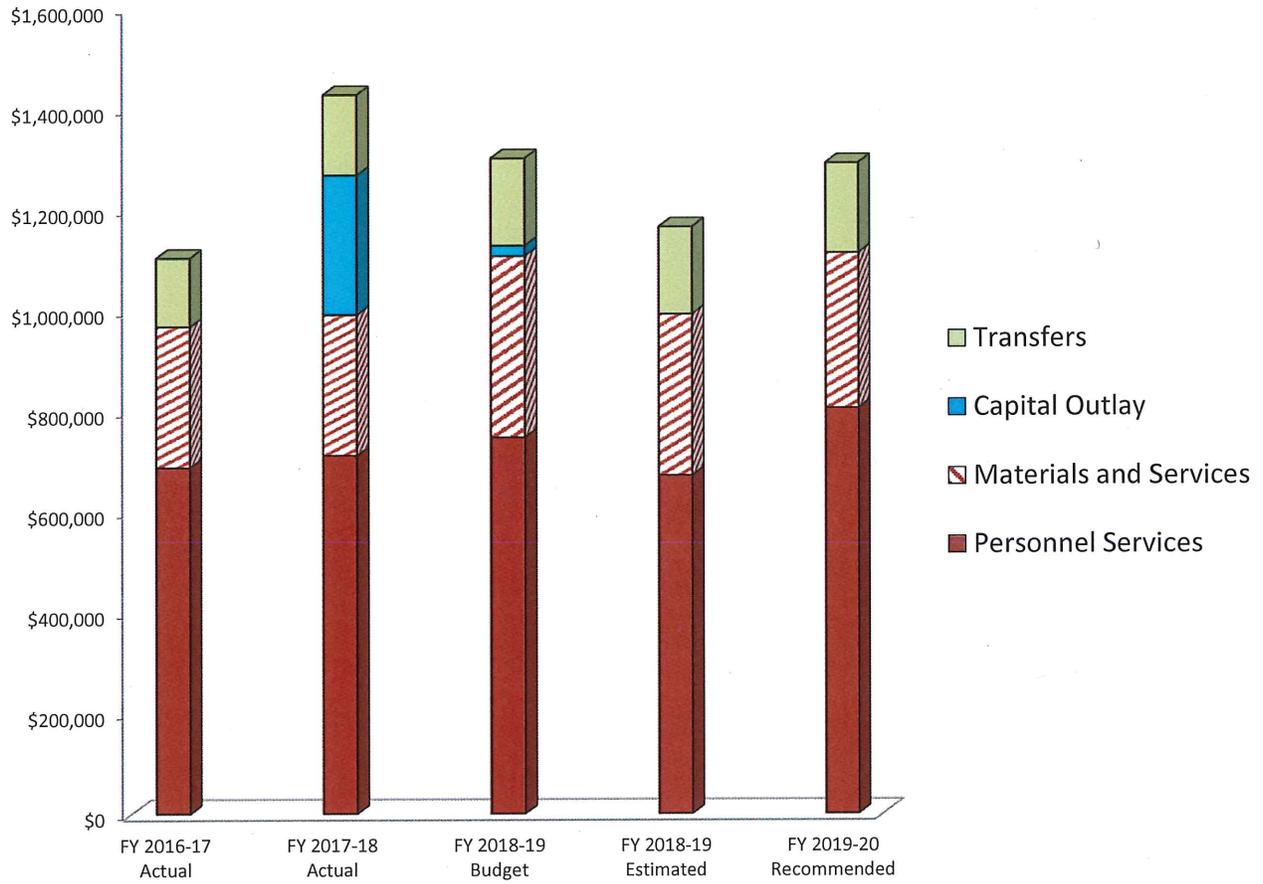




# PUBLIC WORKS ADMINISTRATION FUND

## RECOMMENDED FY 19-20



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2016-17 TO FY 2019-20**

With Explanations on Significant Changes between Budgeted 2018-19 and Recommended 2019-20

Fund:		<b>Public Works Administration Fund - Summary</b>					% Change
CLASS	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Estimated FY 2018-19	Recommended FY 2019-20	Budgeted Vs. Recommended	
Personnel Services	\$691,505	\$715,162	\$750,903	\$675,431	\$808,481	7.67%	
Materials and Services	278,145	277,645	357,596	318,464	306,163	-14.38%	
Capital Outlay	-	275,964.00	20,940	-	-	-100.00%	
Transfers	135,443	158,544	172,155	172,155	177,255	2.96%	
<b>SUB-TOTAL</b>	<b>\$1,105,093</b>	<b>\$1,427,315</b>	<b>\$1,301,594</b>	<b>\$1,166,050</b>	<b>\$1,291,899</b>		
Contingency			14,632		48,902		
<b>TOTAL</b>	<b>\$1,105,093</b>	<b>\$1,427,315</b>	<b>\$1,316,226</b>	<b>\$1,166,050</b>	<b>\$1,340,801</b>		
FTE's	6.00	6.00	6.00		6.00		

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

**Personnel services:**

FY 2019-20 reflects step increases, COLA increases for BPA, SEIU, management averaging 2.87% in total, and a 3% VEBA (Voluntary Employees Beneficiary Association Plan) for management and a 1% increase to the VEBA for SEIU. Also shown are an average 0.63% increase in PERS contributions, medical insurance cost increase of 8% for Kaiser, 1.74% increase in MODA plans and 2% increase for Dental.

**Materials and services:**

FY 2019-20 reflects a decrease in professional services of \$40K mostly attributable to the one time cost of \$60K in FY 2018-19 for the fencing around the 160th storage site.

**Capital Outlay:**

FY 2019-20 reflects no appropriations for capital improvements after the completion of an upgrade to the heavy duty vehicle hoist in the garage.

**Transfers:**

No significant change

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET

<b>FUND:</b> 605 PUBLIC WORKS ADMINISTRATION	<b>DEPARTMENT:</b> PUBLIC WORKS
<b>DEPARTMENT HEAD:</b> DAVID DONALDSON	

**MISSION STATEMENT:**

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

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	6.00	6.00	6.00	6.00	0.00
PERSONNEL SERVICES	\$691,505	\$715,162	\$750,903	\$808,481	\$0
MATERIALS & SERVICES	278,145	277,645	357,596	306,163	0
CAPITAL OUTLAY	0	275,964	20,940	0	0
TRANSFERS	135,443	158,544	172,155	177,255	0
CONTINGENCY	0	0	14,632	48,902	0
<b>TOTAL</b>	<b>\$1,105,093</b>	<b>\$1,427,315</b>	<b>\$1,316,226</b>	<b>\$1,340,801</b>	<b>\$0</b>

Funding Sources	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Working Capital	\$90,900	\$135,986	\$95,970	\$151,744	\$0
Miscellaneous Revenue	7,597	175,855	2,900	3,700	0
Public Works Management:					
General Fund	168,720	184,263	166,888	151,616	0
Street Fund	251,953	255,059	251,985	284,899	0
Water Fund	197,088	249,697	288,261	261,881	0
Sewer Fund	163,634	134,074	131,538	140,175	0
Garage Fund	78,409	86,072	106,201	110,266	0
Street Lighting Fund	30,057	32,994	34,895	0	0
Storm Drain Fund	252,722	269,284	237,588	236,520	0

**Program Goal:**

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

**Program Objective:**

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

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 605 PUBLIC WORKS ADMINISTRATION	<b>DEPARTMENT:</b> PUBLIC WORKS
<b>PROGRAM:</b> 0681 MANAGEMENT SERVICES	<b>PROGRAM MANAGER:</b> TERI CUNNINGHAM

**Program Objective:**

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

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

- City Council Priority – Build stronger relationships among local special districts
- City Council Priority – Evaluate policies for managing city-owned property.

**Progress on FY 2018-19 Action Plan:**

The department has focused on fostering better communication between the Operations and Engineering divisions and with the Community Development Department. Additionally, the department became accredited by the American Public Works Association (APWA). The purpose of the accreditation is to provide a means of formally verifying and recognizing public works agencies for compliance with the recommended practices set forth by the APWA. The accreditation process assisted our department in memorializing many of the standards and procedures that the department has in place, while identifying areas where we can improve and create new best practices. The City of Beaverton is the 4<sup>th</sup> accredited agency in the state of Oregon and 154<sup>th</sup> in the country.

**FY 2019-20 Action Plan:**

The effort to work closely within the department and with other city departments will continue. Our asset management software will be integrated to better document and track customer service requests. Additionally, staff plans on working on a facilities plan to prepare for future growth. The Operations Building which houses the majority of Public Works employees is currently at capacity. Staff will also continue to attend meetings and be actively involved in the Willamette Water System Supply Project.

<b>Performance Measures:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Proposed</b>
Percentage of labor hours captured on work orders.	95%	95%	95% / 95%	95%
Employee time loss hours due to work-related injuries.	0.7%	0.5%	0.5% / 0.5%	0.5%
Number of unanticipated requests for service via email and phone calls.	5,900	5,200	5,000 / 5,000	5,000

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

	-90,900		-135,986		-95,970		-95,970	-95,970	-107,781		-151,744			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-90,900		-135,986		-95,970		-95,970	-95,970	-107,781		-151,744			
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CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

	-1,368		-2,137		-2,900		-2,298	-2,900	-3,700		-3,700			
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389 MISCELLANEOUS REVENUES

	-6,079		-2,295				-1,190	-1,500						
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399 REIMBURSEMENTS - OTHER

	-150		-170,872											
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

			-551				-68	-68						
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-7,597		-175,855		-2,900		-3,556	-4,468	-3,700		-3,700			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

	-168,720		-184,263		-166,888		-139,073	-166,888	-163,479		-151,616			
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412 TRSFERS FROM STREET FUND

	-251,953		-255,059		-251,985		-206,967	-251,985	-277,468		-284,899			
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419 TRSFERS FROM WATER FUND

	-197,088		-249,697		-288,261		-240,218	-288,261	-282,373		-261,881			
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421 TRSFERS FROM SEWER FUND

	-163,634		-134,074		-131,538		-109,615	-131,538	-128,851		-140,175			
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425 TRSFERS FROM GARAGE FUND

	-78,409		-86,072		-106,201		-88,501	-106,201	-118,894		-110,266			
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440 TRSFERS FR STREET LIGHTING FUND

356

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-30,057		-32,994		-34,895		-29,079	-34,895						
441	TRSFERS FR STORM DRAIN FUND													
	-252,722		-269,284		-237,588		-197,990	-237,588	-232,735		-236,520			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-1,142,583		-1,211,443		-1,217,356		-1,011,443	-1,217,356	-1,203,800		-1,185,357			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,241,080		-1,523,284		-1,316,226		-1,110,969	-1,317,794	-1,315,281		-1,340,801			

### BUDGET PREPARATION WORKSHEET SUMMARY

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

015 ASSISTANT PUBLIC WORKS DIRECTOR

94,092 1.00

061 PUBLIC WORKS DIRECTOR

151,411 1.00 154,240 1.00 158,087 1.00 124,361 157,727 167,704 1.00 166,086 1.00

076 OFFICE SUPERVISOR

66,833 1.00 69,372 1.00 74,794 1.00 56,357 72,485 79,704 1.00 78,937 1.00

085 PROJECT MANAGER 1

85,543 1.00 84,629 1.00 91,907 1.00 52,097 50,331 84,008

095 MANANGEMENT ANALYST

68,761 1.00 74,281 1.00 79,270 1.00 59,300 78,950 82,494 1.00 81,696 1.00

221 SUPPORT SPECIALIST 2

48,474 1.00 51,566 1.00 55,881 1.00 41,595 54,914 60,694 1.00 60,694 1.00

239 SUPPORT SPECIALIST 1

34,087 1.00 38,997 1.00 37,470 1.00 32,916 43,888 48,769 1.00 48,769 1.00

299 PAYROLL TAXES AND FRINGES

236,396 242,077 253,494 169,919 217,136 241,387 278,207

TOTAL CLASS: 05 PERSONNEL SERVICES

691,505 6.00 715,162 6.00 750,903 6.00 536,545 675,431 764,760 5.00 808,481 6.00

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

3,332 3,107 5,000 3,196 1,904 5,000 4,000

304 DEPARTMENT EQUIPMENT EXPENSE

4,693

305 SPECIAL DEPARTMENT SUPPLIES

2,020 2,498 2,500 2,324 2,500 3,000 3,000

307 MEMBERSHIP FEES

1,897 1,440 2,000 671 1,329 2,000 2,000

308 PERIODICALS & SUBSCRIPTIONS

358

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	66		100		100		127	100	100		100			
317	COMPUTER EQUIPMENT													
			805								1,920			
318	COMPUTER SOFTWARE													
			28,000											
321	TRAVEL, TRAINING & SUBSISTENCE													
	6,754		2,223		5,000		2,732	4,223	5,000		5,000			
328	MEALS & RELATED EXPENSE													
	504		1,342		2,000		1,001	727	1,500		1,500			
330	MILEAGE REIMBURSEMENT													
	660		1,051		1,800		941	1,144	1,800		1,800			
341	COMMUNICATIONS EXPENSE													
	46,127		68,211		70,750		52,726	70,750	69,048		71,218			
342	DATA COMMUNICATION EXPENSE													
	23,062		21,211		21,120		12,790	19,200	21,120		21,600			
351	UTILITIES EXPENSE													
	64,264		65,604		60,000		48,203	60,000	60,000		60,000		60,000	
361	UNIFORMS & SPECIAL CLOTHING													
	19,960		14,795		18,000		17,349	18,000	20,000		20,000			
381	BUILDING EXPENSE													
	10,668		10,538		32,125		31,034	32,125	32,500		32,500			
384	BUILDING MAINTENANCE PROJECTS													
	34,683		9,793		38,000				38,000		21,500			
461	SPECIAL EXPENSE													
	135		285		195		2,488	195	195		195			
481	OTHER EXPENSES													
	6,116		4,901		4,296		4,005	4,296	4,520		4,520			
511	PROFESSIONAL SERVICES													
	46,886		34,464		87,500		110,500	94,734	48,100		48,100			
536	MAINTENANCE CONTRACTS													
	2,416		3,167		3,500		2,794	3,500	3,500		3,500			

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
551	RENTS AND LEASES													
	3,902		4,110		3,710		3,737	3,737	3,710		3,710			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	278,145		277,645		357,596		296,618	318,464	319,093		306,163			
CLASS: 15 CAPITAL OUTLAY														
681	IMPROVEMENTS													
			275,964		20,940									
TOTAL CLASS: 15 CAPITAL OUTLAY														
			275,964		20,940									
CLASS: 25 TRANSFERS														
803	TRFSR TO GENERAL FD-LANDSCAPE													
	69,355		80,215		83,669		69,724	83,669	88,269		88,269			
816	TRFSRS TO REPROGRAPHICS FUND													
	22,358		24,219		25,506		10,995	25,506	26,820		25,322			
818	TRFSRS TO ISD-ALLOCATED													
	43,730		54,110		62,980		52,483	62,980	65,751		63,664			
TOTAL CLASS: 25 TRANSFERS														
	135,443		158,544		172,155		133,202	172,155	180,840		177,255			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					14,632				50,588		48,902			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					14,632				50,588		48,902			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	1,105,093	6.00	1,427,315	6.00	1,316,226	6.00	966,365	1,166,050	1,315,281	5.00	1,340,801	6.00		

360

**PUBLIC WORKS ADMINISTRATION FUND  
FY 2018-19 ADOPTED**

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

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
15	ASSISTANT PUBLIC WORKS DIRECTOR	0.00	1.00 <sup>a</sup>				1.00
61	PUBLIC WORKS DIRECTOR	1.00					1.00
76	OFFICE SUPERVISOR	1.00					1.00
85	PROJECT MANAGER 1	1.00		(1.00) <sup>b</sup>			0.00
95	MANANGEMENT ANALYST	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00					1.00
239	SUPPORT SPECIALIST 1	1.00					1.00
	<b>Total</b>	<b>6.00</b>	<b>1.00</b>	<b>(1.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>6.00</b>

<sup>a</sup> FY 2019-20 establishes a new 1 FTE Assistant Public Works Director position.

<sup>b</sup> FY 2019-20 transfers 1 FTE Project Manager from the Public Works Administration Fund to the Street Fund.



City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 BEGINNING WORKING CAPITAL													
301	BEGINNING WORKING CAPITAL												
	90,900		135,986		95,970		95,970	107,781		151,744			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	90,900		135,986		95,970		95,970	107,781		151,744			
CLASS: 35 MISCELLANEOUS REVENUES													
384	INVESTMENT INTEREST EARNINGS												
	1,368		2,137		2,900		2,900	3,700		3,700			
389	MISCELLANEOUS REVENUES												
	6,079		2,295				1,500						
399	REIMBURSEMENTS - OTHER												
	150		170,872										
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
			551				68						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	7,597		175,855		2,900		4,468	3,700		3,700			
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411	TRSFERS FROM GENERAL FUND												
	168,720		184,263		166,888		166,888	163,479		151,616			
412	TRSFERS FROM STREET FUND												
	251,953		255,059		251,985		251,985	277,468		284,899			
419	TRSFERS FROM WATER FUND												
	197,088		249,697		288,261		288,261	282,373		261,881			
421	TRSFERS FROM SEWER FUND												
	163,634		134,074		131,538		131,538	128,851		140,175			
425	TRSFERS FROM GARAGE FUND												
	78,409		86,072		106,201		106,201	118,894		110,266			
440	TRSFERS FR STREET LIGHTING FUND												
	30,057		32,994		34,895		34,895						
441	TRSFERS FR STORM DRAIN FUND												
	252,722		269,284		237,588		237,588	232,735		236,520			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	1,142,583		1,211,443		1,217,356		1,217,356	1,203,800		1,185,357			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	1,241,080		1,523,284		1,316,226		1,317,794	1,315,281		1,340,801			
TOTAL DEPARTMENT: 03 REVENUE													
	1,241,080		1,523,284		1,316,226		1,317,794	1,315,281		1,340,801			

**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 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED  
 UPON 3.00% \$3,700

389 MISCELLANEOUS REVENUES  
 SALE OF RECYCABLE MATERIALS

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

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. \$151,616

412 TRSFERS FROM STREET FUND  
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES \$284,899

419 TRSFERS FROM WATER FUND  
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES \$261,881

421 TRSFERS FROM SEWER FUND  
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES \$140,175

425 TRSFERS FROM GARAGE FUND  
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES \$110,266

440 TRSFERS FR STREET LIGHTING FUND  
 FUND 111 IS BEING CLOSED AND COMBINED WITH STREET FUND 101

441 TRSFERS FR STORM DRAIN FUND  
 ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES \$236,520

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

015	ASSISTANT PUBLIC WORKS DIRECTOR												94,092	1.00
061	PUBLIC WORKS DIRECTOR													
	151,411	1.00	154,240	1.00	158,087	1.00	157,727	167,704	1.00	166,086	1.00			
076	OFFICE SUPERVISOR													
	66,833	1.00	69,372	1.00	74,794	1.00	72,485	79,704	1.00	78,937	1.00			
085	PROJECT MANAGER 1													
	85,543	1.00	84,629	1.00	91,907	1.00	50,331	84,008						
095	MANANGEMENT ANALYST													
	68,761	1.00	74,281	1.00	79,270	1.00	78,950	82,494	1.00	81,696	1.00			
221	SUPPORT SPECIALIST 2													
	48,474	1.00	51,566	1.00	55,881	1.00	54,914	60,694	1.00	60,694	1.00			
239	SUPPORT SPECIALIST 1													
	34,087	1.00	38,997	1.00	37,470	1.00	43,888	48,769	1.00	48,769	1.00			
299	PAYROLL TAXES AND FRINGES													
	236,396		242,077		253,494		217,136	241,387		278,207				

TOTAL CLASS: 05 PERSONNEL SERVICES

	691,505	6.00	715,162	6.00	750,903	6.00	675,431	764,760	5.00	808,481	6.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	3,332		3,107		5,000		1,904	5,000		4,000				
304	DEPARTMENT EQUIPMENT EXPENSE													
	4,693													
305	SPECIAL DEPARTMENT SUPPLIES													
	2,020		2,498		2,500		2,500	3,000		3,000				
307	MEMBERSHIP FEES													
	1,897		1,440		2,000		1,329	2,000		2,000				
308	PERIODICALS & SUBSCRIPTIONS													
	66		100		100		100	100		100				
317	COMPUTER EQUIPMENT													
			805							1,920				
318	COMPUTER SOFTWARE													
			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

- 015 ASSISTANT PUBLIC WORKS DIRECTOR  
 FY 19-20 REFLECTS A NEW 1 FTE ASSISTANT PUBLIC WORKS DIRECTOR POSITION.
- 061 PUBLIC WORKS DIRECTOR
- 076 OFFICE SUPERVISOR
- 085 PROJECT MANAGER 1  
 FY 2019-20 REFLECTS A PROJECT MANAGER POSITION TRANSFERRING FROM THE PUBLIC WORKS ADMIN FUND TO THE STREET FUND - PROGRAM 0732.
- 095 MANANGEMENT ANALYST
- 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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES. \$4,000
- 304 DEPARTMENT EQUIPMENT EXPENSE
- 305 SPECIAL DEPARTMENT SUPPLIES  
 BATTERIES,  
 OPERATIONS DEPARTMENT FIRST AID  
 BLUEPRINT PRESERVATION \$3,000
- 307 MEMBERSHIP FEES  
 COOPERATIVE PUBLIC AGENCIES OF WASHINGTON COUNTY MEMBERSHIP (ANNUAL).  
 PROFESSIONAL REGISTRATION RENEWAL  
 APWA MEMBERSHIP FOR DIRECTOR  
 ICMA MEMBERSHIP  
 INCREASE FOR APWA FEE \$2,000
- 308 PERIODICALS & SUBSCRIPTIONS  
 VALLEY TIMES \$100
- 317 COMPUTER EQUIPMENT  
 COMPUTER AND MONITORS FOR NEW ASST. PW DIRECTOR POSITION \$1,920
- 318 COMPUTER SOFTWARE

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
321	TRAVEL, TRAINING & SUBSISTENCE												
	6,754		2,223		5,000		4,223	5,000		5,000			
328	MEALS & RELATED EXPENSE												
	504		1,342		2,000		727	1,500		1,500			
330	MILEAGE REIMBURSEMENT												
	660		1,051		1,800		1,144	1,800		1,800			
341	COMMUNICATIONS EXPENSE												
	46,127		68,211		70,750		70,750	69,048		71,218			
342	DATA COMMUNICATION EXPENSE												
	23,062		21,211		21,120		19,200	21,120		21,600			
351	UTILITIES EXPENSE												
	64,264		65,604		60,000		60,000	60,000		60,000			
361	UNIFORMS & SPECIAL CLOTHING												
	19,960		14,795		18,000		18,000	20,000		20,000			
381	BUILDING EXPENSE												
	10,668		10,538		32,125		32,125	32,500		32,500			
384	BUILDING MAINTENANCE PROJECTS												
	34,683		9,793		38,000			38,000		21,500			
461	SPECIAL EXPENSE												
	135		285		195		195	195		195			
481	OTHER EXPENSES												
	6,116		4,901		4,296		4,296	4,520		4,520			
511	PROFESSIONAL SERVICES												
	46,886		34,464		87,500		94,734	48,100		48,100			

**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	NWPMA CPAWC CWS TRAINING APWA CONFERENCE ODOT - HMAC INSPECTION RECERT DEPARTMENT HEAD RETREAT MANAGEMENT ANALYST TRAVEL PUBLIC WORKS DIRECTOR TRAVEL \$5,000
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 \$1,500
330	MILEAGE REIMBURSEMENT	REIMBURSEMENT FOR PERSONAL VEHICLE USE \$1,800
341	COMMUNICATIONS EXPENSE	LOCAL EXCHANGE PHONE LINES TO THE OPERATIONS COMPLEX \$700 PER MONTH CELL PHONES FOR OPS AND ENG STAFF 63 SMART PHONES/65 BASIC CELL PHONES @ \$4950 PER MONTH \$67,800 CELL PHONES FOR 2 NEW ENGINEERING ASSOCIATE POSITIONS IN ENGINEERING (2 @ \$52/MO) \$1,248 CELL PHONE & MONTHLY EXPENSE FOR NEW PROJECT ENGINEER 2 POSITION \$250 CELL PHONE & MONTHLY EXPENSE FOR NEW PW TECH IN 502-85-0753 \$480 CELL PHONE & MONTHLY EXPENSE FOR NEW PW LEAD SPLIT 50/50 IN 502-85-0757 & 513-85-0739 \$480 CELL PHONE & MONTHLY EXPENSE FOR NEW PW TECH IN 513-85-0734 \$480 CELL PHONE & MONTHLY EXPENSE FOR NEW ASSISTANT PW DIRECTOR \$480
342	DATA COMMUNICATION EXPENSE	PUBLIC WORKS ADMIN FUND: DATA PLAN FOR 38 COMMUNICATION DEVICES - ALL DIVISIONS \$21,600
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 \$20,000
381	BUILDING EXPENSE	PAPER PRODUCTS FOR RESTROOMS LIGHTBULBS ELECTRICAL WORK & SUPPLIES DOOR REPAIRS OTHER SUPPLIES (PAINT FILTERS, HARDWARE) UNFORESEEN REPAIRS \$32,500
384	BUILDING MAINTENANCE PROJECTS	UNFORESEEN PROJECTS \$20,000 PATCH AND REPAIR PARKING LOT \$1,500
461	SPECIAL EXPENSE	UST PERMIT DEQ PERMITS/AIR TANK PERMIT \$195
481	OTHER EXPENSES	ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING FOR PUBLIC WORKS (113 FTE @ \$40/EACH) \$4,520
511	PROFESSIONAL SERVICES	CONTRACT SERVICE FOR HOMELESS CAMP CLEAN UP \$5,000 JANITORIAL SERVICES FOR OPERATIONS COMPLEX BUILDINGS \$43,100

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
536	MAINTENANCE CONTRACTS												
	2,416		3,167		3,500		3,500	3,500		3,500			
551	RENTS AND LEASES												
	3,902		4,110		3,710		3,737	3,710		3,710			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	278,145		277,645		357,596		318,464	319,093		306,163			
CLASS: 15 CAPITAL OUTLAY													
681	IMPROVEMENTS												
			275,964		20,940								
TOTAL CLASS: 15 CAPITAL OUTLAY													
			275,964		20,940								
CLASS: 25 TRANSFERS													
803	TRSFER TO GENERAL FD-LANDSCAPE												
	69,355		80,215		83,669		83,669	88,269		88,269			
816	TRSFERS TO REPROGRAPHICS FUND												
	22,358		24,219		25,506		25,506	26,820		25,322			
818	TRSFERS TO ISD-ALLOCATED												
	43,730		54,110		62,980		62,980	65,751		63,664			
TOTAL CLASS: 25 TRANSFERS													
	135,443		158,544		172,155		172,155	180,840		177,255			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					14,632			50,588		48,902			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					14,632			50,588		48,902			
TOTAL PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)													
	1,105,093	6.00	1,427,315	6.00	1,316,226	6.00	1,166,050	1,315,281	5.00	1,340,801	6.00		
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS													
	1,105,093	6.00	1,427,315	6.00	1,316,226	6.00	1,166,050	1,315,281	5.00	1,340,801	6.00		
TOTAL FUND: 605 PUBLIC WORKS ADMIN FUND													
	1,105,093	6.00	1,427,315	6.00	1,316,226	6.00	1,166,050	1,315,281	5.00	1,340,801	6.00		

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

536 MAINTENANCE CONTRACTS  
 PEST CONTROL  
 ANNUAL FIRE SPRINKLER TESTING  
 ANNUAL FIRE ALARM TESTING  
 GENERATOR MAINTENANCE  
 FIRE ALARM MONITORING  
 ANTIFREEZE CHARGING \$3,500

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  
 ALLOCATION OF LANDSCAPE MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND \$88,269

816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$25,322

818 TRSFERS TO ISD-ALLOCATED  
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$63,664

991 CONTINGENCY - UNRESERVED

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
605-85	PUBLIC WORKS - OPERATIONS											
605-85-0681-05-061	PUBLIC WORKS DIRECTOR	1.00	2,080			157,727				157,727	69,205	226,932
605-85-0681-05-076	OFFICE SUPERVISOR	1.00	2,112			72,485				72,485	50,071	122,556
605-85-0681-05-085	PROJECT MANAGER 1	1.00	1,296			50,331				50,331	31,201	81,532
605-85-0681-05-095	MANANGEMENT ANALYST	1.00	2,077			78,950				78,950	29,322	108,272
605-85-0681-05-221	SUPPORT SPECIALIST 2	1.00	2,081			51,314			3,600	54,914	17,436	72,350
605-85-0681-05-239	SUPPORT SPECIALIST 1	1.00	2,080			43,888				43,888	19,901	63,789
	MANAGEMENT SERVICES	6.00	11,726			454,695			3,600	458,295	217,136	675,431
	**** DEPARTMENT TOTAL ****	6.00	11,726			454,695			3,600	458,295	217,136	675,431

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**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
605-85	PUBLIC WORKS - OPERATIONS											
605-85-0681-05-015	ASSISTANT PUBLIC WORKS	1.00	1,736			94,092				94,092	55,073	149,165
605-85-0681-05-061	PUBLIC WORKS DIRECTOR	1.00	2,136			166,086				166,086	82,592	248,678
605-85-0681-05-076	OFFICE SUPERVISOR	1.00	2,176			78,917			20	78,937	58,072	137,009
605-85-0681-05-095	MANANGEMENT ANALYST	1.00	2,096			81,696				81,696	34,778	116,474
605-85-0681-05-221	SUPPORT SPECIALIST 2	1.00	2,096	20		56,156	778		3,760	60,694	20,975	81,669
605-85-0681-05-239	SUPPORT SPECIALIST 1	1.00	2,096	20		48,080	689			48,769	26,717	75,486
	MANAGEMENT SERVICES	6.00	12,336	40		525,027	1,467		3,780	530,274	278,207	808,481
	**** DEPARTMENT TOTAL ****	6.00	12,336	40		525,027	1,467		3,780	530,274	278,207	808,481

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