

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 07 City Engineer	<b>ACTIVITY:</b> 7650 Sidewalk Repair/Construction
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<b>DEPARTMENT/ACTIVITY DESCRIPTION:</b> This activity is used to account for the annual sidewalk repair assessment contract for citizens who prefer to have the City repair their sidewalk and have the cost of the repair assessed to their property taxes.
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<b>DEPARTMENT/ACTIVITY OBJECTIVES:</b>           
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<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2014</b>	<b>CERTIFIED FYE2015</b>	<b>CERTIFIED FYE2016</b>	<b>PROPOSED FYE2017 *</b>	<b>DEPT REQUEST FYE2017</b>	<b>CERTIFIED FYE2017</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE16 STAFFING LEVEL



# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
<b>Fund 010 - General Fund</b>									
<b>REVENUE</b>									
Department 07 - City Engineer									
Activity 7650 - Sidewalk Repair/Construction									
Charges for Fees & Service									
010-07-7650 3443	Sidewalk Repair Fee	73,313.72	1,878.96	60,000.00	60,000.00	60,000.00	70,000.00	70,000.00	16.66
	<i>Charges for Fees &amp; Service Totals</i>	<b>\$73,313.72</b>	<b>\$1,878.96</b>	<b>\$60,000.00</b>	<b>\$60,000.00</b>	<b>\$60,000.00</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>16.67%</b>
<i>Special Assessments</i>									
010-07-7650 3885	Assessment - Sidewalk	128,125.54	92,031.82	108,000.00	108,000.00	108,000.00	125,000.00	125,000.00	15.74
	<i>Special Assessments Totals</i>	<b>\$128,125.54</b>	<b>\$92,031.82</b>	<b>\$108,000.00</b>	<b>\$108,000.00</b>	<b>\$108,000.00</b>	<b>\$125,000.00</b>	<b>\$125,000.00</b>	<b>15.74%</b>
Activity 7650 - Sidewalk Repair/Construction Totals		\$201,439.26	\$93,910.78	\$168,000.00	\$168,000.00	\$168,000.00	\$195,000.00	\$195,000.00	16.07%
Department 07 - City Engineer Totals		\$201,439.26	\$93,910.78	\$168,000.00	\$168,000.00	\$168,000.00	\$195,000.00	\$195,000.00	16.07%
<b>REVENUE TOTALS</b>		<b>\$201,439.26</b>	<b>\$93,910.78</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$195,000.00</b>	<b>\$195,000.00</b>	<b>16.07%</b>
<b>EXPENSE</b>									
Department 07 - City Engineer									
Activity 7650 - Sidewalk Repair/Construction									
Capital Outlay									
010-07-7650 2164	Sidewalks	212,653.08	202,823.85	168,000.00	168,000.00	168,000.00	195,000.00	195,000.00	16.07
	<i>Capital Outlay Totals</i>	<b>\$212,653.08</b>	<b>\$202,823.85</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$195,000.00</b>	<b>\$195,000.00</b>	<b>16.07%</b>
Activity 7650 - Sidewalk Repair/Construction Totals		\$212,653.08	\$202,823.85	\$168,000.00	\$168,000.00	\$168,000.00	\$195,000.00	\$195,000.00	16.07%
Department 07 - City Engineer Totals		\$212,653.08	\$202,823.85	\$168,000.00	\$168,000.00	\$168,000.00	\$195,000.00	\$195,000.00	16.07%
<b>EXPENSE TOTALS</b>		<b>\$212,653.08</b>	<b>\$202,823.85</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$195,000.00</b>	<b>\$195,000.00</b>	<b>16.07%</b>
Fund 010 - General Fund Totals									
<b>REVENUE TOTALS</b>		<b>\$201,439.26</b>	<b>\$93,910.78</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$195,000.00</b>	<b>\$195,000.00</b>	<b>16.07%</b>
<b>EXPENSE TOTALS</b>		<b>\$212,653.08</b>	<b>\$202,823.85</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$195,000.00</b>	<b>\$195,000.00</b>	<b>16.07%</b>
Fund 010 - General Fund Totals		<b>(\$11,213.82)</b>	<b>(\$108,913.07)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
Net Grand Totals									
<b>REVENUE GRAND TOTALS</b>		<b>\$201,439.26</b>	<b>\$93,910.78</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$195,000.00</b>	<b>\$195,000.00</b>	<b>16.07%</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$212,653.08</b>	<b>\$202,823.85</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$168,000.00</b>	<b>\$195,000.00</b>	<b>\$195,000.00</b>	<b>16.07%</b>
Net Grand Totals		<b>(\$11,213.82)</b>	<b>(\$108,913.07)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b>	205 Local Option Sales Tax	<b>DEPARTMENT:</b>	07 City Engineer	<b>ACTIVITY:</b>	7400 Bridge Maintenance
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<b>DEPARTMENT/ACTIVITY DESCRIPTION:</b>
This activity accounts for the funds invested in bridge maintenance and repair projects.

<b>DEPARTMENT/ACTIVITY OBJECTIVES:</b>

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2014</b>	<b>CERTIFIED FYE2015</b>	<b>CERTIFIED FYE2016</b>	<b>PROPOSED FYE2017 *</b>	<b>DEPT REQUEST FYE2017</b>	<b>CERTIFIED FYE2017</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE16 STAFFING LEVEL



# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 205 - Local Option Sales Tax									
<b>EXPENSE</b>									
Department 07 - City Engineer									
Activity 7400 - Bridge Maintenance & Improvement									
Capital Outlay									
205-07-7400 2161	Bridges	856,643.59	.00	.00	.00	.00	2,125,000.00	.00	.00
	<i>Capital Outlay Totals</i>	\$856,643.59	\$0.00	\$0.00	\$0.00	\$0.00	\$2,125,000.00	\$0.00	+++
<div> <div>Comments</div> <div> <div>Account</div> <div>Level</div> <div>Comment</div> </div> </div>									
	2161	Additional Dept Requests	expense expected for Bridge Repair contract #879						
Activity 7400 - Bridge Maintenance & Improvement Totals		\$856,643.59	\$0.00	\$0.00	\$0.00	\$0.00	\$2,125,000.00	\$0.00	+++
Department 07 - City Engineer Totals		\$856,643.59	\$0.00	\$0.00	\$0.00	\$0.00	\$2,125,000.00	\$0.00	+++
	<b>EXPENSE TOTALS</b>	\$856,643.59	\$0.00	\$0.00	\$0.00	\$0.00	\$2,125,000.00	\$0.00	+++
Fund 205 - Local Option Sales Tax Totals									
	<b>EXPENSE TOTALS</b>	\$856,643.59	\$0.00	\$0.00	\$0.00	\$0.00	\$2,125,000.00	\$0.00	+++
Fund 205 - Local Option Sales Tax Totals		(\$856,643.59)	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,125,000.00)	\$0.00	+++
Net Grand Totals									
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	\$856,643.59	\$0.00	\$0.00	\$0.00	\$0.00	\$2,125,000.00	\$0.00	+++
	Net Grand Totals	(\$856,643.59)	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,125,000.00)	\$0.00	+++

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b>	205 Local Option Sales Tax	<b>DEPARTMENT:</b>	07 City Engineer	<b>ACTIVITY:</b>	7500 Street Construction
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<b>DEPARTMENT/ACTIVITY DESCRIPTION:</b>
This activity accounts for the funds invested in street reconstruction, overlay and repair projects.

<b>DEPARTMENT/ACTIVITY OBJECTIVES:</b>

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2014</b>	<b>CERTIFIED FYE2015</b>	<b>CERTIFIED FYE2016</b>	<b>PROPOSED FYE2017 *</b>	<b>DEPT REQUEST FYE2017</b>	<b>CERTIFIED FYE2017</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE16 STAFFING LEVEL





# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 205 - Local Option Sales Tax									
<b>REVENUE</b>									
Department 07 - City Engineer									
Activity 7500 - Street Construction									
Other City Taxes									
205-07-7500 3112	Local Option Sales Tax	9,617,890.83	5,002,258.71	9,600,000.00	9,600,000.00	9,600,000.00	9,600,000.00	9,600,000.00	.00
	Other City Taxes Totals	\$9,617,890.83	\$5,002,258.71	\$9,600,000.00	\$9,600,000.00	\$9,600,000.00	\$9,600,000.00	\$9,600,000.00	0.00%
<i>Use Of Money &amp; Property</i>									
205-07-7500 3614	Interest - Savings Account	14,651.62	4,480.13	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	.00
	Use Of Money & Property Totals	\$14,651.62	\$4,480.13	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	0.00%
<i>Shared Program - Local/School</i>									
205-07-7500 3354	Shared Program - School/Local	488,857.37	210,142.73	500,000.00	500,000.00	500,000.00	300,000.00	300,000.00	(40.00)
	Shared Program - Local/School Totals	\$488,857.37	\$210,142.73	\$500,000.00	\$500,000.00	\$500,000.00	\$300,000.00	\$300,000.00	(40.00%)
<i>Charges for Fees &amp; Service</i>									
205-07-7500 3873	Reimbursement for Service	21,712.55	.00	.00	.00	.00	25,000.00	25,000.00	.00
	Charges for Fees & Service Totals	\$21,712.55	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	+++
<div> <div>Comments</div> <div>Account 3873</div> <div>Level Additional Dept Requests</div> <div>Comment Reimbursements for railroad crossing projects</div> </div>									
<i>Other Financing Sources</i>									
205-07-7500 3000	Cash on Hand	.00	.00	2,572,381.00	2,572,381.00	2,585,461.00	2,776,261.00	.00	(100.00)
	Other Financing Sources Totals	\$0.00	\$0.00	\$2,572,381.00	\$2,572,381.00	\$2,585,461.00	\$2,776,261.00	\$0.00	(100.00%)
<div> <div>Comments</div> <div>Account</div> <div>Level</div> <div>Comment</div> </div>									
	Activity 7500 - Street Construction Totals	\$10,143,112.37	\$5,216,881.57	\$12,683,381.00	\$12,683,381.00	\$12,696,461.00	\$12,712,261.00	\$9,936,000.00	(21.66%)
	Department 07 - City Engineer Totals	\$10,143,112.37	\$5,216,881.57	\$12,683,381.00	\$12,683,381.00	\$12,696,461.00	\$12,712,261.00	\$9,936,000.00	(21.66%)
	<b>REVENUE TOTALS</b>	\$10,143,112.37	\$5,216,881.57	\$12,683,381.00	\$12,683,381.00	\$12,696,461.00	\$12,712,261.00	\$9,936,000.00	(21.66%)
<b>EXPENSE</b>									
Department 07 - City Engineer									
Activity 7500 - Street Construction									



# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 205 - Local Option Sales Tax									
<b>EXPENSE</b>									
Department 07 - City Engineer									
Activity 7500 - Street Construction									
Capital Outlay									
205-07-7500 2103	Engineering & Consulting	114,505.05	49,502.52	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	.00
205-07-7500 2125	Traffic Control Equipment	5,461.46	25,342.19	10,000.00	10,000.00	10,000.00	25,000.00	25,000.00	150.00
205-07-7500 2141	Right of Way Acquisition	5,399.95	.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.00
205-07-7500 2165	Streets & Roadways	10,898,628.81	6,764,576.30	11,000,000.00	11,000,000.00	11,000,000.00	8,875,000.00	8,000,000.00	(27.27)
	<i>Capital Outlay Totals</i>	\$11,023,995.27	\$6,839,421.01	\$11,115,000.00	\$11,115,000.00	\$11,115,000.00	\$9,005,000.00	\$8,130,000.00	(26.86%)
Comments									
Account	Level	Comment							
2165	Additional Dept Requests	\$2,125,000 expected for Bridge Repair contract #879; see activity 205-07-7400.							
Activity 7500 - Street Construction Totals		\$11,023,995.27	\$6,839,421.01	\$11,115,000.00	\$11,115,000.00	\$11,115,000.00	\$9,005,000.00	\$8,130,000.00	(26.86%)
Department 07 - City Engineer Totals		\$11,023,995.27	\$6,839,421.01	\$11,115,000.00	\$11,115,000.00	\$11,115,000.00	\$9,005,000.00	\$8,130,000.00	(26.86%)
	<b>EXPENSE TOTALS</b>	\$11,023,995.27	\$6,839,421.01	\$11,115,000.00	\$11,115,000.00	\$11,115,000.00	\$9,005,000.00	\$8,130,000.00	(26.86%)
Fund 205 - Local Option Sales Tax Totals									
	<b>REVENUE TOTALS</b>	\$10,143,112.37	\$5,216,881.57	\$12,683,381.00	\$12,683,381.00	\$12,696,461.00	\$12,712,261.00	\$9,936,000.00	(21.66%)
	<b>EXPENSE TOTALS</b>	\$11,023,995.27	\$6,839,421.01	\$11,115,000.00	\$11,115,000.00	\$11,115,000.00	\$9,005,000.00	\$8,130,000.00	(26.86%)
Fund 205 - Local Option Sales Tax Totals		(\$880,882.90)	(\$1,622,539.44)	\$1,568,381.00	\$1,568,381.00	\$1,581,461.00	\$3,707,261.00	\$1,806,000.00	15.15%
	Net Grand Totals								
	<b>REVENUE GRAND TOTALS</b>	\$10,143,112.37	\$5,216,881.57	\$12,683,381.00	\$12,683,381.00	\$12,696,461.00	\$12,712,261.00	\$9,936,000.00	(21.66%)
	<b>EXPENSE GRAND TOTALS</b>	\$11,023,995.27	\$6,839,421.01	\$11,115,000.00	\$11,115,000.00	\$11,115,000.00	\$9,005,000.00	\$8,130,000.00	(26.86%)
	Net Grand Totals	(\$880,882.90)	(\$1,622,539.44)	\$1,568,381.00	\$1,568,381.00	\$1,581,461.00	\$3,707,261.00	\$1,806,000.00	15.15%

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b>	205 Local Option Sales Tax	<b>DEPARTMENT:</b>	07 City Engineer	<b>ACTIVITY:</b>	7830 City Engineer
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<b>DEPARTMENT/ACTIVITY DESCRIPTION:</b>
The Local Option Sales Tax budget of the Engineering Department provides for additional personnel, surveying and testing equipment and supplies for the additional required staff activities for the duration of the sales tax. The goal of the Engineering Department Local Option Sales Tax activity is to provide engineering services for the Local Option Sales Tax projects in the most professional and economical manner.

<b>DEPARTMENT/ACTIVITY OBJECTIVES:</b>
Provide surveying, drafting, design assistance, and inspection for the Local Option Sales Tax projects.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2014</b>	<b>CERTIFIED FYE2015</b>	<b>CERTIFIED FYE2016</b>	<b>PROPOSED FYE2017 *</b>	<b>DEPT REQUEST FYE2017</b>	<b>CERTIFIED FYE2017</b>
Technician	6	6	6	6	6	
Draftsperson	1	1	1	1	1	
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>

\* AT CURRENT FYE16 STAFFING LEVEL





# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 205 - Local Option Sales Tax									
REVENUE									
Department 07 - City Engineer									
Activity 7830 - City Engineer									
Refunds									
205-07-7830 3722	Refunds	2,000.00	.00	.00	.00	.00	.00	.00	.00
	Refunds Totals	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Activity 7830 - City Engineer Totals	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Department 07 - City Engineer Totals	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	REVENUE TOTALS	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE									
Department 07 - City Engineer									
Activity 7830 - City Engineer									
Personal Services - Salaries & Benefits									
205-07-7830 1111	Salaries - Regular	365,445.11	188,157.07	376,623.00	376,623.00	386,088.00	386,088.00	386,088.00	2.51
205-07-7830 1112	Salaries - Part-time	12,822.90	8,179.60	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	.00
205-07-7830 1113	Longevity Pay	5,067.30	2,616.81	5,420.00	5,420.00	6,070.00	6,070.00	6,070.00	11.99
205-07-7830 1114	Time & Half Pay	17,596.09	6,412.97	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	.00
205-07-7830 1121	FICA - City Contribution	29,393.63	15,246.47	32,960.00	32,960.00	33,680.00	33,680.00	33,680.00	2.18
205-07-7830 1122	IPERS - City Contribution	34,385.89	17,591.91	38,224.00	38,224.00	39,128.00	39,128.00	39,128.00	2.36
205-07-7830 1123	Life & Disability Insurance	1,902.60	973.68	1,952.00	1,952.00	1,987.00	1,987.00	1,987.00	1.79
205-07-7830 1130	Employee Benefit Reimbursement	2,149.96	2,053.60	2,800.00	2,800.00	2,100.00	2,100.00	2,100.00	(25.00)
205-07-7830 1131	Health Insurance	125,664.00	62,832.00	125,664.00	125,664.00	125,664.00	125,664.00	125,664.00	.00
	Personal Services - Salaries & Benefits Totals	\$594,427.48	\$304,064.11	\$629,643.00	\$629,643.00	\$640,717.00	\$640,717.00	\$640,717.00	1.76%
Comments									
	Account	Level	Comment						
Contractual Services									
205-07-7830 1314	Health Services	35.00	.00	.00	.00	.00	.00	.00	.00
205-07-7830 1344	Telephone & Fax Expense	5,594.49	2,746.23	7,500.00	7,500.00	7,500.00	7,000.00	7,000.00	(6.66)
205-07-7830 1346	Travel - Professional Training	375.00	425.00	800.00	800.00	800.00	800.00	800.00	.00
205-07-7830 1375	Automotive Equip Repair & Maintenance	.00	.00	300.00	300.00	300.00	300.00	300.00	.00
205-07-7830 1378	Other Equipment Repair & Maintenance	.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
205-07-7830 1390	Other Contractual Services	13,300.00	11,000.00	11,605.00	12,000.00	12,000.00	12,000.00	12,000.00	.00
	Contractual Services Totals	\$19,304.49	\$14,171.23	\$21,205.00	\$21,600.00	\$21,600.00	\$21,100.00	\$21,100.00	(2.31%)
Commodities									
205-07-7830 1520	Computer Software	4,500.00	.00	6,500.00	6,500.00	6,500.00	7,000.00	7,000.00	7.69
205-07-7830 1533	Fuel Expense	4,508.45	1,817.48	7,000.00	7,000.00	7,000.00	6,000.00	6,000.00	(14.28)



# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
<b>Fund 205 - Local Option Sales Tax</b>									
<b>EXPENSE</b>									
Department <b>07 - City Engineer</b>									
Activity <b>7830 - City Engineer</b>									
<i>Commodities</i>									
205-07-7830 1535	Hardware Items	55.88	23.96	100.00	100.00	100.00	100.00	100.00	.00
205-07-7830 1547	Oils & Greases	66.60	39.50	100.00	100.00	100.00	100.00	100.00	.00
205-07-7830 1555	Minor Equipment & Supplies	2,942.00	.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	.00
205-07-7830 1562	Surveying Supplies	.00	.00	100.00	100.00	100.00	100.00	100.00	.00
205-07-7830 1569	Vehicle Replacement Parts	702.84	.00	300.00	300.00	300.00	.00	.00	(100.00)
205-07-7830 1571	Machinery & Equipment Replacement Parts	131.34	468.22	.00	.00	.00	1,300.00	1,300.00	.00
205-07-7830 1573	Safety & Protective Equipment	847.43	575.97	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	.00
	<i>Commodities Totals</i>	\$13,754.54	\$2,925.13	\$19,450.00	\$19,450.00	\$19,450.00	\$19,950.00	\$19,950.00	2.57%
<i>Capital Outlay</i>									
205-07-7830 2111	Engineering & Scientific Equipment	16,869.30	25,895.00	25,895.00	25,500.00	25,500.00	.00	.00	(100.00)
	<i>Capital Outlay Totals</i>	\$16,869.30	\$25,895.00	\$25,895.00	\$25,500.00	\$25,500.00	\$0.00	\$0.00	(100.00%)
<b>Comments</b>									
<i>Account</i>	<i>Level</i>	<i>Comment</i>							
2111	Additional Dept Requests	No new equipment needed in this budget.							
Activity <b>7830 - City Engineer Totals</b>		\$644,355.81	\$347,055.47	\$696,193.00	\$696,193.00	\$707,267.00	\$681,767.00	\$681,767.00	(2.07%)
Department <b>07 - City Engineer Totals</b>		\$644,355.81	\$347,055.47	\$696,193.00	\$696,193.00	\$707,267.00	\$681,767.00	\$681,767.00	(2.07%)
<b>EXPENSE TOTALS</b>		\$644,355.81	\$347,055.47	\$696,193.00	\$696,193.00	\$707,267.00	\$681,767.00	\$681,767.00	(2.07%)
<b>Fund 205 - Local Option Sales Tax Totals</b>									
<b>REVENUE TOTALS</b>		\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<b>EXPENSE TOTALS</b>		\$644,355.81	\$347,055.47	\$696,193.00	\$696,193.00	\$707,267.00	\$681,767.00	\$681,767.00	(2.07%)
<b>Fund 205 - Local Option Sales Tax Totals</b>		(\$642,355.81)	(\$347,055.47)	(\$696,193.00)	(\$696,193.00)	(\$707,267.00)	(\$681,767.00)	(\$681,767.00)	(2.07%)
<b>Net Grand Totals</b>									
<b>REVENUE GRAND TOTALS</b>		\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<b>EXPENSE GRAND TOTALS</b>		\$644,355.81	\$347,055.47	\$696,193.00	\$696,193.00	\$707,267.00	\$681,767.00	\$681,767.00	(2.07%)
<b>Net Grand Totals</b>		(\$642,355.81)	(\$347,055.47)	(\$696,193.00)	(\$696,193.00)	(\$707,267.00)	(\$681,767.00)	(\$681,767.00)	(2.07%)

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b> 266 Road Use Tax	<b>DEPARTMENT:</b> 07 City Engineer	<b>ACTIVITY:</b> 7300 Bridges
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<b>DEPARTMENT/ACTIVITY DESCRIPTION:</b> This activity accounts for the funds invested in bridge maintenance and repair projects.
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<b>DEPARTMENT/ACTIVITY OBJECTIVES:</b>
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PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE16 STAFFING LEVEL



# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 266 - Road Use Tax									
EXPENSE									
Department 07 - City Engineer									
Activity 7300 - Bridges									
Capital Outlay									
266-07-7300 2161	Bridges	.00	.00	.00	.00	.00	.00	1,000,000.00	.00
	Capital Outlay Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	+++
	Activity 7300 - Bridges Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	+++
	Department 07 - City Engineer Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	+++
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	+++
	Fund 266 - Road Use Tax Totals								
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	+++
	Fund 266 - Road Use Tax Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,000,000.00)	+++
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	+++
	Net Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,000,000.00)	+++

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b> 266 Road Use Tax	<b>DEPARTMENT:</b> 07 City Engineer	<b>ACTIVITY:</b> 7830 City Engineer
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### DEPARTMENT/ACTIVITY DESCRIPTION:

The goal of the Engineering Department is to provide engineering and public improvements in the most economical manner.

The Engineering Department performs the following services to maintain and improve the City's infrastructure:

- (1) Provides design, coordination, and inspection of public works projects; (2) Provides engineering support to other departments;  
 (3) Processes citizen concerns; (4) Plans short and long range public works projects; (5) Provides the mandated departmental functions.

### DEPARTMENT/ACTIVITY OBJECTIVES:

Prepare plans, specifications and other required documents for construction of public works improvements including the over three (3) million dollar Street Reconstruction Program, the over three (3) million dollar Street Overlay Program and other projects using local option sales tax funds.

Administer, inspect, and coordinate the construction of public works projects including the Street Reconstruction Program, Street Overlay Program, ADA Ramp Compliance, Sidewalk Repair, Trail Repair, maintenance and other projects. These projects total over nine (9) million dollars in construction.

Direct, review, and coordinate the work of consultants contracted by the City for public works improvements including US Hwy 63, storm water pump stations, Northwest Interceptor, Virden Creek Tributary Drainageway Improvements, Lower Sink Creek Drainageway Improvements, Allen Hospital Area Drainage Improvements, Delane Avenue Watershed Storm Water Improvements, Midport Development projects, Virden Creek Levee Improvements, flood control system projects, 4th Street Bridge Canopy Repairs and other bridge replacement and repair projects, RISE projects, E. Shaulis Trail and other bikeway projects as well as many other projects.

Continued on page 2.

### PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
City Engineer	1	1	1	1	1	
Assistant City Engineer	1	1	1	1	1	
Associate Engineer	2.25	2.25	2.25	2.25	2.25	
Clerk II	1	1	1	1	1	
Secretary	1	1	1	1	1	
Technician	3	3	3	3	3	
Draftsperson	2	2	2	2	2	
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	<b>11.25</b>	<b>11.25</b>	<b>11.25</b>	<b>11.25</b>	<b>11.25</b>	<b>0</b>

\* AT CURRENT FYE16 STAFFING LEVEL



## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b> 266 Road Use Tax	<b>DEPARTMENT:</b> 07 City Engineer	<b>ACTIVITY:</b> 7830 City Engineer
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<b>DEPARTMENT/ACTIVITY DESCRIPTION:</b> See page 1.
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<b>DEPARTMENT/ACTIVITY OBJECTIVES:</b> <p>Continued from page 1.</p> <p>Maintain the Pavement Management System for the City's four hundred thirty one (431) miles of streets with existing personnel and in-house capabilities. To provide a method for analyzing and evaluating the conditions of the streets and for producing alternative strategies that extend pavement life the longest time for the least expenditure.</p> <p>Develop City-wide Storm Water System mapping as required by the National Pollution Discharge Elimination System (NPDES) Storm Water Phase II Program using Global Positioning Survey (GPS) and in-house staff. Also develop, coordinate, and implement other permit requirements for the City's Storm Water Management Program required by the Phase II Permit.</p> <p>Develop City-wide Sanitary Sewer System mapping as required by the Environmental Protection Agency (EPA) using GPS and in-house staff. Also, assist Waste Management Services with EPA Mandates.</p> <p>Administer, inspect, and coordinate the improvements to all public sidewalks and trails through a 10-yr Sidewalk and Trail Repair Program, including ADA ramp improvements.</p> <p>Review and approve subdivision and commercial developments.</p> <p>Provide engineering assistance for all other departments.</p> <p>Receive, record, investigate and report required action for citizen concerns.</p> <p>Maintain City and departmental records and provide information to the public from these records.</p> <p>Issue permits for work done in public right-of-way and assist in the enforcement of City ordinances and policies.</p> <p>Plan both short and long range public improvements.</p> <p>Inspect flood control facilities.</p> <p>Plan, coordinate and administer contracts for the maintenance and repair of flood control facilities such as riprap spraying and cleaning, tree removal and gateway repairs.</p> <p>Help coordinate activities during flood emergencies.</p> <p>Coordinate and administer consultant contracts for flood control levee repairs and improvements.</p>
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<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2014</b>	<b>CERTIFIED FYE2015</b>	<b>CERTIFIED FYE2016</b>	<b>PROPOSED FYE2017 *</b>	<b>DEPT REQUEST FYE2017</b>	<b>CERTIFIED FYE2017</b>
See page 1.						
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE16 STAFFING LEVEL



# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 266 - Road Use Tax									
REVENUE									
Department 07 - City Engineer									
Activity 7830 - City Engineer									
Licenses & Permits									
266-07-7830 3260	Sidewalk & Driveway Permits	24,394.00	18,687.00	14,500.00	14,500.00	14,500.00	18,000.00	18,000.00	24.13
266-07-7830 3282	Sign & Moving Permits	2,005.00	455.00	1,200.00	1,200.00	1,200.00	1,500.00	1,500.00	25.00
	Licenses & Permits Totals	\$26,399.00	\$19,142.00	\$15,700.00	\$15,700.00	\$15,700.00	\$19,500.00	\$19,500.00	24.20%
Intergovernmental Revenue									
266-07-7830 3320	Road Use Tax Entitlement	7,113,026.56	4,603,556.10	6,806,397.00	6,806,397.00	6,806,397.00	8,722,126.00	8,722,126.00	28.14
	Intergovernmental Revenue Totals	\$7,113,026.56	\$4,603,556.10	\$6,806,397.00	\$6,806,397.00	\$6,806,397.00	\$8,722,126.00	\$8,722,126.00	28.15%
Comments									
Account	Level	Comment							
3320	Additional Dept Requests	IDOT per capita forecast = \$121.00 x 68,406 = \$8,277,126							
Charges for Fees & Service									
266-07-7830 3442	Paving Fills	21,571.10	23,158.50	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	.00
266-07-7830 3497	Sale of Maps	147.20	100.00	200.00	200.00	200.00	150.00	150.00	(25.00)
266-07-7830 3630	Plans & Specifications Fees	675.00	250.00	800.00	800.00	800.00	600.00	600.00	(25.00)
266-07-7830 3721	Service Charges	.00	.00	100.00	100.00	100.00	100.00	100.00	.00
266-07-7830 3873	Reimbursement for Service	3,160.06	857.47	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	.00
	Charges for Fees & Service Totals	\$25,553.36	\$24,365.97	\$37,300.00	\$37,300.00	\$37,300.00	\$37,050.00	\$37,050.00	(0.67%)
Miscellaneous Revenue									
266-07-7830 3800	Miscellaneous Revenue	.00	70.00	100.00	100.00	100.00	100.00	100.00	.00
	Miscellaneous Revenue Totals	\$0.00	\$70.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	0.00%
Other Financing Sources									
266-07-7830 3000	Cash on Hand	.00	.00	450,968.00	450,206.00	522,848.00	.00	.00	(100.00)
	Other Financing Sources Totals	\$0.00	\$0.00	\$450,968.00	\$450,206.00	\$522,848.00	\$0.00	\$0.00	(100.00%)
Comments									
Account	Level	Comment							
Activity	7830 - City Engineer Totals	\$7,164,978.92	\$4,647,134.07	\$7,310,465.00	\$7,309,703.00	\$7,382,345.00	\$8,778,776.00	\$8,778,776.00	20.10%
Department	07 - City Engineer Totals	\$7,164,978.92	\$4,647,134.07	\$7,310,465.00	\$7,309,703.00	\$7,382,345.00	\$8,778,776.00	\$8,778,776.00	20.10%
	REVENUE TOTALS	\$7,164,978.92	\$4,647,134.07	\$7,310,465.00	\$7,309,703.00	\$7,382,345.00	\$8,778,776.00	\$8,778,776.00	20.10%

## EXPENSE

Department **07 - City Engineer**  
Activity **7830 - City Engineer**



# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
<b>Fund 266 - Road Use Tax</b>									
<b>EXPENSE</b>									
Department <b>07 - City Engineer</b>									
Activity <b>7830 - City Engineer</b>									
<i>Personal Services - Salaries &amp; Benefits</i>									
266-07-7830 1111	Salaries - Regular	679,387.96	352,257.19	705,855.00	705,203.00	724,723.00	724,723.00	724,723.00	2.76
266-07-7830 1113	Longevity Pay	12,213.26	6,159.69	12,425.00	12,425.00	12,840.00	12,840.00	12,840.00	3.34
266-07-7830 1114	Time & Half Pay	3.13	1.08	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	.00
266-07-7830 1121	FICA - City Contribution	51,876.39	26,899.96	55,501.00	55,450.00	57,651.00	57,651.00	57,651.00	3.96
266-07-7830 1122	IPERS - City Contribution	62,024.58	32,006.78	64,251.00	64,192.00	65,973.00	65,973.00	65,973.00	2.77
266-07-7830 1123	Life & Disability Insurance	3,856.81	1,989.90	3,981.00	3,981.00	4,033.00	4,033.00	4,033.00	1.30
266-07-7830 1128	Retirement Pay	.00	.00	.00	.00	12,075.00	12,075.00	12,075.00	.00
266-07-7830 1130	Employee Benefit Reimbursement	3,421.31	2,716.51	6,000.00	6,000.00	2,750.00	2,750.00	2,750.00	(54.16)
266-07-7830 1131	Health Insurance	176,088.00	88,044.00	176,064.00	176,064.00	176,064.00	176,064.00	176,064.00	.00
<i>Personal Services - Salaries &amp; Benefits Totals</i>		<b>\$988,871.44</b>	<b>\$510,075.11</b>	<b>\$1,025,277.00</b>	<b>\$1,024,515.00</b>	<b>\$1,057,309.00</b>	<b>\$1,057,309.00</b>	<b>\$1,057,309.00</b>	<b>3.20%</b>
<i>Contractual Services</i>									
266-07-7830 1314	Health Services	.00	.00	200.00	200.00	200.00	200.00	200.00	.00
266-07-7830 1321	Data Processing Services	857.75	383.76	900.00	900.00	900.00	900.00	900.00	.00
266-07-7830 1341	Contract Carriers	.00	.00	200.00	200.00	200.00	100.00	100.00	(50.00)
266-07-7830 1343	Postage & Mailing Expense	965.83	591.79	1,400.00	1,400.00	1,400.00	1,500.00	1,500.00	7.14
266-07-7830 1344	Telephone & Fax Expense	.00	.00	200.00	200.00	200.00	.00	.00	(100.00)
266-07-7830 1346	Travel - Professional Training	1,567.85	629.97	2,500.00	2,500.00	2,500.00	3,400.00	3,400.00	36.00
266-07-7830 1352	Photography & Copy Reproduction	3,299.64	366.69	5,200.00	5,200.00	5,200.00	5,200.00	5,200.00	.00
266-07-7830 1363	Surety Bonding Expense	30.00	.00	50.00	50.00	50.00	50.00	50.00	.00
266-07-7830 1371	Building & Grounds Maintenance	.00	.00	1,000.00	1,000.00	1,000.00	.00	.00	(100.00)
266-07-7830 1375	Automotive Equip Repair & Maintenance	57.87	23.90	200.00	200.00	200.00	200.00	200.00	.00
266-07-7830 1376	Office Equipment Repair & Maintenance	501.77	.00	500.00	500.00	500.00	500.00	500.00	.00
266-07-7830 1378	Other Equipment Repair & Maintenance	52.00	.00	900.00	900.00	900.00	900.00	900.00	.00
266-07-7830 1391	Dues & Memberships	438.00	333.33	250.00	250.00	250.00	350.00	350.00	40.00
<i>Contractual Services Totals</i>		<b>\$7,770.71</b>	<b>\$2,329.44</b>	<b>\$13,500.00</b>	<b>\$13,500.00</b>	<b>\$13,500.00</b>	<b>\$13,300.00</b>	<b>\$13,300.00</b>	<b>(1.48%)</b>
<i>Commodities</i>									
266-07-7830 1520	Computer Software	3,540.36	1,524.00	3,650.00	3,650.00	3,650.00	3,900.00	3,900.00	6.84
266-07-7830 1533	Fuel Expense	5,228.28	4,081.22	8,050.00	8,050.00	8,050.00	7,800.00	7,800.00	(3.10)
266-07-7830 1535	Hardware Items	25.96	33.23	100.00	100.00	100.00	100.00	100.00	.00
266-07-7830 1555	Minor Equipment & Supplies	337.48	100.96	200.00	200.00	200.00	250.00	250.00	25.00
266-07-7830 1561	Office Supplies & Minor Equipment	3,409.16	448.13	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	.00





# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 266 - Road Use Tax									
EXPENSE									
Department 07 - City Engineer									
Activity 7830 - City Engineer									
Commodities									
266-07-7830 1562	Surveying Supplies	694.97	.00	700.00	700.00	700.00	800.00	800.00	14.28
266-07-7830 1571	Machinery & Equipment Replacement Parts	79.60	.00	50.00	50.00	50.00	100.00	100.00	100.00
266-07-7830 1573	Safety & Protective Equipment	118.99	.00	300.00	300.00	300.00	300.00	300.00	.00
	Commodities Totals	\$13,434.80	\$6,187.54	\$16,650.00	\$16,650.00	\$16,650.00	\$16,850.00	\$16,850.00	1.20%
Activity 7830 - City Engineer Totals		\$1,010,076.95	\$518,592.09	\$1,055,427.00	\$1,054,665.00	\$1,087,459.00	\$1,087,459.00	\$1,087,459.00	3.11%
Department 07 - City Engineer Totals		\$1,010,076.95	\$518,592.09	\$1,055,427.00	\$1,054,665.00	\$1,087,459.00	\$1,087,459.00	\$1,087,459.00	3.11%
	EXPENSE TOTALS	\$1,010,076.95	\$518,592.09	\$1,055,427.00	\$1,054,665.00	\$1,087,459.00	\$1,087,459.00	\$1,087,459.00	3.11%
Fund 266 - Road Use Tax Totals									
	REVENUE TOTALS	\$7,164,978.92	\$4,647,134.07	\$7,310,465.00	\$7,309,703.00	\$7,382,345.00	\$8,778,776.00	\$8,778,776.00	20.10%
	EXPENSE TOTALS	\$1,010,076.95	\$518,592.09	\$1,055,427.00	\$1,054,665.00	\$1,087,459.00	\$1,087,459.00	\$1,087,459.00	3.11%
Fund 266 - Road Use Tax Totals		\$6,154,901.97	\$4,128,541.98	\$6,255,038.00	\$6,255,038.00	\$6,294,886.00	\$7,691,317.00	\$7,691,317.00	22.96%
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$7,164,978.92	\$4,647,134.07	\$7,310,465.00	\$7,309,703.00	\$7,382,345.00	\$8,778,776.00	\$8,778,776.00	20.10%
	EXPENSE GRAND TOTALS	\$1,010,076.95	\$518,592.09	\$1,055,427.00	\$1,054,665.00	\$1,087,459.00	\$1,087,459.00	\$1,087,459.00	3.11%
	Net Grand Totals	\$6,154,901.97	\$4,128,541.98	\$6,255,038.00	\$6,255,038.00	\$6,294,886.00	\$7,691,317.00	\$7,691,317.00	22.96%

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b> 266 Road Use Tax	<b>DEPARTMENT:</b> 07 City Engineer	<b>ACTIVITY:</b> 7832 City Engineer Chargebacks
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<b>DEPARTMENT/ACTIVITY DESCRIPTION:</b> This activity accounts for the revenue received from the Sewer Fund for engineering services for flood control. In addition, expenses related to services received from Human Resources and Central Garage are also reflected in this activity.
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<b>DEPARTMENT/ACTIVITY OBJECTIVES:</b>           
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PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE16 STAFFING LEVEL





# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
<b>Fund 266 - Road Use Tax</b>									
<b>REVENUE</b>									
Department <b>07 - City Engineer</b>									
Activity <b>7832 - City Engineer Chargebacks</b>									
Miscellaneous Revenue									
266-07-7832 3954	Service to Sewer Fund	50,000.00	.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	.00
	Miscellaneous Revenue Totals	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	0.00%
Activity <b>7832 - City Engineer Chargebacks Totals</b>									
	Department <b>07 - City Engineer Totals</b>	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	0.00%
	<b>REVENUE TOTALS</b>	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	0.00%
<b>EXPENSE</b>									
Department <b>07 - City Engineer</b>									
Activity <b>7832 - City Engineer Chargebacks</b>									
Contractual Services									
266-07-7832 1407	Service From Human Resources	1,000.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
266-07-7832 1408	Service From Central Garage	20,000.00	.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	.00
	Contractual Services Totals	\$21,000.00	\$0.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	0.00%
Activity <b>7832 - City Engineer Chargebacks Totals</b>									
	Department <b>07 - City Engineer Totals</b>	\$21,000.00	\$0.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	0.00%
	<b>EXPENSE TOTALS</b>	\$21,000.00	\$0.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	0.00%
Fund <b>266 - Road Use Tax Totals</b>									
	<b>REVENUE TOTALS</b>	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	0.00%
	<b>EXPENSE TOTALS</b>	\$21,000.00	\$0.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	0.00%
	Fund <b>266 - Road Use Tax Totals</b>	\$29,000.00	\$0.00	\$29,000.00	\$29,000.00	\$29,000.00	\$29,000.00	\$29,000.00	0.00%
Net Grand Totals									
	<b>REVENUE GRAND TOTALS</b>	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	0.00%
	<b>EXPENSE GRAND TOTALS</b>	\$21,000.00	\$0.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	0.00%
	Net Grand Totals	\$29,000.00	\$0.00	\$29,000.00	\$29,000.00	\$29,000.00	\$29,000.00	\$29,000.00	0.00%

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b> 521 Storm Water	<b>DEPARTMENT:</b> 07 City Engineer	<b>ACTIVITY:</b> 5300 Storm Sewers Capital Projects
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<b>DEPARTMENT/ACTIVITY DESCRIPTION:</b> This activity accounts for the funds invested to improve the City's storm water system considering both quantity and quality of storm water.
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<b>DEPARTMENT/ACTIVITY OBJECTIVES:</b>           
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PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE16 STAFFING LEVEL



# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
<b>Fund 521 - Storm Water Fund</b>									
<b>EXPENSE</b>									
Department <b>07 - City Engineer</b>									
Activity <b>5300 - Storm Sewers</b>									
Capital Outlay									
521-07-5300 2162	Storm Sewers	457,120.60	.00	515,953.00	515,953.00	498,669.00	510,815.00	510,655.00	(1.02)
	<i>Capital Outlay Totals</i>	<i>\$457,120.60</i>	<i>\$0.00</i>	<i>\$515,953.00</i>	<i>\$515,953.00</i>	<i>\$498,669.00</i>	<i>\$510,815.00</i>	<i>\$510,655.00</i>	<i>(1.03%)</i>
<div> <div>Comments</div> <div>AccountLevelComment</div> </div>									
	Activity <b>5300 - Storm Sewers Totals</b>	\$457,120.60	\$0.00	\$515,953.00	\$515,953.00	\$498,669.00	\$510,815.00	\$510,655.00	(1.03%)
	Department <b>07 - City Engineer Totals</b>	\$457,120.60	\$0.00	\$515,953.00	\$515,953.00	\$498,669.00	\$510,815.00	\$510,655.00	(1.03%)
	<b>EXPENSE TOTALS</b>	\$457,120.60	\$0.00	\$515,953.00	\$515,953.00	\$498,669.00	\$510,815.00	\$510,655.00	(1.03%)
	Fund <b>521 - Storm Water Fund Totals</b>	\$457,120.60	\$0.00	\$515,953.00	\$515,953.00	\$498,669.00	\$510,815.00	\$510,655.00	(1.03%)
	<b>EXPENSE TOTALS</b>	\$457,120.60	\$0.00	\$515,953.00	\$515,953.00	\$498,669.00	\$510,815.00	\$510,655.00	(1.03%)
	Fund <b>521 - Storm Water Fund Totals</b>	(\$457,120.60)	\$0.00	(\$515,953.00)	(\$515,953.00)	(\$498,669.00)	(\$510,815.00)	(\$510,655.00)	(1.03%)
	Net Grand Totals								
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	\$457,120.60	\$0.00	\$515,953.00	\$515,953.00	\$498,669.00	\$510,815.00	\$510,655.00	(1.03%)
	Net Grand Totals	(\$457,120.60)	\$0.00	(\$515,953.00)	(\$515,953.00)	(\$498,669.00)	(\$510,815.00)	(\$510,655.00)	(1.03%)

## FYE2017 BUDGET ACTIVITY NARRATIVE

<b>FUND:</b> 521 Storm Water	<b>DEPARTMENT:</b> 07 City Engineer	<b>ACTIVITY:</b> 7830 City Engineer
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### DEPARTMENT/ACTIVITY DESCRIPTION:

The storm water activity of the Engineering Department provides for personnel, testing, equipment and supplies for the Environmental Protection Agency (EPA) and Iowa Department of Natural Resources (IDNR) mandated National Pollution Discharge Elimination System (NPDES) storm water phase II program. The goal of the Engineering Department's storm water activity is to provide engineering services for the storm water permit and storm water projects in the most professional and economical manner.

### DEPARTMENT/ACTIVITY OBJECTIVES:

Provide staffing and supplies to meet the requirements of the City's NPDES Phase II Permit.  
 Direct, review and coordinate the work of consultants contracted by the City for public works improvements to the City's storm water system.  
 Administer and maintain the storm water fee collections.

### PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
Associate Engineer	0.75	0.75	0.75	0.75	0.75	
Storm Water Specialist	1	1	1	1	1	
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	1.75	1.75	1.75	1.75	1.75	0

\* AT CURRENT FYE16 STAFFING LEVEL





# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 521 - Storm Water Fund									
REVENUE									
Department 07 - City Engineer									
Activity 7830 - City Engineer									
Use Of Money & Property									
521-07-7830 3614	Interest - Savings Account	1,687.66	577.13	800.00	800.00	800.00	1,200.00	1,200.00	50.00
	Use Of Money & Property Totals	\$1,687.66	\$577.13	\$800.00	\$800.00	\$800.00	\$1,200.00	\$1,200.00	50.00%
Charges for Fees & Service									
521-07-7830 3113	Sales Tax Collected	46,439.11	20,135.72	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	.00
521-07-7830 3721	Service Charges	1,740,498.43	754,214.11	1,740,000.00	1,740,000.00	1,740,000.00	1,745,000.00	1,745,000.00	.28
	Charges for Fees & Service Totals	\$1,786,937.54	\$774,349.83	\$1,787,000.00	\$1,787,000.00	\$1,787,000.00	\$1,792,000.00	\$1,792,000.00	0.28%
Special Assessments									
521-07-7830 3894	Assessment - Storm Water Fees	8,295.46	6,949.24	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	.00
	Special Assessments Totals	\$8,295.46	\$6,949.24	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	0.00%
	Activity 7830 - City Engineer Totals	\$1,796,920.66	\$781,876.20	\$1,797,800.00	\$1,797,800.00	\$1,797,800.00	\$1,803,200.00	\$1,803,200.00	0.30%
	Department 07 - City Engineer Totals	\$1,796,920.66	\$781,876.20	\$1,797,800.00	\$1,797,800.00	\$1,797,800.00	\$1,803,200.00	\$1,803,200.00	0.30%
	REVENUE TOTALS	\$1,796,920.66	\$781,876.20	\$1,797,800.00	\$1,797,800.00	\$1,797,800.00	\$1,803,200.00	\$1,803,200.00	0.30%
EXPENSE									
Department 07 - City Engineer									
Activity 7830 - City Engineer									
Personal Services - Salaries & Benefits									
521-07-7830 1111	Salaries - Regular	102,875.37	55,461.20	111,051.00	109,096.00	120,650.00	120,650.00	120,650.00	10.59
521-07-7830 1112	Salaries - Part-time	.00	.00	.00	.00	.00	1,600.00	1,600.00	.00
521-07-7830 1113	Longevity Pay	405.08	202.54	405.00	405.00	900.00	900.00	900.00	122.22
521-07-7830 1114	Time & Half Pay	321.49	.00	2,600.00	2,600.00	2,600.00	2,600.00	2,600.00	.00
521-07-7830 1121	FICA - City Contribution	7,783.76	4,229.58	8,859.00	8,706.00	9,548.00	9,670.00	9,670.00	11.07
521-07-7830 1122	IPERS - City Contribution	9,251.65	4,970.76	10,187.00	10,011.00	11,087.00	11,230.00	11,230.00	12.17
521-07-7830 1123	Life & Disability Insurance	523.59	278.04	548.00	548.00	573.00	573.00	573.00	4.56
521-07-7830 1130	Employee Benefit Reimbursement	552.74	648.45	1,700.00	1,700.00	650.00	650.00	650.00	(61.76)
521-07-7830 1131	Health Insurance	31,416.00	15,708.00	31,416.00	31,416.00	31,416.00	31,416.00	31,416.00	.00
	Personal Services - Salaries & Benefits Totals	\$153,129.68	\$81,498.57	\$166,766.00	\$164,482.00	\$177,424.00	\$179,289.00	\$179,289.00	9.00%
Comments									
	Account	Level	Comment						
	1112	Additional Dept Requests	Requesting to hire a summer intern. See additional information provided.						
Contractual Services									
521-07-7830 1312	Engineering/Planning/Consulting Services	7,870.00	.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	.00





# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 521 - Storm Water Fund									
EXPENSE									
Department 07 - City Engineer									
Activity 7830 - City Engineer									
Contractual Services									
521-07-7830 1313	Legal Services	.00	.00	10,000.00	10,000.00	10,000.00	5,000.00	5,000.00	(50.00)
521-07-7830 1321	Data Processing Services	15,031.82	7,642.34	15,000.00	15,000.00	15,000.00	17,000.00	17,000.00	13.33
521-07-7830 1323	Laboratory Services	768.45	42.00	3,500.00	3,500.00	3,500.00	3,000.00	3,000.00	(14.28)
521-07-7830 1335	Public Info & Education	409.61	305.00	2,000.00	2,000.00	2,000.00	10,000.00	10,000.00	400.00
521-07-7830 1341	Contract Carriers	667.95	234.63	800.00	800.00	800.00	800.00	800.00	.00
521-07-7830 1343	Postage & Mailing Expense	14,911.81	4,193.03	22,716.00	25,000.00	25,000.00	15,000.00	15,000.00	(40.00)
521-07-7830 1344	Telephone & Fax Expense	308.16	296.42	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
521-07-7830 1346	Travel - Professional Training	528.87	577.08	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00
521-07-7830 1351	Advertising Expense	.00	.00	300.00	300.00	300.00	300.00	300.00	.00
521-07-7830 1352	Photography & Copy Reproduction	.00	.00	500.00	500.00	500.00	500.00	500.00	.00
521-07-7830 1353	Printing Services	7,753.05	.00	10,000.00	10,000.00	10,000.00	2,000.00	2,000.00	(80.00)
521-07-7830 1375	Automotive Equip Repair & Maintenance	.00	.00	300.00	300.00	300.00	300.00	300.00	.00
521-07-7830 1390	Other Contractual Services	.00	.00	500.00	500.00	500.00	500.00	500.00	.00
521-07-7830 1391	Dues & Memberships	5,255.00	333.33	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	.00
521-07-7830 1398	Sales Tax	46,439.11	23,138.53	48,000.00	48,000.00	48,000.00	48,000.00	48,000.00	.00
Contractual Services Totals		\$99,943.83	\$36,762.36	\$133,116.00	\$135,400.00	\$135,400.00	\$121,900.00	\$121,900.00	(9.97%)
Comments									
Account	Level	Comment							
1343	Additional Dept Requests	Reduction was allocated to 1335 and 1321 instead.							
Commodities									
521-07-7830 1503	Bank Fees	65.96	56.94	100.00	100.00	100.00	150.00	150.00	50.00
521-07-7830 1516	Minor Computer Equipment	3,702.28	.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	.00
521-07-7830 1520	Computer Software	1,255.61	.00	900.00	900.00	900.00	950.00	950.00	5.55
521-07-7830 1533	Fuel Expense	1,224.45	606.57	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	.00
521-07-7830 1535	Hardware Items	.00	24.78	200.00	200.00	200.00	200.00	200.00	.00
521-07-7830 1547	Oils & Greases	.00	.00	100.00	100.00	100.00	100.00	100.00	.00
521-07-7830 1555	Minor Equipment & Supplies	794.50	.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	.00
521-07-7830 1561	Office Supplies & Minor Equipment	.00	.00	500.00	500.00	500.00	500.00	500.00	.00
521-07-7830 1573	Safety & Protective Equipment	.00	.00	400.00	400.00	400.00	400.00	400.00	.00



# Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 521 - Storm Water Fund									
EXPENSE									
Department 07 - City Engineer									
Activity 7830 - City Engineer									
Commodities									
521-07-7830 1785	Refund Payments	28.73	.00	.00	.00	.00	.00	.00	.00
	Commodities Totals	\$7,071.53	\$688.29	\$11,100.00	\$11,100.00	\$11,100.00	\$11,200.00	\$11,200.00	0.90%
Comments									
Account	Level	Comment							
1503	Additional Dept Requests	1300 series expense accounts were reduced.							
1520	Additional Dept Requests	1300 series expense accounts were reduced.							
Activity 7830 - City Engineer Totals		\$260,145.04	\$118,949.22	\$310,982.00	\$310,982.00	\$323,924.00	\$312,389.00	\$312,389.00	0.45%
Department 07 - City Engineer Totals		\$260,145.04	\$118,949.22	\$310,982.00	\$310,982.00	\$323,924.00	\$312,389.00	\$312,389.00	0.45%
	EXPENSE TOTALS	\$260,145.04	\$118,949.22	\$310,982.00	\$310,982.00	\$323,924.00	\$312,389.00	\$312,389.00	0.45%
Fund 521 - Storm Water Fund Totals									
	REVENUE TOTALS	\$1,796,920.66	\$781,876.20	\$1,797,800.00	\$1,797,800.00	\$1,797,800.00	\$1,803,200.00	\$1,803,200.00	0.30%
	EXPENSE TOTALS	\$260,145.04	\$118,949.22	\$310,982.00	\$310,982.00	\$323,924.00	\$312,389.00	\$312,389.00	0.45%
Fund 521 - Storm Water Fund Totals		\$1,536,775.62	\$662,926.98	\$1,486,818.00	\$1,486,818.00	\$1,473,876.00	\$1,490,811.00	\$1,490,811.00	0.27%
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$1,796,920.66	\$781,876.20	\$1,797,800.00	\$1,797,800.00	\$1,797,800.00	\$1,803,200.00	\$1,803,200.00	0.30%
	EXPENSE GRAND TOTALS	\$260,145.04	\$118,949.22	\$310,982.00	\$310,982.00	\$323,924.00	\$312,389.00	\$312,389.00	0.45%
	Net Grand Totals	\$1,536,775.62	\$662,926.98	\$1,486,818.00	\$1,486,818.00	\$1,473,876.00	\$1,490,811.00	\$1,490,811.00	0.27%

FY 2017 BUDGET-PERCENTAGE REDUCTIONS IMPACT STATEMENTS  
LOCAL OPTION SALES TAX

2/8/16

LOCAL OPTION SALES TAX (205)

Base Level Total	\$707,267.00	
Personal Services	\$640,717.00	91%
Contractual, Commodities, Equip.	\$ 66,550.00	9%

2% Reduction	\$14,145.00	The 2% reduction can be accomplished by reducing the Engineering and Scientific Equipment line item by \$14,145.00 which will not be an impact.
5% Reduction	\$35,363.00	The 5% reduction can be accomplished by eliminating the Engineering and Scientific Equipment line item, reducing the Salaries – Part Time line item, and some other smaller line item reductions. The impact will be some reduction in surveying work and response time for surveying especially for other department's requests.

FY 2017 BUDGET-PERCENTAGE REDUCTIONS IMPACT STATEMENTS  
ROAD USE TAX

2/8/16

ROAD USE TAX (266)

Base Level Total	\$1,087,459.00	
Personal Services	\$1,057,309.00	97%
Contractual & Commodities	\$ 30,150.00	3%

2% Reduction	\$21,749.00	The 2% reduction can only be accomplished by some type of staff reduction. The impact will be a reduction of Engineering Services to other departments and at least two in-house designed projects will not be able to be bid and constructed.
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5% Reduction	\$ 54,373.00	The 5% reduction can only be accomplished by some type of staff reduction. The impact will be a reduction of Engineering Services to other departments and at least two in-house designed projects will not be able to be bid and constructed.
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FY 2017 BUDGET-PERCENTAGE REDUCTIONS IMPACT STATEMENTS  
STORM WATER FEE

2/8/16

STORM WATER FEE (521)

Base Level Total	\$323,924.00	
Personal Services	\$177,424.00	55%
Contractual & Commodities	\$146,500.00	45%

2% Reduction	\$6,478.00	The 2% reduction can be accomplished by reducing Consulting Services (1312) and Legal Services (1313) which wouldn't have too much impact.
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5% Reduction	\$16,196.00	The 5% reduction can be accomplished by further reducing 1312 and 1313, eliminating the Part-Time request, and reductions in other line items. The impact would be that we may not be able to meet our required permit items and could face a fine which could be more than the reduction.
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