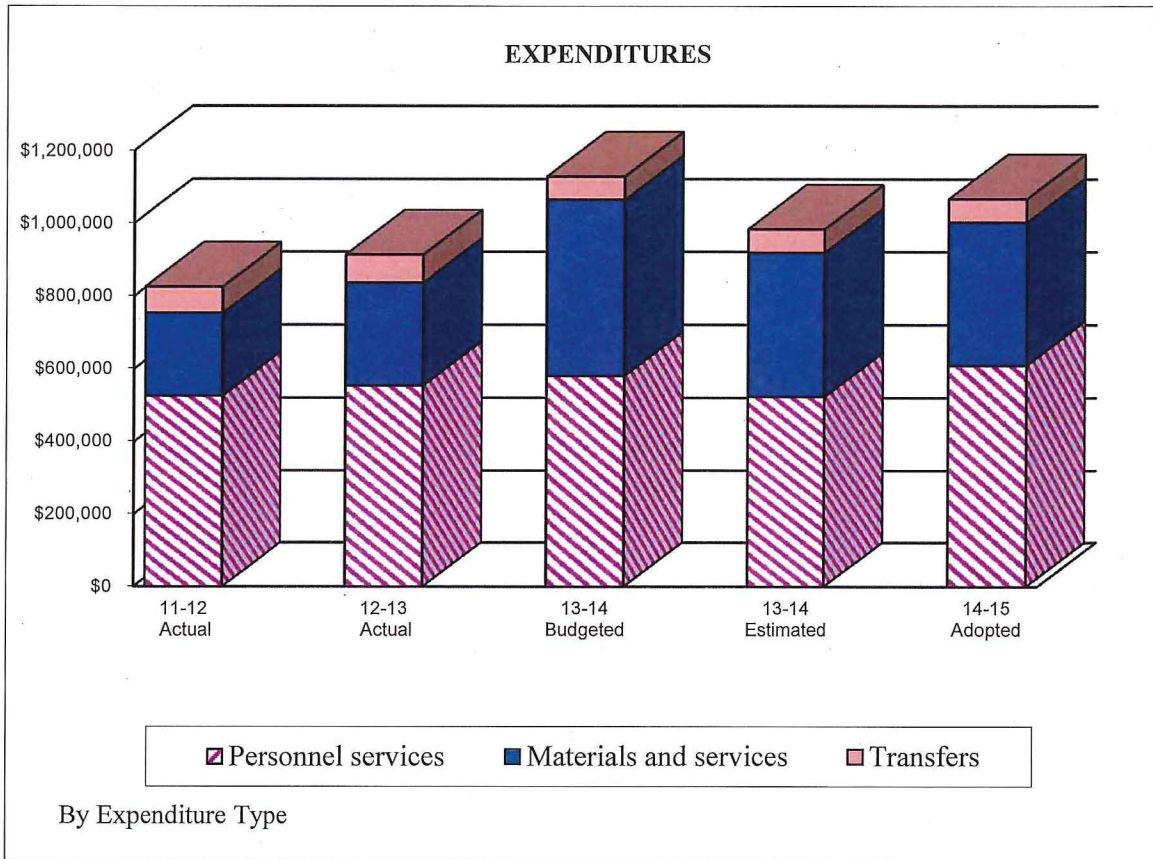


PUBLIC WORKS ADMINISTRATION FUND
ADOPTED FY 2014-15



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2014-15 BUDGET

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

	<u>FY 2011-12 Actual</u>	<u>FY 2012-13 Actual</u>	<u>FY 2013-14 Budgeted</u>	<u>FY 2013-14 Estimated</u>	<u>FY 2014-15 Adopted</u>
Revenues:					
Interest on investments	\$1,058	\$1,071	\$910	\$910	\$1,000
Intergovernmental revenue	0	20,949	35,000	11,250	0
Miscellaneous	6,353	4,984	5,200	15,361	0
Sub Total Revenues	<u>\$7,411</u>	<u>\$27,004</u>	<u>\$41,110</u>	<u>\$27,521</u>	<u>\$1,000</u>
Expenditures:					
Personnel services	\$526,817	\$554,960	\$581,412	\$524,352	\$610,427
Materials & services	227,356	282,816	483,208	395,850	392,812
Capital outlay	0	0	0	0	0
Sub Total Expenditures	<u>\$754,173</u>	<u>\$837,776</u>	<u>\$1,064,620</u>	<u>\$920,202</u>	<u>\$1,003,239</u>
Revenues Over/Under Expenditures	(\$746,762)	(\$810,772)	(\$1,023,510)	(\$892,681)	(\$1,002,239)
Other financing sources (uses):					
Transfers in	\$831,489	\$894,262	\$969,697	\$969,697	\$963,243
Transfers out	(71,755)	(76,304)	(63,689)	(63,689)	(64,012)
Total Other Financing Sources (Uses):	<u>\$759,734</u>	<u>\$817,958</u>	<u>\$906,008</u>	<u>\$906,008</u>	<u>\$899,231</u>
Net Change in Fund Balance	\$12,972	\$7,186	(\$117,502)	\$13,327	(\$103,008)
Fund Balance/Working Capital					
Beginning of Year	<u>141,232</u>	<u>154,204</u>	<u>161,390</u>	<u>161,390</u>	<u>174,717</u>
Fund Balance (Contingency)/Working Capital					
End of Year	<u>\$154,204</u>	<u>\$161,390</u>	<u>\$43,888</u>	<u>\$174,717</u>	<u>\$71,709</u>

Contingency for FY 2014-15 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 2014-15 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 2011-12 ACTUAL	FY 2012-13 ACTUAL	FY 2013-14 BUDGETED	FY 2014-15 PROPOSED	FY 2014-15 ADOPTED
POSITION	5.00	5.00	5.00	6.00	6.00
PERSONNEL SERVICES	\$526,816	\$554,960	\$581,412	\$610,427	\$610,427
MATERIALS & SERVICES	227,355	282,816	483,208	392,812	392,812
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	71,755	76,304	63,689	64,012	64,012
CONTINGENCY	0	0	43,888	71,709	71,709
TOTAL	\$825,926	\$914,080	\$1,172,197	\$1,138,960	\$1,138,960

Funding Sources	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15
Beginning Working Capital	\$141,232	\$154,204	\$161,390	\$174,717	\$174,717
Miscellaneous Revenue	7,410	27,005	41,110	1,000	1,000
Public Works Management:					
General Fund	127,391	135,265	147,286	141,673	141,673
Street Fund	190,355	215,912	238,061	235,009	235,009
Water Fund	115,174	129,719	134,746	130,976	130,976
Sewer Fund	139,345	137,518	158,915	161,326	161,326
Garage Fund	58,812	62,452	68,806	65,216	65,216
Street Lighting Fund	21,467	22,795	25,114	23,804	23,804
Storm Drain Fund	178,945	190,601	196,769	205,239	205,239

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 2014-15 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 2013-14 Action Plan:

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

FY 2014-15 Action Plan:

The effort to work closely within the department and with other city departments will continue. Recently purchased asset management software will be integrated to better document and track customer service requests.

Performance Measures:	FY 2011-12 Projected/Actual	FY 2012-13 Projected/Actual	FY 2013-14 Budgeted/Revised	FY 2014-15 Adopted
Percentage of labor hours captured on work orders.	98% / 98%	98%	98%	98%
Employee time loss hours due to work-related injuries.	1.5% / 2%	1.5%	1.5%	2%
Number of unanticipated requests for service via email and phone calls.	2,000 / 2,388	2,400	2,400	2,450