



# **City of Grand Island**

**Tuesday, November 12, 2019**

**Council Session**

## **Item G-13**

**#2019-332 - Approving Year-End Certification of City Street Superintendent for Determining Incentive Payment for Calendar Year 2019**

**Staff Contact: John Collins, P.E. - Public Works Director**

# **Council Agenda Memo**

**From:** Shannon Callahan, Street Superintendent

**Meeting:** November 12, 2019

**Subject:** Year-End Certification of City Street Superintendent for Determining Incentive Payment for Calendar Year 2019

**Presenter(s):** John Collins PE, Public Works Director

## **Background**

The Nebraska Department of Transportation offers an incentive payment to each municipality that employs a licensed Street Superintendent. The incentive payment is based on the level of licensure of such employee and the population of the municipality, as set by Nebraska State Statute 39-2515. Grand Island would receive \$4,000 for a Class B License and \$8,000 for a Class A License.

Furthermore, State of Nebraska Statutes, sections 39-2302 and 39-2511 thru 39-2515 require a Municipality to certify having a licensed Street Superintendent in its employ during the calendar year preceding the year in which payment is made.

## **Discussion**

This certification has been completed, in the past, without the need for City Council action as the Street Superintendent is an employee of the City. The Department of Transportation has changed the reporting requirements to include a resolution from the City Council authorizing the signing of the Year-End Certification of City Street Superintendent by the Mayor.

Shannon Callahan, City of Grand Island Street Superintendent, held a Class A Street Superintendent License and was employed with the City of Grand Island during the 2019 calendar year; therefore the City will receive the 2019 annual incentive payment of \$8,000 from the Nebraska Department of Transportation in February or March of 2020.

## **Alternatives**

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

### **Recommendation**

City Administration recommends that the Council approve the signing of the Year-End Certification of City Street Superintendent for determining incentive payment for the 2019 calendar year.

### **Sample Motion**

Move to approve the signing of the Year-End Certification of City Street Superintendent for determining incentive payment for the 2019 calendar year.

# Year-End Certification of City Street Superintendent

## For Determining Incentive Payment

January 1, 2019 to December 31, 2019

\*This certifies that Shannon Rose Callahan, License Number S- 1485 Class A,  
(Print name of Superintendent as appears on license card) (A or B)

was the appointed City Street Superintendent of City of Grand Island  
(Print name of City or Village)

from January 1, 2019 to December 31, 2019  
Month Date Month Date

### and actually performed all of the following duties:

1. Developing and annually updating a long-range plan based on needs and coordinated with adjacent local governmental units;
2. Developing an annual program for design, construction, and maintenance;
3. Developing an annual budget based on programmed projects and activities;
4. Submitting such plans, programs, and budgets to the local governing body for approval; and
5. Implementing the capital improvements and maintenance activities provided in the approved plans, programs, and budgets.

And further certifies that the superintending services of the above listed individual were provided by: (Check one)

- ☒ Employment with this Municipality      ☐ Contract (consultant) with this Municipality      ☐ Contract (interlocal agreement) between this Municipality and the following listed Municipality(ies) and/or County(ies)

\_\_\_\_\_  
Signature of Mayor ☐ Village Board Chairperson ☐

\* If more than one individual or the City Council or Village Board provided superintending services during the calendar year, list each successive superintendent on a separate form. The amount will be computed based on (a) your most recent Federal Census as certified by the Tax Commissioner; (b) whether or not your municipality appointed a licensed City Street Superintendent for all 12 months; (c) class of license, A or B; and (d) whether or not the Superintendent performed all of the duties listed. *Reference Neb. Rev. Stat. §§39-2511 through 39-2515.* If your city or village did not have an appointed City Street Superintendent, write "City Council" or "Village Board" as the name of "Superintendent." Failure to return the certification, meeting minutes and resolution may result in your municipality not receiving an Incentive Payment for Calendar Year 2019.

\*\*\*\*\*

**Note:** In addition to this annual, Year-End certification of superintendent to the Nebraska Department of Transportation, (due December 31<sup>st</sup>), the municipality is also responsible for filing the "Municipal Annual Certification of Program Compliance" form with the Board of Public Roads Classifications and Standards (due October 31<sup>st</sup>). *Reference Neb. Rev. Stat. §§39-2115, 39-2119, 39-2120, 39-2121 and 39-2520(2).*

**Return the completed original certification, meeting minutes and resolution by December 31, 2019 to:**



Highway Local Liaison Coordinator  
Boards-Liaison Services Section  
Local Assistance Division  
Nebraska Department of Transportation  
PO Box 94759  
Lincoln NE 68509-4759

**RESOLUTION**  
**SIGNING OF THE**  
**YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT FORM**  
**2019**

Resolution No. 2019-332

**Whereas:** State of Nebraska Statutes, sections 39-2302, and 39-2511 through 39-2515 details the requirements that must be met in order for a municipality to qualify for an annual Incentive Payment;

**Whereas:** The State of Nebraska Department of Transportation (NDOT) requires that each incorporated municipality must annually certify (by December 31<sup>st</sup> of each year) the appointment of the City Street Superintendent to the NDOT using the Year-End Certification of City Street Superintendent form;

**Whereas:** The NDOT requires that such certification shall also include a copy of the meeting minutes showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License Number and Class of License (if applicable), and type of appointment, i.e., employed, contract (consultant, or interlocal agreement with another incorporated municipality and/or county), and the beginning date of the appointment; and

**Whereas:** The NDOT also requires that such Year-End Certification of City Street Superintendent form shall be signed by the Mayor or Village Board Chairperson and shall include a copy of a resolution of the governing body authorizing the signing of the Year-End Certification of City Street Superintendent form by the Mayor or Village Board Chairperson.

**Be it resolved** that the Mayor ☒ Village Board Chairperson ☐ of \_\_\_\_\_  
(Check one box) (Print Name of Municipality)  
is hereby authorized to sign the attached Year-End Certification of City Street Superintendent form.

Adopted this 12th day of November, 2019 at Grand Island, Nebraska.  
(Month)

City Council/Village Board Members

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

City Council/Village Board Member \_\_\_\_\_  
Moved the adoption of said resolution  
Member \_\_\_\_\_ Seconded the Motion  
Roll Call: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Absent  
Resolution adopted, signed and billed as adopted.

Attest:

\_\_\_\_\_  
(Signature of Clerk)

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