

SUMMARY OF BUDGET  
REQUIREMENTS  
2007 - 2008

DEPARTMENT ENGINEERING  
DIVISION 449 ENGINEERING

FUND 101 GENERAL

I APPROVE THIS ESTIMATE OF REQUIREMENTS FOR 7-1-07 THRU 6-30-08  
AND PRESENT MY REQUESTS FOR APPROPRIATIONS.

DEPARTMENT HEAD:

*Robert Clegg*

| ACCT<br>NO | CLASS                         | EXPENDED<br>04 05 | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|------------|-------------------------------|-------------------|-------------------|-----------------|--------------------|----------------------|
|            | ORDINARY RECURRING EXPENSES   |                   |                   |                 |                    |                      |
|            | PERSONAL SERVICES             |                   |                   |                 |                    |                      |
| 706 00     | SALARY & WAGES PERM EMPLOYEES | \$ 98,749         | \$ 121,159        | \$ 204,101      | \$ 177,122         | \$                   |
| 710 00     | FRINGE BENEFITS               | 52,449            | 70,332            | 122,461         | 106,273            |                      |
|            | TOTAL PERSONAL SERVICES       | \$ 151,198        | \$ 191,491        | \$ 326,562      | \$ 283,395         | \$                   |
|            | SUPPLIES AND MATERIALS        |                   |                   |                 |                    |                      |
| 728 00     | OFFICE SUPPLIES               | \$ 1,842          | \$ 1,648          | \$ 2,000        | \$ 2,000           | \$                   |
| 730 00     | POSTAGE                       | 2,225             | 2,081             | 2,500           | 2,500              |                      |
| 757 00     | OPERATING SUPPLIES            | 2,926             | 1,555             | 2,500           | 6,000              |                      |
| 759 00     | PHOTOGRAPHIC SUPPLIES         | 0                 | 0                 | 200             | 200                |                      |
|            | TOTAL SUPPLIES & MATERIALS    | \$ 6,993          | \$ 5,284          | \$ 7,200        | \$ 10,700          | \$                   |
|            | CARRIED FORWARD               | \$ 158,191        | \$ 196,775        | \$ 333,762      | \$ 294,095         | \$                   |

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DEPARTMENT ENGINEERING  
DIVISION 449 ENGINEERING

FUND 101 GENERAL

| ACCT<br>NO | CLASS                             | EXPENDED<br>04 05 | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|------------|-----------------------------------|-------------------|-------------------|-----------------|--------------------|----------------------|
|            | BROUGHT FORWARD                   | \$ 158,191        | \$ 196,775        | \$ 333,762      | \$ 294,095         | \$                   |
| 801 00     | CONTRACTUAL SERVICES              |                   |                   |                 |                    |                      |
|            | PROFESSIONAL SERVICES             | \$ 90             | \$ 564            | \$ 700          | \$ 660             | \$                   |
| 818 00     | CONTRACTUAL SERVICES              | 24,019            | 24,938            | 31,480          | 34,250             |                      |
| 853 00     | TELEPHONE                         | 5,091             | 3,936             | 5,700           | 5,080              |                      |
| 873 00     | TRAVEL & TRAINING                 | 527               | 913               | 1,000           | 1,000              |                      |
| 901 00     | ADVERTISING                       | 737               | 1,852             | 250             | 1,000              |                      |
| 936 00     | REPAIRS & MAINTENANCE             | 50                | 395               | 400             | 400                |                      |
| 947 00     | RENT CITY OWNED MOTOR VEHICLES    | 22,763            | 33,375            | 37,648          | 39,279             |                      |
| 958 00     | DUES & SUBSCRIPTIONS              | 1,118             | 1,613             | 2,185           | 2,000              |                      |
|            | TOTAL CONTRACTUAL SERVICES        | \$ 54,395         | \$ 67,586         | \$ 79,363       | \$ 83,669          | \$                   |
|            | TOTAL ORDINARY RECURRING EXPENSES | \$ 212,586        | \$ 264,361        | \$ 413,125      | \$ 377,764         | \$                   |
|            | CAPITAL OUTLAY                    |                   |                   |                 |                    |                      |
|            | TOTAL CAPITAL OUTLAY              | \$ 0              | \$ 0              | \$ 0            | \$                 | \$                   |
|            | TOTAL FOR DIVISION                | \$ 212,586        | \$ 264,361        | \$ 413,125      | \$ 377,764         | \$                   |



710-00 FRINGE BENEFITS

| DESCRIPTION                            | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|--|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS                  | \$ 70,332         | \$ 122,461      |                    |                      |
| FULL-TIME SALARIES OF \$177,122 X 0.60 |                   |                 | \$ 106,273         | \$                   |
|  |                   |                 | \$ 106,273         | \$                   |

728-00 OFFICE SUPPLIES

| DESCRIPTION                    | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|--------------------------------|-------------------|-----------------|--------------------|----------------------|
| -----<br>PREVIOUS YEARS TOTALS | \$ 1,648          | \$ 2,000        |                    |                      |
| GENERAL OFFICE SUPPLIES        |                   |                 | \$ 2,000           | \$                   |
|                                |                   |                 | -----<br>\$ 2,000  | -----<br>\$          |

730-00 POSTAGE

| DESCRIPTION   | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS   | \$ 2,081          | \$ 2,500        |                    |                      |
| GENERAL MAILINGS OF PLANS, MAPS, LETTERS,<br>AND OTHER CORRESPONDENCE |                   |                 | \$ 2,500           | \$                   |
|   |                   |                 | \$ 2,500           | \$                   |

757-00 OPERATING SUPPLIES

| DESCRIPTION   | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS   | \$ 1,555          | \$ 2,500        |                    |                      |
| 1. DRAFTING SUPPLIES AND PAPER:<br>PLAN-PROFILE & PLOTTER PAPER, DRAFTING TOOLS, FOAM<br>CORE BOARD, PLOTTER INK & PENS, MISC SUPPLIES. |                   |                 | \$ 2,000           | \$                   |
| 2. SURVEYING SUPPLIES:<br>TAPE, RULES, LUMBER CRAYONS, FLAGGING, STAKES,<br>HUBS, MARKERS, LATH AND MISC SUPPLIES.                      |                   |                 | 500                |                      |
| 3. LARGE FORMAT COPY MACHINE (1/2 COST)<br>SPLIT COST WITH PLANNING DEPT.   |                   |                 | 3,500              |                      |
|   |                   |                 | \$ 6,000           | \$                   |

759-00 PHOTOGRAPHIC SUPPLIES

| DESCRIPTION                    | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|--------------------------------|-------------------|-----------------|--------------------|----------------------|
| -----<br>PREVIOUS YEARS TOTALS | \$ 0              | \$ 200          |                    |                      |
| 1. 35MM FILM (SLIDES & PRINTS) |                   |                 | \$ 200             | \$                   |
|                                |                   |                 | -----<br>\$ 200    | -----<br>\$          |

801-00 PROFESSIONAL SERVICES

| DESCRIPTION  | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|--|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS  | \$ 564            | \$ 700          |                    |                      |
| 1. EMPLOYEE PHYSICALS (1 @ \$60)   |                   |                 | \$ 60              | \$                   |
| 2. EMPLOYEE SAFETY EQUIPMENT INCLUDING: GLASSES,<br>SHOES, HARD HATS AND VESTS |                   |                 | 600                |                      |
|  |                   |                 | \$ 660             | \$                   |

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

818-00 CONTRACTUAL SERVICES

FUND: 101 GENERAL  
 DIVISION: 449 ENGINEERING

| DESCRIPTION  | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|--|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS  | \$ 24,938         | \$ 31,480       |                    |                      |
| 1. DATA PROCESSING   |                   |                 | \$ 25,100          | \$                   |
| 2. PHOTO COPIES  |                   |                 | 8,400              |                      |
| 3. LARGE FORMAT COPIER MAINTENANCE AGREEMENT<br>1/2 THE COST (SPLIT WITH PLANNING DEPT.) |                   |                 | 750                |                      |
|  |                   |                 | \$ 34,250          | \$                   |

853-00 TELEPHONE

| DESCRIPTION   | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS                               | \$ 3,936          | \$ 5,700        |                    |                      |
| LOCAL AND LONG DISTANCE CALLS                       |                   |                 | \$ 1,080           | \$                   |
| NEXTALS - USED IN THE FIELD ON PROJECTS<br>250 X 12 |                   |                 | 3,000              |                      |
| FOUR NEW PHONES 250 X 4                             |                   |                 | 1,000              |                      |
|   |                   |                 | \$ 5,080           | \$                   |

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

873-00 TRAVEL & TRAINING

FUND: 101 GENERAL  
 DIVISION: 449 ENGINEERING

| DESCRIPTION                                   | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS                         | \$ 913            | \$ 1,000        |                    |                      |
| 1. ASSISTANT CITY ENGINEER MSPE STATE MEETING |                   |                 | \$ 200             | \$                   |
| 2. STAFF TECHNICAL SEMINAR<br>2 @ \$200       |                   |                 | 400                |                      |
| 3. STAFF PROJECT RELATED<br>TRAVEL EXPENSE    |                   |                 | 400                |                      |
|   |                   |                 | \$ 1,000           | \$                   |

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL  
 DIVISION: 449 ENGINEERING

901-00 ADVERTISING

| DESCRIPTION                    | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|--------------------------------|-------------------|-----------------|--------------------|----------------------|
| -----<br>PREVIOUS YEARS TOTALS | \$ 1,852          | \$ 250          |                    |                      |
| PROJECT ADVERTISING            |                   |                 | \$ 1,000           | \$                   |

ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

936-00 REPAIRS & MAINTENANCE

FUND: 101 GENERAL  
 DIVISION: 449 ENGINEERING

| DESCRIPTION                                   | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS                         | \$ 395            | \$ 400          |                    |                      |
| 1. CLEANING AND ADJUSTING SURVEYING EQUIPMENT |                   |                 | \$ 200             | \$                   |
| 2. MAINTENANCE - PRINT MACHINE                |                   |                 | 200                |                      |
|   |                   |                 | \$ 400             | \$                   |



ANALYSIS OF BUDGET REQUIREMENTS FOR 07-08

FUND: 101 GENERAL  
 DIVISION: 449 ENGINEERING

958-00 DUES & SUBSCRIPTIONS

| DESCRIPTION                                   | EXPENDED<br>05 06 | BUDGET<br>06 07 | REQUESTED<br>07 08 | RECOMMENDED<br>07 08 |
|---|-------------------|-----------------|--------------------|----------------------|
| PREVIOUS YEARS TOTALS                         | \$ 1,613          | \$ 2,185        |                    |                      |
| 1. NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS |                   |                 | \$ 750             | \$                   |
| 2. PE RENEWAL 2 @ \$100                       |                   |                 | 200                |                      |
| 3. U.S. GOVERNMENT PUBLICATIONS               |                   |                 | 800                |                      |
| 4. AMERICAN SOCIETY OF CIVIL ENGINEERS        |                   |                 | 250                |                      |
|   |                   |                 | \$ 2,000           | \$                   |