

## City Wide Summary

**CITY SUMMARY BY CLASS**

**CITY REVENUES BY CLASS**

| OBJ                                 | 2016 - ACTUAL | 2017 - ACTUAL | 2018 BUDGETED | 2018 - YTD  | 2018        | 2019 - RECOMD | 2019 ADOPTED |
|-------------------------------------|---------------|---------------|---------------|-------------|-------------|---------------|--------------|
|                                     | AMOUNT        | AMOUNT        | AMOUNT        | ACTUAL      | EST AMT     | AMOUNT        | AMOUNT       |
| CLASS: 05 BEGINNING WORKING CAPITAL |               |               |               |             |             |               |              |
|                                     | 62,626,826    | 68,958,183    | 112,336,509   | 112,336,510 | 112,336,509 | 121,438,751   | 121,438,751  |
| CLASS: 10 TAXES                     |               |               |               |             |             |               |              |
|                                     | 49,341,977    | 52,771,662    | 55,685,872    | 53,610,367  | 56,571,589  | 59,244,252    | 58,667,986   |
| CLASS: 15 INTERGOVERNMENTAL REVENUE |               |               |               |             |             |               |              |
|                                     | 16,436,827    | 18,579,495    | 20,128,236    | 15,915,985  | 19,302,558  | 21,085,828    | 21,240,080   |
| CLASS: 20 PERMITS & FEES            |               |               |               |             |             |               |              |
|                                     | 8,664,726     | 8,821,479     | 9,303,732     | 8,174,872   | 8,363,040   | 10,173,580    | 10,173,580   |
| CLASS: 25 SERVICE FEES              |               |               |               |             |             |               |              |
|                                     | 23,961,965    | 23,772,327    | 23,714,868    | 24,411,569  | 23,598,567  | 24,802,290    | 24,802,290   |
| CLASS: 30 FINES & FORFEITURES       |               |               |               |             |             |               |              |
|                                     | 5,175,928     | 5,045,664     | 5,026,216     | 4,464,343   | 5,002,116   | 4,994,116     | 4,994,116    |
| CLASS: 35 MISCELLANEOUS REVENUES    |               |               |               |             |             |               |              |
|                                     | 7,008,025     | 8,402,344     | 6,253,911     | 5,802,436   | 6,466,922   | 7,211,664     | 7,211,664    |
| CLASS: 40 INTERFUND TRANSFERS/LOANS |               |               |               |             |             |               |              |
|                                     | 19,540,662    | 20,382,674    | 25,938,013    | 20,145,388  | 24,463,070  | 25,262,137    | 24,842,137   |
| CLASS: 45 NON-REVENUE RECEIPTS      |               |               |               |             |             |               |              |
|                                     | 10,016,392    | 48,150,936    | 27,811,891    | 10,102,708  | 32,528,756  | 13,633,882    | 13,633,882   |
| TOTAL CITY REVENUES                 |               |               |               |             |             |               |              |
|                                     | 202,773,328   | 254,884,764   | 286,199,248   | 254,964,178 | 288,633,127 | 287,846,500   | 287,004,486  |

1000

**CITY SUMMARY BY CLASS**

**CITY EXPENDITURES BY CLASS**

| OBJ                                     | 2016 - ACTUAL |        | 2017 - ACTUAL |        | 2018 BUDGETED |        | 2018 - YTD  | 2018        | 2019 - RECOMD |        | 2019 ADOPTED |        |
|---|---------------|--------|---------------|--------|---------------|--------|-------------|-------------|---------------|--------|--------------|--------|
|   | AMOUNT        | FTE    | AMOUNT        | FTE    | AMOUNT        | FTE    | ACTUAL      | EST AMT     | AMOUNT        | FTE    | AMOUNT       | FTE    |
| CLASS: 05 PERSONNEL SERVICES            |               |        |               |        |               |        |             |             |               |        |              |        |
|   | 61,036,075    | 544.48 | 63,881,549    | 555.88 | 71,304,958    | 567.63 | 63,473,512  | 67,441,026  | 76,188,928    | 581.36 | 76,133,955   | 580.36 |
| CLASS: 10 MATERIALS & SERVICES          |               |        |               |        |               |        |             |             |               |        |              |        |
|   | 35,170,561    |        | 40,789,286    |        | 44,591,054    |        | 38,253,376  | 41,528,136  | 46,063,634    |        | 46,200,379   |        |
| CLASS: 15 CAPITAL OUTLAY                |               |        |               |        |               |        |             |             |               |        |              |        |
|   | 12,385,480    |        | 12,369,683    |        | 70,129,518    |        | 24,593,938  | 27,428,531  | 52,033,076    |        | 51,433,076   |        |
| CLASS: 20 DEBT SERVICE                  |               |        |               |        |               |        |             |             |               |        |              |        |
|   | 5,682,384     |        | 5,125,081     |        | 6,333,613     |        | 4,590,387   | 6,333,613   | 6,835,210     |        | 6,835,210    |        |
| CLASS: 25 TRANSFERS                     |               |        |               |        |               |        |             |             |               |        |              |        |
|   | 19,540,663    |        | 20,382,674    |        | 25,938,013    |        | 20,145,390  | 24,463,070  | 25,262,137    |        | 24,842,137   |        |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |               |        |               |        |               |        |             |             |               |        |              |        |
|   |               |        |               |        | 67,902,092    |        |             |             | 81,463,515    |        | 81,559,729   |        |
| TOTAL CITY EXPENDITURES                 |               |        |               |        |               |        |             |             |               |        |              |        |
|   | 133,815,163   | 544.48 | 142,548,273   | 555.88 | 286,199,248   | 567.63 | 151,056,603 | 167,194,376 | 287,846,500   | 581.36 | 287,004,486  | 580.36 |

0002

## General Fund Summary

**FUND SUMMARY BY CLASS**

FUND: 001 GENERAL FUND

REVENUES BY CLASS

| OBJ                                 | 2016 - ACTUAL | 2017 - ACTUAL | 2018 BUDGETED | 2018 - YTD | 2018       | 2019 - RECOMD | 2019 ADOPTED |
|-------------------------------------|---------------|---------------|---------------|------------|------------|---------------|--------------|
|                                     | AMOUNT        | AMOUNT        | AMOUNT        | ACTUAL     | EST AMT    | AMOUNT        | AMOUNT       |
| CLASS: 05 BEGINNING WORKING CAPITAL |               |               |               |            |            |               |              |
|                                     | 11,864,460    | 14,093,113    | 14,540,399    | 14,540,400 | 14,540,399 | 12,980,791    | 12,980,791   |
| CLASS: 10 TAXES                     |               |               |               |            |            |               |              |
|                                     | 40,455,557    | 42,398,589    | 43,595,733    | 41,995,614 | 44,516,073 | 46,006,355    | 45,714,105   |
| CLASS: 15 INTERGOVERNMENTAL REVENUE |               |               |               |            |            |               |              |
|                                     | 3,063,518     | 2,940,218     | 4,393,076     | 3,595,272  | 4,342,400  | 3,788,616     | 3,788,616    |
| CLASS: 20 PERMITS & FEES            |               |               |               |            |            |               |              |
|                                     | 1,735,012     | 2,639,633     | 2,023,237     | 1,600,913  | 1,708,025  | 2,068,025     | 2,068,025    |
| CLASS: 25 SERVICE FEES              |               |               |               |            |            |               |              |
|                                     | 1,191,489     | 1,084,609     | 1,124,735     | 932,203    | 1,011,617  | 960,290       | 960,290      |
| CLASS: 30 FINES & FORFEITURES       |               |               |               |            |            |               |              |
|                                     | 4,930,106     | 4,841,550     | 4,876,216     | 4,333,951  | 4,864,116  | 4,864,116     | 4,864,116    |
| CLASS: 35 MISCELLANEOUS REVENUES    |               |               |               |            |            |               |              |
|                                     | 4,136,530     | 5,072,736     | 3,258,585     | 2,821,700  | 3,390,726  | 3,201,178     | 3,201,178    |
| CLASS: 40 INTERFUND TRANSFERS/LOANS |               |               |               |            |            |               |              |
|                                     | 4,125,023     | 5,414,944     | 4,927,949     | 4,926,649  | 4,915,742  | 5,147,504     | 5,147,504    |
| TOTAL: 001 GENERAL FUND REVENUES    |               |               |               |            |            |               |              |
|                                     | 71,501,695    | 78,485,392    | 78,739,930    | 74,746,702 | 79,289,098 | 79,016,875    | 78,724,625   |

0003

### FUND SUMMARY BY CLASS

FUND: 001 GENERAL FUND

#### EXPENDITURES BY CLASS

| OBJ                                     | 2016 - ACTUAL |        | 2017 - ACTUAL |        | 2018 BUDGETED |        | 2018 - YTD | 2018       | 2019 - RECOMD |        | 2019 ADOPTED |        |
|---|---------------|--------|---------------|--------|---------------|--------|------------|------------|---------------|--------|--------------|--------|
|   | AMOUNT        | FTE    | AMOUNT        | FTE    | AMOUNT        | FTE    | ACTUAL     | EST AMT    | AMOUNT        | FTE    | AMOUNT       | FTE    |
| CLASS: 05 PERSONNEL SERVICES            |               |        |               |        |               |        |            |            |               |        |              |        |
|   | 41,002,071    | 337.73 | 42,820,648    | 344.28 | 47,132,367    | 350.83 | 42,025,751 | 44,536,124 | 49,897,895    | 357.13 | 49,696,038   | 355.13 |
| CLASS: 10 MATERIALS & SERVICES          |               |        |               |        |               |        |            |            |               |        |              |        |
|   | 10,526,543    |        | 13,647,320    |        | 14,426,656    |        | 12,279,187 | 12,921,343 | 13,870,151    |        | 13,880,219   |        |
| CLASS: 15 CAPITAL OUTLAY                |               |        |               |        |               |        |            |            |               |        |              |        |
|   | 528,575       |        | 398,668       |        | 1,554,095     |        | 1,241,261  | 1,047,361  | 1,151,535     |        | 1,151,535    |        |
| CLASS: 20 DEBT SERVICE                  |               |        |               |        |               |        |            |            |               |        |              |        |
|   | 180,252       |        | 170,331       |        | 106,692       |        | 106,692    | 106,692    | 106,692       |        | 106,692      |        |
| CLASS: 25 TRANSFERS                     |               |        |               |        |               |        |            |            |               |        |              |        |
|   | 5,171,156     |        | 6,908,037     |        | 8,066,600     |        | 6,340,298  | 7,696,787  | 7,142,236     |        | 7,122,236    |        |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |               |        |               |        |               |        |            |            |               |        |              |        |
|   |               |        |               |        | 7,453,520     |        |            |            | 6,848,366     |        | 6,767,905    |        |
| TOTAL: 001 GENERAL FUND EXPENDITURES    |               |        |               |        |               |        |            |            |               |        |              |        |
|   | 57,408,597    | 337.73 | 63,945,004    | 344.28 | 78,739,930    | 350.83 | 61,993,189 | 66,308,307 | 79,016,875    | 357.13 | 78,724,625   | 355.13 |

0004

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |             |  |             |  |             |  |             |             |             |  |             |  |
|--|-------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
|  | -11,864,460 |  | -14,093,113 |  | -14,540,399 |  | -14,540,400 | -14,540,399 | -12,980,791 |  | -12,980,791 |  |
|--|-------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |             |  |             |  |             |  |             |             |             |  |             |  |
|--|-------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
|  | -11,864,460 |  | -14,093,113 |  | -14,540,399 |  | -14,540,400 | -14,540,399 | -12,980,791 |  | -12,980,791 |  |
|--|-------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|

CLASS: 10 TAXES

302 CITY 3% MARIJUANA SALES TAX

|  |  |  |         |  |          |  |          |          |          |  |          |  |
|--|--|--|---------|--|----------|--|----------|----------|----------|--|----------|--|
|  |  |  | -72,821 |  | -351,000 |  | -349,966 | -476,000 | -476,000 |  | -476,000 |  |
|--|--|--|---------|--|----------|--|----------|----------|----------|--|----------|--|

0005 304 ROW FEE - TELECOM SERVICES

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -163,297 |  | -271,611 |  | -164,000 |  | -520,438 | -550,000 | -550,000 |  | -550,000 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

305 ROW FEE - CITY UTILITIES

|  |            |  |            |  |  |  |  |  |  |  |  |  |
|--|------------|--|------------|--|--|--|--|--|--|--|--|--|
|  | -2,101,526 |  | -2,142,494 |  |  |  |  |  |  |  |  |  |
|--|------------|--|------------|--|--|--|--|--|--|--|--|--|

306 INTEREST ON DELINQUENT TAXES

|  |        |  |         |  |         |  |         |         |         |  |         |  |
|--|--------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | -7,504 |  | -13,802 |  | -10,000 |  | -19,545 | -20,000 | -15,000 |  | -15,000 |  |
|--|--------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

308 ROW FEE - CABLE TV (MACC)

|  |            |  |          |  |          |  |          |          |          |  |          |  |
|--|------------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -1,088,251 |  | -944,104 |  | -925,000 |  | -666,276 | -950,000 | -950,000 |  | -950,000 |  |
|--|------------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

310 ROW FEE TO OTHER FUNDS

|  |           |  |           |  |           |  |           |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
|  | 1,684,060 |  | 1,684,060 |  | 1,684,060 |  | 1,684,060 | 1,684,060 | 1,384,060 |  | 1,384,060 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|

311 PROPERTY TAXES - CURRENT YEAR

|  |             |  |             |  |             |  |             |             |             |  |             |  |
|--|-------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
|  | -31,872,776 |  | -33,361,338 |  | -34,341,938 |  | -33,625,475 | -34,520,516 | -35,638,480 |  | -35,346,230 |  |
|--|-------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|

312 PROPERTY TAXES - PRIOR YEARS

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -356,343 |  | -349,425 |  | -300,000 |  | -197,294 | -300,000 | -300,000 |  | -300,000 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

313 BUSINESS LICENSE TAXES

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -638,571 |  | -674,588 |  | -640,000 |  | -696,371 | -670,000 | -670,000 |  | -670,000 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

314 ROW FEE - PGE BASE 3.5%

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -2,760,505 |  | -2,619,872 |  | -2,795,000 |  | -2,742,136 | -2,742,135 | -2,742,000 |  | -2,742,000 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

315 ROW FEE - NWNNG BASE 3.0%

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -634,718 |  | -713,305 |  | -648,000 |  | -528,038 | -691,900 | -691,900 |  | -691,900 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

316 ROW FEE - FRONTIER

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

| 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 |
|                                     | -99,801                         |     | -89,625       |     | -85,000       |     | -63,823     | -80,000     | -70,000       |     | -70,000      |     |
| 317                                 | ROW FEE - CENTURY LINK          |     |               |     |               |     |             |             |               |     |              |     |
|                                     | -8,910                          |     | -8,792        |     | -7,800        |     | -5,589      | -7,300      | -7,000        |     | -7,000       |     |
| 318                                 | ROW FEE - GARBAGE HAULERS       |     |               |     |               |     |             |             |               |     |              |     |
|                                     | -859,415                        |     | -892,983      |     | -862,000      |     | -683,216    | -913,000    | -950,000      |     | -950,000     |     |
| 319                                 | ROW FEE - OTHER UTILITIES       |     |               |     |               |     |             |             |               |     |              |     |
|                                     |                                 |     | -81,376       |     | -100,000      |     | -106,746    | -115,000    | -115,000      |     | -115,000     |     |
| 503                                 | ROW FEE - OTHER WATER DISTRICTS |     |               |     |               |     |             |             |               |     |              |     |
|                                     |                                 |     | -209,721      |     | -300,000      |     | -317,489    | -377,000    | -380,000      |     | -380,000     |     |
| 504                                 | ROW FEE - PGE PRIVILEGE 1.5%    |     |               |     |               |     |             |             |               |     |              |     |
|                                     | -1,124,855                      |     | -1,161,255    |     | -1,125,000    |     | -896,137    | -1,160,000  | -1,160,000    |     | -1,160,000   |     |
| 505                                 | ROW FEE - NWNG PRIVILEGE 2.0%   |     |               |     |               |     |             |             |               |     |              |     |
|                                     | -423,145                        |     | -475,537      |     | -432,000      |     | -352,025    | -456,000    | -450,000      |     | -450,000     |     |
| 507                                 | ROW FEE - CWS, SEWER            |     |               |     |               |     |             |             |               |     |              |     |
|                                     |                                 |     |               |     | -987,905      |     | -816,643    | -987,905    | -1,000,000    |     | -1,000,000   |     |
| 508                                 | ROW FEE - CWS, SWM              |     |               |     |               |     |             |             |               |     |              |     |
|                                     |                                 |     |               |     | -73,662       |     | -58,631     | -69,000     | -79,000       |     | -79,000      |     |
| 509                                 | ROW FEE - COB, SEWER            |     |               |     |               |     |             |             |               |     |              |     |
|                                     |                                 |     |               |     | -202,342      |     | -161,452    | -202,342    | -210,000      |     | -210,000     |     |
| 510                                 | ROW FEE - COB, SWM              |     |               |     |               |     |             |             |               |     |              |     |
|                                     |                                 |     |               |     | -277,111      |     | -220,352    | -260,000    | -284,000      |     | -284,000     |     |
| 511                                 | ROW FEE - COB, WATER            |     |               |     |               |     |             |             |               |     |              |     |
|                                     |                                 |     |               |     | -652,035      |     | -652,032    | -652,035    | -652,035      |     | -652,035     |     |
| TOTAL CLASS: 10 TAXES               |                                 |     |               |     |               |     |             |             |               |     |              |     |
|                                     | -40,455,557                     |     | -42,398,589   |     | -43,595,733   |     | -41,995,614 | -44,516,073 | -46,006,355   |     | -45,714,105  |     |
| CLASS: 15 INTERGOVERNMENTAL REVENUE |                                 |     |               |     |               |     |             |             |               |     |              |     |
| 322                                 | STATE REVENUE SHARING           |     |               |     |               |     |             |             |               |     |              |     |
|                                     |                                 |     |               |     | -997,000      |     | -809,910    | -1,025,000  | -1,025,000    |     | -1,025,000   |     |
| 324                                 | STATE LIQUOR TAX                |     |               |     |               |     |             |             |               |     |              |     |

9,000

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

| 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 |
|   | -1,349,223                           |     | -1,455,656    |     | -1,370,000    |     | -1,285,698 | -1,513,000 | -1,513,000    |     | -1,513,000   |     |
| 325                                       | STATE CIGARETTE TAX                  |     |               |     |               |     |            |            |               |     |              |     |
|   | -123,746                             |     | -120,417      |     | -120,000      |     | -98,789    | -120,000   | -120,000      |     | -120,000     |     |
| 326                                       | COUNTY 2.5% LODGING TAX              |     |               |     |               |     |            |            |               |     |              |     |
|   | -778,024                             |     |               |     |               |     |            |            |               |     |              |     |
| 327                                       | GRANTS - FEDERAL                     |     |               |     |               |     |            |            |               |     |              |     |
|   | -443,656                             |     | -626,605      |     | -559,755      |     | -455,688   | -326,302   | -252,427      |     | -252,427     |     |
| 328                                       | GRANTS - STATE                       |     |               |     |               |     |            |            |               |     |              |     |
|   | -94,827                              |     | -79,827       |     | -33,000       |     | -18,110    | -33,000    | -33,000       |     | -33,000      |     |
| 329                                       | OTHER INTERGOVERNMENTAL REV          |     |               |     |               |     |            |            |               |     |              |     |
|   | -144,196                             |     |               |     | -150,000      |     | -140,634   | -150,000   |               |     |              |     |
| 553                                       | GRANTS - EPA BROWNFIELDS ASSMT       |     |               |     |               |     |            |            |               |     |              |     |
|   | -115,492                             |     | -60,303       |     | -138,626      |     | -81,831    | -118,626   |               |     |              |     |
| 554                                       | GRANTS - STATE CJC B-SOBR            |     |               |     |               |     |            |            |               |     |              |     |
|   |                                      |     | -171,236      |     | -160,420      |     | -16,854    | -93,943    | -95,189       |     | -95,189      |     |
| 555                                       | GRANTS - FEDERAL SAMHSA-SOBR         |     |               |     |               |     |            |            |               |     |              |     |
|   | -6,734                               |     | -133,875      |     | -108,250      |     | -3,142     | -65,000    | -50,000       |     | -50,000      |     |
| 557                                       | DUII BLOOD DRAW GRANT FED            |     |               |     |               |     |            |            |               |     |              |     |
|   | -7,620                               |     | -6,870        |     | -14,400       |     | -6,510     | -7,800     | -8,000        |     | -8,000       |     |
| 558                                       | SCHOOL DIST POLICE SRO REIMB         |     |               |     |               |     |            |            |               |     |              |     |
|   |                                      |     | -108,671      |     | -113,000      |     | -80,879    | -113,000   | -113,000      |     | -113,000     |     |
| 559                                       | METRO RECYCLE/WASTE REDUCTION GRANTS |     |               |     |               |     |            |            |               |     |              |     |
|   |                                      |     | -176,758      |     | -176,750      |     | -185,929   | -185,929   | -187,000      |     | -187,000     |     |
| 563                                       | STATE MARIJUANA SALES TAX            |     |               |     |               |     |            |            |               |     |              |     |
|   |                                      |     |               |     | -451,875      |     | -411,298   | -490,800   | -292,000      |     | -292,000     |     |
| 564                                       | FED GRANTS - DUII COURT              |     |               |     |               |     |            |            |               |     |              |     |
|   |                                      |     |               |     |               |     |            | -100,000   | -100,000      |     | -100,000     |     |
| TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE |                                      |     |               |     |               |     |            |            |               |     |              |     |
|   | -3,063,518                           |     | -2,940,218    |     | -4,393,076    |     | -3,595,272 | -4,342,400 | -3,788,616    |     | -3,788,616   |     |

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

| 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: 20 PERMITS & FEES

|     |                                |  |            |  |            |  |          |            |            |  |            |  |
|-----|--------------------------------|--|------------|--|------------|--|----------|------------|------------|--|------------|--|
| 331 | PLANNING DEV. REV & ANNEX FEES |  |            |  |            |  |          |            |            |  |            |  |
|     | -288,471                       |  | -387,911   |  | -380,312   |  | -535,754 | -420,000   | -380,000   |  | -380,000   |  |
| 337 | SITE DEVEL PERMIT FEES         |  |            |  |            |  |          |            |            |  |            |  |
|     | -1,360,542                     |  | -2,163,767 |  | -1,550,000 |  | -977,495 | -1,200,000 | -1,600,000 |  | -1,600,000 |  |
| 339 | PARKING PERMITS                |  |            |  |            |  |          |            |            |  |            |  |
|     | -1,200                         |  | -1,620     |  | -1,500     |  | -1,670   | -1,600     | -1,600     |  | -1,600     |  |
| 340 | MARIJUANA FACILITY LICENSE     |  |            |  |            |  |          |            |            |  |            |  |
|     | -375                           |  | -650       |  | -425       |  | -750     | -425       | -425       |  | -425       |  |
| 342 | ALARM SYSTEM PERMITS           |  |            |  |            |  |          |            |            |  |            |  |
|     | -73,954                        |  | -75,330    |  | -80,000    |  | -74,234  | -75,000    | -75,000    |  | -75,000    |  |
| 359 | CITY LIQUOR LICENSES           |  |            |  |            |  |          |            |            |  |            |  |
|     | -10,470                        |  | -10,355    |  | -11,000    |  | -11,010  | -11,000    | -11,000    |  | -11,000    |  |

TOTAL CLASS: 20 PERMITS & FEES

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -1,735,012 |  | -2,639,633 |  | -2,023,237 |  | -1,600,913 | -1,708,025 | -2,068,025 |  | -2,068,025 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 25 SERVICE FEES

|     |                               |  |          |  |          |  |          |          |          |  |          |  |
|-----|-------------------------------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| 360 | HVAC & DOMESTIC HOT WTR SALES |  |          |  |          |  |          |          |          |  |          |  |
|     | -1,032,966                    |  | -931,304 |  | -962,502 |  | -783,996 | -849,611 | -793,875 |  | -793,875 |  |
| 365 | FACILITY MANAGEMENT FEES      |  |          |  |          |  |          |          |          |  |          |  |
|     | -158,523                      |  | -153,305 |  | -162,233 |  | -148,207 | -162,006 | -166,415 |  | -166,415 |  |

TOTAL CLASS: 25 SERVICE FEES

|  |            |  |            |  |            |  |          |            |          |  |          |  |
|--|------------|--|------------|--|------------|--|----------|------------|----------|--|----------|--|
|  | -1,191,489 |  | -1,084,609 |  | -1,124,735 |  | -932,203 | -1,011,617 | -960,290 |  | -960,290 |  |
|--|------------|--|------------|--|------------|--|----------|------------|----------|--|----------|--|

CLASS: 30 FINES & FORFEITURES

|     |                               |  |            |  |            |  |            |            |            |  |            |  |
|-----|-------------------------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
| 370 | STATE VICTIMS ASSISTANCE REV. |  |            |  |            |  |            |            |            |  |            |  |
|     | -34,938                       |  | -35,216    |  | -35,216    |  | -35,216    | -35,216    | -35,216    |  | -35,216    |  |
| 371 | COURT FINES AND FORFEITURES   |  |            |  |            |  |            |            |            |  |            |  |
|     | -2,725,548                    |  | -2,567,227 |  | -2,534,000 |  | -2,313,332 | -2,550,000 | -2,550,000 |  | -2,550,000 |  |
| 373 | PARKING FINES                 |  |            |  |            |  |            |            |            |  |            |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

| 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 |
|                                     | -29,596                      |     | -18,796       |     | -21,000       |     | -21,310    | -18,900    | -18,900       |     | -18,900      |     |
| 374                                 | PHOTO RADAR COURT FINES      |     |               |     |               |     |            |            |               |     |              |     |
|                                     | -801,542                     |     | -814,854      |     | -841,000      |     | -742,638   | -860,000   | -860,000      |     | -860,000     |     |
| 375                                 | PHOTO RED LIGHT COURT FINES  |     |               |     |               |     |            |            |               |     |              |     |
|                                     | -1,338,482                   |     | -1,405,457    |     | -1,445,000    |     | -1,221,455 | -1,400,000 | -1,400,000    |     | -1,400,000   |     |
| TOTAL CLASS: 30 FINES & FORFEITURES |                              |     |               |     |               |     |            |            |               |     |              |     |
|                                     | -4,930,106                   |     | -4,841,550    |     | -4,876,216    |     | -4,333,951 | -4,864,116 | -4,864,116    |     | -4,864,116   |     |
| CLASS: 35 MISCELLANEOUS REVENUES    |                              |     |               |     |               |     |            |            |               |     |              |     |
| 380                                 | LIEN SEARCHES                |     |               |     |               |     |            |            |               |     |              |     |
|                                     | -63,675                      |     | -52,950       |     | -63,000       |     | -48,475    | -52,000    | -52,000       |     | -52,000      |     |
| 381                                 | RENTAL OF CITY PROPERTY      |     |               |     |               |     |            |            |               |     |              |     |
|                                     | -5,590                       |     | -7,435        |     | -2,000        |     | -3,000     | -18,000    | -18,000       |     | -18,000      |     |
| 382                                 | SALE OF CITY PROPERTY        |     |               |     |               |     |            |            |               |     |              |     |
|                                     | -20,371                      |     | -1,822,213    |     | -5,000        |     | -113,373   | -100,000   |               |     |              |     |
| 384                                 | INVESTMENT INTEREST EARNINGS |     |               |     |               |     |            |            |               |     |              |     |
|                                     | -119,123                     |     | -184,645      |     | -244,200      |     | -225,407   | -371,600   | -481,000      |     | -481,000     |     |
| 388                                 | PASSPORT EXECUTION FEE       |     |               |     |               |     |            |            |               |     |              |     |
|                                     | -130,968                     |     | -156,560      |     | -140,000      |     | -151,740   | -175,000   | -230,000      |     | -230,000     |     |
| 389                                 | MISCELLANEOUS REVENUES       |     |               |     |               |     |            |            |               |     |              |     |
|                                     | -107,718                     |     | -141,811      |     | -189,200      |     | -145,574   | -156,531   | -140,000      |     | -140,000     |     |
| 390                                 | CONTRIBUTIONS AND DONATIONS  |     |               |     |               |     |            |            |               |     |              |     |
|                                     | -14,830                      |     | -2,813        |     | -10,000       |     | -10,962    | -5,000     | -5,000        |     | -5,000       |     |
| 391                                 | REIMBURSEMENTS FROM TRI MET  |     |               |     |               |     |            |            |               |     |              |     |
|                                     | -610,680                     |     | -570,121      |     | -631,343      |     | -395,665   | -550,000   | -550,000      |     | -550,000     |     |
| 396                                 | FEDERAL FORFEITURE REVENUES  |     |               |     |               |     |            |            |               |     |              |     |
|                                     | -1,744                       |     | -51,091       |     | -111,575      |     |            | -118,414   | -10,000       |     | -10,000      |     |
| 398                                 | SRVS PROVIDED TO OTHER FUNDS |     |               |     |               |     |            |            |               |     |              |     |
|                                     | -885,750                     |     | -647,453      |     | -557,037      |     | -466,926   | -557,037   | -600,000      |     | -600,000     |     |
| 399                                 | REIMBURSEMENTS - OTHER       |     |               |     |               |     |            |            |               |     |              |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

| 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 |
|  | -156,147                              |     | -246,854      |     | -100,000      |     | -119,481   | -180,000   | -100,000      |     | -100,000     |     |
| 751                                    | E-SUITES RENTAL INCOME-3RD FLR        |     |               |     |               |     |            |            |               |     |              |     |
|  | -563,498                              |     | -558,234      |     | -575,000      |     | -589,517   | -553,920   | -553,920      |     | -553,920     |     |
| 752                                    | BVTN BLDG RENT INCOME FLRS 1&2        |     |               |     |               |     |            |            |               |     |              |     |
|  | -451,915                              |     | -361,399      |     | -351,911      |     | -333,186   | -334,633   | -361,258      |     | -361,258     |     |
| 753                                    | ENERGY EFFICIENCY REBATES             |     |               |     |               |     |            |            |               |     |              |     |
|  |                                       |     | -346          |     |               |     |            |            |               |     |              |     |
| 754                                    | FORECLOSURE MEDIATION SVC FEE         |     |               |     |               |     |            |            |               |     |              |     |
|  | -49,080                               |     | -33,480       |     | -30,000       |     | -28,680    | -30,000    | -30,000       |     | -30,000      |     |
| 755                                    | SPONSORSHIP REVENUES                  |     |               |     |               |     |            |            |               |     |              |     |
|  |                                       |     |               |     |               |     | -3,500     | -3,500     |               |     |              |     |
| 756                                    | PERS RSRV DISTRIB-NON GAAP REV        |     |               |     |               |     |            |            |               |     |              |     |
|  | -664,858                              |     |               |     |               |     |            |            |               |     |              |     |
| 757                                    | MED/LIFE INS PREM REFUND DISTRIBUTION |     |               |     |               |     |            |            |               |     |              |     |
|  | -215,878                              |     | -166,612      |     | -166,188      |     | -102,955   | -102,955   |               |     |              |     |
| 758                                    | POLICE PUBLIC RECORDS RECEIPTS        |     |               |     |               |     |            |            |               |     |              |     |
|  | -74,705                               |     | -65,587       |     | -70,000       |     | -71,123    | -70,000    | -70,000       |     | -70,000      |     |
| 759                                    | BAC GRANTS AND DONATIONS              |     |               |     |               |     |            |            |               |     |              |     |
|  |                                       |     | -3,070        |     |               |     | -5         | -5         |               |     |              |     |
| 760                                    | BAC MEMBERSHIP FEE & OTHER REV        |     |               |     |               |     |            |            |               |     |              |     |
|  |                                       |     | -62           |     |               |     |            |            |               |     |              |     |
| 762                                    | POLICE RESERVE OFCR REIMB             |     |               |     |               |     |            |            |               |     |              |     |
|  |                                       |     |               |     | -12,131       |     | -12,131    | -12,131    |               |     |              |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES |                                       |     |               |     |               |     |            |            |               |     |              |     |
|  | -4,136,530                            |     | -5,072,736    |     | -3,258,585    |     | -2,821,700 | -3,390,726 | -3,201,178    |     | -3,201,178   |     |
| CLASS: 40 INTERFUND TRANSFERS/LOANS    |                                       |     |               |     |               |     |            |            |               |     |              |     |
| 412                                    | TRSFERS FROM STREET FUND              |     |               |     |               |     |            |            |               |     |              |     |
|  | -1,195,525                            |     | -1,308,064    |     | -1,487,171    |     | -1,487,171 | -1,487,171 | -1,485,093    |     | -1,485,093   |     |
| 414                                    | TRSFERS FROM STATE REV. SHG. FD       |     |               |     |               |     |            |            |               |     |              |     |

0010

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

| 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 |
|     | -251,994                        |     | -1,299,915    |     |               |     |            |            |               |     |              |     |
| 417 | TRSFERS FROM ASSESSMENT FUND #1 |     |               |     |               |     |            |            |               |     |              |     |
|     | -61,863                         |     |               |     | -1,300        |     |            | -1,300     | -1,300        |     | -1,300       |     |
| 419 | TRSFERS FROM WATER FUND         |     |               |     |               |     |            |            |               |     |              |     |
|     | -360,406                        |     | -356,391      |     | -493,587      |     | -493,587   | -493,587   | -548,392      |     | -548,392     |     |
| 421 | TRSFERS FROM SEWER FUND         |     |               |     |               |     |            |            |               |     |              |     |
|     | -322,621                        |     | -322,548      |     | -336,502      |     | -336,502   | -336,502   | -354,528      |     | -354,528     |     |
| 425 | TRSFERS FROM GARAGE FUND        |     |               |     |               |     |            |            |               |     |              |     |
|     | -3,848                          |     | -3,616        |     | -4,454        |     | -4,454     | -4,454     | -4,335        |     | -4,335       |     |
| 428 | TRSFER FR BUILDING OPERATING FD |     |               |     |               |     |            |            |               |     |              |     |
|     | -317,605                        |     | -413,812      |     | -618,774      |     | -618,774   | -618,774   | -790,479      |     | -790,479     |     |
| 430 | TRANSFER FROM LIBRARY FUND      |     |               |     |               |     |            |            |               |     |              |     |
|     | -948,658                        |     | -1,033,809    |     | -1,086,228    |     | -1,086,228 | -1,086,228 | -1,117,025    |     | -1,117,025   |     |
| 432 | TRSFER FR PUBLIC WRKS ADMN FUND |     |               |     |               |     |            |            |               |     |              |     |
|     | -63,613                         |     | -69,355       |     | -80,215       |     | -80,215    | -80,215    | -83,669       |     | -83,669      |     |
| 437 | TRSFERS FRM INSURANCE FUND      |     |               |     |               |     |            |            |               |     |              |     |
|     | -76,154                         |     | -99,569       |     | -85,125       |     | -85,125    | -85,125    | -95,492       |     | -95,492      |     |
| 438 | TRSFERS FRM BEAVERTON ARTS COMM |     |               |     |               |     |            |            |               |     |              |     |
|     |                                 |     | -8,972        |     |               |     |            |            |               |     |              |     |
| 439 | TRSFERS FRM CAPITAL DEVELOPMENT |     |               |     |               |     |            |            |               |     |              |     |
|     | -32,291                         |     |               |     | -83,899       |     | -83,899    | -83,899    |               |     |              |     |
| 440 | TRSFERS FR STREET LIGHTING FUND |     |               |     |               |     |            |            |               |     |              |     |
|     | -35,854                         |     | -42,503       |     | -42,063       |     | -42,063    | -42,063    | -42,320       |     | -42,320      |     |
| 441 | TRSFERS FR STORM DRAIN FUND     |     |               |     |               |     |            |            |               |     |              |     |
|     | -374,875                        |     | -403,310      |     | -424,580      |     | -424,580   | -424,580   | -444,428      |     | -444,428     |     |
| 444 | TRSFER FROM BURA GENERAL FUND   |     |               |     |               |     |            |            |               |     |              |     |
|     | -59,719                         |     | -30,111       |     | -139,435      |     | -139,435   | -127,228   | -146,854      |     | -146,854     |     |
| 449 | TSFR FR TRANS DEVL TAX/TIF FD   |     |               |     |               |     |            |            |               |     |              |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 03 REVENUE

| 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 |
|   | -19,997       |     | -22,969       |     | -44,616       |     | -44,616     | -44,616     | -33,589       |     | -33,589      |     |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS |               |     |               |     |               |     |             |             |               |     |              |     |
|   | -4,125,023    |     | -5,414,944    |     | -4,927,949    |     | -4,926,649  | -4,915,742  | -5,147,504    |     | -5,147,504   |     |
| TOTAL DEPARTMENT: 03 REVENUE              |               |     |               |     |               |     |             |             |               |     |              |     |
|   | -71,501,695   |     | -78,485,392   |     | -78,739,930   |     | -74,746,702 | -79,289,098 | -79,016,875   |     | -78,724,625  |     |

0012

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |  |            |  |            |  |            |            |  |            |  |
|-----|---------------------------|--|------------|--|------------|--|------------|------------|--|------------|--|
| 301 | BEGINNING WORKING CAPITAL |  |            |  |            |  |            |            |  |            |  |
|     | 11,864,460                |  | 14,093,113 |  | 14,540,399 |  | 14,540,399 | 12,980,791 |  | 12,980,791 |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |            |  |            |  |            |  |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|
|  | 11,864,460 |  | 14,093,113 |  | 14,540,399 |  | 14,540,399 | 12,980,791 |  | 12,980,791 |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|

CLASS: 10 TAXES

|     |                             |        |  |  |         |  |         |         |  |         |  |
|-----|-----------------------------|--------|--|--|---------|--|---------|---------|--|---------|--|
| 302 | CITY 3% MARIJUANA SALES TAX |        |  |  |         |  |         |         |  |         |  |
|     |                             | 72,821 |  |  | 351,000 |  | 476,000 | 476,000 |  | 476,000 |  |

|     |                            |  |         |  |         |  |         |         |  |         |  |
|-----|----------------------------|--|---------|--|---------|--|---------|---------|--|---------|--|
| 304 | ROW FEE - TELECOM SERVICES |  |         |  |         |  |         |         |  |         |  |
|     | 163,297                    |  | 271,611 |  | 164,000 |  | 550,000 | 550,000 |  | 550,000 |  |

|     |                          |  |           |  |  |  |  |  |  |  |  |
|-----|--------------------------|--|-----------|--|--|--|--|--|--|--|--|
| 305 | ROW FEE - CITY UTILITIES |  |           |  |  |  |  |  |  |  |  |
|     | 2,101,526                |  | 2,142,494 |  |  |  |  |  |  |  |  |

|     |                              |  |        |  |        |  |        |        |  |        |  |
|-----|------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 306 | INTEREST ON DELINQUENT TAXES |  |        |  |        |  |        |        |  |        |  |
|     | 7,504                        |  | 13,802 |  | 10,000 |  | 20,000 | 15,000 |  | 15,000 |  |

|     |                           |  |         |  |         |  |         |         |  |         |  |
|-----|---------------------------|--|---------|--|---------|--|---------|---------|--|---------|--|
| 308 | ROW FEE - CABLE TV (MACC) |  |         |  |         |  |         |         |  |         |  |
|     | 1,088,251                 |  | 944,104 |  | 925,000 |  | 950,000 | 950,000 |  | 950,000 |  |

|     |                        |  |            |  |            |  |            |            |  |            |  |
|-----|------------------------|--|------------|--|------------|--|------------|------------|--|------------|--|
| 310 | ROW FEE TO OTHER FUNDS |  |            |  |            |  |            |            |  |            |  |
|     | -1,684,060             |  | -1,684,060 |  | -1,684,060 |  | -1,684,060 | -1,384,060 |  | -1,384,060 |  |

|     |                               |  |            |  |            |  |            |            |  |            |  |
|-----|-------------------------------|--|------------|--|------------|--|------------|------------|--|------------|--|
| 311 | PROPERTY TAXES - CURRENT YEAR |  |            |  |            |  |            |            |  |            |  |
|     | 31,872,776                    |  | 33,361,338 |  | 34,341,938 |  | 34,520,516 | 35,638,480 |  | 35,346,230 |  |

|     |                              |  |         |  |         |  |         |         |  |         |  |
|-----|------------------------------|--|---------|--|---------|--|---------|---------|--|---------|--|
| 312 | PROPERTY TAXES - PRIOR YEARS |  |         |  |         |  |         |         |  |         |  |
|     | 356,343                      |  | 349,425 |  | 300,000 |  | 300,000 | 300,000 |  | 300,000 |  |

|     |                        |  |         |  |         |  |         |         |  |         |  |
|-----|------------------------|--|---------|--|---------|--|---------|---------|--|---------|--|
| 313 | BUSINESS LICENSE TAXES |  |         |  |         |  |         |         |  |         |  |
|     | 638,571                |  | 674,588 |  | 640,000 |  | 670,000 | 670,000 |  | 670,000 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

302 CITY 3% MARIJUANA SALES TAX

304 ROW FEE - TELECOM SERVICES

TELECOM FRANCHISE FEES BASED ON FLAT ANNUAL PAYMENT OR AS A PERCENTAGE OF GROSS REVENUES

305 ROW FEE - CITY UTILITIES

BEGINNING FY2017-18 THIS REVENUE STREAM IS ACCOUNTED FOR IN FIVE SEPARATE REVENUE ACCOUNTS NUMBERS 507, 508, 509, 510, AND 511

306 INTEREST ON DELINQUENT TAXES

CITY'S PORTION OF INTEREST ON DELINQUENT PRIOR YEAR PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY

308 ROW FEE - CABLE TV (MACC)

CABLE TV FRANCHISE TAX IS DISTRIBUTED BY THE METROPOLITAN AREA COMMUNICATIONS COMMISSION (MACC) AND IS BASED ON 5% OF GROSS REVENUES FROM COMCAST, FRONTIER AND CENTURY LINK

310 ROW FEE TO OTHER FUNDS

THIS ACCOUNT WAS ESTABLISHED TO REFLECT THE TRANSFER OF A PORTION OF RIGHT OF WAY FEES TO THE STREET FUND TO ASSIST WITH THE STREET OVERLAY PROGRAM -\$300,000  
 THIS ACCOUNT ALSO TRANSFERS FRANCHISE FEE REVENUES FROM THE GENERAL FUND TO THE SPECIAL REVENUE BOND DEBT SERVICE FUND FOR THE MONTHLY PRINCIPAL AND INTEREST ON THE BOND TO REMODEL THE SOUTH OFFICE BUILDING -\$1,084,060  
 THIS DEBT WILL BE PAID OFF IN FY 2020-21 WITH A FINAL PAYMENT OF \$361,354

311 PROPERTY TAXES - CURRENT YEAR

ASSESSED PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY. \$4.618 IS THE CITY'S MAXIMUM TAX RATE PER \$1,000 OF ASSESSED VALUATION. TAX RATES ARE:  
 FY 16 \$3.72 GENERAL FUND, \$0.33 LIBRARY FUND, \$0.13 STREET LIGHTING FUND; TOTALING \$4.18 WITH VOTER APPROVED DEBT OF \$0.20 GIVES A TOTAL TAX RATE OF \$4.38.  
 FY 17 \$3.7272 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1833 WITH VOTER APPROVED DEBT OF \$0.1915 GIVES A TOTAL TAX RATE OF \$4.3748  
 FY 18 \$3.7144 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1705 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.3758  
 FY 19 \$3.7644 GENERAL FUND, \$0.3614 LIBRARY FUND, \$0.1547 STREET LIGHTING FUND; TOTALING \$4.2805 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.4858  
 FY 19 REFLECTS A 5 CENT INCREASE TO FUND 3 NEW POLICE OFFICER POSITIONS, A 3 CENT INCREASE FOR LIBRARY OPERATIONS AND A 3 CENT INCREASE TO FUND LED STREET LIGHT REPLACEMENTS  
 FY 18-19 BUDGET AMENDMENT PKT #7 REMOVES 1 FTE OF THE 3 FTE NEW POLICE OFFICERS AND REDUCES THE PROPERTY TAX LEVY BY 1 CENT.  
 FY 18-19 BUDGET AMENDMENT PKT. #15 DECREASES THE PROPERTY TAX RATE TO THE GENERAL FUND BY 2 CENTS TO A TOTAL PROPERTY TAX RATE INCREASE OF 5 CENTS ALLOCATED AS FOLLOWS: GENERAL FUND 2 CENTS AND LIBRARY FUND 3 CENTS.

312 PROPERTY TAXES - PRIOR YEARS

CITY'S PORTION OF PAYMENT OF DELINQUENT PRIOR YEARS PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY

313 BUSINESS LICENSE TAXES

LICENSE FEES BASED UPON BASE FEE OF \$75 FOR 4 EMPLOYEES AND \$8.50 PER EMPLOYEE FOR EACH EMPLOYEE OVER 4. FY 2014-15 AND PRIOR YEARS THE BASE FEE WAS \$50

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ                                 | 2016 - ACTUAL                   |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018       | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-------------------------------------|---------------------------------|-----|---------------|-----|---------------|-----|------------|---------------|-----|--------------|-----|
|                                     | AMOUNT                          | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT    | AMOUNT        | FTE | AMOUNT       | FTE |
| 314                                 | ROW FEE - PGE BASE 3.5%         |     |               |     |               |     |            |               |     |              |     |
|                                     | 2,760,505                       |     | 2,619,872     |     | 2,795,000     |     | 2,742,135  | 2,742,000     |     | 2,742,000    |     |
| 315                                 | ROW FEE - NWNNG BASE 3.0%       |     |               |     |               |     |            |               |     |              |     |
|                                     | 634,718                         |     | 713,305       |     | 648,000       |     | 691,900    | 691,900       |     | 691,900      |     |
| 316                                 | ROW FEE - FRONTIER              |     |               |     |               |     |            |               |     |              |     |
|                                     | 99,801                          |     | 89,625        |     | 85,000        |     | 80,000     | 70,000        |     | 70,000       |     |
| 317                                 | ROW FEE - CENTURY LINK          |     |               |     |               |     |            |               |     |              |     |
|                                     | 8,910                           |     | 8,792         |     | 7,800         |     | 7,300      | 7,000         |     | 7,000        |     |
| 318                                 | ROW FEE - GARBAGE HAULERS       |     |               |     |               |     |            |               |     |              |     |
|                                     | 859,415                         |     | 892,983       |     | 862,000       |     | 913,000    | 950,000       |     | 950,000      |     |
| 319                                 | ROW FEE - OTHER UTILITIES       |     |               |     |               |     |            |               |     |              |     |
|                                     |                                 |     | 81,376        |     | 100,000       |     | 115,000    | 115,000       |     | 115,000      |     |
| 503                                 | ROW FEE - OTHER WATER DISTRICTS |     |               |     |               |     |            |               |     |              |     |
|                                     |                                 |     | 209,721       |     | 300,000       |     | 377,000    | 380,000       |     | 380,000      |     |
| 504                                 | ROW FEE - PGE PRIVILEGE 1.5%    |     |               |     |               |     |            |               |     |              |     |
|                                     | 1,124,855                       |     | 1,161,255     |     | 1,125,000     |     | 1,160,000  | 1,160,000     |     | 1,160,000    |     |
| 505                                 | ROW FEE - NWNNG PRIVILEGE 2.0%  |     |               |     |               |     |            |               |     |              |     |
|                                     | 423,145                         |     | 475,537       |     | 432,000       |     | 456,000    | 450,000       |     | 450,000      |     |
| 507                                 | ROW FEE - CWS, SEWER            |     |               |     |               |     |            |               |     |              |     |
|                                     |                                 |     |               |     | 987,905       |     | 987,905    | 1,000,000     |     | 1,000,000    |     |
| 508                                 | ROW FEE - CWS, SWM              |     |               |     |               |     |            |               |     |              |     |
|                                     |                                 |     |               |     | 73,662        |     | 69,000     | 79,000        |     | 79,000       |     |
| 509                                 | ROW FEE - COB, SEWER            |     |               |     |               |     |            |               |     |              |     |
|                                     |                                 |     |               |     | 202,342       |     | 202,342    | 210,000       |     | 210,000      |     |
| 510                                 | ROW FEE - COB, SWM              |     |               |     |               |     |            |               |     |              |     |
|                                     |                                 |     |               |     | 277,111       |     | 260,000    | 284,000       |     | 284,000      |     |
| 511                                 | ROW FEE - COB, WATER            |     |               |     |               |     |            |               |     |              |     |
|                                     |                                 |     |               |     | 652,035       |     | 652,035    | 652,035       |     | 652,035      |     |
| TOTAL CLASS: 10 TAXES               |                                 |     |               |     |               |     |            |               |     |              |     |
|                                     | 40,455,557                      |     | 42,398,589    |     | 43,595,733    |     | 44,516,073 | 46,006,355    |     | 45,714,105   |     |
| CLASS: 15 INTERGOVERNMENTAL REVENUE |                                 |     |               |     |               |     |            |               |     |              |     |
| 322                                 | STATE REVENUE SHARING           |     |               |     |               |     |            |               |     |              |     |
|                                     |                                 |     |               |     | 997,000       |     | 1,025,000  | 1,025,000     |     | 1,025,000    |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 314 ROW FEE - PGE BASE 3.5%  
 BASE ELECTRICITY RIGHT OF WAY FEE IS BASED ON 3.5% OF GROSS REVENUES.  
 THE BASE 3.5% IS ACCOUNTED FOR IN THIS ACCOUNT; THE 1.5% PRIVILEGE FEE IS ACCOUNTED FOR IN ACCOUNT 504
  - 315 ROW FEE - NWNWNG BASE 3.0%  
 NATURAL GAS FRANCHISE FEES BASED ON 3% OF GROSS REVENUES.  
 THE BASE 3% IS ACCOUNTED FOR IN THIS ACCOUNT; THE 2.0% PRIVILEGE FEE IS ACCOUNTED FOR IN ACCOUNT 505
  - 316 ROW FEE - FRONTIER  
 TELEPHONE RIGHT OF WAY FEES BASED ON 4.03% OF GROSS REVENUES.
  - 317 ROW FEE - CENTURY LINK  
 TELEPHONE RIGHT OF WAY FEES BASED ON 4.03% OF GROSS REVENUES,
  - 318 ROW FEE - GARBAGE HAULERS  
 GARBAGE HAULERS RIGHT OF WAY FEES BASED ON 4% OF RESIDENTIAL COLLECTION REVENUE AND 5.5% OF COMMERCIAL COLLECTION REVENUE.
  - 319 ROW FEE - OTHER UTILITIES  
 5% RIGHT OF WAY FEE FROM MISCELLANIOUS UTILITIES OPERATING WITHIN THE CITY'S RIGHT-OF-WAY UNDER THE NEW ORDINANCE EFFECTIVE 10/1/2016
  - 503 ROW FEE - OTHER WATER DISTRICTS  
 5% RIGHT OF WAY FEE FOR OPERATING WITHIN THE CITY'S RIGHT-OF-WAYS EFFECTIVE 10/1/2016  
 WATER SERVICE PROVIDERS:  
 TUALATIN VALLEY WATER DISTRICT  
 WEST SLOPE WATER DISTRICT  
 RALEIGH WATER DISTRICT
  - 504 ROW FEE - PGE PRIVILEGE 1.5%  
 1.5% PRIVILEGE RIGHT OF WAY FEE ON PGE'S ELECTRICITY SALES
  - 505 ROW FEE - NWNWNG PRIVILEGE 2.0%  
 2.0% PRIVILEGE RIGHT OF WAY FEE ON NW NATURAL'S GAS SALES
  - 507 ROW FEE - CWS, SEWER  
 5% RIGHT OF WAY FEE ON CLEAN WATER SERVICES' CHARGES FOR DISTRICT-WIDE SEWER SERVICES
  - 508 ROW FEE - CWS, SWM  
 5% RIGHT OF WAY FEE ON CLEAN WATER SERVICES' CHARGES FOR DISTRICT-WIDE SURFACE WATER MANAGEMENT REVENUES
  - 509 ROW FEE - COB, SEWER  
 5% RIGHT OF WAY FEE ON THE CITY'S CHARGES FOR LOCAL SEWER SERVICE REVENUES AND ON THE \$2 SURCHARGE REVENUES
  - 510 ROW FEE - COB, SWM  
 5% RIGHT OF WAY FEE ON THE CITY'S CHARGES FOR LOCAL SURFACE WATER MANAGEMENT REVENUES AND ON THE \$2 SURCHARGE REVENUES
  - 511 ROW FEE - COB, WATER  
 5% RIGHT OF WAY FEE ON THE CITY'S CHARGES FOR WATER SERVICES
- 
- 322 STATE REVENUE SHARING  
 PER CAPITA DISTRIBUTION BASED ON POPULATION AND CENSUS TRACT DATA. FUNDED BY STATE LIQUOR TAXES FROM THE 12% DISTRIBUTION POOL.  
 BEGINNING IN FY2017-18 THE STATE REVENUE SHARING IS RECORDED IN THE GENERAL FUND.  
 IN PRIOR YEARS THIS REVENUE WAS ACCOUNTED FOR IN A SEPARTE FUND (FUND 103 STATE REVENUE SHARING FUND)

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | 2016 - ACTUAL                        |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018      | 2019 - RECOMD |     | 2019 ADOPTED |     |  |
|-----|--------------------------------------|-----|---------------|-----|---------------|-----|-----------|---------------|-----|--------------|-----|--|
|     | AMOUNT                               | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT   | AMOUNT        | FTE | AMOUNT       | FTE |  |
| 324 | STATE LIQUOR TAX                     |     |               |     |               |     |           |               |     |              |     |  |
|     | 1,349,223                            |     | 1,455,656     |     | 1,370,000     |     | 1,513,000 | 1,513,000     |     | 1,513,000    |     |  |
| 325 | STATE CIGARETTE TAX                  |     |               |     |               |     |           |               |     |              |     |  |
|     | 123,746                              |     | 120,417       |     | 120,000       |     | 120,000   | 120,000       |     | 120,000      |     |  |
| 326 | COUNTY 2.5% LODGING TAX              |     |               |     |               |     |           |               |     |              |     |  |
|     | 778,024                              |     |               |     |               |     |           |               |     |              |     |  |
| 327 | GRANTS - FEDERAL                     |     |               |     |               |     |           |               |     |              |     |  |
|     | 443,656                              |     | 626,605       |     | 559,755       |     | 326,302   | 252,427       |     | 252,427      |     |  |
| 328 | GRANTS - STATE                       |     |               |     |               |     |           |               |     |              |     |  |
|     | 94,827                               |     | 79,827        |     | 33,000        |     | 33,000    | 33,000        |     | 33,000       |     |  |
| 329 | OTHER INTERGOVERNMENTAL REV          |     |               |     |               |     |           |               |     |              |     |  |
|     | 144,196                              |     |               |     | 150,000       |     | 150,000   |               |     |              |     |  |
| 553 | GRANTS - EPA BROWNFIELDS ASSMT       |     |               |     |               |     |           |               |     |              |     |  |
|     | 115,492                              |     | 60,303        |     | 138,626       |     | 118,626   |               |     |              |     |  |
| 554 | GRANTS - STATE CJC B-SOBR            |     |               |     |               |     |           |               |     |              |     |  |
|     |                                      |     | 171,236       |     | 160,420       |     | 93,943    | 95,189        |     | 95,189       |     |  |
| 555 | GRANTS - FEDERAL SAMHSA-SOBR         |     |               |     |               |     |           |               |     |              |     |  |
|     | 6,734                                |     | 133,875       |     | 108,250       |     | 65,000    | 50,000        |     | 50,000       |     |  |
| 557 | DUII BLOOD DRAW GRANT FED            |     |               |     |               |     |           |               |     |              |     |  |
|     | 7,620                                |     | 6,870         |     | 14,400        |     | 7,800     | 8,000         |     | 8,000        |     |  |
| 558 | SCHOOL DIST POLICE SRO REIMB         |     |               |     |               |     |           |               |     |              |     |  |
|     |                                      |     | 108,671       |     | 113,000       |     | 113,000   | 113,000       |     | 113,000      |     |  |
| 559 | METRO RECYCLE/WASTE REDUCTION GRANTS |     |               |     |               |     |           |               |     |              |     |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION  |
|-----|---|
|     | JUSTIFICATIONS  |
| 324 | STATE LIQUOR TAX<br>PER CAPITA DISTRIBUTION BASED UPON POPULATION:<br>FUNDED BY STATE LIQUOR TAXES FROM THE 20% DISTRIBUTION POOL   |
| 325 | STATE CIGARETTE TAX<br>PER CAPITA DISTRIBUTION BASED UPON POPULATION:   |
| 326 | COUNTY 2.5% LODGING TAX<br>PERCENTAGE DISTRIBUTION FROM COUNTY OF 9% TRANSIENT TAX, THE CITY RECEIVES<br>27.77% OF THE TAX REVENUE COLLECTED OR 2.5% OF THE 9% TAX<br>BEGINNING FY16-17, THE REVENUE IS TRANSFERED TO THE NEW LODGING TAX (TLT) FUND.   |
| 327 | GRANTS - FEDERAL<br>FY 17-18<br>ODOT DUII COURT GRANT IS ACCOUNTED FOR IN OBJECT 564<br>EMERGENCY MANAGEMENT PERFORMANCE GRANT \$97,181<br>URBAN AREA SECURITY INITIATIVE GRANT \$27,712<br>FEMA NATIONAL PREPAREDNESS DIRECTORATE GRANT \$1,800<br>BULLETPROOF VEST PARTNERSHIP PROGRAM GRANT \$8,625<br>COMMUNITY ORIENTED POLICING (COP) \$41,667<br>ODOT CONSTRUCTION ZONE GRANT \$27,506<br>ODOT SAFETY BELT GRANT \$40,000<br>ODOT DUII HVE OT GRANT \$61,791<br>ODOT PED SAFETY GRANT \$5,044<br>2016 STATE HOMELAND SECURITY GRANT \$5,440<br>2016 STATE HOMELAND SECURITY CERT GRANT \$9,536<br>FY 18-19<br>EMERGENCY MANAGEMENT PERFORMANCE GRANT \$97,000<br>COMMUNITY ORIENTED POLICING (COP) \$41,667<br>ODOT SAFETY BELT GRANT \$40,000<br>ODOT DUII HVE OVERTIME GRANT \$60,000<br>BULLETPROOF VEST PARTNERSHIP PROGRAM GRANT \$8,000<br>ODOT PEDESTRIAN SAFETY OT GRANT \$5,760 |
| 328 | GRANTS - STATE<br>ANNUAL DISPUTE RESOLUTION GRANT<br>FY 2015-16 REFLECTS RECEIPT OF A \$60,000 BROWNFIELDS GRANT ON THE 1ST AND ANGEL PROPERTY  |
| 329 | OTHER INTERGOVERNMENTAL REV<br>ALL METRO RECYCLE GRANTS ARE TRANSFERRED TO A SEPARATE REVENUE ACCOUNT 559<br>FY 2017-18 METRO 2040 PLANNING AND DEVELOPMENT GRANT FOR DOWNTOWN DESIGN PROJECT<br>\$150,000  |
| 553 | GRANTS - EPA BROWNFIELDS ASSMT<br>EPA FEDERAL BROWNFIELDS ASSESSMENT GRANT. THE TOTAL GRANT AWARD IS \$400,000<br>THE GRANT EXPENDITURES ARE ACCOUNTED FOR IN PROGRAM 0654, OBJECT CODE 414.  |
| 554 | GRANTS - STATE CJC B-SOBR<br>NEW \$288,750 STATE GRANT AWARDED IN FY 2014-15 THROUGH THE STATE OF OREGON'S CRIMINAL<br>JUSTICE COMMISSION COVERING TWO FISCAL YEARS - FY 2014-15 AND FY2015-16<br>2ND GRANT AWARDED FOR TWO ADDITIONAL FISCAL YEARS FY 2017-18 AND FY 2018-19   |
| 555 | GRANTS - FEDERAL SAMHSA-SOBR<br>NEW \$324,750 FEDERAL GRANT AWARDED IN FY2014-15 THROUGH SAMSHA TREATMENT DRUG COURTS<br>COVERING THREE FEDERAL FISCAL YEAR'S (EACH YEAR IS AWARDED \$108,250): 10/1/2015 TO<br>9/30/2016; 10/1/2016 TO 9/30/2018; AND 10/1/2017 TO 9/30/2018   |
| 557 | DUII BLOOD DRAW GRANT FED   |
| 558 | SCHOOL DIST POLICE SRO REIMB<br>EFFECTIVE FY 16-17 THE SCHOOL DISTRICT WILL FUND APPROXIMATELY 80% OF THE NEW SCHOOL<br>RESOURCE OFFICE AT THE NEW SOUTH COOPER MOUNTAIN HIGH SCHOOL  |
| 559 | METRO RECYCLE/WASTE REDUCTION GRANTS  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ                                       | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018      | 2019 - RECOMD |     | 2019 ADOPTED |     |
|---|--------------------------------|-----|---------------|-----|---------------|-----|-----------|---------------|-----|--------------|-----|
|   | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT   | AMOUNT        | FTE | AMOUNT       | FTE |
|   |                                |     | 176,758       |     | 176,750       |     | 185,929   | 187,000       |     | 187,000      |     |
| 563                                       | STATE MARIJUANA SALES TAX      |     |               |     | 451,875       |     | 490,800   | 292,000       |     | 292,000      |     |
| 564                                       | FED GRANTS - DUUI COURT        |     |               |     |               |     | 100,000   | 100,000       |     | 100,000      |     |
| TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE |                                |     |               |     |               |     |           |               |     |              |     |
|   |                                |     | 3,063,518     |     | 2,940,218     |     | 4,393,076 | 4,342,400     |     | 3,788,616    |     |
| CLASS: 20 PERMITS & FEES                  |                                |     |               |     |               |     |           |               |     |              |     |
| 331                                       | PLANNING DEV. REV & ANNEX FEES |     | 288,471       |     | 387,911       |     | 380,312   | 420,000       |     | 380,000      |     |
| 337                                       | SITE DEVEL PERMIT FEES         |     | 1,360,542     |     | 2,163,767     |     | 1,550,000 | 1,200,000     |     | 1,600,000    |     |
| 339                                       | PARKING PERMITS                |     | 1,200         |     | 1,620         |     | 1,500     | 1,600         |     | 1,600        |     |
| 340                                       | MARIJUANA FACILITY LICENSE     |     | 375           |     | 650           |     | 425       | 425           |     | 425          |     |
| 342                                       | ALARM SYSTEM PERMITS           |     | 73,954        |     | 75,330        |     | 80,000    | 75,000        |     | 75,000       |     |
| 359                                       | CITY LIQUOR LICENSES           |     | 10,470        |     | 10,355        |     | 11,000    | 11,000        |     | 11,000       |     |
| TOTAL CLASS: 20 PERMITS & FEES            |                                |     |               |     |               |     |           |               |     |              |     |
|   |                                |     | 1,735,012     |     | 2,639,633     |     | 2,023,237 | 1,708,025     |     | 2,068,025    |     |
| CLASS: 25 SERVICE FEES                    |                                |     |               |     |               |     |           |               |     |              |     |
| 360                                       | HVAC & DOMESTIC HOT WTR SALES  |     | 1,032,966     |     | 931,304       |     | 962,502   | 849,611       |     | 793,875      |     |
| 365                                       | FACILITY MANAGEMENT FEES       |     | 158,523       |     | 153,305       |     | 162,233   | 162,006       |     | 166,415      |     |
| TOTAL CLASS: 25 SERVICE FEES              |                                |     |               |     |               |     |           |               |     |              |     |
|   |                                |     | 1,191,489     |     | 1,084,609     |     | 1,124,735 | 1,011,617     |     | 960,290      |     |
| CLASS: 30 FINES & FORFEITURES             |                                |     |               |     |               |     |           |               |     |              |     |
| 370                                       | STATE VICTIMS ASSISTANCE REV.  |     | 34,938        |     | 35,216        |     | 35,216    | 35,216        |     | 35,216       |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

FY 2017-18:  
 TARGETED BUSINESS SECTOR COMMERCIAL ORGANICS OUTREACH \$80,000  
 ANNUAL WASTE REDUCTION SERVICE GRANT \$49,093  
 RECYCLE AT WORK MAINTENANCE \$56,836  
 FY 2018-19:  
 TARGETED BUSINESS SECTOR COMMERCIAL ORGANICS OUTREACH \$80,000  
 ANNUAL WASTE REDUCTION SERVICE GRANT \$50,000  
 RECYCLE AT WORK MAINTENANCE \$57,000

- 563 STATE MARIJUANA SALES TAX  
 CITY'S DISTRIBUTION OF THE STATE-WIDE MARIJUANA TAX REVENUES
- 564 FED GRANTS - DUII COURT  
 BEGINNING FY 2018-19 THIS IS A NEW ACCOUNT TO RECORD THE ANNUAL GRANT FROM THE OREGON DEPARTMENT OF REVENUE FOR THE B-SOBR COURT PROGRAM. THIS GRANT HAS BEEN AWARDED TO THE CITY SINCE OCTOBER 2011 AND IS EXPECTED TO CONTINUE FOR THE FORESEEABLE FUTURE.

- 331 PLANNING DEV. REV & ANNEX FEES  
 FEES CHARGED FOR PLANNING SERVICES BASED UPON FEES SCHEDULE SET BY CITY COUNCIL RESOLUTION.
- 337 SITE DEVEL PERMIT FEES  
 SITE DEVELOPMENT PERMIT FEES
- 339 PARKING PERMITS  
 PARKING PERMITS FOR THE 3 CITY OWNED LOTS AND 5 DOWNTOWN STREETS @ \$30 PER QUARTER PER PERMIT FOR EMPLOYEES OF BUSINESS LOCATED IN THE PARKING DISTRICT AREAS. THE PERMITS ARE FREE TO RESIDENTS LIVING IN THE PARKING DISTRICT.
- 340 MARIJUANA FACILITY LICENSE  
 6 FACILITY LICENSES
- 342 ALARM SYSTEM PERMITS  
 ALARM PERMITS FEES BASED ON \$10 PER RESIDENTIAL AND \$15 PER COMMERCIAL PERMIT
- 359 CITY LIQUOR LICENSES  
 LIQUOR PERMIT FEES BASED ON \$35 FOR RENEWAL OF EXISTING PERMIT, \$75 FOR CHANGE OF OWNERSHIP, AND \$100 FOR NEW PERMIT

- 360 HVAC & DOMESTIC HOT WTR SALES  
 SPACE CONDITIONING AND DOMESTIC HOT WATER FOR THE BEAVERTON CENTRAL PLANT. FY 2017-18 ESTIMATED AND FY 2018-19 PROPOSED REFLECT THE REDUCTION OF HEATING AND COOLING RATES TO THE BEAVERTON BUILDING TO REFLECT THE REBATE NEGOTIATED ON THE OTHER COMMERCIAL PROPERTIES.
- 365 FACILITY MANAGEMENT FEES  
 FACILITY MANAGEMENT FOR THE BEAVERTON CENTRAL PLANT.

- 370 STATE VICTIMS ASSISTANCE REV.  
 VICTIM ASSISTANCE FUNDS PROVIDED THROUGH THE STATE OF OREGON AS A PART OF THE UNITARY ASSESSMENT PAID TO THE STATE THROUGH THE FINES COLLECTED BY THE CITY'S MUNICIPAL COURT

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ                                 | 2016 - ACTUAL                |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018      | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-------------------------------------|------------------------------|-----|---------------|-----|---------------|-----|-----------|---------------|-----|--------------|-----|
|                                     | AMOUNT                       | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT   | AMOUNT        | FTE | AMOUNT       | FTE |
| 371                                 | COURT FINES AND FORFEITURES  |     |               |     |               |     |           |               |     |              |     |
|                                     | 2,725,548                    |     | 2,567,227     |     | 2,534,000     |     | 2,550,000 | 2,550,000     |     | 2,550,000    |     |
| 373                                 | PARKING FINES                |     |               |     |               |     |           |               |     |              |     |
|                                     | 29,596                       |     | 18,796        |     | 21,000        |     | 18,900    | 18,900        |     | 18,900       |     |
| 374                                 | PHOTO RADAR COURT FINES      |     |               |     |               |     |           |               |     |              |     |
|                                     | 801,542                      |     | 814,854       |     | 841,000       |     | 860,000   | 860,000       |     | 860,000      |     |
| 375                                 | PHOTO RED LIGHT COURT FINES  |     |               |     |               |     |           |               |     |              |     |
|                                     | 1,338,482                    |     | 1,405,457     |     | 1,445,000     |     | 1,400,000 | 1,400,000     |     | 1,400,000    |     |
| TOTAL CLASS: 30 FINES & FORFEITURES |                              |     |               |     |               |     |           |               |     |              |     |
|                                     | 4,930,106                    |     | 4,841,550     |     | 4,876,216     |     | 4,864,116 | 4,864,116     |     | 4,864,116    |     |
| CLASS: 35 MISCELLANEOUS REVENUES    |                              |     |               |     |               |     |           |               |     |              |     |
| 380                                 | LIEN SEARCHES                |     |               |     |               |     |           |               |     |              |     |
|                                     | 63,675                       |     | 52,950        |     | 63,000        |     | 52,000    | 52,000        |     | 52,000       |     |
| 381                                 | RENTAL OF CITY PROPERTY      |     |               |     |               |     |           |               |     |              |     |
|                                     | 5,590                        |     | 7,435         |     | 2,000         |     | 18,000    | 18,000        |     | 18,000       |     |
| 382                                 | SALE OF CITY PROPERTY        |     |               |     |               |     |           |               |     |              |     |
|                                     | 20,371                       |     | 1,822,213     |     | 5,000         |     | 100,000   |               |     |              |     |
| 384                                 | INVESTMENT INTEREST EARNINGS |     |               |     |               |     |           |               |     |              |     |
|                                     | 119,123                      |     | 184,645       |     | 244,200       |     | 371,600   | 481,000       |     | 481,000      |     |
| 388                                 | PASSPORT EXECUTION FEE       |     |               |     |               |     |           |               |     |              |     |
|                                     | 130,968                      |     | 156,560       |     | 140,000       |     | 175,000   | 230,000       |     | 230,000      |     |
| 389                                 | MISCELLANEOUS REVENUES       |     |               |     |               |     |           |               |     |              |     |
|                                     | 107,718                      |     | 141,811       |     | 189,200       |     | 156,531   | 140,000       |     | 140,000      |     |
| 390                                 | CONTRIBUTIONS AND DONATIONS  |     |               |     |               |     |           |               |     |              |     |
|                                     | 14,830                       |     | 2,813         |     | 10,000        |     | 5,000     | 5,000         |     | 5,000        |     |
| 391                                 | REIMBURSEMENTS FROM TRI MET  |     |               |     |               |     |           |               |     |              |     |
|                                     | 610,680                      |     | 570,121       |     | 631,343       |     | 550,000   | 550,000       |     | 550,000      |     |
| 396                                 | FEDERAL FORFEITURE REVENUES  |     |               |     |               |     |           |               |     |              |     |
|                                     | 1,744                        |     | 51,091        |     | 111,575       |     | 118,414   | 10,000        |     | 10,000       |     |
| 398                                 | SRVS PROVIDED TO OTHER FUNDS |     |               |     |               |     |           |               |     |              |     |
|                                     | 885,750                      |     | 647,453       |     | 557,037       |     | 557,037   | 600,000       |     | 600,000      |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 371 COURT FINES AND FORFEITURES  
 FINE REVENUE COLLECTED THROUGH THE MUNICIPAL COURT'S OPERATIONS
  - 373 PARKING FINES  
 PARKING FINES BASED ON \$10 PER PARKING VIOLATION.
  - 374 PHOTO RADAR COURT FINES  
 CITATION REVENUE FROM PHOTO RADAR PROGRAM (2 VANS IN OPERATION)
  - 375 PHOTO RED LIGHT COURT FINES  
 CITATION REVENUE FROM RED LIGHT PROGRAM AT 4 INTERSECTIONS WHICH MONITORS IN TOTAL 8 STRAIGHT THROUGH LANES, 8 RIGHT TURN LANES, AND 2 LEFT TURN LANES.
- 
- 380 LIEN SEARCHES  
 LIEN SEARCH FEE \$25.
  - 381 RENTAL OF CITY PROPERTY  
 COMMUNITY CENTER RENTAL FEES
  - 382 SALE OF CITY PROPERTY  
 PROCEEDS FROM THE SALE OF CITY PROPERTY AND EQUIPMENT  
 FY 2016-17 ESTIMATE REFLECTS THE REIMBURSEMENT FROM BURA FOR THE CITY'S BUY OUT OF METRO'S 4/9THS INTEREST IN THE WESTGATE PROPERTY APPRAISED AT \$1,800,000  
 FY 2017-18 REFLECTS THE SALE OF THE ASPEN PARK PROPERTY ON 155TH AVENUE TO THE TUALATIN PARK AND RECREATION DISTRICT FOR \$90,000
  - 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%
  - 388 PASSPORT EXECUTION FEE  
 PROCESSING AGENCY FEE FOR PASSPORT PROCESSING AS SET BY THE US DEPARTMENT OF STATE. THE PROCESSING FEE IS \$25 PER APPLICATION. BEGINNING APRIL 1, 2018, THE US DEPARTMENT OF STATE HAS INCREASED THE PROCESSING FEE TO \$40 PER APPLICATION.
  - 389 MISCELLANEOUS REVENUES  
 MISCELLANEOUS FEES: BUSINESS LISTS, JURY FEES, COPY FEES, NSF FEES, REIMBURSEMENTS  
 BEGINNING FY 2015-16 POLICE RECORD COPY FEES ARE ACCOUNTED FOR IN A SEPARATE ACCOUNT 758
  - 390 CONTRIBUTIONS AND DONATIONS  
 MISCELLANEOUS DONATIONS RECEIVED DURING THE YEAR
  - 391 REIMBURSEMENTS FROM TRI MET  
 REIMBURSEMENT FROM TRI MET FOR SALARY AND FRINGE BENEFITS FOR FOUR (4) POLICE OFFICERS ASSIGNED TO LIGHT RAIL PLUS CELL PHONE EXPENSE.
  - 396 FEDERAL FORFEITURE REVENUES
  - 398 SRVS PROVIDED TO OTHER FUNDS  
 REVENUE FROM SERVICES PROVIDED TO CAPITAL PROJECTS FOR PROJECT ENGINEERING AND SITE DEVELOPMENT INSPECTIONS.

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ                                    | 2016 - ACTUAL                         |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018      | 2019 - RECOMD |     | 2019 ADOPTED |     |
|--|---------------------------------------|-----|---------------|-----|---------------|-----|-----------|---------------|-----|--------------|-----|
|  | AMOUNT                                | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT   | AMOUNT        | FTE | AMOUNT       | FTE |
| 399                                    | REIMBURSEMENTS - OTHER                |     |               |     |               |     |           |               |     |              |     |
|  | 156,147                               |     | 246,854       |     | 100,000       |     | 180,000   | 100,000       |     | 100,000      |     |
| 751                                    | E-SUITES RENTAL INCOME-3RD FLR        |     |               |     |               |     |           |               |     |              |     |
|  | 563,498                               |     | 558,234       |     | 575,000       |     | 553,920   | 553,920       |     | 553,920      |     |
| 752                                    | BVTN BLDG RENT INCOME FLRS 1&2        |     |               |     |               |     |           |               |     |              |     |
|  | 451,915                               |     | 361,399       |     | 351,911       |     | 334,633   | 361,258       |     | 361,258      |     |
| 753                                    | ENERGY EFFICIENCY REBATES             |     |               |     |               |     |           |               |     |              |     |
|  |                                       |     | 346           |     |               |     |           |               |     |              |     |
| 754                                    | FORECLOSURE MEDIATION SVC FEE         |     |               |     |               |     |           |               |     |              |     |
|  | 49,080                                |     | 33,480        |     | 30,000        |     | 30,000    | 30,000        |     | 30,000       |     |
| 755                                    | SPONSORSHIP REVENUES                  |     |               |     |               |     |           |               |     |              |     |
|  |                                       |     |               |     |               |     | 3,500     |               |     |              |     |
| 756                                    | PERS RSRV DISTRIB-NON GAAP REV        |     |               |     |               |     |           |               |     |              |     |
|  | 664,858                               |     |               |     |               |     |           |               |     |              |     |
| 757                                    | MED/LIFE INS PREM REFUND DISTRIBUTION |     |               |     |               |     |           |               |     |              |     |
|  | 215,878                               |     | 166,612       |     | 166,188       |     | 102,955   |               |     |              |     |
| 758                                    | POLICE PUBLIC RECORDS RECEIPTS        |     |               |     |               |     |           |               |     |              |     |
|  | 74,705                                |     | 65,587        |     | 70,000        |     | 70,000    | 70,000        |     | 70,000       |     |
| 759                                    | BAC GRANTS AND DONATIONS              |     |               |     |               |     |           |               |     |              |     |
|  |                                       |     | 3,070         |     |               |     | 5         |               |     |              |     |
| 760                                    | BAC MEMBERSHIP FEE & OTHER REV        |     |               |     |               |     |           |               |     |              |     |
|  |                                       |     | 62            |     |               |     |           |               |     |              |     |
| 762                                    | POLICE RESERVE OFCR REIMB             |     |               |     |               |     |           |               |     |              |     |
|  |                                       |     |               |     | 12,131        |     | 12,131    |               |     |              |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES |                                       |     |               |     |               |     |           |               |     |              |     |
|  | 4,136,530                             |     | 5,072,736     |     | 3,258,585     |     | 3,390,726 | 3,201,178     |     | 3,201,178    |     |
| CLASS: 40 INTERFUND TRANSFERS/LOANS    |                                       |     |               |     |               |     |           |               |     |              |     |
| 412                                    | TRSFERS FROM STREET FUND              |     |               |     |               |     |           |               |     |              |     |
|  | 1,195,525                             |     | 1,308,064     |     | 1,487,171     |     | 1,487,171 | 1,485,093     |     | 1,485,093    |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 399 REIMBURSEMENTS - OTHER
  - POLICE DUII/SAFE BELT ENFORCEMENT OT REIMBURSEMENTS FROM OR ASSOCIATION OF POLICE - \$58,000
  - FY 2016-17 REFLECTS A ONE TIME \$82,210 REFUND FROM WASTE MANAGEMENT FOR OVERBILLING CITY STREET AND PARK GARBAGE CAN PICK UP FROM 2013 THROUGH 2016
  - FY 2017-18 REFLECTS A RECEIPT OF PROGRAM INCOME FOR THE EECBG GRANT FROM UNLIMITED CHOICES. THE FUNDS WILL BE USED FOR ENERGY EFFICIENCY EXPENSE IN FY 18-19. (001-10-0656-334)
- 751 E-SUITES RENTAL INCOME-3RD FLR
  - RENTAL INCOME FROM THE 3RD FLOOR E-SUITES AT THE ROUND CITY HALL BUILDING \$553,920
- 752 BVTN BLDG RENT INCOME FLRS 1&2
  - RENTAL INCOME FROM TENANTS ON THE 2ND FLOOR AT THE BEAVERTON BUILDING:
  - CENTRAL PLANT SPACE LEASE \$73,260
  - ATKINS FAITHFUL AND GOULD \$59,216
  - CONGRESSWOMAN BONAMICI \$61,272
  - WASHINGTON COUNTY VISITORS ASSN \$81,378
  - I-BRIDGE LLC (RENEGOTIATED LEASE REDUCED SPACE EFFECTIVE 9/1/2016) LEASE ENDED DECEMBER 2017 AND RELOCATED TO THE E-SUITES. THE SPACE WAS RE-LEASED TO RFPIO \$57,744
  - PROFESSIONAL THERAPEUTIC LEASE \$28,388
- 753 ENERGY EFFICIENCY REBATES
- 754 FORECLOSURE MEDIATION SVC FEE
  - FORECLOSURE MEDIATION SERVICE FEES
- 755 SPONSORSHIP REVENUES
- 756 PERS RSRV DISTRIB-NON GAAP REV
  - RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS FY 15-16
- 757 MED/LIFE INS PREM REFUND DISTRIBUTION
  - MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS
- 758 POLICE PUBLIC RECORDS RECEIPTS
  - CHARGES FOR PRODUCING POLICE RECORD DOCUMENTS
- 759 BAC GRANTS AND DONATIONS
- 760 BAC MEMBERSHIP FEE & OTHER REV
- 762 POLICE RESERVE OFCR REIMB
  - FY 2017-18 REFLECTS BEAVERTON POLICE RESERVE ACCOUNT CLOSE OF REMAINING BALANCE

- 412 TRSFERS FROM STREET FUND
  - OVERHEAD COST ALLOCATION
  - ACCOUNTING
  - BUILDING MAINTENANCE
  - LANDSCAPE
  - BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION
  - BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | 2016 - ACTUAL                   |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018      | 2019 - RECOMD |     | 2019 ADOPTED |     |  |
|-----|---------------------------------|-----|---------------|-----|---------------|-----|-----------|---------------|-----|--------------|-----|--|
|     | AMOUNT                          | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT   | AMOUNT        | FTE | AMOUNT       | FTE |  |
| 414 | TRSFERS FROM STATE REV. SHG. FD |     |               |     |               |     |           |               |     |              |     |  |
|     | 251,994                         |     | 1,299,915     |     |               |     |           |               |     |              |     |  |
| 417 | TRSFERS FROM ASSESSMENT FUND #1 |     |               |     |               |     |           |               |     |              |     |  |
|     | 61,863                          |     |               |     | 1,300         |     | 1,300     | 1,300         |     | 1,300        |     |  |
| 419 | TRSFERS FROM WATER FUND         |     |               |     |               |     |           |               |     |              |     |  |
|     | 360,406                         |     | 356,391       |     | 493,587       |     | 493,587   | 548,392       |     | 548,392      |     |  |
| 421 | TRSFERS FROM SEWER FUND         |     |               |     |               |     |           |               |     |              |     |  |
|     | 322,621                         |     | 322,548       |     | 336,502       |     | 336,502   | 354,528       |     | 354,528      |     |  |
| 425 | TRSFERS FROM GARAGE FUND        |     |               |     |               |     |           |               |     |              |     |  |
|     | 3,848                           |     | 3,616         |     | 4,454         |     | 4,454     | 4,335         |     | 4,335        |     |  |
| 428 | TRSFER FR BUILDING OPERATING FD |     |               |     |               |     |           |               |     |              |     |  |
|     | 317,605                         |     | 413,812       |     | 618,774       |     | 618,774   | 790,479       |     | 790,479      |     |  |
| 430 | TRANSFER FROM LIBRARY FUND      |     |               |     |               |     |           |               |     |              |     |  |
|     | 948,658                         |     | 1,033,809     |     | 1,086,228     |     | 1,086,228 | 1,117,025     |     | 1,117,025    |     |  |
| 432 | TRSFER FR PUBLIC WRKS ADMN FUND |     |               |     |               |     |           |               |     |              |     |  |
|     | 63,613                          |     | 69,355        |     | 80,215        |     | 80,215    | 83,669        |     | 83,669       |     |  |
| 437 | TRSFERS FRM INSURANCE FUND      |     |               |     |               |     |           |               |     |              |     |  |
|     | 76,154                          |     | 99,569        |     | 85,125        |     | 85,125    | 95,492        |     | 95,492       |     |  |
| 438 | TRSFERS FRM BEAVERTON ARTS COMM |     |               |     |               |     |           |               |     |              |     |  |
|     |                                 |     | 8,972         |     |               |     |           |               |     |              |     |  |
| 439 | TRSFERS FRM CAPITAL DEVELOPMENT |     |               |     |               |     |           |               |     |              |     |  |
|     | 32,291                          |     |               |     | 83,899        |     | 83,899    |               |     |              |     |  |
| 440 | TRSFERS FR STREET LIGHTING FUND |     |               |     |               |     |           |               |     |              |     |  |
|     | 35,854                          |     | 42,503        |     | 42,063        |     | 42,063    | 42,320        |     | 42,320       |     |  |
| 441 | TRSFERS FR STORM DRAIN FUND     |     |               |     |               |     |           |               |     |              |     |  |
|     | 374,875                         |     | 403,310       |     | 424,580       |     | 424,580   | 444,428       |     | 444,428      |     |  |
| 444 | TRSFER FROM BURA GENERAL FUND   |     |               |     |               |     |           |               |     |              |     |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 414 | TRSFERS FROM STATE REV. SHG. FD<br>EFFECTIVE 7/1/2017, THE STATE REVENUE SHARING FUND WAS ELIMINATED AND ALL THE ACTIVITIES ARE NOW ACCOUNTED FOR IN THE GENERAL FUND AND THE REMAINING BALANCE IN THE STATE REVENUE FUND WAS TRANSFERRED TO THE GENERAL FUND.   |  |
| 417 | TRSFERS FROM ASSESSMENT FUND #1<br>TRANSFER FROM LOMBARD GARDENS LID PRINCIPAL AND INTEREST PAYMENTS<br>FY 15-16 REFLECTS RESIDUAL EQUITY TRANSFER FROM THE CLOSED OUT LID PROGRAMS.   |  |
| 419 | TRSFERS FROM WATER FUND<br>OVERHEAD COST ALLOCATION<br>ACCOUNTING CHARGES<br>BUILDING MAINTENANCE<br>LANDSCAPE CHARGES<br>BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION<br>BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION  |  |
| 421 | TRSFERS FROM SEWER FUND<br>OVERHEAD COST ALLOCATION<br>ACCOUNTING CHARGES<br>BUILDING MAINTENANCE<br>LANDSCAPE<br>BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION<br>BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION  |  |
| 425 | TRSFERS FROM GARAGE FUND<br>BUILDING MAINTENANCE   |  |
| 428 | TRSFER FR BUILDING OPERATING FD<br>OVERHEAD COST ALLOCATION \$436,951<br>BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION \$46,074<br>BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION \$46,342<br>REIMBURSEMENT OF SUBSIDY PROVIDED TO BUILDING OPERATING FUND DURING THE ECONOMIC \$261,112<br>DOWNTURN FROM FY 05-06 TO FY 13-14. (20% OF \$1,305,561 TOTAL) |  |
| 430 | TRANSFER FROM LIBRARY FUND<br>OVERHEAD COST ALLOCATION<br>BUILDING MAINTENANCE<br>LANDSCAPE  |  |
| 432 | TRSFER FR PUBLIC WRKS ADMN FUND<br>LANDSCAPE   |  |
| 437 | TRSFERS FRM INSURANCE FUND<br>OVERHEAD COST ALLOCATION<br>ACCOUNTING CHARGES   |  |
| 438 | TRSFERS FRM BEAVERTON ARTS COMM<br>FY 16-17 PROGRAM MOVED TO THE GENERAL FUND, SEE PROGRAM #0528 IN MAYOR'S OFFICE<br>FY 17-18 PROGRAM MOVED TO THE LODGING TAX FUND, SEE PROGRAM #0528 IN FUND 107  |  |
| 439 | TRSFERS FRM CAPITAL DEVELOPMENT<br>FY 2014-15 REFLECTS THE CLOSEOUT OF THE BEAVERTON BUILDING'S TENANT IMPROVEMENT PROJECT WITH THE REMAINING PROCEEDS TRANSFERRED TO THE GENERAL FUND.<br>FY 2016-17 REFLECTS THE CLOSEOUT OF THE GRIFFITH BUILDING IMPROVEMENT PROJECT WITH THE REMAINING PROCEEDS TRANSFERRED TO THE GENERAL FUND.                            |  |
| 440 | TRSFERS FR STREET LIGHTING FUND<br>OVERHEAD COST ALLOCATION  |  |
| 441 | TRSFERS FR STORM DRAIN FUND<br>GENERAL FUND OVERHEAD COST ALLOCATION<br>ACCOUNTING CHARGES<br>BUILDING MAINTENANCE<br>LANDSCAPE<br>BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION<br>BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION   |  |
| 444 | TRSFER FROM BURA GENERAL FUND  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | 2016 - ACTUAL |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-----|---------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT        | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
|     | 59,719        |     | 30,111        |     | 139,435       |     | 127,228 | 146,854       |     | 146,854      |     |

|     |                               |  |        |  |        |  |        |        |  |        |  |
|-----|-------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 449 | TSFR FR TRANS DEVL TAX/TIF FD |  |        |  |        |  |        |        |  |        |  |
|     | 19,997                        |  | 22,969 |  | 44,616 |  | 44,616 | 33,589 |  | 33,589 |  |

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 4,125,023 |  | 5,414,944 |  | 4,927,949 |  | 4,915,742 | 5,147,504 |  | 5,147,504 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |            |  |            |  |            |  |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|
|  | 71,501,695 |  | 78,485,392 |  | 78,739,930 |  | 79,289,098 | 79,016,875 |  | 78,724,625 |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |            |  |            |  |            |  |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|
|  | 71,501,695 |  | 78,485,392 |  | 78,739,930 |  | 79,289,098 | 79,016,875 |  | 78,724,625 |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

OVERHEAD TRANSFER FROM BURA TO GENERAL FUND SUPPORT.  
FY 2015-16 ESTIMATED:  
10% OF DEVELOPMENT DIVISION MANAGER \$15,884  
10% OF SENIOR DEVELOPMENT PROJECT MANAGER \$13,835  
75% OF EXTRA HELP SENIOR DEVELOPMENT MANAGER POSITION \$30,000

FY 2016-17 PROPOSED:  
10% OF THE DEVELOPMENT DIVISION MANAGER \$16,765  
10% OF THE SENIOR DEVELOPMENT PROJECT MANAGER \$15,780  
75% OF THE PARKING MGR EXTRA HELP POSITION UNTIL THE REGULAR POSITION IS HIRED \$7,500.  
75% OF HIRED SENIOR DEVELOPMENT POSITION \$101,118

449 TSFR FR TRANS DEVL TAX/TIF FD  
OVERHEAD COST ALLOCATION  
BEAVERTON BUILDING OPERATION EXPENSE ALLOCATION  
BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION

|  |  |
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 05 CITY COUNCIL

| 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: 05 PERSONNEL SERVICES

|                                    |                           |  |         |  |         |  |         |         |         |  |         |  |
|------------------------------------|---------------------------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
| 003                                | COUNCILOR                 |  |         |  |         |  |         |         |         |  |         |  |
|                                    | 96,000                    |  | 96,000  |  | 96,000  |  | 96,000  | 96,000  | 96,000  |  | 96,000  |  |
| 299                                | PAYROLL TAXES AND FRINGES |  |         |  |         |  |         |         |         |  |         |  |
|                                    | 10,737                    |  | 8,807   |  | 11,400  |  | 8,646   | 10,044  | 11,400  |  | 11,400  |  |
| TOTAL CLASS: 05 PERSONNEL SERVICES |                           |  |         |  |         |  |         |         |         |  |         |  |
|                                    | 106,737                   |  | 104,807 |  | 107,400 |  | 104,646 | 106,044 | 107,400 |  | 107,400 |  |

CLASS: 10 MATERIALS & SERVICES

|                                      |                                    |  |        |  |        |  |        |        |        |  |        |  |
|--------------------------------------|------------------------------------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| 0029                                 | 301 OFFICE EXPENSE                 |  |        |  |        |  |        |        |        |  |        |  |
|                                      | 489                                |  | 91     |  | 100    |  |        | 100    | 100    |  | 100    |  |
|                                      | 307 MEMBERSHIP FEES                |  |        |  |        |  |        |        |        |  |        |  |
|                                      |                                    |  |        |  | 50     |  |        |        |        |  |        |  |
|                                      | 308 PERIODICALS & SUBSCRIPTIONS    |  |        |  |        |  |        |        |        |  |        |  |
|                                      |                                    |  | 30     |  | 80     |  |        | 50     | 80     |  | 80     |  |
|                                      | 321 TRAVEL, TRAINING & SUBSISTENCE |  |        |  |        |  |        |        |        |  |        |  |
|                                      | 30,071                             |  | 28,626 |  | 15,200 |  | 5,912  | 7,000  | 15,200 |  | 15,200 |  |
|                                      | 328 MEALS & RELATED EXPENSE        |  |        |  |        |  |        |        |        |  |        |  |
|                                      | 1,045                              |  | 532    |  | 3,150  |  | 707    | 700    | 2,150  |  | 2,150  |  |
|                                      | 341 COMMUNICATIONS EXPENSE         |  |        |  |        |  |        |        |        |  |        |  |
|                                      | 1,412                              |  | 1,008  |  | 960    |  | 724    | 846    | 876    |  | 876    |  |
|                                      | 342 DATA COMMUNICATION EXPENSE     |  |        |  |        |  |        |        |        |  |        |  |
|                                      |                                    |  | 487    |  | 480    |  | -12    | -15    |        |  |        |  |
|                                      | 461 SPECIAL EXPENSE                |  |        |  |        |  |        |        |        |  |        |  |
|                                      |                                    |  |        |  |        |  |        |        | 750    |  | 750    |  |
|                                      | 523 BOARDS & COMMISSIONS EXPENSES  |  |        |  |        |  |        |        |        |  |        |  |
|                                      | 19,682                             |  | 20,553 |  | 19,700 |  | 19,862 | 20,500 | 18,200 |  | 18,200 |  |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                    |  |        |  |        |  |        |        |        |  |        |  |
|                                      | 52,699                             |  | 51,327 |  | 39,720 |  | 27,193 | 29,181 | 37,356 |  | 37,356 |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 05 CITY COUNCIL

| 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: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 21,946 |  | 18,016 |  | 24,219 |  | 14,914 | 24,219 | 22,176 |  | 22,176 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

TOTAL CLASS: 25 TRANSFERS

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 21,946 |  | 18,016 |  | 24,219 |  | 14,914 | 24,219 | 22,176 |  | 22,176 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

TOTAL DEPARTMENT: 05 CITY COUNCIL

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 181,382 |  | 174,150 |  | 171,339 |  | 146,753 | 159,444 | 166,932 |  | 166,932 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

0030

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 05 CITY COUNCIL  
 PROGRAM: 0511 POLICY DEVELOPMENT

| 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: 05 PERSONNEL SERVICES

|     |                           |        |        |  |        |  |        |        |  |        |  |
|-----|---------------------------|--------|--------|--|--------|--|--------|--------|--|--------|--|
| 003 | COUNCILOR                 | 96,000 | 96,000 |  | 96,000 |  | 96,000 | 96,000 |  | 96,000 |  |
| 299 | PAYROLL TAXES AND FRINGES | 10,737 | 8,807  |  | 11,400 |  | 10,044 | 11,400 |  | 11,400 |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |         |  |         |  |         |         |  |         |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|
|  |  | 106,737 | 104,807 |  | 107,400 |  | 106,044 | 107,400 |  | 107,400 |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|

CLASS: 10 MATERIALS & SERVICES

|     |                                |        |        |  |        |  |       |        |  |        |  |
|-----|--------------------------------|--------|--------|--|--------|--|-------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                 | 489    | 91     |  | 100    |  | 100   | 100    |  | 100    |  |
| 307 | MEMBERSHIP FEES                |        |        |  | 50     |  |       |        |  |        |  |
| 308 | PERIODICALS & SUBSCRIPTIONS    |        | 30     |  | 80     |  | 50    | 80     |  | 80     |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE | 30,071 | 28,626 |  | 15,200 |  | 7,000 | 15,200 |  | 15,200 |  |

|     |                         |       |     |  |       |  |     |       |  |       |  |
|-----|-------------------------|-------|-----|--|-------|--|-----|-------|--|-------|--|
| 328 | MEALS & RELATED EXPENSE | 1,045 | 532 |  | 3,150 |  | 700 | 2,150 |  | 2,150 |  |
|-----|-------------------------|-------|-----|--|-------|--|-----|-------|--|-------|--|

|     |                        |       |       |  |     |  |     |     |  |     |  |
|-----|------------------------|-------|-------|--|-----|--|-----|-----|--|-----|--|
| 341 | COMMUNICATIONS EXPENSE | 1,412 | 1,008 |  | 960 |  | 846 | 876 |  | 876 |  |
|-----|------------------------|-------|-------|--|-----|--|-----|-----|--|-----|--|

|     |                            |  |     |  |     |  |     |  |  |  |  |
|-----|----------------------------|--|-----|--|-----|--|-----|--|--|--|--|
| 342 | DATA COMMUNICATION EXPENSE |  | 487 |  | 480 |  | -15 |  |  |  |  |
|-----|----------------------------|--|-----|--|-----|--|-----|--|--|--|--|

|     |                 |  |  |  |  |  |  |     |  |     |  |
|-----|-----------------|--|--|--|--|--|--|-----|--|-----|--|
| 461 | SPECIAL EXPENSE |  |  |  |  |  |  | 750 |  | 750 |  |
|-----|-----------------|--|--|--|--|--|--|-----|--|-----|--|

|     |                               |        |        |  |        |  |        |        |  |        |  |
|-----|-------------------------------|--------|--------|--|--------|--|--------|--------|--|--------|--|
| 523 | BOARDS & COMMISSIONS EXPENSES | 19,682 | 20,553 |  | 19,700 |  | 20,500 | 18,200 |  | 18,200 |  |
|-----|-------------------------------|--------|--------|--|--------|--|--------|--------|--|--------|--|

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |  |        |        |  |        |  |        |        |  |        |  |
|--|--|--------|--------|--|--------|--|--------|--------|--|--------|--|
|  |  | 52,699 | 51,327 |  | 39,720 |  | 29,181 | 37,356 |  | 37,356 |  |
|--|--|--------|--------|--|--------|--|--------|--------|--|--------|--|

CLASS: 25 TRANSFERS

|     |                               |        |        |  |        |  |        |        |  |        |  |
|-----|-------------------------------|--------|--------|--|--------|--|--------|--------|--|--------|--|
| 816 | TRSFERS TO REPROGRAPHICS FUND | 21,946 | 18,016 |  | 24,219 |  | 24,219 | 22,176 |  | 22,176 |  |
|-----|-------------------------------|--------|--------|--|--------|--|--------|--------|--|--------|--|

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 05 CITY COUNCIL  
PROGRAM: 0511 POLICY DEVELOPMENT

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 003 COUNCILOR  
EFFECTIVE FY 15-16, INCREASE MONTHLY STIPEND FROM \$1,300 TO \$1,600.
- 299 PAYROLL TAXES AND FRINGES  
PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 11.9% AND CONSISTS OF THE FOLLOWING:  
7.65% FICA AND 4.25% IN OTHER PAYROLL TAXES FOR UNEMPLOYMENT, TRIMET, LONG TERM DISABILITY, LIFE INSURANCE, AND WORKERS COMPENSATION INSURANCE.
- 
- 301 OFFICE EXPENSE  
MISCELLANEOUS OFFICE SUPPLIES \$100
- 307 MEMBERSHIP FEES
- 308 PERIODICALS & SUBSCRIPTIONS  
MISCELLANEOUS PUBLICATIONS \$80
- 321 TRAVEL, TRAINING & SUBSISTENCE  
NLC CONFERENCE ( 4 @ \$1,100 - DECEMBER AND REGISTRATION 4 @ \$500) \$6,400  
NLC CONGRESSIONAL CONFERENCE (2 @ \$1,400 - MARCH AND REGISTRATION 2 @ \$750) \$4,300  
LOC CONFERENCE (\$2,500 & REGISTRATION 5 @ \$200) \$3,500  
MISC TRAINING \$1,000  
IF SOME COUNCILORS CHOOSE NOT TO ATTEND NLC OR LOC MEETINGS, THESE FUNDS MAY BE USED FOR OTHER RELEVANT TRAINING  
FY 17-18 REDUCTION REFLECTS MOVING THE TRAVEL FOR 6 STUDENTS ATTENDING NLC TO THE MAYOR'S PROGRAM 0521.
- 328 MEALS & RELATED EXPENSE  
REFRESHMENTS AT SELECTED COUNCIL MEETINGS \$900  
COUNCIL DINNER MEETINGS WITH INTERGOVERNMENTAL AGENCIES (METRO, COUNTY COMMISSION, \$1,000 & LEGISLATIVE, AND CONGRESSIONAL DELEGATION)  
COUNCIL RETREAT \$250
- 341 COMMUNICATIONS EXPENSE  
CELL PHONE CHARGES FOR 2 COUNCILOR PHONES AT \$73 PER MONTH \$876
- 342 DATA COMMUNICATION EXPENSE  
NO APPROPRIATION REQUESTED FOR FY 2018-19 AS THE AIR CARD WAS DISCONTINUED
- 461 SPECIAL EXPENSE  
LOGO APPAREL FOR CITY COUNCILORS (5 @ \$150/EACH) \$750
- 523 BOARDS & COMMISSIONS EXPENSES  
ANNUAL BOARDS AND COMMISSIONS DINNER \$17,000  
BUDGET COMMITTEE MEETINGS \$1,200
- 
- 816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS

City of Beaverton - Finance  
 Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
 DEPT: 05 CITY COUNCIL  
 PROGRAM: 0511 POLICY DEVELOPMENT

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

TOTAL CLASS: 25 TRANSFERS

|  |        |  |        |  |        |  |        |  |        |  |        |
|--|--------|--|--------|--|--------|--|--------|--|--------|--|--------|
|  | 21,946 |  | 18,016 |  | 24,219 |  | 24,219 |  | 22,176 |  | 22,176 |
|--|--------|--|--------|--|--------|--|--------|--|--------|--|--------|

TOTAL PROGRAM: 0511 POLICY DEVELOPMENT

|  |         |  |         |  |         |  |         |  |         |  |         |
|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|
|  | 181,382 |  | 174,150 |  | 171,339 |  | 159,444 |  | 166,932 |  | 166,932 |
|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|

TOTAL DEPARTMENT: 05 CITY COUNCIL

|  |         |  |         |  |         |  |         |  |         |  |         |
|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|
|  | 181,382 |  | 174,150 |  | 171,339 |  | 159,444 |  | 166,932 |  | 166,932 |
|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 05 CITY COUNCIL

PROGRAM: 0511 POLICY DEVELOPMENT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

| 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: 05 PERSONNEL SERVICES

|     |                                |      |         |      |         |      |         |         |         |      |         |      |
|-----|--------------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 002 | MAYOR                          |      |         |      |         |      |         |         |         |      |         |      |
|     | 176,416                        | 1.00 | 181,068 | 1.00 | 183,796 | 1.00 | 179,715 | 183,799 | 188,386 | 1.00 | 188,386 | 1.00 |
| 016 | GOVERNMENT RELATIONS MANAGER   |      |         |      |         |      |         |         |         |      |         |      |
|     |                                |      |         |      |         |      |         |         | 96,264  | 1.00 | 96,264  | 1.00 |
| 017 | MAYORS OFFICE DIRECTOR         |      |         |      |         |      |         |         |         |      |         |      |
|     |                                |      |         |      |         |      |         |         | 146,788 | 1.00 | 146,788 | 1.00 |
| 048 | ETHNIC MINORITY OUTREACH COORD |      |         |      |         |      |         |         |         |      |         |      |
|     | 67,442                         | 1.00 | 72,566  | 1.00 |         |      |         |         |         |      |         |      |
| 050 | ASST DIRECTOR - GENERAL SERV.  |      |         |      |         |      |         |         |         |      |         |      |
|     | 109,993                        | 1.00 | 114,346 | 1.00 | 118,522 | 1.00 | 110,279 | 116,341 | 119,254 | 1.00 | 119,254 | 1.00 |
| 052 | EMERGENCY MANAGER              |      |         |      |         |      |         |         |         |      |         |      |
|     | 86,413                         | 1.00 | 88,030  | 1.00 | 89,673  | 1.00 | 84,501  | 89,671  | 91,907  | 1.00 | 91,907  | 1.00 |
| 054 | STRATEGIC INITIATIVES COMM MGR |      |         |      |         |      |         |         |         |      |         |      |
|     | 106,916                        | 1.00 | 112,050 | 1.00 | 116,328 | 1.00 | 109,752 | 116,341 | 119,254 | 1.00 | 119,254 | 1.00 |
| 058 | DEPUTY CITY RECORDER           |      |         |      |         |      |         |         |         |      |         |      |
|     | 68,394                         | 1.00 | 73,522  | 1.00 | 72,877  | 1.00 | 65,357  | 70,536  | 72,422  | 1.00 | 72,422  | 1.00 |
| 060 | CITY RECORDER                  |      |         |      |         |      |         |         |         |      |         |      |
|     | 74,508                         | 1.00 | 78,730  | 1.00 | 77,338  | 1.00 | 78,429  | 83,230  | 85,304  | 1.00 | 85,304  | 1.00 |
| 064 | PROPERTY & FACILITIES MANAGER  |      |         |      |         |      |         |         |         |      |         |      |
|     | 93,070                         | 1.00 | 94,383  | 1.00 | 101,296 | 1.00 | 95,286  | 96,491  | 98,905  | 1.00 | 98,905  | 1.00 |
| 066 | CHIEF ADMINISTRATIVE OFFICER   |      |         |      |         |      |         |         |         |      |         |      |
|     | 164,976                        | 1.00 | 171,280 | 1.00 | 177,786 | 1.00 | 139,408 | 107,331 |         |      |         |      |
| 077 | PROGRAM MANAGER                |      |         |      |         |      |         |         |         |      |         |      |
|     | 273,376                        | 3.00 | 305,987 | 4.00 | 394,243 | 5.00 | 387,502 | 383,087 | 409,275 | 5.00 | 333,672 | 4.00 |
| 078 | ADMINISTRATIVE ASSISTANT       |      |         |      |         |      |         |         |         |      |         |      |
|     | 61,684                         | 1.00 |         |      |         |      |         |         |         |      |         |      |
| 080 | SENIOR PROGRAM MANAGER         |      |         |      |         |      |         |         |         |      |         |      |
|     | 59,977                         | .60  | 61,158  | .60  | 62,241  | .60  | 61,042  | 64,631  | 66,245  | .60  | 66,245  | .60  |
| 095 | MANAGEMENT ANALYST             |      |         |      |         |      |         |         |         |      |         |      |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

| 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  |
|     |                                |       | 46,210        | 1.00  | 72,757        | 1.00 | 70,513    | 72,499    | 78,321        | 1.00 | 78,321       | 1.00 |
| 110 | PUBLIC INFORMATION COORDINATOR |       |               |       |               |      |           |           |               |      |              |      |
|     | 90,973                         | 2.00  | 132,246       | 2.00  | 138,936       | 2.00 | 130,049   | 138,039   | 145,959       | 2.00 | 145,959      | 2.00 |
| 156 | FACILITIES MAINTENANCE LEAD    |       |               |       |               |      |           |           |               |      |              |      |
|     | 75,276                         | 1.00  | 79,162        | 1.00  | 77,512        | 1.00 | 72,867    | 76,717    | 79,964        | 1.00 | 79,964       | 1.00 |
| 185 | FACILITIES MAINT TECH          |       |               |       |               |      |           |           |               |      |              |      |
|     | 224,689                        | 4.00  | 234,127       | 4.00  | 232,767       | 4.00 | 220,468   | 233,245   | 240,799       | 4.00 | 240,799      | 4.00 |
| 186 | PROGRAM COORDINATOR            |       |               |       |               |      |           |           |               |      |              |      |
|     | 315,938                        | 4.75  | 446,562       | 6.75  | 449,394       | 7.00 | 325,393   | 362,612   | 468,129       | 7.00 | 468,129      | 7.00 |
| 197 | EVENTS COORDINATOR             |       |               |       |               |      |           |           |               |      |              |      |
|     | 137,424                        | 2.00  | 120,388       | 2.00  | 54,655        | 1.00 | 52,289    | 59,347    | 63,517        | 1.00 | 63,517       | 1.00 |
| 204 | EXECUTIVE ASSISTANT            |       |               |       |               |      |           |           |               |      |              |      |
|     | 76,943                         | 1.00  | 87,247        | 1.00  | 80,295        | 1.00 | 90,302    | 89,490    |               | 1.00 |              | 1.00 |
| 210 | EMERGENCY MANAGEMENT OFFICER   |       |               |       |               |      |           |           |               |      |              |      |
|     | 71,603                         | 1.00  | 75,926        | 1.00  | 77,318        | 1.00 | 72,858    | 77,316    | 79,248        | 1.00 | 79,248       | 1.00 |
| 214 | EMERG MGMT PROGRAM SPECIALIST  |       |               |       |               |      |           |           |               |      |              |      |
|     | 64,950                         | 1.00  | 64,995        | 1.00  | 67,763        | 1.00 | 62,696    | 67,768    | 69,464        | 1.00 | 69,464       | 1.00 |
| 220 | PUBLIC INFORMATION MANAGER     |       |               |       |               |      |           |           |               |      |              |      |
|     | 67,967                         | 1.00  |               |       |               |      |           |           |               |      |              |      |
| 221 | SUPPORT SPECIALIST 2           |       |               |       |               |      |           |           |               |      |              |      |
|     | 488,023                        | 10.63 | 515,069       | 11.13 | 437,360       | 8.63 | 330,732   | 382,102   | 452,235       | 8.63 | 452,235      | 8.63 |
| 237 | CODE COMPLIANCE OFFICER        |       |               |       |               |      |           |           |               |      |              |      |
|     | 117,891                        | 2.00  | 156,121       | 3.00  | 144,988       | 2.00 | 128,013   | 136,858   |               |      |              |      |
| 274 | SEASONAL WORKFORCE             |       |               |       |               |      |           |           |               |      |              |      |
|     | 28,940                         |       | 31,989        |       | 32,884        |      | 29,499    | 33,313    | 19,730        |      | 19,730       |      |
| 275 | TEMPORARY EMPLOYEES            |       |               |       |               |      |           |           |               |      |              |      |
|     | 36,151                         |       | 21,604        |       | 56,493        |      | 50,822    | 60,003    | 42,064        |      | 42,064       |      |
| 299 | PAYROLL TAXES AND FRINGES      |       |               |       |               |      |           |           |               |      |              |      |
|     | 1,493,800                      |       | 1,602,248     |       | 1,719,941     |      | 1,479,605 | 1,534,452 | 1,815,746     |      | 1,760,710    |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

| 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   |
|     | 4,633,733     | 43.98 | 4,967,014     | 47.48 | 5,037,163     | 43.23 | 4,427,377 | 4,635,219 | 5,049,180     | 42.23 | 4,918,541    | 41.23 |

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

|  |       |  |       |  |       |  |       |       |       |  |       |  |
|--|-------|--|-------|--|-------|--|-------|-------|-------|--|-------|--|
|  | 4,965 |  | 3,860 |  | 4,150 |  | 3,466 | 3,260 | 2,965 |  | 2,965 |  |
|--|-------|--|-------|--|-------|--|-------|-------|-------|--|-------|--|

303 OFFICE FURNITURE & EQUIPMENT

|  |     |  |    |  |       |  |       |       |       |  |       |  |
|--|-----|--|----|--|-------|--|-------|-------|-------|--|-------|--|
|  | 844 |  | 50 |  | 2,450 |  | 1,645 | 2,350 | 1,766 |  | 1,766 |  |
|--|-----|--|----|--|-------|--|-------|-------|-------|--|-------|--|

304 DEPARTMENT EQUIPMENT EXPENSE

|  |       |  |        |  |        |  |       |        |        |  |        |  |
|--|-------|--|--------|--|--------|--|-------|--------|--------|--|--------|--|
|  | 1,368 |  | 16,416 |  | 13,325 |  | 9,458 | 12,625 | 12,215 |  | 12,215 |  |
|--|-------|--|--------|--|--------|--|-------|--------|--------|--|--------|--|

305 SPECIAL DEPARTMENT SUPPLIES

|  |       |  |       |  |       |  |       |       |       |  |       |  |
|--|-------|--|-------|--|-------|--|-------|-------|-------|--|-------|--|
|  | 1,975 |  | 3,026 |  | 3,725 |  | 1,454 | 3,225 | 3,150 |  | 3,150 |  |
|--|-------|--|-------|--|-------|--|-------|-------|-------|--|-------|--|

307 MEMBERSHIP FEES

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 18,352 |  | 25,430 |  | 22,595 |  | 16,930 | 20,896 | 23,385 |  | 23,385 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

308 PERIODICALS & SUBSCRIPTIONS

|  |     |  |     |  |       |  |     |       |       |  |       |  |
|--|-----|--|-----|--|-------|--|-----|-------|-------|--|-------|--|
|  | 937 |  | 955 |  | 3,383 |  | 825 | 1,490 | 3,564 |  | 3,564 |  |
|--|-----|--|-----|--|-------|--|-----|-------|-------|--|-------|--|

316 ADVERTISING, RECORDING & FILING

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 30,726 |  | 49,159 |  | 67,306 |  | 65,085 | 66,451 | 67,606 |  | 67,606 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

317 COMPUTER EQUIPMENT

|  |       |  |        |  |        |  |        |        |        |  |        |  |
|--|-------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 1,951 |  | 12,819 |  | 11,818 |  | 10,920 | 10,828 | 10,375 |  | 10,375 |  |
|--|-------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

318 COMPUTER SOFTWARE

|  |       |  |       |  |        |  |       |       |        |  |        |  |
|--|-------|--|-------|--|--------|--|-------|-------|--------|--|--------|--|
|  | 7,238 |  | 3,506 |  | 15,460 |  | 5,741 | 6,753 | 26,780 |  | 26,780 |  |
|--|-------|--|-------|--|--------|--|-------|-------|--------|--|--------|--|

321 TRAVEL, TRAINING & SUBSISTENCE

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 50,343 |  | 63,173 |  | 91,895 |  | 60,273 | 70,189 | 85,050 |  | 85,050 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

325 COMMUNITY EVENTS EXPENSE

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 180,973 |  | 245,450 |  | 200,925 |  | 189,590 | 188,974 | 194,925 |  | 194,925 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

328 MEALS & RELATED EXPENSE

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 22,279 |  | 24,386 |  | 23,050 |  | 21,495 | 20,712 | 24,300 |  | 24,300 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

329 PUBLIC MEETING BROADCAST EXP

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 55,914 |  | 57,108 |  | 84,846 |  | 76,101 | 78,000 | 80,000 |  | 80,000 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

330 MILEAGE REIMBURSEMENT

|  |     |  |       |  |       |  |       |       |       |  |       |  |
|--|-----|--|-------|--|-------|--|-------|-------|-------|--|-------|--|
|  | 848 |  | 1,237 |  | 2,150 |  | 1,039 | 1,650 | 1,985 |  | 1,985 |  |
|--|-----|--|-------|--|-------|--|-------|-------|-------|--|-------|--|

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

| 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 |
| 334 | ENERGY EFFICIENCY GRANTS (EECBG)         |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     |               |     | 80,013        |     |          |         | 80,013        |     | 80,013       |     |
| 341 | COMMUNICATIONS EXPENSE                   |     |               |     |               |     |          |         |               |     |              |     |
|     | 12,979                                   |     | 13,609        |     | 15,371        |     | 11,773   | 12,735  | 14,964        |     | 14,964       |     |
| 342 | DATA COMMUNICATION EXPENSE               |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     | 3,348         |     | 4,800         |     | 2,705    | 3,840   | 3,840         |     | 3,840        |     |
| 355 | CERT PROGRAM EXPENSE                     |     |               |     |               |     |          |         |               |     |              |     |
|     | 23,132                                   |     | 25,768        |     | 81,056        |     | 54,316   | 60,547  | 13,740        |     | 13,740       |     |
| 361 | UNIFORMS & SPECIAL CLOTHING              |     |               |     |               |     |          |         |               |     |              |     |
|     | 175                                      |     | 88            |     | 400           |     | 100      | 200     | 200           |     | 200          |     |
| 377 | PUBLIC RELATIONS EXPENSE                 |     |               |     |               |     |          |         |               |     |              |     |
|     | 8,888                                    |     | 35,131        |     | 20,900        |     | 15,162   | 15,064  | 18,650        |     | 18,650       |     |
| 381 | BUILDING EXPENSE                         |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     |               |     |               |     | 33       |         |               |     |              |     |
| 383 | SOCIAL SERVICE COMMITTEE FUNDING GRANTS  |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     | 199,395       |     | 200,309       |     | 200,310  | 200,309 | 201,947       |     | 201,947      |     |
| 391 | COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     | 104,191       |     | 121,100       |     | 123,497  | 94,100  | 125,000       |     | 120,000      |     |
| 412 | ELECTRIC AUTO CHG STATION EXP            |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     | 1,556         |     | 2,000         |     | 1,534    | 1,870   | 2,000         |     | 2,000        |     |
| 440 | RECYCLING OUTREACH EXPENSE               |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     |               |     |               |     |          |         | 76,500        |     | 76,500       |     |
| 459 | CELEBRATION PARADE                       |     |               |     |               |     |          |         |               |     |              |     |
|     | 31,042                                   |     |               |     |               |     |          |         |               |     |              |     |
| 461 | SPECIAL EXPENSE                          |     |               |     |               |     |          |         |               |     |              |     |
|     | 128,210                                  |     | 163,747       |     | 306,975       |     | 143,428  | 178,711 | 213,825       |     | 213,825      |     |
| 474 | SISTER CITIES EXPENSE                    |     |               |     |               |     |          |         |               |     |              |     |
|     | 7,362                                    |     | 25,636        |     | 13,350        |     | 11,072   | 13,350  | 13,350        |     | 13,350       |     |
| 475 | EMERG. INCIDENT ACTIVATION EXP           |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     |               |     | 10,000        |     |          |         | 10,000        |     | 10,000       |     |
| 481 | OTHER EXPENSES                           |     |               |     |               |     |          |         |               |     |              |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

| 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 |
|                                      | 1,855                             |     | 2,077         |     | 2,040         |     | 1,811     | 2,040     | 2,000         |     | 2,000        |     |
| 488                                  | ART DEVELOPMENT EXPENSE           |     |               |     |               |     |           |           |               |     |              |     |
|                                      |                                   |     | 110,288       |     |               |     |           |           |               |     |              |     |
| 511                                  | PROFESSIONAL SERVICES             |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 621,855                           |     | 595,246       |     | 688,950       |     | 627,603   | 613,599   | 648,700       |     | 648,700      |     |
| 523                                  | BOARDS & COMMISSIONS EXPENSES     |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 5,719                             |     | 12,709        |     | 28,448        |     | 33,103    | 27,848    | 28,498        |     | 28,498       |     |
| 525                                  | PMTS TO OTHER GOVERNMENT AGENCIES |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 37,887                            |     | 228,597       |     | 254,644       |     | 254,398   | 254,442   | 159,959       |     | 159,959      |     |
| 536                                  | MAINTENANCE CONTRACTS             |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 3,552                             |     | 3,758         |     | 3,708         |     | 3,934     | 3,759     | 3,759         |     | 3,759        |     |
| 551                                  | RENTS AND LEASES                  |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 12,470                            |     | 12,730        |     | 14,687        |     | 14,225    | 14,725    | 8,671         |     | 8,671        |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                   |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 1,273,839                         |     | 2,044,449     |     | 2,395,829     |     | 1,963,026 | 1,984,542 | 2,163,682     |     | 2,158,682    |     |
| CLASS: 15 CAPITAL OUTLAY             |                                   |     |               |     |               |     |           |           |               |     |              |     |
| 641                                  | VEHICLES                          |     |               |     |               |     |           |           |               |     |              |     |
|                                      |                                   |     | 29,472        |     |               |     |           |           | 25,000        |     | 25,000       |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |                                   |     |               |     |               |     |           |           |               |     |              |     |
|                                      |                                   |     | 29,472        |     |               |     |           |           | 25,000        |     | 25,000       |     |
| CLASS: 25 TRANSFERS                  |                                   |     |               |     |               |     |           |           |               |     |              |     |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND     |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 475,067                           |     | 476,473       |     | 531,722       |     | 385,171   | 531,722   | 522,296       |     | 522,296      |     |
| 817                                  | TRSFERS TO GARAGE FUND            |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 19,599                            |     | 41,033        |     | 37,147        |     | 27,141    | 37,147    | 37,285        |     | 37,285       |     |
| 818                                  | TRSFERS TO ISD-ALLOCATED          |     |               |     |               |     |           |           |               |     |              |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

| 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 |
|     | 132,424       |     | 115,796       |     | 115,712       |     | 115,712  | 115,712 | 124,466       |     | 124,466      |     |

TOTAL CLASS: 25 TRANSFERS

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 627,090 |  | 633,302 |  | 684,581 |  | 528,024 | 684,581 | 684,047 |  | 684,047 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

996 RESERVE - EQUIPMENT REPLACEMT

|  |  |  |  |  |        |  |  |  |        |  |        |  |
|--|--|--|--|--|--------|--|--|--|--------|--|--------|--|
|  |  |  |  |  | 40,930 |  |  |  | 44,176 |  | 44,176 |  |
|--|--|--|--|--|--------|--|--|--|--------|--|--------|--|

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |        |  |  |  |        |  |        |  |
|--|--|--|--|--|--------|--|--|--|--------|--|--------|--|
|  |  |  |  |  | 40,930 |  |  |  | 44,176 |  | 44,176 |  |
|--|--|--|--|--|--------|--|--|--|--------|--|--------|--|

TOTAL DEPARTMENT: 10 MAYOR'S OFFICE

|  |           |       |           |       |           |       |           |           |           |       |           |       |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|
|  | 6,534,662 | 43.98 | 7,674,237 | 47.48 | 8,158,503 | 43.23 | 6,918,427 | 7,304,342 | 7,966,085 | 42.23 | 7,830,446 | 41.23 |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|

0040

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0521 MAYOR'S ADMINISTRATION

| 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: 05 PERSONNEL SERVICES

|     |                              |         |      |         |      |         |      |         |         |      |         |      |
|-----|------------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 002 | MAYOR                        | 176,416 | 1.00 | 181,068 | 1.00 | 183,796 | 1.00 | 183,799 | 188,386 | 1.00 | 188,386 | 1.00 |
| 016 | GOVERNMENT RELATIONS MANAGER |         |      |         |      |         |      |         | 96,264  | 1.00 | 96,264  | 1.00 |
| 095 | MANAGEMENT ANALYST           |         |      |         |      |         |      |         | 78,321  | 1.00 | 78,321  | 1.00 |
| 204 | EXECUTIVE ASSISTANT          | 76,943  | 1.00 | 87,247  | 1.00 | 80,295  | 1.00 | 89,490  |         | 1.00 |         | 1.00 |
| 275 | TEMPORARY EMPLOYEES          | 6,642   |      |         |      |         |      |         |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES    | 95,300  |      | 108,574 |      | 102,709 |      | 102,621 | 152,012 |      | 152,012 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 355,301 | 2.00 | 376,889 | 2.00 | 366,800 | 2.00 | 375,910 | 514,983 | 4.00 | 514,983 | 4.00 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                             |       |  |       |  |       |  |       |       |  |       |  |
|-----|-----------------------------|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
| 301 | OFFICE EXPENSE              | 515   |  | 125   |  | 600   |  | 400   | 100   |  | 100   |  |
| 307 | MEMBERSHIP FEES             | 5,626 |  | 7,089 |  | 5,875 |  | 5,875 | 5,875 |  | 5,875 |  |
| 308 | PERIODICALS & SUBSCRIPTIONS |       |  |       |  |       |  |       | 1,800 |  | 1,800 |  |
| 317 | COMPUTER EQUIPMENT          | 276   |  |       |  |       |  |       |       |  |       |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0521 MAYOR'S ADMINISTRATION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 002 MAYOR
- 016 GOVERNMENT RELATIONS MANAGER  
 FY 18-19 ESTABLISHES A NEW GOVERNMENT RELATIONS MANAGER POSITION.
- 095 MANANGEMENT ANALYST  
 FY 18-19 REFLECTS TRANSFERRING 1 FTE MANAGEMENT ANALYST POSITION WITHIN THE MAYOR'S OFFICE PROGRAMS FROM 0522 TO 0521.
- 204 EXECUTIVE ASSISTANT  
 INCUMBANT IN THE POSITION IS ASSIGNED TO THE NEW GOVERNEMENT RELATIONS MANAGER POSITION. FY 18-19 REFLECTS NO APPROPRIATION FOR THE EXECUTIVE ASSISTANT POSITION, HOWEVER, THE FTE WILL BE RETAINED.
- 275 TEMPORARY EMPLOYEES  
 MARKETING, PUBLIC INFORMATION, FUNDRAISING, AND COMMUNITY SUPPORT ELEMENTS OF THE BEAVERTON ARTS AND CULTURE CENTER PROJECT.
- 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  
 OFFICE SUPPLIES \$100
- 307 MEMBERSHIP FEES  
 OREGON MAYORS ASSOCIATION \$200  
 BEAVERTON ROTARY \$230  
 WASHINGTON COUNTY PUBLIC AFFAIRS FORUM \$50  
 ARBOR DAY FOUNDATION \$20  
 BEAVERTON ARTS FOUNDATION \$1,000  
 OREGON LEAGUE OF MINORITY VOTERS \$500  
 CHAMBER OF COMMERCE \$2,000  
 WESTSIDE ECONOMIC ALLIANCE \$900  
 JAPAN AMERICA SOCIETY OF OREGON (JASO) \$300  
 CITY CLUB OF PORTLAND \$175  
 WORLD AFFAIRS COUNCIL OF OREGON \$500
- 308 PERIODICALS & SUBSCRIPTIONS  
 BILL TRACKER - OREGON LEGISLATURE BILL TRACKING SERVICE (GOOD FOR TWO YEARS) \$1,800
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0521 MAYOR'S ADMINISTRATION

| OBJ  | 2016 - ACTUAL                  |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--|--------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|  | AMOUNT                         | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 321  | TRAVEL, TRAINING & SUBSISTENCE |      |               |      |               |      |         |               |      |              |      |
|  | 20,672                         |      | 25,546        |      | 24,700        |      | 24,700  | 24,700        |      | 24,700       |      |
| 328  | MEALS & RELATED EXPENSE        |      |               |      |               |      |         |               |      |              |      |
|  | 3,951                          |      | 3,464         |      | 2,900         |      | 1,900   | 2,900         |      | 2,900        |      |
| 341  | COMMUNICATIONS EXPENSE         |      |               |      |               |      |         |               |      |              |      |
|  | 2,555                          |      | 1,968         |      | 2,434         |      | 1,200   | 2,004         |      | 2,004        |      |
| 342  | DATA COMMUNICATION EXPENSE     |      |               |      |               |      |         |               |      |              |      |
|  |                                |      | 506           |      | 960           |      |         |               |      |              |      |
| 461  | SPECIAL EXPENSE                |      |               |      |               |      |         |               |      |              |      |
|  |                                |      |               |      |               |      |         | 500           |      | 500          |      |
| 474  | SISTER CITIES EXPENSE          |      |               |      |               |      |         |               |      |              |      |
|  |                                |      |               |      | 13,350        |      | 13,350  | 13,350        |      | 13,350       |      |
| 481  | OTHER EXPENSES                 |      |               |      |               |      |         |               |      |              |      |
|  | 1,855                          |      | 2,077         |      | 2,040         |      | 2,040   | 2,000         |      | 2,000        |      |
| 511  | PROFESSIONAL SERVICES          |      |               |      |               |      |         |               |      |              |      |
|  |                                |      |               |      |               |      |         | 175,000       |      | 175,000      |      |
| 523  | BOARDS & COMMISSIONS EXPENSES  |      |               |      |               |      |         |               |      |              |      |
|  |                                |      | 2,338         |      | 18,648        |      | 18,648  | 18,648        |      | 18,648       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES       |                                |      |               |      |               |      |         |               |      |              |      |
|  | 35,450                         |      | 43,113        |      | 71,507        |      | 68,113  | 246,877       |      | 246,877      |      |
| CLASS: 25 TRANSFERS                        |                                |      |               |      |               |      |         |               |      |              |      |
| 816  | TRSFERS TO REPROGRAPHICS FUND  |      |               |      |               |      |         |               |      |              |      |
|  | 2,719                          |      | 2,481         |      | 3,303         |      | 3,303   | 3,327         |      | 3,327        |      |
| TOTAL CLASS: 25 TRANSFERS                  |                                |      |               |      |               |      |         |               |      |              |      |
|  | 2,719                          |      | 2,481         |      | 3,303         |      | 3,303   | 3,327         |      | 3,327        |      |
| TOTAL PROGRAM: 0521 MAYOR'S ADMINISTRATION |                                |      |               |      |               |      |         |               |      |              |      |
|  | 393,470                        | 2.00 | 422,483       | 2.00 | 441,610       | 2.00 | 447,326 | 765,187       | 4.00 | 765,187      | 4.00 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0521 MAYOR'S ADMINISTRATION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 321 TRAVEL, TRAINING & SUBSISTENCE
  - TRAVEL: NLC CONFERENCES – CONGRESS OF CITIES AND CONGRESSIONAL CITY CONFERENCE \$5,500
  - NLC BOARD OF DIRECTORS MEETINGS; NLC LEADERSHIP MEETINGS \$1,800
  - LEAGUE OF OREGON CITIES BOARD MEETING AND ANNUAL CONFERENCE \$800
  - OREGON MAYOR'S ASSOCIATION MEETING \$800
  - CONGRESSIONAL DELEGATION VISITS \$800
  - US CONFERENCE OF MAYOR'S WINTER, SUMMER AND LEADERSHIP MEETINGS \$6,900
  - CEO FOR CITIES MEETING \$1,800
  - BEST PRACTICES CONFERENCES \$1,800
  - METRO JPACT/TRIMET ADVOCACY TRIP TO WASHINGTON DC \$1,500
  - GOVERNOR'S ECONOMIC TRADE MISSION \$3,000
- 328 MEALS & RELATED EXPENSE
  - WASH CO AND METRO MANAGERS MTGS, INTERGOVERNMENTAL AND REGIONAL MTGS \$2,000
  - WASH COUNTY MAYOR'S MONTHLY MEETING, LOCAL MEETINGS AND CONFERENCES \$900
- 341 COMMUNICATIONS EXPENSE
  - CELL PHONE CHARGES FOR 2 STAFF AT \$90 PER MONTH \$1,080
  - CELL PHONE CHARGES FOR 1 STAFF @ \$52/MONTH (MANAGEMENT ANALYST) \$624
  - COMMUNICATION EXPENSES FOR OUT OF NETWORK CHARGES \$300
- 342 DATA COMMUNICATION EXPENSE
  - NO APPROPRIATION REQUEST THIS YEAR
- 461 SPECIAL EXPENSE
  - CITY LOGO AND BRANDED ITEMS \$500
- 474 SISTER CITIES EXPENSE
  - SISTER CITIES VISITING DELEGATIONS EXPENSES AND TRAVEL EXPENSES FOR SISTER CITY EXCHANGES \$13,350
- 481 OTHER EXPENSES
  - ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE:
  - INCLUDES DEPTS. 001-10, 107-20, 601-25 (50 FTE @ \$40/EA) \$2,000
- 511 PROFESSIONAL SERVICES
  - FY 2018-19 REFLECTS MOVING THE FOLLOWING EXPENSES FROM PROGRAM 0522 TO PROGRAM 0521
  - FEDERAL REPRESENTATION \$95,000
  - STATE LEGISLATIVE MATTERS \$80,000
- 523 BOARDS & COMMISSIONS EXPENSES
  - MAYORS YOUTH ADVISORY BOARD ACTIVITIES AND EVENTS \$2,888
  - YOUTH EDUCATION AND FAMILIES (YEF) CONFERENCE \$1,300
  - FY 2017-18 INCREASE REFLECTS MOVING THE FOLLOWING FROM THE CITY COUNCIL BUDGET
  - NLC CONGRESSIONAL CONFERENCE (6 STUDENT SCHOLARSHIPS & 2 CHAPERONES) \$13,500
  - NLC CONGRESSIONAL CONFERENCE (6 STUDENT SCHOLARSHIPS & 2 CHAPERONES) REGISTRATION \$960

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

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN

| 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: 05 PERSONNEL SERVICES

|     |                               |      |         |      |         |      |         |         |      |         |      |
|-----|-------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 017 | MAYORS OFFICE DIRECTOR        |      |         |      |         |      |         | 146,788 | 1.00 | 146,788 | 1.00 |
| 050 | ASST DIRECTOR - GENERAL SERV. |      |         |      |         |      |         |         |      |         |      |
|     | 109,993                       | 1.00 | 114,346 | 1.00 | 118,522 | 1.00 | 116,341 | 119,254 | 1.00 | 119,254 | 1.00 |
| 066 | CHIEF ADMINISTRATIVE OFFICER  |      |         |      |         |      |         |         |      |         |      |
|     | 164,976                       | 1.00 | 171,280 | 1.00 | 177,786 | 1.00 | 107,331 |         |      |         |      |
| 077 | PROGRAM MANAGER               |      |         |      |         |      |         | 75,603  | 1.00 |         |      |
| 078 | ADMINISTRATIVE ASSISTANT      |      |         |      |         |      |         |         |      |         |      |
|     | 61,684                        | 1.00 |         |      |         |      |         |         |      |         |      |
| 095 | MANANGEMENT ANALYST           |      |         |      |         |      |         |         |      |         |      |
|     |                               |      | 46,210  | 1.00 | 72,757  | 1.00 | 72,499  |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES     |      |         |      |         |      |         |         |      |         |      |
|     | 135,110                       |      | 122,752 |      | 152,135 |      | 118,090 | 175,098 |      | 120,062 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 471,763 | 3.00 | 454,588 | 3.00 | 521,200 | 3.00 | 414,261 | 516,743 | 3.00 | 386,104 | 2.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                 |  |        |  |        |  |        |        |  |        |  |
|-----|---------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                  |  |        |  |        |  |        |        |  |        |  |
|     | 1,032                           |  | 652    |  | 500    |  | 150    | 150    |  | 150    |  |
| 307 | MEMBERSHIP FEES                 |  |        |  |        |  |        |        |  |        |  |
|     |                                 |  |        |  | 150    |  | 150    | 265    |  | 265    |  |
| 308 | PERIODICALS & SUBSCRIPTIONS     |  |        |  |        |  |        |        |  |        |  |
|     |                                 |  |        |  | 1,800  |  | 200    | 350    |  | 350    |  |
| 316 | ADVERTISING, RECORDING & FILING |  |        |  |        |  |        |        |  |        |  |
|     | 500                             |  | 1,353  |  | 1,000  |  | 200    | 1,000  |  | 1,000  |  |
| 318 | COMPUTER SOFTWARE               |  |        |  |        |  |        |        |  |        |  |
|     |                                 |  | 296    |  |        |  |        |        |  |        |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |  |        |  |        |  |        |        |  |        |  |
|     | 8,594                           |  | 13,485 |  | 19,650 |  | 11,000 | 12,450 |  | 12,450 |  |
| 325 | COMMUNITY EVENTS EXPENSE        |  |        |  |        |  |        |        |  |        |  |
|     | 465                             |  |        |  |        |  | 60     |        |  |        |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 017 MAYORS OFFICE DIRECTOR  
 FY 2018-19 REFLECTS A NEW 1 FTE MAYORS OFFICE DIRECTOR POSITION
  - 050 ASST DIRECTOR - GENERAL SERV.
  - 066 CHIEF ADMINISTRATIVE OFFICER  
 FY 17-18 REFLECTS INCREASE DUE TO 80 HOURS OF PTO CASH-OUT.  
 FY 2018-19 REFLECTS THE CAO POSITION ELIMINATED AND A NEW MAYORS OFFICE DIRECTOR POSITION CREATED.
  - 077 PROGRAM MANAGER  
 FY 18-19 REFLECTS 1 FTE PROGRAM MANAGER POSITION TRANSFERRING WITHIN THE MAYOR'S OFFICE FROM CODE COMPLIANCE PROGRAM 0523 TO PROGRAM 0522.  
 FY 18-19 BUDGET AMENDMENT PKT. #12 REMOVES THE VACANT 1 FTE CODE COMPLIANCE PROGRAM MANAGER POSITION FROM THE BUDGET.
  - 078 ADMINISTRATIVE ASSISTANT
  - 095 MANANGEMENT ANALYST  
 FY 16-17 REFLECTS RECLASSIFICATION OF THE ADMINISTRATIVE ASSISTANT POSITION TO A MANAGEMENT ANALYST POSITION.  
 FY 16-17 ALSO REFLECTS DECREASE DUE TO POSITION VACANCY.  
 FY 18-19 REFLECTS TRANSFERRING 1 FTE MANAGEMENT ANALYST POSITION WITHIN THE MAYOR'S OFFICE PROGRAMS FROM 0522 TO 0521.
  - 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  
 MISCELLANEOUS OFFICE SUPPLIES \$150
  - 307 MEMBERSHIP FEES  
 INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA) RENEWAL \$175  
 OREGON CITY COUNTY MANAGERS ASSOCIATION (OCCMA) AFFILIATE MEMBERSHIP \$90
  - 308 PERIODICALS & SUBSCRIPTIONS  
 NEWSPAPERS AND MAGAZINE SUBSCRIPTIONS \$350
  - 316 ADVERTISING,RECORDING & FILING  
 NOTICES FOR MEETINGS, HEARINGS, ADVERTISING AND PROMOTIONAL EVENTS \$1,000
  - 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
  - 321 TRAVEL,TRAINING & SUBSISTENCE  
 SEMINARS, CONFERENCES, LOC, CEO FOR CITIES OR NLC \$7,950  
 DEPARTMENT HEAD RETREAT \$4,500
  - 325 COMMUNITY EVENTS EXPENSE  
 NO APPROPRIATION REQUESTED FOR FY 2018-19

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN

| OBJ  | 2016 - ACTUAL                 |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--|-------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|  | AMOUNT                        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 328  | MEALS & RELATED EXPENSE       |      |               |      |               |      |         |               |      |              |      |
|  | 2,904                         |      | 3,808         |      | 2,600         |      | 3,055   | 3,500         |      | 3,500        |      |
| 330  | MILEAGE REIMBURSEMENT         |      |               |      |               |      |         |               |      |              |      |
|  |                               |      | 491           |      | 1,000         |      | 1,000   | 1,000         |      | 1,000        |      |
| 341  | COMMUNICATIONS EXPENSE        |      |               |      |               |      |         |               |      |              |      |
|  | 672                           |      | 1,091         |      | 1,392         |      | 1,140   | 624           |      | 624          |      |
| 461  | SPECIAL EXPENSE               |      |               |      |               |      |         |               |      |              |      |
|  | 16,240                        |      | 17,403        |      | 11,600        |      | 8,000   | 4,000         |      | 4,000        |      |
| 511  | PROFESSIONAL SERVICES         |      |               |      |               |      |         |               |      |              |      |
|  | 326,368                       |      | 256,666       |      | 212,500       |      | 200,000 | 40,000        |      | 40,000       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES             |                               |      |               |      |               |      |         |               |      |              |      |
|  | 356,775                       |      | 295,245       |      | 252,192       |      | 224,955 | 63,339        |      | 63,339       |      |
| CLASS: 25 TRANSFERS                              |                               |      |               |      |               |      |         |               |      |              |      |
| 816  | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |         |               |      |              |      |
|  | 5,773                         |      | 3,993         |      | 5,504         |      | 5,504   | 4,434         |      | 4,434        |      |
| 818  | TRSFERS TO ISD-ALLOCATED      |      |               |      |               |      |         |               |      |              |      |
|  | 132,424                       |      | 115,796       |      | 115,712       |      | 115,712 | 124,466       |      | 124,466      |      |
| TOTAL CLASS: 25 TRANSFERS                        |                               |      |               |      |               |      |         |               |      |              |      |
|  | 138,197                       |      | 119,789       |      | 121,216       |      | 121,216 | 128,900       |      | 128,900      |      |
| TOTAL PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN |                               |      |               |      |               |      |         |               |      |              |      |
|  | 966,735                       | 3.00 | 869,622       | 3.00 | 894,608       | 3.00 | 760,432 | 708,982       | 3.00 | 578,343      | 2.00 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0522 MAYORS OFFICE PROGRAMS ADMIN

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |   |
|-----|---|
| 328 | MEALS & RELATED EXPENSE<br>LOCAL MEETINGS, LUNCHEONS, CONFERENCES, 1:1, SPECIAL MEETINGS AND EVENTS, \$3,500<br>(INCREASE REFLECTS ALL STAFF MEETING AND COUNCIL BRIEFING REFRESHMENTS)   |
| 330 | MILEAGE REIMBURSEMENT<br>REIMBURSEMENT FOR PARKING EXPENSES AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$1,000   |
| 341 | COMMUNICATIONS EXPENSE<br>CELL PHONE CHARGES FOR 1 STAFF @ \$52/MONTH (MAYORS OFFICE DIRECTOR) \$624  |
| 461 | SPECIAL EXPENSE<br>SPONSORSHIP TO LEADERSHIP BEAVERTON FOR 4 CITIZENS MOVED TO 001-10-0659-461<br>WESTSIDE ECONOMIC ALLIANCE BREAKFAST SPONSOR \$1,500<br>ELGL EVENT SPONSORSHIP \$1,000<br>HOME PLATE EVENT SPONSORSHIP \$1,500  |
| 511 | PROFESSIONAL SERVICES<br>FY 2018-19 REFLECTS MOVING FEDERAL REPRESENTATION (\$95,000) AND STATE LEGISLATIVE<br>MATTERS (\$80,000) FROM THIS PROGRAM 0522 TO THE MAYORS ADMINISTRATION PROGRAM 0521<br>CHAMBER OF COMMERCE LEADERSHIP BEAVERTON PROGRAM \$10,000<br>ADDITIONAL CONSULTING FEES FOR SPECIAL PROJECTS \$15,000<br>MAYOR'S DEPARTMENT MANAGEMENT DEVELOPMENT \$15,000 |

|     |  |
|-----|--|
| 816 | TRSFERS TO REPROGRAPHICS FUND<br>ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS |
| 818 | TRSFERS TO ISD-ALLOCATED<br>ALLOCATION FOR MATRIXED BUSINESS ANALYST PROGRAMMER POSITION \$124,466                         |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0450 BUILDING MAINTENANCE SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                               |      |         |      |         |      |         |         |      |         |      |  |
|-----|-------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 064 | PROPERTY & FACILITIES MANAGER |      |         |      |         |      |         |         |      |         |      |  |
|     | 93,070                        | 1.00 | 94,383  | 1.00 | 101,296 | 1.00 | 96,491  | 98,905  | 1.00 | 98,905  | 1.00 |  |
| 156 | FACILITIES MAINTENANCE LEAD   |      |         |      |         |      |         |         |      |         |      |  |
|     | 75,276                        | 1.00 | 79,162  | 1.00 | 77,512  | 1.00 | 76,717  | 79,964  | 1.00 | 79,964  | 1.00 |  |
| 185 | FACILITIES MAINT TECH         |      |         |      |         |      |         |         |      |         |      |  |
|     | 224,689                       | 4.00 | 234,127 | 4.00 | 232,767 | 4.00 | 233,245 | 240,799 | 4.00 | 240,799 | 4.00 |  |
| 299 | PAYROLL TAXES AND FRINGES     |      |         |      |         |      |         |         |      |         |      |  |
|     | 233,055                       |      | 227,519 |      | 256,595 |      | 239,475 | 264,656 |      | 264,656 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 626,090 | 6.00 | 635,191 | 6.00 | 668,170 | 6.00 | 645,928 | 684,324 | 6.00 | 684,324 | 6.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |        |  |        |       |  |       |  |  |
|-----|--------------------------------|--|-------|--|--------|--|--------|-------|--|-------|--|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |  |       |  |        |  |        |       |  |       |  |  |
|     | 49                             |  |       |  |        |  |        |       |  |       |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |       |  |        |  |        |       |  |       |  |  |
|     | 472                            |  | 280   |  | 1,300  |  | 1,200  | 1,200 |  | 1,200 |  |  |
| 307 | MEMBERSHIP FEES                |  |       |  |        |  |        |       |  |       |  |  |
|     | 1,750                          |  | 1,750 |  | 1,750  |  | 1,750  | 1,750 |  | 1,750 |  |  |
| 317 | COMPUTER EQUIPMENT             |  |       |  |        |  |        |       |  |       |  |  |
|     |                                |  | 645   |  |        |  |        |       |  |       |  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |       |  |        |  |        |       |  |       |  |  |
|     | 1,595                          |  | 35    |  | 1,595  |  |        |       |  |       |  |  |
| 330 | MILEAGE REIMBURSEMENT          |  |       |  |        |  |        |       |  |       |  |  |
|     | 770                            |  | 572   |  | 700    |  | 450    | 450   |  | 450   |  |  |
| 341 | COMMUNICATIONS EXPENSE         |  |       |  |        |  |        |       |  |       |  |  |
|     | 3,549                          |  | 3,277 |  | 3,276  |  | 2,672  | 3,180 |  | 3,180 |  |  |
| 361 | UNIFORMS & SPECIAL CLOTHING    |  |       |  |        |  |        |       |  |       |  |  |
|     | 175                            |  | 88    |  | 400    |  | 200    | 200   |  | 200   |  |  |
| 381 | BUILDING EXPENSE               |  |       |  |        |  |        |       |  |       |  |  |
| 536 | MAINTENANCE CONTRACTS          |  |       |  |        |  |        |       |  |       |  |  |
|     | 3,352                          |  | 3,519 |  | 3,468  |  | 3,519  | 3,519 |  | 3,519 |  |  |
| 551 | RENTS AND LEASES               |  |       |  |        |  |        |       |  |       |  |  |
|     | 9,098                          |  | 9,287 |  | 11,446 |  | 11,446 | 5,335 |  | 5,335 |  |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |        |  |        |  |        |  |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
|  | 20,810 |  | 19,453 |  | 23,935 |  | 21,237 | 15,634 |  | 15,634 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0450 BUILDING MAINTENANCE SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

064 PROPERTY & FACILITIES MANAGER

156 FACILITIES MAINTENANCE LEAD

185 FACILITIES MAINT TECH

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

304 DEPARTMENT EQUIPMENT EXPENSE  
 NO APPROPRIATION REQUESTED

305 SPECIAL DEPARTMENT SUPPLIES  
 HARDWARE & SMALL TOOLS  
 NAMEPLATES  
 SIGNAGE

307 MEMBERSHIP FEES  
 BOMA ANNUAL DUES  
 (BOMA PREVIOUSLY FUNDED BY 001-13-0007-307)

317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE  
 FY 2018-19 - NO APPROPRIATION REQUESTED

330 MILEAGE REIMBURSEMENT  
 FACILITY MANAGER AND ONE FACILITY TECH APPROVED TO DRIVE PERSONAL VEHICLES

341 COMMUNICATIONS EXPENSE  
 CELL PHONE CHARGES FOR 6 STAFF @ \$265 PER MONTH \$3,180

361 UNIFORMS & SPECIAL CLOTHING  
 CITY LOGO SHIRTS, RAINGEAR AND BOOTS FOR FACILITIES TECHS AND LEAD

381 BUILDING EXPENSE  
 STARTING FY 2015-16 EXPENSES FOR GRIFFITH PARK BUILDING MOVED TO 001-13-0003-350

536 MAINTENANCE CONTRACTS  
 ANNUAL RENEWAL FEE FOR FACILITY DUDE WORK ORDER SYSTEM  
 FY 2015-16 EXPENSES FOR THE GRIFFITH PARK SITE MOVED TO 001-13-0003-350.

551 RENTS AND LEASES  
 PORTION OF HARVEST COURT LEASE. DECREASE IN FY 2018-19 DUE TO PORTION OF SPACE GIVEN TO POLICE FOR EVIDENCE (POLICE WILL BE CHARGED THE ADDITIONAL SPACE)

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0450 BUILDING MAINTENANCE SERVICES

| 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: 25 TRANSFERS                               |                               |      |               |      |               |      |         |               |      |              |      |
| 816   | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |         |               |      |              |      |
|   | 1,780                         |      | 890           |      | 1,101         |      | 1,101   | 1,109         |      | 1,109        |      |
| 817   | TRSFERS TO GARAGE FUND        |      |               |      |               |      |         |               |      |              |      |
|   | 13,010                        |      | 23,856        |      | 28,453        |      | 28,453  | 29,055        |      | 29,055       |      |
| TOTAL CLASS: 25 TRANSFERS                         |                               |      |               |      |               |      |         |               |      |              |      |
|   | 14,790                        |      | 24,746        |      | 29,554        |      | 29,554  | 30,164        |      | 30,164       |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES           |                               |      |               |      |               |      |         |               |      |              |      |
| 996   | RESERVE - EQUIPMENT REPLACEMT |      |               |      |               |      |         |               |      |              |      |
|   |                               |      |               |      | 40,930        |      |         | 44,176        |      | 44,176       |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES     |                               |      |               |      |               |      |         |               |      |              |      |
|   |                               |      |               |      | 40,930        |      |         | 44,176        |      | 44,176       |      |
| TOTAL PROGRAM: 0450 BUILDING MAINTENANCE SERVICES |                               |      |               |      |               |      |         |               |      |              |      |
|   | 661,690                       | 6.00 | 679,390       | 6.00 | 762,589       | 6.00 | 696,719 | 774,298       | 6.00 | 774,298      | 6.00 |

City of Beaverton - Finance  
Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 10 MAYOR'S OFFICE  
PROGRAM: 0450 BUILDING MAINTENANCE SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

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

817 TRSFERS TO GARAGE FUND  
ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND

996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR VEHICLE REPLACEMENT

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0526 CULTURAL INCLUSION

| 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: 05 PERSONNEL SERVICES

|     |                                |      |         |      |         |      |         |         |      |         |      |  |
|-----|--------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 048 | ETHNIC MINORITY OUTREACH COORD |      |         |      |         |      |         |         |      |         |      |  |
|     | 67,442                         | 1.00 | 72,566  | 1.00 |         |      |         |         |      |         |      |  |
| 054 | STRATEGIC INITIATIVES COMM MGR |      |         |      |         |      |         |         |      |         |      |  |
|     | 106,916                        | 1.00 | 112,050 | 1.00 | 116,328 | 1.00 | 116,341 | 119,254 | 1.00 | 119,254 | 1.00 |  |
| 077 | PROGRAM MANAGER                |      |         |      |         |      |         |         |      |         |      |  |
|     |                                |      |         |      | 82,110  | 1.00 | 75,196  | 79,403  | 1.00 | 79,403  | 1.00 |  |
| 110 | PUBLIC INFORMATION COORDINATOR |      |         |      |         |      |         |         |      |         |      |  |
|     | 59,130                         | 1.00 | 62,570  | 1.00 |         |      |         |         |      |         |      |  |
| 221 | SUPPORT SPECIALIST 2           |      |         |      |         |      |         |         |      |         |      |  |
|     | 48,424                         | 1.00 | 27,067  | .50  | 44,023  | 1.00 | 38,829  | 51,102  | 1.00 | 51,102  | 1.00 |  |
| 299 | PAYROLL TAXES AND FRINGES      |      |         |      |         |      |         |         |      |         |      |  |
|     | 131,396                        |      | 126,071 |      | 147,328 |      | 112,593 | 137,250 |      | 137,250 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |  |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
|  | 413,308 | 4.00 | 400,324 | 3.50 | 389,789 | 3.00 | 342,959 | 387,009 | 3.00 | 387,009 | 3.00 |  |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|--|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |       |  |       |       |  |       |  |  |
|-----|--------------------------------|--|-------|--|-------|--|-------|-------|--|-------|--|--|
| 301 | OFFICE EXPENSE                 |  |       |  |       |  |       |       |  |       |  |  |
|     | 132                            |  | 7     |  | 50    |  |       |       |  |       |  |  |
| 303 | OFFICE FURNITURE & EQUIPMENT   |  |       |  |       |  |       |       |  |       |  |  |
|     |                                |  |       |  |       |  |       | 416   |  | 416   |  |  |
| 307 | MEMBERSHIP FEES                |  |       |  |       |  |       |       |  |       |  |  |
|     | 3,350                          |  | 1,350 |  | 1,650 |  | 1,350 | 2,650 |  | 2,650 |  |  |
| 317 | COMPUTER EQUIPMENT             |  |       |  |       |  |       |       |  |       |  |  |
|     |                                |  | 2,562 |  | 1,579 |  | 1,216 | 760   |  | 760   |  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |       |  |       |  |       |       |  |       |  |  |
|     | 2,954                          |  | 5,728 |  | 5,175 |  | 4,500 | 5,175 |  | 5,175 |  |  |

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0526 CULTURAL INCLUSION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 048 | ETHNIC MINORITY OUTREACH COORD<br>FY 17-18 REFLECTS THE ETHNIC MINORITY OUTREACH COORDINATOR POSITION BEING RECLASSIFIED TO A PROGRAM MANAGER POSITION.  |  |
| 054 | STRATEGIC INITIATIVES COMM MGR   |  |
| 077 | PROGRAM MANAGER<br>FY 17-18 REFLECTS THE ETHNIC MINORITY OUTREACH COORDINATOR POSITION BEING RECLASSIFIED TO A PROGRAM MANAGER POSITION.   |  |
| 110 | PUBLIC INFORMATION COORDINATOR<br>FY 17-18 REFLECTS POSITION TRANSFERRING FROM PROGRAM 0526 TO PROGRAM 0537 (PUBLIC INFORMATION PROGRAM)   |  |
| 221 | SUPPORT SPECIALIST 2<br>FY 16-17 REFLECTS TRANSFERRING .50 FTE SUPPORT SPECIALIST 2 POSITION FROM PROGRAM 0526 TO PROGRAM 0529 (COMMUNITY SERVICES).<br>FY 17-18 REFLECTS .50 FTE SS2 POSITION TRANSFERRING TO PROGRAM 0529 AND THEN BEING RECLASSIFIED TO PROGRAM COORDINATOR.<br>FY 17-18 ALSO REFLECTS A NEW 1 FTE SUPPORT SPECIALIST 2 POSITION.   |  |
| 299 | PAYROLL TAXES AND FRINGES<br>PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES |  |
|     |  |  |
| 301 | OFFICE EXPENSE<br>OFFICE SUPPLIES  |  |
| 303 | OFFICE FURNITURE & EQUIPMENT<br>STANDING DESK \$416  |  |
| 307 | MEMBERSHIP FEES<br>ASIAN PACIFIC AMERICAN CHAMBER OF COMMERCE \$300<br>HISPANIC METROPOLITAN CHAMBER OF COMMERCE \$450<br>CULTURALLY-SPECIFIC COMMUNITY-BASED ORGANIZATION MEMBERSHIPS \$300<br>OREGON ASSOCIATION OF MINORITY ENTREPRENEURS (OAME) \$400<br>WELCOMING AMERICA \$200<br>GOVERNMENT ALLIANCE ON RACE AND EQUITY \$1,000   |  |
| 317 | COMPUTER EQUIPMENT<br>TABLET COMPUTER FOR CULTURAL INCLUSION (CITRIX USE) \$760  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>WELCOMING AMERICA ANNUAL CONFERENCE EXPENSES \$800<br>GOVERNING FOR RACIAL EQUITY CONF \$975<br>REGIONAL EQUITY-RELATED TRAININGS \$400<br>EQUITY SEMINAR SERIES WITH SCHOOL AND PARK DISTRICTS \$3,000  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0526 CULTURAL INCLUSION

| OBJ                                    | 2016 - ACTUAL                 |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--|-------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|  | AMOUNT                        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 325                                    | COMMUNITY EVENTS EXPENSE      |      |               |      |               |      |         |               |      |              |      |
|  | 7,987                         |      | 4,943         |      | 5,300         |      | 4,000   | 5,300         |      | 5,300        |      |
| 328                                    | MEALS & RELATED EXPENSE       |      |               |      |               |      |         |               |      |              |      |
|  | 922                           |      | 581           |      | 600           |      | 724     | 1,200         |      | 1,200        |      |
| 341                                    | COMMUNICATIONS EXPENSE        |      |               |      |               |      |         |               |      |              |      |
|  | 1,118                         |      | 1,489         |      | 1,500         |      | 1,500   | 1,632         |      | 1,632        |      |
| 377                                    | PUBLIC RELATIONS EXPENSE      |      |               |      |               |      |         |               |      |              |      |
|  | 6,638                         |      | 16,110        |      | 3,500         |      | 3,419   | 3,500         |      | 3,500        |      |
| 461                                    | SPECIAL EXPENSE               |      |               |      |               |      |         |               |      |              |      |
|  | 23,922                        |      | 14,912        |      | 19,350        |      | 16,300  | 19,300        |      | 19,300       |      |
| 474                                    | SISTER CITIES EXPENSE         |      |               |      |               |      |         |               |      |              |      |
|  |                               |      | 25,636        |      |               |      |         |               |      |              |      |
| 511                                    | PROFESSIONAL SERVICES         |      |               |      |               |      |         |               |      |              |      |
|  | 127,905                       |      | 60,964        |      | 76,600        |      | 76,600  | 79,200        |      | 79,200       |      |
| 523                                    | BOARDS & COMMISSIONS EXPENSES |      |               |      |               |      |         |               |      |              |      |
|  | 3,291                         |      | 2,651         |      | 1,600         |      | 1,600   | 3,600         |      | 3,600        |      |
| 551                                    | RENTS AND LEASES              |      |               |      |               |      |         |               |      |              |      |
|  | 462                           |      | 472           |      |               |      |         |               |      |              |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES   |                               |      |               |      |               |      |         |               |      |              |      |
|  | 178,681                       |      | 137,405       |      | 116,904       |      | 111,209 | 122,733       |      | 122,733      |      |
| CLASS: 25 TRANSFERS                    |                               |      |               |      |               |      |         |               |      |              |      |
| 816                                    | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |         |               |      |              |      |
|  | 43,522                        |      | 34,825        |      | 51,191        |      | 51,191  | 34,917        |      | 34,917       |      |
| TOTAL CLASS: 25 TRANSFERS              |                               |      |               |      |               |      |         |               |      |              |      |
|  | 43,522                        |      | 34,825        |      | 51,191        |      | 51,191  | 34,917        |      | 34,917       |      |
| TOTAL PROGRAM: 0526 CULTURAL INCLUSION |                               |      |               |      |               |      |         |               |      |              |      |
|  | 635,511                       | 4.00 | 572,554       | 3.50 | 557,884       | 3.00 | 505,359 | 544,659       | 3.00 | 544,659      | 3.00 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0526 CULTURAL INCLUSION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |  |
|-----|--|
| 325 | COMMUNITY EVENTS EXPENSE<br>NATIONAL WELCOMING WEEK EVENTS \$2,000<br>DIVERSITY, EQUITY, & INCLUSION PLAN EVENTS \$1,500<br>MINORITY WOMEN EMERGING SMALL BUSINESS (MWESB) POLICY OUTREACH \$500<br>COMMUNITY FORUMS/MEETINGS ON EMERGING TOPICS RELATED TO EQUITY AND INCLUSION \$500<br>CHILDCARE EXPENSES \$800   |
| 328 | MEALS & RELATED EXPENSE<br>PARTNER AND COMMUNITY MEETINGS \$1,200  |
| 341 | COMMUNICATIONS EXPENSE<br>CELL PHONE CHARGES FOR 2 STAFF @ \$136 PER MONTH \$1,632   |
| 377 | PUBLIC RELATIONS EXPENSE<br>CULTURALLY SPECIFIC MEDIA OUTREACH TO UNDERREPRESENTED POPULATIONS \$1,500<br>WELCOMING BEAVERTON PR \$2,000   |
| 461 | SPECIAL EXPENSE<br>HISPANIC METROPOLITAN CHAMBER OF COMMERCE BANQUET \$1,500<br>CENTRO CULTURAL OF WASHINGTON COUNTY BANQUET \$2,500<br>NEW AMERICANS CORNERS AT LIBRARY \$400<br>INTERNAL EQUITY TEAM ACTIVITIES \$1,500<br>MINI-GRANTS FOR COMMUNITY-LED WELCOMING PROJECTS \$5,000<br>VIRGINIA GARCIA GALA \$1,500<br>ADELANTE MUJERES GALA \$2,500<br>SPONSORSHIP OF INDIGENIOUS PEOPLES' DAY EVENT W/ HRAC \$1,200<br>COALITION OF COMMUNITIES OF COLOR EVENT SPONSORSHIP \$1,000<br>TONGA DAY EVENT SPONSORSHIP \$1,200<br>MLK DAY SPONSORSHIP \$1,000 |
| 474 | SISTER CITIES EXPENSE<br>NO APPROPRIATION REQUESTED<br>(EFFECTIVE FY 17-18 SISTER CITY EXPENSES BUDGETED IN PROGRAM 0521)  |
| 511 | PROFESSIONAL SERVICES<br>BOLD EMERGING LEADERS TRAINING \$21,200<br>FOREIGN LANGUAGE TRANSLATION SERVICES \$25,000<br>CULTURAL RESPONSIVENESS STAFF TRAINING \$15,000<br>INTERPRETATION PROFESSIONAL SERVICES \$4,000<br>CULTURAL RESPONSIVENESS PROFESSIONAL SERVICES \$4,000<br>WASHINGTON COUNTY DISPARITIES STUDY \$10,000   |
| 523 | BOARDS & COMMISSIONS EXPENSES<br>DIVERSITY ADVISORY BOARD EXPENSES \$1,800<br>HUMAN RIGHTS ADVISORY COMMISSION EXPENSES \$1,800  |
| 551 | RENTS AND LEASES   |
| 816 | TRSFERS TO REPROGRAPHICS FUND<br>ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS   |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0527 EVENTS

| 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: 05 PERSONNEL SERVICES

|     |                           |      |        |      |        |      |        |        |      |        |      |
|-----|---------------------------|------|--------|------|--------|------|--------|--------|------|--------|------|
| 197 | EVENTS COORDINATOR        |      |        |      |        |      |        |        |      |        |      |
|     | 137,424                   | 2.00 | 84,527 | 1.50 | 54,655 | 1.00 | 59,347 | 63,517 | 1.00 | 63,517 | 1.00 |
| 221 | SUPPORT SPECIALIST 2      |      |        |      |        |      |        |        |      |        |      |
|     | 45,300                    | 1.00 | 38,181 | 1.00 | 44,761 | 1.00 | 48,579 | 52,396 | 1.00 | 52,396 | 1.00 |
| 274 | SEASONAL WORKFORCE        |      |        |      |        |      |        |        |      |        |      |
|     | 28,940                    |      | 31,989 |      | 32,884 |      | 33,313 | 19,730 |      | 19,730 |      |
| 299 | PAYROLL TAXES AND FRINGES |      |        |      |        |      |        |        |      |        |      |
|     | 91,678                    |      | 46,769 |      | 71,388 |      | 54,210 | 63,739 |      | 63,739 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 303,342 | 3.00 | 201,466 | 2.50 | 203,688 | 2.00 | 195,449 | 199,382 | 2.00 | 199,382 | 2.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                 |  |         |  |         |  |         |         |  |         |  |
|-----|---------------------------------|--|---------|--|---------|--|---------|---------|--|---------|--|
| 301 | OFFICE EXPENSE                  |  |         |  |         |  |         |         |  |         |  |
|     | 1,209                           |  | 27      |  | 50      |  |         | 50      |  | 50      |  |
| 307 | MEMBERSHIP FEES                 |  |         |  |         |  |         |         |  |         |  |
|     | 4,935                           |  | 2,834   |  | 3,450   |  | 2,084   | 3,300   |  | 3,300   |  |
| 316 | ADVERTISING, RECORDING & FILING |  |         |  |         |  |         |         |  |         |  |
|     | 2,529                           |  | 478     |  | 1,770   |  | 1,170   | 1,770   |  | 1,770   |  |
| 317 | COMPUTER EQUIPMENT              |  |         |  |         |  |         |         |  |         |  |
|     | 630                             |  |         |  |         |  |         |         |  |         |  |
| 318 | COMPUTER SOFTWARE               |  |         |  |         |  |         |         |  |         |  |
|     |                                 |  | 296     |  | 120     |  | 120     | 300     |  | 300     |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |  |         |  |         |  |         |         |  |         |  |
|     | 2,523                           |  |         |  | 1,850   |  | 1,850   | 3,600   |  | 3,600   |  |
| 325 | COMMUNITY EVENTS EXPENSE        |  |         |  |         |  |         |         |  |         |  |
|     | 153,699                         |  | 233,229 |  | 180,475 |  | 175,475 | 174,975 |  | 174,975 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0527 EVENTS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 197   EVENTS COORDINATOR  
       FY 16-17 REFLECTS .50 FTE EVENTS COORDINATOR TRANSFERRING FROM PROGRAM 0527 TO 0528.  
       FY 17-18 REFLECTS .50 FTE EVENTS COORDINATOR TRANSFERRING TO TLT FUND 107 SO POSITION  
       IS 100% IN ARTS PROGRAM 0528.
- 221   SUPPORT SPECIALIST 2
- 274   SEASONAL WORKFORCE  
       2 SEASONAL STAFF FOR ALL EVENTS (FULL TIME FROM APRIL 1 THROUGH OCTOBER 31).  
       SEE ACCOUNT 325 FOR LIST OF EVENTS.
- 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  
       EVENTS OFFICE SUPPLIES \$50
- 307   MEMBERSHIP FEES  
       AMERICAN SOCIETY OF COMPOSERS AUTHORS AND PUBLISHERS \$850  
       BROADCAST MUSIC, INC. \$900  
       SEASAC MUSIC LICENSES \$1,450  
       OREGON FESTIVAL AND EVENTS \$100
- 316   ADVERTISING, RECORDING & FILING  
       THEATER ADS SUMMER EVENTS \$1,770
- 317   COMPUTER EQUIPMENT  
       NO APPROPRIATION REQUESTED
- 318   COMPUTER SOFTWARE  
       ADOBE ACROBAT PRO \$300
- 321   TRAVEL, TRAINING & SUBSISTENCE  
       OREGON FESTIVALS & EVENTS ASSOC CONF (3 STAFF) \$600  
       PROJECT MANAGEMENT TRAINING (2 @ \$1,500) \$3,000
- 325   COMMUNITY EVENTS EXPENSE  
       PICNICS IN THE PARK \$17,000  
       FLICKS BY THE FOUNTAIN \$5,800  
       TREE LIGHTING \$21,000  
       BIKE BEAVERTON \$3,675  
       NIGHT MARKETS (2) \$55,000  
       STATE OF THE CITY ADDRESS \$9,000  
       INTERNATIONAL CELEBRATION \$10,000  
       FOURTH OF JULY EVENT \$10,000  
       EVENT SUPPORT FOR CITY DEPARTMENTS \$12,000  
       CELEBRATION PARADE \$25,000  
       BEAVERTON VOLUNTEER FAIR \$2,500  
       BEAVERTON HALF MARATHON \$2,000  
       BEAVERTON CRAFT FESTIVAL \$2,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0527 EVENTS

| OBJ                                  | 2016 - ACTUAL                 |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--------------------------------------|-------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|                                      | AMOUNT                        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 328                                  | MEALS & RELATED EXPENSE       |      |               |      |               |      |         |               |      |              |      |
|                                      | 323                           |      |               |      |               |      |         |               |      |              |      |
| 330                                  | MILEAGE REIMBURSEMENT         |      |               |      |               |      |         |               |      |              |      |
|                                      |                               |      |               |      | 100           |      | 100     | 200           |      | 200          |      |
| 341                                  | COMMUNICATIONS EXPENSE        |      |               |      |               |      |         |               |      |              |      |
|                                      | 1,613                         |      | 1,489         |      | 876           |      | 876     | 1,644         |      | 1,644        |      |
| 459                                  | CELEBRATION PARADE            |      |               |      |               |      |         |               |      |              |      |
|                                      | 31,042                        |      |               |      |               |      |         |               |      |              |      |
| 461                                  | SPECIAL EXPENSE               |      |               |      |               |      |         |               |      |              |      |
|                                      | 5,738                         |      | 6,674         |      | 12,400        |      | 13,046  | 14,000        |      | 14,000       |      |
| 474                                  | SISTER CITIES EXPENSE         |      |               |      |               |      |         |               |      |              |      |
|                                      | 7,362                         |      |               |      |               |      |         |               |      |              |      |
| 511                                  | PROFESSIONAL SERVICES         |      |               |      |               |      |         |               |      |              |      |
|                                      | 7,000                         |      |               |      |               |      |         |               |      |              |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                               |      |               |      |               |      |         |               |      |              |      |
|                                      | 218,603                       |      | 245,027       |      | 201,091       |      | 194,721 | 199,839       |      | 199,839      |      |
| CLASS: 25 TRANSFERS                  |                               |      |               |      |               |      |         |               |      |              |      |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |         |               |      |              |      |
|                                      | 105,031                       |      | 106,452       |      | 118,894       |      | 118,894 | 120,874       |      | 120,874      |      |
| TOTAL CLASS: 25 TRANSFERS            |                               |      |               |      |               |      |         |               |      |              |      |
|                                      | 105,031                       |      | 106,452       |      | 118,894       |      | 118,894 | 120,874       |      | 120,874      |      |
| TOTAL PROGRAM: 0527 EVENTS           |                               |      |               |      |               |      |         |               |      |              |      |
|                                      | 626,976                       | 3.00 | 552,945       | 2.50 | 523,673       | 2.00 | 509,064 | 520,095       | 2.00 | 520,095      | 2.00 |

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 10 MAYOR'S OFFICE  
PROGRAM: 0527 EVENTS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 328 MEALS & RELATED EXPENSE  
NO APPROPRIATION REQUESTED
- 330 MILEAGE REIMBURSEMENT  
REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$200
- 341 COMMUNICATIONS EXPENSE  
CELL PHONE CHARGES FOR 2 STAFF @ \$137 PER MONTH \$1,644
- 459 CELEBRATION PARADE
- 461 SPECIAL EXPENSE  
PUBLIC STORAGE RENTAL FOR EVENTS SUPPLIES \$7,500  
EVENT MISC SUPPLIES AND SPECIAL EXPENSES \$3,000  
BEAVERTON COMMUNITY BAND SPONSORSHIP \$3,500
- 474 SISTER CITIES EXPENSE  
FOR FY 16-17 THIS EXPENSE WAS MOVED TO PROGRAM 0526 VISIONING & STRATEGIC INITIATIVES.
- 511 PROFESSIONAL SERVICES  
NO APPROPRIATION REQUESTED

- 
- 816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS
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**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0529 COMMUNITY SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                           |  |        |     |        |      |        |        |      |        |      |
|-----|---------------------------|--|--------|-----|--------|------|--------|--------|------|--------|------|
| 186 | PROGRAM COORDINATOR       |  |        |     | 58,342 | 1.00 | 63,715 | 68,624 | 1.00 | 68,624 | 1.00 |
| 221 | SUPPORT SPECIALIST 2      |  | 27,065 | .50 |        |      |        | 48,336 | 1.00 | 48,336 | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES |  | 14,931 |     | 27,092 |      | 26,324 | 80,112 |      | 80,112 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |  |        |     |        |      |        |         |      |         |      |
|--|--|--|--------|-----|--------|------|--------|---------|------|---------|------|
|  |  |  | 41,996 | .50 | 85,434 | 1.00 | 90,039 | 197,072 | 2.00 | 197,072 | 2.00 |
|--|--|--|--------|-----|--------|------|--------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |  |  |         |  |         |  |         |         |  |         |  |
|-----|--|--|---------|--|---------|--|---------|---------|--|---------|--|
| 301 | OFFICE EXPENSE                           |  |         |  | 50      |  |         |         |  |         |  |
| 307 | MEMBERSHIP FEES                          |  |         |  | 250     |  | 250     | 300     |  | 300     |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE           |  |         |  | 250     |  | 250     | 250     |  | 250     |  |
| 341 | COMMUNICATIONS EXPENSE                   |  |         |  | 480     |  | 480     | 624     |  | 624     |  |
| 383 | SOCIAL SERVICE COMMITTEE FUNDING GRANTS  |  | 199,395 |  | 200,309 |  | 200,309 | 201,947 |  | 201,947 |  |
| 391 | COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS |  | 104,191 |  | 121,100 |  | 94,100  | 125,000 |  | 120,000 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0529 COMMUNITY SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 186 PROGRAM COORDINATOR  
 FY 17-18 REFLECTS .50 FTE SS2 POSITION RECLASSIFIED TO .50 FTE PROGRAM COORDINATOR AND .50 FTE SS2 POSITION IN PROGRAM TRANSFERRED TO PROGRAM 0529 AND RECLASSIFIED TO PROGRAM COORDINATOR.
- 221 SUPPORT SPECIALIST 2  
 FY 16-17 REFLECTS TRANSFERRING .50 FTE SUPPORT SPECIALIST 2 POSITION FROM PROGRAM 0526 TO PROGRAM 0529.  
 FY 17-18 REFLECTS .50 FTE SS2 POSITION RECLASSIFIED TO .50 FTE PROGRAM COORDINATOR.  
 FY 18-19 REFLECTS 1 FTE SS2 POSITION TRANSFERRING WITHIN THE MAYOR'S OFFICE FROM PROGRAM 0537 TO PROGRAM 0529.
- 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

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- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES
- 307 MEMBERSHIP FEES  
 NON-PROFIT ASSOCIATION OF OREGON (NAO) MEMBERSHIP \$300
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 COMMUNITY SERVICE WORKSHOPS AND TRAININGS \$250
- 341 COMMUNICATIONS EXPENSE  
 CELL PHONE CHARGES FOR 1 STAFF (PROGRAM COODINATOR) @ \$52 PER MONTH \$624
- 383 SOCIAL SERVICE COMMITTEE FUNDING GRANTS  
 FUNDING FOR SOCIAL SERVICES AT \$2.10 PER CAPITA ON FY 2017-18 POPULATION OF 96,165 \$201,947
- 391 COMMUNITY SRVCS DESIGNATED CONTRIBUTIONS  
 PAL FUNDING \$40,000  
 (REDUCED FROM \$50,000 IN FY 17-18 AND \$65,000 IN FY 16-17, PER LEADERSHIP DIRECTION TO REDUCE FUNDING INCREMENTALLY OVER NEXT FEW YEARS)  
 VISION ACTION NETWORK \$10,000  
 CITY UTILITY HARDSHIP ASSISTANCE \$10,000  
 BEAVERTON HISTORICAL SOCIETY (SEE BUDGET AMENDMENT BELOW) \$5,000  
 SOLVE EARTH DAY CONTRIBUTION \$5,000  
 WASHINGTON COUNTY HOMELESS CONNECT \$3,500  
 HOMEPLATE SPONSORSHIP \$3,000  
 MISC. CONTRIBUTIONS OF SUPPORT \$2,500  
 COMMUNITY ACTION GALA & LUNCHEON \$3,000  
 BRIDGE MEADOWS SPONSORSHIP \$3,000  
 FAMILY JUSTICE CENTER \$25,000  
 CITY RESIDENT HOMELESSNESS ASSISTANCE \$10,000  
 BUDGET AMENDMENT PKT #1:  
 AMEND THE APPROPRIATION FOR DESIGNATED CONTRIBUTIONS FOR COMMUNITY SERVICES BY REDUCING THE ALLOCATION OF \$10,000 TO THE BEAVERTON HISTORICAL SOCIETY TO \$5,000.

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0529 COMMUNITY SERVICES

| OBJ                                    | 2016 - ACTUAL                     |     | 2017 - ACTUAL |     | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--|-----------------------------------|-----|---------------|-----|---------------|------|---------|---------------|------|--------------|------|
|  | AMOUNT                            | FTE | AMOUNT        | FTE | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 461                                    | SPECIAL EXPENSE                   |     |               |     | 9,500         |      | 7,500   | 7,500         |      | 7,500        |      |
| 511                                    | PROFESSIONAL SERVICES             |     | 20,000        |     | 95,000        |      | 95,000  | 177,500       |      | 177,500      |      |
| 523                                    | BOARDS & COMMISSIONS EXPENSES     |     | 1,015         |     | 1,500         |      | 1,500   | 1,500         |      | 1,500        |      |
| 525                                    | PMTS TO OTHER GOVERNMENT AGENCIES |     | 204,445       |     | 229,924       |      | 229,924 | 134,617       |      | 134,617      |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES   |                                   |     | 529,046       |     | 658,363       |      | 629,313 | 649,238       |      | 644,238      |      |
| CLASS: 25 TRANSFERS                    |                                   |     |               |     |               |      |         |               |      |              |      |
| 816                                    | TRSFERS TO REPROGRAPHICS FUND     |     | 1,242         |     | 2,202         |      | 2,202   | 1,663         |      | 1,663        |      |
| TOTAL CLASS: 25 TRANSFERS              |                                   |     | 1,242         |     | 2,202         |      | 2,202   | 1,663         |      | 1,663        |      |
| TOTAL PROGRAM: 0529 COMMUNITY SERVICES |                                   |     | 572,284       | .50 | 745,999       | 1.00 | 721,554 | 847,973       | 2.00 | 842,973      | 2.00 |

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 10 MAYOR'S OFFICE  
PROGRAM: 0529 COMMUNITY SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 461 SPECIAL EXPENSE
  - TAX ASSISTANCE PROJECT EXPENSES \$2,000
  - SEVERE WEATHER SHELTER \$2,000
  - HOSTING NON-PROFIT TRAININGS \$1,500
  - SPONSORSHIP AT COMMUNITY PARTNER EVENTS \$2,000
- 511 PROFESSIONAL SERVICES
  - CASH OREGON TAX ASSISTANCE PROGRAM \$25,000
  - BEAVERTON SEVERE WEATHER SHELTER \$45,000
  - FAMILY PROMISE OF BEAVERTON \$50,000
  - COMMUNITY ACTION STREET OUTREACH, BEAVERTON SUPPORT FOR WASHINGTON COUNTY COOPERATIVE EFFORT \$25,000
  - COMMUNITY ACTION SOCIAL WORKER HOUSED AT BEAVERTON CITY LIBRARY 20 HOURS PER WEEK \$32,500
- 523 BOARDS & COMMISSIONS EXPENSES
  - SOCIAL SERVICES FUNDING COMMITTEE EXPENSES \$1,500
- 525 PMTS TO OTHER GOVERNMENT AGENCIES
  - \$.10 PER CAPITA FOR WASHINGTON COUNTY MUSEUM OPERATIONS \$9,617
  - PCC FUTURE CONNECT PROGRAM \$125,000
  - BEGINNING FY 2018-19 THE CONTRIBUTION TO THE WASHINGTON COUNTY COMMUNITY HOUSING FUND IS RECORDED IN THE COMMUNITY DEVELOPMENT DEPARTMENT'S DEVELOPMENT SERVICES PROGRAM 0662 IN THE AFFORDABLE HOUSING ACCOUNT 506

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

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN

| 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: 05 PERSONNEL SERVICES

|     |                           |      |         |      |         |      |         |         |      |         |      |  |
|-----|---------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 058 | DEPUTY CITY RECORDER      |      |         |      |         |      |         |         |      |         |      |  |
|     | 68,394                    | 1.00 | 73,522  | 1.00 | 72,877  | 1.00 | 70,536  | 72,422  | 1.00 | 72,422  | 1.00 |  |
| 060 | CITY RECORDER             |      |         |      |         |      |         |         |      |         |      |  |
|     | 74,508                    | 1.00 | 78,730  | 1.00 | 77,338  | 1.00 | 83,230  | 85,304  | 1.00 | 85,304  | 1.00 |  |
| 221 | SUPPORT SPECIALIST 2      |      |         |      |         |      |         |         |      |         |      |  |
|     | 43,427                    | 1.00 | 54,878  | 1.00 | 55,643  | 1.00 | 53,298  | 57,523  | 1.00 | 57,523  | 1.00 |  |
| 275 | TEMPORARY EMPLOYEES       |      |         |      |         |      |         |         |      |         |      |  |
|     | 12,566                    |      |         |      | 1,000   |      | 1,753   | 1,800   |      | 1,800   |      |  |
| 299 | PAYROLL TAXES AND FRINGES |      |         |      |         |      |         |         |      |         |      |  |
|     | 112,916                   |      | 107,238 |      | 118,982 |      | 117,269 | 131,293 |      | 131,293 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 311,811 | 3.00 | 314,368 | 3.00 | 325,840 | 3.00 | 326,086 | 348,342 | 3.00 | 348,342 | 3.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                 |  |        |  |        |  |        |        |  |        |  |  |
|-----|---------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|--|
| 301 | OFFICE EXPENSE                  |  |        |  |        |  |        |        |  |        |  |  |
|     | 388                             |  | 665    |  | 500    |  | 400    | 400    |  | 400    |  |  |
| 303 | OFFICE FURNITURE & EQUIPMENT    |  |        |  |        |  |        |        |  |        |  |  |
|     | 115                             |  |        |  | 1,000  |  | 1,000  | 600    |  | 600    |  |  |
| 307 | MEMBERSHIP FEES                 |  |        |  |        |  |        |        |  |        |  |  |
|     | 295                             |  | 400    |  | 390    |  | 390    | 390    |  | 390    |  |  |
| 308 | PERIODICALS & SUBSCRIPTIONS     |  |        |  |        |  |        |        |  |        |  |  |
|     |                                 |  |        |  | 60     |  | 36     | 60     |  | 60     |  |  |
| 316 | ADVERTISING, RECORDING & FILING |  |        |  |        |  |        |        |  |        |  |  |
|     | 2,456                           |  | 2,089  |  | 3,000  |  | 3,000  | 2,500  |  | 2,500  |  |  |
| 318 | COMPUTER SOFTWARE               |  |        |  |        |  |        |        |  |        |  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |  |        |  |        |  |        |        |  |        |  |  |
|     | 275                             |  | 80     |  | 2,500  |  | 1,530  | 2,000  |  | 2,000  |  |  |
| 328 | MEALS & RELATED EXPENSE         |  |        |  |        |  |        |        |  |        |  |  |
|     |                                 |  |        |  | 100    |  | 25     | 100    |  | 100    |  |  |
| 329 | PUBLIC MEETING BROADCAST EXP    |  |        |  |        |  |        |        |  |        |  |  |
|     | 55,914                          |  | 57,108 |  | 84,846 |  | 78,000 | 80,000 |  | 80,000 |  |  |
| 330 | MILEAGE REIMBURSEMENT           |  |        |  |        |  |        |        |  |        |  |  |
|     |                                 |  |        |  | 100    |  |        |        |  |        |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

058 DEPUTY CITY RECORDER

060 CITY RECORDER

221 SUPPORT SPECIALIST 2

275 TEMPORARY EMPLOYEES  
 COVERAGE FOR VACATION AND MEDICAL LEAVE

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  
 MISCELLANEOUS OFFICE SUPPLIES

303 OFFICE FURNITURE & EQUIPMENT  
 ERGONOMIC CHAIR FOR DEPUTY CITY RECORDER

307 MEMBERSHIP FEES  
 OREGON ASSOCIATION OF MUNICIPAL RECORDERS (OAMR) (2);  
 INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC) (2)

308 PERIODICALS & SUBSCRIPTIONS  
 OREGON BLUE BOOK AND VALLEY TIMES SUBSCRIPTION

316 ADVERTISING, RECORDING & FILING  
 LEGAL ADVERTISING FOR LIQUOR LICENSES, AND MISC.

318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE  
 OREGON ASSOCIATION OF MUNICIPAL RECORDERS REGIONAL CONFERENCE (1);  
 INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS CONFERENCE (1)

328 MEALS & RELATED EXPENSE  
 MISC. MEALS/PARKING FOR TRAINING SESSION (NOT COVERED IN REGISTRATION)

329 PUBLIC MEETING BROADCAST EXP  
 GRANICUS MONTHLY MANAGED SERVICE CHARGES FOR BROADCASTING, VOTING SYSTEM, MINUTES MAKER AND CLOSED CAPTIONS FOR CITY COUNCIL, PLANNING COMM & BURA TVCTV PRODUCTION STAFF FOR PLANNING COMM, AND BURA MEETINGS CLOSED CAPTIONING FOR CITY COUNCIL, PLANNING COMM & BURA MEETINGS ANNUAL ICAP SUPPORT - CAPTIONING SERVICE

330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN

| OBJ  | 2016 - ACTUAL                 |      | 2017 - ACTUAL |        | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--|-------------------------------|------|---------------|--------|---------------|------|---------|---------------|------|--------------|------|
|  | AMOUNT                        | FTE  | AMOUNT        | FTE    | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 341  | COMMUNICATIONS EXPENSE        |      |               |        | 325           |      | 325     | 780           |      | 780          |      |
| 511  | PROFESSIONAL SERVICES         |      | 6,970         |        | 7,000         |      | 7,000   | 7,000         |      | 7,000        |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES               |                               |      |               |        |               |      |         |               |      |              |      |
|  | 59,443                        |      | 67,312        |        | 99,821        |      | 91,706  | 93,830        |      | 93,830       |      |
| CLASS: 25 TRANSFERS                                |                               |      |               |        |               |      |         |               |      |              |      |
| 816  | TRSFERS TO REPROGRAPHICS FUND |      | 15,956        | 19,380 | 16,513        |      | 16,513  | 17,744        |      | 17,744       |      |
| TOTAL CLASS: 25 TRANSFERS                          |                               |      |               |        |               |      |         |               |      |              |      |
|  | 15,956                        |      | 19,380        |        | 16,513        |      | 16,513  | 17,744        |      | 17,744       |      |
| TOTAL PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN |                               |      |               |        |               |      |         |               |      |              |      |
|  | 387,210                       | 3.00 | 401,060       | 3.00   | 442,174       | 3.00 | 434,305 | 459,916       | 3.00 | 459,916      | 3.00 |

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 10 MAYOR'S OFFICE  
PROGRAM: 0531 CITY RECORDER & ELECTION ADMIN

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

341 COMMUNICATIONS EXPENSE  
MONTHLY SERVICE FOR 1 CELL PHONE @ \$65/MONTH. \$780  
FY 17-18 ESTIMATE REFLECTS 5 MONTHS OF SERVICE FROM FEBRUARY THROUGH JUNE 2018.

511 PROFESSIONAL SERVICES  
VOTERS PAMPHLET (1) NOVEMBER 2018 GENERAL ELECTION  
PROFESSIONAL INTERPRETER SERVICES FOR COUNCIL/BOARD MTNGS, AND BOARD &  
COMMISSION DINNER

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

City of Beaverton - Finance  
 Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0537 PUBLIC INFORMATION

| 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: 05 PERSONNEL SERVICES

|     |                                |         |      |         |      |         |      |         |         |        |         |      |
|-----|--------------------------------|---------|------|---------|------|---------|------|---------|---------|--------|---------|------|
| 077 | PROGRAM MANAGER                |         |      |         |      |         |      |         |         |        |         |      |
|     |                                | 40,643  | 1.00 | 72,600  | 1.00 | 72,411  |      | 78,122  | 1.00    | 78,122 | 1.00    |      |
| 110 | PUBLIC INFORMATION COORDINATOR |         |      |         |      |         |      |         |         |        |         |      |
|     |                                | 31,843  | 1.00 | 69,676  | 1.00 | 138,936 | 2.00 | 138,039 | 145,959 | 2.00   | 145,959 | 2.00 |
| 220 | PUBLIC INFORMATION MANAGER     |         |      |         |      |         |      |         |         |        |         |      |
|     |                                | 67,967  | 1.00 |         |      |         |      |         |         |        |         |      |
| 221 | SUPPORT SPECIALIST 2           |         |      |         |      |         |      |         |         |        |         |      |
|     |                                | 143,246 | 3.00 | 155,538 | 3.00 | 115,683 | 2.00 | 80,063  | 53,156  | 1.00   | 53,156  | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES      |         |      |         |      |         |      |         |         |        |         |      |
|     |                                | 105,502 |      | 127,623 |      | 148,252 |      | 137,141 | 138,213 |        | 138,213 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 348,558 | 5.00 | 393,480 | 5.00 | 475,471 | 5.00 | 427,654 | 415,450 | 4.00 | 415,450 | 4.00 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                 |        |  |        |  |        |  |        |        |  |        |
|-----|---------------------------------|--------|--|--------|--|--------|--|--------|--------|--|--------|
| 301 | OFFICE EXPENSE                  |        |  |        |  |        |  |        |        |  |        |
|     |                                 | 313    |  | 398    |  | 150    |  | 65     | 65     |  | 65     |
| 307 | MEMBERSHIP FEES                 |        |  |        |  |        |  |        |        |  |        |
|     |                                 |        |  | 335    |  | 575    |  | 625    | 325    |  | 325    |
| 308 | PERIODICALS & SUBSCRIPTIONS     |        |  |        |  |        |  |        |        |  |        |
|     |                                 | 445    |  | 438    |  | 425    |  | 606    | 606    |  | 606    |
| 316 | ADVERTISING, RECORDING & FILING |        |  |        |  |        |  |        |        |  |        |
|     |                                 | 18,272 |  | 37,617 |  | 51,436 |  | 53,081 | 52,236 |  | 52,236 |
| 318 | COMPUTER SOFTWARE               |        |  |        |  |        |  |        |        |  |        |
|     |                                 | 7,238  |  | 2,395  |  | 2,540  |  | 2,000  | 26,480 |  | 26,480 |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |        |  |        |  |        |  |        |        |  |        |
|     |                                 | 385    |  | 790    |  | 5,300  |  | 5,233  | 5,500  |  | 5,500  |
| 325 | COMMUNITY EVENTS EXPENSE        |        |  |        |  |        |  |        |        |  |        |
|     |                                 | 6,321  |  |        |  |        |  |        |        |  |        |

0069

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0537 PUBLIC INFORMATION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 077 PROGRAM MANAGER  
 FY 16-17 REFLECTS RECLASSIFICATION OF THE PUBLIC INFORMATION MANAGER POSITION TO A PROGRAM MANAGER POSITION.
- 110 PUBLIC INFORMATION COORDINATOR  
 FY 17-18 REFLECTS POSITION TRANSFERRING 1 FTE FROM PROGRAM 0526 TO PROGRAM 0537 (PUBLIC INFORMATION PROGRAM)
- 220 PUBLIC INFORMATION MANAGER  
 FY 16-17 REFLECTS RECLASSIFICATION OF THE PUBLIC INFORMATION MANAGER POSITION TO A PROGRAM MANAGER POSITION.
- 221 SUPPORT SPECIALIST 2  
 FY 17-18 REFLECTS A SUPPORT SPECIALIST 2 POSITION TRANSFERRING FROM THE MAYOR'S OFFICE PROGRAM 0537 TO ISD FUND  
 FY 18-19 REFLECTS 1 FTE SS2 POSITION TRANSFERRING WITHIN THE MAYOR'S OFFICE FROM PROGRAM 0537 TO PROGRAM 0529.
- 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  
 MISCELLANEOUS OFFICE SUPPLIES \$65
- 307 MEMBERSHIP FEES  
 AMERICAN MARKETING ASSOCIATION \$325
- 308 PERIODICALS & SUBSCRIPTIONS  
 NEWSPAPER AND MAGAZINE SUBSCRIPTIONS \$230  
 FLASH ALERT \$376
- 316 ADVERTISING, RECORDING & FILING  
 ADVERTISING FOR ALL CITY DEPARTMENTS (EVENTS, PROGRAMS, PROJECTS, CITY INITIATIVES) \$3,800  
 MARKETING PLAN ADVERTISING \$12,000  
 CHAMBER COMMUNITY AND VISITOR GUIDE \$8,736  
 SUMMER EVENTS MARKETING (MOVED FROM 0527) \$6,000  
 ONLINE AND SOCIAL MEDIA MISC. ADVERTISING \$2,500  
 COMMUNITY NEWSPAPERS \$18,200  
 SPECIAL PROJECTS AS NEEDED \$1,000
- 318 COMPUTER SOFTWARE  
 DROPBOX \$110  
 SMART SHEET FOR 6 \$720  
 CONSTANT CONTACT \$1,500  
 SOCIAL MEDIA SOFTWARE \$150  
 SOCIAL MEDIA PERFORMANCE AND TRACKING SOFTWARE \$24,000
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 MARKETING MANAGER TO ATTEND AMA NONPROFIT CONFERENCE IN D.C. \$2,800  
 RAGAN PR, COMMUNICATIONS, SOCIAL MEDIA TRAINING ACCESS PASS \$1,200  
 WEBINARS, TEAM AND LOCAL TRAINING \$1,500
- 325 COMMUNITY EVENTS EXPENSE  
 MOVED TO PROGRAM 0527

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0537 PUBLIC INFORMATION

| OBJ                                    | 2016 - ACTUAL                 |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--|-------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|  | AMOUNT                        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 328                                    | MEALS & RELATED EXPENSE       |      |               |      |               |      |         |               |      |              |      |
|  | 185                           |      | 96            |      | 250           |      | 200     | 150           |      | 150          |      |
| 341                                    | COMMUNICATIONS EXPENSE        |      |               |      |               |      |         |               |      |              |      |
|  | 471                           |      | 434           |      | 480           |      | 480     | 444           |      | 444          |      |
| 342                                    | DATA COMMUNICATION EXPENSE    |      |               |      |               |      |         |               |      |              |      |
|  |                               |      | 442           |      | 960           |      | 960     | 960           |      | 960          |      |
| 377                                    | PUBLIC RELATIONS EXPENSE      |      |               |      |               |      |         |               |      |              |      |
|  | 1,050                         |      | 17,792        |      | 16,200        |      | 10,445  | 13,950        |      | 13,950       |      |
| 461                                    | SPECIAL EXPENSE               |      |               |      |               |      |         |               |      |              |      |
|  | 2,440                         |      | 1,368         |      | 4,350         |      | 4,350   | 3,350         |      | 3,350        |      |
| 511                                    | PROFESSIONAL SERVICES         |      |               |      |               |      |         |               |      |              |      |
|  | 30,231                        |      | 37,940        |      | 78,300        |      | 81,397  | 54,800        |      | 54,800       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES   |                               |      |               |      |               |      |         |               |      |              |      |
|  | 67,351                        |      | 100,045       |      | 160,966       |      | 159,442 | 158,866       |      | 158,866      |      |
| CLASS: 25 TRANSFERS                    |                               |      |               |      |               |      |         |               |      |              |      |
| 816                                    | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |         |               |      |              |      |
|  | 113,153                       |      | 132,690       |      | 144,765       |      | 144,765 | 150,264       |      | 150,264      |      |
| TOTAL CLASS: 25 TRANSFERS              |                               |      |               |      |               |      |         |               |      |              |      |
|  | 113,153                       |      | 132,690       |      | 144,765       |      | 144,765 | 150,264       |      | 150,264      |      |
| TOTAL PROGRAM: 0537 PUBLIC INFORMATION |                               |      |               |      |               |      |         |               |      |              |      |
|  | 529,062                       | 5.00 | 626,215       | 5.00 | 781,202       | 5.00 | 731,861 | 724,580       | 4.00 | 724,580      | 4.00 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0537 PUBLIC INFORMATION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 328 | MEALS & RELATED EXPENSE<br>MEALS FOR MARKETING PLAN IMPLEMENTATION FOCUS GROUPS<br>MEALS AND RELATED EXPENSES  |  |
| 341 | COMMUNICATIONS EXPENSE<br>CELL PHONE CHARGES FOR ONE CELL PHONE FOR PUBLIC INFORMATION MANAGEMENT AT \$37 PER MONTH \$444  |  |
| 342 | DATA COMMUNICATION EXPENSE<br>DATA PLAN FOR 2 COMMUNICATION DEVICES AT \$480 EACH \$960  |  |
| 377 | PUBLIC RELATIONS EXPENSE<br>ISTOCK PHOTOS (STOCK PHOTOGRAPHY) \$1,200<br>STOCK VIDEO AND MUSIC \$250<br>BEAVERTON RESTAURANT WEEK \$5,000<br>DIGITAL INNOVATION CAMPAIGN \$7,500 |  |
| 461 | SPECIAL EXPENSE<br>CITY PROMOTIONAL ITEMS \$2,000<br>CRITICAL MENTION INC / MEDIA MONITORING \$1,350   |  |
| 511 | PROFESSIONAL SERVICES<br>GRAPHIC DESIGN \$18,000<br>YOUR CITY GRAPHIC DESIGN \$16,800<br>PROFESSIONAL PHOTOGRAPHY \$5,000<br>VIDEOGRAPHY \$15,000                                |  |

|     |  |  |
|-----|--|--|
| 816 | TRSFERS TO REPROGRAPHICS FUND<br>ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS |  |
|-----|--|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

| 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: 05 PERSONNEL SERVICES

|     |                               |      |         |      |         |      |         |         |      |         |      |  |
|-----|-------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 052 | EMERGENCY MANAGER             |      |         |      |         |      |         |         |      |         |      |  |
|     | 86,413                        | 1.00 | 88,030  | 1.00 | 89,673  | 1.00 | 89,671  | 91,907  | 1.00 | 91,907  | 1.00 |  |
| 210 | EMERGENCY MANAGEMENT OFFICER  |      |         |      |         |      |         |         |      |         |      |  |
|     | 71,603                        | 1.00 | 75,926  | 1.00 | 77,318  | 1.00 | 77,316  | 79,248  | 1.00 | 79,248  | 1.00 |  |
| 214 | EMERG MGMT PROGRAM SPECIALIST |      |         |      |         |      |         |         |      |         |      |  |
|     | 64,950                        | 1.00 | 64,995  | 1.00 | 67,763  | 1.00 | 67,768  | 69,464  | 1.00 | 69,464  | 1.00 |  |
| 275 | TEMPORARY EMPLOYEES           |      |         |      |         |      |         |         |      |         |      |  |
|     | 10,172                        |      | 7,758   |      |         |      |         | 13,792  |      | 13,792  |      |  |
| 299 | PAYROLL TAXES AND FRINGES     |      |         |      |         |      |         |         |      |         |      |  |
|     | 140,528                       |      | 154,013 |      | 159,428 |      | 155,724 | 174,779 |      | 174,779 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 373,666 | 3.00 | 390,722 | 3.00 | 394,182 | 3.00 | 390,479 | 429,190 | 3.00 | 429,190 | 3.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |        |  |        |  |        |        |  |        |  |  |
|-----|------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|--|
| 301 | OFFICE EXPENSE               |  |        |  |        |  |        |        |  |        |  |  |
|     | 150                          |  | 197    |  | 200    |  | 200    | 200    |  | 200    |  |  |
| 303 | OFFICE FURNITURE & EQUIPMENT |  |        |  |        |  |        |        |  |        |  |  |
|     |                              |  |        |  | 700    |  | 700    |        |  |        |  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |        |  |        |  |        |        |  |        |  |  |
|     | 824                          |  | 15,954 |  | 12,850 |  | 12,150 | 12,215 |  | 12,215 |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |        |  |        |  |        |        |  |        |  |  |
|     | 1,500                        |  | 2,604  |  | 2,300  |  | 1,900  | 1,950  |  | 1,950  |  |  |
| 307 | MEMBERSHIP FEES              |  |        |  |        |  |        |        |  |        |  |  |
|     | 670                          |  | 670    |  | 695    |  | 695    | 695    |  | 695    |  |  |
| 317 | COMPUTER EQUIPMENT           |  |        |  |        |  |        |        |  |        |  |  |
|     | 515                          |  | 3,389  |  | 9,619  |  | 9,000  | 9,615  |  | 9,615  |  |  |
| 318 | COMPUTER SOFTWARE            |  |        |  |        |  |        |        |  |        |  |  |
|     |                              |  | 296    |  |        |  |        |        |  |        |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |                               |   |
|-----|-------------------------------|---|
| 052 | EMERGENCY MANAGER             | IN FY 2018 THE EM PROGRAM WILL BE REIMBURSED \$173,181 IN FEDERAL FUNDS UNDER THE EMPG GRANT PROGRAM. THIS IS A 50/50 MATCH GRANT PROGRAM AND COVERS A GOOD PORTION OF EM PROGRAM SALARY AND BENEFITS.  |
| 210 | EMERGENCY MANAGEMENT OFFICER  |   |
| 214 | EMERG MGMT PROGRAM SPECIALIST |   |
| 275 | TEMPORARY EMPLOYEES           | TO ASSIST IN UPDATING IMT TRAINING PROCEDURES AND EOC PROCEDURES TO MATCH NEW HOMELAND SECURITY STANDARDS   |
| 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:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES |
| 301 | OFFICE EXPENSE                | PROGRAM OFFICE SUPPLIES \$200   |
| 303 | OFFICE FURNITURE & EQUIPMENT  |   |
| 304 | DEPARTMENT EQUIPMENT EXPENSE  | 5 VHF HANDHELD RADIOS - CONTINUE REPLACEMENT OF OLD F11 RADIOS (\$1,270 X 5) AND REPLACE ONE LOST RADIO. \$6,350<br>5 NEW SPEAKER MICROPHONES (\$153 X 5) \$765<br>AMATEUR RADIO UPGRADE SUPPLIES \$2,000<br>SMALL FIRST AID FANNY PACKS FOR SPECIAL EVENTS \$600<br>COMMAND TENT \$2,500   |
| 305 | SPECIAL DEPARTMENT SUPPLIES   | GENERAL SUPPLIES FOR EOC, EXERCISES AND TRAINING \$150<br>COMMUNICATION EQUIPMENT MAINTENANCE, REPAIR AND REPLACEMENT \$750<br>SUPPLIES FOR EXPANDING AMATEUR RADIO FIELD OPERATIONS CAPABILITY \$1,000<br>AMATEUR RADIO FIELD DAY SUPPLIES \$50  |
| 307 | MEMBERSHIP FEES               | THREE OREGON EMERGENCY MANAGEMENT ASSOCIATION MEMBERSHIPS \$300<br>TWO INTERNATIONAL ASSOC. OF EMERGENCY MANAGERS (IAEM) MEMBERSHIPS \$380<br>REGION RELAY COUNCIL MEMBERSHIP \$15  |
| 317 | COMPUTER EQUIPMENT            | PHASE 2 OF 3 OF LAPTOP REPLACEMENT PROGRAM FOR EOC (\$1,443 X 5) \$7,215<br>INFOCUS PROJECTOR FOR COMMUNITY PRESENTATIONS \$910<br>LAPTOP DOCKS (X5) \$800<br>COMPUTER MONITORS (X6) \$690  |
| 318 | COMPUTER SOFTWARE             | NO APPROPRIATION REQUESTED  |

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

| OBJ                                  | 2016 - ACTUAL                     |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|--------------------------------------|-----------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|                                      | AMOUNT                            | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 321                                  | TRAVEL, TRAINING & SUBSISTENCE    |     |               |     |               |     |         |               |     |              |     |
|                                      | 3,152                             |     | 3,875         |     | 6,650         |     | 4,100   | 9,500         |     | 9,500        |     |
| 325                                  | COMMUNITY EVENTS EXPENSE          |     |               |     |               |     |         |               |     |              |     |
|                                      | 218                               |     | 234           |     | 250           |     | 250     | 250           |     | 250          |     |
| 328                                  | MEALS & RELATED EXPENSE           |     |               |     |               |     |         |               |     |              |     |
|                                      | 7,589                             |     | 7,528         |     | 9,200         |     | 7,700   | 9,200         |     | 9,200        |     |
| 341                                  | COMMUNICATIONS EXPENSE            |     |               |     |               |     |         |               |     |              |     |
|                                      | 2,394                             |     | 2,700         |     | 2,256         |     | 2,256   | 2,220         |     | 2,220        |     |
| 355                                  | CERT PROGRAM EXPENSE              |     |               |     |               |     |         |               |     |              |     |
|                                      | 13,755                            |     | 16,292        |     | 21,060        |     | 16,060  | 13,440        |     | 13,440       |     |
| 377                                  | PUBLIC RELATIONS EXPENSE          |     |               |     |               |     |         |               |     |              |     |
|                                      | 1,200                             |     | 1,229         |     | 1,200         |     | 1,200   | 1,200         |     | 1,200        |     |
| 461                                  | SPECIAL EXPENSE                   |     |               |     |               |     |         |               |     |              |     |
|                                      | 5,548                             |     | 5,339         |     | 5,175         |     | 4,545   | 5,175         |     | 5,175        |     |
| 475                                  | EMERG. INCIDENT ACTIVATION EXP    |     |               |     |               |     |         |               |     |              |     |
|                                      |                                   |     |               |     | 10,000        |     |         | 10,000        |     | 10,000       |     |
| 511                                  | PROFESSIONAL SERVICES             |     |               |     |               |     |         |               |     |              |     |
|                                      | 1,865                             |     | 109           |     | 1,000         |     | 1,000   | 1,000         |     | 1,000        |     |
| 525                                  | PMTS TO OTHER GOVERNMENT AGENCIES |     |               |     |               |     |         |               |     |              |     |
|                                      | 37,887                            |     | 24,152        |     | 24,720        |     | 24,518  | 25,342        |     | 25,342       |     |
| 536                                  | MAINTENANCE CONTRACTS             |     |               |     |               |     |         |               |     |              |     |
|                                      | 200                               |     | 239           |     | 240           |     | 240     | 240           |     | 240          |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                   |     |               |     |               |     |         |               |     |              |     |
|                                      | 77,467                            |     | 84,807        |     | 108,115       |     | 86,514  | 102,242       |     | 102,242      |     |
| CLASS: 25 TRANSFERS                  |                                   |     |               |     |               |     |         |               |     |              |     |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND     |     |               |     |               |     |         |               |     |              |     |
|                                      | 24,801                            |     | 16,492        |     | 22,568        |     | 22,568  | 23,843        |     | 23,843       |     |
| 817                                  | TRSFERS TO GARAGE FUND            |     |               |     |               |     |         |               |     |              |     |
|                                      | 2,147                             |     | 4,504         |     | 3,071         |     | 3,071   | 5,480         |     | 5,480        |     |

0075

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

| OBJ | OBJECT DESCRIPTION                | JUSTIFICATIONS   |
|-----|-----------------------------------|--|
| 321 | TRAVEL, TRAINING & SUBSISTENCE    | (2) PEOPLE ATTEND NATIONAL LEVEL EM CONFERENCE \$4,300<br>(3) PEOPLE ATTEND STATE LEVEL EM CONFERENCE \$1,750<br>WEB EOC CONFERENCE FOR EM OFFICER \$2,700<br>WEB EOC TRAINING \$750   |
| 325 | COMMUNITY EVENTS EXPENSE          | RESOURCES AND SUPPLIES FOR CERT/VOLUNTEER SUPPORT AT SPECIAL EVENTS \$250  |
| 328 | MEALS & RELATED EXPENSE           | QUARTERLY EXERCISES (\$350 X 4) \$1,400<br>LISTOS CLASS \$1,500<br>EM VOLUNTEER RECOGNITION \$2,000<br>CERT EVENTS, TRAININGS AND DRILLS \$500<br>CERT MAY DAY EXERCISE \$2,300<br>EOC EXERCISE \$1,100<br>IMT TRAINING AND MEETINGS \$400   |
| 341 | COMMUNICATIONS EXPENSE            | IPHONE CHARGES FOR 2 STAFF @ \$100 PER MONTH \$1,200<br>COMCAST DEDICATED BUSINESS LINE @ \$85 PER MONTH \$1,020   |
| 355 | CERT PROGRAM EXPENSE              | MAP YOUR NEIGHBORHOOD SUPPLIES AND MATERIALS \$500<br>FALL CERT CLASS \$1,850<br>SPRING CERT CLASS \$1,850<br>LISTOS CLASS \$240<br>(2) FIRST AID CERTIFICATION COURSES FOR CERT \$1,100<br>NAME TAGS FOR PASSPORT SYSTEM \$400<br>CERT PPE (GIVEN OUT AT CERT BASIC CLASSES) \$2,500<br>ADVANCED CERT TRAINING \$1,000<br>CERT PROMO ITEMS \$1,000<br>SUPPLIES FOR CERT EXERCISES, TRAINING AND EVENTS \$1,000<br>EM VOLUNTEER RECOGNITION GIFT AND MATERIALS \$2,000 |
| 377 | PUBLIC RELATIONS EXPENSE          | CITY EMERGENCY MANAGEMENT PROMOTIONAL ITEMS \$1,200  |
| 461 | SPECIAL EXPENSE                   | 72-HOUR KITS FOR NEW REGULAR EMPLOYEES (ESTIMATE \$45 X 75 EMPLOYEES) \$3,375<br>CITY SUPPLEMENTING PURCHASE OF PREPAREDNESS ITEMS BY EMPLOYEES DURING NATIONAL PREPAREDNESS MONTH \$1,800   |
| 475 | EMERG. INCIDENT ACTIVATION EXP    | EFFECTIVE FY 17-18 EMERGENCY INCIDENT ACTIVATION EXPENSE TRANSFERRED FROM THE NON-DEPARTMENTAL PROGRAM TO THE EMERGENCY MGMT CIVIL PREPAREDNESS PROGRAM \$10,000   |
| 511 | PROFESSIONAL SERVICES             | CONSULTING, SUPPORT, AND MAINTENANCE OF EOC RADIO SYSTEMS \$1,000  |
| 525 | PMTS TO OTHER GOVERNMENT AGENCIES | FEE FOR EMERGENCY MANAGEMENT CO-OP PAYABLE TO WASHINGTON COUNTY \$17,000<br>REGIONAL DISASTER PREPAREDNESS ORGANIZATION \$8,342  |
| 536 | MAINTENANCE CONTRACTS             | ALARM MONITORING FOR THE EMERGENCY MANAGEMENT OFFICE AT THE COMMUNITY CENTER \$240   |
| 816 | TRSFERS TO REPROGRAPHICS FUND     | ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS  |
| 817 | TRSFERS TO GARAGE FUND            | FUEL AND MAINTENANCE   |

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

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

TOTAL CLASS: 25 TRANSFERS

|  |        |  |        |  |        |  |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
|  | 26,948 |  | 20,996 |  | 25,639 |  | 25,639 | 29,323 |  | 29,323 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|

TOTAL PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 478,081 | 3.00 | 496,525 | 3.00 | 527,936 | 3.00 | 502,632 | 560,755 | 3.00 | 560,755 | 3.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

City of Beaverton - Finance  
Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 10 MAYOR'S OFFICE  
PROGRAM: 0635 EMERGENCY MGT-CIVIL PREP

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |



City of Beaverton - Finance  
 Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0636 HOMELND SEC GRANT/EVEN AWRD YR

| 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

|     |                       |  |     |  |        |  |        |  |  |  |  |
|-----|-----------------------|--|-----|--|--------|--|--------|--|--|--|--|
| 355 | CERT PROGRAM EXPENSE  |  |     |  |        |  |        |  |  |  |  |
|     | 9,061                 |  | 538 |  | 57,896 |  | 42,687 |  |  |  |  |
| 511 | PROFESSIONAL SERVICES |  |     |  |        |  |        |  |  |  |  |
|     | 16,600                |  |     |  |        |  |        |  |  |  |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |        |  |     |  |        |  |        |  |  |  |  |
|--|--------|--|-----|--|--------|--|--------|--|--|--|--|
|  | 25,661 |  | 538 |  | 57,896 |  | 42,687 |  |  |  |  |
| TOTAL PROGRAM: 0636 HOMELND SEC GRANT/EVEN AWRD YR |        |  |     |  |        |  |        |  |  |  |  |
|  | 25,661 |  | 538 |  | 57,896 |  | 42,687 |  |  |  |  |

City of Beaverton - Finance  
Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 10 MAYOR'S OFFICE  
PROGRAM: 0636 HOMELND SEC GRANT/EVEN AWRD YR

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |   |
|-----|---|
| 355 | CERT PROGRAM EXPENSE<br>ALL FY16 SHSP AND UASI GRANT FUNDS HAVE BEEN EXPENDED |
| 511 | PROFESSIONAL SERVICES   |



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0639 HOMELND SEC GRANT/ODD AWRD YRS

| 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

|     |                      |  |       |  |       |  |       |     |  |     |  |
|-----|----------------------|--|-------|--|-------|--|-------|-----|--|-----|--|
| 355 | CERT PROGRAM EXPENSE |  |       |  |       |  |       |     |  |     |  |
|     | 316                  |  | 8,938 |  | 2,100 |  | 1,800 | 300 |  | 300 |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |     |  |       |  |       |  |       |     |  |     |  |
|--|-----|--|-------|--|-------|--|-------|-----|--|-----|--|
|  | 316 |  | 8,938 |  | 2,100 |  | 1,800 | 300 |  | 300 |  |
|--|-----|--|-------|--|-------|--|-------|-----|--|-----|--|

TOTAL PROGRAM: 0639 HOMELND SEC GRANT/ODD AWRD YRS

|  |     |  |       |  |       |  |       |     |  |     |  |
|--|-----|--|-------|--|-------|--|-------|-----|--|-----|--|
|  | 316 |  | 8,938 |  | 2,100 |  | 1,800 | 300 |  | 300 |  |
|--|-----|--|-------|--|-------|--|-------|-----|--|-----|--|

City of Beaverton - Finance  
Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0639 HOMELND SEC GRANT/ODD AWRD YRS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

355 CERT PROGRAM EXPENSE

PLEASE ROLL ALL UNEXPENDED FUNDS FROM FY17 SHSP GRANT FORWARD TO FY19 \$300  
WE PLAN TO HAVE ITEMS PURCHASED AND AT LEAST 2 OF THE 4 CLASSES COMPLETED  
THIS GRANT CLOSES IN DECEMBER 2018



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0655 COMMUNITY DISPUTE RESOLUTION

| 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: 05 PERSONNEL SERVICES

|     |                           |         |      |         |      |         |      |         |         |      |         |      |
|-----|---------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 077 | PROGRAM MANAGER           | 86,413  | 1.00 | 88,030  | 1.00 | 89,673  | 1.00 | 87,986  | 80,704  | 1.00 | 80,704  | 1.00 |
| 186 | PROGRAM COORDINATOR       | 136,820 | 2.00 | 141,846 | 2.00 | 147,884 | 2.00 | 128,919 | 134,412 | 2.00 | 134,412 | 2.00 |
| 221 | SUPPORT SPECIALIST 2      | 32,147  | .63  | 32,909  | .63  | 33,745  | .63  | 33,594  | 34,593  | .63  | 34,593  | .63  |
| 275 | TEMPORARY EMPLOYEES       |         |      | 13,846  |      | 5,339   |      | 5,339   |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES | 111,271 |      | 115,717 |      | 128,950 |      | 118,848 | 157,479 |      | 157,479 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 366,651 | 3.63 | 392,348 | 3.63 | 405,591 | 3.63 | 374,686 | 407,188 | 3.63 | 407,188 | 3.63 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |       |  |       |  |       |  |       |       |  |       |  |
|-----|--------------------------------|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
| 301 | OFFICE EXPENSE                 | 531   |  | 478   |  | 1,000 |  | 1,000 | 1,000 |  | 1,000 |  |
| 307 | MEMBERSHIP FEES                | 895   |  | 670   |  | 1,045 |  | 1,045 | 795   |  | 795   |  |
| 308 | PERIODICALS & SUBSCRIPTIONS    | 132   |  | 89    |  | 650   |  | 300   | 400   |  | 400   |  |
| 317 | COMPUTER EQUIPMENT             |       |  |       |  | 620   |  | 612   |       |  |       |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE | 2,563 |  | 3,680 |  | 5,400 |  | 5,400 | 5,400 |  | 5,400 |  |
| 328 | MEALS & RELATED EXPENSE        | 2,971 |  | 3,942 |  | 3,500 |  | 3,500 | 3,500 |  | 3,500 |  |
| 330 | MILEAGE REIMBURSEMENT          | 78    |  | 67    |  | 150   |  |       | 75    |  | 75    |  |
| 342 | DATA COMMUNICATION EXPENSE     |       |  |       |  | 480   |  | 480   | 480   |  | 480   |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0655 COMMUNITY DISPUTE RESOLUTION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 077 | PROGRAM MANAGER<br>FY 17-18 ESTIMATE AND FY 18-19 PROPOSED REFLECT DECREASE DUE TO PROGRAM MANAGER POSITION BEING FILLED AT A LOWER STEP MARCH 2018.   |  |
| 186 | PROGRAM COORDINATOR<br>FY 17-18 ESTIMATE AND FY 18-19 PROPOSED REFLECT DECREASE DUE TO 1 FTE PROGRAM COORDINATOR POSITION VACANCY DURING THE YEAR AND THEN BEING FILLED AT A LOWER PAY STEP.   |  |
| 221 | SUPPORT SPECIALIST 2   |  |
| 275 | TEMPORARY EMPLOYEES<br>POSITION SUPPORTS PROGRAM DEVELOPMENT AND IMPLEMENTATION, COORDINATION OF STAKEHOLDERS, EVALUATION PARAMETER DESIGN, AND RELATIONSHIP BUILDING WITH PARTNER ORGANIZATIONS FOR THE DRC'S PILOT VICTIM-OFFENDER DIALOGUE AND PROBATE MEDIATION PROGRAMS   |  |
| 299 | PAYROLL TAXES AND FRINGES<br>PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES |  |
| 301 | OFFICE EXPENSE<br>GENERAL OFFICE SUPPLIES FOR TRAINING, EVENTS AND ADMINISTRATION OF THE MEDIATION AND FACILITATION PROGRAMS OF THE DRC. \$1,000   |  |
| 307 | MEMBERSHIP FEES<br>OREGON MEDIATION ASSOCIATION (OMA) \$175<br>RJCO (RESTORATIVE JUSTICE COALITION OF OREGON) \$150<br>ASSOCIATION FOR CONFLICT RESOLUTION (ACR) \$325<br>NATIONAL COUNCIL ON AGING (NCOA) \$145   |  |
| 308 | PERIODICALS & SUBSCRIPTIONS<br>CONFLICT RESOLUTION BOOKS, TRAINING DVDS, AND OTHER VOLUNTEER EDUCATIONAL MATERIALS \$400   |  |
| 317 | COMPUTER EQUIPMENT   |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>PROFESSIONAL DEVELOPMENT TRAINING FOR THREE STAFF. \$3,000<br>OMA TRAINING EVENT REGISTRATION FOR STAFF & VOLUNTEERS \$1,500<br>TRAVEL & LODGING INSTATE MEETINGS FOR THE OREGON ASSOCIATION OF COMMUNITY DISPUTE \$900<br>RESOLUTION CENTERS (OACDRC) AND RESTORATIVE JUSTICE COALITION OF OREGON (RJCO)  |  |
| 328 | MEALS & RELATED EXPENSE<br>54-HOUR BASIC MEDIATION TRAINING (8 DAYS) \$1,900<br>MEETINGS AND TRAININGS \$1,200<br>VOLUNTEER RECOGNITION EVENT \$400  |  |
| 330 | MILEAGE REIMBURSEMENT<br>MILEAGE REIMBURSEMENT FOR MEETINGS \$75   |  |
| 342 | DATA COMMUNICATION EXPENSE<br>DATA PLAN FOR 1 COMMUNICATIONS DEVICE \$480  |  |

City of Beaverton - Finance  
 Budget Preparation - 2019

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 10 MAYOR'S OFFICE

PROGRAM: 0655 COMMUNITY DISPUTE RESOLUTION

| OBJ  | 2016 - ACTUAL                 |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--|-------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|  | AMOUNT                        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 461  | SPECIAL EXPENSE               |      |               |      |               |      |         |               |      |              |      |
|  | 773                           |      | 946           |      | 600           |      | 705     | 2,100         |      | 2,100        |      |
| 511  | PROFESSIONAL SERVICES         |      |               |      |               |      |         |               |      |              |      |
|  | 11,547                        |      | 10,692        |      | 12,350        |      | 10,000  | 11,000        |      | 11,000       |      |
| 523  | BOARDS & COMMISSIONS EXPENSES |      |               |      |               |      |         |               |      |              |      |
|  | 212                           |      | 645           |      | 2,400         |      | 1,800   | 1,200         |      | 1,200        |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES             |                               |      |               |      |               |      |         |               |      |              |      |
|  | 19,702                        |      | 21,209        |      | 28,195        |      | 24,842  | 25,950        |      | 25,950       |      |
| CLASS: 25 TRANSFERS                              |                               |      |               |      |               |      |         |               |      |              |      |
| 816  | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |         |               |      |              |      |
|  | 6,309                         |      | 5,240         |      | 6,605         |      | 6,605   | 5,543         |      | 5,543        |      |
| TOTAL CLASS: 25 TRANSFERS                        |                               |      |               |      |               |      |         |               |      |              |      |
|  | 6,309                         |      | 5,240         |      | 6,605         |      | 6,605   | 5,543         |      | 5,543        |      |
| TOTAL PROGRAM: 0655 COMMUNITY DISPUTE RESOLUTION |                               |      |               |      |               |      |         |               |      |              |      |
|  | 392,662                       | 3.63 | 418,797       | 3.63 | 440,391       | 3.63 | 406,133 | 438,681       | 3.63 | 438,681      | 3.63 |

City of Beaverton - Finance  
Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 10 MAYOR'S OFFICE  
PROGRAM: 0655 COMMUNITY DISPUTE RESOLUTION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

461 SPECIAL EXPENSE  
OMA EVENT RAFFLE BASKET FOR BEAVERTON DONATION FOR OMA EVENT \$250  
MARKETING \$1,500  
UNANTICIPATED SPECIAL EXPENSE \$350

511 PROFESSIONAL SERVICES  
ADVANCED MEDIATION TRAININGS \$9,000  
8 - HOUR INTERCULTURAL COMMUNICATION TRAINING MODULE \$2,000

523 BOARDS & COMMISSIONS EXPENSES  
SUPPORT FOR BEAVERTON COMMITTEE ON AGING

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

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0656 SUSTAINABILITY

| 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: 05 PERSONNEL SERVICES

|     |                           |  |        |      |        |      |        |        |      |        |      |
|-----|---------------------------|--|--------|------|--------|------|--------|--------|------|--------|------|
| 186 | PROGRAM COORDINATOR       |  | 58,460 | 1.00 | 49,189 | 1.00 | 14,194 | 64,504 | 1.00 | 64,504 | 1.00 |
| 275 | TEMPORARY EMPLOYEES       |  |        |      | 15,318 |      | 15,316 |        |      |        |      |
| 299 | PAYROLL TAXES AND FRINGES |  | 22,989 |      | 25,942 |      | 11,066 | 52,495 |      | 52,495 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |  |        |      |        |      |        |         |      |         |      |
|--|--|--|--------|------|--------|------|--------|---------|------|---------|------|
|  |  |  | 81,449 | 1.00 | 90,449 | 1.00 | 40,576 | 116,999 | 1.00 | 116,999 | 1.00 |
|--|--|--|--------|------|--------|------|--------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                  |  |        |  |        |  |        |        |  |        |  |
|-----|----------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 307 | MEMBERSHIP FEES                  |  | 6,350  |  | 5,495  |  | 5,450  | 5,970  |  | 5,970  |  |
| 317 | COMPUTER EQUIPMENT               |  | 1,315  |  |        |  |        |        |  |        |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE   |  | 4,216  |  | 5,050  |  | 1,975  | 4,900  |  | 4,900  |  |
| 328 | MEALS & RELATED EXPENSE          |  | 211    |  | 250    |  | 250    | 250    |  | 250    |  |
| 334 | ENERGY EFFICIENCY GRANTS (EECBG) |  |        |  | 80,013 |  |        | 80,013 |  | 80,013 |  |
| 412 | ELECTRIC AUTO CHG STATION EXP    |  | 1,556  |  | 2,000  |  | 1,870  | 2,000  |  | 2,000  |  |
| 461 | SPECIAL EXPENSE                  |  | 852    |  | 12,722 |  | 10,000 | 97,000 |  | 97,000 |  |
| 511 | PROFESSIONAL SERVICES            |  | 52,053 |  | 51,700 |  | 30,000 | 53,200 |  | 53,200 |  |

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0656 SUSTAINABILITY

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 186 | PROGRAM COORDINATOR<br>EFFECTIVE FY 2016-17, THE SUSTAINABILITY PROGRAM TRANSFERRED FROM THE COMMUNITY DEVELOPMENT DEPARTMENT TO THE MAYOR'S OFFICE<br>FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.  |  |
| 275 | TEMPORARY EMPLOYEES  |  |
| 299 | PAYROLL TAXES AND FRINGES<br>PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES             |  |
|     |  |  |
| 307 | MEMBERSHIP FEES<br>URBAN SUSTAINABILITY DIRECTORS NETWORK (INCREASE DUE TO REVISED MEMBERSHIP RATE) \$1,550<br>INTERNATIONAL COUNCIL FOR LOCAL ENVIRONMENTAL INITIATIVES (ICLEI) \$1,200<br>SOLAR OREGON \$300<br>PARTNERSHIP FOR A SUSTAINABLE WASHINGTON COUNTY (PSWCC) \$2,500<br>ASSOCIATION OF CLIMATE CHANGE OFFICERS (ACCO) \$420   |  |
| 317 | COMPUTER EQUIPMENT<br>NO APPROPRIATION REQUESTED   |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>URBAN SUSTAINABILITY DIRECTORS NETWORK (USDN) ANNUAL MEETING \$1,250<br>CLIMATE LEADERSHIP CONFERENCE (2 STAFF) \$2,200<br>OTHER SMART CITY/SUSTAINABILITY CONFERENCE OR TRAINING \$1,450  |  |
| 328 | MEALS & RELATED EXPENSE<br>MEALS, PARKING AND RELATED EXPENSES FOR LOCAL AND INTERJURISDICTIONAL MEETINGS \$250  |  |
| 334 | ENERGY EFFICIENCY GRANTS (EECBG)<br>CARRYOVER UNSPENT EECBG GRANT FUNDING FROM FY17-18 - HOMEOWNER ASSISTANCE \$80,013   |  |
| 412 | ELECTRIC AUTO CHG STATION EXP<br>MAINTENANCE OF E.V. CHARGING STATIONS, ELECTRICITY BILLS AND RELATED EXPENSES \$2,000   |  |
| 461 | SPECIAL EXPENSE<br>INTERNAL SUSTAINABILITY PLAN IMPLEMENTATION ACTIONS AND INNOVATIONS \$10,000<br>BEAVERTON COMMUNITY CLIMATE ACTION PLAN IMPLEMENTATION PROJECT(S) \$15,000<br>COMMUNITY RESIDENTIAL/HOUSEHOLD GHG PUBLIC ENGAGEMENT PLATFORM (DEFERRED FROM FY17/18) \$7,000<br>OTHER PUBLIC ENGAGEMENT, OUTREACH AND WORKSHOPS \$8,000<br>RESIDENTIAL ENERGY EFFICIENCY INCENTIVES & MATCHING GRANTS FOR 10-25 HOMES \$32,000<br>RESIDENTIAL 100-POINT HOME PERFORMANCE CHECKS FOR 100 HOMES AT APPROX \$250/HOME (IN PARTNERSHIP WITH LOCAL NON-PROFIT ORGANIZATION) \$25,000 |  |
| 511 | PROFESSIONAL SERVICES<br>BEAVERTON CLIMATE ACTION PLAN IMPLEMENTATION CONSULTING SERVICES \$15,000<br>GREENHOUSE GAS (GHG) INVENTORY ANALYSIS PROGRAM (DEFERRED FROM FY17-18) \$14,700<br>SUSTAINABLE PURCHASING POLICY PROJECT (DEFERRED FROM FY17-18) \$5,000<br>OTHER SUSTAINABILITY CONSULTING \$5,000<br>AMERICORPS PROGRAM (CONFLUENCE ENVIRONMENTAL CENTER) - ONE AMERICORPS VOLUNTEER TO ASSIST WITH IMPLEMENTATION OF CLIMATE ACTION PLAN \$13,500  |  |

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0656 SUSTAINABILITY

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

TOTAL CLASS: 10 MATERIALS & SERVICES

|     |  |        |  |  |         |  |        |         |  |         |  |
|-----|--|--------|--|--|---------|--|--------|---------|--|---------|--|
| 852 |  | 78,423 |  |  | 256,508 |  | 49,545 | 243,333 |  | 243,333 |  |
|-----|--|--------|--|--|---------|--|--------|---------|--|---------|--|

CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

|  |  |       |  |  |       |  |       |       |  |       |  |
|--|--|-------|--|--|-------|--|-------|-------|--|-------|--|
|  |  | 2,994 |  |  | 4,403 |  | 4,403 | 6,100 |  | 6,100 |  |
|--|--|-------|--|--|-------|--|-------|-------|--|-------|--|

TOTAL CLASS: 25 TRANSFERS

|  |  |       |  |  |       |  |       |       |  |       |  |
|--|--|-------|--|--|-------|--|-------|-------|--|-------|--|
|  |  | 2,994 |  |  | 4,403 |  | 4,403 | 6,100 |  | 6,100 |  |
|--|--|-------|--|--|-------|--|-------|-------|--|-------|--|

TOTAL PROGRAM: 0656 SUSTAINABILITY

|     |  |         |      |  |         |      |        |         |      |         |      |
|-----|--|---------|------|--|---------|------|--------|---------|------|---------|------|
| 852 |  | 162,866 | 1.00 |  | 351,360 | 1.00 | 94,524 | 366,432 | 1.00 | 366,432 | 1.00 |
|-----|--|---------|------|--|---------|------|--------|---------|------|---------|------|

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 10 MAYOR'S OFFICE  
PROGRAM: 0656 SUSTAINABILITY

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

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

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0657 RECYCLING

| 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: 05 PERSONNEL SERVICES

|     |                           |      |         |      |         |      |         |         |      |         |      |
|-----|---------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 077 | PROGRAM MANAGER           |      |         |      |         |      |         |         |      |         |      |
| 080 | SENIOR PROGRAM MANAGER    |      |         |      |         |      |         |         |      |         |      |
|     | 59,977                    | .60  | 61,158  | .60  | 62,241  | .60  | 64,631  | 66,245  | .60  | 66,245  | .60  |
| 186 | PROGRAM COORDINATOR       |      |         |      |         |      |         |         |      |         |      |
|     | 112,222                   | 1.75 | 119,314 | 1.75 | 131,763 | 2.00 | 87,826  | 129,250 | 2.00 | 129,250 | 2.00 |
| 221 | SUPPORT SPECIALIST 2      |      |         |      |         |      |         |         |      |         |      |
|     | 94,762                    | 2.00 | 95,808  | 2.50 | 92,981  | 2.00 | 76,238  | 97,791  | 2.00 | 97,791  | 2.00 |
| 275 | TEMPORARY EMPLOYEES       |      |         |      |         |      |         |         |      |         |      |
|     |                           |      |         |      | 8,364   |      | 8,363   |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES |      |         |      |         |      |         |         |      |         |      |
|     | 107,061                   |      | 116,708 |      | 152,836 |      | 121,792 | 186,007 |      | 186,007 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 374,022 | 4.35 | 392,988 | 4.85 | 448,185 | 4.60 | 358,850 | 479,293 | 4.60 | 479,293 | 4.60 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |        |  |       |       |  |       |  |
|-----|--------------------------------|--|-------|--|--------|--|-------|-------|--|-------|--|
| 301 | OFFICE EXPENSE                 |  |       |  |        |  |       |       |  |       |  |
|     | 274                            |  | 73    |  | 300    |  | 295   | 300   |  | 300   |  |
| 303 | OFFICE FURNITURE & EQUIPMENT   |  |       |  |        |  |       |       |  |       |  |
|     | 729                            |  | 50    |  | 750    |  | 650   | 750   |  | 750   |  |
| 307 | MEMBERSHIP FEES                |  |       |  |        |  |       |       |  |       |  |
|     | 456                            |  | 512   |  | 550    |  | 512   | 550   |  | 550   |  |
| 308 | PERIODICALS & SUBSCRIPTIONS    |  |       |  |        |  |       |       |  |       |  |
|     |                                |  | 80    |  | 100    |  |       |       |  |       |  |
| 317 | COMPUTER EQUIPMENT             |  |       |  |        |  |       |       |  |       |  |
|     |                                |  | 3,051 |  |        |  |       |       |  |       |  |
| 318 | COMPUTER SOFTWARE              |  |       |  |        |  |       |       |  |       |  |
|     |                                |  |       |  | 12,500 |  | 4,333 |       |  |       |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |       |  |        |  |       |       |  |       |  |
|     | 4,767                          |  | 2,175 |  | 4,375  |  | 2,951 | 4,375 |  | 4,375 |  |
| 328 | MEALS & RELATED EXPENSE        |  |       |  |        |  |       |       |  |       |  |
|     | 169                            |  | 44    |  | 200    |  | 158   | 200   |  | 200   |  |
| 341 | COMMUNICATIONS EXPENSE         |  |       |  |        |  |       |       |  |       |  |
|     | 136                            |  |       |  |        |  |       |       |  |       |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0657 RECYCLING

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 077 PROGRAM MANAGER  
 FY 18-19 REFLECTS 1 FTE PROGRAM MANAGER POSITION TRANSFERRING FROM CODE COMPLIANCE PROGRAM 0523 TO THE MAYOR'S OFFICE PROGRAM 0522 UNTIL IT IS DETERMINED WHERE THE POSITION IS NEEDED.
- 080 SENIOR PROGRAM MANAGER
- 186 PROGRAM COORDINATOR  
 FY 17-18 REFLECTS MID-YEAR ELIMINATION OF .50 FTE LIMITED DURATION SUPPORT SPECIALIST 2 POSITION AND INCREASING THE PROGRAM COORDINATOR POSITION BY .25 FTE.  
 FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.
- 221 SUPPORT SPECIALIST 2  
 FY 16-17 REFLECTS ADDITIONAL .50 FTE LIMITED DURATION SUPPORT SPECIALIST 2 POSITION ADDED MID-YEAR DUE TO RECEIVING A METRO RECYCLING GRANT.  
 FY 17-18 REFLECTS MID-YEAR ELIMINATION OF .50 FTE LIMITED DURATION SUPPORT SPECIALIST 2 POSITION AND INCREASING THE PROGRAM COORDINATOR POSITION BY .25 FTE.
- 275 TEMPORARY EMPLOYEES  
 NO FUNDING 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  
 STAFF OFFICE SUPPLIES \$300
- 303 OFFICE FURNITURE & EQUIPMENT  
 REPLACEMENT OFFICE FURNITURE AS NEEDED \$750
- 307 MEMBERSHIP FEES  
 ASSOCIATION OF OREGON RECYCLERS (AOR) MEMBERSHIP RENEWAL \$250  
 SOLID WASTE ASSOCIATION OF NORTH AMERICA (SWANA) \$300
- 308 PERIODICALS & SUBSCRIPTIONS  
 NO APPROPRIATION REQUESTED FOR FY18-19
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 REGISTRATION AND TRAVEL FOR ASSOCIATION OF OREGON RECYCLERS ANNUAL CONFERENCE (5 STAFF) \$3,125  
 OTHER CONFERENCES (EPA, NRC, SWANA) AND TRAINING \$1,250
- 328 MEALS & RELATED EXPENSE  
 MEALS, PARKING AND RELATED EXPENSES FOR LOCAL MEETINGS, ETC. \$200
- 341 COMMUNICATIONS EXPENSE

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0657 RECYCLING

| OBJ                                  | 2016 - ACTUAL                 |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--------------------------------------|-------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|                                      | AMOUNT                        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 342                                  | DATA COMMUNICATION EXPENSE    |      | 1,920         |      | 1,920         |      | 1,920   | 1,920         |      | 1,920        |      |
| 440                                  | RECYCLING OUTREACH EXPENSE    |      |               |      |               |      |         | 76,500        |      | 76,500       |      |
| 461                                  | SPECIAL EXPENSE               |      | 50,357        |      | 84,500        |      | 69,015  | 8,000         |      | 8,000        |      |
|                                      | 33,346                        |      |               |      |               |      |         |               |      |              |      |
| 511                                  | PROFESSIONAL SERVICES         |      | 52,188        |      | 56,000        |      | 18,000  | 38,000        |      | 38,000       |      |
|                                      | 18,491                        |      |               |      |               |      |         |               |      |              |      |
| 551                                  | RENTS AND LEASES              |      | 2,499         |      | 2,773         |      | 2,811   | 3,336         |      | 3,336        |      |
|                                      | 2,448                         |      |               |      |               |      |         |               |      |              |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                               |      |               |      |               |      |         |               |      |              |      |
|                                      | 60,816                        |      | 112,949       |      | 163,968       |      | 100,645 | 133,931       |      | 133,931      |      |
| CLASS: 15 CAPITAL OUTLAY             |                               |      |               |      |               |      |         |               |      |              |      |
| 641                                  | VEHICLES                      |      |               |      |               |      |         | 25,000        |      | 25,000       |      |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |                               |      |               |      |               |      |         |               |      |              |      |
|                                      |                               |      |               |      |               |      |         | 25,000        |      | 25,000       |      |
| CLASS: 25 TRANSFERS                  |                               |      |               |      |               |      |         |               |      |              |      |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND |      | 33,247        |      | 37,430        |      | 37,430  | 37,704        |      | 37,704       |      |
|                                      | 24,169                        |      |               |      |               |      |         |               |      |              |      |
| 817                                  | TRSFERS TO GARAGE FUND        |      | 2,263         |      | 1,107         |      | 1,107   | 2,750         |      | 2,750        |      |
|                                      | 1,149                         |      |               |      |               |      |         |               |      |              |      |
| TOTAL CLASS: 25 TRANSFERS            |                               |      |               |      |               |      |         |               |      |              |      |
|                                      | 25,318                        |      | 35,510        |      | 38,537        |      | 38,537  | 40,454        |      | 40,454       |      |
| TOTAL PROGRAM: 0657 RECYCLING        |                               |      |               |      |               |      |         |               |      |              |      |
|                                      | 460,156                       | 4.35 | 541,447       | 4.85 | 650,690       | 4.60 | 498,032 | 678,678       | 4.60 | 678,678      | 4.60 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0657 RECYCLING

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |   |  |
|-----|---|--|
| 342 | DATA COMMUNICATION EXPENSE<br>DATA PLAN FOR 4 COMMUNICATION DEVICES AT \$480 EACH \$1,920   |  |
| 440 | RECYCLING OUTREACH EXPENSE<br>RESIDENTIAL RECYCLING ANNUAL OUTREACH/EDUCATION ("EVERY DAY IS RECYCLING DAY") \$13,000<br>RESIDENTIAL COMPOSTING - OUTREACH/EDUCATION (FOLLOW-UP TO IMPLEMENTATION) \$10,000<br>"RECYCLE RIGHT" DECONTAMINATION PROJECT \$9,500<br>EAT SMART, WASTE LESS (FOOD WASTE REDUCTION OUTREACH PROJECT) \$2,500<br>MULTIFAMILY RECYCLING INFRASTRUCTURE ASSISTANCE (PILOT/DELAYED FROM FY17-18) \$10,000<br>MULTIFAMILY RECYCLING EDUCATION, OUTREACH (TOTE BAGS AND OTHER RESOURCES) \$5,500<br>RECYCLE AT WORK AND COMMERCIAL ORGANICS MARKETING & OUTREACH INCLUDING CONTAINERS, \$7,000<br>COMMERCIAL ORGANICS OUTREACH FOR PROPOSED REGIONAL REQUIRED COMPOSTING PROGRAM \$5,000<br>COMMERCIAL RECYCLING CONTAINER AND INFRASTRUCTURE ASSISTANCE (PILOT/DELAYED FROM FY17-18) \$10,000<br>WASTE REDUCTION OUTREACH \$3,000<br>MASTER RECYCLER CLASS PROGRAM SUPPORT AND SCHOLARSHIPS \$1,000 |  |
| 461 | SPECIAL EXPENSE<br>COMMUNITY GARDEN OPERATIONS AND MAINTENANCE \$8,000  |  |
| 511 | PROFESSIONAL SERVICES<br>RATE CONSULTANT AND PLANNING SERVICES FOR SOLID WASTE AND RECYCLING PROGRAM \$16,000<br>REQUIRED COMMERCIAL ORGANICS PROPOSAL CONSULTING \$3,500<br>"RECYCLE RIGHT" ANTI-CONTAMINATION PROJECT TO SUPPORT LOCAL RECYCLING MARKETS \$5,000<br>MATERIALS MANAGEMENT STRATEGIC PLANNING MARKETING AND COMMUNICATIONS CONSULTING \$5,000<br>DATABASE MANAGEMENT CONSULTING FOR CHANGES/UPDATES TO CRM \$3,500<br>RESIDENTIAL ORGANICS CONSULTING - DECREASING WASTE/INCREASING COMPOSTING \$5,000  |  |
| 551 | RENTS AND LEASES<br>HARVEST COURT STORAGE SPACE (INCREASE DUE TO NEW ALLOCATION FORMULA FROM FACILITIES) \$3,336  |  |
| 641 | VEHICLES<br>1 - REPLACEMENT FOR VEHICLE NO. I-615, (2000 DODGE STRATUS) WITH A FORD FUSION HYBRID OR TRANSIT CONNECT VEHICLE \$25,000   |  |
| 816 | TRSFERS TO REPROGRAPHICS FUND<br>ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS  |  |
| 817 | TRSFERS TO GARAGE FUND  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.

| 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: 05 PERSONNEL SERVICES

|     |                           |      |        |      |        |      |        |         |      |         |      |
|-----|---------------------------|------|--------|------|--------|------|--------|---------|------|---------|------|
| 077 | PROGRAM MANAGER           |      |        |      |        |      |        |         |      |         |      |
|     | 98,818                    | 1.00 | 87,768 | 1.00 | 92,260 | 1.00 | 92,256 | 95,443  | 1.00 | 95,443  | 1.00 |
| 186 | PROGRAM COORDINATOR       |      |        |      |        |      |        |         |      |         |      |
|     | 66,896                    | 1.00 | 61,992 | 1.00 | 62,216 | 1.00 | 67,958 | 71,339  | 1.00 | 71,339  | 1.00 |
| 221 | SUPPORT SPECIALIST 2      |      |        |      |        |      |        |         |      |         |      |
|     | 80,717                    | 2.00 | 38,245 | 1.00 | 50,524 | 1.00 | 51,501 | 57,338  | 1.00 | 57,338  | 1.00 |
| 275 | TEMPORARY EMPLOYEES       |      |        |      |        |      |        |         |      |         |      |
|     | 6,771                     |      |        |      | 26,472 |      | 29,232 | 26,472  |      | 26,472  |      |
| 299 | PAYROLL TAXES AND FRINGES |      |        |      |        |      |        |         |      |         |      |
|     | 96,320                    |      | 75,582 |      | 87,510 |      | 94,719 | 102,613 |      | 102,613 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 349,522 | 4.00 | 263,587 | 3.00 | 318,982 | 3.00 | 335,666 | 353,205 | 3.00 | 353,205 | 3.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                 |  |       |  |        |  |       |        |  |        |  |
|-----|---------------------------------|--|-------|--|--------|--|-------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                  |  |       |  |        |  |       |        |  |        |  |
|     | 421                             |  | 614   |  | 700    |  | 700   | 700    |  | 700    |  |
| 307 | MEMBERSHIP FEES                 |  |       |  |        |  |       |        |  |        |  |
|     | 150                             |  | 420   |  | 420    |  | 420   | 520    |  | 520    |  |
| 308 | PERIODICALS & SUBSCRIPTIONS     |  |       |  |        |  |       |        |  |        |  |
|     | 360                             |  | 348   |  | 348    |  | 348   | 348    |  | 348    |  |
| 316 | ADVERTISING, RECORDING & FILING |  |       |  |        |  |       |        |  |        |  |
|     | 6,969                           |  | 7,622 |  | 10,100 |  | 9,000 | 10,100 |  | 10,100 |  |
| 317 | COMPUTER EQUIPMENT              |  |       |  |        |  |       |        |  |        |  |
|     | 530                             |  | 645   |  |        |  |       |        |  |        |  |
| 318 | COMPUTER SOFTWARE               |  |       |  |        |  |       |        |  |        |  |
|     |                                 |  |       |  | 300    |  | 300   |        |  |        |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |  |       |  |        |  |       |        |  |        |  |
|     | 2,279                           |  | 256   |  | 8,100  |  | 5,400 | 7,200  |  | 7,200  |  |
| 325 | COMMUNITY EVENTS EXPENSE        |  |       |  |        |  |       |        |  |        |  |
|     | 12,283                          |  | 7,044 |  | 14,900 |  | 9,189 | 14,400 |  | 14,400 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

077 PROGRAM MANAGER

186 PROGRAM COORDINATOR

221 SUPPORT SPECIALIST 2

275 TEMPORARY EMPLOYEES  
 SPECIAL OUTREACH PROJECTS

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  
 SUPPLIES FOR NAC EVENTS AND MEETINGS \$700

307 MEMBERSHIP FEES  
 INTERNATIONAL ASSOCIATION OF PUBLIC PARTICIPATION PRACTITIONERS (IAP2) (3 MEMBERSHIPS) \$520

308 PERIODICALS & SUBSCRIPTIONS  
 SUBSCRIPTIONS AND BOOKS, INCLUDING: OREGONIAN AND THE TIMES \$348

316 ADVERTISING, RECORDING & FILING  
 PUBLICITY FOR EVENTS AND ACTIVITIES INCLUDING:  
 BOARDS & COMMISSIONS RECRUITMENT \$4,000  
 NAC OUTREACH \$2,000  
 SOCIAL MEDIA ADVERTISING \$2,000  
 NEIGHBORHOOD EVENTS AND PROJECTS \$600  
 PUBLIC INVOLVEMENT PROJECTS \$1,500

317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED

318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE  
 PUBLIC PARTICIPATION CONFERENCES (IAP2) \$1,420  
 STAFF TRAINING \$530  
 LEADERSHIP BEAVERTON \$750  
 PROJECT MANAGEMENT TRAINING (3 @ \$1,500) \$4,500

325 COMMUNITY EVENTS EXPENSE  
 LEAF DROP OFF AND NEIGHBORHOOD CLEAN-UP EXPENSES \$3,000  
 UPDATES WITH MAYOR \$2,900  
 BEAVERTON LOGO MATERIALS FOR FOUR PICNIC IN THE PARK EVENTS \$2,000  
 CELEBRATE BEAVERTON PARADE FLOAT AND SUPPLIES \$1,500  
 FALL 2018 VOTERS FORUM \$2,000  
 ROCK THE BLOCK AND NAC MOVIE NIGHTS \$3,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.

| OBJ   | 2016 - ACTUAL                 |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|---|-------------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|   | AMOUNT                        | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 328   | MEALS & RELATED EXPENSE       |       |               |       |               |       |           |               |       |              |       |
|   | 3,146                         |       | 4,196         |       | 3,300         |       | 2,900     | 3,300         |       | 3,300        |       |
| 330   | MILEAGE REIMBURSEMENT         |       |               |       |               |       |           |               |       |              |       |
|   |                               |       | 23            |       | 100           |       | 100       | 260           |       | 260          |       |
| 341   | COMMUNICATIONS EXPENSE        |       |               |       |               |       |           |               |       |              |       |
|   | 471                           |       | 434           |       | 480           |       | 480       | 1,812         |       | 1,812        |       |
| 342   | DATA COMMUNICATION EXPENSE    |       |               |       |               |       |           |               |       |              |       |
|   |                               |       | 480           |       | 480           |       | 480       | 480           |       | 480          |       |
| 461   | SPECIAL EXPENSE               |       |               |       |               |       |           |               |       |              |       |
|   | 37,120                        |       | 40,741        |       | 45,000        |       | 45,000    | 52,900        |       | 52,900       |       |
| 511   | PROFESSIONAL SERVICES         |       |               |       |               |       |           |               |       |              |       |
|   | 18,415                        |       | 8,730         |       | 15,000        |       | 11,102    | 12,000        |       | 12,000       |       |
| 523   | BOARDS & COMMISSIONS EXPENSES |       |               |       |               |       |           |               |       |              |       |
|   | 2,216                         |       | 3,642         |       | 4,300         |       | 4,300     | 3,550         |       | 3,550        |       |
| 551   | RENTS AND LEASES              |       |               |       |               |       |           |               |       |              |       |
|   | 462                           |       | 472           |       | 468           |       | 468       |               |       |              |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES                        |                               |       |               |       |               |       |           |               |       |              |       |
|   | 84,822                        |       | 75,667        |       | 103,996       |       | 90,187    | 107,570       |       | 107,570      |       |
| CLASS: 25 TRANSFERS   |                               |       |               |       |               |       |           |               |       |              |       |
| 816   | TRSFERS TO REPROGRAPHICS FUND |       |               |       |               |       |           |               |       |              |       |
|   | 128,333                       |       | 111,244       |       | 113,940       |       | 113,940   | 114,774       |       | 114,774      |       |
| TOTAL CLASS: 25 TRANSFERS                                   |                               |       |               |       |               |       |           |               |       |              |       |
|   | 128,333                       |       | 111,244       |       | 113,940       |       | 113,940   | 114,774       |       | 114,774      |       |
| TOTAL PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG. |                               |       |               |       |               |       |           |               |       |              |       |
|   | 562,677                       | 4.00  | 450,498       | 3.00  | 536,918       | 3.00  | 539,793   | 575,549       | 3.00  | 575,549      | 3.00  |
| TOTAL DEPARTMENT: 10 MAYOR'S OFFICE                         |                               |       |               |       |               |       |           |               |       |              |       |
|   | 6,534,662                     | 43.98 | 7,674,237     | 47.48 | 8,158,503     | 43.23 | 7,304,342 | 7,966,085     | 42.23 | 7,830,446    | 41.23 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0659 NEIGHBORHOOD & PUBLIC INVOLVEMENT PROG.

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |   |
|-----|---|
| 328 | MEALS & RELATED EXPENSE<br>NAC LEADERSHIP MEETINGS \$1,500<br>LAND USE TRAINING \$300<br>PRJCT/EVT COORDINATION \$900<br>QUARTERLY NAC LEADER CHECK-INS \$300<br>NAC MEMBER RECRUITMENT \$300   |
| 330 | MILEAGE REIMBURSEMENT<br>REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR WORK-RELATED ACTIVITIES (NAC MTGS & EVENTS)<br>PROGRAM MANAGER \$100<br>PROGRAM COORDINATOR \$80<br>SUPPORT STAFF \$80   |
| 341 | COMMUNICATIONS EXPENSE<br>CELL PHONE CHARGES FOR 3 STAFF AT \$111 PER MONTH \$1,332<br>CELL PHONE CHARGES FOR MYAB STAFF LIAISON AT \$40 PER MONTH \$480  |
| 342 | DATA COMMUNICATION EXPENSE<br>DATA PLAN FOR 1 COMMUNICATION DEVICE \$480  |
| 461 | SPECIAL EXPENSE<br>VOLUNTEER HOUR DISPERSAL FOR NACS \$6,000<br>NAC MATCHING GRANT PROGRAM \$36,600<br>SPEAKER FEES FOR NAC TRAININGS \$1,200<br>BEAVERTON LOGO WEAR FOR NAC MEMBERS AT CITY-WIDE EVENTS \$2,000<br>NAC APPEAL \$1,500<br>RESOURCES FOR SPECIAL ACTIVITIES \$2,500<br>SPONSORSHIP FOR LEADERSHIP BEAVERTON FOR 4 PEOPLE AT \$775 EACH (MOVED FROM PROG. 0522) \$3,100 |
| 511 | PROFESSIONAL SERVICES<br>BOARDS AND COMMISSION OUTREACH STRATAGIES \$4,500<br>PUBLIC INVOLVEMENT PROJECTS \$7,500   |
| 523 | BOARDS & COMMISSIONS EXPENSES<br>NAME BADGES AND MISC. EXPENSES FOR ALL BOARDS \$300<br>BOARDS & COMMISSIONS MEMBERSHIP TRAINING \$1,250<br>BCCI ORIENTATION \$150<br>BCCI PLANNING MEETINGS - REFRESHMENTS AND SUPPLIES \$750<br>BCCI ANNUAL EVENT (USED TO RECEIVE GRANT FUNDS) \$400<br>BCCI SUMMIT EVENT (NEW EVENT) \$300<br>MEETING SUPPLIES \$400                              |
| 551 | RENTS AND LEASES<br>NO APPROPRIATION REQUESTED FOR FY 2018-19   |

|     |  |
|-----|--|
| 816 | TRSFERS TO REPROGRAPHICS FUND<br>ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS |
|-----|--|



### 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       |               |     |               |     |               |     |          |         |               |     |              |     |

6600

**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 |
|                                      | 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    |     |

**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: 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 |  |
|--|--|--|--------|--|---------|--|---------|---------|---------|--|---------|--|

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 |  |
|--|--|--|---------|---------|---------|--|---------|---------|---------|--|---------|--|

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                 |  |           |           |           |  |           |           |           |  |           |  |

**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 |
|   | 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   | 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     |     | 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 |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 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 - RECOMD |     | 2019 ADOPTED |     |
|--------------------------------------|---|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|                                      | 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      |     |

**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

**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 |
| 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    |     |

**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<br>FY 2017-18 PROJECTS:<br>3518 CANYON RD ALTERNATIVE BIKE NETWORK BUD \$188,500/ EST \$171,750<br>3519 CANYON RD INTERSECTION IMPROVEMENTS BUD \$324,250/EST \$76,500<br>3522 LIBRARY FOUNTAIN IMPROVEMENTS BUD \$190,000/EST \$199,000<br>3513 PROPERTY ACQUISITION ACCOUNT REVISED ESTIMATE \$62,000 TO POTENTIALLY PAY OFF THE<br>UMREIN LAND PURCHASE CONTRACT<br>FY 2018-19 PROJECTS:<br>3519 CANYON RD INTERSECTION IMPROVEMENTS \$115,000<br>3513 PROPERTY ACQUISITION ACCOUNT TO PROVIDE FUNDING FOR POTENTIAL LAND PURCHASES \$100,000 |
| 817 | TRSFERS TO GARAGE FUND<br>ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND   |
| 818 | TRSFERS TO ISD-ALLOCATED<br>ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$1,923,608   |
| 819 | TRSFERS TO INSURANCE FUND<br>ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE \$411,381   |
| 823 | TRSFERS TO DEBT SERVICE FUND<br>TRANSFER TO THE GENERAL OBLIGATION DEBT SERVICE FUND FOR DEBT SERVICE ASSISTANCE ON<br>THE 2017 PUBLIC SAFETY BOND ISSUE DURING THE TWO YEAR OVERLAP WITH THE EXISTING LIBRARY<br>BOND ISSUE DEBT SERVICE. THE OVERLAP PERIOD ENDS IN FY 2018-19 \$100,000  |
| 830 | TRANSFER TO LIBRARY FUND<br>FY 18-19 TRANSFERS TO SUPPORT FOR LIBRARY OPERATION<br>LIBRARY SAFETY OFFICER \$70,475<br>ADDITIONAL STAFF TIME FOR LIBRARY HOURS CHANGE \$56,756   |
| 831 | TRSFR TO LIBRARY FD-COLLECTION<br>TRANSFER TO LIBRARY FUND TO ASSIST WITH THE PURCHASE OF LIBRARY MATERIALS \$165,000   |
| 837 | TRSFR TO LODGING TAX (TLT) FUND<br>100% SUBSIDY OF THE ARTS PROGRAM 0528' S OPERATING COSTS IN THE TRANSIENT LODGING TAX FUND \$557,070<br>FY 18-19 BUDGET AMENDMENT PKT #11 REDUCES THE APPROPRIATION IN THE LODGING TAX FUND<br>FOR ART DEVELOPMENT EXPENSE BY \$20,000 AND REDUCES THE FUNDING FROM THE GENERAL<br>FUND BY THAT AMOUNT.  |



**BP WORKSHEET & JUSTIFICATION**

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

| 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 |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

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

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 |  |
|--|--|--|--------|--|---------|--|---------|--------|--|--------|--|

TOTAL PROGRAM: 0007 BEAVERTON BUILDING OPERATIONS

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 1,445,885 |  | 1,596,886 |  | 2,326,494 |  | 2,136,826 | 1,448,949 |  | 1,448,949 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

## BP WORKSHEET & JUSTIFICATION

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

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

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

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

**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 |  |

### BP WORKSHEET & JUSTIFICATION

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

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 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



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

| 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: 05 PERSONNEL SERVICES

|     |  |      |         |      |         |      |         |         |         |      |         |      |
|-----|--|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 037 | HR BUSINESS PARTNER                      |      |         |      |         |      |         |         |         |      |         |      |
|     | 48,830                                   |      |         |      |         |      |         |         |         |      |         |      |
| 038 | HUMAN RESOURCES DIRECTOR                 |      |         |      |         |      |         |         |         |      |         |      |
|     | 97,704                                   | .90  | 99,835  | .85  | 108,586 | .85  | 73,554  | 73,554  | 97,735  | .85  | 97,735  | .85  |
| 115 | HUMAN RESOURCES SPECIALIST               |      |         |      |         |      |         |         |         |      |         |      |
|     | 59,677                                   | 1.75 | 121,442 | 2.00 | 132,897 | 2.00 | 122,774 | 130,496 | 144,354 | 2.00 | 144,354 | 2.00 |
| 116 | HUMAN RESOURCES ASSISTANT                |      |         |      |         |      |         |         |         |      |         |      |
|     | 42,543                                   | 1.00 | 47,937  | .95  | 51,090  | .95  | 50,135  | 53,078  | 55,783  | .95  | 55,783  | .95  |
| 194 | BENEFITS REPRESENTATIVE                  |      |         |      |         |      |         |         |         |      |         |      |
|     | 9,937                                    | .25  | 5,747   | .10  | 6,280   | .10  | 5,786   | 6,143   | 6,754   | .10  | 6,754   | .10  |
| 202 | HUMAN RESOURCES ANALYST                  |      |         |      |         |      |         |         |         |      |         |      |
|     | 138,927                                  | 1.00 | 70,819  | .90  | 70,926  | .90  | 68,082  | 72,095  | 74,072  | .90  | 74,072  | .90  |
| 275 | TEMPORARY EMPLOYEES                      |      |         |      |         |      |         |         |         |      |         |      |
|     | 38,492                                   |      | 589     |      | 876     |      |         |         |         |      |         |      |
| 277 | INTERNSHIP PROGRAM                       |      |         |      |         |      |         |         |         |      |         |      |
|     | 7,824                                    |      | 40,278  |      | 45,000  |      | 36,653  | 29,343  |         |      | 45,000  |      |
| 285 | EMPLOYEE LABOR RELATIONS MANAGER         |      |         |      |         |      |         |         |         |      |         |      |
|     |  | .95  | 95,345  | .95  | 113,412 | .95  | 94,589  | 100,666 | 102,744 | .95  | 102,744 | .95  |
| 286 | LEARNING & ORGANIZATIONAL DEV SPECIALIST |      |         |      |         |      |         |         |         |      |         |      |
|     | 16,491                                   | 1.00 | 53,984  | 1.00 | 85,397  | 1.00 | 80,383  | 85,307  | 91,892  | 1.00 | 91,892  | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES                |      |         |      |         |      |         |         |         |      |         |      |
|     | 205,252                                  |      | 245,583 |      | 306,476 |      | 253,450 | 264,512 | 303,732 |      | 307,092 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
|  | 665,677 | 6.85 | 781,559 | 6.75 | 920,940 | 6.75 | 785,406 | 815,194 | 877,066 | 6.75 | 925,426 | 6.75 |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                 |  |       |  |     |  |     |     |     |  |     |  |
|-----|-----------------|--|-------|--|-----|--|-----|-----|-----|--|-----|--|
| 301 | OFFICE EXPENSE  |  |       |  |     |  |     |     |     |  |     |  |
|     | 3,469           |  | 2,421 |  | 890 |  | 728 | 800 | 700 |  | 700 |  |
| 307 | MEMBERSHIP FEES |  |       |  |     |  |     |     |     |  |     |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

| 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 |
|     | 4,463                           |     | 4,521         |     | 9,838         |     | 8,746    | 9,010   | 8,923         |     | 8,923        |     |
| 308 | PERIODICALS & SUBSCRIPTIONS     |     |               |     |               |     |          |         |               |     |              |     |
|     | 1,076                           |     | 12,573        |     | 5,645         |     | 3,660    | 3,880   | 2,505         |     | 2,505        |     |
| 316 | ADVERTISING, RECORDING & FILING |     |               |     |               |     |          |         |               |     |              |     |
|     | 29,178                          |     | 11,761        |     | 12,000        |     | 5,333    | 6,000   | 8,000         |     | 8,000        |     |
| 317 | COMPUTER EQUIPMENT              |     |               |     |               |     |          |         |               |     |              |     |
|     | 186                             |     | 2,649         |     | 800           |     | 726      | 726     |               |     |              |     |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |     |               |     |               |     |          |         |               |     |              |     |
|     | 5,829                           |     | 4,745         |     | 9,211         |     | 6,056    | 4,896   | 8,714         |     | 8,714        |     |
| 322 | EMPLOYEE RECRUITMENT EXPENSE    |     |               |     |               |     |          |         |               |     |              |     |
|     | 24,913                          |     | 9,250         |     | 30,000        |     | 25,950   | 25,000  | 10,250        |     | 10,250       |     |
| 326 | CITYWIDE TRAINING               |     |               |     |               |     |          |         |               |     |              |     |
|     | 68,807                          |     | 61,134        |     | 60,000        |     | 56,477   | 60,000  | 60,000        |     | 60,000       |     |
| 327 | TUITION REIMBURSEMENT           |     |               |     |               |     |          |         |               |     |              |     |
|     | 20,779                          |     | 24,817        |     | 33,000        |     | 17,724   | 33,000  | 33,000        |     | 33,000       |     |
| 328 | MEALS & RELATED EXPENSE         |     |               |     |               |     |          |         |               |     |              |     |
|     | 452                             |     | 1,194         |     | 1,650         |     | 1,098    | 958     | 1,550         |     | 1,550        |     |
| 330 | MILEAGE REIMBURSEMENT           |     |               |     |               |     |          |         |               |     |              |     |
|     |                                 |     |               |     | 100           |     |          |         | 100           |     | 100          |     |
| 341 | COMMUNICATIONS EXPENSE          |     |               |     |               |     |          |         |               |     |              |     |
|     |                                 |     | 221           |     | 504           |     | 518      | 420     | 624           |     | 624          |     |
| 458 | EMPLOYEE TRANSIT EXPENSE        |     |               |     |               |     |          |         |               |     |              |     |
|     | 41,994                          |     | 51,908        |     | 63,114        |     | 58,817   | 58,817  | 66,463        |     | 66,463       |     |
| 461 | SPECIAL EXPENSE                 |     |               |     |               |     |          |         |               |     |              |     |
|     | 2,707                           |     | 4,086         |     | 4,800         |     | 4,264    | 4,800   | 5,300         |     | 5,300        |     |
| 481 | OTHER EXPENSES                  |     |               |     |               |     |          |         |               |     |              |     |
|     | 23,579                          |     | 24,545        |     | 26,320        |     | 24,827   | 24,210  | 26,020        |     | 26,020       |     |
| 511 | PROFESSIONAL SERVICES           |     |               |     |               |     |          |         |               |     |              |     |
|     | 43,179                          |     | 47,910        |     | 78,500        |     | 81,813   | 68,500  | 103,500       |     | 103,500      |     |
| 523 | BOARDS & COMMISSIONS EXPENSES   |     |               |     |               |     |          |         |               |     |              |     |
|     | 814                             |     | 1,701         |     |               |     |          |         |               |     |              |     |

0120

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

| 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  |
| 551   | RENTS AND LEASES              |      |               |      |               |      |           |           |               |      |              |      |
|   | 924                           |      | 943           |      | 1,046         |      | 1,054     | 1,046     | 1,067         |      | 1,067        |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES            |                               |      |               |      |               |      |           |           |               |      |              |      |
|   | 272,349                       |      | 266,379       |      | 337,418       |      | 297,791   | 302,063   | 336,716       |      | 336,716      |      |
| CLASS: 25 TRANSFERS                             |                               |      |               |      |               |      |           |           |               |      |              |      |
| 816   | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |           |           |               |      |              |      |
|   | 13,700                        |      | 10,934        |      | 15,413        |      | 9,469     | 15,413    | 15,526        |      | 15,526       |      |
| TOTAL CLASS: 25 TRANSFERS                       |                               |      |               |      |               |      |           |           |               |      |              |      |
|   | 13,700                        |      | 10,934        |      | 15,413        |      | 9,469     | 15,413    | 15,526        |      | 15,526       |      |
| TOTAL DEPARTMENT: 15 HUMAN RESOURCES DEPARTMENT |                               |      |               |      |               |      |           |           |               |      |              |      |
| 121   | 951,726                       | 6.85 | 1,058,872     | 6.75 | 1,273,771     | 6.75 | 1,092,666 | 1,132,670 | 1,229,308     | 6.75 | 1,277,668    | 6.75 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                                  |      |         |      |         |      |         |         |      |         |      |  |
|-----|----------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 037 | HR BUSINESS PARTNER              |      |         |      |         |      |         |         |      |         |      |  |
|     | 48,830                           |      |         |      |         |      |         |         |      |         |      |  |
| 038 | HUMAN RESOURCES DIRECTOR         |      |         |      |         |      |         |         |      |         |      |  |
|     | 86,848                           | .80  | 88,090  | .75  | 95,807  | .75  | 64,900  | 86,237  | .75  | 86,237  | .75  |  |
| 115 | HUMAN RESOURCES SPECIALIST       |      |         |      |         |      |         |         |      |         |      |  |
|     | 44,496                           | 1.50 | 105,785 | 1.75 | 116,001 | 1.75 | 113,601 | 125,836 | 1.75 | 125,836 | 1.75 |  |
| 116 | HUMAN RESOURCES ASSISTANT        |      |         |      |         |      |         |         |      |         |      |  |
|     | 31,851                           | .75  | 35,321  | .70  | 37,645  | .70  | 39,108  | 41,103  | .70  | 41,103  | .70  |  |
| 194 | BENEFITS REPRESENTATIVE          |      |         |      |         |      |         |         |      |         |      |  |
|     | 9,937                            | .25  | 5,747   | .10  | 6,280   | .10  | 6,143   | 6,754   | .10  | 6,754   | .10  |  |
| 202 | HUMAN RESOURCES ANALYST          |      |         |      |         |      |         |         |      |         |      |  |
|     | 138,927                          | 1.00 | 70,819  | .90  | 70,926  | .90  | 72,095  | 74,072  | .90  | 74,072  | .90  |  |
| 275 | TEMPORARY EMPLOYEES              |      |         |      |         |      |         |         |      |         |      |  |
|     |                                  |      | 589     |      | 876     |      |         |         |      |         |      |  |
| 285 | EMPLOYEE LABOR RELATIONS MANAGER |      |         |      |         |      |         |         |      |         |      |  |
|     |                                  | .95  | 95,345  | .95  | 113,412 | .95  | 100,666 | 102,744 | .95  | 102,744 | .95  |  |
| 299 | PAYROLL TAXES AND FRINGES        |      |         |      |         |      |         |         |      |         |      |  |
|     | 154,724                          |      | 205,094 |      | 224,878 |      | 198,333 | 230,797 |      | 230,797 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 515,613 | 5.25 | 606,790 | 5.15 | 665,825 | 5.15 | 594,846 | 667,543 | 5.15 | 667,543 | 5.15 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                 |  |       |  |       |  |       |       |  |       |  |  |
|-----|-----------------|--|-------|--|-------|--|-------|-------|--|-------|--|--|
| 301 | OFFICE EXPENSE  |  |       |  |       |  |       |       |  |       |  |  |
|     | 3,469           |  | 2,421 |  | 890   |  | 800   | 700   |  | 700   |  |  |
| 307 | MEMBERSHIP FEES |  |       |  |       |  |       |       |  |       |  |  |
|     | 4,463           |  | 4,521 |  | 9,838 |  | 9,010 | 8,923 |  | 8,923 |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 15 HUMAN RESOURCES DEPARTMENT  
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 037 HR BUSINESS PARTNER
  - 038 HUMAN RESOURCES DIRECTOR  
 FY 16-17 REFLECTS POSITION REALLOCATION TO 75% /10% /5%/10%: 001-15-0534 / 001-15-0536 / 706-40-0015 / 706-40-0016.  
 FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO POSITION VACANCY DURING YEAR.
  - 115 HUMAN RESOURCES SPECIALIST  
 FY 16-17 REFLECTS REALLOCATION TO 75% / 25% IN 001-15-0534 / 001-15-0536  
 FY 16-17 ALSO REFLECTS ELIMINATING 1 FTE HR ANALYST POSITION AND CREATING 1 FTE HR SPECIALIST POSITION.
  - 116 HUMAN RESOURCES ASSISTANT  
 FY 16-17 REFLECTS POSITION REALLOCATION TO 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.
  - 194 BENEFITS REPRESENTATIVE  
 FY 16-17 REFLECTS POSITION REALLOCATION TO 10% / 90% IN 001-15-0534 / 706-40-0016
  - 202 HUMAN RESOURCES ANALYST  
 FY 16-17 REFLECTS POSITION REALLOCATION TO 90% / 10% IN 001-15-0534 / 706-40-0016.  
 FY 16-17 ALSO REFLECTS ELIMINATING 1 FTE HR ANALYST POSITION AND CREATING 1 FTE HR SPECIALIST.
  - 275 TEMPORARY EMPLOYEES  
 RECRUITING SYSTEM DATA ENTRY
  - 285 EMPLOYEE LABOR RELATIONS MANAGER  
 FY 15-16 REFLECTS MID-YEAR ESTABLISHMENT OF THE EMPLOYEE LABOR RELATIONS MANAGER POSITION. ALLOCATED 95% 001-15-0534 AND 5% 706-40-0015
  - 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  
 MISCELLANEOUS OFFICE SUPPLIES  
 COMPUTER MONITOR ARM
  - 307 MEMBERSHIP FEES  
 LOCAL GOVERNMENT PERSONNEL INSTITUTE CORPORATE MEMBERSHIP (LGPI) \$2,872  
 NATIONAL PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION (NPLRA) NEW EE/AM @\$175 EACH \$175  
 AMERICAN SOCIETY FOR TRAINING & DEVELOPMENT (ASTD) \$99  
 SOCIETY FOR HUMAN RESOURCES MANAGEMENT (SHRM) @\$209 EACH \$418  
 IPMA NATIONAL \$149  
 CWCG CORPORATE MEMBERSHIP \$150  
 IPMA LOCAL \$60  
 PARTNERS IN DIVERSITY ANNUAL MEMBERSHIP (PREVIOUSLY BUDGETED IN MAYOR'S PROGRAMS) \$2,000  
 NORTHWEST PUBLIC EMPLOYEES/CITY MEMBERSHIP/SPONSORSHIP (PREVIOUSLY BUDGETED IN THE MAYOR'S PROGRAMS) \$3,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 15 HUMAN RESOURCES DEPARTMENT  
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

| OBJ                                  | 2016 - ACTUAL                   |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|--------------------------------------|---------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|                                      | AMOUNT                          | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 308                                  | PERIODICALS & SUBSCRIPTIONS     |     |               |     |               |     |         |               |     |              |     |
|                                      | 1,076                           |     | 12,573        |     | 5,545         |     | 3,880   | 2,455         |     | 2,455        |     |
| 316                                  | ADVERTISING, RECORDING & FILING |     |               |     |               |     |         |               |     |              |     |
|                                      | 29,178                          |     | 11,761        |     | 12,000        |     | 6,000   | 8,000         |     | 8,000        |     |
| 317                                  | COMPUTER EQUIPMENT              |     |               |     |               |     |         |               |     |              |     |
|                                      | 186                             |     | 2,649         |     | 800           |     | 726     |               |     |              |     |
| 321                                  | TRAVEL, TRAINING & SUBSISTENCE  |     |               |     |               |     |         |               |     |              |     |
|                                      | 5,829                           |     | 4,745         |     | 9,211         |     | 4,896   | 8,714         |     | 8,714        |     |
| 322                                  | EMPLOYEE RECRUITMENT EXPENSE    |     |               |     |               |     |         |               |     |              |     |
|                                      | 24,913                          |     | 9,250         |     | 30,000        |     | 25,000  | 10,250        |     | 10,250       |     |
| 328                                  | MEALS & RELATED EXPENSE         |     |               |     |               |     |         |               |     |              |     |
|                                      | 376                             |     | 1,010         |     | 1,250         |     | 583     | 1,150         |     | 1,150        |     |
| 341                                  | COMMUNICATIONS EXPENSE          |     |               |     |               |     |         |               |     |              |     |
|                                      |                                 |     | 221           |     | 504           |     | 420     | 624           |     | 624          |     |
| 458                                  | EMPLOYEE TRANSIT EXPENSE        |     |               |     |               |     |         |               |     |              |     |
|                                      | 41,994                          |     | 51,908        |     | 63,114        |     | 58,817  | 66,463        |     | 66,463       |     |
| 461                                  | SPECIAL EXPENSE                 |     |               |     |               |     |         |               |     |              |     |
|                                      | 2,707                           |     | 4,086         |     | 4,800         |     | 4,800   | 5,300         |     | 5,300        |     |
| 481                                  | OTHER EXPENSES                  |     |               |     |               |     |         |               |     |              |     |
|                                      | 106                             |     | 167           |     | 320           |     | 300     | 320           |     | 320          |     |
| 511                                  | PROFESSIONAL SERVICES           |     |               |     |               |     |         |               |     |              |     |
|                                      | 41,629                          |     | 47,910        |     | 75,000        |     | 65,000  | 85,000        |     | 85,000       |     |
| 523                                  | BOARDS & COMMISSIONS EXPENSES   |     |               |     |               |     |         |               |     |              |     |
|                                      | 814                             |     | 1,701         |     |               |     |         |               |     |              |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                 |     |               |     |               |     |         |               |     |              |     |
|                                      | 156,740                         |     | 154,923       |     | 213,272       |     | 180,232 | 197,899       |     | 197,899      |     |
| CLASS: 25 TRANSFERS                  |                                 |     |               |     |               |     |         |               |     |              |     |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND   |     |               |     |               |     |         |               |     |              |     |
|                                      | 10,931                          |     | 8,822         |     | 12,110        |     | 12,110  | 12,199        |     | 12,199       |     |
| TOTAL CLASS: 25 TRANSFERS            |                                 |     |               |     |               |     |         |               |     |              |     |
|                                      | 10,931                          |     | 8,822         |     | 12,110        |     | 12,110  | 12,199        |     | 12,199       |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 15 HUMAN RESOURCES DEPARTMENT  
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

| OBJ | OBJECT DESCRIPTION              | JUSTIFICATIONS  |
|-----|---------------------------------|---|
| 308 | PERIODICALS & SUBSCRIPTIONS     | SURVEYMONKEY ANNUAL SUBSCRIPTION \$250<br>BOLI PUBLICATIONS \$210<br>TOTAL EMPLOYER COST OF COMPENSATION (TCC PROGRAM THROUGH PSU) \$1,400<br>MILLIMAN OREGON PUBLIC EMPLOYERS SALARY SURVEY \$595  |
| 316 | ADVERTISING, RECORDING & FILING | RECRUITING AND JOB ANNOUNCEMENTS  |
| 317 | COMPUTER EQUIPMENT              | NO APPROPRIATION REQUESTED  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  | LOCAL GOVERNMENT PERSONNEL INSTITUTE CONFERENCE (2 EMPLOYEES) \$540<br>CITY COUNTY INSURANCE SERVICES CONFERENCE \$175<br>LOCAL TRAINING CONFERENCES \$950<br>NEOGOV ANNUAL USER CONFERENCE \$1,750<br>BUREAU OF LABOR & INDUSTRIES ANNUAL CONFERENCE (3 EMPLOYEES) \$1,000<br>ASSOCIATION FOR TALENT DEVELOPMENT CONFERENCE \$299<br>PAYROLL SYSTEM USER CONFERENCE \$2,000<br>ADA COORDINATORS CONFERENCE \$2,000 |
| 322 | EMPLOYEE RECRUITMENT EXPENSE    | APPROPRIATION FOR EMPLOYEE RECRUITING FOR M1 AND M2 \$10,000<br>CITY OF HILLSBORO (SHARED ITEM) \$250<br>FY 2017-18 ESTIMATED REFLECTS CONTRACTING WITH A RECRUITING FIRM FOR THE VACANT HUMAN RESOURCES DIRECTOR POSITION.   |
| 328 | MEALS & RELATED EXPENSE         | MISC MEETING LUNCHES/HIRING COM. LUNCHES \$500<br>ALL SUPERVISORS MEETING LUNCHES \$600<br>PARKING FEES \$50  |
| 341 | COMMUNICATIONS EXPENSE          | CELL PHONE CHARGES FOR HR DIRECTOR AT \$52 PER MONTH \$624  |
| 458 | EMPLOYEE TRANSIT EXPENSE        | TRANSIT PASS PROGRAM FOR ELIGIBLE EMPLOYEES   |
| 461 | SPECIAL EXPENSE                 | NEGOV ENHANCEMENTS \$2,300<br>MARKETING MATERIALS FOR JOB FAIRS \$1,000<br>JOB FAIRS \$2,000  |
| 481 | OTHER EXPENSES                  | HR TEAM DEVELOPMENT (8 FTE @ \$40 EACH)   |
| 511 | PROFESSIONAL SERVICES           | UNANTICIPATED DIFFICULT EMPLOYEE RELATIONS ISSUES, GRIEVANCE ARBITRATIONS AND ULP HEARINGS \$40,000<br>CLASS & COMPENSATION REVIEW SERVICES INCLUDING EQUAL PAY ACT REVIEW \$30,000<br>ADA CONSULTANT FEES FOR TRANSITION PLAN \$15,000   |
| 523 | BOARDS & COMMISSIONS EXPENSES   | NO APPROPRIATION REQUESTED AS THIS BOARD WAS MOVED TO THE DISPUTE RESOLUTION PROGRAM EFFECTIVE FY 2017-18   |
| 816 | TRSFERS TO REPROGRAPHICS FUND   | ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

| OBJ   | 2016 - ACTUAL |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|---|---------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|   | AMOUNT        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| TOTAL PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES |               |      |               |      |               |      |         |               |      |              |      |
|   | 683,284       | 5.25 | 770,535       | 5.15 | 891,207       | 5.15 | 787,188 | 877,641       | 5.15 | 877,641      | 5.15 |

City of Beaverton - Finance  
Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

| 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: 05 PERSONNEL SERVICES

|     |  |      |        |      |        |      |        |        |      |        |      |  |
|-----|--|------|--------|------|--------|------|--------|--------|------|--------|------|--|
| 038 | HUMAN RESOURCES DIRECTOR                 |      |        |      |        |      |        |        |      |        |      |  |
|     | 10,856                                   | .10  | 11,745 | .10  | 12,779 | .10  | 8,654  | 11,498 | .10  | 11,498 | .10  |  |
| 115 | HUMAN RESOURCES SPECIALIST               |      |        |      |        |      |        |        |      |        |      |  |
|     | 15,181                                   | .25  | 15,657 | .25  | 16,896 | .25  | 16,895 | 18,518 | .25  | 18,518 | .25  |  |
| 116 | HUMAN RESOURCES ASSISTANT                |      |        |      |        |      |        |        |      |        |      |  |
|     | 10,692                                   | .25  | 12,616 | .25  | 13,445 | .25  | 13,970 | 14,680 | .25  | 14,680 | .25  |  |
| 275 | TEMPORARY EMPLOYEES                      |      |        |      |        |      |        |        |      |        |      |  |
|     | 38,492                                   |      |        |      |        |      |        |        |      |        |      |  |
| 277 | INTERNSHIP PROGRAM                       |      |        |      |        |      |        |        |      |        |      |  |
|     | 7,824                                    |      | 40,278 |      | 45,000 |      | 29,343 |        |      | 45,000 |      |  |
| 286 | LEARNING & ORGANIZATIONAL DEV SPECIALIST |      |        |      |        |      |        |        |      |        |      |  |
|     | 16,491                                   | 1.00 | 53,984 | 1.00 | 85,397 | 1.00 | 85,307 | 91,892 | 1.00 | 91,892 | 1.00 |  |
| 299 | PAYROLL TAXES AND FRINGES                |      |        |      |        |      |        |        |      |        |      |  |
|     | 50,528                                   |      | 40,489 |      | 81,598 |      | 66,179 | 72,935 |      | 76,295 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 150,064 | 1.60 | 174,769 | 1.60 | 255,115 | 1.60 | 220,348 | 209,523 | 1.60 | 257,883 | 1.60 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                             |  |        |  |        |  |        |        |  |        |  |  |
|-----|-----------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|--|
| 308 | PERIODICALS & SUBSCRIPTIONS |  |        |  |        |  |        |        |  |        |  |  |
|     |                             |  |        |  | 100    |  |        | 50     |  | 50     |  |  |
| 326 | CITYWIDE TRAINING           |  |        |  |        |  |        |        |  |        |  |  |
|     | 68,807                      |  | 61,134 |  | 60,000 |  | 60,000 | 60,000 |  | 60,000 |  |  |
| 327 | TUITION REIMBURSEMENT       |  |        |  |        |  |        |        |  |        |  |  |
|     | 20,779                      |  | 24,817 |  | 33,000 |  | 33,000 | 33,000 |  | 33,000 |  |  |
| 328 | MEALS & RELATED EXPENSE     |  |        |  |        |  |        |        |  |        |  |  |
|     | 76                          |  | 184    |  | 400    |  | 375    | 400    |  | 400    |  |  |
| 330 | MILEAGE REIMBURSEMENT       |  |        |  |        |  |        |        |  |        |  |  |
|     |                             |  |        |  | 100    |  |        | 100    |  | 100    |  |  |
| 481 | OTHER EXPENSES              |  |        |  |        |  |        |        |  |        |  |  |
|     | 23,473                      |  | 24,378 |  | 26,000 |  | 23,910 | 25,700 |  | 25,700 |  |  |
| 511 | PROFESSIONAL SERVICES       |  |        |  |        |  |        |        |  |        |  |  |
|     | 1,550                       |  |        |  | 3,500  |  | 3,500  | 18,500 |  | 18,500 |  |  |
| 551 | RENTS AND LEASES            |  |        |  |        |  |        |        |  |        |  |  |
|     | 924                         |  | 943    |  | 1,046  |  | 1,046  | 1,067  |  | 1,067  |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 15 HUMAN RESOURCES DEPARTMENT  
 PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 038 HUMAN RESOURCES DIRECTOR
  
- 115 HUMAN RESOURCES SPECIALIST  
 FY15-16 REFLECTS REALLOCATION TO 50% / 25% / 25% IN 001-15-0534 / 001-15-0536/ 706-40-0016
- 116 HUMAN RESOURCES ASSISTANT  
 FY15-16 REFLECTS POSITION REALLOCATION TO 75% / 25% IN 001-15-0534 / 001-15-0536
- 275 TEMPORARY EMPLOYEES
  
- 277 INTERNSHIP PROGRAM  
 CITY-WIDE INTERNSHIP PROGRAM  
 BUDGET AMENDMENT PACKET NO. 1 ADDS \$45,000 APPROPRIATION FOR THE INTERNSHIP PROGRAM
- 286 LEARNING & ORGANIZATIONAL DEV SPECIALIST  
 FY 15-16 REFLECTS MID-YEAR ESTABLISHMENT OF THE LEARNING & ORGANIZATIONAL DEVELOPMENT SPECIALIST POSITION.
- 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
  


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- 308 PERIODICALS & SUBSCRIPTIONS  
 ORGANIZATIONAL DEVELOPMENT BOOKS
- 326 CITYWIDE TRAINING  
 LEADERSHIP AND PROFESSIONAL DEVELOPMENT \$10,000  
 CORE BUSINESS COURSES FOR MANAGER AND TEAMS (PPDD, BCP, DIVERSITY AND INCLUSION) \$20,000  
 KNOWLEDGE/SKILLS ENHANCEMENT (PROFESSIONAL GROWTH OPPORTUNITIES) \$20,000  
 COMPUTER SOFTWARE TRAINING (KINETIC) \$10,000
- 327 TUITION REIMBURSEMENT  
 TUITION REIMBURSEMENT- MORE EMPLOYEES TAKING ONLINE COURSES
- 328 MEALS & RELATED EXPENSE  
 REFRESHMENTS FOR TRAINING SESSIONS
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR CITY BUSINESS
- 481 OTHER EXPENSES  
 EMPLOYEE EVENTS (INCLUDING COMMUNITY GIVING CAMPAIGN, EMPLOYEE APPRECIATION EVENTS, ETC.) \$12,500  
 SERVICE PINS AND AWARDS \$13,000  
 BRAVO BEAVERS \$200
- 511 PROFESSIONAL SERVICES  
 TRAINING DESIGN TO SUPPORT SPECIFIC FOCUS AREAS AND NEEDS; DIVERSITY & INCLUSION \$3,500  
 CONDUCT EMPLOYEE ENGAGEMENT SURVEY \$15,000
- 551 RENTS AND LEASES  
 HARVEST COURT SPACE RENTAL

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 15 HUMAN RESOURCES DEPARTMENT  
 PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

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

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |         |  |         |  |         |  |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|--|---------|--|
|  | 115,609 |  | 111,456 |  | 124,146 |  | 121,831 | 138,817 |  | 138,817 |  |
|--|---------|--|---------|--|---------|--|---------|---------|--|---------|--|

CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

|  |       |  |       |  |       |  |       |       |  |       |  |
|--|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
|  | 2,769 |  | 2,112 |  | 3,303 |  | 3,303 | 3,327 |  | 3,327 |  |
|--|-------|--|-------|--|-------|--|-------|-------|--|-------|--|

TOTAL CLASS: 25 TRANSFERS

|  |       |  |       |  |       |  |       |       |  |       |  |
|--|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
|  | 2,769 |  | 2,112 |  | 3,303 |  | 3,303 | 3,327 |  | 3,327 |  |
|--|-------|--|-------|--|-------|--|-------|-------|--|-------|--|

TOTAL PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 268,442 | 1.60 | 288,337 | 1.60 | 382,564 | 1.60 | 345,482 | 351,667 | 1.60 | 400,027 | 1.60 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

TOTAL DEPARTMENT: 15 HUMAN RESOURCES DEPARTMENT

|  |         |      |           |      |           |      |           |           |      |           |      |
|--|---------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|
|  | 951,726 | 6.85 | 1,058,872 | 6.75 | 1,273,771 | 6.75 | 1,132,670 | 1,229,308 | 6.75 | 1,277,668 | 6.75 |
|--|---------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 15 HUMAN RESOURCES DEPARTMENT  
PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |



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





**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 20 FINANCE DEPARTMENT

| 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: 05 PERSONNEL SERVICES

|     |                             |      |         |      |         |      |         |         |         |      |         |      |
|-----|-----------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 021 | FINANCE DIRECTOR            |      |         |      |         |      |         |         |         |      |         |      |
|     | 155,050                     | 1.00 | 158,555 | 1.00 | 162,441 | 1.00 | 151,815 | 162,444 | 168,065 | 1.00 | 168,065 | 1.00 |
| 045 | FINANCIAL REPORTING MANAGER |      |         |      |         |      |         |         |         |      |         |      |
|     | 85,510                      | 1.60 | 187,154 | 1.75 | 182,369 | 1.75 | 178,902 | 188,025 | 190,150 | 1.75 | 190,150 | 1.75 |
| 074 | BUDGET COORDINATOR          |      |         |      |         |      |         |         |         |      |         |      |
|     | 77,411                      | 1.00 | 78,116  | 1.00 | 78,723  | 1.00 | 75,909  | 78,724  | 80,598  | 1.00 | 80,598  | 1.00 |
| 075 | PAYROLL ADMINISTRATOR       |      |         |      |         |      |         |         |         |      |         |      |
|     | 69,375                      | 1.00 | 97,948  | 1.00 | 96,133  | 1.00 | 56,297  | 62,386  | 65,420  | 1.00 | 65,420  | 1.00 |
| 086 | ASSISTANT FINANCE DIRECTOR  |      |         |      |         |      |         |         |         |      |         |      |
|     | 118,792                     | 1.00 | 120,523 | 1.00 | 92,429  | 1.00 | 93,953  | 99,487  | 187,912 | 1.70 | 187,912 | 1.70 |
| 149 | PURCHASING AGENT            |      |         |      |         |      |         |         |         |      |         |      |
|     | 74,508                      | 1.00 | 75,902  | 1.00 | 77,318  | 1.00 | 72,858  | 77,316  | 79,248  | 1.00 | 79,248  | 1.00 |
| 169 | SENIOR ACCOUNTANT           |      |         |      |         |      |         |         |         |      |         |      |
|     | 244,284                     | 2.70 | 128,479 | 2.10 | 172,223 | 2.10 | 160,735 | 172,178 | 157,319 | 1.80 | 157,319 | 1.80 |
| 172 | ACCOUNTANT                  |      |         |      |         |      |         |         |         |      |         |      |
|     | 69,325                      | 1.00 | 70,621  | 1.00 | 71,940  | 1.00 | 67,791  | 71,942  | 73,737  | 1.00 | 73,737  | 1.00 |
| 221 | SUPPORT SPECIALIST 2        |      |         |      |         |      |         |         |         |      |         |      |
|     | 27,979                      | 1.00 | 41,643  | 1.00 | 44,928  | 1.00 | 42,329  | 44,932  | 48,346  | 1.00 | 48,346  | 1.00 |
| 245 | ACCOUNTING ASSISTANT        |      |         |      |         |      |         |         |         |      |         |      |
|     | 44,004                      | .75  | 41,448  | 1.00 | 50,411  | 1.00 | 47,271  | 50,209  | 54,117  | 1.00 | 54,117  | 1.00 |
| 248 | ACCOUNTING SPECIALIST       |      |         |      |         |      |         |         |         |      |         |      |
|     | 195,161                     | 4.00 | 204,858 | 4.00 | 213,175 | 4.00 | 199,852 | 210,735 | 218,334 | 4.00 | 218,334 | 4.00 |
| 275 | TEMPORARY EMPLOYEES         |      |         |      |         |      |         |         |         |      |         |      |
|     | 10,212                      |      | 22,560  |      | 15,000  |      | 4,164   | 9,009   | 20,000  |      | 20,000  |      |
| 299 | PAYROLL TAXES AND FRINGES   |      |         |      |         |      |         |         |         |      |         |      |
|     | 569,663                     |      | 587,951 |      | 632,610 |      | 590,441 | 609,234 | 719,539 |      | 719,539 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |       |           |       |           |       |           |           |           |       |           |       |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|
|  | 1,741,274 | 16.05 | 1,815,758 | 15.85 | 1,889,700 | 15.85 | 1,742,317 | 1,836,621 | 2,062,785 | 16.25 | 2,062,785 | 16.25 |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 20 FINANCE DEPARTMENT

| 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          |               |     |               |     |               |     |          |         |               |     |              |     |
| 301 OFFICE EXPENSE                      |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 2,319         |     | 1,947         |     | 2,400         |     | 1,867    | 2,400   | 2,400         |     | 2,400        |     |
| 303 OFFICE FURNITURE & EQUIPMENT        |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 1,293         |     | 2,491         |     | 2,000         |     | 1,713    | 1,500   | 2,005         |     | 2,005        |     |
| 307 MEMBERSHIP FEES                     |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 5,816         |     | 9,949         |     | 10,410        |     | 10,389   | 10,670  | 10,470        |     | 10,470       |     |
| 308 PERIODICALS & SUBSCRIPTIONS         |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 701           |     | 766           |     | 790           |     | 791      | 802     | 802           |     | 802          |     |
| 312 DEPOSIT SHORTAGE/OVERAGE            |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 35            |     | -1            |     |               |     | 15       |         |               |     |              |     |
| 0133 316 ADVERTISING,RECORDING & FILING |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 4,190         |     | 5,479         |     | 5,500         |     | 4,469    | 5,000   | 5,000         |     | 5,000        |     |
| 317 COMPUTER EQUIPMENT                  |               |     |               |     |               |     |          |         |               |     |              |     |
|   |               |     |               |     | 9,345         |     | 7,637    | 8,500   | 1,992         |     | 1,992        |     |
| 318 COMPUTER SOFTWARE                   |               |     |               |     |               |     |          |         |               |     |              |     |
|   |               |     | 296           |     |               |     |          |         | 600           |     | 600          |     |
| 321 TRAVEL,TRAINING & SUBSISTENCE       |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 12,173        |     | 6,014         |     | 12,400        |     | 7,653    | 10,900  | 13,300        |     | 13,300       |     |
| 328 MEALS & RELATED EXPENSE             |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 2             |     |               |     |               |     |          |         |               |     |              |     |
| 330 MILEAGE REIMBURSEMENT               |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 62            |     | 161           |     | 225           |     | 83       | 125     | 225           |     | 225          |     |
| 341 COMMUNICATIONS EXPENSE              |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 744           |     | 1,231         |     | 1,248         |     | 989      | 1,212   | 1,188         |     | 1,188        |     |
| 481 OTHER EXPENSES                      |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 1,796         |     | 2,097         |     | 2,390         |     | 2,935    | 2,390   | 2,614         |     | 2,614        |     |
| 511 PROFESSIONAL SERVICES               |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 54,647        |     | 105,341       |     | 101,200       |     | 97,825   | 101,200 | 104,360       |     | 104,360      |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 20 FINANCE DEPARTMENT

| 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   |
| TOTAL CLASS: 10 MATERIALS & SERVICES    |               |       |               |       |               |       |           |           |               |       |              |       |
|   | 83,778        |       | 135,771       |       | 147,908       |       | 136,366   | 144,699   | 144,956       |       | 144,956      |       |
| CLASS: 25 TRANSFERS                     |               |       |               |       |               |       |           |           |               |       |              |       |
| 816 TRSFERS TO REPROGRAPHICS FUND       |               |       |               |       |               |       |           |           |               |       |              |       |
|   | 60,848        |       | 67,588        |       | 75,410        |       | 62,770    | 75,410    | 80,402        |       | 80,402       |       |
| TOTAL CLASS: 25 TRANSFERS               |               |       |               |       |               |       |           |           |               |       |              |       |
|   | 60,848        |       | 67,588        |       | 75,410        |       | 62,770    | 75,410    | 80,402        |       | 80,402       |       |
| TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT |               |       |               |       |               |       |           |           |               |       |              |       |
|   | 1,885,900     | 16.05 | 2,019,117     | 15.85 | 2,113,018     | 15.85 | 1,941,453 | 2,056,730 | 2,288,143     | 16.25 | 2,288,143    | 16.25 |

0134

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0541 FINANCE ADMINISTRATION

| 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: 05 PERSONNEL SERVICES

|     |                           |      |         |      |         |      |         |         |      |         |      |  |
|-----|---------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 021 | FINANCE DIRECTOR          |      |         |      |         |      |         |         |      |         |      |  |
|     | 155,050                   | 1.00 | 158,555 | 1.00 | 162,441 | 1.00 | 162,444 | 168,065 | 1.00 | 168,065 | 1.00 |  |
| 074 | BUDGET COORDINATOR        |      |         |      |         |      |         |         |      |         |      |  |
|     | 77,411                    | 1.00 | 78,116  | 1.00 | 78,723  | 1.00 | 78,724  | 80,598  | 1.00 | 80,598  | 1.00 |  |
| 299 | PAYROLL TAXES AND FRINGES |      |         |      |         |      |         |         |      |         |      |  |
|     | 96,421                    |      | 98,613  |      | 103,597 |      | 100,659 | 111,677 |      | 111,677 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 328,882 | 2.00 | 335,284 | 2.00 | 344,761 | 2.00 | 341,827 | 360,340 | 2.00 | 360,340 | 2.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                 |  |       |  |       |  |       |       |  |       |  |  |
|-----|---------------------------------|--|-------|--|-------|--|-------|-------|--|-------|--|--|
| 307 | MEMBERSHIP FEES                 |  |       |  |       |  |       |       |  |       |  |  |
|     | 320                             |  | 220   |  | 440   |  | 440   | 440   |  | 440   |  |  |
| 308 | PERIODICALS & SUBSCRIPTIONS     |  |       |  |       |  |       |       |  |       |  |  |
|     | 471                             |  | 536   |  | 560   |  | 560   | 560   |  | 560   |  |  |
| 316 | ADVERTISING, RECORDING & FILING |  |       |  |       |  |       |       |  |       |  |  |
|     | 3,270                           |  | 3,874 |  | 3,500 |  | 3,500 | 3,500 |  | 3,500 |  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |  |       |  |       |  |       |       |  |       |  |  |
| 341 | COMMUNICATIONS EXPENSE          |  |       |  |       |  |       |       |  |       |  |  |
|     | 532                             |  | 491   |  | 504   |  | 468   | 444   |  | 444   |  |  |
| 481 | OTHER EXPENSES                  |  |       |  |       |  |       |       |  |       |  |  |
|     | 1,796                           |  | 2,097 |  | 2,390 |  | 2,390 | 2,614 |  | 2,614 |  |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |       |  |       |  |       |  |       |       |  |       |  |
|--|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
|  | 6,389 |  | 7,218 |  | 7,394 |  | 7,358 | 7,558 |  | 7,558 |  |
|--|-------|--|-------|--|-------|--|-------|-------|--|-------|--|

CLASS: 25 TRANSFERS

|     |                               |  |        |  |        |  |        |        |  |        |  |  |
|-----|-------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|--|
| 816 | TRSFERS TO REPROGRAPHICS FUND |  |        |  |        |  |        |        |  |        |  |  |
|     | 12,272                        |  | 13,213 |  | 16,513 |  | 16,513 | 17,744 |  | 17,744 |  |  |

TOTAL CLASS: 25 TRANSFERS

|  |        |  |        |  |        |  |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
|  | 12,272 |  | 13,213 |  | 16,513 |  | 16,513 | 17,744 |  | 17,744 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|

TOTAL PROGRAM: 0541 FINANCE ADMINISTRATION

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 347,543 | 2.00 | 355,715 | 2.00 | 368,668 | 2.00 | 365,698 | 385,642 | 2.00 | 385,642 | 2.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0541 FINANCE ADMINISTRATION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

021 FINANCE DIRECTOR

074 BUDGET COORDINATOR

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

307 MEMBERSHIP FEES

OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION (OGFOA) \$120  
 GOVERNMENT FINANCE OFFICERS ASSOCIATION \$320

308 PERIODICALS & SUBSCRIPTIONS

OREGONIAN \$260  
 VALLEY TIMES \$50  
 GOVERNMENTAL ACCOUNTING STANDARDS \$250

316 ADVERTISING, RECORDING & FILING

PUBLIC HEARING NOTICES, ANNUAL & SUPPLEMENTAL BUDGET AND AUDIT MEETING NOTICES  
 CERTIFICATION FILING FEES  
 STATE OF OREGON AUDIT DIVISION ANNUAL FILING FEES  
 GFOA FILING FEES

321 TRAVEL, TRAINING & SUBSISTENCE

NO APPROPRIATION REQUESTED

341 COMMUNICATIONS EXPENSE

CELL PHONE CHARGES FOR FINANCE DIRECTOR @ \$37 PER MONTH \$444

481 OTHER EXPENSES

ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE FOR FINANCE, ISD, GIS AND COURT (65.35 FTE'S @ \$40 EA)

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0542 PURCHASING

| 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: 05 PERSONNEL SERVICES

|     |                           |        |      |        |      |        |      |        |        |      |        |      |
|-----|---------------------------|--------|------|--------|------|--------|------|--------|--------|------|--------|------|
| 149 | PURCHASING AGENT          |        |      |        |      |        |      |        |        |      |        |      |
|     |                           | 74,508 | 1.00 | 75,902 | 1.00 | 77,318 | 1.00 | 77,316 | 79,248 | 1.00 | 79,248 | 1.00 |
| 221 | SUPPORT SPECIALIST 2      |        |      |        |      |        |      |        |        |      |        |      |
|     |                           | 27,979 | 1.00 | 41,643 | 1.00 | 44,928 | 1.00 | 44,932 | 48,346 | 1.00 | 48,346 | 1.00 |
| 275 | TEMPORARY EMPLOYEES       |        |      |        |      |        |      |        |        |      |        |      |
|     | 834                       |        |      |        |      |        |      |        |        |      |        |      |
| 299 | PAYROLL TAXES AND FRINGES |        |      |        |      |        |      |        |        |      |        |      |
|     |                           | 63,210 |      | 57,054 |      | 65,872 |      | 64,489 | 72,875 |      | 72,875 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 166,531 | 2.00 | 174,599 | 2.00 | 188,118 | 2.00 | 186,737 | 200,469 | 2.00 | 200,469 | 2.00 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                 |       |  |       |  |       |  |       |       |  |       |  |
|-----|---------------------------------|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
| 307 | MEMBERSHIP FEES                 |       |  |       |  |       |  |       |       |  |       |  |
|     |                                 | 3,560 |  | 7,560 |  | 7,560 |  | 7,830 | 7,580 |  | 7,580 |  |
| 308 | PERIODICALS & SUBSCRIPTIONS     |       |  |       |  |       |  |       |       |  |       |  |
|     |                                 | 230   |  | 230   |  | 230   |  | 242   | 242   |  | 242   |  |
| 316 | ADVERTISING, RECORDING & FILING |       |  |       |  |       |  |       |       |  |       |  |
|     |                                 | 920   |  | 1,605 |  | 2,000 |  | 1,500 | 1,500 |  | 1,500 |  |
| 318 | COMPUTER SOFTWARE               |       |  |       |  |       |  |       |       |  |       |  |
|     |                                 |       |  | 296   |  |       |  |       |       |  |       |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |       |  |       |  |       |  |       |       |  |       |  |
|     |                                 | 591   |  | 952   |  | 1,900 |  | 1,400 | 1,800 |  | 1,800 |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |  |       |  |        |  |        |  |        |        |  |        |  |
|--|--|-------|--|--------|--|--------|--|--------|--------|--|--------|--|
|  |  | 5,301 |  | 10,643 |  | 11,690 |  | 10,972 | 11,122 |  | 11,122 |  |
|--|--|-------|--|--------|--|--------|--|--------|--------|--|--------|--|

CLASS: 25 TRANSFERS

|     |                               |       |  |       |  |       |  |       |       |  |       |  |
|-----|-------------------------------|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
| 816 | TRSFERS TO REPROGRAPHICS FUND |       |  |       |  |       |  |       |       |  |       |  |
|     |                               | 1,966 |  | 1,676 |  | 2,202 |  | 2,202 | 4,438 |  | 4,438 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0542 PURCHASING

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

149 PURCHASING AGENT

221 SUPPORT SPECIALIST 2

275 TEMPORARY EMPLOYEES

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

307 MEMBERSHIP FEES

NATIONAL INSTITUTE OF GOVERNMENT PURCHASING (NIGP) \$190  
 CITY COSTCO MEMBERSHIP \$240  
 OREGON PUBLIC PURCHASING ASSOCIATION (OPPA) \$50  
 LOCAL COLUMBIA CHAPTER OF NIGP \$100  
 PDXPROCUREMENTSEARCH.COM MEMBERSHIP \$3,000  
 OREGON COOPERATIVE PROCUREMENT PROGRAM (ORCPP) MEMBERSHIP -STATE COOP PURCHASING PROGRAM (MOVED FROM NON-DEPARTMENTAL MEMBERSHIPS) \$4,000

308 PERIODICALS & SUBSCRIPTIONS

DAILY JOURNAL OF COMMERCE SUBSCRIPTION \$242

316 ADVERTISING, RECORDING & FILING

ADVERTISING FOR FORM BID & RFP PROCUREMENT PROCESSES \$1,500

318 COMPUTER SOFTWARE

NO APPROPRIATION REQUESTED

321 TRAVEL, TRAINING & SUBSISTENCE

OREGON PUBLIC PURCHASING ASSOCIATION (OPPA) SPRING 2016 CONF, LODGING & REGISTRATION \$450  
 OPFA FALL CONFERENCE, LODGING & REGISTRATION \$450  
 OPFA/COLUMBIA CHAPTER JOINT WORKSHOP \$100  
 MWESB PROGRAM - INCLUDES TRAINING EVENTS WITH SMALL BUSINESSES:  
 OREGON ASSOC. OF MINORITY ENTREPRENEURS (OAME) TRADE SHOW (\$85 X 2) \$170  
 GOVERNORS MARKET PLACE TRADE SHOW \$250  
 BUSINESS DIVERSITY INSTITUTE MEETINGS (3 @ \$10 EACH), \$30  
 IN-HOUSE EVENTS AS PLANNED \$350

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

City of Beaverton - Finance  
 Budget Preparation - 2019

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0542 PURCHASING

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

TOTAL CLASS: 25 TRANSFERS

|  |       |  |       |  |       |  |       |       |  |       |  |
|--|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
|  | 1,966 |  | 1,676 |  | 2,202 |  | 2,202 | 4,438 |  | 4,438 |  |
|--|-------|--|-------|--|-------|--|-------|-------|--|-------|--|

TOTAL PROGRAM: 0542 PURCHASING

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 173,798 | 2.00 | 186,918 | 2.00 | 202,010 | 2.00 | 199,911 | 216,029 | 2.00 | 216,029 | 2.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

City of Beaverton - Finance  
Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 20 FINANCE DEPARTMENT  
PROGRAM: 0542 PURCHASING

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE 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: 05 PERSONNEL SERVICES

|     |                             |      |         |      |         |      |         |         |      |         |      |  |
|-----|-----------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 045 | FINANCIAL REPORTING MANAGER |      |         |      |         |      |         |         |      |         |      |  |
|     | 85,510                      | 1.60 | 187,154 | 1.75 | 182,369 | 1.75 | 188,025 | 190,150 | 1.75 | 190,150 | 1.75 |  |
| 075 | PAYROLL ADMINISTRATOR       |      |         |      |         |      |         |         |      |         |      |  |
|     | 69,375                      | 1.00 | 97,948  | 1.00 | 96,133  | 1.00 | 62,386  | 65,420  | 1.00 | 65,420  | 1.00 |  |
| 086 | ASSISTANT FINANCE DIRECTOR  |      |         |      |         |      |         |         |      |         |      |  |
|     | 118,792                     | 1.00 | 120,523 | 1.00 | 92,429  | 1.00 | 99,487  | 187,912 | 1.70 | 187,912 | 1.70 |  |
| 169 | SENIOR ACCOUNTANT           |      |         |      |         |      |         |         |      |         |      |  |
|     | 244,284                     | 2.70 | 128,479 | 2.10 | 172,223 | 2.10 | 172,178 | 157,319 | 1.80 | 157,319 | 1.80 |  |
| 172 | ACCOUNTANT                  |      |         |      |         |      |         |         |      |         |      |  |
|     | 69,325                      | 1.00 | 70,621  | 1.00 | 71,940  | 1.00 | 71,942  | 73,737  | 1.00 | 73,737  | 1.00 |  |
| 245 | ACCOUNTING ASSISTANT        |      |         |      |         |      |         |         |      |         |      |  |
|     | 44,004                      | .75  | 41,448  | 1.00 | 50,411  | 1.00 | 50,209  | 54,117  | 1.00 | 54,117  | 1.00 |  |
| 248 | ACCOUNTING SPECIALIST       |      |         |      |         |      |         |         |      |         |      |  |
|     | 195,161                     | 4.00 | 204,858 | 4.00 | 213,175 | 4.00 | 210,735 | 218,334 | 4.00 | 218,334 | 4.00 |  |
| 275 | TEMPORARY EMPLOYEES         |      |         |      |         |      |         |         |      |         |      |  |
|     | 9,378                       |      | 22,560  |      | 15,000  |      | 9,009   | 20,000  |      | 20,000  |      |  |
| 299 | PAYROLL TAXES AND FRINGES   |      |         |      |         |      |         |         |      |         |      |  |
|     | 410,032                     |      | 432,284 |      | 463,141 |      | 444,086 | 534,987 |      | 534,987 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |       |           |       |           |       |           |           |       |           |       |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  | 1,245,861 | 12.05 | 1,305,875 | 11.85 | 1,356,821 | 11.85 | 1,308,057 | 1,501,976 | 12.25 | 1,501,976 | 12.25 |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |       |  |       |  |       |       |  |       |  |  |
|-----|------------------------------|--|-------|--|-------|--|-------|-------|--|-------|--|--|
| 301 | OFFICE EXPENSE               |  |       |  |       |  |       |       |  |       |  |  |
|     | 2,319                        |  | 1,947 |  | 2,400 |  | 2,400 | 2,400 |  | 2,400 |  |  |
| 303 | OFFICE FURNITURE & EQUIPMENT |  |       |  |       |  |       |       |  |       |  |  |
|     | 1,293                        |  | 2,491 |  | 2,000 |  | 1,500 | 2,005 |  | 2,005 |  |  |
| 307 | MEMBERSHIP FEES              |  |       |  |       |  |       |       |  |       |  |  |
|     | 1,936                        |  | 2,169 |  | 2,410 |  | 2,400 | 2,450 |  | 2,450 |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE OPERATIONS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 045 FINANCIAL REPORTING MANAGER  
 FY 16-17 REFLECTS .15 FTE INCREASE TO BE ADDED TO THE LIMITED DURATION POSITION TO CREATE A .75 FTE POSITION.
  
- 075 PAYROLL ADMINISTRATOR  
 FY 16-17 AND FY 17-18 REFLECT INCREASE DUE TO RETIREMENT OF INCUMBENT AND THEN OVERLAPPING WITH HER REPLACEMENT FOR TRAINING PURPOSES.
  
- 086 ASSISTANT FINANCE DIRECTOR  
 FY 18-19 REFLECTS A 1 FTE INCREASE DUE TO REDUCED SCHEDULE OF THE INCUMBENT AND THEN THE THE INCUMBENT'S EVENTUAL RETIREMENT. THE ADDITIONAL FTE WIL ALLOW FOR A SMOOTH TRANSITION.
  
- 169 SENIOR ACCOUNTANT  
 FY 2016-17 REFLECTS ONE SR. ACCOUNTANT POSITION THAT WAS PREVIOUSLY ALLOCATED 70% GENERAL FUND / 10% WATER FUND / 10% SEWER FUND / 10% STORM DRAIN FUND, CHANGED ITS ALLOCATION TO 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.
  
- 172 ACCOUNTANT
  
- 245 ACCOUNTING ASSISTANT  
 FY 16-17 REFLECTS .25 FTE INCREASE TO BE ADDED TO A .75 FTE POSITION TO CREATE 1 FTE POSITION.
  
- 248 ACCOUNTING SPECIALIST
  
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP TO ASSIST WITH YEAR END ACCOUNT RECONCILIATIONS IN PREPARATION FOR THE ANNUAL AUDIT AND PRODUCTION OF FINANCIAL REPORT CAFR
  
- 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
  


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- 301 OFFICE EXPENSE  
 OFFICE SUPPLIES FOR THE ENTIRE FINANCE DEPARTMENT (20 STAFF)  
 W2 FORMS  
 1099 FORMS
  
- 303 OFFICE FURNITURE & EQUIPMENT  
 NEW CHAIRS, DESK HEIGHT MODIFICATIONS, MONITOR ARMS & CALCULATORS AS NEEDED.
  
- 307 MEMBERSHIP FEES  
 MEMBERSHIP FEES - AMERICAN PAYROLL ASSOCIATION  
 OREGON SOCIETY OF CPA'S (OSCPA) 2 @\$275  
 OREGON BOARD OF ACCOUNTANCY (CPA LICENSE RENEWAL) 2@\$160  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOC (OGFOA) 7@\$120  
 GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)  
 NOTARY PUBLIC  
 OREGON CITY COUNTY MGMT. ASSOCIATION

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0548 FINANCE 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   |
| 312                                     | DEPOSIT SHORTAGE/OVERAGE       |       |               |       |               |       |           |               |       |              |       |
|   | 35                             |       | -1            |       |               |       |           |               |       |              |       |
| 317                                     | COMPUTER EQUIPMENT             |       |               |       |               |       |           |               |       |              |       |
|   |                                |       |               |       | 9,345         |       | 8,500     | 1,992         |       | 1,992        |       |
| 318                                     | COMPUTER SOFTWARE              |       |               |       |               |       |           |               |       |              |       |
|   |                                |       |               |       |               |       |           | 600           |       | 600          |       |
| 321                                     | TRAVEL, TRAINING & SUBSISTENCE |       |               |       |               |       |           |               |       |              |       |
|   | 11,582                         |       | 5,062         |       | 10,500        |       | 9,500     | 11,500        |       | 11,500       |       |
| 328                                     | MEALS & RELATED EXPENSE        |       |               |       |               |       |           |               |       |              |       |
|   | 2                              |       |               |       |               |       |           |               |       |              |       |
| 330                                     | MILEAGE REIMBURSEMENT          |       |               |       |               |       |           |               |       |              |       |
|   | 62                             |       | 161           |       | 225           |       | 125       | 225           |       | 225          |       |
| 341                                     | COMMUNICATIONS EXPENSE         |       |               |       |               |       |           |               |       |              |       |
|   | 212                            |       | 740           |       | 744           |       | 744       | 744           |       | 744          |       |
| 511                                     | PROFESSIONAL SERVICES          |       |               |       |               |       |           |               |       |              |       |
|   | 54,647                         |       | 105,341       |       | 101,200       |       | 101,200   | 104,360       |       | 104,360      |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES    |                                |       |               |       |               |       |           |               |       |              |       |
|   | 72,088                         |       | 117,910       |       | 128,824       |       | 126,369   | 126,276       |       | 126,276      |       |
| CLASS: 25 TRANSFERS                     |                                |       |               |       |               |       |           |               |       |              |       |
| 816                                     | TRSFERS TO REPROGRAPHICS FUND  |       |               |       |               |       |           |               |       |              |       |
|   | 46,610                         |       | 52,699        |       | 56,695        |       | 56,695    | 58,220        |       | 58,220       |       |
| TOTAL CLASS: 25 TRANSFERS               |                                |       |               |       |               |       |           |               |       |              |       |
|   | 46,610                         |       | 52,699        |       | 56,695        |       | 56,695    | 58,220        |       | 58,220       |       |
| TOTAL PROGRAM: 0548 FINANCE OPERATIONS  |                                |       |               |       |               |       |           |               |       |              |       |
|   | 1,364,559                      | 12.05 | 1,476,484     | 11.85 | 1,542,340     | 11.85 | 1,491,121 | 1,686,472     | 12.25 | 1,686,472    | 12.25 |
| TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT |                                |       |               |       |               |       |           |               |       |              |       |
|   | 1,885,900                      | 16.05 | 2,019,117     | 15.85 | 2,113,018     | 15.85 | 2,056,730 | 2,288,143     | 16.25 | 2,288,143    | 16.25 |

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 20 FINANCE DEPARTMENT  
PROGRAM: 0548 FINANCE OPERATIONS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- |     |  |
|-----|--|
| 312 | DEPOSIT SHORTAGE/OVERAGE   |
| 317 | COMPUTER EQUIPMENT<br>DUAL 27 INCH MONITORS FOR FINANCE REPORTING MANAGER \$550<br>DUAL 27 INCH MONITORS FOR NEW ASSISTANT FINANCE DIRECTOR \$550<br>DESKTOP FOR NEW ASSISTANT FINANCE DIRECTOR \$740<br>BATTERY BACKUP FOR NEW ASSISTANT FINANCE DIRECTOR \$152 |
| 318 | COMPUTER SOFTWARE<br>ADOBE ACROBAT PRO FOR SENIOR ACCOUNTANT AND ASSISTANT FINANCE DIRECTOR \$600  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>GFOA CONFERENCE, NW GOVERNMENT INSTITUTE, OGFOA, OSCPA, OCCMA CONFERENCES<br>AND ANNUAL PAYROLL USER GROUP   |
| 328 | MEALS & RELATED EXPENSE<br>NO APPROPRIATION REQUESTED  |
| 330 | MILEAGE REIMBURSEMENT<br>OCCASIONAL TRAVEL IN NON-CITY VEHICLE AS NECESSARY  |
| 341 | COMMUNICATIONS EXPENSE<br>CELL PHONE CHARGES FOR ASSISTANT FINANCE DIRECTOR AT \$62 PER MONTH \$744  |
| 511 | PROFESSIONAL SERVICES<br>ANNUAL AUDIT FEE FOR FY 2019 (\$74,360)<br>MISC. PROFESSIONAL SERVICES: BOND COUNSEL AND FINANCIAL ADVISOR SERVICES<br>INVESTMENT PORTFOLIO TRACKING SERVICE<br>INVESTMENT ADVISORY SERVICES  |
| 816 | TRSFERS TO REPROGRAPHICS FUND<br>ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS  |

**FINANCE - WATER FUND**

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND DEPT: 20 FINANCE DEPARTMENT

| 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: 05 PERSONNEL SERVICES

|      |                                    |      |         |      |         |      |         |         |         |      |         |      |
|------|------------------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 169  | SENIOR ACCOUNTANT                  |      |         |      |         |      |         |         |         |      |         |      |
|      | 8,641                              | .10  | 26,408  | .30  | 26,902  | .30  | 25,365  | 26,902  | 35,289  | .40  | 35,289  | .40  |
| 245  | ACCOUNTING ASSISTANT               |      |         |      |         |      |         |         |         |      |         |      |
|      | 49,423                             | 1.00 | 46,340  | 1.00 | 52,205  | 1.00 | 42,873  | 45,334  | 64,097  | 1.34 | 64,097  | 1.34 |
| 248  | ACCOUNTING SPECIALIST              |      |         |      |         |      |         |         |         |      |         |      |
|      | 18,842                             | .34  | 19,394  | .34  | 19,425  | .34  | 18,498  | 19,582  | 20,137  | .34  | 20,137  | .34  |
| 275  | TEMPORARY EMPLOYEES                |      |         |      |         |      |         |         |         |      |         |      |
|      | 442                                |      | 3,520   |      | 1,700   |      |         |         |         |      |         |      |
| 299  | PAYROLL TAXES AND FRINGES          |      |         |      |         |      |         |         |         |      |         |      |
|      | 39,091                             |      | 51,128  |      | 60,770  |      | 46,191  | 48,045  | 74,926  |      | 74,926  |      |
| 0145 | TOTAL CLASS: 05 PERSONNEL SERVICES |      |         |      |         |      |         |         |         |      |         |      |
|      | 116,439                            | 1.44 | 146,790 | 1.64 | 161,002 | 1.64 | 132,927 | 139,863 | 194,449 | 2.08 | 194,449 | 2.08 |

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |        |  |        |  |        |        |        |  |        |  |
|-----|--------------------------------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                 |  |        |  |        |  |        |        |        |  |        |  |
|     | 327                            |  | 104    |  | 300    |  | 192    | 300    | 367    |  | 367    |  |
| 302 | POSTAGE EXPENSE                |  |        |  |        |  |        |        |        |  |        |  |
|     | 27,359                         |  | 25,539 |  | 28,800 |  | 28,800 | 25,900 | 28,000 |  | 28,000 |  |
| 303 | OFFICE FURNITURE & EQUIPMENT   |  |        |  |        |  |        |        |        |  |        |  |
|     |                                |  | 188    |  | 260    |  | 397    | 400    | 467    |  | 467    |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |        |  |        |  |        |        |        |  |        |  |
|     | 9,622                          |  | 6,718  |  | 11,000 |  |        | 4,817  | 5,000  |  | 5,000  |  |
| 307 | MEMBERSHIP FEES                |  |        |  |        |  |        |        |        |  |        |  |
|     | 168                            |  | 118    |  | 185    |  | 270    | 169    | 402    |  | 402    |  |
| 318 | COMPUTER SOFTWARE              |  |        |  |        |  |        |        |        |  |        |  |
|     | 2,635                          |  |        |  |        |  |        |        |        |  |        |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |        |  |        |  |        |        |        |  |        |  |
|     | 5                              |  | 108    |  | 1,620  |  | 862    | 1,400  | 1,515  |  | 1,515  |  |
| 406 | BANK SERVICE FEES              |  |        |  |        |  |        |        |        |  |        |  |

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

| 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  |
|   | 77,847                        |      | 83,293        |      | 94,660        |      | 85,274   | 80,000  | 84,000        |      | 84,000       |      |
| 511                                     | PROFESSIONAL SERVICES         |      |               |      |               |      |          |         |               |      |              |      |
|   | 21,638                        |      | 26,092        |      | 31,000        |      | 28,665   | 30,000  | 31,000        |      | 31,000       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES    |                               |      |               |      |               |      |          |         |               |      |              |      |
|   | 139,601                       |      | 142,160       |      | 167,825       |      | 144,460  | 142,986 | 150,751       |      | 150,751      |      |
| CLASS: 25 TRANSFERS                     |                               |      |               |      |               |      |          |         |               |      |              |      |
| 816                                     | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |          |         |               |      |              |      |
|   | 3,076                         |      | 2,351         |      | 2,752         |      | 1,758    | 2,752   | 2,772         |      | 2,772        |      |
| TOTAL CLASS: 25 TRANSFERS               |                               |      |               |      |               |      |          |         |               |      |              |      |
|   | 3,076                         |      | 2,351         |      | 2,752         |      | 1,758    | 2,752   | 2,772         |      | 2,772        |      |
| TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT |                               |      |               |      |               |      |          |         |               |      |              |      |
| 146                                     | 259,116                       | 1.44 | 291,301       | 1.64 | 331,579       | 1.64 | 279,145  | 285,601 | 347,972       | 2.08 | 347,972      | 2.08 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

| 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: 05 PERSONNEL SERVICES

|     |                           |        |      |        |      |        |      |        |        |      |        |      |
|-----|---------------------------|--------|------|--------|------|--------|------|--------|--------|------|--------|------|
| 169 | SENIOR ACCOUNTANT         | 8,641  | .10  | 26,408 | .30  | 26,902 | .30  | 26,902 | 35,289 | .40  | 35,289 | .40  |
| 245 | ACCOUNTING ASSISTANT      | 49,423 | 1.00 | 46,340 | 1.00 | 52,205 | 1.00 | 45,334 | 64,097 | 1.34 | 64,097 | 1.34 |
| 248 | ACCOUNTING SPECIALIST     | 18,842 | .34  | 19,394 | .34  | 19,425 | .34  | 19,582 | 20,137 | .34  | 20,137 | .34  |
| 275 | TEMPORARY EMPLOYEES       | 442    |      | 3,520  |      | 1,700  |      |        |        |      |        |      |
| 299 | PAYROLL TAXES AND FRINGES | 39,091 |      | 51,128 |      | 60,770 |      | 48,045 | 74,926 |      | 74,926 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 116,439 | 1.44 | 146,790 | 1.64 | 161,002 | 1.64 | 139,863 | 194,449 | 2.08 | 194,449 | 2.08 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |        |  |        |  |        |  |        |        |  |        |  |
|-----|--------------------------------|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                 | 327    |  | 104    |  | 300    |  | 300    | 367    |  | 367    |  |
| 302 | POSTAGE EXPENSE                | 27,359 |  | 25,539 |  | 28,800 |  | 25,900 | 28,000 |  | 28,000 |  |
| 303 | OFFICE FURNITURE & EQUIPMENT   |        |  | 188    |  | 260    |  | 400    | 467    |  | 467    |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    | 9,622  |  | 6,718  |  | 11,000 |  | 4,817  | 5,000  |  | 5,000  |  |
| 307 | MEMBERSHIP FEES                | 168    |  | 118    |  | 185    |  | 169    | 402    |  | 402    |  |
| 318 | COMPUTER SOFTWARE              | 2,635  |  |        |  |        |  |        |        |  |        |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE | 5      |  | 108    |  | 1,620  |  | 1,400  | 1,515  |  | 1,515  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 169 SENIOR ACCOUNTANT  
 FY 2016-17 REFLECTS ONE SR. ACCOUNTANT POSITION THAT WAS PREVIOUSLY ALLOCATED  
 70% GENERAL FUND / 10% WATER FUND / 10% SEWER FUND / 10% STORM DRAIN FUND, CHANGED  
 ITS ALLOCATION TO 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.
- 245 ACCOUNTING ASSISTANT  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY AND THEN BEING FILLED AT LOWER STEP.  
 FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION THAT IS ALLOCATED:  
 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.
- 248 ACCOUNTING SPECIALIST
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP FOR UTILITY BILLING UPGRADE TO SQL VERSION OF SOFTWARE
- 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  
 MISC OFFICE SUPPLIES \$367
- 302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$28,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 MISC. SMALL EQUIPMENT AND REPLACEMENT FURNITURE \$467
- 305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$5,000
- 307 MEMBERSHIP FEES  
 AMERICAN WATER WORKS ASSOCIATION \$85  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP \$84  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS \$98  
 OREGON BOARD OF ACCOUNTANCY \$85  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION \$50
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 NOTE: FY 18-19 INCLUDES TRAINING AND TRAVEL FOR SR. ACCOUNTANT IN CHARGE OF UTILITY  
 BILLING, PREVIOUSLY BUDGETED IN GENERAL FUND.  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION SPRING CONFERENCE \$367  
 GOVERNMENT FINANCE OFFICERS ASSOC. GAAP UPDATE \$50  
 OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE \$123  
 OREGON SOCIETY OF CPAS - GOVERNMENTAL ACCTG & AUDITING CONFERENCE \$233  
 OTHER TRAINING & MILEAGE TO MEET CPA LICENSE REQUIREMENT \$267  
 CUSTOMER SERVICE STAFF TRAINING \$400  
 OREGON SOCIETY OF CPAS - ETHICS \$75

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**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

| OBJ   | 2016 - ACTUAL                 |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|---|-------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|   | AMOUNT                        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 406   | BANK SERVICE FEES             |      |               |      |               |      |         |               |      |              |      |
|   | 77,847                        |      | 83,293        |      | 94,660        |      | 80,000  | 84,000        |      | 84,000       |      |
| 511   | PROFESSIONAL SERVICES         |      |               |      |               |      |         |               |      |              |      |
|   | 21,638                        |      | 26,092        |      | 31,000        |      | 30,000  | 31,000        |      | 31,000       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES              |                               |      |               |      |               |      |         |               |      |              |      |
|   | 139,601                       |      | 142,160       |      | 167,825       |      | 142,986 | 150,751       |      | 150,751      |      |
| CLASS: 25 TRANSFERS                               |                               |      |               |      |               |      |         |               |      |              |      |
| 816   | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |         |               |      |              |      |
|   | 3,076                         |      | 2,351         |      | 2,752         |      | 2,752   | 2,772         |      | 2,772        |      |
| TOTAL CLASS: 25 TRANSFERS                         |                               |      |               |      |               |      |         |               |      |              |      |
|   | 3,076                         |      | 2,351         |      | 2,752         |      | 2,752   | 2,772         |      | 2,772        |      |
| TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS |                               |      |               |      |               |      |         |               |      |              |      |
|   | 259,116                       | 1.44 | 291,301       | 1.64 | 331,579       | 1.64 | 285,601 | 347,972       | 2.08 | 347,972      | 2.08 |
| TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT           |                               |      |               |      |               |      |         |               |      |              |      |
|   | 259,116                       | 1.44 | 291,301       | 1.64 | 331,579       | 1.64 | 285,601 | 347,972       | 2.08 | 347,972      | 2.08 |

### BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND  
DEPT: 20 FINANCE DEPARTMENT  
PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 406 BANK SERVICE FEES  
PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD AND LOCKBOX PAYMENTS \$84,000
- 511 PROFESSIONAL SERVICES  
ARMORED CAR SERVICE \$1,300  
MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070  
METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS) \$6,400  
ACCELA CHARGES FOR WEB TRANSACTIONS \$22,000  
CARE TO SHARE ADMINISTRATION FEE FOR HANDLING UTILITY ASSISTANCE PAYMENTS \$230



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



**FINANCE - SEWER FUND**

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

| 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: 05 PERSONNEL SERVICES

|     |                           |      |        |      |        |      |        |        |        |      |        |      |
|-----|---------------------------|------|--------|------|--------|------|--------|--------|--------|------|--------|------|
| 169 | SENIOR ACCOUNTANT         |      |        |      |        |      |        |        |        |      |        |      |
|     | 8,641                     | .10  | 26,408 | .30  | 26,902 | .30  | 25,365 | 26,902 | 35,289 | .40  | 35,289 | .40  |
| 245 | ACCOUNTING ASSISTANT      |      |        |      |        |      |        |        |        |      |        |      |
|     | 49,432                    | 1.00 | 46,646 | 1.00 | 52,211 | 1.00 | 42,993 | 45,466 | 63,744 | 1.33 | 63,744 | 1.33 |
| 248 | ACCOUNTING SPECIALIST     |      |        |      |        |      |        |        |        |      |        |      |
|     | 18,287                    | .33  | 18,824 | .33  | 18,851 | .33  | 17,954 | 19,005 | 19,544 | .33  | 19,544 | .33  |
| 275 | TEMPORARY EMPLOYEES       |      |        |      |        |      |        |        |        |      |        |      |
|     | 429                       |      | 3,416  |      | 1,700  |      |        |        |        |      |        |      |
| 299 | PAYROLL TAXES AND FRINGES |      |        |      |        |      |        |        |        |      |        |      |
|     | 42,516                    |      | 50,932 |      | 60,269 |      | 45,982 | 47,825 | 74,182 |      | 74,182 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
|  | 119,305 | 1.43 | 146,226 | 1.63 | 159,933 | 1.63 | 132,294 | 139,198 | 192,759 | 2.06 | 192,759 | 2.06 |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |        |  |        |  |        |        |        |  |        |  |
|-----|--------------------------------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                 |  |        |  |        |  |        |        |        |  |        |  |
|     | 303                            |  | 104    |  | 300    |  | 167    | 300    | 367    |  | 367    |  |
| 302 | POSTAGE EXPENSE                |  |        |  |        |  |        |        |        |  |        |  |
|     | 27,359                         |  | 25,539 |  | 28,800 |  | 28,800 | 25,900 | 28,000 |  | 28,000 |  |
| 303 | OFFICE FURNITURE & EQUIPMENT   |  |        |  |        |  |        |        |        |  |        |  |
|     |                                |  | 188    |  | 460    |  | 397    | 400    | 467    |  | 467    |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |        |  |        |  |        |        |        |  |        |  |
|     | 8,501                          |  | 6,718  |  | 11,000 |  |        | 4,817  | 5,000  |  | 5,000  |  |
| 307 | MEMBERSHIP FEES                |  |        |  |        |  |        |        |        |  |        |  |
|     | 83                             |  | 33     |  | 85     |  | 185    | 83     | 317    |  | 317    |  |
| 318 | COMPUTER SOFTWARE              |  |        |  |        |  |        |        |        |  |        |  |
|     | 2,635                          |  |        |  |        |  |        |        |        |  |        |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |        |  |        |  |        |        |        |  |        |  |
|     |                                |  | 108    |  | 1,620  |  | 610    | 1,400  | 1,515  |  | 1,515  |  |
| 406 | BANK SERVICE FEES              |  |        |  |        |  |        |        |        |  |        |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND DEPT: 20 FINANCE DEPARTMENT

| 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  |
|   | 75,961                        |      | 82,073        |      | 93,360        |      | 84,034   | 80,000  | 84,000        |      | 84,000       |      |
| 511                                     | PROFESSIONAL SERVICES         |      |               |      |               |      |          |         |               |      |              |      |
|   | 67,108                        |      | 77,709        |      | 82,000        |      | 79,665   | 81,000  | 85,000        |      | 85,000       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES    |                               |      |               |      |               |      |          |         |               |      |              |      |
|   | 181,950                       |      | 192,472       |      | 217,625       |      | 193,858  | 193,900 | 204,666       |      | 204,666      |      |
| CLASS: 25 TRANSFERS                     |                               |      |               |      |               |      |          |         |               |      |              |      |
| 816                                     | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |          |         |               |      |              |      |
|   | 2,091                         |      | 1,663         |      | 1,651         |      | 1,147    | 1,651   | 1,663         |      | 1,663        |      |
| TOTAL CLASS: 25 TRANSFERS               |                               |      |               |      |               |      |          |         |               |      |              |      |
|   | 2,091                         |      | 1,663         |      | 1,651         |      | 1,147    | 1,651   | 1,663         |      | 1,663        |      |
| TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT |                               |      |               |      |               |      |          |         |               |      |              |      |
| 52                                      | 303,346                       | 1.43 | 340,361       | 1.63 | 379,209       | 1.63 | 327,299  | 334,749 | 399,088       | 2.06 | 399,088      | 2.06 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

| 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: 05 PERSONNEL SERVICES

|     |                           |        |      |        |      |        |      |        |        |      |        |      |
|-----|---------------------------|--------|------|--------|------|--------|------|--------|--------|------|--------|------|
| 169 | SENIOR ACCOUNTANT         | 8,641  | .10  | 26,408 | .30  | 26,902 | .30  | 26,902 | 35,289 | .40  | 35,289 | .40  |
| 245 | ACCOUNTING ASSISTANT      | 49,432 | 1.00 | 46,646 | 1.00 | 52,211 | 1.00 | 45,466 | 63,744 | 1.33 | 63,744 | 1.33 |
| 248 | ACCOUNTING SPECIALIST     | 18,287 | .33  | 18,824 | .33  | 18,851 | .33  | 19,005 | 19,544 | .33  | 19,544 | .33  |
| 275 | TEMPORARY EMPLOYEES       | 429    |      | 3,416  |      | 1,700  |      |        |        |      |        |      |
| 299 | PAYROLL TAXES AND FRINGES | 42,516 |      | 50,932 |      | 60,269 |      | 47,825 | 74,182 |      | 74,182 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 119,305 | 1.43 | 146,226 | 1.63 | 159,933 | 1.63 | 139,198 | 192,759 | 2.06 | 192,759 | 2.06 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |        |  |        |  |        |  |        |        |  |        |  |
|-----|--------------------------------|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                 | 303    |  | 104    |  | 300    |  | 300    | 367    |  | 367    |  |
| 302 | POSTAGE EXPENSE                | 27,359 |  | 25,539 |  | 28,800 |  | 25,900 | 28,000 |  | 28,000 |  |
| 303 | OFFICE FURNITURE & EQUIPMENT   |        |  | 188    |  | 460    |  | 400    | 467    |  | 467    |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    | 8,501  |  | 6,718  |  | 11,000 |  | 4,817  | 5,000  |  | 5,000  |  |
| 307 | MEMBERSHIP FEES                | 83     |  | 33     |  | 85     |  | 83     | 317    |  | 317    |  |
| 318 | COMPUTER SOFTWARE              | 2,635  |  |        |  |        |  |        |        |  |        |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |        |  | 108    |  | 1,620  |  | 1,400  | 1,515  |  | 1,515  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |                                |  |
|-----|--------------------------------|--|
| 169 | SENIOR ACCOUNTANT              | FY 2016-17 REFLECTS ONE SR. ACCOUNTANT POSITION THAT WAS PREVIOUSLY ALLOCATED 70% GENERAL FUND / 10% WATER FUND / 10% SEWER FUND / 10% STORM DRAIN FUND, CHANGED ITS ALLOCATION TO 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.  |
| 245 | ACCOUNTING ASSISTANT           | FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION THAT IS ALLOCATED: 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.   |
| 248 | ACCOUNTING SPECIALIST          |  |
| 275 | TEMPORARY EMPLOYEES            | EXTRA HELP FOR UTILITY BILLING UPGRADE TO SQL VERSION OF SOFTWARE  |
| 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:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES  |
| 301 | OFFICE EXPENSE                 | MISC OFFICE SUPPLIES \$367   |
| 302 | POSTAGE EXPENSE                | POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS. \$28,000   |
| 303 | OFFICE FURNITURE & EQUIPMENT   | RISING DESK SURFACE AND CHAIR REPLACEMENT \$467  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    | UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$5,000  |
| 307 | MEMBERSHIP FEES                | SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:<br>SPRINGBROOK USER GROUP MEMBERSHIP \$84<br>OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS \$98<br>OREGON BOARD OF ACCOUNTANCY \$85<br>OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION \$50  |
| 318 | COMPUTER SOFTWARE              | NO APPROPRIATION REQUESTED   |
| 321 | TRAVEL, TRAINING & SUBSISTENCE | NOTE: FY 18-19 INCLUDES TRAINING AND TRAVEL FOR SR. ACCOUNTANT IN CHARGE OF UTILITY BILLING, PREVIOUSLY BUDGETED IN GENERAL FUND.<br>SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:<br>OREGON GOVERNMENT FINANCE OFFICERS ASSOC- SPRING CONFERENCE \$367<br>GOVERNMENT FINANCE OFFICERS ASSOC - GAAP UPDATE \$50<br>OREGON SOCIETY OF CPAS - GOVERNMENTAL ACCTG & AUDITING CONFERENCE \$233<br>OREGON SOCIETY OF CPAS - ETHICS \$75<br>OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE \$123<br>OTHER TRAINING & MILEAGE TO MEET CPA LICENSE REQUIREMENT \$267<br>CUSTOMER SERVICE STAFF TRAINING \$400 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

| OBJ   | 2016 - ACTUAL                 |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|---|-------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|   | AMOUNT                        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 406   | BANK SERVICE FEES             |      |               |      |               |      |         |               |      |              |      |
|   | 75,961                        |      | 82,073        |      | 93,360        |      | 80,000  | 84,000        |      | 84,000       |      |
| 511   | PROFESSIONAL SERVICES         |      |               |      |               |      |         |               |      |              |      |
|   | 67,108                        |      | 77,709        |      | 82,000        |      | 81,000  | 85,000        |      | 85,000       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES              |                               |      |               |      |               |      |         |               |      |              |      |
|   | 181,950                       |      | 192,472       |      | 217,625       |      | 193,900 | 204,666       |      | 204,666      |      |
| CLASS: 25 TRANSFERS                               |                               |      |               |      |               |      |         |               |      |              |      |
| 816   | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |         |               |      |              |      |
|   | 2,091                         |      | 1,663         |      | 1,651         |      | 1,651   | 1,663         |      | 1,663        |      |
| TOTAL CLASS: 25 TRANSFERS                         |                               |      |               |      |               |      |         |               |      |              |      |
|   | 2,091                         |      | 1,663         |      | 1,651         |      | 1,651   | 1,663         |      | 1,663        |      |
| TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS |                               |      |               |      |               |      |         |               |      |              |      |
|   | 303,346                       | 1.43 | 340,361       | 1.63 | 379,209       | 1.63 | 334,749 | 399,088       | 2.06 | 399,088      | 2.06 |
| TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT           |                               |      |               |      |               |      |         |               |      |              |      |
|   | 303,346                       | 1.43 | 340,361       | 1.63 | 379,209       | 1.63 | 334,749 | 399,088       | 2.06 | 399,088      | 2.06 |

### BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
DEPT: 20 FINANCE DEPARTMENT  
PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 406 BANK SERVICE FEES  
PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD & LOCKBOX PAYMENTS \$84,000
  
- 511 PROFESSIONAL SERVICES
  - ARMORED CAR SERVICE \$1,300
  - TUALATIN VALLEY WATER DIST (JOINT BILLING SERVICES) \$54,000
  - METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS) \$6,400
  - MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070
  - ACCELA (SPRINGBROOK) CHARGES FOR WEB PAYMENTS TRANSACTIONS \$22,000
  - CARE TO SHARE ADMINISTRATION FEES FOR HANDLING UTILITY PAYMENT ASSISTANCE \$230
  
  
  
  
  
  
  
  
  
- 816 TRSFRS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**FINANCE - STORM DRAIN FUND**

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 20 FINANCE DEPARTMENT

| 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: 05 PERSONNEL SERVICES

|     |                           |      |        |      |        |      |        |        |        |      |        |      |
|-----|---------------------------|------|--------|------|--------|------|--------|--------|--------|------|--------|------|
| 169 | SENIOR ACCOUNTANT         |      |        |      |        |      |        |        |        |      |        |      |
|     | 8,643                     | .10  | 26,410 | .30  | 26,902 | .30  | 25,365 | 26,902 | 35,289 | .40  | 35,289 | .40  |
| 245 | ACCOUNTING ASSISTANT      |      |        |      |        |      |        |        |        |      |        |      |
|     | 49,410                    | 1.00 | 46,776 | 1.00 | 52,209 | 1.00 | 42,909 | 45,381 | 63,678 | 1.33 | 63,678 | 1.33 |
| 248 | ACCOUNTING SPECIALIST     |      |        |      |        |      |        |        |        |      |        |      |
|     | 18,287                    | .33  | 18,824 | .33  | 18,849 | .33  | 17,954 | 19,005 | 19,545 | .33  | 19,545 | .33  |
| 275 | TEMPORARY EMPLOYEES       |      |        |      |        |      |        |        |        |      |        |      |
|     | 429                       |      | 3,416  |      | 1,700  |      |        |        |        |      |        |      |
| 299 | PAYROLL TAXES AND FRINGES |      |        |      |        |      |        |        |        |      |        |      |
|     | 42,597                    |      | 47,405 |      | 60,384 |      | 46,041 | 47,893 | 74,274 |      | 74,274 |      |

0157 TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
|  | 119,366 | 1.43 | 142,831 | 1.63 | 160,044 | 1.63 | 132,269 | 139,181 | 192,786 | 2.06 | 192,786 | 2.06 |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |        |  |        |  |        |        |        |  |        |  |
|-----|--------------------------------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                 |  |        |  |        |  |        |        |        |  |        |  |
|     | 304                            |  | 104    |  | 300    |  | 167    | 300    | 366    |  | 366    |  |
| 302 | POSTAGE EXPENSE                |  |        |  |        |  |        |        |        |  |        |  |
|     | 27,359                         |  | 25,539 |  | 28,800 |  | 28,800 | 25,900 | 28,000 |  | 28,000 |  |
| 303 | OFFICE FURNITURE & EQUIPMENT   |  |        |  |        |  |        |        |        |  |        |  |
|     |                                |  | 188    |  | 460    |  | 397    | 400    | 466    |  | 466    |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |        |  |        |  |        |        |        |  |        |  |
|     | 8,501                          |  | 6,718  |  | 11,000 |  |        | 4,816  | 5,000  |  | 5,000  |  |
| 307 | MEMBERSHIP FEES                |  |        |  |        |  |        |        |        |  |        |  |
|     | 83                             |  | 33     |  | 85     |  | 185    | 83     | 316    |  | 316    |  |
| 318 | COMPUTER SOFTWARE              |  |        |  |        |  |        |        |        |  |        |  |
|     | 2,635                          |  |        |  |        |  |        |        |        |  |        |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |        |  |        |  |        |        |        |  |        |  |
|     |                                |  | 108    |  | 1,620  |  | 609    | 1,400  | 1,515  |  | 1,515  |  |
| 406 | BANK SERVICE FEES              |  |        |  |        |  |        |        |        |  |        |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 20 FINANCE DEPARTMENT

| 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  |
|   | 76,014                        |      | 82,073        |      | 93,360        |      | 84,034   | 80,000  | 84,000        |      | 84,000       |      |
| 511                                     | PROFESSIONAL SERVICES         |      |               |      |               |      |          |         |               |      |              |      |
|   | 67,078                        |      | 77,708        |      | 82,000        |      | 79,665   | 81,000  | 85,000        |      | 85,000       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES    |                               |      |               |      |               |      |          |         |               |      |              |      |
|   | 181,974                       |      | 192,471       |      | 217,625       |      | 193,857  | 193,899 | 204,663       |      | 204,663      |      |
| CLASS: 25 TRANSFERS                     |                               |      |               |      |               |      |          |         |               |      |              |      |
| 816                                     | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |          |         |               |      |              |      |
|   | 2,091                         |      | 1,662         |      | 1,651         |      | 1,147    | 1,651   | 1,663         |      | 1,663        |      |
| TOTAL CLASS: 25 TRANSFERS               |                               |      |               |      |               |      |          |         |               |      |              |      |
|   | 2,091                         |      | 1,662         |      | 1,651         |      | 1,147    | 1,651   | 1,663         |      | 1,663        |      |
| TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT |                               |      |               |      |               |      |          |         |               |      |              |      |
|   | 303,431                       | 1.43 | 336,964       | 1.63 | 379,320       | 1.63 | 327,273  | 334,731 | 399,112       | 2.06 | 399,112      | 2.06 |

0158

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

| 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: 05 PERSONNEL SERVICES

|     |                           |        |      |        |      |        |      |        |        |      |        |      |
|-----|---------------------------|--------|------|--------|------|--------|------|--------|--------|------|--------|------|
| 169 | SENIOR ACCOUNTANT         | 8,643  | .10  | 26,410 | .30  | 26,902 | .30  | 26,902 | 35,289 | .40  | 35,289 | .40  |
| 245 | ACCOUNTING ASSISTANT      | 49,410 | 1.00 | 46,776 | 1.00 | 52,209 | 1.00 | 45,381 | 63,678 | 1.33 | 63,678 | 1.33 |
| 248 | ACCOUNTING SPECIALIST     | 18,287 | .33  | 18,824 | .33  | 18,849 | .33  | 19,005 | 19,545 | .33  | 19,545 | .33  |
| 275 | TEMPORARY EMPLOYEES       | 429    |      | 3,416  |      | 1,700  |      |        |        |      |        |      |
| 299 | PAYROLL TAXES AND FRINGES | 42,597 |      | 47,405 |      | 60,384 |      | 47,893 | 74,274 |      | 74,274 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 119,366 | 1.43 | 142,831 | 1.63 | 160,044 | 1.63 | 139,181 | 192,786 | 2.06 | 192,786 | 2.06 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |        |  |        |  |        |  |        |        |  |        |  |
|-----|--------------------------------|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                 | 304    |  | 104    |  | 300    |  | 300    | 366    |  | 366    |  |
| 302 | POSTAGE EXPENSE                | 27,359 |  | 25,539 |  | 28,800 |  | 25,900 | 28,000 |  | 28,000 |  |
| 303 | OFFICE FURNITURE & EQUIPMENT   |        |  | 188    |  | 460    |  | 400    | 466    |  | 466    |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    | 8,501  |  | 6,718  |  | 11,000 |  | 4,816  | 5,000  |  | 5,000  |  |
| 307 | MEMBERSHIP FEES                | 83     |  | 33     |  | 85     |  | 83     | 316    |  | 316    |  |
| 318 | COMPUTER SOFTWARE              | 2,635  |  |        |  |        |  |        |        |  |        |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |        |  | 108    |  | 1,620  |  | 1,400  | 1,515  |  | 1,515  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 169 SENIOR ACCOUNTANT  
 FY 2016-17 REFLECTS ONE SR. ACCOUNTANT POSITION THAT WAS PREVIOUSLY ALLOCATED  
 70% GENERAL FUND / 10% WATER FUND / 10% SEWER FUND / 10% STORM DRAIN FUND, CHANGED  
 ITS ALLOCATION TO 10% GENERAL FUND / 30% WATER FUND / 30% SEWER FUND / 30% STORM FUND.
- 245 ACCOUNTING ASSISTANT  
 FY 18-19 REFLECTS AN ADDITIONAL 1 FTE ACCOUNTING ASSISTANT POSITION THAT IS ALLOCATED:  
 34% WATER FUND / 33% SEWER FUND / 33% STORM DRAIN FUND.
- 248 ACCOUNTING SPECIALIST
- 275 TEMPORARY EMPLOYEES  
 EXTRA HELP FOR UTILITY BILLING UPGRADE TO SQL VERSION OF SOFTWARE
- 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  
 MISC OFFICE SUPPLIES \$366
- 302 POSTAGE EXPENSE  
 POSTAGE FOR MAILING UTILITY BILLS; DELINQUENT NOTICES; FINAL BILLS \$28,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 RISING WORK SURFACE AND CHAIR REPLACEMENT \$466
- 305 SPECIAL DEPARTMENT SUPPLIES  
 UTILITY BILL STOCK (REGULAR BILL, PAST DUE NOTICES), ENVELOPES (OUTGOING, RETURN), ETC. \$5,000
- 307 MEMBERSHIP FEES  
 SPLIT BETWEEN WATER, SEWER AND STORM FUNDS:  
 SPRINGBROOK USER GROUP MEMBERSHIP \$83  
 OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS \$98  
 OREGON BOARD OF ACCOUNTANCY \$85  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION \$50
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 FY 18 - 19 INCLUDES TRAINING AND TRAVEL FOR SR. ACCOUNTANT IN CHARGE OF UTILITY  
 BILLING, PREVIOUSLY BUDGETED IN GENERAL FUND.  
 SPLIT BETWEEN WATER, SEWER AND STORM DRAIN FUNDS:  
 OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION - SPRING CONFERENCE \$366  
 GOVERNMENT FINANCE OFFICERS ASSOC - GAAP UPDATE \$50  
 OREGON SOCIETY OF CPAS - GOVERNMENT ACCTG & AUDITING CONFERENCE \$233  
 OREGON SOCIETY OF CPAS - ETHICS \$75  
 OREGON SOCIETY OF CPAS - WINTER GOVERNMENT CONFERENCE \$123  
 OTHER TRAINING AND MILEAGE TO MEET CPA LICENSE REQUIREMENT \$268  
 CUSTOMER SERVICE STAFF TRAINING \$400

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

| OBJ   | 2016 - ACTUAL                 |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|---|-------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|   | AMOUNT                        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 406   | BANK SERVICE FEES             |      |               |      |               |      |         |               |      |              |      |
|   | 76,014                        |      | 82,073        |      | 93,360        |      | 80,000  | 84,000        |      | 84,000       |      |
| 511   | PROFESSIONAL SERVICES         |      |               |      |               |      |         |               |      |              |      |
|   | 67,078                        |      | 77,708        |      | 82,000        |      | 81,000  | 85,000        |      | 85,000       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES              |                               |      |               |      |               |      |         |               |      |              |      |
|   | 181,974                       |      | 192,471       |      | 217,625       |      | 193,899 | 204,663       |      | 204,663      |      |
| CLASS: 25 TRANSFERS                               |                               |      |               |      |               |      |         |               |      |              |      |
| 816   | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |         |               |      |              |      |
|   | 2,091                         |      | 1,662         |      | 1,651         |      | 1,651   | 1,663         |      | 1,663        |      |
| TOTAL CLASS: 25 TRANSFERS                         |                               |      |               |      |               |      |         |               |      |              |      |
|   | 2,091                         |      | 1,662         |      | 1,651         |      | 1,651   | 1,663         |      | 1,663        |      |
| TOTAL PROGRAM: 0545 UTILITY BILLING & COLLECTIONS |                               |      |               |      |               |      |         |               |      |              |      |
|   | 303,431                       | 1.43 | 336,964       | 1.63 | 379,320       | 1.63 | 334,731 | 399,112       | 2.06 | 399,112      | 2.06 |
| TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT           |                               |      |               |      |               |      |         |               |      |              |      |
|   | 303,431                       | 1.43 | 336,964       | 1.63 | 379,320       | 1.63 | 334,731 | 399,112       | 2.06 | 399,112      | 2.06 |

### BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0545 UTILITY BILLING & COLLECTIONS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

406 BANK SERVICE FEES  
PROCESSING AND BANK FEES FOR CUSTOMER CREDIT CARD & LOCKBOX PAYMENTS \$84,000

511 PROFESSIONAL SERVICES  
ARMORED CAR SERVICE \$1,300  
TUALATIN VALLEY WATER DIST. (JOINT BILLING SERVICES) \$54,000  
METRO PRESORT PROCESSING CHARGES (UB PRINTED STATEMENTS, ARCHIVING, INSERTS ) \$6,400  
MISC PROGRAMMING AND DATA FIXES TO THE 3RD PARTY SPRINGBROOK UTILITY BILLING SYSTEM \$1,070  
ACCELA (SPRINGBROOK) CHARGES FOR WEB PAYMENT TRANSACTIONS \$22,000  
CARE TO SHARE PAYMENT ASSISTANCE ADMINISTRATION FEES \$230

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

## Municipal Court

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

| 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: 05 PERSONNEL SERVICES

|                                    |                             |       |           |       |           |       |           |           |           |       |           |       |
|------------------------------------|-----------------------------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|
| 029                                | CASE MANAGER                |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 63,726                      | 1.00  | 52,887    | 1.00  | 56,494    | 1.00  | 54,524    | 57,361    | 62,061    | 1.00  | 62,061    | 1.00  |
| 033                                | MUNICIPAL JUDGE             |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 144,938                     | 1.00  | 147,648   | 1.00  | 150,398   | 1.00  | 160,406   | 171,688   | 154,168   | 1.00  | 154,168   | 1.00  |
| 034                                | ASSOCIATE JUDGE             |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 83,069                      | .80   | 100,030   | .80   | 100,136   | .80   | 111,546   | 114,758   | 123,262   | .80   | 123,262   | .80   |
| 097                                | PROGRAMMER ANALYST          |       |           |       |           |       |           |           |           |       |           |       |
|                                    |                             |       | 68,844    | 1.00  | 73,634    | 1.00  | 69,396    | 73,649    | 79,270    | 1.00  | 79,270    | 1.00  |
| 103                                | POLICE OFFICER              |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 15,671                      |       | 21,610    |       | 16,500    |       | 13,744    | 18,057    |           |       |           |       |
| 222                                | SR COURT CLERK              |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 86,445                      | 2.00  | 60,393    | 2.00  | 110,889   | 2.00  | 98,038    | 108,282   | 110,016   | 2.00  | 110,016   | 2.00  |
| 223                                | COURT CLERK                 |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 310,655                     | 7.70  | 336,276   | 7.70  | 415,684   | 9.00  | 313,107   | 339,488   | 461,853   | 10.00 | 461,853   | 10.00 |
| 241                                | COURT ADMINISTRATOR         |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 103,776                     | 1.00  | 105,731   | 1.00  | 103,716   | 1.00  | 122,483   | 128,862   | 156,321   | 1.00  | 156,321   | 1.00  |
| 242                                | COURT SYSTEMS SPECIALIST    |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 65,887                      | 1.00  |           |       |           |       |           |           |           |       |           |       |
| 271                                | COURT OPERATIONS SUPERVISOR |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 150,760                     | 2.00  | 154,954   | 2.00  | 154,256   | 2.00  | 155,531   | 162,066   | 154,387   | 2.00  | 154,387   | 2.00  |
| 275                                | TEMPORARY EMPLOYEES         |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 21,956                      |       | 4,032     |       |           |       | 13,997    | 25,455    | 31,194    |       | 31,194    |       |
| 281                                | DUII COURT COORDINATOR      |       |           |       |           |       |           |           |           |       |           |       |
|                                    |                             |       |           |       | 16,670    | .60   |           |           | 38,358    | .60   | 38,358    | .60   |
| 299                                | PAYROLL TAXES AND FRINGES   |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 579,522                     |       | 589,105   |       | 729,404   |       | 644,556   | 709,334   | 963,140   |       | 963,140   |       |
| TOTAL CLASS: 05 PERSONNEL SERVICES |                             |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 1,626,405                   | 16.50 | 1,641,510 | 16.50 | 1,927,781 | 18.40 | 1,757,328 | 1,909,000 | 2,334,030 | 19.40 | 2,334,030 | 19.40 |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

| 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 |
| 301 | OFFICE EXPENSE                  |     |               |     |               |     |          |         |               |     |              |     |
|     | 4,473                           |     | 2,438         |     | 4,000         |     | 3,406    | 2,840   | 2,900         |     | 2,900        |     |
| 303 | OFFICE FURNITURE & EQUIPMENT    |     |               |     |               |     |          |         |               |     |              |     |
|     | 2,423                           |     | 615           |     | 3,000         |     | 1,171    | 3,000   | 3,000         |     | 3,000        |     |
| 304 | DEPARTMENT EQUIPMENT EXPENSE    |     |               |     |               |     |          |         |               |     |              |     |
|     | 1,458                           |     |               |     |               |     |          |         |               |     |              |     |
| 307 | MEMBERSHIP FEES                 |     |               |     |               |     |          |         |               |     |              |     |
|     | 1,462                           |     | 1,247         |     | 2,930         |     | 3,428    | 2,485   | 2,800         |     | 2,800        |     |
| 308 | PERIODICALS & SUBSCRIPTIONS     |     |               |     |               |     |          |         |               |     |              |     |
|     | 3,892                           |     | 3,423         |     | 4,100         |     | 3,410    | 3,500   | 3,500         |     | 3,500        |     |
| 312 | DEPOSIT SHORTAGE/OVERAGE        |     |               |     |               |     |          |         |               |     |              |     |
|     | -39                             |     | -25           |     |               |     | -296     | -300    |               |     |              |     |
| 316 | ADVERTISING, RECORDING & FILING |     |               |     |               |     |          |         |               |     |              |     |
|     |                                 |     | 85            |     | 200           |     | 105      | 100     | 100           |     | 100          |     |
| 317 | COMPUTER EQUIPMENT              |     |               |     |               |     |          |         |               |     |              |     |
|     | 1,764                           |     |               |     |               |     |          |         |               |     |              |     |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |     |               |     |               |     |          |         |               |     |              |     |
|     | 58,525                          |     | 46,289        |     | 48,500        |     | 27,909   | 37,500  | 25,000        |     | 25,000       |     |
| 328 | MEALS & RELATED EXPENSE         |     |               |     |               |     |          |         |               |     |              |     |
|     | 1,757                           |     | 2,629         |     | 2,249         |     | 2,103    | 2,219   | 1,950         |     | 1,950        |     |
| 330 | MILEAGE REIMBURSEMENT           |     |               |     |               |     |          |         |               |     |              |     |
|     |                                 |     |               |     | 100           |     |          | 50      | 100           |     | 100          |     |
| 341 | COMMUNICATIONS EXPENSE          |     |               |     |               |     |          |         |               |     |              |     |
|     | 975                             |     | 1,303         |     | 1,440         |     | 1,086    | 1,320   | 1,320         |     | 1,320        |     |
| 406 | BANK SERVICE FEES               |     |               |     |               |     |          |         |               |     |              |     |
|     | 49,081                          |     | 45,454        |     | 48,000        |     | 39,427   | 45,000  | 48,000        |     | 48,000       |     |
| 461 | SPECIAL EXPENSE                 |     |               |     |               |     |          |         |               |     |              |     |
|     | 5,461                           |     | 11,720        |     | 31,500        |     | 7,355    | 8,016   |               |     |              |     |
| 484 | JURY AND WITNESS FEES           |     |               |     |               |     |          |         |               |     |              |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

| 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   |
|                                      | 10,649                        |       | 5,490         |       | 10,000        |       | 6,153     | 5,400     | 8,000         |       | 8,000        |       |
| 501                                  | COURT APPOINTED ATTORNEY FEES |       |               |       |               |       |           |           |               |       |              |       |
|                                      |                               |       | 333,808       |       | 420,000       |       | 368,000   | 370,000   | 370,000       |       | 370,000      |       |
| 502                                  | COURT COLLECTION AGENCY FEES  |       |               |       |               |       |           |           |               |       |              |       |
|                                      |                               |       | 156,513       |       | 162,000       |       | 130,000   | 130,000   | 130,000       |       | 130,000      |       |
| 503                                  | COURT INTERPRETER SVC EXPENSE |       |               |       |               |       |           |           |               |       |              |       |
|                                      |                               |       | 32,827        |       | 40,000        |       | 30,165    | 32,500    | 35,000        |       | 35,000       |       |
| 511                                  | PROFESSIONAL SERVICES         |       |               |       |               |       |           |           |               |       |              |       |
|                                      | 601,939                       |       | 226,884       |       | 242,650       |       | 151,249   | 147,530   | 105,000       |       | 105,000      |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                               |       |               |       |               |       |           |           |               |       |              |       |
| 01                                   | 743,820                       |       | 870,700       |       | 1,020,669     |       | 774,671   | 791,160   | 736,670       |       | 736,670      |       |
| CLASS: 15 CAPITAL OUTLAY             |                               |       |               |       |               |       |           |           |               |       |              |       |
| 675                                  | COMPUTER SOFTWARE PACKAGES    |       |               |       |               |       |           |           |               |       |              |       |
|                                      | 49,381                        |       |               |       | 113,335       |       | 113,335   |           | 113,335       |       | 113,335      |       |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |                               |       |               |       |               |       |           |           |               |       |              |       |
|                                      | 49,381                        |       |               |       | 113,335       |       | 113,335   |           | 113,335       |       | 113,335      |       |
| CLASS: 25 TRANSFERS                  |                               |       |               |       |               |       |           |           |               |       |              |       |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND |       |               |       |               |       |           |           |               |       |              |       |
|                                      | 47,718                        |       | 42,728        |       | 47,888        |       | 41,373    | 47,888    | 50,458        |       | 50,458       |       |
| 818                                  | TRSFERS TO ISD-ALLOCATED      |       |               |       |               |       |           |           |               |       |              |       |
|                                      | 60,000                        |       | 56,794        |       | 64,381        |       | 64,381    | 64,381    | 66,165        |       | 66,165       |       |
| TOTAL CLASS: 25 TRANSFERS            |                               |       |               |       |               |       |           |           |               |       |              |       |
|                                      | 107,718                       |       | 99,522        |       | 112,269       |       | 105,754   | 112,269   | 116,623       |       | 116,623      |       |
| TOTAL DEPARTMENT: 45 MUNICIPAL COURT |                               |       |               |       |               |       |           |           |               |       |              |       |
|                                      | 2,527,324                     | 16.50 | 2,611,732     | 16.50 | 3,174,054     | 18.40 | 2,751,088 | 2,812,429 | 3,300,658     | 19.40 | 3,300,658    | 19.40 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

PROGRAM: 0571 MUNICIPAL COURT SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                             |         |      |         |      |         |      |         |         |       |         |       |
|-----|-----------------------------|---------|------|---------|------|---------|------|---------|---------|-------|---------|-------|
| 033 | MUNICIPAL JUDGE             | 144,938 | 1.00 | 147,648 | 1.00 | 150,398 | 1.00 | 171,688 | 154,168 | 1.00  | 154,168 | 1.00  |
| 034 | ASSOCIATE JUDGE             | 83,069  | .80  | 100,030 | .80  | 100,136 | .80  | 114,758 | 123,262 | .80   | 123,262 | .80   |
| 097 | PROGRAMMER ANALYST          |         |      | 68,844  | 1.00 | 73,634  | 1.00 | 73,649  | 79,270  | 1.00  | 79,270  | 1.00  |
| 222 | SR COURT CLERK              | 86,445  | 2.00 | 60,393  | 2.00 | 110,889 | 2.00 | 108,282 | 110,016 | 2.00  | 110,016 | 2.00  |
| 223 | COURT CLERK                 | 310,655 | 7.70 | 336,276 | 7.70 | 415,684 | 9.00 | 339,488 | 461,853 | 10.00 | 461,853 | 10.00 |
| 241 | COURT ADMINISTRATOR         | 103,776 | 1.00 | 105,731 | 1.00 | 103,716 | 1.00 | 128,862 | 156,321 | 1.00  | 156,321 | 1.00  |
| 242 | COURT SYSTEMS SPECIALIST    | 65,887  | 1.00 |         |      |         |      |         |         |       |         |       |
| 271 | COURT OPERATIONS SUPERVISOR | 150,760 | 2.00 | 154,954 | 2.00 | 154,256 | 2.00 | 162,066 | 154,387 | 2.00  | 154,387 | 2.00  |
| 275 | TEMPORARY EMPLOYEES         | 21,956  |      | 3,497   |      |         |      | 25,455  | 31,194  |       | 31,194  |       |
| 299 | PAYROLL TAXES AND FRINGES   | 530,555 |      | 558,575 |      | 668,199 |      | 656,510 | 878,677 |       | 878,677 |       |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |           |       |           |       |           |       |           |           |       |           |       |
|--|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  |  | 1,498,041 | 15.50 | 1,535,948 | 15.50 | 1,776,912 | 16.80 | 1,780,758 | 2,149,148 | 17.80 | 2,149,148 | 17.80 |
|--|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |       |  |       |  |       |  |       |       |  |       |  |
|-----|------------------------------|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
| 301 | OFFICE EXPENSE               | 4,473 |  | 2,408 |  | 4,000 |  | 2,840 | 2,900 |  | 2,900 |  |
| 303 | OFFICE FURNITURE & EQUIPMENT | 2,423 |  | 615   |  | 3,000 |  | 3,000 | 3,000 |  | 3,000 |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE | 1,458 |  |       |  |       |  |       |       |  |       |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |                              |   |
|-----|------------------------------|---|
| 033 | MUNICIPAL JUDGE              |   |
| 034 | ASSOCIATE JUDGE              |   |
| 097 | PROGRAMMER ANALYST           | FY 16-17 REFLECTS RECLASSIFICATION OF COURT SYSTEMS SPECIALIST POSITION TO PROGRAMMER ANALYST.  |
| 222 | SR COURT CLERK               |   |
| 223 | COURT CLERK                  | FY 17-18 REFLECTS ADDING .30 FTE TO AN EXISTING .70 FTE COURT CLERK POSITION TO CREATE A 1 FTE POSITION AND ADDING AN ADDITIONAL 1.0 FTE POSITION<br>FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO POSITION VACANCIES DURING THE YEAR.<br>FY 18-19 REFLECTS A NEW 1 FTE COURT CLERK POSITION.  |
| 241 | COURT ADMINISTRATOR          | FY 18-19 REFLECTS INCREASE DUE TO RETIREMENT OF INCUMBENT AND THEN OVERLAPPING WITH THE REPLACEMENT TO ALLOW FOR A SMOOTH TRANSITION  |
| 242 | COURT SYSTEMS SPECIALIST     | FY 16-17 REFLECTS RECLASSIFICATION OF COURT SYSTEMS SPECIALIST POSITION TO PROGRAMMER ANALYST.  |
| 271 | COURT OPERATIONS SUPERVISOR  |   |
| 275 | TEMPORARY EMPLOYEES          |   |
| 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:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES |
| 301 | OFFICE EXPENSE               | OFFICE SUPPLIES FOR JUDGES, ADMINISTRATION AND COURT STAFF  |
| 303 | OFFICE FURNITURE & EQUIPMENT | 4 REPLACEMENT CHAIRS (4 @ \$750/EA)   |
| 304 | DEPARTMENT EQUIPMENT EXPENSE | NO APPROPRIATION REQUESTED  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT SERVICES

| OBJ | 2016 - ACTUAL                   |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-----|---------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT                          | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 307 | MEMBERSHIP FEES                 |     |               |     |               |     |         |               |     |              |     |
|     | 967                             |     | 1,207         |     | 2,300         |     | 2,000   | 2,300         |     | 2,300        |     |
| 308 | PERIODICALS & SUBSCRIPTIONS     |     |               |     |               |     |         |               |     |              |     |
|     | 3,892                           |     | 3,423         |     | 4,100         |     | 3,500   | 3,500         |     | 3,500        |     |
| 312 | DEPOSIT SHORTAGE/OVERAGE        |     |               |     |               |     |         |               |     |              |     |
|     | -39                             |     | -25           |     |               |     | -300    |               |     |              |     |
| 316 | ADVERTISING, RECORDING & FILING |     |               |     |               |     |         |               |     |              |     |
|     |                                 |     | 85            |     | 200           |     | 100     | 100           |     | 100          |     |
| 317 | COMPUTER EQUIPMENT              |     |               |     |               |     |         |               |     |              |     |
|     | 1,764                           |     |               |     |               |     |         |               |     |              |     |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |     |               |     |               |     |         |               |     |              |     |
|     | 22,713                          |     | 13,548        |     | 20,000        |     | 12,000  | 15,000        |     | 15,000       |     |
| 328 | MEALS & RELATED EXPENSE         |     |               |     |               |     |         |               |     |              |     |
|     | 857                             |     | 1,079         |     | 750           |     | 750     | 1,950         |     | 1,950        |     |
| 330 | MILEAGE REIMBURSEMENT           |     |               |     |               |     |         |               |     |              |     |
|     |                                 |     |               |     | 100           |     | 50      | 100           |     | 100          |     |
| 341 | COMMUNICATIONS EXPENSE          |     |               |     |               |     |         |               |     |              |     |
|     | 975                             |     | 1,303         |     | 1,440         |     | 1,320   | 1,320         |     | 1,320        |     |
| 406 | BANK SERVICE FEES               |     |               |     |               |     |         |               |     |              |     |
|     | 49,081                          |     | 45,454        |     | 48,000        |     | 45,000  | 48,000        |     | 48,000       |     |
| 484 | JURY AND WITNESS FEES           |     |               |     |               |     |         |               |     |              |     |
|     | 10,649                          |     | 5,490         |     | 10,000        |     | 5,400   | 8,000         |     | 8,000        |     |
| 501 | COURT APPOINTED ATTORNEY FEES   |     |               |     |               |     |         |               |     |              |     |
|     |                                 |     | 333,808       |     | 420,000       |     | 370,000 | 370,000       |     | 370,000      |     |
| 502 | COURT COLLECTION AGENCY FEES    |     |               |     |               |     |         |               |     |              |     |
|     |                                 |     | 156,513       |     | 162,000       |     | 130,000 | 130,000       |     | 130,000      |     |
| 503 | COURT INTERPRETER SVC EXPENSE   |     |               |     |               |     |         |               |     |              |     |
|     |                                 |     | 32,827        |     | 40,000        |     | 32,500  | 35,000        |     | 35,000       |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 307 MEMBERSHIP FEES
  - PRESIDING JUDGE - BAR DUES \$600
  - JUDGES - OREGON MUNICIPAL JUDGES ASSOCIATION (5 X \$100)
  - COURT ADMINISTRATOR - OREGON ASSOCIATION FOR COURT ADMINISTRATORS - OACA (\$75)
  - COURT ADMINISTRATOR - NATIONAL ASSOCIATION FOR COURT MANAGEMENT - NACM (\$125)
  - COURT OPERATIONS SUPERVISOR - OACA (2 X \$75)
  - SENIOR COURT CLERK - OACA (\$75)
  - PROGRAMMER ANALYST - OACA (\$75)
  - COURT CLERKS - OACA (6 X \$75)
  - PROGRAMMER ANALYST - NACM (\$125)
  - COURT OPERATIONS SUPERVISOR - NACM (\$125)
- 308 PERIODICALS & SUBSCRIPTIONS
  - ADVANCE SHEETS 1 YEAR ( \$440)
  - UNIFORM JURY INSTRUCTIONS (\$300 FULL AND \$50 SUPPLEMENT+ SHIPPING)
  - HANDBOOK FOR JURORS (500 X \$.10 + SHIPPING)
  - OTHER BOOKS
  - OREGON REPORTS - COURT OF APPEALS/SUPREME COURT (20 X \$85)
  - OREGON STATE STATUTES (2 X \$750)
- 312 DEPOSIT SHORTAGE/OVERAGE
- 316 ADVERTISING,RECORDING & FILING
  - RECORDING JUDGMENTS WITH COUNTY RECORDER
- 317 COMPUTER EQUIPMENT
  - NO APPROPRIATION REQUESTED
- 321 TRAVEL,TRAINING & SUBSISTENCE
  - EXPENSES INCURRED FOR OUT-OF-TOWN TRIPS. COSTS INCLUDE TRANSPORTATION
  - LODGING, AND MEALS
  - OACA FALL AND SPRING CONFERENCES
  - NACM CONFERENCE - COURT ADMINISTRATOR
  - JUDGES ASSOCIATION CONFERENCE AND ODOT JUDICIAL CONFERENCE - 5 JUDGES & CT ADMIN
  - 2018 OREGON DUII MULTI-DISCIPLINARY TRAINING CONFERENCE (JUDGES; ADMIN; SUPER; CASE MGR)
  - JOURNAL TECHNOLOGIES CONFERENCE (CT ADMIN; CT SUPS; CT SYS SPEC)
  - OREGON CJIS USERS WORKSHOP (CT SUPS)
- 328 MEALS & RELATED EXPENSE
  - PRISONER MEALS AS NECESSARY. COST OF MEALS AND INCIDENTALS
  - LUNCH MEETINGS (JCC, CAA) \$750
  - B-SOBR INCENTIVE AND GRADUATION EVENTS \$1,200
- 330 MILEAGE REIMBURSEMENT
  - COST INCURRED FOR REIMBURSEMENT OF PRIVATELY OWNED VEHICLES USED ON OFFICIAL CITY BUSINESS
- 341 COMMUNICATIONS EXPENSE
  - CELL PHONE CHARGES FOR 3 CELL PHONES AT \$110 PER MONTH \$1,320
  - (JUDGE, COURT ADMINISTRATOR, AND CASE MANAGER)
- 406 BANK SERVICE FEES
  - TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD.
- 484 JURY AND WITNESS FEES
  - PAYMENT FOR JUROR SERVICE, MILEAGE, AND MEALS; AND COURT WITNESS FEES; JURY POOL LISTS.
- 501 COURT APPOINTED ATTORNEY FEES
  - INDIGENT DEFENSE COUNSEL
- 502 COURT COLLECTION AGENCY FEES
  - COLLECTION AGENCY SERVICES
- 503 COURT INTERPRETER SVC EXPENSE
  - MULTIPLE LANGUAGE FOR COURT ACTIVITIES

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0571 MUNICIPAL COURT SERVICES

| OBJ  | 2016 - ACTUAL                 |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|--|-------------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|  | AMOUNT                        | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 511  | PROFESSIONAL SERVICES         |       |               |       |               |       |           |               |       |              |       |
|  | 561,172                       |       | 27,274        |       | 67,000        |       | 40,000    | 35,000        |       | 35,000       |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES         |                               |       |               |       |               |       |           |               |       |              |       |
|  | 660,385                       |       | 625,009       |       | 782,890       |       | 648,160   | 656,170       |       | 656,170      |       |
| CLASS: 15 CAPITAL OUTLAY                     |                               |       |               |       |               |       |           |               |       |              |       |
| 675  | COMPUTER SOFTWARE PACKAGES    |       |               |       |               |       |           |               |       |              |       |
|  | 49,381                        |       |               |       | 113,335       |       |           | 113,335       |       | 113,335      |       |
| TOTAL CLASS: 15 CAPITAL OUTLAY               |                               |       |               |       |               |       |           |               |       |              |       |
|  | 49,381                        |       |               |       | 113,335       |       |           | 113,335       |       | 113,335      |       |
| CLASS: 25 TRANSFERS                          |                               |       |               |       |               |       |           |               |       |              |       |
| 816  | TRSFERS TO REPROGRAPHICS FUND |       |               |       |               |       |           |               |       |              |       |
|  | 46,827                        |       | 41,813        |       | 46,787        |       | 46,787    | 49,349        |       | 49,349       |       |
| 818  | TRSFERS TO ISD-ALLOCATED      |       |               |       |               |       |           |               |       |              |       |
|  | 60,000                        |       | 56,794        |       | 64,381        |       | 64,381    | 66,165        |       | 66,165       |       |
| TOTAL CLASS: 25 TRANSFERS                    |                               |       |               |       |               |       |           |               |       |              |       |
|  | 106,827                       |       | 98,607        |       | 111,168       |       | 111,168   | 115,514       |       | 115,514      |       |
| TOTAL PROGRAM: 0571 MUNICIPAL COURT SERVICES |                               |       |               |       |               |       |           |               |       |              |       |
|  | 2,314,634                     | 15.50 | 2,259,564     | 15.50 | 2,784,305     | 16.80 | 2,540,086 | 3,034,167     | 17.80 | 3,034,167    | 17.80 |

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 45 MUNICIPAL COURT  
PROGRAM: 0571 MUNICIPAL COURT SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

511 PROFESSIONAL SERVICES  
PRO-TEM JUDGES; PSYCHOLOGICAL EVALUATIONS; INVESTIGATOR EXPENSE; SHREDDING DOCUMENTS

675 COMPUTER SOFTWARE PACKAGES  
APPROPRIATION TO PURCHASE A COMMERCIAL SOFTWARE PRODUCT TO REPLACE  
THE CURRENT IN-HOUSE DEVELOPED WINC'S SOFTWARE SYSTEM.  
FY 2016-17 AND FY 2017-18 REPLACEMENT COURT CASE MANAGEMENT SOFTWARE SYSTEM  
E-PROSECUTOR MODULE IMPLEMENTED FY 17-18  
FY 2018-19 SOFTWARE SYSTEM COMPLETED

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

818 TRSFERS TO ISD-ALLOCATED  
ALLOCATION OF BUSINESS ANALYST PROGRAMMER POSITION IN SUPPORT OF THE NEW COURT SOFTWARE SYSTEM  
IMPLEMENTATION \$66,165

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0573 FED DUII COURT ODOT GRANT

| 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: 05 PERSONNEL SERVICES

|     |                           |        |      |        |      |        |      |        |        |      |        |      |
|-----|---------------------------|--------|------|--------|------|--------|------|--------|--------|------|--------|------|
| 029 | CASE MANAGER              | 63,726 | 1.00 | 52,887 | 1.00 | 56,494 | 1.00 | 50,948 | 62,061 | 1.00 | 62,061 | 1.00 |
| 103 | POLICE OFFICER            | 15,671 |      | 18,269 |      | 16,500 |      | 16,002 |        |      |        |      |
| 275 | TEMPORARY EMPLOYEES       |        |      | 535    |      |        |      |        |        |      |        |      |
| 299 | PAYROLL TAXES AND FRINGES | 48,967 |      | 30,530 |      | 47,455 |      | 45,965 | 52,883 |      | 52,883 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 128,364 | 1.00 | 102,221 | 1.00 | 120,449 | 1.00 | 112,915 | 114,944 | 1.00 | 114,944 | 1.00 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |        |  |    |  |     |  |     |       |  |       |  |
|-----|--------------------------------|--------|--|----|--|-----|--|-----|-------|--|-------|--|
| 307 | MEMBERSHIP FEES                | 495    |  | 40 |  | 630 |  | 485 | 500   |  | 500   |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE | 11,960 |  |    |  |     |  |     | 5,000 |  | 5,000 |  |
| 511 | PROFESSIONAL SERVICES          | 1,880  |  |    |  |     |  |     |       |  |       |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |  |        |  |    |  |     |  |     |       |  |       |  |
|--|--|--------|--|----|--|-----|--|-----|-------|--|-------|--|
|  |  | 14,335 |  | 40 |  | 630 |  | 485 | 5,500 |  | 5,500 |  |
|--|--|--------|--|----|--|-----|--|-----|-------|--|-------|--|

CLASS: 25 TRANSFERS

|     |                               |  |  |     |  |  |  |  |  |  |  |  |
|-----|-------------------------------|--|--|-----|--|--|--|--|--|--|--|--|
| 816 | TRSFERS TO REPROGRAPHICS FUND |  |  | 414 |  |  |  |  |  |  |  |  |
|-----|-------------------------------|--|--|-----|--|--|--|--|--|--|--|--|

TOTAL CLASS: 25 TRANSFERS

|  |  |  |  |     |  |  |  |  |  |  |  |  |
|--|--|--|--|-----|--|--|--|--|--|--|--|--|
|  |  |  |  | 414 |  |  |  |  |  |  |  |  |
|--|--|--|--|-----|--|--|--|--|--|--|--|--|

TOTAL PROGRAM: 0573 FED DUII COURT ODOT GRANT

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 142,699 | 1.00 | 102,675 | 1.00 | 121,079 | 1.00 | 113,400 | 120,444 | 1.00 | 120,444 | 1.00 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 45 MUNICIPAL COURT  
PROGRAM: 0573 FED DUII COURT ODOT GRANT

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 029 CASE MANAGER  
THIS PROGRAM IS FUNDED BY A FEDERAL GRANT THROUGH THE OREGON DEPARTMENT OF TRANSPORTATION. (FUNDED THROUGH 09/30/16 1ST QUARTER OF FY 16-17)
- 103 POLICE OFFICER  
REQUEST \$15,075 (WAGES AND BENEFITS)
- 275 TEMPORARY EMPLOYEES
- 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

- 307 MEMBERSHIP FEES
- 321 TRAVEL, TRAINING & SUBSISTENCE  
NO APPROPRIATION REQUESTED
- 511 PROFESSIONAL SERVICES  
FY 2015-16 REFLECTS URINALYSIS TESTING

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

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0574 STATE CRIMINAL JUSTICE B-SOBR GRANT

| 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: 05 PERSONNEL SERVICES                            |                                |     |               |         |               |     |         |               |     |              |     |
| 029   | CASE MANAGER                   |     |               |         |               |     | 6,413   |               |     |              |     |
| 103   | POLICE OFFICER                 |     | 3,341         |         |               |     | 2,055   |               |     |              |     |
| 281   | DUII COURT COORDINATOR         |     |               |         | 16,670        | .60 |         | 38,358        | .60 | 38,358       | .60 |
| 299   | PAYROLL TAXES AND FRINGES      |     |               |         | 13,750        |     | 6,859   | 31,580        |     | 31,580       |     |
| TOTAL CLASS: 05 PERSONNEL SERVICES                      |                                |     | 3,341         |         | 30,420        | .60 | 15,327  | 69,938        | .60 | 69,938       | .60 |
| CLASS: 10 MATERIALS & SERVICES                          |                                |     |               |         |               |     |         |               |     |              |     |
| 301   | OFFICE EXPENSE                 |     | 30            |         |               |     |         |               |     |              |     |
| 321   | TRAVEL, TRAINING & SUBSISTENCE |     | 22,736        | 12,085  | 10,500        |     | 7,500   | 5,000         |     | 5,000        |     |
| 328   | MEALS & RELATED EXPENSE        |     | 650           | 1,050   | 999           |     | 999     |               |     |              |     |
| 461   | SPECIAL EXPENSE                |     | 5,298         | 11,720  | 29,000        |     | 8,016   |               |     |              |     |
| 511   | PROFESSIONAL SERVICES          |     | 10,514        | 102,387 | 88,400        |     | 61,000  | 20,000        |     | 20,000       |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES                    |                                |     | 39,198        | 127,272 | 128,899       |     | 77,515  | 25,000        |     | 25,000       |     |
| CLASS: 25 TRANSFERS                                     |                                |     |               |         |               |     |         |               |     |              |     |
| 816   | TRSFERS TO REPROGRAPHICS FUND  |     | 891           | 501     | 1,101         |     | 1,101   | 1,109         |     | 1,109        |     |
| TOTAL CLASS: 25 TRANSFERS                               |                                |     | 891           | 501     | 1,101         |     | 1,101   | 1,109         |     | 1,109        |     |
| TOTAL PROGRAM: 0574 STATE CRIMINAL JUSTICE B-SOBR GRANT |                                |     | 40,089        | 131,114 | 160,420       | .60 | 93,943  | 96,047        | .60 | 96,047       | .60 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0574 STATE CRIMINAL JUSTICE B-SOBR GRANT

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 029 CASE MANAGER
- 103 POLICE OFFICER  
DATA ANALYSIS
- 281 DUII COURT COORDINATOR  
FY 17-18 MID-YEAR REFLECTS .60 FTE DUII COURT COORDINATOR POSITION ADDED VIA THE FIRST SUPPLEMENTAL BUDGET THAT WILL BE FILLED IN FY 18-19.
- 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  
OFFICE MATERIALS; HANDBOOKS; PAPER, MISCELLANEOUS SUPPLIES
- 321 TRAVEL, TRAINING & SUBSISTENCE  
2017 NADCP CONFERENCE - MARYLAND (8 PEOPLE TRAVEL, HOTEL, MEALS, FEES, MISC.)
- 328 MEALS & RELATED EXPENSE  
GRADUATION CEREMONIES
- 461 SPECIAL EXPENSE  
RENT AND UTILITIES SUBSIDY B-SOBR PARTICIPANTS  
INCENTIVES: HOUSEHOLD PRODUCTS; FOOD & CLOTHING VOUCHERS; BUS PASSES; MISC.  
JOB RESOURCES: WORK CLOTHING; JOB PREPARATION CLASSES; MISC
- 511 PROFESSIONAL SERVICES  
RANDOM 7-DAY UA MONITORING PROGRAM  
TREATMENT ENHANCEMENT: EVIDENCE-BASED CURRICULUM AND COUNSELING PRACTICES  
CASE MANAGEMENT SYSTEM INCLUDING SPECIFIC PROGRAMMING REQUIREMENT

- 816 TRSFRS TO REPROGRAPHICS FUND

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 45 MUNICIPAL COURT  
 PROGRAM: 0575 Federal SAMHSA-SOBR Grant

| 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

|     |                                |  |        |  |        |  |        |        |  |        |  |
|-----|--------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |        |  |        |  |        |        |  |        |  |
|     | 1,116                          |  | 20,656 |  | 18,000 |  | 18,000 |        |  |        |  |
| 328 | MEALS & RELATED EXPENSE        |  |        |  |        |  |        |        |  |        |  |
|     | 250                            |  | 500    |  | 500    |  | 470    |        |  |        |  |
| 461 | SPECIAL EXPENSE                |  |        |  |        |  |        |        |  |        |  |
|     | 163                            |  |        |  | 2,500  |  |        |        |  |        |  |
| 511 | PROFESSIONAL SERVICES          |  |        |  |        |  |        |        |  |        |  |
|     | 28,373                         |  | 97,223 |  | 87,250 |  | 46,530 | 50,000 |  | 50,000 |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|   |           |       |           |       |           |       |           |           |       |           |       |
|---|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|   | 29,902    |       | 118,379   |       | 108,250   |       | 65,000    | 50,000    |       | 50,000    |       |
| TOTAL PROGRAM: 0575 Federal SAMHSA-SOBR Grant |           |       |           |       |           |       |           |           |       |           |       |
|   | 29,902    |       | 118,379   |       | 108,250   |       | 65,000    | 50,000    |       | 50,000    |       |
| TOTAL DEPARTMENT: 45 MUNICIPAL COURT          |           |       |           |       |           |       |           |           |       |           |       |
|   | 2,527,324 | 16.50 | 2,611,732 | 16.50 | 3,174,054 | 18.40 | 2,812,429 | 3,300,658 | 19.40 | 3,300,658 | 19.40 |

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 45 MUNICIPAL COURT

PROGRAM: 0575 Federal SAMHSA-SOBR Grant

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |  |
|-----|--|
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>2017 DUII MULTI-DISCIPLINARY CONFERENCE (8 TEAM MEMBERS)<br>2017 NADCP CONFERENCE (5 TEAM MEMBERS)   |
| 328 | MEALS & RELATED EXPENSE<br>GRADUATION CEREMONIES   |
| 461 | SPECIAL EXPENSE<br>CLIENT EMPLOYMENT AND EDUCATION ASSISTANCE<br>CLIENT TRANSPORTATION ASSISTANCE  |
| 511 | PROFESSIONAL SERVICES<br>NPC RESEARCH - ONGOING DATA COLLECTION SERVICES AND EVALUATIONS<br>URINE ANALYSIS - COLLECTIONS OF URINE ANALYSIS (UA); COLLECTION TOOLS;<br>SUBSIDIZING PARTICIPANT UA COST<br>INTERPRETER SERVICES FOR COURT, GROUPS, & ONE-ON-ONE SESSIONS FOR CLIENTS<br>TREATMENT SERVICES - VARIOUS SERVICES: GROUPS, CURRICULUM, TRAINING, EXTENDED SERVICES<br>TRANSPORTATION - BUS PASSES, OTHER TRANSPORTATION SERVICES<br>RESIDENTIAL TREATMENT - 30-90 DAYS (\$5K PER STAY W/OHP OR DEDUCTIBLES W/PRIVATE INS<br>TREATMENT SERVICES - VARIOUS SERVICES: GROUPS, CURRICULUM, TRAINING, EXTENDED SERVICES |



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

| 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: 05 PERSONNEL SERVICES       |               |       |               |       |               |       |           |           |               |       |              |       |
| 020 CITY PROSECUTOR                |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 103,776       | 1.00  | 105,731       | 1.00  | 107,722       | 1.00  | 99,742    | 105,723   | 110,406       | 1.00  | 110,406      | 1.00  |
| 031 CITY ATTORNEY                  |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 150,009       | .85   | 154,344       | .85   | 156,715       | .85   | 153,915   | 156,715   | 160,640       | .85   | 160,640      | .85   |
| 056 RECORDS MANAGER                |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 72,838        | .90   | 77,906        | .90   | 83,810        | .90   | 76,050    | 80,705    | 85,893        | .90   | 85,893       | .90   |
| 117 LEGAL SECRETARY                |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 61,026        | 1.00  | 63,341        | 1.00  | 67,219        | 1.00  | 60,948    | 63,335    | 66,141        | 1.00  | 66,141       | 1.00  |
| 174 RECORDS MANAGEMENT SPECIALIST  |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 61,722        | 1.00  | 64,825        | 1.00  | 65,863        | 1.00  | 62,390    | 65,867    | 67,516        | 1.00  | 67,516       | 1.00  |
| 182 LEGAL SERVICES MANAGER         |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 58,966        | .85   | 64,370        | .85   | 69,954        | .85   | 63,463    | 67,350    | 74,069        | .85   | 74,069       | .85   |
| 192 ASSISTANT CITY ATTORNEY 3      |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 214,783       | 1.85  | 200,319       | 1.85  | 236,268       | 1.85  | 216,673   | 225,550   | 250,148       | 1.85  | 250,148      | 1.85  |
| 196 ASSISTANT CITY ATTORNEY 2      |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    |               |       |               |       | 86,164        | 1.00  | 7,110     | 15,405    | 126,324       | 1.00  | 126,324      | 1.00  |
| 221 SUPPORT SPECIALIST 2           |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 220,423       | 5.90  | 269,885       | 5.40  | 285,633       | 5.40  | 278,851   | 295,769   | 312,237       | 5.40  | 312,237      | 5.40  |
| 235 ASSISTANT CITY ATTORNEY 1      |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 123,952       | 2.00  | 144,572       | 2.00  | 154,937       | 2.00  | 145,684   | 154,627   | 169,934       | 2.00  | 169,934      | 2.00  |
| 275 TEMPORARY EMPLOYEES            |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 18,607        |       |               |       | 32,073        |       | 18,658    | 10,521    | 1,380         |       | 1,380        |       |
| 276 YOUTH ENHANCEMENT WORKFORCE    |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 4,748         |       | 8,363         |       | 12,480        |       | 10,991    | 25,765    | 12,528        |       | 12,528       |       |
| 299 PAYROLL TAXES AND FRINGES      |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 508,248       |       | 524,360       |       | 665,739       |       | 560,414   | 579,298   | 722,734       |       | 722,734      |       |
| TOTAL CLASS: 05 PERSONNEL SERVICES |               |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 1,599,098     | 15.35 | 1,678,016     | 14.85 | 2,024,577     | 15.85 | 1,754,889 | 1,846,630 | 2,159,950     | 15.85 | 2,159,950    | 15.85 |

0178

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

| 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

|     |                                 |  |        |  |        |  |        |        |        |  |        |  |
|-----|---------------------------------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                  |  |        |  |        |  |        |        |        |  |        |  |
|     | 2,103                           |  | 1,963  |  | 2,300  |  | 1,718  | 1,325  | 1,700  |  | 1,700  |  |
| 307 | MEMBERSHIP FEES                 |  |        |  |        |  |        |        |        |  |        |  |
|     | 7,042                           |  | 6,702  |  | 7,507  |  | 6,337  | 7,507  | 8,362  |  | 8,362  |  |
| 308 | PERIODICALS & SUBSCRIPTIONS     |  |        |  |        |  |        |        |        |  |        |  |
|     | 12,668                          |  | 13,100 |  | 14,500 |  | 11,732 | 13,000 | 14,500 |  | 14,500 |  |
| 316 | ADVERTISING, RECORDING & FILING |  |        |  |        |  |        |        |        |  |        |  |
|     | 3,000                           |  | 4,000  |  | 4,560  |  | 3,893  | 4,560  | 4,500  |  | 4,500  |  |
| 317 | COMPUTER EQUIPMENT              |  |        |  |        |  |        |        |        |  |        |  |
|     | 7,072                           |  | 614    |  | 3,500  |  | 2,452  | 1,000  | 1,280  |  | 1,280  |  |
| 318 | COMPUTER SOFTWARE               |  |        |  |        |  |        |        |        |  |        |  |
|     |                                 |  | 297    |  | 4,000  |  | 313    |        | 297    |  | 297    |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |  |        |  |        |  |        |        |        |  |        |  |
|     | 13,618                          |  | 17,077 |  | 19,860 |  | 13,510 | 12,500 | 20,920 |  | 20,920 |  |
| 328 | MEALS & RELATED EXPENSE         |  |        |  |        |  |        |        |        |  |        |  |
|     | 1,253                           |  | 1,102  |  | 1,300  |  | 1,338  | 1,345  | 1,650  |  | 1,650  |  |
| 330 | MILEAGE REIMBURSEMENT           |  |        |  |        |  |        |        |        |  |        |  |
|     | 72                              |  | 16     |  | 300    |  | 111    | 200    | 300    |  | 300    |  |
| 341 | COMMUNICATIONS EXPENSE          |  |        |  |        |  |        |        |        |  |        |  |
|     | 1,312                           |  | 1,510  |  | 1,440  |  | 1,394  | 1,440  | 2,400  |  | 2,400  |  |
| 342 | DATA COMMUNICATION EXPENSE      |  |        |  |        |  |        |        |        |  |        |  |
|     |                                 |  | 360    |  | 480    |  |        |        |        |  |        |  |
| 406 | BANK SERVICE FEES               |  |        |  |        |  |        |        |        |  |        |  |
|     |                                 |  |        |  | 600    |  | 430    | 600    | 600    |  | 600    |  |
| 481 | OTHER EXPENSES                  |  |        |  |        |  |        |        |        |  |        |  |
|     | 418                             |  | 288    |  | 660    |  | 157    | 660    | 700    |  | 700    |  |
| 483 | EXTERNAL LEGAL SERVICES EXP     |  |        |  |        |  |        |        |        |  |        |  |
|     | 2,250                           |  | 16,757 |  | 20,000 |  | 19,540 | 15,000 | 20,000 |  | 20,000 |  |
| 511 | PROFESSIONAL SERVICES           |  |        |  |        |  |        |        |        |  |        |  |

0179

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 50 CITY ATTORNEY'S OFFICE

| 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   |
|   | 17,040        |       | 24,100        |       | 27,209        |       | 17,881    | 20,809    | 42,000        |       | 42,000       |       |
| 551 RENTS AND LEASES                        |               |       |               |       |               |       |           |           |               |       |              |       |
|   | 7,481         |       | 7,637         |       | 8,532         |       | 8,535     | 5,004     | 9,428         |       | 9,428        |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES        |               |       |               |       |               |       |           |           |               |       |              |       |
|   | 75,329        |       | 95,523        |       | 116,748       |       | 89,341    | 84,950    | 128,637       |       | 128,637      |       |
| CLASS: 25 TRANSFERS                         |               |       |               |       |               |       |           |           |               |       |              |       |
| 816 TRSFERS TO REPROGRAPHICS FUND           |               |       |               |       |               |       |           |           |               |       |              |       |
|   | 14,168        |       | 11,494        |       | 11,559        |       | 9,324     | 11,559    | 11,643        |       | 11,643       |       |
| TOTAL CLASS: 25 TRANSFERS                   |               |       |               |       |               |       |           |           |               |       |              |       |
|   | 14,168        |       | 11,494        |       | 11,559        |       | 9,324     | 11,559    | 11,643        |       | 11,643       |       |
| TOTAL DEPARTMENT: 50 CITY ATTORNEY'S OFFICE |               |       |               |       |               |       |           |           |               |       |              |       |
| 0180  | 1,688,595     | 15.35 | 1,785,033     | 14.85 | 2,152,884     | 15.85 | 1,853,554 | 1,943,139 | 2,300,230     | 15.85 | 2,300,230    | 15.85 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 50 CITY ATTORNEY'S OFFICE  
 PROGRAM: 0581 GENERAL LEGAL SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                           |      |         |      |         |      |         |         |      |         |      |  |
|-----|---------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 020 | CITY PROSECUTOR           |      |         |      |         |      |         |         |      |         |      |  |
|     | 103,776                   | 1.00 | 105,731 | 1.00 | 107,722 | 1.00 | 105,723 | 110,406 | 1.00 | 110,406 | 1.00 |  |
| 031 | CITY ATTORNEY             |      |         |      |         |      |         |         |      |         |      |  |
|     | 150,009                   | .85  | 154,344 | .85  | 156,715 | .85  | 156,715 | 160,640 | .85  | 160,640 | .85  |  |
| 117 | LEGAL SECRETARY           |      |         |      |         |      |         |         |      |         |      |  |
|     | 61,026                    | 1.00 | 63,341  | 1.00 | 67,219  | 1.00 | 63,335  | 66,141  | 1.00 | 66,141  | 1.00 |  |
| 182 | LEGAL SERVICES MANAGER    |      |         |      |         |      |         |         |      |         |      |  |
|     | 58,966                    | .85  | 64,370  | .85  | 69,954  | .85  | 67,350  | 74,069  | .85  | 74,069  | .85  |  |
| 192 | ASSISTANT CITY ATTORNEY 3 |      |         |      |         |      |         |         |      |         |      |  |
|     | 214,783                   | 1.85 | 200,319 | 1.85 | 236,268 | 1.85 | 225,550 | 250,148 | 1.85 | 250,148 | 1.85 |  |
| 196 | ASSISTANT CITY ATTORNEY 2 |      |         |      |         |      |         |         |      |         |      |  |
|     |                           |      |         |      | 86,164  | 1.00 | 15,405  | 126,324 | 1.00 | 126,324 | 1.00 |  |
| 221 | SUPPORT SPECIALIST 2      |      |         |      |         |      |         |         |      |         |      |  |
|     | 93,094                    | 3.00 | 130,928 | 2.50 | 141,975 | 2.50 | 149,854 | 158,446 | 2.50 | 158,446 | 2.50 |  |
| 235 | ASSISTANT CITY ATTORNEY 1 |      |         |      |         |      |         |         |      |         |      |  |
|     | 123,952                   | 2.00 | 144,572 | 2.00 | 154,937 | 2.00 | 154,627 | 169,934 | 2.00 | 169,934 | 2.00 |  |
| 275 | TEMPORARY EMPLOYEES       |      |         |      |         |      |         |         |      |         |      |  |
|     | 16,980                    |      |         |      | 32,073  |      | 10,521  | 1,380   |      | 1,380   |      |  |
| 299 | PAYROLL TAXES AND FRINGES |      |         |      |         |      |         |         |      |         |      |  |
|     | 390,167                   |      | 395,184 |      | 525,474 |      | 435,599 | 558,397 |      | 558,397 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |       |           |       |           |       |           |           |       |           |       |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  | 1,212,753 | 10.55 | 1,258,789 | 10.05 | 1,578,501 | 11.05 | 1,384,679 | 1,675,885 | 11.05 | 1,675,885 | 11.05 |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                             |  |        |  |        |  |        |        |  |        |  |  |
|-----|-----------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|--|
| 301 | OFFICE EXPENSE              |  |        |  |        |  |        |        |  |        |  |  |
|     | 1,655                       |  | 1,525  |  | 1,500  |  | 1,000  | 1,500  |  | 1,500  |  |  |
| 307 | MEMBERSHIP FEES             |  |        |  |        |  |        |        |  |        |  |  |
|     | 6,114                       |  | 5,689  |  | 6,200  |  | 6,200  | 6,935  |  | 6,935  |  |  |
| 308 | PERIODICALS & SUBSCRIPTIONS |  |        |  |        |  |        |        |  |        |  |  |
|     | 12,668                      |  | 13,100 |  | 14,500 |  | 13,000 | 14,500 |  | 14,500 |  |  |
| 317 | COMPUTER EQUIPMENT          |  |        |  |        |  |        |        |  |        |  |  |
|     | 2,440                       |  | 614    |  | 3,500  |  | 1,000  | 1,280  |  | 1,280  |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 50 CITY ATTORNEY'S OFFICE  
 PROGRAM: 0581 GENERAL LEGAL SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |                             |   |
|-----|-----------------------------|---|
| 020 | CITY PROSECUTOR             |   |
| 031 | CITY ATTORNEY               | POSITION ALLOCATION: 15% INSURANCE FUND AND 85% GENERAL FUND  |
| 117 | LEGAL SECRETARY             |   |
| 182 | LEGAL SERVICES MANAGER      | POSITION ALLOCATION: 15% INSURANCE FUND AND 85% GENERAL FUND  |
| 192 | ASSISTANT CITY ATTORNEY 3   | POSITION ALLOCATION FOR 1 FTE ASST. CA 3 POSITION: 15% INSURANCE FUND AND 85% GENERAL FUND  |
| 196 | ASSISTANT CITY ATTORNEY 2   | FY 2017-18 REFLECTS A NEW 1 FTE ASSISTANT CITY ATTORNEY 2 POSITION.<br>FY 2017-18 ESTIMATE DECREASE REFLECTS POSITION UN-FILLED FOR THE FIRST PART OF THE YEAR.   |
| 221 | SUPPORT SPECIALIST 2        | FY 16-17 REFLECTS A VACANT .50 FTE BEING REMOVED FROM THE BUDGET.<br>.50 FTE SS2 POSITION IS LIMITED DURATION THROUGH 6/30/19.  |
| 235 | ASSISTANT CITY ATTORNEY 1   |   |
| 275 | TEMPORARY EMPLOYEES         |   |
| 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:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES |
| 301 | OFFICE EXPENSE              | OFFICE SUPPLIES (PENS, FILES, FOLDERS, BINDERS)   |
| 307 | MEMBERSHIP FEES             | (1) INTN. MUNICIPAL LAWYERS ASSOC. \$1,025<br>(2) OREGON DISTRICT ATTORNEYS ASSOC. \$300<br>(1) NATIONAL ASSOCIATION OF TELECOMMUNICATIONS OFFICERS & ADVISORS \$750( 7) OREGON STATE BAR \$4,410<br>(5) OREGON CITY ATTORNEY ASSOC. \$300<br>(1) MULT. CO. BAR ASSOC. \$150  |
| 308 | PERIODICALS & SUBSCRIPTIONS | COST OF MAINTAINING LAW LIBRARY (PUBLICATIONS, SUPPLEMENTS, ON-LINE LEGAL RESEARCH, SUBSCRIPTIONS, CLE'S) \$2,860<br>WESTLAW ONLINE LEGAL RESEARCH SUBSCRIPTION (\$970/MONTH) \$11,640  |
| 317 | COMPUTER EQUIPMENT          | DESKTOP COMPUTER FOR NEW ATTORNEY \$740<br>MONITOR FOR NEW ATTORNEY (X2) \$460<br>BATTERY BACKUP FOR NEW ATTORNEY \$80  |

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 50 CITY ATTORNEY'S OFFICE  
 PROGRAM: 0581 GENERAL LEGAL SERVICES

| OBJ   | 2016 - ACTUAL                  |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|---|--------------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|   | AMOUNT                         | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 318   | COMPUTER SOFTWARE              |       |               | 297   |               | 4,000 |           |               | 297   |              | 297   |
| 321   | TRAVEL, TRAINING & SUBSISTENCE |       |               |       |               |       |           |               |       |              |       |
|   | 9,170                          |       | 11,485        |       | 12,140        |       | 5,000     | 13,000        |       | 13,000       |       |
| 328   | MEALS & RELATED EXPENSE        |       |               |       |               |       |           |               |       |              |       |
|   | 1,107                          |       | 914           |       | 1,000         |       | 1,200     | 1,200         |       | 1,200        |       |
| 330   | MILEAGE REIMBURSEMENT          |       |               |       |               |       |           |               |       |              |       |
|   | 72                             |       | 16            |       | 300           |       | 200       | 300           |       | 300          |       |
| 341   | COMMUNICATIONS EXPENSE         |       |               |       |               |       |           |               |       |              |       |
|   | 1,312                          |       | 1,510         |       | 1,440         |       | 1,440     | 2,400         |       | 2,400        |       |
| 342   | DATA COMMUNICATION EXPENSE     |       |               |       |               |       |           |               |       |              |       |
|   |                                |       | 360           |       | 480           |       |           |               |       |              |       |
| 406   | BANK SERVICE FEES              |       |               |       |               |       |           |               |       |              |       |
|   |                                |       |               |       | 600           |       | 600       | 600           |       | 600          |       |
| 481   | OTHER EXPENSES                 |       |               |       |               |       |           |               |       |              |       |
|   | 418                            |       | 288           |       | 660           |       | 660       | 700           |       | 700          |       |
| 483   | EXTERNAL LEGAL SERVICES EXP    |       |               |       |               |       |           |               |       |              |       |
|   | 2,250                          |       | 16,757        |       | 20,000        |       | 15,000    | 20,000        |       | 20,000       |       |
| 511   | PROFESSIONAL SERVICES          |       |               |       |               |       |           |               |       |              |       |
|   | 3,995                          |       | 10,095        |       | 9,400         |       | 3,000     | 5,000         |       | 5,000        |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES        |                                |       |               |       |               |       |           |               |       |              |       |
|   | 41,201                         |       | 62,650        |       | 75,720        |       | 48,300    | 67,712        |       | 67,712       |       |
| CLASS: 25 TRANSFERS                         |                                |       |               |       |               |       |           |               |       |              |       |
| 816   | TRSFERS TO REPROGRAPHICS FUND  |       |               |       |               |       |           |               |       |              |       |
|   | 10,966                         |       | 8,815         |       | 8,807         |       | 8,807     | 8,871         |       | 8,871        |       |
| TOTAL CLASS: 25 TRANSFERS                   |                                |       |               |       |               |       |           |               |       |              |       |
|   | 10,966                         |       | 8,815         |       | 8,807         |       | 8,807     | 8,871         |       | 8,871        |       |
| TOTAL PROGRAM: 0581 GENERAL LEGAL SERVICES  |                                |       |               |       |               |       |           |               |       |              |       |
|   | 1,264,920                      | 10.55 | 1,330,254     | 10.05 | 1,663,028     | 11.05 | 1,441,786 | 1,752,468     | 11.05 | 1,752,468    | 11.05 |
| TOTAL DEPARTMENT: 50 CITY ATTORNEY'S OFFICE |                                |       |               |       |               |       |           |               |       |              |       |
|   | 1,688,595                      | 15.35 | 1,785,033     | 14.85 | 2,152,884     | 15.85 | 1,943,139 | 2,300,230     | 15.85 | 2,300,230    | 15.85 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 50 CITY ATTORNEY'S OFFICE  
 PROGRAM: 0581 GENERAL LEGAL SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 318 COMPUTER SOFTWARE  
     ADOBE ACROBAT PRO FOR NEW ATTORNEY \$297
- 321 TRAVEL, TRAINING & SUBSISTENCE  
     OREGON DISTRICT ATTORNEYS ASSOC. (1 PERSON) \$1,100  
     OREGON DISTRICT ATTORNEYS ASSOC. VICTIM ASSISTANCE DIRECTOR DAY \$500  
     INTERNATIONAL MUNICIPAL LAWYERS ASSOC. (1 PERSON) - OUT OF STATE \$2,000  
     OREGON CITY ATTORNEYS MUNICIPAL LAW CLE (5 PERSON) \$1,440  
     REAL ESTATE AND LAND USE SECTION (OSB) (1 PERSON) \$400  
     GOVERNMENT LAW SECTION (OSB) (2 PERSON) \$900  
     E-PROSECUTOR CONFERENCE (2 PERSON) - OUT OF STATE \$1,500  
     LEAGUE OF OREGON CITIES - ATTORNEY WORKSHOP (5 PERSON) \$500  
     CIS ANNUAL CONFERENCE (1 PERSON) \$300  
     DEPT HEAD RETREAT (1 PERSON) \$500  
     CONTINUING LEGAL EDUCATION (CLE'S) (7 PERSONS) \$1,250  
     NATIONAL ASSOC. OF TELECOMMUNICATIONS OFFICERS AND ADVISORS (1 PERSON) - OUT OF STATE \$2,610
- 328 MEALS & RELATED EXPENSE  
     LOCAL TRAINING LUNCHEONS AND MEETINGS
- 330 MILEAGE REIMBURSEMENT  
     PARKING EXPENSES AND LOCAL MILEAGE WHEN CITY CAR NOT AVAILABLE
- 341 COMMUNICATIONS EXPENSE  
     CELL PHONE CHARGES FOR 4 STAFF AT \$200 PER MONTH \$2,400
- 342 DATA COMMUNICATION EXPENSE
- 406 BANK SERVICE FEES  
     ONLINE DISCOVERY VENDOR FEES
- 481 OTHER EXPENSES  
     ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE (17.50 FTES X \$40 EA)
- 483 EXTERNAL LEGAL SERVICES EXP  
     FUNDING FOR EXPERT ATTORNEY/PARALEGAL SERVICES TO SUPPLEMENT IN-HOUSE  
     STAFF ON SPECIAL PROJECTS/LITIGATION SUPPORT (LABOR)
- 511 PROFESSIONAL SERVICES  
     SERVICES TO ASSIST WITH LEGAL PROJECTS/LITIGATION EXPENSES (TITLE REPORTS,  
     DEPOSITION COSTS, DMV RECORDS, SERVICE OF SUBPOENAS, LANGUAGE LINE, CONF CALLS,  
     2018 CITY CODE UPDATES)



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



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 50 CITY ATTORNEY'S OFFICE  
 PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

| 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: 05 PERSONNEL SERVICES

|     |                               |         |      |         |      |         |      |         |         |      |         |      |
|-----|-------------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 056 | RECORDS MANAGER               | 72,838  | .90  | 77,906  | .90  | 83,810  | .90  | 80,705  | 85,893  | .90  | 85,893  | .90  |
| 174 | RECORDS MANAGEMENT SPECIALIST | 61,722  | 1.00 | 64,825  | 1.00 | 65,863  | 1.00 | 65,867  | 67,516  | 1.00 | 67,516  | 1.00 |
| 221 | SUPPORT SPECIALIST 2          | 127,329 | 2.90 | 138,957 | 2.90 | 143,658 | 2.90 | 145,915 | 153,791 | 2.90 | 153,791 | 2.90 |
| 275 | TEMPORARY EMPLOYEES           | 1,627   |      |         |      |         |      |         |         |      |         |      |
| 276 | YOUTH ENHANCEMENT WORKFORCE   | 4,748   |      | 8,363   |      | 12,480  |      | 25,765  | 12,528  |      | 12,528  |      |
| 299 | PAYROLL TAXES AND FRINGES     | 118,081 |      | 129,176 |      | 140,265 |      | 143,699 | 164,337 |      | 164,337 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 386,345 | 4.80 | 419,227 | 4.80 | 446,076 | 4.80 | 461,951 | 484,065 | 4.80 | 484,065 | 4.80 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                 |       |  |       |  |       |  |       |       |  |       |  |
|-----|---------------------------------|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
| 301 | OFFICE EXPENSE                  | 448   |  | 438   |  | 800   |  | 325   | 200   |  | 200   |  |
| 307 | MEMBERSHIP FEES                 | 928   |  | 1,013 |  | 1,307 |  | 1,307 | 1,427 |  | 1,427 |  |
| 316 | ADVERTISING, RECORDING & FILING | 3,000 |  | 4,000 |  | 4,560 |  | 4,560 | 4,500 |  | 4,500 |  |
| 317 | COMPUTER EQUIPMENT              | 4,632 |  |       |  |       |  |       |       |  |       |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  | 4,448 |  | 5,592 |  | 7,720 |  | 7,500 | 7,920 |  | 7,920 |  |
| 328 | MEALS & RELATED EXPENSE         | 146   |  | 188   |  | 300   |  | 145   | 450   |  | 450   |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 50 CITY ATTORNEY'S OFFICE  
 PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 056 RECORDS MANAGER  
 FY 15-16 REFLECTS POSITION RE-ALLOCATION TO 10% INSURANCE FUND AND 90% GENERAL FUND
- 174 RECORDS MANAGEMENT SPECIALIST
- 221 SUPPORT SPECIALIST 2  
 1 FTE IS ALLOCATED 10% INSURANCE FUND & 90% GENERAL FUND.
- 275 TEMPORARY EMPLOYEES
- 276 YOUTH ENHANCEMENT WORKFORCE  
 TWO STUDENTS IN SUMMER AT 480 HRS/EA (960 HOURS) AND SPRING BREAK AT 40 HRS/EA (80 HOURS) TO HELP REGULAR STAFF WITH DESTRUCTION, MOVING BOXES PLUS PREPPING AND SCANNING CITY DOCUMENTS.
- 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  
 OFFICE SUPPLIES \$200
- 307 MEMBERSHIP FEES  
 ASSOC RECORDS MGRS & ADMIN (ARMA) (3) \$600  
 CERTIFIED RECORDS MANAGER FEE (CRM) 1 \$200  
 ASSOC FOR INTELLIGENT INFORMATION MGMT (AIIM) (3) \$507  
 OREGON ASSOC MUNICIPAL RECORDERS (OAMR) (1) \$35  
 NATIONAL ASSOC GOVERNMENT ARCHIVES & RECORDS ADM (NAGARA) (1) \$85
- 316 ADVERTISING, RECORDING & FILING  
 DOCUMENT RECORDING OF EASEMENTS, DEEDS, DEDICATIONS, AGREEMENTS AND ORDINANCES  
 E-RECORDING VIA THE INTERNET THROUGH SIMPLIFILE
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 ASSOC RECORDS MGRS (ARMA) INTERNATIONAL CONF (CALIFORNIA ) (OCT. 2017) 2 STAFF @ \$2480 EA \$4,960  
 ASSOC FOR INTELLIGENT INFORMATION MGMT (AIIM) INTERNATIONAL CONF (APRIL 2019) 1 STAFF \$2,200  
 ARMA CHAPTER MEETING 8 MTGS @ \$20 PER MTG \$160  
 INFORMATION GOVERNANCE PROFESSIONAL CERTIFICATION 1 STAFF \$600
- 328 MEALS & RELATED EXPENSE  
 REFRESHMENTS FOR TRIM REGIONAL USERS GROUP (RUG) MEETINGS (6 PER YEAR @ \$75 PER MEETING) \$450  
 RUG IS THE ONLY HP TRIM USERS GROUP IN OREGON & CONTINUES TO SERVE THE REGION AS A FORUM FOR UPDATES AND USER EXPERIENCE

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 50 CITY ATTORNEY'S OFFICE  
 PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

| OBJ  | 2016 - ACTUAL                 |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--|-------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|  | AMOUNT                        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 511  | PROFESSIONAL SERVICES         |      |               |      |               |      |         |               |      |              |      |
|  | 13,045                        |      | 14,005        |      | 17,809        |      | 17,809  | 37,000        |      | 37,000       |      |
| 551  | RENTS AND LEASES              |      |               |      |               |      |         |               |      |              |      |
|  | 7,481                         |      | 7,637         |      | 8,532         |      | 5,004   | 9,428         |      | 9,428        |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES               |                               |      |               |      |               |      |         |               |      |              |      |
|  | 34,128                        |      | 32,873        |      | 41,028        |      | 36,650  | 60,925        |      | 60,925       |      |
| CLASS: 25 TRANSFERS                                |                               |      |               |      |               |      |         |               |      |              |      |
| 816  | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |         |               |      |              |      |
|  | 3,202                         |      | 2,679         |      | 2,752         |      | 2,752   | 2,772         |      | 2,772        |      |
| TOTAL CLASS: 25 TRANSFERS                          |                               |      |               |      |               |      |         |               |      |              |      |
|  | 3,202                         |      | 2,679         |      | 2,752         |      | 2,752   | 2,772         |      | 2,772        |      |
| TOTAL PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT |                               |      |               |      |               |      |         |               |      |              |      |
|  | 423,675                       | 4.80 | 454,779       | 4.80 | 489,856       | 4.80 | 501,353 | 547,762       | 4.80 | 547,762      | 4.80 |

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 50 CITY ATTORNEY'S OFFICE  
PROGRAM: 0533 OFFICE SERVICES & RECORDS MGMT

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 511 PROFESSIONAL SERVICES  
VENDOR CONVERSION OF MICROFILM TO DIGITAL IMAGES - YEAR 3 OF A 5-YEAR PROJECT. \$15,000  
PROFESSIONAL SHREDDING (RELAY RESOURCES). \$2,000  
OUTSOURCE SCANNING OF PAPER RECORDS IN PREPARATION OF VACATING AND ELIMINATING HARVEST COURT OFFSITE STORAGE COSTS BY YEAR 2020.  
REMAINING AND/OR MAINTENANCE RECORDS TO BE STORED AT GRIFFITH BLDG/BEAVERTON BLDG \$20,000
- 551 RENTS AND LEASES  
RENT EXPENSE FOR OFFSITE FACILITY (HARVEST COURT) FOR STORAGE OF PAPER RECORDS \$9,428  
(\$896.21 INCREASE FROM FY17/18)

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



### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND      DEPT: 60 POLICE DEPARTMENT

| 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: 05 PERSONNEL SERVICES

|     |                                |        |           |        |            |        |           |           |            |        |            |        |
|-----|--------------------------------|--------|-----------|--------|------------|--------|-----------|-----------|------------|--------|------------|--------|
| 026 | POLICE CHIEF                   |        |           |        |            |        |           |           |            |        |            |        |
|     | 155,350                        | 1.00   | 332,572   | 1.00   | 160,994    | 1.00   | 151,380   | 160,417   | 168,864    | 1.00   | 168,864    | 1.00   |
| 047 | POLICE CAPTAIN                 |        |           |        |            |        |           |           |            |        |            |        |
|     | 395,554                        | 3.00   | 334,455   | 4.00   | 527,330    | 4.00   | 507,483   | 543,560   | 566,633    | 4.00   | 566,633    | 4.00   |
| 055 | LIEUTENANT                     |        |           |        |            |        |           |           |            |        |            |        |
|     | 889,155                        | 8.00   | 895,119   | 7.00   | 840,709    | 7.00   | 714,906   | 764,623   | 837,633    | 7.00   | 837,633    | 7.00   |
| 071 | POLICE SERGEANT                |        |           |        |            |        |           |           |            |        |            |        |
|     | 2,040,937                      | 18.00  | 2,165,726 | 18.00  | 2,128,191  | 18.00  | 2,027,669 | 2,170,038 | 2,219,976  | 18.00  | 2,219,976  | 18.00  |
| 078 | ADMINISTRATIVE ASSISTANT       |        |           |        |            |        |           |           |            |        |            |        |
|     | 42,246                         | 1.00   | 54,894    | 1.00   | 59,212     | 1.00   | 55,600    | 58,630    | 63,680     | 1.00   | 63,680     | 1.00   |
| 093 | POL COMMUNITY SRVCS SPECIALIST |        |           |        |            |        |           |           |            |        |            |        |
|     | 62,529                         | 1.00   | 63,583    | 1.00   | 62,901     | 1.00   | 59,286    | 62,433    | 64,928     | 1.00   | 64,928     | 1.00   |
| 095 | MANAGEMENT ANALYST             |        |           |        |            |        |           |           |            |        |            |        |
|     | 74,579                         | 1.00   | 78,082    | 1.00   | 80,792     | 1.00   | 73,704    | 80,327    | 82,796     | 1.00   | 82,796     | 1.00   |
| 103 | POLICE OFFICER                 |        |           |        |            |        |           |           |            |        |            |        |
|     | 9,594,475                      | 105.00 | 9,879,976 | 107.00 | 10,393,868 | 109.00 | 9,463,725 | 9,962,087 | 10,901,512 | 112.00 | 10,849,624 | 111.00 |
| 186 | PROGRAM COORDINATOR            |        |           |        |            |        |           |           |            |        |            |        |
|     | 182,214                        | 2.60   | 193,351   | 2.60   | 217,539    | 3.00   | 202,502   | 208,844   | 226,928    | 3.00   | 226,928    | 3.00   |
| 200 | SR PROP & EVIDENCE CONTRL SPEC |        |           |        |            |        |           |           |            |        |            |        |
|     | 63,756                         | 1.00   | 65,310    | 1.00   | 66,779     | 1.00   | 64,181    | 68,903    | 71,840     | 1.00   | 71,840     | 1.00   |
| 201 | POLICE RECORDS MANAGER         |        |           |        |            |        |           |           |            |        |            |        |
|     | 73,928                         | 1.00   | 81,980    | 1.00   | 90,130     | 1.00   | 64,288    | 87,366    | 94,599     | 1.00   | 94,599     | 1.00   |
| 218 | POLICE TECHNICIAN              |        |           |        |            |        |           |           |            |        |            |        |
|     | 68,511                         | 1.00   | 70,244    | 1.00   | 74,746     | 1.00   | 67,773    | 71,911    | 75,209     | 1.00   | 75,209     | 1.00   |
| 221 | SUPPORT SPECIALIST 2           |        |           |        |            |        |           |           |            |        |            |        |
|     | 197,146                        | 3.80   | 202,421   | 3.80   | 207,285    | 3.80   | 196,120   | 207,724   | 212,641    | 3.80   | 212,641    | 3.80   |
| 224 | SR POLICE SUPPORT SPECIALIST   |        |           |        |            |        |           |           |            |        |            |        |
|     | 64,758                         | 2.00   | 90,157    | 2.00   | 123,386    | 2.00   | 123,805   | 132,692   | 133,517    | 2.00   | 133,517    | 2.00   |
| 227 | POLICE RECORDS SUPERVISOR      |        |           |        |            |        |           |           |            |        |            |        |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

| 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    |
|                                    | 64,827                         | 1.00   | 65,326        | 1.00   | 73,331        | 1.00   | 74,987     | 73,354     | 75,663        | 1.00   | 75,663       | 1.00   |
| 228                                | POLICE PROPERTY CONTROL SPEC   |        |               |        |               |        |            |            |               |        |              |        |
|                                    | 114,748                        | 2.00   | 118,098       | 2.00   | 128,025       | 2.00   | 114,400    | 124,264    | 127,720       | 2.00   | 127,720      | 2.00   |
| 229                                | POLICE SUPPORT SPECIALIST      |        |               |        |               |        |            |            |               |        |              |        |
|                                    | 730,773                        | 15.00  | 783,588       | 15.00  | 842,681       | 15.00  | 745,097    | 814,631    | 854,140       | 15.00  | 854,140      | 15.00  |
| 230                                | POLICE INVENTORY SPECIALIST    |        |               |        |               |        |            |            |               |        |              |        |
|                                    | 46,692                         | 1.00   | 47,640        | 1.00   | 52,628        | 1.00   | 46,287     | 51,580     | 53,776        | 1.00   | 53,776       | 1.00   |
| 231                                | CRIME ANALYST                  |        |               |        |               |        |            |            |               |        |              |        |
|                                    | 66,215                         | 1.00   | 69,198        | 1.00   | 77,319        | 1.00   | 69,840     | 76,846     | 79,764        | 1.00   | 79,764       | 1.00   |
| 236                                | COMMUNITY SERVICES OFFICER     |        |               |        |               |        |            |            |               |        |              |        |
|                                    | 188,771                        | 3.00   | 198,424       | 3.00   | 255,081       | 4.00   | 168,818    | 210,581    | 262,933       | 4.00   | 262,933      | 4.00   |
| 237                                | CODE COMPLIANCE OFFICER        |        |               |        |               |        |            |            |               |        |              |        |
|                                    |                                |        |               |        |               |        |            |            | 145,630       | 2.00   | 145,630      | 2.00   |
| 239                                | SUPPORT SPECIALIST 1           |        |               |        |               |        |            |            |               |        |              |        |
|                                    | 43,182                         | 1.00   | 44,306        | 1.00   | 43,660        | 1.00   | 41,763     | 44,104     | 45,600        | 1.00   | 45,600       | 1.00   |
| 259                                | RETIRED OFFICERS-PHOTO RADAR   |        |               |        |               |        |            |            |               |        |              |        |
|                                    | 267,320                        |        | 275,625       |        | 301,361       |        | 273,314    | 301,759    | 311,759       |        | 311,759      |        |
| 275                                | TEMPORARY EMPLOYEES            |        |               |        |               |        |            |            |               |        |              |        |
|                                    | 108,439                        |        | 113,107       |        | 114,404       |        | 126,412    | 129,473    | 123,326       |        | 104,126      |        |
| 284                                | TRAF SAFETY PROGRAM SPECIALIST |        |               |        |               |        |            |            |               |        |              |        |
|                                    | 52,972                         | 1.00   | 57,253        | 1.00   | 61,090        | 1.00   | 56,195     | 59,920     | 63,061        | 1.00   | 63,061       | 1.00   |
| 299                                | PAYROLL TAXES AND FRINGES      |        |               |        |               |        |            |            |               |        |              |        |
|                                    | 8,491,770                      |        | 8,578,079     |        | 9,821,347     |        | 8,815,942  | 9,020,481  | 10,346,786    |        | 10,298,292   |        |
| TOTAL CLASS: 05 PERSONNEL SERVICES |                                |        |               |        |               |        |            |            |               |        |              |        |
|                                    | 24,080,847                     | 174.40 | 24,858,514    | 176.40 | 26,804,789    | 179.80 | 24,305,477 | 25,486,548 | 28,210,914    | 184.80 | 28,091,332   | 183.80 |
| CLASS: 10 MATERIALS & SERVICES     |                                |        |               |        |               |        |            |            |               |        |              |        |
| 301                                | OFFICE EXPENSE                 |        |               |        |               |        |            |            |               |        |              |        |
|                                    | 14,115                         |        | 12,110        |        | 16,665        |        | 12,606     | 13,200     | 16,365        |        | 16,365       |        |
| 303                                | OFFICE FURNITURE & EQUIPMENT   |        |               |        |               |        |            |            |               |        |              |        |

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

| 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 |
|          | 5,950                           |     | 13,957        |     | 17,530        |     | 17,082   | 15,492  | 13,100        |     | 13,100       |     |
| 304      | DEPARTMENT EQUIPMENT EXPENSE    |     |               |     |               |     |          |         |               |     |              |     |
|          | 107,813                         |     | 140,530       |     | 123,333       |     | 118,769  | 120,050 | 174,542       |     | 171,020      |     |
| 305      | SPECIAL DEPARTMENT SUPPLIES     |     |               |     |               |     |          |         |               |     |              |     |
|          | 151,760                         |     | 164,545       |     | 216,217       |     | 190,218  | 192,300 | 174,949       |     | 174,949      |     |
| 307      | MEMBERSHIP FEES                 |     |               |     |               |     |          |         |               |     |              |     |
|          | 12,569                          |     | 12,527        |     | 15,339        |     | 11,551   | 14,000  | 16,219        |     | 16,219       |     |
| 308      | PERIODICALS & SUBSCRIPTIONS     |     |               |     |               |     |          |         |               |     |              |     |
|          | 6,124                           |     | 5,922         |     | 9,611         |     | 9,316    | 9,300   | 9,811         |     | 9,811        |     |
| 316      | ADVERTISING, RECORDING & FILING |     |               |     |               |     |          |         |               |     |              |     |
|          | 1,458                           |     | 1,150         |     | 2,200         |     | 2,279    | 1,900   | 2,400         |     | 2,400        |     |
| 0191 317 | COMPUTER EQUIPMENT              |     |               |     |               |     |          |         |               |     |              |     |
|          | 156,909                         |     | 75,014        |     | 61,210        |     | 61,719   | 61,342  | 93,683        |     | 93,683       |     |
| 318      | COMPUTER SOFTWARE               |     |               |     |               |     |          |         |               |     |              |     |
|          | 21,500                          |     | 129           |     | 12,375        |     | 10,000   | 10,000  |               |     |              |     |
| 321      | TRAVEL, TRAINING & SUBSISTENCE  |     |               |     |               |     |          |         |               |     |              |     |
|          | 130,084                         |     | 133,551       |     | 148,000       |     | 148,230  | 145,000 | 183,534       |     | 183,534      |     |
| 328      | MEALS & RELATED EXPENSE         |     |               |     |               |     |          |         |               |     |              |     |
|          | 10,341                          |     | 12,986        |     | 15,085        |     | 7,397    | 13,200  | 15,785        |     | 15,785       |     |
| 339      | K-9 UNIT EXPENSES               |     |               |     |               |     |          |         |               |     |              |     |
|          | 35,203                          |     | 29,710        |     | 20,690        |     | 20,145   | 20,500  | 22,690        |     | 22,690       |     |
| 341      | COMMUNICATIONS EXPENSE          |     |               |     |               |     |          |         |               |     |              |     |
|          | 70,115                          |     | 83,490        |     | 89,735        |     | 66,962   | 81,600  | 94,247        |     | 94,103       |     |
| 342      | DATA COMMUNICATION EXPENSE      |     |               |     |               |     |          |         |               |     |              |     |
|          |                                 |     | 38,240        |     | 47,760        |     | 31,778   | 34,800  | 36,960        |     | 36,960       |     |
| 351      | UTILITIES EXPENSE               |     |               |     |               |     |          |         |               |     |              |     |
|          | 7,269                           |     | 1,882         |     | 2,450         |     | 1,507    | 2,050   | 2,450         |     | 2,450        |     |
| 360      | VEHICLE SET-UP EXPENSE          |     |               |     |               |     |          |         |               |     |              |     |
|          | 132,005                         |     | 162,209       |     | 194,655       |     | 187,926  | 172,000 | 174,117       |     | 174,117      |     |
| 361      | UNIFORMS & SPECIAL CLOTHING     |     |               |     |               |     |          |         |               |     |              |     |
|          | 51,716                          |     | 63,531        |     | 69,000        |     | 54,908   | 62,000  | 69,447        |     | 69,114       |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

| 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 |
| 371 | EQUIPMENT OPER & MAINT EXPENSE       |     |               |     |               |     |           |           |               |     |              |     |
|     | 12,383                               |     | 12,522        |     | 23,600        |     | 11,716    | 11,500    | 16,100        |     | 16,100       |     |
| 377 | PUBLIC RELATIONS EXPENSE             |     |               |     |               |     |           |           |               |     |              |     |
|     | 12,222                               |     | 14,057        |     | 16,650        |     | 15,999    | 16,000    | 16,350        |     | 16,350       |     |
| 381 | BUILDING EXPENSE                     |     |               |     |               |     |           |           |               |     |              |     |
|     | 1,400                                |     |               |     |               |     |           |           |               |     |              |     |
| 406 | BANK SERVICE FEES                    |     |               |     |               |     |           |           |               |     |              |     |
|     | 1,119                                |     | 1,363         |     | 1,400         |     | 1,573     | 1,400     | 1,500         |     | 1,500        |     |
| 442 | CODE SERVICE - SIDEWALK REPAIR GRANT |     |               |     |               |     |           |           |               |     |              |     |
|     |                                      |     |               |     |               |     |           |           | 75,000        |     | 75,000       |     |
| 443 | CODE SERVICE EXPENDITURES            |     |               |     |               |     |           |           |               |     |              |     |
|     |                                      |     |               |     |               |     |           |           | 11,500        |     | 11,500       |     |
| 461 | SPECIAL EXPENSE                      |     |               |     |               |     |           |           |               |     |              |     |
|     | 42,487                               |     | 61,641        |     | 84,000        |     | 50,815    | 66,150    | 83,150        |     | 102,350      |     |
| 465 | VOLUNTEER PROGRAM EXPENSE            |     |               |     |               |     |           |           |               |     |              |     |
|     | 665                                  |     | 80            |     | 785           |     | 84        | 100       | 709           |     | 709          |     |
| 467 | FEDERAL FORFEITURE EXPENSE           |     |               |     |               |     |           |           |               |     |              |     |
|     | 1,744                                |     | 51,091        |     | 111,575       |     | 111,282   | 118,414   | 10,000        |     | 10,000       |     |
| 471 | DUII BLOOD DRAW GRANT EXPENSE        |     |               |     |               |     |           |           |               |     |              |     |
|     | 7,620                                |     | 7,170         |     | 14,400        |     | 14,400    | 9,000     | 14,400        |     | 14,400       |     |
| 472 | CENTRAL DISPATCH                     |     |               |     |               |     |           |           |               |     |              |     |
|     | 1,256,871                            |     | 1,295,676     |     | 1,357,830     |     | 1,361,825 | 1,357,830 | 1,382,501     |     | 1,382,501    |     |
| 476 | FEDERAL GRANT EXPENSE                |     |               |     |               |     |           |           |               |     |              |     |
|     |                                      |     | 150,000       |     |               |     |           |           |               |     |              |     |
| 477 | FEDERAL GRANT MATCHING EXP           |     |               |     |               |     |           |           |               |     |              |     |
|     |                                      |     | 14,222        |     |               |     |           |           |               |     |              |     |
| 478 | POLICE RESERVE OFFICERS EXP          |     |               |     |               |     |           |           |               |     |              |     |
|     |                                      |     |               |     | 2,000         |     | 544       | 1,000     | 2,000         |     | 2,000        |     |
| 481 | OTHER EXPENSES                       |     |               |     |               |     |           |           |               |     |              |     |
|     | 4,742                                |     | 1,913         |     | 8,396         |     | 3,527     | 3,200     | 7,392         |     | 7,392        |     |
| 511 | PROFESSIONAL SERVICES                |     |               |     |               |     |           |           |               |     |              |     |

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

| 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 |
|   | 553,367                           |     | 576,074       |     | 660,284       |     | 654,064   | 670,752   | 642,147       |     | 642,014      |     |
| 525                                     | PMTS TO OTHER GOVERNMENT AGENCIES |     |               |     |               |     |           |           |               |     |              |     |
|   |                                   |     |               |     | 9,400         |     |           |           | 9,400         |     | 9,400        |     |
| 536                                     | MAINTENANCE CONTRACTS             |     |               |     |               |     |           |           |               |     |              |     |
|   | 373                               |     | 953           |     | 1,520         |     | 953       | 1,000     | 4,589         |     | 4,589        |     |
| 551                                     | RENTS AND LEASES                  |     |               |     |               |     |           |           |               |     |              |     |
|   | 126,417                           |     | 76,773        |     | 85,452        |     | 83,606    | 85,352    | 92,743        |     | 92,743       |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES    |                                   |     |               |     |               |     |           |           |               |     |              |     |
|   | 2,936,341                         |     | 3,215,018     |     | 3,439,147     |     | 3,262,781 | 3,310,432 | 3,469,780     |     | 3,484,848    |     |
| CLASS: 15 CAPITAL OUTLAY                |                                   |     |               |     |               |     |           |           |               |     |              |     |
| 0193                                    | 641 VEHICLES                      |     |               |     |               |     |           |           |               |     |              |     |
|   | 455,301                           |     | 167,432       |     | 396,108       |     | 389,220   | 390,172   | 406,000       |     | 406,000      |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY          |                                   |     |               |     |               |     |           |           |               |     |              |     |
|   | 455,301                           |     | 167,432       |     | 396,108       |     | 389,220   | 390,172   | 406,000       |     | 406,000      |     |
| CLASS: 25 TRANSFERS                     |                                   |     |               |     |               |     |           |           |               |     |              |     |
| 816                                     | TRSFERS TO REPROGRAPHICS FUND     |     |               |     |               |     |           |           |               |     |              |     |
|   | 120,225                           |     | 127,310       |     | 137,059       |     | 91,702    | 137,059   | 139,169       |     | 139,169      |     |
| 817                                     | TRSFERS TO GARAGE FUND            |     |               |     |               |     |           |           |               |     |              |     |
|   | 682,625                           |     | 675,682       |     | 773,603       |     | 543,042   | 773,603   | 844,776       |     | 844,776      |     |
| 818                                     | TRSFERS TO ISD-ALLOCATED          |     |               |     |               |     |           |           |               |     |              |     |
|   | 347,494                           |     | 288,593       |     | 306,052       |     | 306,052   | 306,052   | 315,684       |     | 315,684      |     |
| TOTAL CLASS: 25 TRANSFERS               |                                   |     |               |     |               |     |           |           |               |     |              |     |
|   | 1,150,344                         |     | 1,091,585     |     | 1,216,714     |     | 940,796   | 1,216,714 | 1,299,629     |     | 1,299,629    |     |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                   |     |               |     |               |     |           |           |               |     |              |     |
| 989                                     | RESERVE - POLICE FORFEITURES      |     |               |     |               |     |           |           |               |     |              |     |
|   |                                   |     |               |     | 30,480        |     |           |           | 47,011        |     | 47,011       |     |
| 996                                     | RESERVE - EQUIPMENT REPLACEMT     |     |               |     |               |     |           |           |               |     |              |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND DEPT: 60 POLICE DEPARTMENT

| 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 |
|     |               |     |               |     | 439,486       |     |          |         | 478,204       |     | 478,204      |     |

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |         |  |  |  |         |  |         |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|
|  |  |  |  |  | 469,966 |  |  |  | 525,215 |  | 525,215 |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|

TOTAL DEPARTMENT: 60 POLICE DEPARTMENT

|  |            |        |            |        |            |        |            |            |            |        |            |        |
|--|------------|--------|------------|--------|------------|--------|------------|------------|------------|--------|------------|--------|
|  | 28,622,833 | 174.40 | 29,332,549 | 176.40 | 32,326,724 | 179.80 | 28,898,274 | 30,403,866 | 33,911,538 | 184.80 | 33,807,024 | 183.80 |
|--|------------|--------|------------|--------|------------|--------|------------|------------|------------|--------|------------|--------|

0194

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0611 ADMINISTRATION

| 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: 05 PERSONNEL SERVICES

|     |                           |         |      |         |      |         |      |         |         |      |         |      |
|-----|---------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 026 | POLICE CHIEF              | 155,350 | 1.00 | 332,572 | 1.00 | 160,994 | 1.00 | 160,417 | 168,864 | 1.00 | 168,864 | 1.00 |
| 047 | POLICE CAPTAIN            |         |      | 33,060  | 1.00 | 126,602 | 1.00 | 141,923 | 143,654 | 1.00 | 143,654 | 1.00 |
| 078 | ADMINISTRATIVE ASSISTANT  | 42,246  | 1.00 | 54,894  | 1.00 | 59,212  | 1.00 | 58,630  | 63,680  | 1.00 | 63,680  | 1.00 |
| 095 | MANANGEMENT ANALYST       | 74,579  | 1.00 | 78,082  | 1.00 | 80,792  | 1.00 | 80,327  | 82,796  | 1.00 | 82,796  | 1.00 |
| 239 | SUPPORT SPECIALIST 1      | 43,182  | 1.00 | 44,306  | 1.00 | 43,660  | 1.00 | 44,104  | 45,600  | 1.00 | 45,600  | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES | 176,514 |      | 268,778 |      | 265,524 |      | 267,478 | 298,035 |      | 298,035 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 491,871 | 4.00 | 811,692 | 5.00 | 736,784 | 5.00 | 752,879 | 802,629 | 5.00 | 802,629 | 5.00 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |        |  |        |  |       |  |       |       |  |       |  |
|-----|------------------------------|--------|--|--------|--|-------|--|-------|-------|--|-------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT | 699    |  | 700    |  | 700   |  | 792   | 3,000 |  | 3,000 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  | 1,149  |  | 1,511  |  | 2,800 |  | 2,000 | 2,000 |  | 2,000 |  |
| 308 | PERIODICALS & SUBSCRIPTIONS  | 92     |  | 410    |  | 200   |  | 150   | 200   |  | 200   |  |
| 317 | COMPUTER EQUIPMENT           | 25,143 |  | 11,050 |  |       |  |       | 550   |  | 550   |  |
| 328 | MEALS & RELATED EXPENSE      | 1,446  |  | 981    |  | 1,200 |  | 700   | 1,200 |  | 1,200 |  |
| 461 | SPECIAL EXPENSE              | 2,050  |  | 2,050  |  | 2,150 |  | 2,050 | 2,150 |  | 2,150 |  |
| 481 | OTHER EXPENSES               | 4,742  |  | 1,913  |  | 8,396 |  | 3,200 | 7,392 |  | 7,392 |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |  |        |  |        |  |        |  |       |        |  |        |  |
|--|--|--------|--|--------|--|--------|--|-------|--------|--|--------|--|
|  |  | 35,321 |  | 18,615 |  | 15,446 |  | 8,892 | 16,492 |  | 16,492 |  |
|--|--|--------|--|--------|--|--------|--|-------|--------|--|--------|--|

CLASS: 25 TRANSFERS

|     |                        |  |  |        |  |        |  |        |        |  |        |  |
|-----|------------------------|--|--|--------|--|--------|--|--------|--------|--|--------|--|
| 817 | TRSFERS TO GARAGE FUND |  |  | 13,700 |  | 15,768 |  | 15,768 | 16,618 |  | 16,618 |  |
|-----|------------------------|--|--|--------|--|--------|--|--------|--------|--|--------|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0611 ADMINISTRATION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 026 POLICE CHIEF  
 FY 16-17 REFLECTS MID-YEAR RETIREMENT OF POLICE CHIEF AND BENEFIT PACKAGE PER DEPARTMENT HEAD CONTRACT.
- 047 POLICE CAPTAIN  
 FY 16-17 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE LIEUTENANT POSITION IN PROGRAM 0622 TO 1 FTE CAPTAIN IN PROGRAM 0611.
- 078 ADMINISTRATIVE ASSISTANT
- 095 MANANGEMENT ANALYST
- 239 SUPPORT SPECIALIST 1  
 PROVIDES CLERICAL SUPPORT AND RECEPTION DUTIES FOR POLICE ADMINISTRATION OFFICE.
- 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

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- 303 OFFICE FURNITURE & EQUIPMENT  
 ADJUSTABLE HEIGHT WORKSTATION (2) \$1,800  
 ERGONOMIC CHAIR (2) \$1,200
- 305 SPECIAL DEPARTMENT SUPPLIES  
 CERTIFICATES AND PLAQUES FOR CITIZEN AND EMPLOYEE RECOGNITION \$2,000  
 (INCREASE IN FY 17-18 BUDGET REFLECTS ELECTRONIC ID BADGES.)
- 308 PERIODICALS & SUBSCRIPTIONS  
 LEADERSHIP DEVELOPMENT LIBRARY \$50  
 MISCELLANEOUS BOOKS \$25  
 OREGON CHIEFS DIRECTORY \$75  
 US CRIMINAL JUSTICE DIRECTORY \$50
- 317 COMPUTER EQUIPMENT  
 DUAL 27 INCH MONITORS FOR MANAGEMENT ANALYST \$550
- 328 MEALS & RELATED EXPENSE  
 MEALS FOR PROFESSIONAL MEETINGS & SWEARING-IN RECEPTIONS FOR NEW OFFICERS AND PROMOTIONS \$1,200
- 461 SPECIAL EXPENSE  
 OREGON ACCREDITATION ALLIANCE EXPENSE \$2,150
- 481 OTHER EXPENSES  
 ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSE (184.8 FTE @ \$40/FTE) \$7,392

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- 817 TRSFERS TO GARAGE FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0611 ADMINISTRATION

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

TOTAL CLASS: 25 TRANSFERS

|  |  |  |        |  |        |  |        |        |  |        |  |
|--|--|--|--------|--|--------|--|--------|--------|--|--------|--|
|  |  |  | 13,700 |  | 15,768 |  | 15,768 | 16,618 |  | 16,618 |  |
|--|--|--|--------|--|--------|--|--------|--------|--|--------|--|

TOTAL PROGRAM: 0611 ADMINISTRATION

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 527,192 | 4.00 | 844,007 | 5.00 | 767,998 | 5.00 | 777,539 | 835,739 | 5.00 | 835,739 | 5.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

City of Beaverton - Finance  
Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 60 POLICE DEPARTMENT  
PROGRAM: 0611 ADMINISTRATION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                              |         |       |         |       |           |       |           |           |       |           |       |
|-----|------------------------------|---------|-------|---------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
| 047 | POLICE CAPTAIN               | 132,402 | 1.00  | 133,786 | 1.00  | 134,996   | 1.00  | 134,728   | 143,630   | 1.00  | 143,630   | 1.00  |
| 055 | LIEUTENANT                   | 115,216 | 1.00  | 92,652  | 1.00  | 119,718   | 1.00  | 121,802   | 124,997   | 1.00  | 124,997   | 1.00  |
| 071 | POLICE SERGEANT              | 202,549 | 2.00  | 207,260 | 2.00  | 225,050   | 2.00  | 229,027   | 246,161   | 2.00  | 246,161   | 2.00  |
| 103 | POLICE OFFICER               | 194,746 | 2.00  | 201,172 | 2.00  | 201,659   | 2.00  | 195,094   | 203,312   | 2.00  | 203,312   | 2.00  |
| 201 | POLICE RECORDS MANAGER       | 73,928  | 1.00  | 81,980  | 1.00  | 90,130    | 1.00  | 87,366    | 94,599    | 1.00  | 94,599    | 1.00  |
| 221 | SUPPORT SPECIALIST 2         | 145,444 | 2.80  | 149,741 | 2.80  | 153,779   | 2.80  | 154,058   | 157,802   | 2.80  | 157,802   | 2.80  |
| 224 | SR POLICE SUPPORT SPECIALIST | 64,758  | 2.00  | 90,157  | 2.00  | 123,386   | 2.00  | 132,692   | 133,517   | 2.00  | 133,517   | 2.00  |
| 227 | POLICE RECORDS SUPERVISOR    | 64,827  | 1.00  | 65,326  | 1.00  | 73,331    | 1.00  | 73,354    | 75,663    | 1.00  | 75,663    | 1.00  |
| 229 | POLICE SUPPORT SPECIALIST    | 620,654 | 13.00 | 668,846 | 13.00 | 719,898   | 13.00 | 693,545   | 732,151   | 13.00 | 732,151   | 13.00 |
| 275 | TEMPORARY EMPLOYEES          | 25,426  |       | 32,202  |       | 38,298    |       | 46,015    | 56,304    |       | 56,304    |       |
| 299 | PAYROLL TAXES AND FRINGES    | 905,377 |       | 883,652 |       | 1,080,766 |       | 1,015,294 | 1,125,064 |       | 1,125,064 |       |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |           |       |           |       |           |       |           |           |       |           |       |
|--|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  |  | 2,545,327 | 25.80 | 2,606,774 | 25.80 | 2,961,011 | 25.80 | 2,882,975 | 3,093,200 | 25.80 | 3,093,200 | 25.80 |
|--|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                |        |  |        |  |        |  |        |        |  |        |  |
|-----|----------------|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE | 11,901 |  | 11,244 |  | 13,465 |  | 12,000 | 13,565 |  | 13,565 |  |
|-----|----------------|--------|--|--------|--|--------|--|--------|--------|--|--------|--|

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 047 | POLICE CAPTAIN<br>CAPTAIN RESPONSIBLE FOR MANAGING, COORDINATING AND DIRECTING THE ADMINISTRATIVE BUREAU, INCLUDING PROFESSIONAL STANDARDS AND FINANCIAL SERVICES, TRAINING DIVISION, ALARM PROGRAM, TECHNICAL SERVICES, AND THE RECORDS DIVISION.   |  |
| 055 | LIEUTENANT<br>LIEUTENANT RESPONSIBLE FOR THE ADMINISTRATION OF THE PROFESSIONAL STANDARDS AND TRAINING DIVISIONS (1 FTE).  |  |
| 071 | POLICE SERGEANT<br>SERGEANTS RESPONSIBLE FOR THE SUPERVISION OF THE TRAINING DIVISION AND THE PROFESSIONAL STANDARDS PROGRAM.  |  |
| 103 | POLICE OFFICER<br>POLICE OFFICERS ASSIGNED TO TRAINING UNIT TO ASSIST TRAINING LIEUTENANT IN ADMINISTERING IN-HOUSE TRAINING PROGRAMS FOR ALL PERSONNEL. POLICE RESERVE COORDINATOR.   |  |
| 201 | POLICE RECORDS MANAGER<br>MANAGER OF THE POLICE RECORDS UNIT WHICH PROCESSES AND ENTERS DATA, DISTRIBUTES AND RETAINS ALL POLICE RECORDS, CITATIONS AND CASE FILES.  |  |
| 221 | SUPPORT SPECIALIST 2<br>MAINTAINS TRAINING SCHEDULES AND RECORDS, FACILITATES OFFICER CERTIFICATION, PROVIDES SUPPORT TO THE TRAINING DIVISION (1 FTE); ALARM COORDINATOR (1 FTE), FINANCIAL SERVICES/PAYROLL SUPPORT (.80 FTE).   |  |
| 224 | SR POLICE SUPPORT SPECIALIST<br>RESPONSIBLE FOR THE PROCESSING, DATA ENTRY, DISTRIBUTION AND RETENTION OF ALL POLICE RECORDS, CASE REPORTS, CITATIONS, CASE FILES; ASSIGNS SHIFT WORKLOAD.   |  |
| 227 | POLICE RECORDS SUPERVISOR<br>SUPERVISES POLICE RECORDS OPERATIONS.   |  |
| 229 | POLICE SUPPORT SPECIALIST<br>RESPONSIBLE FOR PROVIDING CUSTOMER SERVICE AT THE FRONT COUNTER AND BY TELEPHONE; THE PROCESSING, DATA ENTRY, DISTRIBUTION, AND RETENTION OF ALL POLICE RECORDS AND CASE REPORTS, CITATIONS AND CASE FILES.   |  |
| 275 | TEMPORARY EMPLOYEES<br>EXTRA HELP TO CONDUCT BACKGROUND INVESTIGATIONS ON NEW HIRES & RESERVE OFFICERS (\$44,304)<br>EXTRA HELP TO PROVIDE SUPPORT TO PROPERTY AND EVIDENCE AND OTHER BPD DIVISIONS IN PREPARATION FOR THE MOVE TO NEW PUBLIC SAFETY CENTER. (\$12,000)<br>(FY 17-18 AND FY 18-19 REFLECTS ANTICIPATED RETIREMENTS AND INCREASED FREQUENCY IN NEW RECRUITMENT PROCESS.)  |  |
| 299 | PAYROLL TAXES AND FRINGES<br>PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES |  |
|     |  |  |
| 301 | OFFICE EXPENSE<br>RECORDS FILES, FAX AND TELETYPE SUPPLIES, GENERAL OFFICE SUPPLIES TO SUPPORT ALL POLICE PROGRAMS, POSTAGE/FEDERAL EXPRESS EXPENSE, ANTI-BACTERIAL CLEANER \$13,565   |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES

| OBJ | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018      | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-----|--------------------------------|-----|---------------|-----|---------------|-----|-----------|---------------|-----|--------------|-----|
|     | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT   | AMOUNT        | FTE | AMOUNT       | FTE |
| 303 | OFFICE FURNITURE & EQUIPMENT   |     |               |     |               |     |           |               |     |              |     |
|     | 2,376                          |     | 7,391         |     | 9,630         |     | 8,500     | 6,300         |     | 6,300        |     |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |     |               |     |               |     |           |               |     |              |     |
|     | 58,741                         |     | 72,862        |     | 87,616        |     | 80,000    | 82,850        |     | 82,850       |     |
| 308 | PERIODICALS & SUBSCRIPTIONS    |     |               |     |               |     |           |               |     |              |     |
|     | 4,836                          |     | 3,998         |     | 7,470         |     | 7,500     | 7,470         |     | 7,470        |     |
| 317 | COMPUTER EQUIPMENT             |     |               |     |               |     |           |               |     |              |     |
|     | 16,369                         |     | 622           |     |               |     |           |               |     |              |     |
| 318 | COMPUTER SOFTWARE              |     |               |     |               |     |           |               |     |              |     |
|     | 21,500                         |     |               |     |               |     |           |               |     |              |     |
| 328 | MEALS & RELATED EXPENSE        |     |               |     |               |     |           |               |     |              |     |
|     | 1,509                          |     | 1,513         |     | 2,500         |     | 1,600     | 2,000         |     | 2,000        |     |
| 351 | UTILITIES EXPENSE              |     |               |     |               |     |           |               |     |              |     |
|     | 5,228                          |     |               |     |               |     |           |               |     |              |     |
| 371 | EQUIPMENT OPER & MAINT EXPENSE |     |               |     |               |     |           |               |     |              |     |
|     | 7,332                          |     | 7,674         |     | 13,200        |     | 5,000     | 8,200         |     | 8,200        |     |
| 381 | BUILDING EXPENSE               |     |               |     |               |     |           |               |     |              |     |
|     | 1,400                          |     |               |     |               |     |           |               |     |              |     |
| 406 | BANK SERVICE FEES              |     |               |     |               |     |           |               |     |              |     |
|     | 1,119                          |     | 1,363         |     | 1,400         |     | 1,400     | 1,500         |     | 1,500        |     |
| 461 | SPECIAL EXPENSE                |     |               |     |               |     |           |               |     |              |     |
|     | 64                             |     |               |     | 400           |     | 100       | 2,000         |     | 2,000        |     |
| 472 | CENTRAL DISPATCH               |     |               |     |               |     |           |               |     |              |     |
|     | 1,256,871                      |     | 1,295,676     |     | 1,357,830     |     | 1,357,830 | 1,382,501     |     | 1,382,501    |     |
| 478 | POLICE RESERVE OFFICERS EXP    |     |               |     |               |     |           |               |     |              |     |

0201

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- |     |   |
|-----|---|
| 303 | <p>OFFICE FURNITURE &amp; EQUIPMENT</p> <p>ADJUSTABLE HEIGHT WORKSTATION FOR RECORDS DIVISION (2) AND ADMIN SUPPORT SPECIALIST (1) \$1,800<br/>         OFFICE CHAIR FOR THE RECORDS DIVISION (4) \$1,000<br/>         TRAINING DIVISION FURNISHINGS AND FITNESS EQUIPMENT \$3,000<br/>         WORKSTATION ENHANCEMENTS FOR THE RECORDS DIVISION \$500<br/>         (INCREASE IN FY 16-17 BUDGET REFLECTS RECORDS DIVISION ADJUSTABLE HEIGHT WORKSTATIONS AND TRAINING DIVISION FURNISHINGS.)<br/>         (FY 17-18 BUDGET INCREASE REFLECTS RECORDS DIVISION PRIVACY SCREENS FOR CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) REQUIREMENTS.)</p> |
| 305 | <p>SPECIAL DEPARTMENT SUPPLIES</p> <p>AMMO - DUTY \$14,000<br/>         AMMO - LESS LETHAL \$4,000<br/>         AMMO - TRAINING \$55,600<br/>         GENERAL TARGETS \$2,900<br/>         MISCELLANEOUS SUPPLIES \$1,600<br/>         RANGE SUPPLIES \$1,000<br/>         RESERVE PROGRAM SUPPLIES \$1,000<br/>         WEAPONS PARTS AND CLEANING SUPPLIES \$2,750<br/>         (FY 18-19 BUDGET REFLECTS REDUCTION IN REQUESTS.)</p>   |
| 308 | <p>PERIODICALS &amp; SUBSCRIPTIONS</p> <p>COLE REVERSE DIRECTORY \$440<br/>         MANAGEMENT BOOKS \$200<br/>         NEW RECRUIT TEST MANUAL FOR TRAINING DIVISION \$1,500<br/>         POCKET CRIMINAL AND VEHICLE CODE BOOKS (100 EACH) (REFLECTS PUBLICATION EVERY OTHER YEAR) \$1,700<br/>         LARGE CRIMINAL (40) &amp; VEHICLE CODE BOOKS (50) (REFLECTS PUBLICATION EVERY OTHER YEAR.) \$3,600<br/>         THOMAS STREET GUIDE FOR RECORDS \$30</p>  |
| 317 | <p>COMPUTER EQUIPMENT</p> <p>NO APPROPRIATIONS REQUESTED</p>  |
| 318 | <p>COMPUTER SOFTWARE</p> <p>NO APPROPRIATIONS REQUESTED</p>   |
| 328 | <p>MEALS &amp; RELATED EXPENSE</p> <p>HOSTED CLASSES AND MEALS \$2,000<br/>         (INCREASE IN FY 17-18 BUDGET REFLECTS EXPANDED CAPACITY AT GRIFFITH DRIVE TO HOST MORE LAW ENFORCEMENT CLASSES.)</p>  |
| 351 | <p>UTILITIES EXPENSE</p> <p>NO APPROPRIATIONS REQUESTED.<br/>         (REDUCTION IN FY 16-17 BUDGET REFLECTS MOVE TO NON-DEPARTMENTAL HARVEST COURT EXPENSE - 001-13-0003-354.)</p>   |
| 371 | <p>EQUIPMENT OPER &amp; MAINT EXPENSE</p> <p>FITNESS EQUIPMENT REPAIR \$200<br/>         RADIO MAINTENANCE- FY 17-18 ESTIMATED AND FY 18-19 BUDGET REDUCTIONS REFLECT CONVERSION TO NEW BOND-FUNDED RADIOS \$6,500<br/>         UNCONTRACTED GENERAL MAINTENANCE \$1,500<br/>         (INCREASE IN FY 17-18 BUDGET REFLECTS INCREASE IN RADIO MAINTENANCE EXPENSE.)</p>   |
| 381 | <p>BUILDING EXPENSE</p> <p>NO APPROPRIATIONS REQUESTED.<br/>         (PREVIOUS YEARS' BUDGETS REFLECT TRAINING BUILDING EXPENSE.)</p>   |
| 406 | <p>BANK SERVICE FEES</p> <p>TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD. \$1,500</p>   |
| 461 | <p>SPECIAL EXPENSE</p> <p>POLICE OFFICER RECRUITMENT MISC. EXPENSES, UPDATED DISPLAY, AND JOB FAIR REGISTRATION FEES<br/>         FY 18-19 BUDGET REFLECTS INCREASED PARTICIPATION IN JOB FAIRS AND RECRUITMENT EFFORTS \$2,000</p>   |
| 472 | <p>CENTRAL DISPATCH</p> <p>CITY'S PARTICIPATION IN WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS AGENCY (WCCCA) \$1,382,501<br/>         (FY 18-19 REFLECTS 1.8% WCCCA INCREASE.)</p>   |
| 478 | <p>POLICE RESERVE OFFICERS EXP</p>  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES

| OBJ  | 2016 - ACTUAL                 |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|--|-------------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|  | AMOUNT                        | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
|  |                               |       |               |       | 2,000         |       | 1,000     | 2,000         |       | 2,000        |       |
| 511  | PROFESSIONAL SERVICES         |       |               |       |               |       |           |               |       |              |       |
|  | 12,049                        |       | 7,243         |       | 7,500         |       | 6,300     | 8,000         |       | 8,000        |       |
| 536  | MAINTENANCE CONTRACTS         |       |               |       |               |       |           |               |       |              |       |
|  | 373                           |       |               |       |               |       |           |               |       |              |       |
| 551  | RENTS AND LEASES              |       |               |       |               |       |           |               |       |              |       |
|  | 121,602                       |       | 68,358        |       | 76,902        |       | 76,902    | 84,293        |       | 84,293       |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES             |                               |       |               |       |               |       |           |               |       |              |       |
|  | 1,523,270                     |       | 1,477,944     |       | 1,579,913     |       | 1,558,132 | 1,600,679     |       | 1,600,679    |       |
| CLASS: 25 TRANSFERS                              |                               |       |               |       |               |       |           |               |       |              |       |
| 816  | TRSFERS TO REPROGRAPHICS FUND |       |               |       |               |       |           |               |       |              |       |
|  | 120,225                       |       | 127,310       |       | 137,059       |       | 137,059   | 135,842       |       | 135,842      |       |
| 817  | TRSFERS TO GARAGE FUND        |       |               |       |               |       |           |               |       |              |       |
|  |                               |       | 4,507         |       | 5,082         |       | 5,082     | 5,468         |       | 5,468        |       |
| 818  | TRSFERS TO ISD-ALLOCATED      |       |               |       |               |       |           |               |       |              |       |
|  | 347,494                       |       | 288,593       |       | 306,052       |       | 306,052   | 315,684       |       | 315,684      |       |
| TOTAL CLASS: 25 TRANSFERS                        |                               |       |               |       |               |       |           |               |       |              |       |
|  | 467,719                       |       | 420,410       |       | 448,193       |       | 448,193   | 456,994       |       | 456,994      |       |
| TOTAL PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES |                               |       |               |       |               |       |           |               |       |              |       |
|  | 4,536,316                     | 25.80 | 4,505,128     | 25.80 | 4,989,117     | 25.80 | 4,889,300 | 5,150,873     | 25.80 | 5,150,873    | 25.80 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0621 POLICE DEPT SUPPORT SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

MISC EXPENSES FOR POLICE RESERVE OFFICERS (TEAM BUILDING, MEALS, SUPPLIES). \$2,000  
 EXPENSES ARE OFFSET BY DONATED FUNDS FOR RESERVE OFFICER PROGRAM IN REVENUE ACCOUNT.  
 (NEW OBJECT CODE ADDED IN FY 17-18 TO ESTABLISH DEDICATED ACCOUNT AND TO CLOSE OUT POLICE  
 RESERVE OFFICER CHECKING ACCOUNT.)

- 511 PROFESSIONAL SERVICES  
 DOCUMENT SHREDDING - FY 18-19 INCREASE REFLECTS PREP OF MOVE TO NEW PUBLIC SAFETY CENTER \$8,000  
 (DECREASE IN FY 16-17 BUDGET REFLECTS HARVEST COURT JANITORIAL SERVICES MOVED TO  
 DEPT. 13 NON-DEPARTMENTAL AND BANK SERVICE FEES MOVED TO OBJECT 0621-406.)
- 536 MAINTENANCE CONTRACTS  
 NO APPROPRIATIONS REQUESTED. (PREVIOUS EXPENSE FOR SECURITY SERVICES AT TRAINING BLDG.)
- 551 RENTS AND LEASES  
 HARVEST COURT (PROPERTY AND EVIDENCE BUILDING/STORAGE) \$84,293  
 (FY 16-17 BUDGET REFLECTS TRAINING PROGRAM MOVE TO GRIFFITH DRIVE BUILDING.)  
 (FY 17-18 BUDGET REFLECTS 11.1% INCREASE IN LEASE EXPENSE.)  
 (FY 18-19 BUDGET REFLECTS INCREASE IN POLICE DEPT SHARE AT HARVEST COURT TO PREPARE FOR  
 MOVE TO NEW PUBLIC SAFETY CENTER.)

- 816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 817 TRSFERS TO GARAGE FUND
- 818 TRSFERS TO ISD-ALLOCATED  
 ALLOCATION OF SENIOR PROGRAMMER ANALYST ASSIGNED TO POLICE DEPARTMENT \$121,884  
 REGJIN SYSTEM \$136,000  
 NEIGHBORHOOD RESOURCE CENTER CABLE CONNECTIONS \$2,600  
 CRIMINAL JUSTICE SECURITY SYSTEM TWO FACTOR AUTHENTICATION \$3,500  
 MAINTENANCE CONTRACTS \$31,700  
 PROGRAMMING SUPPORT FOR POLICE PROGRAMS \$20,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                                |       |           |       |           |       |           |           |       |           |       |  |
|-----|--------------------------------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|--|
| 047 | POLICE CAPTAIN                 |       |           |       |           |       |           |           |       |           |       |  |
|     | 129,742                        | 1.00  | 131,532   | 1.00  | 134,996   | 1.00  | 134,761   | 138,364   | 1.00  | 138,364   | 1.00  |  |
| 055 | LIEUTENANT                     |       |           |       |           |       |           |           |       |           |       |  |
|     | 545,824                        | 5.00  | 586,876   | 4.00  | 469,896   | 4.00  | 405,921   | 471,842   | 4.00  | 471,842   | 4.00  |  |
| 071 | POLICE SERGEANT                |       |           |       |           |       |           |           |       |           |       |  |
|     | 1,159,742                      | 10.00 | 1,394,631 | 11.00 | 1,302,217 | 11.00 | 1,333,100 | 1,354,586 | 11.00 | 1,354,586 | 11.00 |  |
| 103 | POLICE OFFICER                 |       |           |       |           |       |           |           |       |           |       |  |
|     | 6,543,515                      | 73.00 | 7,262,160 | 78.00 | 7,404,651 | 80.00 | 7,409,659 | 7,995,371 | 84.00 | 7,943,483 | 83.00 |  |
| 221 | SUPPORT SPECIALIST 2           |       |           |       |           |       |           |           |       |           |       |  |
|     | 51,702                         | 1.00  | 52,680    | 1.00  | 53,506    | 1.00  | 53,666    | 54,839    | 1.00  | 54,839    | 1.00  |  |
| 230 | POLICE INVENTORY SPECIALIST    |       |           |       |           |       |           |           |       |           |       |  |
|     | 46,692                         | 1.00  | 47,640    | 1.00  | 52,628    | 1.00  | 51,580    | 53,776    | 1.00  | 53,776    | 1.00  |  |
| 236 | COMMUNITY SERVICES OFFICER     |       |           |       |           |       |           |           |       |           |       |  |
|     |                                |       | 198,424   | 3.00  | 255,081   | 4.00  | 210,581   | 262,933   | 4.00  | 262,933   | 4.00  |  |
| 237 | CODE COMPLIANCE OFFICER        |       |           |       |           |       |           |           |       |           |       |  |
|     |                                |       |           |       |           |       |           | 145,630   | 2.00  | 145,630   | 2.00  |  |
| 275 | TEMPORARY EMPLOYEES            |       |           |       |           |       |           |           |       |           |       |  |
|     | 66,351                         |       | 68,416    |       | 61,106    |       | 79,909    | 67,022    |       | 47,822    |       |  |
| 284 | TRAF SAFETY PROGRAM SPECIALIST |       |           |       |           |       |           |           |       |           |       |  |
|     | 52,972                         | 1.00  | 57,253    | 1.00  | 61,090    | 1.00  | 59,920    | 63,061    | 1.00  | 63,061    | 1.00  |  |
| 299 | PAYROLL TAXES AND FRINGES      |       |           |       |           |       |           |           |       |           |       |  |
|     | 4,804,254                      |       | 5,285,310 |       | 5,775,923 |       | 5,446,470 | 6,227,429 |       | 6,178,935 |       |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 047 POLICE CAPTAIN  
 CAPTAIN RESPONSIBLE FOR MANAGING, COORDINATING AND DIRECTING THE OPERATIONS BUREAU, INCLUDING THE PATROL DIVISION, TRAFFIC DIVISION, K-9 PROGRAM, TRIMET, & DISASTER PLANNING.
- 055 LIEUTENANT  
 LIEUTENANTS RESPONSIBLE FOR PATROL AND TRAFFIC DIVISIONS, AND TRIMET.  
 FY 16-17 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE LIEUTENANT POSITION IN PROGRAM 0622 TO 1 FTE CAPTAIN IN PROGRAM 0611.  
 FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO A LEAVE OF ABSENCE DURING THE YEAR.
- 071 POLICE SERGEANT  
 SERGEANTS SUPERVISING OFFICERS RESPONDING TO CALLS, ENFORCING LAWS, INVESTIGATING CRIMES AND ACCIDENTS, PROBLEM-SOLVING, AND TRANSPORTING PRISONERS.  
 (INCREASE IN FY 16-17 BUDGET REFLECTS MOVE OF TRIMET SERGEANT FROM PROGRAM 0623 TO 0622.)
- 103 POLICE OFFICER  
 POLICE OFFICERS RESPONDING TO CALLS FOR SERVICE, ENFORCING LAWS, INVESTIGATING CRIMES AND ACCIDENTS, AND PROBLEM-SOLVING.  
 (FY 16-17 REFLECTS MOVE OF 3 FTE TRIMET & 1 FTE GANG ENFORCEMENT TEAM FROM PROGRAM 0623; MOVE OF 2 FTE BIKE OFFICERS FROM PROGRAM 0625; MOVE OF 1 FTE SRO FROM PROGRAM 0622 TO 0625; MOVE OF 2 FTE CYBER/COMPUTER CRIME OFFICERS FROM 0622 TO 0623.)  
 FY 16-17 BUDGET REFLECTS ADDING 2 NEW FTE POLICE OFFICERS.  
 FY 17-18 BUDGET REFLECTS ADDING 2 NEW FTE POLICE OFFICERS.  
 FY 18-19 BUDGET REFLECTS ADDING 3 NEW POLICE OFFICERS FUNDED BY A 5 CENT INCREASE IN THE PROPERTY TAX LEVY AND THE MOVE OF 1 FTE CYBER CRIMES OFFICER FROM 0623 TO 0622.  
 (DELAY THE START OF THE NEW OFFICERS TO SEPT. 1, 2018)  
 FY 18-19 BUDGET AMENDMENT PKT #7 REMOVES 1 FTE NEW POLICE OFFICER POSITION THAT IS SHOWN ABOVE FOR FY 2018-19 AND REDUCES THE PROPERTY TAX LEVY PROPORTIONATELY.
- 221 SUPPORT SPECIALIST 2  
 PROVIDES ADMINISTRATIVE SUPPORT TO PATROL.
- 230 POLICE INVENTORY SPECIALIST  
 RESPONSIBLE FOR MAINTAINING DEPARTMENT EQUIPMENT AND SUPPLIES.
- 236 COMMUNITY SERVICES OFFICER  
 OFFICERS RESPONSIBLE FOR TRANSPORTING PRISONERS BETWEEN THE DEPARTMENT, JAIL, AND COURT. ENFORCEMENT OF PARKING REGULATIONS.  
 (FY 16-17 REFLECTS MOVE OF 3 FTE COMMUNITY SERVICES OFFICERS FROM COMMUNITY SERVICES PROGRAM 0625 TO PATROL DIVISION PROGRAM 0622.)  
 (FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF CODE COMPLIANCE OFFICER TO COMMUNITY SERVICES OFFICER AND MOVE FROM DEPT 10 (MAYOR) PROGRAM 0523 TO DEPT 60 (POLICE) PROGRAM 0622.)
- 237 CODE COMPLIANCE OFFICER  
 FY 18-19 BUDGET REFLECTS MOVE OF 2 FTE CODE COMPLIANCE OFFICERS FROM DEPT 10 PROGRAM 0523 TO DEPT 60 PROGRAM 0622.
- 275 TEMPORARY EMPLOYEES  
 MARKETING AND PROGRAM DEVELOPMENT (\$26,880)  
 CHAPLAIN SERVICES (BUDGET AMENDMENT TRANSFERS \$19,200 FOR CHAPLAIN SERVICES TO 461).  
 EXTRA HELP TO PROVIDE BACK-UP FOR AND TRAIN NEW COMMUNITY SERVICE OFFICERS (\$20,942)
- 284 TRAF SAFETY PROGRAM SPECIALIST  
 PROVIDES ADMINISTRATIVE SUPPORT TO THE TRAFFIC DIVISION.
- 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

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

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

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |            |       |            |        |            |        |            |            |        |            |        |
|--|------------|-------|------------|--------|------------|--------|------------|------------|--------|------------|--------|
|  | 13,400,794 | 92.00 | 15,084,922 | 100.00 | 15,571,094 | 103.00 | 15,185,567 | 16,834,853 | 109.00 | 16,715,271 | 108.00 |
|--|------------|-------|------------|--------|------------|--------|------------|------------|--------|------------|--------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |         |  |         |  |         |  |         |  |         |
|-----|------------------------------|--|---------|--|---------|--|---------|--|---------|--|---------|
| 301 | OFFICE EXPENSE               |  |         |  |         |  |         |  |         |  |         |
|     | 2,214                        |  | 866     |  | 3,200   |  | 1,200   |  | 2,800   |  | 2,800   |
| 303 | OFFICE FURNITURE & EQUIPMENT |  |         |  |         |  |         |  |         |  |         |
|     | 1,925                        |  | 1,938   |  | 5,400   |  | 5,200   |  | 3,800   |  | 3,800   |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |         |  |         |  |         |  |         |  |         |
|     | 79,600                       |  | 103,240 |  | 123,273 |  | 120,000 |  | 173,042 |  | 169,520 |

|     |                             |  |        |  |        |  |        |  |        |  |        |
|-----|-----------------------------|--|--------|--|--------|--|--------|--|--------|--|--------|
| 305 | SPECIAL DEPARTMENT SUPPLIES |  |        |  |        |  |        |  |        |  |        |
|     | 64,128                      |  | 68,152 |  | 96,786 |  | 85,000 |  | 64,374 |  | 64,374 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 301 OFFICE EXPENSE
  - THERMAL PAPER FOR E-CITATIONS AND PROPERTY RECEIPTS \$2,000
  - TRAFFIC CITATIONS \$800
- 303 OFFICE FURNITURE & EQUIPMENT
  - ADJUSTABLE HEIGHT DESKS FOR REPORT WRITING (2) \$1,200
  - REPLACEMENT CHAIR FOR PHOTO RADAR PROGRAM COORDINATOR \$600
  - REPLACEMENT CHAIRS FOR PATROL (4) \$2,000
  - (FY 18-19 BUDGET REFLECTS FEWER REQUESTS.)
- 304 DEPARTMENT EQUIPMENT EXPENSE
  - AR-15 OPTICS (10) \$3,000
  - REPLACEMENT BICYCLE \$1,300
  - BICYCLE EQUIPMENT (SET-UP, HELMET, LIGHTS, HEADSET) \$2,295
  - GLOCK HANDGUN (3) \$1,260
  - GLOCK HOLSTER (6) \$600
  - LESS LETHAL 40 MM MULTI-LAUNCHER (7) AND EQUIPMENT - INCREASE REQUEST IN FY 18-19. \$21,350
  - LIDAR/RADAR (2) \$7,000
  - MISC. EQUIPMENT \$4,215
  - MOTORCYCLE HELMET CONVERSION KIT FOR RADAR DETECTOR \$2,200
  - OFFICER EQUIPMENT \$4,500
  - PORTABLE RADIO (2) - FY18-19 REFLECTS PRICE INCREASE FOR ENCRYPTED & MULTIBAND CAPABILITY \$13,000
  - TURNOVER OFFICER EQUIPMENT \$6,500
  - TURNOVER OFFICER VEST (4) \$3,100
  - TASER EQUIP NEW (2)- FY18-19 REFLECTS INCREASE & STRATEGY TO STANDARDIZE OFFICER EQUIP \$2,304
  - TASER EQUIP TO REPLACE OBSOLETE MODELS (37) - FY 18-19 REFLECTS INCREASE \$42,624
  - TASER CABLES \$357
  - REPLACEMENT VEST (18) \$13,950
  - VEST FOR RESERVE OFFICER (6) \$4,650
  - FY 2018-19 INCLUDES 2 NEW FTE POLICE OFFICERS WHICH REQUIRES WEAPON, EQUIPMENT, PORTABLE RADIO, AND BODY ARMOR (2); BICYCLE EQUIPMENT (2) \$35,315
  - (FEDERAL VEST GRANT WILL OFFSET 1/2 EXPENSE FOR EACH VEST.)
  - POLICE RADIO INVENTORY: 114 MOBILE RADIOS IN VEHICLES, 224 PORTABLE HANDHELD RADIOS, AND 2 CONTROL RADIOS IN RECORDS DIVISION
  - (FY 16-17 REFLECTS FUNDS ROLLED OVER FROM FY 15-16 BUDGET.)
  - FY 18-19 BUDGET AMENDMENT PKT #7 REMOVES 1 FTE OF THE 3 FTE NEW POLICE OFFICERS AND THE ASSOCIATED EQUIPMENT EXPENSE.
- 305 SPECIAL DEPARTMENT SUPPLIES
  - AMMO FOR TNT AND LESS LETHAL MULTI LAUNCHER \$6,950
  - BADGES \$2,400
  - BATTERIES (RADIO, FLASHLIGHT, LESS LETHAL WEAPONS) - FY 18-19 BUDGET REFLECTS A DECREASE. \$4,375
  - BIKE TRAINING SUPPLIES AND GIVE AWAYS \$800
  - CELL PHONE CHARGERS AND CASES \$690
  - FINGERPRINTING SUPPLIES \$1,000
  - FLARES - FY 18-19 BUDGET REFLECTS A DECREASE. \$4,000
  - FLASHLIGHTS AND SUPPLIES \$1,766
  - GLOVES - FY 18-19 BUDGET REFLECTS AN INCREASE. \$4,000
  - MOBILE RESPONSE TEAM (MRT) EQUIPMENT \$1,500
  - MISC. EQUIPMENT AND SUPPLIES \$9,635
  - NYLON GOODS \$2,400
  - RADIO EAR PIECES \$2,200
  - REIMBURSEMENT FOR OFFICER EQUIPMENT PER BPA CONTRACT \$2,000
  - MOTORCYCLE RADIO KITS (6) \$2,350
  - TASER BATTERIES AND CARTRIDGES \$5,900
  - TNT EQUIPMENT \$12,408
  - (DECREASE IN FY 18-19 REFLECTS FEWER REQUESTS.)

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

PROGRAM: 0622 POLICE DEPT FIELD SERVICES

| OBJ | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-----|--------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 307 | MEMBERSHIP FEES                |     |               |     |               |     |         |               |     |              |     |
|     | 12,569                         |     | 12,527        |     | 15,339        |     | 14,000  | 16,219        |     | 16,219       |     |
| 308 | PERIODICALS & SUBSCRIPTIONS    |     |               |     |               |     |         |               |     |              |     |
|     | 173                            |     | 757           |     | 730           |     | 600     | 930           |     | 930          |     |
| 317 | COMPUTER EQUIPMENT             |     |               |     |               |     |         |               |     |              |     |
|     | 111,648                        |     | 55,202        |     | 60,231        |     | 60,321  | 91,333        |     | 91,333       |     |
| 318 | COMPUTER SOFTWARE              |     |               |     |               |     |         |               |     |              |     |
|     |                                |     |               |     | 12,375        |     | 10,000  |               |     |              |     |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |         |               |     |              |     |
|     | 130,084                        |     | 133,551       |     | 148,000       |     | 145,000 | 183,534       |     | 183,534      |     |
| 328 | MEALS & RELATED EXPENSE        |     |               |     |               |     |         |               |     |              |     |
|     | 1,722                          |     | 2,860         |     | 3,325         |     | 3,000   | 3,475         |     | 3,475        |     |
| 339 | K-9 UNIT EXPENSES              |     |               |     |               |     |         |               |     |              |     |
|     | 35,203                         |     | 29,710        |     | 20,690        |     | 20,500  | 22,690        |     | 22,690       |     |
| 341 | COMMUNICATIONS EXPENSE         |     |               |     |               |     |         |               |     |              |     |
|     | 70,115                         |     | 83,490        |     | 89,735        |     | 81,600  | 94,247        |     | 94,103       |     |
| 342 | DATA COMMUNICATION EXPENSE     |     |               |     |               |     |         |               |     |              |     |
|     |                                |     | 38,240        |     | 41,760        |     | 34,800  | 36,960        |     | 36,960       |     |
| 360 | VEHICLE SET-UP EXPENSE         |     |               |     |               |     |         |               |     |              |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 307 MEMBERSHIP FEES  
 LOCAL, STATE AND NATIONAL MEMBERSHIPS TO LAW ENFORCEMENT PROFESSIONAL AND TRAINING ORGANIZATIONS FOR THE ENTIRE DEPARTMENT. \$8,029  
 TRI-COUNTY GUN PARTICIPATION FEES \$4,800  
 TRI-COUNTY GUN INSTRUCTOR FEES \$2,890  
 COLUMBIA COUNTY RANGE FEES \$500  
 (INCREASE IN FY 18-19 BUDGET REFLECTS MOVE OF CODE SERVICES FROM PROGRAM 0523 AND REQUESTS FOR ADDITIONAL MEMBERSHIPS FROM POLICE DEPARTMENT EMPLOYEES.)
- 308 PERIODICALS & SUBSCRIPTIONS  
 ACCIDENT RECONSTRUCTION \$50  
 AUTO I.D. \$80  
 CHAPLAIN BOOKS \$250  
 CODE SERVICES BOOKS - NEW ITEM FOR FY 18-19 BUDGET \$200  
 MISC BOOKS/PERIODICALS \$100  
 DRIVERS LICENSE GUIDE (3) \$100  
 PUBLICATIONS FOR K-9 OFFICERS \$150  
 (INCREASE IN FY 16-17 BUDGET REFLECTS CHAPLAINS BOOKS EXPENSE MOVED FROM PROGRAM 0625.)
- 317 COMPUTER EQUIPMENT  
 MDC REPLACEMENT FOR TRAFFIC (MOVE TO 12 INCH FROM 8 INCH) (X4) \$16,000  
 TABLETS FOR CITRIX USE BY PHOTO RADAR (X15) \$9,263  
 VEHICLE KEYBOARDS FOR MDC (X10) \$3,570  
 MDC PORTABLE KEYBOARDS (X 10) \$5,000  
 MDC AND DOCK REPLACEMENTS FOR PATROL VEHICLES (X 10) \$52,500  
 MDC VEHICLE AND OFFICE DOCK SPARES (X10) \$5,000
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATIONS REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 TRAVEL AND SUBSISTENCE FOR ENTIRE DEPARTMENT (181.80 FTE) PROVIDES FOR CONTINUING EDUCATION AND TRAINING AND MAINTAINS INDIVIDUAL DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING (DPSST) STATE MANDATED POLICE CERTIFICATIONS.  
 (INCREASE IN FY 18-19 BUDGET REFLECTS ADDITIONAL REQUESTS FOR TRAVEL AND TRAINING FROM POLICE EMPLOYEES & MOVE OF 2 FTE CODE SERVICES EMPLOYEES FROM DEPT 10 PROGRAM 0523.) \$183,534
- 328 MEALS & RELATED EXPENSE  
 BEAVERTON PARADE BREAKFAST, LIEUTENANTS' QUARTERLY LUNCH MEETINGS, JUSTICE COORDINATING MEETINGS, MEALS, SATURATION PATROLS \$3,475  
 (INCREASE IN FY 18-19 BUDGET REFLECTS MOVE OF CODE SERVICES FROM DEPT 10 PROGRAM 0523.)
- 339 K-9 UNIT EXPENSES  
 K-9 EQUIPMENT, FOOD, AND VET CARE FOR FIVE K-9 TEAMS  
 (FY 15-16 AND FY 16-17 BUDGETS INCLUDE REPLACEMENT DOGS FOR K9 RETIREMENTS.) \$22,690
- 341 COMMUNICATIONS EXPENSE  
 CELL PHONE MONTHLY CHARGES FOR ENTIRE DEPARTMENT FOR 20 REGULAR PHONES, 142 SMART PHONES AND TETHERING SERVICES FOR 22 DEVICES. \$88,000  
 SMARTPHONES FOR NEW COMMUNITY SERVICES OFFICER; CODE SERVICES OFFICERS (MOVED FROM DEPT 10 PROGRAM 0523) 3 USERS - NEW REQUEST FOR FY 18-19 \$1,296  
 UPGRADE EXISTING REGULAR FLIP PHONES TO SMARTPHONE DATA PLAN FOR 14 USERS. USERS INCLUDE SUPPORT STAFF IN CID, PROP & EVID, PATROL, TRAFFIC, COMMUNITY SERVICES, AND TRAINING - NEW REQUEST IN FY 18-19 BUDGET. \$3,360  
 FY 2018-19 INCLUDES 2 NEW FTE POLICE OFFICERS WHICH REQUIRES CELLUAR PHONE SERVICE (2) \$1,152  
 AT&T SIM CARD ANNUAL FEE FOR K9 VEHICLE HEAT ALARM \$295  
 (INCREASE IN FY 16-17 BUDGET REFLECTS SMART PHONE UPGRADES FOR 79 USERS.)  
 (DECREASE IN FY 17-18 BUDGET REFLECTS CHANGE IN E-CITATION EQUIPMENT USE.)  
 FY 18-19 BUDGET AMENDMENT PKT #7 REMOVES 1 FTE OF THE 3 FTE NEW POLICE OFFICERS AND THE ASSOCIATED COMMUNICATIONS EXPENSE.
- 342 DATA COMMUNICATION EXPENSE  
 DATA PLAN FOR 10 LAPTOPS AND 67 MOBILE DEVICES @ \$480 EACH \$36,960  
 (FY 16-17 INCREASE REFLECTS MOVE OF EXPENSE FROM ISD FUND TRANSFERS.)
- 360 VEHICLE SET-UP EXPENSE

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

| OBJ | 2016 - ACTUAL                        |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-----|--------------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT                               | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
|     | 132,005                              |     | 162,209       |     | 194,655       |     | 172,000 | 174,117       |     | 174,117      |     |
| 361 | UNIFORMS & SPECIAL CLOTHING          |     |               |     |               |     |         |               |     |              |     |
|     | 51,716                               |     | 63,531        |     | 69,000        |     | 62,000  | 69,447        |     | 69,114       |     |
| 371 | EQUIPMENT OPER & MAINT EXPENSE       |     |               |     |               |     |         |               |     |              |     |
|     | 3,154                                |     | 4,414         |     | 7,200         |     | 6,000   | 7,200         |     | 7,200        |     |
| 442 | CODE SERVICE - SIDEWALK REPAIR GRANT |     |               |     |               |     |         |               |     |              |     |
|     |                                      |     |               |     |               |     |         | 75,000        |     | 75,000       |     |
| 443 | CODE SERVICE EXPENDITURES            |     |               |     |               |     |         |               |     |              |     |
|     |                                      |     |               |     |               |     |         | 11,500        |     | 11,500       |     |
| 461 | SPECIAL EXPENSE                      |     |               |     |               |     |         |               |     |              |     |
|     | 18,994                               |     | 24,446        |     | 34,750        |     | 28,000  | 38,150        |     | 57,350       |     |
| 471 | DUII BLOOD DRAW GRANT EXPENSE        |     |               |     |               |     |         |               |     |              |     |
|     | 7,620                                |     | 7,170         |     | 14,400        |     | 9,000   | 14,400        |     | 14,400       |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

PATROL REPLACEMENT VEHICLE EQUIPMENT (LIGHTS, RADIO, CAGE PARTITION, ETC.) (7) \$72,100  
 PATROL REPLACEMENT VEHICLE SET UP INSTALLATION SERVICES (7) \$26,600  
 ECO LOCK FUEL SAVER (7) \$4,900  
 EQUIPMENT AND SET UP FOR REPLACEMENT CODE SERVICES VEHICLE (MOVED FROM PROGRAM 0523.) \$5,000  
 LIGHTING AND EQUIPMENT FOR REPLACEMENT CID VEHICLE (3) \$3,300  
 LIGHTING AND EQUIPMENT FOR REPLACEMENT ADMIN VEHICLE \$1,100  
 VEHICLE WRAPS AND DECALS \$13,350  
 VEHICLE DECOMMISSION (8) \$5,480  
 MISCELLANEOUS EQUIPMENT AND AUTO PARTS \$8,544  
 CID MISCELLANEOUS REPLACEMENT PARTS AND SERVICE \$1,100  
 COMMUNITY SERVICES VEHICLE EQUIPMENT AND MAINTENANCE FOR LEASED VEHICLES. \$2,000  
 VEHICLE DETAILING \$1,200  
 FY 2018-19 INCLUDES 3 NEW FTE POLICE OFFICERS WHICH REQUIRES A NEW VEHICLE AND EQUIPMENT \$29,443  
 (FY 16-17 REFLECTS INCREASE IN REQUESTS FOR VEHICLE EQUIPMENT AND SET-UP.

- 361 UNIFORMS & SPECIAL CLOTHING  
 REPLACEMENT UNIFORMS, REPLACEMENT JACKETS, RAIN PANTS/GEAR, IKE JACKETS, SPECIAL TEAM UNIFORMS, REPLACEMENT SAFETY LENSES FOR MOTORCYCLE OFFICERS, MOTORCYCLE SUITS/BOOTS/GLOVES/HELMETS, NEW OFFICER UNIFORMS, TRAFFIC SAFETY VESTS, POLO SHIRTS, HONOR GUARD, RESERVE AND CADET UNIFORMS. \$66,264  
 FY 2018-19 INCLUDES 2 NEW FTE POLICE OFFICERS WHICH REQUIRES UNIFORMS AND JACKETS (2) \$2,850  
 FY 18-19 BUDGET AMENDMENT PKT #7 REMOVES 1 FTE OF THE 3 FTE NEW POLICE OFFICERS AND THE ASSOCIATED UNIFORMS & SPECIAL CLOTHING EXPENSE.
- 371 EQUIPMENT OPER & MAINT EXPENSE  
 BADGE REPAIR, BICYCLE REPAIR, WATERPROOF JACKETS REPAIR AND REFURBISH, RADAR REPAIR (INCREASE IN FY 16-17 BUDGET REFLECTS MOVE OF BICYCLE EXPENSE FROM PROGRAM 0625.) \$7,200
- 442 CODE SERVICE - SIDEWALK REPAIR GRANT  
 SIDEWALK REPAIR GRANT (APPROX 140 PROJECTS)- FY 18-19 REFLECTS MOVE OF CODE SERVICES FROM DEPT 10 PROGRAM 0523. \$75,000
- 443 CODE SERVICE EXPENDITURES  
 FY 2018-19 REFLECTS THE MOVE OF THE CODE SERVICES PROGRAM FROM DEPARTMENT 10 PROGRAM 0523 TO THE POLICE DEPARTMENT AND THESE ASSOCIATED EPXENDITURES:  
 NUISANCE ABATEMENT CONTRACTORS \$7,500  
 PROCESS SERVERS AND CONTRACTORS AS NEEDED \$1,000  
 DMV RECORDS CHECKS AND BACKGROUND CHECKS \$3,000
- 461 SPECIAL EXPENSE  
 BODY-WORN CAMERAS MISC EXPENSES AND PARTS - FY 18-19 REFLECTS MOVE FROM PROGRAM 0638 \$4,000  
 CAR SEAT CLINIC SUPPLIES \$600  
 DMV SUSPENSION PACKETS \$2,500  
 INVESTIGATIVE MEDICAL \$1,500  
 VEHICLE IMPOUND/STORAGE \$3,500  
 WASH. CO. INSPECTION FEE FOR HOLDING FACILITY \$150  
 TRAFFIC EDUCATION PROGRAM \$4,200  
 PEER SUPPORT PROGRAM \$7,000  
 RACE EVENT SUPPLIES \$700  
 MISC. AND UNANTICIPATED EXPENSES \$2,000  
 PUBLIC SAFETY CHAPLAINCY PROGRAM \$12,000  
 BUDGET AMENDMENT PKT 1: TRANSFER CHAPLAIN SERVICES FUNDS (\$19,200) FROM 275 LINE ITEM \$19,200 (FY 16-17 REFLECTS PUBLIC CHAPLAINCY PROGRAM MOVED FROM 001-10-0529-391.)  
 (FY 17-18 REFLECTS INCREASE IN PEER SUPPORT PROGRAM.)
- 471 DUII BLOOD DRAW GRANT EXPENSE  
 BLOOD DRAW EXPENSE FOR GRANT (FEDERAL GRANT AWARD THROUGH 9/30/19). \$14,400

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

| OBJ  | 2016 - ACTUAL                 |       | 2017 - ACTUAL |        | 2018 BUDGETED |        | 2018       | 2019 - RECOMD |        | 2019 ADOPTED |        |
|--|-------------------------------|-------|---------------|--------|---------------|--------|------------|---------------|--------|--------------|--------|
|  | AMOUNT                        | FTE   | AMOUNT        | FTE    | AMOUNT        | FTE    | EST AMT    | AMOUNT        | FTE    | AMOUNT       | FTE    |
| 511  | PROFESSIONAL SERVICES         |       |               |        |               |        |            |               |        |              |        |
|  | 14,047                        |       | 16,261        |        | 18,660        |        | 18,000     | 39,583        |        | 39,450       |        |
| 536  | MAINTENANCE CONTRACTS         |       |               |        |               |        |            |               |        |              |        |
|  |                               |       | 953           |        | 1,520         |        | 1,000      | 4,589         |        | 4,589        |        |
| 551  | RENTS AND LEASES              |       |               |        |               |        |            |               |        |              |        |
|  | 1,215                         |       | 1,215         |        | 1,350         |        | 1,250      | 1,250         |        | 1,250        |        |
| TOTAL CLASS: 10 MATERIALS & SERVICES           |                               |       |               |        |               |        |            |               |        |              |        |
|  | 738,132                       |       | 810,732       |        | 962,379       |        | 878,471    | 1,128,640     |        | 1,143,708    |        |
| CLASS: 15 CAPITAL OUTLAY                       |                               |       |               |        |               |        |            |               |        |              |        |
| 641  | VEHICLES                      |       |               |        |               |        |            |               |        |              |        |
|  | 455,301                       |       | 167,432       |        | 396,108       |        | 390,172    | 406,000       |        | 406,000      |        |
| TOTAL CLASS: 15 CAPITAL OUTLAY                 |                               |       |               |        |               |        |            |               |        |              |        |
|  | 455,301                       |       | 167,432       |        | 396,108       |        | 390,172    | 406,000       |        | 406,000      |        |
| CLASS: 25 TRANSFERS                            |                               |       |               |        |               |        |            |               |        |              |        |
| 816  | TRSFERS TO REPROGRAPHICS FUND |       |               |        |               |        |            |               |        |              |        |
|  |                               |       |               |        |               |        |            | 3,327         |        | 3,327        |        |
| 817  | TRSFERS TO GARAGE FUND        |       |               |        |               |        |            |               |        |              |        |
|  | 682,625                       |       | 588,512       |        | 672,964       |        | 672,964    | 739,039       |        | 739,039      |        |
| TOTAL CLASS: 25 TRANSFERS                      |                               |       |               |        |               |        |            |               |        |              |        |
|  | 682,625                       |       | 588,512       |        | 672,964       |        | 672,964    | 742,366       |        | 742,366      |        |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES        |                               |       |               |        |               |        |            |               |        |              |        |
| 989  | RESERVE - POLICE FORFEITURES  |       |               |        |               |        |            |               |        |              |        |
|  |                               |       |               |        | 30,480        |        |            | 47,011        |        | 47,011       |        |
| 996  | RESERVE - EQUIPMENT REPLACEMT |       |               |        |               |        |            |               |        |              |        |
|  |                               |       |               |        | 439,486       |        |            | 478,204       |        | 478,204      |        |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  |                               |       |               |        |               |        |            |               |        |              |        |
|  |                               |       |               |        | 469,966       |        |            | 525,215       |        | 525,215      |        |
| TOTAL PROGRAM: 0622 POLICE DEPT FIELD SERVICES |                               |       |               |        |               |        |            |               |        |              |        |
|  | 15,276,852                    | 92.00 | 16,651,598    | 100.00 | 18,072,511    | 103.00 | 17,127,174 | 19,637,074    | 109.00 | 19,532,560   | 108.00 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0622 POLICE DEPT FIELD SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 511 PROFESSIONAL SERVICES
  - BODY-WORN CAMERA (BWC) SOFTWARE LICENSES, CLOUD STORAGE, AND WARRANTIES. INCREASE IN FY 18-19 BUDGET REFLECTS MOVE OF EXPENSE FROM PROGRAM 0638 BODY-WORN CAMERA GRANT. \$15,031
  - HELICOPTER RENTAL \$1,000
  - INTERPRETER FEES - FY 18-19 INCREASE REFLECTS CONSOLIDATION OF EXPENSES FROM PROGRAM 0623 \$5,600
  - LEXIPOL POLICY SERVICES ANNUAL FEE (PRICE INCREASE IN FY 18-19 BUDGET.) \$5,992
  - TURNOVER OFFICER AND RESERVES PSYCH TESTING \$8,800
  - RESERVE OFFICER MEDICAL EVALUATIONS (8) \$2,560
  - FY 2018-19 INCLUDES 2 NEW FTE POLICE OFFICERS WHICH REQUIRES BWC LICENSES (2) \$467
  - FY18-19 BUDGET AMENDMENT PKT #7 REMOVES 1 FTE OF THE 3 FTE NEW POLICE OFFICER POSITIONS AND THE ASSOCIATED PROF SERVICES EXPENSE.
- 536 MAINTENANCE CONTRACTS
  - TASER WEAPON ASSURANCE MAINTENANCE PLAN \$1,000
  - TASER ASSURANCE PLAN - WARRANTY AND REPLACEMENT PLAN - YEAR 1 OUT OF 5 (39) \$3,589
- 551 RENTS AND LEASES
  - PRONET LINE LEASE \$1,250

- 641 VEHICLES
  - 7 - REPLACEMENT PATROL VEHICLES WITH FORD POLICE UTILITY SUV @ \$31,000 EACH \$217,000
  - 1 - REPLACEMENT FOR MOTORCYCLE VEHICLE NO. 150 (2011 KAWASAKI) WITH BMW PLATFORM (YEAR 2 OF PHASE IN OF NEW BMW MOTORCYCLE PLATFORM) \$34,500
  - 1 - REPLACEMENT FOR ADMIN VEHICLE NO. 159 (2005 IMPALA) WITH FORD ESCAPE AWD \$24,000
  - 3 - REPLACEMENT CID VEHICLES NOS. 110 (2007 MALIBU), 111 (2007 MALIBU), 160 (2006 TAURUS) WITH FORD FUSION HYBRID @ \$25,000 EACH; \$75,000
  - 1 - NEW PATROL VEHICLE FORD POLICE UTILITY SUV (FY 2018-19 INCLUDES 3 NEW FTE POLICE OFFICERS WHICH REQUIRES ADDITIONAL VEHICLE.) \$31,000
  - FY 18-19 REFLECTS TRANSFER OF CODE SERVICES PROGRAM FROM DEPT 10 PROGRAM 0523
  - 1 - REPLACEMENT FOR CODE SVCS VEHICLE NO. 2-649 (2001 FORD RANGER) WITH FORD 150 PICK-UP \$24,500

- 816 TRSFERS TO REPROGRAPHICS FUND
- 817 TRSFERS TO GARAGE FUND
  - ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE).

- 989 RESERVE - POLICE FORFEITURES
  - FOREFEITED FUNDS AVAILABLE FOR APPROPRIATION \$47,011
- 996 RESERVE - EQUIPMENT REPLACEMT
  - RESERVE FOR FUTURE REPLACEMENT OF POLICE CARS AND MOTORCYCLES

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0523 MUNICIPAL CODE SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                           |      |         |      |         |      |         |  |  |  |  |
|-----|---------------------------|------|---------|------|---------|------|---------|--|--|--|--|
| 077 | PROGRAM MANAGER           |      |         |      |         |      |         |  |  |  |  |
|     | 88,145                    | 1.00 | 89,546  | 1.00 | 57,600  | 1.00 | 55,238  |  |  |  |  |
| 237 | CODE COMPLIANCE OFFICER   |      |         |      |         |      |         |  |  |  |  |
|     | 117,891                   | 2.00 | 156,121 | 3.00 | 144,988 | 2.00 | 136,858 |  |  |  |  |
| 299 | PAYROLL TAXES AND FRINGES |      |         |      |         |      |         |  |  |  |  |
|     | 133,663                   |      | 158,287 |      | 140,794 |      | 124,580 |  |  |  |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |  |  |  |  |
|--|---------|------|---------|------|---------|------|---------|--|--|--|--|
|  | 339,699 | 3.00 | 403,954 | 4.00 | 343,382 | 3.00 | 316,676 |  |  |  |  |
|--|---------|------|---------|------|---------|------|---------|--|--|--|--|

CLASS: 10 MATERIALS & SERVICES

|     |                                |    |        |  |        |  |        |  |  |  |  |
|-----|--------------------------------|----|--------|--|--------|--|--------|--|--|--|--|
| 301 | OFFICE EXPENSE                 |    |        |  |        |  |        |  |  |  |  |
|     |                                |    | 67     |  | 50     |  | 50     |  |  |  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |    |        |  |        |  |        |  |  |  |  |
|     | 495                            |    | 462    |  | 475    |  | 475    |  |  |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |    |        |  |        |  |        |  |  |  |  |
|     | 3                              |    | 142    |  | 125    |  | 125    |  |  |  |  |
| 307 | MEMBERSHIP FEES                |    |        |  |        |  |        |  |  |  |  |
|     | 225                            |    | 545    |  | 300    |  | 300    |  |  |  |  |
| 317 | COMPUTER EQUIPMENT             |    |        |  |        |  |        |  |  |  |  |
|     |                                |    | 1,212  |  |        |  |        |  |  |  |  |
| 318 | COMPUTER SOFTWARE              |    |        |  |        |  |        |  |  |  |  |
|     |                                |    | 223    |  |        |  |        |  |  |  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |    |        |  |        |  |        |  |  |  |  |
|     | 584                            |    | 1,520  |  | 1,300  |  | 1,300  |  |  |  |  |
| 328 | MEALS & RELATED EXPENSE        |    |        |  |        |  |        |  |  |  |  |
|     | 119                            | 86 |        |  | 150    |  | 300    |  |  |  |  |
| 341 | COMMUNICATIONS EXPENSE         |    |        |  |        |  |        |  |  |  |  |
|     |                                |    | 727    |  | 1,872  |  | 1,326  |  |  |  |  |
| 461 | SPECIAL EXPENSE                |    |        |  |        |  |        |  |  |  |  |
|     | 2,231                          |    | 2,256  |  | 2,500  |  | 250    |  |  |  |  |
| 511 | PROFESSIONAL SERVICES          |    |        |  |        |  |        |  |  |  |  |
|     | 63,433                         |    | 75,296 |  | 83,500 |  | 83,500 |  |  |  |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |        |  |        |  |        |  |        |  |  |  |  |
|--|--------|--|--------|--|--------|--|--------|--|--|--|--|
|  | 67,090 |  | 82,536 |  | 90,272 |  | 87,626 |  |  |  |  |
|--|--------|--|--------|--|--------|--|--------|--|--|--|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0523 MUNICIPAL CODE SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 077 PROGRAM MANAGER  
 FY 18-19 REFLECTS THE CODE COMPLIANCE PROGRAM TRANSFERRING TO THE POLICE DEPT, HOWEVER THIS POSITION WILL REMAIN IN THE MAYOR'S OFFICE WITHIN THE CAO PROGRAM 0522 BUDGET UNTIL IT IS DETERMINED WHERE THE POSITION IS NEEDED.
- 237 CODE COMPLIANCE OFFICER  
 FY 16-17 REFLECTS MID-YEAR ADDITION OF A 1 FTE CODE COMPLIANCE OFFICER (LIMITED DURATION).  
 FY 17-18 REFLECTS MID-YEAR 1 FTE CODE COMPLIANCE OFFICER POSITION TRANSFERRING TO THE POLICE DEPARTMENT.  
 FY 18-19 REFLECTS 2 FTE CODE COMPLIANCE OFFICER POSITIONS TRANSFERRING TO THE POLICE DEPARTMENT #60-0522
- 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
- 304 DEPARTMENT EQUIPMENT EXPENSE
- 305 SPECIAL DEPARTMENT SUPPLIES
- 307 MEMBERSHIP FEES
- 317 COMPUTER EQUIPMENT
- 318 COMPUTER SOFTWARE
- 321 TRAVEL, TRAINING & SUBSISTENCE
- 328 MEALS & RELATED EXPENSE
- 341 COMMUNICATIONS EXPENSE
- 461 SPECIAL EXPENSE
- 511 PROFESSIONAL SERVICES

City of Beaverton - Finance  
 Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
 DEPT: 10 MAYOR'S OFFICE  
 PROGRAM: 0523 MUNICIPAL CODE SERVICES

| 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: 15 CAPITAL OUTLAY

641 VEHICLES  
29,472

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |        |
|--|--------|
|  | 29,472 |
|--|--------|

CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND  
3,521 3,280 3,303 3,303

817 TRSFERS TO GARAGE FUND  
3,293 10,410 4,516 4,516

TOTAL CLASS: 25 TRANSFERS

|  |       |        |       |       |
|--|-------|--------|-------|-------|
|  | 6,814 | 13,690 | 7,819 | 7,819 |
|--|-------|--------|-------|-------|

TOTAL PROGRAM: 0523 MUNICIPAL CODE SERVICES

|  |         |      |         |      |         |      |         |
|--|---------|------|---------|------|---------|------|---------|
|  | 413,603 | 3.00 | 529,652 | 4.00 | 441,473 | 3.00 | 412,121 |
|--|---------|------|---------|------|---------|------|---------|

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 10 MAYOR'S OFFICE  
PROGRAM: 0523 MUNICIPAL CODE SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

641 VEHICLES

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

817 TRSFERS TO GARAGE FUND  
ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0623 INVESTIGATIVE SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                                |       |           |       |           |       |           |           |       |           |       |  |
|-----|--------------------------------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|--|
| 047 | POLICE CAPTAIN                 |       |           |       |           |       |           |           |       |           |       |  |
|     | 133,410                        | 1.00  | 36,077    | 1.00  | 130,736   | 1.00  | 132,148   | 140,985   | 1.00  | 140,985   | 1.00  |  |
| 055 | LIEUTENANT                     |       |           |       |           |       |           |           |       |           |       |  |
|     | 114,984                        | 1.00  | 122,639   | 1.00  | 129,133   | 1.00  | 119,922   | 120,397   | 1.00  | 120,397   | 1.00  |  |
| 071 | POLICE SERGEANT                |       |           |       |           |       |           |           |       |           |       |  |
|     | 456,907                        | 4.00  | 332,272   | 3.00  | 364,856   | 3.00  | 368,308   | 372,227   | 3.00  | 372,227   | 3.00  |  |
| 103 | POLICE OFFICER                 |       |           |       |           |       |           |           |       |           |       |  |
|     | 1,983,295                      | 20.00 | 1,611,374 | 18.00 | 1,925,955 | 18.00 | 1,529,534 | 1,795,375 | 17.00 | 1,795,375 | 17.00 |  |
| 200 | SR PROP & EVIDENCE CONTRL SPEC |       |           |       |           |       |           |           |       |           |       |  |
|     | 63,756                         | 1.00  | 65,310    | 1.00  | 66,779    | 1.00  | 68,903    | 71,840    | 1.00  | 71,840    | 1.00  |  |
| 218 | POLICE TECHNICIAN              |       |           |       |           |       |           |           |       |           |       |  |
|     | 68,511                         | 1.00  | 70,244    | 1.00  | 74,746    | 1.00  | 71,911    | 75,209    | 1.00  | 75,209    | 1.00  |  |
| 228 | POLICE PROPERTY CONTROL SPEC   |       |           |       |           |       |           |           |       |           |       |  |
|     | 114,748                        | 2.00  | 118,098   | 2.00  | 128,025   | 2.00  | 124,264   | 127,720   | 2.00  | 127,720   | 2.00  |  |
| 229 | POLICE SUPPORT SPECIALIST      |       |           |       |           |       |           |           |       |           |       |  |
|     | 110,119                        | 2.00  | 114,742   | 2.00  | 122,783   | 2.00  | 121,086   | 121,989   | 2.00  | 121,989   | 2.00  |  |
| 231 | CRIME ANALYST                  |       |           |       |           |       |           |           |       |           |       |  |
|     | 66,215                         | 1.00  | 69,198    | 1.00  | 77,319    | 1.00  | 76,846    | 79,764    | 1.00  | 79,764    | 1.00  |  |
| 299 | PAYROLL TAXES AND FRINGES      |       |           |       |           |       |           |           |       |           |       |  |
|     | 1,702,661                      |       | 1,389,991 |       | 1,792,289 |       | 1,468,003 | 1,783,317 |       | 1,783,317 |       |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |       |           |       |           |       |           |           |       |           |       |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  | 4,814,606 | 33.00 | 3,929,945 | 30.00 | 4,812,621 | 30.00 | 4,080,925 | 4,688,823 | 29.00 | 4,688,823 | 29.00 |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |        |  |        |  |        |        |  |        |  |  |
|-----|------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|--|
| 303 | OFFICE FURNITURE & EQUIPMENT |  |        |  |        |  |        |        |  |        |  |  |
|     | 950                          |  | 3,928  |  | 1,800  |  | 1,000  |        |  |        |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |        |  |        |  |        |        |  |        |  |  |
|     | 19,366                       |  | 18,091 |  | 22,740 |  | 20,000 | 20,000 |  | 20,000 |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0623 INVESTIGATIVE SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 047 POLICE CAPTAIN  
 CAPTAIN RESPONSIBLE FOR MANAGING, COORDINATING AND DIRECTING THE SERVICES BUREAU, INCLUDING THE COMMUNITY SERVICES DIVISION, INVESTIGATIONS DIVISION, NARCOTICS, AND PROPERTY AND EVIDENCE.
- 055 LIEUTENANT  
 LIEUTENANT RESPONSIBLE FOR INVESTIGATIONS DIVISION, NARCOTICS TEAM, AND PROPERTY AND EVIDENCE.
- 071 POLICE SERGEANT  
 SERGEANTS RESPONSIBLE FOR THE SUPERVISION OF THE INVESTIGATIONS DIVISION (2 FTE) AND WESTSIDE INTERAGENCY NARCOTICS (WIN) TEAM (1 FTE).  
 (FY 16-17 BUDGET REFLECTS MOVE OF TRIMET SERGEANT TO PROGRAM 0622.)
- 103 POLICE OFFICER  
 OFFICERS ASSIGNED TO THE CID DIVISION TO INVESTIGATE FELONY CRIMES AND OTHER INCIDENTS BEYOND THE TIME AND RESOURCE ABILITY OF THE PATROL OFFICER (14) AND OFFICERS ASSIGNED TO THE INTERAGENCY NARCOTICS TEAM TO INVESTIGATE DRUG VIOLATIONS (2).  
 (FY 16-17 BUDGET REFLECTS MOVE OF TRIMET OFFICERS (3) AND GANG ENFORCEMENT OFFICER (1) TO PROGRAM 0622, AND 2 FTE CYBER CRIME OFFICERS MOVED FROM PROGRAM 0622.)  
 (FY 18-19 BUDGET REFLECTS MOVE OF 1 FTE CYBER CRIME OFFICER TO PROGRAM 0622.)
- 200 SR PROP & EVIDENCE CONTRL SPEC
- 218 POLICE TECHNICIAN  
 RESPONSIBLE FOR MAINTAINING AND DEPLOYING SURVEILLANCE, ALARM, AND DECOY EQUIPMENT; ASSIST DETECTIVES IN RESEARCH, DATA COLLECTION, AND MONITORING AUDIO AND VIDEO EVIDENCE.
- 228 POLICE PROPERTY CONTROL SPEC  
 RESPONSIBLE FOR FOUND PROPERTY, PRISONER PROPERTY, AND CRIME SCENE EVIDENCE. INCLUDES PACKAGING, STORAGE, DESTRUCTION, RECORD KEEPING AND DISPOSITION.
- 229 POLICE SUPPORT SPECIALIST  
 RECORDS CLERK RESPONSIBLE FOR REPORT TYPING AND PROCESSING, PHOTO FILES, PUBLIC RECEPTION, AND OTHER SUPPORT TO INVESTIGATORS.
- 231 CRIME ANALYST  
 RESPONSIBLE FOR STATISTICAL ANALYSIS OF CALL AND CRIME DATA FOR RESOURCE ALLOCATION, CRIME FORECASTING, AND ADMINISTRATIVE AND STAFF USE.
- 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
- 303 OFFICE FURNITURE & EQUIPMENT  
 NO APPROPRIATIONS REQUESTED FOR FY 18-19 BUDGET.
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MULTI-MEDIA SUPPLIES TO STORE EVIDENCE - CDS, DVDS, FLASHCARDS  
 EVIDENCE SUPPLIES  
 LEATHER GOODS AND MISC. EQUIPMENT FOR DETECTIVES

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0623 INVESTIGATIVE SERVICES

| OBJ  | 2016 - ACTUAL                     |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|--|-----------------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|  | AMOUNT                            | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 308  | PERIODICALS & SUBSCRIPTIONS       |       |               |       |               |       |           |               |       |              |       |
|  | 242                               |       | 66            |       | 365           |       | 250       | 365           |       | 365          |       |
| 316  | ADVERTISING, RECORDING & FILING   |       |               |       |               |       |           |               |       |              |       |
|  |                                   |       | 335           |       | 400           |       | 400       | 600           |       | 600          |       |
| 317  | COMPUTER EQUIPMENT                |       |               |       |               |       |           |               |       |              |       |
|  | 3,749                             |       | 1,901         |       | 979           |       | 1,021     | 1,800         |       | 1,800        |       |
| 318  | COMPUTER SOFTWARE                 |       |               |       |               |       |           |               |       |              |       |
|  |                                   |       | 129           |       |               |       |           |               |       |              |       |
| 328  | MEALS & RELATED EXPENSE           |       |               |       |               |       |           |               |       |              |       |
|  | 313                               |       | 855           |       | 960           |       | 900       | 960           |       | 960          |       |
| 371  | EQUIPMENT OPER & MAINT EXPENSE    |       |               |       |               |       |           |               |       |              |       |
|  | 436                               |       | 434           |       | 3,200         |       | 500       | 700           |       | 700          |       |
| 461  | SPECIAL EXPENSE                   |       |               |       |               |       |           |               |       |              |       |
|  | 5,796                             |       | 8,725         |       | 16,000        |       | 12,000    | 16,000        |       | 16,000       |       |
| 467  | FEDERAL FORFEITURE EXPENSE        |       |               |       |               |       |           |               |       |              |       |
|  | 1,744                             |       | 51,091        |       | 111,575       |       | 118,414   | 10,000        |       | 10,000       |       |
| 511  | PROFESSIONAL SERVICES             |       |               |       |               |       |           |               |       |              |       |
|  | 1,445                             |       | 1,857         |       | 6,000         |       | 1,800     | 4,000         |       | 4,000        |       |
| 525  | PMTS TO OTHER GOVERNMENT AGENCIES |       |               |       |               |       |           |               |       |              |       |
|  |                                   |       |               |       | 9,400         |       |           | 9,400         |       | 9,400        |       |
| 551  | RENTS AND LEASES                  |       |               |       |               |       |           |               |       |              |       |
|  | 3,600                             |       | 7,200         |       | 7,200         |       | 7,200     | 7,200         |       | 7,200        |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES       |                                   |       |               |       |               |       |           |               |       |              |       |
|  | 37,641                            |       | 94,612        |       | 180,619       |       | 163,485   | 71,025        |       | 71,025       |       |
| CLASS: 25 TRANSFERS                        |                                   |       |               |       |               |       |           |               |       |              |       |
| 817  | TRSFERS TO GARAGE FUND            |       |               |       |               |       |           |               |       |              |       |
|  |                                   |       | 38,794        |       | 47,647        |       | 47,647    | 47,056        |       | 47,056       |       |
| TOTAL CLASS: 25 TRANSFERS                  |                                   |       |               |       |               |       |           |               |       |              |       |
|  |                                   |       | 38,794        |       | 47,647        |       | 47,647    | 47,056        |       | 47,056       |       |
| TOTAL PROGRAM: 0623 INVESTIGATIVE SERVICES |                                   |       |               |       |               |       |           |               |       |              |       |
|  | 4,852,247                         | 33.00 | 4,063,351     | 30.00 | 5,040,887     | 30.00 | 4,292,057 | 4,806,904     | 29.00 | 4,806,904    | 29.00 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0623 INVESTIGATIVE SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |  |
|-----|--|
| 308 | PERIODICALS & SUBSCRIPTIONS<br>PHYSICIAN DESK REFERENCE, MISC BOOKS/MAGAZINES.   |
| 316 | ADVERTISING, RECORDING & FILING<br>PUBLIC NOTICES FOR UNCLAIMED PROPERTY - FY 18-19 REFLECTS INCREASE IN VOLUME OF PROPERTY AND EVIDENCE SCHEDULED FOR REMOVAL.  |
| 317 | COMPUTER EQUIPMENT<br>ADF SCANNER FOR HARVEST CT AND CID (X2) \$1,800  |
| 318 | COMPUTER SOFTWARE<br>NO APPROPRIATIONS REQUESTED   |
| 328 | MEALS & RELATED EXPENSE<br>IN CUSTODY MEALS, MAJOR CRIMES TEAM MEALS, OTHER MEALS, AND PARKING EXPENSE. \$960  |
| 371 | EQUIPMENT OPER & MAINT EXPENSE<br>ALARM REPAIRS - FY 18-19 BUDGET REFLECTS A REDUCTION IN REQUEST. \$500<br>CAMERA/VIDEO REPAIRS \$200<br>EVIDENCE DRYER FILTERS/MAINTENANCE - FY 17-18 ESTIMATED AND FY 18-19 BUDGET REFLECTS EXPENSE COVERED IN 0623-305.<br>(INCREASE IN FY 17-18 BUDGET REFLECTS EXPENSE FOR PAT ALARM REPAIRS.) |
| 461 | SPECIAL EXPENSE<br>BURN/MELTING EVIDENCE FEES \$3,000<br>GARBAGE FEES \$1,400<br>INVESTIGATIVE MEDICAL \$2,500<br>INVESTIGATIVE FUNDS \$6,100<br>MEDICAL RECORDS FEES \$200<br>POLYGRAPH \$300<br>TITLE SEARCH FEES \$300<br>VEHICLE TOWING/STORAGE \$2,200  |
| 467 | FEDERAL FORFEITURE EXPENSE<br>FEDERAL FORFEITURE EXPENSE<br>FY 17-18 BUDGET REFLECTS PURCHASE OF POLICE EQUIPT WITH FEDERAL EQUITABLE SHARING FUNDS.<br>FY 18-19 BUDGET DECREASE REFLECTS FEWER REQUESTS. \$10,000   |
| 511 | PROFESSIONAL SERVICES<br>HAZMAT/DEQ CLEANUP (WIN) \$2,000<br>CID OCCUPATIONAL WELLNESS CHECKS \$2,000<br>(FY 18-19 DECREASE REFLECTS CONSOLIDATION OF INTERPRETER SERVICES EXPENSE TO PROGRAM 0622)  |
| 525 | PMTS TO OTHER GOVERNMENT AGENCIES<br>CONTRIBUTION TO WESTSIDE INTERAGENCY NARCOTICS TEAM (WIN) \$9,400   |
| 551 | RENTS AND LEASES<br>CONTRACT AGREEMENT FOR UNDERCOVER VEHICLE (4) \$7,200  |
| 817 | TRSFERS TO GARAGE FUND   |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0625 COMMUNITY SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                                |         |       |         |      |         |      |         |         |      |         |      |
|-----|--------------------------------|---------|-------|---------|------|---------|------|---------|---------|------|---------|------|
| 055 | LIEUTENANT                     |         |       |         |      |         |      |         |         |      |         |      |
|     |                                | 113,131 | 1.00  | 92,952  | 1.00 | 121,962 | 1.00 | 116,978 | 120,397 | 1.00 | 120,397 | 1.00 |
| 071 | POLICE SERGEANT                |         |       |         |      |         |      |         |         |      |         |      |
|     |                                | 221,739 | 2.00  | 231,563 | 2.00 | 236,068 | 2.00 | 239,603 | 247,002 | 2.00 | 247,002 | 2.00 |
| 093 | POL COMMUNITY SRVCS SPECIALIST |         |       |         |      |         |      |         |         |      |         |      |
|     |                                | 62,529  | 1.00  | 63,583  | 1.00 | 62,901  | 1.00 | 62,433  | 64,928  | 1.00 | 64,928  | 1.00 |
| 103 | POLICE OFFICER                 |         |       |         |      |         |      |         |         |      |         |      |
|     |                                | 872,919 | 10.00 | 805,270 | 9.00 | 861,603 | 9.00 | 827,800 | 907,454 | 9.00 | 907,454 | 9.00 |
| 186 | PROGRAM COORDINATOR            |         |       |         |      |         |      |         |         |      |         |      |
|     |                                | 111,450 | 1.60  | 122,693 | 1.60 | 144,481 | 2.00 | 133,313 | 147,870 | 2.00 | 147,870 | 2.00 |
| 236 | COMMUNITY SERVICES OFFICER     |         |       |         |      |         |      |         |         |      |         |      |
|     |                                | 188,771 | 3.00  |         |      |         |      |         |         |      |         |      |
| 275 | TEMPORARY EMPLOYEES            |         |       |         |      |         |      |         |         |      |         |      |
|     |                                | 16,662  |       | 12,489  |      | 15,000  |      | 3,549   |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES      |         |       |         |      |         |      |         |         |      |         |      |
|     |                                | 832,309 |       | 679,540 |      | 845,901 |      | 748,634 | 846,302 |      | 846,302 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |           |       |           |       |           |       |           |           |       |           |       |
|--|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  |  | 2,419,510 | 18.60 | 2,008,090 | 14.60 | 2,287,916 | 15.00 | 2,132,310 | 2,333,953 | 15.00 | 2,333,953 | 15.00 |
|--|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |        |  |        |  |       |  |       |       |  |       |  |
|-----|------------------------------|--------|--|--------|--|-------|--|-------|-------|--|-------|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE |        |  |        |  |       |  |       |       |  |       |  |
|     |                              | 10,367 |  | 20,046 |  | 60    |  | 50    | 1,500 |  | 1,500 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |        |  |        |  |       |  |       |       |  |       |  |
|     |                              | 8,060  |  | 3,700  |  | 4,775 |  | 4,500 | 5,025 |  | 5,025 |  |

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0625 COMMUNITY SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 055 | LIEUTENANT<br>LIEUTENANT RESPONSIBLE FOR ADMINISTRATION OF THE COMMUNITY SERVICES DIVISION. INCLUDES COMMUNITY RESOURCE OFFICERS, COMMUNITY SERVICE OFFICERS, SCHOOL RESOURCE OFFICERS PUBLIC INFORMATION OFFICER, VOLUNTEER PROGRAM, AND VICTIM SERVICES.   |  |
| 071 | POLICE SERGEANT<br>SERGEANT RESPONSIBLE FOR THE SUPERVISION OF THE SCHOOL RESOURCE OFFICER PROGRAM (1 FTE). SERGEANT POSITION RESPONSIBLE FOR THE COMMUNITY SERVICES PROGRAM (1 FTE).  |  |
| 093 | POL COMMUNITY SRVCS SPECIALIST<br>PROVIDES COMMUNITY POLICING INFORMATION AND EDUCATION TO THE PUBLIC. ASSISTS WITH DEVELOPMENT AND IMPLEMENTATION OF SPECIALIZED NON-ENFORCEMENT PROGRAMS.  |  |
| 103 | POLICE OFFICER<br>POLICE OFFICERS ASSIGNED TO RESPONSIBILITIES IN THE SCHOOL RESOURCE PROGRAM (7), PUBLIC INFORMATION OFFICER (1), AND COMMUNITY POLICING (1).<br>(FY 16-17 BUDGET REFLECTS 1 NEW FTE SRO TO BE PARTIALLY FUNDED BY FEDERAL COPS GRANT AND MOVE OF 2 FTE BIKE OFFICERS TO PROGRAM 0622.)   |  |
| 186 | PROGRAM COORDINATOR<br>PROGRAM COORD. FOR VICTIM SERVICES (1 FTE); PROGRAM COORD. FOR VOLUNTEER PROGRAM (.60 FTE) FY 17-18 REFLECTS VOLUNTEER PROGRAM COORDINATOR'S FTE INCREASING FROM .60 TO 1.0 FTE.  |  |
| 236 | COMMUNITY SERVICES OFFICER<br>OFFICERS RESPONSIBLE FOR TRANSPORTING PRISONERS BETWEEN THE DEPARTMENT, JAIL, AND COURT. ENFORCEMENT OF PARKING REGULATIONS.<br>FY 16-17 REFLECTS TRANSFERRING 3 FTE COMMUNITY SERVICES OFFICERS FROM PROGRAM 0625, COMMUNITY SERVICES, TO PROGRAM 0622, PATROL DIVISION.  |  |
| 275 | TEMPORARY EMPLOYEES<br>COVERAGE FOR EMPLOYEES ON FMLA. FY 18-19 BUDGET REFLECTS EXTRA HELP MOVED TO PROGRAM 0622.  |  |
| 299 | PAYROLL TAXES AND FRINGES<br>PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES                             |  |
|     |  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE<br>COVERT SURVEILLANCE CAMERAS FOR SROS - NEW REQUEST FOR FY 18-19 BUDGET. \$300<br>REPLACEMENT RIFLE VEST PLATE FOR SRO - NEW REQUEST FOR FY 18-19 BUDGET. \$1,200<br>(DECREASE IN FY 17-18 REFLECTS FEWER REQUESTS. NEW SRO WAS EQUIPPED IN FY 16-17 BUDGET.)   |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES<br>CADETS EQUIPMENT AND DUTY GEAR - FY 18-19 REFLECTS REDUCTION IN REQUEST \$1,050<br>MISC. SUPPLIES FOR SROS, STUDENT ACADEMIES, VOLUNTEERS, AND VICTIM ADVOCATES \$2,025<br>HONOR GUARD SUPPLIES - FY 18-19 REFLECTS REQUEST FOR NEW BADGES \$1,000<br>DOOR RAM FOR SCHOOL RESOURCE OFFICERS - NEW REQUEST FOR FY 18-19 BUDGET \$450<br>EVIDENCE TAG PRINTER FOR SCHOOL RESOURCE OFFICES - NEW REQUEST FOR FY 18-19 BUDGET \$500<br>(DECREASE IN FY 16-17 BUDGET REFLECTS MOVE OF BPD AWARDS PROGRAM EXPENSE FROM 0625-305 TO SPECIAL EXPENSE OBJECT CODE 0625-461.) |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0625 COMMUNITY SERVICES

| OBJ                                    | 2016 - ACTUAL                   |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|--|---------------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|  | AMOUNT                          | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 308                                    | PERIODICALS & SUBSCRIPTIONS     |       |               |       |               |       |           |               |       |              |       |
|  | 781                             |       | 691           |       | 846           |       | 800       | 846           |       | 846          |       |
| 316                                    | ADVERTISING, RECORDING & FILING |       |               |       |               |       |           |               |       |              |       |
|  | 1,458                           |       | 815           |       | 1,800         |       | 1,500     | 1,800         |       | 1,800        |       |
| 317                                    | COMPUTER EQUIPMENT              |       |               |       |               |       |           |               |       |              |       |
|  |                                 |       | 6,239         |       |               |       |           |               |       |              |       |
| 328                                    | MEALS & RELATED EXPENSE         |       |               |       |               |       |           |               |       |              |       |
|  | 5,351                           |       | 6,777         |       | 7,100         |       | 7,000     | 8,150         |       | 8,150        |       |
| 351                                    | UTILITIES EXPENSE               |       |               |       |               |       |           |               |       |              |       |
|  | 1,524                           |       | 1,367         |       | 1,900         |       | 1,500     | 1,900         |       | 1,900        |       |
| 371                                    | EQUIPMENT OPER & MAINT EXPENSE  |       |               |       |               |       |           |               |       |              |       |
|  | 1,461                           |       |               |       |               |       |           |               |       |              |       |
| 377                                    | PUBLIC RELATIONS EXPENSE        |       |               |       |               |       |           |               |       |              |       |
|  | 12,222                          |       | 14,057        |       | 16,650        |       | 16,000    | 16,350        |       | 16,350       |       |
| 461                                    | SPECIAL EXPENSE                 |       |               |       |               |       |           |               |       |              |       |
|  | 4,069                           |       | 18,236        |       | 25,700        |       | 21,000    | 24,850        |       | 24,850       |       |
| 465                                    | VOLUNTEER PROGRAM EXPENSE       |       |               |       |               |       |           |               |       |              |       |
|  | 665                             |       | 80            |       | 785           |       | 100       | 709           |       | 709          |       |
| 511                                    | PROFESSIONAL SERVICES           |       |               |       |               |       |           |               |       |              |       |
|  | 2,228                           |       | 2,699         |       | 2,300         |       | 2,300     | 2,700         |       | 2,700        |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES   |                                 |       |               |       |               |       |           |               |       |              |       |
|  | 48,186                          |       | 74,707        |       | 61,916        |       | 54,750    | 63,830        |       | 63,830       |       |
| CLASS: 25 TRANSFERS                    |                                 |       |               |       |               |       |           |               |       |              |       |
| 817                                    | TRSFERS TO GARAGE FUND          |       |               |       |               |       |           |               |       |              |       |
|  |                                 |       | 30,169        |       | 32,142        |       | 32,142    | 36,595        |       | 36,595       |       |
| TOTAL CLASS: 25 TRANSFERS              |                                 |       |               |       |               |       |           |               |       |              |       |
|  |                                 |       | 30,169        |       | 32,142        |       | 32,142    | 36,595        |       | 36,595       |       |
| TOTAL PROGRAM: 0625 COMMUNITY SERVICES |                                 |       |               |       |               |       |           |               |       |              |       |
|  | 2,467,696                       | 18.60 | 2,112,966     | 14.60 | 2,381,974     | 15.00 | 2,219,202 | 2,434,378     | 15.00 | 2,434,378    | 15.00 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0625 COMMUNITY SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 308 PERIODICALS & SUBSCRIPTIONS
  - COMMUNITY POLICING BOOKS \$40
  - NEWS FLASH \$312
  - OREGONIAN \$240
  - PROBLEM ORIENTED POLICING QUARTERLY \$30
  - VALLEY TIMES \$80
  - VOLUNTEER ADMINISTRATION NEWSLETTER \$144
- 316 ADVERTISING, RECORDING & FILING
  - COMMUNITY EVENT ADVERTISING AND SAFETY ADS \$1,800
- 317 COMPUTER EQUIPMENT
  - NO APPROPRIATIONS REQUESTED
- 328 MEALS & RELATED EXPENSE
  - MISC MEALS FOR HOSTED COMMUNITY EDUCATION, PROGRAMS AND EVENTS \$2,200
  - STUDENT AND CITIZENS ACADEMIES - FY 18-19 BUDGET REFLECTS INCREASE FOR MOUNTAINSIDE HS \$2,650
  - VOLUNTEER AND VICTIM ADVOCATE RECOGNITION DINNERS \$2,300
  - VOLUNTEER AND VICTIM ADVOCATE HOLIDAY EVENT \$1,000
- 351 UTILITIES EXPENSE
  - COST OF UTILITIES AT THE NEIGHBORHOOD RESOURCE CENTERS \$1,900
- 371 EQUIPMENT OPER & MAINT EXPENSE
  - NO APPROPRIATIONS REQUESTED FOR FY 18-19 BUDGET.
  - (FY 16-17 BUDGET DECREASE REFLECTS MOVE OF BICYCLE EXPENSE TO PROGRAM 0622.)
- 377 PUBLIC RELATIONS EXPENSE
  - NATIONAL NIGHT OUT SUPPLIES \$6,000
  - PROMO SUPPLIES \$10,100
  - CANINE TRADING CARDS \$250
  - (INCREASE BEGINNING IN FY 16-17 REFLECTS EXPANDED BPD MARKETING PROGRAM.)
- 461 SPECIAL EXPENSE
  - BPD AWARDS PROGRAM (INCREASE IN FY 16-17 BUDGET REFLECTS MOVE OF BPD AWARDS PROGRAM FROM OBJECT CODES 304 AND 305.) \$8,500
  - CITIZENS ACADEMY SUPPLIES AND AWARDS RECOGNITION \$800
  - COMMUNITY SERVICES PROGRAM (FUNDED BY DONATIONS FROM COMMUNITY.) \$2,300
  - MILITARY BANNER PROGRAM (MOVED FROM STATE REV SHARING FUND IN FY 16-17.) \$9,000
  - PEER COURT SUPPLIES \$700
  - VICTIM SERVICES SUPPLIES AND ADVOCATE UNIFORMS \$2,950
  - VOLUNTEER PROGRAM SUPPLIES, SHIRTS, AWARDS \$600
- 465 VOLUNTEER PROGRAM EXPENSE
  - VOLUNTEER SUPPLIES (FUNDS DONATED TO VOLUNTEER PROGRAM) \$709
- 511 PROFESSIONAL SERVICES
  - FACEBOOK MAINTENANCE - FY 18-19 REFLECTS INCREASE FOR BPD SURVEY CONDUCTED EVERY OTHER YR \$1,200
  - TV TRACKING COVERAGE MEDIA SERVICE \$1,500

817 TRSFERS TO GARAGE FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

PROGRAM: 0626 PHOTO TRAFFIC ENFORCEMENT

| 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: 05 PERSONNEL SERVICES

|     |                              |     |         |     |         |     |         |         |     |         |     |
|-----|------------------------------|-----|---------|-----|---------|-----|---------|---------|-----|---------|-----|
| 186 | PROGRAM COORDINATOR          |     |         |     |         |     |         |         |     |         |     |
|     | 53,074                       | .75 | 52,994  | .75 | 54,795  | .75 | 56,649  | 59,292  | .75 | 59,292  | .75 |
| 259 | RETIRED OFFICERS-PHOTO RADAR |     |         |     |         |     |         |         |     |         |     |
|     | 240,623                      |     | 247,565 |     | 275,000 |     | 275,023 | 285,002 |     | 285,002 |     |
| 299 | PAYROLL TAXES AND FRINGES    |     |         |     |         |     |         |         |     |         |     |
|     | 55,863                       |     | 55,506  |     | 45,750  |     | 58,274  | 50,089  |     | 50,089  |     |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |     |         |     |         |     |         |         |     |         |     |
|--|---------|-----|---------|-----|---------|-----|---------|---------|-----|---------|-----|
|  | 349,560 | .75 | 356,065 | .75 | 375,545 | .75 | 389,946 | 394,383 | .75 | 394,383 | .75 |
|--|---------|-----|---------|-----|---------|-----|---------|---------|-----|---------|-----|

CLASS: 10 MATERIALS & SERVICES

|     |                             |  |         |  |         |  |         |         |  |         |  |
|-----|-----------------------------|--|---------|--|---------|--|---------|---------|--|---------|--|
| 305 | SPECIAL DEPARTMENT SUPPLIES |  |         |  |         |  |         |         |  |         |  |
|     | 316                         |  | 229     |  | 500     |  | 300     | 700     |  | 700     |  |
| 511 | PROFESSIONAL SERVICES       |  |         |  |         |  |         |         |  |         |  |
|     | 221,000                     |  | 229,854 |  | 234,059 |  | 233,859 | 239,261 |  | 239,261 |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |         |  |         |  |         |  |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|--|---------|--|
|  | 221,316 |  | 230,083 |  | 234,559 |  | 234,159 | 239,961 |  | 239,961 |  |
|--|---------|--|---------|--|---------|--|---------|---------|--|---------|--|

TOTAL PROGRAM: 0626 PHOTO TRAFFIC ENFORCEMENT

|  |         |     |         |     |         |     |         |         |     |         |     |
|--|---------|-----|---------|-----|---------|-----|---------|---------|-----|---------|-----|
|  | 570,876 | .75 | 586,148 | .75 | 610,104 | .75 | 624,105 | 634,344 | .75 | 634,344 | .75 |
|--|---------|-----|---------|-----|---------|-----|---------|---------|-----|---------|-----|

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 60 POLICE DEPARTMENT  
PROGRAM: 0626 PHOTO TRAFFIC ENFORCEMENT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

186 PROGRAM COORDINATOR  
COORDINATES PHOTO RADAR AND PHOTO RED LIGHT PROGRAMS (.75 FTE IN PROGRAM 0626,  
.25 FTE IN PROGRAM 0627).

259 RETIRED OFFICERS-PHOTO RADAR

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

305 SPECIAL DEPARTMENT SUPPLIES  
RADIO AND CAMERA BATTERIES, GENERAL SUPPLIES \$700

511 PROFESSIONAL SERVICES  
PHOTO RADAR VENDOR CONTRACT FEES BASED UPON CONTRACT TERMS:  
FY 18-19 REFLECTS MONTHLY FEE OF \$9,838 JULY 1 THROUGH OCTOBER 31, 2018, THEN \$10,035 PER MONTH NOVEMBER 1, 2018,  
THROUGH JUNE 30, 2019 (FOR 2% CPI INCREASE). \$239,261

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

PROGRAM: 0627 PHOTO RED LIGHT PROGRAM

| 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: 05 PERSONNEL SERVICES                |                              |     |               |     |               |     |         |               |     |              |     |
| 186   | PROGRAM COORDINATOR          |     |               |     |               |     |         |               |     |              |     |
|   | 17,690                       | .25 | 17,664        | .25 | 18,263        | .25 | 18,882  | 19,766        | .25 | 19,766       | .25 |
| 259   | RETIRED OFFICERS-PHOTO RADAR |     |               |     |               |     |         |               |     |              |     |
|   | 26,697                       |     | 28,060        |     | 26,361        |     | 26,736  | 26,757        |     | 26,757       |     |
| 299   | PAYROLL TAXES AND FRINGES    |     |               |     |               |     |         |               |     |              |     |
|   | 14,792                       |     | 15,302        |     | 15,194        |     | 16,328  | 16,550        |     | 16,550       |     |
| TOTAL CLASS: 05 PERSONNEL SERVICES          |                              |     |               |     |               |     |         |               |     |              |     |
|   | 59,179                       | .25 | 61,026        | .25 | 59,818        | .25 | 61,946  | 63,073        | .25 | 63,073       | .25 |
| CLASS: 10 MATERIALS & SERVICES              |                              |     |               |     |               |     |         |               |     |              |     |
| 351   | UTILITIES EXPENSE            |     |               |     |               |     |         |               |     |              |     |
|   | 517                          |     | 515           |     | 550           |     | 550     | 550           |     | 550          |     |
| 511   | PROFESSIONAL SERVICES        |     |               |     |               |     |         |               |     |              |     |
|   | 302,598                      |     | 318,160       |     | 323,481       |     | 340,209 | 348,603       |     | 348,603      |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES        |                              |     |               |     |               |     |         |               |     |              |     |
|   | 303,115                      |     | 318,675       |     | 324,031       |     | 340,759 | 349,153       |     | 349,153      |     |
| TOTAL PROGRAM: 0627 PHOTO RED LIGHT PROGRAM |                              |     |               |     |               |     |         |               |     |              |     |
|   | 362,294                      | .25 | 379,701       | .25 | 383,849       | .25 | 402,705 | 412,226       | .25 | 412,226      | .25 |

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 60 POLICE DEPARTMENT  
PROGRAM: 0627 PHOTO RED LIGHT PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

186 PROGRAM COORDINATOR  
COORDINATES THE PHOTO RADAR AND PHOTO RED LIGHT PROGRAMS (.75 FTE IN PROGRAM 0626;  
.25 FTE IN PROGRAM 0627).

259 RETIRED OFFICERS-PHOTO RADAR

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

351 UTILITIES EXPENSE  
ELECTRICAL USAGE AT COUNTY OWNED INTERSECTION (HALL AND SCHOLLS FERRY) FOR RED LIGHT CAMERAS @ \$45.83 PER  
MONTH \$550

511 PROFESSIONAL SERVICES  
RED LIGHT SIGNAL VIOLATION FEES BASED UPON CONTRACT: \$348,603  
\$41.43 PER VALID CITATION FILED WITH THE COURT JULY 1, 2018, TO OCT. 31, 2018  
\$42.26 PER VALID CITATION FILED WITH THE COURT NOV. 1, 2018, TO JUNE 30, 2019  
(2% CPI INCREASE). CITATION FEE X AVERAGE OF 677 CITATIONS PER MONTH  
X 12 MONTHS

City of Beaverton - Finance  
 Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
 DEPT: 60 POLICE DEPARTMENT  
 PROGRAM: 0637 JUSTICE ASST. GRANT (JAG)

| 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

304 DEPARTMENT EQUIPMENT EXPENSE  
       17,846                   17,244

461 SPECIAL EXPENSE  
       11,514                   8,184

TOTAL CLASS: 10 MATERIALS & SERVICES

29,360                   25,428

TOTAL PROGRAM: 0637 JUSTICE ASST. GRANT (JAG)

29,360                   25,428

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

PROGRAM: 0637 JUSTICE ASST. GRANT (JAG)

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

304 DEPARTMENT EQUIPMENT EXPENSE

FY 15-16 (2015 JAG) PORTABLE RADIO, CARGO POD, FITNESS EQUIPMENT, CELLULAR RESPONSE CONSOLE.

FY 16-17 (2016 JAG) PORTABLE PRIVACY SCREEN/BARRIER SYSTEM, HAND-HELD TELESCOPIC POLE CAMERA, FIRST RESPONDER MEDICAL KITS, FIREARMS ROBOTIC TARGET SYSTEM, DIGITAL VOICE RECORDERS.

(REDUCTION IN FY 17-18 REFLECTS DEPLETION OF 2016 JAG GRANT FUNDS.)

2017 JAG GRANT APPLICATION IS PENDING.

NO APPROPRIATIONS REQUESTED IN FY 18-19 BUDGET.

461 SPECIAL EXPENSE

FY 16-17 (2013 JAG) GRANT EXTENDED DUE TO PRODUCT DELIVERY DELAYS. FUNDS WERE DEPLETED AS OF 12/31/16.

2017 JAG GRANT APPLICATION IS PENDING.

NO APPROPRIATIONS REQUESTED IN FY 18-19 BUDGET.

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND

DEPT: 60 POLICE DEPARTMENT

PROGRAM: 0638 BODY WORN CAMERA GRANT, FEDERAL

| 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

|   |                             |  |            |         |            |        |            |        |            |            |        |            |        |
|---|-----------------------------|--|------------|---------|------------|--------|------------|--------|------------|------------|--------|------------|--------|
| 305   | SPECIAL DEPARTMENT SUPPLIES |  |            |         | 1,000      |        | 500        |        |            |            |        |            |        |
| 342   | DATA COMMUNICATION EXPENSE  |  |            |         | 6,000      |        |            |        |            |            |        |            |        |
| 461   | SPECIAL EXPENSE             |  |            |         | 5,000      |        | 3,000      |        |            |            |        |            |        |
| 476   | FEDERAL GRANT EXPENSE       |  |            | 150,000 |            |        |            |        |            |            |        |            |        |
| 477   | FEDERAL GRANT MATCHING EXP  |  |            | 14,222  |            |        |            |        |            |            |        |            |        |
| 511   | PROFESSIONAL SERVICES       |  |            |         | 68,284     |        | 68,284     |        |            |            |        |            |        |
| TOTAL CLASS: 10 MATERIALS & SERVICES                |                             |  |            | 164,222 | 80,284     |        | 71,784     |        |            |            |        |            |        |
| TOTAL PROGRAM: 0638 BODY WORN CAMERA GRANT, FEDERAL |                             |  |            | 164,222 | 80,284     |        | 71,784     |        |            |            |        |            |        |
| TOTAL DEPARTMENT: 60 POLICE DEPARTMENT              |                             |  | 28,622,833 | 174.40  | 29,332,549 | 176.40 | 32,326,724 | 179.80 | 30,403,866 | 33,911,538 | 184.80 | 33,807,024 | 183.80 |

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 60 POLICE DEPARTMENT  
PROGRAM: 0638 BODY WORN CAMERA GRANT, FEDERAL

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 305 SPECIAL DEPARTMENT SUPPLIES  
MISC. SUPPLIES AND EQUIPMENT PARTS - EXPENSE MOVED TO PROGRAM 0622-461 IN FY 18-19 BUDGET.
- 342 DATA COMMUNICATION EXPENSE  
COMCAST LINE FOR BODY-WORN CAMERA DATA IN FY 17-18 BUDGET.  
EXPENSE MOVED TO ISD FOR FY 18-19 BUDGET.
- 461 SPECIAL EXPENSE  
UNANTICIPATED EXPENSES FOR PROGRAM IMPLEMENTATION AND TRAINING EXPENSE - EXPENSE MOVED TO PROGRAM 0622-461 FOR FY 18-19 BUDGET.
- 476 FEDERAL GRANT EXPENSE  
FEDERAL GRANT FUNDS TO IMPLEMENT BODY-WORN CAMERA PROGRAM FOR APPROXIMATELY 100 CAMERAS  
(NO APPROPRIATION REQUESTED IN FY 17-18. GRANT FUNDS IN OBJECT WERE DEPLETED IN FY 16-17.)  
NO APPROPRIATIONS REQUESTED IN FY 18-19 BUDGET.
- 477 FEDERAL GRANT MATCHING EXP  
GRANT MATCH FOR BODY-WORN CAMERA IMPLEMENTATION PROGRAM  
(FY 15-16 BUDGET REFLECTS BODY-WORN/IN-CAR CAMERA EQUIPT. FUNDS MOVED FROM PROGRAM 0622.)  
(FY 17-18 BUDGET REFLECTS CLOSE OUT OF BODY-WORN CAMERA GRANT.)  
(NO APPROPRIATIONS REQUESTED IN FY 18-19 BUDGET.)
- 511 PROFESSIONAL SERVICES  
TASER CLOUD DATA STORAGE, LICENSE FEES, AND PROFESSIONAL SERVICES - EXPENSES MOVED TO PROGRAM 0622-461 IN FY 18-19 BUDGET.





**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

| 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: 05 PERSONNEL SERVICES

|     |                                 |      |         |      |         |      |         |         |         |      |         |      |
|-----|---------------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 022 | CDD OPERATIONS MANAGER          |      |         |      |         |      |         |         |         |      |         |      |
|     | 38,007                          | 1.00 | 83,770  | 1.00 | 89,714  | 1.00 | 84,265  | 89,696  | 96,509  | 1.00 | 96,509  | 1.00 |
| 023 | SR DEVELOPMENT PROJECT MANAGER  |      |         |      |         |      |         |         |         |      |         |      |
|     | 185,245                         | 2.00 | 198,531 | 3.00 | 293,848 | 3.00 | 278,077 | 295,423 | 384,999 | 4.00 | 384,999 | 4.00 |
| 024 | DEVELOPMENT PROJECT MANAGER     |      |         |      |         |      |         |         |         |      |         |      |
|     | 59,688                          | 1.00 | 64,189  | 1.00 | 67,235  | 1.00 | 63,720  | 67,254  | 68,933  | 1.00 | 68,933  | 1.00 |
| 025 | DEVELOPMENT PROJECT COORDINATOR |      |         |      |         |      |         |         |         |      |         |      |
|     | 67,773                          | 1.00 | 97,806  | 1.35 | 101,761 | 1.35 | 96,955  | 101,780 | 119,028 | 1.50 | 119,028 | 1.50 |
| 041 | COMMUNITY DEVELOPMENT DIRECTOR  |      |         |      |         |      |         |         |         |      |         |      |
|     | 141,202                         | .95  | 143,840 | .95  | 146,518 | .95  | 138,075 | 146,523 | 150,184 | .95  | 150,184 | .95  |
| 053 | SENIOR ENGINEER                 |      |         |      |         |      |         |         |         |      |         |      |
|     |                                 |      |         |      |         |      |         |         | 228,273 | 2.00 | 228,273 | 2.00 |
| 059 | DEVELOPMENT DIVISION MANAGER    |      |         |      |         |      |         |         |         |      |         |      |
|     | 117,729                         | 1.00 | 120,987 | 1.00 | 123,237 | 1.00 | 116,137 | 123,246 | 126,324 | 1.00 | 126,324 | 1.00 |
| 076 | OFFICE SUPERVISOR               |      |         |      |         |      |         |         |         |      |         |      |
|     | 57,936                          | .90  | 59,020  | .90  | 60,121  | .90  | 63,133  | 70,699  | 71,710  | .90  | 71,710  | .90  |
| 081 | PLANNING MANAGER                |      |         |      |         |      |         |         |         |      |         |      |
|     | 99,569                          | 2.00 | 155,762 | 2.00 | 195,362 | 2.00 | 156,127 | 184,242 | 194,034 | 2.00 | 194,034 | 2.00 |
| 084 | PROJECT ENGINEER 1              |      |         |      |         |      |         |         |         |      |         |      |
|     |                                 |      |         |      |         |      |         |         | 152,251 | 1.60 | 152,251 | 1.60 |
| 085 | PROJECT MANAGER 1               |      |         |      |         |      |         |         |         |      |         |      |
|     |                                 |      |         |      |         |      |         |         | 78,307  | 1.00 | 78,307  | 1.00 |
| 090 | ECONOMIC DEVELOPMENT MANAGER    |      |         |      |         |      |         |         |         |      |         |      |
|     | 90,102                          | 1.00 | 108,686 | 1.00 | 111,351 | 1.00 | 104,924 | 111,345 | 114,128 | 1.00 | 114,128 | 1.00 |
| 091 | PROJECT COORDINATOR             |      |         |      |         |      |         |         |         |      |         |      |
|     | 63,189                          | 2.00 | 81,397  | 2.00 | 135,969 | 2.00 | 127,716 | 135,974 | 146,322 | 2.00 | 146,322 | 2.00 |
| 105 | SENIOR PLANNER                  |      |         |      |         |      |         |         |         |      |         |      |
|     | 153,621                         | 2.00 | 108,789 | 2.00 | 240,431 | 3.00 | 245,819 | 252,552 | 268,970 | 3.00 | 268,970 | 3.00 |
| 119 | ENG. CONST. INSPECTOR LEAD      |      |         |      |         |      |         |         |         |      |         |      |

0235

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

| 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  |
|     |                               |      |               |      |               |      |           |           | 70,552        | 1.00 | 70,552       | 1.00 |
| 123 | ENGINEERING TECH 2            |      |               |      |               |      |           |           |               |      |              |      |
|     |                               |      |               |      |               |      |           |           | 187,916       | 3.00 | 187,916      | 3.00 |
| 124 | ENGINEERING CONST INSPECTOR   |      |               |      |               |      |           |           |               |      |              |      |
|     |                               |      |               |      |               |      |           |           | 301,391       | 4.00 | 301,391      | 4.00 |
| 143 | SENIOR FIELD INSPECTOR - ENG  |      |               |      |               |      |           |           |               |      |              |      |
|     |                               |      |               |      |               |      |           |           | 69,346        | 1.00 | 69,346       | 1.00 |
| 167 | PRINCIPAL PLANNER             |      |               |      |               |      |           |           |               |      |              |      |
|     | 122,208                       | 1.00 | 86,951        | 1.00 | 110,925       | 1.00 | 104,047   | 110,469   | 114,128       | 1.00 | 114,128      | 1.00 |
| 180 | ASSOCIATE PLANNER             |      |               |      |               |      |           |           |               |      |              |      |
|     | 380,718                       | 6.00 | 456,387       | 6.00 | 478,197       | 7.00 | 410,638   | 441,194   | 521,753       | 7.00 | 521,753      | 7.00 |
| 181 | ASSISTANT PLANNER             |      |               |      |               |      |           |           |               |      |              |      |
|     | 119,965                       | 2.00 | 130,957       | 2.00 | 132,373       | 2.00 | 126,589   | 141,949   | 142,370       | 2.00 | 142,370      | 2.00 |
| 186 | PROGRAM COORDINATOR           |      |               |      |               |      |           |           |               |      |              |      |
|     | 74,852                        | 2.00 | 60,264        | 1.00 | 71,480        | 1.50 | 65,371    | 73,132    | 99,348        | 1.50 | 99,348       | 1.50 |
| 190 | BUSINESS DEVELOPMENT LIAISON  |      |               |      |               |      |           |           |               |      |              |      |
|     | 74,011                        | 1.00 | 93,975        | 1.00 | 96,476        | 1.00 | 90,922    | 96,490    | 98,905        | 1.00 | 98,905       | 1.00 |
| 221 | SUPPORT SPECIALIST 2          |      |               |      |               |      |           |           |               |      |              |      |
|     | 196,676                       | 3.80 | 231,437       | 4.30 | 255,720       | 4.30 | 243,083   | 254,231   | 290,088       | 5.30 | 290,088      | 5.30 |
| 225 | PERMIT TECHNICIAN             |      |               |      |               |      |           |           |               |      |              |      |
|     |                               |      |               |      |               |      |           |           | 60,662        | 1.00 | 60,662       | 1.00 |
| 226 | PLANNING TECHNICIAN           |      |               |      |               |      |           |           |               |      |              |      |
|     | 25,895                        | 1.00 | 42,512        | 1.00 | 29,634        |      | 30,243    | 30,243    |               |      |              |      |
| 257 | PRINCIPAL PLANNER - TRANS.    |      |               |      |               |      |           |           |               |      |              |      |
|     | 104,805                       | 1.00 | 109,304       | 1.00 | 111,351       | 1.00 | 104,924   | 111,345   | 114,128       | 1.00 | 114,128      | 1.00 |
| 272 | SENIOR TRANSPORTATION PLANNER |      |               |      |               |      |           |           |               |      |              |      |
|     | 76,527                        | 1.00 | 81,855        | 1.00 | 87,855        | 1.00 | 85,833    | 89,559    | 94,561        | 1.00 | 94,561       | 1.00 |
| 275 | TEMPORARY EMPLOYEES           |      |               |      |               |      |           |           |               |      |              |      |
|     | 106,143                       |      | 3,888         |      | 18,870        |      | 19,657    | 19,170    | 17,934        |      | 17,934       |      |
| 299 | PAYROLL TAXES AND FRINGES     |      |               |      |               |      |           |           |               |      |              |      |
|     | 1,011,396                     |      | 1,132,011     |      | 1,435,321     |      | 1,259,943 | 1,365,170 | 2,461,250     |      | 2,461,250    |      |

0236

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

| 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 |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |       |           |       |           |       |           |           |           |       |           |       |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|
|  | 3,367,257 | 33.65 | 3,652,318 | 34.50 | 4,393,749 | 36.00 | 4,016,198 | 4,311,686 | 6,844,304 | 52.75 | 6,844,304 | 52.75 |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                                 |  |        |  |        |  |        |        |        |  |        |  |
|-----|---------------------------------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                  |  |        |  |        |  |        |        |        |  |        |  |
|     | 2,380                           |  | 2,333  |  | 3,400  |  | 3,294  | 3,000  | 4,200  |  | 4,200  |  |
| 303 | OFFICE FURNITURE & EQUIPMENT    |  |        |  |        |  |        |        |        |  |        |  |
|     | 6,084                           |  | 4,501  |  | 8,822  |  | 3,634  | 7,061  | 7,975  |  | 7,975  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE    |  |        |  |        |  |        |        |        |  |        |  |
|     | 162                             |  |        |  | 200    |  |        | 50     | 3,000  |  | 3,000  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES     |  |        |  |        |  |        |        |        |  |        |  |
|     | 4,607                           |  | 1,607  |  | 2,950  |  | 1,816  | 1,745  | 5,045  |  | 5,045  |  |
| 307 | MEMBERSHIP FEES                 |  |        |  |        |  |        |        |        |  |        |  |
|     | 67,657                          |  | 64,268 |  | 65,550 |  | 62,558 | 57,178 | 73,857 |  | 73,857 |  |
| 308 | PERIODICALS & SUBSCRIPTIONS     |  |        |  |        |  |        |        |        |  |        |  |
|     | 647                             |  | 330    |  | 1,475  |  | 768    | 937    | 1,285  |  | 1,285  |  |
| 316 | ADVERTISING, RECORDING & FILING |  |        |  |        |  |        |        |        |  |        |  |
|     | 8,335                           |  | 10,466 |  | 13,500 |  | 7,217  | 10,050 | 10,300 |  | 10,300 |  |
| 317 | COMPUTER EQUIPMENT              |  |        |  |        |  |        |        |        |  |        |  |
|     | 6,299                           |  | 4,235  |  | 7,854  |  | 7,888  | 3,731  | 2,553  |  | 2,553  |  |
| 318 | COMPUTER SOFTWARE               |  |        |  |        |  |        |        |        |  |        |  |
|     | 24,135                          |  | 55,180 |  | 36,650 |  | 30,482 | 32,765 | 35,091 |  | 35,091 |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |  |        |  |        |  |        |        |        |  |        |  |
|     | 47,646                          |  | 50,568 |  | 70,850 |  | 68,519 | 63,765 | 79,320 |  | 79,320 |  |
| 325 | COMMUNITY EVENTS EXPENSE        |  |        |  |        |  |        |        |        |  |        |  |
|     | 47,120                          |  | 28,926 |  | 40,598 |  | 42,126 | 40,249 | 41,100 |  | 41,100 |  |
| 328 | MEALS & RELATED EXPENSE         |  |        |  |        |  |        |        |        |  |        |  |
|     | 6,000                           |  | 6,225  |  | 8,950  |  | 7,914  | 8,950  | 10,350 |  | 10,350 |  |
| 330 | MILEAGE REIMBURSEMENT           |  |        |  |        |  |        |        |        |  |        |  |
|     | 2,372                           |  | 2,196  |  | 4,200  |  | 2,589  | 3,975  | 4,200  |  | 4,200  |  |

0237

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

| 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 |
| 341 | COMMUNICATIONS EXPENSE                   |     |               |     |               |     |          |         |               |     |              |     |
|     | 4,981                                    |     | 6,568         |     | 8,980         |     | 8,314    | 8,980   | 21,768        |     | 21,768       |     |
| 361 | UNIFORMS & SPECIAL CLOTHING              |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     |               |     |               |     |          |         | 3,000         |     | 3,000        |     |
| 377 | PUBLIC RELATIONS EXPENSE                 |     |               |     |               |     |          |         |               |     |              |     |
|     | 16,497                                   |     | 6,800         |     | 18,200        |     | 14,627   | 23,500  | 29,000        |     | 29,000       |     |
| 378 | WORKFORCE ASSISTANCE EXPENSE             |     |               |     |               |     |          |         |               |     |              |     |
|     | 56,925                                   |     | 30,893        |     | 50,000        |     | 50,400   | 40,000  | 50,000        |     | 50,000       |     |
| 412 | ELECTRIC AUTO CHG STATION EXP            |     |               |     |               |     |          |         |               |     |              |     |
|     | 1,563                                    |     |               |     |               |     |          |         |               |     |              |     |
| 414 | EPA BROWN FIELDS GRANT EXPENSE           |     |               |     |               |     |          |         |               |     |              |     |
|     | 122,929                                  |     | 35,296        |     | 138,626       |     | 102,933  | 118,626 |               |     |              |     |
| 421 | STREET FURNITURE EXPENSE                 |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     |               |     | 6,000         |     | 5,842    | 6,000   |               |     |              |     |
| 438 | ECON DEVELOPMENT STRATEGIC OPPORTUNITIES |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     |               |     | 423,975       |     | 403,690  | 420,000 | 370,750       |     | 370,750      |     |
| 461 | SPECIAL EXPENSE                          |     |               |     |               |     |          |         |               |     |              |     |
|     | 243,820                                  |     | 272,666       |     | 2,000         |     | 1,629    | 1,000   | 1,800         |     | 1,800        |     |
| 470 | WC VISITORS ASSN GRANT EXPENSE           |     |               |     |               |     |          |         |               |     |              |     |
|     | 6,632                                    |     |               |     |               |     |          |         |               |     |              |     |
| 481 | OTHER EXPENSES                           |     |               |     |               |     |          |         |               |     |              |     |
|     | 2,183                                    |     | 1,596         |     | 2,320         |     | 2,303    | 2,320   | 3,044         |     | 3,044        |     |
| 506 | AFFORDABLE HOUSING PROGRAM               |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     | 128,890       |     | 461,110       |     | 446,161  | 461,110 | 955,000       |     | 955,000      |     |
| 507 | TENANT IMPROVEMENT PROGRAM               |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     |               |     |               |     |          |         |               |     |              |     |
| 509 | ACQUISITION DUE DILIGENCE EXP            |     |               |     |               |     |          |         |               |     |              |     |
|     |  |     | 86,171        |     | 90,000        |     | 126,464  | 90,000  | 50,000        |     | 50,000       |     |
| 511 | PROFESSIONAL SERVICES                    |     |               |     |               |     |          |         |               |     |              |     |
|     | 524,121                                  |     | 576,199       |     | 1,008,193     |     | 705,016  | 763,193 | 1,184,000     |     | 1,184,000    |     |
| 516 | BUSINESS STOREFRONT IMPROV EXP           |     |               |     |               |     |          |         |               |     |              |     |

0258

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

| 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 |
|     | 23,803                        |     | 78,692        |     | 75,000        |     | 120,850  | 75,000  | 125,000       |     | 125,000      |     |
| 519 | DEV. FEASIBILITY ASSISTANCE   |     |               |     |               |     |          |         |               |     |              |     |
|     | 270,247                       |     | 63,799        |     | 105,000       |     | 80,850   | 55,000  | 75,000        |     | 75,000       |     |
| 523 | BOARDS & COMMISSIONS EXPENSES |     |               |     |               |     |          |         |               |     |              |     |
|     | 33                            |     | 591           |     | 3,450         |     | 689      | 3,000   | 2,500         |     | 2,500        |     |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |           |  |           |  |           |  |           |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
|  | 1,497,178 |  | 1,518,996 |  | 2,657,853 |  | 2,308,573 | 2,301,185 | 3,149,138 |  | 3,149,138 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|

CLASS: 15 CAPITAL OUTLAY

641 VEHICLES

|  |  |  |  |  |  |  |  |  |        |  |        |  |
|--|--|--|--|--|--|--|--|--|--------|--|--------|--|
|  |  |  |  |  |  |  |  |  | 83,550 |  | 83,550 |  |
|--|--|--|--|--|--|--|--|--|--------|--|--------|--|

0239

675 COMPUTER SOFTWARE PACKAGES

|  |  |  |  |  |         |  |  |  |         |  |         |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|
|  |  |  |  |  | 217,500 |  |  |  | 217,500 |  | 217,500 |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |  |  |  |  |         |  |  |  |         |  |         |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|
|  |  |  |  |  | 217,500 |  |  |  | 301,050 |  | 301,050 |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|

CLASS: 25 TRANSFERS

816 TRSFRS TO REPROGRAPHICS FUND

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 92,885 |  | 66,961 |  | 74,309 |  | 58,455 | 74,309 | 76,518 |  | 76,518 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

817 TRSFRS TO GARAGE FUND

|  |  |  |  |  |  |  |  |  |        |  |        |  |
|--|--|--|--|--|--|--|--|--|--------|--|--------|--|
|  |  |  |  |  |  |  |  |  | 44,137 |  | 44,137 |  |
|--|--|--|--|--|--|--|--|--|--------|--|--------|--|

TOTAL CLASS: 25 TRANSFERS

|  |        |  |        |  |        |  |        |        |         |  |         |  |
|--|--------|--|--------|--|--------|--|--------|--------|---------|--|---------|--|
|  | 92,885 |  | 66,961 |  | 74,309 |  | 58,455 | 74,309 | 120,655 |  | 120,655 |  |
|--|--------|--|--------|--|--------|--|--------|--------|---------|--|---------|--|

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

996 RESERVE - EQUIPMENT REPLACEMT

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

| 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   |
|   |               |       |               |       |               |       |           |           | 48,492        |       | 48,492       |       |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES   |               |       |               |       |               |       |           |           |               |       |              |       |
|   |               |       |               |       |               |       |           |           | 48,492        |       | 48,492       |       |
| TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT |               |       |               |       |               |       |           |           |               |       |              |       |
|   | 4,957,320     | 33.65 | 5,238,275     | 34.50 | 7,343,411     | 36.00 | 6,383,226 | 6,687,180 | 10,463,639    | 52.75 | 10,463,639   | 52.75 |

0240

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

| 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: 05 PERSONNEL SERVICES

|     |                                |      |         |      |         |      |         |         |      |         |      |  |
|-----|--------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 022 | CDD OPERATIONS MANAGER         |      |         |      |         |      |         |         |      |         |      |  |
|     | 38,007                         | 1.00 | 83,770  | 1.00 | 89,714  | 1.00 | 89,696  | 96,509  | 1.00 | 96,509  | 1.00 |  |
| 041 | COMMUNITY DEVELOPMENT DIRECTOR |      |         |      |         |      |         |         |      |         |      |  |
|     | 141,202                        | .95  | 143,840 | .95  | 146,518 | .95  | 146,523 | 150,184 | .95  | 150,184 | .95  |  |
| 076 | OFFICE SUPERVISOR              |      |         |      |         |      |         |         |      |         |      |  |
|     | 57,936                         | .90  | 59,020  | .90  | 60,121  | .90  | 70,699  | 71,710  | .90  | 71,710  | .90  |  |
| 221 | SUPPORT SPECIALIST 2           |      |         |      |         |      |         |         |      |         |      |  |
|     | 140,079                        | 2.80 | 171,694 | 3.30 | 181,656 | 3.30 | 180,574 | 233,057 | 4.30 | 233,057 | 4.30 |  |
| 299 | PAYROLL TAXES AND FRINGES      |      |         |      |         |      |         |         |      |         |      |  |
|     | 163,319                        |      | 204,728 |      | 216,640 |      | 212,956 | 288,856 |      | 288,856 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 540,543 | 5.65 | 663,052 | 6.15 | 694,649 | 6.15 | 700,448 | 840,316 | 7.15 | 840,316 | 7.15 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |        |  |       |  |       |       |  |       |  |  |
|-----|------------------------------|--|--------|--|-------|--|-------|-------|--|-------|--|--|
| 301 | OFFICE EXPENSE               |  |        |  |       |  |       |       |  |       |  |  |
|     | 2,380                        |  | 2,333  |  | 3,400 |  | 3,000 | 4,200 |  | 4,200 |  |  |
| 303 | OFFICE FURNITURE & EQUIPMENT |  |        |  |       |  |       |       |  |       |  |  |
|     | 2,237                        |  | 1,170  |  | 1,200 |  | 1,190 | 850   |  | 850   |  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |        |  |       |  |       |       |  |       |  |  |
|     | 162                          |  |        |  | 200   |  | 50    | 200   |  | 200   |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |        |  |       |  |       |       |  |       |  |  |
|     | 805                          |  | 536    |  | 700   |  | 650   | 700   |  | 700   |  |  |
| 307 | MEMBERSHIP FEES              |  |        |  |       |  |       |       |  |       |  |  |
|     | 4,260                        |  | 5,300  |  | 5,300 |  | 5,300 | 5,585 |  | 5,585 |  |  |
| 308 | PERIODICALS & SUBSCRIPTIONS  |  |        |  |       |  |       |       |  |       |  |  |
|     | 364                          |  | 330    |  | 575   |  | 540   | 575   |  | 575   |  |  |
| 317 | COMPUTER EQUIPMENT           |  |        |  |       |  |       |       |  |       |  |  |
|     |                              |  | 2,525  |  | 2,330 |  |       |       |  |       |  |  |
| 318 | COMPUTER SOFTWARE            |  |        |  |       |  |       |       |  |       |  |  |
|     |                              |  | 27,494 |  |       |  |       |       |  |       |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 022 CDD OPERATIONS MANAGER
- 041 COMMUNITY DEVELOPMENT DIRECTOR  
 POSITION IS FUNDED .05 FTE IN BUILDING FUND
- 076 OFFICE SUPERVISOR  
 POSITION FUNDED .10 FTE IN BUILDING FUND
- 221 SUPPORT SPECIALIST 2  
 FY 16-17 REFLECTS NEW .50 FTE SUPPORT SPECIALIST 2 POSITION.  
 FY 18-19 REFLECTS 1 FTE SS2 POSITION TRANSFERRING WITHIN THE GENERAL FUND FROM THE  
 PUBLIC WORKS DEPT. SITE DEVELOPMENT PROGRAM TO THE COMMUNITY DEVELOPMENT DEPT.  
 ADMIN AND SUPPORT PROGRAM.
- 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  
 OFFICE SUPPLIES FOR DEPARTMENT GENERAL FUND POSITIONS
- 303 OFFICE FURNITURE & EQUIPMENT  
 DUAL MONITOR ARMS (FOR 1 STAFF) \$350  
 VARIABLE HEIGHT WORK SURFACE (FOR ONE STAFF) \$500
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 CALCULATORS, ETC.
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MISCELLANEOUS EXPENSES NOT COVERED IN 301, I.E. BATTERIES  
 BOTTLED WATER FOR PERMIT CENTER LOBBY (DISPENSER PLUS 5-GALLON WATER BOTTLES  
 DELIVERED)
- 307 MEMBERSHIP FEES  
 AMERICAN PLANNING ASSOCIATION (DIRECTOR; OPERATIONS MANAGER) \$925  
 URBAN LAND INSTITUTE (8 STAFF - FROM ADMIN, DEVELOPMENT, TRANSPORTATION PLANNING) \$1,260  
 URBAN LAND INSTITUTE SILVER SPONSORSHIP (YEAR 3 OF 3-YEAR SPONSORSHIP) \$3,000  
 COUNCIL OF DEVELOPMENT FINANCE AGENCIES \$400
- 308 PERIODICALS & SUBSCRIPTIONS  
 DAILY JOURNAL OF COMMERCE \$250  
 PORTLAND BUSINESS JOURNAL \$125  
 PERIODICALS, BOOKS, ETC. \$200
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

| OBJ  | 2016 - ACTUAL                  |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--|--------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|  | AMOUNT                         | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 321  | TRAVEL, TRAINING & SUBSISTENCE |      |               |      |               |      |         |               |      |              |      |
|  | 9,219                          |      | 12,539        |      | 10,150        |      | 10,150  | 11,000        |      | 11,000       |      |
| 328  | MEALS & RELATED EXPENSE        |      |               |      |               |      |         |               |      |              |      |
|  | 1,476                          |      | 2,199         |      | 4,000         |      | 4,000   | 4,500         |      | 4,500        |      |
| 330  | MILEAGE REIMBURSEMENT          |      |               |      |               |      |         |               |      |              |      |
|  | 553                            |      | 425           |      | 500           |      | 400     | 500           |      | 500          |      |
| 341  | COMMUNICATIONS EXPENSE         |      |               |      |               |      |         |               |      |              |      |
|  | 2,474                          |      | 1,428         |      | 1,368         |      | 1,368   | 1,368         |      | 1,368        |      |
| 481  | OTHER EXPENSES                 |      |               |      |               |      |         |               |      |              |      |
|  | 2,183                          |      | 1,596         |      | 2,320         |      | 2,320   | 3,044         |      | 3,044        |      |
| 511  | PROFESSIONAL SERVICES          |      |               |      |               |      |         |               |      |              |      |
|  | 53,719                         |      | 35,269        |      | 87,500        |      | 82,500  | 92,000        |      | 92,000       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES           |                                |      |               |      |               |      |         |               |      |              |      |
|  | 79,832                         |      | 93,144        |      | 119,543       |      | 111,468 | 124,522       |      | 124,522      |      |
| CLASS: 15 CAPITAL OUTLAY                       |                                |      |               |      |               |      |         |               |      |              |      |
| 675  | COMPUTER SOFTWARE PACKAGES     |      |               |      |               |      |         |               |      |              |      |
|  |                                |      |               |      | 217,500       |      |         | 217,500       |      | 217,500      |      |
| TOTAL CLASS: 15 CAPITAL OUTLAY                 |                                |      |               |      |               |      |         |               |      |              |      |
|  |                                |      |               |      | 217,500       |      |         | 217,500       |      | 217,500      |      |
| CLASS: 25 TRANSFERS                            |                                |      |               |      |               |      |         |               |      |              |      |
| 816  | TRSFERS TO REPROGRAPHICS FUND  |      |               |      |               |      |         |               |      |              |      |
|  | 13,820                         |      | 6,969         |      | 9,908         |      | 9,908   | 8,316         |      | 8,316        |      |
| TOTAL CLASS: 25 TRANSFERS                      |                                |      |               |      |               |      |         |               |      |              |      |
|  | 13,820                         |      | 6,969         |      | 9,908         |      | 9,908   | 8,316         |      | 8,316        |      |
| TOTAL PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT |                                |      |               |      |               |      |         |               |      |              |      |
|  | 634,195                        | 5.65 | 763,165       | 6.15 | 1,041,600     | 6.15 | 821,824 | 1,190,654     | 7.15 | 1,190,654    | 7.15 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0661 DEPARTMENT ADMIN & SUPPORT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 321 TRAVEL, TRAINING & SUBSISTENCE
  - AMERICAN PLANNING ASSOCIATION (APA) ANNUAL CONFERENCE IN SAN FRANCISCO (1 STAFF) \$2,755
  - URBAN LAND INSTITUTE CONFERENCE IN BOSTON (2 STAFF) \$6,510
  - MISCELLANEOUS TRAINING FOR 8 ADMIN DIVISION STAFF \$1,735
- 328 MEALS & RELATED EXPENSE
  - MEALS RELATED TO TRAINING, INTER-JURISDICTIONAL MEETINGS, BUSINESS MEETINGS, ETC. \$4,000
  - MEALS RELATED TO DEVELOPMENT REVIEW PROCESS PHASE 4 MEETINGS AND WORKSHOPS \$500
- 330 MILEAGE REIMBURSEMENT
  - MILEAGE RELATED TO MEETINGS OUTSIDE OF CITY HALL
- 341 COMMUNICATIONS EXPENSE
  - CELL PHONE CHARGES FOR 2 STAFF AT \$114 PER MONTH \$1,368  
 (CDD DIRECTOR AND OPERATIONS MANAGER)
- 481 OTHER EXPENSES
  - ORGANIZATIONAL DEVELOPMENT STAFF MEETINGS AND TEAM BUILDING EXPENSE FOR CDD,  
 BUILDING AND CDBG (76.1 FTE @ \$40/FTE)
- 511 PROFESSIONAL SERVICES
  - TEMPORARY HELP HIRED THROUGH GALT FOUNDATION FOR STAFF ABSENCES \$2,000
  - DEVELOPMENT REVIEW PROCESS IMPLEMENTATION (E-PERMITTING) - CONSULTANT PROJECT MGR \$45,000
  - DEVELOPMENT REVIEW PROCESS TRAINING FOR TECHNOLOGY IMPLEMENTATION (E-PERMITTING) \$15,000
  - DEVELOPMENT REVIEW PROCESS PHASE 4 \$20,000
  - CDD ORGANIZATIONAL DEVELOPMENT & TEAM BUILDING; FACILITATOR FOR MANAGEMENT  
 RETREATS; HOGAN ASSESSMENTS \$10,000

- 675 COMPUTER SOFTWARE PACKAGES
  - E-PERMITTING SOFTWARE (E-PERMITTING AND PLAN REVIEW)
  - BLUEBEAM REVU (ELECTRONIC PLAN MARKUP SOFTWARE)

- 816 TRSFERS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS  
 FUNDING FOR THE FOLDER/INSERTER MACHINE TO BE USED FOR MAILING LAND USE NOTICES.

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

| 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: 05 PERSONNEL SERVICES

|     |                              |      |         |      |         |      |         |         |      |         |      |  |
|-----|------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 090 | ECONOMIC DEVELOPMENT MANAGER |      |         |      |         |      |         |         |      |         |      |  |
|     | 90,102                       | 1.00 | 108,686 | 1.00 | 111,351 | 1.00 | 111,345 | 114,128 | 1.00 | 114,128 | 1.00 |  |
| 091 | PROJECT COORDINATOR          |      |         |      |         |      |         |         |      |         |      |  |
|     | 63,189                       | 2.00 | 81,397  | 2.00 | 135,969 | 2.00 | 135,974 | 146,322 | 2.00 | 146,322 | 2.00 |  |
| 190 | BUSINESS DEVELOPMENT LIAISON |      |         |      |         |      |         |         |      |         |      |  |
|     | 74,011                       | 1.00 | 93,975  | 1.00 | 96,476  | 1.00 | 96,490  | 98,905  | 1.00 | 98,905  | 1.00 |  |
| 275 | TEMPORARY EMPLOYEES          |      |         |      |         |      |         |         |      |         |      |  |
|     | 21,268                       |      |         |      |         |      |         |         |      |         |      |  |
| 299 | PAYROLL TAXES AND FRINGES    |      |         |      |         |      |         |         |      |         |      |  |
|     | 101,778                      |      | 116,338 |      | 163,371 |      | 153,746 | 177,669 |      | 177,669 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 350,348 | 4.00 | 400,396 | 4.00 | 507,167 | 4.00 | 497,555 | 537,024 | 4.00 | 537,024 | 4.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |        |  |        |  |        |        |  |        |  |  |
|-----|------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|--|
| 303 | OFFICE FURNITURE & EQUIPMENT |  |        |  |        |  |        |        |  |        |  |  |
|     | 460                          |  | 1,392  |  | 750    |  |        |        |  |        |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |        |  |        |  |        |        |  |        |  |  |
|     | 1,036                        |  | 282    |  | 750    |  | 45     | 45     |  | 45     |  |  |
| 307 | MEMBERSHIP FEES              |  |        |  |        |  |        |        |  |        |  |  |
|     | 45,915                       |  | 46,295 |  | 45,550 |  | 38,210 | 49,700 |  | 49,700 |  |  |
| 308 | PERIODICALS & SUBSCRIPTIONS  |  |        |  |        |  |        |        |  |        |  |  |
|     | 74                           |  |        |  | 200    |  | 280    | 360    |  | 360    |  |  |
| 317 | COMPUTER EQUIPMENT           |  |        |  |        |  |        |        |  |        |  |  |
|     | 1,182                        |  |        |  |        |  |        |        |  |        |  |  |
| 318 | COMPUTER SOFTWARE            |  |        |  |        |  |        |        |  |        |  |  |
|     | 23,522                       |  | 25,390 |  | 32,500 |  | 30,500 | 35,091 |  | 35,091 |  |  |

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 090 ECONOMIC DEVELOPMENT MANAGER
- 091 PROJECT COORDINATOR  
FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY AND BEING FILLED AT A LOWER STEP AND 1 FTE WORKING .80 FTE HOURS.
- 190 BUSINESS DEVELOPMENT LIAISON
- 275 TEMPORARY EMPLOYEES  
TEMPORARY HELP TO ASSIST WITH ECONOMIC DEVELOPMENT PROJECTS.
- 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
- 
- 303 OFFICE FURNITURE & EQUIPMENT  
NO APPROPRIATIONS REQUESTED FOR FY 18-19
- 305 SPECIAL DEPARTMENT SUPPLIES  
SPECIAL DEPARTMENT SUPPLIES SUCH AS MAPS, TITLE REPORTS, COURIER SERVICES, TRANSLATION, BEAVERTON 4 BUSINESS AWARDS PLAQUES
- 307 MEMBERSHIP FEES  
OREGON ECONOMIC DEVELOPMENT ASSOCIATION \$800  
INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL \$600  
GREATER PORTLAND, INC. \$30,000  
TECHNOLOGY ASSOCIATION OF OREGON. \$1,500  
OREGON BIOSCIENCE ASSOCIATION. \$850  
WESTSIDE ECONOMIC ALLIANCE. \$9,000  
OREGON ENTREPRENEURS NETWORK \$5,000  
NATIONAL ASSOCIATION OF OFFICE AND INDUSTRIAL PROPERTIES \$450  
INTERNATIONAL COUNCIL OF SHOPPING CENTERS (ICSC) \$400  
COMMERCIAL REAL ESTATE WOMEN (CREW) \$350  
STATE SCIENCE AND TECHNOLOGY INSTITUTE MEMBERSHIP \$750
- 308 PERIODICALS & SUBSCRIPTIONS  
PORTLAND BUSINESS JOURNAL DIGITAL (FOUR DIGITAL SUBSCRIPTIONS)
- 317 COMPUTER EQUIPMENT  
NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE  
MICROSOFT DYNAMICS CRM SUBSCRIPTION (X6) \$7,491  
COSTAR \$8,800  
ESRI BUSINESS ANALYST \$4,300  
COSTAR TENANT \$3,200  
VERTICAL EMAIL \$400  
COSTAR COMPS \$2,000  
D & B HOVER \$8,900

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

| OBJ | 2016 - ACTUAL                            |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-----|--|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT                                   | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 321 | TRAVEL, TRAINING & SUBSISTENCE           |     |               |     |               |     |         |               |     |              |     |
|     | 15,746                                   |     | 14,341        |     | 24,500        |     | 22,115  | 16,650        |     | 16,650       |     |
| 325 | COMMUNITY EVENTS EXPENSE                 |     |               |     |               |     |         |               |     |              |     |
|     | 44,121                                   |     | 27,174        |     | 38,900        |     | 37,900  | 38,900        |     | 38,900       |     |
| 328 | MEALS & RELATED EXPENSE                  |     |               |     |               |     |         |               |     |              |     |
|     | 1,587                                    |     | 1,481         |     | 1,700         |     | 1,700   | 1,700         |     | 1,700        |     |
| 330 | MILEAGE REIMBURSEMENT                    |     |               |     |               |     |         |               |     |              |     |
|     | 647                                      |     | 502           |     | 1,000         |     | 1,000   | 1,000         |     | 1,000        |     |
| 341 | COMMUNICATIONS EXPENSE                   |     |               |     |               |     |         |               |     |              |     |
|     | 1,005                                    |     | 1,539         |     | 1,768         |     | 1,768   | 1,992         |     | 1,992        |     |
| 377 | PUBLIC RELATIONS EXPENSE                 |     |               |     |               |     |         |               |     |              |     |
|     | 15,000                                   |     | 6,800         |     | 16,700        |     | 22,500  | 27,500        |     | 27,500       |     |
| 378 | WORKFORCE ASSISTANCE EXPENSE             |     |               |     |               |     |         |               |     |              |     |
|     | 56,925                                   |     | 30,893        |     | 50,000        |     | 40,000  | 50,000        |     | 50,000       |     |
| 414 | EPA BROWN FIELDS GRANT EXPENSE           |     |               |     |               |     |         |               |     |              |     |
|     | 122,929                                  |     | 35,296        |     | 138,626       |     | 118,626 |               |     |              |     |
| 438 | ECON DEVELOPMENT STRATEGIC OPPORTUNITIES |     |               |     |               |     |         |               |     |              |     |
|     |  |     |               |     | 423,975       |     | 420,000 | 370,750       |     | 370,750      |     |
| 461 | SPECIAL EXPENSE                          |     |               |     |               |     |         |               |     |              |     |
|     | 217,934                                  |     | 271,025       |     |               |     |         |               |     |              |     |
| 470 | WC VISITORS ASSN GRANT EXPENSE           |     |               |     |               |     |         |               |     |              |     |
|     | 6,632                                    |     |               |     |               |     |         |               |     |              |     |

0247

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 321 TRAVEL, TRAINING & SUBSISTENCE
  - REGISTRATION: INTERNATIONAL ECONOMIC DEVELOPMENT LEADERSHIP CONFERENCE (1 STAFF) \$650
  - REGISTRATION: OTHER CONFERENCES (EX-IM BANK, BUSINESS OREGON TRADE MISSION, GREATER PORTLAND INC BEST PRACTICES, ETC., SITE VISITS, RECRUITMENT.) \$3,000
  - REGISTRATION: ENVIRONMENTAL PROTECTION AGENCY BROWNFIELDS CONFERENCE (1 STAFF) \$250
  - REGISTRATION: BEND VENTURE CONFERENCE \$650
  - REGISTRATION: OREGONBIO EVENTS \$300
  - REGISTRATION: MAIN STREET NATIONAL CONFERENCE (1 STAFF) \$800
  - JP MORGAN HEALTHCARE CONFERENCE \$500
  - TRAVEL AND SUBSISTENCE FOR STAFF TO ATTEND THESE CONFERENCES \$8,500
  - PROFESSIONAL TRAINING EXPENSES \$2,000
  
- 325 COMMUNITY EVENTS EXPENSE
  - DOWNTOWN ASSOCIATION AND OTHER COMMERCIAL CORRIDOR SEED FUND. \$12,000
  - CITYWIDE IMPLEMENTATION AND PROGRAMMING OF MAIN STREET PROGRAM; TECHNICAL ASSISTANCE SUPPORT TO MICROENTERPRISE SERVICES OF OREGON, BEST HQ, BEAVERTON HISPANIC CENTER, BEAVERTON CHAMBER OF COMMERCE, AND SMALL BUSINESS DEVELOPMENT CENTER; RETAIL TENANT RECRUITMENT PROGRAM \$7,500
  - MISCELLANEOUS BUSINESS EVENT SPONSORSHIP (TECHNOLOGY ASSOCIATION OF OREGON, BUSINESS OREGON, WESTSIDE ECONOMIC ALLIANCE, MICROENTERPRISE SERVICE OF OREGON, ADELANTE MUJERS, BEST HQ, SMALL BUSINESS DEVELOPMENT CENTER, SMALL BUSINESS ASSOCIATION, ETC.) \$6,000
  - MICROENTERPRISE SERVICES OF OREGON LOAN LOSS RESERVE. \$5,000
  - OREGON ASSOCIATION OF MINORITY ENTREPRENEURS (OAME) \$400
  - SIGNATURE EVENTS FOR KEY INITIATIVES RESTAURANTS AND INNOVATION (OTBC/DHC) \$3,000
  - CHAMBER BUSINESS SUMMIT SPONSORSHIP \$5,000
  
- 328 MEALS & RELATED EXPENSE
  - MEALS AND EXPENSES FOR BUSINESS RETENTION/RECRUITMENT AND PARTNER MEETINGS
  
- 330 MILEAGE REIMBURSEMENT
  - MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING
  
- 341 COMMUNICATIONS EXPENSE
  - CELL PHONE CHARGES FOR 3 STAFF @ \$166 PER MONTH \$1,992
  
- 377 PUBLIC RELATIONS EXPENSE
  - PROMOTION OF SHOPPING AND RETAIL NEAR NEIGHBORHOODS (FOOD CARTS, BREWERIES, RESTAURANTS) \$12,000
  - PROGRAM UPDATES, COLLATERAL PRINTING, NEWSLETTER, SURVEY, PROMOTIONAL ITEMS, FOLDERS, MARKETING MATERIALS FOR ECONOMIC DEVELOPMENT PROGRAMS \$2,500
  - RESTAURANT WEEK PROMOTION EXPENSES \$8,000
  - SOCIAL MEDIA MATCHING GRANTS FOR SMALL BUSINESS PROMOTION \$5,000
  
- 378 WORKFORCE ASSISTANCE EXPENSE
  - SKILLS TRAINING AND STRATEGIC WORKFORCE PARTNERSHIPS: FY 18-19 FOCUS ON CONNECTING COMPANIES AND SCHOOL DISTRICT CAREER TECHNICAL EDUCATION PROGRAMS WITH PORTLAND COMMUNITY COLLEGE'S NEW MECHATRONICS CURRICULUM AT WILLOW CREEK
  
- 414 EPA BROWN FIELDS GRANT EXPENSE
  - BROWNFIELD ASSESSMENT GRANT ENDS 6/30/2018
  
- 438 ECON DEVELOPMENT STRATEGIC OPPORTUNITIES
  - OREGON TECHNOLOGY BUSINESS CENTER (OTBC) ANNUAL OPERATIONS SUPPORT \$160,000
  - BEAVERTON TECHNOLOGY START-UP CHALLENGE \$50,000
  - DIGITAL HEALTH COLLABORATIVE LEASE PAYMENTS \$95,750
  - BEAVERTON DOWNTOWN ASSOCIATION EXECUTIVE DIRECTOR (REMAINDER OF SALARY AND BENEFITS PAID BY BEAVERTON DOWNTOWN ASSOCIATION) \$50,000
  - EXPANSION AND RECRUITMENT INCENTIVES FOR STRATEGIC TRADED SECTOR BUSINESSES AND RESTAURANTS \$15,000
  
- 461 SPECIAL EXPENSE
  - NO APPROPRIATIONS REQUESTED FOR FY 18-19
  
- 470 WC VISITORS ASSN GRANT EXPENSE
  - NO APPROPRIATIONS REQUESTED FOR FY 18-19

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

| OBJ  | 2016 - ACTUAL                  |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018      | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--|--------------------------------|------|---------------|------|---------------|------|-----------|---------------|------|--------------|------|
|  | AMOUNT                         | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT   | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 511  | PROFESSIONAL SERVICES          |      |               |      |               |      |           |               |      |              |      |
|  | 21,472                         |      | 115,718       |      | 151,000       |      | 140,000   | 142,000       |      | 142,000      |      |
| 516  | BUSINESS STOREFRONT IMPROV EXP |      |               |      |               |      |           |               |      |              |      |
|  | 10,666                         |      | 34,334        |      |               |      |           |               |      |              |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES             |                                |      |               |      |               |      |           |               |      |              |      |
|  | 586,853                        |      | 612,462       |      | 927,919       |      | 874,644   | 735,688       |      | 735,688      |      |
| CLASS: 25 TRANSFERS                              |                                |      |               |      |               |      |           |               |      |              |      |
| 816  | TRSFERS TO REPROGRAPHICS FUND  |      |               |      |               |      |           |               |      |              |      |
|  | 16,359                         |      | 6,249         |      | 9,908         |      | 9,908     | 9,981         |      | 9,981        |      |
| TOTAL CLASS: 25 TRANSFERS                        |                                |      |               |      |               |      |           |               |      |              |      |
|  | 16,359                         |      | 6,249         |      | 9,908         |      | 9,908     | 9,981         |      | 9,981        |      |
| TOTAL PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM |                                |      |               |      |               |      |           |               |      |              |      |
|  | 953,560                        | 4.00 | 1,019,107     | 4.00 | 1,444,994     | 4.00 | 1,382,107 | 1,282,693     | 4.00 | 1,282,693    | 4.00 |

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0654 ECONOMIC DEVELOPMENT PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 511 PROFESSIONAL SERVICES  
CONSULTANTS FOR RESTAURANT STRATEGY IMPLEMENTATION (IN COORDINATION WITH DEV DIV) \$20,000  
CORPORATE HEADQUARTER/LARGE EMPLOYER REAL ESTATE STRATEGY \$16,000  
IMPACT BEAVERTON CONTRACT WITH THE BEAVERTON CHAMBER OF COMMERCE. \$95,000  
SPONSOR WORKFORCE / JOB SEEKER PROGRAM TRAINING AND BUSINESS EDUCATION WORKSHOPS \$6,000  
CUSTOMER RELATIONSHIP MANAGEMENT TRAINING AND CONFIGURATION \$5,000
- 516 BUSINESS STOREFRONT IMPROV EXP  
NO APPROPRIATIONS REQUESTED FOR FY 18-19. MOVED TO DEVELOPMENT DIVISION ( 001-70-0662).



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



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

| 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: 05 PERSONNEL SERVICES

|     |                                 |         |      |         |      |         |      |         |         |      |         |      |
|-----|---------------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 023 | SR DEVELOPMENT PROJECT MANAGER  |         |      |         |      |         |      |         |         |      |         |      |
|     |                                 | 185,245 | 2.00 | 198,531 | 3.00 | 207,450 | 2.00 | 209,452 | 288,582 | 3.00 | 288,582 | 3.00 |
| 024 | DEVELOPMENT PROJECT MANAGER     |         |      |         |      |         |      |         |         |      |         |      |
|     |                                 | 59,688  | 1.00 | 64,189  | 1.00 | 67,235  | 1.00 | 67,254  | 68,933  | 1.00 | 68,933  | 1.00 |
| 025 | DEVELOPMENT PROJECT COORDINATOR |         |      |         |      |         |      |         |         |      |         |      |
|     |                                 | 67,773  | 1.00 | 97,806  | 1.35 | 101,761 | 1.35 | 101,780 | 119,028 | 1.50 | 119,028 | 1.50 |
| 059 | DEVELOPMENT DIVISION MANAGER    |         |      |         |      |         |      |         |         |      |         |      |
|     |                                 | 117,729 | 1.00 | 120,987 | 1.00 | 123,237 | 1.00 | 123,246 | 126,324 | 1.00 | 126,324 | 1.00 |
| 186 | PROGRAM COORDINATOR             |         |      |         |      |         |      |         |         |      |         |      |
|     |                                 | 55,915  | 1.00 | 60,264  | 1.00 | 71,480  | 1.50 | 73,132  | 99,348  | 1.50 | 99,348  | 1.50 |
| 221 | SUPPORT SPECIALIST 2            |         |      |         |      |         |      |         |         |      |         |      |
|     |                                 |         |      |         |      | 18,421  |      | 16,144  |         |      |         |      |
| 275 | TEMPORARY EMPLOYEES             |         |      |         |      |         |      |         |         |      |         |      |
|     |                                 | 2,390   |      | 3,888   |      |         |      |         |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES       |         |      |         |      |         |      |         |         |      |         |      |
|     |                                 | 204,245 |      | 260,461 |      | 303,575 |      | 310,555 | 404,528 |      | 404,528 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |           |      |           |      |
|--|--|---------|------|---------|------|---------|------|---------|-----------|------|-----------|------|
|  |  | 692,985 | 6.00 | 806,126 | 7.35 | 893,159 | 6.85 | 901,563 | 1,106,743 | 8.00 | 1,106,743 | 8.00 |
|--|--|---------|------|---------|------|---------|------|---------|-----------|------|-----------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |       |  |     |  |       |  |       |       |  |       |  |
|-----|------------------------------|-------|--|-----|--|-------|--|-------|-------|--|-------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT |       |  |     |  |       |  |       |       |  |       |  |
|     |                              | 233   |  | 802 |  | 1,300 |  | 1,300 | 2,915 |  | 2,915 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |       |  |     |  |       |  |       |       |  |       |  |
|     |                              | 271   |  | 281 |  | 500   |  | 300   | 300   |  | 300   |  |
| 307 | MEMBERSHIP FEES              |       |  |     |  |       |  |       |       |  |       |  |
|     |                              | 1,072 |  | 308 |  | 3,000 |  | 1,968 | 2,502 |  | 2,502 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 023 SR DEVELOPMENT PROJECT MANAGER  
 FY 16-17 REFLECTS NEW 1 FTE SR. DEVELOPMENT PROJECT MANAGER POSITION FOR PARKING AND ASSET MANAGEMENT FUNDED 25% BY GENERAL FUND AND 75% AS A TRANSFER FROM BURA TO THE CITY'S GENERAL FUND.  
 FY 17-18 REFLECTS 1 FTE SR. DEVELOPMENT PROJECT MANAGER TRANSFERRING TO THE TRANSPORTATION PROGRAM 0738.  
 FY 18-19 REFLECTS ADDING 1 FTE SR. DEVELOPMENT PROJECT MANAGER FOR THE AFFORDABLE HOUSING PROGRAM
- 024 DEVELOPMENT PROJECT MANAGER
- 025 DEVELOPMENT PROJECT COORDINATOR  
 FY 16-17 REFLECTS THE TRANSFER OF 35% OF THE CDBG DEVELOPMENT PROJECT COORDINATOR POSITION TO THE GENERAL FUND'S CDD DEVELOPMENT DIVISION.
- 059 DEVELOPMENT DIVISION MANAGER
- 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 17-18 REFLECTS NEW .50 FTE SUPPORT SPECIALIST 2 POSITION TO CREATE A 1 FTE SS2 POSITION THAT IS BUDGETED 50% IN CDBG FUND AND 50% IN GENERAL FUND - CDD DEVELOPMENT DIVISION.  
 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
- 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

- 303 OFFICE FURNITURE & EQUIPMENT  
 OFFICE CHAIR FOR NEW FTE (HOUSING MANAGER) \$650  
 ELECTRIC HEIGHT ADJUSTABLE BASE (3 STAFF AT \$415 EA) \$1,245  
 DUAL MONITOR ARMS (3 STAFF AT \$340 EA) \$1,020
- 305 SPECIAL DEPARTMENT SUPPLIES  
 PROJECT MANAGEMENT SUPPLIES
- 307 MEMBERSHIP FEES  
 PROJECT MANAGEMENT INSTITUTE \$208  
 OREGON OPPORTUNITY NETWORK (HOUSING) \$1,000  
 HOUSING ALLIANCE \$650  
 PLANETIZEN \$144  
 MISCELLANEOUS HOUSING MEMBERSHIPS \$500

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

| OBJ | 2016 - ACTUAL                  |     | 2017 - ACTUAL |         | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-----|--------------------------------|-----|---------------|---------|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT                         | FTE | AMOUNT        | FTE     | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 308 | PERIODICALS & SUBSCRIPTIONS    |     |               |         | 500           |     | 17      | 150           |     | 150          |     |
| 316 | ADVERTISING,RECORDING & FILING |     |               |         | 500           |     | 50      | 300           |     | 300          |     |
| 317 | COMPUTER EQUIPMENT             |     |               |         | 775           |     | 645     | 2,553         |     | 2,553        |     |
| 318 | COMPUTER SOFTWARE              |     |               | 1,492   |               |     |         |               |     |              |     |
| 321 | TRAVEL,TRAINING & SUBSISTENCE  |     | 9,742         | 6,896   | 8,000         |     | 8,000   | 10,000        |     | 10,000       |     |
| 325 | COMMUNITY EVENTS EXPENSE       |     | 669           | 1,312   | 498           |     | 1,649   | 1,000         |     | 1,000        |     |
| 328 | MEALS & RELATED EXPENSE        |     | 829           | 808     | 750           |     | 750     | 750           |     | 750          |     |
| 330 | MILEAGE REIMBURSEMENT          |     | 50            | 107     | 200           |     | 100     | 200           |     | 200          |     |
| 341 | COMMUNICATIONS EXPENSE         |     | 885           | 1,675   | 2,080         |     | 2,080   | 2,904         |     | 2,904        |     |
| 377 | PUBLIC RELATIONS EXPENSE       |     | 1,497         |         |               |     |         |               |     |              |     |
| 506 | AFFORDABLE HOUSING PROGRAM     |     |               | 128,890 | 461,110       |     | 461,110 | 955,000       |     | 955,000      |     |
| 507 | TENANT IMPROVEMENT PROGRAM     |     |               |         |               |     |         |               |     |              |     |
| 509 | ACQUISITION DUE DILIGENCE EXP  |     |               | 86,171  | 90,000        |     | 90,000  | 50,000        |     | 50,000       |     |
| 511 | PROFESSIONAL SERVICES          |     | 288,498       | 115,174 | 75,000        |     | 75,000  | 135,000       |     | 135,000      |     |
| 516 | BUSINESS STOREFRONT IMPROV EXP |     | 13,137        | 44,358  | 75,000        |     | 75,000  | 125,000       |     | 125,000      |     |

0253

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 308 | PERIODICALS & SUBSCRIPTIONS<br>REAL ESTATE AND HOUSING RELATED BOOKS AND PERIODICALS   |  |
| 316 | ADVERTISING, RECORDING & FILING<br>PUBLIC NOTICES, ADVERTISEMENTS, ETC.  |  |
| 317 | COMPUTER EQUIPMENT<br>LAPTOP FOR HOUSING MANAGER \$1,443<br>LAPTOP DOCK FOR HOUSING MANAGER \$160<br>27 INCH MONITORS FOR HOUSING MANGER (X2) \$550<br>DESK PHONE FOR HOUSING MANAGER \$400  |  |
| 318 | COMPUTER SOFTWARE<br>NO APPROPRIATION REQUESTED  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>URBAN LAND INSTITUTE CONFERENCE; LOCAL REAL ESTATE FINANCE CLASSES/SEMINARS \$5,000<br>HOUSING CONFERENCES \$2,500<br>PROPERTY MANAGEMENT SEMINAR \$500<br>LEADERSHIP AND MANAGEMENT CONFERENCES (ADDITIONAL TRAINING NEEDED DUE TO INCREASED AREAS OF RESPONSIBILITY, INCLUDING HOUSING AND PROPERTY MANAGEMENT) \$2,000      |  |
| 325 | COMMUNITY EVENTS EXPENSE<br>DEVELOPER ROUNDTABLES, HOUSING OPEN HOUSE, COMMUNITY ENGAGEMENT AND OUTREACH FOR REAL ESTATE AND INCENTIVE PROGRAM ACTIVITIES  |  |
| 328 | MEALS & RELATED EXPENSE<br>LUNCHTIME MEETINGS WITH EXTERNAL STAKEHOLDERS   |  |
| 330 | MILEAGE REIMBURSEMENT<br>MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING  |  |
| 341 | COMMUNICATIONS EXPENSE<br>CELL PHONE CHARGES FOR 4 PHONES AT \$202 PER MONTH \$2,424<br>(DIVISION MANAGER, TWO SENIOR DEVELOPMENT MANAGERS, ONE PROJECT COORDINATOR)<br>CELL PHONE CHARGES FOR NEW HOUSING MANAGER @ \$40 PER MONTH \$480  |  |
| 377 | PUBLIC RELATIONS EXPENSE<br>THIS EXPENSE HAS BEEN MOVED TO THE PUBLIC INVOLVEMENT DIVISION   |  |
| 506 | AFFORDABLE HOUSING PROGRAM<br>AFFORDABLE HOUSING ACQUISITION \$150,000<br>AFFORDABLE HOUSING DEVELOPMENT \$250,000<br>SYSTEM DEVELOPMENT CHARGE GRANT OR LOAN \$100,000<br>COMPLIANCE AND MONITORING \$25,000<br>HOUSING PLAN DEVELOPMENT \$20,000<br>PILOT PRESERVATION PROJECTS \$300,000<br>COMMUNITY ENGAGEMENT \$10,000<br>COMMUNITY HOUSING FUND \$100,000 |  |
| 507 | TENANT IMPROVEMENT PROGRAM<br>NO APPROPRIATION REQUESTED FOR FY 18-19  |  |
| 509 | ACQUISITION DUE DILIGENCE EXP<br>OPPORTUNITY ACQUISITION CITYWIDE  |  |
| 511 | PROFESSIONAL SERVICES<br>PHASE 2 DOWNTOWN PLACEMAKING ACTIVITIES \$80,000<br>REAL ESTATE RELATED PROFESSIONAL SERVICES \$35,000<br>UTILITY UNDERGROUNDING / RIGHT OF WAY ABOVE GROUND UTILITY STUDY (SHARED WITH BURA) \$20,000  |  |
| 516 | BUSINESS STOREFRONT IMPROV EXP<br>STOREFRONT IMPROVEMENT PROGRAM.DESIGN GRANTS \$20,000<br>THREE IMPROVEMENT GRANTS (JOINT FUNDED WITH BURA) \$105,000   |  |

0254

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0662 DEVELOPMENT DIVISION

| OBJ                                      | 2016 - ACTUAL                 |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018      | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--|-------------------------------|------|---------------|------|---------------|------|-----------|---------------|------|--------------|------|
|  | AMOUNT                        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT   | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 519                                      | DEV. FEASIBILITY ASSISTANCE   |      |               |      |               |      |           |               |      |              |      |
|  | 270,247                       |      | 63,799        |      | 105,000       |      | 55,000    | 75,000        |      | 75,000       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES     |                               |      |               |      |               |      |           |               |      |              |      |
|  | 587,130                       |      | 452,073       |      | 824,213       |      | 772,969   | 1,363,574     |      | 1,363,574    |      |
| CLASS: 25 TRANSFERS                      |                               |      |               |      |               |      |           |               |      |              |      |
| 816                                      | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |           |               |      |              |      |
|  | 17,420                        |      | 9,170         |      | 7,706         |      | 7,706     | 7,762         |      | 7,762        |      |
| TOTAL CLASS: 25 TRANSFERS                |                               |      |               |      |               |      |           |               |      |              |      |
|  | 17,420                        |      | 9,170         |      | 7,706         |      | 7,706     | 7,762         |      | 7,762        |      |
| TOTAL PROGRAM: 0662 DEVELOPMENT DIVISION |                               |      |               |      |               |      |           |               |      |              |      |
|  | 1,297,535                     | 6.00 | 1,267,369     | 7.35 | 1,725,078     | 6.85 | 1,682,238 | 2,478,079     | 8.00 | 2,478,079    | 8.00 |

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0662 DEVELOPMENT DIVISION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

519 DEV. FEASIBILITY ASSISTANCE  
PREDEVELOPMENT GRANT PROGRAM (JOINT FUNDED WITH BURA)



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



**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0676 PLANNING DIVISION

| 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: 05 PERSONNEL SERVICES

|     |                           |      |         |      |         |      |         |         |      |         |      |
|-----|---------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 081 | PLANNING MANAGER          |      |         |      |         |      |         |         |      |         |      |
|     | 99,569                    | 2.00 | 155,762 | 2.00 | 195,362 | 2.00 | 184,242 | 194,034 | 2.00 | 194,034 | 2.00 |
| 105 | SENIOR PLANNER            |      |         |      |         |      |         |         |      |         |      |
|     | 153,621                   | 2.00 | 108,789 | 2.00 | 240,431 | 3.00 | 252,552 | 268,970 | 3.00 | 268,970 | 3.00 |
| 167 | PRINCIPAL PLANNER         |      |         |      |         |      |         |         |      |         |      |
|     | 122,208                   | 1.00 | 86,951  | 1.00 | 110,925 | 1.00 | 110,469 | 114,128 | 1.00 | 114,128 | 1.00 |
| 180 | ASSOCIATE PLANNER         |      |         |      |         |      |         |         |      |         |      |
|     | 362,681                   | 5.00 | 381,357 | 5.00 | 401,961 | 6.00 | 363,305 | 441,916 | 6.00 | 441,916 | 6.00 |
| 181 | ASSISTANT PLANNER         |      |         |      |         |      |         |         |      |         |      |
|     | 119,965                   | 2.00 | 130,957 | 2.00 | 132,373 | 2.00 | 141,949 | 142,370 | 2.00 | 142,370 | 2.00 |
| 221 | SUPPORT SPECIALIST 2      |      |         |      |         |      |         |         |      |         |      |
|     | 56,597                    | 1.00 | 59,743  | 1.00 | 55,643  | 1.00 | 57,513  | 57,031  | 1.00 | 57,031  | 1.00 |
| 226 | PLANNING TECHNICIAN       |      |         |      |         |      |         |         |      |         |      |
|     | 25,895                    | 1.00 | 42,512  | 1.00 | 29,634  |      | 30,243  |         |      |         |      |
| 275 | TEMPORARY EMPLOYEES       |      |         |      |         |      |         |         |      |         |      |
|     | 50,392                    |      |         |      | 1,190   |      | 1,190   |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES |      |         |      |         |      |         |         |      |         |      |
|     | 447,333                   |      | 458,525 |      | 596,179 |      | 547,415 | 659,763 |      | 659,763 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |       |           |       |           |       |           |           |       |           |       |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  | 1,438,261 | 14.00 | 1,424,596 | 14.00 | 1,763,698 | 15.00 | 1,688,878 | 1,878,212 | 15.00 | 1,878,212 | 15.00 |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                                 |  |        |  |        |  |        |        |  |        |  |
|-----|---------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT    |  |        |  |        |  |        |        |  |        |  |
|     | 1,100                           |  | 1,137  |  | 4,600  |  | 3,600  | 1,400  |  | 1,400  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES     |  |        |  |        |  |        |        |  |        |  |
|     | 525                             |  | 508    |  | 500    |  | 500    | 500    |  | 500    |  |
| 307 | MEMBERSHIP FEES                 |  |        |  |        |  |        |        |  |        |  |
|     | 2,940                           |  | 4,730  |  | 5,000  |  | 5,000  | 5,000  |  | 5,000  |  |
| 308 | PERIODICALS & SUBSCRIPTIONS     |  |        |  |        |  |        |        |  |        |  |
|     | 66                              |  |        |  | 200    |  | 100    | 200    |  | 200    |  |
| 316 | ADVERTISING, RECORDING & FILING |  |        |  |        |  |        |        |  |        |  |
|     | 8,335                           |  | 10,466 |  | 13,000 |  | 10,000 | 10,000 |  | 10,000 |  |
| 317 | COMPUTER EQUIPMENT              |  |        |  |        |  |        |        |  |        |  |
|     | 1,747                           |  | 1,710  |  | 2,879  |  | 1,216  |        |  |        |  |
| 318 | COMPUTER SOFTWARE               |  |        |  |        |  |        |        |  |        |  |
|     |                                 |  |        |  | 4,150  |  | 2,265  |        |  |        |  |

0257

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0676 PLANNING DIVISION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 081 PLANNING MANAGER  
 FY 16-17 REFLECT DECREASE DUE TO POSITION VACANCY AND BEING FILLED AT A LOWER STEP.  
 FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO POSITION VACANCY DURING YEAR.
  - 105 SENIOR PLANNER  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY.  
 FY 17-18 REFLECTS NEW 1 FTE SENIOR PLANNER.
  - 167 PRINCIPAL PLANNER  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY.
  - 180 ASSOCIATE PLANNER  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PLANNING TECH POSITION TO 1 FTE  
 ASSOCIATE PLANNER POSITION.
  - 181 ASSISTANT PLANNER
  - 221 SUPPORT SPECIALIST 2
  - 226 PLANNING TECHNICIAN  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PLANNING TECH POSITION TO 1 FTE  
 ASSOCIATE PLANNER POSITION.
  - 275 TEMPORARY EMPLOYEES  
 NO APPROPRIATION REQUIRED
  - 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
- 
- 303 OFFICE FURNITURE & EQUIPMENT  
 ERGONOMIC CHAIR, ELECTRIC ADJUSTABLE HEIGHT SURFACE, DUAL MONITOR ARMS (1 STAFF)
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 VIDEO TAPES, AUDIO CASSETTES FOR RECORDING PUBLIC HEARINGS, ETC.
  - 307 MEMBERSHIP FEES  
 AMERICAN PLANNING ASSOCIATION MEMEBERSHIP (11 STAFF)  
 AMERICAN INSTITUTE OF CERTIFIED PLANNERS (6 STAFF)
  - 308 PERIODICALS & SUBSCRIPTIONS  
 UPDATED PLANNING MATERIALS, APA ZONING PRACTICE, PLANNING COMMISSION  
 JOURNAL SUBSCRIPTION.
  - 316 ADVERTISING,RECORDING & FILING  
 MAILINGS FOR COMPREHENSIVE PLAN CHANGES, URBAN SERVICE BOUNDARY MEETINGS, PUBLIC  
 HEARING NOTICES, ETC.
  - 317 COMPUTER EQUIPMENT
  - 318 COMPUTER SOFTWARE

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0676 PLANNING DIVISION

| OBJ                                   | 2016 - ACTUAL                  |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|---------------------------------------|--------------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|                                       | AMOUNT                         | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 321                                   | TRAVEL, TRAINING & SUBSISTENCE |       |               |       |               |       |           |               |       |              |       |
|                                       | 7,858                          |       | 11,290        |       | 16,700        |       | 12,000    | 18,900        |       | 18,900       |       |
| 325                                   | COMMUNITY EVENTS EXPENSE       |       |               |       |               |       |           |               |       |              |       |
|                                       | 42                             |       | 120           |       | 200           |       | 200       | 200           |       | 200          |       |
| 328                                   | MEALS & RELATED EXPENSE        |       |               |       |               |       |           |               |       |              |       |
|                                       | 1,220                          |       | 984           |       | 1,500         |       | 1,500     | 1,800         |       | 1,800        |       |
| 330                                   | MILEAGE REIMBURSEMENT          |       |               |       |               |       |           |               |       |              |       |
|                                       | 230                            |       | 42            |       | 100           |       | 75        | 100           |       | 100          |       |
| 341                                   | COMMUNICATIONS EXPENSE         |       |               |       |               |       |           |               |       |              |       |
|                                       | 508                            |       | 1,491         |       | 2,884         |       | 2,884     | 3,132         |       | 3,132        |       |
| 461                                   | SPECIAL EXPENSE                |       |               |       |               |       |           |               |       |              |       |
|                                       | 840                            |       | 1,641         |       | 2,000         |       | 1,000     | 1,800         |       | 1,800        |       |
| 511                                   | PROFESSIONAL SERVICES          |       |               |       |               |       |           |               |       |              |       |
|                                       | 101,587                        |       | 166,950       |       | 439,000       |       | 210,000   | 255,000       |       | 255,000      |       |
| 523                                   | BOARDS & COMMISSIONS EXPENSES  |       |               |       |               |       |           |               |       |              |       |
|                                       | 33                             |       | 591           |       | 3,450         |       | 3,000     | 2,500         |       | 2,500        |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES  |                                |       |               |       |               |       |           |               |       |              |       |
|                                       | 127,031                        |       | 201,660       |       | 496,163       |       | 253,340   | 300,532       |       | 300,532      |       |
| CLASS: 25 TRANSFERS                   |                                |       |               |       |               |       |           |               |       |              |       |
| 816                                   | TRSFERS TO REPROGRAPHICS FUND  |       |               |       |               |       |           |               |       |              |       |
|                                       | 37,490                         |       | 41,133        |       | 41,283        |       | 41,283    | 43,805        |       | 43,805       |       |
| TOTAL CLASS: 25 TRANSFERS             |                                |       |               |       |               |       |           |               |       |              |       |
|                                       | 37,490                         |       | 41,133        |       | 41,283        |       | 41,283    | 43,805        |       | 43,805       |       |
| TOTAL PROGRAM: 0676 PLANNING DIVISION |                                |       |               |       |               |       |           |               |       |              |       |
|                                       | 1,602,782                      | 14.00 | 1,667,389     | 14.00 | 2,301,144     | 15.00 | 1,983,501 | 2,222,549     | 15.00 | 2,222,549    | 15.00 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0676 PLANNING DIVISION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |   |
|-----|---|
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>NATIONAL AMERICAN PLANNING ASSOCIATION CONFERENCE IN SAN FRANCISCO, CA (2 STAFF) \$6,000<br>OREGON AMERICAN PLANNING ASSOCIATION CONFERENCE IN BEND, OR (6 STAFF) \$6,000<br>LEGAL ISSUES IN PLANNING WORKSHOP (10 STAFF) \$1,500<br>GRAPHIC COMMUNICATION TRAINING (5 STAFF) \$2,400<br>OTHER CONFERENCES AND DELEGATIONS TO VISIT NW CITIES \$2,000<br>MISCELLANEOUS TRAININGS AND WEBINARS \$1,000 |
| 325 | COMMUNITY EVENTS EXPENSE<br>COMMUNITY ENGAGEMENT FOR STUDIES AND DEVELOPMENT CODE UPDATES   |
| 328 | MEALS & RELATED EXPENSE<br>BREAKFAST OR LUNCHTIME MEETINGS WITH EXTERNAL STAKEHOLDERS; OVERTIME MEALS.  |
| 330 | MILEAGE REIMBURSEMENT<br>MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING.  |
| 341 | COMMUNICATIONS EXPENSE<br>CELL PHONE CHARGES FOR 5 STAFF @ \$261 PER MONTH \$3,132<br>(PRINCIPAL PLANNER, PLANNING MGR, 3 SR. PLANNERS)   |
| 461 | SPECIAL EXPENSE<br>OPEN HOUSE AND MARKETING EXPENSES RELATED TO SPECIAL PLANNING STUDIES  |
| 511 | PROFESSIONAL SERVICES<br>DOWNTOWN DESIGN PROJECT \$90,000<br>ALLEN BOULEVARD DISTRICT PLAN IMPLEMENTATION \$15,000<br>BOUNDARY OPTIONS IMPLEMENTATION \$20,000<br>ONLINE DEVELOPMENT CODE STRATEGY \$30,000<br>TRAFFIC IMPACT ANALYSIS FOR DEVELOPMENT CODE CHANGES \$20,000<br>CONTRACT PLANNING ASSISTANCE \$60,000<br>MULTICULTURAL ENGAGEMENT \$20,000<br>FY 17-18 METRO GRANT REIMBURSEMENT \$150,000 ESTIMATED                    |
| 523 | BOARDS & COMMISSIONS EXPENSES<br>PLANNING COMMISSION RECOGNITION EVENT \$2,000<br>MISCELLANEOUS TRAINING \$250<br>MISCELLANEOUS EXPENSES \$250  |
| 816 | TRSFERS TO REPROGRAPHICS FUND<br>ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS   |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

| 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: 05 PERSONNEL SERVICES

|     |                              |  |  |  |  |  |  |         |      |         |      |
|-----|------------------------------|--|--|--|--|--|--|---------|------|---------|------|
| 053 | SENIOR ENGINEER              |  |  |  |  |  |  | 228,273 | 2.00 | 228,273 | 2.00 |
| 084 | PROJECT ENGINEER 1           |  |  |  |  |  |  | 152,251 | 1.60 | 152,251 | 1.60 |
| 085 | PROJECT MANAGER 1            |  |  |  |  |  |  | 78,307  | 1.00 | 78,307  | 1.00 |
| 119 | ENG. CONST. INSPECTOR LEAD   |  |  |  |  |  |  | 70,552  | 1.00 | 70,552  | 1.00 |
| 123 | ENGINEERING TECH 2           |  |  |  |  |  |  | 187,916 | 3.00 | 187,916 | 3.00 |
| 124 | ENGINEERING CONST INSPECTOR  |  |  |  |  |  |  | 301,391 | 4.00 | 301,391 | 4.00 |
| 143 | SENIOR FIELD INSPECTOR - ENG |  |  |  |  |  |  | 69,346  | 1.00 | 69,346  | 1.00 |
| 225 | PERMIT TECHNICIAN            |  |  |  |  |  |  | 60,662  | 1.00 | 60,662  | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES    |  |  |  |  |  |  | 757,669 |      | 757,669 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |  |  |  |  |  |  |           |       |           |       |
|--|--|--|--|--|--|--|--|-----------|-------|-----------|-------|
|  |  |  |  |  |  |  |  | 1,906,367 | 14.60 | 1,906,367 | 14.60 |
|--|--|--|--|--|--|--|--|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |  |  |  |  |  |       |  |       |  |
|-----|------------------------------|--|--|--|--|--|--|-------|--|-------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT |  |  |  |  |  |  | 2,810 |  | 2,810 |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |  |  |  |  |  | 2,800 |  | 2,800 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |  |  |  |  |  | 3,000 |  | 3,000 |  |
| 307 | MEMBERSHIP FEES              |  |  |  |  |  |  | 3,675 |  | 3,675 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 053 SENIOR ENGINEER  
 EFFECTIVE FY 2018-19 THE SITE DEVELOPMENT DIVISION TRANSFERRED WITHIN THE GENERAL FUND FROM THE PUBLIC WORKS DEPARTMENT TO THE COMMUNITY DEVELOPMENT DEPARTMENT.
- 084 PROJECT ENGINEER 1
- 085 PROJECT MANAGER 1
- 119 ENG. CONST. INSPECTOR LEAD
- 123 ENGINEERING TECH 2
- 124 ENGINEERING CONST INSPECTOR
- 143 SENIOR FIELD INSPECTOR - ENG
- 225 PERMIT TECHNICIAN
- 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

- 303 OFFICE FURNITURE & EQUIPMENT  
 REPLACE OFFICE CHAIRS (2 STAFF AT \$650 EA) \$1,300  
 ADJUSTABLE HEIGHT WORK SURFACE (2 STAFF AT \$415 EA) \$830  
 DUAL MONITOR ARMS (2 STAFF AT \$340 EA) \$680
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 LEVELS FOR ADA RAMPS (4)  
 BROOMS FOR ADA (8)  
 MISCELLANEOUS EQUIPMENT NEEDS THAT ARISE
- 305 SPECIAL DEPARTMENT SUPPLIES  
 BATTERIES  
 MISCELLANEOUS SUPPLIES AND MATERIALS
- 307 MEMBERSHIP FEES  
 ASSOCIATION OF STATE FLOODPLAIN MANAGERS (2 STAFF AT \$125 EA) \$250  
 PROFESSIONAL ENGINEERS REGISTRATIOLN (3 AT \$190 EA) \$570  
 AMERICAN SOCIETY OF CIVIL ENGINEERS (3 AT \$270 EA) \$810  
 AMERICAN PUBLIC WORKS ASSOCIATION (1 AT \$175 EA) \$175  
 WATER SYSTEM AND WASTEWATER OPERATORS CERTIFICATES LEVEL 1 (8 AT \$140 EA) \$1,120  
 EROSION CONTROL CERTIFICATES (5 AT \$150 EA) \$750

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

| OBJ   | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |         | 2019 ADOPTED |         |           |       |
|---|--------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|---------|--------------|---------|-----------|-------|
|   | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE     | AMOUNT       | FTE     |           |       |
| 321   | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |         |               | 12,875  |              | 12,875  |           |       |
| 328   | MEALS & RELATED EXPENSE        |     |               |     |               |     |         |               | 600     |              | 600     |           |       |
| 341   | COMMUNICATIONS EXPENSE         |     |               |     |               |     |         |               | 11,340  |              | 11,340  |           |       |
| 361   | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |         |               | 3,000   |              | 3,000   |           |       |
| 511   | PROFESSIONAL SERVICES          |     |               |     |               |     |         |               | 400,000 |              | 400,000 |           |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES          |                                |     |               |     |               |     |         |               |         | 440,100      |         | 440,100   |       |
| CLASS: 15 CAPITAL OUTLAY                      |                                |     |               |     |               |     |         |               |         |              |         |           |       |
| 641   | VEHICLES                       |     |               |     |               |     |         |               | 83,550  |              | 83,550  |           |       |
| TOTAL CLASS: 15 CAPITAL OUTLAY                |                                |     |               |     |               |     |         |               |         | 83,550       |         | 83,550    |       |
| CLASS: 25 TRANSFERS                           |                                |     |               |     |               |     |         |               |         |              |         |           |       |
| 817   | TRSFERS TO GARAGE FUND         |     |               |     |               |     |         |               | 44,137  |              | 44,137  |           |       |
| TOTAL CLASS: 25 TRANSFERS                     |                                |     |               |     |               |     |         |               |         | 44,137       |         | 44,137    |       |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                                |     |               |     |               |     |         |               |         |              |         |           |       |
| 996   | RESERVE - EQUIPMENT REPLACEMT  |     |               |     |               |     |         |               | 48,492  |              | 48,492  |           |       |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                |     |               |     |               |     |         |               |         | 48,492       |         | 48,492    |       |
| TOTAL PROGRAM: 0701 SITE DEVELOPMENT DIVISION |                                |     |               |     |               |     |         |               |         | 2,522,646    | 14.60   | 2,522,646 | 14.60 |

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0701 SITE DEVELOPMENT DIVISION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 321 TRAVEL, TRAINING & SUBSISTENCE
  - PROFESSIONAL DEVELOPMENT HOURS REQUIRED (3 STAFF AT \$500 EA) \$1,500
  - ODOT TRAINING CERTIFICATION (5 STAFF AT \$225 EA) \$1,125
  - ODOT TRAINING BRIDGE INSPECTIONS (4 STAFF AT \$125 EA) \$500
  - EROSION CONTROL TRAINING (8 STAFF AT \$100 EA) \$800
  - AMERICAN PUBLIC WORKS ASSOCIATION CONFERENCE (4 STAFF AT \$600 EA) \$2,400
  - CONSTRUCTION INSPECTION TRAINING (IN LAS VEGAS) (2 STAFF AT \$2,000 EA) \$4,000
  - AMERICAN PUBLIC WORKS ASSOCIATION/NW PUBLIC WORK INSTITUTE (2 STAFF AT \$1,275 EA) \$2,550
- 328 MEALS & RELATED EXPENSE
  - MEALS FOR STAFF MEETINGS AND BUSINESS MEETINGS; PARKING FOR JURISDICTIONAL MEETINGS \$600
- 341 COMMUNICATIONS EXPENSE
  - IPAD AIR CARDS FOR 10 IPADS @ \$400 PER MONTH \$4,800
  - CELL PHONE CHARGES FOR 10 STAFF @ \$520 PER MONTH \$6,240
  - NEW PHONES FOR 3 STAFF MEMBERS \$300
- 361 UNIFORMS & SPECIAL CLOTHING
  - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS AND SAFETY EQUIPMENT
- 511 PROFESSIONAL SERVICES
  - ENGINEERING CONSTRUCTION INSPECTIONS CONSULTANT \$300,000
  - PLAN REVIEW RETAINER SERVICES \$100,000

- 641 VEHICLES
  - 3 - REPLACEMENT VEHICLES FOR NOS. 2-651, 2-653 AND 2-654, (2002 FORD RANGERS) WITH FORD F150 PICKUPS INCLUDES VEHICLE (\$25,000), BED COVER (\$2,300), LED SAFETY LIGHTING (\$400), AND TITLE (\$150) @ \$27,850 EACH \$83,550

- 817 TRSFERS TO GARAGE FUND

- 996 RESERVE - EQUIPMENT REPLACEMT

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

| 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: 05 PERSONNEL SERVICES

|     |                              |      |         |      |         |      |         |  |  |  |  |
|-----|------------------------------|------|---------|------|---------|------|---------|--|--|--|--|
| 053 | SENIOR ENGINEER              |      |         |      |         |      |         |  |  |  |  |
|     | 107,299                      | 1.00 | 109,304 | 1.00 | 167,026 | 2.00 | 157,175 |  |  |  |  |
| 084 | PROJECT ENGINEER 1           |      |         |      |         |      |         |  |  |  |  |
|     | 92,418                       | 1.60 | 138,670 | 1.60 | 154,317 | 1.60 | 143,835 |  |  |  |  |
| 085 | PROJECT MANAGER 1            |      |         |      |         |      |         |  |  |  |  |
|     |                              |      |         |      | 18,466  | 1.00 | 18,466  |  |  |  |  |
| 119 | ENG. CONST. INSPECTOR LEAD   |      |         |      |         |      |         |  |  |  |  |
|     | 93,447                       | 1.00 | 87,840  | 1.00 | 88,678  | 1.00 | 87,886  |  |  |  |  |
| 123 | ENGINEERING TECH 2           |      |         |      |         |      |         |  |  |  |  |
|     | 171,170                      | 3.00 | 172,329 | 4.00 | 230,220 | 3.00 | 209,143 |  |  |  |  |
| 124 | ENGINEERING CONST INSPECTOR  |      |         |      |         |      |         |  |  |  |  |
|     | 193,170                      | 4.00 | 283,244 | 4.00 | 298,448 | 4.00 | 265,373 |  |  |  |  |
| 143 | SENIOR FIELD INSPECTOR - ENG |      |         |      |         |      |         |  |  |  |  |
|     |                              |      |         |      | 45,945  | 1.00 | 19,678  |  |  |  |  |
| 221 | SUPPORT SPECIALIST 2         |      |         |      |         |      |         |  |  |  |  |
|     | 51,434                       | 1.00 | 53,739  | 1.00 | 54,534  | 1.00 | 40,857  |  |  |  |  |
| 225 | PERMIT TECHNICIAN            |      |         |      |         |      |         |  |  |  |  |
|     |                              |      |         |      | 24,676  | 1.00 | 31,858  |  |  |  |  |
| 275 | TEMPORARY EMPLOYEES          |      |         |      |         |      |         |  |  |  |  |
|     | 83,684                       |      | 2,632   |      | 47,531  |      | 759     |  |  |  |  |
| 299 | PAYROLL TAXES AND FRINGES    |      |         |      |         |      |         |  |  |  |  |
|     | 379,944                      |      | 504,800 |      | 692,976 |      | 587,246 |  |  |  |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |       |           |       |           |       |           |  |  |  |  |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|--|--|--|--|
|  | 1,172,566 | 11.60 | 1,352,558 | 12.60 | 1,822,817 | 15.60 | 1,562,276 |  |  |  |  |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|--|--|--|--|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |       |  |        |      |        |  |  |  |  |
|-----|------------------------------|--|-------|--|--------|------|--------|--|--|--|--|
| 301 | OFFICE EXPENSE               |  |       |  |        |      |        |  |  |  |  |
|     | 1,851                        |  | 1,684 |  | 3,000  |      | 1,000  |  |  |  |  |
| 303 | OFFICE FURNITURE & EQUIPMENT |  |       |  |        |      |        |  |  |  |  |
|     | 3,620                        |  | 4,253 |  | 15,800 |      | 13,503 |  |  |  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |       |  |        |      |        |  |  |  |  |
|     | 1,400                        |  | 2,441 |  | 1,000  |      | 600    |  |  |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |       |  |        |      |        |  |  |  |  |
|     |                              |  |       |  | 2,500  | 0265 | 2,000  |  |  |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 053 SENIOR ENGINEER  
 FY 17-18 REFLECTS 1 FTE SENIOR ENGINEER POSITION ESTABLISHED MID-YEAR WITH THE FIRST SUPPLEMENTAL BUDGET.  
 FY 18-19 REFLECTS SITE DEVELOPMENT DIVISION TRANSFERRED FROM DEPT. 85 PUBLIC WORKS DEPT. TO DEPT. 70 COMMUNITY DEVELOPMENT DEPT.
- 084 PROJECT ENGINEER 1  
 1 FTE PROJ ENGR 1 POSITION ALLOCATED: 60% 001-85-0701 AND 10% IN EACH OF THE FOLLOWING: 101-72-0735, 501-72-0740, 502-72-0740, 513-72-0740.
- 085 PROJECT MANAGER 1  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 POSITION TO 1 FTE PROJECT MANAGER 1 POSITION.
- 119 ENG. CONST. INSPECTOR LEAD
- 123 ENGINEERING TECH 2  
 FY 16-17 REFLECTS NEW 1 FTE ENGINEERING TECH 2 POSITION, APPROVED BY CITY COUNCIL 12/08/15  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 POSITION TO 1 FTE PROJECT MANAGER 1 POSITION.
- 124 ENGINEERING CONST INSPECTOR
- 143 SENIOR FIELD INSPECTOR - ENG  
 FY 17-18 REFLECTS 1 FTE SR. FIELD INSPECTOR - ENGINEERING POSITION ESTABLISHED MID-YEAR WITH THE FIRST SUPPLEMENTAL BUDGET.
- 221 SUPPORT SPECIALIST 2
- 225 PERMIT TECHNICIAN  
 FY 17-18 REFLECTS 1 FTE PERMIT TECHNICIAN POSITION ESTABLISHED MID-YEAR WITH THE FIRST SUPPLEMENTAL BUDGET.
- 275 TEMPORARY EMPLOYEES  
 NO APPROPRIATION 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  
 FY 18-19 REFLECTS SITE DEVELOPMENT DIVISION TRANSFERRED FROM DEPT. 85 PUBLIC WORKS DEPT. TO DEPT. 70 COMMUNITY DEVELOPMENT DEPT.
- 303 OFFICE FURNITURE & EQUIPMENT
- 304 DEPARTMENT EQUIPMENT EXPENSE
- 305 SPECIAL DEPARTMENT SUPPLIES

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0701 SITE DEVELOPMENT DIVISION

| OBJ   | 2016 - ACTUAL                     |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |     | 2019 ADOPTED |     |  |
|---|-----------------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-----|--------------|-----|--|
|   | AMOUNT                            | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE | AMOUNT       | FTE |  |
| 307   | MEMBERSHIP FEES                   |       |               |       |               |       |           |               |     |              |     |  |
|   | 1,654                             |       | 1,610         |       | 1,985         |       | 1,985     |               |     |              |     |  |
| 317   | COMPUTER EQUIPMENT                |       |               |       |               |       |           |               |     |              |     |  |
|   | 3,473                             |       | 6,918         |       | 18,515        |       | 7,000     |               |     |              |     |  |
| 318   | COMPUTER SOFTWARE                 |       |               |       |               |       |           |               |     |              |     |  |
|   |                                   |       |               |       | 6,000         |       |           |               |     |              |     |  |
| 321   | TRAVEL, TRAINING & SUBSISTENCE    |       |               |       |               |       |           |               |     |              |     |  |
|   | 5,016                             |       | 2,864         |       | 19,950        |       | 8,000     |               |     |              |     |  |
| 328   | MEALS & RELATED EXPENSE           |       |               |       |               |       |           |               |     |              |     |  |
|   |                                   |       | 250           |       | 250           |       | 125       |               |     |              |     |  |
| 341   | COMMUNICATIONS EXPENSE            |       |               |       |               |       |           |               |     |              |     |  |
|   | 1,518                             |       | 5,285         |       | 360           |       | 2,000     |               |     |              |     |  |
| 361   | UNIFORMS & SPECIAL CLOTHING       |       |               |       |               |       |           |               |     |              |     |  |
|   | 222                               |       | 1,608         |       | 2,250         |       | 2,250     |               |     |              |     |  |
| 511   | PROFESSIONAL SERVICES             |       |               |       |               |       |           |               |     |              |     |  |
|   |                                   |       |               |       | 153,000       |       | 153,000   |               |     |              |     |  |
| 525   | PMTS TO OTHER GOVERNMENT AGENCIES |       |               |       |               |       |           |               |     |              |     |  |
|   |                                   |       |               |       | 50,000        |       | 50,000    |               |     |              |     |  |
| TOTAL CLASS: 10 MATERIALS & SERVICES          |                                   |       |               |       |               |       |           |               |     |              |     |  |
|   | 18,754                            |       | 26,913        |       | 274,610       |       | 241,463   |               |     |              |     |  |
| CLASS: 15 CAPITAL OUTLAY                      |                                   |       |               |       |               |       |           |               |     |              |     |  |
| 641   | VEHICLES                          |       |               |       |               |       |           |               |     |              |     |  |
|   | 23,893                            |       | 52,136        |       | 82,710        |       | 78,759    |               |     |              |     |  |
| TOTAL CLASS: 15 CAPITAL OUTLAY                |                                   |       |               |       |               |       |           |               |     |              |     |  |
|   | 23,893                            |       | 52,136        |       | 82,710        |       | 78,759    |               |     |              |     |  |
| CLASS: 25 TRANSFERS                           |                                   |       |               |       |               |       |           |               |     |              |     |  |
| 804   | TRSFR - OPERATIONS ADMIN          |       |               |       |               |       |           |               |     |              |     |  |
|   | 18,252                            |       | 21,704        |       | 22,879        |       | 22,879    |               |     |              |     |  |
| 817   | TRSFERS TO GARAGE FUND            |       |               |       |               |       |           |               |     |              |     |  |
|   | 15,763                            |       | 36,228        |       | 42,021        |       | 42,021    |               |     |              |     |  |
| TOTAL CLASS: 25 TRANSFERS                     |                                   |       |               |       |               |       |           |               |     |              |     |  |
|   | 34,015                            |       | 57,932        |       | 64,900        |       | 64,900    |               |     |              |     |  |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                                   |       |               |       |               |       |           |               |     |              |     |  |
| 996   | RESERVE - EQUIPMENT REPLACMT      |       |               |       |               |       |           |               |     |              |     |  |
|   |                                   |       |               |       | 55,969        |       |           |               |     |              |     |  |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                   |       |               |       |               |       |           |               |     |              |     |  |
|   |                                   |       |               |       | 55,969        |       |           |               |     |              |     |  |
| TOTAL PROGRAM: 0701 SITE DEVELOPMENT DIVISION |                                   |       |               |       |               |       |           |               |     |              |     |  |
|   | 1,249,228                         | 11.60 | 1,489,539     | 12.60 | 2,301,006     | 15.60 | 1,947,398 |               |     |              |     |  |

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0701 SITE DEVELOPMENT DIVISION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |   |  |
|-----|---|--|
| 307 | MEMBERSHIP FEES                                 |  |
| 317 | COMPUTER EQUIPMENT                              |  |
| 318 | COMPUTER SOFTWARE<br>NO APPROPRIATION REQUESTED |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE                  |  |
| 328 | MEALS & RELATED EXPENSE                         |  |
| 341 | COMMUNICATIONS EXPENSE                          |  |
| 361 | UNIFORMS & SPECIAL CLOTHING                     |  |
| 511 | PROFESSIONAL SERVICES                           |  |
| 525 | PMTS TO OTHER GOVERNMENT AGENCIES               |  |

|     |          |  |
|-----|----------|--|
| 641 | VEHICLES |  |
|-----|----------|--|

|     |  |  |
|-----|--|--|
| 804 | TRSFR - OPERATIONS ADMIN<br>ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND                    |  |
| 817 | TRSFERS TO GARAGE FUND<br>ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND |  |

|     |  |  |
|-----|--|--|
| 996 | RESERVE - EQUIPMENT REPLACEMT<br>RESERVE FOR VEHICLE REPLACEMENT |  |
|-----|--|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

| 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: 05 PERSONNEL SERVICES

|     |                                |      |         |      |         |      |         |         |      |         |      |
|-----|--------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 023 | SR DEVELOPMENT PROJECT MANAGER |      |         |      | 86,398  | 1.00 | 85,971  | 96,417  | 1.00 | 96,417  | 1.00 |
| 180 | ASSOCIATE PLANNER              |      |         |      |         |      |         |         |      |         |      |
|     | 18,037                         | 1.00 | 75,030  | 1.00 | 76,236  | 1.00 | 77,889  | 79,837  | 1.00 | 79,837  | 1.00 |
| 257 | PRINCIPAL PLANNER - TRANS.     |      |         |      |         |      |         |         |      |         |      |
|     | 104,805                        | 1.00 | 109,304 | 1.00 | 111,351 | 1.00 | 111,345 | 114,128 | 1.00 | 114,128 | 1.00 |
| 272 | SENIOR TRANSPORTATION PLANNER  |      |         |      |         |      |         |         |      |         |      |
|     | 76,527                         | 1.00 | 81,855  | 1.00 | 87,855  | 1.00 | 89,559  | 94,561  | 1.00 | 94,561  | 1.00 |
| 275 | TEMPORARY EMPLOYEES            |      |         |      |         |      |         |         |      |         |      |
|     |                                |      |         |      | 17,680  |      | 17,980  | 17,934  |      | 17,934  |      |
| 299 | PAYROLL TAXES AND FRINGES      |      |         |      |         |      |         |         |      |         |      |
|     | 77,588                         |      | 91,959  |      | 155,556 |      | 140,498 | 172,765 |      | 172,765 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 276,957 | 3.00 | 358,148 | 3.00 | 535,076 | 4.00 | 523,242 | 575,642 | 4.00 | 575,642 | 4.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |        |  |        |       |  |       |  |
|-----|--------------------------------|--|-------|--|--------|--|--------|-------|--|-------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT   |  |       |  |        |  |        |       |  |       |  |
|     | 2,054                          |  |       |  | 972    |  | 971    |       |  |       |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |       |  |        |  |        |       |  |       |  |
|     | 132                            |  |       |  | 500    |  | 250    | 500   |  | 500   |  |
| 307 | MEMBERSHIP FEES                |  |       |  |        |  |        |       |  |       |  |
|     | 7,120                          |  | 7,635 |  | 6,700  |  | 6,700  | 7,395 |  | 7,395 |  |
| 308 | PERIODICALS & SUBSCRIPTIONS    |  |       |  |        |  |        |       |  |       |  |
|     | 143                            |  |       |  |        |  |        |       |  |       |  |
| 317 | COMPUTER EQUIPMENT             |  |       |  |        |  |        |       |  |       |  |
|     | 2,216                          |  |       |  | 1,870  |  | 1,870  |       |  |       |  |
| 318 | COMPUTER SOFTWARE              |  |       |  |        |  |        |       |  |       |  |
|     | 613                            |  | 804   |  |        |  |        |       |  |       |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |       |  |        |  |        |       |  |       |  |
|     | 4,267                          |  | 5,502 |  | 11,500 |  | 11,500 | 9,895 |  | 9,895 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 023 SR DEVELOPMENT PROJECT MANAGER  
 FY 17-18 REFLECTS 1 FTE SR. DEVELOPMENT PROJECT MANAGER TRANSFERRING TO THE TRANSPORTATION PROGRAM 0738 FROM THE DEVELOPMENT PROGRAM 0662.
- 180 ASSOCIATE PLANNER
- 257 PRINCIPAL PLANNER - TRANS.
- 272 SENIOR TRANSPORTATION PLANNER
- 275 TEMPORARY EMPLOYEES
- 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
- 303 OFFICE FURNITURE & EQUIPMENT  
 NO APPROPRIATIONS REQUESTED FOR FY 18-19
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MAPS, TITLE REPORTS, COURIER SERVICES.
- 307 MEMBERSHIP FEES  
 OREGON AMERICAN PLANNING ASSOCIATION (2 STAFF) \$220  
 AMERICAN INSTITUTE OF CERTIFIED PLANNERS (1 STAFF) \$500  
 WESTSIDE TRANSPORTATION ALLIANCE ANNUAL DUES \$5,000  
 TRANSPORTATION FOR AMERICA MEMBERSHIP \$1,250  
 OREGON TRANSPORTATION FORUM \$375  
 PACIFIC INTERMOUNTAIN PARKING AND TRANSPORTATION ASSOCIATION MEMBERSHIP \$50
- 308 PERIODICALS & SUBSCRIPTIONS  
 NO APPROPRIATIONS REQUESTED FOR FY 18-19
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 RAILVOLUTION CONFERENCE IN PITTSBURGH (1 STAFF) \$2,500  
 PACIFIC INTERMOUNTAIN PARKING AND TRANSPORTATION ASSOCIATION CONFERENCE \$500  
 LEADERSHIP BEAVERTON \$875  
 OREGON AMERICAN PLANNING ASSOCIATION CONFERENCE (3 STAFF) \$2,100  
 PROJECT MANAGEMENT TRAINING (1 STAFF) \$1,100  
 OREGON ACTIVE TRANSPORTATION SUMMIT \$420  
 INSTITUTE FOR TRANSPORTATION ENGINEERS QUAD CONFERENCE (2 STAFF) \$2,400  
 (INCREASE IN 321 DUE TO ADDITIONAL STAFF)

0270

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0738 TRANSPORTATION PLANNING

| OBJ   | 2016 - ACTUAL                 |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|---|-------------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|   | AMOUNT                        | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 325   | COMMUNITY EVENTS EXPENSE      |       |               |       |               |       |           |               |       |              |       |
|   | 2,288                         |       | 320           |       | 1,000         |       | 500       | 1,000         |       | 1,000        |       |
| 328   | MEALS & RELATED EXPENSE       |       |               |       |               |       |           |               |       |              |       |
|   | 880                           |       | 753           |       | 1,000         |       | 1,000     | 1,000         |       | 1,000        |       |
| 330   | MILEAGE REIMBURSEMENT         |       |               |       |               |       |           |               |       |              |       |
|   | 892                           |       | 1,120         |       | 2,400         |       | 2,400     | 2,400         |       | 2,400        |       |
| 341   | COMMUNICATIONS EXPENSE        |       |               |       |               |       |           |               |       |              |       |
|   | 109                           |       | 435           |       | 880           |       | 880       | 1,032         |       | 1,032        |       |
| 377   | PUBLIC RELATIONS EXPENSE      |       |               |       |               |       |           |               |       |              |       |
|   |                               |       |               |       | 1,500         |       | 1,000     | 1,500         |       | 1,500        |       |
| 421   | STREET FURNITURE EXPENSE      |       |               |       |               |       |           |               |       |              |       |
|   |                               |       |               |       | 6,000         |       | 6,000     |               |       |              |       |
| 511   | PROFESSIONAL SERVICES         |       |               |       |               |       |           |               |       |              |       |
|   | 36,745                        |       | 143,088       |       | 255,693       |       | 255,693   | 160,000       |       | 160,000      |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES            |                               |       |               |       |               |       |           |               |       |              |       |
|   | 57,459                        |       | 159,657       |       | 290,015       |       | 288,764   | 184,722       |       | 184,722      |       |
| CLASS: 25 TRANSFERS                             |                               |       |               |       |               |       |           |               |       |              |       |
| 816   | TRSFERS TO REPROGRAPHICS FUND |       |               |       |               |       |           |               |       |              |       |
|   | 5,799                         |       | 3,440         |       | 5,504         |       | 5,504     | 6,654         |       | 6,654        |       |
| TOTAL CLASS: 25 TRANSFERS                       |                               |       |               |       |               |       |           |               |       |              |       |
|   | 5,799                         |       | 3,440         |       | 5,504         |       | 5,504     | 6,654         |       | 6,654        |       |
| TOTAL PROGRAM: 0738 TRANSPORTATION PLANNING     |                               |       |               |       |               |       |           |               |       |              |       |
|   | 340,215                       | 3.00  | 521,245       | 3.00  | 830,595       | 4.00  | 817,510   | 767,018       | 4.00  | 767,018      | 4.00  |
| TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT |                               |       |               |       |               |       |           |               |       |              |       |
|   | 4,957,320                     | 33.65 | 5,238,275     | 34.50 | 7,343,411     | 36.00 | 6,687,180 | 10,463,639    | 52.75 | 10,463,639   | 52.75 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0738 TRANSPORTATION PLANNING

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 325 COMMUNITY EVENTS EXPENSE
    - OREGON ACTIVE TRANSPORTATION SUMMIT (2 BICYCLE ADVISORY COMMITTEE MEMBERS) \$840
    - REGIONAL TRANSPORTATION ADVISORY COMMITTEE RETREAT, JPACT BREAKFAST, METRO LEADERSHIP FORUM, ETC. \$160
  - 328 MEALS & RELATED EXPENSE
    - MEALS FOR LOCAL MEETINGS, T4A BREAKFAST, JPACT RETREAT.
  - 330 MILEAGE REIMBURSEMENT
    - MILEAGE REIMBURSEMENT FOR MEETINGS OR TRAINING
  - 341 COMMUNICATIONS EXPENSE
    - CELL PHONE CHARGE FOR 2 CELL PHONES @ \$86 PER MONTH \$1,032
    - (TRANSPORTATION DIVISION MANAGER AND PARKING DEMAND MANAGERS)
  - 377 PUBLIC RELATIONS EXPENSE
    - OPEN HOUSES, LITERATURE IN SUPPORT OF PROGRAMS
  - 421 STREET FURNITURE EXPENSE
    - NO APPROPRIATIONS REQUESTED FOR FY 18-19
    - FY 2017-18 REFLECTS BIKE RACK PILOT PROGRAM
  - 511 PROFESSIONAL SERVICES
    - LAST MILE NEEDS AND SOLUTIONS STUDY \$50,000
    - PARKING FEES AND FINES STUDY \$10,000
    - AUTONOMOUS AND CONNECTED VEHICLE/CITIES MASTER PLAN \$100,000
- 816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS

**Public Works General Fund**

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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: 05 PERSONNEL SERVICES

|                                    |                           |      |         |      |           |      |         |         |           |      |           |      |
|------------------------------------|---------------------------|------|---------|------|-----------|------|---------|---------|-----------|------|-----------|------|
| 046                                | PRINCIPAL ENGINEER        |      |         |      |           |      |         |         |           |      |           |      |
|                                    | 12,972                    | .10  | 13,217  | .10  | 13,463    | .10  | 12,517  | 13,263  | 13,804    | .10  | 13,804    | .10  |
| 068                                | ENGINEERING ASSOCIATE     |      |         |      |           |      |         |         |           |      |           |      |
|                                    | 67,204                    | 1.00 | 72,269  | 1.00 | 77,470    | 1.00 | 43,405  | 50,755  | 68,086    | 1.00 | 68,086    | 1.00 |
| 085                                | PROJECT MANAGER 1         |      |         |      |           |      |         |         |           |      |           |      |
|                                    |                           |      |         |      | 77,465    | 1.00 | 68,515  | 72,986  | 83,364    | 1.00 | 83,364    | 1.00 |
| 113                                | ENGINEERING TECH 3        |      |         |      |           |      |         |         |           |      |           |      |
|                                    | 180,535                   | 3.00 | 167,034 | 3.00 | 205,116   | 3.00 | 149,943 | 170,556 | 209,910   | 3.00 | 142,124   | 2.00 |
| 123                                | ENGINEERING TECH 2        |      |         |      |           |      |         |         |           |      |           |      |
|                                    |                           |      | 56,254  | 1.00 | 60,016    | 1.00 | 63,999  | 59,843  | 64,550    | 1.00 | 132,336   | 2.00 |
| 0273<br>146                        | SURVEYOR (PLS)            |      |         |      |           |      |         |         |           |      |           |      |
|                                    | 78,010                    | 1.00 | 78,348  | 1.00 | 78,595    | 1.00 | 72,472  | 76,359  | 82,466    | 1.00 | 82,466    | 1.00 |
| 175                                | PROJECT ENGINEER 2        |      |         |      |           |      |         |         |           |      |           |      |
|                                    | 110,217                   | 1.00 | 113,335 | 1.00 | 115,633   | 1.00 | 107,493 | 111,345 | 118,518   | 1.00 | 118,518   | 1.00 |
| 221                                | SUPPORT SPECIALIST 2      |      |         |      |           |      |         |         |           |      |           |      |
|                                    | 56,272                    | 1.00 |         |      |           |      |         |         |           |      |           |      |
| 250                                | PROJECT MANAGER 2         |      |         |      |           |      |         |         |           |      |           |      |
|                                    | 99,961                    | 1.00 | 88,010  | 1.00 |           |      |         |         |           |      |           |      |
| 274                                | SEASONAL WORKFORCE        |      |         |      |           |      |         |         |           |      |           |      |
|                                    |                           |      |         |      | 27,200    |      |         |         |           |      |           |      |
| 275                                | TEMPORARY EMPLOYEES       |      |         |      |           |      |         |         |           |      |           |      |
|                                    | 67,155                    |      | 19,703  |      | 25,360    |      | 19,147  | 33,952  | 17,178    |      | 17,178    |      |
| 299                                | PAYROLL TAXES AND FRINGES |      |         |      |           |      |         |         |           |      |           |      |
|                                    | 356,052                   |      | 309,338 |      | 388,411   |      | 305,758 | 321,424 | 392,767   |      | 392,771   |      |
| TOTAL CLASS: 05 PERSONNEL SERVICES |                           |      |         |      |           |      |         |         |           |      |           |      |
|                                    | 1,028,378                 | 8.10 | 917,508 | 8.10 | 1,068,729 | 8.10 | 843,249 | 910,483 | 1,050,643 | 8.10 | 1,050,647 | 8.10 |

CLASS: 10 MATERIALS & SERVICES

301 OFFICE EXPENSE

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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 |
|     | 1,920                           |     | 1,510         |     | 3,000         |     | 1,443    | 2,000   | 2,500         |     | 2,500        |     |
| 303 | OFFICE FURNITURE & EQUIPMENT    |     |               |     |               |     |          |         |               |     |              |     |
|     | 451                             |     | 400           |     | 2,660         |     | 2,655    | 2,660   | 4,080         |     | 4,080        |     |
| 304 | DEPARTMENT EQUIPMENT EXPENSE    |     |               |     |               |     |          |         |               |     |              |     |
|     | 202                             |     | 3,100         |     | 4,555         |     | 106      | 2,000   | 2,965         |     | 2,965        |     |
| 305 | SPECIAL DEPARTMENT SUPPLIES     |     |               |     |               |     |          |         |               |     |              |     |
|     | 1,967                           |     | 1,861         |     | 3,925         |     | 1,430    | 2,600   | 4,150         |     | 4,150        |     |
| 307 | MEMBERSHIP FEES                 |     |               |     |               |     |          |         |               |     |              |     |
|     | 541                             |     | 397           |     | 1,250         |     | 679      | 1,100   | 1,360         |     | 1,360        |     |
| 308 | PERIODICALS & SUBSCRIPTIONS     |     |               |     |               |     |          |         |               |     |              |     |
|     | 287                             |     | 306           |     | 400           |     | 61       | 300     | 400           |     | 400          |     |
| 314 | OUTSIDE REPRODUCTION EXPENSES   |     |               |     |               |     |          |         |               |     |              |     |
|     | 949                             |     | 782           |     | 1,500         |     | 429      | 1,000   | 1,000         |     | 1,000        |     |
| 316 | ADVERTISING, RECORDING & FILING |     |               |     |               |     |          |         |               |     |              |     |
|     | 98                              |     | 97            |     | 1,500         |     | 99       |         | 400           |     | 400          |     |
| 317 | COMPUTER EQUIPMENT              |     |               |     |               |     |          |         |               |     |              |     |
|     | 1,401                           |     | 883           |     | 3,650         |     | 2,340    |         | 200           |     | 200          |     |
| 318 | COMPUTER SOFTWARE               |     |               |     |               |     |          |         |               |     |              |     |
|     |                                 |     | 613           |     |               |     | 175      |         | 4,300         |     | 4,300        |     |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |     |               |     |               |     |          |         |               |     |              |     |
|     | 3,655                           |     | 899           |     | 8,500         |     | 2,753    | 3,000   | 10,800        |     | 10,800       |     |
| 325 | COMMUNITY EVENTS EXPENSE        |     |               |     |               |     |          |         |               |     |              |     |
|     |                                 |     |               |     | 500           |     |          |         |               |     |              |     |
| 328 | MEALS & RELATED EXPENSE         |     |               |     |               |     |          |         |               |     |              |     |
|     | 70                              |     | 170           |     | 700           |     | 243      | 200     | 300           |     | 300          |     |
| 341 | COMMUNICATIONS EXPENSE          |     |               |     |               |     |          |         |               |     |              |     |
|     | 1,824                           |     | 2,008         |     |               |     |          |         |               |     |              |     |
| 342 | DATA COMMUNICATION EXPENSE      |     |               |     |               |     |          |         |               |     |              |     |
|     |                                 |     |               |     | 1,440         |     |          |         |               |     |              |     |
| 361 | UNIFORMS & SPECIAL CLOTHING     |     |               |     |               |     |          |         |               |     |              |     |
|     | 39                              |     | 1,119         |     | 900           |     | 1,254    | 1,159   | 1,950         |     | 1,950        |     |

02/14

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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 |
| 371                                     | EQUIPMENT OPER & MAINT EXPENSE |     |               |     |               |     |          |         |               |     |              |     |
|   | 318                            |     | 1,085         |     | 2,290         |     | 3,183    | 2,000   | 2,000         |     | 2,000        |     |
| 511                                     | PROFESSIONAL SERVICES          |     |               |     |               |     |          |         |               |     |              |     |
|   | 2,035                          |     | 1,785         |     | 20,000        |     | 15,550   | 20,000  | 3,000         |     | 3,000        |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES    |                                |     |               |     |               |     |          |         |               |     |              |     |
|   | 15,757                         |     | 17,015        |     | 56,770        |     | 32,400   | 38,019  | 39,405        |     | 39,405       |     |
| CLASS: 15 CAPITAL OUTLAY                |                                |     |               |     |               |     |          |         |               |     |              |     |
| 641                                     | VEHICLES                       |     |               |     |               |     |          |         |               |     |              |     |
|   |                                |     |               |     | 27,000        |     | 24,230   | 24,230  |               |     |              |     |
| 671                                     | EQUIPMENT                      |     |               |     |               |     |          |         |               |     |              |     |
|   |                                |     | 14,767        |     |               |     |          |         | 22,000        |     | 22,000       |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY          |                                |     |               |     |               |     |          |         |               |     |              |     |
|   |                                |     | 14,767        |     | 27,000        |     | 24,230   | 24,230  | 22,000        |     | 22,000       |     |
| CLASS: 25 TRANSFERS                     |                                |     |               |     |               |     |          |         |               |     |              |     |
| 816                                     | TRSFERS TO REPROGRAPHICS FUND  |     |               |     |               |     |          |         |               |     |              |     |
|   | 21,025                         |     | 12,336        |     | 17,614        |     | 13,305   | 17,614  | 16,633        |     | 16,633       |     |
| 817                                     | TRSFERS TO GARAGE FUND         |     |               |     |               |     |          |         |               |     |              |     |
|   | 2,324                          |     | 5,786         |     | 5,010         |     | 6,528    | 5,010   | 7,065         |     | 7,065        |     |
| 818                                     | TRSFERS TO ISD-ALLOCATED       |     |               |     |               |     |          |         |               |     |              |     |
|   | 5,504                          |     | 2,788         |     | 3,000         |     | 3,000    | 3,000   | 2,200         |     | 2,200        |     |
| TOTAL CLASS: 25 TRANSFERS               |                                |     |               |     |               |     |          |         |               |     |              |     |
|   | 28,853                         |     | 20,910        |     | 25,624        |     | 22,833   | 25,624  | 25,898        |     | 25,898       |     |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                |     |               |     |               |     |          |         |               |     |              |     |
| 996                                     | RESERVE - EQUIPMENT REPLACENT  |     |               |     |               |     |          |         |               |     |              |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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 |
|     |               |     |               |     | 32,184        |     |          |         | 11,815        |     | 11,815       |     |

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |        |  |  |  |        |  |        |  |
|--|--|--|--|--|--------|--|--|--|--------|--|--------|--|
|  |  |  |  |  | 32,184 |  |  |  | 11,815 |  | 11,815 |  |
|--|--|--|--|--|--------|--|--|--|--------|--|--------|--|

TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING

|  |           |      |         |      |           |      |         |         |           |      |           |      |
|--|-----------|------|---------|------|-----------|------|---------|---------|-----------|------|-----------|------|
|  | 1,072,988 | 8.10 | 970,200 | 8.10 | 1,210,307 | 8.10 | 922,712 | 998,356 | 1,149,761 | 8.10 | 1,149,765 | 8.10 |
|--|-----------|------|---------|------|-----------|------|---------|---------|-----------|------|-----------|------|

0276

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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: 05 PERSONNEL SERVICES

049 PROG COORDINATOR -PUBLIC WORKS

|        |      |        |      |        |      |        |        |        |      |        |      |
|--------|------|--------|------|--------|------|--------|--------|--------|------|--------|------|
| 59,939 | 1.00 | 64,205 | 1.00 | 69,569 | 1.00 | 63,790 | 68,090 | 75,413 | 1.00 | 75,413 | 1.00 |
|--------|------|--------|------|--------|------|--------|--------|--------|------|--------|------|

053 SENIOR ENGINEER

|         |      |         |      |         |      |         |         |  |  |  |  |
|---------|------|---------|------|---------|------|---------|---------|--|--|--|--|
| 107,299 | 1.00 | 109,304 | 1.00 | 167,026 | 2.00 | 113,489 | 157,175 |  |  |  |  |
|---------|------|---------|------|---------|------|---------|---------|--|--|--|--|

063 PUBLIC WORKS SUPRVISR-ARBORIST

|        |     |        |     |        |     |        |        |        |     |        |     |
|--------|-----|--------|-----|--------|-----|--------|--------|--------|-----|--------|-----|
| 52,880 | .70 | 54,194 | .70 | 59,605 | .70 | 57,456 | 64,661 | 52,021 | .70 | 52,021 | .70 |
|--------|-----|--------|-----|--------|-----|--------|--------|--------|-----|--------|-----|

084 PROJECT ENGINEER 1

|        |      |         |      |         |      |         |         |  |  |  |  |
|--------|------|---------|------|---------|------|---------|---------|--|--|--|--|
| 92,418 | 1.60 | 138,670 | 1.60 | 154,317 | 1.60 | 135,135 | 143,835 |  |  |  |  |
|--------|------|---------|------|---------|------|---------|---------|--|--|--|--|

085 PROJECT MANAGER 1

|  |  |  |  |        |      |        |        |  |  |  |  |
|--|--|--|--|--------|------|--------|--------|--|--|--|--|
|  |  |  |  | 18,466 | 1.00 | 14,112 | 18,466 |  |  |  |  |
|--|--|--|--|--------|------|--------|--------|--|--|--|--|

112 PUBLIC WORKS MANAGER 3

|        |     |        |     |        |     |        |        |        |     |        |     |
|--------|-----|--------|-----|--------|-----|--------|--------|--------|-----|--------|-----|
| 31,642 | .30 | 32,807 | .30 | 33,406 | .30 | 31,542 | 33,403 | 35,552 | .30 | 35,552 | .30 |
|--------|-----|--------|-----|--------|-----|--------|--------|--------|-----|--------|-----|

119 ENG. CONST. INSPECTOR LEAD

|        |      |        |      |        |      |        |        |  |  |  |  |
|--------|------|--------|------|--------|------|--------|--------|--|--|--|--|
| 93,447 | 1.00 | 87,840 | 1.00 | 88,678 | 1.00 | 61,173 | 87,886 |  |  |  |  |
|--------|------|--------|------|--------|------|--------|--------|--|--|--|--|

123 ENGINEERING TECH 2

|         |      |         |      |         |      |         |         |  |  |  |  |
|---------|------|---------|------|---------|------|---------|---------|--|--|--|--|
| 171,170 | 3.00 | 172,329 | 4.00 | 230,220 | 3.00 | 170,705 | 209,143 |  |  |  |  |
|---------|------|---------|------|---------|------|---------|---------|--|--|--|--|

124 ENGINEERING CONST INSPECTOR

|         |      |         |      |         |      |         |         |  |  |  |  |
|---------|------|---------|------|---------|------|---------|---------|--|--|--|--|
| 193,170 | 4.00 | 283,244 | 4.00 | 298,448 | 4.00 | 215,924 | 265,373 |  |  |  |  |
|---------|------|---------|------|---------|------|---------|---------|--|--|--|--|

143 SENIOR FIELD INSPECTOR - ENG

|  |  |  |  |        |      |        |        |  |  |  |  |
|--|--|--|--|--------|------|--------|--------|--|--|--|--|
|  |  |  |  | 45,945 | 1.00 | 13,464 | 19,678 |  |  |  |  |
|--|--|--|--|--------|------|--------|--------|--|--|--|--|

166 LANDSCAPE TECHNICIAN

|         |      |         |      |         |      |         |         |         |      |         |      |
|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 314,365 | 6.00 | 355,359 | 7.00 | 374,852 | 7.00 | 344,239 | 365,805 | 329,951 | 6.00 | 329,951 | 6.00 |
|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|

170 PUBLIC WORKS LEAD

|  |  |  |  |  |  |  |  |        |      |        |      |
|--|--|--|--|--|--|--|--|--------|------|--------|------|
|  |  |  |  |  |  |  |  | 61,220 | 1.00 | 61,220 | 1.00 |
|--|--|--|--|--|--|--|--|--------|------|--------|------|

188 INVENTORY CONTROL TECHNICIAN

|        |     |        |     |        |     |        |        |  |  |  |  |
|--------|-----|--------|-----|--------|-----|--------|--------|--|--|--|--|
| 12,534 | .25 | 13,757 | .25 | 14,802 | .25 | 14,937 | 15,672 |  |  |  |  |
|--------|-----|--------|-----|--------|-----|--------|--------|--|--|--|--|

215 UTILITY WORKER

|         |      |        |      |        |      |        |        |        |      |        |      |
|---------|------|--------|------|--------|------|--------|--------|--------|------|--------|------|
| 102,552 | 3.00 | 76,917 | 2.00 | 79,530 | 2.00 | 65,518 | 75,177 | 83,029 | 2.00 | 83,029 | 2.00 |
|---------|------|--------|------|--------|------|--------|--------|--------|------|--------|------|

221 SUPPORT SPECIALIST 2

0277

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
|     | 51,434                    | 1.00 | 53,739        | 1.00 | 54,534        | 1.00 | 29,405   | 40,857    |               |     |              |     |
| 225 | PERMIT TECHNICIAN         |      |               |      |               |      |          |           |               |     |              |     |
|     |                           |      |               |      | 24,676        | 1.00 | 28,562   | 31,858    |               |     |              |     |
| 274 | SEASONAL WORKFORCE        |      |               |      |               |      |          |           |               |     |              |     |
|     | 35,726                    |      | 53,988        |      | 71,000        |      | 52,218   | 51,008    | 68,000        |     | 68,000       |     |
| 275 | TEMPORARY EMPLOYEES       |      |               |      |               |      |          |           |               |     |              |     |
|     | 83,684                    |      | 11,293        |      | 47,531        |      | 759      | 759       |               |     |              |     |
| 299 | PAYROLL TAXES AND FRINGES |      |               |      |               |      |          |           |               |     |              |     |
|     | 750,405                   |      | 895,998       |      | 1,124,934     |      | 876,436  | 1,029,853 | 496,437       |     | 496,437      |     |

0178 TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |       |           |       |           |       |           |           |           |       |           |       |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|
|  | 2,152,665 | 22.85 | 2,403,644 | 23.85 | 2,957,539 | 26.85 | 2,288,864 | 2,678,699 | 1,201,623 | 11.00 | 1,201,623 | 11.00 |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |        |  |        |        |       |  |       |  |
|-----|--------------------------------|--|-------|--|--------|--|--------|--------|-------|--|-------|--|
| 301 | OFFICE EXPENSE                 |  |       |  |        |  |        |        |       |  |       |  |
|     | 1,851                          |  | 1,684 |  | 3,000  |  | 853    | 1,000  |       |  |       |  |
| 303 | OFFICE FURNITURE & EQUIPMENT   |  |       |  |        |  |        |        |       |  |       |  |
|     | 3,620                          |  | 4,253 |  | 15,800 |  | 2,728  | 13,503 |       |  |       |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |  |       |  |        |  |        |        |       |  |       |  |
|     | 5,961                          |  | 9,142 |  | 12,160 |  | 11,290 | 10,100 | 9,200 |  | 9,200 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |       |  |        |  |        |        |       |  |       |  |
|     | 3,946                          |  | 2,016 |  | 5,500  |  | 3,849  | 5,000  | 3,000 |  | 3,000 |  |
| 307 | MEMBERSHIP FEES                |  |       |  |        |  |        |        |       |  |       |  |
|     | 2,189                          |  | 2,583 |  | 3,485  |  | 2,382  | 3,185  | 1,500 |  | 1,500 |  |
| 317 | COMPUTER EQUIPMENT             |  |       |  |        |  |        |        |       |  |       |  |
|     | 3,473                          |  | 7,698 |  | 18,515 |  | 18,653 | 7,000  |       |  |       |  |
| 318 | COMPUTER SOFTWARE              |  |       |  |        |  |        |        |       |  |       |  |
|     |                                |  |       |  | 6,000  |  | 50     |        |       |  |       |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |       |  |        |  |        |        |       |  |       |  |
|     | 7,889                          |  | 6,275 |  | 24,950 |  | 14,075 | 12,300 | 5,000 |  | 5,000 |  |
| 328 | MEALS & RELATED EXPENSE        |  |       |  |        |  |        |        |       |  |       |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
|     | 558                               |     | 636           |     | 250           |     | 125      | 125     | 200           |     | 200          |     |
| 341 | COMMUNICATIONS EXPENSE            |     |               |     |               |     |          |         |               |     |              |     |
|     | 1,518                             |     | 5,285         |     | 360           |     |          | 2,000   |               |     |              |     |
| 351 | UTILITIES EXPENSE                 |     |               |     |               |     |          |         |               |     |              |     |
|     | 179,599                           |     | 126,254       |     | 170,000       |     | 116,586  | 140,000 | 150,000       |     | 150,000      |     |
| 361 | UNIFORMS & SPECIAL CLOTHING       |     |               |     |               |     |          |         |               |     |              |     |
|     | 8,741                             |     | 9,480         |     | 9,750         |     | 9,066    | 8,250   | 7,500         |     | 7,500        |     |
| 382 | GROUNDS MAINTENANCE               |     |               |     |               |     |          |         |               |     |              |     |
|     | 4,766                             |     | 5,145         |     | 10,000        |     | 7,918    | 9,600   | 10,000        |     | 10,000       |     |
| 419 | CHEMICAL & LABORATORY SUPPLIES    |     |               |     |               |     |          |         |               |     |              |     |
|     | 12,875                            |     | 9,606         |     | 17,000        |     | 14,851   | 13,000  | 16,000        |     | 16,000       |     |
| 420 | LANDSCAPE MAINTENANCE             |     |               |     |               |     |          |         |               |     |              |     |
|     | 56,785                            |     | 74,688        |     | 75,000        |     | 62,008   | 60,000  | 70,000        |     | 70,000       |     |
| 421 | STREET FURNITURE EXPENSE          |     |               |     |               |     |          |         |               |     |              |     |
|     | 3,696                             |     | 2,999         |     | 8,000         |     | 7,390    | 7,500   | 7,000         |     | 7,000        |     |
| 423 | GRAFFITI REMOVAL EXPENSE          |     |               |     |               |     |          |         |               |     |              |     |
|     | 742                               |     | 2,177         |     | 5,650         |     | 4,047    | 4,175   | 5,000         |     | 5,000        |     |
| 424 | CITY PARK FACILITY MAINT EXP      |     |               |     |               |     |          |         |               |     |              |     |
|     | 12,064                            |     | 17,055        |     | 20,000        |     | 19,161   | 24,000  | 20,000        |     | 20,000       |     |
| 425 | DUMPING EXPENSES                  |     |               |     |               |     |          |         |               |     |              |     |
|     | 9,640                             |     | 17,204        |     | 12,000        |     | 12,615   | 16,000  | 16,000        |     | 16,000       |     |
| 436 | THE ROUND PLAZA MAINT EXPENSE     |     |               |     |               |     |          |         |               |     |              |     |
|     | 6,309                             |     | 15,685        |     | 10,000        |     | 6,268    | 15,500  | 18,000        |     | 18,000       |     |
| 461 | SPECIAL EXPENSE                   |     |               |     |               |     |          |         |               |     |              |     |
|     |                                   |     |               |     | 150           |     | 58       | 150     | 150           |     | 150          |     |
| 511 | PROFESSIONAL SERVICES             |     |               |     |               |     |          |         |               |     |              |     |
|     | 29,475                            |     | 30,837        |     | 187,000       |     | 190,277  | 187,000 | 35,000        |     | 35,000       |     |
| 525 | PMTS TO OTHER GOVERNMENT AGENCIES |     |               |     |               |     |          |         |               |     |              |     |
|     |                                   |     |               |     | 50,000        |     |          | 50,000  |               |     |              |     |
| 551 | RENTS AND LEASES                  |     |               |     |               |     |          |         |               |     |              |     |
|     | 1,196                             |     | 1,517         |     | 2,300         |     | 1,697    | 2,069   | 2,500         |     | 2,500        |     |

0279

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 001 GENERAL FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 356,893 |  | 352,219 |  | 666,870 |  | 505,947 | 591,457 | 376,050 |  | 376,050 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

CLASS: 15 CAPITAL OUTLAY

641 VEHICLES

|  |        |  |        |  |         |  |         |         |        |  |        |  |
|--|--------|--|--------|--|---------|--|---------|---------|--------|--|--------|--|
|  | 23,893 |  | 92,255 |  | 121,765 |  | 117,262 | 116,490 | 50,150 |  | 50,150 |  |
|--|--------|--|--------|--|---------|--|---------|---------|--------|--|--------|--|

681 IMPROVEMENTS

|  |  |  |        |  |  |  |  |  |  |  |  |  |
|--|--|--|--------|--|--|--|--|--|--|--|--|--|
|  |  |  | 33,080 |  |  |  |  |  |  |  |  |  |
|--|--|--|--------|--|--|--|--|--|--|--|--|--|

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |        |  |         |  |         |  |         |         |        |  |        |  |
|--|--------|--|---------|--|---------|--|---------|---------|--------|--|--------|--|
|  | 23,893 |  | 125,335 |  | 121,765 |  | 117,262 | 116,490 | 50,150 |  | 50,150 |  |
|--|--------|--|---------|--|---------|--|---------|---------|--------|--|--------|--|

CLASS: 25 TRANSFERS

804 TRSFR - OPERATIONS ADMIN

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 129,171 |  | 168,720 |  | 184,263 |  | 184,263 | 184,263 | 166,888 |  | 166,888 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

817 TRSFRS TO GARAGE FUND

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 107,597 |  | 135,549 |  | 140,861 |  | 108,742 | 140,861 | 122,027 |  | 122,027 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

TOTAL CLASS: 25 TRANSFERS

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 236,768 |  | 304,269 |  | 325,124 |  | 293,005 | 325,124 | 288,915 |  | 288,915 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

990 RESERVE - TREE PRESERVATION

|  |  |  |  |  |         |  |  |  |         |  |         |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|
|  |  |  |  |  | 165,878 |  |  |  | 165,878 |  | 165,878 |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|

996 RESERVE - EQUIPMENT REPLACEMT

|  |  |  |  |  |         |  |  |  |         |  |         |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|
|  |  |  |  |  | 214,821 |  |  |  | 183,113 |  | 183,113 |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |         |  |  |  |         |  |         |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|
|  |  |  |  |  | 380,699 |  |  |  | 348,991 |  | 348,991 |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|

TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS

|  |           |       |           |       |           |       |           |           |           |       |           |       |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|
|  | 2,770,219 | 22.85 | 3,185,467 | 23.85 | 4,451,997 | 26.85 | 3,205,078 | 3,711,770 | 2,265,729 | 11.00 | 2,265,729 | 11.00 |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                           |      |         |      |         |      |         |         |      |         |      |  |
|-----|---------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 046 | PRINCIPAL ENGINEER        |      |         |      |         |      |         |         |      |         |      |  |
|     | 12,972                    | .10  | 13,217  | .10  | 13,463  | .10  | 13,263  | 13,804  | .10  | 13,804  | .10  |  |
| 068 | ENGINEERING ASSOCIATE     |      |         |      |         |      |         |         |      |         |      |  |
|     | 67,204                    | 1.00 | 72,269  | 1.00 | 77,470  | 1.00 | 50,755  | 68,086  | 1.00 | 68,086  | 1.00 |  |
| 085 | PROJECT MANAGER 1         |      |         |      |         |      |         |         |      |         |      |  |
|     |                           |      |         |      | 77,465  | 1.00 | 72,986  | 83,364  | 1.00 | 83,364  | 1.00 |  |
| 113 | ENGINEERING TECH 3        |      |         |      |         |      |         |         |      |         |      |  |
|     | 180,535                   | 3.00 | 167,034 | 3.00 | 205,116 | 3.00 | 170,556 | 209,910 | 3.00 | 142,124 | 2.00 |  |
| 123 | ENGINEERING TECH 2        |      |         |      |         |      |         |         |      |         |      |  |
|     |                           |      | 56,254  | 1.00 | 60,016  | 1.00 | 59,843  | 64,550  | 1.00 | 132,336 | 2.00 |  |
| 146 | SURVEYOR (PLS)            |      |         |      |         |      |         |         |      |         |      |  |
|     | 78,010                    | 1.00 | 78,348  | 1.00 | 78,595  | 1.00 | 76,359  | 82,466  | 1.00 | 82,466  | 1.00 |  |
| 175 | PROJECT ENGINEER 2        |      |         |      |         |      |         |         |      |         |      |  |
|     | 110,217                   | 1.00 | 113,335 | 1.00 | 115,633 | 1.00 | 111,345 | 118,518 | 1.00 | 118,518 | 1.00 |  |
| 221 | SUPPORT SPECIALIST 2      |      |         |      |         |      |         |         |      |         |      |  |
|     | 56,272                    | 1.00 |         |      |         |      |         |         |      |         |      |  |
| 250 | PROJECT MANAGER 2         |      |         |      |         |      |         |         |      |         |      |  |
|     | 99,961                    | 1.00 | 88,010  | 1.00 |         |      |         |         |      |         |      |  |
| 274 | SEASONAL WORKFORCE        |      |         |      |         |      |         |         |      |         |      |  |
|     |                           |      |         |      | 27,200  |      |         |         |      |         |      |  |
| 275 | TEMPORARY EMPLOYEES       |      |         |      |         |      |         |         |      |         |      |  |
|     | 67,155                    |      | 19,703  |      | 25,360  |      | 33,952  | 17,178  |      | 17,178  |      |  |
| 299 | PAYROLL TAXES AND FRINGES |      |         |      |         |      |         |         |      |         |      |  |
|     | 356,052                   |      | 309,338 |      | 388,411 |      | 321,424 | 392,767 |      | 392,771 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |      |         |      |           |      |         |           |      |           |      |
|--|-----------|------|---------|------|-----------|------|---------|-----------|------|-----------|------|
|  | 1,028,378 | 8.10 | 917,508 | 8.10 | 1,068,729 | 8.10 | 910,483 | 1,050,643 | 8.10 | 1,050,647 | 8.10 |
|--|-----------|------|---------|------|-----------|------|---------|-----------|------|-----------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |       |  |       |  |       |       |  |       |  |  |
|-----|------------------------------|--|-------|--|-------|--|-------|-------|--|-------|--|--|
| 301 | OFFICE EXPENSE               |  |       |  |       |  |       |       |  |       |  |  |
|     | 1,920                        |  | 1,510 |  | 3,000 |  | 2,000 | 2,500 |  | 2,500 |  |  |
| 303 | OFFICE FURNITURE & EQUIPMENT |  |       |  |       |  |       |       |  |       |  |  |
|     | 451                          |  | 400   |  | 2,660 |  | 2,660 | 4,080 |  | 4,080 |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 046 PRINCIPAL ENGINEER  
 POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740 /  
 AND .10 FTE 001-72-0703.
- 068 ENGINEERING ASSOCIATE
- 085 PROJECT MANAGER 1  
 FY 17-18 REFLECTS RECLASSIFICATION OF PROJECT MANAGER 2 POSITION TO PROJECT MANAGER 1
- 113 ENGINEERING TECH 3  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.  
 FY 18-19 REFLECTS BUDGET AMENDMENT PKT. 1 THAT RECLASSIFIES 1 FTE ET3 POSITION TO ET2.
- 123 ENGINEERING TECH 2  
 FY 16-17 REFLECTS THE RECLASSIFICATION OF A SUPPORT SPECIALIST 2 POSITION TO ENGINEERING  
 TECH 2 POSITION.  
 FY 18-19 REFLECTS BUDGET AMENDMENT PKT. 1 THAT RECLASSIFIES 1 FTE ET3 POSITION TO ET2.
- 146 SURVEYOR (PLS)
- 175 PROJECT ENGINEER 2
- 221 SUPPORT SPECIALIST 2  
 FY 16-17 REFLECTS THE RECLASSIFICATION OF A SUPPORT SPECIALIST 2 POSITION TO ENGINEERING  
 TECH 2 POSITION.
- 250 PROJECT MANAGER 2  
 FY 17-18 REFLECTS RECLASSIFICATION OF PROJECT MANAGER 2 POSITION TO PROJECT MANAGER 1
- 274 SEASONAL WORKFORCE  
 FY 17-18 REFLECTS SEASONAL INSPECTOR FOR CRESCENT PATH CIP3407
- 275 TEMPORARY EMPLOYEES  
 RETIRED EMPLOYEE RETURNING TO INSPECT THE CRESCENT PATH PROJECT.
- 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  
 OFFICE SUPPLIES \$2,500
- 303 OFFICE FURNITURE & EQUIPMENT  
 OFFICE CHAIR REPLACEMENT (2) \$1,200  
 SIT-STAND DESK (2) \$980  
 MONITOR ARMS FOR SIT STAND DESKS (2) \$700  
 REPLACE EQUIPMENT FOR TECHS \$1,200

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

| OBJ | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-----|--------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |     |               |     |               |     |         |               |     |              |     |
|     | 202                            |     | 3,100         |     | 4,555         |     | 2,000   | 2,965         |     | 2,965        |     |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |     |               |     |               |     |         |               |     |              |     |
|     | 1,967                          |     | 1,861         |     | 3,925         |     | 2,600   | 4,150         |     | 4,150        |     |
| 307 | MEMBERSHIP FEES                |     |               |     |               |     |         |               |     |              |     |
|     | 541                            |     | 397           |     | 1,250         |     | 1,100   | 1,360         |     | 1,360        |     |
| 308 | PERIODICALS & SUBSCRIPTIONS    |     |               |     |               |     |         |               |     |              |     |
|     | 287                            |     | 306           |     | 400           |     | 300     | 400           |     | 400          |     |
| 314 | OUTSIDE REPRODUCTION EXPENSES  |     |               |     |               |     |         |               |     |              |     |
|     | 949                            |     | 782           |     | 1,500         |     | 1,000   | 1,000         |     | 1,000        |     |
| 316 | ADVERTISING,RECORDING & FILING |     |               |     |               |     |         |               |     |              |     |
|     | 98                             |     | 97            |     | 1,500         |     |         | 400           |     | 400          |     |
| 317 | COMPUTER EQUIPMENT             |     |               |     |               |     |         |               |     |              |     |
|     | 1,401                          |     | 883           |     | 3,650         |     |         | 200           |     | 200          |     |
| 318 | COMPUTER SOFTWARE              |     |               |     |               |     |         |               |     |              |     |
|     |                                |     | 613           |     |               |     |         | 4,300         |     | 4,300        |     |
| 321 | TRAVEL,TRAINING & SUBSISTENCE  |     |               |     |               |     |         |               |     |              |     |
|     | 3,655                          |     | 899           |     | 8,500         |     | 3,000   | 10,800        |     | 10,800       |     |
| 325 | COMMUNITY EVENTS EXPENSE       |     |               |     |               |     |         |               |     |              |     |
|     |                                |     |               |     | 500           |     |         |               |     |              |     |
| 328 | MEALS & RELATED EXPENSE        |     |               |     |               |     |         |               |     |              |     |
|     | 70                             |     | 170           |     | 700           |     | 200     | 300           |     | 300          |     |
| 341 | COMMUNICATIONS EXPENSE         |     |               |     |               |     |         |               |     |              |     |
|     | 1,824                          |     | 2,008         |     |               |     |         |               |     |              |     |
| 342 | DATA COMMUNICATION EXPENSE     |     |               |     |               |     |         |               |     |              |     |
|     |                                |     |               |     | 1,440         |     |         |               |     |              |     |
| 361 | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |         |               |     |              |     |
|     | 39                             |     | 1,119         |     | 900           |     | 1,159   | 1,950         |     | 1,950        |     |
| 371 | EQUIPMENT OPER & MAINT EXPENSE |     |               |     |               |     |         |               |     |              |     |
|     | 318                            |     | 1,085         |     | 2,290         |     | 2,000   | 2,000         |     | 2,000        |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

| OBJ | OBJECT DESCRIPTION  |
|-----|---|
|     | JUSTIFICATIONS  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE<br>REPLACEMENT SURVEYING STAKES, INSPECTION SPECIAL EQUIPMENT AND SUPPLIES \$1,500<br>INK FOR EPSON WIDE FORMAT PRINTER (5 CARTRIDGES) \$1,265<br>TONER CARTRIDGE FOR RICOH WIDE FORMAT \$200  |
| 305 | SPECIAL DEPARTMENT SUPPLIES<br>BENCHMARKS, MONUMENTS AND SURVEYING SUPPLIES \$2,750<br>PAPER FOR WIDE FORMAT PLOTTERS \$900<br>SPECIAL ENGINEERING SUPPLIES (PAINT, SCALES, TAPE MEASURES) \$500  |
| 307 | MEMBERSHIP FEES<br>1-PROFESSIONAL ENGINEER (JB) \$270<br>1-PROFESSIONAL LAND SURVEYOR REGISTRATION (MS) \$220<br>2-PLSO MEMBERSHIP (\$100 EA) (MS, CN) \$200<br>ASCE MEMBERSHIP \$300<br>APWA MEMBERSHIP \$150<br>NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS (NSPE) MEMBERSHIP (JB) \$220   |
| 308 | PERIODICALS & SUBSCRIPTIONS<br>TECHNICAL AND PROFESSIONAL JOURNALS, DESIGN MANUALS, TECHNICAL SOFTWARE REFERENCE \$200<br>MATERIALS, NEWSPAPER NOTICES FOR PLAN CODE AMENDMENTS \$200   |
| 314 | OUTSIDE REPRODUCTION EXPENSES<br>VARIOUS WATER CONSERVATION PRINT MATERIALS<br>ENGINEERING-RELATED PUBLICATION EXPENSES   |
| 316 | ADVERTISING, RECORDING & FILING<br>RECORD OF SURVEY EXPENSES \$400  |
| 317 | COMPUTER EQUIPMENT<br>IPHONE 6 PLUS LARGE SCREEN FOR PROJECT MANAGER \$200  |
| 318 | COMPUTER SOFTWARE<br>CARLSON SURVEY UPGRADE \$1,200<br>HIGHWAY CAPACITY SOFTWARE \$3,100  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>TRAVEL & TRAINING EXPENSES FOR TRAINING (ENG TECHS AND PROJ MGR) \$2,000<br>AUTODESK USERS GROUP INTERNATIONAL (\$300EA) (AL, WB, GJ) \$900<br>CIVIL 3D TRAINING (ALL PUBLIC WORKS CADD USERS) \$2,700<br>OSU SURVEY SEMINARS (MS, CN) \$1,700<br>MISC TRAINING \$1,500<br>TECH TRAINING (MUNICIPAL FORMS, ODOT CLASS) (AL, GJ, PM, WB) \$2,000 |
| 325 | COMMUNITY EVENTS EXPENSE  |
| 328 | MEALS & RELATED EXPENSE<br>INTERJURISDICTIONAL & PROFESSIONAL ASSOCIATION MEETINGS- MEALS & PARKING \$150<br>NORTHWEST USER GROUP MEETING - HOSTING \$150   |
| 341 | COMMUNICATIONS EXPENSE<br>BEGINNING FY 2017-18 ENGINEERING COMMUNICATIONS EXPENSE WILL BE ACCOUNTED FOR IN THE<br>PUBLIC WORKS ADMINISTRATION FUND  |
| 342 | DATA COMMUNICATION EXPENSE  |
| 361 | UNIFORMS & SPECIAL CLOTHING<br>7 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS & SAFETY EQUIP (\$150/EMP) \$1,050<br>(EMPLOYEES: 1 PROJ ENG, 1 PROJ MGR, 1 SURVEYOR, 4 TECHS)<br>BASEBALL CAPS FOR DIVISION (ONE TIME PURCHASE) \$900<br>THIS EXPENSE WAS PREVIOUSLY ACCOUNTED FOR IN THE PUBLIC WORKS ADMIN FUND.  |
| 371 | EQUIPMENT OPER & MAINT EXPENSE<br>ANNUAL MAINTENANCE PLAN FOR WIDE FORMAT PRINTER/SCANNER \$2,000<br>ANNUAL MAINTENANCE AND RECALIBRATION OF SURVEY INSTRUMENTS:  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0703 ENGINEERING MGMT SERVICES

| OBJ   | 2016 - ACTUAL                 |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|---|-------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|   | AMOUNT                        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 511   | PROFESSIONAL SERVICES         |      |               |      |               |      |         |               |      |              |      |
|   | 2,035                         |      | 1,785         |      | 20,000        |      | 20,000  | 3,000         |      | 3,000        |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES                |                               |      |               |      |               |      |         |               |      |              |      |
|   | 15,757                        |      | 17,015        |      | 56,770        |      | 38,019  | 39,405        |      | 39,405       |      |
| CLASS: 15 CAPITAL OUTLAY                            |                               |      |               |      |               |      |         |               |      |              |      |
| 641   | VEHICLES                      |      |               |      |               |      |         |               |      |              |      |
|   |                               |      |               |      | 27,000        |      | 24,230  |               |      |              |      |
| 671   | EQUIPMENT                     |      |               |      |               |      |         |               |      |              |      |
|   |                               |      | 14,767        |      |               |      |         | 22,000        |      | 22,000       |      |
| TOTAL CLASS: 15 CAPITAL OUTLAY                      |                               |      |               |      |               |      |         |               |      |              |      |
|   |                               |      | 14,767        |      | 27,000        |      | 24,230  | 22,000        |      | 22,000       |      |
| CLASS: 25 TRANSFERS                                 |                               |      |               |      |               |      |         |               |      |              |      |
| 816   | TRSFERS TO REPROGRAPHICS FUND |      |               |      |               |      |         |               |      |              |      |
|   | 21,025                        |      | 12,336        |      | 17,614        |      | 17,614  | 16,633        |      | 16,633       |      |
| 817   | TRSFERS TO GARAGE FUND        |      |               |      |               |      |         |               |      |              |      |
|   | 2,324                         |      | 5,786         |      | 5,010         |      | 5,010   | 7,065         |      | 7,065        |      |
| 818   | TRSFERS TO ISD-ALLOCATED      |      |               |      |               |      |         |               |      |              |      |
|   | 5,504                         |      | 2,788         |      | 3,000         |      | 3,000   | 2,200         |      | 2,200        |      |
| TOTAL CLASS: 25 TRANSFERS                           |                               |      |               |      |               |      |         |               |      |              |      |
|   | 28,853                        |      | 20,910        |      | 25,624        |      | 25,624  | 25,898        |      | 25,898       |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES             |                               |      |               |      |               |      |         |               |      |              |      |
| 996   | RESERVE - EQUIPMENT REPLACEMT |      |               |      |               |      |         |               |      |              |      |
|   |                               |      |               |      | 32,184        |      |         | 11,815        |      | 11,815       |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                               |      |               |      |               |      |         |               |      |              |      |
|   |                               |      |               |      | 32,184        |      |         | 11,815        |      | 11,815       |      |
| TOTAL PROGRAM: 0703 ENGINEERING MGMT SERVICES       |                               |      |               |      |               |      |         |               |      |              |      |
|   | 1,072,988                     | 8.10 | 970,200       | 8.10 | 1,210,307     | 8.10 | 998,356 | 1,149,761     | 8.10 | 1,149,765    | 8.10 |
| TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING |                               |      |               |      |               |      |         |               |      |              |      |
|   | 1,072,988                     | 8.10 | 970,200       | 8.10 | 1,210,307     | 8.10 | 998,356 | 1,149,761     | 8.10 | 1,149,765    | 8.10 |

## BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
PROGRAM: 0703 ENGINEERING MGMT SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

511 PROFESSIONAL SERVICES  
ONE-CALL AND UTILITY LOCATE EXPENSES \$3,000

641 VEHICLES

671 EQUIPMENT  
TOPCON IS3 - ROBOTIC TOTAL STATION - SURVEY EQUIPMENT WITH FC-5000 DATA COLLECTOR \$22,000

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS \$16,633

817 TRSFERS TO GARAGE FUND  
GARAGE TRANSFER \$7,065

818 TRSFERS TO ISD-ALLOCATED  
ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND  
ENGINEERING SOFTWARE UPGRADES \$2,200

996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR SURVEY EQUIPMENT REPLACEMENT \$11,815  
FY 2018-19 REFLECTS \$22,000 USED FOR SURVEY EQUIPMENT IN 671 LINE ITEM

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

| 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: 05 PERSONNEL SERVICES

|     |                                |      |         |      |         |      |         |         |      |         |      |  |
|-----|--------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 049 | PROG COORDINATOR -PUBLIC WORKS |      |         |      |         |      |         |         |      |         |      |  |
|     | 59,939                         | 1.00 | 64,205  | 1.00 | 69,569  | 1.00 | 68,090  | 75,413  | 1.00 | 75,413  | 1.00 |  |
| 063 | PUBLIC WORKS SUPRVISR-ARBORIST |      |         |      |         |      |         |         |      |         |      |  |
|     | 52,880                         | .70  | 54,194  | .70  | 59,605  | .70  | 64,661  | 52,021  | .70  | 52,021  | .70  |  |
| 112 | PUBLIC WORKS MANAGER 3         |      |         |      |         |      |         |         |      |         |      |  |
|     | 31,642                         | .30  | 32,807  | .30  | 33,406  | .30  | 33,403  | 35,552  | .30  | 35,552  | .30  |  |
| 166 | LANDSCAPE TECHNICIAN           |      |         |      |         |      |         |         |      |         |      |  |
|     | 314,365                        | 6.00 | 355,359 | 7.00 | 374,852 | 7.00 | 365,805 | 329,951 | 6.00 | 329,951 | 6.00 |  |
| 170 | PUBLIC WORKS LEAD              |      |         |      |         |      |         |         |      |         |      |  |
|     |                                |      |         |      |         |      |         | 61,220  | 1.00 | 61,220  | 1.00 |  |
| 188 | INVENTORY CONTROL TECHNICIAN   |      |         |      |         |      |         |         |      |         |      |  |
|     | 12,534                         | .25  | 13,757  | .25  | 14,802  | .25  | 15,672  |         |      |         |      |  |
| 215 | UTILITY WORKER                 |      |         |      |         |      |         |         |      |         |      |  |
|     | 102,552                        | 3.00 | 76,917  | 2.00 | 79,530  | 2.00 | 75,177  | 83,029  | 2.00 | 83,029  | 2.00 |  |
| 274 | SEASONAL WORKFORCE             |      |         |      |         |      |         |         |      |         |      |  |
|     | 35,726                         |      | 53,988  |      | 71,000  |      | 51,008  | 68,000  |      | 68,000  |      |  |
| 275 | TEMPORARY EMPLOYEES            |      |         |      |         |      |         |         |      |         |      |  |
|     |                                |      | 8,661   |      |         |      |         |         |      |         |      |  |
| 299 | PAYROLL TAXES AND FRINGES      |      |         |      |         |      |         |         |      |         |      |  |
|     | 370,461                        |      | 391,198 |      | 431,958 |      | 442,607 | 496,437 |      | 496,437 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |       |           |       |           |       |           |           |       |           |       |
|--|---------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  | 980,099 | 11.25 | 1,051,086 | 11.25 | 1,134,722 | 11.25 | 1,116,423 | 1,201,623 | 11.00 | 1,201,623 | 11.00 |
|--|---------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |        |  |       |       |  |       |  |  |
|-----|--------------------------------|--|-------|--|--------|--|-------|-------|--|-------|--|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |  |       |  |        |  |       |       |  |       |  |  |
|     | 4,561                          |  | 6,701 |  | 11,160 |  | 9,500 | 9,200 |  | 9,200 |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |       |  |        |  |       |       |  |       |  |  |
|     | 3,946                          |  | 2,016 |  | 3,000  |  | 3,000 | 3,000 |  | 3,000 |  |  |
| 307 | MEMBERSHIP FEES                |  |       |  |        |  |       |       |  |       |  |  |
|     | 535                            |  | 973   |  | 1,500  |  | 1,200 | 1,500 |  | 1,500 |  |  |
| 317 | COMPUTER EQUIPMENT             |  |       |  |        |  |       |       |  |       |  |  |
|     |                                |  | 780   |  |        |  |       |       |  |       |  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |       |  |        |  |       |       |  |       |  |  |
|     | 2,873                          |  | 3,411 |  | 5,000  |  | 4,300 | 5,000 |  | 5,000 |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 049    PROG COORDINATOR -PUBLIC WORKS
  
- 063    PUBLIC WORKS SUPRVISR-ARBORIST  
        THE POSITION ALLOCATED: 70% 001-85-0772 AND 30% 101-85-0775.
  
- 112    PUBLIC WORKS MANAGER 3  
        POSITION ALLOCATION TO 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND.
  
- 166    LANDSCAPE TECHNICIAN  
        FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE UTILITY WORKER TO 1 FTE LANDSCAPE TECH.  
        FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE LANDSCAPE TECH TO 1 FTE PUBLIC WORKS LEAD.
  
- 170    PUBLIC WORKS LEAD  
        FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE LANDSCAPE TECH TO 1 FTE PUBLIC WORKS LEAD.
  
- 188    INVENTORY CONTROL TECHNICIAN  
        FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM  
        25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN  
        THE GARAGE FUND.
  
- 215    UTILITY WORKER  
        FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE UTILITY WORKER TO 1 FTE LANDSCAPE TECH.
  
- 274    SEASONAL WORKFORCE  
        INCLUDES FUNDING FOR SEASONAL WORKFORCE FOR FLOWER BASKET PROGRAM AND SEASONAL  
        LEAF REMOVAL AND MOWING PROGRAM.
  
- 275    TEMPORARY EMPLOYEES  
        NO APPROPRIATION 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
  


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- 304    DEPARTMENT EQUIPMENT EXPENSE  
        REPLACEMENT EQUIPMENT AND SMALL POWER EQUIPMENT ASSOCIATED WITH LANDSCAPE MAINTENANCE.
  
- 305    SPECIAL DEPARTMENT SUPPLIES  
        MISCELLANEOUS HAND TOOLS RELATED TO LANDSCAPE MAINTENANCE AND CONSTRUCTION,  
        VECTOR CONTROL, AND GRAFFITI ABATEMENT PROGRAMS.
  
- 307    MEMBERSHIP FEES  
        PESTICIDE APPLICATOR LICENSE RENEWAL (ANNUAL FEE)  
        MEMBERSHIP IN COMMUNITY TREES  
        MEMBERSHIP IN THE OREGON VECTOR CONTROL ASSOCIATION
  
- 317    COMPUTER EQUIPMENT  
        NO APPROPRIATION REQUESTED
  
- 321    TRAVEL, TRAINING & SUBSISTENCE  
        TRAINING ASSOCIATED WITH PESTICIDE APPLICATORS LICENSE AND VARIOUS IRRIGATION CLASSES.

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

| OBJ                                  | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|--------------------------------------|--------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|                                      | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 328                                  | MEALS & RELATED EXPENSE        |     |               |     |               |     |         |               |     |              |     |
|                                      | 558                            |     | 386           |     |               |     |         | 200           |     | 200          |     |
| 351                                  | UTILITIES EXPENSE              |     |               |     |               |     |         |               |     |              |     |
|                                      | 179,599                        |     | 126,254       |     | 170,000       |     | 140,000 | 150,000       |     | 150,000      |     |
| 361                                  | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |         |               |     |              |     |
|                                      | 8,519                          |     | 7,872         |     | 7,500         |     | 6,000   | 7,500         |     | 7,500        |     |
| 382                                  | GROUNDS MAINTENANCE            |     |               |     |               |     |         |               |     |              |     |
|                                      | 4,766                          |     | 5,145         |     | 10,000        |     | 9,600   | 10,000        |     | 10,000       |     |
| 419                                  | CHEMICAL & LABORATORY SUPPLIES |     |               |     |               |     |         |               |     |              |     |
|                                      | 12,875                         |     | 9,606         |     | 17,000        |     | 13,000  | 16,000        |     | 16,000       |     |
| 420                                  | LANDSCAPE MAINTENANCE          |     |               |     |               |     |         |               |     |              |     |
|                                      | 56,785                         |     | 74,688        |     | 75,000        |     | 60,000  | 70,000        |     | 70,000       |     |
| 421                                  | STREET FURNITURE EXPENSE       |     |               |     |               |     |         |               |     |              |     |
|                                      | 3,696                          |     | 2,999         |     | 8,000         |     | 7,500   | 7,000         |     | 7,000        |     |
| 423                                  | GRAFFITI REMOVAL EXPENSE       |     |               |     |               |     |         |               |     |              |     |
|                                      | 742                            |     | 2,177         |     | 5,650         |     | 4,175   | 5,000         |     | 5,000        |     |
| 424                                  | CITY PARK FACILITY MAINT EXP   |     |               |     |               |     |         |               |     |              |     |
|                                      | 12,064                         |     | 17,055        |     | 20,000        |     | 24,000  | 20,000        |     | 20,000       |     |
| 425                                  | DUMPING EXPENSES               |     |               |     |               |     |         |               |     |              |     |
|                                      | 9,640                          |     | 17,204        |     | 12,000        |     | 16,000  | 16,000        |     | 16,000       |     |
| 436                                  | THE ROUND PLAZA MAINT EXPENSE  |     |               |     |               |     |         |               |     |              |     |
|                                      | 6,309                          |     | 15,685        |     | 10,000        |     | 15,500  | 18,000        |     | 18,000       |     |
| 461                                  | SPECIAL EXPENSE                |     |               |     |               |     |         |               |     |              |     |
|                                      |                                |     |               |     | 150           |     | 150     | 150           |     | 150          |     |
| 511                                  | PROFESSIONAL SERVICES          |     |               |     |               |     |         |               |     |              |     |
|                                      | 29,475                         |     | 30,837        |     | 34,000        |     | 34,000  | 35,000        |     | 35,000       |     |
| 551                                  | RENTS AND LEASES               |     |               |     |               |     |         |               |     |              |     |
|                                      | 1,196                          |     | 1,517         |     | 2,300         |     | 2,069   | 2,500         |     | 2,500        |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                |     |               |     |               |     |         |               |     |              |     |
|                                      | 338,139                        |     | 325,306       |     | 392,260       |     | 349,994 | 376,050       |     | 376,050      |     |
| CLASS: 15 CAPITAL OUTLAY             |                                |     |               |     |               |     |         |               |     |              |     |
| 641                                  | VEHICLES                       |     |               |     |               |     |         |               |     |              |     |
|                                      |                                |     | 40,119        |     | 39,055        |     | 37,731  | 50,150        |     | 50,150       |     |
| 681                                  | IMPROVEMENTS                   |     |               |     |               |     |         |               |     |              |     |
|                                      |                                |     | 33,080        |     |               |     |         |               |     |              |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |                                |     |               |     |               |     |         |               |     |              |     |
|                                      |                                |     | 73,199        |     | 39,055        |     | 37,731  | 50,150        |     | 50,150       |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |   |  |
|-----|---|--|
| 328 | MEALS & RELATED EXPENSE<br>FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND<br>MEALS ASSOCIATED WITH OVERTIME AFTER HOURS WORK PER UNION CONTRACT, CREW MEETINGS |  |
| 351 | UTILITIES EXPENSE<br>WATER SERVICE TO CITY LANDSCAPES<br>ELECTRICAL SERVICES TO CITY LANDSCAPES<br>GARBAGE COLLECTION SERVICE ON STREET R.O.W. AND OTHER VARIOUS CITY OWNED SITES                         |  |
| 361 | UNIFORMS & SPECIAL CLOTHING<br>CLOTHING, RAINGEAR, FOOTWEAR AND SPECIAL SAFETY EQUIPMENT PER UNION CONTRACT.  |  |
| 382 | GROUNDS MAINTENANCE<br>LAWN AND SHRUB FERTILIZER, BARKDUST, REPLACEMENT PLANTS, IRRIGATION REPAIR<br>PARTS ON CITY FACILITY GROUNDS.  |  |
| 419 | CHEMICAL & LABORATORY SUPPLIES<br>MISCELLANEOUS LAWN AND SHRUB CARE, VEGETATION CONTROL AND VECTOR CONTROL CHEMICALS  |  |
| 420 | LANDSCAPE MAINTENANCE<br>IRRIGATION REPAIR SUPPLIES, REPLACEMENT PLANT MATERIAL FOR STREET RIGHT-OF-WAY<br>LANDSCAPES, REPLACEMENT PLANT MATERIAL FOR DOWNTOWN FLOWER BASKETS                             |  |
| 421 | STREET FURNITURE EXPENSE<br>STREET FURNITURE REPLACEMENT AND ADDITIONS  |  |
| 423 | GRAFFITI REMOVAL EXPENSE<br>SUPPLIES RELATED TO CLEANUP AND ABATEMENT OF GRAFFITI   |  |
| 424 | CITY PARK FACILITY MAINT EXP<br>ANNUAL FOUNTAIN PERMIT AND EXPENDITURES RELATED TO MAINTENANCE, REPAIRS, AND<br>IMPROVEMENTS TO CITY PARK.  |  |
| 425 | DUMPING EXPENSES<br>LANDFILL DEBRIS DISPOSAL.   |  |
| 436 | THE ROUND PLAZA MAINT EXPENSE<br>MISCELLANEOUS REPAIRS AND SUPPLIES FOR THE PUBLIC PLAZAS AT THE ROUND.<br>ELECTRICAL/WATER USAGE FY.18/19 INCREASE DUE TO REPAIR NEEDED TO FOUNTAIN AND<br>REPLACE FENCE |  |
| 461 | SPECIAL EXPENSE<br>COMMERCIAL DRIVER LICENSES RENEWALS  |  |
| 511 | PROFESSIONAL SERVICES<br>INSTALLATION OF BARKDUST ON CITY RIGHT-OF-WAYS<br>TREE REMOVALS AND LAWN AERATION  |  |
| 551 | RENTS AND LEASES<br>MISCELLANEOUS EQUIPMENT RENTAL<br>ARCTIC STORAGE LOT LEASE  |  |

|     |   |  |
|-----|---|--|
| 641 | VEHICLES<br>1 - REPLACEMENT FOR TRUCK NO. 6-619 (2001 FORD F350 DUMP TRUCK) WITH SIMILAR VEHICLE \$50,150 |  |
| 681 | IMPROVEMENTS<br>NO APPROPRIATION REQUESTED FY 18-19   |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 001 GENERAL FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0772 LANDSCAPE MAINTENANCE

| 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: 25 TRANSFERS                            |                               |        |               |        |               |        |            |               |        |              |        |
| 804  | TRSFR - OPERATIONS ADMIN      |        |               |        |               |        |            |               |        |              |        |
|  | 110,919                       |        | 147,016       |        | 161,384       |        | 161,384    | 166,888       |        | 166,888      |        |
| 817  | TRSFRS TO GARAGE FUND         |        |               |        |               |        |            |               |        |              |        |
|  | 91,834                        |        | 99,321        |        | 98,840        |        | 98,840     | 122,027       |        | 122,027      |        |
| TOTAL CLASS: 25 TRANSFERS                      |                               |        |               |        |               |        |            |               |        |              |        |
|  | 202,753                       |        | 246,337       |        | 260,224       |        | 260,224    | 288,915       |        | 288,915      |        |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES        |                               |        |               |        |               |        |            |               |        |              |        |
| 990  | RESERVE - TREE PRESERVATION   |        |               |        |               |        |            |               |        |              |        |
|  |                               |        |               |        | 165,878       |        |            | 165,878       |        | 165,878      |        |
| 996  | RESERVE - EQUIPMENT REPLACEMT |        |               |        |               |        |            |               |        |              |        |
|  |                               |        |               |        | 158,852       |        |            | 183,113       |        | 183,113      |        |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  |                               |        |               |        |               |        |            |               |        |              |        |
|  |                               |        |               |        | 324,730       |        |            | 348,991       |        | 348,991      |        |
| TOTAL PROGRAM: 0772 LANDSCAPE MAINTENANCE      |                               |        |               |        |               |        |            |               |        |              |        |
|  | 1,520,991                     | 11.25  | 1,695,928     | 11.25  | 2,150,991     | 11.25  | 1,764,372  | 2,265,729     | 11.00  | 2,265,729    | 11.00  |
| TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS |                               |        |               |        |               |        |            |               |        |              |        |
|  | 2,770,219                     | 22.85  | 3,185,467     | 23.85  | 4,451,997     | 26.85  | 3,711,770  | 2,265,729     | 11.00  | 2,265,729    | 11.00  |
| TOTAL FUND: 001 GENERAL FUND                   |                               |        |               |        |               |        |            |               |        |              |        |
|  | 57,408,597                    | 337.73 | 63,945,004    | 344.28 | 78,739,930    | 350.83 | 66,308,307 | 79,016,875    | 357.13 | 78,724,625   | 355.13 |

### BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0772 LANDSCAPE MAINTENANCE

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

804 TRSFR - OPERATIONS ADMIN  
ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND

817 TRSFERS TO GARAGE FUND  
ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE AND REPLACEMENT) PROVIDED BY THE GARAGE FUND

990 RESERVE - TREE PRESERVATION  
RESERVE FOR SPECIFIC TREE PLANTING PROJECTS AS AUTHORIZED FOR HABITAT OR AESTHETIC PURPOSES. IN-LIEU FEES PAID BY THE PROPERTY OWNERS WHO REMOVE SIGNIFICANT TREES FOR THE MITIGATION OF THE TREES REMOVED (COUNCIL RESOLUTION NO. 3681) REFLECTS ADDITION OF \$38,200 FROM RUSSELL PROPERTY SUBDIVISION RECEIVED IN FY 17-18

996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR VEHICLE REPLACEMENT

## Street Fund

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -2,871,041 |  | -3,739,094 |  | -3,780,729 |  | -3,780,729 | -3,780,729 | -3,285,926 |  | -3,285,926 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -2,871,041 |  | -3,739,094 |  | -3,780,729 |  | -3,780,729 | -3,780,729 | -3,285,926 |  | -3,285,926 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 10 TAXES

309 ROW FEE - ALLOCATION FROM GF

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -600,000 |  | -600,000 |  | -600,000 |  | -600,000 | -600,000 | -300,000 |  | -300,000 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

TOTAL CLASS: 10 TAXES

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -600,000 |  | -600,000 |  | -600,000 |  | -600,000 | -600,000 | -300,000 |  | -300,000 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

323 STATE GASOLINE TAX

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -5,553,259 |  | -5,675,965 |  | -6,414,700 |  | -4,979,599 | -6,414,700 | -7,047,900 |  | -7,047,900 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

329 OTHER INTERGOVERNMENTAL REV

|  |          |  |          |  |          |  |  |  |  |  |  |  |
|--|----------|--|----------|--|----------|--|--|--|--|--|--|--|
|  | -350,458 |  | -356,537 |  | -356,000 |  |  |  |  |  |  |  |
|--|----------|--|----------|--|----------|--|--|--|--|--|--|--|

560 COUNTY VEHICLE REGISTRATION FEES

|  |  |  |  |  |  |  |  |  |            |  |            |  |
|--|--|--|--|--|--|--|--|--|------------|--|------------|--|
|  |  |  |  |  |  |  |  |  | -1,590,000 |  | -1,590,000 |  |
|--|--|--|--|--|--|--|--|--|------------|--|------------|--|

561 COUNTY 1 CENT GAS TAX

|  |  |  |  |  |  |  |          |          |          |  |          |  |
|--|--|--|--|--|--|--|----------|----------|----------|--|----------|--|
|  |  |  |  |  |  |  | -293,112 | -356,000 | -356,000 |  | -356,000 |  |
|--|--|--|--|--|--|--|----------|----------|----------|--|----------|--|

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -5,903,717 |  | -6,032,502 |  | -6,770,700 |  | -5,272,711 | -6,770,700 | -8,993,900 |  | -8,993,900 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY PROPERTY

|  |        |  |        |  |        |  |      |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|------|--------|--------|--|--------|--|
|  | -1,218 |  | -6,400 |  | -1,000 |  | -863 | -1,000 | -1,000 |  | -1,000 |  |
|--|--------|--|--------|--|--------|--|------|--------|--------|--|--------|--|

384 INVESTMENT INTEREST EARNINGS

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | -17,192 |  | -39,477 |  | -41,800 |  | -44,048 | -41,800 | -63,000 |  | -63,000 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

389 MISCELLANEOUS REVENUES

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 03 REVENUE

| 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 |
|  | -77,812                               |     | -19,004       |     | -16,000       |     | -22,696    | -16,000     | -16,000       |     | -16,000      |     |
| 398                                    | SRVS PROVIDED TO OTHER FUNDS          |     |               |     |               |     |            |             |               |     |              |     |
|  | -9,939                                |     | -11,443       |     |               |     | -48,707    | -100        |               |     |              |     |
| 399                                    | REIMBURSEMENTS - OTHER                |     |               |     |               |     |            |             |               |     |              |     |
|  | -174,696                              |     | -82,266       |     | -45,600       |     | -85,429    | -45,600     | -45,600       |     | -45,600      |     |
| 756                                    | PERS RSRV DISTRIB-NON GAAP REV        |     |               |     |               |     |            |             |               |     |              |     |
|  | -39,762                               |     |               |     |               |     |            |             |               |     |              |     |
| 757                                    | MED/LIFE INS PREM REFUND DISTRIBUTION |     |               |     |               |     |            |             |               |     |              |     |
|  | -13,320                               |     | -7,327        |     | -7,326        |     | -4,821     | -4,821      |               |     |              |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES |                                       |     |               |     |               |     |            |             |               |     |              |     |
|  | -333,939                              |     | -165,917      |     | -111,726      |     | -206,564   | -109,321    | -125,600      |     | -125,600     |     |
| TOTAL DEPARTMENT: 03 REVENUE           |                                       |     |               |     |               |     |            |             |               |     |              |     |
|  | -9,708,697                            |     | -10,537,513   |     | -11,263,155   |     | -9,860,004 | -11,260,750 | -12,705,426   |     | -12,705,426  |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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: 05 PERSONNEL SERVICES

|             |                              |      |         |      |         |      |         |         |         |      |         |      |
|-------------|------------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 051         | CITY ENGINEER                |      |         |      |         |      |         |         |         |      |         |      |
|             | 15,701                       | .33  | 38,901  | .33  | 41,767  | .33  | 39,144  | 41,768  | 43,861  | .33  | 43,861  | .33  |
| 084         | PROJECT ENGINEER 1           |      |         |      |         |      |         |         |         |      |         |      |
|             | 103,341                      | 1.10 | 104,982 | 1.30 | 123,068 | 1.30 | 113,448 | 120,408 | 124,613 | 1.30 | 215,130 | 2.30 |
| 099         | CITY TRANSPORTATION ENGINEER |      |         |      |         |      |         |         |         |      |         |      |
|             | 83,735                       | .70  | 85,314  | .70  | 86,928  | .70  | 82,092  | 86,927  | 89,094  | .70  | 89,094  | .70  |
| 124         | ENGINEERING CONST INSPECTOR  |      |         |      |         |      |         |         |         |      |         |      |
|             |                              |      |         | .20  | 12,204  | .20  | 11,671  | 12,464  | 13,411  | .20  | 13,411  | .20  |
| 276         | YOUTH ENHANCEMENT WORKFORCE  |      |         |      |         |      |         |         |         |      |         |      |
|             | 6,165                        |      | 9,396   |      | 15,000  |      | 8,392   | 15,000  | 15,000  |      | 15,000  |      |
| 0295<br>299 | PAYROLL TAXES AND FRINGES    |      |         |      |         |      |         |         |         |      |         |      |
|             | 88,145                       |      | 103,548 |      | 132,303 |      | 115,873 | 122,581 | 137,586 |      | 193,953 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
|  | 297,087 | 2.13 | 342,141 | 2.53 | 411,270 | 2.53 | 370,620 | 399,148 | 423,565 | 2.53 | 570,449 | 3.53 |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                 |  |       |  |       |  |       |       |       |  |       |  |
|-----|---------------------------------|--|-------|--|-------|--|-------|-------|-------|--|-------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT    |  |       |  |       |  |       |       |       |  |       |  |
|     |                                 |  |       |  |       |  |       |       |       |  | 2,500 |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE    |  |       |  |       |  |       |       |       |  |       |  |
|     | 480                             |  | 517   |  | 750   |  | 750   | 750   | 900   |  | 900   |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES     |  |       |  |       |  |       |       |       |  |       |  |
|     | 192                             |  | 265   |  | 750   |  | 667   | 750   | 750   |  | 750   |  |
| 307 | MEMBERSHIP FEES                 |  |       |  |       |  |       |       |       |  |       |  |
|     | 3,945                           |  | 5,001 |  | 5,560 |  | 5,424 | 5,424 | 5,650 |  | 6,075 |  |
| 308 | PERIODICALS & SUBSCRIPTIONS     |  |       |  |       |  |       |       |       |  |       |  |
|     | 224                             |  | 445   |  | 500   |  |       | 500   | 500   |  | 500   |  |
| 316 | ADVERTISING, RECORDING & FILING |  |       |  |       |  |       |       |       |  |       |  |
|     | 415                             |  | 287   |  | 500   |  | 293   | 400   | 500   |  | 500   |  |
| 317 | COMPUTER EQUIPMENT              |  |       |  |       |  |       |       |       |  |       |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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   |
|                                      |                                   |     | 1,254         |     |               |     |          |         | 1,095         |     | 2,595        |       |
| 318                                  | COMPUTER SOFTWARE                 |     |               |     |               |     |          |         |               |     |              |       |
|                                      |                                   |     |               |     | 6,210         |     | 6,208    | 6,208   |               |     |              | 1,000 |
| 321                                  | TRAVEL, TRAINING & SUBSISTENCE    |     |               |     |               |     |          |         |               |     |              |       |
|                                      | 1,953                             |     | 1,498         |     | 3,500         |     | 1,875    | 2,000   | 3,500         |     | 5,500        |       |
| 328                                  | MEALS & RELATED EXPENSE           |     |               |     |               |     |          |         |               |     |              |       |
|                                      |                                   |     |               |     | 100           |     |          | 100     | 100           |     | 100          |       |
| 341                                  | COMMUNICATIONS EXPENSE            |     |               |     |               |     |          |         |               |     |              |       |
|                                      | 656                               |     | 1,649         |     |               |     |          |         |               |     |              |       |
| 361                                  | UNIFORMS & SPECIAL CLOTHING       |     |               |     |               |     |          |         |               |     |              |       |
|                                      |                                   |     |               |     | 600           |     | 480      | 525     | 700           |     | 700          |       |
| 511                                  | PROFESSIONAL SERVICES             |     |               |     |               |     |          |         |               |     |              |       |
|                                      |                                   |     | 600           |     | 22,000        |     | 13,550   | 20,000  | 10,000        |     | 10,000       |       |
| 523                                  | BOARDS & COMMISSIONS EXPENSES     |     |               |     |               |     |          |         |               |     |              |       |
|                                      |                                   |     | 114           |     | 200           |     |          | 100     | 200           |     | 200          |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                   |     |               |     |               |     |          |         |               |     |              |       |
|                                      | 7,865                             |     | 11,630        |     | 40,670        |     | 29,247   | 36,757  | 23,895        |     | 31,320       |       |
| CLASS: 25 TRANSFERS                  |                                   |     |               |     |               |     |          |         |               |     |              |       |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND     |     |               |     |               |     |          |         |               |     |              |       |
|                                      | 5,476                             |     | 4,138         |     | 4,954         |     | 4,002    | 4,954   | 4,435         |     | 4,435        |       |
| 817                                  | TRSFERS TO GARAGE FUND            |     |               |     |               |     |          |         |               |     |              |       |
|                                      | 4,393                             |     | 5,214         |     | 5,921         |     | 7,236    | 5,921   | 6,378         |     | 6,378        |       |
| 818                                  | TRSFERS TO ISD-ALLOCATED          |     |               |     |               |     |          |         |               |     |              |       |
|                                      | 75,423                            |     | 66,125        |     | 85,128        |     | 85,128   | 85,128  | 94,495        |     | 94,495       |       |
| 835                                  | TRFSR TO GF, BVTN BLDG OPERATIONS |     |               |     |               |     |          |         |               |     |              |       |
|                                      |                                   |     |               |     | 18,626        |     | 18,626   | 18,626  | 9,313         |     | 9,313        |       |
| 836                                  | TRFSR TO GF, BVTN BLDG DEBT SVC   |     |               |     |               |     |          |         |               |     |              |       |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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  |
|   |               |      |               |      | 24,782        |      | 24,782   | 24,782  | 9,367         |      | 9,367        |      |
| TOTAL CLASS: 25 TRANSFERS                           |               |      |               |      |               |      |          |         |               |      |              |      |
|   | 85,292        |      | 75,477        |      | 139,411       |      | 139,774  | 139,411 | 123,988       |      | 123,988      |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES             |               |      |               |      |               |      |          |         |               |      |              |      |
| 996 RESERVE - EQUIPMENT REPLACEMT                   |               |      |               |      |               |      |          |         |               |      |              |      |
|   |               |      |               |      | 16,490        |      |          |         | 19,711        |      | 19,711       |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |               |      |               |      |               |      |          |         |               |      |              |      |
|   |               |      |               |      | 16,490        |      |          |         | 19,711        |      | 19,711       |      |
| TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING |               |      |               |      |               |      |          |         |               |      |              |      |
| 0297  | 390,244       | 2.13 | 429,248       | 2.53 | 607,841       | 2.53 | 539,641  | 575,316 | 591,159       | 2.53 | 745,468      | 3.53 |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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: 05 PERSONNEL SERVICES       |               |      |               |      |               |      |          |         |               |      |              |      |
| 057 PUBLIC WORKS SUPERVISOR        |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    | 79,143        | 1.00 | 41,867        | .50  |               |      |          |         |               |      |              |      |
| 063 PUBLIC WORKS SUPRVISR-ARBORIST |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    | 22,663        | .30  | 23,227        | .30  | 25,549        | .30  | 24,624   | 27,712  | 22,296        | .30  | 22,296       | .30  |
| 112 PUBLIC WORKS MANAGER 3         |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    | 79,449        | .73  | 81,057        | .73  | 70,829        | .74  | 69,289   | 73,557  | 79,338        | .74  | 79,338       | .74  |
| 126 TRAFFIC SIGNAL MAINT TECH      |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    | 97,363        | 1.50 | 105,445       | 1.50 | 105,138       | 1.50 | 93,350   | 101,334 | 103,630       | 1.50 | 103,630      | 1.50 |
| 132 SIGN AND MARKING LEAD          |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    | 70,109        | 1.00 | 73,702        | 1.00 | 71,662        | 1.00 | 70,686   | 74,128  | 76,820        | 1.00 | 76,820       | 1.00 |
| 0298 164 ARBORIST TECHNICIAN       |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    | 52,554        | 1.00 | 109,518       | 2.00 | 114,516       | 2.00 | 95,906   | 109,392 | 117,579       | 2.00 | 117,579      | 2.00 |
| 166 LANDSCAPE TECHNICIAN           |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    | 46,259        | 1.00 | 41,435        | 1.00 | 54,234        | 1.00 | 44,228   | 48,459  | 50,436        | 1.00 | 50,436       | 1.00 |
| 170 PUBLIC WORKS LEAD              |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    |               |      |               |      | 22,867        | .33  | 20,018   | 21,177  | 23,809        | .33  | 23,809       | .33  |
| 176 PUBLIC WORKS EQUIPMNT OPERATOR |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    | 60,602        | 1.00 | 64,986        | 1.00 | 131,786       | 2.00 | 108,785  | 117,861 | 132,083       | 2.00 | 132,083      | 2.00 |
| 177 PUBLIC WORKS TECHNICIAN        |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    | 298,397       | 6.00 | 266,342       | 5.00 | 228,640       | 4.00 | 211,557  | 187,443 | 215,058       | 4.00 | 215,058      | 4.00 |
| 188 INVENTORY CONTROL TECHNICIAN   |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    | 12,532        | .25  | 13,754        | .25  | 14,795        | .25  | 14,934   | 15,669  |               |      |              |      |
| 211 TRAFFIC SIGNAL MAINT LEAD      |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    | 46,164        | .50  | 46,397        | .50  | 43,136        | .50  | 44,625   | 44,367  | 44,419        | .50  | 44,419       | .50  |
| 215 UTILITY WORKER                 |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    | 134,554       | 3.00 | 99,561        | 2.00 | 44,440        | 1.00 | 35,239   | 78,286  | 40,951        | 1.00 | 40,951       | 1.00 |
| 216 SUPERVISING ELECTRICIAN        |               |      |               |      |               |      |          |         |               |      |              |      |
|                                    | 79,181        | 1.00 | 82,777        | 1.00 | 86,277        | 1.00 | 62,714   | 45,214  | 85,631        | 1.00 | 85,631       | 1.00 |
| 246 SIGN AND MARKING TECH 2        |               |      |               |      |               |      |          |         |               |      |              |      |

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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   |
|                                    | 56,518                         | 1.00  | 61,111        | 1.00  | 61,719        | 1.00  | 58,482    | 61,663    | 64,873        | 1.00  | 64,873       | 1.00  |
| 274                                | SEASONAL WORKFORCE             |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 58,876                         |       | 76,278        |       | 140,000       |       | 70,854    | 102,019   | 140,000       |       | 140,000      |       |
| 275                                | TEMPORARY EMPLOYEES            |       |               |       |               |       |           |           |               |       |              |       |
|                                    |                                |       | 2,662         |       |               |       | 1,511     |           |               |       |              |       |
| 299                                | PAYROLL TAXES AND FRINGES      |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 683,430                        |       | 677,745       |       | 675,976       |       | 595,361   | 632,309   | 713,401       |       | 713,401      |       |
| TOTAL CLASS: 05 PERSONNEL SERVICES |                                |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 1,877,794                      | 19.28 | 1,867,864     | 17.78 | 1,891,564     | 16.62 | 1,622,163 | 1,740,590 | 1,910,324     | 16.37 | 1,910,324    | 16.37 |
| CLASS: 10 MATERIALS & SERVICES     |                                |       |               |       |               |       |           |           |               |       |              |       |
| 0299<br>304                        | DEPARTMENT EQUIPMENT EXPENSE   |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 7,781                          |       | 13,199        |       | 19,965        |       | 13,962    | 17,700    | 16,800        |       | 16,800       |       |
| 305                                | SPECIAL DEPARTMENT SUPPLIES    |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 13,724                         |       | 14,150        |       | 14,000        |       | 13,711    | 14,000    | 14,500        |       | 14,500       |       |
| 307                                | MEMBERSHIP FEES                |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 1,045                          |       | 1,318         |       | 2,500         |       | 1,428     | 1,825     | 2,000         |       | 2,000        |       |
| 308                                | PERIODICALS & SUBSCRIPTIONS    |       |               |       |               |       |           |           |               |       |              |       |
|                                    |                                |       |               |       | 300           |       |           | 200       | 300           |       | 300          |       |
| 317                                | COMPUTER EQUIPMENT             |       |               |       |               |       |           |           |               |       |              |       |
|                                    |                                |       |               |       | 3,527         |       | 3,419     | 3,419     |               |       |              |       |
| 321                                | TRAVEL, TRAINING & SUBSISTENCE |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 6,969                          |       | 7,105         |       | 14,125        |       | 10,317    | 11,650    | 14,800        |       | 14,800       |       |
| 328                                | MEALS & RELATED EXPENSE        |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 45                             |       | 764           |       | 250           |       |           | 250       | 250           |       | 250          |       |
| 335                                | PEDESTRIAN PATH MAINTENANCE    |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 9,518                          |       | 7             |       | 65,800        |       | 65,800    | 65,800    | 60,000        |       | 60,000       |       |
| 338                                | HISTORIC/SIGNIFICANT TREE PRES |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 218                            |       |               |       | 1,000         |       | 1,000     |           | 1,000         |       | 1,000        |       |
| 341                                | COMMUNICATIONS EXPENSE         |       |               |       |               |       |           |           |               |       |              |       |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
|     | 4,910                          |     | 5,945         |     | 6,000         |     | 4,934     | 6,000     | 6,500         |     | 6,500        |     |
| 351 | UTILITIES EXPENSE              |     |               |     |               |     |           |           |               |     |              |     |
|     | 67,888                         |     | 67,976        |     | 73,000        |     | 59,414    | 73,000    | 75,000        |     | 75,000       |     |
| 361 | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |           |           |               |     |              |     |
|     | 14,676                         |     | 14,138        |     | 16,200        |     | 11,699    | 14,790    | 15,900        |     | 15,900       |     |
| 371 | EQUIPMENT OPER & MAINT EXPENSE |     |               |     |               |     |           |           |               |     |              |     |
|     |                                |     |               |     | 44,920        |     | 44,920    |           |               |     |              |     |
| 401 | CITY TRAFFIC SIGNAL MAINT      |     |               |     |               |     |           |           |               |     |              |     |
|     | 89,038                         |     | 70,783        |     | 93,863        |     | 87,469    | 92,000    | 95,000        |     | 95,000       |     |
| 403 | NEW DEVICE INSTALLATION        |     |               |     |               |     |           |           |               |     |              |     |
|     | 17,410                         |     | 26,235        |     | 20,000        |     | 18,640    | 15,000    | 20,000        |     | 20,000       |     |
| 404 | TRAFFIC MARKINGS (STREET)      |     |               |     |               |     |           |           |               |     |              |     |
|     | 22,893                         |     | 36,050        |     | 50,000        |     | 48,658    | 50,000    | 50,000        |     | 50,000       |     |
| 405 | TRAFFIC SIGNS                  |     |               |     |               |     |           |           |               |     |              |     |
|     | 19,684                         |     | 20,280        |     | 22,000        |     | 21,969    | 22,000    | 25,000        |     | 25,000       |     |
| 407 | DEVELOPMENT TREE PROGRAM       |     |               |     |               |     |           |           |               |     |              |     |
|     | 3,230                          |     |               |     | 15,000        |     | 5,775     | 6,300     | 15,000        |     | 15,000       |     |
| 420 | LANDSCAPE MAINTENANCE          |     |               |     |               |     |           |           |               |     |              |     |
|     | 10,935                         |     | 7,150         |     | 10,000        |     | 8,680     | 10,000    | 10,000        |     | 10,000       |     |
| 422 | STREET RECONSTRUCTION EXPENSE  |     |               |     |               |     |           |           |               |     |              |     |
|     | 985,789                        |     | 1,429,273     |     | 1,828,850     |     | 1,815,497 | 1,828,850 | 2,700,000     |     | 2,700,000    |     |
| 425 | DUMPING EXPENSES               |     |               |     |               |     |           |           |               |     |              |     |
|     | 12,109                         |     | 24,641        |     | 12,000        |     | 16,363    | 12,000    | 14,000        |     | 14,000       |     |
| 426 | UNIMPROVED (STREET MATERIALS)  |     |               |     |               |     |           |           |               |     |              |     |
|     |                                |     | 702           |     | 1,500         |     | 963       | 1,500     | 1,500         |     | 1,500        |     |
| 427 | IMPROVED (STREET MATERIALS)    |     |               |     |               |     |           |           |               |     |              |     |
|     | 131,442                        |     | 222,362       |     | 200,000       |     | 201,372   | 200,000   | 200,000       |     | 200,000      |     |
| 430 | BRIDGE MAINTENANCE             |     |               |     |               |     |           |           |               |     |              |     |
|     | 9,378                          |     | 9,962         |     | 10,000        |     | 9,974     | 10,000    | 10,000        |     | 10,000       |     |
| 461 | SPECIAL EXPENSE                |     |               |     |               |     |           |           |               |     |              |     |
|     | 265                            |     | 271           |     | 340           |     | 1,060     | 340       | 400           |     | 400          |     |

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
| 511                                  | PROFESSIONAL SERVICES                     |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 109,800                                   |     | 99,409        |     | 143,091       |     | 118,030   | 141,386   | 86,000        |     | 86,000       |     |
| 551                                  | RENTS AND LEASES                          |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 6,668                                     |     | 6,900         |     | 10,450        |     | 9,463     | 10,095    | 10,500        |     | 10,500       |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |   |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 1,545,415                                 |     | 2,078,620     |     | 2,678,681     |     | 2,594,517 | 2,608,105 | 3,444,450     |     | 3,444,450    |     |
| CLASS: 15 CAPITAL OUTLAY             |   |     |               |     |               |     |           |           |               |     |              |     |
| 641                                  | VEHICLES                                  |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 70,691                                    |     | 105,437       |     | 255,000       |     | 236,509   | 247,000   | 48,650        |     | 48,650       |     |
| 0301 671                             | EQUIPMENT                                 |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 11,880                                    |     | 20,686        |     | 94,000        |     | 91,815    | 94,000    | 27,000        |     | 27,000       |     |
| 681                                  | IMPROVEMENTS                              |     |               |     |               |     |           |           |               |     |              |     |
|                                      |   |     |               |     | 190,000       |     | 14,899    | 190,000   | 220,000       |     | 220,000      |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |   |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 82,571                                    |     | 126,123       |     | 539,000       |     | 343,223   | 531,000   | 295,650       |     | 295,650      |     |
| CLASS: 25 TRANSFERS                  |   |     |               |     |               |     |           |           |               |     |              |     |
| 801                                  | TRSFER TO GENERAL FD - OVERHEAD           |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 321,790                                   |     | 358,060       |     | 345,899       |     | 345,899   | 345,899   | 333,549       |     | 333,549      |     |
| 802                                  | TRSFER TO GENERAL FD-ACCOUNTING           |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 7,500                                     |     | 7,500         |     | 7,500         |     | 7,500     | 7,500     |               |     |              |     |
| 803                                  | TRSFER TO GENERAL FD-LANDSCAPE            |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 852,414                                   |     | 929,360       |     | 1,074,880     |     | 1,074,880 | 1,074,880 | 1,121,160     |     | 1,121,160    |     |
| 804                                  | TRSFER - OPERATIONS ADMIN                 |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 217,238                                   |     | 251,953       |     | 255,059       |     | 255,059   | 259,560   | 248,360       |     | 248,360      |     |
| 805                                  | TRSFER TO G/F BLDG MAINT                  |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 13,821                                    |     | 13,144        |     | 15,484        |     | 15,484    | 15,484    | 11,704        |     | 11,704       |     |
| 808                                  | TRSFERS TO GIS PGRM (TO ISD FUND 2018-19) |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 49,770                                    |     | 60,837        |     | 15,189        |     | 15,189    | 15,189    | 16,469        |     | 16,469       |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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   |
| 814  | TRSFERS TO CAPITAL PROJ. FUND |       |               |       |               |       |           |           |               |       |              |       |
|  | 320,771                       |       | 121,479       |       | 895,264       |       | 59,578    | 201,150   | 933,240       |       | 933,240      |       |
| 815  | TRSFERS TO CAPITAL DEV. FUND  |       |               |       |               |       |           |           |               |       |              |       |
|  | 35,783                        |       | 163,758       |       | 512,750       |       | 234,758   | 248,250   | 115,000       |       | 115,000      |       |
| 817  | TRSFERS TO GARAGE FUND        |       |               |       |               |       |           |           |               |       |              |       |
|  | 152,310                       |       | 216,006       |       | 199,141       |       | 154,352   | 199,141   | 264,607       |       | 264,607      |       |
| 819  | TRSFERS TO INSURANCE FUND     |       |               |       |               |       |           |           |               |       |              |       |
|  | 102,180                       |       | 132,834       |       | 152,760       |       | 152,760   | 152,760   | 152,760       |       | 152,760      |       |
| TOTAL CLASS: 25 TRANSFERS                      |                               |       |               |       |               |       |           |           |               |       |              |       |
|  | 2,073,577                     |       | 2,254,931     |       | 3,473,926     |       | 2,315,459 | 2,519,813 | 3,196,849     |       | 3,196,849    |       |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES        |                               |       |               |       |               |       |           |           |               |       |              |       |
| 982  | RESERVE - DEVELOPMENT TREES   |       |               |       |               |       |           |           |               |       |              |       |
|  |                               |       |               |       | 65,000        |       |           |           | 65,000        |       | 65,000       |       |
| 991  | CONTINGENCY - UNRESERVED      |       |               |       |               |       |           |           |               |       |              |       |
|  |                               |       |               |       | 1,086,041     |       |           |           | 2,171,893     |       | 2,017,584    |       |
| 996  | RESERVE - EQUIPMENT REPLACEMT |       |               |       |               |       |           |           |               |       |              |       |
|  |                               |       |               |       | 921,102       |       |           |           | 1,030,101     |       | 1,030,101    |       |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  |                               |       |               |       |               |       |           |           |               |       |              |       |
|  |                               |       |               |       | 2,072,143     |       |           |           | 3,266,994     |       | 3,112,685    |       |
| TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS |                               |       |               |       |               |       |           |           |               |       |              |       |
|  | 5,579,357                     | 19.28 | 6,327,538     | 17.78 | 10,655,314    | 16.62 | 6,875,362 | 7,399,508 | 12,114,267    | 16.37 | 11,959,958   | 16.37 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |           |           |           |           |           |  |           |  |  |  |
|-----|---------------------------|-----------|-----------|-----------|-----------|-----------|--|-----------|--|--|--|
| 301 | BEGINNING WORKING CAPITAL |           |           |           |           |           |  |           |  |  |  |
|     |                           | 2,871,041 | 3,739,094 | 3,780,729 | 3,780,729 | 3,285,926 |  | 3,285,926 |  |  |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |           |           |           |           |           |  |           |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|--|-----------|--|--|--|
|  |  | 2,871,041 | 3,739,094 | 3,780,729 | 3,780,729 | 3,285,926 |  | 3,285,926 |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|--|-----------|--|--|--|

CLASS: 10 TAXES

|     |                              |         |         |         |         |         |  |         |  |  |  |
|-----|------------------------------|---------|---------|---------|---------|---------|--|---------|--|--|--|
| 309 | ROW FEE - ALLOCATION FROM GF |         |         |         |         |         |  |         |  |  |  |
|     |                              | 600,000 | 600,000 | 600,000 | 600,000 | 300,000 |  | 300,000 |  |  |  |

TOTAL CLASS: 10 TAXES

|  |  |         |         |         |         |         |  |         |  |  |  |
|--|--|---------|---------|---------|---------|---------|--|---------|--|--|--|
|  |  | 600,000 | 600,000 | 600,000 | 600,000 | 300,000 |  | 300,000 |  |  |  |
|--|--|---------|---------|---------|---------|---------|--|---------|--|--|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

|     |                    |           |           |           |           |           |  |           |  |  |  |
|-----|--------------------|-----------|-----------|-----------|-----------|-----------|--|-----------|--|--|--|
| 323 | STATE GASOLINE TAX |           |           |           |           |           |  |           |  |  |  |
|     |                    | 5,553,259 | 5,675,965 | 6,414,700 | 6,414,700 | 7,047,900 |  | 7,047,900 |  |  |  |

|     |                             |         |         |         |  |  |  |  |  |  |  |
|-----|-----------------------------|---------|---------|---------|--|--|--|--|--|--|--|
| 329 | OTHER INTERGOVERNMENTAL REV |         |         |         |  |  |  |  |  |  |  |
|     |                             | 350,458 | 356,537 | 356,000 |  |  |  |  |  |  |  |

|     |                                  |  |  |  |  |  |  |           |  |           |  |
|-----|----------------------------------|--|--|--|--|--|--|-----------|--|-----------|--|
| 560 | COUNTY VEHICLE REGISTRATION FEES |  |  |  |  |  |  | 1,590,000 |  | 1,590,000 |  |
|-----|----------------------------------|--|--|--|--|--|--|-----------|--|-----------|--|

|     |                       |  |  |  |  |  |         |         |  |         |  |
|-----|-----------------------|--|--|--|--|--|---------|---------|--|---------|--|
| 561 | COUNTY 1 CENT GAS TAX |  |  |  |  |  | 356,000 | 356,000 |  | 356,000 |  |
|-----|-----------------------|--|--|--|--|--|---------|---------|--|---------|--|

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |  |           |           |           |           |           |  |           |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|--|-----------|--|--|--|
|  |  | 5,903,717 | 6,032,502 | 6,770,700 | 6,770,700 | 8,993,900 |  | 8,993,900 |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|--|-----------|--|--|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                       |       |       |       |       |       |  |       |  |  |  |
|-----|-----------------------|-------|-------|-------|-------|-------|--|-------|--|--|--|
| 382 | SALE OF CITY PROPERTY |       |       |       |       |       |  |       |  |  |  |
|     |                       | 1,218 | 6,400 | 1,000 | 1,000 | 1,000 |  | 1,000 |  |  |  |

|     |                              |        |        |        |        |        |  |        |  |  |  |
|-----|------------------------------|--------|--------|--------|--------|--------|--|--------|--|--|--|
| 384 | INVESTMENT INTEREST EARNINGS |        |        |        |        |        |  |        |  |  |  |
|     |                              | 17,192 | 39,477 | 41,800 | 41,800 | 63,000 |  | 63,000 |  |  |  |

|     |                        |        |        |        |        |        |  |        |  |  |  |
|-----|------------------------|--------|--------|--------|--------|--------|--|--------|--|--|--|
| 389 | MISCELLANEOUS REVENUES |        |        |        |        |        |  |        |  |  |  |
|     |                        | 77,812 | 19,004 | 16,000 | 16,000 | 16,000 |  | 16,000 |  |  |  |

|     |                              |       |        |  |  |     |  |  |  |  |  |
|-----|------------------------------|-------|--------|--|--|-----|--|--|--|--|--|
| 398 | SRVS PROVIDED TO OTHER FUNDS |       |        |  |  |     |  |  |  |  |  |
|     |                              | 9,939 | 11,443 |  |  | 100 |  |  |  |  |  |

## BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

309 ROW FEE - ALLOCATION FROM GF  
A PORTION OF FRANCHISE FEES ALLOCATED TO THE STREET FUND TO ASSIST WITH MAINTAINING STREET RIGHT OF WAY

323 STATE GASOLINE TAX  
PER CAPITA DISTRIBUTION BASED UPON POPULATION:  
THE FIRST DISTRIBUTION IS BASED UPON THE 24 CENT GAS TAX RATE OF WHICH APPROXIMATELY 15.67% IS DISTRIBUTED TO CITIES BASED UPON BEAVERTON'S POPULATION IN RELATION TO THE POPULATION IN ALL INCORPORATED CITIES.  
THE SECOND DISTRIBUTION IS BASED UPON AN ADDITIONAL 6 CENT GAS TAX THAT BECAME EFFECTIVE JANUARY 1, 2011 OF WHICH 20% IS DISTRIBUTED TO CITIES BASED UPON PER CAPITA POPULATION  
THE THIRD DISTRIBUTION IS BASED UPON AN ADDITIONAL 4 CENT GAS TAX THAT BECAME EFFECTIVE JANUARY 1, 2018 OF WHICH 20% IS ALSO DISTRIBUTED TO CITIES BASED UPON PER CAPITA POPULATION. THE GAS TAX RATE WILL INCREASE AN ADDITIONAL 2 CENTS EACH ON JANUARY 1, 2020; JANUARY 1, 2022; AND JANUARY 1, 2024.

329 OTHER INTERGOVERNMENTAL REV  
FY 2017-18 REVISED BUDGET REFLECTS THE COUNTY GAS TAX IS RECORDED IN A SEPARATE REVENUE ACCOUNT 561

560 COUNTY VEHICLE REGISTRATION FEES  
CITY'S PORTION OF THE NEW COUNTY VEHICLE REGISTRATION FEE THAT BECAME EFFECTIVE JULY 1 2018. THE REGISTRATION FEES ARE ALLOCATED ON A PER CAPITA BASIS. BEAVERTON'S PORTION OF THE PROPOSED REVENUE WAS PROVIDED BY WASHINGTON COUNTY.

561 COUNTY 1 CENT GAS TAX  
BEGINNING FY 2017-18 A NEW OBJECT CODE WAS ESTABLISHED TO ACCOUNT FOR COUNTY ONE (1) CENT GAS TAX

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  
REIMBURSEMENT FOR DAMAGES TO CITY PROPERTY

398 SRVS PROVIDED TO OTHER FUNDS  
REIMBURSEMENTS RECEIVED FROM OTHER FUNDS FOR PROVIDING IN-HOUSE CAPITAL PROJECT CONSTRUCTION SERVICES.

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ                                    | 2016 - ACTUAL                         |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018       | 2019 - RECOMD |     | 2019 ADOPTED |     |
|--|---------------------------------------|-----|---------------|-----|---------------|-----|------------|---------------|-----|--------------|-----|
|  | AMOUNT                                | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT    | AMOUNT        | FTE | AMOUNT       | FTE |
| 399                                    | REIMBURSEMENTS - OTHER                |     |               |     |               |     |            |               |     |              |     |
|  | 174,696                               |     | 82,266        |     | 45,600        |     | 45,600     | 45,600        |     | 45,600       |     |
| 756                                    | PERS RSRV DISTRIB-NON GAAP REV        |     |               |     |               |     |            |               |     |              |     |
|  | 39,762                                |     |               |     |               |     |            |               |     |              |     |
| 757                                    | MED/LIFE INS PREM REFUND DISTRIBUTION |     |               |     |               |     |            |               |     |              |     |
|  | 13,320                                |     | 7,327         |     | 7,326         |     | 4,821      |               |     |              |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES |                                       |     |               |     |               |     |            |               |     |              |     |
|  | 333,939                               |     | 165,917       |     | 111,726       |     | 109,321    | 125,600       |     | 125,600      |     |
| TOTAL PROGRAM: 0000 UNRESTRICTED       |                                       |     |               |     |               |     |            |               |     |              |     |
|  | 9,708,697                             |     | 10,537,513    |     | 11,263,155    |     | 11,260,750 | 12,705,426    |     | 12,705,426   |     |
| TOTAL DEPARTMENT: 03 REVENUE           |                                       |     |               |     |               |     |            |               |     |              |     |
|  | 9,708,697                             |     | 10,537,513    |     | 11,263,155    |     | 11,260,750 | 12,705,426    |     | 12,705,426   |     |

### BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 399 REIMBURSEMENTS - OTHER  
REIMBURSEMENTS ARE BASED UPON:  
TRAFFIC SIGNAL MAINTENANCE REIMBURSEMENT FROM ODOT  
TRAFFIC SIGNAL MAINTENANCE REIMBURSEMENT FROM WASHINGTON COUNTY  
FEE FOR NEW DEVELOPMENT TREES AT \$200 EACH (\$80 FOR TREE STOCK  
\$50 FOR PLANTING AND \$70 TO COVER MAINTENANCE OF TREES FOR TWO YEARS)  
FY 16-17 INCLUDES \$22,206 REIMBURSEMENT FROM THE CITY OF TIGARD FOR THE FINAL 1/2 COST OF  
RESURFACING SW BARROWS ROAD. THERE WERE SIMILAR PAYMENTS IN FY 15-16
- 756 PERS RSRV DISTRIB-NON GAAP REV  
RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS
- 757 MED/LIFE INS PREM REFUND DISTRIBUTION  
MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

| 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: 05 PERSONNEL SERVICES

|     |                              |      |         |      |         |      |         |         |      |         |      |  |
|-----|------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 051 | CITY ENGINEER                |      |         |      |         |      |         |         |      |         |      |  |
|     | 15,701                       | .33  | 38,901  | .33  | 41,767  | .33  | 41,768  | 43,861  | .33  | 43,861  | .33  |  |
| 084 | PROJECT ENGINEER 1           |      |         |      |         |      |         |         |      |         |      |  |
|     | 103,341                      | 1.10 | 104,982 | 1.30 | 123,068 | 1.30 | 120,408 | 124,613 | 1.30 | 215,130 | 2.30 |  |
| 099 | CITY TRANSPORTATION ENGINEER |      |         |      |         |      |         |         |      |         |      |  |
|     | 83,735                       | .70  | 85,314  | .70  | 86,928  | .70  | 86,927  | 89,094  | .70  | 89,094  | .70  |  |
| 124 | ENGINEERING CONST INSPECTOR  |      |         |      |         |      |         |         |      |         |      |  |
|     |                              |      |         | .20  | 12,204  | .20  | 12,464  | 13,411  | .20  | 13,411  | .20  |  |
| 276 | YOUTH ENHANCEMENT WORKFORCE  |      |         |      |         |      |         |         |      |         |      |  |
|     | 6,165                        |      | 9,396   |      | 15,000  |      | 15,000  | 15,000  |      | 15,000  |      |  |
| 299 | PAYROLL TAXES AND FRINGES    |      |         |      |         |      |         |         |      |         |      |  |
|     | 88,145                       |      | 103,548 |      | 132,303 |      | 122,581 | 137,586 |      | 193,953 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 297,087 | 2.13 | 342,141 | 2.53 | 411,270 | 2.53 | 399,148 | 423,565 | 2.53 | 570,449 | 3.53 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                 |  |       |  |       |  |       |       |  |       |  |  |
|-----|---------------------------------|--|-------|--|-------|--|-------|-------|--|-------|--|--|
| 303 | OFFICE FURNITURE & EQUIPMENT    |  |       |  |       |  |       |       |  |       |  |  |
|     |                                 |  |       |  |       |  |       |       |  | 2,500 |  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE    |  |       |  |       |  |       |       |  |       |  |  |
|     | 480                             |  | 517   |  | 750   |  | 750   | 900   |  | 900   |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES     |  |       |  |       |  |       |       |  |       |  |  |
|     | 192                             |  | 265   |  | 750   |  | 750   | 750   |  | 750   |  |  |
| 307 | MEMBERSHIP FEES                 |  |       |  |       |  |       |       |  |       |  |  |
|     | 3,945                           |  | 5,001 |  | 5,560 |  | 5,424 | 5,650 |  | 6,075 |  |  |
| 308 | PERIODICALS & SUBSCRIPTIONS     |  |       |  |       |  |       |       |  |       |  |  |
|     | 224                             |  | 445   |  | 500   |  | 500   | 500   |  | 500   |  |  |
| 316 | ADVERTISING, RECORDING & FILING |  |       |  |       |  |       |       |  |       |  |  |
|     | 415                             |  | 287   |  | 500   |  | 400   | 500   |  | 500   |  |  |
| 317 | COMPUTER EQUIPMENT              |  |       |  |       |  |       |       |  |       |  |  |
|     |                                 |  | 1,254 |  |       |  |       | 1,095 |  | 2,595 |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 051 CITY ENGINEER  
 CITY ENGINEER POSITION IS ALLOCATED 34% 502-72-0740, 33% 513-72-0740 AND 33% 101-72-073
  - 084 PROJECT ENGINEER 1  
 FY 16-17 REFLECTS NEW 1 FTE PROJECT ENGINEER 1 POSITION THAT IS ALLOCATED 20% 101-72-0735, 40% 501-72-0740, AND 40% 513-72-0740, APPROVED BY CITY COUNCIL 12/08/15.  
 FY 18-19 REFLECTS BUDGET AMENDMENT PKT #6 THAT ADDS A NEW 1 FTE PROJECT ENGINEER 1 POSITION TO MANAGE THE SIDEWALK IMPROVEMENT PROGRAM.
  - 099 CITY TRANSPORTATION ENGINEER  
 POSITION ALLOCATION IS 30% TIF/DT 114-72-0669 AND 70% STREET FUND 101-72-0735
  - 124 ENGINEERING CONST INSPECTOR  
 FY 16-17 REFLECTS NEW 1 FTE ENGINEERING CONSTRUCTION INSPECTOR THAT IS ALLOCATED 40% 501-72-0740, 40% 513-72-0740, 20% 101-72-0735
  - 276 YOUTH ENHANCEMENT WORKFORCE  
 STUDENTS TO ASSIST WITH TRAFFIC COUNTS.
  - 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
- 
- 303 OFFICE FURNITURE & EQUIPMENT  
 BUDGET AMENDMENT PKT #6 ADDS OFFICE FURN. & EQUIP. FOR NEW 1 FTE PROJ ENGINEER POSITION \$2,500
  - 304 DEPARTMENT EQUIPMENT EXPENSE  
 EQUIPMENT FOR TRAFFIC SURVEYS AND PRE-MARKING  
 ROAD TUBES AND ANCHORS  
 TRAFFIC COUNTERS REPAIR
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 PUBLIC NOTICE MATERIALS, DISPLAYS FOR PUBLIC MEETINGS AND OTHER GRAPHIC MATERIALS  
 SAFETY SUPPLIES FOR SUMMER INTERNS (GLASSES, GLOVES, VESTS, ETC)  
 MISC TOOLS AND SUPPLIES
  - 307 MEMBERSHIP FEES  
 LICENSE RENEWAL FOR 3 PROFESSIONAL ENGINEERS (\$200EA) \$600  
 INSTITUTE OF TRANSPORTATION ENGINEERS \$350  
 LEAGUE OF OREGON CITIES TRANSPORTATION PROGRAM \$4,600  
 ALLIANCE FOR COMMUNITY TRAFFIC SAFETY \$100  
 BUDGET AMENDMENT PKT #6 ADDS MEMBERSHIP FEES FOR NEW 1 FTE PROJ ENGINEER POSITION \$425
  - 308 PERIODICALS & SUBSCRIPTIONS  
 UPDATES FOR AMERICAN ASSOCIATION STATE HIGHWAY TRANSPORTATION OFFICIALS \$500
  - 316 ADVERTISING, RECORDING & FILING  
 TRAFFIC COMMISSION ADVERTISING, NOTICES, ETC. \$500
  - 317 COMPUTER EQUIPMENT  
 27 INCH UHD MONITORS (X3) \$1,095  
 BUDGET AMENDMENT PKT #6 ADDS COMPUTER EQUIPMENT FOR NEW 1 FTE PROJ ENGINEER POSITION \$1,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

| OBJ   | 2016 - ACTUAL                      |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|---|------------------------------------|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|   | AMOUNT                             | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 318   | COMPUTER SOFTWARE                  |      |               |      | 6,210         |      | 6,208   |               |      | 1,000        |      |
| 321   | TRAVEL, TRAINING & SUBSISTENCE     |      |               |      | 3,500         |      | 2,000   | 3,500         |      | 5,500        |      |
|   | 1,953                              |      | 1,498         |      |               |      |         |               |      |              |      |
| 328   | MEALS & RELATED EXPENSE            |      |               |      | 100           |      | 100     | 100           |      | 100          |      |
| 341   | COMMUNICATIONS EXPENSE             |      |               |      |               |      |         |               |      |              |      |
|   | 656                                |      | 1,649         |      |               |      |         |               |      |              |      |
| 361   | UNIFORMS & SPECIAL CLOTHING        |      |               |      | 600           |      | 525     | 700           |      | 700          |      |
| 511   | PROFESSIONAL SERVICES              |      | 600           |      | 22,000        |      | 20,000  | 10,000        |      | 10,000       |      |
| 523   | BOARDS & COMMISSIONS EXPENSES      |      | 114           |      | 200           |      | 100     | 200           |      | 200          |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES                |                                    |      |               |      |               |      |         |               |      |              |      |
|   | 7,865                              |      | 11,630        |      | 40,670        |      | 36,757  | 23,895        |      | 31,320       |      |
| CLASS: 25 TRANSFERS                                 |                                    |      |               |      |               |      |         |               |      |              |      |
| 816   | TRSFERS TO REPROGRAPHICS FUND      |      |               |      | 4,954         |      | 4,954   | 4,435         |      | 4,435        |      |
|   | 5,476                              |      | 4,138         |      |               |      |         |               |      |              |      |
| 817   | TRSFERS TO GARAGE FUND             |      |               |      | 5,921         |      | 5,921   | 6,378         |      | 6,378        |      |
|   | 4,393                              |      | 5,214         |      |               |      |         |               |      |              |      |
| 818   | TRSFERS TO ISD-ALLOCATED           |      |               |      | 85,128        |      | 85,128  | 94,495        |      | 94,495       |      |
|   | 75,423                             |      | 66,125        |      |               |      |         |               |      |              |      |
| 835   | TRSFER TO GF, BVTN BLDG OPERATIONS |      |               |      | 18,626        |      | 18,626  | 9,313         |      | 9,313        |      |
| 836   | TRSFER TO GF, BVTN BLDG DEBT SVC   |      |               |      | 24,782        |      | 24,782  | 9,367         |      | 9,367        |      |
| TOTAL CLASS: 25 TRANSFERS                           |                                    |      |               |      |               |      |         |               |      |              |      |
|   | 85,292                             |      | 75,477        |      | 139,411       |      | 139,411 | 123,988       |      | 123,988      |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES             |                                    |      |               |      |               |      |         |               |      |              |      |
| 996   | RESERVE - EQUIPMENT REPLACEMT      |      |               |      | 16,490        |      |         | 19,711        |      | 19,711       |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                                    |      |               |      |               |      |         |               |      |              |      |
|   |                                    |      |               |      | 16,490        |      |         | 19,711        |      | 19,711       |      |
| TOTAL PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT   |                                    |      |               |      |               |      |         |               |      |              |      |
|   | 390,244                            | 2.13 | 429,248       | 2.53 | 607,841       | 2.53 | 575,316 | 591,159       | 2.53 | 745,468      | 3.53 |
| TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING |                                    |      |               |      |               |      |         |               |      |              |      |
|   | 390,244                            | 2.13 | 429,248       | 2.53 | 607,841       | 2.53 | 575,316 | 591,159       | 2.53 | 745,468      | 3.53 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0735 TRAFFIC & TRANSPORTATION MGMT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 318 COMPUTER SOFTWARE  
 BUDGET AMENDMENT PKT #6 ADDS COMPUTER SOFTWARE FOR NEW 1 FTE PROJ ENGINEER POSITION \$1,000
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 TRAINING FEES AND TRAVEL RELATED TO TRAINING (2 PE, 1 TRANSPORTATION ENG) \$3,500  
 BUDGET AMENDMENT PKT #6 ADDS TRAVEL & TRAINING FOR NEW 1 FTE PROJ ENGINEER POSITION \$2,000
- 328 MEALS & RELATED EXPENSE  
 LOCAL ENGINEERING MEETINGS AND CONFERENCES; PARKING EXPENSES \$100
- 341 COMMUNICATIONS EXPENSE  
 FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
- 361 UNIFORMS & SPECIAL CLOTHING  
 4 - RAINGEAR, VESTS, HARDHATS, GLASSES, FOOTWEAR, AND SAFETY EQUIPMENT. \$600  
 2 - VESTS & SAFETY ITEMS FOR STUDENT INTERNS \$100  
 THIS EXPENSE WAS PREVIOUSLY ACCOUNTED FOR IN THE PUBLIC WORKS ADMIN FUND.
- 511 PROFESSIONAL SERVICES  
 TRAFFIC STUDIES, TRAFFIC DATA COLLECTION AND TRANSPORTATION PLANNING \$10,000
- 523 BOARDS & COMMISSIONS EXPENSES  
 REFRESHMENTS AND SUPPLIES FOR TRAFFIC COMMISSION MEETINGS AND EVENTS \$200

- 816 TRSFERS TO REPROGRAPHICS FUND  
 ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 817 TRSFERS TO GARAGE FUND  
 ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND
- 818 TRSFERS TO ISD-ALLOCATED  
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$77,295  
 SOFTWARE MAINTENANCE COSTS \$15,000  
 ENGINEERING SOFTWARE UPGRADES \$2,200
- 835 TRSFR TO GF, BVTN BLDG OPERATIONS  
 BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$9,313/YR.)
- 836 TRSFR TO GF, BVTN BLDG DEBT SVC  
 BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$12,391/YR.)

- 996 RESERVE - EQUIPMENT REPLACEMT  
 RESERVE FOR EQUIPMENT REPLACEMENT

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

| 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: 05 PERSONNEL SERVICES

|     |                                |      |         |      |         |      |         |         |      |         |      |  |
|-----|--------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 057 | PUBLIC WORKS SUPERVISOR        |      |         |      |         |      |         |         |      |         |      |  |
|     | 79,143                         | 1.00 | 41,867  | .50  |         |      |         |         |      |         |      |  |
| 112 | PUBLIC WORKS MANAGER 3         |      |         |      |         |      |         |         |      |         |      |  |
|     | 36,777                         | .33  | 37,315  | .33  | 26,290  | .34  | 29,018  | 31,928  | .34  | 31,928  | .34  |  |
| 170 | PUBLIC WORKS LEAD              |      |         |      |         |      |         |         |      |         |      |  |
|     |                                |      |         |      | 22,867  | .33  | 21,177  | 23,809  | .33  | 23,809  | .33  |  |
| 176 | PUBLIC WORKS EQUIPMNT OPERATOR |      |         |      |         |      |         |         |      |         |      |  |
|     | 60,602                         | 1.00 | 64,986  | 1.00 | 131,786 | 2.00 | 117,861 | 132,083 | 2.00 | 132,083 | 2.00 |  |
| 177 | PUBLIC WORKS TECHNICIAN        |      |         |      |         |      |         |         |      |         |      |  |
|     | 298,397                        | 6.00 | 266,342 | 5.00 | 228,640 | 4.00 | 187,443 | 215,058 | 4.00 | 215,058 | 4.00 |  |
| 188 | INVENTORY CONTROL TECHNICIAN   |      |         |      |         |      |         |         |      |         |      |  |
|     | 7,519                          | .15  | 8,252   | .15  | 8,873   | .15  | 9,400   |         |      |         |      |  |
| 215 | UTILITY WORKER                 |      |         |      |         |      |         |         |      |         |      |  |
|     | 49,037                         | 1.00 | 65,161  | 1.00 |         |      | 40,873  |         |      |         |      |  |
| 274 | SEASONAL WORKFORCE             |      |         |      |         |      |         |         |      |         |      |  |
|     | 37,128                         |      | 28,569  |      | 60,000  |      | 60,000  | 60,000  |      | 60,000  |      |  |
| 299 | PAYROLL TAXES AND FRINGES      |      |         |      |         |      |         |         |      |         |      |  |
|     | 305,109                        |      | 294,473 |      | 257,166 |      | 266,321 | 278,001 |      | 278,001 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |  |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
|  | 873,712 | 9.48 | 806,965 | 7.98 | 735,622 | 6.82 | 732,093 | 740,879 | 6.67 | 740,879 | 6.67 |  |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|--|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |       |  |       |       |  |       |  |  |
|-----|--------------------------------|--|-------|--|-------|--|-------|-------|--|-------|--|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |  |       |  |       |  |       |       |  |       |  |  |
|     | 3,045                          |  | 3,960 |  | 9,500 |  | 9,500 | 8,600 |  | 8,600 |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |       |  |       |  |       |       |  |       |  |  |
|     | 9,133                          |  | 8,766 |  | 8,000 |  | 8,000 | 8,000 |  | 8,000 |  |  |
| 317 | COMPUTER EQUIPMENT             |  |       |  |       |  |       |       |  |       |  |  |
|     |                                |  |       |  | 1,977 |  | 1,963 |       |  |       |  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |       |  |       |  |       |       |  |       |  |  |
|     | 3,393                          |  | 2,916 |  | 4,950 |  | 4,950 | 5,200 |  | 5,200 |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 057 PUBLIC WORKS SUPERVISOR  
 FY 16-17 REFLECTS REALLOCATION OF THE PUBLIC WORKS SUPERVISOR POSITION FROM 100% IN 101-85-0732 TO 50% 101-85-0732 / 25% 502-85-0757 / 25% 513-85-0739
- 112 PUBLIC WORKS MANAGER 3  
 POSITION FUNDED 34% STREET FUND, 33% STORM DRAIN FUND, AND 33% SEWER FUND.  
 FY 17-18 FTE REFLECTS INCREASE DUE TO POSITION REALLOCATION DUE TO REORGANIZATION.
- 170 PUBLIC WORKS LEAD  
 FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE PW EQUIPMENT OPERATOR TO 1 FTE PW LEAD THAT IS ALLOCATED 33/34/33 IN STREET / SEWER / STORM FUNDS DUE TO REORGANIZATION.
- 176 PUBLIC WORKS EQUIPMNT OPERATOR  
 FY 17-18 REFLECTS 1 FTE PW TECH RECLASSIFIED TO EQUIPMENT OPERATOR DUE TO REORGANIZATION
- 177 PUBLIC WORKS TECHNICIAN  
 FY 16-17 REFLECTS 1.0 FTE REDUCTION AS POSITION IS NO LONGER NEEDED.  
 FY 17-18 REFLECTS 1 FTE PW TECH RECLASSIFIED TO EQUIPMENT OPERATOR IN THE STREET FUND DUE TO REORGANIZATION.
- 188 INVENTORY CONTROL TECHNICIAN  
 FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN THE GARAGE FUND.
- 215 UTILITY WORKER  
 FY 17-18 REFLECTS ELIMINATION OF VACANT 1 FTE UTILITY WORKER DUE TO REORGANIZATION
- 274 SEASONAL WORKFORCE  
 SEASONAL HELP NEEDED FOR CRACK SEALING AND PAVING PREPARATION AND CLEANUP.
- 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

- 304 DEPARTMENT EQUIPMENT EXPENSE  
 BOBCAT SKID STEER 6-509 COMBINATION BUCKET ATTACHEMENT \$5,000  
 HEATED HOSE FOR CIMLINE 230 CRACK SEALER 27-502 \$3,600
- 305 SPECIAL DEPARTMENT SUPPLIES  
 CONES, SIGNS, STANDS, PAINT \$1,500  
 RAKES, SHOVELS, CONCRETE TOOLS & MISC PAVING SUPPLIES \$1,500  
 CONCRETE/ASPHALT SAW BLADES \$1,200  
 SIDEWALK GRINDER REPLACEMENT TEETH \$800  
 LUMBER, STAKES, PLASTIC & TARPS \$1,500  
 OTHER SUPPLIES \$1,500
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATIONS REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 3 - APWA - CONFERENCE REDMOND 3 NIGHT STAY (REGISTRATION \$750 & T&S \$1,200) \$1,950  
 5 - NW PAVEMENT MGMT ASSOC REGISTRATION REGISTRATION \$1,000  
 3 - APWA - CONFERENCE NEWPORT REGISTRATION (\$750 & T&S \$1,500) \$2,250

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

| OBJ                                  | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018      | 2019 - RECOMD |     | 2019 ADOPTED |     |
|--------------------------------------|--------------------------------|-----|---------------|-----|---------------|-----|-----------|---------------|-----|--------------|-----|
|                                      | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT   | AMOUNT        | FTE | AMOUNT       | FTE |
| 328                                  | MEALS & RELATED EXPENSE        |     |               |     |               |     |           |               |     |              |     |
|                                      | 22                             |     | 181           |     |               |     |           |               |     |              |     |
| 335                                  | PEDESTRIAN PATH MAINTENANCE    |     |               |     |               |     |           |               |     |              |     |
|                                      | 9,518                          |     | 7             |     | 65,800        |     | 65,800    | 60,000        |     | 60,000       |     |
| 361                                  | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |           |               |     |              |     |
|                                      | 3,946                          |     | 5,151         |     | 5,200         |     | 5,200     | 5,200         |     | 5,200        |     |
| 371                                  | EQUIPMENT OPER & MAINT EXPENSE |     |               |     |               |     |           |               |     |              |     |
|                                      |                                |     |               |     | 44,920        |     |           |               |     |              |     |
| 422                                  | STREET RECONSTRUCTION EXPENSE  |     |               |     |               |     |           |               |     |              |     |
|                                      | 985,789                        |     | 1,429,273     |     | 1,828,850     |     | 1,828,850 | 2,700,000     |     | 2,700,000    |     |
| 425                                  | DUMPING EXPENSES               |     |               |     |               |     |           |               |     |              |     |
|                                      | 1,608                          |     | 13,143        |     | 5,000         |     | 5,000     | 6,000         |     | 6,000        |     |
| 426                                  | UNIMPROVED (STREET MATERIALS)  |     |               |     |               |     |           |               |     |              |     |
|                                      |                                |     | 702           |     | 1,500         |     | 1,500     | 1,500         |     | 1,500        |     |
| 427                                  | IMPROVED (STREET MATERIALS)    |     |               |     |               |     |           |               |     |              |     |
|                                      | 131,442                        |     | 222,362       |     | 200,000       |     | 200,000   | 200,000       |     | 200,000      |     |
| 430                                  | BRIDGE MAINTENANCE             |     |               |     |               |     |           |               |     |              |     |
|                                      | 9,378                          |     | 9,962         |     | 10,000        |     | 10,000    | 10,000        |     | 10,000       |     |
| 461                                  | SPECIAL EXPENSE                |     |               |     |               |     |           |               |     |              |     |
|                                      | 265                            |     | 271           |     | 240           |     | 240       | 300           |     | 300          |     |
| 511                                  | PROFESSIONAL SERVICES          |     |               |     |               |     |           |               |     |              |     |
|                                      | 28,169                         |     | 52,010        |     | 78,091        |     | 78,000    | 41,000        |     | 41,000       |     |
| 551                                  | RENTS AND LEASES               |     |               |     |               |     |           |               |     |              |     |
|                                      | 5,200                          |     | 4,891         |     | 5,000         |     | 5,000     | 6,500         |     | 6,500        |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                |     |               |     |               |     |           |               |     |              |     |
|                                      | 1,190,908                      |     | 1,753,595     |     | 2,269,028     |     | 2,224,003 | 3,052,300     |     | 3,052,300    |     |
| CLASS: 15 CAPITAL OUTLAY             |                                |     |               |     |               |     |           |               |     |              |     |
| 641                                  | VEHICLES                       |     |               |     |               |     |           |               |     |              |     |
|                                      | 70,691                         |     | 48,765        |     | 75,000        |     | 75,000    |               |     |              |     |
| 671                                  | EQUIPMENT                      |     |               |     |               |     |           |               |     |              |     |
|                                      |                                |     |               |     | 94,000        |     | 94,000    | 8,500         |     | 8,500        |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |                                |     |               |     |               |     |           |               |     |              |     |
|                                      | 70,691                         |     | 48,765        |     | 169,000       |     | 169,000   | 8,500         |     | 8,500        |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 328 | MEALS & RELATED EXPENSE<br>FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND   |  |
| 335 | PEDESTRIAN PATH MAINTENANCE<br>PATH FENCING, ASPHALT REPAIRS AND OVERLAYS; TRAILS HITEON CK, BUCKSKIN, SNOWSHOE, HALL \$50,000<br>SLURRY SEAL, ASPHALT AND CONCRETE MATERIALS FOR SURFACE MAINTENANCE \$10,000   |  |
| 361 | UNIFORMS & SPECIAL CLOTHING<br>8 EMPLOYEES AT \$650 EACH \$5,200<br>RAIN GEAR, SAFETY GLASSES, GLOVES AND BOOTS  |  |
| 371 | EQUIPMENT OPER & MAINT EXPENSE<br>NO APPROPRIATION REQUESTED   |  |
| 422 | STREET RECONSTRUCTION EXPENSE<br>CIP OVERLAY LIST FY 18-19 TO KEEP UP WITH STREET RESTORATION NEEDS:<br>GENERAL OVERLAYS FOR FY 2018-19 \$1,200,000<br>OVERLAY FOR MENLO DRIVE \$250,000<br>CONCRETE STREET REPAIRS \$50,000<br>RETROFIT ADA RAMPES FOR COMPLIANCE; FY 18/19 (200 @ APPROX. \$6000 EA) \$1,200,000 |  |
| 425 | DUMPING EXPENSES<br>LANDFILL DEBRIS DISPOSAL \$6,000   |  |
| 426 | UNIMPROVED (STREET MATERIALS)<br>MATERIALS NEEDED FOR MAINTENANCE AND REPAIR OF UNIMPROVED STREETS<br>(ASPHALT PRODUCTS & ROCK)  |  |
| 427 | IMPROVED (STREET MATERIALS)<br>MATERIALS NEEDED FOR MAINTENANCE OF IMPROVED STREETS \$200,000<br>INLAYS FOR OVERLAY PREPARATION (BASED ON \$1.2 MILLION IN 422)<br>CRACK SEALING   |  |
| 430 | BRIDGE MAINTENANCE<br>BRIDGE MAINTENANCE: CONCRETE, ROCK, WOOD, PAINT, AND RELATED MATERIALS \$10,000<br>(7 BOX CULVERTS & 16 BRIDGES)   |  |
| 461 | SPECIAL EXPENSE<br>COMMERCIAL DRIVERS LICENSES AND RENEWAL \$300   |  |
| 511 | PROFESSIONAL SERVICES<br>PAVER REPAIRS AND OVERHAUL - MOVED TO GARAGE BUDGET<br>BRIDGE AND PATH INSPECTIONS \$14,000<br>MISCELLANEOUS WORK, I.E. PORTABLE RESTROOM SERVICING, COVERALL CLEANING \$2,000<br>CONTRACTED BRIDGE MAINTENANCE WORK IDENTIFIED IN THE INSPECTIONS \$25,000                               |  |
| 551 | RENTS AND LEASES<br>MISCELLANEOUS EQUIPMENT RENTAL \$1,500<br>ARCTIC DRIVE STORAGE LOT LEASE \$5,000   |  |
| 641 | VEHICLES<br>NO APPROPRIATION REQUESTED   |  |
| 671 | EQUIPMENT<br>REPLACEMENT OF 5-400, A 1979 EQUIPMENT TRAILER \$8,500<br>(COST INCLUDES TRAILER AND LICENSING). \$8,500.00   |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

| 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: 25 TRANSFERS

|     |   |  |         |  |           |  |           |           |  |           |  |
|-----|---|--|---------|--|-----------|--|-----------|-----------|--|-----------|--|
| 801 | TRSFR TO GENERAL FD - OVERHEAD            |  |         |  |           |  |           |           |  |           |  |
|     | 321,790                                   |  | 358,060 |  | 345,899   |  | 345,899   | 333,549   |  | 333,549   |  |
| 802 | TRSFR TO GENERAL FD-ACCOUNTING            |  |         |  |           |  |           |           |  |           |  |
|     | 7,500                                     |  | 7,500   |  | 7,500     |  | 7,500     |           |  |           |  |
| 803 | TRSFR TO GENERAL FD-LANDSCAPE             |  |         |  |           |  |           |           |  |           |  |
|     | 852,414                                   |  | 929,360 |  | 1,074,880 |  | 1,074,880 | 1,121,160 |  | 1,121,160 |  |
| 804 | TRSFR - OPERATIONS ADMIN                  |  |         |  |           |  |           |           |  |           |  |
|     | 217,238                                   |  | 251,953 |  | 255,059   |  | 259,560   | 248,360   |  | 248,360   |  |
| 805 | TRSFR TO G/F BLDG MAINT                   |  |         |  |           |  |           |           |  |           |  |
|     | 13,821                                    |  | 13,144  |  | 15,484    |  | 15,484    | 11,704    |  | 11,704    |  |
| 808 | TRSFERS TO GIS PGRM (TO ISD FUND 2018-19) |  |         |  |           |  |           |           |  |           |  |
|     | 49,770                                    |  | 60,837  |  | 15,189    |  | 15,189    | 16,469    |  | 16,469    |  |
| 814 | TRSFERS TO CAPITAL PROJ. FUND             |  |         |  |           |  |           |           |  |           |  |
|     | 320,771                                   |  | 121,479 |  | 895,264   |  | 201,150   | 933,240   |  | 933,240   |  |

|     |                              |  |         |  |         |  |         |         |  |         |  |
|-----|------------------------------|--|---------|--|---------|--|---------|---------|--|---------|--|
| 815 | TRSFERS TO CAPITAL DEV. FUND |  |         |  |         |  |         |         |  |         |  |
|     | 35,783                       |  | 163,758 |  | 512,750 |  | 248,250 | 115,000 |  | 115,000 |  |

|     |                        |  |         |  |         |  |         |         |  |         |  |
|-----|------------------------|--|---------|--|---------|--|---------|---------|--|---------|--|
| 817 | TRSFERS TO GARAGE FUND |  |         |  |         |  |         |         |  |         |  |
|     | 152,310                |  | 159,924 |  | 172,570 |  | 172,570 | 196,579 |  | 196,579 |  |

|     |                           |  |         |  |         |  |         |         |  |         |  |
|-----|---------------------------|--|---------|--|---------|--|---------|---------|--|---------|--|
| 819 | TRSFERS TO INSURANCE FUND |  |         |  |         |  |         |         |  |         |  |
|     | 102,180                   |  | 132,834 |  | 152,760 |  | 152,760 | 152,760 |  | 152,760 |  |

TOTAL CLASS: 25 TRANSFERS

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 2,073,577 |  | 2,198,849 |  | 3,447,355 |  | 2,493,242 | 3,128,821 |  | 3,128,821 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|     |                          |  |  |  |           |  |  |           |  |           |  |
|-----|--------------------------|--|--|--|-----------|--|--|-----------|--|-----------|--|
| 991 | CONTINGENCY - UNRESERVED |  |  |  |           |  |  |           |  |           |  |
|     |                          |  |  |  | 1,086,041 |  |  | 2,171,893 |  | 2,017,584 |  |

|     |                               |  |  |  |         |  |  |           |  |           |  |
|-----|-------------------------------|--|--|--|---------|--|--|-----------|--|-----------|--|
| 996 | RESERVE - EQUIPMENT REPLACEMT |  |  |  |         |  |  |           |  |           |  |
|     |                               |  |  |  | 921,102 |  |  | 1,030,101 |  | 1,030,101 |  |

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |           |  |  |           |  |           |  |
|--|--|--|--|--|-----------|--|--|-----------|--|-----------|--|
|  |  |  |  |  | 2,007,143 |  |  | 3,201,994 |  | 3,047,685 |  |
|--|--|--|--|--|-----------|--|--|-----------|--|-----------|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0732 STREET MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 801 TRSFRR TO GENERAL FD - OVERHEAD  
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND.  
 IN PRIOR YEARS, OVERHEAD WAS CHARGED AT 50% OF ACTUAL.
- 802 TRSFRR TO GENERAL FD-ACCOUNTING  
 ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND. BEGINNING IN  
 FY 2018-19 THIS ALLOCATION WAS INCLUDED IN THE GENERAL OVERHEAD ALLOCATION IN ACCOUNT 801
- 803 TRSFRR TO GENERAL FD-LANDSCAPE  
 ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND FOR  
 MAINTAINING LANDSCAPES IN THE STREET RIGHT OF WAYS.
- 804 TRSFRR - OPERATIONS ADMIN  
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND
- 805 TRSFRR TO G/F BLDG MAINT  
 ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND
- 808 TRSFRRS TO GIS PGRM (TO ISD FUND 2018-19)  
 ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES
- 814 TRSFRRS TO CAPITAL PROJ. FUND  
 FY 2017-18 PROJECTS:  
 3106 MENLO DR SIDEWALKS BUD 431,264/EST \$100,650  
 3189 TRAFFIC CALMING PROJECTS BUDGETED - \$40,000; ESTIMATED \$40,000  
 3410 SHARED USE PATH ALONG DENNY RD BUDGETED - \$256,000; ESTIMATED - \$7,500  
 3411 CEDAR HILLS BLVD BRIDGE PILE REPAIR BUDGETED - \$70,000; ESTIMATED - \$50,000  
 3412 BH HWY FIBER CONNECTION BUDGETED - \$53,00; ESTIMATED - \$53,000  
 3413 HALL BLVD FIBER CONNECTION BUDGETED - \$45,000; ESTIMATED - \$0  
 FY 2018-19 PROJECTS:  
 3106 MENLO DR SIDEWALKS \$438,240  
 3189 TRAFFIC CALMING PROJECTS \$40,000  
 3410 SHARED USE PATH ALONG DENNY RD \$260,000  
 3411 CEDAR HILLS BLVD BRIDGE PILE REPAIR \$150,000  
 3413 HALL BLVD FIBER CONNECTION \$45,000
- 815 TRSFRRS TO CAPITAL DEV. FUND  
 FY 2017-18 PROJECTS  
 3518 CANYON RD ALTERNATE BIKE NETWORK BUDGETED - \$188,500; ESTIMATED - \$171,750  
 3519 CANYON RD INTERSECTION IMPROVEMENTS BUDGETED - \$324,250; ESTIMATED - \$76,500  
 FY 2018-19 PROJECTS  
 3519 CANYON RD INTERSECTION IMPROVEMENTS \$115,000
- 817 TRSFRRS TO GARAGE FUND  
 ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE).
- 819 TRSFRRS TO INSURANCE FUND  
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE

991 CONTINGENCY - UNRESERVED  
 STREET FUND CONTINGENCY

996 RESERVE - EQUIPMENT REPLACEMT  
 RESERVE FOR STREET FUND VEHICLES

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - 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 |

TOTAL PROGRAM: 0732 STREET MAINTENANCE

|  |           |      |           |      |           |      |           |            |      |           |      |
|--|-----------|------|-----------|------|-----------|------|-----------|------------|------|-----------|------|
|  | 4,208,888 | 9.48 | 4,808,174 | 7.98 | 8,628,148 | 6.82 | 5,618,338 | 10,132,494 | 6.67 | 9,978,185 | 6.67 |
|--|-----------|------|-----------|------|-----------|------|-----------|------------|------|-----------|------|

City of Beaverton - Finance  
Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |



**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

| 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: 05 PERSONNEL SERVICES

|     |                              |      |         |      |         |      |         |         |      |         |      |
|-----|------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 112 | PUBLIC WORKS MANAGER 3       |      |         |      |         |      |         |         |      |         |      |
|     | 31,642                       | .30  | 32,807  | .30  | 33,406  | .30  | 33,404  | 35,555  | .30  | 35,555  | .30  |
| 126 | TRAFFIC SIGNAL MAINT TECH    |      |         |      |         |      |         |         |      |         |      |
|     | 97,363                       | 1.50 | 105,445 | 1.50 | 105,138 | 1.50 | 101,334 | 103,630 | 1.50 | 103,630 | 1.50 |
| 132 | SIGN AND MARKING LEAD        |      |         |      |         |      |         |         |      |         |      |
|     | 70,109                       | 1.00 | 73,702  | 1.00 | 71,662  | 1.00 | 74,128  | 76,820  | 1.00 | 76,820  | 1.00 |
| 188 | INVENTORY CONTROL TECHNICIAN |      |         |      |         |      |         |         |      |         |      |
|     | 5,013                        | .10  | 5,502   | .10  | 5,922   | .10  | 6,269   |         |      |         |      |
| 211 | TRAFFIC SIGNAL MAINT LEAD    |      |         |      |         |      |         |         |      |         |      |
|     | 46,164                       | .50  | 46,397  | .50  | 43,136  | .50  | 44,367  | 44,419  | .50  | 44,419  | .50  |
| 215 | UTILITY WORKER               |      |         |      |         |      |         |         |      |         |      |
|     | 40,086                       | 1.00 | 34,400  | 1.00 | 44,440  | 1.00 | 37,413  | 40,951  | 1.00 | 40,951  | 1.00 |
| 216 | SUPERVISING ELECTRICIAN      |      |         |      |         |      |         |         |      |         |      |
|     | 79,181                       | 1.00 | 82,777  | 1.00 | 86,277  | 1.00 | 45,214  | 85,631  | 1.00 | 85,631  | 1.00 |
| 246 | SIGN AND MARKING TECH 2      |      |         |      |         |      |         |         |      |         |      |
|     | 56,518                       | 1.00 | 61,111  | 1.00 | 61,719  | 1.00 | 61,663  | 64,873  | 1.00 | 64,873  | 1.00 |
| 274 | SEASONAL WORKFORCE           |      |         |      |         |      |         |         |      |         |      |
|     | 10,179                       |      | 31,023  |      | 44,000  |      | 32,013  | 48,000  |      | 48,000  |      |
| 275 | TEMPORARY EMPLOYEES          |      |         |      |         |      |         |         |      |         |      |
|     |                              |      | 2,662   |      |         |      |         |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES    |      |         |      |         |      |         |         |      |         |      |
|     | 261,357                      |      | 282,764 |      | 302,237 |      | 250,888 | 300,511 |      | 300,511 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 697,612 | 6.40 | 758,590 | 6.40 | 797,937 | 6.40 | 686,693 | 800,390 | 6.30 | 800,390 | 6.30 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |       |  |       |  |       |       |  |       |  |
|-----|------------------------------|--|-------|--|-------|--|-------|-------|--|-------|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |       |  |       |  |       |       |  |       |  |
|     | 2,651                        |  | 6,655 |  | 6,000 |  | 4,000 | 5,000 |  | 5,000 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |       |  |       |  |       |       |  |       |  |
|     | 2,884                        |  | 2,877 |  | 3,000 |  | 3,000 | 3,000 |  | 3,000 |  |
| 307 | MEMBERSHIP FEES              |  |       |  |       |  |       |       |  |       |  |
|     |                              |  | 100   |  | 500   |  | 400   | 500   |  | 500   |  |
| 308 | PERIODICALS & SUBSCRIPTIONS  |  |       |  |       |  |       |       |  |       |  |
|     |                              |  |       |  | 300   |  | 200   | 300   |  | 300   |  |
| 317 | COMPUTER EQUIPMENT           |  |       |  |       |  |       |       |  |       |  |
|     |                              |  |       |  | 1,550 |  | 1,456 |       |  |       |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 112 PUBLIC WORKS MANAGER 3  
 POSITION ALLOCATION TO 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND.
- 126 TRAFFIC SIGNAL MAINT TECH
- 132 SIGN AND MARKING LEAD
- 188 INVENTORY CONTROL TECHNICIAN  
 FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM  
 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN  
 THE GARAGE FUND.
- 211 TRAFFIC SIGNAL MAINT LEAD
- 215 UTILITY WORKER
- 216 SUPERVISING ELECTRICIAN
- 246 SIGN AND MARKING TECH 2
- 274 SEASONAL WORKFORCE  
 SEASONAL HELP NEEDED TO ASSIST WITH PAVEMENT MARKING MAINTENANCE
- 275 TEMPORARY EMPLOYEES  
 NO APPROPRIATION 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
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 REPLACEMENT/NEW POWER TOOLS ASSOCIATED WITH TRAFFIC SIGNAL AND SIGN MAINTENANCE
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MISCELLANEOUS SMALL TOOLS AND SUPPLIES ASSOCIATED WITH TRAFFIC SIGNAL AND SIGN MAINTENANCE
- 307 MEMBERSHIP FEES  
 INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION (IMSA) MEMBERSHIP RENEWALS AND ELECTRICAL  
 LICENSE RENEWALS
- 308 PERIODICALS & SUBSCRIPTIONS  
 ELECTRICAL CODE BOOKS AND REFERENCE MANUALS
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATIONS REQUESTED

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

| OBJ                                  | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|--------------------------------------|--------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|                                      | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 321                                  | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |         |               |     |              |     |
|                                      | 535                            |     |               |     | 2,500         |     | 500     | 2,500         |     | 2,500        |     |
| 328                                  | MEALS & RELATED EXPENSE        |     |               |     |               |     |         |               |     |              |     |
|                                      | 23                             |     | 191           |     | 200           |     | 200     | 200           |     | 200          |     |
| 341                                  | COMMUNICATIONS EXPENSE         |     |               |     |               |     |         |               |     |              |     |
|                                      | 4,910                          |     | 5,945         |     | 6,000         |     | 6,000   | 6,500         |     | 6,500        |     |
| 351                                  | UTILITIES EXPENSE              |     |               |     |               |     |         |               |     |              |     |
|                                      | 67,888                         |     | 67,976        |     | 73,000        |     | 73,000  | 75,000        |     | 75,000       |     |
| 361                                  | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |         |               |     |              |     |
|                                      | 7,744                          |     | 6,048         |     | 8,000         |     | 6,750   | 7,500         |     | 7,500        |     |
| 401                                  | CITY TRAFFIC SIGNAL MAINT      |     |               |     |               |     |         |               |     |              |     |
|                                      | 89,038                         |     | 70,783        |     | 93,863        |     | 92,000  | 95,000        |     | 95,000       |     |
| 403                                  | NEW DEVICE INSTALLATION        |     |               |     |               |     |         |               |     |              |     |
|                                      | 17,410                         |     | 26,235        |     | 20,000        |     | 15,000  | 20,000        |     | 20,000       |     |
| 404                                  | TRAFFIC MARKINGS (STREET)      |     |               |     |               |     |         |               |     |              |     |
|                                      | 22,893                         |     | 36,050        |     | 50,000        |     | 50,000  | 50,000        |     | 50,000       |     |
| 405                                  | TRAFFIC SIGNS                  |     |               |     |               |     |         |               |     |              |     |
|                                      | 19,684                         |     | 20,280        |     | 22,000        |     | 22,000  | 25,000        |     | 25,000       |     |
| 461                                  | SPECIAL EXPENSE                |     |               |     |               |     |         |               |     |              |     |
|                                      |                                |     |               |     | 100           |     | 100     | 100           |     | 100          |     |
| 511                                  | PROFESSIONAL SERVICES          |     |               |     |               |     |         |               |     |              |     |
|                                      | 33,851                         |     | 30,914        |     | 45,000        |     | 45,000  | 25,000        |     | 25,000       |     |
| 551                                  | RENTS AND LEASES               |     |               |     |               |     |         |               |     |              |     |
|                                      | 597                            |     | 616           |     | 3,450         |     | 3,450   | 2,000         |     | 2,000        |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                |     |               |     |               |     |         |               |     |              |     |
|                                      | 270,108                        |     | 274,670       |     | 335,463       |     | 323,056 | 317,600       |     | 317,600      |     |
| CLASS: 15 CAPITAL OUTLAY             |                                |     |               |     |               |     |         |               |     |              |     |
| 641                                  | VEHICLES                       |     |               |     |               |     |         |               |     |              |     |
|                                      |                                |     | 56,672        |     | 180,000       |     | 172,000 | 48,650        |     | 48,650       |     |
| 671                                  | EQUIPMENT                      |     |               |     |               |     |         |               |     |              |     |
|                                      | 11,880                         |     | 20,686        |     |               |     |         | 18,500        |     | 18,500       |     |
| 681                                  | IMPROVEMENTS                   |     |               |     |               |     |         |               |     |              |     |
|                                      |                                |     |               |     | 190,000       |     | 190,000 | 220,000       |     | 220,000      |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |                                |     |               |     |               |     |         |               |     |              |     |
|                                      | 11,880                         |     | 77,358        |     | 370,000       |     | 362,000 | 287,150       |     | 287,150      |     |
| CLASS: 25 TRANSFERS                  |                                |     |               |     |               |     |         |               |     |              |     |
| 817                                  | TRSFERS TO GARAGE FUND         |     |               |     |               |     |         |               |     |              |     |
|                                      |                                |     | 36,477        |     | 19,178        |     | 19,178  | 44,247        |     | 44,247       |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>TRAINING ASSOCIATED WITH FIBER OPTICS, TRAFFIC SIGNALS, MUTCD, O.D.O.T. TRAFFIC SIGNALS ELECTRICAL CODE CLASSES.   |  |
| 328 | MEALS & RELATED EXPENSE<br>MEALS ASSOCIATED WITH OVERTIME WORK AND AFTER HOURS CALL OUTS PER UNION CONTRACT. CREW MEETINGS   |  |
| 341 | COMMUNICATIONS EXPENSE<br>PAGER AND TELEPHONE CONNECTION CHARGES TO SIGNALIZED INTERSECTIONS   |  |
| 351 | UTILITIES EXPENSE<br>ENERGY COSTS ASSOCIATED WITH TRAFFIC SIGNAL DEVICES   |  |
| 361 | UNIFORMS & SPECIAL CLOTHING<br>RAINGEAR, CLOTHING, FOOTWEAR AND SAFETY EQUIPMENT PER UNION CONTRACT.   |  |
| 401 | CITY TRAFFIC SIGNAL MAINT<br>MISCELLANEOUS TRAFFIC SIGNAL CONTROLLERS, LIGHTS AND VIDEO DETECTION EQUIPMENT REPLACEMENTS AND UPGRADES, FLASHING BEACONS AT INTERSECTIONS AND SCHOOL ZONES                      |  |
| 403 | NEW DEVICE INSTALLATION<br>TRAFFIC SIGN/STRIPING INSTALLATION REQUESTED THROUGH THE TRAFFIC COMMISSION INCLUDING RECTANGULAR RAPID FLASHING BEACONS  |  |
| 404 | TRAFFIC MARKINGS (STREET)<br>PAINT, THERMOPLASTIC AND RAISED PAVEMENT MARKERS FOR MAINTENANCE  |  |
| 405 | TRAFFIC SIGNS<br>SIGN BLANKS, POSTS AND SIGN HARDWARE FOR MAINTENANCE OF EXISTING DEVICES  |  |
| 461 | SPECIAL EXPENSE<br>COMMERCIAL DRIVERS LICENSE RENEWAL  |  |
| 511 | PROFESSIONAL SERVICES<br>CONTRACT STRIPING; MISCELLANEOUS CONTRACT ELECTRICAL; ONE CALL FEES; MAINTENANCE FEES ASSOCIATED WITH TRANSUIT TRAFFIC SOFTWARE AND SYDNEY CONTROL AUTOMATED TRAFFIC SOFTWARE (SCATS) |  |
| 551 | RENTS AND LEASES<br>EQUIPMENT RENTAL ASSOCIATED WITH TRAFFIC SIGNAL MAINTENANCE, ARCTIC STORAGE LOT LEASE ARCTIC DRIVE STORAGE LOT LEASE   |  |

|     |  |  |
|-----|--|--|
| 641 | VEHICLES<br>1 NEW ADDITIONAL F350 PICKUP CREW CAB VEHICLE WITH SAFETY EQUIPMENT \$48,650 CAPABLE OF TRAILER TOWING         |  |
| 671 | EQUIPMENT<br>REPLACEMENT OF ONE TRAFFIC MARKINGS GRINDER \$9,000<br>REPLACEMENT OF ONE TRAFFIC MARKINGS APPLICATOR \$9,500 |  |
| 681 | IMPROVEMENTS<br>INSTALLATION OF PEDESTRIAN CROSSING SIGNAL AND OPTIC FIBER ON HALL ST                                      |  |

|     |                        |  |
|-----|------------------------|--|
| 817 | TRSFERS TO GARAGE FUND |  |
|-----|------------------------|--|

### BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

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

TOTAL CLASS: 25 TRANSFERS

|  |  |  |        |  |        |  |        |        |  |        |  |
|--|--|--|--------|--|--------|--|--------|--------|--|--------|--|
|  |  |  | 36,477 |  | 19,178 |  | 19,178 | 44,247 |  | 44,247 |  |
|--|--|--|--------|--|--------|--|--------|--------|--|--------|--|

TOTAL PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

|  |         |      |           |      |           |      |           |           |      |           |      |
|--|---------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|
|  | 979,600 | 6.40 | 1,147,095 | 6.40 | 1,522,578 | 6.40 | 1,390,927 | 1,449,387 | 6.30 | 1,449,387 | 6.30 |
|--|---------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|

### BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0733 TRAFFIC CONTROL & MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |



**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0775 URBAN FORESTRY

| 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: 05 PERSONNEL SERVICES

|     |                                |      |         |      |         |      |         |         |      |         |      |  |
|-----|--------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 063 | PUBLIC WORKS SUPRVISR-ARBORIST |      |         |      |         |      |         |         |      |         |      |  |
|     | 22,663                         | .30  | 23,227  | .30  | 25,549  | .30  | 27,712  | 22,296  | .30  | 22,296  | .30  |  |
| 112 | PUBLIC WORKS MANAGER 3         |      |         |      |         |      |         |         |      |         |      |  |
|     | 11,030                         | .10  | 10,935  | .10  | 11,133  | .10  | 11,135  | 11,855  | .10  | 11,855  | .10  |  |
| 164 | ARBORIST TECHNICIAN            |      |         |      |         |      |         |         |      |         |      |  |
|     | 52,554                         | 1.00 | 109,518 | 2.00 | 114,516 | 2.00 | 109,392 | 117,579 | 2.00 | 117,579 | 2.00 |  |
| 166 | LANDSCAPE TECHNICIAN           |      |         |      |         |      |         |         |      |         |      |  |
|     | 46,259                         | 1.00 | 41,435  | 1.00 | 54,234  | 1.00 | 48,459  | 50,436  | 1.00 | 50,436  | 1.00 |  |
| 215 | UTILITY WORKER                 |      |         |      |         |      |         |         |      |         |      |  |
|     | 45,431                         | 1.00 |         |      |         |      |         |         |      |         |      |  |
| 274 | SEASONAL WORKFORCE             |      |         |      |         |      |         |         |      |         |      |  |
|     | 11,569                         |      | 16,686  |      | 36,000  |      | 10,006  | 32,000  |      | 32,000  |      |  |
| 275 | TEMPORARY EMPLOYEES            |      |         |      |         |      |         |         |      |         |      |  |
| 299 | PAYROLL TAXES AND FRINGES      |      |         |      |         |      |         |         |      |         |      |  |
|     | 116,964                        |      | 100,508 |      | 116,573 |      | 115,100 | 134,889 |      | 134,889 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 306,470 | 3.40 | 302,309 | 3.40 | 358,005 | 3.40 | 321,804 | 369,055 | 3.40 | 369,055 | 3.40 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |        |  |       |        |  |        |  |  |
|-----|--------------------------------|--|-------|--|--------|--|-------|--------|--|--------|--|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |  |       |  |        |  |       |        |  |        |  |  |
|     | 2,085                          |  | 2,584 |  | 4,465  |  | 4,200 | 3,200  |  | 3,200  |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |       |  |        |  |       |        |  |        |  |  |
|     | 1,707                          |  | 2,507 |  | 3,000  |  | 3,000 | 3,500  |  | 3,500  |  |  |
| 307 | MEMBERSHIP FEES                |  |       |  |        |  |       |        |  |        |  |  |
|     | 1,045                          |  | 1,218 |  | 2,000  |  | 1,425 | 1,500  |  | 1,500  |  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |       |  |        |  |       |        |  |        |  |  |
|     | 3,041                          |  | 4,189 |  | 6,675  |  | 6,200 | 7,100  |  | 7,100  |  |  |
| 328 | MEALS & RELATED EXPENSE        |  |       |  |        |  |       |        |  |        |  |  |
|     |                                |  | 392   |  | 50     |  | 50    | 50     |  | 50     |  |  |
| 338 | HISTORIC/SIGNIFICANT TREE PRES |  |       |  |        |  |       |        |  |        |  |  |
|     | 218                            |  |       |  | 1,000  |  |       | 1,000  |  | 1,000  |  |  |
| 361 | UNIFORMS & SPECIAL CLOTHING    |  |       |  |        |  |       |        |  |        |  |  |
|     | 2,986                          |  | 2,939 |  | 3,000  |  | 2,840 | 3,200  |  | 3,200  |  |  |
| 407 | DEVELOPMENT TREE PROGRAM       |  |       |  |        |  |       |        |  |        |  |  |
|     | 3,230                          |  |       |  | 15,000 |  | 6,300 | 15,000 |  | 15,000 |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0775 URBAN FORESTRY

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 063 PUBLIC WORKS SUPRVISR-ARBORIST  
 THE POSITION IS SPLIT 30% IN STREET FUND AND 70% IN GENERAL FUND (001-85-0772-063)
- 112 PUBLIC WORKS MANAGER 3  
 POSITION ALLOCATION TO 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND.
- 164 ARBORIST TECHNICIAN  
 FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE UTILITY WORKER TO 1 FTE ARBORIST TECHNICIAN.
- 166 LANDSCAPE TECHNICIAN
- 215 UTILITY WORKER  
 FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE UTILITY WORKER TO 1 FTE ARBORIST TECHNICIAN.
- 274 SEASONAL WORKFORCE
- 275 TEMPORARY EMPLOYEES  
 NO APPROPRIATION REQUESTED FOR FY 13-14
- 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

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- 304 DEPARTMENT EQUIPMENT EXPENSE  
 REPLACEMENT OF POWER EQUIPMENT ASSOCIATED WITH TREE PRUNING, REMOVAL AND CARE.
- 305 SPECIAL DEPARTMENT SUPPLIES  
 SMALL TOOLS ASSOCIATED WITH TREE PRUNING, REMOVAL AND PLANTING ACTIVITIES
- 307 MEMBERSHIP FEES  
 PESTICIDE APPLICATORS LICENSES, INTERNATIONAL SOCIETY OF ARBORISTS CERTIFICATIONS AND CHAPTER DUES FOR CITY MEMBERSHIP
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 REQUIRED TRAINING ASSOCIATED WITH ARBORIST CERTIFICATIONS AND PESTICIDE APPLICATORS LICENSE.
- 328 MEALS & RELATED EXPENSE  
 MEALS ASSOCIATED WITH OVERTIME AFTER HOURS CALL OUTS PER UNION CONTRACT.
- 338 HISTORIC/SIGNIFICANT TREE PRES  
 HISTORIC/SIGNIFICANT TREE PRESERVATION FUNDS
- 361 UNIFORMS & SPECIAL CLOTHING  
 CLOTHING, RAINGEAR, FOOTWEAR AND ASSOCIATED SAFETY EQUIPMENT REQUIRED PER UNION CONTRACT.
- 407 DEVELOPMENT TREE PROGRAM  
 75 NEW DEVELOPMENT TREES: PURCHASED, INSTALLED AND MAINTAINED FOR 1 YEAR @ \$200 PER TREE.

**BP WORKSHEET & JUSTIFICATION**

FUND: 101 STREET FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0775 URBAN FORESTRY

| OBJ  | 2016 - ACTUAL               |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|--|-----------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|  | AMOUNT                      | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 420  | LANDSCAPE MAINTENANCE       |       |               |       |               |       |           |               |       |              |       |
|  | 10,935                      |       | 7,150         |       | 10,000        |       | 10,000    | 10,000        |       | 10,000       |       |
| 425  | DUMPING EXPENSES            |       |               |       |               |       |           |               |       |              |       |
|  | 10,501                      |       | 11,498        |       | 7,000         |       | 7,000     | 8,000         |       | 8,000        |       |
| 511  | PROFESSIONAL SERVICES       |       |               |       |               |       |           |               |       |              |       |
|  | 47,780                      |       | 16,485        |       | 20,000        |       | 18,386    | 20,000        |       | 20,000       |       |
| 551  | RENTS AND LEASES            |       |               |       |               |       |           |               |       |              |       |
|  | 871                         |       | 1,393         |       | 2,000         |       | 1,645     | 2,000         |       | 2,000        |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES           |                             |       |               |       |               |       |           |               |       |              |       |
|  | 84,399                      |       | 50,355        |       | 74,190        |       | 61,046    | 74,550        |       | 74,550       |       |
| CLASS: 25 TRANSFERS                            |                             |       |               |       |               |       |           |               |       |              |       |
| 817  | TRSFERS TO GARAGE FUND      |       |               |       |               |       |           |               |       |              |       |
|  |                             |       | 19,605        |       | 7,393         |       | 7,393     | 23,781        |       | 23,781       |       |
| TOTAL CLASS: 25 TRANSFERS                      |                             |       |               |       |               |       |           |               |       |              |       |
|  |                             |       | 19,605        |       | 7,393         |       | 7,393     | 23,781        |       | 23,781       |       |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES        |                             |       |               |       |               |       |           |               |       |              |       |
| 982  | RESERVE - DEVELOPMENT TREES |       |               |       |               |       |           |               |       |              |       |
|  |                             |       |               |       | 65,000        |       |           | 65,000        |       | 65,000       |       |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  |                             |       |               |       |               |       |           |               |       |              |       |
|  |                             |       |               |       | 65,000        |       |           | 65,000        |       | 65,000       |       |
| TOTAL PROGRAM: 0775 URBAN FORESTRY             |                             |       |               |       |               |       |           |               |       |              |       |
|  | 390,869                     | 3.40  | 372,269       | 3.40  | 504,588       | 3.40  | 390,243   | 532,386       | 3.40  | 532,386      | 3.40  |
| TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS |                             |       |               |       |               |       |           |               |       |              |       |
|  | 5,579,357                   | 19.28 | 6,327,538     | 17.78 | 10,655,314    | 16.62 | 7,399,508 | 12,114,267    | 16.37 | 11,959,958   | 16.37 |
| TOTAL FUND: 101 STREET FUND                    |                             |       |               |       |               |       |           |               |       |              |       |
|  | 5,969,601                   | 21.41 | 6,756,786     | 20.31 | 11,263,155    | 19.15 | 7,974,824 | 12,705,426    | 18.90 | 12,705,426   | 19.90 |

### BP WORKSHEET & JUSTIFICATION

FUND: 101 STREET FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0775 URBAN FORESTRY

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 420 LANDSCAPE MAINTENANCE  
REPLACEMENT AND INFILL TREES AND RELATED MATERIALS ASSOCIATED WITH TREE  
REMOVAL, PLANTING AND MAINTENANCE.
- 425 DUMPING EXPENSES  
LANDFILL DEBRIS DISPOSAL.
- 511 PROFESSIONAL SERVICES  
EMERGENCY TREE REMOVALS; INSECT & DISEASE SPRAYING; FRIENDS OF TREES; PLANTING PROJECTS
- 551 RENTS AND LEASES  
MISCELLANEOUS EQUIPMENT RENTAL AND LEASES  
ARCTIC DRIVE STORAGE LOT LEASE

817 TRSFERS TO GARAGE FUND

982 RESERVE - DEVELOPMENT TREES



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |  |            |  |            |  |            |            |            |  |            |  |
|-----|---------------------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
| 301 | BEGINNING WORKING CAPITAL |  |            |  |            |  |            |            |            |  |            |  |
|     | -1,955,554                |  | -2,030,043 |  | -1,853,820 |  | -1,853,820 | -1,853,820 | -1,863,910 |  | -1,863,910 |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -1,955,554 |  | -2,030,043 |  | -1,853,820 |  | -1,853,820 | -1,853,820 | -1,863,910 |  | -1,863,910 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 20 PERMITS & FEES

|     |                       |  |            |  |            |  |            |            |            |  |            |  |
|-----|-----------------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
| 333 | BUILDING PERMITS FEES |  |            |  |            |  |            |            |            |  |            |  |
|     | -1,246,608            |  | -1,376,464 |  | -1,760,000 |  | -1,417,851 | -1,800,000 | -2,060,000 |  | -2,060,000 |  |

|     |                             |  |          |  |          |  |          |          |          |  |          |  |
|-----|-----------------------------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| 334 | PLAN CHECK FEE - COMMERCIAL |  |          |  |          |  |          |          |          |  |          |  |
|     | -821,053                    |  | -699,598 |  | -640,000 |  | -656,588 | -590,000 | -795,000 |  | -795,000 |  |

|          |                           |  |         |  |          |  |          |         |          |  |          |  |
|----------|---------------------------|--|---------|--|----------|--|----------|---------|----------|--|----------|--|
| 0329 335 | PLAN CHECK FEE - RESIDENT |  |         |  |          |  |          |         |          |  |          |  |
|          | -44,032                   |  | -76,999 |  | -133,000 |  | -143,596 | -97,400 | -155,000 |  | -155,000 |  |

|     |                            |  |          |  |          |  |          |          |          |  |          |  |
|-----|----------------------------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| 336 | PLAN CHECK FEE - FIRE SAFE |  |          |  |          |  |          |          |          |  |          |  |
|     | -435,835                   |  | -380,667 |  | -420,000 |  | -334,285 | -345,000 | -510,000 |  | -510,000 |  |

|     |                            |  |          |  |          |  |          |          |          |  |          |  |
|-----|----------------------------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| 338 | INSPECTION FEES - PLUMBING |  |          |  |          |  |          |          |          |  |          |  |
|     | -251,127                   |  | -250,758 |  | -420,000 |  | -253,274 | -365,000 | -515,000 |  | -515,000 |  |

|     |                              |  |          |  |          |  |          |          |          |  |          |  |
|-----|------------------------------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| 341 | INSPECTION FEES - ELECTRICAL |  |          |  |          |  |          |          |          |  |          |  |
|     | -350,450                     |  | -356,744 |  | -450,000 |  | -398,305 | -480,000 | -550,000 |  | -550,000 |  |

|     |                       |  |        |  |        |  |        |        |        |  |        |  |
|-----|-----------------------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| 358 | SEWER INSPECTION FEES |  |        |  |        |  |        |        |        |  |        |  |
|     | -1,770                |  | -1,575 |  | -6,375 |  | -2,780 | -3,615 | -6,555 |  | -6,555 |  |

|     |                                 |  |  |  |  |  |  |  |         |  |         |  |
|-----|---------------------------------|--|--|--|--|--|--|--|---------|--|---------|--|
| 602 | MISCELLANEOUS SMALL PERMIT FEES |  |  |  |  |  |  |  |         |  |         |  |
|     |                                 |  |  |  |  |  |  |  | -38,000 |  | -38,000 |  |

TOTAL CLASS: 20 PERMITS & FEES

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -3,150,875 |  | -3,142,805 |  | -3,829,375 |  | -3,206,679 | -3,681,015 | -4,629,555 |  | -4,629,555 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |  |         |  |         |  |         |         |         |  |         |  |
|-----|------------------------------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
| 384 | INVESTMENT INTEREST EARNINGS |  |         |  |         |  |         |         |         |  |         |  |
|     | -15,114                      |  | -23,913 |  | -28,700 |  | -30,417 | -35,500 | -41,800 |  | -41,800 |  |

|     |                        |  |  |  |  |  |  |  |  |  |  |  |
|-----|------------------------|--|--|--|--|--|--|--|--|--|--|--|
| 389 | MISCELLANEOUS REVENUES |  |  |  |  |  |  |  |  |  |  |  |
|-----|------------------------|--|--|--|--|--|--|--|--|--|--|--|

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND DEPT: 03 REVENUE

| 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 |
|  | -57,191                               |     | -65,961       |     | -80,000       |     | -94,059    | -105,000   | -62,000       |     | -62,000      |     |
| 399                                    | REIMBURSEMENTS - OTHER                |     |               |     |               |     |            |            |               |     |              |     |
|  |                                       |     | -200          |     |               |     |            |            |               |     |              |     |
| 756                                    | PERS RSRV DISTRIB-NON GAAP REV        |     |               |     |               |     |            |            |               |     |              |     |
|  | -51,896                               |     |               |     |               |     |            |            |               |     |              |     |
| 757                                    | MED/LIFE INS PREM REFUND DISTRIBUTION |     |               |     |               |     |            |            |               |     |              |     |
|  | -8,872                                |     | -8,664        |     |               |     | -6,109     | -6,109     |               |     |              |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES |                                       |     |               |     |               |     |            |            |               |     |              |     |
|  | -133,073                              |     | -98,738       |     | -108,700      |     | -130,585   | -146,609   | -103,800      |     | -103,800     |     |
| TOTAL DEPARTMENT: 03 REVENUE           |                                       |     |               |     |               |     |            |            |               |     |              |     |
|  | -5,239,502                            |     | -5,271,586    |     | -5,791,895    |     | -5,191,084 | -5,681,444 | -6,597,265    |     | -6,597,265   |     |

0330

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 105 BUILDING OPERATING FUND

DEPT: 70 COMMUNITY DEVELOPMENT DEPT

| 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: 05 PERSONNEL SERVICES

|     |                                |      |         |      |         |      |         |         |         |      |         |      |
|-----|--------------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 027 | SR. STRUCTURAL PLANS EXAMINER  |      |         |      |         |      |         |         |         |      |         |      |
|     | 82,999                         | 1.00 | 89,827  | 1.00 | 96,476  | 1.00 | 90,922  | 96,490  | 98,905  | 1.00 | 98,905  | 1.00 |
| 041 | COMMUNITY DEVELOPMENT DIRECTOR |      |         |      |         |      |         |         |         |      |         |      |
|     | 7,430                          | .05  | 7,572   | .05  | 7,713   | .05  | 7,267   | 7,713   | 7,903   | .05  | 7,903   | .05  |
| 073 | BUILDING OFFICIAL              |      |         |      |         |      |         |         |         |      |         |      |
|     | 107,299                        | 1.00 | 109,304 | 1.00 | 119,271 | 1.00 | 108,395 | 111,345 | 114,128 | 1.00 | 114,128 | 1.00 |
| 076 | OFFICE SUPERVISOR              |      |         |      |         |      |         |         |         |      |         |      |
|     | 6,437                          | .10  | 6,557   | .10  | 6,682   | .10  | 7,014   | 7,858   | 7,971   | .10  | 7,971   | .10  |
| 118 | ELECTRICAL INSPECTOR LEAD      |      |         |      |         |      |         |         |         |      |         |      |
|     | 70,750                         | 1.00 | 75,725  | 1.00 | 87,340  | 1.00 | 79,205  | 85,491  | 95,437  | 1.00 | 95,437  | 1.00 |
| 120 | PLANS EXAMINER 2               |      |         |      |         |      |         |         |         |      |         |      |
|     | 250,266                        | 3.00 | 246,625 | 3.00 | 258,131 | 3.00 | 243,709 | 259,183 | 266,905 | 3.00 | 266,905 | 3.00 |
| 121 | BUILDING INSPECTOR             |      |         |      |         |      |         |         |         |      |         |      |
|     | 414,144                        | 5.00 | 432,086 | 5.00 | 447,169 | 5.00 | 421,229 | 450,743 | 465,554 | 5.00 | 465,554 | 5.00 |
| 127 | PLUMBING INSPECTOR LEAD        |      |         |      |         |      |         |         |         |      |         |      |
|     | 92,209                         | 1.00 | 94,231  | 1.00 | 100,274 | 1.00 | 94,577  | 100,814 | 103,328 | 1.00 | 103,328 | 1.00 |
| 128 | ELECTRICAL INSPECTOR           |      |         |      |         |      |         |         |         |      |         |      |
|     | 138,852                        | 2.00 | 147,123 | 2.00 | 161,961 | 2.00 | 116,575 | 142,223 | 167,187 | 2.00 | 167,187 | 2.00 |
| 129 | PLUMBING INSPECTOR             |      |         |      |         |      |         |         |         |      |         |      |
|     | 136,047                        | 2.00 | 161,958 | 2.00 | 175,499 | 2.00 | 162,013 | 173,132 | 177,592 | 2.00 | 177,592 | 2.00 |
| 142 | SENIOR PLANS EXAMINER          |      |         |      |         |      |         |         |         |      |         |      |
|     | 92,982                         | 1.00 | 94,719  | 1.00 | 96,476  | 1.00 | 90,922  | 96,490  | 98,905  | 1.00 | 98,905  | 1.00 |
| 144 | SENIOR FIELD INSPECTOR - BLDG  |      |         |      |         |      |         |         |         |      |         |      |
|     | 100,874                        | 1.00 | 102,775 | 1.00 | 104,701 | 1.00 | 98,892  | 100,832 | 107,327 | 1.00 | 107,327 | 1.00 |
| 150 | STRUCTURAL PLANS EXAMINER      |      |         |      |         |      |         |         |         |      |         |      |
|     | 61,127                         | 1.00 | 74,641  | 1.00 | 79,812  | 1.00 | 77,283  | 81,766  | 88,312  | 1.00 | 88,312  | 1.00 |
| 221 | SUPPORT SPECIALIST 2           |      |         |      |         |      |         |         |         |      |         |      |
|     | 9,608                          | .20  | 10,324  | .20  | 10,857  | .20  | 10,099  | 10,694  | 11,512  | .20  | 11,512  | .20  |
| 225 | PERMIT TECHNICIAN              |      |         |      |         |      |         |         |         |      |         |      |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

| 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  |
|     | 132,801                   | 3.00 | 105,449       | 3.00 | 196,435       | 3.00 | 106,210  | 111,375 | 163,456       | 3.00 | 163,456      | 3.00 |
| 275 | TEMPORARY EMPLOYEES       |      |               |      |               |      |          |         |               |      |              |      |
|     | 22,386                    |      | 15,145        |      | 48,529        |      | 25,199   | 45,536  | 81,381        |      | 81,381       |      |
| 299 | PAYROLL TAXES AND FRINGES |      |               |      |               |      |          |         |               |      |              |      |
|     | 841,093                   |      | 870,265       |      | 1,031,328     |      | 884,186  | 932,213 | 1,125,781     |      | 1,125,781    |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |       |           |       |           |       |           |           |           |       |           |       |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|
|  | 2,567,304 | 22.35 | 2,644,326 | 22.35 | 3,028,654 | 22.35 | 2,623,697 | 2,813,898 | 3,181,584 | 22.35 | 3,181,584 | 22.35 |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

0332

|     |                                |  |        |  |        |  |        |        |        |  |        |  |
|-----|--------------------------------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                 |  |        |  |        |  |        |        |        |  |        |  |
|     | 1,697                          |  | 1,514  |  | 2,100  |  | 1,973  | 2,100  | 2,100  |  | 2,100  |  |
| 303 | OFFICE FURNITURE & EQUIPMENT   |  |        |  |        |  |        |        |        |  |        |  |
|     | 1,359                          |  | 540    |  | 1,450  |  | 1,451  | 1,450  | 1,190  |  | 1,190  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |  |        |  |        |  |        |        |        |  |        |  |
|     | 1,284                          |  | 1,517  |  | 2,125  |  | 297    | 1,750  | 1,925  |  | 1,925  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |        |  |        |  |        |        |        |  |        |  |
|     | 1,275                          |  | 756    |  | 800    |  | 111    | 650    | 800    |  | 800    |  |
| 307 | MEMBERSHIP FEES                |  |        |  |        |  |        |        |        |  |        |  |
|     | 1,977                          |  | 6,484  |  | 3,872  |  | 2,488  | 3,872  | 4,130  |  | 4,130  |  |
| 308 | PERIODICALS & SUBSCRIPTIONS    |  |        |  |        |  |        |        |        |  |        |  |
|     | 4,611                          |  | 1,154  |  | 10,350 |  | 5,449  | 10,350 | 3,700  |  | 3,700  |  |
| 317 | COMPUTER EQUIPMENT             |  |        |  |        |  |        |        |        |  |        |  |
|     | 5,662                          |  | 35,473 |  | 10,950 |  | 10,950 |        | 15,000 |  | 15,000 |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |        |  |        |  |        |        |        |  |        |  |
|     | 8,982                          |  | 16,967 |  | 22,968 |  | 13,296 | 18,500 | 18,715 |  | 18,715 |  |
| 328 | MEALS & RELATED EXPENSE        |  |        |  |        |  |        |        |        |  |        |  |
|     | 147                            |  | 71     |  | 175    |  | 74     | 125    | 175    |  | 175    |  |
| 330 | MILEAGE REIMBURSEMENT          |  |        |  |        |  |        |        |        |  |        |  |
|     | 54                             |  | 93     |  | 125    |  | 49     | 50     | 125    |  | 125    |  |
| 341 | COMMUNICATIONS EXPENSE         |  |        |  |        |  |        |        |        |  |        |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

| 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 |
|                                      | 4,295                          |     | 7,387         |     | 8,796         |     | 7,272    | 8,796   | 8,724         |     | 8,724        |     |
| 342                                  | DATA COMMUNICATION EXPENSE     |     |               |     |               |     |          |         |               |     |              |     |
|                                      |                                |     | 9,651         |     | 8,160         |     | 6,158    | 7,200   | 6,240         |     | 6,240        |     |
| 361                                  | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 641                            |     | 840           |     | 1,410         |     | 893      | 1,410   | 1,575         |     | 1,575        |     |
| 371                                  | EQUIPMENT OPER & MAINT EXPENSE |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 350                            |     |               |     | 370           |     |          | 370     | 380           |     | 380          |     |
| 377                                  | PUBLIC RELATIONS EXPENSE       |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 1,000                          |     | 1,500         |     | 2,000         |     | 1,000    | 2,000   | 2,000         |     | 2,000        |     |
| 406                                  | BANK SERVICE FEES              |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 26,290                         |     | 31,317        |     | 27,000        |     | 34,765   | 33,000  | 35,000        |     | 35,000       |     |
| 511                                  | PROFESSIONAL SERVICES          |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 4,020                          |     |               |     | 32,500        |     | 6,000    | 5,000   | 50,000        |     | 50,000       |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 63,644                         |     | 115,264       |     | 135,151       |     | 92,226   | 96,623  | 151,779       |     | 151,779      |     |
| CLASS: 15 CAPITAL OUTLAY             |                                |     |               |     |               |     |          |         |               |     |              |     |
| 641                                  | VEHICLES                       |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 92,278                         |     | 47,893        |     | 50,000        |     | 47,750   | 47,750  | 51,000        |     | 51,000       |     |
| 675                                  | COMPUTER SOFTWARE PACKAGES     |     |               |     |               |     |          |         |               |     |              |     |
|                                      |                                |     |               |     | 37,500        |     |          |         | 37,500        |     | 37,500       |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |                                |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 92,278                         |     | 47,893        |     | 87,500        |     | 47,750   | 47,750  | 88,500        |     | 88,500       |     |
| CLASS: 25 TRANSFERS                  |                                |     |               |     |               |     |          |         |               |     |              |     |
| 801                                  | TRFSR TO GENERAL FD - OVERHEAD |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 317,605                        |     | 413,812       |     | 404,014       |     | 404,014  | 404,014 | 698,063       |     | 698,063      |     |
| 816                                  | TRFSRS TO REPROGRAPHICS FUND   |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 9,044                          |     | 7,578         |     | 8,807         |     | 5,391    | 8,807   | 7,762         |     | 7,762        |     |
| 817                                  | TRFSRS TO GARAGE FUND          |     |               |     |               |     |          |         |               |     |              |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 105 BUILDING OPERATING FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

| 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   |
|   | 40,029                             |       | 43,062        |       | 49,673        |       | 29,650    | 49,673    | 52,952        |       | 52,952       |       |
| 818   | TRSFERS TO ISD-ALLOCATED           |       |               |       |               |       |           |           |               |       |              |       |
|   | 119,555                            |       | 145,833       |       | 182,009       |       | 182,009   | 182,009   | 195,395       |       | 195,395      |       |
| 835   | TRSFER TO GF, BVTN BLDG OPERATIONS |       |               |       |               |       |           |           |               |       |              |       |
|   |                                    |       |               |       | 92,148        |       | 92,148    | 92,148    | 46,074        |       | 46,074       |       |
| 836   | TRSFER TO GF, BVTN BLDG DEBT SVC   |       |               |       |               |       |           |           |               |       |              |       |
|   |                                    |       |               |       | 122,612       |       | 122,612   | 122,612   | 46,342        |       | 46,342       |       |
| TOTAL CLASS: 25 TRANSFERS                       |                                    |       |               |       |               |       |           |           |               |       |              |       |
|   | 486,233                            |       | 610,285       |       | 859,263       |       | 835,824   | 859,263   | 1,046,588     |       | 1,046,588    |       |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES         |                                    |       |               |       |               |       |           |           |               |       |              |       |
| 0534<br>991                                     | CONTINGENCY - UNRESERVED           |       |               |       |               |       |           |           |               |       |              |       |
|   |                                    |       |               |       | 1,491,077     |       |           |           | 2,040,707     |       | 2,040,707    |       |
| 996   | RESERVE - EQUIPMENT REPLACEMT      |       |               |       |               |       |           |           |               |       |              |       |
|   |                                    |       |               |       | 190,250       |       |           |           | 88,107        |       | 88,107       |       |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES   |                                    |       |               |       |               |       |           |           |               |       |              |       |
|   |                                    |       |               |       | 1,681,327     |       |           |           | 2,128,814     |       | 2,128,814    |       |
| TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT |                                    |       |               |       |               |       |           |           |               |       |              |       |
|   | 3,209,459                          | 22.35 | 3,417,768     | 22.35 | 5,791,895     | 22.35 | 3,599,497 | 3,817,534 | 6,597,265     | 22.35 | 6,597,265    | 22.35 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |           |           |  |           |  |           |           |  |           |  |
|-----|---------------------------|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
| 301 | BEGINNING WORKING CAPITAL |           |           |  |           |  |           |           |  |           |  |
|     |                           | 1,955,554 | 2,030,043 |  | 1,853,820 |  | 1,853,820 | 1,863,910 |  | 1,863,910 |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |           |           |  |           |  |           |           |  |           |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 1,955,554 | 2,030,043 |  | 1,853,820 |  | 1,853,820 | 1,863,910 |  | 1,863,910 |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

CLASS: 20 PERMITS & FEES

|     |                       |           |           |  |           |  |           |           |  |           |  |
|-----|-----------------------|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
| 333 | BUILDING PERMITS FEES |           |           |  |           |  |           |           |  |           |  |
|     |                       | 1,246,608 | 1,376,464 |  | 1,760,000 |  | 1,800,000 | 2,060,000 |  | 2,060,000 |  |

|     |                             |         |         |  |         |  |         |         |  |         |  |
|-----|-----------------------------|---------|---------|--|---------|--|---------|---------|--|---------|--|
| 334 | PLAN CHECK FEE - COMMERCIAL |         |         |  |         |  |         |         |  |         |  |
|     |                             | 821,053 | 699,598 |  | 640,000 |  | 590,000 | 795,000 |  | 795,000 |  |

|     |                           |        |        |  |         |  |        |         |  |         |  |
|-----|---------------------------|--------|--------|--|---------|--|--------|---------|--|---------|--|
| 335 | PLAN CHECK FEE - RESIDENT |        |        |  |         |  |        |         |  |         |  |
|     |                           | 44,032 | 76,999 |  | 133,000 |  | 97,400 | 155,000 |  | 155,000 |  |

|     |                            |         |         |  |         |  |         |         |  |         |  |
|-----|----------------------------|---------|---------|--|---------|--|---------|---------|--|---------|--|
| 336 | PLAN CHECK FEE - FIRE SAFE |         |         |  |         |  |         |         |  |         |  |
|     |                            | 435,835 | 380,667 |  | 420,000 |  | 345,000 | 510,000 |  | 510,000 |  |

|     |                            |         |         |  |         |  |         |         |  |         |  |
|-----|----------------------------|---------|---------|--|---------|--|---------|---------|--|---------|--|
| 338 | INSPECTION FEES - PLUMBING |         |         |  |         |  |         |         |  |         |  |
|     |                            | 251,127 | 250,758 |  | 420,000 |  | 365,000 | 515,000 |  | 515,000 |  |

|     |                              |         |         |  |         |  |         |         |  |         |  |
|-----|------------------------------|---------|---------|--|---------|--|---------|---------|--|---------|--|
| 341 | INSPECTION FEES - ELECTRICAL |         |         |  |         |  |         |         |  |         |  |
|     |                              | 350,450 | 356,744 |  | 450,000 |  | 480,000 | 550,000 |  | 550,000 |  |

|     |                       |       |       |  |       |  |       |       |  |       |  |
|-----|-----------------------|-------|-------|--|-------|--|-------|-------|--|-------|--|
| 358 | SEWER INSPECTION FEES |       |       |  |       |  |       |       |  |       |  |
|     |                       | 1,770 | 1,575 |  | 6,375 |  | 3,615 | 6,555 |  | 6,555 |  |

|     |                                 |  |  |  |  |  |  |        |  |        |  |
|-----|---------------------------------|--|--|--|--|--|--|--------|--|--------|--|
| 602 | MISCELLANEOUS SMALL PERMIT FEES |  |  |  |  |  |  |        |  |        |  |
|     |                                 |  |  |  |  |  |  | 38,000 |  | 38,000 |  |

TOTAL CLASS: 20 PERMITS & FEES

|  |  |           |           |  |           |  |           |           |  |           |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 3,150,875 | 3,142,805 |  | 3,829,375 |  | 3,681,015 | 4,629,555 |  | 4,629,555 |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |        |        |  |        |  |        |        |  |        |  |
|-----|------------------------------|--------|--------|--|--------|--|--------|--------|--|--------|--|
| 384 | INVESTMENT INTEREST EARNINGS |        |        |  |        |  |        |        |  |        |  |
|     |                              | 15,114 | 23,913 |  | 28,700 |  | 35,500 | 41,800 |  | 41,800 |  |

|     |                        |        |        |  |        |  |         |        |  |        |  |
|-----|------------------------|--------|--------|--|--------|--|---------|--------|--|--------|--|
| 389 | MISCELLANEOUS REVENUES |        |        |  |        |  |         |        |  |        |  |
|     |                        | 57,191 | 65,961 |  | 80,000 |  | 105,000 | 62,000 |  | 62,000 |  |

|     |                        |  |     |  |  |  |  |  |  |  |  |
|-----|------------------------|--|-----|--|--|--|--|--|--|--|--|
| 399 | REIMBURSEMENTS - OTHER |  |     |  |  |  |  |  |  |  |  |
|     |                        |  | 200 |  |  |  |  |  |  |  |  |

|     |                                |        |  |  |  |  |  |  |  |  |  |
|-----|--------------------------------|--------|--|--|--|--|--|--|--|--|--|
| 756 | PERS RSRV DISTRIB-NON GAAP REV |        |  |  |  |  |  |  |  |  |  |
|     |                                | 51,896 |  |  |  |  |  |  |  |  |  |

### BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

333 BUILDING PERMITS FEES

FY 15-16 IS BASED UPON 40 SINGLE FAMILY RESIDENTIAL UNITS, 183 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS  
FY 16-17 ESTIMATED IS BASED UPON 40 SINGLE FAMILY RESIDENTIAL UNITS, 460 MULTI FAMILY UNITS AND 17 NEW COMMERCIAL BUILDINGS  
FY 17-18 ESTIMATED IS BASED UPON 75 SINGLE FAMILY RESIDENTIAL UNITS, 400 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS  
FY 18-19 PROPOSED IS BASED UPON 150 SINGLE FAMILY RESIDENTIAL UNITS, 540 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS

334 PLAN CHECK FEE - COMMERCIAL

335 PLAN CHECK FEE - RESIDENT

336 PLAN CHECK FEE - FIRE SAFE

338 INSPECTION FEES - PLUMBING

341 INSPECTION FEES - ELECTRICAL

358 SEWER INSPECTION FEES

602 MISCELLANEOUS SMALL PERMIT FEES

FEES FROM MISCELLANEOUS SMALL PERMITS  
THIS REVENUE WAS PREVIOUSLY ACCOUNTED FOR IN ACCOUNT 389

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

ADMINISTRATION FEE FOR COLLECTING:  
METRO CONSTRUCTION EXCISE TAX  
THPRD SYSTEM DEVELOPMENT FEES  
SCHOOL CONSTRUCTION EXCISE TAX

399 REIMBURSEMENTS - OTHER

756 PERS RSRV DISTRIB-NON GAAP REV

RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

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

|     |                                       |  |       |  |  |  |       |  |  |  |  |
|-----|---------------------------------------|--|-------|--|--|--|-------|--|--|--|--|
| 757 | MED/LIFE INS PREM REFUND DISTRIBUTION |  |       |  |  |  |       |  |  |  |  |
|     | 8,872                                 |  | 8,664 |  |  |  | 6,109 |  |  |  |  |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |         |  |        |  |         |  |         |         |  |         |  |
|--|---------|--|--------|--|---------|--|---------|---------|--|---------|--|
|  | 133,073 |  | 98,738 |  | 108,700 |  | 146,609 | 103,800 |  | 103,800 |  |
|--|---------|--|--------|--|---------|--|---------|---------|--|---------|--|

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 5,239,502 |  | 5,271,586 |  | 5,791,895 |  | 5,681,444 | 6,597,265 |  | 6,597,265 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 5,239,502 |  | 5,271,586 |  | 5,791,895 |  | 5,681,444 | 6,597,265 |  | 6,597,265 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

## BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

| 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: 05 PERSONNEL SERVICES

|     |                                |      |         |      |         |      |         |         |      |         |      |  |
|-----|--------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 041 | COMMUNITY DEVELOPMENT DIRECTOR |      |         |      |         |      |         |         |      |         |      |  |
|     | 7,430                          | .05  | 7,572   | .05  | 7,713   | .05  | 7,713   | 7,903   | .05  | 7,903   | .05  |  |
| 073 | BUILDING OFFICIAL              |      |         |      |         |      |         |         |      |         |      |  |
|     | 107,299                        | 1.00 | 109,304 | 1.00 | 119,271 | 1.00 | 111,345 | 114,128 | 1.00 | 114,128 | 1.00 |  |
| 076 | OFFICE SUPERVISOR              |      |         |      |         |      |         |         |      |         |      |  |
|     | 6,437                          | .10  | 6,557   | .10  | 6,682   | .10  | 7,858   | 7,971   | .10  | 7,971   | .10  |  |
| 142 | SENIOR PLANS EXAMINER          |      |         |      |         |      |         |         |      |         |      |  |
|     | 23,245                         | .25  | 23,680  | .25  | 24,121  | .25  | 24,123  | 24,724  | .25  | 24,724  | .25  |  |
| 144 | SENIOR FIELD INSPECTOR - BLDG  |      |         |      |         |      |         |         |      |         |      |  |
|     | 25,217                         | .25  | 25,694  | .25  | 26,176  | .25  | 25,208  | 26,829  | .25  | 26,829  | .25  |  |
| 221 | SUPPORT SPECIALIST 2           |      |         |      |         |      |         |         |      |         |      |  |
|     | 9,608                          | .20  | 10,324  | .20  | 10,857  | .20  | 10,694  | 11,512  | .20  | 11,512  | .20  |  |
| 299 | PAYROLL TAXES AND FRINGES      |      |         |      |         |      |         |         |      |         |      |  |
|     | 92,236                         |      | 95,439  |      | 106,257 |      | 101,970 | 109,253 |      | 109,253 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 271,472 | 1.85 | 278,570 | 1.85 | 301,077 | 1.85 | 288,911 | 302,320 | 1.85 | 302,320 | 1.85 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |        |  |        |  |       |        |  |        |  |  |
|-----|------------------------------|--|--------|--|--------|--|-------|--------|--|--------|--|--|
| 301 | OFFICE EXPENSE               |  |        |  |        |  |       |        |  |        |  |  |
|     | 1,697                        |  | 1,514  |  | 2,100  |  | 2,100 | 2,100  |  | 2,100  |  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |        |  |        |  |       |        |  |        |  |  |
|     | 85                           |  | 592    |  | 100    |  |       | 100    |  | 100    |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |        |  |        |  |       |        |  |        |  |  |
|     | 41                           |  | 8      |  | 150    |  |       | 150    |  | 150    |  |  |
| 307 | MEMBERSHIP FEES              |  |        |  |        |  |       |        |  |        |  |  |
|     | 1,290                        |  | 1,320  |  | 1,422  |  | 1,422 | 1,675  |  | 1,675  |  |  |
| 308 | PERIODICALS & SUBSCRIPTIONS  |  |        |  |        |  |       |        |  |        |  |  |
|     | 1,876                        |  | 98     |  | 645    |  | 645   | 800    |  | 800    |  |  |
| 317 | COMPUTER EQUIPMENT           |  |        |  |        |  |       |        |  |        |  |  |
|     | 5,662                        |  | 35,473 |  | 10,950 |  |       | 15,000 |  | 15,000 |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 041 COMMUNITY DEVELOPMENT DIRECTOR  
 POSITION IS ALLOCATED .95 FTE IN GENERAL FUND - COMMUNITY DEVELOPMENT DEPT.
- 073 BUILDING OFFICIAL
- 076 OFFICE SUPERVISOR  
 POSITION IS ALLOCATED .90 FTE IN GENERAL FUND - COMMUNITY DEVELOPMENT DEPT.
- 142 SENIOR PLANS EXAMINER
- 144 SENIOR FIELD INSPECTOR - BLDG
- 221 SUPPORT SPECIALIST 2  
 POSITION FUNDED 80% IN GENERAL FUND - CDD ADMIN FUND (0661).
- 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  
 GENERAL OFFICE SUPPLIES (21 STAFF AT \$100 EACH).
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 MISC TOOLS, ETC.
- 305 SPECIAL DEPARTMENT SUPPLIES  
 LABELS, INK STAMPS, ARCHITECT/ENGINEER SCALES, ETC.
- 307 MEMBERSHIP FEES  
 INTERNATIONAL CODE COUNCIL (ICC)  
 OREGON BUILDING OFFICIALS ASSOCIATION (OBOA)  
 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)  
 NATIONAL FIRE SPRINKLER ASSOCIATION (NFSA)  
 OREGON PERMIT TECHNICIAN ASSOCIATION (OPTA)  
 OREGON AUTOMATIC FIRE ALARM ASSOCIATION (OAFAA)  
 AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC)  
 STRUCTURAL ENGINEERS ASSOCIATION OF OREGON (SEAO) STATE REQUIRED BUILDING OFFICIAL CERTIFICATION (REQUIRED FOR NEW BUILDING OFFICIALS)
- 308 PERIODICALS & SUBSCRIPTIONS  
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC.
- 317 COMPUTER EQUIPMENT  
 ELECTRONIC PLAN REVIEW TABLET FOR USE WITH BLUEBEAM ELECTRONIC REVIEW PROGRAM \$15,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

| OBJ                                  | 2016 - ACTUAL                   |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|--------------------------------------|---------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|                                      | AMOUNT                          | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 321                                  | TRAVEL, TRAINING & SUBSISTENCE  |     |               |     |               |     |         |               |     |              |     |
|                                      | 8,982                           |     | 14,244        |     | 17,404        |     | 16,000  | 14,355        |     | 14,355       |     |
| 328                                  | MEALS & RELATED EXPENSE         |     |               |     |               |     |         |               |     |              |     |
|                                      | 147                             |     | 71            |     | 125           |     | 125     | 125           |     | 125          |     |
| 330                                  | MILEAGE REIMBURSEMENT           |     |               |     |               |     |         |               |     |              |     |
|                                      | 54                              |     | 93            |     | 100           |     | 50      | 100           |     | 100          |     |
| 341                                  | COMMUNICATIONS EXPENSE          |     |               |     |               |     |         |               |     |              |     |
|                                      | 4,295                           |     | 7,387         |     | 8,796         |     | 8,796   | 8,724         |     | 8,724        |     |
| 342                                  | DATA COMMUNICATION EXPENSE      |     |               |     |               |     |         |               |     |              |     |
|                                      |                                 |     | 9,651         |     | 8,160         |     | 7,200   | 6,240         |     | 6,240        |     |
| 371                                  | EQUIPMENT OPER & MAINT EXPENSE  |     |               |     |               |     |         |               |     |              |     |
|                                      | 350                             |     |               |     | 370           |     | 370     | 380           |     | 380          |     |
| 377                                  | PUBLIC RELATIONS EXPENSE        |     |               |     |               |     |         |               |     |              |     |
|                                      | 1,000                           |     | 1,500         |     | 2,000         |     | 2,000   | 2,000         |     | 2,000        |     |
| 406                                  | BANK SERVICE FEES               |     |               |     |               |     |         |               |     |              |     |
|                                      | 26,290                          |     | 31,317        |     | 27,000        |     | 33,000  | 35,000        |     | 35,000       |     |
| 511                                  | PROFESSIONAL SERVICES           |     |               |     |               |     |         |               |     |              |     |
|                                      | 4,020                           |     |               |     | 32,500        |     | 5,000   | 50,000        |     | 50,000       |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                 |     |               |     |               |     |         |               |     |              |     |
|                                      | 55,789                          |     | 103,268       |     | 111,822       |     | 76,708  | 136,749       |     | 136,749      |     |
| CLASS: 15 CAPITAL OUTLAY             |                                 |     |               |     |               |     |         |               |     |              |     |
| 641                                  | VEHICLES                        |     |               |     |               |     |         |               |     |              |     |
|                                      | 92,278                          |     | 47,893        |     | 50,000        |     | 47,750  | 51,000        |     | 51,000       |     |
| 675                                  | COMPUTER SOFTWARE PACKAGES      |     |               |     |               |     |         |               |     |              |     |
|                                      |                                 |     |               |     | 37,500        |     |         | 37,500        |     | 37,500       |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |                                 |     |               |     |               |     |         |               |     |              |     |
|                                      | 92,278                          |     | 47,893        |     | 87,500        |     | 47,750  | 88,500        |     | 88,500       |     |
| CLASS: 25 TRANSFERS                  |                                 |     |               |     |               |     |         |               |     |              |     |
| 801                                  | TRSFER TO GENERAL FD - OVERHEAD |     |               |     |               |     |         |               |     |              |     |
|                                      | 317,605                         |     | 413,812       |     | 404,014       |     | 404,014 | 698,063       |     | 698,063      |     |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND   |     |               |     |               |     |         |               |     |              |     |
|                                      | 9,044                           |     | 7,578         |     | 8,807         |     | 8,807   | 7,762         |     | 7,762        |     |
| 817                                  | TRSFERS TO GARAGE FUND          |     |               |     |               |     |         |               |     |              |     |
|                                      | 40,029                          |     | 43,062        |     | 49,673        |     | 49,673  | 52,952        |     | 52,952       |     |
| 818                                  | TRSFERS TO ISD-ALLOCATED        |     |               |     |               |     |         |               |     |              |     |
|                                      | 119,555                         |     | 145,833       |     | 182,009       |     | 182,009 | 195,395       |     | 195,395      |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |   |
|-----|---|
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>OBOA ANNUAL BUSINESS MEETING (4 SENIOR STAFF)<br>TRAINING, TRAVEL, FOOD AND LODGING (16 CERTIFIED STAFF)<br>REGISTRATION FOR OBOA QUARTERLY BUSINESS MEETINGS (4 STAFF)<br>BUILDING/MECHANICAL, PLUMBING AND/OR ELECTRICAL INSPECTOR TRAINING COURSE (2 STAFF)<br>TRAINING, TRAVEL, FOOD AND LODGING (2 PERMIT TECHNICIANS) |
| 328 | MEALS & RELATED EXPENSE<br>MEAL REIMBURSEMENT FOR ATTENDING VARIOUS LUNCH AND DINNER MEETINGS OF PROFESSIONAL ORGANIZATIONS, ETC.   |
| 330 | MILEAGE REIMBURSEMENT<br>MILEAGE REIMBURSEMENT FOR STAFF USE OF PRIVATE VEHICLES FOR ATTENDING MEETINGS OF PROFESSIONAL ORGANIZATIONS OR TRAINING   |
| 341 | COMMUNICATIONS EXPENSE<br>CELL PHONE CHARGES FOR 14 INSPECTORS AT \$727 PER MONTH \$8,724   |
| 342 | DATA COMMUNICATION EXPENSE<br>DATA PLAN FOR 13 COMMUNICATION DEVICES AT \$480 EACH  |
| 371 | EQUIPMENT OPER & MAINT EXPENSE<br>MAINTENANCE COSTS AND CONTRACTS FOR PLAN PERFORATOR   |
| 377 | PUBLIC RELATIONS EXPENSE<br>OBOA PUBLIC OUTREACH PROMOTING THE VALUE OF BUILDING CODE ADMINISTRATION<br>CDD DEVELOPMENT REVIEW PROCESS CUSTOMER SERVICE ENHANCEMENTS  |
| 406 | BANK SERVICE FEES<br>ANNUAL TRANSACTION FEES FOR PERMITS PAID BY CREDIT CARD. \$35,000  |
| 511 | PROFESSIONAL SERVICES<br>CONTRACT PLANS REVIEW SERVICES \$23,500<br>DEVELOPMENT REVIEW PROCESS IMPROVEMENT PHASE 4 \$13,250<br>TECHNOLOGY IMPLEMENTATION E-PERMITTING AND E-PLAN REVIEW \$13,250  |
| 641 | VEHICLES<br>2 - REPLACEMENT VEHICLES FOR NO. 2-652 (2002 FORD RANGER) AND NO. 2-655 (2003 FORD RANGER)<br>(COST INCLUDES COMPUTER CHARGER AND SAFETY LIGHTING) AT \$25,500 EACH \$51,000  |
| 675 | COMPUTER SOFTWARE PACKAGES<br>E-PERMITTING SOFTWARE (E-PERMITTING AND PLAN REVIEW)<br>BLUEBEAM REVU (ELECTRONIC PLAN MARKUP SOFTWARE)   |
| 801 | TRSFRR TO GENERAL FD - OVERHEAD<br>ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND \$436,951<br>REIMBURSEMENT OF SUBSIDY PROVIDED TO BUILDING OPERATING FUND DURING THE ECONOMIC<br>DOWNTURN FROM FY 05-06 TO FY 13-14. (20% OF \$1,305,561 TOTAL) \$261,112   |
| 816 | TRSFRRS TO REPROGRAPHICS FUND<br>ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS   |
| 817 | TRSFRRS TO GARAGE FUND  |
| 818 | TRSFRRS TO ISD-ALLOCATED<br>ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND. \$135,847; ALLOCATION OF PARTIAL BUSINESS<br>ANALYST PROGRAMMER FOR THE BRAD SYSTEM SUPPORT \$59,548   |

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

| OBJ  | 2016 - ACTUAL                      |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018      | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--|------------------------------------|------|---------------|------|---------------|------|-----------|---------------|------|--------------|------|
|  | AMOUNT                             | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT   | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 835  | TRSFER TO GF, BVTN BLDG OPERATIONS |      |               |      |               |      |           |               |      |              |      |
|  |                                    |      |               |      | 92,148        |      | 92,148    | 46,074        |      | 46,074       |      |
| 836  | TRSFER TO GF, BVTN BLDG DEBT SVC   |      |               |      |               |      |           |               |      |              |      |
|  |                                    |      |               |      | 122,612       |      | 122,612   | 46,342        |      | 46,342       |      |
| TOTAL CLASS: 25 TRANSFERS                        |                                    |      |               |      |               |      |           |               |      |              |      |
|  | 486,233                            |      | 610,285       |      | 859,263       |      | 859,263   | 1,046,588     |      | 1,046,588    |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES          |                                    |      |               |      |               |      |           |               |      |              |      |
| 991  | CONTINGENCY - UNRESERVED           |      |               |      |               |      |           |               |      |              |      |
|  |                                    |      |               |      | 1,491,077     |      |           | 2,040,707     |      | 2,040,707    |      |
| 996  | RESERVE - EQUIPMENT REPLACEMT      |      |               |      |               |      |           |               |      |              |      |
|  |                                    |      |               |      | 190,250       |      |           | 88,107        |      | 88,107       |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES    |                                    |      |               |      |               |      |           |               |      |              |      |
|  |                                    |      |               |      | 1,681,327     |      |           | 2,128,814     |      | 2,128,814    |      |
| TOTAL PROGRAM: 0664 BLDG DIVISION ADMINISTRATION |                                    |      |               |      |               |      |           |               |      |              |      |
|  | 905,772                            | 1.85 | 1,040,016     | 1.85 | 3,040,989     | 1.85 | 1,272,632 | 3,702,971     | 1.85 | 3,702,971    | 1.85 |

### BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0664 BLDG DIVISION ADMINISTRATION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

835 TRSFR TO GF, BVTN BLDG OPERATIONS  
BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY16-17 AND 17-18 (46,074/YR)

836 TRSFR TO GF, BVTN BLDG DEBT SVC  
BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$61,306/YR.)

991 CONTINGENCY - UNRESERVED

996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR BUILDING FUND VEHICLES.

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

| 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: 05 PERSONNEL SERVICES

|     |                               |         |      |         |      |         |      |         |         |      |         |      |
|-----|-------------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 027 | SR. STRUCTURAL PLANS EXAMINER | 82,999  | 1.00 | 89,827  | 1.00 | 96,476  | 1.00 | 96,490  | 98,905  | 1.00 | 98,905  | 1.00 |
| 120 | PLANS EXAMINER 2              | 250,266 | 3.00 | 246,625 | 3.00 | 258,131 | 3.00 | 259,183 | 266,905 | 3.00 | 266,905 | 3.00 |
| 142 | SENIOR PLANS EXAMINER         | 69,737  | .75  | 71,039  | .75  | 72,355  | .75  | 72,367  | 74,181  | .75  | 74,181  | .75  |
| 150 | STRUCTURAL PLANS EXAMINER     | 61,127  | 1.00 | 74,641  | 1.00 | 79,812  | 1.00 | 81,766  | 88,312  | 1.00 | 88,312  | 1.00 |
| 225 | PERMIT TECHNICIAN             | 132,801 | 3.00 | 105,449 | 3.00 | 196,435 | 3.00 | 111,375 | 163,456 | 3.00 | 163,456 | 3.00 |
| 275 | TEMPORARY EMPLOYEES           |         |      |         |      | 11,417  |      | 10,535  | 34,206  |      | 34,206  |      |
| 299 | PAYROLL TAXES AND FRINGES     | 307,396 |      | 295,593 |      | 378,703 |      | 328,697 | 420,637 |      | 420,637 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |           |      |         |           |      |           |      |
|--|--|---------|------|---------|------|-----------|------|---------|-----------|------|-----------|------|
|  |  | 904,326 | 8.75 | 883,174 | 8.75 | 1,093,329 | 8.75 | 960,413 | 1,146,602 | 8.75 | 1,146,602 | 8.75 |
|--|--|---------|------|---------|------|-----------|------|---------|-----------|------|-----------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |     |  |       |  |       |  |       |       |  |       |  |
|-----|------------------------------|-----|--|-------|--|-------|--|-------|-------|--|-------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT | 400 |  | 540   |  | 1,450 |  | 1,450 |       |  |       |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE | 122 |  | 9     |  | 125   |  | 50    | 125   |  | 125   |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  | 900 |  | 748   |  | 300   |  | 300   | 300   |  | 300   |  |
| 307 | MEMBERSHIP FEES              | 412 |  | 1,564 |  | 680   |  | 680   | 920   |  | 920   |  |
| 308 | PERIODICALS & SUBSCRIPTIONS  | 987 |  | 488   |  | 1,205 |  | 1,205 | 1,000 |  | 1,000 |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |  |       |  |       |  |       |  |       |       |  |       |  |
|--|--|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
|  |  | 2,821 |  | 3,349 |  | 3,760 |  | 3,685 | 2,345 |  | 2,345 |  |
|--|--|-------|--|-------|--|-------|--|-------|-------|--|-------|--|

TOTAL PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

|  |  |         |      |         |      |           |      |         |           |      |           |      |
|--|--|---------|------|---------|------|-----------|------|---------|-----------|------|-----------|------|
|  |  | 907,147 | 8.75 | 886,523 | 8.75 | 1,097,089 | 8.75 | 964,098 | 1,148,947 | 8.75 | 1,148,947 | 8.75 |
|--|--|---------|------|---------|------|-----------|------|---------|-----------|------|-----------|------|

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0665 BLDG PLAN REVIEW & PERMITS

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 027 SR. STRUCTURAL PLANS EXAMINER
- 120 PLANS EXAMINER 2
- 142 SENIOR PLANS EXAMINER
- 150 STRUCTURAL PLANS EXAMINER
- 225 PERMIT TECHNICIAN  
 FY 16-17 AND FY 17-18 REFLECT DECREASE DUE TO 1 FTE PERMIT TECH POSITION VACANCY.  
 FY 18-19 INCREASE REFLECTS 1 FTE PERMIT TECH POSITION BUDGETED TO BE FILLED FULL TIME.
- 275 TEMPORARY EMPLOYEES  
 PEAK TIME EXTRA HELP FOR FIRE ALARM, FIRE SPRINKLER, AND STRUCTURAL FIRE  
 LIFE SAFETY AND MECHANICAL PLAN REVIEW, ETC.
- 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

- 303 OFFICE FURNITURE & EQUIPMENT  
 NO APPROPRIATIONS REQUESTED FOR FY 18-19
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 REPLACEMENT CALCULATORS, HEAVY DUTY STAPLERS, ETC.
- 305 SPECIAL DEPARTMENT SUPPLIES  
 ARCHITECT/ENGINEER SCALES AND REPLACE WORN OUT INK STAMPS, ETC.
- 307 MEMBERSHIP FEES  
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION RENEWAL (4 STAFF)  
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAM (2 STAFF)  
 STATE CERTIFICATION EXAM (1 STAFF)
- 308 PERIODICALS & SUBSCRIPTIONS  
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC.

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0666 BUILDING INSPECTION

| 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: 05 PERSONNEL SERVICES

|     |                               |         |      |         |      |         |      |         |         |      |         |      |
|-----|-------------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 121 | BUILDING INSPECTOR            | 414,144 | 5.00 | 432,086 | 5.00 | 447,169 | 5.00 | 450,743 | 465,554 | 5.00 | 465,554 | 5.00 |
| 144 | SENIOR FIELD INSPECTOR - BLDG | 75,657  | .75  | 77,081  | .75  | 78,525  | .75  | 75,624  | 80,498  | .75  | 80,498  | .75  |
| 275 | TEMPORARY EMPLOYEES           | 14,517  |      | 13,213  |      | 22,861  |      | 22,819  | 22,865  |      | 22,865  |      |
| 299 | PAYROLL TAXES AND FRINGES     | 227,672 |      | 224,576 |      | 257,336 |      | 239,054 | 269,874 |      | 269,874 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 731,990 | 5.75 | 746,956 | 5.75 | 805,891 | 5.75 | 788,240 | 838,791 | 5.75 | 838,791 | 5.75 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |     |  |       |  |       |  |       |       |  |       |  |
|-----|------------------------------|-----|--|-------|--|-------|--|-------|-------|--|-------|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE | 270 |  | 351   |  | 1,000 |  | 800   | 800   |  | 800   |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  | 150 |  |       |  | 150   |  | 150   | 150   |  | 150   |  |
| 307 | MEMBERSHIP FEES              |     |  | 1,315 |  | 610   |  | 610   | 580   |  | 580   |  |
| 308 | PERIODICALS & SUBSCRIPTIONS  | 307 |  | 137   |  | 4,300 |  | 4,300 | 1,000 |  | 1,000 |  |
| 361 | UNIFORMS & SPECIAL CLOTHING  | 217 |  | 315   |  | 610   |  | 610   | 800   |  | 800   |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |  |     |  |       |  |       |  |       |       |  |       |  |
|--|--|-----|--|-------|--|-------|--|-------|-------|--|-------|--|
|  |  | 944 |  | 2,118 |  | 6,670 |  | 6,470 | 3,330 |  | 3,330 |  |
|--|--|-----|--|-------|--|-------|--|-------|-------|--|-------|--|

TOTAL PROGRAM: 0666 BUILDING INSPECTION

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 732,934 | 5.75 | 749,074 | 5.75 | 812,561 | 5.75 | 794,710 | 842,121 | 5.75 | 842,121 | 5.75 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0666 BUILDING INSPECTION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 121 BUILDING INSPECTOR
  
- 144 SENIOR FIELD INSPECTOR - BLDG
  
- 275 TEMPORARY EMPLOYEES  
 PEAK TIME EXTRA HELP FOR BUILDING, MECHANICAL, FIRE SPRINKLER AND ALARM INSPECTIONS, ETC.
  
- 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
  
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 REPLACEMENT HAND TOOLS (TAPE MEASURES, STAPLES, LEVELS, FLASHLIGHTS, ETC.)  
 BELT PACKS FOR INSPECTION TOOLS, SAFETY EQUIPMENT REQUIRED FOR INSPECTIONS,  
 WD-40 OR SIMILAR MISCELLANEOUS TOOLS AND EQUIPMENT, AND REPLACEMENT PHONES AS NEEDED, COMPUTER CASES, INSPECTION VEHICLE COMPUTER WORKSTATION, ETC.
  
- 305 SPECIAL DEPARTMENT SUPPLIES  
 INK STAMPS, PLASTIC BAGS FOR PLANS AND INSPECTION, ARCHITECT/ENGINEER SCALES, ETC.
  
- 307 MEMBERSHIP FEES  
 INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAMS (2 STAFF)  
 STATE CERTIFICATION EXAM (2 STAFF)
  
- 308 PERIODICALS & SUBSCRIPTIONS  
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC.
  
- 361 UNIFORMS & SPECIAL CLOTHING  
 SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, PROTECTIVE EYEWEAR

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP

| 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: 05 PERSONNEL SERVICES

|     |                           |         |      |         |      |         |      |         |         |      |         |      |
|-----|---------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 127 | PLUMBING INSPECTOR LEAD   |         |      |         |      |         |      |         |         |      |         |      |
|     |                           | 92,209  | 1.00 | 94,231  | 1.00 | 100,274 | 1.00 | 100,814 | 103,328 | 1.00 | 103,328 | 1.00 |
| 129 | PLUMBING INSPECTOR        |         |      |         |      |         |      |         |         |      |         |      |
|     |                           | 136,047 | 2.00 | 161,958 | 2.00 | 175,499 | 2.00 | 173,132 | 177,592 | 2.00 | 177,592 | 2.00 |
| 275 | TEMPORARY EMPLOYEES       |         |      |         |      |         |      |         |         |      |         |      |
|     |                           | 7,869   |      |         |      | 2,047   |      |         | 10,758  |      | 10,758  |      |
| 299 | PAYROLL TAXES AND FRINGES |         |      |         |      |         |      |         |         |      |         |      |
|     |                           | 128,499 |      | 144,494 |      | 163,085 |      | 146,800 | 168,014 |      | 168,014 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 364,624 | 3.00 | 400,683 | 3.00 | 440,905 | 3.00 | 420,746 | 459,692 | 3.00 | 459,692 | 3.00 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |     |  |       |  |       |  |       |     |  |     |  |
|-----|------------------------------|-----|--|-------|--|-------|--|-------|-----|--|-----|--|
| 303 | OFFICE FURNITURE & EQUIPMENT |     |  |       |  |       |  |       |     |  |     |  |
|     |                              | 492 |  |       |  |       |  |       | 595 |  | 595 |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |     |  |       |  |       |  |       |     |  |     |  |
|     |                              | 305 |  | 119   |  | 400   |  | 400   | 400 |  | 400 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |     |  |       |  |       |  |       |     |  |     |  |
|     |                              | 100 |  |       |  | 100   |  | 100   | 100 |  | 100 |  |
| 307 | MEMBERSHIP FEES              |     |  |       |  |       |  |       |     |  |     |  |
|     |                              | 155 |  | 1,130 |  | 530   |  | 530   | 565 |  | 565 |  |
| 308 | PERIODICALS & SUBSCRIPTIONS  |     |  |       |  |       |  |       |     |  |     |  |
|     |                              | 895 |  | 274   |  | 2,000 |  | 2,000 | 400 |  | 400 |  |
| 361 | UNIFORMS & SPECIAL CLOTHING  |     |  |       |  |       |  |       |     |  |     |  |
|     |                              | 207 |  | 269   |  | 425   |  | 425   | 400 |  | 400 |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |  |       |  |       |  |       |  |       |       |  |       |  |
|--|--|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
|  |  | 2,154 |  | 1,792 |  | 3,455 |  | 3,455 | 2,460 |  | 2,460 |  |
|--|--|-------|--|-------|--|-------|--|-------|-------|--|-------|--|

TOTAL PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 366,778 | 3.00 | 402,475 | 3.00 | 444,360 | 3.00 | 424,201 | 462,152 | 3.00 | 462,152 | 3.00 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

## BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0667 PLUMBING PLAN REVIEW & INSP

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

127 PLUMBING INSPECTOR LEAD

129 PLUMBING INSPECTOR

275 TEMPORARY EMPLOYEES

PEAK TIME EXTRA HELP FOR PLUMBING INSPECTIONS AND PLAN REVIEW, ETC.

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

303 OFFICE FURNITURE & EQUIPMENT

PLAN REVIEW TABLE

304 DEPARTMENT EQUIPMENT EXPENSE

REPLACEMENT HAND TOOLS (TAPE MEASURES, STAPLERS, FLASHLIGHTS, PRESSURE GAUGES, ETC.), TRUCK ORGANIZERS, SAFETY EQUIPMENT REQUIRED FOR INSPECTIONS, WD 40, MISCELLANEOUS TOOLS AND EQUIPMENT, REPLACEMENT CELL PHONES AND ACCESSORIES, COMPUTER CASES, ETC.

305 SPECIAL DEPARTMENT SUPPLIES

INK STAMPS, PLASTIC BAGS FOR PLANS AND INSPECTIONS, ARCHITECT/ENGINEER SCALES, ETC.

307 MEMBERSHIP FEES

INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION EXAM (1 STAFF)  
NATIONAL IAPMO MEMBERSHIP FEES (1 STAFF)  
LOCAL IAPMO MEMBERSHIP FEES (3 STAFF)  
STATE CERTIFICATION EXAM (1 STAFF)

308 PERIODICALS & SUBSCRIPTIONS

REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC.

361 UNIFORMS & SPECIAL CLOTHING

SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, ETC.

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

| 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: 05 PERSONNEL SERVICES

|     |                           |         |      |         |      |         |      |         |         |      |         |      |
|-----|---------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 118 | ELECTRICAL INSPECTOR LEAD |         |      |         |      |         |      |         |         |      |         |      |
|     |                           | 70,750  | 1.00 | 75,725  | 1.00 | 87,340  | 1.00 | 85,491  | 95,437  | 1.00 | 95,437  | 1.00 |
| 128 | ELECTRICAL INSPECTOR      |         |      |         |      |         |      |         |         |      |         |      |
|     |                           | 138,852 | 2.00 | 147,123 | 2.00 | 161,961 | 2.00 | 142,223 | 167,187 | 2.00 | 167,187 | 2.00 |
| 275 | TEMPORARY EMPLOYEES       |         |      |         |      |         |      |         |         |      |         |      |
|     |                           |         |      | 1,932   |      | 12,204  |      | 12,182  | 13,552  |      | 13,552  |      |
| 299 | PAYROLL TAXES AND FRINGES |         |      |         |      |         |      |         |         |      |         |      |
|     |                           | 85,290  |      | 110,163 |      | 125,947 |      | 115,692 | 158,003 |      | 158,003 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 294,892 | 3.00 | 334,943 | 3.00 | 387,452 | 3.00 | 355,588 | 434,179 | 3.00 | 434,179 | 3.00 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |     |  |       |  |       |  |       |       |  |       |  |
|-----|--------------------------------|-----|--|-------|--|-------|--|-------|-------|--|-------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT   |     |  |       |  |       |  |       |       |  |       |  |
|     |                                | 467 |  |       |  |       |  |       | 595   |  | 595   |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |     |  |       |  |       |  |       |       |  |       |  |
|     |                                | 502 |  | 446   |  | 500   |  | 500   | 500   |  | 500   |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |     |  |       |  |       |  |       |       |  |       |  |
|     |                                | 84  |  |       |  | 100   |  | 100   | 100   |  | 100   |  |
| 307 | MEMBERSHIP FEES                |     |  |       |  |       |  |       |       |  |       |  |
|     |                                | 120 |  | 1,155 |  | 630   |  | 630   | 390   |  | 390   |  |
| 308 | PERIODICALS & SUBSCRIPTIONS    |     |  |       |  |       |  |       |       |  |       |  |
|     |                                | 546 |  | 157   |  | 2,200 |  | 2,200 | 500   |  | 500   |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |     |  |       |  |       |  |       |       |  |       |  |
|     |                                |     |  | 2,723 |  | 5,564 |  | 2,500 | 4,360 |  | 4,360 |  |
| 328 | MEALS & RELATED EXPENSE        |     |  |       |  |       |  |       |       |  |       |  |
|     |                                |     |  |       |  | 50    |  |       | 50    |  | 50    |  |
| 330 | MILEAGE REIMBURSEMENT          |     |  |       |  |       |  |       |       |  |       |  |
|     |                                |     |  |       |  | 25    |  |       | 25    |  | 25    |  |
| 361 | UNIFORMS & SPECIAL CLOTHING    |     |  |       |  |       |  |       |       |  |       |  |
|     |                                | 217 |  | 256   |  | 375   |  | 375   | 375   |  | 375   |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 118 ELECTRICAL INSPECTOR LEAD
- 128 ELECTRICAL INSPECTOR  
 FY 17-18 ESTIMATE REFLECTS DECREASE DUE TO POSITION VACANCY DURING PART OF THE YEAR.
- 275 TEMPORARY EMPLOYEES  
 PEAK TIME EXTRA HELP FOR ELECTRICAL PLAN REVIEW AND INSPECTION, ETC.
- 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

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- 303 OFFICE FURNITURE & EQUIPMENT  
 PLAN REVIEW TABLE
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 REPLACEMENT HAND TOOLS, BELT PACKS, TOWELS, CELL PHONES FOR INSPECTIONS, COMPUTER CASES, ETC.
- 305 SPECIAL DEPARTMENT SUPPLIES  
 INK STAMPS, PLASTIC BAGS FOR PLANS AND INSPECTIONS, ARCHITECT/ENGINEER SCALES, ETC.
- 307 MEMBERSHIP FEES  
 IAEI MEMBERSHIP RENEWALS (3 STAFF)
- 308 PERIODICALS & SUBSCRIPTIONS  
 REPLACEMENT CODE BOOKS, TECHNICAL MANUALS AND REFERENCE STANDARDS, ETC.
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 TRAINING, TRAVEL, FOOD AND LODGING (8 CERTIFIED STAFF)  
 IAEI CODE CONFERENCE (3 STAFF)  
 BUILDING/MECHANICAL AND/OR PLUMBING INSPECTOR TRAINING COURSE (2 STAFF)
- 328 MEALS & RELATED EXPENSE  
 MEAL REIMBURSEMENT FOR ATTENDING VARIOUS LUNCH AND DINNER MEETINGS OF PROFESSIONAL ORGANIZATIONS, ETC. (STATE REQUIRES ALL REVENUE AND EXPENDITURES FOR ELECTRICAL INSPECTIONS BE ACCOUNTED FOR SEPARATELY).
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR STAFF USE OF PRIVATE VEHICLES FOR ATTENDING MEETINGS OF PROFESSIONAL ORGANIZATIONS OR TRAINING, ETC. (STATE REQUIRES ALL REVENUE AND EXPENDITURES FOR ELECTRICAL INSPECTIONS BE ACCOUNTED FOR SEPARATELY).
- 361 UNIFORMS & SPECIAL CLOTHING  
 SAFETY GEAR AND CLOTHING, RAIN GEAR, REPLACEMENT RUBBER BOOTS, ETC.

**BP WORKSHEET & JUSTIFICATION**

FUND: 105 BUILDING OPERATING FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

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

TOTAL CLASS: 10 MATERIALS & SERVICES

|       |  |       |  |       |  |       |  |       |  |       |  |
|-------|--|-------|--|-------|--|-------|--|-------|--|-------|--|
| 1,936 |  | 4,737 |  | 9,444 |  | 6,305 |  | 6,895 |  | 6,895 |  |
|-------|--|-------|--|-------|--|-------|--|-------|--|-------|--|

TOTAL PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

|         |      |         |      |         |      |         |  |         |      |         |      |
|---------|------|---------|------|---------|------|---------|--|---------|------|---------|------|
| 296,828 | 3.00 | 339,680 | 3.00 | 396,896 | 3.00 | 361,893 |  | 441,074 | 3.00 | 441,074 | 3.00 |
|---------|------|---------|------|---------|------|---------|--|---------|------|---------|------|

TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT

|           |       |           |       |           |       |           |  |           |       |           |       |
|-----------|-------|-----------|-------|-----------|-------|-----------|--|-----------|-------|-----------|-------|
| 3,209,459 | 22.35 | 3,417,768 | 22.35 | 5,791,895 | 22.35 | 3,817,534 |  | 6,597,265 | 22.35 | 6,597,265 | 22.35 |
|-----------|-------|-----------|-------|-----------|-------|-----------|--|-----------|-------|-----------|-------|

TOTAL FUND: 105 BUILDING OPERATING FUND

|           |       |           |       |           |       |           |  |           |       |           |       |
|-----------|-------|-----------|-------|-----------|-------|-----------|--|-----------|-------|-----------|-------|
| 3,209,459 | 22.35 | 3,417,768 | 22.35 | 5,791,895 | 22.35 | 3,817,534 |  | 6,597,265 | 22.35 | 6,597,265 | 22.35 |
|-----------|-------|-----------|-------|-----------|-------|-----------|--|-----------|-------|-----------|-------|

## BP WORKSHEET & JUSTIFICATION

FUND: 105 BUILDING OPERATING FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 0668 ELECTRICAL PLAN REVIEW & INSP

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |



**BUDGET PREPARATION WORKSHEET SUMMARY**

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

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |          |  |          |  |         |  |         |  |         |  |         |  |         |
|--|----------|--|----------|--|---------|--|---------|--|---------|--|---------|--|---------|
|  | -134,025 |  | -146,350 |  | -39,094 |  | -39,094 |  | -39,094 |  | -34,094 |  | -34,094 |
|--|----------|--|----------|--|---------|--|---------|--|---------|--|---------|--|---------|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |          |  |          |  |         |  |         |  |         |  |         |  |         |
|--|----------|--|----------|--|---------|--|---------|--|---------|--|---------|--|---------|
|  | -134,025 |  | -146,350 |  | -39,094 |  | -39,094 |  | -39,094 |  | -34,094 |  | -34,094 |
|--|----------|--|----------|--|---------|--|---------|--|---------|--|---------|--|---------|

CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

|  |          |  |          |  |          |  |          |  |          |  |          |  |          |
|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|
|  | -299,688 |  | -912,178 |  | -809,663 |  | -329,226 |  | -571,650 |  | -838,013 |  | -992,265 |
|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |          |  |          |  |          |  |          |  |          |  |          |  |          |
|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|
|  | -299,688 |  | -912,178 |  | -809,663 |  | -329,226 |  | -571,650 |  | -838,013 |  | -992,265 |
|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|--|----------|

035

CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY PROPERTY

|  |          |  |  |  |  |  |  |  |  |  |  |  |  |
|--|----------|--|--|--|--|--|--|--|--|--|--|--|--|
|  | -316,000 |  |  |  |  |  |  |  |  |  |  |  |  |
|--|----------|--|--|--|--|--|--|--|--|--|--|--|--|

384 INVESTMENT INTEREST EARNINGS

|  |      |  |        |  |      |  |      |  |      |  |      |  |      |
|--|------|--|--------|--|------|--|------|--|------|--|------|--|------|
|  | -650 |  | -1,744 |  | -800 |  | -751 |  | -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 |  | -73,200 |  | -73,200 |  | -73,200 |  | -73,200 |
|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |          |  |          |  |         |  |          |  |          |  |          |  |          |
|--|----------|--|----------|--|---------|--|----------|--|----------|--|----------|--|----------|
|  | -463,167 |  | -114,049 |  | -88,639 |  | -128,648 |  | -157,000 |  | -113,600 |  | -113,600 |
|--|----------|--|----------|--|---------|--|----------|--|----------|--|----------|--|----------|

TOTAL DEPARTMENT: 03 REVENUE

|  |          |  |            |  |          |  |          |  |          |  |          |  |            |
|--|----------|--|------------|--|----------|--|----------|--|----------|--|----------|--|------------|
|  | -896,880 |  | -1,172,577 |  | -937,396 |  | -496,968 |  | -767,744 |  | -985,707 |  | -1,139,959 |
|--|----------|--|------------|--|----------|--|----------|--|----------|--|----------|--|------------|

**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 - RECOMD |     | 2019 ADOPTED |     |
|-----|---------------|-----|---------------|-----|---------------|-----|----------|---------|---------------|-----|--------------|-----|
|     | AMOUNT        | FTE | AMOUNT        | FTE | AMOUNT        | FTE | ACT AMT  | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |

CLASS: 05 PERSONNEL SERVICES

|      |                                    |      |        |      |        |      |        |         |        |      |        |      |
|------|------------------------------------|------|--------|------|--------|------|--------|---------|--------|------|--------|------|
| 025  | DEVELOPMENT PROJECT COORDINATOR    |      |        |      |        |      |        |         |        |      |        |      |
|      | 72,781                             | 1.00 | 50,915 | .65  | 51,895 | .65  | 49,053 | 51,915  | 40,869 | .50  | 40,869 | .50  |
| 186  | PROGRAM COORDINATOR                |      |        |      |        |      |        |         |        |      |        |      |
|      |                                    |      |        |      | 6,879  | .50  | 5,292  | 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 |      | 22,767 | 24,148  | 25,177 |      | 25,177 |      |
| 0326 | TOTAL CLASS: 05 PERSONNEL SERVICES |      |        |      |        |      |        |         |        |      |        |      |
|      | 89,352                             | 1.00 | 94,055 | 1.15 | 98,631 | 1.15 | 93,049 | 101,413 | 95,915 | 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   |  | 378   | 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 |  | 3,448 | 4,400 | 4,600 |  | 4,600 |  |
| 328 | MEALS & RELATED EXPENSE         |  |       |  |       |  |       |       |       |  |       |  |
|     |                                 |  | 11    |  |       |  | 7     |       | 120   |  | 120   |  |
| 330 | MILEAGE REIMBURSEMENT           |  |       |  |       |  |       |       |       |  |       |  |
|     | 32                              |  | 124   |  | 300   |  | 255   | 300   | 300   |  | 300   |  |
| 377 | PUBLIC RELATIONS EXPENSE        |  |       |  |       |  |       |       |       |  |       |  |

**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 - RECOMD |     | 2019 ADOPTED |     |
|--------------------------------------|---|-----|---------------|-----|---------------|-----|----------|---------|---------------|-----|--------------|-----|
|                                      | AMOUNT                                  | FTE | AMOUNT        | FTE | AMOUNT        | FTE | ACT AMT  | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
|                                      |   |     |               |     | 100           |     |          | 300     | 300           |     | 300          |     |
| 380                                  | CDBG PUBLIC SERVICES FUNDING GRANTS     |     |               |     |               |     |          |         |               |     |              |     |
|                                      |   |     |               |     | 119,495       |     | 119,000  | 119,000 | 108,333       |     | 102,000      |     |
| 381                                  | BUILDING EXPENSE                        |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 1,554                                   |     | 1,221         |     | 39,094        |     | 2,667    | 5,000   | 34,094        |     | 34,094       |     |
| 383                                  | SOCIAL SERVICE COMMITTEE FUNDING GRANTS |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 96,623                                  |     | 120,181       |     |               |     |          |         |               |     |              |     |
| 416                                  | UNCOMMITTED GRANT FUNDS                 |     |               |     |               |     |          |         |               |     |              |     |
|                                      |   |     |               |     | 203,188       |     |          |         | 227,786       |     | 269,367      |     |
| 461                                  | SPECIAL EXPENSE                         |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 353,986                                 |     | 201,250       |     | 181,291       |     | 220,000  | 203,600 | 202,536       |     | 320,000      |     |
| 511                                  | PROFESSIONAL SERVICES                   |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 5,000                                   |     | 2,000         |     | 6,271         |     | 2,000    | 7,000   | 15,000        |     | 15,000       |     |
| 513                                  | CDBG ACCESSIBILITY MINOR REHAB          |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 21,037                                  |     | 134,019       |     | 135,000       |     | 139,000  | 143,511 | 173,731       |     | 173,731      |     |
| 517                                  | CDBG ECON DEVELOPMENT EXPENSE           |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 114,422                                 |     | 140,182       |     | 140,000       |     | 140,000  | 140,000 | 113,860       |     | 115,400      |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |   |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 597,447                                 |     | 612,542       |     | 837,939       |     | 633,255  | 631,411 | 888,960       |     | 1,043,212    |     |
| 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 - RECOMD |      | 2019 ADOPTED |      |
|---|---------------|------|---------------|------|---------------|------|----------|---------|---------------|------|--------------|------|
|   | AMOUNT        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | ACT AMT  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
|   | 568           |      | 812           |      | 826           |      | 653      | 826     | 832           |      | 832          |      |
| TOTAL CLASS: 25 TRANSFERS                       |               |      |               |      |               |      |          |         |               |      |              |      |
|   | 568           |      | 812           |      | 826           |      | 653      | 826     | 832           |      | 832          |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES         |               |      |               |      |               |      |          |         |               |      |              |      |
| 998 RESERVE                                     |               |      |               |      |               |      |          |         |               |      |              |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES   |               |      |               |      |               |      |          |         |               |      |              |      |
| TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT |               |      |               |      |               |      |          |         |               |      |              |      |
|   | 750,533       | 1.00 | 1,133,484     | 1.15 | 937,396       | 1.15 | 726,957  | 733,650 | 985,707       | 1.00 | 1,139,959    | 1.00 |

0358

**BP WORKSHEET & JUSTIFICATION**

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

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |         |         |        |        |        |        |  |  |  |  |
|-----|---------------------------|---------|---------|--------|--------|--------|--------|--|--|--|--|
| 301 | BEGINNING WORKING CAPITAL |         |         |        |        |        |        |  |  |  |  |
|     |                           | 134,025 | 146,350 | 39,094 | 39,094 | 34,094 | 34,094 |  |  |  |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |         |         |        |        |        |        |  |  |  |  |
|--|--|---------|---------|--------|--------|--------|--------|--|--|--|--|
|  |  | 134,025 | 146,350 | 39,094 | 39,094 | 34,094 | 34,094 |  |  |  |  |
|--|--|---------|---------|--------|--------|--------|--------|--|--|--|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

|     |                  |         |  |  |  |  |  |  |  |  |  |
|-----|------------------|---------|--|--|--|--|--|--|--|--|--|
| 327 | GRANTS - FEDERAL |         |  |  |  |  |  |  |  |  |  |
|     |                  | 299,688 |  |  |  |  |  |  |  |  |  |

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |  |         |  |  |  |  |  |  |  |  |  |
|--|--|---------|--|--|--|--|--|--|--|--|--|
|  |  | 299,688 |  |  |  |  |  |  |  |  |  |
|--|--|---------|--|--|--|--|--|--|--|--|--|

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 |  |  |  |  |
|--|--|---------|---------|--------|---------|---------|---------|--|--|--|--|

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |  |         |         |         |         |         |         |  |  |  |  |
|--|--|---------|---------|---------|---------|---------|---------|--|--|--|--|
|  |  | 896,880 | 260,399 | 127,733 | 196,094 | 147,694 | 147,694 |  |  |  |  |
|--|--|---------|---------|---------|---------|---------|---------|--|--|--|--|

**BP WORKSHEET & JUSTIFICATION**

Budget Preparation - 2019

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 - RECOMD |     | 2019 ADOPTED |     |
|-----|---------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT        | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | 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       |      |        |     | 21,439 |     | 24,148 | 25,177 |     | 25,177 |     |
|     | 14,471                          |      | 16,894 |     |        |     |        |        |     |        |     |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |        |      |        |      |        |      |         |        |      |        |      |
|--|--------|------|--------|------|--------|------|---------|--------|------|--------|------|
|  | 89,352 | 1.00 | 94,055 | 1.15 | 98,631 | 1.15 | 101,413 | 95,915 | 1.00 | 95,915 | 1.00 |
|--|--------|------|--------|------|--------|------|---------|--------|------|--------|------|

CLASS: 10 MATERIALS & SERVICES

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

0361

**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

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

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |       |  |        |  |        |  |        |        |  |        |  |
|--|-------|--|--------|--|--------|--|--------|--------|--|--------|--|
|  | 9,886 |  | 15,689 |  | 19,871 |  | 20,300 | 28,620 |  | 28,620 |  |
|--|-------|--|--------|--|--------|--|--------|--------|--|--------|--|

CLASS: 25 TRANSFERS

816 TRSFERS TO REPROGRAPHICS FUND

|  |     |  |     |  |     |  |     |     |  |     |  |
|--|-----|--|-----|--|-----|--|-----|-----|--|-----|--|
|  | 568 |  | 812 |  | 826 |  | 826 | 832 |  | 832 |  |
|--|-----|--|-----|--|-----|--|-----|-----|--|-----|--|

TOTAL CLASS: 25 TRANSFERS

|  |     |  |     |  |     |  |     |     |  |     |  |
|--|-----|--|-----|--|-----|--|-----|-----|--|-----|--|
|  | 568 |  | 812 |  | 826 |  | 826 | 832 |  | 832 |  |
|--|-----|--|-----|--|-----|--|-----|-----|--|-----|--|

TOTAL PROGRAM: 0611 ADMINISTRATION

|  |        |      |         |      |         |      |         |         |      |         |      |
|--|--------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 99,806 | 1.00 | 110,556 | 1.15 | 119,328 | 1.15 | 122,539 | 125,367 | 1.00 | 125,367 | 1.00 |
|--|--------|------|---------|------|---------|------|---------|---------|------|---------|------|

### 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**

FUND: 106 COMMUNITY DEV. BLOCK GRANT

DEPT: 03 REVENUE

PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

| 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: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

|  |        |        |        |        |        |
|--|--------|--------|--------|--------|--------|
|  | 38,958 | 38,472 | 38,472 | 38,472 | 38,472 |
|--|--------|--------|--------|--------|--------|

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |        |        |        |        |        |
|--|--------|--------|--------|--------|--------|
|  | 38,958 | 38,472 | 38,472 | 38,472 | 38,472 |
|--|--------|--------|--------|--------|--------|

TOTAL PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

|  |        |        |        |        |        |
|--|--------|--------|--------|--------|--------|
|  | 38,958 | 38,472 | 38,472 | 38,472 | 38,472 |
|--|--------|--------|--------|--------|--------|

### BP WORKSHEET & JUSTIFICATION

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



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

517 CDBG ECON DEVELOPMENT EXPENSE

26,705

26,705

TOTAL CLASS: 10 MATERIALS & SERVICES

122,548

20,000

38,472

26,705

26,705

TOTAL PROGRAM: 6001 CDBG PRIOR PROGRAM PROJECTS

122,548

20,000

38,472

26,705

26,705

### 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<br>SEE MAYOR'S DEPARTMENT COMMUNITY SERVICES PROGRAM (#001-10-0529) |  |
| 416 | UNCOMMITTED GRANT FUNDS   |  |
| 461 | SPECIAL EXPENSE<br>PROUD GROUND HOMEOWNERSHIP.  |  |
| 513 | CDBG ACCESSIBILITY MINOR REHAB<br>NO APPROPRIATIONS REQUESTED   |  |
| 517 | CDBG ECON DEVELOPMENT EXPENSE<br>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 - RECOMD |     | 2019 ADOPTED |     |
|-----|---------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT        | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | 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

City of Beaverton - Finance  
Budget Preparation - 2019

## 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 - RECOMD |     | 2019 ADOPTED |     |
|-----|---------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT        | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | 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<br>LIMITED TO NO MORE THAN 15% OF CDBG ANNUAL ALLOCATION.  |
| 416 | UNCOMMITTED GRANT FUNDS  |
| 461 | SPECIAL EXPENSE<br>AFFORDABLE HOMEOWNERSHIP.   |
| 513 | CDBG ACCESSIBILITY MINOR REHAB<br>HOUSING REHAB GRANTS. (WE MAY SPREAD THIS TO INCLUDE LOANS, PREDICATED UPON<br>APPLICATIONS FOR CDBG FUNDING.) |
| 517 | CDBG ECON DEVELOPMENT EXPENSE<br>MICROENTERPRISE TECHNICAL ASSISTANCE.   |

709 CDBG SECTION 108 PRINCIPAL

751 CDBG SECTION 108 INTEREST

**BP WORKSHEET & JUSTIFICATION**

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

CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

|  |         |         |        |        |        |
|--|---------|---------|--------|--------|--------|
|  | 475,219 | 120,786 | 84,539 | 36,247 | 36,247 |
|--|---------|---------|--------|--------|--------|

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |         |         |        |        |        |
|--|---------|---------|--------|--------|--------|
|  | 475,219 | 120,786 | 84,539 | 36,247 | 36,247 |
|--|---------|---------|--------|--------|--------|

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

|  |         |         |        |        |        |
|--|---------|---------|--------|--------|--------|
|  | 475,219 | 120,786 | 84,539 | 36,247 | 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 - RECOMD |     | 2019 ADOPTED |     |
|-----|---------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT        | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |

CLASS: 10 MATERIALS & SERVICES

|     |   |  |         |  |         |  |         |        |  |        |  |
|-----|---|--|---------|--|---------|--|---------|--------|--|--------|--|
| 380 | CDBG PUBLIC SERVICES FUNDING GRANTS     |  |         |  | 119,495 |  | 119,000 | 36,247 |  | 36,247 |  |
| 383 | SOCIAL SERVICE COMMITTEE FUNDING GRANTS |  | 120,181 |  |         |  |         |        |  |        |  |
| 461 | SPECIAL EXPENSE                         |  | 176,000 |  | 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 | 36,247 |  | 36,247 |  |
| TOTAL PROGRAM: 6023 CDBG 23RD PROGRAM YR, FY 16-17 |  |  | 550,382 |  | 120,786 |  | 119,000 | 36,247 |  | 36,247 |  |

### BP WORKSHEET & JUSTIFICATION

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**

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

CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

|  |         |         |         |         |
|--|---------|---------|---------|---------|
|  | 641,894 | 478,600 | 163,294 | 163,294 |
|--|---------|---------|---------|---------|

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |         |         |         |         |
|--|---------|---------|---------|---------|
|  | 641,894 | 478,600 | 163,294 | 163,294 |
|--|---------|---------|---------|---------|

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

|  |         |         |         |         |
|--|---------|---------|---------|---------|
|  | 641,894 | 478,600 | 163,294 | 163,294 |
|--|---------|---------|---------|---------|

### BP WORKSHEET & JUSTIFICATION

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)



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

CLASS: 10 MATERIALS & SERVICES

380 CDBG PUBLIC SERVICES FUNDING GRANTS

72,086 65,753

416 UNCOMMITTED GRANT FUNDS

156,205

461 SPECIAL EXPENSE

180,000 203,600 91,208 97,541

513 CDBG ACCESSIBILITY MINOR REHAB

135,000 135,000

517 CDBG ECON DEVELOPMENT EXPENSE

140,000 140,000

TOTAL CLASS: 10 MATERIALS & SERVICES

611,205 478,600 163,294 163,294

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

611,205 478,600 163,294 163,294

### 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.  
BUDGET AMENDMENT PKT #1:  
TRANSFER WITHIN EXISTING APPROPRIATIONS IN THE CDBG 24TH YEAR PROGRAM TO REFLECT THE  
REDUCTION IN PUBLIC SERVICES FUNDING GRANTS AND INCREASE IN SPECIAL EXPENSE FOR PROUD  
GROUND HOME OWNERSHIP PROGRAM (\$6,333)
- 416 UNCOMMITTED GRANT FUNDS
- 461 SPECIAL EXPENSE  
PROUD GROUND (HOME OWNERSHIP).  
BUDGET AMENDMENT PKT #1:  
TRANSFER WITHIN EXISTING APPROPRIATIONS IN THE CDBG 24TH YEAR PROGRAM TO REFLECT THE  
REDUCTION IN PUBLIC SERVICES FUNDING GRANTS AND INCREASE IN SPECIAL EXPENSE FOR PROUD  
GROUND HOME OWNERSHIP PROGRAM (\$6,333).
- 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 - RECOMD |     | 2019 ADOPTED |     |
|-----|---------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT        | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |

CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

600,000 754,252

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

600,000 754,252

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

600,000 754,252

TOTAL DEPARTMENT: 03 REVENUE

896,880 1,172,577 937,396 767,744 985,707 1,139,959

### 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

BUDGET AMENDMENT PKT. #1: INCREASE THE CDBG GRANT REVENUE TO REFLECT A \$154,252 INCREASE IN THE FEDERAL GOVERNMENT'S HUD COMMUNITY DEV. BLOCK GRANT ENTITLEMENT ALLOCATION TO THE CITY OF BEAVERTON AND ADJUST THE CORRESPONDING APPROPRIATIONS IN UNCOMMITTED GRANT FUNDS AND SPECIAL EXPENSE.

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

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

CLASS: 10 MATERIALS & SERVICES

380 CDBG PUBLIC SERVICES FUNDING GRANTS

416 UNCOMMITTED GRANT FUNDS

227,786 269,367

461 SPECIAL EXPENSE

111,328 222,459

513 CDBG ACCESSIBILITY MINOR REHAB

173,731 173,731

517 CDBG ECON DEVELOPMENT EXPENSE

87,155 88,695

TOTAL CLASS: 10 MATERIALS & SERVICES

600,000 754,252

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

998 RESERVE

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

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

600,000 754,252

### 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.  
BUDGET AMENDMENT PKT. #1 TRANSFERS \$1,540 WITHIN EXISTING APPROPRIATIONS FROM 416 TO 517 TO CORRECT THE RECOMMENDED AMOUNT FOR 2 ECONOMIC DEVELOPMENT CONTRACTS.  
IT ALSO INCREASES CDBG REVENUE \$154,252 TO REFLECT AN INCREASE IN FED GOV HUD CDBG ENTITLEMENT ALLOCATION TO CITY OF BEAV AND ADJUST THE CORRESPONDING APPROPRIATIONS IN UNCOMMITTED GRANT FUNDS (\$43,121) AND SPECIAL EXPENSE (\$111,131)

461 SPECIAL EXPENSE

BUDGET AMENDMENT PKT #1:  
INCREASES CDBG REVENUE \$154,252 TO REFLECT AN INCREASE IN FED GOV HUD CDBG ENTITLEMENT ALLOCATION TO CITY OF BEAV AND ADJUST THE CORRESPONDING APPROPRIATIONS IN UNCOMMITTED GRANT FUNDS (\$43,121) AND SPECIAL EXPENSE (\$111,131)

513 CDBG ACCESSIBILITY MINOR REHAB

517 CDBG ECON DEVELOPMENT EXPENSE

BUDGET AMENDMENT PKT. #1 TRANSFERS \$1,540 WITHIN EXISTING APPROPRIATIONS FROM 416 TO 517 TO CORRECT THE RECOMMENDED AMOUNT FOR 2 ECONOMIC DEVELOPMENT CONTRACTS.

998 RESERVE

FOR REPAIRS AND MAINTENANCE OF THE LONG HORN PROPERTY

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

CLASS: 10 MATERIALS & SERVICES

|     |                  |       |       |        |  |       |  |        |  |        |  |
|-----|------------------|-------|-------|--------|--|-------|--|--------|--|--------|--|
| 381 | BUILDING EXPENSE |       |       |        |  |       |  |        |  |        |  |
|     |                  | 1,554 | 1,221 | 39,094 |  | 5,000 |  | 34,094 |  | 34,094 |  |
| 461 | SPECIAL EXPENSE  |       |       |        |  |       |  |        |  |        |  |
|     |                  | 500   | 250   |        |  |       |  |        |  |        |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |  |       |       |        |  |       |  |        |  |        |  |
|--|--|-------|-------|--------|--|-------|--|--------|--|--------|--|
|  |  | 2,054 | 1,471 | 39,094 |  | 5,000 |  | 34,094 |  | 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 |  | 34,094 |  |
|--|--|--------|--------|--------|--|-------|--|--------|--|--------|--|

TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT

|  |  |         |      |           |      |         |      |         |         |      |           |      |
|--|--|---------|------|-----------|------|---------|------|---------|---------|------|-----------|------|
|  |  | 750,533 | 1.00 | 1,133,484 | 1.15 | 937,396 | 1.15 | 733,650 | 985,707 | 1.00 | 1,139,959 | 1.00 |
|--|--|---------|------|-----------|------|---------|------|---------|---------|------|-----------|------|

TOTAL FUND: 106 COMMUNITY DEV. BLOCK GRANT

|  |  |         |      |           |      |         |      |         |         |      |           |      |
|--|--|---------|------|-----------|------|---------|------|---------|---------|------|-----------|------|
|  |  | 750,533 | 1.00 | 1,133,484 | 1.15 | 937,396 | 1.15 | 733,650 | 985,707 | 1.00 | 1,139,959 | 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.

**Lodging Tax (TLT) Fund**

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 107 LODGING TAX (TLT) FUND                      DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |  |  |  |  |            |  |            |            |          |  |          |  |
|--|--|--|--|--|------------|--|------------|------------|----------|--|----------|--|
|  |  |  |  |  | -1,233,059 |  | -1,233,059 | -1,233,059 | -830,034 |  | -830,034 |  |
|--|--|--|--|--|------------|--|------------|------------|----------|--|----------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |  |  |  |            |  |            |            |          |  |          |  |
|--|--|--|--|--|------------|--|------------|------------|----------|--|----------|--|
|  |  |  |  |  | -1,233,059 |  | -1,233,059 | -1,233,059 | -830,034 |  | -830,034 |  |
|--|--|--|--|--|------------|--|------------|------------|----------|--|----------|--|

CLASS: 10 TAXES

506 CITY 4% LODGING TAX (TLT)

|  |  |  |          |  |            |  |          |            |            |  |            |  |
|--|--|--|----------|--|------------|--|----------|------------|------------|--|------------|--|
|  |  |  | -800,185 |  | -1,232,251 |  | -938,933 | -1,170,000 | -1,290,000 |  | -1,290,000 |  |
|--|--|--|----------|--|------------|--|----------|------------|------------|--|------------|--|

TOTAL CLASS: 10 TAXES

|  |  |  |          |  |            |  |          |            |            |  |            |  |
|--|--|--|----------|--|------------|--|----------|------------|------------|--|------------|--|
|  |  |  | -800,185 |  | -1,232,251 |  | -938,933 | -1,170,000 | -1,290,000 |  | -1,290,000 |  |
|--|--|--|----------|--|------------|--|----------|------------|------------|--|------------|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

326 COUNTY 2.5% LODGING TAX

|  |  |  |          |  |          |  |          |          |          |  |          |  |
|--|--|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  |  |  | -725,907 |  | -782,075 |  | -579,061 | -720,000 | -806,000 |  | -806,000 |  |
|--|--|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |  |  |          |  |          |  |          |          |          |  |          |  |
|--|--|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  |  |  | -725,907 |  | -782,075 |  | -579,061 | -720,000 | -806,000 |  | -806,000 |  |
|--|--|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

|  |  |  |        |  |         |  |         |         |         |  |         |  |
|--|--|--|--------|--|---------|--|---------|---------|---------|--|---------|--|
|  |  |  | -3,276 |  | -13,200 |  | -15,919 | -17,700 | -24,500 |  | -24,500 |  |
|--|--|--|--------|--|---------|--|---------|---------|---------|--|---------|--|

390 CONTRIBUTIONS AND DONATIONS

|  |  |  |  |  |  |  |      |  |  |  |  |  |
|--|--|--|--|--|--|--|------|--|--|--|--|--|
|  |  |  |  |  |  |  | -500 |  |  |  |  |  |
|--|--|--|--|--|--|--|------|--|--|--|--|--|

757 MED/LIFE INS PREM REFUND DISTRIBUTION

|  |  |  |  |  |  |  |     |     |  |  |  |  |
|--|--|--|--|--|--|--|-----|-----|--|--|--|--|
|  |  |  |  |  |  |  | -87 | -87 |  |  |  |  |
|--|--|--|--|--|--|--|-----|-----|--|--|--|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |  |        |  |         |  |         |         |         |  |         |  |
|--|--|--|--------|--|---------|--|---------|---------|---------|--|---------|--|
|  |  |  | -3,276 |  | -13,200 |  | -16,506 | -17,787 | -24,500 |  | -24,500 |  |
|--|--|--|--------|--|---------|--|---------|---------|---------|--|---------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 03 REVENUE

| 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 |
|     |               |     |               |     | -503,821      |     |          | -486,008 | -577,070      |     | -557,070     |     |

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |  |  |  |  |          |  |  |          |          |  |          |  |
|--|--|--|--|--|----------|--|--|----------|----------|--|----------|--|
|  |  |  |  |  | -503,821 |  |  | -486,008 | -577,070 |  | -557,070 |  |
|--|--|--|--|--|----------|--|--|----------|----------|--|----------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |  |  |            |  |            |  |            |            |            |  |            |  |
|--|--|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  |  |  | -1,529,368 |  | -3,764,406 |  | -2,767,559 | -3,626,854 | -3,527,604 |  | -3,507,604 |  |
|--|--|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

0388

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 107 LODGING TAX (TLT) FUND                      DEPT: 20 FINANCE DEPARTMENT

| 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: 05 PERSONNEL SERVICES

|     |                           |  |        |      |         |      |         |         |         |      |         |      |
|-----|---------------------------|--|--------|------|---------|------|---------|---------|---------|------|---------|------|
| 018 | CAPITAL CAMPAIGN MANAGER  |  |        |      |         |      |         |         |         |      |         |      |
|     |                           |  | 24,149 | 1.00 | 100,011 | 1.00 | 94,083  | 100,011 | 106,304 | 1.00 | 106,304 | 1.00 |
| 077 | PROGRAM MANAGER           |  |        |      |         |      |         |         |         |      |         |      |
|     |                           |  |        |      | 59,667  | 1.00 | 18,771  | 27,214  | 84,743  | 1.00 | 84,743  | 1.00 |
| 186 | PROGRAM COORDINATOR       |  |        |      |         |      |         |         |         |      |         |      |
|     |                           |  |        |      | 8,706   |      | 8,706   | 10,150  |         |      |         |      |
| 197 | EVENTS COORDINATOR        |  |        |      |         |      |         |         |         |      |         |      |
|     |                           |  |        |      | 73,247  | 1.00 | 70,822  | 74,720  | 75,075  | 1.00 | 75,075  | 1.00 |
| 221 | SUPPORT SPECIALIST 2      |  |        |      |         |      |         |         |         |      |         |      |
|     |                           |  |        |      | 51,892  | 1.00 | 49,935  | 54,053  | 58,119  | 1.00 | 58,119  | 1.00 |
| 273 | BCA GENERAL MANAGER       |  |        |      |         |      |         |         |         |      |         |      |
|     |                           |  | 30,152 | 1.00 | 114,134 | 1.00 | 107,557 | 114,146 | 117,005 | 1.00 | 117,005 | 1.00 |
| 275 | TEMPORARY EMPLOYEES       |  |        |      |         |      |         |         |         |      |         |      |
|     |                           |  |        |      | 5,000   |      | 4,698   | 4,617   | 13,932  |      | 13,932  |      |
| 299 | PAYROLL TAXES AND FRINGES |  |        |      |         |      |         |         |         |      |         |      |
|     |                           |  | 23,905 |      | 213,373 |      | 141,842 | 155,632 | 222,199 |      | 222,199 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |  |        |      |         |      |         |         |         |      |         |      |
|--|--|--|--------|------|---------|------|---------|---------|---------|------|---------|------|
|  |  |  | 78,206 | 2.00 | 626,030 | 5.00 | 496,414 | 540,543 | 677,377 | 5.00 | 677,377 | 5.00 |
|--|--|--|--------|------|---------|------|---------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |       |  |       |  |       |       |       |  |       |  |
|-----|------------------------------|--|-------|--|-------|--|-------|-------|-------|--|-------|--|
| 301 | OFFICE EXPENSE               |  |       |  |       |  |       |       |       |  |       |  |
|     |                              |  |       |  | 665   |  | 1,422 | 400   | 400   |  | 400   |  |
| 303 | OFFICE FURNITURE & EQUIPMENT |  |       |  |       |  |       |       |       |  |       |  |
|     |                              |  | 1,877 |  |       |  | 1,489 | 1,489 | 2,900 |  | 2,900 |  |
| 307 | MEMBERSHIP FEES              |  |       |  |       |  |       |       |       |  |       |  |
|     |                              |  | 2,241 |  | 2,575 |  | 2,797 | 2,575 | 5,475 |  | 5,475 |  |
| 308 | PERIODICALS & SUBSCRIPTIONS  |  |       |  |       |  |       |       |       |  |       |  |
|     |                              |  | 370   |  |       |  | 340   | 400   | 900   |  | 900   |  |
| 317 | COMPUTER EQUIPMENT           |  |       |  |       |  |       |       |       |  |       |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 107 LODGING TAX (TLT) FUND DEPT: 20 FINANCE DEPARTMENT

| 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 |
|                                      |                                |     | 4,028         |     | 5,200         |     | 4,503    | 1,600     | 100           |     | 100          |     |
| 318                                  | COMPUTER SOFTWARE              |     |               |     |               |     |          |           |               |     |              |     |
|                                      |                                |     | 630           |     | 10,540        |     | 8,522    | 8,000     | 500           |     | 500          |     |
| 321                                  | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |          |           |               |     |              |     |
|                                      |                                |     | 943           |     | 29,000        |     | 14,457   | 24,000    | 29,000        |     | 29,000       |     |
| 325                                  | COMMUNITY EVENTS EXPENSE       |     |               |     |               |     |          |           |               |     |              |     |
|                                      |                                |     |               |     | 93,650        |     | 79,764   | 93,297    | 85,650        |     | 85,650       |     |
| 328                                  | MEALS & RELATED EXPENSE        |     |               |     |               |     |          |           |               |     |              |     |
|                                      |                                |     |               |     | 2,500         |     | 352      | 2,500     | 2,000         |     | 2,000        |     |
| 330                                  | MILEAGE REIMBURSEMENT          |     |               |     |               |     |          |           |               |     |              |     |
|                                      |                                |     |               |     | 150           |     | 91       | 350       | 350           |     | 350          |     |
| 341                                  | COMMUNICATIONS EXPENSE         |     |               |     |               |     |          |           |               |     |              |     |
|                                      |                                |     | 260           |     | 1,968         |     | 1,549    | 1,968     | 2,448         |     | 2,448        |     |
| 461                                  | SPECIAL EXPENSE                |     |               |     |               |     |          |           |               |     |              |     |
|                                      |                                |     |               |     | 161,000       |     | 134,503  | 160,747   | 609,825       |     | 609,825      |     |
| 488                                  | ART DEVELOPMENT EXPENSE        |     |               |     |               |     |          |           |               |     |              |     |
|                                      |                                |     |               |     | 103,195       |     | 93,675   | 105,743   | 111,000       |     | 91,000       |     |
| 508                                  | BCA PREDEVELOPMENT EXPENSES    |     |               |     |               |     |          |           |               |     |              |     |
|                                      |                                |     | 115,409       |     |               |     |          |           |               |     |              |     |
| 511                                  | PROFESSIONAL SERVICES          |     |               |     |               |     |          |           |               |     |              |     |
|                                      |                                |     | 92,345        |     | 418,330       |     | 290,344  | 418,330   | 66,500        |     | 66,500       |     |
| 523                                  | BOARDS & COMMISSIONS EXPENSES  |     |               |     |               |     |          |           |               |     |              |     |
|                                      |                                |     |               |     | 7,000         |     | 4,600    | 6,978     | 2,000         |     | 2,000        |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                |     |               |     |               |     |          |           |               |     |              |     |
|                                      |                                |     | 218,103       |     | 835,773       |     | 638,408  | 828,377   | 919,048       |     | 899,048      |     |
| CLASS: 25 TRANSFERS                  |                                |     |               |     |               |     |          |           |               |     |              |     |
| 815                                  | TRSFERS TO CAPITAL DEV. FUND   |     |               |     |               |     |          |           |               |     |              |     |
|                                      |                                |     |               |     | 1,408,243     |     | 53,312   | 1,408,243 | 297,085       |     | 297,085      |     |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND  |     |               |     |               |     |          |           |               |     |              |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 107 LODGING TAX (TLT) FUND DEPT: 20 FINANCE DEPARTMENT

| 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  |
|   |                                     |     |               |      | 3,201         |      | 2,727     | 3,201     | 5,444         |      | 5,444        |      |
| 818   | TRSFERS TO ISD-ALLOCATED            |     |               |      |               |      |           |           |               |      |              |      |
|   |                                     |     |               |      | 16,456        |      | 16,456    | 16,456    | 18,791        |      | 18,791       |      |
| TOTAL CLASS: 25 TRANSFERS                     |                                     |     |               |      |               |      |           |           |               |      |              |      |
|   |                                     |     |               |      | 1,427,900     |      | 72,495    | 1,427,900 | 321,320       |      | 321,320      |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                                     |     |               |      |               |      |           |           |               |      |              |      |
| 976   | RESERVE - CITY, 4% TLT, 30% GENERAL |     |               |      |               |      |           |           |               |      |              |      |
|   |                                     |     |               |      | 123,714       |      |           |           |               |      |              |      |
| 977   | RESERVE - CITY, 4% TLT, 70% TOURISM |     |               |      |               |      |           |           |               |      |              |      |
|   |                                     |     |               |      | 229,858       |      |           |           |               |      |              |      |
| 991   | CONTINGENCY - UNRESERVED            |     |               |      |               |      |           |           |               |      |              |      |
|   |                                     |     |               |      | 521,131       |      |           |           | 1,609,859     |      | 1,609,859    |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                     |     |               |      |               |      |           |           |               |      |              |      |
|   |                                     |     |               |      | 874,703       |      |           |           | 1,609,859     |      | 1,609,859    |      |
| TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT       |                                     |     |               |      |               |      |           |           |               |      |              |      |
|   |                                     |     | 296,309       | 2.00 | 3,764,406     | 5.00 | 1,207,317 | 2,796,820 | 3,527,604     | 5.00 | 3,507,604    | 5.00 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL       |                                       |     |               |     |               |     |           |               |     |              |     |
| 301                                       | BEGINNING WORKING CAPITAL             |     |               |     | 1,233,059     |     | 1,233,059 | 830,034       |     | 830,034      |     |
| TOTAL CLASS: 05 BEGINNING WORKING CAPITAL |                                       |     |               |     | 1,233,059     |     | 1,233,059 | 830,034       |     | 830,034      |     |
| CLASS: 10 TAXES                           |                                       |     |               |     |               |     |           |               |     |              |     |
| 506                                       | CITY 4% LODGING TAX (TLT)             |     | 800,185       |     | 1,232,251     |     | 1,170,000 | 1,290,000     |     | 1,290,000    |     |
| TOTAL CLASS: 10 TAXES                     |                                       |     |               |     | 800,185       |     | 1,170,000 | 1,290,000     |     | 1,290,000    |     |
| CLASS: 15 INTERGOVERNMENTAL REVENUE       |                                       |     |               |     |               |     |           |               |     |              |     |
| 326                                       | COUNTY 2.5% LODGING TAX               |     | 725,907       |     | 782,075       |     | 720,000   | 806,000       |     | 806,000      |     |
| TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE |                                       |     |               |     | 725,907       |     | 720,000   | 806,000       |     | 806,000      |     |
| CLASS: 35 MISCELLANEOUS REVENUES          |                                       |     |               |     |               |     |           |               |     |              |     |
| 384                                       | INVESTMENT INTEREST EARNINGS          |     | 3,276         |     | 13,200        |     | 17,700    | 24,500        |     | 24,500       |     |
| 390                                       | CONTRIBUTIONS AND DONATIONS           |     |               |     |               |     |           |               |     |              |     |
| 757                                       | MED/LIFE INS PREM REFUND DISTRIBUTION |     |               |     |               |     | 87        |               |     |              |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES    |                                       |     |               |     | 3,276         |     | 17,787    | 24,500        |     | 24,500       |     |
| CLASS: 40 INTERFUND TRANSFERS/LOANS       |                                       |     |               |     |               |     |           |               |     |              |     |
| 411                                       | TRSFERS FROM GENERAL FUND             |     |               |     | 503,821       |     | 486,008   | 577,070       |     | 557,070      |     |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS |                                       |     |               |     | 503,821       |     | 486,008   | 577,070       |     | 557,070      |     |
| TOTAL PROGRAM: 0000 UNRESTRICTED          |                                       |     |               |     | 1,529,368     |     | 3,626,854 | 3,527,604     |     | 3,507,604    |     |
| TOTAL DEPARTMENT: 03 REVENUE              |                                       |     |               |     | 1,529,368     |     | 3,626,854 | 3,527,604     |     | 3,507,604    |     |

### BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

506 CITY 4% LODGING TAX (TLT)

EFFECTIVE OCTOBER 1, 2016, THE CITY ENACTED ITS OWN 4% TRANSIENT LODGING TAX. THE COUNTY WILL COLLECT AND DISTRIBUTE THIS TAX TO THE CITY SIMILAR TO THE PROCESS THE COUNTY COLLECTS THE 9% COUNTY TLT AND DISTRIBUTES 2.5% OF THE TLT TO THE CITY (SEE ACCOUNT 326 BELOW)  
FY 2016-17 COLLECTIONS REPRESENTS ONLY 9 MONTHS OF COLLECTIONS. FY 2017-18 REFLECTS FIRST COMPLETE YEAR OF COLLECTIONS.

326 COUNTY 2.5% LODGING TAX

BEGINNING FY2016-17 THE 2.5% CITY PORTION OF THE 9% COUNTY TRANSIENT LODGING TAX IS BEING TRANSFERRED FROM THE GENERAL FUND TO THE NEW LODGING TAX (TLT) FUND 107

384 INVESTMENT INTEREST EARNINGS

FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%  
FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%

390 CONTRIBUTIONS AND DONATIONS

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND

SUBSIDY OF 100% OF THE ARTS PROGRAM'S OPERATING COSTS FUNDED BY THE GENERAL FUND. \$557,070  
FY 2018-19 BUDGET AMENDMENT PKT. #11 REDUCES THE APPROPRIATION IN THE LODGING TAX FUND FOR ART DEVELOPMENT EXPENSE BY \$20,000 FROM THE CURRENT APPROPRIATION OF \$110,000 TO A NEW TOTAL OF \$91,000 AND REDUCE THE FUNDING FROM THE GENERAL FUND.

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0528 ARTS PROGRAM

| 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: 05 PERSONNEL SERVICES

|     |                           |  |  |  |        |      |        |         |      |         |      |
|-----|---------------------------|--|--|--|--------|------|--------|---------|------|---------|------|
| 077 | PROGRAM MANAGER           |  |  |  | 59,667 | 1.00 | 27,214 | 84,743  | 1.00 | 84,743  | 1.00 |
| 186 | PROGRAM COORDINATOR       |  |  |  | 8,706  |      | 10,150 |         |      |         |      |
| 197 | EVENTS COORDINATOR        |  |  |  | 73,247 | 1.00 | 74,720 | 75,075  | 1.00 | 75,075  | 1.00 |
| 221 | SUPPORT SPECIALIST 2      |  |  |  | 51,892 | 1.00 | 54,053 | 58,119  | 1.00 | 58,119  | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES |  |  |  | 96,273 |      | 75,304 | 120,825 |      | 120,825 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |  |  |  |         |      |         |         |      |         |      |
|--|--|--|--|--|---------|------|---------|---------|------|---------|------|
|  |  |  |  |  | 289,785 | 3.00 | 241,441 | 338,762 | 3.00 | 338,762 | 3.00 |
|--|--|--|--|--|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |  |  |        |  |        |        |  |        |  |
|-----|--------------------------------|--|--|--|--------|--|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                 |  |  |  | 465    |  | 200    | 200    |  | 200    |  |
| 303 | OFFICE FURNITURE & EQUIPMENT   |  |  |  |        |  |        | 900    |  | 900    |  |
| 307 | MEMBERSHIP FEES                |  |  |  | 2,575  |  | 2,575  | 2,575  |  | 2,575  |  |
| 317 | COMPUTER EQUIPMENT             |  |  |  | 2,000  |  |        | 100    |  | 100    |  |
| 318 | COMPUTER SOFTWARE              |  |  |  | 540    |  |        | 500    |  | 500    |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |  |  | 4,000  |  | 4,000  | 4,000  |  | 4,000  |  |
| 325 | COMMUNITY EVENTS EXPENSE       |  |  |  | 93,650 |  | 93,297 | 85,650 |  | 85,650 |  |
| 328 | MEALS & RELATED EXPENSE        |  |  |  | 1,500  |  | 1,500  | 1,000  |  | 1,000  |  |
| 330 | MILEAGE REIMBURSEMENT          |  |  |  | 150    |  | 150    | 150    |  | 150    |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0528 ARTS PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 077 PROGRAM MANAGER  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROGRAM COORDINATOR POSITION TO 1 FTE PROGRAM MANAGER POSITION.
- 186 PROGRAM COORDINATOR  
 FY 17-18 REFLECTS THE ARTS PROGRAM 0528 TRANSFERRING FROM THE GENERAL FUND - MAYOR'S OFFICE TO THE LODGING TAX (TLT) FUND 107.  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROGRAM COORDINATOR POSITION TO 1 FTE PROGRAM MANAGER POSITION.
- 197 EVENTS COORDINATOR
- 221 SUPPORT SPECIALIST 2
- 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  
 ARTS OFFICE SUPPLIES \$200
- 303 OFFICE FURNITURE & EQUIPMENT  
 STANDING DESKS (2 AT \$450) FOR NEW PROGRAM MANAGER AND ONE FOR STAFF. \$900
- 307 MEMBERSHIP FEES  
 PORTLAND ART MUSEUM \$2,200  
 AMERICANS FOR THE ARTS \$100  
 WESTSIDE CULTURAL ALLIANCE \$75  
 WILLAMETTE VALLEY DEVELOPMENT OFFICERS \$200
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE  
 MISCELLANEOUS SOFTWARE NEEDS FOR ARTS PROGRAM MANAGER \$500
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 ARTS PROGRAM WORKSHOPS AND TRAININGS \$1,500  
 AMERICANS FOR THE ARTS ANNUAL CONFERENCE \$2,500
- 325 COMMUNITY EVENTS EXPENSE  
 TEN TINY DANCES \$20,150  
 BEAVERTON ARTS MIX \$23,500  
 MAYOR'S BALL SPONSORSHIP & VIDEO \$10,000  
 CONCERTS AT THE ROUND \$20,000  
 EMERGING ARTISTS SHOWCASE PROJECT \$12,000
- 328 MEALS & RELATED EXPENSE  
 ARTS PROGRAM PARTNER MEETINGS AND VOLUNTEER APPRECIATION \$1,000
- 330 MILEAGE REIMBURSEMENT  
 REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$150

0395

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0528 ARTS PROGRAM

| OBJ   | 2016 - ACTUAL                 |     | 2017 - ACTUAL |     | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|---|-------------------------------|-----|---------------|-----|---------------|------|---------|---------------|------|--------------|------|
|   | AMOUNT                        | FTE | AMOUNT        | FTE | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 341   | COMMUNICATIONS EXPENSE        |     |               |     | 720           |      | 720     | 1,200         |      | 1,200        |      |
| 461   | SPECIAL EXPENSE               |     |               |     | 11,000        |      | 10,747  | 11,000        |      | 11,000       |      |
| 488   | ART DEVELOPMENT EXPENSE       |     |               |     | 103,195       |      | 105,743 | 111,000       |      | 91,000       |      |
| 523   | BOARDS & COMMISSIONS EXPENSES |     |               |     | 7,000         |      | 6,978   | 2,000         |      | 2,000        |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES          |                               |     |               |     | 226,795       |      | 225,910 | 220,275       |      | 200,275      |      |
| CLASS: 25 TRANSFERS                           |                               |     |               |     |               |      |         |               |      |              |      |
| 816   | TRSFERS TO REPROGRAPHICS FUND |     |               |     | 2,201         |      | 2,201   | 3,882         |      | 3,882        |      |
| 818   | TRSFERS TO ISD-ALLOCATED      |     |               |     | 16,456        |      | 16,456  | 18,791        |      | 18,791       |      |
| TOTAL CLASS: 25 TRANSFERS                     |                               |     |               |     | 18,657        |      | 18,657  | 22,673        |      | 22,673       |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                               |     |               |     |               |      |         |               |      |              |      |
| 991   | CONTINGENCY - UNRESERVED      |     |               |     | 521,131       |      |         | 1,609,859     |      | 1,609,859    |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                               |     |               |     | 521,131       |      |         | 1,609,859     |      | 1,609,859    |      |
| TOTAL PROGRAM: 0528 ARTS PROGRAM              |                               |     |               |     | 1,056,368     | 3.00 | 486,008 | 2,191,569     | 3.00 | 2,171,569    | 3.00 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0528 ARTS PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 341 COMMUNICATIONS EXPENSE
  - CELL PHONE CHARGES FOR 2 STAFF AT \$75 PER MONTH \$900
  - CELL PHONE UPGRADES 2 STAFF \$300
- 461 SPECIAL EXPENSE
  - ART ACQUISITION AND CITY FACILITY & REVOLVING ART DISPLAY HANGING SYSTEM IMPROVEMENTS \$6,000
  - ARTIST STIPENDS FOR SPECIAL PROJECTS \$5,000
- 488 ART DEVELOPMENT EXPENSE
  - ARTIST WORKSHOP SERIES \$5,000
  - SUBMITTABLE PLATFORM FOR ARTIST CALLS \$1,000
  - COMMUNITY GRANTS FOR ORGANIZATIONS & ARTISTS \$20,000
  - DIVERSE ART OFFERINGS GRANTS FOR ARTISTS & INDIVIDUALS \$5,000
  - PUBLIC ART & PLACEMAKING \$60,000
  - FY 2018-19 BUDGET AMENDMENT PKT. #11 REDUCES THE APPROPRIATION IN THE LODGING TAX FUND FOR ART DEVELOPMENT EXPENSE BY \$20,000 FROM THE CURRENT APPROPRIATION OF \$110,000 TO A NEW TOTAL OF \$91,000 AND REDUCE THE FUNDING FROM THE GENERAL FUND.
- 523 BOARDS & COMMISSIONS EXPENSES
  - BAC BOARD EXPENSES \$2,000

- 816 TRSFERS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 818 TRSFERS TO ISD-ALLOCATED
  - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$18,791

- 991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

| 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: 05 PERSONNEL SERVICES

|     |                           |  |        |      |         |      |         |         |      |         |      |
|-----|---------------------------|--|--------|------|---------|------|---------|---------|------|---------|------|
| 018 | CAPITAL CAMPAIGN MANAGER  |  | 24,149 | 1.00 | 100,011 | 1.00 | 100,011 | 106,304 | 1.00 | 106,304 | 1.00 |
| 273 | BCA GENERAL MANAGER       |  | 30,152 | 1.00 | 114,134 | 1.00 | 114,146 | 117,005 | 1.00 | 117,005 | 1.00 |
| 275 | TEMPORARY EMPLOYEES       |  |        |      | 5,000   |      | 4,617   | 13,932  |      | 13,932  |      |
| 299 | PAYROLL TAXES AND FRINGES |  | 23,905 |      | 117,100 |      | 80,328  | 101,374 |      | 101,374 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |  |        |      |         |      |         |         |      |         |      |
|--|--|--|--------|------|---------|------|---------|---------|------|---------|------|
|  |  |  | 78,206 | 2.00 | 336,245 | 2.00 | 299,102 | 338,615 | 2.00 | 338,615 | 2.00 |
|--|--|--|--------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |        |  |        |        |  |        |  |
|-----|--------------------------------|--|-------|--|--------|--|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                 |  |       |  | 200    |  | 200    | 200    |  | 200    |  |
| 303 | OFFICE FURNITURE & EQUIPMENT   |  | 1,877 |  |        |  | 1,489  | 2,000  |  | 2,000  |  |
| 307 | MEMBERSHIP FEES                |  | 2,241 |  |        |  |        | 2,900  |  | 2,900  |  |
| 308 | PERIODICALS & SUBSCRIPTIONS    |  | 370   |  |        |  | 400    | 900    |  | 900    |  |
| 317 | COMPUTER EQUIPMENT             |  | 4,028 |  | 3,200  |  | 1,600  |        |  |        |  |
| 318 | COMPUTER SOFTWARE              |  | 630   |  | 10,000 |  | 8,000  |        |  |        |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  | 943   |  | 25,000 |  | 20,000 | 25,000 |  | 25,000 |  |
| 328 | MEALS & RELATED EXPENSE        |  |       |  | 1,000  |  | 1,000  | 1,000  |  | 1,000  |  |
| 330 | MILEAGE REIMBURSEMENT          |  |       |  |        |  | 200    | 200    |  | 200    |  |
| 341 | COMMUNICATIONS EXPENSE         |  | 260   |  | 1,248  |  | 1,248  | 1,248  |  | 1,248  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 018 CAPITAL CAMPAIGN MANAGER  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY
- 273 BCA GENERAL MANAGER  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY
- 275 TEMPORARY EMPLOYEES  
 BUSINESS PLANNING AND RESEARCH ASSISTANCE ON A SHORT-TERM AD HOC BASIS, AS NECESSARY.
- 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  
 OFFICE SUPPLIES
- 303 OFFICE FURNITURE & EQUIPMENT  
 ADDITIONAL FURNITURE AND EQUIPMENT FOR POTENTIAL MOVE TO TBB 2ND FLOOR
- 307 MEMBERSHIP FEES  
 INTERNATIONAL ASSOCIATION OF VENUE MANAGERS (IAVM)  
 ARTS NORTHWEST  
 ASSOCIATION OF PERFORMING ARTS PROFESSIONALS  
 WESTERN ARTS ALLIANCE  
 CALIFORNIA PRESENTERS  
 POLLSTAR  
 OREGON CULTURAL ADVOCACY COALITION  
 NATIONAL GUILD FOR COMMUNITY ARTS EDUCATION
- 308 PERIODICALS & SUBSCRIPTIONS  
 SUBSCRIPTIONS \$400  
 PARTNER ORGANIZATION TICKETS \$500
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATIONS REQUESTED
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATIONS REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 TRADE CONFERENCES, TRAVEL TO OTHER FACILITIES \$25,000
- 328 MEALS & RELATED EXPENSE  
 MEALS AND RELATED EXPENSE \$1,000
- 330 MILEAGE REIMBURSEMENT  
 REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$200
- 341 COMMUNICATIONS EXPENSE  
 CELL PHONE CHARGES FOR 2 CELL PHONES @ 104 PER MONTH \$1,248

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

PROGRAM: 0802 BCA FACILITY DEVELOPMENT

| OBJ   | 2016 - ACTUAL                       |     | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018      | 2019 - RECOMD |      | 2019 ADOPTED |      |
|---|-------------------------------------|-----|---------------|------|---------------|------|-----------|---------------|------|--------------|------|
|   | AMOUNT                              | FTE | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT   | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 461   | SPECIAL EXPENSE                     |     |               |      | 150,000       |      | 150,000   | 598,825       |      | 598,825      |      |
| 508   | BCA PREDEVELOPMENT EXPENSES         |     | 115,409       |      |               |      |           |               |      |              |      |
| 511   | PROFESSIONAL SERVICES               |     | 92,345        |      | 418,330       |      | 418,330   | 66,500        |      | 66,500       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES          |                                     |     |               |      |               |      |           |               |      |              |      |
|   |                                     |     | 218,103       |      | 608,978       |      | 602,467   | 698,773       |      | 698,773      |      |
| CLASS: 25 TRANSFERS                           |                                     |     |               |      |               |      |           |               |      |              |      |
| 815   | TRSFERS TO CAPITAL DEV. FUND        |     |               |      | 1,408,243     |      | 1,408,243 | 297,085       |      | 297,085      |      |
| 816   | TRSFERS TO REPROGRAPHICS FUND       |     |               |      | 1,000         |      | 1,000     | 1,562         |      | 1,562        |      |
| TOTAL CLASS: 25 TRANSFERS                     |                                     |     |               |      |               |      |           |               |      |              |      |
|   |                                     |     |               |      | 1,409,243     |      | 1,409,243 | 298,647       |      | 298,647      |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                                     |     |               |      |               |      |           |               |      |              |      |
| 976   | RESERVE - CITY, 4% TLT, 30% GENERAL |     |               |      | 123,714       |      |           |               |      |              |      |
| 977   | RESERVE - CITY, 4% TLT, 70% TOURISM |     |               |      | 229,858       |      |           |               |      |              |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                     |     |               |      |               |      |           |               |      |              |      |
|   |                                     |     |               |      | 353,572       |      |           |               |      |              |      |
| TOTAL PROGRAM: 0802 BCA FACILITY DEVELOPMENT  |                                     |     |               |      |               |      |           |               |      |              |      |
|   |                                     |     | 296,309       | 2.00 | 2,708,038     | 2.00 | 2,310,812 | 1,336,035     | 2.00 | 1,336,035    | 2.00 |
| TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT       |                                     |     |               |      |               |      |           |               |      |              |      |

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 461 SPECIAL EXPENSE
  - FUNDING FOR BEAVERTON ARTS FOUNDATION BCA CAPITAL CAMPAIGN GRANT
  - OFFICE SUPPORT:
    - CONTRACT EVENTS / COMMUNICATION \$30,000
    - SUPPLIES, COMPUTER, CELLPHONE, MEALS, MILEAGE, TRAINING, POSTAGE, IT \$26,500
    - SPACE RENT IN THE E-SUITES \$18,000
  - CAMPAIGN STAFFING (TOTAL: - INCLUDES 33% BENEFITS)
    - CAMPAIGN OPERATIONS MANAGER (1FTE SUPPORT CAMPAIGN MANAGING OPS AND VOLUNTEERS) \$67,000
    - CAMPAIGN ADMINISTRATIVE ASSISTANT (OFFICE SUPPORT FOR CAMPAIGN AND BOARD) \$47,000
    - CAMPAIGN MAJOR GIFTS OFFICER (1 FTE, CULTIVATE MAJOR DONORS) \$113,000
    - CAMPAIGN SPECIAL GIFTS OFFICER (9 MO, MEDIUM TO SMALL GIFT CULTIVATION, OUTREACH) \$69,825
  - CAPITAL CAMPAIGN ADVISERS \$125,000
  - FUNDRAISING EVENTS \$20,000
  - CONTRACTED LEGAL/ACCOUNTING SERVICES \$25,000
  - CAMPAIGN MARKETING \$52,500
  - FUNDRAISING RESEARCH \$5,000
- 508 BCA PREDEVELOPMENT EXPENSES
  - FY 16-17 REFLECTS: LOT LINE ADJUSTMENT, ENVIRONMENTAL DUE DILIGENCE, LAND USE ENTITLEMENTS, AND OWNER'S REPRESENTATIVE.
- 511 PROFESSIONAL SERVICES
  - FY 2018-19:
    - BUSINESS PLANNING AND RESEARCH (MARKET, PROFORMA, FOOD SERVICE, EDUCATION) \$21,500
    - ASSUMES ROLLING OVER ADDITIONAL 20,000 FROM FY17-18 INTO BUSINESS PLANNING LINE ITEM FOR \$41,500 TOTAL IN BUSINESS PLANNING
    - TOURISM AND PROMOTION SUPPORT - CHAMBER OF COMMERCE \$25,000
    - COMMUNITY OUTREACH SUPPORT \$20,000
- 815 TRSFERS TO CAPITAL DEV. FUND
  - FY 17-18
    - 3521 - BEAVERTON CTR FOR THE ARTS BUDGET \$1,408,243/EST \$1,038,371
  - FY 18-19
    - 3521 - BEAVERTON CTR FOR THE ARTS
- 816 TRSFERS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 976 RESERVE - CITY, 4% TLT, 30% GENERAL
  - RESERVE - CITY'S 4% LODGING TAX SET ASIDE FOR GENERAL PURPOSE
  - 30% OF THE ENDING BALANCE (4% TLT TAX LESS PROGRAM 0802 EXPENDITURES)
- 977 RESERVE - CITY, 4% TLT, 70% TOURISM
  - RESERVE - CITY'S 4% LODGING TAX SET ASIDE FOR TOURISM
  - 70% OF THE ENDING BALANCE (4% TLT TAX LESS PROGRAM 0802 EXPENDITURES)

**BP WORKSHEET & JUSTIFICATION**

FUND: 107 LODGING TAX (TLT) FUND

| OBJ                                    | 2016 - ACTUAL |         | 2017 - ACTUAL |           | 2018 BUDGETED |           | 2018      | 2019 - RECOMD |           | 2019 ADOPTED |     |
|--|---------------|---------|---------------|-----------|---------------|-----------|-----------|---------------|-----------|--------------|-----|
|  | AMOUNT        | FTE     | AMOUNT        | FTE       | AMOUNT        | FTE       | EST AMT   | AMOUNT        | FTE       | AMOUNT       | FTE |
|  |               | 296,309 | 2.00          | 3,764,406 | 5.00          | 2,796,820 | 3,527,604 | 5.00          | 3,507,604 | 5.00         |     |
| TOTAL FUND: 107 LODGING TAX (TLT) FUND |               |         |               |           |               |           |           |               |           |              |     |
|  |               | 296,309 | 2.00          | 3,764,406 | 5.00          | 2,796,820 | 3,527,604 | 5.00          | 3,507,604 | 5.00         |     |

### BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |
|     |                    |



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 108 BCA GIFT AND CONTRIBUTION FUND DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |  |  |  |  |  |  |  |  |  |  |          |          |
|--|--|--|--|--|--|--|--|--|--|--|----------|----------|
|  |  |  |  |  |  |  |  |  |  |  | -100,000 | -100,000 |
|--|--|--|--|--|--|--|--|--|--|--|----------|----------|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |  |  |  |  |  |  |  |  |  |          |          |
|--|--|--|--|--|--|--|--|--|--|--|----------|----------|
|  |  |  |  |  |  |  |  |  |  |  | -100,000 | -100,000 |
|--|--|--|--|--|--|--|--|--|--|--|----------|----------|

CLASS: 35 MISCELLANEOUS REVENUES

390 CONTRIBUTIONS AND DONATIONS

|  |  |  |  |  |            |  |  |          |            |  |            |  |
|--|--|--|--|--|------------|--|--|----------|------------|--|------------|--|
|  |  |  |  |  | -1,000,000 |  |  | -100,000 | -1,000,000 |  | -1,000,000 |  |
|--|--|--|--|--|------------|--|--|----------|------------|--|------------|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |  |  |  |            |  |  |          |            |  |            |  |
|--|--|--|--|--|------------|--|--|----------|------------|--|------------|--|
|  |  |  |  |  | -1,000,000 |  |  | -100,000 | -1,000,000 |  | -1,000,000 |  |
|--|--|--|--|--|------------|--|--|----------|------------|--|------------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |  |  |  |  |            |  |  |          |            |  |            |  |
|--|--|--|--|--|------------|--|--|----------|------------|--|------------|--|
|  |  |  |  |  | -1,000,000 |  |  | -100,000 | -1,100,000 |  | -1,100,000 |  |
|--|--|--|--|--|------------|--|--|----------|------------|--|------------|--|

04

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 108 BCA GIFT AND CONTRIBUTION FUND      DEPT: 20 FINANCE DEPARTMENT

| 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: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

|  |  |  |  |  |           |  |  |  |           |  |           |  |
|--|--|--|--|--|-----------|--|--|--|-----------|--|-----------|--|
|  |  |  |  |  | 1,000,000 |  |  |  | 1,100,000 |  | 1,100,000 |  |
|--|--|--|--|--|-----------|--|--|--|-----------|--|-----------|--|

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |           |  |  |  |           |  |           |  |
|--|--|--|--|--|-----------|--|--|--|-----------|--|-----------|--|
|  |  |  |  |  | 1,000,000 |  |  |  | 1,100,000 |  | 1,100,000 |  |
|--|--|--|--|--|-----------|--|--|--|-----------|--|-----------|--|

TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

|  |  |  |  |  |           |  |  |  |           |  |           |  |
|--|--|--|--|--|-----------|--|--|--|-----------|--|-----------|--|
|  |  |  |  |  | 1,000,000 |  |  |  | 1,100,000 |  | 1,100,000 |  |
|--|--|--|--|--|-----------|--|--|--|-----------|--|-----------|--|

0405

**BP WORKSHEET & JUSTIFICATION**

FUND: 108 BCA GIFT AND CONTRIBUTION FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL  
 301 BEGINNING WORKING CAPITAL

100,000 100,000

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

100,000 100,000

CLASS: 35 MISCELLANEOUS REVENUES  
 390 CONTRIBUTIONS AND DONATIONS

1,000,000 100,000 1,000,000 1,000,000

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

1,000,000 100,000 1,000,000 1,000,000

TOTAL PROGRAM: 0000 UNRESTRICTED

1,000,000 100,000 1,100,000 1,100,000

TOTAL DEPARTMENT: 03 REVENUE

1,000,000 100,000 1,100,000 1,100,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 108 BCA GIFT AND CONTRIBUTION FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL



390 CONTRIBUTIONS AND DONATIONS  
PLACEHOLDE ESTIMATE FOR POSSIBLE DIRECT CONTRIBUTIONS THAT MAY BE PAID TO THE CITY  
THE BEAVERTON CENTER FOR THE ARTS CONSTRUCTION CAPITAL DONATION CAMPAIGN



**BP WORKSHEET & JUSTIFICATION**

FUND: 108 BCA GIFT AND CONTRIBUTION FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

| 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  
 991 CONTINGENCY - UNRESERVED

|  |  |  |  |  |           |  |  |           |  |           |  |
|--|--|--|--|--|-----------|--|--|-----------|--|-----------|--|
|  |  |  |  |  | 1,000,000 |  |  | 1,100,000 |  | 1,100,000 |  |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  |  |  |  |  | 1,000,000 |  |  | 1,100,000 |  | 1,100,000 |  |
| TOTAL PROGRAM: 0802 BCA FACILITY DEVELOPMENT   |  |  |  |  | 1,000,000 |  |  | 1,100,000 |  | 1,100,000 |  |
| TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT        |  |  |  |  | 1,000,000 |  |  | 1,100,000 |  | 1,100,000 |  |
| TOTAL FUND: 108 BCA GIFT AND CONTRIBUTION FUND |  |  |  |  | 1,000,000 |  |  | 1,100,000 |  | 1,100,000 |  |

### BP WORKSHEET & JUSTIFICATION

FUND: 108 BCA GIFT AND CONTRIBUTION FUND  
DEPT: 20 FINANCE DEPARTMENT  
PROGRAM: 0802 BCA FACILITY DEVELOPMENT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

991 CONTINGENCY - UNRESERVED

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

## Street Lighting

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 111 STREET LIGHTING FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |  |          |  |          |  |          |          |          |  |          |  |
|-----|---------------------------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| 301 | BEGINNING WORKING CAPITAL |  |          |  |          |  |          |          |          |  |          |  |
|     | -453,777                  |  | -277,960 |  | -284,598 |  | -284,598 | -284,598 | -148,912 |  | -148,912 |  |

|   |          |  |          |  |          |  |          |          |          |  |          |  |
|---|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| TOTAL CLASS: 05 BEGINNING WORKING CAPITAL |          |  |          |  |          |  |          |          |          |  |          |  |
|   | -453,777 |  | -277,960 |  | -284,598 |  | -284,598 | -284,598 | -148,912 |  | -148,912 |  |

CLASS: 10 TAXES

|     |                              |  |      |  |  |  |      |        |        |  |        |  |
|-----|------------------------------|--|------|--|--|--|------|--------|--------|--|--------|--|
| 306 | INTEREST ON DELINQUENT TAXES |  |      |  |  |  |      |        |        |  |        |  |
|     | -255                         |  | -462 |  |  |  | -656 | -1,000 | -1,000 |  | -1,000 |  |

|     |                               |  |            |  |            |  |            |            |            |  |            |  |
|-----|-------------------------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
| 311 | PROPERTY TAXES - CURRENT YEAR |  |            |  |            |  |            |            |            |  |            |  |
|     | -1,071,596                    |  | -1,115,969 |  | -1,152,929 |  | -1,128,875 | -1,158,924 | -1,464,580 |  | -1,180,564 |  |

|          |                              |  |         |  |         |  |        |         |         |  |         |  |
|----------|------------------------------|--|---------|--|---------|--|--------|---------|---------|--|---------|--|
| 0410 312 | PROPERTY TAXES - PRIOR YEARS |  |         |  |         |  |        |         |         |  |         |  |
|          | -13,649                      |  | -12,810 |  | -10,000 |  | -6,826 | -10,000 | -10,000 |  | -10,000 |  |

|                       |            |  |            |  |            |  |            |            |            |  |            |  |
|-----------------------|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
| TOTAL CLASS: 10 TAXES |            |  |            |  |            |  |            |            |            |  |            |  |
|                       | -1,085,500 |  | -1,129,241 |  | -1,162,929 |  | -1,136,357 | -1,169,924 | -1,475,580 |  | -1,191,564 |  |

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |  |        |  |        |  |        |        |         |  |         |  |
|-----|------------------------------|--|--------|--|--------|--|--------|--------|---------|--|---------|--|
| 384 | INVESTMENT INTEREST EARNINGS |  |        |  |        |  |        |        |         |  |         |  |
|     | -3,624                       |  | -4,865 |  | -5,100 |  | -6,994 | -8,700 | -13,200 |  | -13,200 |  |

|     |                        |  |        |  |        |  |         |         |        |  |        |  |
|-----|------------------------|--|--------|--|--------|--|---------|---------|--------|--|--------|--|
| 389 | MISCELLANEOUS REVENUES |  |        |  |        |  |         |         |        |  |        |  |
|     | -3,392                 |  | -5,658 |  | -1,000 |  | -12,847 | -10,000 | -5,000 |  | -5,000 |  |

|     |                              |  |         |  |        |  |        |        |        |  |        |  |
|-----|------------------------------|--|---------|--|--------|--|--------|--------|--------|--|--------|--|
| 398 | SRVS PROVIDED TO OTHER FUNDS |  |         |  |        |  |        |        |        |  |        |  |
|     |                              |  | -24,262 |  | -8,000 |  | -1,457 | -2,000 | -2,000 |  | -2,000 |  |

|     |                                |  |  |  |  |  |  |  |  |  |  |  |
|-----|--------------------------------|--|--|--|--|--|--|--|--|--|--|--|
| 756 | PERS RSRV DISTRIB-NON GAAP REV |  |  |  |  |  |  |  |  |  |  |  |
|     | -3,837                         |  |  |  |  |  |  |  |  |  |  |  |

757 MED/LIFE INS PREM REFUND DISTRIBUTION

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 111 STREET LIGHTING FUND

DEPT: 03 REVENUE

| 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 |
|  | -2,207        |     | -1,729        |     |               |     | -935       | -935       |               |     |              |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES |               |     |               |     |               |     |            |            |               |     |              |     |
|  | -13,060       |     | -36,514       |     | -14,100       |     | -22,233    | -21,635    | -20,200       |     | -20,200      |     |
| TOTAL DEPARTMENT: 03 REVENUE           |               |     |               |     |               |     |            |            |               |     |              |     |
|  | -1,552,337    |     | -1,443,715    |     | -1,461,627    |     | -1,443,188 | -1,476,157 | -1,644,692    |     | -1,360,676   |     |

0411

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 111 STREET LIGHTING FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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: 05 PERSONNEL SERVICES

|     |                           |      |         |      |         |      |        |         |         |      |         |      |
|-----|---------------------------|------|---------|------|---------|------|--------|---------|---------|------|---------|------|
| 112 | PUBLIC WORKS MANAGER 3    |      |         |      |         |      |        |         |         |      |         |      |
|     | 31,427                    | .30  | 32,808  | .30  | 33,406  | .30  | 31,539 | 33,404  | 35,555  | .30  | 35,555  | .30  |
| 126 | TRAFFIC SIGNAL MAINT TECH |      |         |      |         |      |        |         |         |      |         |      |
|     | 100,801                   | 1.50 | 94,714  | 1.50 | 104,343 | 1.50 | 60,630 | 87,592  | 102,385 | 1.50 | 102,385 | 1.50 |
| 211 | TRAFFIC SIGNAL MAINT LEAD |      |         |      |         |      |        |         |         |      |         |      |
|     | 46,164                    | .50  | 46,397  | .50  | 43,141  | .50  | 44,623 | 44,370  | 44,423  | .50  | 44,423  | .50  |
| 299 | PAYROLL TAXES AND FRINGES |      |         |      |         |      |        |         |         |      |         |      |
|     | 92,355                    |      | 100,749 |      | 111,290 |      | 80,883 | 104,403 | 135,174 |      | 135,174 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
|  | 270,747 | 2.30 | 274,668 | 2.30 | 292,180 | 2.30 | 217,675 | 269,769 | 317,537 | 2.30 | 317,537 | 2.30 |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|

041

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |         |  |         |  |         |         |         |  |         |  |
|-----|--------------------------------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |  |         |  |         |  |         |         |         |  |         |  |
|     | 672                            |  | 941     |  | 1,000   |  | 476     | 500     | 1,000   |  | 1,000   |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |         |  |         |  |         |         |         |  |         |  |
|     | 141                            |  | 267     |  | 500     |  | 123     | 500     | 500     |  | 500     |  |
| 307 | MEMBERSHIP FEES                |  |         |  |         |  |         |         |         |  |         |  |
|     |                                |  |         |  | 300     |  |         | 250     | 300     |  | 300     |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |         |  |         |  |         |         |         |  |         |  |
|     | 200                            |  |         |  | 1,000   |  |         | 500     | 1,000   |  | 1,000   |  |
| 328 | MEALS & RELATED EXPENSE        |  |         |  |         |  |         |         |         |  |         |  |
|     |                                |  | 68      |  |         |  |         |         | 200     |  | 200     |  |
| 361 | UNIFORMS & SPECIAL CLOTHING    |  |         |  |         |  |         |         |         |  |         |  |
|     | 2,274                          |  | 3,014   |  | 3,000   |  | 2,577   | 500     | 3,000   |  | 3,000   |  |
| 408 | ST PEDESTRIAN LIGHT MAINT      |  |         |  |         |  |         |         |         |  |         |  |
|     | 45,674                         |  | 48,521  |  | 86,260  |  | 85,308  | 96,260  | 85,000  |  | 85,000  |  |
| 451 | CITY STREET LIGHTING           |  |         |  |         |  |         |         |         |  |         |  |
|     | 765,575                        |  | 724,327 |  | 744,000 |  | 553,179 | 744,000 | 744,000 |  | 744,000 |  |
| 511 | PROFESSIONAL SERVICES          |  |         |  |         |  |         |         |         |  |         |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 111 STREET LIGHTING FUND DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
|   | 3,351         |     | 2,987         |     | 25,000        |     | 4,977    | 10,000  | 25,000        |     | 25,000       |     |
| 551 RENTS AND LEASES                    |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 597           |     | 616           |     | 1,500         |     | 631      | 1,500   | 1,500         |     | 1,500        |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES    | 818,484       |     | 780,741       |     | 862,560       |     | 647,271  | 854,010 | 861,500       |     | 861,500      |     |
| CLASS: 15 CAPITAL OUTLAY                |               |     |               |     |               |     |          |         |               |     |              |     |
| 681 IMPROVEMENTS                        |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 108,905       |     |               |     | 90,000        |     |          | 90,000  | 200,000       |     |              |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY          | 108,905       |     |               |     | 90,000        |     |          | 90,000  | 200,000       |     |              |     |
| CLASS: 25 TRANSFERS                     |               |     |               |     |               |     |          |         |               |     |              |     |
| 801 TRSFR TO GENERAL FD - OVERHEAD      |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 35,854        |     | 42,503        |     | 42,063        |     | 42,063   | 42,063  | 42,320        |     | 42,320       |     |
| 804 TRSFR - OPERATIONS ADMIN            |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 22,677        |     | 30,057        |     | 33,576        |     | 32,994   | 33,576  | 34,895        |     | 34,895       |     |
| 817 TRSFRS TO GARAGE FUND               |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 7,064         |     | 19,585        |     | 23,630        |     | 14,717   | 23,630  | 24,292        |     | 24,292       |     |
| 818 TRSFRS TO ISD-ALLOCATED             |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 6,097         |     | 5,645         |     | 7,395         |     | 7,395    | 7,395   | 8,037         |     | 8,037        |     |
| 819 TRSFRS TO INSURANCE FUND            |               |     |               |     |               |     |          |         |               |     |              |     |
|   | 4,550         |     | 5,915         |     | 6,802         |     | 6,802    | 6,802   | 6,802         |     | 6,802        |     |
| TOTAL CLASS: 25 TRANSFERS               | 76,242        |     | 103,705       |     | 113,466       |     | 103,971  | 113,466 | 116,346       |     | 116,346      |     |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |               |     |               |     |               |     |          |         |               |     |              |     |
| 991 CONTINGENCY - UNRESERVED            |               |     |               |     |               |     |          |         |               |     |              |     |
|   |               |     |               |     | 96,007        |     |          |         | 140,413       |     | 56,397       |     |
| 996 RESERVE - EQUIPMENT REPLACEMT       |               |     |               |     |               |     |          |         |               |     |              |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 111 STREET LIGHTING FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
|     |               |     |               |     | 7,414         |     |          |         | 8,896         |     | 8,896        |     |

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |         |  |  |  |         |  |        |  |
|--|--|--|--|--|---------|--|--|--|---------|--|--------|--|
|  |  |  |  |  | 103,421 |  |  |  | 149,309 |  | 65,293 |  |
|--|--|--|--|--|---------|--|--|--|---------|--|--------|--|

TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS

|  |           |      |           |      |           |      |         |           |           |      |           |      |
|--|-----------|------|-----------|------|-----------|------|---------|-----------|-----------|------|-----------|------|
|  | 1,274,378 | 2.30 | 1,159,114 | 2.30 | 1,461,627 | 2.30 | 968,917 | 1,327,245 | 1,644,692 | 2.30 | 1,360,676 | 2.30 |
|--|-----------|------|-----------|------|-----------|------|---------|-----------|-----------|------|-----------|------|

0414

**BP WORKSHEET & JUSTIFICATION**

FUND: 111 STREET LIGHTING FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |         |         |         |  |         |  |         |  |         |  |
|-----|---------------------------|---------|---------|---------|--|---------|--|---------|--|---------|--|
| 301 | BEGINNING WORKING CAPITAL |         |         |         |  |         |  |         |  |         |  |
|     |                           | 453,777 | 277,960 | 284,598 |  | 284,598 |  | 148,912 |  | 148,912 |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |         |         |         |  |         |  |         |  |         |  |
|--|--|---------|---------|---------|--|---------|--|---------|--|---------|--|
|  |  | 453,777 | 277,960 | 284,598 |  | 284,598 |  | 148,912 |  | 148,912 |  |
|--|--|---------|---------|---------|--|---------|--|---------|--|---------|--|

CLASS: 10 TAXES

|     |                              |     |     |  |  |       |  |       |  |       |  |
|-----|------------------------------|-----|-----|--|--|-------|--|-------|--|-------|--|
| 306 | INTEREST ON DELINQUENT TAXES |     |     |  |  |       |  |       |  |       |  |
|     |                              | 255 | 462 |  |  | 1,000 |  | 1,000 |  | 1,000 |  |

|     |                               |           |           |           |  |           |  |           |  |           |  |
|-----|-------------------------------|-----------|-----------|-----------|--|-----------|--|-----------|--|-----------|--|
| 311 | PROPERTY TAXES - CURRENT YEAR |           |           |           |  |           |  |           |  |           |  |
|     |                               | 1,071,596 | 1,115,969 | 1,152,929 |  | 1,158,924 |  | 1,464,580 |  | 1,180,564 |  |

|     |                              |        |        |        |  |        |  |        |  |        |  |
|-----|------------------------------|--------|--------|--------|--|--------|--|--------|--|--------|--|
| 312 | PROPERTY TAXES - PRIOR YEARS |        |        |        |  |        |  |        |  |        |  |
|     |                              | 13,649 | 12,810 | 10,000 |  | 10,000 |  | 10,000 |  | 10,000 |  |

TOTAL CLASS: 10 TAXES

|  |  |           |           |           |  |           |  |           |  |           |  |
|--|--|-----------|-----------|-----------|--|-----------|--|-----------|--|-----------|--|
|  |  | 1,085,500 | 1,129,241 | 1,162,929 |  | 1,169,924 |  | 1,475,580 |  | 1,191,564 |  |
|--|--|-----------|-----------|-----------|--|-----------|--|-----------|--|-----------|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |       |       |       |  |       |  |        |  |        |  |
|-----|------------------------------|-------|-------|-------|--|-------|--|--------|--|--------|--|
| 384 | INVESTMENT INTEREST EARNINGS |       |       |       |  |       |  |        |  |        |  |
|     |                              | 3,624 | 4,865 | 5,100 |  | 8,700 |  | 13,200 |  | 13,200 |  |

|     |                        |       |       |       |  |        |  |       |  |       |  |
|-----|------------------------|-------|-------|-------|--|--------|--|-------|--|-------|--|
| 389 | MISCELLANEOUS REVENUES |       |       |       |  |        |  |       |  |       |  |
|     |                        | 3,392 | 5,658 | 1,000 |  | 10,000 |  | 5,000 |  | 5,000 |  |

|     |                              |  |        |       |  |       |  |       |  |       |  |
|-----|------------------------------|--|--------|-------|--|-------|--|-------|--|-------|--|
| 398 | SRVS PROVIDED TO OTHER FUNDS |  |        |       |  |       |  |       |  |       |  |
|     |                              |  | 24,262 | 8,000 |  | 2,000 |  | 2,000 |  | 2,000 |  |

|     |                                |       |  |  |  |  |  |  |  |  |  |
|-----|--------------------------------|-------|--|--|--|--|--|--|--|--|--|
| 756 | PERS RSRV DISTRIB-NON GAAP REV |       |  |  |  |  |  |  |  |  |  |
|     |                                | 3,837 |  |  |  |  |  |  |  |  |  |

|     |                                       |       |       |  |  |     |  |  |  |  |  |
|-----|---------------------------------------|-------|-------|--|--|-----|--|--|--|--|--|
| 757 | MED/LIFE INS PREM REFUND DISTRIBUTION |       |       |  |  |     |  |  |  |  |  |
|     |                                       | 2,207 | 1,729 |  |  | 935 |  |  |  |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 111 STREET LIGHTING FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

306 INTEREST ON DELINQUENT TAXES  
 INTEREST ON DELIQUENT TAXES RECEIVED THROUGH WASHINGTON COUNTY

311 PROPERTY TAXES - CURRENT YEAR  
 ASSESSED PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY. \$4.618 IS THE CITY'S MAXIMUM TAX RATE PER \$1,000 OF ASSESSED VALUATION. TAX RATES ARE:  
 FY 16 \$3.72 GENERAL FUND, \$0.33 LIBRARY FUND, \$0.13 STREET LIGHTING FUND; TOTALING \$4.18 WITH VOTER APPROVED DEBT OF \$0.20 GIVES A TOTAL TAX RATE OF \$4.38.  
 FY 17 \$3.7272 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1833 WITH VOTER APPROVED DEBT OF \$0.1915 GIVES A TOTAL TAX RATE OF \$4.3748.  
 FY 18 \$3.7144 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1705 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.3758  
 FY 19 \$3.7644 GENERAL FUND, \$0.3614 LIBRARY FUND, \$0.1547 STREET LIGHTING FUND; TOTALING \$4.2505 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.4858  
 FY 19 REFLECTS A 5 CENT INCREASE TO FUND 3 NEW POLICE OFFICER POSITIONS, A 3 CENT INCREASE FOR LIBRARY OPERATIONS AND A 3 CENT INCREASE TO FUND LED STREET LIGHT REPLACEMENTS  
 FY 19 BUDGET AMENDEMENT PKT. #2 REMOVES THE PROPOSED THREE-CENT INCREASE IN THE PROPERTY TAX RATE FOR REPLACING STREET LIGHT FIXTURES WITH LED LAMPS. THE CITY WILL PURSUE OTHER FUNDING OPTIONS FOR LED LAMP REPLACEMENTS.

312 PROPERTY TAXES - PRIOR YEARS  
 PRIOR YEARS' PROPERTY ASSESSMENTS PAID IN CURRENT YEAR RECEIVED THROUGH WASHINGTON COUNTY

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  
 REIMBURSEMENT FOR DAMAGES TO CITY PROPERTY

398 SRVS PROVIDED TO OTHER FUNDS  
 LOCATING SERVICES PROVIDED BY STREET LIGHTING STAFF FOR OTHER CITY ULITIES (WATER, SEWER AND STORM

756 PERS RSRV DISTRIB-NON GAAP REV  
 RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTIBUTION TO OPERATING FUNDS

**BP WORKSHEET & JUSTIFICATION**

FUND: 111 STREET LIGHTING FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |        |  |        |  |        |  |        |  |        |  |        |
|--|--------|--|--------|--|--------|--|--------|--|--------|--|--------|
|  | 13,060 |  | 36,514 |  | 14,100 |  | 21,635 |  | 20,200 |  | 20,200 |
|--|--------|--|--------|--|--------|--|--------|--|--------|--|--------|

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |           |  |           |  |           |  |           |  |           |  |           |
|--|-----------|--|-----------|--|-----------|--|-----------|--|-----------|--|-----------|
|  | 1,552,337 |  | 1,443,715 |  | 1,461,627 |  | 1,476,157 |  | 1,644,692 |  | 1,360,676 |
|--|-----------|--|-----------|--|-----------|--|-----------|--|-----------|--|-----------|

TOTAL DEPARTMENT: 03 REVENUE

|  |           |  |           |  |           |  |           |  |           |  |           |
|--|-----------|--|-----------|--|-----------|--|-----------|--|-----------|--|-----------|
|  | 1,552,337 |  | 1,443,715 |  | 1,461,627 |  | 1,476,157 |  | 1,644,692 |  | 1,360,676 |
|--|-----------|--|-----------|--|-----------|--|-----------|--|-----------|--|-----------|

City of Beaverton - Finance  
Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 111 STREET LIGHTING FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 111 STREET LIGHTING FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

| 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: 05 PERSONNEL SERVICES

|     |                           |      |         |      |         |      |         |         |      |         |      |  |
|-----|---------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 112 | PUBLIC WORKS MANAGER 3    |      |         |      |         |      |         |         |      |         |      |  |
|     | 31,427                    | .30  | 32,808  | .30  | 33,406  | .30  | 33,404  | 35,555  | .30  | 35,555  | .30  |  |
| 126 | TRAFFIC SIGNAL MAINT TECH |      |         |      |         |      |         |         |      |         |      |  |
|     | 100,801                   | 1.50 | 94,714  | 1.50 | 104,343 | 1.50 | 87,592  | 102,385 | 1.50 | 102,385 | 1.50 |  |
| 211 | TRAFFIC SIGNAL MAINT LEAD |      |         |      |         |      |         |         |      |         |      |  |
|     | 46,164                    | .50  | 46,397  | .50  | 43,141  | .50  | 44,370  | 44,423  | .50  | 44,423  | .50  |  |
| 299 | PAYROLL TAXES AND FRINGES |      |         |      |         |      |         |         |      |         |      |  |
|     | 92,355                    |      | 100,749 |      | 111,290 |      | 104,403 | 135,174 |      | 135,174 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 270,747 | 2.30 | 274,668 | 2.30 | 292,180 | 2.30 | 269,769 | 317,537 | 2.30 | 317,537 | 2.30 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |         |  |         |  |         |         |  |         |  |  |
|-----|--------------------------------|--|---------|--|---------|--|---------|---------|--|---------|--|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |  |         |  |         |  |         |         |  |         |  |  |
|     | 672                            |  | 941     |  | 1,000   |  | 500     | 1,000   |  | 1,000   |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |         |  |         |  |         |         |  |         |  |  |
|     | 141                            |  | 267     |  | 500     |  | 500     | 500     |  | 500     |  |  |
| 307 | MEMBERSHIP FEES                |  |         |  |         |  |         |         |  |         |  |  |
|     |                                |  |         |  | 300     |  | 250     | 300     |  | 300     |  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |         |  |         |  |         |         |  |         |  |  |
|     | 200                            |  |         |  | 1,000   |  | 500     | 1,000   |  | 1,000   |  |  |
| 328 | MEALS & RELATED EXPENSE        |  |         |  |         |  |         |         |  |         |  |  |
|     |                                |  | 68      |  |         |  |         | 200     |  | 200     |  |  |
| 361 | UNIFORMS & SPECIAL CLOTHING    |  |         |  |         |  |         |         |  |         |  |  |
|     | 2,274                          |  | 3,014   |  | 3,000   |  | 500     | 3,000   |  | 3,000   |  |  |
| 408 | ST PEDESTRIAN LIGHT MAINT      |  |         |  |         |  |         |         |  |         |  |  |
|     | 45,674                         |  | 48,521  |  | 86,260  |  | 96,260  | 85,000  |  | 85,000  |  |  |
| 451 | CITY STREET LIGHTING           |  |         |  |         |  |         |         |  |         |  |  |
|     | 765,575                        |  | 724,327 |  | 744,000 |  | 744,000 | 744,000 |  | 744,000 |  |  |

511 PROFESSIONAL SERVICES

|  |       |  |       |  |        |  |        |        |  |        |  |
|--|-------|--|-------|--|--------|--|--------|--------|--|--------|--|
|  | 3,351 |  | 2,987 |  | 25,000 |  | 10,000 | 25,000 |  | 25,000 |  |
|--|-------|--|-------|--|--------|--|--------|--------|--|--------|--|

551 RENTS AND LEASES

|  |     |  |     |  |       |  |       |       |  |       |  |
|--|-----|--|-----|--|-------|--|-------|-------|--|-------|--|
|  | 597 |  | 616 |  | 1,500 |  | 1,500 | 1,500 |  | 1,500 |  |
|--|-----|--|-----|--|-------|--|-------|-------|--|-------|--|

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |         |  |         |  |         |  |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|--|---------|--|
|  | 818,484 |  | 780,741 |  | 862,560 |  | 854,010 | 861,500 |  | 861,500 |  |
|--|---------|--|---------|--|---------|--|---------|---------|--|---------|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 111 STREET LIGHTING FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 112 PUBLIC WORKS MANAGER 3  
 POSITION ALLOCATION TO 30% GENERAL FUND, 40% STREET FUND, AND 30% STREET LIGHTING FUND.
- 126 TRAFFIC SIGNAL MAINT TECH  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.
- 211 TRAFFIC SIGNAL MAINT LEAD
- 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
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 MISCELLANEOUS TOOLS RELATED TO STREETLIGHT INSTALLATION AND MAINTENANCE,
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MISCELLANEOUS SMALL SUPPLIES RELATED TO STREETLIGHT INSTALLATION AND MAINTENANCE
- 307 MEMBERSHIP FEES  
 ELECTRICAL LICENSES RENEWAL FEES
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 TRAINING ASSOCIATED WITH ELECTRICAL LICENSE RENEWAL AND STREET LIGHTING DESIGN.
- 328 MEALS & RELATED EXPENSE  
 FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
- 361 UNIFORMS & SPECIAL CLOTHING  
 CLOTHING, RAINGEAR, FOOTWEAR AND SAFETY RELATED EQUIPMENT PER UNION CONTRACT.
- 408 ST PEDESTRIAN LIGHT MAINT  
 MAINTENANCE & REPAIR OF STREET - PEDESTRIAN PATH LIGHTING (LAMPS, POLES, CONTROLLERS)
- 451 CITY STREET LIGHTING  
 ENERGY COSTS AND POLE RENTAL FOR STREET AND PEDESTRIAN PATH LIGHTING ESTIMATED AT \$64,000 PER MONTH  
 THE REDUCED COSTS FOR FY 2016-17 ARE DUE TO TWO ISSUES;  
 PGE REQUESTED A TARIFF REDUCTION ON STREET LIGHT COMPONENTS (POLES, LAMPS & ENERGY) DURING FY 15-16, THE CITY REPLACED 925 HIGH PRESSURE SODIUM LAMPS WITH NEW LED LAMPS WHICH HAVE A LOWER ENERGY TARIFF COST.
- 511 PROFESSIONAL SERVICES  
 CONTRACT MISCELLANEOUS ELECTRICAL AND LIGHTING REPAIR WORK NOT ABLE TO BE PERFORMED BY CITY STAFF, UNDERGROUND UTILITY LOCATES \$14,500  
 ONE CALL FEES (\$10,500 SPLIT WATER, SEWER, STREET LIGHTING, STORM, STREET) \$10,500
- 551 RENTS AND LEASES  
 RENTS AND LEASES OF EQUIPMENT USED FOR STREET LIGHTING REPAIR  
 LEASE FOR ARCTIC STORAGE LOT

**BP WORKSHEET & JUSTIFICATION**

FUND: 111 STREET LIGHTING FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

| 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: 15 CAPITAL OUTLAY

|     |              |  |  |  |        |  |        |  |         |  |  |
|-----|--------------|--|--|--|--------|--|--------|--|---------|--|--|
| 681 | IMPROVEMENTS |  |  |  |        |  |        |  |         |  |  |
|     | 108,905      |  |  |  | 90,000 |  | 90,000 |  | 200,000 |  |  |

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |         |  |  |  |        |  |        |  |         |  |  |
|--|---------|--|--|--|--------|--|--------|--|---------|--|--|
|  | 108,905 |  |  |  | 90,000 |  | 90,000 |  | 200,000 |  |  |
|--|---------|--|--|--|--------|--|--------|--|---------|--|--|

CLASS: 25 TRANSFERS

|     |                                 |  |        |  |        |  |        |  |        |  |        |
|-----|---------------------------------|--|--------|--|--------|--|--------|--|--------|--|--------|
| 801 | TRSFER TO GENERAL FD - OVERHEAD |  |        |  |        |  |        |  |        |  |        |
|     | 35,854                          |  | 42,503 |  | 42,063 |  | 42,063 |  | 42,320 |  | 42,320 |
| 804 | TRSFER - OPERATIONS ADMIN       |  |        |  |        |  |        |  |        |  |        |
|     | 22,677                          |  | 30,057 |  | 33,576 |  | 33,576 |  | 34,895 |  | 34,895 |
| 817 | TRSFERS TO GARAGE FUND          |  |        |  |        |  |        |  |        |  |        |
|     | 7,064                           |  | 19,585 |  | 23,630 |  | 23,630 |  | 24,292 |  | 24,292 |
| 818 | TRSFERS TO ISD-ALLOCATED        |  |        |  |        |  |        |  |        |  |        |
|     | 6,097                           |  | 5,645  |  | 7,395  |  | 7,395  |  | 8,037  |  | 8,037  |
| 819 | TRSFERS TO INSURANCE FUND       |  |        |  |        |  |        |  |        |  |        |
|     | 4,550                           |  | 5,915  |  | 6,802  |  | 6,802  |  | 6,802  |  | 6,802  |

TOTAL CLASS: 25 TRANSFERS

|  |        |  |         |  |         |  |         |  |         |  |         |
|--|--------|--|---------|--|---------|--|---------|--|---------|--|---------|
|  | 76,242 |  | 103,705 |  | 113,466 |  | 113,466 |  | 116,346 |  | 116,346 |
|--|--------|--|---------|--|---------|--|---------|--|---------|--|---------|

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|     |                               |  |  |  |        |  |  |  |         |  |        |
|-----|-------------------------------|--|--|--|--------|--|--|--|---------|--|--------|
| 991 | CONTINGENCY - UNRESERVED      |  |  |  |        |  |  |  |         |  |        |
|     |                               |  |  |  | 96,007 |  |  |  | 140,413 |  | 56,397 |
| 996 | RESERVE - EQUIPMENT REPLACEMT |  |  |  |        |  |  |  |         |  |        |
|     |                               |  |  |  | 7,414  |  |  |  | 8,896   |  | 8,896  |

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |         |  |  |  |         |  |        |
|--|--|--|--|--|---------|--|--|--|---------|--|--------|
|  |  |  |  |  | 103,421 |  |  |  | 149,309 |  | 65,293 |
|--|--|--|--|--|---------|--|--|--|---------|--|--------|

TOTAL PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

|  |           |      |           |      |           |      |           |           |      |           |      |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|
|  | 1,274,378 | 2.30 | 1,159,114 | 2.30 | 1,461,627 | 2.30 | 1,327,245 | 1,644,692 | 2.30 | 1,360,676 | 2.30 |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|

TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS

|  |           |      |           |      |           |      |           |           |      |           |      |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|
|  | 1,274,378 | 2.30 | 1,159,114 | 2.30 | 1,461,627 | 2.30 | 1,327,245 | 1,644,692 | 2.30 | 1,360,676 | 2.30 |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|

TOTAL FUND: 111 STREET LIGHTING FUND

|  |           |      |           |      |           |      |           |           |      |           |      |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|
|  | 1,274,378 | 2.30 | 1,159,114 | 2.30 | 1,461,627 | 2.30 | 1,327,245 | 1,644,692 | 2.30 | 1,360,676 | 2.30 |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|

### BP WORKSHEET & JUSTIFICATION

FUND: 111 STREET LIGHTING FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0811 STREET LIGHTING & MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

681 IMPROVEMENTS  
FY 19 RECOMMENDED BUDGET REFLECTS:  
RETROFIT 400 EXISTING STREET LIGHTS WITH L.E.D. FIXTURES @ \$500 PER LAMP  
FY 19 BUDGET AMENDMENT PKT. #2 REMOVES THE PROPOSED THREE-CENT INCREASE IN THE  
PROPERTY TAX RATE FOR REPLACING STREET LIGHT FIXTURES WITH LED LAMPS. THE CITY WILL  
PURSUE OTHER FUNDING OPTIONS FOR LED LAMP REPLACEMENTS.

801 TRSFR TO GENERAL FD - OVERHEAD  
ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND

804 TRSFR - OPERATIONS ADMIN  
ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND

817 TRSFRS TO GARAGE FUND  
ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND

818 TRSFRS TO ISD-ALLOCATED  
ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$8,037

819 TRSFRS TO INSURANCE FUND  
ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE.

991 CONTINGENCY - UNRESERVED

996 RESERVE - EQUIPMENT REPLACEMT  
RESERVE FOR STREET LIGHT FUND VEHICLES

Trans. System Dev.  
Charge Fund

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND DEPT: 03 REVENUE

| 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: 20 PERMITS & FEES               |               |     |               |     |               |     |          |         |               |     |              |     |
| 610 TRANSP SDC - SO. COOPER MTN        |               |     |               |     |               |     |          |         |               |     |              |     |
|  |               |     |               |     | -300,000      |     | -594,071 |         | -300,000      |     | -300,000     |     |
| TOTAL CLASS: 20 PERMITS & FEES         |               |     |               |     |               |     |          |         |               |     |              |     |
|  |               |     |               |     | -300,000      |     | -594,071 |         | -300,000      |     | -300,000     |     |
| CLASS: 35 MISCELLANEOUS REVENUES       |               |     |               |     |               |     |          |         |               |     |              |     |
| 384 INVESTMENT INTEREST EARNINGS       |               |     |               |     |               |     |          |         |               |     |              |     |
|  |               |     |               |     |               |     | -219     |         |               |     |              |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES |               |     |               |     |               |     |          |         |               |     |              |     |
|  |               |     |               |     |               |     | -219     |         |               |     |              |     |
| TOTAL DEPARTMENT: 03 REVENUE           |               |     |               |     |               |     |          |         |               |     |              |     |
|  |               |     |               |     | -300,000      |     | -594,290 |         | -300,000      |     | -300,000     |     |

04103

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND      DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

|  |  |  |  |  |         |  |  |  |         |  |         |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|
|  |  |  |  |  | 300,000 |  |  |  | 300,000 |  | 300,000 |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |         |  |  |  |         |  |         |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|
|  |  |  |  |  | 300,000 |  |  |  | 300,000 |  | 300,000 |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|

TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING

|  |  |  |  |  |         |  |  |  |         |  |         |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|
|  |  |  |  |  | 300,000 |  |  |  | 300,000 |  | 300,000 |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|

0424

**BP WORKSHEET & JUSTIFICATION**

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

| 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: 20 PERMITS & FEES

610 TRANSP SDC - SO. COOPER MTN

300,000 300,000 300,000

TOTAL CLASS: 20 PERMITS & FEES

300,000 300,000 300,000

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

TOTAL PROGRAM: 0000 UNRESTRICTED

300,000 300,000 300,000

TOTAL DEPARTMENT: 03 REVENUE

300,000 300,000 300,000

### BP WORKSHEET & JUSTIFICATION

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

610    TRANSP SDC - SO. COOPER MTN  
          SUPPLEMENTARY TRANSPORTATION SYSTEMS DEVELOPMENT CHARGE ONLY  
          FOR SOUTH COOPER MOUNTAIN

384    INVESTMENT INTEREST EARNINGS



**BP WORKSHEET & JUSTIFICATION**

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

| 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

991 CONTINGENCY - UNRESERVED

300,000 300,000 300,000

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

300,000 300,000 300,000

TOTAL PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

300,000 300,000 300,000

TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING

300,000 300,000 300,000

TOTAL FUND: 112 TRANSPORTATION SYSTEMS DEV FUND

300,000 300,000 300,000

### BP WORKSHEET & JUSTIFICATION

FUND: 112 TRANSPORTATION SYSTEMS DEV FUND  
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

991 CONTINGENCY - UNRESERVED  
PLACEHOLDER





**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |            |  |            |  |             |  |             |             |             |  |             |  |
|--|------------|--|------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
|  | -8,792,599 |  | -8,620,503 |  | -11,559,192 |  | -11,559,192 | -11,559,192 | -10,386,159 |  | -10,386,159 |  |
|--|------------|--|------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |            |  |            |  |             |  |             |             |             |  |             |  |
|--|------------|--|------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
|  | -8,792,599 |  | -8,620,503 |  | -11,559,192 |  | -11,559,192 | -11,559,192 | -10,386,159 |  | -10,386,159 |  |
|--|------------|--|------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|

CLASS: 20 PERMITS & FEES

345 TRANSPORTATION DEVELOPMENT TAX

|  |            |  |            |  |            |  |          |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|----------|------------|------------|--|------------|--|
|  | -1,890,921 |  | -2,428,808 |  | -1,500,000 |  | -771,845 | -1,066,000 | -1,566,000 |  | -1,566,000 |  |
|--|------------|--|------------|--|------------|--|----------|------------|------------|--|------------|--|

TOTAL CLASS: 20 PERMITS & FEES

|  |            |  |            |  |            |  |          |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|----------|------------|------------|--|------------|--|
|  | -1,890,921 |  | -2,428,808 |  | -1,500,000 |  | -771,845 | -1,066,000 | -1,566,000 |  | -1,566,000 |  |
|--|------------|--|------------|--|------------|--|----------|------------|------------|--|------------|--|

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

|  |         |  |         |  |         |  |          |          |          |  |          |  |
|--|---------|--|---------|--|---------|--|----------|----------|----------|--|----------|--|
|  | -53,881 |  | -94,225 |  | -90,800 |  | -135,545 | -159,500 | -181,400 |  | -181,400 |  |
|--|---------|--|---------|--|---------|--|----------|----------|----------|--|----------|--|

399 REIMBURSEMENTS - OTHER

|  |         |  |          |  |  |  |  |  |  |  |  |  |
|--|---------|--|----------|--|--|--|--|--|--|--|--|--|
|  | -22,302 |  | -883,151 |  |  |  |  |  |  |  |  |  |
|--|---------|--|----------|--|--|--|--|--|--|--|--|--|

756 PERS RSRV DISTRIB-NON GAAP REV

|  |        |  |  |  |  |  |  |  |  |  |  |  |
|--|--------|--|--|--|--|--|--|--|--|--|--|--|
|  | -2,793 |  |  |  |  |  |  |  |  |  |  |  |
|--|--------|--|--|--|--|--|--|--|--|--|--|--|

757 MED/LIFE INS PREM REFUND DISTRIBUTION

|  |  |  |  |  |  |  |      |      |  |  |  |  |
|--|--|--|--|--|--|--|------|------|--|--|--|--|
|  |  |  |  |  |  |  | -119 | -119 |  |  |  |  |
|--|--|--|--|--|--|--|------|------|--|--|--|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |         |  |          |  |         |  |          |          |          |  |          |  |
|--|---------|--|----------|--|---------|--|----------|----------|----------|--|----------|--|
|  | -78,976 |  | -977,376 |  | -90,800 |  | -135,664 | -159,619 | -181,400 |  | -181,400 |  |
|--|---------|--|----------|--|---------|--|----------|----------|----------|--|----------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |             |  |             |  |             |  |             |             |             |  |             |  |
|--|-------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
|  | -10,762,496 |  | -12,026,687 |  | -13,149,992 |  | -12,466,701 | -12,784,811 | -12,133,559 |  | -12,133,559 |  |
|--|-------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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: 05 PERSONNEL SERVICES

|                                    |                              |      |         |      |         |      |         |         |         |      |         |      |
|------------------------------------|------------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 099                                | CITY TRANSPORTATION ENGINEER |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 35,888                       | .30  | 36,563  | .30  | 37,251  | .30  | 35,182  | 37,248  | 38,183  | .30  | 38,183  | .30  |
| 113                                | ENGINEERING TECH 3           |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 58,846                       | 1.00 | 63,214  | 1.00 | 67,544  | 1.00 | 63,548  | 67,447  | 72,675  | 1.00 | 72,675  | 1.00 |
| 299                                | PAYROLL TAXES AND FRINGES    |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 53,855                       |      | 55,786  |      | 62,980  |      | 58,610  | 60,382  | 68,168  |      | 68,168  |      |
| TOTAL CLASS: 05 PERSONNEL SERVICES |                              |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 148,589                      | 1.30 | 155,563 | 1.30 | 167,775 | 1.30 | 157,340 | 165,077 | 179,026 | 1.30 | 179,026 | 1.30 |

CLASS: 10 MATERIALS & SERVICES

|                                      |                                       |  |  |  |         |  |  |         |  |  |  |  |
|--------------------------------------|---------------------------------------|--|--|--|---------|--|--|---------|--|--|--|--|
| 0430                                 | 525 PMTS TO OTHER GOVERNMENT AGENCIES |  |  |  |         |  |  |         |  |  |  |  |
|                                      |                                       |  |  |  | 200,000 |  |  | 200,000 |  |  |  |  |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                       |  |  |  |         |  |  |         |  |  |  |  |
|                                      |                                       |  |  |  | 200,000 |  |  | 200,000 |  |  |  |  |

CLASS: 25 TRANSFERS

|     |                                    |  |         |  |           |  |           |           |           |  |           |  |
|-----|------------------------------------|--|---------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
| 801 | TRSFER TO GENERAL FD - OVERHEAD    |  |         |  |           |  |           |           |           |  |           |  |
|     | 19,997                             |  | 22,969  |  | 22,694    |  | 22,694    | 22,694    | 24,156    |  | 24,156    |  |
| 814 | TRSFERS TO CAPITAL PROJ. FUND      |  |         |  |           |  |           |           |           |  |           |  |
|     | 1,965,957                          |  | 124,839 |  | 171,296   |  | 15,584    | 81,000    | 104,000   |  | 104,000   |  |
| 816 | TRSFERS TO REPROGRAPHICS FUND      |  |         |  |           |  |           |           |           |  |           |  |
|     | 1,086                              |  | 611     |  | 826       |  | 442       | 826       | 832       |  | 832       |  |
| 818 | TRSFERS TO ISD-ALLOCATED           |  |         |  |           |  |           |           |           |  |           |  |
|     | 6,364                              |  | 5,799   |  | 7,596     |  | 7,596     | 7,596     | 8,323     |  | 8,323     |  |
| 820 | TRSFERS TO CAP PROJ FUND - TDT     |  |         |  |           |  |           |           |           |  |           |  |
|     |                                    |  | 157,713 |  | 1,948,032 |  | 2,098,666 | 1,899,537 | 2,164,000 |  | 1,764,000 |  |
| 835 | TRSFER TO GF, BVTN BLDG OPERATIONS |  |         |  |           |  |           |           |           |  |           |  |
|     |                                    |  |         |  | 9,406     |  | 9,406     | 9,406     | 4,703     |  | 4,703     |  |
| 836 | TRSFER TO GF, BVTN BLDG DEBT SVC   |  |         |  |           |  |           |           |           |  |           |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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  |
|   |               |      |               |      | 12,516        |      | 12,516    | 12,516    | 4,730         |      | 4,730        |      |
| TOTAL CLASS: 25 TRANSFERS                           |               |      |               |      |               |      |           |           |               |      |              |      |
|   | 1,993,404     |      | 311,931       |      | 2,172,366     |      | 2,166,904 | 2,033,575 | 2,310,744     |      | 1,910,744    |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES             |               |      |               |      |               |      |           |           |               |      |              |      |
| 975 RESERVE - TIF (PRIOR TO TDT)                    |               |      |               |      |               |      |           |           |               |      |              |      |
|   |               |      |               |      | 850,708       |      |           |           | 795,031       |      | 795,031      |      |
| 991 CONTINGENCY - UNRESERVED                        |               |      |               |      |               |      |           |           |               |      |              |      |
|   |               |      |               |      | 9,759,143     |      |           |           | 8,848,758     |      | 9,248,758    |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |               |      |               |      |               |      |           |           |               |      |              |      |
|   |               |      |               |      | 10,609,851    |      |           |           | 9,643,789     |      | 10,043,789   |      |
| TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING |               |      |               |      |               |      |           |           |               |      |              |      |
| 31  | 2,141,993     | 1.30 | 467,494       | 1.30 | 13,149,992    | 1.30 | 2,324,244 | 2,398,652 | 12,133,559    | 1.30 | 12,133,559   | 1.30 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |           |           |            |            |            |  |            |  |  |  |
|-----|---------------------------|-----------|-----------|------------|------------|------------|--|------------|--|--|--|
| 301 | BEGINNING WORKING CAPITAL |           |           |            |            |            |  |            |  |  |  |
|     |                           | 8,792,599 | 8,620,503 | 11,559,192 | 11,559,192 | 10,386,159 |  | 10,386,159 |  |  |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |           |           |            |            |            |  |            |  |  |  |
|--|--|-----------|-----------|------------|------------|------------|--|------------|--|--|--|
|  |  | 8,792,599 | 8,620,503 | 11,559,192 | 11,559,192 | 10,386,159 |  | 10,386,159 |  |  |  |
|--|--|-----------|-----------|------------|------------|------------|--|------------|--|--|--|

CLASS: 20 PERMITS & FEES

|     |                                |           |           |           |           |           |  |           |  |  |  |
|-----|--------------------------------|-----------|-----------|-----------|-----------|-----------|--|-----------|--|--|--|
| 345 | TRANSPORTATION DEVELOPMENT TAX |           |           |           |           |           |  |           |  |  |  |
|     |                                | 1,890,921 | 2,428,808 | 1,500,000 | 1,066,000 | 1,566,000 |  | 1,566,000 |  |  |  |

TOTAL CLASS: 20 PERMITS & FEES

|  |  |           |           |           |           |           |  |           |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|--|-----------|--|--|--|
|  |  | 1,890,921 | 2,428,808 | 1,500,000 | 1,066,000 | 1,566,000 |  | 1,566,000 |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|--|-----------|--|--|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |        |        |        |         |         |  |         |  |  |  |
|-----|------------------------------|--------|--------|--------|---------|---------|--|---------|--|--|--|
| 384 | INVESTMENT INTEREST EARNINGS |        |        |        |         |         |  |         |  |  |  |
|     |                              | 53,881 | 94,225 | 90,800 | 159,500 | 181,400 |  | 181,400 |  |  |  |

|     |                        |        |         |  |  |  |  |  |  |  |  |
|-----|------------------------|--------|---------|--|--|--|--|--|--|--|--|
| 399 | REIMBURSEMENTS - OTHER |        |         |  |  |  |  |  |  |  |  |
|     |                        | 22,302 | 883,151 |  |  |  |  |  |  |  |  |

|     |                                |       |  |  |  |  |  |  |  |  |  |
|-----|--------------------------------|-------|--|--|--|--|--|--|--|--|--|
| 756 | PERS RSRV DISTRIB-NON GAAP REV |       |  |  |  |  |  |  |  |  |  |
|     |                                | 2,793 |  |  |  |  |  |  |  |  |  |

|     |                                       |  |  |  |  |  |     |  |  |  |  |
|-----|---------------------------------------|--|--|--|--|--|-----|--|--|--|--|
| 757 | MED/LIFE INS PREM REFUND DISTRIBUTION |  |  |  |  |  | 119 |  |  |  |  |
|-----|---------------------------------------|--|--|--|--|--|-----|--|--|--|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |        |         |        |         |         |  |         |  |  |  |
|--|--|--------|---------|--------|---------|---------|--|---------|--|--|--|
|  |  | 78,976 | 977,376 | 90,800 | 159,619 | 181,400 |  | 181,400 |  |  |  |
|--|--|--------|---------|--------|---------|---------|--|---------|--|--|--|

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |  |            |            |            |            |            |  |            |  |  |  |
|--|--|------------|------------|------------|------------|------------|--|------------|--|--|--|
|  |  | 10,762,496 | 12,026,687 | 13,149,992 | 12,784,811 | 12,133,559 |  | 12,133,559 |  |  |  |
|--|--|------------|------------|------------|------------|------------|--|------------|--|--|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |  |            |            |            |            |            |  |            |  |  |  |
|--|--|------------|------------|------------|------------|------------|--|------------|--|--|--|
|  |  | 10,762,496 | 12,026,687 | 13,149,992 | 12,784,811 | 12,133,559 |  | 12,133,559 |  |  |  |
|--|--|------------|------------|------------|------------|------------|--|------------|--|--|--|

**BP WORKSHEET & JUSTIFICATION**

Budget Preparation - 2019

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

345 TRANSPORTATION DEVELOPMENT TAX

THE TRANSPORTATION DEVELOPMENT TAX BEGAN IN JULY 2009  
 FY 15-16 ESTIMATED IS BASED UPON 40 SINGLE FAMILY RESIDENTIAL UNITS, 183 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS  
 FY 16-17 ESTIMATED IS BASED UPON 40 SINGLE FAMILY RESIDENTIAL UNITS, 460 MULTI FAMILY UNITS AND 17 NEW COMMERCIAL BUILDINGS  
 FY 17-18 ESTIMATED IS BASED UPON 75 SINGLE FAMILY RESIDENTIAL UNITS, 400 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS  
 FY 18-19 ESTIMATED IS BASED UPON 150 SINGLE FAMILY RESIDENTIAL UNITS, 540 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS

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%

399 REIMBURSEMENTS - OTHER

FY 2015-16 REFLECTS A \$22,302 REIMBURSEMENT FROM ODOT ON PROJECT 3200 ADAPTIVE TRAFFIC SIGNAL EXPANSION  
 FY 2016-17 REFLECTS A \$13,480 REIMBURSEMENT FROM VANGUARD MANUFACTURING FOR RIGHT OF WAY  
 FY 2016-17 ESTIMATED INCLUDES \$105,000 REFUND FROM ODOT AFTER THE ROSE BIGGI, HALL BLVD - CRESCENT ST PROJECT; \$46,205 REIMBURSEMENT FROM SEWER SDC AND \$275,253 REIMBURSEMENT FROM WATER SDC FOR THE ROSE BIGGI PROJECT. IN FY 2013-14, THE ORIGINAL PROJECT COST MATCH PAYMENT WAS ALL PAID FROM THE TIF FUND.

756 PERS RSRV DISTRIB-NON GAAP REV

RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

**BP WORKSHEET & JUSTIFICATION**

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

| 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: 05 PERSONNEL SERVICES

|     |                              |        |      |        |      |        |      |        |        |      |        |      |
|-----|------------------------------|--------|------|--------|------|--------|------|--------|--------|------|--------|------|
| 099 | CITY TRANSPORTATION ENGINEER |        |      |        |      |        |      |        |        |      |        |      |
|     |                              | 35,888 | .30  | 36,563 | .30  | 37,251 | .30  | 37,248 | 38,183 | .30  | 38,183 | .30  |
| 113 | ENGINEERING TECH 3           |        |      |        |      |        |      |        |        |      |        |      |
|     |                              | 58,846 | 1.00 | 63,214 | 1.00 | 67,544 | 1.00 | 67,447 | 72,675 | 1.00 | 72,675 | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES    |        |      |        |      |        |      |        |        |      |        |      |
|     |                              | 53,855 |      | 55,786 |      | 62,980 |      | 60,382 | 68,168 |      | 68,168 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 148,589 | 1.30 | 155,563 | 1.30 | 167,775 | 1.30 | 165,077 | 179,026 | 1.30 | 179,026 | 1.30 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                   |  |  |  |  |         |  |         |  |  |  |  |
|-----|-----------------------------------|--|--|--|--|---------|--|---------|--|--|--|--|
| 525 | PMTS TO OTHER GOVERNMENT AGENCIES |  |  |  |  | 200,000 |  | 200,000 |  |  |  |  |
|-----|-----------------------------------|--|--|--|--|---------|--|---------|--|--|--|--|

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |  |  |  |  |  |         |  |         |  |  |  |  |
|--|--|--|--|--|--|---------|--|---------|--|--|--|--|
|  |  |  |  |  |  | 200,000 |  | 200,000 |  |  |  |  |
|--|--|--|--|--|--|---------|--|---------|--|--|--|--|

CLASS: 25 TRANSFERS

|     |                                 |           |  |         |  |           |  |           |           |  |           |  |
|-----|---------------------------------|-----------|--|---------|--|-----------|--|-----------|-----------|--|-----------|--|
| 801 | TRSFRR TO GENERAL FD - OVERHEAD |           |  |         |  |           |  |           |           |  |           |  |
|     |                                 | 19,997    |  | 22,969  |  | 22,694    |  | 22,694    | 24,156    |  | 24,156    |  |
| 814 | TRSFRRS TO CAPITAL PROJ. FUND   |           |  |         |  |           |  |           |           |  |           |  |
|     |                                 | 1,965,957 |  | 124,839 |  | 171,296   |  | 81,000    | 104,000   |  | 104,000   |  |
| 816 | TRSFRRS TO REPROGRAPHICS FUND   |           |  |         |  |           |  |           |           |  |           |  |
|     |                                 | 1,086     |  | 611     |  | 826       |  | 826       | 832       |  | 832       |  |
| 818 | TRSFRRS TO ISD-ALLOCATED        |           |  |         |  |           |  |           |           |  |           |  |
|     |                                 | 6,364     |  | 5,799   |  | 7,596     |  | 7,596     | 8,323     |  | 8,323     |  |
| 820 | TRSFRRS TO CAP PROJ FUND - TDT  |           |  |         |  |           |  |           |           |  |           |  |
|     |                                 |           |  | 157,713 |  | 1,948,032 |  | 1,899,537 | 2,164,000 |  | 1,764,000 |  |

|     |                                    |  |  |  |  |       |  |       |       |  |       |  |
|-----|------------------------------------|--|--|--|--|-------|--|-------|-------|--|-------|--|
| 835 | TRSFRR TO GF, BVTN BLDG OPERATIONS |  |  |  |  | 9,406 |  | 9,406 | 4,703 |  | 4,703 |  |
|-----|------------------------------------|--|--|--|--|-------|--|-------|-------|--|-------|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

099 CITY TRANSPORTATION ENGINEER  
 POSITION ALLOCATION IS 30% TIF/TDT 114-72-0669 AND 70% STREET FUND 101-72-0735

113 ENGINEERING TECH 3

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

525 PMTS TO OTHER GOVERNMENT AGENCIES  
 IGA PAYMENT FOR HIGHWAY 26 AND CEDAR HILLS SIGNAL IMPROVEMENT

801 TRSFRR TO GENERAL FD - OVERHEAD  
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND.

814 TRSFRRS TO CAPITAL PROJ. FUND  
 FY 2017-18  
 3192 HOCKEN BRIDGE BUDGETED - \$0; ESTIMATED - \$9,000  
 3408 HOCKEN AVE (RR-TV HWY) WIDENING BUDGETED - \$171,296; ESTIMATED - \$72,000  
 FY 2018-19  
 3408 HOCKEN AVE (RR-TV HWY) WIDENING \$104,000

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

818 TRSFRRS TO ISD-ALLOCATED  
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$8,323

820 TRSFRRS TO CAP PROJ FUND - TDT  
 FY 2017-18 PROJECTS:  
 3321 WESTGATE DR/DAWSON WY INTERSECTION BUDGETED - \$221,000; ESTIMATE - \$310,000  
 3328 WESTERN AVE (5TH ST-ALLEN BLVD) IMPROVEMENT BUDGETED - \$75,000; ESTIMATED - \$75,000  
 3329 MURRAY BLVD/ALLEN BLVD INTERSECTION BUDGETED - \$50,000; ESTIMATED - \$10,000  
 3407 CRESCENT CONNECTION BUDGETED - \$1,602,032; ESTIMATE - \$1,504,537  
 FY 2018-19 PROJECTS:  
 3321 WESTGATE DR/DAWSON WY INTERSECTION \$1,616,000  
 3328 WESTERN AVE (5TH ST-ALLEN BLVD) IMPROVEMENT \$84,000  
 3329 MURRAY BLVD/ALLEN BLVD INTERSECTION IMPROVEMENT (\$400,000)  
 3407 CRESCENT CONNECTION \$64,000  
 FY 2018-19 BUDGET AMENDMENT PKT #4:  
 REMOVE \$400,000 IN FUNDING FOR CIP PROJECT NUMBER 3329 - ALLEN BLVD & MURRAY BLVD INTERSECTION IMPROVEMENT PROJECT FROM THE FY 2018-19 PROPOSED BUDGET FUNDED BY A TRANSFER FROM THE TRANSPORTATION DEVELOPMENT TAX FUND.

835 TRSFRR TO GF, BVTN BLDG OPERATIONS  
 BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$4,703/YR.)

**BP WORKSHEET & JUSTIFICATION**

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

| OBJ   | 2016 - ACTUAL                    |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018      | 2019 - RECOMD |      | 2019 ADOPTED |      |
|---|----------------------------------|------|---------------|------|---------------|------|-----------|---------------|------|--------------|------|
|   | AMOUNT                           | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT   | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 836   | TRSFER TO GF, BVTN BLDG DEBT SVC |      |               |      |               |      |           |               |      |              |      |
|   |                                  |      |               |      | 12,516        |      | 12,516    | 4,730         |      | 4,730        |      |
| TOTAL CLASS: 25 TRANSFERS                           |                                  |      |               |      |               |      |           |               |      |              |      |
|   | 1,993,404                        |      | 311,931       |      | 2,172,366     |      | 2,033,575 | 2,310,744     |      | 1,910,744    |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES             |                                  |      |               |      |               |      |           |               |      |              |      |
| 975   | RESERVE - TIF (PRIOR TO TDT)     |      |               |      |               |      |           |               |      |              |      |
|   |                                  |      |               |      | 850,708       |      |           | 795,031       |      | 795,031      |      |
| 991   | CONTINGENCY - UNRESERVED         |      |               |      |               |      |           |               |      |              |      |
|   |                                  |      |               |      | 9,759,143     |      |           | 8,848,758     |      | 9,248,758    |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                                  |      |               |      |               |      |           |               |      |              |      |
|   |                                  |      |               |      | 10,609,851    |      |           | 9,643,789     |      | 10,043,789   |      |
| TOTAL PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS     |                                  |      |               |      |               |      |           |               |      |              |      |
|   | 2,141,993                        | 1.30 | 467,494       | 1.30 | 13,149,992    | 1.30 | 2,398,652 | 12,133,559    | 1.30 | 12,133,559   | 1.30 |
| TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING |                                  |      |               |      |               |      |           |               |      |              |      |
|   | 2,141,993                        | 1.30 | 467,494       | 1.30 | 13,149,992    | 1.30 | 2,398,652 | 12,133,559    | 1.30 | 12,133,559   | 1.30 |
| TOTAL FUND: 114 TRAFFIC IMPACT/DEV TAX FUND         |                                  |      |               |      |               |      |           |               |      |              |      |
|   | 2,141,993                        | 1.30 | 467,494       | 1.30 | 13,149,992    | 1.30 | 2,398,652 | 12,133,559    | 1.30 | 12,133,559   | 1.30 |

### BP WORKSHEET & JUSTIFICATION

FUND: 114 TRAFFIC IMPACT/DEV TAX FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

PROGRAM: 0669 TRANSPORTATION IMPROVEMENTS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

836 TRSFR TO GF, BVTN BLDG DEBT SVC  
BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$6,258/YR.)

975 RESERVE - TIF (PRIOR TO TDT)  
REMAINING TRAFFIC IMPACT FEE (PRIOR TO TRAFFIC DEVELOPMENT TAX) FOR FUTURE CIP PROJECTS  
CURRENTLY IS A FUNDING SOURCE FOR HOCKEN AVE RAILROAD CROSSING CANYON ROAD PROJECT (3408)

991 CONTINGENCY - UNRESERVED

## Library Fund

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |            |  |          |  |            |  |            |            |          |  |          |  |
|--|------------|--|----------|--|------------|--|------------|------------|----------|--|----------|--|
|  | -1,077,873 |  | -893,921 |  | -1,149,194 |  | -1,149,194 | -1,149,194 | -954,845 |  | -954,845 |  |
|--|------------|--|----------|--|------------|--|------------|------------|----------|--|----------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |            |  |          |  |            |  |            |            |          |  |          |  |
|--|------------|--|----------|--|------------|--|------------|------------|----------|--|----------|--|
|  | -1,077,873 |  | -893,921 |  | -1,149,194 |  | -1,149,194 | -1,149,194 | -954,845 |  | -954,845 |  |
|--|------------|--|----------|--|------------|--|------------|------------|----------|--|----------|--|

CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

|  |      |  |        |  |        |  |        |        |        |  |        |  |
|--|------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | -722 |  | -1,229 |  | -1,000 |  | -1,744 | -2,000 | -2,000 |  | -2,000 |  |
|--|------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

311 PROPERTY TAXES - CURRENT YEAR

|      |            |  |            |  |            |  |            |            |            |  |            |  |
|------|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
| 0438 | -2,851,956 |  | -2,965,882 |  | -3,063,999 |  | -3,000,076 | -3,079,932 | -3,421,459 |  | -3,421,459 |  |
|------|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

312 PROPERTY TAXES - PRIOR YEARS

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | -32,014 |  | -32,028 |  | -20,000 |  | -17,849 | -20,000 | -20,000 |  | -20,000 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

TOTAL CLASS: 10 TAXES

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -2,884,692 |  | -2,999,139 |  | -3,084,999 |  | -3,019,669 | -3,101,932 | -3,443,459 |  | -3,443,459 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

|  |  |  |         |  |  |  |  |  |  |  |  |  |
|--|--|--|---------|--|--|--|--|--|--|--|--|--|
|  |  |  | -39,433 |  |  |  |  |  |  |  |  |  |
|--|--|--|---------|--|--|--|--|--|--|--|--|--|

328 GRANTS - STATE

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | -15,176 |  | -20,542 |  | -15,000 |  | -15,960 | -15,960 | -15,960 |  | -15,960 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

329 OTHER INTERGOVERNMENTAL REV

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -5,033,436 |  | -5,542,299 |  | -5,641,939 |  | -5,732,291 | -5,641,939 | -5,825,339 |  | -5,825,339 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -5,048,612 |  | -5,602,274 |  | -5,656,939 |  | -5,748,251 | -5,657,899 | -5,841,299 |  | -5,841,299 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 30 FINES & FORFEITURES

372 LIBRARY FINES

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 03 REVENUE

| 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 |
|   | -245,822                   |     | -204,114      |     | -150,000      |     | -130,392 | -138,000 | -130,000      |     | -130,000     |     |
| TOTAL CLASS: 30 FINES & FORFEITURES       |                            |     |               |     |               |     |          |          |               |     |              |     |
|   | -245,822                   |     | -204,114      |     | -150,000      |     | -130,392 | -138,000 | -130,000      |     | -130,000     |     |
| CLASS: 35 MISCELLANEOUS REVENUES          |                            |     |               |     |               |     |          |          |               |     |              |     |
| 381 RENTAL OF CITY PROPERTY               |                            |     |               |     |               |     |          |          |               |     |              |     |
|   | -2,900                     |     | -1,500        |     | -1,000        |     | -2,700   | -1,000   | -1,000        |     | -1,000       |     |
| 383 SALE OF LIBRARY BOOKS                 |                            |     |               |     |               |     |          |          |               |     |              |     |
|   | -682                       |     | -553          |     | -500          |     | -899     | -500     | -500          |     | -500         |     |
| 384 INVESTMENT INTEREST EARNINGS          |                            |     |               |     |               |     |          |          |               |     |              |     |
|   | -11,824                    |     | -18,458       |     | -17,600       |     | -25,893  | -28,400  | -40,400       |     | -40,400      |     |
| 0439                                      | 389 MISCELLANEOUS REVENUES |     |               |     |               |     |          |          |               |     |              |     |
|   | -24,175                    |     | -28,905       |     | -21,000       |     | -26,769  | -24,000  | -24,000       |     | -24,000      |     |
| 390 CONTRIBUTIONS AND DONATIONS           |                            |     |               |     |               |     |          |          |               |     |              |     |
|   | -2,837                     |     | -980          |     | -1,000        |     | -9,296   | -12,000  | -1,000        |     | -1,000       |     |
| 399 REIMBURSEMENTS - OTHER                |                            |     |               |     |               |     |          |          |               |     |              |     |
|   |                            |     | -590          |     |               |     | -1,375   | -985     |               |     |              |     |
| 753 ENERGY EFFICIENCY REBATES             |                            |     |               |     |               |     |          |          |               |     |              |     |
|   | -12,928                    |     | -6,021        |     | -8,000        |     | -7,239   | -8,000   | -8,000        |     | -8,000       |     |
| 756 PERS RSRV DISTRIB-NON GAAP REV        |                            |     |               |     |               |     |          |          |               |     |              |     |
|   | -84,136                    |     |               |     |               |     |          |          |               |     |              |     |
| 757 MED/LIFE INS PREM REFUND DISTRIBUTION |                            |     |               |     |               |     |          |          |               |     |              |     |
|   | -20,204                    |     | -15,084       |     |               |     | -12,343  | -12,343  |               |     |              |     |
| 761 LIBRARY TRUST DONATIONS               |                            |     |               |     |               |     |          |          |               |     |              |     |
|   |                            |     | -26,360       |     | -70,680       |     | -70,680  | -70,680  | -31,000       |     | -31,000      |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES    |                            |     |               |     |               |     |          |          |               |     |              |     |
|   | -159,686                   |     | -98,451       |     | -119,780      |     | -157,194 | -157,908 | -105,900      |     | -105,900     |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 03 REVENUE

| 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: 40 INTERFUND TRANSFERS/LOANS       |               |     |               |     |               |     |             |             |               |     |              |          |
| 411 TRSFERS FROM GENERAL FUND             |               |     |               |     |               |     |             |             |               |     |              |          |
|   |               |     |               |     |               |     |             |             |               |     | -292,231     | -292,231 |
| 423 TRSFERS FROM LIBRARY TRUST FUND       |               |     |               |     |               |     |             |             |               |     |              |          |
|   |               |     | -48,614       |     |               |     |             |             |               |     |              |          |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS |               |     |               |     |               |     |             |             |               |     |              |          |
|   |               |     | -48,614       |     |               |     |             |             |               |     | -292,231     | -292,231 |
| TOTAL DEPARTMENT: 03 REVENUE              |               |     |               |     |               |     |             |             |               |     |              |          |
|   | -9,416,685    |     | -9,846,513    |     | -10,160,912   |     | -10,204,700 | -10,204,933 | -10,767,734   |     | -10,767,734  |          |

0440

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND DEPT: 35 LIBRARY DEPARTMENT

| 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: 05 PERSONNEL SERVICES

|     |                              |       |         |       |         |       |         |         |         |       |         |       |
|-----|------------------------------|-------|---------|-------|---------|-------|---------|---------|---------|-------|---------|-------|
| 035 | LIBRARY DIRECTOR             |       |         |       |         |       |         |         |         |       |         |       |
|     | 118,890                      | 1.00  | 127,171 | 1.00  | 129,660 | 1.00  | 123,226 | 129,667 | 132,909 | 1.00  | 132,909 | 1.00  |
| 221 | SUPPORT SPECIALIST 2         |       |         |       |         |       |         |         |         |       |         |       |
|     | 74,723                       | 1.60  | 79,924  | 1.60  | 99,557  | 2.00  | 93,676  | 99,342  | 104,392 | 2.00  | 104,392 | 2.00  |
| 244 | MANAGER - VOLUNTEER SERVICES |       |         |       |         |       |         |         |         |       |         |       |
|     | 74,508                       | 1.00  | 75,901  | 1.00  | 77,318  | 1.00  | 73,661  | 77,316  |         |       |         |       |
| 258 | LIBRARY PROGRAM ASSISTANT    |       |         |       |         |       |         |         |         |       |         |       |
|     | 25,716                       | .50   | 68,686  | 1.50  | 78,904  | 1.50  | 75,371  | 79,354  | 83,533  | 1.50  | 83,533  | 1.50  |
| 260 | LIBRARIAN                    |       |         |       |         |       |         |         |         |       |         |       |
|     | 725,989                      | 11.75 | 706,317 | 11.75 | 663,429 | 10.50 | 636,323 | 675,469 | 693,048 | 10.50 | 693,048 | 10.50 |
| 261 | SENIOR LIBRARY ASSISTANT     |       |         |       |         |       |         |         |         |       |         |       |
| 044 | 183,913                      | 3.00  | 168,838 | 3.00  | 192,332 | 4.00  | 167,090 | 189,149 | 229,645 | 4.00  | 229,645 | 4.00  |
| 263 | LIBRARY REFERENCE ASSISTANT  |       |         |       |         |       |         |         |         |       |         |       |
|     | 259,903                      | 6.30  | 348,330 | 6.80  | 367,189 | 6.90  | 357,466 | 370,101 | 388,297 | 7.13  | 388,297 | 7.13  |
| 264 | SENIOR LIBRARIAN             |       |         |       |         |       |         |         |         |       |         |       |
|     | 118,262                      | 2.00  | 138,500 | 2.00  | 212,788 | 3.00  | 194,716 | 206,756 | 218,801 | 3.00  | 218,801 | 3.00  |
| 265 | LIBRARY ASSISTANT 2          |       |         |       |         |       |         |         |         |       |         |       |
|     | 700,384                      | 15.50 | 650,412 | 15.00 | 916,930 | 19.55 | 886,786 | 821,610 | 956,044 | 20.35 | 956,044 | 20.35 |
| 266 | DIVISION LIBRARIAN 1         |       |         |       |         |       |         |         |         |       |         |       |
|     | 406,261                      | 4.00  | 348,330 | 4.00  | 358,668 | 4.00  | 338,348 | 359,029 | 450,988 | 5.00  | 450,988 | 5.00  |
| 268 | LIBRARY SUPERVISOR           |       |         |       |         |       |         |         |         |       |         |       |
|     | 19,735                       | 2.00  | 116,417 | 2.00  | 154,432 | 3.00  | 125,070 | 153,921 | 216,720 | 3.00  | 216,720 | 3.00  |
| 269 | LIBRARY ASSISTANT 1          |       |         |       |         |       |         |         |         |       |         |       |
|     | 539,533                      | 12.90 | 521,296 | 12.90 | 528,964 | 12.10 | 506,269 | 532,243 | 539,768 | 12.10 | 539,768 | 12.10 |
| 270 | LIBRARY AIDE - BRANCH        |       |         |       |         |       |         |         |         |       |         |       |
|     | 262,511                      | 5.80  | 266,793 | 5.80  |         |       |         | 107,522 |         |       |         |       |
| 274 | SEASONAL WORKFORCE           |       |         |       |         |       |         |         |         |       |         |       |
|     | 4,421                        |       | 7,060   |       | 11,400  |       | 7,500   | 10,600  | 12,505  |       | 12,505  |       |
| 275 | TEMPORARY EMPLOYEES          |       |         |       |         |       |         |         |         |       |         |       |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND DEPT: 35 LIBRARY DEPARTMENT

| 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  |
|     | 204,009                   |     | 192,294       |     | 202,200       |     | 157,105   | 186,863   | 223,093       |      | 223,093      |      |
| 288 | LIBRARY SAFETY MONITOR    |     |               |     |               |     |           |           |               |      |              |      |
|     |                           |     |               |     |               |     |           |           | 38,551        | 1.00 | 38,551       | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES |     |               |     |               |     |           |           |               |      |              |      |
|     | 1,873,899                 |     | 1,997,585     |     | 2,193,926     |     | 2,011,996 | 2,088,913 | 2,497,971     |      | 2,497,971    |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |       |           |       |           |       |           |           |           |       |           |       |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|
|  | 5,592,657 | 67.35 | 5,813,854 | 68.35 | 6,187,697 | 68.55 | 5,754,603 | 6,087,855 | 6,786,265 | 70.58 | 6,786,265 | 70.58 |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|         |                                 |  |         |  |         |  |         |         |         |  |         |  |
|---------|---------------------------------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
| 301     | OFFICE EXPENSE                  |  |         |  |         |  |         |         |         |  |         |  |
|         | 8,985                           |  | 6,899   |  | 9,500   |  | 7,656   | 9,500   | 9,500   |  | 9,500   |  |
| 303     | OFFICE FURNITURE & EQUIPMENT    |  |         |  |         |  |         |         |         |  |         |  |
|         | 4,718                           |  | 3,103   |  | 31,048  |  | 24,232  | 30,648  | 12,500  |  | 12,500  |  |
| 0442304 | DEPARTMENT EQUIPMENT EXPENSE    |  |         |  |         |  |         |         |         |  |         |  |
|         | 17,505                          |  | 1,794   |  | 20,166  |  | 8,256   | 20,166  | 43,774  |  | 43,774  |  |
| 305     | SPECIAL DEPARTMENT SUPPLIES     |  |         |  |         |  |         |         |         |  |         |  |
|         | 34,182                          |  | 30,800  |  | 39,350  |  | 34,706  | 38,150  | 37,700  |  | 37,700  |  |
| 310     | LIBRARY MATERIAL                |  |         |  |         |  |         |         |         |  |         |  |
|         | 657,148                         |  | 531,473 |  | 540,000 |  | 442,670 | 536,500 | 705,000 |  | 690,000 |  |
| 312     | DEPOSIT SHORTAGE/OVERAGE        |  |         |  |         |  |         |         |         |  |         |  |
|         | -570                            |  | -285    |  |         |  | -97     |         |         |  |         |  |
| 313     | INTERLIBRARY LOAN EXPENSES      |  |         |  |         |  |         |         |         |  |         |  |
|         | 2,060                           |  | 382     |  | 2,500   |  | 961     | 2,500   | 2,500   |  | 2,500   |  |
| 317     | COMPUTER EQUIPMENT              |  |         |  |         |  |         |         |         |  |         |  |
|         | 29,894                          |  | 15,452  |  | 14,370  |  | 12,430  | 14,640  | 32,487  |  | 32,487  |  |
| 318     | COMPUTER SOFTWARE               |  |         |  |         |  |         |         |         |  |         |  |
|         | 4,679                           |  | 6,179   |  | 9,440   |  | 6,006   | 9,244   | 13,521  |  | 13,521  |  |
| 320     | LIBRARY MATERIAL - GRANT FUNDED |  |         |  |         |  |         |         |         |  |         |  |
|         |                                 |  | 39,466  |  |         |  |         |         |         |  |         |  |
| 321     | TRAVEL, TRAINING & SUBSISTENCE  |  |         |  |         |  |         |         |         |  |         |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

| 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 |
|     | 17,951                         |     | 10,755        |     | 37,600        |     | 20,206   | 25,600  | 32,750        |     | 32,750       |     |
| 330 | MILEAGE REIMBURSEMENT          |     |               |     |               |     |          |         |               |     |              |     |
|     | 299                            |     | 604           |     | 500           |     | 640      | 500     | 750           |     | 750          |     |
| 341 | COMMUNICATIONS EXPENSE         |     |               |     |               |     |          |         |               |     |              |     |
|     | 9,196                          |     | 11,680        |     | 9,088         |     | 11,399   | 9,088   | 11,424        |     | 11,424       |     |
| 342 | DATA COMMUNICATION EXPENSE     |     |               |     |               |     |          |         |               |     |              |     |
|     |                                |     | 728           |     | 1,440         |     | 440      | 480     | 480           |     | 480          |     |
| 351 | UTILITIES EXPENSE              |     |               |     |               |     |          |         |               |     |              |     |
|     | 125,544                        |     | 128,665       |     | 140,000       |     | 109,765  | 140,000 | 140,000       |     | 140,000      |     |
| 365 | STATE READY TO READ GRANT PROG |     |               |     |               |     |          |         |               |     |              |     |
|     | 16,347                         |     | 15,386        |     | 15,100        |     | 8,256    | 15,100  | 15,960        |     | 15,960       |     |
| 377 | PUBLIC RELATIONS EXPENSE       |     |               |     |               |     |          |         |               |     |              |     |
|     | 20,240                         |     | 34,583        |     | 42,420        |     | 25,869   | 41,420  | 43,200        |     | 43,200       |     |
| 381 | BUILDING EXPENSE               |     |               |     |               |     |          |         |               |     |              |     |
|     | 33,617                         |     | 26,820        |     | 42,500        |     | 37,505   | 42,000  | 42,000        |     | 42,000       |     |
| 384 | BUILDING MAINTENANCE PROJECTS  |     |               |     |               |     |          |         |               |     |              |     |
|     | 103,627                        |     | 42,605        |     | 91,387        |     | 51,988   | 83,887  | 69,640        |     | 69,640       |     |
| 406 | BANK SERVICE FEES              |     |               |     |               |     |          |         |               |     |              |     |
|     | 5,939                          |     | 7,046         |     | 6,000         |     | 5,496    | 7,500   | 9,300         |     | 9,300        |     |
| 461 | SPECIAL EXPENSE                |     |               |     |               |     |          |         |               |     |              |     |
|     | 8,930                          |     | 7,270         |     | 10,000        |     | 9,862    | 9,000   | 10,300        |     | 10,300       |     |
| 465 | VOLUNTEER PROGRAM EXPENSE      |     |               |     |               |     |          |         |               |     |              |     |
|     | 5,254                          |     | 6,160         |     | 5,800         |     | 6,331    | 5,800   | 7,500         |     | 7,500        |     |
| 481 | OTHER EXPENSES                 |     |               |     |               |     |          |         |               |     |              |     |
|     | 1,455                          |     | 2,002         |     | 3,750         |     | 2,001    | 3,750   | 4,823         |     | 4,823        |     |
| 511 | PROFESSIONAL SERVICES          |     |               |     |               |     |          |         |               |     |              |     |
|     | 179,348                        |     | 168,636       |     | 204,420       |     | 202,659  | 203,136 | 174,467       |     | 174,467      |     |
| 523 | BOARDS & COMMISSIONS EXPENSES  |     |               |     |               |     |          |         |               |     |              |     |
|     |                                |     | 293           |     | 300           |     | 365      | 300     | 300           |     | 300          |     |
| 536 | MAINTENANCE CONTRACTS          |     |               |     |               |     |          |         |               |     |              |     |
|     | 48,442                         |     | 53,848        |     | 63,073        |     | 60,488   | 61,595  | 62,801        |     | 62,801       |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 115 LIBRARY FUND DEPT: 35 LIBRARY DEPARTMENT

| 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 |
| 551                                  | RENTS AND LEASES                |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 223,024                         |     | 231,383       |     | 235,857       |     | 241,128   | 236,093   | 241,759       |     | 241,759      |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                 |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 1,557,814                       |     | 1,383,727     |     | 1,575,609     |     | 1,331,218 | 1,546,597 | 1,724,436     |     | 1,709,436    |     |
| CLASS: 15 CAPITAL OUTLAY             |                                 |     |               |     |               |     |           |           |               |     |              |     |
| 641                                  | VEHICLES                        |     |               |     |               |     |           |           |               |     |              |     |
|                                      |                                 |     | 22,047        |     |               |     |           |           |               |     |              |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |                                 |     |               |     |               |     |           |           |               |     |              |     |
|                                      |                                 |     | 22,047        |     |               |     |           |           |               |     |              |     |
| CLASS: 25 TRANSFERS                  |                                 |     |               |     |               |     |           |           |               |     |              |     |
| 801                                  | TRSFER TO GENERAL FD - OVERHEAD |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 765,339                         |     | 841,053       |     | 873,625       |     | 873,625   | 873,625   | 892,571       |     | 892,571      |     |
| 803                                  | TRSFER TO GENERAL FD-LANDSCAPE  |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 76,336                          |     | 83,226        |     | 96,258        |     | 96,258    | 96,258    | 100,402       |     | 100,402      |     |
| 805                                  | TRSFER TO G/F BLDG MAINT        |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 106,983                         |     | 109,530       |     | 116,345       |     | 116,345   | 116,345   | 124,052       |     | 124,052      |     |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND   |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 84,279                          |     | 97,044        |     | 103,482       |     | 89,262    | 103,482   | 108,680       |     | 108,680      |     |
| 817                                  | TRSFERS TO GARAGE FUND          |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 4,817                           |     | 5,751         |     | 5,635         |     | 7,671     | 5,635     | 12,752        |     | 12,752       |     |
| 818                                  | TRSFERS TO ISD-ALLOCATED        |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 259,911                         |     | 244,069       |     | 308,719       |     | 308,719   | 308,719   | 335,929       |     | 335,929      |     |
| 819                                  | TRSFERS TO INSURANCE FUND       |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 74,630                          |     | 97,019        |     | 111,572       |     | 111,572   | 111,572   | 111,572       |     | 111,572      |     |
| TOTAL CLASS: 25 TRANSFERS            |                                 |     |               |     |               |     |           |           |               |     |              |     |
|                                      | 1,372,295                       |     | 1,477,692     |     | 1,615,636     |     | 1,603,452 | 1,615,636 | 1,685,958     |     | 1,685,958    |     |

0444



**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |           |         |  |           |  |           |         |  |  |         |
|-----|---------------------------|-----------|---------|--|-----------|--|-----------|---------|--|--|---------|
| 301 | BEGINNING WORKING CAPITAL |           |         |  |           |  |           |         |  |  |         |
|     |                           | 1,077,873 | 893,921 |  | 1,149,194 |  | 1,149,194 | 954,845 |  |  | 954,845 |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |           |         |  |           |  |           |         |  |  |         |
|--|--|-----------|---------|--|-----------|--|-----------|---------|--|--|---------|
|  |  | 1,077,873 | 893,921 |  | 1,149,194 |  | 1,149,194 | 954,845 |  |  | 954,845 |
|--|--|-----------|---------|--|-----------|--|-----------|---------|--|--|---------|

CLASS: 10 TAXES

|     |                              |     |       |  |       |  |       |       |  |  |       |
|-----|------------------------------|-----|-------|--|-------|--|-------|-------|--|--|-------|
| 306 | INTEREST ON DELINQUENT TAXES |     |       |  |       |  |       |       |  |  |       |
|     |                              | 722 | 1,229 |  | 1,000 |  | 2,000 | 2,000 |  |  | 2,000 |

|     |                               |           |           |  |           |  |           |           |  |  |           |
|-----|-------------------------------|-----------|-----------|--|-----------|--|-----------|-----------|--|--|-----------|
| 311 | PROPERTY TAXES - CURRENT YEAR |           |           |  |           |  |           |           |  |  |           |
|     |                               | 2,851,956 | 2,965,882 |  | 3,063,999 |  | 3,079,932 | 3,421,459 |  |  | 3,421,459 |

|     |                              |        |        |  |        |  |        |        |  |  |        |
|-----|------------------------------|--------|--------|--|--------|--|--------|--------|--|--|--------|
| 312 | PROPERTY TAXES - PRIOR YEARS |        |        |  |        |  |        |        |  |  |        |
|     |                              | 32,014 | 32,028 |  | 20,000 |  | 20,000 | 20,000 |  |  | 20,000 |

TOTAL CLASS: 10 TAXES

|  |  |           |           |  |           |  |           |           |  |  |           |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|--|-----------|
|  |  | 2,884,692 | 2,999,139 |  | 3,084,999 |  | 3,101,932 | 3,443,459 |  |  | 3,443,459 |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|--|-----------|

CLASS: 15 INTERGOVERNMENTAL REVENUE

|     |                  |  |        |  |  |  |  |  |  |  |  |
|-----|------------------|--|--------|--|--|--|--|--|--|--|--|
| 327 | GRANTS - FEDERAL |  |        |  |  |  |  |  |  |  |  |
|     |                  |  | 39,433 |  |  |  |  |  |  |  |  |

|     |                |        |        |  |        |  |        |        |  |  |        |
|-----|----------------|--------|--------|--|--------|--|--------|--------|--|--|--------|
| 328 | GRANTS - STATE |        |        |  |        |  |        |        |  |  |        |
|     |                | 15,176 | 20,542 |  | 15,000 |  | 15,960 | 15,960 |  |  | 15,960 |

|     |                             |           |           |  |           |  |           |           |  |  |           |
|-----|-----------------------------|-----------|-----------|--|-----------|--|-----------|-----------|--|--|-----------|
| 329 | OTHER INTERGOVERNMENTAL REV |           |           |  |           |  |           |           |  |  |           |
|     |                             | 5,033,436 | 5,542,299 |  | 5,641,939 |  | 5,641,939 | 5,825,339 |  |  | 5,825,339 |

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |  |           |           |  |           |  |           |           |  |  |           |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|--|-----------|
|  |  | 5,048,612 | 5,602,274 |  | 5,656,939 |  | 5,657,899 | 5,841,299 |  |  | 5,841,299 |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|--|-----------|

CLASS: 30 FINES & FORFEITURES

|     |               |         |         |  |         |  |         |         |  |  |         |
|-----|---------------|---------|---------|--|---------|--|---------|---------|--|--|---------|
| 372 | LIBRARY FINES |         |         |  |         |  |         |         |  |  |         |
|     |               | 245,822 | 204,114 |  | 150,000 |  | 138,000 | 130,000 |  |  | 130,000 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

306 INTEREST ON DELINQUENT TAXES  
 CITY'S PORTION OF INTEREST ON DELINQUENT PRIOR YEAR PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY

311 PROPERTY TAXES - CURRENT YEAR  
 ASSESSED PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY. \$4.618 IS THE CITY'S MAXIMUM TAX RATE PER \$1,000 OF ASSESSED VALUATION. TAX RATES ARE:  
 FY 16 \$3.72 GENERAL FUND, \$0.33 LIBRARY FUND, \$0.13 STREET LIGHTING FUND; TOTALING \$4.18 WITH VOTER APPROVED DEBT OF \$0.20 GIVES A TOTAL TAX RATE OF \$4.38.  
 FY 17 \$3.7272 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1833 WITH VOTER APPROVED DEBT OF \$0.1915 GIVES A TOTAL TAX RATE OF \$4.3748.  
 FY 18 \$3.7144 GENERAL FUND, \$0.3314 LIBRARY FUND, \$0.1247 STREET LIGHTING FUND; TOTALING \$4.1705 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.3758.  
 FY 19 \$3.7644 GENERAL FUND, \$0.3614 LIBRARY FUND, \$0.1547 STREET LIGHTING FUND; TOTALING \$4.2505 WITH VOTER APPROVED DEBT OF \$0.2053 GIVES A TOTAL TAX RATE OF \$4.4858  
 FY 19 REFLECTS A 5 CENT INCREASE TO FUND 3 NEW POLICE OFFICER POSITIONS, A 3 CENT INCREASE FOR LIBRARY OPERATIONS AND A 3 CENT INCREASE TO FUND LED STREET LIGHT REPLACEMENTS.

312 PROPERTY TAXES - PRIOR YEARS  
 CITY'S PORTION OF PAYMENT OF DELINQUENT PRIOR YEARS PROPERTY TAXES RECEIVED THROUGH WASHINGTON COUNTY

327 GRANTS - FEDERAL  
 FY 2016-17 REFLECTS THE RECIEPT OF A \$40,000 FEDERAL GRANT FOR THE EARLY LEARNING WASHINGTON COUNTY PROGRAM

328 GRANTS - STATE  
 READY TO READ GRANT  
 FY 16-17 INCLUDES \$5,020 DEPARTMENT OF EDUCATION GRANT IN PARTNERSHIP WITH BEAVERTON SCHOOL DISTRICT

329 OTHER INTERGOVERNMENTAL REV  
 FUNDING FROM THE WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES (WCCLS):  
 FY 15-16 REGULAR DISTRIBUTION \$4,934,347 AND A POOL TWO DISTIRBUTION OF \$97,589  
 FY 16-17 REGULAR DISTRIBUTION OF \$5,490,941 REPRESENTING AN INCREASE OF \$433,235 OVER THE BASE 2.5% INCREASE FROM THE PREVIOUS FISCAL YEAR DUE TO THE NEW WCCLS LEVY AND A POOL TWO DISTRIBUTION OF \$68,140  
 FY 17-18 REGULAR DISTRIBUTION OF \$5,565,669 AND A POOL TWO DISTRIBUTION OF \$76,270  
 FY 18-19 REGULAR DISTRIBUTION OF \$5,825,339

372 LIBRARY FINES  
 FINES AND OVERDUE AND LOST LIBRARY BOOKS INCLUDING COLLECTION REVENUE FROM THE COLLECTION AGENCY. LIBRARY FINES ARE ASSESSED ON TEEN AND ADULT MATERIALS AT \$0.25 PER ITEM PER DAY. CHILDREN'S MATERIALS ARE FINE FREE AS OF JUNE 1, 2017.

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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

TOTAL CLASS: 30 FINES & FORFEITURES

|  |         |  |         |  |         |  |         |  |         |  |         |
|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|
|  | 245,822 |  | 204,114 |  | 150,000 |  | 138,000 |  | 130,000 |  | 130,000 |
|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                                       |        |        |  |        |  |        |  |        |  |        |
|-----|---------------------------------------|--------|--------|--|--------|--|--------|--|--------|--|--------|
| 381 | RENTAL OF CITY PROPERTY               | 2,900  | 1,500  |  | 1,000  |  | 1,000  |  | 1,000  |  | 1,000  |
| 383 | SALE OF LIBRARY BOOKS                 | 682    | 553    |  | 500    |  | 500    |  | 500    |  | 500    |
| 384 | INVESTMENT INTEREST EARNINGS          | 11,824 | 18,458 |  | 17,600 |  | 28,400 |  | 40,400 |  | 40,400 |
| 389 | MISCELLANEOUS REVENUES                | 24,175 | 28,905 |  | 21,000 |  | 24,000 |  | 24,000 |  | 24,000 |
| 390 | CONTRIBUTIONS AND DONATIONS           | 2,837  | 980    |  | 1,000  |  | 12,000 |  | 1,000  |  | 1,000  |
| 399 | REIMBURSEMENTS - OTHER                |        | 590    |  |        |  | 985    |  |        |  |        |
| 753 | ENERGY EFFICIENCY REBATES             | 12,928 | 6,021  |  | 8,000  |  | 8,000  |  | 8,000  |  | 8,000  |
| 756 | PERS RSRV DISTRIB-NON GAAP REV        | 84,136 |        |  |        |  |        |  |        |  |        |
| 757 | MED/LIFE INS PREM REFUND DISTRIBUTION | 20,204 | 15,084 |  |        |  | 12,343 |  |        |  |        |
| 761 | LIBRARY TRUST DONATIONS               |        | 26,360 |  | 70,680 |  | 70,680 |  | 31,000 |  | 31,000 |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |         |  |        |  |         |  |         |  |         |  |         |
|--|---------|--|--------|--|---------|--|---------|--|---------|--|---------|
|  | 159,686 |  | 98,451 |  | 119,780 |  | 157,908 |  | 105,900 |  | 105,900 |
|--|---------|--|--------|--|---------|--|---------|--|---------|--|---------|

CLASS: 40 INTERFUND TRANSFERS/LOANS

|     |                                 |  |        |  |  |  |  |  |         |  |         |
|-----|---------------------------------|--|--------|--|--|--|--|--|---------|--|---------|
| 411 | TRSFERS FROM GENERAL FUND       |  |        |  |  |  |  |  | 292,231 |  | 292,231 |
| 423 | TRSFERS FROM LIBRARY TRUST FUND |  | 48,614 |  |  |  |  |  |         |  |         |

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |  |  |        |  |  |  |  |  |         |  |         |
|--|--|--|--------|--|--|--|--|--|---------|--|---------|
|  |  |  | 48,614 |  |  |  |  |  | 292,231 |  | 292,231 |
|--|--|--|--------|--|--|--|--|--|---------|--|---------|

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |           |  |           |  |            |  |            |  |            |  |            |
|--|-----------|--|-----------|--|------------|--|------------|--|------------|--|------------|
|  | 9,416,685 |  | 9,846,513 |  | 10,160,912 |  | 10,204,933 |  | 10,767,734 |  | 10,767,734 |
|--|-----------|--|-----------|--|------------|--|------------|--|------------|--|------------|

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 381 RENTAL OF CITY PROPERTY  
 REVENUES FROM THE RENTAL OF MEETING ROOMS AT THE LIBRARY
- 383 SALE OF LIBRARY BOOKS  
 SALE OF OLD LIBRARY BOOKS REMOVED FROM CIRCULATION AND BOOK BAG SALES
- 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  
 REVENUES GENERATED FROM COPYING AND PRINTING CHARGES.
- 390 CONTRIBUTIONS AND DONATIONS  
 MISCELLANEOUS PATRON DONATIONS RECEIVED FOR THE LIBRARY  
 DONATIONS AND CONTRIBUTIONS THROUGH THE LIBRARY TRUST PROGRAM ARE RECORDED  
 IN THE NEW REVENUE OBJECT CODE 761 BEGINNING FY 2016-17  
 FY 2017-18 INCLUDES \$8,574 GIFT FROM ESTATE OF GLORIA EVERSON
- 399 REIMBURSEMENTS - OTHER
- 753 ENERGY EFFICIENCY REBATES  
 REBATES FROM SOLAR PANEL ON LIBRARY ROOF
- 756 PERS RSRV DISTRIB-NON GAAP REV  
 RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS
- 757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS
- 761 LIBRARY TRUST DONATIONS  
 DONATIONS AND CONTRIBUTIONS THROUGH THE LIBRARY TRUST PROGRAM FROM:  
 THE BEAVERTON LIBRARY FOUNDATION  
 FY 2017-18 INCLUDES "CATCH UP" GIFT FROM THE NEW FRIENDS OF BEAVERTON CITY LIBRARY

- 411 TRSFERS FROM GENERAL FUND  
 FY 18-19 TRANSFERS TO SUPPORT FOR LIBRARY OPERATIONS FUNDED FROM RIGHT OF WAY SET ASIDES  
 ADDITIONAL FUNDING FOR PURCHASING LIBRARY CIRCULATION MATERIALS (BOOKS,CD'S ECT) \$165,000  
 LIBRARY SAFETY OFFICER \$70,475  
 ADDITIONAL STAFFING TO INCREASE THE LIBRARY'S HOURS OF OPERATIONS \$56,756
- 423 TRSFERS FROM LIBRARY TRUST FUND  
 FY16-17 RELLECTS THE TRANSFER OF THE REMAINING FUNDS IN THE LIBRARY TRUST FUND AS THE  
 LIBRARY TRUST ACTIVIITES IS NOW A PROGRAM IN THE LIBRARY FUND; PROGRAM 0559

**BP WORKSHEET & JUSTIFICATION**

| OBJ                          | 2016 - ACTUAL |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018       | 2019 - RECOMD |     | 2019 ADOPTED |     |
|------------------------------|---------------|-----|---------------|-----|---------------|-----|------------|---------------|-----|--------------|-----|
|                              | AMOUNT        | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT    | AMOUNT        | FTE | AMOUNT       | FTE |
| TOTAL DEPARTMENT: 03 REVENUE |               |     |               |     |               |     |            |               |     |              |     |
|                              | 9,416,685     |     | 9,846,513     |     | 10,160,912    |     | 10,204,933 | 10,767,734    |     | 10,767,734   |     |

## BP WORKSHEET & JUSTIFICATION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |



**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

| 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: 05 PERSONNEL SERVICES

|     |                              |         |      |         |      |         |      |         |         |      |         |      |
|-----|------------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 035 | LIBRARY DIRECTOR             | 118,890 | 1.00 | 127,171 | 1.00 | 129,660 | 1.00 | 129,667 | 132,909 | 1.00 | 132,909 | 1.00 |
| 221 | SUPPORT SPECIALIST 2         | 74,723  | 1.60 | 79,924  | 1.60 | 99,557  | 2.00 | 99,342  | 104,392 | 2.00 | 104,392 | 2.00 |
| 244 | MANAGER - VOLUNTEER SERVICES | 74,508  | 1.00 | 75,901  | 1.00 | 77,318  | 1.00 | 77,316  |         |      |         |      |
| 266 | DIVISION LIBRARIAN 1         |         |      |         |      |         |      |         | 83,360  | 1.00 | 83,360  | 1.00 |
| 275 | TEMPORARY EMPLOYEES          |         |      |         |      |         |      |         | 1,538   |      | 1,538   |      |
| 288 | LIBRARY SAFETY MONITOR       |         |      |         |      |         |      |         | 38,551  | 1.00 | 38,551  | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES    | 137,634 |      | 161,824 |      | 168,621 |      | 165,310 | 220,859 |      | 220,859 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 405,755 | 3.60 | 444,820 | 3.60 | 475,156 | 4.00 | 471,635 | 581,609 | 5.00 | 581,609 | 5.00 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |       |  |       |  |       |  |       |       |  |       |  |
|-----|------------------------------|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
| 301 | OFFICE EXPENSE               | 7,368 |  | 5,709 |  | 8,500 |  | 8,500 | 8,500 |  | 8,500 |  |
| 303 | OFFICE FURNITURE & EQUIPMENT | 260   |  |       |  | 300   |  | 300   | 300   |  | 300   |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  | 970   |  | 390   |  | 500   |  | 500   | 500   |  | 500   |  |
| 312 | DEPOSIT SHORTAGE/OVERAGE     | -570  |  | -285  |  |       |  |       |       |  |       |  |
| 317 | COMPUTER EQUIPMENT           | 3,483 |  |       |  |       |  |       | 1,167 |  | 1,167 |  |
| 318 | COMPUTER SOFTWARE            | 3,747 |  | 5,100 |  | 6,040 |  | 6,040 | 9,274 |  | 9,274 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |  |
|-----|--|
| 035 | LIBRARY DIRECTOR   |
| 221 | SUPPORT SPECIALIST 2<br>FY 17-18 REFLECTS INCREASE OF .40 FTE TO CREATE A 1 FTE POSITION (.40 FTE WAS TRANSFERRED FROM A VACANT LIBRARY AIDE 1 POSITION IN PROGRAM 0553.)  |
| 244 | MANAGER - VOLUNTEER SERVICES<br>FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE MANAGER - VOLUNTEER SERVICES TO 1 FTE DIVISION LIBRARIAN 1 POSITION.   |
| 266 | DIVISION LIBRARIAN 1<br>FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE MANAGER - VOLUNTEER SERVICES TO 1 FTE DIVISION LIBRARIAN 1 POSITION.   |
| 275 | TEMPORARY EMPLOYEES  |
| 288 | LIBRARY SAFETY MONITOR<br>NEW POSITION PROPOSED FOR FY 2018-19 FUNDED BY A TRANSFER FROM THE GENERAL FUND USING THE RIGHT OF WAY SET ASIDE FUNDING   |
| 299 | PAYROLL TAXES AND FRINGES<br>PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES |
| 301 | OFFICE EXPENSE   |
| 303 | OFFICE FURNITURE & EQUIPMENT<br>OFFICE CHAIRS  |
| 305 | SPECIAL DEPARTMENT SUPPLIES<br>HARDWARE, PARTS, SIGNAGE, KEYS, NAMEPLATES  |
| 312 | DEPOSIT SHORTAGE/OVERAGE<br>LIBRARY DEPOSIT SHORTAGES AND OVERAGES.  |
| 317 | COMPUTER EQUIPMENT<br>THIN CLIENT REPLACEMENT WITH DESKTOP \$740<br>27 INCH MONITOR FOR DESKTOP \$275<br>BATTERY BACKUP FOR DESKTOP \$152  |
| 318 | COMPUTER SOFTWARE<br>ANNUAL LICENSE FOR ENVISIONWARE \$950<br>ANNUAL MAINTENANCE FEE FOR ENVISIONWARE \$900<br>ANNUAL LICENSE FOR VOLGISTICS \$2,300<br>ANNUAL SUBSCRIPTION FOR ADOBE CREATIVE SUITE FOR SS2 PUBLICITY STAFFER \$830<br>ANNUAL LICENSE FOR PUBLIC WEB BROWSER \$1,300<br>ANNUAL LICENSE FOR TRELLO \$2,400<br>ADOBE ACROBAT PRO (X2) \$594   |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

| OBJ | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-----|--------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |         |               |     |              |     |
|     | 17,951                         |     | 10,755        |     | 37,600        |     | 25,600  | 32,750        |     | 32,750       |     |
| 330 | MILEAGE REIMBURSEMENT          |     |               |     |               |     |         |               |     |              |     |
|     | 299                            |     | 604           |     | 500           |     | 500     | 750           |     | 750          |     |
| 341 | COMMUNICATIONS EXPENSE         |     |               |     |               |     |         |               |     |              |     |
|     | 9,196                          |     | 11,585        |     | 9,088         |     | 9,088   | 11,424        |     | 11,424       |     |
| 342 | DATA COMMUNICATION EXPENSE     |     |               |     |               |     |         |               |     |              |     |
|     |                                |     | 488           |     | 1,440         |     | 480     | 480           |     | 480          |     |
| 351 | UTILITIES EXPENSE              |     |               |     |               |     |         |               |     |              |     |
|     | 123,829                        |     | 128,665       |     | 140,000       |     | 140,000 | 140,000       |     | 140,000      |     |
| 377 | PUBLIC RELATIONS EXPENSE       |     |               |     |               |     |         |               |     |              |     |
|     | 1,007                          |     | 800           |     | 920           |     | 920     | 1,200         |     | 1,200        |     |
| 381 | BUILDING EXPENSE               |     |               |     |               |     |         |               |     |              |     |
|     | 32,424                         |     | 26,048        |     | 40,000        |     | 40,000  | 40,000        |     | 40,000       |     |
| 384 | BUILDING MAINTENANCE PROJECTS  |     |               |     |               |     |         |               |     |              |     |
|     | 103,627                        |     | 42,605        |     | 81,387        |     | 81,387  | 50,140        |     | 50,140       |     |
| 461 | SPECIAL EXPENSE                |     |               |     |               |     |         |               |     |              |     |
|     | 8,930                          |     | 7,270         |     | 10,000        |     | 9,000   | 10,300        |     | 10,300       |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |                                |   |
|-----|--------------------------------|---|
| 321 | TRAVEL, TRAINING & SUBSISTENCE | INSERVICE DAY GENERAL SUPPORT \$1,500<br>INSERVICE DAY KEYNOTE SPEAKERS \$700<br>SAFETY AND SECURITY TRAININGS FOR LIBRARY STAFF \$2,500<br>EQUITY AND INCLUSION TRAININGS FOR LIBRARY STAFF \$2,500<br>TRAINING SUPPLIES FOR ON-CALL STAFF MEETINGS \$400<br>TRAINING SUPPLIES FOR ALL-STAFF MEETINGS \$400<br>TRAINING SUPPLIES FOR DIVISION MEETINGS \$400<br>OTHER TRAININGS AND WEBINARS \$1,000<br>LIBRARY DIRECTOR TO ANNUAL DEPT HEADS RETREAT \$350<br>1 STAFF TO ATTEND PACIFIC NORTHWEST BOOKSELLERS CONFERENCE (TACOMA WA) \$1,000<br>1 STAFF TO ATTEND AMERICAN LIBRARY ASSOCIATION CONFERENCE \$2,500<br>10 STAFF TO ATTEND OREGON LIBRARY ASSOCIATION CONFERENCE IN VANCOUVER WA \$2,500<br>10 STAFF TO ATTEND SUPPORT STAFF CONFERENCE \$1,500<br>1 STAFF TO ATTEND LIBRARY VOLUNTEER MANAGERS CONFERENCE \$2,500<br>1 STAFF TO ATTEND LEADERSHIP BEAVERTON \$1,000<br>2 STAFF TO ATTEND ASSOC TO LIBRARY SERVICE FOR CHILDREN CONFERENCE \$5,000<br>1 STAFF TO ATTEND OVERDRIVE E-BOOK CONFERENCE \$2,500<br>2 STAFF TO ATTEND OREGON LIBRARY ASSOCIATION LEADERSHIP ACADEMY \$2,000<br>1 STAFF TO ATTEND LIBRARY MARKETING AND COMMUNICATION CONFERENCE \$2,500 |
| 330 | MILEAGE REIMBURSEMENT          | MILEAGE FOR LIBRARY STAFF<br>INCREASED TO ACCOUNT FOR MORE STAFF TRAVEL BETWEEN MURRAY SCHOLLS AND MAIN LIBRARY   |
| 341 | COMMUNICATIONS EXPENSE         | LOCAL EXCHANGE SERVICE LINE TO THE LIBRARY BUILDING T-1 (\$600/MONTH) \$7,200<br>LANGUAGE LINE \$250<br>CELL PHONE CHARGES FOR DAYPORTER AND LOW VEHICLE AT \$17 PER MONTH \$204<br>CELL PHONE CHARGES FOR 3 STAFF AT \$140 PER MONTH \$1,680<br>COMCAST CABLE (BRANCH FIRE ALARM PHONE LINE) \$410<br>CELL PHONE CHARGES FOR LIBRARY SAFETY OFFICER \$1,680  |
| 342 | DATA COMMUNICATION EXPENSE     | 1 DATA HOTSPOT @ \$40 PER MONTH \$480   |
| 351 | UTILITIES EXPENSE              | UTILITY COST FOR THE MAIN LIBRARY BUILDING:<br>ELECTRICITY, GAS, WATER & SOLID WASTE/RECYCLING.<br>INCLUDES ENERGY EXPERT MONITORING SOFTWARE.<br>FOR REBATE ON THE SOLAR PANELS MOUNTED ON THE LIBRARY BUILDING<br>SEE REVENUE ACCOUNT 115-03-0000-753   |
| 377 | PUBLIC RELATIONS EXPENSE       | MATERIALS RELATED TO PUBLIC EVENTS AND OUTREACH \$800<br>ONLINE SUBSCRIPTION TO ICON DATABASE FOR PRINT AND ELECTRONIC PIECES \$150<br>PAID ADVERTISING IN BEAVERTON RESOURCE GUIDE \$250   |
| 381 | BUILDING EXPENSE               | BOILER/CHILLER REPAIRS & FILTERS, FIRE ALARM TESTS, FIRE EXTINGUISHERS<br>PLUMBING & ELECTRICAL REPAIRS, JANITORIAL SUPPLIES, AND LAMP REPLACEMENTS<br>VARIOUS LUNCH/BREAK ROOM EQUIPMENT REPLACEMENTS<br>UNFORESEEN REPAIRS  |
| 384 | BUILDING MAINTENANCE PROJECTS  | REPLACE CARPET ON STAIRS \$5,500<br>REPLACE WINDOW BLINDS IN MEETING ROOMS A & B WITH VERTICALS \$4,640<br>REPLACE PAVERS IN FRONT OF LIBRARY (YEAR 2 OF PROJECT) \$25,000<br>ADDITIONAL SECURITY CAMERAS \$5,000<br>PROJECT RESULTING FROM SPACE STUDY CONDUCTED SPRING 2018 \$10,000  |
| 461 | SPECIAL EXPENSE                | TONER FOR PUBLIC COMPUTERS \$10,000<br>UNIFORM FOR LIBRARY SAFETY OFFICER \$300   |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

| OBJ                                  | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018      | 2019 - RECOMD |     | 2019 ADOPTED |     |
|--------------------------------------|--------------------------------|-----|---------------|-----|---------------|-----|-----------|---------------|-----|--------------|-----|
|                                      | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT   | AMOUNT        | FTE | AMOUNT       | FTE |
| 465                                  | VOLUNTEER PROGRAM EXPENSE      |     |               |     |               |     |           |               |     |              |     |
|                                      | 5,254                          |     | 6,160         |     | 5,800         |     | 5,800     | 7,500         |     | 7,500        |     |
| 481                                  | OTHER EXPENSES                 |     |               |     |               |     |           |               |     |              |     |
|                                      | 1,455                          |     | 2,002         |     | 3,750         |     | 3,750     | 4,823         |     | 4,823        |     |
| 511                                  | PROFESSIONAL SERVICES          |     |               |     |               |     |           |               |     |              |     |
|                                      | 152,427                        |     | 142,279       |     | 176,000       |     | 176,000   | 146,323       |     | 146,323      |     |
| 523                                  | BOARDS & COMMISSIONS EXPENSES  |     |               |     |               |     |           |               |     |              |     |
|                                      |                                |     | 293           |     | 300           |     | 300       | 300           |     | 300          |     |
| 536                                  | MAINTENANCE CONTRACTS          |     |               |     |               |     |           |               |     |              |     |
|                                      | 15,572                         |     | 14,506        |     | 17,078        |     | 15,700    | 15,800        |     | 15,800       |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                |     |               |     |               |     |           |               |     |              |     |
|                                      | 487,229                        |     | 404,974       |     | 539,203       |     | 523,865   | 481,531       |     | 481,531      |     |
| CLASS: 15 CAPITAL OUTLAY             |                                |     |               |     |               |     |           |               |     |              |     |
| 641                                  | VEHICLES                       |     |               |     |               |     |           |               |     |              |     |
|                                      |                                |     | 22,047        |     |               |     |           |               |     |              |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |                                |     |               |     |               |     |           |               |     |              |     |
|                                      |                                |     | 22,047        |     |               |     |           |               |     |              |     |
| CLASS: 25 TRANSFERS                  |                                |     |               |     |               |     |           |               |     |              |     |
| 801                                  | TRFSR TO GENERAL FD - OVERHEAD |     |               |     |               |     |           |               |     |              |     |
|                                      | 765,339                        |     | 841,053       |     | 873,625       |     | 873,625   | 892,571       |     | 892,571      |     |
| 803                                  | TRFSR TO GENERAL FD-LANDSCAPE  |     |               |     |               |     |           |               |     |              |     |
|                                      | 76,336                         |     | 83,226        |     | 96,258        |     | 96,258    | 100,402       |     | 100,402      |     |
| 805                                  | TRFSR TO G/F BLDG MAINT        |     |               |     |               |     |           |               |     |              |     |
|                                      | 106,983                        |     | 109,530       |     | 116,345       |     | 116,345   | 124,052       |     | 124,052      |     |
| 816                                  | TRFSRS TO REPROGRAPHICS FUND   |     |               |     |               |     |           |               |     |              |     |
|                                      | 10,963                         |     | 14,522        |     | 17,614        |     | 17,614    | 18,853        |     | 18,853       |     |
| 817                                  | TRFSRS TO GARAGE FUND          |     |               |     |               |     |           |               |     |              |     |
|                                      | 4,817                          |     | 5,751         |     | 5,635         |     | 5,635     | 12,752        |     | 12,752       |     |
| 818                                  | TRFSRS TO ISD-ALLOCATED        |     |               |     |               |     |           |               |     |              |     |
|                                      | 259,911                        |     | 244,069       |     | 308,719       |     | 308,719   | 335,929       |     | 335,929      |     |
| 819                                  | TRFSRS TO INSURANCE FUND       |     |               |     |               |     |           |               |     |              |     |
|                                      | 64,824                         |     | 84,271        |     | 111,572       |     | 111,572   | 111,572       |     | 111,572      |     |
| TOTAL CLASS: 25 TRANSFERS            |                                |     |               |     |               |     |           |               |     |              |     |
|                                      | 1,289,173                      |     | 1,382,422     |     | 1,529,768     |     | 1,529,768 | 1,596,131     |     | 1,596,131    |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 465 | VOLUNTEER PROGRAM EXPENSE<br>RECOGNITION ANNUAL VOLUNTEER DINNER AND OTHER VOLUNTEER EXPENSES \$3,500<br>(ABOVE INCREASED B/C WE INCORPORATED FRIENDS VOLS INTO LIBRARY VOL STRUCTURE)<br>QUARTERLY VOLUNTEER EVENTS WITH LIBRARY DIRECTOR \$500<br>VOLUNTEER SUPPLIES, INFORMAL RECOGNITION \$2,800<br>STORAGE FOR VOLUNTEER PROGRAM SUPPLIES \$700 |  |
| 481 | OTHER EXPENSES<br>ORGANIZATIONAL DEVELOPMENT AND TEAM BUILDING EXPENSES (70.58 FTE @ \$40/FTE) \$2,823<br>(YTD NUMBER IS LOW B/C LIB INSERVICE AND NATIONAL LIB WEEK HAPPEN IN SPRING)<br>SUPPORT FOR LIBRARY STAFF COMMITTEES \$2,000   |  |
| 511 | PROFESSIONAL SERVICES<br>JANITORIAL SERVICES AND OTHER SERVICES \$145,523<br>CONTRACT WITH BEAVERTON CIVIC THEATER STAFF TO WORK IN AUDITORIUM CONTROL BOOTH<br>DURING EVENTS (10 EVENTS AT \$20/HOUR FOR 4 HOURS EACH) \$800  |  |
| 523 | BOARDS & COMMISSIONS EXPENSES<br>MISCELLANEOUS BOARD SUPPLIES  |  |
| 536 | MAINTENANCE CONTRACTS<br>ELEVATORS, ALARM MONITORING, BOILER & CHILLER, PEST CONTROL<br>FIRE ALARM AND SPRINKLER TESTING & MONITORING<br>GENERATOR MAINTENANCE   |  |
| 641 | VEHICLES   |  |
| 801 | TRSFR TO GENERAL FD - OVERHEAD<br>ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND   |  |
| 803 | TRSFR TO GENERAL FD-LANDSCAPE<br>ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND   |  |
| 805 | TRSFR TO G/F BLDG MAINT<br>AMOUNT BUDGETED REFLECTS FUNDING FOR BUILDING MAINTENANCE STAFF<br>MATRIXED TO SUPPORT THE MAIN LIBRARY BUILDING  |  |
| 816 | TRSFERS TO REPROGRAPHICS FUND<br>ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS  |  |
| 817 | TRSFERS TO GARAGE FUND<br>FLEET SERVICES FOR LIBRARY VEHICLES  |  |
| 818 | TRSFERS TO ISD-ALLOCATED<br>ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$240,331<br>ALLOCATION OF ONE COMPUTER SERVICE TECHNICIAN ASSIGNED TO LIBRARY \$95,598  |  |
| 819 | TRSFERS TO INSURANCE FUND<br>TRANSFER TO INSURANCE FUND FOR LIABILITY, FIRE AND PROPERTY INSURANCE ON LIBRARY BUILDING   |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0551 LIBRARY ADMINISTRATION

| 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

|   |                               |      |           |      |           |      |           |           |      |           |      |
|---|-------------------------------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|
| 991   | CONTINGENCY - UNRESERVED      |      |           |      | 733,415   |      |           | 521,020   |      | 536,020   |      |
| 996   | RESERVE - EQUIPMENT REPLACEMT |      |           |      | 1,755     |      |           | 1,755     |      | 1,755     |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                               |      |           |      | 735,170   |      |           | 522,775   |      | 537,775   |      |
| TOTAL PROGRAM: 0551 LIBRARY ADMINISTRATION    |                               |      |           |      |           |      |           |           |      |           |      |
|   | 2,182,157                     | 3.60 | 2,254,263 | 3.60 | 3,279,297 | 4.00 | 2,525,268 | 3,182,046 | 5.00 | 3,197,046 | 5.00 |

## BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0551 LIBRARY ADMINISTRATION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |   |
|-----|---|
| 991 | CONTINGENCY - UNRESERVED<br>CONTINGENCY                           |
| 996 | RESERVE - EQUIPMENT REPLACEMT<br>RESERVE FOR LIBRARY FUND VEHICLE |



**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0552 TECHNICAL SERVICE

| 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: 05 PERSONNEL SERVICES

|     |                           |         |      |         |      |         |      |         |         |      |         |      |
|-----|---------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 260 | LIBRARIAN                 |         |      |         |      |         |      |         |         |      |         |      |
|     |                           | 63,291  | 1.00 | 64,669  | 1.00 | 65,863  | 1.00 | 66,057  | 67,516  | 1.00 | 67,516  | 1.00 |
| 265 | LIBRARY ASSISTANT 2       |         |      |         |      |         |      |         |         |      |         |      |
|     |                           | 256,134 | 5.75 | 251,363 | 5.75 | 261,687 | 5.75 | 260,158 | 269,510 | 5.75 | 269,510 | 5.75 |
| 266 | DIVISION LIBRARIAN 1      |         |      |         |      |         |      |         |         |      |         |      |
|     |                           | 86,413  | 1.00 | 88,030  | 1.00 | 89,673  | 1.00 | 89,671  | 91,907  | 1.00 | 91,907  | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES |         |      |         |      |         |      |         |         |      |         |      |
|     |                           | 233,732 |      | 251,575 |      | 281,208 |      | 271,068 | 304,855 |      | 304,855 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 639,570 | 7.75 | 655,637 | 7.75 | 698,431 | 7.75 | 686,954 | 733,788 | 7.75 | 733,788 | 7.75 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |        |  |        |  |        |  |        |        |  |        |  |
|-----|------------------------------|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE |        |  |        |  |        |  |        |        |  |        |  |
|     |                              | 1,550  |  | 680    |  | 1,000  |  | 1,000  | 1,000  |  | 1,000  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |        |  |        |  |        |  |        |        |  |        |  |
|     |                              | 22,412 |  | 22,456 |  | 22,000 |  | 22,000 | 22,000 |  | 22,000 |  |
| 317 | COMPUTER EQUIPMENT           |        |  |        |  |        |  |        |        |  |        |  |
|     |                              |        |  |        |  |        |  | 689    |        |  |        |  |
| 318 | COMPUTER SOFTWARE            |        |  |        |  |        |  |        |        |  |        |  |
|     |                              | 932    |  | 1,079  |  | 1,000  |  | 804    | 1,000  |  | 1,000  |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |  |        |  |        |  |        |  |        |        |  |        |  |
|--|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
|  |  | 24,894 |  | 24,215 |  | 24,000 |  | 24,493 | 24,000 |  | 24,000 |  |
|--|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|

CLASS: 25 TRANSFERS

|     |                               |        |  |        |  |        |  |        |        |  |        |  |
|-----|-------------------------------|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 816 | TRSFERS TO REPROGRAPHICS FUND |        |  |        |  |        |  |        |        |  |        |  |
|     |                               | 10,631 |  | 11,325 |  | 18,165 |  | 18,165 | 19,408 |  | 19,408 |  |

TOTAL CLASS: 25 TRANSFERS

|  |  |        |  |        |  |        |  |        |        |  |        |  |
|--|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
|  |  | 10,631 |  | 11,325 |  | 18,165 |  | 18,165 | 19,408 |  | 19,408 |  |
|--|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|

TOTAL PROGRAM: 0552 TECHNICAL SERVICE

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 675,095 | 7.75 | 691,177 | 7.75 | 740,596 | 7.75 | 729,612 | 777,196 | 7.75 | 777,196 | 7.75 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0552 TECHNICAL SERVICE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

260 LIBRARIAN

265 LIBRARY ASSISTANT 2

FY 17-18 REFLECTS TRANSFERRING .25 FTE LA2 FROM 0554 (REFERENCE) TO 0552 (TECH SERVICES).  
 FY 17-18 MID-YEAR REFLECTS VACANT .25 FTE LA2 TRANSFERRING FROM PROGRAM 0552 (TECH SERVICES) TO 0555 (YOUTH SERVICES) TO HELP ESTABLISH A NEW LIBRARY SUPERVISOR POSITION.

266 DIVISION LIBRARIAN 1

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

304 DEPARTMENT EQUIPMENT EXPENSE

TIME AND MATERIALS FOR REPAIR OF DISC POLISHER AND OTHER EQUIPMENT

305 SPECIAL DEPARTMENT SUPPLIES

BOOK JACKETS, AV CASES AND LABELS FOR PROCESSING LIBRARY MATERIALS \$21,600  
 BINDERY \$400

317 COMPUTER EQUIPMENT

NO APPROPRIATIONS REQUESTED

318 COMPUTER SOFTWARE

CATALOGING TOOLKIT \$400  
 WEBDEWEY \$300  
 IPAGE \$300

816 TRSFERS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0553 CIRCULATION

| 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: 05 PERSONNEL SERVICES

|     |                           |         |       |         |       |         |       |         |         |       |         |       |
|-----|---------------------------|---------|-------|---------|-------|---------|-------|---------|---------|-------|---------|-------|
| 261 | SENIOR LIBRARY ASSISTANT  | 106,686 | 2.00  | 114,258 | 2.00  | 117,850 | 2.00  | 114,468 | 117,102 | 2.00  | 117,102 | 2.00  |
| 265 | LIBRARY ASSISTANT 2       | 386,126 | 8.50  | 377,540 | 8.50  | 404,749 | 8.50  | 400,952 | 405,363 | 8.50  | 405,363 | 8.50  |
| 266 | DIVISION LIBRARIAN 1      | 78,770  | 1.00  | 84,240  | 1.00  | 89,649  | 1.00  | 90,016  | 91,907  | 1.00  | 91,907  | 1.00  |
| 268 | LIBRARY SUPERVISOR        | 9,125   | 1.00  | 58,990  | 1.00  | 64,145  | 1.00  | 64,388  | 69,019  | 1.00  | 69,019  | 1.00  |
| 269 | LIBRARY ASSISTANT 1       | 539,533 | 12.90 | 521,296 | 12.90 | 528,964 | 12.10 | 532,243 | 539,768 | 12.10 | 539,768 | 12.10 |
| 275 | TEMPORARY EMPLOYEES       | 74,077  |       | 83,478  |       | 114,200 |       | 94,000  | 117,055 |       | 117,055 |       |
| 299 | PAYROLL TAXES AND FRINGES | 647,652 |       | 691,583 |       | 750,093 |       | 710,274 | 791,205 |       | 791,205 |       |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |           |       |           |       |           |       |           |           |       |           |       |
|--|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  |  | 1,841,969 | 25.40 | 1,931,385 | 25.40 | 2,069,650 | 24.60 | 2,006,341 | 2,131,419 | 24.60 | 2,131,419 | 24.60 |
|--|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |        |  |       |  |       |  |       |        |  |        |  |
|-----|------------------------------|--------|--|-------|--|-------|--|-------|--------|--|--------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT |        |  |       |  |       |  |       | 800    |  | 800    |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE | 11,467 |  | 1,034 |  | 5,020 |  | 5,020 | 34,204 |  | 34,204 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  | 4,005  |  | 1,646 |  | 4,850 |  | 4,850 | 3,600  |  | 3,600  |  |
| 313 | INTERLIBRARY LOAN EXPENSES   | 2,060  |  | 382   |  | 2,500 |  | 2,500 | 2,500  |  | 2,500  |  |
| 317 | COMPUTER EQUIPMENT           | 895    |  | 1,560 |  |       |  |       |        |  |        |  |
| 341 | COMMUNICATIONS EXPENSE       |        |  | 95    |  |       |  |       |        |  |        |  |
| 406 | BANK SERVICE FEES            | 5,939  |  | 7,046 |  | 6,000 |  | 7,500 | 7,500  |  | 7,500  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0553 CIRCULATION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 261 SENIOR LIBRARY ASSISTANT
  - 265 LIBRARY ASSISTANT 2  
 FY 17-18 REFLECTS TRANSFER OF .50 FTE LA2 FROM PROGRAM 0554.  
 FY 17-18 MID-YEAR REFLECTS VACANT .50 FTE LA2 POSITION TRANSFERRING FROM PROGRAM 0553 (CIRCULATION) TO PROGRAM 0558 (BRANCH LIBRARY) TO HELP ESTABLISH A NEW LIBRARY SUPERVISOR POSITION.
  - 266 DIVISION LIBRARIAN 1
  - 268 LIBRARY SUPERVISOR
  - 269 LIBRARY ASSISTANT 1  
 FY 17-18 ELIMINATES .80 FTE LA1 OF WHICH .40 FTE OF THE FTE WILL BE USED TO FUND THE .40 FTE INCREASE TO THE SS2 IN PROGRAM 0551, AND THE REMAINING .40 FTE WILL BE ELIMINATED.
  - 275 TEMPORARY EMPLOYEES  
 FY 17-18 INCREASE REFLECTS CONSOLIDATING A PORTION OF EXTRA HELP FROM PROGRAM 0558 BRANCH LIBRARY.
  - 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
- 
- 303 OFFICE FURNITURE & EQUIPMENT  
 REPLACEMENT CHAIRS FOR PUBLIC \$800
  - 304 DEPARTMENT EQUIPMENT EXPENSE  
 2 BARCODE SCANNERS FOR REPLACEMENT BOTH LOCATIONS (\$300 EA) \$600  
 2 CONVERGE RECEIPT PRINTERS (\$150 EA) \$300  
 RFID PAD \$1,500  
 1 POWERED LIFT HAND TRUCK \$2,995  
 2 SELF-CHECKS (\$12,417 EA + SHIPPING) \$28,809  
 LIBRARY OWNS 9 SELF-CHECKS BETWEEN BOTH LOCATIONS; SCHEDULED TO REPLACE 2 EACH YEAR.
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 BPA-FREE PAPER FOR RECEIPT PRINTERS AND SELF-CHECK MACHINES \$2,000  
 5 SMALL BOOK TRUCKS (\$310/EA + SHIPPING) \$1,600
  - 313 INTERLIBRARY LOAN EXPENSES  
 REIMBURSEMENT FOR INTERLIBRARY LOAN FEES AND LOST/DAMAGED MATERIALS \$1,200  
 REIMBURSE WCCLS NON-RESIDENT FEES \$1,300
  - 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
  - 341 COMMUNICATIONS EXPENSE  
 CELL PHONES MOVED TO 115-35-0551-10-341 LIBRARY ADMINISTRATION
  - 406 BANK SERVICE FEES  
 TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD \$7,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0553 CIRCULATION

| OBJ                                  | 2016 - ACTUAL                 |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|--------------------------------------|-------------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|                                      | AMOUNT                        | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 511                                  | PROFESSIONAL SERVICES         |       |               |       |               |       |           |               |       |              |       |
|                                      | 10,149                        |       | 9,585         |       | 10,000        |       | 10,000    | 10,000        |       | 10,000       |       |
| 536                                  | MAINTENANCE CONTRACTS         |       |               |       |               |       |           |               |       |              |       |
|                                      | 27,459                        |       | 31,443        |       | 43,495        |       | 43,495    | 44,601        |       | 44,601       |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                               |       |               |       |               |       |           |               |       |              |       |
|                                      | 61,974                        |       | 52,791        |       | 71,865        |       | 73,365    | 103,205       |       | 103,205      |       |
| CLASS: 25 TRANSFERS                  |                               |       |               |       |               |       |           |               |       |              |       |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND |       |               |       |               |       |           |               |       |              |       |
|                                      | 10,968                        |       | 13,620        |       | 14,311        |       | 14,311    | 15,526        |       | 15,526       |       |
| TOTAL CLASS: 25 TRANSFERS            |                               |       |               |       |               |       |           |               |       |              |       |
|                                      | 10,968                        |       | 13,620        |       | 14,311        |       | 14,311    | 15,526        |       | 15,526       |       |
| TOTAL PROGRAM: 0553 CIRCULATION      |                               |       |               |       |               |       |           |               |       |              |       |
|                                      | 1,914,911                     | 25.40 | 1,997,796     | 25.40 | 2,155,826     | 24.60 | 2,094,017 | 2,250,150     | 24.60 | 2,250,150    | 24.60 |

## BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0553 CIRCULATION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 511 PROFESSIONAL SERVICES  
FEES FOR PATRON ACCOUNTS REFERRED TO COLLECTION AGENCY \$10,000
- 536 MAINTENANCE CONTRACTS  
CONTRACT FOR CASH REGISTERS (\$275 EA) \$550  
CONTRACT FOR 9 SELF-CHECK UNITS (\$1600 EA) \$14,400  
CONTRACT FOR FINES AND FEES MODULE FOR 9 SELF-CHECK UNITS (\$499 EA) \$4,491  
CONTRACT FOR AUTOMATED MATERIALS HANDLING \$25,160

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

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0554 ADULT SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                             |         |      |         |      |         |      |         |         |      |         |      |
|-----|-----------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 260 | LIBRARIAN                   |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 298,705 | 5.00 | 284,893 | 5.00 | 295,476 | 4.75 | 298,414 | 311,772 | 4.75 | 311,772 | 4.75 |
| 263 | LIBRARY REFERENCE ASSISTANT |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 143,275 | 2.70 | 166,519 | 3.20 | 176,301 | 3.20 | 177,638 | 181,305 | 3.20 | 181,305 | 3.20 |
| 264 | SENIOR LIBRARIAN            |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 68,192  | 1.00 | 69,835  | 1.00 | 70,932  | 1.00 | 71,205  | 72,704  | 1.00 | 72,704  | 1.00 |
| 265 | LIBRARY ASSISTANT 2         |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 58,124  | 1.25 | 21,509  | .75  |         |      |         |         |      |         |      |
| 266 | DIVISION LIBRARIAN 1        |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 86,413  | 1.00 | 88,030  | 1.00 | 89,673  | 1.00 | 89,671  | 91,907  | 1.00 | 91,907  | 1.00 |
| 275 | TEMPORARY EMPLOYEES         |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 98,489  |      | 77,639  |      | 88,000  |      | 88,000  | 104,500 |      | 104,500 |      |
| 299 | PAYROLL TAXES AND FRINGES   |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 332,231 |      | 321,229 |      | 325,723 |      | 327,750 | 369,660 |      | 369,660 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |           |       |           |       |           |      |           |           |      |           |      |
|--|--|-----------|-------|-----------|-------|-----------|------|-----------|-----------|------|-----------|------|
|  |  | 1,085,429 | 10.95 | 1,029,654 | 10.95 | 1,046,105 | 9.95 | 1,052,678 | 1,131,848 | 9.95 | 1,131,848 | 9.95 |
|--|--|-----------|-------|-----------|-------|-----------|------|-----------|-----------|------|-----------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |         |  |         |  |         |  |         |         |  |         |  |
|-----|------------------------------|---------|--|---------|--|---------|--|---------|---------|--|---------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT |         |  |         |  |         |  |         |         |  |         |  |
|     |                              | 3,985   |  |         |  | 500     |  | 500     | 3,400   |  | 3,400   |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |         |  |         |  |         |  |         |         |  |         |  |
|     |                              | 12      |  |         |  | 500     |  | 500     | 6,570   |  | 6,570   |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |         |  |         |  |         |  |         |         |  |         |  |
|     |                              | 1,343   |  | 1,774   |  | 2,800   |  | 2,200   | 2,600   |  | 2,600   |  |
| 310 | LIBRARY MATERIAL             |         |  |         |  |         |  |         |         |  |         |  |
|     |                              | 657,148 |  | 525,171 |  | 535,000 |  | 535,000 | 700,000 |  | 685,000 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0554 ADULT SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 260 LIBRARIAN  
 FY 16-17 REFLECTS DECREASE DUE TO .25 FTE POSITION VACANCY.  
 FY 17-18 REFLECTS THE VACANT .25 FTE BEING ELIMINATED.
- 263 LIBRARY REFERENCE ASSISTANT
- 264 SENIOR LIBRARIAN
- 265 LIBRARY ASSISTANT 2  
 FY 17-18 REFLECTS TRANSFER OF VACANT .50 FTE LIBRARY AIDE 2 POSITION TO PROGRAM 0553  
 AND TRANSFER .25 FTE LA2 TO PROGRAM 0552.  
 FY 17-18 ALSO REFLECTS TRANSFERRING .25 FTE FROM 0554 (REFERENCE) TO 0552 (TECH SERVICES).
- 266 DIVISION LIBRARIAN 1
- 275 TEMPORARY EMPLOYEES  
 FY 17-18 INCREASE REFLECTS CONSOLIDATING A PORTION OF EXTRA HELP FROM PROGRAM 0558  
 BRANCH LIBRARY.
- 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

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- 303 OFFICE FURNITURE & EQUIPMENT  
 REPLACE 1 OFFICE CHAIR \$400  
 EQUIPMENT TO RETROFIT DESKS (6 X \$500) \$3,000
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 PURCHASE CREDIT CARD TERMINALS FOR ENVISIONWARE PRINTING AT MAIN AND MURRAY SCHOLLS \$1,170  
 PRICE INCLUDES \$900 INSTALLATION CHARGES  
 MISC STAFF EQUIPMENT FOR TRAINING \$400  
 PUBLIC COMPUTER LAYOUT PROJECT \$5,000
- 305 SPECIAL DEPARTMENT SUPPLIES  
 SUPPLIES FOR PUBLIC COMPUTERS (CABLES, LOCKS, PAPER, HEADPHONES) \$2,000  
 2 PUBLIC USE SCANNERS (\$300 EA) \$600
- 310 LIBRARY MATERIAL  
 BOOKS AND MATERIALS FOR MAIN AND MURRAY SCHOLLS LIBRARIES \$665,000  
 INCREASE FUNDING IS FROM THE GENERAL FUND FROM THE PGE & NW NATURAL RIGHT OF WAY FEES  
 NEW COLLECTION: LIBRARY OF THINGS \$20,000  
 DOES NOT INCLUDE DATABASES PURCHASED BY WCCLS  
 DOES NOT INCLUDE E-BOOKS OR DOWNLOADABLE MEDIA PURCHASED BY WCCLS  
 FY 2018-19 BUDGET AMENDMENT PKT. #10 REDUCES THE APPROPRIATION IN THE LIBRARY FUND FOR  
 CIRCULATION MATERIALS BY \$15,000 FROM A CURRENT APPROPRIATION OF \$700,000 TO A NEW  
 TOTAL OF \$685,000.

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0554 ADULT SERVICES

| OBJ                                  | 2016 - ACTUAL                 |       | 2017 - ACTUAL |       | 2018 BUDGETED |      | 2018      | 2019 - RECOMD |      | 2019 ADOPTED |      |
|--------------------------------------|-------------------------------|-------|---------------|-------|---------------|------|-----------|---------------|------|--------------|------|
|                                      | AMOUNT                        | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE  | EST AMT   | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 317                                  | COMPUTER EQUIPMENT            |       |               |       |               |      |           |               |      |              |      |
|                                      | 12,360                        |       | 7,766         |       | 4,810         |      | 4,391     | 16,646        |      | 16,646       |      |
| 318                                  | COMPUTER SOFTWARE             |       |               |       | 2,400         |      | 2,400     | 3,127         |      | 3,127        |      |
| 342                                  | DATA COMMUNICATION EXPENSE    |       |               |       |               |      |           |               |      |              |      |
|                                      |                               |       | 240           |       |               |      |           |               |      |              |      |
| 377                                  | PUBLIC RELATIONS EXPENSE      |       |               |       | 6,600         |      | 5,400     | 11,600        |      | 11,600       |      |
|                                      | 5,437                         |       | 4,295         |       |               |      |           |               |      |              |      |
| 406                                  | BANK SERVICE FEES             |       |               |       |               |      |           | 1,800         |      | 1,800        |      |
| 511                                  | PROFESSIONAL SERVICES         |       |               |       |               |      |           | 1,008         |      | 1,008        |      |
| 536                                  | MAINTENANCE CONTRACTS         |       |               |       | 1,300         |      | 1,300     | 1,300         |      | 1,300        |      |
|                                      |                               |       | 1,295         |       |               |      |           |               |      |              |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                               |       |               |       |               |      |           |               |      |              |      |
|                                      | 680,285                       |       | 540,541       |       | 553,910       |      | 551,691   | 748,051       |      | 733,051      |      |
| CLASS: 25 TRANSFERS                  |                               |       |               |       |               |      |           |               |      |              |      |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND |       |               |       | 21,467        |      | 21,467    | 22,734        |      | 22,734       |      |
|                                      | 21,942                        |       | 27,447        |       |               |      |           |               |      |              |      |
| TOTAL CLASS: 25 TRANSFERS            |                               |       |               |       |               |      |           |               |      |              |      |
|                                      | 21,942                        |       | 27,447        |       | 21,467        |      | 21,467    | 22,734        |      | 22,734       |      |
| TOTAL PROGRAM: 0554 ADULT SERVICES   |                               |       |               |       |               |      |           |               |      |              |      |
|                                      | 1,787,656                     | 10.95 | 1,597,642     | 10.95 | 1,621,482     | 9.95 | 1,625,836 | 1,902,633     | 9.95 | 1,887,633    | 9.95 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0554 ADULT SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 317 | COMPUTER EQUIPMENT   |  |
|     | REPLACE 12 PUBLIC COMPUTERS AS PART OF THE 5-YEAR ROTATION (\$740 EA) \$8,880                |  |
|     | REPLACE 5 PUBLIC USE MONITORS (\$275 EA) \$1,375   |  |
|     | REPLACE 2 PRINTERS AS PART OF 7-YEAR ROTATION (\$887 EA) \$1,774                             |  |
|     | IPAD FOR ADULT SERVICES MANAGER \$620  |  |
|     | REPLACE PUBLIC COLOR PRINTER \$3,497   |  |
|     | MISC HARDWARE FOR PUBLIC COMPUTERS (UPS, SWITCHES, ETC...) \$500                             |  |
| 318 | COMPUTER SOFTWARE  |  |
|     | TECH SOUP LICENSES FOR OFFICE 2016 (\$29 X 50) \$1,450                                       |  |
|     | SOFTWARE FOR PUBLIC USE ADAPTIVE COMPUTER \$200  |  |
|     | ADOBE CREATIVE SUITE FOR PUBLIC COMPUTER \$1,477   |  |
| 342 | DATA COMMUNICATION EXPENSE   |  |
|     | NO APPROPRIATION REQUESTED   |  |
| 377 | PUBLIC RELATIONS EXPENSE   |  |
|     | PROGRAMS AND ACTIVITIES OF INTEREST TO ADULTS FOR MAIN AND MURRAY SCHOLLS LIBRARIES \$11,600 |  |
|     | INCLUDES \$5,000 EARMARKED FOR COMMUNITY READS PROGRAM 2019                                  |  |
| 406 | BANK SERVICE FEES  |  |
|     | PROCESSING FEES FOR CREDIT CARD MACHINE ON ENVISIONWARE \$75 MO X 2 LOCATIONS \$1,800        |  |
| 511 | PROFESSIONAL SERVICES  |  |
|     | ANNUAL SUBSCRIPTION ENVISIONWARE CREDIT CARD TERMINAL \$1,008                                |  |
| 536 | MAINTENANCE CONTRACTS  |  |
|     | 1 DIGITAL MICROFILM MACHINE \$1,300  |  |
|     |  |  |
| 816 | TRSFERS TO REPROGRAPHICS FUND  |  |
|     | ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS   |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0555 YOUTH SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                             |         |      |         |      |         |      |         |         |      |         |      |
|-----|-----------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 258 | LIBRARY PROGRAM ASSISTANT   | 25,716  | .50  | 68,686  | 1.50 | 78,904  | 1.50 | 79,354  | 83,533  | 1.50 | 83,533  | 1.50 |
| 260 | LIBRARIAN                   | 309,563 | 4.75 | 311,058 | 4.75 | 246,990 | 3.75 | 255,719 | 254,481 | 3.75 | 254,481 | 3.75 |
| 263 | LIBRARY REFERENCE ASSISTANT | 97,907  | 2.10 | 106,235 | 2.10 | 113,743 | 2.20 | 114,338 | 117,280 | 2.25 | 117,280 | 2.25 |
| 264 | SENIOR LIBRARIAN            | 50,070  | 1.00 | 68,665  | 1.00 | 141,856 | 2.00 | 135,551 | 146,097 | 2.00 | 146,097 | 2.00 |
| 266 | DIVISION LIBRARIAN 1        | 86,083  | 1.00 | 88,030  | 1.00 | 89,673  | 1.00 | 89,671  | 91,907  | 1.00 | 91,907  | 1.00 |
| 268 | LIBRARY SUPERVISOR          |         |      |         |      | 25,871  | 1.00 | 25,871  | 79,248  | 1.00 | 79,248  | 1.00 |
| 274 | SEASONAL WORKFORCE          | 4,421   |      | 7,060   |      | 11,400  |      | 10,600  | 12,505  |      | 12,505  |      |
| 299 | PAYROLL TAXES AND FRINGES   | 289,977 |      | 298,652 |      | 381,079 |      | 320,618 | 406,828 |      | 406,828 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |       |           |       |           |           |       |           |       |
|--|--|---------|------|---------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  |  | 863,737 | 9.35 | 948,386 | 10.35 | 1,089,516 | 11.45 | 1,031,722 | 1,191,879 | 11.50 | 1,191,879 | 11.50 |
|--|--|---------|------|---------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                                 |       |  |        |  |       |  |       |        |  |        |  |
|-----|---------------------------------|-------|--|--------|--|-------|--|-------|--------|--|--------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT    |       |  | 3,103  |  | 1,400 |  | 1,000 | 3,000  |  | 3,000  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE    |       |  | 279    |  |       |  |       |        |  |        |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES     | 2,976 |  | 3,561  |  | 4,200 |  | 3,600 | 4,000  |  | 4,000  |  |
| 317 | COMPUTER EQUIPMENT              | 6,783 |  | 3,696  |  | 9,560 |  | 9,560 | 14,674 |  | 14,674 |  |
| 318 | COMPUTER SOFTWARE               |       |  |        |  |       |  |       | 120    |  | 120    |  |
| 320 | LIBRARY MATERIAL - GRANT FUNDED |       |  | 39,466 |  |       |  |       |        |  |        |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0555 YOUTH SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |  |
|-----|--|
| 258 | LIBRARY PROGRAM ASSISTANT<br>FY 16-17 REFLECTS NEW 1 FTE LIBR PROGRAM ASSISTANT POSITION THAT IS BILINGUAL SPANISH.  |
| 260 | LIBRARIAN<br>FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE LIBRARIAN TO SENIOR LIBRARIAN.  |
| 263 | LIBRARY REFERENCE ASSISTANT<br>FY 17-18 REFLECTS INCREASING LIBRARY REFERENCE ASSISTANT FTE BY .10 FTE.<br>FY 18-19 REFLECTS INCREASING REFERENCE ASSISTANT FTE BY 0.05 FTE TO COVER PROPOSED ADDITIONAL OPEN SUNDAY HOURS.  |
| 264 | SENIOR LIBRARIAN<br>FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE LIBRARIAN TO SENIOR LIBRARIAN.   |
| 266 | DIVISION LIBRARIAN 1   |
| 268 | LIBRARY SUPERVISOR<br>FY 17-18 MID-YEAR REFLECTS 1 FTE LIBRARY SUPERVISOR POSITION ESTABLISHED BY ADDING A NEW .75 FTE AND TRANSFERRING .25 FTE OF A VACANT LIBRARY ASST. 2 POSITION FROM PROGRAM 0552 (TECHNICAL SERVICES)  |
| 274 | SEASONAL WORKFORCE   |
| 299 | PAYROLL TAXES AND FRINGES<br>PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES |
| 303 | OFFICE FURNITURE & EQUIPMENT<br>EQUIPMENT TO RETROFIT 6 DESKS TO STANDING DESKS \$3,000  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |
| 305 | SPECIAL DEPARTMENT SUPPLIES<br>SUPPLIES, PAPER AND CRAFT ITEMS FOR USE WITH STORY TIMES AND SUMMER READING PROGRAMS \$4,000<br>ADDING SUPPLIES FOR YOUTH SERVICES AT MURRAY SCHOLLS PREVIOUSLY IN 115-0558-305   |
| 317 | COMPUTER EQUIPMENT<br>REPLACE 1 PATRON IPAD THAT IS DAMANGED \$620<br>REPLACEMENT AWE STATION AT MAIN AND MS \$6,300<br>REPLACE 1 PATRON CHROMEBOOK THAT IS DAMAGED \$300<br>IPAD FOR OUTREACH ASSISTANT AND SUPERVISOR \$1,240<br>REPLACE COMPUTERS FOR CHILDREN/TEEN SECTION (X6) \$4,440<br>REPLACEMENT OF PRINTER IN CHILDREN/TEEN SECTION (X2) \$1,774  |
| 318 | COMPUTER SOFTWARE<br>CHROME ENTERPRISE LICENSE \$120   |
| 320 | LIBRARY MATERIAL - GRANT FUNDED<br>GRANT CONCLUDED- NO ADDITIONAL FUNDS  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0555 YOUTH SERVICES

| OBJ                                  | 2016 - ACTUAL                  |      | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|--------------------------------------|--------------------------------|------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|                                      | AMOUNT                         | FTE  | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 365                                  | STATE READY TO READ GRANT PROG |      |               |       |               |       |           |               |       |              |       |
|                                      | 16,347                         |      | 15,386        |       | 15,100        |       | 15,100    | 15,960        |       | 15,960       |       |
| 377                                  | PUBLIC RELATIONS EXPENSE       |      |               |       |               |       |           |               |       |              |       |
|                                      | 10,106                         |      | 10,134        |       | 14,900        |       | 15,100    | 14,400        |       | 14,400       |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                |      |               |       |               |       |           |               |       |              |       |
|                                      | 36,491                         |      | 75,346        |       | 45,160        |       | 44,360    | 52,154        |       | 52,154       |       |
| CLASS: 25 TRANSFERS                  |                                |      |               |       |               |       |           |               |       |              |       |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND  |      |               |       |               |       |           |               |       |              |       |
|                                      | 21,550                         |      | 21,338        |       | 31,925        |       | 31,925    | 32,159        |       | 32,159       |       |
| TOTAL CLASS: 25 TRANSFERS            |                                |      |               |       |               |       |           |               |       |              |       |
|                                      | 21,550                         |      | 21,338        |       | 31,925        |       | 31,925    | 32,159        |       | 32,159       |       |
| TOTAL PROGRAM: 0555 YOUTH SERVICES   |                                |      |               |       |               |       |           |               |       |              |       |
|                                      | 921,778                        | 9.35 | 1,045,070     | 10.35 | 1,166,601     | 11.45 | 1,108,007 | 1,276,192     | 11.50 | 1,276,192    | 11.50 |

### BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0555 YOUTH SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

365 STATE READY TO READ GRANT PROG  
EXPENDITURES FUNDED BY THE STATE READY-TO-READ GRANT \$15,960

377 PUBLIC RELATIONS EXPENSE  
SUMMER READING PROGRAM, SPECIAL PROGRAMS THROUGHOUT YEAR \$13,350  
SPANISH STORY TIME \$750  
TEEN LIBRARY COUNCIL \$300  
ADDING SUPPLIES FOR YOUTH SERVICES AT MURRAY SCHOLLS PREVIOUSLY IN 115-35-0558-377  
FY17-18 ESTIMATE INCREASED \$700 FOR PARENTING TOGETHER GRANT (AWARDED JAN 2018)

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

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0558 BRANCH LIBRARY

| 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: 05 PERSONNEL SERVICES

|     |                             |         |      |         |      |         |      |         |         |      |         |      |
|-----|-----------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 260 | LIBRARIAN                   |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 54,430  | 1.00 | 45,697  | 1.00 | 55,100  | 1.00 | 55,279  | 59,279  | 1.00 | 59,279  | 1.00 |
| 261 | SENIOR LIBRARY ASSISTANT    |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 77,227  | 1.00 | 54,580  | 1.00 | 74,482  | 2.00 | 74,681  | 112,543 | 2.00 | 112,543 | 2.00 |
| 263 | LIBRARY REFERENCE ASSISTANT |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 18,721  | 1.50 | 75,576  | 1.50 | 77,145  | 1.50 | 78,125  | 89,712  | 1.68 | 89,712  | 1.68 |
| 265 | LIBRARY ASSISTANT 2         |         |      |         |      |         |      |         |         |      |         |      |
|     |                             |         |      |         |      | 250,494 | 5.30 | 160,500 | 281,171 | 6.10 | 281,171 | 6.10 |
| 266 | DIVISION LIBRARIAN 1        |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 68,582  |      |         |      |         |      |         |         |      |         |      |
| 268 | LIBRARY SUPERVISOR          |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 10,610  | 1.00 | 57,427  | 1.00 | 64,416  | 1.00 | 63,662  | 68,453  | 1.00 | 68,453  | 1.00 |
| 270 | LIBRARY AIDE - BRANCH       |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 262,511 | 5.80 | 266,793 | 5.80 |         |      | 107,522 |         |      |         |      |
| 275 | TEMPORARY EMPLOYEES         |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 31,443  |      | 31,177  |      |         |      | 4,863   |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES   |         |      |         |      |         |      |         |         |      |         |      |
|     |                             | 232,673 |      | 272,722 |      | 287,202 |      | 293,893 | 404,564 |      | 404,564 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |       |         |       |         |       |         |           |       |           |       |
|--|--|---------|-------|---------|-------|---------|-------|---------|-----------|-------|-----------|-------|
|  |  | 756,197 | 10.30 | 803,972 | 10.30 | 808,839 | 10.80 | 838,525 | 1,015,722 | 11.78 | 1,015,722 | 11.78 |
|--|--|---------|-------|---------|-------|---------|-------|---------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |       |  |       |  |       |  |       |       |  |       |  |
|-----|------------------------------|-------|--|-------|--|-------|--|-------|-------|--|-------|--|
| 301 | OFFICE EXPENSE               |       |  |       |  |       |  |       |       |  |       |  |
|     |                              | 1,617 |  | 1,190 |  | 1,000 |  | 1,000 | 1,000 |  | 1,000 |  |
| 303 | OFFICE FURNITURE & EQUIPMENT |       |  |       |  |       |  |       |       |  |       |  |
|     |                              | 473   |  |       |  |       |  |       |       |  |       |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |       |  |       |  |       |  |       |       |  |       |  |
|     |                              | 4,197 |  |       |  |       |  |       |       |  |       |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |       |  |       |  |       |  |       |       |  |       |  |
|     |                              | 1,895 |  | 547   |  |       |  |       |       |  |       |  |
| 317 | COMPUTER EQUIPMENT           |       |  |       |  |       |  |       |       |  |       |  |
|     |                              | 6,373 |  | 2,430 |  |       |  |       |       |  |       |  |
| 351 | UTILITIES EXPENSE            |       |  |       |  |       |  |       |       |  |       |  |
|     |                              | 1,715 |  |       |  |       |  |       |       |  |       |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0558 BRANCH LIBRARY

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 260 LIBRARIAN
- 261 SENIOR LIBRARY ASSISTANT  
 FY 17-18 MID-YEAR REFLECTS A NEW 1 FTE SR. LIBRARY ASSISTANT POSITION THAT WAS ESTABLISHED BY TRANSFERRING A VACANT .50 FTE LA2 FROM PROGRAM 0553 (CIRCULATION) AND A VACANT .50 FTE LA2 WITHIN PROGRAM 0558 (BRANCH LIBRARY).
- 263 LIBRARY REFERENCE ASSISTANT  
 FY 18-19 REFLECTS INCREASING REFERENCE ASSISTANT FTE BY 0.175 FTE TO COVER PROPOSED ADDITIONAL OPEN HOURS.
- 265 LIBRARY ASSISTANT 2  
 FY 17-18 MID-YEAR REFLECTS VACANT .50 LA2 POSITION TRANSFERRING WITHIN PROGRAM 0558 (BRANCH LIBRARY) TO HELP ESTABLISH A NEW SENIOR LIBRARY ASSISTANT POSITION.  
 FY 18-19 REFLECTS INCREASING LIBRARY ASSISTANT 2 FTE BY 0.8 FTE TO COVER PROPOSED ADDITIONAL OPEN HOURS.
- 266 DIVISION LIBRARIAN 1  
 POSITION ELIMINATED IN REORGANIZATION OF STAFF
- 268 LIBRARY SUPERVISOR
- 270 LIBRARY AIDE - BRANCH
- 275 TEMPORARY EMPLOYEES  
 MOVED TO 115-35-553-275 (CIRCULATION) AND 115-35-554-275 (REFERENCE)
- 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  
 GENERAL OFFICE SUPPLIES \$1,000
- 303 OFFICE FURNITURE & EQUIPMENT  
 MOVED TO 115-35-0553-303 (CIRCULATION DIVISION)
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 MOVED TO 115-35-0553-304 (CIRCULATION DIVISION)
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MOVED TO 115-35-0553-305 (CIRCULATION DIVISION) 115-35-0554-305 (ADULT SERVICES) AND 115-35-0555-305 (YOUTH SERVICES)
- 317 COMPUTER EQUIPMENT  
 NO APPROPRIATION REQUESTED
- 351 UTILITIES EXPENSE  
 MOVED TO 115-35-0551-351 (LIBRARY ADMIN)

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0558 BRANCH LIBRARY

| OBJ                                  | 2016 - ACTUAL                 |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|--------------------------------------|-------------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|                                      | AMOUNT                        | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 377                                  | PUBLIC RELATIONS EXPENSE      |       |               |       |               |       |           |               |       |              |       |
|                                      | 3,680                         |       | 4,312         |       |               |       |           |               |       |              |       |
| 381                                  | BUILDING EXPENSE              |       |               |       |               |       |           |               |       |              |       |
|                                      | 1,193                         |       | 772           |       | 2,500         |       | 2,000     | 2,000         |       | 2,000        |       |
| 384                                  | BUILDING MAINTENANCE PROJECTS |       |               |       |               |       |           |               |       |              |       |
|                                      |                               |       |               |       | 10,000        |       | 2,500     | 19,500        |       | 19,500       |       |
| 511                                  | PROFESSIONAL SERVICES         |       |               |       |               |       |           |               |       |              |       |
|                                      | 16,772                        |       | 16,772        |       | 18,420        |       | 17,136    | 17,136        |       | 17,136       |       |
| 536                                  | MAINTENANCE CONTRACTS         |       |               |       |               |       |           |               |       |              |       |
|                                      | 5,411                         |       | 6,604         |       | 1,200         |       | 1,100     | 1,100         |       | 1,100        |       |
| 551                                  | RENTS AND LEASES              |       |               |       |               |       |           |               |       |              |       |
|                                      | 223,024                       |       | 231,383       |       | 235,857       |       | 236,093   | 241,759       |       | 241,759      |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                               |       |               |       |               |       |           |               |       |              |       |
|                                      | 266,350                       |       | 264,010       |       | 268,977       |       | 259,829   | 282,495       |       | 282,495      |       |
| CLASS: 25 TRANSFERS                  |                               |       |               |       |               |       |           |               |       |              |       |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND |       |               |       |               |       |           |               |       |              |       |
|                                      | 8,225                         |       | 8,792         |       |               |       |           |               |       |              |       |
| 819                                  | TRSFERS TO INSURANCE FUND     |       |               |       |               |       |           |               |       |              |       |
|                                      | 9,806                         |       | 12,748        |       |               |       |           |               |       |              |       |
| TOTAL CLASS: 25 TRANSFERS            |                               |       |               |       |               |       |           |               |       |              |       |
|                                      | 18,031                        |       | 21,540        |       |               |       |           |               |       |              |       |
| TOTAL PROGRAM: 0558 BRANCH LIBRARY   |                               |       |               |       |               |       |           |               |       |              |       |
|                                      | 1,040,578                     | 10.30 | 1,089,522     | 10.30 | 1,077,816     | 10.80 | 1,098,354 | 1,298,217     | 11.78 | 1,298,217    | 11.78 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND

DEPT: 35 LIBRARY DEPARTMENT

PROGRAM: 0558 BRANCH LIBRARY

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 377 PUBLIC RELATIONS EXPENSE  
 MOVED TO 115-35-0555-377 (YOUTH SERVICES)
- 381 BUILDING EXPENSE  
 LAMP REPLACEMENT, MINOR REPAIRS AND UPKEEP \$2,000
- 384 BUILDING MAINTENANCE PROJECTS  
 SECURITY CAMERA PROJECT (CARRYOVER AND INCREASED) \$15,000  
 REPLACE/ADD EXTERIOR SIGNAGE \$2,000  
 REPLACE EXTERIOR BOOKDROP \$2,500
- 511 PROFESSIONAL SERVICES  
 JANITORIAL SERVICES \$17,136
- 536 MAINTENANCE CONTRACTS  
 FIRE ALARM MONTHLY MONITORING \$1,100  
 CONTRACTS FOR CIRCULATION EQUIPMENT MOVED TO 115-35-553-536 (CIRCULATION)
- 551 RENTS AND LEASES  
 MURRAY SCHOLLS RENT AGREEMENT \$241,759

- 816 TRSFERS TO REPROGRAPHICS FUND  
 MOVED TO 115-35-0553-816 (CIRCULATION) AND 115-35-0555-816
- 819 TRSFERS TO INSURANCE FUND  
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE FOR THE BRANCH LIBRARY.

**BP WORKSHEET & JUSTIFICATION**

FUND: 115 LIBRARY FUND  
 DEPT: 35 LIBRARY DEPARTMENT  
 PROGRAM: 0559 LIBRARY TRUST

| 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  |       |               |        | 28,848        |       | 28,848    | 5,000         |       | 5,000        |       |
| 304   | DEPARTMENT EQUIPMENT EXPENSE  |       | 80            |        | 13,646        |       | 13,646    | 2,000         |       | 2,000        |       |
| 305   | SPECIAL DEPARTMENT SUPPLIES   |       | 581           | 426    | 5,000         |       | 5,000     | 5,000         |       | 5,000        |       |
| 310   | LIBRARY MATERIAL              |       |               | 6,302  | 5,000         |       | 1,500     | 5,000         |       | 5,000        |       |
| 377   | PUBLIC RELATIONS EXPENSE      |       | 10            | 15,042 | 20,000        |       | 20,000    | 16,000        |       | 16,000       |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES          |                               |       |               |        |               |       |           |               |       |              |       |
|   | 591                           |       | 21,850        |        | 72,494        |       | 68,994    | 33,000        |       | 33,000       |       |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                               |       |               |        |               |       |           |               |       |              |       |
| 978   | RESERVE - LIBRARY TRUST FUNDS |       |               |        | 46,800        |       |           | 48,300        |       | 48,300       |       |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                               |       |               |        |               |       |           |               |       |              |       |
|   |                               |       |               |        | 46,800        |       |           | 48,300        |       | 48,300       |       |
| TOTAL PROGRAM: 0559 LIBRARY TRUST             |                               |       |               |        |               |       |           |               |       |              |       |
|   | 591                           |       | 21,850        |        | 119,294       |       | 68,994    | 81,300        |       | 81,300       |       |
| TOTAL DEPARTMENT: 35 LIBRARY DEPARTMENT       |                               |       |               |        |               |       |           |               |       |              |       |
|   | 8,522,766                     | 67.35 | 8,697,320     | 68.35  | 10,160,912    | 68.55 | 9,250,088 | 10,767,734    | 70.58 | 10,767,734   | 70.58 |
| TOTAL FUND: 115 LIBRARY FUND                  |                               |       |               |        |               |       |           |               |       |              |       |
|   | 8,522,766                     | 67.35 | 8,697,320     | 68.35  | 10,160,912    | 68.55 | 9,250,088 | 10,767,734    | 70.58 | 10,767,734   | 70.58 |

### BP WORKSHEET & JUSTIFICATION

FUND: 115 LIBRARY FUND  
DEPT: 35 LIBRARY DEPARTMENT  
PROGRAM: 0559 LIBRARY TRUST

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 303 OFFICE FURNITURE & EQUIPMENT  
UNANTICIPATED FURNITURE NEEDS AS APPROVED BY ADVISORY BOARD \$5,000
- 304 DEPARTMENT EQUIPMENT EXPENSE  
UNANTICIPATED EQUIPMENT NEEDS AS APPROVED BY LIBRARY ADVISORY BOARD  
FY 17-18 REFLECTS ONE-TIME "CATCH UP" GIFT FROM NEW FRIENDS OF BEAVERTON CITY LIBRARY
- 305 SPECIAL DEPARTMENT SUPPLIES  
TO COVER UNANTICIPATED PROGRAM SUPPLY NEEDS AS APPROVED BY THE ADVISORY BOARD
- 310 LIBRARY MATERIAL  
TO PURCHASE LIBRARY BOOKS AND MATERIALS FROM DONATIONS AND MEMORIALS  
RECEIVED THROUGHOUT THE YEAR
- 377 PUBLIC RELATIONS EXPENSE  
OUTREACH AND PUBLIC RELATIONS MATERIALS AS APPROVED BY THE LIBRARY BOARD  
SUMMER READING PROGRAM MATERIALS AS APPROVED BY THE LIBRARY ADVISORY BOARD  
SUMMER READING IS SUBSIDIZED, IN PART, BY THE BEAVERTON LIBRARY FOUNDATION

- 978 RESERVE - LIBRARY TRUST FUNDS  
CLOSE OUT TRANSFER FROM THE LIBRARY TRUST FUND AT THE END OF FY 16-17 \$48,614; FY 17-18: CONTRIBUTION FROM THE  
BEAVERTON LIBRARY FOUNDATION AND OTHER SOURCES \$70,680; FY 17-18: USES - EXPENDITURES IN PROGRAM 0559 -\$68,994;  
FY 18-19 CONTRIBUTIONS EXPECTED \$31,000; FY 18-19 USES - EXPENDITURES IN PROGRAM 0559 -\$33,000

## General Bonded Debt Fund

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 201 GENERAL BONDED DEBT FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -116,686 |  | -136,691 |  | -149,589 |  | -149,589 | -149,589 | -165,764 |  | -165,764 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -116,686 |  | -136,691 |  | -149,589 |  | -149,589 | -149,589 | -165,764 |  | -165,764 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

|  |      |  |      |  |      |  |        |        |        |  |        |  |
|--|------|--|------|--|------|--|--------|--------|--------|--|--------|--|
|  | -396 |  | -710 |  | -500 |  | -1,072 | -1,200 | -1,000 |  | -1,000 |  |
|--|------|--|------|--|------|--|--------|--------|--------|--|--------|--|

311 PROPERTY TAXES - CURRENT YEAR

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -1,715,846 |  | -1,714,426 |  | -1,888,999 |  | -1,849,590 | -1,888,999 | -1,968,801 |  | -1,968,801 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

312 PROPERTY TAXES - PRIOR YEARS

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | -20,345 |  | -19,433 |  | -15,000 |  | -10,467 | -15,000 | -15,000 |  | -15,000 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

TOTAL CLASS: 10 TAXES

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -1,736,587 |  | -1,734,569 |  | -1,904,499 |  | -1,861,129 | -1,905,199 | -1,984,801 |  | -1,984,801 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

|  |        |  |        |  |        |  |         |        |         |  |         |  |
|--|--------|--|--------|--|--------|--|---------|--------|---------|--|---------|--|
|  | -5,864 |  | -8,651 |  | -9,800 |  | -13,310 | -9,800 | -15,500 |  | -15,500 |  |
|--|--------|--|--------|--|--------|--|---------|--------|---------|--|---------|--|

389 MISCELLANEOUS REVENUES

|  |      |  |      |  |      |  |      |      |      |  |      |  |
|--|------|--|------|--|------|--|------|------|------|--|------|--|
|  | -554 |  | -178 |  | -300 |  | -309 | -300 | -300 |  | -300 |  |
|--|------|--|------|--|------|--|------|------|------|--|------|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |        |  |        |  |         |  |         |         |         |  |         |  |
|--|--------|--|--------|--|---------|--|---------|---------|---------|--|---------|--|
|  | -6,418 |  | -8,829 |  | -10,100 |  | -13,619 | -10,100 | -15,800 |  | -15,800 |  |
|--|--------|--|--------|--|---------|--|---------|---------|---------|--|---------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 201 GENERAL BONDED DEBT FUND

DEPT: 03 REVENUE

| 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        |
|   |               |     |               |     | -1,190,387    |     | -1,190,387 | -1,190,387 |               | -100,000   |              | -100,000   |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS |               |     |               |     |               |     |            |            |               |            |              |            |
|   |               |     |               |     | -1,190,387    |     | -1,190,387 | -1,190,387 |               | -100,000   |              | -100,000   |
| TOTAL DEPARTMENT: 03 REVENUE              |               |     |               |     |               |     |            |            |               |            |              |            |
|   | -1,859,691    |     | -1,880,089    |     | -3,254,575    |     | -3,214,724 | -3,255,275 |               | -2,266,365 |              | -2,266,365 |

0481

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 201 GENERAL BONDED DEBT FUND DEPT: 20 FINANCE DEPARTMENT

| 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: 20 DEBT SERVICE

|                              |                               |  |           |  |           |  |           |           |           |  |           |  |
|------------------------------|-------------------------------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
| 707                          | BOND PRINCIPAL 2005 GO REFUND |  |           |  |           |  |           |           |           |  |           |  |
|                              | 1,450,000                     |  | 1,530,000 |  | 1,480,000 |  | 1,480,000 | 1,480,000 | 1,000,000 |  | 1,000,000 |  |
| 712                          | BOND INTEREST 2017 GO         |  |           |  |           |  |           |           |           |  |           |  |
|                              |                               |  |           |  | 1,485,511 |  | 920,200   | 1,485,511 | 1,130,622 |  | 1,130,622 |  |
| 736                          | BOND INTEREST 2005 GO REFUND  |  |           |  |           |  |           |           |           |  |           |  |
|                              | 273,000                       |  | 200,500   |  | 124,000   |  | 124,000   | 124,000   | 50,000    |  | 50,000    |  |
| TOTAL CLASS: 20 DEBT SERVICE |                               |  |           |  |           |  |           |           |           |  |           |  |
|                              | 1,723,000                     |  | 1,730,500 |  | 3,089,511 |  | 2,524,200 | 3,089,511 | 2,180,622 |  | 2,180,622 |  |

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|   |                                |  |  |  |         |  |  |  |        |  |        |  |
|---|--------------------------------|--|--|--|---------|--|--|--|--------|--|--------|--|
| 992   | UNAPPROPRIATED ENDING FUND BAL |  |  |  |         |  |  |  |        |  |        |  |
|   |                                |  |  |  | 165,064 |  |  |  | 85,743 |  | 85,743 |  |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                |  |  |  |         |  |  |  |        |  |        |  |
|   |                                |  |  |  | 165,064 |  |  |  | 85,743 |  | 85,743 |  |

TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

|  |           |  |           |  |           |  |           |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
|  | 1,723,000 |  | 1,730,500 |  | 3,254,575 |  | 2,524,200 | 3,089,511 | 2,266,365 |  | 2,266,365 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|

0482

**BP WORKSHEET & JUSTIFICATION**

FUND: 201 GENERAL BONDED DEBT FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |         |         |  |         |  |         |         |  |         |  |
|-----|---------------------------|---------|---------|--|---------|--|---------|---------|--|---------|--|
| 301 | BEGINNING WORKING CAPITAL |         |         |  |         |  |         |         |  |         |  |
|     |                           | 116,686 | 136,691 |  | 149,589 |  | 149,589 | 165,764 |  | 165,764 |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |         |         |  |         |  |         |         |  |         |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|
|  |  | 116,686 | 136,691 |  | 149,589 |  | 149,589 | 165,764 |  | 165,764 |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|

CLASS: 10 TAXES

|     |                              |     |     |  |     |  |       |       |  |       |  |
|-----|------------------------------|-----|-----|--|-----|--|-------|-------|--|-------|--|
| 306 | INTEREST ON DELINQUENT TAXES |     |     |  |     |  |       |       |  |       |  |
|     |                              | 396 | 710 |  | 500 |  | 1,200 | 1,000 |  | 1,000 |  |

|     |                               |           |           |  |           |  |           |           |  |           |  |
|-----|-------------------------------|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
| 311 | PROPERTY TAXES - CURRENT YEAR |           |           |  |           |  |           |           |  |           |  |
|     |                               | 1,715,846 | 1,714,426 |  | 1,888,999 |  | 1,888,999 | 1,968,801 |  | 1,968,801 |  |

|     |                              |        |        |  |        |  |        |        |  |        |  |
|-----|------------------------------|--------|--------|--|--------|--|--------|--------|--|--------|--|
| 312 | PROPERTY TAXES - PRIOR YEARS |        |        |  |        |  |        |        |  |        |  |
|     |                              | 20,345 | 19,433 |  | 15,000 |  | 15,000 | 15,000 |  | 15,000 |  |

TOTAL CLASS: 10 TAXES

|  |  |           |           |  |           |  |           |           |  |           |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 1,736,587 | 1,734,569 |  | 1,904,499 |  | 1,905,199 | 1,984,801 |  | 1,984,801 |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |       |       |  |       |  |       |        |  |        |  |
|-----|------------------------------|-------|-------|--|-------|--|-------|--------|--|--------|--|
| 384 | INVESTMENT INTEREST EARNINGS |       |       |  |       |  |       |        |  |        |  |
|     |                              | 5,864 | 8,651 |  | 9,800 |  | 9,800 | 15,500 |  | 15,500 |  |

|     |                        |     |     |  |     |  |     |     |  |     |  |
|-----|------------------------|-----|-----|--|-----|--|-----|-----|--|-----|--|
| 389 | MISCELLANEOUS REVENUES |     |     |  |     |  |     |     |  |     |  |
|     |                        | 554 | 178 |  | 300 |  | 300 | 300 |  | 300 |  |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |       |       |  |        |  |        |        |  |        |  |
|--|--|-------|-------|--|--------|--|--------|--------|--|--------|--|
|  |  | 6,418 | 8,829 |  | 10,100 |  | 10,100 | 15,800 |  | 15,800 |  |
|--|--|-------|-------|--|--------|--|--------|--------|--|--------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

|     |                           |  |  |  |           |  |           |         |  |         |  |
|-----|---------------------------|--|--|--|-----------|--|-----------|---------|--|---------|--|
| 411 | TRSFERS FROM GENERAL FUND |  |  |  |           |  |           |         |  |         |  |
|     |                           |  |  |  | 1,190,387 |  | 1,190,387 | 100,000 |  | 100,000 |  |

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |  |  |  |  |           |  |           |         |  |         |  |
|--|--|--|--|--|-----------|--|-----------|---------|--|---------|--|
|  |  |  |  |  | 1,190,387 |  | 1,190,387 | 100,000 |  | 100,000 |  |
|--|--|--|--|--|-----------|--|-----------|---------|--|---------|--|

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |  |           |           |  |           |  |           |           |  |           |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 1,859,691 | 1,880,089 |  | 3,254,575 |  | 3,255,275 | 2,266,365 |  | 2,266,365 |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |  |           |           |  |           |  |           |           |  |           |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 1,859,691 | 1,880,089 |  | 3,254,575 |  | 3,255,275 | 2,266,365 |  | 2,266,365 |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 201 GENERAL BONDED DEBT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

301 BEGINNING WORKING CAPITAL

306 INTEREST ON DELINQUENT TAXES

311 PROPERTY TAXES - CURRENT YEAR

VOTER APPROVED PROPERTY TAXES TO REPAY BONDED DEBT WHICH IS OUTSIDE OF THE CITY'S MAXIMUM TAX RATE. TAX RATES FOR THE GO BOND DEBT ARE AS FOLLOWS:  
 FY 2013-14 \$0.2290 FOR THE LIBRARY BUILDING  
 FY 2014-15 \$0.1954 FOR THE LIBRARY BUILDING  
 FY 2015-16 \$0.2002 FOR THE LIBRARY BUILDING  
 FY 2016-17 \$0.1915 FOR THE LIBRARY BUILDING  
 FY 2017-18 \$0.1749 FOR THE LIBRARY BUILDING AND \$0.0304 FOR THE NEW PUBLIC SAFETY BUILDING  
 TOTAL FOR FY 2017-18 \$0.2053  
 FY 2018-19 \$0.1109 FOR THE LIBRARY BUILDING AND \$0.0944 FOR THE NEW PUBLIC SAFETY BUILDING  
 FOR A TOTAL COMBINED LEVY OF \$0.2053. THIS IS THE LAST YEAR OF DEBT SERVICE ON THE LIBRARY BONDS AS THEY MATURE IN FY2018-19 ON JUNE 1, 2019

312 PROPERTY TAXES - PRIOR YEARS

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

411 TRSFRS FROM GENERAL FUND

FY 2017-18 AND FY 2018-19 REFELCTS A TRANSFER IN FROM THE GENERAL FUND TO ASSIST WITH THE 2017 PUBLIC SAFETY BUILDING GENERAL OBLIGATION BOND ISSUE'S DEBT SERVICE DURING THE TWO YEAR OVERLAP WITH THE EXISTING LIBRARY BUILDING GO BOND DEBT SERVICE. THE OVERLAP PERIOD ENDS IN FY 2018-19 AS THE LIBRARY BONDS MATURE ON JUNE 30, 2019.

**BP WORKSHEET & JUSTIFICATION**

FUND: 201 GENERAL BONDED DEBT FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 0001 DEBT SERVICE

| 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: 20 DEBT SERVICE

707 BOND PRINCIPAL 2005 GO REFUND  
 1,450,000 1,530,000 1,480,000 1,480,000 1,000,000 1,000,000

712 BOND INTEREST 2017 GO  
 1,485,511 1,485,511 1,130,622 1,130,622

736 BOND INTEREST 2005 GO REFUND  
 273,000 200,500 124,000 124,000 50,000 50,000

TOTAL CLASS: 20 DEBT SERVICE

1,723,000 1,730,500 3,089,511 3,089,511 2,180,622 2,180,622

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

992 UNAPPROPRIATED ENDING FUND BAL  
 165,064 85,743 85,743

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

165,064 85,743 85,743

TOTAL PROGRAM: 0001 DEBT SERVICE

1,723,000 1,730,500 3,254,575 3,089,511 2,266,365 2,266,365

TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

1,723,000 1,730,500 3,254,575 3,089,511 2,266,365 2,266,365

TOTAL FUND: 201 GENERAL BONDED DEBT FUND

1,723,000 1,730,500 3,254,575 3,089,511 2,266,365 2,266,365

### BP WORKSHEET & JUSTIFICATION

FUND: 201 GENERAL BONDED DEBT FUND  
DEPT: 20 FINANCE DEPARTMENT  
PROGRAM: 0001 DEBT SERVICE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 707 BOND PRINCIPAL 2005 GO REFUND  
PRINCIPAL DEBT SERVICE ON 2005 LIBRARY REFUNDING BONDS. THIS IS THE LAST PRINCIPAL PAYMENT ON THE LIBRARY BONDS AS THEY MATURE IN FY 2018-19 WITH THE FINAL DEBT SERVICE PAYMENT ON JUNE 1, 2019. \$1,000,000
- 712 BOND INTEREST 2017 GO  
INTEREST DEBT SERVICE ON 2017 PUBLIC SAFETY CENTER GO BONDS. \$1,130,622 THE BONDS MATURE IN FY 2018-19. PRINCIPAL PAYMENTS BEGIN IN FY 2020-21
- 736 BOND INTEREST 2005 GO REFUND  
INTEREST DEBT SERVICE ON 2005 LIBRARY REFUNDING BONDS. THIS IS THE LAST INTEREST PAYMENT ON THE LIBRARY BONDS AS THEY MATURE IN FY 2018-19 WITH THE FINAL DEBT SERVICE PAYMENT ON JUNE 1, 2019. \$50,000

992 UNAPPROPRIATED ENDING FUND BAL

## Special Revenue Debt Fund

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 202 SPECIAL REVENUE DEBT FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -268,948 |  | -270,050 |  | -271,808 |  | -271,808 | -271,808 | -274,211 |  | -274,211 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -268,948 |  | -270,050 |  | -271,808 |  | -271,808 | -271,808 | -274,211 |  | -274,211 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

CLASS: 10 TAXES

309 ROW FEE - ALLOCATION FROM GF

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -1,084,060 |  | -1,084,060 |  | -1,084,060 |  | -1,084,060 | -1,084,060 | -1,084,060 |  | -1,084,060 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

TOTAL CLASS: 10 TAXES

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -1,084,060 |  | -1,084,060 |  | -1,084,060 |  | -1,084,060 | -1,084,060 | -1,084,060 |  | -1,084,060 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | -1,100 |  | -1,756 |  | -2,400 |  | -2,317 | -2,400 | -4,800 |  | -4,800 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | -1,100 |  | -1,756 |  | -2,400 |  | -2,317 | -2,400 | -4,800 |  | -4,800 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -1,354,108 |  | -1,355,866 |  | -1,358,268 |  | -1,358,185 | -1,358,268 | -1,363,071 |  | -1,363,071 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 202 SPECIAL REVENUE DEBT FUND                      DEPT: 20 FINANCE DEPARTMENT

| 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: 20 DEBT SERVICE

|                              |                                |  |           |  |           |  |           |           |           |  |           |  |
|------------------------------|--------------------------------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
| 739                          | BOND PRIN 2013 SPEC REV BONDS  |  |           |  |           |  |           |           |           |  |           |  |
|                              | 968,728                        |  | 991,344   |  | 1,014,488 |  | 1,014,488 | 1,014,488 | 1,038,173 |  | 1,038,173 |  |
| 740                          | BOND INTRST 2013 SPEC REV BOND |  |           |  |           |  |           |           |           |  |           |  |
|                              | 115,329                        |  | 92,713    |  | 69,569    |  | 69,569    | 69,569    | 45,885    |  | 45,885    |  |
| TOTAL CLASS: 20 DEBT SERVICE |                                |  |           |  |           |  |           |           |           |  |           |  |
|                              | 1,084,057                      |  | 1,084,057 |  | 1,084,057 |  | 1,084,057 | 1,084,057 | 1,084,058 |  | 1,084,058 |  |

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|   |                                |  |  |  |         |  |  |  |         |  |         |  |
|---|--------------------------------|--|--|--|---------|--|--|--|---------|--|---------|--|
| 992   | UNAPPROPRIATED ENDING FUND BAL |  |  |  |         |  |  |  |         |  |         |  |
|   |                                |  |  |  | 274,211 |  |  |  | 279,013 |  | 279,013 |  |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                |  |  |  |         |  |  |  |         |  |         |  |
|   |                                |  |  |  | 274,211 |  |  |  | 279,013 |  | 279,013 |  |

TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

|  |           |  |           |  |           |  |           |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
|  | 1,084,057 |  | 1,084,057 |  | 1,358,268 |  | 1,084,057 | 1,084,057 | 1,363,071 |  | 1,363,071 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 202 SPECIAL REVENUE DEBT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |         |         |         |         |         |         |  |  |  |  |
|-----|---------------------------|---------|---------|---------|---------|---------|---------|--|--|--|--|
| 301 | BEGINNING WORKING CAPITAL |         |         |         |         |         |         |  |  |  |  |
|     |                           | 268,948 | 270,050 | 271,808 | 271,808 | 274,211 | 274,211 |  |  |  |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |         |         |         |         |         |         |  |  |  |  |
|--|--|---------|---------|---------|---------|---------|---------|--|--|--|--|
|  |  | 268,948 | 270,050 | 271,808 | 271,808 | 274,211 | 274,211 |  |  |  |  |
|--|--|---------|---------|---------|---------|---------|---------|--|--|--|--|

CLASS: 10 TAXES

|     |                              |           |           |           |           |           |           |  |  |  |  |
|-----|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|--|
| 309 | ROW FEE - ALLOCATION FROM GF |           |           |           |           |           |           |  |  |  |  |
|     |                              | 1,084,060 | 1,084,060 | 1,084,060 | 1,084,060 | 1,084,060 | 1,084,060 |  |  |  |  |

TOTAL CLASS: 10 TAXES

|  |  |           |           |           |           |           |           |  |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|--|
|  |  | 1,084,060 | 1,084,060 | 1,084,060 | 1,084,060 | 1,084,060 | 1,084,060 |  |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |       |       |       |       |       |       |  |  |  |  |
|-----|------------------------------|-------|-------|-------|-------|-------|-------|--|--|--|--|
| 384 | INVESTMENT INTEREST EARNINGS |       |       |       |       |       |       |  |  |  |  |
|     |                              | 1,100 | 1,756 | 2,400 | 2,400 | 4,800 | 4,800 |  |  |  |  |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |       |       |       |       |       |       |  |  |  |  |
|--|--|-------|-------|-------|-------|-------|-------|--|--|--|--|
|  |  | 1,100 | 1,756 | 2,400 | 2,400 | 4,800 | 4,800 |  |  |  |  |
|--|--|-------|-------|-------|-------|-------|-------|--|--|--|--|

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |  |           |           |           |           |           |           |  |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|--|
|  |  | 1,354,108 | 1,355,866 | 1,358,268 | 1,358,268 | 1,363,071 | 1,363,071 |  |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |  |           |           |           |           |           |           |  |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|--|
|  |  | 1,354,108 | 1,355,866 | 1,358,268 | 1,358,268 | 1,363,071 | 1,363,071 |  |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|--|

## BP WORKSHEET & JUSTIFICATION

FUND: 202 SPECIAL REVENUE DEBT FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

309 ROW FEE - ALLOCATION FROM GF  
TRANSFER ROW FEE REVENUE FROM THE GENERAL FUND TO PAY THE MONTHLY PRINCIPAL AND INTEREST ON THE BONDS AND PROVIDE FOR THE DEBT SERVICE RESERVE EQUALING 25% OF THE ANNUAL DEBT SERVICE. THE BONDS MATURE ON OCTOBER 1, 2020, WITH A FINAL PAYMENT OF \$361,352 IN FY 2019-20 CONSISTING OF \$359,620 IN PRINCIPAL AND \$1,732 IN INTEREST.

384 INVESTMENT INTEREST EARNINGS  
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%

**BP WORKSHEET & JUSTIFICATION**

FUND: 202 SPECIAL REVENUE DEBT FUND  
 DEPT: 20 FINANCE DEPARTMENT  
 PROGRAM: 2001 SOUTH OFFICE BUILDING DEBT

| 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: 20 DEBT SERVICE

|     |                                |  |         |  |           |  |           |           |  |           |  |
|-----|--------------------------------|--|---------|--|-----------|--|-----------|-----------|--|-----------|--|
| 739 | BOND PRIN 2013 SPEC REV BONDS  |  |         |  | 1,014,488 |  | 1,014,488 | 1,038,173 |  | 1,038,173 |  |
|     | 968,728                        |  | 991,344 |  |           |  |           |           |  |           |  |
| 740 | BOND INTRST 2013 SPEC REV BOND |  |         |  | 69,569    |  | 69,569    | 45,885    |  | 45,885    |  |
|     | 115,329                        |  | 92,713  |  |           |  |           |           |  |           |  |

TOTAL CLASS: 20 DEBT SERVICE

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 1,084,057 |  | 1,084,057 |  | 1,084,057 |  | 1,084,057 | 1,084,058 |  | 1,084,058 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|     |                                |  |  |  |         |  |  |         |  |         |  |
|-----|--------------------------------|--|--|--|---------|--|--|---------|--|---------|--|
| 992 | UNAPPROPRIATED ENDING FUND BAL |  |  |  | 274,211 |  |  | 279,013 |  | 279,013 |  |
|-----|--------------------------------|--|--|--|---------|--|--|---------|--|---------|--|

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |         |  |  |         |  |         |  |
|--|--|--|--|--|---------|--|--|---------|--|---------|--|
|  |  |  |  |  | 274,211 |  |  | 279,013 |  | 279,013 |  |
|--|--|--|--|--|---------|--|--|---------|--|---------|--|

TOTAL PROGRAM: 2001 SOUTH OFFICE BUILDING DEBT

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 1,084,057 |  | 1,084,057 |  | 1,358,268 |  | 1,084,057 | 1,363,071 |  | 1,363,071 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 1,084,057 |  | 1,084,057 |  | 1,358,268 |  | 1,084,057 | 1,363,071 |  | 1,363,071 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL FUND: 202 SPECIAL REVENUE DEBT FUND

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 1,084,057 |  | 1,084,057 |  | 1,358,268 |  | 1,084,057 | 1,363,071 |  | 1,363,071 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

### BP WORKSHEET & JUSTIFICATION

FUND: 202 SPECIAL REVENUE DEBT FUND  
DEPT: 20 FINANCE DEPARTMENT  
PROGRAM: 2001 SOUTH OFFICE BUILDING DEBT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 739 BOND PRIN 2013 SPEC REV BONDS  
PRINCIPAL COSTS ON THE 2013 SPECIAL REVENUE BOND DEBT FOR THE BEAVERTON BUILDING IMPROVEMENTS. THE BONDS MATURE ON OCTOBER 1, 2020, WITH A FINAL PRINCIPAL PAYMENT OF \$359,620 IN FY 2019-20.
- 740 BOND INTRST 2013 SPEC REV BOND  
INTEREST COST ON THE 2013 SPECIAL REVENUE BONDS FOR THE BEAVERTON BUILDING IMPROVEMENTS THE BONDS MATURE ON OCTOBER 1, 2020, WITH A FINAL PAYMENT OF \$1,732 IN FY 2019-20.

992 UNAPPROPRIATED ENDING FUND BAL



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 301 CAPITAL DEVELOPMENT FUND                      DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |          |  |          |  |             |  |             |             |             |  |             |  |
|--|----------|--|----------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
|  | -243,020 |  | -242,514 |  | -36,232,882 |  | -36,232,882 | -36,232,882 | -34,404,660 |  | -34,404,660 |  |
|--|----------|--|----------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |          |  |          |  |             |  |             |             |             |  |             |  |
|--|----------|--|----------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
|  | -243,020 |  | -242,514 |  | -36,232,882 |  | -36,232,882 | -36,232,882 | -34,404,660 |  | -34,404,660 |  |
|--|----------|--|----------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|

CLASS: 35 MISCELLANEOUS REVENUES

381 RENTAL OF CITY PROPERTY

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | -11,472 |  | -27,161 |  | -13,664 |  | -13,664 | -13,664 | -13,664 |  | -13,664 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

382 SALE OF CITY PROPERTY

|  |          |  |  |  |  |  |        |        |         |  |         |  |
|--|----------|--|--|--|--|--|--------|--------|---------|--|---------|--|
|  | -114,205 |  |  |  |  |  | -8,004 | -8,002 | -48,022 |  | -48,022 |  |
|--|----------|--|--|--|--|--|--------|--------|---------|--|---------|--|

384 INVESTMENT INTEREST EARNINGS

|  |        |  |          |  |          |  |          |          |          |  |          |  |
|--|--------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -1,076 |  | -119,768 |  | -360,900 |  | -429,479 | -488,700 | -415,300 |  | -415,300 |  |
|--|--------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

389 MISCELLANEOUS REVENUES

|  |  |  |         |  |  |  |        |  |  |  |  |  |
|--|--|--|---------|--|--|--|--------|--|--|--|--|--|
|  |  |  | -10,000 |  |  |  | -2,500 |  |  |  |  |  |
|--|--|--|---------|--|--|--|--------|--|--|--|--|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -126,753 |  | -156,929 |  | -374,564 |  | -453,647 | -510,366 | -476,986 |  | -476,986 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

|  |          |  |            |  |          |  |          |          |          |  |          |  |
|--|----------|--|------------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -750,952 |  | -1,985,005 |  | -702,750 |  | -254,832 | -509,250 | -215,000 |  | -215,000 |  |
|--|----------|--|------------|--|----------|--|----------|----------|----------|--|----------|--|

412 TRSFERS FROM STREET FUND

|  |         |  |          |  |          |  |          |          |          |  |          |  |
|--|---------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -35,783 |  | -163,758 |  | -512,750 |  | -234,758 | -248,250 | -115,000 |  | -115,000 |  |
|--|---------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

442 TRANSFER FROM THE TLT FUND

|  |  |  |  |  |            |  |         |            |          |  |          |  |
|--|--|--|--|--|------------|--|---------|------------|----------|--|----------|--|
|  |  |  |  |  | -1,408,243 |  | -53,312 | -1,408,243 | -297,085 |  | -297,085 |  |
|--|--|--|--|--|------------|--|---------|------------|----------|--|----------|--|

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |          |  |            |  |            |  |          |            |          |  |          |  |
|--|----------|--|------------|--|------------|--|----------|------------|----------|--|----------|--|
|  | -786,735 |  | -2,148,763 |  | -2,623,743 |  | -542,902 | -2,165,743 | -627,085 |  | -627,085 |  |
|--|----------|--|------------|--|------------|--|----------|------------|----------|--|----------|--|

CLASS: 45 NON-REVENUE RECEIPTS

451 BOND SALE PROCEEDS

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

| 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 |
|     |               |     | -34,999,828   |     |               |     |          |         |               |     |              |     |

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

|  |  |  |             |  |  |  |  |  |  |  |  |  |
|--|--|--|-------------|--|--|--|--|--|--|--|--|--|
|  |  |  | -34,999,828 |  |  |  |  |  |  |  |  |  |
|--|--|--|-------------|--|--|--|--|--|--|--|--|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |            |  |             |  |             |  |             |             |             |  |             |  |
|--|------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
|  | -1,156,508 |  | -37,548,034 |  | -39,231,189 |  | -37,229,431 | -38,908,991 | -35,508,731 |  | -35,508,731 |  |
|--|------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|

0494

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 301 CAPITAL DEVELOPMENT FUND DEPT: 70 COMMUNITY DEVELOPMENT DEPT

| 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

|                                      |                             |  |         |  |  |  |  |  |  |  |  |  |
|--------------------------------------|-----------------------------|--|---------|--|--|--|--|--|--|--|--|--|
| 497                                  | DEBT ISSUANCE COST          |  |         |  |  |  |  |  |  |  |  |  |
|                                      |                             |  | 98,568  |  |  |  |  |  |  |  |  |  |
| 498                                  | UNDERWRITERS DISCOUNT, BOND |  |         |  |  |  |  |  |  |  |  |  |
|                                      |                             |  | 299,498 |  |  |  |  |  |  |  |  |  |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                             |  | 398,066 |  |  |  |  |  |  |  |  |  |

CLASS: 15 CAPITAL OUTLAY

|                                |                                |  |         |  |            |  |           |           |            |  |            |  |
|--------------------------------|--------------------------------|--|---------|--|------------|--|-----------|-----------|------------|--|------------|--|
| 651                            | PROPERTY ACQUISTION(LAND/BLDG) |  |         |  |            |  |           |           |            |  |            |  |
|                                | 494,867                        |  | 105,680 |  | 390,000    |  | 402,200   | 455,000   | 161,000    |  | 161,000    |  |
| 652                            | RIGHT-OF-WAY AND EASEMENT COST |  |         |  |            |  |           |           |            |  |            |  |
|                                | 51,444                         |  | 1,730   |  | 500,000    |  |           |           | 200,000    |  | 200,000    |  |
| 682                            | CONSTRUCTION                   |  |         |  |            |  |           |           |            |  |            |  |
|                                | 245,510                        |  | 252,866 |  | 31,867,668 |  | 572,168   | 570,726   | 14,933,023 |  | 14,933,023 |  |
| 683                            | CONST DESIGN & ENGR INSPECTION |  |         |  |            |  |           |           |            |  |            |  |
|                                | 89,882                         |  | 556,809 |  | 3,355,401  |  | 3,247,278 | 3,394,706 | 4,057,307  |  | 4,057,307  |  |
| TOTAL CLASS: 15 CAPITAL OUTLAY |                                |  | 881,703 |  | 36,113,069 |  | 4,221,646 | 4,420,432 | 19,351,330 |  | 19,351,330 |  |

CLASS: 25 TRANSFERS

|                           |                      |  |        |  |        |  |        |        |  |  |  |  |
|---------------------------|----------------------|--|--------|--|--------|--|--------|--------|--|--|--|--|
| 807                       | TRFR TO GENERAL FUND |  |        |  |        |  |        |        |  |  |  |  |
|                           | 32,291               |  |        |  | 83,899 |  | 83,899 | 83,899 |  |  |  |  |
| TOTAL CLASS: 25 TRANSFERS |                      |  | 32,291 |  | 83,899 |  | 83,899 | 83,899 |  |  |  |  |

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|     |                          |  |  |  |  |  |  |  |  |  |  |  |
|-----|--------------------------|--|--|--|--|--|--|--|--|--|--|--|
| 991 | CONTINGENCY - UNRESERVED |  |  |  |  |  |  |  |  |  |  |  |
|-----|--------------------------|--|--|--|--|--|--|--|--|--|--|--|

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 301 CAPITAL DEVELOPMENT FUND                      DEPT: 70 COMMUNITY DEVELOPMENT DEPT

| 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 |
|     |               |     |               |     | 3,034,221     |     |          |         | 16,157,401    |     | 16,157,401   |     |

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |           |  |  |  |            |  |            |  |
|--|--|--|--|--|-----------|--|--|--|------------|--|------------|--|
|  |  |  |  |  | 3,034,221 |  |  |  | 16,157,401 |  | 16,157,401 |  |
|--|--|--|--|--|-----------|--|--|--|------------|--|------------|--|

TOTAL DEPARTMENT: 70 COMMUNITY DEVELOPMENT DEPT

|  |         |  |           |  |            |  |           |           |            |  |            |  |
|--|---------|--|-----------|--|------------|--|-----------|-----------|------------|--|------------|--|
|  | 913,994 |  | 1,315,151 |  | 39,231,189 |  | 4,305,545 | 4,504,331 | 35,508,731 |  | 35,508,731 |  |
|--|---------|--|-----------|--|------------|--|-----------|-----------|------------|--|------------|--|

0496



### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3508 PUBLIC SAFETY BLDG - GRIFFITH DR

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

411 TRSFERS FROM GENERAL FUND

REFLECTS THE LOAN FROM THE GENERAL FUND FOR THE PRELIMINARY ARCHITECTURAL, PROJECT MANAGEMENT AND OTHER CONSULTING SERVICES FOR THE PROPOSED REMODEL OF THE EXISTING CITY HALL INTO THE NEW PUBLIC SAFETY BUILDING.

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3508 PUBLIC SAFETY BLDG - GRIFFITH DR

| 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: 15 CAPITAL OUTLAY  
 683 CONST DESIGN & ENGR INSPECTION  
 11,759

TOTAL CLASS: 15 CAPITAL OUTLAY

11,759

CLASS: 25 TRANSFERS

807 TRSFR TO GENERAL FUND

83,899 83,899

TOTAL CLASS: 25 TRANSFERS

83,899 83,899

TOTAL PROGRAM: 3508 PUBLIC SAFETY BLDG - GRIFFITH DR

11,759 83,899 83,899

## BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3508 PUBLIC SAFETY BLDG - GRIFFITH DR

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

683 CONST DESIGN & ENGR INSPECTION  
PHASE TWO COSTS OF THE TENANT IMPROVEMENTS FOR THE PUBLIC SAFETY CENTER BUILDING  
AT 4755 SW GRIFFITH DRIVE FOR ARCHITECT DESIGN SERVICES - FY 15/16

807 TRSFR TO GENERAL FUND  
FY 2016-17 REFLECTS THE CLOSEOUT OF THE GRIFFITH BUILDING IMPROVEMENT PROJECT WITH THE  
REMAINING PROCEEDS TRANSFERRED TO THE GENERAL FUND.

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3509 PUBLIC SAFETY CENTER

| 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: 05 BEGINNING WORKING CAPITAL       |                              |     |               |     |               |     |            |               |            |              |     |
| 301                                       | BEGINNING WORKING CAPITAL    |     |               |     | 34,667,297    |     | 34,667,297 | 32,921,036    |            | 32,921,036   |     |
| TOTAL CLASS: 05 BEGINNING WORKING CAPITAL |                              |     |               |     |               |     |            |               |            |              |     |
|   |                              |     |               |     | 34,667,297    |     | 34,667,297 | 32,921,036    |            | 32,921,036   |     |
| CLASS: 35 MISCELLANEOUS REVENUES          |                              |     |               |     |               |     |            |               |            |              |     |
| 384                                       | INVESTMENT INTEREST EARNINGS |     | 117,504       |     | 357,500       |     | 485,300    | 414,900       |            | 414,900      |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES    |                              |     |               |     |               |     |            |               |            |              |     |
|   |                              |     | 117,504       |     | 357,500       |     | 485,300    | 414,900       |            | 414,900      |     |
| CLASS: 45 NON-REVENUE RECEIPTS            |                              |     |               |     |               |     |            |               |            |              |     |
| 451                                       | BOND SALE PROCEEDS           |     |               |     |               |     |            |               |            | 34,999,828   |     |
| TOTAL CLASS: 45 NON-REVENUE RECEIPTS      |                              |     |               |     |               |     |            |               |            |              |     |
|   |                              |     |               |     |               |     |            |               |            | 34,999,828   |     |
| TOTAL PROGRAM: 3509 PUBLIC SAFETY CENTER  |                              |     |               |     |               |     |            |               |            |              |     |
|   |                              |     |               |     | 35,117,332    |     | 35,024,797 | 35,152,597    | 33,335,936 | 33,335,936   |     |

## BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 03 REVENUE  
PROGRAM: 3509 PUBLIC SAFETY CENTER

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

384 INVESTMENT INTEREST EARNINGS  
FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%  
FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%

451 BOND SALE PROCEEDS  
FY 2016-17 2017 GO BOND PROCEEDS

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3509 PUBLIC SAFETY CENTER

| 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

497 DEBT ISSUANCE COST

98,568

498 UNDERWRITERS DISCOUNT, BOND

299,498

TOTAL CLASS: 10 MATERIALS & SERVICES

398,066

CLASS: 15 CAPITAL OUTLAY

682 CONSTRUCTION

31,000,000

98,000

14,619,622

14,619,622

683 CONST DESIGN & ENGR INSPECTION

51,968

1,000,000

2,133,561

2,574,425

2,574,425

TOTAL CLASS: 15 CAPITAL OUTLAY

51,968

32,000,000

2,231,561

17,194,047

17,194,047

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

3,024,797

16,141,889

16,141,889

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

3,024,797

16,141,889

16,141,889

TOTAL PROGRAM: 3509 PUBLIC SAFETY CENTER

450,034

35,024,797

2,231,561

33,335,936

33,335,936

## BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3509 PUBLIC SAFETY CENTER

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

497 DEBT ISSUANCE COST

498 UNDERWRITERS DISCOUNT, BOND

682 CONSTRUCTION  
CONSTRUCTION OF PUBLIC SAFETY CENTER BEGINS IN FY 2018-19

683 CONST DESIGN & ENGR INSPECTION

991 CONTINGENCY - UNRESERVED  
BALANCE OF CONSTRUCTION WILL REQUIRE THESE FUNDS IN FY 2019-20

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |         |         |         |         |  |        |  |        |  |  |
|-----|---------------------------|---------|---------|---------|---------|--|--------|--|--------|--|--|
| 301 | BEGINNING WORKING CAPITAL |         |         |         |         |  |        |  |        |  |  |
|     |                           | 210,729 | 158,615 | 382,360 | 382,360 |  | 14,426 |  | 14,426 |  |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |         |         |         |         |  |        |  |        |  |  |
|--|--|---------|---------|---------|---------|--|--------|--|--------|--|--|
|  |  | 210,729 | 158,615 | 382,360 | 382,360 |  | 14,426 |  | 14,426 |  |  |
|--|--|---------|---------|---------|---------|--|--------|--|--------|--|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                         |        |        |        |        |  |        |  |        |  |  |
|-----|-------------------------|--------|--------|--------|--------|--|--------|--|--------|--|--|
| 381 | RENTAL OF CITY PROPERTY |        |        |        |        |  |        |  |        |  |  |
|     |                         | 11,472 | 27,161 | 13,664 | 13,664 |  | 13,664 |  | 13,664 |  |  |

|     |                       |         |  |  |  |       |        |  |        |  |  |
|-----|-----------------------|---------|--|--|--|-------|--------|--|--------|--|--|
| 382 | SALE OF CITY PROPERTY |         |  |  |  |       |        |  |        |  |  |
|     |                       | 114,205 |  |  |  | 8,002 | 48,022 |  | 48,022 |  |  |

|     |                              |       |       |       |       |  |     |  |     |  |  |
|-----|------------------------------|-------|-------|-------|-------|--|-----|--|-----|--|--|
| 384 | INVESTMENT INTEREST EARNINGS |       |       |       |       |  |     |  |     |  |  |
|     |                              | 1,076 | 2,264 | 3,400 | 3,400 |  | 400 |  | 400 |  |  |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |         |        |        |        |  |        |  |        |  |  |
|--|--|---------|--------|--------|--------|--|--------|--|--------|--|--|
|  |  | 126,753 | 29,425 | 17,064 | 25,066 |  | 62,086 |  | 62,086 |  |  |
|--|--|---------|--------|--------|--------|--|--------|--|--------|--|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

|     |                           |         |         |  |  |        |         |  |         |  |  |
|-----|---------------------------|---------|---------|--|--|--------|---------|--|---------|--|--|
| 411 | TRSFERS FROM GENERAL FUND |         |         |  |  |        |         |  |         |  |  |
|     |                           | 316,000 | 300,000 |  |  | 62,000 | 100,000 |  | 100,000 |  |  |

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |  |         |         |  |  |        |         |  |         |  |  |
|--|--|---------|---------|--|--|--------|---------|--|---------|--|--|
|  |  | 316,000 | 300,000 |  |  | 62,000 | 100,000 |  | 100,000 |  |  |
|--|--|---------|---------|--|--|--------|---------|--|---------|--|--|

TOTAL PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

|  |  |         |         |         |         |  |         |  |         |  |  |
|--|--|---------|---------|---------|---------|--|---------|--|---------|--|--|
|  |  | 653,482 | 488,040 | 399,424 | 469,426 |  | 176,512 |  | 176,512 |  |  |
|--|--|---------|---------|---------|---------|--|---------|--|---------|--|--|

## BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 03 REVENUE  
PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

381 RENTAL OF CITY PROPERTY

ANNUAL LEASE ON LASCALA PROPERTY: GROUND LEASE FOR 75 YEARS PLUS 24 RENEWAL OPTION  
PARKING LOT LEASE ORIGINALLY @ \$2,699 IN OCTOBER 2015, GROWING AT 2% EVERY YEAR  
FY 2016-17 INCLUDES TWO ANNUAL LEASE PAYMENTS FOR JANUARY 2016 AND JANUARY 2017

382 SALE OF CITY PROPERTY

REFLECTS PROCEEDS FROM THE CONTRACT SALE OF 1ST & ANGEL PROPERTY FOR THE RISE OLD TOWN  
APARTMENT BUILDING COMPLEX SOLD TO REIMBOLD. THE CONTRACT PAYMENTS STARTED IN MAY 2018  
AND WILL CONTINUE TO MAY 2025, UNLESS THE PURCHASER ELECTS TO PAY OFF THE CONTRACT  
BALANCE EARLY.

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%

411 TRSFERS FROM GENERAL FUND

TRANSFER TO PROVIDE FUNDING FOR THE CITY'S PROPERTY ACQUISITION PROGRAM \$100,000  
NO TRANSFER FOR FY 2017-18 WAS REQUESTED.  
FY 2017-18 ESTIMATE REFLECTS AN ADDITIONAL APPROPRIATION TO PAY OFF THE UMREIN LAND  
PURCHASE CONTRACT IN FY 2017-18. THE SELLER HAS REPEATEDLY REQUESTED CONTRACT  
PAYMENTS IN ADVANCE OF THE CONTRACT PAYMENT DUE DATES.

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

| 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: 15 CAPITAL OUTLAY

|     |                                 |  |         |  |         |  |         |  |         |  |         |
|-----|---------------------------------|--|---------|--|---------|--|---------|--|---------|--|---------|
| 651 | PROPERTY ACQUISITION(LAND/BLDG) |  |         |  |         |  |         |  |         |  |         |
|     | 494,867                         |  | 105,680 |  | 390,000 |  | 455,000 |  | 161,000 |  | 161,000 |

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |         |  |         |  |         |  |         |  |         |  |         |
|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|
|  | 494,867 |  | 105,680 |  | 390,000 |  | 455,000 |  | 161,000 |  | 161,000 |
|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|     |                          |  |  |  |       |  |  |  |        |  |        |
|-----|--------------------------|--|--|--|-------|--|--|--|--------|--|--------|
| 991 | CONTINGENCY - UNRESERVED |  |  |  |       |  |  |  |        |  |        |
|     |                          |  |  |  | 9,424 |  |  |  | 15,512 |  | 15,512 |

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |       |  |  |  |        |  |        |
|--|--|--|--|--|-------|--|--|--|--------|--|--------|
|  |  |  |  |  | 9,424 |  |  |  | 15,512 |  | 15,512 |
|--|--|--|--|--|-------|--|--|--|--------|--|--------|

TOTAL PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

|  |         |  |         |  |         |  |         |  |         |  |         |
|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|
|  | 494,867 |  | 105,680 |  | 399,424 |  | 455,000 |  | 176,512 |  | 176,512 |
|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3513 PROPERTY ACQUISITION PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

651 PROPERTY ACQUISTION(LAND/BLDG)  
INSTALLMENT PAYMENTS ON THE \$385,000 UMREIN PROPERTY PURCHASE CONTRACT:  
FY 2014-15 DOWN PAYMENT ON PROPERTY SALE \$67,000 AND 1ST INSTALLMENT PAYMENT \$89,680  
FY2015-16 2ND OF 4 INSTALLMENT PAYMENTS \$89,680  
FY2017-18 3RD OF 4 INSTALLMENT PAYMENTS \$89,680 PLUS ANTICIPATED DRAWS ON THE 4TH  
INSTALLMENT \$80,679  
FY 2018-19 4TH AND FINAL INSTALLMENT \$61,000  
FY2015-16 ALSO INLCUDES  
1ST AND MAIN PROPERTY PURCHASE FROM THE BLOCK GRANT FUND \$316,000  
CLOSING COSTS ON THE UMREIN PROPERTY PURCHASE \$11,736  
FY 2017-18 ALSO INCLUDES THE PURCHASE OF THE CHURCH PROPERTY NEXT TO THE NEW PUBLIC SAFETY  
BUILDING SITE TOTALING \$302,795  
FY 2018-19 APPROPRIATION FOR LAND THAT MAY BECOME AVAILABLE FOR ACQUISITION \$100,000

991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3518 CANYON RD ALT BIKE NETWORK

| 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: 40 INTERFUND TRANSFERS/LOANS

|     |                           |  |         |  |         |  |         |  |  |  |  |
|-----|---------------------------|--|---------|--|---------|--|---------|--|--|--|--|
| 411 | TRSFERS FROM GENERAL FUND |  |         |  |         |  |         |  |  |  |  |
|     | 31,973                    |  | 160,815 |  | 188,500 |  | 171,750 |  |  |  |  |
| 412 | TRSFERS FROM STREET FUND  |  |         |  |         |  |         |  |  |  |  |
|     | 32,083                    |  | 160,597 |  | 188,500 |  | 171,750 |  |  |  |  |

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |        |  |         |  |         |  |         |  |  |  |  |
|--|--------|--|---------|--|---------|--|---------|--|--|--|--|
|  | 64,056 |  | 321,412 |  | 377,000 |  | 343,500 |  |  |  |  |
| TOTAL PROGRAM: 3518 CANYON RD ALT BIKE NETWORK |        |  |         |  |         |  |         |  |  |  |  |
|  | 64,056 |  | 321,412 |  | 377,000 |  | 343,500 |  |  |  |  |

## BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 03 REVENUE  
PROGRAM: 3518 CANYON RD ALT BIKE NETWORK

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 411 TRSFERS FROM GENERAL FUND  
CONSTRUCTION TO BEGIN IN FY 2017-18
- 412 TRSFERS FROM STREET FUND  
CONSTRUCTION TO BEGIN IN FY 2017-18

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3518 CANYON RD ALT BIKE NETWORK

| 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: 15 CAPITAL OUTLAY

652 RIGHT-OF-WAY AND EASEMENT COST  
     51,444                      1,730

682 CONSTRUCTION  
    252,866                      342,000                      312,500

683 CONST DESIGN & ENGR INSPECTION  
     12,612                      66,816                      35,000                      31,000

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |        |  |         |  |         |  |         |  |  |  |  |
|--|--------|--|---------|--|---------|--|---------|--|--|--|--|
|  | 64,056 |  | 321,412 |  | 377,000 |  | 343,500 |  |  |  |  |
| TOTAL PROGRAM: 3518 CANYON RD ALT BIKE NETWORK |        |  |         |  |         |  |         |  |  |  |  |
|  | 64,056 |  | 321,412 |  | 377,000 |  | 343,500 |  |  |  |  |

### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3518 CANYON RD ALT BIKE NETWORK

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 652 RIGHT-OF-WAY AND EASEMENT COST
  
- 682 CONSTRUCTION  
CONSTRUCTION WILL OCCUR IN FY 2016-17 - COMPLETED IN FY 2017-18
  
- 683 CONST DESIGN & ENGR INSPECTION



**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

| 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: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

|       |       |         |        |         |         |
|-------|-------|---------|--------|---------|---------|
| 2,521 | 3,696 | 324,250 | 76,500 | 115,000 | 115,000 |
|-------|-------|---------|--------|---------|---------|

412 TRSFERS FROM STREET FUND

|       |       |         |        |         |         |
|-------|-------|---------|--------|---------|---------|
| 3,700 | 3,161 | 324,250 | 76,500 | 115,000 | 115,000 |
|-------|-------|---------|--------|---------|---------|

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|       |       |         |         |         |         |
|-------|-------|---------|---------|---------|---------|
| 6,221 | 6,857 | 648,500 | 153,000 | 230,000 | 230,000 |
|-------|-------|---------|---------|---------|---------|

TOTAL PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

|       |       |         |         |         |         |
|-------|-------|---------|---------|---------|---------|
| 6,221 | 6,857 | 648,500 | 153,000 | 230,000 | 230,000 |
|-------|-------|---------|---------|---------|---------|

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 03 REVENUE  
PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 411 TRSFERS FROM GENERAL FUND
- 412 TRSFERS FROM STREET FUND



**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

| 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: 15 CAPITAL OUTLAY

|  |                                |  |       |  |         |  |         |         |  |         |  |
|--|--------------------------------|--|-------|--|---------|--|---------|---------|--|---------|--|
| 652  | RIGHT-OF-WAY AND EASEMENT COST |  |       |  | 500,000 |  |         | 200,000 |  | 200,000 |  |
| 683  | CONST DESIGN & ENGR INSPECTION |  |       |  |         |  |         |         |  |         |  |
|  | 6,221                          |  | 6,857 |  | 148,500 |  | 153,000 | 30,000  |  | 30,000  |  |
| TOTAL CLASS: 15 CAPITAL OUTLAY                     |                                |  |       |  |         |  |         |         |  |         |  |
|  | 6,221                          |  | 6,857 |  | 648,500 |  | 153,000 | 230,000 |  | 230,000 |  |
| TOTAL PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT |                                |  |       |  |         |  |         |         |  |         |  |
|  | 6,221                          |  | 6,857 |  | 648,500 |  | 153,000 | 230,000 |  | 230,000 |  |

## BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3519 CANYON RD INTERSECTION IMPRVMT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

652 RIGHT-OF-WAY AND EASEMENT COST

683 CONST DESIGN & ENGR INSPECTION  
CITY STAFF ENGINEERING EXPENSES - LOCAL MATCH FOR \$3.4 MILLION GRANT  
?? IN FY 18-19



**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3521 BEAVERTON CENTER FOR THE ARTS

| 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: 05 BEGINNING WORKING CAPITAL               |                            |     |               |     |               |     |           |               |     |              |     |
| 301   | BEGINNING WORKING CAPITAL  |     |               |     | 1,099,326     |     | 1,099,326 | 1,469,198     |     | 1,469,198    |     |
| TOTAL CLASS: 05 BEGINNING WORKING CAPITAL         |                            |     |               |     | 1,099,326     |     | 1,099,326 | 1,469,198     |     | 1,469,198    |     |
| CLASS: 35 MISCELLANEOUS REVENUES                  |                            |     |               |     |               |     |           |               |     |              |     |
| 389   | MISCELLANEOUS REVENUES     |     |               |     |               |     |           |               |     |              |     |
|   |                            |     | 10,000        |     |               |     |           |               |     |              |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES            |                            |     |               |     |               |     |           |               |     |              |     |
|   |                            |     | 10,000        |     |               |     |           |               |     |              |     |
| CLASS: 40 INTERFUND TRANSFERS/LOANS               |                            |     |               |     |               |     |           |               |     |              |     |
| 411   | TRSFERS FROM GENERAL FUND  |     |               |     |               |     |           |               |     |              |     |
|   |                            |     | 1,500,000     |     |               |     |           |               |     |              |     |
| 442   | TRANSFER FROM THE TLT FUND |     |               |     | 1,408,243     |     | 1,408,243 | 297,085       |     | 297,085      |     |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS         |                            |     |               |     | 1,500,000     |     | 1,408,243 | 297,085       |     | 297,085      |     |
| TOTAL PROGRAM: 3521 BEAVERTON CENTER FOR THE ARTS |                            |     |               |     | 1,510,000     |     | 2,507,569 | 1,766,283     |     | 1,766,283    |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 03 REVENUE  
PROGRAM: 3521 BEAVERTON CENTER FOR THE ARTS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

389 MISCELLANEOUS REVENUES

411 TRSFERS FROM GENERAL FUND  
BUDGET AMENDMENT PACKAGE 2 (FY 16-7)  
TRANSFER IN FROM THE GENERAL FUND AS A LOAN TO BE REPAID FROM THE LODGING TAX FUND OR FROM THE PROCEEDS OF A FUTURE SPECIAL REVENUE BOND ISSUE FOR THE CONSTRUCTION OF THE ARTS AND CULTURE CENTER. THE \$1.5 MILLION DOLLAR LOAN FUNDING WILL BE USED FOR THE ARCHITECTURAL DESIGN CONTRACT FOR THE ARTS AND CULTURE CENTER

442 TRANSFER FROM THE TLT FUND  
FUNDING FROM THE TRANSIENT LODGING TAX FUND FOR THE PRE-CONSTRUCTION COSTS OF THE BEAVERTON CENTER FOR THE ARTS BUILDING TO BRING THE PROJECT UP TO THE CONSTRUCTION BID DOCUMENTS PHASE

**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND  
 DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
 PROGRAM: 3521 BEAVERTON CENTER FOR THE ARTS

| 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: 15 CAPITAL OUTLAY

|     |                                |  |         |  |           |  |         |           |  |           |  |
|-----|--------------------------------|--|---------|--|-----------|--|---------|-----------|--|-----------|--|
| 682 | CONSTRUCTION                   |  |         |  | 525,668   |  | 160,226 | 313,401   |  | 313,401   |  |
| 683 | CONST DESIGN & ENGR INSPECTION |  |         |  |           |  | 878,145 | 1,452,882 |  | 1,452,882 |  |
|     |                                |  | 410,674 |  | 1,981,901 |  |         |           |  |           |  |

TOTAL CLASS: 15 CAPITAL OUTLAY

|   |  |  |         |  |           |  |           |           |  |           |  |
|---|--|--|---------|--|-----------|--|-----------|-----------|--|-----------|--|
|   |  |  | 410,674 |  | 2,507,569 |  | 1,038,371 | 1,766,283 |  | 1,766,283 |  |
| TOTAL PROGRAM: 3521 BEAVERTON CENTER FOR THE ARTS |  |  |         |  |           |  |           |           |  |           |  |
|   |  |  | 410,674 |  | 2,507,569 |  | 1,038,371 | 1,766,283 |  | 1,766,283 |  |

## BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3521 BEAVERTON CENTER FOR THE ARTS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |   |
|-----|---|
| 682 | CONSTRUCTION<br>PREDEVELOPMENT EXPENSES INCLUDING TRAFFIC, LAND USE, NATURAL RESOURCES AND PERMITS  |
| 683 | CONST DESIGN & ENGR INSPECTION<br>FY 2017-18 AND FY 2018-19 CONSISTS OF:<br>ARCHITECTURAL AND ENGINEERING CONTRACT INCLUDING REIMBURSABLES<br>OWNERS REPRESENTATIVE, AND SKANSKA PREDEVELOPMENT FEE<br>FY 2016-17 REFLECTS:<br>APPROPRIATION FOR THE ARCHITECTURAL SERVICES CONTRACT TO DESIGN THE ARTS AND CULTURE<br>CENTER PROJECT FUNDED BY A \$1.5 MILLION DOLLAR LOAN FROM THE GENERAL FUND |



**BP WORKSHEET & JUSTIFICATION**

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS

| 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: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

20,494 190,000 199,000

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

20,494 190,000 199,000

TOTAL PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS

20,494 190,000 199,000

TOTAL DEPARTMENT: 03 REVENUE

1,156,508 37,548,034 39,231,189 38,908,991 35,508,731 35,508,731

### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND

DEPT: 03 REVENUE

PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

411 TRSFERS FROM GENERAL FUND  
CONSTRUCTION PHASE DELAYED TO FUTURE YEAR.

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |



### BP WORKSHEET & JUSTIFICATION

FUND: 301 CAPITAL DEVELOPMENT FUND  
DEPT: 70 COMMUNITY DEVELOPMENT DEPT  
PROGRAM: 3522 CITY PARK FOUNTAIN IMPROVEMENTS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 682 CONSTRUCTION  
CONSTRUCTION PHASE DELAYED TO FUTURE YEAR.
- 683 CONST DESIGN & ENGR INSPECTION  
DESIGN FOR SAFETY AND OPERATIONAL IMPROVEMENTS





**City of Beaverton  
CIP Financial Plan  
FY 2017-18 Estimated**

| CIP #  | Proj # | Project Name  | Funding Source                 |              |             |             |           |           |        |           |             |               |
|--|--------|---|--------------------------------|--------------|-------------|-------------|-----------|-----------|--------|-----------|-------------|---------------|
|  |        |   | Anticipated TOTAL Project Cost | General Fund | Street Fund | Other Funds | TLT       | TDT       | TIF    | BURA      | Grants, IGA | Funding Total |
| <b>Transportation Capital Improvement Projects:</b>  |        |   |                                |              |             |             |           |           |        |           |             |               |
| 3106   | 3106A  | Menlo Dr (Allen Blvd to Fairmount Dr) Sidewalk                    | 1,716,000                      | 204,350      | 100,650     |             |           |           |        |           | 305,000     |               |
| 3189   | 3189   | Annual Traffic Calming Project                                    | 40,000                         |              | 40,000      |             |           |           |        |           | 40,000      |               |
| 3192   | 3192   | Hocken Bridge   |                                |              |             |             |           |           | 9,000  |           | 9,000       |               |
| 3223   | 3223   | Traffic Enhancement Projects                                      |                                |              |             | 1,000       |           |           |        |           | 1,000       |               |
| 3302   | 3302   | Farmington Rd (Hocken-Murray), MSTIP 3D                           | 21,400,000                     |              |             |             |           |           |        | 50,000    | 50,000      |               |
| 3307   | 3307   | Utility Undergrounding  |                                |              |             |             |           |           |        |           | -           |               |
| 3321   | 3321   | Westgate Dr/Cedar Hills Blvd/Dawson Wy Intersection Realignment   | 2,100,000                      |              |             |             |           | 310,000   |        |           | 310,000     |               |
| 3328   | 3328   | Western Ave (5th St-Allen Blvd) Improvement                       | 4,000,000                      | 89,000       |             |             |           | 75,000    |        | 100,000   | 264,000     |               |
| 3329   | 3329   | Murray Blvd/Allen Blvd Intersection Improvement                   |                                |              |             |             |           | 10,000    |        |           | 10,000      |               |
| 3407   | 3407   | Beaverton Creek Shared-Use Path (Cedar Hills Blvd-Lombard Ave)    | 2,697,000                      |              |             |             |           | 1,504,537 |        | 486,463   | 1,991,000   |               |
| 3408   | 3408   | Hocken Ave (RR-TV Hwy) Widening                                   | 1,591,000                      |              |             |             |           |           | 72,000 |           | 72,000      |               |
| 3410   | 3410   | Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead) | 710,000                        | 7,500        | 7,500       |             |           |           |        |           | 15,000      |               |
| 3411   | 3411   | Cedar Hills Blvd Bridge Pile Repair                               | 125,000                        |              | -           |             |           |           |        |           | -           |               |
| 3412   | 3412   | BH Hwy Fiber Connection   | 53,000                         |              | 53,000      |             |           |           |        |           | 53,000      |               |
| 3413   | 3413   | Hall Blvd Fiber Connection  |                                |              |             |             |           |           |        |           | -           |               |
| 4118A  | 4118A  | Settler Wy Utility Replacements, Phase 1                          |                                |              |             |             |           |           |        |           | -           |               |
|  |        | <b>TOTALS</b>   |                                | 300,850      | 201,150     | 1,000       | -         | 1,899,537 | 81,000 | -         | 636,463     | 3,120,000     |
| <b>Facility, Civic, Cultural Capital t Projects:</b> |        |   |                                |              |             |             |           |           |        |           |             |               |
| 3509   | 3509   | Public Safety Center  | 35,000,000                     |              |             | 1,123,105   |           |           |        |           | 1,123,105   |               |
| 3518   | 3518   | Canyon Rd Alternative Bike Network                                | 875,000                        | 171,750      | 171,750     |             |           |           |        |           | 343,500     |               |
| 3519   | 3519A  | Canyon Rd Intersection Improvements (MTIP)                        | 5,035,000                      | 76,500       | 76,500      |             |           |           |        |           | 153,000     |               |
| 3521   | 3521   | Beaverton Center for the Arts                                     |                                |              |             |             | 1,038,371 |           |        |           | 1,038,371   |               |
| 3522   | 3522   | Library Fountain Improvements                                     |                                | 199,000      |             |             |           |           |        |           | 199,000     |               |
|  |        | <b>TOTALS</b>   |                                | 447,250      | 248,250     | 1,123,105   | 1,038,371 | -         | -      | -         | 2,856,976   |               |
| <b>BURA Capital Improvement Projects:</b>            |        |   |                                |              |             |             |           |           |        |           |             |               |
| 6502   | ????   | Crescent Street Improvements                                      |                                |              |             |             | 100,000   |           |        | 100,000   | 200,000     |               |
|  | 3523   | Downtown Wayfinding Phase 2                                       |                                |              |             |             |           |           |        | -         | -           |               |
| 6501   | 5099   | Parking Garage Lot 2 at The Round                                 |                                |              |             |             |           |           |        | 612,197   | 612,197     |               |
| 6505   | 5102   | Parking Garage in Old Town  |                                |              |             |             |           |           |        | -         | -           |               |
| 6503   | ?      | BURA Land Acquisition   |                                |              |             |             |           |           |        | 552,230   | 552,230     |               |
|  | ?      | Creekside Streetscape Improvements                                |                                |              |             |             |           |           |        | 350,000   | 350,000     |               |
|  |        | <b>TOTALS</b>   |                                | -            | -           | -           | 100,000   | -         | -      | 1,614,427 | 1,714,427   |               |
|  |        | <b>Totals =&gt;</b>   |                                | 748,100      | 449,400     | 1,124,105   | 1,138,371 | 1,899,537 | 81,000 | 1,614,427 | 636,463     | 7,691,403     |

**City of Beaverton  
CIP Financial Plan  
FY 2018-19 Adopted**

| CIP #  | Proj # | Project Name  | Funding Source                 |              |             |             |         |           |         |           |             |               |
|--|--------|---|--------------------------------|--------------|-------------|-------------|---------|-----------|---------|-----------|-------------|---------------|
|  |        |   | Anticipated TOTAL Project Cost | General Fund | Street Fund | Other Funds | TLT     | TDT       | TIF     | BURA      | Grants, IGA | Funding Total |
| <b>Transportation Capital Improvement Projects:</b>  |        |   |                                |              |             |             |         |           |         |           |             |               |
| 3106   | 3106A  | Menlo Dr (Allen Blvd to Fairmount Dr) Sidewalk                    | 1,716,000                      | 202,621      | 438,240     | 687,139     |         |           |         |           | 1,328,000   |               |
| 3106   | 3106B  | Placeholder sidewalk Project                                      |                                |              |             |             |         |           |         |           | -           |               |
| 3189   | 3189   | Annual Traffic Calming Project                                    | 40,000                         |              | 40,000      |             |         |           |         |           | 40,000      |               |
| 3201   | 3201   | Washington Square Adaptive Signal System                          |                                |              |             |             |         |           |         |           | -           |               |
| 3223   | 3223   | Traffic Enhancement Projects                                      |                                |              |             | 100,000     |         |           |         |           | 100,000     |               |
| 3307   | 3307   | Utility Undergrounding  |                                |              |             |             |         |           |         |           | -           |               |
| 3321   | 3321   | Westgate Dr/Cedar Hills Blvd/Dawson Wy Intersection Realignment   | 2,100,000                      |              |             |             |         | 1,616,000 |         |           | 1,616,000   |               |
| 3328   | 3328   | Western Ave (5th St-Allen Blvd) Improvement                       | 4,000,000                      | 85,000       |             |             |         | 84,000    |         | 150,000   | 319,000     |               |
| 3407   | 3407   | Beaverton Creek Shared-Use Path (Cedar Hills Blvd Lombard Ave)    | 2,697,000                      | 64,000       |             |             |         | 64,000    |         |           | 128,000     |               |
| 3408   | 3408   | Hocken Ave (RR-TV Hwy) Widening                                   | 1,591,000                      |              |             |             |         |           | 104,000 |           | 104,000     |               |
| 3410   | 3410   | Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead) | 781,000                        | 272,000      | 260,000     |             |         |           |         |           | 532,000     |               |
| 3411   | 3411   | Cedar Hills Blvd Bridge Pile Repair                               | 125,000                        |              | 150,000     |             |         |           |         |           | 150,000     |               |
| 3413   | 3413   | Hall Blvd Fiber Connection  | 45,000                         |              | 45,000      |             |         |           |         |           | 45,000      |               |
| 5095   | 5095   | US Hwy 26 at Cedar Hills Blvd Improvements                        | 800,000                        |              |             |             |         | 200,000   |         |           | 200,000     |               |
| 3410   | 3410A  | Beaverton Creek Trail (On-Street from King Blvd to Lombard Ave)   |                                | 12,000       |             |             |         |           |         |           | 12,000      |               |
| <b>TOTALS</b>  |        |   |                                | 635,621      | 933,240     | 787,139     | -       | 1,964,000 | 104,000 | -         | 150,000     | 4,574,000     |
| <b>Facility, Civic, Cultural Capital t Projects:</b> |        |   |                                |              |             |             |         |           |         |           |             |               |
| 3509   | 3509   | Public Safety Center  |                                |              |             | 17,194,047  |         |           |         |           | 17,194,047  |               |
| 3519   | 3519A  | Canyon Rd Intersection Improvements (MTIP)                        | 5,035,000                      | 115,000      | 115,000     |             |         |           |         |           | 230,000     |               |
| 3521   | 3521   | Beaverton Center for the Arts                                     |                                |              |             | 1,172,113   | 297,085 |           |         | 297,085   | 1,766,283   |               |
| 3522   | 3522   | Library Fountain Improvements                                     |                                |              |             |             |         |           |         |           | -           |               |
| <b>TOTALS</b>  |        |   |                                | 115,000      | 115,000     | 18,366,160  | 297,085 | -         | -       | 297,085   | -           | 19,190,330    |
| <b>BURA Capital Improvement Projects:</b>            |        |   |                                |              |             |             |         |           |         |           |             |               |
| 6502   | ????   | Crescent Street Improvements                                      |                                |              |             |             | 100,000 |           |         | 100,000   | 200,000     |               |
|  | 3523   | Downtown Wayfinding Phase 2                                       |                                |              |             |             |         |           |         | -         | -           |               |
| 6501   | 5099   | Parking Garage Lot 2 at The Round                                 |                                |              |             |             |         |           |         | 130,000   | 130,000     |               |
| 6505   | 5102   | Parking Garage In Old Town  |                                |              |             |             |         |           |         | -         | -           |               |
| 6503   | ?????  | BURA Land Acquisition   |                                |              |             |             |         |           |         | 754,334   | 754,334     |               |
|  | ?????  | Creekside Streetscape Improvements                                |                                |              |             |             |         |           |         | 350,000   | 350,000     |               |
| <b>TOTALS</b>  |        |   |                                | -            | -           | -           | 100,000 | -         | -       | 1,334,334 | -           | 1,434,334     |
| <b>Totals =&gt;</b>                                  |        |   |                                | 750,621      | 1,048,240   | 19,153,299  | 397,085 | 1,964,000 | 104,000 | 1,631,419 | 150,000     | 25,198,664    |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 310 CAPITAL PROJECTS FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |          |  |          |  |            |  |            |            |            |  |            |  |
|--|----------|--|----------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -780,069 |  | -798,713 |  | -1,208,233 |  | -1,208,233 | -1,208,233 | -1,379,011 |  | -1,379,011 |  |
|--|----------|--|----------|--|------------|--|------------|------------|------------|--|------------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |          |  |          |  |            |  |            |            |            |  |            |  |
|--|----------|--|----------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -780,069 |  | -798,713 |  | -1,208,233 |  | -1,208,233 | -1,208,233 | -1,379,011 |  | -1,379,011 |  |
|--|----------|--|----------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

327 GRANTS - FEDERAL

|  |  |  |          |  |  |  |  |  |  |  |  |  |
|--|--|--|----------|--|--|--|--|--|--|--|--|--|
|  |  |  | -336,698 |  |  |  |  |  |  |  |  |  |
|--|--|--|----------|--|--|--|--|--|--|--|--|--|

329 OTHER INTERGOVERNMENTAL REV

|      |          |  |          |  |          |  |         |          |          |  |          |  |
|------|----------|--|----------|--|----------|--|---------|----------|----------|--|----------|--|
| 0527 | -470,184 |  | -146,746 |  | -711,463 |  | -27,662 | -636,463 | -150,000 |  | -150,000 |  |
|------|----------|--|----------|--|----------|--|---------|----------|----------|--|----------|--|

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |          |  |          |  |          |  |         |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|---------|----------|----------|--|----------|--|
|  | -470,184 |  | -483,444 |  | -711,463 |  | -27,662 | -636,463 | -150,000 |  | -150,000 |  |
|--|----------|--|----------|--|----------|--|---------|----------|----------|--|----------|--|

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

|  |        |  |        |  |        |  |        |        |         |  |         |  |
|--|--------|--|--------|--|--------|--|--------|--------|---------|--|---------|--|
|  | -4,724 |  | -6,677 |  | -2,230 |  | -8,617 | -9,330 | -12,000 |  | -12,000 |  |
|--|--------|--|--------|--|--------|--|--------|--------|---------|--|---------|--|

389 MISCELLANEOUS REVENUES

|  |  |  |         |  |  |  |  |  |  |  |  |  |
|--|--|--|---------|--|--|--|--|--|--|--|--|--|
|  |  |  | -37,669 |  |  |  |  |  |  |  |  |  |
|--|--|--|---------|--|--|--|--|--|--|--|--|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |        |  |         |  |        |  |        |        |         |  |         |  |
|--|--------|--|---------|--|--------|--|--------|--------|---------|--|---------|--|
|  | -4,724 |  | -44,346 |  | -2,230 |  | -8,617 | -9,330 | -12,000 |  | -12,000 |  |
|--|--------|--|---------|--|--------|--|--------|--------|---------|--|---------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

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

412 TRSFERS FROM STREET FUND

|  |          |  |          |  |          |  |         |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|---------|----------|----------|--|----------|--|
|  | -320,771 |  | -121,478 |  | -895,264 |  | -59,579 | -201,150 | -933,240 |  | -933,240 |  |
|--|----------|--|----------|--|----------|--|---------|----------|----------|--|----------|--|

441 TRSFERS FR STORM DRAIN FUND

|  |            |  |  |  |  |  |  |  |  |  |  |  |
|--|------------|--|--|--|--|--|--|--|--|--|--|--|
|  | -1,042,040 |  |  |  |  |  |  |  |  |  |  |  |
|--|------------|--|--|--|--|--|--|--|--|--|--|--|

443 TSFR FR TRANSP DEV TAX FUND

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 310 CAPITAL PROJECTS FUND

DEPT: 03 REVENUE

| 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 |
|   |                               |     |               |     | -1,948,032    |     | -2,098,667 | -1,899,537 | -2,164,000    |     | -1,764,000   |     |
| 449                                       | TSFR FR TRANS DEVL TAX/TIF FD |     |               |     |               |     |            |            |               |     |              |     |
|   | -1,965,957                    |     | -282,552      |     | -171,296      |     | -15,584    | -81,000    | -104,000      |     | -104,000     |     |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS |                               |     |               |     |               |     |            |            |               |     |              |     |
|   | -3,400,609                    |     | -956,612      |     | -3,664,390    |     | -2,568,952 | -2,672,985 | -3,824,861    |     | -3,424,861   |     |
| TOTAL DEPARTMENT: 03 REVENUE              |                               |     |               |     |               |     |            |            |               |     |              |     |
|   | -4,655,586                    |     | -2,283,115    |     | -5,586,316    |     | -3,813,464 | -4,527,011 | -5,365,872    |     | -4,965,872   |     |

0528

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 310 CAPITAL PROJECTS FUND DEPT: 75 INFRASTRUCTURE PROJECTS

| 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

|     |                                 |  |         |  |           |  |           |           |           |  |           |  |
|-----|---------------------------------|--|---------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
| 651 | PROPERTY ACQUISITION(LAND/BLDG) |  |         |  |           |  |           |           |           |  |           |  |
|     | 6,159                           |  | 377,259 |  |           |  |           |           |           |  |           |  |
| 652 | RIGHT-OF-WAY AND EASEMENT COST  |  |         |  |           |  |           |           |           |  |           |  |
|     | 11,471                          |  | 49,537  |  | 269,000   |  | 106,066   | 300,000   | 290,000   |  | 290,000   |  |
| 682 | CONSTRUCTION                    |  |         |  |           |  |           |           |           |  |           |  |
|     | 3,163,055                       |  | 160,216 |  | 3,820,538 |  | 1,882,733 | 1,957,500 | 3,727,000 |  | 3,727,000 |  |
| 683 | CONST DESIGN & ENGR INSPECTION  |  |         |  |           |  |           |           |           |  |           |  |
|     | 676,190                         |  | 487,871 |  | 1,037,295 |  | 916,987   | 890,500   | 745,000   |  | 345,000   |  |

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |           |  |           |  |           |  |           |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
|  | 3,856,875 |  | 1,074,883 |  | 5,126,833 |  | 2,905,786 | 3,148,000 | 4,762,000 |  | 4,362,000 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|     |                               |  |  |  |         |  |  |  |         |  |         |  |
|-----|-------------------------------|--|--|--|---------|--|--|--|---------|--|---------|--|
| 983 | RESERVE - UTIL UNDERGROUNDING |  |  |  |         |  |  |  |         |  |         |  |
|     |                               |  |  |  | 387,049 |  |  |  | 509,849 |  | 509,849 |  |
| 991 | CONTINGENCY - UNRESERVED      |  |  |  |         |  |  |  |         |  |         |  |
|     |                               |  |  |  | 72,434  |  |  |  | 94,023  |  | 94,023  |  |

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |         |  |  |  |         |  |         |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|
|  |  |  |  |  | 459,483 |  |  |  | 603,872 |  | 603,872 |  |
|--|--|--|--|--|---------|--|--|--|---------|--|---------|--|

TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS

|  |           |  |           |  |           |  |           |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
|  | 3,856,875 |  | 1,074,883 |  | 5,586,316 |  | 2,905,786 | 3,148,000 | 5,365,872 |  | 4,965,872 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|

**CAPITAL PROJECTS - WATER OPERATING FUND PROJECTS**

**City of Beaverton  
CIP Financial Plan - Water  
FY 2017-18 Estimated**

| Fund #                                     | CIP # | Project # | Project Name  | SDC | Surcharge | Bond Proceeds | IFA Loan Proceeds | Operating: Maint & Replacement | Funding Total |
|--|-------|-----------|---|-----|-----------|---------------|-------------------|--------------------------------|---------------|
| <b>Water Capital Improvement Projects:</b> |       |           |   |     |           |               |                   |                                |               |
| 501  | 3611  | 3611      | JWC Projects  |     |           |               |                   | 995,325                        | 995,325       |
|  |       |           |   |     |           |               |                   |                                | 1,792,250     |
| 501  | 3700  | 4017      | Water System Hydraulic Modeling & Mapping   |     |           |               |                   | 50,000                         | 50,000        |
| 501  | 3700  | 4031Q     | Annual Waterline Maintenance & Replacement Projects (3700)                              |     |           |               |                   | 50,000                         | 50,000        |
|  |       |           | <b>Totals - 3700</b>  | -   | -         | -             | -                 | 100,000                        | 100,000       |
|  |       |           |   |     |           |               |                   |                                | 100,000       |
| 501  | 3701  | 3302      | Farmington Rd. Waterline Improvement (148th to Hocken) 4,000 LF of 12" & 16"            |     |           |               |                   | 2,500                          | 2,500         |
| 501  | 3701  | 3407      | Beaverton Creek Shared Use Path   |     |           |               |                   | 38,000                         | 38,000        |
| 501  | 3701  | 3518      | Canyon Road Alternative Bike Network  |     |           |               |                   | 24,000                         | 24,000        |
| 501  | 3701  | 4060      | Water System Security Upgrades  |     |           |               |                   | 40,000                         | 40,000        |
| 501  | 3701  | 4088      | Energy Recovery Hydro Projects (Energy Trust of Oregon)                                 |     |           |               |                   | 10,000                         | 10,000        |
| 501  | 3701  | 4111      | Hyland Way  |     |           |               |                   | 63,000                         | 63,000        |
| 501  | 3701  | 4116      | 6th St 8-Inch Waterline (Stott Ave to Watson Ave)                                       |     |           |               |                   | 166,000                        | 166,000       |
| 501  | 3701  | 4118      | Greenway Ridge Waterline (6-inch replacement)   |     |           |               |                   | 189,000                        | 189,000       |
| 501  | 3701  | 4120      | Taralynn Avenue - Allen Blvd. to end (1,000 LF of 6")                                   |     |           |               |                   | 15,000                         | 15,000        |
| 501  | 3701  | 4121      | Kimberly Court (1,100 LF of 6")   |     |           |               |                   | 553,000                        | 553,000       |
| 501  | 3701  | 4134      | Davies/Brockman; Weir Rd/158th Ave PRV Upgrades   |     |           |               |                   | 70,000                         | 70,000        |
| 501  | 3701  | 4133      | Backup Emergency Generator  |     |           |               |                   | 5,000                          | 5,000         |
| 501  | 3701  | 6095      | Sellwood Subdivision (1,150 LF 6" DIP)  |     |           |               |                   | 210,000                        | 210,000       |
| 501  | 3701  | 4017A     | Water System Master Plan  |     |           |               |                   | 96,000                         | 96,000        |
| 501  | 3701  | 4078C     | Sexton Mt. Pump Station Upgrade and Emergency Generator, Phase 3, design                |     |           |               |                   | 90,000                         | 90,000        |
| 501  | 3701  | 4118A     | Settler Way Waterline Replacement (1,400 LF of 6"&8") Phase 1 (includes Greenway Ridge) |     |           |               |                   | 474,000                        | 474,000       |
| 501  | 3701  | 4118B     | Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2                           |     |           |               |                   | 26,000                         | 26,000        |
| 501  | 3701  | 4134A     | 2017 Water System PRVs Project - SW 153rd Ave&Beaverton CreekTC/Division&Village Place  |     |           |               |                   | 340,000                        | 340,000       |
| 501  | 3701  | 4152      | Chestnut PI (BH Hwy - Cypress St) 1200 LF of 8"   |     |           |               |                   | 400,000                        | 400,000       |
| 501  | 3701  | 6073B     | Beaverdam Rd Waterline Replacement (Rose Biggi Ave - Watson Ave), Phase 2; 800 LF of 8" |     |           |               |                   | 305,000                        | 305,000       |
|  |       |           | <b>Totals - 3701</b>  | -   | -         | -             | -                 | 3,116,500                      | 3,116,500     |
|  |       |           |   |     |           |               |                   |                                | 2,955,551     |

**City of Beaverton  
CIP Financial Plan - Water  
FY 2018-19 Adopted**

| Fund #                                     | CIP # | Proj # | Project Name   | SDC       | Surcharge | Bond Proceeds | IFA Loan Proceeds | Operating: Maint & Replacement | Developer Reimb | Funding Total |
|--|-------|--------|--|-----------|-----------|---------------|-------------------|--------------------------------|-----------------|---------------|
| <b>Water Capital Improvement Projects:</b> |       |        |  |           |           |               |                   |                                |                 |               |
| 501  | 3611  | 3611   | <b>JWC Projects</b>  |           |           |               |                   | 1,882,250                      |                 | 1,882,250     |
| 501  | 3700  | 4017   | Water System Hydraulic Modeling & Mapping  |           |           |               |                   | 50,000                         |                 | 50,000        |
| 501  | 3700  | 4031Q  | Annual Waterline Maintenance & Replacement Projects (3700)   |           |           |               |                   | 50,000                         |                 | 50,000        |
|  |       |        | <b>Totals - 3700</b>   | -         | -         | -             | -                 | 100,000                        |                 | 100,000       |
| 501  | 3701  | 3410   | Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead)  |           |           |               |                   | 6,000                          |                 | 6,000         |
| 501  | 3701  | 3519A  | Canyon Rd Intersection Improvements (MSTIP)  |           |           |               |                   | 10,000                         |                 | 10,000        |
| 501  | 3701  | 4060   | Water System Security Upgrades   |           |           |               |                   | 40,000                         |                 | 40,000        |
| 501  | 3701  | 4111   | Hyland Way   |           |           |               |                   | 820,000                        |                 | 820,000       |
| 501  | 3701  | 4120   | Taralynn Avenue - Allen Blvd. to end (1,000 LF of 6")  |           |           |               |                   | 210,000                        |                 | 210,000       |
| 501  | 3701  | 4134   | Davies/Brockman; Weir Rd/158th Ave PRV Upgrades  |           |           |               |                   | 265,000                        |                 | 265,000       |
| 501  | 3701  | 4133   | Backup Emergency Generator   |           |           |               |                   | 10,000                         |                 | 10,000        |
| 501  | 3701  | 6095   | Sellwood Subdivision (1,150 LF 6" DIP)   |           |           |               |                   | 360,000                        |                 | 360,000       |
| 501  | 3701  | 3106A  | Merlo Dr (Allen Blvd to Fairmount Dr) Sidewalk Water Meter Service Relocation  |           |           |               |                   | 60,000                         |                 | 60,000        |
| 501  | 3701  | 4017A  | Water System Master Plan   |           |           |               |                   | 27,000                         |                 | 27,000        |
| 501  | 3701  | 4078C  | Sexton Mt. Pump Station Upgrade and Emergency Generator, Phase 3, design   |           |           |               |                   | 60,000                         |                 | 60,000        |
| 501  | 3701  | 4118A  | Settler Way Waterline Replacement (1,400 LF of 6"&8") Phase 1 (includes Greenway Ridge)  |           |           |               |                   | 10,000                         |                 | 10,000        |
| 501  | 3701  | 4118B  | Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2  |           |           |               |                   | 410,000                        |                 | 410,000       |
| 501  | 3701  | 3407   | Beaverton Creek Shared-Use Path (Cedar Hills Blvd-Lombard Ave)   |           |           |               |                   | 6,000                          |                 | 6,000         |
| 501  | 3701  | 3321   | Westgate Dr/Cedar Hills Blvd.Dawson Wy Intersection Realignment  |           |           |               |                   | 15,000                         |                 | 15,000        |
| 501  | 3701  | 4134A  | 2017 Water System PRVs Project - SW 153rd Ave&Beaverton CreekTC/Division&Village Place   |           |           |               |                   | 5,000                          |                 | 5,000         |
|  |       |        | <b>Totals - 3701</b>   | -         | -         | -             | -                 | 2,314,000                      |                 | 2,314,000     |
|  | 3620  | 4150   | Denney Road Commerce Center (Opportunity Project) Replacement of 2,000 LF with 12" Waterline Upsizing. Joint project with redevelopment <b>NEW</b> | 370,000   |           |               |                   |                                |                 | 370,000       |
| 505  | 3620  | 4154   | Urban Reserve Infrastructure Analysis (6B area)  | 100,000   |           |               |                   |                                |                 | 100,000       |
| 505  | 3620  | 4006   | Water System Telemetry (annual upgrade project)  | 100,000   |           |               |                   |                                |                 | 100,000       |
| 505  | 3620  | 4018   | Wellhead Protection  | 5,000     |           |               |                   |                                |                 | 5,000         |
| 505  | 3620  | 4133   | Backup Emergency Generator   | 5,000     |           |               |                   |                                |                 | 5,000         |
| 505  | 3620  | 4021F  | ASR Well No. 6, (Fence 2 lots, well maintenance/testing)   | 50,000    |           |               |                   |                                |                 | 50,000        |
| 505  | 3620  | 4021H  | ASR Well No. 7 (Cooper Mt. ASR well maintenance/testing)   | 50,000    |           |               |                   |                                |                 | 50,000        |
| 505  | 3620  | 4024Q  | Water Extra-Capacity Projects  | 100,000   |           |               |                   |                                |                 | 100,000       |
| 505  | 3620  | 4118A  | Settler Way Waterline Replacement (1,400 LF of 6"&8") Phase 1 (includes Greenway Ridge)  | 10,000    |           |               |                   |                                |                 | 10,000        |
| 505  | 3620  | 4118B  | Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2  | 470,000   |           |               |                   |                                |                 | 470,000       |
| 505  | 3620  | 3408   | Hocken Ave (RR-TV highway)   | 15,000    |           |               |                   |                                |                 | 15,000        |
|  |       |        | <b>Totals - 3620</b>   | 1,275,000 | -         | -             | -                 | -                              | -               | 1,275,000     |
| 505  | 3621  | 4021D  | ASR Well No. 5 (includes combined facility w/Sorrento PS seismic upgrades)   |           |           |               | 1,100,000         |                                |                 | 1,100,000     |
| 505  | 3622  | 4058A  | Cooper Mountain (5.5 MG) Reservoir No. 2 (Bond)  |           |           | 500,000       |                   |                                |                 | 500,000       |
| 505  | 3622  | 5092C  | SW 175th/Weir Road Water Transmission Line Project (Bond)  |           |           | 2,000         |                   |                                |                 | 2,000         |
| 505  | 3622  | 5092B  | 175th/Kemmer Intersection (upgrade existing and new 24" waterline) (Bond)  |           |           | 920,000       |                   |                                |                 | 920,000       |
| 505  | 3622  | 4151   | Kemmer Rd (176th Ave - 182nd Ave) 24-Inch Waterline Extension (Bond)   |           |           | 515,000       |                   |                                |                 | 515,000       |
|  |       |        | <b>Totals - 3622 (North Cooper Mtn. Reservoir #2 and Transmission Lines) (Bond)</b>  | -         | -         | 1,937,000     | -                 | -                              | -               | 1,937,000     |
| 505  | 3623  | 4021G  | South Cooper Mt. - Non-potable (purple pipe) Water System  | 600,000   |           |               |                   |                                |                 | 600,000       |
| 505  | 3625  | 4140   | SCM 24" Waterline Extension - High School to west (1,100 LF) (may be paid by SDC credits)  | 600,000   |           |               |                   |                                |                 | 600,000       |
| 505  | 3627  | 5090   | Jenkins Waterline Extension - 153rd Ave to Merlo (opportunity project) (Bond)  |           |           | 1,035,000     |                   |                                |                 | 1,035,000     |
| 505  | 3627  | 4128C  | 158th at Merlo Connection to Jenkins (Bond)  |           |           | 15,000        |                   |                                |                 | 15,000        |
| 505  | 3627  | 4128A  | Cedar Hills Blvd/Jenkins Rd/Walker Rd Water System Improvements (Bond)   |           |           | 8,000         |                   |                                |                 | 8,000         |
| 505  | 3627  | 4128D  | Waterhouse South Area 4 Withdrawal Area (Bond)   |           |           | 200,000       |                   |                                |                 | 200,000       |
| 505  | 3627  | 4128E  | Urban Renewal Area 2 Withdrawal Area (Bond)  |           |           | 1,650,000     |                   |                                |                 | 1,650,000     |
| 505  | 3627  | 4128F  | Southwest Beaverton Area 3 Withdrawal Area (Bond)  |           |           | 50,000        |                   |                                |                 | 50,000        |
| 505  | 3627  | 4128G  | SW 170th/Arbor Creek TVWD Withdrawal Area 5 (Bond)   |           |           | 100,000       |                   |                                |                 | 100,000       |
| 505  | 3627  | 4128H  | Denney-Whitford, TVWD Withdrawal Area 6 (Bond)   |           |           | 100,000       |                   |                                |                 | 100,000       |
|  |       |        | <b>Totals - 3627 (Withdrawal of Areas from TVWD) (Bond)</b>  | -         | -         | 3,158,000     | -                 | -                              | -               | 3,158,000     |
| 505  | 3631  | 4107   | Meridian Pump Station Replacement (Bond)   |           |           | 2,950,000     |                   |                                |                 | 2,950,000     |
| 505  | 3636  | 4051   | Scoggins Dam Raise (TBWSP)   | 4,000     |           |               |                   |                                |                 | 4,000         |
| 505  | 3643  | 4126   | Willamette Water Supply Program (WWSP) (Bond)  |           |           | 350,000       |                   |                                |                 | 350,000       |
| 505  | 3643  | 4141   | WWSP Supply Interlie (opportunity project) @ Cornelius Pass Road/TV Hwy. (Bond)  |           |           | 1,650,000     |                   |                                |                 | 1,650,000     |
|  |       |        | <b>Totals - 3643 Willamette Water Supply (Bond)</b>  | -         | -         | 2,000,000     | -                 | -                              | -               | 2,000,000     |
| 505  | 3644  | 4122   | Alvord Lane Waterline, 2,600 LF of 16" (Bond)  |           |           | 632,000       |                   |                                | 158,000         | 790,000       |
| 505  | 3644  | 5092A  | SW 175th - Scholls to Alvord (extend 24" waterline 1,200 LF & connections to other waterlines) (Opportunity Project) (Bond)                        |           |           | 10,000        |                   |                                |                 | 10,000        |
| 505  | 3644  | 4128   | South Cooper Mountain LID  |           |           | 50,000        |                   |                                |                 | 50,000        |
|  |       |        | <b>Totals - 3644 (South Cooper Mtn. Extra Capacity Projects) (Bond)</b>  | -         | -         | 692,000       | -                 | -                              | 158,000         | 850,000       |
|  |       |        | <b>Totals =&gt;</b>  | 2,479,000 | -         | 10,737,000    | 1,100,000         | 4,296,250                      | 158,000         | 18,770,250    |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

| 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

|  |                                |  |           |  |           |  |           |           |           |  |           |  |
|--|--------------------------------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
| 682  | CONSTRUCTION                   |  |           |  |           |  |           |           |           |  |           |  |
|  | 1,651,344                      |  | 707,517   |  | 2,844,051 |  | 2,150,182 | 2,573,000 | 2,107,000 |  | 2,107,000 |  |
| 683  | CONST DESIGN & ENGR INSPECTION |  |           |  |           |  |           |           |           |  |           |  |
|  | 421,372                        |  | 651,923   |  | 541,500   |  | 796,997   | 643,500   | 307,000   |  | 307,000   |  |
| 685  | JWC CAPITAL EXPENSE            |  |           |  |           |  |           |           |           |  |           |  |
|  |                                |  | 871,201   |  | 1,792,250 |  | 490,609   | 995,325   | 1,882,250 |  | 1,882,250 |  |
| TOTAL CLASS: 15 CAPITAL OUTLAY               |                                |  |           |  |           |  |           |           |           |  |           |  |
|  | 2,072,716                      |  | 2,230,641 |  | 5,177,801 |  | 3,437,788 | 4,211,825 | 4,296,250 |  | 4,296,250 |  |
| TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS |                                |  |           |  |           |  |           |           |           |  |           |  |
|  | 2,072,716                      |  | 2,230,641 |  | 5,177,801 |  | 3,437,788 | 4,211,825 | 4,296,250 |  | 4,296,250 |  |

0532

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

PROGRAM: 3611 JOINT WATER COMMISSION PROJECT

| 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: 15 CAPITAL OUTLAY

682 CONSTRUCTION

625,274 -65,627

683 CONST DESIGN & ENGR INSPECTION

165,711

685 JWC CAPITAL EXPENSE

871,201 1,792,250 995,325 1,882,250 1,882,250

TOTAL CLASS: 15 CAPITAL OUTLAY

790,985 805,574 1,792,250 995,325 1,882,250 1,882,250

TOTAL PROGRAM: 3611 JOINT WATER COMMISSION PROJECT

790,985 805,574 1,792,250 995,325 1,882,250 1,882,250

### BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3611 JOINT WATER COMMISSION PROJECT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 682 CONSTRUCTION
  - MISC. JWC CAPITAL EXPENSES
  - EMERGENCY BACKUP (STANDBY) POWER, 38MGD (JWC-02)
  - INSTALL FLOW METERS (JWC-06)
  - BROOKWOOD WIDENING (STL)
- 683 CONST DESIGN & ENGR INSPECTION
  - MISC JWC CAPITAL EXPENSES
  - WATER TREATMENT PLANT EXPANSION TO 75MGD, FACILITY PLAN AND CIMP
- 685 JWC CAPITAL EXPENSE
  - JWC CAPITAL PROJECT EXPENSE:
  - JWC FACILITY PLAN, RETURN PLANT TO 75 MGD CAPACITY, DESIGN OF LIFE SAFETY IMPROVEMENTS \$1,857,250
  - FERNHILL RESERVOIR REPAIRS \$25,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

PROGRAM: 3700 MAINT & REPLACEMENT PROGRAM

| 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: 15 CAPITAL OUTLAY

682 CONSTRUCTION

50,000 50,000 50,000 50,000

683 CONST DESIGN & ENGR INSPECTION

7,923 32,204 50,000 50,000 50,000 50,000

TOTAL CLASS: 15 CAPITAL OUTLAY

7,923 32,204 100,000 100,000 100,000 100,000

TOTAL PROGRAM: 3700 MAINT & REPLACEMENT PROGRAM

7,923 32,204 100,000 100,000 100,000 100,000

## BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3700 MAINT & REPLACEMENT PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |  |
|-----|--|
| 682 | CONSTRUCTION<br>SMALL WORKS - MISC. MAINTENANCE & REPLACEMENT                    |
| 683 | CONST DESIGN & ENGR INSPECTION<br>WATER SYSTEM HYDRAULIC MODELING, MAPPING, ETC. |



**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3701 WATER SYSTEM IMPROVEMENTS

| 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: 15 CAPITAL OUTLAY

|     |              |         |         |           |           |           |  |           |  |  |  |
|-----|--------------|---------|---------|-----------|-----------|-----------|--|-----------|--|--|--|
| 682 | CONSTRUCTION |         |         |           |           |           |  |           |  |  |  |
|     |              | 967,658 | 773,144 | 2,794,051 | 2,523,000 | 2,057,000 |  | 2,057,000 |  |  |  |

|     |                                |         |         |         |         |         |  |         |  |  |  |
|-----|--------------------------------|---------|---------|---------|---------|---------|--|---------|--|--|--|
| 683 | CONST DESIGN & ENGR INSPECTION |         |         |         |         |         |  |         |  |  |  |
|     |                                | 247,738 | 619,719 | 491,500 | 593,500 | 257,000 |  | 257,000 |  |  |  |

TOTAL CLASS: 15 CAPITAL OUTLAY

|   |  |           |           |           |           |           |  |           |  |  |  |
|---|--|-----------|-----------|-----------|-----------|-----------|--|-----------|--|--|--|
|   |  | 1,215,396 | 1,392,863 | 3,285,551 | 3,116,500 | 2,314,000 |  | 2,314,000 |  |  |  |
| TOTAL PROGRAM: 3701 WATER SYSTEM IMPROVEMENTS |  |           |           |           |           |           |  |           |  |  |  |
|   |  | 1,215,396 | 1,392,863 | 3,285,551 | 3,116,500 | 2,314,000 |  | 2,314,000 |  |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3701 WATER SYSTEM IMPROVEMENTS

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

682 CONSTRUCTION

- FY 17-18 ESTIMATED INCLUDES PROJECT #4153....XXXX
- WATER SYSTEM IMPROVEMENTS FY 18-19:
  - # 3410 SHARED USE PATH ALONG DENNEY RD (KING BLVD-FANNO CREEK TRAILHEAD) \$6,000
  - # 4111 HYLAND WAY CT. (200 LF 4" DIP SERVING ADDRESSES 7150-7180) \$780,000
  - # 4120 TARALYNN AVENUE - ALLEN BLVD TO END; 1,000 LF OF 6" \$200,000
  - # 4134 DAVIES/BROCKMAN PRV UPDATE \$250,000
  - # 6095 SELLWOOD SUBDIVISION; 1,150 LF OF 6" \$300,000
  - # 3106A MENLO DR (ALLEN BLVD TO FAIRMOUNT DR) SIDEWALK METER SVC RELOCATE \$60,000
  - # 4118A SETTLER WAY WATERLINE REPLACEMENT PH 1 (INCLUDES GREENWAY RIDGE) \$10,000
  - # 4118B SETTLER WAY WATERLINE REPLACEMENT PH 2 \$400,000
  - # 4078C SEXTON MTN PUMP STATION UPGRADE AND EMERGENCY GENERATOR, PH 3 \$30,000
  - # 3407 BEAVERTON CREEK SHARED-USE PATH (CEDAR HILLS BLVD-LOMBARD AVE) \$6,000
  - # 3321 WESTGATE DR/CEDAR HILLS BLVD/DAWSON WAY INTERSECTION REALIGNMENT \$15,000

683 CONST DESIGN & ENGR INSPECTION

- #4120 TARALYNN AVE - ALLEN BLVD TO END \$10,000
- #4134 DAVIES/BROCKMAN PRV UPGRADE \$15,000
- #4133 BACKUP EMERGENCY GENERATOR \$10,000
- #4017A WATER SYSTEM MASTER PLAN \$27,000
- #4078C SEXTON MTN PUMP STATION UPGRADE & EMERGENCY GENERATOR, PH 3 \$30,000
- #4118B SETTLER WAY WATERLINE REPLACEMENT PH 2 \$10,000
- #3519A CANYON RD INTERSECTION IMPROVEMENTS (MSTIP) \$10,000
- #4060 WATER SYSTEM SECURITY UPGRADES \$40,000
- #4111 HYLAND WAY \$40,000
- #6095 SELLWOOD SUBDIVISION; 1,150 LF OF 6" \$60,000
- #4134A 2017 WATER SYSTEM PRV'S PROJECT - SW 153RD AVE & BVTN CREEK TC; DIVISION & \$5,000 VILLAGE PLACE



**CAPITAL PROJECTS - WATER CONSTRUCTION FUND**

**City of Beaverton  
CIP Financial Plan - Water  
FY 2017-18 Estimated**

| Fund # | CIP # | Project # | Project Name  | SDC              | Surcharge | Bond Proceeds    | IFA Loan Proceeds | Operating: Maint & Replacement | Funding Total     |
|--------|-------|-----------|---|------------------|-----------|------------------|-------------------|--------------------------------|-------------------|
|        |       |           |   |                  |           |                  |                   |                                |                   |
| 505    | 3620  | 3302      | Farmington Rd. Waterline Improvement (148th to Hocken) 4,000 LF of 12"  | 2,500            |           |                  |                   |                                | 2,500             |
| 505    | 3620  | 4006      | Water System Telemetry (annual upgrade project)   | 75,000           |           |                  |                   |                                | 75,000            |
|        | 3620  | 4150      | Denney Road Commerce Center (Opportunity Project) Replacement of 2,000 LF with 12" Waterline Upsizing. Joint project with redevelopment | 380,000          |           |                  |                   |                                | 380,000           |
| 505    | 3620  | 4118A     | Settler Way Waterline Replacement (1,400 LF of 6"&8") Phase 1 (includes Greenway Ridge)   | 422,000          |           |                  |                   |                                | 422,000           |
| 505    | 3620  | 4118B     | Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2   | 26,000           |           |                  |                   |                                | 26,000            |
| 505    | 3620  | 3408      | Hocken Ave (RR-TV highway)  | 5,000            |           |                  |                   |                                | 5,000             |
|        |       |           | <b>Totals - 3620</b>  | <b>910,500</b>   | <b>-</b>  | <b>-</b>         | <b>-</b>          | <b>-</b>                       | <b>910,500</b>    |
|        |       |           |   |                  |           |                  |                   |                                | 1,313,500         |
| 505    | 3621  | 4021D     | ASR Well No. 5 (includes combined facility w/Sorrento PS seismic upgrades)  |                  |           |                  | 200,000           |                                | 200,000           |
|        |       |           |   |                  |           |                  |                   |                                | 1,600,000         |
| 505    | 3622  | 4058A     | Cooper Mountain (5.5 MG) Reservoir No. 2 (Bond)   |                  |           | 250,000          |                   |                                | 250,000           |
| 505    | 3622  | 5092C     | SW 175th/Weir Road Water Transmission Line Project (Bond)   |                  |           | 745,000          |                   |                                | 745,000           |
| 505    | 3622  | 5092B     | 175th/Kemmer Intersection (upgrade existing and new 24" waterline) (Bond)   |                  |           | 200,000          |                   |                                | 200,000           |
| 505    | 3622  | 4151      | Kemmer Rd (176th Ave - 182nd Ave) 24-Inch Waterline Extension (Bond)  |                  |           | 175,000          |                   |                                | 175,000           |
|        |       |           | <b>Totals - 3622 (North Cooper Mtn. Reservoir #2 and Transmission Lines) (Bond)</b>   | <b>-</b>         | <b>-</b>  | <b>1,370,000</b> | <b>-</b>          | <b>-</b>                       | <b>1,370,000</b>  |
|        |       |           |   |                  |           |                  |                   |                                | 2,209,625         |
| 505    | 3623  | 4021G     | South Cooper Mt. - Non-potable (purple pipe) Water System (G2A)   | 700,000          |           |                  |                   |                                | 700,000           |
|        |       |           |   |                  |           |                  |                   |                                | 425,000           |
| 505    | 3625  | 6083      | South Cooper Mt. Infrastructure (Potable)   | 50,000           |           |                  |                   |                                | 50,000            |
|        |       |           |   |                  |           |                  |                   |                                | 750,000           |
| 505    | 3627  | 5090      | Jenkins Waterline Extension - 153rd Ave to Merlo (opportunity project) (Bond)   |                  |           | 136,000          |                   |                                | 136,000           |
| 505    | 3627  | 4128C     | 158th at Merlo Connection to Jenkins (Bond)   |                  |           | 1,422,000        |                   |                                | 1,422,000         |
| 505    | 3627  | 4128A     | Cedar Hills Blvd/Jenkins Rd/Walker Rd Water System Improvements (Bond)  |                  |           | 1,135,000        |                   |                                | 1,135,000         |
| 505    | 3627  | 4128D     | Waterhouse South Area 4 Withdrawal Area (Bond)  |                  |           | 200,000          |                   |                                | 200,000           |
| 505    | 3627  | 4128E     | Urban Renewal Area 2 Withdrawal Area (Bond)   |                  |           | 150,000          |                   |                                | 150,000           |
| 505    | 3627  | 4128F     | Southwest Beaverton Area 3 Withdrawal Area (Bond)   |                  |           | 100,000          |                   |                                | 100,000           |
| 505    | 3627  | 4128G     | SW 170th/Arbor Creek TVWD Withdrawal Area 5 (Bond)  |                  |           | 100,000          |                   |                                | 100,000           |
| 505    | 3627  | 4128H     | Denney-Whitford, TVWD Withdrawal Area 6 (Bond)  |                  |           | 150,000          |                   |                                | 150,000           |
|        |       |           | <b>Totals - 3627 (Withdrawal of Areas from TVWD) (Bond)</b>   | <b>-</b>         | <b>-</b>  | <b>3,393,000</b> | <b>-</b>          | <b>-</b>                       | <b>3,393,000</b>  |
|        |       |           |   |                  |           |                  |                   |                                | 3,350,000         |
| 505    | 3631  | 4107      | Meridian Pump Station Replacement (Bond)  |                  |           | 200,000          |                   |                                | 200,000           |
|        |       |           |   |                  |           |                  |                   |                                | 400,000           |
| 505    | 3636  | 4051      | Scoggins Dam Raise (TBWSP)  | 2,000            |           |                  |                   |                                | 2,000             |
|        |       |           |   |                  |           |                  |                   |                                | 2,000             |
| 505    | 3643  | 4126      | Willamette Water Supply Program (WWSP) (Bond)   |                  |           | 50,000           |                   |                                | 50,000            |
| 505    | 3643  | 4141      | WWSP Supply Intertie (opportunity project) @ Cornelius Pass Road/TV Hwy. (Bond)   |                  |           | 150,000          |                   |                                | 150,000           |
|        |       |           | <b>Totals - 3643 Willamette Water Supply (Bond)</b>   | <b>-</b>         | <b>-</b>  | <b>200,000</b>   | <b>-</b>          | <b>-</b>                       | <b>200,000</b>    |
|        |       |           |   |                  |           |                  |                   |                                | 844,000           |
| 505    | 3644  | 4122      | Alvord Lane Waterline, 2,600 LF of 16" (Bond)   |                  |           | 580,000          |                   |                                | 580,000           |
| 505    | 3644  | 5092A     | SW 175th - Scholls to Alvord (extend 24" waterline 1,200 LF & connections to other waterlines) (Opp                                     |                  |           | 866,000          |                   |                                | 866,000           |
| 505    | 3644  | 4148      | South Cooper Mountain LID   |                  |           | 50,000           |                   |                                | 50,000            |
|        |       |           | <b>Totals - 3644 (South Cooper Mtn. Extra Capacity Projects), (Bond)</b>  | <b>-</b>         | <b>-</b>  | <b>1,496,000</b> | <b>-</b>          | <b>-</b>                       | <b>1,496,000</b>  |
|        |       |           |   |                  |           |                  |                   |                                | 1,974,000         |
|        |       |           | <b>Totals =&gt;</b>   | <b>1,662,500</b> | <b>-</b>  | <b>6,659,000</b> | <b>200,000</b>    | <b>4,211,825</b>               | <b>12,733,325</b> |

**City of Beaverton  
CIP Financial Plan - Water  
FY 2018-19 Adopted**

| Fund #                                     | CIP # | Proj # | Project Name  | SDC              | Surcharge | Bond Proceeds     | IFA Loan Proceeds | Operating: Maint & Replacement | Developer Reimb | Funding Total     |
|--|-------|--------|---|------------------|-----------|-------------------|-------------------|--------------------------------|-----------------|-------------------|
| <b>Water Capital Improvement Projects:</b> |       |        |   |                  |           |                   |                   |                                |                 |                   |
| 501  | 3611  | 3611   | JWC Projects  |                  |           |                   |                   | 1,882,250                      |                 | 1,882,250         |
| 501  | 3700  | 4017   | Water System Hydraulic Modeling & Mapping   |                  |           |                   |                   | 50,000                         |                 | 50,000            |
| 501  | 3700  | 4031Q  | Annual Waterline Maintenance & Replacement Projects (3700)  |                  |           |                   |                   | 50,000                         |                 | 50,000            |
|  |       |        | <b>Totals - 3700</b>  |                  |           |                   |                   | <b>100,000</b>                 |                 | <b>100,000</b>    |
| 501  | 3701  | 3410   | Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead)   |                  |           |                   |                   | 6,000                          |                 | 6,000             |
| 501  | 3701  | 3519A  | Canyon Rd Intersection Improvements (MSTIP)   |                  |           |                   |                   | 10,000                         |                 | 10,000            |
| 501  | 3701  | 4060   | Water System Security Upgrades  |                  |           |                   |                   | 40,000                         |                 | 40,000            |
| 501  | 3701  | 4111   | Hyland Way  |                  |           |                   |                   | 820,000                        |                 | 820,000           |
| 501  | 3701  | 4120   | Taralynn Avenue - Allen Blvd. to end (1,000 LF of 6")   |                  |           |                   |                   | 210,000                        |                 | 210,000           |
| 501  | 3701  | 4134   | Davies/Brockman; Weir Rd/158th Ave PRV Upgrades   |                  |           |                   |                   | 265,000                        |                 | 265,000           |
| 501  | 3701  | 4133   | Backup Emergency Generator  |                  |           |                   |                   | 10,000                         |                 | 10,000            |
| 501  | 3701  | 6095   | Sellwood Subdivision (1,150 LF 6" DIP)  |                  |           |                   |                   | 360,000                        |                 | 360,000           |
| 501  | 3701  | 3106A  | Menlo Dr (Allen Blvd to Fairmount Dr) Sidewalk Water Meter Service Relocation   |                  |           |                   |                   | 60,000                         |                 | 60,000            |
| 501  | 3701  | 4017A  | Water System Master Plan  |                  |           |                   |                   | 27,000                         |                 | 27,000            |
| 501  | 3701  | 4078C  | Sexton Mt. Pump Station Upgrade and Emergency Generator, Phase 3, design  |                  |           |                   |                   | 60,000                         |                 | 60,000            |
| 501  | 3701  | 4118A  | Settler Way Waterline Replacement (1,400 LF of 6"&8") Phase 1 (includes Greenway Ridge)   |                  |           |                   |                   | 10,000                         |                 | 10,000            |
| 501  | 3701  | 4118B  | Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2   |                  |           |                   |                   | 410,000                        |                 | 410,000           |
| 501  | 3701  | 3407   | Beaverton Creek Shared-Use Path (Cedar Hills Blvd-Lombard Ave)  |                  |           |                   |                   | 6,000                          |                 | 6,000             |
| 501  | 3701  | 3321   | Westgate Dr/Cedar Hills Blvd/Dawson Wy Intersection Realignment   |                  |           |                   |                   | 15,000                         |                 | 15,000            |
| 501  | 3701  | 4134A  | 2017 Water System PRVs Project - SW 153rd Ave&Beaverton CreekTC/Division&Village Place  |                  |           |                   |                   | 5,000                          |                 | 5,000             |
|  |       |        | <b>Totals - 3701</b>  |                  |           |                   |                   | <b>2,314,000</b>               |                 | <b>2,314,000</b>  |
|  | 3620  | 4150   | Denney Road Commerce Center (Opportunity Project) Replacement of 2,000 LF with 12" Waterline Upsizing, Joint project with redevelopment NEW | 370,000          |           |                   |                   |                                |                 | 370,000           |
| 505  | 3620  | 4154   | Urban Reserve Infrastructure Analysis (6B area)   | 100,000          |           |                   |                   |                                |                 | 100,000           |
| 505  | 3620  | 4006   | Water System Telemetry (annual upgrade project)   | 100,000          |           |                   |                   |                                |                 | 100,000           |
| 505  | 3620  | 4018   | Wellhead Protection   | 5,000            |           |                   |                   |                                |                 | 5,000             |
| 505  | 3620  | 4133   | Backup Emergency Generator  | 5,000            |           |                   |                   |                                |                 | 5,000             |
| 505  | 3620  | 4021F  | ASR Well No. 6, (Fence 2 lots, well maintenance/testing)  | 50,000           |           |                   |                   |                                |                 | 50,000            |
| 505  | 3620  | 4021H  | ASR Well No. 7 (Cooper Mt. ASR well maintenance/testing)  | 50,000           |           |                   |                   |                                |                 | 50,000            |
| 505  | 3620  | 4024Q  | Water Extra-Capacity Projects   | 100,000          |           |                   |                   |                                |                 | 100,000           |
| 505  | 3620  | 4118A  | Settler Way Waterline Replacement (1,400 LF of 6"&8") Phase 1 (includes Greenway Ridge)   | 10,000           |           |                   |                   |                                |                 | 10,000            |
| 505  | 3620  | 4118B  | Settler Way Waterline Replacement (2,000 LF of 6"&8") Phase 2   | 470,000          |           |                   |                   |                                |                 | 470,000           |
| 505  | 3620  | 3408   | Hocken Ave (RR-TV highway)  | 15,000           |           |                   |                   |                                |                 | 15,000            |
|  |       |        | <b>Totals - 3620</b>  | <b>1,275,000</b> |           |                   |                   |                                |                 | <b>1,275,000</b>  |
| 505  | 3621  | 4021D  | ASR Well No. 5 (includes combined facility w/Sorrento PS seismic upgrades)  |                  |           |                   | 1,100,000         |                                |                 | 1,100,000         |
| 505  | 3622  | 4058A  | Cooper Mountain (5.5 MG) Reservoir No. 2 (Bond)   |                  |           | 500,000           |                   |                                |                 | 500,000           |
| 505  | 3622  | 5092C  | SW 175th/Weir Road Water Transmission Line Project (Bond)   |                  |           | 2,000             |                   |                                |                 | 2,000             |
| 505  | 3622  | 5092B  | 175th/Kemmer Intersection (upgrade existing and new 24" waterline) (Bond)   |                  |           | 920,000           |                   |                                |                 | 920,000           |
| 505  | 3622  | 4151   | Kemmer Rd (176th Ave - 182nd Ave) 24-inch Waterline Extension (Bond)  |                  |           | 515,000           |                   |                                |                 | 515,000           |
|  |       |        | <b>Totals - 3622 (North Cooper Mtn. Reservoir #2 and Transmission Lines) (Bond)</b>   |                  |           | <b>1,937,000</b>  |                   |                                |                 | <b>1,937,000</b>  |
| 505  | 3623  | 4021G  | South Cooper Mt. - Non-potable (purple pipe) Water System   | 600,000          |           |                   |                   |                                |                 | 600,000           |
| 505  | 3625  | 4140   | SCM 24" Waterline Extension - High School to west (1,100 LF) (may be paid by SDC credits)   | 600,000          |           |                   |                   |                                |                 | 600,000           |
| 505  | 3627  | 5090   | Jenkins Waterline Extension - 153rd Ave to Merlo (opportunity project) (Bond)   |                  |           | 1,035,000         |                   |                                |                 | 1,035,000         |
| 505  | 3627  | 4128C  | 158th at Merlo Connection to Jenkins (Bond)   |                  |           | 15,000            |                   |                                |                 | 15,000            |
| 505  | 3627  | 4128A  | Cedar Hills Blvd/Jenkins Rd/Walker Rd Water System Improvements (Bond)  |                  |           | 8,000             |                   |                                |                 | 8,000             |
| 505  | 3627  | 4128D  | Waterhouse South Area 4 Withdrawal Area (Bond)  |                  |           | 200,000           |                   |                                |                 | 200,000           |
| 505  | 3627  | 4128E  | Urban Renewal Area 2 Withdrawal Area (Bond)   |                  |           | 1,650,000         |                   |                                |                 | 1,650,000         |
| 505  | 3627  | 4128F  | Southwest Beaverton Area 3 Withdrawal Area (Bond)   |                  |           | 50,000            |                   |                                |                 | 50,000            |
| 505  | 3627  | 4128G  | SW 170th/Arbor Creek TVWD Withdrawal Area 5 (Bond)  |                  |           | 100,000           |                   |                                |                 | 100,000           |
| 505  | 3627  | 4128H  | Denney-Whitford, TVWD Withdrawal Area 6 (Bond)  |                  |           | 100,000           |                   |                                |                 | 100,000           |
|  |       |        | <b>Totals - 3627 (Withdrawal of Areas from TVWD) (Bond)</b>   |                  |           | <b>3,158,000</b>  |                   |                                |                 | <b>3,158,000</b>  |
| 505  | 3631  | 4107   | Meridian Pump Station Replacement (Bond)  |                  |           | 2,950,000         |                   |                                |                 | 2,950,000         |
| 505  | 3636  | 4051   | Scoggins Dam Raise (TBWSP)  | 4,000            |           |                   |                   |                                |                 | 4,000             |
| 505  | 3643  | 4126   | Willamette Water Supply Program (WWSP) (Bond)   |                  |           | 350,000           |                   |                                |                 | 350,000           |
| 505  | 3643  | 4141   | WWSP Supply Interlie (opportunity project) @ Cornelius Pass Road/TV Hwy. (Bond)   |                  |           | 1,650,000         |                   |                                |                 | 1,650,000         |
|  |       |        | <b>Totals - 3643 Willamette Water Supply (Bond)</b>   |                  |           | <b>2,000,000</b>  |                   |                                |                 | <b>2,000,000</b>  |
| 505  | 3644  | 4122   | Alvord Lane Waterline, 2,600 LF of 16" (Bond)   |                  |           | 632,000           |                   |                                | 158,000         | 790,000           |
| 505  | 3644  | 5092A  | SW 175th - Scholls to Alvord (extend 24" waterline 1,200 LF & connections to other waterlines) (Opportunity Project) (Bond)                 |                  |           | 10,000            |                   |                                |                 | 10,000            |
| 505  | 3644  | 4128   | South Cooper Mountain LID   |                  |           | 50,000            |                   |                                |                 | 50,000            |
|  |       |        | <b>Totals - 3644 (South Cooper Mtn. Extra Capacity Projects) (Bond)</b>   |                  |           | <b>692,000</b>    |                   |                                | <b>158,000</b>  | <b>850,000</b>    |
|  |       |        | <b>Totals =&gt;</b>   | <b>2,479,000</b> |           | <b>10,737,000</b> | <b>1,100,000</b>  | <b>4,296,250</b>               | <b>158,000</b>  | <b>18,770,250</b> |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 505 WATER CONSTRUCTION FUND DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |  |            |  |          |  |          |          |             |  |  |             |
|-----|---------------------------|--|------------|--|----------|--|----------|----------|-------------|--|--|-------------|
| 301 | BEGINNING WORKING CAPITAL |  |            |  |          |  |          |          |             |  |  |             |
|     | -1,860,962                |  | -1,879,643 |  | -992,721 |  | -992,721 | -992,721 | -16,390,121 |  |  | -16,390,121 |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |            |  |            |  |          |  |          |          |             |  |  |             |
|--|------------|--|------------|--|----------|--|----------|----------|-------------|--|--|-------------|
|  | -1,860,962 |  | -1,879,643 |  | -992,721 |  | -992,721 | -992,721 | -16,390,121 |  |  | -16,390,121 |
|--|------------|--|------------|--|----------|--|----------|----------|-------------|--|--|-------------|

CLASS: 15 INTERGOVERNMENTAL REVENUE

|     |                             |  |          |  |  |  |  |  |  |  |  |  |
|-----|-----------------------------|--|----------|--|--|--|--|--|--|--|--|--|
| 329 | OTHER INTERGOVERNMENTAL REV |  |          |  |  |  |  |  |  |  |  |  |
|     | -54,750                     |  | -750,000 |  |  |  |  |  |  |  |  |  |

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |         |  |          |  |  |  |  |  |  |  |  |  |
|--|---------|--|----------|--|--|--|--|--|--|--|--|--|
|  | -54,750 |  | -750,000 |  |  |  |  |  |  |  |  |  |
|--|---------|--|----------|--|--|--|--|--|--|--|--|--|

CLASS: 20 PERMITS & FEES

|     |                              |  |         |  |          |  |          |          |          |  |  |          |
|-----|------------------------------|--|---------|--|----------|--|----------|----------|----------|--|--|----------|
| 346 | WATER SDC REIMBURSEMENT FEES |  |         |  |          |  |          |          |          |  |  |          |
|     | -152,490                     |  | -23,066 |  | -135,000 |  | -224,596 | -210,000 | -200,000 |  |  | -200,000 |

|     |                            |  |          |  |          |  |            |            |            |  |  |            |
|-----|----------------------------|--|----------|--|----------|--|------------|------------|------------|--|--|------------|
| 353 | WATER SDC IMPROVEMENT FEES |  |          |  |          |  |            |            |            |  |  |            |
|     | -831,365                   |  | -153,924 |  | -875,000 |  | -1,292,505 | -1,265,000 | -1,000,000 |  |  | -1,000,000 |

TOTAL CLASS: 20 PERMITS & FEES

|  |          |  |          |  |            |  |            |            |            |  |  |            |
|--|----------|--|----------|--|------------|--|------------|------------|------------|--|--|------------|
|  | -983,855 |  | -176,990 |  | -1,010,000 |  | -1,517,101 | -1,475,000 | -1,200,000 |  |  | -1,200,000 |
|--|----------|--|----------|--|------------|--|------------|------------|------------|--|--|------------|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |  |         |  |         |  |        |         |          |  |  |          |
|-----|------------------------------|--|---------|--|---------|--|--------|---------|----------|--|--|----------|
| 384 | INVESTMENT INTEREST EARNINGS |  |         |  |         |  |        |         |          |  |  |          |
|     | -12,077                      |  | -11,557 |  | -13,900 |  | -9,002 | -13,900 | -280,000 |  |  | -280,000 |

|     |                        |  |         |  |  |  |  |  |          |  |  |          |
|-----|------------------------|--|---------|--|--|--|--|--|----------|--|--|----------|
| 389 | MISCELLANEOUS REVENUES |  |         |  |  |  |  |  |          |  |  |          |
|     |                        |  | -89,409 |  |  |  |  |  | -158,000 |  |  | -158,000 |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |         |  |          |  |         |  |        |         |          |  |  |          |
|--|---------|--|----------|--|---------|--|--------|---------|----------|--|--|----------|
|  | -12,077 |  | -100,966 |  | -13,900 |  | -9,002 | -13,900 | -438,000 |  |  | -438,000 |
|--|---------|--|----------|--|---------|--|--------|---------|----------|--|--|----------|

CLASS: 40 INTERFUND TRANSFERS/LOANS

419 TRSFERS FROM WATER FUND

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 505 WATER CONSTRUCTION FUND DEPT: 03 REVENUE

| 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 |
|     | -530,000      |     | -1,776,000    |     | -1,230,000    |     | -1,230,000 | -1,230,000 | -1,000,000    |     | -1,000,000   |     |

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |          |  |            |  |            |  |            |            |            |  |            |  |
|--|----------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -530,000 |  | -1,776,000 |  | -1,230,000 |  | -1,230,000 | -1,230,000 | -1,000,000 |  | -1,000,000 |  |
|--|----------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 45 NON-REVENUE RECEIPTS

450 PROCEEDS-LOANS

|  |  |  |          |  |            |  |  |          |            |  |            |  |
|--|--|--|----------|--|------------|--|--|----------|------------|--|------------|--|
|  |  |  | -347,645 |  | -1,600,000 |  |  | -200,000 | -1,100,000 |  | -1,100,000 |  |
|--|--|--|----------|--|------------|--|--|----------|------------|--|------------|--|

451 BOND SALE PROCEEDS

|  |  |  |  |  |             |  |  |             |  |  |  |  |
|--|--|--|--|--|-------------|--|--|-------------|--|--|--|--|
|  |  |  |  |  | -15,000,000 |  |  | -21,000,000 |  |  |  |  |
|--|--|--|--|--|-------------|--|--|-------------|--|--|--|--|

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

|  |  |  |          |  |             |  |  |             |            |  |            |  |
|--|--|--|----------|--|-------------|--|--|-------------|------------|--|------------|--|
|  |  |  | -347,645 |  | -16,600,000 |  |  | -21,200,000 | -1,100,000 |  | -1,100,000 |  |
|--|--|--|----------|--|-------------|--|--|-------------|------------|--|------------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |            |  |            |  |             |  |            |             |             |  |             |  |
|--|------------|--|------------|--|-------------|--|------------|-------------|-------------|--|-------------|--|
|  | -3,441,644 |  | -5,031,244 |  | -19,846,621 |  | -3,748,824 | -24,911,621 | -20,128,121 |  | -20,128,121 |  |
|--|------------|--|------------|--|-------------|--|------------|-------------|-------------|--|-------------|--|

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 505 WATER CONSTRUCTION FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

| 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                      |               |     |               |     |               |     |           |           |               |     |              |     |
| 652 RIGHT-OF-WAY AND EASEMENT COST            |               |     |               |     |               |     |           |           |               |     |              |     |
|   |               |     |               |     | 100,000       |     | 30,000    | 7,000     |               |     |              |     |
| 682 CONSTRUCTION                              |               |     |               |     |               |     |           |           |               |     |              |     |
|   | 1,055,731     |     | 3,162,592     |     | 8,839,125     |     | 5,874,084 | 5,903,000 | 11,456,000    |     | 11,456,000   |     |
| 683 CONST DESIGN & ENGR INSPECTION            |               |     |               |     |               |     |           |           |               |     |              |     |
|   | 506,271       |     | 875,931       |     | 3,929,000     |     | 1,633,009 | 2,611,500 | 3,018,000     |     | 3,018,000    |     |
| 687 WIF CAPITAL EXPENSE                       |               |     |               |     |               |     |           |           |               |     |              |     |
|   |               |     |               |     |               |     | 250,080   |           |               |     |              |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY                |               |     |               |     |               |     |           |           |               |     |              |     |
|   | 1,562,002     |     | 4,038,523     |     | 12,868,125    |     | 7,787,173 | 8,521,500 | 14,474,000    |     | 14,474,000   |     |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |               |     |               |     |               |     |           |           |               |     |              |     |
| 993 RESERVE - BOND PROCEEDS                   |               |     |               |     |               |     |           |           |               |     |              |     |
|   |               |     |               |     | 6,582,375     |     |           |           | 3,853,175     |     | 3,853,175    |     |
| 994 RESERVE - SDC                             |               |     |               |     |               |     |           |           |               |     |              |     |
|   |               |     |               |     | 396,121       |     |           |           | 1,800,946     |     | 1,800,946    |     |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |               |     |               |     |               |     |           |           |               |     |              |     |
|   |               |     |               |     | 6,978,496     |     |           |           | 5,654,121     |     | 5,654,121    |     |
| TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS  |               |     |               |     |               |     |           |           |               |     |              |     |
|   | 1,562,002     |     | 4,038,523     |     | 19,846,621    |     | 7,787,173 | 8,521,500 | 20,128,121    |     | 20,128,121   |     |

0543

**BP WORKSHEET & JUSTIFICATION**

FUND: 505 WATER CONSTRUCTION FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |           |           |  |         |  |         |            |  |            |  |
|-----|---------------------------|-----------|-----------|--|---------|--|---------|------------|--|------------|--|
| 301 | BEGINNING WORKING CAPITAL |           |           |  |         |  |         |            |  |            |  |
|     |                           | 1,860,962 | 1,879,643 |  | 992,721 |  | 992,721 | 16,390,121 |  | 16,390,121 |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |           |           |  |         |  |         |            |  |            |  |
|--|--|-----------|-----------|--|---------|--|---------|------------|--|------------|--|
|  |  | 1,860,962 | 1,879,643 |  | 992,721 |  | 992,721 | 16,390,121 |  | 16,390,121 |  |
|--|--|-----------|-----------|--|---------|--|---------|------------|--|------------|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

|     |                             |        |         |  |  |  |  |  |  |  |  |
|-----|-----------------------------|--------|---------|--|--|--|--|--|--|--|--|
| 329 | OTHER INTERGOVERNMENTAL REV |        |         |  |  |  |  |  |  |  |  |
|     |                             | 54,750 | 750,000 |  |  |  |  |  |  |  |  |

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |  |        |         |  |  |  |  |  |  |  |  |
|--|--|--------|---------|--|--|--|--|--|--|--|--|
|  |  | 54,750 | 750,000 |  |  |  |  |  |  |  |  |
|--|--|--------|---------|--|--|--|--|--|--|--|--|

CLASS: 20 PERMITS & FEES

|     |                              |         |        |  |         |  |         |         |  |         |  |
|-----|------------------------------|---------|--------|--|---------|--|---------|---------|--|---------|--|
| 346 | WATER SDC REIMBURSEMENT FEES |         |        |  |         |  |         |         |  |         |  |
|     |                              | 152,490 | 23,066 |  | 135,000 |  | 210,000 | 200,000 |  | 200,000 |  |

|     |                            |         |         |  |         |  |           |           |  |           |  |
|-----|----------------------------|---------|---------|--|---------|--|-----------|-----------|--|-----------|--|
| 353 | WATER SDC IMPROVEMENT FEES |         |         |  |         |  |           |           |  |           |  |
|     |                            | 831,365 | 153,924 |  | 875,000 |  | 1,265,000 | 1,000,000 |  | 1,000,000 |  |

TOTAL CLASS: 20 PERMITS & FEES

|  |  |         |         |  |           |  |           |           |  |           |  |
|--|--|---------|---------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 983,855 | 176,990 |  | 1,010,000 |  | 1,475,000 | 1,200,000 |  | 1,200,000 |  |
|--|--|---------|---------|--|-----------|--|-----------|-----------|--|-----------|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |        |        |  |        |  |        |         |  |         |  |
|-----|------------------------------|--------|--------|--|--------|--|--------|---------|--|---------|--|
| 384 | INVESTMENT INTEREST EARNINGS |        |        |  |        |  |        |         |  |         |  |
|     |                              | 12,077 | 11,557 |  | 13,900 |  | 13,900 | 280,000 |  | 280,000 |  |

|     |                        |  |        |  |  |  |  |         |  |         |  |
|-----|------------------------|--|--------|--|--|--|--|---------|--|---------|--|
| 389 | MISCELLANEOUS REVENUES |  |        |  |  |  |  |         |  |         |  |
|     |                        |  | 89,409 |  |  |  |  | 158,000 |  | 158,000 |  |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |        |         |  |        |  |        |         |  |         |  |
|--|--|--------|---------|--|--------|--|--------|---------|--|---------|--|
|  |  | 12,077 | 100,966 |  | 13,900 |  | 13,900 | 438,000 |  | 438,000 |  |
|--|--|--------|---------|--|--------|--|--------|---------|--|---------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

|     |                         |         |           |  |           |  |           |           |  |           |  |
|-----|-------------------------|---------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
| 419 | TRSFERS FROM WATER FUND |         |           |  |           |  |           |           |  |           |  |
|     |                         | 530,000 | 1,776,000 |  | 1,230,000 |  | 1,230,000 | 1,000,000 |  | 1,000,000 |  |

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |  |         |           |  |           |  |           |           |  |           |  |
|--|--|---------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 530,000 | 1,776,000 |  | 1,230,000 |  | 1,230,000 | 1,000,000 |  | 1,000,000 |  |
|--|--|---------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

## BP WORKSHEET & JUSTIFICATION

FUND: 505 WATER CONSTRUCTION FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

329 OTHER INTERGOVERNMENTAL REV

FY 2015-16 REFLECTS TVWD REIMBURSEMENT FOR HOCKEN BRIDGE PROJECT  
FY 2016-17 REFLECTS THE \$750,000 FORGIVABLE PORTION OF THE LOAN FROM THE STATE  
INFRASTRUCTURE FINANCING AUTHORITY FOR THE ASR WELL NUMBER 5 CONSTRUCTION PROJECT

346 WATER SDC REIMBURSEMENT FEES

FY 15-16 BASED UPON 125 SINGLE FAMILY RESIDENTIAL UNITS, 210 MULTI FAMILY UNITS AND  
10 NEW COMMERCIAL BUILDINGS.  
FY 16-17 BASED UPON 100 SINGLE FAMILY RESIDENTIAL UNITS, 440 MULTI-FAMILY UNITS AND  
10 NEW COMMERCIAL BUILDINGS.  
FY 17-18 BASED UPON 130 SINGLE FAMILY RESIDENTIAL UNITS, 440 MULTI-FAMILY UNITS AND  
15 NEW COMMERCIAL BUILDINGS  
FY 18-19 BASED UPON 150 SINGLE FAMILY RESIDENTIAL UNITS, 540 MULTI-FAMILY UNITS AND  
15 NEW COMMERCIAL BUILDINGS

353 WATER SDC IMPROVEMENT FEES

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

DEVELOPER REIMBURSEMENT FOR PROJECT 4122, ALVORD LANE WATERLINE

419 TRSFERS FROM WATER FUND

FY 15-16 REFLECTS A TRANSFER FROM WATER OPERATING FUND TO HELP COVER JWC AND  
OTHER PLANNED CAPITAL PROJECTS REDUCED BY \$200,000  
FY 16-17 REFLECTS A TRANSFER FROM WATER OPERATING FUND TO HELP COVER JWC AND  
OTHER PLANNED CAPITAL PROJECTS  
FY 17-18 REFLECTS A TRANSFER FROM WATER OPERATING FUND TO HELP COVER JWC AND  
OTHER PLANNED CAPITAL PROJECTS



### BP WORKSHEET & JUSTIFICATION

FUND: 505 WATER CONSTRUCTION FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 450 PROCEEDS-LOANS  
STATE LOAN FROM INFRASTRUCTURE FINANCE AUTHORITY. TOTAL IS \$5 MILLION  
\$750,000 FORGIVABLE AND \$4,250,000 PAYBLE AT 2.96% INTEREST RATE.  
LOAN WILL BE DRAWN ON A REIMBURSEMENT BASIS FOR THE ASR #5 PROJECT (3621).
- 451 BOND SALE PROCEEDS  
WATER REVENUE BONDS ISSUED FOR CAPITAL PROJECTS

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 505 WATER CONSTRUCTION FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 0744 WATER SYSTEM IMPROVEMENTS

| 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

993 RESERVE - BOND PROCEEDS

6,582,375

3,853,175

3,853,175

994 RESERVE - SDC

396,121

1,800,946

1,800,946

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

6,978,496

5,654,121

5,654,121

TOTAL PROGRAM: 0744 WATER SYSTEM IMPROVEMENTS

6,978,496

5,654,121

5,654,121

## BP WORKSHEET & JUSTIFICATION

FUND: 505 WATER CONSTRUCTION FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 0744 WATER SYSTEM IMPROVEMENTS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

993 RESERVE - BOND PROCEEDS

994 RESERVE - SDC



**BP WORKSHEET & JUSTIFICATION**

FUND: 505 WATER CONSTRUCTION FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3620 WATER EXTRA CAP SUPPLY SYSTEM

| 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: 15 CAPITAL OUTLAY

|     |              |         |         |           |         |           |           |
|-----|--------------|---------|---------|-----------|---------|-----------|-----------|
| 682 | CONSTRUCTION | 951,866 | 663,893 | 1,229,500 | 832,000 | 1,086,000 | 1,086,000 |
|-----|--------------|---------|---------|-----------|---------|-----------|-----------|

|     |                                |         |         |        |        |         |         |
|-----|--------------------------------|---------|---------|--------|--------|---------|---------|
| 683 | CONST DESIGN & ENGR INSPECTION | 293,953 | 226,024 | 84,000 | 78,500 | 189,000 | 189,000 |
|-----|--------------------------------|---------|---------|--------|--------|---------|---------|

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |  |           |         |           |         |           |           |
|--|--|-----------|---------|-----------|---------|-----------|-----------|
|  |  | 1,245,819 | 889,917 | 1,313,500 | 910,500 | 1,275,000 | 1,275,000 |
|--|--|-----------|---------|-----------|---------|-----------|-----------|

TOTAL PROGRAM: 3620 WATER EXTRA CAP SUPPLY SYSTEM

|  |  |           |         |           |         |           |           |
|--|--|-----------|---------|-----------|---------|-----------|-----------|
|  |  | 1,245,819 | 889,917 | 1,313,500 | 910,500 | 1,275,000 | 1,275,000 |
|--|--|-----------|---------|-----------|---------|-----------|-----------|

### BP WORKSHEET & JUSTIFICATION

FUND: 505 WATER CONSTRUCTION FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3620 WATER EXTRA CAP SUPPLY SYSTEM

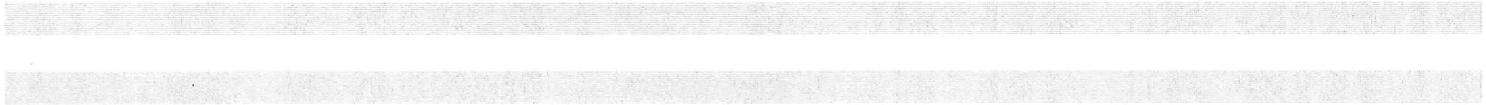
| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

682 CONSTRUCTION

- #4006 WATER SYSTEM TELEMETRY \$90,000
- #4021F ASR WELL NO. 6 - WELL MAINTENANCE/TESTING & FENCE 2 LOTS \$38,000
- #4118B SETTLER WAY WATERLINE REPLACEMENT PH 2 \$460,000
- #4150 DENNEY RD COMMERCE CENTER (OPPORTUNITY PROJECT) REPLACEMENT OF 2,000 LF WITH 12" WATERLINE UPSIZING. JOINT PROJECT WITH REDEVELOPMENT \$350,000  
(TOTAL FOR THIS PROJECT IS \$700,000 WHICH MIGHT BE COMPLETED IN FY 17-18)
- #4021H ASR WELL NO. 7 (COOPER MTN ASR -WELL MAINTENANCE & TESTING) \$38,000
- #4024Q WATER EXTRA-CAPACITY PROJECTS \$100,000
- #4118A SETTLER WAY WATER REPLACEMENT (1,400 LF OF 6" & 8") PHASE 1 \$10,000

683 CONST DESIGN & ENGR INSPECTION

- #3408 HOCKEN AVE (RR - TV HWY) \$15,000
- #4018 WELLHEAD PROTECTION \$5,000
- #4133 BACKUP EMERGENCY GENERATOR \$5,000
- #4021F ASR WELL NO. 6 (FENCE 2 LOTS, WELL MAINTENANCE & TESTING) \$12,000
- #4118B SETTLER WAY WATERLINE REPLACEMENT PH 2 \$10,000
- #4150 DENNEY RD COMMERCE CENTER (OPPORTUNITY PROJECT) REPLACEMENT OF 2,000 LF WITH 12" WATERLINE UPSIZING. JOINT PROJECT WITH REDEVELOPMENT. \$20,000
- #4154 URBAN RESERVE INFRASTRUCTURE ANALYSIS (6B AREA) \$100,000
- #4006 WATER SYSTEM TELEMETRY \$10,000
- 4021H ASR WELL NO. 7 (COOPER MTN ASR, WELL MAINTENANCE & TESTING) \$12,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 505 WATER CONSTRUCTION FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3621 ASR NO 5 PROJECT (IFA LOAN)

| 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: 15 CAPITAL OUTLAY

682 CONSTRUCTION  
 103,865                      993,780                      1,000,000                                           600,000                      600,000

683 CONST DESIGN & ENGR INSPECTION  
 159,874                      102,538                      600,000                      200,000                      500,000                      500,000

TOTAL CLASS: 15 CAPITAL OUTLAY

263,739                      1,096,318                      1,600,000                      200,000                      1,100,000                      1,100,000

TOTAL PROGRAM: 3621 ASR NO 5 PROJECT (IFA LOAN)

263,739                      1,096,318                      1,600,000                      200,000                      1,100,000                      1,100,000

### BP WORKSHEET & JUSTIFICATION

FUND: 505 WATER CONSTRUCTION FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3621 ASR NO 5 PROJECT (IFA LOAN)

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 682 CONSTRUCTION  
ASR WELL NO. 5 WELL (COMBINED FACILITY W/SORRENTO PUMP STATION SEISMIC UPGRADES)
- 683 CONST DESIGN & ENGR INSPECTION  
ASR WELL NO. 5 FINAL PUMP STATION, CONSULTANT



**BP WORKSHEET & JUSTIFICATION**

FUND: 505 WATER CONSTRUCTION FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3622 COOPER MTN RSVR #2 & WTR LINES, BONDED

| 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: 15 CAPITAL OUTLAY

682 CONSTRUCTION  
   90,375                  1,659,625                  980,000  1,380,000                  1,380,000

683 CONST DESIGN & ENGR INSPECTION  
   112,160                  550,000                  390,000  557,000                  557,000

TOTAL CLASS: 15 CAPITAL OUTLAY

  202,535                  2,209,625                  1,370,000  1,937,000                  1,937,000

TOTAL PROGRAM: 3622 COOPER MTN RSVR #2 & WTR LINES, BONDED

  202,535                  2,209,625                  1,370,000  1,937,000                  1,937,000

### BP WORKSHEET & JUSTIFICATION

FUND: 505 WATER CONSTRUCTION FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3622 COOPER MTN RSVR #2 & WTR LINES, BONDED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 682 CONSTRUCTION
  - #5092B 175TH/KEMMER INTERSECTION (UPGRADE EXISTING & NEW 24" WATERLINE (BOND) \$880,000
  - #4151 KEMMER RD (176TH AVE - 182ND AVE) 24" WATERLINE EXTENSION (BOND) \$500,000
- 683 CONST DESIGN & ENGR INSPECTION
  - #4058A COOPER MTN (5.5 MG) RESERVOIR NO 2. (BOND) \$500,000
  - #5092C SW 175TH/WEIR ROAD WATER TRANSMISSION LINE PROJECT (BOND) \$2,000
  - #5092B 175TH/KEMMER INTERSECTION (UPGRADE EXISTING & NEW 24" WATERLINE) (BOND) \$40,000
  - #4151 KEMMER RD (176TH AVE - 182ND AVE) 24" WATERLINE EXTENSION (BOND) \$15,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 505 WATER CONSTRUCTION FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3623 NON POTABLE PURPLE PIPE PROJECTS

| 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: 15 CAPITAL OUTLAY

682 CONSTRUCTION

150,000 400,000 400,000 400,000

683 CONST DESIGN & ENGR INSPECTION

69,128 275,000 300,000 200,000 200,000

TOTAL CLASS: 15 CAPITAL OUTLAY

69,128 425,000 700,000 600,000 600,000

TOTAL PROGRAM: 3623 NON POTABLE PURPLE PIPE PROJECTS

69,128 425,000 700,000 600,000 600,000

## BP WORKSHEET & JUSTIFICATION

FUND: 505 WATER CONSTRUCTION FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3623 NON POTABLE PURPLE PIPE PROJECTS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |   |
|-----|---|
| 682 | CONSTRUCTION<br># 4021G SOUTH COOPER MTN - NON--POTABLE (PURPLE PIPE) WATER SYSTEM \$400,000                  |
| 683 | CONST DESIGN & ENGR INSPECTION<br># 4021G SOUTH COOPER MTN - NON-POTABLE (PURPLE PIPE) WATER SYSTEM \$200,000 |





### BP WORKSHEET & JUSTIFICATION

FUND: 505 WATER CONSTRUCTION FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3625 SO. COOPER MT WATER SDC PROJ

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 682 CONSTRUCTION  
    #4140 SCM 24" WATERLINE EXTENSION - HIGH SCHOOL TO WEST (1,100 LF) (MAY BE PAID WITH SDC CREDITS) \$600,000
- 683 CONST DESIGN & ENGR INSPECTION



**BP WORKSHEET & JUSTIFICATION**

FUND: 505 WATER CONSTRUCTION FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3627 WITHDRAWAL OF AREAS FROM TVWD, BONDED

| 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: 15 CAPITAL OUTLAY

652 RIGHT-OF-WAY AND EASEMENT COST

7,000

682 CONSTRUCTION

1,413,349      2,600,000      2,375,000      2,490,000      2,490,000

683 CONST DESIGN & ENGR INSPECTION

267,928      750,000      1,011,000      668,000      668,000

TOTAL CLASS: 15 CAPITAL OUTLAY

1,681,277      3,350,000      3,393,000      3,158,000      3,158,000

TOTAL PROGRAM: 3627 WITHDRAWAL OF AREAS FROM TVWD, BONDED

1,681,277      3,350,000      3,393,000      3,158,000      3,158,000

## BP WORKSHEET & JUSTIFICATION

FUND: 505 WATER CONSTRUCTION FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

PROGRAM: 3627 WITHDRAWAL OF AREAS FROM TVWD, BONDED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

652 RIGHT-OF-WAY AND EASEMENT COST

682 CONSTRUCTION

- #5090 JENKINS WATERLINE EXTENSION - 153RD AVE TO MERLO (OPPORTUNITY PROJECT) (BOND) \$975,000
- #4128C 158TH AT MERLO CONNECTION TO JENKINS (BOND) \$10,000
- #4128A CEDAR HILLS BLVD/JENKINS RD/WALKER RD WATER SYSTEM IMPROVEMENTS (BOND) \$5,000
- #4128E URBAN RENEWAL AREA 2 WITHDRAWAL AREA (BOND) \$1,500,000

683 CONST DESIGN & ENGR INSPECTION

- #5090 JENKINS WATERLINE EXTENSION - 153RD AVE TO MERLO (OPPORTUNITY PROJECT) (BOND) \$60,000
- #4128C 158TH AT MERLO CONNECTION TO JENKINS (BOND) \$5,000
- #4128A CEDAR HILLS BLVD/JENKINS RD/WALKER RD WATER SYSTEM IMPROVEMENTS (BOND) \$3,000
- #4128D WATERHOUSE SOUTH TVWD WITHDRAWAL AREA 4 (BOND) \$200,000
- #4128E URBAN RENEWAL TVWD WITHDRAWAL AREA 2 (BOND) \$150,000
- #4128F SOUTHWEST BEAVERTON TVWD WITHDRAWAL AREA 3 (BOND) \$50,000
- #4128G SW 170TH/ARBOR CREEK TVWD WITHDRAWAL AREA 5 (BOND) \$100,000
- #4128H DENNEY-WHITFORD, TVWD WITHDRAWAL AREA 6 (BOND) \$100,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 505 WATER CONSTRUCTION FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3631 MERIDIAN PUMP STATION REPL, BONDED

| 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: 15 CAPITAL OUTLAY

682 CONSTRUCTION

2,750,000 2,750,000

683 CONST DESIGN & ENGR INSPECTION

29,048 400,000 200,000 200,000 200,000

TOTAL CLASS: 15 CAPITAL OUTLAY

29,048 400,000 200,000 2,950,000 2,950,000

TOTAL PROGRAM: 3631 MERIDIAN PUMP STATION REPL, BONDED

29,048 400,000 200,000 2,950,000 2,950,000

### BP WORKSHEET & JUSTIFICATION

FUND: 505 WATER CONSTRUCTION FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3631 MERIDIAN PUMP STATION REPL, BONDED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 682 CONSTRUCTION
  - #4107 MERIDIAN PUMP STATION REPLACEMENT (BOND) \$2,750,000
- 683 CONST DESIGN & ENGR INSPECTION
  - #4107 MERIDIAN PUMP STATION REPLACEMENT (BOND) \$200,000





### BP WORKSHEET & JUSTIFICATION

FUND: 505 WATER CONSTRUCTION FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3636 SCOGGINS DAM RAISE PROJECT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

683 CONST DESIGN & ENGR INSPECTION  
SCOGGINS DAM RAISE (TBWSP) \$4,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 505 WATER CONSTRUCTION FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3643 WILLAMETTE WATER SUPPLY SYS, BONDED

| 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: 15 CAPITAL OUTLAY

|     |                                |  |        |  |         |  |         |           |  |           |  |
|-----|--------------------------------|--|--------|--|---------|--|---------|-----------|--|-----------|--|
| 682 | CONSTRUCTION                   |  |        |  |         |  |         | 1,400,000 |  | 1,400,000 |  |
| 683 | CONST DESIGN & ENGR INSPECTION |  |        |  |         |  |         |           |  |           |  |
|     | 52,444                         |  | 42,895 |  | 844,000 |  | 200,000 | 600,000   |  | 600,000   |  |
| 687 | WIF CAPITAL EXPENSE            |  |        |  |         |  |         |           |  |           |  |

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |        |  |        |  |         |  |         |           |  |           |  |
|--|--------|--|--------|--|---------|--|---------|-----------|--|-----------|--|
|  | 52,444 |  | 42,895 |  | 844,000 |  | 200,000 | 2,000,000 |  | 2,000,000 |  |
|--|--------|--|--------|--|---------|--|---------|-----------|--|-----------|--|

TOTAL PROGRAM: 3643 WILLAMETTE WATER SUPPLY SYS, BONDED

|  |        |  |        |  |         |  |         |           |  |           |  |
|--|--------|--|--------|--|---------|--|---------|-----------|--|-----------|--|
|  | 52,444 |  | 42,895 |  | 844,000 |  | 200,000 | 2,000,000 |  | 2,000,000 |  |
|--|--------|--|--------|--|---------|--|---------|-----------|--|-----------|--|

### BP WORKSHEET & JUSTIFICATION

FUND: 505 WATER CONSTRUCTION FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3643 WILLAMETTE WATER SUPPLY SYS, BONDED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 682 CONSTRUCTION  
    #4141 WWSP SUPPLY INTERTIE @ CORNELIUS PASS ROAD/TV HWY (OPPORTUNITY PROJECT) (BOND) \$1,400,000
- 683 CONST DESIGN & ENGR INSPECTION  
    # 4126 WILLAMETTE WATER SUPPLY PROGRAM (WWSP) (BOND) \$350,000  
    # 4141 WWSP SUPPLY INTERTIE (OPPORTUNITY PROJECT) @ CORNELIUS PASS RD/TV HWY (BOND) \$250,000
- 687 WIF CAPITAL EXPENSE

**BP WORKSHEET & JUSTIFICATION**

FUND: 505 WATER CONSTRUCTION FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3644 SO. COOPER MTN EXTRA CAPACITY, BONDED

| 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: 15 CAPITAL OUTLAY

|     |                                |  |        |  |           |  |           |         |  |         |  |
|-----|--------------------------------|--|--------|--|-----------|--|-----------|---------|--|---------|--|
| 652 | RIGHT-OF-WAY AND EASEMENT COST |  |        |  | 100,000   |  |           |         |  |         |  |
| 682 | CONSTRUCTION                   |  | 1,150  |  | 1,600,000 |  | 1,316,000 | 750,000 |  | 750,000 |  |
| 683 | CONST DESIGN & ENGR INSPECTION |  | 26,186 |  | 274,000   |  | 180,000   | 100,000 |  | 100,000 |  |

TOTAL CLASS: 15 CAPITAL OUTLAY

|   |           |  |           |  |            |  |           |            |  |            |  |
|---|-----------|--|-----------|--|------------|--|-----------|------------|--|------------|--|
|   |           |  | 27,336    |  | 1,974,000  |  | 1,496,000 | 850,000    |  | 850,000    |  |
| TOTAL PROGRAM: 3644 SO. COOPER MTN EXTRA CAPACITY, BONDED |           |  |           |  |            |  |           |            |  |            |  |
|   |           |  | 27,336    |  | 1,974,000  |  | 1,496,000 | 850,000    |  | 850,000    |  |
| TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS              |           |  |           |  |            |  |           |            |  |            |  |
|   | 1,562,002 |  | 4,038,523 |  | 19,846,621 |  | 8,521,500 | 20,128,121 |  | 20,128,121 |  |
| TOTAL FUND: 505 WATER CONSTRUCTION FUND                   |           |  |           |  |            |  |           |            |  |            |  |
|   | 1,562,002 |  | 4,038,523 |  | 19,846,621 |  | 8,521,500 | 20,128,121 |  | 20,128,121 |  |

### BP WORKSHEET & JUSTIFICATION

FUND: 505 WATER CONSTRUCTION FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3644 SO. COOPER MTN EXTRA CAPACITY, BONDED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

652 RIGHT-OF-WAY AND EASEMENT COST

682 CONSTRUCTION

#4122 ALVORD LANE WATERLINE, 2,600 LF OF 16" (BOND) \$750,000

683 CONST DESIGN & ENGR INSPECTION

#4122 ALVORD LANE WATERLINE, 2,600 LF OF 16" (BOND) \$40,000

#5092A SW 175TH - SCHOLLS TO ALVORD (EXTEND 24" WATERLINE 1,200 LF & CONNECTIONS TO OTHER WATERLINES) (OPPORTUNITY PROJECT) (BOND) \$10,000

#4128 SOUTH COOPER MTN LID \$50,000



**CAPITAL PROJECTS - SEWER FUND**

**City of Beaverton  
CIP Financial Plan - SEWER  
FY 2017-18 Estimated**

| Fund #  | Project # | CIP # | Project Name   | Anticipated<br>ENTIRE<br>Project Total | Funding Source |                |                                      |                | Funding Total    |
|---|-----------|-------|--|--|----------------|----------------|--------------------------------------|----------------|------------------|
|   |           |       |  |  | SDC            | Surcharge      | Operating:<br>Maint &<br>Replacement | Grants, IGA    |                  |
| <b>Sewer Capital Improvement Projects:</b>      |           |       |  |  |                |                |                                      |                |                  |
| 502   | 3811      | 6000  | Sanitary Sewer Master Plan   | 250,000                                | 293,274        |                |                                      |                | 293,274          |
| 502   | 3811      | 6006  | Erickson Trunk Upsizing (6th St - 10th St)<br>CWS R110               | 1,100,000                              |                |                |                                      | 200,000        | 200,000          |
| 502   | 3811      | 6000A | Rate Study - City of Beaverton Sewer SDC                             |  | 35,000         |                |                                      |                | 35,000           |
| <b>Total-3811 Sewer Collection System</b>       |           |       |  |  | <b>328,274</b> | <b>-</b>       | <b>-</b>                             | <b>200,000</b> | <b>528,274</b>   |
| 502   | 3812      | 5092A | 175th Ave (Alvord Ln - Scholls Ferry)<br>Roadway Improvements, MSTIP | 480,000                                | 476,000        |                |                                      | 85,000         | 561,000          |
| 502   | 3812      | 6099  | South Cooper Mtn (West) Additional<br>Capacity Improvement (12"-24") | 794,500                                | -              |                |                                      | -              | -                |
| <b>Total - 3812 South Cooper Mtn Project</b>    |           |       |  |  | <b>476,000</b> | <b>-</b>       | <b>-</b>                             | <b>85,000</b>  | <b>561,000</b>   |
| 502   | 3850      | 3410  | Shared Use Path along Denney (King Blvd-<br>Fanno Creek Trailhead)   | 781,000                                |                |                |                                      |                | -                |
| 502   | 3850      | 4118A | Settler Way Waterline Replacement, PH 1                              |  |                | 310,000        |                                      |                | 310,000          |
| 502   | 3850      | 4118B | Settler Way Waterline Replacement, PH 2                              |  |                | 12,000         |                                      |                | 12,000           |
| 502   | 3850      | 6095  | Sellwood Subdivision Utility Improvement<br>Master Plan L            |  |                | 350,000        |                                      |                | 350,000          |
| 502   | 3850      | 8098A | Utility Improvements at Dover Ln Near<br>Oleson Rd (Dover South)     | 285,000                                |                | 10,000         |                                      |                | 10,000           |
| <b>Total-3850 Maintenance &amp; Replacement</b> |           |       |  |  | <b>-</b>       | <b>682,000</b> | <b>-</b>                             | <b>-</b>       | <b>682,000</b>   |
| <b>Totals =&gt;</b>                             |           |       |  |  | <b>804,274</b> | <b>682,000</b> | <b>-</b>                             | <b>285,000</b> | <b>1,771,274</b> |

**City of Beaverton  
CIP Financial Plan - SEWER  
FY 2018-19 Adopted**

| Fund #                                     | Project # | CIP # | Project Name   | Anticipated<br>ENTIRE<br>Project Total | Funding Source |               |                                      |             | Funding Total  |                |
|--|-----------|-------|--|--|----------------|---------------|--------------------------------------|-------------|----------------|----------------|
|  |           |       |  |  | SDC            | Surcharge     | Operating:<br>Maint &<br>Replacement | Grants, IGA |                |                |
| <b>Sewer Capital Improvement Projects:</b> |           |       |  |  |                |               |                                      |             |                |                |
| 502  | 3811      | 6006  | Erickson Trunk Upsizing (6th St - 10th St)<br>CWS R110 | 1,100,000                              |                |               |                                      | 200,000     | 200,000        |                |
| 502  | 3811      | 6000A | Rate Study - City of Beaverton Sewer SDC               | 60,000                                 | 25,000         |               |                                      |             | 25,000         |                |
| <b>Total-3811 Sewer Collection System</b>  |           |       |  |  |                | <b>25,000</b> | <b>-</b>                             | <b>-</b>    | <b>200,000</b> | <b>225,000</b> |

|  |      |       |  |         |         |                |          |          |                |                |
|--|------|-------|--|---------|---------|----------------|----------|----------|----------------|----------------|
| 502  | 3812 | 5092A | 175th Ave (Alvord Ln - Scholls Ferry)<br>Roadway Improvements, MSTIP | 480,000 | 10,000  |                |          |          | 10,000         |                |
| 502  | 3812 | 6099  | South Cooper Mtn (West) Additional<br>Capacity Improvement (12"-24") | 794,500 | 326,500 |                |          | 468,000  | 794,500        |                |
| <b>Total - 3812 South Cooper Mtn Project</b> |      |       |  |         |         | <b>336,500</b> | <b>-</b> | <b>-</b> | <b>468,000</b> | <b>804,500</b> |

|   |      |       |   |         |  |          |                |          |          |                |
|---|------|-------|---|---------|--|----------|----------------|----------|----------|----------------|
| 502   | 3850 | 3410  | Shared Use Path along Denney (King Blvd-<br>Fanno Creek Trailhead |         |  | 7,500    |                |          | 7,500    |                |
| 502   | 3850 | 3519A | Canyon Rd Intersection Improvements<br>(MSTIP)                    |         |  | 10,000   |                |          | 10,000   |                |
| 502   | 3850 | 4118B | Settler Way Waterline Replacement, PH 2                           |         |  | 300,000  |                |          | 300,000  |                |
| 502   | 3850 | 6095  | Sellwood Subdivision Utility Improvement<br>Master Plan L         | 800,000 |  | 325,000  |                |          | 325,000  |                |
| 502   | 3850 | 8098B | Utility Improvements at Dover Ln Near<br>Oleson Rd (Dover North)  | 285,000 |  | 50,000   |                |          | 50,000   |                |
| 502   | 3850 | 8098A | Utility Improvements at Dover Ln Near<br>Oleson Rd (Dover South)  | 285,000 |  | 255,000  |                |          | 255,000  |                |
| <b>Total-3850 Maintenance &amp; Replacement</b> |      |       |   |         |  | <b>-</b> | <b>947,500</b> | <b>-</b> | <b>-</b> | <b>947,500</b> |

|                     |  |  |  |  |          |                |          |                |                  |
|---------------------|--|--|--|--|----------|----------------|----------|----------------|------------------|
| <b>Totals =&gt;</b> |  |  |  |  | <b>-</b> | <b>947,500</b> | <b>-</b> | <b>668,000</b> | <b>1,977,000</b> |
|---------------------|--|--|--|--|----------|----------------|----------|----------------|------------------|

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND DEPT: 75 INFRASTRUCTURE PROJECTS

| 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

|  |                                |  |         |  |           |  |           |           |           |  |           |  |
|--|--------------------------------|--|---------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
| 682  | CONSTRUCTION                   |  |         |  |           |  |           |           |           |  |           |  |
|  | 811,410                        |  | 252,018 |  | 1,781,686 |  | 853,125   | 1,021,000 | 1,607,000 |  | 1,607,000 |  |
| 683  | CONST DESIGN & ENGR INSPECTION |  |         |  |           |  |           |           |           |  |           |  |
|  | 123,686                        |  | 170,854 |  | 688,621   |  | 311,475   | 750,274   | 370,000   |  | 370,000   |  |
| TOTAL CLASS: 15 CAPITAL OUTLAY               |                                |  |         |  |           |  |           |           |           |  |           |  |
|  | 935,096                        |  | 422,872 |  | 2,470,307 |  | 1,164,600 | 1,771,274 | 1,977,000 |  | 1,977,000 |  |
| TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS |                                |  |         |  |           |  |           |           |           |  |           |  |
|  | 935,096                        |  | 422,872 |  | 2,470,307 |  | 1,164,600 | 1,771,274 | 1,977,000 |  | 1,977,000 |  |

0572

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

PROGRAM: 3811 SEWER COLLECTION SYSTEM

| 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: 15 CAPITAL OUTLAY

682 CONSTRUCTION

407,614 113,568

683 CONST DESIGN & ENGR INSPECTION

102,811 164,933 413,621 528,274 225,000 225,000

TOTAL CLASS: 15 CAPITAL OUTLAY

510,425 278,501 413,621 528,274 225,000 225,000

TOTAL PROGRAM: 3811 SEWER COLLECTION SYSTEM

510,425 278,501 413,621 528,274 225,000 225,000

## BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3811 SEWER COLLECTION SYSTEM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

682 CONSTRUCTION

683 CONST DESIGN & ENGR INSPECTION  
#6000A RATE STUDY - CITY OF BEAVERTON SEWER SDC \$25,000  
#6006 ERICKSON TRUNK UPSIZING (6TH ST - 10TH ST) \$200,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3812 SO COOPER MTN SEWER INFRASTRUCTURE PROJ

| 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: 15 CAPITAL OUTLAY

682 CONSTRUCTION

1,269,186 526,000 794,500 794,500

683 CONST DESIGN & ENGR INSPECTION

45,000 35,000 10,000 10,000

TOTAL CLASS: 15 CAPITAL OUTLAY

1,314,186 561,000 804,500 804,500

TOTAL PROGRAM: 3812 SO COOPER MTN SEWER INFRASTRUCTURE PROJ

1,314,186 561,000 804,500 804,500

## BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3812 SO COOPER MTN SEWER INFRASTRUCTURE PROJ

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 682 CONSTRUCTION  
    #6099 SOUTH COOPER MTN (WEST) ADDITIONAL CAPACITY IMPROVEMENT (12" - 24") \$794,500
- 683 CONST DESIGN & ENGR INSPECTION  
    #5092A 175TH AVE (ALVORD LN - SCHOLLS FERRY) ROADWAY IMPROVEMENTS, MSTIP \$10,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

PROGRAM: 3850 MAINT & REPLACEMENT PROGRAM

| 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: 15 CAPITAL OUTLAY

|     |              |         |         |         |         |         |         |
|-----|--------------|---------|---------|---------|---------|---------|---------|
| 682 | CONSTRUCTION | 403,796 | 138,450 | 512,500 | 495,000 | 812,500 | 812,500 |
|-----|--------------|---------|---------|---------|---------|---------|---------|

|     |                                |        |       |         |         |         |         |
|-----|--------------------------------|--------|-------|---------|---------|---------|---------|
| 683 | CONST DESIGN & ENGR INSPECTION | 20,875 | 5,921 | 230,000 | 187,000 | 135,000 | 135,000 |
|-----|--------------------------------|--------|-------|---------|---------|---------|---------|

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |  |         |         |         |         |         |         |
|--|--|---------|---------|---------|---------|---------|---------|
|  |  | 424,671 | 144,371 | 742,500 | 682,000 | 947,500 | 947,500 |
|--|--|---------|---------|---------|---------|---------|---------|

TOTAL PROGRAM: 3850 MAINT & REPLACEMENT PROGRAM

|  |  |         |         |         |         |         |         |
|--|--|---------|---------|---------|---------|---------|---------|
|  |  | 424,671 | 144,371 | 742,500 | 682,000 | 947,500 | 947,500 |
|--|--|---------|---------|---------|---------|---------|---------|

TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS

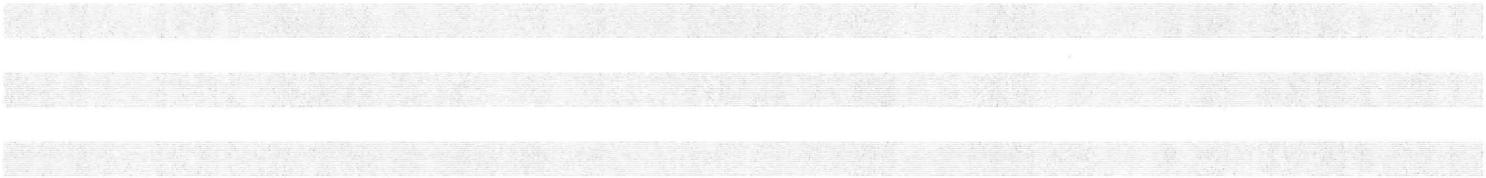
|  |  |         |         |           |           |           |           |
|--|--|---------|---------|-----------|-----------|-----------|-----------|
|  |  | 935,096 | 422,872 | 2,470,307 | 1,771,274 | 1,977,000 | 1,977,000 |
|--|--|---------|---------|-----------|-----------|-----------|-----------|

### BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3850 MAINT & REPLACEMENT PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 682 CONSTRUCTION
  - # 3410 SHARED USE PATH ALONG DENNEY (KING BLVD-FANNO CK TRAILHEAD) \$7,500
  - # 4118B SETTLER WAY WATERLINE REPLACEMENT, PH 2 \$300,000
  - # 8098A UTILITY IMPROVEMENTS AT DOVER LN NEAR OLESON RD (DOVER SOUTH) \$255,000
  - # 6095 SELLWOOD SUBDIVISION UTILITY IMPROVEMENT MASTER PLAN L \$250,000
- 683 CONST DESIGN & ENGR INSPECTION
  - #6095 SELLWOOD SUBDIVISION UTILITY IMPROV (MASTER PLAN L) \$75,000
  - #8098B UTILITY IMPROVEMENTS AT DOVER LN NEAR OLESON RD (DOVER NORTH) \$50,000
  - #3519A CANYON RD INTERSECTION IMPROVEMENTS (MSTIP) \$10,000



**CAPITAL PROJECTS - STORM DRAIN FUND**

**City of Beaverton**  
**CIP Financial Plan - STORM DRAIN**  
**FY 2017-18 Estimated**

| Fund #  | Proj # | CIP # | Project Name   | Anticipated<br>TOTAL Project<br>Cost | Funding Source                |                        |                    |                |             | Funding Total  |
|---|--------|-------|--|--------------------------------------|-------------------------------|------------------------|--------------------|----------------|-------------|----------------|
|   |        |       |  |                                      | Conveyance/ Extra<br>Capacity | Stormwater<br>Quantity | Stormwater Quality | Surcharge      | Grants, IGA |                |
| <b>Storm Capital Improvement Projects:</b>        |        |       |  |                                      |                               |                        |                    |                |             |                |
| 513   | 3915   | 8119  | 141st Ave (Millikan to Vernier) Conveyance Pipe and WQ Retrofit  | 280,000                              | 30,000                        |                        |                    |                |             | 30,000         |
| 513   | 3915   | 8132  | Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)                                       | ~360,000/yr                          | 18,000                        |                        |                    |                |             | 18,000         |
| <b>Total - 3915 Misc Conveyance/Extra Cap</b>     |        |       |  |                                      | <b>48,000</b>                 | <b>-</b>               | <b>-</b>           | <b>-</b>       | <b>-</b>    | <b>48,000</b>  |
| 513   | 3916   | 8132  | Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)                                       | ~360,000/yr                          |                               | 5,000                  |                    |                |             | 5,000          |
| <b>Total - 3916 Storm Quantity Projects</b>       |        |       |  |                                      | <b>-</b>                      | <b>5,000</b>           | <b>-</b>           | <b>-</b>       | <b>-</b>    | <b>5,000</b>   |
| 513   | 3917   | 8132  | Small Works Projects, Eng. Svcs., and In-house OH Charges (annual recurring work item)                                       | ~360,000/yr                          |                               |                        | 2,000              |                |             | 2,000          |
| <b>Total - 3917 Storm Quality Projects</b>        |        |       |  |                                      | <b>-</b>                      | <b>-</b>               | <b>2,000</b>       | <b>-</b>       | <b>-</b>    | <b>2,000</b>   |
| 513   | 3950   | 8098A | Dover Area (South) Utility Rehabilitation and Replacement  | 500,000                              |                               |                        |                    | 5,000          |             | 5,000          |
| 513   | 3950   | 8098B | Dover Area (North) Utility Rehabilitation and Replacement  | 500,000                              |                               |                        |                    | 15,000         |             | 15,000         |
| 513   | 3950   | 8122  | Major CIPP storm pipe rehab project (annual recurring work item)   | 15,000,000                           |                               |                        |                    | 2,000          |             | 2,000          |
| 513   | 3950   | 8130  | 144th Ave Flood Remediation & Habitat Restoration  | 155,000                              |                               |                        |                    | 22,000         |             | 22,000         |
| 513   | 3950   | 8132  | Small Works Projects, Eng. Svcs., Follow-up Creek prj Maintenance work, and In-house OH Charges (annual recurring work item) | ~360,000/yr                          |                               |                        |                    | 17,000         |             | 17,000         |
| 513   | 3950   | 3519A | Canyon Rd Intersection Improvements (MTIP)   | See below                            |                               |                        |                    | 31,000         |             | 31,000         |
| 513   | 3950   | 4118A | Settler Wy Utility Replacements, Phase 1   | 232869 see below                     |                               |                        |                    | 233,000        |             | 233,000        |
| 513   | 3950   | 4118B | Settler Wy Utility Replacements, Phase 2   | See below                            |                               |                        |                    | 9,000          |             | 9,000          |
| 513   | 3950   | 4139  | 114th Water line --storm pipe move.  |                                      |                               |                        |                    | 39,692         |             | 39,692         |
| 513   | 3950   | 6095  | Sellwood Subdivision   | See below                            |                               |                        |                    | 55,000         |             | 55,000         |
| <b>Total - 3950 Maintenance &amp; Replacement</b> |        |       |  |                                      | <b>-</b>                      | <b>-</b>               | <b>-</b>           | <b>428,692</b> | <b>-</b>    | <b>428,692</b> |
| <b>Totals =&gt;</b>                               |        |       |  |                                      | <b>48,000</b>                 | <b>5,000</b>           | <b>2,000</b>       | <b>428,692</b> | <b>-</b>    | <b>483,692</b> |

**City of Beaverton**  
**CIP Financial Plan - STORM DRAIN**  
**FY 2018-19 Adopted**

| Fund #  | Proj # | CIP # | Project Name  | Anticipated<br>TOTAL Project<br>Cost | Funding Source                |                        |                    |                  |             | Funding<br>Total |
|---|--------|-------|---|--------------------------------------|-------------------------------|------------------------|--------------------|------------------|-------------|------------------|
|   |        |       |   |                                      | Conveyance/ Extra<br>Capacity | Stormwater<br>Quantity | Stormwater Quality | Surcharge        | Grants, IGA |                  |
| <b>Storm Capital Improvement Projects:</b>        |        |       |   |                                      |                               |                        |                    |                  |             |                  |
| 513   | 3915   | 8119  | 141st Ave (Millikan to Vernier) Conveyance Pipe and WQ Retrofit                                       | 280,000                              | 220,000                       |                        |                    |                  |             | 220,000          |
| 513   | 3915   | 8125  | South Cooper Mtn Storm Conveyance   |                                      | 50,000                        |                        |                    |                  |             | 50,000           |
| 513   | 3915   | 8132  | Small Works Projects, Eng. Svcs., and In-house OH Charges ( <i>annual recurring work item</i> )       |                                      | 100,000                       |                        |                    |                  |             | 100,000          |
| <b>Total - 3915 Misc Conveyance/Extra Cap</b>     |        |       |   |                                      | <b>370,000</b>                | <b>-</b>               | <b>-</b>           | <b>-</b>         | <b>-</b>    | <b>370,000</b>   |
| 513   | 3916   | 8123  | Existing Stormwater Pond capacity expansion at TBD ( <i>annual recurring work item</i> )              | ~30,000/yr                           |                               | 30,000                 |                    |                  |             | 30,000           |
| 513   | 3916   | 8132  | Small Works Projects, Eng. Svcs., and In-house OH Charges ( <i>annual recurring work item</i> )       |                                      |                               | 35,000                 |                    |                  |             | 35,000           |
| <b>Total - 3916 Storm Quantity Projects</b>       |        |       |   |                                      | <b>-</b>                      | <b>65,000</b>          | <b>-</b>           | <b>-</b>         | <b>-</b>    | <b>65,000</b>    |
| 513   | 3917   | 8023  | Attempt to get ROW for Primary Treatment Vaults, WQ Retrofits, Four locations                         | 120,000                              |                               |                        | 75,000             |                  |             | 75,000           |
| 513   | 3917   | 8132  | Small Works Projects, Eng. Svcs., and In-house OH Charges ( <i>annual recurring work item</i> )       |                                      |                               |                        | 25,000             |                  |             | 25,000           |
| <b>Total - 3917 Storm Quality Projects</b>        |        |       |   |                                      | <b>-</b>                      | <b>-</b>               | <b>100,000</b>     | <b>-</b>         | <b>-</b>    | <b>100,000</b>   |
| 513   | 3950   | 3410  | Shared Use Path along Denney Rd (King Blvd-Fanno Creek Trailhead) - associated Storm conduit R&R work |                                      |                               |                        | 74,000             |                  |             | 74,000           |
| 513   | 3950   | 5089  | Walker Rd and Murray Bv Intersection MSTIP - potential upgrade opportunity                            | MSTIP                                |                               |                        | 5,000              |                  |             | 5,000            |
| 513   | 3950   | 5180  | 130th Ave (Hart Rd to Allen Bv) Street Side Rain Garden in the shape of Traffic Calming.              |                                      |                               |                        | 45,000             |                  |             | 45,000           |
| 513   | 3950   | 8098A | Dover Area (South) Utility Rehabilitation and Replacement   | 500,000                              |                               |                        | 230,000            |                  |             | 230,000          |
| 513   | 3950   | 8098B | Dover Area (North) Utility Rehabilitation and Replacement   | 500,000                              |                               |                        | 30,000             |                  |             | 30,000           |
| 513   | 3950   | 8101  | Stormwater Master Planning-Via City staff and resources, mostly                                       | 400,000                              |                               |                        | 200,000            |                  |             | 200,000          |
| 513   | 3950   | 8122  | Major CIPP storm pipe rehab project ( <i>annual recurring work item</i> )                             | 15,000,000                           |                               |                        | 810,000            |                  |             | 810,000          |
| 513   | 3950   | 8130  | 144th Ave Flood Remediation & Habitat Restoration   | 155,000                              |                               |                        | 108,000            |                  |             | 108,000          |
| 513   | 3950   | 8132  | Small Works Projects, Eng. Svcs., and In-house OH Charges ( <i>annual recurring work item</i> )       |                                      |                               |                        | 190,000            |                  |             | 190,000          |
| 513   | 3950   | 3106A | Menlo Dr (Allen Blvd to Fairmount Dr)   |                                      |                               |                        | 533,000            |                  |             | 533,000          |
| 513   | 3950   | 8135A | 11750 SW Bvtn Hillsdale Hwy Stormwater Outfall to Beaverton Creek Retrofit                            | 800,000                              |                               |                        | 150,000            |                  |             | 150,000          |
| 513   | 3950   | 8135B | 4140 SW Watson Ave Stormwater Outfall to Beaverton Ck Retrofit  | 900,000                              |                               |                        | 170,000            |                  |             | 170,000          |
| 513   | 3950   | 4118B | Settler Wy Utility Replacements, Phase 2  |                                      |                               |                        | 255,000            |                  |             | 255,000          |
| 513   | 3950   | 6095  | Sellwood Subdivision  |                                      |                               |                        | 155,000            |                  |             | 155,000          |
| <b>Total - 3950 Maintenance &amp; Replacement</b> |        |       |   |                                      | <b>-</b>                      | <b>-</b>               | <b>-</b>           | <b>2,955,000</b> | <b>-</b>    | <b>2,955,000</b> |
| <b>Totals =&gt;</b>                               |        |       |   |                                      | <b>370,000</b>                | <b>65,000</b>          | <b>100,000</b>     | <b>2,955,000</b> | <b>-</b>    | <b>3,490,000</b> |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

| 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

652 RIGHT-OF-WAY AND EASEMENT COST

|  |        |  |  |  |         |  |        |        |        |  |        |  |
|--|--------|--|--|--|---------|--|--------|--------|--------|--|--------|--|
|  | 11,612 |  |  |  | 150,000 |  | 33,350 | 31,000 | 75,000 |  | 75,000 |  |
|--|--------|--|--|--|---------|--|--------|--------|--------|--|--------|--|

682 CONSTRUCTION

|  |         |  |         |  |           |  |         |         |           |  |           |  |
|--|---------|--|---------|--|-----------|--|---------|---------|-----------|--|-----------|--|
|  | 679,345 |  | 318,700 |  | 2,123,000 |  | 287,237 | 336,892 | 2,598,000 |  | 2,598,000 |  |
|--|---------|--|---------|--|-----------|--|---------|---------|-----------|--|-----------|--|

683 CONST DESIGN & ENGR INSPECTION

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 176,512 |  | 123,589 |  | 641,000 |  | 182,567 | 115,800 | 817,000 |  | 817,000 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |         |  |         |  |           |  |         |         |           |  |           |  |
|--|---------|--|---------|--|-----------|--|---------|---------|-----------|--|-----------|--|
|  | 867,469 |  | 442,289 |  | 2,914,000 |  | 503,154 | 483,692 | 3,490,000 |  | 3,490,000 |  |
|--|---------|--|---------|--|-----------|--|---------|---------|-----------|--|-----------|--|

CLASS: 25 TRANSFERS

814 TRSFERS TO CAPITAL PROJ. FUND

|  |           |  |  |  |  |  |  |  |  |  |  |  |
|--|-----------|--|--|--|--|--|--|--|--|--|--|--|
|  | 1,042,040 |  |  |  |  |  |  |  |  |  |  |  |
|--|-----------|--|--|--|--|--|--|--|--|--|--|--|

TOTAL CLASS: 25 TRANSFERS

|  |           |  |  |  |  |  |  |  |  |  |  |  |
|--|-----------|--|--|--|--|--|--|--|--|--|--|--|
|  | 1,042,040 |  |  |  |  |  |  |  |  |  |  |  |
|--|-----------|--|--|--|--|--|--|--|--|--|--|--|

TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS

|  |           |  |         |  |           |  |         |         |           |  |           |  |
|--|-----------|--|---------|--|-----------|--|---------|---------|-----------|--|-----------|--|
|  | 1,909,509 |  | 442,289 |  | 2,914,000 |  | 503,154 | 483,692 | 3,490,000 |  | 3,490,000 |  |
|--|-----------|--|---------|--|-----------|--|---------|---------|-----------|--|-----------|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3915 MISC CONVEYANCES (SDC) PROJECT

| 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: 15 CAPITAL OUTLAY

652 RIGHT-OF-WAY AND EASEMENT COST

10,000

682 CONSTRUCTION

56,081

990

360,000

250,000

250,000

683 CONST DESIGN & ENGR INSPECTION

86,447

20,580

180,000

48,000

120,000

120,000

TOTAL CLASS: 15 CAPITAL OUTLAY

142,528

21,570

550,000

48,000

370,000

370,000

CLASS: 25 TRANSFERS

814 TRSFERS TO CAPITAL PROJ. FUND

1,042,040

TOTAL CLASS: 25 TRANSFERS

1,042,040

TOTAL PROGRAM: 3915 MISC CONVEYANCES (SDC) PROJECT

1,184,568

21,570

550,000

48,000

370,000

370,000

### BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3915 MISC CONVEYANCES (SDC) PROJECT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 652 RIGHT-OF-WAY AND EASEMENT COST
  - # 8125 SOUTH COOPER MTN STORM CONVEYANCE
- 682 CONSTRUCTION
  - # 8119 141ST AVE (MILLIKAN WAY TO VERNIER DRIVEWAY) STORM CONVEYANCE PIPE \$200,000
  - # 8132 SMALL WORKS PROJECTS, ENGINEERING SERVICES, IN-HOUSE OVERHEAD CHARGES \$50,000
- 683 CONST DESIGN & ENGR INSPECTION
  - #8119 141ST AVE (MILLIKAN TO VERNIER) CONVEYANCE PIPE AND WQ RETROFIT \$20,000
  - #8125 SOUTH COOPER MTN STORM CONVEYANCE \$50,000
  - #8132 SMALL WORKS PROJECTS, ENGINEERING SERVICES, IN-HOUSE OVERHEAD CHARGES \$50,000

814 TRSFERS TO CAPITAL PROJ. FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3916 MISC QUANTITY (SDC) PROJECT

| 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: 15 CAPITAL OUTLAY

682 CONSTRUCTION

19,087 60,000 60,000 60,000

683 CONST DESIGN & ENGR INSPECTION

5,000 5,000 5,000 5,000

TOTAL CLASS: 15 CAPITAL OUTLAY

19,087 65,000 5,000 65,000 65,000

TOTAL PROGRAM: 3916 MISC QUANTITY (SDC) PROJECT

19,087 65,000 5,000 65,000 65,000

### BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND  
DEPT: 75 INFRASTRUCTURE PROJECTS  
PROGRAM: 3916 MISC QUANTITY (SDC) PROJECT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 682 CONSTRUCTION
  - # 8123 EXISTING STORMWATER CAPACITY EXPANSION (ANNUAL RECURRING WORK AT VARIOUS SITES \$30,000
  - # 8132 SMALL WORKS PROJECTS, ENGINEERING SERVICES, IN-HOUSE OVERHEAD CHARGES \$30,000
- 683 CONST DESIGN & ENGR INSPECTION
  - # 8132 SMALL WORKS PROJECTS, ENGINEERING SERVICES, IN-HOUSE OVERHEAD CHARGES \$5,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3917 MISC QUALITY (SDC) PROJECT

| 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: 15 CAPITAL OUTLAY

|  |                                |  |        |  |         |  |       |         |  |         |  |
|--|--------------------------------|--|--------|--|---------|--|-------|---------|--|---------|--|
| 652  | RIGHT-OF-WAY AND EASEMENT COST |  |        |  | 75,000  |  |       | 75,000  |  | 75,000  |  |
| 682  | CONSTRUCTION                   |  |        |  |         |  |       |         |  |         |  |
|  | 43,347                         |  | 74,386 |  | 20,000  |  |       | 20,000  |  | 20,000  |  |
| 683  | CONST DESIGN & ENGR INSPECTION |  |        |  |         |  |       |         |  |         |  |
|  | 20,981                         |  | 9,223  |  | 5,000   |  | 2,000 | 5,000   |  | 5,000   |  |
| TOTAL CLASS: 15 CAPITAL OUTLAY                 |                                |  |        |  |         |  |       |         |  |         |  |
|  | 64,328                         |  | 83,609 |  | 100,000 |  | 2,000 | 100,000 |  | 100,000 |  |
| TOTAL PROGRAM: 3917 MISC QUALITY (SDC) PROJECT |                                |  |        |  |         |  |       |         |  |         |  |
|  | 64,328                         |  | 83,609 |  | 100,000 |  | 2,000 | 100,000 |  | 100,000 |  |

### BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND

DEPT: 75 INFRASTRUCTURE PROJECTS

PROGRAM: 3917 MISC QUALITY (SDC) PROJECT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 652 RIGHT-OF-WAY AND EASEMENT COST  
# 8023 ROW FOR PRIMARY TREATMENT VAULTS, WQ RETROFITS- FOUR LOCATIONS \$75,000
- 682 CONSTRUCTION  
# 8132 SMALL WORKS PROJECTS, ENGINEERING SERVICES, IN-HOUSE OVERHEAD CHARGES \$20,000
- 683 CONST DESIGN & ENGR INSPECTION  
# 8132 SMALL WORKS PROJECTS, ENGINEERING SERVICES, IN-HOUSE OVERHEAD \$5,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3950 MAINT & REPLACEMENT PROGRAM

| 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: 15 CAPITAL OUTLAY

|     |                                |  |         |  |           |  |         |           |  |           |  |
|-----|--------------------------------|--|---------|--|-----------|--|---------|-----------|--|-----------|--|
| 652 | RIGHT-OF-WAY AND EASEMENT COST |  |         |  | 65,000    |  | 31,000  |           |  |           |  |
|     | 11,612                         |  |         |  |           |  |         |           |  |           |  |
| 682 | CONSTRUCTION                   |  | 224,237 |  | 1,683,000 |  | 336,892 | 2,268,000 |  | 2,268,000 |  |
|     | 579,917                        |  |         |  |           |  |         |           |  |           |  |
| 683 | CONST DESIGN & ENGR INSPECTION |  | 93,786  |  | 451,000   |  | 60,800  | 687,000   |  | 687,000   |  |
|     | 69,084                         |  |         |  |           |  |         |           |  |           |  |

TOTAL CLASS: 15 CAPITAL OUTLAY

|   |           |  |         |  |           |  |         |           |  |           |  |
|---|-----------|--|---------|--|-----------|--|---------|-----------|--|-----------|--|
|   | 660,613   |  | 318,023 |  | 2,199,000 |  | 428,692 | 2,955,000 |  | 2,955,000 |  |
| TOTAL PROGRAM: 3950 MAINT & REPLACEMENT PROGRAM |           |  |         |  |           |  |         |           |  |           |  |
|   | 660,613   |  | 318,023 |  | 2,199,000 |  | 428,692 | 2,955,000 |  | 2,955,000 |  |
| TOTAL DEPARTMENT: 75 INFRASTRUCTURE PROJECTS    |           |  |         |  |           |  |         |           |  |           |  |
|   | 1,909,509 |  | 442,289 |  | 2,914,000 |  | 483,692 | 3,490,000 |  | 3,490,000 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 75 INFRASTRUCTURE PROJECTS  
 PROGRAM: 3950 MAINT & REPLACEMENT PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 652 RIGHT-OF-WAY AND EASEMENT COST
  - #3519A CANYON RD INTERSECTION IMPROVEMENTS
- 682 CONSTRUCTION
  - # 3410 SHARED USE PATH ALONG DENNEY RD (KING BLVD - FANNO CREEK TRAILHEAD) \$67,000
  - # 8098A DOVER AREA (SOUTH) UTILITY REHAB AND REPLACEMENT \$220,000
  - # 8122 MAJOR CIPP STORM PIPE REHAB PROJECT \$800,000
  - # 8130 144TH AVE FLOOD REMEDIATION AND HABITAT RESTORATION PROJECT \$98,000
  - # 8132 SMALL WORKS PROJECTS, ENGINEERING SERVICES, AND IN-HOUSE OVERHEAD CHARGES \$110,000
  - # 3106A SIDEWALK - ASSOCIATED STORM CONDUIT R & R \$533,000
  - # 4118B SETTLER WAY UTILITY REPLACEMENTS, PHASE 2 \$250,000
  - # 5180 130TH AVE (HART RD TO ALLEN BLVD) STREET SIDE RAIN GARDEN IN TRAFFIC CALMING \$40,000
  - # 6095 SELLWOOD SUBDIVISION \$150,000
- 683 CONST DESIGN & ENGR INSPECTION
  - # 3410 SHARED USE PATH ALONG DENNEY RD (KING BLVD - FANNO CREEK TRAILHEAD) \$7,000
  - # 5089 WALKER ROAD, MURRAY BLVD INTERSECTION \$5,000
  - # 8098A DOVER AREA (SOUTH) UTILITY REHAB AND REPLACEMENT \$10,000
  - # 8098B DOVER AREA (NORTH) UTILITY REHAB AND REPLACEMENT \$30,000
  - # 8101 STORMWATER MASTER PLANNING BY CITY STAFF \$200,000
  - # 8122 MAJOR CIPP (CURED IN PIPE) STORM PIPE REHABILITATION PROJECT (PHASE 1) \$10,000
  - # 8130 144TH AVE FLOOD REMEDIATION & HABITAT RESTORATION \$10,000
  - # 8132 SMALL WORKS PROJECTS, ENGINEERING SERVICES AND IN-HOUSE OVERHEAD CHARGES \$80,000
  - # 4118B SETTLER WAY UTILITY REPLACEMENTS, PHASE 2 \$5,000
  - # 5180 130TH AVE (HART RD TO ALLEN BLVD) STREET SIDE RAIN GARDEN IN TRAFFIC CALMING \$5,000
  - # 8135A 11750 SW BVTN HILLSDALE HWY STORMWATER OUTFALL TO BEAVERTON CREEK RETROFIT \$150,000
  - # 8135B 4140 SW WATSON AVE STORMWATER OUTFALL TO BEAVERTON CREEK RETROFIT \$170,000
  - # 6095 SELLWOOD SUBDIVISION \$5,000





**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 401 ASSESSMENT FUND #1

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL       |               |     |               |     |               |     |          |         |               |     |              |     |
| 301 BEGINNING WORKING CAPITAL             |               |     |               |     |               |     |          |         |               |     |              |     |
|   | -61,863       |     |               |     |               |     |          |         |               |     |              |     |
| TOTAL CLASS: 05 BEGINNING WORKING CAPITAL |               |     |               |     |               |     |          |         |               |     |              |     |
|   | -61,863       |     |               |     |               |     |          |         |               |     |              |     |
| CLASS: 35 MISCELLANEOUS REVENUES          |               |     |               |     |               |     |          |         |               |     |              |     |
| 384 INVESTMENT INTEREST EARNINGS          |               |     |               |     |               |     |          |         |               |     |              |     |
|   | -36           |     | -21           |     | -19           |     | -57      | -100    | -100          |     | -100         |     |
| 385 INTEREST COLLECTED ON ASSMTS          |               |     |               |     |               |     |          |         |               |     |              |     |
| 05900                                     | -1,192        |     | -536          |     | -3,900        |     | -576     | -3,800  | -3,500        |     | -3,500       |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES    |               |     |               |     |               |     |          |         |               |     |              |     |
|   | -1,228        |     | -557          |     | -3,919        |     | -633     | -3,900  | -3,600        |     | -3,600       |     |
| CLASS: 45 NON-REVENUE RECEIPTS            |               |     |               |     |               |     |          |         |               |     |              |     |
| 455 ASSMT PMTS - BONDED PRINCIPAL         |               |     |               |     |               |     |          |         |               |     |              |     |
|   | -9,754        |     | -2,632        |     | -14,800       |     | -6,409   | -14,800 | -10,800       |     | -10,800      |     |
| TOTAL CLASS: 45 NON-REVENUE RECEIPTS      |               |     |               |     |               |     |          |         |               |     |              |     |
|   | -9,754        |     | -2,632        |     | -14,800       |     | -6,409   | -14,800 | -10,800       |     | -10,800      |     |
| TOTAL DEPARTMENT: 03 REVENUE              |               |     |               |     |               |     |          |         |               |     |              |     |
|   | -72,845       |     | -3,189        |     | -18,719       |     | -7,042   | -18,700 | -14,400       |     | -14,400      |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 401 ASSESSMENT FUND #1 DEPT: 20 FINANCE DEPARTMENT

| 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: 25 TRANSFERS

807 TRSFR TO GENERAL FUND

|  |        |  |  |  |       |  |  |       |       |  |       |  |
|--|--------|--|--|--|-------|--|--|-------|-------|--|-------|--|
|  | 61,863 |  |  |  | 1,300 |  |  | 1,300 | 1,300 |  | 1,300 |  |
|--|--------|--|--|--|-------|--|--|-------|-------|--|-------|--|

829 TRSFRS TO STORM DRAIN FUND

|  |        |  |       |  |        |  |  |        |        |  |        |  |
|--|--------|--|-------|--|--------|--|--|--------|--------|--|--------|--|
|  | 10,982 |  | 3,189 |  | 17,419 |  |  | 17,400 | 13,100 |  | 13,100 |  |
|--|--------|--|-------|--|--------|--|--|--------|--------|--|--------|--|

TOTAL CLASS: 25 TRANSFERS

|  |        |  |       |  |        |  |  |        |        |  |        |  |
|--|--------|--|-------|--|--------|--|--|--------|--------|--|--------|--|
|  | 72,845 |  | 3,189 |  | 18,719 |  |  | 18,700 | 14,400 |  | 14,400 |  |
|--|--------|--|-------|--|--------|--|--|--------|--------|--|--------|--|

TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT

|  |        |  |       |  |        |  |  |        |        |  |        |  |
|--|--------|--|-------|--|--------|--|--|--------|--------|--|--------|--|
|  | 72,845 |  | 3,189 |  | 18,719 |  |  | 18,700 | 14,400 |  | 14,400 |  |
|--|--------|--|-------|--|--------|--|--|--------|--------|--|--------|--|

0591



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |  |             |  |             |  |             |             |             |  |             |  |
|-----|---------------------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
| 301 | BEGINNING WORKING CAPITAL |  |             |  |             |  |             |             |             |  |             |  |
|     | -9,057,194                |  | -11,626,817 |  | -12,236,827 |  | -12,236,827 | -12,236,827 | -11,860,554 |  | -11,860,554 |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |            |  |             |  |             |  |             |             |             |  |             |  |
|--|------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
|  | -9,057,194 |  | -11,626,817 |  | -12,236,827 |  | -12,236,827 | -12,236,827 | -11,860,554 |  | -11,860,554 |  |
|--|------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

|     |                             |  |      |  |  |  |          |         |  |  |  |  |
|-----|-----------------------------|--|------|--|--|--|----------|---------|--|--|--|--|
| 329 | OTHER INTERGOVERNMENTAL REV |  |      |  |  |  |          |         |  |  |  |  |
|     | -204,228                    |  | -294 |  |  |  | -101,872 | -56,516 |  |  |  |  |

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |          |  |      |  |  |  |          |         |  |  |  |  |
|--|----------|--|------|--|--|--|----------|---------|--|--|--|--|
|  | -204,228 |  | -294 |  |  |  | -101,872 | -56,516 |  |  |  |  |
|--|----------|--|------|--|--|--|----------|---------|--|--|--|--|

CLASS: 20 PERMITS & FEES

|     |                               |  |         |  |         |  |         |         |         |  |         |  |
|-----|-------------------------------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
| 355 | WATER METER INSTALLATION FEES |  |         |  |         |  |         |         |         |  |         |  |
|     | -23,298                       |  | -10,134 |  | -16,120 |  | -51,989 | -45,000 | -45,000 |  | -45,000 |  |

TOTAL CLASS: 20 PERMITS & FEES

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | -23,298 |  | -10,134 |  | -16,120 |  | -51,989 | -45,000 | -45,000 |  | -45,000 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

CLASS: 25 SERVICE FEES

|     |             |  |            |  |            |  |            |            |             |  |             |  |
|-----|-------------|--|------------|--|------------|--|------------|------------|-------------|--|-------------|--|
| 361 | WATER SALES |  |            |  |            |  |            |            |             |  |             |  |
|     | -9,684,781  |  | -9,126,336 |  | -9,616,200 |  | -9,278,120 | -9,616,200 | -10,200,000 |  | -10,200,000 |  |

|     |                       |  |        |  |         |  |         |         |         |  |         |  |
|-----|-----------------------|--|--------|--|---------|--|---------|---------|---------|--|---------|--|
| 362 | UNMETERED WATER SALES |  |        |  |         |  |         |         |         |  |         |  |
|     | -13,263               |  | -3,576 |  | -14,000 |  | -30,391 | -25,000 | -14,000 |  | -14,000 |  |

|     |                       |  |         |  |         |  |         |         |         |  |         |  |
|-----|-----------------------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
| 364 | CUSTOMER SERV CHARGES |  |         |  |         |  |         |         |         |  |         |  |
|     | -27,895               |  | -25,420 |  | -32,000 |  | -25,080 | -26,000 | -25,000 |  | -25,000 |  |

|     |               |  |            |  |            |  |            |            |            |  |            |  |
|-----|---------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
| 366 | DEMAND CHARGE |  |            |  |            |  |            |            |            |  |            |  |
|     | -3,286,596    |  | -3,305,627 |  | -3,500,250 |  | -3,405,108 | -3,500,250 | -3,900,000 |  | -3,900,000 |  |

369 UTILITY SALES ALLOWANCES

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 03 REVENUE

| 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 |
|   | 69,436                     |     | 63,474        |     | 78,750        |     | 74,319      | 80,000      | 75,000        |     | 75,000       |     |
| TOTAL CLASS: 25 SERVICE FEES              |                            |     |               |     |               |     |             |             |               |     |              |     |
|   | -12,943,099                |     | -12,397,485   |     | -13,083,700   |     | -12,664,380 | -13,087,450 | -14,064,000   |     | -14,064,000  |     |
| CLASS: 35 MISCELLANEOUS REVENUES          |                            |     |               |     |               |     |             |             |               |     |              |     |
| 382 SALE OF CITY PROPERTY                 |                            |     |               |     |               |     |             |             |               |     |              |     |
|   | -5,917                     |     | -29,206       |     |               |     | -12,825     | -12,825     |               |     |              |     |
| 384 INVESTMENT INTEREST EARNINGS          |                            |     |               |     |               |     |             |             |               |     |              |     |
|   | -80,709                    |     | -148,244      |     | -143,200      |     | -168,855    | -191,700    | -235,400      |     | -235,400     |     |
| 389 MISCELLANEOUS REVENUES                |                            |     |               |     |               |     |             |             |               |     |              |     |
|   | -28,959                    |     | -51,002       |     | -30,580       |     | -33,675     | -30,000     | -30,000       |     | -30,000      |     |
| 390 CONTRIBUTIONS AND DONATIONS           |                            |     |               |     |               |     |             |             |               |     |              |     |
|   | -109,597                   |     |               |     |               |     |             |             |               |     |              |     |
| 0593                                      | 394 MISC INTEREST EARNINGS |     |               |     |               |     |             |             |               |     |              |     |
|   | -22,614                    |     | -18,108       |     | -23,100       |     | -50,745     | -40,000     | -40,000       |     | -40,000      |     |
| 398 SRVS PROVIDED TO OTHER FUNDS          |                            |     |               |     |               |     |             |             |               |     |              |     |
|   | -48,547                    |     | -121,745      |     | -30,000       |     | -78,683     | -60,000     | -60,000       |     | -60,000      |     |
| 399 REIMBURSEMENTS - OTHER                |                            |     |               |     |               |     |             |             |               |     |              |     |
|   | -97                        |     | -173          |     |               |     | -240        |             |               |     |              |     |
| 756 PERS RSRV DISTRIB-NON GAAP REV        |                            |     |               |     |               |     |             |             |               |     |              |     |
|   | -31,553                    |     |               |     |               |     |             |             |               |     |              |     |
| 757 MED/LIFE INS PREM REFUND DISTRIBUTION |                            |     |               |     |               |     |             |             |               |     |              |     |
|   | -4,233                     |     | -5,210        |     |               |     | -3,656      | -3,656      |               |     |              |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES    |                            |     |               |     |               |     |             |             |               |     |              |     |
|   | -332,226                   |     | -373,688      |     | -226,880      |     | -348,679    | -338,181    | -365,400      |     | -365,400     |     |
| TOTAL DEPARTMENT: 03 REVENUE              |                            |     |               |     |               |     |             |             |               |     |              |     |
|   | -22,560,045                |     | -24,408,418   |     | -25,563,527   |     | -25,403,747 | -25,763,974 | -26,334,954   |     | -26,334,954  |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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: 05 PERSONNEL SERVICES

|                                    |                             |      |         |      |         |      |         |         |         |      |         |      |
|------------------------------------|-----------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 046                                | PRINCIPAL ENGINEER          |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 51,887                      | .40  | 52,867  | .40  | 53,857  | .40  | 50,070  | 53,066  | 55,197  | .40  | 55,197  | .40  |
| 084                                | PROJECT ENGINEER 1          |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 103,341                     | 1.10 | 110,439 | 1.50 | 195,271 | 1.50 | 133,676 | 144,149 | 235,593 | 2.50 | 235,593 | 2.50 |
| 124                                | ENGINEERING CONST INSPECTOR |      |         |      |         |      |         |         |         |      |         |      |
|                                    |                             |      |         | .40  | 24,412  | .40  | 23,344  | 24,922  | 26,813  | .40  | 26,813  | .40  |
| 175                                | PROJECT ENGINEER 2          |      |         |      |         |      |         |         |         |      |         |      |
|                                    |                             |      |         |      | 26,514  | 1.00 | 24,473  | 26,514  | 114,248 | 1.00 | 114,248 | 1.00 |
| 221                                | SUPPORT SPECIALIST 2        |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 20,778                      | .50  | 22,009  | .50  | 23,634  | .50  | 22,367  | 23,652  | 25,646  | .50  | 25,646  | .50  |
| 299                                | PAYROLL TAXES AND FRINGES   |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 84,900                      |      | 95,823  |      | 189,763 |      | 123,456 | 141,933 | 266,777 |      | 266,777 |      |
| TOTAL CLASS: 05 PERSONNEL SERVICES |                             |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 260,906                     | 2.00 | 281,138 | 2.80 | 513,451 | 3.80 | 377,386 | 414,236 | 724,274 | 4.80 | 724,274 | 4.80 |

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |        |  |        |  |        |        |        |  |        |  |
|-----|--------------------------------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT   |  |        |  |        |  |        |        |        |  |        |  |
|     |                                |  |        |  | 2,500  |  | 1,616  | 2,500  | 3,100  |  | 3,100  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |        |  |        |  |        |        |        |  |        |  |
|     | 195                            |  | 57     |  | 400    |  | 70     | 400    | 400    |  | 400    |  |
| 307 | MEMBERSHIP FEES                |  |        |  |        |  |        |        |        |  |        |  |
|     | 42,845                         |  | 46,968 |  | 52,385 |  | 48,390 | 50,000 | 52,150 |  | 52,150 |  |
| 314 | OUTSIDE REPRODUCTION EXPENSES  |  |        |  |        |  |        |        |        |  |        |  |
|     | 293                            |  | 955    |  | 1,000  |  |        | 1,000  | 1,000  |  | 1,000  |  |
| 317 | COMPUTER EQUIPMENT             |  |        |  |        |  |        |        |        |  |        |  |
|     | 3,132                          |  |        |  | 9,502  |  | 5,294  | 3,000  | 1,775  |  | 1,775  |  |
| 318 | COMPUTER SOFTWARE              |  |        |  |        |  |        |        |        |  |        |  |
|     |                                |  |        |  | 5,500  |  | 4,000  | 5,500  | 1,000  |  | 1,000  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |        |  |        |  |        |        |        |  |        |  |

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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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  |
|   | 4,328                              |      | 7,124         |      | 14,200        |      | 10,505   | 14,000  | 14,600        |      | 14,600       |      |
| 328   | MEALS & RELATED EXPENSE            |      |               |      |               |      |          |         |               |      |              |      |
|   | 42                                 |      | 602           |      | 1,500         |      | 608      | 1,100   | 1,500         |      | 1,500        |      |
| 361   | UNIFORMS & SPECIAL CLOTHING        |      |               |      |               |      |          |         |               |      |              |      |
|   |                                    |      |               |      | 600           |      | 454      | 600     | 600           |      | 600          |      |
| 461   | SPECIAL EXPENSE                    |      |               |      |               |      |          |         |               |      |              |      |
|   | 13,280                             |      | 15,941        |      | 36,520        |      | 4,066    | 25,000  | 34,600        |      | 34,600       |      |
| 511   | PROFESSIONAL SERVICES              |      |               |      |               |      |          |         |               |      |              |      |
|   | 50,469                             |      | 63,163        |      | 81,700        |      | 77,918   | 78,000  | 49,700        |      | 49,700       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES                |                                    |      |               |      |               |      |          |         |               |      |              |      |
|   | 114,584                            |      | 134,810       |      | 205,807       |      | 152,921  | 181,100 | 160,425       |      | 160,425      |      |
| CLASS: 25 TRANSFERS                                 |                                    |      |               |      |               |      |          |         |               |      |              |      |
| 816   | TRSFERS TO REPROGRAPHICS FUND      |      |               |      |               |      |          |         |               |      |              |      |
|   | 3,765                              |      | 2,540         |      | 3,303         |      | 1,927    | 3,303   | 3,327         |      | 3,327        |      |
| 817   | TRSFERS TO GARAGE FUND             |      |               |      |               |      |          |         |               |      |              |      |
|   | 1,351                              |      | 639           |      | 1,108         |      |          | 1,108   | 818           |      | 818          |      |
| 835   | TRSFER TO GF, BVTN BLDG OPERATIONS |      |               |      |               |      |          |         |               |      |              |      |
|   |                                    |      |               |      | 20,592        |      | 20,592   | 20,592  | 10,296        |      | 10,296       |      |
| 836   | TRSFER TO GF, BVTN BLDG DEBT SVC   |      |               |      |               |      |          |         |               |      |              |      |
|   |                                    |      |               |      | 27,400        |      | 27,400   | 27,400  | 10,356        |      | 10,356       |      |
| TOTAL CLASS: 25 TRANSFERS                           |                                    |      |               |      |               |      |          |         |               |      |              |      |
|   | 5,116                              |      | 3,179         |      | 52,403        |      | 49,919   | 52,403  | 24,797        |      | 24,797       |      |
| TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING |                                    |      |               |      |               |      |          |         |               |      |              |      |
|   | 380,606                            | 2.00 | 419,127       | 2.80 | 771,661       | 3.80 | 580,226  | 647,739 | 909,496       | 4.80 | 909,496      | 4.80 |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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: 05 PERSONNEL SERVICES

|                                    |                                |       |           |       |           |       |           |           |           |       |           |       |
|------------------------------------|--------------------------------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|
| 049                                | PROG COORDINATOR -PUBLIC WORKS |       |           |       |           |       |           |           |           |       |           |       |
|                                    |                                |       |           |       | 18,881    | 1.00  | 13,801    | 18,881    | 78,922    | 1.00  | 78,922    | 1.00  |
| 057                                | PUBLIC WORKS SUPERVISOR        |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 77,127                         | 1.00  | 66,961    | 1.00  | 96,082    | 2.00  | 98,909    | 100,072   | 179,490   | 2.00  | 179,490   | 2.00  |
| 112                                | PUBLIC WORKS MANAGER 3         |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 52,945                         | .50   | 108,886   | 1.00  | 111,351   | 1.00  | 104,922   | 111,345   | 114,128   | 1.00  | 114,128   | 1.00  |
| 133                                | WATER CUSTOMER SERVICE TECH    |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 56,972                         | 1.00  | 57,386    | 1.00  | 48,744    | 1.00  | 59,022    | 60,220    | 67,709    | 1.00  | 67,709    | 1.00  |
| 162                                | WATER DISTRIBUTION LEAD        |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 81,481                         | 1.00  | 85,586    | 2.00  | 158,857   | 2.00  | 146,090   | 147,274   | 162,803   | 2.00  | 162,803   | 2.00  |
| 0596<br>173                        | WATER DISTRIBUTION TECHNICIAN  |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 137,264                        | 3.00  | 298,262   | 6.00  | 328,467   | 6.00  | 188,045   | 247,950   | 328,100   | 6.00  | 328,100   | 6.00  |
| 178                                | WATER QUALITY TECHNICIAN       |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 138,539                        | 2.00  | 148,211   | 2.00  | 119,082   |       | 120,613   | 116,755   | 51,680    | 1.00  | 51,680    | 1.00  |
| 188                                | INVENTORY CONTROL TECHNICIAN   |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 12,534                         | .25   | 13,757    | .25   | 14,802    | .25   | 14,937    | 15,672    |           |       |           |       |
| 209                                | WATER DISTRIBUTION EQUIP OPER  |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 64,505                         | 1.00  | 144,706   | 3.00  | 194,663   | 3.00  | 149,963   | 146,189   | 291,860   | 5.00  | 291,860   | 5.00  |
| 215                                | UTILITY WORKER                 |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 45,841                         | 1.00  |           |       |           |       |           |           |           |       |           |       |
| 299                                | PAYROLL TAXES AND FRINGES      |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 346,095                        |       | 478,637   |       | 725,803   |       | 486,684   | 545,116   | 883,936   |       | 883,936   |       |
| TOTAL CLASS: 05 PERSONNEL SERVICES |                                |       |           |       |           |       |           |           |           |       |           |       |
|                                    | 1,013,303                      | 10.75 | 1,402,392 | 16.25 | 1,816,732 | 16.25 | 1,382,986 | 1,509,474 | 2,158,628 | 19.00 | 2,158,628 | 19.00 |

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |    |  |     |  |     |     |     |  |     |  |
|-----|------------------------------|--|----|--|-----|--|-----|-----|-----|--|-----|--|
| 301 | OFFICE EXPENSE               |  |    |  |     |  |     |     |     |  |     |  |
|     | 507                          |  | 65 |  | 800 |  | 576 | 676 | 900 |  | 900 |  |
| 303 | OFFICE FURNITURE & EQUIPMENT |  |    |  |     |  |     |     |     |  |     |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
|         | 298                             |     | 1,232         |     | 2,500         |     | 1,457     | 1,950     | 1,400         |     | 1,400        |     |
| 304     | DEPARTMENT EQUIPMENT EXPENSE    |     |               |     |               |     |           |           |               |     |              |     |
|         | 34,914                          |     | 36,345        |     | 45,500        |     | 42,701    | 44,500    | 57,500        |     | 57,500       |     |
| 305     | SPECIAL DEPARTMENT SUPPLIES     |     |               |     |               |     |           |           |               |     |              |     |
|         | 6,673                           |     | 7,884         |     | 7,800         |     | 4,687     | 6,700     | 10,800        |     | 10,800       |     |
| 307     | MEMBERSHIP FEES                 |     |               |     |               |     |           |           |               |     |              |     |
|         | 14,136                          |     | 11,551        |     | 13,435        |     | 11,789    | 11,900    | 14,905        |     | 14,905       |     |
| 308     | PERIODICALS & SUBSCRIPTIONS     |     |               |     |               |     |           |           |               |     |              |     |
|         | 74                              |     | 389           |     | 500           |     | 200       | 260       | 500           |     | 500          |     |
| 316     | ADVERTISING, RECORDING & FILING |     |               |     |               |     |           |           |               |     |              |     |
|         |                                 |     |               |     | 3,000         |     | 1,990     |           |               |     |              |     |
| 317     | COMPUTER EQUIPMENT              |     |               |     |               |     |           |           |               |     |              |     |
| 0591318 | 602                             |     | 500           |     |               |     |           |           |               |     |              |     |
|         |                                 |     |               |     |               |     |           |           | 13,500        |     | 13,500       |     |
| 321     | TRAVEL, TRAINING & SUBSISTENCE  |     |               |     |               |     |           |           |               |     |              |     |
|         | 4,937                           |     | 8,854         |     | 12,000        |     | 9,686     | 10,300    | 13,380        |     | 13,380       |     |
| 328     | MEALS & RELATED EXPENSE         |     |               |     |               |     |           |           |               |     |              |     |
|         | 168                             |     | 153           |     |               |     |           |           |               |     |              |     |
| 341     | COMMUNICATIONS EXPENSE          |     |               |     |               |     |           |           |               |     |              |     |
|         | 28,272                          |     | 31,577        |     | 33,000        |     | 32,962    | 33,000    | 45,000        |     | 45,000       |     |
| 351     | UTILITIES EXPENSE               |     |               |     |               |     |           |           |               |     |              |     |
|         | 284,582                         |     | 245,004       |     | 300,000       |     | 220,300   | 280,000   | 290,000       |     | 290,000      |     |
| 361     | UNIFORMS & SPECIAL CLOTHING     |     |               |     |               |     |           |           |               |     |              |     |
|         | 9,695                           |     | 10,545        |     | 13,000        |     | 10,402    | 11,708    | 13,800        |     | 13,800       |     |
| 381     | BUILDING EXPENSE                |     |               |     |               |     |           |           |               |     |              |     |
|         |                                 |     | 9             |     | 20,000        |     | 6,429     | 10,000    | 20,000        |     | 20,000       |     |
| 409     | WATER PURCHASES FOR RESALE      |     |               |     |               |     |           |           |               |     |              |     |
|         | 1,107,968                       |     | 1,288,362     |     | 1,656,846     |     | 1,021,289 | 1,450,000 | 1,627,525     |     | 1,627,525    |     |
| 410     | BARNEY RESERVOIR OPERATIONS     |     |               |     |               |     |           |           |               |     |              |     |
|         | 84,856                          |     | 88,608        |     | 167,609       |     | 75,169    | 164,609   | 164,609       |     | 164,609      |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
| 413      | SERVICE INSTALLATIONS             |     |               |     |               |     |          |         |               |     |              |     |
|          | 1,310                             |     | 2,984         |     | 3,000         |     | 2,315    | 3,000   | 3,300         |     | 3,300        |     |
| 417      | WILLAMETTE INTAKE FACILITIES OPER |     |               |     |               |     |          |         |               |     |              |     |
|          |                                   |     |               |     |               |     |          |         | 16,000        |     | 16,000       |     |
| 418      | JWC OPERATING EXP - OTHER         |     |               |     |               |     |          |         |               |     |              |     |
|          |                                   |     | 17,585        |     | 42,250        |     | 25,867   | 42,250  | 42,250        |     | 42,250       |     |
| 419      | CHEMICAL & LABORATORY SUPPLIES    |     |               |     |               |     |          |         |               |     |              |     |
|          | 39,144                            |     | 41,298        |     | 58,000        |     | 40,970   | 57,000  | 58,800        |     | 58,800       |     |
| 425      | DUMPING EXPENSES                  |     |               |     |               |     |          |         |               |     |              |     |
|          | 3,175                             |     | 1,531         |     | 2,000         |     | 1,459    | 2,000   | 3,000         |     | 3,000        |     |
| 429      | WORK PERFORMED BY OTHER FUNDS     |     |               |     |               |     |          |         |               |     |              |     |
|          | 25                                |     |               |     |               |     |          |         |               |     |              |     |
| 8650 439 | WATER WHEELING SERVICES - TWWD    |     |               |     |               |     |          |         |               |     |              |     |
| 441      | LINE MAINTENANCE                  |     |               |     |               |     |          |         |               |     |              |     |
|          | 108,237                           |     | 189,296       |     | 192,500       |     | 182,838  | 185,000 | 195,000       |     | 195,000      |     |
| 446      | METER MAINTENANCE                 |     |               |     |               |     |          |         |               |     |              |     |
|          | 100,684                           |     | 159,795       |     | 224,966       |     | 222,755  | 204,900 | 249,126       |     | 249,126      |     |
| 448      | MANHOLE / PRV VALVE ADJUSTMENTS   |     |               |     |               |     |          |         |               |     |              |     |
|          |                                   |     | 54,522        |     | 60,000        |     | 51,834   | 50,000  | 50,000        |     | 50,000       |     |
| 461      | SPECIAL EXPENSE                   |     |               |     |               |     |          |         |               |     |              |     |
|          |                                   |     | 217           |     | 900           |     | 349      | 621     | 1,200         |     | 1,200        |     |
| 511      | PROFESSIONAL SERVICES             |     |               |     |               |     |          |         |               |     |              |     |
|          | 313,273                           |     | 327,811       |     | 359,555       |     | 324,201  | 355,800 | 359,400       |     | 359,400      |     |
| 512      | CITY RIGHT OF WAY FEES            |     |               |     |               |     |          |         |               |     |              |     |
|          | 659,843                           |     | 619,246       |     | 652,035       |     | 652,032  | 652,035 | 652,035       |     | 652,035      |     |
| 525      | PMTS TO OTHER GOVERNMENT AGENCIES |     |               |     |               |     |          |         |               |     |              |     |
|          | 50,070                            |     | 50,924        |     | 56,400        |     | 53,778   | 56,400  | 56,400        |     | 56,400       |     |
| 536      | MAINTENANCE CONTRACTS             |     |               |     |               |     |          |         |               |     |              |     |
|          | 17,918                            |     | 23,102        |     | 27,500        |     | 23,742   | 23,000  | 33,500        |     | 33,500       |     |
| 551      | RENTS AND LEASES                  |     |               |     |               |     |          |         |               |     |              |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
|     | 1,793         |     | 17,903        |     | 23,250        |     | 1,917    | 11,400  | 11,468        |     | 11,468       |     |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |           |  |           |  |           |  |           |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
|  | 2,873,154 |  | 3,237,292 |  | 3,978,346 |  | 3,023,694 | 3,669,009 | 4,005,298 |  | 4,005,298 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|

CLASS: 15 CAPITAL OUTLAY

641 VEHICLES

|  |  |  |         |  |       |  |     |       |         |  |         |  |
|--|--|--|---------|--|-------|--|-----|-------|---------|--|---------|--|
|  |  |  | 133,926 |  | 2,153 |  | 747 | 2,000 | 167,450 |  | 167,450 |  |
|--|--|--|---------|--|-------|--|-----|-------|---------|--|---------|--|

671 EQUIPMENT

|  |         |  |        |  |         |  |         |         |        |  |        |  |
|--|---------|--|--------|--|---------|--|---------|---------|--------|--|--------|--|
|  | 687,413 |  | 40,000 |  | 123,000 |  | 122,062 | 120,902 | 98,000 |  | 98,000 |  |
|--|---------|--|--------|--|---------|--|---------|---------|--------|--|--------|--|

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 687,413 |  | 173,926 |  | 125,153 |  | 122,809 | 122,902 | 265,450 |  | 265,450 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

CLASS: 25 TRANSFERS

801 TRSFR TO GENERAL FD - OVERHEAD

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 212,915 |  | 217,037 |  | 318,316 |  | 318,316 | 318,316 | 360,830 |  | 360,830 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

802 TRSFR TO GENERAL FD-ACCOUNTING

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 69,556 |  | 49,312 |  | 28,616 |  | 28,616 | 28,616 | 62,355 |  | 62,355 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

803 TRSFR TO GENERAL FD-LANDSCAPE

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 63,613 |  | 69,355 |  | 80,215 |  | 80,215 | 80,215 | 83,669 |  | 83,669 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

804 TRSFR - OPERATIONS ADMIN

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 105,990 |  | 197,088 |  | 273,225 |  | 233,111 | 273,225 | 288,261 |  | 288,261 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

805 TRSFR TO G/F BLDG MAINT

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 14,322 |  | 20,687 |  | 18,448 |  | 18,448 | 18,448 | 20,886 |  | 20,886 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

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

|  |        |  |         |  |         |  |         |         |         |  |         |  |
|--|--------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 82,949 |  | 101,395 |  | 165,166 |  | 165,166 | 165,166 | 179,079 |  | 179,079 |  |
|--|--------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

817 TRSFRS TO GARAGE FUND

|  |        |  |        |  |         |  |         |         |         |  |         |  |
|--|--------|--|--------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 87,404 |  | 98,923 |  | 117,027 |  | 102,289 | 117,027 | 121,151 |  | 121,151 |  |
|--|--------|--|--------|--|---------|--|---------|---------|---------|--|---------|--|

818 TRSFRS TO ISD-ALLOCATED

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 205,230 |  | 193,014 |  | 245,606 |  | 245,606 | 245,606 | 286,721 |  | 286,721 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

819 TRSFRS TO INSURANCE FUND

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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   |
|  | 153,032                         |       | 198,941       |       | 228,792       |       | 228,792   | 228,792   | 228,792       |       | 228,792      |       |
| 832  | TRSFERS TO WATER DEBT SVC FUND  |       |               |       |               |       |           |           |               |       |              |       |
|  | 2,121,909                       |       | 1,495,160     |       | 751,459       |       | 748,426   | 751,459   | 2,293,004     |       | 2,293,004    |       |
| 833  | TRSFERS TO WATER CONSTRUCT FUND |       |               |       |               |       |           |           |               |       |              |       |
|  | 530,000                         |       | 1,776,000     |       | 1,230,000     |       | 1,230,000 | 1,230,000 | 1,000,000     |       | 1,000,000    |       |
| TOTAL CLASS: 25 TRANSFERS                      |                                 |       |               |       |               |       |           |           |               |       |              |       |
|  | 3,646,920                       |       | 4,416,912     |       | 3,456,870     |       | 3,398,985 | 3,456,870 | 4,924,748     |       | 4,924,748    |       |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES        |                                 |       |               |       |               |       |           |           |               |       |              |       |
| 987  | RESERVE - JWC EMERGNCY EQUIPMT  |       |               |       |               |       |           |           |               |       |              |       |
|  |                                 |       |               |       | 500,000       |       |           |           | 500,000       |       | 500,000      |       |
| 991  | CONTINGENCY - UNRESERVED        |       |               |       |               |       |           |           |               |       |              |       |
|  |                                 |       |               |       | 8,481,062     |       |           |           | 7,984,944     |       | 7,984,944    |       |
| 0090 995                                       | RESERVE - RATE STABILIZATION    |       |               |       |               |       |           |           |               |       |              |       |
|  |                                 |       |               |       | 600,000       |       |           |           | 600,000       |       | 600,000      |       |
| 996  | RESERVE - EQUIPMENT REPLACEMT   |       |               |       |               |       |           |           |               |       |              |       |
|  |                                 |       |               |       | 324,323       |       |           |           | 342,168       |       | 342,168      |       |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  |                                 |       |               |       |               |       |           |           |               |       |              |       |
|  |                                 |       |               |       | 9,905,385     |       |           |           | 9,427,112     |       | 9,427,112    |       |
| TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS |                                 |       |               |       |               |       |           |           |               |       |              |       |
|  | 8,220,790                       | 10.75 | 9,230,522     | 16.25 | 19,282,486    | 16.25 | 7,928,474 | 8,758,255 | 20,781,236    | 19.00 | 20,781,236   | 19.00 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|   |                           |  |            |  |            |  |            |            |  |            |  |
|---|---------------------------|--|------------|--|------------|--|------------|------------|--|------------|--|
| 301                                       | BEGINNING WORKING CAPITAL |  |            |  |            |  |            |            |  |            |  |
|   | 9,057,194                 |  | 11,626,817 |  | 12,236,827 |  | 12,236,827 | 11,860,554 |  | 11,860,554 |  |
| TOTAL CLASS: 05 BEGINNING WORKING CAPITAL |                           |  |            |  |            |  |            |            |  |            |  |
|   | 9,057,194                 |  | 11,626,817 |  | 12,236,827 |  | 12,236,827 | 11,860,554 |  | 11,860,554 |  |

CLASS: 15 INTERGOVERNMENTAL REVENUE

|   |                             |  |     |  |  |  |        |  |  |  |  |
|---|-----------------------------|--|-----|--|--|--|--------|--|--|--|--|
| 329                                       | OTHER INTERGOVERNMENTAL REV |  |     |  |  |  |        |  |  |  |  |
|   | 204,228                     |  | 294 |  |  |  | 56,516 |  |  |  |  |
| TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE |                             |  |     |  |  |  |        |  |  |  |  |
|   | 204,228                     |  | 294 |  |  |  | 56,516 |  |  |  |  |

CLASS: 20 PERMITS & FEES

|                                |                               |  |        |  |        |  |        |        |  |        |  |
|--------------------------------|-------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 355                            | WATER METER INSTALLATION FEES |  |        |  |        |  |        |        |  |        |  |
|                                | 23,298                        |  | 10,134 |  | 16,120 |  | 45,000 | 45,000 |  | 45,000 |  |
| TOTAL CLASS: 20 PERMITS & FEES |                               |  |        |  |        |  |        |        |  |        |  |
|                                | 23,298                        |  | 10,134 |  | 16,120 |  | 45,000 | 45,000 |  | 45,000 |  |

CLASS: 25 SERVICE FEES

|     |                          |  |           |  |           |  |           |            |  |            |  |
|-----|--------------------------|--|-----------|--|-----------|--|-----------|------------|--|------------|--|
| 361 | WATER SALES              |  |           |  |           |  |           |            |  |            |  |
|     | 9,684,781                |  | 9,126,336 |  | 9,616,200 |  | 9,616,200 | 10,200,000 |  | 10,200,000 |  |
| 362 | UNMETERED WATER SALES    |  |           |  |           |  |           |            |  |            |  |
|     | 13,263                   |  | 3,576     |  | 14,000    |  | 25,000    | 14,000     |  | 14,000     |  |
| 364 | CUSTOMER SERV CHARGES    |  |           |  |           |  |           |            |  |            |  |
|     | 27,895                   |  | 25,420    |  | 32,000    |  | 26,000    | 25,000     |  | 25,000     |  |
| 366 | DEMAND CHARGE            |  |           |  |           |  |           |            |  |            |  |
|     | 3,286,596                |  | 3,305,627 |  | 3,500,250 |  | 3,500,250 | 3,900,000  |  | 3,900,000  |  |
| 369 | UTILITY SALES ALLOWANCES |  |           |  |           |  |           |            |  |            |  |
|     | -69,436                  |  | -63,474   |  | -78,750   |  | -80,000   | -75,000    |  | -75,000    |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

329 OTHER INTERGOVERNMENTAL REV  
 FY 2017-18 REFLECTS JWC EXCESS CAPACITY LEASE REVENUE FROM TUALATIN VALLEY WATER DISTRICT

355 WATER METER INSTALLATION FEES  
 CHARGES FOR NEW WATER METERS ARE INCREASING FOR METERS WHICH ARE CAPABLE OF RADIO SIGNAL READING

361 WATER SALES  
 FY 15-16 WATER SALES REFLECTS A 3.48% INCREASE IN THE CONSUMPTION CHARGE WHICH IS A 10 CENT INCREASE FROM \$2.87 TO \$2.97 PER 100 CUBIC FEET OF WATER EFFECTIVE JULY 1, 2015 17 CENTS OF THE CONSUMPTION CHARGE IS DEDICATED TO FUTURE CAPACITY INCREASES AND IS REFLECTED AS A TRANSFER TO THE WATER CONSTRUCTION FUND.  
 FY 16-17 NO RATE INCREASE IS REFLECTED IN WATER SALES 17 CENTS OF THE CONSUMPTION CHARGE IS DEDICATED TO FUTURE CAPACITY INCREASES AND IS REFLECTED AS A TRANSFER TO THE WATER CONSTRUCTION FUND  
 FY 17-18 WATER SALES REFLECTS A 3.37% INCREASE IN THE CONSUMPTION CHARGE WHICH IS A 10 CENT INCREASE FROM \$2.97 TO \$3.07 PER 100 CUBIC FEET OF WATER EFFECTIVE JULY 1, 2017 17 CENTS OF THE CONSUMPTION CHARGE IS DEDICATED TO FUTURE CAPACITY INCREASES AND IS REFLECTED AS A TRANSFER TO THE WATER CONSTRUCTION FUND  
 FY 18-19 WATER SALES REFLECTS A 3.26% INCREASE ON CONSUMPTION WHICH IS A 10 CENT INCREASE FROM \$3.07 TO \$3.17 PER 100 CUBIC FEET OF WATER EFFECTIVE JULY1, 2017 17 CENTS OF THE CONSUMPTION CHARGE IS DEDICATED TO FUTURE CAPACITY INCREASES AND IS REFLECTED AS A TRANSFER TO THE WATER CONSTRUCTION FUND

362 UNMETERED WATER SALES  
 CHARGES FOR USING WATER FROM HYDRANTS

364 CUSTOMER SERV CHARGES  
 FEES CHARGED FOR RETURNED CHECKS AND WATER METER TURN ON FEES.

366 DEMAND CHARGE  
 MONTHLY METER COMPONENT OF CUSTOMER WATER CHARGES. THIS CHARGE IS FOR THE BASE CAPACITY DEMAND THAT EACH METER PLACES ON THE SYSTEM, METER REPAIR AND REPLACEMENT, LINE MAINTENANCE AND METER READING  
 FY 15-16 REFLECTS GROWTH OF .80% IN NUMBER OF CUSTOMERS (METERS) SERVED AND \$1 PER MONTH (8.33%) INCREASE EFFECTIVE 7/1/2015  
 FY 16-17 NO RATE INCREASE IS REFLECTED IN WATER BASE CHARGES  
 FY 17-18 REFLECTS MODEST GROWTH IN THE NUMBER OF NEW METERS SERVED AND \$1 PER MONTH (7.69%) INCREASE ON ALL METER SIZES, EFFECTIVE 7/1/2017.  
 FY 18-19 MODEST GROWTH IN THE NUMBER OF NEW METERS SERVED AND \$1 PER MONTH (7.14%) INCREASE ON ALL METER SIZES, EFFECTIVE 7/1/2018

369 UTILITY SALES ALLOWANCES  
 BILLING ADJUSTMENTS TO CUSTOMER ACCOUNTS FOR LEAKS, WRITE OFF OF DELINQUENT CHARGES, WHEN APPLICABLE AND WRITE OFF OF UNCOLLECTIBLE ACCOUNTS

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

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

TOTAL CLASS: 25 SERVICE FEES

|  |            |  |            |  |            |  |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|
|  | 12,943,099 |  | 12,397,485 |  | 13,083,700 |  | 13,087,450 | 14,064,000 |  | 14,064,000 |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|

CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY PROPERTY

|       |  |        |  |  |  |        |  |  |  |  |  |
|-------|--|--------|--|--|--|--------|--|--|--|--|--|
| 5,917 |  | 29,206 |  |  |  | 12,825 |  |  |  |  |  |
|-------|--|--------|--|--|--|--------|--|--|--|--|--|

384 INVESTMENT INTEREST EARNINGS

|        |  |         |  |         |  |         |         |  |         |  |  |
|--------|--|---------|--|---------|--|---------|---------|--|---------|--|--|
| 80,709 |  | 148,244 |  | 143,200 |  | 191,700 | 235,400 |  | 235,400 |  |  |
|--------|--|---------|--|---------|--|---------|---------|--|---------|--|--|

389 MISCELLANEOUS REVENUES

|        |  |        |  |        |  |        |        |  |        |  |  |
|--------|--|--------|--|--------|--|--------|--------|--|--------|--|--|
| 28,959 |  | 51,002 |  | 30,580 |  | 30,000 | 30,000 |  | 30,000 |  |  |
|--------|--|--------|--|--------|--|--------|--------|--|--------|--|--|

390 CONTRIBUTIONS AND DONATIONS

109,597

394 MISC INTEREST EARNINGS

|        |  |        |  |        |  |        |        |  |        |  |  |
|--------|--|--------|--|--------|--|--------|--------|--|--------|--|--|
| 22,614 |  | 18,108 |  | 23,100 |  | 40,000 | 40,000 |  | 40,000 |  |  |
|--------|--|--------|--|--------|--|--------|--------|--|--------|--|--|

398 SRVS PROVIDED TO OTHER FUNDS

|        |  |         |  |        |  |        |        |  |        |  |  |
|--------|--|---------|--|--------|--|--------|--------|--|--------|--|--|
| 48,547 |  | 121,745 |  | 30,000 |  | 60,000 | 60,000 |  | 60,000 |  |  |
|--------|--|---------|--|--------|--|--------|--------|--|--------|--|--|

399 REIMBURSEMENTS - OTHER

|    |  |     |  |  |  |  |  |  |  |  |  |
|----|--|-----|--|--|--|--|--|--|--|--|--|
| 97 |  | 173 |  |  |  |  |  |  |  |  |  |
|----|--|-----|--|--|--|--|--|--|--|--|--|

756 PERS RSRV DISTRIB-NON GAAP REV

31,553

757 MED/LIFE INS PREM REFUND DISTRIBUTION

|       |  |       |  |  |  |       |  |  |  |  |  |
|-------|--|-------|--|--|--|-------|--|--|--|--|--|
| 4,233 |  | 5,210 |  |  |  | 3,656 |  |  |  |  |  |
|-------|--|-------|--|--|--|-------|--|--|--|--|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |         |  |         |  |         |  |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|--|---------|--|
|  | 332,226 |  | 373,688 |  | 226,880 |  | 338,181 | 365,400 |  | 365,400 |  |
|--|---------|--|---------|--|---------|--|---------|---------|--|---------|--|

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |            |  |            |  |            |  |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|
|  | 22,560,045 |  | 24,408,418 |  | 25,563,527 |  | 25,763,974 | 26,334,954 |  | 26,334,954 |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |            |  |            |  |            |  |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|
|  | 22,560,045 |  | 24,408,418 |  | 25,563,527 |  | 25,763,974 | 26,334,954 |  | 26,334,954 |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|

## BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

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  
AT&T CELL TOWER SITE LEASE, T-MOBILE CELL TOWER SITE LEASE, HYDRANT METER  
RENTALS, 3RD PARTY RECOVERIES FOR DAMAGES TO CITY PROPERTY

390 CONTRIBUTIONS AND DONATIONS  
PGE GRANT FOR EMERGENCY BACKUP POWER AT JOINT WATER COMMISSION  
TREATMENT PLANT.

394 MISC INTEREST EARNINGS  
REVENUES FROM DELINQUENT CHARGES ASSESSED THROUGH THE CITY'S UTILITY  
BILLING SYSTEM

398 SRVS PROVIDED TO OTHER FUNDS  
REIMBURSEMENTS RECEIVED FROM OTHER FUNDS FOR PROVIDING IN-HOUSE ENGINEERING  
SERVICES FOR CAPITAL PROJECTS.

399 REIMBURSEMENTS - OTHER

756 PERS RSRV DISTRIB-NON GAAP REV  
RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

| 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: 05 PERSONNEL SERVICES

|     |                             |      |         |      |         |      |         |         |      |         |      |  |
|-----|-----------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 046 | PRINCIPAL ENGINEER          |      |         |      |         |      |         |         |      |         |      |  |
|     | 51,887                      | .40  | 52,867  | .40  | 53,857  | .40  | 53,066  | 55,197  | .40  | 55,197  | .40  |  |
| 084 | PROJECT ENGINEER 1          |      |         |      |         |      |         |         |      |         |      |  |
|     | 103,341                     | 1.10 | 110,439 | 1.50 | 195,271 | 1.50 | 144,149 | 235,593 | 2.50 | 235,593 | 2.50 |  |
| 124 | ENGINEERING CONST INSPECTOR |      |         |      |         |      |         |         |      |         |      |  |
|     |                             |      |         | .40  | 24,412  | .40  | 24,922  | 26,813  | .40  | 26,813  | .40  |  |
| 175 | PROJECT ENGINEER 2          |      |         |      |         |      |         |         |      |         |      |  |
|     |                             |      |         |      | 26,514  | 1.00 | 26,514  | 114,248 | 1.00 | 114,248 | 1.00 |  |
| 221 | SUPPORT SPECIALIST 2        |      |         |      |         |      |         |         |      |         |      |  |
|     | 20,778                      | .50  | 22,009  | .50  | 23,634  | .50  | 23,652  | 25,646  | .50  | 25,646  | .50  |  |
| 299 | PAYROLL TAXES AND FRINGES   |      |         |      |         |      |         |         |      |         |      |  |
|     | 84,900                      |      | 95,823  |      | 189,763 |      | 141,933 | 266,777 |      | 266,777 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 260,906 | 2.00 | 281,138 | 2.80 | 513,451 | 3.80 | 414,236 | 724,274 | 4.80 | 724,274 | 4.80 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                               |  |        |  |        |  |        |        |  |        |  |  |
|-----|-------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|--|
| 303 | OFFICE FURNITURE & EQUIPMENT  |  |        |  |        |  |        |        |  |        |  |  |
|     |                               |  |        |  | 2,500  |  | 2,500  | 3,100  |  | 3,100  |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES   |  |        |  |        |  |        |        |  |        |  |  |
|     | 195                           |  | 57     |  | 400    |  | 400    | 400    |  | 400    |  |  |
| 307 | MEMBERSHIP FEES               |  |        |  |        |  |        |        |  |        |  |  |
|     | 42,845                        |  | 46,968 |  | 52,385 |  | 50,000 | 52,150 |  | 52,150 |  |  |
| 314 | OUTSIDE REPRODUCTION EXPENSES |  |        |  |        |  |        |        |  |        |  |  |
|     | 293                           |  | 955    |  | 1,000  |  | 1,000  | 1,000  |  | 1,000  |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 046 PRINCIPAL ENGINEER  
 POSITION IS ALLOCATED .40 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740 / AND .10 FTE 001-72-0703.
- 084 PROJECT ENGINEER 1  
 1 FTE PROJ ENGR 1 ALLOCATED 60% 001-85-0701 AND 10% IN EACH OF THE FOLLOWING:  
 101-72-0735, 502-72-0740, 513-72-0740, 501-72-0740.  
 1 FTE PROJ ENGR 1 ALLOCATED 100% 501-72-0740.  
 1 FTE PROJ ENGR 1 ALLOCATED: 40% 513-72-0740, 40% 501-72-0740, 20% 101-72-0735.  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.  
 FY 17-18 REFLECTS NEW 1 FTE PROJECT ENGINEER 1 POSITION.  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROJECT ENGINEER POSITION TO 1 FTE PROJECT ENGINEER 2 POSITION.  
 FY 18-19 REFLECTS A NEW 1 FTE PROJECT ENGINEER 1 POSITION 100% IN 501-72-0740.
- 124 ENGINEERING CONST INSPECTOR  
 FY 16-17 REFLECTS NEW 1 FTE ENGINEERING CONSTRUCTION INSPECTOR THAT IS ALLOCATED 40% 501-72-0740, 40% 513-72-0740, 20% 101-72-0735
- 175 PROJECT ENGINEER 2  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROJECT ENGINEER POSITION TO 1 FTE PROJECT ENGINEER 2 POSITION.
- 221 SUPPORT SPECIALIST 2  
 POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740.
- 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
- 303 OFFICE FURNITURE & EQUIPMENT  
 MISCELLANEOUS OFFICE FURNITURE AND EQUIPMENT \$600  
 FOR NEW PROJ ENGINEER 1: FURNITURE & CHAIR, MISC OFFICE FURNITURE & EQUIPMENT \$2,500
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MISCELLANEOUS SUPPLIES AND MATERIALS \$400
- 307 MEMBERSHIP FEES  
 3 - PROF ENGINEER LICENSE RENEWAL (DW, BB, PD) \$600  
 2 - ASCE (AMERICAN SOCIETY OF CIVIL ENGINEERS) (\$225EA) (DW, PD) \$450  
 OREGON ASSOC OF WATER UTILITIES (DW, BB, PD) \$300  
 AWWA CITY MEMBERSHIP \$3,800  
 AMERICAN PUBLIC WORKS ASSOCIATION MEMBERSHIP  
 WATER RIGHTS EXAMINER LICENSE RENEWAL (DW) \$100  
 REGIONAL WATER PROVIDER CONSORTIUM ANNUAL DUES \$40,000  
 WATER FUND PORTION OF LEAGUE OF OREGON CITIES ANNUAL DUES \$6,000  
 1-PROF LAND SURVEYOR LICENSE RENEWAL (\$220EA) (DW) \$220  
 1-PLSO MEMBERSHIP (\$100EA) (DW) \$100  
 FOR NEW PROJ ENGR 1: AMER SOCIETY OF CIVIL ENGRS & PROF ENGR LICENSE RENEWAL & APWA \$580
- 314 OUTSIDE REPRODUCTION EXPENSES  
 AWWA COPYRIGHTED BROCHURES & MATERIALS; OTHER PRINTED MATERIALS RELATED TO WATER \$1,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

| OBJ   | 2016 - ACTUAL                           |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018    | 2019 - RECOMD |      | 2019 ADOPTED |      |
|---|---|------|---------------|------|---------------|------|---------|---------------|------|--------------|------|
|   | AMOUNT                                  | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 317   | COMPUTER EQUIPMENT<br>3,132             |      |               |      | 9,502         |      | 3,000   | 1,775         |      | 1,775        |      |
| 318   | COMPUTER SOFTWARE                       |      |               |      | 5,500         |      | 5,500   | 1,000         |      | 1,000        |      |
| 321   | TRAVEL, TRAINING & SUBSISTENCE<br>4,328 |      | 7,124         |      | 14,200        |      | 14,000  | 14,600        |      | 14,600       |      |
| 328   | MEALS & RELATED EXPENSE<br>42           |      | 602           |      | 1,500         |      | 1,100   | 1,500         |      | 1,500        |      |
| 361   | UNIFORMS & SPECIAL CLOTHING             |      |               |      | 600           |      | 600     | 600           |      | 600          |      |
| 461   | SPECIAL EXPENSE<br>13,280               |      | 15,941        |      | 36,520        |      | 25,000  | 34,600        |      | 34,600       |      |
| 511   | PROFESSIONAL SERVICES<br>50,469         |      | 63,163        |      | 81,700        |      | 78,000  | 49,700        |      | 49,700       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES                |   |      |               |      |               |      |         |               |      |              |      |
|   | 114,584                                 |      | 134,810       |      | 205,807       |      | 181,100 | 160,425       |      | 160,425      |      |
| CLASS: 25 TRANSFERS                                 |   |      |               |      |               |      |         |               |      |              |      |
| 816   | TRSFERS TO REPROGRAPHICS FUND<br>3,765  |      | 2,540         |      | 3,303         |      | 3,303   | 3,327         |      | 3,327        |      |
| 817   | TRSFERS TO GARAGE FUND<br>1,351         |      | 639           |      | 1,108         |      | 1,108   | 818           |      | 818          |      |
| 835   | TRSFER TO GF, BVTN BLDG OPERATIONS      |      |               |      | 20,592        |      | 20,592  | 10,296        |      | 10,296       |      |
| 836   | TRSFER TO GF, BVTN BLDG DEBT SVC        |      |               |      | 27,400        |      | 27,400  | 10,356        |      | 10,356       |      |
| TOTAL CLASS: 25 TRANSFERS                           |   |      |               |      |               |      |         |               |      |              |      |
|   | 5,116                                   |      | 3,179         |      | 52,403        |      | 52,403  | 24,797        |      | 24,797       |      |
| TOTAL PROGRAM: 0740 ENTERPRISE MGMT & ADMIN         |   |      |               |      |               |      |         |               |      |              |      |
|   | 380,606                                 | 2.00 | 419,127       | 2.80 | 771,661       | 3.80 | 647,739 | 909,496       | 4.80 | 909,496      | 4.80 |
| TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING |   |      |               |      |               |      |         |               |      |              |      |
|   | 380,606                                 | 2.00 | 419,127       | 2.80 | 771,661       | 3.80 | 647,739 | 909,496       | 4.80 | 909,496      | 4.80 |

## BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- |     |  |
|-----|--|
| 317 | COMPUTER EQUIPMENT<br>27-INCH MONITOR FOR PROJECT ENGINEER \$275<br>FOR NEW PROJECT ENGR 1: PC AND 22" & 27" MONITORS \$1,500  |
| 318 | COMPUTER SOFTWARE<br>FOR NEW PROJ ENGINEER 1: SOFTWARE \$1,000   |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>TRAVEL/TRAINING FOR PROFESSIONAL ENGINEERS PDH TO MAINTAIN CERTICATION \$3,000<br>TRAVEL/TRAINING RELATED TO TRAINING FOR WATER DIST 1 PROFESSIONAL DEV HOURS \$1,200<br>TRAVEL & TRAINING FOR PROF ENG/PROF LAND SURVEYOR/WATER RIGHTS (PRINCIAL ENGINEER) \$3,500<br>4- PNWS-AWWA CONFERENCE REGISTRATION AND EXPENSES (\$1,500EA) (2 PE, 1 SS) \$3,500<br>1- APWA CONFERENCE REGISTRATION AND EXPENSES (PD) \$1,000<br>FOR NEW PROJECT ENGINEER 1: APWA CONFERENCE & TECHNICAL ENGINEERING TRAINING \$2,400 |
| 328 | MEALS & RELATED EXPENSE<br>PROF MEETINGS AND MEALS ASSOCIATED WITH TRAINING \$500<br>HOST WATER REGIONAL WATER CONSERVATION MEETINGS \$400<br>HOST AWWA SUBSECTION LUNCH \$600   |
| 361 | UNIFORMS & SPECIAL CLOTHING<br>4 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS & SAFETY EQUIP (\$150/EMPLOYEE) \$600<br>THIS EXPENSE WAS PREVIOUSLY ACCOUNTED FOR IN THE PUBLIC WORKS ADMIN FUND.  |
| 461 | SPECIAL EXPENSE<br>INFORMATION DEVICES (WATER SYSTEM AND CONSERVATION) \$1,000<br>WATER SAVINGS KITS FOR PUBLIC DISTRIBUTION \$2,500<br>MANDATED COB WATER SYSTEM EMERGENCY RESPONSE PLAN UPDATE \$15,000<br>CITY SHARE OF JWC WASH. CO FAIR BOOTH \$500<br>MESSENGER SERVICES \$600<br>WATER SAVINGS REBATE PROGRAM \$15,000  |
| 511 | PROFESSIONAL SERVICES<br>CONSULTANT SERVICES FOR EPA MANDATED CONSUMER CONFIDENCE REPORT \$7,000<br>ELEMENTARY SCHOOLS WATER CONSERVATION PERFORMANCE \$2,700<br>IN-HOUSE LOCATE CHARGES \$35,000<br>S&B STUDY/TELEMETRY \$5,000   |
|     |  |
| 816 | TRSFERS TO REPROGRAPHICS FUND<br>ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS  |
| 817 | TRSFERS TO GARAGE FUND<br>ALLOCATION OF FLEET SERVICES (FUEL, MAINTENANCE & REPLACEMENT) PROVIDED BY THE GARAGE FUND   |
| 835 | TRSFR TO GF, BVTN BLDG OPERATIONS<br>BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$10,296/YR.)  |
| 836 | TRSFR TO GF, BVTN BLDG DEBT SVC<br>BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$13,700/YR.)   |
|     |  |
|     |  |
|     |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0741 WATER SERVICES

| 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

|     |                                   |  |           |  |           |  |           |           |  |           |  |
|-----|-----------------------------------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
| 316 | ADVERTISING, RECORDING & FILING   |  |           |  | 3,000     |  |           |           |  |           |  |
| 409 | WATER PURCHASES FOR RESALE        |  |           |  |           |  |           |           |  |           |  |
|     | 1,107,968                         |  | 1,288,362 |  | 1,656,846 |  | 1,450,000 | 1,627,525 |  | 1,627,525 |  |
| 410 | BARNEY RESERVOIR OPERATIONS       |  |           |  |           |  |           |           |  |           |  |
|     | 84,856                            |  | 88,608    |  | 167,609   |  | 164,609   | 164,609   |  | 164,609   |  |
| 417 | WILLAMETTE INTAKE FACILITIES OPER |  |           |  |           |  |           |           |  |           |  |
|     |                                   |  |           |  |           |  |           | 16,000    |  | 16,000    |  |
| 418 | JWC OPERATING EXP - OTHER         |  |           |  |           |  |           |           |  |           |  |
|     |                                   |  | 17,585    |  | 42,250    |  | 42,250    | 42,250    |  | 42,250    |  |
| 439 | WATER WHEELING SERVICES - TVWD    |  |           |  |           |  |           |           |  |           |  |
| 511 | PROFESSIONAL SERVICES             |  |           |  |           |  |           |           |  |           |  |
|     | 190,028                           |  | 233,704   |  | 226,800   |  | 226,800   | 226,800   |  | 226,800   |  |
| 512 | CITY RIGHT OF WAY FEES            |  |           |  |           |  |           |           |  |           |  |
|     | 659,843                           |  | 619,246   |  | 652,035   |  | 652,035   | 652,035   |  | 652,035   |  |
| 525 | PMTS TO OTHER GOVERNMENT AGENCIES |  |           |  |           |  |           |           |  |           |  |
|     | 50,070                            |  | 50,924    |  | 56,400    |  | 56,400    | 56,400    |  | 56,400    |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 2,092,765 |  | 2,298,429 |  | 2,804,940 |  | 2,592,094 | 2,785,619 |  | 2,785,619 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

CLASS: 25 TRANSFERS

|     |                                 |  |           |  |         |  |         |           |  |           |  |
|-----|---------------------------------|--|-----------|--|---------|--|---------|-----------|--|-----------|--|
| 801 | TRSFRR TO GENERAL FD - OVERHEAD |  |           |  |         |  |         |           |  |           |  |
|     | 212,915                         |  | 217,037   |  | 318,316 |  | 318,316 | 360,830   |  | 360,830   |  |
| 802 | TRSFRR TO GENERAL FD-ACCOUNTING |  |           |  |         |  |         |           |  |           |  |
|     | 69,556                          |  | 49,312    |  | 28,616  |  | 28,616  | 62,355    |  | 62,355    |  |
| 818 | TRSFRRS TO ISD-ALLOCATED        |  |           |  |         |  |         |           |  |           |  |
|     | 205,230                         |  | 193,014   |  | 245,606 |  | 245,606 | 286,721   |  | 286,721   |  |
| 819 | TRSFRRS TO INSURANCE FUND       |  |           |  |         |  |         |           |  |           |  |
|     | 153,032                         |  | 198,941   |  | 228,792 |  | 228,792 | 228,792   |  | 228,792   |  |
| 832 | TRSFRRS TO WATER DEBT SVC FUND  |  |           |  |         |  |         |           |  |           |  |
|     | 2,121,909                       |  | 1,495,160 |  | 751,459 |  | 751,459 | 2,293,004 |  | 2,293,004 |  |

**BP WORKSHEET & JUSTIFICATION**

Budget Preparation - 2019

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0741 WATER SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 316 ADVERTISING, RECORDING & FILING
  
- 409 WATER PURCHASES FOR RESALE
  - FY 15-16 INCLUDES \$1,377,970 FOR JWC WATER AND TREATMENT PLANT COSTS, \$26,000 BUREAU OF RECLAMATION O & M AND \$530 PORTLAND WATER BUREAU
  - FY 16-17 INCLUDES \$1,500,000 FOR JWC WATER AND TREATMENT PLANT COSTS, \$31,500 JWC OPERATING CAPITAL OUTLAY, \$26,000 BUREAU OF RECLAMATION O & M AND \$550 PORTLAND WATER BUREAU
  - FY 17-18 INCLUDES \$1,400,000 FOR JWC WATER AND TREATMENT PLANT COSTS, \$26,150 BUREAU OF RECLAMATION O & M AND \$500 PORTLAND WATER BUREAU
  - FY 18-19 INCLUDES \$1,600,000 FOR JWC WATER AND TREATMENT PLANT COSTS, \$27,000 BUREAU OF RECLAMATION O & M AND \$525 PORTLAND WATER BUREAU
  
- 410 BARNEY RESERVOIR OPERATIONS
  - REFLECTS ALLOCATION OF STAFFING AND OPERATING EXPENSES FOR CITY OF HILLSBORO BETWEEN BARNEY MEMBERS. INCLUDES THE COST OF SAMPLING AND ANALYSIS FOR WATER QUALITY
  
- 417 WILLAMETTE INTAKE FACILITIES OPER
  - BEAVERTON'S PROPORTIONAL EXPENSE OF THE WILLAMETTE INTAKE FACILITIES COMMISSION'S OPERATIONS. \$16,000
  
- 418 JWC OPERATING EXP - OTHER
  - FY 17-18 INCLUDES AN INCREASE FOR COLA, MEDICAL AND DENTAL INSURANCE, AN UPDATED ALLOCATION OF STAFF BETWEEN CITY OF HILLSBORO, JWC AND BARNEY, AS WELL AS MAINTENANCE TO BE PERFORMED ON CHLORINE SCRUBBER, TRANSMISSION LINE CORRIDOR, SEDIMENT UNDER PUMP STATION AND INSPECTIONS OF THE CLEARWELL AND RESERVOIRS.
  
- 439 WATER WHEELING SERVICES - TVWD
  - PAYMENTS FOR ABILITY TO SERVE BEAVERTON WATER THROUGH TVWD SYSTEM IN SELECTED AREAS
  
- 511 PROFESSIONAL SERVICES
  - REFLECTS A SLIGHT INCREASE FOR GROWTH IN NUMBER OF METERS READ AND GENERAL SERVICE COST INFLATION.
  - ADDITIONAL COSTS EXPECTED WITH SERVICE IN WITHDRAWAL AREAS AND S. COOPER MTN.
  
- 512 CITY RIGHT OF WAY FEES
  - THIS ACCOUNT WAS ESTABLISHED TO ACCOUNT FOR THE PAYMENT IN LIEU OF 5% ROW LICENSE FEES TO THE GENERAL FUND.
  
- 525 PMTS TO OTHER GOVERNMENT AGENCIES
  - PAYMENTS TO WEST SLOPE WATER DISTRICT FOR TRANSFER OF 66 ACCOUNTS TO THE CITY OF BEAVERTON. INCLUDES 4.36% OF ANNUAL DEBT SERVICE ON WATER RESERVOIR BOND ISSUE AND REIMBURSEMENT FOR UNDERCONSUMPTION ON THE PORTLAND WATER CONTRACT
  


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- 801 TRSFR TO GENERAL FD - OVERHEAD
  - ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND
  
- 802 TRSFR TO GENERAL FD-ACCOUNTING
  - ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND
  
- 818 TRSFERS TO ISD-ALLOCATED
  - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$241,321
  - SOFTWARE MAINTENANCE - TELEMETRY, ASSET SYSTEM, BACKFLOW SYSTEM AND UTILITY BILLINGS \$43,200
  - ENGINEERING SOFTWARE UPGRADES \$2,200
  
- 819 TRSFERS TO INSURANCE FUND
  - ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE
  
- 832 TRSFERS TO WATER DEBT SVC FUND
  - DEBT SERVICE (PRINCIPAL & INTEREST) ON OUTSTANDING WATER REVENUE BONDS. (2016 & 2018)

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0741 WATER SERVICES

| OBJ   | 2016 - ACTUAL                   |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018      | 2019 - RECOMD |     | 2019 ADOPTED |     |
|---|---------------------------------|-----|---------------|-----|---------------|-----|-----------|---------------|-----|--------------|-----|
|   | AMOUNT                          | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT   | AMOUNT        | FTE | AMOUNT       | FTE |
| 833   | TRSFERS TO WATER CONSTRUCT FUND |     |               |     |               |     |           |               |     |              |     |
|   | 530,000                         |     | 1,776,000     |     | 1,230,000     |     | 1,230,000 | 1,000,000     |     | 1,000,000    |     |
| TOTAL CLASS: 25 TRANSFERS                     |                                 |     |               |     |               |     |           |               |     |              |     |
|   | 3,292,642                       |     | 3,929,464     |     | 2,802,789     |     | 2,802,789 | 4,231,702     |     | 4,231,702    |     |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                                 |     |               |     |               |     |           |               |     |              |     |
| 987   | RESERVE - JWC EMERGENCY EQUIPMT |     |               |     |               |     |           |               |     |              |     |
|   |                                 |     |               |     | 500,000       |     |           | 500,000       |     | 500,000      |     |
| 991   | CONTINGENCY - UNRESERVED        |     |               |     |               |     |           |               |     |              |     |
|   |                                 |     |               |     | 8,481,062     |     |           | 7,984,944     |     | 7,984,944    |     |
| 995   | RESERVE - RATE STABILIZATION    |     |               |     |               |     |           |               |     |              |     |
|   |                                 |     |               |     | 600,000       |     |           | 600,000       |     | 600,000      |     |
| 996   | RESERVE - EQUIPMENT REPLACEMT   |     |               |     |               |     |           |               |     |              |     |
|   |                                 |     |               |     | 324,323       |     |           | 342,168       |     | 342,168      |     |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                 |     |               |     |               |     |           |               |     |              |     |
|   |                                 |     |               |     | 9,905,385     |     |           | 9,427,112     |     | 9,427,112    |     |
| TOTAL PROGRAM: 0741 WATER SERVICES            |                                 |     |               |     |               |     |           |               |     |              |     |
|   | 5,385,407                       |     | 6,227,893     |     | 15,513,114    |     | 5,394,883 | 16,444,433    |     | 16,444,433   |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0741 WATER SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

833 TRSFERS TO WATER CONSTRUCT FUND  
 FY 16-17 REPRESENTS A TRANSFER FROM WATER OPERATING FUND TO HELP COVER THE COST OF VARIOUS JWC AND OTHER PLANNED CAPITAL PROJECTS \$730,000 INFRASTRUCTURE IN THE RECENTLY WITHDRAWN AREA OF CEDAR HILLS CROSSING \$800,000 AND WATERLINE IMPROVEMENTS AND NEW HYDRANT CONSTRUCTION AT 114TH AVENUE FROM CANYON ROAD TO MCBRIDE \$246,000.  
 FY 17-18 REPRESENTS A TRANSFER FROM WATER OPERATING FUND TO HELP COVER THE COST OF VARIOUS JWC AND OTHER PLANNED CAPITAL PROJECTS  
 FY 18-19 REPRESENTS A TRANSFER FROM WATER OPERATING FUND TO HELP COVER THE COST OF VARIOUS JWC AND OTHER PLANNED CAPITAL PROJECTS  
 SEE WATER CONSTRUCTION FUND (#505) FOR MORE INFORMATION

987 RESERVE - JWC EMERGNCY EQUIPMT  
 DEDICATED CONTINGENCY FOR JOINT WATER COMMISSION EMERGENCY PLANT EQUIPMENT (CITY'S SHARE IS 25% OF \$2,000,000)

991 CONTINGENCY - UNRESERVED

995 RESERVE - RATE STABILIZATION  
 DEDICATED CONTINGENCY FOR WATER RATE STABILIZATION PER BOND COVENANTS

996 RESERVE - EQUIPMENT REPLACEMT  
 RESERVE FOR EQUIPMENT REPLACEMENT, JWC  
 RESERVE FOR VEHICLE REPLACEMENT, COB

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

| 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: 05 PERSONNEL SERVICES

|     |                               |      |         |      |         |      |         |         |      |         |      |  |
|-----|-------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 057 | PUBLIC WORKS SUPERVISOR       |      |         |      |         |      |         |         |      |         |      |  |
|     | 77,127                        | 1.00 | 66,961  | 1.00 | 75,272  | 1.00 | 79,262  | 87,437  | 1.00 | 87,437  | 1.00 |  |
| 112 | PUBLIC WORKS MANAGER 3        |      |         |      |         |      |         |         |      |         |      |  |
|     |                               |      | 54,444  | .50  | 55,675  | .50  | 55,669  | 57,061  | .50  | 57,061  | .50  |  |
| 133 | WATER CUSTOMER SERVICE TECH   |      |         |      |         |      |         |         |      |         |      |  |
|     | 56,972                        | 1.00 | 57,386  | 1.00 | 48,744  | 1.00 | 60,220  |         |      |         |      |  |
| 162 | WATER DISTRIBUTION LEAD       |      |         |      |         |      |         |         |      |         |      |  |
|     |                               |      | 1,851   | 1.00 | 64,940  | 1.00 | 63,035  | 79,415  | 1.00 | 79,415  | 1.00 |  |
| 173 | WATER DISTRIBUTION TECHNICIAN |      |         |      |         |      |         |         |      |         |      |  |
|     | 137,264                       | 3.00 | 298,262 | 6.00 | 328,467 | 6.00 | 247,950 | 328,100 | 6.00 | 328,100 | 6.00 |  |
| 188 | INVENTORY CONTROL TECHNICIAN  |      |         |      |         |      |         |         |      |         |      |  |
|     | 12,534                        | .25  | 13,757  | .25  | 14,802  | .25  | 15,672  |         |      |         |      |  |
| 209 | WATER DISTRIBUTION EQUIP OPER |      |         |      |         |      |         |         |      |         |      |  |
|     | 64,505                        | 1.00 | 144,706 | 3.00 | 194,663 | 3.00 | 146,189 | 291,860 | 5.00 | 291,860 | 5.00 |  |
| 215 | UTILITY WORKER                |      |         |      |         |      |         |         |      |         |      |  |
|     | 45,841                        | 1.00 |         |      |         |      |         |         |      |         |      |  |
| 299 | PAYROLL TAXES AND FRINGES     |      |         |      |         |      |         |         |      |         |      |  |
|     | 212,398                       |      | 329,352 |      | 561,444 |      | 392,385 | 620,352 |      | 620,352 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |       |           |       |           |           |       |           |       |
|--|---------|------|---------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  | 606,641 | 7.25 | 966,719 | 12.75 | 1,344,007 | 12.75 | 1,060,382 | 1,464,225 | 13.50 | 1,464,225 | 13.50 |
|--|---------|------|---------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |        |  |        |  |        |        |  |        |  |  |
|-----|------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|--|
| 301 | OFFICE EXPENSE               |  |        |  |        |  |        |        |  |        |  |  |
|     | 494                          |  | 15     |  | 400    |  | 376    | 400    |  | 400    |  |  |
| 303 | OFFICE FURNITURE & EQUIPMENT |  |        |  |        |  |        |        |  |        |  |  |
|     |                              |  | 485    |  | 500    |  | 400    | 400    |  | 400    |  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |        |  |        |  |        |        |  |        |  |  |
|     | 11,144                       |  | 13,067 |  | 14,500 |  | 14,000 | 18,500 |  | 18,500 |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 057 PUBLIC WORKS SUPERVISOR  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION BEING FILLED AT A LOWER STEP THAN WAS INCLUDED IN THE ADOPTED BUDGET.
- 112 PUBLIC WORKS MANAGER 3  
 FY 16-17 REFLECTS RE-ALLOCATION OF PUBLIC WORKS MANAGER 3 THAT WAS ALLOCATED 50/25/25 IN 501-85-0743 / 502-85-0757 / 513-85-0739 TO 50/50 501-85-0743 / 501-85-0742.
- 133 WATER CUSTOMER SERVICE TECH  
 FY 18-19 REFLECTS TRANSFER OF 1 FTE WATER CUSTOMER SERVICE TECH POSITION FROM PROGRAM 0742 (WATER SYSTEM DISTRIBUTION) TO PROGRAM 0743 (WATER SYSTEM QUALITY).
- 162 WATER DISTRIBUTION LEAD  
 FY 16-17 REFLECTS RE-ESTABLISHMENT OF THE WATER DISTRIBUTION LEAD POSITION.
- 173 WATER DISTRIBUTION TECHNICIAN  
 FY 16-17 REFLECTS THE RECLASSIFICATION OF 1 FTE UTILITY WORKER TO WATER DISTRIBUTION TECH.  
 FY 16-17 ALSO REFLECTS THE TRANSFER OF 1 FTE UTILITY WORKER FROM PUBLIC WORKS ADMIN FUND (605) TO THE WATER FUND, PROGRAM 0742, AND RECLASSIFIED TO WATER DISTR. TECH.  
 FY 16-17 ALSO REFLECTS THE TRANSFER OF 1 FTE PUBLIC WORKS TECH FROM SEWER CONSTRUCTION PROGRAM TO THE WATER FUND, PROGRAM 0742, AND RECLASSIFIED TO WATER DISTRIBUTION TECH.
- 188 INVENTORY CONTROL TECHNICIAN  
 FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN THE GARAGE FUND.
- 209 WATER DISTRIBUTION EQUIP OPER  
 FY 16-17 REFLECTS 1.0 FTE TRANSFERRED FROM SEWER FUND'S CONSTRUCTION PROGRAM 0757 AND 1.0 FTE TRANSFERRED FROM STORM DRAIN FUND'S CONSTRUCTION PROGRAM 0739  
 FY 18-19 REFLECTS 2 NEW FTE WATER DISTRIBUTION EQUIPMENT OPERATOR POSITIONS.
- 215 UTILITY WORKER  
 FY 16-17 REFLECTS TRANSFER OF UTILITY WORKER POSITION FROM PUBLIC WORKS ADMIN FUND TO THE WATER FUND, THEN RECLASSIFIED TO WATER DISTRIBUTION TECH IN PROGRAM 0742.  
 FY 16-17 ALSO REFLECTS THE RECLASSIFICATION OF 1 FTE UTILITY WORKER TO WATER DISTRIBUTION TECH.
- 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  
 OFFICE SUPPLIES \$400
- 303 OFFICE FURNITURE & EQUIPMENT  
 OFFICE FURNITURE \$400
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 REPLACEMENT OF MISCELLANEOUS POWER TOOLS \$15,500  
 TOOL SETUP FOR VALVE TURNING PROGRAM \$3,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

| OBJ | 2016 - ACTUAL                   |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-----|---------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT                          | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 305 | SPECIAL DEPARTMENT SUPPLIES     |     |               |     |               |     |         |               |     |              |     |
|     | 4,773                           |     | 6,956         |     | 6,800         |     | 6,200   | 6,800         |     | 6,800        |     |
| 307 | MEMBERSHIP FEES                 |     |               |     |               |     |         |               |     |              |     |
|     | 1,272                           |     | 1,367         |     | 2,700         |     | 1,400   | 2,740         |     | 2,740        |     |
| 308 | PERIODICALS & SUBSCRIPTIONS     |     |               |     |               |     |         |               |     |              |     |
|     |                                 |     | 89            |     | 200           |     | 110     | 200           |     | 200          |     |
| 317 | COMPUTER EQUIPMENT              |     |               |     |               |     |         |               |     |              |     |
|     |                                 |     | 500           |     |               |     |         |               |     |              |     |
| 318 | COMPUTER SOFTWARE               |     |               |     |               |     |         |               |     |              |     |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |     |               |     |               |     |         |               |     |              |     |
|     | 2,055                           |     | 5,372         |     | 5,100         |     | 4,700   | 5,600         |     | 5,600        |     |
| 328 | MEALS & RELATED EXPENSE         |     |               |     |               |     |         |               |     |              |     |
|     | 168                             |     | 88            |     |               |     |         |               |     |              |     |
| 361 | UNIFORMS & SPECIAL CLOTHING     |     |               |     |               |     |         |               |     |              |     |
|     | 7,820                           |     | 7,187         |     | 7,000         |     | 6,908   | 7,800         |     | 7,800        |     |
| 413 | SERVICE INSTALLATIONS           |     |               |     |               |     |         |               |     |              |     |
|     | 1,310                           |     | 2,984         |     | 3,000         |     | 3,000   | 3,300         |     | 3,300        |     |
| 419 | CHEMICAL & LABORATORY SUPPLIES  |     |               |     |               |     |         |               |     |              |     |
|     | 9,106                           |     | 9,907         |     | 8,000         |     | 8,000   | 8,800         |     | 8,800        |     |
| 425 | DUMPING EXPENSES                |     |               |     |               |     |         |               |     |              |     |
|     | 3,175                           |     | 1,496         |     | 1,500         |     | 1,500   | 2,500         |     | 2,500        |     |
| 429 | WORK PERFORMED BY OTHER FUNDS   |     |               |     |               |     |         |               |     |              |     |
|     | 25                              |     |               |     |               |     |         |               |     |              |     |
| 441 | LINE MAINTENANCE                |     |               |     |               |     |         |               |     |              |     |
|     | 84,008                          |     | 156,050       |     | 157,500       |     | 152,000 | 160,000       |     | 160,000      |     |
| 446 | METER MAINTENANCE               |     |               |     |               |     |         |               |     |              |     |
|     | 100,684                         |     | 159,795       |     | 224,966       |     | 204,900 | 249,126       |     | 249,126      |     |
| 448 | MANHOLE / PRV VALVE ADJUSTMENTS |     |               |     |               |     |         |               |     |              |     |
|     |                                 |     | 54,522        |     | 60,000        |     | 50,000  | 50,000        |     | 50,000       |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 305 | SPECIAL DEPARTMENT SUPPLIES<br>PIPE TAPPING BITS \$500<br>LUMBER \$1,100<br>SAW BLADES \$1,200<br>HAND TOOLS \$1,200<br>EROSION CONTROL FOR WATER LEAKS \$500<br>TRASH PUMPS \$2,300   |  |
| 307 | MEMBERSHIP FEES<br>AWWA MEMBERSHIP \$220<br>DHS CERTIFICATIONS WATER DIST, TREATMENT AND BACKFLOW \$1,920<br>EXAM FEE REIMBURSEMENT \$600  |  |
| 308 | PERIODICALS & SUBSCRIPTIONS<br>WATER DISTRIBUTION & MAINTENANCE MANUALS \$200  |  |
| 317 | COMPUTER EQUIPMENT<br>NO APPROPRIATION REQUESTED   |  |
| 318 | COMPUTER SOFTWARE<br>NO APPROPRIATION REQUESTED  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>TRAVEL AND SUBSISTENCE NEEDED TO SUPPORT TRAINING HOTEL AND MEAL EXPENSES \$2,000<br>TRAINING REGISTRATION FEES \$3,600  |  |
| 328 | MEALS & RELATED EXPENSE<br>FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND   |  |
| 361 | UNIFORMS & SPECIAL CLOTHING<br>RAINGEAR AND SAFETY GEAR, COVERALLS, CLOTHING \$7,800<br>ANTICIPATING FULL STAFF THIS YEAR  |  |
| 413 | SERVICE INSTALLATIONS<br>WATER SERVICE INSTALLATIONS 1" & 2" COPPER TUBING & BRASS FITTINGS \$3,300<br>SOUTH COOPER MOUNTAIN WILL REQUIRE EXTRA ADJUSTMENT PARTS   |  |
| 419 | CHEMICAL & LABORATORY SUPPLIES<br>VITA DE-CHLOR TABLETS \$8,000<br>CHLORINE TESTING EQUIPMENT AND REAGENTS \$800   |  |
| 425 | DUMPING EXPENSES<br>LANDFILL DEBRIS DISPOSAL \$2,500<br>HAULING ALL DEBRI DIRECTLY TO RECEIVING FACILITY THIS YEAR   |  |
| 429 | WORK PERFORMED BY OTHER FUNDS  |  |
| 441 | LINE MAINTENANCE<br>MAINTENANCE & REPAIR OF WATER MAINS, VALVES, HYDRANTS, BLOWOFFS AND SERVICES \$100,000<br>FIRE HYDRANT REPLACEMENT PROGRAM \$60,000  |  |
| 446 | METER MAINTENANCE<br>REPLACE 1,000 5/8" METERS @ \$138.11 EA \$138,110<br>REPLACE 5 3" METERS @ \$1,920.14 EACH COMMERCIAL REPLACEMENT \$19,201<br>REPLACE 3 VAULTS @ \$2,552 EA \$7,656<br>REPLACE 250 METER BOXES FOR 3/4" AND 1" METERS @ \$145 EA \$36,250<br>REPLACE 10 1 1/2" METERS @ \$1313.79 EA \$13,138<br>REPLACE 5 2" METERS @ \$1515.90 EA \$7,580<br>REPLACE 20 1" METERS @ \$197.42 EA \$3,948<br>REPLACE 30 METER BOXES FOR 1 1/2" TO 2" METERS @ \$177 EA \$5,310<br>REPLACE 100 REGISTERS AND ADD REMOTE READ CAPABILITY, \$155 \$15,500<br>REPLACE 1 4" COMMERCIAL METER @ 2432.77 \$2,433 |  |
| 448 | MANHOLE / PRV VALVE ADJUSTMENTS<br>CHARGES FOR ADJUSTING WATER MANHOLES AND VALVES REQUIRED DURING STREET RECONSTRUCTION.  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

| OBJ   | 2016 - ACTUAL          |      | 2017 - ACTUAL |        | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|---|------------------------|------|---------------|--------|---------------|-------|-----------|---------------|-------|--------------|-------|
|   | AMOUNT                 | FTE  | AMOUNT        | FTE    | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 461   | SPECIAL EXPENSE        |      | 217           |        | 300           |       | 271       | 400           |       | 400          |       |
| 511   | PROFESSIONAL SERVICES  |      | 32,090        | 25,246 | 34,255        |       | 32,000    | 34,100        |       | 34,100       |       |
| 551   | RENTS AND LEASES       |      | 1,196         | 17,287 | 20,450        |       | 10,000    | 8,484         |       | 8,484        |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES          |                        |      |               |        |               |       |           |               |       |              |       |
|   | 259,320                |      | 462,630       |        | 547,171       |       | 495,765   | 559,150       |       | 559,150      |       |
| CLASS: 15 CAPITAL OUTLAY                      |                        |      |               |        |               |       |           |               |       |              |       |
| 641   | VEHICLES               |      | 133,926       |        | 2,153         |       | 2,000     | 74,800        |       | 74,800       |       |
| 671   | EQUIPMENT              |      | 621,911       |        | 77,000        |       | 76,902    | 6,000         |       | 6,000        |       |
| TOTAL CLASS: 15 CAPITAL OUTLAY                |                        |      |               |        |               |       |           |               |       |              |       |
|   | 621,911                |      | 133,926       |        | 79,153        |       | 78,902    | 80,800        |       | 80,800       |       |
| CLASS: 25 TRANSFERS                           |                        |      |               |        |               |       |           |               |       |              |       |
| 817   | TRSFERS TO GARAGE FUND |      | 58,563        |        | 72,429        |       | 72,429    | 71,037        |       | 71,037       |       |
| TOTAL CLASS: 25 TRANSFERS                     |                        |      |               |        |               |       |           |               |       |              |       |
|   | 58,563                 |      | 72,429        |        | 72,429        |       | 72,429    | 71,037        |       | 71,037       |       |
| TOTAL PROGRAM: 0742 WATER SYSTEM DISTRIBUTION |                        |      |               |        |               |       |           |               |       |              |       |
|   | 1,487,872              | 7.25 | 1,621,838     | 12.75  | 2,042,760     | 12.75 | 1,707,478 | 2,175,212     | 13.50 | 2,175,212    | 13.50 |

## BP WORKSHEET & JUSTIFICATION

FUND: 501 WATER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0742 WATER SYSTEM DISTRIBUTION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 461 SPECIAL EXPENSE
  - COMMERCIAL DRIVERS LICENSES AND RENEWALS \$400
- 511 PROFESSIONAL SERVICES
  - TEST AND REPAIR LARGE METERS \$14,000
  - COVERALL CLEANING \$100
  - CALIBRATION FOR WATER GAUGES & LOCATING EQUIPMENT \$1,500
  - 6 HOT TAPS @ \$2,500 EACH \$15,000
  - UTILITY CUT PAVING \$1,500
  - FLAGGERS \$2,000
- 551 RENTS AND LEASES
  - MISCELLANEOUS EQUIPMENT RENTAL \$1,200
  - HEAVY EQUIPMENT RENTAL (FY 16-17 THIS MOVED FROM LINE ITEM 511 PROFESSIONAL SERVICES) \$6,000
  - ARCTIC STORAGE LOT LEASE \$1,284

- 641 VEHICLES
  - 1 - REPLACEMENT FOR VEHICLE 2-642, (1997 FORD RANGER) WITH FORD EXPLORER AWD (COST INCLUDES VEHICLE, LED SAFETY LIGHTING, LICENSING) \$31,150
  - 1 - NEW ADDITIONAL VEHICLE - TRANSIT VAN ( METER INSPECTOR) COST INCLUDES SAFETY LIGHTING, CARGO PARTITION, SHELVING AND LICENSING \$43,650
- 671 EQUIPMENT
  - COMPACTOR WITH HOSE KIT FOR TAKEUCHI TB260 EXCAVATOR \$6,000

- 817 TRSFERS TO GARAGE FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0743 WATER SYSTEM QUALITY

| 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: 05 PERSONNEL SERVICES

|     |                                |      |         |      |         |      |         |         |      |         |      |
|-----|--------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 049 | PROG COORDINATOR -PUBLIC WORKS |      |         |      | 18,881  | 1.00 | 18,881  | 78,922  | 1.00 | 78,922  | 1.00 |
| 057 | PUBLIC WORKS SUPERVISOR        |      |         |      | 20,810  | 1.00 | 20,810  | 92,053  | 1.00 | 92,053  | 1.00 |
| 112 | PUBLIC WORKS MANAGER 3         |      |         |      |         |      |         |         |      |         |      |
|     | 52,945                         | .50  | 54,442  | .50  | 55,676  | .50  | 55,676  | 57,067  | .50  | 57,067  | .50  |
| 133 | WATER CUSTOMER SERVICE TECH    |      |         |      |         |      |         | 67,709  | 1.00 | 67,709  | 1.00 |
| 162 | WATER DISTRIBUTION LEAD        |      |         |      |         |      |         |         |      |         |      |
|     | 81,481                         | 1.00 | 83,735  | 1.00 | 93,917  | 1.00 | 84,239  | 83,388  | 1.00 | 83,388  | 1.00 |
| 178 | WATER QUALITY TECHNICIAN       |      |         |      |         |      |         |         |      |         |      |
|     | 138,539                        | 2.00 | 148,211 | 2.00 | 119,082 |      | 116,755 | 51,680  | 1.00 | 51,680  | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES      |      |         |      |         |      |         |         |      |         |      |
|     | 133,697                        |      | 149,285 |      | 164,359 |      | 152,731 | 263,584 |      | 263,584 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 406,662 | 3.50 | 435,673 | 3.50 | 472,725 | 3.50 | 449,092 | 694,403 | 5.50 | 694,403 | 5.50 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |        |  |        |  |        |        |  |        |  |
|-----|------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE               |  |        |  |        |  |        |        |  |        |  |
|     | 13                           |  | 50     |  | 400    |  | 300    | 500    |  | 500    |  |
| 303 | OFFICE FURNITURE & EQUIPMENT |  |        |  |        |  |        |        |  |        |  |
|     | 298                          |  | 747    |  | 2,000  |  | 1,550  | 1,000  |  | 1,000  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |        |  |        |  |        |        |  |        |  |
|     | 23,770                       |  | 23,278 |  | 31,000 |  | 30,500 | 39,000 |  | 39,000 |  |

|     |                             |  |     |  |       |  |     |       |  |       |  |
|-----|-----------------------------|--|-----|--|-------|--|-----|-------|--|-------|--|
| 305 | SPECIAL DEPARTMENT SUPPLIES |  |     |  |       |  |     |       |  |       |  |
|     | 1,900                       |  | 928 |  | 1,000 |  | 500 | 4,000 |  | 4,000 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0743 WATER SYSTEM QUALITY

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 049 PROG COORDINATOR -PUBLIC WORKS  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE WATER QUALITY TECH POSITION TO 1 FTE PROGRAM COORDINATOR - PUBLIC WORKS POSITION.
- 057 PUBLIC WORKS SUPERVISOR  
 FY 17-18 MID-YEAR 1 FTE WATER DISTRIBUTION LEAD POSITION WAS RECLASSIFIED TO 1 FTE PUBLIC WORKS SUPERVISOR POSITION.
- 112 PUBLIC WORKS MANAGER 3
- 133 WATER CUSTOMER SERVICE TECH  
 FY 18-19 REFLECTS TRANSFER OF 1 FTE WATER CUSTOMER SERVICE TECH POSITION FROM PROGRAM 0742 (WATER SYSTEM DISTRIBUTION) TO PROGRAM 0743 (WATER SYSTEM QUALITY).
- 162 WATER DISTRIBUTION LEAD  
 FY 17-18 MID-YEAR 1 FTE WATER DISTRIBUTION LEAD POSITION WAS RECLASSIFIED TO 1 FTE PUBLIC WORKS SUPERVISOR POSITION.
- 178 WATER QUALITY TECHNICIAN  
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE WATER QUALITY TECH POSITION TO 1 FTE PROGRAM COORDINATOR - PUBLIC WORKS POSITION.  
 FY 18-19 REFLECTS A NEW 1 FTE WATER QUALITY TECHNICIAN POSITION.
- 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  
 OFFICE SUPPLIES (5 EMPLOYEES @ \$100 EACH) \$500
- 303 OFFICE FURNITURE & EQUIPMENT  
 NEW OR REPLACEMENT OF MISC OFFICE EQUIPMENT FOR ASR 5 \$1,000
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 CHLORINE POCKET COLORIMETER REPLACEMENTS (2 @ \$500 EA) \$1,000  
 WATER SAMPLING STATIONS (2 @ \$2,000 EA) \$4,000  
 REPLACEMENT PROBES FOR ON-LINE FLUORIDE ANALYZER (2 @ \$900 EA) \$1,800  
 REPLACEMENT PROBES FOR ON-LINE CHLORINE ANALYZERS (2 @ \$1,200 EA) \$2,400  
 ROSEMONT CHLORINE ANALYZER/PH METER MEMBRANE FILTERS \$2,000  
 HACH PH/CONDUCTIVITY PROBE (2 @ \$1000 EA) \$2,000  
 REPLACE IN-LINE FLUORIDE ANALYZER \$8,000  
 REPLACEMENT OF MULTI-PRO AIR SENSOR (2 @2000) \$4,000  
 PRESSURE TRANSDUCERS FOR ASR PROGRAM (2 @ \$2,000 EACH) \$4,000  
 STORAGE SHELVEING FOR STORAGE CONTAINERS \$4,000  
 VALVE POSITION INDICATOR \$3,400  
 PRV PRESSURE TRANSMITTERS (2@ 1200) \$2,400
- 305 SPECIAL DEPARTMENT SUPPLIES  
 TELEMTRY AND PRESSURE GAUGE SUPPLIES \$250  
 REPLACEMENT OF TRAFFIC SAFETY EQUIPMENT/CONES AND SIGNING \$250  
 HAND TOOLS, BATTERIES & BUILDING SUPPLIES \$500  
 REPLACEMENT OF THREE VEHICLES (TOOLS,MATS, INVERTERS,ETC) \$3,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0743 WATER SYSTEM QUALITY

| OBJ | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-----|--------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 307 | MEMBERSHIP FEES                |     |               |     |               |     |         |               |     |              |     |
|     | 12,864                         |     | 10,184        |     | 10,735        |     | 10,500  | 12,165        |     | 12,165       |     |
| 308 | PERIODICALS & SUBSCRIPTIONS    |     |               |     |               |     |         |               |     |              |     |
|     | 74                             |     | 300           |     | 300           |     | 150     | 300           |     | 300          |     |
| 317 | COMPUTER EQUIPMENT             |     |               |     |               |     |         |               |     |              |     |
|     | 602                            |     |               |     |               |     |         |               |     |              |     |
| 318 | COMPUTER SOFTWARE              |     |               |     |               |     |         |               |     |              |     |
|     |                                |     |               |     |               |     |         | 13,500        |     | 13,500       |     |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |         |               |     |              |     |
|     | 2,882                          |     | 3,482         |     | 6,900         |     | 5,600   | 7,780         |     | 7,780        |     |
| 328 | MEALS & RELATED EXPENSE        |     |               |     |               |     |         |               |     |              |     |
|     |                                |     | 65            |     |               |     |         |               |     |              |     |
| 341 | COMMUNICATIONS EXPENSE         |     |               |     |               |     |         |               |     |              |     |
|     | 28,272                         |     | 31,577        |     | 33,000        |     | 33,000  | 45,000        |     | 45,000       |     |
| 351 | UTILITIES EXPENSE              |     |               |     |               |     |         |               |     |              |     |
|     | 284,582                        |     | 245,004       |     | 300,000       |     | 280,000 | 290,000       |     | 290,000      |     |
| 361 | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |         |               |     |              |     |
|     | 1,875                          |     | 3,358         |     | 6,000         |     | 4,800   | 6,000         |     | 6,000        |     |
| 381 | BUILDING EXPENSE               |     |               |     |               |     |         |               |     |              |     |
|     |                                |     | 9             |     | 20,000        |     | 10,000  | 20,000        |     | 20,000       |     |
| 419 | CHEMICAL & LABORATORY SUPPLIES |     |               |     |               |     |         |               |     |              |     |
|     | 30,038                         |     | 31,391        |     | 50,000        |     | 49,000  | 50,000        |     | 50,000       |     |
| 425 | DUMPING EXPENSES               |     |               |     |               |     |         |               |     |              |     |
|     |                                |     | 35            |     | 500           |     | 500     | 500           |     | 500          |     |
| 441 | LINE MAINTENANCE               |     |               |     |               |     |         |               |     |              |     |
|     | 24,229                         |     | 33,246        |     | 35,000        |     | 33,000  | 35,000        |     | 35,000       |     |
| 461 | SPECIAL EXPENSE                |     |               |     |               |     |         |               |     |              |     |
|     |                                |     |               |     | 600           |     | 350     | 800           |     | 800          |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0743 WATER SYSTEM QUALITY

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |  |
|-----|--|
| 307 | MEMBERSHIP FEES<br>NW AWWA SUBSECTION AND INDIVIDUAL AWWA MEMBERSHIP ( 5 @ \$100) \$500<br>OREGON DEPARTMENT OF HEALTH AUTHORITY RENEWAL (4@ \$210; 2 CROSS CONNECTION RENEWAL \$350) \$1,540<br>STATE FIRE MARSHALL HAZARDOUS MATERIALS PERMIT SITES 2 @ \$3400 EACH \$6,800<br>LIBRARY FOUNTAIN PERMIT \$300<br>OREGON ASSOCIATION OF WATER UTILITIES (SUPERVISOR AND 4 OPERATORS / \$80 EACH) \$400<br>PACIFIC NW SECTION AWWA /OREGON WATER UTILITIES COUNCIL \$2,100<br>OREGON DEPARTMENT OF HEALTH AUTHORITY- CROSS CONNECTION SERVICE FEE \$525 |
| 308 | PERIODICALS & SUBSCRIPTIONS<br>WATER QUALITY OPERATION AND MAINTENANCE MANUALS \$200<br>WATER TREATMENT MANUALS AND PERIODICALS ADDRESSING NEWEST EPA REGULATIONS \$100  |
| 317 | COMPUTER EQUIPMENT<br>NO APPROPRIATION REQUESTED   |
| 318 | COMPUTER SOFTWARE<br>SENSUS SUPPORT SOFTWARE FOR RADIO READ WATER METERS \$3,500<br>BACKFLOW SOFTWARE PLACEHOLDER \$10,000   |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>ONE EMPLOYEE TACOMA, WA PNWAWWA CONFERENCE- \$660<br>CAR RENTAL PARKING, MEALS , LODGING, AND CONFERENCE ENTRANCE FEES \$3,000<br>AWWA SHORT SCHOOL TRAINING (4 @ \$200) \$800<br>AWWA WEBINAR \$220<br>TECHNICAL TRAINING SEMINAR ON INSTRUMENTATION \$400<br>OREGON ASSOCIATION OF WATER UTILITIES CONFERENCE \$700<br>RECERTIFICATION CROSS CONNECTION TRAINING \$1,000<br>MANAGER - AIR TRAVEL AND EXPENSES RELATED TO AWWA ANNUAL CONFERENCE AND EXPOSITION \$1,000   |
| 328 | MEALS & RELATED EXPENSE<br>FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINSTRATION FUND  |
| 341 | COMMUNICATIONS EXPENSE<br>INTERNET CHARGES AND LOCAL EXCHANGE TELEPHONE LINES FOR THE WATER TELEMTRY SYSTEM, \$45,000  |
| 351 | UTILITIES EXPENSE<br>ELECTRICAL POWER EXPENSE TO PGE - ASR 1, ASR 2, ASR 4, FOUR PUMP STATIONS, 23 POWERED PRV STATIONS, FLUORIDE STATION. INCLUDES SOLAR PANEL EXPENSES AND REFLECTS ENERGY SAVINGS \$290,000   |
| 361 | UNIFORMS & SPECIAL CLOTHING<br>RAIN GEAR AND SAFETY GEAR AND PERSONEL PROTECTION GEAR (5 EMPLOYEES @ \$1,200 EA) \$6,000   |
| 381 | BUILDING EXPENSE<br>MISCELLANOUS EXPENSE FOR WATER SITE BUILDINGS/MAINTENANCE \$20,000   |
| 419 | CHEMICAL & LABORATORY SUPPLIES<br>VARIOUS CHEMICALS FOR WATER QUALITY SITES (FLUORIDE, SODIUM HYPOCHLORITE, DE-CLOR, VITA-CLOR, WATER TESTING CHEMICAL AND REAGENTS, ETC.) \$50,000  |
| 425 | DUMPING EXPENSES<br>LANDFILL DEBRIS DISPOSAL MISCELLANEOUS PROJECTS \$500  |
| 441 | LINE MAINTENANCE<br>CHLORINE AND FLUORIDE INJECTION EQUIPMENT, RESERVOIRS, PUMPS AND PUMPING RELATED ITEMS \$35,000  |
| 461 | SPECIAL EXPENSE<br>COMMERCIAL DRIVERS LICENSE AND RENEWAL \$200<br>OPERATOR CERTIFICATION TESTING AND PREP \$600   |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0743 WATER SYSTEM QUALITY

| OBJ  | 2016 - ACTUAL                            |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018       | 2019 - RECOMD |       | 2019 ADOPTED |       |
|--|--|-------|---------------|-------|---------------|-------|------------|---------------|-------|--------------|-------|
|  | AMOUNT                                   | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT    | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 511  | PROFESSIONAL SERVICES                    |       |               |       |               |       |            |               |       |              |       |
|  | 91,155                                   |       | 68,861        |       | 98,500        |       | 97,000     | 98,500        |       | 98,500       |       |
| 536  | MAINTENANCE CONTRACTS                    |       |               |       |               |       |            |               |       |              |       |
|  | 17,918                                   |       | 23,102        |       | 27,500        |       | 23,000     | 33,500        |       | 33,500       |       |
| 551  | RENTS AND LEASES                         |       |               |       |               |       |            |               |       |              |       |
|  | 597                                      |       | 616           |       | 2,800         |       | 1,400      | 2,984         |       | 2,984        |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES           |  |       |               |       |               |       |            |               |       |              |       |
|  | 521,069                                  |       | 476,233       |       | 626,235       |       | 581,150    | 660,529       |       | 660,529      |       |
| CLASS: 15 CAPITAL OUTLAY                       |  |       |               |       |               |       |            |               |       |              |       |
| 641  | VEHICLES                                 |       |               |       |               |       |            |               |       |              |       |
|  |  |       |               |       |               |       |            | 92,650        |       | 92,650       |       |
| 671  | EQUIPMENT                                |       |               |       |               |       |            |               |       |              |       |
|  | 65,502                                   |       | 40,000        |       | 46,000        |       | 44,000     | 92,000        |       | 92,000       |       |
| TOTAL CLASS: 15 CAPITAL OUTLAY                 |  |       |               |       |               |       |            |               |       |              |       |
|  | 65,502                                   |       | 40,000        |       | 46,000        |       | 44,000     | 184,650       |       | 184,650      |       |
| CLASS: 25 TRANSFERS                            |  |       |               |       |               |       |            |               |       |              |       |
| 803  | TRFSR TO GENERAL FD-LANDSCAPE            |       |               |       |               |       |            |               |       |              |       |
|  | 63,613                                   |       | 69,355        |       | 80,215        |       | 80,215     | 83,669        |       | 83,669       |       |
| 804  | TRFSR - OPERATIONS ADMIN                 |       |               |       |               |       |            |               |       |              |       |
|  | 105,990                                  |       | 197,088       |       | 273,225       |       | 273,225    | 288,261       |       | 288,261      |       |
| 805  | TRFSR TO G/F BLDG MAINT                  |       |               |       |               |       |            |               |       |              |       |
|  | 14,322                                   |       | 20,687        |       | 18,448        |       | 18,448     | 20,886        |       | 20,886       |       |
| 808  | TRFSRS TO GIS PGRM (TO ISD FUND 2018-19) |       |               |       |               |       |            |               |       |              |       |
|  | 82,949                                   |       | 101,395       |       | 165,166       |       | 165,166    | 179,079       |       | 179,079      |       |
| 817  | TRFSRS TO GARAGE FUND                    |       |               |       |               |       |            |               |       |              |       |
|  | 87,404                                   |       | 40,360        |       | 44,598        |       | 44,598     | 50,114        |       | 50,114       |       |
| TOTAL CLASS: 25 TRANSFERS                      |  |       |               |       |               |       |            |               |       |              |       |
|  | 354,278                                  |       | 428,885       |       | 581,652       |       | 581,652    | 622,009       |       | 622,009      |       |
| TOTAL PROGRAM: 0743 WATER SYSTEM QUALITY       |  |       |               |       |               |       |            |               |       |              |       |
|  | 1,347,511                                | 3.50  | 1,380,791     | 3.50  | 1,726,612     | 3.50  | 1,655,894  | 2,161,591     | 5.50  | 2,161,591    | 5.50  |
| TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS |  |       |               |       |               |       |            |               |       |              |       |
|  | 8,220,790                                | 10.75 | 9,230,522     | 16.25 | 19,282,486    | 16.25 | 8,758,255  | 20,781,236    | 19.00 | 20,781,236   | 19.00 |
| TOTAL FUND: 501 WATER FUND                     |  |       |               |       |               |       |            |               |       |              |       |
|  | 10,933,228                               | 14.19 | 12,171,591    | 20.69 | 25,563,527    | 21.69 | 13,903,420 | 26,334,954    | 25.88 | 26,334,954   | 25.88 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 501 WATER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0743 WATER SYSTEM QUALITY

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

511 PROFESSIONAL SERVICES

TEST, REPAIR AND REPLACE (METERS, MOTORS, PUMPS, ETC) \$20,000  
 CERTIFIED LABORATORY WATER QUALITY TESTING (EPA REGULATION) \$56,000  
 TELEMETRY CONTROLLED MAINTENANCE & CALIBRATION \$15,000  
 VIBRATION TESTING OF PUMPS AND MOTORS \$2,000  
 COVERALL CLEANING \$500  
 CALIBRATION FOR WATER GAUGES AND WATER LINE LOCATING EQUIPMENT \$3,000  
 TELEMETRY REPAIR / LABOR \$2,000

536 MAINTENANCE CONTRACTS

ELECTRIC BACK-UP GENERATORS AT WATER SITES, TESTING (5 @ \$1,500) \$7,500  
 GENERATOR REPAIR \$4,000  
 HACH ON-LINE ANALYZER, MAINTENANCE AND CALIBRATION ON ALL HACH EQUIPMENT \$22,000

551 RENTS AND LEASES

MISCELLANEOUS EQUIPMENT RENTAL \$800  
 STORAGE FOR ASR#5 CONSTRUCTION \$900  
 ARCTIC STORAGE LOT LEASE \$1,284

641 VEHICLES

1 - REPLACEMENT FOR VEHICLE NO 2-663 (2008 CHEVY COLORADO) WITH FORD F-150 EXTENDED CAB  
 INCLUDES SAFETY LIGHTING \$31,350  
 1 - REPLACEMENT FOR VEHICLE NO. 2-662 (2007 CHEVY COLORADO) WITH TRANSIT CONNECT VAN  
 INCLUDES SAFETY LIGHTING AND SHELVES \$30,650  
 1 - NEW ADDITIONAL TRANSIT CONNECT VAN INCLUDES LIGHTING AND SHELVES \$30,650

671 EQUIPMENT

REPLACE AGING TELEMETRY EQUIPMENT AT 4 SITES @ \$23,000 EACH \$92,000

803 TRSFRR TO GENERAL FD-LANDSCAPE

LANDSCAPE SERVICES ARE NOW PROVIDED BY THE GENERAL FUND (LANDSCAPE SERVICES WERE FORMERLY PROVIDED BY THE STREET FUND) IN ORDER TO MORE ACCURATELY REFLECT THE REGULATED USES OF GAS TAX REVENUES.

804 TRSFRR - OPERATIONS ADMIN

ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND.

805 TRSFRR TO G/F BLDG MAINT

ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND

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

ALLOCATION OF GEOGRAPHIC INFORMATION SERVICES

817 TRSFRRS TO GARAGE FUND

ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND

## Sewer Fund

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -8,054,015 |  | -8,075,808 |  | -8,995,209 |  | -8,995,209 | -8,995,209 | -7,959,486 |  | -7,959,486 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -8,054,015 |  | -8,075,808 |  | -8,995,209 |  | -8,995,209 | -8,995,209 | -7,959,486 |  | -7,959,486 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

|  |         |  |  |  |          |  |  |          |          |  |          |  |
|--|---------|--|--|--|----------|--|--|----------|----------|--|----------|--|
|  | -25,680 |  |  |  | -739,000 |  |  | -285,000 | -668,000 |  | -668,000 |  |
|--|---------|--|--|--|----------|--|--|----------|----------|--|----------|--|

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |         |  |  |  |          |  |  |          |          |  |          |  |
|--|---------|--|--|--|----------|--|--|----------|----------|--|----------|--|
|  | -25,680 |  |  |  | -739,000 |  |  | -285,000 | -668,000 |  | -668,000 |  |
|--|---------|--|--|--|----------|--|--|----------|----------|--|----------|--|

CLASS: 20 PERMITS & FEES

357 SEWER CONNECTION FEES

|  |         |  |          |  |          |  |          |          |          |  |          |  |
|--|---------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -95,867 |  | -112,880 |  | -125,000 |  | -108,851 | -125,000 | -125,000 |  | -125,000 |  |
|--|---------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

TOTAL CLASS: 20 PERMITS & FEES

|  |         |  |          |  |          |  |          |          |          |  |          |  |
|--|---------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -95,867 |  | -112,880 |  | -125,000 |  | -108,851 | -125,000 | -125,000 |  | -125,000 |  |
|--|---------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

CLASS: 25 SERVICE FEES

363 SEWER SERVICE SALES

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -3,588,926 |  | -3,751,420 |  | -3,112,095 |  | -4,568,394 | -2,800,000 | -2,885,000 |  | -2,885,000 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

367 UTILITY SURCHARGE

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -1,219,951 |  | -1,232,038 |  | -1,245,000 |  | -1,049,780 | -1,245,000 | -1,250,000 |  | -1,250,000 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

369 UTILITY SALES ALLOWANCES

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 34,439 |  | 27,226 |  | 50,000 |  | 26,056 | 40,000 | 50,000 |  | 50,000 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

TOTAL CLASS: 25 SERVICE FEES

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -4,774,438 |  | -4,956,232 |  | -4,307,095 |  | -5,592,118 | -4,005,000 | -4,085,000 |  | -4,085,000 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY PROPERTY

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 03 REVENUE

| 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 |
|  | -5,407                                |     | -9,880        |     |               |     | -29,743     | -28,698     |               |     |              |     |
| 384                                    | INVESTMENT INTEREST EARNINGS          |     |               |     |               |     |             |             |               |     |              |     |
|  | -60,267                               |     | -107,656      |     | -106,100      |     | -160,187    | -175,600    | -196,900      |     | -196,900     |     |
| 389                                    | MISCELLANEOUS REVENUES                |     |               |     |               |     |             |             |               |     |              |     |
|  | -234                                  |     | -8,475        |     |               |     |             |             |               |     |              |     |
| 394                                    | MISC INTEREST EARNINGS                |     |               |     |               |     |             |             |               |     |              |     |
|  | -28,364                               |     | -25,562       |     | -27,300       |     |             | -27,300     | -28,000       |     | -28,000      |     |
| 398                                    | SRVS PROVIDED TO OTHER FUNDS          |     |               |     |               |     |             |             |               |     |              |     |
|  | -56,824                               |     | -93,061       |     | -50,000       |     | -149,520    | -100,000    | -50,000       |     | -50,000      |     |
| 399                                    | REIMBURSEMENTS - OTHER                |     |               |     |               |     |             |             |               |     |              |     |
|  |                                       |     | -116          |     |               |     | -171        | -171        |               |     |              |     |
| 756                                    | PERS RSRV DISTRIB-NON GAAP REV        |     |               |     |               |     |             |             |               |     |              |     |
|  | -21,065                               |     |               |     |               |     |             |             |               |     |              |     |
| 757                                    | MED/LIFE INS PREM REFUND DISTRIBUTION |     |               |     |               |     |             |             |               |     |              |     |
|  | -12,433                               |     | -7,939        |     |               |     | -4,769      | -4,769      |               |     |              |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES |                                       |     |               |     |               |     |             |             |               |     |              |     |
|  | -184,594                              |     | -252,689      |     | -183,400      |     | -344,390    | -336,538    | -274,900      |     | -274,900     |     |
| TOTAL DEPARTMENT: 03 REVENUE           |                                       |     |               |     |               |     |             |             |               |     |              |     |
|  | -13,134,594                           |     | -13,397,609   |     | -14,349,704   |     | -15,040,568 | -13,746,747 | -13,112,386   |     | -13,112,386  |     |

0626

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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: 05 PERSONNEL SERVICES

|     |                                    |      |         |      |         |      |         |         |         |      |         |      |
|-----|------------------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 046 | PRINCIPAL ENGINEER                 |      |         |      |         |      |         |         |         |      |         |      |
|     | 32,431                             | .25  | 33,040  | .25  | 33,664  | .25  | 31,295  | 33,165  | 34,510  | .25  | 34,510  | .25  |
| 051 | CITY ENGINEER                      |      |         |      |         |      |         |         |         |      |         |      |
|     | 16,178                             | .34  | 40,079  | .34  | 43,032  | .34  | 40,333  | 43,036  | 45,188  | .34  | 45,188  | .34  |
| 084 | PROJECT ENGINEER 1                 |      |         |      |         |      |         |         |         |      |         |      |
|     | 192,100                            | 2.10 | 172,982 | 2.10 | 201,453 | 2.10 | 188,185 | 199,660 | 206,709 | 2.10 | 206,709 | 2.10 |
| 221 | SUPPORT SPECIALIST 2               |      |         |      |         |      |         |         |         |      |         |      |
|     | 10,389                             | .25  | 11,005  | .25  | 11,818  | .25  | 11,183  | 11,831  | 12,825  | .25  | 12,825  | .25  |
| 299 | PAYROLL TAXES AND FRINGES          |      |         |      |         |      |         |         |         |      |         |      |
|     | 133,623                            |      | 127,417 |      | 164,263 |      | 158,092 | 164,884 | 185,168 |      | 185,168 |      |
| 090 | TOTAL CLASS: 05 PERSONNEL SERVICES |      |         |      |         |      |         |         |         |      |         |      |
|     | 384,721                            | 2.94 | 384,523 | 2.94 | 454,230 | 2.94 | 429,088 | 452,576 | 484,400 | 2.94 | 484,400 | 2.94 |

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |       |  |       |       |        |  |        |  |
|-----|--------------------------------|--|-------|--|-------|--|-------|-------|--------|--|--------|--|
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |       |  |       |  |       |       |        |  |        |  |
|     |                                |  |       |  | 400   |  | 100   | 400   | 400    |  | 400    |  |
| 307 | MEMBERSHIP FEES                |  |       |  |       |  |       |       |        |  |        |  |
|     | 235                            |  | 663   |  | 2,080 |  | 160   | 800   | 1,775  |  | 1,775  |  |
| 317 | COMPUTER EQUIPMENT             |  |       |  |       |  |       |       |        |  |        |  |
|     | 2,700                          |  |       |  |       |  |       |       | 365    |  | 365    |  |
| 318 | COMPUTER SOFTWARE              |  |       |  |       |  |       |       |        |  |        |  |
|     |                                |  |       |  | 2,250 |  | 2,000 | 2,000 |        |  |        |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |       |  |       |  |       |       |        |  |        |  |
|     | 1,242                          |  | 1,886 |  | 5,000 |  | 3,457 | 5,000 | 10,250 |  | 10,250 |  |
| 330 | MILEAGE REIMBURSEMENT          |  |       |  |       |  |       |       |        |  |        |  |
|     |                                |  |       |  | 50    |  |       | 75    | 200    |  | 200    |  |
| 341 | COMMUNICATIONS EXPENSE         |  |       |  |       |  |       |       |        |  |        |  |
|     | 231                            |  | 740   |  |       |  |       |       |        |  |        |  |
| 361 | UNIFORMS & SPECIAL CLOTHING    |  |       |  |       |  |       |       |        |  |        |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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  |
|   |                                    |      |               |      | 450           |      | 448      | 450     | 450           |      | 450          |      |
| 511   | PROFESSIONAL SERVICES              |      |               |      |               |      |          |         |               |      |              |      |
|   | 27,869                             |      | 23,982        |      | 52,000        |      | 45,430   | 50,000  | 35,000        |      | 35,000       |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES                |                                    |      |               |      |               |      |          |         |               |      |              |      |
|   | 32,277                             |      | 27,271        |      | 62,230        |      | 51,595   | 58,725  | 48,440        |      | 48,440       |      |
| CLASS: 25 TRANSFERS                                 |                                    |      |               |      |               |      |          |         |               |      |              |      |
| 816   | TRSFERS TO REPROGRAPHICS FUND      |      |               |      |               |      |          |         |               |      |              |      |
|   | 805                                |      | 759           |      | 826           |      | 724      | 826     | 1,387         |      | 1,387        |      |
| 835   | TRSFER TO GF, BVTN BLDG OPERATIONS |      |               |      |               |      |          |         |               |      |              |      |
|   |                                    |      |               |      | 25,834        |      | 25,834   | 25,834  | 12,917        |      | 12,917       |      |
| 836   | TRSFER TO GF, BVTN BLDG DEBT SVC   |      |               |      |               |      |          |         |               |      |              |      |
|   |                                    |      |               |      | 34,376        |      | 34,376   | 34,376  | 12,992        |      | 12,992       |      |
| TOTAL CLASS: 25 TRANSFERS                           |                                    |      |               |      |               |      |          |         |               |      |              |      |
|   | 805                                |      | 759           |      | 61,036        |      | 60,934   | 61,036  | 27,296        |      | 27,296       |      |
| TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING |                                    |      |               |      |               |      |          |         |               |      |              |      |
|   | 417,803                            | 2.94 | 412,553       | 2.94 | 577,496       | 2.94 | 541,617  | 572,337 | 560,136       | 2.94 | 560,136      | 2.94 |

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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: 05 PERSONNEL SERVICES |                                  |      |               |      |               |      |          |         |               |      |              |      |
| 049                          | PROG COORDINATOR -PUBLIC WORKS   |      |               |      |               |      |          |         |               |      |              |      |
|                              | 72,706                           | 1.00 | 88,865        | 1.00 | 25,737        | 1.00 |          | 25,719  | 61,537        | 1.00 | 61,537       | 1.00 |
| 057                          | PUBLIC WORKS SUPERVISOR          |      |               |      |               |      |          |         |               |      |              |      |
|                              | 27,715                           | .50  | 33,734        | .75  | 35,406        | .50  | 36,894   | 37,994  | 41,475        | .50  | 41,475       | .50  |
| 112                          | PUBLIC WORKS MANAGER 3           |      |               |      |               |      |          |         |               |      |              |      |
|                              | 64,364                           | .59  | 38,446        | .34  | 81,191        | .83  | 81,142   | 85,979  | 90,254        | .83  | 90,254       | .83  |
| 170                          | PUBLIC WORKS LEAD                |      |               |      |               |      |          |         |               |      |              |      |
|                              | 39,937                           | .50  | 32,189        | .50  | 61,789        | .84  | 47,826   | 50,611  | 55,797        | .84  | 55,797       | .84  |
| 176                          | PUBLIC WORKS EQUIPMNT OPERATOR   |      |               |      |               |      |          |         |               |      |              |      |
|                              | 286,614                          | 4.50 | 174,337       | 2.50 | 161,011       | 2.50 | 161,362  | 161,213 | 162,451       | 2.50 | 162,451      | 2.50 |
| 177                          | PUBLIC WORKS TECHNICIAN          |      |               |      |               |      |          |         |               |      |              |      |
|                              | 164,732                          | 3.00 | 151,256       | 3.00 | 166,594       | 3.00 | 143,526  | 163,569 | 169,126       | 3.00 | 169,126      | 3.00 |
| 0629                         | 188 INVENTORY CONTROL TECHNICIAN |      |               |      |               |      |          |         |               |      |              |      |
|                              | 5,013                            | .10  | 5,502         | .10  | 5,922         | .10  | 5,975    | 6,269   |               |      |              |      |
| 274                          | SEASONAL WORKFORCE               |      |               |      |               |      |          |         |               |      |              |      |
|                              | 15,215                           |      | 5,515         |      | 43,000        |      | 12,603   | 30,000  | 33,000        |      | 33,000       |      |
| 275                          | TEMPORARY EMPLOYEES              |      |               |      |               |      |          |         |               |      |              |      |
|                              | 14,665                           |      | 6,786         |      | 47,000        |      | 42,715   | 47,059  | 22,000        |      | 22,000       |      |
| 299                          | PAYROLL TAXES AND FRINGES        |      |               |      |               |      |          |         |               |      |              |      |
|                              | 422,216                          |      | 338,299       |      | 424,346       |      | 359,798  | 401,631 | 477,366       |      | 477,366      |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |       |         |      |           |      |         |           |           |      |           |      |
|--|-----------|-------|---------|------|-----------|------|---------|-----------|-----------|------|-----------|------|
|  | 1,113,177 | 10.19 | 874,929 | 8.19 | 1,051,996 | 8.77 | 891,841 | 1,010,044 | 1,113,006 | 8.67 | 1,113,006 | 8.67 |
|--|-----------|-------|---------|------|-----------|------|---------|-----------|-----------|------|-----------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |       |  |        |  |       |        |        |  |        |  |
|-----|------------------------------|--|-------|--|--------|--|-------|--------|--------|--|--------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT |  |       |  |        |  |       |        |        |  |        |  |
|     |                              |  |       |  | 2,750  |  | 2,948 | 2,948  | 1,400  |  | 1,400  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |       |  |        |  |       |        |        |  |        |  |
|     | 9,861                        |  | 8,807 |  | 14,810 |  | 9,068 | 13,000 | 14,000 |  | 14,000 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |       |  |        |  |       |        |        |  |        |  |

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
|      | 30,862                         |     | 28,452        |     | 31,250        |     | 23,635   | 27,500  | 30,600        |     | 30,600       |     |
| 307  | MEMBERSHIP FEES                |     |               |     |               |     |          |         |               |     |              |     |
|      | 1,151                          |     | 455           |     | 450           |     |          | 450     | 300           |     | 300          |     |
| 317  | COMPUTER EQUIPMENT             |     |               |     |               |     |          |         |               |     |              |     |
|      | 4,050                          |     | 381           |     |               |     |          |         | 3,000         |     | 3,000        |     |
| 318  | COMPUTER SOFTWARE              |     |               |     |               |     |          |         |               |     |              |     |
|      |                                |     | 12,177        |     | 1,000         |     | 1,480    | 1,480   |               |     |              |     |
| 321  | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |          |         |               |     |              |     |
|      | 7,561                          |     | 6,918         |     | 6,950         |     | 6,885    | 6,950   | 7,200         |     | 7,200        |     |
| 328  | MEALS & RELATED EXPENSE        |     |               |     |               |     |          |         |               |     |              |     |
|      | 105                            |     | 705           |     |               |     |          |         |               |     |              |     |
| 341  | COMMUNICATIONS EXPENSE         |     |               |     |               |     |          |         |               |     |              |     |
|      | 97                             |     |               |     |               |     |          |         |               |     |              |     |
| 0351 | UTILITIES EXPENSE              |     |               |     |               |     |          |         |               |     |              |     |
|      |                                |     |               |     | 150           |     |          | 150     | 150           |     | 150          |     |
| 361  | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |          |         |               |     |              |     |
|      | 4,951                          |     | 6,094         |     | 5,100         |     | 5,046    | 4,504   | 5,550         |     | 5,550        |     |
| 419  | CHEMICAL & LABORATORY SUPPLIES |     |               |     |               |     |          |         |               |     |              |     |
|      | 934                            |     | 332           |     | 2,000         |     | 1,975    | 2,000   | 2,000         |     | 2,000        |     |
| 425  | DUMPING EXPENSES               |     |               |     |               |     |          |         |               |     |              |     |
|      | 320                            |     | 5,598         |     | 3,000         |     | 858      | 3,000   | 3,000         |     | 3,000        |     |
| 434  | CONSTRUCTION MATERIALS         |     |               |     |               |     |          |         |               |     |              |     |
|      | 2,381                          |     | 11,310        |     | 35,000        |     | 72       | 5,000   | 35,000        |     | 35,000       |     |
| 461  | SPECIAL EXPENSE                |     |               |     |               |     |          |         |               |     |              |     |
|      | 125                            |     | 77            |     | 100           |     |          | 100     | 100           |     | 100          |     |
| 511  | PROFESSIONAL SERVICES          |     |               |     |               |     |          |         |               |     |              |     |
|      | 95,592                         |     | 82,266        |     | 174,500       |     | 101,307  | 154,000 | 149,500       |     | 149,500      |     |
| 512  | CITY RIGHT OF WAY FEES         |     |               |     |               |     |          |         |               |     |              |     |
|      | 1,129,200                      |     | 1,191,268     |     | 202,342       |     | 161,452  | 200,000 | 206,000       |     | 206,000      |     |
| 551  | RENTS AND LEASES               |     |               |     |               |     |          |         |               |     |              |     |
|      | 2,532                          |     | 2,464         |     | 6,000         |     | 2,538    | 5,950   | 5,620         |     | 5,620        |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |           |  |           |  |         |  |         |         |         |  |         |  |
|--|-----------|--|-----------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 1,289,722 |  | 1,357,304 |  | 485,402 |  | 317,264 | 427,032 | 463,420 |  | 463,420 |  |
|--|-----------|--|-----------|--|---------|--|---------|---------|---------|--|---------|--|

CLASS: 15 CAPITAL OUTLAY

641 VEHICLES

|  |        |  |  |  |  |  |  |  |         |  |         |  |
|--|--------|--|--|--|--|--|--|--|---------|--|---------|--|
|  | 31,117 |  |  |  |  |  |  |  | 324,300 |  | 324,300 |  |
|--|--------|--|--|--|--|--|--|--|---------|--|---------|--|

671 EQUIPMENT

|  |        |  |       |  |         |  |         |         |        |  |        |  |
|--|--------|--|-------|--|---------|--|---------|---------|--------|--|--------|--|
|  | 25,925 |  | 9,555 |  | 595,685 |  | 540,059 | 557,000 | 10,000 |  | 10,000 |  |
|--|--------|--|-------|--|---------|--|---------|---------|--------|--|--------|--|

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |        |  |       |  |         |  |         |         |         |  |         |  |
|--|--------|--|-------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 57,042 |  | 9,555 |  | 595,685 |  | 540,059 | 557,000 | 334,300 |  | 334,300 |  |
|--|--------|--|-------|--|---------|--|---------|---------|---------|--|---------|--|

CLASS: 25 TRANSFERS

0801 TRSFR TO GENERAL FD - OVERHEAD

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 231,004 |  | 253,271 |  | 222,162 |  | 222,162 | 222,162 | 241,331 |  | 241,331 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

802 TRSFR TO GENERAL FD-ACCOUNTING

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 69,556 |  | 46,631 |  | 28,616 |  | 28,616 | 28,616 | 62,355 |  | 62,355 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

803 TRSFR TO GENERAL FD-LANDSCAPE

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | 12,723 |  | 13,871 |  | 16,043 |  | 16,043 | 16,043 | 16,734 |  | 16,734 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

804 TRSFR - OPERATIONS ADMIN

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 154,762 |  | 163,634 |  | 155,561 |  | 117,488 | 155,561 | 131,538 |  | 131,538 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

805 TRSFR TO G/F BLDG MAINT

|  |       |  |       |  |       |  |       |       |       |  |       |  |
|--|-------|--|-------|--|-------|--|-------|-------|-------|--|-------|--|
|  | 9,338 |  | 8,775 |  | 9,471 |  | 9,471 | 9,471 | 8,199 |  | 8,199 |  |
|--|-------|--|-------|--|-------|--|-------|-------|-------|--|-------|--|

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

|  |        |  |        |  |        |  |        |        |         |  |         |  |
|--|--------|--|--------|--|--------|--|--------|--------|---------|--|---------|--|
|  | 69,124 |  | 84,496 |  | 97,453 |  | 97,453 | 97,453 | 105,662 |  | 105,662 |  |
|--|--------|--|--------|--|--------|--|--------|--------|---------|--|---------|--|

817 TRSFRS TO GARAGE FUND

|  |         |  |         |  |         |  |        |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|--------|---------|---------|--|---------|--|
|  | 114,794 |  | 117,391 |  | 148,633 |  | 82,433 | 148,633 | 143,297 |  | 143,297 |  |
|--|---------|--|---------|--|---------|--|--------|---------|---------|--|---------|--|

818 TRSFRS TO ISD-ALLOCATED

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 171,171 |  | 153,597 |  | 194,849 |  | 194,849 | 194,849 | 225,663 |  | 225,663 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

819 TRSFRS TO INSURANCE FUND

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | 110,126 |  | 143,163 |  | 164,637 |  | 164,637 | 164,637 | 164,637 |  | 164,637 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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  |
| 840  | TRSFER TO INSURANCE FUND, WC   |       |               |      |               |      |           |           |               |      |              |      |
|  |                                |       |               |      | 77,400        |      |           | 77,400    |               |      |              |      |
| TOTAL CLASS: 25 TRANSFERS                      |                                |       |               |      |               |      |           |           |               |      |              |      |
|  | 942,598                        |       | 984,829       |      | 1,114,825     |      | 933,152   | 1,114,825 | 1,099,416     |      | 1,099,416    |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES        |                                |       |               |      |               |      |           |           |               |      |              |      |
| 986  | RESERVE - DEDICATED SURCHARGES |       |               |      |               |      |           |           |               |      |              |      |
|  |                                |       |               |      | 2,931,739     |      |           |           | 3,806,196     |      | 3,806,196    |      |
| 991  | CONTINGENCY - UNRESERVED       |       |               |      |               |      |           |           |               |      |              |      |
|  |                                |       |               |      | 3,318,552     |      |           |           | 2,331,061     |      | 2,331,061    |      |
| 994  | RESERVE - SDC                  |       |               |      |               |      |           |           |               |      |              |      |
|  |                                |       |               |      | 664,972       |      |           |           | 645,987       |      | 645,987      |      |
| 996  | RESERVE - EQUIPMENT REPLACEMT  |       |               |      |               |      |           |           |               |      |              |      |
|  |                                |       |               |      | 759,521       |      |           |           | 382,776       |      | 382,776      |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  |                                |       |               |      |               |      |           |           |               |      |              |      |
|  |                                |       |               |      | 7,674,784     |      |           |           | 7,166,020     |      | 7,166,020    |      |
| TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS |                                |       |               |      |               |      |           |           |               |      |              |      |
|  | 3,402,539                      | 10.19 | 3,226,617     | 8.19 | 10,922,692    | 8.77 | 2,682,316 | 3,108,901 | 10,176,162    | 8.67 | 10,176,162   | 8.67 |

0632

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |           |           |  |           |  |           |           |  |           |  |
|-----|---------------------------|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
| 301 | BEGINNING WORKING CAPITAL |           |           |  |           |  |           |           |  |           |  |
|     |                           | 8,054,015 | 8,075,808 |  | 8,995,209 |  | 8,995,209 | 7,959,486 |  | 7,959,486 |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |           |           |  |           |  |           |           |  |           |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 8,054,015 | 8,075,808 |  | 8,995,209 |  | 8,995,209 | 7,959,486 |  | 7,959,486 |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

|     |                             |        |  |  |         |  |         |         |  |         |  |
|-----|-----------------------------|--------|--|--|---------|--|---------|---------|--|---------|--|
| 329 | OTHER INTERGOVERNMENTAL REV |        |  |  |         |  |         |         |  |         |  |
|     |                             | 25,680 |  |  | 739,000 |  | 285,000 | 668,000 |  | 668,000 |  |

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |  |        |  |  |         |  |         |         |  |         |  |
|--|--|--------|--|--|---------|--|---------|---------|--|---------|--|
|  |  | 25,680 |  |  | 739,000 |  | 285,000 | 668,000 |  | 668,000 |  |
|--|--|--------|--|--|---------|--|---------|---------|--|---------|--|

CLASS: 20 PERMITS & FEES

|     |                       |        |         |  |         |  |         |         |  |         |  |
|-----|-----------------------|--------|---------|--|---------|--|---------|---------|--|---------|--|
| 357 | SEWER CONNECTION FEES |        |         |  |         |  |         |         |  |         |  |
|     |                       | 95,867 | 112,880 |  | 125,000 |  | 125,000 | 125,000 |  | 125,000 |  |

TOTAL CLASS: 20 PERMITS & FEES

|  |  |        |         |  |         |  |         |         |  |         |  |
|--|--|--------|---------|--|---------|--|---------|---------|--|---------|--|
|  |  | 95,867 | 112,880 |  | 125,000 |  | 125,000 | 125,000 |  | 125,000 |  |
|--|--|--------|---------|--|---------|--|---------|---------|--|---------|--|

CLASS: 25 SERVICE FEES

|     |                     |           |           |  |           |  |           |           |  |           |  |
|-----|---------------------|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
| 363 | SEWER SERVICE SALES |           |           |  |           |  |           |           |  |           |  |
|     |                     | 3,588,926 | 3,751,420 |  | 3,112,095 |  | 2,800,000 | 2,885,000 |  | 2,885,000 |  |

|     |                   |           |           |  |           |  |           |           |  |           |  |
|-----|-------------------|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
| 367 | UTILITY SURCHARGE |           |           |  |           |  |           |           |  |           |  |
|     |                   | 1,219,951 | 1,232,038 |  | 1,245,000 |  | 1,245,000 | 1,250,000 |  | 1,250,000 |  |

|     |                          |         |         |  |         |  |         |         |  |         |  |
|-----|--------------------------|---------|---------|--|---------|--|---------|---------|--|---------|--|
| 369 | UTILITY SALES ALLOWANCES |         |         |  |         |  |         |         |  |         |  |
|     |                          | -34,439 | -27,226 |  | -50,000 |  | -40,000 | -50,000 |  | -50,000 |  |

TOTAL CLASS: 25 SERVICE FEES

|  |  |           |           |  |           |  |           |           |  |           |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 4,774,438 | 4,956,232 |  | 4,307,095 |  | 4,005,000 | 4,085,000 |  | 4,085,000 |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                       |       |       |  |  |  |        |  |  |  |  |
|-----|-----------------------|-------|-------|--|--|--|--------|--|--|--|--|
| 382 | SALE OF CITY PROPERTY |       |       |  |  |  |        |  |  |  |  |
|     |                       | 5,407 | 9,880 |  |  |  | 28,698 |  |  |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

301 BEGINNING WORKING CAPITAL

329 OTHER INTERGOVERNMENTAL REV

FY 2017-18 FROM CWS:  
 6006 ERICKSON TRUNK UPSIZING BUDGETED \$200,000; ESTIMATED - \$200,000  
 5092A 175TH AVE (ALVORD - SCHOLLS) ROAD IMPROVEMENT BUDGETED \$71,000; ESTIMATED \$85,000  
 6099 SOUTH COOPER MTN ADDTL CAPACITY IMPROVEMENT BUDGETED - \$468,000; ESTIMATED - \$0  
 FY 2018-19 FROM CWS:  
 6006 ERIKSON TRUNK UPSIZING (6TH ST - 10TH ST) \$200,000  
 6099 SOUTH COOPER MTN (WEST) ADDITIONAL CAPACITY IMPROVEMENT (12" - 24") \$468,000

357 SEWER CONNECTION FEES

SDC'S COLLECTED AND SPLIT WITH CLEAN WATER SERVICES (CWS) 96% AND CITIES 4%  
 FY 15-16 BUDGET IS BASED UPON 125 SINGLE FAMILY RESIDENTIAL UNITS, 210 MULTI FAMILY UNITS AND 10 NEW COMMERCIAL BUILDINGS  
 FY 16-17 BUDGET IS BASED UPON 100 SINGLE FAMILY RESIDENTIAL UNITS, 440 MULTI FAMILY UNITS AND 10 NEW COMMERCIAL BUILDINGS  
 FY 17-18 BUDGET IS BASED UPON 130 SINGLE FAMILY RESIDENTIAL UNITS, 440 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS  
 FY 18-19 BUDGET IS BASED UPON 150 SINGLE FAMILY RESIDENTIAL UNITS, 540 MULTI FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS

363 SEWER SERVICE SALES

CLEAN WATER SERVICES AGENCY SETS THE SEWER RATES FOR THE REGION  
 FY 15-16 REFLECTS A 3% RATE INCREASE WITH CITY RETAINING 16.385% AND CWS PORTION 83.615%  
 FY 16-17 REFLECTS A 3% RATE INCREASE WITH CITY RETAINING 16.385% AND CWS PORTION 83.615%  
 FY 17-18 REFLECTS A 3% RATE INCREASE WITH CITY RETAINING 16.4% AND CWS PORTION 83.6%  
 FY 18-19 REFLECTS A 3% RATE INCREASE WITH CITY RETAINING 16.4% AND CWS PORTION 83.6%

367 UTILITY SURCHARGE

\$2 PER EDU SURCHARGE DEDICATED TO THE SEWER LINE RENEWAL AND REPLACEMENT PROGRAM

369 UTILITY SALES ALLOWANCES

ADJUSTMENTS TO A CUSTOMER'S WINTER WATER AVERAGE FOR LEAKS, VARIOUS BILLING ADJUSTMENTS, WRITE OFF OF UNCOLLECTIBLE ACCOUNTS, AND NSF HANDLING CHARGES

382 SALE OF CITY PROPERTY

SALE OF SURPLUS EQUIPMENT AND VEHICLES

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ                                    | 2016 - ACTUAL                         |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018       | 2019 - RECOMD |     | 2019 ADOPTED |     |
|--|---------------------------------------|-----|---------------|-----|---------------|-----|------------|---------------|-----|--------------|-----|
|  | AMOUNT                                | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT    | AMOUNT        | FTE | AMOUNT       | FTE |
| 384                                    | INVESTMENT INTEREST EARNINGS          |     |               |     |               |     |            |               |     |              |     |
|  | 60,267                                |     | 107,656       |     | 106,100       |     | 175,600    | 196,900       |     | 196,900      |     |
| 389                                    | MISCELLANEOUS REVENUES                |     |               |     |               |     |            |               |     |              |     |
|  | 234                                   |     | 8,475         |     |               |     |            |               |     |              |     |
| 394                                    | MISC INTEREST EARNINGS                |     |               |     |               |     |            |               |     |              |     |
|  | 28,364                                |     | 25,562        |     | 27,300        |     | 27,300     | 28,000        |     | 28,000       |     |
| 398                                    | SRVS PROVIDED TO OTHER FUNDS          |     |               |     |               |     |            |               |     |              |     |
|  | 56,824                                |     | 93,061        |     | 50,000        |     | 100,000    | 50,000        |     | 50,000       |     |
| 399                                    | REIMBURSEMENTS - OTHER                |     |               |     |               |     |            |               |     |              |     |
|  |                                       |     | 116           |     |               |     | 171        |               |     |              |     |
| 756                                    | PERS RSRV DISTRIB-NON GAAP REV        |     |               |     |               |     |            |               |     |              |     |
|  | 21,065                                |     |               |     |               |     |            |               |     |              |     |
| 757                                    | MED/LIFE INS PREM REFUND DISTRIBUTION |     |               |     |               |     |            |               |     |              |     |
|  | 12,433                                |     | 7,939         |     |               |     | 4,769      |               |     |              |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES |                                       |     |               |     |               |     |            |               |     |              |     |
|  | 184,594                               |     | 252,689       |     | 183,400       |     | 336,538    | 274,900       |     | 274,900      |     |
| TOTAL PROGRAM: 0000 UNRESTRICTED       |                                       |     |               |     |               |     |            |               |     |              |     |
|  | 13,134,594                            |     | 13,397,609    |     | 14,349,704    |     | 13,746,747 | 13,112,386    |     | 13,112,386   |     |
| TOTAL DEPARTMENT: 03 REVENUE           |                                       |     |               |     |               |     |            |               |     |              |     |
|  | 13,134,594                            |     | 13,397,609    |     | 14,349,704    |     | 13,746,747 | 13,112,386    |     | 13,112,386   |     |

### BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 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
  
- 394 MISC INTEREST EARNINGS  
REVENUES FROM DELINQUENT CHARGES ASSESSED THROUGH THE CITY'S UTILITY BILLING SYSTEM
  
- 398 SRVS PROVIDED TO OTHER FUNDS  
REIMBURSEMENTS RECEIVED FROM OTHER FUNDS FOR PROVIDING IN-HOUSE ENGINEERING AND CAPITAL PROJECT CONSTRUCTION AND UTILITY LOCATE PROGRAM SERVICES.
  
- 399 REIMBURSEMENTS - OTHER
  
  
- 756 PERS RSRV DISTRIB-NON GAAP REV  
RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS
  
- 757 MED/LIFE INS PREM REFUND DISTRIBUTION  
MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS



**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

| 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: 05 PERSONNEL SERVICES

|     |                           |         |      |         |      |         |      |         |         |      |         |      |
|-----|---------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 046 | PRINCIPAL ENGINEER        | 32,431  | .25  | 33,040  | .25  | 33,664  | .25  | 33,165  | 34,510  | .25  | 34,510  | .25  |
| 051 | CITY ENGINEER             | 16,178  | .34  | 40,079  | .34  | 43,032  | .34  | 43,036  | 45,188  | .34  | 45,188  | .34  |
| 084 | PROJECT ENGINEER 1        | 192,100 | 2.10 | 172,982 | 2.10 | 201,453 | 2.10 | 199,660 | 206,709 | 2.10 | 206,709 | 2.10 |
| 221 | SUPPORT SPECIALIST 2      | 10,389  | .25  | 11,005  | .25  | 11,818  | .25  | 11,831  | 12,825  | .25  | 12,825  | .25  |
| 299 | PAYROLL TAXES AND FRINGES | 133,623 |      | 127,417 |      | 164,263 |      | 164,884 | 185,168 |      | 185,168 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 384,721 | 2.94 | 384,523 | 2.94 | 454,230 | 2.94 | 452,576 | 484,400 | 2.94 | 484,400 | 2.94 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |        |  |        |  |        |  |        |        |  |        |  |
|-----|--------------------------------|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 305 | SPECIAL DEPARTMENT SUPPLIES    |        |  |        |  | 400    |  | 400    | 400    |  | 400    |  |
| 307 | MEMBERSHIP FEES                | 235    |  | 663    |  | 2,080  |  | 800    | 1,775  |  | 1,775  |  |
| 317 | COMPUTER EQUIPMENT             | 2,700  |  |        |  |        |  |        | 365    |  | 365    |  |
| 318 | COMPUTER SOFTWARE              |        |  |        |  | 2,250  |  | 2,000  |        |  |        |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE | 1,242  |  | 1,886  |  | 5,000  |  | 5,000  | 10,250 |  | 10,250 |  |
| 330 | MILEAGE REIMBURSEMENT          |        |  |        |  | 50     |  | 75     | 200    |  | 200    |  |
| 341 | COMMUNICATIONS EXPENSE         | 231    |  | 740    |  |        |  |        |        |  |        |  |
| 361 | UNIFORMS & SPECIAL CLOTHING    |        |  |        |  | 450    |  | 450    | 450    |  | 450    |  |
| 511 | PROFESSIONAL SERVICES          | 27,869 |  | 23,982 |  | 52,000 |  | 50,000 | 35,000 |  | 35,000 |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |  |        |  |        |  |        |  |        |        |  |        |  |
|--|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
|  |  | 32,277 |  | 27,271 |  | 62,230 |  | 58,725 | 48,440 |  | 48,440 |  |
|--|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 046 PRINCIPAL ENGINEER  
 POSITION IS ALLOCATED .40 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740 / AND .10 FTE 001-72-0703.
- 051 CITY ENGINEER  
 POSITION ALLOCATED 34% 502-72-0740, 33% 513-72-0740 AND 33% 101-72-0735.
- 084 PROJECT ENGINEER 1  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY DURING THE YEAR.
- 221 SUPPORT SPECIALIST 2  
 POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740.
- 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
- 305 SPECIAL DEPARTMENT SUPPLIES  
 MISCELLANEOUS SUPPLIES AND MATERIALS \$400
- 307 MEMBERSHIP FEES  
 1 - DEQ GRADE 4 WASTEWATER SYSTEM OPR CERT \$300  
 4 - PROFESSIONAL ENGINEER LICENSE RENEWAL (\$200/EA) (AJ, GH, FH, TW) \$800  
 1 - OAWU (OREGON ASSOCIATION OF WATER UTILITIES) \$75  
 3 - AMERICA PUBLIC WORKS ASSOCIATION MEMBERSHIP (\$200EA) (FH, TW, GH) \$600
- 317 COMPUTER EQUIPMENT  
 27 INCH MONITOR (UHD) \$365
- 318 COMPUTER SOFTWARE  
 NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 TRAVEL EXPENSES FOR CIVIL 3D TRAINING \$500  
 2- TRAVEL AND TRAINING TO MAINTAIN ENGINEERING LICENSE (2 PROJ ENGS) \$1,350  
 1- TRAVEL AND TRAINING TO MAINTAIN ENGINEERING LICENSE (CITY ENGINEER) \$900  
 3- AMERICAN PUBLIC WORKS ASSOCIATION CONFERENCE (2 PE, 1 ASSOC ENG) \$4,500  
 2 - PNWS-AWWA CONFERENCE REGISTRATION AND EXPENSES (\$1,500EA) (2 PE) \$3,000
- 330 MILEAGE REIMBURSEMENT  
 USE OF PERSONAL VEHICLE BY CITY ENGINEER FOR CITY BUSINESS \$200
- 341 COMMUNICATIONS EXPENSE  
 FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND
- 361 UNIFORMS & SPECIAL CLOTHING  
 3 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS & SAFETY EQUIP (\$150/EMP) \$450
- 511 PROFESSIONAL SERVICES  
 CONSULTING SERVICES FOR MODELING AND MAPPING OF SMALL PROJECTS \$20,000  
 IN-HOUSE LOCATE CHARGES \$15,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

| 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: 25 TRANSFERS

|   |                                    |      |         |      |         |      |         |         |      |         |      |
|---|------------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 816   | TRSFERS TO REPROGRAPHICS FUND      |      |         |      |         |      |         |         |      |         |      |
|   | 805                                |      | 759     |      | 826     |      | 826     | 1,387   |      | 1,387   |      |
| 835   | TRSFER TO GF, BVTN BLDG OPERATIONS |      |         |      | 25,834  |      | 25,834  | 12,917  |      | 12,917  |      |
| 836   | TRSFER TO GF, BVTN BLDG DEBT SVC   |      |         |      | 34,376  |      | 34,376  | 12,992  |      | 12,992  |      |
| TOTAL CLASS: 25 TRANSFERS                           |                                    |      |         |      |         |      |         |         |      |         |      |
|   | 805                                |      | 759     |      | 61,036  |      | 61,036  | 27,296  |      | 27,296  |      |
| TOTAL PROGRAM: 0740 ENTERPRISE MGMT & ADMIN         |                                    |      |         |      |         |      |         |         |      |         |      |
|   | 417,803                            | 2.94 | 412,553 | 2.94 | 577,496 | 2.94 | 572,337 | 560,136 | 2.94 | 560,136 | 2.94 |
| TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING |                                    |      |         |      |         |      |         |         |      |         |      |
|   | 417,803                            | 2.94 | 412,553 | 2.94 | 577,496 | 2.94 | 572,337 | 560,136 | 2.94 | 560,136 | 2.94 |

### BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$1,387
  
- 835 TRSFR TO GF, BVTN BLDG OPERATIONS  
BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$12,917/YR.) BEAVERTON BUILDING  
OPERATING EXPENSE ALLOCATION FOR FY18-19 \$12,917
  
- 836 TRSFR TO GF, BVTN BLDG DEBT SVC  
BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$17,188/YR.) BEAVERTON BUILDING  
DEBT SERVICE EXPENSE ALLOCATION FOR FY18-19 \$12,992



**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

| 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: 05 PERSONNEL SERVICES

|     |                                |      |         |      |         |      |         |         |      |         |      |
|-----|--------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 049 | PROG COORDINATOR -PUBLIC WORKS |      |         |      |         |      |         |         |      |         |      |
|     | 72,706                         | 1.00 | 88,865  | 1.00 | 25,737  | 1.00 | 25,719  | 61,537  | 1.00 | 61,537  | 1.00 |
| 057 | PUBLIC WORKS SUPERVISOR        |      |         |      |         |      |         |         |      |         |      |
|     | 27,715                         | .50  | 12,801  | .50  | 35,406  | .50  | 37,994  | 41,475  | .50  | 41,475  | .50  |
| 112 | PUBLIC WORKS MANAGER 3         |      |         |      |         |      |         |         |      |         |      |
|     | 37,892                         | .34  | 38,446  | .34  | 55,676  | .50  | 57,819  | 59,262  | .50  | 59,262  | .50  |
| 170 | PUBLIC WORKS LEAD              |      |         |      |         |      |         |         |      |         |      |
|     |                                |      | 32,189  | .50  | 38,233  | .50  | 28,794  | 31,269  | .50  | 31,269  | .50  |
| 176 | PUBLIC WORKS EQUIPMNT OPERATOR |      |         |      |         |      |         |         |      |         |      |
|     | 192,728                        | 3.00 | 139,720 | 2.00 | 128,844 | 2.00 | 126,489 | 128,048 | 2.00 | 128,048 | 2.00 |
| 177 | PUBLIC WORKS TECHNICIAN        |      |         |      |         |      |         |         |      |         |      |
|     | 118,459                        | 2.00 | 120,052 | 2.00 | 118,294 | 2.00 | 120,018 | 120,336 | 2.00 | 120,336 | 2.00 |
| 188 | INVENTORY CONTROL TECHNICIAN   |      |         |      |         |      |         |         |      |         |      |
|     | 5,013                          | .10  | 5,502   | .10  | 5,922   | .10  | 6,269   |         |      |         |      |
| 274 | SEASONAL WORKFORCE             |      |         |      |         |      |         |         |      |         |      |
|     | 15,215                         |      | 611     |      | 30,000  |      | 30,000  | 33,000  |      | 33,000  |      |
| 275 | TEMPORARY EMPLOYEES            |      |         |      |         |      |         |         |      |         |      |
|     | 14,665                         |      | 6,786   |      | 47,000  |      | 47,059  | 22,000  |      | 22,000  |      |
| 299 | PAYROLL TAXES AND FRINGES      |      |         |      |         |      |         |         |      |         |      |
|     | 302,470                        |      | 292,532 |      | 343,780 |      | 317,527 | 375,243 |      | 375,243 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 786,863 | 6.94 | 737,504 | 6.44 | 828,892 | 6.60 | 797,688 | 872,170 | 6.50 | 872,170 | 6.50 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |       |  |       |  |       |       |  |       |  |
|-----|------------------------------|--|-------|--|-------|--|-------|-------|--|-------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT |  |       |  |       |  |       |       |  |       |  |
|     |                              |  |       |  | 2,750 |  | 2,948 | 1,400 |  | 1,400 |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |       |  |       |  |       |       |  |       |  |
|     | 4,591                        |  | 6,088 |  | 6,810 |  | 5,000 | 9,000 |  | 9,000 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 049    PROG COORDINATOR -PUBLIC WORKS
  
- 057    PUBLIC WORKS SUPERVISOR  
       THIS POSITION IS SPLIT 50/50 IN THE SEWER FUND AND THE STORM DRAIN FUND (513-85-0734)
  
- 112    PUBLIC WORKS MANAGER 3  
       POSITION FUNDED BY STREET FUND, STORM DRAIN FUND, AND SEWER FUND.  
       FY 17-18 FTE REFLECTS INCREASE DUE TO POSITION REALLOCATION DUE TO REORGANIZATION.
  
- 170    PUBLIC WORKS LEAD  
       FY 16-17 REFLECTS REALLOCATION OF 1 FTE PUBLIC WORKS LEAD FROM 50/50  
       502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION) TO 50/50 502-85-0753 / 513-85-0734
  
- 176    PUBLIC WORKS EQUIPMNT OPERATOR  
       FY 16-17 REFLECTS REALLOCATION OF 1 FTE PW EQUIPMENT OPERATOR FROM 100% IN 502-85-0753  
       (SEWER MAINTENANCE) TO 50/50 502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION).  
       FY 16-17 REFLECTS DECREASE DUE TO ADOPTED BUDGET INCLUDED \$300 PER MONTH MEDICAL  
       OPT-OUT PAY AND OVERTIME THAT IS NOT INCLUDED IN THE ESTIMATE BUDGET.
  
- 177    PUBLIC WORKS TECHNICIAN
  
- 188    INVENTORY CONTROL TECHNICIAN  
       FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM  
       25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN  
       THE GARAGE FUND.
  
- 274    SEASONAL WORKFORCE  
       SEASONAL HELP TO ASSIST IN MANHOLE SEALING AND POST AND BRUSH DUTIES
  
- 275    TEMPORARY EMPLOYEES  
       NO APPROPRIATION 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

- 303    OFFICE FURNITURE & EQUIPMENT  
       3-OFFICE CHAIRS \$600  
       TABLE \$800
  
- 304    DEPARTMENT EQUIPMENT EXPENSE  
       NOZZLES \$5,000  
       LIGHT BOARD FOR EXISTING PICKUP 3-621 \$2,500  
       ARROW BOARD FOR EXISTING VEHICLE 3-621 FOR ADVANCE WARNING IN TRAFFIC \$1,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

| OBJ                                  | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|--------------------------------------|--------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|                                      | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 305                                  | SPECIAL DEPARTMENT SUPPLIES    |     |               |     |               |     |         |               |     |              |     |
|                                      | 24,027                         |     | 24,035        |     | 23,750        |     | 20,000  | 23,100        |     | 23,100       |     |
| 307                                  | MEMBERSHIP FEES                |     |               |     |               |     |         |               |     |              |     |
|                                      | 1,151                          |     | 455           |     | 450           |     | 450     | 300           |     | 300          |     |
| 317                                  | COMPUTER EQUIPMENT             |     |               |     |               |     |         |               |     |              |     |
|                                      | 4,050                          |     | 381           |     |               |     |         | 3,000         |     | 3,000        |     |
| 318                                  | COMPUTER SOFTWARE              |     |               |     |               |     |         |               |     |              |     |
|                                      |                                |     | 12,177        |     | 1,000         |     | 1,480   |               |     |              |     |
| 321                                  | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |         |               |     |              |     |
|                                      | 4,645                          |     | 3,917         |     | 5,000         |     | 5,000   | 5,250         |     | 5,250        |     |
| 328                                  | MEALS & RELATED EXPENSE        |     |               |     |               |     |         |               |     |              |     |
|                                      | 105                            |     | 508           |     |               |     |         |               |     |              |     |
| 341                                  | COMMUNICATIONS EXPENSE         |     |               |     |               |     |         |               |     |              |     |
|                                      | 97                             |     |               |     |               |     |         |               |     |              |     |
| 351                                  | UTILITIES EXPENSE              |     |               |     |               |     |         |               |     |              |     |
|                                      |                                |     |               |     | 150           |     | 150     | 150           |     | 150          |     |
| 361                                  | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |         |               |     |              |     |
|                                      | 1,287                          |     | 2,923         |     | 3,600         |     | 3,004   | 3,600         |     | 3,600        |     |
| 419                                  | CHEMICAL & LABORATORY SUPPLIES |     |               |     |               |     |         |               |     |              |     |
|                                      | 934                            |     | 332           |     | 2,000         |     | 2,000   | 2,000         |     | 2,000        |     |
| 425                                  | DUMPING EXPENSES               |     |               |     |               |     |         |               |     |              |     |
|                                      |                                |     | 5,598         |     | 1,000         |     | 1,000   | 1,000         |     | 1,000        |     |
| 461                                  | SPECIAL EXPENSE                |     |               |     |               |     |         |               |     |              |     |
|                                      | 125                            |     | 77            |     | 100           |     | 100     | 100           |     | 100          |     |
| 511                                  | PROFESSIONAL SERVICES          |     |               |     |               |     |         |               |     |              |     |
|                                      | 93,525                         |     | 81,360        |     | 57,500        |     | 47,000  | 49,000        |     | 49,000       |     |
| 512                                  | CITY RIGHT OF WAY FEES         |     |               |     |               |     |         |               |     |              |     |
|                                      | 1,129,200                      |     | 1,191,268     |     | 202,342       |     | 200,000 | 206,000       |     | 206,000      |     |
| 551                                  | RENTS AND LEASES               |     |               |     |               |     |         |               |     |              |     |
|                                      | 1,336                          |     | 1,232         |     | 2,250         |     | 2,200   | 2,320         |     | 2,320        |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                |     |               |     |               |     |         |               |     |              |     |
|                                      | 1,265,073                      |     | 1,330,351     |     | 308,702       |     | 290,332 | 306,220       |     | 306,220      |     |

## BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

| OBJ | OBJECT DESCRIPTION   |
|-----|--|
|     | JUSTIFICATIONS   |
| 305 | SPECIAL DEPARTMENT SUPPLIES<br>VIDEO SUPPLIES \$5,000<br>VIDEO CABLE 1500' @ 4.90/FT (\$7,500 MOVE TO FLEET) \$7,500<br>ROOT CUTTING AND LINE CLEANING SUPPLIES \$1,500<br>TRAFFIC CONTROL DEVICES \$1,500<br>MISC SMALL TOOLS \$1,000<br>HOSE REPLACEMENT FOR JET ROODER (1,000) & VACTOR (800') @ \$3.66/FT (\$6,600 MOVE TO FLEET) \$6,600  |
| 307 | MEMBERSHIP FEES<br>DEQ COLLECTION CERTIFICATION (2 @ \$150 EA) \$300   |
| 317 | COMPUTER EQUIPMENT<br>LAPTOP REPLACEMENTS (X2) \$3,000   |
| 318 | COMPUTER SOFTWARE<br>NO APPROPRIATION REQUESTED  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>4 - SHORT SCHOOL AT CLACKAMAS COMMUNITY COLLEGE (4 @ \$225/EA) \$900<br>2 - AWWA CONFERENCE REDMOND WITH 3 NIGHT STAY (\$500 REGISTRATION + \$1000 T&S) \$1,500<br>4 - AWWA CONFERENCE SEASIDE WITH 3 NIGHT STAY (\$1000 REGISTRATION + \$1500 T&S) \$2,500<br>2 - PACP USER CONFERENCE @ \$100 EACH \$200<br>2 - JET RODDER REFRESHER @ \$75 EACH \$150 |
| 328 | MEALS & RELATED EXPENSE<br>FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINSTRATION FUND  |
| 341 | COMMUNICATIONS EXPENSE<br>FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINSTRATION FUND   |
| 351 | UTILITIES EXPENSE<br>WATER FEES FOR USING TVWD HYDRANTS FOR FLUSH TRUCKS (2 TRUCKS @ \$75/EACH) \$150  |
| 361 | UNIFORMS & SPECIAL CLOTHING<br>6 EMPLOYEES @ \$600/EA \$3,600  |
| 419 | CHEMICAL & LABORATORY SUPPLIES<br>GASES FOR ATMOSPHERIC TESTERS \$1,500<br>GREASE AND ROOT ABATEMENT \$500   |
| 425 | DUMPING EXPENSES<br>LANDFILL DEBRIS DISPOSAL \$1,000   |
| 461 | SPECIAL EXPENSE<br>COMMERCIAL DRIVERS LICENSE AND RENEWAL \$100  |
| 511 | PROFESSIONAL SERVICES<br>SPECIALIZED EQUIPMENT REPAIRS OF GAS MONITORS \$2,000<br>VIDEO CAMERA RELATED EQUIPMENT REPAIR \$12,000<br>UNDERGROUND UTILITY LOCATES \$35,000   |
| 512 | CITY RIGHT OF WAY FEES<br>THIS ACCOUNT WAS ESTABLISHED TO ACCOUNT FOR THE PAYMENT IN LIEU OF 5% FRANCHISE FEES TO THE GENERAL FUND.  |
| 551 | RENTS AND LEASES<br>ARCTIC STORAGE LOT LEASE (12 MONTHS @ \$110) \$1,320<br>MISC. RENTS AND LEASES \$1,000   |



**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 641 VEHICLES
  - 1 - REPLACEMENT FOR VEHICLE NO. 8-618, (2001 WORKHORSE TV VAN) WITH LIKE TYPE UNIT (COST INCLUDES ALL SEWER LINE TV COMPUTER AND VIDEO EQUIPMENT, AND SAFETY LIGHTING) \$235,000
  - 1 - REPLACEMENT FOR VEHICLE NO. 3-613, (2002 CHEVY 2500 PICKUP) WITH FORD F350 4WD PICKUP (COST INCLUDES SAFETY LIGHTING). \$36,150
  - 1 - REPLACEMENT FOR VEHICLE NO.6-623, (2007 CHEVY 3500 DUMP VEHICLE) WITH FORD F350 4WD DUMP VEHICLE (COST INCLUDES TOOLBOXES, DUMP BOX, SAFETY AND SAFETY LIGHTING). \$53,150
- 671 EQUIPMENT

- 801 TRSFR TO GENERAL FD - OVERHEAD  
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND
- 802 TRSFR TO GENERAL FD-ACCOUNTING  
 ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND
- 803 TRSFR TO GENERAL FD-LANDSCAPE  
 ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND
- 804 TRSFR - OPERATIONS ADMIN  
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND
- 805 TRSFR TO G/F BLDG MAINT  
 ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND
- 808 TRSFRS TO GIS PGRM (TO ISD FUND 2018-19)  
 ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES
- 817 TRSFRS TO GARAGE FUND  
 ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND
- 818 TRSFRS TO ISD-ALLOCATED  
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$183,463  
 SOFTWARE MAINTENANCE COSTS - ASSET SYSTEM AND UTILITY BILLING \$40,000  
 ENGINEERING SOFTWARE UPGRADES \$2,200
- 819 TRSFRS TO INSURANCE FUND  
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE
- 840 TRSFR TO INSURANCE FUND, WC  
 FY 17-18 REFLECTS PRE-FUNDING OF A WORKER'S COMP. CLAIM SETTLEMENT

- 986 RESERVE - DEDICATED SURCHARGES  
 FY 2014-15 BUDGET REFLECTS ADDITIONAL APPROPRIATIONS TOTALING \$1,018,00 FOR CONSTRUCTION OF WATER, STORM DRAIN AND SANITARY SEWER IMPROVEMENTS IN THE ROYAL WOODLANDS SUBDIVISION II (CIP # 6044) DUE TO REPLACING AND UPGRADING MORE LINEAL FEET OF INFRASTRUCTURE THAN WAS ESTIMATED DURING THE BUDGET DEVELOPMENT PROCESS. THE ADDITIONAL APPROPRIATION IS OFFSET BY FUNDING FROM CLEAN WATER SERVICES (\$347,500).
- 991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

| OBJ   | 2016 - ACTUAL                 |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018      | 2019 - RECOMD |      | 2019 ADOPTED |      |
|---|-------------------------------|------|---------------|------|---------------|------|-----------|---------------|------|--------------|------|
|   | AMOUNT                        | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT   | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 994   | RESERVE - SDC                 |      |               |      | 664,972       |      |           | 645,987       |      | 645,987      |      |
| 996   | RESERVE - EQUIPMENT REPLACEMT |      |               |      | 759,521       |      |           | 382,776       |      | 382,776      |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                               |      |               |      |               |      |           |               |      |              |      |
|   |                               |      |               |      | 7,674,784     |      |           | 7,166,020     |      | 7,166,020    |      |
| TOTAL PROGRAM: 0753 SEWER SYSTEM MAINTENANCE  |                               |      |               |      |               |      |           |               |      |              |      |
|   | 3,018,905                     | 6.94 | 3,043,849     | 6.44 | 10,426,610    | 6.60 | 2,663,567 | 9,745,819     | 6.50 | 9,745,819    | 6.50 |

## BP WORKSHEET & JUSTIFICATION

FUND: 502 SEWER FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0753 SEWER SYSTEM MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |  |
|-----|--|
| 994 | RESERVE - SDC<br>RESERVE FOR FUTURE CAPACITY IMPROVEMENT PROJECTS AND RENEWAL AND REHAB PROJECTS.  |
| 996 | RESERVE - EQUIPMENT REPLACEMT<br>RESERVE FOR VEHICLE REPLACEMENT, USED IN OPERATION<br>RESERVE FOR VEHICLE REPLACEMENT, USED IN CONSTRUCTION |



**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

| 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: 05 PERSONNEL SERVICES

|     |                                |  |         |      |        |      |        |        |      |         |      |
|-----|--------------------------------|--|---------|------|--------|------|--------|--------|------|---------|------|
| 057 | PUBLIC WORKS SUPERVISOR        |  | 20,933  | .25  |        |      |        |        |      |         |      |
| 112 | PUBLIC WORKS MANAGER 3         |  | 26,472  | .25  | 25,515 | .33  | 28,160 | 30,992 | .33  | 30,992  | .33  |
| 170 | PUBLIC WORKS LEAD              |  | 39,937  | .50  | 23,556 | .34  | 21,817 | 24,528 | .34  | 24,528  | .34  |
| 176 | PUBLIC WORKS EQUIPMNT OPERATOR |  | 93,886  | 1.50 | 34,617 | .50  | 32,167 | 34,724 | .50  | 34,403  | .50  |
| 177 | PUBLIC WORKS TECHNICIAN        |  | 46,273  | 1.00 | 31,204 | 1.00 | 48,300 | 43,551 | 1.00 | 48,790  | 1.00 |
| 274 | SEASONAL WORKFORCE             |  |         |      | 4,904  |      | 13,000 |        |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES      |  | 119,746 |      | 45,767 |      | 80,566 | 84,104 |      | 102,123 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 326,314 | 3.25 | 137,425 | 1.75 | 223,104 | 2.17 | 212,356 | 240,836 | 2.17 | 240,836 | 2.17 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |       |  |       |       |  |       |  |
|-----|--------------------------------|--|-------|--|-------|--|-------|-------|--|-------|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |  | 5,270 |  | 2,719 |  | 8,000 | 8,000 |  | 5,000 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  | 6,835 |  | 4,417 |  | 7,500 | 7,500 |  | 7,500 |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  | 2,916 |  | 3,001 |  | 1,950 | 1,950 |  | 1,950 |  |
| 328 | MEALS & RELATED EXPENSE        |  |       |  | 197   |  |       |       |  |       |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 057 PUBLIC WORKS SUPERVISOR  
 FY 16-17 REFLECTS REALLOCATION OF THE PUBLIC WORKS SUPERVISOR POSITION FROM  
 100% IN 101-85-0732 TO 50% 101-85-0732 / 25% 502-85-0757 / 25% 513-85-0739
- 112 PUBLIC WORKS MANAGER 3  
 FY 16-17 REFLECTS RE-ALLOCATION OF PUBLIC WORKS MANAGER 3 THAT WAS ALLOCATED 50/25/25 IN  
 501-85-0743 / 502-85-0757 / 513-85-0739 TO 50/50 501-85-0743 / 501-85-0742.  
 FY 17-18 FTE REFLECTS INCREASE DUE TO POSITION REALLOCATION DUE TO REORGANIZATION.
- 170 PUBLIC WORKS LEAD  
 FY 16-17 REFLECTS REALLOCATION OF 1 FTE PUBLIC WORKS LEAD FROM 50/50  
 502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION) TO 50/50 502-85-0753 / 513-85-0734  
 (SEWER/STORM MAINTENANCE).  
 FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE PW EQUIPMENT OPERATOR IN THE STREET FUND TO  
 1 FTE PW LEAD THAT IS ALLOCATED 33/34/33 IN STREET / SEWER / STORM FUNDS DUE TO  
 REORGANIZATION.
- 176 PUBLIC WORKS EQUIPMNT OPERATOR  
 50% SEWER CONSTRUCTION AND 50% STORM CONSTRUCTION.  
 FY 16-17 REFLECTS REALLOCATION OF 1 FTE PW EQUIPMENT OPERATOR FROM 100% IN 502-85-0753  
 (SEWER MAINTENANCE) TO 50/50 502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION).
- 177 PUBLIC WORKS TECHNICIAN  
 50% SEWER CONSTRUCTION AND 50% STORM CONSTRUCTION.  
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY AND THEN BEING FILLED AT A  
 LOWER STEP THAN WAS BUDGETED.
- 274 SEASONAL WORKFORCE
- 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
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 POWER TOOL REPLACEMENT  
 TRAFFIC SAFETY SUPPLIES  
 PUMP HOSES  
 COMBINATION MACHINE TUBE REPLACEMENTS - MOVED TO GARAGE
- 305 SPECIAL DEPARTMENT SUPPLIES  
 HAND TOOLS; REPLACEMENT BLADES; CUTTING CHAINS; LOCATE PAINT; PLYWOOD & LUMBER;  
 TRAFFIC CONES AND SIGNS; EROSION CONTROL; BARRICADES; LIFTING STRAPS AND CHAINS.
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 1 - SHORT SCHOOL, CLACKAMAS COMMUNITY COLLEGE \$225  
 1 - AWWA CONFERENCE REDMOND WITH 3 NIGHT STAY (\$250 REGISTRATION + \$400 T&S) \$650  
 1 - VACTOR TRAINING \$225  
 1 - AWWA CONFERENCE NEWPORT WITH 3 NIGHT STAY (\$250 REGISTRATION + \$500 T&S) \$750  
 1 - PACP USER CONFERENCE \$100
- 328 MEALS & RELATED EXPENSE  
 FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 502 SEWER FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

| OBJ  | 2016 - ACTUAL               |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|--|-----------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|  | AMOUNT                      | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 361  | UNIFORMS & SPECIAL CLOTHING |       |               |       |               |       |           |               |       |              |       |
|  | 3,664                       |       | 3,171         |       | 1,500         |       | 1,500     | 1,950         |       | 1,950        |       |
| 425  | DUMPING EXPENSES            |       |               |       |               |       |           |               |       |              |       |
|  | 320                         |       |               |       | 2,000         |       | 2,000     | 2,000         |       | 2,000        |       |
| 434  | CONSTRUCTION MATERIALS      |       |               |       |               |       |           |               |       |              |       |
|  | 2,381                       |       | 11,310        |       | 35,000        |       | 5,000     | 35,000        |       | 35,000       |       |
| 511  | PROFESSIONAL SERVICES       |       |               |       |               |       |           |               |       |              |       |
|  | 2,067                       |       | 906           |       | 117,000       |       | 107,000   | 100,500       |       | 100,500      |       |
| 551  | RENTS AND LEASES            |       |               |       |               |       |           |               |       |              |       |
|  | 1,196                       |       | 1,232         |       | 3,750         |       | 3,750     | 3,300         |       | 3,300        |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES           |                             |       |               |       |               |       |           |               |       |              |       |
|  | 24,649                      |       | 26,953        |       | 176,700       |       | 136,700   | 157,200       |       | 157,200      |       |
| CLASS: 15 CAPITAL OUTLAY                       |                             |       |               |       |               |       |           |               |       |              |       |
| 671  | EQUIPMENT                   |       |               |       |               |       |           |               |       |              |       |
|  | 25,925                      |       |               |       | 77,000        |       | 77,000    | 10,000        |       | 10,000       |       |
| TOTAL CLASS: 15 CAPITAL OUTLAY                 |                             |       |               |       |               |       |           |               |       |              |       |
|  | 25,925                      |       |               |       | 77,000        |       | 77,000    | 10,000        |       | 10,000       |       |
| CLASS: 25 TRANSFERS                            |                             |       |               |       |               |       |           |               |       |              |       |
| 817  | TRSFERS TO GARAGE FUND      |       |               |       |               |       |           |               |       |              |       |
|  | 6,746                       |       | 18,390        |       | 19,278        |       | 19,278    | 22,307        |       | 22,307       |       |
| TOTAL CLASS: 25 TRANSFERS                      |                             |       |               |       |               |       |           |               |       |              |       |
|  | 6,746                       |       | 18,390        |       | 19,278        |       | 19,278    | 22,307        |       | 22,307       |       |
| TOTAL PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION  |                             |       |               |       |               |       |           |               |       |              |       |
|  | 383,634                     | 3.25  | 182,768       | 1.75  | 496,082       | 2.17  | 445,334   | 430,343       | 2.17  | 430,343      | 2.17  |
| TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS |                             |       |               |       |               |       |           |               |       |              |       |
|  | 3,402,539                   | 10.19 | 3,226,617     | 8.19  | 10,922,692    | 8.77  | 3,108,901 | 10,176,162    | 8.67  | 10,176,162   | 8.67  |
| TOTAL FUND: 502 SEWER FUND                     |                             |       |               |       |               |       |           |               |       |              |       |
|  | 5,058,784                   | 14.56 | 4,402,403     | 12.76 | 14,349,704    | 13.34 | 5,787,261 | 13,112,386    | 13.67 | 13,112,386   | 13.67 |

**BP WORKSHEET & JUSTIFICATION**

Budget Preparation - 2019

FUND: 502 SEWER FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0757 SEWER SYSTEM CONSTRUCTION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 361 UNIFORMS & SPECIAL CLOTHING  
RAIN GEAR, SAFETY GLASSES, GLOVES AND BOOTS  
3 EMPLOYEES AT \$650 EACH \$1,950
- 425 DUMPING EXPENSES  
LANDFILL DEBRIS DISPOSAL \$2,000
- 434 CONSTRUCTION MATERIALS  
COLD MIX, CONCRETE, ROCK,STRUCTURES, FITTINGS,PIPE AND POLLUTION CONTROL DEVICES.  
PIPE AND STRUCTURE REPAIRS FROM CITY WORKS LIST
- 511 PROFESSIONAL SERVICES  
PORTABLE RESTROOM SERVICING, STREET CUTTING AND TRUCKING \$2,000  
TRAFFIC CONTROL, CORE DRILLING, AND CLEANING COVERALLS \$3,000  
MANHOLE SEALING AND ADJUSTMENTS FOR OVERLAYS & MAINTENANCE (70 MANHOLES @ \$1,150) \$80,500  
TRAFFIC CONTROL FOR MANHOLE ADJUSTMENTS \$5,000  
TRUCKING 100 HOURS AT \$100 / HOUR \$10,000
- 551 RENTS AND LEASES  
MISC. EQUIPMENT RENTAL (EXCAVATOR, FUSION MACHINE,STEEL PLATES, SHORING EQUIPMENT) \$2,000  
ARCTIC STORAGE LOT LEASE \$1,300

- 671 EQUIPMENT  
STANLEY MB05 BREAKER WITH HOSE KIT, MOUNTING TOP, POINTED & CHISEL BITS FOR TAKEUCHI TB260 \$10,000

- 817 TRSFERS TO GARAGE FUND



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 504 WATER DEBT SERVICE FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL       |               |     |               |     |               |     |          |          |               |     |              |     |
| 301 BEGINNING WORKING CAPITAL             |               |     |               |     |               |     |          |          |               |     |              |     |
|   | -69,556       |     | -70,879       |     | -68,321       |     | -68,321  | -68,321  | -71,954       |     | -71,954      |     |
| TOTAL CLASS: 05 BEGINNING WORKING CAPITAL |               |     |               |     |               |     |          |          |               |     |              |     |
|   | -69,556       |     | -70,879       |     | -68,321       |     | -68,321  | -68,321  | -71,954       |     | -71,954      |     |
| CLASS: 35 MISCELLANEOUS REVENUES          |               |     |               |     |               |     |          |          |               |     |              |     |
| 384 INVESTMENT INTEREST EARNINGS          |               |     |               |     |               |     |          |          |               |     |              |     |
|   | -1,323        |     | -1,490        |     | -600          |     | -99      | -600     | -900          |     | -900         |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES    |               |     |               |     |               |     |          |          |               |     |              |     |
|   | -1,323        |     | -1,490        |     | -600          |     | -99      | -600     | -900          |     | -900         |     |
| CLASS: 40 INTERFUND TRANSFERS/LOANS       |               |     |               |     |               |     |          |          |               |     |              |     |
| 419 TRSFERS FROM WATER FUND               |               |     |               |     |               |     |          |          |               |     |              |     |
|   | -2,121,909    |     | -1,495,160    |     | -751,459      |     | -748,426 | -751,459 | -2,293,004    |     | -2,293,004   |     |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS |               |     |               |     |               |     |          |          |               |     |              |     |
|   | -2,121,909    |     | -1,495,160    |     | -751,459      |     | -748,426 | -751,459 | -2,293,004    |     | -2,293,004   |     |
| TOTAL DEPARTMENT: 03 REVENUE              |               |     |               |     |               |     |          |          |               |     |              |     |
|   | -2,192,788    |     | -1,567,529    |     | -820,380      |     | -816,846 | -820,380 | -2,365,858    |     | -2,365,858   |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 504 WATER DEBT SERVICE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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: 20 DEBT SERVICE

|                              |  |  |           |  |         |  |         |         |           |  |           |  |
|------------------------------|--|--|-----------|--|---------|--|---------|---------|-----------|--|-----------|--|
| 708                          | BOND PRINCIPAL 2006                    |  |           |  |         |  |         |         |           |  |           |  |
|                              | 470,000                                |  | 425,000   |  |         |  |         |         |           |  |           |  |
| 719                          | 2018 BOND PRINCIPAL WTR REV BOND       |  |           |  |         |  |         |         | 705,250   |  | 705,250   |  |
| 720                          | 2018 BOND INTEREST WTR REV BOND        |  |           |  |         |  |         |         | 840,000   |  | 840,000   |  |
| 741                          | BOND PRIN 2014 WATER REV BONDS         |  |           |  |         |  |         |         |           |  |           |  |
|                              | 1,292,024                              |  | 751,225   |  |         |  |         |         |           |  |           |  |
| 742                          | BOND INTRST 2014 WTR REV BONDS         |  |           |  |         |  |         |         |           |  |           |  |
|                              | 30,240                                 |  | 11,118    |  |         |  |         |         |           |  |           |  |
| 0654 743                     | 2016 BOND PRIN - REFUND 2006 REV BONDS |  |           |  | 580,000 |  | 580,000 | 580,000 | 590,000   |  | 590,000   |  |
| 744                          | 2016 BOND INT - REFUND 2006 REV BONDS  |  |           |  |         |  |         |         |           |  |           |  |
|                              |  |  | 58,259    |  | 103,316 |  | 103,316 | 103,316 | 92,644    |  | 92,644    |  |
| 755                          | BOND INTEREST 2006                     |  |           |  |         |  |         |         |           |  |           |  |
|                              | 264,535                                |  | 127,096   |  |         |  |         |         |           |  |           |  |
| 798                          | CONTRACTUAL DEBT                       |  |           |  |         |  |         |         |           |  |           |  |
|                              | 65,110                                 |  | 65,110    |  | 65,110  |  | 65,110  | 65,110  | 65,110    |  | 65,110    |  |
| 799                          | DEBT SERVICE FEES                      |  |           |  |         |  |         |         |           |  |           |  |
|                              |  |  | 61,400    |  |         |  |         |         |           |  |           |  |
| TOTAL CLASS: 20 DEBT SERVICE |  |  |           |  |         |  |         |         |           |  |           |  |
|                              | 2,121,909                              |  | 1,499,208 |  | 748,426 |  | 748,426 | 748,426 | 2,293,004 |  | 2,293,004 |  |

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

992 UNAPPROPRIATED ENDING FUND BAL

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 504 WATER DEBT SERVICE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
|  |               |     |               |     | 71,954        |     |          |         | 72,854        |     | 72,854       |     |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  |               |     |               |     |               |     |          |         |               |     |              |     |
|  |               |     |               |     | 71,954        |     |          |         | 72,854        |     | 72,854       |     |
| TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS |               |     |               |     |               |     |          |         |               |     |              |     |
|  | 2,121,909     |     | 1,499,208     |     | 820,380       |     | 748,426  | 748,426 | 2,365,858     |     | 2,365,858    |     |

0655

**BP WORKSHEET & JUSTIFICATION**

FUND: 504 WATER DEBT SERVICE FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |        |        |        |        |        |        |  |  |  |  |
|-----|---------------------------|--------|--------|--------|--------|--------|--------|--|--|--|--|
| 301 | BEGINNING WORKING CAPITAL |        |        |        |        |        |        |  |  |  |  |
|     |                           | 69,556 | 70,879 | 68,321 | 68,321 | 71,954 | 71,954 |  |  |  |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |        |        |        |        |        |        |  |  |  |  |
|--|--|--------|--------|--------|--------|--------|--------|--|--|--|--|
|  |  | 69,556 | 70,879 | 68,321 | 68,321 | 71,954 | 71,954 |  |  |  |  |
|--|--|--------|--------|--------|--------|--------|--------|--|--|--|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |       |       |     |     |     |     |  |  |  |  |
|-----|------------------------------|-------|-------|-----|-----|-----|-----|--|--|--|--|
| 384 | INVESTMENT INTEREST EARNINGS |       |       |     |     |     |     |  |  |  |  |
|     |                              | 1,323 | 1,490 | 600 | 600 | 900 | 900 |  |  |  |  |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |       |       |     |     |     |     |  |  |  |  |
|--|--|-------|-------|-----|-----|-----|-----|--|--|--|--|
|  |  | 1,323 | 1,490 | 600 | 600 | 900 | 900 |  |  |  |  |
|--|--|-------|-------|-----|-----|-----|-----|--|--|--|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

|     |                         |           |           |         |         |           |           |  |  |  |  |
|-----|-------------------------|-----------|-----------|---------|---------|-----------|-----------|--|--|--|--|
| 419 | TRSFERS FROM WATER FUND |           |           |         |         |           |           |  |  |  |  |
|     |                         | 2,121,909 | 1,495,160 | 751,459 | 751,459 | 2,293,004 | 2,293,004 |  |  |  |  |

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |  |           |           |         |         |           |           |  |  |  |  |
|--|--|-----------|-----------|---------|---------|-----------|-----------|--|--|--|--|
|  |  | 2,121,909 | 1,495,160 | 751,459 | 751,459 | 2,293,004 | 2,293,004 |  |  |  |  |
|--|--|-----------|-----------|---------|---------|-----------|-----------|--|--|--|--|

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |  |           |           |         |         |           |           |  |  |  |  |
|--|--|-----------|-----------|---------|---------|-----------|-----------|--|--|--|--|
|  |  | 2,192,788 | 1,567,529 | 820,380 | 820,380 | 2,365,858 | 2,365,858 |  |  |  |  |
|--|--|-----------|-----------|---------|---------|-----------|-----------|--|--|--|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |  |           |           |         |         |           |           |  |  |  |  |
|--|--|-----------|-----------|---------|---------|-----------|-----------|--|--|--|--|
|  |  | 2,192,788 | 1,567,529 | 820,380 | 820,380 | 2,365,858 | 2,365,858 |  |  |  |  |
|--|--|-----------|-----------|---------|---------|-----------|-----------|--|--|--|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 504 WATER DEBT SERVICE FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

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%

419 TRSFRS FROM WATER FUND

FY 2015-16 AND FY 2016-17 COVERS DEBT SERVICE FOR:  
 2006 WATER REVENUE BONDS  
 2014 WATER REVENUE AND REFUNDING BONDS  
 BUREAU OF RECLAMATION FOR 2 WATER RIGHTS CONTRACTS TOTALING 4,000 AC FT IN THE  
 SCOGGINS RESERVOIR AND DAM.  
 FY 2017- 18 COVERS DEBT SERVOCE FOR:  
 2016 WATER REFUNDING BOND (REFUNDING THE 2006 BOND ISSUE)  
 BUREAU OF RECLAMATION FOR 2 WATER RIGHTS CONTRACTS TOTALING 4,000 AC FT IN THE  
 SCOGGINS RESERVOIR AND DAM.  
 FY 2018-19 COVERS DEBT SERVICE FOR:  
 2016 WATER REFUNDING BOND (REFUNDING THE 2006 BOND ISSUE)  
 BUREAU OF RECLAMATION FOR 2 WATER RIGHTS CONTRACTS TOTALING 4,000 AC FT IN THE  
 SCOGGINS RESERVOIR AND DAM.  
 2018 NEW \$21 MILLION WATER REVENUE BOND ISSUE

**BP WORKSHEET & JUSTIFICATION**

FUND: 504 WATER DEBT SERVICE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0001 DEBT SERVICE

| 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: 20 DEBT SERVICE

|                              |  |  |           |  |         |  |         |           |  |           |  |
|------------------------------|--|--|-----------|--|---------|--|---------|-----------|--|-----------|--|
| 708                          | BOND PRINCIPAL 2006                    |  |           |  |         |  |         |           |  |           |  |
|                              | 470,000                                |  | 425,000   |  |         |  |         |           |  |           |  |
| 719                          | 2018 BOND PRINCIPAL WTR REV BOND       |  |           |  |         |  |         | 705,250   |  | 705,250   |  |
| 720                          | 2018 BOND INTEREST WTR REV BOND        |  |           |  |         |  |         | 840,000   |  | 840,000   |  |
| 741                          | BOND PRIN 2014 WATER REV BONDS         |  |           |  |         |  |         |           |  |           |  |
|                              | 1,292,024                              |  | 751,225   |  |         |  |         |           |  |           |  |
| 742                          | BOND INTRST 2014 WTR REV BONDS         |  |           |  |         |  |         |           |  |           |  |
|                              | 30,240                                 |  | 11,118    |  |         |  |         |           |  |           |  |
| 743                          | 2016 BOND PRIN - REFUND 2006 REV BONDS |  |           |  | 580,000 |  | 580,000 | 590,000   |  | 590,000   |  |
| 744                          | 2016 BOND INT - REFUND 2006 REV BONDS  |  |           |  |         |  |         |           |  |           |  |
|                              |  |  | 58,259    |  | 103,316 |  | 103,316 | 92,644    |  | 92,644    |  |
| 755                          | BOND INTEREST 2006                     |  |           |  |         |  |         |           |  |           |  |
|                              | 264,535                                |  | 127,096   |  |         |  |         |           |  |           |  |
| 798                          | CONTRACTUAL DEBT                       |  |           |  |         |  |         |           |  |           |  |
|                              | 65,110                                 |  | 65,110    |  | 65,110  |  | 65,110  | 65,110    |  | 65,110    |  |
| 799                          | DEBT SERVICE FEES                      |  |           |  |         |  |         |           |  |           |  |
|                              |  |  | 61,400    |  |         |  |         |           |  |           |  |
| TOTAL CLASS: 20 DEBT SERVICE |  |  |           |  |         |  |         |           |  |           |  |
|                              | 2,121,909                              |  | 1,499,208 |  | 748,426 |  | 748,426 | 2,293,004 |  | 2,293,004 |  |

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|   |                                |  |  |  |        |  |  |        |  |        |  |
|---|--------------------------------|--|--|--|--------|--|--|--------|--|--------|--|
| 992   | UNAPPROPRIATED ENDING FUND BAL |  |  |  |        |  |  |        |  |        |  |
|   |                                |  |  |  | 71,954 |  |  | 72,854 |  | 72,854 |  |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                |  |  |  |        |  |  |        |  |        |  |
|   |                                |  |  |  | 71,954 |  |  | 72,854 |  | 72,854 |  |

TOTAL PROGRAM: 0001 DEBT SERVICE

|  |           |  |           |  |         |  |         |           |  |           |  |
|--|-----------|--|-----------|--|---------|--|---------|-----------|--|-----------|--|
|  | 2,121,909 |  | 1,499,208 |  | 820,380 |  | 748,426 | 2,365,858 |  | 2,365,858 |  |
|--|-----------|--|-----------|--|---------|--|---------|-----------|--|-----------|--|

TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS

|  |           |  |           |  |         |  |         |           |  |           |  |
|--|-----------|--|-----------|--|---------|--|---------|-----------|--|-----------|--|
|  | 2,121,909 |  | 1,499,208 |  | 820,380 |  | 748,426 | 2,365,858 |  | 2,365,858 |  |
|--|-----------|--|-----------|--|---------|--|---------|-----------|--|-----------|--|

TOTAL FUND: 504 WATER DEBT SERVICE FUND

|  |           |  |           |  |         |  |         |           |  |           |  |
|--|-----------|--|-----------|--|---------|--|---------|-----------|--|-----------|--|
|  | 2,121,909 |  | 1,499,208 |  | 820,380 |  | 748,426 | 2,365,858 |  | 2,365,858 |  |
|--|-----------|--|-----------|--|---------|--|---------|-----------|--|-----------|--|

### BP WORKSHEET & JUSTIFICATION

FUND: 504 WATER DEBT SERVICE FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0001 DEBT SERVICE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |  |
|-----|--|
| 708 | BOND PRINCIPAL 2006<br>PRINCIPAL PAYMENT 2006 BOND ISSUE.  |
| 719 | 2018 BOND PRINCIPAL WTR REV BOND<br>BOND PRINCIPAL 2018 WATER REVENUE BONDS \$705,250  |
| 720 | 2018 BOND INTEREST WTR REV BOND<br>BOND INTEREST 2018 WATER REVENUE BONDS \$840,000  |
| 741 | BOND PRIN 2014 WATER REV BONDS<br>PRINCIPAL PAYMENT 2014 WATER REVENUE REFUNDING BONDS; THESE BONDS WERE ISSUED TO REFUND THE OUTSTANDING 2004 AND 2004B WATER REVENUE BONDS |
| 742 | BOND INTRST 2014 WTR REV BONDS<br>INTEREST 2014 WATER REVENUE REFUNDING BONDS; THESE BONDS WERE ISSUED TO REFUND THE OUTSTANDING 2004 AND 2004B WATER REVENUE BONDS          |
| 743 | 2016 BOND PRIN - REFUND 2006 REV BONDS   |
| 744 | 2016 BOND INT - REFUND 2006 REV BONDS  |
| 755 | BOND INTEREST 2006<br>INTEREST PAYMENT 2006 BOND ISSUE   |
| 798 | CONTRACTUAL DEBT<br>DEBT ON SCOGGINS DAM   |
| 799 | DEBT SERVICE FEES<br>DEBT SERVICE FEES FOR BOND PAYING AGENT SERVICES  |

992 UNAPPROPRIATED ENDING FUND BAL



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |            |  |            |  |             |  |             |             |             |  |             |  |
|--|------------|--|------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
|  | -9,017,120 |  | -9,537,988 |  | -10,570,842 |  | -10,570,842 | -10,570,842 | -10,916,055 |  | -10,916,055 |  |
|--|------------|--|------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |            |  |            |  |             |  |             |             |             |  |             |  |
|--|------------|--|------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
|  | -9,017,120 |  | -9,537,988 |  | -10,570,842 |  | -10,570,842 | -10,570,842 | -10,916,055 |  | -10,916,055 |  |
|--|------------|--|------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

|  |          |  |  |  |  |  |  |  |  |  |  |  |
|--|----------|--|--|--|--|--|--|--|--|--|--|--|
|  | -178,348 |  |  |  |  |  |  |  |  |  |  |  |
|--|----------|--|--|--|--|--|--|--|--|--|--|--|

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |          |  |  |  |  |  |  |  |  |  |  |  |
|--|----------|--|--|--|--|--|--|--|--|--|--|--|
|  | -178,348 |  |  |  |  |  |  |  |  |  |  |  |
|--|----------|--|--|--|--|--|--|--|--|--|--|--|

CLASS: 20 PERMITS & FEES

347 STORM WTR DETENTION QUANTITY

|  |         |  |        |  |         |  |         |         |         |  |         |  |
|--|---------|--|--------|--|---------|--|---------|---------|---------|--|---------|--|
|  | -29,116 |  | -7,639 |  | -10,000 |  | -18,991 | -18,000 | -20,000 |  | -20,000 |  |
|--|---------|--|--------|--|---------|--|---------|---------|---------|--|---------|--|

348 STORM WTR DETENTION QUALITY

|  |         |  |         |  |        |  |         |         |         |  |         |  |
|--|---------|--|---------|--|--------|--|---------|---------|---------|--|---------|--|
|  | -16,009 |  | -11,619 |  | -5,000 |  | -43,943 | -45,000 | -20,000 |  | -20,000 |  |
|--|---------|--|---------|--|--------|--|---------|---------|---------|--|---------|--|

349 EROSION CONTROL FEES

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | -62,313 |  | -42,775 |  | -50,000 |  | -88,500 | -50,000 | -50,000 |  | -50,000 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

352 STORM WATER CONVEYANCE FEES

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -677,460 |  | -248,196 |  | -435,000 |  | -171,989 | -150,000 | -150,000 |  | -150,000 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

TOTAL CLASS: 20 PERMITS & FEES

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -784,898 |  | -310,229 |  | -500,000 |  | -323,423 | -263,000 | -240,000 |  | -240,000 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

CLASS: 25 SERVICE FEES

364 CUSTOMER SERV CHARGES

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -3,682,318 |  | -3,960,944 |  | -3,826,338 |  | -4,065,971 | -4,100,000 | -4,300,000 |  | -4,300,000 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

367 UTILITY SURCHARGE

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -1,374,854 |  | -1,378,852 |  | -1,380,000 |  | -1,174,356 | -1,400,000 | -1,400,000 |  | -1,400,000 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

369 UTILITY SALES ALLOWANCES

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 03 REVENUE

| 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 |
|   | 4,233                            |     | 5,795         |     | 7,000         |     | 17,459     | 5,500      | 7,000         |     | 7,000        |     |
| TOTAL CLASS: 25 SERVICE FEES              |                                  |     |               |     |               |     |            |            |               |     |              |     |
|   | -5,052,939                       |     | -5,334,001    |     | -5,199,338    |     | -5,222,868 | -5,494,500 | -5,693,000    |     | -5,693,000   |     |
| CLASS: 35 MISCELLANEOUS REVENUES          |                                  |     |               |     |               |     |            |            |               |     |              |     |
| 382 SALE OF CITY PROPERTY                 |                                  |     |               |     |               |     |            |            |               |     |              |     |
|   | -10,000                          |     | -2,185        |     |               |     | -112,505   | -70,395    |               |     |              |     |
| 384 INVESTMENT INTEREST EARNINGS          |                                  |     |               |     |               |     |            |            |               |     |              |     |
|   | -59,627                          |     | -106,376      |     | -106,100      |     | -138,411   | -159,200   | -195,500      |     | -195,500     |     |
| 389 MISCELLANEOUS REVENUES                |                                  |     |               |     |               |     |            |            |               |     |              |     |
|   | -375                             |     | -25,063       |     |               |     | -338       |            |               |     |              |     |
| 394 MISC INTEREST EARNINGS                |                                  |     |               |     |               |     |            |            |               |     |              |     |
|   | -7,650                           |     | -6,950        |     | -7,350        |     | -7,350     | -7,350     | -7,350        |     | -7,350       |     |
| 1990                                      | 398 SRVS PROVIDED TO OTHER FUNDS |     |               |     |               |     |            |            |               |     |              |     |
|   | -81,726                          |     | -5,017        |     | -50,000       |     | -17,839    | -20,000    | -20,000       |     | -20,000      |     |
| 399 REIMBURSEMENTS - OTHER                |                                  |     |               |     |               |     |            |            |               |     |              |     |
|   | -42                              |     | -191          |     |               |     | -13,415    | -13,415    |               |     |              |     |
| 756 PERS RSRV DISTRIB-NON GAAP REV        |                                  |     |               |     |               |     |            |            |               |     |              |     |
|   | -29,079                          |     |               |     |               |     |            |            |               |     |              |     |
| 757 MED/LIFE INS PREM REFUND DISTRIBUTION |                                  |     |               |     |               |     |            |            |               |     |              |     |
|   | -11,858                          |     | -9,274        |     |               |     | -4,623     | -4,623     |               |     |              |     |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES    |                                  |     |               |     |               |     |            |            |               |     |              |     |
|   | -200,357                         |     | -155,056      |     | -163,450      |     | -287,131   | -274,983   | -222,850      |     | -222,850     |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 03 REVENUE

| 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: 40 INTERFUND TRANSFERS/LOANS

417 TRSFERS FROM ASSESSMENT FUND #1

|  |         |  |        |  |         |  |  |         |         |  |         |  |
|--|---------|--|--------|--|---------|--|--|---------|---------|--|---------|--|
|  | -10,982 |  | -3,189 |  | -17,419 |  |  | -17,400 | -13,100 |  | -13,100 |  |
|--|---------|--|--------|--|---------|--|--|---------|---------|--|---------|--|

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |         |  |        |  |         |  |  |         |         |  |         |  |
|--|---------|--|--------|--|---------|--|--|---------|---------|--|---------|--|
|  | -10,982 |  | -3,189 |  | -17,419 |  |  | -17,400 | -13,100 |  | -13,100 |  |
|--|---------|--|--------|--|---------|--|--|---------|---------|--|---------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |             |  |             |  |             |  |             |             |             |  |             |  |
|--|-------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|
|  | -15,244,644 |  | -15,340,463 |  | -16,451,049 |  | -16,404,264 | -16,620,725 | -17,085,005 |  | -17,085,005 |  |
|--|-------------|--|-------------|--|-------------|--|-------------|-------------|-------------|--|-------------|--|

0662

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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: 05 PERSONNEL SERVICES

|     |                             |      |         |      |         |      |         |         |         |      |         |      |
|-----|-----------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 046 | PRINCIPAL ENGINEER          |      |         |      |         |      |         |         |         |      |         |      |
|     | 32,431                      | .25  | 33,040  | .25  | 33,664  | .25  | 31,295  | 33,165  | 34,510  | .25  | 34,510  | .25  |
| 051 | CITY ENGINEER               |      |         |      |         |      |         |         |         |      |         |      |
|     | 15,701                      | .33  | 38,901  | .33  | 41,766  | .33  | 39,144  | 41,772  | 43,856  | .33  | 43,856  | .33  |
| 084 | PROJECT ENGINEER 1          |      |         |      |         |      |         |         |         |      |         |      |
|     | 103,409                     | 1.10 | 106,616 | 1.50 | 141,876 | 1.50 | 128,112 | 135,985 | 141,424 | 1.50 | 141,424 | 1.50 |
| 124 | ENGINEERING CONST INSPECTOR |      |         |      |         |      |         |         |         |      |         |      |
|     |                             |      |         | .40  | 24,412  | .40  | 23,344  | 24,922  | 26,813  | .40  | 26,813  | .40  |
| 221 | SUPPORT SPECIALIST 2        |      |         |      |         |      |         |         |         |      |         |      |
|     | 10,387                      | .25  | 11,003  | .25  | 11,818  | .25  | 11,182  | 11,831  | 12,825  | .25  | 12,825  | .25  |
| 275 | TEMPORARY EMPLOYEES         |      |         |      |         |      |         |         |         |      |         |      |
|     |                             |      |         |      | 2,000   |      |         |         |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES   |      |         |      |         |      |         |         |         |      |         |      |
|     | 84,906                      |      | 96,534  |      | 146,125 |      | 123,158 | 129,169 | 146,693 |      | 146,693 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
|  | 246,834 | 1.93 | 286,094 | 2.73 | 401,661 | 2.73 | 356,235 | 376,844 | 406,121 | 2.73 | 406,121 | 2.73 |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |     |  |       |  |       |       |       |  |       |  |
|-----|--------------------------------|--|-----|--|-------|--|-------|-------|-------|--|-------|--|
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |     |  |       |  |       |       |       |  |       |  |
|     | 138                            |  | 202 |  | 200   |  | 40    | 200   | 200   |  | 200   |  |
| 307 | MEMBERSHIP FEES                |  |     |  |       |  |       |       |       |  |       |  |
|     | 86                             |  | 265 |  | 420   |  | 460   | 460   | 470   |  | 470   |  |
| 318 | COMPUTER SOFTWARE              |  |     |  |       |  |       |       |       |  |       |  |
|     | 2,012                          |  |     |  | 2,250 |  | 2,000 | 2,000 |       |  |       |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |     |  |       |  |       |       |       |  |       |  |
|     | 149                            |  | 100 |  | 3,000 |  | 2,365 | 3,000 | 3,000 |  | 3,000 |  |
| 328 | MEALS & RELATED EXPENSE        |  |     |  |       |  |       |       |       |  |       |  |
|     |                                |  |     |  | 200   |  |       | 100   | 120   |  | 120   |  |
| 361 | UNIFORMS & SPECIAL CLOTHING    |  |     |  |       |  |       |       |       |  |       |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING

| 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  |
|   |                                   |      |               |      | 150           |      | 94       | 150     | 300           |      | 300          |      |
| 511   | PROFESSIONAL SERVICES             |      |               |      |               |      |          |         |               |      |              |      |
|   | 30                                |      | 534           |      | 22,000        |      | 24,204   | 25,000  | 20,000        |      | 20,000       |      |
| 536   | MAINTENANCE CONTRACTS             |      |               |      |               |      |          |         |               |      |              |      |
|   |                                   |      |               |      | 350           |      |          | 350     | 350           |      | 350          |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES                |                                   |      |               |      |               |      |          |         |               |      |              |      |
|   | 2,415                             |      | 1,101         |      | 28,570        |      | 29,163   | 31,260  | 24,440        |      | 24,440       |      |
| CLASS: 25 TRANSFERS                                 |                                   |      |               |      |               |      |          |         |               |      |              |      |
| 816   | TRSFERS TO REPROGRAPHICS FUND     |      |               |      |               |      |          |         |               |      |              |      |
|   | 1,157                             |      | 711           |      | 826           |      | 670      | 826     | 1,387         |      | 1,387        |      |
| 835   | TRSMR TO GF, BVTN BLDG OPERATIONS |      |               |      |               |      |          |         |               |      |              |      |
|   |                                   |      |               |      | 20,076        |      | 20,076   | 20,076  | 10,038        |      | 10,038       |      |
| 0694<br>836   | TRSMR TO GF, BVTN BLDG DEBT SVC   |      |               |      |               |      |          |         |               |      |              |      |
|   |                                   |      |               |      | 26,714        |      | 26,714   | 26,714  | 10,097        |      | 10,097       |      |
| TOTAL CLASS: 25 TRANSFERS                           |                                   |      |               |      |               |      |          |         |               |      |              |      |
|   | 1,157                             |      | 711           |      | 47,616        |      | 47,460   | 47,616  | 21,522        |      | 21,522       |      |
| TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING |                                   |      |               |      |               |      |          |         |               |      |              |      |
|   | 250,406                           | 1.93 | 287,906       | 2.73 | 477,847       | 2.73 | 432,858  | 455,720 | 452,083       | 2.73 | 452,083      | 2.73 |

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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: 05 PERSONNEL SERVICES       |                                |       |               |       |               |       |           |           |               |       |              |       |
| 049                                | PROG COORDINATOR -PUBLIC WORKS |       |               |       |               |       |           |           |               |       |              |       |
|                                    |                                |       |               |       |               |       |           |           | 69,992        | 1.00  | 69,992       | 1.00  |
| 057                                | PUBLIC WORKS SUPERVISOR        |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 27,714                         | .50   | 33,733        | .75   | 35,414        | .50   | 36,894    | 38,001    | 41,485        | .50   | 41,485       | .50   |
| 112                                | PUBLIC WORKS MANAGER 3         |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 63,249                         | .58   | 37,313        | .33   | 81,191        | .83   | 81,143    | 85,970    | 90,248        | .83   | 90,248       | .83   |
| 123                                | ENGINEERING TECH 2             |       |               |       |               |       |           |           |               |       |              |       |
|                                    |                                |       | 56,735        | 1.00  | 56,983        | 1.00  | 60,798    | 64,652    |               |       |              |       |
| 124                                | ENGINEERING CONST INSPECTOR    |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 72,544                         | 1.00  | 72,487        | 1.00  | 73,794        | 1.00  | 70,530    | 73,930    | 72,974        | 1.00  | 72,974       | 1.00  |
| 170                                | PUBLIC WORKS LEAD              |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 39,939                         | .50   | 32,189        | .50   | 130,384       | 1.83  | 109,546   | 114,940   | 195,359       | 2.83  | 195,359      | 2.83  |
| 176                                | PUBLIC WORKS EQUIPMNT OPERATOR |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 318,177                        | 5.50  | 372,031       | 5.50  | 285,284       | 4.50  | 288,088   | 298,841   | 298,063       | 4.50  | 298,063      | 4.50  |
| 177                                | PUBLIC WORKS TECHNICIAN        |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 385,958                        | 8.00  | 315,019       | 6.00  | 332,079       | 6.00  | 315,465   | 344,266   | 293,582       | 5.00  | 293,582      | 5.00  |
| 188                                | INVENTORY CONTROL TECHNICIAN   |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 7,519                          | .15   | 8,252         | .15   | 8,881         | .15   | 8,961     | 9,403     |               |       |              |       |
| 274                                | SEASONAL WORKFORCE             |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 53,601                         |       | 64,436        |       | 70,000        |       | 69,501    | 70,000    | 75,000        |       | 75,000       |       |
| 275                                | TEMPORARY EMPLOYEES            |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 40,089                         |       | 29,556        |       |               |       | 7,114     |           |               |       |              |       |
| 299                                | PAYROLL TAXES AND FRINGES      |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 579,383                        |       | 616,173       |       | 681,989       |       | 629,299   | 642,671   | 737,924       |       | 737,924      |       |
| TOTAL CLASS: 05 PERSONNEL SERVICES |                                |       |               |       |               |       |           |           |               |       |              |       |
|                                    | 1,588,173                      | 16.23 | 1,637,924     | 15.23 | 1,755,999     | 15.81 | 1,677,339 | 1,742,674 | 1,874,627     | 15.66 | 1,874,627    | 15.66 |

CLASS: 10 MATERIALS & SERVICES

303 OFFICE FURNITURE & EQUIPMENT

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
|     |                                |     |               |     | 2,750         |     | 2,948    | 2,948   | 1,200         |     | 1,200        |     |
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |     |               |     |               |     |          |         |               |     |              |     |
|     | 15,090                         |     | 12,935        |     | 15,410        |     | 8,396    | 12,000  | 14,900        |     | 14,900       |     |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |     |               |     |               |     |          |         |               |     |              |     |
|     | 38,437                         |     | 40,067        |     | 37,750        |     | 33,549   | 34,000  | 39,200        |     | 39,200       |     |
| 307 | MEMBERSHIP FEES                |     |               |     |               |     |          |         |               |     |              |     |
|     | 922                            |     | 830           |     | 1,850         |     | 1,400    | 1,500   | 1,175         |     | 1,175        |     |
| 317 | COMPUTER EQUIPMENT             |     |               |     |               |     |          |         |               |     |              |     |
|     | 4,271                          |     | 967           |     |               |     |          |         | 3,000         |     | 3,000        |     |
| 318 | COMPUTER SOFTWARE              |     |               |     |               |     |          |         |               |     |              |     |
|     |                                |     | 12,177        |     | 1,000         |     | 1,480    | 1,480   |               |     |              |     |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |          |         |               |     |              |     |
|     | 5,889                          |     | 7,806         |     | 9,900         |     | 7,125    | 7,900   | 10,025        |     | 10,025       |     |
| 328 | MEALS & RELATED EXPENSE        |     |               |     |               |     |          |         |               |     |              |     |
|     | 206                            |     | 555           |     |               |     |          |         |               |     |              |     |
| 351 | UTILITIES EXPENSE              |     |               |     |               |     |          |         |               |     |              |     |
|     | 194                            |     | 4,612         |     | 5,075         |     | 4,185    | 5,000   | 5,075         |     | 5,075        |     |
| 361 | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |          |         |               |     |              |     |
|     | 3,568                          |     | 3,711         |     | 4,100         |     | 4,176    | 4,100   | 4,100         |     | 4,100        |     |
| 419 | CHEMICAL & LABORATORY SUPPLIES |     |               |     |               |     |          |         |               |     |              |     |
|     |                                |     |               |     | 250           |     | 181      | 250     | 259           |     | 259          |     |
| 425 | DUMPING EXPENSES               |     |               |     |               |     |          |         |               |     |              |     |
|     | 41,524                         |     | 94,807        |     | 116,200       |     | 114,049  | 100,200 | 101,200       |     | 101,200      |     |
| 428 | FLOOD CONTROL                  |     |               |     |               |     |          |         |               |     |              |     |
|     | 2,403                          |     | 2,137         |     | 1,500         |     | 843      | 1,500   | 1,500         |     | 1,500        |     |
| 433 | STORM SEWER MAINTENANCE        |     |               |     |               |     |          |         |               |     |              |     |
|     | 1,080                          |     | 21,671        |     | 20,500        |     | 13,710   | 20,500  | 22,000        |     | 22,000       |     |
| 434 | CONSTRUCTION MATERIALS         |     |               |     |               |     |          |         |               |     |              |     |
|     | 4,090                          |     | 12,867        |     | 87,000        |     | 39,483   | 40,000  | 87,000        |     | 87,000       |     |
| 461 | SPECIAL EXPENSE                |     |               |     |               |     |          |         |               |     |              |     |
|     | 246                            |     | 265           |     | 275           |     | 62       | 275     | 250           |     | 250          |     |

0990

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
| 511                                  | PROFESSIONAL SERVICES                     |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 182,452                                   |     | 185,680       |     | 255,689       |     | 209,650  | 229,000 | 257,500       |     | 257,500      |     |
| 512                                  | CITY RIGHT OF WAY FEES                    |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 312,483                                   |     | 331,980       |     | 277,111       |     | 220,352  | 270,000 | 290,000       |     | 290,000      |     |
| 551                                  | RENTS AND LEASES                          |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 2,392                                     |     | 2,636         |     | 6,500         |     | 2,538    | 6,500   | 6,500         |     | 6,500        |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |   |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 615,247                                   |     | 735,703       |     | 842,860       |     | 664,127  | 737,153 | 844,884       |     | 844,884      |     |
| CLASS: 15 CAPITAL OUTLAY             |   |     |               |     |               |     |          |         |               |     |              |     |
| 641                                  | VEHICLES                                  |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 31,055                                    |     |               |     |               |     |          |         | 37,650        |     | 37,650       |     |
| 671                                  | EQUIPMENT                                 |     |               |     |               |     |          |         |               |     |              |     |
|                                      |   |     | 233,047       |     | 762,685       |     | 734,805  | 762,000 | 55,000        |     | 55,000       |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |   |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 31,055                                    |     | 233,047       |     | 762,685       |     | 734,805  | 762,000 | 92,650        |     | 92,650       |     |
| CLASS: 25 TRANSFERS                  |   |     |               |     |               |     |          |         |               |     |              |     |
| 801                                  | TRSFER TO GENERAL FD - OVERHEAD           |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 280,673                                   |     | 330,520       |     | 318,887       |     | 318,887  | 318,887 | 332,806       |     | 332,806      |     |
| 802                                  | TRSFER TO GENERAL FD-ACCOUNTING           |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 69,556                                    |     | 46,631        |     | 28,616        |     | 28,616   | 28,616  | 62,355        |     | 62,355       |     |
| 803                                  | TRSFER TO GENERAL FD-LANDSCAPE            |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 12,723                                    |     | 13,871        |     | 16,043        |     | 16,043   | 16,043  | 16,734        |     | 16,734       |     |
| 804                                  | TRSFER - OPERATIONS ADMIN                 |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 214,314                                   |     | 252,722       |     | 299,531       |     | 247,169  | 299,531 | 237,588       |     | 237,588      |     |
| 805                                  | TRSFER TO G/F BLDG MAINT                  |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 11,923                                    |     | 12,288        |     | 14,244        |     | 14,244   | 14,244  | 12,398        |     | 12,398       |     |
| 808                                  | TRSFERS TO GIS PGRM (TO ISD FUND 2018-19) |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 69,124                                    |     | 84,496        |     | 141,672       |     | 141,672  | 141,672 | 153,606       |     | 153,606      |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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   |
| 817  | TRSFERS TO GARAGE FUND         |       |               |       |               |       |           |           |               |       |              |       |
|  | 164,736                        |       | 152,946       |       | 127,546       |       | 126,279   | 127,546   | 186,904       |       | 186,904      |       |
| 818  | TRSFERS TO ISD-ALLOCATED       |       |               |       |               |       |           |           |               |       |              |       |
|  | 102,671                        |       | 94,268        |       | 117,908       |       | 117,908   | 117,908   | 142,713       |       | 142,713      |       |
| 819  | TRSFERS TO INSURANCE FUND      |       |               |       |               |       |           |           |               |       |              |       |
|  | 83,113                         |       | 108,046       |       | 124,253       |       | 124,253   | 124,253   | 124,253       |       | 124,253      |       |
| TOTAL CLASS: 25 TRANSFERS                      |                                |       |               |       |               |       |           |           |               |       |              |       |
|  | 1,008,833                      |       | 1,095,788     |       | 1,188,700     |       | 1,135,071 | 1,188,700 | 1,269,357     |       | 1,269,357    |       |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES        |                                |       |               |       |               |       |           |           |               |       |              |       |
| 981  | RESERVE - STORM SDC CONVEYANCE |       |               |       |               |       |           |           |               |       |              |       |
|  |                                |       |               |       | 2,040,226     |       |           |           | 2,088,577     |       | 2,088,577    |       |
| 984  | RESERVE - STORM SDC QUALITY    |       |               |       |               |       |           |           |               |       |              |       |
|  |                                |       |               |       | 157,303       |       |           |           | 221,871       |       | 221,871      |       |
| 985  | RESERVE - STORM SDC QUANTITY   |       |               |       |               |       |           |           |               |       |              |       |
|  |                                |       |               |       | 632,816       |       |           |           | 671,854       |       | 671,854      |       |
| 986  | RESERVE - DEDICATED SURCHARGES |       |               |       |               |       |           |           |               |       |              |       |
|  |                                |       |               |       | 1,554,252     |       |           |           | 2,316,411     |       | 2,316,411    |       |
| 991  | CONTINGENCY - UNRESERVED       |       |               |       |               |       |           |           |               |       |              |       |
|  |                                |       |               |       | 2,497,798     |       |           |           | 2,525,489     |       | 2,525,489    |       |
| 996  | RESERVE - EQUIPMENT REPLACEMT  |       |               |       |               |       |           |           |               |       |              |       |
|  |                                |       |               |       | 1,247,243     |       |           |           | 838,090       |       | 838,090      |       |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  |                                |       |               |       |               |       |           |           |               |       |              |       |
|  |                                |       |               |       | 8,129,638     |       |           |           | 8,662,292     |       | 8,662,292    |       |
| TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS |                                |       |               |       |               |       |           |           |               |       |              |       |
|  | 3,243,308                      | 16.23 | 3,702,462     | 15.23 | 12,679,882    | 15.81 | 4,211,342 | 4,430,527 | 12,743,810    | 15.66 | 12,743,810   | 15.66 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |           |           |            |            |            |            |  |  |  |  |
|-----|---------------------------|-----------|-----------|------------|------------|------------|------------|--|--|--|--|
| 301 | BEGINNING WORKING CAPITAL |           |           |            |            |            |            |  |  |  |  |
|     |                           | 9,017,120 | 9,537,988 | 10,570,842 | 10,570,842 | 10,916,055 | 10,916,055 |  |  |  |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |           |           |            |            |            |            |  |  |  |  |
|--|--|-----------|-----------|------------|------------|------------|------------|--|--|--|--|
|  |  | 9,017,120 | 9,537,988 | 10,570,842 | 10,570,842 | 10,916,055 | 10,916,055 |  |  |  |  |
|--|--|-----------|-----------|------------|------------|------------|------------|--|--|--|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

|     |                             |         |  |  |  |  |  |  |  |  |  |
|-----|-----------------------------|---------|--|--|--|--|--|--|--|--|--|
| 329 | OTHER INTERGOVERNMENTAL REV |         |  |  |  |  |  |  |  |  |  |
|     |                             | 178,348 |  |  |  |  |  |  |  |  |  |

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |  |         |  |  |  |  |  |  |  |  |  |
|--|--|---------|--|--|--|--|--|--|--|--|--|
|  |  | 178,348 |  |  |  |  |  |  |  |  |  |
|--|--|---------|--|--|--|--|--|--|--|--|--|

CLASS: 20 PERMITS & FEES

|     |                              |        |       |        |        |        |        |  |  |  |  |
|-----|------------------------------|--------|-------|--------|--------|--------|--------|--|--|--|--|
| 347 | STORM WTR DETENTION QUANTITY |        |       |        |        |        |        |  |  |  |  |
|     |                              | 29,116 | 7,639 | 10,000 | 18,000 | 20,000 | 20,000 |  |  |  |  |

|     |                             |        |        |       |        |        |        |  |  |  |  |
|-----|-----------------------------|--------|--------|-------|--------|--------|--------|--|--|--|--|
| 348 | STORM WTR DETENTION QUALITY |        |        |       |        |        |        |  |  |  |  |
|     |                             | 16,009 | 11,619 | 5,000 | 45,000 | 20,000 | 20,000 |  |  |  |  |

|     |                      |        |        |        |        |        |        |  |  |  |  |
|-----|----------------------|--------|--------|--------|--------|--------|--------|--|--|--|--|
| 349 | EROSION CONTROL FEES |        |        |        |        |        |        |  |  |  |  |
|     |                      | 62,313 | 42,775 | 50,000 | 50,000 | 50,000 | 50,000 |  |  |  |  |

|     |                             |         |         |         |         |         |         |  |  |  |  |
|-----|-----------------------------|---------|---------|---------|---------|---------|---------|--|--|--|--|
| 352 | STORM WATER CONVEYANCE FEES |         |         |         |         |         |         |  |  |  |  |
|     |                             | 677,460 | 248,196 | 435,000 | 150,000 | 150,000 | 150,000 |  |  |  |  |

TOTAL CLASS: 20 PERMITS & FEES

|  |  |         |         |         |         |         |         |  |  |  |  |
|--|--|---------|---------|---------|---------|---------|---------|--|--|--|--|
|  |  | 784,898 | 310,229 | 500,000 | 263,000 | 240,000 | 240,000 |  |  |  |  |
|--|--|---------|---------|---------|---------|---------|---------|--|--|--|--|

CLASS: 25 SERVICE FEES

|     |                       |           |           |           |           |           |           |  |  |  |  |
|-----|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|--|
| 364 | CUSTOMER SERV CHARGES |           |           |           |           |           |           |  |  |  |  |
|     |                       | 3,682,318 | 3,960,944 | 3,826,338 | 4,100,000 | 4,300,000 | 4,300,000 |  |  |  |  |

|     |                   |           |           |           |           |           |           |  |  |  |  |
|-----|-------------------|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|--|
| 367 | UTILITY SURCHARGE |           |           |           |           |           |           |  |  |  |  |
|     |                   | 1,374,854 | 1,378,852 | 1,380,000 | 1,400,000 | 1,400,000 | 1,400,000 |  |  |  |  |

|     |                          |        |        |        |        |        |        |  |  |  |  |
|-----|--------------------------|--------|--------|--------|--------|--------|--------|--|--|--|--|
| 369 | UTILITY SALES ALLOWANCES |        |        |        |        |        |        |  |  |  |  |
|     |                          | -4,233 | -5,795 | -7,000 | -5,500 | -7,000 | -7,000 |  |  |  |  |

TOTAL CLASS: 25 SERVICE FEES

|  |  |           |           |           |           |           |           |  |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|--|
|  |  | 5,052,939 | 5,334,001 | 5,199,338 | 5,494,500 | 5,693,000 | 5,693,000 |  |  |  |  |
|--|--|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|--|

## BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

329 OTHER INTERGOVERNMENTAL REV  
FY 15-16: METRO IGA FOR HALL CREEK ENHANCEMENT CIP #3950/PROJ #3320 \$178,348

347 STORM WTR DETENTION QUANTITY  
THE CITY RETAINS 100% OF THE SDC REVENUES (NOT SHARED WITH CWS).  
FY 15-16 BUDGET BASED UPON 125 SINGLE FAMILY RESIDENTIAL UNITS, 250 MULTI  
FAMILY UNITS AND 10 NEW COMMERCIAL BUILDINGS  
FY 16-17 BUDGET BASED UPON 100 SINGLE FAMILY RESIDENTIAL UNITS, 440 MULTI  
FAMILY UNITS AND 10 NEW COMMERCIAL BUILDINGS  
FY 17-18 BUDGET BASED UPON 130 SINGLE FAMILY RESIDENTIAL UNITS, 440 MULTI  
FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS  
FY 18-19 BUDGET BASED UPON 150 SINGLE FAMILY RESIDENTIAL UNITS, 540 MULTI  
FAMILY UNITS AND 15 NEW COMMERCIAL BUILDINGS

348 STORM WTR DETENTION QUALITY  
REFER TO DESCRIPTION IN ACCOUNT 347 STORM WATER DETENTION QUANTITY ABOVE

349 EROSION CONTROL FEES  
REFER TO DESCRIPTION IN ACCOUNT 347 STORM WATER DETENTION QUANTITY ABOVE

352 STORM WATER CONVEYANCE FEES  
REFER TO DESCRIPTION IN ACCOUNT 347 STORM WATER DETENTION QUANTITY ABOVE

364 CUSTOMER SERV CHARGES  
CLEAN WATER SERVICES SET THE STORM WATER MANAGEMENT RATES FOR THE REGION  
FY 15-16 REFLECTS A CWS BASE CHARGE OF \$7.25 PER ESU AND RETAINS THE SAME REVENUE  
SPLIT BETWEEN THE CITY (75%) AND CWS (25%)  
FY 16-17 REFLECTS A CWS BASE CHARGE OF \$7.75 PER ESU AND RETAINS THE SAME REVENUE  
SPLIT BETWEEN THE CITY (75%) AND CWS (25%)  
FY 17-18 REFLECTS A CWS BASE CHARGE OF \$8.25 PER ESU AND RETAINS THE SAME REVENUE  
SPLIT BETWEEN THE CITY (75%) AND CWS (25%)  
FY 18-19 REFLECTS A CWS BASE CHARGE OF \$10.25 PER ESU AND RETAINS THE SAME REVENUE  
SPLIT BETWEEN THE CITY (75%) AND CWS (25%)

367 UTILITY SURCHARGE  
THIS LINE ITEM ACCOUNTS FOR THE SEPARATE \$2 PER ESU (EQUIVALENT SERVICE UNIT) AND  
IS DEDICATED TO MAINTENANCE AND REHABILITATION OF STORM DRAINAGE FACILITIES

369 UTILITY SALES ALLOWANCES  
VARIOUS BILLING ADJUSTMENTS FOR IMPERVIOUS AREA TO CUSTOMER BILLS, WRITE  
OFF OF UNCOLLECTIBLE ACCOUNTS, WRITE OFF OF DELINQUENT CHARGES, WHEN  
APPROPRIATE.

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 35 MISCELLANEOUS REVENUES

|     |                                       |        |         |  |         |  |         |         |  |         |  |
|-----|---------------------------------------|--------|---------|--|---------|--|---------|---------|--|---------|--|
| 382 | SALE OF CITY PROPERTY                 |        |         |  |         |  |         |         |  |         |  |
|     |                                       | 10,000 | 2,185   |  |         |  | 70,395  |         |  |         |  |
| 384 | INVESTMENT INTEREST EARNINGS          |        |         |  |         |  |         |         |  |         |  |
|     |                                       | 59,627 | 106,376 |  | 106,100 |  | 159,200 | 195,500 |  | 195,500 |  |
| 389 | MISCELLANEOUS REVENUES                |        |         |  |         |  |         |         |  |         |  |
|     |                                       | 375    | 25,063  |  |         |  |         |         |  |         |  |
| 394 | MISC INTEREST EARNINGS                |        |         |  |         |  |         |         |  |         |  |
|     |                                       | 7,650  | 6,950   |  | 7,350   |  | 7,350   | 7,350   |  | 7,350   |  |
| 398 | SRVS PROVIDED TO OTHER FUNDS          |        |         |  |         |  |         |         |  |         |  |
|     |                                       | 81,726 | 5,017   |  | 50,000  |  | 20,000  | 20,000  |  | 20,000  |  |
| 399 | REIMBURSEMENTS - OTHER                |        |         |  |         |  |         |         |  |         |  |
|     |                                       | 42     | 191     |  |         |  | 13,415  |         |  |         |  |
| 756 | PERS RSRV DISTRIB-NON GAAP REV        |        |         |  |         |  |         |         |  |         |  |
|     |                                       | 29,079 |         |  |         |  |         |         |  |         |  |
| 757 | MED/LIFE INS PREM REFUND DISTRIBUTION |        |         |  |         |  |         |         |  |         |  |
|     |                                       | 11,858 | 9,274   |  |         |  | 4,623   |         |  |         |  |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |         |         |  |         |  |         |         |  |         |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|
|  |  | 200,357 | 155,056 |  | 163,450 |  | 274,983 | 222,850 |  | 222,850 |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

|     |                                 |        |       |  |        |  |        |        |  |        |  |
|-----|---------------------------------|--------|-------|--|--------|--|--------|--------|--|--------|--|
| 417 | TRSFERS FROM ASSESSMENT FUND #1 |        |       |  |        |  |        |        |  |        |  |
|     |                                 | 10,982 | 3,189 |  | 17,419 |  | 17,400 | 13,100 |  | 13,100 |  |

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |  |        |       |  |        |  |        |        |  |        |  |
|--|--|--------|-------|--|--------|--|--------|--------|--|--------|--|
|  |  | 10,982 | 3,189 |  | 17,419 |  | 17,400 | 13,100 |  | 13,100 |  |
|--|--|--------|-------|--|--------|--|--------|--------|--|--------|--|

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |  |            |            |  |            |  |            |            |  |            |  |
|--|--|------------|------------|--|------------|--|------------|------------|--|------------|--|
|  |  | 15,244,644 | 15,340,463 |  | 16,451,049 |  | 16,620,725 | 17,085,005 |  | 17,085,005 |  |
|--|--|------------|------------|--|------------|--|------------|------------|--|------------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |  |            |            |  |            |  |            |            |  |            |  |
|--|--|------------|------------|--|------------|--|------------|------------|--|------------|--|
|  |  | 15,244,644 | 15,340,463 |  | 16,451,049 |  | 16,620,725 | 17,085,005 |  | 17,085,005 |  |
|--|--|------------|------------|--|------------|--|------------|------------|--|------------|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 382 SALE OF CITY PROPERTY  
 FY 2017-18 REFELCTS THE SALE OF A 2007 TYMCO SWEEPER AND A 2000 VACTOR TRUCK
- 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  
 FY 2016-17 REFLECTS A \$13,480 REIMBURSEMENT FROM VANGUARD MANUFACTURING FOR RIGHT OF WAY
- 394 MISC INTEREST EARNINGS  
 REVENUES FROM DELINQUENT CHARGES ASSESSED THROUGH THE CITY'S UTILITY BILLING SYSTEM
- 398 SRVS PROVIDED TO OTHER FUNDS  
 REIMBURSEMENTS RECEIVED FROM OTHER FUNDS FOR PROVIDING IN-HOUSE ENGINEERING, CAPITAL PROJECT CONSTRUCTION, AND UTILITY LOCATE PROGRAM SERVICES.
- 399 REIMBURSEMENTS - OTHER  
 FY 2017-18 REFLECTS REIMBURSEMENT FROM CITY OF PORTLAND FOR THE JULY FANNO CREEK SEWAGE SPILL
- 756 PERS RSRV DISTRIB-NON GAAP REV  
 RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS
- 757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

- 417 TRSFRS FROM ASSESSMENT FUND #1  
 7TH STREET LID PROJECT COST REIMBURSEMENT (PROJECT #3950)

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

| 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: 05 PERSONNEL SERVICES

|     |                             |         |      |         |      |         |      |         |         |      |         |      |
|-----|-----------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 046 | PRINCIPAL ENGINEER          | 32,431  | .25  | 33,040  | .25  | 33,664  | .25  | 33,165  | 34,510  | .25  | 34,510  | .25  |
| 051 | CITY ENGINEER               | 15,701  | .33  | 38,901  | .33  | 41,766  | .33  | 41,772  | 43,856  | .33  | 43,856  | .33  |
| 084 | PROJECT ENGINEER 1          | 103,409 | 1.10 | 106,616 | 1.50 | 141,876 | 1.50 | 135,985 | 141,424 | 1.50 | 141,424 | 1.50 |
| 124 | ENGINEERING CONST INSPECTOR |         |      |         | .40  | 24,412  | .40  | 24,922  | 26,813  | .40  | 26,813  | .40  |
| 221 | SUPPORT SPECIALIST 2        | 10,387  | .25  | 11,003  | .25  | 11,818  | .25  | 11,831  | 12,825  | .25  | 12,825  | .25  |
| 275 | TEMPORARY EMPLOYEES         |         |      |         |      | 2,000   |      |         |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES   | 84,906  |      | 96,534  |      | 146,125 |      | 129,169 | 146,693 |      | 146,693 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 246,834 | 1.93 | 286,094 | 2.73 | 401,661 | 2.73 | 376,844 | 406,121 | 2.73 | 406,121 | 2.73 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |       |  |     |  |        |  |        |        |  |        |  |
|-----|--------------------------------|-------|--|-----|--|--------|--|--------|--------|--|--------|--|
| 305 | SPECIAL DEPARTMENT SUPPLIES    | 138   |  | 202 |  | 200    |  | 200    | 200    |  | 200    |  |
| 307 | MEMBERSHIP FEES                | 86    |  | 265 |  | 420    |  | 460    | 470    |  | 470    |  |
| 318 | COMPUTER SOFTWARE              | 2,012 |  |     |  | 2,250  |  | 2,000  |        |  |        |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE | 149   |  | 100 |  | 3,000  |  | 3,000  | 3,000  |  | 3,000  |  |
| 328 | MEALS & RELATED EXPENSE        |       |  |     |  | 200    |  | 100    | 120    |  | 120    |  |
| 361 | UNIFORMS & SPECIAL CLOTHING    |       |  |     |  | 150    |  | 150    | 300    |  | 300    |  |
| 511 | PROFESSIONAL SERVICES          | 30    |  | 534 |  | 22,000 |  | 25,000 | 20,000 |  | 20,000 |  |
| 536 | MAINTENANCE CONTRACTS          |       |  |     |  | 350    |  | 350    | 350    |  | 350    |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 046 | PRINCIPAL ENGINEER<br>POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740 / AND .10 FTE 001-72-0703.   |  |
| 051 | CITY ENGINEER<br>ALLOCATED 34% 502-72-0740, 33% 513-72-0740 AND 33% 101-72-0735.   |  |
| 084 | PROJECT ENGINEER 1<br>FY 16-17 REFLECTS NEW 1 FTE PROJECT ENGINEER 1 POSITION THAT IS ALLOCATED 20% 101-72-0735, 40% 501-72-0740, AND 40% 513-72-0740  |  |
| 124 | ENGINEERING CONST INSPECTOR<br>FY 16-17 REFLECTS NEW 1 FTE ENGINEERING CONSTRUCTION INSPECTOR THAT IS ALLOCATED 40% 501-72-0740, 40% 513-72-0740, 20% 101-72-0735  |  |
| 221 | SUPPORT SPECIALIST 2<br>POSITION IS ALLOCATED .50 FTE 501-72-0740 / .25 FTE 502-72-0740 / .25 FTE 513-72-0740.   |  |
| 275 | TEMPORARY EMPLOYEES<br>TEMPORARY EMPLOYEE TO REVIEW VIDEOS OF STORM PIPES LOOKING FOR BREAKS OR INTRUSIONS   |  |
| 299 | PAYROLL TAXES AND FRINGES<br>PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES<br>MISCELLANEOUS SUPPLIES AND MATERIALS \$200  |  |
| 307 | MEMBERSHIP FEES<br>OREGON PROFESSIONAL ENGINEER BIENNIAL RENEWAL FOR ONE PROJECT ENGINEER \$200<br>AMERICAN SOCIETY OF CIVIL ENGINEERS FOR ONE PROJECT ENGINEER \$270  |  |
| 318 | COMPUTER SOFTWARE<br>NO APPROPRIATION REQUESTED  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>PROFESSIONAL DEVELOPMENT (TRAINING) TO MAINTAIN CIVIL ENGINEERING LICENSE \$3,000  |  |
| 328 | MEALS & RELATED EXPENSE<br>PROFESSIONAL SOCIETY LUNCH AND DINNER MEETINGS; SPONSORED MEETING WITH CITY/AGENCY TECHNICAL GROUP, PARKING EXPENSE \$120   |  |
| 361 | UNIFORMS & SPECIAL CLOTHING<br>2 - RAINGEAR, FOOTWEAR, CLOTHING, JACKETS, HARD HATS, VESTS, & SAFETY EQUIP \$300<br>THIS EXPENSE WAS PREVIOUSLY ACCOUNTED FOR IN THE PUBLIC WORKS ADMIN FUND.<br>(MB, TW)  |  |
| 511 | PROFESSIONAL SERVICES<br>PROFESSIONAL SERVICES FOR STORMWATER MODELING, MAPPING, DOCUMENT REVIEW AND ENGINEERING DESIGN MANUAL UPDATE ASSOCIATED WITH STORMWATER ENGINEERING \$20,000  |  |
| 536 | MAINTENANCE CONTRACTS<br>ANNUAL SOFTWARE MAINTAIN COST FOR FLOWMASTER AND HYDROCAD SPECIALTY SOFTWARE  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
 PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

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

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |       |  |       |  |        |  |        |        |  |        |  |
|--|-------|--|-------|--|--------|--|--------|--------|--|--------|--|
|  | 2,415 |  | 1,101 |  | 28,570 |  | 31,260 | 24,440 |  | 24,440 |  |
|--|-------|--|-------|--|--------|--|--------|--------|--|--------|--|

CLASS: 25 TRANSFERS

|     |                                    |       |  |     |        |  |        |        |  |        |  |
|-----|------------------------------------|-------|--|-----|--------|--|--------|--------|--|--------|--|
| 816 | TRSFERS TO REPROGRAPHICS FUND      |       |  |     | 826    |  | 826    | 1,387  |  | 1,387  |  |
|     |                                    | 1,157 |  | 711 |        |  |        |        |  |        |  |
| 835 | TRSFER TO GF, BVTN BLDG OPERATIONS |       |  |     | 20,076 |  | 20,076 | 10,038 |  | 10,038 |  |
| 836 | TRSFER TO GF, BVTN BLDG DEBT SVC   |       |  |     | 26,714 |  | 26,714 | 10,097 |  | 10,097 |  |

TOTAL CLASS: 25 TRANSFERS

|  |  |       |  |     |  |        |        |        |  |        |  |
|--|--|-------|--|-----|--|--------|--------|--------|--|--------|--|
|  |  | 1,157 |  | 711 |  | 47,616 | 47,616 | 21,522 |  | 21,522 |  |
|--|--|-------|--|-----|--|--------|--------|--------|--|--------|--|

TOTAL PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 250,406 | 1.93 | 287,906 | 2.73 | 477,847 | 2.73 | 455,720 | 452,083 | 2.73 | 452,083 | 2.73 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

TOTAL DEPARTMENT: 72 CAPITAL DEVELOPMNT-ENGINEERING

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 250,406 | 1.93 | 287,906 | 2.73 | 477,847 | 2.73 | 455,720 | 452,083 | 2.73 | 452,083 | 2.73 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

### BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND  
DEPT: 72 CAPITAL DEVELOPMNT-ENGINEERING  
PROGRAM: 0740 ENTERPRISE MGMT & ADMIN

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 835 TRSFR TO GF, BVTN BLDG OPERATIONS  
BEAVERTON BUILDING OPERATING EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$10,038/YR.)
- 836 TRSFR TO GF, BVTN BLDG DEBT SVC  
BEAVERTON BUILDING DEBT SERVICE EXPENSE ALLOCATION FOR FY16-17 AND FY17-18 (\$13,357/YR.)

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

| 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: 05 PERSONNEL SERVICES

|     |                                |      |         |      |         |      |         |         |      |         |      |
|-----|--------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 049 | PROG COORDINATOR -PUBLIC WORKS |      |         |      |         |      |         | 69,992  | 1.00 | 69,992  | 1.00 |
| 057 | PUBLIC WORKS SUPERVISOR        |      |         |      |         |      |         |         |      |         |      |
|     | 27,714                         | .50  | 12,801  | .50  | 35,414  | .50  | 38,001  | 41,485  | .50  | 41,485  | .50  |
| 112 | PUBLIC WORKS MANAGER 3         |      |         |      |         |      |         |         |      |         |      |
|     | 36,777                         | .33  | 37,313  | .33  | 55,675  | .50  | 57,810  | 59,256  | .50  | 59,256  | .50  |
| 123 | ENGINEERING TECH 2             |      |         |      |         |      |         |         |      |         |      |
|     |                                |      | 56,735  | 1.00 | 56,983  | 1.00 | 64,652  |         |      |         |      |
| 124 | ENGINEERING CONST INSPECTOR    |      |         |      |         |      |         |         |      |         |      |
|     | 72,544                         | 1.00 | 72,487  | 1.00 | 73,794  | 1.00 | 73,930  | 72,974  | 1.00 | 72,974  | 1.00 |
| 170 | PUBLIC WORKS LEAD              |      |         |      |         |      |         |         |      |         |      |
|     |                                |      | 32,189  | .50  | 107,523 | 1.50 | 93,763  | 171,551 | 2.50 | 171,551 | 2.50 |
| 176 | PUBLIC WORKS EQUIPMNT OPERATOR |      |         |      |         |      |         |         |      |         |      |
|     | 284,928                        | 5.00 | 337,416 | 5.00 | 253,109 | 4.00 | 264,110 | 263,652 | 4.00 | 263,652 | 4.00 |
| 177 | PUBLIC WORKS TECHNICIAN        |      |         |      |         |      |         |         |      |         |      |
|     | 327,073                        | 6.00 | 260,226 | 5.00 | 273,428 | 5.00 | 288,098 | 233,936 | 4.00 | 233,936 | 4.00 |
| 188 | INVENTORY CONTROL TECHNICIAN   |      |         |      |         |      |         |         |      |         |      |
|     | 7,519                          | .15  | 8,252   | .15  | 8,881   | .15  | 9,403   |         |      |         |      |
| 274 | SEASONAL WORKFORCE             |      |         |      |         |      |         |         |      |         |      |
|     | 53,601                         |      | 64,436  |      | 70,000  |      | 70,000  | 75,000  |      | 75,000  |      |
| 275 | TEMPORARY EMPLOYEES            |      |         |      |         |      |         |         |      |         |      |
|     | 39,819                         |      | 29,556  |      |         |      |         |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES      |      |         |      |         |      |         |         |      |         |      |
|     | 509,905                        |      | 550,634 |      | 592,825 |      | 550,729 | 632,966 |      | 632,966 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |       |           |       |           |       |           |           |       |           |       |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  | 1,359,880 | 12.98 | 1,462,045 | 13.48 | 1,527,632 | 13.65 | 1,510,496 | 1,620,812 | 13.50 | 1,620,812 | 13.50 |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |  |  |       |  |       |       |  |       |  |
|-----|------------------------------|--|--|--|-------|--|-------|-------|--|-------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT |  |  |  |       |  |       |       |  |       |  |
|     |                              |  |  |  | 2,750 |  | 2,948 | 1,200 |  | 1,200 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |   |
|-----|---|
| 049 | PROG COORDINATOR -PUBLIC WORKS<br>FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 TO PROGRAM COORDINATOR   |
| 057 | PUBLIC WORKS SUPERVISOR<br>THIS POSITION IS ALLOCATED 50/50 IN THE STORM DRAIN FUND AND THE SEWER FUND (502-85-0753)<br>FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY.   |
| 112 | PUBLIC WORKS MANAGER 3<br>POSITION FUNDED BY STREET FUND, STORM DRAIN FUND, AND SEWER FUND.<br>FY 17-18 FTE REFLECTS INCREASE DUE TO POSITION REALLOCATION DUE TO REORGANIZATION.   |
| 123 | ENGINEERING TECH 2<br>FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE PW TECH TO 1 FTE ENGINEERING TECH 2.<br>FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE ENGINEERING TECH 2 TO PROGRAM COORDINATOR   |
| 124 | ENGINEERING CONST INSPECTOR   |
| 170 | PUBLIC WORKS LEAD<br>FY 16-17 REFLECTS REALLOCATION OF 1 FTE PUBLIC WORKS LEAD FROM 50/50<br>502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION) TO 50/50 502-85-0753 / 513-85-0734<br>(SEWER/STORM MAINTENANCE).<br>FY 17-18 REFLECTS 1 FTE INCREASE DUE TO RECLASSIFICATION AND REALLOCATION OF<br>1 FTE PW EQUIPMENT OPERATOR IN THE STORM DRAIN FUND.<br>FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE PW TECH TO 1 FTE PUBLIC WORKS LEAD.   |
| 176 | PUBLIC WORKS EQUIPMNT OPERATOR  |
| 177 | PUBLIC WORKS TECHNICIAN<br>FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE PW TECH TO 1 FTE ENGINEERING TECH 2.<br>FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE PW TECH TO 1 FTE PUBLIC WORKS LEAD.  |
| 188 | INVENTORY CONTROL TECHNICIAN<br>FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM<br>25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN<br>THE GARAGE FUND.  |
| 274 | SEASONAL WORKFORCE<br>SEASONAL HELP FOR DRAINAGE FACILITY MOWING, POND RESTORATION/MAINTENANCE, CREEK<br>ENHANCEMENT AND LEAF PROGRAM. MAINTENANCE OF 50 PONDS (\$25,000); POND ENHANCEMENT<br>(\$10,000); CREEK ENHANCEMENT (\$15,000); LEAF PROGRAM (\$20,000)  |
| 275 | TEMPORARY EMPLOYEES<br>NO APPROPRIATION REQUESTED   |
| 299 | PAYROLL TAXES AND FRINGES<br>PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY<br>TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:<br>37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR<br>RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR<br>21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND,<br>AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY,<br>WORKERS COMPENSATION, PEHP, AND TRIMET)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES |
| 303 | OFFICE FURNITURE & EQUIPMENT<br>4 CHAIRS @ \$300 \$1,200  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

| OBJ | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-----|--------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |     |               |     |               |     |         |               |     |              |     |
|     | 10,321                         |     | 10,130        |     | 8,410         |     | 8,000   | 7,900         |     | 7,900        |     |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |     |               |     |               |     |         |               |     |              |     |
|     | 33,367                         |     | 37,318        |     | 32,250        |     | 32,000  | 34,200        |     | 34,200       |     |
| 307 | MEMBERSHIP FEES                |     |               |     |               |     |         |               |     |              |     |
|     | 922                            |     | 830           |     | 1,550         |     | 1,200   | 875           |     | 875          |     |
| 317 | COMPUTER EQUIPMENT             |     |               |     |               |     |         |               |     |              |     |
|     | 4,271                          |     | 967           |     |               |     |         | 3,000         |     | 3,000        |     |
| 318 | COMPUTER SOFTWARE              |     |               |     |               |     |         |               |     |              |     |
|     |                                |     | 12,177        |     | 1,000         |     | 1,480   |               |     |              |     |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |         |               |     |              |     |
|     | 5,006                          |     | 7,782         |     | 7,900         |     | 7,900   | 8,025         |     | 8,025        |     |
| 328 | MEALS & RELATED EXPENSE        |     |               |     |               |     |         |               |     |              |     |
|     | 206                            |     | 380           |     |               |     |         |               |     |              |     |
| 351 | UTILITIES EXPENSE              |     |               |     |               |     |         |               |     |              |     |
|     | 194                            |     | 4,612         |     | 5,075         |     | 5,000   | 5,075         |     | 5,075        |     |
| 361 | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |         |               |     |              |     |
|     | 3,568                          |     | 3,711         |     | 4,100         |     | 4,100   | 4,100         |     | 4,100        |     |
| 419 | CHEMICAL & LABORATORY SUPPLIES |     |               |     |               |     |         |               |     |              |     |
|     |                                |     |               |     | 250           |     | 250     | 259           |     | 259          |     |
| 425 | DUMPING EXPENSES               |     |               |     |               |     |         |               |     |              |     |
|     | 41,464                         |     | 93,637        |     | 115,000       |     | 99,000  | 100,000       |     | 100,000      |     |
| 428 | FLOOD CONTROL                  |     |               |     |               |     |         |               |     |              |     |
|     | 2,403                          |     | 2,137         |     | 1,500         |     | 1,500   | 1,500         |     | 1,500        |     |
| 433 | STORM SEWER MAINTENANCE        |     |               |     |               |     |         |               |     |              |     |
|     | 1,080                          |     | 21,671        |     | 20,500        |     | 20,500  | 22,000        |     | 22,000       |     |
| 461 | SPECIAL EXPENSE                |     |               |     |               |     |         |               |     |              |     |
|     | 246                            |     | 265           |     | 275           |     | 275     | 250           |     | 250          |     |
| 511 | PROFESSIONAL SERVICES          |     |               |     |               |     |         |               |     |              |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE<br>NOZZLES \$5,000<br>PUMP & 1500 GAL TANK \$2,000<br>WEED WACKERS * 2 @ \$450 \$900  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES<br>LINE CLEANING SUPPLIES \$2,000<br>VIDEO SUPPLIES \$5,000 VIDEO CABLE 1500' @ 4.90/FT \$7,500<br>GUTTER BROOMS THREE STREET SWEEPERS 2 PALLETS @ \$1,754/PALLET \$3,600<br>MISC SUPPLIES \$1,000<br>CURTAINS FOR THREE SWEEPERS INSTALLED @ \$1,500/YR \$4,600<br>VACTOR PARTS = TUBES, SUCTION NOZZLES, CLAMPS \$4,500<br>HOSE REPLACEMENT FOR 2 VACTORS (800') @ \$3.66/FT \$6,000 |  |
| 307 | MEMBERSHIP FEES<br>WW CERT RENEWALS (2 @ \$150 EA, 2 @ \$250) \$700<br>PESTICIDE APPLICATORS LISCENSE \$175  |  |
| 317 | COMPUTER EQUIPMENT<br>LAPTOP REPLACEMENT (X2) \$3,000  |  |
| 318 | COMPUTER SOFTWARE<br>NO APPROPRIATIONS REQUESTED   |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>5 - SHORT SCHOOL CLACKAMAS COMMUNITY COLLEGE (\$225 EACH) \$1,125<br>4- APWA CONFERENCE REDMOND 3 NIGHT STAY (REGISTRATION \$1,000 & T&S \$1,600) \$2,600<br>4- APWA CONFERENCE SEASIDE 3 NIGHT STAY (REGISTRATION \$1,000 & T&S \$2,000) \$3,000<br>2 - PACP USER CONFERENCE @ \$100 EACH \$200<br>4 - VACTOR TRAINING @ \$275 \$1,100  |  |
| 328 | MEALS & RELATED EXPENSE<br>FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINSTRATION FUND  |  |
| 351 | UTILITIES EXPENSE<br>PURCHASE OF FIRE HYDRANT USE PERMITS AND WATER USAGE; IRRIGATION OF WATER QUALITY \$5,000<br>IRRIGATION FOR PLANT ESTABLISHMENT AT HALL CREEK 114TH TO 117TH \$75   |  |
| 361 | UNIFORMS & SPECIAL CLOTHING<br>10 EMPLOYEES @ \$410/EACH \$4,100   |  |
| 419 | CHEMICAL & LABORATORY SUPPLIES<br>WEED CONTROL IN DRAINAGE FACILITIES RODEO AND GARLAND \$259  |  |
| 425 | DUMPING EXPENSES<br>COSTS TO DISPOSE OF LEAVES INCREASED DRAMATICALLY IN 2016, CLEAN WATER SERVICES HAS \$100,000<br>BUILT A REGIONAL FACILITY WHERE WE SHOULD BE ABLE TO DUMP NEXT YEAR COSTS HAVE YET<br>TO BE DETERMINED USING LAST YEARS COST FOR NOW  |  |
| 428 | FLOOD CONTROL<br>SAND, SANDBAGS, BARRICADES. \$1,500   |  |
| 433 | STORM SEWER MAINTENANCE<br>BANK STABILIZATION MATERIALS: \$2,000<br>PLANTS AND OTHER MATERIALS FOR STREAM ENHANCEMENT PROJECTS \$10,000<br>PLANTS AND OTHER MATERIALS FOR POND MAINTENANCE PROJECTS \$10,000   |  |
| 461 | SPECIAL EXPENSE<br>COMMERCIAL DRIVERS LICENSE RENEWAL \$250  |  |
| 511 | PROFESSIONAL SERVICES  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

| OBJ                                  | 2016 - ACTUAL                            |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|--------------------------------------|--|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|                                      | AMOUNT                                   | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
|                                      | 180,672                                  |     | 184,617       |     | 180,689       |     | 150,000 | 180,000       |     | 180,000      |     |
| 512                                  | CITY RIGHT OF WAY FEES                   |     |               |     |               |     |         |               |     |              |     |
|                                      | 312,483                                  |     | 331,980       |     | 277,111       |     | 270,000 | 290,000       |     | 290,000      |     |
| 551                                  | RENTS AND LEASES                         |     |               |     |               |     |         |               |     |              |     |
|                                      | 1,196                                    |     | 1,232         |     | 2,500         |     | 2,500   | 2,500         |     | 2,500        |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |  |     |               |     |               |     |         |               |     |              |     |
|                                      | 597,399                                  |     | 713,446       |     | 660,860       |     | 606,653 | 660,884       |     | 660,884      |     |
| CLASS: 15 CAPITAL OUTLAY             |  |     |               |     |               |     |         |               |     |              |     |
| 641                                  | VEHICLES                                 |     |               |     |               |     |         |               |     |              |     |
|                                      | 31,055                                   |     |               |     |               |     |         | 37,650        |     | 37,650       |     |
| 671                                  | EQUIPMENT                                |     |               |     |               |     |         |               |     |              |     |
|                                      |  |     | 233,047       |     | 719,685       |     | 719,000 | 55,000        |     | 55,000       |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |  |     |               |     |               |     |         |               |     |              |     |
|                                      | 31,055                                   |     | 233,047       |     | 719,685       |     | 719,000 | 92,650        |     | 92,650       |     |
| CLASS: 25 TRANSFERS                  |  |     |               |     |               |     |         |               |     |              |     |
| 801                                  | TRSFR TO GENERAL FD - OVERHEAD           |     |               |     |               |     |         |               |     |              |     |
|                                      | 280,673                                  |     | 330,520       |     | 318,887       |     | 318,887 | 332,806       |     | 332,806      |     |
| 802                                  | TRSFR TO GENERAL FD-ACCOUNTING           |     |               |     |               |     |         |               |     |              |     |
|                                      | 69,556                                   |     | 46,631        |     | 28,616        |     | 28,616  | 62,355        |     | 62,355       |     |
| 803                                  | TRSFR TO GENERAL FD-LANDSCAPE            |     |               |     |               |     |         |               |     |              |     |
|                                      | 12,723                                   |     | 13,871        |     | 16,043        |     | 16,043  | 16,734        |     | 16,734       |     |
| 804                                  | TRSFR - OPERATIONS ADMIN                 |     |               |     |               |     |         |               |     |              |     |
|                                      | 214,314                                  |     | 252,722       |     | 299,531       |     | 299,531 | 237,588       |     | 237,588      |     |
| 805                                  | TRSFR TO G/F BLDG MAINT                  |     |               |     |               |     |         |               |     |              |     |
|                                      | 11,923                                   |     | 12,288        |     | 14,244        |     | 14,244  | 12,398        |     | 12,398       |     |
| 808                                  | TRSFRS TO GIS PGRM (TO ISD FUND 2018-19) |     |               |     |               |     |         |               |     |              |     |
|                                      | 69,124                                   |     | 84,496        |     | 141,672       |     | 141,672 | 153,606       |     | 153,606      |     |
| 817                                  | TRSFRS TO GARAGE FUND                    |     |               |     |               |     |         |               |     |              |     |
|                                      | 164,736                                  |     | 147,307       |     | 124,717       |     | 124,717 | 180,064       |     | 180,064      |     |
| 818                                  | TRSFRS TO ISD-ALLOCATED                  |     |               |     |               |     |         |               |     |              |     |
|                                      | 102,671                                  |     | 94,268        |     | 117,908       |     | 117,908 | 142,713       |     | 142,713      |     |
| 819                                  | TRSFRS TO INSURANCE FUND                 |     |               |     |               |     |         |               |     |              |     |
|                                      | 83,113                                   |     | 108,046       |     | 124,253       |     | 124,253 | 124,253       |     | 124,253      |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

COMPOST FILTER MAINTENANCE (11 VAULTS WITH 700 FILTERS @ \$90 EA) \$63,000  
 VIDEO EQUIPMENT REPAIRS \$5,000  
 TRAFFIC CONTROL, COVERALL CLEANING, ONE CALL FEES, AND DETECTOR CALIBRATIONS \$5,000  
 CREEK ENHANCEMENT; MAINTAIN UPPER FANNO WETLANDS, BARROWS MEADOWS, GREENWAY \$5,000  
 PUBLIC WATER QUALITY (WQ) FACILITIES; MAINTAIN 21 PROJECTS FROM THE PREVIOUS 3 YEARS \$5,000  
 MAINTAIN CIP PROJECTS LITTLE PEOPLES PARK. \$5,000  
 PUBLIC WQ FACILITY REHABS: (8 PONDS) WITH NAC PARTICIPATION \$40,000  
 STORM LOCATES \$45,000  
 WETLAND MONITORING REPORTS \$7,000

512 CITY RIGHT OF WAY FEES  
 THIS ACCOUNT WAS ESTABLISHED TO ACCOUNT FOR THE PAYMENT IN LIEU OF 5% FRANCHISE FEES TO THE GENERAL FUND.

551 RENTS AND LEASES  
 ARCTIC STORAGE LOT LEASE \$1,500  
 TOOL RENTALS \$1,000

641 VEHICLES  
 1 - REPLACEMENT FOR VEHICLE NO. 2-661, (2007 CHEVY PICKUP) WITH FORD F350 SUPER CAB 2WD PICKUP VEHICLE. (COST INCLUDES VEHICLE, SAFETY LIGHTING, AND ARROW BOARD) \$37,650

671 EQUIPMENT  
 OPTICAL ZOOM VIDEO CAMERA FOR INSPECTING STORM LINES & TRACTOR. \$35,000  
 1 - 27 HORSE POWER, 6" CHIPPER \$20,000

801 TRSFRR TO GENERAL FD - OVERHEAD  
 ALLOCATION OF OVERHEAD SERVICES PROVIDED BY GENERAL FUND

802 TRSFRR TO GENERAL FD-ACCOUNTING  
 ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND

803 TRSFRR TO GENERAL FD-LANDSCAPE  
 ALLOCATION OF LANDSCAPE SERVICES PROVIDED BY THE GENERAL FUND

804 TRSFRR - OPERATIONS ADMIN  
 ALLOCATION OF SERVICES PROVIDED BY THE OPERATIONS ADMINISTRATION FUND

805 TRSFRR TO G/F BLDG MAINT  
 ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND

808 TRSFRRS TO GIS PGRM (TO ISD FUND 2018-19)  
 ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES

817 TRSFRRS TO GARAGE FUND  
 ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND

818 TRSFRRS TO ISD-ALLOCATED  
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$104,503  
 SOFTWARE MAINTENANCE COSTS - ASSET SYSTEM AND UTILITY BILLING \$36,010  
 ENGINEERING SOFTWARE UPGRADES \$2,200

819 TRSFRRS TO INSURANCE FUND  
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE.

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

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

TOTAL CLASS: 25 TRANSFERS

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 1,008,833 |  | 1,090,149 |  | 1,185,871 |  | 1,185,871 | 1,262,517 |  | 1,262,517 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|     |                                |  |  |  |           |  |  |           |  |           |  |
|-----|--------------------------------|--|--|--|-----------|--|--|-----------|--|-----------|--|
| 981 | RESERVE - STORM SDC CONVEYANCE |  |  |  | 2,040,226 |  |  | 2,088,577 |  | 2,088,577 |  |
| 984 | RESERVE - STORM SDC QUALITY    |  |  |  | 157,303   |  |  | 221,871   |  | 221,871   |  |
| 985 | RESERVE - STORM SDC QUANTITY   |  |  |  | 632,816   |  |  | 671,854   |  | 671,854   |  |
| 986 | RESERVE - DEDICATED SURCHARGES |  |  |  | 1,554,252 |  |  | 2,316,411 |  | 2,316,411 |  |
| 991 | CONTINGENCY - UNRESERVED       |  |  |  | 2,497,798 |  |  | 2,525,489 |  | 2,525,489 |  |
| 996 | RESERVE - EQUIPMENT REPLACEMT  |  |  |  | 1,247,243 |  |  | 838,090   |  | 838,090   |  |

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |           |  |  |           |  |           |  |
|--|--|--|--|--|-----------|--|--|-----------|--|-----------|--|
|  |  |  |  |  | 8,129,638 |  |  | 8,662,292 |  | 8,662,292 |  |
|--|--|--|--|--|-----------|--|--|-----------|--|-----------|--|

TOTAL PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

|  |           |       |           |       |            |       |           |            |       |            |       |
|--|-----------|-------|-----------|-------|------------|-------|-----------|------------|-------|------------|-------|
|  | 2,997,167 | 12.98 | 3,498,687 | 13.48 | 12,223,686 | 13.65 | 4,022,020 | 12,299,155 | 13.50 | 12,299,155 | 13.50 |
|--|-----------|-------|-----------|-------|------------|-------|-----------|------------|-------|------------|-------|

## BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0734 STORM DRAINAGE MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 981 RESERVE - STORM SDC CONVEYANCE
- 984 RESERVE - STORM SDC QUALITY
- 985 RESERVE - STORM SDC QUANTITY
- 986 RESERVE - DEDICATED SURCHARGES
- 991 CONTINGENCY - UNRESERVED
- 996 RESERVE - EQUIPMENT REPLACEM  
RESERVE FOR VEHICLE REPLACEMENT

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0739 STORM DRAINAGE CONSTRUCTION

| 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: 05 PERSONNEL SERVICES

|     |                                |  |        |      |        |      |        |        |      |         |      |
|-----|--------------------------------|--|--------|------|--------|------|--------|--------|------|---------|------|
| 057 | PUBLIC WORKS SUPERVISOR        |  | 20,932 | .25  |        |      |        |        |      |         |      |
| 112 | PUBLIC WORKS MANAGER 3         |  | 26,472 | .25  | 25,516 | .33  | 28,160 | 30,992 | .33  | 30,992  | .33  |
| 170 | PUBLIC WORKS LEAD              |  | 39,939 | .50  | 22,861 | .33  | 21,177 | 23,808 | .33  | 23,808  | .33  |
| 176 | PUBLIC WORKS EQUIPMNT OPERATOR |  | 33,249 | .50  | 34,615 | .50  | 34,731 | 34,411 | .50  | 34,411  | .50  |
| 177 | PUBLIC WORKS TECHNICIAN        |  | 58,885 | 2.00 | 54,793 | 1.00 | 58,651 | 59,646 | 1.00 | 59,646  | 1.00 |
| 275 | TEMPORARY EMPLOYEES            |  | 270    |      |        |      |        |        |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES      |  | 69,478 |      | 65,539 |      | 89,164 | 91,942 |      | 104,958 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 228,293 | 3.25 | 175,879 | 1.75 | 228,367 | 2.16 | 232,178 | 253,815 | 2.16 | 253,815 | 2.16 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |       |  |       |       |  |       |  |
|-----|--------------------------------|--|-------|--|-------|--|-------|-------|--|-------|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |  | 4,769 |  | 2,805 |  | 7,000 | 4,000 |  | 7,000 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  | 5,070 |  | 2,749 |  | 5,500 | 2,000 |  | 5,000 |  |
| 307 | MEMBERSHIP FEES                |  |       |  |       |  | 300   | 300   |  | 300   |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  | 883   |  | 24    |  | 2,000 |       |  | 2,000 |  |
| 328 | MEALS & RELATED EXPENSE        |  |       |  | 175   |  |       |       |  |       |  |

0685

**BP WORKSHEET & JUSTIFICATION**

FUND: 513 STORM DRAIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0739 STORM DRAINAGE CONSTRUCTION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 057 PUBLIC WORKS SUPERVISOR  
 FY 16-17 REFLECTS REALLOCATION OF THE PUBLIC WORKS SUPERVISOR POSITION FROM  
 100% IN 101-85-0732 TO 50% 101-85-0732 / 25% 502-85-0757 / 25% 513-85-0739
- 112 PUBLIC WORKS MANAGER 3  
 FY 16-17 REFLECTS RE-ALLOCATION OF PUBLIC WORKS MANAGER 3 THAT WAS ALLOCATED 50/25/25 IN  
 501-85-0743 / 502-85-0757 / 513-85-0739 TO 50/50 501-85-0743 / 501-85-0742.  
 FY 17-18 FTE REFLECTS INCREASE DUE TO POSITION REALLOCATION DUE TO REORGANIZATION.
- 170 PUBLIC WORKS LEAD  
 FY 16-17 REFLECTS REALLOCATION OF 1 FTE PUBLIC WORKS LEAD FROM 50/50  
 502-85-0757 / 513-85-0739 (SEWER/STORM CONSTRUCTION) TO 50/50 502-85-0753 / 513-85-0734  
 (SEWER/STORM MAINTENANCE).  
 FY 17-18 REFLECTS RECLASSIFICATION OF 1 FTE PW EQUIPMENT OPERATOR IN THE STREET FUND TO  
 1 FTE PW LEAD THAT IS ALLOCATED 33/34/33 IN STREET / SEWER / STORM FUNDS DUE TO  
 REORGANIZATION.
- 176 PUBLIC WORKS EQUIPMNT OPERATOR
- 177 PUBLIC WORKS TECHNICIAN  
 FY 16-17 REFLECTS TRANSFER OF 1 FTE PW TECH POSITION TO 502-85-0757 (SEWER CONSTRUCTION)  
 FY 16-17 ALSO REFLECTS INCREASE DUE TO POSITION BEING FILLED AT A HIGHER STEP THAN WAS  
 INCLUDED IN THE ADOPTED BUDGET.
- 275 TEMPORARY EMPLOYEES
- 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
- 304 DEPARTMENT EQUIPMENT EXPENSE  
 CALIBRATION STANDARDS; ATMOSPHERIC TESTER REAGENTS  
 POWER TOOL REPLACEMENTS AS NEEDED  
 HYDRAULIC TRENCH PIPE SAW
- 305 SPECIAL DEPARTMENT SUPPLIES  
 REPLACEMENT BLADES; CUTTING CHAINS AND SAW PARTS  
 EROSION CONTROL (CB SILT SACKS, COIR LOGS . . . )  
 TRAFFIC CONTROL, BARRICADES, STEEL PLATES
- 307 MEMBERSHIP FEES  
 CERT TESTING FEES \$300
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 1 - SHORT SCHOOL AT CLACKAMAS COMMUNITY COLLEGE \$300  
 1 - AWWA CONFERENCE REDMOND WITH 3 NIGHT STAY (\$250 REGISTRATION + \$400 T&S) \$650  
 1 - VACTOR TRAINING \$300  
 1 - AWWA CONFERENCE NEWPORT WITH 3 NIGHT STAY (\$250 REGISTRATION + \$500 T&S) \$750
- 328 MEALS & RELATED EXPENSE  
 FY 2017-18 REFLECTS THIS EXPENSE IS ACCOUNTED FOR IN THE PUBLIC WORKS ADMINISTRATION FUND

**BP WORKSHEET & JUSTIFICATION**

Budget Preparation - 2019

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0739 STORM DRAINAGE CONSTRUCTION

| OBJ   | 2016 - ACTUAL          |       | 2017 - ACTUAL |       | 2018 BUDGETED |       | 2018      | 2019 - RECOMD |       | 2019 ADOPTED |       |
|---|------------------------|-------|---------------|-------|---------------|-------|-----------|---------------|-------|--------------|-------|
|   | AMOUNT                 | FTE   | AMOUNT        | FTE   | AMOUNT        | FTE   | EST AMT   | AMOUNT        | FTE   | AMOUNT       | FTE   |
| 425   | DUMPING EXPENSES       |       |               |       |               |       |           |               |       |              |       |
|   | 60                     |       | 1,170         |       | 1,200         |       | 1,200     | 1,200         |       | 1,200        |       |
| 434   | CONSTRUCTION MATERIALS |       |               |       |               |       |           |               |       |              |       |
|   | 4,090                  |       | 12,867        |       | 87,000        |       | 40,000    | 87,000        |       | 87,000       |       |
| 511   | PROFESSIONAL SERVICES  |       |               |       |               |       |           |               |       |              |       |
|   | 1,780                  |       | 1,063         |       | 75,000        |       | 79,000    | 77,500        |       | 77,500       |       |
| 551   | RENTS AND LEASES       |       |               |       |               |       |           |               |       |              |       |
|   | 1,196                  |       | 1,404         |       | 4,000         |       | 4,000     | 4,000         |       | 4,000        |       |
| TOTAL CLASS: 10 MATERIALS & SERVICES            |                        |       |               |       |               |       |           |               |       |              |       |
|   | 17,848                 |       | 22,257        |       | 182,000       |       | 130,500   | 184,000       |       | 184,000      |       |
| CLASS: 15 CAPITAL OUTLAY                        |                        |       |               |       |               |       |           |               |       |              |       |
| 671   | EQUIPMENT              |       |               |       |               |       |           |               |       |              |       |
|   |                        |       |               |       | 43,000        |       | 43,000    |               |       |              |       |
| TOTAL CLASS: 15 CAPITAL OUTLAY                  |                        |       |               |       |               |       |           |               |       |              |       |
|   |                        |       |               |       | 43,000        |       | 43,000    |               |       |              |       |
| CLASS: 25 TRANSFERS                             |                        |       |               |       |               |       |           |               |       |              |       |
| 817   | TRSFERS TO GARAGE FUND |       |               |       |               |       |           |               |       |              |       |
|   |                        |       | 5,639         |       | 2,829         |       | 2,829     | 6,840         |       | 6,840        |       |
| TOTAL CLASS: 25 TRANSFERS                       |                        |       |               |       |               |       |           |               |       |              |       |
|   |                        |       | 5,639         |       | 2,829         |       | 2,829     | 6,840         |       | 6,840        |       |
| TOTAL PROGRAM: 0739 STORM DRAINAGE CONSTRUCTION |                        |       |               |       |               |       |           |               |       |              |       |
|   | 246,141                | 3.25  | 203,775       | 1.75  | 456,196       | 2.16  | 408,507   | 444,655       | 2.16  | 444,655      | 2.16  |
| TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS  |                        |       |               |       |               |       |           |               |       |              |       |
|   | 3,243,308              | 16.23 | 3,702,462     | 15.23 | 12,679,882    | 15.81 | 4,430,527 | 12,743,810    | 15.66 | 12,743,810   | 15.66 |
| TOTAL FUND: 513 STORM DRAIN FUND                |                        |       |               |       |               |       |           |               |       |              |       |
|   | 5,706,654              | 19.59 | 4,769,621     | 19.59 | 16,451,049    | 20.17 | 5,704,670 | 17,085,005    | 20.45 | 17,085,005   | 20.45 |

### BP WORKSHEET & JUSTIFICATION

FUND: 513 STORM DRAIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0739 STORM DRAINAGE CONSTRUCTION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 425 DUMPING EXPENSES
  - LANDFILL DEBRIS DISPOSAL \$1,200
- 434 CONSTRUCTION MATERIALS
  - 28 CATCH BASIN REHABILITATIONS @ \$1,500 EACH \$42,000
  - VAULT AND MANHOLE STRUCTURE REPAIRS 2 @ \$10,000 EACH \$20,000
  - PIPE REPAIRS (5 @ \$5000 EACH) \$25,000
  - (SOME OF THE FUNDS WERE PREVIOUSLY CAPTURED IN MAINTENANCE 433)
- 511 PROFESSIONAL SERVICES
  - MANHOLE ADJUSTMENT AND SEALING: AS IDENTIFIED BY INSPECTIONS AND OVERLAYS 50 @ \$1,150 \$57,500
  - TRAFFIC CONTROL, CORE DRILLING AND CLEANING COVERALLS \$3,000
  - TRUCKING 100 HOURS @ \$100 PER HOUR \$10,000
  - PORTABLE RESTROOM SERVICING, STREET CUTTING \$2,000
  - TRAFFIC CONTROL FOR MANHOLE ADJUSTMENTS \$5,000
- 551 RENTS AND LEASES
  - MISCELLANEOUS EQUIPMENT, SHORING AND STEEL PLATES \$2,500
  - ARCTIC STORAGE LOT LEASE \$1,500

671 EQUIPMENT

817 TRSFERS TO GARAGE FUND



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -123,343 |  | -132,265 |  | -102,561 |  | -102,561 | -102,561 | -101,765 |  | -101,765 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -123,343 |  | -132,265 |  | -102,561 |  | -102,561 | -102,561 | -101,765 |  | -101,765 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | -1,106 |  | -1,864 |  | -1,900 |  | -1,506 | -1,900 | -2,700 |  | -2,700 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

389 MISCELLANEOUS REVENUES

|  |      |  |        |  |  |  |        |        |  |  |  |  |
|--|------|--|--------|--|--|--|--------|--------|--|--|--|--|
|  | -291 |  | -6,742 |  |  |  | -1,005 | -1,005 |  |  |  |  |
|--|------|--|--------|--|--|--|--------|--------|--|--|--|--|

0689 399 REIMBURSEMENTS - OTHER

|  |  |  |      |  |  |  |  |  |  |  |  |  |
|--|--|--|------|--|--|--|--|--|--|--|--|--|
|  |  |  | -140 |  |  |  |  |  |  |  |  |  |
|--|--|--|------|--|--|--|--|--|--|--|--|--|

756 PERS RSRV DISTRIB-NON GAAP REV

|  |        |  |  |  |  |  |  |  |  |  |  |  |
|--|--------|--|--|--|--|--|--|--|--|--|--|--|
|  | -5,750 |  |  |  |  |  |  |  |  |  |  |  |
|--|--------|--|--|--|--|--|--|--|--|--|--|--|

757 MED/LIFE INS PREM REFUND DISTRIBUTION

|  |        |  |      |  |  |  |      |      |  |  |  |  |
|--|--------|--|------|--|--|--|------|------|--|--|--|--|
|  | -1,477 |  | -993 |  |  |  | -572 | -572 |  |  |  |  |
|--|--------|--|------|--|--|--|------|------|--|--|--|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | -8,624 |  | -9,739 |  | -1,900 |  | -3,083 | -3,477 | -2,700 |  | -2,700 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -867,582 |  | -833,840 |  | -935,193 |  | -686,480 | -935,193 | -934,821 |  | -934,821 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

412 TRSFERS FROM STREET FUND

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | -5,476 |  | -4,138 |  | -4,954 |  | -4,002 | -4,954 | -4,435 |  | -4,435 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

419 TRSFERS FROM WATER FUND

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | -6,841 |  | -4,890 |  | -6,055 |  | -3,684 | -6,055 | -6,099 |  | -6,099 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

421 TRSFERS FROM SEWER FUND

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | -2,896 |  | -2,422 |  | -2,477 |  | -1,871 | -2,477 | -3,050 |  | -3,050 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

426 TRSFERS FROM ISD

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 601 REPROGRAPHICS FUND

DEPT: 03 REVENUE

| 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 |
|   | -3,173                          |     | -1,908        |     | -1,651        |     | -1,209   | -1,651     | -4,436        |     | -4,436       |     |
| 428                                       | TRSFRR FR BUILDING OPERATING FD |     |               |     |               |     |          |            |               |     |              |     |
|   | -9,044                          |     | -7,578        |     | -8,807        |     | -5,391   | -8,807     | -7,762        |     | -7,762       |     |
| 430                                       | TRANSFER FROM LIBRARY FUND      |     |               |     |               |     |          |            |               |     |              |     |
|   | -84,279                         |     | -97,043       |     | -103,482      |     | -89,263  | -103,482   | -108,680      |     | -108,680     |     |
| 431                                       | TRSFRR FR GIS FUND              |     |               |     |               |     |          |            |               |     |              |     |
|   | -1,978                          |     | -1,522        |     | -1,651        |     | -1,960   | -1,651     |               |     |              |     |
| 432                                       | TRSFRR FR PUBLIC WRKS ADMN FUND |     |               |     |               |     |          |            |               |     |              |     |
|   | -23,017                         |     | -22,358       |     | -24,219       |     | -21,682  | -24,219    | -25,506       |     | -25,506      |     |
| 433                                       | TRSFRRS FROM CDBG FUND          |     |               |     |               |     |          |            |               |     |              |     |
|   | -568                            |     | -812          |     | -826          |     | -653     | -826       | -832          |     | -832         |     |
| 437                                       | TRSFRRS FRM INSURANCE FUND      |     |               |     |               |     |          |            |               |     |              |     |
|   | -3,059                          |     | -2,130        |     | -3,304        |     | -1,492   | -3,304     | -3,328        |     | -3,328       |     |
| 438                                       | TRSFRRS FRM BEAVERTON ARTS COMM |     |               |     |               |     |          |            |               |     |              |     |
|   | -2,227                          |     |               |     |               |     |          |            |               |     |              |     |
| 441                                       | TRSFRRS FR STORM DRAIN FUND     |     |               |     |               |     |          |            |               |     |              |     |
|   | -3,248                          |     | -2,373        |     | -2,477        |     | -1,816   | -2,477     | -3,050        |     | -3,050       |     |
| 442                                       | TRANSFER FROM THE TLT FUND      |     |               |     |               |     |          |            |               |     |              |     |
|   |                                 |     |               |     | -3,201        |     | -2,726   | -3,201     | -5,444        |     | -5,444       |     |
| 444                                       | TRSFRR FROM BURA GENERAL FUND   |     |               |     |               |     |          |            |               |     |              |     |
|   |                                 |     |               |     | -2,752        |     | -1,259   | -2,752     | -1,662        |     | -1,662       |     |
| 449                                       | TSFR FR TRANS DEVL TAX/TIF FD   |     |               |     |               |     |          |            |               |     |              |     |
|   | -1,086                          |     | -611          |     | -826          |     | -442     | -826       | -832          |     | -832         |     |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS |                                 |     |               |     |               |     |          |            |               |     |              |     |
|   | -1,014,474                      |     | -981,625      |     | -1,101,875    |     | -823,930 | -1,101,875 | -1,109,937    |     | -1,109,937   |     |
| TOTAL DEPARTMENT: 03 REVENUE              |                                 |     |               |     |               |     |          |            |               |     |              |     |
|   | -1,146,441                      |     | -1,123,629    |     | -1,206,336    |     | -929,574 | -1,207,913 | -1,214,402    |     | -1,214,402   |     |

0690

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 601 REPROGRAPHICS FUND DEPT: 25 REPROGRAPHICS DEPARTMENT

| 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: 05 PERSONNEL SERVICES

|     |                                    |      |         |      |         |      |         |         |         |      |         |      |
|-----|------------------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 080 | SENIOR PROGRAM MANAGER             |      |         |      |         |      |         |         |         |      |         |      |
|     | 39,984                             | .40  | 40,772  | .40  | 41,493  | .40  | 40,695  | 43,086  | 44,161  | .40  | 44,161  | .40  |
| 186 | PROGRAM COORDINATOR                |      |         |      |         |      |         |         |         |      |         |      |
|     |                                    |      |         |      |         |      |         |         | 60,663  | 1.00 | 60,663  | 1.00 |
| 221 | SUPPORT SPECIALIST 2               |      |         |      |         |      |         |         |         |      |         |      |
|     | 96,540                             | 2.00 | 98,617  | 2.00 | 104,538 | 2.00 | 97,543  | 103,947 | 54,085  | 1.00 | 54,085  | 1.00 |
| 254 | GRAPHIC DESIGNER                   |      |         |      |         |      |         |         |         |      |         |      |
|     | 61,882                             | 1.00 | 46,443  | 1.00 | 52,054  | 1.00 | 50,556  | 53,689  | 57,284  | 1.00 | 57,284  | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES          |      |         |      |         |      |         |         |         |      |         |      |
|     | 93,409                             |      | 97,244  |      | 117,614 |      | 103,715 | 107,394 | 124,175 |      | 124,175 |      |
| 0   | TOTAL CLASS: 05 PERSONNEL SERVICES |      |         |      |         |      |         |         |         |      |         |      |
| 1   | 291,815                            | 3.40 | 283,076 | 3.40 | 315,699 | 3.40 | 292,509 | 308,116 | 340,368 | 3.40 | 340,368 | 3.40 |

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |         |  |         |  |         |         |         |  |         |  |
|-----|------------------------------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
| 301 | OFFICE EXPENSE               |  |         |  |         |  |         |         |         |  |         |  |
|     | 278                          |  | 183     |  | 375     |  | 321     | 200     | 325     |  | 325     |  |
| 302 | POSTAGE EXPENSE              |  |         |  |         |  |         |         |         |  |         |  |
|     | 234,229                      |  | 240,579 |  | 245,000 |  | 182,795 | 244,166 | 253,575 |  | 253,575 |  |
| 303 | OFFICE FURNITURE & EQUIPMENT |  |         |  |         |  |         |         |         |  |         |  |
|     | 1,002                        |  | 590     |  | 1,500   |  |         | 645     | 1,500   |  | 1,500   |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |         |  |         |  |         |         |         |  |         |  |
|     | 11,113                       |  | 6,914   |  | 12,000  |  | 11,711  | 11,000  | 12,000  |  | 12,000  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |         |  |         |  |         |         |         |  |         |  |
|     | 1,124                        |  | 1,374   |  | 2,000   |  | 1,556   | 1,600   | 2,000   |  | 2,000   |  |
| 307 | MEMBERSHIP FEES              |  |         |  |         |  |         |         |         |  |         |  |
|     |                              |  |         |  | 200     |  |         |         |         |  |         |  |
| 315 | REPROGRAPHIC SUPPLIES        |  |         |  |         |  |         |         |         |  |         |  |
|     | 44,944                       |  | 47,915  |  | 51,500  |  | 48,748  | 50,967  | 51,500  |  | 51,500  |  |
| 317 | COMPUTER EQUIPMENT           |  |         |  |         |  |         |         |         |  |         |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 601 REPROGRAPHICS FUND DEPT: 25 REPROGRAPHICS DEPARTMENT

| 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 |
|                                      | 459                            |     |               |     |               |     |          |         |               |     |              |     |
| 318                                  | COMPUTER SOFTWARE              |     |               |     |               |     |          |         |               |     |              |     |
|                                      |                                |     |               |     | 3,320         |     | 2,605    | 2,605   |               |     |              |     |
| 321                                  | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 1,160                          |     | 1,854         |     | 3,000         |     | 992      | 2,400   | 2,400         |     | 2,400        |     |
| 371                                  | EQUIPMENT OPER & MAINT EXPENSE |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 583                            |     | 145           |     | 1,200         |     | 427      | 650     | 1,200         |     | 1,200        |     |
| 481                                  | OTHER EXPENSES                 |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 130,861                        |     | 149,248       |     | 175,000       |     | 164,012  | 170,000 | 175,000       |     | 175,000      |     |
| 511                                  | PROFESSIONAL SERVICES          |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 8,842                          |     | 5,841         |     | 12,000        |     | 7,671    | 8,000   | 12,000        |     | 12,000       |     |
| 536                                  | MAINTENANCE CONTRACTS          |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 1,439                          |     | 1,583         |     | 2,400         |     | 1,742    | 1,742   | 1,800         |     | 1,800        |     |
| 551                                  | RENTS AND LEASES               |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 242,242                        |     | 251,290       |     | 268,647       |     | 259,761  | 265,000 | 282,918       |     | 282,918      |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 678,276                        |     | 707,516       |     | 778,142       |     | 682,341  | 758,975 | 796,218       |     | 796,218      |     |
| CLASS: 15 CAPITAL OUTLAY             |                                |     |               |     |               |     |          |         |               |     |              |     |
| 601                                  | OFFICE MACHINES AND EQUIPMENT  |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 12,511                         |     |               |     |               |     |          |         |               |     |              |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY       |                                |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 12,511                         |     |               |     |               |     |          |         |               |     |              |     |
| CLASS: 25 TRANSFERS                  |                                |     |               |     |               |     |          |         |               |     |              |     |
| 818                                  | TRSFERS TO ISD-ALLOCATED       |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 27,478                         |     | 25,153        |     | 32,936        |     | 32,936   | 32,936  | 36,227        |     | 36,227       |     |
| 819                                  | TRSFERS TO INSURANCE FUND      |     |               |     |               |     |          |         |               |     |              |     |

0692

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 601 REPROGRAPHICS FUND                      DEPT: 25 REPROGRAPHICS DEPARTMENT

| 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  |
|   | 4,095         |      | 5,323         |      | 6,121         |      | 6,121     | 6,121     | 6,121         |      | 6,121        |      |
| TOTAL CLASS: 25 TRANSFERS                     |               |      |               |      |               |      |           |           |               |      |              |      |
|   | 31,573        |      | 30,476        |      | 39,057        |      | 39,057    | 39,057    | 42,348        |      | 42,348       |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |               |      |               |      |               |      |           |           |               |      |              |      |
| 991 CONTINGENCY - UNRESERVED                  |               |      |               |      |               |      |           |           |               |      |              |      |
|   |               |      |               |      | 73,438        |      |           |           | 35,468        |      | 35,468       |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |               |      |               |      |               |      |           |           |               |      |              |      |
|   |               |      |               |      | 73,438        |      |           |           | 35,468        |      | 35,468       |      |
| TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT |               |      |               |      |               |      |           |           |               |      |              |      |
|   | 1,014,175     | 3.40 | 1,021,068     | 3.40 | 1,206,336     | 3.40 | 1,013,907 | 1,106,148 | 1,214,402     | 3.40 | 1,214,402    | 3.40 |

5693

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |         |         |  |         |  |         |         |  |         |  |
|-----|---------------------------|---------|---------|--|---------|--|---------|---------|--|---------|--|
| 301 | BEGINNING WORKING CAPITAL |         |         |  |         |  |         |         |  |         |  |
|     |                           | 123,343 | 132,265 |  | 102,561 |  | 102,561 | 101,765 |  | 101,765 |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |         |         |  |         |  |         |         |  |         |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|
|  |  | 123,343 | 132,265 |  | 102,561 |  | 102,561 | 101,765 |  | 101,765 |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |       |       |  |       |  |       |       |  |       |  |
|-----|------------------------------|-------|-------|--|-------|--|-------|-------|--|-------|--|
| 384 | INVESTMENT INTEREST EARNINGS |       |       |  |       |  |       |       |  |       |  |
|     |                              | 1,106 | 1,864 |  | 1,900 |  | 1,900 | 2,700 |  | 2,700 |  |

|     |                        |     |       |  |  |  |       |  |  |  |  |
|-----|------------------------|-----|-------|--|--|--|-------|--|--|--|--|
| 389 | MISCELLANEOUS REVENUES |     |       |  |  |  |       |  |  |  |  |
|     |                        | 291 | 6,742 |  |  |  | 1,005 |  |  |  |  |

|     |                        |  |     |  |  |  |  |  |  |  |  |
|-----|------------------------|--|-----|--|--|--|--|--|--|--|--|
| 399 | REIMBURSEMENTS - OTHER |  |     |  |  |  |  |  |  |  |  |
|     |                        |  | 140 |  |  |  |  |  |  |  |  |

|     |                                |       |  |  |  |  |  |  |  |  |  |
|-----|--------------------------------|-------|--|--|--|--|--|--|--|--|--|
| 756 | PERS RSRV DISTRIB-NON GAAP REV |       |  |  |  |  |  |  |  |  |  |
|     |                                | 5,750 |  |  |  |  |  |  |  |  |  |

|     |                                       |       |     |  |  |  |     |  |  |  |  |
|-----|---------------------------------------|-------|-----|--|--|--|-----|--|--|--|--|
| 757 | MED/LIFE INS PREM REFUND DISTRIBUTION |       |     |  |  |  |     |  |  |  |  |
|     |                                       | 1,477 | 993 |  |  |  | 572 |  |  |  |  |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |       |       |  |       |  |       |       |  |       |  |
|--|--|-------|-------|--|-------|--|-------|-------|--|-------|--|
|  |  | 8,624 | 9,739 |  | 1,900 |  | 3,477 | 2,700 |  | 2,700 |  |
|--|--|-------|-------|--|-------|--|-------|-------|--|-------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

|     |                           |         |         |  |         |  |         |         |  |         |  |
|-----|---------------------------|---------|---------|--|---------|--|---------|---------|--|---------|--|
| 411 | TRSFERS FROM GENERAL FUND |         |         |  |         |  |         |         |  |         |  |
|     |                           | 867,582 | 833,840 |  | 935,193 |  | 935,193 | 934,821 |  | 934,821 |  |

|     |                          |       |       |  |       |  |       |       |  |       |  |
|-----|--------------------------|-------|-------|--|-------|--|-------|-------|--|-------|--|
| 412 | TRSFERS FROM STREET FUND |       |       |  |       |  |       |       |  |       |  |
|     |                          | 5,476 | 4,138 |  | 4,954 |  | 4,954 | 4,435 |  | 4,435 |  |

|     |                         |       |       |  |       |  |       |       |  |       |  |
|-----|-------------------------|-------|-------|--|-------|--|-------|-------|--|-------|--|
| 419 | TRSFERS FROM WATER FUND |       |       |  |       |  |       |       |  |       |  |
|     |                         | 6,841 | 4,890 |  | 6,055 |  | 6,055 | 6,099 |  | 6,099 |  |

|     |                         |       |       |  |       |  |       |       |  |       |  |
|-----|-------------------------|-------|-------|--|-------|--|-------|-------|--|-------|--|
| 421 | TRSFERS FROM SEWER FUND |       |       |  |       |  |       |       |  |       |  |
|     |                         | 2,896 | 2,422 |  | 2,477 |  | 2,477 | 3,050 |  | 3,050 |  |

|     |                  |       |       |  |       |  |       |       |  |       |  |
|-----|------------------|-------|-------|--|-------|--|-------|-------|--|-------|--|
| 426 | TRSFERS FROM ISD |       |       |  |       |  |       |       |  |       |  |
|     |                  | 3,173 | 1,908 |  | 1,651 |  | 1,651 | 4,436 |  | 4,436 |  |

|     |                                 |       |       |  |       |  |       |       |  |       |  |
|-----|---------------------------------|-------|-------|--|-------|--|-------|-------|--|-------|--|
| 428 | TRSFER FR BUILDING OPERATING FD |       |       |  |       |  |       |       |  |       |  |
|     |                                 | 9,044 | 7,578 |  | 8,807 |  | 8,807 | 7,762 |  | 7,762 |  |

|     |                            |        |        |  |         |  |         |         |  |         |  |
|-----|----------------------------|--------|--------|--|---------|--|---------|---------|--|---------|--|
| 430 | TRANSFER FROM LIBRARY FUND |        |        |  |         |  |         |         |  |         |  |
|     |                            | 84,279 | 97,043 |  | 103,482 |  | 103,482 | 108,680 |  | 108,680 |  |

|     |                    |       |       |  |       |  |       |  |  |  |  |
|-----|--------------------|-------|-------|--|-------|--|-------|--|--|--|--|
| 431 | TRSFER FR GIS FUND |       |       |  |       |  |       |  |  |  |  |
|     |                    | 1,978 | 1,522 |  | 1,651 |  | 1,651 |  |  |  |  |

|     |                                 |        |        |  |        |  |        |        |  |        |  |
|-----|---------------------------------|--------|--------|--|--------|--|--------|--------|--|--------|--|
| 432 | TRSFER FR PUBLIC WRKS ADMN FUND |        |        |  |        |  |        |        |  |        |  |
|     |                                 | 23,017 | 22,358 |  | 24,219 |  | 24,219 | 25,506 |  | 25,506 |  |

|     |                        |     |     |  |     |  |     |     |  |     |  |
|-----|------------------------|-----|-----|--|-----|--|-----|-----|--|-----|--|
| 433 | TRSFERS FROM CDBG FUND |     |     |  |     |  |     |     |  |     |  |
|     |                        | 568 | 812 |  | 826 |  | 826 | 832 |  | 832 |  |

|     |                            |       |       |  |       |  |       |       |  |       |  |
|-----|----------------------------|-------|-------|--|-------|--|-------|-------|--|-------|--|
| 437 | TRSFERS FRM INSURANCE FUND |       |       |  |       |  |       |       |  |       |  |
|     |                            | 3,059 | 2,130 |  | 3,304 |  | 3,304 | 3,328 |  | 3,328 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

301 BEGINNING WORKING CAPITAL

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

399 REIMBURSEMENTS - OTHER

756 PERS RSRV DISTRIB-NON GAAP REV  
 RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND  
 CHARGES FOR COPIER AND PRINTING SERVICES AND POSTAGE AND MAILING EXPENSES FROM ALL FUNDS

412 TRSFERS FROM STREET FUND

419 TRSFERS FROM WATER FUND

421 TRSFERS FROM SEWER FUND

426 TRSFERS FROM ISD  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

428 TRSFR FR BUILDING OPERATING FD

430 TRANSFER FROM LIBRARY FUND

431 TRSFR FR GIS FUND  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

432 TRSFR FR PUBLIC WRKS ADMN FUND

433 TRSFERS FROM CDBG FUND

437 TRSFERS FRM INSURANCE FUND

0695

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ                                       | 2016 - ACTUAL                   |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018      | 2019 - RECOMD |     | 2019 ADOPTED |     |
|---|---------------------------------|-----|---------------|-----|---------------|-----|-----------|---------------|-----|--------------|-----|
|   | AMOUNT                          | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT   | AMOUNT        | FTE | AMOUNT       | FTE |
| 438                                       | TRSFERS FRM BEAVERTON ARTS COMM |     |               |     |               |     |           |               |     |              |     |
|   | 2,227                           |     |               |     |               |     |           |               |     |              |     |
| 441                                       | TRSFERS FR STORM DRAIN FUND     |     |               |     |               |     |           |               |     |              |     |
|   | 3,248                           |     | 2,373         |     | 2,477         |     | 2,477     | 3,050         |     | 3,050        |     |
| 442                                       | TRANSFER FROM THE TLT FUND      |     |               |     |               |     |           |               |     |              |     |
|   |                                 |     |               |     | 3,201         |     | 3,201     | 5,444         |     | 5,444        |     |
| 444                                       | TRSFER FROM BURA GENERAL FUND   |     |               |     |               |     |           |               |     |              |     |
|   |                                 |     |               |     | 2,752         |     | 2,752     | 1,662         |     | 1,662        |     |
| 449                                       | TSFR FR TRANS DEVL TAX/TIF FD   |     |               |     |               |     |           |               |     |              |     |
|   | 1,086                           |     | 611           |     | 826           |     | 826       | 832           |     | 832          |     |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS |                                 |     |               |     |               |     |           |               |     |              |     |
|   | 1,014,474                       |     | 981,625       |     | 1,101,875     |     | 1,101,875 | 1,109,937     |     | 1,109,937    |     |
| TOTAL PROGRAM: 0000 UNRESTRICTED          |                                 |     |               |     |               |     |           |               |     |              |     |
|   | 1,146,441                       |     | 1,123,629     |     | 1,206,336     |     | 1,207,913 | 1,214,402     |     | 1,214,402    |     |
| TOTAL DEPARTMENT: 03 REVENUE              |                                 |     |               |     |               |     |           |               |     |              |     |
|   | 1,146,441                       |     | 1,123,629     |     | 1,206,336     |     | 1,207,913 | 1,214,402     |     | 1,214,402    |     |

## BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

438 TRSFRS FRM BEAVERTON ARTS COMM

441 TRSFRS FR STORM DRAIN FUND

442 TRANSFER FROM THE TLT FUND

444 TRSFR FROM BURA GENERAL FUND

449 TSFR FR TRANS DEVL TAX/TIF FD



**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 25 REPROGRAPHICS DEPARTMENT  
 PROGRAM: 0721 REPROGRAPHICS PROGRAM

| 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: 05 PERSONNEL SERVICES

|     |                           |        |      |        |      |         |      |         |         |      |         |      |
|-----|---------------------------|--------|------|--------|------|---------|------|---------|---------|------|---------|------|
| 080 | SENIOR PROGRAM MANAGER    |        |      |        |      |         |      |         |         |      |         |      |
|     |                           | 39,984 | .40  | 40,772 | .40  | 41,493  | .40  | 43,086  | 44,161  | .40  | 44,161  | .40  |
| 186 | PROGRAM COORDINATOR       |        |      |        |      |         |      |         | 60,663  | 1.00 | 60,663  | 1.00 |
| 221 | SUPPORT SPECIALIST 2      |        |      |        |      |         |      |         |         |      |         |      |
|     |                           | 96,540 | 2.00 | 98,617 | 2.00 | 104,538 | 2.00 | 103,947 | 54,085  | 1.00 | 54,085  | 1.00 |
| 254 | GRAPHIC DESIGNER          |        |      |        |      |         |      |         |         |      |         |      |
|     |                           | 61,882 | 1.00 | 46,443 | 1.00 | 52,054  | 1.00 | 53,689  | 57,284  | 1.00 | 57,284  | 1.00 |
| 299 | PAYROLL TAXES AND FRINGES |        |      |        |      |         |      |         |         |      |         |      |
|     |                           | 93,409 |      | 97,244 |      | 117,614 |      | 107,394 | 124,175 |      | 124,175 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 291,815 | 3.40 | 283,076 | 3.40 | 315,699 | 3.40 | 308,116 | 340,368 | 3.40 | 340,368 | 3.40 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |         |  |         |  |         |  |         |         |  |         |  |
|-----|--------------------------------|---------|--|---------|--|---------|--|---------|---------|--|---------|--|
| 301 | OFFICE EXPENSE                 |         |  |         |  |         |  |         |         |  |         |  |
|     |                                | 278     |  | 183     |  | 375     |  | 200     | 325     |  | 325     |  |
| 302 | POSTAGE EXPENSE                |         |  |         |  |         |  |         |         |  |         |  |
|     |                                | 234,229 |  | 240,579 |  | 245,000 |  | 244,166 | 253,575 |  | 253,575 |  |
| 303 | OFFICE FURNITURE & EQUIPMENT   |         |  |         |  |         |  |         |         |  |         |  |
|     |                                | 1,002   |  | 590     |  | 1,500   |  | 645     | 1,500   |  | 1,500   |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |         |  |         |  |         |  |         |         |  |         |  |
|     |                                | 11,113  |  | 6,914   |  | 12,000  |  | 11,000  | 12,000  |  | 12,000  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |         |  |         |  |         |  |         |         |  |         |  |
|     |                                | 1,124   |  | 1,374   |  | 2,000   |  | 1,600   | 2,000   |  | 2,000   |  |
| 307 | MEMBERSHIP FEES                |         |  |         |  |         |  |         |         |  |         |  |
|     |                                |         |  |         |  | 200     |  |         |         |  |         |  |
| 315 | REPROGRAPHIC SUPPLIES          |         |  |         |  |         |  |         |         |  |         |  |
|     |                                | 44,944  |  | 47,915  |  | 51,500  |  | 50,967  | 51,500  |  | 51,500  |  |
| 317 | COMPUTER EQUIPMENT             |         |  |         |  |         |  |         |         |  |         |  |
|     |                                | 459     |  |         |  |         |  |         |         |  |         |  |
| 318 | COMPUTER SOFTWARE              |         |  |         |  |         |  |         |         |  |         |  |
|     |                                |         |  |         |  | 3,320   |  | 2,605   |         |  |         |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |         |  |         |  |         |  |         |         |  |         |  |
|     |                                | 1,160   |  | 1,854   |  | 3,000   |  | 2,400   | 2,400   |  | 2,400   |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 25 REPROGRAPHICS DEPARTMENT  
 PROGRAM: 0721 REPROGRAPHICS PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |  |
|-----|--|
| 080 | SENIOR PROGRAM MANAGER   |
| 186 | PROGRAM COORDINATOR<br>FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR.   |
| 221 | SUPPORT SPECIALIST 2<br>MAILROOM AND GRAPHIC SERVICES SUPPORT.<br>FY 18-19 REFLECTS RECLASSIFICATION OF 1 FTE SUPPORT SPECIALIST 2 POSITION TO 1 FTE PROGRAM COORDINATOR.  |
| 254 | GRAPHIC DESIGNER<br>FY 16-17 REFLECTS REDUCTION DUE TO POSITION BEING FILLED AT A LOWER STEP.  |
| 299 | PAYROLL TAXES AND FRINGES<br>PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES |
| 301 | OFFICE EXPENSE<br>GRAPHIC SERVICES OFFICE SUPPLIES \$325   |
| 302 | POSTAGE EXPENSE<br>CITY POSTAGE COSTS - INCREASE DUE TO 2% USPS RATE INCREASE IN 1/2018 AND PROJECTED MAIL VOLUMES FOR FY2018-19 \$253,575   |
| 303 | OFFICE FURNITURE & EQUIPMENT<br>GRAPHIC SERVICES AND MAILROOM EQUIPMENT UPGRADES AND REPLACEMENTS \$1,500  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE<br>CITY A/V EQUIPMENT AND REPROGRAPHICS UPGRADES AND REPLACEMENTS \$12,000  |
| 305 | SPECIAL DEPARTMENT SUPPLIES<br>MAIL MACHINE AND PACKAGE TRACKING SYSTEM SUPPLIES \$1,650<br>MISCELLANEOUS A/V SUPPLIES (BATTERIES, CORDS, ETC.) \$350  |
| 307 | MEMBERSHIP FEES<br>DECREASE DUE TO NO PROPOSED MEMBERSHIP FEES FOR FY18-19.  |
| 315 | REPROGRAPHIC SUPPLIES<br>PAPER, BINDING MATERIALS AND OTHER SUPPLIES \$45,000<br>INK, PAPER AND OTHER SUPPLIES FOR LARGE FORMAT PLOTTER USED BY REPRO AND GIS \$4,000<br>CENTRAL OFFICE SUPPLIES (INCREASE DUE TO PROJECTED EXPENSES) \$2,500  |
| 317 | COMPUTER EQUIPMENT<br>NO APPROPRIATION REQUESTED   |
| 318 | COMPUTER SOFTWARE<br>NO REQUEST  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>TRAINING CLASSES NOT OFFERED BY HR (4 CLASSES AT \$600 EACH) DECREASE DUE TO PROJECTED CLASSES \$2,400   |

**BP WORKSHEET & JUSTIFICATION**

FUND: 601 REPROGRAPHICS FUND  
 DEPT: 25 REPROGRAPHICS DEPARTMENT  
 PROGRAM: 0721 REPROGRAPHICS PROGRAM

| OBJ   | 2016 - ACTUAL                  |      | 2017 - ACTUAL |      | 2018 BUDGETED |      | 2018      | 2019 - RECOMD |      | 2019 ADOPTED |      |
|---|--------------------------------|------|---------------|------|---------------|------|-----------|---------------|------|--------------|------|
|   | AMOUNT                         | FTE  | AMOUNT        | FTE  | AMOUNT        | FTE  | EST AMT   | AMOUNT        | FTE  | AMOUNT       | FTE  |
| 371   | EQUIPMENT OPER & MAINT EXPENSE |      |               |      |               |      |           |               |      |              |      |
|   | 583                            |      | 145           |      | 1,200         |      | 650       | 1,200         |      | 1,200        |      |
| 481   | OTHER EXPENSES                 |      |               |      |               |      |           |               |      |              |      |
|   | 130,861                        |      | 149,248       |      | 175,000       |      | 170,000   | 175,000       |      | 175,000      |      |
| 511   | PROFESSIONAL SERVICES          |      |               |      |               |      |           |               |      |              |      |
|   | 8,842                          |      | 5,841         |      | 12,000        |      | 8,000     | 12,000        |      | 12,000       |      |
| 536   | MAINTENANCE CONTRACTS          |      |               |      |               |      |           |               |      |              |      |
|   | 1,439                          |      | 1,583         |      | 2,400         |      | 1,742     | 1,800         |      | 1,800        |      |
| 551   | RENTS AND LEASES               |      |               |      |               |      |           |               |      |              |      |
|   | 242,242                        |      | 251,290       |      | 268,647       |      | 265,000   | 282,918       |      | 282,918      |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES          |                                |      |               |      |               |      |           |               |      |              |      |
|   | 678,276                        |      | 707,516       |      | 778,142       |      | 758,975   | 796,218       |      | 796,218      |      |
| CLASS: 15 CAPITAL OUTLAY                      |                                |      |               |      |               |      |           |               |      |              |      |
| 601   | OFFICE MACHINES AND EQUIPMENT  |      |               |      |               |      |           |               |      |              |      |
|   | 12,511                         |      |               |      |               |      |           |               |      |              |      |
| TOTAL CLASS: 15 CAPITAL OUTLAY                |                                |      |               |      |               |      |           |               |      |              |      |
|   | 12,511                         |      |               |      |               |      |           |               |      |              |      |
| CLASS: 25 TRANSFERS                           |                                |      |               |      |               |      |           |               |      |              |      |
| 818   | TRSFERS TO ISD-ALLOCATED       |      |               |      |               |      |           |               |      |              |      |
|   | 27,478                         |      | 25,153        |      | 32,936        |      | 32,936    | 36,227        |      | 36,227       |      |
| 819   | TRSFERS TO INSURANCE FUND      |      |               |      |               |      |           |               |      |              |      |
|   | 4,095                          |      | 5,323         |      | 6,121         |      | 6,121     | 6,121         |      | 6,121        |      |
| TOTAL CLASS: 25 TRANSFERS                     |                                |      |               |      |               |      |           |               |      |              |      |
|   | 31,573                         |      | 30,476        |      | 39,057        |      | 39,057    | 42,348        |      | 42,348       |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                                |      |               |      |               |      |           |               |      |              |      |
| 991   | CONTINGENCY - UNRESERVED       |      |               |      |               |      |           |               |      |              |      |
|   |                                |      |               |      | 73,438        |      |           | 35,468        |      | 35,468       |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                |      |               |      |               |      |           |               |      |              |      |
|   |                                |      |               |      | 73,438        |      |           | 35,468        |      | 35,468       |      |
| TOTAL PROGRAM: 0721 REPROGRAPHICS PROGRAM     |                                |      |               |      |               |      |           |               |      |              |      |
|   | 1,014,175                      | 3.40 | 1,021,068     | 3.40 | 1,206,336     | 3.40 | 1,106,148 | 1,214,402     | 3.40 | 1,214,402    | 3.40 |
| TOTAL DEPARTMENT: 25 REPROGRAPHICS DEPARTMENT |                                |      |               |      |               |      |           |               |      |              |      |
|   | 1,014,175                      | 3.40 | 1,021,068     | 3.40 | 1,206,336     | 3.40 | 1,106,148 | 1,214,402     | 3.40 | 1,214,402    | 3.40 |
| TOTAL FUND: 601 REPROGRAPHICS FUND            |                                |      |               |      |               |      |           |               |      |              |      |
|   | 1,014,175                      | 3.40 | 1,021,068     | 3.40 | 1,206,336     | 3.40 | 1,106,148 | 1,214,402     | 3.40 | 1,214,402    | 3.40 |

## BP WORKSHEET & JUSTIFICATION

FUND: 601 REPROGRAPHICS FUND  
DEPT: 25 REPROGRAPHICS DEPARTMENT  
PROGRAM: 0721 REPROGRAPHICS PROGRAM

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 371 EQUIPMENT OPER & MAINT EXPENSE
  - SERVICE AND PARTS FOR EQUIPMENT NOT COVERED BY SERVICE AGREEMENTS \$1,200
- 481 OTHER EXPENSES
  - OUTSIDE VENDOR PRINTING SERVICES FOR THE CITY (INCREASE DUE TO PROJECTED EXPENSES) \$125,000
  - PRODUCTION OF YOUR CITY NEWSLETTER, REPORTS AND ALL-CITY MAILINGS \$50,000
- 511 PROFESSIONAL SERVICES
  - CONTRACT AND PROFESSIONAL SERVICES \$5,000
  - MAIL PROCESSING, DELIVERY AND OTHER SERVICES \$5,000
  - GRAPHIC DESIGN SERVICES, BRANDING AND OTHER CONSULTING SERVICES \$2,000
- 536 MAINTENANCE CONTRACTS
  - PAPER CUTTER MAINTENANCE AGREEMENT \$1,800
  - DECREASE DUE TO NO CONTRACT AVAILABILITY FOR ARRIVAL INCOMING PACKAGE TRACKING SYSTEM
- 551 RENTS AND LEASES
  - COPIER AND EQUIPMENT LEASES (INCREASE DUE TO 4 NEW MACHINES ADDED TO COPIER FLEET IN FY17-18 AND PROJECTED REPLACEMENT COSTS FOR MACHINES AT END-OF-LEASE IN FY18-19) \$268,000
  - AUXILIARY SERVICES SHARE OF HARVEST COURT STORAGE FACILITY LEASE \$2,000
  - POSTAGE METER ANNUAL LEASE CHARGES \$8,600
  - SEND SUITE PACKAGE TRACKING SYSTEM (LEASE TO OWN SYSTEM); REPLACES OUT-OF-DATE ARRIVAL SYSTEM NO LONGER SUPPORTED BY VENDOR; PARTIALLY OFFSET BY REDUCED MAINTENANCE CONTRACT) \$4,318

601 OFFICE MACHINES AND EQUIPMENT

- 818 TRSFERS TO ISD-ALLOCATED
  - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$36,227
- 819 TRSFERS TO INSURANCE FUND
  - ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE.

991 CONTINGENCY - UNRESERVED

## Garage Fund

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |         |  |         |  |          |  |          |          |         |  |         |  |
|--|---------|--|---------|--|----------|--|----------|----------|---------|--|---------|--|
|  | -68,865 |  | -98,174 |  | -103,315 |  | -103,315 | -103,315 | -98,578 |  | -98,578 |  |
|--|---------|--|---------|--|----------|--|----------|----------|---------|--|---------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |         |  |         |  |          |  |          |          |         |  |         |  |
|--|---------|--|---------|--|----------|--|----------|----------|---------|--|---------|--|
|  | -68,865 |  | -98,174 |  | -103,315 |  | -103,315 | -103,315 | -98,578 |  | -98,578 |  |
|--|---------|--|---------|--|----------|--|----------|----------|---------|--|---------|--|

CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY PROPERTY

|  |        |  |        |  |  |  |         |         |  |  |  |  |
|--|--------|--|--------|--|--|--|---------|---------|--|--|--|--|
|  | -7,843 |  | -6,490 |  |  |  | -26,378 | -20,000 |  |  |  |  |
|--|--------|--|--------|--|--|--|---------|---------|--|--|--|--|

0702

384 INVESTMENT INTEREST EARNINGS

|  |        |  |        |  |        |  |        |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
|  | -1,009 |  | -1,630 |  | -1,400 |  | -1,749 | -1,400 | -3,500 |  | -3,500 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|

389 MISCELLANEOUS REVENUES

|  |      |  |  |  |  |  |        |        |  |  |  |  |
|--|------|--|--|--|--|--|--------|--------|--|--|--|--|
|  | -125 |  |  |  |  |  | -2,545 | -2,700 |  |  |  |  |
|--|------|--|--|--|--|--|--------|--------|--|--|--|--|

399 REIMBURSEMENTS - OTHER

|  |  |  |  |  |  |  |     |  |  |  |  |  |
|--|--|--|--|--|--|--|-----|--|--|--|--|--|
|  |  |  |  |  |  |  | -50 |  |  |  |  |  |
|--|--|--|--|--|--|--|-----|--|--|--|--|--|

756 PERS RSRV DISTRIB-NON GAAP REV

|  |         |  |  |  |  |  |  |  |  |  |  |  |
|--|---------|--|--|--|--|--|--|--|--|--|--|--|
|  | -10,301 |  |  |  |  |  |  |  |  |  |  |  |
|--|---------|--|--|--|--|--|--|--|--|--|--|--|

757 MED/LIFE INS PREM REFUND DISTRIBUTION

|  |        |  |        |  |  |  |        |        |  |  |  |  |
|--|--------|--|--------|--|--|--|--------|--------|--|--|--|--|
|  | -3,199 |  | -2,833 |  |  |  | -2,212 | -2,212 |  |  |  |  |
|--|--------|--|--------|--|--|--|--------|--------|--|--|--|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |         |  |         |  |        |  |         |         |        |  |        |  |
|--|---------|--|---------|--|--------|--|---------|---------|--------|--|--------|--|
|  | -22,477 |  | -10,953 |  | -1,400 |  | -32,934 | -26,312 | -3,500 |  | -3,500 |  |
|--|---------|--|---------|--|--------|--|---------|---------|--------|--|--------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

|  |          |  |          |  |          |  |          |          |            |  |            |  |
|--|----------|--|----------|--|----------|--|----------|----------|------------|--|------------|--|
|  | -832,781 |  | -873,605 |  | -973,660 |  | -702,483 | -973,660 | -1,074,271 |  | -1,074,271 |  |
|--|----------|--|----------|--|----------|--|----------|----------|------------|--|------------|--|

412 TRSFERS FROM STREET FUND

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -156,703 |  | -221,220 |  | -205,062 |  | -161,588 | -205,062 | -270,985 |  | -270,985 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

419 TRSFERS FROM WATER FUND

|  |         |  |         |  |          |  |          |          |          |  |          |  |
|--|---------|--|---------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -88,755 |  | -99,563 |  | -118,135 |  | -102,290 | -118,135 | -121,969 |  | -121,969 |  |
|--|---------|--|---------|--|----------|--|----------|----------|----------|--|----------|--|

421 TRSFERS FROM SEWER FUND

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND

DEPT: 03 REVENUE

| 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 |
|   | -114,794                        |     | -117,391      |     | -148,633      |     | -82,433    | -148,633   | -143,297      |     | -143,297     |     |
| 428                                       | TRSFRR FR BUILDING OPERATING FD |     |               |     |               |     |            |            |               |     |              |     |
|   | -40,029                         |     | -43,062       |     | -49,673       |     | -29,650    | -49,673    | -52,952       |     | -52,952      |     |
| 430                                       | TRANSFER FROM LIBRARY FUND      |     |               |     |               |     |            |            |               |     |              |     |
|   | -4,817                          |     | -5,751        |     | -5,635        |     | -7,671     | -5,635     | -12,752       |     | -12,752      |     |
| 440                                       | TRSFRRS FR STREET LIGHTING FUND |     |               |     |               |     |            |            |               |     |              |     |
|   | -7,064                          |     | -19,585       |     | -23,630       |     | -14,717    | -23,630    | -24,292       |     | -24,292      |     |
| 441                                       | TRSFRRS FR STORM DRAIN FUND     |     |               |     |               |     |            |            |               |     |              |     |
|   | -164,736                        |     | -152,946      |     | -127,546      |     | -126,279   | -127,546   | -186,904      |     | -186,904     |     |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS |                                 |     |               |     |               |     |            |            |               |     |              |     |
|   | -1,409,679                      |     | -1,533,123    |     | -1,651,974    |     | -1,227,111 | -1,651,974 | -1,887,422    |     | -1,887,422   |     |
| TOTAL DEPARTMENT: 03 REVENUE              |                                 |     |               |     |               |     |            |            |               |     |              |     |
|   | -1,501,021                      |     | -1,642,250    |     | -1,756,689    |     | -1,363,360 | -1,781,601 | -1,989,500    |     | -1,989,500   |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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: 05 PERSONNEL SERVICES

|                                    |                              |      |         |      |         |      |         |         |         |      |         |      |
|------------------------------------|------------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 136                                | FLEET MANAGER                |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 93,070                       | 1.00 | 94,766  | 1.00 | 96,476  | 1.00 | 90,690  | 96,444  | 102,709 | 1.00 | 102,709 | 1.00 |
| 155                                | MECHANIC LEAD                |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 44,899                       | 1.00 | 66,106  | 1.00 | 72,651  | 1.00 | 63,434  | 70,463  | 75,783  | 1.00 | 75,783  | 1.00 |
| 163                                | MECHANIC 2                   |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 98,144                       | 2.00 | 119,005 | 2.00 | 129,757 | 2.00 | 121,459 | 129,484 | 134,001 | 2.00 | 134,001 | 2.00 |
| 188                                | INVENTORY CONTROL TECHNICIAN |      |         |      |         |      |         |         |         |      |         |      |
|                                    |                              |      |         |      |         |      |         |         | 63,401  | 1.00 | 63,401  | 1.00 |
| 195                                | MECHANIC 1                   |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 98,131                       | 2.00 | 103,897 | 2.00 | 102,263 | 2.00 | 91,911  | 99,614  | 107,372 | 2.00 | 107,372 | 2.00 |
| 275                                | TEMPORARY EMPLOYEES          |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 8,230                        |      |         |      |         |      | 1,532   |         |         |      |         |      |
| 299                                | PAYROLL TAXES AND FRINGES    |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 201,077                      |      | 249,164 |      | 259,511 |      | 229,774 | 251,534 | 341,169 |      | 341,169 |      |
| TOTAL CLASS: 05 PERSONNEL SERVICES |                              |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 543,551                      | 6.00 | 632,938 | 6.00 | 660,658 | 6.00 | 598,800 | 647,539 | 824,435 | 7.00 | 824,435 | 7.00 |

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |        |  |        |  |        |        |        |  |        |  |
|-----|------------------------------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |        |  |        |  |        |        |        |  |        |  |
|     | 15,955                       |  | 12,739 |  | 13,000 |  | 10,215 | 13,000 | 13,000 |  | 13,000 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |        |  |        |  |        |        |        |  |        |  |
|     | 3,453                        |  | 15,902 |  | 19,000 |  | 19,454 | 19,000 | 20,000 |  | 20,000 |  |
| 306 | NON-FLEET EQUIPMENT          |  |        |  |        |  |        |        |        |  |        |  |
|     | 1,677                        |  | 2,552  |  | 3,000  |  | 1,156  | 2,000  | 2,500  |  | 2,500  |  |
| 307 | MEMBERSHIP FEES              |  |        |  |        |  |        |        |        |  |        |  |
|     | 300                          |  | 120    |  | 920    |  | 424    | 420    | 920    |  | 920    |  |
| 308 | PERIODICALS & SUBSCRIPTIONS  |  |        |  |        |  |        |        |        |  |        |  |
|     |                              |  |        |  | 200    |  |        | 200    | 200    |  | 200    |  |
| 317 | COMPUTER EQUIPMENT           |  |        |  |        |  |        |        |        |  |        |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
|                                      |                                |     | 1,001         |     | 660           |     | 661      | 661     |               |     |              |     |
| 318                                  | COMPUTER SOFTWARE              |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 42,019                         |     | 551           |     |               |     |          |         |               |     |              |     |
| 321                                  | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 5,549                          |     | 7,469         |     | 13,500        |     | 7,402    | 7,500   | 14,600        |     | 14,600       |     |
| 331                                  | VEHICLE EXPENSE                |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 167,053                        |     | 159,009       |     | 175,000       |     | 139,941  | 175,000 | 185,500       |     | 185,500      |     |
| 332                                  | VEHICLE FUEL                   |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 322,234                        |     | 338,166       |     | 390,000       |     | 390,030  | 395,000 | 425,000       |     | 425,000      |     |
| 361                                  | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |          |         |               |     |              |     |
|                                      |                                |     | 80            |     |               |     |          |         | 3,700         |     | 3,700        |     |
| 371                                  | EQUIPMENT OPER & MAINT EXPENSE |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 82,768                         |     | 89,812        |     | 95,000        |     | 84,134   | 95,000  | 102,600       |     | 102,600      |     |
| 481                                  | OTHER EXPENSES                 |     |               |     |               |     |          |         |               |     |              |     |
|                                      |                                |     | 306           |     | 695           |     | 362      | 300     | 300           |     | 300          |     |
| 511                                  | PROFESSIONAL SERVICES          |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 83,771                         |     | 117,234       |     | 145,000       |     | 126,868  | 140,000 | 145,000       |     | 145,000      |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 724,779                        |     | 744,941       |     | 855,975       |     | 780,647  | 848,081 | 913,320       |     | 913,320      |     |
| CLASS: 25 TRANSFERS                  |                                |     |               |     |               |     |          |         |               |     |              |     |
| 804                                  | TRSFER - OPERATIONS ADMIN      |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 59,157                         |     | 78,409        |     | 87,591        |     | 86,072   | 87,591  | 106,201       |     | 106,201      |     |
| 805                                  | TRSFER TO G/F BLDG MAINT       |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 3,848                          |     | 3,616         |     | 4,454         |     | 4,454    | 4,454   | 4,335         |     | 4,335        |     |
| 818                                  | TRSFERS TO ISD-ALLOCATED       |     |               |     |               |     |          |         |               |     |              |     |
|                                      | 40,073                         |     | 38,166        |     | 48,360        |     | 48,360   | 48,360  | 54,014        |     | 54,014       |     |
| 819                                  | TRSFERS TO INSURANCE FUND      |     |               |     |               |     |          |         |               |     |              |     |

0705

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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  |
|  | 31,437        |      | 40,868        |      | 46,998        |      | 46,998    | 46,998    | 46,998        |      | 46,998       |      |
| TOTAL CLASS: 25 TRANSFERS                      |               |      |               |      |               |      |           |           |               |      |              |      |
|  | 134,515       |      | 161,059       |      | 187,403       |      | 185,884   | 187,403   | 211,548       |      | 211,548      |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES        |               |      |               |      |               |      |           |           |               |      |              |      |
| 991 CONTINGENCY - UNRESERVED                   |               |      |               |      |               |      |           |           |               |      |              |      |
|  |               |      |               |      | 52,653        |      |           |           | 40,197        |      | 40,197       |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  |               |      |               |      |               |      |           |           |               |      |              |      |
|  |               |      |               |      | 52,653        |      |           |           | 40,197        |      | 40,197       |      |
| TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS |               |      |               |      |               |      |           |           |               |      |              |      |
|  | 1,402,845     | 6.00 | 1,538,938     | 6.00 | 1,756,689     | 6.00 | 1,565,331 | 1,683,023 | 1,989,500     | 7.00 | 1,989,500    | 7.00 |

0706

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|   |                           |  |        |  |         |  |         |        |  |        |  |
|---|---------------------------|--|--------|--|---------|--|---------|--------|--|--------|--|
| 301                                       | BEGINNING WORKING CAPITAL |  |        |  |         |  |         |        |  |        |  |
|   | 68,865                    |  | 98,174 |  | 103,315 |  | 103,315 | 98,578 |  | 98,578 |  |
| TOTAL CLASS: 05 BEGINNING WORKING CAPITAL |                           |  |        |  |         |  |         |        |  |        |  |
|   | 68,865                    |  | 98,174 |  | 103,315 |  | 103,315 | 98,578 |  | 98,578 |  |

CLASS: 35 MISCELLANEOUS REVENUES

|  |                                       |  |        |  |       |  |        |       |  |       |  |
|--|---------------------------------------|--|--------|--|-------|--|--------|-------|--|-------|--|
| 382                                    | SALE OF CITY PROPERTY                 |  |        |  |       |  |        |       |  |       |  |
|  | 7,843                                 |  | 6,490  |  |       |  | 20,000 |       |  |       |  |
| 384                                    | INVESTMENT INTEREST EARNINGS          |  |        |  |       |  |        |       |  |       |  |
|  | 1,009                                 |  | 1,630  |  | 1,400 |  | 1,400  | 3,500 |  | 3,500 |  |
| 389                                    | MISCELLANEOUS REVENUES                |  |        |  |       |  |        |       |  |       |  |
|  | 125                                   |  |        |  |       |  | 2,700  |       |  |       |  |
| 399                                    | REIMBURSEMENTS - OTHER                |  |        |  |       |  |        |       |  |       |  |
| 756                                    | PERS RSRV DISTRIB-NON GAAP REV        |  |        |  |       |  |        |       |  |       |  |
|  | 10,301                                |  |        |  |       |  |        |       |  |       |  |
| 757                                    | MED/LIFE INS PREM REFUND DISTRIBUTION |  |        |  |       |  |        |       |  |       |  |
|  | 3,199                                 |  | 2,833  |  |       |  | 2,212  |       |  |       |  |
| TOTAL CLASS: 35 MISCELLANEOUS REVENUES |                                       |  |        |  |       |  |        |       |  |       |  |
|  | 22,477                                |  | 10,953 |  | 1,400 |  | 26,312 | 3,500 |  | 3,500 |  |

CLASS: 40 INTERFUND TRANSFERS/LOANS

|     |                                 |  |         |  |         |  |         |           |  |           |  |
|-----|---------------------------------|--|---------|--|---------|--|---------|-----------|--|-----------|--|
| 411 | TRSFERS FROM GENERAL FUND       |  |         |  |         |  |         |           |  |           |  |
|     | 832,781                         |  | 873,605 |  | 973,660 |  | 973,660 | 1,074,271 |  | 1,074,271 |  |
| 412 | TRSFERS FROM STREET FUND        |  |         |  |         |  |         |           |  |           |  |
|     | 156,703                         |  | 221,220 |  | 205,062 |  | 205,062 | 270,985   |  | 270,985   |  |
| 419 | TRSFERS FROM WATER FUND         |  |         |  |         |  |         |           |  |           |  |
|     | 88,755                          |  | 99,563  |  | 118,135 |  | 118,135 | 121,969   |  | 121,969   |  |
| 421 | TRSFERS FROM SEWER FUND         |  |         |  |         |  |         |           |  |           |  |
|     | 114,794                         |  | 117,391 |  | 148,633 |  | 148,633 | 143,297   |  | 143,297   |  |
| 428 | TRSFER FR BUILDING OPERATING FD |  |         |  |         |  |         |           |  |           |  |
|     | 40,029                          |  | 43,062  |  | 49,673  |  | 49,673  | 52,952    |  | 52,952    |  |
| 430 | TRANSFER FROM LIBRARY FUND      |  |         |  |         |  |         |           |  |           |  |
|     | 4,817                           |  | 5,751   |  | 5,635   |  | 5,635   | 12,752    |  | 12,752    |  |
| 440 | TRSFERS FR STREET LIGHTING FUND |  |         |  |         |  |         |           |  |           |  |
|     | 7,064                           |  | 19,585  |  | 23,630  |  | 23,630  | 24,292    |  | 24,292    |  |
| 441 | TRSFERS FR STORM DRAIN FUND     |  |         |  |         |  |         |           |  |           |  |
|     | 164,736                         |  | 152,946 |  | 127,546 |  | 127,546 | 186,904   |  | 186,904   |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL  
 BEGINNING WORKING CAPITAL

382 SALE OF CITY PROPERTY  
 PROCEEDS FROM SALE OF SURPLUS 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

399 REIMBURSEMENTS - OTHER  
 FY 14 INCLUDES AN ENGERY TAX CREDIT FOR THE FUEL TANK THAT WAS CONSTRUCTED AT THE  
 OPERATIONS FACILITY \$11,496  
 FY 14 INCLUDES THIS FUND'S SHARE OF THE \$500,000 DISBURSEMENT FROM THE PERS RESERVE  
 FUND \$5,150  
 FY 14 REFLECTS A PROPORTIONAL SHARE OF THE ODS MEDICAL PREMIUM REBATE \$5,641

756 PERS RSRV DISTRIB-NON GAAP REV  
 RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)

412 TRSFERS FROM STREET FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)

419 TRSFERS FROM WATER FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)

421 TRSFERS FROM SEWER FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)

428 TRSFR FR BUILDING OPERATING FD  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)

430 TRANSFER FROM LIBRARY FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)

440 TRSFERS FR STREET LIGHTING FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)

441 TRSFERS FR STORM DRAIN FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

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

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 1,409,679 |  | 1,533,123 |  | 1,651,974 |  | 1,651,974 | 1,887,422 |  | 1,887,422 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 1,501,021 |  | 1,642,250 |  | 1,756,689 |  | 1,781,601 | 1,989,500 |  | 1,989,500 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 1,501,021 |  | 1,642,250 |  | 1,756,689 |  | 1,781,601 | 1,989,500 |  | 1,989,500 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

## BP WORKSHEET & JUSTIFICATION

FUND: 602 GARAGE FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

| 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: 05 PERSONNEL SERVICES

|     |                              |      |         |      |         |      |         |         |      |         |      |
|-----|------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 136 | FLEET MANAGER                |      |         |      |         |      |         |         |      |         |      |
|     | 93,070                       | 1.00 | 94,766  | 1.00 | 96,476  | 1.00 | 96,444  | 102,709 | 1.00 | 102,709 | 1.00 |
| 155 | MECHANIC LEAD                |      |         |      |         |      |         |         |      |         |      |
|     | 44,899                       | 1.00 | 66,106  | 1.00 | 72,651  | 1.00 | 70,463  | 75,783  | 1.00 | 75,783  | 1.00 |
| 163 | MECHANIC 2                   |      |         |      |         |      |         |         |      |         |      |
|     | 98,144                       | 2.00 | 119,005 | 2.00 | 129,757 | 2.00 | 129,484 | 134,001 | 2.00 | 134,001 | 2.00 |
| 188 | INVENTORY CONTROL TECHNICIAN |      |         |      |         |      |         | 63,401  | 1.00 | 63,401  | 1.00 |
| 195 | MECHANIC 1                   |      |         |      |         |      |         |         |      |         |      |
|     | 98,131                       | 2.00 | 103,897 | 2.00 | 102,263 | 2.00 | 99,614  | 107,372 | 2.00 | 107,372 | 2.00 |
| 275 | TEMPORARY EMPLOYEES          |      |         |      |         |      |         |         |      |         |      |
|     | 8,230                        |      |         |      |         |      |         |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES    |      |         |      |         |      |         |         |      |         |      |
|     | 201,077                      |      | 249,164 |      | 259,511 |      | 251,534 | 341,169 |      | 341,169 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 543,551 | 6.00 | 632,938 | 6.00 | 660,658 | 6.00 | 647,539 | 824,435 | 7.00 | 824,435 | 7.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |        |  |        |  |        |        |  |        |  |
|-----|------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |        |  |        |  |        |        |  |        |  |
|     | 15,955                       |  | 12,739 |  | 13,000 |  | 13,000 | 13,000 |  | 13,000 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |        |  |        |  |        |        |  |        |  |
|     | 3,453                        |  | 15,902 |  | 19,000 |  | 19,000 | 20,000 |  | 20,000 |  |
| 306 | NON-FLEET EQUIPMENT          |  |        |  |        |  |        |        |  |        |  |
|     | 1,677                        |  | 2,552  |  | 3,000  |  | 2,000  | 2,500  |  | 2,500  |  |
| 307 | MEMBERSHIP FEES              |  |        |  |        |  |        |        |  |        |  |
|     | 300                          |  | 120    |  | 920    |  | 420    | 920    |  | 920    |  |
| 308 | PERIODICALS & SUBSCRIPTIONS  |  |        |  |        |  |        |        |  |        |  |
|     |                              |  |        |  | 200    |  | 200    | 200    |  | 200    |  |
| 317 | COMPUTER EQUIPMENT           |  |        |  |        |  |        |        |  |        |  |
|     |                              |  | 1,001  |  | 660    |  | 661    |        |  |        |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

136 FLEET MANAGER

155 MECHANIC LEAD

163 MECHANIC 2

FY 16-17 REFLECTS INCREASE DUE TO POSITION BEING FILLED AT A HIGHER STEP THAN WAS INCLUDED IN THE ADOPTED BUDGET.

188 INVENTORY CONTROL TECHNICIAN

FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN THE GARAGE FUND.

195 MECHANIC 1

275 TEMPORARY EMPLOYEES

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

304 DEPARTMENT EQUIPMENT EXPENSE

NEW MODEL YEAR SPECIALTY TOOLS \$3,000  
 MISCELLANEOUS HAND TOOLS AND BROKEN TOOL REPLACEMENT \$3,500  
 ONLINE REPAIR MANUALS SUBSCRIPTION \$1,500  
 SCAN TOOL LICENSE FEES \$5,000

305 SPECIAL DEPARTMENT SUPPLIES

MISC. SHOP SUPPLIES; FLOOR SOAP, DEGREASER, ABSORBENT PADS, FASTENERS, ELECTRICAL SUPPLIES  
 LATEX GLOVES, WELDING SUPPLIES, SPRAY PAINT,  
 SMALL INCIDENTALS FOR FLEET REPAIR AND MAINT  
 CHARGED TO WORK ORDERS

306 NON-FLEET EQUIPMENT

PARTS, REPAIRS AND MODIFICATION TO NON-FLEET EQUIPMENT.  
 FUNDING FOR THIS ACCOUNT IS INCLUDED IN THE CHARGES TO OTHER FUNDS

307 MEMBERSHIP FEES

COLUMBIA-WILLAMETTE CLEAN CITIES COALITION \$300  
 NAFA FLEET MANAGEMENT ASSOCIATION MEMBERSHIP \$500  
 PACIFIC FLEET MANAGERS ASSOCIATION \$120

308 PERIODICALS & SUBSCRIPTIONS

MOTORS MAGAZINE RENEWAL \$200

317 COMPUTER EQUIPMENT

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

| OBJ                                     | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |  |
|---|--------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|--|
|   | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |  |
| 318                                     | COMPUTER SOFTWARE              |     |               |     |               |     |         |               |     |              |     |  |
|   | 42,019                         |     | 551           |     |               |     |         |               |     |              |     |  |
| 321                                     | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |         |               |     |              |     |  |
|   | 5,549                          |     | 7,469         |     | 13,500        |     | 7,500   | 14,600        |     | 14,600       |     |  |
| 331                                     | VEHICLE EXPENSE                |     |               |     |               |     |         |               |     |              |     |  |
|   | 167,053                        |     | 159,009       |     | 175,000       |     | 175,000 | 185,500       |     | 185,500      |     |  |
| 332                                     | VEHICLE FUEL                   |     |               |     |               |     |         |               |     |              |     |  |
|   | 322,234                        |     | 338,166       |     | 390,000       |     | 395,000 | 425,000       |     | 425,000      |     |  |
| 361                                     | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |         |               |     |              |     |  |
|   |                                |     | 80            |     |               |     |         | 3,700         |     | 3,700        |     |  |
| 371                                     | EQUIPMENT OPER & MAINT EXPENSE |     |               |     |               |     |         |               |     |              |     |  |
|   | 82,768                         |     | 89,812        |     | 95,000        |     | 95,000  | 102,600       |     | 102,600      |     |  |
| 481                                     | OTHER EXPENSES                 |     |               |     |               |     |         |               |     |              |     |  |
|   |                                |     | 306           |     | 695           |     | 300     | 300           |     | 300          |     |  |
| 511                                     | PROFESSIONAL SERVICES          |     |               |     |               |     |         |               |     |              |     |  |
|   | 83,771                         |     | 117,234       |     | 145,000       |     | 140,000 | 145,000       |     | 145,000      |     |  |
| TOTAL CLASS: 10 MATERIALS & SERVICES    |                                |     |               |     |               |     |         |               |     |              |     |  |
|   | 724,779                        |     | 744,941       |     | 855,975       |     | 848,081 | 913,320       |     | 913,320      |     |  |
| CLASS: 25 TRANSFERS                     |                                |     |               |     |               |     |         |               |     |              |     |  |
| 804                                     | TRSFER - OPERATIONS ADMIN      |     |               |     |               |     |         |               |     |              |     |  |
|   | 59,157                         |     | 78,409        |     | 87,591        |     | 87,591  | 106,201       |     | 106,201      |     |  |
| 805                                     | TRSFER TO G/F BLDG MAINT       |     |               |     |               |     |         |               |     |              |     |  |
|   | 3,848                          |     | 3,616         |     | 4,454         |     | 4,454   | 4,335         |     | 4,335        |     |  |
| 818                                     | TRSFERS TO ISD-ALLOCATED       |     |               |     |               |     |         |               |     |              |     |  |
|   | 40,073                         |     | 38,166        |     | 48,360        |     | 48,360  | 54,014        |     | 54,014       |     |  |
| 819                                     | TRSFERS TO INSURANCE FUND      |     |               |     |               |     |         |               |     |              |     |  |
|   | 31,437                         |     | 40,868        |     | 46,998        |     | 46,998  | 46,998        |     | 46,998       |     |  |
| TOTAL CLASS: 25 TRANSFERS               |                                |     |               |     |               |     |         |               |     |              |     |  |
|   | 134,515                        |     | 161,059       |     | 187,403       |     | 187,403 | 211,548       |     | 211,548      |     |  |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                |     |               |     |               |     |         |               |     |              |     |  |
| 991                                     | CONTINGENCY - UNRESERVED       |     |               |     |               |     |         |               |     |              |     |  |
|   |                                |     |               |     | 52,653        |     |         | 40,197        |     | 40,197       |     |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |                                |  |
|-----|--------------------------------|--|
| 318 | COMPUTER SOFTWARE              | NO APPROPRIATION REQUESTED   |
| 321 | TRAVEL, TRAINING & SUBSISTENCE | TRAVEL AND SUBSISTENCE TO SUPPORT TRAINING<br>DRIVABILITY AND EMISSION DIAGNOSTICS TRAINING (DEQ MANDATE)<br>TRAINING TO KEEP UP WITH CHANGING AUTOMOTIVE/EQUIPMENT TECHNOLOGY \$5,600<br>RTA USERS TRAINING \$5,000 TYMCO SWEEPER TRAINING- WACO ,TEXAS \$2,000<br>GOV FLEET EXPO \$2,000 |
| 331 | VEHICLE EXPENSE                | PARTS AND REPAIRS FOR CITY VEHICLES; PREPARE NEW VEHICLES FOR SERVICE; \$175,000<br>ADD 3% FOR ADDITIONAL VEHICLES PURCHASED AND AGING \$5,250<br>ADD 3% FOR INFLATION \$5,250   |
| 332 | VEHICLE FUEL                   | FUEL FOR ALL CITY VEHICLES AND EQUIPMENT.<br>REFLECTS OREGON FUEL TAX INCREASE .04 CENTS<br>USAGE UP 5000 GALLONS OVER 2016 CAL YR   |
| 361 | UNIFORMS & SPECIAL CLOTHING    | RAIN GEAR AND SAFETY GEAR \$700<br>UNIFORMS FOR STAFF - SHOP RAGS AND POLISHING TOWELS \$3,000   |
| 371 | EQUIPMENT OPER & MAINT EXPENSE | PARTS AND REPAIRS FOR CITY EQUIPMENT & PREPARE NEW EQUIPMENT FOR SERVICE \$95,000<br>ADD 5% FOR ADDITIONAL EQUIPMENT PURCHASED AND AGING \$4,750<br>ADD 3% FOR INFLATION \$2,850   |
| 481 | OTHER EXPENSES                 | CDL, MOTORCYCLE LICENSE RENEWALS. UPGRADES TO CDL 'A'<br>NEW EMPLOYEE CDL \$300  |
| 511 | PROFESSIONAL SERVICES          | OUTSIDE REPAIRS AND MAINTENANCE SERVICE ON THE CITY'S FLEET<br>PAINT MISC FLEET VEHICLES AND EQUIPMENT<br>ANNUAL AERIAL, DIELECTRIC AND CRANE INSPECTIONS<br>CARRYOVER PROPANE FUEL PILOT PROGRAM<br>INCREASE DUE TO WORKLOAD FOR REPAIRS AND MAINTIANENCE-LACK OF ADDITIONAL STAFF        |

|     |                           |  |
|-----|---------------------------|--|
| 804 | TRSFR - OPERATIONS ADMIN  | ALLOCATION OF SERVICES PROVIDED BY THE PUBLIC WORKS ADMINISTRATION FUND  |
| 805 | TRSFR TO G/F BLDG MAINT   | ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND   |
| 818 | TRSFERS TO ISD-ALLOCATED  | ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$46,014<br>SOFTWARE MAINTENANCE COSTS - RTA FLEET SOFTWARE SYSTEM \$8,000 |
| 819 | TRSFERS TO INSURANCE FUND | ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE.  |

991 CONTINGENCY - UNRESERVED

0714

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0762 FLEET MAINTENANCE

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

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |        |  |  |        |  |        |  |
|--|--|--|--|--|--------|--|--|--------|--|--------|--|
|  |  |  |  |  | 52,653 |  |  | 40,197 |  | 40,197 |  |
|--|--|--|--|--|--------|--|--|--------|--|--------|--|

TOTAL PROGRAM: 0762 FLEET MAINTENANCE

|  |           |      |           |      |           |      |           |           |      |           |      |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|
|  | 1,402,845 | 6.00 | 1,538,938 | 6.00 | 1,756,689 | 6.00 | 1,683,023 | 1,989,500 | 7.00 | 1,989,500 | 7.00 |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|

TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS

|  |           |      |           |      |           |      |           |           |      |           |      |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|
|  | 1,402,845 | 6.00 | 1,538,938 | 6.00 | 1,756,689 | 6.00 | 1,683,023 | 1,989,500 | 7.00 | 1,989,500 | 7.00 |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|

TOTAL FUND: 602 GARAGE FUND

|  |           |      |           |      |           |      |           |           |      |           |      |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|
|  | 1,402,845 | 6.00 | 1,538,938 | 6.00 | 1,756,689 | 6.00 | 1,683,023 | 1,989,500 | 7.00 | 1,989,500 | 7.00 |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0762 FLEET MAINTENANCE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Information Systems Fund

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -442,201 |  | -671,778 |  | -431,147 |  | -431,147 | -431,147 | -413,807 |  | -413,807 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -442,201 |  | -671,778 |  | -431,147 |  | -431,147 | -431,147 | -413,807 |  | -413,807 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

329 OTHER INTERGOVERNMENTAL REV

|  |          |  |          |  |          |  |          |          |  |  |  |  |
|--|----------|--|----------|--|----------|--|----------|----------|--|--|--|--|
|  | -164,041 |  | -107,575 |  | -265,320 |  | -261,930 | -261,930 |  |  |  |  |
|--|----------|--|----------|--|----------|--|----------|----------|--|--|--|--|

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |          |  |          |  |          |  |          |          |  |  |  |  |
|--|----------|--|----------|--|----------|--|----------|----------|--|--|--|--|
|  | -164,041 |  | -107,575 |  | -265,320 |  | -261,930 | -261,930 |  |  |  |  |
|--|----------|--|----------|--|----------|--|----------|----------|--|--|--|--|

CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY PROPERTY

|  |  |  |  |  |  |  |      |      |  |  |  |  |
|--|--|--|--|--|--|--|------|------|--|--|--|--|
|  |  |  |  |  |  |  | -434 | -120 |  |  |  |  |
|--|--|--|--|--|--|--|------|------|--|--|--|--|

384 INVESTMENT INTEREST EARNINGS

|  |        |  |        |  |        |  |        |        |         |  |         |  |
|--|--------|--|--------|--|--------|--|--------|--------|---------|--|---------|--|
|  | -4,568 |  | -8,541 |  | -9,000 |  | -7,049 | -9,000 | -13,600 |  | -13,600 |  |
|--|--------|--|--------|--|--------|--|--------|--------|---------|--|---------|--|

399 REIMBURSEMENTS - OTHER

|  |      |  |         |  |  |  |        |        |  |  |  |  |
|--|------|--|---------|--|--|--|--------|--------|--|--|--|--|
|  | -709 |  | -12,564 |  |  |  | -5,024 | -5,024 |  |  |  |  |
|--|------|--|---------|--|--|--|--------|--------|--|--|--|--|

756 PERS RSRV DISTRIB-NON GAAP REV

|  |         |  |  |  |  |  |  |  |  |  |  |  |
|--|---------|--|--|--|--|--|--|--|--|--|--|--|
|  | -28,959 |  |  |  |  |  |  |  |  |  |  |  |
|--|---------|--|--|--|--|--|--|--|--|--|--|--|

757 MED/LIFE INS PREM REFUND DISTRIBUTION

|  |        |  |        |  |  |  |        |        |  |  |  |  |
|--|--------|--|--------|--|--|--|--------|--------|--|--|--|--|
|  | -6,843 |  | -3,805 |  |  |  | -4,045 | -4,045 |  |  |  |  |
|--|--------|--|--------|--|--|--|--------|--------|--|--|--|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |         |  |         |  |        |  |         |         |         |  |         |  |
|--|---------|--|---------|--|--------|--|---------|---------|---------|--|---------|--|
|  | -41,079 |  | -24,910 |  | -9,000 |  | -16,552 | -18,189 | -13,600 |  | -13,600 |  |
|--|---------|--|---------|--|--------|--|---------|---------|---------|--|---------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

406 TRSFERS FR GENERAL FUND - GIS PRGM

|  |  |  |  |  |  |  |  |  |          |  |          |  |
|--|--|--|--|--|--|--|--|--|----------|--|----------|--|
|  |  |  |  |  |  |  |  |  | -314,830 |  | -314,830 |  |
|--|--|--|--|--|--|--|--|--|----------|--|----------|--|

407 TRSFERS FR STREET FUND - GIS PRGM

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 03 REVENUE

| 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      |
|     |  |     |               |     |               |     |            |            |               | -16,469  |              | -16,469  |
| 408 | TRSFERS FR WATER FUND - GIS PRGM       |     |               |     |               |     |            |            |               |          |              |          |
|     |  |     |               |     |               |     |            |            |               | -179,079 |              | -179,079 |
| 409 | TRSFERS FR SEWER FUND - GIS PRGM       |     |               |     |               |     |            |            |               |          |              |          |
|     |  |     |               |     |               |     |            |            |               | -105,662 |              | -105,662 |
| 410 | TRSFERS FR STORM DRAIN FUND - GIS PRGM |     |               |     |               |     |            |            |               |          |              |          |
|     |  |     |               |     |               |     |            |            |               | -153,606 |              | -153,606 |
| 411 | TRSFERS FROM GENERAL FUND              |     |               |     |               |     |            |            |               |          |              |          |
|     | -1,961,628                             |     | -1,791,823    |     | -2,225,048    |     | -2,225,048 | -2,225,048 | -2,432,123    |          | -2,432,123   |          |
| 412 | TRSFERS FROM STREET FUND               |     |               |     |               |     |            |            |               |          |              |          |
|     | -75,423                                |     | -66,125       |     | -85,128       |     | -85,128    | -85,128    | -94,495       |          | -94,495      |          |
| 419 | TRSFERS FROM WATER FUND                |     |               |     |               |     |            |            |               |          |              |          |
|     | -205,230                               |     | -193,014      |     | -245,606      |     | -245,606   | -245,606   | -286,721      |          | -286,721     |          |
| 421 | TRSFERS FROM SEWER FUND                |     |               |     |               |     |            |            |               |          |              |          |
|     | -171,171                               |     | -153,597      |     | -194,849      |     | -194,849   | -194,849   | -225,663      |          | -225,663     |          |
| 424 | TRSFERS FROM REPROGRAPHICS FUND        |     |               |     |               |     |            |            |               |          |              |          |
|     | -27,478                                |     | -25,153       |     | -32,936       |     | -32,936    | -32,936    | -36,227       |          | -36,227      |          |
| 425 | TRSFERS FROM GARAGE FUND               |     |               |     |               |     |            |            |               |          |              |          |
|     | -40,073                                |     | -38,166       |     | -48,360       |     | -48,360    | -48,360    | -54,014       |          | -54,014      |          |
| 428 | TRSFER FR BUILDING OPERATING FD        |     |               |     |               |     |            |            |               |          |              |          |
|     | -119,555                               |     | -145,833      |     | -182,009      |     | -182,009   | -182,009   | -195,395      |          | -195,395     |          |
| 430 | TRANSFER FROM LIBRARY FUND             |     |               |     |               |     |            |            |               |          |              |          |
|     | -259,911                               |     | -244,069      |     | -308,719      |     | -308,719   | -308,719   | -335,929      |          | -335,929     |          |
| 431 | TRSFER FR GIS FUND                     |     |               |     |               |     |            |            |               |          |              |          |
|     | -85,776                                |     | -79,189       |     | -92,847       |     | -92,847    | -92,847    | -61,238       |          | -61,238      |          |
| 432 | TRSFER FR PUBLIC WRKS ADMN FUND        |     |               |     |               |     |            |            |               |          |              |          |
|     | -47,777                                |     | -43,730       |     | -57,261       |     | -57,261    | -57,261    | -62,980       |          | -62,980      |          |
| 437 | TRSFERS FRM INSURANCE FUND             |     |               |     |               |     |            |            |               |          |              |          |
|     | -8,930                                 |     | -9,181        |     | -12,025       |     | -12,025    | -12,025    | -13,122       |          | -13,122      |          |
| 440 | TRSFERS FR STREET LIGHTING FUND        |     |               |     |               |     |            |            |               |          |              |          |
|     | -6,097                                 |     | -5,645        |     | -7,395        |     | -7,395     | -7,395     | -8,037        |          | -8,037       |          |

0718

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 03 REVENUE

| 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 |
| 441                                       | TRSFERS FR STORM DRAIN FUND   |     |               |     |               |     |            |            |               |     |              |     |
|   | -102,671                      |     | -94,268       |     | -117,908      |     | -117,908   | -117,908   | -142,713      |     | -142,713     |     |
| 442                                       | TRANSFER FROM THE TLT FUND    |     |               |     |               |     |            |            |               |     |              |     |
|   |                               |     |               |     | -16,456       |     | -16,456    | -16,456    | -8,323        |     | -8,323       |     |
| 449                                       | TSFR FR TRANS DEVL TAX/TIF FD |     |               |     |               |     |            |            |               |     |              |     |
|   | -6,364                        |     | -5,799        |     | -7,596        |     | -7,596     | -7,596     | -18,791       |     | -18,791      |     |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS |                               |     |               |     |               |     |            |            |               |     |              |     |
|   | -3,118,084                    |     | -2,895,592    |     | -3,634,143    |     | -3,634,143 | -3,634,143 | -4,745,417    |     | -4,745,417   |     |
| TOTAL DEPARTMENT: 03 REVENUE              |                               |     |               |     |               |     |            |            |               |     |              |     |
|   | -3,765,405                    |     | -3,699,855    |     | -4,339,610    |     | -4,343,772 | -4,345,409 | -5,172,824    |     | -5,172,824   |     |

0719

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

| 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: 05 PERSONNEL SERVICES

|     |                                  |      |         |      |         |      |         |         |         |      |         |      |
|-----|----------------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 043 | SR BUSINESS ANALYST PROGRAMMER   |      |         |      |         |      |         |         |         |      |         |      |
|     | 123,540                          | 2.00 |         |      |         |      |         |         |         |      |         |      |
| 082 | INFORMATION SYSTEMS MANAGER      |      |         |      |         |      |         |         |         |      |         |      |
|     | 182,634                          | 1.00 | 117,674 | 1.00 | 121,132 | 1.00 | 112,389 | 119,517 | 122,563 | 1.00 | 122,563 | 1.00 |
| 102 | SUPVR COMMUNICATIONS ANALYST     |      |         |      |         |      |         |         |         |      |         |      |
|     | 86,880                           | 1.00 | 92,927  | 1.00 | 99,592  | 1.00 | 93,404  | 99,612  | 106,304 | 1.00 | 106,304 | 1.00 |
| 104 | BUSINESS ANALYST PROGRAMMER      |      |         |      |         |      |         |         |         |      |         |      |
|     | 366,614                          | 5.00 | 474,047 | 6.00 | 506,567 | 6.00 | 477,344 | 506,787 | 714,918 | 8.00 | 714,918 | 8.00 |
| 106 | WEB MANAGER                      |      |         |      |         |      |         |         |         |      |         |      |
|     | 96,619                           | 1.00 | 98,400  | 1.00 | 100,187 | 1.00 | 94,548  | 100,110 | 102,709 | 1.00 | 102,709 | 1.00 |
| 108 | GIS MANAGER                      |      |         |      |         |      |         |         |         |      |         |      |
|     |                                  |      |         |      |         |      |         |         | 116,322 | 1.00 | 116,322 | 1.00 |
| 145 | GIS ANALYST                      |      |         |      |         |      |         |         |         |      |         |      |
|     |                                  |      |         |      |         |      |         |         | 84,147  | 1.00 | 84,147  | 1.00 |
| 148 | GIS SPECIALIST                   |      |         |      |         |      |         |         |         |      |         |      |
|     |                                  |      |         |      |         |      |         |         | 139,118 | 2.00 | 139,118 | 2.00 |
| 189 | WEB ANALYST                      |      |         |      |         |      |         |         |         |      |         |      |
|     | 124,213                          | 1.50 | 124,612 | 1.50 | 127,048 | 1.50 | 119,844 | 126,643 | 42,652  | .50  | 42,652  | .50  |
| 205 | COMMUNICATIONS ANALYST           |      |         |      |         |      |         |         |         |      |         |      |
|     | 56,097                           | 1.00 |         |      |         |      |         |         |         |      |         |      |
| 221 | SUPPORT SPECIALIST 2             |      |         |      |         |      |         |         |         |      |         |      |
|     | 2,197                            |      |         |      | 53,506  | 1.00 | 50,313  | 53,503  | 54,839  | 1.00 | 54,839  | 1.00 |
| 243 | COMPUTER SERVICE TECHNICIAN      |      |         |      |         |      |         |         |         |      |         |      |
|     | 183,355                          | 4.00 | 164,319 | 3.00 | 188,872 | 3.00 | 175,252 | 186,947 | 201,515 | 3.00 | 201,515 | 3.00 |
| 249 | COMPUTER SYSTEMS ADMINISTRATOR   |      |         |      |         |      |         |         |         |      |         |      |
|     | 71,201                           | 1.00 |         |      |         |      |         |         |         |      |         |      |
| 275 | TEMPORARY EMPLOYEES              |      |         |      |         |      |         |         |         |      |         |      |
|     | 36,948                           |      | 8,677   |      |         |      |         |         |         |      |         |      |
| 283 | APPLICATIONS DEVELOPMENT MANAGER |      |         |      |         |      |         |         |         |      |         |      |

0720

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

| 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  |
|     |                                 |     | 108,886       | 1.00 | 111,351       | 1.00 | 105,137  | 111,346 | 114,128       | 1.00 | 114,128      | 1.00 |
| 287 | INFORMATION SERVICES SPECIALIST |     |               |      |               |      |          |         |               |      |              |      |
|     |                                 |     | 170,750       | 3.00 | 235,883       | 3.00 | 224,976  | 238,835 | 251,944       | 3.00 | 251,944      | 3.00 |
| 299 | PAYROLL TAXES AND FRINGES       |     |               |      |               |      |          |         |               |      |              |      |
|     | 499,124                         |     | 573,029       |      | 728,508       |      | 657,012  | 688,245 | 1,011,743     |      | 1,011,743    |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |       |           |       |           |       |           |           |           |       |           |       |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|
|  | 1,829,422 | 17.50 | 1,933,321 | 17.50 | 2,272,646 | 18.50 | 2,110,219 | 2,231,545 | 3,062,902 | 23.50 | 3,062,902 | 23.50 |
|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-----------|-------|-----------|-------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |         |  |         |  |         |         |         |  |         |  |
|-----|--------------------------------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
| 301 | OFFICE EXPENSE                 |  |         |  |         |  |         |         |         |  |         |  |
|     | 396                            |  | 509     |  | 2,300   |  | 1,247   | 1,800   | 2,500   |  | 2,500   |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE   |  |         |  |         |  |         |         |         |  |         |  |
|     | 834                            |  | 500     |  | 500     |  | 493     | 493     | 500     |  | 500     |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    |  |         |  |         |  |         |         |         |  |         |  |
|     | 36,048                         |  | 40,364  |  | 40,000  |  | 35,550  | 40,000  | 40,000  |  | 40,000  |  |
| 307 | MEMBERSHIP FEES                |  |         |  |         |  |         |         |         |  |         |  |
|     |                                |  |         |  |         |  |         |         | 350     |  | 350     |  |
| 308 | PERIODICALS & SUBSCRIPTIONS    |  |         |  |         |  |         |         |         |  |         |  |
|     |                                |  | 212     |  | 550     |  | 770     | 550     | 600     |  | 600     |  |
| 317 | COMPUTER EQUIPMENT             |  |         |  |         |  |         |         |         |  |         |  |
|     | 132,010                        |  | 136,967 |  | 129,900 |  | 123,872 | 129,900 | 165,850 |  | 165,850 |  |
| 318 | COMPUTER SOFTWARE              |  |         |  |         |  |         |         |         |  |         |  |
|     | 217,027                        |  | 274,634 |  | 282,511 |  | 269,150 | 262,000 | 279,060 |  | 279,060 |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |         |  |         |  |         |         |         |  |         |  |
|     | 17,904                         |  | 15,923  |  | 20,900  |  | 16,364  | 20,000  | 35,160  |  | 35,160  |  |
| 328 | MEALS & RELATED EXPENSE        |  |         |  |         |  |         |         |         |  |         |  |
|     | 218                            |  | 230     |  | 400     |  | 400     | 400     | 560     |  | 560     |  |
| 330 | MILEAGE REIMBURSEMENT          |  |         |  |         |  |         |         |         |  |         |  |
|     |                                |  |         |  | 50      |  |         |         | 100     |  | 100     |  |
| 341 | COMMUNICATIONS EXPENSE         |  |         |  |         |  |         |         |         |  |         |  |

0721

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 603 INFORMATION SYSTEMS FUND      DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

| 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 |
|   | 322,083                        |     | 188,391       |     | 329,290       |     | 205,215   | 329,290   | 285,811       |     | 285,811      |     |
| 342                                     | DATA COMMUNICATION EXPENSE     |     |               |     |               |     |           |           |               |     |              |     |
|   |                                |     | 812           |     | 480           |     | 440       | 480       | 960           |     | 960          |     |
| 371                                     | EQUIPMENT OPER & MAINT EXPENSE |     |               |     |               |     |           |           |               |     |              |     |
|   | 19,051                         |     | 19,210        |     | 20,000        |     | 21,312    | 20,000    | 20,000        |     | 20,000       |     |
| 511                                     | PROFESSIONAL SERVICES          |     |               |     |               |     |           |           |               |     |              |     |
|   | 85,548                         |     | 60,469        |     | 133,700       |     | 69,657    | 121,650   | 161,850       |     | 161,850      |     |
| 536                                     | MAINTENANCE CONTRACTS          |     |               |     |               |     |           |           |               |     |              |     |
|   | 333,722                        |     | 340,452       |     | 554,290       |     | 541,645   | 520,000   | 713,280       |     | 713,280      |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES    |                                |     |               |     |               |     |           |           |               |     |              |     |
|   | 1,164,841                      |     | 1,078,673     |     | 1,514,871     |     | 1,286,115 | 1,446,563 | 1,706,581     |     | 1,706,581    |     |
| CLASS: 15 CAPITAL OUTLAY                |                                |     |               |     |               |     |           |           |               |     |              |     |
| 671                                     | EQUIPMENT                      |     |               |     |               |     |           |           |               |     |              |     |
|   | 91,759                         |     | 249,045       |     | 245,243       |     | 198,075   | 245,218   | 240,077       |     | 240,077      |     |
| TOTAL CLASS: 15 CAPITAL OUTLAY          |                                |     |               |     |               |     |           |           |               |     |              |     |
|   | 91,759                         |     | 249,045       |     | 245,243       |     | 198,075   | 245,218   | 240,077       |     | 240,077      |     |
| CLASS: 25 TRANSFERS                     |                                |     |               |     |               |     |           |           |               |     |              |     |
| 816                                     | TRSFERS TO REPROGRAPHICS FUND  |     |               |     |               |     |           |           |               |     |              |     |
|   | 3,173                          |     | 1,908         |     | 1,651         |     | 1,209     | 1,651     | 4,436         |     | 4,436        |     |
| 819                                     | TRSFERS TO INSURANCE FUND      |     |               |     |               |     |           |           |               |     |              |     |
|   | 4,432                          |     | 5,761         |     | 6,625         |     | 6,625     | 6,625     | 6,625         |     | 6,625        |     |
| TOTAL CLASS: 25 TRANSFERS               |                                |     |               |     |               |     |           |           |               |     |              |     |
|   | 7,605                          |     | 7,669         |     | 8,276         |     | 7,834     | 8,276     | 11,061        |     | 11,061       |     |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                |     |               |     |               |     |           |           |               |     |              |     |
| 991                                     | CONTINGENCY - UNRESERVED       |     |               |     |               |     |           |           |               |     |              |     |
|   |                                |     |               |     | 218,574       |     |           |           | 72,203        |     | 72,203       |     |
| 996                                     | RESERVE - EQUIPMENT REPLACEMT  |     |               |     |               |     |           |           |               |     |              |     |

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 30 INFORMATION SYSTEMS DEPARTMENT

| 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   |
|   |               |       |               |       | 80,000        |       |           |           | 80,000        |       | 80,000       |       |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |               |       |               |       |               |       |           |           |               |       |              |       |
|   |               |       |               |       | 298,574       |       |           |           | 152,203       |       | 152,203      |       |
| TOTAL DEPARTMENT: 30 INFORMATION SYSTEMS DEPARTMENT |               |       |               |       |               |       |           |           |               |       |              |       |
|   | 3,093,627     | 17.50 | 3,268,708     | 17.50 | 4,339,610     | 18.50 | 3,602,243 | 3,931,602 | 5,172,824     | 23.50 | 5,172,824    | 23.50 |

0723

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |         |         |         |         |         |         |  |  |  |  |
|-----|---------------------------|---------|---------|---------|---------|---------|---------|--|--|--|--|
| 301 | BEGINNING WORKING CAPITAL |         |         |         |         |         |         |  |  |  |  |
|     |                           | 442,201 | 671,778 | 431,147 | 431,147 | 413,807 | 413,807 |  |  |  |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |         |         |         |         |         |         |  |  |  |  |
|--|--|---------|---------|---------|---------|---------|---------|--|--|--|--|
|  |  | 442,201 | 671,778 | 431,147 | 431,147 | 413,807 | 413,807 |  |  |  |  |
|--|--|---------|---------|---------|---------|---------|---------|--|--|--|--|

CLASS: 15 INTERGOVERNMENTAL REVENUE

|     |                             |         |         |         |         |  |  |  |  |  |  |
|-----|-----------------------------|---------|---------|---------|---------|--|--|--|--|--|--|
| 329 | OTHER INTERGOVERNMENTAL REV |         |         |         |         |  |  |  |  |  |  |
|     |                             | 164,041 | 107,575 | 265,320 | 261,930 |  |  |  |  |  |  |

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

|  |  |         |         |         |         |  |  |  |  |  |  |
|--|--|---------|---------|---------|---------|--|--|--|--|--|--|
|  |  | 164,041 | 107,575 | 265,320 | 261,930 |  |  |  |  |  |  |
|--|--|---------|---------|---------|---------|--|--|--|--|--|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                                       |        |        |       |       |        |        |  |  |  |  |
|-----|---------------------------------------|--------|--------|-------|-------|--------|--------|--|--|--|--|
| 382 | SALE OF CITY PROPERTY                 |        |        |       |       |        | 120    |  |  |  |  |
| 384 | INVESTMENT INTEREST EARNINGS          |        |        |       |       |        |        |  |  |  |  |
|     |                                       | 4,568  | 8,541  | 9,000 | 9,000 | 13,600 | 13,600 |  |  |  |  |
| 399 | REIMBURSEMENTS - OTHER                |        |        |       |       |        |        |  |  |  |  |
|     |                                       | 709    | 12,564 |       | 5,024 |        |        |  |  |  |  |
| 756 | PERS RSRV DISTRIB-NON GAAP REV        |        |        |       |       |        |        |  |  |  |  |
|     |                                       | 28,959 |        |       |       |        |        |  |  |  |  |
| 757 | MED/LIFE INS PREM REFUND DISTRIBUTION |        |        |       |       |        |        |  |  |  |  |
|     |                                       | 6,843  | 3,805  |       | 4,045 |        |        |  |  |  |  |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |        |        |       |        |        |        |  |  |  |  |
|--|--|--------|--------|-------|--------|--------|--------|--|--|--|--|
|  |  | 41,079 | 24,910 | 9,000 | 18,189 | 13,600 | 13,600 |  |  |  |  |
|--|--|--------|--------|-------|--------|--------|--------|--|--|--|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

|     |                                    |  |  |  |  |  |  |         |         |  |  |
|-----|------------------------------------|--|--|--|--|--|--|---------|---------|--|--|
| 406 | TRSFERS FR GENERAL FUND - GIS PRGM |  |  |  |  |  |  | 314,830 | 314,830 |  |  |
| 407 | TRSFERS FR STREET FUND - GIS PRGM  |  |  |  |  |  |  | 16,469  | 16,469  |  |  |
| 408 | TRSFERS FR WATER FUND - GIS PRGM   |  |  |  |  |  |  | 179,079 | 179,079 |  |  |
| 409 | TRSFERS FR SEWER FUND - GIS PRGM   |  |  |  |  |  |  |         |         |  |  |
|     |                                    |  |  |  |  |  |  | 105,662 | 105,662 |  |  |

0724

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

301 BEGINNING WORKING CAPITAL

329 OTHER INTERGOVERNMENTAL REV  
 GRANT FUNDING FROM METROPOLITAN AREA CABLE COMMISSION (MACC)  
 FY2017-18 REFLECTS:  
 FALL 2017 GRANT AWARD OF \$125,025 FOR  
 SECURITY APPLIANCE \$59,738  
 BEAVERTON BUILDING NETWORK SWITCHES \$25,717  
 UPGRADE HYPERSERVERS \$32,132  
 UPGRADING THE VIRTUAL PRIVATE NETWORK APPLIANCE \$7,438  
 SPRING 2018 GRANT AWARD OF \$140,295 FOR:  
 GIS PORTAL REPLACEMENT \$47,861  
 WIRELESS NETWORK AT THE GRIFFITH DRIVE BUILDING \$70,077 (THIS IS BUDGETED TO OCCUR  
 IN FY 2018-19 IN PROGRAM 0712 ACCOUNT NO. 671)  
 UPGRADE THE LIBRARY BUILDING'S PUBLIC ACCESS SWITCHES \$22,357

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%

399 REIMBURSEMENTS - OTHER  
 FY 2016-17 REFLECTS THE CITY PORTION OF THE DEPARTMENT OF JUSTICE SETTLEMENT ON  
 FLAT PANEL MONITORS  
 FY 2017-18 REFLECTS REFUND ON SOFTWARE RENEWAL AND DISPOSAL OF CITY CELL PHONES

756 PERS RSRV DISTRIB-NON GAAP REV  
 RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
 MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

406 TRSFERS FR GENERAL FUND - GIS PRGM  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

407 TRSFERS FR STREET FUND - GIS PRGM  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

408 TRSFERS FR WATER FUND - GIS PRGM  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

409 TRSFERS FR SEWER FUND - GIS PRGM  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

0722

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ                                       | 2016 - ACTUAL                          |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018      | 2019 - RECOMD |         | 2019 ADOPTED |         |  |
|---|--|-----|---------------|-----|---------------|-----|-----------|---------------|---------|--------------|---------|--|
|   | AMOUNT                                 | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT   | AMOUNT        | FTE     | AMOUNT       | FTE     |  |
| 410                                       | TRSFERS FR STORM DRAIN FUND - GIS PRGM |     |               |     |               |     |           |               | 153,606 |              | 153,606 |  |
| 411                                       | TRSFERS FROM GENERAL FUND              |     |               |     |               |     |           |               |         |              |         |  |
|   | 1,961,628                              |     | 1,791,823     |     | 2,225,048     |     | 2,225,048 | 2,432,123     |         | 2,432,123    |         |  |
| 412                                       | TRSFERS FROM STREET FUND               |     |               |     |               |     |           |               |         |              |         |  |
|   | 75,423                                 |     | 66,125        |     | 85,128        |     | 85,128    | 94,495        |         | 94,495       |         |  |
| 419                                       | TRSFERS FROM WATER FUND                |     |               |     |               |     |           |               |         |              |         |  |
|   | 205,230                                |     | 193,014       |     | 245,606       |     | 245,606   | 286,721       |         | 286,721      |         |  |
| 421                                       | TRSFERS FROM SEWER FUND                |     |               |     |               |     |           |               |         |              |         |  |
|   | 171,171                                |     | 153,597       |     | 194,849       |     | 194,849   | 225,663       |         | 225,663      |         |  |
| 424                                       | TRSFERS FROM REPROGRAPHICS FUND        |     |               |     |               |     |           |               |         |              |         |  |
|   | 27,478                                 |     | 25,153        |     | 32,936        |     | 32,936    | 36,227        |         | 36,227       |         |  |
| 425                                       | TRSFERS FROM GARAGE FUND               |     |               |     |               |     |           |               |         |              |         |  |
|   | 40,073                                 |     | 38,166        |     | 48,360        |     | 48,360    | 54,014        |         | 54,014       |         |  |
| 428                                       | TRSFER FR BUILDING OPERATING FD        |     |               |     |               |     |           |               |         |              |         |  |
|   | 119,555                                |     | 145,833       |     | 182,009       |     | 182,009   | 195,395       |         | 195,395      |         |  |
| 430                                       | TRANSFER FROM LIBRARY FUND             |     |               |     |               |     |           |               |         |              |         |  |
|   | 259,911                                |     | 244,069       |     | 308,719       |     | 308,719   | 335,929       |         | 335,929      |         |  |
| 431                                       | TRSFER FR GIS FUND                     |     |               |     |               |     |           |               |         |              |         |  |
|   | 85,776                                 |     | 79,189        |     | 92,847        |     | 92,847    | 61,238        |         | 61,238       |         |  |
| 432                                       | TRSFER FR PUBLIC WRKS ADMN FUND        |     |               |     |               |     |           |               |         |              |         |  |
|   | 47,777                                 |     | 43,730        |     | 57,261        |     | 57,261    | 62,980        |         | 62,980       |         |  |
| 437                                       | TRSFERS FRM INSURANCE FUND             |     |               |     |               |     |           |               |         |              |         |  |
|   | 8,930                                  |     | 9,181         |     | 12,025        |     | 12,025    | 13,122        |         | 13,122       |         |  |
| 440                                       | TRSFERS FR STREET LIGHTING FUND        |     |               |     |               |     |           |               |         |              |         |  |
|   | 6,097                                  |     | 5,645         |     | 7,395         |     | 7,395     | 8,037         |         | 8,037        |         |  |
| 441                                       | TRSFERS FR STORM DRAIN FUND            |     |               |     |               |     |           |               |         |              |         |  |
|   | 102,671                                |     | 94,268        |     | 117,908       |     | 117,908   | 142,713       |         | 142,713      |         |  |
| 442                                       | TRANSFER FROM THE TLT FUND             |     |               |     |               |     |           |               |         |              |         |  |
|   |  |     |               |     | 16,456        |     | 16,456    | 8,323         |         | 8,323        |         |  |
| 449                                       | TSFR FR TRANS DEVL TAX/TIF FD          |     |               |     |               |     |           |               |         |              |         |  |
|   | 6,364                                  |     | 5,799         |     | 7,596         |     | 7,596     | 18,791        |         | 18,791       |         |  |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS |  |     |               |     |               |     |           |               |         |              |         |  |
|   | 3,118,084                              |     | 2,895,592     |     | 3,634,143     |     | 3,634,143 | 4,745,417     |         | 4,745,417    |         |  |
| TOTAL PROGRAM: 0000 UNRESTRICTED          |  |     |               |     |               |     |           |               |         |              |         |  |
|   | 3,765,405                              |     | 3,699,855     |     | 4,339,610     |     | 4,345,409 | 5,172,824     |         | 5,172,824    |         |  |
| TOTAL DEPARTMENT: 03 REVENUE              |  |     |               |     |               |     |           |               |         |              |         |  |
|   | 3,765,405                              |     | 3,699,855     |     | 4,339,610     |     | 4,345,409 | 5,172,824     |         | 5,172,824    |         |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |  |  |
|-----|--|--|
| 410 | TRSFERS FR STORM DRAIN FUND - GIS PRGM<br>IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.   |  |
| 411 | TRSFERS FROM GENERAL FUND<br>CHARGES FOR ALLOCATED SERVICES INCLUDES<br>POLICE ALLOCATION FOR MAINTENANCE CONTRACTS \$38,300;<br>COMMUNICATION EXPENSE FOR THE REGIN SYSTEM \$142,100<br>ONE PROGRAMMER ANALYST MATRIXED TO THE POLICE DEPT (\$105,652)<br>ONE PROGRAMMER ANALYST MATRIXED TO THE MAYOR'S OFFICE (\$115,712) |  |
| 412 | TRSFERS FROM STREET FUND<br>CHARGES FOR ALLOCATED SERVICES   |  |
| 419 | TRSFERS FROM WATER FUND<br>CHARGES FOR ALLOCATED SERVICES  |  |
| 421 | TRSFERS FROM SEWER FUND<br>CHARGES FOR ALLOCATED SERVICES  |  |
| 424 | TRSFERS FROM REPROGRAPHICS FUND<br>CHARGES FOR ALLOCATED SERVICES  |  |
| 425 | TRSFERS FROM GARAGE FUND<br>CHARGES FOR ALLOCATED SERVICES   |  |
| 428 | TRSFER FR BUILDING OPERATING FD<br>CHARGES FOR ALLOCATED SERVICES.   |  |
| 430 | TRANSFER FROM LIBRARY FUND<br>CHARGES FOR ALLOCATED SERVICES (\$220,240)<br>COMPUTER SERVICE TECHNICIAN MATRIXED TO THE LIBRARY (\$88,479)   |  |
| 431 | TRSFER FR GIS FUND<br>IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.<br>FY18-19 TRANSFER IS TO CLOSE OUT THE RESIDUAL FUND BALANCE FROM GIS FUND. \$61,238   |  |
| 432 | TRSFER FR PUBLIC WRKS ADMN FUND<br>CHARGES FOR ALLOCATED SERVICES  |  |
| 437 | TRSFERS FRM INSURANCE FUND<br>CHARGES FOR ALLOCATED SERVICES   |  |
| 440 | TRSFERS FR STREET LIGHTING FUND<br>CHARGES FOR ALLOCATED SERVICES  |  |
| 441 | TRSFERS FR STORM DRAIN FUND<br>CHARGES FOR ALLOCATED SERVICES  |  |
| 442 | TRANSFER FROM THE TLT FUND   |  |
| 449 | TSFR FR TRANS DEVL TAX/TIF FD<br>CHARGES FOR ALLOCATED SERVICES  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0525 WEB SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                             |      |         |      |         |      |         |         |      |         |      |
|-----|-----------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 104 | BUSINESS ANALYST PROGRAMMER |      |         |      |         |      |         | 91,907  | 1.00 | 91,907  | 1.00 |
| 106 | WEB MANAGER                 |      |         |      |         |      |         |         |      |         |      |
|     | 96,619                      | 1.00 | 98,400  | 1.00 | 100,187 | 1.00 | 100,110 | 102,709 | 1.00 | 102,709 | 1.00 |
| 189 | WEB ANALYST                 |      |         |      |         |      |         |         |      |         |      |
|     | 124,213                     | 1.50 | 124,612 | 1.50 | 127,048 | 1.50 | 126,643 | 42,652  | .50  | 42,652  | .50  |
| 221 | SUPPORT SPECIALIST 2        |      |         |      |         |      |         |         |      |         |      |
|     | 2,197                       |      |         |      |         |      |         |         |      |         |      |
| 299 | PAYROLL TAXES AND FRINGES   |      |         |      |         |      |         |         |      |         |      |
|     | 96,386                      |      | 101,626 |      | 107,774 |      | 106,033 | 118,822 |      | 118,822 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 319,415 | 2.50 | 324,638 | 2.50 | 335,009 | 2.50 | 332,786 | 356,090 | 2.50 | 356,090 | 2.50 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |        |  |        |  |        |        |  |        |  |
|-----|--------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 307 | MEMBERSHIP FEES                |  |        |  |        |  |        | 350    |  | 350    |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |        |  |        |  |        |        |  |        |  |
|     | 457                            |  |        |  | 2,500  |  | 2,500  | 2,500  |  | 2,500  |  |
| 341 | COMMUNICATIONS EXPENSE         |  |        |  |        |  |        |        |  |        |  |
|     | 471                            |  | 434    |  | 480    |  | 480    | 444    |  | 444    |  |
| 511 | PROFESSIONAL SERVICES          |  |        |  |        |  |        |        |  |        |  |
|     | 60,036                         |  | 42,236 |  | 36,450 |  | 36,450 | 46,650 |  | 46,650 |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |        |  |        |  |        |  |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
|  | 60,964 |  | 42,670 |  | 39,430 |  | 39,430 | 49,944 |  | 49,944 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|

TOTAL PROGRAM: 0525 WEB SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 380,379 | 2.50 | 367,308 | 2.50 | 374,439 | 2.50 | 372,216 | 406,034 | 2.50 | 406,034 | 2.50 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0525 WEB SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

104 BUSINESS ANALYST PROGRAMMER  
 FY 18-19 REFLECTS 1 FTE WEB ANALYST RECLASSIFIED TO 1 FTE BUSINESS ANALYST PROGRAMMER.

106 WEB MANAGER  
 POSITION FOR MANAGING DESIGN, DEVELOPMENT AND PROGRAMMING PROCESS FOR CITY WEB SITES, WEB APPLICATIONS AND ADMINISTRATION OF WEB SERVERS AND DATABASES

189 WEB ANALYST  
 POSITION FOR DESIGNING, DEVELOPING AND PROGRAMMING WEB SITES AND WEB APPLICATIONS. FY 10-11 THROUGH FY 18-19 REFLECT LIMITED DURATION .5 FTE WEB ANALYST POSITION. FY 18-19 REFLECTS 1 FTE WEB ANALYST RECLASSIFIED TO 1 FTE BUSINESS ANALYST PROGRAMMER.

221 SUPPORT SPECIALIST 2  
 .50 FTE SUPPORT SPECIALIST 2 POSITION TO POST AND COORDINATE ALL THE CITY'S SOCIAL MEDIA CONTENT SITES IN COORDINATION WITH THE WEB SITE MANAGEMENT TEAM.

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

307 MEMBERSHIP FEES  
 2 - NATIONAL ASSOCIATION OF GOVERNMENT WEB PROFESSIONALS MEMBERSHIPS

321 TRAVEL, TRAINING & SUBSISTENCE  
 PLURALSIGHT IT TRAINING ONSITE FOR THREE EMPLOYEES AND OTHER CLASSES (SHAREPOINT) \$2,500

341 COMMUNICATIONS EXPENSE  
 CELL PHONE CHARGES FOR 1 STAFF DEDICATED TO WEB SERVICES AT \$37 PER MONTH \$444

511 PROFESSIONAL SERVICES  
 AGREEMENTS AND CONTRACTS CODE PUBLISHING \$1,450  
 WEBSITE HOSTING YEARLY SERVICE FEE FOR MAIN CITY WEBSITE \$10,500  
 WEBSITE HOSTING YEARLY SERVICE FEE FOR POLICE SITE \$2,900  
 WEBSITE HOSTING YEARLY SERVICE FEE FOR LIBRARY SITE \$2,500  
 SITE IMPROVE YEARLY SERVICE FEE \$9,400  
 ARCHIVE SOCIAL MEDIA DATA ARCHIVING SYSTEM \$5,400  
 SHAREPOINT DEVELOPMENT CONSULTANCY \$8,000  
 CMS UPGRADES AND NEW FEATURES \$1,500  
 ACCESS2ONLINE COMPLIANCE AUDIT SERVICES \$5,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                             |  |  |  |  |  |  |         |      |         |      |
|-----|-----------------------------|--|--|--|--|--|--|---------|------|---------|------|
| 104 | BUSINESS ANALYST PROGRAMMER |  |  |  |  |  |  | 91,907  | 1.00 | 91,907  | 1.00 |
| 108 | GIS MANAGER                 |  |  |  |  |  |  | 116,322 | 1.00 | 116,322 | 1.00 |
| 145 | GIS ANALYST                 |  |  |  |  |  |  | 84,147  | 1.00 | 84,147  | 1.00 |
| 148 | GIS SPECIALIST              |  |  |  |  |  |  | 139,118 | 2.00 | 139,118 | 2.00 |
| 299 | PAYROLL TAXES AND FRINGES   |  |  |  |  |  |  | 220,515 |      | 220,515 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |  |  |  |  |  |  |         |      |         |      |
|--|--|--|--|--|--|--|--|---------|------|---------|------|
|  |  |  |  |  |  |  |  | 652,009 | 5.00 | 652,009 | 5.00 |
|--|--|--|--|--|--|--|--|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |  |  |  |  |  |        |  |        |  |
|-----|--------------------------------|--|--|--|--|--|--|--------|--|--------|--|
| 318 | COMPUTER SOFTWARE              |  |  |  |  |  |  | 33,060 |  | 33,060 |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |  |  |  |  |  | 6,060  |  | 6,060  |  |
| 328 | MEALS & RELATED EXPENSE        |  |  |  |  |  |  | 120    |  | 120    |  |
| 330 | MILEAGE REIMBURSEMENT          |  |  |  |  |  |  | 50     |  | 50     |  |
| 341 | COMMUNICATIONS EXPENSE         |  |  |  |  |  |  | 444    |  | 444    |  |
| 342 | DATA COMMUNICATION EXPENSE     |  |  |  |  |  |  | 480    |  | 480    |  |
| 511 | PROFESSIONAL SERVICES          |  |  |  |  |  |  | 13,000 |  | 13,000 |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 104 BUSINESS ANALYST PROGRAMMER  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND.
- 108 GIS MANAGER  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND
- 145 GIS ANALYST  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND
- 148 GIS SPECIALIST  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FROM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND
- 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

- 318 COMPUTER SOFTWARE  
 FY 2018-19 REFLECTS MOVING THE GIS FUNCTION FORM A SEPARATE FUND (NO. 604) TO A DIVISION OF THE INFORMATION SYSTEMS FUND  
 GEOCORTEX WEB DEVELOPMENT TOOLS - MAINTENANCE \$4,000  
 ONYX GIS PRINT SERVER - MAINTENANCE \$500  
 MISC. SOFTWARE PURCHASE \$3,000  
 LIZARDTECH GEOEXPRESS (IMAGE COMPRESSION PURCHASE EVERY 3 YEARS) \$1,560  
 GEOCORTEX ANALYTICS FOR USAGE STATISTICS \$10,000  
 ENVI LIDAR FOR OVERHEAD LINES, IMPERVIOUS SURFACE, AND ROOFTOP \$14,000
- 321 TRAVEL, TRAINING & SUBSISTENCE  
 ESRI INTL CONFERENCE - 1 STAFF - SAN DIEGO \$2,125  
 CITYWORKS USER CONFERENCE - 1 STAFF - SALT LAKE \$1,555  
 NW GIS CONFERENCE - 1 STAFF - SALEM \$1,180  
 GIS IN ACTION CONFERENCE - 2 STAFF - PORTLAND \$600  
 PLURAL SIGHT ONLINE TRAINING \$600
- 328 MEALS & RELATED EXPENSE  
 MEALS FOR GIS BROWN BAG LUNCH AND LEARN X 10 \$120
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE RELATED TO MEETINGS OUTSIDE OF CITY HALL. \$50
- 341 COMMUNICATIONS EXPENSE  
 CELL PHONE CHARGES FOR 1 STAFF AT \$37 PER MONTH \$444
- 342 DATA COMMUNICATION EXPENSE  
 DATA PLAN FOR 1 COMMUNICATIONS DEVICE \$480
- 511 PROFESSIONAL SERVICES  
 BUG ORTHO PHOTOS AND PICTOMETRY ANNUAL FEE \$10,000  
 GIS CONSULTING AS NEEDED \$3,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

| 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         |     |               |     |               |     |         |               | 50,000  |              | 50,000  |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                               |     |               |     |               |     |         |               | 103,214 |              | 103,214 |      |
| CLASS: 25 TRANSFERS                  |                               |     |               |     |               |     |         |               |         |              |         |      |
| 816                                  | TRSFERS TO REPROGRAPHICS FUND |     |               |     |               |     |         |               | 2,773   |              | 2,773   |      |
| TOTAL CLASS: 25 TRANSFERS            |                               |     |               |     |               |     |         |               | 2,773   |              | 2,773   |      |
| TOTAL PROGRAM: 0678 GIS SERVICES     |                               |     |               |     |               |     |         |               | 757,996 | 5.00         | 757,996 | 5.00 |

### BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND  
DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
PROGRAM: 0678 GIS SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

536 MAINTENANCE CONTRACTS  
GIS ESRI \$50,000

816 TRSFERS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$2,773

**BP WORKSHEET & JUSTIFICATION**

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

186,014 88,907 76,681 76,681 61,238 61,238

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

186,014 88,907 76,681 76,681 61,238 61,238

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

1,325 1,397 1,400 1,400

389 MISCELLANEOUS REVENUES

55 55

399 REIMBURSEMENTS - OTHER

50

756 PERS RSRV DISTRIB-NON GAAP REV

8,185

757 MED/LIFE INS PREM REFUND DISTRIBUTION

298 530 845

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

9,863 2,032 1,400 2,245

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

282,028 344,741 290,299 290,299

412 TRSFERS FROM STREET FUND

49,770 60,837 15,189 15,189

419 TRSFERS FROM WATER FUND

82,949 101,395 165,166 165,166

421 TRSFERS FROM SEWER FUND

69,124 84,496 97,453 97,453

441 TRSFERS FR STORM DRAIN FUND

69,124 84,496 141,672 141,672

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

552,995 675,965 709,779 709,779

TOTAL PROGRAM: 0000 UNRESTRICTED

748,872 766,904 787,860 788,705 61,238 61,238

TOTAL DEPARTMENT: 03 REVENUE

748,872 766,904 787,860 788,705 61,238 61,238

### BP WORKSHEET & JUSTIFICATION

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL  
IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

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%

389 MISCELLANEOUS REVENUES  
SALE OF GIS DATA AND MAPS.

399 REIMBURSEMENTS - OTHER

756 PERS RSRV DISTRIB-NON GAAP REV  
RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS

757 MED/LIFE INS PREM REFUND DISTRIBUTION  
MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND  
IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.

412 TRSFERS FROM STREET FUND

419 TRSFERS FROM WATER FUND

421 TRSFERS FROM SEWER FUND

441 TRSFERS FR STORM DRAIN FUND

**BP WORKSHEET & JUSTIFICATION**

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

| 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: 05 PERSONNEL SERVICES

|     |                             |      |         |      |         |      |         |  |  |  |  |  |
|-----|-----------------------------|------|---------|------|---------|------|---------|--|--|--|--|--|
| 104 | BUSINESS ANALYST PROGRAMMER |      |         |      |         |      |         |  |  |  |  |  |
|     | 80,288                      | 1.00 | 86,104  | 1.00 | 89,673  | 1.00 | 89,627  |  |  |  |  |  |
| 108 | GIS MANAGER                 |      |         |      |         |      |         |  |  |  |  |  |
|     | 97,120                      | 1.00 | 108,747 | 1.00 | 113,495 | 1.00 | 113,486 |  |  |  |  |  |
| 145 | GIS ANALYST                 |      |         |      |         |      |         |  |  |  |  |  |
|     |                             |      | 73,273  | 1.00 | 78,164  | 1.00 | 78,180  |  |  |  |  |  |
| 148 | GIS SPECIALIST              |      |         |      |         |      |         |  |  |  |  |  |
|     | 195,845                     | 3.00 | 134,599 | 2.00 | 137,031 | 2.00 | 135,720 |  |  |  |  |  |
| 275 | TEMPORARY EMPLOYEES         |      |         |      |         |      |         |  |  |  |  |  |
|     | 5,025                       |      | 4,189   |      |         |      |         |  |  |  |  |  |
| 299 | PAYROLL TAXES AND FRINGES   |      |         |      |         |      |         |  |  |  |  |  |
|     | 163,285                     |      | 184,921 |      | 206,819 |      | 195,454 |  |  |  |  |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |  |  |  |  |
|--|---------|------|---------|------|---------|------|---------|--|--|--|--|
|  | 541,563 | 5.00 | 591,833 | 5.00 | 625,182 | 5.00 | 612,467 |  |  |  |  |
|--|---------|------|---------|------|---------|------|---------|--|--|--|--|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |        |  |       |  |  |  |  |  |
|-----|--------------------------------|--|-------|--|--------|--|-------|--|--|--|--|--|
| 301 | OFFICE EXPENSE                 |  |       |  |        |  |       |  |  |  |  |  |
|     | 163                            |  |       |  |        |  |       |  |  |  |  |  |
| 318 | COMPUTER SOFTWARE              |  |       |  |        |  |       |  |  |  |  |  |
|     | 4,345                          |  | 3,700 |  | 7,500  |  | 4,000 |  |  |  |  |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |       |  |        |  |       |  |  |  |  |  |
|     | 9,381                          |  | 4,731 |  | 6,000  |  | 6,000 |  |  |  |  |  |
| 328 | MEALS & RELATED EXPENSE        |  |       |  |        |  |       |  |  |  |  |  |
|     | 148                            |  | 94    |  | 100    |  | 100   |  |  |  |  |  |
| 330 | MILEAGE REIMBURSEMENT          |  |       |  |        |  |       |  |  |  |  |  |
|     |                                |  |       |  | 50     |  |       |  |  |  |  |  |
| 341 | COMMUNICATIONS EXPENSE         |  |       |  |        |  |       |  |  |  |  |  |
|     | 471                            |  | 434   |  | 480    |  | 480   |  |  |  |  |  |
| 342 | DATA COMMUNICATION EXPENSE     |  |       |  |        |  |       |  |  |  |  |  |
|     |                                |  | 480   |  | 480    |  | 480   |  |  |  |  |  |
| 511 | PROFESSIONAL SERVICES          |  |       |  |        |  |       |  |  |  |  |  |
|     | 16,140                         |  | 8,239 |  | 13,000 |  | 9,442 |  |  |  |  |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |        |  |        |  |        |  |        |  |  |  |  |
|--|--------|--|--------|--|--------|--|--------|--|--|--|--|
|  | 30,648 |  | 17,678 |  | 27,610 |  | 20,502 |  |  |  |  |
|--|--------|--|--------|--|--------|--|--------|--|--|--|--|

CLASS: 25 TRANSFERS

|     |                               |  |        |  |        |  |        |        |  |        |  |  |
|-----|-------------------------------|--|--------|--|--------|--|--------|--------|--|--------|--|--|
| 816 | TRSFERS TO REPROGRAPHICS FUND |  |        |  |        |  |        |        |  |        |  |  |
|     | 1,978                         |  | 1,522  |  | 1,651  |  | 1,651  |        |  |        |  |  |
| 818 | TRSFERS TO ISD-ALLOCATED      |  |        |  |        |  |        |        |  |        |  |  |
|     | 85,776                        |  | 79,189 |  | 92,847 |  | 92,847 | 61,238 |  | 61,238 |  |  |

0736

**BP WORKSHEET & JUSTIFICATION**

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 104 BUSINESS ANALYST PROGRAMMER  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.
- 108 GIS MANAGER  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.
- 145 GIS ANALYST  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.
- 148 GIS SPECIALIST  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.
- 275 TEMPORARY EMPLOYEES  
 IN FY 18-19, GIS FUND IS CONSOLATED INTO ISD FUND UNDER GIS SERVICES PROGRAM 0678.
- 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  
 CONSOLIDATED INTO ISD OPERATIONS PROGRAM 0712
- 318 COMPUTER SOFTWARE
- 321 TRAVEL, TRAINING & SUBSISTENCE
- 328 MEALS & RELATED EXPENSE
- 330 MILEAGE REIMBURSEMENT
- 341 COMMUNICATIONS EXPENSE
- 342 DATA COMMUNICATION EXPENSE
- 511 PROFESSIONAL SERVICES

- 816 TRSFERS TO REPROGRAPHICS FUND
- 818 TRSFERS TO ISD-ALLOCATED  
 TRANSFER OF RESIDUAL FUND BALANCE TO ISD FUND. \$61,238

0737

**BP WORKSHEET & JUSTIFICATION**

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0678 GIS SERVICES

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

TOTAL CLASS: 25 TRANSFERS

|  |        |  |        |  |        |  |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
|  | 87,754 |  | 80,711 |  | 94,498 |  | 94,498 | 61,238 |  | 61,238 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

20,570

996 RESERVE - EQUIPMENT REPLACEMT

20,000

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

40,570

TOTAL PROGRAM: 0678 GIS SERVICES

|  |         |      |         |      |         |      |         |        |  |        |  |
|--|---------|------|---------|------|---------|------|---------|--------|--|--------|--|
|  | 659,965 | 5.00 | 690,222 | 5.00 | 787,860 | 5.00 | 727,467 | 61,238 |  | 61,238 |  |
|--|---------|------|---------|------|---------|------|---------|--------|--|--------|--|

TOTAL DEPARTMENT: 30 INFORMATION SYSTEMS DEPARTMENT

|  |         |      |         |      |         |      |         |        |  |        |  |
|--|---------|------|---------|------|---------|------|---------|--------|--|--------|--|
|  | 659,965 | 5.00 | 690,222 | 5.00 | 787,860 | 5.00 | 727,467 | 61,238 |  | 61,238 |  |
|--|---------|------|---------|------|---------|------|---------|--------|--|--------|--|

TOTAL FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND

|  |         |      |         |      |         |      |         |        |  |        |  |
|--|---------|------|---------|------|---------|------|---------|--------|--|--------|--|
|  | 659,965 | 5.00 | 690,222 | 5.00 | 787,860 | 5.00 | 727,467 | 61,238 |  | 61,238 |  |
|--|---------|------|---------|------|---------|------|---------|--------|--|--------|--|

### BP WORKSHEET & JUSTIFICATION

FUND: 604 GEOGRAPHIC INFORMAT'N SYS FUND  
DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
PROGRAM: 0678 GIS SERVICES

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |



991     CONTINGENCY - UNRESERVED

996     RESERVE - EQUIPMENT REPLACEM  
          RESERVE FOR LIDAR AERIAL FLIGHT EVERY FIVE YEARS



**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0711 ISD SYSTEMS & PROGRAMMING

| 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: 05 PERSONNEL SERVICES

|     |                                  |      |         |      |         |      |         |         |      |         |      |  |
|-----|----------------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 043 | SR BUSINESS ANALYST PROGRAMMER   |      |         |      |         |      |         |         |      |         |      |  |
|     | 123,540                          | 2.00 |         |      |         |      |         |         |      |         |      |  |
| 082 | INFORMATION SYSTEMS MANAGER      |      |         |      |         |      |         |         |      |         |      |  |
|     | 182,634                          | 1.00 | 117,674 | 1.00 | 121,132 | 1.00 | 119,517 | 122,563 | 1.00 | 122,563 | 1.00 |  |
| 102 | SUPVR COMMUNICATIONS ANALYST     |      |         |      |         |      |         |         |      |         |      |  |
|     | 86,880                           | 1.00 | 92,927  | 1.00 | 99,592  | 1.00 | 99,612  | 106,304 | 1.00 | 106,304 | 1.00 |  |
| 104 | BUSINESS ANALYST PROGRAMMER      |      |         |      |         |      |         |         |      |         |      |  |
|     | 366,614                          | 5.00 | 474,047 | 6.00 | 506,567 | 6.00 | 506,787 | 531,104 | 6.00 | 531,104 | 6.00 |  |
| 275 | TEMPORARY EMPLOYEES              |      |         |      |         |      |         |         |      |         |      |  |
|     | 35,927                           |      | 330     |      |         |      |         |         |      |         |      |  |
| 283 | APPLICATIONS DEVELOPMENT MANAGER |      |         |      |         |      |         |         |      |         |      |  |
|     |                                  |      | 108,886 | 1.00 | 111,351 | 1.00 | 111,346 | 114,128 | 1.00 | 114,128 | 1.00 |  |
| 299 | PAYROLL TAXES AND FRINGES        |      |         |      |         |      |         |         |      |         |      |  |
|     | 290,339                          |      | 335,475 |      | 377,509 |      | 382,203 | 437,683 |      | 437,683 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |           |      |           |      |           |      |           |           |      |           |      |  |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|--|
|  | 1,085,934 | 9.00 | 1,129,339 | 9.00 | 1,216,151 | 9.00 | 1,219,465 | 1,311,782 | 9.00 | 1,311,782 | 9.00 |  |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|--|

CLASS: 10 MATERIALS & SERVICES

|     |                                |  |       |  |        |  |        |        |  |        |  |  |
|-----|--------------------------------|--|-------|--|--------|--|--------|--------|--|--------|--|--|
| 321 | TRAVEL, TRAINING & SUBSISTENCE |  |       |  |        |  |        |        |  |        |  |  |
|     | 11,829                         |  | 9,590 |  | 12,000 |  | 11,500 | 20,200 |  | 20,200 |  |  |
| 328 | MEALS & RELATED EXPENSE        |  |       |  |        |  |        |        |  |        |  |  |
|     | 18                             |  | 30    |  | 200    |  | 200    | 220    |  | 220    |  |  |
| 511 | PROFESSIONAL SERVICES          |  |       |  |        |  |        |        |  |        |  |  |
|     | 14,050                         |  | 2,513 |  | 74,200 |  | 64,200 | 21,700 |  | 21,700 |  |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |        |  |        |  |        |  |        |        |  |        |  |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|--|
|  | 25,897 |  | 12,133 |  | 86,400 |  | 75,900 | 42,120 |  | 42,120 |  |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|--|

TOTAL PROGRAM: 0711 ISD SYSTEMS & PROGRAMMING

|  |           |      |           |      |           |      |           |           |      |           |      |  |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|--|
|  | 1,111,831 | 9.00 | 1,141,472 | 9.00 | 1,302,551 | 9.00 | 1,295,365 | 1,353,902 | 9.00 | 1,353,902 | 9.00 |  |
|--|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|--|

0740

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0711 ISD SYSTEMS & PROGRAMMING

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |  |
|-----|--|
| 043 | SR BUSINESS ANALYST PROGRAMMER<br>FY 16-17 REFLECTS 1 FTE SR. BUSINESS ANALYST PROGRAMMER BEING RECLASSIFIED TO 1 FTE BUSINESS ANALYST PROGRAMMER AND 1 FTE BEING RECLASSIFIED TO APPLICATIONS DEVELOPMENT MANAGER.  |
| 082 | INFORMATION SYSTEMS MANAGER  |
| 102 | SUPVR COMMUNICATIONS ANALYST   |
| 104 | BUSINESS ANALYST PROGRAMMER<br>FY 16-17 REFLECTS 1 FTE SR. BUSINESS ANALYST PROGRAMMER BEING RECLASSIFIED TO 1 FTE BUSINESS ANALYST PROGRAMMER.<br>FY 16-17 ALSO REFLECTS DECREASE DUE TO POSITION VACANCY.  |
| 275 | TEMPORARY EMPLOYEES  |
| 283 | APPLICATIONS DEVELOPMENT MANAGER<br>FY 16-17 REFLECTS RECLASSIFICATION OF SR. BUSINESS ANALYST PROGRAMMER TO APPLICATIONS DEVELOPMENT MANAGER.   |
| 299 | PAYROLL TAXES AND FRINGES<br>PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES |
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>CONFERENCE HR/PAYROLL \$2,500<br>CONFERENCE REGJIN (PORTLAND POLICE SYSTEM) \$4,000<br>CONFERENCE JUSTWARE (COURT) \$2,500<br>ONLINE TRAINING SQL, VB.NET, ETC \$3,000<br>SCRUM ALLIANCE SCRUM PRODUCT OWNER (X2) \$2,400<br>SCRUM ALLIANCE SCRUM DEVELOPER (X2) \$3,200<br>SCRUM ALLIANCE SCRUM MASTER (X2) \$2,600   |
| 328 | MEALS & RELATED EXPENSE<br>MEALS ASSOCIATED WITH LOCAL MEETINGS AND SEMINARS \$220   |
| 511 | PROFESSIONAL SERVICES<br>ISD MANAGEMENT AND PROGRAMMING SERVICES:<br>PROGRAMMING SUPPORT ON SQL/VB.NET SYSTEMS \$9,500<br>MICROSOFT CALL SUPPORT \$1,200<br>SUPPORT SQL2008/10/12/16 \$5,500<br>SHAREPOINT \$5,000<br>MOBILE DEVELOPMENT SUPPORT \$500   |

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM 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: 05 PERSONNEL SERVICES

|     |                                 |         |      |         |      |         |      |         |         |      |         |      |
|-----|---------------------------------|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
| 205 | COMMUNICATIONS ANALYST          | 56,097  | 1.00 |         |      |         |      |         |         |      |         |      |
| 221 | SUPPORT SPECIALIST 2            |         |      |         |      | 53,506  | 1.00 | 53,503  | 54,839  | 1.00 | 54,839  | 1.00 |
| 243 | COMPUTER SERVICE TECHNICIAN     | 183,355 | 4.00 | 164,319 | 3.00 | 188,872 | 3.00 | 186,947 | 201,515 | 3.00 | 201,515 | 3.00 |
| 249 | COMPUTER SYSTEMS ADMINISTRATOR  | 71,201  | 1.00 |         |      |         |      |         |         |      |         |      |
| 275 | TEMPORARY EMPLOYEES             | 1,021   |      | 8,347   |      |         |      |         |         |      |         |      |
| 287 | INFORMATION SERVICES SPECIALIST |         |      | 170,750 | 3.00 | 235,883 | 3.00 | 238,835 | 251,944 | 3.00 | 251,944 | 3.00 |
| 299 | PAYROLL TAXES AND FRINGES       | 112,399 |      | 135,928 |      | 243,225 |      | 200,009 | 234,723 |      | 234,723 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |      |         |      |         |      |         |         |      |         |      |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  |  | 424,073 | 6.00 | 479,344 | 6.00 | 721,486 | 7.00 | 679,294 | 743,021 | 7.00 | 743,021 | 7.00 |
|--|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                                |        |  |        |  |        |  |        |        |  |        |  |
|-----|--------------------------------|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 301 | OFFICE EXPENSE                 | 396    |  | 509    |  | 2,300  |  | 1,800  | 2,500  |  | 2,500  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE   | 834    |  | 500    |  | 500    |  | 493    | 500    |  | 500    |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    | 36,048 |  | 40,364 |  | 40,000 |  | 40,000 | 40,000 |  | 40,000 |  |
| 308 | PERIODICALS & SUBSCRIPTIONS    |        |  | 212    |  | 550    |  | 550    | 600    |  | 600    |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE | 5,618  |  | 6,333  |  | 6,400  |  | 6,000  | 6,400  |  | 6,400  |  |
| 328 | MEALS & RELATED EXPENSE        | 200    |  | 200    |  | 200    |  | 200    | 220    |  | 220    |  |
| 330 | MILEAGE REIMBURSEMENT          |        |  |        |  | 50     |  |        | 50     |  | 50     |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 205 COMMUNICATIONS ANALYST  
 FY 16-17 REFLECTS LATERAL RECLASSIFICATION OF THE COMMUNICATIONS ANALYST POSITION TO INFORMATION SERVICES SPECIALIST.
  - 221 SUPPORT SPECIALIST 2  
 FY 17-18 REFLECTS A SUPPORT SPECIALIST 2 POSITION TRANSFERRING FROM THE MAYOR'S OFFICE PROGRAM 0537 TO ISD
  - 243 COMPUTER SERVICE TECHNICIAN  
 ONE POSITION MATRIXED TO THE LIBRARY.  
 FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE COMPUTER SERVICE TECH POSITION TO 1 FTE INFORMATION SERVICES SPECIALIST.  
 FY 16-17 ALSO REFLECTS DECREASE DUE TO POSITION VACANCY.
  - 249 COMPUTER SYSTEMS ADMINISTRATOR  
 FY 16-17 REFLECTS LATERAL RECLASSIFICATION OF THE COMPUTER SYSTEMS ADMINISTRATOR POSITION TO INFORMATION SERVICES SPECIALIST.
  - 275 TEMPORARY EMPLOYEES  
 EXTRA HELP INTERN PROGRAM
  - 287 INFORMATION SERVICES SPECIALIST  
 FY 16-17 REFLECTS RECLASSIFICATION OF 1 FTE COMPUTER SERVICE TECH POSITION, 1 FTE COMMUNICATIONS ANALYST POSITION AND 1 FTE COMPUTER SERVICE TECH POSITION.  
 FY 16-17 ALSO REFLECTS DECREASE DUE TO POSITION VACANCY.
  - 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  
 OFFICE SUPPLIES FOR THE DEPARTMENT (CONSOLIDATED ACCOUNTS) \$1,000  
 STANDING DESKS FOR EMPLOYEES WITH BACK ISSUES X3 \$1,500
  - 304 DEPARTMENT EQUIPMENT EXPENSE  
 TECHNICIAN TOOLS AS REQUIRED \$500
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 COMPUTER PAPER, RIBBONS, LABELS, TONERS, CABLING SUPPLIES, ETC \$40,000
  - 308 PERIODICALS & SUBSCRIPTIONS  
 TECHNICAL MANUALS AND TEXTS - CONSOLIDATED FOR ALL ISD PROGRAMS \$300  
 WEB TEAM NAGW SUBSCRIPTION (GOVERNMENT WEB PROFESSIONALS) (2 X \$150) \$300
  - 321 TRAVEL, TRAINING & SUBSISTENCE  
 TECHNICAL COURSES COMMUNICATIONS AND SYSTEM SOFTWARE \$6,400
  - 328 MEALS & RELATED EXPENSE  
 MEALS ASSOCIATED WITH LOCAL MEETINGS AND SEMINARS \$220
  - 330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE \$50

0743

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM 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 |

|     |                        |         |  |         |  |         |  |         |  |         |  |         |
|-----|------------------------|---------|--|---------|--|---------|--|---------|--|---------|--|---------|
| 341 | COMMUNICATIONS EXPENSE |         |  |         |  |         |  |         |  |         |  |         |
|     |                        | 321,612 |  | 187,957 |  | 328,810 |  | 328,810 |  | 284,923 |  | 284,923 |

|     |                            |  |     |  |     |  |     |  |     |  |     |
|-----|----------------------------|--|-----|--|-----|--|-----|--|-----|--|-----|
| 342 | DATA COMMUNICATION EXPENSE |  |     |  |     |  |     |  |     |  |     |
|     |                            |  | 812 |  | 480 |  | 480 |  | 480 |  | 480 |

|     |                                |        |  |        |  |        |  |        |  |        |  |        |
|-----|--------------------------------|--------|--|--------|--|--------|--|--------|--|--------|--|--------|
| 371 | EQUIPMENT OPER & MAINT EXPENSE |        |  |        |  |        |  |        |  |        |  |        |
|     |                                | 19,051 |  | 19,210 |  | 20,000 |  | 20,000 |  | 20,000 |  | 20,000 |

|     |                       |        |  |        |  |        |  |        |  |        |  |        |
|-----|-----------------------|--------|--|--------|--|--------|--|--------|--|--------|--|--------|
| 511 | PROFESSIONAL SERVICES |        |  |        |  |        |  |        |  |        |  |        |
|     |                       | 11,462 |  | 15,720 |  | 23,050 |  | 21,000 |  | 80,500 |  | 80,500 |

|     |                       |  |  |  |  |  |  |  |  |  |  |
|-----|-----------------------|--|--|--|--|--|--|--|--|--|--|
| 536 | MAINTENANCE CONTRACTS |  |  |  |  |  |  |  |  |  |  |
|-----|-----------------------|--|--|--|--|--|--|--|--|--|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM OPERATIONS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |   |
|-----|---|
| 341 | COMMUNICATIONS EXPENSE<br>CONTINUING GENERAL COMMUNICATIONS COSTS THAT SUPPORT ALL CITY FUNCTIONS<br>PUBLIC COMMUNICATIONS CABLE ACCESS \$30,000<br>INTERNET SERVICED PROVIDER CONNECTION THROUGH HILLSBORO \$20,000<br>CELLULAR PHONE AIR TIME FOR 10 ISD PHONES @ \$528 PER MONTH \$6,336<br>MACC ANNUAL TCI CHARGES \$600<br>DESKTOP FAX SERVICES \$250<br>VOICE OVER INTERNET PROTOCOL \$13,500<br>MISCELLANEOUS CONNECTIONS \$4,200<br>COMMUNITY CENTER/CITY HALL COMCAST INTERNET AND TV \$3,600<br>WEB CERTIFICATES \$2,500<br>MOBILE DEVICE MANAGEMENT \$3,500<br>NETMOTION SOFTWARE (150 DEVICES) (3 YEAR DUE FY17-18) AND DIAGNOSTICS (1 YEAR) \$5,000<br>JUNIPER EXTERNAL VITRUAL PRIVATE NETWORK \$400<br>ARUBA WIRELESS NETWORK \$2,000<br>CONTINUING COMMUNICATIONS EXPENSE IN SUPPORT OF THE POLICE DEPARTMENT<br>REGJIN SERVER CONNECTION TO POLICE \$5,000<br>REGIONAL JUSTICE INFORMATION SYSTEM TO POLICE (REGJIN) \$131,000<br>NEIGHBORHOOD RESOURCE CENTERS (CANYON/STERLING/EOC/CITY HALL INTERNET/TV/MEDIATION) \$2,600<br>CJIS TWO FACTOR AUTHENTICATION (241 DEVICES) \$3,500<br>CONTINUING GENERAL COMMUNICATIONS COSTS ON A THREE YEAR RENEWAL CYCLE<br>MAINTENANCE FOR CISCO PHONE SYSTEM (3 YEAR LICENSE DUE IN FY 17-18)<br>NEW COMMUNICATION EXPENSE (FY 18-19)<br>VOIP MONTHLY BILLING (\$8489.50 X 6) \$50,937 |
| 342 | DATA COMMUNICATION EXPENSE<br>DATA PLAN FOR 1 COMMUNICATIONS DEVICE \$480   |
| 371 | EQUIPMENT OPER & MAINT EXPENSE<br>COMPUTER EQUIPMENT PARTS AND COMPONENTS TO REPAIR AND REPLACE EXISTING<br>COMPUTER HARDWARE AND OTHER RELATED COMPONENTS, EXTERNAL REPAIRS AND HARD RECOVERY. MINOR EQUIPMENT<br>REPLACEMENT. \$20,000  |
| 511 | PROFESSIONAL SERVICES<br>CABLING FOR NEW INSTALLATIONS \$5,000<br>RADIO/TELEPHONE/NETWORK/SANS AND COMMUNICATIONS CONSULTANT \$10,000<br>SECURITY/SPAM AND VIRUS CONSULTANT \$7,500<br>OFFICE 365 CONSULTANT \$50,000<br>KNOWBE4 SECURITY AWARENESS TRAINING FOR CITY STAFF \$8,000   |
| 536 | MAINTENANCE CONTRACTS   |

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM 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 |
|     | 333,722       |     | 340,452       |     | 554,290       |     | 520,000 | 663,280       |     | 663,280      |     |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |         |  |         |  |         |  |         |           |  |           |  |
|--|---------|--|---------|--|---------|--|---------|-----------|--|-----------|--|
|  | 728,943 |  | 612,269 |  | 976,630 |  | 939,333 | 1,099,453 |  | 1,099,453 |  |
|--|---------|--|---------|--|---------|--|---------|-----------|--|-----------|--|

## BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND  
DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
PROGRAM: 0712 ISD SYSTEM OPERATIONS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

CONTINUING MAINTENANCE AGREEMENTS ON SYSTEM HARDWARE AND SOFTWARE AND DATA CONTRACTS;  
FINANCE SOFTWARE:

HEWLETT PACKARD (HP): SOFTWARE AND HARDWARE \$5,000  
UB SPRINGBROOK \$45,000  
HIGHLINE TRAINING AND CONSULTATION \$5,000  
HIGHLINE HR AND PAYROLL \$50,000

HUMAN RESOURCES SOFTWARE

GOVERNMENTJOBS NEOGOV JOB RECRUITMENT SOFTWARE MAINTENANCE \$13,000

RECORDS MANAGEMENT SOFTWARE:

SYMANTEC VAULT (EMAIL ARCHIVE) \$15,200  
HPTRIM \$62,000  
SMARSH TEXT MESSAGING ARCHIVE SOFTWARE MAINTENANCE \$25,000

PUBLIC WORKS SOFTWARE:

WONDERWARE TELEMETRY \$8,000  
CITYWORKS WORK ORDER AND ASSET MGMT \$60,000  
CUES PIPE VIDEO INSPECTION \$6,000  
ENGINEERING TRANSOFT \$500  
ENGSOFT BACKFLOW \$1,200  
RTA FLEET SOFTWARE \$8,000

POLICE DEPARTMENT SOFTWARE:

BPD WEBLEDS \$4,000  
BPD TELESTAFF \$5,000  
BPD T-TICKET (DISCONTINUED)  
BPD RAPIDS PAWN \$2,500  
BPD PORTLAND IBIS FINGERPRINTING AND MORPHO TRUST \$3,000  
BPD CELLEBRITE/ACCESSMOBILE/KATANAVARIOUS FORENSICS/TRANSUNION/ELCOM \$14,000  
BPD IA \$2,000  
BPD 911 WATCH \$1,200

ISD GENERAL LICENSING:

VERITAS BACKUP \$2,600  
FIREWALL \$35,000  
CITRIX REMOTE \$6,500  
VIRTUAL SERVER HARDWARE (NETAPP) \$21,300  
VMWARE FOR VIRTUAL SERVERS \$8,000  
MAIL EXCHANGE REPORT \$600  
MCAFEE SECURE WEB \$2,500  
NEXUS SMARTNET \$13,000  
JUNIPER EXTERNAL WEB CONNECTIONS \$500  
MISCELLANEOUS MAINTENANCE COSTS \$6,000  
MCAFEE VIRUS CLIENT PROTECTION \$8,000  
PROOFPOINT URL MAINTENANCE \$13,500  
SHADOW PROTECT MAINTENANCE \$900  
ISD FLUKE NETWORK ANALYZER MAINTENANCE \$4,600  
ISD EXCHANGE 2016 LOAD BALANCER MAINTENANCE \$1,000

MAYORS PROGRAMS SOFTWARE:

EXTENSIS PHOTO MANAGEMENT MAINTENANCE \$5,000  
CONTINUING SOFTWARE MAINTENANCE COST ON A THREE YEAR RENEWAL CYCLE DUE FY 2017-18  
PROOFPOINT SPAM, VIRUS CHECKER, URL, MOBILE APPS, EMAIL ENCRYPTION (YEARLY) \$80,000  
IPRISM EDGEWAVE WEB MONITORING (DISCONTINUED)

NEW MAINTENANCE CONTRACTS FOR FY 2018-19:

ADOBE CREATIVE CLOUD ANNUAL LICENSES (\$830 PER USER) (X 14) \$11,620  
PUBLIC WORKS MARSHALL GIS STREET SWEEPER SYSTEM \$2,010  
PUBLIC WORKS VIRTUAL PROJECT MANAGER SYSTEM \$12,000  
CDD ZOOM GRANTS MAINTENANCE \$6,500  
MAYORS RECYCLING SALESFORCE SUBSCRIPTION RENEWAL \$4,050  
SPRINGBROOK SQL SUPPORT \$2,500  
SPRINGBROOK (ACCELA) UPGRADE IMPLEMENTATION \$40,000  
VERSATERM IMPLEMENTATION FOR BPD \$40,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0712 ISD SYSTEM 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: 15 CAPITAL OUTLAY

|     |           |        |         |         |         |         |         |
|-----|-----------|--------|---------|---------|---------|---------|---------|
| 671 | EQUIPMENT | 82,619 | 249,045 | 235,243 | 235,218 | 230,077 | 230,077 |
|-----|-----------|--------|---------|---------|---------|---------|---------|

TOTAL CLASS: 15 CAPITAL OUTLAY

|        |         |         |         |         |         |
|--------|---------|---------|---------|---------|---------|
| 82,619 | 249,045 | 235,243 | 235,218 | 230,077 | 230,077 |
|--------|---------|---------|---------|---------|---------|

CLASS: 25 TRANSFERS

|     |                               |       |       |       |       |       |       |
|-----|-------------------------------|-------|-------|-------|-------|-------|-------|
| 816 | TRSFERS TO REPROGRAPHICS FUND | 3,173 | 1,908 | 1,651 | 1,651 | 1,663 | 1,663 |
| 819 | TRSFERS TO INSURANCE FUND     | 4,432 | 5,761 | 6,625 | 6,625 | 6,625 | 6,625 |

TOTAL CLASS: 25 TRANSFERS

|       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|
| 7,605 | 7,669 | 8,276 | 8,276 | 8,288 | 8,288 |
|-------|-------|-------|-------|-------|-------|

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|     |                               |  |  |         |  |        |        |
|-----|-------------------------------|--|--|---------|--|--------|--------|
| 991 | CONTINGENCY - UNRESERVED      |  |  | 218,574 |  | 72,203 | 72,203 |
| 996 | RESERVE - EQUIPMENT REPLACEMT |  |  | 80,000  |  | 80,000 | 80,000 |

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |         |  |         |         |
|--|--|--|---------|--|---------|---------|
|  |  |  | 298,574 |  | 152,203 | 152,203 |
|--|--|--|---------|--|---------|---------|

TOTAL PROGRAM: 0712 ISD SYSTEM OPERATIONS

|           |      |           |      |           |      |           |           |      |           |      |
|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|
| 1,243,240 | 6.00 | 1,348,327 | 6.00 | 2,240,209 | 7.00 | 1,862,121 | 2,233,042 | 7.00 | 2,233,042 | 7.00 |
|-----------|------|-----------|------|-----------|------|-----------|-----------|------|-----------|------|

## BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND  
DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
PROGRAM: 0712 ISD SYSTEM OPERATIONS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

671 EQUIPMENT

FY 2017-18 ESTIMATED REFLECT ADDITIONAL FUNDING FROM MACC 2018 SPRING GRANTS FOR:  
GIS PORTAL REPLACEMENT \$47,861  
UPGRADING THE LIBRARY BUILDING'S PUBLIC ACCESS SWITCHES \$22,357  
FY2018-19 BUDGET:  
GENERAL SWITCH, COMMUNICATIONS AND SERVER REPLACEMENT \$40,000  
VOIP PHONE SYSTEM REPLACEMENT \$120,000  
MACC GRANT FUNDED PROJECT FROM THE 2018 SPRING GRANT ALLOCATION:  
UPGRADE WIRELESS NETWORK AT THE GRIFFITH PARK BUILDING \$70,077

816 TRSFRS TO REPROGRAPHICS FUND

ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS

819 TRSFRS TO INSURANCE FUND

ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE.

991 CONTINGENCY - UNRESERVED

996 RESERVE - EQUIPMENT REPLACEMT

CONTINGENCY DEDICATED FOR FUTURE SYSTEM EQUIPMENT REPLACEMENT

**BP WORKSHEET & JUSTIFICATION**

FUND: 603 INFORMATION SYSTEMS FUND  
 DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
 PROGRAM: 0713 ISD NEW PROJECTS

| 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 |         |  |         |  |         |  |         |  |         |  |         |
|     |                    | 132,010 |  | 136,967 |  | 129,900 |  | 129,900 |  | 165,850 |  | 165,850 |

|     |                   |         |  |         |  |         |  |         |  |         |  |         |
|-----|-------------------|---------|--|---------|--|---------|--|---------|--|---------|--|---------|
| 318 | COMPUTER SOFTWARE |         |  |         |  |         |  |         |  |         |  |         |
|     |                   | 217,027 |  | 274,634 |  | 282,511 |  | 262,000 |  | 246,000 |  | 246,000 |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |  |         |  |         |  |         |  |         |  |         |  |         |
|--|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|
|  |  | 349,037 |  | 411,601 |  | 412,411 |  | 391,900 |  | 411,850 |  | 411,850 |
|--|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|

CLASS: 15 CAPITAL OUTLAY

|     |           |       |  |  |  |        |  |        |  |        |  |        |
|-----|-----------|-------|--|--|--|--------|--|--------|--|--------|--|--------|
| 671 | EQUIPMENT |       |  |  |  |        |  |        |  |        |  |        |
|     |           | 9,140 |  |  |  | 10,000 |  | 10,000 |  | 10,000 |  | 10,000 |

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |  |       |  |  |  |        |  |        |  |        |  |        |
|--|--|-------|--|--|--|--------|--|--------|--|--------|--|--------|
|  |  | 9,140 |  |  |  | 10,000 |  | 10,000 |  | 10,000 |  | 10,000 |
|--|--|-------|--|--|--|--------|--|--------|--|--------|--|--------|

TOTAL PROGRAM: 0713 ISD NEW PROJECTS

|  |  |         |  |         |  |         |  |         |  |         |  |         |
|--|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|
|  |  | 358,177 |  | 411,601 |  | 422,411 |  | 401,900 |  | 421,850 |  | 421,850 |
|--|--|---------|--|---------|--|---------|--|---------|--|---------|--|---------|

TOTAL DEPARTMENT: 30 INFORMATION SYSTEMS DEPARTMENT

|  |  |           |       |           |       |           |       |           |           |       |           |       |
|--|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  |  | 3,093,627 | 17.50 | 3,268,708 | 17.50 | 4,339,610 | 18.50 | 3,931,602 | 5,172,824 | 23.50 | 5,172,824 | 23.50 |
|--|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

TOTAL FUND: 603 INFORMATION SYSTEMS FUND

|  |  |           |       |           |       |           |       |           |           |       |           |       |
|--|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|
|  |  | 3,093,627 | 17.50 | 3,268,708 | 17.50 | 4,339,610 | 18.50 | 3,931,602 | 5,172,824 | 23.50 | 5,172,824 | 23.50 |
|--|--|-----------|-------|-----------|-------|-----------|-------|-----------|-----------|-------|-----------|-------|

### BP WORKSHEET & JUSTIFICATION

FUND: 603 INFORMATION SYSTEMS FUND  
DEPT: 30 INFORMATION SYSTEMS DEPARTMENT  
PROGRAM: 0713 ISD NEW PROJECTS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

317 COMPUTER EQUIPMENT

FOR FY 2018-19 PURCHASES UNDER \$5,000:  
REPLACEMENT OF 80 PC'S REPLACED DURING THE YEAR (WINDOWS 7/8/10) \$59,200  
REPLACEMENT OF NETWORK PRINTERS AS THEY FAIL OR EXCEED USEFUL LIFE \$4,500  
REPLACEMENT OF UNINTERRUPTED POWER SUPPLY (80 @ \$80 EA) \$6,400  
REPLACEMENT OF "22" MONITORS (50 @ \$115 EA) AND DUAL MONITOR PROGRAM \$5,750  
REPLACEMENT OF LAPTOPS (35 @ \$1300 EA) \$45,500  
REPLACEMENT OF 10 VOIP PHONES \$4,000  
REPLACEMENT OF NON-STANDARD SIZE MONITORS (5 @ \$500 EA) \$2,500  
FUNDING AVAILABLE FOR MISCELLANEOUS EQUIPMENT REPLACEMENTS OR NEW EQUIPMENT \$10,000  
PAPER CUT HARDWARE FOR ISD PRINTERS \$28,000

318 COMPUTER SOFTWARE

UPGRADES FOR ENGINEERING SOFTWARE SUCH AS AUTOCAD (1 YEAR 2018) \$11,000  
FUNDING FOR MISCELLANEOUS SOFTWARE PURCHASES SUCH AS MS PROJECT, PUBLISHING SW \$10,000  
FUNDING FOR THE ANNUAL MICROSOFT LICENSES FOR CLIENT \$195,000  
SOFTWARE SUPPORT FOR POLICE SYSTEMS \$20,000  
NEW SOFTWARE FOR FY 2018-19:  
HIGHLINE HR/PAYROLL NEXTGEN UPGRADE \$10,000

671 EQUIPMENT

FUNDING AVAILABLE FOR MISCELLANEOUS EQUIPMENT REPLACEMENTS OR FOR NEW EQUIPMENT \$10,000



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 605 PUBLIC WORKS ADMIN FUND DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |  |         |  |          |  |          |          |         |  |         |  |
|-----|---------------------------|--|---------|--|----------|--|----------|----------|---------|--|---------|--|
| 301 | BEGINNING WORKING CAPITAL |  |         |  |          |  |          |          |         |  |         |  |
|     | -242,973                  |  | -90,900 |  | -135,986 |  | -135,986 | -135,986 | -86,954 |  | -86,954 |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |          |  |         |  |          |  |          |          |         |  |         |  |
|--|----------|--|---------|--|----------|--|----------|----------|---------|--|---------|--|
|  | -242,973 |  | -90,900 |  | -135,986 |  | -135,986 | -135,986 | -86,954 |  | -86,954 |  |
|--|----------|--|---------|--|----------|--|----------|----------|---------|--|---------|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |  |        |  |        |  |        |        |        |  |        |  |
|-----|------------------------------|--|--------|--|--------|--|--------|--------|--------|--|--------|--|
| 384 | INVESTMENT INTEREST EARNINGS |  |        |  |        |  |        |        |        |  |        |  |
|     | -1,818                       |  | -1,368 |  | -1,800 |  | -1,570 | -1,800 | -2,900 |  | -2,900 |  |

|     |                        |  |        |  |  |  |        |        |  |  |  |  |
|-----|------------------------|--|--------|--|--|--|--------|--------|--|--|--|--|
| 389 | MISCELLANEOUS REVENUES |  |        |  |  |  |        |        |  |  |  |  |
|     | -6,555                 |  | -6,079 |  |  |  | -2,295 | -1,509 |  |  |  |  |

|             |                        |  |      |  |          |  |          |          |  |  |  |  |
|-------------|------------------------|--|------|--|----------|--|----------|----------|--|--|--|--|
| 0732<br>399 | REIMBURSEMENTS - OTHER |  |      |  |          |  |          |          |  |  |  |  |
|             |                        |  | -150 |  | -102,583 |  | -170,872 | -102,583 |  |  |  |  |

|     |                                |  |  |  |  |  |  |  |  |  |  |  |
|-----|--------------------------------|--|--|--|--|--|--|--|--|--|--|--|
| 756 | PERS RSRV DISTRIB-NON GAAP REV |  |  |  |  |  |  |  |  |  |  |  |
|     | -10,436                        |  |  |  |  |  |  |  |  |  |  |  |

|     |                                       |  |  |  |  |  |      |      |  |  |  |  |
|-----|---------------------------------------|--|--|--|--|--|------|------|--|--|--|--|
| 757 | MED/LIFE INS PREM REFUND DISTRIBUTION |  |  |  |  |  |      |      |  |  |  |  |
|     |                                       |  |  |  |  |  | -551 | -551 |  |  |  |  |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |         |  |        |  |          |  |          |          |        |  |        |  |
|--|---------|--|--------|--|----------|--|----------|----------|--------|--|--------|--|
|  | -18,809 |  | -7,597 |  | -104,383 |  | -175,288 | -106,443 | -2,900 |  | -2,900 |  |
|--|---------|--|--------|--|----------|--|----------|----------|--------|--|--------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

|     |                           |  |          |  |          |  |          |          |          |  |          |  |
|-----|---------------------------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| 411 | TRSFERS FROM GENERAL FUND |  |          |  |          |  |          |          |          |  |          |  |
|     | -129,171                  |  | -168,720 |  | -184,263 |  | -184,263 | -184,263 | -166,888 |  | -166,888 |  |

|     |                          |  |          |  |          |  |          |          |          |  |          |  |
|-----|--------------------------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| 412 | TRSFERS FROM STREET FUND |  |          |  |          |  |          |          |          |  |          |  |
|     | -217,238                 |  | -251,953 |  | -255,059 |  | -255,059 | -259,560 | -248,360 |  | -248,360 |  |

|     |                         |  |          |  |          |  |          |          |          |  |          |  |
|-----|-------------------------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| 419 | TRSFERS FROM WATER FUND |  |          |  |          |  |          |          |          |  |          |  |
|     | -105,990                |  | -197,088 |  | -273,225 |  | -233,111 | -273,225 | -288,261 |  | -288,261 |  |

|     |                         |  |          |  |          |  |          |          |          |  |          |  |
|-----|-------------------------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
| 421 | TRSFERS FROM SEWER FUND |  |          |  |          |  |          |          |          |  |          |  |
|     | -154,762                |  | -163,634 |  | -155,561 |  | -117,488 | -155,561 | -131,538 |  | -131,538 |  |

|     |                          |  |  |  |  |  |  |  |  |  |  |  |
|-----|--------------------------|--|--|--|--|--|--|--|--|--|--|--|
| 425 | TRSFERS FROM GARAGE FUND |  |  |  |  |  |  |  |  |  |  |  |
|-----|--------------------------|--|--|--|--|--|--|--|--|--|--|--|

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 605 PUBLIC WORKS ADMIN FUND DEPT: 03 REVENUE

| 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 |
|   | -59,157                         |     | -78,409       |     | -87,591       |     | -86,072    | -87,591    | -106,201      |     | -106,201     |     |
| 440                                       | TRSFERS FR STREET LIGHTING FUND |     |               |     |               |     |            |            |               |     |              |     |
|   | -22,677                         |     | -30,057       |     | -33,576       |     | -32,994    | -33,576    | -34,895       |     | -34,895      |     |
| 441                                       | TRSFERS FR STORM DRAIN FUND     |     |               |     |               |     |            |            |               |     |              |     |
|   | -214,314                        |     | -252,722      |     | -299,531      |     | -247,169   | -299,531   | -237,588      |     | -237,588     |     |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS |                                 |     |               |     |               |     |            |            |               |     |              |     |
|   | -903,309                        |     | -1,142,583    |     | -1,288,806    |     | -1,156,156 | -1,293,307 | -1,213,731    |     | -1,213,731   |     |
| TOTAL DEPARTMENT: 03 REVENUE              |                                 |     |               |     |               |     |            |            |               |     |              |     |
|   | -1,165,091                      |     | -1,241,080    |     | -1,529,175    |     | -1,467,430 | -1,535,736 | -1,303,585    |     | -1,303,585   |     |

0753

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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: 05 PERSONNEL SERVICES

|      |                           |      |         |      |         |      |         |         |         |      |         |      |
|------|---------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 061  | PUBLIC WORKS DIRECTOR     |      |         |      |         |      |         |         |         |      |         |      |
|      | 141,678                   | 1.00 | 151,411 | 1.00 | 154,231 | 1.00 | 145,341 | 154,236 | 158,087 | 1.00 | 158,087 | 1.00 |
| 076  | OFFICE SUPERVISOR         |      |         |      |         |      |         |         |         |      |         |      |
|      | 66,769                    | 1.00 | 66,833  | 1.00 | 69,534  | 1.00 | 65,389  | 68,571  | 72,094  | 1.00 | 72,094  | 1.00 |
| 085  | PROJECT MANAGER 1         |      |         |      |         |      |         |         |         |      |         |      |
|      | 86,414                    | 1.00 | 85,543  | 1.00 | 89,673  | 1.00 | 79,262  | 85,812  | 91,907  | 1.00 | 91,907  | 1.00 |
| 095  | MANANGEMENT ANALYST       |      |         |      |         |      |         |         |         |      |         |      |
|      | 11,682                    | 1.00 | 68,761  | 1.00 | 74,555  | 1.00 | 69,820  | 74,569  | 79,270  | 1.00 | 79,270  | 1.00 |
| 215  | UTILITY WORKER            |      |         |      |         |      |         |         |         |      |         |      |
|      | 43,778                    | 1.00 |         |      |         |      |         |         |         |      |         |      |
| 221  | SUPPORT SPECIALIST 2      |      |         |      |         |      |         |         |         |      |         |      |
| 0754 | 37,217                    | 1.00 | 48,474  | 1.00 | 52,531  | 1.00 | 48,673  | 51,896  | 55,881  | 1.00 | 55,881  | 1.00 |
| 239  | SUPPORT SPECIALIST 1      |      |         |      |         |      |         |         |         |      |         |      |
|      | 31,805                    | 1.00 | 34,087  | 1.00 | 36,875  | 1.00 | 37,794  | 36,650  | 37,470  | 1.00 | 37,470  | 1.00 |
| 299  | PAYROLL TAXES AND FRINGES |      |         |      |         |      |         |         |         |      |         |      |
|      | 191,971                   |      | 236,396 |      | 247,032 |      | 220,669 | 228,447 | 252,494 |      | 252,494 |      |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
|  | 611,314 | 7.00 | 691,505 | 6.00 | 724,431 | 6.00 | 666,948 | 700,181 | 747,203 | 6.00 | 747,203 | 6.00 |
|--|---------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |       |  |       |  |       |       |       |  |       |  |
|-----|------------------------------|--|-------|--|-------|--|-------|-------|-------|--|-------|--|
| 301 | OFFICE EXPENSE               |  |       |  |       |  |       |       |       |  |       |  |
|     | 2,720                        |  | 3,332 |  | 4,500 |  | 3,656 | 4,500 | 5,000 |  | 5,000 |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |       |  |       |  |       |       |       |  |       |  |
|     |                              |  | 4,693 |  |       |  |       |       |       |  |       |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |       |  |       |  |       |       |       |  |       |  |
|     | 1,490                        |  | 2,020 |  | 2,500 |  | 2,265 | 2,500 | 2,500 |  | 2,500 |  |
| 307 | MEMBERSHIP FEES              |  |       |  |       |  |       |       |       |  |       |  |
|     | 965                          |  | 1,897 |  | 2,000 |  | 665   | 2,000 | 2,000 |  | 2,000 |  |
| 308 | PERIODICALS & SUBSCRIPTIONS  |  |       |  |       |  |       |       |       |  |       |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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 |
|     | 36                             |     | 66            |     | 100           |     | 100      | 100     | 100           |     | 100          |     |
| 317 | COMPUTER EQUIPMENT             |     |               |     |               |     |          |         |               |     |              |     |
|     | 3,995                          |     |               |     | 800           |     | 805      | 805     |               |     |              |     |
| 318 | COMPUTER SOFTWARE              |     |               |     |               |     |          |         |               |     |              |     |
|     |                                |     |               |     | 28,000        |     | 28,000   | 28,000  |               |     |              |     |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |          |         |               |     |              |     |
|     | 7,487                          |     | 6,754         |     | 5,000         |     | 2,254    | 2,000   | 5,000         |     | 5,000        |     |
| 328 | MEALS & RELATED EXPENSE        |     |               |     |               |     |          |         |               |     |              |     |
|     | 65                             |     | 504           |     | 4,010         |     | 1,253    | 1,000   | 2,000         |     | 2,000        |     |
| 330 | MILEAGE REIMBURSEMENT          |     |               |     |               |     |          |         |               |     |              |     |
|     |                                |     | 660           |     | 1,800         |     | 958      | 900     | 1,800         |     | 1,800        |     |
| 341 | COMMUNICATIONS EXPENSE         |     |               |     |               |     |          |         |               |     |              |     |
|     | 46,163                         |     | 46,127        |     | 72,264        |     | 56,800   | 68,264  | 70,750        |     | 70,750       |     |
| 342 | DATA COMMUNICATION EXPENSE     |     |               |     |               |     |          |         |               |     |              |     |
|     |                                |     | 23,062        |     | 21,120        |     | 19,510   | 21,120  | 21,120        |     | 21,120       |     |
| 351 | UTILITIES EXPENSE              |     |               |     |               |     |          |         |               |     |              |     |
|     | 60,548                         |     | 64,264        |     | 60,000        |     | 58,683   | 60,000  | 60,000        |     | 60,000       |     |
| 361 | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |          |         |               |     |              |     |
|     | 18,796                         |     | 19,960        |     | 17,600        |     | 16,600   | 17,600  | 18,000        |     | 18,000       |     |
| 381 | BUILDING EXPENSE               |     |               |     |               |     |          |         |               |     |              |     |
|     | 10,938                         |     | 10,668        |     | 9,000         |     | 10,657   | 9,000   | 8,500         |     | 8,500        |     |
| 384 | BUILDING MAINTENANCE PROJECTS  |     |               |     |               |     |          |         |               |     |              |     |
|     | 129,949                        |     | 34,683        |     | 10,000        |     | 9,793    | 10,000  | 38,000        |     | 38,000       |     |
| 461 | SPECIAL EXPENSE                |     |               |     |               |     |          |         |               |     |              |     |
|     | 261                            |     | 135           |     | 835           |     | 285      | 890     | 195           |     | 195          |     |
| 481 | OTHER EXPENSES                 |     |               |     |               |     |          |         |               |     |              |     |
|     | 4,309                          |     | 6,116         |     | 5,140         |     | 4,457    | 5,140   | 4,296         |     | 4,296        |     |
| 511 | PROFESSIONAL SERVICES          |     |               |     |               |     |          |         |               |     |              |     |
|     | 33,886                         |     | 46,886        |     | 41,300        |     | 40,964   | 41,300  | 101,000       |     | 101,000      |     |
| 536 | MAINTENANCE CONTRACTS          |     |               |     |               |     |          |         |               |     |              |     |
|     | 3,261                          |     | 2,416         |     | 4,000         |     | 3,167    | 3,500   | 3,500         |     | 3,500        |     |

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 605 PUBLIC WORKS ADMIN FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

| 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  |
| 551  | RENTS AND LEASES               |      |               |      |               |      |           |           |               |      |              |      |
|  | 3,602                          |      | 3,902         |      | 4,108         |      | 4,110     | 4,137     | 3,710         |      | 3,710        |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES           |                                |      |               |      |               |      |           |           |               |      |              |      |
|  | 328,471                        |      | 278,145       |      | 294,077       |      | 264,982   | 282,756   | 347,471       |      | 347,471      |      |
| CLASS: 15 CAPITAL OUTLAY                       |                                |      |               |      |               |      |           |           |               |      |              |      |
| 681  | IMPROVEMENTS                   |      |               |      |               |      |           |           |               |      |              |      |
|  |                                |      |               |      | 295,595       |      | 298,115   | 304,150   |               |      |              |      |
| TOTAL CLASS: 15 CAPITAL OUTLAY                 |                                |      |               |      |               |      |           |           |               |      |              |      |
|  |                                |      |               |      | 295,595       |      | 298,115   | 304,150   |               |      |              |      |
| CLASS: 25 TRANSFERS                            |                                |      |               |      |               |      |           |           |               |      |              |      |
| 0756 803                                       | TRSFER TO GENERAL FD-LANDSCAPE |      |               |      |               |      |           |           |               |      |              |      |
|  | 63,613                         |      | 69,355        |      | 80,215        |      | 80,215    | 80,215    | 83,669        |      | 83,669       |      |
| 816  | TRSFERS TO REPROGRAPHICS FUND  |      |               |      |               |      |           |           |               |      |              |      |
|  | 23,017                         |      | 22,358        |      | 24,219        |      | 21,682    | 24,219    | 25,506        |      | 25,506       |      |
| 818  | TRSFERS TO ISD-ALLOCATED       |      |               |      |               |      |           |           |               |      |              |      |
|  | 47,777                         |      | 43,730        |      | 57,261        |      | 57,261    | 57,261    | 62,980        |      | 62,980       |      |
| TOTAL CLASS: 25 TRANSFERS                      |                                |      |               |      |               |      |           |           |               |      |              |      |
|  | 134,407                        |      | 135,443       |      | 161,695       |      | 159,158   | 161,695   | 172,155       |      | 172,155      |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES        |                                |      |               |      |               |      |           |           |               |      |              |      |
| 991  | CONTINGENCY - UNRESERVED       |      |               |      |               |      |           |           |               |      |              |      |
|  |                                |      |               |      | 53,377        |      |           |           | 36,756        |      | 36,756       |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  |                                |      |               |      |               |      |           |           |               |      |              |      |
|  |                                |      |               |      | 53,377        |      |           |           | 36,756        |      | 36,756       |      |
| TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS |                                |      |               |      |               |      |           |           |               |      |              |      |
|  | 1,074,192                      | 7.00 | 1,105,093     | 6.00 | 1,529,175     | 6.00 | 1,389,203 | 1,448,782 | 1,303,585     | 6.00 | 1,303,585    | 6.00 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 605 PUBLIC WORKS ADMIN FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |         |        |  |         |  |         |        |  |        |  |
|-----|---------------------------|---------|--------|--|---------|--|---------|--------|--|--------|--|
| 301 | BEGINNING WORKING CAPITAL |         |        |  |         |  |         |        |  |        |  |
|     |                           | 242,973 | 90,900 |  | 135,986 |  | 135,986 | 86,954 |  | 86,954 |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |         |        |  |         |  |         |        |  |        |  |
|--|--|---------|--------|--|---------|--|---------|--------|--|--------|--|
|  |  | 242,973 | 90,900 |  | 135,986 |  | 135,986 | 86,954 |  | 86,954 |  |
|--|--|---------|--------|--|---------|--|---------|--------|--|--------|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |       |       |  |       |  |       |       |  |       |  |
|-----|------------------------------|-------|-------|--|-------|--|-------|-------|--|-------|--|
| 384 | INVESTMENT INTEREST EARNINGS |       |       |  |       |  |       |       |  |       |  |
|     |                              | 1,818 | 1,368 |  | 1,800 |  | 1,800 | 2,900 |  | 2,900 |  |

389 MISCELLANEOUS REVENUES

|  |  |       |       |  |  |  |       |  |  |  |  |
|--|--|-------|-------|--|--|--|-------|--|--|--|--|
|  |  | 6,555 | 6,079 |  |  |  | 1,509 |  |  |  |  |
|--|--|-------|-------|--|--|--|-------|--|--|--|--|

399 REIMBURSEMENTS - OTHER

|  |  |  |     |  |         |  |         |  |  |  |  |
|--|--|--|-----|--|---------|--|---------|--|--|--|--|
|  |  |  | 150 |  | 102,583 |  | 102,583 |  |  |  |  |
|--|--|--|-----|--|---------|--|---------|--|--|--|--|

756 PERS RSRV DISTRIB-NON GAAP REV  
 10,436

757 MED/LIFE INS PREM REFUND DISTRIBUTION

|  |  |  |  |  |  |  |     |  |  |  |  |
|--|--|--|--|--|--|--|-----|--|--|--|--|
|  |  |  |  |  |  |  | 551 |  |  |  |  |
|--|--|--|--|--|--|--|-----|--|--|--|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |        |       |  |         |  |         |       |  |       |  |
|--|--|--------|-------|--|---------|--|---------|-------|--|-------|--|
|  |  | 18,809 | 7,597 |  | 104,383 |  | 106,443 | 2,900 |  | 2,900 |  |
|--|--|--------|-------|--|---------|--|---------|-------|--|-------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

|     |                           |         |         |  |         |  |         |         |  |         |  |
|-----|---------------------------|---------|---------|--|---------|--|---------|---------|--|---------|--|
| 411 | TRSFERS FROM GENERAL FUND |         |         |  |         |  |         |         |  |         |  |
|     |                           | 129,171 | 168,720 |  | 184,263 |  | 184,263 | 166,888 |  | 166,888 |  |

412 TRSFERS FROM STREET FUND

|  |  |         |         |  |         |  |         |         |  |         |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|
|  |  | 217,238 | 251,953 |  | 255,059 |  | 259,560 | 248,360 |  | 248,360 |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|

419 TRSFERS FROM WATER FUND

|  |  |         |         |  |         |  |         |         |  |         |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|
|  |  | 105,990 | 197,088 |  | 273,225 |  | 273,225 | 288,261 |  | 288,261 |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|

421 TRSFERS FROM SEWER FUND

|  |  |         |         |  |         |  |         |         |  |         |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|
|  |  | 154,762 | 163,634 |  | 155,561 |  | 155,561 | 131,538 |  | 131,538 |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|

425 TRSFERS FROM GARAGE FUND

|  |  |        |        |  |        |  |        |         |  |         |  |
|--|--|--------|--------|--|--------|--|--------|---------|--|---------|--|
|  |  | 59,157 | 78,409 |  | 87,591 |  | 87,591 | 106,201 |  | 106,201 |  |
|--|--|--------|--------|--|--------|--|--------|---------|--|---------|--|

440 TRSFERS FR STREET LIGHTING FUND

|  |  |        |        |  |        |  |        |        |  |        |  |
|--|--|--------|--------|--|--------|--|--------|--------|--|--------|--|
|  |  | 22,677 | 30,057 |  | 33,576 |  | 33,576 | 34,895 |  | 34,895 |  |
|--|--|--------|--------|--|--------|--|--------|--------|--|--------|--|

441 TRSFERS FR STORM DRAIN FUND

|  |  |         |         |  |         |  |         |         |  |         |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|
|  |  | 214,314 | 252,722 |  | 299,531 |  | 299,531 | 237,588 |  | 237,588 |  |
|--|--|---------|---------|--|---------|--|---------|---------|--|---------|--|

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |  |         |           |  |           |  |           |           |  |           |  |
|--|--|---------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 903,309 | 1,142,583 |  | 1,288,806 |  | 1,293,307 | 1,213,731 |  | 1,213,731 |  |
|--|--|---------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |  |           |           |  |           |  |           |           |  |           |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 1,165,091 | 1,241,080 |  | 1,529,175 |  | 1,535,736 | 1,303,585 |  | 1,303,585 |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |  |           |           |  |           |  |           |           |  |           |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 1,165,091 | 1,241,080 |  | 1,529,175 |  | 1,535,736 | 1,303,585 |  | 1,303,585 |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

## BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

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

SALE OF RECYCABLE MATERIALS

399 REIMBURSEMENTS - OTHER

FY 2017-18 REFLECTS REIMBURSEMENT FROM THE CITY'S INSURANCE CARRIER FOR THE REPLACEMENT OF THE HOIST THAT WAS DAMAGED

756 PERS RSRV DISTRIB-NON GAAP REV

RETIREMENT RESERVES \$1 MILLION DISTRIBUTION TO OPERATING FUNDS.

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND

ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES.

412 TRSFERS FROM STREET FUND

ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

419 TRSFERS FROM WATER FUND

ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

421 TRSFERS FROM SEWER FUND

ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

425 TRSFERS FROM GARAGE FUND

ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

440 TRSFERS FR STREET LIGHTING FUND

ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

441 TRSFERS FR STORM DRAIN FUND

ALLOCATION OF CHARGES FOR OPERATIONS ADMIN AND FACILITIES SERVICES

**BP WORKSHEET & JUSTIFICATION**

FUND: 605 PUBLIC WORKS ADMIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

| 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: 05 PERSONNEL SERVICES

|     |                           |      |         |      |         |      |         |         |      |         |      |  |
|-----|---------------------------|------|---------|------|---------|------|---------|---------|------|---------|------|--|
| 061 | PUBLIC WORKS DIRECTOR     |      |         |      |         |      |         |         |      |         |      |  |
|     | 141,678                   | 1.00 | 151,411 | 1.00 | 154,231 | 1.00 | 154,236 | 158,087 | 1.00 | 158,087 | 1.00 |  |
| 076 | OFFICE SUPERVISOR         |      |         |      |         |      |         |         |      |         |      |  |
|     | 66,769                    | 1.00 | 66,833  | 1.00 | 69,534  | 1.00 | 68,571  | 72,094  | 1.00 | 72,094  | 1.00 |  |
| 085 | PROJECT MANAGER 1         |      |         |      |         |      |         |         |      |         |      |  |
|     | 86,414                    | 1.00 | 85,543  | 1.00 | 89,673  | 1.00 | 85,812  | 91,907  | 1.00 | 91,907  | 1.00 |  |
| 095 | MANAGEMENT ANALYST        |      |         |      |         |      |         |         |      |         |      |  |
|     | 11,682                    | 1.00 | 68,761  | 1.00 | 74,555  | 1.00 | 74,569  | 79,270  | 1.00 | 79,270  | 1.00 |  |
| 215 | UTILITY WORKER            |      |         |      |         |      |         |         |      |         |      |  |
|     | 43,778                    | 1.00 |         |      |         |      |         |         |      |         |      |  |
| 221 | SUPPORT SPECIALIST 2      |      |         |      |         |      |         |         |      |         |      |  |
|     | 37,217                    | 1.00 | 48,474  | 1.00 | 52,531  | 1.00 | 51,896  | 55,881  | 1.00 | 55,881  | 1.00 |  |
| 239 | SUPPORT SPECIALIST 1      |      |         |      |         |      |         |         |      |         |      |  |
|     | 31,805                    | 1.00 | 34,087  | 1.00 | 36,875  | 1.00 | 36,650  | 37,470  | 1.00 | 37,470  | 1.00 |  |
| 299 | PAYROLL TAXES AND FRINGES |      |         |      |         |      |         |         |      |         |      |  |
|     | 191,971                   |      | 236,396 |      | 247,032 |      | 228,447 | 252,494 |      | 252,494 |      |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |         |      |         |      |         |      |         |         |      |         |      |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 611,314 | 7.00 | 691,505 | 6.00 | 724,431 | 6.00 | 700,181 | 747,203 | 6.00 | 747,203 | 6.00 |
|--|---------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                              |  |       |  |        |  |        |       |  |       |  |  |
|-----|------------------------------|--|-------|--|--------|--|--------|-------|--|-------|--|--|
| 301 | OFFICE EXPENSE               |  |       |  |        |  |        |       |  |       |  |  |
|     | 2,720                        |  | 3,332 |  | 4,500  |  | 4,500  | 5,000 |  | 5,000 |  |  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |  |       |  |        |  |        |       |  |       |  |  |
|     |                              |  | 4,693 |  |        |  |        |       |  |       |  |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES  |  |       |  |        |  |        |       |  |       |  |  |
|     | 1,490                        |  | 2,020 |  | 2,500  |  | 2,500  | 2,500 |  | 2,500 |  |  |
| 307 | MEMBERSHIP FEES              |  |       |  |        |  |        |       |  |       |  |  |
|     | 965                          |  | 1,897 |  | 2,000  |  | 2,000  | 2,000 |  | 2,000 |  |  |
| 308 | PERIODICALS & SUBSCRIPTIONS  |  |       |  |        |  |        |       |  |       |  |  |
|     | 36                           |  | 66    |  | 100    |  | 100    | 100   |  | 100   |  |  |
| 317 | COMPUTER EQUIPMENT           |  |       |  |        |  |        |       |  |       |  |  |
|     | 3,995                        |  |       |  | 800    |  | 805    |       |  |       |  |  |
| 318 | COMPUTER SOFTWARE            |  |       |  |        |  |        |       |  |       |  |  |
|     |                              |  |       |  | 28,000 |  | 28,000 |       |  |       |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 605 PUBLIC WORKS ADMIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

|     |                              |   |
|-----|------------------------------|---|
| 061 | PUBLIC WORKS DIRECTOR        |   |
| 076 | OFFICE SUPERVISOR            |   |
| 085 | PROJECT MANAGER 1            |   |
| 095 | MANANGEMENT ANALYST          |   |
| 215 | UTILITY WORKER               | FY 16-17 REFLECTS TRANSFER OF UTILITY WORKER POSITION FROM PUBLIC WORKS ADMIN FUND TO WATER FUND, PROGRAM 0742.   |
| 221 | SUPPORT SPECIALIST 2         |   |
| 239 | SUPPORT SPECIALIST 1         |   |
| 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:<br>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)<br>24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES |
| 301 | OFFICE EXPENSE               | OFFICE SUPPLIES. \$5,000  |
| 304 | DEPARTMENT EQUIPMENT EXPENSE |   |
| 305 | SPECIAL DEPARTMENT SUPPLIES  | BATTERIES,<br>OPERATIONS DEPARTMENT FIRST AID<br>BLUEPRINT PRESERVATION   |
| 307 | MEMBERSHIP FEES              | COOPERATIVE PUBLIC AGENCIES OF WASHINGTON COUNTY MEMBERSHIP (ANNUAL).<br>PROFESSIONAL REGISTRATION RENEWAL<br>APWA MEMBERSHIP FOR DIRECTOR<br>ICMA MEMBERSHIP<br>INCREASE FOR APWA FEE  |
| 308 | PERIODICALS & SUBSCRIPTIONS  | VALLEY TIMES \$100  |
| 317 | COMPUTER EQUIPMENT           | NO APPROPRIATION REQUESTED  |
| 318 | COMPUTER SOFTWARE            |   |

**BP WORKSHEET & JUSTIFICATION**

FUND: 605 PUBLIC WORKS ADMIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

| OBJ | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|-----|--------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|     | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |     |               |     |               |     |         |               |     |              |     |
|     | 7,487                          |     | 6,754         |     | 5,000         |     | 2,000   | 5,000         |     | 5,000        |     |
| 328 | MEALS & RELATED EXPENSE        |     |               |     |               |     |         |               |     |              |     |
|     | 65                             |     | 504           |     | 4,010         |     | 1,000   | 2,000         |     | 2,000        |     |
| 330 | MILEAGE REIMBURSEMENT          |     |               |     |               |     |         |               |     |              |     |
|     |                                |     | 660           |     | 1,800         |     | 900     | 1,800         |     | 1,800        |     |
| 341 | COMMUNICATIONS EXPENSE         |     |               |     |               |     |         |               |     |              |     |
|     | 46,163                         |     | 46,127        |     | 72,264        |     | 68,264  | 70,750        |     | 70,750       |     |
| 342 | DATA COMMUNICATION EXPENSE     |     |               |     |               |     |         |               |     |              |     |
|     |                                |     | 23,062        |     | 21,120        |     | 21,120  | 21,120        |     | 21,120       |     |
| 351 | UTILITIES EXPENSE              |     |               |     |               |     |         |               |     |              |     |
|     | 60,548                         |     | 64,264        |     | 60,000        |     | 60,000  | 60,000        |     | 60,000       |     |
| 361 | UNIFORMS & SPECIAL CLOTHING    |     |               |     |               |     |         |               |     |              |     |
|     | 18,796                         |     | 19,960        |     | 17,600        |     | 17,600  | 18,000        |     | 18,000       |     |
| 381 | BUILDING EXPENSE               |     |               |     |               |     |         |               |     |              |     |
|     | 10,938                         |     | 10,668        |     | 9,000         |     | 9,000   | 8,500         |     | 8,500        |     |
| 384 | BUILDING MAINTENANCE PROJECTS  |     |               |     |               |     |         |               |     |              |     |
|     | 129,949                        |     | 34,683        |     | 10,000        |     | 10,000  | 38,000        |     | 38,000       |     |
| 461 | SPECIAL EXPENSE                |     |               |     |               |     |         |               |     |              |     |
|     | 261                            |     | 135           |     | 835           |     | 890     | 195           |     | 195          |     |
| 481 | OTHER EXPENSES                 |     |               |     |               |     |         |               |     |              |     |
|     | 4,309                          |     | 6,116         |     | 5,140         |     | 5,140   | 4,296         |     | 4,296        |     |
| 511 | PROFESSIONAL SERVICES          |     |               |     |               |     |         |               |     |              |     |
|     | 33,886                         |     | 46,886        |     | 41,300        |     | 41,300  | 101,000       |     | 101,000      |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 605 PUBLIC WORKS ADMIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |  |
|-----|--|
| 321 | TRAVEL, TRAINING & SUBSISTENCE<br>ODOT BRIDGE INSPECTION RE-CERTIFICATION (GOOD FOR FIVE YEARS)<br>ODOT BRIDGE CONSTRUCTION RE-CERTIFICATION<br>NWPMA<br>CPAWC<br>AWWA RE-CERTIFICATION<br>CWS TRAINING<br>APWA CONFERENCE<br>APWA - PW LEADERSHIP<br>ODOT - HMAC INSPECTION RECERT<br>EROSION CONTROL & STORMWATER MANAGEMENT SUMMIT<br>AWWA SHORT SCHOOL (FOR SEWER CERT)<br>DEPARTMENT HEAD RETREAT<br>OFFICE SUPERVISOR SAFETY TRAINING<br>MANAGEMENT ANALYST TRAVEL<br>PUBLIC WORKS DIRECTOR TRAVEL |
| 328 | MEALS & RELATED EXPENSE<br>MEALS FOR LOCAL CLASSES AND/OR MEETINGS, LABOR MANAGEMENT EMPLOYEE OF THE MONTH<br>OVERTIME AND CALL OUT MEALS FOR ALL PUBLIC WORKS STAFF IN ALL FUNDS AND PROGRAMS \$2,000   |
| 330 | MILEAGE REIMBURSEMENT<br>REIMBURSEMENT FOR PERSONAL VEHICLE USE \$1,800  |
| 341 | COMMUNICATIONS EXPENSE<br>LOCAL EXCHANGE PHONE LINES TO THE OPERATIONS COMPLEX \$700 PER MONTH \$8,400<br>CELL PHONES FOR OPS AND ENG STAFF 60 SMART PHONES/63 BASIC CELL PHONES @ \$5,175 PER MONTH \$62,350  |
| 342 | DATA COMMUNICATION EXPENSE<br>WATER FUND: DATA PLAN FOR 12 COMMUNICATION DEVICES (\$480 EACH)<br>STREET FUND: DATA PLAN FOR 7 COMMUNICATION DEVICES<br>SEWER FUND: DATA PLAN FOR 1 COMMUNICATION DEVICE<br>STORM DRAIN FUND: DATA PLAN FOR 7 COMMUNICATION DEVICES<br>PUBLIC WORKS ADMIN FUND: DATA PLAN FOR 17 COMMUNICATION DEVICES \$21,120   |
| 351 | UTILITIES EXPENSE<br>UTILITY EXPENSES FOR OPERATIONS COMPLEX: ELECTRICITY, NATURAL GAS, WATER AND TRASH SERVICE \$60,000   |
| 361 | UNIFORMS & SPECIAL CLOTHING<br>BASEBALL CAPS FOR PUBLIC WORKS STAFF<br>SHIRTS AND JACKETS WITH CITY LOGO<br>FOR ALL ELIGIBLE PUBLIC WORKS STAFF AS REQUIRED BY THE SEIU CONTRACT   |
| 381 | BUILDING EXPENSE<br>PAPER PRODUCTS FOR RESTROOMS<br>LIGHTBULBS<br>ELECTRICAL WORK & SUPPLIES<br>DOOR REPAIRS<br>OTHER SUPPLIES (PAINT FILTERS, HARDWARE)<br>UNFORESEEN REPAIRS   |
| 384 | BUILDING MAINTENANCE PROJECTS<br>UNFORESEEN PROJECTS<br>BUILD AN OFFICE IN BUILDING D<br>PATCH AND REPAIR PARKING LOT  |
| 461 | SPECIAL EXPENSE<br>UST PERMIT<br>DEQ PERMITS/AIR TANK PERMIT   |
| 481 | OTHER EXPENSES<br>ORGANIZATIONAL DEVELOPMENT AND TEAMBUILDING FOR PUBLIC WORKS (107.4 FTE @ \$40 PER FTE )<br>HOLIDAY OPEN HOUSE SUPPLIES \$4,296  |
| 511 | PROFESSIONAL SERVICES<br>JANITORIAL SERVICES FOR OPERATIONS COMPLEX BUILDINGS \$41,000<br>FENCE FOR 160TH SITE \$60,000  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 605 PUBLIC WORKS ADMIN FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

| 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          |      |               |      |               |      |           |               |      |              |      |
|  | 3,261                          |      | 2,416         |      | 4,000         |      | 3,500     | 3,500         |      | 3,500        |      |
| 551  | RENTS AND LEASES               |      |               |      |               |      |           |               |      |              |      |
|  | 3,602                          |      | 3,902         |      | 4,108         |      | 4,137     | 3,710         |      | 3,710        |      |
| TOTAL CLASS: 10 MATERIALS & SERVICES               |                                |      |               |      |               |      |           |               |      |              |      |
|  | 328,471                        |      | 278,145       |      | 294,077       |      | 282,756   | 347,471       |      | 347,471      |      |
| CLASS: 15 CAPITAL OUTLAY                           |                                |      |               |      |               |      |           |               |      |              |      |
| 681  | IMPROVEMENTS                   |      |               |      |               |      |           |               |      |              |      |
|  |                                |      |               |      | 295,595       |      | 304,150   |               |      |              |      |
| TOTAL CLASS: 15 CAPITAL OUTLAY                     |                                |      |               |      |               |      |           |               |      |              |      |
|  |                                |      |               |      | 295,595       |      | 304,150   |               |      |              |      |
| CLASS: 25 TRANSFERS                                |                                |      |               |      |               |      |           |               |      |              |      |
| 803  | TRSFER TO GENERAL FD-LANDSCAPE |      |               |      |               |      |           |               |      |              |      |
|  | 63,613                         |      | 69,355        |      | 80,215        |      | 80,215    | 83,669        |      | 83,669       |      |
| 816  | TRSFERS TO REPROGRAPHICS FUND  |      |               |      |               |      |           |               |      |              |      |
|  | 23,017                         |      | 22,358        |      | 24,219        |      | 24,219    | 25,506        |      | 25,506       |      |
| 818  | TRSFERS TO ISD-ALLOCATED       |      |               |      |               |      |           |               |      |              |      |
|  | 47,777                         |      | 43,730        |      | 57,261        |      | 57,261    | 62,980        |      | 62,980       |      |
| TOTAL CLASS: 25 TRANSFERS                          |                                |      |               |      |               |      |           |               |      |              |      |
|  | 134,407                        |      | 135,443       |      | 161,695       |      | 161,695   | 172,155       |      | 172,155      |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES            |                                |      |               |      |               |      |           |               |      |              |      |
| 991  | CONTINGENCY - UNRESERVED       |      |               |      |               |      |           |               |      |              |      |
|  |                                |      |               |      | 53,377        |      |           | 36,756        |      | 36,756       |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES      |                                |      |               |      |               |      |           |               |      |              |      |
|  |                                |      |               |      | 53,377        |      |           | 36,756        |      | 36,756       |      |
| TOTAL PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION) |                                |      |               |      |               |      |           |               |      |              |      |
|  | 1,074,192                      | 7.00 | 1,105,093     | 6.00 | 1,529,175     | 6.00 | 1,448,782 | 1,303,585     | 6.00 | 1,303,585    | 6.00 |
| TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS     |                                |      |               |      |               |      |           |               |      |              |      |
|  | 1,074,192                      | 7.00 | 1,105,093     | 6.00 | 1,529,175     | 6.00 | 1,448,782 | 1,303,585     | 6.00 | 1,303,585    | 6.00 |
| TOTAL FUND: 605 PUBLIC WORKS ADMIN FUND            |                                |      |               |      |               |      |           |               |      |              |      |
|  | 1,074,192                      | 7.00 | 1,105,093     | 6.00 | 1,529,175     | 6.00 | 1,448,782 | 1,303,585     | 6.00 | 1,303,585    | 6.00 |

### BP WORKSHEET & JUSTIFICATION

FUND: 605 PUBLIC WORKS ADMIN FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0681 MANAGEMENT SERVICES(OPERATION)

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 536 MAINTENANCE CONTRACTS
  - PEST CONTROL \$3,500
  - ANNUAL FIRE SPRINKLER TESTING
  - ANNUAL FIRE ALARM TESTING
  - GENERATOR MAINTENANCE
  - FIRE ALARM MONITORING
  - ANTIFREEZE CHARGING
- 551 RENTS AND LEASES
  - STORAGE SPACE LEASE AT HARVEST COURT \$3,710

- 681 IMPROVEMENTS
  - FY 2017-18 RELLECTS REPLACEMENT AND UPGRADE OF THE HEAVY DUTY EQUIPMENT HOIST THAT WAS DAMAGED LAST FISCAL YEAR. THE COST IS PARTLY OFFSET BY INSURANCE PROCEEDS OF \$102,583 SHOWN IN REVENUE ACCOUNT 399

- 803 TRSFR TO GENERAL FD-LANDSCAPE
- 816 TRSFRS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 818 TRSFRS TO ISD-ALLOCATED
  - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$62,980

- 991 CONTINGENCY - UNRESERVED



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -3,289,168 |  | -3,230,607 |  | -3,184,382 |  | -3,184,382 | -3,184,382 | -3,226,776 |  | -3,226,776 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -3,289,168 |  | -3,230,607 |  | -3,184,382 |  | -3,184,382 | -3,184,382 | -3,226,776 |  | -3,226,776 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | -19,685 |  | -30,911 |  | -24,200 |  | -34,696 | -37,700 | -49,900 |  | -49,900 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

386 3RD PARTY SUBROGATION

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | -15,351 |  | -25,438 |  | -35,000 |  | -14,742 | -35,000 | -35,000 |  | -35,000 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

389 MISCELLANEOUS REVENUES

|  |          |  |        |  |  |  |        |        |  |  |  |  |
|--|----------|--|--------|--|--|--|--------|--------|--|--|--|--|
|  | -286,814 |  | -3,931 |  |  |  | -1,227 | -1,227 |  |  |  |  |
|--|----------|--|--------|--|--|--|--------|--------|--|--|--|--|

399 REIMBURSEMENTS - OTHER

|  |          |  |          |  |          |  |         |         |  |  |  |  |
|--|----------|--|----------|--|----------|--|---------|---------|--|--|--|--|
|  | -322,910 |  | -584,459 |  | -259,955 |  | -25,030 | -22,314 |  |  |  |  |
|--|----------|--|----------|--|----------|--|---------|---------|--|--|--|--|

756 PERS RSRV DISTRIB-NON GAAP REV

|  |        |  |  |  |  |  |  |  |  |  |  |  |
|--|--------|--|--|--|--|--|--|--|--|--|--|--|
|  | -4,688 |  |  |  |  |  |  |  |  |  |  |  |
|--|--------|--|--|--|--|--|--|--|--|--|--|--|

757 MED/LIFE INS PREM REFUND DISTRIBUTION

|  |  |  |  |  |  |  |      |      |  |  |  |  |
|--|--|--|--|--|--|--|------|------|--|--|--|--|
|  |  |  |  |  |  |  | -677 | -677 |  |  |  |  |
|--|--|--|--|--|--|--|------|------|--|--|--|--|

763 RETIREE COBRA HLTH INSUR PREMIUM

|  |  |  |  |  |  |  |          |          |          |  |          |  |
|--|--|--|--|--|--|--|----------|----------|----------|--|----------|--|
|  |  |  |  |  |  |  | -203,054 | -230,350 | -230,350 |  | -230,350 |  |
|--|--|--|--|--|--|--|----------|----------|----------|--|----------|--|

764 MODA MEDICAL CITY-WIDE PREM REFUND

|  |  |  |  |  |  |  |          |          |  |  |  |  |
|--|--|--|--|--|--|--|----------|----------|--|--|--|--|
|  |  |  |  |  |  |  | -102,762 | -102,762 |  |  |  |  |
|--|--|--|--|--|--|--|----------|----------|--|--|--|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -649,448 |  | -644,739 |  | -319,155 |  | -382,188 | -430,030 | -315,250 |  | -315,250 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

|  |          |  |          |  |          |  |          |          |          |  |          |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|
|  | -275,172 |  | -357,723 |  | -411,381 |  | -411,381 | -411,381 | -411,381 |  | -411,381 |  |
|--|----------|--|----------|--|----------|--|----------|----------|----------|--|----------|--|

412 TRSFERS FROM STREET FUND

|  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|

0765

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

| 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 |
|   | -102,180                        |     | -132,834      |     | -152,760      |     | -152,760   | -152,760   | -152,760      |     | -152,760     |     |
| 419                                       | TRSFERS FROM WATER FUND         |     |               |     |               |     |            |            |               |     |              |     |
|   | -153,032                        |     | -198,941      |     | -228,792      |     | -228,792   | -228,792   | -228,792      |     | -228,792     |     |
| 421                                       | TRSFERS FROM SEWER FUND         |     |               |     |               |     |            |            |               |     |              |     |
|   | -110,126                        |     | -143,163      |     | -242,037      |     | -164,637   | -242,037   | -164,637      |     | -164,637     |     |
| 424                                       | TRSFERS FROM REPROGRAPHICS FUND |     |               |     |               |     |            |            |               |     |              |     |
|   | -4,095                          |     | -5,323        |     | -6,121        |     | -6,121     | -6,121     | -6,121        |     | -6,121       |     |
| 425                                       | TRSFERS FROM GARAGE FUND        |     |               |     |               |     |            |            |               |     |              |     |
|   | -31,437                         |     | -40,868       |     | -46,998       |     | -46,998    | -46,998    | -46,998       |     | -46,998      |     |
| 426                                       | TRSFERS FROM ISD                |     |               |     |               |     |            |            |               |     |              |     |
|   | -4,432                          |     | -5,761        |     | -6,625        |     | -6,625     | -6,625     | -6,625        |     | -6,625       |     |
| 430                                       | TRANSFER FROM LIBRARY FUND      |     |               |     |               |     |            |            |               |     |              |     |
|   | -74,630                         |     | -97,019       |     | -111,572      |     | -111,572   | -111,572   | -111,572      |     | -111,572     |     |
| 440                                       | TRSFERS FR STREET LIGHTING FUND |     |               |     |               |     |            |            |               |     |              |     |
|   | -4,550                          |     | -5,915        |     | -6,802        |     | -6,802     | -6,802     | -6,802        |     | -6,802       |     |
| 441                                       | TRSFERS FR STORM DRAIN FUND     |     |               |     |               |     |            |            |               |     |              |     |
|   | -83,113                         |     | -108,046      |     | -124,253      |     | -124,253   | -124,253   | -124,253      |     | -124,253     |     |
| TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS |                                 |     |               |     |               |     |            |            |               |     |              |     |
|   | -842,767                        |     | -1,095,593    |     | -1,337,341    |     | -1,259,941 | -1,337,341 | -1,259,941    |     | -1,259,941   |     |
| CLASS: 45 NON-REVENUE RECEIPTS            |                                 |     |               |     |               |     |            |            |               |     |              |     |
| 462                                       | MODA - P200 MEDICAL PREMIUMS    |     |               |     |               |     |            |            |               |     |              |     |
|   | -1,990,663                      |     | -2,112,443    |     | -2,153,172    |     | -2,202,841 | -2,204,348 | -2,465,208    |     | -2,465,208   |     |
| 463                                       | MODA - DENTAL PREMIUMS          |     |               |     |               |     |            |            |               |     |              |     |
|   | -916,216                        |     | -912,943      |     | -955,572      |     | -956,248   | -963,425   | -1,032,180    |     | -1,032,180   |     |
| 464                                       | SELF-INS. WORKERS COMP - CITY   |     |               |     |               |     |            |            |               |     |              |     |
|   | -529,327                        |     | -505,985      |     | -490,000      |     | -455,801   | -490,000   | -490,000      |     | -490,000     |     |
| 465                                       | SELF-INS. UNEMPLOYMENT- CITY    |     |               |     |               |     |            |            |               |     |              |     |
|   | -115,263                        |     | -9,697        |     |               |     |            |            |               |     |              |     |
| 466                                       | KAISER MEDICAL PREMIUMS         |     |               |     |               |     |            |            |               |     |              |     |

0766

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

| 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 |
|                                      | -3,928,631                      |     | -4,011,175    |     | -4,273,440    |     | -4,389,895  | -4,387,624  | -4,631,052    |     | -4,631,052   |     |
| 467                                  | MODA-P250 (POS)MEDICAL PREMIUMS |     |               |     |               |     |             |             |               |     |              |     |
|                                      | -2,016,538                      |     | -2,143,602    |     | -2,160,480    |     | -2,091,514  | -2,104,132  | -2,890,308    |     | -2,890,308   |     |
| TOTAL CLASS: 45 NON-REVENUE RECEIPTS |                                 |     |               |     |               |     |             |             |               |     |              |     |
|                                      | -9,496,638                      |     | -9,695,845    |     | -10,032,664   |     | -10,096,299 | -10,149,529 | -11,508,748   |     | -11,508,748  |     |
| TOTAL DEPARTMENT: 03 REVENUE         |                                 |     |               |     |               |     |             |             |               |     |              |     |
|                                      | -14,278,021                     |     | -14,666,784   |     | -14,873,542   |     | -14,922,810 | -15,101,282 | -16,310,715   |     | -16,310,715  |     |

0767

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND DEPT: 40 INSURANCE DIVISION

| 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: 05 PERSONNEL SERVICES

|                                    |                                  |      |         |      |         |      |         |         |         |      |         |      |
|------------------------------------|----------------------------------|------|---------|------|---------|------|---------|---------|---------|------|---------|------|
| 030                                | RISK & SAFETY OFFICER            |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 81,734                           | 1.00 | 88,520  | 1.00 | 93,123  | 1.00 | 81,731  | 85,150  | 88,584  | 1.00 | 88,584  | 1.00 |
| 031                                | CITY ATTORNEY                    |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 26,366                           | .15  | 27,238  | .15  | 27,656  | .15  | 27,162  | 27,657  | 28,346  | .15  | 28,346  | .15  |
| 038                                | HUMAN RESOURCES DIRECTOR         |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 10,856                           | .10  | 17,619  | .15  | 19,167  | .15  | 12,980  | 12,980  | 17,245  | .15  | 17,245  | .15  |
| 056                                | RECORDS MANAGER                  |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 8,061                            | .10  | 8,656   | .10  | 9,312   | .10  | 8,450   | 8,966   | 9,550   | .10  | 9,550   | .10  |
| 115                                | HUMAN RESOURCES SPECIALIST       |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 15,203                           | .25  |         |      |         |      |         |         |         |      |         |      |
| 0768 116                           | HUMAN RESOURCES ASSISTANT        |      |         |      |         |      |         |         |         |      |         |      |
|                                    |                                  |      | 2,523   | .05  | 2,690   | .05  | 2,638   | 2,795   | 2,937   | .05  | 2,937   | .05  |
| 182                                | LEGAL SERVICES MANAGER           |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 10,359                           | .15  | 11,359  | .15  | 12,329  | .15  | 11,199  | 11,884  | 13,072  | .15  | 13,072  | .15  |
| 192                                | ASSISTANT CITY ATTORNEY 3        |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 15,981                           | .15  | 12,888  | .15  | 18,371  | .15  | 16,674  | 16,918  | 20,241  | .15  | 20,241  | .15  |
| 194                                | BENEFITS REPRESENTATIVE          |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 29,807                           | .75  | 51,725  | .90  | 56,504  | .90  | 52,074  | 55,270  | 60,796  | .90  | 60,796  | .90  |
| 202                                | HUMAN RESOURCES ANALYST          |      |         |      |         |      |         |         |         |      |         |      |
|                                    |                                  |      | 7,870   | .10  | 7,882   | .10  | 7,564   | 8,012   | 8,231   | .10  | 8,231   | .10  |
| 221                                | SUPPORT SPECIALIST 2             |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 5,128                            | .10  | 5,305   | .10  | 5,392   | .10  | 5,145   | 5,412   | 5,592   | .10  | 5,592   | .10  |
| 285                                | EMPLOYEE LABOR RELATIONS MANAGER |      |         |      |         |      |         |         |         |      |         |      |
|                                    |                                  | .05  | 5,018   | .05  | 5,969   | .05  | 4,979   | 5,298   | 5,407   | .05  | 5,407   | .05  |
| 299                                | PAYROLL TAXES AND FRINGES        |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 116,003                          |      | 115,983 |      | 136,731 |      | 119,841 | 122,329 | 143,481 |      | 143,481 |      |
| TOTAL CLASS: 05 PERSONNEL SERVICES |                                  |      |         |      |         |      |         |         |         |      |         |      |
|                                    | 319,498                          | 2.80 | 354,704 | 2.90 | 395,126 | 2.90 | 350,437 | 362,671 | 403,482 | 2.90 | 403,482 | 2.90 |

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 706 INSURANCE AGENCY FUND

DEPT: 40 INSURANCE DIVISION

| 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   |  |           |  |           |  |           |           |            |  |            |  |
|          | 11,282                         |  | 6,400     |  | 13,600    |  | 10,870    | 12,000    | 10,000     |  | 10,000     |  |
| 305      | SPECIAL DEPARTMENT SUPPLIES    |  |           |  |           |  |           |           |            |  |            |  |
|          | 3,956                          |  | 3,864     |  | 5,000     |  | 2,977     | 4,000     | 5,000      |  | 5,000      |  |
| 307      | MEMBERSHIP FEES                |  |           |  |           |  |           |           |            |  |            |  |
|          | 800                            |  | 820       |  | 850       |  | 820       | 850       | 900        |  | 900        |  |
| 308      | PERIODICALS & SUBSCRIPTIONS    |  |           |  |           |  |           |           |            |  |            |  |
|          | 495                            |  | 495       |  | 600       |  | 990       | 600       | 600        |  | 600        |  |
| 321      | TRAVEL, TRAINING & SUBSISTENCE |  |           |  |           |  |           |           |            |  |            |  |
|          | 235                            |  | 43        |  | 1,250     |  | 542       | 1,100     | 1,250      |  | 1,250      |  |
| 0769 326 | CITYWIDE TRAINING              |  |           |  |           |  |           |           |            |  |            |  |
|          | 1,951                          |  | 8,083     |  | 11,000    |  | 8,360     | 11,000    | 11,000     |  | 11,000     |  |
| 328      | MEALS & RELATED EXPENSE        |  |           |  |           |  |           |           |            |  |            |  |
|          | 45                             |  | 74        |  | 250       |  | 97        | 200       | 200        |  | 200        |  |
| 330      | MILEAGE REIMBURSEMENT          |  |           |  |           |  |           |           |            |  |            |  |
|          | 90                             |  | 123       |  | 175       |  | 95        | 175       | 200        |  | 200        |  |
| 341      | COMMUNICATIONS EXPENSE         |  |           |  |           |  |           |           |            |  |            |  |
|          | 107                            |  |           |  |           |  |           |           |            |  |            |  |
| 387      | GENERAL LIABILITY INSURANCE    |  |           |  |           |  |           |           |            |  |            |  |
|          | 446,639                        |  | 442,705   |  | 462,300   |  | 446,494   | 455,000   | 551,077    |  | 551,077    |  |
| 388      | PROPERTY INSURANCE             |  |           |  |           |  |           |           |            |  |            |  |
|          | 202,915                        |  | 155,601   |  | 160,500   |  | 152,194   | 160,500   | 175,000    |  | 175,000    |  |
| 389      | W/C EXCESS INSURANCE COVERAGE  |  |           |  |           |  |           |           |            |  |            |  |
|          | 110,355                        |  | 117,925   |  | 119,800   |  | 108,870   | 108,870   | 119,800    |  | 119,800    |  |
| 390      | PUBLIC EMPLOYEES BOND          |  |           |  |           |  |           |           |            |  |            |  |
|          | 600                            |  | 500       |  | 500       |  | 500       | 500       | 500        |  | 500        |  |
| 392      | HEALTH INSURANCE               |  |           |  |           |  |           |           |            |  |            |  |
|          | 8,199,023                      |  | 8,479,841 |  | 8,761,287 |  | 8,752,684 | 8,813,873 | 10,118,780 |  | 10,118,780 |  |
| 393      | WORKERS COMP STATE ASSESSMENT  |  |           |  |           |  |           |           |            |  |            |  |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND DEPT: 40 INSURANCE DIVISION

| 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 |
|                                      | 20,789                         |     | 23,933        |     | 25,000        |     | 27,497     | 25,000     | 25,000        |     | 25,000       |     |
| 394                                  | WELLNESS PROGRAM EXPENSE       |     |               |     |               |     |            |            |               |     |              |     |
|                                      | 27,929                         |     | 23,587        |     | 38,000        |     | 16,188     | 22,000     | 30,000        |     | 30,000       |     |
| 395                                  | PERFORMANCE BOND INSURANCE     |     |               |     |               |     |            |            |               |     |              |     |
|                                      | 4,800                          |     | 6,618         |     | 6,600         |     | 3,915      | 3,915      | 4,300         |     | 4,300        |     |
| 399                                  | DENTAL INSURANCE               |     |               |     |               |     |            |            |               |     |              |     |
|                                      | 876,447                        |     | 850,657       |     | 946,544       |     | 804,324    | 916,916    | 1,002,981     |     | 1,002,981    |     |
| 457                                  | BVTN BLDG FLOOD DAMAGE EXPENSE |     |               |     |               |     |            |            |               |     |              |     |
|                                      | 864                            |     | 30,705        |     |               |     |            |            |               |     |              |     |
| 461                                  | SPECIAL EXPENSE                |     |               |     |               |     |            |            |               |     |              |     |
|                                      | 1,792                          |     | 472           |     | 2,500         |     | 436        | 2,500      | 2,500         |     | 2,500        |     |
| 462                                  | ADA COMPLIANCE EXPENSE         |     |               |     |               |     |            |            |               |     |              |     |
|                                      | 3,000                          |     |               |     | 3,000         |     |            | 3,000      | 3,000         |     | 3,000        |     |
| 511                                  | PROFESSIONAL SERVICES          |     |               |     |               |     |            |            |               |     |              |     |
|                                      | 111,204                        |     | 157,954       |     | 141,750       |     | 133,257    | 138,382    | 144,500       |     | 144,500      |     |
| 520                                  | CITY PROPERTY DAMAGE CLAIMS    |     |               |     |               |     |            |            |               |     |              |     |
|                                      | 99,245                         |     | 173,108       |     | 120,000       |     | 176,472    | 120,000    | 125,000       |     | 125,000      |     |
| 521                                  | THIRD PARTY LIABILITY CLAIMS   |     |               |     |               |     |            |            |               |     |              |     |
|                                      | 103,929                        |     | 337,075       |     | 197,000       |     | 159,272    | 225,000    | 160,000       |     | 160,000      |     |
| 527                                  | THIRD PARTY PROPERTY CLAIMS    |     |               |     |               |     |            |            |               |     |              |     |
|                                      | 348                            |     | 1,150         |     | 2,500         |     | 907        | 1,000      | 2,000         |     | 2,000        |     |
| 528                                  | WORKERS COMP CLAIMS            |     |               |     |               |     |            |            |               |     |              |     |
|                                      | 346,117                        |     | 147,689       |     | 327,400       |     | 327,400    | 325,000    | 200,000       |     | 200,000      |     |
| 529                                  | UNEMPLOYMENT CLAIMS            |     |               |     |               |     |            |            |               |     |              |     |
|                                      | 64,819                         |     | 47,399        |     | 60,000        |     | 78,030     | 60,000     | 60,000        |     | 60,000       |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |                                |     |               |     |               |     |            |            |               |     |              |     |
|                                      | 10,639,776                     |     | 11,016,821    |     | 11,407,406    |     | 11,213,191 | 11,411,381 | 12,753,588    |     | 12,753,588   |     |

CLASS: 25 TRANSFERS

801 TRSFR TO GENERAL FD - OVERHEAD

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 706 INSURANCE AGENCY FUND                      DEPT: 40 INSURANCE DIVISION

| 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  |
|   | 34,222                         |      | 55,781        |      | 49,599        |      | 49,599     | 49,599     | 53,913        |      | 53,913       |      |
| 802   | TRFSR TO GENERAL FD-ACCOUNTING |      |               |      |               |      |            |            |               |      |              |      |
|   | 41,932                         |      | 43,788        |      | 35,526        |      | 35,526     | 35,526     | 41,579        |      | 41,579       |      |
| 816   | TRFSRS TO REPROGRAPHICS FUND   |      |               |      |               |      |            |            |               |      |              |      |
|   | 3,059                          |      | 2,130         |      | 3,304         |      | 1,492      | 3,304      | 3,328         |      | 3,328        |      |
| 818   | TRFSRS TO ISD-ALLOCATED        |      |               |      |               |      |            |            |               |      |              |      |
|   | 8,930                          |      | 9,181         |      | 12,025        |      | 12,025     | 12,025     | 13,122        |      | 13,122       |      |
| TOTAL CLASS: 25 TRANSFERS                     |                                |      |               |      |               |      |            |            |               |      |              |      |
|   | 88,143                         |      | 110,880       |      | 100,454       |      | 98,642     | 100,454    | 111,942       |      | 111,942      |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                                |      |               |      |               |      |            |            |               |      |              |      |
| 991   | CONTINGENCY - UNRESERVED       |      |               |      |               |      |            |            |               |      |              |      |
|   |                                |      |               |      | 547,556       |      |            |            | 646,703       |      | 646,703      |      |
| 998   | RESERVE                        |      |               |      |               |      |            |            |               |      |              |      |
|   |                                |      |               |      | 2,423,000     |      |            |            | 2,395,000     |      | 2,395,000    |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                |      |               |      |               |      |            |            |               |      |              |      |
|   |                                |      |               |      | 2,970,556     |      |            |            | 3,041,703     |      | 3,041,703    |      |
| TOTAL DEPARTMENT: 40 INSURANCE DIVISION       |                                |      |               |      |               |      |            |            |               |      |              |      |
|   | 11,047,417                     | 2.80 | 11,482,405    | 2.90 | 14,873,542    | 2.90 | 11,662,270 | 11,874,506 | 16,310,715    | 2.90 | 16,310,715   | 2.90 |

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**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |           |           |  |           |  |           |           |  |  |           |
|-----|---------------------------|-----------|-----------|--|-----------|--|-----------|-----------|--|--|-----------|
| 301 | BEGINNING WORKING CAPITAL |           |           |  |           |  |           |           |  |  |           |
|     |                           | 1,564,171 | 1,375,018 |  | 1,366,362 |  | 1,366,362 | 1,480,831 |  |  | 1,480,831 |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |           |           |  |           |  |           |           |  |  |           |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|--|-----------|
|  |  | 1,564,171 | 1,375,018 |  | 1,366,362 |  | 1,366,362 | 1,480,831 |  |  | 1,480,831 |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|--|-----------|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |       |        |  |       |  |        |        |  |  |        |
|-----|------------------------------|-------|--------|--|-------|--|--------|--------|--|--|--------|
| 384 | INVESTMENT INTEREST EARNINGS |       |        |  |       |  |        |        |  |  |        |
|     |                              | 8,169 | 11,815 |  | 9,100 |  | 13,800 | 19,100 |  |  | 19,100 |

|     |                       |        |        |  |        |  |        |        |  |  |        |
|-----|-----------------------|--------|--------|--|--------|--|--------|--------|--|--|--------|
| 386 | 3RD PARTY SUBROGATION |        |        |  |        |  |        |        |  |  |        |
|     |                       | 15,351 | 25,438 |  | 35,000 |  | 35,000 | 35,000 |  |  | 35,000 |

|     |                        |       |         |  |  |  |       |  |  |  |  |
|-----|------------------------|-------|---------|--|--|--|-------|--|--|--|--|
| 399 | REIMBURSEMENTS - OTHER |       |         |  |  |  |       |  |  |  |  |
|     |                        | 2,680 | 227,373 |  |  |  | 4,450 |  |  |  |  |

|     |                                |       |  |  |  |  |  |  |  |  |  |
|-----|--------------------------------|-------|--|--|--|--|--|--|--|--|--|
| 756 | PERS RSRV DISTRIB-NON GAAP REV |       |  |  |  |  |  |  |  |  |  |
|     |                                | 1,555 |  |  |  |  |  |  |  |  |  |

|     |                                       |  |  |  |  |  |  |  |  |  |    |
|-----|---------------------------------------|--|--|--|--|--|--|--|--|--|----|
| 757 | MED/LIFE INS PREM REFUND DISTRIBUTION |  |  |  |  |  |  |  |  |  |    |
|     |                                       |  |  |  |  |  |  |  |  |  | 94 |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |        |         |  |        |  |        |        |  |  |        |
|--|--|--------|---------|--|--------|--|--------|--------|--|--|--------|
|  |  | 27,755 | 264,626 |  | 44,100 |  | 53,344 | 54,100 |  |  | 54,100 |
|--|--|--------|---------|--|--------|--|--------|--------|--|--|--------|

CLASS: 40 INTERFUND TRANSFERS/LOANS

|     |                           |         |         |  |         |  |         |         |  |  |         |
|-----|---------------------------|---------|---------|--|---------|--|---------|---------|--|--|---------|
| 411 | TRSFERS FROM GENERAL FUND |         |         |  |         |  |         |         |  |  |         |
|     |                           | 275,172 | 357,723 |  | 411,381 |  | 411,381 | 411,381 |  |  | 411,381 |

|     |                          |         |         |  |         |  |         |         |  |  |         |
|-----|--------------------------|---------|---------|--|---------|--|---------|---------|--|--|---------|
| 412 | TRSFERS FROM STREET FUND |         |         |  |         |  |         |         |  |  |         |
|     |                          | 102,180 | 132,834 |  | 152,760 |  | 152,760 | 152,760 |  |  | 152,760 |

|     |                         |         |         |  |         |  |         |         |  |  |         |
|-----|-------------------------|---------|---------|--|---------|--|---------|---------|--|--|---------|
| 419 | TRSFERS FROM WATER FUND |         |         |  |         |  |         |         |  |  |         |
|     |                         | 153,032 | 198,941 |  | 228,792 |  | 228,792 | 228,792 |  |  | 228,792 |

|     |                         |         |         |  |         |  |         |         |  |  |         |
|-----|-------------------------|---------|---------|--|---------|--|---------|---------|--|--|---------|
| 421 | TRSFERS FROM SEWER FUND |         |         |  |         |  |         |         |  |  |         |
|     |                         | 110,126 | 143,163 |  | 164,637 |  | 164,637 | 164,637 |  |  | 164,637 |

|     |                                 |       |       |  |       |  |       |       |  |  |       |
|-----|---------------------------------|-------|-------|--|-------|--|-------|-------|--|--|-------|
| 424 | TRSFERS FROM REPROGRAPHICS FUND |       |       |  |       |  |       |       |  |  |       |
|     |                                 | 4,095 | 5,323 |  | 6,121 |  | 6,121 | 6,121 |  |  | 6,121 |

|     |                          |        |        |  |        |  |        |        |  |  |        |
|-----|--------------------------|--------|--------|--|--------|--|--------|--------|--|--|--------|
| 425 | TRSFERS FROM GARAGE FUND |        |        |  |        |  |        |        |  |  |        |
|     |                          | 31,437 | 40,868 |  | 46,998 |  | 46,998 | 46,998 |  |  | 46,998 |

|     |                  |       |       |  |       |  |       |       |  |  |       |
|-----|------------------|-------|-------|--|-------|--|-------|-------|--|--|-------|
| 426 | TRSFERS FROM ISD |       |       |  |       |  |       |       |  |  |       |
|     |                  | 4,432 | 5,761 |  | 6,625 |  | 6,625 | 6,625 |  |  | 6,625 |

|     |                            |        |        |  |         |  |         |         |  |  |         |
|-----|----------------------------|--------|--------|--|---------|--|---------|---------|--|--|---------|
| 430 | TRANSFER FROM LIBRARY FUND |        |        |  |         |  |         |         |  |  |         |
|     |                            | 74,630 | 97,019 |  | 111,572 |  | 111,572 | 111,572 |  |  | 111,572 |

|     |                                 |       |       |  |       |  |       |       |  |  |       |
|-----|---------------------------------|-------|-------|--|-------|--|-------|-------|--|--|-------|
| 440 | TRSFERS FR STREET LIGHTING FUND |       |       |  |       |  |       |       |  |  |       |
|     |                                 | 4,550 | 5,915 |  | 6,802 |  | 6,802 | 6,802 |  |  | 6,802 |

|     |                             |        |         |  |         |  |         |         |  |  |         |
|-----|-----------------------------|--------|---------|--|---------|--|---------|---------|--|--|---------|
| 441 | TRSFERS FR STORM DRAIN FUND |        |         |  |         |  |         |         |  |  |         |
|     |                             | 83,113 | 108,046 |  | 124,253 |  | 124,253 | 124,253 |  |  | 124,253 |

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

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%

386 3RD PARTY SUBROGATION

REVENUES FROM SUBGROGATING CLAIMS TO 3RD PARTIES

399 REIMBURSEMENTS - OTHER

FY 2016-17 REFLECTS:  
 INSURANCE REIMBURSEMENT EQUIPMENT DAMAGED IN BEAVERTON BUILDING WATER DAMAGE \$19,425  
 INSURANCE REIMBURSEMENT VACTOR TRUCK DAMAGE \$52,800

756 PERS RSRV DISTRIB-NON GAAP REV

RETIREMENT RESERVES \$1 MILLION DISTRIBUTION TO OPERATING FUNDS.

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND

ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE TO ALL FUNDS

412 TRSFERS FROM STREET FUND

419 TRSFERS FROM WATER FUND

421 TRSFERS FROM SEWER FUND

424 TRSFERS FROM REPROGRAPHICS FUND

425 TRSFERS FROM GARAGE FUND

426 TRSFERS FROM ISD

430 TRANSFER FROM LIBRARY FUND

440 TRSFERS FR STREET LIGHTING FUND

441 TRSFERS FR STORM DRAIN FUND

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**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

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

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |         |  |           |  |           |  |           |           |  |           |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 842,767 |  | 1,095,593 |  | 1,259,941 |  | 1,259,941 | 1,259,941 |  | 1,259,941 |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 2,434,693 |  | 2,735,237 |  | 2,670,403 |  | 2,679,647 | 2,794,872 |  | 2,794,872 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

City of Beaverton - Finance  
Budget Preparation - 2019

## BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |



**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

| 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: 05 PERSONNEL SERVICES

|     |                           |        |     |        |     |        |     |        |        |     |        |     |
|-----|---------------------------|--------|-----|--------|-----|--------|-----|--------|--------|-----|--------|-----|
| 030 | RISK & SAFETY OFFICER     | 32,694 | .40 | 35,408 | .40 | 37,248 | .40 | 34,060 | 35,432 | .40 | 35,432 | .40 |
| 031 | CITY ATTORNEY             | 17,578 | .10 | 18,158 | .10 | 18,440 | .10 | 18,440 | 18,897 | .10 | 18,897 | .10 |
| 056 | RECORDS MANAGER           | 4,030  | .05 | 4,328  | .05 | 4,656  | .05 | 4,483  | 4,775  | .05 | 4,775  | .05 |
| 182 | LEGAL SERVICES MANAGER    | 6,906  | .10 | 7,573  | .10 | 8,218  | .10 | 7,922  | 8,715  | .10 | 8,715  | .10 |
| 192 | ASSISTANT CITY ATTORNEY 3 | 10,654 | .10 | 8,592  | .10 | 12,247 | .10 | 11,278 | 13,494 | .10 | 13,494 | .10 |
| 221 | SUPPORT SPECIALIST 2      | 2,563  | .05 | 2,654  | .05 | 2,696  | .05 | 2,706  | 2,796  | .05 | 2,796  | .05 |
| 299 | PAYROLL TAXES AND FRINGES | 44,177 |     | 39,172 |     | 45,345 |     | 41,003 | 47,532 |     | 47,532 |     |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |     |         |     |         |     |         |         |     |         |     |
|--|--|---------|-----|---------|-----|---------|-----|---------|---------|-----|---------|-----|
|  |  | 118,602 | .80 | 115,885 | .80 | 128,850 | .80 | 119,892 | 131,641 | .80 | 131,641 | .80 |
|--|--|---------|-----|---------|-----|---------|-----|---------|---------|-----|---------|-----|

CLASS: 10 MATERIALS & SERVICES

|     |                                |        |  |       |  |        |  |        |        |  |        |  |
|-----|--------------------------------|--------|--|-------|--|--------|--|--------|--------|--|--------|--|
| 303 | OFFICE FURNITURE & EQUIPMENT   | 11,282 |  | 6,400 |  | 13,600 |  | 12,000 | 10,000 |  | 10,000 |  |
| 305 | SPECIAL DEPARTMENT SUPPLIES    | 3,956  |  | 3,864 |  | 5,000  |  | 4,000  | 5,000  |  | 5,000  |  |
| 307 | MEMBERSHIP FEES                | 800    |  | 820   |  | 850    |  | 850    | 900    |  | 900    |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE |        |  |       |  | 1,000  |  | 1,000  | 1,000  |  | 1,000  |  |
| 328 | MEALS & RELATED EXPENSE        |        |  | 38    |  | 100    |  | 100    | 100    |  | 100    |  |
| 330 | MILEAGE REIMBURSEMENT          | 42     |  | 73    |  | 100    |  | 100    | 100    |  | 100    |  |
| 341 | COMMUNICATIONS EXPENSE         | 107    |  |       |  |        |  |        |        |  |        |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 030 RISK & SAFETY OFFICER
  - 031 CITY ATTORNEY  
 POSITION ALLOCATION: TO 85% GENERAL FUND AND 15% INSURANCE FUND  
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
  - 056 RECORDS MANAGER  
 POSITION ALLOCATION: 90% GENERAL FUND AND 10% INSURANCE FUND  
 (5% GENERAL LIABILITY / 5% WORKERS COMP)
  - 182 LEGAL SERVICES MANAGER  
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND  
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
  - 192 ASSISTANT CITY ATTORNEY 3  
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND  
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
  - 221 SUPPORT SPECIALIST 2  
 POSITION ALLOCATION: 90% GENERAL FUND AND 10% INSURANCE FUND  
 (5% GENERAL LIABILITY / 5% WORKERS COMP)
  - 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
- 
- 303 OFFICE FURNITURE & EQUIPMENT  
 ERGONOMIC EQUIPMENT: TRAYS, KEYBOARDS, CHAIRS, MONITOR ARMS AND DESKS (STAND UP UNITS) \$6,500  
 ADA ACCOMMODATIONS (EE) \$3,500
  - 305 SPECIAL DEPARTMENT SUPPLIES  
 AED SUPPLIES (BATTERIES, REPLACEMENT PADS), FIRST AID SUPPLIES  
 MISCELLANEOUS \$5,000
  - 307 MEMBERSHIP FEES  
 RISK AND INSURANCE MANAGEMENT SOCIETY (RIMS) \$700  
 SOCIETY (PRIMA) OREGON CHAPTER \$200
  - 321 TRAVEL, TRAINING & SUBSISTENCE  
 PUBLIC RISK MGT ASSOC REGIONAL CONFERENCE \$200  
 OSHA CONFERENCE \$200  
 CIS CONFERENCE \$200  
 LODGING \$200  
 MISC CONF EXPENSE \$200
  - 328 MEALS & RELATED EXPENSE  
 LUNCH AND DINNER BUSINESS MEETINGS \$100
  - 330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE \$100
  - 341 COMMUNICATIONS EXPENSE  
 NO APPROPRIATION REQUESTED

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

| OBJ   | 2016 - ACTUAL                  |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018      | 2019 - RECOMD |     | 2019 ADOPTED |     |
|---|--------------------------------|-----|---------------|-----|---------------|-----|-----------|---------------|-----|--------------|-----|
|   | AMOUNT                         | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT   | AMOUNT        | FTE | AMOUNT       | FTE |
| 387   | GENERAL LIABILITY INSURANCE    |     |               |     |               |     |           |               |     |              |     |
|   | 446,639                        |     | 442,705       |     | 462,300       |     | 455,000   | 551,077       |     | 551,077      |     |
| 388   | PROPERTY INSURANCE             |     |               |     |               |     |           |               |     |              |     |
|   | 202,915                        |     | 155,601       |     | 160,500       |     | 160,500   | 175,000       |     | 175,000      |     |
| 390   | PUBLIC EMPLOYEES BOND          |     |               |     |               |     |           |               |     |              |     |
|   | 600                            |     | 500           |     | 500           |     | 500       | 500           |     | 500          |     |
| 457   | BVTN BLDG FLOOD DAMAGE EXPENSE |     |               |     |               |     |           |               |     |              |     |
|   | 864                            |     | 30,705        |     |               |     |           |               |     |              |     |
| 462   | ADA COMPLIANCE EXPENSE         |     |               |     |               |     |           |               |     |              |     |
|   | 3,000                          |     |               |     | 3,000         |     | 3,000     | 3,000         |     | 3,000        |     |
| 511   | PROFESSIONAL SERVICES          |     |               |     |               |     |           |               |     |              |     |
|   | 36,926                         |     | 62,893        |     | 54,000        |     | 54,000    | 56,000        |     | 56,000       |     |
| 520   | CITY PROPERTY DAMAGE CLAIMS    |     |               |     |               |     |           |               |     |              |     |
|   | 99,245                         |     | 173,108       |     | 120,000       |     | 120,000   | 125,000       |     | 125,000      |     |
| 521   | THIRD PARTY LIABILITY CLAIMS   |     |               |     |               |     |           |               |     |              |     |
|   | 103,929                        |     | 337,075       |     | 197,000       |     | 225,000   | 160,000       |     | 160,000      |     |
| 527   | THIRD PARTY PROPERTY CLAIMS    |     |               |     |               |     |           |               |     |              |     |
|   | 348                            |     | 1,150         |     | 2,500         |     | 1,000     | 2,000         |     | 2,000        |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES          |                                |     |               |     |               |     |           |               |     |              |     |
|   | 910,653                        |     | 1,214,932     |     | 1,020,450     |     | 1,037,050 | 1,089,677     |     | 1,089,677    |     |
| CLASS: 25 TRANSFERS                           |                                |     |               |     |               |     |           |               |     |              |     |
| 801   | TRFSR TO GENERAL FD - OVERHEAD |     |               |     |               |     |           |               |     |              |     |
|   | 10,211                         |     | 17,408        |     | 17,181        |     | 17,181    | 18,663        |     | 18,663       |     |
| 802   | TRFSR TO GENERAL FD-ACCOUNTING |     |               |     |               |     |           |               |     |              |     |
|   | 10,483                         |     | 10,947        |     | 11,842        |     | 11,842    | 12,229        |     | 12,229       |     |
| 816   | TRFSRS TO REPROGRAPHICS FUND   |     |               |     |               |     |           |               |     |              |     |
|   | 797                            |     | 525           |     | 826           |     | 826       | 832           |     | 832          |     |
| 818   | TRFSRS TO ISD-ALLOCATED        |     |               |     |               |     |           |               |     |              |     |
|   | 8,930                          |     | 9,181         |     | 12,025        |     | 12,025    | 13,122        |     | 13,122       |     |
| TOTAL CLASS: 25 TRANSFERS                     |                                |     |               |     |               |     |           |               |     |              |     |
|   | 30,421                         |     | 38,061        |     | 41,874        |     | 41,874    | 44,846        |     | 44,846       |     |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                                |     |               |     |               |     |           |               |     |              |     |
| 991   | CONTINGENCY - UNRESERVED       |     |               |     |               |     |           |               |     |              |     |
|   |                                |     |               |     | 1,229         |     |           | 28,708        |     | 28,708       |     |
| 998   | RESERVE                        |     |               |     |               |     |           |               |     |              |     |
|   |                                |     |               |     | 1,478,000     |     |           | 1,500,000     |     | 1,500,000    |     |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                |     |               |     |               |     |           |               |     |              |     |
|   |                                |     |               |     | 1,479,229     |     |           | 1,528,708     |     | 1,528,708    |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 387 GENERAL LIABILITY INSURANCE
  - GENERAL LIABILITY (23% INCREASE) \$448,723
  - AUTO LIABILITY (25.9%) \$97,814
  - THREE TANKS AT PUBLIC WORKS GARAGE (7.5%) \$1,565
  - EXCESS CRIME (7.5%) \$2,975
- 388 PROPERTY INSURANCE
  - PROPERTY INSURANCE INCLUDING \$50M QUAKE AND FLOOD (7.5%) ADDED PROPERTIES CONSIDERED \$77,425
  - AUTO PHYSICAL DAMAGE (7.5%) \$13,000
  - NATIONAL FLOOD INSURANCE - 1 LOCATION (7.5%) \$3,575
  - PROPERTY INSURANCE EXCESS EARTHQUAKE (DIC) (7.5%) \$81,000
- 390 PUBLIC EMPLOYEES BOND
  - PUBLIC EMPLOYEE BLANKET BOND \$100
  - DEQ BONDS (4 X \$100) \$400
- 457 BVTN BLDG FLOOD DAMAGE EXPENSE
- 462 ADA COMPLIANCE EXPENSE
  - MINOR ADA BUILDING/ACCESS IMPROVEMENTS AS NECESSARY \$3,000
- 511 PROFESSIONAL SERVICES
  - DMV (\$750) AND BACKGROUND CHECKS (\$10/PERSON X 125) \$2,000
  - AGENT OF RECORD FEES \$54,000
- 520 CITY PROPERTY DAMAGE CLAIMS
  - ESTIMATED PROPERTY CLAIMS LOSSES AND DAMAGES TO CITY OWNED PROPERTY \$125,000
  - SUBROGATION NOT INCLUDED IN AMOUNT PROPOSED
- 521 THIRD PARTY LIABILITY CLAIMS
  - ESTIMATED LOSSES DUE TO LIABILITY CLAIMS AGAINST THE CITY \$160,000
  - (\$160,000 ANNUAL AGGREGATE DEDUCTIBLE)
- 527 THIRD PARTY PROPERTY CLAIMS
  - ESTIMATED LOSSES DUE TO THIRD PARTY PROPERTY CLAIMS AGAINST THE CITY \$2,000
  - (LOST PROPERTY, FENCE REPAIRS, ETC.)



- 801 TRSFR TO GENERAL FD - OVERHEAD
  - ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND
- 802 TRSFR TO GENERAL FD-ACCOUNTING
  - ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND
- 816 TRSFRS TO REPROGRAPHICS FUND
  - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 818 TRSFRS TO ISD-ALLOCATED
  - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$13,122



- 991 CONTINGENCY - UNRESERVED
- 998 RESERVE
  - RESERVE FOR CATASTROPHIC LOSS



**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 40 INSURANCE DIVISION

| OBJ  | 2016 - ACTUAL |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018      | 2019 - RECOMD |     | 2019 ADOPTED |     |
|--|---------------|-----|---------------|-----|---------------|-----|-----------|---------------|-----|--------------|-----|
|  | AMOUNT        | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT   | AMOUNT        | FTE | AMOUNT       | FTE |
| TOTAL PROGRAM: 0010 GEN LIAB & COMP INS COVERAGE |               |     |               |     |               |     |           |               |     |              |     |
|  | 1,059,676     | .80 | 1,368,878     | .80 | 2,670,403     | .80 | 1,198,816 | 2,794,872     | .80 | 2,794,872    | .80 |

## BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND  
DEPT: 40 INSURANCE DIVISION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |



**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

PROGRAM: 0014 SELF-INS WORKERS COMP INS

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

823,131 732,347 794,183 794,183 723,031 723,031

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

823,131 732,347 794,183 794,183 723,031 723,031

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

3,909 7,309 5,300 9,300 11,600 11,600

399 REIMBURSEMENTS - OTHER

44,174 43,857 17,814

756 PERS RSRV DISTRIB-NON GAAP REV

2,477

757 MED/LIFE INS PREM REFUND DISTRIBUTION

94

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

50,560 51,166 5,300 27,208 11,600 11,600

CLASS: 40 INTERFUND TRANSFERS/LOANS

421 TRSFERS FROM SEWER FUND

77,400 77,400

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

77,400 77,400

CLASS: 45 NON-REVENUE RECEIPTS

464 SELF-INS. WORKERS COMP - CITY

529,327 505,985 490,000 490,000 490,000 490,000

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

529,327 505,985 490,000 490,000 490,000 490,000

TOTAL PROGRAM: 0014 SELF-INS WORKERS COMP INS

1,403,018 1,289,498 1,366,883 1,388,791 1,224,631 1,224,631

## BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND  
DEPT: 03 REVENUE  
PROGRAM: 0014 SELF-INS WORKERS COMP INS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

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%

399 REIMBURSEMENTS - OTHER

756 PERS RSRV DISTRIB-NON GAAP REV

RETIREMENT RESERVES \$1 MILLION DISTRIBUTION TO OPERATING FUNDS.

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

421 TRSFERS FROM SEWER FUND

FY 2017-18 REFLECTS FUNDING OF A WORKERS COMPENSATION CLAIM SETTLEMENT DIRECTLY LIABLE TO THE SEWER FUND.

464 SELF-INS. WORKERS COMP - CITY

CHARGES PER EMPLOYEE FOR WORKERS COMPENSATION COSTS PROCESSED THROUGH THE PAYROLL SYSTEM. MAINTAIN A \$500,000 RESERVE TO COVER THE MAXIMUM EXPOSURE ON A SEVERE INJURY CASE

FY 2008-09 EXPERIENCE MODIFIER 1.20  
FY 2009-10 EXPERIENCE MODIFIER 1.10  
FY 2010-11 EXPERIENCE MODIFIER 1.10  
FY 2011-12 EXPERIENCE MODIFIER 1.00  
FY 2012-13 EXPERIENCE MODIFIER 0.80  
FY 2013-14 EXPERIENCE MODIFIER 0.60  
FY 2014-15 EXPERIENCE MODIFIER 0.60  
FY 2015-16 EXPERIENCE MODIFIER 0.60  
FY 2016-17 EXPERIENCE MODIFIER 1.00  
FY 2017-18 EXPERIENCE MODIFIER 1.00  
FY 2018-19 EXPERIENCE MODIFIER 1.00

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

| 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: 05 PERSONNEL SERVICES

|     |                           |        |     |        |     |        |     |        |        |     |        |     |
|-----|---------------------------|--------|-----|--------|-----|--------|-----|--------|--------|-----|--------|-----|
| 030 | RISK & SAFETY OFFICER     | 49,040 | .60 | 53,112 | .60 | 55,875 | .60 | 51,090 | 53,152 | .60 | 53,152 | .60 |
| 031 | CITY ATTORNEY             | 8,788  | .05 | 9,080  | .05 | 9,216  | .05 | 9,217  | 9,449  | .05 | 9,449  | .05 |
| 056 | RECORDS MANAGER           | 4,031  | .05 | 4,328  | .05 | 4,656  | .05 | 4,483  | 4,775  | .05 | 4,775  | .05 |
| 182 | LEGAL SERVICES MANAGER    | 3,453  | .05 | 3,786  | .05 | 4,111  | .05 | 3,962  | 4,357  | .05 | 4,357  | .05 |
| 192 | ASSISTANT CITY ATTORNEY 3 | 5,327  | .05 | 4,296  | .05 | 6,124  | .05 | 5,640  | 6,747  | .05 | 6,747  | .05 |
| 221 | SUPPORT SPECIALIST 2      | 2,565  | .05 | 2,651  | .05 | 2,696  | .05 | 2,706  | 2,796  | .05 | 2,796  | .05 |
| 299 | PAYROLL TAXES AND FRINGES | 41,835 |     | 41,286 |     | 46,710 |     | 42,271 | 48,773 |     | 48,773 |     |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |  |         |     |         |     |         |     |         |         |     |         |     |
|--|--|---------|-----|---------|-----|---------|-----|---------|---------|-----|---------|-----|
|  |  | 115,039 | .85 | 118,539 | .85 | 129,388 | .85 | 119,369 | 130,049 | .85 | 130,049 | .85 |
|--|--|---------|-----|---------|-----|---------|-----|---------|---------|-----|---------|-----|

CLASS: 10 MATERIALS & SERVICES

|     |                                |         |  |         |  |         |  |         |         |  |         |  |
|-----|--------------------------------|---------|--|---------|--|---------|--|---------|---------|--|---------|--|
| 321 | TRAVEL, TRAINING & SUBSISTENCE | 235     |  | 43      |  | 250     |  | 100     | 250     |  | 250     |  |
| 326 | CITYWIDE TRAINING              | 1,951   |  | 8,083   |  | 11,000  |  | 11,000  | 11,000  |  | 11,000  |  |
| 328 | MEALS & RELATED EXPENSE        | 45      |  | 36      |  | 150     |  | 100     | 100     |  | 100     |  |
| 330 | MILEAGE REIMBURSEMENT          | 48      |  | 50      |  | 75      |  | 75      | 100     |  | 100     |  |
| 389 | W/C EXCESS INSURANCE COVERAGE  | 110,355 |  | 117,925 |  | 119,800 |  | 108,870 | 119,800 |  | 119,800 |  |
| 393 | WORKERS COMP STATE ASSESSMENT  | 20,789  |  | 23,933  |  | 25,000  |  | 25,000  | 25,000  |  | 25,000  |  |
| 395 | PERFORMANCE BOND INSURANCE     | 4,800   |  | 6,618   |  | 6,600   |  | 3,915   | 4,300   |  | 4,300   |  |
| 461 | SPECIAL EXPENSE                | 1,792   |  | 472     |  | 2,500   |  | 2,500   | 2,500   |  | 2,500   |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 030 RISK & SAFETY OFFICER
  
- 031 CITY ATTORNEY  
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND  
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
  
- 056 RECORDS MANAGER  
 POSITION ALLOCATION: 90% GENERAL FUND AND 10% INSURANCE FUND  
 (5% GENERAL LIABILITY / 5% WORKERS COMP)
  
- 182 LEGAL SERVICES MANAGER  
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND  
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
  
- 192 ASSISTANT CITY ATTORNEY 3  
 POSITION ALLOCATION: 85% GENERAL FUND AND 15% INSURANCE FUND  
 (10% GENERAL LIABILITY / 5% WORKERS COMP)
  
- 221 SUPPORT SPECIALIST 2  
 POSITION ALLOCATION: 90% GENERAL FUND AND 10% INSURANCE FUND  
 (5% GENERAL LIABILITY / 5% WORKERS COMP)
  
- 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
  


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- 321 TRAVEL, TRAINING & SUBSISTENCE  
 MISC TRAVEL \$250
  
- 326 CITYWIDE TRAINING  
 PUBLIC WORKS - ALL OSHA REQUIRED COURSES: DEFENSIVE DRIVING, CONFINED SPACE, FORKLIFT,  
 BLOODBORNE PATHOGEN, COMPETENT PERSON, LOCKOUT/TAGOUT, FALL PROTECTION, ETC \$8,000  
 AED, CPR, 1ST AID \$3,000
  
- 328 MEALS & RELATED EXPENSE  
 SAFETY COMMITTEE LUNCHES AND BROWN BAGS \$100
  
- 330 MILEAGE REIMBURSEMENT  
 MILEAGE REIMBURSEMENT FOR EMPLOYEE USE OF PERSONAL VEHICLE (WC HEARINGS AND CONFERENCES) \$100
  
- 389 W/C EXCESS INSURANCE COVERAGE  
 WORKERS COMPENSATION EXCESS INSURANCE (\$650K RETENTION) - 10% INCREASE \$119,800
  
- 393 WORKERS COMP STATE ASSESSMENT  
 STATE COMPENSATION ASSESSMENT; INCLUDES EMPLOYEES AND VOLUNTEERS. \$25,000  
 OUR EXPERIENCE RATING IS NOW AT .88
  
- 395 PERFORMANCE BOND INSURANCE  
 WORKERS COMPENSATION SELF-INSURANCE SURETY BOND. \$4,300  
 BOND AMOUNT LOWERED TO \$300,000
  
- 461 SPECIAL EXPENSE  
 SAFETY INCENTIVE PROGRAM AT PUBLIC WORKS, 2018 NEW PROGRAM \$2,500

0785

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0014 SELF-INS WORKERS COMP INS

| OBJ   | 2016 - ACTUAL                   |     | 2017 - ACTUAL |     | 2018 BUDGETED |     | 2018    | 2019 - RECOMD |     | 2019 ADOPTED |     |
|---|---------------------------------|-----|---------------|-----|---------------|-----|---------|---------------|-----|--------------|-----|
|   | AMOUNT                          | FTE | AMOUNT        | FTE | AMOUNT        | FTE | EST AMT | AMOUNT        | FTE | AMOUNT       | FTE |
| 511   | PROFESSIONAL SERVICES           |     |               |     |               |     |         |               |     |              |     |
|   | 43,704                          |     | 43,062        |     | 47,000        |     | 40,000  | 50,000        |     | 50,000       |     |
| 528   | WORKERS COMP CLAIMS             |     |               |     |               |     |         |               |     |              |     |
|   | 346,117                         |     | 147,689       |     | 327,400       |     | 325,000 | 200,000       |     | 200,000      |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES          |                                 |     |               |     |               |     |         |               |     |              |     |
|   | 529,836                         |     | 347,911       |     | 539,775       |     | 516,560 | 413,050       |     | 413,050      |     |
| CLASS: 25 TRANSFERS                           |                                 |     |               |     |               |     |         |               |     |              |     |
| 801   | TRSFER TO GENERAL FD - OVERHEAD |     |               |     |               |     |         |               |     |              |     |
|   | 14,516                          |     | 17,390        |     | 17,163        |     | 17,163  | 18,741        |     | 18,741       |     |
| 802   | TRSFER TO GENERAL FD-ACCOUNTING |     |               |     |               |     |         |               |     |              |     |
|   | 10,483                          |     | 10,947        |     | 11,842        |     | 11,842  | 12,229        |     | 12,229       |     |
| 816   | TRSFERS TO REPROGRAPHICS FUND   |     |               |     |               |     |         |               |     |              |     |
|   | 801                             |     | 526           |     | 826           |     | 826     | 832           |     | 832          |     |
| TOTAL CLASS: 25 TRANSFERS                     |                                 |     |               |     |               |     |         |               |     |              |     |
|   | 25,800                          |     | 28,863        |     | 29,831        |     | 29,831  | 31,802        |     | 31,802       |     |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                                 |     |               |     |               |     |         |               |     |              |     |
| 991   | CONTINGENCY - UNRESERVED        |     |               |     |               |     |         |               |     |              |     |
|   |                                 |     |               |     | 167,889       |     |         | 149,730       |     | 149,730      |     |
| 998   | RESERVE                         |     |               |     |               |     |         |               |     |              |     |
|   |                                 |     |               |     | 500,000       |     |         | 500,000       |     | 500,000      |     |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                 |     |               |     |               |     |         |               |     |              |     |
|   |                                 |     |               |     | 667,889       |     |         | 649,730       |     | 649,730      |     |
| TOTAL PROGRAM: 0014 SELF-INS WORKERS COMP INS |                                 |     |               |     |               |     |         |               |     |              |     |
|   | 670,675                         | .85 | 495,313       | .85 | 1,366,883     | .85 | 665,760 | 1,224,631     | .85 | 1,224,631    | .85 |

## BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND  
DEPT: 40 INSURANCE DIVISION  
PROGRAM: 0014 SELF-INS WORKERS COMP INS

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 511 PROFESSIONAL SERVICES  
OSHA REQUIRED HEARING TESTS @ APPROX. (250X \$30) \$7,500  
OSHW CONTRACT \$4,000  
WC ADMIN FEES (TRISTAR (\$16,000), PROVIDENCE MCO AND KAISER MCO, PRE CERTIFICATIONS) \$20,000  
BBP/VACCINATIONS (250 X \$40) \$10,000  
MISC FEES (2018 ACTUARIAL REPORT (6,500), WC HEARINGS, ADDITIONAL ADMIN FEES, ETC) \$8,500
- 528 WORKERS COMP CLAIMS  
EXPECTED PAYMENTS FOR WORKERS COMPENSATION CLAIMS \$200,000  
FY 2017-18 INCLUDES \$77,400 PRE-FUND CLAIM SETTLEMENT FOR SEWER FUND
- 
- 801 TRSFR TO GENERAL FD - OVERHEAD  
ALLOCATION OF OVERHEAD SERVICES PROVIDED BY THE GENERAL FUND
- 802 TRSFR TO GENERAL FD-ACCOUNTING  
ALLOCATION OF ACCOUNTING SERVICES PROVIDED BY THE GENERAL FUND
- 816 TRSFRS TO REPROGRAPHICS FUND  
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 
- 991 CONTINGENCY - UNRESERVED
- 998 RESERVE  
CONTINGENCY RESERVE ESTABLISHED \$500,000 TO COVER THE MAXIMUM EXPOSURE FROM SEVERE INJURY CASE.
- 
-

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

PROGRAM: 0015 SELF-INS UNEMPLOYMENT

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| 247,891 | 298,374 | 244,585 | 244,585 | 167,777 | 167,777 |
|---------|---------|---------|---------|---------|---------|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| 247,891 | 298,374 | 244,585 | 244,585 | 167,777 | 167,777 |
|---------|---------|---------|---------|---------|---------|

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

|       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|
| 1,937 | 2,951 | 2,400 | 2,400 | 3,900 | 3,900 |
|-------|-------|-------|-------|-------|-------|

757 MED/LIFE INS PREM REFUND DISTRIBUTION

48

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|
| 1,937 | 2,951 | 2,400 | 2,448 | 3,900 | 3,900 |
|-------|-------|-------|-------|-------|-------|

CLASS: 45 NON-REVENUE RECEIPTS

465 SELF-INS. UNEMPLOYMENT- CITY

|         |       |
|---------|-------|
| 115,263 | 9,697 |
|---------|-------|

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

|         |       |
|---------|-------|
| 115,263 | 9,697 |
|---------|-------|

TOTAL PROGRAM: 0015 SELF-INS UNEMPLOYMENT

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| 365,091 | 311,022 | 246,985 | 247,033 | 171,677 | 171,677 |
|---------|---------|---------|---------|---------|---------|

### BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND  
DEPT: 03 REVENUE  
PROGRAM: 0015 SELF-INS UNEMPLOYMENT

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

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%

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

465 SELF-INS. UNEMPLOYMENT- CITY

CHARGES PER EMPLOYEE FOR UNEMPLOYMENT COSTS PROCESSED THROUGH THE PAYROLL SYSTEM  
THE ACCUMULATED RESERVES HAVE EXCEEDED THEIR TARGETED GOLA AND PAYROLL CHARGES FOR  
UNEMPLOYMENT CLAIMS CAN BE SUSPENDED FOR:  
FY 2016-17  
FY 2017-18  
FY 2018-19  
IT IS ANTICIPATED THAT THE PAYROLL CHARGE WOULD BEGIN AGAIN IN FY 2019-20

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0015 SELF-INS UNEMPLOYMENT

| 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: 05 PERSONNEL SERVICES

|     |                                  |  |       |       |       |       |       |       |       |       |       |     |
|-----|----------------------------------|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|
| 038 | HUMAN RESOURCES DIRECTOR         |  | 5,874 | .05   | 6,388 | .05   | 4,326 | 5,747 | .05   | 5,747 | .05   |     |
| 116 | HUMAN RESOURCES ASSISTANT        |  | 2,523 | .05   | 2,690 | .05   | 2,795 | 2,937 | .05   | 2,937 | .05   |     |
| 285 | EMPLOYEE LABOR RELATIONS MANAGER |  | .05   | 5,018 | .05   | 5,969 | .05   | 5,298 | 5,407 | .05   | 5,407 | .05 |
| 299 | PAYROLL TAXES AND FRINGES        |  | 1,372 |       | 5,106 |       | 7,865 | 6,011 |       | 7,179 |       |     |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |       |     |        |     |        |     |        |        |     |        |     |
|--|-------|-----|--------|-----|--------|-----|--------|--------|-----|--------|-----|
|  | 1,372 | .05 | 18,521 | .15 | 22,912 | .15 | 18,430 | 21,270 | .15 | 21,270 | .15 |
|--|-------|-----|--------|-----|--------|-----|--------|--------|-----|--------|-----|

CLASS: 10 MATERIALS & SERVICES

|     |                     |  |        |  |        |  |        |        |  |        |  |
|-----|---------------------|--|--------|--|--------|--|--------|--------|--|--------|--|
| 529 | UNEMPLOYMENT CLAIMS |  | 64,819 |  | 47,399 |  | 60,000 | 60,000 |  | 60,000 |  |
|-----|---------------------|--|--------|--|--------|--|--------|--------|--|--------|--|

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |        |  |        |  |        |  |        |        |  |        |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|
|  | 64,819 |  | 47,399 |  | 60,000 |  | 60,000 | 60,000 |  | 60,000 |  |
|--|--------|--|--------|--|--------|--|--------|--------|--|--------|--|

CLASS: 25 TRANSFERS

|     |                               |  |     |  |     |  |     |     |  |     |  |
|-----|-------------------------------|--|-----|--|-----|--|-----|-----|--|-----|--|
| 816 | TRSFERS TO REPROGRAPHICS FUND |  | 526 |  | 517 |  | 826 | 826 |  | 832 |  |
|-----|-------------------------------|--|-----|--|-----|--|-----|-----|--|-----|--|

TOTAL CLASS: 25 TRANSFERS

|  |     |  |     |  |     |  |     |     |  |     |  |
|--|-----|--|-----|--|-----|--|-----|-----|--|-----|--|
|  | 526 |  | 517 |  | 826 |  | 826 | 832 |  | 832 |  |
|--|-----|--|-----|--|-----|--|-----|-----|--|-----|--|

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|     |                          |  |  |  |        |  |  |        |  |        |  |
|-----|--------------------------|--|--|--|--------|--|--|--------|--|--------|--|
| 991 | CONTINGENCY - UNRESERVED |  |  |  | 68,247 |  |  | 44,575 |  | 44,575 |  |
| 998 | RESERVE                  |  |  |  | 95,000 |  |  | 45,000 |  | 45,000 |  |

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |         |  |  |        |  |        |  |
|--|--|--|--|--|---------|--|--|--------|--|--------|--|
|  |  |  |  |  | 163,247 |  |  | 89,575 |  | 89,575 |  |
|--|--|--|--|--|---------|--|--|--------|--|--------|--|

TOTAL PROGRAM: 0015 SELF-INS UNEMPLOYMENT

|  |        |     |        |     |         |     |        |         |     |         |     |
|--|--------|-----|--------|-----|---------|-----|--------|---------|-----|---------|-----|
|  | 66,717 | .05 | 66,437 | .15 | 246,985 | .15 | 79,256 | 171,677 | .15 | 171,677 | .15 |
|--|--------|-----|--------|-----|---------|-----|--------|---------|-----|---------|-----|

## BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND  
DEPT: 40 INSURANCE DIVISION  
PROGRAM: 0015 SELF-INS UNEMPLOYMENT

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 038 HUMAN RESOURCES DIRECTOR  
FY 16-17 REFLECTS POSITION REALLOCATION TO 75% /10% /5%/10%: 001-15-0534 / 001-15-0536 / 706-40-0015 / 706-40-0016.
- 116 HUMAN RESOURCES ASSISTANT  
FY 16-17 REFLECTS POSITION REALLOCATION TO 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.
- 285 EMPLOYEE LABOR RELATIONS MANAGER  
FY 15-16 REFLECTS MID-YEAR ESTABLISHMENT OF THE EMPLOYEE LABOR RELATIONS MANAGER POSITION.
- 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

- 529 UNEMPLOYMENT CLAIMS  
ANTICIPATED UNEMPLOYMENT CLAIMS

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

- 991 CONTINGENCY - UNRESERVED

- 998 RESERVE  
RESERVE FOR UNEXPECTED OR UNPLANNED CLAIMS

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |         |         |         |         |         |  |         |  |  |  |
|-----|---------------------------|---------|---------|---------|---------|---------|--|---------|--|--|--|
| 301 | BEGINNING WORKING CAPITAL |         |         |         |         |         |  |         |  |  |  |
|     |                           | 653,975 | 824,868 | 779,252 | 779,252 | 855,137 |  | 855,137 |  |  |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |         |         |         |         |         |  |         |  |  |  |
|--|--|---------|---------|---------|---------|---------|--|---------|--|--|--|
|  |  | 653,975 | 824,868 | 779,252 | 779,252 | 855,137 |  | 855,137 |  |  |  |
|--|--|---------|---------|---------|---------|---------|--|---------|--|--|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                              |       |       |       |        |        |  |        |  |  |  |
|-----|------------------------------|-------|-------|-------|--------|--------|--|--------|--|--|--|
| 384 | INVESTMENT INTEREST EARNINGS |       |       |       |        |        |  |        |  |  |  |
|     |                              | 5,670 | 8,836 | 7,400 | 12,200 | 15,300 |  | 15,300 |  |  |  |

|     |                        |         |       |  |       |  |  |  |  |  |  |
|-----|------------------------|---------|-------|--|-------|--|--|--|--|--|--|
| 389 | MISCELLANEOUS REVENUES |         |       |  |       |  |  |  |  |  |  |
|     |                        | 286,814 | 3,931 |  | 1,227 |  |  |  |  |  |  |

|     |                        |         |         |         |    |  |  |  |  |  |  |
|-----|------------------------|---------|---------|---------|----|--|--|--|--|--|--|
| 399 | REIMBURSEMENTS - OTHER |         |         |         |    |  |  |  |  |  |  |
|     |                        | 276,056 | 313,229 | 259,955 | 50 |  |  |  |  |  |  |

|     |                                |     |  |  |  |  |  |  |  |  |  |
|-----|--------------------------------|-----|--|--|--|--|--|--|--|--|--|
| 756 | PERS RSRV DISTRIB-NON GAAP REV |     |  |  |  |  |  |  |  |  |  |
|     |                                | 656 |  |  |  |  |  |  |  |  |  |

|     |                                       |  |  |  |     |  |  |  |  |  |  |
|-----|---------------------------------------|--|--|--|-----|--|--|--|--|--|--|
| 757 | MED/LIFE INS PREM REFUND DISTRIBUTION |  |  |  |     |  |  |  |  |  |  |
|     |                                       |  |  |  | 441 |  |  |  |  |  |  |

|     |                                  |  |  |  |         |         |  |         |  |  |  |
|-----|----------------------------------|--|--|--|---------|---------|--|---------|--|--|--|
| 763 | RETIREE COBRA HLTH INSUR PREMIUM |  |  |  |         |         |  |         |  |  |  |
|     |                                  |  |  |  | 230,350 | 230,350 |  | 230,350 |  |  |  |

|     |                                    |  |  |  |         |  |  |  |  |  |  |
|-----|------------------------------------|--|--|--|---------|--|--|--|--|--|--|
| 764 | MODA MEDICAL CITY-WIDE PREM REFUND |  |  |  |         |  |  |  |  |  |  |
|     |                                    |  |  |  | 102,762 |  |  |  |  |  |  |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |         |         |         |         |         |  |         |  |  |  |
|--|--|---------|---------|---------|---------|---------|--|---------|--|--|--|
|  |  | 569,196 | 325,996 | 267,355 | 347,030 | 245,650 |  | 245,650 |  |  |  |
|--|--|---------|---------|---------|---------|---------|--|---------|--|--|--|

CLASS: 45 NON-REVENUE RECEIPTS

|     |                              |           |           |           |           |           |  |           |  |  |  |
|-----|------------------------------|-----------|-----------|-----------|-----------|-----------|--|-----------|--|--|--|
| 462 | MODA - P200 MEDICAL PREMIUMS |           |           |           |           |           |  |           |  |  |  |
|     |                              | 1,990,663 | 2,112,443 | 2,153,172 | 2,204,348 | 2,465,208 |  | 2,465,208 |  |  |  |

|     |                        |         |         |         |         |           |  |           |  |  |  |
|-----|------------------------|---------|---------|---------|---------|-----------|--|-----------|--|--|--|
| 463 | MODA - DENTAL PREMIUMS |         |         |         |         |           |  |           |  |  |  |
|     |                        | 916,216 | 912,943 | 955,572 | 963,425 | 1,032,180 |  | 1,032,180 |  |  |  |

|     |                         |           |           |           |           |           |  |           |  |  |  |
|-----|-------------------------|-----------|-----------|-----------|-----------|-----------|--|-----------|--|--|--|
| 466 | KAISER MEDICAL PREMIUMS |           |           |           |           |           |  |           |  |  |  |
|     |                         | 3,928,631 | 4,011,175 | 4,273,440 | 4,387,624 | 4,631,052 |  | 4,631,052 |  |  |  |

|     |                                 |           |           |           |           |           |  |           |  |  |  |
|-----|---------------------------------|-----------|-----------|-----------|-----------|-----------|--|-----------|--|--|--|
| 467 | MODA-P250 (POS)MEDICAL PREMIUMS |           |           |           |           |           |  |           |  |  |  |
|     |                                 | 2,016,538 | 2,143,602 | 2,160,480 | 2,104,132 | 2,890,308 |  | 2,890,308 |  |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

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

EXPERIENCE RATE REIMBURSEMENT FROM THE MODA MEDICAL PLANS:  
 FY 2014-15 \$561,413 REFUND OF WHICH \$250,000 WAS RETURNED TO THE PARTICIPATING FUNDS  
 FY 2015-16 \$584,123 REFUND OF WHICH \$300,822 WAS RETURNED TO THE PARTICIPATING FUNDS  
 FY 2016-17 \$296,692 REFUND OF WHICH \$230,000 WAS RETURNED TO THE PARTICIPATING FUNDS

399 REIMBURSEMENTS - OTHER

COBRA PAYMENTS RECEIVED FROM FORMER EMPLOYEES FOR MEDICAL AND DENTAL  
 COVERAGE. THE COBRA PAYMENTS ARE EQUAL TO THE ACTUAL PREMIUM COVERAGE  
 COST AND AN ADMINISTRATION FEE. RETIREES PAY THE ACTUAL PREMIUM AMOUNTS - \$237,000  
 PROPORTIONAL SHARE OF \$500,000 DISBURSEMENT FROM THE PERS RESERVE FUND - \$350

756 PERS RSRV DISTRIB-NON GAAP REV

RETIREMENT RESERVES \$1 MILLION DISTRIBUTION TO OPERATING FUNDS.

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

763 RETIREE COBRA HLTH INSUR PREMIUM

NEW OBJECT CODE 763 WAS ESTABLISHED TO ACCOUNT FOR RETIREES' COBRA HEALTH INSURANCE  
 PREMIUM PAYMENTS IN FY 17-18

764 MODA MEDICAL CITY-WIDE PREM REFUND

462 MODA - P200 MEDICAL PREMIUMS

CHARGES PER EMPLOYEE FOR PLAN 200 MEDICAL COSTS PROCESSED THROUGH  
 THE PAYROLL SYSTEM  
 FY2018-19 PROPOSED REFLECTS AN 11% INCREASE IN PREMIUM RATES

463 MODA - DENTAL PREMIUMS

CHARGES PER EMPLOYEE FOR DENTAL COSTS PROCESSED THROUGH THE PAYROLL SYSTEM  
 FY2018-19 PROPOSED REFLECTS AN 1.8% INCREASE IN PREMIUM RATES

466 KAISER MEDICAL PREMIUMS

CHARGES PER EMPLOYEE FOR KAISER MEDICAL COSTS PROCESSED THROUGH  
 THE PAYROLL SYSTEM  
 FY2018-19 PROPOSED REFLECTS A 7.5% INCREASE IN PREMIUM RATES

467 MODA-P250 (POS)MEDICAL PREMIUMS

CHARGES PER EMPLOYEE FOR THE P 250 PLAN MEDICAL COSTS PROCESSED THROUGH THE PAYROLL  
 SYSTEM.  
 FY2018-19 PROPOSED REFLECTS AN 11% INCREASE IN PREMIUM RATES

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND

DEPT: 03 REVENUE

PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

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

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

|  |           |  |           |  |           |  |           |            |  |            |  |
|--|-----------|--|-----------|--|-----------|--|-----------|------------|--|------------|--|
|  | 8,852,048 |  | 9,180,163 |  | 9,542,664 |  | 9,659,529 | 11,018,748 |  | 11,018,748 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|------------|--|------------|--|

TOTAL PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

|  |            |  |            |  |            |  |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|
|  | 10,075,219 |  | 10,331,027 |  | 10,589,271 |  | 10,785,811 | 12,119,535 |  | 12,119,535 |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |            |  |            |  |            |  |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|
|  | 14,278,021 |  | 14,666,784 |  | 14,873,542 |  | 15,101,282 | 16,310,715 |  | 16,310,715 |  |
|--|------------|--|------------|--|------------|--|------------|------------|--|------------|--|

## BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND  
DEPT: 03 REVENUE  
PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

| 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: 05 PERSONNEL SERVICES

|     |                            |     |        |     |        |     |        |        |     |        |     |  |
|-----|----------------------------|-----|--------|-----|--------|-----|--------|--------|-----|--------|-----|--|
| 038 | HUMAN RESOURCES DIRECTOR   |     |        |     |        |     |        |        |     |        |     |  |
|     | 10,856                     | .10 | 11,745 | .10 | 12,779 | .10 | 8,654  | 11,498 | .10 | 11,498 | .10 |  |
| 115 | HUMAN RESOURCES SPECIALIST |     |        |     |        |     |        |        |     |        |     |  |
|     | 15,203                     | .25 |        |     |        |     |        |        |     |        |     |  |
| 194 | BENEFITS REPRESENTATIVE    |     |        |     |        |     |        |        |     |        |     |  |
|     | 29,807                     | .75 | 51,725 | .90 | 56,504 | .90 | 55,270 | 60,796 | .90 | 60,796 | .90 |  |
| 202 | HUMAN RESOURCES ANALYST    |     |        |     |        |     |        |        |     |        |     |  |
|     |                            |     | 7,870  | .10 | 7,882  | .10 | 8,012  | 8,231  | .10 | 8,231  | .10 |  |
| 299 | PAYROLL TAXES AND FRINGES  |     |        |     |        |     |        |        |     |        |     |  |
|     | 28,619                     |     | 30,419 |     | 36,811 |     | 33,044 | 39,997 |     | 39,997 |     |  |

TOTAL CLASS: 05 PERSONNEL SERVICES

|  |        |      |         |      |         |      |         |         |      |         |      |
|--|--------|------|---------|------|---------|------|---------|---------|------|---------|------|
|  | 84,485 | 1.10 | 101,759 | 1.10 | 113,976 | 1.10 | 104,980 | 120,522 | 1.10 | 120,522 | 1.10 |
|--|--------|------|---------|------|---------|------|---------|---------|------|---------|------|

CLASS: 10 MATERIALS & SERVICES

|     |                             |  |           |  |           |  |           |            |  |            |  |  |
|-----|-----------------------------|--|-----------|--|-----------|--|-----------|------------|--|------------|--|--|
| 308 | PERIODICALS & SUBSCRIPTIONS |  |           |  |           |  |           |            |  |            |  |  |
|     | 495                         |  | 495       |  | 600       |  | 600       | 600        |  | 600        |  |  |
| 392 | HEALTH INSURANCE            |  |           |  |           |  |           |            |  |            |  |  |
|     | 8,199,023                   |  | 8,479,841 |  | 8,761,287 |  | 8,813,873 | 10,118,780 |  | 10,118,780 |  |  |
| 394 | WELLNESS PROGRAM EXPENSE    |  |           |  |           |  |           |            |  |            |  |  |
|     | 27,929                      |  | 23,587    |  | 38,000    |  | 22,000    | 30,000     |  | 30,000     |  |  |
| 399 | DENTAL INSURANCE            |  |           |  |           |  |           |            |  |            |  |  |
|     | 876,447                     |  | 850,657   |  | 946,544   |  | 916,916   | 1,002,981  |  | 1,002,981  |  |  |
| 511 | PROFESSIONAL SERVICES       |  |           |  |           |  |           |            |  |            |  |  |
|     | 30,574                      |  | 51,999    |  | 40,750    |  | 44,382    | 38,500     |  | 38,500     |  |  |

TOTAL CLASS: 10 MATERIALS & SERVICES

|  |           |  |           |  |           |  |           |            |  |            |  |
|--|-----------|--|-----------|--|-----------|--|-----------|------------|--|------------|--|
|  | 9,134,468 |  | 9,406,579 |  | 9,787,181 |  | 9,797,771 | 11,190,861 |  | 11,190,861 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|------------|--|------------|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

038 HUMAN RESOURCES DIRECTOR  
 POSITION ALLOCATION IS 80%/10%/10% IN THE FOLLOWING: 001-15-0534/001-15-0536/706-40-0016

115 HUMAN RESOURCES SPECIALIST  
 FY15-16 REFLECTS REALLOCATION TO 50% / 25% / 25% IN 001-15-0534 / 001-15-0536/ 706-40-0016  
 FY 16-17 REFLECTS REALLOCATION TO 75% / 25% IN 001-15-0534 / 001-15-0536

194 BENEFITS REPRESENTATIVE  
 FY 15-16 REFLECTS POSITION REALLOCATION TO 25%/75% IN 001-15-0534 / 706-40-0016.  
 FY 16-17 REFLECTS POSITION REALLOCATION TO 10% / 90% IN 001-15-0534 / 706-40-0016

202 HUMAN RESOURCES ANALYST  
 FY 16-17 REFLECTS POSITION REALLOCATION TO 90% / 10% IN 001-15-0534 / 706-40-0016

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

308 PERIODICALS & SUBSCRIPTIONS  
 HOPE NEWSLETTER DISTRIBUTED BI-MONTHLY

392 HEALTH INSURANCE  
 FY 2018-19 REFLECTS:  
 MODA PLAN P200 AND P250 REFLECTS AN 11.0% INCREASE IN PREMIUMS OVER FY 2017-18 RATES.  
 KAISER PLAN REFLECTS A 7.5% INCREASE IN PREMIUMS OVER FY 2017-18 RATES

394 WELLNESS PROGRAM EXPENSE  
 HEALTH SCREENING EVENTS  
 WELLNESS FAIR  
 ONLINE PROGRAM INCLUDING INCENTIVES  
 FITNESS PROGRAMS AND INCENTIVES  
 ADDITIONAL EVENTS, SEMINARS, ETC.

399 DENTAL INSURANCE  
 DENTAL PAYMENTS ON THE VARIOUS DENTAL PROGRAMS  
 FY 2018-19 REFLECTS A 1.8% INCREASE OVER FY 2017-18 PREMIUMS

511 PROFESSIONAL SERVICES  
 FLEXIBLE SPENDING ACCOUNT FEES \$9,300  
 FLU SHOTS \$1,000  
 EMPLOYEE ASSISTANCE PROGRAM FEES .25/MONTH.EE X 552 EMPLOYEES) \$700  
 MEDICAL SCREENINGS & FITNESS FOR DUTY \$17,000  
 NW OCCUPATIONAL PRE-EMPLOYMENT PHYSICALS \$4,000  
 GASB 45 ACTUARIAL REVIEW \$4,500  
 NW CAPITAL MGMNT (457 DEFERRED COMPENSATION PLAN CONSULTANT) \$2,000

**BP WORKSHEET & JUSTIFICATION**

FUND: 706 INSURANCE AGENCY FUND  
 DEPT: 40 INSURANCE DIVISION  
 PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

| 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: 25 TRANSFERS                            |                                |      |               |      |               |      |            |               |      |              |      |
| 801  | TRSFR TO GENERAL FD - OVERHEAD |      |               |      |               |      |            |               |      |              |      |
|  | 9,495                          |      | 20,983        |      | 15,255        |      | 15,255     | 16,509        |      | 16,509       |      |
| 802  | TRSFR TO GENERAL FD-ACCOUNTING |      |               |      |               |      |            |               |      |              |      |
|  | 20,966                         |      | 21,894        |      | 11,842        |      | 11,842     | 17,121        |      | 17,121       |      |
| 816  | TRSFRS TO REPROGRAPHICS FUND   |      |               |      |               |      |            |               |      |              |      |
|  | 935                            |      | 562           |      | 826           |      | 826        | 832           |      | 832          |      |
| TOTAL CLASS: 25 TRANSFERS                      |                                |      |               |      |               |      |            |               |      |              |      |
|  | 31,396                         |      | 43,439        |      | 27,923        |      | 27,923     | 34,462        |      | 34,462       |      |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES        |                                |      |               |      |               |      |            |               |      |              |      |
| 991  | CONTINGENCY - UNRESERVED       |      |               |      |               |      |            |               |      |              |      |
|  |                                |      |               |      | 310,191       |      |            | 423,690       |      | 423,690      |      |
| 998  | RESERVE                        |      |               |      |               |      |            |               |      |              |      |
|  |                                |      |               |      | 350,000       |      |            | 350,000       |      | 350,000      |      |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES  |                                |      |               |      |               |      |            |               |      |              |      |
|  |                                |      |               |      | 660,191       |      |            | 773,690       |      | 773,690      |      |
| TOTAL PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM |                                |      |               |      |               |      |            |               |      |              |      |
|  | 9,250,349                      | 1.10 | 9,551,777     | 1.10 | 10,589,271    | 1.10 | 9,930,674  | 12,119,535    | 1.10 | 12,119,535   | 1.10 |
| TOTAL DEPARTMENT: 40 INSURANCE DIVISION        |                                |      |               |      |               |      |            |               |      |              |      |
|  | 11,047,417                     | 2.80 | 11,482,405    | 2.90 | 14,873,542    | 2.90 | 11,874,506 | 16,310,715    | 2.90 | 16,310,715   | 2.90 |
| TOTAL FUND: 706 INSURANCE AGENCY FUND          |                                |      |               |      |               |      |            |               |      |              |      |
|  | 11,047,417                     | 2.80 | 11,482,405    | 2.90 | 14,873,542    | 2.90 | 11,874,506 | 16,310,715    | 2.90 | 16,310,715   | 2.90 |

### BP WORKSHEET & JUSTIFICATION

FUND: 706 INSURANCE AGENCY FUND  
DEPT: 40 INSURANCE DIVISION  
PROGRAM: 0016 MEDICAL AND DENTAL PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

801 TRSFR TO GENERAL FD - OVERHEAD

802 TRSFR TO GENERAL FD-ACCOUNTING

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

991 CONTINGENCY - UNRESERVED

998 RESERVE  
RESERVE FOR FUTURE MEDICAL INSURANCE EXPENSE INCREASES SET AT \$350,000



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 901 BURA GENERAL FUND

DEPT: 03 REVENUE

| 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: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -1,126,527 |  | -1,880,963 |  | -3,135,920 |  | -3,135,920 | -3,135,920 | -3,443,146 |  | -3,443,146 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -1,126,527 |  | -1,880,963 |  | -3,135,920 |  | -3,135,920 | -3,135,920 | -3,443,146 |  | -3,443,146 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 10 TAXES

306 INTEREST ON DELINQUENT TAXES

|  |      |  |      |  |        |  |        |        |        |  |        |  |
|--|------|--|------|--|--------|--|--------|--------|--------|--|--------|--|
|  | -345 |  | -826 |  | -1,000 |  | -1,700 | -2,000 | -2,000 |  | -2,000 |  |
|--|------|--|------|--|--------|--|--------|--------|--------|--|--------|--|

501 DIVISION OF TAX INCREMENT REV

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -1,489,797 |  | -2,013,969 |  | -3,012,401 |  | -2,963,589 | -3,012,401 | -3,647,997 |  | -3,647,997 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

502 DIV OF TAX INCR REV PRIOR YRS

|  |        |  |         |  |        |  |        |         |         |  |         |  |
|--|--------|--|---------|--|--------|--|--------|---------|---------|--|---------|--|
|  | -5,439 |  | -11,084 |  | -8,000 |  | -9,316 | -10,000 | -10,000 |  | -10,000 |  |
|--|--------|--|---------|--|--------|--|--------|---------|---------|--|---------|--|

TOTAL CLASS: 10 TAXES

|  |            |  |            |  |            |  |            |            |            |  |            |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|
|  | -1,495,581 |  | -2,025,879 |  | -3,021,401 |  | -2,974,605 | -3,024,401 | -3,659,997 |  | -3,659,997 |  |
|--|------------|--|------------|--|------------|--|------------|------------|------------|--|------------|--|

CLASS: 35 MISCELLANEOUS REVENUES

381 RENTAL OF CITY PROPERTY

|  |  |  |  |  |  |  |         |         |         |  |         |  |
|--|--|--|--|--|--|--|---------|---------|---------|--|---------|--|
|  |  |  |  |  |  |  | -46,423 | -46,423 | -95,100 |  | -95,100 |  |
|--|--|--|--|--|--|--|---------|---------|---------|--|---------|--|

384 INVESTMENT INTEREST EARNINGS

|  |         |  |         |  |         |  |         |         |         |  |         |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|
|  | -11,796 |  | -31,012 |  | -29,500 |  | -55,675 | -72,700 | -87,000 |  | -87,000 |  |
|--|---------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|

389 MISCELLANEOUS REVENUES

|  |      |  |      |  |      |  |      |      |      |  |      |  |
|--|------|--|------|--|------|--|------|------|------|--|------|--|
|  | -256 |  | -102 |  | -200 |  | -430 | -200 | -200 |  | -200 |  |
|--|------|--|------|--|------|--|------|------|------|--|------|--|

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |         |  |         |  |         |  |          |          |          |  |          |  |
|--|---------|--|---------|--|---------|--|----------|----------|----------|--|----------|--|
|  | -12,052 |  | -31,114 |  | -29,700 |  | -102,528 | -119,323 | -182,300 |  | -182,300 |  |
|--|---------|--|---------|--|---------|--|----------|----------|----------|--|----------|--|

CLASS: 45 NON-REVENUE RECEIPTS

460 LINE OF CREDIT PROCEEDS BURA

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 901 BURA GENERAL FUND

DEPT: 03 REVENUE

| 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 |
|                                      |               |     | -1,121,900    |     |               |     |            |            |               |     |              |     |
| TOTAL CLASS: 45 NON-REVENUE RECEIPTS |               |     |               |     |               |     |            |            |               |     |              |     |
|                                      |               |     | -1,121,900    |     |               |     |            |            |               |     |              |     |
| TOTAL DEPARTMENT: 03 REVENUE         |               |     |               |     |               |     |            |            |               |     |              |     |
|                                      | -2,634,160    |     | -5,059,856    |     | -6,187,021    |     | -6,213,053 | -6,279,644 | -7,285,443    |     | -7,285,443   |     |

0301

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 901 BURA GENERAL FUND

DEPT: 95 URBAN RENEWAL AGENCY

| 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

|     |                                 |  |           |  |         |  |         |         |         |  |         |  |
|-----|---------------------------------|--|-----------|--|---------|--|---------|---------|---------|--|---------|--|
| 307 | MEMBERSHIP FEES                 |  |           |  |         |  |         |         |         |  |         |  |
|     | 500                             |  | 500       |  | 750     |  | 435     | 750     | 750     |  | 750     |  |
| 316 | ADVERTISING, RECORDING & FILING |  |           |  |         |  |         |         |         |  |         |  |
|     |                                 |  |           |  | 500     |  | 338     | 500     | 500     |  | 500     |  |
| 321 | TRAVEL, TRAINING & SUBSISTENCE  |  |           |  |         |  |         |         |         |  |         |  |
|     |                                 |  |           |  | 5,000   |  |         | 5,000   | 5,000   |  | 5,000   |  |
| 387 | GENERAL LIABILITY INSURANCE     |  |           |  |         |  |         |         |         |  |         |  |
|     |                                 |  |           |  |         |  |         |         | 4,000   |  | 4,000   |  |
| 388 | PROPERTY INSURANCE              |  |           |  |         |  |         |         |         |  |         |  |
|     |                                 |  |           |  |         |  |         |         | 7,000   |  | 7,000   |  |
| 480 | PROPERTY TAX EXPENSE            |  |           |  |         |  |         |         |         |  |         |  |
|     |                                 |  |           |  |         |  | 12,667  | 12,667  | 20,000  |  | 20,000  |  |
| 497 | DEBT ISSUANCE COST              |  |           |  |         |  |         |         |         |  |         |  |
|     |                                 |  | 71,900    |  |         |  |         |         |         |  |         |  |
| 506 | AFFORDABLE HOUSING PROGRAM      |  |           |  |         |  |         |         |         |  |         |  |
|     |                                 |  | 200,000   |  | 200,000 |  | 1,000   |         | 300,000 |  | 300,000 |  |
| 507 | TENANT IMPROVEMENT PROGRAM      |  |           |  |         |  |         |         |         |  |         |  |
|     | 10,754                          |  | 38,720    |  | 410,467 |  | 232,650 | 410,467 | 270,000 |  | 270,000 |  |
| 509 | ACQUISITION DUE DILIGENCE EXP   |  |           |  |         |  |         |         |         |  |         |  |
|     |                                 |  | 83,009    |  | 200,000 |  | 45,055  | 100,000 | 150,000 |  | 150,000 |  |
| 511 | PROFESSIONAL SERVICES           |  |           |  |         |  |         |         |         |  |         |  |
|     | 11,419                          |  | 5,732     |  | 51,000  |  | 51,761  | 51,000  | 46,000  |  | 46,000  |  |
| 516 | BUSINESS STOREFRONT IMPROV EXP  |  |           |  |         |  |         |         |         |  |         |  |
|     | 30,414                          |  | 102,297   |  | 306,727 |  | 376,941 | 306,207 | 50,000  |  | 50,000  |  |
| 518 | PROPERTY MANAGEMENT EXPENSE     |  |           |  |         |  |         |         |         |  |         |  |
|     |                                 |  |           |  | 135,000 |  | 114,599 | 110,000 | 150,000 |  | 150,000 |  |
| 519 | DEV. FEASIBILITY ASSISTANCE     |  |           |  |         |  |         |         |         |  |         |  |
|     | 130,391                         |  | 1,176,757 |  | 400,000 |  | 134,457 | 400,000 | 347,000 |  | 347,000 |  |
| 551 | RENTS AND LEASES                |  |           |  |         |  |         |         |         |  |         |  |

0802

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 901 BURA GENERAL FUND

DEPT: 95 URBAN RENEWAL AGENCY

| 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 |
|   |                                 |     |               |     | 4,200         |     | 3,929     | 5,000     | 5,000         |     | 5,000        |     |
| 559   | STREETSCAPE ENHANCEMENT EXPENSE |     |               |     |               |     |           |           |               |     |              |     |
|   |                                 |     |               |     | 200,000       |     | 17,888    |           | 200,000       |     | 200,000      |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES          |                                 |     |               |     |               |     |           |           |               |     |              |     |
|   | 183,478                         |     | 1,678,915     |     | 1,913,644     |     | 991,720   | 1,401,591 | 1,555,250     |     | 1,555,250    |     |
| CLASS: 25 TRANSFERS                           |                                 |     |               |     |               |     |           |           |               |     |              |     |
| 801   | TRSFR TO GENERAL FD - OVERHEAD  |     |               |     |               |     |           |           |               |     |              |     |
|   | 59,719                          |     | 30,111        |     | 139,435       |     | 139,435   | 127,228   | 146,854       |     | 146,854      |     |
| 816   | TRSFERS TO REPROGRAPHICS FUND   |     |               |     |               |     |           |           |               |     |              |     |
|   |                                 |     |               |     | 2,752         |     | 1,259     | 2,752     | 1,662         |     | 1,662        |     |
| 839   | TRANSFER TO BURA DEBT SVC FUND  |     |               |     |               |     |           |           |               |     |              |     |
|   | 510,000                         |     | 214,911       |     | 1,304,927     |     | 127,012   | 1,304,927 | 1,170,834     |     | 1,170,834    |     |
| TOTAL CLASS: 25 TRANSFERS                     |                                 |     |               |     |               |     |           |           |               |     |              |     |
|   | 569,719                         |     | 245,022       |     | 1,447,114     |     | 267,706   | 1,434,907 | 1,319,350     |     | 1,319,350    |     |
| CLASS: 30 FUND BAL/CONTINGENCY/RESERVES       |                                 |     |               |     |               |     |           |           |               |     |              |     |
| 991   | CONTINGENCY - UNRESERVED        |     |               |     |               |     |           |           |               |     |              |     |
|   |                                 |     |               |     | 2,826,263     |     |           |           | 4,410,843     |     | 4,410,843    |     |
| TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES |                                 |     |               |     |               |     |           |           |               |     |              |     |
|   |                                 |     |               |     | 2,826,263     |     |           |           | 4,410,843     |     | 4,410,843    |     |
| TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY     |                                 |     |               |     |               |     |           |           |               |     |              |     |
|   | 753,197                         |     | 1,923,937     |     | 6,187,021     |     | 1,259,426 | 2,836,498 | 7,285,443     |     | 7,285,443    |     |

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 902 BURA CAPITAL PROJECT FUND

DEPT: 03 REVENUE

| 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: 45 NON-REVENUE RECEIPTS

453 LOAN FRM CITY OF BEAVERTON

|  |          |  |          |  |            |  |  |            |            |  |            |  |
|--|----------|--|----------|--|------------|--|--|------------|------------|--|------------|--|
|  | -510,000 |  | -183,086 |  | -1,164,427 |  |  | -1,164,427 | -1,014,334 |  | -1,014,334 |  |
|--|----------|--|----------|--|------------|--|--|------------|------------|--|------------|--|

460 LINE OF CREDIT PROCEEDS BURA

|  |  |  |            |  |  |  |  |  |  |  |  |  |
|--|--|--|------------|--|--|--|--|--|--|--|--|--|
|  |  |  | -1,800,000 |  |  |  |  |  |  |  |  |  |
|--|--|--|------------|--|--|--|--|--|--|--|--|--|

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

|  |          |  |            |  |            |  |  |            |            |  |            |  |
|--|----------|--|------------|--|------------|--|--|------------|------------|--|------------|--|
|  | -510,000 |  | -1,983,086 |  | -1,164,427 |  |  | -1,164,427 | -1,014,334 |  | -1,014,334 |  |
|--|----------|--|------------|--|------------|--|--|------------|------------|--|------------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |          |  |            |  |            |  |  |            |            |  |            |  |
|--|----------|--|------------|--|------------|--|--|------------|------------|--|------------|--|
|  | -510,000 |  | -1,983,086 |  | -1,164,427 |  |  | -1,164,427 | -1,014,334 |  | -1,014,334 |  |
|--|----------|--|------------|--|------------|--|--|------------|------------|--|------------|--|

0604

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 902 BURA CAPITAL PROJECT FUND      DEPT: 95 URBAN RENEWAL AGENCY

| 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

|     |                                |  |           |  |         |  |         |         |         |  |         |  |
|-----|--------------------------------|--|-----------|--|---------|--|---------|---------|---------|--|---------|--|
| 651 | PROPERTY ACQUISTION(LAND/BLDG) |  |           |  |         |  |         |         |         |  |         |  |
|     | 510,000                        |  | 1,800,491 |  | 552,230 |  | 523,686 | 552,230 | 754,334 |  | 754,334 |  |
| 682 | CONSTRUCTION                   |  |           |  |         |  |         |         |         |  |         |  |
|     |                                |  |           |  | 552,230 |  | 84,649  | 552,230 | 250,000 |  | 250,000 |  |
| 683 | CONST DESIGN & ENGR INSPECTION |  |           |  |         |  |         |         |         |  |         |  |
|     |                                |  | 182,595   |  | 59,967  |  | 439,359 | 59,967  | 10,000  |  | 10,000  |  |

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |         |  |           |  |           |  |           |           |           |  |           |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
|  | 510,000 |  | 1,983,086 |  | 1,164,427 |  | 1,047,694 | 1,164,427 | 1,014,334 |  | 1,014,334 |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|

TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

|  |         |  |           |  |           |  |           |           |           |  |           |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|
|  | 510,000 |  | 1,983,086 |  | 1,164,427 |  | 1,047,694 | 1,164,427 | 1,014,334 |  | 1,014,334 |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|-----------|--|-----------|--|

0805

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 904 BURA DEBT SERVICE FUND

DEPT: 03 REVENUE

| 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: 40 INTERFUND TRANSFERS/LOANS

444 TRSFR FROM BURA GENERAL FUND

|  |          |  |          |  |            |  |          |            |            |  |            |  |
|--|----------|--|----------|--|------------|--|----------|------------|------------|--|------------|--|
|  | -510,000 |  | -214,911 |  | -1,304,927 |  | -127,012 | -1,304,927 | -1,170,834 |  | -1,170,834 |  |
|--|----------|--|----------|--|------------|--|----------|------------|------------|--|------------|--|

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|  |          |  |          |  |            |  |          |            |            |  |            |  |
|--|----------|--|----------|--|------------|--|----------|------------|------------|--|------------|--|
|  | -510,000 |  | -214,911 |  | -1,304,927 |  | -127,012 | -1,304,927 | -1,170,834 |  | -1,170,834 |  |
|--|----------|--|----------|--|------------|--|----------|------------|------------|--|------------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |          |  |          |  |            |  |          |            |            |  |            |  |
|--|----------|--|----------|--|------------|--|----------|------------|------------|--|------------|--|
|  | -510,000 |  | -214,911 |  | -1,304,927 |  | -127,012 | -1,304,927 | -1,170,834 |  | -1,170,834 |  |
|--|----------|--|----------|--|------------|--|----------|------------|------------|--|------------|--|

0806

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 904 BURA DEBT SERVICE FUND                      DEPT: 95 URBAN RENEWAL AGENCY

| 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: 20 DEBT SERVICE

710 BURA LOC INTEREST

|  |  |  |        |  |         |  |         |         |         |  |         |  |
|--|--|--|--------|--|---------|--|---------|---------|---------|--|---------|--|
|  |  |  | 31,824 |  | 140,500 |  | 127,012 | 140,500 | 156,500 |  | 156,500 |  |
|--|--|--|--------|--|---------|--|---------|---------|---------|--|---------|--|

748 REPMT SHORT TERM LOAN FROM COB

|  |         |  |         |  |           |  |  |           |           |  |           |  |
|--|---------|--|---------|--|-----------|--|--|-----------|-----------|--|-----------|--|
|  | 510,000 |  | 183,086 |  | 1,164,427 |  |  | 1,164,427 | 1,014,334 |  | 1,014,334 |  |
|--|---------|--|---------|--|-----------|--|--|-----------|-----------|--|-----------|--|

TOTAL CLASS: 20 DEBT SERVICE

|  |         |  |         |  |           |  |         |           |           |  |           |  |
|--|---------|--|---------|--|-----------|--|---------|-----------|-----------|--|-----------|--|
|  | 510,000 |  | 214,910 |  | 1,304,927 |  | 127,012 | 1,304,927 | 1,170,834 |  | 1,170,834 |  |
|--|---------|--|---------|--|-----------|--|---------|-----------|-----------|--|-----------|--|

TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

|  |         |  |         |  |           |  |         |           |           |  |           |  |
|--|---------|--|---------|--|-----------|--|---------|-----------|-----------|--|-----------|--|
|  | 510,000 |  | 214,910 |  | 1,304,927 |  | 127,012 | 1,304,927 | 1,170,834 |  | 1,170,834 |  |
|--|---------|--|---------|--|-----------|--|---------|-----------|-----------|--|-----------|--|

0807

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 05 BEGINNING WORKING CAPITAL

|     |                           |           |           |  |           |  |           |           |  |           |  |
|-----|---------------------------|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
| 301 | BEGINNING WORKING CAPITAL |           |           |  |           |  |           |           |  |           |  |
|     |                           | 1,126,527 | 1,880,963 |  | 3,135,920 |  | 3,135,920 | 3,443,146 |  | 3,443,146 |  |

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

|  |  |           |           |  |           |  |           |           |  |           |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 1,126,527 | 1,880,963 |  | 3,135,920 |  | 3,135,920 | 3,443,146 |  | 3,443,146 |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

CLASS: 10 TAXES

|     |                              |     |     |  |       |  |       |       |  |       |  |
|-----|------------------------------|-----|-----|--|-------|--|-------|-------|--|-------|--|
| 306 | INTEREST ON DELINQUENT TAXES |     |     |  |       |  |       |       |  |       |  |
|     |                              | 345 | 826 |  | 1,000 |  | 2,000 | 2,000 |  | 2,000 |  |

|     |                               |           |           |  |           |  |           |           |  |           |  |
|-----|-------------------------------|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
| 501 | DIVISION OF TAX INCREMENT REV |           |           |  |           |  |           |           |  |           |  |
|     |                               | 1,489,797 | 2,013,969 |  | 3,012,401 |  | 3,012,401 | 3,647,997 |  | 3,647,997 |  |

|     |                               |       |        |  |       |  |        |        |  |        |  |
|-----|-------------------------------|-------|--------|--|-------|--|--------|--------|--|--------|--|
| 502 | DIV OF TAX INCR REV PRIOR YRS |       |        |  |       |  |        |        |  |        |  |
|     |                               | 5,439 | 11,084 |  | 8,000 |  | 10,000 | 10,000 |  | 10,000 |  |

TOTAL CLASS: 10 TAXES

|  |  |           |           |  |           |  |           |           |  |           |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  |  | 1,495,581 | 2,025,879 |  | 3,021,401 |  | 3,024,401 | 3,659,997 |  | 3,659,997 |  |
|--|--|-----------|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

CLASS: 35 MISCELLANEOUS REVENUES

|     |                         |  |  |  |  |  |        |        |  |        |  |
|-----|-------------------------|--|--|--|--|--|--------|--------|--|--------|--|
| 381 | RENTAL OF CITY PROPERTY |  |  |  |  |  |        |        |  |        |  |
|     |                         |  |  |  |  |  | 46,423 | 95,100 |  | 95,100 |  |

|     |                              |        |        |  |        |  |        |        |  |        |  |
|-----|------------------------------|--------|--------|--|--------|--|--------|--------|--|--------|--|
| 384 | INVESTMENT INTEREST EARNINGS |        |        |  |        |  |        |        |  |        |  |
|     |                              | 11,796 | 31,012 |  | 29,500 |  | 72,700 | 87,000 |  | 87,000 |  |

|     |                        |     |     |  |     |  |     |     |  |     |  |
|-----|------------------------|-----|-----|--|-----|--|-----|-----|--|-----|--|
| 389 | MISCELLANEOUS REVENUES |     |     |  |     |  |     |     |  |     |  |
|     |                        | 256 | 102 |  | 200 |  | 200 | 200 |  | 200 |  |

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

|  |  |        |        |  |        |  |         |         |  |         |  |
|--|--|--------|--------|--|--------|--|---------|---------|--|---------|--|
|  |  | 12,052 | 31,114 |  | 29,700 |  | 119,323 | 182,300 |  | 182,300 |  |
|--|--|--------|--------|--|--------|--|---------|---------|--|---------|--|

CLASS: 45 NON-REVENUE RECEIPTS

|     |                              |  |           |  |  |  |  |  |  |  |  |
|-----|------------------------------|--|-----------|--|--|--|--|--|--|--|--|
| 460 | LINE OF CREDIT PROCEEDS BURA |  |           |  |  |  |  |  |  |  |  |
|     |                              |  | 1,121,900 |  |  |  |  |  |  |  |  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

301 BEGINNING WORKING CAPITAL

306 INTEREST ON DELINQUENT TAXES

501 DIVISION OF TAX INCREMENT REV  
 THIS ACCOUNT RECORDS THE AMOUNT OF TAX INCREMENT REVENUES THAT ARE APPORTIONED TO THE BEAVERTON URBAN REDEVELOPMENT AGENCY FROM EACH EACH TAXING DISTRICT WITHIN THE CITY. THIS IS ALSO REFERRED TO AS THE "DIVISION OF TAX"

502 DIV OF TAX INCR REV PRIOR YRS  
 THIS ACCOUNT RECORDS THE AMOUNT OF DELINQUENT TAX INCREMENT REVENUES THAT WERE NOT COLLECTED IN PREVIOUS TAX YEARS.

381 RENTAL OF CITY PROPERTY  
 MONTHLY RENTAL INCOME FROM BURA OWNED PROPERTIES  
 FY 2017-18 ESTIMATED (PROPERTIES OWNED 6 MONTHS)  
 CURIOSITIES BUILDING - \$32,467  
 UNION LIGHTING BUILDING - \$7,527  
 5 OFFICES A TO E \$6,429  
 FY 2018-19 PROPERTY RENTAL INCOME  
 CURIOSITIES BUILDING \$66,000  
 UNION LIGHTING BUILDING \$15,300  
 5 OFFICES A TO E \$13,800

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

460 LINE OF CREDIT PROCEEDS BURA  
 FY 2016-17 REFLECTS LINE OF CREDIT PROCEEDS FUNDING FOR THE FOR CREEKSIDE DEVELOPMENT IN THE AMOUNT OF \$1,050,000 AND \$91,700 FOR BOND ISSUANCE COST ON ESTABLISHING THE \$19 MILLION LINE OF CREDIT BORROWING INSTRUMENT - TOTAL \$1,121,700  
 FY 2017-18 AND FY 2018- 19 REFLECTS NO ANTICIPATED BORROWING FOR BURA GENERAL FUND OPERATIONS

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

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

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

|  |  |  |           |  |  |  |  |  |  |  |  |
|--|--|--|-----------|--|--|--|--|--|--|--|--|
|  |  |  |           |  |  |  |  |  |  |  |  |
|  |  |  | 1,121,900 |  |  |  |  |  |  |  |  |

TOTAL PROGRAM: 0000 UNRESTRICTED

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 2,634,160 |  | 5,059,856 |  | 6,187,021 |  | 6,279,644 | 7,285,443 |  | 7,285,443 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL DEPARTMENT: 03 REVENUE

|  |           |  |           |  |           |  |           |           |  |           |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 2,634,160 |  | 5,059,856 |  | 6,187,021 |  | 6,279,644 | 7,285,443 |  | 7,285,443 |  |
|--|-----------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

## BP WORKSHEET & JUSTIFICATION

FUND: 901 BURA GENERAL FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-ADMINISTRATION

| 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       |               |     |               |           |               |     |           |               |     |              |     |
| 307 MEMBERSHIP FEES                  |               |     |               |           |               |     |           |               |     |              |     |
| 500                                  |               |     | 500           |           | 750           |     | 750       | 750           |     | 750          |     |
| 316 ADVERTISING,RECORDING & FILING   |               |     |               |           | 500           |     | 500       | 500           |     | 500          |     |
| 321 TRAVEL,TRAINING & SUBSISTENCE    |               |     |               |           | 5,000         |     | 5,000     | 5,000         |     | 5,000        |     |
| 387 GENERAL LIABILITY INSURANCE      |               |     |               |           |               |     |           | 4,000         |     | 4,000        |     |
| 388 PROPERTY INSURANCE               |               |     |               |           |               |     |           | 7,000         |     | 7,000        |     |
| 480 PROPERTY TAX EXPENSE             |               |     |               |           |               |     | 12,667    | 20,000        |     | 20,000       |     |
| 497 DEBT ISSUANCE COST               |               |     | 71,900        |           |               |     |           |               |     |              |     |
| 506 AFFORDABLE HOUSING PROGRAM       |               |     | 200,000       |           | 200,000       |     |           | 300,000       |     | 300,000      |     |
| 507 TENANT IMPROVEMENT PROGRAM       |               |     | 10,754        | 38,720    | 410,467       |     | 410,467   | 270,000       |     | 270,000      |     |
| 509 ACQUISITION DUE DILIGENCE EXP    |               |     | 83,009        |           | 200,000       |     | 100,000   | 150,000       |     | 150,000      |     |
| 511 PROFESSIONAL SERVICES            |               |     | 11,419        | 5,732     | 51,000        |     | 51,000    | 46,000        |     | 46,000       |     |
| 516 BUSINESS STOREFRONT IMPROV EXP   |               |     | 30,414        | 102,297   | 306,727       |     | 306,207   | 50,000        |     | 50,000       |     |
| 518 PROPERTY MANAGEMENT EXPENSE      |               |     |               |           | 135,000       |     | 110,000   | 150,000       |     | 150,000      |     |
| 519 DEV. FEASIBILITY ASSISTANCE      |               |     | 130,391       | 1,176,757 | 400,000       |     | 400,000   | 347,000       |     | 347,000      |     |
| 551 RENTS AND LEASES                 |               |     |               |           | 4,200         |     | 5,000     | 5,000         |     | 5,000        |     |
| 559 STREETSCAPE ENHANCEMENT EXPENSE  |               |     |               |           | 200,000       |     |           | 200,000       |     | 200,000      |     |
| TOTAL CLASS: 10 MATERIALS & SERVICES |               |     | 183,478       | 1,678,915 | 1,913,644     |     | 1,401,591 | 1,555,250     |     | 1,555,250    |     |

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-ADMINISTRATION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

|     |  |
|-----|--|
| 307 | MEMBERSHIP FEES<br>ASSOCIATION OF OREGON REDEVELOPMENT AGENCIES (AORA)   |
| 316 | ADVERTISING,RECORDING & FILING   |
| 321 | TRAVEL,TRAINING & SUBSISTENCE<br>PARKING, REAL ESTATE FINANCE AND DEVELOPMENT, AND URBAN RENEWAL TRAINING AND CONFERENCES  |
| 387 | GENERAL LIABILITY INSURANCE<br>FY 18-19 REFLECTS INSURANCE LIABILITY COSTS FOR THE LUDEMAN'S PROPERTIES \$4,000  |
| 388 | PROPERTY INSURANCE<br>FY 18-19 REFLECTS INSURANCE LIABILITY COSTS FOR THE LUDEMAN'S PROPERTIES \$7,000   |
| 480 | PROPERTY TAX EXPENSE<br>PROPERTY TAXES ON THE LUDEMAN'S PROPERTY PURCHASE FOR THE BUILDINGS ON THE TWO PARCELS THAT ARE LEASED TO 3RD PARTIES \$20,000                   |
| 497 | DEBT ISSUANCE COST   |
| 506 | AFFORDABLE HOUSING PROGRAM<br>AFFORDABLE HOUSING ACQUISITION AND DEVELOPMENT LOANS AND GRANTS.   |
| 507 | TENANT IMPROVEMENT PROGRAM<br>DESIGN GRANTS \$10,000<br>CATALYTIC CONVERSION IMPROVEMENT GRANT \$100,000<br>NEW IMPROVEMENT GRANTS \$160,000                             |
| 509 | ACQUISITION DUE DILIGENCE EXP<br>BEAVERDAM PROPERTIES<br>OLD TOWN PARKING SITE ACQUISITION<br>OTHER OLD TOWN AND BEAVERTON CENTRAL OPPORTUNITY ACQUISITIONS              |
| 511 | PROFESSIONAL SERVICES<br>AUDIT SERVICES \$6,000<br>OLD TOWN PARKING LOCATION STUDY \$20,000<br>UTILITY UNDERGROUNDING / RIGHT OF WAY ABOVE GROUND UTILITY STUDY \$20,000 |
| 516 | BUSINESS STOREFRONT IMPROV EXP<br>STOREFRONT DESIGN AND IMPROVEMENT GRANTS   |
| 518 | PROPERTY MANAGEMENT EXPENSE<br>EXPENSES FOR MANAGING VARIOUS PROPERTIES ACQUIRED AND/OR MANAGED BY BURA (INSURANCE, UTILITIES, FENCING, GENERAL MAINTENANCE, TAXES)      |
| 519 | DEV. FEASIBILITY ASSISTANCE<br>CANTERBURY DDA \$150,000<br>PREDEVELOPMENT GRANT PROGRAM \$75,000<br>WESTERN AVENUE STREET DESIGN AND RIGHT OF WAY ACQUISITION \$122,000  |
| 551 | RENTS AND LEASES<br>BEST HQ GROUND LEASE   |
| 559 | STREETSCAPE ENHANCEMENT EXPENSE<br>CRESCENT STREET CONNECTION AND PLAZA  |

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-ADMINISTRATION

| 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: 25 TRANSFERS

|     |                                 |  |        |  |         |  |         |         |  |         |  |
|-----|---------------------------------|--|--------|--|---------|--|---------|---------|--|---------|--|
| 801 | TRSFER TO GENERAL FD - OVERHEAD |  |        |  |         |  |         |         |  |         |  |
|     | 59,719                          |  | 30,111 |  | 139,435 |  | 127,228 | 146,854 |  | 146,854 |  |

|     |                               |  |  |  |       |  |       |       |  |       |  |
|-----|-------------------------------|--|--|--|-------|--|-------|-------|--|-------|--|
| 816 | TRSFERS TO REPROGRAPHICS FUND |  |  |  |       |  |       |       |  |       |  |
|     |                               |  |  |  | 2,752 |  | 2,752 | 1,662 |  | 1,662 |  |

|     |                                |  |         |  |           |  |           |           |  |           |  |
|-----|--------------------------------|--|---------|--|-----------|--|-----------|-----------|--|-----------|--|
| 839 | TRANSFER TO BURA DEBT SVC FUND |  |         |  |           |  |           |           |  |           |  |
|     | 510,000                        |  | 214,911 |  | 1,304,927 |  | 1,304,927 | 1,170,834 |  | 1,170,834 |  |

TOTAL CLASS: 25 TRANSFERS

|  |         |  |         |  |           |  |           |           |  |           |  |
|--|---------|--|---------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 569,719 |  | 245,022 |  | 1,447,114 |  | 1,434,907 | 1,319,350 |  | 1,319,350 |  |
|--|---------|--|---------|--|-----------|--|-----------|-----------|--|-----------|--|

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|     |                          |  |  |  |           |  |  |           |  |           |  |
|-----|--------------------------|--|--|--|-----------|--|--|-----------|--|-----------|--|
| 991 | CONTINGENCY - UNRESERVED |  |  |  |           |  |  |           |  |           |  |
|     |                          |  |  |  | 2,826,263 |  |  | 4,410,843 |  | 4,410,843 |  |

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

|  |  |  |  |  |           |  |  |           |  |           |  |
|--|--|--|--|--|-----------|--|--|-----------|--|-----------|--|
|  |  |  |  |  | 2,826,263 |  |  | 4,410,843 |  | 4,410,843 |  |
|--|--|--|--|--|-----------|--|--|-----------|--|-----------|--|

TOTAL PROGRAM: 0691 BURA-ADMINISTRATION

|  |         |  |           |  |           |  |           |           |  |           |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 753,197 |  | 1,923,937 |  | 6,187,021 |  | 2,836,498 | 7,285,443 |  | 7,285,443 |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

|  |         |  |           |  |           |  |           |           |  |           |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 753,197 |  | 1,923,937 |  | 6,187,021 |  | 2,836,498 | 7,285,443 |  | 7,285,443 |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL FUND: 901 BURA GENERAL FUND

|  |         |  |           |  |           |  |           |           |  |           |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 753,197 |  | 1,923,937 |  | 6,187,021 |  | 2,836,498 | 7,285,443 |  | 7,285,443 |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

**BP WORKSHEET & JUSTIFICATION**

FUND: 901 BURA GENERAL FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0691 BURA-ADMINISTRATION

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

801 TRSFR TO GENERAL FD - OVERHEAD  
 OVERHEAD TRANSFER TO FOR GENERAL FUND SUPPORT  
 FY 2016-17:  
 10% OF DEVELOPMENT DIVISON MANAGER \$18,468  
 10% OF SENIOR DEVELOPMENT PROJECT MANAGER \$17,123  
 75% OF NEW SENIOR DEVELOPMENT MANAGER POSITION FOR PARKING \$91,697  
 FY 2018-19 PROPOSED:  
 10% OF DEVELOPMENT DIVISON MANAGER \$19,179  
 10% OF SENIOR DEVELOPMENT PROEJCT MANAGER \$17,678  
 75% OF SENIOR DEVELOPMENT MANAGER POSITION FOR PARKING \$109,997

816 TRSFERS TO REPROGRAPHICS FUND

839 TRANSFER TO BURA DEBT SVC FUND  
 FY 15-16: "DAY LIGHT" ONE DAY LOAN FROM THE CITY'S GENERAL FUND FOR THE PURCHASE OF LOT 2  
 AT THE ROUND FOR THE PARKING GARAGE - \$510,000  
 FY 16-17:  
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$183,086  
 INTEREST ON LINE OF CREDIT \$31,824  
 FY 2017-18 REVISED BUDGET:  
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$612,197  
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND TO PURCHASE THE LUDEMAN'S PROPERTY \$552,230  
 INTEREST ON LINE OF CREDIT \$140,500  
 FY 2018-19 BUDGET  
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$260,000  
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND TO PURCHASE THE LUDEMAN'S PROPERTY \$504,334  
 ONE DAY LOAN FROM THE CITY'S GENERAL FUND FOR POTENTIAL PROPERTY ACQUISTIONS \$250,000  
 INTEREST ON LINE OF CREDIT \$156,500

991 CONTINGENCY - UNRESERVED  
 BUDGET AMENDMENT: \$820,000 REVISION TO THE APPROPRIATION TO FUND BEAV CENTRAL GARAGE.

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND

DEPT: 03 REVENUE

PROGRAM: 0000 UNRESTRICTED

| 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: 45 NON-REVENUE RECEIPTS

453 LOAN FRM CITY OF BEAVERTON

|         |         |           |           |           |           |
|---------|---------|-----------|-----------|-----------|-----------|
| 510,000 | 183,086 | 1,164,427 | 1,164,427 | 1,014,334 | 1,014,334 |
|---------|---------|-----------|-----------|-----------|-----------|

460 LINE OF CREDIT PROCEEDS BURA

1,800,000

TOTAL CLASS: 45 NON-REVENUE RECEIPTS

|         |           |           |           |           |           |
|---------|-----------|-----------|-----------|-----------|-----------|
| 510,000 | 1,983,086 | 1,164,427 | 1,164,427 | 1,014,334 | 1,014,334 |
|---------|-----------|-----------|-----------|-----------|-----------|

TOTAL PROGRAM: 0000 UNRESTRICTED

|         |           |           |           |           |           |
|---------|-----------|-----------|-----------|-----------|-----------|
| 510,000 | 1,983,086 | 1,164,427 | 1,164,427 | 1,014,334 | 1,014,334 |
|---------|-----------|-----------|-----------|-----------|-----------|

TOTAL DEPARTMENT: 03 REVENUE

|         |           |           |           |           |           |
|---------|-----------|-----------|-----------|-----------|-----------|
| 510,000 | 1,983,086 | 1,164,427 | 1,164,427 | 1,014,334 | 1,014,334 |
|---------|-----------|-----------|-----------|-----------|-----------|

### BP WORKSHEET & JUSTIFICATION

FUND: 902 BURA CAPITAL PROJECT FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

- 453 LOAN FRM CITY OF BEAVERTON  
"DAYLIGHT" ONE DAY LOAN PROCEEDS FROM THE CITY'S GENERAL FUND TO FUND CAPITAL PROJECTS  
FY 15-16 ACTUAL - PURCHASE OF LOT 2 AT THE ROUND FOR PARKING GARAGE PROJECT 6501 \$510,000  
FY 16-17 ACTUAL PROJECT 6501 PARKING GARAGE LOT 2 DESIGN & ENGINEERING \$183,086  
FY 17-18 REVISED BUDGET:  
PROJECT 6501 PARKING GARAGE DESIGN \$612,197  
PROJECT 6503 LAND ACQUISITION PROGRAM LUDEMANS'S PROPERTY PURCHASE \$552,230  
FY 18-19 BUDGET:  
PROJECT 6501 PARKING GARAGE DESIGN \$260,000  
PROJECT 6503 LAND ACQUISITION PROGRAM:  
LUDEMANS'S PROPERTY PURCHASE \$504,334  
POTENTIAL PROPERTY ACQUISITIONS THAT MAY BECOME AVAILABLE DURING THE YEAR \$250,000
- 460 LINE OF CREDIT PROCEEDS BURA  
FY 2016-17 ACTUAL:  
WESTGATE PROPERTY REIMBURSE CITY FOR METRO BUY OUT \$1,800,000  
FY 2017-18 BUDGET  
PROJECT 6503 GENERAL LAND ACQUISITION PROGRAM:  
POTENTIAL PROPERY PURCHASES ON BEAVERDAM ROAD \$1,600,000  
PROJECT 6501 LOT 2 PARKING GARAGE \$4,665,000  
FY 2017-18 REVISED BUDGET; THE FUNDING NEEDED FOR THE CAPITAL PROJECTS IS RECOMMENDED TO  
BE FUNDED BY DAY LOANS FROM THE CITY'S GENERAL FUND. SEE ACCOUNT NUMBER 453 ABOVE  
FY 2018-19 NO DRAWDOWNS ON LINE OF CREDIT EXPECTED

**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 6501 PARKING GARAGE LOT 2

| 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: 15 CAPITAL OUTLAY

651 PROPERTY ACQUISTION(LAND/BLDG)  
     510,000                      491

682 CONSTRUCTION

552,230                      552,230      250,000                      250,000

683 CONST DESIGN & ENGR INSPECTION  
    182,595

59,967                      59,967      10,000                      10,000

TOTAL CLASS: 15 CAPITAL OUTLAY

510,000                      183,086                      612,197                      612,197      260,000                      260,000

TOTAL PROGRAM: 6501 PARKING GARAGE LOT 2

510,000                      183,086                      612,197                      612,197      260,000                      260,000

### BP WORKSHEET & JUSTIFICATION

FUND: 902 BURA CAPITAL PROJECT FUND  
DEPT: 95 URBAN RENEWAL AGENCY  
PROGRAM: 6501 PARKING GARAGE LOT 2

| OBJ | OBJECT DESCRIPTION | JUSTIFICATIONS |
|-----|--------------------|----------------|
|-----|--------------------|----------------|

- 651 PROPERTY ACQUISTION(LAND/BLDG)
- 682 CONSTRUCTION  
DESIGN FEES, OTHER PREDEVELOPMENT COSTS, REPLACEMENT PARKING
- 683 CONST DESIGN & ENGR INSPECTION  
DESIGN COSTS  
CRESCENT AVENUE STREET DESIGN PROJECT (SHARED WITH TLT FUND)



**BP WORKSHEET & JUSTIFICATION**

FUND: 902 BURA CAPITAL PROJECT FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 6503 BURA LAND ACQUISITION PROGRAM

| 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: 15 CAPITAL OUTLAY

|     |                                |  |           |  |         |  |         |         |  |         |  |
|-----|--------------------------------|--|-----------|--|---------|--|---------|---------|--|---------|--|
| 651 | PROPERTY ACQUISTION(LAND/BLDG) |  | 1,800,000 |  | 552,230 |  | 552,230 | 754,334 |  | 754,334 |  |
|-----|--------------------------------|--|-----------|--|---------|--|---------|---------|--|---------|--|

TOTAL CLASS: 15 CAPITAL OUTLAY

|  |  |  |           |  |         |  |         |         |  |         |  |
|--|--|--|-----------|--|---------|--|---------|---------|--|---------|--|
|  |  |  | 1,800,000 |  | 552,230 |  | 552,230 | 754,334 |  | 754,334 |  |
|--|--|--|-----------|--|---------|--|---------|---------|--|---------|--|

TOTAL PROGRAM: 6503 BURA LAND ACQUISITION PROGRAM

|  |  |  |           |  |         |  |         |         |  |         |  |
|--|--|--|-----------|--|---------|--|---------|---------|--|---------|--|
|  |  |  | 1,800,000 |  | 552,230 |  | 552,230 | 754,334 |  | 754,334 |  |
|--|--|--|-----------|--|---------|--|---------|---------|--|---------|--|

TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

|  |         |  |           |  |           |  |           |           |  |           |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 510,000 |  | 1,983,086 |  | 1,164,427 |  | 1,164,427 | 1,014,334 |  | 1,014,334 |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

TOTAL FUND: 902 BURA CAPITAL PROJECT FUND

|  |         |  |           |  |           |  |           |           |  |           |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|
|  | 510,000 |  | 1,983,086 |  | 1,164,427 |  | 1,164,427 | 1,014,334 |  | 1,014,334 |  |
|--|---------|--|-----------|--|-----------|--|-----------|-----------|--|-----------|--|

### BP WORKSHEET & JUSTIFICATION

FUND: 902 BURA CAPITAL PROJECT FUND  
DEPT: 95 URBAN RENEWAL AGENCY  
PROGRAM: 6503 BURA LAND ACQUISITION PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

651 PROPERTY ACQUISTION(LAND/BLDG)  
APPROPRIATIONS FOR PROPERTY PURCHASE ACQUISITIONS:  
FY 2016-17 ACTUAL REIMBURSE THE CTIY OF BEAVERTON TO BUY OUT METRO INTEREST IN THE  
WESTGATE PROPERTY \$1,800,000  
FY 2017-18 REVISED ESTIMATE  
FIRST INSTALLMENT ON THE LUDEMAN'S \$2,375,000 LAND PURCHASE CONTRACT \$523,686  
REMAINING APPROPRIATION FOR LAND ACQUISTION \$28,544  
FY 2018-19 BUDGET  
2ND OF FIVE ANNUAL PAYMENTS ON THE \$2,375,000 LUDEMANS PURCHASE CONTRACT \$504,334  
APPROPRIATION FOR POTENTIAL LAND ACQUISITIONS THAT MAY BECOME AVAILABLE DURING THE YEAR \$250,000



**BP WORKSHEET & JUSTIFICATION**

FUND: 904 BURA DEBT SERVICE FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

| 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: 40 INTERFUND TRANSFERS/LOANS

444 TRSFR FROM BURA GENERAL FUND

|         |         |           |           |           |           |
|---------|---------|-----------|-----------|-----------|-----------|
| 510,000 | 214,911 | 1,304,927 | 1,304,927 | 1,170,834 | 1,170,834 |
|---------|---------|-----------|-----------|-----------|-----------|

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS

|         |         |           |           |           |           |
|---------|---------|-----------|-----------|-----------|-----------|
| 510,000 | 214,911 | 1,304,927 | 1,304,927 | 1,170,834 | 1,170,834 |
|---------|---------|-----------|-----------|-----------|-----------|

TOTAL PROGRAM: 0000 UNRESTRICTED

|         |         |           |           |           |           |
|---------|---------|-----------|-----------|-----------|-----------|
| 510,000 | 214,911 | 1,304,927 | 1,304,927 | 1,170,834 | 1,170,834 |
|---------|---------|-----------|-----------|-----------|-----------|

TOTAL DEPARTMENT: 03 REVENUE

|         |         |           |           |           |           |
|---------|---------|-----------|-----------|-----------|-----------|
| 510,000 | 214,911 | 1,304,927 | 1,304,927 | 1,170,834 | 1,170,834 |
|---------|---------|-----------|-----------|-----------|-----------|

### BP WORKSHEET & JUSTIFICATION

FUND: 904 BURA DEBT SERVICE FUND  
DEPT: 03 REVENUE  
PROGRAM: 0000 UNRESTRICTED

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

444 TRSFR FROM BURA GENERAL FUND

RECORD TRANSFER IN FROM THE BURA GENERAL FUND FOR DEBT SERVICE TO REPAY:

FY15-16:

DAYLIGHT LOAN FROM THE CITY GENERAL FUND TO PURCHASE LOT 2 PROJECT 6501 \$510,000

FY 16-17:

LOAN FROM THE CITY GENERAL FUND FOR LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$183,086

INTEREST ON THE LINE OF CREDIT \$31,824

FY 17-18 REVISED BUDGET:

LOAN FROM THE CITY GENERAL FUND FOR LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$612,197

LOAN FROM THE CITY GENERAL FUND FOR PURCHASE OF THE LUDEMANS PROPERTY \$552,230

INTEREST ON THE LINE OF CREDIT \$140,500

FY 2018-19:

LOAN FROM THE CITY GENERAL FUND FOR LOT 2 PARKING GARAGE DESIGN PROJECT 6501 \$260,000

LOAN FROM THE CITY GENERAL FUND FOR PURCHASE OF THE LUDEMANS PROPERTY \$504,334

LOAN FROM THE CITY GENERAL FUND FOR THE POTENTIAL LAND ACQUISITIONS \$250,000

INTEREST ON THE LINE OF CREDIT \$156,500

**BP WORKSHEET & JUSTIFICATION**

FUND: 904 BURA DEBT SERVICE FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0693 BURA DEBT SERVICE PROGRAM

| 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: 20 DEBT SERVICE  
 710 BURA LOC INTEREST

|        |  |         |  |         |  |         |  |         |  |
|--------|--|---------|--|---------|--|---------|--|---------|--|
| 31,824 |  | 140,500 |  | 140,500 |  | 156,500 |  | 156,500 |  |
|--------|--|---------|--|---------|--|---------|--|---------|--|

748 REPMT SHORT TERM LOAN FROM COB  
 510,000

|         |  |           |  |           |  |           |  |           |  |
|---------|--|-----------|--|-----------|--|-----------|--|-----------|--|
| 183,086 |  | 1,164,427 |  | 1,164,427 |  | 1,014,334 |  | 1,014,334 |  |
|---------|--|-----------|--|-----------|--|-----------|--|-----------|--|

TOTAL CLASS: 20 DEBT SERVICE

|         |  |         |  |           |  |           |  |           |  |           |
|---------|--|---------|--|-----------|--|-----------|--|-----------|--|-----------|
| 510,000 |  | 214,910 |  | 1,304,927 |  | 1,304,927 |  | 1,170,834 |  | 1,170,834 |
|---------|--|---------|--|-----------|--|-----------|--|-----------|--|-----------|

TOTAL PROGRAM: 0693 BURA DEBT SERVICE PROGRAM

|         |  |         |  |           |  |           |  |           |  |           |
|---------|--|---------|--|-----------|--|-----------|--|-----------|--|-----------|
| 510,000 |  | 214,910 |  | 1,304,927 |  | 1,304,927 |  | 1,170,834 |  | 1,170,834 |
|---------|--|---------|--|-----------|--|-----------|--|-----------|--|-----------|

TOTAL DEPARTMENT: 95 URBAN RENEWAL AGENCY

|         |  |         |  |           |  |           |  |           |  |           |
|---------|--|---------|--|-----------|--|-----------|--|-----------|--|-----------|
| 510,000 |  | 214,910 |  | 1,304,927 |  | 1,304,927 |  | 1,170,834 |  | 1,170,834 |
|---------|--|---------|--|-----------|--|-----------|--|-----------|--|-----------|

TOTAL FUND: 904 BURA DEBT SERVICE FUND

|         |  |         |  |           |  |           |  |           |  |           |
|---------|--|---------|--|-----------|--|-----------|--|-----------|--|-----------|
| 510,000 |  | 214,910 |  | 1,304,927 |  | 1,304,927 |  | 1,170,834 |  | 1,170,834 |
|---------|--|---------|--|-----------|--|-----------|--|-----------|--|-----------|

**BP WORKSHEET & JUSTIFICATION**

FUND: 904 BURA DEBT SERVICE FUND  
 DEPT: 95 URBAN RENEWAL AGENCY  
 PROGRAM: 0693 BURA DEBT SERVICE PROGRAM

| OBJ | OBJECT DESCRIPTION |
|-----|--------------------|
|     | JUSTIFICATIONS     |

710 BURA LOC INTEREST  
 FY 2016-17 ACTUAL  
 INTEREST ON USED PORTION OF LINE OF CREDIT AT LIBOR RATE PLUS 1.9% - \$21,775  
 INTEREST ON UNUSED PORTION OF LINE OF CREDIT AT .25% - \$10,049  
 FY 2017-18 REVISED BUDGET  
 INTEREST ON USED PORTION OF LINE OF CREDIT AT LIBOR RATE PLUS 1.9% - \$100,000  
 INTEREST ON UNUSED PORTION OF LINE OF CREDIT AT .25% - 40,500  
 FY 2018-19 BUDGET  
 INTEREST ON USED PORTION OF LINE OF CREDIT AT LIBOR RATE PLUS 1.9% - \$116,000  
 INTEREST ON UNUSED PORTION OF LINE OF CREDIT AT .25% - \$40,500

748 REPMT SHORT TERM LOAN FROM COB  
 FY 15-16: "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND FOR THE PURCHASE OF LOT 2  
 AT THE ROUND FOR THE PARKING GARAGE - \$510,000  
 FY 16-17:  
 "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$183,086  
 INTEREST ON LINE OF CREDIT \$31,824  
 FY 2017-18 REVISED BUDGET:  
 "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$612,197  
 "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND TO PURCHASE THE LUDEMAN'S PROPERTY \$552,230  
 FY 2018-19 PROPOSED:  
 "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND FOR PARKING GARAGE DESIGN \$260,000  
 "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND TO PURCHASE LUDEMAN'S PROPERTY \$504,334  
 "DAY LIGHT" LOAN FROM THE CITY'S GENERAL FUND TO PURCHASE PROPERTY THAT MAY BECOME  
 AVAILABLE DURING THE YEAR \$250,000

