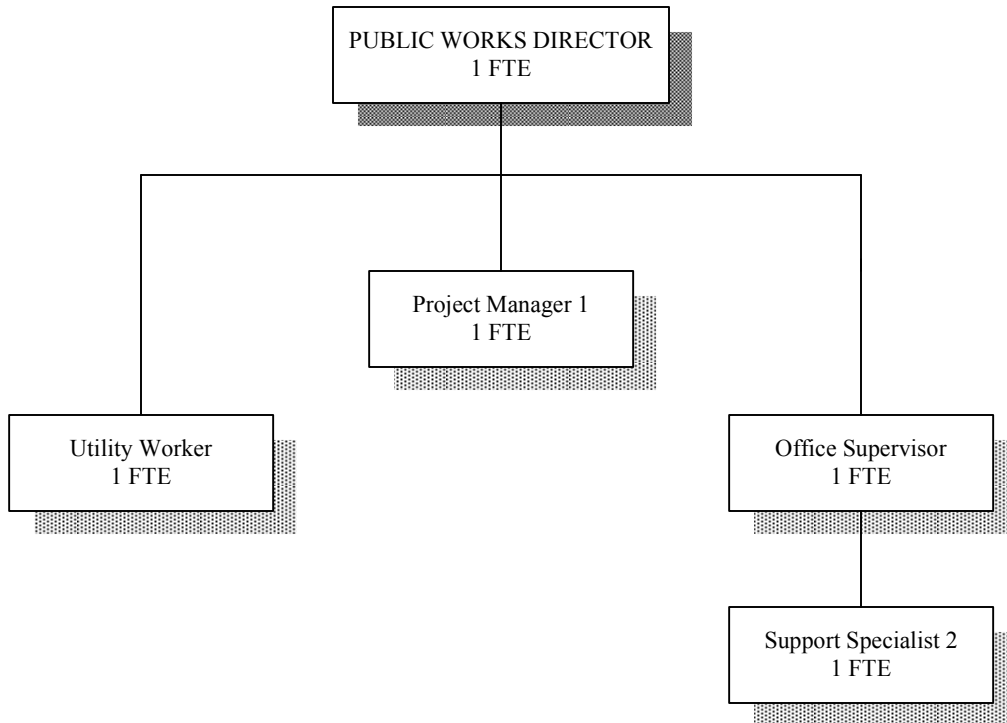
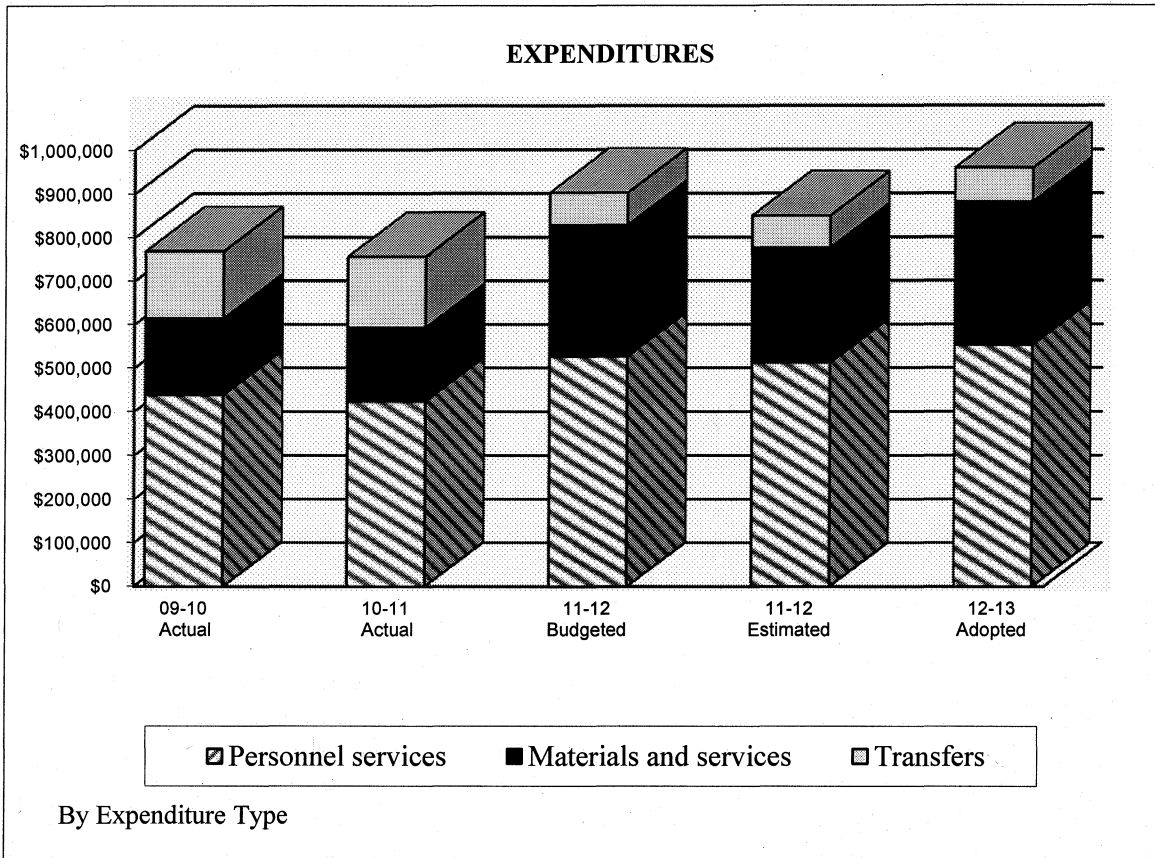


# Public Works Administration Fund

FY 2012-13 BUDGETED POSITIONS



**PUBLIC WORKS ADMINISTRATION FUND  
ADOPTED FY 2012-13**



CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2012-13 BUDGET

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

	<u>FY 2009-10</u> <u>Actual</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Budgeted</u>	<u>FY 2011-12</u> <u>Estimated</u>	<u>FY 2012-13</u> <u>Adopted</u>
<b>Revenues:</b>					
Interest on investments	\$2,289	\$1,533	\$500	\$920	\$970
Intergovernmental revenue	0	0	30,000	0	35,000
Miscellaneous	9,948	8,128	2,000	4,037	1,000
Sub Total Revenues	<u>\$12,237</u>	<u>\$9,661</u>	<u>\$32,500</u>	<u>\$4,957</u>	<u>\$36,970</u>
<b>Expenditures:</b>					
Personnel services	\$438,703	\$424,145	\$527,726	\$512,510	\$553,843
Materials & services	177,701	170,062	302,700	265,409	329,283
Capital outlay	0	0	0	0	0
Sub Total Expenditures	<u>\$616,404</u>	<u>\$594,207</u>	<u>\$830,426</u>	<u>\$777,919</u>	<u>\$883,126</u>
Revenues Over/Under Expenditures	(\$604,167)	(\$584,546)	(\$797,926)	(\$772,962)	(\$846,156)
<b>Other financing sources (uses):</b>					
Transfers in	\$901,702	\$660,750	\$831,489	\$831,489	\$861,948
Transfers out	(153,057)	(162,629)	(72,627)	(72,627)	(76,315)
Total Other Financing Sources (Uses):	<u>\$748,645</u>	<u>\$498,121</u>	<u>\$758,862</u>	<u>\$758,862</u>	<u>\$785,633</u>
Net Change in Fund Balance	\$144,478	(\$86,425)	(\$39,064)	(\$14,100)	(\$60,523)
<b>Fund Balance/Working Capital</b>					
Beginning of Year	<u>83,179</u>	<u>227,657</u>	<u>141,232</u>	<u>141,232</u>	<u>127,132</u>
<b>Fund Balance (Contingency)/Working Capital</b>					
End of Year	<u>\$227,657</u>	<u>\$141,232</u>	<u>\$102,168</u>	<u>\$127,132</u>	<u>\$66,609</u>

Contingency for FY 2012-13 adopted budget is available for appropriation upon the City Council's approval. Contingency is for continuing operations. 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 the 16% contingency balances from year to year.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2012-13 BUDGET

<b>FUND:</b> 605 PUBLIC WORKS ADMINISTRATION	<b>DEPARTMENT:</b> PUBLIC WORKS
<b>DEPARTMENT HEAD:</b> PETER ARELLANO	

**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 the City Council goals. Develop effective partnerships with other departments, other local jurisdictions and community groups to deliver high quality services that are responsive to customer needs in the most efficient and cost effective manner.

REQUIREMENTS	FY 2009-10 ACTUAL	FY 2010-11 ACTUAL	FY 2011-12 BUDGETED	FY 2012-13 PROPOSED	FY 2012-13 ADOPTED
POSITION	4.25	4.00	5.00	5.00	5.00
PERSONNEL SERVICES	\$438,704	\$424,144	\$527,726	\$553,843	\$553,843
MATERIALS & SERVICES	177,700	170,062	302,700	329,283	329,283
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	153,057	162,629	72,627	76,315	76,315
CONTINGENCY	0	0	102,168	66,609	66,609
<b>TOTAL</b>	<b>\$769,461</b>	<b>\$756,835</b>	<b>\$1,005,221</b>	<b>\$1,026,050</b>	<b>\$1,026,050</b>

Funding Sources	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2012-13
Beginning Working Capital	\$83,179	\$227,657	\$141,232	\$127,132	\$127,132
Miscellaneous Revenue	12,237	9,661	32,500	36,970	36,970
Public Works Management:					
General Fund	297,700	130,700	127,391	135,265	135,265
Street Fund	174,793	150,677	190,355	202,138	202,138
Water Fund	127,041	101,633	115,174	122,303	122,303
Sewer Fund	104,613	90,302	139,345	137,518	137,518
Garage Fund	49,657	51,898	58,812	62,452	62,452
Street Lighting Fund	18,125	18,943	21,467	22,795	22,795
Storm Drain Fund	121,498	116,597	178,945	179,477	179,477
Traffic Impact/Development Tax Fund	8,275	0	0	0	0

**Program Goal:**

To deliver high quality services that preserves and enhances the value of the city's facilities and infrastructure. Maintain a standard of service delivery that is consistently superior and fully responsive to a request or a need for service. Provide services efficiently at the least possible cost.

**Program Objective:**

Administer the staff in the city's Operations, Site Development and Engineering Divisions by providing timely and clear direction and support. Ensure that the staff is properly trained and equipped to competently, efficiently and safely complete assigned duties.

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2012-13 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> PETER ARELLANO

**Program Objective (continued):**

Coordinate the efforts of the Operations, Site Development and Engineering Divisions in completing annual work plans including support of city redevelopment efforts and consistent with the Beaverton Community Vision. Establish priorities and schedules to complete assigned work. Provide timely and accurate information about work activities to interested partners including neighborhoods, businesses and community groups. Establish 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 these management services is to prioritize the use of scarce resources to accomplish the City's goals and objectives. In this way it implements *Community Vision Action #88: Set Priorities and Be Accountable* affecting all of the vision action items related to the physical development of the City.

**Progress on FY 2011-12 Action Plan:**

The Department has focused on more effectively sharing staff and equipment among the various workgroups to better utilize existing equipment and reduce the reliance on temporary workers.

**FY 2012-13 Action Plan:**

As a result of the recent restructuring, the Department will be challenged with oversight of the Engineering Division and Capital Improvement Plan in FY 2012-13. This effort will include a focus on better communication and more teamwork between the Divisions.

<b>Performance Measures:</b>	<b>FY 2009-10 Projected/Actual</b>	<b>FY 2010-11 Projected/Actual</b>	<b>FY 2011-12 Budgeted/Revised</b>	<b>FY 2012-13 Adopted</b>
Percentage of labor hours captured on work orders.	98% / 98%	98% / 98%	98% / 98%	98%
Employee time loss hours due to work-related injuries.	1.5% / 1.5%	1.5% / 1.5%	1.5% / 2%	1.5%
Number of unanticipated requests for service via email and phone calls.	2,000 / 2,000	2,000 / 1,976	2,000 / 2,388	2,400