

City of West Allis  
Engineering  
2018 Budget

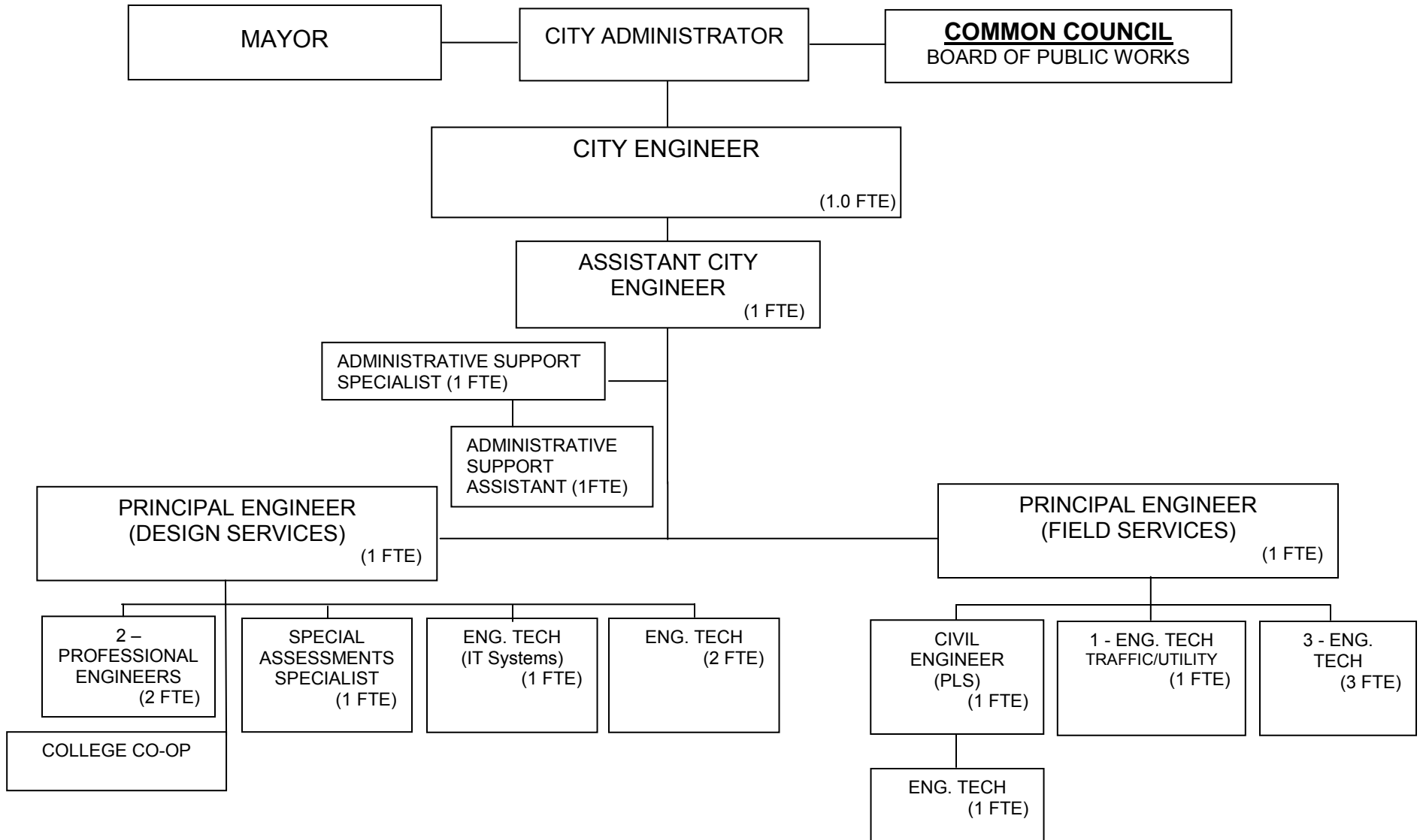
<i>EXPENDITURES</i>	2015 Actual	2016 Actual	2017 Budget	2017 Adjusted Budget	2017 Year-to-Date	2018 Request	2018 Additions/ Deletions	2018 Budget	Change	% Change
Salaries	\$ 741,208	\$ 770,748	\$ 813,544	\$ 813,544	\$ 439,468	\$ 864,209	\$ -	\$ 864,209	\$ 50,665	
Provisionals/Part-Time	\$ 8,627	\$ 6,746	\$ 14,000	\$ 14,000	\$ 2,702	\$ 51,000	\$ -	\$ 51,000	\$ 37,000	
Misc Other Pay	\$ 22,552	\$ 19,833	\$ 24,000	\$ 24,000	\$ 9,231	\$ 20,000	\$ -	\$ 20,000	\$ (4,000)	
Overtime	\$ 19,908	\$ 28,297	\$ 25,000	\$ 25,000	\$ 5,789	\$ 15,000	\$ -	\$ 15,000	\$ (10,000)	
Payroll Taxes	\$ 58,293	\$ 60,811	\$ 66,000	\$ 66,000	\$ 34,289	\$ 81,790	\$ -	\$ 81,790	\$ 15,790	
Pension	\$ 64,813	\$ 66,156	\$ 60,000	\$ 60,000	\$ 32,594	\$ 69,099	\$ -	\$ 69,099	\$ 9,099	
Health Insurance	\$ 209,052	\$ 183,553	\$ 214,981	\$ 214,981	\$ 102,586	\$ 243,489	\$ -	\$ 243,489	\$ 28,508	
Dental Insurance	\$ 10,258	\$ 11,924	\$ 13,311	\$ 13,311	\$ 6,633	\$ 12,981	\$ -	\$ 12,981	\$ (330)	
Life Insurance	\$ 1,731	\$ 1,901	\$ 1,600	\$ 1,600	\$ 979	\$ 2,254	\$ -	\$ 2,254	\$ 654	
Professional Services	\$ -	\$ 3,317	\$ -	\$ -	\$ 1,713	\$ -	\$ -	\$ -	\$ -	
Maintenance Contracts	\$ 23,398	\$ 3,884	\$ 19,000	\$ 34,458	\$ 17,108	\$ 19,000	\$ -	\$ 19,000	\$ -	
Utilities	\$ 6,461	\$ 6,618	\$ 6,700	\$ 6,700	\$ 4,617	\$ 6,700	\$ -	\$ 6,700	\$ -	
Rentals	\$ -	\$ -	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ (100)	
Repair & Maintenance	\$ -	\$ -	\$ 100	\$ 100	\$ 12	\$ -	\$ -	\$ -	\$ (100)	
Supplies	\$ 9,817	\$ 7,230	\$ 10,300	\$ 10,400	\$ 8,128	\$ 9,800	\$ -	\$ 9,800	\$ (500)	
Books & Periodicals	\$ 299	\$ 123	\$ 300	\$ 300	\$ 225	\$ 300	\$ -	\$ 300	\$ -	
Advertising	\$ -	\$ -	\$ -	\$ -	\$ 920	\$ -	\$ -	\$ -	\$ -	
Printing	\$ 1,193	\$ (292)	\$ 200	\$ 200	\$ (33)	\$ 100	\$ -	\$ 100	\$ (100)	
Training & Travel	\$ 13,900	\$ 14,780	\$ 20,300	\$ 20,300	\$ 5,902	\$ 19,450	\$ -	\$ 19,450	\$ (850)	
Regulatory & Safety	\$ 124	\$ -	\$ 200	\$ 200	\$ 112	\$ 150	\$ -	\$ 150	\$ (50)	
Capital Items	\$ 632	\$ 5,722	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ (3,000)	\$ 5,000	\$ (3,000)	
Transfers Out	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL EXPENDITURES</b>	\$ 1,192,264	\$ 1,194,349	\$ 1,297,636	\$ 1,313,194	\$ 672,975	\$ 1,423,322	\$ (3,000)	\$ 1,420,322	\$ 122,686	9.45%

**2018 BUDGET NOTES:**

The Engineering budget includes an additional Engineering Tech position for 2018. A vacant Administrative Support Assistant position in the Water Utility to mitigate the change and keep overall city staffing at the same level as last year.

Final Budget changes include the removal of capital accumulation funding for a vehicle as these needs will be addressed as part of the city-wide Capital Improvement Plan

## ORGANIZATIONAL CHART ENGINEERING



# 2018 DEPARTMENT BUSINESS PLAN

Department	Director	Fund and Dept. Group
DPW/Engineering	Michael Lewis	Engineering
Mission/Overview		
To design and implement improvements to the City's infrastructure in a safe, efficient and cost effective manner which best serves the citizens of West Allis.		
Performance Measures		
<p>Engineering has identified our main mission as well as other services provided. Performance can be measured by how well services* are provided. The following are the Engineering Division Performance Measures:</p> <ol style="list-style-type: none"> <li>1. Was the design and implementation of the annual Capital Improvement Program completed in a safe, efficient and cost effective manner, best serving the citizens of West Allis?</li> <li>2. Were information requests for technical data provided to contractors, consultants and other City Departments in a timely, efficient and cost effective manner?</li> <li>3. Was compliance with State and local requirements for storm water met in an efficient and cost effective manner?</li> <li>4. Was compliance with State and local requirements for sanitary sewer met in an efficient and cost effective manner?</li> <li>5. Was the public assisted with infrastructure records in an efficient and cost effective manner?</li> <li>6. Were citizen complaint responded to in a timely, efficient and cost effective manner?</li> <li>7. Were permits (oversized loads, driveway, road cuts, special parking, etc.) issued in a timely, efficient and cost effective manner?</li> <li>8. Was the evaluation of the City's infrastructure condition completed in an efficient and cost effective manner in and compliance with State and local requirements?</li> <li>9. Was the City Infrastructure maintained in GIS in compliance with State and local requirements and for use in the City's asset management in a timely, efficient and cost effective manner?</li> <li>10. Were Special Assessment calculations, notices, billing and questions completed in an efficient and cost effective manner?</li> </ol>		
*See Services Provided section.		
Position Information*		
<i>Titles</i>	<i>Number</i>	<i>Funding Source(s)</i>
Director of Public Works/City Engineer	0.5	General, Water, Storm and Sanitary Funds

Assistant City Engineer	1	General, Water, Storm and Sanitary Funds
Principal Engineer	2	General, Water, Storm and Sanitary Funds
Professional Engineer	2	General, Water, Storm and Sanitary Funds
Civil Engineer Professional licensed Surveyor	1	General, Water, Storm and Sanitary Funds
Engineering Technician – IT Systems	1	General, Water, Storm and Sanitary Funds
Engineering Technician – Traffic & Utility	1	General
Engineering Technician	5	General, Water, Storm and Sanitary Funds
Administrative Support Specialist	1	General
Administrative Support Assistant	1	General
Special Assessments Specialist	1	General
<b>Vacant Positions*</b>		
<i>Title</i>	<i>Length of Vacancy</i>	<i>2018 Plan/Current Status</i>
Engineering Technician	New Additional Position	Position would be filled in early 2018 if budget for position is approved

<b>Services Provided*</b>					
<i>Service</i>	<i>Funded by</i>	<i>Frequency</i>	<i>Shared Service (list Partners)</i>	<i>Contracted</i>	<i>Statutory (Federal, State, Local)</i>
Design and Implementation of the Capital Improvement Program	General, Water, Storm and Sanitary Funds, and special funds. (CDBG, Grants, Private Developers, Wisconsin DOT funds, etc.)	Continual	N/A	Construction, Design of non-city funded projects. (For which we provide review)	Fed., State and Local requirements
Provide Engineering assistance	General,	Continual	N/A	N/A	N/A

on Development projects, Wisconsin DOT projects and other City Projects	Water, Storm and Sanitary Funds, and special funds. (CDBG, Grants, Private Developers, Wisconsin DOT funds, etc.)				
Assure compliance with State and local requirements for storm water	Storm Water Funds	Continual	N/A	N/A	State and Local
Assure compliance with State and local requirements for sanitary sewer	Sanitary sewer Funds	Continual	N/A	N/A	State and Local
Assist the public with infrastructure records	General, Water, Storm and Sanitary Funds	Continual	N/A	N/A	N/A
Respond to Citizen complaints	General, Water, Storm and Sanitary Funds	Continual	N/A	N/A	N/A
Issue permits, including oversized loads, driveway, road cuts, special parking, etc.	General	Continual	N/A	N/A	Local
Evaluation of infrastructure condition to prioritize for improvements	General, Water, Storm and Sanitary Funds	Continual	N/A	Inspection of bridge structures is contracted	State and Local
Maintain City Infrastructure in GIS	General, Water, Storm and Sanitary Funds	Annually (Approximately 10 weeks/year)	N/A	N/A	Local and State
Calculate and bill Special Assessments for projects	General	Continual	N/A	N/A	State and Local guidelines

Insert additional rows as needed. Click [here](#) for instructions or "google" - how to insert rows in a Microsoft word table

**1. Strategic Plan Goal #5 – Excellence in Government, calls for operational analysis/audit/alternative service delivery options, continuous improvement and a culture of innovation. To assist with accomplishing this goal, identify the top three services provided (by time or money spent) and 2018 efforts to improve service delivery (quality and/or resources allocated)**

**Design and Implementation of the Capital Improvement Program** is the most important service provided by Engineering. Engineering continually reviews and improves the design and construction issues and makes improvements as needed. (Lean) When a better idea is introduced, we implement it and monitor the results. Our processes have evolved significantly

through the years.

**Providing Engineering assistance on Development projects, Wisconsin DOT projects and other City Projects** is an important service provided by Engineering. With recent technology changes, we have been able to provide assistance more efficiently. We continue to monitor new technology for changes that may help us improve our efficiencies even further. (Lean)

**Evaluation of infrastructure condition to prioritize for improvements** is a critical part of infrastructure management. New technology has helped to analyze some of our infrastructure, as well as tracking issues. Better evaluation methods allow us to get the maximum useful life from our infrastructure, as well as targeting where funds need to be spent to provide the most for our money.

## 2. Describe any additional proposed changes to service delivery. (new initiatives should be documented on the new initiative form)

Engineering is proposing to add another Engineering Technician position in 2018. The additional position is needed for Engineering to meet the increase in special projects, such as green infrastructure and private property infiltration and inflow reduction projects, both funded by MMSD, grant projects, DOT projects as well as the meeting the needs of our deteriorating infrastructure Capital Improvement Projects. Funding of this position is detailed in the included New Initiative Form.

The Engineering Division is continually identifying and implementing improvements to our processes. This Lean practice will continue to assure the most efficient delivery of our service.

## 3. 2017 Accomplishments (include Strategic Plan and other approved plans accomplishments)

- Continued work to expand bike trail. (Strategic Goal #1)
- Street designs include pedestrian and bike accommodations. (Strategic Goal #2)
- Automation of the permit process for Special Parking and Rain Barrels.

## 4. 2018 Priorities/Goals (include Strategic Plan and other approved plans goals)

The Capital Improvement Program is consistent with the "Complete Street" recommendations outlined in the **Citywide 2017-2022 Strategic Plan** as outlined in Strategic Action 2-4:

*"Expand existing efforts to achieve city-wide Complete Streets program that provides safe and healthy transportation choices for multiple users of all ages, including driving, biking, walking or taking transit."*

The CIP for pavement, sanitary sewer, storm sewer, water main and street lighting replacement will also move the City towards compliance with Strategic Action 4-7:

*"Develop a sustainable Capital Improvement Plan which includes equipment and facilities replacement cycles, and maintenance and repair plans"*

The plans for National Avenue are specifically taken from the **National Avenue Corridor Strategic Plan** adopted by the Council on 12/20/16 (R-2016-0299) and the streetscaping items in this plan such as bricks and benches and decorative lights are meant to fulfill the Strategic Outcome:

*"Aesthetically pleasing streets and right-of-way that encourages the attraction of residents, customers and employers."*



## 2018 NEW INITIATIVE BUDGET PROPOSAL

Proposed New Initiative	
Initiative Name	New Engineering Technician Position
Initiative Leader Contact	Joseph M Burtch
Alternate Contacts	
Contacts E-Mail Addresses	<a href="mailto:jburtch@westalliswi.gov">jburtch@westalliswi.gov</a>
Phone/Extension	8379

Please submit New Initiative proposal with your budget documents to [rqrill@westalliswi.gov](mailto:rqrill@westalliswi.gov)

**Please complete the form below describing your proposed New Initiative**

**1. Summary of Proposed Initiative (not to exceed 200 words); provide a synopsis of the proposed project.**

Engineering is proposing to increase staffing by one additional position. The position would be an Engineering Technician. This additional position is needed for Engineering to achieve it main mission; "To design and implement improvements to the City's infrastructure in a safe, efficient and cost effective manner which best serves the citizens of West Allis."

To properly design and implement improvements to the City's infrastructure, the condition of the infrastructure has to be maintained. If the condition is allowed to deteriorate faster than the infrastructure is being replaced it would cause an increasing backlog of work that needs to be completed. This growing backlog of work would continue to build impose excessive repair cost on the City in the future.

The City has recognized the fact that more funds where needed to keep up with the needs of the infrastructure and has allocated more funding for construction to meet those needs. To provide the design and implementation of the growing number of projects, additional Engineering staff is needed.

**2. New and Innovative (not to exceed 100 words); CWA is looking for new ways to deliver programs, products, or services. Describe what is new and innovative about this project.**

Adding staff is not new or innovative, but finding funding will require taking a new look at how the utilities pay for the work done for them. The funding required will come through the utility funds by adjusting the amounts reimbursed by each utility to closer reflect the actual amount of time spent by Engineering staff working for the utility.

**3. Strategic Importance (not to exceed 100 words); Why is this project of strategic importance?**

Proper management of the City's infrastructure helps toward meeting several of the Strategic Plan Goals. Goal #1- Well maintained infrastructure improves the image of the City. Goal #2- Well maintained infrastructure improves the quality of life in the City. Goal #4- Good infrastructure attracts growth for economic vitality and sustainability. Goal #5- The ability to properly maintain infrastructure in an efficient manner reflects an excellence in government.

**4. Identify others who are benefiting from the new initiative and how they would benefit.**

This initiative will benefit the citizens and business' of West Allis by providing proper upkeep for the City infrastructure. It makes the City a more appealing place to work, live and visit

**5. Outcomes and Metrics (not to exceed 200 words):**  
 What outcomes do you expect from this initiative? What are the metrics you will use to measure success?

With additional staff we will be able to meet the demand of infrastructure management. We will be able to measure the success in the satisfactory completion of each years CIP.

**6. Please indicate the estimated funding required and the anticipated duration (maximum of 3 years) of this Initiative.**

- a. Estimate the revenue, expenses less the staffing and HR costs, and the initiative funding requested by year. Next provide an estimate for staffing and the total cost for the initiative by year.
- b. When considering human resources, please estimate the “fully-loaded” cost. (“Fully-loaded” cost includes direct plus all indirect costs, including infrastructure/overhead).
- c. Explain the potential revenue sources by providing a list of potential users/customers. If the new initiative involves non-financial returns of some kind, explain those and identify the users/customers.

Duration of Initiative:  1 Year  2 Years  3 Years

Budget: *To complete, double click on the spreadsheet to enter data.*

Budget Item	Year One	Year Two	Year Three	Initiative Totals
Anticipated Revenue	\$0	\$0	\$0	\$0
Anticipated Expenses (less staffing and HR)	\$0	\$0	\$0	\$0
<b>Initiative Net Requested (subtotal)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Anticipated Staffing and HR Costs	\$0	\$0	\$0	\$0
<b>Total Initiative Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Revenue Explanation: If the initiative is expected to generate revenue, justify the expected revenue and provide a list of potential users and customers. If the initiative involves non-financial returns of some kind, please explain this non-financial return and describe the users and customers.

**7. Sustainability of the Initiative:** If the required funding exceeds 1-3 years, how will the City continue to fund the initiative?

The proposed initiative would be indefinite. The amount of public infrastructure in West Allis requires continual improvements to keep up with the deterioration.



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
Engineering							
Regular Employees							
100-4601-533.11-01	Salary & Wages	581,352	601,101	1,120,360	1,191,025	1,191,025	70,665
LEVEL	TEXT						
CCBG	CITY ENGINEER						
	ASST. CITY ENGINEER						
	2 PRINCIPAL ENGINEERS						
	2 PROFESSIONAL ENGINEERS						
	1 CIVIL ENGINEER/PROF LAND SURVEYOR						
	8 ENGINEERING TECHS						
	ADMIN SUPPORT SPECIALIST						
	ADMIN SUPPORT ASSISTANT						
	SPECIAL ASSESSMENT SPECIALIST						
	18.0 POSITIONS						
						1,191,025	
						1,191,025	
100-4670-533.11-01	Salary & Wages	0	0	2,819-	2,819-	2,819-	0
LEVEL	TEXT						
CCBG	5% CITY ENGINEER TO WATER						
						2,819-	
						2,819-	
100-4672-533.11-01	Salary & Wages	0	0	5,639-	5,639-	5,639-	0
LEVEL	TEXT						
CCBG	10% CITY ENGINEER TO SANITARY SEWER						
						5,639-	
						5,639-	
100-4674-533.11-01	Salary & Wages	0	0	5,639-	5,639-	5,639-	0
LEVEL	TEXT						
CCBG	10% CITY ENGINEER TO STORM						
						5,639-	
						5,639-	
100-4676-533.11-01	Salary & Wages	0	0	2,819-	2,819-	2,819-	0
LEVEL	TEXT						
CCBG	5% CITY ENGINEER TO SOLID WASTE						
						2,819-	
						2,819-	
100-4601-533.11-02	Vacation	85,473	79,280	0	0	0	0
100-4601-533.11-03	Holidays	49,625	49,045	0	0	0	0
100-4601-533.11-04	Sick Leave	10,339	33,335	0	0	0	0
100-4601-533.11-06	Funeral Leave	1,535	467	0	0	0	0
100-4601-533.11-08	Injury Time-Workers Comp	0	96	0	0	0	0
100-4601-533.11-12	Comp Time Used	12,884	7,423	0	0	0	0
100-4601-533.11-20	Est hourly labor - budget	0	0	100	100	100	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
LEVEL	TEXT			TEXT	AMT		
CCBG	TRANSFERRED LABOR IN				100		
					100		
100-4601-533.11-21	Trans Payroll pct- budget	0	0	290,000-	310,000-	310,000-	20,000-
LEVEL	TEXT			TEXT	AMT		
CCBG	COMM. DEV. BLOCK GRANT PROGRAM				10,000-		
	WATER UTILITY PROJECTS				70,000-		
	SANITARY SEWER PROJECTS				130,000-		
	STORM SEWER PROJECTS				85,000-		
	TIF PROJECTS				15,000-		
					310,000-		
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*	Regular Employees	741,208	770,747	813,544	864,209	864,209	50,665
	Provisional Employees-PT						
100-4601-533.12-01	Prov. Salary & Wages	8,627	6,746	14,000	51,000	51,000	37,000
LEVEL	TEXT			TEXT	AMT		
CCBG	HIGH SCHOOL & COLLEGE INTERNS-CO-OPS				51,000		
					51,000		
		-----	-----	-----	-----	-----	-----
*	Provisional Employees-PT	8,627	6,746	14,000	51,000	51,000	37,000
	Overtime						
100-4601-533.13-01	Overtime Pay	19,908	28,297	25,000	15,000	15,000	10,000-
LEVEL	TEXT			TEXT	AMT		
CCBG	OVERTIME PAYOUT				25,000		
					25,000		
		-----	-----	-----	-----	-----	-----
*	Overtime	19,908	28,297	25,000	15,000	15,000	10,000-
	Misc Additional Pays						
100-4601-533.14-10	Car Allowance	22,552	19,833	24,000	20,000	20,000	4,000-
LEVEL	TEXT			TEXT	AMT		
CCBG	CAR ALLOWANCE PER IRS RATE				24,000		
					24,000		
		-----	-----	-----	-----	-----	-----
*	Misc Additional Pays	22,552	19,833	24,000	20,000	20,000	4,000-
	Insurance						
100-4601-533.21-01	Health Insurance	209,052	183,553	286,640	243,489	243,489	43,151-
LEVEL	TEXT			TEXT	AMT		

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
CCBG	ENG DEPT TOTAL			286,889			
	ESTIMATE TO WATER			18,400-			
	ESTIMATE TO STORM			25,000-			
	ESTIMATE TO SEWER (INCLUDED IN \$130K SALARY CR)						
				243,489			
100-4601-533.21-03	Hlth Ins-other offsets	0	0	71,659-	0	0	71,659
100-4601-533.21-04	Life Insurance	1,731	1,901	1,600	2,254	2,254	654
LEVEL	TEXT			TEXT AMT			
CCBG	ENG STAFF TOTAL			2,654			
	ESTIMATE TO WATER			100-			
	ESTIMATE TO STORM			300-			
				2,254			
100-4601-533.21-07	Dental Insurance	10,258	11,924	17,748	12,981	12,981	4,767-
LEVEL	TEXT			TEXT AMT			
CCBG	ENG STAFF TOTAL			15,981			
	ESTIMATE TO WATER			1,000-			
	ESTIMATE TO STORM			2,000-			
				12,981			
100-4601-533.21-09	Dntl Ins-other offsets	0	0	4,437-	0	0	4,437
*	Insurance	221,041	197,378	229,892	258,724	258,724	28,832
	Payroll Taxes						
100-4601-533.22-01	Social Secrty-OASDI 6.2%	47,246	49,261	51,000	66,213	66,213	15,213
LEVEL	TEXT			TEXT AMT			
CCBG	ENG STAFF TOTAL			76,013			
	ESTIMATE TO WATER			4,500-			
	ESTIMATE TO STORM			5,300-			
				66,213			
100-4601-533.22-02	Social Security-HI 1.45%	11,048	11,550	15,000	15,577	15,577	577
LEVEL	TEXT			TEXT AMT			
CCBG	ENG STAFF TOTAL			17,777			
	ESTIMATE TO WATER			1,000-			
	ESTIMATE TO STORM			1,200-			
				15,577			
*	Payroll Taxes	58,294	60,811	66,000	81,790	81,790	15,790
	Retirement						
100-4601-533.23-01	Retirement-General	51,839	52,618	60,000	69,099	69,099	9,099
LEVEL	TEXT			TEXT AMT			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
CCBG	ENG STAFF TOTAL			79,799			
	ESTIMATE TO WATER			5,000-			
	ESTIMATE TO STORM			5,700-			
				69,099			
-----							
*	Retirement	51,839	52,618	60,000	69,099	69,099	9,099
	Retirement-Unfunded Liab						
100-4601-533.24-01	Retirement-General	12,974	13,538	0	0	0	0
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*	Retirement-Unfunded Liab	12,974	13,538	0	0	0	0
	Professional Services						
100-4601-533.30-02	Consultants	0	3,317	0	0	0	0
-----							
*	Professional Services	0	3,317	0	0	0	0
	Maintenance Contracts						
100-4601-533.32-01	Computer Equip/Software	795	0	0	0	0	0
100-4601-533.32-04	Other	22,603	3,884	19,000	19,000	19,000	0
-----							
LEVEL	TEXT			TEXT AMT			
CCBG	CAD COMPUTER MAINTENANCE CONTRACTS			19,000			
				19,000			
-----							
*	Maintenance Contracts	23,398	3,884	19,000	19,000	19,000	0
	Utility Services						
100-4601-533.41-06	Telephone/Internet	6,461	6,618	6,700	6,700	6,700	0
-----							
LEVEL	TEXT			TEXT AMT			
CCBG	TELEPHONE			6,700			
				6,700			
-----							
*	Utility Services	6,461	6,618	6,700	6,700	6,700	0
	Rentals						
100-4601-533.43-02	Equipment Rental from PW	0	0	100	0	0	100-
-----							
LEVEL	TEXT			TEXT AMT			
CCBG	EQUIP. RENTAL FROM PUBLIC WORKS						
-----							
*	Rentals	0	0	100	0	0	100-
	Repair & Maintenance						
100-4601-533.44-01	Office Furniture & Equip	0	0	50	0	0	50-
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LEVEL	TEXT			TEXT AMT			
CCBG	OTHER EQUIP. REPAIR						
100-4601-533.44-08	Other	0	0	50	0	0	50-
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LEVEL	TEXT			TEXT AMT			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
CCBG	GENERAL REPAIR WORK						
* Repair & Maintenance		0	0	100	0	0	100-
General Supplies							
100-4601-533.51-01	Postage	3,373	2,551	3,500	3,500	3,500	0
LEVEL	TEXT						
CCBG	NOTICES TO PROPERTY OWNERS (MC-2300-500)			1,600			
	HEARINGS & ASSESSMENT BILLS (MC-2300-500)			1,600			
	GENERAL CONSTRUCTION NOTICES			300			
				3,500			
100-4601-533.51-02	Office Supplies	4,077	2,791	5,000	4,500	4,500	500-
LEVEL	TEXT						
CCBG	STATIONERY			400			
	DESIGN SUPPLIES			1,000			
	PLAN PREPARATION SUPPLIES			1,000			
	PRINT PAPER			1,600			
	TONER PRINT			500			
				4,500			
100-4601-533.51-09	Other	1,567	1,688	1,600	1,600	1,600	0
LEVEL	TEXT						
CCBG	GENERAL MATERIALS REPLACEMENT			1,600			
				1,600			
100-4602-521.51-09	Other	800	200	200	200	200	0
LEVEL	TEXT						
CCBG	HELMETS, VESTS, AWARDS			200			
				200			
* General Supplies		9,817	7,230	10,300	9,800	9,800	500-
Books & Periodicals							
100-4601-533.52-01	Subscriptions	299	123	300	300	300	0
LEVEL	TEXT						
CCBG	PROFESSIONAL ENGINEERING BOOKS			50			
	DAILY REPORTER & ENGINEERING MAGAZINE			250			
				300			
* Books & Periodicals		299	123	300	300	300	0
Printing							
100-4601-533.55-01	In-house (Print Shop)	785	0	50	0	0	50-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
	LEVEL TEXT						
	CCBG GENERAL PRINTING						
	(WILL CHARGE FEE FOR PLANS & SPECIFICATIONS)						
100-4601-533.55-02	Out-sourced	70	25	150	100	100	50-
	LEVEL TEXT						
	CCBG OUT SOURCED PRINTING						
				100			
				100			
100-4601-533.55-04	Bid Documents for re-sale	337	317-	0	0	0	0
		-----	-----	-----	-----	-----	-----
* Printing		1,192	292-	200	100	100	100-
Travel							
100-4601-533.56-01	Local Business Meetings	262	145	400	250	250	150-
	LEVEL TEXT						
	CCBG MMSD & DNR & MISC. BUSINESS TRAVEL						
				250			
				250			
100-4601-533.56-02	Conferences & Seminars	5,348	4,683	7,500	7,500	7,500	0
	LEVEL TEXT						
	CCBG APWA NATIONAL CONVENTION (2)						
				3,500			
	APWA SPRING AND FALL MEETINGS (2)			2,000			
	AWWA STATE CONVENTION			500			
	AWWA OR OTHER NATIONAL CONFERENCE (1)			1,500			
				7,500			
100-4602-521.56-03	Other	152	200	400	200	200	200-
	LEVEL TEXT						
	CCBG CADET REWARD TRAVEL						
				200			
				200			
		-----	-----	-----	-----	-----	-----
* Travel		5,762	5,028	8,300	7,950	7,950	350-
Education & Training							
100-4601-533.57-01	Membership Dues	1,344	1,438	1,500	1,500	1,500	0
	LEVEL TEXT						
	CCBG LAND SURVEYOR						
				150			
	APWA ASSOCIATION			500			
	AWWA ASSOCIATION			200			
	TRANSPORTATION DEVELOPMENT ASSN			300			
	ASCE ASSOCIATION (2)			350			
				1,500			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
100-4601-533.57-02	Registration Fees	6,795	8,314	10,500	10,000	10,000	500-
LEVEL	TEXT			TEXT AMT			
CCBG	SURVEYORS INSTITUTE			1,200			
	SEWER SEMINAR			1,200			
	CONCRETE PAVING			1,200			
	ASPHALT PAVING			1,200			
	CAD TRAINING			250			
	MISC. ENGINEERING SEMINARS			4,700			
	ENGINEER COMPUTER TRAINING			250			
				10,000			
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* Education & Training		8,139	9,752	12,000	11,500	11,500	500-
Safety Supplies							
100-4601-533.60-01	Clothing/Uniforms	124	0	150	150	150	0
LEVEL	TEXT			TEXT AMT			
CCBG	CLOTHING & SAFETY GLASSES			150			
				150			
100-4601-533.60-03	Training Supplies	0	0	50	0	0	50-
LEVEL	TEXT			TEXT AMT			
CCBG	TRAINING MATERIALS						
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* Safety Supplies		124	0	200	150	150	50-
Capital Items							
100-4601-533.70-01	Furniture & Fixtures	400	3,177	2,000	2,000	2,000	0
LEVEL	TEXT			TEXT AMT			
CCBG	OFFICE FURITURE REPLACEMENT			2,000			
				2,000			
100-4601-533.70-02	Vehicles	0	0	3,000	3,000	0	3,000-
LEVEL	TEXT			TEXT AMT			
CCBG	SURVEYOR VAN REPLACEMENT			3,000			
	FINAL BUDGET CHANGE:						
	CAPITAL ACCUM FUNDS REMOVED-TO BE ADDRESSED IN			3,000-			
	CAPITAL IMPROVMENT PLAN						
100-4601-533.70-03	Equipment	232	2,545	3,000	3,000	3,000	0
LEVEL	TEXT			TEXT AMT			
CCBG	SURVEY & CONSTRUCTION EQUIPMENT			2,000			
	PRINTING EQUIPMENT			1,000			

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 Actual	2016 Actual	2017 Original Budget	2018 Mayor's Budget	2018 CC BUDGET	2018 Dollar Change
				3,000			
*	Capital Items	632	5,722	8,000	8,000	5,000	3,000-
**	Engineering	1,192,267	1,191,350	1,297,636	1,423,322	1,420,322	122,686