

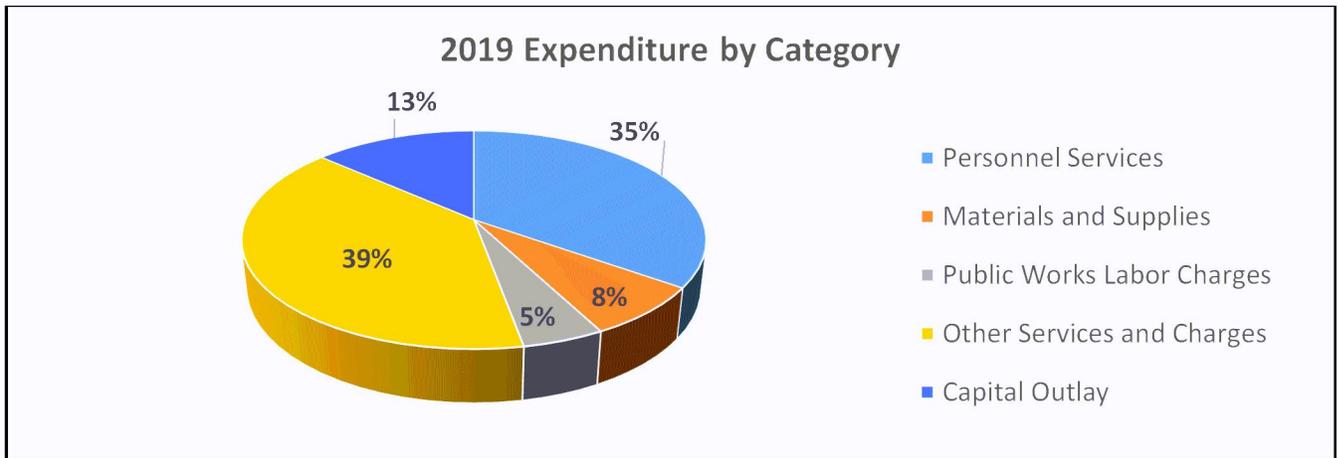
**PUBLIC WORKS - ADMINISTRATION**

*PUBLIC WORKS ADMINISTRATION, AIRPORT, SUSTAINABILITY LIASON, CONTRACT ADMINISTRATION, GIS/ASSET MANAGEMENT/LOCATOR, ICWC/STS, VOLUNTEER GROUPS*

Function: Public Services  
 Director: Rick Moskwa, Public Works Director  
 Fund#: 101, 209  
 Activity#: 43010, 49810, 49819

**Aggregate Budget Summary**

<b>PUBLIC WORKS - ADMINISTRATION</b> <i>Full-Time Employee</i>	<b>Actual FY 2017</b>	<b>Actual FY 2018</b>	<b>Budget FY 2019 2.08</b>
Personnel Services	\$ 221,362	\$ 199,394	\$ 220,446
Materials and Supplies	\$ 41,706	\$ 56,510	\$ 47,250
Public Works Labor Charges	\$ 36,618	\$ 30,500	\$ 30,500
Other Services and Charges	\$ 226,096	\$ 274,906	\$ 249,435
Capital Outlay	\$ 15,981	\$ 67,000	\$ 85,000
<b>Total</b>	<b>\$ 541,763</b>	<b>\$ 628,310</b>	<b>\$ 632,631</b>

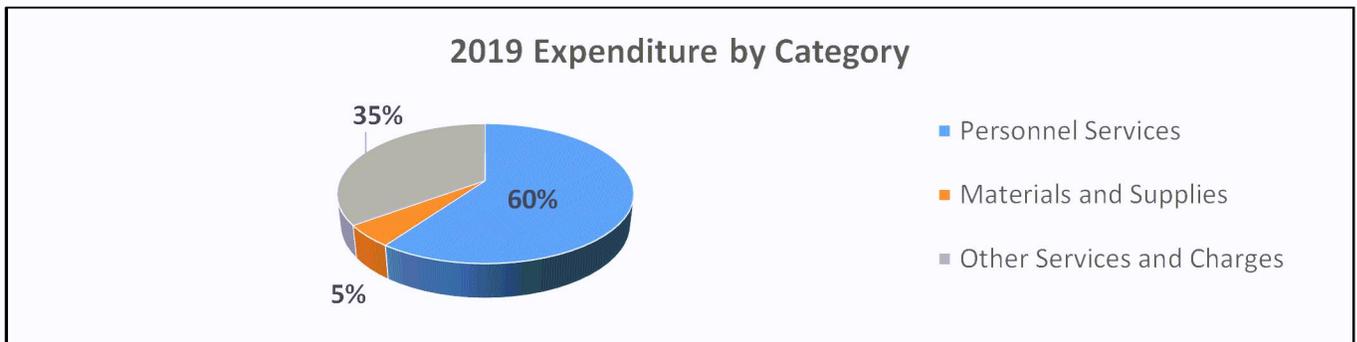


**PUBLIC WORKS - ADMINISTRATION**  
**ADMINISTRATION**

**Function:** Public Services  
**Director:** Rick Moskwa, Public Works Director  
**Fund#:** 101 (General Fund)  
**Activity#:** 43010 (Public Works Administration)

**Budget Summary**

ADMINISTRATION <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 <i>1.30</i>
Personnel Services	\$ 177,994	\$ 153,004	\$ 169,825
Materials and Supplies	\$ 15,127	\$ 18,850	\$ 14,300
Other Services and Charges	\$ 98,912	\$ 116,324	\$ 99,590
<b>Total</b>	<b>\$ 292,033</b>	<b>\$ 288,178</b>	<b>\$ 283,715</b>



**Purpose:**

The Public Works Administration activity within the General Fund accounts for supervision, management, administrative and clerical support services for the City’s Public Works’ Department’s different Divisions.

Services provided include the coordination, administration, locating, mapping and engineering of the city’s utility infrastructure.

Additionally, Public Works Admin provides services and information to the public, reviews private development plans for conformance to city and cooperative agency guidelines.

**Scope of Services:**

- Provide supervision, planning, budgeting, training and general administrative services to the entire Public Works Department.

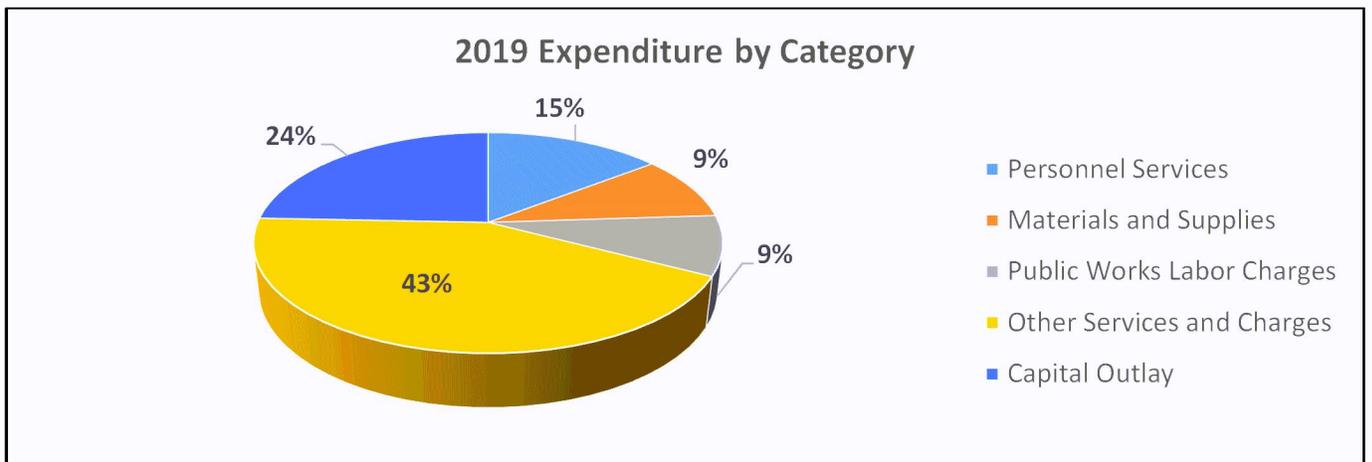
- Maintain and review the Department's capital improvement program for city infrastructure.
- Sustainability Liaison Staffing
- Contract Administration
- GIS/Asset Management/Locator
- 2 ICWC Crews/Half Time STS Crew
- Volunteer Groups

**PUBLIC WORKS ADMINISTRATION**  
**AIRPORT**

**Function:** Public Services  
**Director:** Rick Moskwa, Public Works Director  
**Fund#:** 209 (Special Revenue Fund)  
**Activity#:** 49810 (Airport) & 49819 (Airport Administration)

**Budget Summary**

AIRPORT <i>Full-Time Employees</i>	Actual FY 2017	Actual FY 2018	Budget FY 2019 <i>0.78</i>
Personnel Services	\$ 43,368	\$ 46,390	\$ 50,621
Materials and Supplies	\$ 26,578	\$ 37,660	\$ 32,950
Public Works Labor Charges	\$ 36,618	\$ 30,500	\$ 30,500
Other Services and Charges	\$ 127,184	\$ 158,582	\$ 149,845
Capital Outlay	\$ 15,981	\$ 67,000	\$ 85,000
<b>Total</b>	<b>\$ 249,729</b>	<b>\$ 340,132</b>	<b>\$ 348,916</b>



**Purpose:**

The Airport Fund accounts for the operations of the city owned airport located in Bay City, Wisconsin. The services provided include snow plowing, roadway repairs, landscaping, building, fuel and electrical system maintenance & repairs, vehicle maintenance & repairs, utilities, electrician services. The fund activities account for Airport Revenues, General Airport Maintenance, and Airport Administration. The Airport Fund also accounts for airport construction and equipment acquisitions (Capital Outlay) which qualify for Federal Aviation Administration funding and State of Minnesota DOT Aeronautics grants and aids.

**Scope of Services:**

- Provide public safety procedures, as established per FAA guidelines, to maintain and secure the air operations area.

- Provide local, national and international air transportation for business and charter operators and the general public.
- Conduct long-term planning for the airport facility (Airport Master Planning).
- Provide infrastructure improvements and equipment necessary to implement the Master Plan.
- Utilize a Fixed Base Operator for daily operational oversight and mandated Airport Consultants for technical and project planning support.