

DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD  
VIDEOCONFERENCE MEETING

APRIL 4, 2011



# PUBLIC WORKS CONTRACTORS LICENSE BOARD

## Agenda Item No. 01

## Agenda

**OBJECTIVE:** To approve the Agenda for the April 4, 2011 PWCL Board Videoconference Meeting.

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**ACTION:** Consent

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**BACKGROUND:**

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** April 4, 2011 PWCL Board tentative Agenda

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**TENTATIVE AGENDA**

**NOTICE OF PUBLIC MEETING**

***PUBLIC WORKS CONTRACTORS LICENSE BOARD  
VIDEOCONFERENCE MEETING***

**Division of Building Safety  
1090 East Watertower Street, Meridian, Idaho  
1250 Ironwood Drive, Suite 220, Coeur d'Alene, Idaho  
2055 Garrett Way, Building 2, Suite 7, Pocatello, Idaho  
dbs.idaho.gov – (208) 332-7137**

***Monday, April 4, 2011  
9:30 a.m. – 12:00 p.m. (MT)***

*(Note: Meeting Time is 8:30 a.m. PT)*

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- 9:30 a.m.**      **CALL TO ORDER** – Torry McAlvain, Chairman
- Roll Call & Introductions
  - Service Recognition to Alan Smith
  - Open Forum

**CONSENT AGENDA**

1. Approval of the April 4, 2011 Agenda
2. Approval of the January 10, 2011 Board Meeting Minutes

**ACTION AGENDA**

3. Election of Officers – Torry McAlvain

**INFORMATIONAL AGENDA**

4. Board Compensation – Steve Keys
5. Board Term Limits – Patrick Grace
6. Deputy Administrator Report – Steve Keys
7. Administrator Report
  - a. Financial Report – C. Kelly Pearce and Kirk Weiskircher
  - b. Administrator – C. Kelly Pearce

**OLD/NEW BUSINESS**

**EXECUTIVE SESSION**

- 12:00 p.m.**      **ADJOURN**

*All times, other than beginning, are approximate and are scheduled according to Mountain Time (MT), unless otherwise noted. Agenda items may shift depending on Board preference. 03/08/11r*

# PUBLIC WORKS CONTRACTORS LICENSE BOARD

## Agenda Item No. 02

## Minutes

**OBJECTIVE:** To approve the Minutes from the January 10, 2011 PWCL Board Videoconference Meeting.

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**ACTION:** Consent

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**BACKGROUND:**

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** January 10, 2011 PWCL Board Meeting Draft Minutes

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**PUBLIC WORKS CONTRACTORS LICENSE BOARD  
VIDEOCONFERENCE MEETING**

**Monday – January 10, 2011 – 9:30 a.m. (MT)**

**Division of Building Safety  
1090 East Watertower Street, Meridian, Idaho  
1250 Ironwood Drive, Suite 220, Coeur d'Alene, Idaho  
2055 Garrett Way, Building 2, Suite 7, Pocatello, Idaho**

**\*DRAFT MINUTES OF THE JANUARY 10, 2011 MEETING**

*NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.*

Chairman Torry McAlvain called the meeting to order at 9:30 a.m. (MT)

**Board Members Present:**

Torry McAlvain, Chairman  
John Sheldon, Vice Chairman  
Jerry A. Peterson  
Lisa Hatch  
Steffani Lippert  
Ken Worst

**DBS Staff Present:**

C. Kelly Pearce, Administrator  
Steve Keys, Deputy Administrator, Operations  
Janice Foster, Deputy Administrator, Administration  
Patrick Grace, Deputy Attorney General  
Kirk Weiskircher, Financial Specialist, Principal  
Terry Blessing, Inspector/Advisor  
Renee Bryant, Administrative Assistant 2/Board Secretary

**Board Members Absent:**

Alan Smith

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of the January 10, 2011 Agenda**

**MOTION:** John Sheldon made a motion to approve the January 10, 2011 Agenda as presented. Jerry Peterson seconded. All in favor, motion carried.

◆ **Approval of the October 4, 2010 Board Meeting Minutes**

**MOTION:** Lisa Hatch made a motion to approve the October 4, 2010 Meeting Minutes as written. Jerry Peterson seconded. All in favor, motion carried.

◆ **Idaho Code Title 44 “Labor” Chapter 10 “Public Works”**

At the request of the Board, Patrick Grace presented a brief overview of Idaho Code (I.C.) § 44-1001, “Employment of Residents of Idaho – Wage Scale – Federal Funds”, and I.C. § 44-1003, “Definition of Terms Used”.

The statute in question pertains to labor laws; however, the PWCL Board is a “licensing” Board only. Therefore, if a member of the public or industry has a question about the enforcement of the statute it ultimately goes back to the jurisdiction sponsoring the project.

Chairman McAlvain requested Patrick Grace contact Brian Bailey and inform him of his findings, and that the Board will take no action at this time.

**ACTION:** Patrick Grace to notify Brian Bailey that the Board has reviewed his concerns in regards to Idaho Code Chapter 44 “Labor” Title 10 “Public Works” and will take no action at this time.

◆ **Deputy Administrator Report**

PWCL Staff – Upon introducing the PWCL staff, Steve Keys explained the many staff changes that have taken place within the PWCL program since the October 4, 2010 PWCL Board meeting.

Training – To enhance the strengths, as well as maximize the performance of the PWCL office staff and field outreach personnel, training will be provided in the following areas: interpretation and application of the financial requirements for licensure and interpretation of experience requirements.

Exams – Exams are currently administered through Gainesville Independent Testing Services (GITS) out of Florida. The Division has received many complaints. The most common is test information not provided in the study guides and questions pertain to Florida laws rather than Idaho laws. There has been discussion of putting in place an interim exam until the DBS staff can go through the full exam development process and create an exam that would be administered internally.

TRAKiT – It is under consideration to expand the use of the Division’s TRAKiT software to facilitate the handling of investigations.

Licensure – There are numerous open cases, to include several related to the recent BSU housing project bids, under investigation. The Division is working with the non-licensed, out-of-state subcontractors/contractors to resolve the cases administratively, through an assessment process rather than a formal hearing process.

Several remote school districts in Idaho recently had disastrous events and used contractors that specialize in disaster clean-up. The question arose as to whether the job would be considered “clean-up” or “actual” construction, and who/what would be required for licensure, if any.

Torry McAlvain explained that the Idaho Transportation Department (ITD) has a protocol which allows a non-licensed individual and/or company to remove/clean-up debris from a building succumbed by a catastrophe. However, once the actual construction commences, individuals and/or companies must be licensed.

Outreach – The Division continues to discuss the implementation of a division-wide compliance program and whether it is best to maintain a separate dedicated staff/program or move to an integrated effort with a larger statewide presence, leveraging the experience and training of all personnel.

At the present time, the PWCL Outreach team has by far made the most effective outreach and compliance efforts within the Division.

Quarterly PWCL Report – A handout was distributed to the Board. The licensure program has been relatively stable for the 2010 calendar year. Applications for the last quarter, October

through December 2010, are as follows: Original licenses down approximately 20%, upgrades down about 30%, and down-grades up nearly 60%. With the continuation of the down-turn of the economy, the Division forecasts a negative effect on the PWCL revenue in the near future.

In 2010, the Division collected over \$42,000.00 in assessments. As of fiscal year 2011, through December 31, 2010, approximately \$19,000.00 assessments have been collected.

◆ **Administrator Report**

Website – A new website has been developed for the Division. It provides clearer links to the services the Division provides online. Janice Foster provided a brief overview of its functions.

CAS – In October 2010, the software was upgraded and training was provided by the vendor. With the new capabilities available, it is not nearly as labor intensive. Approximately 55% of permits are currently being purchased online. The majority of the balance is faxed in.

Customer Resource Team (CRT) – In April 2008, the CRT team had 25 full-time and two temporary full-time employees. As of today, there are 15.5 employees, for a reduction of 40%. Staff has been cross-trained over the last six months and can now efficiently provide the following services: telephones, inspector support, licensing, and permitting.

Electronic Telephone System – The Division has upgraded its telephone system to an automatic call distribution center. The three Division offices are connected to this system and are able to work amongst themselves.

Compliance – The efforts in the compliance area of Public Works has set a mark within the agency. Terry Blessing, Rod Samuelson, and Heather Carr have done an outstanding job and have the capability to give the agency something to look at in terms of how to address the compliance issue. The Division will use the model established within Public Works as the format by which to address the issue.

Stimulus Money – The Office of Energy Resources (OER) continues to receive substantial amounts of money for Idaho on energy projects. The Division's HVAC Program Manager has been given additional responsibilities in which to seek areas where the Division can be involved in securing stimulus package grants from OER. Currently, the Division has one major program that records and retains information in regard to energy programs throughout Idaho. Training has been, and continues to be provided to the DBS staff and industry.

Budget – Kelly Pearce explained the two budgets the Division operates within. Upon comparison of the FY 2010 appropriation to the estimated expenditure, there is a decrease of 21.7%.

Personnel – Until the economy turns around, the Division will continue to reduce costs and personnel.

AREVA – It is projected the AREVA project will commence construction in the spring of 2012. There will be approximately 1,500 workers on the construction project. Upon completion, 120 to 150 employees, primarily security guards and technicians, will operate the plant.

Fertilizer Plant – The Chinese have expressed interest in financing the construction activity of the fertilizer plant in American Falls, Idaho. This plant will ultimately produce 150 train carloads of fertilizer per week.

City of Ketchum Contract – With the anticipation of substantial growth in Ketchum, the Division has contracted to provide building support services to the city of Ketchum.

Indian Reservations – On a per-cost basis, the Division reviews the plans and inspects many of the Coeur d’Alene Tribe projects. There is discussion with other tribes to provide the same services to them. The DBS has no jurisdiction on the reservations; therefore, upon completion of services, the results are presented to the tribal building authorities for its enforcement.

Financial Report – Kirk Weiskircher reviewed, the Public Works Contractors Licensing Fund Fiscal Year 2011 Financial Statement as of November 30, 2010.

Building Rental – The Department of Labor will rent 47% of the space in the Division’s Meridian office. Kelly Pearce provided a brief description of the changes within the building.

State of the State Address – Governor Otter will present his annual State of the State Address today, January 10, 2011, at 1:00 p.m. It will be televised on KTVB Channel 7 and Public Television Channel 4.

◆ **New/Old Business**

There was no new/old business to discuss.

◆ **Executive Session**

An Executive Session was not required.

**MOTION:** Lisa Hatch made a motion to adjourn the meeting. John Sheldon seconded. All in favor, motion carried. The meeting adjourned at 10:58 a.m.

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TORRY MCALVAIN, CHAIRMAN  
PUBLIC WORKS CONTRACTORS  
LICENSE BOARD

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C. KELLY PEARCE, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE

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DATE

\* These DRAFT minutes are subject to possible correction and final approval by the Public Works Contractors License Board. 03/15/11rb

# PUBLIC WORKS CONTRACTORS LICENSE BOARD

## Agenda Item No. 03

## Election of Officers

**OBJECTIVE:** To appoint active board members to the positions of chairman and vice chairman.

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**ACTION:** To vote for a chairman and vice chairman to oversee the Board.

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**BACKGROUND:**

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**PROCEDURAL HISTORY:** In accordance to Idaho Code § 54-1908, the Board shall elect officers at the April meeting of each year

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**ATTACHMENTS:** No documentation

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# PUBLIC WORKS CONTRACTORS LICENSE BOARD

## Agenda Item No. 04

## Board Compensation

**OBJECTIVE:** To amend the statute that provides compensation to members of the Public Works Contractors License Board.

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**ACTION:** Informational

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**BACKGROUND:** As stated in I.C. § 59-509(h), members currently receive a \$50.00 salary for each day they perform board duties; and accordingly, are required to participate in the state's retirement plan, PERSI. It has been discovered that participation in PERSI may have adverse tax consequences to board members. A different paragraph, I.C. § 59-409(n), permits state board members to be paid an honorarium instead of a salary and such compensation does not require participation in PERSI. Several DBS boards utilize this provision and receive the honorarium compensation.

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## **PROCEDURAL HISTORY:**

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**ATTACHMENTS:** Draft Amendment of I.C. § 54-1908

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**TITLE 54**  
**PROFESSIONS, VOCATIONS, AND BUSINESSES**  
**CHAPTER 19**  
**PUBLIC WORKS CONTRACTORS**

**54-1908.MEETINGS -- QUORUM.** The board shall hold not less than four (4) regular meetings each year, on a day not later than the fifteenth day of the month in each of the months of January, April, July and October, for the purpose of transacting such business as may properly come before it. At the April meeting of each year the board shall elect officers. Special or regular monthly meetings of the board may be held at such times as the board may provide in the rules. Four (4) members of the board shall constitute a quorum. Two (2) members of the board may call a special meeting at any time. Due notice of each meeting of the board and the time and place thereof shall be given each member in the manner prescribed in the rules. Each member of the board shall be compensated as provided by section 59-509(hn), Idaho Code, and paid from the public works contractors license board account.

# PUBLIC WORKS CONTRACTORS LICENSE BOARD

## Agenda Item No. 05

## Board Term Limits

**OBJECTIVE:** To consider amending the statute that provides term limits to members of the Public Works Contractors License Board.

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**ACTION:** Informational

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**BACKGROUND:** As stated in I.C. § 54-1903, the Governor shall appoint a member to said board for a term of three (3) years, and no member shall be appointed to more than two (2) consecutive terms.

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### **PROCEDURAL HISTORY:**

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- ATTACHMENTS:**
1. Copy of Idaho Code § 54-1905 “Public works contractors license board created--Qualifications of appointees--Term--Removals”; and
  2. Terms of current board members
- 



TITLE 54  
PROFESSIONS, VOCATIONS, AND BUSINESSES  
CHAPTER 19  
PUBLIC WORKS CONTRACTORS

**54-1905.PUBLIC WORKS CONTRACTORS LICENSE BOARD CREATED -- QUALIFICATIONS OF APPOINTEES -- TERM -- REMOVALS.** There is hereby created and made part of the division of building safety in the department of self-governing agencies a public works contractors license board. It shall be the responsibility and duty of the administrator of the division of building safety to administer and enforce the provisions of this chapter, and to serve as secretary to the board. The board shall be composed of seven (7) members, who shall be appointed by the governor. One (1) member of the board shall be a person whose primary business is that of a "heavy construction" contractor, one (1) member shall be a person whose primary business is that of a "highway construction" contractor, one (1) member shall be a person whose primary business is that of a "building construction" contractor, one (1) member shall be a person whose primary business is that of a "specialty construction" contractor, as such construction terms are defined in this chapter, one (1) member shall be a subcontractor with a license no higher than a class "A", one (1) member shall be a "construction manager," and one (1) member shall be a registered professional engineer. All contractor members of the board shall be contractors holding a current unrevoked license at the time of their appointment, actively engaged in the contracting business and have been so engaged for a period of not less than five (5) years preceding the date of their appointment, and who shall so continue in the contracting business during their term of office. Each member of the board next preceding his appointment shall have been a citizen and resident of the state of Idaho for at least five (5) years. **The governor shall appoint a member to said board for a term of three (3) years, and no member shall be appointed to more than two (2) consecutive terms. Each member shall hold office after the expiration of their own term until their successor has been duly appointed and qualified.** Vacancies on the board for any cause shall be filled by appointment by the governor for the balance of the unexpired term. The governor may remove any member of the board for misconduct, incompetence or neglect of duty. Each member of the board shall receive a certificate of appointment from the governor, and before entering upon the discharge of their duties, shall file with the secretary of state the constitutional oath of office.

## PUBLIC WORKS CONTRACTORS LICENSE BOARD

(Idaho Code 54-1907)

Member	Company/Representative	Original Appointment	Term Expires
Torry McAlvain <b>Chairman</b>	McAlvain Construction, Inc. Building Construction Representative	8/9/2006	1/1/2012 2 <sup>nd</sup> term
John Sheldon <b>Vice Chairman</b>	URS Washington Division Construction Manager	8/1/2007	1/1/2013 2 <sup>nd</sup> term
Ken Worst	RC Worst & Company, Inc. Heavy Equipment Representative	8/9/2006	1/1/2012 2 <sup>nd</sup> term
Steffani Lippert	Lippert Heavy Equipment, Inc. Highway Representative	8/9/2006	1/1/2012 2 <sup>nd</sup> term
Jerry A. Peterson	Engineer	7/26/2007	1/1/2013 2 <sup>nd</sup> term
Lisa Hatch	Construction Services Corporation Specialty Contractor	11/25/2008	1/1/2011 1 <sup>st</sup> term
Vacant	Specialty Sub-Contractor		1/1/2011 1 <sup>st</sup> term
03/07/2011r			

# PUBLIC WORKS CONTRACTORS LICENSE BOARD

## Agenda Item No. 06

## Deputy Administrator Report

**OBJECTIVE:** To inform the Board on the recent activities of the PWCL Program.

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**ACTION:** Informational

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**BACKGROUND:** This topic is addressed at all regularly scheduled PWCL Board meetings.

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**PROCEDURAL HISTORY:**

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**ATTACHMENTS:** No documentation

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# **PUBLIC WORKS CONTRACTORS LICENSE BOARD**

**Agenda Item No. 07a**

**Financial Report**

**OBJECTIVE:** To review the Financial Report for the PWCL Fund.

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**ACTION:** Informational

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**BACKGROUND:** This topic is addressed at all regularly scheduled PWCL Board meetings.

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** PWCL Board Financial Report

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**Division of Building Safety**  
**PUBLIC WORKS CONTRACTORS LICENSING FUND**  
 Fiscal Year 2011 Financial Statements  
 As of 2/28/2011

Statement of Revenues and Expenditures

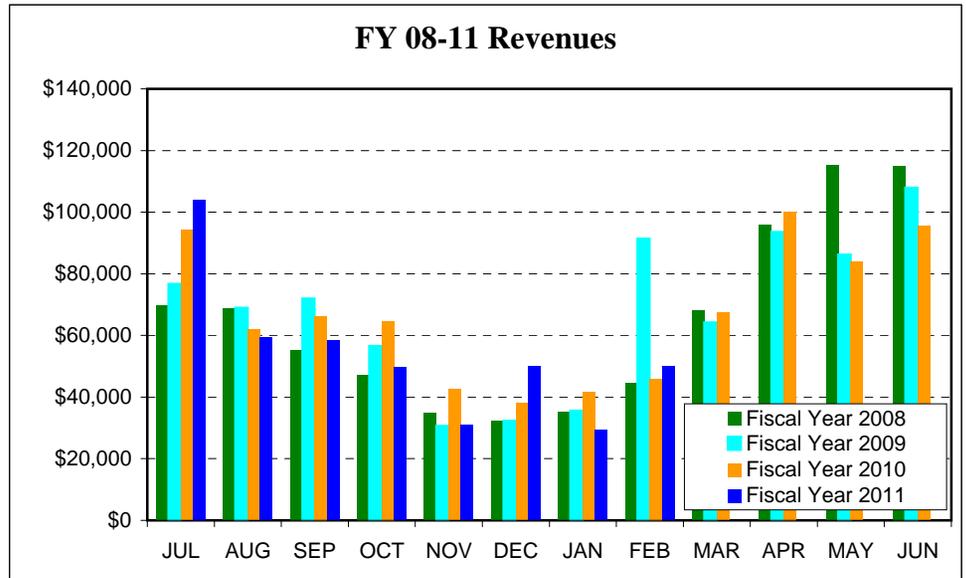
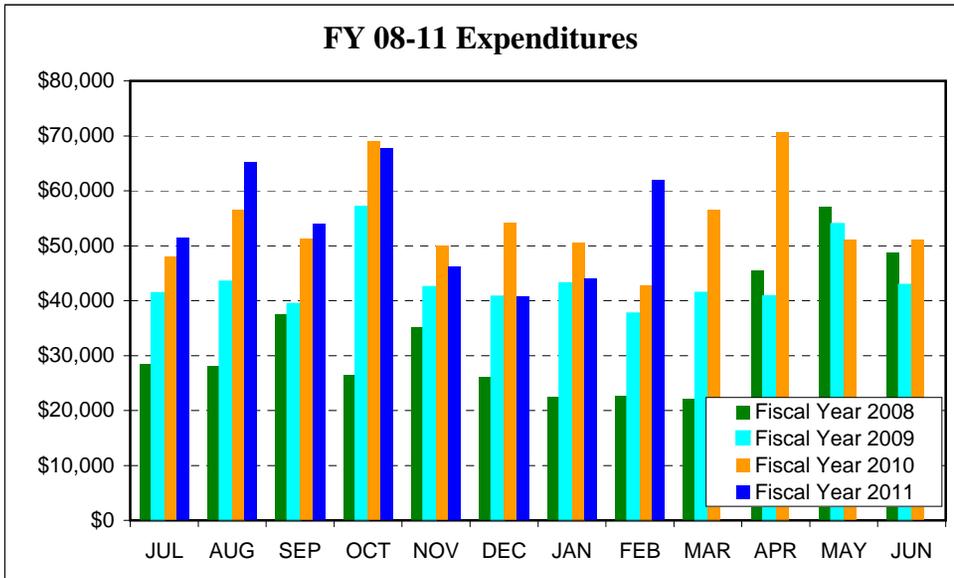
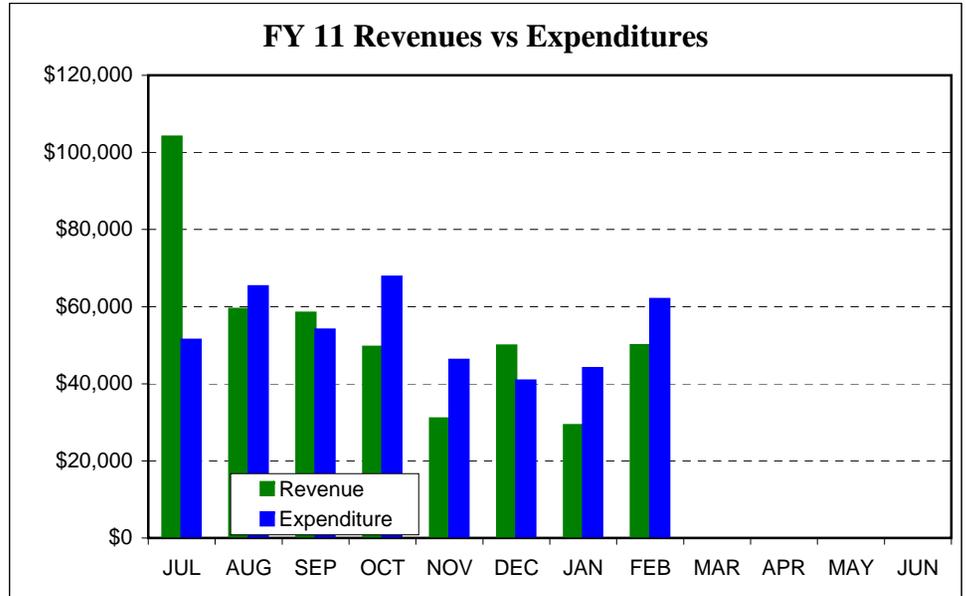
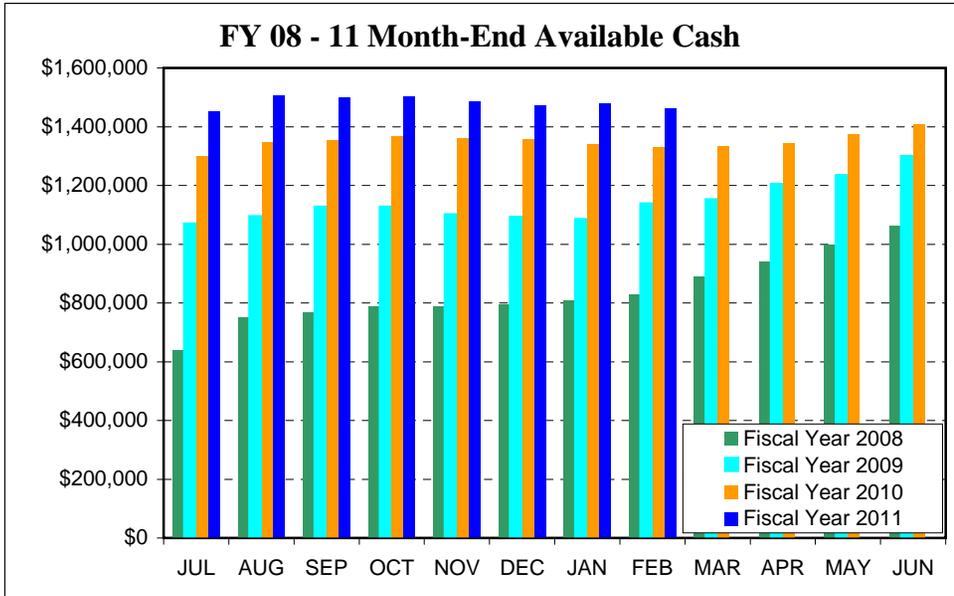
Class	Budget	Fiscal Year To Date	YTD as a % of Budget *	Remaining Budet	Projected for Remainder of Projected Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	650,000	431,469	66.4%	218,531	290,000	721,469	111.0%
Expenditures							
Personnel:	550,000	328,838	59.8%	221,162	155,800	484,638	88.1%
Operating:	100,000	95,022	95.0%	4,978	32,000	127,022	127.0%
Capital:	15,000	7,433	49.6%	7,567	12,000	19,433	129.6%
Total Expenditures	665,000	431,293	64.9%	233,707	199,800	631,093	94.9%
Net for FY 2011	(15,000)	177			90,200	90,377	

Statement of Cash Balance

Beginning Cash Available	Revenues	Expenditures and Encumbrances	Other Changes in Cash	Available Cash	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
1,450,188	431,469	(431,293)	561	1,450,926	90,200	1,541,126

\* Percent of Fiscal Year Completed      50.0%  
 Percent of Pay Periods Completed      50.0%

# PUBLIC WORKS CONTRACTORS LICENSING FUND



FY 2011 REVENUE / EXPENSES

PUBLIC WORKS CONTRACTORS LICENSING BOARD

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
<b>Revenues</b>												
REGULATORY LICENSES	98,800.00	57,787.49	56,700.00	46,800.00	29,633.36	43,300.00	27,750.00	49,550.00	-	-	-	410,320.85
ASSESSMENTS	5,700.33	1,105.66	1,700.00	2,775.33	1,350.99	6,595.33	1,450.33	450.33	-	-	-	21,128.30
OTHER	(450.00)	470.00	-	-	-	-	-	-	-	-	-	20.00
<b>TOTAL REVENUE</b>	<b>104,050.33</b>	<b>59,363.15</b>	<b>58,400.00</b>	<b>49,575.33</b>	<b>30,984.35</b>	<b>49,895.33</b>	<b>29,200.33</b>	<b>50,000.33</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>431,469.15</b>
<b>Expenditures</b>												
<b>Personnel</b>												
GROSS SALARY & WAGES	30,405.14	32,374.02	31,407.12	44,765.52	28,747.80	28,779.46	23,352.27	23,415.91	-	-	-	243,247.24
EMPLOYEE BENEFITS	12,512.75	13,651.97	12,958.29	15,456.82	5,972.29	5,401.08	9,819.62	9,817.53	-	-	-	85,590.35
<b>TOTAL PERSONNEL COSTS</b>	<b>42,917.89</b>	<b>46,025.99</b>	<b>44,365.41</b>	<b>60,222.34</b>	<b>34,720.09</b>	<b>34,180.54</b>	<b>33,171.89</b>	<b>33,233.44</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>328,837.59</b>
<b>Operating</b>												
COMMUNICATION SERVICES	1,274.39	1,260.09	1,139.14	895.82	1,033.78	980.94	694.62	969.52	-	-	-	8,248.30
EMPLOYEE DEVELOPMENT	109.90	139.80	60.00	2.00	1,765.98	0.37	443.64	510.25	-	-	-	3,031.94
GENERAL SERVICES	146.53	328.42	195.22	272.69	171.39	213.13	219.18	972.93	-	-	-	2,519.49
PROFESSIONAL SERVICES	18.50	685.00	-	-	-	-	-	-	-	-	-	703.50
REPAIR & MAINT SERVICES	436.44	535.29	135.46	1,416.44	119.37	515.16	2,283.81	16,318.17	-	-	-	21,760.14
ADMINSTRATIVE SERVICES	-	59.25	128.75	48.75	-	-	112.27	-	-	-	-	349.02
COMPUTER SERVICES	42.29	328.70	561.06	338.23	1,783.40	296.33	681.30	1,248.94	-	-	-	5,280.25
EMPLOYEE TRAVEL COSTS	1,194.74	1,011.16	1,191.95	789.54	1,380.21	551.34	757.11	752.00	-	-	-	7,628.05
ADMINISTRATIVE SUPPLIES	479.17	798.28	657.55	121.07	339.33	162.98	590.76	(83.30)	-	-	-	3,065.84
FUEL & LUBRICANTS	501.33	712.72	688.51	798.54	627.06	558.02	436.65	483.63	-	-	-	4,806.46
COMPUTER SUPPLIES	141.01	855.59	744.95	202.21	93.27	53.71	812.11	(25.19)	-	-	-	2,877.66
REPAIR & MAINT SUPPLIES	-	-	-	-	3.50	-	-	28.72	-	-	-	32.22
SPECIFIC USE SUPPLIES	48.29	-	60.00	-	56.86	15.02	-	-	-	-	-	180.17
INSURANCE	-	-	324.03	-	-	-	-	-	-	-	-	324.03
RENTALS & OPER LEASES	3,185.10	2,164.09	2,509.00	2,541.74	2,693.00	2,525.02	3,503.47	2,386.94	-	-	-	21,508.36
<b>MISC EXPENDITURES</b>												
CREDIT CARD FEES	479.09	503.98	479.13	-	948.16	365.99	285.36	285.38	-	-	-	3,347.09
GOVERNMENTAL OVERHEAD	-	-	-	-	-	-	-	-	-	-	-	-
PAYMENTS TO OTHER STATE AGENCIES	-	9,094.75	-	-	-	-	-	-	-	-	-	9,094.75
ADMIN RULE EXPENSE	153.75	-	-	36.25	-	75.00	-	-	-	-	-	265.00
OTHER	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>8,210.53</b>	<b>18,477.12</b>	<b>8,874.75</b>	<b>7,463.28</b>	<b>11,015.31</b>	<b>6,313.01</b>	<b>10,820.28</b>	<b>23,847.99</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>95,022.27</b>
<b>Capital Outlay</b>												
COMPUTER EQUIPMENT	-	242.92	785.90	-	-	341.54	-	-	-	-	-	1,370.36
NON/MOTORIZED EQUIP	270.00	-	-	-	-	-	-	4,844.45	-	-	-	5,114.45
SPECIFIC USE SUPPLIES	-	488.28	-	-	459.66	-	-	-	-	-	-	947.94
<b>TOTAL CAPITAL OUTLAY</b>	<b>270.00</b>	<b>731.20</b>	<b>785.90</b>	<b>-</b>	<b>459.66</b>	<b>341.54</b>	<b>-</b>	<b>4,844.45</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,432.75</b>
<b>TOTAL FY 2010 EXPENDITURES</b>	<b>51,398.42</b>	<b>65,234.31</b>	<b>54,026.06</b>	<b>67,685.62</b>	<b>46,195.06</b>	<b>40,835.09</b>	<b>43,992.17</b>	<b>61,925.88</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>431,292.61</b>

**REVENUE / EXPENSES**  
**For the 2 Months Ended August 31, 2010**  
**PUBLIC WORKS CONTRACTORS LICENSING BOARD**

FY 2007

FY 2008

FY 2009

FY 2010

<b>Revenues</b>					
	REGULATORY LICENSES	379,648.14	416,748.60	417,337.47	410,320.85
	ASSESSMENTS	7,593.00	46,872.00	36,890.00	21,128.30
	OTHER	387.89	27.50	777.31	20.00
<b>TOTAL REVENUE</b>		<b>387,629.03</b>	<b>463,648.10</b>	<b>455,004.78</b>	<b>431,469.15</b>
<b>Expenditures</b>					
<u>Personnel</u>					
	GROSS SALARY & WAGES	132,384.82	219,919.66	249,292.98	243,247.24
	EMPLOYEE BENEFITS	45,917.58	84,620.52	98,811.57	85,590.35
<b>TOTAL PERSONNEL COSTS</b>		<b>178,302.40</b>	<b>304,540.18</b>	<b>348,104.55</b>	<b>328,837.59</b>
<u>Operating</u>					
	COMMUNICATION SERVICES	5,670.56	7,982.91	10,618.57	8,248.30
	EMPLOYEE DEVELOPMENT	3,206.32	819.14	808.26	3,031.94
	GENERAL SERVICES	2,606.68	5,442.47	768.39	2,519.49
	PROFESSIONAL SERVICES	4,165.00	411.00	-	253.12
	REPAIR & MAINT SERVICES	2,705.19	1,636.07	6,255.53	21,760.14
	ADMINSTRATIVE SERVICES	118.75	74.87	224.08	349.02
	COMPUTER SERVICES	14,294.88	3,458.27	632.99	5,280.25
	EMPLOYEE TRAVEL COSTS	3,164.54	3,969.04	2,532.17	7,628.05
	ADMINISTRATIVE SUPPLIES	2,791.29	1,703.60	2,011.27	3,065.84
	FUEL & LUBRICANTS	372.94	3,427.96	3,637.75	4,806.46
	COMPUTER SUPPLIES	2,876.59	517.31	2,539.50	2,877.66
	REPAIR & MAINT SUPPLIES	17.32	10.24	128.90	32.22
	SPECIFIC USE SUPPLIES	205.28	-	108.79	180.17
	INSURANCE	694.61	815.06	846.36	324.03
	RENTALS & OPER LEASES	759.53	1,696.79	18,882.92	21,508.36
	MISC EXPENDITURES	4,914.71	7,174.08	23,096.69	10,231.57
<b>TOTAL OPERATING COSTS</b>		<b>48,564.19</b>	<b>39,138.81</b>	<b>73,092.17</b>	<b>92,096.62</b>
<u>Capital Outlay</u>					
	COMPUTERS & EQUIPMENT	-	1,435.89	878.39	1,001.20
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>3,315.48</b>	<b>878.39</b>	<b>1,001.20</b>
<b>TOTAL FY EXPENDITURES</b>		<b>226,866.59</b>	<b>346,994.47</b>	<b>422,075.11</b>	<b>421,935.41</b>

# PUBLIC WORKS CONTRACTORS LICENSE BOARD

**Agenda Item No. 07b**

**Administrator Report**

**OBJECTIVE:** To provide the Board with an overview of the Division's current activities.

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**ACTION:** Informational

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**BACKGROUND:** This topic is addressed at all regularly scheduled PWCL Board meetings.

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**PROCEDURAL HISTORY:**

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**ATTACHMENTS:** No documentation

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