

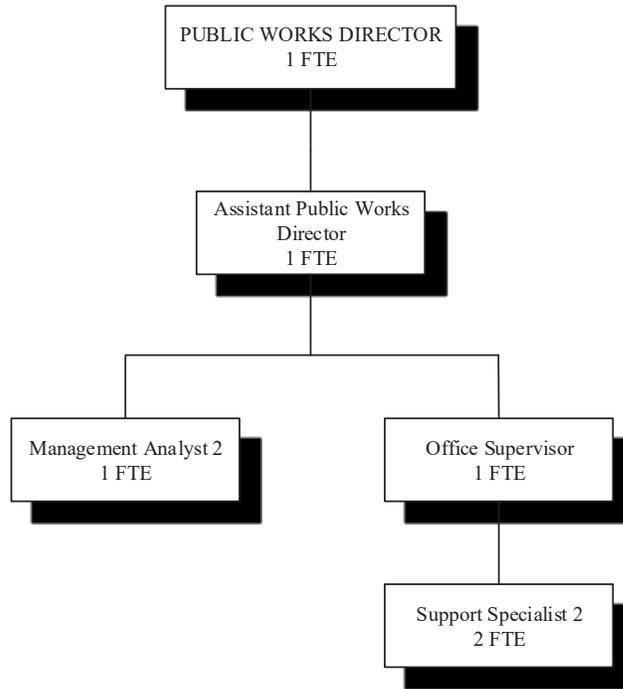
Public Works Administration Fund

- Management Services



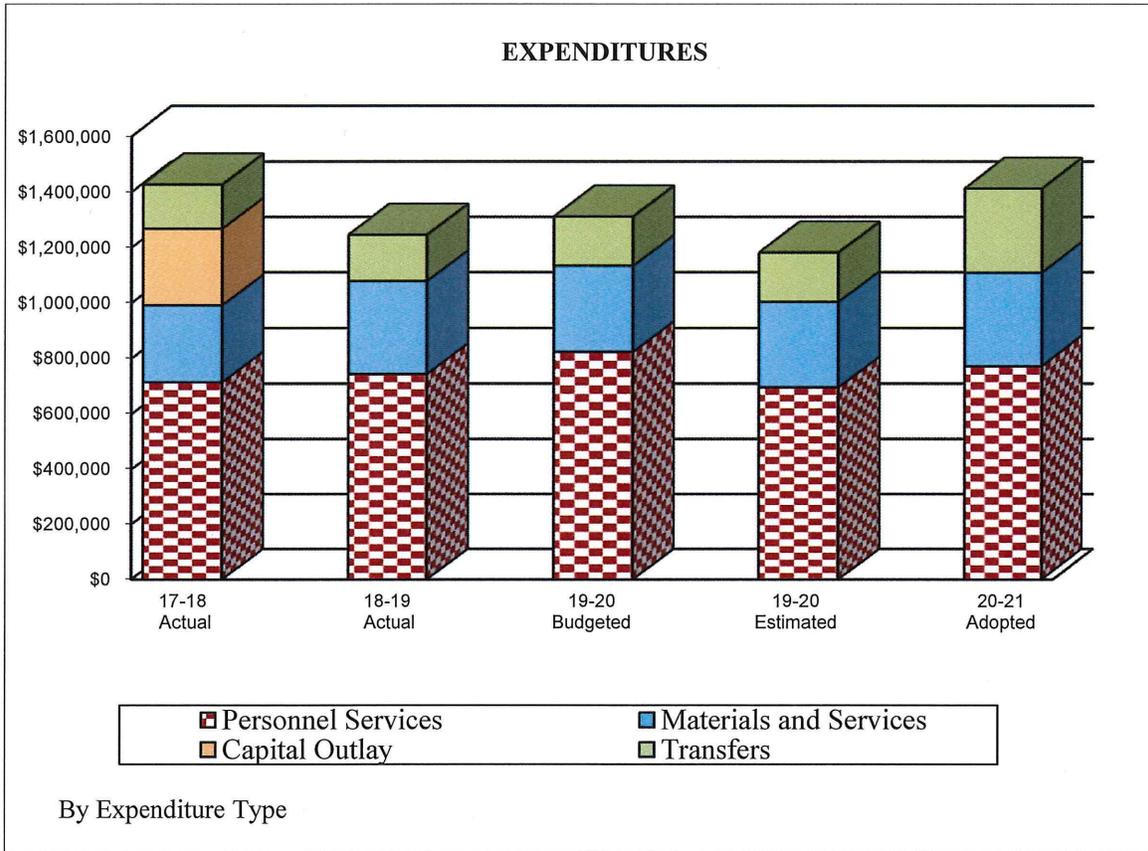
Public Works Administration Fund

FY 2020-21 BUDGETED POSITIONS



CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2020-21 BUDGET

PUBLIC WORKS ADMINISTRATION FUND
 ADOPTED FY 2020-21



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

**PUBLIC WORKS ADMINISTRATION FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES**

	<u>FY 2017-18 Actual</u>	<u>FY 2018-19 Actual</u>	<u>FY 2019-20 Budgeted</u>	<u>FY 2019-20 Estimated</u>	<u>FY 2020-21 Adopted</u>
Revenues:					
Interest on investments	\$2,137	\$3,761	\$3,700	\$6,300	\$3,100
Intergovernmental revenue	0	0	0	0	0
Miscellaneous	173,718	2,788	0	2,298	0
Sub Total Revenues	<u>\$175,855</u>	<u>\$6,549</u>	<u>\$3,700</u>	<u>\$8,598</u>	<u>\$3,100</u>
Expenditures:					
Personnel services	\$715,162	\$744,474	\$824,477	\$696,751	\$772,985
Materials & services	277,645	335,144	310,263	307,995	337,119
Capital outlay	275,964	0	0	0	0
Sub Total Expenditures	<u>\$1,268,771</u>	<u>\$1,079,618</u>	<u>\$1,134,740</u>	<u>\$1,004,746</u>	<u>\$1,110,104</u>
Revenues Over/Under Expenditures	(\$1,092,916)	(\$1,073,069)	(\$1,131,040)	(\$996,148)	(\$1,107,004)
Other financing sources (uses):					
Transfers in	\$1,211,443	\$1,298,706	\$1,185,357	\$1,185,357	\$1,314,498
Transfers out	(158,544)	(166,517)	(177,255)	(177,255)	(302,105)
Total Other Financing Sources (Uses):	<u>\$1,052,899</u>	<u>\$1,132,189</u>	<u>\$1,008,102</u>	<u>\$1,008,102</u>	<u>\$1,012,393</u>
Net Change in Fund Balance	(\$40,017)	\$59,120	(\$122,938)	\$11,954	(\$94,611)
Fund Balance/Working Capital Beginning of Year	<u>135,986</u>	<u>95,970</u>	<u>155,091</u>	<u>155,091</u>	<u>167,045</u>
Fund Balance (Contingency)/Working Capital End of Year	<u>\$95,970</u>	<u>\$155,091</u>	<u>\$32,153</u>	<u>\$167,045</u>	<u>\$72,434</u>

Contingency for FY 2020-21 adopted budget is available for appropriation upon the City Council's approval. This fund is an internal service fund and relies on charges for services provided to the City's various operating funds. Unlike operating funds, it is not necessary to maintain high contingency balances from year to year. The contingency policy is to maintain a target of 4% of operating expenses on a budgetary basis and 8% on an actual basis. The fund's contingency totals \$72,434 which is 6.52% of operating expenses.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 605 PUBLIC WORKS ADMINISTRATION	DEPARTMENT: PUBLIC WORKS
DEPARTMENT HEAD: CHAD LYNN	

MISSION STATEMENT:

Provide leadership and support to the Public Works Department as well as promote department, citywide, and City Council Goals. Cultivate and maintain strong partnerships with all city departments, intergovernmental organizations, and community groups to deliver high quality services.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	6.00	6.00	6.00	6.00	6.00
PERSONNEL SERVICES	\$715,162	\$744,474	\$824,477	\$772,985	\$772,985
MATERIALS & SERVICES	277,645	335,144	310,263	337,119	337,119
CAPITAL OUTLAY	275,964	0	0	0	0
TRANSFERS	158,544	166,517	177,255	302,105	302,105
CONTINGENCY	0	0	32,153	72,434	72,434
TOTAL	\$1,427,315	\$1,246,135	\$1,344,148	\$1,484,643	\$1,484,643

Funding Sources	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	\$135,986	\$95,970	\$155,091	\$167,045	\$167,045
Miscellaneous Revenue	175,855	6,550	3,700	3,100	3,100
Public Works Management:					
General Fund	184,263	166,888	151,616	162,466	162,466
Street Fund	255,059	274,274	284,899	312,673	312,673
Water Fund	249,697	314,361	261,881	295,393	295,393
Sewer Fund	134,074	145,641	140,175	153,900	153,900
Garage Fund	86,072	106,201	110,266	132,927	132,927
Street Lighting Fund	32,994	37,310	0	0	0
Storm Drain Fund	269,284	254,031	236,520	257,139	257,139

Services and Trends:

The Public Works Administrative team consists of various support services and leadership for the entire department. Staff acts as generalists in all areas of Public Works and assist in a wide range duties. These include, but are not limited to:

- Direction and leadership of the Department
- Cultivating relationships with outside organizations
- Facilitate coordination with other City departments
- Field and dispatch all notification received by Public Works
- Support during emergency events
- Processing invoices
- Community service facilitation
- Department wide analytical support
- Support water conservation efforts
- Organize walk through reports

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

FUND: 605 PUBLIC WORKS ADMINISTRATION	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0681 MANAGEMENT SERVICES	PROGRAM MANAGER: TERI CUNNINGHAM

Program Goal:

The Managements Services in the only program within the Administrative Fund. The goal of this program is to provide positive outcomes that meet both the needs of residents and staff. Additionally, staff strive to promote a positive environment for all Public Works staff, City staff, and all who interact with the department.

Values

Accountable – We will take ownership of the decisions that we make and be held accountable to the highest standards to ensure that the services we provide are to the best of our ability.

Equitable – We will strive to be fair to all residents and employees within the City of Beaverton and that each is given an equal opportunity to succeed.

Diversity – We will respect all people regardless of their background as well as try to learn from those of different from ourselves while providing our own unique perspectives.

Financially Prudent – We will be fiscally responsible with the funds that we manage and be cognizant that the dollars we spend are those of taxpayers who have entrusted us to provide them with essential municipal services.

Solutions Oriented – We will embrace problems and develop alternatives to complex situations in a spirit that balances the need to maintain our standards with supporting the economic health and vitality of the community.

Technology Driven – We will fully utilize technology to the best of our ability to capitalize on cost saving measures, responsiveness, and transparency.

Training - We support a culture of continuous learning and professional development. We focus on the future through succession planning and focused leadership development

Partnership – We find ways to develop positive relationships and open communication with other governmental entities who impact the quality of life of Beaverton residents and businesses.

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.

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.
- City Council Priority – Implement Climate Action Plan.

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

FUND: 605 PUBLIC WORKS ADMINISTRATION	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0681 MANAGEMENT SERVICES	PROGRAM MANAGER: TERI CUNNINGHAM

Progress on FY 2019-20 Action Plan:

The department continued to focus on fostering better communication between the Operations and Engineering divisions and with the Community Development Department. Additionally, the department is in the process of implementing a vehicle inspection program. We have implemented the Storeroom module of Cityworks (our asset management/work order system) which allows the Water Division to track inventory.

FY 2020-21 Action Plan:

Admin staff will continue to work closely within the department and with all city departments. Staff is focusing on creating a one point of contact to handle miscellaneous requests that are asked of Public Works so that work can be tracked and completed in a more efficient manner. Staff will also further integrate our management software into our everyday activities especially with addition of the Storeroom module. Staff will be implementing Storeroom with the Traffic Division this coming fiscal year. Staff will continue to work with Facilities on a plan to prepare for future growth. The Operations Building which houses the majority of Public Works employees is currently at capacity. We will also be determining how to best utilize our lot on 160th. Staff will also continue to attend meetings and be actively involved with other intergovernmental organizations within the area and continue to support City events as needed. Additionally, staff is purchasing an electric vehicle to use for City business. Staff will be onboarding our new Public Works Director.

Performance Measures:	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Adopted
*Number of invoices paid			3,530 / 3,500	3,500
*Number of Community Service Hours/Be Sober Program Hours			1,440 / 1,450	1,450
Number of unanticipated requests for service via email and phone calls.	5,200	5,000	5,000 / 5,000	5,200

*New performance measures