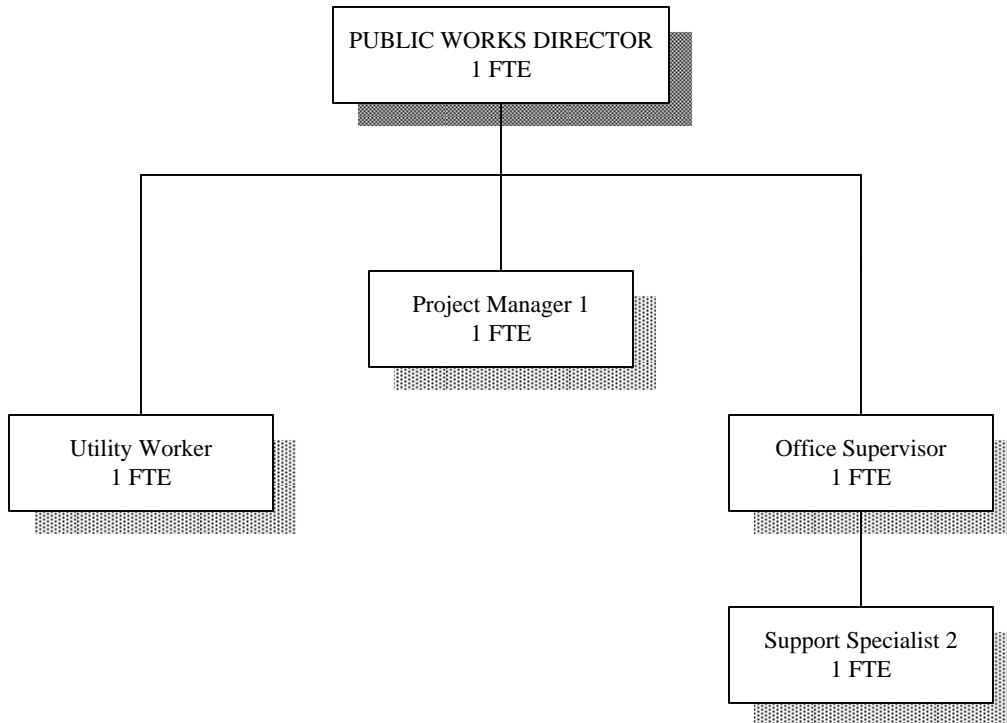




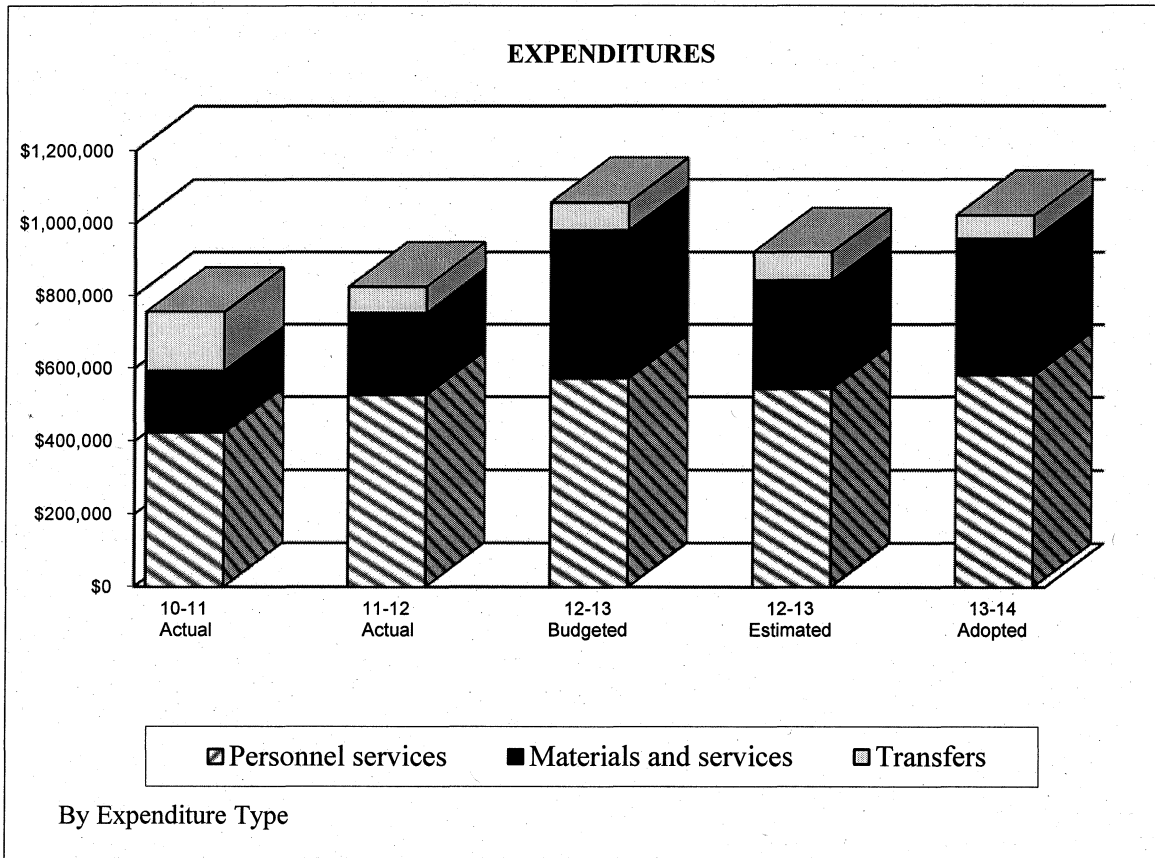
Beaverton neighborhood in early fall

Public Works Administration Fund

FY 2013-14 BUDGETED POSITIONS



**PUBLIC WORKS ADMINISTRATION FUND
ADOPTED FY 2013-14**



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2013-14 BUDGET

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

	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budgeted</u>	<u>FY 2012-13</u> <u>Estimated</u>	<u>FY 2013-14</u> <u>Adopted</u>
Revenues:					
Interest on investments	\$1,533	\$1,058	\$970	\$970	\$910
Intergovernmental revenue	0	0	35,000	0	35,000
Miscellaneous	8,128	6,353	1,000	0	5,200
Sub Total Revenues	<u>\$9,661</u>	<u>\$7,411</u>	<u>\$36,970</u>	<u>\$970</u>	<u>\$41,110</u>
Expenditures:					
Personnel services	\$424,145	\$526,817	\$571,843	\$543,249	\$581,412
Materials & services	170,062	227,356	410,090	300,836	377,036
Capital outlay	0	0	0	0	0
Sub Total Expenditures	<u>\$594,207</u>	<u>\$754,173</u>	<u>\$981,933</u>	<u>\$844,085</u>	<u>\$958,448</u>
Revenues Over/Under Expenditures	(\$584,546)	(\$746,762)	(\$944,963)	(\$843,115)	(\$917,338)
Other financing sources (uses):					
Transfers in	\$660,750	\$831,489	\$902,738	\$861,948	\$961,221
Transfers out	(162,629)	(71,755)	(76,315)	(76,315)	(63,689)
Total Other Financing Sources (Uses):	<u>\$498,121</u>	<u>\$759,734</u>	<u>\$826,423</u>	<u>\$785,633</u>	<u>\$897,532</u>
Net Change in Fund Balance	(\$86,425)	\$12,972	(\$118,540)	(\$57,482)	(\$19,806)
Fund Balance/Working Capital					
Beginning of Year	<u>227,657</u>	<u>141,232</u>	<u>154,204</u>	<u>154,204</u>	<u>96,722</u>
Fund Balance (Contingency)/Working Capital					
End of Year	<u>\$141,232</u>	<u>\$154,204</u>	<u>\$35,664</u>	<u>\$96,722</u>	<u>\$76,916</u>

Contingency for FY 2013-14 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 2013-14 BUDGET

FUND: 605 PUBLIC WORKS ADMINISTRATION	DEPARTMENT: PUBLIC WORKS
DEPARTMENT HEAD: 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 2010-11 ACTUAL	FY 2011-12 ACTUAL	FY 2012-13 BUDGETED	FY 2013-14 PROPOSED	FY 2013-14 ADOPTED
POSITION	4.00	5.00	5.00	5.00	5.00
PERSONNEL SERVICES	\$424,144	\$526,816	\$571,843	\$581,412	\$581,412
MATERIALS & SERVICES	170,062	227,355	410,090	377,036	377,036
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	162,629	71,755	76,315	63,689	63,689
CONTINGENCY	0	0	35,664	76,916	76,916
TOTAL	\$756,835	\$825,926	\$1,093,912	\$1,099,053	\$1,099,053

Funding Sources	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14
Beginning Working Capital	\$227,657	\$141,232	\$154,204	\$96,722	\$96,722
Miscellaneous Revenue	9,661	7,410	36,970	41,110	41,110
Public Works Management:					
General Fund	130,700	127,391	135,265	147,286	147,286
Street Fund	150,677	190,355	215,912	238,061	238,061
Water Fund	101,633	115,174	129,719	134,746	134,746
Sewer Fund	90,302	139,345	145,994	150,439	150,439
Garage Fund	51,898	58,812	62,452	68,806	68,806
Street Lighting Fund	18,943	21,467	22,795	25,114	25,114
Storm Drain Fund	116,597	178,945	190,601	196,769	196,769

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 2013-14 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 605 PUBLIC WORKS ADMINISTRATION	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0681 MANAGEMENT SERVICES	PROGRAM MANAGER: 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 2012-13 Action Plan:

The department has focused on fostering better communication between the Operations, Engineering and Site Development divisions and with the Community and Economic Development Department.

FY 2013-14 Action Plan:

The effort to work closely within the department and with other city departments will continue.

Performance Measures:	FY 2010-11 Projected/Actual	FY 2011-12 Projected/Actual	FY 2012-13 Budgeted/Revised	FY 2013-14 Adopted
Percentage of labor hours captured on work orders.	98% / 98%	98% / 98%	98%	98%
Employee time loss hours due to work-related injuries.	1.5% / 1.5%	1.5% / 2%	1.5%	1.5%
Number of unanticipated requests for service via email and phone calls.	2,000 / 1,976	2,000 / 2,388	2,400	2,400