

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

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

CLASS: 05 PERSONNEL SERVICES

169 SENIOR ACCOUNTANT	26,408	.30	26,917	.30	35,289	.40	31,800	35,207	40,960	.45	40,960	.45
245 ACCOUNTING ASSISTANT	46,646	1.00	45,769	1.00	63,744	1.33	52,553	57,663	66,975	1.33	66,975	1.33
248 ACCOUNTING SPECIALIST	18,824	.33	19,006	.33	19,544	.33	21,462	23,015	17,808	.33	17,808	.33
275 TEMPORARY EMPLOYEES	3,416						227					
299 PAYROLL TAXES AND FRINGES	50,932		46,466		74,182		59,125	67,729	81,233		81,233	

156 TOTAL CLASS: 05 PERSONNEL SERVICES

	146,226	1.63	138,158	1.63	192,759	2.06	165,167	183,614	206,976	2.11	206,976	2.11
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CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE	104		167		367		409	750	300		300	
302 POSTAGE EXPENSE	25,539		24,783		28,000		28,000	28,000	32,000		32,000	
303 OFFICE FURNITURE & EQUIPMENT	188		397		1,439		1,232	1,000	400		400	
305 SPECIAL DEPARTMENT SUPPLIES	6,718		2,500		5,000		5,000	5,000	6,500		6,500	
307 MEMBERSHIP FEES	33		185		317		225	317	357		357	
321 TRAVEL, TRAINING & SUBSISTENCE	108		610		1,515		280	1,400	1,373		1,373	
406 BANK SERVICE FEES	82,073		94,058		84,000		85,580	106,500	118,000		118,000	
511 PROFESSIONAL SERVICES												

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	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	77,709		77,277		85,000		80,042	85,000	80,200		80,200	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	192,472		199,977		205,638		195,768	227,967	239,130		239,130	
CLASS: 25 TRANSFERS												
816 TRSFERS TO REPROGRAPHICS FUND												
	1,663		1,338		1,663		1,562	1,663	1,651		1,651	
TOTAL CLASS: 25 TRANSFERS												
	1,663		1,338		1,663		1,562	1,663	1,651		1,651	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	340,361	1.63	339,473	1.63	400,060	2.06	362,497	413,244	447,757	2.11	447,757	2.11

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BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

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

CLASS: 05 PERSONNEL SERVICES

169	SENIOR ACCOUNTANT	26,408	.30	26,917	.30	35,289	.40	35,207	40,960	.45	40,960	.45
245	ACCOUNTING ASSISTANT	46,646	1.00	45,769	1.00	63,744	1.33	57,663	66,975	1.33	66,975	1.33
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275	TEMPORARY EMPLOYEES	3,416										
299	PAYROLL TAXES AND FRINGES	50,932		46,466		74,182		67,729	81,233		81,233	

TOTAL CLASS: 05 PERSONNEL SERVICES

		146,226	1.63	138,158	1.63	192,759	2.06	183,614	206,976	2.11	206,976	2.11
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CLASS: 10 MATERIALS & SERVICES

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302	POSTAGE EXPENSE	25,539		24,783		28,000		28,000	32,000		32,000	
303	OFFICE FURNITURE & EQUIPMENT	188		397		1,439		1,000	400		400	
305	SPECIAL DEPARTMENT SUPPLIES	6,718		2,500		5,000		5,000	6,500		6,500	
307	MEMBERSHIP FEES	33		185		317		317	357		357	
321	TRAVEL, TRAINING & SUBSISTENCE	108		610		1,515		1,400	1,373		1,373	
406	BANK SERVICE FEES	82,073		94,058		84,000		106,500	118,000		118,000	

BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 169 SENIOR ACCOUNTANT
 1 FTE SR. ACCOUNTANT POSITION IS ALLOCATED:
 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.
 FY 2019-20 REFLECTS ONE SR. ACCOUNTANT'S ALLOCATION CHANGING FROM 70% GENERAL FUND /
 10% WATER FUND / 10% SEWER FUND / 10% STORM FUND TO 55% GENERAL FUND / 15% WATER FUND /
 15% SEWER FUND / 15% STORM FUND.

- 245 ACCOUNTING ASSISTANT
 FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION THAT IS ALLOCATED:
 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.

- 248 ACCOUNTING SPECIALIST

- 275 TEMPORARY EMPLOYEES
 EXTRA HELP FOR UTILITY BILLING UPGRADE TO SQL VERSION OF SOFTWARE

- 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
 MISC OFFICE SUPPLIES \$300

- 302 POSTAGE EXPENSE
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$32,000

- 303 OFFICE FURNITURE & EQUIPMENT
 RISING DESK SURFACE AND CHAIR REPLACEMENT \$400

- 305 SPECIAL DEPARTMENT SUPPLIES
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$6,500

- 307 MEMBERSHIP FEES
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:
 SPRINGBROOK USER GROUP MEMBERSHIP \$83
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS \$102
 OREGON BOARD OF ACCOUNTANCY \$100
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION \$72

- 321 TRAVEL, TRAINING & SUBSISTENCE
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:
 OREGON GOVERNMENT FINANCE OFFICERS ASSOC- SPRING CONFERENCE \$367
 GOVERNMENT FINANCE OFFICERS ASSOC - GAAP UPDATE \$50
 OREGON SOCIETY OF CPAS - GOVERNMENTAL ACCTG & AUDITING CONFERENCE \$107
 OREGON SOCIETY OF CPAS - ETHICS \$75
 OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE \$107
 OTHER TRAINING & MILEAGE TO MEET CPA LICENSE REQUIREMENT \$267
 CUSTOMER SERVICE STAFF TRAINING \$400

- 406 BANK SERVICE FEES
 PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD & LOCKBOX PAYMENTS \$118,000

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511	PROFESSIONAL SERVICES										
	77,709		77,277		85,000		85,000	80,200		80,200	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	192,472		199,977		205,638		227,967	239,130		239,130	
CLASS: 25 TRANSFERS											
816	TRSFERS TO REPROGRAPHICS FUND										
	1,663		1,338		1,663		1,663	1,651		1,651	
TOTAL CLASS: 25 TRANSFERS											
	1,663		1,338		1,663		1,663	1,651		1,651	
TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS											
	340,361	1.63	339,473	1.63	400,060	2.06	413,244	447,757	2.11	447,757	2.11
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT											
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BP WORKSHEET & JUSTIFICATION

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DEPT: 20 FINANCE DEPARTMENT
PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
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511	PROFESSIONAL SERVICES ARMORED CAR SERVICE \$1,500 TUALATIN VALLEY WATER DIST (JOINT BILLING SERVICES) \$48,000 METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS) \$6,700 MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070 ACCELA (SPRINGBROOK) CHARGES FOR WEB PAYMENTS TRANSACTIONS \$22,700 CARE TO SHARE ADMINISTRATION FEES FOR HANDLING UTILITY PAYMENT ASSISTANCE \$230

816	TRSFERS TO REPROGRAPHICS FUND ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,651
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