the Stormwater Management Fund, while the operations remain in the Maintenance & Operations Department.

NOTE: Departmental appropriation totals for salaries in the Position Analysis differ from those contained in the Line Item Analysis by a factor identified to adjust for vacancies. Salary ranges corresponding to the pay plan and grade for each class title can be found in the table of Salary Schedules in the Appendix.

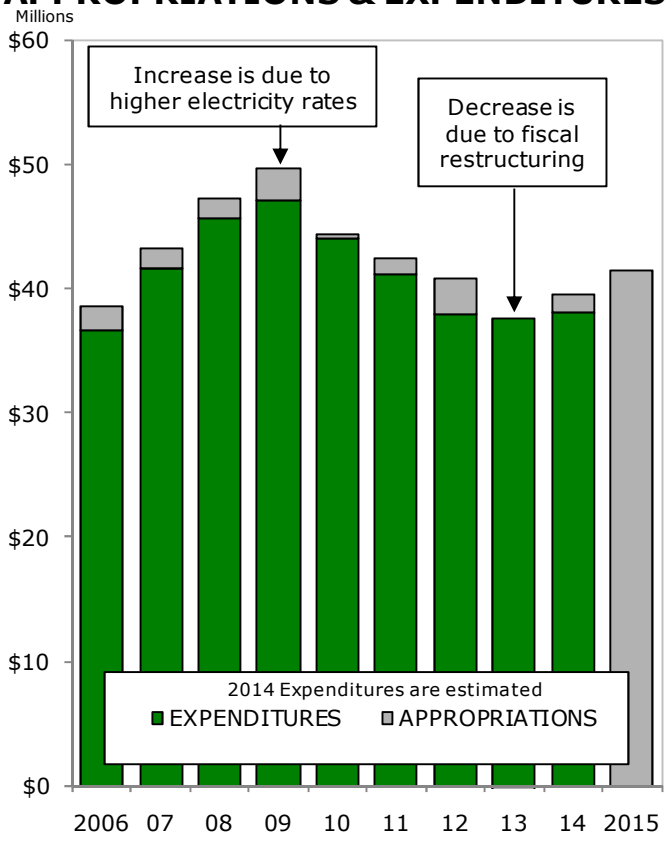
MAINTENANCE & OPERATIONS – NORTH SERVICE AREA

2015	$41,516,000
2014	$39,573,200
Increase	$1,942,800

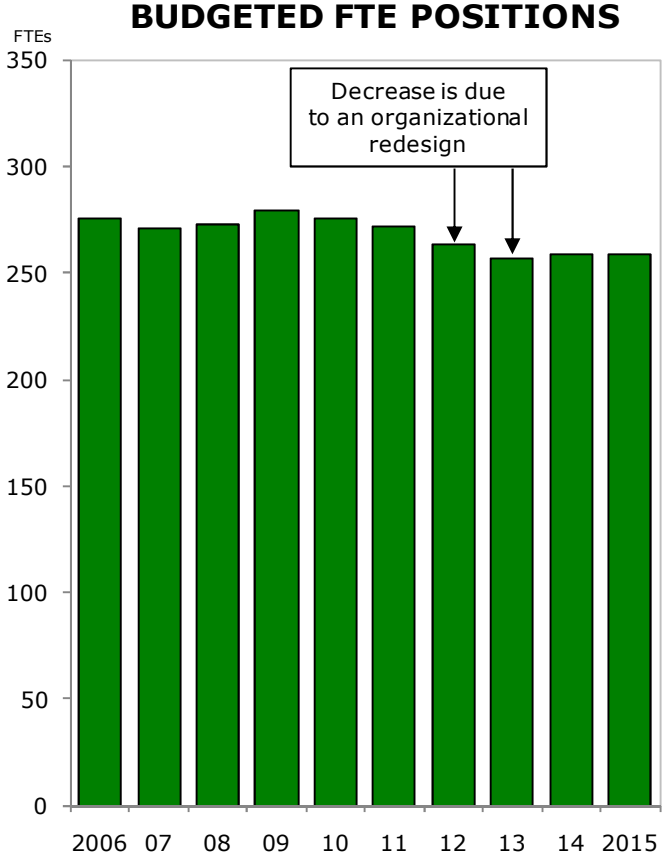
FUNCTIONS



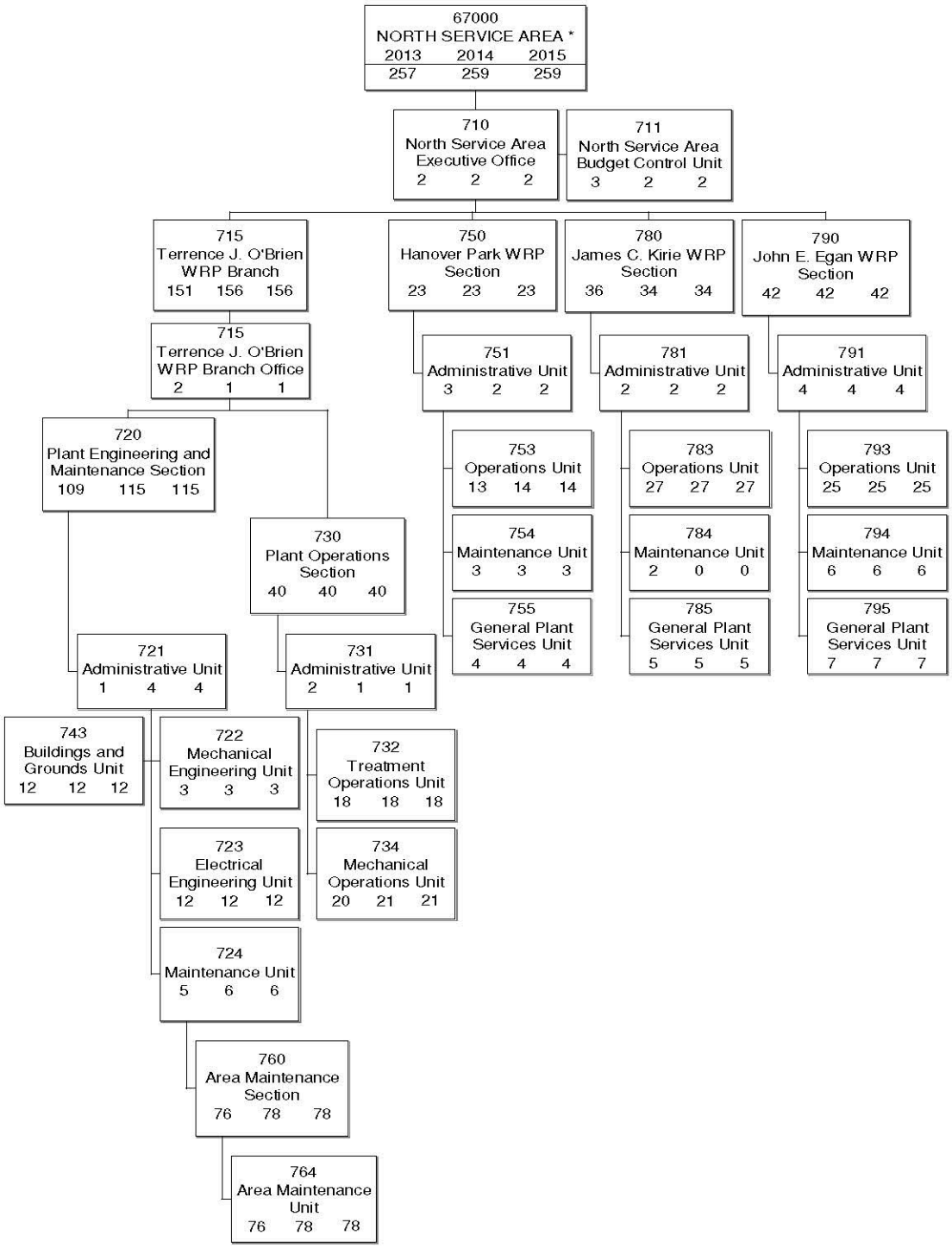
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



MAINTENANCE & OPERATIONS – NORTH SERVICE AREA



* In 2015, there are no positions funded by the Stormwater Management Fund.

MAINTENANCE & OPERATIONS – NORTH SERVICE AREA

The North Service Area (NSA) supports the District's mission to protect the quality of the water supply and the health and safety of the public, to improve the quality of water in canals, rivers, and streams, to protect businesses and homes from flood damage, and to manage water as a vital resource. The Executive Office and the Budget Control Unit provide the overall direction and the budgetary and administrative services for the NSA.

Service Area Summary

The NSA's primary responsibilities include:

Area Offices provide leadership in developing long-term capital improvement, operation, and maintenance plans in compliance with National Pollutant Discharge Elimination System (NPDES) and other permit requirements, ensuring continuous improvements. Area offices also operate facilities in a cost-effective manner that ensures the integrity of all facilities, the safety and security of all employees, workers, and the public, and present a positive and professional image of the District.

Engineering and Maintenance Sections maintain all equipment at the plants and their outlying facilities in compliance with NPDES and other permit requirements. These sections implement asset management based on Government Accounting Standards Board Statement 34 condition evaluations. They also coordinate and direct repairs, maintenance, and alterations for treatment plants, pump stations, and outlying facilities in the NSA.

Operations Sections operate all equipment and processes at the plants and their outlying facilities in compliance with NPDES and other permit requirements. They sections ensure the operational integrity of all facilities at all times, as well as the safety of employees, contract workers, and the public.

Plant Services Sections maintain buildings and grounds at the plants and their outlying facilities in compliance with NPDES and other permit requirements and ensure their availability, cleanliness, and safety.

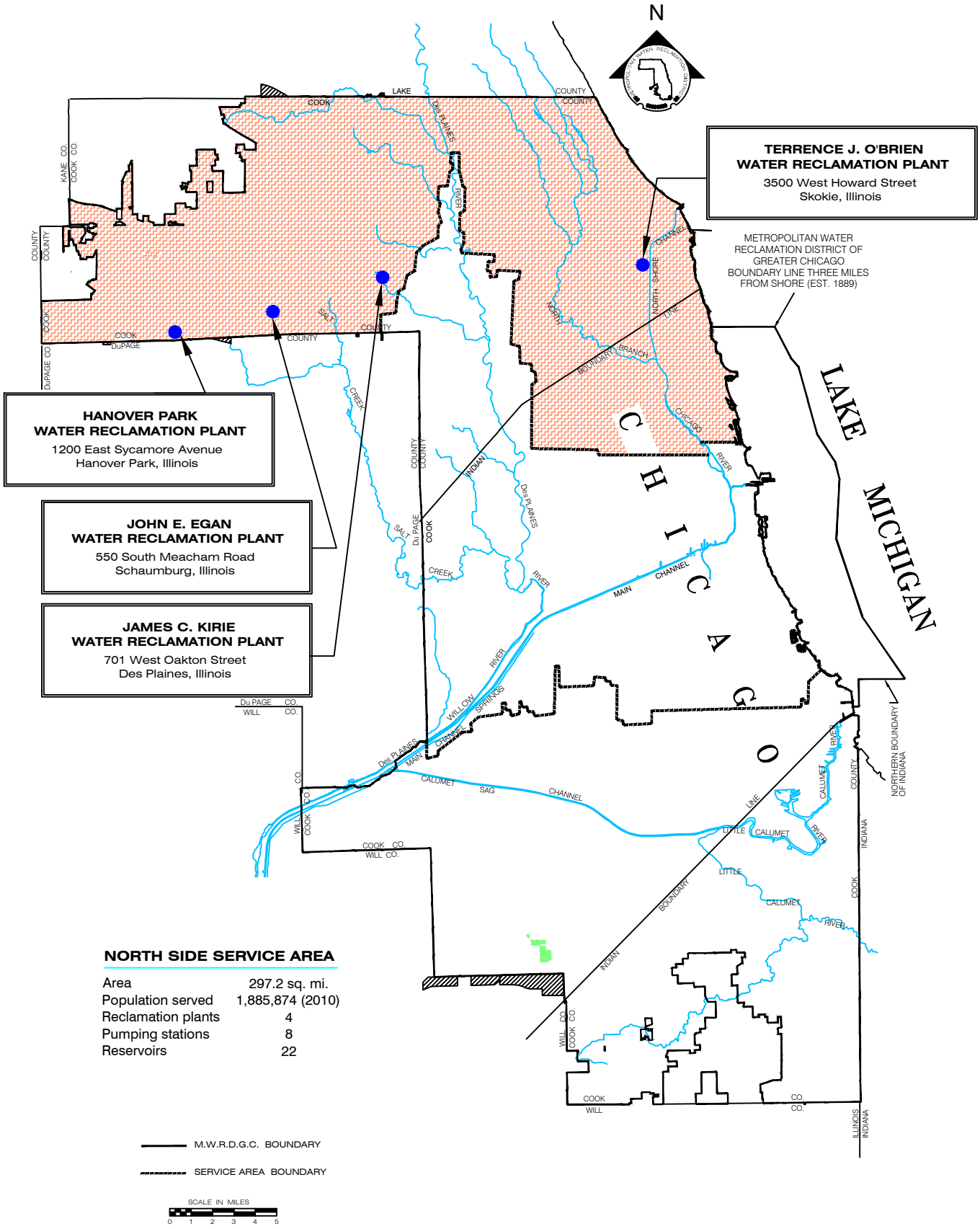
Summary of 2014 Accomplishments

- 100.00 percent compliance with NPDES and other permit requirements. In 2013, NPDES percent permit compliance by plant was as follows: O'Brien Water Reclamation Plant (WRP), 100.00 percent; Egan WRP, 99.96 percent; Kirie WRP, 100.00 percent; and Hanover Park WRP, 100.00 percent;
- Continued infrastructure improvement, rehabilitation, and replacement by a combination of Engineering and Maintenance & Operations Department contracts and use of the Construction Fund for capital projects;
- Continued implementation of the Engineering Program;
- Increased emphasis on the maintenance of operations by planning and controlling costs and future expenditures and continuing sound and responsible management of our resources;
- Adjusted the maintenance plans and schedules to increase the use of in-house trades to perform maintenance work previously performed by contract personnel and reduce the level of outsourcing;
- Presented a responsive image of the District to the public.

Budget Highlights

The 2015 appropriation for the NSA is $41,516,000, an increase of $1,942,800, or 4.9 percent, from 2014. The staffing level of 259 budgeted positions remains unchanged from 2014.

The NSA will continue to work with other departments to develop a strategy for compliance with the phosphorus concentration limits for the O'Brien WRP effluent. Some of the initiatives being developed are final tank enhancements, phosphorus source control through the Industrial Pretreatment Program, the use of algae to recover phosphorus, side stream phosphorus recovery systems, and biological phosphorus removal processes. Emphasis has been placed on the maintenance of operations by planning and controlling current costs and future expenditures, which can be achieved with increased operating efficiency, conservation, and better administration of the maintenance outsourcing process.


N
TERRENCE J. O'BRIEN
WATER RECLAMATION PLANT
3500 West Howard Street
Skokie, Illinois
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO BOUNDARY LINE THREE MILES FROM SHORE (EST. 1889)
HANOVER PARK
WATER RECLAMATION PLANT
1200 East Sycamore Avenue
Hanover Park, Illinois
JOHN E. EGAN
WATER RECLAMATION PLANT
550 South Meacham Road
Schaumburg, Illinois
JAMES C. KIRIE
WATER RECLAMATION PLANT
701 West Oakton Street
Des Plaines, Illinois
LAKE MICHIGAN
CHICAGO
NORTH SIDE SERVICE AREA
Area 297.2 sq. mi.
Population served 1,885,874 (2010)
Reclamation plants 4
Pumping stations 8
Reservoirs 22
M.W.R.D.G.C. BOUNDARY
SERVICE AREA BOUNDARY
SCALE IN MILES
0 1 2 3 4 5

67000 M&O - NORTH SERVICE AREA — OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:	Cost	Percent
1. COLLECTION & TREATMENT: The North Service Area will collect and treat approximately 120.3 billion gallons of sewage through its treatment facilities and a contract agreement with the Fox River Water Reclamation District.	$ 34,882,945	84.0%
2. SOLIDS PROCESSING: The North Service Area will remove 60,200 dry tons and process 15,200 dry tons of concentrated sewage through various systems including heated digestion, centrifuging, concentration, and centrifuge cake in lagoons at CALSMA** and LASMA**.	$ 4,593,600	11.1%
3. SOLIDS UTILIZATION: The North Service Area will provide support to utilize 1,000 dry tons of further dewatered sewage for application at the Fischer Farm in Hanover Park.	$ 980,870	2.4%
4. FLOOD & POLLUTION CONTROL: The North Service Area will work to prevent local area flooding and control diversion of water from Lake Michigan through the operation of 22 detention reservoirs in cooperation with local communities, and by assisting in the operation of the Wilmette Controlling Works and the North Shore Channel. The North Service Area will also work to maintain the quality of the waterways system and associated District property by utilizing debris boats and channel maintenance crews.	$ 756,530	1.8%
5. GENERAL SUPPORT: The North Service Area will provide technical and administrative support for other departments not directly related to the operational activities of Collection and Treatment, Solids Processing, Flood and Pollution Control, and Solids Utilization.	$ 302,055	0.7%
Total	$ 41,516,000	100.0%

Design:	Flows ^	CBOD *	SS *
Terrence J. O'Brien Water Reclamation Plant	333 MGD	10 mg/l	12 mg/l
John E. Egan Water Reclamation Plant	30 MGD	10 mg/l	12 mg/l
Hanover Park Water Reclamation Plant	12 MGD	10 mg/l	12 mg/l
James C. Kirie Water Reclamation Plant	52 MGD	4 mg/l	5 mg/l
Fox River Water Reclamation District	4 MGD	N.A.	N.A.

^ In millions of gallons per day (MGD).
* National Pollutant Discharge Elimination System (NPDES) monthly effluent quality standards:
CBOD - Carbonaceous Biochemical Oxygen Demand
SS - Suspended Solids

**CALSMA - Calumet Solids Management Area and LASMA - Lawndale Avenue Solids Management Area

MEASURABLE GOALS:	Unit of Measure	2013 Actual	2014 Estimated	2015 Proposed
1. The North Service Area will collect and treat approximately 120.3 billion gallons of sewage in 2015.	Billion Gallons	110.4	120.3	120.3
2. The North Service Area will remove 60,200 dry tons of process solids and 15,200 dry tons of concentrated sewage.	Dry Ton Process Solids	14,234	15,200	15,200
3. The North Service Area will obtain 100 percent permit compliance in 2015 for NPDES effluent limits.	Percent	99.99%	100%	100%
4. The North Service Area will provide support to utilize 1,000 dry tons of biosolids in 2015.	Dry Tons	2,806	1,000	1,000

67000 M&O - NORTH SERVICE AREA — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
1000	Collection	$ 9,959,793	2015	69	$ 11,019,015	$ 201,265	1.9	
			2014	69	$ 10,817,750			
1100	Surface Interceptor Systems	$ 284,690	2015	3	$ 307,100	$ (142,100)	(31.6)	a)
			2014	3	$ 449,200			
1200	Tunnel and Reservoir System	$ 1,423,663	2015	9	$ 1,198,000	$ 15,000	1.3	
			2014	9	$ 1,183,000			
1300	Pumping Station Facilities	$ 4,052,254	2015	27	$ 4,903,000	$ 155,700	3.3	b)
			2014	27	$ 4,747,300			
1900	Collection - Indirect Costs	$ 4,199,186	2015	30	$ 4,610,915	$ 172,665	3.9	c)
			2014	30	$ 4,438,250			
2000	Treatment	$ 21,187,823	2015	159	$ 23,863,930	$ 1,508,680	6.7	
			2014	159	$ 22,355,250			
2000	Pre-Treatment	$ 657,049	2015	6	$ 839,200	$ 74,800	9.8	
			2014	6	$ 764,400			
2100	Primary Treatment	$ 583,730	2015	7	$ 696,100	$ 5,800	0.8	
			2014	7	$ 690,300			
2200	Secondary Treatment	$ 7,107,121	2015	45	$ 8,405,500	$ 1,707,000	25.5	d)
			2014	45	$ 6,698,500			
2300	Tertiary Treatment	$ 1,279,889	2015	12	$ 1,279,200	$ (6,700)	(0.5)	
			2014	12	$ 1,285,900			
2900	Treatment - Indirect Costs	$ 11,560,034	2015	89	$ 12,643,930	$ (272,220)	(2.1)	e)
			2014	89	$ 12,916,150			

a) Decrease is due to the completion of the sewer cleaning contract ($165,000), offset by an increase for mechanical repair parts ($19,000).

b) Increase is due to higher electrical energy costs at the O'Brien WRP ($98,300) and the North Branch Pumping Station ($38,100) and increased scavenger services at the O'Brien WRP ($8,000) and the Egan WRP ($3,700).

c) Increase is due to higher electrical energy costs at the O'Brien WRP ($6,600), replacing handrails at a Kirie WRP influent pumping station ($50,000), a new telemetry line at the North Branch Pumping Station ($19,700), and payments to the Fox River Water Reclamation District ($105,600).

d) Increase is due to higher electrical energy costs at the O'Brien WRP ($1,540,400) and soda ash for the Egan WRP Anita Mox system ($197,900), offset by a decreased demand for electricity at the Egan WRP ($48,400).

e) Decrease is due to the transfer of landscaping to the Stickney WRP Building & Grounds Service Center ($372,500), offset by an increase to the manhours contract at the O'Brien WRP ($100,000).

67000 M&O - NORTH SERVICE AREA — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY: Number	Name	2013 Actuals		Budgeted FTEs	Budgeted Dollars	Change Dollars	Change Percent	
3000	Solids Processing	$ 4,329,832	2015	25	$ 4,593,600	$ 126,900	2.8	
			2014	25	$ 4,466,700			
3100	Thickening	$ 1,033,361	2015	6	$ 905,200	$ 146,700	19.3	f)
			2014	6	$ 758,500			
3200	Stabilization	$ 770,778	2015	6	$ 879,000	$ 5,000	0.6	
			2014	6	$ 874,000			
3300	Dewatering	$ 1,006,927	2015	6	$ 1,211,800	$ (118,600)	(8.9)	g)
			2014	6	$ 1,330,400			
3900	Solids Processing - Indirect Costs	$ 1,518,766	2015	7	$ 1,597,600	$ 93,800	6.2	
			2014	7	$ 1,503,800			
4000	Flood & Pollution Control	$ 659,723	2015	4	$ 756,530	$ 13,210	1.8	
			2014	4	$ 743,320			
4200	Waterways Control and Stormwater Reservoirs	$ 442,960	2015	4	$ 471,800	$ 31,200	7.1	
			2014	4	$ 440,600			
4300	Stormwater Management	$ 500	2015	-	$ -	$ -	-	
			2014	-	$ -			
4400	Aeration Facilities	$ 158,954	2015	-	$ 181,500	$ (6,400)	(3.4)	
			2014	-	$ 187,900			
4900	Flood & Pollution Control - Indirect Costs	$ 57,309	2015	-	$ 103,230	$ (11,590)	(10.1)	
			2014	-	$ 114,820			
5000	Solids Utilization	$ 1,253,424	2015	1	$ 980,870	$ 131,400	15.5	
			2014	1	$ 849,470			
5200	Solids Distribution	$ 457,952	2015	-	$ 221,100	$ 27,100	14.0	
			2014	-	$ 194,000			
5900	Solids Utilization - Indirect Costs	$ 795,472	2015	1	$ 759,770	$ 104,300	15.9	h)
			2014	1	$ 655,470			
7000	General Support	$ 241,380	2015	1	$ 302,055	$ (38,655)	(11.3)	
			2014	1	$ 340,710			
	Totals	$ 37,631,975	2015	259	$ 41,516,000	$ 1,942,800	4.9%	*
			2014	259	$ 39,573,200			

f) Increase is due to a greater demand for polymer at the Egan WRP ($148,000) and scavenger services at the O'Brien WRP ($24,500), offset by a reduced demand for mechanical repair parts at the Egan WRP ($11,800).

g) Decrease is due to the reduced usage of ferric chloride ($138,000), offset by the increased usage of polymer ($22,000) at the Egan WRP.

h) Increase is due to payments to the Fox River Water Reclamation District ($105,500), offset by a reduced demand for mechanical repair parts at the O'Brien WRP ($1,500).

* The 2015 position total for the North Service Area is 259, with no positions budgeted in the Stormwater Management Fund.

67000 M&O - NORTH SERVICE AREA — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
1000-2900	Collection & Treatment					
	Collect and Treat Sewage at Treatment Facilities and Through a Contract Agreement with the Fox River Water Reclamation District					
	Terrence J. O'Brien Water Reclamation Plant	Mil. Gallons	81,824	89,000	89,000	
		Cost	$ 15,488,623	$ 16,482,950	$ 18,279,120	a)
		Cost/Mil. Gallons	$ 189.29	$ 185.20	$ 205.38	
	John E. Egan Water Reclamation Plant	Mil. Gallons	9,088	10,200	10,200	
		Cost	$ 5,893,024	$ 6,445,800	$ 6,304,900	b)
		Cost/Mil. Gallons	$ 648.44	$ 631.94	$ 618.13	
	Hanover Park Water Reclamation Plant	Mil. Gallons	3,442	3,500	3,500	
		Cost	$ 2,571,458	$ 2,613,050	$ 2,594,380	
		Cost/Mil. Gallons	$ 747.08	$ 746.59	$ 741.25	
	James C. Kirie Water Reclamation Plant	Mil. Gallons	14,098	11,896	15,558	
		Cost	$ 5,879,966	$ 6,491,200	$ 6,353,345	c)
		Cost/Mil. Gallons	$ 417.08	$ 545.66	$ 408.37	
	Fox River Water Reclamation District	Mil. Gallons	1,974	2,000	2,000	
		Cost	$ 1,314,545	$ 1,140,000	$ 1,351,200	d)
		Cost/Mil. Gallons	$ 665.93	$ 570.00	$ 675.60	
3000	Solids Processing					
	Remove 60,200 Dry Tons of Solids, Transfer 35,000 to SWRP, and Process 15,200 from Concentrated Sewage Through Various Systems	Dry Tons	14,234	15,000	15,200	
		Cost	$ 4,329,832	$ 4,466,700	$ 4,593,600	e)
		Cost/Dry Ton	$ 304.19	$ 297.78	$ 302.21	

a) Increase is due to a greater demand for electricity at the O'Brien WRP ($1,673,300) and the North Branch Pumping Station ($38,100), an increased demand for natural gas ($38,700), and for scavenger services ($31,700).
b) Decrease is due to reduced electrical energy requests ($87,000) and mechanical repair parts ($28,000).
c) Decrease is due to reduced electrical energy requests ($117,000) and reduced requests for electrical and mechanical repair parts ($20,600).
d) Increase is due to the higher volume of sewage treated at the Fox River Water Reclamation District ($211,200).
e) Increase is due to a greater demand for polymer at the Egan WRP ($148,000) and payments to the Fox River Water Reclamation District ($105,600), offset by the reduced usage of ferric chloride at the Egan WRP ($138,000).

67000 M&O - NORTH SERVICE AREA — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
4000	Flood & Pollution Control					
	Operation and Maintenance of the Waterways to Minimize Area Flooding and Pollution					
4300	Stormwater Management	Cost	$ 500	$ -	$ -	
4200	Minimize Area Flooding and Pollution of Lake Michigan	Reservoirs	21	22	22	
	Through the Continuous Control of Water Levels in Major	Cost	$ 442,960	$ 440,600	$ 471,800	
	Rivers and Canals and the Operation of Detention Reservoirs	Cost/Reservoir	$ 21,093.33	$ 20,027.27	$ 21,445.45	
4400	Aeration Facilities	Cost	$ 158,954	$ 187,900	$ 181,500	
4900	Flood & Pollution Control - Indirect Costs	Cost	$ 57,309	$ 114,820	$ 103,230	
5000	Solids Utilization					
	Utilize Further Dewatered Sewage for Application at Final	Dry Tons	2,806	1,400	1,000	
	Utilization Sites Such as the Fischer Farm at Hanover Park	Cost	$ 1,253,424	$ 849,470	$ 980,870	f)
	and Other Farm Application Sites	Cost/Dry Ton	$ 446.69	$ 606.76	$ 980.87	
7000	General Support					
	Technical and Administrative Support for Other Departments' Activities Indirectly Related to the Operational Activities of Collection and Treatment, Solids Processing, Flood and Pollution Control, and Solids Utilization	Cost	$ 241,380	$ 340,710	$ 302,055	
		Division Total	$ 37,631,975	$ 39,573,200	$ 41,516,000	

f) Increase is due to payments to the Fox River Water Reclamation District ($105,500) and biosolid injection at the Hanover Park WRP ($20,000).

101 67000	Fund: Corporate Department: Maintenance & Operations Division: North Service Area	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 21,716,885	$ 22,826,000	$ 22,826,000	$ 16,238,192	$ 22,300,000	$ 23,628,300	$ -
601060	Compensation Plan Adjustments	1,109,554	1,143,600	1,143,600	914,683	1,143,600	1,013,200	-
601100	Tuition and Training Payments	54,379	117,100	117,100	40,126	91,300	70,000	-
100	TOTAL PERSONAL SERVICES	22,880,818	24,086,700	24,086,700	17,193,001	23,534,900	24,711,500	-
612010	Travel	3,109	5,100	5,100	2,746	3,400	15,000	-
612030	Meals and Lodging	11,809	32,600	30,200	11,263	20,000	25,000	-
612050	Compensation for Personally-Owned Automobiles	27,253	35,000	35,000	25,404	30,500	29,200	-
612080	Motor Vehicle Operating Services	192	400	400	167	300	200	-
612150	Electrical Energy	6,799,268	6,473,800	6,473,800	4,693,325	6,473,800	8,000,000	-
612160	Natural Gas	680,345	610,500	670,500	619,182	650,000	745,000	-
612170	Water and Water Services	56,863	53,000	53,000	35,076	52,400	53,900	-
612210	Communication Services	111,864	118,700	118,700	104,520	100,500	130,000	-
612240	Testing and Inspection Services	23,240	55,500	55,500	34,783	35,000	40,000	-
612330	Rental Charges	42,509	25,900	25,900	16,000	21,000	20,000	-
612410	Governmental Service Charges	3,089,862	2,537,700	2,537,700	1,967,035	2,537,700	2,960,300	-
612420	Maintenance of Grounds and Pavements	70,294	449,200	292,200	173,180	190,000	59,900	-
612490	Contractual Services, N.O.C.	6,251	38,900	38,900	30,223	33,500	8,000	-
612520	Waste Material Disposal Charges	691,759	485,900	503,200	503,189	460,000	650,000	-
612530	Farming Services	24,000	20,000	20,000	20,000	20,000	22,000	-
612600	Repairs to Collection Facilities	9,310	250,400	250,400	224,269	137,000	50,000	-
612650	Repairs to Process Facilities	670,765	773,300	773,300	749,334	680,000	823,800	-
612680	Repairs to Buildings	203,866	366,200	366,200	337,914	294,000	250,000	-
612760	Repairs to Material Handling and Farming Equipment	5,860	18,000	18,000	15,098	10,000	15,000	-
612860	Repairs to Vehicle Equipment	5,198	14,000	14,000	14,000	12,000	10,000	-
612990	Repairs, N.O.C.	-	2,000	2,000	-	1,900	-	-
200	TOTAL CONTRACTUAL SERVICES	12,533,618	12,366,100	12,284,000	9,576,709	11,763,000	13,907,300	-
623030	Metals	3,746	10,000	10,000	9,303	8,700	10,000	-
623070	Electrical Parts and Supplies	359,171	595,300	595,300	578,561	500,000	350,000	-
623090	Plumbing Accessories and Supplies	117,043	243,500	243,500	221,900	200,000	150,000	-
623110	Hardware	7,975	16,600	16,600	15,252	14,500	15,000	-

101 67000	Fund: Corporate Department: Maintenance & Operations Division: North Service Area	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
623130	Buildings, Grounds, Paving Materials, and Supplies	28,067	48,100	48,100	37,406	38,400	35,000	-
623190	Paints, Solvents, and Related Materials	626	2,900	2,900	2,373	2,500	1,000	-
623250	Vehicle Parts and Supplies	6,872	12,500	12,500	11,480	12,000	10,000	-
623270	Mechanical Repair Parts	382,506	753,200	753,200	720,284	670,000	550,000	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	12,366	17,700	21,200	19,901	16,500	15,000	-
623560	Processing Chemicals	1,030,769	1,193,300	1,173,300	1,151,015	1,040,000	1,400,000	-
623570	Laboratory Testing Supplies, Small Equipment, and Chemicals	11,153	24,400	44,400	38,982	42,000	20,000	-
623660	Cleaning Supplies	13	700	700	112	300	200	-
623680	Tools and Supplies	52,614	43,500	70,500	64,369	70,000	55,000	-
623780	Safety and Medical Supplies	45,971	31,500	31,500	23,989	28,700	45,000	-
623810	Computer Supplies	6,238	10,000	10,000	7,430	9,500	7,500	-
623820	Fuel	15,668	24,500	24,500	24,112	24,000	20,000	-
623840	Gases	1,786	3,000	3,000	2,500	2,500	2,000	-
623860	Lubricants	2,760	4,500	4,500	3,966	4,000	3,500	-
623990	Materials and Supplies, N.O.C.	-	600	3,600	2,940	1,500	2,000	-
300	TOTAL MATERIALS AND SUPPLIES	2,085,343	3,035,800	3,069,300	2,935,876	2,685,100	2,691,200	-
634600	Equipment for Collection Facilities	19,919	25,000	25,000	23,619	25,000	106,000	-
634650	Equipment for Process Facilities	83,342	59,600	75,100	60,932	59,000	100,000	-
634860	Vehicle Equipment	28,936	-	-	-	-	-	-
400	TOTAL MACHINERY AND EQUIPMENT	132,197	84,600	100,100	84,551	84,000	206,000	-
TOTAL NORTH SERVICE AREA		$ 37,631,975	$ 39,573,200	$ 39,540,100	$ 29,790,137	$ 38,067,000	$ 41,516,000	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: North Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
710	**North Service Area Executive Office**					
HP22	Assistant Director of Maintenance & Operations	1	1		1	
HP12	Secretary #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
TOTAL	North Service Area Executive Office	2	2	295,195.42	2	295,195.42
711	**North Service Area Budget Control Unit**					
HP15	Management Analyst II #2 (Budget & Management Analyst) (New Grade HP14)	1	1		1	
HP14	Management Analyst I #2 (Budget & Management Analyst)	1	-		-	
HP14	Budget & Management Analyst	-	1		1	
HP09	Administrative Clerk	1	-		-	
TOTAL	North Service Area Budget Control Unit	3	2	181,256.92	2	185,704.22
715	**Terrence J. O'Brien WRP Branch**					
715	**Terrence J. O'Brien WRP Branch Office**					
HP21	Engineer of Treatment Plant Operations I	1	-		-	
HP21	Engineer of Treatment Plant Operations I #2 (Managing Engineer) (New Grade HP20)	-	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	-		-	
TOTAL	Terrence J. O'Brien WRP Branch Office	2	1	195,173.16	1	195,173.16
720	**Plant Engineering & Maintenance Section**					
721	**Administrative Unit**					
HP19	Assistant Engineer of Treatment Plant Operations II	1	-		-	
HP19	Assistant Engineer of Treatment Plant Operations II #2 (Principal Engineer) (New Grade HP18)	-	1		1	
HP18	Principal Engineer	-	1		1	
HP17	Senior Electrical Engineer	-	1		1	
HP15	Associate Mechanical Engineer	-	1		1	
TOTAL	Administrative Unit	1	4	524,896.06	4	529,538.62
743	**Buildings & Grounds Unit**					
HP15	Associate Civil Engineer	1	-		-	

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: North Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP14	Engineering Technician V	-	1		1	
HP12	Engineering Technician IV	1	1		1	
HP09	Administrative Clerk	1	1		1	
NR8331	Laborer Foreman	1	1		1	
NR8651	Maintenance Laborer Class A	3	3		3	
NR8652	Maintenance Laborer Class B	5	5		5	
TOTAL	Buildings & Grounds Unit	12	12	715,875.94	12	722,611.24
722	**Mechanical Engineering Unit**					
HP18	Principal Mechanical Engineer	1	1		1	
HP15	Associate Mechanical Engineer	1	1		1	
HP14	Assistant Mechanical Engineer	1	1		1	
TOTAL	Mechanical Engineering Unit	3	3	321,817.86	3	321,817.86
723	**Electrical Engineering Unit**					
HP18	Principal Electrical Engineer	1	1		1	
HP17	Senior Electrical Engineer	1	1		1	
HP15	Associate Electrical Engineer	1	1		1	
HP15	Associate Process Control Engineer	1	1		1	
NR6251	Chief Electrical Operator	1	1		1	
NR6233	Electrical Operator II	5	5		5	
NR6232	Electrical Operator I	2	2		2	
TOTAL	Electrical Engineering Unit	12	12	1,170,530.92	12	1,185,318.68
724	**Maintenance Unit**					
HP18	Master Mechanic I	1	1		1	
HP16	Assistant Master Mechanic	2	3		3	
HP14	Engineering Technician V	1	-		-	
HP12	Engineering Technician IV	-	1		1	
HP09	Administrative Clerk	1	1		1	
TOTAL	Maintenance Unit	5	6	574,718.82	6	613,125.24

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: North Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
760	**Area Maintenance Section**					
764	**Area Maintenance Unit**					
PR5353	Bricklayer	1	1		1	
PR7779	Pipefitter Foreman	1	1		1	
PR7775	Pipefitter Leadman	1	1		1	
PR7773	Pipefitter	12	12		12	
PR5753	Plumber	2	2		2	
PR7347	Electrical Mechanic Foreman	1	1		1	
PR7349	Electrical Mechanic Sub-Foreman	1	1		1	
PR7343	Electrical Mechanic	12	13		13	
PR7425	Electrical Instrument & Testing Mechanic Foreman	1	1		1	
PR7424	Electrical Instrument & Testing Mechanic Leadman	1	1		1	
PR7423	Electrical Instrument & Testing Mechanic	11	12		12	
PR7579	Machinist Foreman	1	1		1	
PR7575	Machinist Leadman	1	1		1	
PR7573	Machinist	16	16		16	
PR6453	Hoisting Engineer	1	1		1	
PR5975	Structural Ironworker Leadman	1	1		1	
PR5973	Structural Ironworker	2	2		2	
PR5933	Architectural Ironworker	2	2		2	
PR5153	Carpenter	2	2		2	
PR5553	Painter	2	2		2	
PR6473	Truck Driver	4	4		4	
TOTAL	Area Maintenance Unit	76	78	7,159,131.20	78	7,270,473.60
TOTAL	Area Maintenance Section	76	78	7,159,131.20	78	7,270,473.60
TOTAL	Plant Engineering & Maintenance Section	109	115	10,466,970.80	115	10,642,885.24
730	**Plant Operations Section**					
731	**Administrative Unit**					
HP19	Assistant Engineer of Treatment Plant Operations II	1	-		-	

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: North Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP19	Assistant Engineer of Treatment Plant Operations II #2 (Principal Engineer) (New Grade HP18)	-	1		1	
HP17	Senior Civil Engineer	1	-		-	
TOTAL	Administrative Unit	2	1	147,507.10	1	153,421.32
732	**Treatment Operations Unit**					
HP16	Treatment Plant Operator III	1	1		1	
HP14	Treatment Plant Operator II	5	5		5	
HP14	Treatment Plant Operator II #4	2	2		2	
HP12	Treatment Plant Operator I	3	4		4	
HP12	Treatment Plant Operator I #4	1	-		-	
NR8650	Maintenance Laborer Class A Shift	4	4		4	
NR8651	Maintenance Laborer Class A	2	2		2	
TOTAL	Treatment Operations Unit	18	18	1,463,871.76	18	1,467,774.88
734	**Mechanical Operations Unit**					
HP17	Chief Operating Engineer I	1	1		1	
HP16	Assistant Chief Operating Engineer	1	1		1	
NR6832	Operating Engineer II	7	8		8	
NR6831	Operating Engineer I	5	5		5	
NR6810	Fireman-Oiler	6	6		6	
TOTAL	Mechanical Operations Unit	20	21	1,922,941.54	21	1,922,941.54
TOTAL	Plant Operations Section	40	40	3,534,320.40	40	3,544,137.74
TOTAL	Terrence J. O'Brien WRP Branch	151	156	14,196,464.36	156	14,382,196.14
750	**Hanover Park Water Reclamation Plant Section**					
751	**Administrative Unit**					
HP19	Assistant Engineer of Treatment Plant Operations II	1	-		-	
HP19	Assistant Engineer of Treatment Plant Operations II #2 (Principal Engineer) (New Grade HP18)	-	1		1	
HP17	Senior Civil Engineer	1	-		-	

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: North Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
TOTAL	Administrative Unit	3	2	221,627.64	2	224,709.42
753	**Operations Unit**					
HP17	Senior Civil Engineer	-	1		1	
HP16	Treatment Plant Operator III	1	1		1	
HP14	Treatment Plant Operator II	5	5		5	
HP14	Treatment Plant Operator II #4	2	2		2	
HP12	Treatment Plant Operator I	4	4		4	
HP12	Treatment Plant Operator I #4	1	1		1	
TOTAL	Operations Unit	13	14	1,202,210.62	14	1,212,384.42
754	**Maintenance Unit**					
HP17	Senior Mechanical Engineer	1	1		1	
HP15	Associate Electrical Engineer	1	1		1	
NR6810	Fireman-Oiler	1	1		1	
TOTAL	Maintenance Unit	3	3	295,306.96	3	300,475.24
755	**General Plant Services Unit**					
HP14	Engineering Technician V	1	1		1	
NR8651	Maintenance Laborer Class A	2	2		1	
NR8651	Maintenance Laborer Class A #2 (Maintenance Laborer Class B) (New Grade NR8652)	-	-		1	
NR8652	Maintenance Laborer Class B	1	1		1	
TOTAL	General Plant Services Unit	4	4	281,925.28	4	281,925.28
TOTAL	Hanover Park Water Reclamation Plant Section	23	23	2,001,070.50	23	2,019,494.36
780	**James C. Kirie Water Reclamation Plant Section**					
781	**Administrative Unit**					
HP20	Assistant Engineer of Treatment Plant Operations III	1	-		-	
HP20	Managing Engineer	-	1		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: North Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
TOTAL	Administrative Unit	2	2	239,070.52	2	242,152.30
783	**Operations Unit**					
HP18	Assistant Engineer of Treatment Plant Operations I	1	-		-	
HP18	Principal Engineer	-	1		1	
HP16	Assistant Chief Operating Engineer	1	1		1	
HP16	Treatment Plant Operator III	1	1		1	
HP14	Assistant Civil Engineer	1	1		1	
HP14	Treatment Plant Operator II	5	5		5	
HP14	Treatment Plant Operator II #4	2	2		2	
HP12	Treatment Plant Operator I	4	4		4	
NR6831	Operating Engineer I	6	6		6	
NR6810	Fireman-Oiler	2	2		2	
NR8650	Maintenance Laborer Class A Shift	4	4		3	
NR8650	Maintenance Laborer Class A Shift #1	-	-		1	
TOTAL	Operations Unit	27	27	2,400,932.30	27	2,393,949.74
784	**Maintenance Unit**					
HP18	Assistant Engineer of Treatment Plant Operations I	1	-		-	
HP17	Senior Electrical Engineer	1	-		-	
TOTAL	Maintenance Unit	2	-	-	-	-
785	**General Plant Services Unit**					
HP14	Engineering Technician V #4	1	1		1	
NR8651	Maintenance Laborer Class A	4	4		3	
NR8651	Maintenance Laborer Class A #2 (Maintenance Laborer Class B) (New Grade NR8652)	-	-		1	
TOTAL	General Plant Services Unit	5	5	385,271.12	5	385,271.12
TOTAL	James C. Kirie Water Reclamation Plant Section	36	34	3,025,273.94	34	3,021,373.16

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: North Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
790	**John E. Egan Water Reclamation Plant Section**					
791	**Administrative Unit**					
HP20	Assistant Engineer of Treatment Plant Operations III	1	-		-	
HP20	Managing Engineer	-	1		1	
HP18	Assistant Engineer of Treatment Plant Operations I	2	-		-	
HP18	Principal Engineer	-	2		2	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
TOTAL	Administrative Unit	4	4	512,743.40	4	509,661.62
793	**Operations Unit**					
HP16	Assistant Chief Operating Engineer	1	1		1	
HP16	Treatment Plant Operator III #4	1	1		1	
HP14	Assistant Civil Engineer	1	1		1	
HP14	Treatment Plant Operator II	4	4		5	
HP14	Treatment Plant Operator II #4	3	3		2	
HP12	Treatment Plant Operator I	4	4		4	
NR6832	Operating Engineer II	1	1		1	
NR6831	Operating Engineer I	6	6		6	
NR6810	Fireman-Oiler	3	3		3	
NR8651	Maintenance Laborer Class A	1	1		1	
TOTAL	Operations Unit	25	25	2,196,426.70	25	2,170,304.76
794	**Maintenance Unit**					
HP17	Senior Electrical Engineer	1	1		1	
HP17	Senior Mechanical Engineer	1	1		1	
HP16	Assistant Master Mechanic	1	1		1	
HP15	Associate Process Control Engineer	1	1		1	
HP14	Assistant Electrical Engineer	1	1		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: North Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP14	Assistant Mechanical Engineer	1	1		1	
TOTAL	Maintenance Unit	6	6	644,255.30	6	648,899.16
795	**General Plant Services Unit**					
HP14	Engineering Technician V #4	1	1		1	
NR8331	Laborer Foreman	1	1		1	
NR8651	Maintenance Laborer Class A	4	4		4	
NR8652	Maintenance Laborer Class B	1	1		1	
TOTAL	General Plant Services Unit	7	7	513,669.52	7	513,669.52
TOTAL	John E. Egan Water Reclamation Plant Section	42	42	3,867,094.92	42	3,842,535.06
TOTAL	Maintenance & Operations North Service Area	257	259	23,566,356.06	259	23,746,498.36

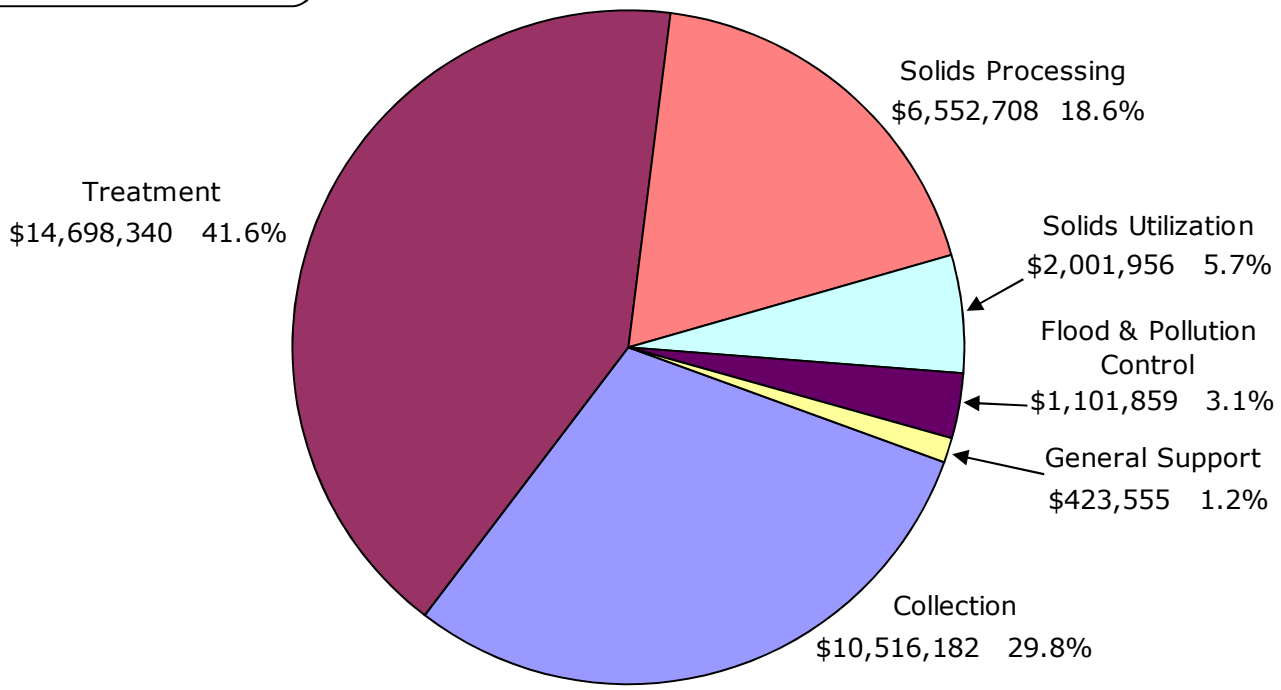
Note: There are no positions budgeted for the Stormwater Management Fund for 2015.

NOTE: Departmental appropriation totals for salaries in the Position Analysis differ from those contained in the Line Item Analysis by a factor identified to adjust for vacancies. Salary ranges corresponding to the pay plan and grade for each class title can be found in the table of Salary Schedules in the Appendix.

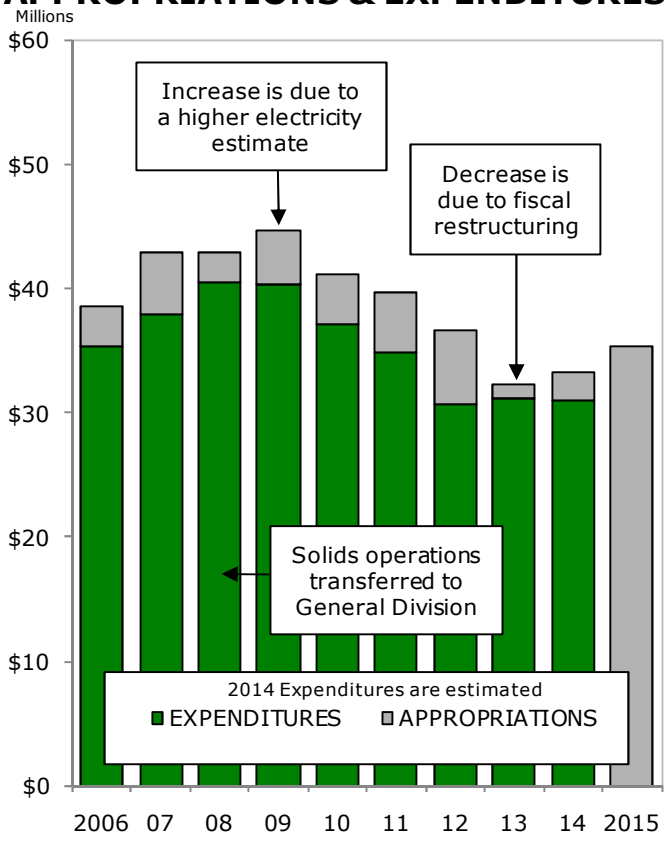
MAINTENANCE & OPERATIONS – CALUMET SERVICE AREA

2015	$35,294,600
2014	$33,197,900
Increase	$2,096,700

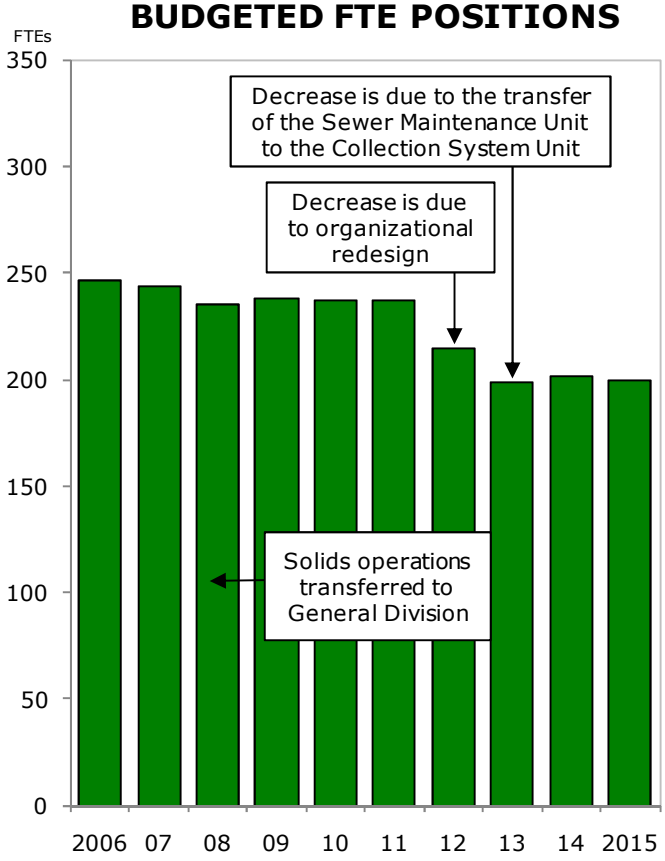
FUNCTIONS



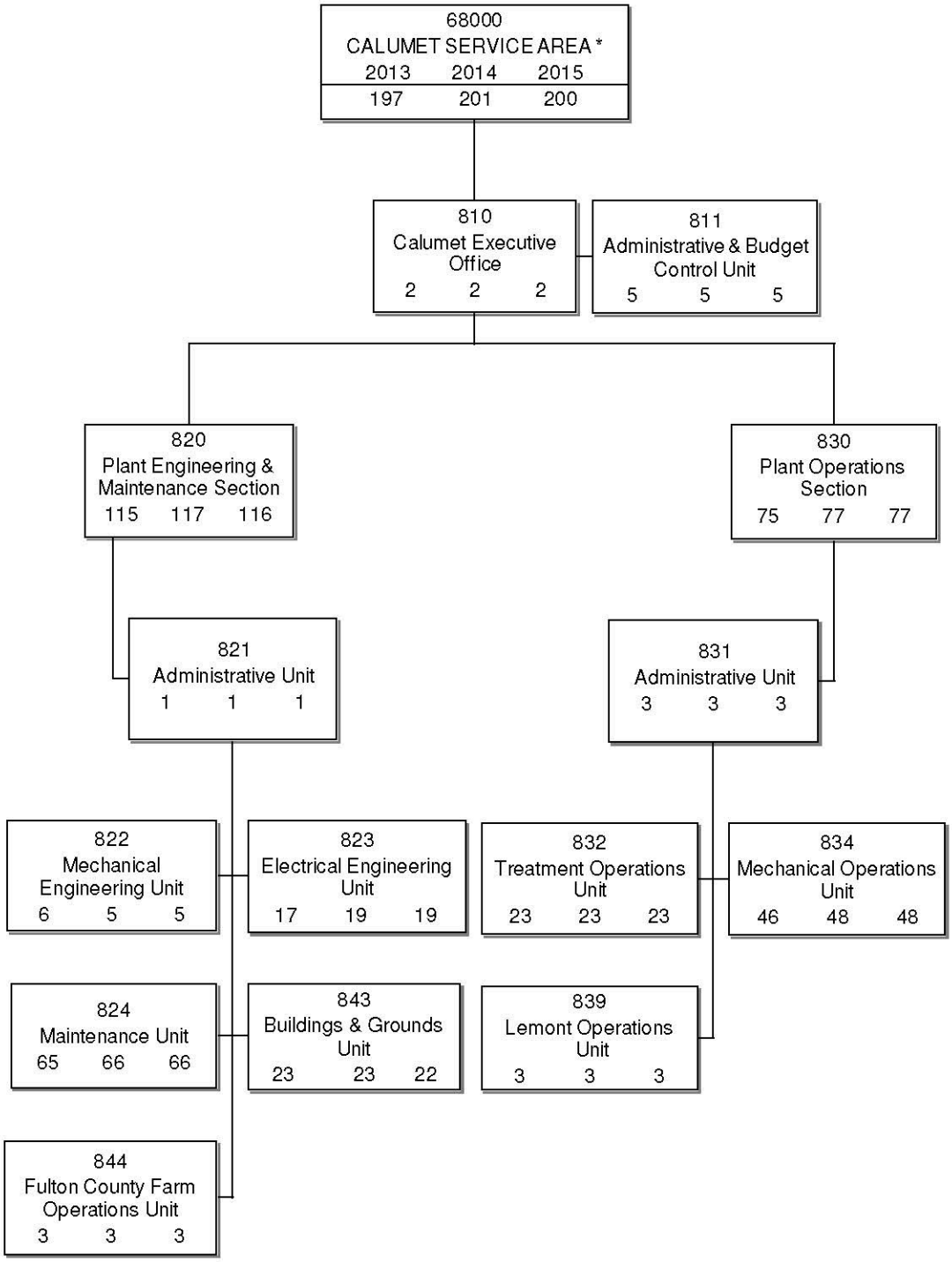
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



MAINTENANCE & OPERATIONS – CALUMET SERVICE AREA



* In 2015, there are no positions funded by the Stormwater Management Fund.

MAINTENANCE & OPERATIONS – CALUMET SERVICE AREA

The mission of the Calumet Service Area (CSA) is to support the Maintenance & Operations Department in protecting our water environment by collecting and treating wastewater and maintaining our waterways, keeping them free of pollution in the most economical and environmentally sustainable manner possible.

Service Area Summary

The CSA collects wastewater discharges from a population equivalent of 1,026,983 people in an area of 326.3 square miles, treating approximately 101 billion gallons of sewage annually through the Calumet Water Reclamation Plant (WRP) and Lemont WRP. The CSA's primary responsibilities include:

The Calumet Executive Office provides the general overall direction for the entirety of maintenance and operations for the CSA.

The Administrative & Budget Control Unit has responsibilities that include: developing and implementing a yearly budget, reviewing and processing requisitions for goods or services in a timely fashion and ensuring conformance to the Purchasing Act and applicable statutes, reviewing and processing payments for goods and services received, assuring their correctness, appropriateness, and compliance with the Prompt Payment Act, entering all direct vouchers for the payment of gas, water, and electricity at the Calumet WRP and outlying stations, preparing non-engineering related studies, reports, and correspondence, acting as a liaison between other main office departments and CSA personnel when specific information or tasks are required of CSA personnel, and storing and retrieving historical data to aid plant personnel in decision making.

The Plant Engineering & Maintenance Section is comprised of the Administrative, Mechanical Engineering, Electrical Engineering, Maintenance, Buildings & Grounds, and Fulton County Farm Operations Units. It is responsible for ensuring that the collection and process facilities that comprise the CSA perform in an efficient and cost-effective manner and for providing manpower and facility maintenance for solids utilization support. This is achieved by either using CSA trades personnel to perform maintenance and repairs or by using the services of outside contractors. The Fulton County Farm Operations Unit maintains and operates the Fulton County Site using the services of outside contractors.

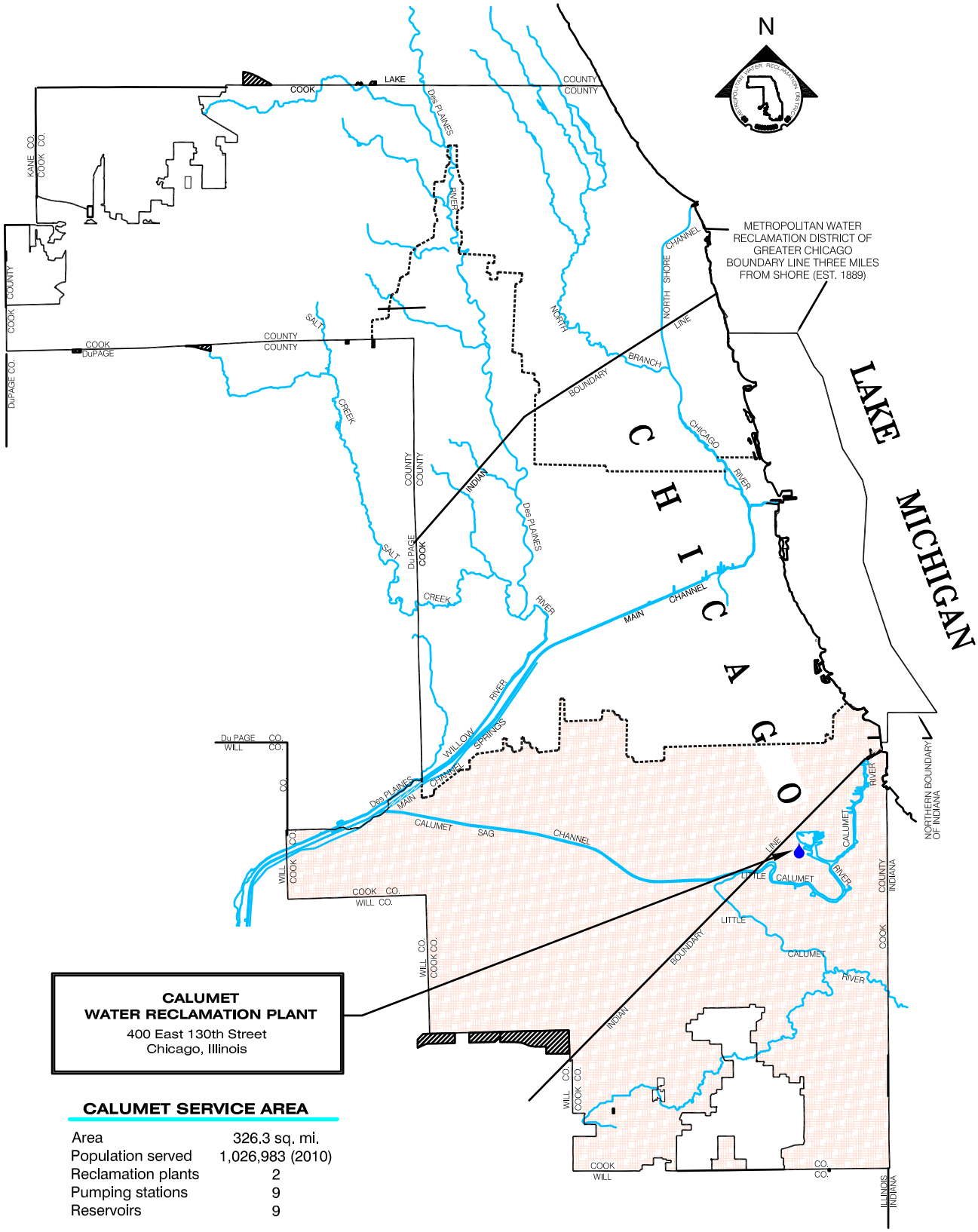
The Plant Operations Section is comprised of the Administrative, Treatment Operations, Mechanical Operations, and Lemont Operations Units. It is responsible for the operation of the collection and process facilities that comprise the CSA, ensuring that the facilities are manned and operated in the most efficient and cost-effective manner possible and that all National Pollutant Discharge Elimination System (NPDES) permit requirements are met.

Summary of 2014 Accomplishments

- 100 percent NPDES permit compliance. Both the Calumet and Lemont WRPs have met 100 percent of all permit requirements since 2011;
- Replacement of a main sewage pump rotating assembly at the 95th Street Pumping Station;
- Replacement of a pump at Sidestream Elevated Pool Aeration Station #1;
- Replacement of a main sewage pump with a chopper pump at the Lemont WRP;
- Replacement of the inverter system at the Pump and Blower Building at the Calumet WRP;
- Completion of a furnish, deliver, and install contract for the cathodic protection system at the Sludge Concentration Building.

Budget Highlights

The 2015 appropriation for the CSA is $35,294,600, an increase of $2,096,700, or 6.3 percent, from the 2014 budget. The increase is primarily attributable to increased utility consumption, as a result of capacity needs and inclement weather, and additional chemical needs to support the disinfection of effluent. The proposed 2015 staffing level is 200 positions, which is a decrease of one position due to the drop of one Maintenance Laborer Class A. The Calumet WRP will begin the process of disinfection in the latter part of 2015, replace a main sewage pump rotating assembly at the 125th Street Pumping Station, and upgrade the Distributed Process Control System workstations.



CALUMET SERVICE AREA

Area	326.3 sq. mi.
Population served	1,026,983 (2010)
Reclamation plants	2
Pumping stations	9
Reservoirs	9

68000 M&O - CALUMET SERVICE AREA — OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:

	Cost	Percent
1. COLLECTION & TREATMENT: The Calumet Service Area will collect and treat approximately 101 billion gallons of sewage through its Calumet and Lemont treatment facilities.	$ 25,214,522	71.4%
2. SOLIDS PROCESSING: The Calumet Service Area will remove and process 40,000 dry tons of concentrated sewage through various systems including heated digestion, centrifuging, concentration, and aging low solids sludge and centrifuge cake in lagoons.	$ 6,552,708	18.6%
3. SOLIDS UTILIZATION: The Calumet Service Area will provide support to utilize approximately 9,000 dry tons of further dewatered sewage for application at final utilization sites such as daily and final cover in sanitary landfills.	$ 2,001,956	5.7%
4. FLOOD & POLLUTION CONTROL: The Calumet Service Area will work to prevent local area flooding through the operation of nine detention reservoirs, in cooperation with local communities. It will also work to maintain the quality of the waterways system and associated District property, in cooperation with the debris boats and the channel maintenance crews.	$ 1,101,859	3.1%
5. GENERAL SUPPORT: The Calumet Service Area will provide technical and administrative support for other departments not directly related to the operational activities of Collection & Treatment, Solids Processing, Flood & Pollution Control, and Solids Utilization.	$ 423,555	1.2%
Total	$ 35,294,600	100.0%

Design:	Flows ^	CBOD *	SS *
Calumet Water Reclamation Plant	354 MGD	10 mg/l	15 mg/l
Lemont Water Reclamation Plant	2.3 MGD	20 mg/l	25 mg/l

^ In millions of gallons per day (MGD).
* National Pollutant Discharge Elimination System (NPDES) monthly effluent quality standards:
CBOD - Carbonaceous Biochemical Oxygen Demand
SS - Suspended Solids

MEASURABLE GOALS:

	Unit of Measure	2013 Actual	2014 Estimated	2015 Proposed
1. The Calumet Service Area will collect and treat approximately 101 billion gallons of sewage in 2015.	Billion Gallons	87	101	101
2. The Calumet Service Area will remove and process solids from 40,000 dry tons of concentrated sewage.	Dry Ton Process Solids	37,191	40,000	40,000
3. The Calumet Service Area will obtain 100 percent permit compliance in 2015 for NPDES effluent limits.	Percent	100%	100%	100%
4. The Calumet Service Area will provide support to utilize 9,000 dry tons of biosolids in 2015.	Dry Tons	11,818	8,000	9,000

68000 M&O - CALUMET SERVICE AREA — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
1000	Collection	$ 8,825,347	2015	52	$ 10,516,182	$ 1,931,725	22.5	
			2014	52	$ 8,584,457			
1100	Surface Interceptor Systems	$ 573,375	2015	4	$ 627,800	$ 2,900	0.5	
			2014	4	$ 624,900			
1200	Tunnel and Reservoir System	$ 2,812,564	2015	10	$ 3,196,000	$ 562,100	21.3	a)
			2014	10	$ 2,633,900			
1300	Pumping Station Facilities	$ 2,214,430	2015	14	$ 3,312,900	$ 1,319,300	66.2	b)
			2014	14	$ 1,993,600			
1900	Collection - Indirect Costs	$ 3,224,978	2015	24	$ 3,379,482	$ 47,425	1.4	
			2014	24	$ 3,332,057			
2000	Treatment	$ 12,810,048	2015	86	$ 14,698,340	$ 36,785	0.3	
			2014	86	$ 14,661,555			
2000	Pre-Treatment	$ 651,129	2015	6	$ 616,700	$ 25,600	4.3	
			2014	6	$ 591,100			
2100	Primary Treatment	$ 813,371	2015	10	$ 809,700	$ 29,300	3.8	
			2014	10	$ 780,400			
2200	Secondary Treatment	$ 4,833,065	2015	23	$ 4,024,500	$ (1,304,400)	(24.5)	c)
			2014	23	$ 5,328,900			
2300	Tertiary Treatment	$ 184	2015	-	$ 971,000	$ 909,800	1,486.6	d)
			2014	-	$ 61,200			
2900	Treatment - Indirect Costs	$ 6,512,299	2015	47	$ 8,276,440	$ 376,485	4.8	e)
			2014	47	$ 7,899,955			
3000	Solids Processing	$ 6,299,698	2015	47	$ 6,552,708	$ 21,733	0.3	
			2014	49	$ 6,530,975			
3100	Thickening	$ 1,164,311	2015	9	$ 1,171,200	$ 35,400	3.1	
			2014	9	$ 1,135,800			
3200	Stabilization	$ 1,821,559	2015	12	$ 1,619,400	$ 31,500	2.0	
			2014	12	$ 1,587,900			
3300	Dewatering	$ 506,312	2015	4	$ 404,000	$ (149,400)	(27.0)	f)
			2014	6	$ 553,400			
3900	Solids Processing - Indirect Costs	$ 2,807,516	2015	22	$ 3,358,108	$ 104,233	3.2	g)
			2014	22	$ 3,253,875			

a) Increase is due to higher Tunnel and Reservoir Plan (TARP) electricity costs ($704,200), offset by the reduction in the need for TARP coarse screen cleaning ($42,200), TARP variable frequency drive repairs ($25,000), and TARP instrumentation ($15,000).
b) Increase is due to higher electricity costs for pumping ($1,293,100) and battery replacement at the 125th Street Pumping Station ($45,000).
c) Decrease is due to lower electricity costs for operating the blowers ($1,396,300).
d) Increase is due to adding sodium bisulfite to the treatment process ($275,000) and the increased usage of sodium hypochlorite ($634,800).
e) Increase is due to higher demand for city water services ($142,272) and natural gas ($195,438) in plant operations.
f) Decrease is due to the reduction of one Maintenance Laborer Class A position ($72,800) and the redistribution of salaries from Program Number 3321 to Program Numbers 1112, 2025, 2211, and 2212 ($67,300).
g) Increase is due to a higher demand for natural gas in plant operations.

68000 M&O - CALUMET SERVICE AREA — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change	
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent
4000	Flood & Pollution Control	$ 967,687	2015	3	$ 1,101,859	$ (15,705)	(1.4)
			2014	3	$ 1,117,564		
4200	Waterways Control and Stormwater Reservoirs	$ 233,657	2015	1	$ 185,100	$ 300	0.2
			2014	1	$ 184,800		
4400	Aeration Facilities	$ 648,938	2015	2	$ 816,900	$ (7,900)	(1.0)
			2014	2	$ 824,800		
4900	Flood & Pollution Control - Indirect Costs	$ 85,092	2015	-	$ 99,859	$ (8,105)	(7.5)
			2014	-	$ 107,964		
5000	Solids Utilization	$ 1,809,662	2015	8	$ 2,001,956	$ 86,333	4.5
			2014	8	$ 1,915,623		
5100	Solids Drying	$ 87,661	2015	1	$ 48,700	$ 3,100	6.8
			2014	1	$ 45,600		
5200	Solids Distribution	$ 1,051,568	2015	3	$ 1,237,300	$ 62,300	5.3
			2014	3	$ 1,175,000		
5900	Solids Utilization - Indirect Costs	$ 670,433	2015	4	$ 715,956	$ 20,933	3.0
			2014	4	$ 695,023		
7000	General Support	$ 363,588	2015	4	$ 423,555	$ 35,829	9.2
			2014	3	$ 387,726		
	Totals	$ 31,076,030	2015	200	$ 35,294,600	$ 2,096,700	6.3% *
			2014	201	$ 33,197,900		

* The 2015 position total for the Calumet Service Area is 200. There are no additional positions funded by the Stormwater Management Fund.

68000 M&O - CALUMET SERVICE AREA — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
1000-2900	Collection & Treatment					
	Collect and Treat Sewage at the Calumet and Lemont Water Reclamation Plants					
	Calumet Water Reclamation Plant	Mil. Gallons	86,340	100,000	100,000	
		Cost	$ 21,242,529	$ 22,765,101	$ 24,776,625	a)
		Cost/Mil. Gallons	$ 246.03	$ 227.65	$ 247.77	
	Lemont Water Reclamation Plant	Mil. Gallons	819	1,000	1,000	
		Cost	$ 392,866	$ 480,911	$ 437,897	
		Cost/Mil. Gallons	$ 479.69	$ 480.91	$ 437.90	
3000	Solids Processing					
	Remove and Process Solids from Concentrated Sewage Through Various Systems Including Heated Digestion, Centrifuging, Concentration, and Aging Low Solids Sludge and Centrifuge Cake in Lagoons	Dry Tons	37,191	40,000	40,000	
		Cost	$ 6,299,698	$ 6,530,975	$ 6,552,708	
		Cost/Dry Ton	$ 169.39	$ 163.27	$ 163.82	
4000	Flood & Pollution Control					
	Operation and Maintenance of the Waterways to Minimize Area Flooding and Pollution					
4200	Minimize Area Flooding and Pollution of Lake Michigan Through the Continuous Control of Water Levels in Major Rivers and Canals and the Operation of Detention Reservoirs	Reservoirs	8	9	9	
		Cost	$ 233,657	$ 184,800	$ 185,100	
		Cost/Reservoir	$ 29,207.13	$ 20,533.33	$ 20,566.67	
4400	Aeration Facilities	Cost	$ 648,938	$ 824,800	$ 816,900	
4900	Flood & Pollution Control - Indirect Costs	Cost	$ 85,092	$ 107,964	$ 99,859	
5000	Solids Utilization					
	Utilize Further Dewatered Sewage for Application at Final Utilization Sites, such as for Daily and Final Cover in Sanitary Landfills	Dry Tons	11,818	12,250	9,000	b)
		Cost	$ 1,809,662	$ 1,915,623	$ 2,001,956	
		Cost/Dry Ton	$ 153.13	$ 156.38	$ 222.44	
7000	General Support					
	Technical and Administrative Support for Other Departments' Activities Indirectly Related to the Operational Activities of Collection and Treatment, Solids Processing, Flood and Pollution Control, and Solids Utilization	Cost	$ 363,588	$ 387,726	$ 423,555	
		Division Total	$ 31,076,030	$ 33,197,900	$ 35,294,600	

a) Increase is due to a higher demand for electricity ($601,000), adding sodium bisulfite to the treatment process ($275,000), the increased usage of sodium hypochlorite ($634,800), higher demand for city water services ($142,300) and natural gas ($219,800) in plant operations, severance pay and sick leave incentives ($80,000), and roof repairs ($60,600).

b) Decrease is due to extending the drying period for biosolids to 18 months along with wet weather conditions that hindered the drying process.

101 68000	Fund: Corporate Department: Maintenance & Operations Division: Calumet Service Area	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 15,946,724	$ 16,777,500	$ 16,777,500	$ 12,255,121	$ 16,777,500	$ 17,637,800	$ -
601060	Compensation Plan Adjustments	742,062	695,500	695,500	538,022	695,500	1,016,200	-
601100	Tuition and Training Payments	16,012	13,000	13,000	6,044	9,000	28,000	-
601170	Payments for Professional Services	48,854	62,000	62,000	62,000	48,900	62,000	-
100	TOTAL PERSONAL SERVICES	16,753,653	17,548,000	17,548,000	12,861,186	17,530,900	18,744,000	-
612010	Travel	-	1,000	1,000	389	800	15,000	-
612030	Meals and Lodging	9,834	10,000	12,400	10,548	10,000	25,000	-
612050	Compensation for Personally-Owned Automobiles	62,540	78,000	78,000	39,077	51,600	61,100	-
612080	Motor Vehicle Operating Services	818	1,000	1,000	-	500	900	-
612150	Electrical Energy	7,896,409	7,484,800	7,484,800	5,621,580	7,484,800	8,090,000	-
612160	Natural Gas	650,233	379,800	812,200	800,485	812,200	700,000	-
612170	Water and Water Services	392,924	202,400	263,200	261,677	202,400	400,000	-
612210	Communication Services	154,236	156,000	156,000	120,070	120,100	160,000	-
612240	Testing and Inspection Services	25,015	84,500	34,500	27,522	19,500	30,000	-
612330	Rental Charges	23,330	15,000	15,000	4,890	6,600	25,000	-
612410	Governmental Service Charges	102,854	110,000	110,000	102,676	107,100	107,800	-
612420	Maintenance of Grounds and Pavements	769,715	1,030,400	853,600	609,675	631,800	650,300	-
612490	Contractual Services, N.O.C.	98,453	196,100	159,100	151,533	121,800	150,000	-
612520	Waste Material Disposal Charges	312,067	377,000	368,400	333,308	301,100	380,000	-
612600	Repairs to Collection Facilities	164,546	579,300	509,700	455,986	258,500	450,000	-
612650	Repairs to Process Facilities	1,374,231	1,691,200	1,691,200	1,315,679	1,276,200	2,000,000	-
612680	Repairs to Buildings	298,627	488,500	424,900	377,626	213,100	495,900	-
612760	Repairs to Material Handling and Farming Equipment	41,252	116,000	46,000	38,400	37,500	52,700	-
612780	Safety Repairs and Services	16,125	26,000	26,000	21,850	12,000	20,900	-
612860	Repairs to Vehicle Equipment	40,487	57,500	57,500	54,750	45,000	43,400	-
612990	Repairs, N.O.C.	8,494	18,000	18,000	12,200	8,000	10,000	-

101 68000	Fund: Corporate Department: Maintenance & Operations Division: Calumet Service Area	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
200	TOTAL CONTRACTUAL SERVICES	12,442,190	13,102,500	13,122,500	10,359,922	11,720,600	13,868,000	-
623030	Metals	7,147	36,400	35,200	28,087	6,600	15,000	-
623070	Electrical Parts and Supplies	287,223	464,900	464,900	442,063	290,000	250,000	-
623090	Plumbing Accessories and Supplies	192,468	351,100	376,100	351,816	190,000	200,000	-
623110	Hardware	3,223	7,000	7,000	6,072	4,100	4,700	-
623130	Buildings, Grounds, Paving Materials, and Supplies	51,640	88,900	88,900	69,469	42,400	55,000	-
623190	Paints, Solvents, and Related Materials	989	5,000	5,000	4,500	2,300	2,500	-
623250	Vehicle Parts and Supplies	32,056	53,500	53,500	48,886	36,200	35,000	-
623270	Mechanical Repair Parts	513,939	535,200	620,200	588,443	525,000	450,000	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	12,938	26,700	26,700	23,284	14,000	13,300	-
623530	Farming Supplies	1,793	5,000	5,000	4,947	4,500	5,000	-
623560	Processing Chemicals	467,270	494,200	494,200	339,027	395,400	1,400,000	-
623660	Cleaning Supplies	2,423	7,300	7,300	5,118	2,100	2,500	-
623680	Tools and Supplies	25,772	54,500	54,500	50,721	37,300	44,800	-
623720	Books, Maps, and Charts	1,360	3,100	3,100	180	1,400	1,400	-
623780	Safety and Medical Supplies	69,282	75,000	75,000	51,824	54,000	55,800	-
623810	Computer Supplies	1,119	3,900	3,900	3,104	2,100	1,500	-
623820	Fuel	66,473	110,000	110,000	98,251	66,600	90,000	-
623840	Gases	457	-	-	-	-	-	-
623850	Communications Supplies	615	4,000	4,000	173	800	1,000	-
623860	Lubricants	13,520	18,400	18,400	15,507	8,500	14,100	-
623990	Materials and Supplies, N.O.C.	43,956	104,900	102,900	47,636	42,800	13,000	-
300	TOTAL MATERIALS AND SUPPLIES	1,795,662	2,449,000	2,555,800	2,179,107	1,726,100	2,654,600	-
634600	Equipment for Collection Facilities	-	24,000	24,000	-	5,000	-	-
634650	Equipment for Process Facilities	35,164	59,400	43,900	34,567	29,100	28,000	-
634860	Vehicle Equipment	49,361	-	-	-	-	-	-
634990	Machinery and Equipment, N.O.C.	-	15,000	15,000	-	5,000	-	-

101 68000	Fund: Corporate Department: Maintenance & Operations Division: Calumet Service Area	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
400	TOTAL MACHINERY AND EQUIPMENT	84,525	98,400	82,900	34,567	39,100	28,000	-
TOTAL CALUMET SERVICE AREA		$ 31,076,030	$ 33,197,900	$ 33,309,200	$ 25,434,782	$ 31,016,700	$ 35,294,600	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: Calumet Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
810	**Calumet Executive Office**					
HP22	Assistant Director of Maintenance & Operations	1	1		1	
HP12	Secretary #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
TOTAL	Calumet Executive Office	2	2	280,787.26	2	284,390.08
811	**Administrative & Budget Control Unit**					
HP15	Management Analyst II #2 (Budget & Management Analyst) (New Grade HP14)	1	-		-	
HP14	Management Analyst I #2 (Budget & Management Analyst)	1	-		-	
HP14	Budget & Management Analyst	-	2		2	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	2	-		-	
HP11	Administrative Specialist	-	2		2	
HP09	Administrative Clerk	1	1		1	
TOTAL	Administrative & Budget Control Unit	5	5	355,433.26	5	365,248.52
820	**Plant Engineering & Maintenance Section**					
821	**Administrative Unit**					
HP20	Assistant Engineer of Treatment Plant Operations III	1	-		-	
HP20	Managing Engineer	-	1		1	
TOTAL	Administrative Unit	1	1	172,206.32	1	172,206.32
822	**Mechanical Engineering Unit**					
HP18	Principal Mechanical Engineer	1	1		1	
HP17	Senior Mechanical Engineer	2	1		1	
HP15	Associate Mechanical Engineer	2	2		2	
HP14	Assistant Mechanical Engineer #2 (Engineering Technician IV) (New Grade HP12)	1	1		1	
TOTAL	Mechanical Engineering Unit	6	5	509,640.56	5	514,615.66
823	**Electrical Engineering Unit**					
HP19	Assistant Engineer of Treatment Plant Operations II #2 (Assistant Engineer of Treatment Plant Operations I) (New Grade HP18)	1	-		-	
HP19	Assistant Engineer of Treatment Plant Operations II #2 (Principal Engineer) (New Grade HP18)	-	1		1	
HP17	Senior Electrical Engineer	1	1		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: Calumet Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP15	Associate Process Control Engineer	1	1		1	
HP15	Associate Electrical Engineer	2	2		2	
HP14	Assistant Electrical Engineer	1	1		1	
HP12	Engineering Technician IV	1	1		1	
NR6251	Chief Electrical Operator	1	1		1	
NR6233	Electrical Operator II	5	5		5	
NR6232	Electrical Operator I	4	6		6	
TOTAL	Electrical Engineering Unit	17	19	1,796,435.68	19	1,801,078.24
824	**Maintenance Unit**					
HP18	Master Mechanic I	1	1		1	
HP16	Assistant Master Mechanic	3	3		3	
PR5353	Bricklayer	1	1		1	
PR7779	Pipefitter Foreman	-	1		1	
PR7779	Pipefitter Foreman #2 (Pipefitter Leadman) (New Grade PR7775)	1	-		-	
PR7773	Pipefitter	9	9		9	
PR5753	Plumber	2	2		2	
PR7425	Electrical Instrument & Testing Mechanic Foreman	1	1		1	
PR7423	Electrical Instrument & Testing Mechanic	7	7		7	
PR7347	Electrical Mechanic Foreman	1	1		1	
PR7349	Electrical Mechanic Sub-Foreman	1	1		1	
PR7343	Electrical Mechanic	9	9		9	
PR7579	Machinist Foreman	1	1		1	
PR7573	Machinist	10	10		10	
PR5155	Carpenter Leadman	1	1		1	
PR5153	Carpenter	2	2		2	
PR6453	Hoisting Engineer	3	3		3	
PR5975	Structural Ironworker Leadman	1	1		1	
PR5973	Structural Ironworker	5	5		5	

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: Calumet Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
PR5553	Painter	2	2		2	
PR6479	Truck Driver Foreman	1	1		1	
PR6473	Truck Driver	3	4		4	
TOTAL	Maintenance Unit	65	66	6,099,543.58	66	6,199,375.26
843	**Buildings & Grounds Unit**					
HP17	Senior Civil Engineer	1	1		1	
HP15	Associate Civil Engineer	1	-		-	
HP14	Assistant Civil Engineer	1	-		-	
HP14	Engineering Technician V	-	1		1	
HP12	Engineering Technician IV	-	1		1	
NR8331	Laborer Foreman	2	2		2	
NR8651	Maintenance Laborer Class A	8	8		7	
NR8652	Maintenance Laborer Class B	10	10		9	
NR8652	Maintenance Laborer Class B #1	-	-		1	
TOTAL	Buildings & Grounds Unit	23	23	1,476,257.90	22	1,413,651.46
844	**Fulton County Farm Operations Unit**					
HP12	Agricultural Technician II	1	1		1	
HP11	Agricultural Technician I	1	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
TOTAL	Fulton County Farm Operations Unit	3	3	192,649.60	3	202,414.16
TOTAL	Plant Engineering & Maintenance Section	115	117	10,246,733.64	116	10,303,341.10
830	**Plant Operations Section**					
831	**Administrative Unit**					
HP20	Assistant Engineer of Treatment Plant Operations III	1	-		-	
HP20	Managing Engineer	-	1		1	
HP18	Assistant Engineer of Treatment Plant Operations I	1	-		-	
HP18	Principal Engineer	-	1		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: Calumet Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP15	Associate Civil Engineer	1	-		-	
HP14	Assistant Civil Engineer	-	1		1	
TOTAL	Administrative Unit	3	3	404,970.80	3	409,418.10
832	**Treatment Operations Unit**					
HP16	Treatment Plant Operator III	1	1		1	
HP14	Treatment Plant Operator II	7	7		7	
HP14	Treatment Plant Operator II #4	1	1		1	
HP12	Treatment Plant Operator I	5	5		5	
NR8650	Maintenance Laborer Class A Shift	8	8		8	
NR8651	Maintenance Laborer Class A	1	1		1	
TOTAL	Treatment Operations Unit	23	23	1,854,845.46	23	1,876,456.14
834	**Mechanical Operations Unit**					
HP17	Chief Operating Engineer I	1	1		1	
HP16	Assistant Chief Operating Engineer	2	2		2	
NR6832	Operating Engineer II	12	12		12	
NR6831	Operating Engineer I	16	18		18	
NR8650	Maintenance Laborer Class A Shift	7	7		7	
NR6810	Fireman-Oiler	5	5		5	
PR6473	Truck Driver	3	3		3	
TOTAL	Mechanical Operations Unit	46	48	4,239,985.62	48	4,248,988.12
839	**Lemont Operations Unit**					
HP14	Treatment Plant Operator II	1	1		1	
HP12	Treatment Plant Operator I	2	2		2	
TOTAL	Lemont Operations Unit	3	3	238,921.28	3	238,920.50
TOTAL	Plant Operations Section	75	77	6,738,723.16	77	6,773,782.86
TOTAL	Maintenance & Operations Calumet Service Area	197	201	17,621,677.32	200	17,726,762.56

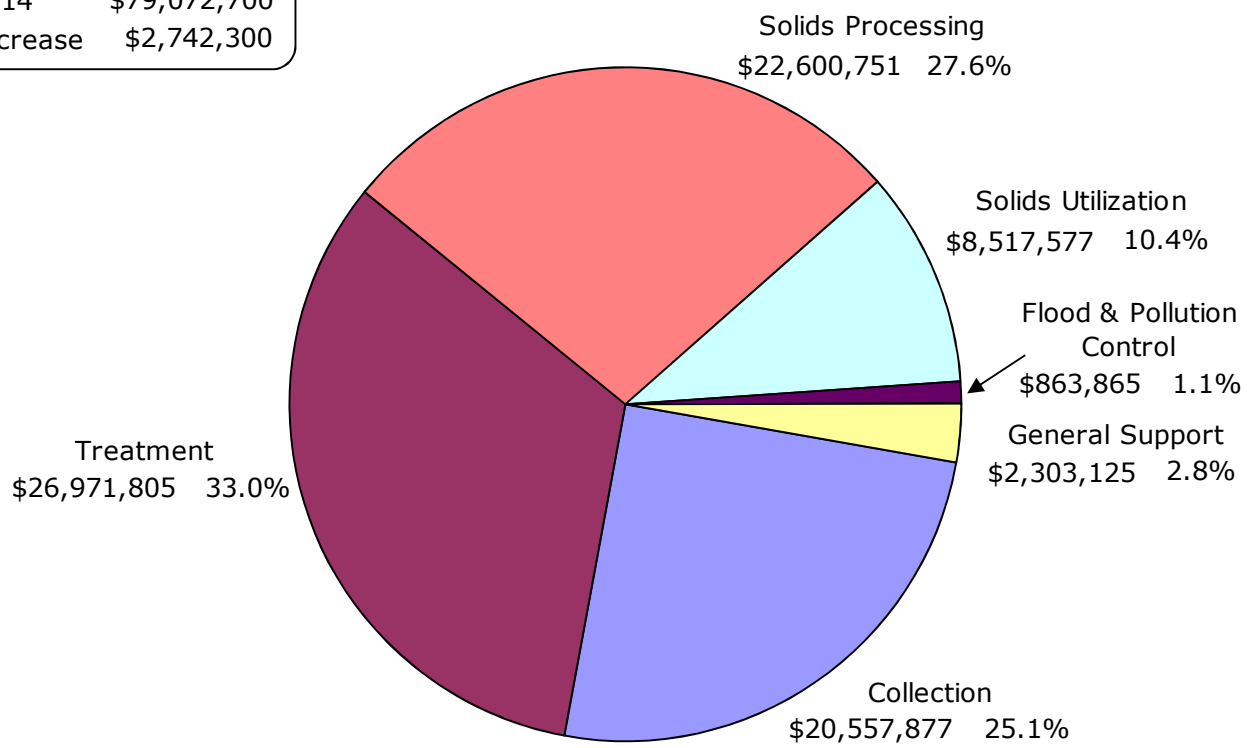
Note: There are no positions budgeted for the Stormwater Management Fund for 2015.

NOTE: Departmental appropriation totals for salaries in the Position Analysis differ from those contained in the Line Item Analysis by a factor identified to adjust for vacancies. Salary ranges corresponding to the pay plan and grade for each class title can be found in the table of Salary Schedules in the Appendix.

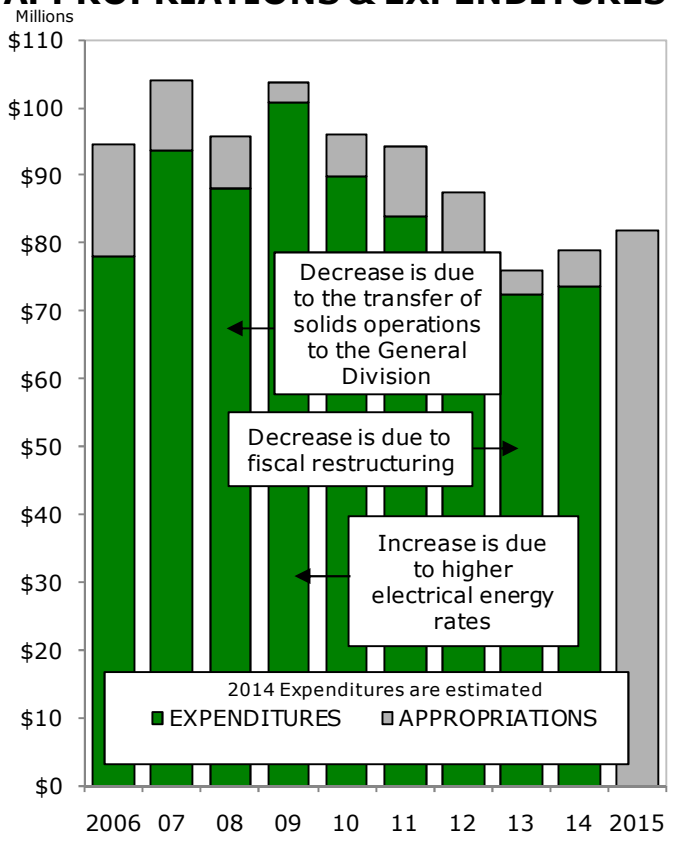
MAINTENANCE & OPERATIONS – STICKNEY SERVICE AREA

2015	$81,815,000
2014	$79,072,700
Increase	$2,742,300

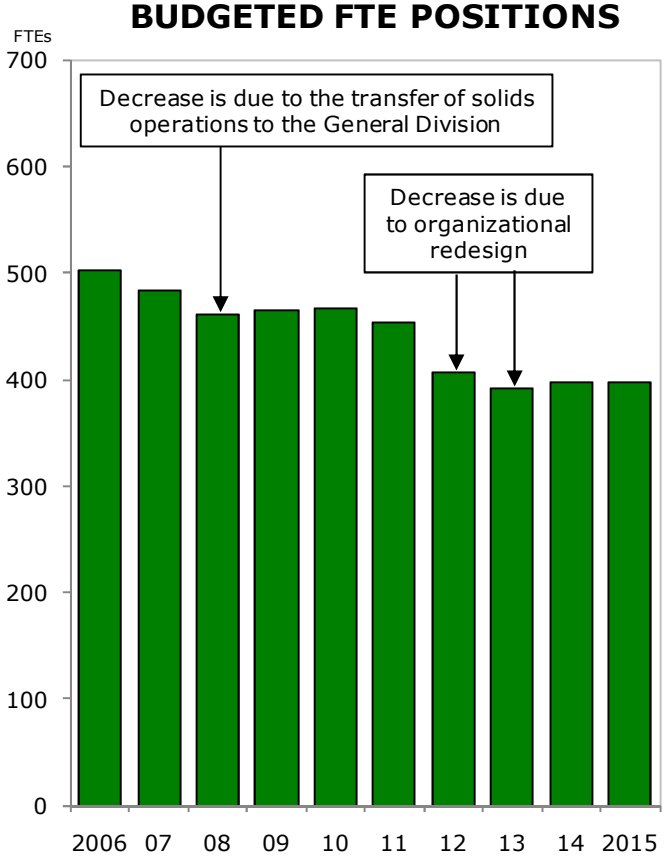
FUNCTIONS



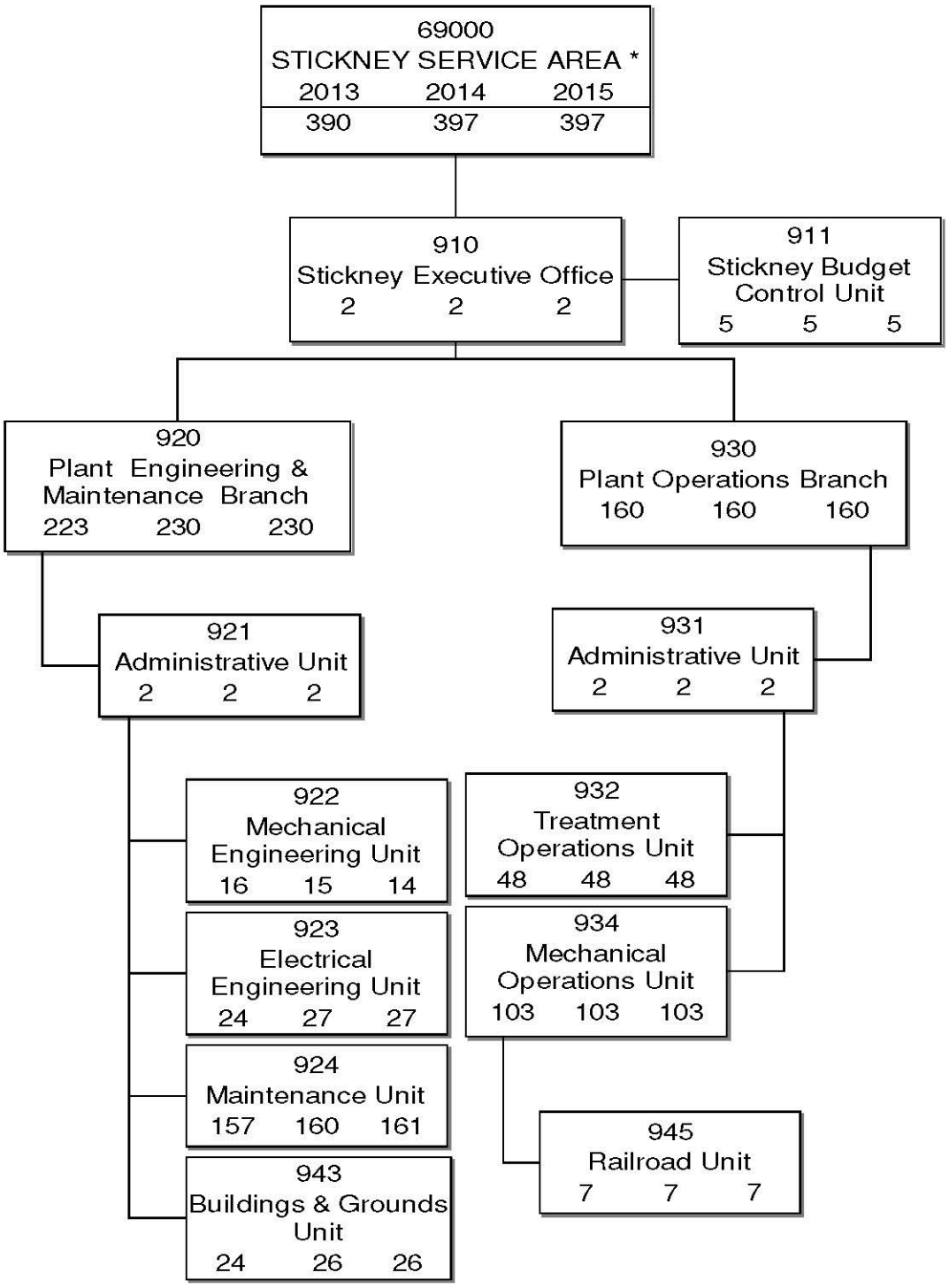
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



MAINTENANCE & OPERATIONS – STICKNEY SERVICE AREA



* In 2015, nine positions in the Stickney Service Area are funded by the Stormwater Management Fund while the operations remain in the Maintenance & Operations Department, one in Unit 924 and eight in Unit 934.

MAINTENANCE & OPERATIONS – STICKNEY SERVICE AREA

The mission of the Stickney Service Area (SSA) is to protect the water environment by collecting and treating wastewater and maintaining our waterways free of pollution in the most economically and environmentally sustainable manner possible.

Service Area Summary

The SSA's primary responsibilities include the operation of the largest water reclamation plant in the world, as well as two major pump stations and four detention reservoirs. The SSA plans to collect and treat approximately 250 billion gallons of sewage in 2015. The SSA's commitment to the District's mission is demonstrated daily by the work of the following operational units:

Stickney Executive Office provides leadership and direction for the operation, maintenance, and development of capital improvement needs in the SSA, ensures adequate funding for ongoing compliance with National Pollutant Discharge Elimination System guidelines and other permit requirements, assesses risk management at the SSA level, and assists the Director of Maintenance & Operations in long-term planning and decision making.

Stickney Budget Control Unit prepares, implements, monitors, and reports on the SSA budget, reviews and processes requisitions and payments to ensure conformance with the Purchasing Act and the Prompt Payment Act, ensures the accuracy and appropriateness of business documents, processes utility payments and reports, acts as a liaison between other departments and SSA personnel, provides ongoing training and leadership in enterprise systems, keeps, retrieves, and interprets historical data to assist management in decision making, and ensures accountability at the divisional service area level.

Plant Engineering & Maintenance Branch is comprised of the Administrative Unit, the Mechanical Engineering Unit, the Electrical Engineering Unit, the Maintenance Unit, and the Buildings & Grounds Unit. This branch is responsible for ensuring that the collection and process facilities perform in an efficient and cost-effective manner. Maintenance and repairs are accomplished through the utilization of in-house trades personnel and outside contractor services in order to provide cost-effective operations. The engineering and maintenance units maintain, operate, and repair SSA infrastructure, architectural, and structural elements. The District-wide Buildings & Grounds Unit maintains buildings, roadways, parking lots, and landscaping, secures District property, provides labor support to other sections and/or departments, and participates in capital improvement development and implementation.

Plant Operations Branch is comprised of the Treatment Operations Unit, the Mechanical Operations Unit, and the Railroad Unit. This branch is responsible for the physical operation of the collection and process facilities in the SSA. Efficient and effective operations are measured through daily reporting and permit compliance. Operational integrity and efficiency, as well as worker and public safety, are paramount. The size of the Stickney WRP and the scope of its operations generate frequent requests for plant tours, which are conducted by operations staff. The Railroad Unit provides for the cost-effective transportation of centrifuged biosolids to the Lawndale Avenue Solids Management Area facility. All units utilize a combination of in-house staff and outside contractor services to provide for cost-effective operations.

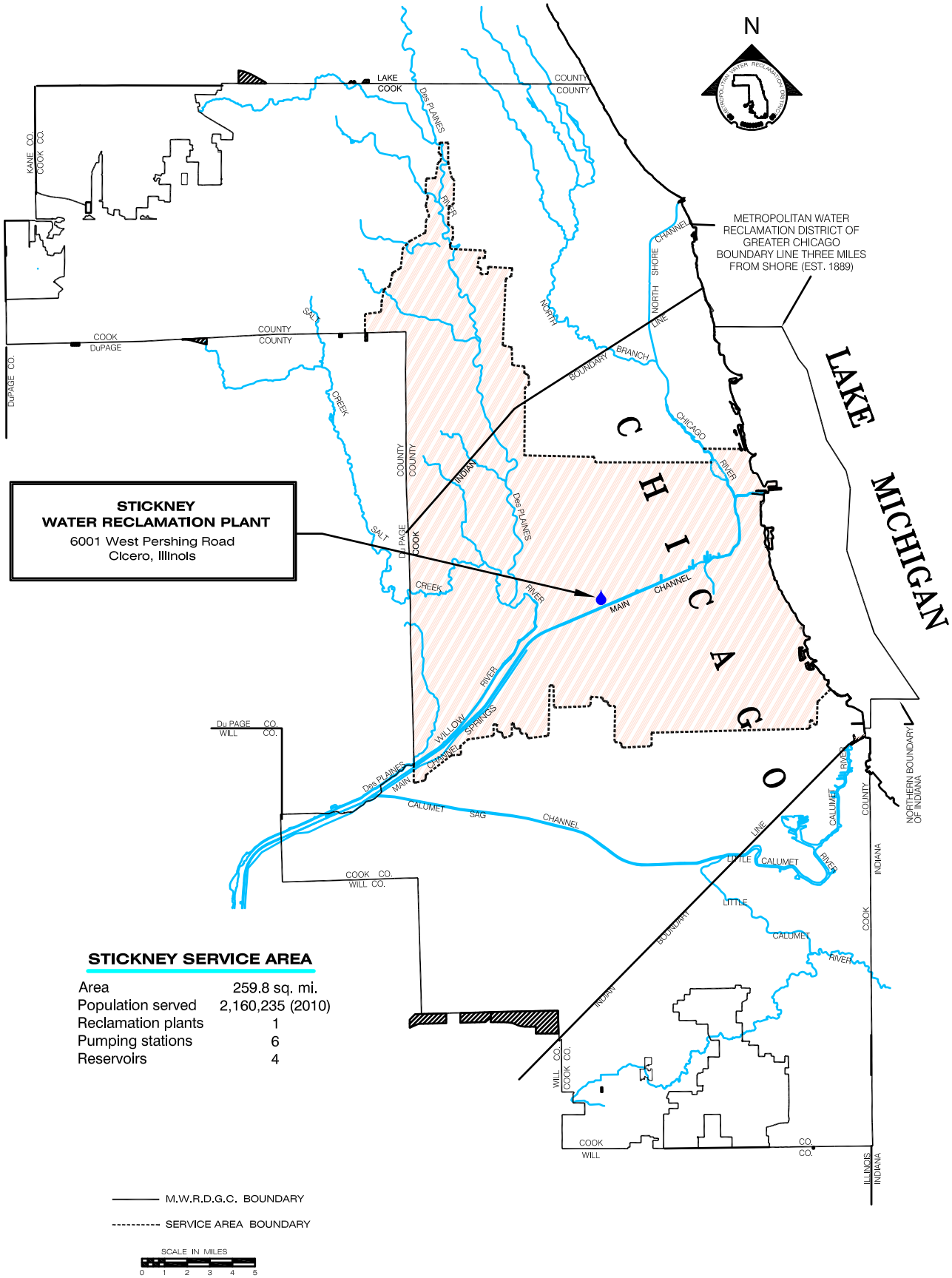
Summary of 2014 Accomplishments

- Continued increase in low solids processing (versus centrifuging) to 55,000 dry tons in 2014, thus reducing costs associated with electricity, polymer, and centrifuge maintenance;
- Awarded fewer contracts in favor of utilizing in-house District trades personnel to reduce costs and increase productivity;
- Utilized the Construction Fund for updates to equipment and facilities, with the goal of establishing a prioritization system for capital projects still in progress.

Budget Highlights

The 2015 appropriation for the SSA is $81,815,000, an increase of $2,742,300, or 3.5 percent, from 2014. The 2015 Corporate Fund staffing level of 397 is unchanged from 2014. The SSA's budget program continues to maximize the processing of low solids, which results in lower electrical, polymer, and maintenance costs. Additional work that was previously performed by outside contractors will be brought in-house for completion by District trades personnel. As a result, the demand for training and replacement parts will rise significantly above the levels seen in recent years. The SSA also plans to implement a phosphorous recovery system in the last quarter of 2015. This project will generate income for the District's Corporate Fund through the sale of fertilizer pellets.

An ammonia control project was initiated in 2014 to improve the efficiency of the aeration process. It is expected that aeration related energy costs will be reduced by 20 percent and overall plant electrical costs will be reduced by 10 percent. Annual savings of approximately $1,400,000 are anticipated after the project is fully implemented in all four aeration batteries. To continue the project, the SSA added a $450,000 request in the Construction Fund to convert all of the aeration batteries to adopt the processes and methods developed by the ammonia aeration control project.



STICKNEY SERVICE AREA

Area	259.8 sq. mi.
Population served	2,160,235 (2010)
Reclamation plants	1
Pumping stations	6
Reservoirs	4

69000 M and O - STICKNEY SERVICE AREA — OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:	Cost	Percent
1. COLLECTION & TREATMENT: The Stickney Service Area will collect and treat approximately 250 billion gallons of sewage through its treatment facilities.	$ 47,529,682	58.1%
2. SOLIDS PROCESSING: The Stickney Service Area will remove 100,000 dry tons and process solids from 135,000 dry tons of concentrated sewage (includes 35,000 dry tons from North Service Area) through various systems including heated digestion, centrifuging, concentration, and aging low solids sludge and centrifuge cake in lagoons.	$ 22,600,751	27.6%
3. SOLIDS UTILIZATION: The Stickney Service Area will provide support to utilize 55,000 dry tons of further dewatered sewage for application at final utilization sites such as farm application, and as daily and final cover in sanitary landfills.	$ 8,517,577	10.4%
4. FLOOD & POLLUTION CONTROL: The Stickney Service Area will work to prevent local area flooding through the operation of four detention reservoirs, in cooperation with local communities. It will also work to maintain the quality of the waterways system and associated District property, in cooperation with the debris boats and the channel maintenance crews.	$ 863,865	1.1%
5. GENERAL SUPPORT: The Stickney Service Area will provide technical and administrative support for other departments not directly related to the operational activities of Collection & Treatment, Solids Processing, Flood & Pollution Control, and Solids Utilization.	$ 2,303,125	2.8%
Total	$ 81,815,000	100.0%

	Design: Flows ^	CBOD *	SS *
Stickney Water Reclamation Plant	1,200 MGD	10 mg/l	12 mg/l

^ In millions of gallons per day (MGD).
* National Pollutant Discharge Elimination System (NPDES) monthly effluent quality standards:
CBOD - Carbonaceous Biochemical Oxygen Demand
SS - Suspended Solids

MEASURABLE GOALS:	Unit of Measure	2013 Actual	2014 Estimated	2015 Proposed
1. The Stickney Service Area will collect and treat approximately 250 billion gallons of sewage in 2015.	Billion Gallons	246	250	250
2. The Stickney Service Area will remove and process solids from 135,000 dry tons of concentrated sewage.	Dry Ton Process Solids	131,694	135,000	135,000
3. The Stickney Service Area will obtain 100 percent permit compliance in 2015 for NPDES effluent limits.	Percent	100%	100%	100%
4. The Stickney Service Area will provide support to utilize 55,000 dry tons of biosolids in 2015 (does not include Pelletizer Facility Operations).	Dry Tons	58,575	55,000	55,000

69000 M and O - STICKNEY SERVICE AREA — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
1000	Collection	$ 16,192,197	2015	84	$ 20,557,877	$ 92,964	0.5	
			2014	84	$ 20,464,913			
1100	Surface Interceptor Systems	$ 507,092	2015	2	$ 395,200	$ 14,100	3.7	
			2014	2	$ 381,100			
1200	Tunnel and Reservoir System	$ 4,675,326	2015	12	$ 5,170,800	$ (48,700)	(0.9)	
			2014	12	$ 5,219,500			
1300	Pumping Station Facilities	$ 3,922,371	2015	27	$ 6,161,900	$ (28,000)	(0.5)	
			2014	27	$ 6,189,900			
1900	Collection - Indirect Costs	$ 7,087,408	2015	43	$ 8,829,977	$ 155,564	1.8	a)
			2014	43	$ 8,674,413			
2000	Treatment	$ 24,896,350	2015	138	$ 26,971,805	$ 2,311,708	9.4	
			2014	138	$ 24,660,097			
2000	Pre-Treatment	$ 1,924,524	2015	20	$ 2,200,500	$ 5,200	0.2	
			2014	20	$ 2,195,300			
2100	Primary Treatment	$ 1,864,254	2015	23	$ 2,049,600	$ 104,800	5.4	b)
			2014	23	$ 1,944,800			
2200	Secondary Treatment	$ 9,970,360	2015	30	$ 8,955,000	$ 1,065,700	13.5	c)
			2014	30	$ 7,889,300			
2300	Tertiary Treatment	$ 42,654	2015	-	$ 42,300	$ 1,200	2.9	
			2014	-	$ 41,100			
2900	Treatment - Indirect Costs	$ 11,094,558	2015	65	$ 13,724,405	$ 1,134,808	9.0	d)
			2014	65	$ 12,589,597			
3000	Solids Processing	$ 20,745,244	2015	136	$ 22,600,751	$ 3,920	0.0	
			2014	136	$ 22,596,831			
3100	Thickening	$ 3,857,265	2015	27	$ 3,950,300	$ 41,400	1.1	
			2014	27	$ 3,908,900			
3200	Stabilization	$ 3,384,160	2015	26	$ 3,172,900	$ (138,500)	(4.2)	e)
			2014	26	$ 3,311,400			
3300	Dewatering	$ 7,367,079	2015	29	$ 8,436,800	$ 143,700	1.7	f)
			2014	29	$ 8,293,100			
3900	Solids Processing - Indirect Costs	$ 6,136,740	2015	54	$ 7,040,751	$ (42,680)	(0.6)	
			2014	54	$ 7,083,431			

a) Increase is due to District-wide carpet cleaning services being provided by the Buildings & Grounds Unit ($60,000), the installation of an odor control system ($42,000), and an increase in demand for distributed control system network electrical parts ($41,800).

b) Increase is due to a higher demand for scavenger services ($68,400) and the addition of an Architectural Ironworker position ($45,700).

c) Increase is due to a higher costs for electrical energy ($949,000), sodium hypochlorite ($31,000), and the ammonia analyzer service agreement ($25,000).

d) Increase is due to a higher demand for services under the manhours contract ($581,900), District-wide landscaping and maintenance services being provided by the Buildings & Grounds Unit ($251,000), a higher demand for miscellaneous building repairs ($200,000), and higher costs for natural gas ($205,000), offset by a reduced need for fuel for equipment ($70,000).

e) Decrease is due to reduced requests for heat exchanger u-bends ($75,000), sludge pump parts ($30,000), and heat digester plumbing supplies ($25,000).

f) Increase is due to the new Ostera odor control project that requires sodium hydroxide ($300,000) and magnesium chloride ($200,000), offset by a reduced demand for polymer ($331,000) and services to maintain large motors ($29,000).

69000 M and O - STICKNEY SERVICE AREA — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
4000	Flood & Pollution Control	$ 535,723	2015	5	$ 863,865	$ 34,563	4.2	
			2014	5	$ 829,302			
4200	Waterways Control and Stormwater Reservoirs	$ 177,587	2015	3	$ 280,000	$ 25,300	9.9	
			2014	3	$ 254,700			
4210	Maintenance of Waterways	$ 235	2015	-	$ -	$ -	-	
			2014	-	$ -			
4420	Sidestream Aeration Facilities	$ -	2015	-	$ 17,000	$ 17,000	100.0	
			2014	-	$ -			
4900	Flood & Pollution Control - Indirect Costs	$ 357,901	2015	2	$ 566,865	$ (7,737)	(1.3)	
			2014	2	$ 574,602			
5000	Solids Utilization	$ 7,716,151	2015	15	$ 8,517,577	$ 333,317	4.1	
			2014	15	$ 8,184,260			
5100	Solids Drying	$ 161,771	2015	2	$ 146,200	$ 6,100	4.4	
			2014	2	$ 140,100			
5200	Solids Distribution	$ 5,963,266	2015	2	$ 6,195,600	$ 101,000	1.7	g)
			2014	2	$ 6,094,600			
5900	Solids Utilization - Indirect Costs	$ 1,591,114	2015	11	$ 2,175,777	$ 226,217	11.6	h)
			2014	11	$ 1,949,560			
7000	General Support	$ 2,361,020	2015	19	$ 2,303,125	$ (34,172)	(1.5)	
			2014	19	$ 2,337,297			
	Totals	$ 72,446,685	2015	397	$ 81,815,000	$ 2,742,300	3.5%	*
			2014	397	$ 79,072,700			

g) Increase is due to the pelletizer annual contract cost escalator ($122,100), offset by a decrease in electrical energy ($27,000).

h) Increase is due to District-wide landscaping ($128,000) and pavement repair ($100,000) services being provided by the Building & Grounds Unit.

* The 2015 position total for the Stickney Service Area is 397. There are nine positions funded by the Stormwater Management Fund.

69000 M and O - STICKNEY SERVICE AREA — PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
1000-2900	Collection & Treatment					
	Collect and Treat Sewage at the Stickney Water Reclamation Plant	Mil. Gallons	246,209	250,000	250,000	
		Cost	$ 41,088,547	$ 45,125,010	$ 47,529,682	a)
		Cost/Mil. Gallons	$ 166.88	$ 180.50	$ 190.12	
3000	Solids Processing					
	Remove 100,000 Dry Tons of Solids and Process 135,000 Dry Tons of Solids (Includes 35,000 Dry Tons from North Service Area) from Concentrated Sewage Through Various Systems Including Heated Digestion, Centrifuging, Concentration, and Aging Low Solids Sludge and Centrifuge Cake in Lagoons	Dry Tons	131,694	150,000	135,000	
		Cost	$ 20,745,244	$ 22,596,831	$ 22,600,751	
		Cost/Dry Ton	$ 157.53	$ 150.65	$ 167.41	
4000	Flood & Pollution Control					
	Operation and Maintenance of the Waterways to Minimize Area Flooding and Pollution					
4200	Minimize Area Flooding and Pollution of Lake Michigan Through the Continuous Control of Water Levels in Major Rivers and Canals and the Operation of Detention Reservoirs	Reservoirs	6	4	4	
		Cost	$ 177,587	$ 254,700	$ 280,000	
		Cost/Reservoir	$ 29,597.83	$ 63,675.00	$ 70,000.00	
4210	Maintenance of the Waterways and Canal Banks Within the Jurisdiction of the District. Activities Include Debris Removal, Insect and Rodent Control, Bridge Repair, and Aeration Costs	Cost	$ 235	$ -	$ -	
4420	Sidestream Aeration Facilities	Cost	$ -	$ -	$ 17,000	b)
4900	Flood & Pollution Control - Indirect Costs	Cost	$ 357,901	$ 574,602	$ 566,865	
5000	Solids Utilization					
	Utilize Further Dewatered Sewage for Application at Final Utilization Sites Such as Daily Cover for Chicago Industrial Dump Landfill, Final Cover of Landfills, and Farm/Land Application	Dry Tons	58,575	79,800	55,000	
		Cost	$ 1,915,779	$ 2,257,560	$ 2,495,577	c)
		Cost/Dry Ton	$ 32.71	$ 28.29	$ 45.37	
5271	Pelletizer Disposal Control Management and Disposal of Solids by Private Contracts	Dry Tons	36,955	45,000	35,000	
		Cost	$ 5,800,372	$ 5,926,700	$ 6,022,000	
		Cost/Dry Ton	$ 156.96	$ 131.70	$ 172.06	
7000	General Support					
	Technical and Administrative Support for Other Departments' Activities Indirectly Related to the Operational Activities of Collection and Treatment, Solids Processing, Flood and Pollution Control, and Solids Utilization	Cost	$ 2,361,020	$ 2,337,297	$ 2,303,125	
		Division Total	$ 72,446,685	$ 79,072,700	$ 81,815,000	

a) Increase is due to higher demand for services under the manhours contract ($1,033,200), higher costs for electrical energy ($949,000), District-wide landscaping and maintenance services being provided by the Buildings & Grounds Unit ($251,000), and a higher demand for miscellaneous building repairs ($200,000).

b) Increase is due to sidestream elevated pool aeration station landscaping ($17,000).

c) Increase is due to District-wide landscaping ($128,000) and pavement repair ($100,000) services being provided by the Building & Grounds Unit.

101 69000	Fund: Corporate Department: Maintenance & Operations Division: Stickney Service Area	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 33,422,720	$ 35,152,600	$ 35,152,600	$ 24,895,081	$ 34,375,000	$ 36,018,800	$ -
601060	Compensation Plan Adjustments	1,908,540	1,976,600	1,976,600	1,558,411	1,890,000	1,929,100	-
601080	Salaries of Nonbudgeted Employees	-	-	50,000	43,540	51,600	-	-
601100	Tuition and Training Payments	73,913	151,000	151,000	119,851	145,000	125,000	-
601170	Payments for Professional Services	207,558	170,000	170,000	150,000	138,000	20,000	-
100	TOTAL PERSONAL SERVICES	35,612,731	37,450,200	37,500,200	26,766,883	36,599,600	38,092,900	-
612010	Travel	2,942	16,900	16,900	3,798	6,000	25,000	-
612030	Meals and Lodging	14,924	27,400	27,400	14,356	23,500	40,000	-
612050	Compensation for Personally-Owned Automobiles	76,647	135,000	135,000	53,688	95,000	84,600	-
612080	Motor Vehicle Operating Services	331	900	900	324	800	1,000	-
612150	Electrical Energy	16,055,296	15,803,800	15,803,800	11,412,983	15,803,800	16,850,600	-
612160	Natural Gas	874,806	747,000	1,265,000	875,353	1,265,000	950,000	-
612170	Water and Water Services	856,779	1,081,700	1,020,900	581,459	990,000	1,100,000	-
612210	Communication Services	134,082	150,000	150,000	93,463	128,000	109,900	-
612240	Testing and Inspection Services	73,383	138,600	138,600	51,471	119,000	89,400	-
612280	Subscriptions and Membership Dues	-	7,300	7,300	299	7,300	-	-
612330	Rental Charges	108,328	133,800	133,800	126,398	117,500	125,000	-
612410	Governmental Service Charges	89,880	90,000	90,000	72,500	90,000	90,000	-
612420	Maintenance of Grounds and Pavements	306,767	764,700	921,700	741,901	823,000	1,200,000	-
612490	Contractual Services, N.O.C.	186,388	313,300	313,300	231,500	271,000	380,000	-
612520	Waste Material Disposal Charges	408,808	652,000	652,000	651,910	485,000	680,000	-
612590	Sludge Disposal	5,201,235	5,400,000	5,400,000	5,361,080	4,030,000	5,522,100	-
612600	Repairs to Collection Facilities	1,560,545	1,648,300	1,593,000	1,555,702	1,520,000	2,031,900	-
612620	Repairs to Waterway Facilities	-	-	-	-	-	16,000	-
612650	Repairs to Process Facilities	2,621,793	2,614,700	2,107,400	1,982,874	1,970,000	3,387,700	-
612670	Repairs to Railroads	169,725	408,400	408,400	236,424	276,000	323,900	-
612680	Repairs to Buildings	746,798	490,300	490,300	363,084	350,500	834,100	-
612760	Repairs to Material Handling and Farming Equipment	40,084	51,000	51,000	51,000	47,400	50,000	-

101 69000	Fund: Corporate Department: Maintenance & Operations Division: Stickney Service Area	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
612780	Safety Repairs and Services	92,141	112,000	112,000	102,612	98,300	150,000	-
612840	Communications Equipment Maintenance (Includes Software)	30,625	57,000	57,000	36,523	49,500	40,000	-
612860	Repairs to Vehicle Equipment	13,268	33,700	33,700	25,325	28,900	30,000	-
612970	Repairs to Testing and Laboratory Equipment	572	3,000	3,000	-	400	-	-
612990	Repairs, N.O.C.	2,329	29,400	29,400	15,392	14,500	5,000	-
200	TOTAL CONTRACTUAL SERVICES	29,668,477	30,910,200	30,961,800	24,641,420	28,610,400	34,116,200	-
623030	Metals	16,469	18,000	18,000	15,000	15,000	18,000	-
623070	Electrical Parts and Supplies	665,048	1,378,400	1,363,000	953,137	900,000	800,000	-
623090	Plumbing Accessories and Supplies	277,882	632,300	607,300	353,159	525,000	400,000	-
623110	Hardware	5,422	17,800	17,800	544	14,200	9,600	-
623130	Buildings, Grounds, Paving Materials, and Supplies	66,271	202,500	202,500	100,057	130,000	100,000	-
623170	Fiber, Paper, and Insulation Materials	71,634	51,000	51,000	33,099	37,000	15,000	-
623190	Paints, Solvents, and Related Materials	1,562	20,000	20,000	10,142	17,200	2,000	-
623250	Vehicle Parts and Supplies	45,281	83,800	83,800	81,732	65,000	50,000	-
623270	Mechanical Repair Parts	1,285,513	1,959,000	1,874,000	1,553,646	1,650,000	1,832,300	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	14,837	20,000	16,500	15,421	16,000	15,000	-
623560	Processing Chemicals	4,272,597	5,658,500	5,658,500	5,469,243	4,700,000	6,000,000	-
623660	Cleaning Supplies	1,740	2,000	2,000	-	1,700	2,000	-
623680	Tools and Supplies	90,637	137,500	110,500	109,467	97,000	90,000	-
623700	Wearing Apparel	985	1,500	1,500	500	1,300	900	-
623780	Safety and Medical Supplies	89,161	98,400	98,400	52,611	60,000	65,900	-
623800	Computer Software	11,148	22,500	22,500	6,174	19,500	6,600	-
623810	Computer Supplies	36,736	30,000	30,000	9,094	26,500	10,000	-
623820	Fuel	84,350	170,000	170,000	170,000	116,000	125,000	-
623840	Gases	5,342	23,000	23,000	17,142	20,000	10,000	-
623850	Communications Supplies	288	54,100	54,100	34,903	44,000	10,000	-
623860	Lubricants	4,934	7,000	7,000	2,625	6,200	7,000	-

101 69000	Fund: Corporate Department: Maintenance & Operations Division: Stickney Service Area	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
623990	Materials and Supplies, N.O.C.	15,268	44,500	43,500	24,638	25,000	20,900	-
300	TOTAL MATERIALS AND SUPPLIES	7,063,105	10,631,800	10,474,900	9,012,336	8,486,600	9,590,200	-
634860	Vehicle Equipment	53,859	60,000	60,000	-	-	-	-
634970	Testing and Laboratory Equipment	47,213	20,500	20,500	4,949	17,700	15,700	-
400	TOTAL MACHINERY AND EQUIPMENT	101,072	80,500	80,500	4,949	17,700	15,700	-
TOTAL STICKNEY SERVICE AREA		$72,445,385	$79,072,700	$79,017,400	$60,425,587	$73,714,300	$ 81,815,000	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: Stickney Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
910	**Stickney Executive Office**					
HP23	Deputy Director of Maintenance & Operations #2 (Assistant Director of Maintenance & Operations) (New Grade HP22)	1	1		1	
HP12	Secretary #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
TOTAL	Stickney Executive Office	2	2	306,988.50	2	310,591.32
911	**Stickney Budget Control Unit**					
HP17	Management Analyst III #2 (Senior Budget & Management Analyst) (New Grade HP16)	1	1		1	
HP15	Management Analyst II #2 (Budget & Management Analyst) (New Grade HP14)	1	1		-	
HP14	Management Analyst I #2 (Budget & Management Analyst)	1	-		-	
HP14	Budget & Management Analyst	-	1		2	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	2	-		-	
HP11	Administrative Specialist	-	2		2	
TOTAL	Stickney Budget Control Unit	5	5	438,165.00	5	408,096.52
920	**Plant Engineering & Maintenance Branch**					
921	**Administrative Unit**					
HP21	Engineer of Treatment Plant Operations I	1	-		-	
HP21	Engineer of Treatment Plant Operations I #2 (Managing Engineer) (New Grade HP20)	-	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
TOTAL	Administrative Unit	2	2	273,524.68	2	273,524.68
922	**Mechanical Engineering Unit**					
HP20	Supervising Mechanical Engineer	1	-		-	
HP20	Managing Mechanical Engineer	-	1		1	
HP18	Principal Mechanical Engineer	1	1		1	
HP17	Senior Mechanical Engineer	3	3		3	
HP15	Associate Mechanical Engineer	5	4		3	
HP14	Assistant Mechanical Engineer	3	3		3	
HP14	Engineering Technician V	1	1		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: Stickney Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP12	Engineering Technician IV	1	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
TOTAL	Mechanical Engineering Unit	16	15	1,553,737.12	14	1,476,186.66
923	**Electrical Engineering Unit**					
HP18	Principal Electrical Engineer	2	2		2	
HP17	Senior Electrical Engineer	3	3		3	
HP15	Associate Electrical Engineer	3	4		4	
HP15	Associate Process Control Engineer	1	1		1	
HP14	Assistant Electrical Engineer	1	-		-	
HP14	Engineering Technician V	1	1		1	
HP14	Engineering Technician V #4	-	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
NR6275	Chief Powerhouse Dispatcher I	1	1		1	
NR6272	Powerhouse Dispatcher	3	4		4	
NR6233	Electrical Operator II	8	9		9	
TOTAL	Electrical Engineering Unit	24	27	2,716,948.52	27	2,664,718.42
924	**Maintenance Unit** (* Number of positions budgeted and funded by the Stormwater Management Fund appear below position count)					
HP19	Master Mechanic II	1	1		1	
HP16	Assistant Master Mechanic	4	4		4	
HP16	Assistant Master Mechanic #4	1	1		1	
HP14	Engineering Technician V	1	1		1	
HP12	Engineering Technician IV	1	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
PR5353	Bricklayer	1	1		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: Stickney Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
PR7779	Pipefitter Foreman	1	1		1	
PR7775	Pipefitter Leadman	2	2		2	
PR7773	Pipefitter	23 (*1)	23 (*1)		23 (*1)	
PR7743	Pipecoverer	2	2		2	
PR7425	Electrical Instrument & Testing Mechanic Foreman	1	1		1	
PR7424	Electrical Instrument & Testing Mechanic Leadman	1	1		1	
PR7423	Electrical Instrument & Testing Mechanic	11	13		13	
PR7347	Electrical Mechanic Foreman	1	1		1	
PR7349	Electrical Mechanic Sub-Foreman	1	2		2	
PR7343	Electrical Mechanic	18	18		18	
PR5759	Plumber Foreman	1	1		1	
PR5753	Plumber	4	4		4	
PR7579	Machinist Foreman	1	1		1	
PR7575	Machinist Leadman	2	2		2	
PR7573	Machinist	25	25		25	
PR5989	Ironworker Foreman	1	1		1	
PR5973	Structural Ironworker	9	9		9	
PR5935	Architectural Ironworker Leadman	1	1		1	
PR5933	Architectural Ironworker	3	3		3	
PR5933	Architectural Ironworker #1	-	-		1	
PR5955	Sheet Metal Worker Leadman	1	1		1	
PR5953	Sheet Metal Worker	6	6		6	
PR5159	Carpenter Foreman	1	1		1	
PR5155	Carpenter Leadman	1	1		1	
PR5153	Carpenter	6	6		6	
PR6459	Hoisting Engineer Foreman	1	1		1	
PR6453	Hoisting Engineer	10	10		10	

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: Stickney Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
PR5555	Painter Leadman	1	1		1	
PR5553	Painter	3	3		3	
PR6479	Truck Driver Foreman	1	1		1	
PR6473	Truck Driver	8	8		8	
TOTAL	Maintenance Unit	157	160	14,773,041.92	161	15,082,482.74
TOTAL	Stormwater Management Fund Positions	(*1)	(*1)		(*1)	
943	**Buildings & Grounds Unit**					
HP18	Principal Mechanical Engineer	-	1		1	
HP17	Senior Civil Engineer	-	1		1	
HP15	Associate Civil Engineer	1	2		2	
HP14	Engineering Technician V	1	2		2	
HP12	Engineering Technician IV	1	-		-	
HP11	Engineering Technician III	1	-		-	
HP09	Administrative Clerk	1	1		1	
NR8331	Laborer Foreman	2	2		2	
NR8651	Maintenance Laborer Class A	8	8		7	
NR8651	Maintenance Laborer Class A #1	-	-		1	
NR8652	Maintenance Laborer Class B	9	9		9	
TOTAL	Buildings & Grounds Unit	24	26	1,861,038.40	26	1,849,983.98
TOTAL	Plant Engineering & Maintenance Branch	223	230	21,178,290.64	230	21,346,896.48
TOTAL	Stormwater Management Fund Positions	(*1)	(*1)		(*1)	
930	**Plant Operations Branch**					
931	**Administrative Unit**					
HP21	Engineer of Treatment Plant Operations I	1	-		-	
HP21	Engineer of Treatment Plant Operations I #2 (Managing Engineer) (New Grade HP20)	-	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
TOTAL	Administrative Unit	2	2	269,921.86	2	269,921.86

POSITION ANALYSIS

Fund: Corporate
Dept: Maintenance & Operations
Division: Stickney Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
932	**Treatment Operations Unit**					
HP20	Assistant Engineer of Treatment Plant Operations III	1	-		-	
HP20	Managing Engineer	-	1		1	
HP18	Assistant Engineer of Treatment Plant Operations I	2	-		-	
HP18	Principal Engineer	-	2		2	
HP16	Treatment Plant Operator III	4	5		5	
HP16	Treatment Plant Operator III #4	2	1		1	
HP15	Associate Civil Engineer	1	1		1	
HP14	Assistant Civil Engineer	2	1		1	
HP14	Assistant Mechanical Engineer	-	1		1	
HP14	Treatment Plant Operator II	6	6		7	
HP14	Treatment Plant Operator II #4	3	3		2	
HP12	Treatment Plant Operator I	6	6		6	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		1	
NR8331	Laborer Foreman	1	1		1	
NR8650	Maintenance Laborer Class A Shift	14	14		14	
NR8651	Maintenance Laborer Class A	5	5		5	
TOTAL	Treatment Operations Unit	48	48	4,224,437.88	48	4,207,225.62
934	**Mechanical Operations Unit**					
	(* Number of positions budgeted and funded by the Stormwater Management Fund appear below position count)					
HP18	Chief Operating Engineer II	1	1		1	
HP17	Chief Operating Engineer I	2	2		2	
HP16	Assistant Chief Operating Engineer	6	6		6	
NR6832	Operating Engineer II	34	34		34	
NR6831	Operating Engineer I	26 (*4)	26 (*4)		26 (*4)	
NR6810	Fireman-Oiler	10	10		10	
NR8650	Maintenance Laborer Class A Shift	20 (*4)	20 (*4)		20 (*4)	

POSITION ANALYSIS

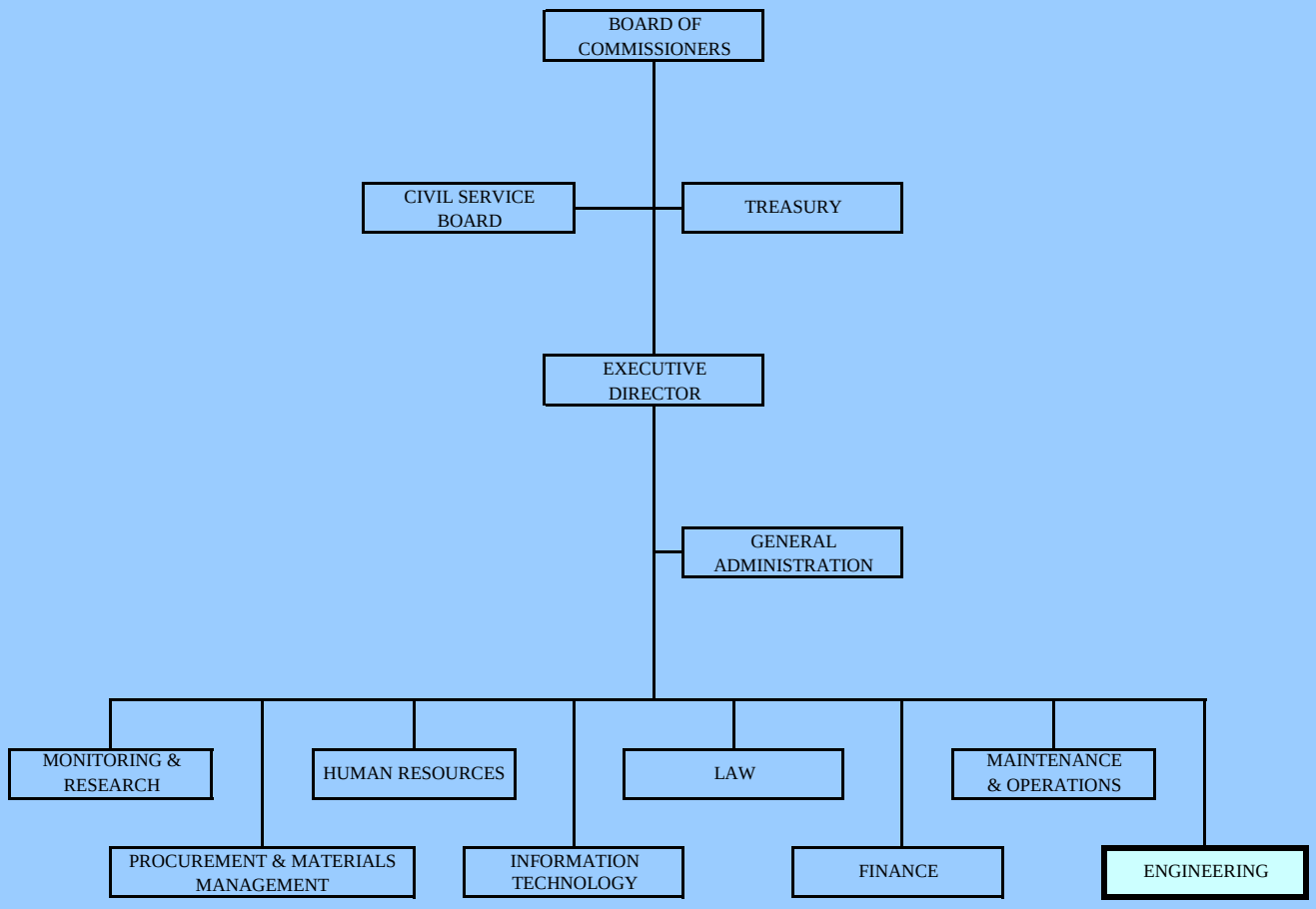
Fund: Corporate
Dept: Maintenance & Operations
Division: Stickney Service Area

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
NR8651	Maintenance Laborer Class A	4	4		4	
TOTAL	Mechanical Operations Unit	103	103	9,158,351.54	103	9,153,467.96
TOTAL	Stormwater Management Fund Positions	(*8)	(*8)		(*8)	
945	**Railroad Unit**					
HP14	Engineering Technician V	1	-		-	
HP11	Engineering Technician III	-	1		1	
NR8331	Laborer Foreman	1	1		1	
NR8650	Maintenance Laborer Class A Shift	5	5		5	
TOTAL	Railroad Unit	7	7	512,487.04	7	503,240.40
TOTAL	Plant Operations Branch	160	160	14,165,198.32	160	14,133,855.84
TOTAL	Stormwater Management Fund Positions	(*8)	(*8)		(*8)	
TOTAL	Maintenance & Operations Stickney Service Area	390	397	36,088,642.46	397	36,199,440.16
TOTAL	Stormwater Management Fund Positions	(*9)	(*9)		(*9)	

Note: Nine positions budgeted in Sections 924 and 934 are funded by the Stormwater Management Fund while the operations remain in the Maintenance & Operations Department.

NOTE: Departmental appropriation totals for salaries in the Position Analysis differ from those contained in the Line Item Analysis by a factor identified to adjust for vacancies. Salary ranges corresponding to the pay plan and grade for each class title can be found in the table of Salary Schedules in the Appendix.

NOTE PAGE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September 10, 2014

Mr. David St. Pierre
Executive Director
O F F I C E

Dear Sir:

Subject: 2015 Program for the Engineering Department – Corporate Fund

The Engineering Department – Corporate Fund's program for 2015, as prepared in detail, is transmitted herewith. The budget presentation supports the request for funding of the department's 2015 initiatives in alignment with and in support of the Strategic Business Plan. The budget requests include all amendments as directed by you during the Executive Director Budget Hearings in August of this year.

The narrative provides a summary of the department, 2015 major initiatives and challenges, and 2014 accomplishments. Supporting schedules of objectives, performance, and staffing levels present three years of detailed budgetary information.

Thank you for the opportunity to present the proposed Engineering Department – Corporate Fund budget for 2015.

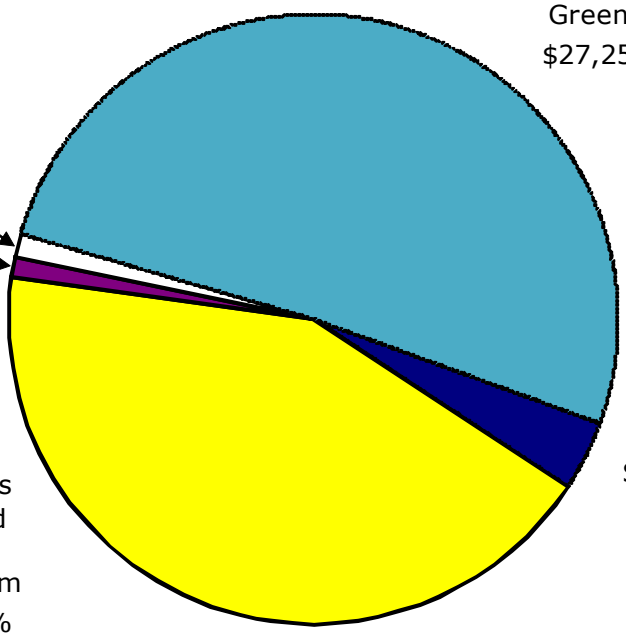
Respectfully submitted,

Catherine A. O'Connor
Director of Engineering

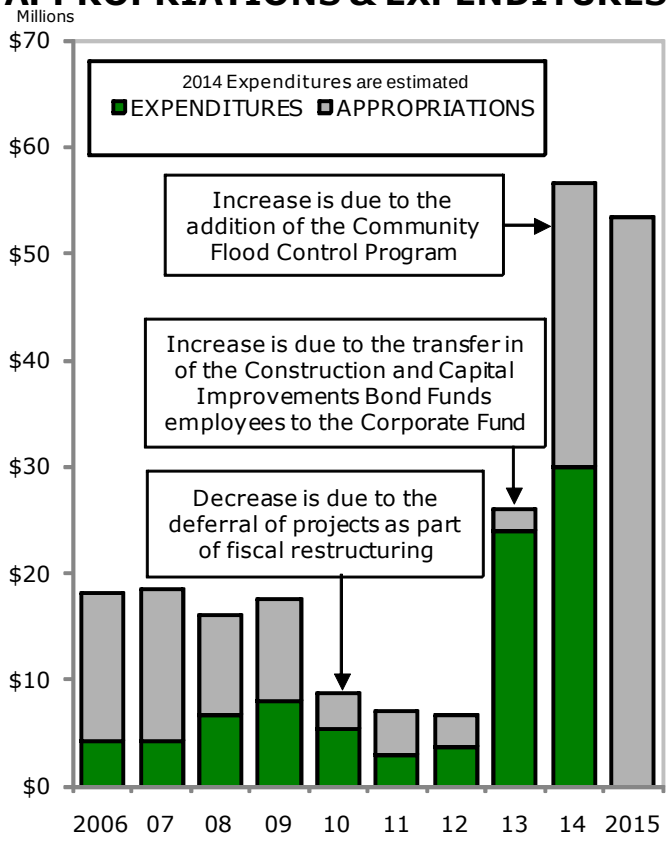
ENGINEERING – CORPORATE FUND

2015	$53,377,200
2014	$56,684,200
Decrease	($3,307,000)

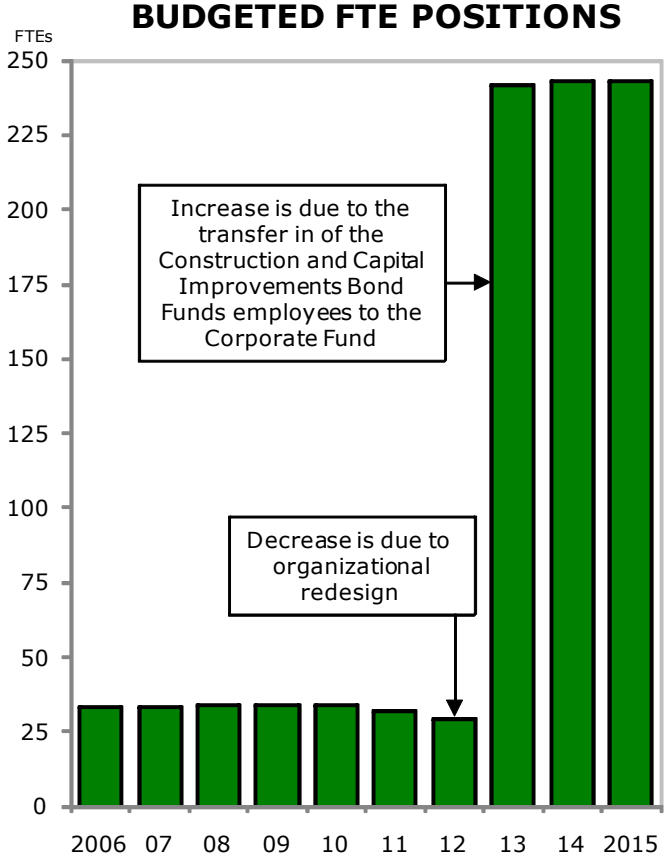
FUNCTIONS



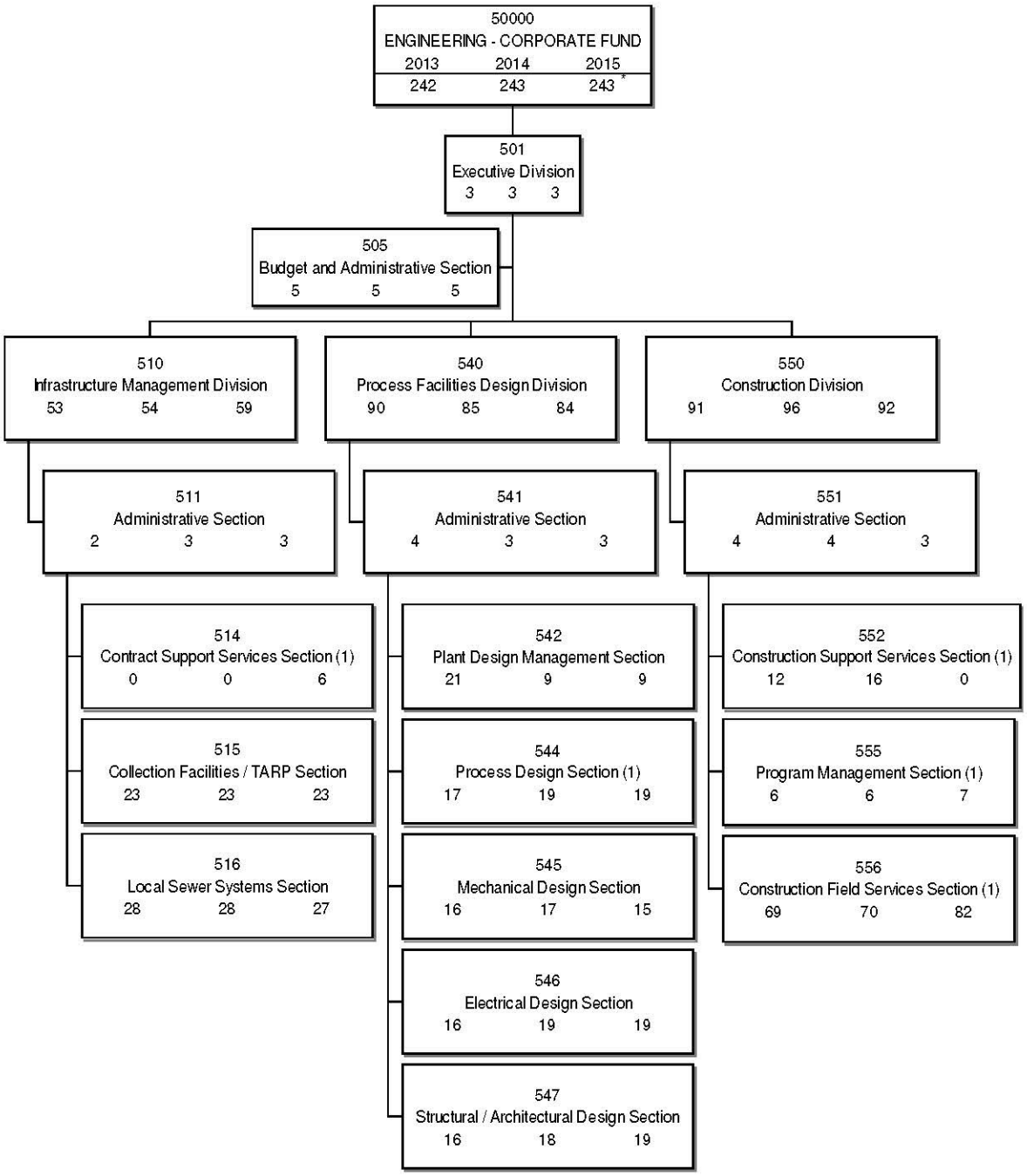
APPROPRIATIONS & EXPENDITURES



BUDGETED FTE POSITIONS



ENGINEERING – CORPORATE FUND



* The 2015 position total for Engineering – Corporate Fund is 243. There are an additional 32 positions funded by the Stormwater Management Fund while the operations remain in the Engineering Department.

(1) Effective 01/01/15, positions in Section 552 were transferred to Sections 544, 555, 556, and newly created Section 514.

ENGINEERING CORPORATE FUND

The mission of the Engineering Department is to plan, design, and construct projects prioritized in the Capital Improvement Program, and regulate the construction and maintenance of local sewers, which are tributary to the District's intercepting sewer system.

Departmental Summary

The programs of the Engineering Department are described in three sections of the budget. Most Engineering Department positions and many of the activities of the Local Sewer Systems Section (LSSS) are financed by the Corporate Fund, which is described below. The Engineering Capital budget is described in Section V and the Stormwater Management budget is described in Section VI.

The department's primary responsibilities include:

- Plan, develop, and implement a Capital Improvement Program that meets the District's statutory responsibilities, is compliant with applicable state and federal regulations and requirements, and is responsive to the needs of the District's residents as directed through the policies put forth by its Board of Commissioners in the areas of sewage treatment, pollution control, and stormwater management;
- Provide requested and required engineering assistance to other departments within the District in support of their missions.

The Corporate Fund supports the work of the LSSS, whose responsibility is enforcement of the Watershed Management Ordinance (WMO). The WMO became effective on May 1, 2014, replacing the Sewer Permit Ordinance (SPO). The WMO establishes uniform, countywide stormwater management regulations, sewer construction standards, and requires compliance with a new Infiltration and Inflow (I/I) Control Program.

In response to new special conditions imposed by the National Pollutant Discharge Elimination System (NPDES) permits, the District developed a new I/I Control Program with the help of an Advisory Technical Panel (ATP) comprised of members from the United States Environmental Protection Agency, the Illinois Environmental Protection Agency (IEPA), local sewer system owners, engineering consultants, and District staff. The ATP provided recommendations for the new I/I Control Program which were incorporated into Article 8 of the WMO and adopted by the Board of Commissioners on July 10, 2014. The I/I Control Program is applicable to all owners and/or operators of separate sanitary sewer systems that discharge directly and/or indirectly to District facilities.

The Corporate Fund budget is also used for repair and maintenance projects not eligible for capital improvements funding.

Summary of 2014 Accomplishments

- Received revenue of approximately $1.4 million from sewer service agreements;
- Received revenue of approximately $1.5 million from extraterritorial impact fees;
- Continued review and issuance of permits within the acceptable time period;
- WMO became effective on May 1, 2014;
- Adopted a new I/I Control Program;
- Developed a Technical Guidance Manual (TGM) as a useful resource tool for applying the WMO requirements;
- Hosted 13 public training events to familiarize consulting engineers and public officials with the WMO requirements;
- Hosted ATP meetings seeking involvement from community stakeholders to develop the new I/I Control Program;
- Recovered costs for administering the WMO through permit fees.

Budget Highlights

The 2015 appropriation for the Engineering – Corporate Fund is $53,377,200, a decrease of $3,307,000, or 5.8 percent, from 2014. Staffing levels for the department remain unchanged at 243 positions in 2015. The addition of an Engineering Technician V position and the transfer in of an Administrative Specialist position was offset by the transfer out of a Principal Civil Engineer position and an Administrative Assistant #2 (Administrative Specialist) position.

Significant features of the 2015 budget for Engineering – Corporate Fund include the following:

- Continued efforts towards achieving compliance with the old I/I Control Program for the four remaining communities that must complete their sewer rehabilitation programs to reduce I/I into their sanitary sewer systems;
- Implementation of the new I/I Control Program;
- Additional development of the TGM to add guidance for the new I/I Control Program;
- Administration of the WMO;
- Implementation of the Community Flood Control Program, under which the District will pursue acquisition of flood-prone properties in situations where it is the most cost-effective option to eliminate flood damages. Legislative authority for this work was granted to the District in June 2014;
- Continuation of the Green Infrastructure Program by coordinating with various stakeholders to identify, design, and construct Green Infrastructure projects throughout Cook County to reduce the flow of stormwater to sewer systems.

2015 Initiatives in Support of the Strategic Plan Include the Following:

- **Add Value**

Engineering staff look for opportunities to add value in all endeavors. For example, during the permitting process, staff follow-up with consulting engineers who have submitted permits to ensure that the permit process does not impede development. Additionally, staff worked to establish a WMO fee schedule that would be the least costly of all urbanized collar counties. This fee structure was developed based on the following information: (1) current review fees for the collar counties, (2) past review fees under the SPO, and (3) estimated review times under the WMO. The base fee is $1,100.00 plus a charge of $5.00 per linear foot of sewer that is tributary to District facilities. Additional fees are collected for projects that require stormwater detention, impact wetlands and riparian environments, impact hazard areas, and for additional submittals that require review. Fees will be evaluated on a yearly basis and are set to recover the salaries of District employees in the LSSS who work on permit issuance and field inspection.

- **Excellence**

The approach to planning, design, permit review, and permit approval is conducted with the goal of excellence. Work is completed timely, accurately the first time, and with consideration of service to our regulated community. Through excellence, we plan to approach opportunities for efficiency gains with a disciplined methodology, which is deeply rooted in a culture of innovation and continuous improvement.

- **Develop Employees**

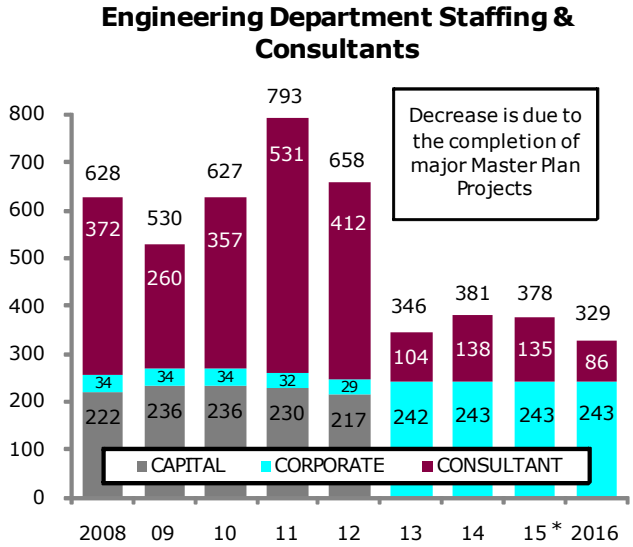
The Engineering staff includes engineers and technicians who must remain current with developments in sewer construction, site development, construction inspection, sewer rehabilitation, and flow monitoring. The 2015 budget includes funds for continuing education opportunities, including attendance at relevant conferences and web-based and local seminars.

- **Leading Partnerships**

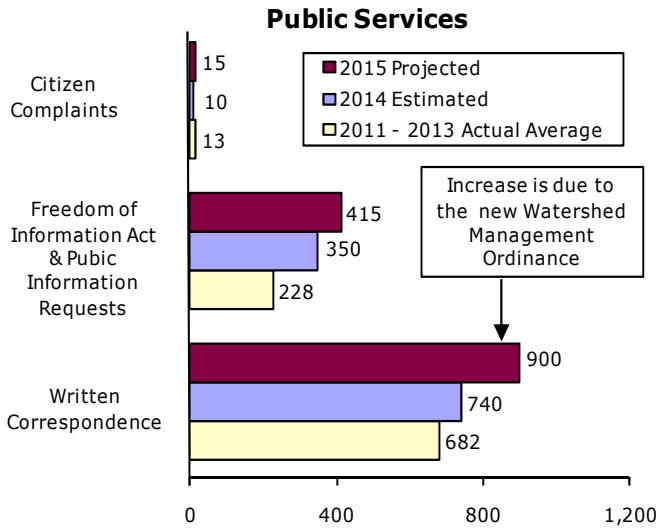
The LSSS responds to questions and requests from the public and local communities regarding District ordinances. The WMO was developed in partnership with all key stakeholders; we understand that administration of the WMO will also rely on our partnerships. In general, inquiries related to the WMO include such diverse topics as permit requirements, stormwater management, floodplains, special construction problems, preliminary engineering reviews, permit fees, the IEPA permit application certifications, requests for field investigations, violation investigations, engineering standards, availability of District facilities, proposed District projects, review of proposed local ordinances, and interpretation of District ordinances. Thousands of telephone and hundreds of written and internal inquiries will be received and addressed in 2015.

Numerous field investigations will be undertaken to resolve sewerage and drainage questions and complaints. The complaints arise from sewage backup and surcharges, flooding, and other unsanitary or unsafe conditions detrimental to the health and welfare of the public. As a result of investigating these matters and contacts made with local officials, the District has been instrumental in bringing about a satisfactory resolution to the majority of the complaints. The LSSS coordinates activities with other governmental agencies to resolve multi-jurisdictional problems and evaluates new stormwater management practices and sewer construction procedures and products.

Through administration of the WMO, the LSSS protects public health and the environment by ensuring that minimum standards for development and sewer construction are enforced throughout the District's service area. The reduction of excessive I/I also facilitates the operation of the District's treatment plants during



*An additional 32 positions are funded by the Stormwater Management Fund (see page 467), while the operations remain in the Engineering Department.

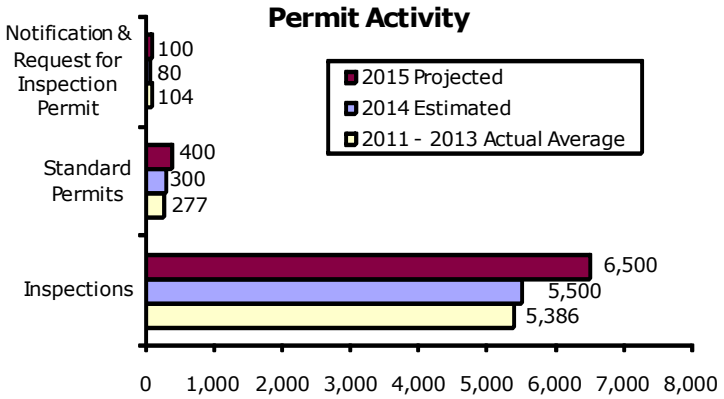


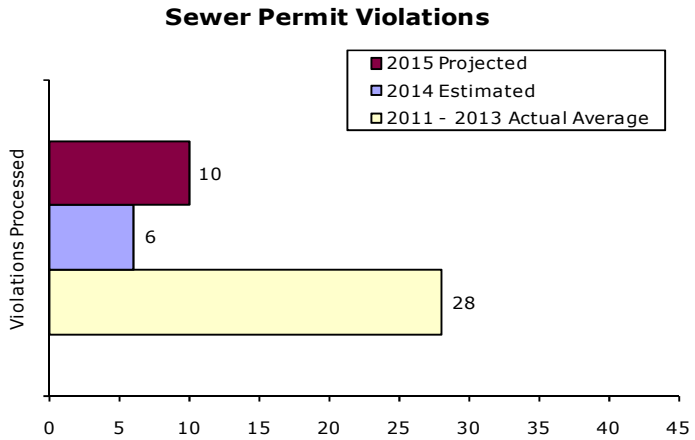
wet weather within NPDES permit limits. Stormwater management that is required in conjunction with many permits helps reduce flooding along waterways, and places the responsibility for the construction of a development's flood control facilities with the developer, rather than the public.

LOCAL SEWER SYSTEMS SECTION PERMIT ADMINISTRATION

The LSSS administers the WMO within Cook County, excluding the City of Chicago, through the review and approval of WMO permit applications. The WMO establishes uniform, minimum stormwater management design requirements for new land development and redevelopment. The WMO also regulates the design, construction, operation, and maintenance of local public and private sewer connections for residential, commercial, institutional, governmental, and industrial developments, public sewerage systems, and treatment facilities, which discharge directly or indirectly into District collection and treatment facilities, or to waters within the boundaries of the District. The WMO requires that special attention be given to construction within floodplains, wetlands, and riparian environments. The District requires stormwater management as part of development to ensure that runoff from new developments and redevelopments exceeding certain acreage limits do not exacerbate existing runoff and flooding conditions. As a result of ordinance enforcement, approximately 92 million gallons of locally-provided stormwater detention capacity was required in the year 2014.

The TGM is a companion guide to the WMO and provides reference information on how best to apply and meet the regulations for both project design and project implementation. The TGM identifies when a permit is needed, the information required to support a WMO permit application, clarification of the WMO requirements and applicability, how best to achieve the WMO requirements, and examples to demonstrate standard compliance. The TGM is expected to evolve over time as WMO compliance lessons are learned.





In addition to the WMO, the LSSS issues Notification and Request for Inspection (NRI) sewer construction permits. NRI permits are a shorter form permit, regulating sanitary sewer rehabilitation work for the reconstruction or replacement-in-kind of existing sewers, or for minor sewer work that involves less than 25 linear feet of new sewer. Municipal sewer maintenance projects are the most common type of NRI, and this type of permit is useful in monitoring the progress of municipal efforts made to reduce I/I. The LSSS also administers Facility Connection Authorization forms, to approve connections to District-owned property, facilities, and waterways (including Lake Michigan), within the City of Chicago.

The number of standard sewer permits issued has averaged 277 for the last three years. While the District's service area is almost fully developed, many of the remaining development opportunities involve marginal, low-lying lands, and the redevelopment of challenging, high density existing areas. The permits are generally more complex to analyze and review. Any existing stormwater requirements and facilities must first be assessed for impacts from the proposed development. Limited space and site constraints, common for in-fill redevelopment, offer further challenges to meet the latest requirements, often necessitating retrofits to existing stormwater systems to achieve permit compliance.

SEWER REHABILITATION PROGRAMS

The LSSS also administers the District's new I/I Control Program, which replaces the existing program under the SPO. The I/I Control Program will apply to communities within the District's separate sewer area. The goal of the I/I Control Program is to reduce the number of sanitary sewer overflows and basement backups by requiring that individual communities perform ongoing inspections and continuously conduct maintenance and rehabilitation work on their sanitary sewer systems.

As of December 31, 2013 a total of 121 cities and villages have completed their initial sewer rehabilitation programs and have embarked on long-term operation and maintenance programs to keep their sewer systems in proper operating condition. To date, four communities have not yet satisfactorily completed their I/I removal programs. The District continues to work with the remaining communities to achieve compliance.

In response to two new special conditions imposed by the IEPA in the District's NPDES permits for four Water Reclamation Plants and the United States Environmental Protection Agency's notification for proposed rulemaking to reduce the harmful effects of sanitary sewer overflows and increasing operational problems due to the conveyance of excessive amounts of I/I, the District has adopted and implemented the new I/I Control Program. The first IEPA special condition defines excessive I/I as flow in excess of 150 gallons per capita per day in a local sewer system that causes or contributes to basement backups or sanitary sewer overflows. The second requires adoption of a Capacity, Management, Operation, and Maintenance Program for the District's conveyance and treatment facilities. The NPDES permit requires the District to take action against the owners of such local sewer systems to reduce the excessive I/I, in addition to those actions required under the Sewer Summit Agreement.

50000 ENGINEERING - CORPORATE FUND OBJECTIVES AND PROGRAM SUMMARY

OBJECTIVES BY PRIORITY:	Cost	Percent
1. Protect public health by administering the Watershed Managment Ordinance to regulate local sewer connections to local treatment plants and discharges to District waters and migration of runoff from new developments and redevelopments.	$ 1,978,800	3.7%
2. Provide information to the public and local communities regarding District ordinances, coordinate solutions to regional problems with other governmental agencies, and review and evaluate new cost-effective sewer construction procedures and products.	$ 668,800	1.3%
3. Reduce treatment costs by eliminating excessive infiltration and inflow of stormwater into sanitary sewers through a comprehensive rehabilitation program of the local sewer systems.	$ 556,500	1.0%
4. Provide financial assistance to communities for the identification and remediation of flood-related problems and provide funding for green infrastructure projects.	$ 27,250,000	51.1%
5. Ongoing maintenance projects, salaries, and employee expenses related to the Capital Improvement Program.	$ 22,923,100	42.9%
Total	$53,377,200	100.0%

MEASURABLE GOALS:	2013 Actual	2014 Estimated	2015 Proposed
1. Reduction of avoidable inflow and infiltration by promoting repair and rehabilitation of the 125 local sanitary sewer systems under the Sewer Permit Ordinance and Manual of Procedures for Administration of the Sewer Permit Ordinance.			
Proposed number of agencies that have completed their initial rehabilitation	121	125	125
Percentage complete	97%	100%	100%

The agencies that have not completed their initial rehabilitation have systems that require extensive rehabilitation. Funding for these repairs is not readily available. Efforts to bring these agencies into compliance have resulted in consent decrees and court orders against the few agencies that are still not in compliance. The District will continue on this course of enforcement until the remaining agencies meet the objectives of the old program under the Sewer Permit Ordinance and Manual of Procedures for Administration of the Sewer Permit Ordinance.

The Watershed Management Ordinance requires compliance with a new infiltration and inflow control program. Measurable goals are being evaluated for the new program. Agencies will submit annual reports detailing the progress made during the reporting period. While some agencies may complete their Short Term Requirement within one year, it is anticipated that most agencies will take three to five years.

50000 ENGINEERING - CORPORATE FUND OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
1000	Collection	$ 6,399,209	2015	66	$ 7,198,300	$ 83,000	1.2	
			2014	66	$ 7,115,300			
1530	Local Sewer Permit Activity	$ 1,975,204	2015	20	$ 1,978,800	$ (169,400)	(7.9)	a)
			2014	21	$ 2,148,200			
1560	Local Sewer Public Service Coordination	$ 707,354	2015	7	$ 668,800	$ (127,100)	(16.0)	b)
			2014	8	$ 795,900			
1571	Local Sewer Rehabilitation Ordinance Enforcement Activity	$ 127,661	2015	2	$ 556,500	$ 307,300	123.3	c)
			2014	2	$ 249,200			
1700	Collection System Design	$ 955,144	2015	10	$ 1,231,400	$ 170,400	16.1	d)
			2014	8	$ 1,061,000			
1800	Collection Construction	$ 2,633,846	2015	27	$ 2,762,800	$ (98,200)	(3.4)	
			2014	27	$ 2,861,000			
2000	Treatment	$ 7,832,822	2015	81	$ 8,664,200	$ (17,800)	(0.2)	
			2014	79	$ 8,682,000			
2700	Treatment Design	$ 2,977,930	2015	30	$ 3,291,300	$ 30,000	0.9	
			2014	29	$ 3,261,300			
2800	Treatment Construction	$ 4,854,892	2015	51	$ 5,372,900	$ (47,800)	(0.9)	
			2014	50	$ 5,420,700			
3000	Solids Processing	$ 4,441,602	2015	44	$ 4,781,000	$ (164,500)	(3.3)	
			2014	44	$ 4,945,500			
3700	Solids Processing Design	$ 2,228,285	2015	22	$ 2,464,200	$ (76,700)	(3.0)	
			2014	22	$ 2,540,900			
3800	Solids Processing Construction	$ 2,213,317	2015	22	$ 2,316,800	$ (87,800)	(3.7)	
			2014	22	$ 2,404,600			

a) Decrease is due to the reallocation of salaries to more accurately reflect current activities ($144,100) and reduced budget for in-house training ($15,300).

b) Decrease is due to the reallocation of salaries to more accurately reflect current activities in the areas of public service ($57,100) and interagency coordination ($70,000).

c) Increase is due to the expected 2015 award of Contract 14-815-1S, Sewer Flow Metering Services at Various Locations ($307,300).

d) Increase is due to the reallocation of salaries to more accurately reflect current activities ($239,800), offset by reduced estimates for paid overtime ($10,100) and sick leave incentive payments ($25,000), the 2014 purchase of a Leica Total Station ($12,000), a modem lease for two rovers that is paid every other year ($4,300), and the expected completion of 10-238-1M, TARP Pump Station Pump/Pipe Movement Monitoring in 2014 ($18,000).

50000 ENGINEERING - CORPORATE FUND — OBJECTIVES AND PROGRAM SUMMARY

PROGRAMS BY PRIORITY:		2013		Budgeted		Change		
Number	Name	Actuals		FTEs	Dollars	Dollars	Percent	
4000	Flood and Pollution Control	$ 3,449,610	2015	32	$ 30,577,100	$ (3,219,400)	(9.5)	
			2014	35	$ 33,796,500			
4216	Bridge and Road Maintenance	$ 22,712	2015	-	$ 14,000	$ (81,000)	(85.3)	e)
			2014	-	$ 95,000			
4219	Maintenance of Waterways - All (General)	$ -	2015	-	$ -	$ (50,000)	(100.0)	f)
			2014	-	$ 50,000			
4322	Storm & Flood Ordinance Development	$ 57,364	2015	-	$ 58,000	$ 600	1.0	
			2014	-	$ 57,400			
4341	Planning/Design	$ 57,364	2015	-	$ 58,000	$ 600	1.0	
			2014	-	$ 57,400			
4342	Contract Administration	$ 92,256	2015	1	$ 94,700	$ -	-	
			2014	1	$ 94,700			
4343	Construction	$ 46,031	2015	1	$ 547,700	$ 500,000	1,048.2	g)
			2014	1	$ 47,700			
4700	Flood and Pollution Control Design	$ 800,019	2015	6	$ 1,459,000	$ (1,616,400)	(52.6)	h)
			2014	8	$ 3,075,400			
4800	Flood and Pollution Control Construction	$ 2,373,864	2015	24	$ 28,345,700	$ (1,973,200)	(6.5)	i)
			2014	25	$ 30,318,900			
5000	Solids Disposal	$ 369,444	2015	3	$ 378,100	$ (29,000)	(7.1)	
			2014	3	$ 407,100			
5700	Solids Disposal Design	$ 43,676	2015	-	$ 44,800	$ -	-	
			2014	-	$ 44,800			
5800	Solids Disposal Construction	$ 325,768	2015	3	$ 333,300	$ (29,000)	(8.0)	
			2014	3	$ 362,300			
7000	General Support	$ 1,494,426	2015	17	$ 1,778,500	$ 40,700	2.3	
			2014	16	$ 1,737,800			
	Totals	$ 23,987,113	2015	243	$ 53,377,200	$ (3,307,000)	(5.8%)	
			2014	243	$ 56,684,200			

e) Decrease is due to the reduced estimate for the final year of 09-873-1D, Biennial Bridge Inspection ($81,000).
f) Decrease is due to the lack of need for the demolition of structures ($50,000).
g) Increase is due to the addition of costs associated with green infrastructure projects ($500,000).
h) Decrease is due to the reallocation of salaries to more accurately reflect current activities ($166,400), decreased budget for the Community Flood Control Program ($1,250,000), and the expected completion of 13-810-1C, Flood Control Measures within the Combined Sewer Area - Alternatives Group A ($200,000).
i) Decrease is due to the reallocation of salaries to more accurately reflect current activities ($148,100) and a decreased budget for the Community Flood Control Program ($1,800,000).

50000 ENGINEERING - CORPORATE FUND — PERFORMANCE DATA

Program Number		Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
1500		Local Sewer - Engineering Activity					
1530		Local Sewer Permit Activity					
	1531	Review/Issuance of MWRD Sewer Permits	Permits	408	535	500	
		(includes standard permits and notification and request for	Cost	$ 1,055,138	$ 1,120,300	$ 977,500	a)
		inspection permits.)	Cost/Permit	$ 2,586.12	$ 2,094.02	$ 1,955.00	
	1533	Review of Other Permits	Cost	$ 102,717	$ 110,900	$ 111,200	
	1535	Local Sewer Construction Surveillance/Enforcement	Inspections	5,300	8,450	6,500	
			Cost	$ 658,759	$ 740,900	$ 718,800	
			Cost/Inspection	$ 124.29	$ 87.68	$ 110.58	
	1537	Permit Revision	Cost	$ 158,590	$ 176,100	$ 171,300	
1560		Local Sewer - Public Service Coordination					
	1561	Public Service	Requests	1,021	1,400	1,315	
			Cost	$ 476,558	$ 527,100	$ 470,000	
			Cost/Request	$ 466.76	$ 376.50	$ 357.41	
	1563	Interagency Coordination	Cost	$ 230,796	$ 268,800	$ 198,800	b)
1571		Local Sewer Rehabilitation Ordinance Enforcement Activity	Systems	250	250	250	
			Cost	$ 127,661	$ 249,200	$ 556,500	c)
			Cost/System	$ 510.64	$ 996.80	$ 2,226.00	
1700		Collection System Design	Cost	$ -	$ 1,061,000	$ 1,231,400	d)
1800		Collection Construction	Cost	$ -	$ 2,861,000	$ 2,762,800	
2700		Treatment Design	Cost	$ -	$ 3,261,300	$ 3,291,300	
2800		Treatment Construction	Cost	$ -	$ 5,420,700	$ 5,372,900	
3700		Solids Processing Design	Cost	$ -	$ 2,540,900	$ 2,464,200	
3800		Solids Processing Construction	Cost	$ -	$ 2,404,600	$ 2,316,800	

a) Decrease is due to the reallocation of salaries to more accurately reflect current activities ($137,800).
b) Decrease is due to the reallocation of salaries to more accurately reflect current activities ($70,000).
c) Increase is due to the expected 2015 award of Contract 14-815-1S, Sewer Flow Metering Services at Various Locations ($307,300).
d) Increase is due to the reallocation of salaries to more accurately reflect current activities ($239,800), offset by reduced estimates for paid overtime ($10,100) and sick leave incentive payments ($25,000), the 2014 purchase of a Leica Total Station ($12,000), a modem lease for two rovers that is paid every other year ($4,300), and the expected completion of 10-238-1M, TARP Pump Station Pump/Pipe Movement Monitoring in 2014 ($18,000).

50000 ENGINEERING - CORPORATE FUND PERFORMANCE DATA

Program Number	Measurable Activity Title		2013 Actual	2014 Budgeted	2015 Estimated	
4200	Waterways Control and Stormwater Detention Reservoirs	Cost	$ -	$ 145,000	$ 14,000	e)
4300	Stormwater Management	Cost	$ -	$ 257,200	$ 758,400	f)
4700	Flood and Pollution Control Design	Cost	$ -	$ 3,075,400	$ 1,459,000	g)
4800	Flood and Pollution Control Construction	Cost	$ -	$ 30,318,900	$ 28,345,700	h)
5700	Solids Disposal Design	Cost	$ -	$ 44,800	$ 44,800	
5800	Solids Disposal Construction	Cost	$ -	$ 362,300	$ 333,300	
7000	General Support	Cost	$ -	$ 1,737,800	$ 1,778,500	
1700-7745	Other Programs					
	Cost related to maintenance projects under construction	Cost	$ 21,176,894	$ -	$ -	
		Total	$ 23,987,113	$ 56,684,200	$ 53,377,200	

e) Decrease is due to the reduced estimate for the final year of 09-873-1D, Biennial Bridge Inspection ($81,000) and a lack of need for the demolition of structures ($50,000).

f) Increase is due to the addition of costs associated with green infrastructure projects ($500,000).

g) Decrease is due to the reallocation of salaries to more accurately reflect current activities ($166,400), decreased budget for the Community Flood Control Program ($1,250,000), and the expected completion of 13-810-1C, Flood Control Measures within the Combined Sewer Area - Alternatives Group A ($200,000).

h) Decrease is due to the reallocation of salaries to more accurately reflect current activities ($148,100) and decreased budget for the Community Flood Control Program ($1,800,000).

101 50000	Fund: Corporate Department: Engineering Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
601010	Salaries of Regular Employees	$ 22,979,812	$ 24,818,300	$ 24,818,300	$ 17,312,973	$ 22,259,800	$ 24,912,300	$ -
601060	Compensation Plan Adjustments	245,302	488,200	488,200	217,374	250,000	239,000	-
601080	Salaries of Nonbudgeted Employees	-	5,000	5,000	-	-	-	-
601100	Tuition and Training Payments	96,414	136,000	136,000	102,354	123,700	96,400	-
601170	Payments for Professional Services	393,116	2,544,400	2,536,700	474,614	899,000	1,329,800	-
601410	Personal Services Exp for Prelim Engineering Rpts & Studies	48,100	268,000	275,700	275,094	275,100	50,000	-
100	TOTAL PERSONAL SERVICES	23,762,743	28,259,900	28,259,900	18,382,409	23,807,600	26,627,500	-
612010	Travel	8,367	36,100	36,100	7,303	18,600	10,000	-
612030	Meals and Lodging	14,523	52,000	52,000	17,765	25,400	20,000	-
612040	Postage, Freight, and Delivery Charges	983	2,000	2,000	2,000	900	1,000	-
612050	Compensation for Personally-Owned Automobiles	36,899	40,000	40,000	29,935	39,800	38,900	-
612080	Motor Vehicle Operating Services	928	1,000	1,000	596	900	1,000	-
612090	Reprographic Services	6,939	21,500	21,500	12,500	12,500	7,000	-
612170	Water and Water Services	3,136	3,500	3,500	3,500	3,300	3,200	-
612330	Rental Charges	487	6,300	6,300	4,280	4,300	-	-
612490	Contractual Services, N.O.C.	78,611	154,500	154,500	88,618	88,700	578,700	-
612620	Repairs to Waterway Facilities	-	125,000	125,000	-	100,000	10,000	-
612840	Communications Equipment Maintenance (Includes Software)	-	2,000	2,000	-	500	-	-
612970	Repairs to Testing and Laboratory Equipment	2,659	6,000	6,000	3,500	2,900	2,700	-
612990	Repairs, N.O.C.	14,567	24,100	24,100	15,033	15,200	18,800	-
200	TOTAL CONTRACTUAL SERVICES	168,099	474,000	474,000	185,028	313,000	691,300	-
623520	Office, Printing, & Photo Supplies, Equipment, & Furniture	45,214	49,500	49,500	47,207	43,000	41,000	-
623700	Wearing Apparel	2,486	5,000	5,000	5,000	4,500	5,500	-
623720	Books, Maps, and Charts	6,925	10,300	10,300	5,098	5,100	6,900	-
623800	Computer Software	-	5,000	5,000	-	-	-	-
623990	Materials and Supplies, N.O.C.	1,645	18,500	18,500	3,541	9,300	5,000	-

101 50000	Fund: Corporate Department: Engineering Division:	LINE ITEM ANALYSIS						
		2013	2014				2015	
Account Number	Account Name	Expenditure	Original Appropriation	Adjusted Appropriation 09/30/14	Expenditure (Committed Budget plus Disbursement) 09/30/14	Estimated Expenditure 12/31/14	Proposed by Executive Director	Recommended by Committee on Budget and Employment
300	TOTAL MATERIALS AND SUPPLIES	56,270	88,300	88,300	60,846	61,900	58,400	-
634990	Machinery and Equipment, N.O.C.	-	12,000	12,000	8,895	8,900	-	-
400	TOTAL MACHINERY AND EQUIPMENT	-	12,000	12,000	8,895	8,900	-	-
645690	Capital Projects, N.O.C.	-	27,800,000	27,800,000	-	5,800,000	26,000,000	-
500	TOTAL CAPITAL PROJECTS	-	27,800,000	27,800,000	-	5,800,000	26,000,000	-
656010	Land	-	50,000	50,000	-	40,000	-	-
600	TOTAL LAND	-	50,000	50,000	-	40,000	-	-
TOTAL ENGINEERING		$ 23,987,113	$ 56,684,200	$ 56,684,200	$ 18,637,178	$ 30,031,400	$ 53,377,200	$ -

NOTES: 1. Amounts may not add up due to rounding.

2. Departmental appropriation totals for salaries in the Line Item Analysis may differ from those contained in the Position Analysis by a factor identified to adjust for vacancies. Additionally, Estimated Expenditure may either exceed Adjusted Appropriation when transfers of funds are anticipated or be less than Expenditure (Committed Budget plus Disbursement) when not all commitments are anticipated to be completed by year-end.

POSITION ANALYSIS

Fund: Corporate
Dept: Engineering
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
501	**Executive Division**					
EX15	Director of Engineering	1	1		1	
HP22	Assistant Director of Engineering	1	1		1	
EX06	Secretary to Officer	1	1		1	
TOTAL	Executive Division	3	3	551,298.54	3	551,298.54
505	**Budget and Administrative Section**					
HP18	Supervising Budget and Management Analyst	1	1		1	
HP17	Management Analyst III #2 (Senior Budget and Management Analyst) (New Grade HP16)	1	1		1	
HP15	Management Analyst II #2 (Budget and Management Analyst) (New Grade HP14)	1	1		1	
HP14	Management Analyst I #2 (Budget and Management Analyst)	1	-		-	
HP14	Budget & Management Analyst	-	1		1	
HP13	Senior Administrative Specialist	-	-		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	1		-	
TOTAL	Budget and Administrative Section	5	5	530,344.36	5	546,432.64
510	**Infrastructure Management Division**					
511	**Administrative Section**					
HP22	Assistant Director of Engineering	1	1		1	
HP20	Managing Civil Engineer	-	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	1		-	
HP11	Administrative Specialist	-	-		1	
TOTAL	Administrative Section	2	3	460,197.40	3	456,986.40
514	**Contract Support Services Section**					
HP20	Managing Civil Engineer	-	-		1	
HP14	Engineering Technician V #4	-	-		1	
HP12	Engineering Technician IV	-	-		1	
HP11	Administrative Specialist	-	-		1	
HP11	Engineering Technician III	-	-		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Engineering
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP09	Administrative Clerk	-	-		1	
TOTAL	Contract Support Services Section	-	-	-	6	503,043.32
515	**Collection Facilities / TARP Section**					
HP20	Supervising Civil Engineer	1	-		-	
HP20	Managing Civil Engineer	-	1		1	
HP18	Principal Civil Engineer	3	3		3	
HP17	Senior Civil Engineer	5	5		5	
HP15	Associate Civil Engineer	5	5		5	
HP14	Assistant Civil Engineer	1	2		2	
HP14	Engineering Technician V	1	1		1	
HP14	Engineering Technician V #4	1	1		1	
HP13	Engineering Draftsman III	1	1		1	
HP12	Engineering Technician IV	2	2		2	
HP11	Engineering Technician III	2	2		2	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
TOTAL	Collection Facilities / TARP Section	23	23	2,347,033.00	23	2,349,932.78
516	**Local Sewer Systems Section**					
HP20	Supervising Civil Engineer	1	-		-	
HP18	Principal Civil Engineer	2	3		2	
HP17	Senior Civil Engineer	7	7		7	
HP15	Associate Civil Engineer	5	5		5	
HP14	Assistant Civil Engineer	3	3		3	
HP14	Engineering Technician V	2	2		2	
HP14	Engineering Technician V #4	1	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	-	1		1	
HP12	Engineering Technician IV	2	2		2	
HP12	Engineering Technician IV #4	1	1		1	

POSITION ANALYSIS

Fund: Corporate
Dept: Engineering
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP11	Engineering Technician III	1	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	2	-		-	
HP09	Administrative Clerk	1	2		2	
TOTAL	Local Sewer Systems Section	28	28	2,766,995.40	27	2,583,563.06
TOTAL	Infrastructure Management Division	53	54	5,574,225.80	59	5,893,525.56
540	**Process Facilities Design Division**					
541	**Administrative Section**					
HP12	Secretary #2 (Administrative Specialist) (New Grade HP11)	1	1		1	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	2	-		-	
HP11	Administrative Specialist	-	2		2	
HP09	Administrative Clerk	1	-		-	
TOTAL	Administrative Section	4	3	206,536.72	3	206,536.72
542	**Plant Design Management Section**					
HP20	Supervising Civil Engineer	1	-		-	
HP20	Managing Civil Engineer	-	1		1	
HP18	Principal Civil Engineer	2	2		2	
HP17	Senior Civil Engineer	2	2		2	
HP16	Computer Aided Drafting and Design Administrator	1	1		1	
HP15	Associate Civil Engineer	2	2		2	
HP14	Assistant Civil Engineer	1	-		-	
HP13	Engineering Draftsman III	2	-		-	
HP13	Engineering Draftsman III #4	2	-		-	
HP12	Engineering Draftsman II	3	-		-	
HP12	Engineering Draftsman II #4	4	-		-	
HP12	Engineering Technician IV	1	1		1	
TOTAL	Plant Design Management Section	21	9	1,028,655.16	9	1,049,464.00
544	**Process Design Section**					
HP20	Supervising Civil Engineer	1	-		-	

POSITION ANALYSIS

Fund: Corporate
Dept: Engineering
Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP20	Managing Civil Engineer	-	1		1	
HP18	Principal Civil Engineer	2	2		3	
HP17	Senior Civil Engineer	7	7		7	
HP17	Senior Process Control Engineer	1	1		1	
HP15	Associate Civil Engineer	3	3		2	
HP14	Assistant Civil Engineer	3	2		2	
HP13	Engineering Draftsman III #4	-	1		1	
HP12	Engineering Draftsman II	-	1		1	
HP12	Engineering Draftsman II #4	-	1		1	
TOTAL	Process Design Section	17	19	2,036,263.84	19	2,122,768.18
545	**Mechanical Design Section**					
HP20	Supervising Mechanical Engineer	1	-		-	
HP20	Managing Mechanical Engineer	-	1		1	
HP18	Principal Mechanical Engineer	2	2		2	
HP17	Senior Mechanical Engineer	5	5		5	
HP15	Associate Mechanical Engineer	4	4		4	
HP14	Assistant Mechanical Engineer	2	2		-	
HP14	Engineering Technician V #4	1	-		-	
HP13	Engineering Draftsman III	-	1		1	
HP12	Engineering Draftsman II #4	-	2		2	
HP12	Engineering Technician IV	1	-		-	
TOTAL	Mechanical Design Section	16	17	1,819,266.80	15	1,693,294.72
546	**Electrical Design Section**					
HP20	Supervising Electrical Engineer	1	-		-	
HP20	Managing Electrical Engineer	-	1		1	
HP18	Principal Electrical Engineer	2	2		2	
HP17	Senior Electrical Engineer	6	6		6	

POSITION ANALYSIS

Fund: Corporate
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Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP15	Associate Electrical Engineer	5	5		5	
HP14	Assistant Electrical Engineer	2	2		2	
HP13	Engineering Draftsman III #4	-	1		1	
HP12	Engineering Draftsman II	-	2		2	
TOTAL	Electrical Design Section	16	19	2,026,482.12	19	2,046,763.94
547	**Structural / Architectural Design Section**					
HP20	Supervising Structural Engineer	1	-		-	
HP20	Managing Structural Engineer	-	1		1	
HP18	Principal Architect	1	1		1	
HP18	Principal Structural Engineer	2	2		2	
HP17	Senior Architect	2	2		2	
HP17	Senior Structural Engineer	3	3		3	
HP15	Associate Architect	3	3		3	
HP15	Associate Structural Engineer	2	2		2	
HP14	Assistant Structural Engineer	2	2		3	
HP13	Engineering Draftsman III	-	1		1	
HP12	Engineering Draftsman II #4	-	1		1	
TOTAL	Structural / Architectural Design Section	16	18	1,950,184.08	19	2,037,988.68
TOTAL	Process Facilities Design Division	90	85	9,067,388.72	84	9,156,816.24
550	**Construction Division**					
551	**Administrative Section**					
HP22	Assistant Director of Engineering	1	1		1	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	1	1		-	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	2	-		-	
HP11	Administrative Specialist	-	2		2	
TOTAL	Administrative Section	4	4	405,909.14	3	337,825.28
552	**Construction Support Services Section**					
HP20	Construction Claims Administrator	1	-		-	

POSITION ANALYSIS

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Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
HP20	Managing Civil Engineer	-	1		-	
HP18	Principal Civil Engineer	1	1		-	
HP17	Senior Civil Engineer	1	1		-	
HP15	Associate Civil Engineer	2	2		-	
HP14	Assistant Civil Engineer	-	1		-	
HP14	Assistant Electrical Engineer	1	1		-	
HP14	Engineering Technician V	1	1		-	
HP14	Engineering Technician V #4	-	1		-	
HP13	Senior Administrative Specialist	1	1		-	
HP12	Engineering Technician IV	1	2		-	
HP12	Engineering Technician IV #4	1	1		-	
HP11	Engineering Technician III	1	1		-	
HP11	Principal Office Support Specialist #2 (Administrative Specialist)	1	-		-	
HP11	Administrative Specialist	-	1		-	
HP09	Administrative Clerk	-	1		-	
TOTAL	Construction Support Services Section	12	16	1,426,983.48	-	-
555	**Program Management Section**					
HP20	Supervising Civil Engineer	1	-		-	
HP20	Managing Civil Engineer	-	1		1	
HP18	Principal Civil Engineer	1	1		1	
HP17	Senior Civil Engineer	1	1		1	
HP15	Associate Civil Engineer	1	1		1	
HP14	Assistant Civil Engineer	-	-		1	
HP14	Assistant Mechanical Engineer	-	-		1	
HP14	Assistant Structural Engineer	1	1		-	
HP13	Senior Administrative Specialist	-	-		1	
HP11	Engineering Technician III	1	1		-	
TOTAL	Program Management Section	6	6	677,319.50	7	777,871.12

POSITION ANALYSIS

Fund: Corporate
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Division:

PAY PLAN & GRADE	CLASS TITLE	2013 ACTUAL FTEs	2014 BUDGETED FTEs	2014 APPROPRIATION IN DOLLARS	2015 PROPOSED BY EXECUTIVE DIRECTOR BUDGETED FTEs	2015 PROPOSED BY EXECUTIVE DIRECTOR APPROPRIATION IN DOLLARS
556	**Construction Field Services Section**					
HP20	Supervising Civil Engineer	1	-		-	
HP20	Managing Civil Engineer	-	1		1	
HP18	Principal Civil Engineer	2	2		2	
HP18	Principal Electrical Engineer	3	3		3	
HP18	Principal Engineer	-	1		1	
HP17	Senior Civil Engineer	8	9		10	
HP17	Senior Electrical Engineer	5	3		3	
HP17	Senior Mechanical Engineer	-	1		1	
HP15	Associate Civil Engineer	8	8		11	
HP15	Associate Electrical Engineer	3	3		3	
HP15	Associate Mechanical Engineer	3	3		2	
HP15	Associate Mechanical Engineer #1	-	-		1	
HP15	Associate Structural Engineer	1	1		1	
HP14	Assistant Civil Engineer	7	7		7	
HP14	Assistant Electrical Engineer	1	1		2	
HP14	Assistant Mechanical Engineer	1	1		2	
HP14	Engineering Technician V	8	8		10	
HP14	Engineering Technician V #4	5	5		5	
HP12	Engineering Technician IV	7	7		8	
HP12	Engineering Technician IV #4	1	1		2	
HP12	Administrative Assistant #2 (Administrative Specialist) (New Grade HP11)	-	-		1	
HP11	Engineering Technician III	5	5		6	
TOTAL	Construction Field Services Section	69	70	6,709,053.00	82	7,773,829.96
TOTAL	Construction Division	91	96	9,219,265.12	92	8,889,526.36
TOTAL	Engineering Corporate	242	243	24,942,522.54	243	25,037,599.34

NOTE: Departmental appropriation totals for salaries in the Position Analysis differ from those contained in the Line Item Analysis by a factor identified to adjust for vacancies. Salary ranges corresponding to the pay plan and grade for each class title can be found in the table of Salary Schedules in the Appendix.

NOTE PAGE