

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 605 PUBLIC WORKS ADMIN 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											
	-242,973		-90,900		-135,986		-135,986	-135,986	-86,954		-86,954	

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-242,973		-90,900		-135,986		-135,986	-135,986	-86,954		-86,954	
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CLASS: 35 MISCELLANEOUS REVENUES

384	INVESTMENT INTEREST EARNINGS											
	-1,818		-1,368		-1,800		-1,570	-1,800	-2,900		-2,900	

389	MISCELLANEOUS REVENUES											
	-6,555		-6,079				-2,295	-1,509				

0732 399	REIMBURSEMENTS - OTHER											
			-150		-102,583		-170,872	-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		-175,288	-106,443	-2,900		-2,900	
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411	TRSFERS FROM GENERAL FUND											
	-129,171		-168,720		-184,263		-184,263	-184,263	-166,888		-166,888	

412	TRSFERS FROM STREET FUND											
	-217,238		-251,953		-255,059		-255,059	-259,560	-248,360		-248,360	

419	TRSFERS FROM WATER FUND											
	-105,990		-197,088		-273,225		-233,111	-273,225	-288,261		-288,261	

421	TRSFERS FROM SEWER FUND											
	-154,762		-163,634		-155,561		-117,488	-155,561	-131,538		-131,538	

425	TRSFERS FROM GARAGE FUND											
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 605 PUBLIC WORKS ADMIN 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
	-59,157		-78,409		-87,591		-86,072	-87,591	-106,201		-106,201	
440	TRSFERS FR STREET LIGHTING FUND											
	-22,677		-30,057		-33,576		-32,994	-33,576	-34,895		-34,895	
441	TRSFERS FR STORM DRAIN FUND											
	-214,314		-252,722		-299,531		-247,169	-299,531	-237,588		-237,588	
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS												
	-903,309		-1,142,583		-1,288,806		-1,156,156	-1,293,307	-1,213,731		-1,213,731	
TOTAL DEPARTMENT: 03 REVENUE												
	-1,165,091		-1,241,080		-1,529,175		-1,467,430	-1,535,736	-1,303,585		-1,303,585	

0753

**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 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

061	PUBLIC WORKS DIRECTOR											
	141,678	1.00	151,411	1.00	154,231	1.00	145,341	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	65,389	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	79,262	85,812	91,907	1.00	91,907	1.00
095	MANANGEMENT ANALYST											
	11,682	1.00	68,761	1.00	74,555	1.00	69,820	74,569	79,270	1.00	79,270	1.00
215	UTILITY WORKER											
	43,778	1.00										
221	SUPPORT SPECIALIST 2											
0754	37,217	1.00	48,474	1.00	52,531	1.00	48,673	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	37,794	36,650	37,470	1.00	37,470	1.00
299	PAYROLL TAXES AND FRINGES											
	191,971		236,396		247,032		220,669	228,447	252,494		252,494	

TOTAL CLASS: 05 PERSONNEL SERVICES

	611,314	7.00	691,505	6.00	724,431	6.00	666,948	700,181	747,203	6.00	747,203	6.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	2,720		3,332		4,500		3,656	4,500	5,000		5,000	
304	DEPARTMENT EQUIPMENT EXPENSE											
			4,693									
305	SPECIAL DEPARTMENT SUPPLIES											
	1,490		2,020		2,500		2,265	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 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	36		66		100		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		5,000		2,254	2,000	5,000		5,000	
328	MEALS & RELATED EXPENSE											
	65		504		4,010		1,253	1,000	2,000		2,000	
330	MILEAGE REIMBURSEMENT											
			660		1,800		958	900	1,800		1,800	
341	COMMUNICATIONS EXPENSE											
	46,163		46,127		72,264		56,800	68,264	70,750		70,750	
342	DATA COMMUNICATION EXPENSE											
			23,062		21,120		19,510	21,120	21,120		21,120	
351	UTILITIES EXPENSE											
	60,548		64,264		60,000		58,683	60,000	60,000		60,000	
361	UNIFORMS & SPECIAL CLOTHING											
	18,796		19,960		17,600		16,600	17,600	18,000		18,000	
381	BUILDING EXPENSE											
	10,938		10,668		9,000		10,657	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		835		285	890	195		195	
481	OTHER EXPENSES											
	4,309		6,116		5,140		4,457	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		4,000		3,167	3,500	3,500		3,500	

### 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 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
551	RENTS AND LEASES											
	3,602		3,902		4,108		4,110	4,137	3,710		3,710	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	328,471		278,145		294,077		264,982	282,756	347,471		347,471	
CLASS: 15 CAPITAL OUTLAY												
681	IMPROVEMENTS											
					295,595		298,115	304,150				
TOTAL CLASS: 15 CAPITAL OUTLAY												
					295,595		298,115	304,150				
CLASS: 25 TRANSFERS												
0756 803	TRSFER TO GENERAL FD-LANDSCAPE											
	63,613		69,355		80,215		80,215	80,215	83,669		83,669	
816	TRSFERS TO REPROGRAPHICS FUND											
	23,017		22,358		24,219		21,682	24,219	25,506		25,506	
818	TRSFERS TO ISD-ALLOCATED											
	47,777		43,730		57,261		57,261	57,261	62,980		62,980	
TOTAL CLASS: 25 TRANSFERS												
	134,407		135,443		161,695		159,158	161,695	172,155		172,155	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
991	CONTINGENCY - UNRESERVED											
					53,377				36,756		36,756	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					53,377				36,756		36,756	
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS												
	1,074,192	7.00	1,105,093	6.00	1,529,175	6.00	1,389,203	1,448,782	1,303,585	6.00	1,303,585	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 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL										
		242,973	90,900		135,986		135,986	86,954			86,954

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

		242,973	90,900		135,986		135,986	86,954			86,954
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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				
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399 REIMBURSEMENTS - OTHER

			150		102,583		102,583				
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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
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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
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419 TRSFERS FROM WATER FUND

		105,990	197,088		273,225		273,225	288,261			288,261
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421 TRSFERS FROM SEWER FUND

		154,762	163,634		155,561		155,561	131,538			131,538
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425 TRSFERS FROM GARAGE FUND

		59,157	78,409		87,591		87,591	106,201			106,201
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440 TRSFERS FR STREET LIGHTING FUND

		22,677	30,057		33,576		33,576	34,895			34,895
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441 TRSFERS FR STORM DRAIN FUND

		214,314	252,722		299,531		299,531	237,588			237,588
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TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

		903,309	1,142,583		1,288,806		1,293,307	1,213,731			1,213,731
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TOTAL PROGRAM: 0000 UNRESTRICTED

		1,165,091	1,241,080		1,529,175		1,535,736	1,303,585			1,303,585
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TOTAL DEPARTMENT: 03 REVENUE

		1,165,091	1,241,080		1,529,175		1,535,736	1,303,585			1,303,585
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## 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 REFLECTS 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

**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 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	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		247,032		228,447	252,494		252,494		

TOTAL CLASS: 05 PERSONNEL SERVICES

	611,314	7.00	691,505	6.00	724,431	6.00	700,181	747,203	6.00	747,203	6.00
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	2,720		3,332		4,500		4,500	5,000		5,000		
304	DEPARTMENT EQUIPMENT EXPENSE											
			4,693									
305	SPECIAL DEPARTMENT SUPPLIES											
	1,490		2,020		2,500		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
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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 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
321	TRAVEL, TRAINING & SUBSISTENCE										
	7,487		6,754		5,000		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		72,264		68,264	70,750		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		17,600		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		835		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	

**BP WORKSHEET & JUSTIFICATION**

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 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
536	MAINTENANCE CONTRACTS										
	3,261		2,416		4,000		3,500	3,500		3,500	
551	RENTS AND LEASES										
	3,602		3,902		4,108		4,137	3,710		3,710	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	328,471		278,145		294,077		282,756	347,471		347,471	
CLASS: 15 CAPITAL OUTLAY											
681	IMPROVEMENTS										
					295,595		304,150				
TOTAL CLASS: 15 CAPITAL OUTLAY											
					295,595		304,150				
CLASS: 25 TRANSFERS											
803	TRSFER TO GENERAL FD-LANDSCAPE										
	63,613		69,355		80,215		80,215	83,669		83,669	
816	TRSFERS TO REPROGRAPHICS FUND										
	23,017		22,358		24,219		24,219	25,506		25,506	
818	TRSFERS TO ISD-ALLOCATED										
	47,777		43,730		57,261		57,261	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										
					53,377			36,756		36,756	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES											
					53,377			36,756		36,756	
TOTAL PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)											
	1,074,192	7.00	1,105,093	6.00	1,529,175	6.00	1,448,782	1,303,585	6.00	1,303,585	6.00
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS											
	1,074,192	7.00	1,105,093	6.00	1,529,175	6.00	1,448,782	1,303,585	6.00	1,303,585	6.00
TOTAL FUND: 605 PUBLIC WORKS ADMIN FUND											
	1,074,192	7.00	1,105,093	6.00	1,529,175	6.00	1,448,782	1,303,585	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
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- 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 TRSFR TO GENERAL FD-LANDSCAPE
- 816 TRSFRS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 818 TRSFRS TO ISD-ALLOCATED
  - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$62,980

- 991 CONTINGENCY - UNRESERVED