



# 2008 – 2009 Proposed Budget --- Budget Summary General Fund – Engineering

## 2008 – 2009 Engineering Department Budget Highlights

- ↗ Maintains the present level of service provided by the Engineering Division of the Community Development Department.
- ↗ New Programs, Projects, or Equipment:
  - \$11,000 --- Large format copier/scanner - replacement of worn out existing large format copier.
  - \$15,911 --- Computer Equipment:
    - Two replacement workstations
    - Purchase of ArcView software upgrade
    - Laser jet printer replacement - re-budget from 2007 – 2008.

## Full-Time Equivalents

	<u>2007-2008</u>	<u>Change</u>	<u>2008-2009</u>
<b>FTE Adopted Budget</b>	<b>5.70</b>		
No Change		<u>0.00</u>	
<b>FTE Proposed Budget</b>			<b>5.70</b>

7 subdivisions containing  
198 residential lots were  
completed in 2007



## Short- and Long-Term Issues

- ↗ **Short-Term Issues** --- addressed by 2008 - 2009 Proposed Budget
- ↗ **Long-Term Issues**
  - Develop and/or maintain adequate funding sources to implement projects in the updated infrastructure master plans, i.e., sanitary, storm drainage, and transportation.
  - Build redundancy for critical functions within the department.

## Core Services

- ↗ Monitor public infrastructure improvements constructed as part of privately funded development projects.
- ↗ Manage the City's street, sanitary, and storm sewer systems.
- ↗ Provide project management services for the City's capital improvement projects.
- ↗ Continue the City's sanitary sewer private lateral replacement program.
- ↗ Maintain and update the City's public infrastructure records, including Geographic Information System (GIS), Hansen sanitary sewer maintenance system, as-built drawings, system maps, plats, etc.



## General Fund – Engineering Dept --- Historical Highlights

**1967** City Manager Dancer appoints William Blum City's first Public Works Director.

**1979** City hires Engineering Technician John Quinlan.

**1986** City Manager Taylor appoints Don Schut Public Works Director.

**1992** City adds Assistant City Engineer position and hires John Kennedy.

**1996** City creates a Geographic Information System (GIS) and hires GIS Technician John Barnes.

**1997** City Council adopts private lateral sewer ordinance defining the responsibilities for property owners to repair defective sewer laterals. Engineering Department assumes administration of ordinance.

**1997** Community Development Department reorganized related to Measure 47/50, but with the ultimate goal of a one-stop development center --- includes Engineering, Building, Planning, Airport, Wastewater Services, Park Maintenance and Public Works.

**1997** Don Schut transitions to Community Development Director.

**2000** Michael Bisset hired as Assistant City Engineer.

**2000** Richard Spofford hired as Engineering Project Manager.

**2003** Engineering Technician John Schwichtenberg retires after 30-years service to the City.

**2005** City completes the purchase of the OMI Regional Building to create the new Community Development Center for the Engineering, Building, and Planning Departments.

**2006** Community Development Director Don Schut retires after 20 years of service to the City.

**2006** Mike Bisset is appointed Community Development Director.

**2006** Rich Spofford is promoted to Engineering Services Manager.

**2007** Roy Markee hired as Project Manager.

**2007** Engineering, Building, and Planning Departments complete move to the new Community Development Center.



In 2007, Developers constructed \$1.8 million of public streets and sewers.

### Inflow and Infiltration Program



895 private building sewers have been evaluated since 1997.

602 replacements have been completed.

**2008 - 2009 Proposed Budget --- Personal Services Summary**  
**Salaries Paid From More Than One Source**  
**General Fund - Engineering**

<u>Position Description</u>	Number of Employees	Range	Total Salary	<u>Detailed Summary</u>	
Fund Department				Page	Amount
<b><u>Executive Secretary</u></b>	1	324	44,994		
General Fund					
Engineering (0.35 FTE)				23	15,748
Building Fund (0.65 FTE)				293	29,246
<b><u>Administrative Specialist II</u></b>	1	320	39,975		
General Fund					
Engineering (0.20 FTE)				23	7,995
Building Fund (0.80 FTE)				293	31,980
<b><u>Administrative Specialist II</u></b>	1	320	38,608		
General Fund					
Engineering (0.15 FTE)				23	5,791
Planning (0.50 FTE)				27	19,304
Building Fund (0.35 FTE)				293	13,513

Budget Document Report

**01 - GENERAL FUND**

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
<b>RESOURCES</b>						
<b><u>CHARGES FOR SERVICES</u></b>						
127,359	135,875	100,000	<b>5320 Engineering Fees</b> Developer charges for City inspection and plan review of development projects at the rate of 5% for first \$100,000 and 3% over \$100,000 of project costs. Also includes \$500 per month from the Water and Light Department.	75,000	75,000	75,000
<b>127,359</b>	<b>135,875</b>	<b>100,000</b>	<b><u>TOTAL CHARGES FOR SERVICES</u></b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b><u>MISCELLANEOUS</u></b>						
0	400	0	<b>6600-96 Other Income - Engineering</b>	250	250	250
<b>0</b>	<b>400</b>	<b>0</b>	<b><u>TOTAL MISCELLANEOUS</u></b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>127,359</b>	<b>136,275</b>	<b>100,000</b>	<b><u>TOTAL RESOURCES</u></b>	<b>75,250</b>	<b>75,250</b>	<b>75,250</b>

Budget Document Report

01 - GENERAL FUND

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A	2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
<b>REQUIREMENTS</b>						
<b>PERSONAL SERVICES</b>						
0	0	0	<b>7000 Salaries &amp; Wages</b>	0	0	0
372,895	322,563	375,047	<b>7000-05 Salaries &amp; Wages - Regular Full Time</b> Community Development Director - 1.00 FTE Engineering Services Manager - 1.00 FTE Project Manager - 1.00 FTE GIS / CAD System Specialist - 1.00 FTE Engineering Technician - 1.00 FTE Executive Secretary - Community Development - 0.35 FTE Administrative Specialist II - Eng / Bldg - 0.20 FTE Administrative Specialist II - Combined Depts - 0.15 FTE	386,977	386,977	399,261
0	0	1,000	<b>7000-20 Salaries &amp; Wages - Overtime</b>	1,000	1,000	1,000
0	0	5,400	<b>7000-30 Salaries &amp; Wages - Auto Allowance</b> Community Development Director's \$450 per month automobile allowance - correctly categorized as personal services during Logos conversion.	5,400	5,400	5,400
0	0	0	<b>7300 Fringe Benefits</b>	0	0	0
0	0	0	<b>7300-05 Fringe Benefits - FICA - Social Security</b>	24,126	24,126	24,338
0	0	0	<b>7300-06 Fringe Benefits - FICA - Medicare</b>	5,703	5,703	5,881
26,736	23,555	28,874	<b>7300-07 Fringe Benefits - FICA - History</b>	0	0	0
91,501	73,194	83,011	<b>7300-15 Fringe Benefits - PERS - OPSRP - IAP</b>	94,413	94,413	97,359
56,643	52,301	67,166	<b>7300-20 Fringe Benefits - Medical Insurance</b>	70,222	70,222	70,222
388	359	392	<b>7300-25 Fringe Benefits - Life Insurance</b>	393	393	359
1,946	1,791	2,115	<b>7300-30 Fringe Benefits - Long Term Disability</b>	2,172	2,172	2,204
4,592	4,161	5,495	<b>7300-35 Fringe Benefits - Workers' Compensation Insurance</b>	5,438	5,438	5,619
0	0	0	<b>7300-37 Fringe Benefits - Workers' Benefit Fund</b>	0	0	0
0	0	500	<b>7300-40 Fringe Benefits - Unemployment</b>	0	0	0
<b>554,701</b>	<b>477,924</b>	<b>569,000</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>595,844</b>	<b>595,844</b>	<b>611,643</b>
<b>MATERIALS AND SERVICES</b>						
327	417	600	<b>7540 Employee Development</b>	700	700	700
4,657	2,936	5,500	<b>7550 Travel &amp; Education</b> Memberships in professional organizations, registrations for conferences and seminars, City reimbursed continuing education, and reference materials.	5,500	5,500	5,500
5,297	5,400	0	<b>7585 Auto Allowance</b> Correctly categorized as personal services during Logos conversion.	0	0	0

Budget Document Report

**01 - GENERAL FUND**

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :05 - ENGINEERING			2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET																
			Section :N/A																					
			Program :N/A																					
1,962	2,047	2,700	<b>7590</b>	<b>Vehicle &amp; Equipment Fuel</b>		2,700	2,700	2,700																
0	2,279	8,000	<b>7600</b>	<b>Electric &amp; Natural Gas</b>		3,600	3,600	3,600																
				Department's share of Community Development Center's electricity expense, ~38%.																				
2,800	3,400	3,700	<b>7610</b>	<b>Insurance</b>		0	0	0																
0	0	0	<b>7610-05</b>	<b>Insurance - Liability</b>		3,600	3,600	3,600																
0	0	0	<b>7610-10</b>	<b>Insurance - Property</b>		900	900	900																
4,274	4,822	5,700	<b>7620</b>	<b>Telecommunications</b>		5,900	5,900	5,900																
0	913	3,250	<b>7650</b>	<b>Janitorial</b>		2,800	2,800	2,800																
				Department's share of Community Development Center janitorial service and supply costs, ~38%.																				
6,813	8,218	6,500	<b>7660</b>	<b>Materials &amp; Supplies</b>		7,500	7,500	7,500																
				Uniforms, safety equipment, office, engineering, and surveying materials and supplies.																				
603	220	1,000	<b>7720</b>	<b>Repairs &amp; Maintenance</b>		1,000	1,000	1,000																
				Vehicle and equipment repairs and maintenance.																				
0	195	6,650	<b>7720-08</b>	<b>Repairs &amp; Maintenance - Building Repairs</b>		8,850	8,850	8,850																
				Department's share of Community Development Center's repairs and improvements, ~38%. 2008-2009 work will include rebalancing and adjusting the CDC building's HVAC system and adding audio/visual improvements to the large conference room.																				
0	1,177	2,850	<b>7720-10</b>	<b>Repairs &amp; Maintenance - Building Maintenance</b>		2,900	2,900	2,900																
				Department's share of routine building maintenance costs including pest control, garbage service, alarm and lighting repair and maintenance gutter cleaning and roof preventative maintenance, and carpet cleaning, ~38%.																				
2,132	4,540	3,500	<b>7750</b>	<b>Professional Services</b>		4,050	4,050	4,050																
				<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Amt/Unit</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Audit fee allocation</td> <td>1</td> <td>1,250</td> <td>1,250</td> </tr> <tr> <td>Section 125 administration fee</td> <td>1</td> <td>300</td> <td>300</td> </tr> <tr> <td>Miscellaneous technical support</td> <td>1</td> <td>2,500</td> <td>2,500</td> </tr> </tbody> </table>		Description	Units	Amt/Unit	Total	Audit fee allocation	1	1,250	1,250	Section 125 administration fee	1	300	300	Miscellaneous technical support	1	2,500	2,500			
Description	Units	Amt/Unit	Total																					
Audit fee allocation	1	1,250	1,250																					
Section 125 administration fee	1	300	300																					
Miscellaneous technical support	1	2,500	2,500																					
0	0	0	<b>7790</b>	<b>Maintenance &amp; Rental Contracts</b>		600	600	600																
				Large format copier maintenance contract.																				
0	1,114	3,100	<b>7790-20</b>	<b>Maintenance &amp; Rental Contracts - Community Development Center</b>		3,000	3,000	3,000																
				Department's share of Community Development Center's HVAC services; alarm monitoring; landscape maintenance; and copier lease, ~38%.																				
1,400	303	0	<b>7800</b>	<b>M &amp; S Equipment</b>		1,500	1,500	1,500																
				Four-drawer fireproof file cabinet for storage of deeds, easements, cash boxes, and school district construction excise tax (CET) lockbox. Cost split 50% with Building Department.																				
0	0	0	<b>7830</b>	<b>Computer M&amp;S Charges - IS Fund</b>		0	0	0																
9,642	9,484	11,249	<b>7830-98</b>	<b>Computer M&amp;S Charges - IS Fund - Computer Services</b>		9,892	9,892	9,892																
				Shared network services cost - Network and PC support agreements, licenses, financial systems, internet connection etc.																				

Budget Document Report

**01 - GENERAL FUND**

2006 ACTUAL	2007 ACTUAL	2008 AMENDED BUDGET	Department :05 - ENGINEERING Section :N/A Program :N/A			2009 PROPOSED BUDGET	2009 APPROVED BUDGET	2009 ADOPTED BUDGET
4,813	15,181	12,548	<b>7830-99</b>	<b>Computer M&amp;S Charges - IS Fund - Computer M&amp;S Equipment</b>		15,800	15,800	15,800
			<u>Description</u>	<u>Units</u>	<u>Amt/Unit</u>	<u>Total</u>		
			IS Department shared hardware and software	1	2,300	2,300		
			Workstations - Roy and Mike	2	1,700	3,400		
			Visual Studio Software	1	200	200		
			ArcGIS and ArcView software upgrades	1	9,900	9,900		
<b>44,719</b>	<b>62,644</b>	<b>76,847</b>	<b><u>TOTAL MATERIALS AND SERVICES</u></b>			<b>80,792</b>	<b>80,792</b>	<b>80,792</b>
			<b><u>CAPITAL OUTLAY</u></b>					
0	0	5,000	<b>8710</b>	<b>Equipment</b>		11,000	11,000	11,000
				Large format copier				
0	0	11,000	<b>8740</b>	<b>Computer Equipment - IS Fund</b>		0	0	0
0	16,384	0	<b>8850</b>	<b>Vehicles</b>		0	0	0
0	0	0	<b>8900</b>	<b>Land Aquisition</b>		0	0	0
401,254	0	0	<b>8900-05</b>	<b>Land Aquisition - Community Development Center</b>		0	0	0
<b>401,254</b>	<b>16,384</b>	<b>16,000</b>	<b><u>TOTAL CAPITAL OUTLAY</u></b>			<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
<b>1,000,673</b>	<b>556,952</b>	<b>661,847</b>	<b><u>TOTAL REQUIREMENTS</u></b>			<b>687,636</b>	<b>687,636</b>	<b>703,435</b>