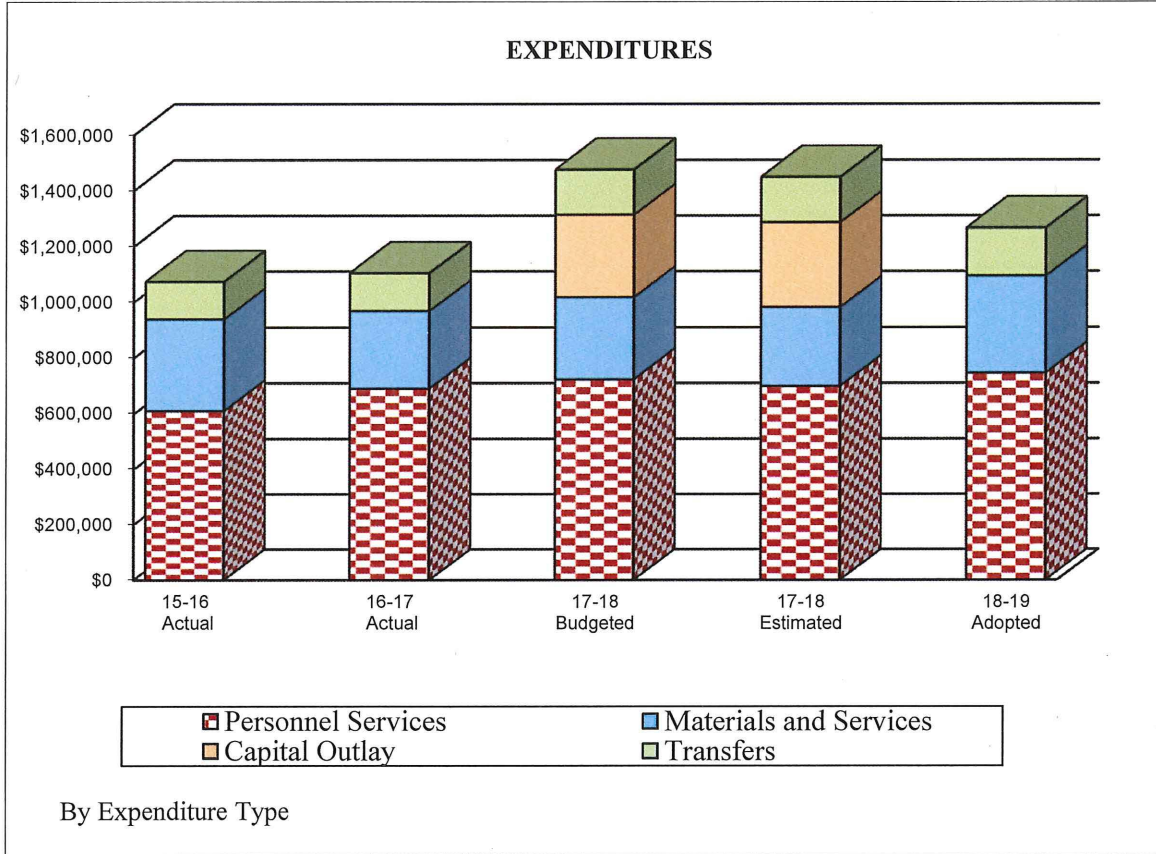


CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2018-19 BUDGET

PUBLIC WORKS ADMINISTRATION FUND
 ADOPTED FY 2018-19



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

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

	<u>FY 2015-16 Actual</u>	<u>FY 2016-17 Actual</u>	<u>FY 2017-18 Budgeted</u>	<u>FY 2017-18 Estimated</u>	<u>FY 2018-19 Adopted</u>
Revenues:					
Interest on investments	\$1,818	\$1,368	\$1,800	\$1,800	\$2,900
Intergovernmental revenue	0	0	0	0	0
Miscellaneous	16,992	6,228	102,583	104,643	0
Sub Total Revenues	<u>\$18,810</u>	<u>\$7,596</u>	<u>\$104,383</u>	<u>\$106,443</u>	<u>\$2,900</u>
Expenditures:					
Personnel services	\$611,314	\$691,505	\$724,431	\$700,181	\$747,203
Materials & services	328,471	278,145	294,077	282,756	347,471
Capital outlay	0	0	295,595	304,150	0
Sub Total Expenditures	<u>\$939,785</u>	<u>\$969,650</u>	<u>\$1,314,103</u>	<u>\$1,287,087</u>	<u>\$1,094,674</u>
Revenues Over/Under Expenditures	(\$920,975)	(\$962,054)	(\$1,209,720)	(\$1,180,644)	(\$1,091,774)
Other financing sources (uses):					
Transfers in	\$903,309	\$1,142,583	\$1,288,806	\$1,293,307	\$1,213,731
Transfers out	(134,407)	(135,443)	(161,695)	(161,695)	(172,155)
Total Other Financing Sources (Uses):	<u>\$768,902</u>	<u>\$1,007,140</u>	<u>\$1,127,111</u>	<u>\$1,131,612</u>	<u>\$1,041,576</u>
Net Change in Fund Balance	(\$152,073)	\$45,086	(\$82,609)	(\$49,032)	(\$50,198)
Fund Balance/Working Capital					
Beginning of Year	<u>242,973</u>	<u>90,900</u>	<u>135,986</u>	<u>135,986</u>	<u>86,954</u>
Fund Balance (Contingency)/Working					
Capital End of Year	<u>\$90,900</u>	<u>\$135,986</u>	<u>\$53,377</u>	<u>\$86,954</u>	<u>\$36,756</u>

Contingency for FY 2018-19 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 2018-19 BUDGET

FUND: 605 PUBLIC WORKS ADMINISTRATION	DEPARTMENT: PUBLIC WORKS
DEPARTMENT HEAD: DAVID DONALDSON	

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 City Council Goals. Continue to foster effective partnerships with other departments, other local jurisdictions and community groups to deliver high quality services that are responsive to customer needs. .

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	7.00	6.00	6.00	6.00	6.00
PERSONNEL SERVICES	\$611,314	\$691,505	\$724,431	\$747,203	\$747,203
MATERIALS & SERVICES	328,471	278,145	294,077	347,471	347,471
CAPITAL OUTLAY	0	0	295,595	0	0
TRANSFERS	134,407	135,443	161,695	172,155	172,155
CONTINGENCY	0	0	53,377	36,756	36,756
TOTAL	\$1,074,192	\$1,105,093	\$1,529,175	\$1,303,585	\$1,303,585

Funding Sources	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$242,973	\$90,900	\$135,986	\$86,954	\$86,954
Miscellaneous Revenue	18,809	7,597	104,383	2,900	2,900
Public Works Management:					
General Fund	129,171	168,720	184,263	166,888	166,888
Street Fund	217,238	251,953	255,059	248,360	248,360
Water Fund	105,990	197,088	273,225	288,261	288,261
Sewer Fund	154,762	163,634	155,561	131,538	131,538
Garage Fund	59,157	78,409	87,591	106,201	106,201
Street Lighting Fund	22,677	30,057	33,576	34,895	34,895
Storm Drain Fund	214,314	252,722	299,531	237,588	237,588

Program Goal:

To deliver high quality services that preserves and enhances the value of the city's facilities and infrastructure. Maintain an exceptional and efficient standard of service delivery that is fully responsive to a request or a need for service. .

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.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET
CURRENT LEVEL OF SERVICES

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

Program Objective (continued):

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 – Create a sidewalk fund for sidewalk construction projects
- City Council Priority – Incorporate goals and objectives of the Active Transportation Plan into the City's Capital Improvement Plan, Transportation System Plan, Development Code, and Engineering Design Manual
- City Council Priority – Complete City’s non-potable water irrigation (purple pipe) system

Additionally, the department will continue its efforts in withdrawing areas from TVWD into the City of Beaverton’s water system.

Progress on FY 2017-18 Action Plan:

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

FY 2018-19 Action Plan:

The effort to work closely within the department and with other city departments will continue. Our asset management software has been integrated to better document and track customer service requests. Furthermore, the department is making progress on achieving American Public Works Association (APWA) Accreditation. The purpose of the accreditation is to provide a means of formally verifying and recognizing public works agencies for compliance with the recommended practices set forth by the APWA. The accreditation process will assist our department in memorializing many of the standards and procedures that the department has in place, while identifying areas where we can improve and create new best practices.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Adopted
Percentage of labor hours captured on work orders.	98%	95%	98% / 95%	95%
Employee time loss hours due to work-related injuries.	1.85%	0.7%	0.5% / 0.5%	0.5%
Number of unanticipated requests for service via email and phone calls.	3,700	5,900	4,500 / 5,200	5,000