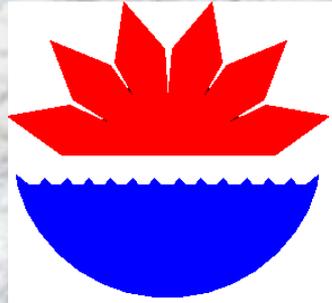


City of Monroe Engineering Department Budget Presentation



Prepared by the City of Monroe Engineering Department
Patrick M. Lewis, P.E., Director
March 18, 2013

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

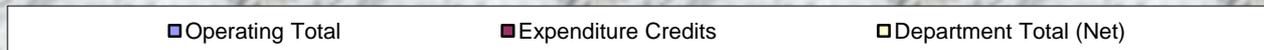
- Also handles other specific functions on regular basis:
 - Geographic Information System (GIS)
 - Traffic Committee liaison
 - Surveying for smaller projects, assisting residents
 - Property map preparation / Legal descriptions
 - Bridge Inspections (2 year frequency)
 - Dam inspections (4 year frequency)
 - 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.
- Five-year average of 91% of departmental budget is in personnel costs, 90% for proposed FY 13-14
- Department administers far more in project costs from other funds, Major and Local Streets, Water and Wastewater, other funds.
- 2003-08 avg. \$3.17 million went through Department in annual construction contracts, \$7.2 million in 2009, \$8.5 million in 2010, \$6.5 million in 2011, \$9.1 million in 2012

Engineering – Budget Chart of 5-year history



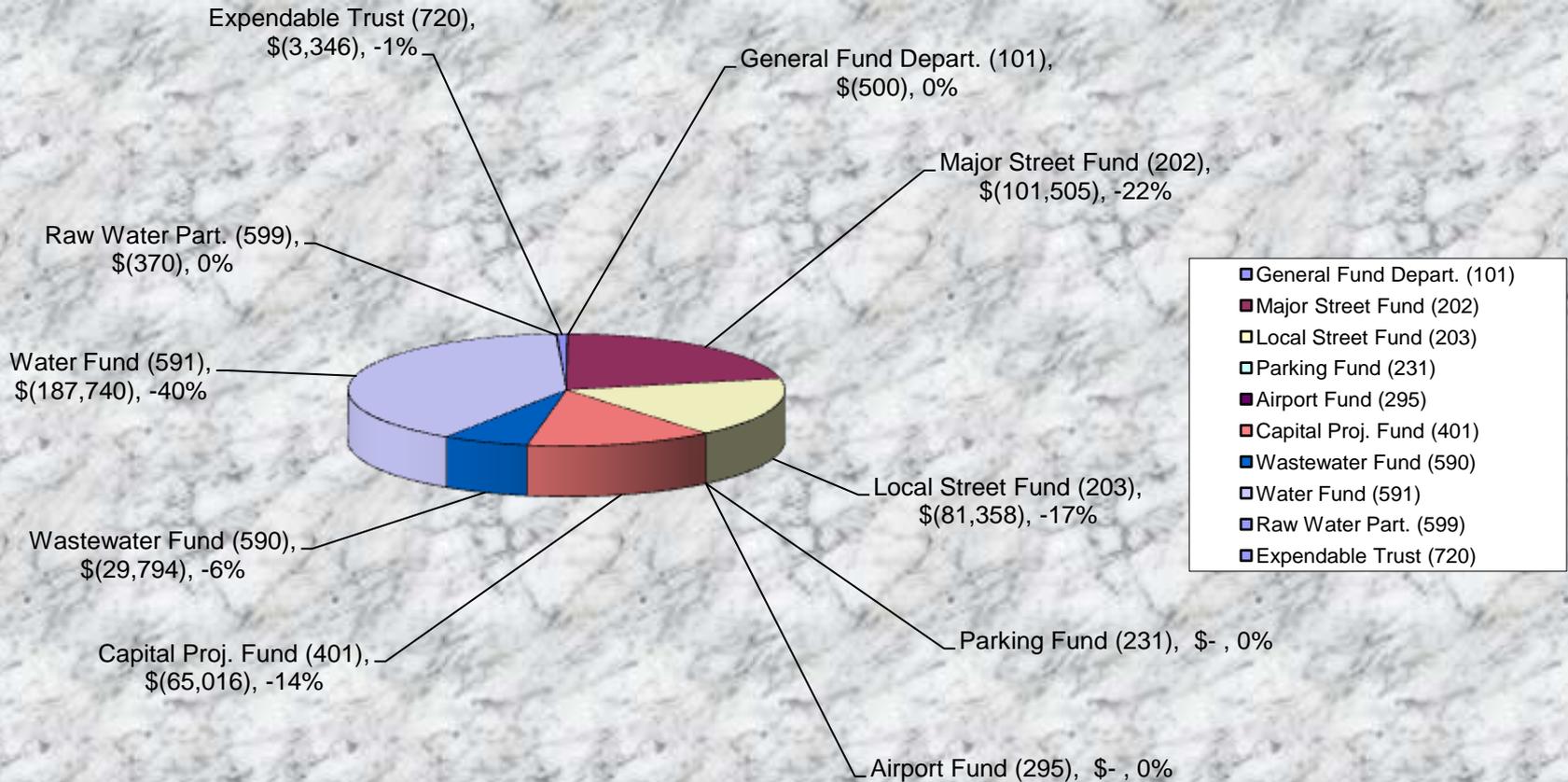
Engineering – Budget History

	Expenditures							
	08-09 Actual	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Proj.	13-14 Prop.	2008-13 5-year average	2009-14 5-year average
Personnel Services	\$ 570,469	\$ 692,600	\$ 773,013	\$ 694,423	\$ 726,270	\$ 640,852	\$ 691,355	\$ 705,432
Supplies	\$ 14,464	\$ 15,222	\$ 15,481	\$ 12,498	\$ 12,600	\$ 12,600	\$ 14,053	\$ 13,680
Operating	\$ 55,612	\$ 56,936	\$ 50,477	\$ 49,341	\$ 52,997	\$ 53,942	\$ 53,073	\$ 52,739
Capital Outlay	\$ -	\$ -	\$ 130	\$ -	\$ -	\$ -	\$ 26	\$ 26
Operating Total	\$ 640,545	\$ 764,758	\$ 839,101	\$ 756,262	\$ 791,867	\$ 707,394	\$ 758,507	\$ 771,876
Percentage Increase		19.4%	9.7%	-9.9%	4.7%	-10.7%		

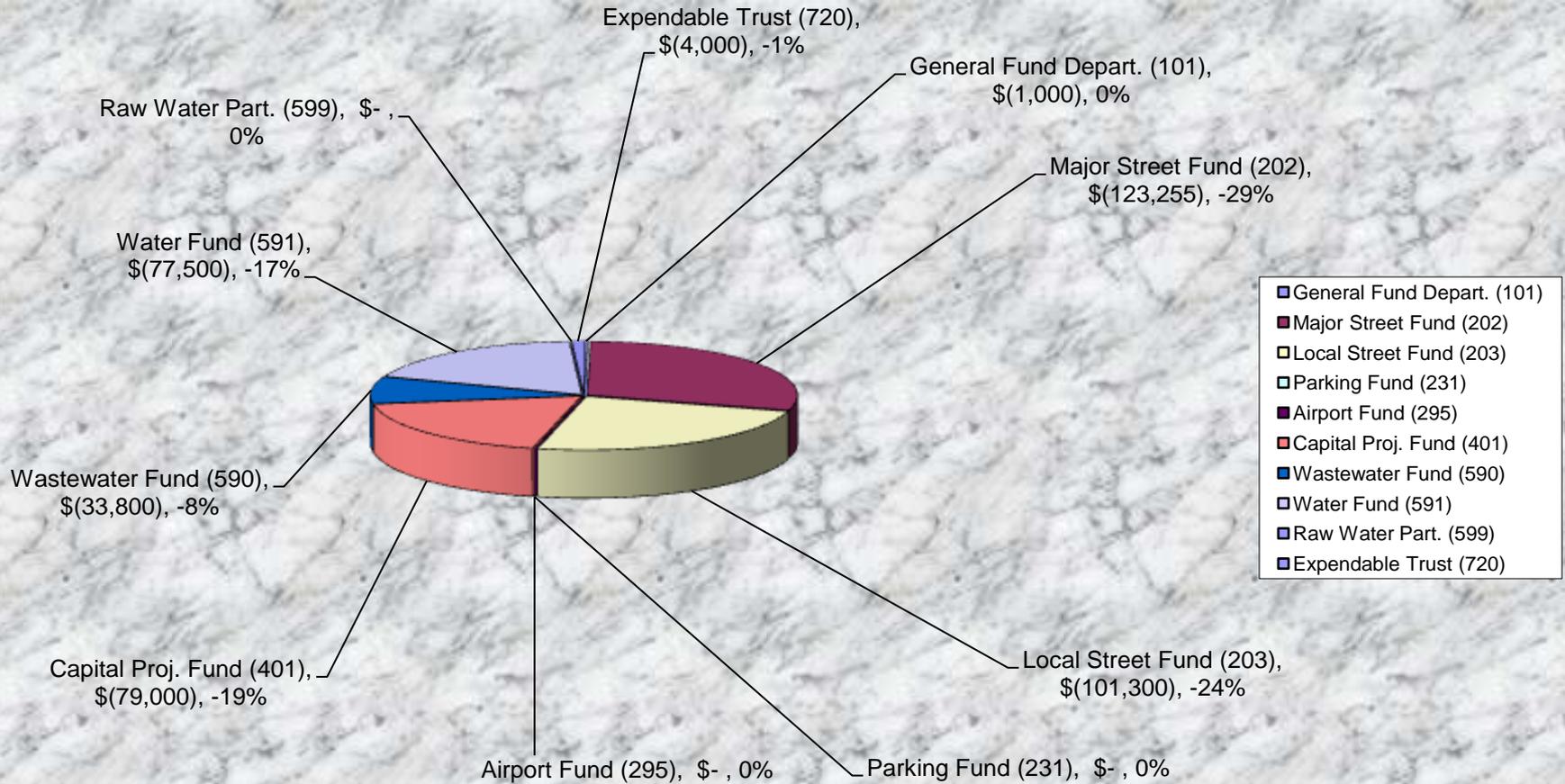
	Expenditure Credits (Charged Time)							
	08-09 Actual	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Proj.	13-14 Prop.	2008-13 5-year average	2009-14 5-year average
General Fund Depart. (101)	\$ -	\$ -	\$ -	\$ -	\$ (2,500)	\$ (1,000)	\$ (500)	\$ (700)
Major Street Fund (202)	\$ (29,890)	\$ (96,385)	\$ (135,720)	\$ (117,160)	\$ (128,370)	\$ (123,255)	\$ (101,505)	\$ (120,178)
Local Street Fund (203)	\$ (78,585)	\$ (67,027)	\$ (56,223)	\$ (121,789)	\$ (83,165)	\$ (101,300)	\$ (81,358)	\$ (85,901)
Parking Fund (231)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Airport Fund (295)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Proj. Fund (401)	\$ (85,651)	\$ (53,327)	\$ (32,967)	\$ (44,338)	\$ (108,795)	\$ (79,000)	\$ (65,016)	\$ (63,685)
Wastewater Fund (590)	\$ (15,430)	\$ (34,231)	\$ (23,601)	\$ (49,186)	\$ (26,521)	\$ (33,800)	\$ (29,794)	\$ (33,468)
Water Fund (591)	\$ (148,690)	\$ (143,795)	\$ (376,882)	\$ (156,130)	\$ (113,204)	\$ (77,500)	\$ (187,740)	\$ (173,502)
Raw Water Part. (599)	\$ -	\$ -	\$ (1,303)	\$ (545)	\$ -	\$ -	\$ (370)	\$ (370)
Expendable Trust (720)	\$ -	\$ (6,330)	\$ (4,955)	\$ (940)	\$ (4,505)	\$ (4,000)	\$ (3,346)	\$ (4,146)
Total Expenditure Credits	\$ (358,246)	\$ (401,095)	\$ (631,651)	\$ (490,088)	\$ (467,060)	\$ (419,855)	\$ (469,628)	\$ (481,950)
Percentage Increase		12.0%	57.5%	-22.4%	-4.7%	-10.1%		

	Budget Summary							
	08-09 Actual	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Proj.	13-14 Prop.	2008-13 5-year average	2009-14 5-year average
Operating Total	\$ 640,545	\$ 764,758	\$ 839,101	\$ 756,262	\$ 791,867	\$ 707,394	\$ 758,507	\$ 771,876
Expenditure Credits	\$ (358,246)	\$ (401,095)	\$ (631,651)	\$ (490,088)	\$ (467,060)	\$ (419,855)	\$ (469,628)	\$ (481,950)
Department Total (Net)	\$ 282,299	\$ 363,663	\$ 207,450	\$ 266,174	\$ 324,807	\$ 287,539	\$ 288,879	\$ 289,927
Percentage Increase		28.8%	-43.0%	28.3%	22.0%	-11.5%		

Engineering – Previous 5–year average Budget Expenditure Credit Distribution (2008-13)



Engineering – FY 13-14 Proposed Budget Expenditure Credit Distribution

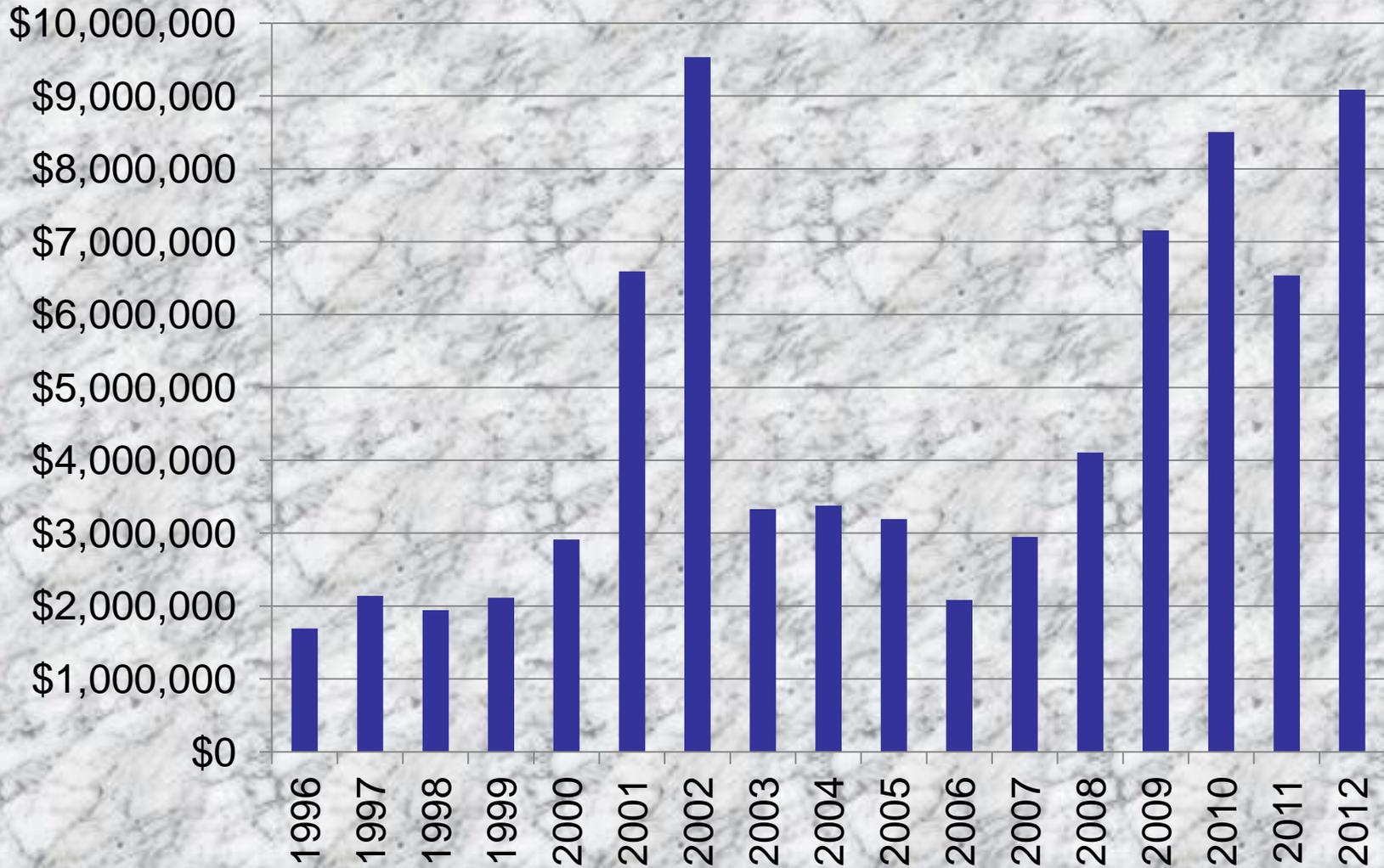


Engineering – Budget - Statistics

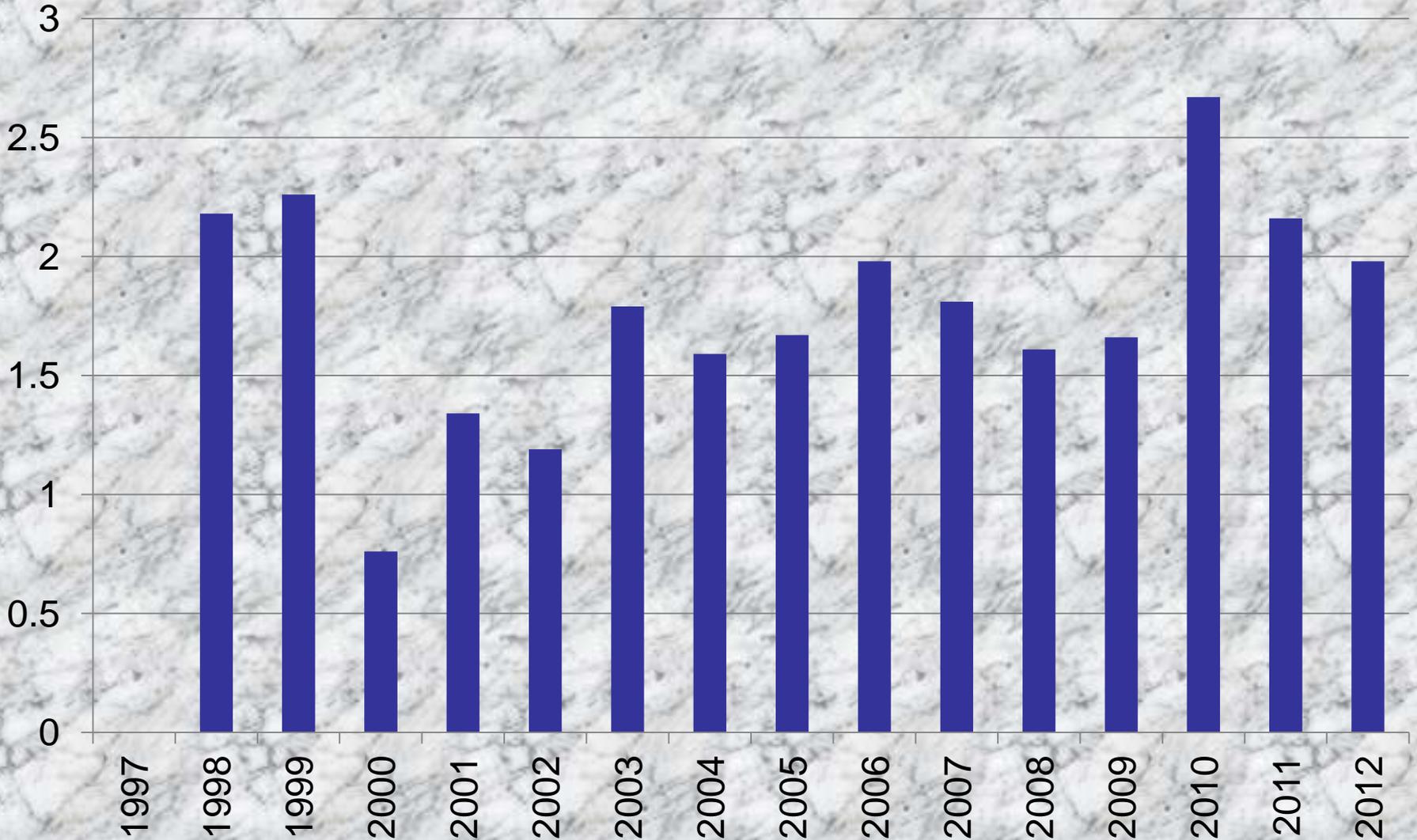
- Expenditure credits represent time charged back to other City funds, typically 15% of a project cost, though full amount was not always charged in past, especially for General fund projects.
- Projected FY 12-13 expenditures \$791,867, credits \$467,060, net \$324,807.
- Proposed FY 13-14 expenditures \$707,394, credits \$419,855, net \$287,539
- Proposed FY 13-14 net is 11.5% decrease from FY 12-13, but fluctuates year to year with project level



Engineering – Project History



Engineering – Annual Street Mileage Resurfaced or Reconstructed



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 is now finally beginning to use clerical staff to assist with long-deferred project to scan all project files into LaserFiche document retrieval system, hoping to complete in 12-18 months..
- Peak Scheduling
 - Engineering staff is proposed as ½ Director, 1 clerical, and 5 employees (**no change from present**) available for all survey, design, and field activities. We have been utilizing contract inspection when needed, have outsourced specialty design such as bridges, and are using college interns as well. Current staffing appears to be ideal level for full “in-house” staff, further cuts would weaken ability to respond to pressing project needs. **We have reduced intern budget and increased charging to some capital projects to assist in reducing FY 13-14 costs from FY 12-13.**
 - All overtime hours are 100% chargeable to outside funds.
 - Engineering / DPS clerical overlap working very well, could expand this concept to other departments, particularly Building, as needed.
 - **Feel most major structural changes needed for long-term sustainability have already been achieved, no major changes for 2013.**