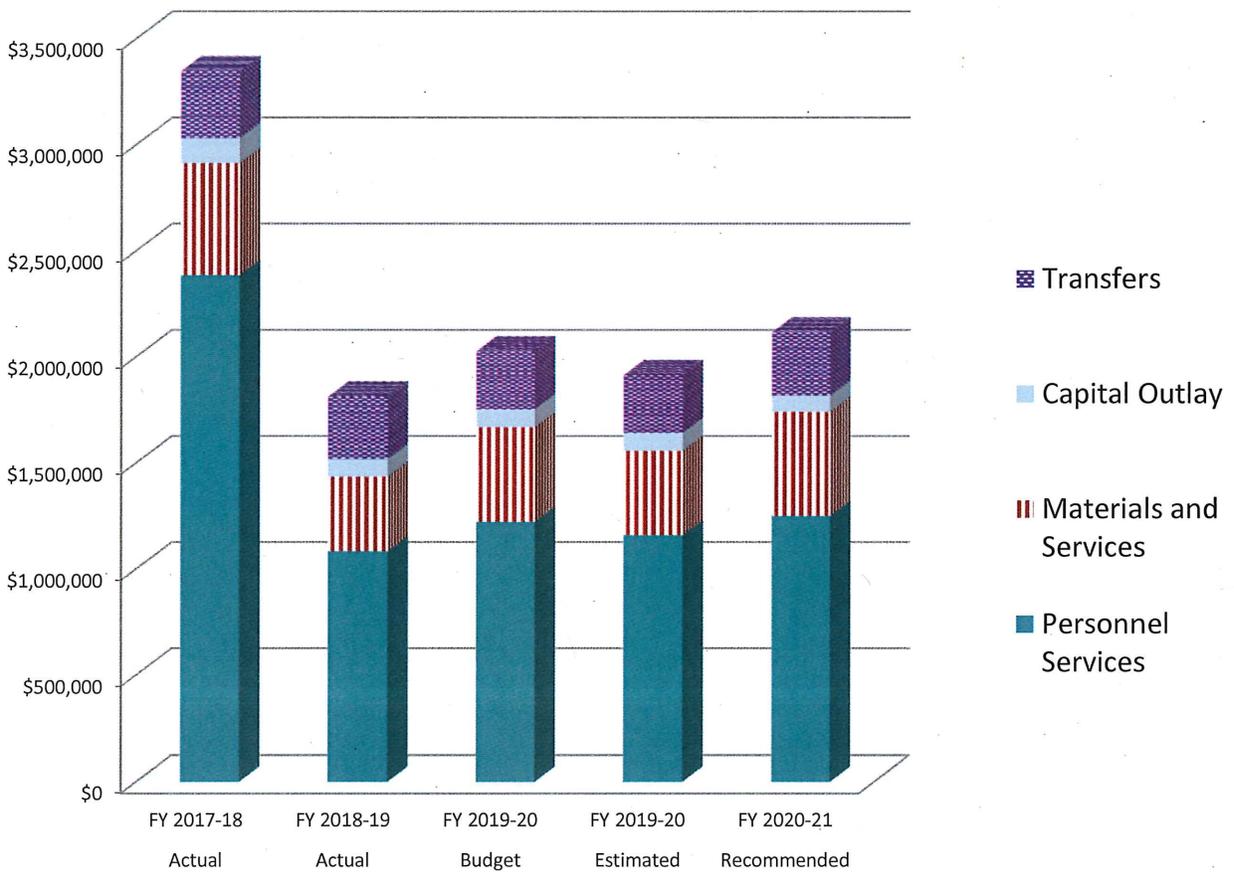




**GENERAL FUND**  
**PUBLIC WORKS - OPERATIONS**  
**RECOMMENDED FY 20-21**



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21**

With Explanations on Significant Changes between Budgeted 2019-20 and Recommended 2020-21

Fund:	<b>General Fund</b>					
Department:	<b>Public Works - Operations - Summary</b>					
CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	% Change Budgeted Vs. Recommended
Personnel Services	\$2,382,940	\$1,082,292	\$1,221,116	\$1,158,419	\$1,248,503	2.24%
Materials and Services	527,392	352,486	445,870	397,181	490,720	10.06%
Capital Outlay	117,262	81,442	83,826	83,310	75,975	-9.37%
Transfers	316,232	294,698	272,866	272,866	298,392	9.35%
<b>SUB-TOTAL</b>	<b>\$3,343,826</b>	<b>\$1,810,918</b>	<b>\$2,023,678</b>	<b>\$1,911,776</b>	<b>\$2,113,590</b>	
Reserve for Operations Facility			70,597		141,110	
Reserve for Trees			105,878		77,262	
Reserve for equip.			187,675		180,440	
<b>TOTAL</b>	<b>\$3,343,826</b>	<b>\$1,810,918</b>	<b>\$2,387,828</b>	<b>\$1,911,776</b>	<b>\$2,512,402</b>	
FTE's	26.85	11.00	11.00		11.00	

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

**Personnel services:**

FY 2020-21 reflects step increases, COLA increases for SEIU and management at 2.60%. Also shown are medical insurance cost increase of 10% for Kaiser, 5% increase in MODA plans and 0% increase for Dental.

**Materials and services:**

FY 2020-21 increase reflects an additional \$42K for maintenance of the City Park fountain.

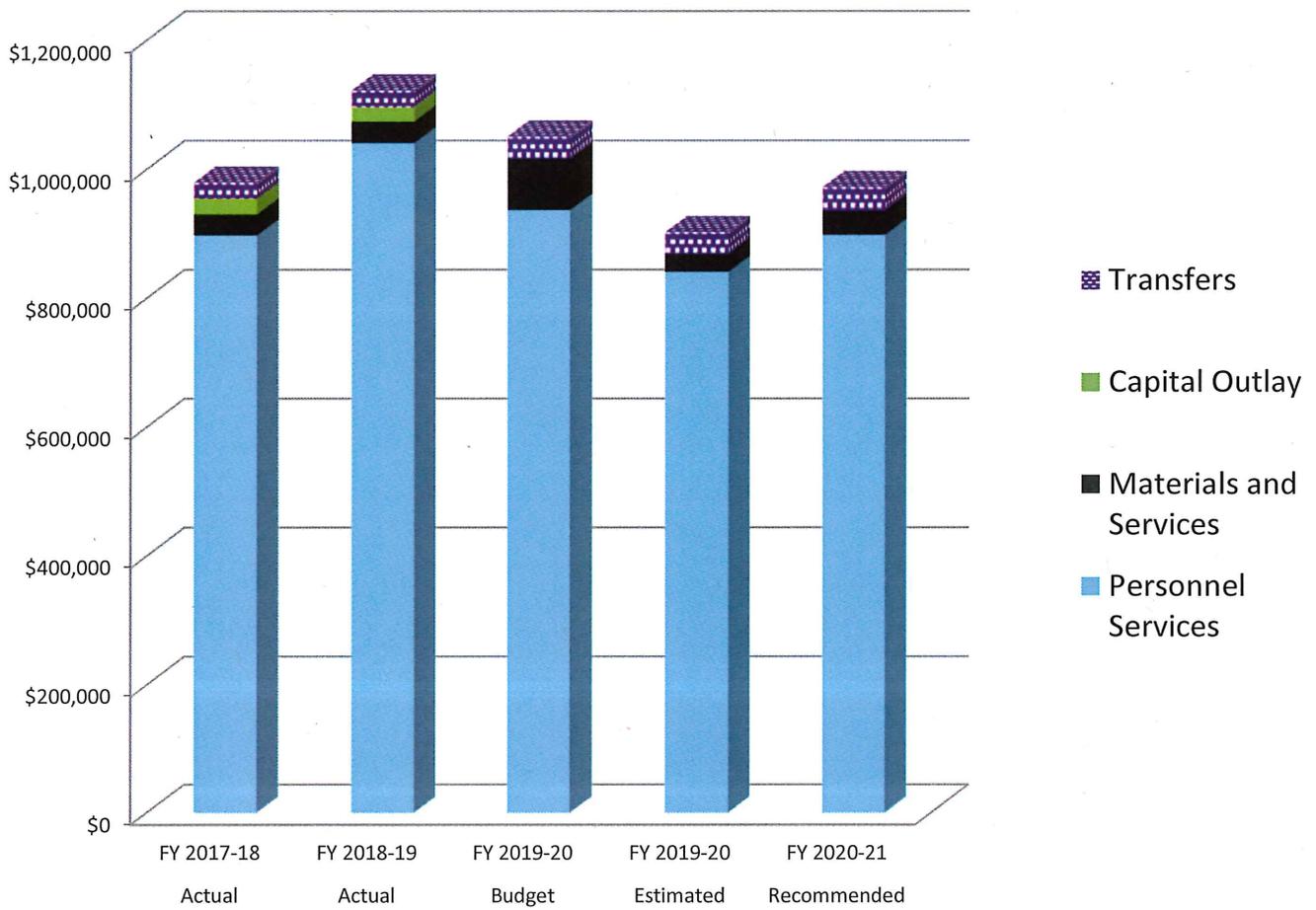
**Capital outlay:**

No significant change.

**Transfers:**

No significant change.

**GENERAL FUND**  
**CAPITAL DEVELOPMENT - ENGINEERING**  
**RECOMMENDED FY 20-21**



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21**

With Explanations on Significant Changes between Budgeted 2019-20 and Recommended 2020-21

Fund:	<b>General Fund</b>					% Change
Department:	<b>Capital Development - Engineering</b>					Budgeted Vs.
CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	Recommended
Personnel Services	\$897,526	\$1,040,446	\$936,890	\$840,665	\$898,004	-4.15%
Materials and Services	32,018	33,174	79,255	27,651	37,690	-52.44%
Capital Outlay	24,230	21,797	-	-	-	N/A
Transfers	25,459	26,149	34,025	34,025	36,152	6.25%
<b>SUB-TOTAL</b>	<b>979,233</b>	<b>1,121,566</b>	<b>1,050,170</b>	<b>902,341</b>	<b>971,846</b>	
Contingency			-		-	
Reserve for equipment			37,378		40,942	
<b>TOTAL</b>	<b>\$979,233</b>	<b>\$1,121,566</b>	<b>\$1,087,548</b>	<b>\$902,341</b>	<b>\$1,012,788</b>	
<b>FTE's</b>	<b>8.10</b>	<b>8.10</b>	<b>6.10</b>		<b>6.10</b>	

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

**Personnel services:**

FY 2020-21 reflects step increases, COLA increases for SEIU and management at 2.60%. Also shown are medical insurance cost increase of 10% for Kaiser, 5% increase in MODA plans and 0% increase for Dental.

**Materials and services:**

FY 2020-21 reflects a reduction of \$37K for new office furniture purchased in FY 2019-20.

**Capital outlay:**

No significant changes

**Transfers:**

No significant changes

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> PUBLIC WORKS
<b>PROGRAM:</b> 0772 LANDSCAPE MAINTENANCE	<b>PROGRAM MANAGER:</b> STEVE BRENNAN

**Program Goal:**

To provide attractive, low maintenance landscape areas that demonstrate the City’s commitment to well-maintained and well-managed facilities. Maintain City Park and the Beaverton Round Plazas as resources that attract residents and visitors to enjoy the amenities in the area.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	11.25	11.00	11.00	11.00	0.00
PERSONNEL SERVICES	\$1,094,427	\$1,082,292	\$1,221,116	\$1,248,503	\$0
MATERIALS & SERVICES	342,353	352,486	445,870	490,720	0
CAPITAL OUTLAY	38,667	80,165	83,826	75,975	0
TRANSFERS	263,343	279,781	272,866	298,392	0
CONTINGENCY	0	0	364,150	398,812	0
<b>TOTAL</b>	<b>\$1,738,790</b>	<b>\$1,794,724</b>	<b>\$2,387,828</b>	<b>\$2,512,402</b>	<b>\$0</b>

**Program Objective:**

The Landscape section provides consistently high quality landscape and tree maintenance on a variety of city-owned properties including building and facility landscapes, wetlands, storm drainage channels, and water facility landscapes. Employees in this section are responsible for the care and maintenance of the city’s hanging flower baskets during the summer months, a city-wide Vector Control Program for mosquito control associated with controlling the spread of West Nile Virus and a Graffiti Abatement Program.

The work in this program supports council priorities of implementing chapter 7 of the city’s climate action plan.

- #62 “Identify and fix leaks in water delivery systems” Water audits on meters are used on irrigation systems to show excess or unusual water usage then leaks are detected and fixed.
- #63 “Develop strategies for increased use of smart irrigation systems” Bluetooth programmed valves are being incorporated into landscapes to cut back on water consumption

This division plays a critical role in a variety of elements of the Beaverton Community Vision Goal Areas related to open spaces and other public lands including:

Goal Area: Build Community

- Target: Improve “look and feel” city wide  
#10, Organize community clean-up days in neighborhoods, #11, Create “adopt a street” and “adopt a park” opportunities, #12, Involve neighborhoods in improvement planning, #13, Use of art and landscaping to beautify Beaverton

Goal Area: Provide High Quality Public Services

- Target: Maintain a safe and resilient community  
#22, Use environmental design to reduce property crime

Goal Area: Create a Vibrant Downtown

- Create a recognizable, vibrant, walkable mixed-use downtown  
#63, Add benches, restrooms, bike racks and fountains

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> PUBLIC WORKS
<b>PROGRAM:</b> 0772 LANDSCAPE MAINTENANCE	<b>PROGRAM MANAGER:</b> STEVE BRENNAN

**INVENTORY SUMMARY**

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Acres of Developed Property	93.1	93.2	103.3	103.3
Acres of Undeveloped Property	33.8	34.6	34.6	34.6
Acres of Pedestrian Paths (including path and borders)	13.6	13.60	13.6	13.6

**DEVELOPED LANDSCAPES**

	Number of Acres FY 2017-18	Number of Acres FY 2018-19	Number of Acres FY 2019-20	Number of Acres FY 2020-21
Street Right-of-Way Landscapes	47.3	47.4	57.3	57.3
Facilities Landscapes	44.2	44.2	44.2	44.2
Neighborhood Street Islands	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>
<b>Total</b>	93.1	93.2	103.1	103.1

**UNDEVELOPED LANDSCAPES**

	Number of Acres FY 2017-18	Number of Acres FY 2018-19	Number of Acres FY 2019-20	Number of Acres FY 2020-21
City Property	13.5	14.2	14.2	14.2
Street Rights-of-Way	<u>20.4</u>	<u>20.4</u>	<u>20.4</u>	<u>20.4</u>
<b>Total</b>	33.9	34.6	34.6	34.6

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Proposed
Program Objective: To provide maintenance for City owned properties and right-of-ways (acres)	140.5	141.3	151.5	151.5
To provide efficient and effective customer service, completing requests for service within one week	800 requests	800 requests	800 requests	800 requests

**Progress on FY 2019-20 Action Plan:**

- Crews continued to maintain the grounds of city properties, facilities and public rights of way all having landscape or vegetative amenities at a level which provides an esthetically pleasing appearance and protects the city's investment according to an annual maintenance plan.
- Crews continued to provide assistance to various other city departments on landscape related matters.
- The annual work plan continued to focus on water conservation at sites which have irrigation systems to reduce water usage through the installation of various water conservation related irrigation equipment and conducting water usage audits at various sites.
- The city's vector control program continued to monitor and treat various sites for the abatement of mosquito and other pests.
- Staff continued to work with the community and surrounding jurisdictions to prevent and abate graffiti and related vandalism.
- Efforts have been made to remove invasive noxious nonnative plant materials in city maintained landscapes and replace with native plant species.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> PUBLIC WORKS
<b>PROGRAM:</b> 0772 LANDSCAPE MAINTENANCE	<b>PROGRAM MANAGER:</b> STEVE BRENNAN

- Efforts continued in the initial launch of the city’s Adopt-A-Road program which has allowed for a more attractive and litter free environment in various parts of the city.

**FY 2020-21 Action Plan:**

- Crews will continue to maintain the grounds of city properties, facilities and public rights of way all having landscape or vegetative amenities at a level which provides an esthetically pleasing appearance and protects the city’s investment according to an annual maintenance plan.
- Crews will continue to provide assistance to various other city departments on landscape related matters.
- The annual work plan will continue to focus on water conservation at sites which have irrigation systems to reduce water usage through the installation of various water conservation related irrigation equipment and conducting water usage audits at various sites and through the use of native plant materials.
- The city’s vector control program will continue to monitor and treat various sites for the abatement of mosquitos and other various pests and continue its cooperative efforts with both the state and county departments of health.
- Staff will continue to work with the community and surrounding jurisdictions to prevent and abate graffiti and related vandalism and continue to work with the Police Department to help apprehend and prosecute those involved with these crimes.
- Crews will work toward improvements to the city’s “Integrated Pest Management Plan” in an effort to reduce pesticide use.
- Efforts will be made to expand the cities adopt a road program with both resident and business volunteers.
- Efforts will be made to re-landscape some areas to reduce the amount of grass areas to help reduce water consumption and staff time needed to maintain these sites.

<b>Performance Measures:</b>	<b>FY2017-18 Actual</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Budgeted/Revised</b>	<b>FY 2020-21 Proposed</b>
Estimated number of landscape activities completed within one week	521	627	800	800
Number of facilities treated for mosquito control	3,028	3,028	3,008	3,031
Estimated number of graffiti cases abated	731	587	2,000	1,500

**Performance Outcomes and Program Trends:**

Grounds surrounding city facilities, developed and undeveloped property, and street right-of-ways are maintained to a satisfactory level. Activities include mowing, fertilizing, vegetation and insect control and meeting City Code requirements. Requests for service include investigation and correction of issues related to city maintained landscapes and new private development.

Landscape service levels provide acceptable maintenance for the preservation and enhancement of city landscapes and rights-of-way. Efforts to establish higher standards for the maintenance of properties owned by other public entities within the city remain a goal. Improvement of undeveloped street right-of-way and other undeveloped properties the city owns has increased the need for formal landscape care. Efforts will continue to be made during the FY 20-21 to improve the efficiency of city irrigation systems reducing the amount of water consumed reducing overall expenditures.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> PUBLIC WORKS
<b>PROGRAM:</b> 0703 ENGINEERING SERVICES	<b>PROGRAM MANAGER:</b> GEOFF HUNSAKER

**MISSION STATEMENT:**

To provide timely and high quality engineering services for the operation, replacement and expansion of the public transportation and traffic systems (including street lighting); and for potable water, sanitary sewer, storm drainage systems infrastructure.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	8.10	8.10	6.10	6.10	0.00
PERSONNEL SERVICES	\$897,526	\$1,040,446	\$936,890	\$898,004	\$0
MATERIALS & SERVICES	32,018	33,174	79,255	37,690	0
CAPITAL OUTLAY	24,230	21,797	0	0	0
TRANSFERS	25,459	26,149	34,025	36,152	0
CONTINGENCY	0	0	37,378	40,942	0
<b>TOTAL</b>	<b>\$979,233</b>	<b>\$1,121,566</b>	<b>\$1,087,548</b>	<b>\$1,012,788</b>	<b>\$0</b>

**Program Goal:**

The purpose of the Engineering Services program is to deliver high quality project management, engineering, CADD design, land surveying, and administrative support services in support of implementing the Capital Improvement Plan and to provide technical support/advice to the Public Works Department and Community Development Department.

**Program Objective:**

Within Engineering Services there are various disciplines and functions: capital projects engineering and infrastructure planning, land surveying and legal descriptions; CADD services to produce engineering drawings, specifications, and other technical drawings; and clerical support services. Engineering services supports many of the physical development items in the Community Visioning Plan especially the following:

- *Community Vision Action #46: Strategically widen roads, add signals and turn lanes*
- *Community Vision Action #47: Implement solutions to reduce traffic congestion*
- *Community Vision Action #48: Install safe sidewalks and pedestrian lighting citywide*
- *Community Vision Action #49: Create safe routes to schools*
- *Community Vision Action #50: Expand paths and trails and connect to major destinations*
- *Community Vision Action #51: Install or improve crosswalks citywide*
- *Community Vision Action #53: Install bikeways along major commuter routes*
- *Community Vision Action #54: Upgrade trails to include lighting & better connectivity*
- *Community Vision Action #79: Enhance stormwater treatment facilities and processes*
- *Community Vision Action #88: Connect parks and green spaces with trails/bike routes*
- *Community Vision Action #99: Improve pedestrian connections in neighborhoods*

**Progress on FY 2019-20 Action Plan:**

Engineering Services continues to provide in-house survey, design, drafting and project management for a variety of capital improvement projects. In addition, Engineering Services manages multiple engineering consultants and contractors also working on city capital improvement projects.

**FY 2020-21 Action Plan:**

Thirteen (13) of the 22 projects listed below are expected to be designed in-house, with some tasks outsourced as needed. The design of nine (9) projects is expected to be fully outsourced \*\*.

- Allen Blvd/92<sup>nd</sup> Ave Share Use Path Connection (CIP 3112) \*\*
- Laurelwood Ave (Scholls Ferry Rd to Apple Way) Sidewalk (CIP 3113) \*\*
- Westgate/Cedar Hills/Dawson Intersection Realignment (CIP 3321) \*\*

**CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2020-21 BUDGET  
CURRENT LEVEL OF SERVICES**

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> PUBLIC WORKS
<b>PROGRAM:</b> 0703 ENGINEERING SERVICES	<b>PROGRAM MANAGER:</b> GEOFF HUNSAKER

- Millikan Way Extension (Watson Ave to Lombard Ave) MSTIP3E (CIP 3327) \*\*
- Western Ave (Beaverton Hillsdale Hwy to Allen Blvd) (CIP 3328) \*\*
- Hocken Ave Widening Improvement (CIP 3408) \*\*
- Hall Blvd (Ridgecrest Dr – Hwy 217) Overlay (CIP 3416) \*\*
- Canyon Rd Streetscape Improvements (CIP 3519) \*\*
- Lisa Ln (141<sup>st</sup> to Bonnie Brae) Waterline Replacement (CIP 4124)
- 22<sup>nd</sup> St (Dale to Hall) Waterline Replacement (CIP 4136)
- Nimbus North (Hall to Denney Commerce Center) Waterline Improvements (CIP 4169A)
- Chestnut Pl (Oak-Elm) Waterline Replacement (CIP 4188)
- SW Wilson Ct (Kimberly to Hart) Waterline Replacement (CIP 4198)
- Washington Ave (5<sup>th</sup> to 7<sup>th</sup>) Waterline Replacement (CIP 4117B)
- Fiber on 125<sup>th</sup> Ave (Longhorn Ln to Scholls Ferry Road) (CIP 5205)
- Hall and Sabin Crossing Improvement (CIP 5206)
- Beard Rd and 151<sup>st</sup> Crossing Improvement (CIP 5207)
- Bonnie Brae (Murray Blvd to Wilson Ave) Traffic Calming (CIP 5208)
- Barlow Rd (Murray Blvd to Menlo Dr) Traffic Calming (CIP 5209)
- Quiet Zones (CIP 5210) \*\*
- McKay Subdivision (Rollingwood) Utility Replacement (CIP 6096)
- Utility Rehabilitation at Dover Ln Near Oleson Rd (Dover South) (CIP 8098A)

<b>Performance Measures:</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected/Revised</b>	<b>Proposed</b>
Number of CIP projects	52	60	68	74
Number of large CIP projects completed (large projects are more than \$100,000)	13	15	20	25
Average days to complete construction drawings for large CIP projects	120	120	120	120
Number of small CIP projects completed (small projects are less than \$100,000)	2	2	2	4
Average days to complete construction drawings for small CIP projects	75	60	60	60
Time required to complete as-built drawings	6 mos.	4 mos.	4 mos.	4 mos.

**Program Outcomes and Program Trends:**

In FY 2020-21 staff will continue to adjust the balance between the work accomplished by staff versus the work accomplished by private consultants in order to complete the most projects within available funding. There are 13 project managers (12 in Engineering and 1 in Public Works) that are responsible for the three phases of construction: design, acquisition of right of way, and construction. In any fiscal year, a project may have some or all of the phases under way. A project manager can reasonably handle 3-4 projects per year in addition to other staff responsibilities resulting in a total project work load of approximately 50 projects per year. City staff will accomplish approximately 18 percent of the design and survey work (13 of 74 projects). The remainder of the work (82%) will be by consultant.

Design work by City staff equates to approximately 7 projects per Computer Aided Drafting and Design (CADD) designer. The remainder will be accomplished by a contract with private engineering firms. Of the 74 projects proposed for FY 2020-21, staff anticipates that 33 of the projects (or 45 percent) will be constructed or under construction. Of these 33 projects, staff anticipates that four (12%) will be constructed by city forces and the remainder by contract with private construction firms. The four in-house constructed projects are related to traffic calming, signal improvements and pedestrian crossing improvements and are less than \$100,000 each.

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2020-21 BUDGET  
 CURRENT LEVEL OF SERVICES

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> PUBLIC WORKS
<b>PROGRAM:</b> 0703 ENGINEERING SERVICES	<b>PROGRAM MANAGER:</b> GEOFF HUNSAKER

In FY 2020-21 there is not sufficient staff to keep all 74 capital improvement projects moving at the optimal pace. Project managers will need to take on approximately 5 projects each, which will likely result in the delay of some projects. In addition, the following points need to be stated:

- The increase in the state and county transportation funding will be sufficient to maintain a Pavement Condition Index (PCI) of 72 for Arterials and Collectors and a PCI of 77 for Minor collectors and Local streets; however, the additional funding will **not** be sufficient to maintain streets in the condition stated above and fund ADA ramp improvements as well as Sidewalk Gap filling projects.
- Funding from Metro, State and Federal grants has all but disappeared. The last State or Federal grant was received in 2013. In addition, larger funding matches by the City are needed to have a competitive project proposal.
- Street funding for roadway, sidewalk, path, traffic calming, signals and ADA ramps will continue to draw down the Street Fund contingency and make it difficult, if not impossible, to schedule and implement an Arterial Overlay program. Since 2006 the City has completed numerous utility replacement projects in older subdivisions; however, over the last 4 years the number of such projects has declined primarily because of greater priority for improvements in the downtown area, South Cooper Mountain improvements, TVWD withdrawal area improvements, and Willamette Water Supply improvements. In FY 19-20, the City completed two (2) utility replacement projects in older subdivisions and plans to complete three (3) such projects in FY 20-21.
- The number of projects that can be funded and managed continues to be at the upper limit of staff availability. Three project managers (two in Water and one in Transportation) were added in FY 2018-19 and two associates in engineering were added in FY 19-20 which has increased the number of capital projects under design and/or construction; however, it will take 1-2 additional years for the new staff to become fully proficient in how projects are managed in the City. During this time the number of projects will increase, and training of new staff will require time from senior staff. Depending on the expectation for how fast projects need to be completed, additional project engineers and/or project management staff may be needed. It will take several years to determine the best balance of available funding and staff which will result in the most completed projects over a sustained period of time.
- The Engineering Division will strive to develop capital project budgets that are integrated and achievable in the year planned.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER													
	13,265	.10	14,022	.10	14,488	.10	14,576	16,186	14,003	.10	14,003	.10		
068	ENGINEERING ASSOCIATE													
	47,130	1.00	67,747	1.00										
085	PROJECT MANAGER 1													
	72,983	1.00	82,950	1.00	90,244	1.00	70,333	89,967	96,835	1.00	96,835	1.00		
113	ENGINEERING TECH 3													
	157,737	3.00	83,265	1.00	76,265	1.00	54,452	75,944	77,617	1.00	77,617	1.00		
123	ENGINEERING TECH 2													
	71,244	1.00	132,069	2.00	70,545	1.00	55,251	70,537	72,084	1.00	72,084	1.00		
146	SURVEYOR (PLS)													
	76,870	1.00	143,195	2.00	165,113	2.00	96,822	123,700	155,528	2.00	174,779	2.00		
175	PROJECT ENGINEER 2													
	113,917	1.00	140,752	1.00	140,453	1.00	76,557	103,141	131,733	1.00	131,733	1.00		
275	TEMPORARY EMPLOYEES													
	22,764		14,755		44,454		67,839	70,740						
299	PAYROLL TAXES AND FRINGES													
	321,616		361,691		335,328		242,626	290,450	329,999		330,953			

TOTAL CLASS: 05 PERSONNEL SERVICES

	897,526	8.10	1,040,446	8.10	936,890	6.10	678,456	840,665	877,799	6.10	898,004	6.10		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	2,719		2,458		2,500		795	1,200	1,200		1,200			
303	OFFICE FURNITURE & EQUIPMENT													
	2,655		3,091		43,550		647	547	6,000		6,000			
304	DEPARTMENT EQUIPMENT EXPENSE													
	199		1,821		2,965		720	1,500	3,765		2,300			
305	SPECIAL DEPARTMENT SUPPLIES													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	1,480		2,809		3,750		1,018	1,800	3,850		3,850			
307	MEMBERSHIP FEES													
	1,528		410		1,740		1,341	1,520	2,140		2,140			
308	PERIODICALS & SUBSCRIPTIONS													
	61		39		200			50	200		100			
314	OUTSIDE REPRODUCTION EXPENSES													
	429		376		1,000		1,234	1,234	600		600			
316	ADVERTISING, RECORDING & FILING													
	99		83		400		8	100	400		100			
317	COMPUTER EQUIPMENT													
	3,459				3,200			3,400						
318	COMPUTER SOFTWARE													
	175		3,000		1,200		698	700						
321	TRAVEL, TRAINING & SUBSISTENCE													
	2,758		5,585		11,100		8,140	8,200	15,700		12,700			
325	COMMUNITY EVENTS EXPENSE													
	25													
328	MEALS & RELATED EXPENSE													
	315		402		300		279	300	850		500			
361	UNIFORMS & SPECIAL CLOTHING													
	1,254		1,609		1,950		1,391	1,700	2,500		2,500			
371	EQUIPMENT OPER & MAINT EXPENSE													
	3,183		1,085		2,400		1,085	2,400	2,700		2,700			
511	PROFESSIONAL SERVICES													
	11,679		10,406		3,000		2,580	3,000	3,000		3,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	32,018		33,174		79,255		19,936	27,651	42,905		37,690			

CLASS: 15 CAPITAL OUTLAY

641 VEHICLES

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	24,230													
671	EQUIPMENT													
			21,797											
TOTAL CLASS: 15 CAPITAL OUTLAY														
	24,230		21,797											
CLASS: .25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	17,614		16,633		25,872		9,168	25,872	22,647		22,647			
817	TRSFERS TO GARAGE FUND													
	5,010		7,400		5,953		9,630	5,953	11,305		11,305			
818	TRSFERS TO ISD-ALLOCATED													
	2,835		2,116		2,200		1,833	2,200	2,200		2,200			
TOTAL CLASS: 25 TRANSFERS														
	25,459		26,149		34,025		20,631	34,025	36,152		36,152			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
996	RESERVE - EQUIPMENT REPLACEMT													
					37,378				40,942		40,942			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					37,378				40,942		40,942			
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING														
	979,233	8.10	1,121,566	8.10	1,087,548	6.10	719,023	902,341	997,798	6.10	1,012,788	6.10		

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS													
	67,889	1.00	72,800	1.00	81,898	1.00	59,337	76,019	85,210	1.00	85,210	1.00		
053	SENIOR ENGINEER													
	126,337	2.00												
063	PUBLIC WORKS SUPRVISR-ARBORIST													
	59,928	.70	50,210	.70	55,131	.70	44,111	54,210	61,523	.70	58,789	.70		
084	PROJECT ENGINEER 1													
	143,586	1.60												
085	PROJECT MANAGER 1													
	18,166	1.00												
112	PUBLIC WORKS MANAGER 3													
	33,405	.30	36,129	.30	37,325	.30	29,032	36,675	38,138	.30	38,138	.30		
119	ENG. CONST. INSPECTOR LEAD													
	61,173	1.00												
123	ENGINEERING TECH 2													
	177,609	3.00												
124	ENGINEERING CONST INSPECTOR													
	227,702	4.00												
143	SENIOR FIELD INSPECTOR - ENG													
	18,513	1.00												
166	LANDSCAPE TECHNICIAN													
	365,328	7.00	329,162	6.00	340,711	6.00	269,424	338,601	357,724	6.00	357,724	6.00		
170	PUBLIC WORKS LEAD													
			50,103	1.00	66,618	1.00	52,729	65,260	72,391	1.00	72,391	1.00		
188	INVENTORY CONTROL TECHNICIAN													
	15,822	.25												
215	UTILITY WORKER													
	67,995	2.00	71,623	2.00	85,880	2.00	60,241	78,131	88,479	2.00	88,479	2.00		
221	SUPPORT SPECIALIST 2													

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	32,256	1.00												
225	PERMIT TECHNICIAN													
	31,858	1.00												
274	SEASONAL WORKFORCE													
	56,514		46,302		70,000		47,875	69,500	72,000		72,000			
275	TEMPORARY EMPLOYEES													
	759													
299	PAYROLL TAXES AND FRINGES													
	878,100		425,963		483,553		356,844	440,023	475,833		475,772			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	2,382,940	26.85	1,082,292	11.00	1,221,116	11.00	919,593	1,158,419	1,251,298	11.00	1,248,503	11.00		
CLASS: 10 MATERIALS & SERVICES														
301	OFFICE EXPENSE													
	823													
303	OFFICE FURNITURE & EQUIPMENT													
	5,756													
304	DEPARTMENT EQUIPMENT EXPENSE													
	11,320		8,125		10,000		8,322	9,400	12,750		9,750			
305	SPECIAL DEPARTMENT SUPPLIES													
	3,835		2,662		3,000		2,979	3,000	3,000		3,000			
307	MEMBERSHIP FEES													
	2,876		733		1,500		987	1,000	1,500		1,500			
317	COMPUTER EQUIPMENT													
	18,653				1,200			960	820		820			
318	COMPUTER SOFTWARE													
	60													
321	TRAVEL, TRAINING & SUBSISTENCE													
	14,075		5,043		5,000		4,545	4,800	5,000		5,000			
328	MEALS & RELATED EXPENSE													

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	203		293		200		194	180	200		200			
351	UTILITIES EXPENSE													
	133,667		143,470		150,000		96,360	150,000	150,000		150,000			
361	UNIFORMS & SPECIAL CLOTHING													
	11,244		3,364		7,500		5,319	6,800	6,800		6,800			
372	ROLLING STOCK & EQUIPMENT UNDER \$10K													
					13,820		13,856	13,856						
382	GROUNDS MAINTENANCE													
	8,059		9,950		10,000		10,066	10,000	12,000		12,000			
419	CHEMICAL & LABORATORY SUPPLIES													
	14,851		13,820		16,000		15,825	16,000	18,500		18,500			
420	LANDSCAPE MAINTENANCE													
	71,780		91,207		72,000		70,425	72,000	75,000		75,000			
421	STREET FURNITURE EXPENSE													
	7,390		4,125		7,000		7,278	6,380	7,000		7,000			
423	GRAFFITI REMOVAL EXPENSE													
	4,075		3,740		5,000		1,076	3,850	4,500		4,500			
424	CITY PARK FACILITY MAINT EXP													
	19,297		20,096		20,000		2,787	18,000	62,000		62,000			
425	DUMPING EXPENSES													
	13,657		20,928		16,000		15,535	16,000	20,000		20,000			
436	THE ROUND PLAZA MAINT EXPENSE													
	6,553		18,583		20,000		25,567	27,000	22,000		22,000			
450	SNRA TREE REPLANTING EXPENSE													
					50,000		416	416	50,000		50,000			
461	SPECIAL EXPENSE													
	58		693		150			80	150		150			
511	PROFESSIONAL SERVICES													
	177,463		2,753		35,000		28,891	35,000	40,000		40,000			
551	RENTS AND LEASES													
	1,697		2,901		2,500		2,469	2,459	2,500		2,500			

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 10 MATERIALS & SERVICES

	527,392		352,486		445,870		312,897	397,181	493,720		490,720			
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CLASS: 15 CAPITAL OUTLAY

641 VEHICLES

	117,262		81,442		39,000		39,529	39,529	93,970		41,700			
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670 ROLLING STOCK

					44,826		43,781	43,781	34,275		34,275			
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TOTAL CLASS: 15 CAPITAL OUTLAY

	117,262		81,442		83,826		83,310	83,310	128,245		75,975			
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CLASS: 25 TRANSFERS

804 TRSFR - OPERATIONS ADMIN

	184,263		166,888		151,616		126,347	151,616	185,578		162,466			
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817 TRSFRS TO GARAGE FUND

	131,969		127,810		121,250		67,977	121,250	135,926		135,926			
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TOTAL CLASS: 25 TRANSFERS

	316,232		294,698		272,866		194,324	272,866	321,504		298,392			
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CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

972 RESERVE - OPERATIONS FACILITY REPLACMT

					70,597				141,110		141,110			
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990 RESERVE - TREE PRESERVATION

					105,878				55,678		77,262			
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996 RESERVE - EQUIPMENT REPLACEMT

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### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					187,675				180,440		180,440			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					364,150				377,228		398,812			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	3,343,826	26.85	1,810,918	11.00	2,387,828	11.00	1,510,124	1,911,776	2,571,995	11.00	2,512,402	11.00		

**CAPITAL DEVELOPMENT - ENGINEERING  
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
46	PRINCIPAL ENGINEER	0.10	0.10					0.10
68	ENGINEERING ASSOCIATE	1.00	0.00					0.00
85	PROJECT MANAGER 1	1.00	1.00					1.00
113	ENGINEERING TECH 3	1.00	1.00					1.00
123	ENGINEERING TECH 2	2.00	1.00					1.00
146	SURVEYOR (PLS)	2.00	2.00					2.00
175	PROJECT ENGINEER 2	1.00	1.00					1.00
	<b>Total</b>	<b>8.10</b>	<b>6.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.10</b>

**FY 2020-21 PROPOSED**

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
46	PRINCIPAL ENGINEER	0.10					0.10
68	ENGINEERING ASSOCIATE	0.00					0.00
85	PROJECT MANAGER 1	1.00					1.00
113	ENGINEERING TECH 3	1.00					1.00
123	ENGINEERING TECH 2	1.00					1.00
146	SURVEYOR (PLS)	2.00					2.00
175	PROJECT ENGINEER 2	1.00					1.00
	<b>Total</b>	<b>6.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.10</b>

**PUBLIC WORKS  
(GENERAL FUND)  
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
49	PROG COORDINATOR -PUBLIC WORKS	1.00	1.00					1.00
63	PUBLIC WORKS SUPRVISR-ARBORIST	0.70	0.70					0.70
112	PUBLIC WORKS MANAGER 3	0.30	0.30					0.30
166	LANDSCAPE TECHNICIAN	6.00	6.00					6.00
170	PUBLIC WORKS LEAD	1.00	1.00					1.00
215	UTILITY WORKER	2.00	2.00					2.00
	<b>Total</b>	<b>11.00</b>	<b>11.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11.00</b>

**FY 2020-21 PROPOSED**

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
49	PROG COORDINATOR -PUBLIC WORKS	1.00					1.00
63	PUBLIC WORKS SUPRVISR-ARBORIST	0.70					0.70
112	PUBLIC WORKS MANAGER 3	0.30					0.30
166	LANDSCAPE TECHNICIAN	6.00					6.00
170	PUBLIC WORKS LEAD	1.00					1.00
215	UTILITY WORKER	2.00					2.00
	<b>Total</b>	<b>11.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11.00</b>



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS	67,889	1.00	72,800	1.00	81,898	1.00	76,019	85,210	1.00	85,210	1.00	
063	PUBLIC WORKS SUPRVISR-ARBORIST	59,928	.70	50,210	.70	55,131	.70	54,210	61,523	.70	58,789	.70	
112	PUBLIC WORKS MANAGER 3	33,405	.30	36,129	.30	37,325	.30	36,675	38,138	.30	38,138	.30	
166	LANDSCAPE TECHNICIAN	365,328	7.00	329,162	6.00	340,711	6.00	338,601	357,724	6.00	357,724	6.00	
170	PUBLIC WORKS LEAD			50,103	1.00	66,618	1.00	65,260	72,391	1.00	72,391	1.00	
188	INVENTORY CONTROL TECHNICIAN	15,822	.25										
215	UTILITY WORKER	67,995	2.00	71,623	2.00	85,880	2.00	78,131	88,479	2.00	88,479	2.00	
274	SEASONAL WORKFORCE	56,514		46,302		70,000		69,500	72,000		72,000		
299	PAYROLL TAXES AND FRINGES	427,546		425,963		483,553		440,023	475,833		475,772		

TOTAL CLASS: 05 PERSONNEL SERVICES

1,094,427	11.25	1,082,292	11.00	1,221,116	11.00	1,158,419	1,251,298	11.00	1,248,503	11.00
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE	11,093		8,125		10,000		9,400	12,750		9,750		
305	SPECIAL DEPARTMENT SUPPLIES	2,133		2,662		3,000		3,000	3,000		3,000		
307	MEMBERSHIP FEES	990		733		1,500		1,000	1,500		1,500		
317	COMPUTER EQUIPMENT					1,200		960	820		820		
321	TRAVEL, TRAINING & SUBSISTENCE	5,024		5,043		5,000		4,800	5,000		5,000		
328	MEALS & RELATED EXPENSE			293		200		180	200		200		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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049	PROG COORDINATOR -PUBLIC WORKS FY 2020-21 REFLECTS 40 HRS PTO CASH-IN.	
063	PUBLIC WORKS SUPRVISR-ARBORIST THE POSITION ALLOCATED: 70% 001-85-0772 AND 30% 101-85-0775. FY 2019-20 REFLECTS 98 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
112	PUBLIC WORKS MANAGER 3 POSITION ALLOCATION TO 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND. FY 2019-20 REFLECTS 80 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
166	LANDSCAPE TECHNICIAN FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE LANDSCAPE TECH TO 1 FTE PUBLIC WORKS LEAD. FY 2020-21 REFLECTS 280 HRS PTO CASH-IN.	
170	PUBLIC WORKS LEAD FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE LANDSCAPE TECH TO 1 FTE PUBLIC WORKS LEAD. FY 2020-21 REFLECTS 120 PTO CASH-IN.	
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.	
215	UTILITY WORKER FY 2019-20 REFLECTS 69 HRS PTO CASH-IN AND FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.	
274	SEASONAL WORKFORCE INCLUDES FUNDING FOR SEASONAL WORKFORCE FOR FLOWER BASKET PROGRAM AND SEASONAL LEAF REMOVAL AND MOWING PROGRAM.	
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	
304	DEPARTMENT EQUIPMENT EXPENSE REPLACEMENT EQUIPMENT AND SMALL POWER EQUIPMENT ASSOCIATED WITH LANDSCAPE MAINTENANCE. \$9,750	
305	SPECIAL DEPARTMENT SUPPLIES MISCELLANEOUS HAND TOOLS RELATED TO LANDSCAPE MAINTENANCE AND CONSTRUCTION, VECTOR CONTROL, AND GRAFFITI ABATEMENT PROGRAMS. \$3,000	
307	MEMBERSHIP FEES PESTICIDE APPLICATOR LICENSE RENEWAL (ANNUAL FEE) MEMBERSHIP IN COMMUNITY TREES MEMBERSHIP IN THE OREGON VECTOR CONTROL ASSOCIATION \$1,500	
317	COMPUTER EQUIPMENT IPAD FOR FIELD INVENTORY \$820	
321	TRAVEL, TRAINING & SUBSISTENCE TRAINING ASSOCIATED WITH PESTICIDE APPLICATORS LICENSE AND VARIOUS IRRIGATION CLASSES. \$5,000	
328	MEALS & RELATED EXPENSE MEALS ASSOCIATED WITH OVERTIME AFTER HOURS WORK PER UNION CONTRACT, CREW MEETINGS \$200	

City of Beaverton - Finance  
 Budget Preparation - 2021

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
351	UTILITIES EXPENSE												
	133,667		143,470		150,000		150,000	150,000		150,000		150,000	
361	UNIFORMS & SPECIAL CLOTHING												
	9,267		3,364		7,500		6,800	6,800		6,800		6,800	
372	ROLLING STOCK & EQUIPMENT UNDER \$10K												
					13,820		13,856						
382	GROUNDS MAINTENANCE												
	8,059		9,950		10,000		10,000	12,000		12,000		12,000	
419	CHEMICAL & LABORATORY SUPPLIES												
	14,851		13,820		16,000		16,000	18,500		18,500		18,500	
420	LANDSCAPE MAINTENANCE												
	71,780		91,207		72,000		72,000	75,000		75,000		75,000	
421	STREET FURNITURE EXPENSE												
	7,390		4,125		7,000		6,380	7,000		7,000		7,000	
423	GRAFFITI REMOVAL EXPENSE												
	4,075		3,740		5,000		3,850	4,500		4,500		4,500	
424	CITY PARK FACILITY MAINT EXP												
	19,297		20,096		20,000		18,000	62,000		62,000		62,000	
425	DUMPING EXPENSES												
	13,657		20,928		16,000		16,000	20,000		20,000		20,000	
436	THE ROUND PLAZA MAINT EXPENSE												
	6,553		18,583		20,000		27,000	22,000		22,000		22,000	
450	SNRA TREE REPLANTING EXPENSE												
					50,000		416	50,000		50,000		50,000	
461	SPECIAL EXPENSE												
	58		693		150		80	150		150		150	
511	PROFESSIONAL SERVICES												
	32,762		2,753		35,000		35,000	40,000		40,000		40,000	
551	RENTS AND LEASES												
	1,697		2,901		2,500		2,459	2,500		2,500		2,500	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	342,353		352,486		445,870		397,181	493,720		490,720		490,720	
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
	38,667		80,165		39,000		39,529	93,970		41,700		41,700	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
351	UTILITIES EXPENSE WATER SERVICE TO CITY LANDSCAPES ELECTRICAL SERVICES TO CITY LANDSCAPES GARBAGE COLLECTION SERVICE ON STREET R.O.W. AND OTHER VARIOUS CITY OWNED SITES	\$150,000
361	UNIFORMS & SPECIAL CLOTHING CLOTHING, RAINGEAR, FOOTWEAR AND SPECIAL SAFETY EQUIPMENT PER UNION CONTRACT.	\$6,800
372	ROLLING STOCK & EQUIPMENT UNDER \$10K NO APPROPRIATION REQUIRED FY. 20/21	
382	GROUNDS MAINTENANCE LAWN AND SHRUB FERTILIZER, BARKDUST, REPLACEMENT PLANTS, IRRIGATION REPAIR PARTS ON CITY FACILITY GROUNDS.	\$12,000
419	CHEMICAL & LABORATORY SUPPLIES MISCELLANEOUS LAWN AND SHRUB CARE, VEGETATION CONTROL AND VECTOR CONTROL CHEMICALS	\$18,500
420	LANDSCAPE MAINTENANCE IRRIGATION REPAIR SUPPLIES, REPLACEMENT PLANT MATERIAL FOR STREET RIGHT-OF-WAY LANDSCAPES, REPLACEMENT PLANT MATERIAL FOR DOWNTOWN FLOWER BASKETS	\$75,000
421	STREET FURNITURE EXPENSE STREET FURNITURE (BENCHES, DRINKING FOUNTAINS) REPLACEMENT AND ADDITIONS	\$7,000
423	GRAFFITI REMOVAL EXPENSE SUPPLIES RELATED TO CLEANUP AND ABATEMENT OF GRAFFITI	\$4,500
424	CITY PARK FACILITY MAINT EXP ANNUAL FOUNTAIN PERMIT AND EXPENDITURES RELATED TO MAINTENANCE, REPAIRS, AND IMPROVEMENTS TO CITY PARK. REPLACEMENT OF EXISTING SWING SET	\$20,000 \$42,000
425	DUMPING EXPENSES LANDFILL DEBRIS DISPOSAL.	\$20,000
436	THE ROUND PLAZA MAINT EXPENSE MISCELLANEOUS REPAIRS AND SUPPLIES FOR THE PUBLIC PLAZAS AT THE ROUND. ELECTRICAL/WATER USAGE FY. INCREASE DUE TO REPAIR NEEDED TO FOUNTAIN AND REPLACE FENCE	\$22,000
450	SNRA TREE REPLANTING EXPENSE UTILIZATION OF TREE MITIGATION IN-LIEU FUNDS COLLECTED FROM DEVELOPERS WHEN SIGNIFICANT GROVES ARE ELIMINATED DUE TO DEVELOPMENT REMOVAL OF INVASIVE TREE SPECIES AND REPLACEMENT OF NATIVE TREES IN SIGNIFICANT GROVES THROUGHOUT THE CITY.	\$50,000
461	SPECIAL EXPENSE COMMERCIAL DRIVER LICENSES RENEWALS	\$150
511	PROFESSIONAL SERVICES INSTALLATION OF BARKDUST ON CITY RIGHT-OF-WAYS TREE REMOVALS AND LAWN AERATION	\$40,000
551	RENTS AND LEASES MISCELLANEOUS EQUIPMENT RENTAL	\$2,500
641	VEHICLES REPLACEMENT OF 2-664, 2008 CHEVROLET COLORADO WITH FORD F-150 CREW CAB 4WD ( COSTS INCLUDE VEHICLE, SETUP ITEMS, SAFETY LIGHTING, AND LICENSING ) ( NOT AVAILBLE IN EV )	\$41,700

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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
670	ROLLING STOCK				44,826		43,781	34,275		34,275			
TOTAL CLASS: 15 CAPITAL OUTLAY													
	38,667		80,165		83,826		83,310	128,245		75,975			
CLASS: 25 TRANSFERS													
804	TRSFER - OPERATIONS ADMIN				151,616		151,616	185,578		162,466			
	161,384		166,888										
817	TRSFERS TO GARAGE FUND				121,250		121,250	135,926		135,926			
	101,959		112,893										
TOTAL CLASS: 25 TRANSFERS													
	263,343		279,781		272,866		272,866	321,504		298,392			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
972	RESERVE - OPERATIONS FACILITY REPLACMT				70,597			141,110		141,110			
990	RESERVE - TREE PRESERVATION				105,878			55,678		77,262			
996	RESERVE - EQUIPMENT REPLACMT				187,675			180,440		180,440			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					364,150			377,228		398,812			
TOTAL PROGRAM: 0772 LANDSCAPE MAINTENANCE													
	1,738,790	11.25	1,794,724	11.00	2,387,828	11.00	1,911,776	2,571,995	11.00	2,512,402	11.00		
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS													
	3,343,826	26.85	1,810,918	11.00	2,387,828	11.00	1,911,776	2,571,995	11.00	2,512,402	11.00		
TOTAL FUND: 001 GENERAL FUND													
	64,471,134	350.83	67,941,780	357.08	84,539,557	373.65	75,009,974	85,202,690	377.38	89,047,212	377.38		

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

670 ROLLING STOCK  
 REPLACEMENT OF 5-401, 1991 SAMACK LANDSCAPE DUTY TRAILER WITH FELLING LANDSCAPE TRAILER (COST INCLUDES TRAILER, SETUP ITEMS, AND LICENSING) \$13,325  
 ADDITIONAL EQUIPMENT- BARRETO E30SGB STUMP GRINDER (COST INCLUDES EQUIPMENT, CUTTING HEADS AND TITLE) \$20,950  
 ( NOT AVAILABLE IN EV )

804 TRSFR - OPERATIONS ADMIN  
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND \$162,466

817 TRSFRS TO GARAGE FUND  
 ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE AND REPLACEMENT) PROVIDED \$135,926 BY THE GARAGE FUND

972 RESERVE - OPERATIONS FACILITY REPLACMT  
 IN FY 2019-20, CITY ESTABLISHED A RESERVE TO BEGIN ACCUMULATING FUNDS FOR THE EVENTUAL REPLACEMENT OF THE OPERATIONS FACILITY COMPLEX (\$500,000 PER YEAR) \$1,000,000 ACCUMULATED BALANCE IS ALLOCATED BASED UPON FTE COUNTS IN DEPARTMENT 85.  
 GENERAL FUND \$141,110  
 STREET FUND \$265,157  
 WATER FUND \$243,734  
 SEWER FUND \$130,461  
 STORM DRAIN FUND \$219,538  
 \$141,110

990 RESERVE - TREE PRESERVATION  
 RESERVE FOR SPECIFIC TREE PLANTING PROJECTS AS AUTHORIZED FOR HABITAT OR AESTHETIC PURPOSES. IN-LIEU FEES PAID BY THE PROPERTY OWNERS WHO REMOVE SIGNIFICANT TREES FOR THE MITIGATION OF THE TREES REMOVED (COUNCIL RESOLUTION NO. 3681)  
 USE OF THIS FUNDS IS BUDGETED IN 001-85-0772-450

996 RESERVE - EQUIPMENT REPLACMT  
 RESERVE FOR VEHICLE REPLACEMENT \$180,440

City of Beaverton - Finance  
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

046	PRINCIPAL ENGINEER	13,265	.10	14,022	.10	14,488	.10	16,186	14,003	.10	14,003	.10
068	ENGINEERING ASSOCIATE	47,130	1.00	67,747	1.00							
085	PROJECT MANAGER 1	72,983	1.00	82,950	1.00	90,244	1.00	89,967	96,835	1.00	96,835	1.00
113	ENGINEERING TECH 3	157,737	3.00	83,265	1.00	76,265	1.00	75,944	77,617	1.00	77,617	1.00
123	ENGINEERING TECH 2	71,244	1.00	132,069	2.00	70,545	1.00	70,537	72,084	1.00	72,084	1.00
146	SURVEYOR (PLS)	76,870	1.00	143,195	2.00	165,113	2.00	123,700	155,528	2.00	174,779	2.00
175	PROJECT ENGINEER 2	113,917	1.00	140,752	1.00	140,453	1.00	103,141	131,733	1.00	131,733	1.00
275	TEMPORARY EMPLOYEES	22,764		14,755		44,454		70,740				
299	PAYROLL TAXES AND FRINGES	321,616		361,691		335,328		290,450	329,999		330,953	

TOTAL CLASS: 05 PERSONNEL SERVICES

		897,526	8.10	1,040,446	8.10	936,890	6.10	840,665	877,799	6.10	898,004	6.10
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE	2,719		2,458		2,500		1,200	1,200		1,200	
303	OFFICE FURNITURE & EQUIPMENT	2,655		3,091		43,550		547	6,000		6,000	
304	DEPARTMENT EQUIPMENT EXPENSE	199		1,821		2,965		1,500	3,765		2,300	
305	SPECIAL DEPARTMENT SUPPLIES	1,480		2,809		3,750		1,800	3,850		3,850	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 046 PRINCIPAL ENGINEER  
 POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740 /  
 AND .10 FTE 001-72-0703.  
 FY 2019-20 REFLECTS 380 HRS PTO CASH-IN.
  - 068 ENGINEERING ASSOCIATE  
 FY 2019-20 REFLECTS POSITION'S ALLOCATION CHANGING FROM 100% IN GENERAL FUND (001-72-0703)  
 TO 50/50 IN SEWER AND STORM FUNDS (502-72-0740 / 513-72-0740)
  - 085 PROJECT MANAGER 1
  - 113 ENGINEERING TECH 3  
 FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE ET3 POSITION TO ET2.
  - 123 ENGINEERING TECH 2  
 FY 2018-19 REFLECTS RECLASSIFICATION OF 1 FTE ET3 POSITION TO ET2.  
 FY 2019-20 REFLECTS 1 FTE ET2 TRANSFERRED FROM THE GENERAL FUND - ENGINEERING TO  
 50 / 25 / 25 IN WATER FUND / SEWER FUND / STORM DRAIN FUND - ENTERPRISE MGMT PROGRAM.
  - 146 SURVEYOR (PLS)  
 FY 2020-21 REFLECTS AN INCREASE DUE TO SURVEYOR POSITION'S SALARY GRADE BEING INCREASED  
 FROM SALARY GRADE 10S TO 1103S.
  - 175 PROJECT ENGINEER 2  
 FY 19-20 REFLECTS INCREASE DUE TO THE INCUMBENT RETIRING JULY1, 2019, AND RETURNING TO  
 WORK 1040 HOURS TO COMPLETE CIP PROJECTS THAT ARE IN CONSTRUCTION.
  - 275 TEMPORARY EMPLOYEES  
 RETIRED EMPLOYEES RETURNING TO INSPECT PROJECTS.
  - 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 \$1,200
  - 303 OFFICE FURNITURE & EQUIPMENT  
 OFFICE CHAIR REPLACEMENT (2) \$1,200  
 SIT-STAND DESK (2) \$900  
 MONITOR ARMS FOR SIT STAND DESKS (2) \$700  
 REPLACE EQUIPMENT FOR TECHS \$1,200  
 PUBLIC WORKS DIRECTOR OFFICE FURNITURE \$2,000
  - 304 DEPARTMENT EQUIPMENT EXPENSE  
 REPLACEMENT SURVEYING STAKES, INSPECTION SPECIAL EQUIPMENT AND SUPPLIES \$1,500  
 REPLACEMENT FOR ENGINEERING HP PRINTER \$800
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 BENCHMARKS, MONUMENTS AND SURVEYING SUPPLIES \$2,750  
 PAPER FOR WIDE FORMAT PLOTTERS \$500  
 SPECIAL ENGINEERING SUPPLIES (PAINT, SCALES, TAPE MEASURES) \$600

City of Beaverton - Finance  
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
307	MEMBERSHIP FEES												
	1,528		410		1,740		1,520	2,140		2,140			
308	PERIODICALS & SUBSCRIPTIONS												
	61		39		200		50	200		200		100	
314	OUTSIDE REPRODUCTION EXPENSES												
	429		376		1,000		1,234	600		600		600	
316	ADVERTISING, RECORDING & FILING												
	99		83		400		100	400		400		100	
317	COMPUTER EQUIPMENT												
	3,459				3,200		3,400						
318	COMPUTER SOFTWARE												
	175		3,000		1,200		700						
321	TRAVEL, TRAINING & SUBSISTENCE												
	2,758		5,585		11,100		8,200	15,700		12,700		12,700	
325	COMMUNITY EVENTS EXPENSE												
	25												
328	MEALS & RELATED EXPENSE												
	315		402		300		300	850		500		500	
361	UNIFORMS & SPECIAL CLOTHING												
	1,254		1,609		1,950		1,700	2,500		2,500		2,500	
371	EQUIPMENT OPER & MAINT EXPENSE												
	3,183		1,085		2,400		2,400	2,700		2,700		2,700	
511	PROFESSIONAL SERVICES												
	11,679		10,406		3,000		3,000	3,000		3,000		3,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	32,018		33,174		79,255		27,651	42,905		37,690			
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
	24,230												
671	EQUIPMENT												
			21,797										
TOTAL CLASS: 15 CAPITAL OUTLAY													
	24,230		21,797										

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 307 MEMBERSHIP FEES
  - 1 - PROFESSIONAL ENGINEER (GH) \$200
  - 2 - PROFESSIONAL LAND SURVEYOR REGISTRATION (CN, PLS) \$260
  - 2 - PLSO MEMBERSHIP (CN, PLS) \$480
  - 1 - ASCE MEMBERSHIP (GH) \$300
  - 2 - APWA MEMBERSHIP (AL, GH) \$200
  - 2 - AWWA MEMBERSHIP (AL, GH) \$480
  - 1 - NSPE MEMBERSHIP (GH) \$220
- 308 PERIODICALS & SUBSCRIPTIONS
  - TECHNICAL AND PROFESSIONAL JOURNALS, DESIGN MANUALS, TECHNICAL SOFTWARE REFERENCE MATERIALS, NEWSPAPER NOTICES FOR PLAN CODE AMENDMENTS \$100
- 314 OUTSIDE REPRODUCTION EXPENSES
  - ENGINEERING-RELATED PUBLICATION EXPENSES \$600
- 316 ADVERTISING, RECORDING & FILING
  - RECORD OF SURVEY EXPENSES \$100
- 317 COMPUTER EQUIPMENT
  - NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE
- 321 TRAVEL, TRAINING & SUBSISTENCE
  - 6 - TRAVEL & TRAINING EXPENSES FOR TRAINING (WB, GJ, AL, CN, GH, PLS) \$4,200
  - 3 - AUTODESK USERS GROUP INTERNATIONAL (\$300EA) (AL, WB, GJ) \$900
  - 6 - CIVIL 3D TRAINING (WB, GJ, AL, CN, GH, PLS) \$2,000
  - 2 - AWWA, APWA CONFERENCES (AL, GH) \$2,000
  - 6 - TRAINING AND CERTIFICATION (MUNICIPAL FORUMS, ODOT, CESCL, OSU SHORT COURSES) \$3,600
- 325 COMMUNITY EVENTS EXPENSE
- 328 MEALS & RELATED EXPENSE
  - INTERJURISDICTIONAL & PROFESSIONAL ASSOCIATION MEETINGS- MEALS & PARKING STAFF MEETING AND TEAM BUILDING \$500
- 361 UNIFORMS & SPECIAL CLOTHING
  - 6 - CLOTHING (\$150 PER EMPLOYEE), RAINGEAR, FOOTWEAR, JACKETS \$1,500
  - 6 - HARD HATS, VESTS & MISC SAFETY EQUIPMENT/GEAR \$1,000 (EMPLOYEES: WB, GH, AL, CN, GH, PLS)
- 371 EQUIPMENT OPER & MAINT EXPENSE
  - ANNUAL MAINTENANCE PLAN FOR WIDE FORMAT PRINTER/SCANNER \$1,500
  - ANNUAL MAINTENANCE AND RECALIBRATION OF SURVEY INSTRUMENTS: \$1,200
- 511 PROFESSIONAL SERVICES
  - ONE-CALL AND UTILITY LOCATE EXPENSES \$3,000

641 VEHICLES

671 EQUIPMENT

City of Beaverton - Finance  
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	17,614		16,633		25,872		25,872	22,647		22,647			
817	TRSFERS TO GARAGE FUND												
	5,010		7,400		5,953		5,953	11,305		11,305			
818	TRSFERS TO ISD-ALLOCATED												
	2,835		2,116		2,200		2,200	2,200		2,200			
TOTAL CLASS: 25 TRANSFERS													
	25,459		26,149		34,025		34,025	36,152		36,152			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
996	RESERVE - EQUIPMENT REPLACENT												
					37,378			40,942		40,942			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
					37,378			40,942		40,942			
TOTAL PROGRAM: 0703 ENGINEERING MGMT SERVICES													
	979,233	8.10	1,121,566	8.10	1,087,548	6.10	902,341	997,798	6.10	1,012,788	6.10		
TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING													
	979,233	8.10	1,121,566	8.10	1,087,548	6.10	902,341	997,798	6.10	1,012,788	6.10		

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
PROGRAM: 0703 ENGINEERING MGMT SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$22,647

817 TRSFERS TO GARAGE FUND  
GARAGE TRANSFER \$11,305

818 TRSFERS TO ISD-ALLOCATED  
ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND  
ENGINEERING SOFTWARE UPGRADES \$2,200

996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR SURVEY EQUIPMENT REPLACEMENT \$40,942

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Saturday, April 25, 2020 9:06 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-85	PUBLIC WORKS - OPERATIONS											
001-85-0772-05-049	PROG COORDINATOR -PUBLIC	1.00	2,098			75,749			270	76,019	50,455	126,474
001-85-0772-05-063	PUBLIC WORKS SUPRVISR-ARBORIST	0.70	1,536	7		53,856	354			54,210	36,759	90,969
001-85-0772-05-112	PUBLIC WORKS MANAGER 3	0.30	653			36,677				36,675	19,269	55,944
001-85-0772-05-166	LANDSCAPE TECHNICIAN	6.00	12,593	21		333,201	780		4,620	338,601	215,399	554,000
001-85-0772-05-170	PUBLIC WORKS LEAD	1.00	2,098	30		63,698	1,292		270	65,260	53,282	118,542
001-85-0772-05-215	UTILITY WORKER	2.00	4,094			77,591			540	78,131	54,629	132,760
001-85-0772-05-274	SEASONAL WORKFORCE		3,652	143		65,649	3,842		9	69,500	10,230	79,730
	LANDSCAPE MAINTENANCE	11.00	26,724	201		706,421	6,268		5,709	718,396	440,023	1,158,419
	**** DEPARTMENT TOTAL ****	11.00	26,724	201		706,421	6,268		5,709	718,396	440,023	1,158,419

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**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-85	PUBLIC WORKS - OPERATIONS											
001-85-0772-05-049	PROG COORDINATOR -PUBLIC	1.00	2,128	110		78,828	6,112		270	85,210	54,186	139,396
001-85-0772-05-063	PUBLIC WORKS SUPRVISR-ARBORIST	0.70	1,547	7		58,398	391			58,789	40,247	99,036
001-85-0772-05-112	PUBLIC WORKS MANAGER 3	0.30	664			38,138				38,138	20,346	58,484
001-85-0772-05-166	LANDSCAPE TECHNICIAN	6.00	12,808	80		350,352	3,352		4,020	357,724	228,692	586,416
001-85-0772-05-170	PUBLIC WORKS LEAD	1.00	2,208			72,041			350	72,391	57,423	129,814
001-85-0772-05-215	UTILITY WORKER	2.00	4,256			87,939			540	88,479	68,708	157,187
001-85-0772-05-274	SEASONAL WORKFORCE		4,006			71,988			12	72,000	6,170	78,170
	LANDSCAPE MAINTENANCE	11.00	27,617	197		757,684	9,855		5,192	772,731	475,772	1,248,503
	**** DEPARTMENT TOTAL ****	11.00	27,617	197		757,684	9,855		5,192	772,731	475,772	1,248,503

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**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Saturday, April 25, 2020 9:06 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-72	CAPITAL DEVELOPMNT-ENGINEERING											
001-72-0703-05-046	PRINCIPAL ENGINEER	0.10	248			16,185				16,186	7,922	24,108
001-72-0703-05-085	PROJECT MANAGER 1	1.00	2,096			89,967				89,967	60,577	150,544
001-72-0703-05-113	ENGINEERING TECH 3	1.00	2,096			75,674			270	75,944	36,574	112,518
001-72-0703-05-123	ENGINEERING TECH 2	1.00	2,096			70,267			270	70,537	33,233	103,770
001-72-0703-05-146	SURVEYOR (PLS)	2.00	3,223	16		122,587	873		240	123,700	74,785	198,485
001-72-0703-05-175	PROJECT ENGINEER 2	1.00	1,812			103,141				103,141	58,024	161,165
001-72-0703-05-275	TEMPORARY EMPLOYEES		1,278			70,740				70,740	19,335	90,075
	ENGINEERING MGMT SERVICES	6.10	12,849	16		548,561	873		780	550,215	290,450	840,665
	**** DEPARTMENT TOTAL ****	6.10	12,849	16		548,561	873		780	550,215	290,450	840,665

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**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-72	CAPITAL DEVELOPMNT-ENGINEERING											
001-72-0703-05-046	PRINCIPAL ENGINEER	0.10	209			14,004				14,003	7,492	21,495
001-72-0703-05-085	PROJECT MANAGER 1	1.00	2,088			96,835				96,835	62,556	159,391
001-72-0703-05-113	ENGINEERING TECH 3	1.00	2,088			77,347			270	77,617	37,755	115,372
001-72-0703-05-123	ENGINEERING TECH 2	1.00	2,088			71,814			270	72,084	34,460	106,544
001-72-0703-05-146	SURVEYOR (PLS)	2.00	4,176			155,528			19,251	174,779	115,307	290,086
001-72-0703-05-175	PROJECT ENGINEER 2	1.00	2,088			131,733				131,733	73,383	205,116
001-72-0703-05-275	TEMPORARY EMPLOYEES											0
	ENGINEERING MGMT SERVICES	6.10	12,737			547,261			19,791	567,051	330,953	898,004
	**** DEPARTMENT TOTAL ****	6.10	12,737			547,261			19,791	567,051	330,953	898,004

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