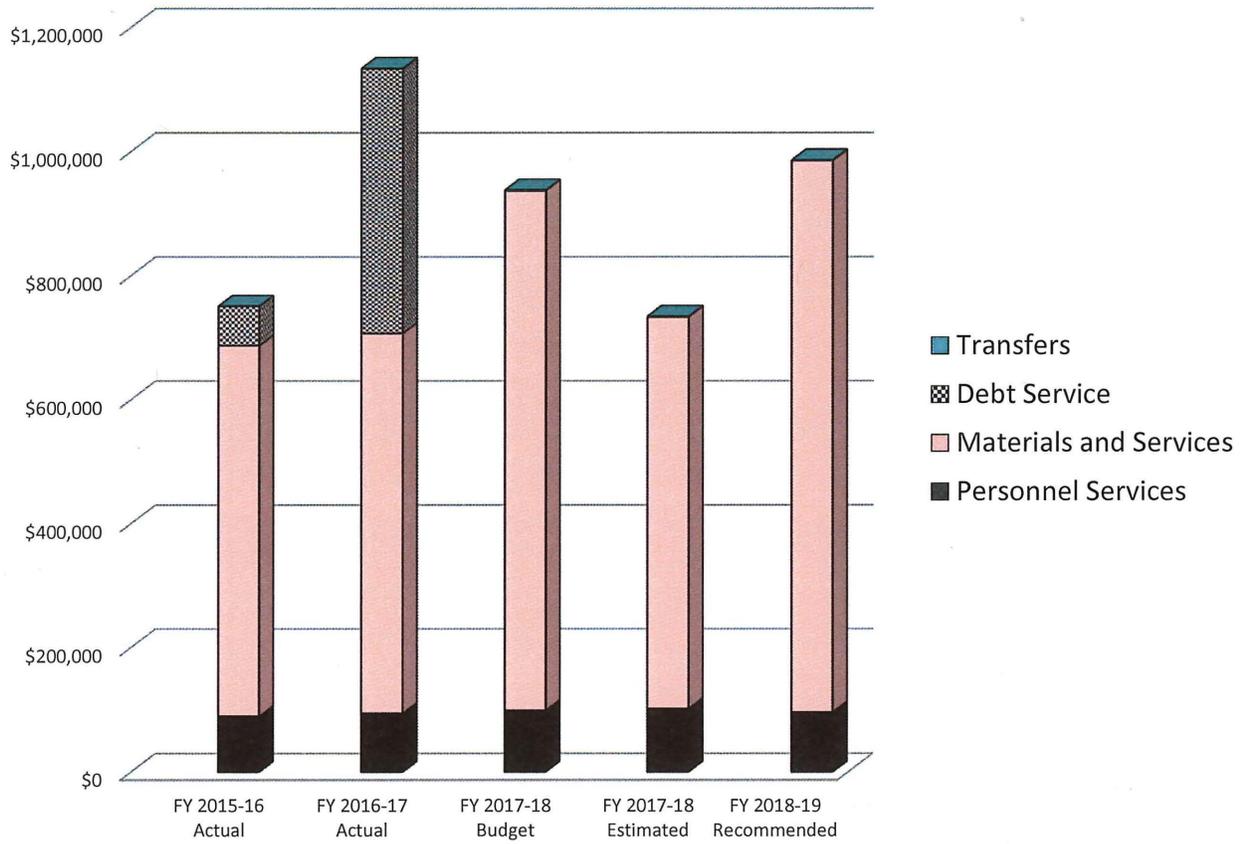




# COMMUNITY DEVELOPMENT BLOCK GRANT

## RECOMMENDED FY 18-19



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19**

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

Fund:	<b>Community Development Block Grant</b>					% Change
CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	Budgeted Vs. Recommended
Personnel Services	\$89,352	\$94,055	\$98,631	\$101,413	\$95,915	-2.75%
Materials and Services	597,447	612,542	837,939	631,411	888,960	6.09%
Debt Service	63,166	426,075	-	-	-	#DIV/0!
Transfers	568	812	826	826	832	0.73%
<b>SUB-TOTAL</b>	<b>\$750,533</b>	<b>\$1,133,484</b>	<b>\$937,396</b>	<b>\$733,650</b>	<b>\$985,707</b>	
Contingency - Reserve			0		0	
<b>TOTAL</b>	<b>\$750,533</b>	<b>\$1,133,484</b>	<b>\$937,396</b>	<b>\$733,650</b>	<b>\$985,707</b>	
FTE's	<u>1.00</u>	<u>1.15</u>	<u>1.15</u>		<u>1.00</u>	

**Explanation of item(s) that are significant (10% and greater than \$10,000):**

**Personnel Services:**

FY 2018-19 reflects transferring a .15 FTE Development Project Manager position from the Community Development Block Grant Fund to the General Fund. The Recommended Budget also includes step increases, COLA increases for SEIU, and Management as well as a 2.23% increase in retirement reserves contributions (PERS), medical insurance cost increases of 7.5% for the Kaiser Plan, and an 11% increase in MODA plans.

**Materials and services:**

No significant change.

**Debt Service**

No significant change.

**Transfers:**

No significant change.

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

<b>FUND:</b> 106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

**Program Goal:**

The City has received an annual CDBG entitlement from Housing and Urban Development, HUD, since 1994. The entitlement requires five year objectives be outlined in a document known as the Consolidated Plan (Con Plan). The Con Plan is based upon input from Beaverton residents, stakeholders, and staff as well as needs data collected using traditional sources like the census. While the Con Plan drives CDBG funding decisions, an Annual Action Plan is the implementation tool. A Consolidated Annual Performance Evaluation Report (CAPER) is the tool that captures how the program did measured against Annual Action Plan objectives. Fiscal year 18-19, known as CDBG Program Year 18 (PY18), is the fourth year of the city's 2015-2020 Consolidated Plan. The Con Plan and Annual Action Plan are developed in collaboration with Washington County, and as of PY16 the City of Beaverton completes a stand-alone CAPER. CDBG funding is subject to serving low/moderate income populations, defined as being at or below 80% AMI and meeting National Objectives.

Each year CDBG program objectives align with other city goals and priorities tied to housing, public services, and economic development.

**City Council Goals that this program supports include:**

- Goal #1: Preserve and enhance our sense of community;*
- Goal #2: Use City resources efficiently to ensure long-term financial stability;*
- Goal #4: Provide responsive, cost-effective service to the community;*
- Goal #5: Assure a safe and healthy community;*
- Goal #6: Manage growth and respond to change consistent with maintaining a livable, full-service city;*
- Goal #7: Maintain Beaverton as a regional leader in cooperative efforts with other agencies and organizations;*
- Goal #8: Provide and support a highly qualified and motivated City work force.*

**City Council Top Priorities that this program supports are:**

- Create an affordable housing toolkit*

**City Council Honorable Mentions that this program supports are:**

- Implement the City's Housing Plan*

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.00	1.15	1.15	1.00	0.00
PERSONNEL SERVICES	\$89,352	\$94,055	\$98,631	\$95,915	\$0
MATERIALS & SERVICES	597,447	612,542	837,939	888,960	0
CAPITAL OUTLAY					
DEBT SERVICE	63,166	426,075	0	0	0
TRANSFERS	568	812	826	832	0
<b>TOTAL</b>	<b>\$750,533</b>	<b>\$1,133,484</b>	<b>\$937,396</b>	<b>\$985,707</b>	<b>\$0</b>

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	134,025	146,350	39,094	34,094	0
Federal Grants	299,688	912,178	809,663	838,013	0
Miscellaneous	463,167	114,049	88,639	113,600	0

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

<b>FUND:</b> 106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

**Relevant 2018 Beaverton Community Vision Actions Items for the Development Division this program supports are:**

- Item #34: Adopt measures to reduce and prevent homelessness.*  
Provide funding to homeless shelters and supportive services, as well as affordable home ownership and residential rehab services.
- Item #36: Support programs that provide temporary shelters.*  
Provide funding to support homeless shelters.
- Item #67: Redevelop blighted properties.*  
Implement a redevelopment strategy to facilitate the renewal of blighted properties and repurposing or relocation of structures.
- Item #68: Help small businesses succeed as downtown grows.*  
Use microfinance funding to assist micro and small businesses owned by low and moderate income residents.
- Item #70: Increase downtown housing options.*  
Add a variety of downtown housing options, with an emphasis on transit-oriented design, to increase mixed-use vibrancy.
- Item #101: Create balanced housing options at all price levels.*  
Develop a housing strategy and action plan to ensure balanced housing options for all needs including executives, families, seniors and a diverse workforce.
- Item #102: Integrate affordable housing in multiple neighborhoods.*  
Integrate affordable housing into diverse area neighborhoods (as opposed to clustering) and develop strategies to facilitate micro-housing on existing home lots.

**2017 Community Development Department Priorities for this program supports are:**

- Goal 7: Ensure the City has a variety of housing options in all neighborhoods to serve residents of all incomes, with special focus on increasing affordable housing.*

**Program Objectives:**

- Objective #1: Conduct periodic community outreach and planning efforts to identify program objectives and meet federal requirements. These include but are not limited to: Affirmatively Furthering Fair Housing Plans, Consolidated Plans, and Annual Action Plans.
- Objective #2: Administer CDBG program activities to maximize efficiency and comply with federal requirements. This includes managing objectives to performance, conducting desk and at-site compliance reviews of CDBG subrecipients, completing federal reporting, responding to HUD and City auditors, and submitting an annual Consolidated Annual Performance and Evaluation Report (CAPER).
- Objective #3: Provide funding through loans and grants to nonprofit partners (subrecipients) to meet identified objectives, and fulfill desired community outcomes.
- Objective #4: Participate in national and regional organizations and partnerships to further program activities and objectives, including the National Community Development Association, the Regional Fair Housing Collaborative, the Housing and Supportive Services Network, the Coalition of Housing Advocates, the Continuum of Care Board, and the Community Connect Advisory Committee.

**Progress on FY 2017-18 Programmatic Objectives**

**Objective #1: Conduct periodic community outreach and planning efforts to identify program objectives and meet federal requirements.**

- Staff initiated Affirmatively Furthering Fair Housing planning effort and 2020-2025 Consolidated Plan planning process; also developed Annual Action Plan for FY 2018-19.

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

<b>FUND:</b> 106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
	<b>DEPARTMENT HEAD:</b> CHERYL TWETE

**Objective #2: Administer CDBG program activities to comply with federal requirements, meet identified objectives, and fulfill desired community outcomes.**

- Staff implemented grant-management software, ZoomGrants to streamline the subrecipient grant process from application to closeout.

**Objective #3: Provide funding through loans and grants to nonprofit partners (subrecipients) to meet identified objectives and fulfill desired community outcomes. Five-year Consolidated Plan Objectives:**

- Serve 150 households/500 persons with emergency rent
- Provide 190 persons with youth and family shelter services
- Serve 435 persons with supportive services
- Support affordable homeownership adding 10 more units
- Provide 160 units of rehabilitation and accessibility improvements
- Provide technical assistance services to 275 persons desiring to develop a small business, keep a small business sustainable, or increase small business capacity
- CDBG deployed over \$1M to subrecipients in FY 2017-18 for public services, housing rehab, affordable home ownership and microenterprise.
- All PY17 Annual Action Plan objectives are HIGHLY LIKELY TO BE MET. In addition, at the end of PY 17 CDBG staff will very likely have met the following Con Plan objectives, two years ahead of schedule.
  - Homeless Prevention
  - Supportive Services
  - Affordable Homeownership
- Housing Rehab and Microenterprise Technical Assistance activities will be met by the end of year five of the Consolidated Plan.

**Objective #4: Participate in national and regional organizations and partnerships to further program activities and objectives.**

- CDBG staff joined the national board of the National Community Development Association
- Staff participated on the Regional Fair Housing Collaborative, the Housing and Supportive Services Network, the Coalition of Housing Advocates, the Continuum of Care Board, and the Community Connect Advisory Committee.

**CDBG FY 2018-19 Program Objectives:**

**Objective #1: Conduct periodic community outreach and planning efforts to identify program objectives and meet federal requirements.**

- Staff will work with Washington County and the City of Hillsboro to complete the Affirmatively Furthering Fair Housing plan and 2020-2025

**Objective #2: Administer CDBG program to maximize efficiency and comply with federal requirements.**

- Continue to implement Zoom Grants to increase program efficiency
- Integrate CDBG into larger Housing Program efforts for seamless integration of activities
- Complete CDBG Handbook

**Objective #3: Provide funding through loans and grants to nonprofit partners (subrecipients) to meet identified objectives and fulfill desired community outcomes. Five-year Consolidated Plan Objectives:**

- Serve 150 households/500 persons with emergency rent
- Provide 190 persons with youth and family shelter services
- Serve 435 persons with supportive services
- Support affordable homeownership adding 10 more units
- Provide 160 units of rehabilitation and accessibility improvements
- Provide technical assistance services to 275 persons desiring to develop a small business, keep a small business sustainable, or increase small business capacity

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

<b>FUND:</b> 106 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	<b>DEPARTMENT:</b> COMMUNITY DEVELOPMENT
<b>DEPARTMENT HEAD:</b> CHERYL TWETE	

**Objective #4: Participate in national and regional organizations and partnerships to further program activities and objectives.**

- Continue participation on the national board of the National Community Development Association
- Continue participating on the Regional Fair Housing Collaborative, the Housing and Supportive Services Network, the Coalition of Housing Advocates, the Continuum of Care Board, and the Community Connect Advisory Committee.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Number of Beaverton households assisted through the rehabilitation programs	15	37	45	35
Number of first time Beaverton persons receiving business development technical assistance	31	55	85	50
Number of Beaverton residents served by CDBG funded public services programs	569	1,044	793	200
Number of first time homebuyers assisted	3	3	3	2

**Performance Outcomes and Program Trends:**

- While the CDBG national appropriation has been announced at \$3.3B, HUD has yet to complete its entitlements' formula allocations. The city will likely receive its allocation by June 2018; based on the higher than anticipated appropriation and Beaverton's poverty level, the city's allocation could exceed \$650,000.
- Continue to improve metrics requirements of CDBG subrecipients.
- Take advantage of Program Income opportunities to increase the amount of CDBG funds available annually to meet Consolidated Plan objectives.

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 106 COMMUNITY DEV. BLOCK GRANT DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 BEGINNING WORKING CAPITAL														
301	BEGINNING WORKING CAPITAL													
	-134,025		-146,350		-39,094		-39,094	-39,094	-73,555		-34,094			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL														
	-134,025		-146,350		-39,094		-39,094	-39,094	-73,555		-34,094			
CLASS: 15 INTERGOVERNMENTAL REVENUE														
327	GRANTS - FEDERAL													
	-299,688		-912,178		-809,663			-571,650	-755,968		-838,013			
TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE														
	-299,688		-912,178		-809,663			-571,650	-755,968		-838,013			
CLASS: 35 MISCELLANEOUS REVENUES														
382	SALE OF CITY PROPERTY													
	-316,000													
384	INVESTMENT INTEREST EARNINGS													
	-650		-1,744		-800		-737	-800	-400		-400			
389	MISCELLANEOUS REVENUES													
	-81,647		-39,105		-14,639		-54,697	-83,000	-40,000		-40,000			
392	CDBG SECTION 108 RENTAL INCOME													
	-64,870		-73,200		-73,200		-61,000	-73,200	-73,200		-73,200			
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-463,167		-114,049		-88,639		-116,434	-157,000	-113,600		-113,600			
TOTAL DEPARTMENT: 03 REVENUE														
	-896,880		-1,172,577		-937,396		-155,528	-767,744	-943,123		-985,707			

0314

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

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

CLASS: 05 PERSONNEL SERVICES

025 DEVELOPMENT PROJECT COORDINATOR

72,781 1.00 50,915 .65 51,895 .65 41,039 51,915 40,869 .50 40,869 .50

186 PROGRAM COORDINATOR

6,879 .50 1,058 9,209 29,869 .50 29,869 .50

221 SUPPORT SPECIALIST 2

26,246 .50 18,418 15,937 16,141

275 TEMPORARY EMPLOYEES

2,100

299 PAYROLL TAXES AND FRINGES

14,471 16,894 21,439 18,835 24,148 23,637 25,177

TOTAL CLASS: 05 PERSONNEL SERVICES

89,352 1.00 94,055 1.15 98,631 1.15 76,869 101,413 94,375 1.00 95,915 1.00

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

26 7

307 MEMBERSHIP FEES

1,040 1,980 1,500 1,500 1,500 1,500

316 ADVERTISING, RECORDING & FILING

151 253 300 326 300 300 300

318 COMPUTER SOFTWARE

7,000 7,000 6,500 6,500 6,500 6,500

321 TRAVEL, TRAINING & SUBSISTENCE

3,576 4,314 4,400 3,055 4,400 4,600 4,600

328 MEALS & RELATED EXPENSE

11 120 120

330 MILEAGE REIMBURSEMENT

32 124 100 188 300 300 300

377 PUBLIC RELATIONS EXPENSE

0515

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					300			300	300		300			
380	CDBG PUBLIC SERVICES FUNDING GRANTS													
					119,495		119,000	119,000	224,538		108,333			
381	BUILDING EXPENSE													
	1,554		1,221		39,094		2,559	5,000			34,094			
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS													
	96,623		120,181											
416	UNCOMMITTED GRANT FUNDS													
					203,188				55,328		227,786			
461	SPECIAL EXPENSE													
	353,986		201,250		181,291		220,000	203,600	203,827		202,536			
511	PROFESSIONAL SERVICES													
	5,000		2,000		6,271		2,000	7,000	15,000		15,000			
0516 513	CDBG ACCESSIBILITY MINOR REHAB													
	21,037		134,019		135,000		139,000	143,511	212,203		173,731			
517	CDBG ECON DEVELOPMENT EXPENSE													
	114,422		140,182		140,000		140,000	140,000	115,400		113,860			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	597,447		612,542		837,939		632,628	631,411	839,916		888,960			
CLASS: 20 DEBT SERVICE														
709	CDBG SECTION 108 PRINCIPAL													
	40,000		405,000											
751	CDBG SECTION 108 INTEREST													
	23,166		21,075											
TOTAL CLASS: 20 DEBT SERVICE														
	63,166		426,075											
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 106 COMMUNITY DEV. BLOCK GRANT      DEPT: 70 COMMUNITY DEVELOPMENT DEPT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	568		812		826		342	826	832		832			
TOTAL CLASS: 25 TRANSFERS														
	568		812		826		342	826	832		832			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
998 RESERVE														
									8,000					
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
									8,000					
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT														
	750,533	1.00	1,133,484	1.15	937,396	1.15	709,839	733,650	943,123	1.00	985,707	1.00		

0517

**CDBG FUND  
FY 2017-18 ADOPTED**

Code Position Title		Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
25	DEVELOPMNT PROJECT COORDINATOR	0.65	0.65					0.65
186	PROGRAM COORDINATOR	0.00	0.50					0.50
221	SUPPORT SPECIALIST 2	0.50	0.00					0.00
	<b>Total</b>	<b>1.15</b>	<b>1.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.15</b>

**FY 2018-19 PROPOSED**

Code Position Title		Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 18-19
25	DEVELOPMNT PROJECT COORDINATOR	0.65		(0.15) <sup>a</sup>			0.50
186	PROGRAM COORDINATOR	0.50					0.50
221	SUPPORT SPECIALIST 2	0.00					0.00
	<b>Total</b>	<b>1.15</b>	<b>0.00</b>	<b>(0.15)</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>

<sup>a</sup> FY 18-19 reallocates the Development Project Coordinator from 65% in CDBG and 35% in the General Fund - Community Development Department to 50% in CDBG and 50% in General Fund - Community Development Dept.

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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: 05 BEGINNING WORKING CAPITAL

301	BEGINNING WORKING CAPITAL												
		134,025	146,350		39,094		39,094	73,555		34,094			

TOTAL CLASS: 05	BEGINNING WORKING CAPITAL	134,025	146,350		39,094		39,094	73,555		34,094			
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CLASS: 15 INTERGOVERNMENTAL REVENUE

327	GRANTS - FEDERAL												
		299,688											

TOTAL CLASS: 15	INTERGOVERNMENTAL REVENUE	299,688											
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CLASS: 35 MISCELLANEOUS REVENUES

382	SALE OF CITY PROPERTY												
		316,000											

384	INVESTMENT INTEREST EARNINGS												
		650	1,744		800		800	400		400			

389	MISCELLANEOUS REVENUES												
		81,647	39,105		14,639		83,000	40,000		40,000			

392	CDBG SECTION 108 RENTAL INCOME												
		64,870	73,200		73,200		73,200	73,200		73,200			

TOTAL CLASS: 35	MISCELLANEOUS REVENUES	463,167	114,049		88,639		157,000	113,600		113,600			
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TOTAL PROGRAM: 0000	UNRESTRICTED	896,880	260,399		127,733		196,094	187,155		147,694			
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### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL  
UNSPENT BALANCE OF SECTION 108 CHILD CARE CENTER PROGRAM

327 GRANTS - FEDERAL  
BEGINNING FY 2016-17 THE ANNUAL GRANT REVENUE IS RECORDED IN EACH PROGRAM YEAR;  
FY 2016-17 PROGRAM 6023  
FY 2017-18 PROGRAM 6024

382 SALE OF CITY PROPERTY

384 INVESTMENT INTEREST EARNINGS  
INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
FY 15-16 BUDGETED INTEREST EARNINGS ARE BASED UPON .50%  
FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55%  
FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%  
FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%

389 MISCELLANEOUS REVENUES  
LOAN REPAYMENTS AND HOUSING REHAB PROGRAM INCOME

392 CDBG SECTION 108 RENTAL INCOME  
LEASE INCOME FROM CHILD CARE CENTER  
FY 2015-16 \$1,935 FOR JULY & AUG THEN \$6,100 FOR TEN MONTHS  
FY 2016-17 \$6,100 PER MONTH  
FY 2017-18 \$6,100 PER MONTH  
FY 2018-19 \$6,100 PER MONTH

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0611 ADMINISTRATION

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: 05 PERSONNEL SERVICES

025	DEVELOPMENT PROJECT COORDINATOR												
	72,781	1.00	50,915	.65	51,895	.65	51,915	40,869	.50	40,869	.50		
186	PROGRAM COORDINATOR												
					6,879	.50	9,209	29,869	.50	29,869	.50		
221	SUPPORT SPECIALIST 2												
			26,246	.50	18,418		16,141						
275	TEMPORARY EMPLOYEES												
	2,100												
299	PAYROLL TAXES AND FRINGES												
	14,471		16,894		21,439		24,148	23,637		25,177			

TOTAL CLASS: 05 PERSONNEL SERVICES

	89,352	1.00	94,055	1.15	98,631	1.15	101,413	94,375	1.00	95,915	1.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	26		7										
307	MEMBERSHIP FEES												
	1,040		1,980		1,500		1,500	1,500		1,500			
316	ADVERTISING, RECORDING & FILING												
	151		253		300		300	300		300			
318	COMPUTER SOFTWARE												
			7,000		7,000		6,500	6,500		6,500			
321	TRAVEL, TRAINING & SUBSISTENCE												
	3,576		4,314		4,400		4,400	4,600		4,600			
328	MEALS & RELATED EXPENSE												
			11					120		120			
330	MILEAGE REIMBURSEMENT												
	32		124		100		300	300		300			
377	PUBLIC RELATIONS EXPENSE												
					300		300	300		300			
461	SPECIAL EXPENSE												
	61												
511	PROFESSIONAL SERVICES												
	5,000		2,000		6,271		7,000	15,000		15,000			

0521

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0611 ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 025 DEVELOPMENT PROJECT COORDINATOR  
 FY 16-17 REFLECTS THE TRANSFER OF 35% OF DEVELOPMENT PROJECT COORDINATOR POSITION TO THE GENERAL FUND - CDD'S DEVELOPMENT DIVISION 0662.
- 186 PROGRAM COORDINATOR  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR. (THE POSITION'S DISTRIBUTION IS 50% IN THE CDBG FUND AND 50% IN THE GENERAL FUND - COMMUNITY DEVELOPMENT DEPARTMENT.)
- 221 SUPPORT SPECIALIST 2  
 FY 16-17 REFLECTS A NEW .50 FTE SUPPORT SPECIALIST 2 POSITION.  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR. (THE POSITION'S DISTRIBUTION IS 50% IN THE CDBG FUND AND 50% IN THE GENERAL FUND - COMMUNITY DEVELOPMENT DEPARTMENT.)
- 275 TEMPORARY EMPLOYEES  
 NO APPROPRIATIONS REQUESTED
- 299 PAYROLL TAXES AND FRINGES  
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE  
 NO APPROPRIATIONS REQUESTED
- 307 MEMBERSHIP FEES  
 NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION.  
 NORTHWEST ASSOCIATION OF COMMUNITY DEVELOPMENT MANAGERS.
- 316 ADVERTISING, RECORDING & FILING  
 REQUIRED PUBLIC NOTICES FOR CDBG ACTIVITIES.
- 318 COMPUTER SOFTWARE  
 ANNUAL SUBSCRIPTION FOR ZOOMGRANTS. \$6,500  
 (REPORTING AND INVOICING APPLICATION FOR CDBG GRANT PROGRAMS)
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 HUD-RELATED TRAININGS.  
 NORTHWEST ASSOCIATION OF COMMUNITY DEVELOPMENT MANAGERS ANNUAL CONFERENCE.
- 328 MEALS & RELATED EXPENSE  
 PARKING EXPENSES FOR CDBG-RELATED EVENTS
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE RELATED TO LOCAL TRAVEL.
- 377 PUBLIC RELATIONS EXPENSE  
 PROGRAM OUTREACH MATERIALS AND SUPPLIES.
- 461 SPECIAL EXPENSE  
 NO APPROPRIATIONS REQUESTED FOR FY 18-19
- 511 PROFESSIONAL SERVICES  
 FAIR HOUSING ACTIVITIES (HOTLINE, TRAININGS, EDUCATIONAL MATERIALS) \$5,000  
 CONSOLIDATED PLAN PREPARATION SERVICES \$10,000

0522

**BP WORKSHEET & JUSTIFICATION**

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0611 ADMINISTRATION

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

TOTAL CLASS: 10 MATERIALS & SERVICES

9,886	15,689	19,871	20,300	28,620	28,620
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CLASS: 25 TRANSFERS

816 TRSFRS TO REPROGRAPHICS FUND

568	812	826	826	832	832
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TOTAL CLASS: 25 TRANSFERS

568	812	826	826	832	832
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TOTAL PROGRAM: 0611 ADMINISTRATION

99,806	1.00	110,556	1.15	119,328	1.15	122,539	123,827	1.00	125,367	1.00
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### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0611 ADMINISTRATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS



### BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL

REIMBURSEMENT FOR ADMIN PROGRAM (TOTAL ADMIN EXPENSE LESS TOTAL PROGRAM INCOME) \$11,767; REIMBURSEMENT FOR BUSINESS DEVELOPMENT LOAN EXPENSE IN PROGRAM 6001 \$26,705

REIMBURSEMENT FOR ADMIN PROGRAM (TOTAL ADMIN EXPENSE LESS TOTAL PROGRAM INCOME) \$11,767; REIMBURSEMENT FOR BUSINESS DEVELOPMENT LOAN EXPENSE IN PROGRAM 6001 \$26,705

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

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

383 SOCIAL SERVICE COMMITTEE FUNDING GRANTS  
 9,123

416 UNCOMMITTED GRANT FUNDS  
 38,472

461 SPECIAL EXPENSE  
 113,425

513 CDBG ACCESSIBILITY MINOR REHAB  
 20,000 38,472

517 CDBG ECON DEVELOPMENT EXPENSE  
 26,705

TOTAL CLASS: 10 MATERIALS & SERVICES

122,548	20,000	38,472	38,472	26,705
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TOTAL PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

122,548	20,000	38,472	38,472	26,705
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## BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS SEE MAYOR'S DEPARTMENT COMMUNITY SERVICES PROGRAM (#001-10-0529)
416	UNCOMMITTED GRANT FUNDS
461	SPECIAL EXPENSE PROUD GROUND HOMEOWNERSHIP.
513	CDBG ACCESSIBILITY MINOR REHAB NO APPROPRIATIONS REQUESTED
517	CDBG ECON DEVELOPMENT EXPENSE MICRO ENTERPRISE DEVELOPMENT SUPPORT. \$26,705



**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 6022 CDBG 22ND PROGRAM YR - FY15-16

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: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

398,001 8,511 8,511

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

398,001 8,511 8,511

TOTAL PROGRAM: 6022 CDBG 22ND PROGRAM YR - FY15-16

398,001 8,511 8,511

### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6022 CDBG 22ND PROGRAM YR - FY15-16

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL  
PROGRAM YEAR 22 GRANT FUNDS



**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6022 CDBG 22ND PROGRAM YR - FY15-16

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

383 SOCIAL SERVICE COMMITTEE FUNDING GRANTS  
 87,500

416 UNCOMMITTED GRANT FUNDS

8,511

461 SPECIAL EXPENSE  
 240,000 25,000

513 CDBG ACCESSIBILITY MINOR REHAB  
 21,037 8,511

517 CDBG ECON DEVELOPMENT EXPENSE  
 114,422

TOTAL CLASS: 10 MATERIALS & SERVICES

462,959 25,000 8,511 8,511

CLASS: 20 DEBT SERVICE

709 CDBG SECTION 108 PRINCIPAL  
 363,000

751 CDBG SECTION 108 INTEREST  
 10,001

TOTAL CLASS: 20 DEBT SERVICE

373,001

TOTAL PROGRAM: 6022 CDBG 22ND PROGRAM YR - FY15-16

462,959 398,001 8,511 8,511

## BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 6022 CDBG 22ND PROGRAM YR - FY15-16

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

383 SOCIAL SERVICE COMMITTEE FUNDING GRANTS  
LIMITED TO NO MORE THAN 15% OF CDBG ANNUAL ALLOCATION.

416 UNCOMMITTED GRANT FUNDS

461 SPECIAL EXPENSE  
AFFORDABLE HOMEOWNERSHIP.

513 CDBG ACCESSIBILITY MINOR REHAB  
HOUSING REHAB GRANTS. (WE MAY SPREAD THIS TO INCLUDE LOANS, PREDICATED UPON  
APPLICATIONS FOR CDBG FUNDING.)

517 CDBG ECON DEVELOPMENT EXPENSE  
MICROENTERPRISE TECHNICAL ASSISTANCE.

709 CDBG SECTION 108 PRINCIPAL

751 CDBG SECTION 108 INTEREST

**BP WORKSHEET & JUSTIFICATION**

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17

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: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

475,219                      120,786                      84,539                      1,291                      36,247

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

475,219                      120,786                      84,539                      1,291                      36,247

TOTAL PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17

475,219                      120,786                      84,539                      1,291                      36,247

# BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL

FY 17-18 ESTIMATED:

OF THE TOTAL EXPENSE \$119,000 IN PROGRAM 6023, \$34,461 WILL BE FIRST PAID BY THE PROGRAM INCOME (119,000 - 34,461 = 84,539).

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17

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

380	CDBG PUBLIC SERVICES FUNDING GRANTS				119,495		119,000				36,247		
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS		120,181										
461	SPECIAL EXPENSE		176,000		1,291			1,291					
513	CDBG ACCESSIBILITY MINOR REHAB		114,019										
517	CDBG ECON DEVELOPMENT EXPENSE		140,182										
TOTAL CLASS: 10 MATERIALS & SERVICES			550,382		120,786		119,000	1,291			36,247		
TOTAL PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17			550,382		120,786		119,000	1,291			36,247		

**BP WORKSHEET & JUSTIFICATION**

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

380	CDBG PUBLIC SERVICES FUNDING GRANTS FY 17-18 NEW OBJECT CODE CREATED TO DIFFERENTIATE FROM SOCIAL SERVICE GRANTS EXPENSE
383	SOCIAL SERVICE COMMITTEE FUNDING GRANTS MAXIMUM 15% OF THE CURRENT PROGRAM YEAR AWARD PLUS PREVIOUS YEAR'S PROGRAM INCOME = 145,580.
461	SPECIAL EXPENSE
513	CDBG ACCESSIBILITY MINOR REHAB
517	CDBG ECON DEVELOPMENT EXPENSE

**BP WORKSHEET & JUSTIFICATION**

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

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: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

641,894 478,600 116,205 163,294

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

641,894 478,600 116,205 163,294

TOTAL PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

641,894 478,600 116,205 163,294

# BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2019

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL

FY 2017-18 BUDGETED:

TOTAL EXPENSE IN PROGRAM 6024 (\$611,205)

PLUS THE DIFFERENCE BETWEEN PROGRAM INCOME AND TOTAL ADMIN EXPENSE (\$30,689)

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**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

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

380 CDBG PUBLIC SERVICES FUNDING GRANTS

116,205 72,086

416 UNCOMMITTED GRANT FUNDS

156,205

461 SPECIAL EXPENSE

180,000

203,600

91,208

513 CDBG ACCESSIBILITY MINOR REHAB

135,000

135,000

517 CDBG ECON DEVELOPMENT EXPENSE

140,000

140,000

TOTAL CLASS: 10 MATERIALS & SERVICES

611,205

478,600

116,205

163,294

TOTAL PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

611,205

478,600

116,205

163,294

## BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 6024 CDBG 24TH PROGRAM YR, FY 17-18

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

380	CDBG PUBLIC SERVICES FUNDING GRANTS FY 17-18 NEW OBJECT CODE CREATED TO DIFFERENTIATE FROM SOCIAL SERVICE GRANTS EXPENSE CAPPED AT 15 PERCENT OF ALLOCATION PLUS LAST YEAR'S PROGRAM INCOME.
416	UNCOMMITTED GRANT FUNDS
461	SPECIAL EXPENSE PROUD GROUND (HOME OWNERSHIP).
513	CDBG ACCESSIBILITY MINOR REHAB OWNERSHIP AND TENANT REHABILITATION GRANTS/LOANS FOR CRITICAL REPAIRS, ACCESSIBILITY IMPROVEMENTS AND WEATHERIZATION.
517	CDBG ECON DEVELOPMENT EXPENSE SUPPORT FOR LOCAL MICROENTERPRISE ORGANIZATIONS.

## BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 03 REVENUE  
 PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

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: 15 INTERGOVERNMENTAL REVENUE  
 327 GRANTS - FEDERAL

600,000                  600,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

600,000                  600,000

TOTAL PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

600,000                  600,000

TOTAL DEPARTMENT: 03 REVENUE

	896,880	1,172,577	937,396	767,744	943,123	985,707
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### BP WORKSHEET & JUSTIFICATION

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

327 GRANTS - FEDERAL


**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

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

380 CDBG PUBLIC SERVICES FUNDING GRANTS

108,333

416 UNCOMMITTED GRANT FUNDS

55,328

227,786

461 SPECIAL EXPENSE

202,536

111,328

513 CDBG ACCESSIBILITY MINOR REHAB

173,731

173,731

517 CDBG ECON DEVELOPMENT EXPENSE

115,400

87,155

TOTAL CLASS: 10 MATERIALS & SERVICES

655,328

600,000

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

998 RESERVE

8,000

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

8,000

TOTAL PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

663,328

600,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6025 CDBG 25TH PROGRAM YR, FY 18-19

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

380 CDBG PUBLIC SERVICES FUNDING GRANTS

416 UNCOMMITTED GRANT FUNDS  
 OF THIS UNCOMMITTED GRANT FUNDS, \$40,000 IS INTENDED FOR THE MAINTENANCE & IMPROVEMENT  
 PROJECTS FOR THE CDBG PROPERTY AT LONG HORN.

461 SPECIAL EXPENSE

513 CDBG ACCESSIBILITY MINOR REHAB

517 CDBG ECON DEVELOPMENT EXPENSE

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998 RESERVE  
 FOR REPAIRS AND MAINTENANCE OF THE LONG HORN PROPERTY

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**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6100 CDBG SEC 108/CHILDCARE CENTER

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													
381	BUILDING EXPENSE												
	1,554		1,221		39,094		5,000					34,094	
461	SPECIAL EXPENSE												
	500		250										
TOTAL CLASS: 10 MATERIALS & SERVICES													
	2,054		1,471		39,094		5,000					34,094	
CLASS: 20 DEBT SERVICE													
709	CDBG SECTION 108 PRINCIPAL												
	40,000		42,000										
751	CDBG SECTION 108 INTEREST												
	23,166		11,074										
TOTAL CLASS: 20 DEBT SERVICE													
	63,166		53,074										
TOTAL PROGRAM: 6100 CDBG SEC 108/CHILDCARE CENTER													
	65,220		54,545		39,094		5,000					34,094	
TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT													
	750,533	1.00	1,133,484	1.15	937,396	1.15	733,650	943,123	1.00	985,707	1.00		
TOTAL FUND: 106 COMMUNITY DEV. BLOCK GRANT													
	750,533	1.00	1,133,484	1.15	937,396	1.15	733,650	943,123	1.00	985,707	1.00		

**BP WORKSHEET & JUSTIFICATION**

FUND: 106 COMMUNITY DEV. BLOCK GRANT  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 6100 CDBG SEC 108/CHILDCARE CENTER

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

381 BUILDING EXPENSE  
 DRAINAGE REPAIR AND PLAYGROUND.

461 SPECIAL EXPENSE  
 BANKING AND CUSTODIAL ACCOUNT SERVICES.

709 CDBG SECTION 108 PRINCIPAL  
 PRINCIPAL PAYMENT SECTION 108 LOAN PROGRAM  
 IN FY 2014-15, PAID BY THE ENTITLEMENT GRANT FUNDS IN PROGRAM 6001.  
 PAYOFF LOAN OCTOBER 1, 2016 USING \$316,000 CDBG PROGRAM INCOME AND FUNDS REMAINING IN THE  
 RESERVE ACCOUNT. THE RESERVE ACCOUNT HAS A BALANCE OF \$15,000 FOR MAINTENANCE

751 CDBG SECTION 108 INTEREST  
 WITH PAYOFF ONLY INTEREST IS REDUCED.

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
106-70	COMMUNITY DEVELOPMENT DEPT											
106-70-0611-05-025	DEVELOPMENT PROJECT	0.65	1,353			49,573			2,340	51,915	13,463	65,378
106-70-0611-05-186	PROGRAM COORDINATOR	0.50	348			9,209				9,209	3,911	13,120
106-70-0611-05-221	SUPPORT SPECIALIST 2		705			15,933			207	16,141	6,774	22,915
	ADMINISTRATION	1.15	2,406			74,715			2,547	77,265	24,148	101,413
	**** DEPARTMENT TOTAL ****	1.15	2,406			74,715			2,547	77,265	24,148	101,413

0547

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
106-70	COMMUNITY DEVELOPMENT DEPT											
106-70-0611-05-025	DEVELOPMENT PROJECT	0.50	1,040			39,069			1,800	40,869	11,905	52,774
106-70-0611-05-186	PROGRAM COORDINATOR	0.50	1,040			29,869				29,869	13,272	43,141
	ADMINISTRATION	1.00	2,080			68,938			1,800	70,738	25,177	95,915
	**** DEPARTMENT TOTAL ****	1.00	2,080			68,938			1,800	70,738	25,177	95,915

0548