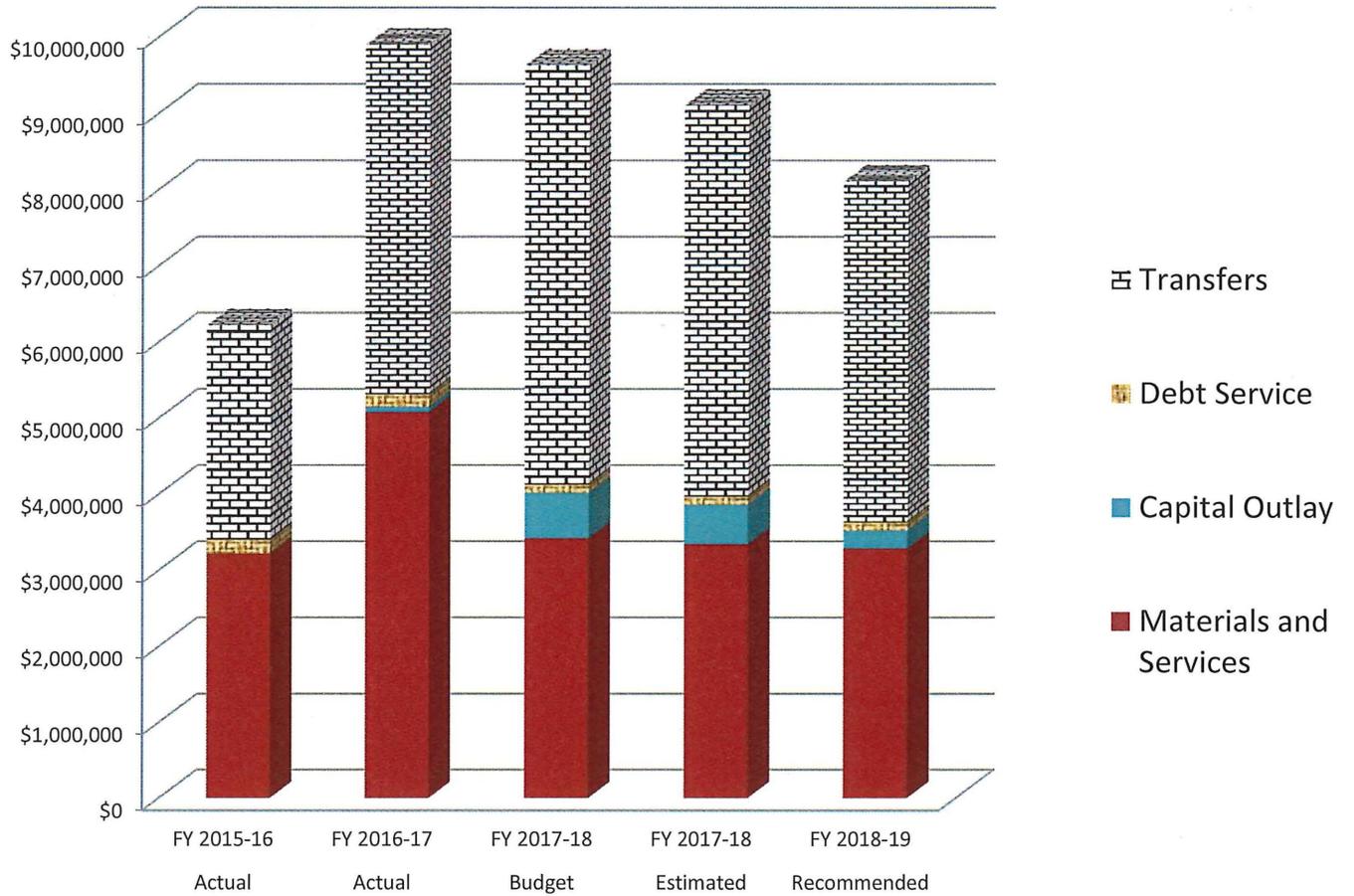




## GENERAL FUND NON-DEPARTMENTAL RECOMMENDED FY 18-19



**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: **General Fund**  
 Department: **Non-Departmental - Summary**

CLASS	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	% Change Budgeted Vs. Recommended
Materials and Services	\$3,218,560	\$5,079,923	\$3,421,306	3,343,655	3,287,761	-3.90%
Capital Outlay	-	61,662	595,337	516,469	234,000	-60.69%
Debt Service	180,252	170,331	106,692	106,692	106,692	0.00%
Transfers	2,816,836	4,583,456	5,501,378	5,131,565	4,476,722	-18.63%
<b>SUB-TOTAL</b>	<b>\$6,215,648</b>	<b>\$9,895,372</b>	<b>\$9,624,713</b>	<b>\$9,098,381</b>	<b>\$8,105,175</b>	
Contingency			4,928,584		3,766,168	
Contingency - FR Fee			1,899,035		1,994,451	
Reserve for equip.			109,651		109,058	
<b>TOTAL</b>	<b>\$6,215,648</b>	<b>\$9,895,372</b>	<b>\$16,561,983</b>	<b>\$9,098,381</b>	<b>\$13,974,852</b>	
FTE's	-	-	-	-	-	

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

**Materials and services:**

No Significant Change

**Capital outlay:**

FY 2018-19 decrease is a result of a reduction in the level of space improvement needs at The Beaverton Building over FY 2017-18 levels.

**Transfers:**

FY 2018-19 decrease reflects reduced debt service assistance on the 2017 Public Safety Bond Issue compared to FY 2017-18.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 001 GENERAL	<b>DEPARTMENT:</b> NON-DEPARTMENTAL
<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE	

**MISSION STATEMENT:**

To provide a cost center for citywide expenditures including general memberships, central telephone and janitorial services, utilities expense and the General Fund's share of allocated expenses for internal services and financial emergencies and provide program accounting for the Beaverton Central Plant's operations. To provide for the management of The Beaverton Round Executive Suites and other privately leased space at The Beaverton Building as well as similar leases at other facilities.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
MATERIALS & SERVICES	\$3,218,560	\$5,079,923	\$3,421,306	\$3,287,761	\$0
CAPITAL OUTLAY	0	61,662	595,337	234,000	0
DEBT SERVICE	180,252	170,331	106,692	106,692	0
TRANSFERS	2,816,836	4,583,456	5,501,378	4,476,722	0
CONTINGENCY	0	0	6,937,270	5,869,677	0
<b>TOTAL</b>	<b>\$6,215,648</b>	<b>\$9,895,372</b>	<b>\$16,561,983</b>	<b>\$13,974,852</b>	<b>\$0</b>

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> 0003 NON-DEPARTMENTAL	<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE

**Program Goal:**

To provide a cost center for citywide expenditures including general memberships, central telephone and janitorial services, utilities expense and the General Fund's share of allocated expenses for internal services. To maintain an operating contingency sufficient to finance economic and financial emergencies, generally equal to 16% of expenditures. Contingency amount is the excess of revenue and resources over expenditure requirements. Refer to the Statement of Financial Policies for the purpose and use of contingency account.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
MATERIALS & SERVICES	\$1,257,437	\$2,379,846	\$645,486	\$651,587	\$0
CAPITAL OUTLAY	0	0	27,500	24,500	0
DEBT SERVICE					
TRANSFERS	2,816,836	4,583,456	5,501,378	4,476,722	0
CONTINGENCY	0	0	6,937,270	5,869,677	0
<b>TOTAL</b>	<b>\$4,074,273</b>	<b>\$6,963,302</b>	<b>\$13,111,634</b>	<b>\$11,022,486</b>	<b>\$0</b>

**Program Objective (services provided):**

The amount budgeted as Materials & Services represents citywide membership fees, telephone, janitorial and utilities expenses.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Projected/Actual	FY 2017-18 Projected/Revised	FY 2018-19 Proposed
Total General Fund Contingency	\$14,093,098	\$14,540,388	\$7,822,849	\$6,848,366
General Fund Contingency as a Percent of General Fund Budgeted Expenditures, target is 16%	26.373%	25.328%	9.951%	8.667%
Non-Departmental Expenditures Per Capita (Less Contingency)	\$65.97	\$104.22	\$100.59	\$84.28
Non-Departmental Expenditures as Percent of City's Total Budget (less contingencies and capital projects)	5.034%	7.366%	7.318%	3.209%

**Performance Outcome:**

Maintaining an undesignated contingency amount of at least 16% provides the City with resources equal to 2 months of the General Fund's operations. This doesn't include the amount reserved from the utility privilege taxes imposed in 2015.

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> 0003 NON-DEPARTMENTAL	<b>DEPARTMENT HEAD:</b> PATRICK O'CLAIRE

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

Note specific actions by building below:

- Account Number 352 Beaverton Activities Center - due to the passage of the Public Safety Center bond measure, tenant leases were terminated and community meetings moved to the Griffith Park Building. An exception was given to CASH-Oregon to provide tax assistance to the community until April 30, 2018.
- Account number 386 Community Center – paint the exterior of the entire building.

Managed expenses for each building as applicable. Expenses include janitorial, utilities, maintenance and repair, and improvements.

Other city buildings' costs are accounted for in other programs or funds:

- The Beaverton Building – in Program 0007 in the General Fund
- Griffith Park Building – in Program 0008 in the General Fund
- The Operations Complex - in the Public Works Administration Fund
- The Main and Branch Libraries - in the Library Fund

**FY 2018-19 Action Plan:**

Proposed projects include:

- Beaverton Activities Center – coordination with contractor and Police Department Project Manager to prepare building for demolition. Recycle and/or dispose of furnishings as appropriate.
- Account Number 354 Harvest Court – no projects proposed
- Account Number 386 Community Center - replace roof and gutters which was under-budgeted in FY 2017-18.
- Start or continue projects identified in the ADA Title II Transition Plan
- Comply with the reporting requirements of new accounting standards for the disclosure of property tax rebates from the Government Standards and Accounting Board (GASB 77)

Continue managing expenses as specified above.

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 13 NON-DEPARTMENTAL

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: 10 MATERIALS & SERVICES														
303	OFFICE FURNITURE & EQUIPMENT													
	9,831		12,926		15,000		13,566	11,000	15,000		15,000			
307	MEMBERSHIP FEES													
	70,385		73,204		89,500		75,832	89,500	92,526		92,526			
317	COMPUTER EQUIPMENT													
	184				369		351	351						
341	COMMUNICATIONS EXPENSE													
	41,549		47,227		50,000		31,623	50,000	50,000		50,000			
350	GRIFFITH PARK BUILDING EXPENSE													
	670,216													
351	UTILITIES EXPENSE													
	800,331		969,500		973,670		625,266	878,000	835,000		825,000			
352	BVTN ACTIVITIES CENTER EXPENSE													
	75,817		69,540		44,720		47,482	44,720						
354	HARVEST COURT EXPENSE													
	16,093		33,811		21,500		22,912	27,242	23,000		23,000			
356	KIOSK MAINTENANCE EXPENSE													
	1,280		503		300		199	150	200		200			
359	PROPERTY TAX REBATE EXPENSE													
	208,508		216,348		244,286		226,504	226,504	237,830		237,830			
362	BLDG PERMIT/FEE WAIVER/DISCNT													
	15													
381	BUILDING EXPENSE													
	41,574		58,699		62,631		62,618	62,631	65,000		65,000			
384	BUILDING MAINTENANCE PROJECTS													
	131,054		350,555		430,000		210,231	542,000	323,750		418,750			
385	PARKING GARAGE EXPENSE													
	10,866		132,052		38,400		36,732	36,732	36,732		36,732			
386	COMMUNITY CENTER EXPENSE													

9660

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 13 NON-DEPARTMENTAL

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
	52,914		52,545		98,500		48,835	81,000	144,148		144,148			
388	PROPERTY INSURANCE													
	13,503		14,619		15,000		15,000	15,000	15,000		15,000			
406	BANK SERVICE FEES													
	43,758		29,910		43,000		22,927	43,000	43,000		43,000			
431	PLANT MAINTENANCE													
	59,176		68,284		90,000		84,361	76,500	90,000		90,000			
461	SPECIAL EXPENSE													
	7,251		7,632		2,280		651	2,280	2,280		2,280			
475	EMERG. INCIDENT ACTIVATION EXP													
	551													
479	LOT 2 & 3 EXPENSES													
							7,885	10,000			10,000			
480	PROPERTY TAX EXPENSE													
	15,531		20,084		22,000		24,779	24,779	23,000		23,000			
481	OTHER EXPENSES													
	52,477		27,039		26,000		24,800	26,000	26,000		26,000			
510	3RD FLOOR E-SUITES EXPENSE													
	223,182		216,512		225,000		219,552	208,000	220,000		220,000			
511	PROFESSIONAL SERVICES													
	581,868		787,311		828,700		718,195	788,866	851,395		851,395			
525	PMTS TO OTHER GOVERNMENT AGENCIES													
			1,800,000											
536	MAINTENANCE CONTRACTS													
	17,386		18,362		26,450		24,484	26,100	24,900		24,900			
551	RENTS AND LEASES													
	73,260		73,260		74,000		54,945	73,300	74,000		74,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	3,218,560		5,079,923		3,421,306		2,599,730	3,343,655	3,192,761		3,287,761			

0997

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 13 NON-DEPARTMENTAL

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: 15 CAPITAL OUTLAY

605 BUILDINGS AND BUILDING IMPROVE

61,662 433,337 517,081 485,000 80,000

641 VEHICLES

27,500 26,469 26,469 24,500 24,500

682 CONSTRUCTION

109,500 109,500 109,500

683 CONST DESIGN & ENGR INSPECTION

25,000 5,000 5,000 20,000 20,000

TOTAL CLASS: 15 CAPITAL OUTLAY

61,662 595,337 548,550 516,469 154,000 234,000

CLASS: 20 DEBT SERVICE

791 PAYMENT OF CONSTRUCTION LOAN

180,252 170,331 106,692 88,910 106,692 106,692 106,692

TOTAL CLASS: 20 DEBT SERVICE

180,252 170,331 106,692 88,910 106,692 106,692 106,692

CLASS: 25 TRANSFERS

808 TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)

282,028 344,741 290,299 241,916 290,299 314,830 314,830

814 TRSFERS TO CAPITAL PROJ. FUND

71,841 552,582 649,798 395,122 491,298 623,621 623,621

815 TRSFERS TO CAPITAL DEV. FUND

750,952 1,985,005 702,750 251,262 509,250 915,000 215,000

817 TRSFERS TO GARAGE FUND

20,637 15,554 17,039 13,066 17,039 18,981 18,981

818 TRSFERS TO ISD-ALLOCATED

1,416,206 1,327,851 1,735,903 1,446,586 1,735,903 1,923,608 1,923,608

819 TRSFERS TO INSURANCE FUND

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 13 NON-DEPARTMENTAL

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
	275,172		357,723		411,381		342,818	411,381	411,381		411,381		411,381	
823	TRSFERS TO DEBT SERVICE FUND													
					1,190,387		920,200	1,190,387	200,000		100,000			
830	TRANSFER TO LIBRARY FUND													
											127,231			
831	TRSFER TO LIBRARY FD-COLLECTION													
											165,000			
837	TRSFER TO LODGING TAX (TLT) FUND													
					503,821			486,008	577,070		577,070			
TOTAL CLASS: 25 TRANSFERS														
	2,816,836		4,583,456		5,501,378		3,610,970	5,131,565	4,984,491		4,476,722			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
980	CONTINGENCY- ROW FEE FUTURE USE													
					1,899,035				3,165,414		1,994,451			
991	CONTINGENCY - UNRESERVED													
					4,928,584				185,567		3,766,168			
996	RESERVE - EQUIPMENT REPLACEMT													
					109,651				109,058		109,058			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					6,937,270				3,460,039		5,869,677			
TOTAL DEPARTMENT: 13 NON-DEPARTMENTAL														
	6,215,648		9,895,372		16,561,983		6,848,160	9,098,381	11,897,983		13,974,852			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 13 NON-DEPARTMENTAL  
 PROGRAM: 0003 NON-DEPARTMENTAL

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

303	OFFICE FURNITURE & EQUIPMENT	9,831	12,926	15,000	11,000	15,000	15,000						
307	MEMBERSHIP FEES	70,385	73,204	89,500	89,500	92,526	92,526						
341	COMMUNICATIONS EXPENSE	41,549	47,227	50,000	50,000	50,000	50,000						
350	GRIFFITH PARK BUILDING EXPENSE	670,216											
352	BVTN ACTIVITIES CENTER EXPENSE	75,817	69,540	44,720	44,720								
354	HARVEST COURT EXPENSE	16,093	33,811	21,500	27,242	23,000	23,000						
356	KIOSK MAINTENANCE EXPENSE	1,280	503	300	150	200	200						
359	PROPERTY TAX REBATE EXPENSE	208,508	216,348	244,286	226,504	237,830	237,830						
362	BLDG PERMIT/FEE WAIVER/DISCNT	15											
386	COMMUNITY CENTER EXPENSE	52,914	52,545	98,500	81,000	144,148	144,148						

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 13 NON-DEPARTMENTAL  
 PROGRAM: 0003 NON-DEPARTMENTAL

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 303 OFFICE FURNITURE & EQUIPMENT  
 EQUIPMENT APPROPRIATION AVAILABLE FOR EMERGENCY USE (MAYOR'S AUTHORIZATION REQUIRED)
  
- 307 MEMBERSHIP FEES  
 NATIONAL LEAGUE OF CITIES \$6,700  
 LEAGUE OF OREGON CITIES \$67,626  
 LEGAL ADVOCACY PROGRAM \$1,200  
 PORTLAND STATE METROPOLITAN STUDIES \$2,000  
 LOC FOUNDATION PARTICIPATION \$1,000  
 UNITED STATES CONFERENCE OF MAYORS \$5,300  
 GOVERNMENT ETHICS COMMISSION \$900  
 INTERNATIONAL CITY COUNTY MANAGEMENT ASSOCIATION \$1,000  
 ANNUAL OREGON WEEK IN JAPAN \$1,000  
 METROPOLITAN MAYORS CONSORTIUM ANNUAL DUES \$5,800
  
- 341 COMMUNICATIONS EXPENSE  
 CITY WIDE COSTS-TELEPHONE SYS INCL. LINE CHARGES AND ACCESS  
 TELEPHONE BILL MONITORING AND PAYMENT SERVICES  
 LONG DISTANCE CHARGES
  
- 350 GRIFFITH PARK BUILDING EXPENSE  
 FY 16-17 EXPENSES MOVED TO NEW PROGRAM 001-13-0008  
 FY 15-16 EXPENSES MOVED HERE FROM 001-10-0450-XXX (VARIOUS OBJECT CODES)  
 AND 001-03-0003-511
  
- 352 BVTN ACTIVITIES CENTER EXPENSE  
 FY 17-18 WAS REDUCED AS THE BUILDING WAS VACATED DURING THE FISCAL YEAR AND WILL BE  
 DECOMMISSIONED STARTING 1/1/1. THE SITE WILL BE REPURPOSED FOR THE NEW PUBLIC SAFETY  
 BUILDING.  
 FY 2018-19 - NO APPROPRIATION IS REQUIRED
  
- 354 HARVEST COURT EXPENSE  
 UTILITIES \$16,800  
 JANITORIAL \$3,539  
 GUTTER CLEANING \$750  
 MAINTENANCE CONTRACTS \$1,465  
 MAINTENANCE & REPAIR (PARTS, MATERIALS, BULBS, PAPER PRODUCTS, ETC.) \$446  
 FY 2017-18 REFLECTS INCREASE DUE TO UNEXPECTED UTILITY COSTS AND REMOVAL OF  
 MODULAR FURNITURE TO ALLOW POLICE EVIDENCE TO EXPAND ON THE CITY STORAGE SIDE  
 CARRY FORWARD FENCE FOR RECORDS ARCHIVES  
 FY 15-16 EXPENSES MOVED HERE FROM 001-10-0450-354 AND UTILITIES FROM 001-60-0621-381
  
- 356 KIOSK MAINTENANCE EXPENSE  
 MISC REPAIRS; PARTS  
 FY2016-17 REFLECTS INCREASE FOR REPAIRS TO ROOF EAVES DUE TO WATER DAMAGE/DRY ROT
  
- 359 PROPERTY TAX REBATE EXPENSE  
 PROPERTY TAX REBATES UNDER THE ANNEXATION AGREEMENTS FOR:  
 PETERKORT PHASE 1 PROPERTIES (REBATE CONTINUES TO FY 2019-20) \$96,708  
 PETERKORT PHASE 2 PROPERTIES (REBATE CONTINUES TO FY 2019-20) \$141,122  
 LITHIA MOTORS ANNEXATION 1 - 3 PROPERTIES (REBATE CONCLUDED FY 2017-18)  
 JENKINS 45 DEGREE CENTRAL PROPERTIES REBATE CONCLUDED FY 2014-15  
 SOUTH COOPER MOUNTAIN REBATE CONCLUDED FY 2014-15
  
- 362 BLDG PERMIT/FEE WAIVER/DISCNT  
 BUILDING PERMIT FEE DISCOUNTS AT PROJECTS APPROVED BY CITY COUNCIL  
 FY 15-16 EXPENSE WAS THE FINAL PAYMENT FOR 45 DEGREE CENTRAL
  
- 386 COMMUNITY CENTER EXPENSE  
 UTILITIES \$23,300  
 JANITORIAL \$23,748  
 MAINTENANCE CONTRACTS \$3,000  
 MAINTENANCE & REPAIRS (PARTS, MATERIALS, BULBS, PAPER PRODUCTS, ETC.) \$4,100  
 REPLACE ROOF AND GUTTERS (FROM FY 2017-18, NOT ENOUGH BUDGETED TO DO PROJECT) \$70,000  
 REPLACE TWO HVAC UNITS OVER TENANT SPACE ON EAST END; END OF LIFE \$20,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 13 NON-DEPARTMENTAL  
 PROGRAM: 0003 NON-DEPARTMENTAL

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
406	BANK SERVICE FEES												
	43,758		29,910		43,000		43,000	43,000		43,000		43,000	
461	SPECIAL EXPENSE												
	7,251		7,632		2,280		2,280	2,280		2,280		2,280	
475	EMERG. INCIDENT ACTIVATION EXP												
	551												
479	LOT 2 & 3 EXPENSES												
							10,000			10,000			
480	PROPERTY TAX EXPENSE												
							2,704						
481	OTHER EXPENSES												
	52,477		27,039		26,000		26,000	26,000		26,000		26,000	
511	PROFESSIONAL SERVICES												
	6,042		8,361		9,600		9,100	7,153		7,153		7,153	
525	PMTS TO OTHER GOVERNMENT AGENCIES												
			1,800,000										
536	MAINTENANCE CONTRACTS												
	750		800		800		450	450		450		450	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	1,257,437		2,379,846		645,486		623,650	641,587		651,587		651,587	
CLASS: 15 CAPITAL OUTLAY													
641	VEHICLES												
					27,500		26,469	24,500		24,500		24,500	
TOTAL CLASS: 15 CAPITAL OUTLAY													
					27,500		26,469	24,500		24,500		24,500	
CLASS: 25 TRANSFERS													
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)												
	282,028		344,741		290,299		290,299	314,830		314,830		314,830	
814	TRSFERS TO CAPITAL PROJ. FUND												
	71,841		552,582		649,798		491,298	623,621		623,621		623,621	

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 13 NON-DEPARTMENTAL  
 PROGRAM: 0003 NON-DEPARTMENTAL

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
406	BANK SERVICE FEES TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD.	
461	SPECIAL EXPENSE FOR SURFACE WATER UTILITY CHARGES ON WESTGATE SITE - REDUCED BY SALE OF 2 PARCELS	
475	EMERG. INCIDENT ACTIVATION EXP EXPENSES ASSOCIATED WITH EOC ACTIVATIONS DURING MAJOR EMERGENCIES AND DISASTERS BUDGET AMENDMENT TRANSFERS THIS EXPENSE TO THE EMERGENCY MGMT PROGRAM 0635	
479	LOT 2 & 3 EXPENSES LOTS 2 & 3 MANAGEMENT COST, LANDSCAPE MAINTENANCE EXPENSE, AND UTILITY EXPENSES \$10,000	
480	PROPERTY TAX EXPENSE PROPERTY TAXES ON THE FARMINGTON AND BETTS PROPERTY LEASE. FY 2018-19 REFLECTS ASSIGNMENT OF PROPERTY TAX EXPENSE TO THE LESSEE LASCALLA.	
481	OTHER EXPENSES LIEN SEARCH SERVICES ANNUAL DEBT SERVICE FEES FOR G.O. BOND ISSUED FOR THE G.O. BOND ISSUES BANK CHARGES NOW APPEAR IN OBJECT CODE 406 IN ALL FUNDS BEGINNING FY 16-17 INVESTMENT ADVISORY SERVICES (\$25,000) AND INVESTMENT CUSTODIAL SERVICES - SAFEKEEPING (\$2,500) HAVE BEEN TRANSFERRED TO THE FINANCE DEPARTMENT'S PROGRAM 0548 OPERATIONS	
511	PROFESSIONAL SERVICES AFTER HOUR ACTIVITY & EVENT SECURITY \$1,000 JANITORIAL SERVICES FOR PARK RESTROOMS \$6,153 FY 15-16 REFLECTS DECREASE DUE TO MOVING JANITORIAL EXPENSES TO INDIVIDUAL BUILDINGS	
525	PMTS TO OTHER GOVERNMENT AGENCIES FY 2016-17 REFLECTS THE CIT'S BUY OUT OF METRO'S 4/9THS INTEREST IN THE WESTAGE PROPERTY BASED ON APPRAISED VALUE. PER IGA, BURA WILL REIMBURSE THE CITY FOR THE BUY OUT.	
536	MAINTENANCE CONTRACTS TYPEWRITER MAINTENANCE FOR 9 TYPEWRITERS @ \$50/EACH \$450	
641	VEHICLES 1 REPLACEMENT FOR VEHICLE NO. 1-619, (2002 CHEVROLET MALIBU) WITH FORD FUSION HYBRID \$24,500	
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19) ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES	
814	TRSFERS TO CAPITAL PROJ. FUND FY 2017-18 PROJECTS 3106 SIDEWALK PROJ BUDEGTED - \$394,798; ESTIMATE - \$394,798 3410 SHARE USE PATH ALONG DENNEY RD BUDGETED - \$255,000; ESTIMATE \$7,500 3228 WESTERN AVENUE 5TH STREET TO ALLEN ESTIMATE - \$89,000 FY 2018-19 PROJECTS 3106 SIDEWALK CONSTRUCITON PROJECTS \$202,621 3328 WESTERN AVE IMPROVEMENT \$85,000 3407 BEAVERTON CREEK SHARED USE PATH \$64,000 3410 SHARE USE PATH ALONG DENNEY RD \$272,000	

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 13 NON-DEPARTMENTAL  
 PROGRAM: 0003 NON-DEPARTMENTAL

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
815	TRSFERS TO CAPITAL DEV. FUND												
	750,952		1,985,005		702,750		509,250	915,000		215,000			
817	TRSFERS TO GARAGE FUND												
	20,637		15,554		17,039		17,039	18,981		18,981			
818	TRSFERS TO ISD-ALLOCATED												
	1,416,206		1,327,851		1,735,903		1,735,903	1,923,608		1,923,608			
819	TRSFERS TO INSURANCE FUND												
	275,172		357,723		411,381		411,381	411,381		411,381			
823	TRSFERS TO DEBT SERVICE FUND												
					1,190,387		1,190,387	200,000		100,000			
830	TRANSFER TO LIBRARY FUND												
										127,231			
831	TRSFER TO LIBRARY FD-COLLECTION												
										165,000			
837	TRSFER TO LODGING TAX (TLT) FUND												
					503,821		486,008	577,070		577,070			
TOTAL CLASS: 25 TRANSFERS													
	2,816,836		4,583,456		5,501,378		5,131,565	4,984,491		4,476,722			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
980	CONTINGENCY- ROW FEE FUTURE USE												
					1,899,035			3,165,414		1,994,451			

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 13 NON-DEPARTMENTAL  
 PROGRAM: 0003 NON-DEPARTMENTAL

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 815 TRSFERS TO CAPITAL DEV. FUND
  - FY 2017-18 PROJECTS:
  - 3518 CANYON RD ALTERNATIVE BIKE NETWORK BUD \$188,500/ EST \$171,750
  - 3519 CANYON RD INTERSECTION IMPROVEMENTS BUD \$324,250/EST \$76,500
  - 3522 LIBRARY FOUNTAIN IMPROVEMENTS BUD \$190,000/EST \$199,000
  - 3513 PROPERTY ACQUISITION ACCOUNT REVISED ESTIMATE \$62,000 TO POTENTIALLY PAY OFF THE UMREIN LAND PURCHASE CONTRACT
  - FY 2018-19 PROJECTS:
  - 3519 CANYON RD INTERSECTION IMPROVEMENTS \$115,000
  - 3513 PROPERTY ACQUISITION ACCOUNT TO PROVIDE FUNDING FOR POTENTIAL LAND PURCHASES \$100,000
- 817 TRSFERS TO GARAGE FUND
  - ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND
- 818 TRSFERS TO ISD-ALLOCATED
  - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$1,923,608
- 819 TRSFERS TO INSURANCE FUND
  - ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE \$411,381
- 823 TRSFERS TO DEBT SERVICE FUND
  - TRANSFER TO THE GENERAL OBLIGATION DEBT SERVICE FUND FOR DEBT SERVICE ASSISTANCE ON THE 2017 PUBLIC SAFETY BOND ISSUE DURING THE TWO YEAR OVERLAP WITH THE EXISTING LIBRARY BOND ISSUE DEBT SERVICE. THE OVERLAP PERIOD ENDS IN FY 2018-19 \$100,000
- 830 TRANSFER TO LIBRARY FUND
  - FY 18-19 TRANSFERS TO SUPPORT FOR LIBRARY OPERATION
  - LIBRARY SAFETY OFFICER \$70,475
  - ADDITIONAL STAFF TIME FOR LIBRARY HOURS CHANGE \$56,756
- 831 TRSFR TO LIBRARY FD-COLLECTION
  - TRANSFER TO LIBRARY FUND TO ASSIST WITH THE PURCHASE OF LIBRARY MATERIALS \$165,000
- 837 TRSFR TO LODGING TAX (TLT) FUND
  - 100% SUBSIDY OF THE ARTS PROGRAM 0528' S OPERATING COSTS IN THE TRANSIENT LODGING TAX FUND \$577,070
  
- 980 CONTINGENCY- ROW FEE FUTURE USE
  - ROW FEES SET ASIDE FOR FUTURE USE:
  - AUTHORIZED USES OF ROW FEES:
  - FY 2015-16:
  - UTILITY UNDERGROUNDING PROJECT \$65,000
  - FY 2016-17:
  - SIDEWALK IMPROVEMENT PROJECT 3106 \$552,582 (FUND MENLO DRIVE FAIRMOUNT TO BERTHOLD)
  - AFFORDABLE HOUSING PROGRAM \$200,000
  - ACQUISITION DUE DILIGENCE EXPENSE \$65,000
  - FY 2017-18:
  - TRANSFER TO THE DEBT SVC FUND TO ASSIST THE PUBLIC SAFETY BOND \$1,190,387
  - SIDEWALK IMPROVEMENT PROJECT 3106 \$394,798 (FUND MENLO DRIVE FAIRMOUNT TO BERTHOLD)
  - AFFORDABLE HOUSING PROGRAM \$300,000
  - ACQUISITION DUE DILIGENCE EXPENSE \$75,000
  - FY 2018-19:
  - TRANSFER TO THE DEBT SVC FUND TO ASSIST THE PUBLIC SAFETY BOND - \$100,000
  - SIDEWALK IMPROVEMENT PROJECT 3106 MENLO DRIVE FAIRMOUNT TO BERTHOLD - \$202,621
  - TRANSFER TO LIBRARY FUND TO ASSIST WITH COLLECTION PURCHASE - \$165,000
  - TRANSFER TO LIBRARY FUND TO ASSIST WITH NEW LIBRARY SAFETY OFFICER - \$70,475
  - TRANSFER TO LIBRARY FUND TO ASSIST WITH THE STAFFING TO INCREASE HOURS THE LIBRARY IS OPEN - \$56,756
  - FUNDING FOR THE AFFORDABLE HOUSING PROGRAM:
  - SR. DEVELOPMENT PROJCTCT MANAGER FOR THE AFFORDABLE HOUSING PROGRAM - \$123,732
  - AFFORDABLE HOUSING ACTIVITIES IN PROGRAM 0662 ACCOUNT 509 - \$855,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 13 NON-DEPARTMENTAL  
 PROGRAM: 0003 NON-DEPARTMENTAL

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
991	CONTINGENCY - UNRESERVED				4,928,584			185,567		3,766,168			
996	RESERVE - EQUIPMENT REPLACEMT				109,651			109,058		109,058			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					6,937,270			3,460,039		5,869,677			
TOTAL PROGRAM: 0003 NON-DEPARTMENTAL					4,074,273	6,963,302	13,111,634	5,781,684	9,110,617	11,022,486			

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 13 NON-DEPARTMENTAL  
PROGRAM: 0003 NON-DEPARTMENTAL

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

991 CONTINGENCY - UNRESERVED

996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR VEHICLE REPLACEMENT