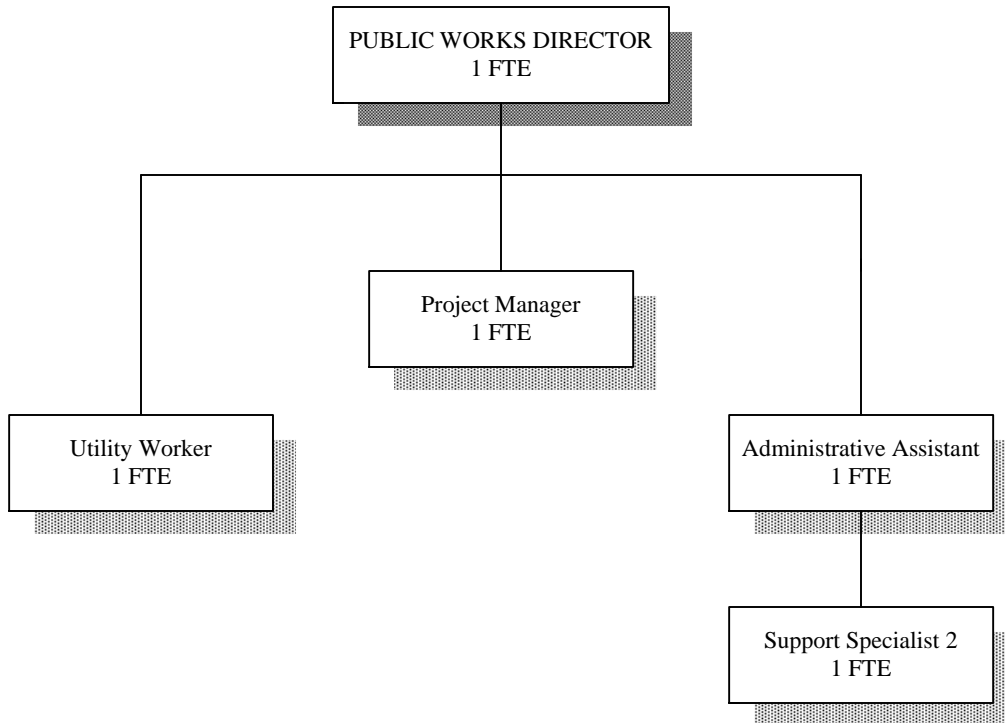
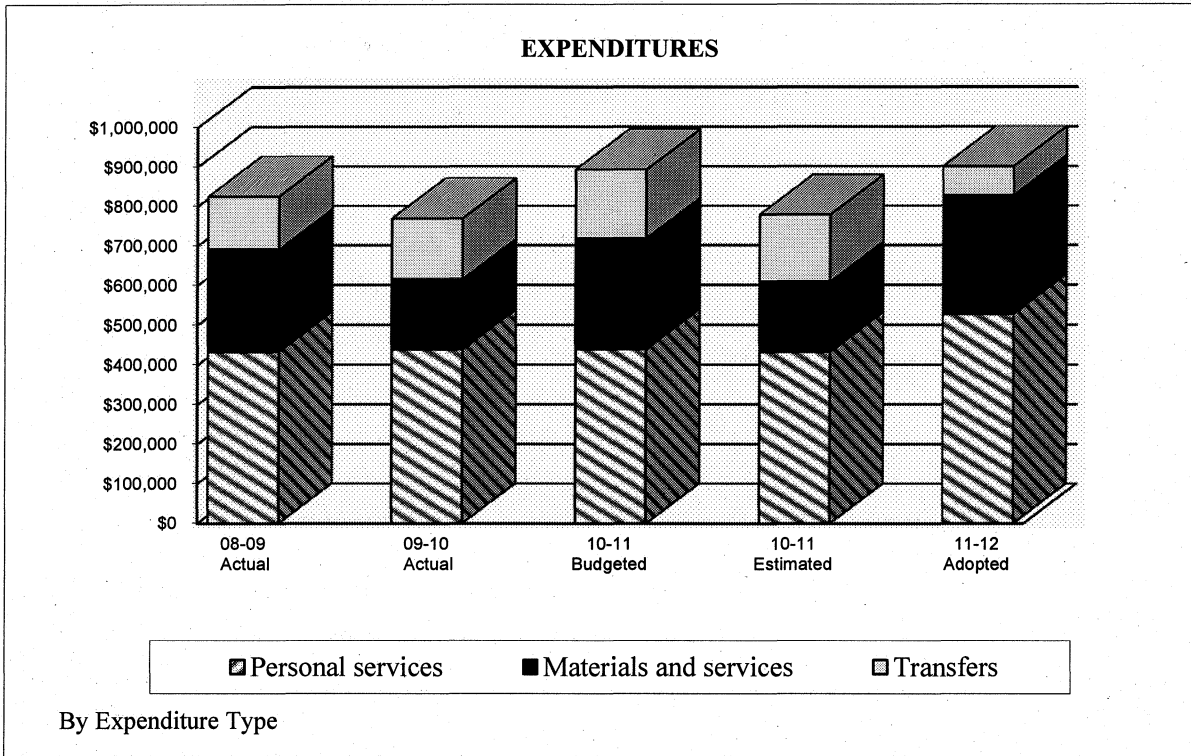


Public Works Administration Fund

FY 2011-12 BUDGETED POSITIONS



PUBLIC WORKS ADMINISTRATION FUND
ADOPTED FY 2011-12



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2011-12 BUDGET

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

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Budgeted	FY 2010-11 Estimated	FY 2011-12 Adopted
Revenues:					
Interest on investments	\$4,907	\$2,289	\$750	\$1,200	\$500
Intergovernmental revenue	5,003	0	30,000	0	30,000
Miscellaneous	15,940	9,948	2,000	8,368	2,000
Sub Total Revenues	<u>\$25,850</u>	<u>\$12,237</u>	<u>\$32,750</u>	<u>\$9,568</u>	<u>\$32,500</u>
Expenditures:					
Personal services	\$432,712	\$438,703	\$440,027	\$432,738	\$527,726
Materials & services	259,114	177,701	280,190	177,360	300,700
Capital outlay	0	0	0	0	0
Sub Total Expenditures	<u>\$691,826</u>	<u>\$616,404</u>	<u>\$720,217</u>	<u>\$610,098</u>	<u>\$828,426</u>
Revenues Over/Under Expenditures	(\$665,976)	(\$604,167)	(\$687,467)	(\$600,530)	(\$795,926)
Other financing sources (uses):					
Transfers in	\$764,995	\$901,702	\$740,748	\$660,749	\$831,489
Transfers out	(133,570)	(153,057)	(173,201)	(168,928)	(72,627)
Total Other Financing Sources (Uses):	<u>\$631,425</u>	<u>\$748,645</u>	<u>\$567,547</u>	<u>\$491,821</u>	<u>\$758,862</u>
Net Change in Fund Balance	(\$34,551)	\$144,478	(\$119,920)	(\$108,709)	(\$37,064)
Fund Balance/Working Capital					
Beginning of Year	<u>117,730</u>	<u>83,179</u>	<u>227,657</u>	<u>227,657</u>	<u>118,948</u>
Fund Balance (Contingency)/Working Capital					
End of Year	<u>\$83,179</u>	<u>\$227,657</u>	<u>\$107,737</u>	<u>\$118,948</u>	<u>\$81,884</u>

Contingency for FY 2011-12 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 2011-12 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 2008-09 ACTUAL	FY 2009-10 ACTUAL	FY 2010-11 BUDGETED	FY 2011-12 PROPOSED	FY 2011-12 ADOPTED
POSITION	4.25	4.25	4.00	5.00	5.00
PERSONAL SERVICES	\$432,712	\$438,704	\$440,027	\$527,726	\$527,726
MATERIALS & SERVICES	259,112	177,700	280,190	300,700	300,700
CAPITAL OUTLAY	0	0	0	0	0
TRANSFERS	133,570	153,057	173,201	72,627	72,627
CONTINGENCY	0	0	107,737	81,884	81,884
TOTAL	\$825,394	\$769,461	\$1,001,155	\$982,937	\$982,937

Funding Sources	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2011-12
Beginning Working Capital	\$117,730	\$83,179	\$227,657	\$118,948	\$118,948
Miscellaneous Revenue	25,849	12,237	32,750	32,500	32,500
Operations Management:					
General Fund	260,394	297,700	146,524	127,391	127,391
Street Fund	145,756	174,793	168,920	190,355	190,355
Water Fund	105,424	127,041	113,938	115,174	115,174
Sewer Fund	75,049	104,613	101,235	139,345	139,345
Garage Fund	42,086	49,657	58,181	58,812	58,812
Street Lighting Fund	11,854	18,125	21,236	21,467	21,467
Storm Drain Fund	117,419	121,498	130,714	178,945	178,945
Traffic Impact/Development Tax Fund	7,013	8,275	0	0	0

Program Goal:

To deliver high quality services that preserve and enhance 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 and Site Development 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 2011-12 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 and Site Development Divisions in completing annual work plans including support of city redevelopment efforts. 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.

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Budgeted	FY 2011-12 Adopted
Operations Admin Budget Cost Per Capita (less contingency)	\$9.57	\$8.86	\$10.22	\$10.02
Operations Admin Budget as Percent of City's Total Budget (less contingencies and capital projects)	0.904%	0.796%	0.921%	0.563%

Prior Year Accomplishments:

Several purchasing and coordination of training tasks were centralized and assigned to administrative staff freeing up valuable lead worker time enabling the lead workers to focus on scheduling and more technical tasks. The first steps were taken to more effectively share staff and equipment amongst the different workgroups in the department.

New Year Action Plan:

The Department will increase its focus on more effectively sharing staff and equipment among the various workgroups to better utilize existing equipment and reduce the reliance on temporary workers.

Performance Measures:	FY 2008-09 Projected/Actual	FY 2009-10 Projected/Actual	FY 2010-11 Budgeted/Revised	FY 2011-12 Adopted
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% / 1.5%	1.5%
Number of unanticipated requests for service via email and phone calls.	2,000 / 2,100	2,000 / 2,000	2,000 / 1,976	2,000