

**Non Departmental
(Prog. 0006, 0007, 0008)**

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2019-20 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0006 BEAVERTON CENTRAL PLANT	PROGRAM MANAGER: JERRY ALLEN

Program Goal:

To provide reliable, cost-effective district heating and cooling services for space conditioning and hot water services to certain properties located at The Round in downtown Beaverton and to support opportunities to expand Central Plant services to new buildings in the Beaverton Creekside District. The Central Plant supports the Community Development Department's mission to facilitate, promote, and plan for a safe and prosperous community by comprehensively preserving and enhancing development, a healthy economy, and sustainable growth of the city.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$524,744	\$517,789	\$594,000	\$617,000	\$0
CAPITAL OUTLAY	0	54,950	148,000	249,000	0
DEBT SERVICE	170,331	106,692	106,692	106,692	0
TRANSFERS					
CONTINGENCY					
TOTAL	\$695,075	\$679,431	\$848,692	\$972,692	\$0

Program Objective (services provided):

Project Description

The Beaverton Central Plant (BCP) provides district heating and cooling services for living and commercial spaces to select buildings in the Beaverton Central area, located near the Round Development. The Central Plant currently serves 328,733 square feet and has the capacity to serve one million square feet without expansion. A recent appraisal of the plant estimated a market value of \$3.9 million.

Core Process #1: Manage the Central Plant.

Outcome: to provide efficient Central Plant heating and cooling services to all possible customers

Measured by: the number of customers, the square footage served and connected to the Plant's heating and cooling services, and the cost of those services

Key Indicators: the cost per square foot to provide service to the Plant customers

Progress on FY 2018-19 Action Plan:

- Maintained efficiency levels and condition of the Plant equipment and materials.
- Support ongoing tenant needs
- Started future expansion analysis with The Hartman Co to added the Patricia Reser Center for the Arts to the plant's services
- Complete contracts to assist in any future service potential.
- Promoted efficient services and energy reduction consistent with the City's Sustainability Goals
- Continued to program electronic management system to optimize resource efficiency.
- Installed Distributed Digital Controls for new tenants
- Promoted efficient services and energy reduction consistent with the City's Sustainability Goals

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2019-20 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0006 BEAVERTON CENTRAL PLANT	PROGRAM MANAGER: JERRY ALLEN

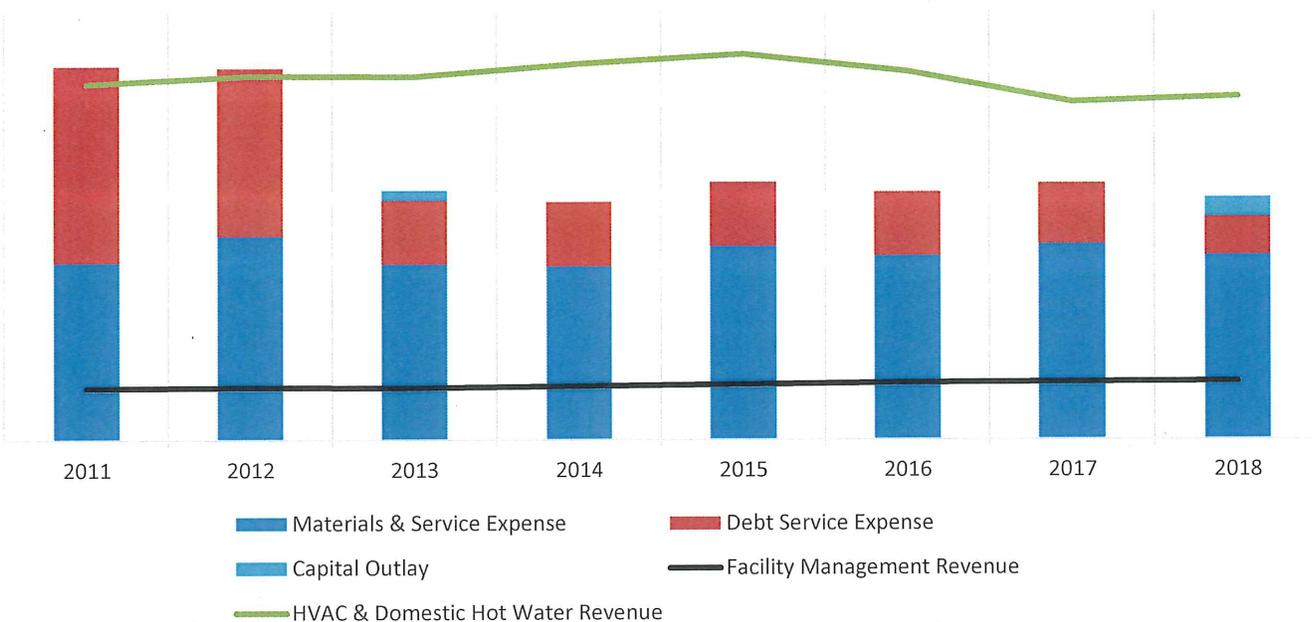
FY 2019-20 Action Plan:

- Maintain efficiency levels and condition of the Plant equipment and materials
- Support ongoing tenant needs
- Leverage The Hartman Co to support future expansion analysis and incentivize connection to the Plant's services
- Promote efficient services and energy reduction consistent with the City's Sustainability Goals
- Continue programming improvements for energy management system optimization
- Begin construction on plant connection to the new Patricia Reser Center for the Arts
- Promote efficient services and energy reduction consistent with the City's Sustainability Goals

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Hold operating expenses at or below budget	Met Objective	Met objective	Met objective	Meet Objective
Cost to operate plant	\$695,075	\$624,481	\$676,692*	\$728,692
Cost per square foot of service	\$2.11	\$1.90	\$2.16/\$2.05	\$2.21
Number of square feet served:				
Commercial	234,401	234,401	234,401	234,401
Residential	<u>94,332</u>	<u>94,332</u>	<u>94,332</u>	<u>94,332</u>
Total	328,733	328,733	328,733	328,733

**Does not include new construction costs for expanding service area.*

Beaverton Central Plant Revenues & Expenditures
FY 2011-2016 Actual
FY 2017-2018 Budget



CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2019-20 BUDGET
 CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0006 BEAVERTON CENTRAL PLANT	PROGRAM MANAGER: JERRY ALLEN

Performance Outcomes and Program Trends:

The day-to-day plant operations are carried out by a third-party contractor. The City provides contract oversight, financial management, and strategic planning for the Central Plant. The Central Plant will be expanded as needed to meet future project build-out at The Round, as well as adjacent properties in the Beaverton Central area, which may utilize the plant for services. Funds for the extension of the plant to serve the proposed parking garage (retail area) as well as the Patricia Reser Center for the Arts appear in the Capital Outlay portion of the budget.

High-quality maintenance and problem resolution are critical to service customers and are key areas of focus for staff and contractors. The Plant has the capacity to expand by adding additional customers, and with increased heating and cooling loads the plant will become more efficient. The highest efficiencies will be achieved through careful oversight and management.

As capacity is demanded by new customers, there will be increased demands on staff as customers connect and utilize the services offered by the highly efficient heating and cooling system. Continued high level maintenance and operations of the Plant, as well as response to service calls, must be maintained to realize the benefits of the efficient technology.

Education is necessary to understand the Plant and the efficiencies it brings to its users. Tours should continue to display this system and share the sustainability benefits of district heating and cooling systems.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2019-20 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0007 BEAVERTON BUILDING MANAGEMENT	PROGRAM MANAGERS: TRAVIS TAYLOR & SUSAN COLE

Program Goal:

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

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION					
PERSONNEL SERVICES					
MATERIALS & SERVICES	\$1,535,224	\$1,410,663	\$1,368,949	\$1,359,900	\$0
CAPITAL OUTLAY	61,662	514,446	80,000	0	0
TOTAL	\$1,596,886	\$1,925,109	\$1,448,949	\$1,359,900	\$0

Program Objective:

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

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

Progress on FY 2018-19 Action Plan:

- Continued the retirement of debt associated with relocation of services to the new building and associated remodeling. Debt service is reflected in Fund 202 – Special Revenue Debt. These bonds mature in 2021.
- The operation of Beaverton Round Executive Suites continues with high occupancy levels in a competitive environment.
- The Central Desk staff provides a welcoming environment for customers and visitors.
- Remodeled the 2nd floor area to move the Finance Department, then reassigned other personnel into the vacated space on the 4th floor
- Improved the exterior of the building to a Class A standard by sealing the concrete panels and removing water and mineral staining on windows
- Continued to maintain a high quality office environment for private tenants of the second and third floors.
- Developed appropriate workload measurements for City Hall usage

FY 2019-20 Action Plan:

- Continue to coordinate moves on second floor filling vacancy of building inspector's departure to 4th floor, relocation of the Art program and other space utilization efforts
- Plan and implement security improvements on the second floor
- Develop a furnishings standard to update public, conference, and workstation spaces
- Enhance front entrance to the building off of the Round

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2019-20 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0007 BEAVERTON BUILDING MANAGEMENT	PROGRAM MANAGERS: TRAVIS TAYLOR & SUSAN COLE

Performance Measures:*	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Proposed
Occupancy Level (% sq. ft. – 2 nd Floor) on Jan. 1	85%	100%	100%	100%
Occupancy Level (actual s.f. – 2 nd Floor Tenants) on Jan. 1	21,000	13,480 ¹	13,480	13,480
Occupancy Level (Executive Suites 3 rd Floor) on Jan. 1	95%	95%	95%	95%
Lease Income	\$899,806	\$887,553	\$915,178	\$941,800

¹Reduction due to tenant space shrinkage now devoted to Finance Department

*Also see the Property and Facilities Division Program in the Mayor's Office Department for performance measures related to The Beaverton Building.

Trends, Services and Issues:

As city services and programs expand, accommodation of new staff in The Beaverton Building will be challenging. The Mayor's Office Department is anticipated to grow due to plans for the Patricia Reser Center for the Arts, as well as the potential new rental inspection program which would also require staffing. This would reduce the amount of space for private sector leases. Therefore; the rental income from those sources reflects that trend.

Use of the building continues to develop and morph, customers and visitors are genuinely impressed with the quality office environment that has been created.

Operation of the Beaverton Round Executive Suites (E-Suites) is a very successful activity. This service for small businesses serves the community well as part of the city's economic development package.

CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2019-20 BUDGET
 CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: NON-DEPARTMENTAL
PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS	PROGRAM MANAGER: TRAVIS TAYLOR

Program Goal:

To operate a successful and welcoming building for residents, tenants and the public. To preserve the residents' investment by maintaining maximum building service life through providing clean, safe, and environmentally-efficient facilities for employees and the public.

REQUIREMENTS	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
MATERIALS & SERVICES	\$640,109	\$533,777	\$673,225	\$620,450	\$0

Program Objective:

Operate the building efficiently for city staff and provide a welcoming environment for visitors. Property and Facilities Division staff manage the electrical and mechanical systems, the security cameras and access control systems, and provide contractor management for janitorial, heating & cooling, and other systems. Staff evaluates the performance of building systems, maintenance practices and the materials and supplies used, and implements or recommends changes to enhance the service life of city facilities. This program strives to include MWESB and service disabled veterans firms with bid opportunities for goods and services.

Progress on FY 2018-19 Action Plan:

- Performed renovations to create meeting room space for community groups that were displaced by the closure of the Activity Center, and for times when the City's Severe Weather Shelter is open at the Community Center
- Completed projects identified in the ADA Title II Transition Plan
- Implemented front entry security improvements, including x-ray machine, metal detector, and enhanced access levels

FY 2019-20 Action Plan:

- Expand the Municipal Court staff area at the south end of the building to better serve the public, creating another transaction area for customer service
- Continue security enhancements started in 18/19
- Hold discussions on future use of the building after the Police Department and Emergency Management move to new Public Safety Center, as part of the Facilities Master Plan effort

Performance Measures

The specific objectives and performance measures for this program are established in the Property and Facilities Division program in the Mayor's Office for measures related to the Griffith Building.

City of Beaverton - Finance
 Budget Preparation - 2020

BP WORKSHEET & JUSTIFICATION

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 10 MATERIALS & SERVICES													
351	UTILITIES EXPENSE												
	169,323		180,277		185,000		170,600	185,000		170,000			
431	PLANT MAINTENANCE												
	68,284		65,305		90,000		110,000	100,000		110,000			
511	PROFESSIONAL SERVICES												
	213,877		198,947		245,000		214,000	263,000		263,000			
551	RENTS AND LEASES												
	73,260		73,260		74,000		74,000	74,000		74,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	524,744		517,789		594,000		568,600	622,000		617,000			
CLASS: 15 CAPITAL OUTLAY													
682	CONSTRUCTION												
			53,450		109,500			229,000		229,000			
683	CONST DESIGN & ENGR INSPECTION												
			1,500		38,500		45,000	20,000		20,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
			54,950		148,000		45,000	249,000		249,000			
CLASS: 20 DEBT SERVICE													
791	PAYMENT OF CONSTRUCTION LOAN												
	170,331		106,692		106,692		106,692	106,692		106,692			
TOTAL CLASS: 20 DEBT SERVICE													
	170,331		106,692		106,692		106,692	106,692		106,692			
TOTAL PROGRAM: 0006 BEAVERTON CENTRAL PLANT													
	695,075		679,431		848,692		720,292	977,692		972,692			

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 \$170,000

431 PLANT MAINTENANCE
 STANDARD PLANT MAINTENANCE \$110,000

511 PROFESSIONAL SERVICES
 CENTRAL PLANT OPERATIONS AND MAINTENANCE, ABM OVERSIGHT \$96,000
 ABM OPERATIONAL LABOR \$76,000
 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 PRCA \$229,000
 CENTRAL PLANT EQUIPMENT & CONNECTIVITY UPGRADE FOR SKB PARKING GARAGE - TBD

683 CONST DESIGN & ENGR INSPECTION
 CENTRAL PLANT PRCA CONNECTIVITY CONSTRUCTION DESIGN & ENGINEERING DOCUMENTS \$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 \$106,692

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

317	COMPUTER EQUIPMENT NO APPROPRIATION REQUESTED
351	UTILITIES EXPENSE HEATING, COOLING AND OTHER UTILITIES TO USE THE BUILDING: CENTRAL PLANT HEATING AND COOLING SERVICES; \$405,000 ELECTRICTY \$70,000 CITY WATER SEWER AND STORM \$30,000 SOLID WASTE AND RECYCLING \$10,000 PHONE CHARGES
381	BUILDING EXPENSE PLUMBING AND ELECTRICAL SERVICES ROOF MAINTENANCE, INSPECTION AND CLEANING GENERAL BUILDING REPAIRS; PARTS (LAMPS, FILTERS, ETC.) JANITORIAL SUPPLIES ELECTRICAL AND PLUMBING SUPPLIES PAINT SUPPLIES LOCKS AND KEYS SIGNAGE AND ID BADGE REPLACEMENTS SEE RELATED REVENUE AT #001-03-0000-752 SEVERAL TASKS WERE MOVED TO RELATED ACCTS FOR CONSISTENCY WITH OTHER FACILITY BUDGETS FY2015-16 REFLECTS INCREASE DUE TO UNFORESEEN REPAIRS AND MAINTENANCE \$35,000
384	BUILDING MAINTENANCE PROJECTS POTENTIAL UPGRADE TO EVOKO ROOM MANGEMENT SYSTEM \$17,000 ADD GLASS MARKER BOARDS TO MANY CONFERENCE ROOMS \$15,000 REPAINT WALLS AROUND ELEVATORS PLUS NEW CARPET IN ELEVATORS \$10,000 CONFERENCE ROOM FURNITURE UPGRADE-TABLES/CHAIRS \$15,000 SYSTEM FOR AMBIENT NOISE REDUCTION - PILOT PROGRAM \$15,000
385	PARKING GARAGE EXPENSE COMMON AREA MAINTENANCE CHARGES FOR PARKING GARAGE APPROX \$3,200/MONTH \$44,000 FY2016-17 REFLECTS INCREASE DUE TO RECONCILIATION OF EXPENSES SINCE 2014 CY 2014 RECONCILIATION \$36,332 CY 2015 RECONCILIATION \$41,780 CY 2016 RECONCILIATION \$30,523
388	PROPERTY INSURANCE GENERAL LIABILITY INSURANCE FOR BUILDING. \$15,000
480	PROPERTY TAX EXPENSE TAXES ON COMMERCIAL PORTION OF CLASS A OFFICE SPACE \$23,000 FY2016-17 REFLECTS INCREASE DUE TO TAX ASSESSMENT UPDATE
510	3RD FLOOR E-SUITES EXPENSE OPERATING EXPENSES OF THE BEAVERTON E-SUITES - 3RD FLOOR: E-SUITES MANAGEMENT AND OPERATIONS SERVICES E-SUITES OPERATING EXPENSES (TELEPHONE, INTERNET, COPIER, CREDIT CARD PROCESSING FEES, INTERIOR MAINTENANCE, PHONE SYSTEM UPGRADE) \$256,000 SEE RELATED REVENUE AT #001-03-0000-751
511	PROFESSIONAL SERVICES BUILDING SECURITY \$69,300 ROUND MASTER ASSOC COMMON AREA MAINTENANCE \$1000.64/MO \$12,100 CONSTRUCTION MANGEMENT SERVICES ON TENANT IMPROVEMENTS \$5,000 JANITORIAL SERVICES \$242,200 CENTRAL DESK SERVICES PROVIDED BY E-SUITES \$51,500 HOLIDAY DECOR SERVICES \$3,500

BP WORKSHEET & JUSTIFICATION

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
536	MAINTENANCE CONTRACTS												
	11,500		15,397		16,250		16,250	16,300		16,300			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	1,535,224		1,410,663		1,368,949		1,347,250	1,533,510		1,359,900			
CLASS: 15 CAPITAL OUTLAY													
605	BUILDINGS AND BUILDING IMPROVE												
	61,662		514,446		80,000		50,003	25,000					
TOTAL CLASS: 15 CAPITAL OUTLAY													
	61,662		514,446		80,000		50,003	25,000					
TOTAL PROGRAM: 0007 BEAVERTON BUILDING OPERATIONS													
	1,596,886		1,925,109		1,448,949		1,397,253	1,558,510		1,359,900			

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 \$2,200
PANIC BUTTON MONITORING \$240
WINDOW WASHING \$5,700
RESTROOM AIR FRESHENER SERVICE \$1,230



605 BUILDINGS AND BUILDING IMPROVE
NO APPROPRIATION REQUESTED FOR FY 2019-20



City of Beaverton - Finance
 Budget Preparation - 2020

BP WORKSHEET & JUSTIFICATION

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

351	UTILITIES EXPENSE												
	140,957		149,398		140,000		140,000	144,200		144,200			
381	BUILDING EXPENSE												
	25,691		35,981		30,000		38,000	40,000		40,000			
384	BUILDING MAINTENANCE PROJECTS												
	261,842		126,858		191,988		160,000	65,000		40,000			
511	PROFESSIONAL SERVICES												
	205,557		210,303		303,037		303,037	379,650		379,650			
536	MAINTENANCE CONTRACTS												
	6,062		11,237		8,200		8,200	8,200		8,200			
551	RENTS AND LEASES												
								8,400		8,400			

TOTAL CLASS: 10 MATERIALS & SERVICES

	640,109		533,777		673,225		649,237	645,450		620,450			
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TOTAL PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS

	640,109		533,777		673,225		649,237	645,450		620,450			
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TOTAL DEPARTMENT: 13 NON-DEPARTMENTAL

	9,895,372		8,602,282		13,886,646		8,638,631	10,815,584		14,185,415			
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BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

351	UTILITIES EXPENSE HEATING, COOLING AND OTHER UTILITIES TO USE THE BUILDING: ELECTRICITY \$90,000 CITY WATER SEWER AND STORM \$20,200 NATURAL GAS \$22,000 SOLID WASTE AND RECYCLING \$12,000
381	BUILDING EXPENSE HARDWARE, LIGHTBULBS, PAPER PRODUCTS, REPAIRS AND MAINTENANCE \$40,000
384	BUILDING MAINTENANCE PROJECTS REPLACE ONE HVAC UNIT THAT IS FAILING \$25,000 ADA COMPLIANCE - REMODEL 1ST FLOOR SOUTH RESTROOMS \$15,000
511	PROFESSIONAL SERVICES JANITORIAL SERVICES INCREASE DUE TO SQUARE FOOTAGE USAGE WITH MEETINGS \$243,650 BUILDING SCREENING SERVICES THROUGH DEPAUL SECURITY \$136,000
536	MAINTENANCE CONTRACTS PEST CONTROL, ELEVATOR CONTRACT, FIRE SPRINKLER AND ALARM TESTING, GENERATOR MAINTENANCE, WINDOW WASHING \$8,200
551	RENTS AND LEASES LEASE OF X-RAY MACHINE FOR GRIFFITH BUILDING FRONT DOOR SECURITY ACCESS. \$8,400
