

**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
WORK PLAN SUMMARY
2007-2009 BIENNIUM**

<u>Program</u>	<u>Program Expense</u>	<u>Percent of Budget</u>
Capital Improvement Engineering	\$654,416	45%
County Surveyor Program	\$272,297	19%
Development & Growth Mgmt.	\$174,511	12%
Maintenance Mgmt. Support	\$150,440	10%
Roadway Operations & Traffic Mgmt.	\$88,760	6%
System Planning & Policy	\$45,132	3%
Technical Support	\$79,734	5%
Total Budgeted	\$1,465,290	100%
Land Corner Preservation	\$459,010	100%

**Work Plan
Public Works Department
2007-2009 Biennium**

Division: Engineering & Survey
Program: County Surveyor Program

Program Manager: Ray Wilson
Program Expense: \$ 272,297

Description:

The Benton County Surveyor's Office operates under the provisions of Oregon law to file and index land surveys, subdivisions, partitions, condominiums and government corner records. Our office assists the public and private sector with location of various surveys, property and road related records and is involved in a variety of administrative actions including road and plat vacations, county road establishment and alteration proceedings, road naming and addressing. We also provide essential field services, which includes the preservation of government corners, topographic and construction surveys, county road right of way location surveys and boundary surveys of county owned lands.

TRENDS:

We serve approximately 2000 walk-in customers each year, which has increased as more people move into the area. Since Benton County has activated our Web page many professional customers such as Land Surveyors, Title Companies, and attorney's have been able to access without our assistance. We are continuing to update our web application and we anticipate our walk-in customers will decrease.

We review approximately 170 Plats and Surveys each year. Applications for Partition Plats have been steady with a slight increase in plats within the City of Corvallis. With the passage of measure 37, we expect our workload to increase as these developments are processed.

We anticipate county road right of way location and topographic surveys will be about the same as the last two years if we receive the grants we have applied for through OWEB and OTIA.

Activity Code	Activity Description	Unit Type	# Units
Y02	Land Survey Review & Filing	FTE	.20
Y11	Partition and Subdivision Review	FTE	.31
X03	Customer service	FTE	.20
M05	Survey Maintenance Support	FTE	.15
X02	Records Maintenance	FTE	.35
Y03	Construction Surveys	FTE	.36
W80	Work for other departments	FTE	.03
Y21	Addressing	FTE	.20
X22	Road Vacations	FTE	.01
		Total	1.81

**Work Plan
Public Works Department
2007-2009 Biennium**

Division: Engineering & Survey **Program Manager:** Ray Wilson
Program: Development & Growth Mgmt. **Program Expense:** \$ 174,511

Description:

The Engineering and Survey Divisions provide technical support for the Community Development Department and the public to encourage the compatibility of new developments with existing neighborhoods. Examples include reviewing subdivision and partition plans for Development Code compliance, review and analysis of work proposed in the flood plain and inspect improvements constructed for County acceptance. Public Works collaborates with cities to inspect and approve improvements.

System plan reviews include: Transportation and Land Use, Sewer and Water, Storm Drainage & Streets. Coordination of plan approval for these items requires consideration of Parks, Police, Fire, Health, and Solid Waste.

Work as liaison to the Community Development Department to assist in land division regulation. These regulations are sometimes regarded as a means of determining who will finance capital improvements associated with the new growth. The applications and review for new partition plats, and subdivisions has been very problematic because the topography has been very challenging with respect to engineering design standards.

Trends in Activities	Trend Change	Cause for Trend
Improvements Agreements	Level	Tied to Economy and Measure 37 Claims
Land Division Reviews	Has increased	Measure 37 Claims and Low Interest Rates
Road Approach Permits	Increased slightly	Tied to Economy

Activity Code	Activity Description	Unit Type	# Units
U01	Improvement Agreements	FTE	0.05
U02	Land Use and Development Application Review	FTE	1.03
X11	Road Approach Permits	FTE	0.05
X01	Phase II Storm Water Plan	FTE	0.03
		Total	1.16

**Work Plan
Public Works Department
2007-2009 Biennium**

Division: Engineering & Survey
Program: Maintenance Management
Systems and Support

Program Manager: Ray Wilson
Program Expense: \$ 150,440

Description: Engineering and Survey provide systems management, and engineering and survey support for the operations of the maintenance programs.

Engineering maintains a bridge management system to document the current status of the bridges and culverts in Benton County. The system is used to identify and plan maintenance activities. Bridges are inspected biannually as coordinated by Engineering under a contract with ODOT. Engineering and maintenance personnel inspect smaller bridges and large culverts biannually.

Engineering maintains a pavement management system to document the current status of the roads and pavement condition in Benton County. This system is used to identify and plan road repair and maintenance activities.

Engineering and Survey provide project development, design, land acquisition, easements, technical report writing, contract management, and permitting necessary to complete projects associated with bridge repair, culvert repair and replacement, drainage modifications, and road and pavement maintenance.

Engineering support is provided for environmental programs, which include endangered species protection; spill protection and prevention, vegetation management, and storm water quality protection.

Trends in Activities	Trend Change	Cause for Trend
Road Engineering	Slight increase	Funding could increase thru projects generated through the MPO.
Culvert Engineering	Same as last year	Culvert improvements and permits
Bridge Engineering	Same as last year	Bridge restoration projects and permits
Environmental Engineering	Increase	Storm water program, permits

Activity Code	Activity Description	Unit Type	# Units
M01	Maintenance Management System / IRIS	FTE	0.10
M03	Materials and Services Contracts	FTE	0.05
M04	Engineering and Maintenance Support	FTE	0.55
M05	Survey Maintenance Support	FTE	0.30
		Total	1.00

**Work Plan
Public Works Department
2007-2009 Biennium**

Division: Engineering & Survey
Program: Roadway Operations & Traffic Management

Program Manager: Ray Wilson
Program Expense: \$ 88,760

Description: The Engineering Division provides technical support to the Community Development Department and the public to encourage safe and efficient movement of traffic in Benton County. The inventorying and analysis of traffic data is essential in order to lend this support.

The assessment of roadway safety and efficiency made from the collection of roadway data from physical characteristics; such as surfacing width, type and condition, the type, placement and condition of pavement markings and signing, to the functional adequacy; accidents per million vehicle miles and capacity limit the County's exposure to liability.

Traffic volume data is collected on selected roads annually. This information is used in speed zone investigations and traffic safety studies and also used to predict trends.

The department monitors Utility Companies- Natural Gas, Telephone and Cable, Water, Sanitary and Storm Sewers, and Power line construction and maintenance in County rights of way.

This Department also permits and monitors events on the Public rights of way. Examples include foot and bicycle races, sponsored walk-a-thons, and local parades such as the Philomath Frolic Parade and daVinci Days celebration.

Trends:

Requests for Speed Zones	Slight increase	Development and Traffic
Signs and Markings	Same as last year	Development related
Accidents and volumes	no increase in occurrence/volumes	Related to growth in the area
Traffic Safety Studies	Steady with slight increase	Nature of need/requests
Utility Permitting	Same as last year	Expansion and Replacement of Systems Technology
Event Permits	Steady	Nature of need/ requests

Activity Code	Activity Description	Unit Type	# Units
T71	Speed Studies	FTE	0.15
T72	Signs and Markings	FTE	0.05
T73	Accident Data/Traffic Volume Data	FTE	0.08
T74	Traffic Safety Studies	FTE	0.15
X12	Utility Permits	FTE	0.08
X14	Events	FTE	0.08
		Total	0.59

**Work Plan
Public Works Department
2007-2009 Biennium**

Division: Engineering & Survey
Program: System Planning & Policy
Development

Program Manager: Ray Wilson
Program Expense: \$ 84,056

Description: Comprehensive planning for long range needs through identification of needs, legal requirements, and community goals. Develop programs, projects, and strategies to finance and implement major projects.

Activity Code	Activity Description	Unit Type	# Units
X01	Capital Improvement Program	FTE	.25
	Develop a concentrated maintenance effort with the community to plan for right of way acquisition for future projects.	FTE	.05
			.30

**Work Plan
Public Works Department
2007-2009 Biennium**

Division: Engineering & Survey
Program: Technical Support

Program Manager: Ray Wilson
Program Expense: \$79,734

Description: Engineering and Survey provide technical support for the public works maintenance and facilities programs as well as other Benton County Departments and the private sector under contract.

Mapping maintains a record of current roads, structures, facilities, and county features. Maps are routinely updated and provided within department, other agencies or to the public. Graphic design capability is also provided to present information for different programs within the department. Portions of IRIS (Integrated Road Information System) are maintained by Engineering and Survey. Mapping accesses IRIS to prepare reports and maps in a useable format.

Engineering and surveying expertise is available within the department to develop solutions to problems encountered by the maintenance and facilities operations.

Engineering and survey work is provided to other departments and other agencies as requested..

Trends in Activities	Trend Change	Cause for Trend
Mapping, Data Management	Increase	Development of GIS program
Engineering for Public/Private	Same as last year	Grant programs & BSWD partnership and City of Corvallis needs.
Engineering & Surveying	Level	Grants, number of projects, and GIS
Records maintenance	Level	Convert data to support digital data for internet access.

Activity Code	Activity Description	Unit Type	# Units
X04	Mapping	FTE	0.25
X05	Technical Support / customer service	FTE	0.10
W70	Engineering Work for Others	FTE	0.05
W80	Survey Work for Others	FTE	0.04
X01	Integrated Road Information System (IRIS)	FTE	0.05
W97	Emergency Management-ICS	FTE	0.04
		Total	0.53

**Annual Work Plan
Public Works Department
2007-2009 Biennium**

Division: Engineering & Survey
Program: Land Corner Preservation

Program Manager: Ray Wilson
Program Expense: \$ 459,010

Description: The County Surveyor's Office (per ORS 209.070) shall establish or reestablish and maintain all public land survey corners, such as section corners, quarter corners and donation land claim corners. The County Surveyor shall keep a separate record of each corner. The land corner preservation program assists the public and private sector in researching records pertaining to government corners. We partner with private and surveyors and landowners in restoring these corners

Trends: The revenue source for this program is a \$9.50 fee from recording certain land-related documents. The revenue source has increased over the past year due to more people refinancing their homes because of low interest rates. We do not think this trend will continue into the next budget year. The corner crew will spend a portion of their time assisting in gathering survey data to facilitate various bridge and culvert projects though out the upcoming year. They will also assist in checking Surveys, Partition Plats and Subdivision plats as needed.

Activity Code	Activity Description	Unit Type	# Units
Z01	Restoration of corners	FTE	1.65
Z03	Records Maintenance	FTE	0.10
Z20	Survey work related to Public Works Projects	FTE	0.20
		Total	1.95