

**NON-DEPARTMENTAL – BEAVERTON BUILDING OPERATIONS**

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

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> NON-DEPARTMENTAL
<b>PROGRAM:</b> 0007 BEAVERTON BUILDING MANAGEMENT	<b>PROGRAM MANAGERS:</b> PAT VANOSDEL & DAVE WAFFLE

**Program Goal:**

To operate a successful and welcoming building for citizens, tenants and the public. To preserve the citizens' investment in Beaverton City Hall (a.k.a. The Beaverton Building) by maintaining maximum building service life through providing clean, safe, and environmentally-efficient facilities for employees and the public.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$1,445,885	\$1,535,224	\$1,807,920	\$1,368,949	\$0
CAPITAL OUTLAY	0	61,662	433,337	80,000	0
DEBT SERVICE					
TRANSFERS					
CONTINGENCY					
<b>TOTAL</b>	<b>\$1,445,885</b>	<b>\$1,596,886</b>	<b>\$2,241,257</b>	<b>\$1,448,949</b>	<b>\$0</b>

**Program Objective:**

Operate the building efficiently for city staff and tenants. Provide a welcoming environment for visitors. The Property and Facilities Division manages the facility, including the tenant spaces on the 2<sup>nd</sup> and 3<sup>rd</sup> floor and serves as Property Manager for their maintenance and repair needs.

Support various activities held in the Plazas at The Round and work closely with neighboring occupants of The Round, including the parking garage and Watson Building owner – Scanlan Kemper Bard (SKB), as well as Tri-Met and the condominium association as necessary.

**Progress on FY 2017-18 Action Plan:**

- Continued the retirement of debt associated with relocation of services to the new building and associated remodeling. Debt service is now reflected in Fund 202 – Special Revenue Debt. These bonds mature in 2021.
- The operation of Beaverton Round Executive Suites continues with high occupancy levels in a competitive environment.
- The Central Desk staff provides a welcoming environment for customers and visitors.
- Remodeled of the 2<sup>nd</sup> floor area to move the Finance Department, then reassigned other personnel into the vacated space
- Improved the exterior of the building to a Class A standard by sealing the concrete panels and removing water and mineral staining on windows
- Continue to maintain a high quality office environment for private tenants of the second and third floors.
- Develop appropriate workload measurements for City Hall usage

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**FY 2018-19 Action Plan:**

Performance Measures:*	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Occupancy Level (% sq. ft. – 2 <sup>nd</sup> Floor) on Jan. 1	100%	85%	100%	
Occupancy Level (actual s.f. – 2 <sup>nd</sup> Floor Tenants) on Jan. 1	17,648	13,480	13,480 <sup>1</sup>	
Occupancy Level (Executive Suites 3 <sup>rd</sup> Floor) on Jan. 1	95%	95%	95%	95%
Lease Income	\$1,015,413	\$899,806	\$950,911 / \$ 887,553	\$915,178

<sup>1</sup> Reduction due to tenant space shrinkage now devoted to Finance Department

\*Also see the Building Maintenance Services Program in the Mayor’s Office for performance measures related to the Beaverton Building.

**Trends, Services and Issues:**

As various programs expand, accommodation of new staff will be challenging. The Mayor’s Office is expanding due to filling positions to manage development of the Beaverton Center for the Arts, as well as the potential new apartment inspection program which will require staffing. This reduces the amount of private sector leases and therefore the rental income from those sources reflects that trend.

Use of the building continues to mature. Customers and visitors are genuinely impressed with the quality office environment that was created.

Operation of the Beaverton Round Executive Suites (E-Suites) is a very successful activity even in the face of a new competitor locating nearby. This service for small businesses serves the community well as part of the city’s economic development package and should continue for many years to come.

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 13 NON-DEPARTMENTAL  
 PROGRAM: 0007 BEAVERTON BUILDING OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

317	COMPUTER EQUIPMENT				369		351						
	184												
351	UTILITIES EXPENSE												
	639,845		659,220		691,670		560,000	500,000		500,000			
381	BUILDING EXPENSE												
	41,574		33,008		34,631		34,631	35,000		35,000			
384	BUILDING MAINTENANCE PROJECTS												
	131,054		88,713		400,000		392,000	230,750		155,750			
385	PARKING GARAGE EXPENSE												
	10,866		132,052		38,400		36,732	36,732		36,732			
388	PROPERTY INSURANCE												
	13,503		14,619		15,000		15,000	15,000		15,000			
480	PROPERTY TAX EXPENSE												
	15,531		20,084		22,000		22,075	23,000		23,000			
510	3RD FLOOR E-SUITES EXPENSE												
	223,182		216,512		225,000		208,000	220,000		220,000			
511	PROFESSIONAL SERVICES												
	353,510		359,516		363,400		365,587	367,217		367,217			

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OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
  
- 351 UTILITIES EXPENSE  
 HEATING, COOLING AND OTHER UTILITIES TO USE THE BUILDING:  
 CENTRAL PLANT HEATING AND COOLING SERVICES  
 ELECTRICITY  
 CITY WATER SEWER AND STORM  
 SOLID WASTE AND RECYCLING  
 PHONE CHARGES
  
- 381 BUILDING EXPENSE  
 PLUMBING AND ELECTRICAL SERVICES  
 ROOF MAINTENANCE, INSPECTION AND CLEANING  
 GENERAL BUILDING REPAIRS; PARTS (LAMPS, FILTERS, ETC.)  
 JANITORIAL SUPPLIES  
 ELECTRICAL AND PLUMBING SUPPLIES  
 PAINT SUPPLIES  
 LOCKS AND KEYS  
 SIGNAGE AND ID BADGE REPLACEMENTS  
 SEE RELATED REVENUE AT #001-03-0000-752  
 SEVERAL TASKS WERE MOVED TO RELATED ACCTS FOR CONSISTENCY WITH OTHER FACILITY BUDGETS  
 FY2015-16 REFLECTS INCREASE DUE TO UNFORESEEN REPAIRS AND MAINTENANCE
  
- 384 BUILDING MAINTENANCE PROJECTS  
 REPLACE ROOF (FIBERGLASS STARTING TO SHOW THROUGH; ESTIMATED AMOUNT WAITING FOR BID) \$125,000  
 POTENTIAL UPGRADE TO EVOKO ROOM MANGEMENT SYSTEM \$17,000  
 EXTERIOR BUILDING CAULKING \$5,000  
 ADD GLASS MARKER BOARDS TO MANY CONFERENCE ROOMS \$3,900  
 PAINT AND ADD CHAIR RAIL TO UMPQUA RIVER ROOM \$2,400  
 REPAINT WALLS AROUND ELEVATORS PLUS NEW CARPET IN ELEVATORS \$2,450  
 FY 2017-18 APPROPRIATIONS REFLECT \$338,400 IN EXTERIOR BUILDING CLEANING, WATER SPOT  
 REMOVAL AND SEALING
  
- 385 PARKING GARAGE EXPENSE  
 COMMON AREA MAINTENANCE CHARGES FOR PARKING GARAGE APPROX \$3,200/MONTH  
 FY2016-17 REFLECTS INCREASE DUE TO RECONCILIATION OF EXPENSES SINCE 2014  
 CY 2014 RECONCILIATION \$36,332  
 CY 2015 RECONCILIATION \$41,780  
 CY 2016 RECONCILIATION \$30,523
  
- 388 PROPERTY INSURANCE  
 GENERAL LIABILITY INSURANCE FOR BUILDING.
  
- 480 PROPERTY TAX EXPENSE  
 TAXES ON COMMERCIAL PORTION OF CLASS A OFFICE SPACE  
 FY2016-17 REFLECTS INCREASE DUE TO TAX ASSESSMENT UPDATE
  
- 510 3RD FLOOR E-SUITES EXPENSE  
 OPERATING EXPENSES OF THE BEAVERTON E-SUITES - 3RD FLOOR:  
 E-SUITES MANAGEMENT AND OPERATIONS SERVICES  
 E-SUITES OPERATING EXPENSES (JANITORIAL, TELEPHONE, INTERNET, COPIER, CREDIT CARD  
 PROCESSING FEES, CARPET CLEANING, INTERIOR MAINTENANCE)  
 EXISTING CONTRACT EXPIRES OCTOBER 2018 AND REQUIRES A NEW BID  
 SEE RELATED REVENUE AT #001-03-0000-751
  
- 511 PROFESSIONAL SERVICES  
 BUILDING SECURITY \$66,000  
 ROUND MASTER ASSOC COMMON AREA MAINTENANCE \$1000.64/MO \$12,100  
 CONSTRUCTION MANGEMENT SERVICES ON TENANT IMPROVEMENTS \$5,000  
 JANITORIAL SERVICES \$230,617  
 CENTRAL DESK SERVICES PROVIDED BY E-SUITES \$50,000  
 HOLIDAY DECOR SERVICES \$3,500  
 FY2017-18 INCREASE DUE TO ADDITIONAL SECURITY GUARD HOURS

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	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

536	MAINTENANCE CONTRACTS												
	16,636		11,500		17,450		17,450	16,250		16,250			

TOTAL CLASS: 10 MATERIALS & SERVICES													
	1,445,885		1,535,224		1,807,920		1,651,826	1,443,949		1,368,949			

CLASS: 15 CAPITAL OUTLAY													
605	BUILDINGS AND BUILDING IMPROVE												
			61,662		433,337		485,000			80,000			

TOTAL CLASS: 15 CAPITAL OUTLAY													
			61,662		433,337		485,000			80,000			

TOTAL PROGRAM: 0007 BEAVERTON BUILDING OPERATIONS													
	1,445,885		1,596,886		2,241,257		2,136,826	1,443,949		1,448,949			

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OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

536 MAINTENANCE CONTRACTS  
PLANT CARE \$200  
ELEVATOR CONTRACT, MAINT & PERMITS \$6,730  
ALARM & SPRINKLER SYSTEMS MONITORING & TESTING \$2,155  
PANIC BUTTON MONITORING \$240  
WINDOW WASHING \$5,700  
RESTROOM AIR FRESHENER SERVICE \$1,225

605 BUILDINGS AND BUILDING IMPROVE  
FY 2018-19 - PLACE HOLDER TO ACCOMODATE CDD EXPANSION ON 4TH FLOOR AND MOVING BCA AND  
ARTS PROGRAM STAFF TO 2ND FLOOR (AREA WHERE BUILDING INSPECTORS ARE CURRENTLY LOCATED \$80,000  
FY 2017-18 INCREASE DUE TO COST FOR CABLING AND INSTALLATION HIGHER THAN EXPECTED  
FY 2017-18 REFLECTS 2ND FLOOR REMODEL FOR CITY FINANCE DEPARTMENT  
MOVE, INCLUDING CONSTRUCTION, ARCHITECTURAL, FURNISHINGS