

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 03 REVENUE

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 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-8,054,015		-8,075,808		-8,995,209		-8,995,209	-8,995,209	-7,959,486		-7,959,486	
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-8,054,015		-8,075,808		-8,995,209		-8,995,209	-8,995,209	-7,959,486		-7,959,486	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

	-25,680				-739,000			-285,000	-668,000		-668,000	
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TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

	-25,680				-739,000			-285,000	-668,000		-668,000	
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CLASS: 20 PERMITS & FEES

357 SEWER CONNECTION FEES

	-95,867		-112,880		-125,000		-108,851	-125,000	-125,000		-125,000	
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TOTAL CLASS: 20 PERMITS & FEES

	-95,867		-112,880		-125,000		-108,851	-125,000	-125,000		-125,000	
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CLASS: 25 SERVICE FEES

363 SEWER SERVICE SALES

	-3,588,926		-3,751,420		-3,112,095		-4,568,394	-2,800,000	-2,885,000		-2,885,000	
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367 UTILITY SURCHARGE

	-1,219,951		-1,232,038		-1,245,000		-1,049,780	-1,245,000	-1,250,000		-1,250,000	
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369 UTILITY SALES ALLOWANCES

	34,439		27,226		50,000		26,056	40,000	50,000		50,000	
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TOTAL CLASS: 25 SERVICE FEES

	-4,774,438		-4,956,232		-4,307,095		-5,592,118	-4,005,000	-4,085,000		-4,085,000	
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CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY PROPERTY

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 03 REVENUE

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
	-5,407		-9,880				-29,743	-28,698				
384	INVESTMENT INTEREST EARNINGS											
	-60,267		-107,656		-106,100		-160,187	-175,600	-196,900		-196,900	
389	MISCELLANEOUS REVENUES											
	-234		-8,475									
394	MISC INTEREST EARNINGS											
	-28,364		-25,562		-27,300			-27,300	-28,000		-28,000	
398	SRVS PROVIDED TO OTHER FUNDS											
	-56,824		-93,061		-50,000		-149,520	-100,000	-50,000		-50,000	
399	REIMBURSEMENTS - OTHER											
			-116				-171	-171				
756	PERS RSRV DISTRIB-NON GAAP REV											
	-21,065											
757	MED/LIFE INS PREM REFUND DISTRIBUTION											
	-12,433		-7,939				-4,769	-4,769				
TOTAL CLASS: 35 MISCELLANEOUS REVENUES												
	-184,594		-252,689		-183,400		-344,390	-336,538	-274,900		-274,900	
TOTAL DEPARTMENT: 03 REVENUE												
	-13,134,594		-13,397,609		-14,349,704		-15,040,568	-13,746,747	-13,112,386		-13,112,386	

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER 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											
	32,431	.25	33,040	.25	33,664	.25	31,295	33,165	34,510	.25	34,510	.25
051	CITY ENGINEER											
	16,178	.34	40,079	.34	43,032	.34	40,333	43,036	45,188	.34	45,188	.34
084	PROJECT ENGINEER 1											
	192,100	2.10	172,982	2.10	201,453	2.10	188,185	199,660	206,709	2.10	206,709	2.10
221	SUPPORT SPECIALIST 2											
	10,389	.25	11,005	.25	11,818	.25	11,183	11,831	12,825	.25	12,825	.25
299	PAYROLL TAXES AND FRINGES											
	133,623		127,417		164,263		158,092	164,884	185,168		185,168	
090	TOTAL CLASS: 05 PERSONNEL SERVICES											
	384,721	2.94	384,523	2.94	454,230	2.94	429,088	452,576	484,400	2.94	484,400	2.94

CLASS: 10 MATERIALS & SERVICES

305	SPECIAL DEPARTMENT SUPPLIES											
					400		100	400	400		400	
307	MEMBERSHIP FEES											
	235		663		2,080		160	800	1,775		1,775	
317	COMPUTER EQUIPMENT											
	2,700								365		365	
318	COMPUTER SOFTWARE											
					2,250		2,000	2,000				
321	TRAVEL, TRAINING & SUBSISTENCE											
	1,242		1,886		5,000		3,457	5,000	10,250		10,250	
330	MILEAGE REIMBURSEMENT											
					50			75	200		200	
341	COMMUNICATIONS EXPENSE											
	231		740									
361	UNIFORMS & SPECIAL CLOTHING											

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER 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
					450		448	450	450		450	
511	PROFESSIONAL SERVICES											
	27,869		23,982		52,000		45,430	50,000	35,000		35,000	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	32,277		27,271		62,230		51,595	58,725	48,440		48,440	
CLASS: 25 TRANSFERS												
816	TRSFERS TO REPROGRAPHICS FUND											
	805		759		826		724	826	1,387		1,387	
835	TRSFER TO GF, BVTN BLDG OPERATIONS											
					25,834		25,834	25,834	12,917		12,917	
836	TRSFER TO GF, BVTN BLDG DEBT SVC											
					34,376		34,376	34,376	12,992		12,992	
TOTAL CLASS: 25 TRANSFERS												
	805		759		61,036		60,934	61,036	27,296		27,296	
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING												
	417,803	2.94	412,553	2.94	577,496	2.94	541,617	572,337	560,136	2.94	560,136	2.94

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER 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											
	72,706	1.00	88,865	1.00	25,737	1.00		25,719	61,537	1.00	61,537	1.00
057	PUBLIC WORKS SUPERVISOR											
	27,715	.50	33,734	.75	35,406	.50	36,894	37,994	41,475	.50	41,475	.50
112	PUBLIC WORKS MANAGER 3											
	64,364	.59	38,446	.34	81,191	.83	81,142	85,979	90,254	.83	90,254	.83
170	PUBLIC WORKS LEAD											
	39,937	.50	32,189	.50	61,789	.84	47,826	50,611	55,797	.84	55,797	.84
176	PUBLIC WORKS EQUIPMNT OPERATOR											
	286,614	4.50	174,337	2.50	161,011	2.50	161,362	161,213	162,451	2.50	162,451	2.50
177	PUBLIC WORKS TECHNICIAN											
	164,732	3.00	151,256	3.00	166,594	3.00	143,526	163,569	169,126	3.00	169,126	3.00
0629 188	INVENTORY CONTROL TECHNICIAN											
	5,013	.10	5,502	.10	5,922	.10	5,975	6,269				
274	SEASONAL WORKFORCE											
	15,215		5,515		43,000		12,603	30,000	33,000		33,000	
275	TEMPORARY EMPLOYEES											
	14,665		6,786		47,000		42,715	47,059	22,000		22,000	
299	PAYROLL TAXES AND FRINGES											
	422,216		338,299		424,346		359,798	401,631	477,366		477,366	

TOTAL CLASS: 05 PERSONNEL SERVICES

	1,113,177	10.19	874,929	8.19	1,051,996	8.77	891,841	1,010,044	1,113,006	8.67	1,113,006	8.67
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
					2,750		2,948	2,948	1,400		1,400	
304	DEPARTMENT EQUIPMENT EXPENSE											
	9,861		8,807		14,810		9,068	13,000	14,000		14,000	
305	SPECIAL DEPARTMENT SUPPLIES											

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER 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
	30,862		28,452		31,250		23,635	27,500	30,600		30,600	
307	MEMBERSHIP FEES											
	1,151		455		450			450	300		300	
317	COMPUTER EQUIPMENT											
	4,050		381						3,000		3,000	
318	COMPUTER SOFTWARE											
			12,177		1,000		1,480	1,480				
321	TRAVEL, TRAINING & SUBSISTENCE											
	7,561		6,918		6,950		6,885	6,950	7,200		7,200	
328	MEALS & RELATED EXPENSE											
	105		705									
341	COMMUNICATIONS EXPENSE											
	97											
0351	UTILITIES EXPENSE											
					150			150	150		150	
361	UNIFORMS & SPECIAL CLOTHING											
	4,951		6,094		5,100		5,046	4,504	5,550		5,550	
419	CHEMICAL & LABORATORY SUPPLIES											
	934		332		2,000		1,975	2,000	2,000		2,000	
425	DUMPING EXPENSES											
	320		5,598		3,000		858	3,000	3,000		3,000	
434	CONSTRUCTION MATERIALS											
	2,381		11,310		35,000		72	5,000	35,000		35,000	
461	SPECIAL EXPENSE											
	125		77		100			100	100		100	
511	PROFESSIONAL SERVICES											
	95,592		82,266		174,500		101,307	154,000	149,500		149,500	
512	CITY RIGHT OF WAY FEES											
	1,129,200		1,191,268		202,342		161,452	200,000	206,000		206,000	
551	RENTS AND LEASES											
	2,532		2,464		6,000		2,538	5,950	5,620		5,620	

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER 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

	1,289,722		1,357,304		485,402		317,264	427,032	463,420		463,420	
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CLASS: 15 CAPITAL OUTLAY

641 VEHICLES

	31,117								324,300		324,300	
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671 EQUIPMENT

	25,925		9,555		595,685		540,059	557,000	10,000		10,000	
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TOTAL CLASS: 15 CAPITAL OUTLAY

	57,042		9,555		595,685		540,059	557,000	334,300		334,300	
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CLASS: 25 TRANSFERS

0801 TRSFR TO GENERAL FD - OVERHEAD

	231,004		253,271		222,162		222,162	222,162	241,331		241,331	
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802 TRSFR TO GENERAL FD-ACCOUNTING

	69,556		46,631		28,616		28,616	28,616	62,355		62,355	
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803 TRSFR TO GENERAL FD-LANDSCAPE

	12,723		13,871		16,043		16,043	16,043	16,734		16,734	
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804 TRSFR - OPERATIONS ADMIN

	154,762		163,634		155,561		117,488	155,561	131,538		131,538	
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805 TRSFR TO G/F BLDG MAINT

	9,338		8,775		9,471		9,471	9,471	8,199		8,199	
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808 TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)

	69,124		84,496		97,453		97,453	97,453	105,662		105,662	
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817 TRSFRS TO GARAGE FUND

	114,794		117,391		148,633		82,433	148,633	143,297		143,297	
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818 TRSFRS TO ISD-ALLOCATED

	171,171		153,597		194,849		194,849	194,849	225,663		225,663	
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819 TRSFRS TO INSURANCE FUND

	110,126		143,163		164,637		164,637	164,637	164,637		164,637	
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER 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
840	TRSFER TO INSURANCE FUND, WC											
					77,400			77,400				
TOTAL CLASS: 25 TRANSFERS												
	942,598		984,829		1,114,825		933,152	1,114,825	1,099,416		1,099,416	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
986	RESERVE - DEDICATED SURCHARGES											
					2,931,739				3,806,196		3,806,196	
991	CONTINGENCY - UNRESERVED											
					3,318,552				2,331,061		2,331,061	
994	RESERVE - SDC											
					664,972				645,987		645,987	
996	RESERVE - EQUIPMENT REPLACEMT											
					759,521				382,776		382,776	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					7,674,784				7,166,020		7,166,020	
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS												
	3,402,539	10.19	3,226,617	8.19	10,922,692	8.77	2,682,316	3,108,901	10,176,162	8.67	10,176,162	8.67

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**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		8,054,015	8,075,808		8,995,209		8,995,209	7,959,486		7,959,486	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		8,054,015	8,075,808		8,995,209		8,995,209	7,959,486		7,959,486	
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CLASS: 15 INTERGOVERNMENTAL REVENUE

329	OTHER INTERGOVERNMENTAL REV										
		25,680			739,000		285,000	668,000		668,000	

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

		25,680			739,000		285,000	668,000		668,000	
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CLASS: 20 PERMITS & FEES

357	SEWER CONNECTION FEES										
		95,867	112,880		125,000		125,000	125,000		125,000	

TOTAL CLASS: 20 PERMITS & FEES

		95,867	112,880		125,000		125,000	125,000		125,000	
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CLASS: 25 SERVICE FEES

363	SEWER SERVICE SALES										
		3,588,926	3,751,420		3,112,095		2,800,000	2,885,000		2,885,000	

367	UTILITY SURCHARGE										
		1,219,951	1,232,038		1,245,000		1,245,000	1,250,000		1,250,000	

369	UTILITY SALES ALLOWANCES										
		-34,439	-27,226		-50,000		-40,000	-50,000		-50,000	

TOTAL CLASS: 25 SERVICE FEES

		4,774,438	4,956,232		4,307,095		4,005,000	4,085,000		4,085,000	
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY PROPERTY										
		5,407	9,880				28,698				

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301 BEGINNING WORKING CAPITAL

329 OTHER INTERGOVERNMENTAL REV

FY 2017-18 FROM CWS:  
 6006 ERICKSON TRUNK UPSIZING BUDGETED \$200,000; ESTIMATED - \$200,000  
 5092A 175TH AVE (ALVORD - SCHOLLS) ROAD IMPROVEMENT BUDGETED \$71,000; ESTIMATED \$85,000  
 6099 SOUTH COOPER MTN ADDTL CAPACITY IMPROVEMENT BUDGETED - \$468,000; ESTIMATED - \$0  
 FY 2018-19 FROM CWS:  
 6006 ERIKSON TRUNK UPSIZING (6TH ST - 10TH ST) \$200,000  
 6099 SOUTH COOPER MTN (WEST) ADDITIONAL CAPACITY IMPROVEMENT (12" - 24") \$468,000

357 SEWER CONNECTION FEES

SDC'S COLLECTED AND SPLIT WITH CLEAN WATER SERVICES (CWS) 96% AND CITIES 4%  
 FY 15-16 BUDGET IS BASED UPON 125 SINGLE FAMILY RESIDENTIAL UNITS, 210 MULTI FAMILY UNITS AND 10 NEW COMMERCIAL BUILDINGS  
 FY 16-17 BUDGET IS BASED UPON 100 SINGLE FAMILY RESIDENTIAL UNITS, 440 MULTI FAMILY UNITS AND 10 NEW COMMERCIAL BUILDINGS  
 FY 17-18 BUDGET IS BASED UPON 130 SINGLE FAMILY RESIDENTIAL UNITS, 440 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS  
 FY 18-19 BUDGET IS BASED UPON 150 SINGLE FAMILY RESIDENTIAL UNITS, 540 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS

363 SEWER SERVICE SALES

CLEAN WATER SERVICES AGENCY SETS THE SEWER RATES FOR THE REGION  
 FY 15-16 REFLECTS A 3% RATE INCREASE WITH CITY RETAINING 16.385% AND CWS PORTION 83.615%  
 FY 16-17 REFLECTS A 3% RATE INCREASE WITH CITY RETAINING 16.385% AND CWS PORTION 83.615%  
 FY 17-18 REFLECTS A 3% RATE INCREASE WITH CITY RETAINING 16.4% AND CWS PORTION 83.6%  
 FY 18-19 REFLECTS A 3% RATE INCREASE WITH CITY RETAINING 16.4% AND CWS PORTION 83.6%

367 UTILITY SURCHARGE

\$2 PER EDU SURCHARGE DEDICATED TO THE SEWER LINE RENEWAL AND REPLACEMENT PROGRAM

369 UTILITY SALES ALLOWANCES

ADJUSTMENTS TO A CUSTOMER'S WINTER WATER AVERAGE FOR LEAKS, VARIOUS BILLING ADJUSTMENTS, WRITE OFF OF UNCOLLECTIBLE ACCOUNTS, AND NSF HANDLING CHARGES

382 SALE OF CITY PROPERTY

SALE OF SURPLUS EQUIPMENT AND VEHICLES

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

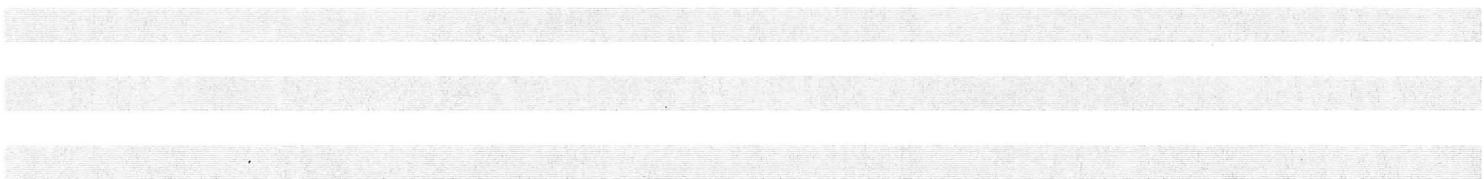
OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
384	INVESTMENT INTEREST EARNINGS										
	60,267		107,656		106,100		175,600	196,900		196,900	
389	MISCELLANEOUS REVENUES										
	234		8,475								
394	MISC INTEREST EARNINGS										
	28,364		25,562		27,300		27,300	28,000		28,000	
398	SRVS PROVIDED TO OTHER FUNDS										
	56,824		93,061		50,000		100,000	50,000		50,000	
399	REIMBURSEMENTS - OTHER										
			116				171				
756	PERS RSRV DISTRIB-NON GAAP REV										
	21,065										
757	MED/LIFE INS PREM REFUND DISTRIBUTION										
	12,433		7,939				4,769				
TOTAL CLASS: 35 MISCELLANEOUS REVENUES											
	184,594		252,689		183,400		336,538	274,900		274,900	
TOTAL PROGRAM: 0000 UNRESTRICTED											
	13,134,594		13,397,609		14,349,704		13,746,747	13,112,386		13,112,386	
TOTAL DEPARTMENT: 03 REVENUE											
	13,134,594		13,397,609		14,349,704		13,746,747	13,112,386		13,112,386	

### BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 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
  
- 394 MISC INTEREST EARNINGS  
REVENUES FROM DELINQUENT CHARGES ASSESSED THROUGH THE CITY'S UTILITY BILLING SYSTEM
  
- 398 SRVS PROVIDED TO OTHER FUNDS  
REIMBURSEMENTS RECEIVED FROM OTHER FUNDS FOR PROVIDING IN-HOUSE ENGINEERING AND CAPITAL PROJECT CONSTRUCTION AND UTILITY LOCATE PROGRAM SERVICES.
  
- 399 REIMBURSEMENTS - OTHER
  
  
- 756 PERS RSRV DISTRIB-NON GAAP REV  
RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS
  
- 757 MED/LIFE INS PREM REFUND DISTRIBUTION  
MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS



**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

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	32,431	.25	33,040	.25	33,664	.25	33,165	34,510	.25	34,510	.25
051	CITY ENGINEER	16,178	.34	40,079	.34	43,032	.34	43,036	45,188	.34	45,188	.34
084	PROJECT ENGINEER 1	192,100	2.10	172,982	2.10	201,453	2.10	199,660	206,709	2.10	206,709	2.10
221	SUPPORT SPECIALIST 2	10,389	.25	11,005	.25	11,818	.25	11,831	12,825	.25	12,825	.25
299	PAYROLL TAXES AND FRINGES	133,623		127,417		164,263		164,884	185,168		185,168	

TOTAL CLASS: 05 PERSONNEL SERVICES

		384,721	2.94	384,523	2.94	454,230	2.94	452,576	484,400	2.94	484,400	2.94
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CLASS: 10 MATERIALS & SERVICES

305	SPECIAL DEPARTMENT SUPPLIES					400		400	400		400	
307	MEMBERSHIP FEES	235		663		2,080		800	1,775		1,775	
317	COMPUTER EQUIPMENT	2,700							365		365	
318	COMPUTER SOFTWARE					2,250		2,000				
321	TRAVEL, TRAINING & SUBSISTENCE	1,242		1,886		5,000		5,000	10,250		10,250	
330	MILEAGE REIMBURSEMENT					50		75	200		200	
341	COMMUNICATIONS EXPENSE	231		740								
361	UNIFORMS & SPECIAL CLOTHING					450		450	450		450	
511	PROFESSIONAL SERVICES	27,869		23,982		52,000		50,000	35,000		35,000	

TOTAL CLASS: 10 MATERIALS & SERVICES

		32,277		27,271		62,230		58,725	48,440		48,440	
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**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 046 PRINCIPAL ENGINEER  
 POSITION IS ALLOCATED .40 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740 / AND .10 FTE 001-72-0703.
- 051 CITY ENGINEER  
 POSITION ALLOCATED 34% 502-72-0740, 33% 513-72-0740 AND 33% 101-72-0735.
- 084 PROJECT ENGINEER 1  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.
- 221 SUPPORT SPECIALIST 2  
 POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740.
- 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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- 305 SPECIAL DEPARTMENT SUPPLIES  
 MISCELLANEOUS SUPPLIES AND MATERIALS \$400
- 307 MEMBERSHIP FEES  
 1 - DEQ GRADE 4 WASTEWATER SYSTEM OPR CERT \$300  
 4 - PROFESSIONAL ENGINEER LICENSE RENEWAL (\$200/EA) (AJ, GH, FH, TW) \$800  
 1 - OAWU (OREGON ASSOCIATION OF WATER UTILITIES) \$75  
 3 - AMERICA PUBLIC WORKS ASSOCIATION MEMBERSHIP (\$200EA) (FH, TW, GH) \$600
- 317 COMPUTER EQUIPMENT  
 27 INCH MONITOR (UHD) \$365
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 TRAVEL EXPENSES FOR CIVIL 3D TRAINING \$500  
 2- TRAVEL AND TRAINING TO MAINTAIN ENGINEERING LICENSE (2 PROJ ENGS) \$1,350  
 1- TRAVEL AND TRAINING TO MAINTAIN ENGINEERING LICENSE (CITY ENGINEER) \$900  
 3- AMERICAN PUBLIC WORKS ASSOCIATION CONFERENCE (2 PE, 1 ASSOC ENG) \$4,500  
 2 - PNWS-AWWA CONFERENCE REGISTRATION AND EXPENSES (\$1,500EA) (2 PE) \$3,000
- 330 MILEAGE REIMBURSEMENT  
 USE OF PERSONAL VEHICLE BY CITY ENGINEER FOR CITY BUSINESS \$200
- 341 COMMUNICATIONS EXPENSE  
 FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
- 361 UNIFORMS & SPECIAL CLOTHING  
 3 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS & SAFETY EQUIP (\$150/EMP) \$450
- 511 PROFESSIONAL SERVICES  
 CONSULTING SERVICES FOR MODELING AND MAPPING OF SMALL PROJECTS \$20,000  
 IN-HOUSE LOCATE CHARGES \$15,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

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

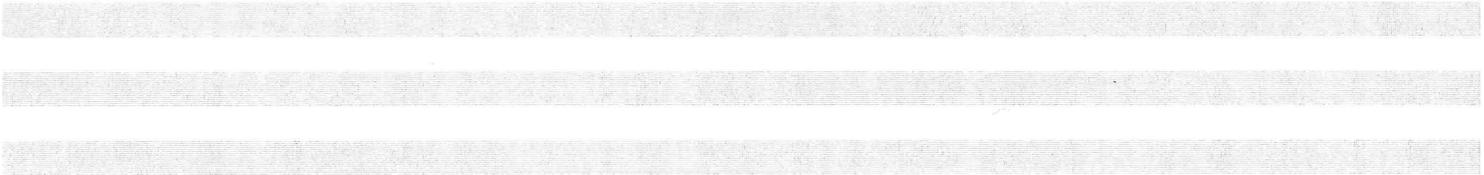
816	TRSFERS TO REPROGRAPHICS FUND										
	805		759		826		826	1,387		1,387	
835	TRSFER TO GF, BVTN BLDG OPERATIONS				25,834		25,834	12,917		12,917	
836	TRSFER TO GF, BVTN BLDG DEBT SVC				34,376		34,376	12,992		12,992	
TOTAL CLASS: 25 TRANSFERS											
	805		759		61,036		61,036	27,296		27,296	
TOTAL PROGRAM: 0740 ENTERPRISE MGMT & ADMIN											
	417,803	2.94	412,553	2.94	577,496	2.94	572,337	560,136	2.94	560,136	2.94
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING											
	417,803	2.94	412,553	2.94	577,496	2.94	572,337	560,136	2.94	560,136	2.94

### BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,387
- 835 TRSFR TO GF, BVTN BLDG OPERATIONS  
BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$12,917/YR.) BEAVERTON BUILDING  
OPERATING EXPENSE ALLOCATION FOR FY18-19 \$12,917
- 836 TRSFR TO GF, BVTN BLDG DEBT SVC  
BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$17,188/YR.) BEAVERTON BUILDING  
DEBT SERVICE EXPENSE ALLOCATION FOR FY18-19 \$12,992



**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM 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											
	72,706	1.00	88,865	1.00	25,737	1.00	25,719	61,537	1.00	61,537	1.00	
057	PUBLIC WORKS SUPERVISOR											
	27,715	.50	12,801	.50	35,406	.50	37,994	41,475	.50	41,475	.50	
112	PUBLIC WORKS MANAGER 3											
	37,892	.34	38,446	.34	55,676	.50	57,819	59,262	.50	59,262	.50	
170	PUBLIC WORKS LEAD											
			32,189	.50	38,233	.50	28,794	31,269	.50	31,269	.50	
176	PUBLIC WORKS EQUIPMNT OPERATOR											
	192,728	3.00	139,720	2.00	128,844	2.00	126,489	128,048	2.00	128,048	2.00	
177	PUBLIC WORKS TECHNICIAN											
	118,459	2.00	120,052	2.00	118,294	2.00	120,018	120,336	2.00	120,336	2.00	
188	INVENTORY CONTROL TECHNICIAN											
	5,013	.10	5,502	.10	5,922	.10	6,269					
274	SEASONAL WORKFORCE											
	15,215		611		30,000		30,000	33,000		33,000		
275	TEMPORARY EMPLOYEES											
	14,665		6,786		47,000		47,059	22,000		22,000		
299	PAYROLL TAXES AND FRINGES											
	302,470		292,532		343,780		317,527	375,243		375,243		

TOTAL CLASS: 05 PERSONNEL SERVICES

	786,863	6.94	737,504	6.44	828,892	6.60	797,688	872,170	6.50	872,170	6.50
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
					2,750		2,948	1,400		1,400		
304	DEPARTMENT EQUIPMENT EXPENSE											
	4,591		6,088		6,810		5,000	9,000		9,000		

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 049    PROG COORDINATOR -PUBLIC WORKS
  
- 057    PUBLIC WORKS SUPERVISOR  
       THIS POSITION IS SPLIT 50/50 IN THE SEWER FUND AND THE STORM DRAIN FUND (513-85-0734)
  
- 112    PUBLIC WORKS MANAGER 3  
       POSITION FUNDED BY STREET FUND, STORM DRAIN FUND, AND SEWER FUND.  
       FY 17-18 FTE REFLECTS INCREASE DUE TO POSITION REALLOCATION DUE TO REORGANIZATION.
  
- 170    PUBLIC WORKS LEAD  
       FY 16-17 REFLECTS REALLOCATION OF 1 FTE PUBLIC WORKS LEAD FROM 50/50  
       502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION) TO 50/50 502-85-0753 / 513-85-0734
  
- 176    PUBLIC WORKS EQUIPMNT OPERATOR  
       FY 16-17 REFLECTS REALLOCATION OF 1 FTE PW EQUIPMENT OPERATOR FROM 100% IN 502-85-0753  
       (SEWER MAINTENANCE) TO 50/50 502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION).  
       FY 16-17 REFLECTS DECREASE DUE TO ADOPTED BUDGET INCLUDED \$300 PER MONTH MEDICAL  
       OPT-OUT PAY AND OVERTIME THAT IS NOT INCLUDED IN THE ESTIMATE BUDGET.
  
- 177    PUBLIC WORKS TECHNICIAN
  
- 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.
  
- 274    SEASONAL WORKFORCE  
       SEASONAL HELP TO ASSIST IN MANHOLE SEALING AND POST AND BRUSH DUTIES
  
- 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

- 303    OFFICE FURNITURE & EQUIPMENT  
       3-OFFICE CHAIRS \$600  
       TABLE \$800
  
- 304    DEPARTMENT EQUIPMENT EXPENSE  
       NOZZLES \$5,000  
       LIGHT BOARD FOR EXISTING PICKUP 3-621 \$2,500  
       ARROW BOARD FOR EXISTING VEHICLE 3-621 FOR ADVANCE WARNING IN TRAFFIC \$1,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM 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
305	SPECIAL DEPARTMENT SUPPLIES										
	24,027		24,035		23,750		20,000	23,100		23,100	
307	MEMBERSHIP FEES										
	1,151		455		450		450	300		300	
317	COMPUTER EQUIPMENT										
	4,050		381					3,000		3,000	
318	COMPUTER SOFTWARE										
			12,177		1,000		1,480				
321	TRAVEL, TRAINING & SUBSISTENCE										
	4,645		3,917		5,000		5,000	5,250		5,250	
328	MEALS & RELATED EXPENSE										
	105		508								
341	COMMUNICATIONS EXPENSE										
	97										
351	UTILITIES EXPENSE										
					150		150	150		150	
361	UNIFORMS & SPECIAL CLOTHING										
	1,287		2,923		3,600		3,004	3,600		3,600	
419	CHEMICAL & LABORATORY SUPPLIES										
	934		332		2,000		2,000	2,000		2,000	
425	DUMPING EXPENSES										
			5,598		1,000		1,000	1,000		1,000	
461	SPECIAL EXPENSE										
	125		77		100		100	100		100	
511	PROFESSIONAL SERVICES										
	93,525		81,360		57,500		47,000	49,000		49,000	
512	CITY RIGHT OF WAY FEES										
	1,129,200		1,191,268		202,342		200,000	206,000		206,000	
551	RENTS AND LEASES										
	1,336		1,232		2,250		2,200	2,320		2,320	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	1,265,073		1,330,351		308,702		290,332	306,220		306,220	

## BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
305	SPECIAL DEPARTMENT SUPPLIES	
	VIDEO SUPPLIES \$5,000	
	VIDEO CABLE 1500' @ 4.90/FT (\$7,500 MOVE TO FLEET) \$7,500	
	ROOT CUTTING AND LINE CLEANING SUPPLIES \$1,500	
	TRAFFIC CONTROL DEVICES \$1,500	
	MISC SMALL TOOLS \$1,000	
	HOSE REPLACEMENT FOR JET ROODER (1,000) & VACTOR (800') @ \$3.66/FT (\$6,600 MOVE TO FLEET) \$6,600	
307	MEMBERSHIP FEES	
	DEQ COLLECTION CERTIFICATION (2 @ \$150 EA) \$300	
317	COMPUTER EQUIPMENT	
	LAPTOP REPLACEMENTS (X2) \$3,000	
318	COMPUTER SOFTWARE	
	NO APPROPRIATION REQUESTED	
321	TRAVEL, TRAINING & SUBSISTENCE	
	4 - SHORT SCHOOL AT CLACKAMAS COMMUNITY COLLEGE (4 @ \$225/EA) \$900	
	2 - AWWA CONFERENCE REDMOND WITH 3 NIGHT STAY (\$500 REGISTRATION + \$1000 T&S) \$1,500	
	4 - AWWA CONFERENCE SEASIDE WITH 3 NIGHT STAY (\$1000 REGISTRATION + \$1500 T&S) \$2,500	
	2 - PACP USER CONFERENCE @ \$100 EACH \$200	
	2 - JET RODDER REFRESHER @ \$75 EACH \$150	
328	MEALS & RELATED EXPENSE	
	FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINSTRATION FUND	
341	COMMUNICATIONS EXPENSE	
	FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINSTRATION FUND	
351	UTILITIES EXPENSE	
	WATER FEES FOR USING TVWD HYDRANTS FOR FLUSH TRUCKS (2 TRUCKS @ \$75/EACH) \$150	
361	UNIFORMS & SPECIAL CLOTHING	
	6 EMPLOYEES @ \$600/EA \$3,600	
419	CHEMICAL & LABORATORY SUPPLIES	
	GASES FOR ATMOSPHERIC TESTERS \$1,500	
	GREASE AND ROOT ABATEMENT \$500	
425	DUMPING EXPENSES	
	LANDFILL DEBRIS DISPOSAL \$1,000	
461	SPECIAL EXPENSE	
	COMMERCIAL DRIVERS LICENSE AND RENEWAL \$100	
511	PROFESSIONAL SERVICES	
	SPECIALIZED EQUIPMENT REPAIRS OF GAS MONITORS \$2,000	
	VIDEO CAMERA RELATED EQUIPMENT REPAIR \$12,000	
	UNDERGROUND UTILITY LOCATES \$35,000	
512	CITY RIGHT OF WAY FEES	
	THIS ACCOUNT WAS ESTABLISHED TO ACCOUNT FOR THE PAYMENT IN LIEU OF 5% FRANCHISE FEES TO THE GENERAL FUND.	
551	RENTS AND LEASES	
	ARCTIC STORAGE LOT LEASE (12 MONTHS @ \$110) \$1,320	
	MISC. RENTS AND LEASES \$1,000	

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM 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: 15 CAPITAL OUTLAY

641 VEHICLES  
 31,117 324,300 324,300

671 EQUIPMENT  
 9,555 518,685 480,000

TOTAL CLASS: 15 CAPITAL OUTLAY

31,117	9,555	518,685	480,000	324,300	324,300
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CLASS: 25 TRANSFERS

801 TRSFR TO GENERAL FD - OVERHEAD  
 231,004 253,271 222,162 222,162 241,331 241,331

802 TRSFR TO GENERAL FD-ACCOUNTING  
 69,556 46,631 28,616 28,616 62,355 62,355

803 TRSFR TO GENERAL FD-LANDSCAPE  
 12,723 13,871 16,043 16,043 16,734 16,734

804 TRSFR - OPERATIONS ADMIN  
 154,762 163,634 155,561 155,561 131,538 131,538

805 TRSFR TO G/F BLDG MAINT  
 9,338 8,775 9,471 9,471 8,199 8,199

808 TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)  
 69,124 84,496 97,453 97,453 105,662 105,662

817 TRSFRS TO GARAGE FUND  
 108,048 99,001 129,355 129,355 120,990 120,990

818 TRSFRS TO ISD-ALLOCATED  
 171,171 153,597 194,849 194,849 225,663 225,663

819 TRSFRS TO INSURANCE FUND  
 110,126 143,163 164,637 164,637 164,637 164,637

840 TRSFR TO INSURANCE FUND, WC  
 77,400 77,400

TOTAL CLASS: 25 TRANSFERS

935,852	966,439	1,095,547	1,095,547	1,077,109	1,077,109
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

986 RESERVE - DEDICATED SURCHARGES  
 2,931,739 3,806,196 3,806,196

991 CONTINGENCY - UNRESERVED  
 3,318,552 2,331,061 2,331,061

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 641 VEHICLES
  - 1 - REPLACEMENT FOR VEHICLE NO. 8-618, (2001 WORKHORSE TV VAN) WITH LIKE TYPE UNIT (COST INCLUDES ALL SEWER LINE TV COMPUTER AND VIDEO EQUIPMENT, AND SAFETY LIGHTING) \$235,000
  - 1 - REPLACEMENT FOR VEHICLE NO. 3-613, (2002 CHEVY 2500 PICKUP) WITH FORD F350 4WD PICKUP (COST INCLUDES SAFETY LIGHTING). \$36,150
  - 1 - REPLACEMENT FOR VEHICLE NO.6-623, (2007 CHEVY 3500 DUMP VEHICLE) WITH FORD F350 4WD DUMP VEHICLE (COST INCLUDES TOOLBOXES, DUMP BOX, SAFETY AND SAFETY LIGHTING). \$53,150
- 671 EQUIPMENT

- 801 TRSFR TO GENERAL FD - OVERHEAD  
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND
- 802 TRSFR TO GENERAL FD-ACCOUNTING  
 ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND
- 803 TRSFR TO GENERAL FD-LANDSCAPE  
 ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND
- 804 TRSFR - OPERATIONS ADMIN  
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND
- 805 TRSFR TO G/F BLDG MAINT  
 ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND
- 808 TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)  
 ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES
- 817 TRSFRS TO GARAGE FUND  
 ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND
- 818 TRSFRS TO ISD-ALLOCATED  
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$183,463  
 SOFTWARE MAINTENANCE COSTS - ASSET SYSTEM AND UTILITY BILLING \$40,000  
 ENGINEERING SOFTWARE UPGRADES \$2,200
- 819 TRSFRS TO INSURANCE FUND  
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE
- 840 TRSFR TO INSURANCE FUND, WC  
 FY 17-18 REFLECTS PRE-FUNDING OF A WORKER'S COMP. CLAIM SETTLEMENT

- 986 RESERVE - DEDICATED SURCHARGES  
 FY 2014-15 BUDGET REFLECTS ADDITIONAL APPROPRIATIONS TOTALING \$1,018,00 FOR CONSTRUCTION OF WATER, STORM DRAIN AND SANITARY SEWER IMPROVEMENTS IN THE ROYAL WOODLANDS SUBDIVISION II (CIP # 6044) DUE TO REPLACING AND UPGRADING MORE LINEAL FEET OF INFRASTRUCTURE THAN WAS ESTIMATED DURING THE BUDGET DEVELOPMENT PROCESS. THE ADDITIONAL APPROPRIATION IS OFFSET BY FUNDING FROM CLEAN WATER SERVICES (\$347,500).
- 991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0753 SEWER SYSTEM 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		
994	RESERVE - SDC				664,972			645,987		645,987			
996	RESERVE - EQUIPMENT REPLACEMT				759,521			382,776		382,776			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					7,674,784			7,166,020		7,166,020			
TOTAL PROGRAM: 0753 SEWER SYSTEM MAINTENANCE					3,018,905	6.94	3,043,849	6.44	10,426,610	6.60	2,663,567	9,745,819	6.50

## BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 994 RESERVE - SDC  
RESERVE FOR FUTURE CAPACITY IMPROVEMENT PROJECTS AND RENEWAL AND REHAB PROJECTS.
- 996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR VEHICLE REPLACEMENT, USED IN OPERATION  
RESERVE FOR VEHICLE REPLACEMENT, USED IN CONSTRUCTION



**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

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

057	PUBLIC WORKS SUPERVISOR		20,933	.25							
112	PUBLIC WORKS MANAGER 3		26,472	.25	25,515	.33	28,160	30,992	.33	30,992	.33
170	PUBLIC WORKS LEAD		39,937	.50	23,556	.34	21,817	24,528	.34	24,528	.34
176	PUBLIC WORKS EQUIPMNT OPERATOR		93,886	1.50	34,617	.50	32,167	34,724	.50	34,403	.50
177	PUBLIC WORKS TECHNICIAN		46,273	1.00	31,204	1.00	48,300	43,551	1.00	48,790	1.00
274	SEASONAL WORKFORCE				4,904		13,000				
299	PAYROLL TAXES AND FRINGES		119,746		45,767		80,566	84,104		102,123	

TOTAL CLASS: 05 PERSONNEL SERVICES

	326,314	3.25	137,425	1.75	223,104	2.17	212,356	240,836	2.17	240,836	2.17
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE		5,270		2,719		8,000	8,000		5,000	
305	SPECIAL DEPARTMENT SUPPLIES		6,835		4,417		7,500	7,500		7,500	
321	TRAVEL, TRAINING & SUBSISTENCE		2,916		3,001		1,950	1,950		1,950	
328	MEALS & RELATED EXPENSE				197						

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 057 PUBLIC WORKS SUPERVISOR  
 FY 16-17 REFLECTS REALLOCATION OF THE PUBLIC WORKS SUPERVISOR POSITION FROM  
 100% IN 101-85-0732 TO 50% 101-85-0732 / 25% 502-85-0757 / 25% 513-85-0739
- 112 PUBLIC WORKS MANAGER 3  
 FY 16-17 REFLECTS RE-ALLOCATION OF PUBLIC WORKS MANAGER 3 THAT WAS ALLOCATED 50/25/25 IN  
 501-85-0743 / 502-85-0757 / 513-85-0739 TO 50/50 501-85-0743 / 501-85-0742.  
 FY 17-18 FTE REFLECTS INCREASE DUE TO POSITION REALLOCATION DUE TO REORGANIZATION.
- 170 PUBLIC WORKS LEAD  
 FY 16-17 REFLECTS REALLOCATION OF 1 FTE PUBLIC WORKS LEAD FROM 50/50  
 502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION) TO 50/50 502-85-0753 / 513-85-0734  
 (SEWER/STORM MAINTENANCE).  
 FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE PW EQUIPMENT OPERATOR IN THE STREET FUND TO  
 1 FTE PW LEAD THAT IS ALLOCATED 33/34/33 IN STREET / SEWER / STORM FUNDS DUE TO  
 REORGANIZATION.
- 176 PUBLIC WORKS EQUIPMNT OPERATOR  
 50% SEWER CONSTRUCTION AND 50% STORM CONSTRUCTION.  
 FY 16-17 REFLECTS REALLOCATION OF 1 FTE PW EQUIPMENT OPERATOR FROM 100% IN 502-85-0753  
 (SEWER MAINTENANCE) TO 50/50 502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION).
- 177 PUBLIC WORKS TECHNICIAN  
 50% SEWER CONSTRUCTION AND 50% STORM CONSTRUCTION.  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY AND THEN BEING FILLED AT A  
 LOWER STEP THAN WAS BUDGETED.
- 274 SEASONAL WORKFORCE
- 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
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 POWER TOOL REPLACEMENT  
 TRAFFIC SAFETY SUPPLIES  
 PUMP HOSES  
 COMBINATION MACHINE TUBE REPLACEMENTS - MOVED TO GARAGE
- 305 SPECIAL DEPARTMENT SUPPLIES  
 HAND TOOLS; REPLACEMENT BLADES; CUTTING CHAINS; LOCATE PAINT; PLYWOOD & LUMBER;  
 TRAFFIC CONES AND SIGNS; EROSION CONTROL; BARRICADES; LIFTING STRAPS AND CHAINS.
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 1 - SHORT SCHOOL, CLACKAMAS COMMUNITY COLLEGE \$225  
 1 - AWWA CONFERENCE REDMOND WITH 3 NIGHT STAY (\$250 REGISTRATION + \$400 T&S) \$650  
 1 - VACTOR TRAINING \$225  
 1 - AWWA CONFERENCE NEWPORT WITH 3 NIGHT STAY (\$250 REGISTRATION + \$500 T&S) \$750  
 1 - PACP USER CONFERENCE \$100
- 328 MEALS & RELATED EXPENSE  
 FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
361	UNIFORMS & SPECIAL CLOTHING										
	3,664		3,171		1,500		1,500	1,950		1,950	
425	DUMPING EXPENSES										
	320				2,000		2,000	2,000		2,000	
434	CONSTRUCTION MATERIALS										
	2,381		11,310		35,000		5,000	35,000		35,000	
511	PROFESSIONAL SERVICES										
	2,067		906		117,000		107,000	100,500		100,500	
551	RENTS AND LEASES										
	1,196		1,232		3,750		3,750	3,300		3,300	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	24,649		26,953		176,700		136,700	157,200		157,200	
CLASS: 15 CAPITAL OUTLAY											
671	EQUIPMENT										
	25,925				77,000		77,000	10,000		10,000	
TOTAL CLASS: 15 CAPITAL OUTLAY											
	25,925				77,000		77,000	10,000		10,000	
CLASS: 25 TRANSFERS											
817	TRSFERS TO GARAGE FUND										
	6,746		18,390		19,278		19,278	22,307		22,307	
TOTAL CLASS: 25 TRANSFERS											
	6,746		18,390		19,278		19,278	22,307		22,307	
TOTAL PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION											
	383,634	3.25	182,768	1.75	496,082	2.17	445,334	430,343	2.17	430,343	2.17
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS											
	3,402,539	10.19	3,226,617	8.19	10,922,692	8.77	3,108,901	10,176,162	8.67	10,176,162	8.67
TOTAL FUND: 502 SEWER FUND											
	5,058,784	14.56	4,402,403	12.76	14,349,704	13.34	5,787,261	13,112,386	13.67	13,112,386	13.67

### BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 361 UNIFORMS & SPECIAL CLOTHING  
RAIN GEAR, SAFETY GLASSES, GLOVES AND BOOTS  
3 EMPLOYEES AT \$650 EACH \$1,950
- 425 DUMPING EXPENSES  
LANDFILL DEBRIS DISPOSAL \$2,000
- 434 CONSTRUCTION MATERIALS  
COLD MIX, CONCRETE, ROCK,STRUCTURES, FITTINGS,PIPE AND POLLUTION CONTROL DEVICES.  
PIPE AND STRUCTURE REPAIRS FROM CITY WORKS LIST
- 511 PROFESSIONAL SERVICES  
PORTABLE RESTROOM SERVICING, STREET CUTTING AND TRUCKING \$2,000  
TRAFFIC CONTROL, CORE DRILLING, AND CLEANING COVERALLS \$3,000  
MANHOLE SEALING AND ADJUSTMENTS FOR OVERLAYS & MAINTENANCE (70 MANHOLES @ \$1,150) \$80,500  
TRAFFIC CONTROL FOR MANHOLE ADJUSTMENTS \$5,000  
TRUCKING 100 HOURS AT \$100 / HOUR \$10,000
- 551 RENTS AND LEASES  
MISC. EQUIPMENT RENTAL (EXCAVATOR, FUSION MACHINE,STEEL PLATES, SHORING EQUIPMENT) \$2,000  
ARCTIC STORAGE LOT LEASE \$1,300

- 671 EQUIPMENT  
STANLEY MB05 BREAKER WITH HOSE KIT, MOUNTING TOP, POINTED & CHISEL BITS FOR TAKEUCHI TB260 \$10,000

- 817 TRSFERS TO GARAGE FUND