

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN 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											
	26,410	.30	26,917	.30	35,289	.40	31,797	35,207	40,960	.45	40,960	.45
245	ACCOUNTING ASSISTANT											
	46,776	1.00	45,681	1.00	63,678	1.33	52,468	57,615	66,935	1.33	66,935	1.33
248	ACCOUNTING SPECIALIST											
	18,824	.33	19,006	.33	19,545	.33	21,462	23,011	17,808	.33	17,808	.33
275	TEMPORARY EMPLOYEES											
	3,416						227					
299	PAYROLL TAXES AND FRINGES											
	47,405		46,496		74,274		59,129	67,751	81,252		81,252	

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TOTAL CLASS: 05 PERSONNEL SERVICES

	142,831	1.63	138,100	1.63	192,786	2.06	165,083	183,584	206,955	2.11	206,955	2.11
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE											
	104		167		366		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		1,438		1,230	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		316		225	316	357		357	
321	TRAVEL, TRAINING & SUBSISTENCE											
	108		609		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
	77,708		77,277		85,000		80,042	85,000	80,200		80,200	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	192,471		199,976		205,635		195,766	227,966	239,130		239,130	
CLASS: 25 TRANSFERS												
816 TRSFERS TO REPROGRAPHICS FUND												
	1,662		1,337		1,663		1,562	1,663	1,651		1,651	
TOTAL CLASS: 25 TRANSFERS												
	1,662		1,337		1,663		1,562	1,663	1,651		1,651	
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT												
	336,964	1.63	339,413	1.63	400,084	2.06	362,411	413,213	447,736	2.11	447,736	2.11

BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN 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	26,410	.30	26,917	.30	35,289	.40	35,207	40,960	.45	40,960	.45
245	ACCOUNTING ASSISTANT	46,776	1.00	45,681	1.00	63,678	1.33	57,615	66,935	1.33	66,935	1.33
248	ACCOUNTING SPECIALIST	18,824	.33	19,006	.33	19,545	.33	23,011	17,808	.33	17,808	.33
275	TEMPORARY EMPLOYEES	3,416										
299	PAYROLL TAXES AND FRINGES	47,405		46,496		74,274		67,751	81,252		81,252	

TOTAL CLASS: 05 PERSONNEL SERVICES

		142,831	1.63	138,100	1.63	192,786	2.06	183,584	206,955	2.11	206,955	2.11
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	104		167		366		750	300		300	
302	POSTAGE EXPENSE	25,539		24,783		28,000		28,000	32,000		32,000	
303	OFFICE FURNITURE & EQUIPMENT	188		397		1,438		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		316		316	357		357	
321	TRAVEL, TRAINING & SUBSISTENCE	108		609		1,515		1,400	1,373		1,373	

406	BANK SERVICE FEES	82,073		94,058		84,000		106,500	118,000		118,000	
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BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN 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
- 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 WORK 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 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
 FY 19-20 INCLUDES TRAINING AND TRAVEL FOR SR. ACCOUNTANT IN CHARGE OF UTILITY
 BILLING, PREVIOUSLY BUDGETED IN GENERAL FUND.
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION - SPRING CONFERENCE \$367
 GOVERNMENT FINANCE OFFICERS ASSOC - GAAP UPDATE \$50
 OREGON SOCIETY OF CPAS - GOVERNMENT ACCTG & AUDITING CONFERENCE \$107
 OREGON SOCIETY OF CPAS - ETHICS \$75
 OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE \$107
 OTHER TRAINING AND 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

BP WORKSHEET & JUSTIFICATION

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511	PROFESSIONAL SERVICES										
	77,708		77,277		85,000		85,000	80,200		80,200	
TOTAL CLASS: 10 MATERIALS & SERVICES											
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TOTAL CLASS: 25 TRANSFERS											
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TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS											
	336,964	1.63	339,413	1.63	400,084	2.06	413,213	447,736	2.11	447,736	2.11
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT											
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PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

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 PAYMENT TRANSACTIONS \$22,700
- CARE TO SHARE PAYMENT ASSISTANCE ADMINISTRATION FEES \$230

816 TRSFERS TO REPROGRAPHICS FUND

- ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,651