

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

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

CLASS: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER											
	12,972	.10	13,217	.10	13,463	.10	12,517	13,263	13,804	.10	13,804	.10
068	ENGINEERING ASSOCIATE											
	67,204	1.00	72,269	1.00	77,470	1.00	43,405	50,755	68,086	1.00	68,086	1.00
085	PROJECT MANAGER 1											
					77,465	1.00	68,515	72,986	83,364	1.00	83,364	1.00
113	ENGINEERING TECH 3											
	180,535	3.00	167,034	3.00	205,116	3.00	149,943	170,556	209,910	3.00	142,124	2.00
123	ENGINEERING TECH 2											
			56,254	1.00	60,016	1.00	63,999	59,843	64,550	1.00	132,336	2.00
0273 146	SURVEYOR (PLS)											
	78,010	1.00	78,348	1.00	78,595	1.00	72,472	76,359	82,466	1.00	82,466	1.00
175	PROJECT ENGINEER 2											
	110,217	1.00	113,335	1.00	115,633	1.00	107,493	111,345	118,518	1.00	118,518	1.00
221	SUPPORT SPECIALIST 2											
	56,272	1.00										
250	PROJECT MANAGER 2											
	99,961	1.00	88,010	1.00								
274	SEASONAL WORKFORCE											
					27,200							
275	TEMPORARY EMPLOYEES											
	67,155		19,703		25,360		19,147	33,952	17,178		17,178	
299	PAYROLL TAXES AND FRINGES											
	356,052		309,338		388,411		305,758	321,424	392,767		392,771	
TOTAL CLASS: 05 PERSONNEL SERVICES												
	1,028,378	8.10	917,508	8.10	1,068,729	8.10	843,249	910,483	1,050,643	8.10	1,050,647	8.10

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	1,920		1,510		3,000		1,443	2,000	2,500		2,500	
303	OFFICE FURNITURE & EQUIPMENT											
	451		400		2,660		2,655	2,660	4,080		4,080	
304	DEPARTMENT EQUIPMENT EXPENSE											
	202		3,100		4,555		106	2,000	2,965		2,965	
305	SPECIAL DEPARTMENT SUPPLIES											
	1,967		1,861		3,925		1,430	2,600	4,150		4,150	
307	MEMBERSHIP FEES											
	541		397		1,250		679	1,100	1,360		1,360	
308	PERIODICALS & SUBSCRIPTIONS											
	287		306		400		61	300	400		400	
314	OUTSIDE REPRODUCTION EXPENSES											
	949		782		1,500		429	1,000	1,000		1,000	
316	ADVERTISING, RECORDING & FILING											
	98		97		1,500		99		400		400	
317	COMPUTER EQUIPMENT											
	1,401		883		3,650		2,340		200		200	
318	COMPUTER SOFTWARE											
			613				175		4,300		4,300	
321	TRAVEL, TRAINING & SUBSISTENCE											
	3,655		899		8,500		2,753	3,000	10,800		10,800	
325	COMMUNITY EVENTS EXPENSE											
					500							
328	MEALS & RELATED EXPENSE											
	70		170		700		243	200	300		300	
341	COMMUNICATIONS EXPENSE											
	1,824		2,008									
342	DATA COMMUNICATION EXPENSE											
					1,440							
361	UNIFORMS & SPECIAL CLOTHING											
	39		1,119		900		1,254	1,159	1,950		1,950	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
371	EQUIPMENT OPER & MAINT EXPENSE											
	318		1,085		2,290		3,183	2,000	2,000		2,000	
511	PROFESSIONAL SERVICES											
	2,035		1,785		20,000		15,550	20,000	3,000		3,000	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	15,757		17,015		56,770		32,400	38,019	39,405		39,405	
CLASS: 15 CAPITAL OUTLAY												
641	VEHICLES											
					27,000		24,230	24,230				
671	EQUIPMENT											
			14,767						22,000		22,000	
TOTAL CLASS: 15 CAPITAL OUTLAY												
			14,767		27,000		24,230	24,230	22,000		22,000	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	21,025		12,336		17,614		13,305	17,614	16,633		16,633	
817	TRSFERS TO GARAGE FUND											
	2,324		5,786		5,010		6,528	5,010	7,065		7,065	
818	TRSFERS TO ISD-ALLOCATED											
	5,504		2,788		3,000		3,000	3,000	2,200		2,200	
TOTAL CLASS: 25 TRANSFERS												
	28,853		20,910		25,624		22,833	25,624	25,898		25,898	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
996	RESERVE - EQUIPMENT REPLACENT											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
					32,184				11,815		11,815	

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

					32,184				11,815		11,815	
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TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING

	1,072,988	8.10	970,200	8.10	1,210,307	8.10	922,712	998,356	1,149,761	8.10	1,149,765	8.10
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES												
049	PROG COORDINATOR -PUBLIC WORKS											
	59,939	1.00	64,205	1.00	69,569	1.00	63,790	68,090	75,413	1.00	75,413	1.00
053	SENIOR ENGINEER											
	107,299	1.00	109,304	1.00	167,026	2.00	113,489	157,175				
063	PUBLIC WORKS SUPRVISR-ARBORIST											
	52,880	.70	54,194	.70	59,605	.70	57,456	64,661	52,021	.70	52,021	.70
084	PROJECT ENGINEER 1											
	92,418	1.60	138,670	1.60	154,317	1.60	135,135	143,835				
085	PROJECT MANAGER 1											
					18,466	1.00	14,112	18,466				
112	PUBLIC WORKS MANAGER 3											
	31,642	.30	32,807	.30	33,406	.30	31,542	33,403	35,552	.30	35,552	.30
119	ENG. CONST. INSPECTOR LEAD											
	93,447	1.00	87,840	1.00	88,678	1.00	61,173	87,886				
123	ENGINEERING TECH 2											
	171,170	3.00	172,329	4.00	230,220	3.00	170,705	209,143				
124	ENGINEERING CONST INSPECTOR											
	193,170	4.00	283,244	4.00	298,448	4.00	215,924	265,373				
143	SENIOR FIELD INSPECTOR - ENG											
					45,945	1.00	13,464	19,678				
166	LANDSCAPE TECHNICIAN											
	314,365	6.00	355,359	7.00	374,852	7.00	344,239	365,805	329,951	6.00	329,951	6.00
170	PUBLIC WORKS LEAD											
									61,220	1.00	61,220	1.00
188	INVENTORY CONTROL TECHNICIAN											
	12,534	.25	13,757	.25	14,802	.25	14,937	15,672				
215	UTILITY WORKER											
	102,552	3.00	76,917	2.00	79,530	2.00	65,518	75,177	83,029	2.00	83,029	2.00
221	SUPPORT SPECIALIST 2											

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	51,434	1.00	53,739	1.00	54,534	1.00	29,405	40,857				
225	PERMIT TECHNICIAN											
					24,676	1.00	28,562	31,858				
274	SEASONAL WORKFORCE											
	35,726		53,988		71,000		52,218	51,008	68,000		68,000	
275	TEMPORARY EMPLOYEES											
	83,684		11,293		47,531		759	759				
299	PAYROLL TAXES AND FRINGES											
	750,405		895,998		1,124,934		876,436	1,029,853	496,437		496,437	

0178 TOTAL CLASS: 05 PERSONNEL SERVICES

	2,152,665	22.85	2,403,644	23.85	2,957,539	26.85	2,288,864	2,678,699	1,201,623	11.00	1,201,623	11.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	1,851		1,684		3,000		853	1,000				
303	OFFICE FURNITURE & EQUIPMENT											
	3,620		4,253		15,800		2,728	13,503				
304	DEPARTMENT EQUIPMENT EXPENSE											
	5,961		9,142		12,160		11,290	10,100	9,200		9,200	
305	SPECIAL DEPARTMENT SUPPLIES											
	3,946		2,016		5,500		3,849	5,000	3,000		3,000	
307	MEMBERSHIP FEES											
	2,189		2,583		3,485		2,382	3,185	1,500		1,500	
317	COMPUTER EQUIPMENT											
	3,473		7,698		18,515		18,653	7,000				
318	COMPUTER SOFTWARE											
					6,000		50					
321	TRAVEL, TRAINING & SUBSISTENCE											
	7,889		6,275		24,950		14,075	12,300	5,000		5,000	
328	MEALS & RELATED EXPENSE											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	558		636		250		125	125	200		200	
341	COMMUNICATIONS EXPENSE											
	1,518		5,285		360			2,000				
351	UTILITIES EXPENSE											
	179,599		126,254		170,000		116,586	140,000	150,000		150,000	
361	UNIFORMS & SPECIAL CLOTHING											
	8,741		9,480		9,750		9,066	8,250	7,500		7,500	
382	GROUNDS MAINTENANCE											
	4,766		5,145		10,000		7,918	9,600	10,000		10,000	
419	CHEMICAL & LABORATORY SUPPLIES											
	12,875		9,606		17,000		14,851	13,000	16,000		16,000	
420	LANDSCAPE MAINTENANCE											
	56,785		74,688		75,000		62,008	60,000	70,000		70,000	
421	STREET FURNITURE EXPENSE											
	3,696		2,999		8,000		7,390	7,500	7,000		7,000	
423	GRAFFITI REMOVAL EXPENSE											
	742		2,177		5,650		4,047	4,175	5,000		5,000	
424	CITY PARK FACILITY MAINT EXP											
	12,064		17,055		20,000		19,161	24,000	20,000		20,000	
425	DUMPING EXPENSES											
	9,640		17,204		12,000		12,615	16,000	16,000		16,000	
436	THE ROUND PLAZA MAINT EXPENSE											
	6,309		15,685		10,000		6,268	15,500	18,000		18,000	
461	SPECIAL EXPENSE											
					150		58	150	150		150	
511	PROFESSIONAL SERVICES											
	29,475		30,837		187,000		190,277	187,000	35,000		35,000	
525	PMTS TO OTHER GOVERNMENT AGENCIES											
					50,000			50,000				
551	RENTS AND LEASES											
	1,196		1,517		2,300		1,697	2,069	2,500		2,500	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
TOTAL CLASS: 10 MATERIALS & SERVICES												
	356,893		352,219		666,870		505,947	591,457	376,050		376,050	
CLASS: 15 CAPITAL OUTLAY												
641 VEHICLES												
	23,893		92,255		121,765		117,262	116,490	50,150		50,150	
681 IMPROVEMENTS												
			33,080									
TOTAL CLASS: 15 CAPITAL OUTLAY												
	23,893		125,335		121,765		117,262	116,490	50,150		50,150	
CLASS: 25 TRANSFERS												
804 TRSFR - OPERATIONS ADMIN												
	129,171		168,720		184,263		184,263	184,263	166,888		166,888	
817 TRSFRS TO GARAGE FUND												
	107,597		135,549		140,861		108,742	140,861	122,027		122,027	
TOTAL CLASS: 25 TRANSFERS												
	236,768		304,269		325,124		293,005	325,124	288,915		288,915	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
990 RESERVE - TREE PRESERVATION												
					165,878				165,878		165,878	
996 RESERVE - EQUIPMENT REPLACEMT												
					214,821				183,113		183,113	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					380,699				348,991		348,991	
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS												
	2,770,219	22.85	3,185,467	23.85	4,451,997	26.85	3,205,078	3,711,770	2,265,729	11.00	2,265,729	11.00

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

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

CLASS: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER											
	12,972	.10	13,217	.10	13,463	.10	13,263	13,804	.10	13,804	.10	
068	ENGINEERING ASSOCIATE											
	67,204	1.00	72,269	1.00	77,470	1.00	50,755	68,086	1.00	68,086	1.00	
085	PROJECT MANAGER 1											
					77,465	1.00	72,986	83,364	1.00	83,364	1.00	
113	ENGINEERING TECH 3											
	180,535	3.00	167,034	3.00	205,116	3.00	170,556	209,910	3.00	142,124	2.00	
123	ENGINEERING TECH 2											
			56,254	1.00	60,016	1.00	59,843	64,550	1.00	132,336	2.00	
146	SURVEYOR (PLS)											
	78,010	1.00	78,348	1.00	78,595	1.00	76,359	82,466	1.00	82,466	1.00	
175	PROJECT ENGINEER 2											
	110,217	1.00	113,335	1.00	115,633	1.00	111,345	118,518	1.00	118,518	1.00	
221	SUPPORT SPECIALIST 2											
	56,272	1.00										
250	PROJECT MANAGER 2											
	99,961	1.00	88,010	1.00								
274	SEASONAL WORKFORCE											
					27,200							
275	TEMPORARY EMPLOYEES											
	67,155		19,703		25,360		33,952	17,178		17,178		
299	PAYROLL TAXES AND FRINGES											
	356,052		309,338		388,411		321,424	392,767		392,771		

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,028,378	8.10	917,508	8.10	1,068,729	8.10	910,483	1,050,643	8.10	1,050,647	8.10
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	1,920		1,510		3,000		2,000	2,500		2,500		
303	OFFICE FURNITURE & EQUIPMENT											
	451		400		2,660		2,660	4,080		4,080		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 046 PRINCIPAL ENGINEER  
 POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740 /  
 AND .10 FTE 001-72-0703.
- 068 ENGINEERING ASSOCIATE
- 085 PROJECT MANAGER 1  
 FY 17-18 REFLECTS RECLASSIFICATION OF PROJECT MANAGER 2 POSITION TO PROJECT MANAGER 1
- 113 ENGINEERING TECH 3  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.  
 FY 18-19 REFLECTS BUDGET AMENDMENT PKT. 1 THAT RECLASSIFIES 1 FTE ET3 POSITION TO ET2.
- 123 ENGINEERING TECH 2  
 FY 16-17 REFLECTS THE RECLASSIFICATION OF A SUPPORT SPECIALIST 2 POSITION TO ENGINEERING  
 TECH 2 POSITION.  
 FY 18-19 REFLECTS BUDGET AMENDMENT PKT. 1 THAT RECLASSIFIES 1 FTE ET3 POSITION TO ET2.
- 146 SURVEYOR (PLS)
- 175 PROJECT ENGINEER 2
- 221 SUPPORT SPECIALIST 2  
 FY 16-17 REFLECTS THE RECLASSIFICATION OF A SUPPORT SPECIALIST 2 POSITION TO ENGINEERING  
 TECH 2 POSITION.
- 250 PROJECT MANAGER 2  
 FY 17-18 REFLECTS RECLASSIFICATION OF PROJECT MANAGER 2 POSITION TO PROJECT MANAGER 1
- 274 SEASONAL WORKFORCE  
 FY 17-18 REFLECTS SEASONAL INSPECTOR FOR CRESCENT PATH CIP3407
- 275 TEMPORARY EMPLOYEES  
 RETIRED EMPLOYEE RETURNING TO INSPECT THE CRESCENT PATH PROJECT.
- 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 \$2,500
- 303 OFFICE FURNITURE & EQUIPMENT  
 OFFICE CHAIR REPLACEMENT (2) \$1,200  
 SIT-STAND DESK (2) \$980  
 MONITOR ARMS FOR SIT STAND DESKS (2) \$700  
 REPLACE EQUIPMENT FOR TECHS \$1,200

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
304	DEPARTMENT EQUIPMENT EXPENSE										
	202		3,100		4,555		2,000	2,965		2,965	
305	SPECIAL DEPARTMENT SUPPLIES										
	1,967		1,861		3,925		2,600	4,150		4,150	
307	MEMBERSHIP FEES										
	541		397		1,250		1,100	1,360		1,360	
308	PERIODICALS & SUBSCRIPTIONS										
	287		306		400		300	400		400	
314	OUTSIDE REPRODUCTION EXPENSES										
	949		782		1,500		1,000	1,000		1,000	
316	ADVERTISING,RECORDING & FILING										
	98		97		1,500			400		400	
317	COMPUTER EQUIPMENT										
	1,401		883		3,650			200		200	
318	COMPUTER SOFTWARE										
			613					4,300		4,300	
321	TRAVEL,TRAINING & SUBSISTENCE										
	3,655		899		8,500		3,000	10,800		10,800	
325	COMMUNITY EVENTS EXPENSE										
					500						
328	MEALS & RELATED EXPENSE										
	70		170		700		200	300		300	
341	COMMUNICATIONS EXPENSE										
	1,824		2,008								
342	DATA COMMUNICATION EXPENSE										
					1,440						
361	UNIFORMS & SPECIAL CLOTHING										
	39		1,119		900		1,159	1,950		1,950	
371	EQUIPMENT OPER & MAINT EXPENSE										
	318		1,085		2,290		2,000	2,000		2,000	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS
304	DEPARTMENT EQUIPMENT EXPENSE REPLACEMENT SURVEYING STAKES, INSPECTION SPECIAL EQUIPMENT AND SUPPLIES \$1,500 INK FOR EPSON WIDE FORMAT PRINTER (5 CARTRIDGES) \$1,265 TONER CARTRIDGE FOR RICOH WIDE FORMAT \$200
305	SPECIAL DEPARTMENT SUPPLIES BENCHMARKS, MONUMENTS AND SURVEYING SUPPLIES \$2,750 PAPER FOR WIDE FORMAT PLOTTERS \$900 SPECIAL ENGINEERING SUPPLIES (PAINT, SCALES, TAPE MEASURES) \$500
307	MEMBERSHIP FEES 1-PROFESSIONAL ENGINEER (JB) \$270 1-PROFESSIONAL LAND SURVEYOR REGISTRATION (MS) \$220 2-PLSO MEMBERSHIP (\$100 EA) (MS, CN) \$200 ASCE MEMBERSHIP \$300 APWA MEMBERSHIP \$150 NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS (NSPE) MEMBERSHIP (JB) \$220
308	PERIODICALS & SUBSCRIPTIONS TECHNICAL AND PROFESSIONAL JOURNALS, DESIGN MANUALS, TECHNICAL SOFTWARE REFERENCE \$200 MATERIALS, NEWSPAPER NOTICES FOR PLAN CODE AMENDMENTS \$200
314	OUTSIDE REPRODUCTION EXPENSES VARIOUS WATER CONSERVATION PRINT MATERIALS ENGINEERING-RELATED PUBLICATION EXPENSES
316	ADVERTISING, RECORDING & FILING RECORD OF SURVEY EXPENSES \$400
317	COMPUTER EQUIPMENT IPHONE 6 PLUS LARGE SCREEN FOR PROJECT MANAGER \$200
318	COMPUTER SOFTWARE CARLSON SURVEY UPGRADE \$1,200 HIGHWAY CAPACITY SOFTWARE \$3,100
321	TRAVEL, TRAINING & SUBSISTENCE TRAVEL & TRAINING EXPENSES FOR TRAINING (ENG TECHS AND PROJ MGR) \$2,000 AUTODESK USERS GROUP INTERNATIONAL (\$300EA) (AL, WB, GJ) \$900 CIVIL 3D TRAINING (ALL PUBLIC WORKS CADD USERS) \$2,700 OSU SURVEY SEMINARS (MS, CN) \$1,700 MISC TRAINING \$1,500 TECH TRAINING (MUNICIPAL FORMS, ODOT CLASS) (AL, GJ, PM, WB) \$2,000
325	COMMUNITY EVENTS EXPENSE
328	MEALS & RELATED EXPENSE INTERJURISDICTIONAL & PROFESSIONAL ASSOCIATION MEETINGS- MEALS & PARKING \$150 NORTHWEST USER GROUP MEETING - HOSTING \$150
341	COMMUNICATIONS EXPENSE BEGINNING FY 2017-18 ENGINEERING COMMUNICATIONS EXPENSE WILL BE ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
342	DATA COMMUNICATION EXPENSE
361	UNIFORMS & SPECIAL CLOTHING 7 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS & SAFETY EQUIP (\$150/EMP) \$1,050 (EMPLOYEES: 1 PROJ ENG, 1 PROJ MGR, 1 SURVEYOR, 4 TECHS) BASEBALL CAPS FOR DIVISION (ONE TIME PURCHASE) \$900 THIS EXPENSE WAS PREVIOUSLY ACCOUNTED FOR IN THE PUBLIC WORKS ADMIN FUND.
371	EQUIPMENT OPER & MAINT EXPENSE ANNUAL MAINTENANCE PLAN FOR WIDE FORMAT PRINTER/SCANNER \$2,000 ANNUAL MAINTENANCE AND RECALIBRATION OF SURVEY INSTRUMENTS:

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES										
	2,035		1,785		20,000		20,000	3,000		3,000	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	15,757		17,015		56,770		38,019	39,405		39,405	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
					27,000		24,230				
671	EQUIPMENT										
			14,767					22,000		22,000	
TOTAL CLASS: 15 CAPITAL OUTLAY											
			14,767		27,000		24,230	22,000		22,000	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	21,025		12,336		17,614		17,614	16,633		16,633	
817	TRSFERS TO GARAGE FUND										
	2,324		5,786		5,010		5,010	7,065		7,065	
818	TRSFERS TO ISD-ALLOCATED										
	5,504		2,788		3,000		3,000	2,200		2,200	
TOTAL CLASS: 25 TRANSFERS											
	28,853		20,910		25,624		25,624	25,898		25,898	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
996	RESERVE - EQUIPMENT REPLACEMT										
					32,184			11,815		11,815	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					32,184			11,815		11,815	
TOTAL PROGRAM: 0703 ENGINEERING MGMT SERVICES											
	1,072,988	8.10	970,200	8.10	1,210,307	8.10	998,356	1,149,761	8.10	1,149,765	8.10
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING											
	1,072,988	8.10	970,200	8.10	1,210,307	8.10	998,356	1,149,761	8.10	1,149,765	8.10

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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511 PROFESSIONAL SERVICES  
ONE-CALL AND UTILITY LOCATE EXPENSES \$3,000

641 VEHICLES

671 EQUIPMENT  
TOPCON IS3 - ROBOTIC TOTAL STATION - SURVEY EQUIPMENT WITH FC-5000 DATA COLLECTOR \$22,000

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$16,633

817 TRSFERS TO GARAGE FUND  
GARAGE TRANSFER \$7,065

818 TRSFERS TO ISD-ALLOCATED  
ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND  
ENGINEERING SOFTWARE UPGRADES \$2,200

996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR SURVEY EQUIPMENT REPLACEMENT \$11,815  
FY 2018-19 REFLECTS \$22,000 USED FOR SURVEY EQUIPMENT IN 671 LINE ITEM

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

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

CLASS: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS											
	59,939	1.00	64,205	1.00	69,569	1.00	68,090	75,413	1.00	75,413	1.00	
063	PUBLIC WORKS SUPRVISR-ARBORIST											
	52,880	.70	54,194	.70	59,605	.70	64,661	52,021	.70	52,021	.70	
112	PUBLIC WORKS MANAGER 3											
	31,642	.30	32,807	.30	33,406	.30	33,403	35,552	.30	35,552	.30	
166	LANDSCAPE TECHNICIAN											
	314,365	6.00	355,359	7.00	374,852	7.00	365,805	329,951	6.00	329,951	6.00	
170	PUBLIC WORKS LEAD											
								61,220	1.00	61,220	1.00	
188	INVENTORY CONTROL TECHNICIAN											
	12,534	.25	13,757	.25	14,802	.25	15,672					
215	UTILITY WORKER											
	102,552	3.00	76,917	2.00	79,530	2.00	75,177	83,029	2.00	83,029	2.00	
274	SEASONAL WORKFORCE											
	35,726		53,988		71,000		51,008	68,000		68,000		
275	TEMPORARY EMPLOYEES											
			8,661									
299	PAYROLL TAXES AND FRINGES											
	370,461		391,198		431,958		442,607	496,437		496,437		

TOTAL CLASS: 05 PERSONNEL SERVICES

	980,099	11.25	1,051,086	11.25	1,134,722	11.25	1,116,423	1,201,623	11.00	1,201,623	11.00
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE											
	4,561		6,701		11,160		9,500	9,200		9,200		
305	SPECIAL DEPARTMENT SUPPLIES											
	3,946		2,016		3,000		3,000	3,000		3,000		
307	MEMBERSHIP FEES											
	535		973		1,500		1,200	1,500		1,500		
317	COMPUTER EQUIPMENT											
			780									
321	TRAVEL, TRAINING & SUBSISTENCE											
	2,873		3,411		5,000		4,300	5,000		5,000		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 049    PROG COORDINATOR -PUBLIC WORKS
  
- 063    PUBLIC WORKS SUPRVISR-ARBORIST  
        THE POSITION ALLOCATED: 70% 001-85-0772 AND 30% 101-85-0775.
  
- 112    PUBLIC WORKS MANAGER 3  
        POSITION ALLOCATION TO 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND.
  
- 166    LANDSCAPE TECHNICIAN  
        FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE UTILITY WORKER TO 1 FTE LANDSCAPE TECH.  
        FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE LANDSCAPE TECH TO 1 FTE PUBLIC WORKS LEAD.
  
- 170    PUBLIC WORKS LEAD  
        FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE LANDSCAPE TECH TO 1 FTE PUBLIC WORKS LEAD.
  
- 188    INVENTORY CONTROL TECHNICIAN  
        FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM  
        25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN  
        THE GARAGE FUND.
  
- 215    UTILITY WORKER  
        FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE UTILITY WORKER TO 1 FTE LANDSCAPE TECH.
  
- 274    SEASONAL WORKFORCE  
        INCLUDES FUNDING FOR SEASONAL WORKFORCE FOR FLOWER BASKET PROGRAM AND SEASONAL  
        LEAF REMOVAL AND MOWING PROGRAM.
  
- 275    TEMPORARY EMPLOYEES  
        NO APPROPRIATION REQUESTED
  
- 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
  


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- 304    DEPARTMENT EQUIPMENT EXPENSE  
        REPLACEMENT EQUIPMENT AND SMALL POWER EQUIPMENT ASSOCIATED WITH LANDSCAPE MAINTENANCE.
  
- 305    SPECIAL DEPARTMENT SUPPLIES  
        MISCELLANEOUS HAND TOOLS RELATED TO LANDSCAPE MAINTENANCE AND CONSTRUCTION,  
        VECTOR CONTROL, AND GRAFFITI ABATEMENT PROGRAMS.
  
- 307    MEMBERSHIP FEES  
        PESTICIDE APPLICATOR LICENSE RENEWAL (ANNUAL FEE)  
        MEMBERSHIP IN COMMUNITY TREES  
        MEMBERSHIP IN THE OREGON VECTOR CONTROL ASSOCIATION
  
- 317    COMPUTER EQUIPMENT  
        NO APPROPRIATION REQUESTED
  
- 321    TRAVEL, TRAINING & SUBSISTENCE  
        TRAINING ASSOCIATED WITH PESTICIDE APPLICATORS LICENSE AND VARIOUS IRRIGATION CLASSES.

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
328	MEALS & RELATED EXPENSE										
	558		386					200		200	
351	UTILITIES EXPENSE										
	179,599		126,254		170,000		140,000	150,000		150,000	
361	UNIFORMS & SPECIAL CLOTHING										
	8,519		7,872		7,500		6,000	7,500		7,500	
382	GROUNDS MAINTENANCE										
	4,766		5,145		10,000		9,600	10,000		10,000	
419	CHEMICAL & LABORATORY SUPPLIES										
	12,875		9,606		17,000		13,000	16,000		16,000	
420	LANDSCAPE MAINTENANCE										
	56,785		74,688		75,000		60,000	70,000		70,000	
421	STREET FURNITURE EXPENSE										
	3,696		2,999		8,000		7,500	7,000		7,000	
423	GRAFFITI REMOVAL EXPENSE										
	742		2,177		5,650		4,175	5,000		5,000	
424	CITY PARK FACILITY MAINT EXP										
	12,064		17,055		20,000		24,000	20,000		20,000	
425	DUMPING EXPENSES										
	9,640		17,204		12,000		16,000	16,000		16,000	
436	THE ROUND PLAZA MAINT EXPENSE										
	6,309		15,685		10,000		15,500	18,000		18,000	
461	SPECIAL EXPENSE										
					150		150	150		150	
511	PROFESSIONAL SERVICES										
	29,475		30,837		34,000		34,000	35,000		35,000	
551	RENTS AND LEASES										
	1,196		1,517		2,300		2,069	2,500		2,500	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	338,139		325,306		392,260		349,994	376,050		376,050	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
			40,119		39,055		37,731	50,150		50,150	
681	IMPROVEMENTS										
			33,080								
TOTAL CLASS: 15 CAPITAL OUTLAY											
			73,199		39,055		37,731	50,150		50,150	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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328	MEALS & RELATED EXPENSE FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND MEALS ASSOCIATED WITH OVERTIME AFTER HOURS WORK PER UNION CONTRACT, CREW MEETINGS	
351	UTILITIES EXPENSE WATER SERVICE TO CITY LANDSCAPES ELECTRICAL SERVICES TO CITY LANDSCAPES GARBAGE COLLECTION SERVICE ON STREET R.O.W. AND OTHER VARIOUS CITY OWNED SITES	
361	UNIFORMS & SPECIAL CLOTHING CLOTHING, RAINGEAR, FOOTWEAR AND SPECIAL SAFETY EQUIPMENT PER UNION CONTRACT.	
382	GROUNDS MAINTENANCE LAWN AND SHRUB FERTILIZER, BARKDUST, REPLACEMENT PLANTS, IRRIGATION REPAIR PARTS ON CITY FACILITY GROUNDS.	
419	CHEMICAL & LABORATORY SUPPLIES MISCELLANEOUS LAWN AND SHRUB CARE, VEGETATION CONTROL AND VECTOR CONTROL CHEMICALS	
420	LANDSCAPE MAINTENANCE IRRIGATION REPAIR SUPPLIES, REPLACEMENT PLANT MATERIAL FOR STREET RIGHT-OF-WAY LANDSCAPES, REPLACEMENT PLANT MATERIAL FOR DOWNTOWN FLOWER BASKETS	
421	STREET FURNITURE EXPENSE STREET FURNITURE REPLACEMENT AND ADDITIONS	
423	GRAFFITI REMOVAL EXPENSE SUPPLIES RELATED TO CLEANUP AND ABATEMENT OF GRAFFITI	
424	CITY PARK FACILITY MAINT EXP ANNUAL FOUNTAIN PERMIT AND EXPENDITURES RELATED TO MAINTENANCE, REPAIRS, AND IMPROVEMENTS TO CITY PARK.	
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL.	
436	THE ROUND PLAZA MAINT EXPENSE MISCELLANEOUS REPAIRS AND SUPPLIES FOR THE PUBLIC PLAZAS AT THE ROUND. ELECTRICAL/WATER USAGE FY.18/19 INCREASE DUE TO REPAIR NEEDED TO FOUNTAIN AND REPLACE FENCE	
461	SPECIAL EXPENSE COMMERCIAL DRIVER LICENSES RENEWALS	
511	PROFESSIONAL SERVICES INSTALLATION OF BARKDUST ON CITY RIGHT-OF-WAYS TREE REMOVALS AND LAWN AERATION	
551	RENTS AND LEASES MISCELLANEOUS EQUIPMENT RENTAL ARCTIC STORAGE LOT LEASE	

641	VEHICLES 1 - REPLACEMENT FOR TRUCK NO. 6-619 (2001 FORD F350 DUMP TRUCK) WITH SIMILAR VEHICLE \$50,150	
681	IMPROVEMENTS NO APPROPRIATION REQUESTED FY 18-19	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 25 TRANSFERS											
804	TRSFR - OPERATIONS ADMIN										
	110,919		147,016		161,384		161,384	166,888		166,888	
817	TRSFRS TO GARAGE FUND										
	91,834		99,321		98,840		98,840	122,027		122,027	
TOTAL CLASS: 25 TRANSFERS											
	202,753		246,337		260,224		260,224	288,915		288,915	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
990	RESERVE - TREE PRESERVATION										
					165,878			165,878		165,878	
996	RESERVE - EQUIPMENT REPLACEMT										
					158,852			183,113		183,113	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					324,730			348,991		348,991	
TOTAL PROGRAM: 0772 LANDSCAPE MAINTENANCE											
	1,520,991	11.25	1,695,928	11.25	2,150,991	11.25	1,764,372	2,265,729	11.00	2,265,729	11.00
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS											
	2,770,219	22.85	3,185,467	23.85	4,451,997	26.85	3,711,770	2,265,729	11.00	2,265,729	11.00
TOTAL FUND: 001 GENERAL FUND											
	57,408,597	337.73	63,945,004	344.28	78,739,930	350.83	66,308,307	79,016,875	357.13	78,724,625	355.13

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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804 TRSFR - OPERATIONS ADMIN  
ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND

817 TRSFERS TO GARAGE FUND  
ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE AND REPLACEMENT) PROVIDED BY THE GARAGE FUND

990 RESERVE - TREE PRESERVATION  
RESERVE FOR SPECIFIC TREE PLANTING PROJECTS AS AUTHORIZED FOR HABITAT OR AESTHETIC PURPOSES. IN-LIEU FEES PAID BY THE PROPERTY OWNERS WHO REMOVE SIGNIFICANT TREES FOR THE MITIGATION OF THE TREES REMOVED (COUNCIL RESOLUTION NO. 3681) REFLECTS ADDITION OF \$38,200 FROM RUSSELL PROPERTY SUBDIVISION RECEIVED IN FY 17-18

996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR VEHICLE REPLACEMENT