

OVERVIEW

Financial Responsibility. – Manage resources effectively and remain financially responsible.

The Public Works Department demonstrate fiscal responsibility that aligns with the policy direction of the Village Council. The work performed by the department throughout the community benefit property values.

Budget Request Highlights

1. The Public Works Department is requesting **\$2,364,299** for the upcoming FY2019 Budget, a 0.33% (\$7,806) departmental increase from the prior FY2018 adopted budget.
2. Financial Highlights
 - a. Non-Discretionary expenses increased 10% (\$36,001) over last year
 - i. The new Public Works Director salary has increased by \$25,712 and shared 15% with the Stormwater Utility fund.
 - b. Discretionary expenses decreased -2% (-\$43,500) over last year
 - i. The Professional Services line item is being reduced by \$21,000 due to some of the engineer services will be provided by the new Director.
 - ii. The Repairs and Maintenance-General is increased by \$4,000 due to additional repairs.
 - iii. The Repairs and Maintenance-Electrician Service is being reduced by \$15,000 due to less repairs being needed.
 - iv. The Repairs and Maintenance-Roadway Improvements is being reduced by \$20,000 some repairs have been performed.

Workforce Goal – Enhance the quality of life for all residents, businesses and visitors.

The Public Works Department through responsible and sound management, teamwork and vision, will continue to provide dependable, high quality, responsive public works and utility services to the community.

Operational Excellence Goal – Provide a broad variety of essential services to the community in the most efficient and effective manner.

Public Works has a multi-faceted mission which is to provide a broad variety of essential services to the community including the design, construction, and maintenance of local streets, public buildings, sidewalks, rights-of-way, drainage infrastructure, street lighting, irrigation, traffic calming, parks and open space. Following are the Departments objectives for FY2019:

- Work closely with consultants and contractors to enhance the operations.
- Provide in-house design, engineering and construction administration services.
- Assist in scheduling, coordinating and overseeing stormwater system maintenance.
- Receive Accreditation status from the American Public Works Association.

Additionally, the Department coordinates and assists in many of the Capital Improvement Projects. Following are the CIP projects the Department will be focusing on in FY2019:

- Utility Undergrounding
- K-8 Stormwater Improvements
- Improvements to infrastructure in Beach Park and Lake Park
- Maintenance Repairs to Mashta Bridge
- Maintenance Repairs to Traffic Circles

Customer – Recognizing our customers are our residents.

The Department through its dedicated employees is known to provide excellent service through the operation in a prompt, courteous, safe, efficient, and cost-effective manner. Customer service is held to the utmost importance and drives the spirit of our staff members. It will continue to accomplish this goal by focusing on the following objectives:

- Coordinating with the utility companies in order to inform residents of any planned maintenance or repairs and what to expect.
- Continue to encourage and educate residents in identifying what they can do for the Village. Expanding outreach efforts including the website, constant contact, Village Connect.

Village – Keeping the Village safe and resilient.

The Department enhances the quality of life for all residents, businesses and visitors through responsible and sound management, innovation, teamwork and vision, while providing dependable, high quality, responsive public works and utility services at reasonable costs.

- Proper application of the stormwater maintenance, procedures and best management practices to comply with the National Pollution Discharge Elimination System (NPDES).

GOALS for FY 2019

1. Develop, support and retain a qualified, healthy, and diverse work force to serve the public.
2. Develop and implement a comprehensive asset management plan for rights-of-way and utilities.
3. Prepare a 5 year Public Works strategic plan.
4. Protect, maintain and improve natural and built infrastructure.
5. Increase the contribution of Public Works personnel to the overall process of the village government by strengthen partnership with other departments.

Public Works

Proposed Budget - FY2019

Operating Expenses	FY2016 Actual	FY2017 Actual	FY2018 Adopted	FY2019 Proposed	variance	
					dollar	%
Non-Discretionary Spending						
12.000 - SALARY - PUBLIC WORKS DIRECTOR	\$78,062	\$83,206	\$84,788	\$119,646	\$34,858	41%
12.100 - SALARY - SR. EXECUTIVE ASSISTANT	\$38,804	\$39,339	\$0	\$0	\$0	0%
12.200 - SALARY - MAINT SUPER	\$57,936	\$57,494	\$56,406	\$58,358	\$1,952	3%
12.300 - SALARY - MAINT WORKER	\$31,892	\$32,916	\$41,183	\$42,608	\$1,425	3%
12.400 - SALARY - ADMIN ASSISTANT	\$20,427	\$24,424	\$31,455	\$32,999	\$1,544	5%
12.400 - SALARY - GIS SPECIALIST	\$0	\$0	\$20,500	\$22,993	\$2,493	12%
14.000 - OVERTIME	\$2,860	\$2,702	\$3,750	\$2,500	(\$1,250)	-33%
21.000 - PAYROLL TAXES	\$28,374	\$29,443	\$18,672	\$21,819	\$3,147	17%
22.000 - RETIREMENT CONTRIBUTIONS	\$30,788	\$34,235	\$17,926	\$33,195	\$15,268	85%
23.000 - LIFE, HEALTH, DISABILITY INSURANCE	\$32,631	\$42,364	\$50,317	\$41,995	(\$8,322)	-17%
24.000 - WORKERS COMPENSATION	\$20,577	\$17,221	\$22,880	\$22,870	(\$10)	0%
45.000 - PROPERTY & LIABILITY INSURANCE	\$15,751	\$12,845	\$13,000	\$13,200	\$200	2%
Subtotal - Non Discretionary	\$358,101	\$376,188	\$360,877	\$412,183	\$51,307	14%
Discretionary Spending						
31.000 - PROF SERVICES - CONSULTING	\$17,167	\$20,128	\$68,500	\$47,500	(\$21,000)	-31%
31.100 - PROF SERVICES - TEMP HELP	\$0	\$4,920	\$5,000	\$2,500	(\$2,500)	-50%
31.200 - PROF SERVICES - SELF ASSESSMENT	\$5,084	\$987	\$7,500	\$7,500	\$0	0%
31.300 - PROF SERVICES - HORTICULTURALIST	\$48,000	\$37,000	\$52,000	\$30,000	(\$22,000)	-42%
34.000 - CONTRACT - FACILITY MGMT	\$7,310	\$8,176	\$7,310	\$8,574	\$1,264	17%
34.100 - CONTRACT - SCHEDULED VLLGWIDE LANDSCAPIN	\$276,411	\$279,751	\$310,000	\$332,500	\$22,500	7%
34.200 - CONTRACT - TREE TRIMMING	\$202,360	\$125,960	\$285,000	\$285,000	\$0	0%
34.300 - CONTRACT - BEACH MAINTENANCE	\$186,400	\$186,400	\$186,400	\$186,400	\$0	0%
34.400 - CONTRACT - VILLAGE WIDE	\$62,479	\$81,009	\$75,336	\$81,000	\$5,664	8%
34.500 - CONTRACT - PERIODIC LANDSCAPE MAINTENANC	\$118,545	\$111,903	\$118,200	\$118,000	(\$200)	0%

Operating Expenses	FY2016	FY2017	FY2018	FY2019	variance	
	Actual	Actual	Adopted	Proposed	dollar	%
34.600 - CONTRACT - BEACH MAINT CONTINGENCY	\$315	\$225	\$50,000	\$50,000	\$0	0%
34.700 - CONTRACT - SPECIAL EVENTS	\$15,145	\$9,300	\$12,800	\$12,800	\$0	0%
40.000 - TRAVEL & PER DIEM	\$8,468	\$6,792	\$7,840	\$9,700	\$1,860	24%
41.000 - COMMUNICATIONS - WEBSITE MAINTENANCE	\$6,225	\$6,000	\$6,493	\$6,500	\$7	0%
41.100 - COMMUNICATIONS	\$11,862	\$10,423	\$9,532	\$10,250	\$718	8%
42.000 - POSTAGE	\$317	\$542	\$400	\$250	(\$150)	-38%
43.000 - UTILITIES	\$319,590	\$289,603	\$294,300	\$294,300	\$0	0%
44.000 - RENTALS & LEASES	\$8,437	\$7,926	\$8,600	\$5,116	(\$3,484)	-41%
46.000 - REPAIRS & MAINT - VLLG HALL	\$5,424	\$12,347	\$5,500	\$12,000	\$6,500	118%
46.100 - REPAIRS & MAINT - VEHICLES	\$6,423	\$14,236	\$6,000	\$6,000	\$0	0%
46.200 - REPAIRS & MAINT - GENERAL	\$52,097	\$38,645	\$26,000	\$30,000	\$4,000	15%
46.300 - REPAIRS & MAINT - ELECTRICIAN SERVICE	\$83,304	\$83,380	\$90,000	\$75,000	(\$15,000)	-17%
46.400 - REPAIRS & MAINT - CONTRACTS	\$13,545	\$15,776	\$14,000	\$14,850	\$850	6%
46.500 - REPAIRS & MAINT - BACKFLOW RECERT	\$0	\$25,746	\$30,000	\$28,000	(\$2,000)	-7%
46.600 - REPAIRS & MAINT - ROADWAY IMPROVEMENTS	\$0	\$0	\$220,000	\$200,000	(\$20,000)	-9%
49.000 - OTHER CURRENT CHARGES - STORM PREP	\$9,623	\$864,276	\$25,000	\$25,000	\$0	0%
51.000 - OFFICE SUPPLIES	\$1,577	\$1,857	\$2,200	\$2,000	(\$200)	-9%
52.000 - OPERATING SUPPLIES	\$24,257	\$29,671	\$30,000	\$30,000	\$0	0%
52.100 - OPERATING SUPPLIES - VEHICLE FUEL	\$5,303	\$4,922	\$5,000	\$5,000	\$0	0%
52.200 - OPERATING SUPPLIES - UNIFORMS	\$1,234	\$2,347	\$2,500	\$2,500	\$0	0%
52.300 - OPERATING SUPPLIES - SMALL TOOLS	\$12,394	\$16,498	\$18,500	\$18,500	\$0	0%
54.000 - SUBSCRIPTIONS & MEMBERSHIPS	\$1,153	\$665	\$1,650	\$11,875	\$10,225	620%
55.000 - TRAINING	\$101	\$4,703	\$6,555	\$3,500	(\$3,055)	-47%
64.000 - CAPITAL OUTLAY - EQUIPMENT	\$12,417	\$2,435	\$7,500	\$0	(\$7,500)	-100%
Subtotal - Discretionary	\$1,522,967	\$2,304,550	\$1,995,616	\$1,952,116	(\$43,500)	-2%
Total Public Works Expenses	\$1,881,068	\$2,680,738	\$2,356,493	\$2,364,299	\$7,806	0%