

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 13 NON-DEPARTMENTAL

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

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT											
	12,926		14,660		15,000							
307	MEMBERSHIP FEES											
	73,204		75,832		92,526		76,647	76,700	79,280		79,280	
317	COMPUTER EQUIPMENT											
			351									
341	COMMUNICATIONS EXPENSE											
	47,227		59,852		50,000		33,079	45,000	50,000		50,000	
351	UTILITIES EXPENSE											
	969,500		901,690		825,000		715,943	810,600	829,200		829,200	
352	BVTN ACTIVITIES CENTER EXPENSE											
	69,540		52,980				134	134				
354	HARVEST COURT EXPENSE											
	33,811		27,208		23,000		23,904	23,000	23,880		23,880	
356	KIOSK MAINTENANCE EXPENSE											
	503		2,599		200		3	200	200		200	
359	PROPERTY TAX REBATE EXPENSE											
	216,348		226,504		237,830		148,333	148,333	76,400		76,400	
381	BUILDING EXPENSE											
	58,699		74,275		65,000		80,295	73,000	75,000		75,000	
384	BUILDING MAINTENANCE PROJECTS											
	350,555		243,101		347,738		192,105	276,000	112,000		112,000	
385	PARKING GARAGE EXPENSE											
	132,052		38,041		46,232		46,065	42,000	44,000		44,000	
386	COMMUNITY CENTER EXPENSE											
	52,545		62,979		144,148		92,782	124,148	56,050		56,050	
388	PROPERTY INSURANCE											
	14,619		15,000		15,000		8,364	15,000	15,000		15,000	
406	BANK SERVICE FEES											

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DEPT: 13 NON-DEPARTMENTAL

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
	29,910		32,882		43,000		28,790	34,000	40,000		40,000	
431	PLANT MAINTENANCE											
	68,284		65,305		90,000		100,329	110,000	110,000		110,000	
461	SPECIAL EXPENSE											
	7,632		651		2,280							
479	LOT 2 & 3 EXPENSES											
			8,213		10,000		2,267	2,715	1,000		1,000	
480	PROPERTY TAX EXPENSE											
	20,084		24,779		23,000		16,369	23,000	23,000		23,000	
481	OTHER EXPENSES											
	27,039		31,884		26,000		27,748	33,700	32,950		32,950	
510	3RD FLOOR E-SUITES EXPENSE											
	216,512		226,208		220,000		244,248	215,000	256,000		256,000	
511	PROFESSIONAL SERVICES											
	787,311		784,784		922,407		857,219	909,299	1,084,515		1,084,515	
525	PMTS TO OTHER GOVERNMENT AGENCIES											
	1,800,000											
536	MAINTENANCE CONTRACTS											
	18,362		27,334		30,642		25,290	31,092	31,150		31,150	
551	RENTS AND LEASES											
	73,260		73,260		74,000		67,155	74,000	82,400		82,400	
TOTAL CLASS: 10 MATERIALS & SERVICES												
	5,079,923		3,070,372		3,303,003		2,787,069	3,066,921	3,022,025		3,022,025	
CLASS: 15 CAPITAL OUTLAY												
605	BUILDINGS AND BUILDING IMPROVE											
	61,662		514,446		80,000		33,642	50,003				
641	VEHICLES											
			26,469		24,500		25,118	25,118	35,500		35,500	
682	CONSTRUCTION											

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OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
			53,450		109,500				229,000		229,000	
683	CONST DESIGN & ENGR INSPECTION											
			1,500		38,500		38,500	45,000	20,000		20,000	
TOTAL CLASS: 15 CAPITAL OUTLAY												
	61,662		595,865		252,500		97,260	120,121	284,500		284,500	
CLASS: 20 DEBT SERVICE												
791	PAYMENT OF CONSTRUCTION LOAN											
	170,331		106,692		106,692		97,801	106,692	106,692		106,692	
TOTAL CLASS: 20 DEBT SERVICE												
	170,331		106,692		106,692		97,801	106,692	106,692		106,692	
CLASS: 25 TRANSFERS												
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)											
	344,741		290,299		314,830		288,594	314,830	311,479		311,479	
810	TRSFERS TO STREET FUND											
					550,964							
814	TRSFERS TO CAPITAL PROJ. FUND											
	552,582		395,366		623,621		287,875	687,488	536,000		536,000	
815	TRSFERS TO CAPITAL DEV. FUND											
	1,985,005		423,464		1,202,575		198,889	1,097,575	172,721		922,721	
817	TRSFERS TO GARAGE FUND											
	15,554		23,828		19,881		20,968	19,881	28,389		28,389	
818	TRSFERS TO ISD-ALLOCATED											
	1,327,851		1,640,370		1,923,608		1,763,307	1,923,608	1,937,183		1,937,183	
819	TRSFERS TO INSURANCE FUND											
	357,723		411,381		411,381		377,099	411,381	514,226		514,226	
823	TRSFERS TO DEBT SERVICE FUND											
			1,190,387		100,000			53,860				
830	TRANSFER TO LIBRARY FUND											

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FUND: 001 GENERAL FUND

DEPT: 13 NON-DEPARTMENTAL

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE
					127,231			127,231				
831	TRSFR TO LIBRARY FD-COLLECTION											
					165,000			165,000				
837	TRSFR TO LODGING TAX (TLT) FUND											
			454,258		557,070			544,043	648,626		648,626	
TOTAL CLASS: 25 TRANSFERS												
	4,583,456		4,829,353		5,996,161		2,936,732	5,344,897	4,148,624		4,898,624	
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
973	RESERVE - HOUSING INVESTMENT FUND											
									300,000		300,000	
974	RESERVE - CITY PARK FOUNTAIN PROJECT											
									600,000		600,000	
980	CONTINGENCY- ROW FEE FUTURE USE											
					2,383,843				3,543,615		3,597,615	
991	CONTINGENCY - UNRESERVED											
					2,013,803				2,094,866		1,597,364	
996	RESERVE - EQUIPMENT REPLACEMT											
					109,058				85,093		85,093	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
					4,506,704				6,623,574		6,180,072	
TOTAL DEPARTMENT: 13 NON-DEPARTMENTAL												
	9,895,372		8,602,282		14,165,060		5,918,862	8,638,631	14,185,415		14,491,913	

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BP WORKSHEET & JUSTIFICATION

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

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

CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT				15,000						
		12,926	14,660								
307	MEMBERSHIP FEES				92,526		76,700	79,280		79,280	
		73,204	75,832								
341	COMMUNICATIONS EXPENSE				50,000		45,000	50,000		50,000	
		47,227	59,852								
352	BVTN ACTIVITIES CENTER EXPENSE						134				
		69,540	52,980								
354	HARVEST COURT EXPENSE				23,000		23,000	23,880		23,880	
		33,811	27,208								
356	KIOSK MAINTENANCE EXPENSE				200		200	200		200	
		503	2,599								
359	PROPERTY TAX REBATE EXPENSE				237,830		148,333	76,400		76,400	
		216,348	226,504								
386	COMMUNITY CENTER EXPENSE				144,148		124,148	56,050		56,050	
		52,545	62,979								
406	BANK SERVICE FEES				43,000		34,000	40,000		40,000	
		29,910	32,882								
461	SPECIAL EXPENSE				2,280						
		7,632	651								
479	LOT 2 & 3 EXPENSES				10,000		2,715	1,000		1,000	
			8,213								
480	PROPERTY TAX EXPENSE										
			2,704								
481	OTHER EXPENSES				26,000		33,700	32,950		32,950	
		27,039	31,884								

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
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 PROGRAM: 0003 NON-DEPARTMENTAL

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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303	OFFICE FURNITURE & EQUIPMENT EQUIPMENT APPROPRIATION AVAILABLE FOR EMERGENCY USE (MAYOR'S AUTHORIZATION REQUIRED)	
307	MEMBERSHIP FEES NATIONAL LEAGUE OF CITIES \$6,900 LEAGUE OF OREGON CITIES \$57,800 LEGAL ADVOCACY PROGRAM \$1,000 PORTLAND STATE METROPOLITAN STUDIES \$2,000 LOC FOUNDATION PARTICIPATION UNITED STATES CONFERENCE OF MAYORS \$5,300 GOVERNMENT ETHICS COMMISSION \$780 METROPOLITAN MAYORS CONSORTIUM ANNUAL DUES \$5,500	
341	COMMUNICATIONS EXPENSE CITY WIDE COSTS-TELEPHONE SYS INCL. LINE CHARGES, LONG DISTANCE AND ACCESS \$50,000 TELEPHONE BILL MONITORING AND PAYMENT SERVICES EXPECTING 5-10 ADDITIONAL PHONES AT PUBLIC SAFETY CENTER	
352	BVTN ACTIVITIES CENTER EXPENSE FY 17-18 WAS REDUCED AS THE BUILDING WAS VACATED DURING THE FISCAL YEAR AND WILL BE DECOMMISSIONED. THE SITE WILL BE REPURPOSED FOR THE NEW PUBLIC SAFETY BUILDING NO APPROPRIATION REQUIRED	
354	HARVEST COURT EXPENSE UTILITIES \$17,400 JANITORIAL \$3,780 GUTTER CLEANING \$750 MAINTENANCE CONTRACTS \$1,500 MAINTENANCE & REPAIR (PARTS, MATERIALS, BULBS, PAPER PRODUCTS, ETC.) \$450 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 EXPECTING TO VACATE BY 06.30.2020	
356	KIOSK MAINTENANCE EXPENSE MISC REPAIRS; PARTS \$200 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 & 2 PROPERTIES (REBATE CONTINUES TO FY 2019-20 @ 20%) \$76,400 LITHIA MOTORS ANNEXATION 1 - 3 PROPERTIES (REBATE CONCLUDED FY 2017-18) - NOT CLAIMED	
386	COMMUNITY CENTER EXPENSE UTILITIES \$24,000 JANITORIAL \$24,950 MAINTENANCE CONTRACTS \$3,000 MAINTENANCE & REPAIRS (PARTS, MATERIALS, BULBS, PAPER PRODUCTS, ETC.) \$4,100	
406	BANK SERVICE FEES TRANSACTION FEES FOR PAYMENTS BY CREDIT CARD. \$40,000	
461	SPECIAL EXPENSE FOR SURFACE WATER UTILITY CHARGES ON WESTGATE SITE - ELIMINATED BY SALE OF PARCELS	
479	LOT 2 & 3 EXPENSES LOTS 2 & 3 MANAGEMENT COST, LANDSCAPE MAINTENANCE EXPENSE, AND UTILITY EXPENSES \$1,000	
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 \$25,000 ANNUAL DEBT SERVICE FEES FOR G.O. BOND ISSUES \$3,250 INTER-DEPARTMENTAL COURIER \$4,700	

BP WORKSHEET & JUSTIFICATION

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 PROGRAM: 0003 NON-DEPARTMENTAL

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	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES										
	8,361		8,495		7,153		7,262	58,265		58,265	
525	PMTS TO OTHER GOVERNMENT AGENCIES										
	1,800,000										
536	MAINTENANCE CONTRACTS										
	800		700		6,192		6,642	6,650		6,650	
TOTAL CLASS: 10 MATERIALS & SERVICES											
	2,379,846		608,143		657,329		501,834	424,675		424,675	
CLASS: 15 CAPITAL OUTLAY											
641	VEHICLES										
			26,469		24,500		25,118	35,500		35,500	
TOTAL CLASS: 15 CAPITAL OUTLAY											
			26,469		24,500		25,118	35,500		35,500	
CLASS: 25 TRANSFERS											
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19)										
	344,741		290,299		314,830		314,830	311,479		311,479	
810	TRSFERS TO STREET FUND										
					550,964						
814	TRSFERS TO CAPITAL PROJ. FUND										
	552,582		395,366		623,621		687,488	536,000		536,000	
815	TRSFERS TO CAPITAL DEV. FUND										
	1,985,005		423,464		1,202,575		1,097,575	172,721		922,721	
817	TRSFERS TO GARAGE FUND										
	15,554		23,828		19,881		19,881	28,389		28,389	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
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OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511	PROFESSIONAL SERVICES AFTER HOUR ACTIVITY & EVENT SECURITY \$1,800 JANITORIAL SERVICES FOR PARK RESTROOMS \$6,465 FACILITY MASTER PLAN CONSULTANT SERVICES \$50,000
525	PMTS TO OTHER GOVERNMENT AGENCIES FY 2016-17 REFLECTS THE CITY'S BUY OUT OF METRO'S 4/9THS INTEREST IN THE WESTGATE PROPERTY BASED ON APPRAISED VALUE. PER IGA, BURA REIMBURSED THE CITY FOR THE BUY OUT.
536	MAINTENANCE CONTRACTS TYPEWRITER MAINTENANCE FOR 9 TYPEWRITERS @ \$50/EACH \$450 BUILDING SECURITY CAMERA SYSTEM MAINTENANCE CONTRACT \$6,200
641	VEHICLES 1 REPLACEMENT FOR VEHICLE NO. 1-617, (2002 CHEVROLET MALIBU) WITH FORD EDGE HYBRID \$35,500
808	TRSFERS TO GIS PGRM (TO ISD FUND 2018-19) ALLOCATION OF GEOGRAPHICAL INFORMATION SERVICES \$311,479
810	TRSFERS TO STREET FUND
814	TRSFERS TO CAPITAL PROJ. FUND FY 2017-18 PROJECTS ACTUAL 3106 SIDEWALK PROJ \$394,798 3410 SHARE USE PATH ALONG DENNEY RD \$568 FY 2018-19 PROJECTS 3106 SIDEWALK CONSTRUCTION PROJECTS BUDGETED - \$202,621; ESTIMATE \$268,488 3328 WESTERN AVE IMPROVEMENT BUDGETED - \$85,000; ESTIMATE \$88,000 3407 BEAVERTON CREEK SHARED USE PATH BUDGETED - \$64,000; ESTIMATE \$64,000 3410 DENNEY RD MUP BUDGETED \$272,000; ESTIMATE \$267,000 FY 2019-20 PROJECTS 3112 SIDEWALK - ALLEN 92MD TO SCHOLLS \$170,000 3113 SIDEWALK - LAURELWOOD AVE \$172,500 3328 WESTERN AVE IMPROVEMENT \$40,000 3410 DENNEY ROAD MUP \$153,500
815	TRSFERS TO CAPITAL DEV. FUND FY 2017-18 PROJECTS: 3518 CANYON RD ALTERNATIVE BIKE NETWORK \$164,915 3519 CANYON RD INTERSECTION IMPROVEMENTS \$68,549 3522 LIBRARY FOUNTAIN IMPROVEMENTS \$190,000 FY 2018-19 PROJECTS: 3518 CANYON RD ALT BIKE NETWORK BUDGETED \$1,250; ESTIMATE \$1,250 3519 CANYON RD INTERSECTION IMPROVEMENTS BUDGETED \$115,000; ESTIMATE \$10,000 3513 PROPERTY ACQUISITION ACCOUNT BUDGETED \$100,000; ESTIMATE \$100,000 3522 LIBRARY FOUNTAIN IMPROVEMENTS BUDGETED \$96,325; ESTIMATE \$96,325 3523 PACWEST GAS STATION PROPERTY ACQUSTION \$890,000 FY 2019-20 PROJECTS 3513 PROPERTY ACQUISITION ACCOUNT TO PROVIDE FUNDING FOR POTENTIAL LAND PURCHASES \$66,721 3519 CANYON RD INTERSECTION IMPROVEMENTS \$106,000 AMENDMENT PACKET NO. 5 - PROVIDE AN ADDITIONAL \$750,000 APPROPRIATION IN: 3513 PROPERTY ACQUISITION ACCOUNT TO PROVIDE FUNDING FOR POTENTIAL LAND PURCHASES \$750,000
817	TRSFERS TO GARAGE FUND ALLOCATION OF FLEET SERVICES (FUEL AND MAINTENANCE) PROVIDED BY THE GARAGE FUND \$28,389

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	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	
818	TRSFERS TO ISD-ALLOCATED											
	1,327,851		1,640,370		1,923,608		1,923,608	1,937,183		1,937,183		
819	TRSFERS TO INSURANCE FUND											
	357,723		411,381		411,381		411,381	514,226		514,226		
823	TRSFERS TO DEBT SERVICE FUND											
			1,190,387		100,000		53,860					
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											
			454,258		557,070		544,043	648,626		648,626		
TOTAL CLASS: 25 TRANSFERS												
	4,583,456		4,829,353		5,996,161		5,344,897	4,148,624		4,898,624		
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES												
973	RESERVE - HOUSING INVESTMENT FUND											
								300,000		300,000		
974	RESERVE - CITY PARK FOUNTAIN PROJECT											
								600,000		600,000		

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 PROGRAM: 0003 NON-DEPARTMENTAL

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 818 TRSFERS TO ISD-ALLOCATED
 ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$1,937,183
- 819 TRSFERS TO INSURANCE FUND
 ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE \$514,226
- 823 TRSFERS TO DEBT SERVICE FUND
 TRANSFER TO THE GENERAL OBLIGATION DEBT SERVICE FUND FOR DEBT SERVICE ASSISTANCE ON THE 2017 PUBLIC SAFETY BOND ISSUE DURING THE TWO YEAR OVERLAP WITH THE EXISTING LIBRARY BOND ISSUE DEBT SERVICE. THE OVERLAP PERIOD ENDS IN FY 2018-19
- 830 TRANSFER TO LIBRARY FUND
 FY 18-19 TRANSFERS TO SUPPORT FOR LIBRARY OPERATION
 LIBRARY SAFETY OFFICER
 ADDITIONAL STAFF TIME FOR LIBRARY HOURS CHANGE
- 831 TRSFR TO LIBRARY FD-COLLECTION
 TRANSFER TO LIBRARY FUND TO ASSIST WITH THE PURCHASE OF LIBRARY MATERIALS
- 837 TRSFR TO LODGING TAX (TLT) FUND
 100% SUBSIDY OF THE ARTS PROGRAM 0528' S OPERATING COSTS IN THE TRANSIENT LODGING TAX FUND FY 18-19 BUDGET AMENDMENT PKT #11 REDUCES THE APPROPRIATION IN THE LODGING TAX FUND FOR ART DEVELOPMENT EXPENSE BY \$20,000 AND REDUCES THE FUNDING FROM THE GENERAL FUND BY THAT AMOUNT.

- 973 RESERVE - HOUSING INVESTMENT FUND
 SET ASIDE A PORTION OF GENERAL FUND CONTINGENCY FOR FUTURE HOUSING INVESTMENT FUND AS THE CITY'S MATCH TOWARDS METRO AFFORDABLE HOUSING BOND PROJECTS \$300,000
- 974 RESERVE - CITY PARK FOUNTAIN PROJECT

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	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
980	CONTINGENCY- ROW FEE FUTURE USE				2,383,843			3,543,615		3,597,615	
991	CONTINGENCY - UNRESERVED				2,013,803			2,094,866		1,597,364	
996	RESERVE - EQUIPMENT REPLACEMT				109,058			85,093		85,093	
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					4,506,704			6,623,574		6,180,072	
TOTAL PROGRAM: 0003 NON-DEPARTMENTAL					6,963,302		5,871,849	11,232,373		11,538,871	

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
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 PROGRAM: 0003 NON-DEPARTMENTAL

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 980 CONTINGENCY- ROW FEE FUTURE USE
 PGE AND NW NATURAL PRIVELEG TAX SET ASIDE ACCOUNT REVENUES AND AUTHORIZED USES
 FY 2015-16: TOTAL REVENUES \$1,548,000
 UTILITY UNDERGROUNDING PROJECT \$65,000
 FY 2015-16 ACTUAL ENDING BALANCE OF ACCOUNT \$1,483,000
 FY 2016-17: CARRYOVER \$1,483,000 + CURRENT REVENUES \$1,636,792 TOTAL AVAILABLE \$3,119,792
 SIDEWALK IMPROVEMENT PROJECT 3106 \$552,582 (FUND MENLO DRIVE FAIRMOUNT TO BERTHOLD)
 AFFORDABLE HOUSING PROGRAM \$200,000
 ACQUISITION DUE DILIGENCE EXPENSE \$65,000
 ACTUAL FY 2016-17 ENDING BALANCE OF ACCOUNT \$2,302,210
 FY 2017-18: CARRYOVER \$2,302,210 + CURRENT REVENUE \$1,589,438 TOTAL AVAILABLE \$3,891,648
 DEBT SERVICE ON TO ASSIST WITH PUBLIC SAFETY BOND ISSUE DEBT SERVICE \$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
 ACTUAL FY 2017-18 ENDING BALANCE OF ACCOUNT \$1,193,463
 FY 2018-19: CARRYOVER \$1,931,463 + CURRENT REVENUE \$1,610,000 TOTAL AVAILABLE \$3,541,463
 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
 AFFORDABLE HOUSING ACTIVITIES IN PROGRAM 0662 ACCOUNT 509 - \$855,000
 FY 2018-19 BUDGETED ENDING BALANCE \$2,383,842
 FY2018-19 ESTIMATE REVENUE REDUCED BY \$44,000 (NW NATURAL) TOTAL AVAILABLE \$3,497,463
 TRANSFER TO THE DEBT SVC FUND TO ASSIST THE PUBLIC SAFETY BOND - \$53,860
 SIDEWALK IMPROVEMENT PROJECT 3106 MENLO DRIVE FAIRMOUNT TO BERTHOLD - \$202,621
 AFFORDABLE HOUSING ACTIVITIES IN PROGRAM 0662 ACCOUNT 509 - \$700,000
 FY2018-19 ESTIMATED ENDING BALANCE \$2,475,115
 FY 2019-20: CARRYOVER \$2,475,115 + CURRENT REVENUE \$1,566,000 TOTAL AVAILABLE \$3,541,463
 AFFORDABLE HOUSING ACTIVITIES IN PROGRAM 0662 ACCOUNT 509 - \$155,000
 SIDEWALK PROJECT 3112 ALLEN 92ND AVENUE TO SCHOLLS FERRY ROAD \$170,000
 SIDEWALK PROJECT 3113 LAURELWOOD AVENUE \$172,500
 FY 2019-20 PROPOSED BUDGET ENDING BALANCE \$3,543,615
 AMENDMENT PACKET NO. 2 - INCREASE REVENUE PROJECTIONS TO UPDATED REVENUES
 RECEIVED SO FAR YEAR-TO-DATE. \$54,000
- 991 CONTINGENCY - UNRESERVED
- 996 RESERVE - EQUIPMENT REPLACEMT
 RESERVE FOR VEHICLE REPLACEMENT \$85,093

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 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE
CLASS: 10 MATERIALS & SERVICES											
351	UTILITIES EXPENSE										
	169,323		180,277		185,000		170,600	170,000		170,000	
431	PLANT MAINTENANCE										
	68,284		65,305		90,000		110,000	110,000		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	617,000		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	972,692		972,692	

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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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	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE

CLASS: 10 MATERIALS & SERVICES

317 COMPUTER EQUIPMENT

351

351 UTILITIES EXPENSE

659,220

572,015

500,000

500,000

515,000

515,000

381 BUILDING EXPENSE

33,008

38,294

35,000

35,000

35,000

35,000

384 BUILDING MAINTENANCE PROJECTS

88,713

116,243

155,750

116,000

72,000

72,000

385 PARKING GARAGE EXPENSE

132,052

38,041

46,232

42,000

44,000

44,000

388 PROPERTY INSURANCE

14,619

15,000

15,000

15,000

15,000

15,000

480 PROPERTY TAX EXPENSE

20,084

22,075

23,000

23,000

23,000

23,000

510 3RD FLOOR E-SUITES EXPENSE

216,512

226,208

220,000

215,000

256,000

256,000

511 PROFESSIONAL SERVICES

359,516

367,039

367,217

385,000

383,600

383,600

BP WORKSHEET & JUSTIFICATION

Budget Preparation - 2020

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 ELECTRICITY \$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 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	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		1,378,449		1,347,250	1,359,900		1,359,900	
CLASS: 15 CAPITAL OUTLAY											
605	BUILDINGS AND BUILDING IMPROVE										
	61,662		514,446		80,000		50,003				
TOTAL CLASS: 15 CAPITAL OUTLAY											
	61,662		514,446		80,000		50,003				
TOTAL PROGRAM: 0007 BEAVERTON BUILDING OPERATIONS											
	1,596,886		1,925,109		1,458,449		1,397,253	1,359,900		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

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 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	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	40,000	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	620,450	620,450				
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TOTAL PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS

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

		9,895,372	8,602,282	14,165,060	8,638,631	14,185,415	14,491,913				
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BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND

DEPT: 13 NON-DEPARTMENTAL

PROGRAM: 0008 GRIFFITH BUILDING OPERATIONS

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 351 UTILITIES EXPENSE
 - 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

