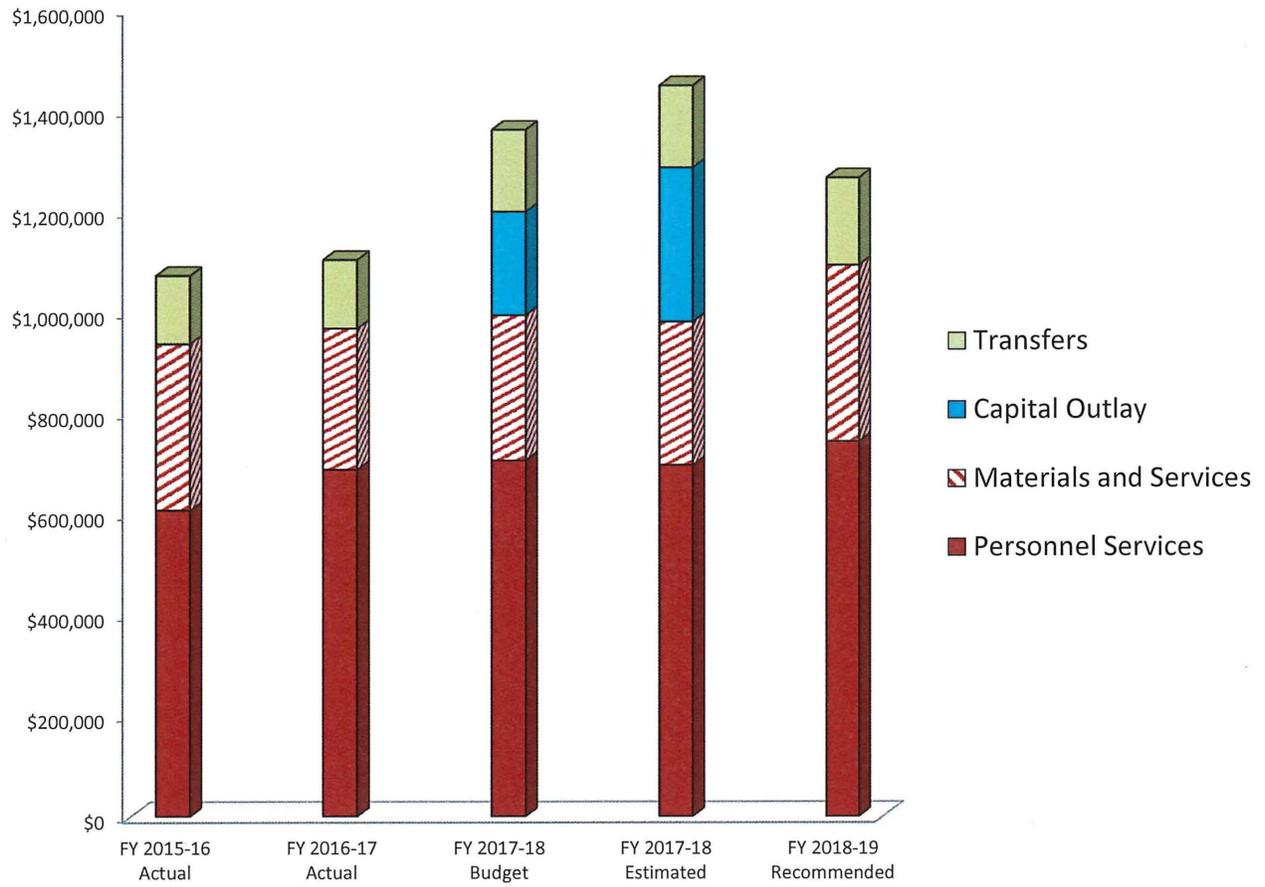


PUBLIC WORKS ADMINISTRATION FUND

RECOMMENDED FY 18-19



CITY OF BEAVERTON

BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

Fund:		Public Works Administration Fund - Summary					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended	
Personnel Services	\$611,314	\$691,505	\$709,431	\$700,181	\$747,203	5.32%	
Materials and Services	328,471	278,145	286,292	282,756	347,471	21.37%	
Capital Outlay	-	-	204,150	304,150	-	-100.00%	
Transfers	134,407	135,443	161,695	161,695	172,155	6.47%	
SUB-TOTAL	\$1,074,192	\$1,105,093	\$1,361,568	\$1,448,782	\$1,266,829		
Contingency			34,957		36,756		
TOTAL	\$1,074,192	\$1,105,093	\$1,396,525	\$1,448,782	\$1,303,585		
FTE's	7.00	6.00	6.00		6.00		

Explanation of item(s) that are significant (10% and greater than \$10,000):

Personnel services:

The Recommended Budget includes step increases, COLA increases for SEIU, and Management as well as a 2.23% increase in retirement reserves contributions (PERS), medical insurance cost increases of 7.5% for the Kaiser Plan, and an 11% increase in MODA plans.

Materials and services:

FY 2018-19 reflects an increase in building maintenance projects (new office in building D & parking lot repair) for \$28K and installation of a new fence for 160th site \$60K

Capital Outlay:

FY 2018-19 reflects no appropriations for capital improvements after the completion of an upgrade to the heavy duty vehicle hoist in the garage that is not recurring in FY 2017-18.

Transfers:

No significant change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 605 PUBLIC WORKS ADMINISTRATION	DEPARTMENT: PUBLIC WORKS
DEPARTMENT HEAD: DAVID DONALDSON	

MISSION STATEMENT:

To maintain and ensure the long term integrity of the city's infrastructure in an integrated fashion that supports department program goals, and City Council Goals. Continue to foster effective partnerships with other departments, other local jurisdictions and community groups to deliver high quality services that are responsive to customer needs. .

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	7.00	6.00	6.00	6.00	0.00
PERSONNEL SERVICES	\$611,314	\$691,505	\$709,431	\$747,203	\$0
MATERIALS & SERVICES	328,471	278,145	286,292	347,471	0
CAPITAL OUTLAY	0	0	204,150	0	0
TRANSFERS	134,407	135,443	161,695	172,155	0
CONTINGENCY	0	0	34,957	36,756	0
TOTAL	\$1,074,192	\$1,105,093	\$1,396,525	\$1,303,585	\$0

Funding Sources	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$242,973	\$90,900	\$135,986	\$86,954	\$0
Miscellaneous Revenue	18,809	7,597	104,383	2,900	0
Public Works Management:					
General Fund	129,171	168,720	184,263	166,888	0
Street Fund	217,238	251,953	255,059	248,360	0
Water Fund	105,990	197,088	233,111	288,261	0
Sewer Fund	154,762	163,634	117,488	131,538	0
Garage Fund	59,157	78,409	86,072	106,201	0
Street Lighting Fund	22,677	30,057	32,994	34,895	0
Storm Drain Fund	214,314	252,722	247,169	237,588	0

Program Goal:

To deliver high quality services that preserves and enhances the value of the city's facilities and infrastructure. Maintain an exceptional and efficient standard of service delivery that is fully responsive to a request or a need for service. .

Program Objective:

Administer the staff in the city's Operations and Engineering Divisions by providing direction and support. Ensure that the staff is properly trained and equipped to complete assigned duties as required.

**CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET
CURRENT LEVEL OF SERVICES**

FUND: 605 PUBLIC WORKS ADMINISTRATION	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0681 MANAGEMENT SERVICES	PROGRAM MANAGER: TERI CUNNINGHAM

Program Objective (continued):

Coordinate the efforts of the Operations and Engineering Divisions in completing annual work plans including support of city redevelopment efforts. Provide timely and accurate information about work activities to interested partners including neighborhoods, businesses and community groups. Continue to develop partnerships with community organizations and other local jurisdictions to cooperatively address city and regional needs.

Provide excellent customer service by returning contact within one day and acting on a service request as quickly as possible. Complete requests for limited service within one day. A major aspect of management services is to accomplish the city's goals and objectives that pertain to Public Works. Public Works play critical roles in achieving these City Council priorities:

- City Council Priority – Create a sidewalk fund for sidewalk construction projects
- City Council Priority – Incorporate goals and objectives of the Active Transportation Plan into the City's Capital Improvement Plan, Transportation System Plan, Development Code, and Engineering Design Manual
- City Council Priority – Complete City's non-potable water irrigation (purple pipe) system

Additionally, the department will continue its efforts in withdrawing areas from TVWD into the City of Beaverton's water system.

Progress on FY 2017-18 Action Plan:

The department has focused on fostering better communication between the Operations and Engineering divisions and with the Community Development Department.

FY 2018-19 Action Plan:

The effort to work closely within the department and with other city departments will continue. Our asset management software has been integrated to better document and track customer service requests. Furthermore, the department is making progress on achieving American Public Works Association (APWA) Accreditation. The purpose of the accreditation is to provide a means of formally verifying and recognizing public works agencies for compliance with the recommended practices set forth by the APWA. The accreditation process will assist our department in memorializing many of the standards and procedures that the department has in place, while identifying areas where we can improve and create new best practices.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Percentage of labor hours captured on work orders.	98%	95%	98% / 95%	95%
Employee time loss hours due to work-related injuries.	1.85%	0.7%	0.5% / 0.5%	0.5%
Number of unanticipated requests for service via email and phone calls.	3,700	5,900	4,500 / 5,200	5,000

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

-242,973 -90,900 -135,986 -135,986 -135,986 -86,267 -86,954

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-242,973 -90,900 -135,986 -135,986 -135,986 -86,267 -86,954

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

-1,818 -1,368 -1,800 -1,299 -1,800 -2,900 -2,900

389 MISCELLANEOUS REVENUES

-6,555 -6,079 -2,002 -1,509

6060 399 REIMBURSEMENTS - OTHER

-150 -102,583 -102,583

756 PERS RSRV DISTRIB-NON GAAP REV

-10,436

757 MED/LIFE INS PREM REFUND DISTRIBUTION

-551 -551

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

-18,809 -7,597 -104,383 -3,852 -106,443 -2,900 -2,900

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

-129,171 -168,720 -184,263 -153,553 -184,263 -166,888 -166,888

412 TRSFERS FROM STREET FUND

-217,238 -251,953 -255,059 -212,549 -259,560 -248,360 -248,360

419 TRSFERS FROM WATER FUND

-105,990 -197,088 -233,111 -194,259 -273,225 -288,261 -288,261

421 TRSFERS FROM SEWER FUND

-154,762 -163,634 -117,488 -97,907 -155,561 -131,538 -131,538

425 TRSFERS FROM GARAGE FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-59,157		-78,409		-86,072		-71,727	-87,591	-106,201		-106,201			
440	TRSFERS FR STREET LIGHTING FUND													
	-22,677		-30,057		-32,994		-27,495	-33,576	-34,895		-34,895			
441	TRSFERS FR STORM DRAIN FUND													
	-214,314		-252,722		-247,169		-205,974	-299,531	-237,588		-237,588			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-903,309		-1,142,583		-1,156,156		-963,464	-1,293,307	-1,213,731		-1,213,731			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,165,091		-1,241,080		-1,396,525		-1,103,302	-1,535,736	-1,302,898		-1,303,585			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

061	PUBLIC WORKS DIRECTOR													
	141,678	1.00	151,411	1.00	154,231	1.00	121,612	154,236	158,087	1.00	158,087	1.00		
076	OFFICE SUPERVISOR													
	66,769	1.00	66,833	1.00	69,534	1.00	54,566	68,571	72,094	1.00	72,094	1.00		
085	PROJECT MANAGER 1													
	86,414	1.00	85,543	1.00	89,673	1.00	65,466	85,812	91,907	1.00	91,907	1.00		
095	MANAGEMENT ANALYST													
	11,682	1.00	68,761	1.00	74,555	1.00	58,066	74,569	79,270	1.00	79,270	1.00		
215	UTILITY WORKER													
	43,778	1.00												
0911 221	SUPPORT SPECIALIST 2													
	37,217	1.00	48,474	1.00	52,531	1.00	40,605	51,896	55,881	1.00	55,881	1.00		
239	SUPPORT SPECIALIST 1													
	31,805	1.00	34,087	1.00	36,875	1.00	28,772	36,650	37,470	1.00	37,470	1.00		
299	PAYROLL TAXES AND FRINGES													
	191,971		236,396		232,032		183,169	228,447	241,603		252,494			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	611,314	7.00	691,505	6.00	709,431	6.00	552,256	700,181	736,312	6.00	747,203	6.00		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	2,720		3,332		4,000		3,538	4,500	5,000		5,000			
304	DEPARTMENT EQUIPMENT EXPENSE													
			4,693											
305	SPECIAL DEPARTMENT SUPPLIES													
	1,490		2,020		2,000		1,872	2,500	2,500		2,500			
307	MEMBERSHIP FEES													
	965		1,897		2,000		665	2,000	2,000		2,000			
308	PERIODICALS & SUBSCRIPTIONS													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	36		66		100			100	100		100			
317	COMPUTER EQUIPMENT													
	3,995				800		805	805						
318	COMPUTER SOFTWARE													
					28,000		28,000	28,000						
321	TRAVEL, TRAINING & SUBSISTENCE													
	7,487		6,754		6,000		591	2,000	5,000		5,000			
328	MEALS & RELATED EXPENSE													
	65		504		4,010		1,217	1,000	2,000		2,000			
330	MILEAGE REIMBURSEMENT													
			660		1,800		781	900	1,800		1,800			
341	COMMUNICATIONS EXPENSE													
	46,163		46,127		68,264		50,205	68,264	70,500		70,750			
342	DATA COMMUNICATION EXPENSE													
			23,062		21,120		16,235	21,120	21,120		21,120			
351	UTILITIES EXPENSE													
	60,548		64,264		60,000		51,398	60,000	60,000		60,000			
361	UNIFORMS & SPECIAL CLOTHING													
	18,796		19,960		15,000		16,600	17,600	18,000		18,000			
381	BUILDING EXPENSE													
	10,938		10,668		9,000		8,026	9,000	8,500		8,500			
384	BUILDING MAINTENANCE PROJECTS													
	129,949		34,683		10,000		9,793	10,000	38,000		38,000			
461	SPECIAL EXPENSE													
	261		135		150		285	890	195		195			
481	OTHER EXPENSES													
	4,309		6,116		5,140		3,068	5,140	4,296		4,296			
511	PROFESSIONAL SERVICES													
	33,886		46,886		41,300		40,964	41,300	101,000		101,000			
536	MAINTENANCE CONTRACTS													
	3,261		2,416		3,500		3,167	3,500	3,500		3,500			

0912

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
551	RENTS AND LEASES													
	3,602		3,902		4,108		4,137	4,137	3,710		3,710			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	328,471		278,145		286,292		241,347	282,756	347,221		347,471			
CLASS: 15 CAPITAL OUTLAY														
681	IMPROVEMENTS													
					204,150		293,440	304,150						
TOTAL CLASS: 15 CAPITAL OUTLAY														
					204,150		293,440	304,150						
CLASS: 25 TRANSFERS														
0803	TRSFR TO GENERAL FD-LANDSCAPE													
	63,613		69,355		80,215		66,846	80,215	83,669		83,669			
816	TRSFRS TO REPROGRAPHICS FUND													
	23,017		22,358		24,219		17,160	24,219	25,506		25,506			
818	TRSFRS TO ISD-ALLOCATED													
	47,777		43,730		57,261		47,718	57,261	62,980		62,980			
TOTAL CLASS: 25 TRANSFERS														
	134,407		135,443		161,695		131,724	161,695	172,155		172,155			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					34,957				47,210		36,756			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					34,957				47,210		36,756			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	1,074,192	7.00	1,105,093	6.00	1,396,525	6.00	1,218,767	1,448,782	1,302,898	6.00	1,303,585	6.00		

**PUBLIC WORKS ADMINISTRATION FUND
FY 2017-18 ADOPTED**

Code Position Title		Actual	Adopted	New	Transfer	Reclass	Deleted	Ending
		FY 16-17	FY 17-18					FY 17-18
61	PUBLIC WORKS DIRECTOR	1.00	1.00					1.00
76	OFFICE SUPERVISOR	1.00	1.00					1.00
85	PROJECT MANAGER 1	1.00	1.00					1.00
95	MANANGEMENT ANALYST	1.00	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00	1.00					1.00
239	SUPPORT SPECIALIST 1	1.00	1.00					1.00
	Total	6.00	6.00	0.00	0.00	0.00	0.00	6.00

FY 2018-19 PROPOSED

Code Position Title		Ending	New	Transfer	Reclass	Deleted	Proposed
		FY 17-18					FY 18-19
61	PUBLIC WORKS DIRECTOR	1.00					1.00
76	OFFICE SUPERVISOR	1.00					1.00
85	PROJECT MANAGER 1	1.00					1.00
95	MANANGEMENT ANALYST	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00					1.00
239	SUPPORT SPECIALIST 1	1.00					1.00
	Total	6.00	0.00	0.00	0.00	0.00	6.00

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 BEGINNING WORKING CAPITAL													
301	BEGINNING WORKING CAPITAL												
	242,973		90,900		135,986		135,986	86,267		86,954			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	242,973		90,900		135,986		135,986	86,267		86,954			
CLASS: 35 MISCELLANEOUS REVENUES													
384	INVESTMENT INTEREST EARNINGS												
	1,818		1,368		1,800		1,800	2,900		2,900			
389	MISCELLANEOUS REVENUES												
	6,555		6,079				1,509						
399	REIMBURSEMENTS - OTHER												
			150		102,583		102,583						
756	PERS RSRV DISTRIB-NON GAAP REV												
	10,436												
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
							551						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	18,809		7,597		104,383		106,443	2,900		2,900			
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411	TRSFERS FROM GENERAL FUND												
	129,171		168,720		184,263		184,263	166,888		166,888			
412	TRSFERS FROM STREET FUND												
	217,238		251,953		255,059		259,560	248,360		248,360			
419	TRSFERS FROM WATER FUND												
	105,990		197,088		233,111		273,225	288,261		288,261			
421	TRSFERS FROM SEWER FUND												
	154,762		163,634		117,488		155,561	131,538		131,538			
425	TRSFERS FROM GARAGE FUND												
	59,157		78,409		86,072		87,591	106,201		106,201			
440	TRSFERS FR STREET LIGHTING FUND												
	22,677		30,057		32,994		33,576	34,895		34,895			
441	TRSFERS FR STORM DRAIN FUND												
	214,314		252,722		247,169		299,531	237,588		237,588			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	903,309		1,142,583		1,156,156		1,293,307	1,213,731		1,213,731			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	1,165,091		1,241,080		1,396,525		1,535,736	1,302,898		1,303,585			
TOTAL DEPARTMENT: 03 REVENUE													
	1,165,091		1,241,080		1,396,525		1,535,736	1,302,898		1,303,585			

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

384 INVESTMENT INTEREST EARNINGS
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:
 FY 15-16 BUDGETED INTEREST EARNINGS ARE BASED UPON .50%
 FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%
 FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%

389 MISCELLANEOUS REVENUES
 SALE OF RECYCABLE MATERIALS

399 REIMBURSEMENTS - OTHER
 FY 2017-18 RELLECTS REIMBURSEMENT FROM THE CITY'S INSURANCE CARRIER FOR THE REPLACEMENT OF THE HOIST THAT WAS DAMAGED

756 PERS RSRV DISTRIB-NON GAAP REV
 RETIREMENT RESERVES \$1 MILLION DISTRIBUTION TO OPERATING FUNDS.

757 MED/LIFE INS PREM REFUND DISTRIBUTION
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES.

412 TRSFERS FROM STREET FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

419 TRSFERS FROM WATER FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

421 TRSFERS FROM SEWER FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

425 TRSFERS FROM GARAGE FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

440 TRSFERS FR STREET LIGHTING FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

441 TRSFERS FR STORM DRAIN FUND
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

061	PUBLIC WORKS DIRECTOR												
	141,678	1.00	151,411	1.00	154,231	1.00	154,236	158,087	1.00	158,087	1.00		
076	OFFICE SUPERVISOR												
	66,769	1.00	66,833	1.00	69,534	1.00	68,571	72,094	1.00	72,094	1.00		
085	PROJECT MANAGER 1												
	86,414	1.00	85,543	1.00	89,673	1.00	85,812	91,907	1.00	91,907	1.00		
095	MANAGEMENT ANALYST												
	11,682	1.00	68,761	1.00	74,555	1.00	74,569	79,270	1.00	79,270	1.00		
215	UTILITY WORKER												
	43,778	1.00											
221	SUPPORT SPECIALIST 2												
	37,217	1.00	48,474	1.00	52,531	1.00	51,896	55,881	1.00	55,881	1.00		
239	SUPPORT SPECIALIST 1												
	31,805	1.00	34,087	1.00	36,875	1.00	36,650	37,470	1.00	37,470	1.00		
299	PAYROLL TAXES AND FRINGES												
	191,971		236,396		232,032		228,447	241,603		252,494			

TOTAL CLASS: 05 PERSONNEL SERVICES

	611,314	7.00	691,505	6.00	709,431	6.00	700,181	736,312	6.00	747,203	6.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	2,720		3,332		4,000		4,500	5,000		5,000			
304	DEPARTMENT EQUIPMENT EXPENSE												
			4,693										
305	SPECIAL DEPARTMENT SUPPLIES												
	1,490		2,020		2,000		2,500	2,500		2,500			
307	MEMBERSHIP FEES												
	965		1,897		2,000		2,000	2,000		2,000			
308	PERIODICALS & SUBSCRIPTIONS												
	36		66		100		100	100		100			
317	COMPUTER EQUIPMENT												
	3,995				800		805						
318	COMPUTER SOFTWARE												
					28,000		28,000						

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

061	PUBLIC WORKS DIRECTOR
076	OFFICE SUPERVISOR
085	PROJECT MANAGER 1
095	MANANGEMENT ANALYST
215	UTILITY WORKER FY 16-17 REFLECTS TRANSFER OF UTILITY WORKER POSITION FROM PUBLIC WORKS ADMIN FUND TO WATER FUND, PROGRAM 0742.
221	SUPPORT SPECIALIST 2
239	SUPPORT SPECIALIST 1
299	PAYROLL TAXES AND FRINGES PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
301	OFFICE EXPENSE OFFICE SUPPLIES. \$5,000
304	DEPARTMENT EQUIPMENT EXPENSE
305	SPECIAL DEPARTMENT SUPPLIES BATTERIES, OPERATIONS DEPARTMENT FIRST AID BLUEPRINT PRESERVATION
307	MEMBERSHIP FEES COOPERATIVE PUBLIC AGENCIES OF WASHINGTON COUNTY MEMBERSHIP (ANNUAL). PROFESSIONAL REGISTRATION RENEWAL APWA MEMBERSHIP FOR DIRECTOR ICMA MEMBERSHIP INCREASE FOR APWA FEE
308	PERIODICALS & SUBSCRIPTIONS VALLEY TIMES \$100
317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED
318	COMPUTER SOFTWARE

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
321	TRAVEL, TRAINING & SUBSISTENCE												
	7,487		6,754		6,000		2,000	5,000		5,000			
328	MEALS & RELATED EXPENSE												
	65		504		4,010		1,000	2,000		2,000			
330	MILEAGE REIMBURSEMENT												
			660		1,800		900	1,800		1,800			
341	COMMUNICATIONS EXPENSE												
	46,163		46,127		68,264		68,264	70,500		70,750			
342	DATA COMMUNICATION EXPENSE												
			23,062		21,120		21,120	21,120		21,120			
351	UTILITIES EXPENSE												
	60,548		64,264		60,000		60,000	60,000		60,000			
361	UNIFORMS & SPECIAL CLOTHING												
	18,796		19,960		15,000		17,600	18,000		18,000			
381	BUILDING EXPENSE												
	10,938		10,668		9,000		9,000	8,500		8,500			
384	BUILDING MAINTENANCE PROJECTS												
	129,949		34,683		10,000		10,000	38,000		38,000			
461	SPECIAL EXPENSE												
	261		135		150		890	195		195			
481	OTHER EXPENSES												
	4,309		6,116		5,140		5,140	4,296		4,296			
511	PROFESSIONAL SERVICES												
	33,886		46,886		41,300		41,300	101,000		101,000			

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 321 TRAVEL, TRAINING & SUBSISTENCE
 - ODOT BRIDGE INSPECTION RE-CERTIFICATION (GOOD FOR FIVE YEARS)
 - ODOT BRIDGE CONSTRUCTION RE-CERTIFICATION
 - NWPMA
 - CPAWC
 - AWWA RE-CERTIFICATION
 - CWS TRAINING
 - APWA CONFERENCE
 - APWA - PW LEADERSHIP
 - ODOT - HMAC INSPECTION RECERT
 - EROSION CONTROL & STORMWATER MANAGEMENT SUMMIT
 - AWWA SHORT SCHOOL (FOR SEWER CERT)
 - DEPARTMENT HEAD RETREAT
 - OFFICE SUPERVISOR SAFETY TRAINING
 - MANAGEMENT ANALYST TRAVEL
 - PUBLIC WORKS DIRECTOR TRAVEL
- 328 MEALS & RELATED EXPENSE
 - MEALS FOR LOCAL CLASSES AND/OR MEETINGS, LABOR MANAGEMENT EMPLOYEE OF THE MONTH
 - OVERTIME AND CALL OUT MEALS FOR ALL PUBLIC WORKS STAFF IN ALL FUNDS AND PROGRAMS \$2,000
- 330 MILEAGE REIMBURSEMENT
 - REIMBURSEMENT FOR PERSONAL VEHICLE USE \$1,800
- 341 COMMUNICATIONS EXPENSE
 - LOCAL EXCHANGE PHONE LINES TO THE OPERATIONS COMPLEX \$700 PER MONTH \$8,400
 - CELL PHONES FOR OPS AND ENG STAFF 60 SMART PHONES/63 BASIC CELL PHONES @ \$5,175 PER MONTH \$62,350
- 342 DATA COMMUNICATION EXPENSE
 - WATER FUND: DATA PLAN FOR 12 COMMUNICATION DEVICES (\$480 EACH)
 - STREET FUND: DATA PLAN FOR 7 COMMUNICATION DEVICES
 - SEWER FUND: DATA PLAN FOR 1 COMMUNICATION DEVICE
 - STORM DRAIN FUND: DATA PLAN FOR 7 COMMUNICATION DEVICES
 - PUBLIC WORKS ADMIN FUND: DATA PLAN FOR 17 COMMUNICATION DEVICES \$21,120
- 351 UTILITIES EXPENSE
 - UTILITY EXPENSES FOR OPERATIONS COMPLEX: ELECTRICITY, NATURAL GAS, WATER AND TRASH SERVICE \$60,000
- 361 UNIFORMS & SPECIAL CLOTHING
 - BASEBALL CAPS FOR PUBLIC WORKS STAFF
 - SHIRTS AND JACKETS WITH CITY LOGO
 - FOR ALL ELIGIBLE PUBLIC WORKS STAFF AS REQUIRED BY THE SEIU CONTRACT
- 381 BUILDING EXPENSE
 - PAPER PRODUCTS FOR RESTROOMS
 - LIGHTBULBS
 - ELECTRICAL WORK & SUPPLIES
 - DOOR REPAIRS
 - OTHER SUPPLIES (PAINT FILTERS, HARDWARE)
 - UNFORESEEN REPAIRS
- 384 BUILDING MAINTENANCE PROJECTS
 - UNFORESEEN PROJECTS
 - BUILD AN OFFICE IN BUILDING D
 - PATCH AND REPAIR PARKING LOT
- 461 SPECIAL EXPENSE
 - UST PERMIT
 - DEQ PERMITS/AIR TANK PERMIT
- 481 OTHER EXPENSES
 - ORGANIZATIONAL DEVELOPMENT AND TEAMBUILDING FOR PUBLIC WORKS (107.4 FTE @ \$40 PER FTE)
 - HOLIDAY OPEN HOUSE SUPPLIES \$4,296
- 511 PROFESSIONAL SERVICES
 - JANITORIAL SERVICES FOR OPERATIONS COMPLEX BUILDINGS \$41,000
 - FENCE FOR 160TH SITE \$60,000

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
536	MAINTENANCE CONTRACTS												
	3,261		2,416		3,500		3,500	3,500		3,500		3,500	
551	RENTS AND LEASES												
	3,602		3,902		4,108		4,137	3,710		3,710		3,710	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	328,471		278,145		286,292		282,756	347,221		347,471			
CLASS: 15 CAPITAL OUTLAY													
681	IMPROVEMENTS												
					204,150		304,150						
TOTAL CLASS: 15 CAPITAL OUTLAY													
					204,150		304,150						
CLASS: 25 TRANSFERS													
803	TRSFRR TO GENERAL FD-LANDSCAPE												
	63,613		69,355		80,215		80,215	83,669		83,669		83,669	
816	TRSFRRS TO REPROGRAPHICS FUND												
	23,017		22,358		24,219		24,219	25,506		25,506		25,506	
818	TRSFRRS TO ISD-ALLOCATED												
	47,777		43,730		57,261		57,261	62,980		62,980		62,980	
TOTAL CLASS: 25 TRANSFERS													
	134,407		135,443		161,695		161,695	172,155		172,155			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					34,957			47,210		36,756			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					34,957			47,210		36,756			
TOTAL PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)													
	1,074,192	7.00	1,105,093	6.00	1,396,525	6.00	1,448,782	1,302,898	6.00	1,303,585	6.00		
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS													
	1,074,192	7.00	1,105,093	6.00	1,396,525	6.00	1,448,782	1,302,898	6.00	1,303,585	6.00		
TOTAL FUND: 605 PUBLIC WORKS ADMIN FUND													
	1,074,192	7.00	1,105,093	6.00	1,396,525	6.00	1,448,782	1,302,898	6.00	1,303,585	6.00		

BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND
 DEPT: 85 PUBLIC WORKS - OPERATIONS
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

536	MAINTENANCE CONTRACTS PEST CONTROL \$3,500 ANNUAL FIRE SPRINKLER TESTING ANNUAL FIRE ALARM TESTING GENERATOR MAINTENANCE FIRE ALARM MONITORING ANTIFREEZE CHARGING
551	RENTS AND LEASES STORAGE SPACE LEASE AT HARVEST COURT \$3,710
681	IMPROVEMENTS FY 2017-18 RELLECTS REPLACEMENT AND UPGRADE OF THE HEAVY DUTY EQUIPMENT HOIST THAT WAS DAMAGED LAST FISCAL YEAR. THE COST IS PARTLY OFFSET BY INSURANCE PROCEEDS OF \$102,583 SHOWN IN REVENUE ACCOUNT 399
803	TRSFER TO GENERAL FD-LANDSCAPE
816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$62,980
991	CONTINGENCY - UNRESERVED

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
605-85	PUBLIC WORKS - OPERATIONS											
605-85-0681-05-061	PUBLIC WORKS DIRECTOR	1.00	2,080			154,236				154,236	69,085	223,321
605-85-0681-05-076	OFFICE SUPERVISOR	1.00	2,120	10		68,089	482			68,571	46,550	115,121
605-85-0681-05-085	PROJECT MANAGER 1	1.00	1,991			85,812				85,812	45,128	130,940
605-85-0681-05-095	MANANGEMENT ANALYST	1.00	2,080			74,569				74,569	26,937	101,506
605-85-0681-05-221	SUPPORT SPECIALIST 2	1.00	2,080	13		47,850	446		3,600	51,896	15,704	67,600
605-85-0681-05-239	SUPPORT SPECIALIST 1	1.00	1,681	10		36,326	324			36,650	25,043	61,693
	MANAGEMENT SERVICES	6.00	12,032	33		466,882	1,252		3,600	471,734	228,447	700,181
	**** DEPARTMENT TOTAL ****	6.00	12,032	33		466,882	1,252		3,600	471,734	228,447	700,181

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PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
605-85	PUBLIC WORKS - OPERATIONS											
605-85-0681-05-061	PUBLIC WORKS DIRECTOR	1.00	2,080			158,087				158,087	72,431	230,518
605-85-0681-05-076	OFFICE SUPERVISOR	1.00	2,160	20		71,107	987			72,094	51,578	123,672
605-85-0681-05-085	PROJECT MANAGER 1	1.00	2,080			91,907				91,907	51,152	143,059
605-85-0681-05-095	MANAGEMENT ANALYST	1.00	2,080			79,270				79,270	30,978	110,248
605-85-0681-05-221	SUPPORT SPECIALIST 2	1.00	2,080	20		51,403	718		3,760	55,881	18,408	74,289
605-85-0681-05-239	SUPPORT SPECIALIST 1	1.00	1,663	20		36,806	664			37,470	27,947	65,417
	MANAGEMENT SERVICES	6.00	12,143	60		488,580	2,369		3,760	494,709	252,494	747,203
	**** DEPARTMENT TOTAL ****	6.00	12,143	60		488,580	2,369		3,760	494,709	252,494	747,203

0924