

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 13 NON-DEPARTMENTAL

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

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
	9,831		12,926		15,000		14,660	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		55,216	50,000	50,000		50,000	
350	GRIFFITH PARK BUILDING EXPENSE											
	670,216											
351	UTILITIES EXPENSE											
	800,331		969,500		973,670		790,409	878,000	825,000		825,000	
352	BVTN ACTIVITIES CENTER EXPENSE											
	75,817		69,540		55,320		51,404	44,720				
354	HARVEST COURT EXPENSE											
	16,093		33,811		27,402		25,091	27,242	23,000		23,000	
356	KIOSK MAINTENANCE EXPENSE											
	1,280		503		671		2,772	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		68,231		71,086	62,631	65,000		65,000	
384	BUILDING MAINTENANCE PROJECTS											
	131,054		350,555		526,100		239,402	542,000	418,750		418,750	
385	PARKING GARAGE EXPENSE											
	10,866		132,052		38,400		38,041	36,732	36,732		36,732	
386	COMMUNITY CENTER EXPENSE											

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	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	52,914		52,545		99,878		72,100	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		28,189	43,000	43,000		43,000	
431	PLANT MAINTENANCE											
	59,176		68,284		90,000		60,040	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											
0100 479	LOT 2 & 3 EXPENSES											
							8,024	10,000	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		30,068	26,000	26,000		26,000	
510	3RD FLOOR E-SUITES EXPENSE											
	223,182		216,512		225,000		209,560	208,000	220,000		220,000	
511	PROFESSIONAL SERVICES											
	581,868		787,311		830,887		748,320	788,866	851,395		851,395	
525	PMTS TO OTHER GOVERNMENT AGENCIES											
			1,800,000									
536	MAINTENANCE CONTRACTS											
	17,386		18,362		30,730		26,444	26,100	24,900		24,900	
551	RENTS AND LEASES											
	73,260		73,260		74,000		67,155	73,300	74,000		74,000	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	3,218,560		5,079,923		3,547,724		2,881,098	3,343,655	3,287,761		3,287,761	

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

CLASS: 15 CAPITAL OUTLAY

605	BUILDINGS AND BUILDING IMPROVE											
			61,662		516,387		512,295	485,000	80,000		80,000	
641	VEHICLES											
					27,500		26,469	26,469	24,500		24,500	
682	CONSTRUCTION											
					109,500		53,450		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		678,387		597,214	516,469	234,000		234,000	
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CLASS: 20 DEBT SERVICE

791	PAYMENT OF CONSTRUCTION LOAN											
	180,252		170,331		106,692		106,692	106,692	106,692		106,692	

TOTAL CLASS: 20 DEBT SERVICE

	180,252		170,331		106,692		106,692	106,692	106,692		106,692	
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CLASS: 25 TRANSFERS

808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)											
	282,028		344,741		290,299		290,299	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		254,832	509,250	215,000		215,000	
817	TRSFERS TO GARAGE FUND											
	20,637		15,554		17,039		17,030	17,039	18,981		18,981	
818	TRSFERS TO ISD-ALLOCATED											
	1,416,206		1,327,851		1,735,903		1,735,903	1,735,903	1,923,608		1,923,608	
819	TRSFERS TO INSURANCE FUND											

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OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	275,172		357,723		411,381		411,381	411,381	411,381		411,381	
823	TRSFERS TO DEBT SERVICE FUND											
					1,190,387		1,190,387	1,190,387	100,000		100,000	
830	TRANSFER TO LIBRARY FUND											
									127,231		127,231	
831	TRFSR TO LIBRARY FD-COLLECTION											
									165,000		165,000	
837	TRFSR TO LODGING TAX (TLT) FUND											
					503,821			486,008	577,070		557,070	
TOTAL CLASS: 25 TRANSFERS												
	2,816,836		4,583,456		5,501,378		4,294,954	5,131,565	4,476,722		4,456,722	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
980	CONTINGENCY- ROW FEE FUTURE USE											
					1,899,035				1,994,451		2,410,414	
991	CONTINGENCY - UNRESERVED											
					4,521,055				3,766,168		3,269,744	
996	RESERVE - EQUIPMENT REPLACEMT											
					109,651				109,058		109,058	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					6,529,741				5,869,677		5,789,216	
TOTAL DEPARTMENT: 13 NON-DEPARTMENTAL												
	6,215,648		9,895,372		16,363,922		7,879,958	9,098,381	13,974,852		13,874,391	

BP WORKSHEET & JUSTIFICATION

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

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	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	55,320	44,720						
354	HARVEST COURT EXPENSE	16,093	33,811	27,402	27,242	23,000	23,000				
356	KIOSK MAINTENANCE EXPENSE	1,280	503	671	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	99,878	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
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- 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

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	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
406	BANK SERVICE FEES										
	43,758		29,910		43,000		43,000	43,000		43,000	
461	SPECIAL EXPENSE										
	7,251		7,632		2,280		2,280	2,280		2,280	
475	EMERG. INCIDENT ACTIVATION EXP										
	551										
479	LOT 2 & 3 EXPENSES						10,000	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	
511	PROFESSIONAL SERVICES										
	6,042		8,361		9,600		9,100	7,153		7,153	
525	PMTS TO OTHER GOVERNMENT AGENCIES										
			1,800,000								
536	MAINTENANCE CONTRACTS										
	750		800		800		450	450		450	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	1,257,437		2,379,846		663,737		623,650	651,587		651,587	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
					27,500		26,469	24,500		24,500	
TOTAL CLASS: 15 CAPITAL OUTLAY											
					27,500		26,469	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	
814	TRSFERS TO CAPITAL PROJ. FUND										
	71,841		552,582		649,798		491,298	623,621		623,621	

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OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 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

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	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
815	TRSFERS TO CAPITAL DEV. FUND										
	750,952		1,985,005		702,750		509,250	215,000		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	100,000		100,000	
830	TRANSFER TO LIBRARY FUND										
								127,231		127,231	
831	TRSFER TO LIBRARY FD-COLLECTION										
								165,000		165,000	
837	TRSFER TO LODGING TAX (TLT) FUND										
					503,821		486,008	577,070		557,070	
TOTAL CLASS: 25 TRANSFERS											
	2,816,836		4,583,456		5,501,378		5,131,565	4,476,722		4,456,722	

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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 \$557,070
 FY 18-19 BUDGET AMENDMENT PKT #11 REDUCES THE APPROPRIATION IN THE LODGING TAX FUND
 FOR ART DEVELOPMENT EXPENSE BY \$20,000 AND REDUCES THE FUNDING FROM THE GENERAL
 FUND BY THAT AMOUNT.

City of Beaverton - Finance
 Budget Preparation - 2019

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 PROGRAM: 0003 NON-DEPARTMENTAL

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

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES
 980 CONTINGENCY- ROW FEE FUTURE USE

	1,899,035		1,994,451	2,410,414
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991 CONTINGENCY - UNRESERVED

	4,521,055		3,766,168	3,269,744
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996 RESERVE - EQUIPMENT REPLACEMT

	109,651		109,058	109,058
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TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

	6,529,741		5,869,677	5,789,216
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TOTAL PROGRAM: 0003 NON-DEPARTMENTAL

	4,074,273	6,963,302	12,722,356	5,781,684	11,022,486	10,922,025
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OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 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
 FY 2018-19 BUDGET AMENDMENT PKT# 3 CHANGES THE FUNDING FOR THE LIBRARY FUND ITEMS ABOVE (COLLECTION PURCHASE \$165,000, LIBRARY SAFETY OFFICER \$70,475, STAFFING TO INCREASE LIBRARY HOURS \$56,756) FROM THE ROW FEE FUTURE USE ACCT 980 TO THE GENERAL FUND'S CONTINGENCY UNRESERVED ACCT 991.
 FY 2018-19 BUDGET AMENDMENT PKT# 5 CHANGES THE FUNDING FOR THE NEW SENIOR DEVELOPMENT PROJECT MANAGER POSITION IN SUPPORT OF THE AFFORDABLE HOUSING PROGRAM (\$123,732) FROM GENERAL FUND'S ROW FEE FUTURE USE ACCT 980 TO THE GENERAL FUND'S CONTINGENCY UNRESERVED - ACCT 991.
- 991 CONTINGENCY - UNRESERVED
- 996 RESERVE - EQUIPMENT REPLACEMT
 RESERVE FOR VEHICLE REPLACEMENT

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 13 NON-DEPARTMENTAL

PROGRAM: 0006 BEAVERTON CENTRAL PLANT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 10 MATERIALS & SERVICES											
351	UTILITIES EXPENSE										
	160,486		169,323		145,000		180,000		185,000		185,000
431	PLANT MAINTENANCE										
	59,176		68,284		90,000		76,500		90,000		90,000
511	PROFESSIONAL SERVICES										
	222,316		213,877		245,000		204,000		245,000		245,000
551	RENTS AND LEASES										
	73,260		73,260		74,000		73,300		74,000		74,000
TOTAL CLASS: 10 MATERIALS & SERVICES											
	515,238		524,744		554,000		533,800		594,000		594,000
CLASS: 15 CAPITAL OUTLAY											
682	CONSTRUCTION										
					109,500				109,500		109,500
683	CONST DESIGN & ENGR INSPECTION										
					25,000		5,000		20,000		20,000
TOTAL CLASS: 15 CAPITAL OUTLAY											
					134,500		5,000		129,500		129,500
CLASS: 20 DEBT SERVICE											
791	PAYMENT OF CONSTRUCTION LOAN										
	180,252		170,331		106,692		106,692		106,692		106,692
TOTAL CLASS: 20 DEBT SERVICE											
	180,252		170,331		106,692		106,692		106,692		106,692
TOTAL PROGRAM: 0006 BEAVERTON CENTRAL PLANT											
	695,490		695,075		795,192		645,492		830,192		830,192

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 13 NON-DEPARTMENTAL
PROGRAM: 0006 BEAVERTON CENTRAL PLANT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

351 UTILITIES EXPENSE
CENTRAL PLANT PROJECTED UTILITIES COST: NW NATURAL & PGE \$185,000

431 PLANT MAINTENANCE
STANDARD PLANT MAINTENANCE \$90,000

511 PROFESSIONAL SERVICES
CENTRAL PLANT OPERATIONS AND MAINTENANCE, ABM OVERSIGHT. \$84,000
ABM OPERATIONAL LABOR \$70,000
PLANT ANALYSIS PERFORMANCE REVIEW \$7,500
SPECIALTY/TECH CONSULTANTS. \$4,500
OPERATIONS AND MAINTENANCE. \$79,000

551 RENTS AND LEASES
PLANT SPACE LEASE PAYMENT TO CITY AS BUILDING OWNER FOR 4,742 SF @ \$15.45 PER SF \$74,000

682 CONSTRUCTION
CENTRAL PLANT EQUIPMENT & CONNECTIVITY UPGRADE FOR BCA \$100,000
(BALANCE OF CONSTRUCTION IN FY 2019-20 \$229,000) CENTRAL PLANT EQUIPMENT & CONNECTIVITY UPGRADE FOR SKB
PARKING GARAGE \$9,500

683 CONST DESIGN & ENGR INSPECTION
CENTRAL PLANT BCA CONNECTIVITY CONSTRUCTION DESIGN & ENGINEERING \$20,000

791 PAYMENT OF CONSTRUCTION LOAN
STATE CONSTRUCTION LOAN PAYMENT FOR BEAVERTON CENTRAL PLANT. THE FIRST LOAN WAS
PAID OFF IN MAY 2017 AND THE SECOND LOAN WILL CONTINUE TILL JUNE OF 2022.
LOAN 2 MONTHLY PAYMENT \$8,891

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 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

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

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED	
351	UTILITIES EXPENSE HEATING, COOLING AND OTHER UTILITIES TO USE THE BUILDING: CENTRAL PLANT HEATING AND COOLING SERVICES ELECTRICTY 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	

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 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	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		1,810,107		1,651,826	1,368,949		1,368,949	
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CLASS: 15 CAPITAL OUTLAY

605	BUILDINGS AND BUILDING IMPROVE										
			61,662		516,387		485,000	80,000		80,000	

TOTAL CLASS: 15 CAPITAL OUTLAY

			61,662		516,387		485,000	80,000		80,000	
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TOTAL PROGRAM: 0007 BEAVERTON BUILDING OPERATIONS

	1,445,885		1,596,886		2,326,494		2,136,826	1,448,949		1,448,949	
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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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

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 13 NON-DEPARTMENTAL
 PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS

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

CLASS: 10 MATERIALS & SERVICES

351 UTILITIES EXPENSE

140,957 137,000 138,000 140,000 140,000

381 BUILDING EXPENSE

25,691 33,600 28,000 30,000 30,000

384 BUILDING MAINTENANCE PROJECTS

261,842 126,100 150,000 263,000 263,000

511 PROFESSIONAL SERVICES

205,557 210,700 210,179 232,025 232,025

536 MAINTENANCE CONTRACTS

6,062 12,480 8,200 8,200 8,200

TOTAL CLASS: 10 MATERIALS & SERVICES

640,109 519,880 534,379 673,225 673,225

TOTAL PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS

640,109 519,880 534,379 673,225 673,225

TOTAL DEPARTMENT: 13 NON-DEPARTMENTAL

6,215,648 9,895,372 16,363,922 9,098,381 13,974,852 13,874,391

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 13 NON-DEPARTMENTAL
PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 351 UTILITIES EXPENSE
 - BEGINNING FY 2016-17 THE EXPENSES FOR THE GRIFFITH PARK BUILDING ARE ACCOUNTED FOR UNDER A SEPARATE PROGRAM 0008. PRIOR TO THIS, THESE EXPENSES WERE ACCOUNTED FOR IN NON-DEPARTMENTAL PROGRAM 0003
 - HEATING, COOLING AND OTHER UTILITIES TO USE THE BUILDING:
 - ELECTRICITY
 - CITY WATER SEWER AND STORM
 - NATURAL GAS
 - SOLID WASTE AND RECYCLING
 - FY 16-17 EXPENSES MOVED HERE FROM 001-13-0003-350
- 381 BUILDING EXPENSE
 - HARDWARE, LIGHTBULBS, PAPER PRODUCTS, REPAIRS AND MAINTENANCE
 - FY 16-17 EXPENSES MOVED HERE FROM 001-13-0003-350
- 384 BUILDING MAINTENANCE PROJECTS
 - REPLACE TWO HVAC UNITS THAT ARE FAILING \$50,000
 - ADA COMPLIANCE - REMODEL 1ST FLOOR SOUTH RESTROOMS \$15,000
 - MUNICIPAL COURT REMODELING FOR A 2ND CUSTOMER SERVICE COUNTER AT THE SOUTH END \$48,000
 - IMPROVE GRIFFITH BUILDING AND COURTROOM SECURITY \$150,000
 - FY 2017-18 INCREASE REFLECTS COSTS TO RENOVATE BUILDING TO PROVIDE ADDITIONAL CITIZEN MEETING SPACES DUE TO THE CLOSURE OF THE BEAVERTON ACTIVITY CENTER
- 511 PROFESSIONAL SERVICES
 - JANITORIAL SERVICES INCREASE DUE TO SQUARE FOOTAGE USAGE WITH MEETINGS
 - FY 16-17 EXPENSES MOVED HERE FROM 001-13-0003-350
- 536 MAINTENANCE CONTRACTS
 - PEST CONTROL, ELEVATOR CONTRACT, FIRE SPRINKLER AND ALARM TESTING, GENERATOR MAINTENANCE, WINDOW WASHING
 - FY 16-17 EXPENSES MOVED HERE FROM 001-13-0003-350