

**FYE2023 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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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 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.

**DEPARTMENT/ACTIVITY OBJECTIVES:**

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 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.  
 Direct, review, and coordinate the work of consultants contracted by the City for public works improvements including US Hwy 63, University Ave Reconstruction, Midland Pump Station, Northwest Interceptor, Park Ave and 11th St Bridge Replacements, Midport Development Projects, wetland projects, flood control system projects, bridge replacement and repair projects, RISE projects, bikeway projects and many other projects

Continued on page 2.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
City Engineer	1	1	1	1		
Assistant City Engineer	1	1	1	1		
Associate Engineer	2.25	2.25	2.25	2.25		
Clerk II	1	0	0	0		
Secretary	1	1	1	1		
Technician	3	3	3	3		
Draftsperson	2	2	2	2		
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	11.25	10.25	10.25	10.25	0	0

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 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:**  
See page 1.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
Continued from page 1.

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.

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.

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.

Administer, inspect, and coordinate the improvements to all public sidewalks and trails through a 12-yr Sidewalk and Trail Repair Program, including ADA ramp improvements.

Review and approve subdivision and commercial developments. Provide engineering assistance for all other departments.

Receive, record, investigate and report required action for citizen concerns.

Maintain City and departmental records and provide information to the public from these records.

Issue permits for work done in public right-of-way and assist in the enforcement of City ordinances and policies.

Plan both short and long range public improvements.

Inspect flood control facilities.

Plan, coordinate and administer contracts for the maintenance and repair of flood control facilities such as riprap spraying and cleaning, tree removal and gate well repairs.

Help coordinate activities during flood emergencies.

Coordinate and administer consultant contracts for flood control levee repairs and improvements.

**PERSONNEL SUMMARY:**

<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
See page 1.						
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 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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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 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.

**DEPARTMENT/ACTIVITY OBJECTIVES:**

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 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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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 This activity accounts for the funds invested in bridge maintenance and repair projects.

**DEPARTMENT/ACTIVITY OBJECTIVES:**

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 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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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 The Local Option Sales Tax budget of the Engineering Department provides for additional personnel, surveying and testing equipment and supplies for the 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.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 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 FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
Technician	6	6	6	6		
Draftsperson	1	1	1	1		
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 266 Road Use Tax	<b>DEPARTMENT:</b> 07 City Engineer	<b>ACTIVITY:</b> 7500 Street Construction
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 This activity accounts for the funds invested in street reconstruction, overlay and repair projects.

**DEPARTMENT/ACTIVITY OBJECTIVES:**

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 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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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 This activity accounts for the funds invested in street reconstruction, overlay and repair projects.

**DEPARTMENT/ACTIVITY OBJECTIVES:**

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE22 STAFFING LEVEL



**FYE2023 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.  
 Inspect private storm sewer facilities, label storm drains, conduct stream assessments and conduct storm water compliance inspections.  
 Conduct stream assessments.  
 Create GIS layers for detention basin inspections, dry weather inspections and inlet labeling.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
Associate Engineer	0.75	0.75	0.75	0.75		
Storm Water Specialist	1	2	2	2		
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	1.75	2.75	2.75	2.75	0	0

\* AT CURRENT FYE22 STAFFING LEVEL

**FYE2023 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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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 This activity accounts for the funds invested to improve the City's storm water system considering both quantity and quality of storm water.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 Direct, review and coordinate the work of consultants contracted by the City for public works improvements including Upton Ave Area Drainage Improvements, and Delane Avenue Watershed Storm Water Improvements.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2020</b>	<b>CERTIFIED FYE2021</b>	<b>CERTIFIED FYE2022</b>	<b>PROPOSED FYE2023 *</b>	<b>PUBLISHED FYE2023</b>	<b>CERTIFIED FYE2023</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE22 STAFFING LEVEL