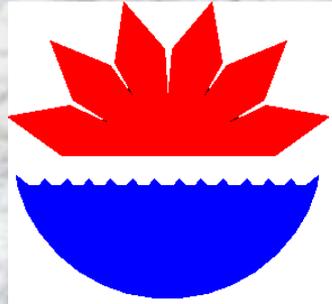


City of Monroe Engineering Department Budget Presentation



Prepared by the City of Monroe Engineering Department
Patrick M. Lewis, P.E., Director
March 27, 2010

Engineering – Departmental Functions



- Essentially, Engineering Department handles programming, design, implementation of:
 - Streets
 - Water Mains
 - Sanitary Sewers
 - Storm Sewers
 - Bridges
 - Parking Lots
 - Sidewalks
 - Airport Facilities
 - Retaining Walls
 - Dams
 - Park Facilities

Engineering – Departmental Functions

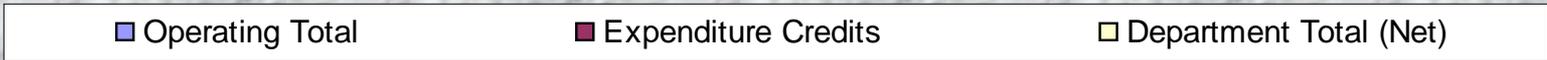
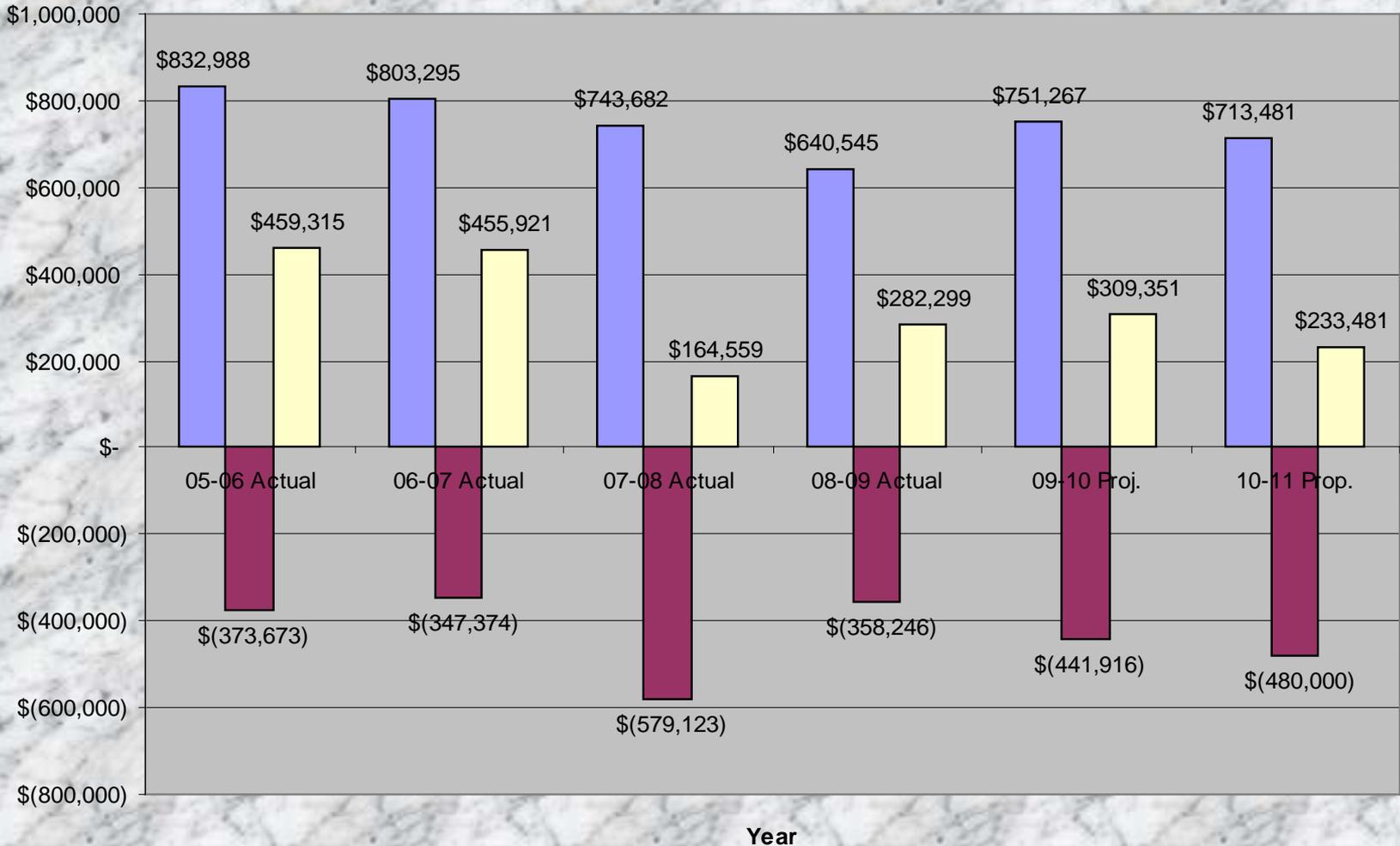
- Also handles other specific functions on regular basis:
 - Geographic Information System (GIS)
 - Traffic Committee liaison
 - Surveying for smaller projects, assisting residents
 - Property map preparation / Legal descriptions
 - Bridge Inspections (2 year frequency)
 - Dam inspections (5 year frequency)
 - Sanitary / Water Service Research for citizens
 - Traffic Counts / Crash Statistics / Analysis / Signal Timing
 - Site Plan reviews – private developments / lot splits
 - Utility Planning for new developments
 - Infrastructure / Project Record-keeping
 - Preparation of construction standards
 - Railroad crossing issues
 - Utility permitting / Oversize & overweight load permits

Engineering – Budget



- Departmental Budget has one component in General fund, departmental code 40.449.
- Historically, 93-95% of departmental budget is in personnel costs, 91% for proposed FY 10-11
- Department administers far more in project costs from other funds, Major and Local Streets, Water and Wastewater, other funds.
- Typically \$3-5 million goes through Department in annual construction contracts, we were \$7.15 million in 2009.

Engineering – Budget Chart of 5-year history



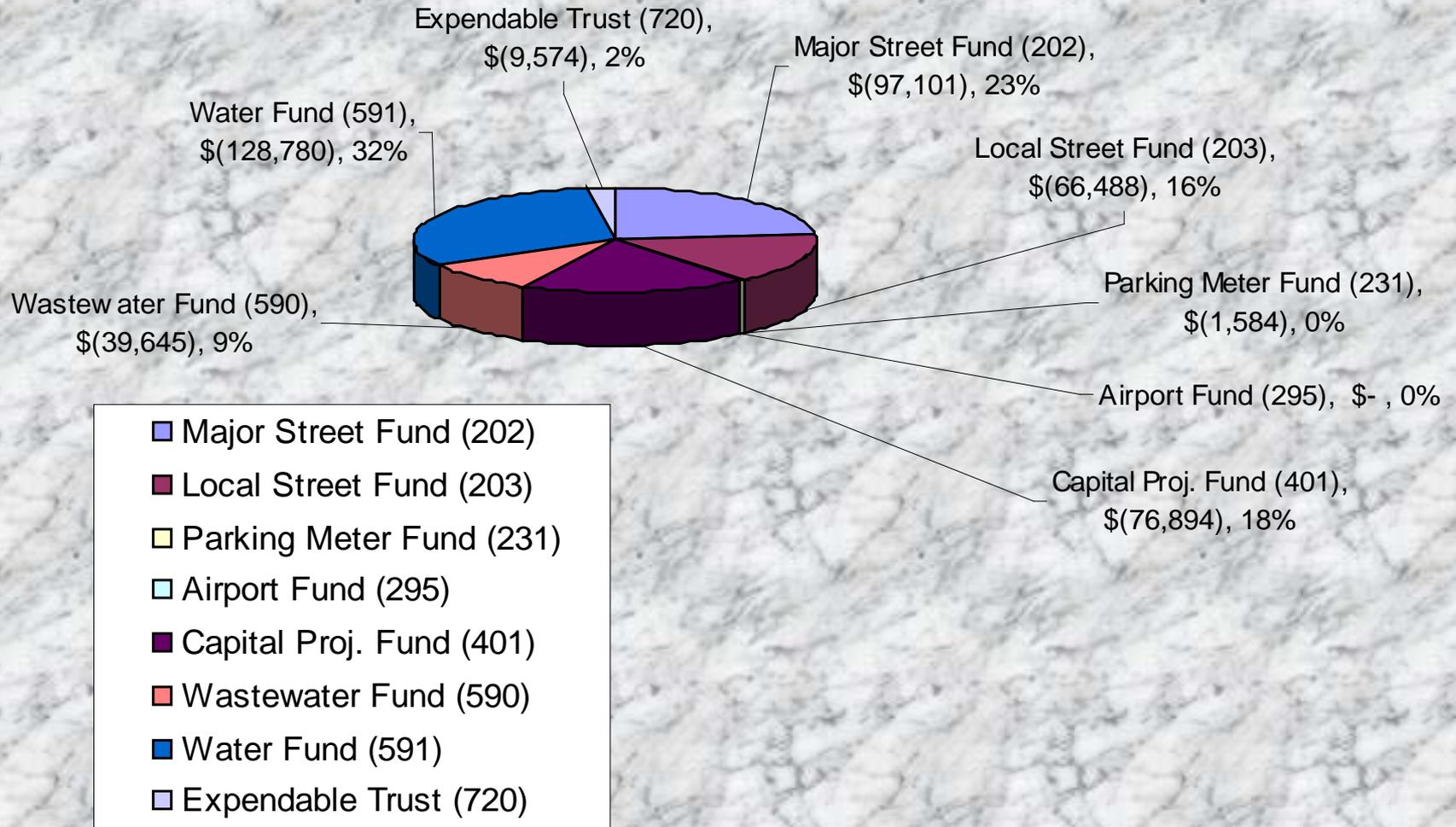
Engineering – Budget History

	Expenditures							
	05-06 Actual	06-07 Actual	07-08 Actual	08-09 Actual	09-10 Proj.	10-11 Prop.	2005-10 5-year average	2006-11 5-year average
Personnel Services	\$ 791,273	\$ 748,552	\$ 694,578	\$ 570,469	\$ 675,967	\$ 651,641	\$ 696,168	\$ 668,241
Supplies	\$ 7,641	\$ 7,466	\$ 11,455	\$ 14,464	\$ 15,400	\$ 13,800	\$ 11,285	\$ 12,517
Operating	\$ 34,074	\$ 47,277	\$ 36,573	\$ 55,612	\$ 59,900	\$ 48,040	\$ 46,687	\$ 49,480
Capital Outlay	\$ -	\$ -	\$ 1,076	\$ -	\$ -	\$ -	\$ 215	\$ 215
Operating Total	\$ 832,988	\$ 803,295	\$ 743,682	\$ 640,545	\$ 751,267	\$ 713,481	\$ 754,355	\$ 730,454
Percentage Increase		-3.6%	-7.4%	-13.9%	17.3%	-5.0%		

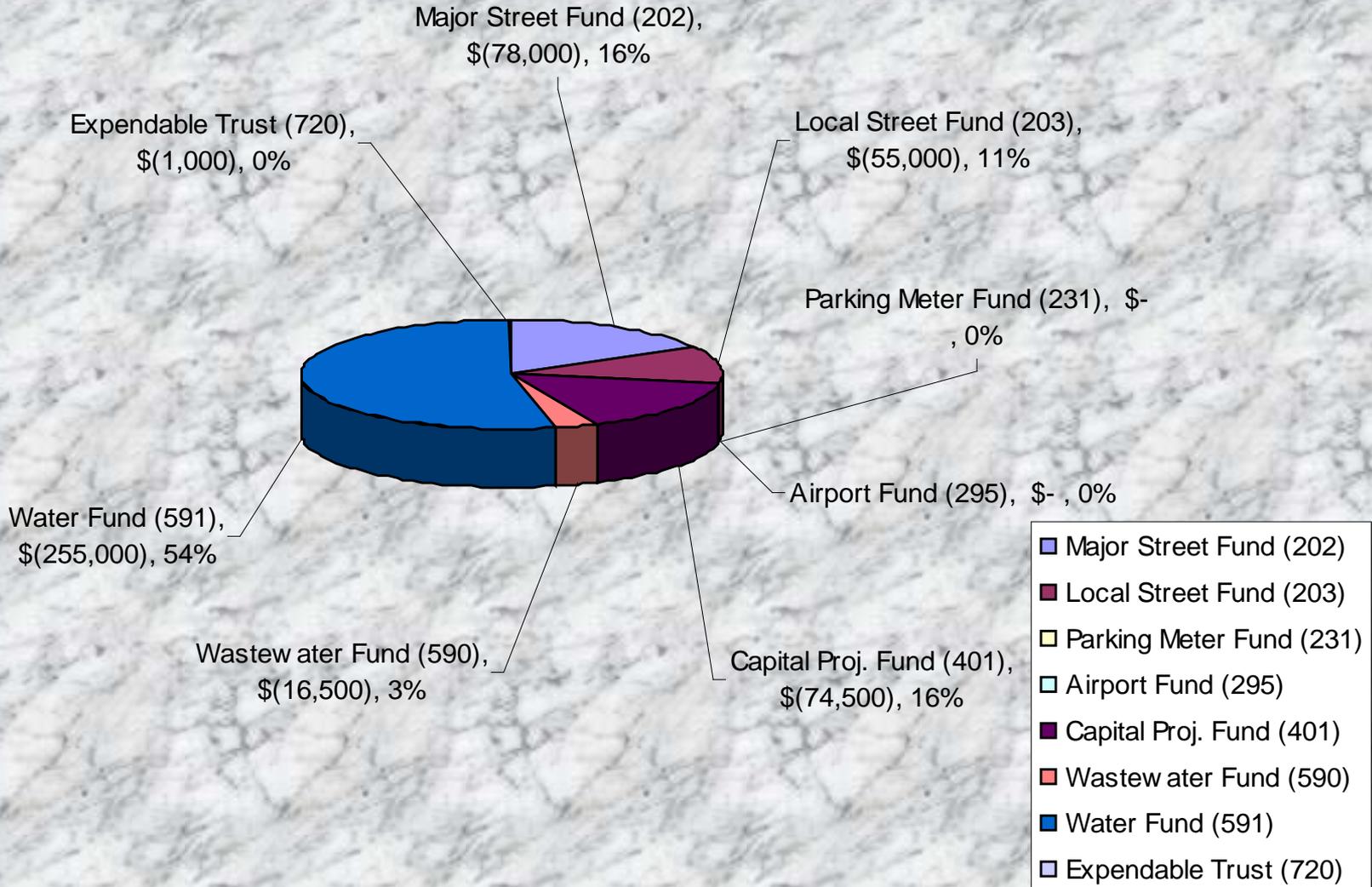
	Expenditure Credits (Charged Time)							
	05-06 Actual	06-07 Actual	07-08 Actual	08-09 Actual	09-10 Proj.	10-11 Prop.	2005-10 5-year average	2006-11 5-year average
Major Street Fund (202)	\$ (70,195)	\$ (137,967)	\$ (137,995)	\$ (29,890)	\$ (109,460)	\$ (78,000)	\$ (97,101)	\$ (98,662)
Local Street Fund (203)	\$ (106,079)	\$ (6,674)	\$ (60,958)	\$ (78,585)	\$ (80,144)	\$ (55,000)	\$ (66,488)	\$ (56,272)
Parking Meter Fund (231)	\$ (7,922)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,584)	\$ -
Airport Fund (295)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Proj. Fund (401)	\$ (56,487)	\$ (82,816)	\$ (86,769)	\$ (85,651)	\$ (72,747)	\$ (74,500)	\$ (76,894)	\$ (80,497)
Wastewater Fund (590)	\$ (60,942)	\$ (37,040)	\$ (63,891)	\$ (15,430)	\$ (20,921)	\$ (16,500)	\$ (39,645)	\$ (30,756)
Water Fund (591)	\$ (52,948)	\$ (71,978)	\$ (218,132)	\$ (148,690)	\$ (152,154)	\$ (255,000)	\$ (128,780)	\$ (169,191)
Expendable Trust (720)	\$ (19,100)	\$ (10,900)	\$ (11,378)	\$ -	\$ (6,490)	\$ (1,000)	\$ (9,574)	\$ (5,954)
Total Expenditure Credits	\$ (373,673)	\$ (347,374)	\$ (579,123)	\$ (358,246)	\$ (441,916)	\$ (480,000)	\$ (420,066)	\$ (441,332)
Percentage Increase		-7.0%	66.7%	-38.1%	23.4%	8.6%		

	Budget Summary							
	05-06 Actual	06-07 Actual	07-08 Actual	08-09 Actual	09-10 Proj.	10-11 Prop.	2005-10 5-year average	2006-11 5-year average
Operating Total	\$ 832,988	\$ 803,295	\$ 743,682	\$ 640,545	\$ 751,267	\$ 713,481	\$ 754,355	\$ 730,454
Expenditure Credits	\$ (373,673)	\$ (347,374)	\$ (579,123)	\$ (358,246)	\$ (441,916)	\$ (480,000)	\$ (420,066)	\$ (441,332)
Department Total (Net)	\$ 459,315	\$ 455,921	\$ 164,559	\$ 282,299	\$ 309,351	\$ 233,481	\$ 334,289	\$ 289,122
Percentage Increase		-0.7%	-63.9%	71.5%	9.6%	-24.5%		

Engineering – 5 – year average Budget Expenditure Credit Distribution



Engineering – FY 10-11 Proposed Budget Expenditure Credit Distribution



Engineering – Budget - Statistics

- Expenditure credits represent time charged back to other City funds, typically 15% of a project cost, though full amount was not always charged in past, especially for General fund projects.
- Projected FY 09-10 expenditures \$751,267, credits \$441,916, net \$309,351.
- Proposed FY 10-11 expenditures \$651,641, credits \$480,000, net \$233,481
- Proposed FY 10-11 net is 24.5% decrease from FY 09-10, and a 2-year reduction of 17.3% from actual FY 08-09



Engineering – Staffing – Organizational Chart



Engineering – Initiatives and Challenges

- **Outside Projects**
 - In addition to surveying, designing, and inspecting projects within City, also responsible for testing of new water mains (Monroe, Raisinville, Exeter, Ida Townships) and sanitary sewers (Frenchtown, Monroe Twp., and Raisinville). Often these are difficult to schedule during peak times.
- **Record-Keeping**
 - Department has had record year in 2009, and file scanning, other record-keeping tasks have been largely ignored. Beginning to reach critical point, especially if staffing levels decrease in future years.
- **Peak Scheduling**
 - Engineering staff is proposed as ½ Director, shared clerical, and 5 employees available for all survey, design, and field activities. We have been forced to utilized contract inspection (as many as 4 at a time from outside), and have outsourced peak water main design (due to time issues), and bridge design work (specialty). Current staffing appears to be ideal level for full “in-house” staff, further cuts would weaken ability to respond to pressing project needs in a timely fashion.

Engineering – FY 10-11 Major Changes

- Changes

- Include Engineering Secretary in clerical pool - \$38,484 savings
- Increase expenditure credits - \$84,500 savings
- Move Bridge Inspection costs to Major Street fund - \$12,000

- Impacts

- Using clerical pool allows for primary phone coverage, accommodates DPS functions, allows for overlap with Building, Planning. Could also assist with Recreation if some programming is restored (with office relocation)
- Begin charging Director time to projects will decrease General Fund engineering contribution but will raise project costs that must be budgeted from various funds (pay as you go)
- Should be very little service reduction to public