PUBLIC WORKS DEPARTMENT ADMINISTRATION/ENGINNERING BUDGET
FUND: General Fund
ACCOUNTING CODE: 1000.280

	ACTIVITY NAME:		ADMIN	ENGINEERING	PROJECTS	SIGNING & STRIPING
	ACTIVITY CODE:		430100	431400	430262	430265
		TOTAL				
	PERSONAL SERVICES					
110	Salaries and Wages	**1,257,796**	$ 232,127	$ 467,158	$ 163,304	$ 221,945
120	Overtime/Termination	**3,000**	390	390	120	90
130	Other	**11,073**	11,073			
140	Employer Contributions	**481,782**	85,671	173,308	53,369	111,290
	TOTAL PERSONAL SERVICES	**1,753,651**	329,261	640,856	216,793	333,325
	SUPPLIES					
210	Office Supplies	**17,050**	8,000	3,500	900	350
220	Operating Supplies	**11,250**	275	684	156	1,700
230	Repair/Maintenance	**53,860**	50	2,140	860	31,700
231	Gasoline	**16,980**	249	8,271	1,922	3,739
240	Other Supplies	**33,950**		1,000	150	21,210
250	Supplies For Resale	**-**				
	TOTAL SUPPLIES	**133,090**	8,574	15,595	3,988	58,699
	PURCHASED SERVICES					
310	Communications	**6,661**	2,441	1,220	3,000	
320	Printing & Duplicating	**5,010**	1,135			
330	Publicity,Subscriptions,Dues	**29,279**	1,570	6,300	950	
340	Sewer	**-**				
341	Electricity & Natural Gas	**155,778**				
343	Water Charges	**-**				
344	Telephone Service	**7,832**	750	3,962	1,300	558
345	Garbage	**457**				457
350	Professional Services	**102,504**	750	380	43,000	570
360	Repair & Maintenance	**135,428**	2,650	114,367	2,611	1,700
370	Travel	**8,550**	4,450	2,450		700
380	Training	**8,465**	3,990	2,425		950
390	Other Purchased Services	**25,570**		1,550		
	TOTAL PURCHASED SRVCS	**485,534**	17,736	132,654	50,861	4,935
	MISCELLANEOUS					
400	Building Materials	**-**				
500	Fixed Charges	**409**				
700	Grants and Contributions	**-**				
820	Transfers To Other Funds	**-**				
845	Contingency	**-**				
	TOTAL MISCELLANEOUS	**409**	-	-	-	-
	DEBT SERVICE					
610	Principal	**-**				
620	Interest	**-**				
	TOTAL DEBT SERVICE	-	-	-	-	-
	CAPITAL OUTLAY					
920	Lands & Buildings	**-**				
930	Improvements	**-**				
940	Machinery & Equipment	**-**		-		-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	DEPARTMENT TOTAL	**$ 2,372,683**	**$ 355,571**	**$ 789,105**	**$ 271,642**	**$ 396,959**

PUBLIC WORKS DEPARTMENT ADMINISTRATION/ENGINNERING BUDGET
FUND: General Fund
ACCOUNTING CODE: 1000.280

	ACTIVITY NAME:		TRAFFIC SIGNAL MAINT	COMMUN. MAINT	STREET LIGHTING	REIMBURSE-ABLE SVCS
	ACTIVITY CODE:		430264	430270	430263	430250
		TOTAL				
	PERSONAL SERVICES					
110	Salaries and Wages	**1,257,796**	$ 44,597	$ 52,526	$ 1,982	
120	Overtime/Termination	**3,000**	1,650	360		
130	Other	**11,073**				
140	Employer Contributions	**481,782**	17,580	20,270	761	
	TOTAL PERSONAL SERVICES	**1,753,651**	63,827	73,156	2,743	-
	SUPPLIES					
210	Office Supplies	**17,050**	350			
220	Operating Supplies	**11,250**	235			
230	Repair/Maintenance	**53,860**	1,060	8,050		10,000
231	Gasoline	**16,980**	2,799			
240	Other Supplies	**33,950**	9,880			
250	Supplies For Resale	**-**				
	TOTAL SUPPLIES	**133,090**	14,324	8,050	-	10,000
	PURCHASED SERVICES					
310	Communications	**6,661**				
320	Printing & Duplicating	**5,010**				
330	Publicity,Subscriptions,Dues	**29,279**		180		
340	Sewer	**-**				
341	Electricity & Natural Gas	**155,778**	14,650	2,474	138,654	
343	Water Charges	**-**				
344	Telephone Service	**7,832**		513		
345	Garbage	**457**				
350	Professional Services	**102,504**	200	100		
360	Repair & Maintenance	**135,428**	1,100	3,000		10,000
370	Travel	**8,550**	150			
380	Training	**8,465**	450			
390	Other Purchased Services	**25,570**				
	TOTAL PURCHASED SRVCS	**485,534**	16,550	6,267	138,654	10,000
	MISCELLANEOUS					
400	Building Materials	**-**				
500	Fixed Charges	**409**				
700	Grants and Contributions	**-**				
820	Transfers To Other Funds	**-**				
845	Contingency	**-**				
	TOTAL MISCELLANEOUS	**409**	-	-	-	-
	DEBT SERVICE					
610	Principal	**-**				
620	Interest	**-**				
	TOTAL DEBT SERVICE	**-**	-	-	-	-
	CAPITAL OUTLAY					
920	Lands & Buildings	**-**				
930	Improvements	**-**				
940	Machinery & Equipment	**-**		-		
	TOTAL CAPITAL OUTLAY	**-**	-	-	-	-
	DEPARTMENT TOTAL	**$ 2,372,683**	**$ 94,701**	**$ 87,473**	**$ 141,397**	**$ 20,000**

PUBLIC WORKS DEPARTMENT ADMINISTRATION/ENGINNERING BUDGET
FUND: General Fund
ACCOUNTING CODE: 1000.280

	ACTIVITY NAME:		BIKE/PED PROGRAM	CMAQ GRANT	SAFE ROUTES TO SCHOOL	NEW REQUESTS
	ACTIVITY CODE:		430255	430267	430256	999999
		TOTAL				
	PERSONAL SERVICES					
110	Salaries and Wages	**1,257,796**	$ 51,501	$ 8,611	$ 14,045	
120	Overtime/Termination	**3,000**				
130	Other	**11,073**				
140	Employer Contributions	**481,782**	17,316	1,262	955	
	TOTAL PERSONAL SERVICES	**1,753,651**	68,817	9,873	15,000	-
	SUPPLIES					
210	Office Supplies	**17,050**	200			3,750
220	Operating Supplies	**11,250**				8,200
230	Repair/Maintenance	**53,860**				-
231	Gasoline	**16,980**				
240	Other Supplies	**33,950**		1,710		-
250	Supplies For Resale	**-**				
	TOTAL SUPPLIES	**133,090**	200	1,710	-	11,950
	PURCHASED SERVICES					
310	Communications	**6,661**				
320	Printing & Duplicating	**5,010**	375	3,500	-	
330	Publicity,Subscriptions,Dues	**29,279**	395	9,076	9,000	1,808
340	Sewer	**-**				
341	Electricity & Natural Gas	**155,778**				
343	Water Charges	**-**				
344	Telephone Service	**7,832**	29			720
345	Garbage	**457**				
350	Professional Services	**102,504**	4,004		53,500	
360	Repair & Maintenance	**135,428**				
370	Travel	**8,550**	800			
380	Training	**8,465**	650			
390	Other Purchased Services	**25,570**	4,050	2,970	17,000	
	TOTAL PURCHASED SRVCS	**485,534**	10,303	15,546	79,500	2,528
	MISCELLANEOUS					
400	Building Materials	**-**				
500	Fixed Charges	**409**		409		
700	Grants and Contributions	**-**		-	-	
820	Transfers To Other Funds	**-**				
845	Contingency	**-**				
	TOTAL MISCELLANEOUS	**409**	-	409	-	-
	DEBT SERVICE					
610	Principal	**-**				
620	Interest	**-**				
	TOTAL DEBT SERVICE	**-**	-	-	-	-
	CAPITAL OUTLAY					
920	Lands & Buildings	**-**				
930	Improvements	**-**				
940	Machinery & Equipment	**-**				
	TOTAL CAPITAL OUTLAY	**-**	-	-	-	-
	DEPARTMENT TOTAL	**$ 2,372,683**	**$ 79,320**	**$ 27,538**	**$ 94,500**	**$ 14,478**

ENGINEERING EXPENDITURES - BUDGETED AND ACTUAL
(AS OF JANUARY 31, 2012)
58% OF YEAR

DEPARTMENT	ENGINEERING	FY11 ACTUAL	*AMENDED* FY12 BUDGET	FY12 ACTUAL	% OF AMENDED BUDGET	FY 12 ONE TIME COSTS	FY 13 BASE	CHANGE	ADJUSTED FY 13 BASE	GRANTS	FY 13 SUBTOTAL	NEW PROGRAMS	FY 13 TOTAL
110	SALARIES AND WAGES	1,308,359	1,289,362	744,050	58%	8,401	1,280,961	(45,821)	1,235,140	22,656	1,257,796	-	1,257,796
120	OVERTIME/TERMINATION	11,418	23,869	8,436	35%	15,000	8,869	(5,869)	3,000	-	3,000	-	3,000
130	OTHER	-	11,073	-	0%	-	11,073	-	11,073		11,073	-	11,073
140	EMPLOYER CONTRIB.	452,163	500,171	295,905	59%	1,331	498,840	(20,510)	478,330	2,194	480,524	-	480,524
150	STATE RETIREMENTS	1,308	1,289	744	58%	8	1,281	(46)	1,235	23	1,258	-	1,258
TOTAL PERSONAL SERVICES		1,773,248	1,825,764	1,049,135	57%	24,740	1,801,024	(72,246)	1,728,778	24,873	1,753,651	-	1,753,651
210	OFFICE SUPPLIES	9,060	13,575	2,639	19%	-	13,575	(275)	13,300		13,300	3,750	17,050
220	OPERATING SUPPLIES	1,592	2,775	1,572	57%	-	2,775	275	3,050		3,050	8,200	11,250
230	REPAIR & MAINTENANCE	52,144	53,860	44,374	82%	-	53,860	-	53,860		53,860	-	53,860
231	GAS & DIESEL	16,250	19,500	9,733	50%	-	19,500	(2,520)	16,980		16,980	-	16,980
240	OTHER SUPPLIES	34,295	36,240	23,394	65%	4,000	32,240	-	32,240	1,710	33,950	-	33,950
250	SUPPLIES FOR RESALE	-		-	0%	-	-	-	-		-	-	-
TOTAL - SUPPLIES		113,341	125,950	81,712	65%	4,000	121,950	(2,520)	119,430	1,710	121,140	11,950	133,090
310	COMMUNICATIONS	4,546	6,661	1,344	20%	-	6,661	-	6,661		6,661	-	6,661
320	PRINTING & DUPLICATING	4,606	4,260	1,975	46%	2,750	1,510	-	1,510	3,500	5,010	-	5,010
330	SUBSCRIPTIONS & DUES	16,921	24,595	3,523	14%	15,650	8,945	450	9,395	18,076	27,471	1,808	29,279
340	SEWER	-	-	-	0%		-	-	-		-	-	-
341	ELECT & NAT. GAS	151,120	175,778	74,108	42%	-	175,778	(20,000)	155,778		155,778	-	155,778
343	WATER	-	-	-	0%	-	-	-	-		-	-	-
344	TELEPHONE	7,391	7,112	3,919	55%	-	7,112	-	7,112		7,112	720	7,832
345	GARBAGE	351	439	230	52%	-	439	18	457		457	-	457
350	PROFESSIONAL SERVICES	24,994	102,974	37,226	36%	54,920	48,054	950	49,004	53,500	102,504	-	102,504
360	REPAIR & MAINTENANCE	32,782	42,770	27,779	65%	-	42,770	92,658	135,428		135,428	-	135,428
370	TRAVEL	5,093	8,050	5,967	74%	1,500	6,550	2,000	8,550		8,550	-	8,550
380	TRAINING	3,124	8,290	1,909	23%	1,500	6,790	1,675	8,465		8,465	-	8,465
390	OTHER	19,697	27,800	10,285	37%	22,215	5,585	15	5,600	19,970	25,570	-	25,570
TOTAL-PURCHASED SERVICES		270,624	408,729	168,266	41%	98,535	310,194	77,766	387,960	95,046	483,006	2,528	485,534
400	BUILDING MATERIALS	-	-	-	0%	-	-	-	-		-	-	-
500	FIXED CHARGES	564	1,125	287	26%	475	650	(650)	-	409	409	-	409
700	GRANTS AND CONTRIB.	8,101	-	-	0%	-	-	-	-		-	-	-
820	TRANSFERS	-	-	-	0%	-	-	-	-		-	-	-
845	CONTINGENCY	-	-	-	0%	-	-	-	-		-	-	-
TOTAL - MISCELLANEOUS		8,665	1,125	287	26%	475	650	(650)	-	409	409	-	409
600	DEBT SERVICE	-	-	-	0%	-	-	-	-	-	-	-	-
920	LANDS & BUILDINGS	-	-	-	0%	-	-	-	-	-	-	-	-
930	IMPROVEMENTS	3,065	-	-	0%	-	-	-	-	-	-	-	-
940	MACHINERY & EQUIP.	-	-	-	0%		-	-	-	-	-	-	-
TOTAL - CAPITAL OUTLAY		3,065	-	-	0%	-	-	-	-		-	-	-
DEPARTMENT TOTAL		2,168,944	2,361,568	1,299,399	55%	127,750	2,233,818	2,349	2,236,167	122,038	2,358,205	14,478	2,372,683

Program Description

The Public Works Department promotes and manages construction and maintenance of the City's public infrastructure; facilities that together, constitute the physical plant upon which the local economy and citizen quality of life depends. Public Works Administration manages a variety of divisions including Building Inspection, Engineering, Street Maintenance, Vehicle Maintenance and Wastewater.

City Strategic Goals & Department's Implementation Strategy

Goal #1: Funding and Service

- Strategy: We will maintain or improve the level of service to citizens.
  - Continue implementation of web-based Accela Automation permitting system to increase convenience and accessibility to customers.
  - Implement sidewalk funding policy as adopted by City Council.
  - Prioritize Bicycle/Pedestrian Program functions and maintain essential functions in light of reduced staffing.

FINANCIAL SUMMARY

Budget by Object of Expenditure Category	Actual FY 2011	Amended FY 2012	Actual * FY 2012	Proposed FY 2013	Increase (Decrease)	Percent Change
Personal Services	$ 1,773,248	$ 1,825,764	$ 995,543	$ 1,753,651	$ (72,113)	-4%
Supplies	113,341	125,950	80,577	133,090	7,140	6%
Purchased Services	270,624	408,729	164,910	485,534	76,805	19%
Miscellaneous	8,665	1,125	287	409	(716)	-64%
Debt Service	-	-	-	-	-	
Capital Outlay	3,065	-	-	-	-	
Total	**$ 2,168,944**	**$ 2,361,568**	**$ 1,241,317**	**$ 2,372,683**	**$ 11,115**	**0%**

* Un-audited numbers

STAFFING SUMMARY

Title	Actual FY 2010	Actual FY 2011	Actual FY 2012	Proposed FY 2013
PUBLIC WORKS DIRECTOR	1.00	1.00	1.00	1.00
SPECIAL SERVICE ADMINISTRATOR	1.00	1.00	0.10	0.10
ADMIN. SVCS MANAGER/PROJECTS COOR.	-	-	1.00	1.00
OFFICE MANAGER	1.00	1.00	-	-
P.W. PERMIT SPECIALIST	1.00	1.00	1.00	1.00
PROGRAM SPECIALIST	2.00	2.00	2.00	1.00
SECRETARY	1.00	1.00	1.00	-
ADMINISTRATIVE SECRETARY	-	-	-	1.00
BICYCLE/PEDESTRIAN PROGRAM MANAGER	1.00	1.00	1.00	1.00
CITY ENGINEER	1.00	1.00	1.00	1.00
PROJECT DEVELOPMENT COORDINATOR	1.00	1.00	0.50	-
SENIOR PROJECT DEVELOPMENT/ UTILITY CC	-	-	0.50	1.00
CONSTRUCTION PROJECT MANAGER	1.00	1.00	1.00	1.00
ENGINEERING TECHNICIAN/INSPECTOR	2.00	2.00	2.00	1.00
SENIOR ENGINEERING TECHNICIAN/INSPECTOR				1.00
CONSTRUCTION PROJECT COORDINATOR	2.00	2.00	1.00	1.00
SENIOR CONSTRUCTION PROJECT COORDIN/	-	-	1.00	1.00
UTILITY COORDINATOR	1.00	1.00	0.50	-
SENIOR UTILITY INSPECTOR	1.00	1.00	-	-
UTILITY INSPECTOR	1.00	1.00	1.00	1.00
SEASONAL UTILITY INSPECTOR			0.67	0.50
G.I.S. COORDINATOR	1.00	1.00	1.00	1.00
G.I.S. ANALYST	1.00	1.00	0.10	-
G.I.S. TECHNICIAN	1.00	1.00	1.00	1.00
M.M.S. TECHNICIAN	1.00	1.00	1.00	-
SENIOR G.I.S. TECHNICIAN				1.00
TRAFFIC SERVICES COORDINATOR	1.00	1.00	1.00	1.00
TRAFFIC MAINTENANCE WORKER II	2.00	2.00	2.00	2.00
SEASONAL LABOR	1.42	1.42	1.42	1.42
COMMUNICATION SHOP SUPERVISOR	1.00	1.00	1.00	1.00
ELECTRONIC TECHNICIAN	2.00	2.00	2.00	2.00
BIKE AMBASSADOR	0.45	0.40	0.40	0.40
Total	**29.87**	**29.82**	**27.19**	**25.42**

2013 Budget Highlights

Grant Programs

- The Public Works Department expects our 17th year of CMAQ Grant funds, which is coordinated by the Bicycle/Pedestrian Office. The funds are used to help promote bicycle and pedestrian safety throughout the City.
- The Department is also expecting another year of Safe Routes to School Grant that will also be coordinated by the Bicycle/Pedestrian Office. These funds are geared toward encouraging school children to walk to school and for the construction of the infrastructure to assist this goal.

Project Activity

- This is the 4th year for this new budget activity. The Department continues to use the activity to better monitor the impacts and benefits of curb and sidewalk projects throughout the City.

Budget Reductions/Changes

- Not filling the vacant Program Specialist position has resulted in the reduction of one full-time employee. Existing administrative staff have taken on additional duties and the department is requesting reclassification of one employee and a senior position for the other. The net savings to the department is $43,889.
- The Bicycle/Pedestrian Program Manager will be retiring near the beginning of the fiscal year. The Department intends to sustain the obligations and the position at their current levels.
- Postage costs have been split out from Administration into the appropriate programs. The total budget for this line item is the same, but the costs are now being tracked separately in Engineering, Administration, and Projects. Postage is in the 310 account.
- Professional Services in Administration is requested to be funded at $1,000. This will fund miscellaneous projects that cannot easily be paid from other funds such as levee maintenance and energy conservation projects.
- Restored travel and training to FY09 levels as the City is heading toward skill-based pay. Staff reductions have required that more staff be cross-trained for additional duties. Increased regulations also require more training so staff can stay current with requirements and best practices.

New Requests

- The new permit software expected to roll out at the end of FY12 will allow staff to perform electronic plan review as well as to enter inspection information into the system while out in the field. To make this possible, Adobe Acrobat licenses and additional monitors, as well as IPad's for field inspectors are necessary.
- The purchase of a GPS Trimble system will allow field inspectors to perform faster infrastructure inventory and updating of Asset Management and GIS databases for the sidewalk repair program and project creation.

Performance Measures & Workload Indicators

Performance Measures

Measure	Actual FY 2010	Actual FY2011	To-Date FY2012	Proposed FY2013
1. City Engineering Division's planned work flow for managing building permit review typically results in completion of each review within three weeks or less.	99%	99%	99%	99%
2. Public Works Administration Office and City Engineering efforts to meet mandated objectives and customer service goals within adopted budgetary authority have typically resulted in a modest annual savings.	$50,000	$28,000	TBD	TBD
3. The ratio of annual street construction that includes pedestrian facilities and improvements has increased yearly due to efforts by Public Works Administration and the City Engineering Division.	92%	90%	93%	95%

Workload Indicators

Indicator	Actual FY2010	Actual FY2011	To-Date FY2012	Proposed FY2013
1. Miles of streets/alleys in the City limits	383	385	387	387
2. Miles of sidewalk installed annually	10	14	11	9
3. Pedestrian snow violations mitigated	88	426	104	100
4. Permanent traffic calming devices installed	7	-	-	1
5. Bicycle racks installed	36	41	42	38
6. Hours of traffic signal maintenance annually	1,175	2,837	976	2,440
7 Hours of street/traffic sign maintenance annually	1,856	1,805	1,850	2,000
8. Hours of street painting and striping annually	1,384	1,398	750	1,500
9. Acres of newly annexed property	134	874	-	80
10. Building permits reviewed	907	1,048	636	1,000
11. Subdivision preliminary plats reviewed	-	5	-	2
12. Right-of-way permits issued	234	196	128	150
13. Excavation permits issued	1,387	1,134	655	400
14. Lineal feet of sanitary sewer main installed	91,010	5,361	2,723	2,000
15. New sanitary sewer services installed	605	440	158	100
16. Hours to install fleet radios/electronics annually	748	583	650	1,020
17. Hours to repair/maintain fleet radios/electronics annually	1,723	1,779	799	1,680
18. Hazardous vegetation/visibility obstruction sites investigated	436	290	262	300
19. Sewer utility locates completed	662	598	394	500

Department New Request Form
Fiscal Year 2013

Department: Public Works

Rank: 1

Select One:
- [ ] New Program
- [x] Service Level Change
- [ ] Capital Request

Title of New Request: Adobe Writer and Ipads

1. Program Description:
The implementation of the new permit system allows for increased efficiency if staff have the correct tools. Adobe Acrobat is a requirement for staff to perform simultaneous permit review. Some staff already have this software, but additional licenses will need to be purchased for the remainder. Reviewers will also require dual monitors to ensure they can view and mark electronic plans with maximum efficiency. Additionally, field staff will be able to enter inspection notes directly into the system while out at inspection sites with the acquisition of Ipads and data service to allow them to connect to the network.

2. Service Delivery Impact:
Increased staff efficiency and customer service by full implementation of Accela Automation.

3. Personnel Requirements:
These items will reduce staff time required to enter data into the system.

4. Cost Impact of New Program:

Account #	Item	Quantity	Unit Cost	One Time Costs	On-going Costs	Total Cost
1000.280.431400.210	Computer monitor	5	150	$ 750		$ 750
1000.280.431400.210	Ipad	3	1000	$ 3,000		$ 3,000
1000.280.431400.344	Data service for ipads	1	720		$ 720	$ 720
1000.280.431400.330	Adobe Upgrade Licenses	2	202	$ 404		$ 404
1000.280.431400.330	New Adobe Licenses	4	351	$ 1,404		$ 1,404
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
			Expense Sub-Total	**$ 5,558**	**$ 720**	$ 6,278

Revenue Offset:

Account #	Revenue Description	Total Revenue
		$ -
		$ -
	Revenue Sub-Total	**$ -**

Net Cost of Impact for New Program	**$ 6,278**

5. Other new program consideration or impacts (including revenue):

Department New Request Form
Fiscal Year 2013

Department: Public Works

Rank: 2

Select One:
- [ ] New Program
- [x] Service Level Change
- [ ] Capital Request

Title of New Request: GPS Trimble System

1. Program Description:

The purchase of a GPS Trimble System with an integrated camera and related software will allow field inspectors to easily inventory damaged curb, gutter, and sidewalks which require installation and repairs/replacement while onsite and eliminate the need for paper plan sets out in the field.

2. Service Delivery Impact:

Ability to expedite fulfillment of curb/gutter and sidewalk installation and repair/replacement program through faster infrastructure inventory and updating of Asset Management and GIS databases.

3. Personnel Requirements:

This item will reduce staff time required to follow up on hazardous sidewalk complaints.

4. Cost Impact of New Program:

Account #	Item	Quantity	Unit Cost	One Time Costs	On-going Costs	Total Cost
1000.280.431400.220	GPS Trimble GEO 6000XT System	1	8200	$ 8,200		$ 8,200
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
			Expense Sub-Total	**$ 8,200**	**$ -**	$ 8,200

Revenue Offset:

Account #	Revenue Description	Total Revenue
		$ -
		$ -
	Revenue Sub-Total	**$ -**

Net Cost of Impact for New Program	**$ 8,200**

5. Other new program consideration or impacts (including revenue):

Department New Request Form
Fiscal Year 2013

Department: Public Works/Engineering Division

Rank: 3

Select One:
- [x] New Program
- [ ] Service Level Change
- [ ] Capital Request

Title of New Request: CMAQ Grant Program

1. Program Description:

This is the 17th year of using CMAQ funds for the Bicycle/Pedestrian Office's expenses. The "Bike Ambassador Program" is primarily intended to educate the public on bike safety and etiquette. "Bike Safety Program" - is intended to promote bike and pedestrian safety primarily with radio and tv advertising (with at least 1 for 1 match from stations). This grant also included Bike Walk Bus Week, installation of bike racks and support for the Walk To School Program. CMAQ Match - this is the required local match from Montana Department of Transportation; we have been permitted to use in-kind contributions instead of cash. ICAP match is 9.64% of the required local match, which is 13.42% of the total, and must be in cash.

2. Service Delivery Impact:

3. Personnel Requirements:

4. Cost Impact of New Program:

Account #	Item	Quantity	Unit Cost	One Time Costs	On-going Costs	Total Cost
1000.280.430267.110	Bike Ambassadors - Wages	840	10.25	$ 8,611		$ 8,611
1000.280.430267.140	Bike Ambassadors - Fringe	1	1262	$ 1,262		$ 1,262
1000.280.430267.240	Program Supplies	1	1710	$ 1,710		$ 1,710
1000.280.430267.320	Program Printing	1	3500	$ 3,500		$ 3,500
1000.280.430267.330	Program Publicity	1	9076	$ 9,076		$ 9,076
1000.280.430267.390	Purchased Services	1	2970	$ 2,970		$ 2,970
						$ -
1000.280.430255.500	ICAP - City Match at 9.64%	1	409	$ 409		$ 409
						$ -
						$ -
						$ -
						$ -
			Expense Sub-Total	**$ 27,538**	**$ -**	$ 27,538

Revenue Offset:

Account #	Revenue Description	Total Revenue
	Grant Funded	$ 27,244
		$ -
	Revenue Sub-Total	**$ 27,244**

Net Cost of Impact for New Program	**$ 294**

5. Other new program consideration or impacts (including revenue):

The federal requirements are for an 86.58% - 13.42% federal to local cost split. The grant funded amount shown here of $27,244 is the federal portion. In past years, we generated from five to eight times the required match. ICAP must come from other local funds.

Department New Request Form
Fiscal Year 2013

Department: Public Works/Engineering Division

Rank: 4

Select One: [x] New Program
[ ] Service Level Change
[ ] Capital Request

Title of New Request: Safe Routes to School Grant

1. Program Description:

Federal money is available through the Department of Transportation for Safe Routes to School programs in Montana. We have applied for $94,500 for FY2012. This program is guided by a community-wide Steering Group, composed of City, School and other governmental and civic organizations. The purpose is to increase the number of children who can get to school under their own power safely. This is a one year grant for which the City must submit a new application each year.

2. Service Delivery Impact:

We currently have several efforts in place, working with personnel of several elementary schools -- walking school buses, etc. during Bike Walk Bus Week, Walk to School Day in October, safe routes to school mapping underway at local schools. This program enhances our efforts (1) continuing to improve safe routes to school activities at the schools involved, and (2) by providing funding for education/encouragement; and (3) by providing funding to help improve the physical infrastructure on children's routes to school.

3. Personnel Requirements:

Up to $15,000 can be allocated from this grant annual towards Police Department overtime and related fringe to defray the cost of police support in the school zones to keep children safe. (The money is allocated in the PW Administration/Engineering budget and drawn down by the Police Department. The Bicycle/Pedestrian Program Manager tracks the spending.)

4. Cost Impact of New Program:

Account #	Item	Quantity	Unit Cost	One Time Costs	On-going Costs	Total Cost
1000.280.430256.120	Police Enforcement - Overtime		14045	$ 14,045		$ 14,045
1000.280.430256.140	Police Enforcement - OT Fringe		955	$ 955		$ 955
1000.280.430256.330	Advertising	1	9000	$ 9,000		$ 9,000
1000.280.430256.390	Neighborhood Grants	1	17000	$ 17,000		$ 17,000
1000.280.430256.350	Crosswalk Protectors Construction	1	53500	$ 53,500		$ 53,500
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
			Expense Sub-Total	**$ 94,500**	**$ -**	$ 94,500

Revenue Offset:

Account #	Revenue Description	Total Revenue
1000.000.331160.00	Safe Routes to School Grant	$ 94,500
		$ -
	Revenue Sub-Total	**$ 94,500**

Net Cost of Impact for New Program	**$ -**

5. Other new program consideration or impacts (including revenue):

This program is 100% grant funded - federal funds. No local funds are involved. No impact to General Fund.