



City of Ontario Biennial Budget 2011-2013

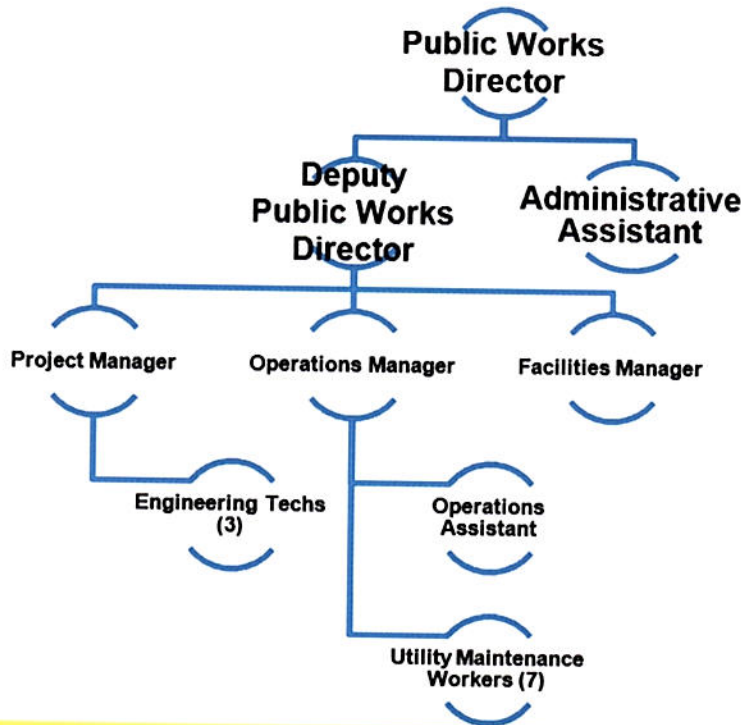
PUBLIC WORKS FUND

The Public Works Fund is an Enterprise Fund, which means it records the resources and expenses of acquiring, operating, and maintaining a self-supporting facility or service. Revenues of the Public Works Fund are made up primarily of water, sewer and storm utility revenues. Each utility function must generate enough revenues to fund the operation of the individual utility service. The Public Works Fund receives no property tax revenues and the Public Works Fund can only transfer funds to the General Fund based upon reasonable operating overhead costs that are generally recalculated each year.

PUBLIC WORKS ADMINISTRATION

Ontario Public Works Administration oversees the supervisors of the Water Treatment Plant, Wastewater Treatment Plant, Street Department, Utilities and Facilities, Engineering, Planning, and Building Departments.

The Engineering Department's 3 technicians maintain records of all City owned utilities, easements and rights of way, works with the development process from design through construction and acceptance. They provide engineering support to other city divisions and departments and the City Council, issue permits and work orders for work in the public rights of way and perform project management and inspection for public works projects.



City of Ontario									
ADOPTED 2011-2013 BIENNIAL BUDGET									
2007-2009	2009-2011	2009-2011	Account			2011-13	2011-13	2011-13	2011-13
Actual	Budget	Est. Actual	Number	Description	FTE	Requested	Proposed	Approved	Adopted
			025	PUBLIC WORKS FUND					
				GEN REVENUES					
			406000	AVAILABLE CASH ON HAND					
				Public Works Fund					



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487,448	350,000	153,367	441000	INTEREST ON DEPOSIT	-	150,000	150,000	150,000	150,000
-	1,961,658	1,961,658	467100	FEES FOR SERVICES - WATER	2,194,097	2,124,073	2,124,073	2,124,073	2,124,073
-	1,961,658	1,961,658	467200	FEES FOR SERVICES - SEWER	2,194,097	2,124,072	2,124,072	2,124,072	2,124,072
-	156,632	156,632	467300	FEES FOR SERVICES - STORM	177,904	157,137	157,137	157,137	157,137
-	5,001	5,530	469100	ROW INSPECTION FEES	7,000	7,000	7,000	7,000	7,000
-	5,000	4,000	469200	MISC COLLECTIONS	5,000	5,000	5,000	5,000	5,000
614,899	4,550,349	4,351,473		GEN REVENUES	4,578,098	4,567,282	4,567,282	4,567,282	4,567,282
			055	PW ADMINISTRATION					
				PAYROLL RELATED EXPENSES					
602,780	804,637	815,617	511000	WAGES & SALARIES	8.3	817,294	798,532	798,532	798,532
15,419	18,119	15,169	512000	PART-TIME EMPLOYEES	0.5	18,392	30,672	30,672	30,672
10,274	9,959	7,655	513100	VACATION/SICK BUYOUT		9,080	8,718	8,718	8,718
3,002	2,996	2,759	514000	EMPLOYER-PAID EMPLOYEE BE		3,408	3,260	3,260	3,260
122,140	150,442	159,418	514100	MEDICAL INSURANCE CO-PAY		165,390	152,748	152,748	152,748
600	-	-	514200	DEFERRED COMPENSATION		-	-	-	-
6,392	5,320	1,805	515000	WORKMANS COMP		5,952	6,086	6,086	6,086
97,391	115,066	108,127	516000	RETIREMENT-EMPLR EXP		139,146	140,360	140,360	140,360
-	14,409	13,881	516005	RETIREMENT-EE SHARE		14,582	14,582	14,582	14,582
47,186	63,134	60,687	516500	SOCIAL SECURITY		64,816	64,292	64,292	64,292
913,918	1,186,418	1,187,057		PAYROLL RELATED EXPENSES	8.8	1,240,556	1,221,746	1,221,746	1,221,746
				MATERIALS & SUPPLIES					
2,477	4,000	4,000	610400	AUDITOR		4,000	4,000	4,000	4,000
-	-	33,592	610500	BANK CHARGES		32,400	32,400	32,400	32,400
10,116	3,300	2,011	610600	BLDG MAINT & REPAIR		3,620	2,713	2,713	2,713
1,693	1,800	1,800	610610	TECHNOLOGY MAINT & REPAIR		3,080	280	280	280
677	674	377	610660	MEDICAL EXAMS		360	360	360	360
1,617	1,904	3,119	610850	CELL PHONE		3,120	3,120	3,120	3,120
-	4,000	3,371	611700	CUSTODIAL CONTRACT		5,650	4,238	4,238	4,238
30,149	22,045	24,500	611900	DATA PROCESSING		28,351	24,395	24,395	24,395
45,453	71,000	20,000	612800	PROFESSIONAL SERVICES		70,000	60,000	60,000	60,000
21,816	16,493	15,682	613500	GENERAL SUPP & MAINT		23,470	18,000	18,000	18,000
-	1,350	-	613700	HVAC MAINT CONTRACT		1,170	878	878	878
3,077	3,030	3,030	613900	INSURANCE PREM & SURETY B		3,030	3,800	3,800	3,800
24,170	24,660	25,800	614800	OFFICE MACH CONTRACT		24,480	24,480	24,480	24,480
7,817	8,400	6,208	614900	OFFICE SUPPLIES		8,000	6,500	6,500	6,500



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1,148	4,480	1,684	615100	PETROLEUM SUPPLIES	2,000	2,600	2,600	2,600
34,141	47,045	35,314	615200	POSTAGE	38,625	38,625	38,625	38,625
10,773	23,002	17,033	615300	PRINT / AD / RECORD	26,163	26,163	26,163	26,163
34,980	21,140	16,363	615550	CONTRACT SERVICES	-	-	-	-
153	400	200	615600	RADIO MAINT	1,705	1,550	1,550	1,550
-	-	10,000	617510	RECRUITMENT/CONTRACT STLMT	-	-	-	-
4,639	-	7,395	617520	UNEMPLOYMENT CLAIMS	-	-	-	-
9,111	15,183	15,183	618000	TRAVEL DUES & SCHOOL	14,810	14,810	14,810	14,810
3,291	5,310	2,510	618200	UNIFORMS	1,200	3,030	3,030	3,030
175	2,560	604	618300	VEHICLE REPAIR	3,400	2,500	2,500	2,500
-	-	489	662000	BAD DEBT EXPENSE	-	-	-	-
247,483	281,776	250,265		MATERIALS & SUPPLIES	298,634	274,442	274,442	274,442
				CAPITAL OUTLAY				
9,153	-	-	712600	OFFICE EQUIP	-	-	-	-
9,153	-	-		CAPITAL OUTLAY	-	-	-	-
				TRANSFERS				
30,000	-	-	823000	TRANSFER TO CAPITAL PROJECTS	-	-	-	-
1,251,461	1,251,461	1,251,461	827000	TRANSFER TO GENERAL FUND	1,164,536	1,251,461	1,251,461	1,251,461
68,300	-	-	829000	TRANSFER TO GRANT FUND	-	-	-	-
1,349,761	1,251,461	1,251,461		TRANSFERS	1,164,536	1,251,461	1,251,461	1,251,461
				CONTINGENCY				
-	55,312	-	871000	OPERATING CONTINGENCY	6,300	-	-	-
-	55,312	-		CONTINGENCY	6,300	-	-	-
2,520,316	2,774,967	2,688,784	055	PW ADMINISTRATION	8.8	2,710,026	2,747,649	2,747,649



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FACILITY MAINTENANCE

The Facility Maintenance Division is responsible for the operation and maintenance of municipal facilities. This includes general maintenance and repair work, the implementation of preventive maintenance programs, and the administering of service contracts (janitorial, HVAC, electrical, elevator, etc.). This Division is also charged with the oversight of facility-related projects, including remodels and systems upgrades.

The Division consists of one full-time employee, the Facilities Manager. This position is responsible for evaluating the needs for contracted services, implementing necessary service agreements, developing energy management strategies, and formulating short- and long-term facility plans. Duties include the performance of basic maintenance and repair tasks, management of the computerized maintenance management system, and oversight of daily facility operations. The Facilities Manager is also responsible for the development and management of facility improvement projects.

Estimated Value of City Facilities:		
1. City Hall: 17,900 sq. ft. @ \$100/sq. ft.		= \$1,790,000
2. Permit Application Center: 1,708 sq. ft. @ \$60/sq. ft.		= \$ 102,480
3. Aquatic Center: 17,933 sq. ft. @ \$125/sq. ft.		= \$2,241,625
4. Wastewater Plant: 8,500 sq. ft. @ \$95/sq. ft.		= \$ 807,500
5. Water Treatment Plant: 21,158 sq. ft. @ \$95/sq. ft.		= \$2,010,010
6. Golf Club House: 10,240 sq. ft. @ \$110/sq. ft.		= \$1,126,400
7. Fire Station 2: 6,768 sq. ft. @ \$70/sq. ft.		= \$ 473,760
8. Cemetery Office: 500 sq. ft. @ \$100/sq. ft.		= \$ 50,000
9. Recreation Center: 3,383 sq. ft. @ \$70/sq. ft.		= \$ 236,810
10. Apartment Building: 6,048 sq. ft. @ \$70/sq. ft.		= \$ 423,360
11. City Shop: 15,000 sq. ft. @ \$60/sq. ft.		= \$ 900,000
Total		\$10,161,945

City of Ontario

PROPOSED 2011-2013 BIENNIAL BUDGET

2007-2009	2009-2011	2009-2011	Account		2011-13	2011-13	
Actual	Budget	Est. Actual	Number	Description	FTE	Requested	Proposed
			075	FACILITY MAINTENANCE			
				PAYROLL RELATED EXPENSES			
93,133	97,026	99,504	511000	WAGES & SALARIES		98,006	98,006
-	1,982	-	513100	VACATION/SICK BUYOUT		1,884	1,884
600	692	592	514000	EMPLOYER-PAID EMPLOYEE BE		592	592
24,315	24,816	14,204	514100	MEDICAL INSURANCE CO-PAY		24,816	24,816
1,200	1,200	1,200	514200	DEFERRED COMPENSATION		1,200	1,200
1,039	3,016	2,428	515000	WORKMANS COMP		3,202	3,202
15,055	13,282	13,989	516000	RETIREMENT		17,850	17,850
6,878	7,358	7,402	516500	SOCIAL SECURITY		7,642	7,642
142,223	149,372	139,322		PAYROLL RELATED EXPENSES		155,192	155,192



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				MATERIALS & SUPPLIES		
219	1,000	882	610600	BUILDING MAINT & REPAIR	500	500
662	1,730	1,471	610850	CELL PHONES	1,490	1,490
3,606	3,000	2,332	613500	GENERAL SUPP & MAINT	2,000	1,000
571	725	299	613900	INSURANCE PREM & SURETY	-	-
516	950	900	614900	OFFICE SUPPLIES	1,200	800
779	990	741	615100	PETROLEUM SUPPLIES	1,000	700
40,670	800	800	615550	CONTRACT SERVICES	800	800
5,067	3,161	2,810	618000	TRAVEL/DUES/SCHOOL	2,705	3,000
319	530	435	618200	UNIFORMS	300	300
949	1,880	1,818	618300	VEHICLE REPAIR	1,140	540
53,361	14,766	12,493		MATERIALS & SUPPLIES	11,135	9,130
195,584	164,138	151,815	075	FACILITY MAINTENANCE	166,327	164,322



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Utility Maintenance Department

The Utility Maintenance Department of Public Works is staffed with 7 full-time employees and one supervisor and is responsible for water distribution, wastewater collection, and storm drain maintenance.

Staff ensures the water being delivered to customers meets the Oregon State Drinking Water Standards. This is done through maintenance of 96.47 miles of distribution lines and approximately 3,625 metered service connections. Staff also maintains 611 fire hydrants, 78.88 miles of wastewater collection lines, and 9 wastewater lift stations, which allow waste generated by each house and business in the City to arrive at the wastewater treatment facility within DEQ regulations.

Utility Maintenance staff maintains approximately 56.14 miles of storm sewer collection lines and 1,457 catch basins within the City limits and the municipal airport facility. The facilities staff maintains eight major facilities within the City for use by the City employees and the public.

Replacement Value of Assets:		
Water Pipe = 96.47 miles = 509,362 LF @ \$35.00/LF		= \$17,827,670
Water Meters = 3,625 @ \$2,600/EA		= \$ 9,425,000
Fire Hydrants = 611 @ \$4,000/EA		= \$ 2,444,000
Wastewater Pipe = 78.88 miles = 416,486 LF @ \$100/LF		= \$41,648,600
Lift Stations = 9 @ \$1,000,000/EA		= \$ 9,000,000
Storm Water Pipe = 56.14 miles = 296,419 LF @ \$100/LF		= \$29,641,900
Storm Inlets = 1,457 @ \$1,000/EA		= \$ 1,457,000
TOTAL		\$111,444,170



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2007-2009	2009-2011	2009-2011	Account			2011-13	2011-13	2011-13	2011-13
Actual	Budget	Est. Actual	Number	Description	FTE	Requested	Proposed	Approved	Adopted
			085	UTILITY MAINTENANCE					
				PAYROLL RELATED EXPENSES					
597,665	623,226	609,646	511000	WAGES & SALARIES	7.92	629,222	620,780	620,780	620,780
-	10,400	1,935	512000	PART-TIME EMPLOYEES		-	-	-	-
37,906	46,207	39,825	513000	OVERTIME		40,817	40,817	40,817	40,817
8,125	13,151	10,257	513100	VACATION/SICK BUYOUT		12,038	12,038	12,038	12,038
4,143	4,226	4,723	514000	EMPLOYER-PAID EMPLOYEE BE		3,256	3,256	3,256	3,256
164,312	200,551	192,848	514100	MEDICAL INSURANCE CO-		220,410	217,566	217,566	217,566
1,200	1,200	1,199	514200	PAY DEFERRED COMPENSATION		1,200	1,200	1,200	1,200
17,345	22,776	24,623	515000	WORKMANS COMP		20,716	20,410	20,410	20,410
128,005	89,145	89,345	516000	RETIREMENT-EMPLR EXP		115,038	113,528	113,528	113,528
-	32,664	30,832	516005	RETIREMENT-EE SHARE		33,244	32,738	32,738	32,738
46,946	51,579	47,342	516500	SOCIAL SECURITY		52,179	51,533	51,533	51,533
1,005,651	1,095,125	1,052,580		PAYROLL RELATED EXPENSES	7.92	1,128,120	1,113,866	1,113,866	1,113,866
				MATERIALS & SUPPLIES					
4,372	7,968	23,363	610600	BLDG MAINT & REPAIR		16,200	14,520	14,520	14,520
3,602	4,290	2,279	610660	MEDICAL EXAMS		3,000	3,000	3,000	3,000
5,159	7,160	5,400	610850	CELL PHONE		5,500	5,500	5,500	5,500
775	1,335	-	610950	ANALYTICAL TESTING		1,000	1,000	1,000	1,000
739	12,680	12,690	611900	DATA PROCESSING		13,800	12,700	12,700	12,700
41,363	39,648	61,200	612400	ELECTRICITY		72,700	72,700	72,700	72,700
1,021	3,400	640	613000	EQUIPMENT RENTAL		3,400	3,400	3,400	3,400
11,126	12,000	11,880	613300	FUEL HEAT		13,800	13,800	13,800	13,800
8,652	8,464	4,750	613400	GARBAGE SERVICE		7,000	7,000	7,000	7,000
25,971	20,291	13,645	613500	GENERAL SUPP & MAINT		27,800	27,800	27,800	27,800
7,707	15,300	8,050	613600	GRAVEL		8,600	8,600	8,600	8,600
2,628	1,960	1,400	613700	HVAC MAINTENANCE CONT		2,400	2,400	2,400	2,400
9,988	9,390	12,350	613900	INSURANCE PREM & SURETY		13,300	13,300	13,300	13,300
6,481	15,190	8,300	614650	SEWER MAINT PARTS		12,000	12,000	12,000	12,000
236	396	670	614800	OFFICE MACH CONTRACT		240	240	240	240
1,990	1,900	2,700	614900	OFFICE SUPPLIES		2,300	2,300	2,300	2,300
78,248	86,473	73,500	615100	PETROLEUM SUPPLIES		113,000	95,000	95,000	95,000
718	1,272	1,272	615200	POSTAGE		1,200	1,200	1,200	1,200
583	702	500	615300	PRINTING		700	700	700	700
26,199	12,550	4,000	615550	CONTRACT SERVICES		21,900	21,900	21,900	21,900



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205	2,950	350	615600	RADIO MAINT		4,800	4,800	4,800	4,800
-	750	91	616550	UTILITY DAMAGE		700	700	700	700
4,759	3,600	4,100	617300	TELEPHONE		3,600	3,600	3,600	3,600
6,266	1,600	482	617520	UNEMPLOYMENT CLAIMS		485	485	485	485
10,718	11,254	5,600	618000	TRAVEL DUES & SCHOOL		9,500	9,500	9,500	9,500
8,762	10,800	5,900	618200	UNIFORMS		9,900	9,900	9,900	9,900
15,782	14,556	9,800	618300	VEHICLE REPAIR		10,300	10,900	10,900	10,900
50,778	36,880	52,000	618310	EQUIPMENT REPAIR		42,100	42,100	42,100	42,100
39,773	54,334	50,700	618350	LIFT STATION MAINTENANCE		55,400	55,400	55,400	55,400
167,387	117,026	40,000	618800	WATER MAINT PARTS		97,000	85,000	85,000	85,000
542,001	516,119	417,613		MATERIALS & SUPPLIES		573,625	541,445	541,445	541,445
				CAPITAL OUTLAY					
-	-	-	711200	AUTOMOTIVE EQUIP		-	-	-	-
-	-	-	712100	EQUIP PURCH		-	-	-	-
-	-	-	714120	SITE IMPROVEMENTS		-	-	-	-
-	-	-		CAPITAL OUTLAY		-	-	-	-
1,547,652	1,611,244	1,470,194	085	UTILITY MAINTENANCE	7.92	1,701,745	1,655,311	1,655,311	1,655,311



City of Ontario Biennial Budget 2011-2013

The overall Proposed Public Works Fund budget for the 2011-2013 Biennium is as follows and represents a 1.02% increase from the 2009-11 Budget.

Public Works Fund	
Budget 11-13 Expenditures	TOTALS
Personal Services	\$2,490,804.00
Materials & Supplies	\$822,973.00
Capital	\$0.00
Debt Service	\$0.00
Total Transfers	\$1,227,300.00
Total Budget 11-13 Expenditures	\$4,541,077.00
% Change from 09-11 - Budget	1.02%
Operating Expenditures	\$4,541,077.00
Capital Outlay	\$0.00
Debt Service	\$0.00
Contingency	\$6,300.00
Total Budget	\$4,547,377.00